



PLANNING & ZONING COMMISSION

December 09, 2025, at 7:00 PM
250 River Circle - Alpine, WY 83128

AGENDA

1. CALL TO ORDER:

2. ROLL CALL & ESTABLISH QUORUM:

3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- a. Quiroz, Luis 739 Pinecrest Circle Lot #251 of Lakeview Estates- New Deck
- b. 701 Sunset Drive Lot #3 & #4 of Grand Lake Addition- Re-plat- Combine lots #3 and #4
- c. Robinson, David and Tetiana 709 Sunset Dr. Lot #1 of Grand Lake subdivision- Minor Construction 1025-0001- Bury propane tank

4. TABLED ITEMS:

5. UNFINISHED/ONGOING BUSINESS:

6. PLANNING/ZONING CORRESPONDENCE:

PLANNING AND ZONING DISCUSSION ITEMS:

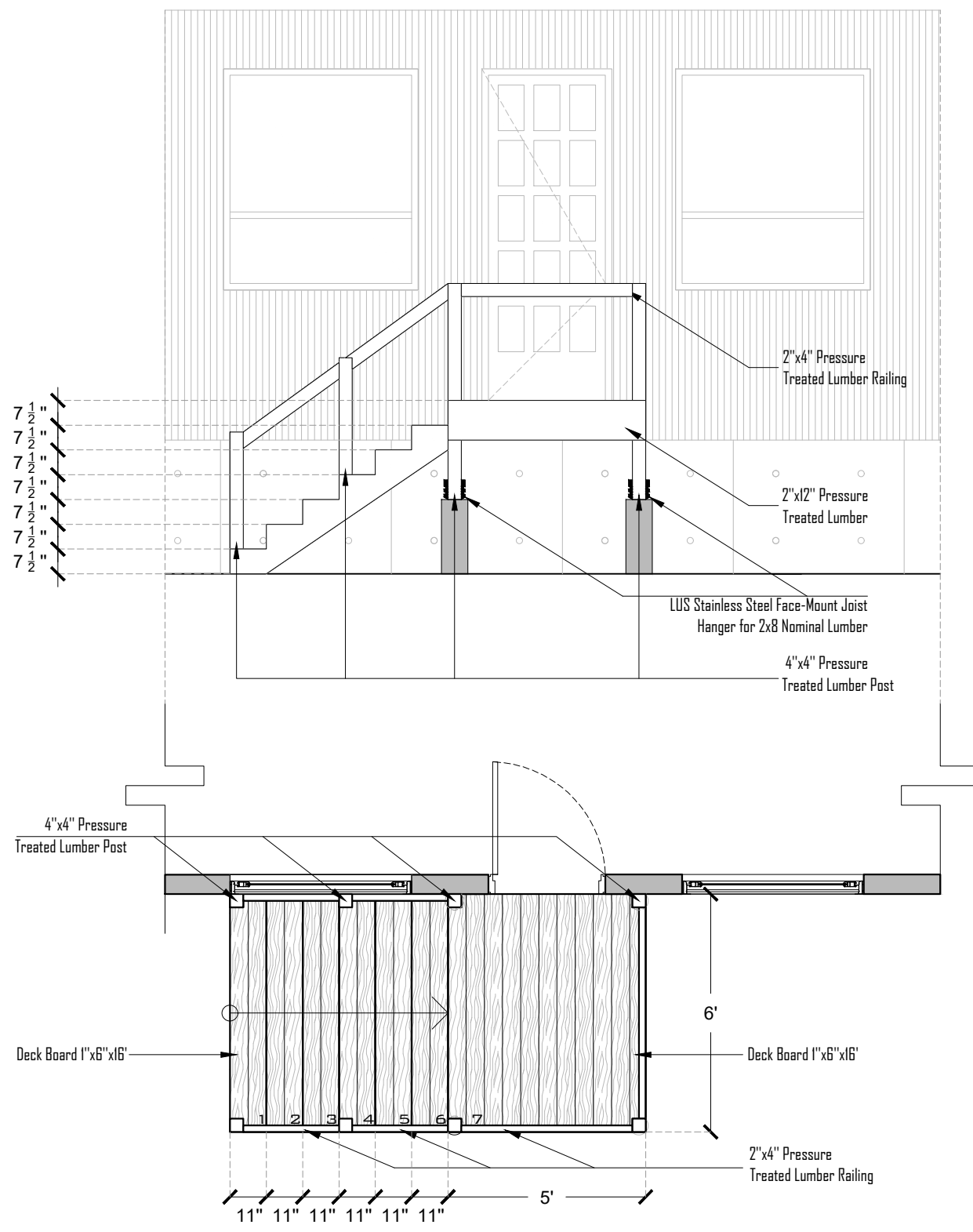
Trash Ordinance- Review Ordinance No. 103 200-16 and Town of Alpine Trash and Waste Management Ordinance Draft

7. APPROVAL OF MINUTES:

- a. Approval of Minutes for Regular Meeting 10/14/2025, and Work Sessions 10/28/2025 and 11/25/2025.

8. TOWN COUNCIL ASSIGNMENT:

9. ADJOURN MEETING:



NOTES:

MATERIALS USED

HILLMAN 1/2 IN X 6 IN GALVANIZED COARSE THREAD

BIG TIMBER NO. 9 X 1 - 1/2 IN L STAR BRONZE DEEP WOOD SCREWS

CAMD #10 X 3 - 1/2 IN TAN ACQ RATED STAR DRIVE FLAT

QUICKCRETE 80 LB CONCRETE MIX

LUS STAINLESS STEEL FACE-MOUNT JOIST HANGER FOR 2X8 NOMINAL LUMBER

2 IN X 12 IN X 12 FT #2 GROUND CONTACT HEM FIR PRESSURE TREATED LUMBER

2 IN X 4 IN X 8 FT #2 GROUND CONTACT HEM FIR PRESSURE TREATED LUMBER

4 IN X 4 IN X 8 FT PRESSURE TREATED HEM FIR GROUND CONTACT WOOD POST LUMBER

VISTA 1 IN X 6 IN X 16 FT. DRIFTWOOD GRAY SQUARE EDGE COMPOSITE DECK BOARD

PROJECT:
ALPINE HOUSE DECK

LOCATION:
739 PINE CREST CIR.
ALPINE, WYOMING, 83128

DECK DETAIL

A-01 11/05/25

LUIS QUIROZ BECERRA



Town of Alpine
MINOR CONSTRUCTION BUILDING PERMIT
TEMPORARY

PERMIT #: MC-1125-0001

SPECIAL STIPULATIONS / CONTINGENT PERMIT APPROVAL:

Temporary approval until the full application and submittals can be reviewed by the Planning and Zoning Commission at their next scheduled meeting on December 9, 2025

A PERMIT IS HEREBY GRANTED TO:

Quiroz, Luis

LOCATION:

739 Pinecrest circle #251 of Lakeview Estates

BY THE TOWN OF ALPINE, WYOMING, ON:

November 10, 2025.

This permit is **valid for thirty (30) days** project approval date. Permit **expires** December 9, 2025.

TO CONSTRUCT THE FOLLOWING:

Attached Deck



Town of Alpine
MINOR CONSTRUCTION BUILDING PERMIT
TEMPORARY

I, Monica Chenault, Town Clerk of the Town of Alpine, do hereby subscribe my name and cause the SEAL of said town to hereunto be affixed this 10th day of November, 2025.

Attest:

Monica Chenault, Town Clerk

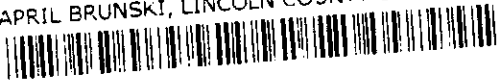
When Recorded Return to:

EDWARDS LAW OFFICE, P.C.
PO Box 5345
Etna, WY 83118

Mail Tax Notices to:

William and Kathleen Jenkinson
P.O. Box 3190
Alpine, WY 83128

1010732 8/3/2020 11:49 AM
LINCOLN COUNTY FEES: \$42.00 PAGE 1 OF 11
BOOK: 984 PAGE: 151 DEED, WD
APRIL BRUNSKI, LINCOLN COUNTY CLERK



WARRANTY DEED

William R. Jenkinson and Kathleen P. Jenkinson, Husband and Wife as tenants by the entireties, Grantors, whose address is 703 Sunset Drive, Alpine, Wyoming, for and in consideration of ten dollars (\$10) in hand paid, the trust created, and other good and valuable consideration, receipt of which is hereby acknowledged, hereby conveys and warrants to William R. Jenkinson and Kathleen P. Jenkinson, Trustees of the William R. Jenkinson and Kathleen P. Jenkinson Revocable Living Trust dated July 9, 2020, and any amendments thereto, Grantees, whose address is 703 Sunset Drive, Alpine, Wyoming, the following described real estate situate in the County of Lincoln, State of Wyoming and legally described as:

THAT PROPERTY DESCRIBED ON THE ATTACHED WARRANTY DEED AS EXHIBIT A, RECORDED ON FEBRUARY 24, 1999 AS DOCUMENT NO. 856928, IN BOOK 426 ON PAGE 439, IN THE LINCOLN COUNTY CLERK'S OFFICE, KEMMERER, WYOMING. THIS PROPERTY WAS ORIGINALLY KNOWN AS LOTS 276 AND 281 OF LAKEVIEW ESTATES TRACT (A), RENAMED LOT NUMBER 702, ON APRIL 16, 1996, BY RESOLUTION NO. 1-04-16-96, BY THE TOWN OF ALPINE, SEE ATTACHED EXHIBIT B.

Warranty Deed
William R. Jenkinson and Kathleen P. Jenkinson Alpine Property Lot 702

free from encumbrances; and Grantors warrant the title thereto against the lawful claims of all persons whomsoever, except: restrictions, reservations, easements, and encumbrances of record.

Hereby releasing and waiving any and all rights under and by virtue of the homestead exemption laws of this state, and Grantors hereby reserving and incorporating all rights pursuant to W.S. 4-10-402(c)(d), or any similar provision.

DATED: this 27 day of July, 2020.

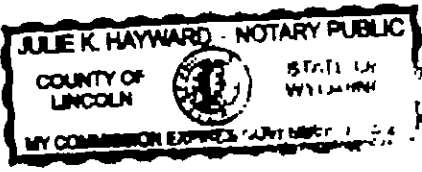
William R. Jenkinson
William R. Jenkinson

Kathleen P. Jenkinson
Kathleen P. Jenkinson

STATE OF WYOMING)
) SS
COUNTY OF LINCOLN)

The foregoing instrument was acknowledged before me a Notarial Officer, by William R. Jenkinson and Kathleen P. Jenkinson, Husband and Wife, this 27 day of July, 2020.

Witness my hand and official seal.

SEAL  Julie K. Hayward
Notary Public

My commission expires: 11/1/2023

12-11305

BOOK 525 PR PAGE 439 **856928**
WARRANTY DEED

99 FEB 24 AM 10:29

JEANNE WAGNER
KEMMERER, WYOMING

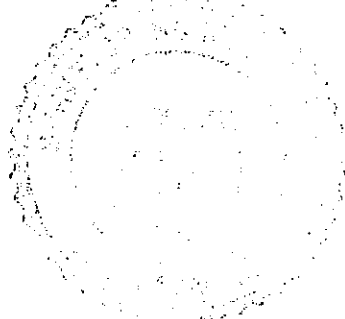
Surveyor Scherbel, LTD., a Wyoming corporation, having its principal place of business at Big Piney, Sublette County, Wyoming, (mailing address: PO Box 4296, Big Piney, WY 83113), grantor, for and in consideration of the sum of Ten and No/100 Dollars (\$10.00), the receipt whereof is hereby acknowledged, and other good and valuable consideration, **CONVEYS** and **WARRANTS** to **William R. Jenkinson** and **Kathleen P. Jenkinson**, husband and wife, as tenants by the entireties, of 306 Sunset Drive, PO Box 3190, Alpine, WY 83128, grantees, the following described real estate, situate in the County of Lincoln, State of Wyoming, and more particularly described as follows, to-wit:

Lots 276 and 281 of Lakeview Estates Tract (A), a subdivision of record in the Office of the Lincoln County Clerk as Plat No. 158 in the Town of Alpine, within the SW1/4SE1/4 of Section 29, T37N, R118W, Lincoln County, Wyoming, and also that part of that tract of record in the Office of the Lincoln County Clerk in Book 293 P.R., page 249 within said Lakeview Estates Tract (A), as more particularly described on EXHIBIT "A" attached.

SUBJECT TO that certain Driveway Easement dated February 6, 1997, granted by seller to buyer for access to Lots 274, 275, 279 and 280 in said Subdivision as more particularly described on the attached "Description for William Jenkinson of Driveway Easement from Surveyor Scherbel, LTD."

SUBJECT TO all covenants, easements, exceptions, restrictions, reservations and rights-of-way of sight or record including without limitation Restrictive Covenants recorded in Book 53 P.R., page 349 and in Book 246 P.R., page 409 and easements as delineated on the recorded plat.

IN WITNESS WHEREOF, the grantor has caused its corporate seal to be hereunto affixed, and these presents to be signed by its duly authorized officer as of this 18th day of February, 1999.



(corporate seal)

Surveyor Scherbel, LTD.
a Wyoming corporation

By *Marlowe A. Scherbel*
Marlowe A. Scherbel, Vice President



Attest: *Christine M. Scherbel*
Assistant Secretary of corporation

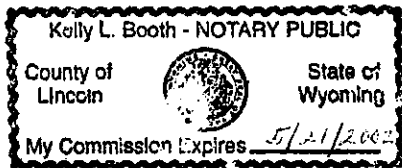
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440

STATE OF WYOMING :
: ss.
COUNTY OF LINCOLN :

On this 18th day of February, 1999, before me personally appeared Marlowe A. Scherbel, to me personally known, who, being by me duly sworn, did say that he is the Vice President of Surveyor Scherbel, LTD., a Wyoming corporation, described in and which executed the foregoing instrument; that the seal affixed to said instrument is the corporate seal of said corporation; and that said instrument was signed and sealed in behalf of said corporation by authority of its Board of Directors; and said Marlowe A. Scherbel acknowledged said instrument to be the free act and deed of said corporation.

Given under my hand and notarial seal the day and year first above written in this certificate.



