



## PLANNING & ZONING COMMISSION AGENDA

October 27, 2026, at 7:00 PM / 250 River Circle - Alpine, WY 83128

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1. CALL TO ORDER:

2. ROLL CALL & ESTABLISH QUORUM:

3. INTRODUCTION OF NEW PLANNING & DEVELOPMENT COORDINATOR:

a. *Welcome and introduction of Inanna Reistad*

4. NEW BUSINESS:

[a.](#) #RB26-0000033 Yacoob, Gabriella Alexandra at 199 Canyon View Drive - Single Family Home

5. TABLED ITEMS:

[a.](#) #RB26-0000029 Courser, Gloria at 198 West Mills Circle - Single Family Home

[b.](#) #RB26-000027 Corona, Cynthia 142 Columbine Street - Single Family Home

[c.](#) #RB26-000032 - SRSC Lots, LLC at 718 Sunset Drive - Single Family Home

[d.](#) #RB26-0000030 SRSC Lots, LLC at 676 Sunset Drive - Single Family Home

6. APPROVAL OF MINUTES:

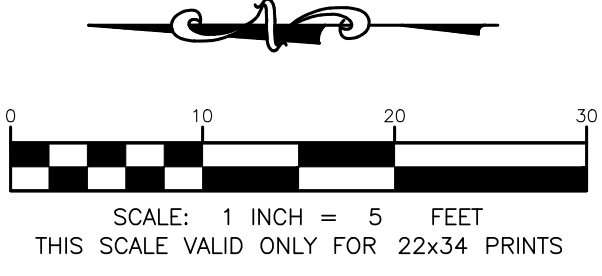
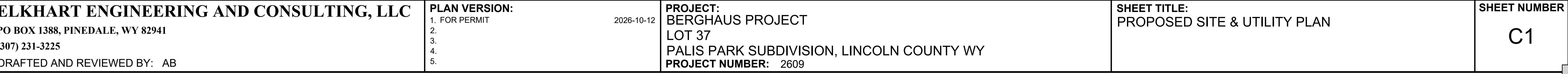
[a.](#) October 13, 2026 Planning and Zoning Commission Meeting Minutes

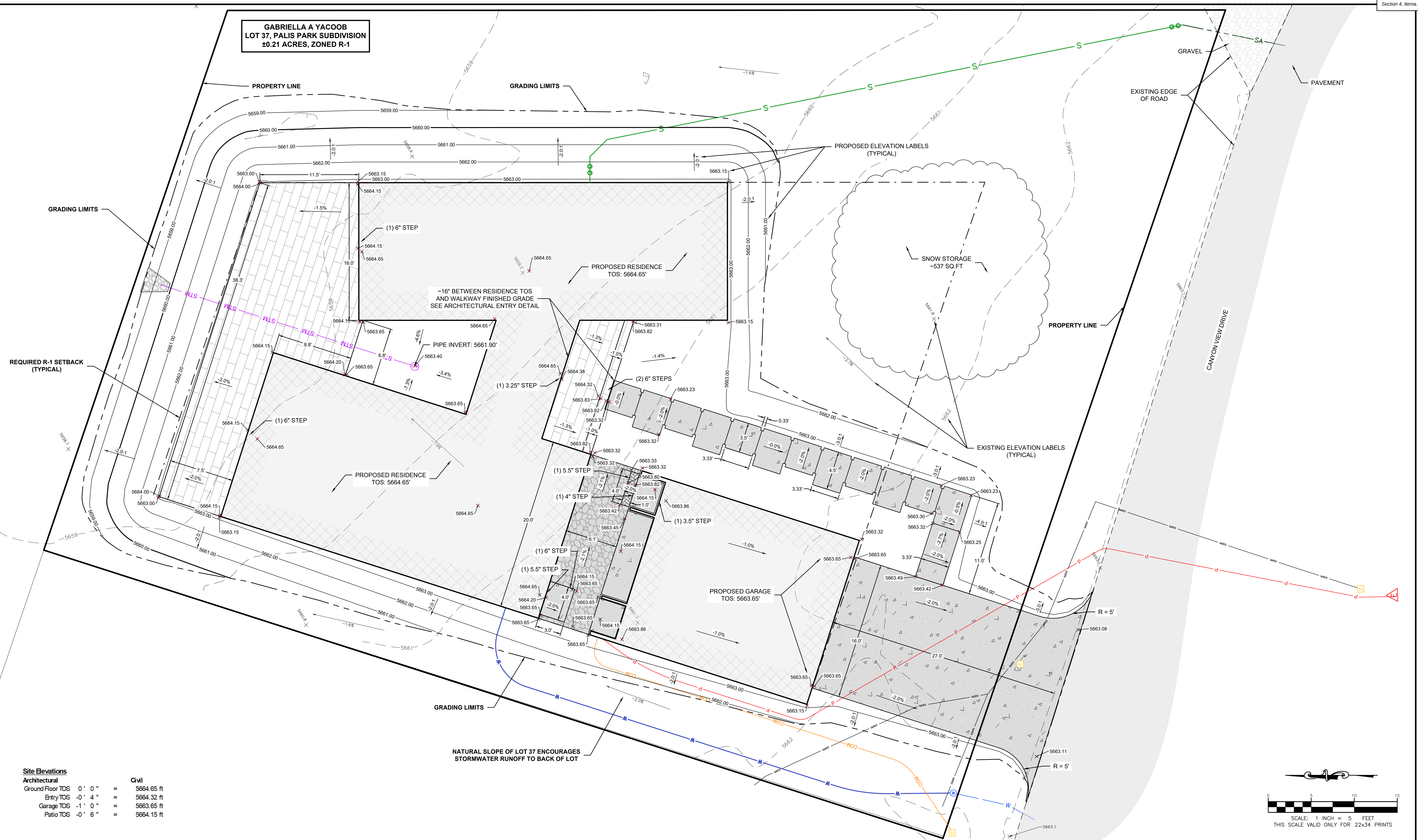
7. TOWN COUNCIL ASSIGNMENT:

