



*Town of Alpine  
Planning & Zoning Commission Minutes*

**DATE:** March 14<sup>th</sup>, 2023  
**TIME:** 7:00 p.m.

**PLACE:** Town Council Chambers  
**TYPE:** Regular Meeting

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**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 in attendance were Ms. Melisa Wilson, Mr. Floyd Jenkins and Mr. Rex Doornbos were present. A quorum was established. Also in attendance was Mr. Dan Halstead, Residential Building Inspector.

**3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:**

- **ALPINE ACE HARDWARE:** Lot #716 "C" Lakeview Estates Subdivision, 100 Greys River Road – (MC-01-23) – Temporary Green House Installation {4-15-23 to 10-1-23} – Ms. Christine Wagner, Zoning Administrator presented the permit application to the Commission. This project will be the same as the application/project submitted last spring/summer. This is a temporary/seasonal structure/green house and will be located in the same spot as last year, the only difference is that the handicap spaces for the store will be clearly identified and two (2) additional handicap spaces will be added, adjacent to the business entrance. This permit application will have the same restrictions that were authorized on the previous permit application, (see permit file).

**Mr. Floyd Jenkins moved to approve the temporary greenhouse installation for Alpine Ace Hardware, Lot #716C Lakeview Estates, 100 Greys River Road, permit #MC-01-23 with all the restrictions/contingencies as specified in the previously approved permit. Ms. Melisa Wilson seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

- **SEVERSON, MARK:** Lot # 621 "C" Lakeview Estates Subdivision, 161 Alpine Drive (#R2-01-23) – Multi Family Residential Unit (4 Units) – Mr. Severson was in attendance via zoom to present his permit application to the Commission members; Mr. Dan Halstead has reviewed the project plans. There are a couple of items that need correction and/or clarification, such as: updating to the 2021 IRC building code for the insulation schedule and/or ResCheck. Commission members reviewed the site plan, members would like to see a more definitive area for the parking and snow storage calculations. It was mentioned that some of the parking is situated in front of other units, this just needs to be looked at a little closer. Permit fees and connection fees are still being calculated; therefore payment is pending the final calculation of those fees. Commission members determined it would be best to table the permit application, since the applicant will not be starting within the next month and these items can be cleared up before a permit is issued.

**Ms. Melisa Wilson moved to table the permit application for Mark Severson, Lot #621C Lakeview Estates, 161 Alpine Drive, Permit #R2-01-23, until the next meeting of the Planning and Zoning Commission. Mr. Floyd Jenkins seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

#### **4. TABLED ITEMS:**

- None

#### **5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:**

- **Planning/Zoning Discussion Items:**
  - 185 US Highway 89 – Re-Allocation of Handicap Parking Space(s) – Ms. Wagner presented the request from Mr. Goetz to reallocate the handicap parking at the commercial building, from the rear of the building to the front of the building. Commission members discussed the change, it was determined to keep the handicap space as is, due to the fact that there is a curb in the front and the change would require a ramp for the entrance. Chairman Doornbos directed the Zoning Administrator to contact the property owner to notify him of the decision.
  - Definition for Emergency Medical Services – Specific to Public & Community Facilities District – Ms. Wagner stated she was asked to check with the Commission members regarding a definition for emergency medical services, currently the Land Use and Development Code (LUDC) does not have that defined. Star Valley Medical/Health would like to supply their Emergency Medical Technicians (EMT's) with overnight living facilities at the building located at 230 Elk Run; however that property is located in the Public and Community Facilities District (PCF) which allows for public safety facilities for law enforcement, fire suppression and emergency medical services. However, it is the interpretation that this district does not allow for living facilities (overnight). Commission members in attendance asked the building inspector to check with the building codes for a definition of emergency medical services, so that we have consistency with the definitions. Mr. Dan Halstead will check the residential building code {IRC} definition, but he feels that this definition would fall under the International Building Code {IBC}. It was determined that a phone poll could be conducted for this project.
  - Recommendation for Changes to Land Use and Development Code – Architectural Design Guidelines and/or Implementation – Ms. Wagner asked the Commission what their thoughts are about developing an Architectural Design Committee that would work with the Planning Commission on the future of Alpine. Commission members felt that more information is needed to get a better idea of what the Council is looking for as to the future vision of the Town, what direction are they looking at and what regulations they would like to impose moving forward with future planning and growth.
  - Citizen Comments and/or Concerns - Comments/Concerns from Commissioners- There were no additional comments/concerns from the Commissioners.
- **Planning/Zoning Correspondence:**
  - Comments/Concerns from Commissioners - There were 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.
- Broulim Oswald, LLC {Alpine Ace Hardware}: (C-01-21) – Permit expires August 2022.

**Mr. Floyd Jenkins moved to remove permit #C-01-21 for Broulim Oswald, LLC – Alpine Ace Hardware from the active permits list. Ms. Melisa Wilson 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) – Application expired February 2023.

**Mr. Floyd Jenkins moved to remove permit #RE/A – 03-21 for Rick Citro, from the permits list. Ms. Melisa Wilson seconded the motion. Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.**

- 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.