Kelly L. Booth

NOTARY PUBLIC

My commission expires: May 21, 2002

EXHIBIT "A"

00300128

441

**DESCRIPTION FOR JAMES N. ODELL
OF LOTS 276 AND 281 AND A
FRONTAGE TRACT ADJOINING
LOT 276 AND SUNSET DRIVE
WITHIN LAKEVIEW ESTATES TRACT (A)**

17002

To wit:-

Lots 276 and 281 of Lakeview Estates Tract (A), a subdivision of record in said Office as Plat No. 158 in the Town of Alpine, within the SW1/4SE1/4 of Section 29, T37N, R118W, Lincoln County, Wyoming, AND

That part of that tract of record in the Office of the Clerk of Lincoln County in Book 293 of Photostatic Records on page 249 within said Lakeview Estates Tract (A), described as follows:

BEGINNING at the northeast point of said Lot 276 identical with an angle point on the southerly right-of-way line of Sunset Drive of said Lakeview Estates Tract (A);

thence N83°02'44"W, 100.00 feet, along the northerly line of said Lot 276 to the north-west point thereof;

thence N46°46'33"E, 69.89 feet, to a point at the intersection of the easterly right-of-way line of a twenty (20)-foot utility and access easement to the Town of Alpine and said southerly right-of-way line;

thence S38°52'09"E, 77.03 feet, along said southerly right-of-way line to the **POINT OF BEGINNING**;

ENCOMPASSING an area of 0.06 acre, more or less;

ENCOMPASSING a total area of 0.53 acre, more or less;

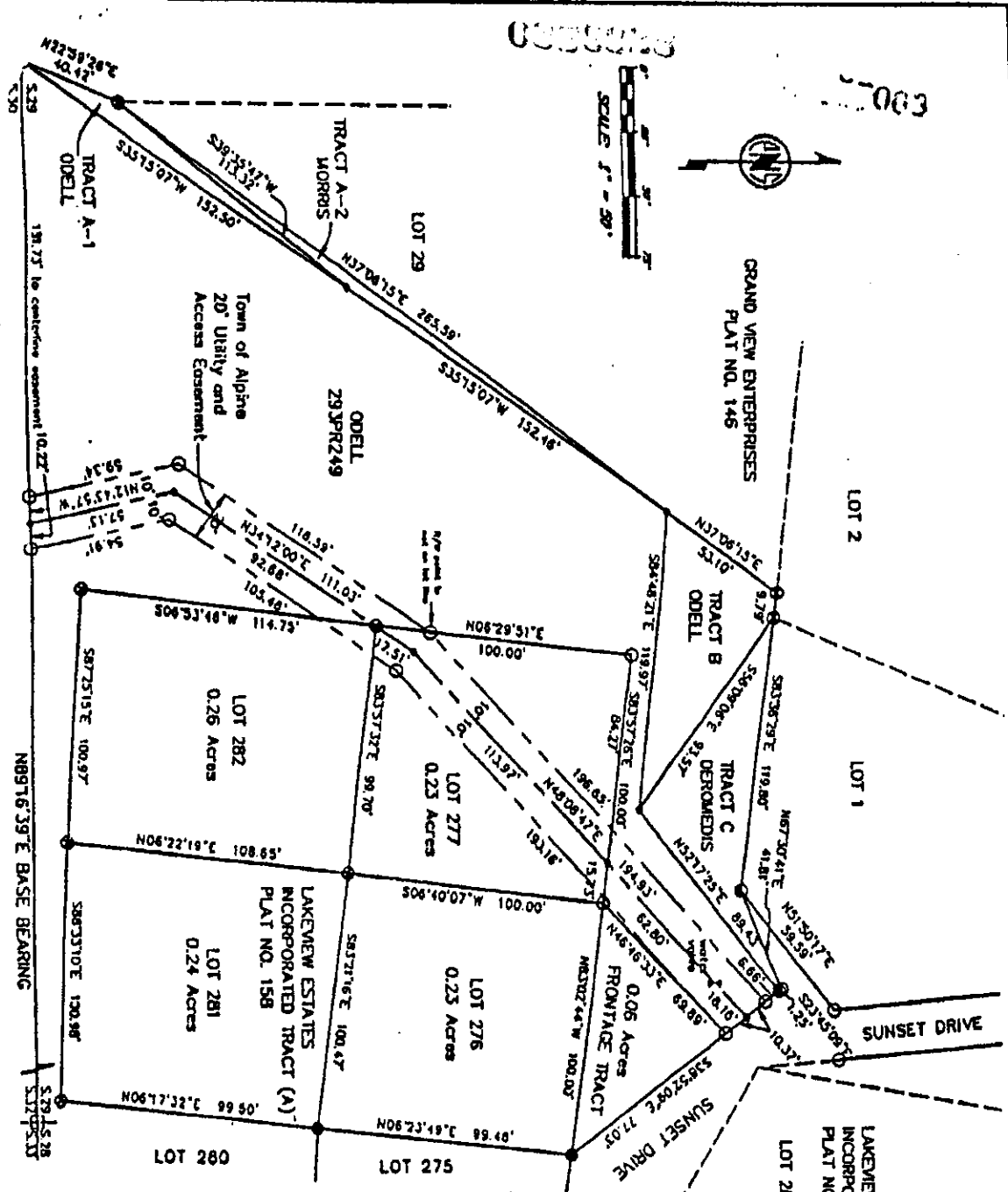
each "point" marked as described on the attached exhibit;

the **BASIS of BEARING** is the east half of the south line of said Section 29 being N89°16'39"W;

all in accordance with the attached exhibit titled: "EXHIBIT TO ACCOMPANY DESCRIPTION FOR JAMES N. ODELL OF A FRONTAGE TRACT ADJOINING LOT 276 AND SUNSET DRIVE WITHIN LAKEVIEW ESTATES TRACT (A), A SUBDIVISION IN THE TOWN OF ALPINE, WITHIN SW1/4SE1/4 SECTION 29 T37N R118W LINCOLN COUNTY, WYOMING", dated 12 September 1996;



12 September 1996
sas/ws/clus/lve276,p.2



LEGEND

- Indicates a Corner Record on file in the Office of the Clerk of Lincoln County for corner found.
- Indicates a 3/8" steel reinforcing rod with aluminum cap inscribed: "RLS 274" and appropriate details, found.
- Indicates a 1" iron pipe with yellow plastic cap inscribed: "PE/LS 898" found.
- Indicates a 5/8"x24" steel reinforcing rod with 2" aluminum cap inscribed: "SURVEYOR SCHERBEL LTD. BIG PINEY, WY PL 55368", found.
- Indicates a 3/8"x12" steel spike set or a calculated point with no monument set.
- Indicates a 5/8" steel reinforcing rod with aluminum cap inscribed: "LS 526", found.
- Indicates a 5/8"x24" steel reinforcing rod with 2" aluminum cap inscribed: "SURVEYOR SCHERBEL LTD. BIG PINEY, WY PL 55368" set in place of T-shaped pipe stake with metal cap inscribed: "PAUL H. SCHERBEL RLS164 SURVEY POINT", found.

**EXHIBIT TO ACCOMPANY DESCRIPTION FOR JAMES N. ODELL
OF A FRONTAGE TRACT ADJOINING LOT 276 AND SUNSET DRIVE
WITHIN LAKEVIEW ESTATES INCORPORATED TRACT (A),
A SUBDIVISION IN THE TOWN OF ALPINE,
WITHIN SW1/4SE1/4 SECTION 29 T37N R18W LINCOLN COUNTY, WYOMING**

<p>BY: SCILLA SCHERBEL DATE: 11/13/2013 TIME: 10:30 AM NO. OF PAGES: 2 FILE NO. 2281-1-13-21-80-1-1</p>	<p>SURVEYOR SCHERBEL J. TED PROFESSIONAL LAND SURVEYOR 1111 1/2 ST. N. WYOMING ST. ...</p>	<p>PLAT NO. 158 DATE: 11/13/2013</p>
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0038093

443

**DESCRIPTION FOR WILLIAM JENKINSON
OF DRIVEWAY EASEMENT FROM
SURVEYOR SCHERBEL, LTD.**

To wit:—

That part of the SW1/4SE1/4 of Section 29, T37N, R118W, Lincoln County, Wyoming, including part of Lot 276 of Lakeview Estates Incorporated Tract (A), a subdivision of record in the Office of the Clerk of Lincoln County, within the Town of Alpine, described as follows:

BEGINNING at the northeast corner of said Lot 276, N63°48'45 "E, 480.67 feet of the southwest corner of said SW1/4SE1/4;

thence N38°52'09"W, 77.03 feet, along the south right-of-way line of Sunset Drive to a point;

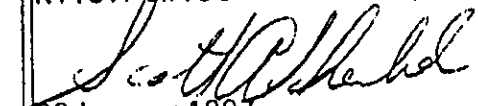
thence S25°07'33"E, 104.66 feet, to a point on the east line of said Lot 276;

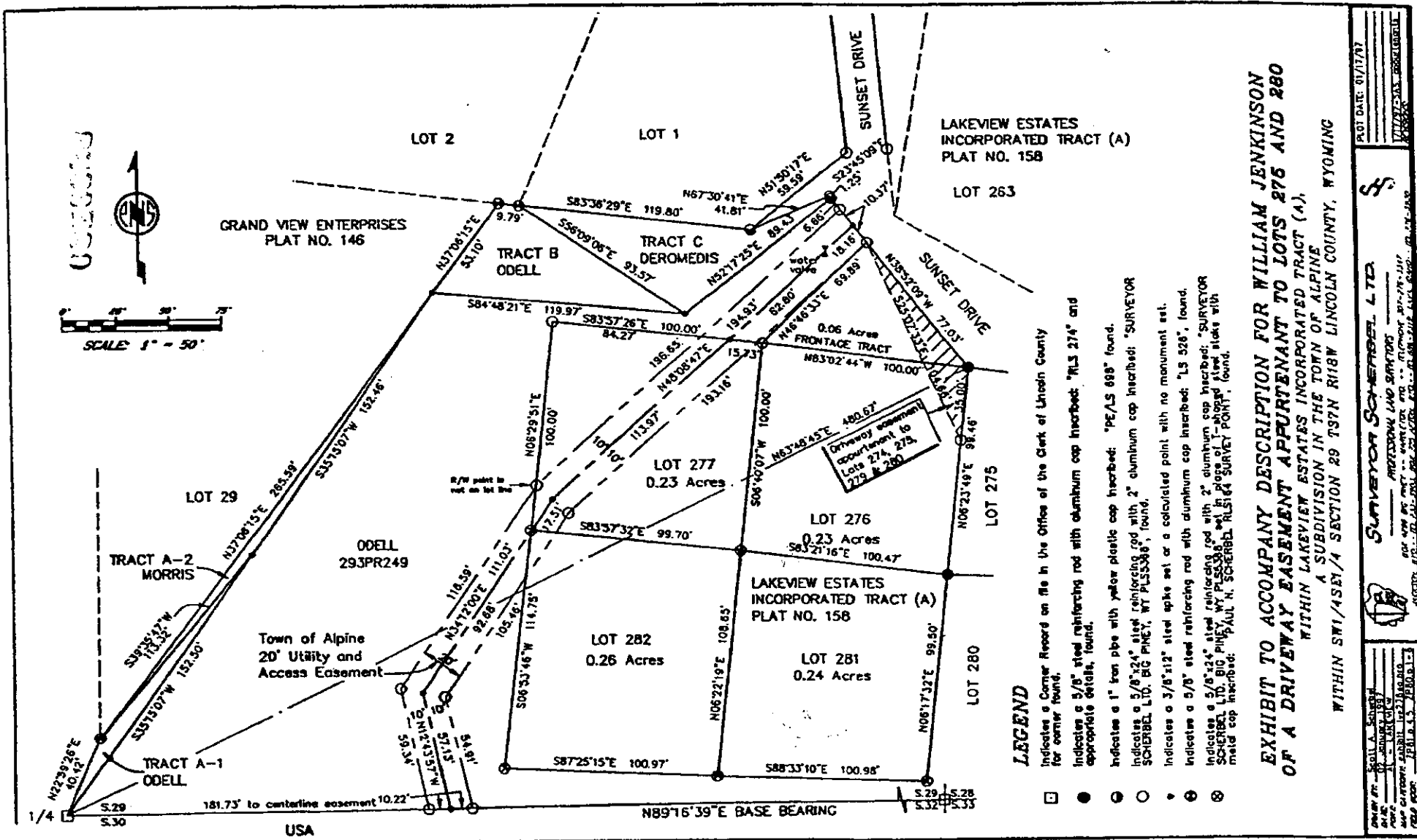
thence N06°23'49"E, 35.00 feet, along said east line to the **CORNER OF BEGINNING**;

each "corner" and "point" monumented as described on the attached exhibit;

the **BASIS of BEARING** is the south line of said SW1/4SE1/4 - N89°16'39"E;

all in accordance with the attached exhibit titled: "EXHIBIT TO ACCOMPANY DESCRIPTION FOR WILLIAM JENKINSON OF A DRIVEWAY EASEMENT APPURTENANT TO LOTS 275 AND 280 WITHIN LAKEVIEW ESTATES INCORPORATED TRACT (A), A SUBDIVISION IN THE TOWN OF ALPINE WITHIN SW1/4SW1/4 SECTION 29 T37N R118W LINCOLN COUNTY, WYOMING", dated 02 January 1997.


02 January 1997
/sas/des/jenkinsn



A RESOLUTION TO INSURE ACCESS TO THE LAND OWNED BY INDIVIDUALS IN THE LAKEVIEW ESTATES SUBDIVISION IN THE TOWN OF ALPINE.

Be it resolved that in the Lakeview Estates Subdivision of the Town of Alpine the land between lots #278 through #282 and the U.S. Forest boundary will become part of the private lots. This is the official disestablishment of a possible road which was not connected to the town road system. (There has been no access to the above mentioned lots.)

Be it further resolved that access be obtained by combining the following lots:

A. Lots #277 and #282 and extend the southern boundary to the Forest. Renumber the new lot #701. Both lots are owned by James and Mary O'Dell.

B. Lots #276 and #281 and extend the southern boundary to the Forest. Renumber the new lot #702. Both lots are owned by James and Mary O'Dell.

C. Lots #274, 275, 278, 279, and 280 and extend the southern boundary to the Forest. Renumber the new lot #703. All lots are owned by Kathleen and William Jenkinson.

D. Move the Northwestern boundary of lot #283 fifty feet East to coincide with the boundary between lots #271 and #272 and extend lot #272 to the forest boundary. Renumber the new lot #704. Both lots are owned by Kathleen and William Jenkinson.

E. Lots #271 and the smaller lot #283. Number the new Lot #705. Both lots are owned by Kathleen and William Jenkinson.

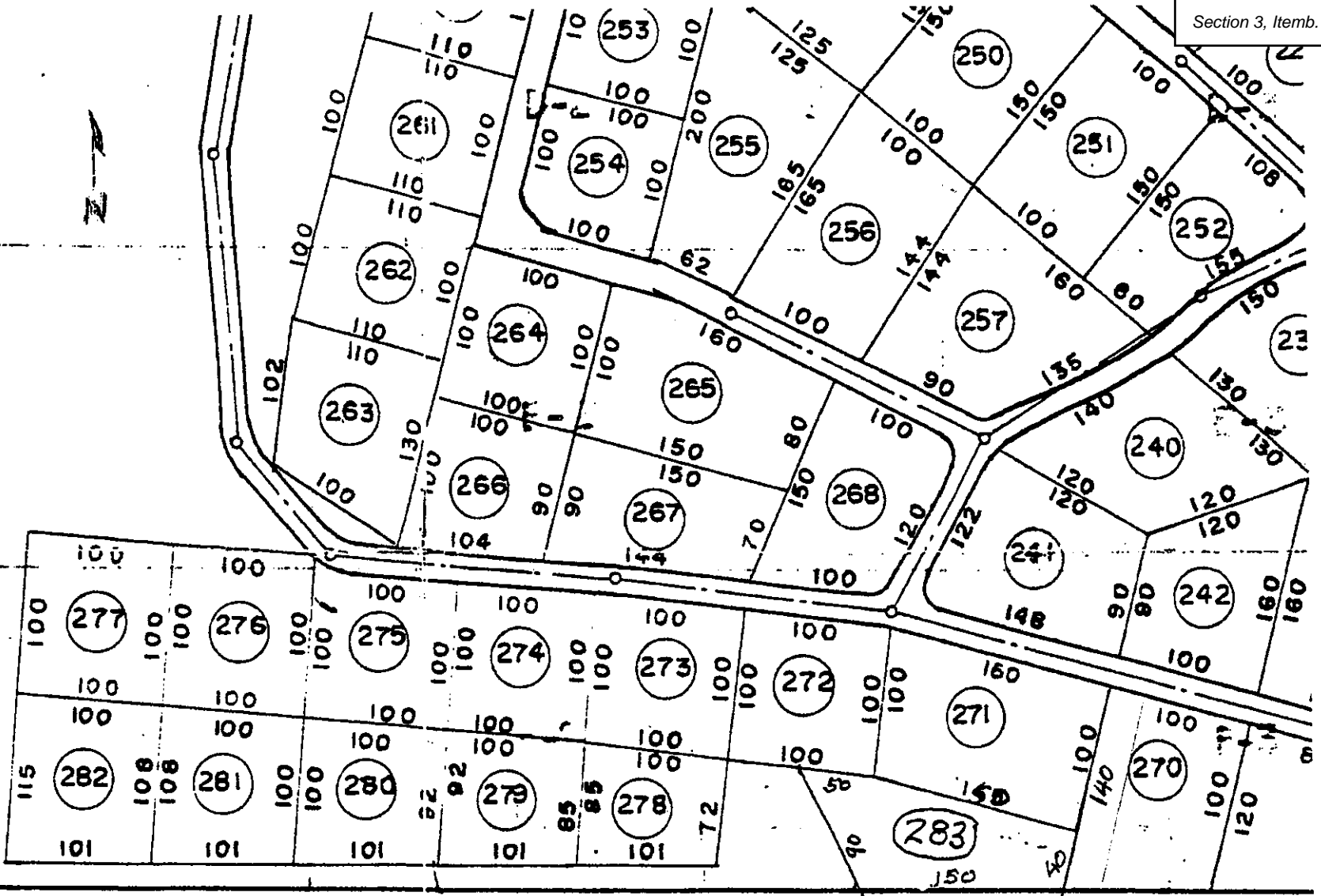
It is therefore resolved that the above changes ensure access to all the land in the area by the individual property owners.

