



PLANNING & ZONING MEETING MINUTES

September 16, 2025. at 6:00 PM

Meeting Type –Regular Meeting and Public Hearing

DRAFT

1.) Call to Order

Chairman Wilson- September 16, 2025, 6:00 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.) Public Hearing-

1) TOWN OF ALPINE- Minor Subdivision/Replat- Alpine West 3rd Edition, Proposed Lot #15

a) Staff Presentation:

- i) Combine parcels into a single lot to accommodate the Alpine Education Foundation Charter School.
- ii) New lot provides access to Buffalo Drive with adjusted lot lines.
- iii) Consistent with the 2006 Master Plan (priority location for future school facilities).
- iv) Zoning remains Public and Community Facilities.
- v) No anticipated wastewater/stormwater impacts from the replat itself.
- vi) Application is complete and conforms to the Land Use Development Code.
- vii) Concerns related to utilities/stormwater will be addressed during building permit review.
- viii) Notices mailed to 40 property owners; published in Star Valley Independent, Town Hall, and Alpine Post Office. One written response was received and included in the agenda packet.

Recommendation: Approval of the minor subdivision replat application.

b) Public Comment:

- i) Brett Bennett (Alpine Architectural Studio) – Reiterated the opportunity for a school in Alpine. Submitted extensive supporting documents. Referenced surveyor’s replat and site plan.
 - ii) Members of the Alpine Education Foundation and surveyor Marlow Sherbel are present.
 - iii) Discussion of site plan: proposed four buildings, connectors, sidewalks, parking, utilities.
 - iv) Traffic Study: Submitted September [date]. No mitigations recommended. One minor accident in recent history; no injuries.
 - c) Written Comment: Melinda Pavek
 - i) Opposed to the replat and Special Use Permit.
 - ii) Concerns:
 - (1) Safety (traffic, children crossing private property).
 - (2) Validity of supporting survey (lack of transparency in responses).
 - (3) Impact on public school resources.
 - (4) Requested a pause until the updated Master Plan is completed.
 - d) Additional Resident Comments:
 - i) Concerns from Sue Kolbus and Anessa Melnik regarding lack of notice (staff clarified notices were mailed based on Lincoln County records).
 - e) Commission Discussion:
 - i) Questions regarding survey validity, safety, and traffic study timing.
 - ii) Staff confirmed traffic study submitted; based on WYDOT records and adjusted for seasonal use.
 - o Motion: Recommend Approval of the minor subdivision replat application.
 - Motion made by: Rachael Stewart
 - Motion seconded by: Dan Schou
 - Voting Yea: Commission Member Schou, Vice Chairman Stewart, & Chairman Wilson.
 - None Opposed—motion passes.
- 2) ALPINE EDUCATION FOUNDATION- Special Use Permit- non-conforming structure
- a) Staff Presentation
 - i) Four modular classrooms, connected units for a temporary charter school site.
 - ii) Required under Section 3207 (relocation of used buildings prohibited) and Section 45507 (overhang requirements).
 - iii) Property zoned Public & Community Facilities – use is consistent.
 - iv) Procedural requirements met: fees paid, notices mailed, application complete.
 - v) One written response received (same as replat hearing).
 - vi) Supporting materials submitted: site plan, utility plan, landscaping, lighting, fire marshal plan review.

- vii) Subject to the Town of Alpine building permit process for safety/utility design.
- viii) Traffic study required per lease agreement.
- ix) Consistent with the 2006 Master Plan (priority location for school facilities).

b) Public Comment

- i) Brett Bennett (Alpine Architectural Studio) – Reiterated the opportunity for a school in Alpine. Submitted extensive supporting documents. Referenced surveyor's replat and site plan.
- ii) Members of the Alpine Education Foundation and surveyor Marlo Sherbel are present.
- iii) Discussion of site plan: proposed four buildings, connectors, sidewalks, parking, utilities.
- iv) Traffic Study: Submitted September [date]. No mitigations recommended. One minor accident reported in recent history; no injuries.

c) Written Comment; Melinda Pavek

- i) Opposed to the replat and Special Use Permit.
- ii) Concerns:
 - (1) Safety (traffic, children crossing private property).
 - (2) Validity of supporting survey (lack of transparency in responses).
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d) Additional Resident Comments:

- i) Concerns from Sue Kolbas and Anessa Melnik regarding lack of notice (staff clarified notices were mailed based on Lincoln County records).

e) Commission Discussion:

- i) Questions regarding survey validity, safety, and traffic study timing.
- ii) Staff confirmed traffic study submitted; based on WYDOT records and adjusted for seasonal use.
- o Motion: Recommend Approval of the minor subdivision replat application.
 - Motion made by: Dan Schou
 - Motion seconded by: Rachael Stewert
 - Voting Yea: Commission Member Schou, Vice Chairman Stewart, & Chairman Wilson.
 - None Opposed-motion passes.

• Close Public Hearing

4.) Regular Meeting-Action Items

- a. Minor Subdivision Replat (Lot 15):
 - i. Motion to adopt the replat.

1. Motion made by: Dan Schou
2. Motion seconded by: Rachael Stewart
3. Voting Yea: Commission Member Schou, Vice Chairman Stewart, & Chairman Wilson.

a. None Opposed-motion passes.

b. Special Use Permit (Charter School):

i. Motion to approve the Special Use Permit.

1. Motion made by: Rachal Stewart
2. Motion seconded by: Dan Schou
3. Voting Yea: Commission Member Schou, Vice Chairman Stewart, & Chairman Wilson.

a. None Opposed-motion passes.

5.) Adjournment

a. Motion to adjourn the Planning & Zoning meeting.

- i. Motion made by: Dan Schou
- ii. Motion seconded by: Rachael Stewart
- iii. Voting Yea: Commission Member Schou, Vice Chairman Stewart, & Chairman Wilson.

1. None Opposed-motion passes.

b. Meeting adjourned.

Next Meeting: October 14, 2025

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 **