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## PLANNING & ZONING MEETING MINUTES

May 13, 2025 at 7:00 PM

Meeting Type – Regular Meeting

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1. **CALL TO ORDER:** Miss Melissa Wilson calls the meeting to order at 7:01 PM

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. FRITZ, JUSTIN AND LARISSA: Lot # 18, Forest Meadows, 520 Three Rivers Dr. (MC-0425-003) – Shed roof

A 500 square foot lean-to shed roof addition on the back of the home. Setback requirements have been met; set properly within the building envelope. No electricity or plumbing will be installed.

Motion made by Planning & Zoning Commission Member Schou to approve the site plan for MC-0425-003, seconded by Planning & Zoning Vice Chairman Stewart.  
Voting Yea: Planning & Zoning Commission Member Schou, Planning & Zoning Vice Chairman Stewart, Planning & Zoning Chairman Wilson

- b. EPLIN, CHERI: Lot #220, Lakeview Estates A, 672 Sunset Dr (R1-0425-0001) – New single-family residence

The septic system needs to be engineered and provide us with a drafted, to-scale site plan with the engineered system located on that site plan.

Motion made by Planning & Zoning Commission Member Schou to table R1-0425-0001 until our building official has reviewed the plan, the septic system has been engineered, and a to-scale updated site plan is provided. Seconded by Planning & Zoning Vice Chairman Stewart.

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

- c. LYTLE, CURTIS AND BRANDY: Lot #40, Riverview Meadows, 341 Snake River Dr.(R1-0525-001) – New single-family residence

The site plan looks good and meets all the requirements.

Motion made by Planning & Zoning Commission Member Schou to approve the site plan for R1-0525-001, seconded by Planning & Zoning Vice Chairman Stewart.  
Voting Yea: Planning & Zoning Commission Member Schou, Planning & Zoning Vice Chairman Stewart, Planning & Zoning Chairman Wilson

- d. ALPINE ON, LLC (ALPINE VALLEY RV RESORT): Lot #37 Snake River Junction (C-0525-0002) – Commercial Building

The site plan looks good and meets all the requirements.

Motion made by Planning & Zoning Commission Member Schou to approve site plan for C-0525-0002, seconded by Planning & Zoning Vice Chairman Stewart.

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

- e. KURT LINFORD DDS: Lot #302 Riverview Meadows – Encroachment Application for parking lot

Planning and Zoning Commission recommends that Mr. Linford get a surveyor to get his property lines identified and staked, have one-call to locate other utilities, and get either the Special Use Permit or Encroachment Permit completed. Once that is done, he will need to come back to a Planning and Zoning Meeting so they can review it and make a formal recommendation to the Town Council. It will then proceed to the Town Council.

Mr. Linford asked if it can stay the way it is until the proper forms/permits have been filed and approved. The Commission stated that it would be fine.

Motion made by Planning & Zoning Commission Member Schou to table a decision on Mr. Linford's Driveway/Encroachment until he has fulfilled the recommendations.

Seconded by Planning & Zoning Vice Chairman Stewart.

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

#### **4. PLANNING AND ZONING DISCUSSION ITEMS:**

BENNETT, BRETT AND META: Lot #27 Greys River Village #2, 368 Wooden Spur Dr. – Existing non-conforming, renovation, addition, & accessory structure

Mr. Bennett is here for clarification of his proposed garage addition and remodel

Mr. Bennett has proposed constructing a stand-alone garage on a property with an existing non-conforming home and converting the attached garage into a livable interior space. He has asked for clarification on several items that were discussed with the Planning & Zoning Commission:

1. Floor Area Determination for Accessory Structures

a. Mr. Schou stated his understanding that the floor area should be determined based on habitable space. A garage is not considered habitable space and therefore does not count toward floor area calculations. The other members of the Commission expressed uncertainty and agreed that this interpretation raises a valid point. There was a consensus that the current

definition of floor area in the LUDC lacks clarity on this matter and should be further reviewed and clearly defined during the next round of updates to the Land Use and Development Code.

b. All members agreed that porch areas are not included in floor area calculations, as they are not enclosed habitable space.

2. Connecting Structures & Impact on Non-Conforming Status

a. Mr. Schou suggested that connecting the new garage to the existing structure (e.g., with a breezeway) might be beneficial.

b. However, Mr. Bennett raised a valid point: if the structures are connected, the entire addition would fall under the 20% maximum expansion allowance for non-conforming structures per the LUDC.

c. Given the small size of the existing structure, this would limit the allowable square footage for the new garage.

3. Permit Requirements

a. If the garage remains detached, two separate permits will be required:

i. One for the new accessory structure (garage)

ii. One for the remodel of the existing home (conversion of garage to interior space)

b. If Mr. Bennett chooses to connect the garage via a breezeway, a third permit is not required. The breezeway should be included in either the permit for the home remodel or the accessory garage structure.

5. APPROVAL OF MINUTES:

a. P&Z Meeting Minutes for April 8th, 2025

Motion made by Planning & Zoning Commission Member Schou to approve the minutes for April 8, 2025, seconded by Planning & Zoning Vice Chairman Stewart.

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

6. TOWN COUNCIL ASSIGNMENT:

Rachael Stewart will attend the next Town Council meeting on May 20, 2025.

7. ADJOURN MEETING:

Motion made by Planning & Zoning Commission Member Schou to adjourn at 8:30 pm, seconded by Planning & Zoning Vice Chairman Stewart.

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



Melisa Wilson, Chairman

6-10-25

Date

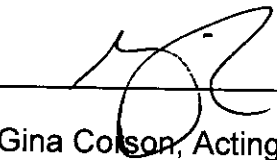
Attest:



  
\_\_\_\_\_  
Gina Corson, Acting Planning & Zoning Administrator

6/10/2025  
\_\_\_\_\_  
Date

Prepared and Transcribed By:

  
\_\_\_\_\_  
Gina Corson, Acting Planning & Zoning Administrator

6/10/2025  
\_\_\_\_\_  
Date

\*\* Minutes are a summary of the meeting \*\*

