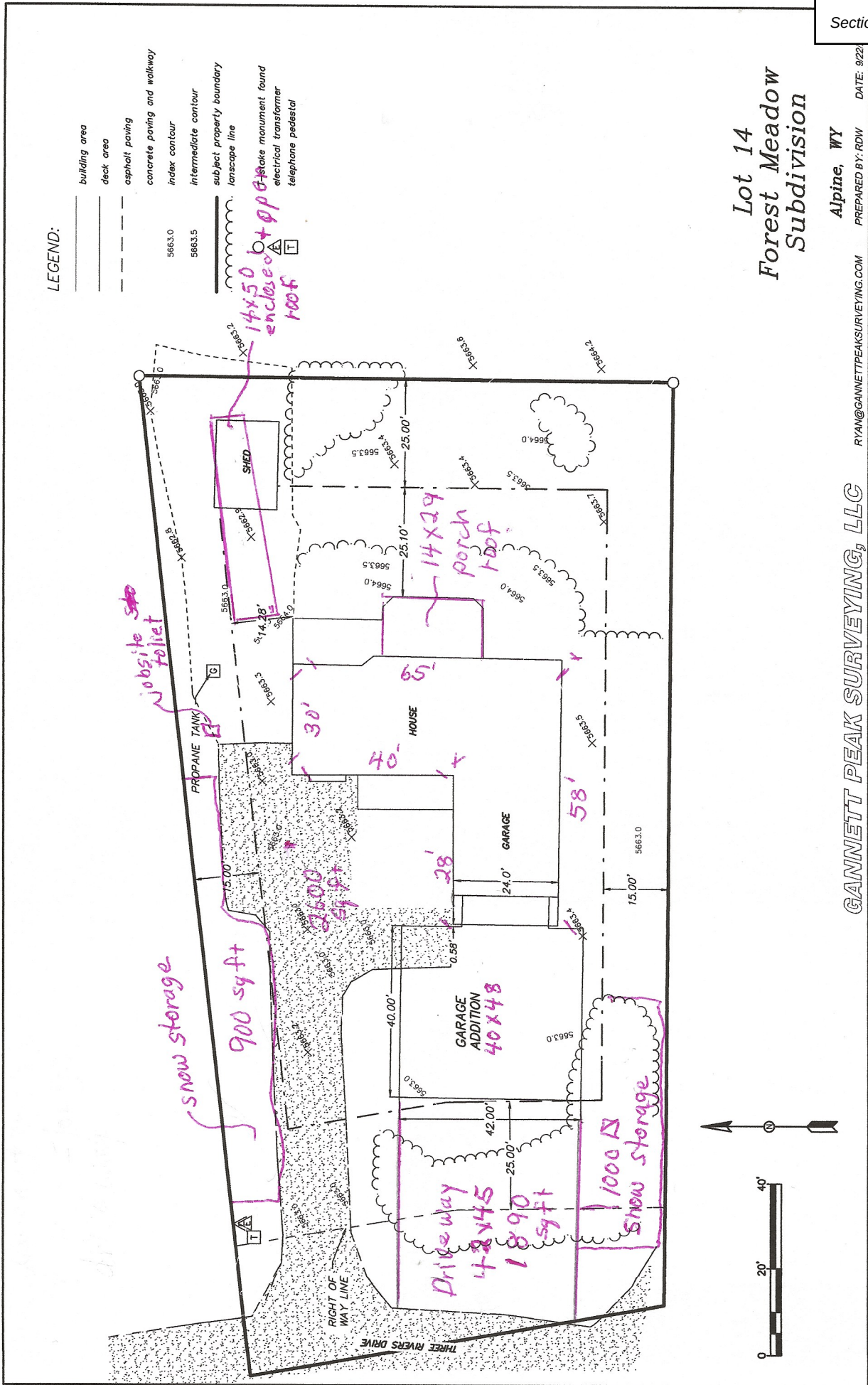




PLANNING & ZONING COMMISSION AGENDA

October 13, 2026, at 7:00 PM / 250 River Circle - Alpine, WY 83128

1. CALL TO ORDER:
 2. ROLL CALL & ESTABLISH QUORUM:
 3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:
 - [a.](#) #ADD26-000001 - Schenk Custom Builders at 525 Three Rivers Drive - Garage Addition
 - [b.](#) #RB26-000031 - Trujillo, Eleana and Poland, Nicholas at 776 Lodge Lane - Single Family Home
 - [c.](#) #RB26-000032 - SRSC Lots, LLC at 718 Sunset Drive - Single Family Home
 - [d.](#) Correction to Item 3(a) of the Previously Approved September 8, 2026, Planning & Zoning Commission Meeting Minutes
 4. TABLED ITEMS:
 - [a.](#) #RB26-0000029 Courser, Gloria at 198 West Mills Circle - Single Family Home
 - [b.](#) #RB26-0000030 SRSC Lots, LLC at 676 Sunset Drive - Single Family Home
 - [c.](#) #RB26-000027 Corona, Cynthia 142 Columbine Street Lot #1 of Alpine Meadows - Single Family Home
 5. DISCUSSION ITEMS:
 - [a.](#) #R2-05-24 Palisades Heights - Lot 12, Highway 89 - Site Plan Revision
 - [b.](#) 2027 Planning and Zoning Commission Meeting Schedule
 6. APPROVAL OF MINUTES:
 - [a.](#) September 22, 2026 Planning & Zoning Commission Meeting Minutes
 7. TOWN COUNCIL ASSIGNMENT:
 8. ADJOURN MEETING:
-





Date: October 8, 2026
Department: Planning & Zoning
Presenter: Monica Chenault, Clerk/Treasurer
Subject: Permit 26-000222 – 525 Three Rivers Drive

Purpose:

To present staff's review of the proposed garage with living quarters above at 525 Three Rivers Drive and allow the Planning and Zoning Commission to consider revised plans presented at the meeting.

Background:

Permit 26-000222 proposes a garage with living quarters above at 525 Three Rivers Drive. Staff found the initial site plan insufficient to establish compliance with the Town of Alpine Land Use and Development Code (LUDC). Deficiencies include missing utility locations; unclear total parking and driveway square footage and snow-storage calculations; no landscaping calculations; missing building height; and proposed additions and a detached accessory structure that appear to encroach into required setbacks. Staff requested a revised site plan based on the property survey showing existing and proposed improvements, property lines, and setbacks. The R-1 district also requires landscaping of at least 10% of the residential site under §3-202(h).

The applicant is expected to bring revised plans to the October 13, 2026 Commission meeting. The Commission may evaluate those plans at the meeting and determine whether all deficiencies have been resolved or whether additional conditions or revisions are needed.

