



# **DESIGN REVIEW COMMITTEE MEETING AGENDA**

February 27, 2025, at 6:00 PM / 250 River Circle - Alpine, WY 83128

---

- 1. CALL TO ORDER** – Brett Bennett
- 2. ROLL CALL** – Brett Bennett
- 3. ACTION ITEMS**
  - [a.](#) Application Review
  - [b.](#) Check-list Review
  - [c.](#) Design Review Guidelines Review
- 4. APPROVAL OF MINUTES**
  - [a.](#) December 19th, 2025, Design Review Committee Meeting Minutes
- 5. PUBLIC COMMENT**
- 6. ADJOURNMENT**

# TOWN OF ALPINE DESIGN REVIEW COMMITTEE

Section 3, Itema.

## Project Application

THE FOLLOWING APPLICATION SHALL BE REQUIRED TO COMPLETE DESIGN REVIEW BASED UPON CRITERIA ESTABLISHED IN THE TOWN OF ALPINE'S DESIGN GUIDELINES PRIOR TO THE ISSUANCE OF A BUILDING PERMIT.

Physical Address:	
Name/Description:	

PIDN:		Lot #:		Subdivision:	
-------	--	--------	--	--------------	--

### Property Owner

Name:		Email:	
Mailing Address:		Phone:	
	City	State	Zip

### Applicant/Agent

Name:		Email:	
Mailing Address:		Phone:	
	City	State	Zip

Designated Primary Contact:

☐

Property Owner

☐

Applicant/Agent

### PROJECT DETAILS:

UNDER PENALTY OF PERJURY, I HEREBY CERTIFY THAT I HAVE READ THIS APPLICATION AND ASSOCIATED CHECKLISTS AND STATE THAT, TO THE BEST OF MY KNOWLEDGE, ALL INFORMATION SUBMITTED IN THIS APPLICATION IS TRUE AND CORRECT. I AGREE TO COMPLY WITH ALL TOWN AND STATE LAWS RELATING TO THE SUBJECT MATTER OF THIS APPLICATION.

--

Signature of Property Owner or Authorized Applicant/Agent

--

Date

--

Name Printed

--

Title

TOWN OF ALPINE

| 250 RIVER CIRCLE | PO BOX 3070 307-654-7757 | OFFICE@ALPINEWY.GOV |

# Design Review Committee



Section 3, Itemb.

## SUBMITTAL CHECKLIST

Applicants for the DRC must fill out the below checklist and submit it with their DRC application. Applications without a completed checklist will not be accepted by the Town. A completed checklist means that all the required items are provided in the application or that a valid explanation is provided for any item that is not provided.

- ☐ **NEW SUBMITTAL**    ☐ **RESUBMITTAL** (provide list of all changes & previous elevations)
  
- ☐ **APPLICATION:** Signed application and notarized Letter of Authorization
  
- ☐ **NARRATIVE:** A clear narrative summarizing the proposed project and intended architectural goals, including how the project meets the Vision Statement and each applicable design guideline (Public Spaces, Composition, Massing, and Materials).
  
- ☐ **ELEVATIONS:** Elevations and dimensions of all proposed building facades, including colored renderings.
  
- ☐ **ZONING VERIFICATION:** Demonstration of compliance with zoning dimensional requirements, such as height, setbacks
  
- ☐ **SITE PLAN:** A site plan that shows proposed structures in the full context of the affected property. The site plan shall show the location and dimensions of all pedestrian connections, and public amenities such as bike racks and benches
  
- ☐ **LANDSCAPE PLAN:** Must show all proposed landscape areas and type of all proposed vegetation.
  
- ☐ **MATERIALS:** A graphic depiction/materials palette of all major proposed exterior materials.
  
- ☐ **CONCEPTUAL APPROVAL:** Applicant may apply for conceptual review by the DRC where feedback is provided but no final approval is sought or provided. In such cases, applicant should provide as much detail as possible on project (optional).



