



MEMO

TO Planning Commission

FROM James Shockey, AICP, Community Development Director

THROUGH Adam Springer, Planner II

DATE March 10, 2026

RE Exemption Plat – 793 and 777 Forest Trail, 227 Kings Crossing, Lots 1-3 Alpine Timbers Subdivision (PLN26-008)

Property Owners: Thomas and Lisa McLagan (777 Forest Trail - Lot 3), Kings Crossing 227, LLC (227 Kings Crossing and 793 Forest Trail-Lots 1-2)

Applicant: Thomas and Lisa McLagan

Surveyor: Azimuth Survey Company, Warren Ward

Location: 793 and 777 Forest Trail, 227 Kings Crossing, Lots 1-3 Alpine Timbers Subdivision, Winter Park CO ("The Property")

Zoning:
R-1 (Single-Family Residential)

Title Commitment:
Satisfactory. Commitment Transmittal dated November 18, 2025.

Authority:
The applicant seeks approval of an Exemption Plat Application. In Title 7 of the Town Code (the "UDC"), Table 5-B-3 states that the Planning Commission shall have the authority to review and decide applications for an exemption plats.

Pursuant to § 5-D-1(B)(1)(b) of the UDC, Exemptions from Subdivision, the Planning Commission considers the division of land that is for the purpose of revising lot lines from those shown on a recorded plat and which creates no more than the recorded number of parcels provided that the exemption conforms with the policies and regulations of this UDC. Exemption plat approval is required before building permit issuance.

The Planning Commission shall consider whether the application is in conformance with the requirements of the UDC. At a public meeting, the Planning Commission shall approve as submitted, disapprove, or approve with conditions, the exemption plat.

This report includes comments from Town staff that should be considered as a part of the application decision.

Applicable Provisions of the Unified Development Code (UDC):

§ 5-D-1, Exemptions from Subdivision:

The UDC allows the Planning Commission to exempt property from the subdivision process if one of eight (8) conditions are met. Staff has determined that this Subdivision Plat Exemption meets the requirements of § 5-D-1(B)(1)(b):

b. Is for the purpose of revising lot lines from those shown on a recorded plat and which creates no more than the recorded number of parcels, subject to the following conditions:

1. Any lot or parcel created shall conform to the minimum requirements for area or dimension as established by this UDC;
2. If the lots of the original recorded plat were nonconforming, lots or parcels created shall not increase the existing nonconformity; and
3. Applicable law relating to amendment of recorded plats is complied with.

§ 5-D-1(F) gives guidance on determining which applications shall be approved:

F. Approval Criteria.

1. The Planning Commission shall approve only those applications which it finds to be in conformance with the conditions of this Section and with any applicable policies and regulations of this UDC.
2. If the Planning Commission's approval of an exemption is contingent upon the dedication of any areas for public use, the Planning Commission may accept the dedication document upon its approval of the exemption, after review of that document by the Town Attorney, and before recording the exemption with the Grand County Clerk and Recorder.

§ 5-D-1(G) gives guidance on determining which applications should be denied:

- G. Denial of Exemption Applications: If the Planning Commission denies an exemption application upon finding that the correction or amendment of an existing recorded subdivision plat would result in a plat which does not meet the standards and regulations of this UDC, the Planning Commission may require that the proposed exemption be submitted for full subdivision platting procedures.

The Exemption Plat process involves one meeting with the Planning Commission for approval; it does not require review or approval from Town Council.

Project Overview:

The proposal involves consolidating three (3) existing lots into two (2) lots within the Alpine Timbers Subdivision. Specifically, the applicant proposes to adjust the lot boundaries by dividing Lot 2 approximately equally, with one-half incorporated into Lot 1 and the remaining half incorporated into Lot 3.

This reconfiguration will result in two (2) platted lots of approximately 1.49 acres and 0.99 acres, respectively. Both resulting lots contain existing permitted single-family residences and permitted driveways.

No additional lots are being created as part of this proposal.

Plat:

Staff has prepared a redlined copy of the exemption plat identifying corrections that must be made prior to final recording, as well as any additional revisions that may be required following the Town Engineer's technical review.

Staff Recommendation:

Staff finds the applicant has submitted all necessary materials within the timeframe required and that the application complies with the requirements of § 5-D-1 of the UDC and all other applicable policies and regulations of the UDC. Staff therefore recommends approval of the Exemption Plat for 793 and 777 Forest Trail and 227 Kings Crossing, Lots 1–3 Alpine Timbers Subdivision (PLN26-008), subject to the applicant addressing the redline revisions identified on the survey plat and incorporating any revisions required as part of the Town Engineer's technical review prior to recording of the Final Plat.

Sample Motion for Approval:

I move to approve the subject Exemption Plat for 793 and 777 Forest Trail, 227 Kings Crossing, Lots 1–3 Alpine Timbers Subdivision (PLN26-008), finding it in conformance with § 5-D-1 of the UDC, subject to the applicant addressing the proposed redline revisions and incorporating any revisions required as part of the Town Engineer's technical review prior to recording the Final Plat.

Sample Motion for Denial:

I move to deny the subject Exemption Plat for 793 and 777 Forest Trail, 227 Kings Crossing, Lots 1-3 Alpine Timbers Subdivision (PLN26-008), finding the applicant has failed to meet the criteria required in § 5-D-1 of the UDC, specifically: ***[articulate specific reasons for denial for failure to conform with the UDC]***

Admin Use Only:

- lien holder(s) ratified and approved the plat
- digital file of the approved plat that meets Digital Plat Submittal Requirements
- certificate of taxes, shown to be paid in full from County Treasurer
- address plat submitted
- recording fees paid
- plat recorded. Insert date and reception number here: _____