



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: *January 11th, 2022*
TIME: *7:00 p.m.*

PLACE: *Town Hall*
TYPE: *Regular Meeting*

1. CALL TO ORDER: Meeting called to order at 7:00 p.m.

2. ROLL CALL & ESTABLISH QUORUM: Ms. Christine Wagner, Planning and Zoning Commission Administrator established roll call; members present were Mr. Tim Hartnett and Mr. Rex Doornbos. Mr. Floyd Jenkins was absent and excused from tonight's meeting. A quorum was established. Also in attendance was Mr. Dan Halstead, Residential Building Inspector.

3. NOMINATIONS: CHAIRPERSON & VICE-CHAIRPERSON FOR CALENDAR YEAR 2022:
Due to not have a full Commission Board at the meeting, it was determined that this item will be tabled nominations until the next Commission meeting.

Mr. Tim Hartnett moved to table the Chairperson and Vice-Chairperson nominations until the next Commission meeting. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, absent (Jenkins). Motion carried.

Mr. Rex Doornbos will be conducting tonight's meeting.

4. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- **SMILEY, JOHN: Lot #17 Three Rivers Meadows Subdivision – 424 Meadows Drive – (#RE/A-01-22)** – Interior Remodel of Home with Portion Extension – Mr. John Smiley was in attendance to review and discuss his remodel plans with the Commission members. Commission members reviewed the plans and discussed the project with Mr. Smiley. All permit items appear to be in order and have been reviewed by the residential building inspector. Mr. Smiley will be okay to proceed with his project.

Mr. Tim Hartnett moved to approve the remodel permit application for John Smiley, Lot #17 of the Three Rivers Meadows Subdivision, located at 424 Meadows Drive, permit number RE/A-01-22. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 3 absent (Jenkins). Motion carried.

- **Flynn, Jeff & Yulia: Lot #90 Alpine Meadows Subdivision – 352 Aster Loop – (#R1-01-22)** – Single Family Home – Mr. Jeff Flynn was in attendance to discuss his residential building permit application. Mr. Flynn stated that that the height of the structure is above the allowable amount that the Alpine Meadows Homeowners Association (AMHOA) allows. He will be bringing the roof line down to meet the AMHOA requirements. Mr. Flynn is eager to get the project started, as his contractor has a window of opportunity to start the excavation. Once the roof changes have been made, he will submit a new elevation page for the plans. Other than the building height, the plans appear to be in order; however, with the change in height the Commission is only will to approve the footings/foundation (floor package) Mr. Flynn will not be allowed to go any further on the project until the new elevations are received/reviewed and approved. Mr. Flynn stated that the AMHOA has approved him to excavation and dig the foundation. Mr. Flynn will need to submit the approval documents from the AMHOA.

Mr. Tim Hartnett moved to approve Jeff Flynn, Lot #90 of the Alpine Meadows Subdivision, located at 52 Aster Loop, permit #R1-01-22. **THIS APPROVAL IS FOR EXCAVATION and FOUNDATION (Floor package) ONLY.** The project is not allowed to go vertical until further documentation is submitted and reviewed. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 3 absent (Jenkins). Motion carried.

- **Flynn, Jeff & Yulia: Lot #146 Alpine Meadows Subdivision – 134 Sweetgrass Trail – (#R1-02-22)** – Single Family Home - Mr. Jeff Flynn stated that this is the same floor plan it is just flipped to give the home a different appearance from the other home on Aster Loop. This project is located on a corner and as such will have two (2) street setbacks. Again, Mr. Flynn stated that the height of the structure is above the allowable amount that the Alpine Meadows Homeowners Association (AMHOA) allows. He will be bringing the roof line down to meet the AMHOA requirements. Once the roof changes have been made, he will submit a new elevation page for the plans. These plans also appear to be in order; however, with the change in height the Commission is only will to approve the footings/foundation (floor package) Mr. Flynn will not be allowed to go any further on the project until the new elevations are received/reviewed and approved. Mr. Flynn stated that this project also has received approval from the AMHOA to excavation and dig the foundation. It was reiterated that Mr. Flynn will need to submit the approval documents from the AMHOA.

Mr. Tim Hartnett moved to approve Jeff Flynn, Lot #146 of the Alpine Meadows Subdivision, located at 134 Sweetgrass Trail, permit #R1-02-22. **THIS APPROVAL IS FOR EXCAVATION and FOUNDATION (Floor package) ONLY.** The project is not allowed to go vertical until further documentation is submitted and reviewed. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 3 absent (Jenkins). Motion carried.

