



STAFF REPORT

TO: Mayor, Town Council, and Planning and Zoning Commission Members

FROM: Gina Corson, Planning & Zoning Administrator

DATE: 04/08/2026

SUBJECT: Simple Subdivision / Lot Line Adjustment

Lakeview Estates 26th Addition

MEETING DATE: 04/14/2026

PURPOSE

The purpose of this staff report is to present a request for a **Simple Subdivision (Lot Line Adjustment)** within the Lakeview Estates 26th Addition and to provide a recommendation to the Planning & Zoning Commission regarding approval of the application.

BACKGROUND

The applicant has submitted a request for a lot line adjustment in accordance with Section 2-207.1 of the Town of Alpine Land Use and Development Code (LUDC). The application has been reviewed for completeness and compliance with applicable procedural and development standards.

A pre-application conference was held with the applicant to review project scope, requirements, and applicable procedures. The applicant subsequently submitted all required materials, including the application form, legal descriptions, deed documentation, and preliminary plat.

Pursuant to Resolution No. 628 (February 17, 2026), applicable application fees for this project were waived.

REVIEW AND ANALYSIS

A. Completeness

The application has been reviewed and deemed complete as of **March 19, 2026**. All required submittal materials have been provided, including:

- Completed application form
- Legal description of the property



- Deed and applicable easements
- Preliminary plat prepared by a licensed professional

B. Preliminary Plat

The submitted preliminary plat meets the minimum requirements outlined in the LUDC, including:

- Identification of subdivision name, acreage, and lot configuration
- Applicant, owner, and licensed surveyor information
- Boundary lines tied to legal survey monuments
- Scale, north arrow, and revision dates
- Identification of existing features within and adjacent to the site, including:
 - Streets, easements, and irrigation features

C. Compliance with LUDC

Staff has reviewed the application for compliance with:

- **Part 2 – Procedural Requirements**
- **Part 3 – Subdivision Development Standards**

The proposed lot line adjustment is consistent with applicable standards and does not require a change in zoning.

D. Public Notification

Public notice was provided in accordance with LUDC requirements. Written notice was sent to all property owners within **500 feet** of the subject property.

E. General Findings

- The application is consistent with the requirements of Section 2-207.1



- The proposed lot line adjustment is minor in nature and does not create additional lots or intensify use
- The adjustment will improve property boundaries and is consistent with orderly development patterns within the subdivision
- No adverse impacts to surrounding properties or public infrastructure have been identified

RECOMMENDATION

Based on the findings outlined above, the staff recommends the Planning & Zoning Commission:

Approve the Simple Subdivision (Lot Line Adjustment) for Lakeview Estates 26th Addition, as submitted.

SUGGESTED MOTION

“I move to approve the Simple Subdivision (Lot Line Adjustment) for the Lakeview Estates 26th Addition, as presented, based on the findings that the application complies with the applicable provisions of the Town of Alpine Land Use and Development Code.”

ATTACHMENTS

- Simple Subdivision Application Checklist
- Preliminary Plat
- Application Materials

Gina Corson

Planning and Zoning Administrator

Town of Alpine WY