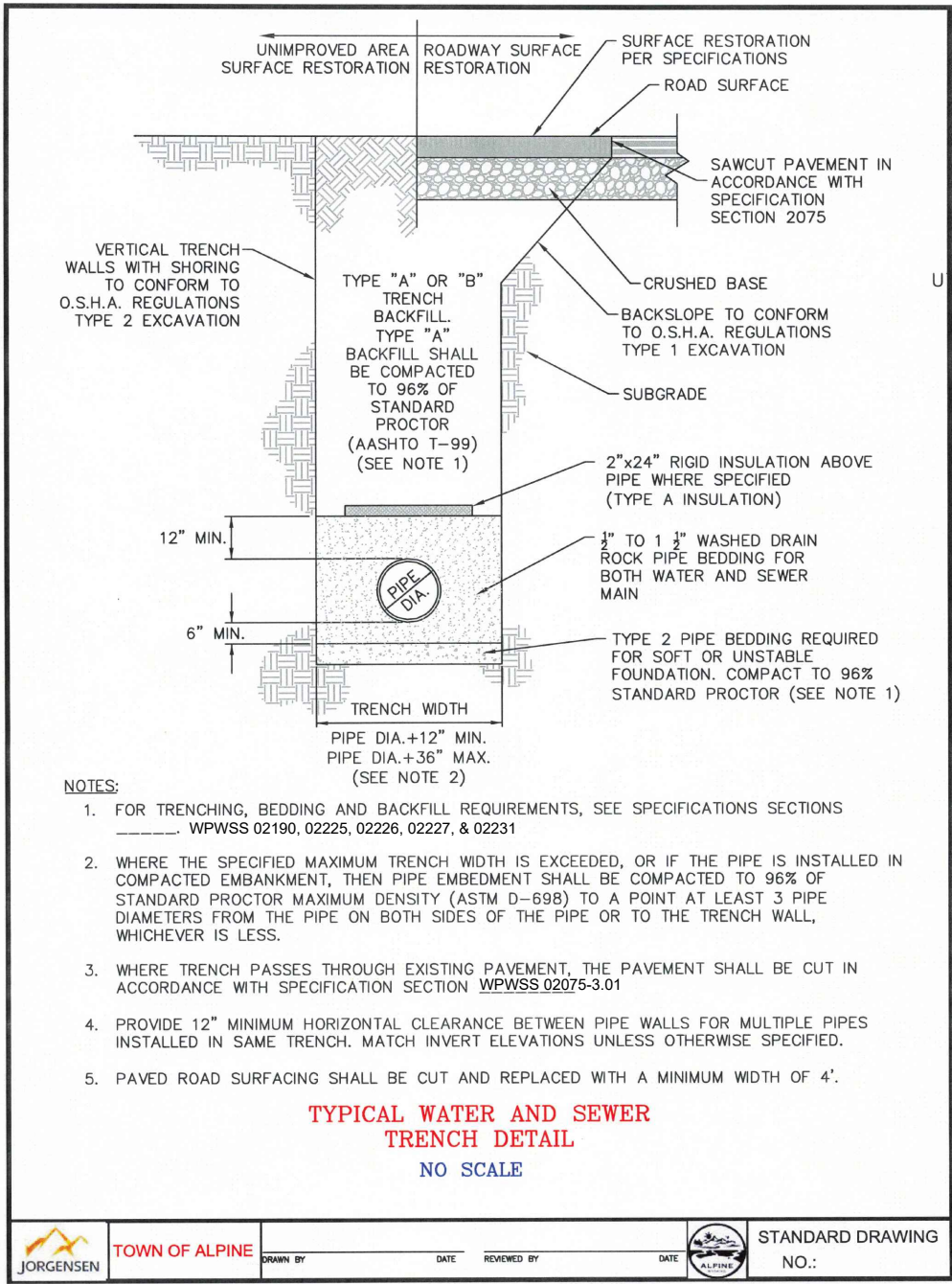
a. November 2, 2026, Town Council Meeting

8. ADJOURN MEETING:

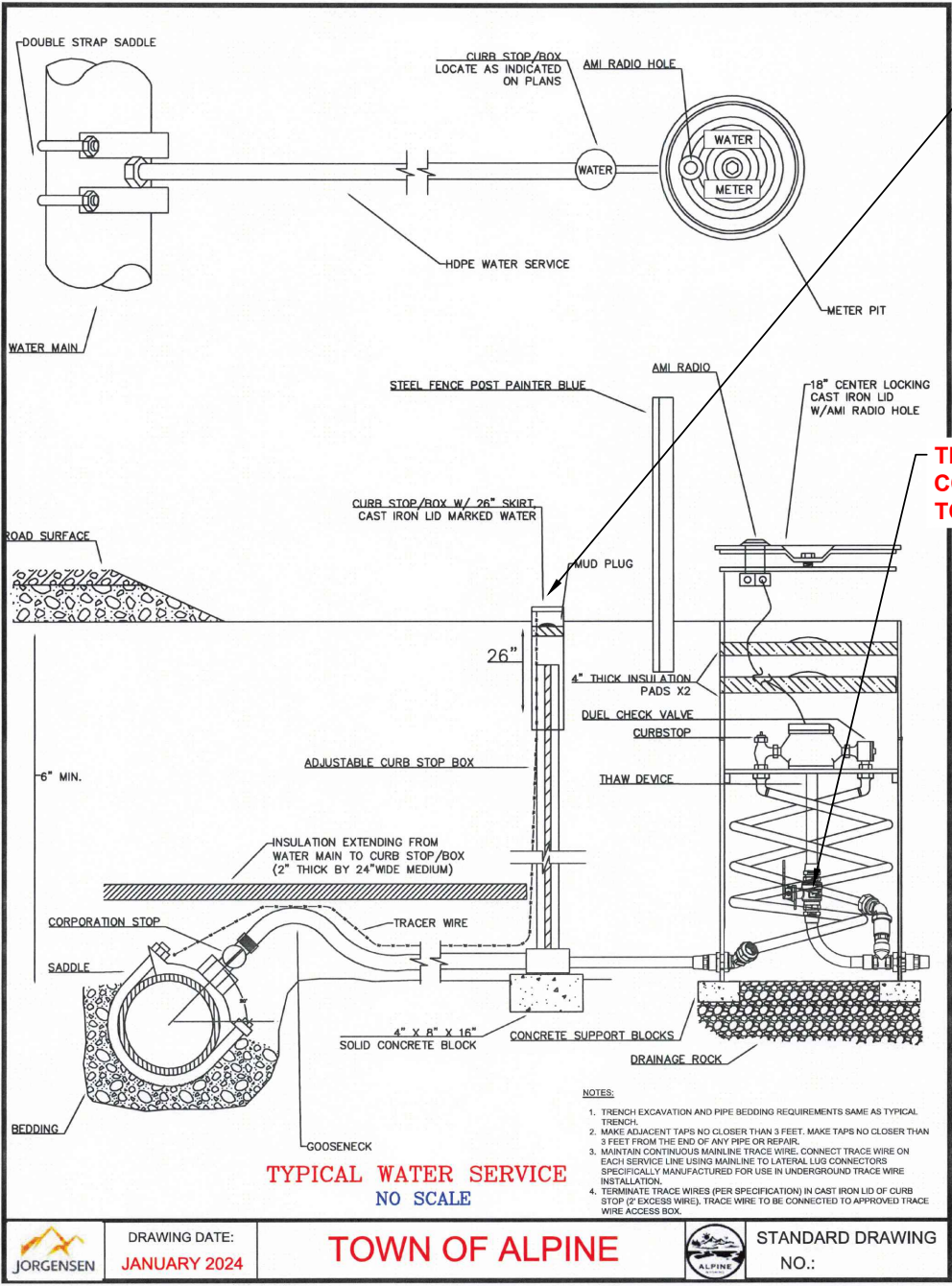
DISCLAIMER: THE SITE INFORMATION IS BASED ON THE SEPTEMBER 2026 SURVEY PREPARED BY GANNETT PEAK SURVEYING, RYAN WELLS, PLS 16884, INCLUDING PROPERTY BOUNDARIES, TOPOGRAPHY, AND UTILITY LOCATES FROM VARIOUS UTILITY PROVIDERS. UTILITY LOCATIONS AND OTHER EXISTING CONDITIONS ARE APPROXIMATE AND SHALL BE FIELD VERIFIED PRIOR TO CONSTRUCTION.