- **SSDA, LLC {Scott Shephard}: "Buffalo Sage Townhomes" {Lot #28 RVM} Duplex/Townhome Buildings/Units #1 - 10 (Window/Door Permit Amendments)** – Mr. Scott Shephard was unable to attend the meeting, due to a family medical issue; however, Mr. Shephard has been in contact with Mr. Halstead regarding the project and the switching of the back sliding glass door and side window at the townhome project. Mr. Halstead has reviewed the submitted documentation, stating that all the straps are already in place; he found the items to be in order for the project to move forward.

Mr. Tim Hartnett moved to approve the window and door permit amendments for the Buffalo Sage Townhome project which is to include buildings/units #1-10 for SSDA, LLC, Lot #28 of the Riverview Meadows Subdivision, known as the "Buffalo Sage Townhomes", permit #R2-01-21, #R2-02-21 (Buffalo Drive); #R2-03-21, #R2-04-21 and #R2-05-21 (Snake River Drive). Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 3 absent (Jenkins). Motion carried.

- **SSDA, LLC {Scott Shephard}: "Buffalo Sage Townhomes" {Lot #28 RVM} Duplex/Townhome Buildings/Units #2, #9 & #10 (Deck Amendments)** - Mr. Dan Halstead addressed the Commission regarding changing the location of the decks, specific to Units #2, #9 and #10 due to the close proximity to the other units, by this change it will allow the residents to have a little more privacy. There was not much discussion on this deck permit amendment.

Mr. Tim Hartnett moved to approve the deck amendments for the Buffalo Sage Townhome the permit amendments are specific to units #2, Unit #9 and Unit #10 of the "Buffalo Sage Townhome project located on Lot #28 of the Riverview Meadows Subdivision, for SSDA, LLC (Scott Shephard), permit #R2-02-21, Unit B (Buffalo Drive) and #R2-05-21, Unit A & B (Snake River Drive). Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 3 absent (Jenkins). Motion carried.

- **SSDA, LLC {Scott Shephard}: "Buffalo Sage Townhomes" {Lot #28 RVM} Units #11 & 12 – 346 Riverview Drive – (#R2-01-22)** – Duplex/Townhome Buildings – Mr. Halstead stated that this is a continuation of the project; these Townhome buildings will be constructed according to the previously

approval plans, which are the exact same structure (floor plans) as of Units #1 through Unit #10; as previously discussed and permitted.

Mr. Tim Hartnett moved to approve the multi-unit residential building permit #R2-01-22 – 346 Riverview Drive of the “Buffalo Sage Townhome project located on Lot #28 of the Riverview Meadows Subdivision, for SSDA, LLC (Scott Shephard). Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 3 absent (Jenkins). Motion carried.

- **SSDA, LLC {Scott Shephard}: “Buffalo Sage Townhomes” {Lot #28 RVM} Units #13 & 14 – 344 Riverview Drive – (#R2-02-22) – Duplex/Townhome Buildings – Mr. Halstead stated that this is a continuation of the project; these Townhome buildings will be constructed according to the previously approval plans, which are the exact same structure (floor plans) as of Units #1 through Unit #10; as previously discussed and permitted.**

Mr. Tim Hartnett moved to approve the multi-unit residential building permit #R2-02-22 – 344 Riverview Drive of the “Buffalo Sage Townhome project located on Lot #28 of the Riverview Meadows Subdivision, for SSDA, LLC (Scott Shephard). Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 3 absent (Jenkins). Motion carried.

- **SSDA, LLC {Scott Shephard}: “Buffalo Sage Townhomes” {Lot #28 RVM} Units #15 & 16 – 275 River Circle – (#R2-03-22) – Duplex/Townhome Buildings – Mr. Halstead stated that this is a continuation of the project; these Townhome buildings will be constructed according to the previously approval plans, which are the exact same structure (floor plans) as of Units #1 through Unit #10; as previously discussed and permitted.**

Mr. Tim Hartnett moved to approve the multi-unit residential building permit #R2-03-22 – 275 River Circle of the “Buffalo Sage Townhome project located on Lot #28 of the Riverview Meadows Subdivision, for SSDA, LLC (Scott Shephard). Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 3 absent (Jenkins). Motion carried.

- **SSDA, LLC {Scott Shephard}: “Buffalo Sage Townhomes” {Lot #28 RVM} Units #17 & 18 – 265 River Circle – (#R2-04-22) – Duplex/Townhome Buildings – Mr. Halstead stated that this is a continuation of the project; these Townhome buildings will be constructed according to the previously approval plans, which are the exact same structure (floor plans) as of Units #1 through Unit #10; as previously discussed and permitted.**

Mr. Tim Hartnett moved to approve the multi-unit residential building permit #R2-04-22 – 265 River Circle of the “Buffalo Sage Townhome project located on Lot #28 of the Riverview Meadows Subdivision, for SSDA, LLC (Scott Shephard). Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 3 absent (Jenkins). Motion carried.