Separate R-1 Use Issue: The water and sewer applications described the proposed living quarters as a secondary residence and depicted a range. Staff advised the applicant of the R-1 restrictions. Under §3-202(b)(1), the district permits one single-family dwelling unit. Under §3-202(b)(2), owners may provide room and board for up to three unrelated persons, provided no separate kitchen unit is attached to or detached from the primary or accessory structure. The Commission should confirm that the applicant understands these requirements and that the proposed use and final plans comply. Site plan approval does not authorize a second dwelling unit.

Alternatives:



Option A — Approve Revised Site Plan as Presented

- **Benefits Include:** Allows the project to proceed if the revised plans presented at the meeting demonstrate compliance with all applicable LUDC requirements.
- **Challenges Include:** None identified if the revised plans are complete and compliant.

Option B — Approve with Conditions

- **Benefits Include:** Allows approval with specific corrections required before building permit issuance, where remaining deficiencies can be clearly identified and resolved.
- **Challenges Include:** Staff must verify all stated conditions have been satisfied before permit issuance.

Option C — Table the Application

Benefits Include: Provides time for the applicant to submit or clarify information needed for the Commission to determine compliance.

Challenges Include: Delays consideration until outstanding issues are resolved.

Strategic or Community Impact:

Applying R-1 development standards consistently helps protect neighboring properties and ensures proposed site improvements and residential uses comply with the LUDC.

Key Questions:

Does the revised site plan demonstrate compliance? If deficiencies remain, can specific conditions resolve them, or should the application be tabled? Does the applicant understand the R-1 restrictions on a second dwelling unit and separate kitchen?

Suggested Motion:

Option A: I move to approve the revised site plan for Permit 26-000222, 525 Three Rivers Drive, as presented, based on compliance with applicable LUDC requirements.

Option B: I move to approve the revised site plan for Permit 26-000222, 525 Three Rivers Drive, subject to conditions stated by the Commission and verified by staff before building permit issuance.

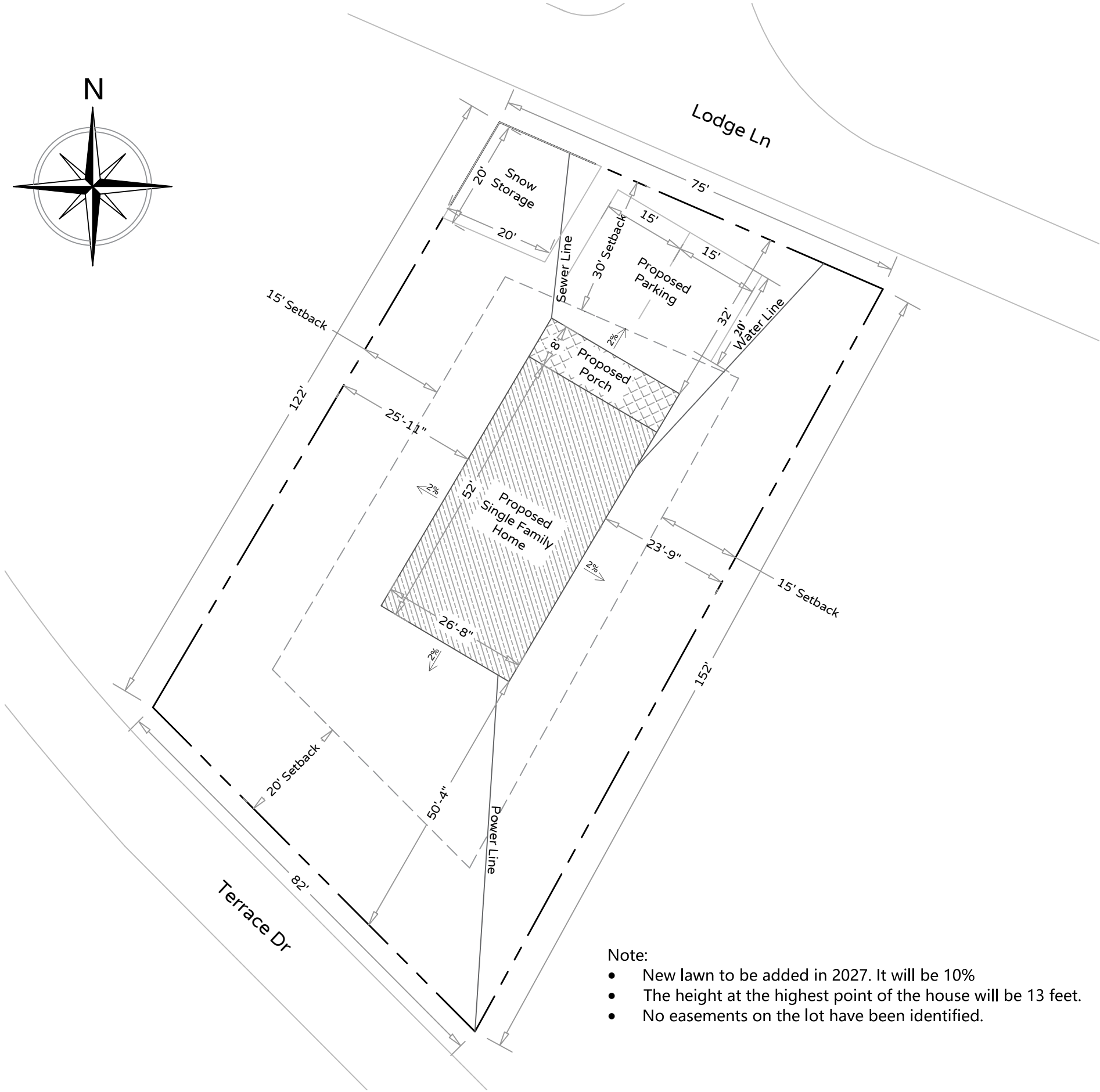
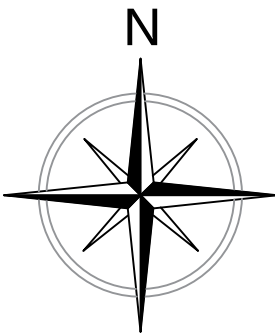


Option C: I move to table Permit 26-000222, 525 Three Rivers Drive, pending the additional information and revisions necessary to demonstrate compliance with the LUDC.

Draft Site Plan Insufficient MLC 10-07/26



Proposed Site Plan - 776 Lodge Ln, Alpine, WY 83128, USA



- Note:
- New lawn to be added in 2027. It will be 10%.
 - The height at the highest point of the house will be 13 feet.
 - No easements on the lot have been identified.

Lot Area: 10,517.28 square ft. (0.24 Acres)
Proposed Single Family Home Area: 1,386.66 square ft.
Proposed Porch Area: 213.33 square ft.



1 | Aerial View
Scale : NTS



2 | Vicinity Map
Scale : NTS

PROJECT INFO

Section 3, Itemb.

776 Lodge Ln, Alpine, WY
83128, USA

43.15882486294562,
-111.01180528100505

CONTRACTOR INFO.