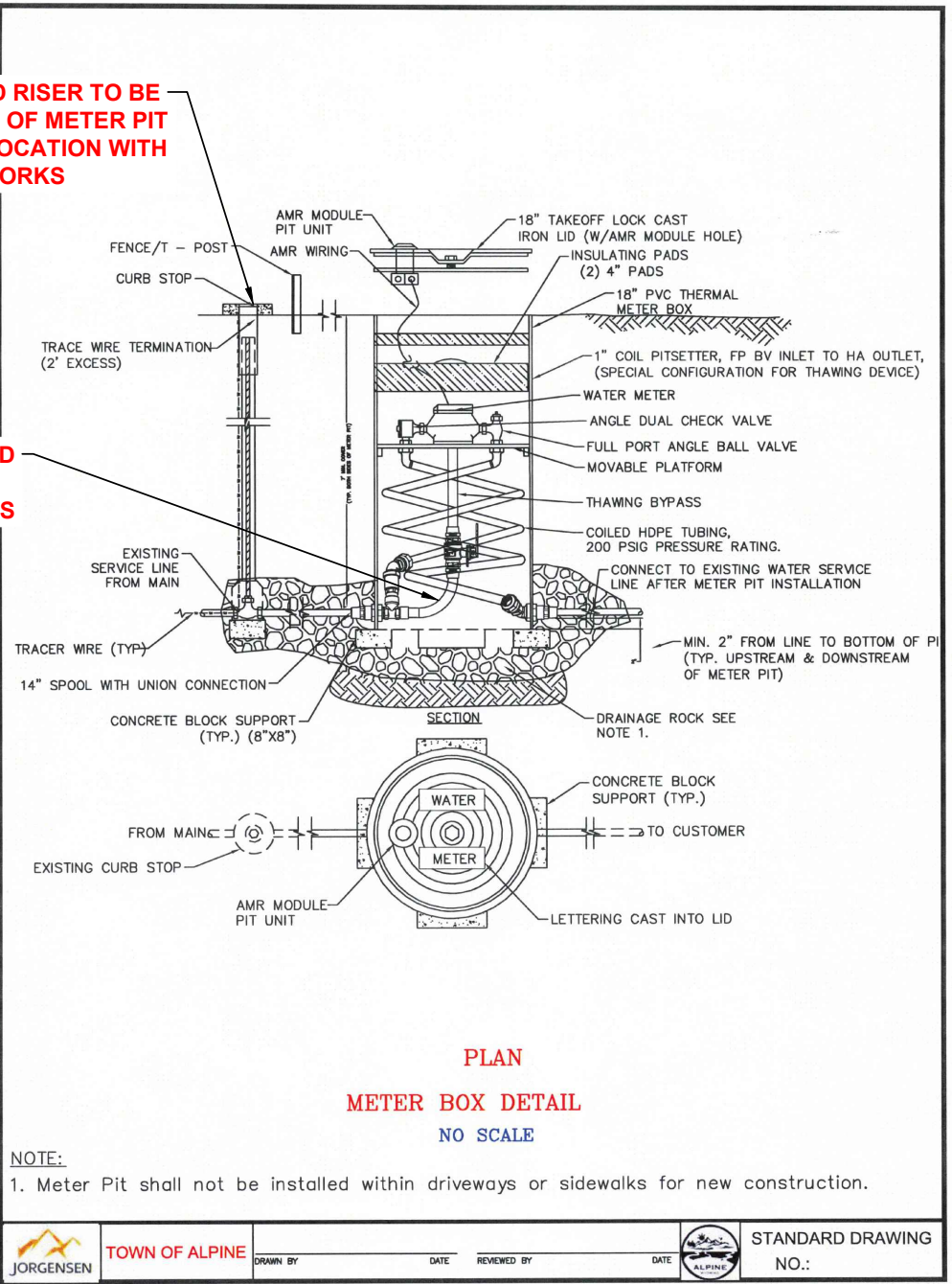




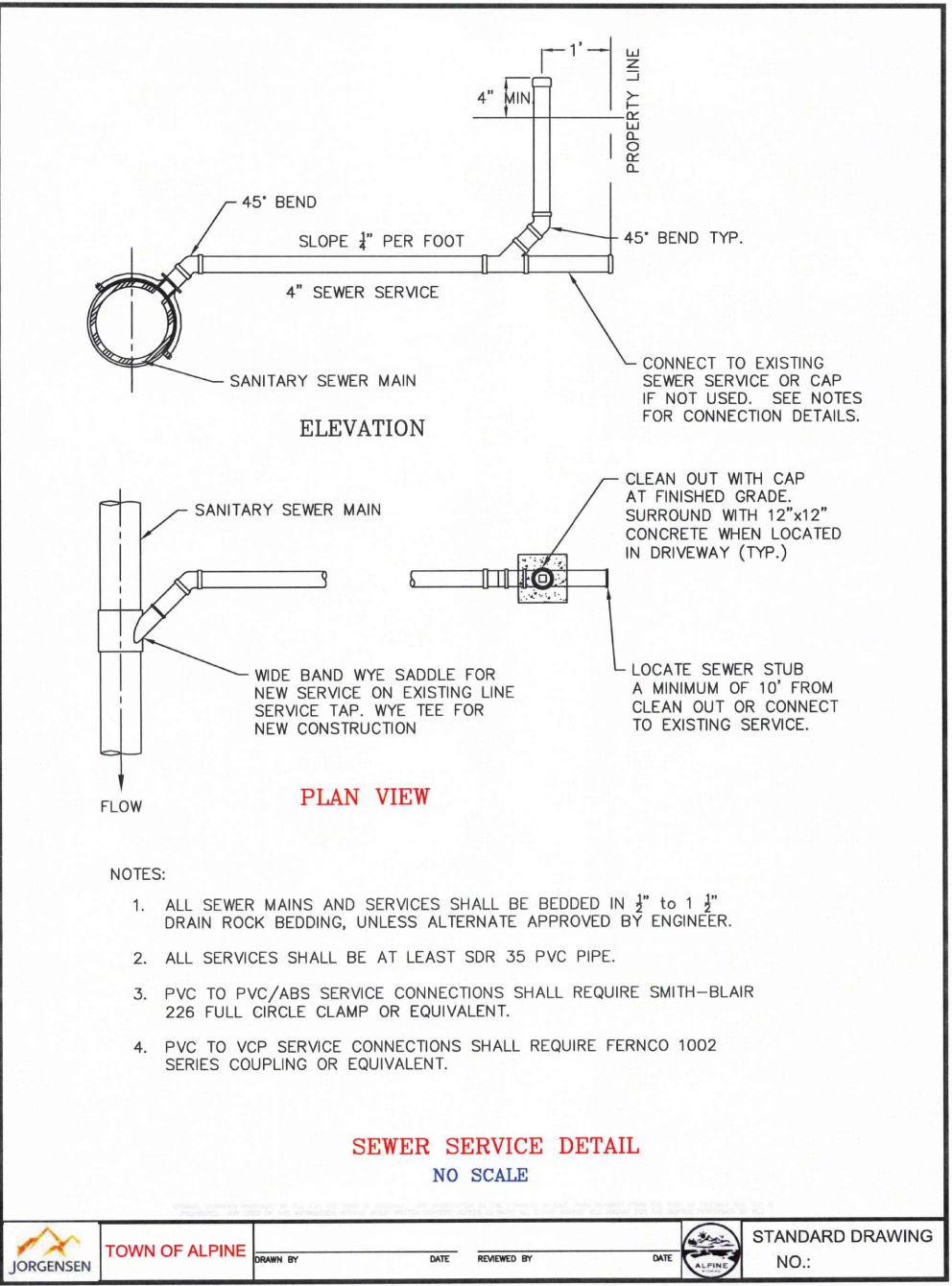
TOA TYPICAL DETAIL  
WATER AND SEWER TRENCH



