



PLANNING & ZONING MEETING MINUTES

October 13, 2026, at 7:00 PM

CALL TO ORDER

Chairwoman Wilson called the meeting to order at 7:06 PM.

ROLL CALL & ESTABLISH QUORUM

Town Administrator Hovorka conducted roll call.

Present: Chair Commissioner Melisa Wilson and Commissioner Dan Schou. **Absent:** Rachel Stewart. A quorum was established.

Staff Present: Riley Hovorka, Town Administrator and Monica Chenault, Clerk/Treasurer.

TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

a) ADD26-000001 – Schenk Custom Builders – 525 Three Rivers Drive – Garage Addition

The applicant was not present when the item was called. Member Schou noted that a site plan had not been provided. The item was held until later in the meeting and was subsequently tabled with Items 3(b) and 3(c).

b) RB26-000031 – Trujillo, Eleana and Poland, Nicholas – 776 Lodge Lane – Single-family Home

The applicant's representative was not initially present, and the item was tabled with Items 3(a) and 3(c). After the representative arrived, the Commission returned to the item following the Palisades Heights discussion.

Member Schou made a motion to remove RB26-000031 from the table and return it to the action items. Chairwoman Wilson seconded the motion.

Voting Yea: Member Schou and Chairwoman Wilson. Motion carried.

The Commission reviewed the site plan, including setbacks, snow storage, utilities, and the power line. The representative confirmed that the existing home had been demolished under a demolition permit and discussed the proposed foundation and delivery of the new home. Member Schou reminded the representative that a Certificate of Placement would be required.

Member Schou made a motion to approve RB26-000031. Chairwoman Wilson seconded the motion.

Voting Yea: Member Schou and Chairwoman Wilson. Motion carried.



c) **RB26-000032 – SRSC Lots, LLC – 718 Sunset Drive – Single-family Home**

The applicant was not present. Dave Gustafson, an Alpine resident, expressed concern about the proposed six-bedroom, five-bathroom home in an R-1 zone. He asked that the applicant clarify the intended use, including whether it would be employee housing, and cited the R-1 restriction on occupancy by more than three unrelated persons. The Commission did not make a determination on the proposed use.

d) **Correction to Item 3(a) of the Previously Approved September 8, 2026, Planning & Zoning Commission Meeting Minutes**

Administrator Hovorka explained that a motion had been copied and pasted incorrectly in the previously approved minutes. Staff reviewed the original discussion and corrected the motion.

Member Schou made a motion to approve the correction to Item 3(a) of the previously approved September 8, 2026, Planning & Zoning Commission meeting minutes. Chairwoman Wilson seconded the motion.

Voting Yea: Member Schou and Chairwoman Wilson. Motion carried.

Member Schou made a motion to table tonight's appointments/new business Items 3(a), 3(b), and 3(c) to the next meeting. Chairwoman Wilson seconded the motion.

Voting Yea: Member Schou and Chairwoman Wilson. Motion carried.

Items 3(a) and 3(c) remained tabled. Item 3(b) was later removed from the table and approved as recorded above.

TABLED ITEMS:

a) **RB26-0000029 – Courser, Gloria – 198 West Mills Circle – Single-family Home**

The applicant was not present. The item remained tabled.

b) **RB26-0000030 – SRSC Lots, LLC – 676 Sunset Drive – Single-family Home**

The applicant was not present. The item remained tabled.

c) **RB26-000027 – Corona, Cynthia – 142 Columbine Street, Lot #1 of Alpine Meadows – Single-family Home**

The Commission reviewed the revised site plan, including snow storage. Administrator Hovorka stated that the Town had not received a letter of approval from the homeowners association. The applicant's representative stated that revised plans had been submitted to the association.



Patricia McQuade, representing the Alpine Meadows Architectural Review Committee, stated that the committee had received the revised site plan on Friday and had 30 days to respond. She explained that the initial response could require further changes and would not necessarily constitute approval.

The Commission discussed conditional approval but elected to leave the item tabled pending homeowners association approval. No motion to approve was made.