Ariaz Construction
Michael D. Arais
Lic. #799483

ENGINEER OF RECORD

Merrell-Johnson Engineering
12138 Industrial Blvd. Suite 240
Victorville, CA 92395
(760) 241-6146

REVISION BLOCK

DESCRIPTION	DATE
1) Initial Draft of Plans	09/14/2026
2) Revision	09/30/2026

DESIGNER : Simiyoo

CHECKED BY :

PAPER SIZE : 17"X11"



Date: October 8, 2026
Department: Planning & Zoning
Presenter: Monica Chenault, Clerk/Treasurer
Subject: Site Plan Review – 776 Lodge Lane (Permit 26-000217)

Purpose:

To provide the Planning and Zoning Commission with staff's review of the site plan for a proposed single-family residence at 776 Lodge Lane in the R-1 Single-Family Residential District.

Background:

Permit File 26-000217 – Polland / Trujillo. I have reviewed the submitted site plan for a proposed single-family home against the applicable R-1 requirements of the Town of Alpine Land Use and Development Code and have found that the site plan contains the required information.

Under §2-301(c)(8) and (10), the site plan must identify the proposed structure and its setbacks, vehicular access, finished grade, sewer and water connections, utilities and easements, parking and driveway dimensions, onsite drainage, and snow-storage areas with dimensions and square footage. The attached plan identifies the proposed residence, setbacks, access and parking, water and sewer lines, power line, and designated snow-storage area.

Alternatives:

Option A — Accept the site plan review as presented.

- Benefit: Documents staff's finding that the submitted site plan contains the required information.
- Challenge: Construction remains subject to applicable permit conditions and inspections.

Option B — Request additional site-plan information if the Commission identifies a specific outstanding item.

- Benefit: Allows clarification of any item identified during review.
- Challenge: May delay permit processing.



Fiscal Impact:

No additional Town expenditure is identified as part of this site-plan review.

Strategic or Community Impact:

Reviewing residential site plans against adopted standards supports consistent administration of the Town's land use requirements.

Key Questions:

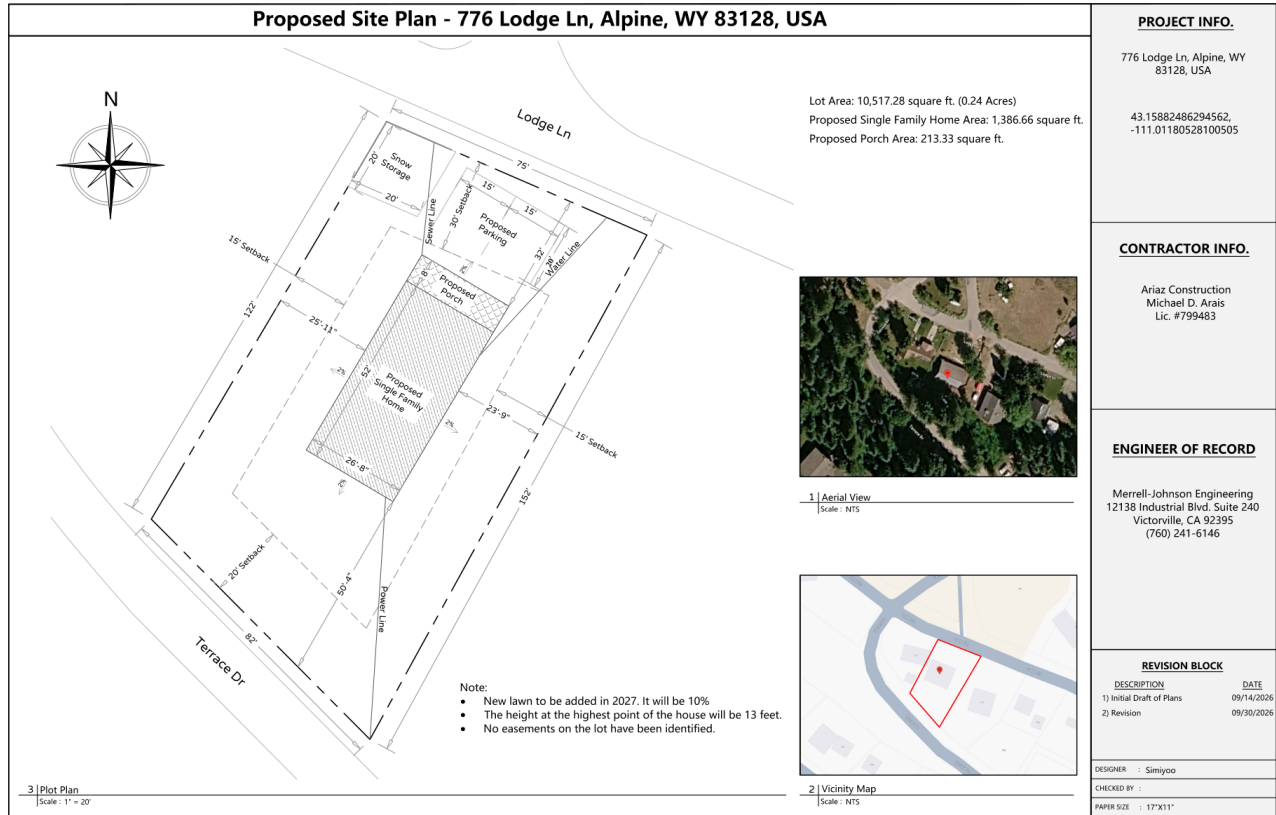
Does the Commission identify any specific site-plan information requiring clarification?

Suggested Motion:

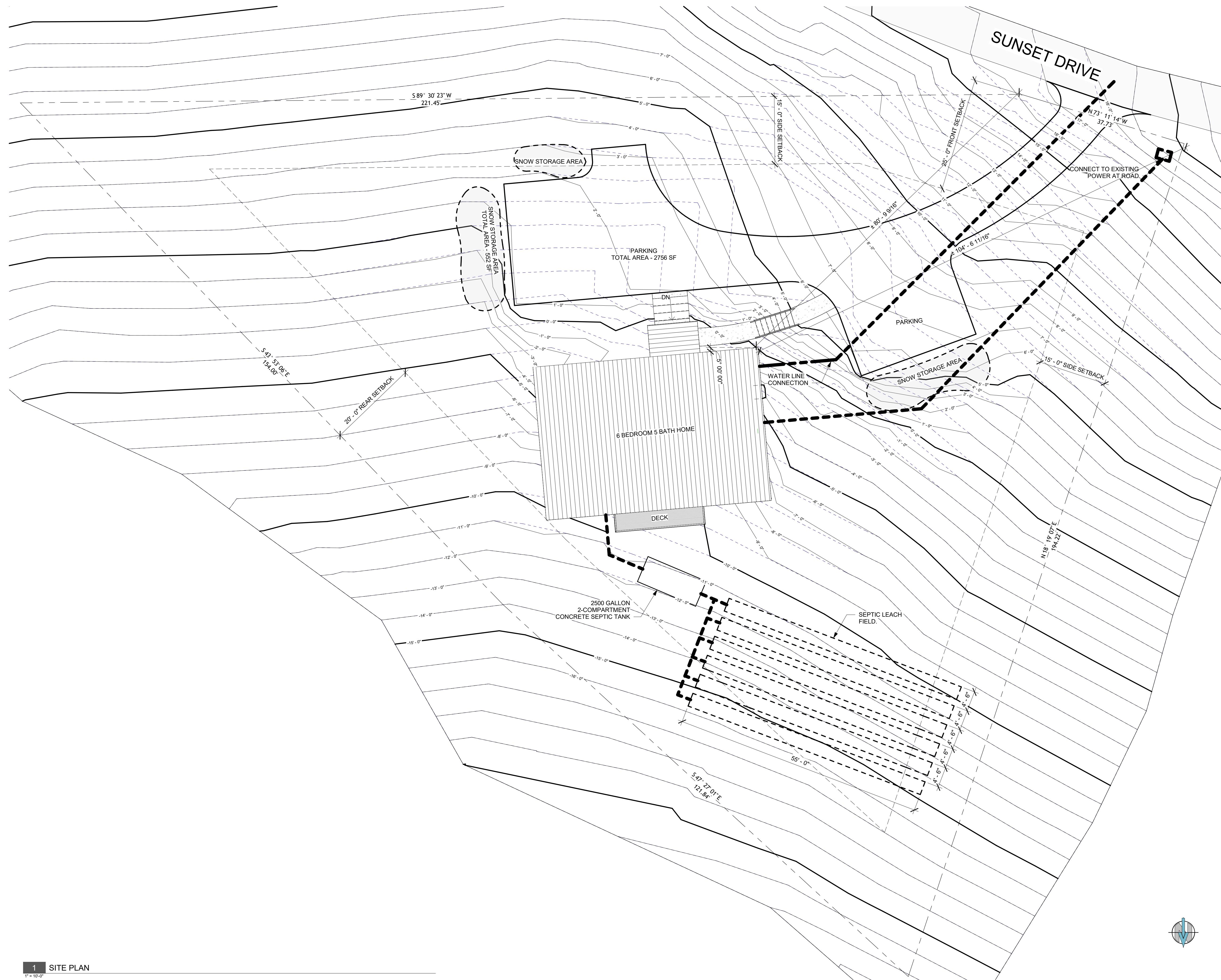
I move to accept the staff site-plan review for Permit 26-000217, 776 Lodge Lane, as presented.



Attachment A – Submitted Site Plan



SEPTIC SYSTEM INFORMATION
ASSUMPTIONS:
ALPINE HILLSIDE SOILS
GROUNDWATER > 8 FT
BEDROCK > 10 FT
13-30 MIN/IN EQUIVALENT PERMEABILITY
FLOW RATE:
10 BEDROOM = 1,500 GPM

[illegible]

NEW BUILD FOR
SRSC ALPINE LOT 246
SUNSET DRIVE, ALPINE, WY 83128

SITE PLAN

Project #: 19.101J

A100



PLANNING & ZONING MEETING MINUTES

September 08, 2026, at 7:00 PM

Meeting Type – Regular Meeting

1. CALL TO ORDER

Chairwoman 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
- Melisa Wilson
- Rachel Stewart

A quorum was established.

Staff Present

- Gina Corson, Planning & Zoning Administrator

3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- a. **RB26-000026- Murdoch, Kendall, and Katheryn- 211 Aster Loop, Lot #19 of Alpine Meadows- Single-family Home Site Plan Review:**

Updated plan to include snow storage. All looked good to the Commission

Action

Member Stewart made a motion to approve RB26-000025, contingent upon receiving approval for the septic from DEQ. Member Schou seconded.

Voting Yea: Member Schou, Member Stewart, and Chairwoman Wilson.

Motion carried unanimously.

b. RB26-000025 - Three Cygnets, LLC - 674 Sunset Drive, Lot 821 of Lakeview Estates Tract A - Single-family Home Site Plan Review:

The Commission continued its review of the single-family home site plan submitted by Three Cygnets, LLC. The driveway has been relocated to allow for the septic system. The updated plans show two retaining walls for the SE corner of the lot where there were concerns raised by the Commission. Retaining walls are under the 4-foot height that requires engineered plans for the walls. Snow storage has been located and identified. The Commission confirm the septic and leach-field design and setbacks were in compliance with the DEQ standards. They wanted confirmation of the approval of the design, but the applicant told them the DEQ would not give approval until the Town of Alpine gave permit approval.

Action

Member Stewart made a motion to approve RB26-000025, contingent upon receiving approval for the septic from DEQ. Member Schou seconded.

Voting Yea: Member Schou, Member Stewart, and Chairwoman Wilson.

Motion carried unanimously.

4. APPROVAL OF MINUTES

Approval of Minutes for August 25, 2026, Meeting

Action

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

Voting Yea: Member Schou, Member Stewart, and Chairwoman Wilson.

Motion carried unanimously.

5. DISCUSSION

a. Chairwoman Wilson let member Stewart know that the Town has had some old cottonwood trees fall down and was looking for someone to help them decide the most appropriate replacement. Chairwoman Wilson felt that Member Stewart could add to that conversation.

b. Member Schou asked if we had a count of the number of lots in Town that do not have access to the sewer system that are no built out or connected. Administrator Corson did not have a count. Member Schou also mentioned that may be something we want to take into consideration since we are redoing the LUDC. He suggested adding language that all of those

lots will be approved contingent to the DEQ Septic approval and to require confirmation of that approval with their permit records.

c. Member Schou raised concerns about the basement wall height and eventually about the height of walls or stories of homes being constructed. He stated that we still do not have a mechanism to ensure that they are building the heights to plan as that is not a normal inspection that the Building Inspector would conduct. The agreed upon course of action was to have Administrator Corson discuss with the Building Inspector if those are inspection or steps of other inspections that can be added. If not, then we can further address the appropriate steps of who should be conducting those inspections. Member Schou also asked if Administrator Corson could discuss an addition to the Certificate of Placement or an additional step taken by a surveyor to show the top of the foundation wall heights to ensure they are in compliance with their plans.

Administrator Corson pointed out that as a Town we have the authority to adopt any inspection schedule we would like and even if these additional ones are outside the normal scope of the Building Inspector's inspections that having that schedule is what dictates what inspections the Inspector does. If they refuse, then a new Inspector should be hired.

In addition to this, Member Schou asked what if any enforcement or punishment for non-compliance for such things are in existence. Chairwoman Wilson and Administrator Corson both felt that the fact that the foundation or basement walls would need to be brought into compliance and withholding a Certificate of Occupancy would suffice. Member Schou then raised concerns that the LUDC does not have any provision that allow us to issue a Stop Work or withhold a Certificate of Occupancy. The remaining members and Administrator Corson all felt that language was in the LUDC and directed Administrator Corson to locate and ensure it is sufficient.