This resolution passed and approved the 16th day of April 1996.

SIGNED BY: *Donn H. Wooden*
DONN H. WOODEN, MAYOR

ATTEST: *William Taylor*
acting clerk

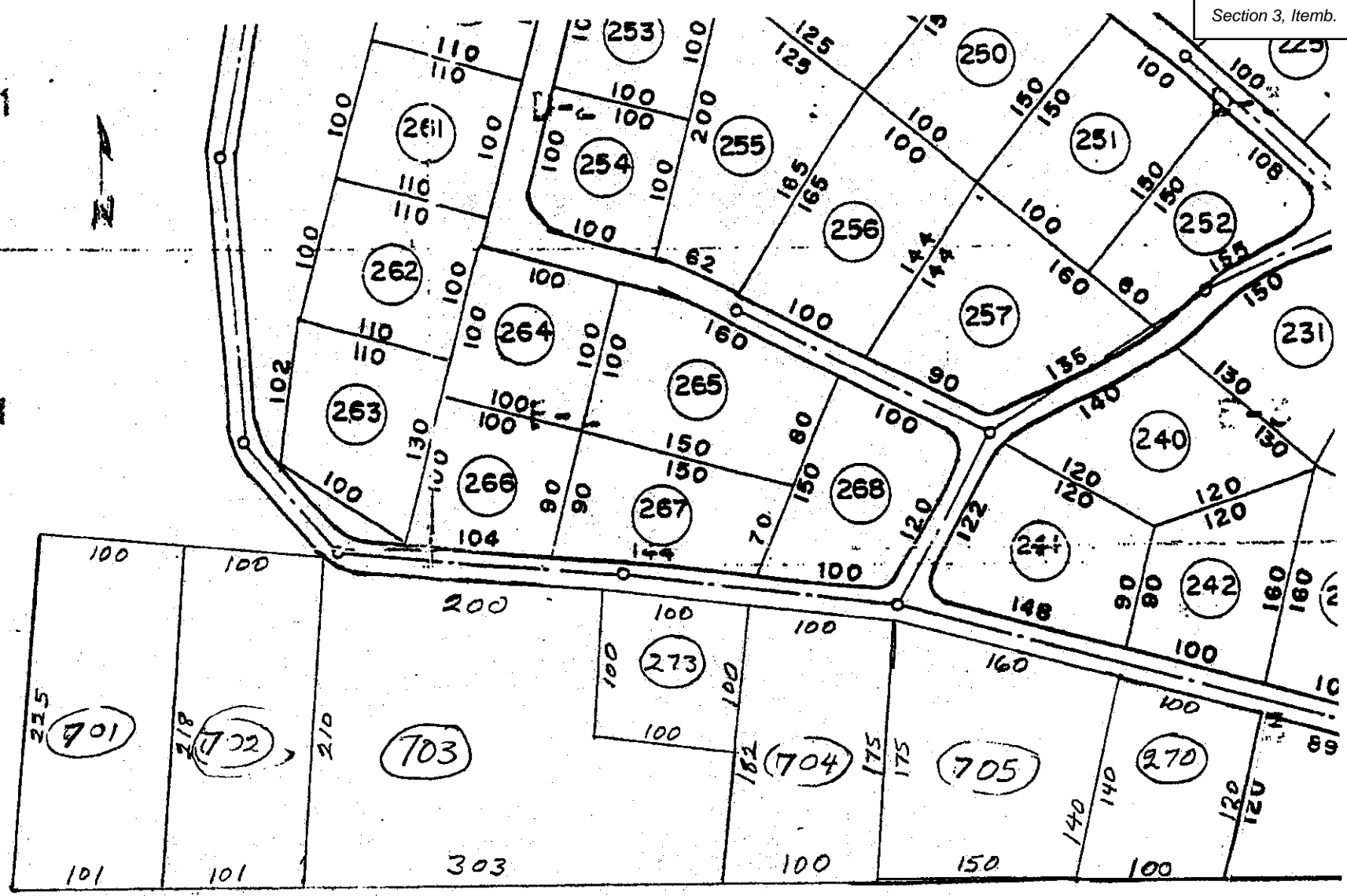




CERTIFICATE OF SURVEYOR

STATE OF WYOMING **SS**
COUNTY OF LINCOLN

I, Ivon L Call of Afton, Wyoming hereby certify that this area subdivision plot was made from notes taken during an actual



When Recorded Return to:

EDWARDS LAW OFFICE, P.C.
PO Box 5345
Etna, WY 83118

Mail Tax Notices to:

William and Kathleen Jenkinson
P.O. Box 3190
Alpine, WY 83128

1010733 8/3/2020 11:50 AM
LINCOLN COUNTY FEES: \$45.00 PAGE 1 OF 12
BOOK: 984 PAGE: 162 DEED, WD
APRIL BRUNSKI, LINCOLN COUNTY CLERK



WARRANTY DEED

William R. Jenkinson and Kathleen P. Jenkinson, Husband and Wife as tenants by the entireties, Grantors, whose address is 703 Sunset Drive, Alpine, Wyoming, for and in consideration of ten dollars (\$10) in hand paid, the trust created, and other good and valuable consideration, receipt of which is hereby acknowledged, hereby conveys and warrants to William R. Jenkinson and Kathleen P. Jenkinson, Trustees of the William R. Jenkinson and Kathleen P. Jenkinson Revocable Living Trust dated July 9, 2020, and any amendments thereto, Grantees, whose address is 703 Sunset Drive, Alpine, Wyoming, the following described real estate situate in the County of Lincoln, State of Wyoming and legally described as:

THAT PROPERTY DESCRIBED ON THE ATTACHED WARRANTY DEED AS EXHIBIT A, RECORDED ON JUNE 6, 1994 AS DOCUMENT NO. 784312, IN BOOK 352PR ON PAGE 15, KNOWN THEN AS LOT 274, LAKE VIEW ESTATES, INCORPORATED TRACT (A); AND THAT PROPERTY DESCRIBED ON THE ATTACHED WARRANTY DEED AS EXHIBIT B, RECORDED ON JUNE 29, 1994 AS DOCUMENT NO. 785791, IN BOOK 353PR ON PAGE 388, KNOWN THEN AS LOT 275, LAKEVIEW ESTATES; AND THAT PROPERTY DESCRIBED ON THE ATTACHED WARRANTY DEED AS EXHIBIT C, RECORDED ON JUNE 2, 1992 AS DOCUMENT NO. 749225, IN BOOK 311PR ON PAGE 1, KNOWN THEN AS LOTS 278 AND 279, LAKEVIEW ESTATES SUBDIVISION; AND THAT PROPERTY DESCRIBED ON THE ATTACHED WARRANTY DEED AS EXHIBIT D, RECORDED ON MAY 19, 1995 AS DOCUMENT NO. 802336, IN BOOK 368PR ON PAGE 338, KNOWN THEN AS LOT 280,

Warranty Deed
William R. Jenkinson and Kathleen P. Jenkinson Alpine Property Lot 703

LAKE VIEW ESTATES, TRACT (A); ALL SAID EXHIBITS RECORDED IN THE LINCOLN COUNTY CLERK'S OFFICE, KEMMERER, WYOMING.

THIS PROPERTY WAS ORIGINALLY KNOWN AS LOTS 274, 275, 278, 279, AND 280 OF LAKEVIEW ESTATES SUBDIVISION, IN THE TOWN OF ALPINE, RENAMED LOT NUMBER 703, ON APRIL 16, 1996, BY RESOLUTION NO. 1-04-16-96, BY THE TOWN OF ALPINE, SEE ATTACHED EXHIBIT E.

Situated in the County of Lincoln, State of Wyoming, and the said Grantors hereby covenant with the said Grantees that Grantors are lawfully seized of said premises; that they are free from encumbrances; and Grantors warrant the title thereto against the lawful claims of all persons whomsoever, except: restrictions, reservations, easements, and encumbrances of record.

Hereby releasing and waiving any and all rights under and by virtue of the homestead exemption laws of this state, and Grantors hereby reserving and incorporating all rights pursuant to W.S. 4-10-402(c)(d), or any similar provision.

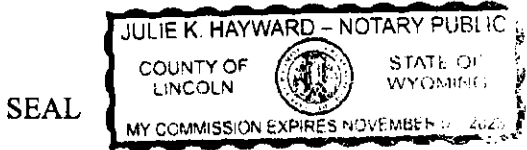
DATED: this 27 day of July, 2020.

William R. Jenkinson
William R. Jenkinson

Kathleen P. Jenkinson
Kathleen P. Jenkinson

STATE OF WYOMING)
) SS
COUNTY OF LINCOLN)

The foregoing instrument was acknowledged before me a Notarial Officer, by William R. Jenkinson and Kathleen P. Jenkinson, Husband and Wife, this 27 day of July, 2020. Witness my hand and official seal.



Julie K. Hayward
Notary Public

My commission expires: 11/1/2023

Warranty Deed
William R. Jenkinson and Kathleen P. Jenkinson Alpine Property Lot 703

WARRANTY DEED

15

DAVID B. OHLER and PRISCILLA L. OHLER, husband and wife

grantor S of Alpine, County of Lincoln, State of Wyoming, hereby
CONVEY and WARRANT to

WILLIAM R. JENKINSON and KATHLEEN P. JENKINSON, husband and wife,
as tenants by the entireties

grantee s of 620 Maiden Street, Thermopolis, WY 82443
for the sum of Ten dollars and other good and valuable consideration-----
the following described tract of land in Lincoln County, State of Wyoming,
hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State, to-wit:

Lot No. 274, Lake View Estates, Incorporated Tract (A), a subdivision of the
S½ of the SE¼ of Section 29, Township 37 North, Range 118 West of the 6th
P.M., Lincoln County, Wyoming.

\$6.00
June 6, 1994 9a
352PR 15
784312

Subject to reservations and restrictions contained in the United States Patent
and to easements and rights-of-way of record or in use.

Together with all improvements and appurtenances thereon.

WITNESS the hand of said grantor this 25th day of



WITNESS, the hand of said grantor, this 25th day of May A.D. 19 94

Signed in the presence of

David B. Ohler

David B. Ohler
Priscilla L. Ohler

Priscilla L. Ohler

STATE OF WYOMING }
County of *Wyo.* } ss.
On the *25th* day of *May*
A.D. 19*94* personally appeared before me

David B. Ohler & Priscilla L. Ohler

the signer S of the within instrument, who duly acknowledged to me that they executed the same.

[Signature]

Notary Public
Commission expires: *July 7, 1995*
Residing in *Thermopylae Wyoming 82443*

RECORDING DATA

Entry No. Fee \$
RECORDED INDEXED
PLATTED ABSTRACTED
COMPARED DELIVERED

The Land Title Company

388

WARRANTY DEED

WILFORD W. GOODWILL and DOROTHY P. GOODWILL, husband and wife

grantors of Sandy, County of Salt Lake, State of UTAH, hereby
CONVEY and WARRANT to

WILLIAM R. JENKINSON and KATHLEEN P. JENKINSON, husband and wife,
as tenants by the entireties

grantee s of Box 190, Alpine, WY 83128
for the sum of Ten dollars and other good and valuable consideration-----
the following described tract of land in Lincoln County, State of Wyoming,
hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State, to-wit:

Lot 275, Lakeview Estates, Inc. Subdivision, Lincoln County, Wyoming, according to
that plat of record in the Office of the Lincoln County Clerk.

Subject to reservations and restrictions contained in the United States Patent
and to easements and rights-of-way of record or in use.

Together with all improvements and appurtenances thereon.

\$6.00
RECORDED June 29, 1994 AT 3:30PM
IN BOOK 353PR PAGE 388 LINCOLN, WYO.
NO. 785791 ELIZABETH C. WADE, CLERK



WITNESS, the hand of said grantor, this 23rd day of June A.D. 1994
Signed in the presence of

Wilford W. Goodwill
Dorothy P. Goodwill

STATE OF UTAH }
County of Salt Lake } ss.
On the 23rd day of June
A.D. 1994 personally appeared before me

RECORDING DATA
Entry No. Fee \$
RECORDED INDEXED
PLATTED ABSTRACTED

WITNESS, the hand of said grantor, this 23rd day of June, A.D. 1994

Signed in the presence of

Wilford W. Goodwill

Dorothy P. Goodwill

STATE OF UTAH

County of Salt Lake } ss.
On the 23rd day of June
A.D. 1994 personally appeared before me

Wilford W. Goodwill & Dorothy P. Goodwill

the signer ^S of the within instrument, who duly acknowledged to me that t he y executed the same.

Shorlet H. Leavitt

Notary Public

Commission expires: Nov. 14, 1995
Residing in Salt Lake County

RECORDING DATA	
Entry No.	Fee \$
RECORDED <input checked="" type="checkbox"/>	INDEXED <input type="checkbox"/> <input checked="" type="checkbox"/>
PLATTED <input type="checkbox"/>	ABSTRACTED <input checked="" type="checkbox"/>
COMPARED <input type="checkbox"/>	DELIVERED <input type="checkbox"/>

NOTARY PUBLIC
SHORLET H. LEAVITT
9500 So. 500 West #10
Sandy, UT 84070
COMMISSION EXPIRES
NOV. 14, 1995
STATE OF UTAH

The Land Title Company

\$6.00

RECORDED June 2, 1992 AT 9A
IN BOOK 311PR PAGE 1
NO. 749225

WARRANTY DEED

1

Loren E. Morey and W. Jean Morey, husband and wife, GRANTORS,
of Lincoln County, State of Wyoming for and in consideration of TEN
DOLLARS (\$10.00) and other good and valuable consideration, in hand
paid, receipt of which is hereby acknowledged, CONVEY AND WARRANT
to William R. Jenkinson and Kathleen P. Jenkinson, husband and wife
as tenants by the entireties, GRANTEES, whose address is P.O. Box
190, Alpine, Wyoming 83128, the following described real estate,
situate in the County of Lincoln, State of Wyoming, hereby waiving
and releasing all rights under and by virtue of the homestead
exemption laws of the State of Wyoming, to-wit:

Lots 278, and 279 of Lakeview Estates Subdivision,
Lincoln County, Wyoming, Lake View
Estates Subdivision, described as follows: Part of the
Southwest Quarter of the Southeast Quarter of Section
29, Township 37 North, Range 118W, Beginning at the
Northeast corner of Lot 278 Lakeview Estates and
running thence S83°15'E, 95 feet to the Southeast
Corner of Lot 272; thence S8°45'W, 80 feet to a point
on the South line of Section 29; thence West along the
said South line of Section 29, a distance of 100 feet;
thence N6°45'E, 90 feet, more or less to the point of
beginning. ALSO that tract of land commencing North
90°00' West, 1675 feet from the Southeast Corner of
Section 29, Township 37 North, Range 118 West, 6th
P.M., Wyoming, the point of beginning; thence North
90°00' West, 140 feet; thence North 8°45' East, 80
feet; thence South 75°00' East, 145 feet; thence South
15°00' West 40 feet to the point of beginning.

