



PLANNING & ZONING MEETING MINUTES

March 10, 2026, at 7:00 PM

Meeting Type – Regular Meeting

CALL TO ORDER:

Chairman Wilson called the meeting to order at 7.00 PM

ROLL CALL & ESTABLISH QUORUM:

Administrator Corson took roll call. Members Schou, Member Stewart, and Chairman Wilson are all present. A quorum was established.

TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

a) **RB26-000001 – Mark Severson (557 Forest Circle Dr.)**

Mark Severson presented a site plan for construction of a single-family residence for personal occupancy.

Commission discussion included review of the site plan layout, with specific attention to driveway dimensions and placement. Staff noted a need to verify certain dimensions, which were confirmed to be included on the submitted plans.

The Commission determined the application met applicable zoning and site plan requirements.

Member Stewart made a motion to approve RB26-000001. Member Schou seconded the motion. Voting Yea: Member Schou, Member Stewart & Chairman Wilson. Motion carried unanimously.

The Commission confirmed the application met applicable requirements.

b) **RB26-000003 – Joe & Ileana Shott (24 Aster Loop)**

The applicant's representative presented a site plan for a new single-family residence located within Alpine Meadows.

Discussion included confirmation that HOA approval had been obtained and that the Building Official would complete review of the building permit application. The Commission clarified that their review was limited to the site plan.

No concerns were raised regarding compliance with zoning or site requirements.

Member Schou made a motion to approve RB26-000003. Member Stewart seconded the motion. Voting Yea: Member Schou, Member Stewart & Chairman Wilson. Motion carried unanimously.

c) RB26-000004 – Graciela Lopez Corona (456 Riverview Dr.)

The applicant presented a site plan for a new single-family residence.

Commission discussion focused on the accuracy of the site plan, specifically whether the structure was shown within the required 15-foot setbacks. The submitted plans did not clearly demonstrate compliance, and Commissioners noted the plans appeared to be based on structural drawings rather than a surveyed site plan.

The Commission advised the applicant to work with an engineer or surveyor to provide a revised, accurate site plan confirming compliance with setback requirements.

Due to the short building season, the Commission discussed the possibility of scheduling a special meeting upon resubmittal to avoid delays.

Member Stewart made a motion to approve RB26-000004. Member Schou seconded the motion. Voting Yea: Member Schou, Member Stewart & Chairman Wilson. Motion carried unanimously.

d) RB26-000005 – Stephen Schenk (441 Columbine St.)

Stephen Schenk presented a site plan for a single-family residence.

Discussion included confirmation that HOA approval was in process. The Commission noted that documentation of HOA approval is required prior to issuance of a building permit.

The site plan was otherwise found to be compliant with applicable requirements.

Member Stewart made a motion to approve RB26-000005. Member Schou seconded the motion. Voting Yea: Member Schou, Member Stewart & Chairman Wilson. Motion carried unanimously.

e) CB26-000003 – Commercial Remodel (Tienda La Mexican, 141 US Hwy 89)

The applicant presented a proposed commercial remodel, including a change of use on the second floor from residential to assembly space intended for restaurant use.

Commission discussion included:

- Parking capacity and compliance with Town requirements
- The proposed occupancy and seating capacity associated with the new use
- Structural and safety considerations for the existing building
- Ongoing coordination with the State Fire Marshal and Building Official
- Clarification that the Commission's review was limited to site plan considerations

The applicant indicated that engineering and building system reviews had been completed and submitted for review.

The Commission found the site plan to be acceptable.

Member Schou made a motion to approve CB26-000003. Member Stewart seconded the motion. Voting Yea: Member Schou, Member Stewart & Chairman Wilson. Motion carried unanimously.

DISCUSSION ITEMS:

a) Master Plan Update:

Item postponed due to absence of presenter (Cushing Terrell).

b) Turley Annexation & PUD Discussion:

Steve Turley presented an overview of a proposed annexation and Planned Unit Development (PUD).

Mr. Turley described the general location and size of the property, noting it consists of approximately 40+ acres located south of Lakeview Drive and adjacent to public lands. He discussed the history of ownership and identified the property as a logical area for potential annexation based on its proximity to existing Town boundaries.

The presentation included discussion of access considerations, including connections to platted but undeveloped roadways, as well as challenges associated with developing the property due to its location and surrounding conditions.

Commission discussion focused on general annexation considerations, infrastructure needs, and long-term planning implications for the area.

Public attendance and interest in the proposal were significant. General concerns raised included potential impacts related to access, infrastructure capacity, and the scale of future development.

This item was presented for discussion only. No formal application was considered.

No formal action was taken.

c) Doornbos Annexation & PUD Discussion:

Rex Doornbos presented an overview of a proposed annexation and Planned Unit Development (PUD) associated with his property.

Mr. Doornbos provided a general introduction to the property and outlined the intent of the proposed annexation and future development. The discussion remained preliminary in nature, as no formal application had been submitted at this time.

Commission discussion included general considerations related to annexation, infrastructure, and future development review processes. The Commission noted that additional detail and formal submittals would be required for further evaluation.

This item was presented for discussion only. No formal application was considered.

No formal action was taken.

APPROVAL OF MINUTES:

a) Approval of Minutes for Regular Meeting February 10, 2026:

Member Schou motioned to approve the minutes for February 10, 2026, seconded by Member Stewart seconded. Voting Yea: Member Schou, Member Stewart & Chairman Wilson. Motion carried unanimously.

TOWN COUNCIL ASSIGNMENT:

Commissioner Rachael Stewart was assigned to attend the April 21, 2026, Alpine Town Council meeting.

ADJOURN MEETING:

Motion made by Planning & Zoning Commission Member Schou to adjourn, seconded by Chairman Stewart.

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

Motion carries. Meeting adjourned at

Melisa Wilson, Chairman

Date

Gina Corson, Planning & Zoning Administrator

Date

Prepared and Transcribed By:

Gina Corson, Acting Planning & Zoning Administrator

Date

** Minutes are a summary of the meeting **

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