# Design Review Committee

## Guidelines

### DESIGN REVIEW PURPOSE & FRAMEWORK

#### Vision:

Alpine's proximity to rivers and public land along with its economic role in the region are defining characteristics. The location of the town is defined by the Grey's River, Snake River, and Salt River in conjunction with public land boundaries. In addition, Alpine, WY was incorporated in 1988 making it one of the younger towns in the region. As a result, Design Guidelines in Alpine are more about shaping future growth. The preservation and improvements of public land access can help Alpine develop its unique location. Long-term planning from within the Town of Alpine that prioritizes a positive pedestrian experience and considers the regional vernacular of the Intermountain West helps Alpine improve the quality of the Town.

#### Intent:

The design guidelines were created to realize the Town's vision statement.

The intent of the guidelines is to direct the physical development of the Town through building design and land planning. These guidelines will act as a tool to coordinate various public and private development proposals and measure how they will further advance the Town's vision. The focus of these guidelines will be on the relationships between private and public spaces, composition, massing, future street walls, and building materials.

#### Scope:

The purpose of the following guidelines is not to attempt to solve the continuous debate over architectural style, but instead is an attempt to qualify fundamental design principles essential to creating a vibrant Town. Individual architectural style and approach should not be prescribed, but rather encouraged within the fundamental principles described in the following design guidelines. The proposed design guidelines are presented as an aid to property owners, business leaders and designers who wish to make improvements to property in the Town.

#### Applicability:

All development applications required to follow the currently adopted version of The Town of Alpine Land Use and Development Code are required to comply with the following guidelines



# DESIGN REVIEW ELEMENTS

**BUILDING LOCATION AND ORIENTATION**  
(view of the development from the street)

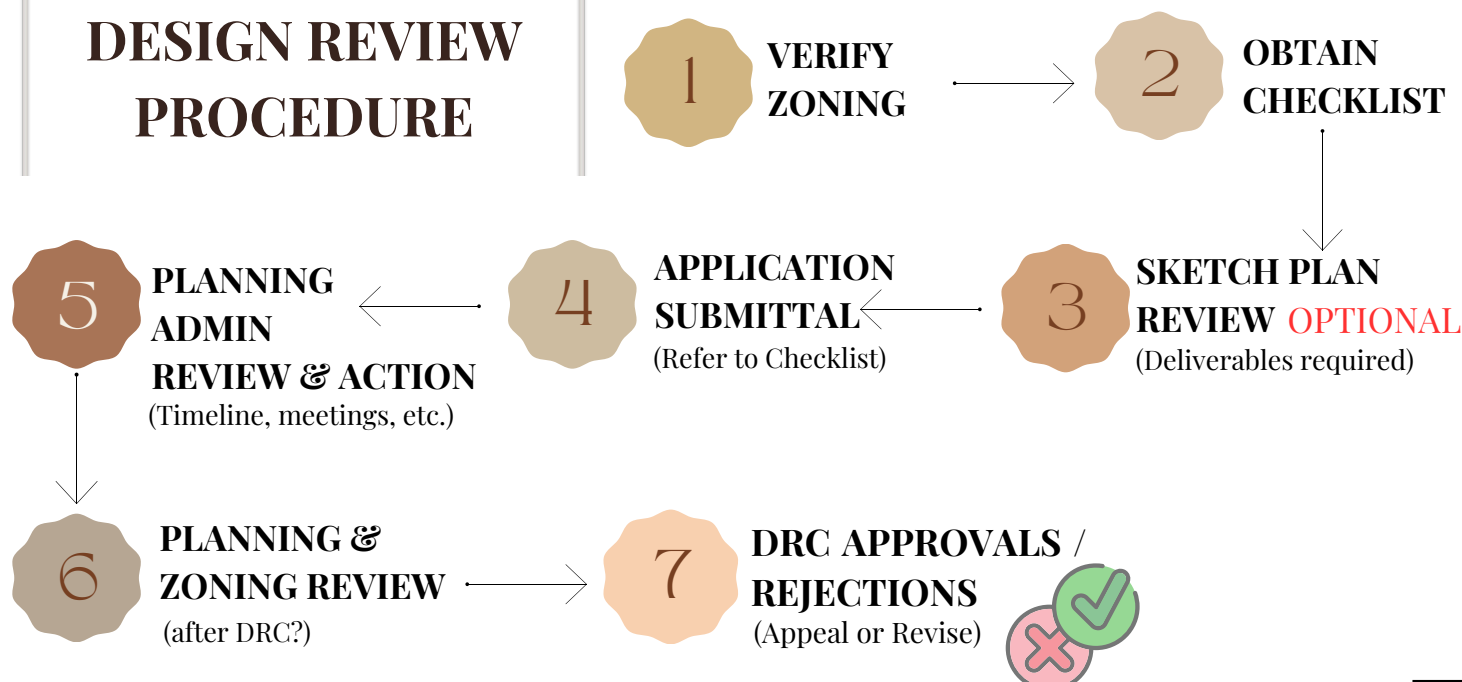
**INTERNAL CIRCULATION**  
(walkways, internal drives, etc.)