6. TOWN COUNCIL ASSIGNMENT

Town Council Meeting on September 15, 2026- Melisa Wilson

7. ADJOURNMENT

Action

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

Voting Yea: Member Schou, Member Stewart, and Chairman Wilson.

Motion carried unanimously.

The meeting adjourned at 7:32 PM.

Melisa Wilson

Melisa Wilson, Chairman

9-22-26

Date

Riley Hovorka

Riley Hovorka, Town of Alpine Administrator

Sep. 22, 2026

Date

** Minutes are a summary of the meeting**



PLANNING & ZONING MEETING MINUTES

September 08, 2026, at 7:00 PM

Meeting Type – Regular Meeting

1. CALL TO ORDER

Chairwoman 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
- Melisa Wilson
- Rachel Stewart

A quorum was established.

Staff Present: Gina Corson, Planning & Zoning Administrator

3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

a) RB26-000026- Murdoch, Kendall, and Katheryn- 211 Aster Loop, Lot #19 of Alpine Meadows- Single-family Home Site Plan Review:

Updated plan to include snow storage. All looked good to the Commission.

Member Stewart made a motion to approve the single-family home site plan for 211 Aster Loop, Lot #19 of Alpine Meadows. Member Schou seconded.

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

b) RB26-000025 - Three Cygnets, LLC - 674 Sunset Drive, Lot 821 of Lakeview Estates Tract A - Single-family Home Site Plan Review:

The Commission continued its review of the single-family home site plan submitted by Three Cygnets, LLC. The driveway has been relocated to allow for the septic system. The updated plans show two retaining walls for the SE corner of the lot where there were concerns raised by the Commission. Retaining walls are under the 4-foot height that requires engineered plans for the walls. Snow storage has been located and identified. The



Commission confirm the septic and leach-field design and setbacks were in compliance with the DEQ standards. They wanted confirmation of the approval of the design, but the applicant told them the DEQ would not give approval until the Town of Alpine gave permit approval.

Member Stewart made a motion to approve RB26-000025, contingent upon receiving approval for the septic from DEQ. Member Schou seconded.

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

APPROVAL OF MINUTES:

a) Approval of Minutes for August 25, 2026, Meeting

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

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

4. DISCUSSION:

Chairwoman Wilson let member Stewart know that the Town has had some old cottonwood trees fall down and was looking for someone to help them decide the most appropriate replacement. Chairwoman Wilson felt that Member Stewart could add to that conversation.

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5. TOWN COUNCIL ASSIGNMENT:

Town Council Meeting on September 15, 2026- Melisa Wilson

6. ADJOURNMENT:

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

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

The meeting adjourned at 7:32 PM.

Minutes are a summary of the meeting.

CORRECTION TO PREVIOUSLY APPROVED MINUTES:

Item 3(a) of the September 8, 2026, Planning & Zoning Commission Meeting Minutes was corrected to accurately reflect the motion approving the single-family home site plan for 211 Aster Loop, Lot #19 of Alpine Meadows. The incorrect permit reference and DEQ septic approval condition were removed from the recorded motion under Item 3(a).

The correction was approved by the Planning & Zoning Commission on October 13, 2026.

The original approved and signed minutes are retained with the Town’s records.

Melisa Wilson, Commission Chair

Date

Riley Hovorka, Town Administrator

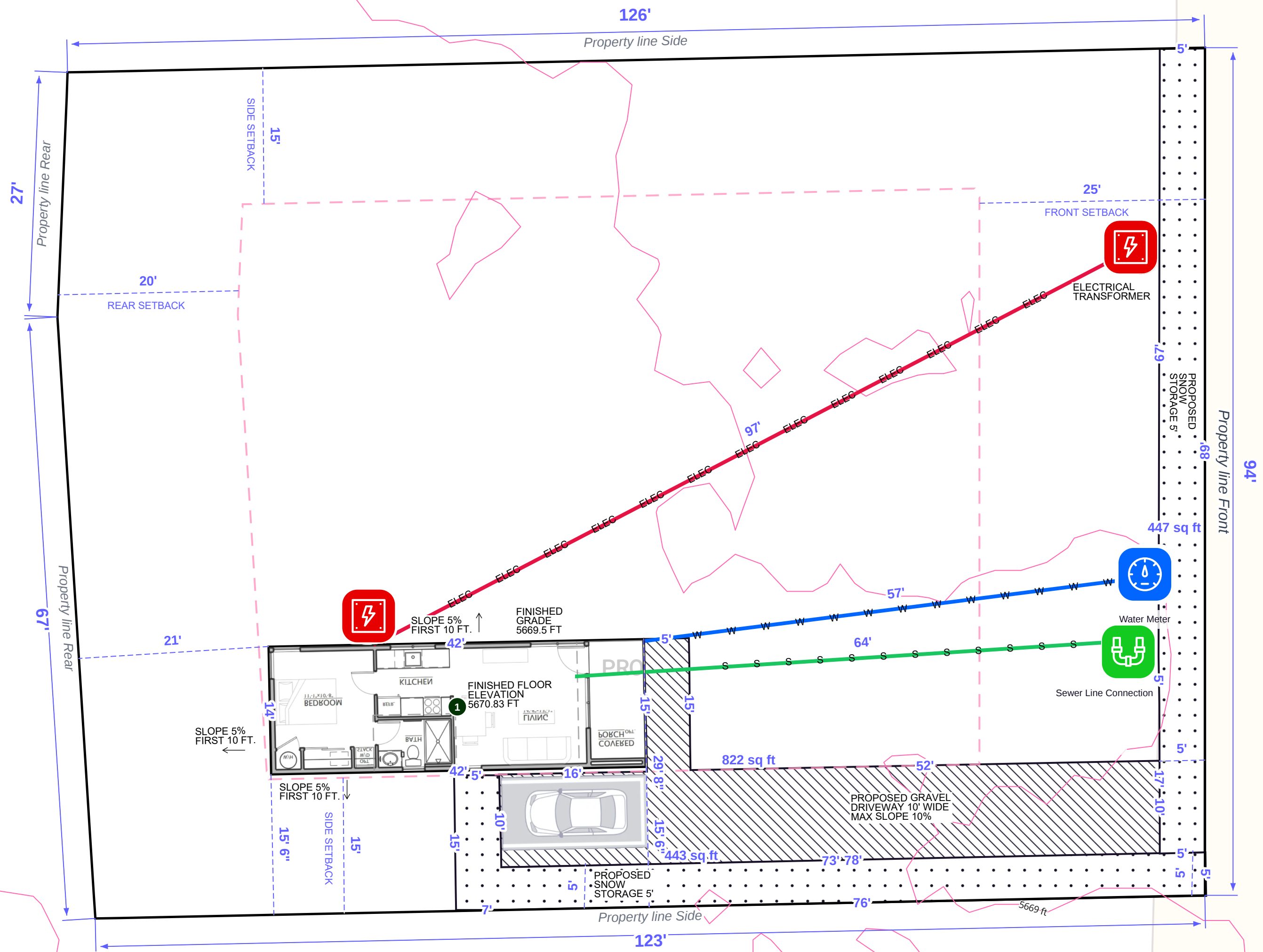
Date

GLORIA COURSER
198 WEST MILL CIRCLE
ALPINE, WY 83128
Lot #101 of the Palis Park Subdivision
Parcel ID: 37182940303000
Lot area: 0.28 Acres
Impervious surface: 136 sq ft
(1.1%)

