



PLANNING & ZONING COMMISSION

*October 14, 2025, at 7:00 PM
250 River Circle - Alpine, WY 83128*

AGENDA

1. CALL TO ORDER:

2. ROLL CALL & ESTABLISH QUORUM:

3. ROLL CALL & ESTABLISH QUORUM:

4. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- [a.](#) Bury the propane tank

5. ROLL CALL & ESTABLISH QUORUM:

- [a.](#) Special Use Permit- Allow for the creation of smaller lots than allowed per the minimum lot size outlines in LUDC Section 3-204-

6. TABLED ITEMS:

7. UNFINISHED/ONGOING BUSINESS:

8. PLANNING/ZONING CORRESPONDENCE:

9. PLANNING AND ZONING DISCUSSION ITEMS:

- a. Energy Check Requirements
- b. Site Plan Review Checklist
- c. Trash Ordinance
- e. Finalize Work Session Schedule for LUDC Updates

9. APPROVAL OF MINUTES:

- [a.](#) Approval of Minutes- September 09, 2025, September 16, 2025, and September 30, 2025

10. TOWN COUNCIL ASSIGNMENT:

11. ADJOURN MEETING:



Minor Construction Permit Application

INFORMATION TO BE PROVIDED BY APPLICANT ~ ALL BLANKS MUST BE FILLED IN

PROJECT NAME: Robinson

Physical Address: 709 Sunset dr.

Legal Description (Lot # and Subdivision): Grand Lake Addition Lot # 1

Estimated Valuation of Work: < 10000 \$

Description (Intent of Permit):
bury propane Tank

APPLICANT/CONTRACTOR/CONSULTANTS:

Owner: David Robinson	Phone: 307-690-0516
Mailing Address: 709 Sunset dr. box 2702, Alpine WY, 83128	
Contractor: Owner	Phone: 11
Mailing Address: 11	
Electrical Contractor:	Phone:
Mailing Address:	
Plumbing Contractor: Owner	Phone: 11
Mailing Address: 11	
Mechanical Contractor:	Phone:
Mailing Address:	
Authorized Representative if different from Owner:	
Signature of Owner or Authorized Representative:	Date:

FOR USE BY TOWN:

Date Received:	Permit #:	Use Zone:
Permit Fees:	Paid Fees: (Check#/Cash)	Date Paid:

TOWN OF ALPINE

MINOR CONSTRUCTION

CHECKLIST

Please place a check mark on all lined items and initial the bottom of all pages, as requested

There will be NO guarantees of being on the following P & Z Agenda if...

- ☐ You wait until the deadline day for turning in your paperwork or;
- ☐ If your Minor Construction packet is not complete or;
- ☐ Your Review is found to be incomplete or not approved by the Town Building Official.

Owner: David Robinson Phone #'s: 307-690-0516

Lot#/Subdiv. Grand Lake Addition #1 Physical Address: 709 Sunset dr.

You may submit your Building Application Packet by: Mail: PO Box 3070, Alpine, WY 83128
Person: 250 River Circle, Alpine, WY 83128

Please Complete:

- ☐ ALL information is filled out and submitted as requested by the Town of Alpine
- ☐ **ALL** Contractors/Subcontractors obtained a **Town of Alpine Business License**
- ☐ Requested Water and Sewer Main Locates prior to ANY digging (Owner's Responsibility)
- ☐ Requested all other utility(electrical, phone, cable, etc) lines located prior to ANY digging (Owner's Responsibility)
- ☐ Must have written approval from Homeowner's Association on Building Plans (if Applicable)

The following items fall under a minor construction permit: (Please circle which one(s) applies to your application)

- Sheds which contain less than 300 sq. ft., of total floor area without Plumbing or Electrical; - (See Shed Affidavit)
- Sheds which contain more than 300 sq. ft., but less than 400 sq. ft., of total floor area with or without Plumbing or Electrical;
- Re-Roofing Applications:
 - ☐ Replacement of existing roofing materials;
 - This could include any and all materials that increase or decrease existing roof load;
 - ☐ Addition of roofing layers (Any and all materials that increase existing roof load);
 - ☐ Change in under sheeting materials;
- Construction of Deck - (See Deck Affidavit)
 - ☐ Addition of stair, dimensions and/or alterations to existing deck and/or building/structure
- Construction of perimeter fences - (See Fence Affidavit)
- Installation of new propane/gas storage tanks (including underground propane tanks)
- Plumbing Additions or Adjustments (improvements) to Commercial Buildings
- Electrical Additions or Adjustment (improvements) to Commercial Buildings
 - ☐ Completed Plan Review Check List - (State Department of Fire Preventions & Electrical Safety)
- Replacing doors and/or windows when dimensions are increased in size and/or changes egress
 - ☐ **Note - A Wyoming Certified Engineered Stamp Drawing will be required -**
- Utility Improvements and/or Changes - (ex. Wood to Gas, Electric to Propane, etc.) (See Stove Affidavit)

