



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: December 14th, 2021
TIME: 7:00 p.m.

PLACE: Town Hall
TYPE: Regular Meeting

1. CALL TO ORDER: Meeting called to order at 7:01 p.m.

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

3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- **BUGLING ELK PROPERTIES: Lots #1 - #4 Elk Meadows Subdivision – Minor Replat – (#RE-Plat – 01-21) – Final Plat Approval** – Mr. John Lotshaw was in attendance to review and discuss his final plat with the Commission members. Those in attendance discussed the items that are addressed in the minor subdivision regulations as stipulated by the Land Use and Development Code (LUDC) Section 2-207.2 – Minor Subdivision Review and Approval Process.

A contingent preliminary plat approval was given by the Planning and Zoning Commission at their September 28th meeting with stipulated conditions and presented to the Town Council for their November 2021 meeting, in which passed with the suggested stipulations. Upon final plat review some updates have been made on the final plat map, such as: switching the street names and adjustments to the street (Sagebrush Lane) for property and utility access. Water, electric and phone/fiber utilities were briefly discussed, it appears that they will be run through the provided utility easements and in the road, known as Sagebrush Lane. Sewer is being worked out with the engineers of record and Town Council members, Mr. Lotshaw stated that he has a meeting with the Mayor and the Town Engineer to finalize the agreement. As part of the discussion, proposed buildings to be located on lots #3 & #4 were discussed to identify (placement) on street frontage; it was commented that all buildings will be facing Sagebrush Lane and will be addressed accordingly. Lots #1 & #2 were addressed for street frontages and setback requirements, also identified were the regulations for property signage and the allowable number of signs for those properties. Moving forward with an approval for the final plat for the Bugling Elk Properties, minor subdivision plat map of the Elk Meadows Addition to the Town of Alpine the Commission moved to approve the final plat with the following contingencies:

1. **Applicant to clarify the frontage of lots #3 & #4 (for setback and building placement purposes);**
2. **Applicant to provide established building envelopes (setbacks) on the plat map;**
3. **Remove sign easement #2 located on Lot #1 of the Elk Meadows Final Plat map; and**
4. **Applicant to enter into an agreement with the Town of Alpine for the sewer utility's locations/connections and cost share that is agreed and accept by the Alpine Town Council.**

Mr. Tim Hartnett moved to recommend approval of the final subdivision plat map with the four (4) stipulations as discussed (above). Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

4. TABLED ITEMS:

- **ESSEGIAN, HOWARD {LINDVALL, ERIC}: Lot #43 Alpine Meadows – 589 Aster Loop – (#R1-15-21) – Single Family Residential Structure –** No new additional information has been provided on this permit application.

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- **Planning/Zoning Discussion Items:**
 - Rachel Ravitz – 125 Greys River Road Project – Ms. Ravitz was in attendance to present a project concept to the Commission for discussion. Ms. Ravitz has a project that will consist of six (6) townhomes with two (2) bedrooms each along Greys River Road. She has been working on the design and wants to discuss vehicular parking with the Commission; she has reviewed the regulations and it appears that she will need twelve (12) spots, however the regulations stipulation for buildings containing more than four (4) dwelling units will also have one (1) designated guest parking space for every two (2) dwelling units. Ms. Ravitz is asking if that means one (1) additional parking space or does it mean three (3) additional spaces. Commission members in attendance stated that it would be for the total units, therefore the project will need to have three (3) guest spots for the project. Ms. Ravitz will be revising the plan for the project and depending upon the costs will be submitting this for a springtime project.
 - LUDC Chapter 1 & 2 Update Review – Commission member in attendance decided that this will be reviewed at the next Commission meeting.
 - Star Valley Health – Sign Design/Regulations – Correspondence was presented to the Commission members in attendance, however, town staff did not have enough time prior to the meeting to review the proposed plan, this will be discussed at the January Commission meeting.
 - Renew Commitment/Appointment to the Planning & Zoning Commission – Ms. Wagner stated that Mr. Floyd Jenkins and Mr. Tim Hartnett will have expired terms at the end of the year; Ms. Wagner asked if both members would like to renew their commitment to the Alpine Planning and Zoning Board. Mr. Floyd Jenkins expressed a desire to be considered to serve on the Planning and Zoning Commission for another three (3) year term. Mr. Tim Hartnett expressed a desire to be considered to serve on the Commission for a one (1) year term. Chairman Doornbos thanked the Commission members for their commitment, dedication and service to the Town of Alpine Planning and Zoning Commission.

Mr. Tim Hartnett moved to send a recommendation to the Town Council for consideration of the continued appointment for Floyd Jenkins to serve on the Planning & Zoning Commission, for another three (3) year term; along with his commitment for a one (1) year continued appointment to the Planning and Zoning Commission. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- 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 addressing the outcome of their variance request (see attached correspondence). In short, the Swickard's are very appreciative for the Alpine Board of Adjustment in granting of their variance and expressed their gratitude to those Board members, along with their thankfulness to Ms. Christine Wagner, Zoning Administrator for her help and assistance in the application scheduling and overall process.
 - Town Council Meeting Minutes: Liquor License Public Hearing – 11/16/2021; Public Hearing – Minor Subdivision Elk Meadows Meeting Minutes – 11/16/2021 and Town Council Meeting Minutes – 11/16/2021 – 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.

6. 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.**
- **Amborski, Daniel & Kilce: (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: (S-06-21)** – Permit expires September 2022.

Mr. Floyd Jenkins moved to removed permit #S-06-20 for Broulim Oswald, LLC from the active permits list, as the project has been completed. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Broulim Oswald, LLC {Fuel Center}: (C-01-21)** – Permit expires March 2022. This project has been completed, however due to weather conditions, the concrete striping has not been completed; this project has been issued a Temporary Certificate of Occupancy, so that fuel station can be opened, it was requested to get the lumens for the canopy lights for additional review. This project will be given a temporary certificate to complete the striping, the certificate will be good until June 1, 2022.
- **Broulim Oswald, LLC {Alpine Ace Hardware}: (C-01-21)** – Permit expires August 2022. Temporary Certificate of Occupancy has been issued for business opening, the TOC is good until December 21, 2021.
- **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.**
- **Clayton, William {Kim Gregg}: (R1-02-21)** – Permit expires March 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-Ferenca: (M-14-21)** – Permit expires August 2022.
- **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.**
- **Madsen, Tim {Castle Rock Homes}: (R1-08-21)** – Permit expires April 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.
- **Quinnbella, LLC: (MC-04-20)** – Permit expired October 2021. Applicant will not be completing this project.

Mr. Tim Hartnett moved to removed permit #MC-04-20 for Quinnbella, LLC from the active permits list, as the project will not be completed. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **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.

7. TOWN COUNCIL ASSIGNMENT: December 21st, 2021 – Mr. Tim Hartnett will be the representative in attendance at the next Town Council meeting.

8. APPROVAL OF MINUTES:

- **Planning and Zoning Meeting Minutes of November 9th, 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 November 9th, 2021, meeting of the Planning & Zoning Commission, as written. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes 0 no, 1 abstain (Doornbos), 0 absent. Motion carried.

9. ADJOURN MEETING: Mr. Floyd Jenkins moved to adjourn the meeting. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

Meeting adjourned at 9:07 pm.


Rex Doornbos, Chairman

1-11-22
Date

Transcribed By:


Christine Wagner, Planning & Zoning Administrator

January 11, 2022
Date

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