

Town of Alpine Planning & Zoning Administrator Report to Town Council

To: Mayor and Town Council

From: Gina Corson, Planning & Zoning Administrator

Date: April 16th, 2026

Subject: Summary of Planning & Zoning Commission Discussions and Direction (March 10, 2026, Meeting and Subsequent Work Sessions)

The Planning & Zoning Commission continued review of development applications and ongoing updates to the Land Use and Development Code (LUDC), with discussion focused on site plan review, development process structure, and long-term planning considerations.

During the March 10, 2026 meeting, the Commission reviewed several applications for new single-family residential construction. In general, the Commission found the applications to be compliant with applicable zoning and site plan requirements. However, discussion highlighted the importance of accurate and complete site plans, particularly with respect to setbacks and property boundaries. In one instance, the Commission noted that submitted plans did not clearly demonstrate compliance and advised the applicant to provide a revised plan prepared with appropriate survey or engineering verification.

The Commission also reviewed a commercial remodel involving a proposed change of use. Discussion included parking, occupancy, and coordination with the Building Official and State Fire Marshal. The Commission clarified that their review authority is limited to site plan considerations, while building and life-safety requirements are addressed through applicable codes and inspections.

In addition to formal applications, the Commission held preliminary discussions regarding multiple annexation and Planned Unit Development (PUD) concepts, including the Turley and Doornbos properties. These discussions were informational in nature and focused on general considerations such as access, infrastructure, and long-term development implications. No formal applications were submitted, and no action was taken.

Subsequent work sessions and discussions have focused on evaluating the Town's current development review framework, particularly the use of the PUD process in annexation and for properties over one acre. As identified in staff's opening discussion, the current structure has resulted in the PUD process being applied as a default requirement rather than as a targeted tool for flexibility in zoning.

Staff has been working with the Commission to develop a more structured and logical framework that better aligns with standard planning practices. This includes:

- Replacing the “PUD Concept” requirement at annexation with an **Annexation Conceptual Report**;
- Introducing a **Conceptual Development Master Plan (CDMP)** as a planning-level review tool; and
- Reserving the **PUD process** for projects that require flexibility or deviations from standard zoning, rather than applying it based solely on parcel size.

The intent of these updates is to ensure that the appropriate level of review occurs at the appropriate stage of development, while improving clarity, efficiency, and consistency for applicants, staff, and decision-makers.

The Commission continues to review draft amendments to the LUDC and provide direction on refining these updates. Additional materials and revised language will be brought forward as the process continues.