



## **PLANNING & ZONING MEETING MINUTES**

January 13, 2026 at 7:00 PM

Meeting Type – Regular Meeting

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### **1. CALL TO ORDER:**

Chairman Wilson called the meeting to order at 7.02 PM

### **2. ROLL CALL & ESTABLISH QUORUM:**

Administrator Corson took roll call. Members Schou, and Chairman Wilson are present. Member Stewart is absent. A quorum was established.

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

None

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

None

### **5. UNFINISHED/ONGOING BUSINESS:**

None

### **6. PLANNING/ZONING CORRESPONDENCE:**

None

### **7. PLANNING AND ZONING DISCUSSION ITEMS:**

#### **A. Lincoln County Conditional Use Permit for Last Resort Holdings, LLC – Discussion**

Board members overall supported the permit application. There were three concerns raised:

- 1.) Where the leach field would go
- 2.) The increase of traffic entering and exiting the highway at an already dangerous section of road.
- 3.) Was the septic system sized appropriately for the extra use, this is something they believe Lincoln County will surely have on the radar and look into.

Planning and Zoning Administrator Corson will prepare comments and send to Lincoln County.

### **B. David Gustafson- New lighting ordinance- Discussion**

Mr. Gustafson stated that he was asked by the Mayor to prepare draft language to update the lighting requirements in the current Land Use and Development Code (LUDC) to better align with the Town's Dark Sky ordinance.

### **Planning & Zoning Commission Comments and Concerns**

1. Commission members discussed whether additional, more stringent lighting regulations are needed, or if the primary issue is the ability to effectively enforce the existing lighting standards.
2. It was noted that the Town cannot retroactively enforce lighting requirements on existing installations. However, the Commission discussed the possibility of requiring a new lighting permit that would be triggered whenever a permit is pulled—whether for new construction, minor repairs, or additions.
3. The Commission agreed to review the proposed ordinance language alongside the current LUDC and applicable national Dark Sky standards to identify any gaps. Members acknowledged that this will require additional time and research but expressed support for continuing the discussion.

### **Public Comments and Concerns**

1. Members of the public urged the Commission to give special consideration to areas where Mixed Residential Commercial (MRC), Commercial, or Public Use zones are adjacent to residential neighborhoods.
2. Public commenters noted that light trespass and excessive lighting can impact a variety of factors, including wildlife migration, bird behavior, and insect populations.
3. The public encouraged the Commission to take a forward-thinking approach to lighting regulations, emphasizing proactive solutions rather than reactive enforcement.

### **Next Steps**

- Schedule a work session to further discuss lighting regulations and potential updates to the LUDC.
- The work session may be held jointly with the Town Council.

## **C. Review the 2024 International Code Ordinance and Exemptions- Review and Discussion**

### **Discussion: Incorporating I-Codes into the LUDC**

The Commission discussed the purpose of existing exemptions and how best to incorporate the International Codes (I-Codes) into the Land Use and Development Code (LUDC) without requiring adoption by ordinance with each new code edition.

Administrator Corson noted that she has seen this handled in two primary ways:

- Listing exemptions for each adopted code book (e.g., IRC, IBC, etc.), with each adopted and amended individually by ordinance; or
- Incorporating the I-Codes into the development codes as a continuously adopted standard that automatically updates when new editions are adopted.

Administrator Corson expressed concern about how jurisdictions address potential administrative conflicts or contradictions between the LUDC and the I-Codes when using an automatic adoption approach.

The Commission stated a preference for adopting the I-Codes with the fewest exemptions possible and allowing new editions to be automatically adopted at the same time they are adopted by the State of Wyoming.

Administrator Corson indicated she could provide examples of other towns that have successfully integrated the I-Codes into their land use and development codes in a way that allows for automatic adoption of new editions. She also committed to researching how those jurisdictions address administrative conflicts, noting that this may be accomplished through a clarifying provision stating that LUDC-assigned duties and procedures supersede those assigned in the I-Codes where conflicts exist.

## **D. LUDC Part 2 Updates- Review and Discussion**

Administrator Corson provided a brief overview of the proposed changes and revisions to Part 2 of the Land Use and Development Code (LUDC). The primary update shifts responsibility for public noticing—including mailed notices, signage, publication, and all associated costs—to the applicant when applying for development approvals such as subdivisions, lot line adjustments, lot combinations, Planned Unit Developments (PUDs), and similar applications.

Administrator Corson also noted that staff intends to develop a separate, standalone public notice ordinance that would apply universally across development applications. Once adopted, the public notice requirements could be removed from the LUDC and incorporated by reference to that ordinance. However, until that ordinance is adopted, it

is important to include the public notice provisions within the LUDC to ensure they are in place for the upcoming building season.

The Commission did not express any immediate concerns with the proposed updates.

A joint work session between the Planning & Zoning Commission and Town Council is scheduled for **February 3rd**, at which time these updates will be discussed further.

#### **E. Land Use Development Code Redesign Contractors- Discussion and Recommendation**

The Commission asked Administrator Corson to explain the primary reasons for proposing the use of an independent contractor to complete updates to the Land Use and Development Code (LUDC), and to identify the concerns the Town hopes to address through that approach.

Administrator Corson stated that enforceability is a major concern and one of the primary drivers for pursuing a comprehensive LUDC redesign, whether conducted internally or through a consultant. Additional concerns include improving clarity and ensuring the Code can be administered efficiently and effectively by staff and decision-makers.

Another significant consideration is ensuring that the LUDC aligns with the updated Master Plan. Administrator Corson emphasized that without updates that mirror the goals and policies of the Master Plan, the document becomes a costly reference with limited enforceability or practical value.

Administrator Corson also highlighted the substantial time commitment required of staff and the Commission to undertake major code revisions internally. Commission members agreed with this assessment, noting their own experience with code amendments over the past year.

The general consensus of the Commission was that hiring an independent contractor could be beneficial; however, cost remains a significant concern. The Commission expressed a desire to review the consultant proposals in more detail before making any formal recommendation.

#### **Next Steps:**

- Planning and Zoning Administrator's recommendation to Town Council
- Planning and Zoning Commission recommendation to Town Council

### **8. APPROVAL OF MINUTES:**

- a. Approval of Minutes for Regular Meeting 12/09/2025

Member Schou motioned to approve the minutes for 12/09/2025, seconded by Chairman Wilson.

Voting Yea: Member Schou & Chairman Wilson

Motion carries

**9. TOWN COUNCIL ASSIGNMENT:**

Melissa Wilson

**10. ADJOURN MEETING: 8:10 PM**

Motion made by Planning & Zoning Commission Member Schou to adjourn, seconded by Chairman Stewart.

Voting Yea: Planning & Zoning Commission Member Schou, Planning & Zoning Vice Chairman Stewart, Planning & Zoning Chairman Wilson

Motion carries

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Melisa Wilson, Chairman

Date

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Gina Corson, Planning & Zoning Administrator

Date

Prepared and Transcribed By:

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Gina Corson, Acting Planning & Zoning Administrator  
Date

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

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