



PLANNING & ZONING COMMISSION MEETING MINUTES

September 22, 2026 / 250 River Circle - Alpine, WY 83128

CALL TO ORDER

Chair Commissioner Melisa Wilson called the meeting to order at 7:00 p.m.

ROLL CALL & ESTABLISH QUORUM

Town Administrator Riley Hovorka conducted roll call. Commissioners Melisa Wilson, Dan Schou, and Rachael Stewart were present. A quorum was established. Nora Bland of Cushing Terrell participated remotely for the Master Plan agenda item.

TONIGHT'S APPOINTMENTS/ NEW BUSINESS

RB26-0000029 Courser, Gloria at 198 West Mills Circle – Single Family Home:

The Commission reviewed the site plan and requested clarification of snow storage locations, the driveway setback from the property line, driveway surfacing, roof eave dimensions and projections, and unlabeled site plan features. The applicant was not present. Administrator Hovorka agreed to provide the questions to the applicant and request responses for the next Planning and Zoning meeting.

Commissioner Stewart moved to table application RB26-0000029. The motion was seconded by Commissioner Schou. **Motion carried.** Voting Yea: Commissioner Wilson, Commissioner Schou, and Commissioner Stewart.

RB26-0000030 SRSC Lots, LLC at 676 Sunset Drive – Single Family Home:

The Commission clarified that the application concerned Lot 822 and was separate from the previously reviewed application for neighboring Lot 821 at 674 Sunset Drive. The proposed homes would share a septic system. Commissioners requested DEQ approval documentation and engineered septic system drawings, along with a broader site plan showing both lots, the roadway, property boundaries, and any road or utility easements affecting the septic system. The discussion also addressed retaining walls and septic system design standards.

Administrator Hovorka agreed to notify the applicant of the Commission's questions and invite the applicant to the next meeting.

Commissioner Schou moved to table application RB26-0000030. The motion was seconded by Commissioner Stewart. **Motion carried.** Voting Yea: Commissioner Wilson, Commissioner Schou, and Commissioner Stewart.

Consideration of Resolution No. 2026-02 Adopting and Certifying the Town of Alpine Master Plan:

The Commission reviewed the changes to the Master Plan. Nora Bland was available to answer questions. Administrator Hovorka reported that Lincoln County had provided concurrence by email from Steven Allen, allowing the Commission to adopt the plan in its entirety. She also reported that the County would consider the Alpine Master Plan during its discussions of the Alpine overlay.

Commissioner Schou moved to approve Resolution No. 2026-02 adopting and certifying the Town of Alpine Master Plan. The motion was seconded by Commissioner Stewart. **Motion carried.** Voting Yea: Commissioner Wilson, Commissioner Schou, and Commissioner Stewart.

Discussion of 142 Columbine Street

The Commission discussed previously approved application RB26-0000027 for Lot 1 at 142 Columbine Street. Commissioner Schou reported concerns regarding the site plan's depiction of the road easement and required building setback and reported that HOA approval had not been obtained. The Commission discussed the need to verify property lines, easements, setbacks, and HOA approval before the project proceeded.

Administrator Hovorka stated that she had not found a record confirming that the permit had been issued to the property owner. She outlined options for withholding issuance or taking action under the Land Use and Development Code, depending on the permit's status.

Motion: Commissioner Schou moved to rescind the Commission's approval of application RB26-0000027 for 142 Columbine Street, Lot 1, for further site plan evaluation. The motion was seconded by Commissioner Stewart. **Motion carried.** Voting Yea: Commissioner Wilson, Commissioner Schou, and Commissioner Stewart.

The Commission further discussed improving site plan requirements to clearly show roads, easements, and Town and HOA setbacks. Administrator Hovorka suggested requiring HOA approval as part of a complete application. Chair Wilson noted that contingent approvals may accommodate HOA meeting schedules. No additional motion was made.

APPROVAL OF MINUTES

Approval of September 8, 2026, Meeting Minutes:

Commissioner Stewart moved to approve the September 8, 2026, meeting minutes. Commissioner Schou seconded the motion. **Motion carried.** Voting Yea: Commissioner Wilson, Commissioner Schou, and Commissioner Stewart.

TOWN COUNCIL ASSIGNMENT

Chair Wilson indicated that she would attend the October 6, 2026, Town Council meeting and would notify Commissioner Schou if she could not attend. Commissioner Schou stated that he also planned to attend. Administrator Hovorka advised that the Master Plan was scheduled to return to the Town Council for approval.

ADJOURNMENT

Commissioner Schou moved to adjourn the meeting. The motion was seconded by Commissioner Stewart. **Motion carried.** Voting Yea: Commissioner Wilson, Commissioner Schou, and Commissioner Stewart. Meeting adjourned at 7:51 PM.

MINUTES ARE A SUMMARY OF THE MEETING

Transcribed By:

Sarah Greenwald, Town Deputy Clerk

Date

Attest:

Riley Hovorka, Town Administrator

Date

Minutes approved in a legally advertised meeting on October 13th, 2026

Signed:

Attest:

Melisa Wilson, Planning & Zoning Commission Chair

Riley Hovorka, Town Administrator