



PLANNING & ZONING MEETING MINUTES

February 10, 2026 at 7:00 PM

Meeting Type – Regular Meeting

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, Member Stewart, and Chairman Wilson are all present. A quorum was established.

3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

None

4. TABLED ITEMS:

None

5. UNFINISHED/ONGOING BUSINESS:

A.) Civil Plan Requirements for R-1 Zoning

The Commission discussed whether to require a civil set of plans for construction within the R-1 (Single-Family Residential) zoning district.

Chairman Wilson expressed concern about the additional cost such a requirement would impose on single-family homeowners. Other Commission members and the Administrator noted that requiring civil plans is considered an industry standard and provides protection not only to the homeowner but also to neighboring properties. Proper civil plans help address grading, drainage, utilities, and other site impacts that could otherwise result in downstream issues.

The Commission considered whether the requirement could be discretionary; however, concerns were raised that discretionary application could lead to complaints of unfairness and inconsistent treatment.

Public comment suggested that the requirement could be applied in specific subdivisions or geographically complex areas of Town where topography and drainage patterns make civil review more critical.

Consensus: The Commission reached consensus that civil plans should be required for all applicable R-1 construction projects. The Administrator will update the draft language accordingly for future approval.

B.) Demolition Affidavits

The Commission discussed demolition affidavit requirements.

Consensus:

- For demolition of structures over 300 square feet that are being removed in order to construct a new structure, a separate demolition affidavit and fee will not be required. Demolition will be addressed as part of the permit for the new structure.
- If demolition is not associated with a new construction permit, a separate permit will be required.
- Structures under 300 square feet will not require an affidavit unless the structure contains power, water, or sewer connections, which would trigger the need for a permit.

C.) Propane Tank Permits

A citizen commented that requiring a permit for propane tank installation may be unnecessary, as propane companies will not fill tanks that are improperly installed or located too close to structures.

The Commission discussed that the permit requirement exists for safety oversight. It was noted that propane tank installations currently fall under a Minor Construction Permit due to the lack of a separate permit category, resulting in a \$750.00 fee, which may be perceived as high.

No formal action was taken regarding modification of the permit category or fee at this time.

D.) Roof Permits and Affidavits

A citizen questioned the need for re-roof permits or affidavits, stating that homes should already be engineered to withstand roof loads for new materials.

Chairman Wilson explained that the requirement was added following a prior structural failure. Commission Member Schou noted that not all structures in Town were engineered to adequate snow loads, referencing certain older or imported homes that were engineered to lower standards (e.g., 50 pounds per square foot).

A citizen suggested adding a sunset clause requiring roof permits only for structures older than a certain date. Administrator Corson indicated that while the concept had merit, it would create additional administrative burden in verifying construction dates.

No consensus was reached to amend or remove the existing roof permit or affidavit requirements.

6. PLANNING/ZONING CORRESPONDENCE:

None

7. PLANNING AND ZONING DISCUSSION ITEMS:

A.) 60 US Hwy 89 – Three Rivers Motel: The proposed structure, originally characterized as a storage shed, is now intended to be occupied and used as a gathering space functioning as a “clubhouse,” with an element of fee-based services. This represents a change in use from an accessory storage structure to an occupied building. Under the International Building Code, occupied buildings are subject to building and life-safety requirements regardless of size. As such, at a minimum, a minor construction permit would be required, along with permitting and review consistent with an occupied structure-

Discussion included:

- The landowner expressed a desire to increase the structure to over 300 square feet and charge for services to recoup costs.
- Commission Member Schou noted that once the structure is open to the public, ADA compliance requirements would apply, including the potential need for restroom facilities.
- The landowner indicated he did not believe a bathroom was required and stated he would look into the matter further.
- Commission Member Schou further noted that once the structure is classified as commercial, a state electrical wiring permit would be required.

No formal action was taken.

B.) Adoption of International Construction Codes

The Commission discussed approaches for adopting and implementing the International Construction Codes (IRC, IBC, IMC, IPC, and IFGC).

Consensus: The LUDC will be drafted to adopt the most current versions of the International Codes as adopted by the State of Wyoming. Any Town-specific exceptions will be explicitly listed within the LUDC.

8. APPROVAL OF MINUTES:

- a. Approval of Minutes for Regular Meeting 01/13/2026

Member Schou motioned to approve the minutes for 01/13/2026, seconded by Member Stewart seconded. None opposed. Motion carries.

Voting Yea: Member Schou, Member Stewart & Chairman Wilson

Motion carries

9. TOWN COUNCIL ASSIGNMENT:

Melissa Wilson

10. ADJOURN MEETING: 8:30 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

Melisa Wilson, Chairman

Date

Gina Corson, Planning & Zoning Administrator

Date

Prepared and Transcribed By:

Gina Corson, Acting Planning & Zoning Administrator

Date

** Minutes are a summary of the meeting **