Together with and including all improvements thereon and
all appurtenances and hereditaments thereunto belonging.
Subject to all covenants, conditions, restrictions,
easements, reservations, rights and rights-of-way of
sight and/or record.

WITNESS our hands this 27th day of May, 1992.

Loren E. Morey
Loren E. Morey

STATE OF WYOMING)
) ss.
COUNTY OF LINCOLN)

W. Jean Morey
W. Jean Morey

The foregoing instrument was acknowledged before me by Loren
E. Morey and W. Jean Morey, husband and wife this 27th day of
May, 1992.

WITNESS my hand and official seal.

NOTARY PUBLIC
STATE OF UTAH
My Commission Expires
January 1, 1996
REV PETERSON
180 South Main
Salt Lake City, Utah 84102

Rev Peterson
Notary Public

EXHIBIT
C

My Commission Expires: Jan. 1, 1996

NOTARY
RESERVATION
PROCESSED

WARRANTY DEED

JAMES N. ODELL and MARY P. ODELL, husband and wife
grantor of Blackfoot, County of Bingham, State of Idaho, hereby
CONVEY and WARRANT to

WILLIAM R. JENKINSON and KATHLEEN P. JENKINSON, husband and wife, as
tenants by the entireties

grantee of P. O. Box 190, Alpine, WY 83128
for the sum of Ten dollars and other good and valuable consideration-----
the following described tract of land in Lincoln County, State of Wyoming,
hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State, to-wit:

Lot 280 of Lake View Estates, Tract A, recorded December 5, 1961 as
No. 364997, Lincoln County Records.

Subject to reservations and restrictions contained in the United States Patent
and to easements and rights-of-way of record or in use.

Together with all improvements and appurtenances thereon.

\$6.00
Recorded May 19, 1995 at 11:53 AM
In Book 368 PR Page 338
No. 802336



WITNESS, the hand of said grantor, this 17th day of May, A.D. 19 95

Signed in the presence of

James N. Odell
Mary P. Odell

STATE OF IDAHO }
County of Bingham } ss.
On the 17th day of May
A.D. 19 95 personally appeared before me

RECORDING DATA
Entry No. Fee \$
RECORDED INDEXED
PLATTED ABSTRACTED

WITNESS, the hand of said grantor, this 17th day of May A.D. 19 95

Signed in the presence of

James N. Odell
James N. Odell
Mary P. Odell
Mary P. Odell

STATE OF IDAHO }
County of Bingham } ss.
On the 17th day of May
A.D. 19 95 personally appeared before me

James N. Odell and Mary P. Odell

the signer(s) of the within instrument, who duly
acknowledged to me that they executed the same.

NOTARY PUBLIC
Wanda Richards
Notary Public
Commission expires: 3/12/99
Residing in Blackfoot

RECORDING DATA

Entry No.	Fee \$
RECORDED <input type="checkbox"/>	INDEXED <input type="checkbox"/>
PLATTED <input type="checkbox"/>	ABSTRACTED <input type="checkbox"/>
COMPARED <input type="checkbox"/>	DELIVERED <input type="checkbox"/>

The Land Title Company

A RESOLUTION TO INSURE ACCESS TO THE LAND OWNED BY INDIVIDUALS IN THE LAKEVIEW ESTATES SUBDIVISION IN THE TOWN OF ALPINE.

Be it resolved that in the Lakeview Estates Subdivision of the Town of Alpine the land between lots #278 through #282 and the U.S. Forest boundary will become part of the private lots. This is the official disestablishment of a possible road which was not connected to the town road system. (There has been no access to the above mentioned lots.)

Be it further resolved that access be obtained by combining the following lots:

A. Lots #277 and #282 and extend the southern boundary to the Forest. Renumber the new lot #701. Both lots are owned by James and Mary O'Dell.

B. Lots #276 and #281 and extend the southern boundary to the Forest. Renumber the new lot #702. Both lots are owned by James and Mary O'Dell.

C. Lots #274, 275, 278, 279, and 280 and extend the southern boundary to the Forest. Renumber the new lot #703. All lots are owned by Kathleen and William Jenkinson.

D. Move the Northwestern boundary of lot #283 fifty feet East to coincide with the boundary between lots #271 and #272 and extend lot #272 to the forest boundary. Renumber the new lot #704. Both lots are owned by Kathleen and William Jenkinson.

E. Lots #271 and the smaller lot #283. Number the new Lot #705. Both lots are owned by Kathleen and William Jenkinson.

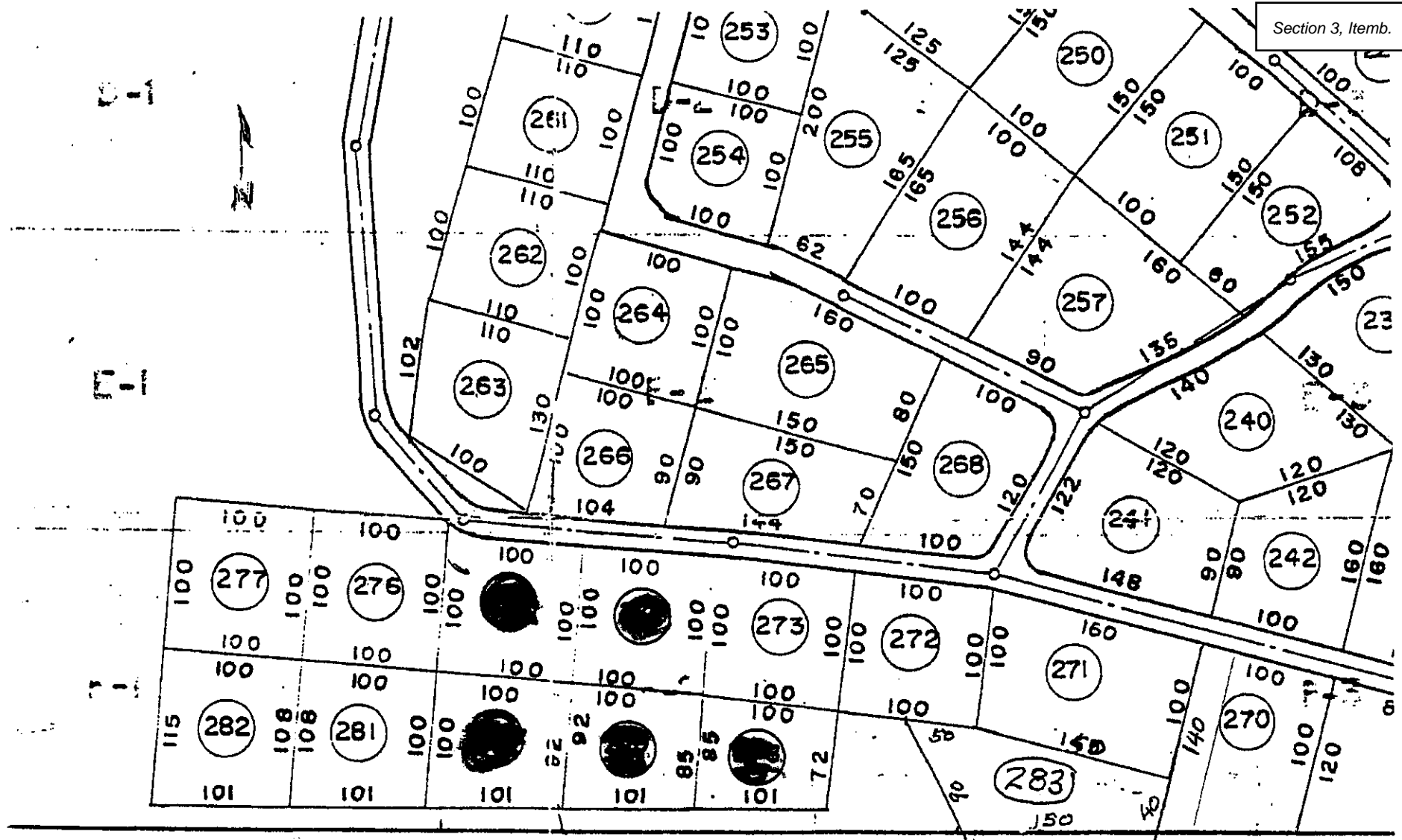
It is therefore resolved that the above changes ensure access to all the land in the area by the individual property owners.

This resolution passed and approved the 16th day of April 1996.

SIGNED BY: *Donn H. Wooden*
DONN H. WOODEN, MAYOR

ATTEST: *William Taylor*
acting clerk

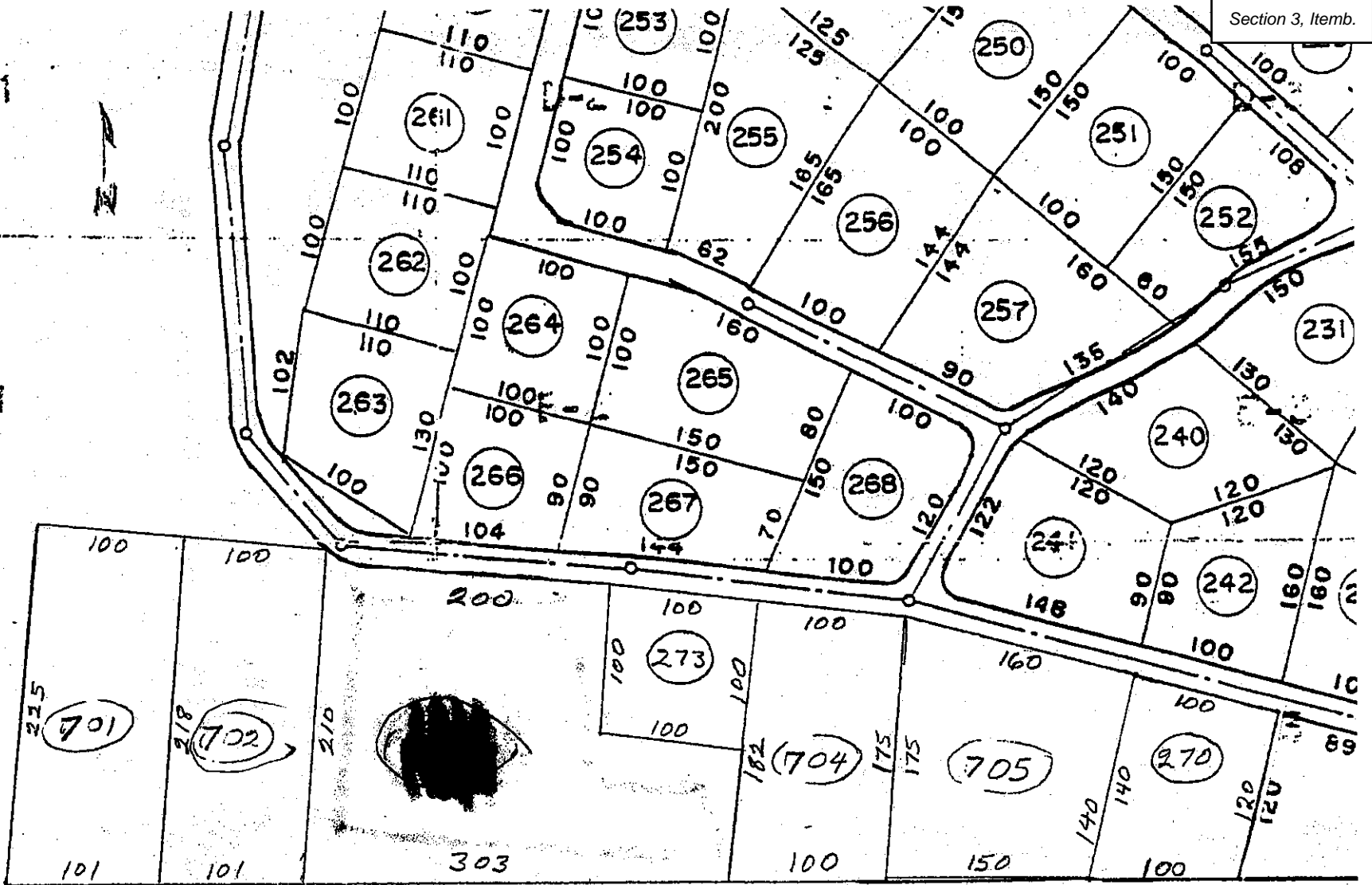




CERTIFICATE OF SURVEYOR

STATE OF WYOMING · SS
COUNTY OF LINCOLN

I, Ivan L. Call of Afton, Wyoming hereby certify that this area subdivision plat was made from notes taken during an actual





REPLAT PERMIT APPLICATION

CHECK ONE: (X) SIMPLE () MINOR () MAJOR

Owner Information:

Owner:

William R. Jenkinson and Kathleen P. Jenkinson Revocable Trust, c/o William or Kathleen Jenkinson

Phone:

307-248-2328 - William / 307-248-2741 - Kathleen

Mailing Address:

PO Box 3190, Alpine, Wyoming 83128

Project's Physical Address:

701 Sunset Drive, Alpine, Wyoming 83128

Legal Description (Lot#, Block, Tract & Subdivision)

Grand Lake Addition - Lot 3 and Lot 4

Land Surveyor Engineer (must be registered in the State of Wyoming):

Surveyor Scherbel, Ltd

Attached additional Information Page, if needed:

Description of Proposal & Purpose:

Applicant is proposing to combine Lot 3 and Lot 4 of Grand Lake Addition into a single lot.

Property Owners within a 500ft radius of property: (use separate sheet if needed)

Owner: See attached	Mailing Address:
Owner:	Mailing Address:
Owner:	Mailing Address:
Owner:	Mailing Address:
Owner:	Mailing Address:
Owner:	Mailing Address:
Owner:	Mailing Address:
Owner:	Mailing Address:

Signature of Owner or Authorized Representative:

William R Jenkinson

Date:

8/11/2025

FOR TOWN USE ONLY

Date Received:	Permit #:	Zoning:
Permit Fees:	Paid: (Check #/Cash)	Date Paid:
Town Surveyor Review:	Town Engineer Review:	Fire Dept. Review:

SCOTT A. SCHERBEL
Professional Land Surveyor
Wyoming Registration No. 3889
Utah Registration No. 372111
Idaho Registration No. 8026

MARLOWE A. SCHERBEL
Professional Land Surveyor
Wyoming Registration No. 5368

KARL E. SCHERBEL
Professional Land Surveyor
Wyoming Registration No. 11810
Idaho Registration No. 13493
Certified Federal Surveyor No. 1223

SURVEYOR SCHERBEL, LTD. PROFESSIONAL LAND SURVEYORS

Est. 1951 CONSULTANTS IN Boundary Matters, Irrigation and Water Rights

ADDRESS	TELEPHONE
BIG PINEY OFFICE Box 96, 283 Main Street Big Piney-Marbleton, Wyoming 83113	307-276-3347 307-276-3348 (Fax)
AFTON OFFICE Box 725, 46 West 3rd Avenue Afton, Wyoming 83110	307-885-9319 307-885-9809 (Fax)

SUS
Big Section 3, Itemb.