- **SSDA, LLC {Scott Shephard}: “Buffalo Sage Townhomes” {Lot #28 RVM} Units #19 & 20 – 255 River Circle – (#R2-05-22) – Duplex/Townhome Buildings – Mr. Halstead stated that this is a continuation of the project; these Townhome buildings will be constructed according to the previously approval plans, which are the exact same structure (floor plans) as of Units #1 through Unit #10; as previously discussed and permitted.**

Mr. Tim Hartnett moved to approve the multi-unit residential building permit #R2-05-22 – 255 River Circle of the “Buffalo Sage Townhome project located on Lot #28 of the Riverview Meadows Subdivision, for SSDA, LLC (Scott Shephard). Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 3 absent (Jenkins). Motion carried.

5. TABLED ITEMS:

- **ESSEGIAN, HOWARD {LINDVALL, ERIC}: Lot #43 Alpine Meadows – 589 Aster Loop – (#R1-15-21)** – This permit application has expired, Zoning Administrator Ms. Christine Wagner asked for the Commission to review from the tabled items list.

Mr. Tim Hartnett moved to remove permit application #R1-15-21 from the tabled items list, as there has been no action taken on the permit application which has expired. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 3 absent (Jenkins). Motion carried.

6. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- **Planning/Zoning Discussion Items:**
 - LUDC Chapter 1 & 2 Update Review – There was no action taken on this item.
 - Star Valley Health – Sign Design/Regulations – Correspondence and/or drawings were presented to the Commission members, it was briefly discussed that they are seeking additional signage for the project, in which will exceed the allotment for a Mixed Residential-Commercial (MRC) Zoning District. Ms. Wagner stated that she felt it would be best, due to the size and the scope of the project, that they seek a variance for the additional signage that they are looking for. Commission members agreed this would be the best way to move forward with their sign proposal.
 - 2021 IBC, IRC, IMC, IFGC – State Updates – Ms. Wagner stated that the State of Wyoming has adopted the 2021 Building Codes and any Commercial Project, from here on out will need to be brought into compliance with the State regulations. Ms. Wagner further stated that she feels the Town of Alpine, needs to move forward with adopting the 2021 codes as well. It was determined that the change books should be ordered, and Dan Halstead will review the changes from the 2018 code to the 2021 code and have the information available at the next Commission meeting.
 - Comments/Concerns from Commissioners – There was no additional comments and/or concerns from the Commission members.
- **Planning/Zoning Correspondence:**
 - Deane & Janie Swickard Correspondence – Correspondence was received from the Swickard's attorney addressing the outcome of their variance request, in short, they are requesting that a document be provided for recording the approval of the variance, should the property change hands at any future date. Chairman Doornbos suggested that this item be tabled, as he was not at the meeting and would not be voting on a signature approval, furthermore Mr. Jenkins is not at tonight's meeting, and he attended the variance request/approval meeting.

Mr. Tim Hartnett moved to table the signature request for Deane & Janie Swickard until the next Commission meeting. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

- Town Council Meeting Minutes: 12/21/2021 – Commission members had no comments and/or concerns with the meeting minutes.
- Comments/Concerns from Commissioners – There was no additional comments and/or concerns from the Commission members.

7. UNFINISHED/ONGOING BUSINESS: See Handouts, Ongoing

Active Building Permits Lists: See Handouts, the Commission discussed the ongoing projects.

- **25 US Hwy 89, LLC: (C-04-20)** Permit expires August 2022.
- **25 US Hwy 89, LLC: (RE/A-01-21)** Permit expires March 2022.
- **Acosta, Ricky (Jones, Pons {New Owner}): (MC-13-19)** Permit expired November 2021; certified letters have been sent for non-compliance. **This will be moved to the non-compliance list.**

Mr. Tim Hartnett motioned to move this item to the non-compliant list. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

- Amborski, Daniel & Kilee: (RE/A-03-21) – Permit expires May 2022.
- Astle, Luke: (MC-16-21) – Permit expires September 2022.
- Beeson, Jonathan: (MC-07-20) – Permit expires December 2021.
- Broulim Oswald, LLC {Fuel Center}: (C-01-21) – Permit expires June 1, 2022.
- Broulim Oswald, LLC {Alpine Ace Hardware}: (C-01-21) – Permit expires August 2022. The TOC is good until December 21, 2021; follow-up is needed.
- Christie, Dave & Chris: (A-02-18) – Permit expires July 2021; letters have been sent. **This permit needs to be moved to the non-compliance list.**

Mr. Tim Hartnett motioned to move this item to the non-compliant list. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

- Clayton, William {Kim Gregg}: (R1-02-21) – Permit expires March 2022.

