



PLANNING & ZONING MEETING MINUTES

May 12, 2026, at 7:00 PM

Meeting Type – Regular Meeting and Public Hearing

1. CALL TO ORDER

Chairman Wilson called the meeting to order at 7:02 PM.

2. ROLL CALL & ESTABLISH QUORUM

Administrator Corson conducted roll call.

Commission Members Present

- Dan Schou
- Melissa Wilson
- Rachel Stewart

A quorum was established.

Staff Present

- Gina Corson, Planning & Zoning Administrator

3. PUBLIC HEARING

Chairman Wilson opened the public hearing.

a. Dania Meadows Minor Subdivision

Marlow Scherbel presented the proposed Dania Meadows Minor Subdivision located near the intersection of Wintergreen and Highway 26. The proposal would divide the remaining property into three lots following a prior subdivision associated with the extended stay motel property.

Discussion Included

- Potential future commercial and townhouse development concepts;
- Existing and future sewer and water infrastructure;
- Retirement of an existing lift station through gravity sewer improvements;

- Future roadway connectivity and dedication of public infrastructure;
- Utility easements and roadway alignment;
- Traffic circulation and grade concerns associated with the future roadway connection.

Dave Kennington with Sunrise Engineering discussed sewer and water service, confirming the proposed infrastructure would allow gravity sewer service and provide water looping for fire flow and daily water demands.

Public comment was received from neighboring property owner Katie Cresson regarding potential impacts to setbacks, easements, and access associated with the proposed future roadway. Marlow clarified the roadway would not impact her existing approved building permit or property setbacks.

Additional discussion included roadway grade concerns, future access options, and utility easement clarification.

No additional public comment was received.

Chairman Wilson closed the public hearing and reopened the regular meeting.

4. TONIGHT'S APPOINTMENTS / NEW BUSINESS

a. CB26-000004 – Alpine Ace (Gary Herrod)

100 Greys River Road, Lot #716 of Lakeview Estates 11th Addition – Minor Construction – Greenhouse and Remodel

The Commission reviewed the proposed greenhouse and remodel project.

Discussion included permit timing and previous temporary approvals. Staff noted ongoing discussion regarding code-required doubled permit fees for work started prior to permit issuance.

Action

Member Schou made a motion to approve CB26-000004. Member Stewart seconded the motion.

Voting Yea: Member Schou, Member Stewart, and Chairman Wilson. Motion carried unanimously.

b. RB26-000011 – Lundstrom, Chad and Gina

533 Forest Circle Dr., Lot #6 of Forest Meadows – SFR

The applicant presented a site plan for construction of a single-family residence.

Discussion Included

- Setback measurements;
- Porch locations;
- Utility placement;
- HOA requirements.

The Commission found the site plan compliant with applicable requirements.

Action

Member Stewart made a motion to approve RB26-000011 pending Building Official approval. Member Schou seconded the motion.

Voting Yea: Member Schou, Member Stewart, and Chairman Wilson. Motion carried unanimously.

c. Site Plan Approval for RB26-000010 – Gersh, Kate

551 Forest Circle Dr., Lot #5 of Forest Meadows – Detached Garage and Driveway

The applicant’s representative presented plans for a detached garage.

Discussion included garage size, updated plans, and Building Official review status.

Action

Member Schou made a motion to approve RB26-000010 pending Building Official approval. Member Stewart seconded the motion.

Voting Yea: Member Schou, Member Stewart, and Chairman Wilson. Motion carried unanimously.

d. Site Plan Approval for RB26-000012 – Ortega, Gonzalo

104 Aster Loop, Lot #79 of Alpine Meadows – SFR

The applicant presented a site plan for a new single-family residence.

Discussion included HOA approval and utility connections.

Action

Member Schou made a motion to approve RB26-000012 pending final Building Official approval. Member Stewart seconded the motion.

Voting Yea: Member Schou, Member Stewart, and Chairman Wilson. Motion carried unanimously.

e. Site Plan Approval for RB26-000013 – Ortega, Gonzalo

622 Grandview Dr., Lot #20 of Grandview Estates – SFR

The applicant presented a site plan for a new single-family residence.

Discussion Included

- Septic system review and DEQ approval requirements;
- Site topography and grading concerns;
- Access for septic maintenance;
- Building placement on the lot.

The Commission reviewed GIS and topographical mapping during discussion.

Action

Member Stewart made a motion to approve RB26-000013 pending final Building Official approval. Member Schou seconded the motion.

Voting Yea: Member Schou, Member Stewart, and Chairman Wilson. Motion carried unanimously.

f. Site Plan Approval for CB26-000005 – Ferry Peak

132 Foxtail Street, Lot #177 Alpine Meadows – New Commercial Structure

The applicant presented plans for a new daycare facility associated with Alpine Child Academy.

Discussion Included

- Building size and layout;
- Parking and traffic circulation;
- Fire Department review;
- HOA and Design Review Committee approvals;
- Utility easements and curb cut access;
- Architectural renderings and landscaping.

