



Date: October 8, 2026
Department: Planning & Zoning
Presenter: Monica Chenault, Clerk/Treasurer
Subject: Permit 26-000222 – 525 Three Rivers Drive

Purpose:

To present staff's review of the proposed garage with living quarters above at 525 Three Rivers Drive and allow the Planning and Zoning Commission to consider revised plans presented at the meeting.

Background:

Permit 26-000222 proposes a garage with living quarters above at 525 Three Rivers Drive. Staff found the initial site plan insufficient to establish compliance with the Town of Alpine Land Use and Development Code (LUDC). Deficiencies include missing utility locations; unclear total parking and driveway square footage and snow-storage calculations; no landscaping calculations; missing building height; and proposed additions and a detached accessory structure that appear to encroach into required setbacks. Staff requested a revised site plan based on the property survey showing existing and proposed improvements, property lines, and setbacks. The R-1 district also requires landscaping of at least 10% of the residential site under §3-202(h).

The applicant is expected to bring revised plans to the October 13, 2026 Commission meeting. The Commission may evaluate those plans at the meeting and determine whether all deficiencies have been resolved or whether additional conditions or revisions are needed.

Separate R-1 Use Issue: The water and sewer applications described the proposed living quarters as a secondary residence and depicted a range. Staff advised the applicant of the R-1 restrictions. Under §3-202(b)(1), the district permits one single-family dwelling unit. Under §3-202(b)(2), owners may provide room and board for up to three unrelated persons, provided no separate kitchen unit is attached to or detached from the primary or accessory structure. The Commission should confirm that the applicant understands these requirements and that the proposed use and final plans comply. Site plan approval does not authorize a second dwelling unit.

Alternatives:



Option A — Approve Revised Site Plan as Presented

- **Benefits Include:** Allows the project to proceed if the revised plans presented at the meeting demonstrate compliance with all applicable LUDC requirements.
- **Challenges Include:** None identified if the revised plans are complete and compliant.

Option B — Approve with Conditions

- **Benefits Include:** Allows approval with specific corrections required before building permit issuance, where remaining deficiencies can be clearly identified and resolved.
- **Challenges Include:** Staff must verify all stated conditions have been satisfied before permit issuance.

Option C — Table the Application

Benefits Include: Provides time for the applicant to submit or clarify information needed for the Commission to determine compliance.

Challenges Include: Delays consideration until outstanding issues are resolved.

Strategic or Community Impact:

Applying R-1 development standards consistently helps protect neighboring properties and ensures proposed site improvements and residential uses comply with the LUDC.

Key Questions:

Does the revised site plan demonstrate compliance? If deficiencies remain, can specific conditions resolve them, or should the application be tabled? Does the applicant understand the R-1 restrictions on a second dwelling unit and separate kitchen?

Suggested Motion:

Option A: I move to approve the revised site plan for Permit 26-000222, 525 Three Rivers Drive, as presented, based on compliance with applicable LUDC requirements.

Option B: I move to approve the revised site plan for Permit 26-000222, 525 Three Rivers Drive, subject to conditions stated by the Commission and verified by staff before building permit issuance.



Option C: I move to table Permit 26-000222, 525 Three Rivers Drive, pending the additional information and revisions necessary to demonstrate compliance with the LUDC.

Attachment A — Draft Site Plan (Insufficient), dated October 7, 2026

Draft Site Plan Insufficient MLC 10-07/26