JAMIE DECORA
Afton Office Manager

Jackson, WY
Direct to Big Piney Office
307-733-5903 & Fax

Lava Hot Springs, ID
Direct to Big Piney Office
208-776-5930 & Fax

Montpelier, ID
Direct to Afton Office
208-847-2800 & Fax

11 September 2025

Mayor Eric Green
Town of Alpine
PO Box 3070
Alpine, Wyoming 83128

Re: William R. Jenkinson and Kathleen P. Jenkinson Revocable Living Trust dated July 9, 2020 – Amended Plat Application – Combine Lots 3 and 4 of Grand Lake Addition to the Town of Alpine, Lincoln County, Wyoming

Dear Mayor Green,

Enclosed please find the following for the above referenced project:

1. A Replat Application
2. A copy of the Ownership deeds:
 - a. 984 PR 151 – William R. Jenkinson and Kathleen P. Jenkinson Revocable Living Trust
 - b. 984 PR 162 - William R. Jenkinson and Kathleen P. Jenkinson Revocable Living Trust
3. A list of property owners within 500 feet of the proposed development with mailing addresses based on the most current information from the Lincoln County GIS.
4. A print of an advance plat titled, “GRAND LAKE THIRD ADDITION TO THE TOWN OF ALPINE IDENTICAL WITH LOT 3 AND LOT 4 OF GRAND LAKE ADDITION WITHIN THE SW1/4SE1/4 SECTION 29 T37N R118W LINCOLN COUNTY, WYOMING”, dated 1 July 2025.
5. A reduced print of the plat. This print may be reproduced to be added to adjoining property owner’s notification letter.
6. Check No. 14082 for payment of the \$3,000.00 filing fee.

TN/Alpine/Grand Lake 3rd Addition



The applicant is requesting to combine the lots currently known as Lot 3 and Lot 4 of Grand Lake Addition to the Town of Alpine into a single lot. The property is located on Sunset Drive. The property is located within the incorporated boundary of the Town of Alpine. The property is approximately 1.69± acres.

Please consider this letter as a request for review and approval of the final plat to be presented to the Alpine Planning and Zoning Board and the Alpine Town Council at their next available meetings.

If you have any questions, please contact me.

Sincerely,
SURVEYOR SCHERBEL, LTD.



Jennifer Gunter
enclosures
cc: William Jenkinson (email)



Town of Alpine LEGAL NOTICE

Request for a Simple Replat

UPDATED

Notice is hereby given that on September 16, 2025, applicants Kathleen P. and William R. Jenkinson have filed a replat application with the Town of Alpine, requesting a simple subdivision replat of Lots #3 and #4 of the Grand Lake Subdivision to the Town of Alpine, Lincoln County, Wyoming.

The purpose of the replat is to consolidate the identified Lots #3 & #4 into one (1) larger residential lot, to be known as Lot #13 of the Grand Lake Subdivision, Third Addition to the Town of Alpine. The subject properties are located at 701 and 703 Sunset Drive, with an existing home located on the western portion of lot now known as Lot #3, Town of Alpine, Lincoln County, Wyoming; the physical address of the property (home) will remain to be identified as 703 Sunset Drive.

A conceptual map of the replat is attached for review. The Planning and Zoning Administrator and/or Planning & Zoning Commission will take comments on the replat up until Wednesday, October 22, 2025, by 4:00 p.m.

Simple subdivision regulations do not require a public hearing; however, notice is being provided to all property owners located within a five hundred (500) foot radius of the proposed replat. The replat application and an advanced plat will be presented to the Planning and Zoning Commission at their regularly scheduled meeting on December 9th, 2025, with recommendations for approval, approval with contingencies or denial of the replat application/map.

If approved, a final plat map will be recommended for the authorized signature by the Mayor and Town Council at their December 16th, 2025, Town Council Meeting. Contact the Alpine Town Hall Office at (307) 654-7757, extension #4 for additional information and/or to submit your comments.

Written comments can be submitted to:

Gina Corson, Planning and Zoning Administrator

Town of Alpine

PO Box 3070 - Alpine, WY 83128



Town of Alpine LEGAL NOTICE

Email Address: [planning @alpinewy.gov](mailto:planning@alpinewy.gov)

Please Publish in the Legal Section of the Star Valley Independent

on: **September 24th, 2025**

PLEASE BILL DIRECTLY TO:

Town of Alpine

PO Box 3070

Afton, WY 83128

PLEASE SEND PROOF OF PUBLICATION TO:

Town of Alpine

PO Box 3070

Alpine, WY 83128

DATE POSTED: September 17th, 2025

LOCATION: Town of Alpine Town Hall, Town Website, Alpine Post Office, and SVI Newspaper

TRACKING #: SRP-0925-0001

GRAND LAKE THIRD ADDITION

LOCATION MAP T37N R118W

CERTIFICATE OF SURVEYOR

STATE OF WYOMING }
COUNTY OF LINCOLN } ss.

I, Karl F. Scherbel, of Afton, Wyoming, hereby certify that this plat was made from notes taken during an actual survey made by me and by persons under my supervision during July 2025 and from records in the Office of the Clerk of Lincoln County and that it correctly represents **GRAND LAKE THIRD ADDITION**:

That the boundary of this Addition is all of Lots 3 and 4 of Grand Lake Addition to the Town of Alpine, of record in said Office with Accession No. 924971;

enclosing an area of 1.69 acres, more or less;

that said Addition was accurately surveyed, that the parts thereof are accurately staked off and marked with appropriate metal monuments, including magnetic iron, and inscribed at least with the registration number of the Land Surveyor to provide source identification at all lot corners of the addition, and that their locations are correctly shown hereon;

that, to the best of my knowledge, it conforms with the municipal code of the Town of Alpine and to all applicable state statutes;

that the error of closure is not greater than one part in five-thousand.

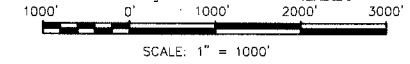
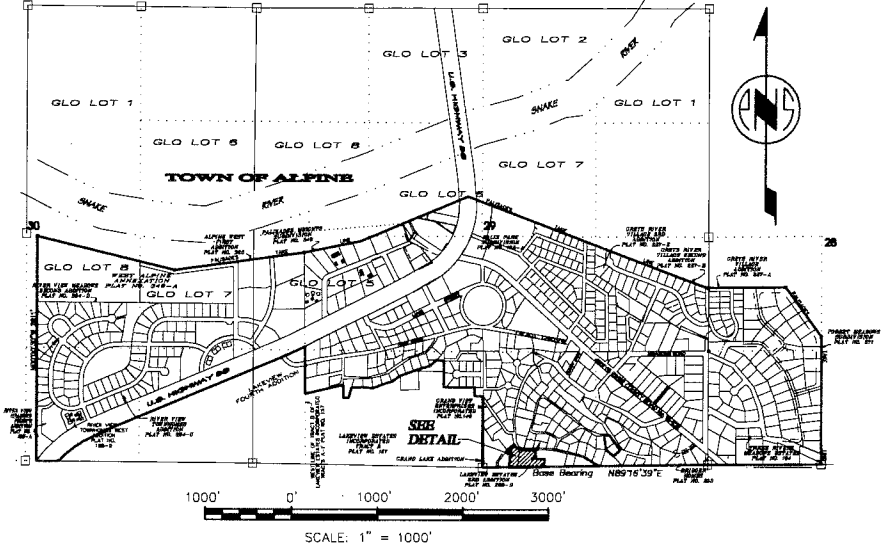


The foregoing instrument was acknowledged before me by Karl F. Scherbel this ___ day of ___ 2025.

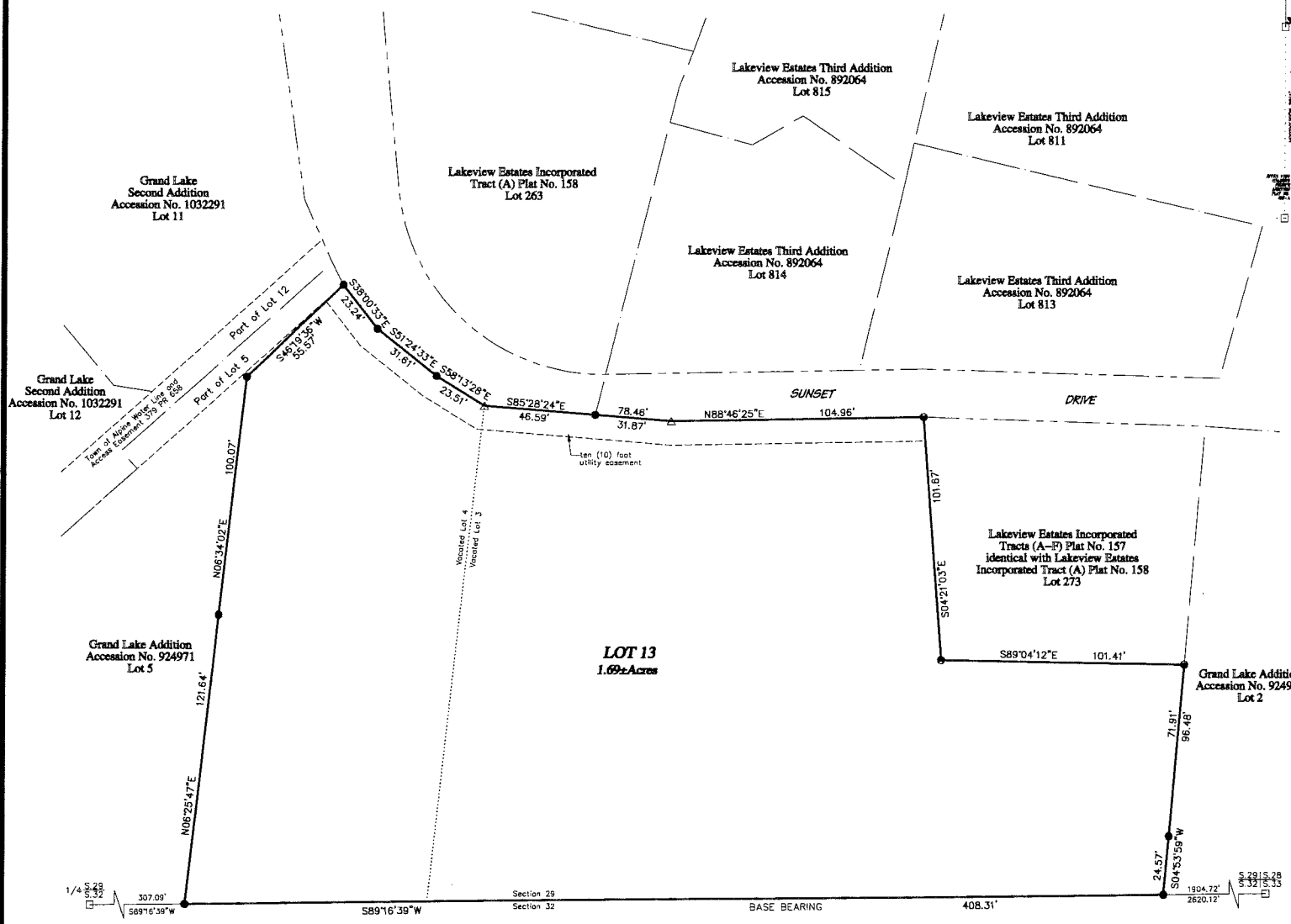
Witness my hand and official seal.

Notary Public

My Commission expires:



SCALE: 1" = 1000'



CERTIFICATE OF OWNERS

STATE OF WYOMING }
COUNTY OF LINCOLN } ss.

The undersigned hereby certify that this platting of Lot 3 and Lot 4 of Grand Lake Addition, within the incorporated limits of the Town of Alpine, Lincoln County, Wyoming, as shown on this plat and more particularly described in the Certificate of Surveyor, is with the free consent and in accordance with the desires of the undersigned owners and proprietors of the described lands;

that the name of the Addition shall be **GRAND LAKE THIRD ADDITION** to the Town of Alpine;

that the undersigned do hereby vacate Lot 3 and Lot 4 of Grand Lake Addition to the Town of Alpine, of record in said Office with Accession No. 924971, in accordance with Section 34-12-108, Wyoming Statutes 2025, as amended, and respectfully request the Clerk of Lincoln County to so mark said plat in accordance with Section 34-12-110;

that the easements shown hereon, identical with a ten (10) foot strip of land along the front of this Addition, as depicted hereon, are hereby granted to the Town of Alpine and to all utility companies, their heirs, successors and assigns, including, but not limited to, Lower Valley Energy and Silver Star Communications for the underground installation and maintenance of all utilities including, but not limited to, water, sewer, power, telephone, cable television, gas, storm water drainage and irrigation facilities appurtenant to this Addition;

that said Addition is subject to easements of record;

that Wyoming law does not recognize any riparian rights to the continued natural flow of a stream or river for persons living on the banks of a stream or river;

that all rights under and by virtue of the Homestead Exemption Laws of the State of Wyoming are hereby released.

William R. Jenkinson and Kathleen P. Jenkinson Revocable Living Trust dated July 9, 2020

Signature obtained by separate Certificate of Owners signature to be recorded concurrently herewith

LEGEND

- Indicates a Corner Record filed in the Office of the Clerk of Lincoln County.
- △ Indicates a 5/8" steel reinforcing rod with aluminum cap inscribed: "LS274" Ivan L. Call, found.
- Indicates a 5/8" x 24" steel reinforcing rod with an aluminum cap inscribed: "SURVEYOR SCHERBEL LTD" with details, found.
- ⊙ Indicates an 1/2" iron pipe with a yellow plastic plug inscribed: "PE/LS 698" Lloyd B. Baker, found.
- — — — — Indicates a platted lot line of record.
- - - - - Indicates a right-of-way line.
- - - - - Indicates an easement line.

The Basis of Bearing for this survey is the south line of the SE1/4 of Section 29, T37N R119W, Lincoln County, Wyoming, being S89°16'39"W.

Note: Due to the rounding algorithms of automated computer drafting text, the sum of the parts of total distances may be 0.01' different from the total distance shown.

OWNERS:

William R. Jenkinson and Kathleen P. Jenkinson Revocable Living Trust, 703 Sunset Drive, Alpine, Wyoming 83128

SURVEYOR:

Surveyor Scherbel, Ltd., P.O. Box 725, Afton, Wyoming 83110 (307) 866-9319

LAND USE TABLE:

Total Number of Lots:	1
Average Lot Size:	1.69± Acres
Total Acres:	1.69± Acres
Zoning:	R-1 Single Family Residential

DATE: September 2025

CERTIFICATE OF ACCEPTANCE

STATE OF WYOMING }
COUNTY OF LINCOLN } ss.

The foregoing **GRAND LAKE THIRD ADDITION** to the Town of Alpine was approved at the regular meeting of the Alpine Town Council on the ___ day of ___ 2025, in accordance with Sections 15-1-415 and 34-12-102, 103, Wyoming Statutes, 2025, as amended.

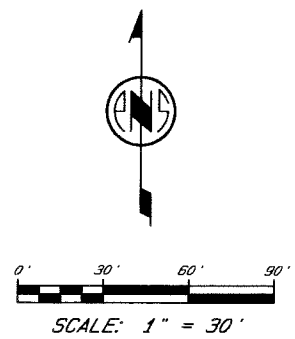
Attest: _____
Town of Alpine

Monica L. Chenault, Clerk Eric Green, Mayor

CERTIFICATE OF RECORDATION

This plat was filed for record in the Office of the Clerk of Lincoln County on this ___ day of ___ 2025.

