

## Town of Alpine

### Planning & Zoning Administrator Report to Town Council for April 2026

**To:** Mayor and Town Council

**From:** Gina Corson, Planning & Zoning Administrator

**Date:** May 13, 2026

**Subject:** Summary of Planning & Zoning Commission Meetings and Work Sessions (March 25, 2026, April 14, 2026, and April 20, 2026)

The Planning & Zoning Commission continued review of development applications, annexation requests, subdivision matters, and ongoing updates to the Land Use and Development Code (LUDC). Discussions throughout March and April focused heavily on refining development review procedures, improving clarity within the LUDC, and evaluating the Town's long-term planning framework.

During the March 25, 2026, Special Meeting and Work Session, the Commission reviewed an updated site plan for a new single-family residence located at 456 Riverview Drive within Riverview Meadows. The revised site plan was presented following earlier Commission concerns regarding setback accuracy and site plan detail. The Commission found the updated plan satisfactory, though final review comments from the Building Official were still pending at the time of discussion. The applicant also inquired about beginning excavation activities before permit issuance, and the Commission clarified that excavation could not proceed until Building Official approval was received.

A substantial portion of the March 25 work session focused on evaluating the Town's current Planned Unit Development (PUD) requirements and annexation review structure. Staff presented concerns that the existing code effectively applies the PUD process as a blanket requirement for annexations and properties over one acre, rather than using the process as a targeted tool for flexibility and site-specific deviations from standard zoning. Staff introduced a proposed three-part framework consisting of:

1. A conceptual Master Plan-level review at annexation;
2. Standard zoning and permitting processes for projects complying with base zoning; and
3. Reserving the PUD process for developments requesting flexibility or deviations from the underlying zoning district.

The Commission discussed the distinction between conceptual planning and binding regulatory approvals, concerns regarding requiring detailed development plans too early

in the annexation process, and the need to evaluate project complexity rather than simply acreage thresholds. Public comments focused on infrastructure capacity, legal access, environmental concerns, hazardous terrain, and the need for continued engineering and safety review. The Commission generally supported further exploration of a Master Plan-based framework while acknowledging that additional review and refinement would be necessary before formal adoption.

At the April 14, 2026 regular meeting, the Commission received a Master Plan update presentation from Cushing Terrell. Discussion included public engagement efforts, Future Land Use Map categories, proposed character areas, transportation planning, and implementation strategies. The consultant clarified that the Future Land Use Map is intended as a guiding vision document rather than a regulatory zoning map. Key themes included concentrating growth along transportation corridors, encouraging mixed-use and workforce housing opportunities, and preserving open space and environmental quality.

The Commission also reviewed several development applications during the April 14 meeting. A site plan approval was considered for a new single-family residence at 247 Aster Loop in Alpine Meadows. Discussion included driveway slope concerns, grading impacts, and potential drainage effects on adjacent properties. The Commission noted the lack of clear ordinance language regarding grading elevations and associated standards.

The Commission additionally reviewed a detached garage application for property located at 327 East Mill Road. The proposal included solar and energy-efficiency features as well as off-grid capabilities. The Commission found the application acceptable subject to Building Official review.

Annexation and subdivision matters were also reviewed during the April 14 meeting. The Commission discussed the proposed annexation of Lot 18 associated with Boardwalk LLC and generally found the proposal straightforward due to the existence of nearby infrastructure. Discussion acknowledged continued concerns within the current code structure related to mandatory PUD requirements based solely on parcel size.

The Commission further reviewed a Planned Unit Development/Subdivision request associated with Dead Horse Development, LLC involving subdivision of an existing commercial development into individually owned commercial units. Clarification was provided that the proposal remained commercial in nature and did not involve residential conversion or increased density. Discussion focused on the need for finalized CC&Rs, utility allocation clarifications, and ongoing permitting requirements for future tenant improvements.

The Commission also reviewed and approved a simple subdivision/lot line adjustment request for property located within Lake View Estates. Discussion included correcting historic plat inconsistencies, clarifying property boundaries, and identifying road right-of-way concerns. Commissioners noted the importance of accurate surveys and certificates of placement due to ongoing issues associated with older subdivision plats.

Additional discussion items during the April 14 meeting included extension permit fee structures and development tracking. The Commission discussed whether prorated extension fees should be considered but ultimately expressed consensus to maintain the existing flat-fee structure due to concerns regarding administrative complexity and consistency. Staff also provided an overview of active permit tracking and ongoing project monitoring.

The April 20, 2026 Planning & Zoning Work Session focused exclusively on continued LUDC revisions and code modernization efforts. Discussion centered on improving the structure, organization, and clarity of draft code amendments. Commissioners expressed appreciation for the revised formatting approach, which identifies proposed changes and explains the reasoning behind those revisions.

A major focus of the April 20 work session was the proposed Conceptual Development Master Plan (CDMP) process. Discussion emphasized that the CDMP would serve as an intermediate planning-level review tool between annexation and full PUD review. Commissioners discussed the applicability of the CDMP to large-scale or phased developments and its intended role as a non-regulatory conceptual framework designed to avoid unnecessary PUD requirements for projects that do not warrant that level of review.

The Commission also discussed excavation, grading, and land disturbance regulations in significant detail. Concerns were raised regarding vague code language, inconsistent thresholds, and the lack of a clear excavation permit framework. Commissioners identified the need for clearer definitions, objective standards, and enforceable thresholds related to grading activities, drainage impacts, hillside disturbance, and erosion concerns. Discussion included the possibility of implementing tiered review systems similar to those used in Jackson and Teton County.

Additional discussion focused on building height measurement standards and grading manipulation concerns. Commissioners discussed inconsistencies related to measuring height from finished grade versus native grade and acknowledged concerns that finished grading could artificially increase building height. The Commission discussed potentially utilizing native grade measurements or whichever standard is more restrictive, while emphasizing the need for grading plans and drainage analysis.

The work session further addressed change-of-use and occupancy standards, application validity timelines, permit transferability, and site plan requirements. Discussion clarified that not all site plans require professional engineering stamps, though appropriate professional review may still be required depending on project complexity. Commissioners also reviewed definitions related to accessory structures and discussed whether additional clarification regarding greenhouses would be necessary.

Overall, the Commission continues to work through substantial revisions to the LUDC with the intent of improving clarity, consistency, enforceability, and alignment between project complexity and the level of review required. Ongoing work sessions and draft revisions will continue as staff and the Commission further refine proposed language prior to formal public hearing and adoption processes.

Sources referenced for this report include the Planning & Zoning meeting minutes from March 10, 2026, March 25, 2026, April 14, 2026, and the April 20, 2026 work session.