Mr. Tim Hartnett moved to removed permit #R1-02-21 for William Clayton from the active permits list, as the project has been completed. Mr. Rex Doornbos seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

- Dotson, James: (MC-19-21) – Permit expires October 2022.
- Driftwood Pizzeria (Mike Fisher): (MC-05-21) – Permit expires June 2022.
- Engel & Volkers: (MC-06-21) – Permit expires July 2022.
- Engel & Volkers: (S-05-21) – Permit expires July 2022.
- Esperson, William: (A-02-19) – Permit expires May 2022.
- Essegian, Howard: (R1-14-21) – Permit expires July 2022.
- Frassinelli-Ferencz: (MC-14-21) – Permit expires August 2022.

Mr. Tim Hartnett moved to removed permit #MC-14-21 for Frassinelli/Ferencz from the active permits list, as the project has been completed. Mr. Rex Doornbos seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

- Gustafson, David: (MC-02-21) – Permit expires March 2022.
- House, Harry: (R-01-21) – Permit expires January 2022. {Permit under transfer consideration.}
- Johnson, Jared: (R1-07-21) – Permit expires April 2022. – This project has been given a Temporary Certificate of Occupancy, Expiration Date of 3/9/2022 has been established.
- King, Kenneth & Marya: (R1-12-21) – Permit expires June 2022.
- Landis/Mackey {DCMI Group}: (R1-08-21) – Permit expires April 2022.
- Lasher, Chris: (MC-03-20) – Permit expires September 2021; letter sent. **This permit needs to be moved to the non-compliance list.**

Mr. Tim Hartnett motioned to move this item to the non-compliant list. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

- Madsen, Tim {Castle Rock Homes}: (R1-08-21) – Permit expires April 2022.
- Monson, Janice: (MC-17-21) – Permit expires October 2022.
- Muschaweck, Martin: (R1-09-21) – Permit expires May 2022.
- Owens, Kelly: (R1-10-21) – Permit expires May 2022.
- Pitman/Chadwick, Tyler/Garrett: (R1-07-20) – Permit expires September 2022.
- Ravitz, Rachel: (RE/A-02-21) – Permit expires April 2021.
- Rezents, Jeffry: (MC-03-21) – Permit expires April 2021.

- SSDA, LLC {Scott Shephard}: (R2-01-21) – Permit expires September 2022.
- SSDA, LLC {Scott Shephard}: (R2-02-21) – Permit expires September 2022.
- SSDA, LLC {Scott Shephard}: (R2-03-21) – Permit expires October 2022.
- SSDA, LLC {Scott Shephard}: (R2-04-21) – Permit expires October 2022.
- SSDA, LLC {Scott Shephard}: (R2-05-21) – Permit expires October 2022.
- Sandner, James: (S-03-21) – Permit expires June 2022.
- Schou, Dan: (R1-02-21) – Permit expires March 2022.
- Severson, Mark: (R1-03-21) – Permit expires March 2022.
- Snow Peak Investments, LLC: (MC-04-21) – Permit expires June 2022.
- Star Valley Health (Medical): (C-02-20) – Permit expires March 2022.
- Tholen, Preston: (R1-10-20) – Permit expires October 2021.
- Wagner, Robert: (R1-11-21) – Permit expires June 2022.
- Zweig, Katherine: (R2-01-20 & R2-02-20) – Permit expires June 2022.

8. TOWN COUNCIL ASSIGNMENT: January 18th, 2022 – Mr. Rex Doornbos will be the representative in attendance at the next Town Council meeting.

9. APPROVAL OF MINUTES:

- **Alpine Board of Adjustments Meeting Minutes of November 9th, 2021:** Since there was not a complete quorum at the meeting, it was determined to table this item until the next commission meeting.

Mr. Tim Hartnett moved to table the meeting minutes of the Alpine Board of Adjustments Meeting of November 9th, 2021. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

- **Planning and Zoning Meeting Minutes of December 14th, 2021:** Commission members reviewed the meeting minutes that were distributed prior to the meeting date. There was no question, comments and/or corrections to the meeting minutes.

Mr. Tim Hartnett moved to approval of the minutes from December 14th, 2021, meeting of the Planning & Zoning Commission, as written. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 0 absent (Jenkins). Motion carried.

10. ADJOURN MEETING: Mr. Tim Hartnett moved to adjourn the meeting. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.


Meeting adjourned at 8:26 pm.


Rex Doornbos, Chairman

2-8-2022
Date

Transcribed By:


Christine Wagner, Planning & Zoning Administrator


Date

** Minutes are a brief summary of the meeting **