April Brunski, Clerk



SCALE: 1" = 30'

DATE:	1 July 2025
DRAWN BY:	Kyle Staley
CALCULATED BY:	Karl F. Scherbel
CATEGORY/PORT:	Towns/Alpine
FIELD BOOK:	
COMPUTER FILE:	Grand Lake 3rd.pro



SURVEYOR SCHERBEL, LTD.

PROFESSIONAL LAND SURVEYORS

204 S. 96. 5th. BANGS-MARLBOROUGH #110 83113 TEL 307-876-8347
BOX 725 AFTON WYO 83110 TEL 307-866-9319 ALPINE WYO 83110 TEL 307-865-9319
JACKSON WYO TEL 307-733-5903 LAVA ID TEL 208-776-5300 MONTPELLIER ID TEL 208-847-2800



7/23/2025-SSLT0 review
REVISED:

SCOTT A. SCHERBEL
Professional Land Surveyor
Wyoming Registration No. 3889
Utah Registration No. 372111
Idaho Registration No. 8026

MARLOWE A. SCHERBEL
Professional Land Surveyor
Wyoming Registration No. 5368

KARL E. SCHERBEL
Professional Land Surveyor
Wyoming Registration No. 11810
Idaho Registration No. 13493
Certified Federal Surveyor No. 1223

SURVEYOR SCHERBEL, LTD. PROFESSIONAL LAND SURVEYORS

Est. 1951 CONSULTANTS IN Boundary Matters, Irrigation and Water Rights

ADDRESS

BIG PINEY OFFICE
Box 96, 283 Main Street
Big Piney-Marbleton, Wyoming 83113

AFTON OFFICE
Box 725, 46 West 3rd Avenue
Afton, Wyoming 83110

TELEPHONE

307-276-3347
307-276-3348 (Fax)

307-885-9319
307-885-9809 (Fax)

SUS
Big Section 3, Itemb.

JAMIE DECORA
Afton Office Manager

Jackson, WY
Direct to Big Piney Office
307-733-5903 & Fax

Lava Hot Springs, ID
Direct to Big Piney Office
208-776-5930 & Fax

Montpelier, ID
Direct to Afton Office
208-847-2800 & Fax

11 September 2025

Mayor Eric Green
Town of Alpine
PO Box 3070
Alpine, Wyoming 83128

Re: William R. Jenkinson and Kathleen P. Jenkinson Revocable Living Trust dated July 9, 2020 – Amended Plat Application – Combine Lots 3 and 4 of Grand Lake Addition to the Town of Alpine, Lincoln County, Wyoming

Dear Mayor Green,

Enclosed please find the following for the above referenced project:

1. A Replat Application
2. A copy of the Ownership deeds:
 - a. 984 PR 151 – William R. Jenkinson and Kathleen P. Jenkinson Revocable Living Trust
 - b. 984 PR 162 - William R. Jenkinson and Kathleen P. Jenkinson Revocable Living Trust
3. A list of property owners within 500 feet of the proposed development with mailing addresses based on the most current information from the Lincoln County GIS.
4. A print of an advance plat titled, "GRAND LAKE THIRD ADDITION TO THE TOWN OF ALPINE IDENTICAL WITH LOT 3 AND LOT 4 OF GRAND LAKE ADDITION WITHIN THE SW1/4SE1/4 SECTION 29 T37N R118W LINCOLN COUNTY, WYOMING", dated 1 July 2025.
5. A reduced print of the plat. This print may be reproduced to be added to adjoining property owner's notification letter.
6. Check No. 14082 for payment of the \$3,000.00 filing fee.

TN/Alpine/Grand Lake 3rd Addition



The applicant is requesting to combine the lots currently known as Lot 3 and Lot 4 of Grand Lake Addition to the Town of Alpine into a single lot. The property is located on Sunset Drive. The property is located within the incorporated boundary of the Town of Alpine. The property is approximately 1.69± acres.

Please consider this letter as a request for review and approval of the final plat to be presented to the Alpine Planning and Zoning Board and the Alpine Town Council at their next available meetings.

If you have any questions, please contact me.

Sincerely,
SURVEYOR SCHERBEL, LTD.



Jennifer Gunter
enclosures
cc: William Jenkinson (email)



PLANNING & ZONING COMMISSION

STAFF REPORT

Prepared by Planning and Zoning Administrator: Gina Corson

Date: November 17, 2025

Project: Minor Subdivision (Lot Combination) – Simple Replat

Applicant: Kathleen P. & William R. Jenkinson

Current Lots: Lots #3 and #4, Grand Lake Subdivision

Proposed Lot: Lot #13, Grand Lake Subdivision, Third Addition

Location: 701 & 703 Sunset Drive, Town of Alpine, Lincoln County, Wyoming

Hearing Date: December 9, 2025

Tracking #: SRP-0925-0001

I. PURPOSE AND REQUEST

The applicants, Kathleen P. and William R. Jenkinson, have submitted a request for a Minor Subdivision (Simple Replat) to combine Lot #3 and Lot #4 of the Grand Lake Subdivision into one larger residential lot, proposed to be known as Lot #13 of the Grand Lake Subdivision, Third Addition.

A home currently exists on the western parcel (Lot #3), identified as 703 Sunset Drive, and will remain the physical address for the combined lot.

II. PROJECT BACKGROUND

A. Application Materials

According to the surveyor's submittal, the application package includes:

- Replat application form
- Ownership deeds for both lots
- Property owner notification list (500-ft radius)



- Advance plat titled “Grand Lake Third Addition to the Town of Alpine,” dated July 1, 2025

Surveyor Scherb. Letter 701 Sun...

- Filing fee

The public notice was posted on September 24, 2025, and published in the SVI. Due to a holiday, the meeting was cancelled, and a new notification of the meeting (December 9, 2025) was published in the SVI on November 12 and 19, 2025. Simple subdivision regulations do not require a public hearing; however, notice was provided to surrounding property owners as part of the requirements of the Alpine Land Use Development Code.

Public Notice Jenkinson Simple ...

The replat will be forwarded to the Town Council on December 16, 2025, for signature approval if recommended by the Commission.

III. PROPERTY DESCRIPTION

- **Location:** 701 & 703 Sunset Drive
- **Acreage:** Combined ±1.69 acres (per surveyor’s letter)
- **Zoning District:** Residential (standard single-family residential use)
- **Existing Development:** One single-family residence on Lot #3

The proposed Lot #13 plat map consolidates the two existing parcels into a single lot and updates the legal description accordingly.

IV. BASIS FOR THE REQUEST

One of the primary reasons for the requested lot combination is the terrain characteristics of Lot #4. The topography of Lot #4 includes slopes and physical land features that make it difficult—if not unsuitable—for the development of a standalone single-family residential structure. By combining the two parcels, the applicant can ensure appropriate lot function, safe access, and compliance with development standards.

This combination is consistent with the intent of the Town’s simple subdivision process, which allows administrative reconfiguration of lots when additional density is not being created.



V. ANALYSIS

A. Compliance with Simple Subdivision Requirements

This application meets the following criteria for a simple replat:

1. **No increase in density** – Combining two lots into one reduces the total number of buildable parcels.
2. **No new streets or utility extensions required.**
3. **Sufficient access exists** via Sunset Drive.
4. **Plat prepared by a licensed professional land surveyor** (Scherbel, Ltd.).
5. **Notice provided** to surrounding property owners (500-ft radius), consistent with Town practice.

Public Notice Jenkinson Simple ...

B. Conformance with Town of Alpine Land Use Development Code (LUDC)

- The resulting lot meets minimum lot size and width requirements for the district.
 - Combining lots does not create non-conformity.
-

VI. STAFF RECOMMENDATION

Based on the submitted materials, the proposed lot combination, and the analysis contained in this report, Staff recommends APPROVAL of the Minor Subdivision (Simple Replat) for Kathleen P. and William R. Jenkinson to consolidate Lots #3 and #4 into Lot #13, Grand Lake Subdivision, Third Addition, subject to the following condition:

1. Any further modification or development of the combined lot shall comply with all applicable provisions of the Town of Alpine Land Use Development Code, including building permit and utility connection requirements.
-

VII. ACTION REQUESTED

The Planning & Zoning Commission may take one of the following actions:



- Recommend Approval
- Recommend Approval with Conditions
- Recommend Denial

The recommended action will be forwarded to the Town Council meeting on December 16, 2025, for signature of plat approval.

ATTACHMENTS:

1. Public Notice
2. Public Notice- Updated
3. Lot #13 Grand Lake Third Addition Plat Map
4. Property Owners Within 500 Feet

103 – ORDINANCE No. 2003-16

AN ORDINANCE AMENDING AND VACATING ORDINANCES 4-301, 4-302, 4-304, 4-306 AND 4-402 AND REPLACING ORDINANCES 4-301, 4-302, 4-304 4-306 AND 4-402 PROVIDING FOR A MUNICIPAL CRIMINAL ORDINANCE TO REGULATE THE MAINTENANCE OF PREMISES IN THE TOWN OF ALPINE, WYOMING, PROVIDING FOR SEVERABILITY, ORDINANCES REPEALED, JURISDICTION, AND EFFECTIVE DATE.

NOW, THEREFORE BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF ALPINE, WYOMING:

Alpine Municipal Criminal Ordinance

MAINTENANCE OF PREMISES

Sections:

103-01	Clean and Orderly Premises
103-02	Maintaining a Health Menace
103-03	Offensive Matter on Premises
103-04	Liquids Allowed to Become Nauseous
103-05	Littering Prohibited
103-06	Vacant Lots
103-07	Purpose
103-08	Action Upon Non-Compliance
103-9	Abatement

103-01 – Clean and Orderly Premises

It shall be the duty of any owner, agent, tenant, purchaser, contractor or lessee of any premises within the Town, including places of business, dwelling houses, apartments, tenements, construction sites or other establishments, at all times, to maintain the premises in a clean and orderly condition, permitting no deposit or accumulation of garbage, refuse, rubbish or other waste materials other than those necessary or ordinarily attendant upon construction or upon the use for which such premises are legally intended. Any such accumulation is hereby declared to constitute a nuisance and nonconforming use of the premises.

Any person violating any provision of this section shall be deemed guilty of a Class D misdemeanor.

103-02 – Maintaining a Health Menace

No owner or occupier of land or buildings shall cause or knowingly permit such property to become or remain in a condition constituting a menace to health or safety by the accumulation of filth, sewage, garbage, refuse, trash, standing or stagnant water, litter, rubbish, ruins, weeds, brush, or any waste matter whatsoever, and permitting the same shall be a public menace.

Any person violating any provision of this section shall be deemed guilty of a Class D misdemeanor.

103-03 – Offensive Matter on Premises

It is a public nuisance for any owner, lessee, occupant, or resident of any premises to suffer or cause to be maintained on such premises for twenty-four (24) hours or longer any unwholesome, decaying or putrid animal or vegetable matter which contaminates the atmosphere or endangers or injures the health of any person or which is indecent or offensive to the senses or interferes with the comfort or enjoyment of any resident in the Town.

Any person violating any provision of this section shall be deemed guilty of a Class D misdemeanor.

103-04 – Liquids Allowed to Become Nauseous

It shall be deemed a public nuisance and is unlawful for any person to cause or permit any nauseous, foul or putrid liquor or other liquid substance to be discharged, placed or thrown, or to flow from or out of any premises into or upon any adjacent premises or any public street, alley, road or sidewalk, or into any channel or watercourse.

Any person violating any provision of this section shall be deemed guilty of a Class D misdemeanor.

103-05 – Littering Prohibited

It shall be unlawful for any person to store or allow garbage, refuse, rubbish or waste material of any kind to accumulate anywhere in Town; or to scatter, deposit, throw or sweep any garbage, debris, waste materials, refuse or rubbish of any kind into any street, gutter, sidewalk, sewer intake, street, alley, vacant lot, private property, pond, stream or any other property within the town limits.

Operators of motor vehicles are responsible under this section for the disposition or ejection of garbage, debris or other material from the vehicle while the vehicle is being operated on the highways, streets and roads within the town limits.

It shall be unlawful for any person to unlawfully post signs, banners, posters, handbills or flyers on any post, wall, fence, building, stake or vehicle without the permission of the mayor or the property owner in the case of private property.

This section does not interfere with the lawful posting of political signs, posters, banners, etc. during any election season.

Any person violating any provision of this section shall be deemed guilty of a Class D misdemeanor.

103-06– Vacant Lots

The owner of any vacant lot at all times shall keep the same free from burdocks, thistles, briars, garbage, abandoned vehicles or machinery, unsafe structures, or other noxious waste. Any person violating any provision of this section shall be deemed guilty of a Class D misdemeanor.

103-07 – Purpose

The purpose of this article is to primarily safeguard the health of this community. Violation of this article is also deemed to constitute a fire hazard and a nuisance.

103-08 – Action Upon Non-Compliance with Order

Upon failure, neglect, or refusal of any owner or owners, or agents thereof, to correct any violation of this ordinance, lying or located upon the property of the owner before the date specified in a written notice, a responsible Town official may exterminate or remove such violation. Such official shall report to the Town Clerk the cost of such extermination or removal. The charges, whichever sum is greater, or such other amount as the Town Council may determine from time to time, by resolution, to cover the administrative costs. The total cost shall be assessed against the lot or parcel of land upon which the violations have been exterminated or removed. The Clerk shall cause the aforesaid costs to become a lien against the property involved.

103-08– Abatement of Nuisance

Upon the failure of the person in charge of or control of or responsible for any nuisance to speedily abate such a nuisance, the Town may abate the nuisance and collect the costs of such abatement.

The abatement of the nuisance by the Town shall not relieve the person in charge of or control of or responsible for any nuisance of any penalty imposed for his violation of this chapter.

Severability.

If any section, subsection, or clause of this ordinance shall be deemed to be unconstitutional or otherwise invalid, the validity of the remaining chapters, sections, subsections, and clauses shall not be affected.

Conflicting ordinances repealed.

All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Territorial jurisdiction of Ordinance.

The territorial jurisdiction of the regulations found in this ordinance shall include all of the incorporated lands located within the Town of Alpine, and, pursuant to Wyoming Statute 15-3-202(a).

EFFECTIVE DATE

This ordinance shall become effective from the date of its passage.

Passed on first reading this 6th day of JANUARY, 2004.

Vote: 5 yes 0 no 0 abstain 0 absent

Passed on second reading this 20th day of JANUARY, 2004.

Vote: 5 yes 0 no 0 abstain 0 absent

Passed on third reading this 3rd day of FEBRUARY, 2004.

Vote: 5 yes 0 no 0 abstain 0 absent



TOWN OF ALPINE

BY:



DAVID LLOYD, Mayor

BY:



TRACY MATTHEWS, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
COUNTY OF LINCOLN)
TOWN OF ALPINE)

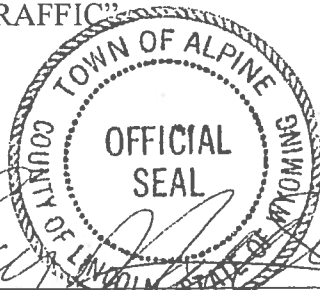
I hereby certify that the foregoing Ordinance No. 103 was duly posted for ten (10) days in the Town Clerk's office.