**SITE DESIGN ELEMENTS**  
(internal open space, service areas, pedestrian amenities, etc.)

**BUILDING DESIGN**  
(character, scale, details, and materials)

**LANDSCAPING SCREENING**

## DESIGN REVIEW PROCEDURE



# DESIGN GUIDELINES

## 1.0 Public Space:

Public space shall be usable. Public space should be considered as a vital component of every development. It is important to treat the un-built portion of a site as designed, functioning space. Consider all appropriate uses for public space as it relates to:

**1.1. Human scale** – develop public space that is desirable and comfortable to inhabit. Use trees, canopies or other building elements to break the perceived height of adjacent façades to create a more human scale.

**1.2. Relationships** – public space should engage the interior of a building and relate to the adjacent building's function and use.

**1.3. Detail** – details of lighting, signage, benches, paving, planting, canopies, etc. should relate to the overall function of the space.

## 2.0 Composition:

This guideline addresses the elemental design tools of composition, proportion, and rhythm. These are important tools for achieving a balance between unity and complexity in design.

**Composition** is defined as the organization of parts of a project to achieve a unified whole.

**Proportion** is the relation of one part to another or to the whole.

**Rhythm** is a vocabulary of regular and repetitive elements or the relative variation of such elements.

**2.1.** Consider composition, proportion and rhythm of the materials, surfaces and massing of all building elevations to promote visual interest at the scale of both the automobile and the pedestrian

**2.2.** Use composition, proportion and rhythm of the materials, surfaces and massing to create a sense of entry and a sense of place.

**2.3.** To the degree possible, utilize composition, proportion and rhythm to address adjacent buildings.

## 3.0 Massing:

A building's mass is defined by its component parts, including the size of its footprint and number of stories. Building mass is also determined by building form, roof shape, and orientation.

A building's form can be a simple rectangular box or a more complex combination of volume

(3.0 Continued) Massing refers to the size of buildings and how they meet the street. Consequently, massing affects the experience of pedestrians. The way in which a particular building 'meets the street' can produce an exciting and vital experience for the person on the street: it is not overbearing, rather it is engaging and stimulating. To ensure this experience, building massing should address the relationship between the size of the proposed building and the scale of the pedestrian.

Appropriate massing will also create a gentle transition between adjacent zoning areas with no abrupt changes in height or mass of adjacent structures.

### 3.1. Mass & Height:

The architectural form of development should have a human-scale, pedestrian orientation; the height of buildings should not overwhelm people walking in the vicinity of the buildings.

#### 3.1.1. Canopies:

Canopies should be utilized over sidewalks or property lines to give buildings a human scale. (This should work in concert with guideline 3.2, Additive & Subtractive Massing.)

### 3.2. Additive And Subtractive Massing:

Both additive and subtractive massing approaches are encouraged to reduce the visual impact of large building masses. The additive massing approach increases the size of the building by linking smaller, compatible elements in a way that allows them to remain visible as separate pieces after they are put together. A simple building with additions is an example. The subtractive massing approach is to take a building as a large mass, and then reduce it by taking parts of it away, in a logical manner. This approach is especially useful when buildings are built on the property line.

Utilize both additive and subtractive massing, including sky plane techniques (define sky plane ????) to reduce the visual impact of building masses. Balconies that partially step into the building and partially cantilever out away from the building face achieve this.



**ADDITIVE**



**SUBTRACTIVE**

## 4.0 STREET WALL:

Reserved for future master plan language.

