PLANNING & ZONING COMMISSION
REGULAR MEETING MINUTES

August 25, 2026 / 250 River Circle - Alpine, WY 83128

CALL TO ORDER:

Chair Melisa Wilson called the meeting to order on August 25, 2026.

ROLL CALL:

Planning and Zoning Administrator Gina Corson conducted roll call. Present were Chair Melisa Wilson and Commissioners Dan Schou and Rachael Stewart. A quorum was established.

CONSIDERATION OF THE 2026 MASTER PLAN:

Resolution No. 2026-001 - Adoption and Certification of the 2026 Master Plan:

The Commission considered Resolution No. 2026-001 and reviewed the consultant's final change list. Nora of Cushing Terrell participated by telephone and responded to questions.

The Commission discussed the statutory concurrence requirement for portions of the Master Plan involving territory outside the Town's corporate limits. The proposed action would adopt and certify the portion applicable within Town limits while deferring the outside-territory portion pending Lincoln County concurrence. Staff indicated that coordination with Lincoln County and legal review were ongoing.

Motion: Commissioner Dan Schou moved to approve Resolution No. 2026-001, adopting and certifying the portion of the Town of Alpine 2026 Master Plan applicable within the Town's corporate limits, deferring the outside-territory portion pending County concurrence, and designating the Alpine Planning and Zoning Administrator as secretary pro tempore for purposes of recording and certifying the Commission's action. Commissioner Rachael Stewart seconded the motion.

Vote: Motion carried unanimously (3-0).

TONIGHT'S APPOINTMENTS:

RB26-000027 - Cynthia Corona - 142 Columbine Street, Lot 1 of Alpine Meadows - Site Plan Review:

The Commission resumed consideration of the application, which had been tabled on August 11, 2026. The applicant presented an updated site plan showing the required snow-storage area. The applicant agreed to provide a full-size plan when available and was advised that applicable homeowners-association approval remained necessary before proceeding.

Motion: Commissioner Dan Schou moved to approve RB26-000027. Commissioner Rachael Stewart seconded the motion.

Vote: Motion carried unanimously (3-0).

DISCUSSION AND POSSIBLE ACTION ITEMS:

Pre-Development Zoning Grade Plan Standard:

The Commission discussed how original and finished grade should be documented and used to administer the Town's building-height limit. Discussion included grading plans, benchmarks, slope-based civil-plan requirements, early verification of foundation elevations, enforcement provisions, and coordination between planning review and building inspections.

The Commission also discussed developing a checklist to track site-plan conditions and verify planning-related improvements before a certificate of occupancy is issued.

Motion: Commissioner Dan Schou moved to direct staff and the LUDC consultant to develop regulations substantially consistent with the proposed pre-development zoning grade plan standard, using original topography or proposed finished grade, whichever is lower, as the basis for administering the Town's 35-foot building-height limit. The remaining implementation matters identified in Section 8 are to return to the Commission for further consideration. Commissioner Rachael Stewart seconded the motion.

Vote: Motion carried unanimously (3-0).

Exposed Foundation Wall Treatment Standard:

The Commission discussed standards for exposed foundation walls, including when decorative treatment should be required, how grade and site slope affect foundation exposure, and how grading and elevation plans could identify concerns before construction.

Motion: Commissioner Rachael Stewart moved to direct staff and the LUDC consultant to develop regulations substantially consistent with the proposed exposed foundation wall treatment standard, with the implementation details identified in Section 8 to return to the Commission for further consideration. Commissioner Dan Schou seconded the motion.

Vote: Motion carried unanimously (3-0).

LUDC Redesign Priorities:

Administrator Corson reminded commissioners to submit their individual priority issues and recommendations for the LUDC redesign. No formal action was taken.

OPEN PROJECT TRACKER:

The Commission reviewed the open-project tracker and discussed expired permits and outstanding follow-up items. Staff agreed to investigate whether prior concerns involving the Driftwood deck and stairs had been resolved. Staff also clarified that the Red Rooster sign permit had not been used because the sign was never installed. No formal action was taken.

APPROVAL OF MINUTES:

Motion: Commissioner Dan Schou moved to approve the August 11, 2026 Planning and Zoning Commission meeting minutes. Commissioner Rachael Stewart seconded the motion.

Vote: Motion carried unanimously (3-0).

COMMISSION AND STAFF BUSINESS:

The Commission discussed representation at the September 1, 2026 Town Council meeting. Chair Wilson indicated that she expected to attend, and Commissioner Stewart stated that she was also available.

The Commission briefly discussed upcoming term expirations. Commissioners were asked to provide written notice to staff if they wished to be considered for reappointment. No formal action was taken.

ADJOURNMENT:

Motion: Commissioner Rachael Stewart moved to adjourn the meeting. Commissioner Dan Schou seconded the motion.

Vote: Motion carried unanimously (3-0).

There being no further business before the Commission, the meeting was adjourned.

MINUTES ARE A SUMMARY OF THE MEETING

Transcribed By:

______________________________________ ________________________

Sarah Greenwald, Town Assistant Clerk Date

Attest:

______________________________________ ________________________

Melisa Wilson, Chair Date

Minutes approved in a legally advertised meeting on ____________________, 2026

Signed: Attest:

____________________________ ____________________________

Melisa Wilson, Chair Gina Corson, P&Z Administrator