I further certify that the foregoing ORDINANCE was duly recorded in the BOOK OF ORDINANCES III, TOWN OF ALPINE, LINCOLN COUNTY, WYOMING, in the LAW ENFORCEMENT SECTION, TITLE V "ALPINE MUNICIPAL CRIMINAL ORDINANCE- TRAFFIC"

ATTEST:

BY:


TRACY MATTHEWS, Town Clerk



TOWN OF ALPINE, WYOMING

ORDINANCE NO. 2025-0XX

AN ORDINANCE ESTABLISHING TRASH AND WASTE MANAGEMENT REQUIREMENTS FOR CONSTRUCTION SITES AND GENERAL SOLID WASTE CONTAINMENT WITHIN THE TOWN OF ALPINE

WHEREAS, the Town of Alpine seeks to protect the health, safety, and welfare of its residents and visitors by ensuring proper containment and management of trash, debris, and solid waste; and

WHEREAS, the improper storage, disposal, and handling of trash and construction materials can result in nuisances, safety hazards, and environmental harm; and

WHEREAS, the Governing Body of the Town of Alpine finds it necessary to adopt clear requirements for both construction-related and general trash management to align with best practices in other municipalities;

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF ALPINE, WYOMING:

Section 1. Construction Site Trash and Debris Management

A. Applicability

These requirements apply to all job sites for which a Building Permit is required.

B. Dumpster Requirement

1. All Commercial, Multi-Family, and Mixed Residential Projects shall provide at least one covered dumpster of adequate size to accommodate trash, debris, and construction materials.
2. Dumpsters shall be maintained in good condition, serviced as necessary, and located for convenient collection without obstructing traffic or neighboring properties.
3. Dumpsters visible from a public street shall be screened with fencing, walls, or landscaping to the maximum extent practicable.

C. Receptacle Requirement

1. All other construction projects (including single-family, additions, remodels, and accessory structures) shall provide a durable receptacle or container for daily trash and debris.

2. Receptacles must be upright, closed, and secured to prevent scattering by wind or animals.

D. Site Maintenance

1. All loose trash, packaging, scrap, and debris shall be placed in the required receptacle or dumpster at the end of each workday.

2. Construction materials shall be stacked, bundled, or otherwise contained to prevent scattering or runoff.

3. Burning of trash, packaging, or construction debris is strictly prohibited.

E. Enforcement

1. Failure to maintain required trash containment may result in a Stop-Work Order until compliance is achieved.

2. Violations are subject to fines as established by the most recently adopted Administrative Fee Schedule.

Section 2. General Solid Waste Management (Non-Construction)

A. Residential and Commercial Properties

1. Every occupied property must maintain adequate trash containers, either Town-provided or approved private containers.

2. Trash must be stored in sealed bags or covered containers to prevent vermin, odors, and scattering.

3. Containers must not be placed in streets or rights-of-way except on scheduled collection days.

B. Dumpster Enclosures

1. All commercial properties shall provide screened enclosures for dumpsters and refuse containers.

2. Dumpsters must be accessible to collection vehicles and maintained in sanitary condition.

C. Prohibited Practices

1. Illegal dumping in another person's container or on public property is prohibited.

2. Trash burning is prohibited within Town limits.
3. Overflowing, unsecured, or scattered trash constitutes a public nuisance subject to abatement.

Section 3. Enforcement and Penalties

Section 3-101. Authority

1. Town Staff may inspect job sites and properties for compliance.
2. It shall be unlawful for any person, private firm or corporation, or public agency to construct, alter, expand, renovate, or demolish any building or structure in violation of this ordinance or the Alpine Land Use and Development Code.

Section 3-102. Violations and Remedies

1. Violations of this ordinance shall be subject to enforcement through citations, fines, and abatement procedures as provided by Town Code.
2. Failure to maintain required trash containment on construction sites may result in a Stop-Work Order until compliance is achieved.
3. Repeated or egregious violations may result in suspension of permits, liens for cleanup costs, or other remedies available by law.

Section 3-103. Continuing Violations and Penalties

Any person, group, firm, or corporation, whether as principal, agent, employee, or otherwise, violating, causing, or permitting the violation of the provisions of this ordinance shall be guilty of a misdemeanor and subject to a fine of up to Seven Hundred and Fifty Dollars (\$750). Each day that a violation continues shall constitute a separate offense.

Section 3-104. Civil Remedies

The Town may also enforce this ordinance through any appropriate civil remedy.

Section 4. Effective Date

This ordinance shall become effective after passage, approval, and publication according to law.

PASSED, APPROVED, AND ADOPTED THIS ___ DAY OF _____, 2025.

Mayor

ATTEST:

Town Clerk

Overview

A complete review of the 2025 LUDC shows that trash and debris management is regulated across **multiple scattered sections**, but there is no single, unified standard that clearly applies to **all construction permits**. Relevant provisions appear in:

- **Section 2-305 – Construction Activities**
- **Section 4-309 – Trash Containment Requirements**
- **Section 4-505 – Dumpster Enclosure Standards (Commercial & MRC Zones)**
- **Construction Fence Standard** (within Building Design Standards)

This document aligns all related requirements and identifies the **gaps** in the LUDC along with **recommended placement** for updates

Relevance:

Establishes a general expectation that construction debris must be contained, but it does **not require dumpsters or trash receptacles**.

-
- 1. Section 2-305 – Construction Activities:** “Construction activities and all related sounds from construction activities should be conducted in a manner that minimizes disruption to neighboring properties. Excessive noise that unreasonably disturbs the peace and comfort of others may be subject to enforcement outlined in the most current version of the Crimes Against Peace Ordinance, as adopted by the Town of Alpine. Contractors and property owners are encouraged to be mindful of noise levels.”

(This section emphasizes noise control, but together with other standards, it establishes that construction sites must be managed responsibly, including containment of debris and materials so they do not impact adjacent properties.)

- Governs how construction sites must be managed.
- Requires **containment of debris, trash, and construction materials** so they do not spread beyond the site.
- Emphasizes safety, public health, and minimizing negative impacts on adjacent properties and rights-of-way

Relevance:

Establishes a general expectation that construction debris must be contained, but it does **not require dumpsters or trash receptacles**.

2. Section 4-309 – Trash Containment Requirements: “Trash containment requirements shall be provided for all developments. Trash receptacles and dumpsters shall be located, designed, and screened to minimize visibility from public streets and adjacent properties. Trash facilities must be constructed to allow for convenient collection while ensuring that they do not create a nuisance or public health hazard.”

- Found in **Subdivision Standards**.
- Establishes rules for the **location, design, and screening of trash receptacles and dumpsters** in subdivisions.
- Ensures trash facilities are enclosed or otherwise contained to reduce nuisances, maintain appearance, and allow for proper collection and maintenance

Relevance:

Applies to subdivisions and long-term waste facilities—not temporary construction sites.

3. Section 4-505 – Commercial and Mixed Commercial-Residential Buildings:

“Projects must provide adequate space and enclosures for dumpsters and trash receptacles. Enclosures shall be screened with fencing, walls, or landscaping, and located for both convenient access by trash collection services and minimal visibility from public areas.”

(and similar **Building Design Standards** sections for multi-unit, industrial, and public/community facilities)

- Requires projects to provide **adequate space and enclosures for dumpsters/trash receptacles**.
- Usually requires screening (e.g., fencing or walls) and placement that is accessible for collection vehicles while hidden from prominent public view

Relevance:

Permanent enclosure design only; it does **not** regulate temporary construction waste containment.

4. Additional Construction Site Standards (Fencing & Containment)

“Construction fences are allowed during the initial construction of a primary structure. It will be constructed on the property of the primary building site. The Certificate of Occupancy will not be issued until the construction fence is removed.”

(This provision reinforces the requirement to physically contain construction activity and materials within the property, ensuring that trash, debris, and building materials are not left uncontained or encroaching into the right-of-way.)

☑ Consolidated Summary

- **Section 2-305:** Requires construction activities to minimize disturbance, which includes controlling debris and materials.
- **Section 4-309:** Mandates trash containment for all developments; dumpsters and receptacles must be screened and properly located.
- **Section 4-505:** Requires commercial/mixed projects to include screened, accessible dumpster/receptacle enclosures.
- **Construction Fence Standard (p. 62):** Requires fencing during construction to contain activity and materials; occupancy approval is withheld until the fence is removed.

IDENTIFIED GAPS IN THE LUDC

A. Missing Mandatory Dumpster/Trash Requirements for:

- Single-family residential new construction
- Additions
- Remodels
- Accessory structures
- Affidavit permits
- Minor work permits
- Temporary structures and temporary uses

B. Lack of Universal Construction Site Standards

The current code does not clarify:

- When dumpsters are required
- When portable toilets are required
- When small projects are exempt
- Who is responsible for ongoing maintenance
- Enforcement triggers and processes

C. Absence of a Single Consolidated Section

Rules are spread across Sections 2-305, 4-309, 4-505, and general construction fencing standards.



PLANNING & ZONING MEETING MINUTES

October 14, 2025. at 7:00 PM

Public Hearing and Regular Meeting

1. Call to Order

The regular meeting of the Town of Alpine Planning & Zoning Commission was called to order at 6:00 p.m. by **Chairperson Melissa Wilson**.

2. Roll Call

Present:

- Melissa Wilson, Chairperson
- Rachel Stewart, Commissioner
- Dan Schou, Commissioner

Staff Present:

- Gina Corson, Planning & Zoning Administrator

A quorum was established.

3. Approval of Agenda

Chairperson Wilson requested to add a discussion item for **Mr. Solomon** regarding restaurant expansion plans.

Motion: Commissioner Stewart moved to add Mr. Solomon to the discussion section of the agenda.

Second: Commissioner Schou.

Vote: All in favor, motion carried.

Motion: Commissioner Stewart moved to approve the agenda as amended.

Second: Commissioner Schou.

Vote: All in favor, motion carried.

4. Public Hearing – Special Use Permit: Creative Properties LLC- 160 Hwy 89 Lot #12 of Palisade Height Subdivision

Applicant: Creative Properties, LLC (Marloww Sherbel, Brett Bennet, and Dave Jenkins representing)

Location: Lot 12, Palisades Heights Subdivision (to be known as Lake View Outpost Addition)

Purpose: Request for a Special Use Permit to allow for the division and sale of six (6) mixed-use units on a parcel measuring 0.93 acres, slightly under the one-acre minimum required for a Planned Unit Development.

Applicant Presentation

Mr. Schebel explained the proposal to develop six saleable units on the site—one apartment complex (six units), three live-work townhouse units, and two commercial units—consistent with the previously approved master plan. The request arises due to a shortfall of 0.07 acres from the required one-acre minimum for a Planned Unit Development under the LUDC.

The applicant stated that:

- All site design standards, including parking, utilities, and snow storage, are met.
- The purpose of the request is to permit the sale of individual units rather than one large ownership parcel.
- The hardship is created by a lot size limitation established in the LUDC.

Commission Discussion

Commissioners discussed:

- Whether the Special Use Permit process is appropriate versus requiring a variance or full PUD.
- Concerns regarding setting precedent for future applicants on the SUP process.
- Examples of other under-one-acre developments previously approved under older standards.
- Applicability of Ordinance 2025-004 (Special Use Permit ordinance) and its case-by-case review standards.

Administrator Corson clarified that the Special Use Permit process, although not specifically created to fill gaps between the LUDC and historic lot configurations, due to the lack of a better option, is being used to address this specific one. Commissioners noted the project is consistent with the MRC zoning district and causes no adverse impacts.

Public Testimony

No public comments were received. The hearing was closed at 7:15 p.m.

5. Public Hearing – Special Use Permit: Melvin Brewing Company Off-Premise Sign

Applicant: Melvin Brewing Company (represented by Jody Balenta, President)

Purpose: Off-premise directional sign placement on Town-owned property.

Staff Report

Administrator Corson summarized:

- WYDOT approval was obtained for directional signage located within 600 feet of the highway.
- The Town Council approved a land lease for the sign location, pending execution.
- The sign meets size and height limits and conforms to LUDC Section 4-803 (Sign Standards).
- One citizen letter from Mr. Scott Tye supported the proposal.

Applicant Comments

Ms. Balenta confirmed the lease agreement would be executed the following day and that Melvin’s design accommodates potential future additions for community wayfinding (schools, local businesses, etc.) per Mayor Green’s suggestion.

Public Testimony

Mr. Dave Jenkins and Mr. Marlow Schebel inquired about WYDOT approval for additional panels or future modifications. The applicant agreed to verify allowable expansion with WYDOT.

Commission Discussion

Commissioners emphasized ensuring final execution of the lease, fee payment confirmation, and WYDOT approval for any modifications.

6. Close Public Hearing and reconvene Regular Meeting

7. Tonight's appointments and New Business

- a. **Motion:** Commissioner Stewart moved to recommend approval of the Special Use Permit for Creative Properties LLC, Lot #12, Palisades Heights Subdivision, as presented.
Second: Commissioner Schou.
Vote: All in favor, motion carried.

Recommendation: Forwarded to Town Council for approval.

- b. **Motion:** Commissioner Schou moved to recommend approval of the Melvin Brewing Company Special Use Permit for directional signage, contingent upon:
 1. Execution of the lease agreement with the Town of Alpine;
 2. Final WYDOT approval; and
 3. Verification of final fee payments.

Second: Commissioner Stewart.
Vote: All in favor, motion carried.

c. David Robinson- 709 Sunset Fr. Lot #1 Grand Lake Subdivision- Propane Tank

The applicant requested permission to bury a propane tank. The Commission determined that:

- The LUDC requires a minor construction permit for buried tanks.
- Tanks under lease may not be buried per vendor regulations.

The Commission attempted to contact Mr. Robinson to confirm tank ownership. No response was received.

Motion: Commissioner Schou moved to table the item until confirmation is received.

Second: Commissioner Stewart.

Vote: All in favor, motion carried.

8. Discussion Item – Mr. Solomon / Restaurant Expansion

Topic: Future restaurant and second-floor tenant improvement plans at 651C Highway 89.

Mr. Solomon and the design team presented conceptual plans for converting the second floor into a restaurant with an occupancy of under 50 persons. Discussion covered:

- Parking requirements and aisle widths for parallel parking (16 feet proposed).
- Fire separation between occupancies and egress improvements.
- ADA compliance and elevator exemption under IRC/IBC Chapter 11.
- Confirmation of landlord permission for use of shared parking access.
- Stormwater and snow storage capacity within the existing site plan.

The Commission agreed the concept met LUDC parking and life-safety intent and directed the applicant to submit formal plans and a letter of authorization from the property owner.

9. Additional Discussion

No additional business was presented.

10. Approval of Minutes

- September 09, 2025

Motion: Commissioner Stewart moved to approve.

Second: Commissioner Schou.

Vote: All in favor. Motion carried.

- September 16, 2025

Motion: Commissioner Stewart moved to approve.

Second: Commissioner Schou.

Vote: All in favor. Motion carried.

c. September 30, 2025

Motion: Commissioner Schou moved to approve

Second: Commissioner Stewart.

Vote: All in favor. Motion carried.

11. Adjournment

Motion: Commissioner Stewart moved to adjourn.

Second: Commissioner Schou.

Vote: All in favor.

Meeting adjourned at 8:25 p.m.

Next Meeting: Work Session- October 28, 2025, 7:00 PM

Regular Meeting-November 11, 2025, 7:00 PM

Melisa Wilson, Chairman Date

Gina Corson, Acting Planning & Zoning Administrator Date

Prepared and Transcribed By:

Gina Corson, Acting Planning & Zoning Administrator Date

** Minutes are a summary of the meeting **



PLANNING & ZONING MEETING MINUTES

October 28, 2025, at 7:00 PM

Work Session

1. Call to Order

The regular meeting of the Town of Alpine Planning & Zoning Commission was called to order at 7:00 p.m. by **Chairperson Melissa Wilson**.

