



PLANNING & ZONING MEETING MINUTES

August 12, 2025. at 7:00 PM

Meeting Type - Regular Meeting

DRAFT

1.) Call to Order

Chairman Wilson- August 12, 2025, 7:01 p.m.

2.) Roll Call and Establish a Quorum

- Present: Rachel Stewart – Vice Chairman, Melissa Wilson – Chairman, and Dan Schou – Commission Member.
 - Quorum Established

3.) Tonight's Appointments / New Business

a.) BENNETT, BRETT, AND META – Lot #27, Grace River Village, Single-family Remodel (Garage Dimension Adjustment)

- Minor garage dimension change from ~27 ft to 28 ft; remains within setback.
- Discussion about creating a “boundary adjustment” process for hardship setback cases.
 - Motion: Commission Member Scow to approve revised site plan for Lot 27, seconded by Vice Chairman Stewart.
 - Voting Yea: Commission Member Scow, Vice Chairman Stewart, & Chairman Wilson.
 - None Opposed. Motion Passes.

b.) PANTONE, ANNA Lot #40 of Forest Meadow. 504 Three Rivers Dr. (G-0725-0001)- New detached garage/accessory building

- Proposal for 1,200 sq. ft. detached garage with RV storage. No water service; within setbacks. Snow storage location to be shown on site plan.
 - Motion: Vice Chairman Stewart to approve, contingent on snow storage location being added, seconded by Commission Member Scow.
 - Voting Yea: Commission Member Scow, Vice Chairman Stewart, & Chairman Wilson.
 - None Opposed. Motion Passes.

- c.) NORTH LINCOLN COUNTY HOSPITAL, DBA STAR VALLEY HEALTH- 37 WINTERGREEN DRIVE, LOT #189 OF ALPINE MEADOWS-Installation of a Helipad.
- Temporary asphalt helipad for up to 12 months; permanent heated concrete pad to follow.
 - FAA intermittent use guidelines met; HOA approval obtained. Temporary lighting during operations; permanent site will have switch-activated lighting.
 - Motion: Commission Member Scow to approve site plan for temporary helipad, contingent on submission of engineered drawings, seconded by Vice Chairman Stewart.
 - Voting Yea: Commission Member Scow, Vice Chairman Stewart, & Chairman Wilson.
 - None Opposed. Motion Passes.

4.) Tabled Items- None

5.) Discussion Items

- a) Alpine Education Foundation – Charter School Site Plan Concept
- Proposed K–6 modular school on leased town property (5-year lease). Includes play area, parking, dual access points, cul-de-sac adjustment, and traffic study.
 - Feedback: confirm utilities, designate frontage for setbacks, plan snow storage, drainage, and fencing.
 - No Formal Action Taken – Concept review only.
- b.) Updating to the 2024 International Codes- Building Code Adoption Process
- Proposal to consolidate six separate code adoption ordinances into one document with exceptions.
 - Discussed staggered release dates of code updates; agreed to remove the proposed six-month grace period for old codes.
 - Consensus to provide public notice before changes take effect.
 - No Formal Action Taken – Staff to revise proposal and return.
- c.) Trash Containment Ordinance Proposal
- Proposed requirement for construction sites to have designated trash containers.
 - Consensus toward creating a separate ordinance for enforcement.
 - No Formal Action Taken – Staff to draft ordinance
- d.) Planning & Zoning vs. Building Department Structure

- Consideration of separating departments.
- Consensus to maintain a combined structure for clarity, reduce redundancy, and avoid conflicting codes.
 - No Formal Action Taken – Staff to review and make a proposal to the Commission.

6.) Planning and Zoning Correspondence- None

7.) Approval of Minutes – July 8, 2025

- a. Motion: Vice Chairman Stewart to approve, contingent on snow storage location being added, seconded by Commission Member Scow.
 - i. Voting Yea: Commission Member Scow, Vice Chairman Stewart, & Chairman Wilson.
 - 1. None Opposed. Motion Passes.

8.) Town Council Assignment

- a. Rachael Stewart

9.) Adjourn Meeting

- Motion: Commission Member Scow to Adjourn, seconded by Vice Chairman Stewart.
 - Voting Yea: Commission Member Scow, Vice Chairman Stewart, & Chairman Wilson.
 - None Opposed. Motion Passes.

Melisa Wilson, Chairman

Date

Gina Corson, Acting Planning & Zoning Administrator

Date

Prepared and Transcribed By:

Gina Corson, Acting Planning & Zoning Administrator

Date

** Minutes are a summary of the meeting **