



Date: October 13, 2026

Department: Clerk's Office

Presenter: Sarah Greenwald, Deputy Clerk

Subject: 2027 Planning and Zoning Meeting Schedule

Purpose:

Request the Commission's input on its preferred meeting schedule for 2027, including whether to establish a second meeting each month, as needed, to accommodate its workload and support timely residential building permit review.

Background:

The Wyoming Fast Track Permits Act, House Bill 0002 / House Enrolled Act No. 16, became effective July 1, 2026. For qualifying residential building permit applications, the Act requires notice of completeness or incompleteness within 10 business days and approval or denial within 30 calendar days after submission of a completed application, subject to authorized suspensions and written extensions. Failure to meet the applicable decision deadline can result in the application being deemed approved.

During 2026, the Commission's regular schedule provided for meetings on the second Tuesday of each month. Resolution No. 2026-029 added fourth-Tuesday meetings during July, August, and September.

As staff prepares the 2027 meeting schedule for Town Council consideration, the Commission is asked to evaluate whether that arrangement continues to meet its needs or whether another schedule would be more effective.

Discussion:

A schedule with one meeting per month can leave up to five weeks between meetings. Depending on when a completed application is submitted and which reviews are required, waiting until the next regular meeting may leave insufficient time to complete the permitting process within the applicable deadline.

An additional meeting opportunity could provide flexibility for pending applications and other Commission business. However, the frequency and structure of meetings should reflect the Commission's workload, member availability, and preferred approach.

The Commission may wish to consider:

- **Two meeting dates each month:** Establish meetings on the second and fourth Tuesday throughout the year. (Option for the fourth Tuesday meeting held only as needed).
- **Additional summer meetings:** Continue the 2026 pattern of second-Tuesday meetings throughout the year and additional fourth-Tuesday meetings during July, August, and September.
- **Another arrangement:** Recommend different dates, additional months, or another approach that accommodates Commission business and timely permit review.

The Act establishes permit review deadlines; it does not prescribe a twice-monthly meeting schedule. Additional meetings would support the review process, while staff would continue tracking deadlines and coordinating the reviews and final decisions required for each application.

Potential 2027 Meeting Dates:

The following second- and fourth-Tuesday dates are provided for discussion, rather than as a recommended final schedule. Meetings would begin at 7:00 p.m. at Alpine Town Hall, 250 River Circle, unless otherwise advertised.

Month	Second Tuesday	Fourth Tuesday - If Included
January	January 12	January 26
February	February 9	February 23
March	March 9	March 23
April	April 13	April 27
May	May 11	May 25
June	June 8	June 22
July	July 13	July 27
August	August 10	August 24
September	September 14	September 28
October	October 12	October 26
November	November 9	November 23
December	December 14	December 28

Commission Direction Requested:

Staff requests that the Commission discuss its preferred meeting frequency, identify when additional meetings should be available, and determine whether those meetings should be held regularly or only as needed.

Staff is not recommending a specific schedule at this time. The Commission's direction will guide preparation of the proposed 2027 meeting schedule resolution for Town Council consideration.