2. Roll Call

Present:

- Melissa Wilson, Chairperson
- Rachael Stewart, Commissioner
- Dan Schou, Commissioner

Staff Present:

- Gina Corson, Planning & Zoning Administrator

3. Discussion Items:

- a. What is the intent of Permanent Foundations in the LUDC? Was it to be a continuous footing and stem wall system, or do frost-protected shallow foundations meet that expectation since they are considered permanent in the I-Code?

Issue Origin:

The topic arose due to a recent review of modular classroom installations by the Alpine Education Foundation. Concerns were raised regarding the definition and intent behind “permanent foundation” requirements in the Land Use Development Code (LUDC).

Key Points Discussed:

- The LUDC does **not currently define “permanent foundation.”** Staff and Commission members interpreted it to mean **a continuous concrete stem wall with footers.**
- Alternative foundation types (e.g., concrete piers with tie-downs, frost-protected shallow foundations) are allowed under **IRC AE500/600**, which adds ambiguity.

- The modular classrooms proposed for the school were designed with pier and strapping systems with frost protection, raising concerns over long-term integrity and cost savings versus traditional methods.
- Discussion included implications of inconsistent enforcement over time (e.g., manufactured homes installed on jack stands under previous county rules).
- The Commission expressed strong interest in **removing ambiguous language** and clearly defining foundation standards for **all permanent residential and commercial structures**.
- **Recommendation:** Define “permanent foundation” in the LUDC as a **continuous stem wall on footings** and **eliminate** or restrict IRC exceptions that allow piers

b. Temporary Structures and Use Definitions

Key Concerns:

- The LUDC lacks a definition for **“temporary structures”** or **“temporary use.”**
- Temporary installations (e.g., tents, modular school buildings, portable commercial units) are not clearly regulated.
- Proposed approach:
 - Define “temporary” as **less than 1 year** in the LUDC.
 - Require **Special Use Permits (SUPs)** for anything exceeding that duration.
 - Attach enforcement mechanisms with clear expiration dates.

Commission Consensus:

Temporary use definitions should be added, with clear criteria for duration, structural standards, and permitting paths.

c. Code Adoption and Administrative Exceptions

Background:

The Town currently adopts IRC/IBC and other building codes, but administrative **exceptions are scattered** across various ordinances.

Discussion Points:

- Multiple exceptions (e.g., who signs permits, administrative roles, overhang standards) must be updated each time a new code cycle is adopted.
- Debate on whether exceptions should be:
 - Listed in the **LUDC**, or

- o Kept in the **individual adopting ordinances** for each code book.

Consensus:

- Maintain **separate ordinances** for each code (IRC, IBC, IMC, etc.) with their corresponding exceptions.
- This will simplify future updates and retain clarity for staff, applicants, and enforcement.

d. Square Footage Definitions and Permit Calculations

Issue Raised:

Ambiguity exists in how **floor area** is defined and calculated for permits.

Discussion Points:

- Questions about whether **basements, unfinished spaces, and lofts** count toward total square footage.
- Need to distinguish between:
 - o **Building permit square footage** (for fee calculation)
 - o **Zoning/lot coverage square footage** (for setbacks, FAR, etc.)

Proposed Criteria:

- For **permit fees**, count **all heated, potentially habitable space** over 7' in height.
- Basements with HVAC, plumbing, or egress potential should be counted.
- Define distinctions clearly in LUDC and permitting documentation.

e. RV Park Requirements and Zoning Concerns

Issue Raised:

The LUDC lacks standards for **RV Parks**, including **minimum lot sizes** or zoning designations.

Discussion Points:

- Concern about allowing RV parks or multiple RV hookups on **residential parcels**.
- Discussion of rising need for RV-based housing and visitor lodging.

Preliminary Direction:

f. Prioritizing LUDC Updates

Planning Approach:

- Staff presented a **running list** of over 50 LUDC items needing revision or clarification.
- Acknowledgment that **not all updates** can be completed this year.

Action Plan:

- Each Commissioner to identify **top 3 priorities**.
- Focus work sessions on **high-impact issues** first (e.g., foundations, square footage, trash/storage rules).
- Revisit others in 2026 during Master Plan alignment phase.
- Require RV Parks to be in **Commercial or Mixed-Use zones only**.
- Establish standards for:
 - Minimum parcel size
 - Site density (spaces per acre)
 - Utility/dump station requirements
 - Enforcement mechanisms

g. Outsourcing LUDC Overhaul

Discussion Points:

- Staff proposed the possibility of hiring a **planning consultant or firm** to overhaul the LUDC in coordination with the Master Plan update.
- Concerns raised over:
 - Cost
 - Familiarity with local context
 - Risk of "boilerplate" code

No Action Taken – Topic tabled for future discussion.

h. Council Meeting Representation

- Commission confirmed **Dan Scout** will attend the upcoming **November 4th Town Council meeting** to support questions related to Creative Properties SUP and other P&Z matters.

4. Adjournment

Motion: Commissioner Schou moved to adjourn.

Second: Commissioner Stewart.

Vote: All in favor.
Meeting adjourned at 8:29 p.m.

Next Meeting: Work Session- November 25, 2025, 7:00 PM

Regular Meeting-December 9, 2025, 7:00 PM

Melisa Wilson, Chairman Date

Gina Corson, Acting Planning & Zoning Administrator Date

Prepared and Transcribed By:

Gina Corson, Acting Planning & Zoning Administrator Date

** Minutes are a summary of the meeting **



PLANNING & ZONING MEETING MINUTES

November 25, 2025, at 7:30 PM

Work Session

1. Call to Order

The regular meeting of the Town of Alpine Planning & Zoning Commission was called to order at 7:30 p.m. by Chairperson Melissa Wilson.

2. Roll Call

Present:

- Melissa Wilson, Chairperson
- Rachael Stewart, Commissioner
- Dan Schou, Commissioner

Staff Present:

- Gina Corson, Planning & Zoning Administrator
 - A quorum was present. It was noted that this was a **work session**, not a regular meeting.

3. General Discussion – LUDC Issues & Priorities

Gina explained that the purpose of the work session was to identify and discuss major concerns within the LUDC, particularly those that repeatedly arise during permit and site plan review and should be addressed before the next building season.

The Commission acknowledged that issues are somewhat “piecemeal” and do not always share a single theme, but agreed it is still helpful to work through the compiled list.

4. Trash Ordinance vs. LUDC

- The Commission revisited the previously drafted trash ordinance.
- Gina reported that the ordinance had been scheduled for the Town Council but was pulled from the agenda and has not moved forward.
- Commissioners clarified that:

- A trash ordinance is separate from the LUDC and functions as a standalone enforcement tool (fines/penalties).
 - If the ordinance is adopted, the LUDC may need to be amended to remove or cross-reference existing trash language, to avoid duplication and conflicts across zoning districts (R-1, MRC, commercial, etc.).
 - Gina agreed to send the ordinance back to Town Council and seek further direction.
-

5. LUDC Major Concerns – Key Themes

a. Definitions (Top Priority)

The Commission agreed that definitions are one of the main problem areas in the LUDC:

- Frequent issues arise around:
 - Site plan
 - Floor area
 - Impervious surface
 - Accessory buildings/uses
 - Non-conforming structures
- Better, clearer definitions would reduce ambiguity and inconsistency in decision-making and help applicants understand requirements.

The Commission agreed that updating and expanding definitions should be a top priority and is a relatively achievable early “win.”

b. Impervious Surface / Paving of Yards

- Discussion centered on the intent behind the impervious surface concept: prevent people from paving entire yards and creating a “sea of pavement.”
- Dan noted examples from Teton County/Town of Jackson, where impervious surface regulations took years to develop and include acreage thresholds and different calculation methods for small vs. large parcels.
- The Commission agreed:
 - The long-term goal is to avoid over-paving and large, parking-lot-style frontages, but
 - A full impervious surface standard may be a larger, longer-term project, likely better suited for the future LUDC consultant.

6. Non-Conforming Structures and Decks

The Commission spent significant time discussing non-conforming structures, particularly decks:

- Current LUDC language:
 - Indicates that non-conforming structures may be enlarged/expanded by up to 20%, and
 - Also states that if a non-conforming structure is substantially removed, it must come into conformance.
- Real-world scenarios:
 - Existing decks built before the current setbacks that now encroach into the setbacks.
 - Homeowners needing to repair or replace failing decks.
 - Cases where strict interpretation would mean “if it comes down, it stays down,” leaving owners unable to safely repair.

Key points:

- Some commissioners felt that if a deck is being rebuilt in exactly the same footprint, and it has existed for decades, it is reasonable to allow it as a repair, even if technically non-conforming.
- Others emphasized that if work goes beyond simple repair (e.g., enlarging, moving, or altering the structure), it should be brought into conformance with current setbacks.
- Concern was expressed about inconsistency:
 - If a “hard line” is applied to decks, the same logic might need to apply to houses that are non-conforming.
- The Commission discussed the existing 20% expansion rule, and how it could be interpreted or exploited (e.g., “I’m just expanding, not rebuilding”).
- **General consensus:**
 - The LUDC language regarding non-conforming structures and decks is confusing and needs clarification.
 - There should be a clearer distinction between repair in-place vs. expansion or relocation, and how that affects conformance requirements.
 - This topic should be flagged as a significant issue for the consultant and further Commission work.

7. Accessory Buildings / Structures

- The Commission briefly discussed accessory buildings (garages, pole barns, workshops, sheds) and the requirement that they be located on the same lot as the primary structure.
- Gina noted she had flagged this section previously, but could not recall the original specific concern; it may have been related to:
 - Location of accessory structures in front vs. behind the primary dwelling,
 - Application on irregular or multi-frontage lots.
- This item was left with a note to revisit and clarify as part of broader definition and siting standards work.

8. Curb Cuts / Driveway Approaches

- The Commission discussed the idea of a maximum curb cut width to avoid very wide driveway approaches that visually resemble parking lots and create safety and plowing issues.
- Considerations:
 - Some subdivisions already limit driveway width to the width of the garage.
 - Public Works concerns include plowing efficiency and protection of infrastructure in the right-of-way.
 - Desire to avoid “sea of pavement” frontages.
- The Commission agreed this is not an immediate critical issue but is a good topic for later refinement, potentially focusing on:
 - Limiting paved width at the approach, while still allowing gravel/crushed rock areas for parking larger vehicles.

9. Permit Application & Expiration / “Meaningful Work”

- Gina raised a concern about differences between:
 - The IBC/IRC “meaningful work” concept (permits remain valid as long as meaningful work continues), and
 - The Town’s current LUDC requires formal extensions after specified time periods.
- The Commission expressed concern about the subjectivity of “meaningful work” and the potential for inconsistent interpretation and disputes.
- **Consensus:**

- Avoid subjective language such as “meaningful work” in favor of clear time-based rules.
- Keep the Town’s current approach of fixed permit durations and defined extensions, rather than adopting vague language.
- Gina will review and compare the exact building code language on application validity and bring back suggested clarifications for the LUDC.

10. Temporary Use vs. Temporary Structure Permits

- The Administrator noted that the Town currently has a “Temporary Use Permit” application, but the LUDC does not clearly define or regulate temporary uses; instead, there is a definition for “temporary structures.”
- Practical issues:
 - Tents, seasonal structures, and fireworks stands are currently being processed inconsistently (often under minor construction rather than as temporary structures).
- Proposed direction:
 - Reframe the permit as a “Temporary Structure Permit” rather than “Temporary Use.”
 - Add a dedicated temporary structure section to the LUDC that:
 - References the definition,
 - Identifies when a temporary structure permit is required (events, seasonal structures, construction support structures, etc.), and
 - Aligns the application form with the code language.

Gina will locate the current application and bring it back for revision.

11. Site Plan Definition & Expectations

- The Commission agreed that the term “site plan” needs a clearer definition and expectations, including:
 - Plan view is currently 2D versus 3D
 - Suggested it becomes 3D with 30 ft above ground level
 - Location of structures, decks, driveways, utilities, easements, etc.,
 - When more detailed or civil-level plans are required.
- It was suggested that:

- The site plan definition should be updated in the LUDC.
 - The application forms reference or include the definition so applicants understand what is required.
-

12. Certificate of Placement – Footings vs. Foundation Walls

- The Commission clarified that the Certificate of Placement should be tied to footings, not foundation walls.
 - There had been confusion in the existing documents about whether the survey verification was required at the footing stage or after wall construction.
 - Direction:
 - Update the language so that the Certificate of Placement is clearly required after footings are placed and before further vertical construction.
-

13. Portable Toilets & Dumpsters on Job Sites

- The Commission discussed whether to require portable toilets and dumpsters for construction projects.
- **Points raised:**
 - New construction typically generates significant on-site activity and waste.
 - There are recurring issues with trash blowing from sites and a lack of sanitary facilities.
 - Remodels vary widely in intensity; small interior projects may not reasonably warrant a porta-potty, while large additions might.
- **General consensus:**
 - All new construction should be required to have both a dumpster and a portable toilet on site.
 - For remodels and smaller projects, requirements could be imposed on a case-by-case basis, especially when:
 - There are neighbor complaints, or
 - The scope of work is substantial.
 - Any future code language should be mindful of:
 - Not becoming overly burdensome for very small projects,
 - Using terms such as “properly maintained” for facilities without trying to micro-regulate service frequency.

This is flagged as a policy area to further refine.

14. Wood Foundations & Continuous Stem Walls

- The Commission discussed whether wood foundations should be allowed.
- Consensus:
 - Permanent structures on permanent foundations should not use wood foundations.
 - Wood foundations may be appropriate for temporary or movable structures (e.g., skids, sheds) but not for permanent buildings.
- The Commission also noted this ties into the broader requirement for continuous stem walls and foundation standards, which should be clarified in the LUDC.

15. Retaining Walls in Setbacks

- The Commission discussed whether retaining walls should be treated as structures and not allowed in setbacks, especially large structural walls (e.g., tall concrete walls).
- Distinction was made between:
 - Large structural retaining walls, and
 - Small, decorative landscape walls of limited height.
 - These could be regulated by encroachment permits in certain cases.
- **Direction:**
 - Add retaining walls to the structure definition, and
 - Clarify in the LUDC that significant structural retaining walls are generally not permitted in setbacks, with potential exceptions or height thresholds for small decorative walls.

16. Steep Lots and Civil Plans

- The Commission briefly discussed the idea of requiring civil or engineered site plans for lots with steeper grades (e.g., more than 4% or some other threshold).
- This would provide better information on:
 - Grading, drainage, and access,
 - Potential retaining structures,
 - Impacts on neighboring properties.

- This was flagged as an item for further development and potential inclusion in the consultant’s scope.

17. Role of Consultant & Value of Ongoing Work

- Gina noted her concern about investing time in detailed LUDC work if a consultant will be hired soon to overhaul the code.
- **The Commission agreed that:**
 - Even if a consultant is hired later, the Commission’s ongoing work identifying issues and documenting local concerns is valuable.
 - The compiled list of issues, discussions, and local preferences will provide an important starting point and guidance for any consulting firm.

3. Adjournment

Motion: Commissioner Schou moved to adjourn.

Second: Commissioner Stewart.

Vote: All in favor.

Meeting adjourned at 8:36 p.m.

Next Meeting: Work Session- December 23, 2025, 7:00 PM

Regular Meeting-December 9, 2025, 7:00 PM

Melisa Wilson, Chairman

Date

Gina Corson, Acting Planning & Zoning Administrator

Date

Prepared and Transcribed By:

Gina Corson, Acting Planning & Zoning Administrator

Date

** Minutes are a summary of the meeting **

DRAFT