



Town of Alpine
Planning & Zoning Commission Minutes

DATE: December 13th, 2022
TIME: 7:00 p.m.

PLACE: Town Council Chambers
TYPE: Regular Meeting

- 1. CALL TO ORDER:** Meeting called to order at 7:02 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 Chairman Mr. Rex Doornbos were present at tonight's meeting. A quorum was established. Also in attendance was Mr. Dan Halstead, Residential Building Inspector.
- 3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:**
 - NONE
- 4. TABLED ITEMS:**
 - **Town of Alpine – Melvin Brewing Company: Lot #1 Alpine West Addition, 240 River Circle (#S-07-22)** – Monument Sign Installation – Ms. Christine Wagner discussed the permit application; it was reiterated that no new information has been supplied to the Commission regarding a suggested lease and/or maintenance agreement for this permit application from the Town Council. It appears after further discussion that this project has been stalled until an agreement with the Town has been made. If this project does to come to fruition the permit application will need to be re-submitted with a revised site plan and permit application. Commission members decided to remove this item from the agenda. Along with removing from the agenda, it was determined that notification be sent to Melvin regarding a needed agreement on placement and lease space.

Mr. Floyd Jenkins moved to remove Town of Alpine – Melvin Brewing Company permit application #S-07-22 from the tabled items list. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- **Planning/Zoning Discussion Items:**
 - Planning and Zoning Commission members discussed directional signage and putting together some information for additional incorporation into the Land Use and Development Code (LUDC); also discussed was signage for business that have closed and/or relocated to another location; it was requested that these businesses need to be contacted, to follow the provision established in the LUDC notifying them that businesses that have vacated a premises where a sign is located, need to be addressed.
- **Planning/Zoning Correspondence:**
 - Comments/Concerns from Commissioners – There was no additional comments/concerns from the Commissioners.

- 6. UNFINISHED/ONGOING BUSINESS:** See Handouts, Ongoing
Active Building Permits Lists: Dan Halstead reported on the active and/or ongoing projects.
- **Alpine Flats, LLC: (R2-08-22)** – Permit expires March 2023.
 - **Alpine Flats, LLC: (R2-12-22)** – Permit expires September 2023.

- Alpine Wyoming Hotel, LLC {Cobblestone Hotels}: (S-06-22) – Permit expires September 2023.
- Alpine Wyoming Hotel, LLC {Cobblestone Hotels}: (C-01-22) – Permit expires October 2023.
- Amborski, Daniel & Kilee: (RE/A-03-21) – Permit expired May 2022; working on.
- Bates, Jacob: (R1-05-22) – Permit expires April 2023.

Mr. Tim Hartnett moved to removed permit #R1-05-22 for Jacob Bates from the active permits list. Mr. Floyd Jenkins seconded the motion. Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- Becker, Kelly: (R1-06-22) – Permit expires April 2023.

Mr. Floyd Jenkins moved to removed permit #R1-06-22 for Kelly Becker from the active permits list. Mr. Tim Hartnett seconded the motion. Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- Broulim Oswald, LLC {Alpine Ace Hardware}: (C-01-21) – Permit expires August 2022.
- Byerly, Mark {Apex Sage Inc.}: (R1-09-22) – Permit expires May 2023.
- Callaco, Joe: (MC-08-22) – Permit expires May 2023.

Mr. Floyd Jenkins moved to removed permit #MC-08-22 for Joe Callaco from the active permits list. Mr. Tim Hartnett seconded the motion. Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- Caywood, Shannon/Traer: (R1-04-22) – Permit expires March 2023.