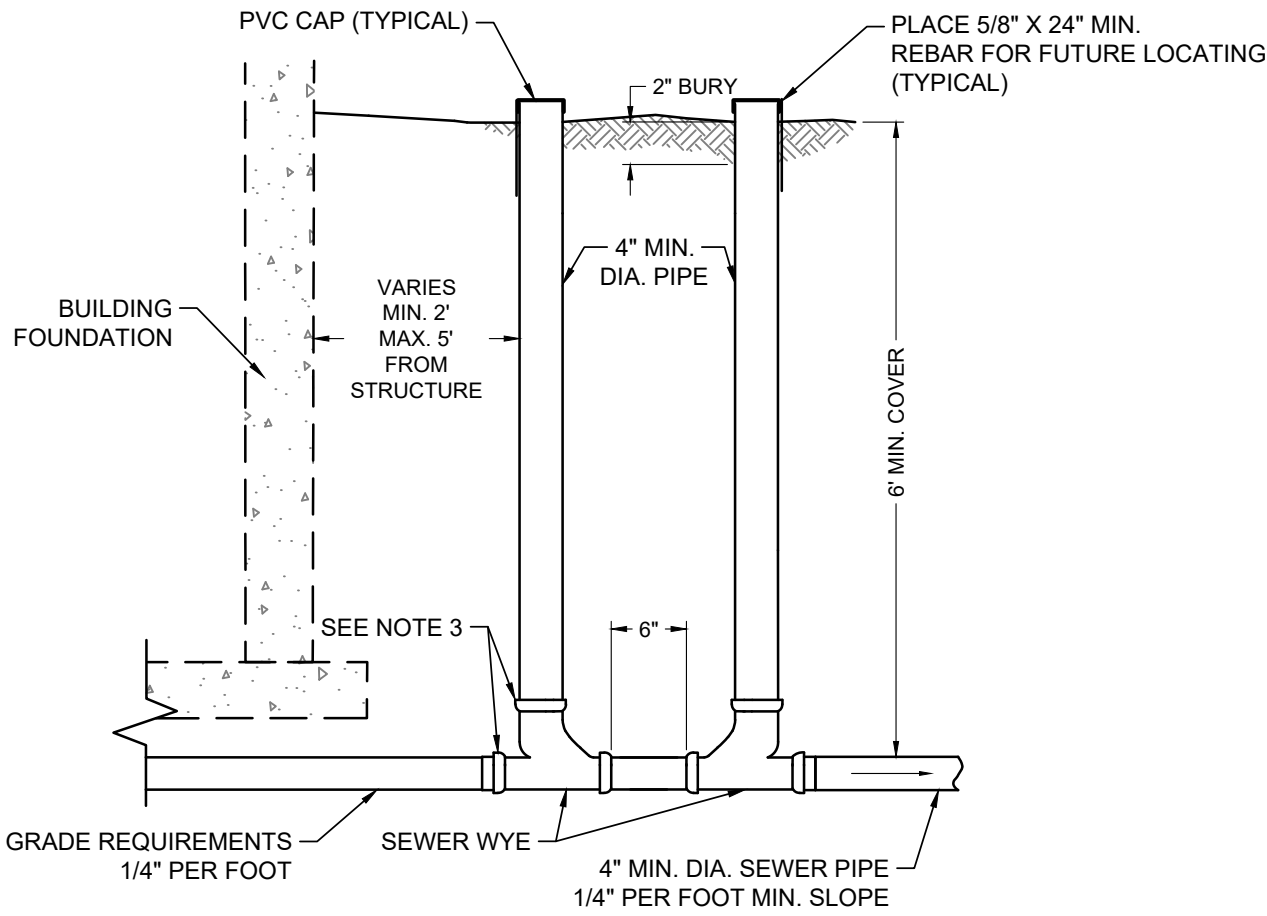
TOA TYPICAL DETAIL  
WATER SERVICE



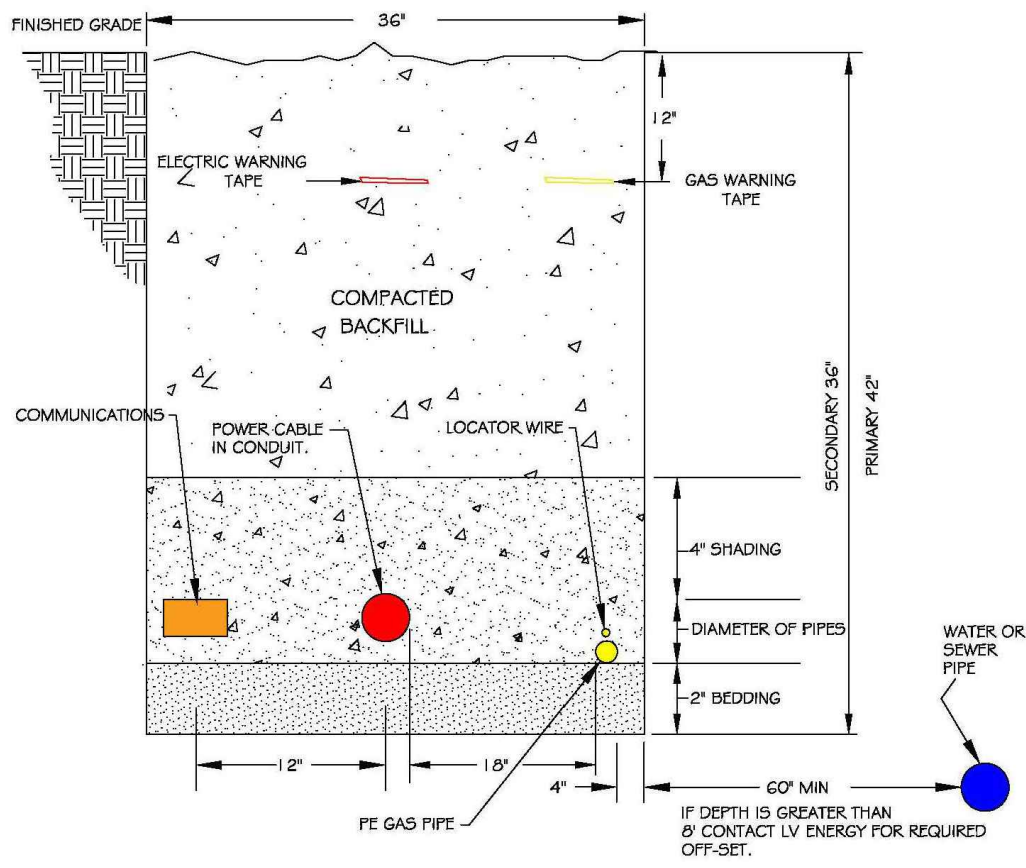
TOA TYPICAL DETAIL  
METER BOX



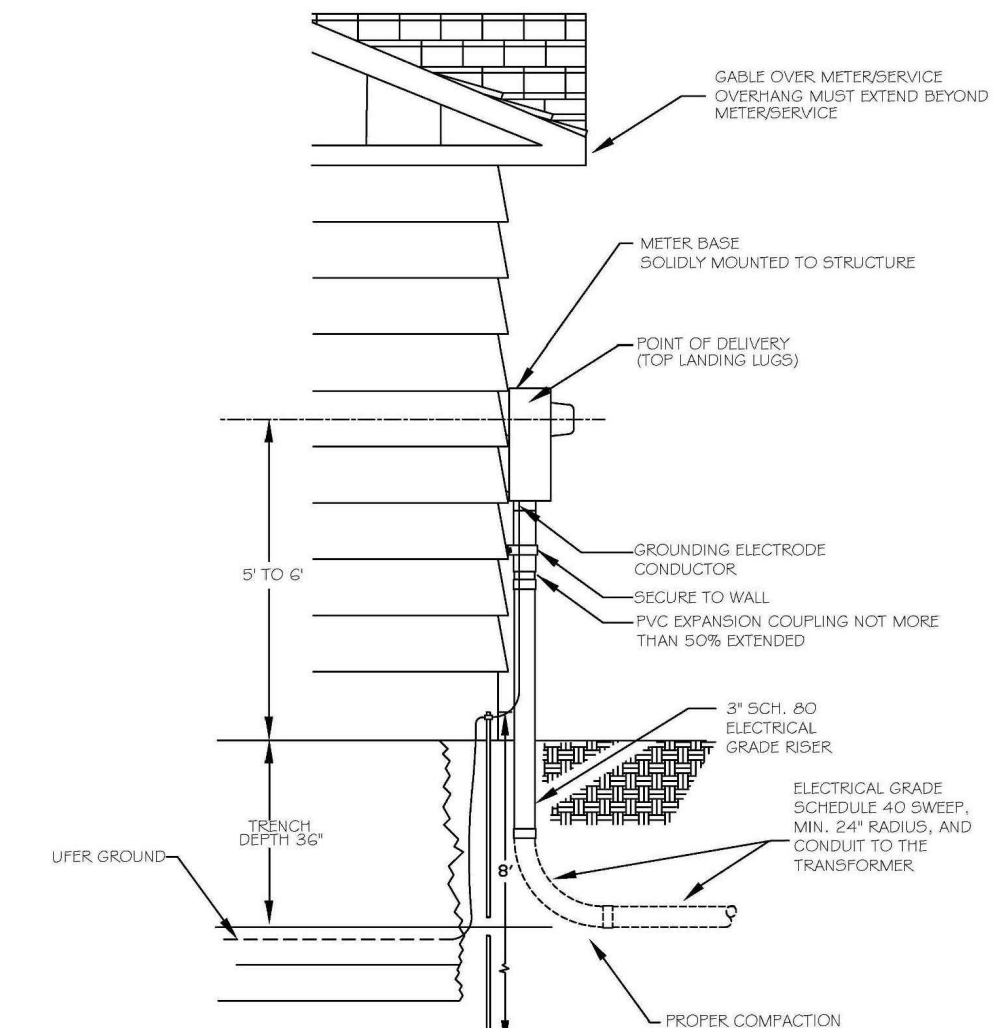
TOA TYPICAL DETAIL  
SEWER SERVICE



TYPICAL DETAIL  
DOUBLE CLEANOUT



LVE SR-15 TRENCH DETAIL  
ELECTRIC, NATURAL GAS, & COMM



LVE SR-9 UNDERGROUND  
ELECTRIC SERVICE INSTALLATION



## BUILDING PERMIT — STAFF REVIEW REPORT

Permit No. RB26-000033 | 199 Canyon View Drive, Alpine, WY 83128

Project: New Single-Family Residence | Zoning: R-1 Residential

Legal Description: Lot 37, Palis Park Subdivision | Parcel Area: 9,213.6 sq. ft.

Owner: Gabrielle Alexandra Yacoob | Applicant: Silver Aspen Builders LLC

**Review Date: October 26, 2026 | Status: Staff Completeness Review Complete — Invoices Sent**

### 1. Scope of Staff Review

Staff reviewed the completed application, notarized owner authorization, warranty deed, architectural plans, and civil plans for completeness and apparent consistency with R-1 site development requirements. Civil Sheets C1 (site and utilities), C2 (grading and drainage), and C3 (construction details) have been provided. Findings below are staff observations for Planning & Zoning consideration and do not constitute permit or site-plan approval.