The Commission found the project generally compliant with applicable site plan requirements.

Action

Member Stewart made a motion to approve CB26-000005 pending final Building Official approval. Member Schou seconded the motion.

Voting Yea: Member Schou, Member Stewart, and Chairman Wilson. Motion carried unanimously.

g. Site Plan Approval for SGN26-000001 – Alpine Education Foundation

(TOA Property) 200 Buffalo Drive, Lot #15 Alpine West Third Addition – Free Standing Sign

The Commission reviewed the proposed freestanding sign.

Discussion included sign lighting and solar down-lighting.

Action

Member Schou made a motion to approve SGN26-000001. Member Stewart seconded the motion.

Voting Yea: Member Schou, Member Stewart, and Chairman Wilson. Motion carried unanimously.

h. Site Plan Approval for SGN26-000002 – Alpine Education Foundation

(TOA Property) 200 Buffalo Drive, Lot #15 Alpine West Third Addition – Free Standing Sign

The Commission reviewed the second proposed freestanding sign.

Action

Member Stewart made a motion to approve SGN26-000002. Member Schou seconded the motion.

Voting Yea: Member Schou, Member Stewart, and Chairman Wilson. Motion carried unanimously.

i. Dry Dog, LLC Annexation Pre-petition Hearing

Marlow presented a conceptual annexation proposal located near Targhee Landing.

Discussion Included

- Conceptual townhouse-style residential development;
- Proposed MRC zoning expansion;

- Internal roadway circulation;
- Density concerns;
- Landscaping and green space considerations;
- Parking and snow storage;
- Utility availability and sewer/water capacity;
- Existing powerline constraints;
- Future annexation and PUD review requirements.

Commission discussion focused heavily on density, compatibility, landscaping, and future infrastructure considerations.

No formal action was taken as the item was treated as a conceptual pre-petition discussion.

j. Dania Meadows Subdivision – Minor Subdivision

Following the public hearing, the Commission discussed the proposed subdivision and related infrastructure improvements.

Action

Member Schou made a motion to recommend approval of the Dania Meadows Minor Subdivision Preliminary Plat to the Town Council. Member Stewart seconded the motion.

Voting Yea: Member Schou, Member Stewart, and Chairman Wilson. Motion carried unanimously.

5. TABLED ITEMS

None.

6. UNFINISHED / ONGOING BUSINESS

Discussion occurred regarding a pending Turley annexation matter that had been delayed due to notice and additional submittal requirements.

Additional discussion included citizen correspondence and infrastructure concerns associated with proposed future annexation and development projects.

Topics Discussed

- Existing road conditions;
- Infrastructure limitations;
- Sewer and water capacity;
- County versus Town development review authority;
- Potential impacts of future development on neighboring residents.

7. CORRESPONDENCE

None.

8. DISCUSSION ITEMS

a. Adding a Second Planning and Zoning Commission Meeting Per Month

The Commission discussed adding a second Planning and Zoning meeting during the summer construction season to help address permitting timelines and ongoing workload demands.

Discussion Included

- Historical use of two monthly meetings during summer months;
- Increased construction activity;
- Workload related to permit processing;
- LUDC update work sessions;
- Administrative workload and public service considerations.

Consensus generally supported holding two meetings per month during the summer season.

b. Future LUDC Work Sessions

The Commission discussed whether to continue active LUDC work sessions through the summer or postpone substantial code revision efforts until fall.

Discussion Included

- The scale and complexity of proposed code revisions;
- Need for consultant assistance;
- Alignment between the Draft Master Plan and current LUDC;
- Density standards and zoning concerns;
- Overlay districts and corridor development concepts;
- Topography requirements on future site plans;
- Long-term planning priorities and implementation strategies.

Commissioners expressed support for pursuing consultant assistance to help modernize and comprehensively update the LUDC.

9. APPROVAL OF MINUTES

Approval of Minutes for March 25, 2026 Meeting

Action

Member Schou made a motion to approve the March 25, 2026 meeting minutes. Member Stewart seconded the motion.

Voting Yea: Member Schou, Member Stewart, and Chairman Wilson. Motion carried unanimously.

Approval of Minutes for April 14, 2026 Meeting

Action

Member Schou made a motion to approve the April 14, 2026 meeting minutes. Member Stewart seconded the motion.

Voting Yea: Member Schou, Member Stewart, and Chairman Wilson. Motion carried unanimously.

Approval of Minutes for April 20, 2026 Meeting

Action

Member Schou made a motion to approve the April 20, 2026 meeting minutes. Member Stewart seconded the motion.

Voting Yea: Member Schou, Member Stewart, and Chairman Wilson. Motion carried unanimously.

10. TOWN COUNCIL ASSIGNMENT

Rachel Stewart

11. ADJOURNMENT

Action

Member Schou made a motion to adjourn the meeting. Member Stewart seconded the motion.

Voting Yea: Member Schou, Member Stewart, and Chairman Wilson. Motion carried unanimously.

The meeting adjourned at 8:27 PM.

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 **

DRAFT

DRAFT