**Mr. Floyd Jenkins moved to remove permit #MC-19-21 for James Dotson from the active permits list. Ms. Melisa Wilson seconded the motion. Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.**

- Driftwood Pizzeria (Mike Fisher): (MC-05-21) – Permit expired; permit to be renewed.
- Esperson, William: (A-02-19) – See above section #4, bullet point #3.
- 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.

**Mr. Floyd Jenkins moved to remove permit #R1-12-21 for Kenneth & Marya King, Alpine Meadows from the active permits list. Ms. Melisa Wilson seconded the motion. Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.**

- 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 2023.
- Poyer, Levi: (RE/A-05-22) – Permit expires June 2023. Project on Hold.
- Rezents, Jeffry: (MC-03-21) – Permit expires April 2023.
- SSDA, LLC {Scott Shephard}: (R2-05-21) – Permit expires October 2023. Unit B is on Hold.
- SSDA, LLC {Scott Shephard}: (R2-01-22) – Permit expires January 2023.

**Mr. Floyd Jenkins moved to remove permit #R2-01-22 for SSDA, LLC {Scott Shepherd} from the active permits list. Ms. Melisa Wilson seconded the motion. Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.**

- SSDA, LLC {Scott Shephard}: (R2-02-22) – Permit expires January 2023.

**Ms. Melisa Wilson moved to remove permit #R2-02-22 for SSDA, LLC {Scott Shepherd} from the active permits list. Mr. Floyd Jenkins seconded the motion. Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion**

carried.

- **SSDA, LLC {Scott Shephard}: (R2-03-22)** – Permit expires January 2023.

**Mr. Floyd Jenkins moved to remove permit #R2-031-22 for SSDA, LLC {Scott Shephard} from the active permits list. Ms. Melisa Wilson seconded the motion. Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.**

- **SSDA, LLC {Scott Shephard}: (R2-04-22)** – Permit expires January 2023.

**Ms. Melisa Wilson moved to remove permit #R2-04-22 for SSDA, LLC {Scott Shephard} from the active permits list. Mr. Floyd Jenkins seconded the motion. Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.**

- **SSDA, LLC {Scott Shephard}: (R2-05-22)** – Permit expired {January 2023}.

Residential Building Inspector, Mr. Dan Halstead expressed concerns regarding the completeness of the project, specific to required site drainage and the snow storage identification of the driveway between buildings number six (6) and seven (7); as there is no way to get that inspected with the vast amount of snow that we have received this season. It was determined that this needs to be identified and the applicant needs to develop a plan for the final implementation of completing the project.

- **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.

**Mr. Floyd Jenkins moved to remove permit #R1-11-22 for Robert Wagner from the active permits list. Ms. Melisa Wilson seconded the motion. Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.**

- **Wolf, Brad & Jennifer: (R1-12-22)** – Permit expires September 2023.

## ***7. APPROVAL OF MINUTES:***

- **Planning & Zoning Meeting Minutes of January 10<sup>th</sup>, 2023:**

Commission members reviewed the meeting minutes that were distributed prior to the meeting date. There were no questions, comments and/or corrections to the meeting minutes.

**Mr. Floyd Jenkins moved to approval of the minutes from January 10<sup>th</sup>, 2023, Meeting of the Planning & Zoning Commission, as written. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes 0 no, 1 abstain (Wilson), 0 absent. Motion carried.**

- **Planning & Zoning Public Hearing Meeting Minutes of February 14<sup>th</sup>, 2023:**

Commission members reviewed the meeting minutes that were distributed prior to the meeting date. There were no questions, comments and/or corrections to the meeting minutes.

Ms. Melisa Wilson moved to approval of the minutes from the Planning and Zoning Pubic Hearing held on February 14<sup>th</sup>, 2023, as presented. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 2 yes 0 no, 1 abstain (Doornbos), 0 absent. Motion carried.

- **Planning & Zoning Meeting Minutes of February 14<sup>th</sup>, 2023:**

Commission members reviewed the meeting minutes that were distributed prior to the meeting date. There were no questions, comments and/or corrections to the meeting minutes.

Ms. Melisa Wilson moved to approval of the minutes from the Planning and Zoning Commission Meeting held on February 14<sup>th</sup>, 2023, as written. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 2 yes 0 no, 1 abstain (Doornbos), 0 absent. Motion carried.

**8. TOWN COUNCIL ASSIGNMENT:** March 21<sup>st</sup>, 2023 – 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. Ms. Melisa Wilson seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

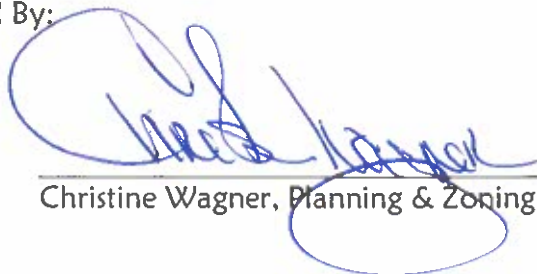
The meeting was adjourned at 8:34 pm.

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Rex Doornbos, Chairman

4-11-2023  
Date

Transcribed By:

  
Christine Wagner, Planning & Zoning Administrator

April 11, 2023  
Date

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