### 2. Staff Site Development Findings

| Review Item        | Submitted / Required Information                                                                                                                             | Staff Finding                                                            |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| Zoning / use       | R-1 Residential; new single-family residence                                                                                                                 | Consistent with stated R-1 use                                           |
| Building setbacks  | Street frontages: 20 ft. ½ in. and 20 ft.; interior side: 10 ft.; rear: 18 ft. 2 in. Proposed building within building envelope; lot is under 10,000 sq. ft. | Appears compliant based on submitted plans and applicable lot provisions |
| Building height    | 19 ft. 9 in. proposed; 35 ft. stated maximum                                                                                                                 | Appears compliant — 15 ft. 3 in. below maximum                           |
| Landscaping        | 5,670 sq. ft. / 61.54% used for review; 921.36 sq. ft. / 10% minimum                                                                                         | Appears compliant; plan-set discrepancy noted below                      |
| Driveway / parking | Driveway and off-street parking shown on Sheet C1                                                                                                            | Appears compliant; P&Z to verify                                         |
| Snow storage       | 537 sq. ft. shown; submitted chart identifies more than required                                                                                             | Appears compliant per submitted calculations                             |
| Grading / drainage | Grading and drainage plan provided on Sheet C2                                                                                                               | Provided for P&Z review                                                  |
| Water / sewer      | Water and sewer addressed on civil plans                                                                                                                     | Addressed; connection requirements remain applicable                     |

Landscaping: Architectural plans show 5,670 sq. ft. (61.54% of the surveyed 9,213.6 sq. ft. parcel); civil plans show 5,931.5 sq. ft. (64.38%). Staff used the lower figure for review. The R-1 minimum of 10% is 921.36 sq. ft. Both submitted amounts exceed the stated minimum; the difference between plan sets is noted.

Utility note: If water or sewer service lines are not already installed to the property, the applicant is responsible for installing required connections in accordance with Town requirements.

### 3. Review and Payment Status

Planning & Zoning review and approval remain pending. On October 26, 2026, invoices were sent to the applicant for payment, and the building plans and structural calculations were forwarded to the Building Official for technical review. Payment and Building Official approval remain outstanding.

### 4. Staff Recommendation

Staff finds the required site development materials submitted and the proposed dimensions and quantities identified below appear to meet the applicable R-1 standards used in this staff review. Staff recommends that Planning & Zoning review the application and make its independent determination regarding site-plan compliance and approval. This report is not a Planning & Zoning approval, Building Official approval, or authorization to begin construction.

Report attachments: Civil Sheets C1, C2, and C3 only. The application, deed, and building plans remain in the permit file and are not attached to this report.

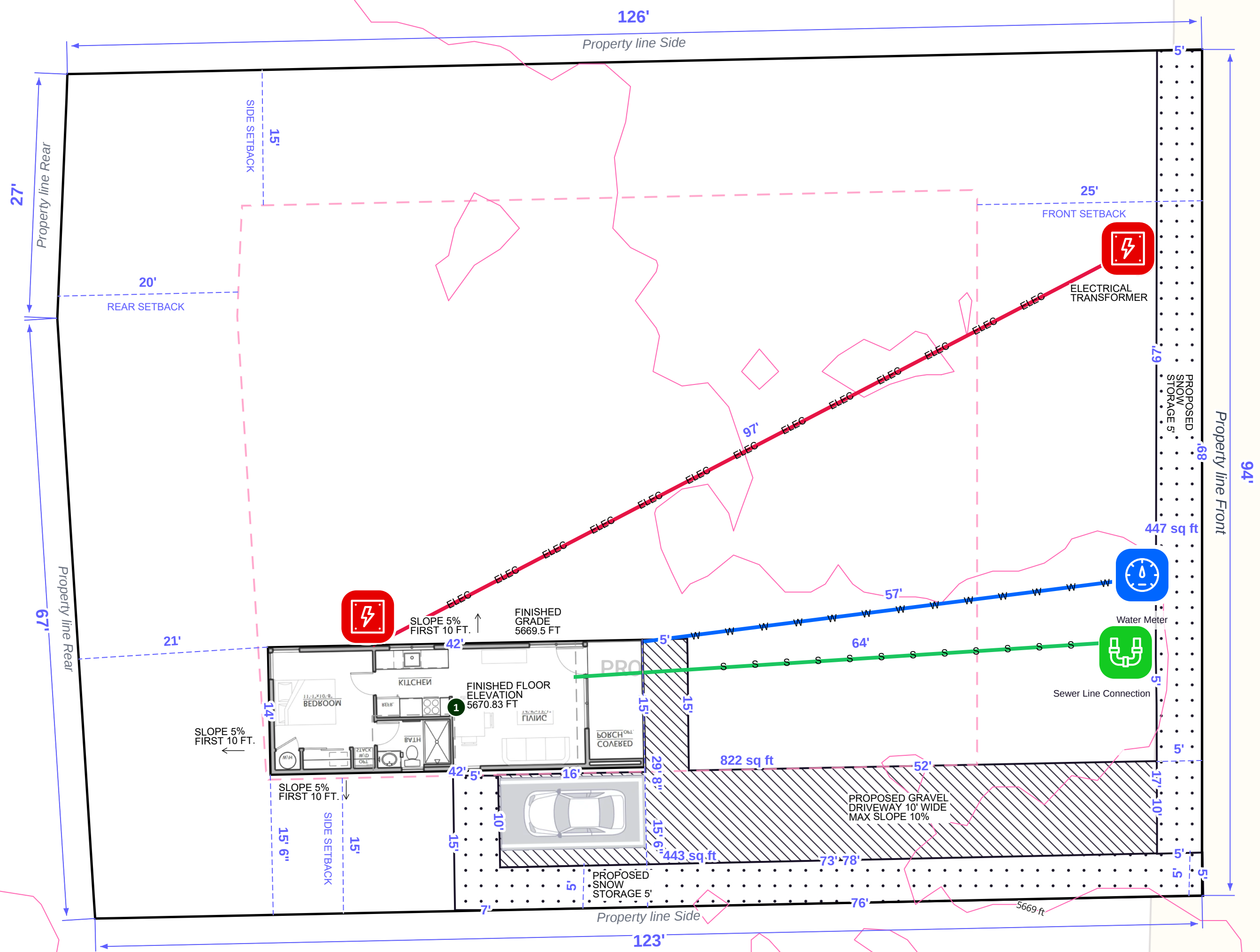
GLORIA COURSER  
198 WEST MILL CIRCLE  
ALPINE, WY 83128  
Lot #101 of the Palis Park Subdivision  
Parcel ID: 37182940303000  
Lot area: 0.28 Acres  
Impervious surface: 136 sq ft  
(1.1%)

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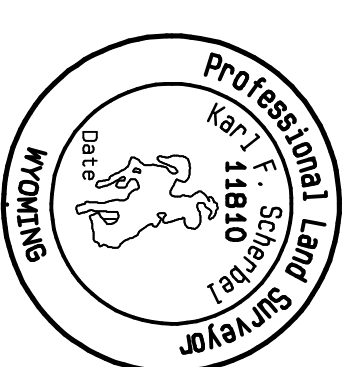
Municipality Name: ALPINE, WY  
Zone Name: R-1  
Front Setback: 35 ft  
Rear Setback: 20 ft  
Side Setback: 15 ft

|                           | Footprint |
|---------------------------|-----------|
| 1. Proposed Single Family | 588 sq ft |



**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:                  | 320   | 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 calculated position, no monument found or set.

indicates a right-of-way line.

indicates a building setback line.

indicates the edge of asphalt of Columbine Street.

indicates a proposed sanitary sewer line.