GLORIA COURSER
198 WEST MILL CIRCLE
ALPINE, WY 83128
Lot #101 of the Palis Park Subdivision
Parcel ID: 37182940303000
Lot area: 0.28 Acres
Impervious surface: 136 sq ft
(1.1%)

Municipality Name: ALPINE, WY
Zone Name: R-1
Front Setback: 35 ft
Rear Setback: 20 ft
Side Setback: 15 ft

	Footprint
1. Proposed Single Family	588 sq ft



SEPTIC SYSTEM INFORMATION
ASSUMPTIONS:
 ALPINE HILLSIDE SOILS
 GROUNDWATER > 8 FT
 BEDROCK > 10 FT
 15-30 MIN/IN EQUIVALENT PERMEABILITY
FLOW RATE:
 6 BEDROOM = 630 GPM
 1 BEDROOM = 150 GPM
 TOTAL = 780 GPM

[illegible]

NEW BUILD FOR
ALPINE LOT 822
SUNSET DRIVE, ALPINE, WY 83128

SITE PLAN

Project #: 19.101J

A100.

Project #: 19.101J

Date Issued: 06/29/19

CERTIFICATE OF SURVEYOR

I, Karl F. Scherbel, of Affton, Wyoming, hereby certify that this map was made from notes taken during an actual survey made by me and by persons under my supervision and from records in the Office of the Clerk of Lincoln County and that it correctly represents that survey and those records.



CERTIFICATE OF SURVEYOR

Building footprint:	2881 sq ft
Deck:	520 sq ft
Concrete driveway:	555 sq ft
Parking:	230 sq ft
Sidewalk:	102 sq ft
Snow storage:	230 sq ft
Total impervious area:	4318 sq ft
Total lot area:	15787 sq ft
Percent impervious:	27%

Note:
No cut or fill slopes greater than 2.5:1

CURVE	LENGTH	DELTA	RADIUS	CHORD	BEARING	CHORD	TANGENT
C1	88.94'	33°58'28"	150.00'	N16°59.14'W	87.65'	45.82'	
C2	106.73'	33°58'28"	180.00'	N16°59.14'W	105.18'	54.99'	
C3	90.75'	25°22'15"	205.00'	N12°57'54.4"W	90.04'	46.14'	

CURVE TABLE

LEGEND

☛ indicates a 5/8" steel reinforcing rod with an aluminum cap inscribed "PLS 6193", found.

indicates a right-of-way line.

indicates a building setback line.

indicated the edge of Columbine Street

1. **Introduction**
 2. **Background**
 3. **Methodology**
 4. **Results**
 5. **Discussion**
 6. **Conclusion**
 7. **References**
 8. **Appendix**
 9. **Figure 1**
 10. **Figure 2**
 11. **Figure 3**
 12. **Figure 4**
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Indicadores y propuestas electric

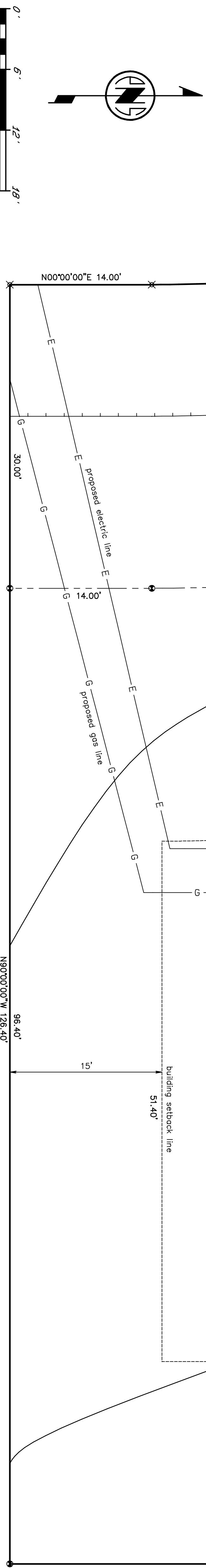
indicates a proposed gas line.

indicates an area of concrete as noted.

—ADVANCE PLAT—
SUBJECT TO CORRECTION
AND APPROVAL

**SITE PLAN
FOR
ALPINE MEADOWS
LOT 1**

WITHIN THE INCORPORATED LIMITS
OF THE TOWN OF ALPINE
LINCOLN COUNTY, WYOMING



PLOT DATE: 5 October 2026

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alpine
architectural studioALPINE, WY
LOT-12 HWY 89

PALISADES HEIGHTS

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PERMIT DRAWINGS

11.4.2024
DRAWN BY | BENNETT
CHECKED BY | BENNETT
REVISIONS
4 11.21.24 UTILITY NOTES
5 11.21.24 TOA COMMENTS
6 9.18.26 REVISED ENTRYCOVER SHEET
& SITE PLAN

G001

SHEET INDEX

GENERAL
G001 COVER SHEET & SITE PLAN
G101 LIFE SAFETY NOTES
G102 LIFE SAFETY PLANS
SURVEY EXISTING TOPOGRAPHIC MAP & SITE PLAN

ARCHITECTURAL
A101 1ST FLOOR PLAN - LIVE WORK
A102 2ND FLOOR PLAN - LIVE WORK
A201 EXTERIOR ELEVATIONS - LIVE WORK
A202 EXTERIOR ELEVATIONS - LIVE WORK
A300 ROOF PLAN & SECTIONS
A301 BUILDING SECTIONS
A601 SCHEDULES
E102 POWER & LIGHTING PLANS

STRUCTURAL
S1 GENERAL NOTES & DETAILS
S2 SHEAR WALL PLANS
S3 FOUNDATION PLAN
S4 SECOND FLOOR FRAMING
S5 ROOF FRAMING PLAN