DISCUSSION ITEMS:

a) R2-05-24 – Palisades Heights – Lot 12, Highway 89 – Site Plan Revision

Brett Bennett and Dave Jenkins presented a revised site plan to improve access and parking circulation. Parking would be relocated, and the water services had been installed in a different location with assistance from Town staff. The proposed commercial building sizes were unchanged. The presenters stated that 16 parking spaces would be provided.

The Commission discussed the shared entrance with the neighboring property and the need for an easement. The presenters requested approval of the revised site plan so the project could proceed through the final plat process with Town Council. Member Schou emphasized the need for a recorded access easement.

Member Schou made a motion to approve the revised site plan for R2-05-24, Palisades Heights, Lot 12, pending a signed easement agreement with the neighboring property owner for the adjoining entrance into the property. Chairwoman Wilson seconded the motion.

Voting Yea: Member Schou and Chairwoman Wilson. Motion carried.

b) 2027 Planning and Zoning Commission Meeting Schedule

The Commission discussed holding two meetings per month throughout the year, with the option to cancel meetings when there is no business. Members noted that winter activity may decrease but that the upcoming Land Use and Development Code review would require additional meeting time.

Administrator Hovorka recommended retaining two scheduled meetings per month because it is easier to cancel a meeting than to schedule an additional meeting. The members expressed agreement with that approach. No formal motion adopting a 2027 meeting schedule was made.

Administrator Hovorka reported that staff were reviewing the first LUDC work product and anticipated bringing it to the Commission at the first meeting in November.



ADDITIONAL DISCUSSION:

Roadway Activity on Property Proposed for Annexation

A member of the public presented concerns about roadway clearing on the hillside property proposed for annexation, including potential avalanche hazards, stormwater runoff, and effects on nearby homes. The speaker referred to drone photographs and a map showing hazard and drainage information. Dave Gustafson also raised concerns about the clearing and stated that County planning staff had told him the development was being treated as subject to Town regulations while annexation was pending.

Clerk/Treasurer Chenault stated that she had twice contacted the County planning director to ask whether road installation required a permit and had not received an answer to that question. Administrator Hovorka stated that the Town's position was that the property remained in County jurisdiction until annexation was completed. Staff discussed following up with the County regarding permitting and jurisdiction.

Member Schou referenced the LUDC stormwater management provisions and expressed concern about changes to drainage. Members discussed whether the work affected the pending annexation. Member Schou stated his personal opinion that the activity had voided the annexation; the Commission took no action to change its recommendation or determine the status of the annexation. Administrator Hovorka reiterated that the Town's code was not enforceable on property remaining in the County.

Administrator Hovorka stated that the Town could have the code enforcement officer document activity and enforce any applicable Town requirements within its authority. She also reported that Jorgensen was preparing a cost proposal for slope and road standards addressing drainage, grading, and steepness, which she planned to present to Town Council at its next meeting. The public was encouraged to email the map to Town staff.

Alpine Meadows Architectural Review

Patricia McQuade reiterated that the Architectural Review Committee has 30 days to provide an initial response and may require revisions before approval. She suggested that the Town require an association approval letter before accepting an application. Chairwoman Wilson explained that keeping a pending application on the agenda could allow it to be considered once the association's approval was received. No action was taken.

APPROVAL OF MINUTES:

a) Approval of Minutes for September 22, 2026, Meeting

Member Schou made a motion to approve the September 22, 2026, Planning & Zoning Commission meeting minutes. Chairwoman Wilson seconded the motion.

Voting Yea: Member Schou and Chairwoman Wilson. Motion carried.



TOWN COUNCIL ASSIGNMENT:

Town Council Meeting on October 20, 2026 – Melisa Wilson. Member Schou offered to attend if Chairwoman Wilson was unavailable.

ADJOURNMENT:

Commissioner Schou made a motion to adjourn the meeting. Commissioner Wilson seconded the motion. **Voting Yea:** Member Schou and Chairwoman Wilson. Motion carried.

**** Minutes are a summary of the meeting ****

Melisa Wilson

Melisa Wilson, Chairwoman

10-27-26

Date

Riley Hovorka

Riley Hovorka, Town Administrator

10/27/26

Date

Prepared and Transcribed By:

Sarah Greenwald

Sarah Greenwald, Deputy Clerk

10/28/2026

Date