Mr. Tim Hartnett moved to removed permit #R1-04-22 for Shannon & Traer Caywood from the active permits list. Mr. Floyd Jenkins seconded the motion. Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- Christie, Dave: (RE/A-04-22) – Permit expired May 2023.
- Citro, Rick: (RE/A-03-22) – Permit expired February 2023.
- Clark, Jeff & Shantay: (R2-10-11) – Permit expired April 2023.
- Confused Cowboy {Eric Wilson}: (MC-03-22) – Permit expired April 2023.
- Confused Cowboy {Eric Wilson}: (S-04-22) – Permit expired April 2023.
- Dotson, James: (MC-19-21) – Permit expired October 2022. Arrange Final Inspection.
- Driftwood Pizzeria (Mike Fisher): (MC-05-21) – Permit expired; permit to be renewed.
- Esperson, William: (A-02-19) – Permit expires May 2022. Project on hold.
- Ferguson, William: (R1-10-22) – Permit expires May 2023.
- Flynn, Jeff & Yulia: (R1-01-22) – Permit expires January 2023.
- Flynn, Jeff & Yulia: (R1-02-22) – Permit expires January 2023.
- Green, Eric & Janya: (RE/A-02) – Permit expires May 2023.
- Gustafson, David: (MC-02-21) – Permit expires March 2023.
- King, Kenneth & Marya: (R1-12-21) – Permit expires June 2023.
- Landis/Mackey {DCMI Group}: (R1-08-21) – Permit expires April 2023. Project on hold.
- Livingston, Trent: (R1-03-22) – Permit expires March 2023.
- Lutz/Gayhart: (G-03-22) – Permit expires September 2023.
- McDonald: Colton & Lee Ann: (R1-12-22) – Permit expires September 2023.
- Madsen, Tim {Castle Rock}: Permit expired April 2023. Payment Made - No Signed Affidavit.
- Markman, Jason: (MC-06-22) – Permit expires May 2023.
- Merrill, Kirsten: (S-05-22) – Permit expires September 2023.
- Mosis, Miranda: (R1-17-21) – Permit expires September 2022.
- Poyer, Levi: (RE/A-05-22) – Permit expires June 2023. Project on Hold.

- Ravitz, Rachel: (RE/A-02-21) – Permit expires April 2023.

Mr. Tim Hartnett moved to removed permit #RE/A-02-21 for Rachel Ravitz from the active permits list. Mr. Floyd Jenkins seconded the motion. Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- Rezents, Jeffry: (MC-03-21) – Permit expires April 2023.
- SSDA, LLC {Scott Shephard}: (R2-03-21) – Permit expires October 2023.
- SSDA, LLC {Scott Shephard}: (R2-04-21) – Permit expires October 2023.
- SSDA, LLC {Scott Shephard}: (R2-05-21) – Permit expires October 2023.
- SSDA, LLC {Scott Shephard}: (R2-01-22) – Permit expires January 2023.
- SSDA, LLC {Scott Shephard}: (R2-02-22) – Permit expires January 2023.
- SSDA, LLC {Scott Shephard}: (R2-03-22) – Permit expires January 2023.
- SSDA, LLC {Scott Shephard}: (R2-04-22) – Permit expires January 2023.
- SSDA, LLC {Scott Shephard}: (R2-05-22) – Permit expires January 2023.
- Sandner, James: (S-04-21) – Permit expires June 2023.
- Schou, Dan: (R1-02-21) – Permit expires March 2023.
- Shockley, Petra & Tristan: (R1-08-22) – Permit expires May 2023.
- Smiley, John: (RE/A-01-22) – Permit expires January 2024.
- Stuns, Doug & Catheryn: (R1-07-22) – Permit expires May 2023.
- Thomas, William: (R2-10-22) – Permit expires May 2023. Project on Hold.
- TOA – {Adventure Kids}: (MC-05-22) – Permit expires May 2023.
- Wagner, Robert: (R1-11-21) – Permit expires June 2023.
- Wolf, Brad & Jennifer: (R1-12-22) – Permit expires September 2023.

7. APPROVAL OF MINTUES:

- **Planning & Zoning Meeting Minutes of November 8th, 2022:**

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. Floyd Jenkins moved to approval of the minutes from November 8th, 2022, Meeting of the Planning & Zoning Commission, as written. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 2 yes 0 no, 1 abstain (Doornbos), 0 absent. Motion carried.

- **Board of Adjustment Meeting Minutes from May 10th, 2022:**

Commission/Board 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 May 10th, 2022, Meeting of the Alpine Board of Adjustment Meeting, as written. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- **Board of Adjustment Meeting Minutes from June 28th, 2022:**

Commission/Board 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. Floyd Jenkins moved to approval of the minutes from June 28th, 2022, Meeting of the Alpine Board of Adjustment Meeting, with the corrections as identified. Corrections identified are motion for building height allotment was corrected to: “Motion was Denied”; motion for additional business signage was

corrected to: "Motion was Denied. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.


8. TOWN COUNCIL ASSIGNMENT: December 20th, 2022 – Mr. Rex Doornbos will be the representative in attendance at the next Town Council meeting.

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 7:56 pm.


Rex Doornbos, Chairman
Date 1-10-23

Transcribed By:


Christine Wagner, Planning & Zoning Administrator
Date January 10, 2023

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