## 5.0 MATERIALS:

Exterior materials function as the outer layer of the building envelope and may also serve a structural function. Issues such as weather protection, durability, and maintenance affect the functional aspect of visible exterior materials. These, in turn, affect the long-term performance of the building.

### 5.1. Application of Materials

These guidelines strongly encourage applicants to consider the inherent nature of materials and their appropriate application.

**5.2.** Application of materials is at least as important as the materials themselves. Lack of attention to how materials are used can lead to concerns, including, but not limited to, how a material or a surface begins and ends (termination), how a switch from one material to another occurs (transition), and viewing the building as a whole or from many angles (continuity).

Paying attention to which materials and their structural application are selected for vertical supporting elements (compressive), spanning over openings (tensile), or creating building planes such as walls (infilling) will lead to appropriate materials used in believable situations.

To support the continued development of unique architecture, these guidelines do not specifically restrict the use of any materials. Review of proposed materials will consider the positive and negative impacts on the surrounding buildings, natural environment and culture. Proposed materials will be evaluated on this basis.

**DRC to discuss vinyl, slum, stucco, plastic, etc.**

## 6.0 LANDSCAPING:

At a minimum, applicants for Design Review shall address the following criteria. The Planning Commission or Design Review Committee may impose additional requirements or conditions of approval to ensure a project's conformance with the above guiding principles.



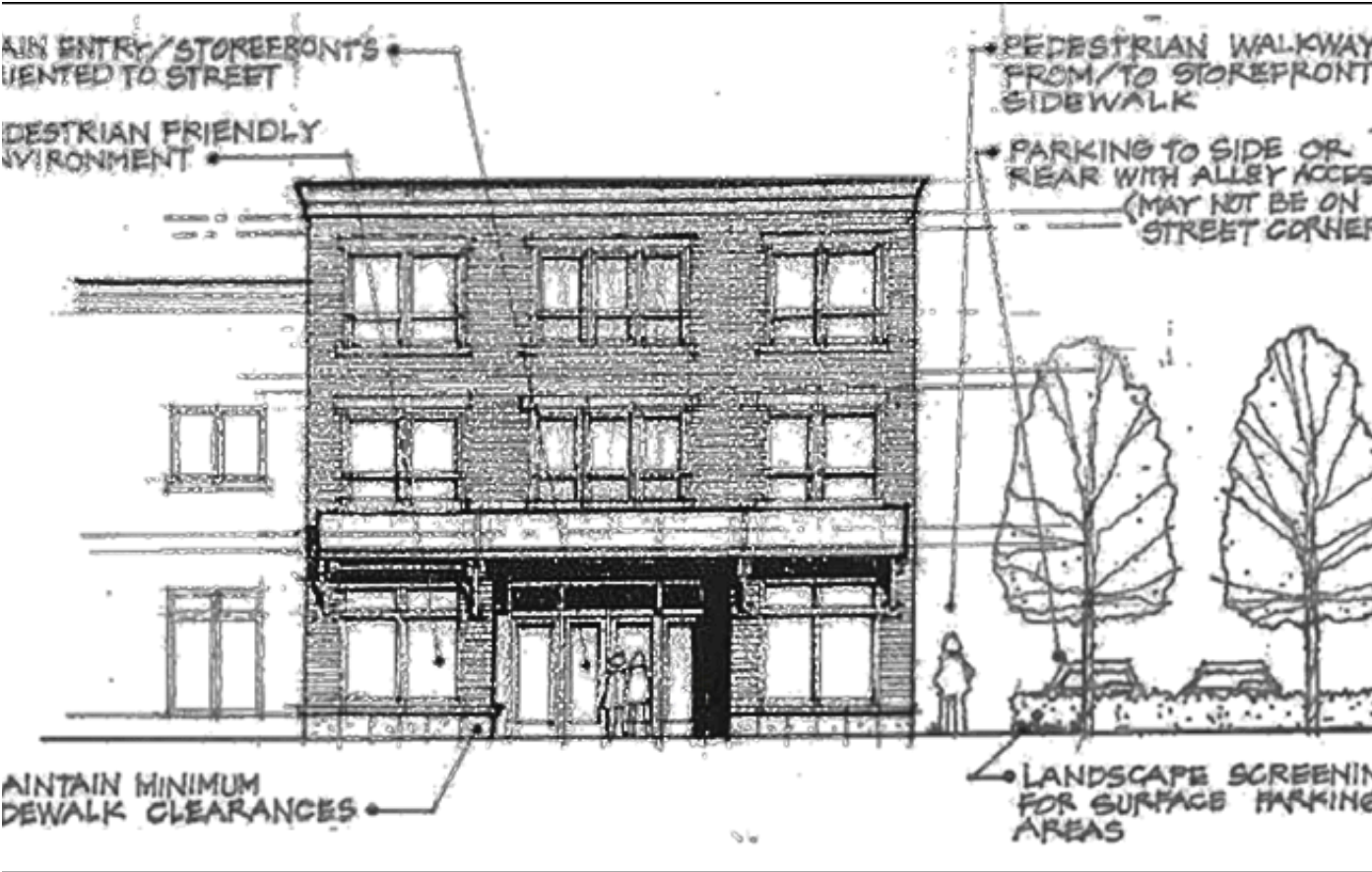
**6.1. Mature Landscaping** Incorporate any existing, mature vegetation into project designs.

