



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:

- 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 not 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, Chairman

Date

Gina Corson, Planning & Zoning Administrator

Date

Prepared and Transcribed By:

Gina Corson, Planning & Zoning Administrator

Date

** Minutes are a summary of the meeting**

DRAFT