PLANNING & ZONING MEETING MINUTES

October 27, 2026, at 7:00 PM

CALL TO ORDER

Chairwoman Wilson called the meeting to order at 7:00 PM.

ROLL CALL & ESTABLISH QUORUM

Town Administrator Hovorka conducted roll call.

Present: Chair Commissioner Melisa Wilson, Commissioner Dan Schou, and Commissioner Rachael Stewart. A quorum was established.

Staff Present: Riley Hovorka, Town Administrator, Inanna Reistad, Planning & Development Coordinator, and Monica Chenault, Clerk/Treasurer.

INTRODUCTION OF NEW PLANNING & DEVELOPMENT COORDINATOR

Administrator Hovorka introduced Inanna Reistad as the Town's new Planning and Development Coordinator, highlighting her background in urban planning, project management, and development review. The Commission welcomed her to the Town.

NEW BUSINESS:

a) **#RB26-0000033 Yacoob, Gabriella Alexandra at 199 Canyon View Drive - Single Family Home**

The Commission reviewed the site plan, parking, setbacks, and title block. Commissioners determined that the driveway area within the property and the private garage together met the 600-square-foot parking requirement. The Commission requested that the title block identify Alpine, Wyoming.

Commissioner Schou made a motion to approve RB26-0000033, contingent upon correcting the title block to identify Alpine, Wyoming, and obtaining DJ's approval. Commissioner Stewart seconded the motion. **Voting Yea: Commissioner Schou, Commissioner Stewart, and Chairwoman Wilson. Motion carried.**

Later in the meeting, the applicant's representative provided printed plans showing the Alpine address. Administrator Hovorka noted that the title-block condition had been satisfied. The representative explained that the owner was reviewing budget and finish changes that would not change the footprint or basic structure. Chairwoman Wilson confirmed that the conditional approval remained in place and that a permit would not be issued until the required fees were paid. The representative agreed to provide updated plans.

TABLED ITEMS:

RB26-0000029 – Gloria Corser – 198 West Mills Circle – Single-family Home

Commissioner Schou made a motion to remove RB26-0000029 from the table. Commissioner Stewart seconded the motion. **Voting Yea: Commissioner Schou, Commissioner Stewart, and Chairwoman Wilson. Motion carried.**

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Gloria Corser participated by telephone and described plans to place a modular home on the lot as the initial primary residence. She discussed a possible future primary home and conversion of the modular home to an accessory unit. Commissioners and staff discussed future use, kitchen facilities, and applicable requirements. Ms. Corser stated that she understood the modular home's kitchen would need to be modified for a future accessory use. No separate approval of that future development was granted.

Commissioner Schou made a motion to approve RB26-0000029 for 198 West Mills Circle. Commissioner Stewart seconded the motion. Administrator Hovorka explained that the applicant was addressing DJ's requested revisions and that approval remained pending DJ's final approval. Voting Yea: Commissioner Schou, Commissioner Stewart, and Chairwoman Wilson. Motion carried.

RB26-000027 – Cynthia Corona – 142 Columbine Street – Single-family Home

The applicant's builder discussed revisions to the plans and the timing of homeowners association review. A representative of the association indicated that a letter identifying necessary changes would be provided. The Commission stated that it could not proceed without association approval. The item remained tabled.

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

Commissioner Schou made a motion to remove RB26-000032 and RB26-0000030 from the table. Commissioner Stewart seconded the motion. Voting Yea: Commissioner Schou, Commissioner Stewart, and Chairwoman Wilson. Motion carried.

The applicant stated that DEQ approval for the septic system at 718 Sunset Drive had not yet been obtained. The Commission discussed the proposed home, timing of construction, and the need for septic approval before proceeding. Coordinator Reistad raised questions about the six-bedroom, five-bathroom layout, occupancy by unrelated people, and parking. The applicant acknowledged the discussed limit of three unrelated people. Commissioner Schou made a motion to table RB26-000032. Commissioner Stewart seconded the motion. Voting Yea: Commissioner Schou, Commissioner Stewart, and Chairwoman Wilson. Motion carried.

RB26-0000030 – SRSC Lots, LLC – 676 Sunset Drive – Single-family Home

Administrator Hovorka confirmed receipt of DEQ approval relating to 674 and 676 Sunset Drive. The Commission requested copies of the engineered drawings submitted to DEQ and the easement documentation for the adjoining lots. The applicant agreed to provide them. Administrator Hovorka clarified that 674 Sunset Drive had already received conditional approval and that staff could issue that permit following receipt of DEQ approval; the application currently under consideration was for 676 Sunset Drive.

Commissioner Stewart made a motion to approve RB26-0000030 for 676 Sunset Drive. Commissioner Schou seconded the motion. Before the vote, Chairwoman Wilson reiterated the request for the

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discussed documents. Voting Yea: Commissioner Schou, Commissioner Stewart, and Chairwoman Wilson. Motion carried.

APPROVAL OF MINUTES:

a) Approval of Minutes for October 13, 2026, Meeting

Commissioner Schou made a motion to approve the October 13, 2026, Planning & Zoning Commission meeting minutes. Chairwoman Wilson seconded the motion. Voting Yea: Commissioner Schou and Chairwoman Wilson. Motion carried.

Commissioner Stewart abstained from the vote due to her absence at the October 13, 2026, Planning and Zoning Commission meeting.

TOWN COUNCIL ASSIGNMENT:

Chairwoman Wilson stated that she would be unavailable for the November 2, 2026, Town Council meeting. Commissioner Schou agreed to attend.

ADDITIONAL DISCUSSION

Turley Annexation Hearing and Roadway Activity

Administrator Hovorka explained that the annexation hearing had been canceled because the required notices had not been sent by certified mail as required by Town ordinance. She stated that Town Council would consider a new hearing date on November 2 and that the petitioner would need to repeat the notice process, allowing sufficient time to meet the notice requirements.

Commissioner Schou asked about roadway activity on the property proposed for annexation. Administrator Hovorka reported that staff had contacted Lincoln County and that the property remained under County jurisdiction. The Commission and staff discussed grading and excavation requirements and clarified the distinction between a separate earthwork permit and work associated with an overall development application. No action was taken.

ADJOURNMENT

Commissioner Schou made a motion to adjourn. Commissioner Stewart seconded the motion. Voting Yea: Commissioner Schou, Commissioner Stewart, and Chairwoman Wilson. Motion carried.

Chairwoman Wilson adjourned the meeting at 7:38 PM.

** Minutes are a summary of the meeting **

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Melisa Wilson, Chairwoman Date

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Inanna Reistad, Planning & Development Coordinator Date

Prepared and Transcribed By:

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Sarah Greenwald, Deputy Clerk Date

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