**6.2. Volume Landscaping and Screening:** Large trees and/or shrub planting may be required to mitigate the appearance of large blank walls and/or to mitigate the loss of mature trees as described under subsection 6.1.

**6.3.** All off-street parking and vehicular use areas (including driveways and loading docks) shall have perimeter landscaping of not less than four (4) feet in depth.

**DRC to verify (4) feet min dimension.**

**6.4.** All plant material shall be either vegetation native to Star Valley, or species recommended by a licensed nursery as being suitable for the Star Valley climate.





## DESIGN REVIEW COMMITTEE MEETING MINUTES

December 19<sup>th</sup>, 2024, at 6:00 PM

**CALL TO ORDER:** Chairman Mr. Brett Bennett called the Design Review Committee Meeting to order at 6:03 p.m.

**ROLL CALL & ESTABLISH QUORUM:** Mr. Bennett conducted roll call. The members present were Design Review Committee Member, Bryan James; Design Review Committee Vice-Chair, Wendi Walton; and Design Review Committee Chair, Brett Bennett. A quorum was established.

**APPROVAL OF MINUTES:** The minutes from the previous meeting held on **November 14, 2024**, were reviewed. Wendi Walton moved to approve the minutes. Bryan James seconded the motion. Unanimously approved.

**DISCUSSION OF THE DESIGN REVIEW SUBMISSION CHECKLIST:** The committee continued reviewing and refining the Design Review Checklist.

Members explored adjustments to improve clarity, usability, and alignment with Alpine's needs and priorities.

Key discussion points included how to address zoning verification, site plans, landscape plans, and optional items like conceptual approvals or massing models.

Flexibility was emphasized to ensure the checklist is both practical and comprehensive. The committee acknowledged that further edits would be made, and no final decisions were reached at this time.

### GENERAL DISCUSSION AND NEXT STEPS

The committee discussed aligning the checklist with the Town's Land Use Development Code (LUDC) and ensuring it supports the long-term vision for Alpine.

Additional consideration was given to how design guidelines might apply to specific project types or unique circumstances.

### NOTE ON ATTENDANCE

Bryan James had to leave the meeting early due to a prior commitment.

### NEXT MEETING

The committee agreed to determine the date of the next meeting via email.

**ADJOURNMENT:** Mr. Bennett made a motion to adjourn the December 19<sup>th</sup>, 2024, Design Review Committee Meeting. The motion was seconded by Ms. Walton. Voting Yea: Ms. Walton and Mr. Bennett. The meeting was adjourned at 7:14 p.m.

**\*MINUTES ARE A SUMMARY OF THE MEETING\***

Attest:

\_\_\_\_\_  
Brett Bennett, Chairman

\_\_\_\_\_  
Date

Transcribed By:

\_\_\_\_\_  
Sarah Greenwald, Design Review Committee Secretary

\_\_\_\_\_  
Date