



PLANNING & ZONING MEETING MINUTES

May 12, 2026, at 7:00 PM

Meeting Type – Regular Meeting and Public Hearing

1. CALL TO ORDER

Chairman Wilson called the meeting to order at 7:01 PM.

2. ROLL CALL & ESTABLISH QUORUM

Administrator Corson conducted roll call.

Commission Members Present

- Dan Schou
- Melissa Wilson
- Rachel Stewart

A quorum was established.

Staff Present

- Gina Corson, Planning & Zoning Administrator

3. TONIGHTS APPOINTMENTS/ NEW BUSINESS:

a. RB26-000015-Casuccio, Alexander, and Michelle- SFR Site Plan- 610 Snake River Drive Lot #72 of Riverview Meadows Site plan review

The applicant presented a site plan for construction of a single-family residence.

The site plan was lacking the indication of snow storage.

Action

Member Stewart made a motion to approve RB26-000015 contingent upon updating the site plan with the required snow storage area(s). Member Schou seconded the motion.

Voting Yea: Member Schou, Member Stewart, and Chairman Wilson. Motion carried unanimously.

b. RB26-000016-Alpine Flats, Multi-Unit Residential Site Plan- LLC- 303 US Highway 26 Building #2 Site plan review

The applicant presented a site plan for construction of a multi-family residence.

The commission had concerns about the accessibility and turn arounds for emergency services specifically fire trucks. They would like the site plan to be reviewed and approved by the Alpine Fire Department.

The commission had concerns about the number of provided parking spaces. They did not feel it complied with the LUDC, especially if you were looking at the phased development individually and not as a completed project. Mr. Hale, a representative for the project indicated that the parking was already approved in the Master Plan.

Action

Member Schou made a motion to approve RB26-000016 pending approval from Alpine Fire Department. Member Stewart seconded the motion.

Voting Yea: Member Schou, Member Stewart, and Chairman Wilson. Motion carried unanimously.

c. RB26-000019-Alpine Flats, Multi-Unit Residential Site Plan- LLC- 303 US Highway 26 Building #3 Site plan review

The applicant presented a site plan for construction of a multi-family residence.

Discussion Included

- Setback measurements;
- Porch locations;
- Utility placement;
- HOA requirements.

The commission had concerns about the accessibility and turn arounds for emergency services specifically fire trucks. They would like the site plan to be reviewed and approved by the Alpine Fire Department.

The commission had concerns about the number of provided parking spaces. They did not feel it complied with the LUDC, especially if you were looking at the phased development individually and not as a completed project. Mr. Hale, a representative for the project indicated that the parking was already approved in the Master Plan.

Action

Member Schou made a motion to approve RB26-000019 pending approval from Alpine Fire Department. Member Stewart seconded the motion.

Voting Yea: Member Schou, Member Stewart, and Chairman Wilson. Motion carried unanimously.

d. RB26-000020-Alpine Flats, Multi-Unit Residential Site Plan- LLC- 303 US Highway 26 Building #4 Site plan review

The applicant presented a site plan for construction of a multi-family residence.

Discussion Included

- Setback measurements;
- Porch locations;
- Utility placement;
- HOA requirements.

The commission had concerns about the accessibility and turn arounds for emergency services specifically fire trucks. They would like the site plan to be reviewed and approved by the Alpine Fire Department.

The commission had concerns about the number of provided parking spaces. They did not feel it complied with the LUDC, especially if you were looking at the phased development individually and not as a completed project. Mr. Hale, a representative for the project indicated that the parking was already approved in the Master Plan.

Action

Member Schou made a motion to approve RB26-000020 pending approval from Alpine Fire Department. Member Stewart seconded the motion.

Voting Yea: Member Schou, Member Stewart, and Chairman Wilson. Motion carried unanimously.

e. RB26-000017- Fiebke, Jacob- 357 Aster Loop, Lot #29 of Alpine Meadows- Site Plan Review

The applicant presented a site plan for a new single-family residence.

The Commission found the site plan compliant with all applicable requirements.

Action

Member Stewart made a motion to approve RB26-000017. Member Schou seconded the motion.

Voting Yea: Member Schou, Member Stewart, and Chairman Wilson. Motion carried unanimously.

f. RB26-000018- DIA Properties, LLC- 213 Greys River Road, Lot #55 of Palis Park- Site Plan Review

The applicant presented a site plan for construction of a single-family residence.

The site plan was lacking the indication of snow storage.

Action

Member Stewart made a motion to approve RB26-000018 contingent upon updating the site plan with the required snow storage area(s). Member Schou seconded the motion.

Voting Yea: Member Schou, Member Stewart, and Chairman Wilson. Motion carried unanimously.

g. RB26-000021- Bibb, Steve, and Linda- 752 Terrace Drive, Lot #2 of Alpine Estates #2- Site Plan Review

The applicant presented a site plan for construction of a single-family residence.

The site plan was lacking the indication of snow storage and the plan did not indicate where the utilities came into the home.

Action

Member Stewart made a motion to approve RB26-000018 contingent upon updating the site plan with the required snow storage area(s), and indication of utility lines from ROW to the home. Member Schou seconded the motion.

Voting Yea: Member Schou, Member Stewart, and Chairman Wilson. Motion carried unanimously.

5. TABLED ITEMS

None.

6. UNFINISHED / ONGOING BUSINESS

Discussion occurred regarding updates to the LUDC for bonding of larger projects as to not end up with incomplete projects and eye sores around the town. Administrator Corson suggested to make that bonding requirement as part of the PUD process and/or Master Plan process. Member Stewart suggested a project cost threshold.

Additional discussion will be needed during the updates to the LUDC at a later date.

7. CORRESPONDENCE

None.

8. DISCUSSION ITEMS

a. Adding a Second Planning and Zoning Commission Meeting Per Month

The Commission discussed adding a second Planning and Zoning meeting during the summer construction season to help address permitting timelines and ongoing workload demands.

Discussion Included

- Historical use of two monthly meetings during summer months;
- Increased construction activity;
- Workload related to permit processing;
- LUDC update work sessions;
- Administrative workload and public service considerations.

Consensus generally supported holding two meetings per month during the summer season.

b. Future LUDC Work Sessions

The Commission discussed whether to continue active LUDC work sessions through the summer or postpone substantial code revision efforts until fall.

Discussion Included

- The scale and complexity of proposed code revisions;
- Need for consultant assistance;
- Alignment between the Draft Master Plan and current LUDC;
- Density standards and zoning concerns;
- Overlay districts and corridor development concepts;
- Topography requirements on future site plans;
- Long-term planning priorities and implementation strategies.

Commissioners expressed support for pursuing consultant assistance to help modernize and comprehensively update the LUDC.

9. APPROVAL OF MINUTES

Approval of Minutes for May 12, 2026 Meeting

Action

Member Stewart made a motion to approve the May 12, 2026 meeting minutes. Member Schou seconded the motion.

Voting Yea: Member Schou, Member Stewart, and Chairman Wilson. Motion carried unanimously.

10. TOWN COUNCIL ASSIGNMENT

Dan Schou

11. ADJOURNMENT

Action

Member Stewart made a motion to adjourn the meeting. Member Schou seconded the motion.

Voting Yea: Member Schou, Member Stewart, and Chairman Wilson. Motion carried unanimously.

The meeting adjourned at 8:23 PM.

Melisa Wilson, Chairman

Date

Gina Corson, Planning & Zoning Administrator

Date

Prepared and Transcribed By:

Gina Corson, Planning & Zoning Administrator

Date

** Minutes are a

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