CODES UTILIZED

IRC 2021
IBC 2021 AS REFERENCED BY IRC
TOWN OF ALPINE LAND USE DEVELOPMENT CODE

PROJECT DESCRIPTION

CONSTRUCT (3) LIVE WORK UNITS ADJACENT TO
EXISTING APARTMENT BUILDING

OCCUPANCY

IRC TOWNHOUSE CONSTRUCTION AS LIVE/WORK UNITS

FIRE SPRINKLER SYSTEM

PROPOSED: YES

FLOOR AREAS

1ST FLOOR GROSS AREA: 2,714 SQFT
2ND FLOOR GROSS AREA: 2,714 SQFT
2ND FLOOR DECK AREA: 194 SQFT EA UNIT

OWNER

CREATIVE PROPERTIES, LLC
PO BOX 2911
ALPINE, WY 83128

ARCHITECT

ALPINE ARCHITECTURAL STUDIO, LLC
PO BOX 3975
ALPINE, WY 83128
CONTACT:
bbennett@alpinearchstudio.com

STRUCTURAL ENGINEER

TSE ENGINEERS

136 SOUTH STATE STREET
SHELLY, ID 83274
CONTACT:
office@tetoneng.com

GENERAL CONSTRUCTION NOTES

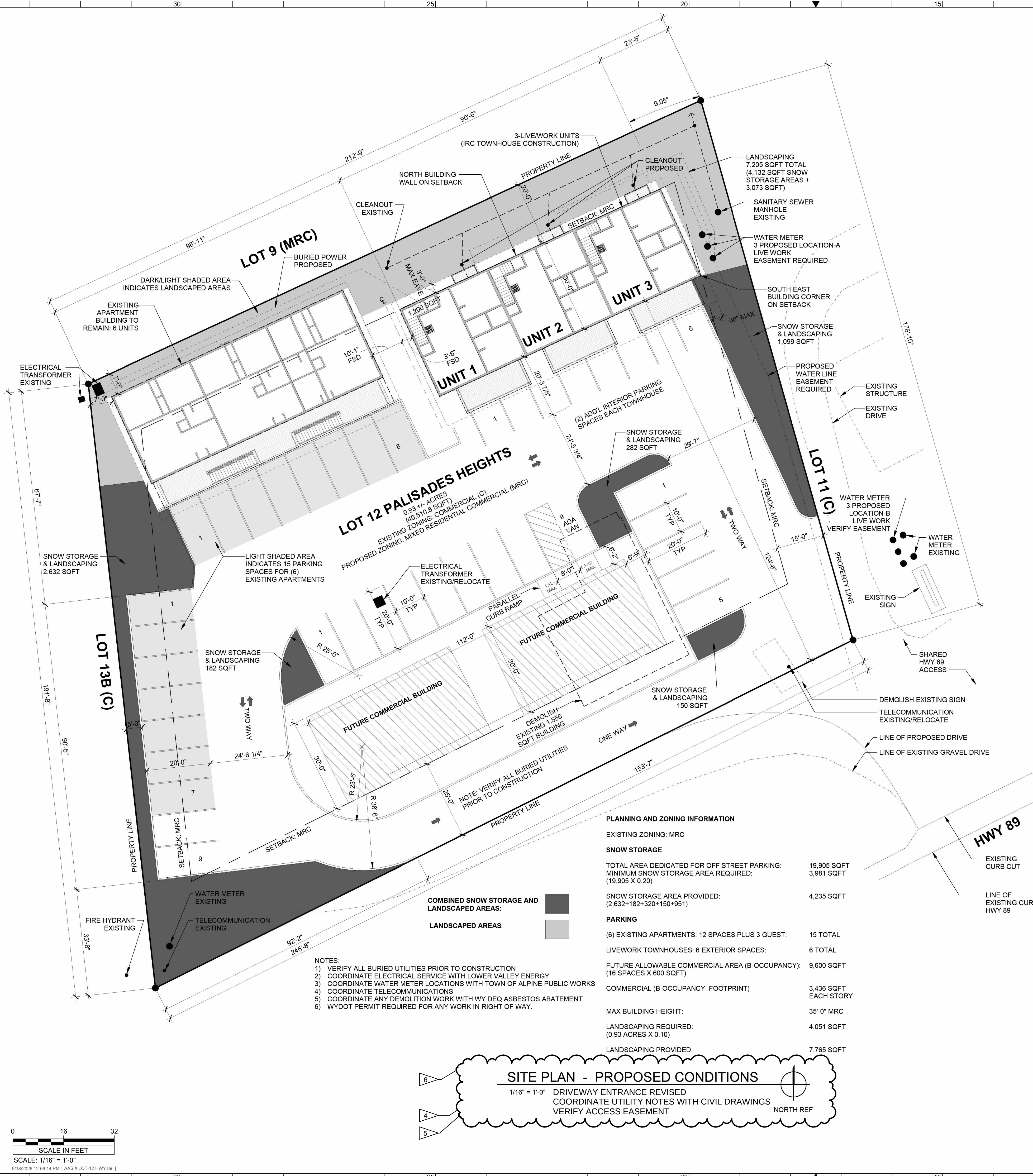
- THIS PROJECT SHALL COMPLY WITH THE 2021 VERSION OF THE IRC. ANY BUILDING OFFICIAL, SUBCONTRACTOR OR TRADES PERSON NOTING DISCREPANCIES SHALL NOTIFY THE ARCHITECT IMMEDIATELY UPON DISCOVERY.
- CONTRACTOR SHALL COORDINATE ALL REQUIRED INSPECTIONS BY WY STATE FIRE MARSHAL'S OFFICE, FIRE DEPARTMENTS AND ANY OTHER GOVERNING AUTHORITIES, AS NECESSARY.
- ALL CONSTRUCTION DEBRIS IS TO BE STOCKPILED NEATLY ON SITE UNTIL DISPOSAL, WHICH SHALL BE DONE AT COUNTY LANDFILL OR RECYCLING FACILITY ONLY. NO DEBRIS IS TO BE DISPOSED OF IN LOCAL WASTE COLLECTION FACILITIES.
- UNLESS OTHERWISE NOTED, ALL DIMENSIONS ARE GIVEN TO FACE OF ROUGH FRAMING, CENTERLINE OF COLUMNS, OR FACE OF CONCRETE AND C.M.U. WALL.
- CONTRACTOR SHALL PROVIDE STORAGE FOR ALL BUILDING MATERIALS IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS. STORAGE OF SUPPLIES SHALL REMAIN DRY.
- ALL SUBSTITUTIONS ARE TO BE APPROVED BY ARCHITECT/OWNER. ALONG WITH WRITTEN REQUESTS CONTRACTOR SHALL PROVIDE ALL INFORMATION REGARDING THE SUBSTITUTION IN QUESTION, INCLUDING COST, AVAILABILITY AND REASON FOR SUBSTITUTION.
- SOLID WOOD BLOCKING, INSULATION OR OTHER FIRESTOP MATERIAL IS TO BE PROVIDED BETWEEN STORIES, BETWEEN TOP STORY AND ROOF SPACE, BETWEEN STAIR STRINGERS AT TOP AND BOTTOM, BETWEEN STUDS ALONG STAIR RUNS AND AT ALL OTHER PLACES THAT COULD ALLOW THE PASSAGE OF FLAME. FIRESTOPS BETWEEN CHIMNEY AND WOOD FRAME SHALL BE NON-COMBUSTIBLE.
- CONTRACTOR SHALL PROVIDE SAMPLES OF ALL FINISHES AND STAIN COLORS FOR APPROVAL BY ARCHITECT/OWNER. THIS INCLUDES BUT IS NOT LIMITED TO INTERIOR AND EXTERIOR STAINS, INTERIOR PAINT, SHEETROCK TEXTURES, CHEMICALLY APPLIED METAL PATINAS, AND STONE VENEER MATERIAL & MASONRY TECHNIQUE.
- ALL ELECTRICAL WORK TO BE PERFORMED BY WY LICENSED ELECTRICIAN.
- ALL MATERIALS SHALL BE INSTALLED PER MANUFACTURER'S RECOMMENDATIONS AND IN ACCORDANCE WITH WARRANTY GUIDELINES.
- SITE MATERIAL SHALL BE OVER-EXCAVATED AND ENGINEER FILL ADDED.
- CONTRACTOR RESPONSIBLE FOR PROVIDING, COORDINATION AND SUPERVISING TRENCHING OF UTILITIES AND SERVICES TO AND FROM BUILDING. LOCATE ALL UTILITIES PRIOR TO EXCAVATION. COORDINATION SHALL INCLUDE CONTRACTOR'S REASONABLE EFFORTS TO COMBINE AS MANY DIFFERENT UTILITIES IN COMMON TRENCHES AS PRACTICAL AND GOOD PRACTICE PERMIT.
- VERIFY EXISTING BUILDING DIMENSIONS
- COORDINATE WITH WY DEQ OFFICE PRIOR TO ANY DEMOLITION WORK.