indicates a proposed water sewer

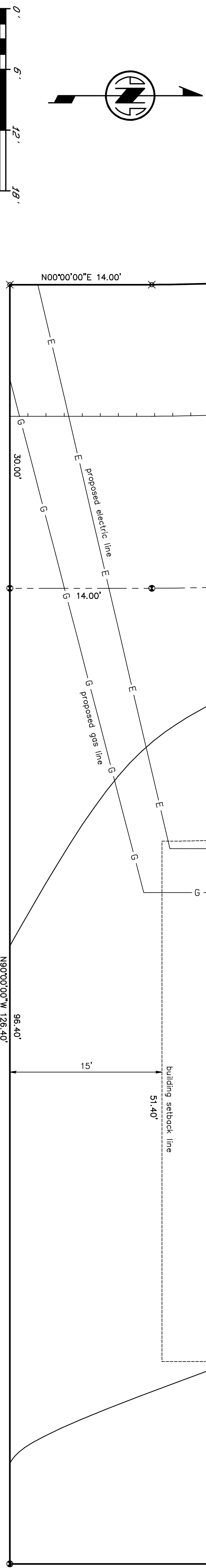
Indicates a proposed article

indicates an area of concrete as noted.

**-ADVANCE PLAT-**  
SUBJECT TO CORRECTION  
AND APPROVAL

**SITE PLAN  
FOR  
ALPINE MEADOWS  
LOT 1**

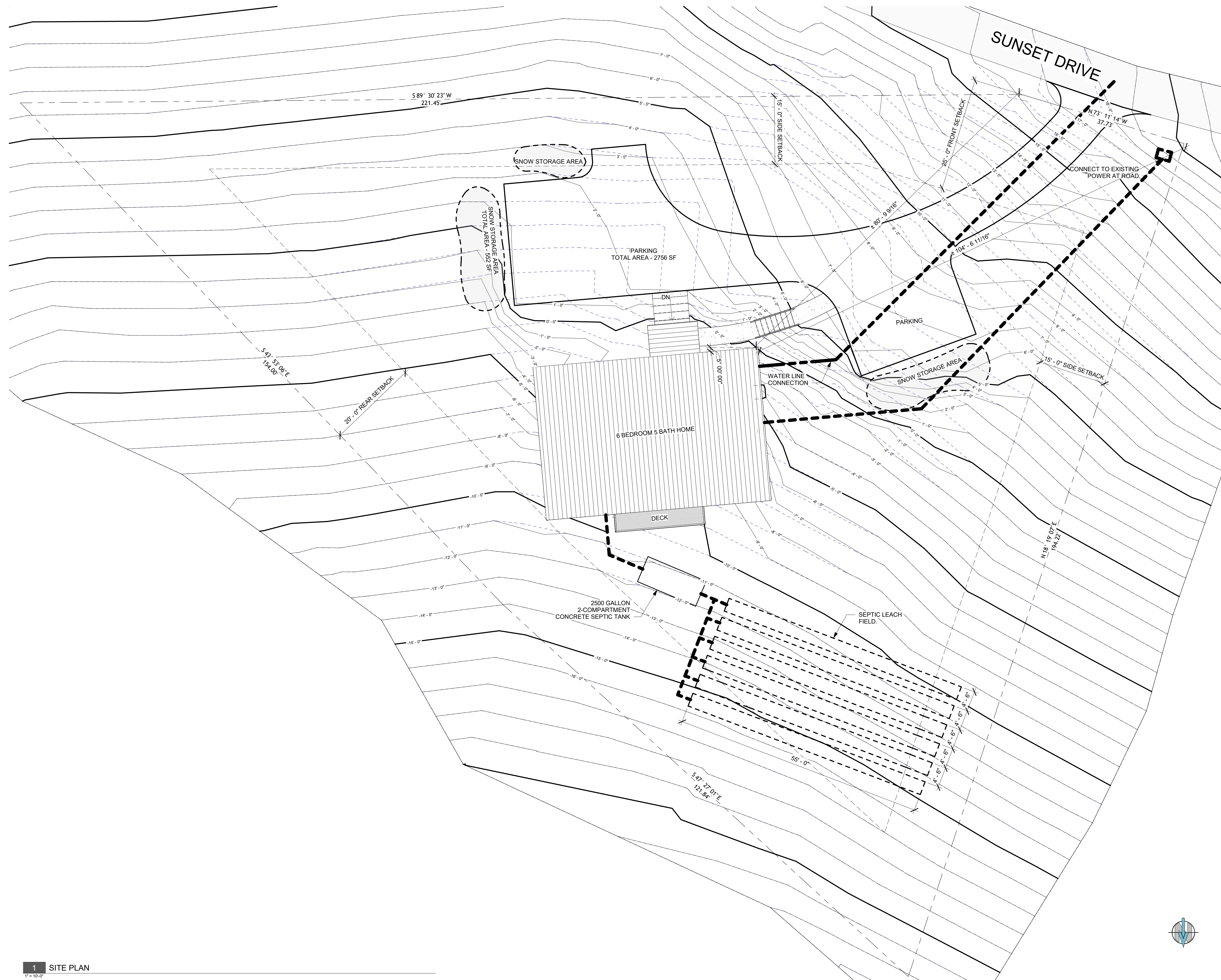
WITHIN THE INCORPORATED LIMITS  
OF THE TOWN OF ALPINE  
LINCOLN COUNTY, WYOMING



PLOT DATE: 5 October 2026

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**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

Project #: 19.101J

Date Issued: 06/29/19

**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.

Date Issued: 06/29/19



## PLANNING & ZONING MEETING MINUTES

October 13, 2026, at 7:00 PM

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### CALL TO ORDER

Chairwoman Wilson called the meeting to order at 7:06 PM.

### ROLL CALL & ESTABLISH QUORUM

Town Administrator Hovorka conducted roll call.

**Present:** Chair Commissioner Melisa Wilson and Commissioner Dan Schou. **Absent:** Rachel Stewart. A quorum was established.

**Staff Present:** Riley Hovorka, Town Administrator and Monica Chenault, Clerk/Treasurer.

### TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

#### a) ADD26-000001 – Schenk Custom Builders – 525 Three Rivers Drive – Garage Addition

The applicant was not present when the item was called. Member Schou noted that a site plan had not been provided. The item was held until later in the meeting and was subsequently tabled with Items 3(b) and 3(c).

#### b) RB26-000031 – Trujillo, Eleana and Poland, Nicholas – 776 Lodge Lane – Single-family Home

The applicant's representative was not initially present, and the item was tabled with Items 3(a) and 3(c). After the representative arrived, the Commission returned to the item following the Palisades Heights discussion.

Member Schou made a motion to remove RB26-000031 from the table and return it to the action items. Chairwoman Wilson seconded the motion.

**Voting Yea:** Member Schou and Chairwoman Wilson. Motion carried.

The Commission reviewed the site plan, including setbacks, snow storage, utilities, and the power line. The representative confirmed that the existing home had been demolished under a demolition permit and discussed the proposed foundation and delivery of the new home. Member Schou reminded the representative that a Certificate of Placement would be required.

