



PLANNING & ZONING MEETING MINUTES

September 09, 2025 at 7:00 PM

Meeting Type – Regular Meeting

DRAFT

1. CALL TO ORDER:

2. ROLL CALL & ESTABLISH QUORUM:

PRESENT

Planning & Zoning Commission Member Dan Schou

Planning & Zoning Vice Chairman Rachael Stewart

Planning & Zoning Chairman Melisa Wilson

3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- a. Reynolds, Daniel, and Patricia-469 Greys River Loop Lot #12 Greys River Village #1- Minor Construction (MC-0825-002)- Deck repair

The existing deck currently extends beyond the minimum setback requirements established by the current Land Use Development Code (LUDC). Under the LUDC, when a structure is modified, it is generally required to be brought into full compliance with all current codes.

However, another section of the LUDC provides that “an existing nonconforming structure may be enlarged or expanded an accumulative amount of twenty (20) percent of the existing structure. However, no enlargement or expansion may encroach any further into setbacks than the existing structure encroaches.”

As a result, this project appears to fall into a conflict or overlap between two provisions:

The requirement to bring modified structures into compliance with current standards, and

The allowance for limited expansion (up to 20%) of existing nonconforming structures without increasing the degree of nonconformity.

This creates uncertainty regarding which provision governs in this specific case, and clarification or interpretation may be needed to determine whether the proposed work qualifies as a permitted expansion of a nonconforming structure or if full compliance with current setbacks is required.

Motion made by Planning & Zoning Commission Member Schou, Seconded by Planning & Zoning Vice Chairman Stewart.

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

Motion carries

- b. Hladky, Kate and Cox Jayden 57 Aster Loop Lot #9 Alpine Meadows- Single-family Residential (R1-0925-0001)

Site plan looks good.

Motion made by Planning & Zoning Vice Chairman Stewart, Seconded by Planning & Zoning Commission Member Schou.

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

Motion carries

- c. Alpine Education Foundation for Town of Alpine- Proposed Lot #15 of Alpine West Third Addition- Special Use Permit- Charter School Site Plan

Motion made to approve contingent on the approval of the re-plat for the lot by Planning & Zoning Commission Member Schou, Seconded by Planning & Zoning Vice Chairman Stewart.

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

Motion Carries

- d. Rendezvous Custom Homes (Jeppsen, Jeff)- 194 Trail Dr. Lot #733 of Lakeview Estates- Multi-family Residential (R2-0001-25)- Site plan for 8-plex

Discussed the need for a retaining wall. Like the previous two sites, the engineer will determine the height of the additional rock retaining wall once the final backfill is completed, and can then determine the design of the retaining wall.

Motion to approve contingent on approval by Building Official made by Planning & Zoning Vice Chairman Stewart, Seconded by Planning & Zoning Commission Member Schou.

Voting Yea: Planning & Zoning Vice Chairman Stewart, Planning & Zoning Chairman Wilson

Voting Nay: Planning & Zoning Commission Member Schou

Motion carries

5. TABLED ITEMS:

None

6. UNFINISHED/ONGOING BUSINESS:

None

7. PLANNING/ZONING CORRESPONDENCE:

None

8. PLANNING AND ZONING DISCUSSION ITEMS:

1.) The Commission discussed the Plan Review Checklist, noting that it had been brought up previously but not formally placed on an agenda. Staff clarified that the checklist is intended to be a working document to assist Planning & Zoning members in reviewing applications for compliance with Town codes. The checklist is not a finalized document or ordinance but a procedural tool to streamline plan reviews. The checklist should make it easier for reviewers to confirm that submittals are complete and compliant before meetings.

There was discussion about whether separate checklists should be developed for R-1 single-family and R-2/multifamily or commercial projects; members agreed that one checklist may suffice if non-applicable items can be marked “N/A.”

Members agreed the checklist should include clear definitions, particularly for “site plan” requirements, including utilities, access, and snow storage locations.

Traffic study requirements may be listed as “if applicable” depending on project type.

The group agreed that the document is still under development and should be reviewed individually and brought back for discussion at the next meeting.

2.) Implementation of cutoff dates for application materials was recommended (approximately two and a half weeks before the meeting for residential projects and earlier for commercial projects).

3.) Additional discussion followed regarding the potential need for an ordinance requiring trash receptacles or dumpsters for active construction projects. Members noted differing opinions on whether such a requirement should apply to all building permits or only new construction. Consensus was reached to place the item on a future agenda for formal discussion and possible recommendation to Town Council.

TOWN COUNCIL ASSIGNMENT:

Melissa Wilson

9. ADJOURN MEETING:

Motion made by Planning & Zoning Commission Member Schou, Seconded by Planning & Zoning Vice Chairman Stewart.
Voting Yea: Planning & Zoning Commission Member Schou, Planning & Zoning Vice Chairman Stewart, Planning & Zoning Chairman Wilson

Motion carried, Meeting adjourned 7:55 PM

Next Meeting: November 11, 2025

_____	_____
Melisa Wilson, Chairman	Date
_____	_____
Gina Corson, Planning & Zoning Administrator	Date

Prepared and Transcribed By:

Gina Corson, Planning & Zoning Administrator

Date

** Minutes are a summary of the meeting **

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