



PLANNING & ZONING COMMISSION

REGULAR MEETING MINUTES

August 11, 2026 / 250 River Circle - Alpine, WY 83128

1. CALL TO ORDER:

Chair Melisa Wilson called the meeting to order on August 11, 2026.

2. ROLL CALL:

Planning and Zoning Administrator Gina Corson conducted roll call.

Present were Commissioner Melisa Wilson, Commissioner Dan Schou, and Commissioner Rachael Stewart. A quorum was established.

3. TONIGHT'S APPOINTMENTS:

a. **RB26-000025 - Three Cygnets, LLC - 674 Sunset Drive, Lot 821 of Lakeview Estates Tract A - Single-family Home Site Plan Review:**

The Commission continued its review of the single-family home site plan submitted by Three Cygnets, LLC. The Commission and applicant discussed the proposed driveway, septic and leach-field layout, retaining walls, site grading, snow storage, and the possible location and availability of a municipal sewer connection.

Before the application returns for further consideration, the applicant was directed to address the following:

- Show and clearly label the required snow-storage area on the site plan. Snow storage may not be located on the leach field.
- Revise or relocate the driveway so that it complies with the applicable setback from the leach field.
- Provide an engineered retaining-wall plan, or sufficient retaining-wall and elevation information for review by the Building Official, who will determine whether engineered plans are required.
- Confirm the septic and leach-field design and applicable requirements with the appropriate reviewing authority and investigate whether a redesign or alternative system would better fit the site.
- Coordinate with Town staff and Public Works to confirm the location of the municipal sewer line and determine whether connection is feasible.

Motion: Commissioner Dan Schou moved to table RB26-000025 pending receipt and review of the requested information. The motion was seconded by Racheal Stewart.

Vote: Motion carried unanimously (3-0).

b. RB26-000027 - Cynthia Corona - 142 Columbine Street - Site Plan Review:

The applicant was not present. The Commission briefly reviewed the submitted materials and noted that snow storage should be shown on the site plan itself rather than only on the construction-staging plan.

Motion: Commissioner Dan Schou moved to table RB26-000027 until a future Planning and Zoning Commission meeting. The motion was seconded by Rachael Stewart.

Vote: Motion carried unanimously (3-0).

4. DISCUSSION ITEMS:

a. Land Use and Development Code Rewrite:

Administrator Corson reported that the Town had selected a consultant for the Land Use and Development Code rewrite and that contract documents were being finalized. The Commission discussed ways to make the rewrite process transparent and accessible to the public, including:

- Providing a recurring, time-limited public-feedback opportunity on Commission agendas.
- Creating a dedicated webpage or online location for project updates and continuous public input.
- Using multiple outreach methods, including the Town website, social media, the newspaper, and other community locations.
- Establishing a dedicated email address or consistent email subject line for LUDC comments.

Commissioners were asked to provide staff with their priority issues, desired outcomes, and recommendations before the consultant kickoff. Desired outcomes discussed included a code that is easier to administer, more predictable, easier to read, and supported by clearer graphics.

b. Grading, Drainage, and Civil Plan Requirements:

Commissioner Schou raised concerns regarding foundation elevations, grading from the street, drainage, and the need for adequate civil information during site-plan review. The Commission discussed applicable building-code provisions and the difficulty of evaluating grading and elevation impacts without contours, benchmarks, and a civil plan.

The Commission identified grading-plan and civil-set requirements as a priority issue for the LUDC rewrite. Discussion included whether civil plans should be required for all projects or based on factors such as zoning, project type, or site slope. No formal action was taken.

c. Commissioner Terms:

The Commission briefly discussed upcoming term expirations and the process for notifying staff of an intent to seek reappointment. Administrator Corson asked them to send her an email with their notice to reup their terms. No formal action was taken.

5. APPROVAL OF MINUTES:

Motion: A motion was made to approve the minutes with an update to the signature line to reflect Dan Schou as asking Chair for the meeting and seconded by Rachael Stewart to approve the July 28, 2026, Planning and Zoning Commission meeting minutes.

Vote: Commissioners Dan Schou and Rachael Stewart voted in favor. Chair Melisa Wilson abstained because she was not present for the meeting. Motion carried (2-0, with one abstention).

ADJOURNMENT:

Meeting adjourned 7:45 PM

Motion: A motion was made by Rachael Stewart and seconded by Dan Schou to adjourn the meeting.

Vote: Motion carried unanimously (3-0).

There being no further business before the Commission, the meeting was adjourned.

MINUTES ARE A SUMMARY OF THE MEETING

Transcribed By:

Gina Corson, Planning and Zoning Administrator

Date

Signed:

Melisa Wilson, Chair

Date

Attest:

Gina Corson, P&Z Administrator

Date