PROJECT LOCATION



NOT FOR CONSTRUCTION - PRELIMINARY DESIGN





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.



PLANNING & ZONING COMMISSION MEETING MINUTES

September 22, 2026 / 250 River Circle - Alpine, WY 83128

CALL TO ORDER

Chair Commissioner Melisa Wilson called the meeting to order at 7:00 p.m.

ROLL CALL & ESTABLISH QUORUM

Town Administrator Riley Hovorka conducted roll call. Commissioners Melisa Wilson, Dan Schou, and Rachael Stewart were present. A quorum was established. Nora Bland of Cushing Terrell participated remotely for the Master Plan agenda item.

TONIGHT'S APPOINTMENTS/ NEW BUSINESS

RB26-0000029 Courser, Gloria at 198 West Mills Circle – Single Family Home:

The Commission reviewed the site plan and requested clarification of snow storage locations, the driveway setback from the property line, driveway surfacing, roof eave dimensions and projections, and unlabeled site plan features. The applicant was not present. Administrator Hovorka agreed to provide the questions to the applicant and request responses for the next Planning and Zoning meeting.

Commissioner Stewart moved to table application RB26-0000029. The motion was seconded by Commissioner Schou. **Motion carried.** Voting Yea: Commissioner Wilson, Commissioner Schou, and Commissioner Stewart.

RB26-0000030 SRSC Lots, LLC at 676 Sunset Drive – Single Family Home:

The Commission clarified that the application concerned Lot 822 and was separate from the previously reviewed application for neighboring Lot 821 at 674 Sunset Drive. The proposed homes would share a septic system. Commissioners requested DEQ approval documentation and engineered septic system drawings, along with a broader site plan showing both lots, the roadway, property boundaries, and any road or utility easements affecting the septic system. The discussion also addressed retaining walls and septic system design standards.

Administrator Hovorka agreed to notify the applicant of the Commission's questions and invite the applicant to the next meeting.

Commissioner Schou moved to table application RB26-0000030. The motion was seconded by Commissioner Stewart. **Motion carried.** Voting Yea: Commissioner Wilson, Commissioner Schou, and Commissioner Stewart.

Consideration of Resolution No. 2026-02 Adopting and Certifying the Town of Alpine Master Plan:

The Commission reviewed the changes to the Master Plan. Nora Bland was available to answer questions. Administrator Hovorka reported that Lincoln County had provided concurrence by email from Steven Allen, allowing the Commission to adopt the plan in its entirety. She also reported that the County would consider the Alpine Master Plan during its discussions of the Alpine overlay.

Commissioner Schou moved to approve Resolution No. 2026-02 adopting and certifying the Town of Alpine Master Plan. The motion was seconded by Commissioner Stewart. **Motion carried.** Voting Yea: Commissioner Wilson, Commissioner Schou, and Commissioner Stewart.

Discussion of 142 Columbine Street

The Commission discussed previously approved application RB26-0000027 for Lot 1 at 142 Columbine Street. Commissioner Schou reported concerns regarding the site plan's depiction of the road easement and required building setback and reported that HOA approval had not been obtained. The Commission discussed the need to verify property lines, easements, setbacks, and HOA approval before the project proceeded.

Administrator Hovorka stated that she had not found a record confirming that the permit had been issued to the property owner. She outlined options for withholding issuance or taking action under the Land Use and Development Code, depending on the permit's status.

Motion: Commissioner Schou moved to rescind the Commission's approval of application RB26-0000027 for 142 Columbine Street, Lot 1, for further site plan evaluation. The motion was seconded by Commissioner Stewart. **Motion carried.** Voting Yea: Commissioner Wilson, Commissioner Schou, and Commissioner Stewart.

The Commission further discussed improving site plan requirements to clearly show roads, easements, and Town and HOA setbacks. Administrator Hovorka suggested requiring HOA approval as part of a complete application. Chair Wilson noted that contingent approvals may accommodate HOA meeting schedules. No additional motion was made.

APPROVAL OF MINUTES

Approval of September 8, 2026, Meeting Minutes:

Commissioner Stewart moved to approve the September 8, 2026, meeting minutes. Commissioner Schou seconded the motion. **Motion carried.** Voting Yea: Commissioner Wilson, Commissioner Schou, and Commissioner Stewart.

TOWN COUNCIL ASSIGNMENT

Chair Wilson indicated that she would attend the October 6, 2026, Town Council meeting and would notify Commissioner Schou if she could not attend. Commissioner Schou stated that he also planned to attend. Administrator Hovorka advised that the Master Plan was scheduled to return to the Town Council for approval.

ADJOURNMENT

Commissioner Schou moved to adjourn the meeting. The motion was seconded by Commissioner Stewart. **Motion carried.** Voting Yea: Commissioner Wilson, Commissioner Schou, and Commissioner Stewart. Meeting adjourned at 7:51 PM.

MINUTES ARE A SUMMARY OF THE MEETING

Transcribed By:

Sarah Greenwald, Town Deputy Clerk

Date

Attest:

Riley Hovorka, Town Administrator

Date

Minutes approved in a legally advertised meeting on October 13th, 2026

Signed:

Attest:

Melisa Wilson, Planning & Zoning Commission Chair

Riley Hovorka, Town Administrator