Member Schou made a motion to approve RB26-000031. Chairwoman Wilson seconded the motion.

**Voting Yea:** Member Schou and Chairwoman Wilson. Motion carried.



**c) RB26-000032 – SRSC Lots, LLC – 718 Sunset Drive – Single-family Home**

The applicant was not present. Dave Gustafson, an Alpine resident, expressed concern about the proposed six-bedroom, five-bathroom home in an R-1 zone. He asked that the applicant clarify the intended use, including whether it would be employee housing, and cited the R-1 restriction on occupancy by more than three unrelated persons. The Commission did not make a determination on the proposed use.

**d) Correction to Item 3(a) of the Previously Approved September 8, 2026, Planning & Zoning Commission Meeting Minutes**

Administrator Hovorka explained that a motion had been copied and pasted incorrectly in the previously approved minutes. Staff reviewed the original discussion and corrected the motion.

Member Schou made a motion to approve the correction to Item 3(a) of the previously approved September 8, 2026, Planning & Zoning Commission meeting minutes. Chairwoman Wilson seconded the motion.

**Voting Yea:** Member Schou and Chairwoman Wilson. Motion carried.

Member Schou made a motion to table tonight's appointments/new business Items 3(a), 3(b), and 3(c) to the next meeting. Chairwoman Wilson seconded the motion.

**Voting Yea:** Member Schou and Chairwoman Wilson. Motion carried.

Items 3(a) and 3(c) remained tabled. Item 3(b) was later removed from the table and approved as recorded above.

**TABLED ITEMS:**

**a) RB26-000029 – Courser, Gloria – 198 West Mills Circle – Single-family Home**

The applicant was not present. The item remained tabled.

**b) RB26-000030 – SRSC Lots, LLC – 676 Sunset Drive – Single-family Home**

The applicant was not present. The item remained tabled.

**c) RB26-000027 – Corona, Cynthia – 142 Columbine Street, Lot #1 of Alpine Meadows – Single-family Home**

The Commission reviewed the revised site plan, including snow storage. Administrator Hovorka stated that the Town had not received a letter of approval from the homeowners association. The applicant's representative stated that revised plans had been submitted to the association.



Patricia McQuade, representing the Alpine Meadows Architectural Review Committee, stated that the committee had received the revised site plan on Friday and had 30 days to respond. She explained that the initial response could require further changes and would not necessarily constitute approval.

The Commission discussed conditional approval but elected to leave the item tabled pending homeowners association approval. No motion to approve was made.

#### **DISCUSSION ITEMS:**

##### **a) R2-05-24 – Palisades Heights – Lot 12, Highway 89 – Site Plan Revision**

Brett Bennett and Dave Jenkins presented a revised site plan to improve access and parking circulation. Parking would be relocated, and the water services had been installed in a different location with assistance from Town staff. The proposed commercial building sizes were unchanged. The presenters stated that 16 parking spaces would be provided.

The Commission discussed the shared entrance with the neighboring property and the need for an easement. The presenters requested approval of the revised site plan so the project could proceed through the final plat process with Town Council. Member Schou emphasized the need for a recorded access easement.

Member Schou made a motion to approve the revised site plan for R2-05-24, Palisades Heights, Lot 12, pending a signed easement agreement with the neighboring property owner for the adjoining entrance into the property. Chairwoman Wilson seconded the motion.

**Voting Yea:** Member Schou and Chairwoman Wilson. Motion carried.

##### **b) 2027 Planning and Zoning Commission Meeting Schedule**

The Commission discussed holding two meetings per month throughout the year, with the option to cancel meetings when there is no business. Members noted that winter activity may decrease but that the upcoming Land Use and Development Code review would require additional meeting time.

Administrator Hovorka recommended retaining two scheduled meetings per month because it is easier to cancel a meeting than to schedule an additional meeting. The members expressed agreement with that approach. No formal motion adopting a 2027 meeting schedule was made.

Administrator Hovorka reported that staff were reviewing the first LUDC work product and anticipated bringing it to the Commission at the first meeting in November.



## **ADDITIONAL DISCUSSION:**

### **Roadway Activity on Property Proposed for Annexation**

A member of the public presented concerns about roadway clearing on the hillside property proposed for annexation, including potential avalanche hazards, stormwater runoff, and effects on nearby homes. The speaker referred to drone photographs and a map showing hazard and drainage information. Dave Gustafson also raised concerns about the clearing and stated that County planning staff had told him the development was being treated as subject to Town regulations while annexation was pending.

Clerk/Treasurer Chenault stated that she had twice contacted the County planning director to ask whether road installation required a permit and had not received an answer to that question. Administrator Hovorka stated that the Town's position was that the property remained in County jurisdiction until annexation was completed. Staff discussed following up with the County regarding permitting and jurisdiction.

Member Schou referenced the LUDC stormwater management provisions and expressed concern about changes to drainage. Members discussed whether the work affected the pending annexation. Member Schou stated his personal opinion that the activity had voided the annexation; the Commission took no action to change its recommendation or determine the status of the annexation. Administrator Hovorka reiterated that the Town's code was not enforceable on property remaining in the County.

Administrator Hovorka stated that the Town could have the code enforcement officer document activity and enforce any applicable Town requirements within its authority. She also reported that Jorgensen was preparing a cost proposal for slope and road standards addressing drainage, grading, and steepness, which she planned to present to Town Council at its next meeting. The public was encouraged to email the map to Town staff.

### **Alpine Meadows Architectural Review**

Patricia McQuade reiterated that the Architectural Review Committee has 30 days to provide an initial response and may require revisions before approval. She suggested that the Town require an association approval letter before accepting an application. Chairwoman Wilson explained that keeping a pending application on the agenda could allow it to be considered once the association's approval was received. No action was taken.

## **APPROVAL OF MINUTES:**

### **a) Approval of Minutes for September 22, 2026, Meeting**

Member Schou made a motion to approve the September 22, 2026, Planning & Zoning Commission meeting minutes. Chairwoman Wilson seconded the motion.

**Voting Yea:** Member Schou and Chairwoman Wilson. Motion carried.



**TOWN COUNCIL ASSIGNMENT:**

Town Council Meeting on October 20, 2026 – Melisa Wilson. Member Schou offered to attend if Chairwoman Wilson was unavailable.

**ADJOURNMENT:**

Commissioner Schou made a motion to adjourn the meeting. Commissioner Wilson seconded the motion. **Voting Yea:** Member Schou and Chairwoman Wilson. Motion carried.

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

\_\_\_\_\_  
Melisa Wilson, Chairwoman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Riley Hovorka, Town Administrator

\_\_\_\_\_  
Date

**Prepared and Transcribed By:**

\_\_\_\_\_  
Sarah Greenwald, Deputy Clerk

\_\_\_\_\_  
Date