GETTING A MINOR CONSTRUCTION PERMIT:

☒ Minor Construction Permit Application Completed and Signed

Initials:

Page 1

- Minor Construction Checklist Completed and Signed
- Fees, which **MUST** be paid when submitting Minor Construction Permit Application:
*****See Fee Schedule ** all fees are non refundable**
- Site Preparation is Complete (Property Corners Identified and Clearly Marked) **{If Applicable}**

#3 - TOWN RESPONSIBILITIES:

- Town Building Official approves plans, by conducting a complete plan review;
- Planning & Zoning Board approves Minor Construction Permit.
- Town Building Official verifies and approves the site plan by conducting an on-site inspection;**

YOUR MINOR CONSTRUCTION PACKET MUST INCLUDE: (as applicable)

Site plan on 11 x 17 paper containing:

- Blueprints (Drawings);
- Setback distances;
- Property Line & measurements according to surveyor's dimensions;
- Location & Dimensions of **ALL** buildings (home, garage, etc.), property lines, location of septic system, roads & easements;
- Detailed Utilities and Electrical Plan connections to the structure (water, sewer, power, telephone, propane tank, etc) *(*Ensure they are not located underneath driveways)*
- Detailed Roof Plan
- Building Material Used and Application of Material
- Installation Factor for Windows and Doors
- Sketch proposed fencing, driveways, green space, and snow removal areas (if appropriate)
- Engineered Plans, Plan Calculations & Truss Calculation from a Wyoming Licensed Engineer
- Read Propane Tank Regulations (if applicable) Chapter 38 of IFC
- Application for State of Wyoming Department of Fire Prevention & Electrical Safety

ON-SITE SETBACK INSPECTION: (as applicable)

- Clearly string & stake the EXACT dimensions of where the proposed project is **(*Dimensions on the ground MUST MATCH your 11 x 17 Site Plan);**
- Property stakes: All property monuments/surveyor pins must be exposed and visible.
**Wooden stakes without Surveyors Monuments will not be accepted.*

CERTIFICATE OF COMPLETION:

Upon completion; please contact the Town Office to **schedule a final inspection** once completed and approved by the Town Building Official you will receive your Certificate of Completion

***For more thorough information and instructions:**

Refer to the IBC/IRC and/or the Town of Alpine Land Use and Development Codes

Yes, I received and understand all items on the Permit Checklist

Signature

Date

FOR USE BY TOWN:

Received by:

Date:

Initials:

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Town of Alpine

SPECIAL USE PERMIT APPLICATION

All applicants seeking a Special Use Permit from the Town of Alpine, Wyoming, shall submit a complete application to the Town Planning Commission in accordance with the procedures set forth in Ordinance No. 2025-004, including all required documentation demonstrating compliance with applicable zoning regulations and the Town's Comprehensive Plan.

Property Owner Information:

Please fill out the information below for the legal property owner. If the applicant is not the property owner, written authorization from the property owner must be attached to this application.

Full Name: Creative Properties LLC
Last c/o Dave Jenkins First M.I.

Mailing Address: PO Box 2911, Alpine WY 83128
City State Zip

Email Address: dave@snowpeakwy.com Phone Number: 307-880-4444

Authorized Representative: Surveyor Scherbel, Ltd.

Project Description:

Legal Description: Lot 12 Palisades Heights Subdivision
(Lot #, Block, Tract, & Subdivision)

Please provide a detailed description of the proposed use for the property. Include information about the type of activity, operating hours (if applicable), and any structures, improvements, or modifications being proposed.

See attached.

Please indicate below whether the proposed Special Use is **Temporary** or **Permanent**:

☐ **TEMPORARY SPECIAL USE:** A Temporary Special Use Permit applies to short-term activities or events that are limited in duration, such as seasonal events, temporary structures, or short-term commercial operations. The permit may include specific start and end dates and will require removal or cessation of the use upon expiration.

☒ **PERMANENT SPECIAL USE:** A Permanent Special Use Permit applies to ongoing land uses or developments that are intended to be continuous or long-term in nature, subject to all applicable conditions and ongoing compliance with the Town's zoning and land use regulations.

The application fee for a Special Use Permit is \$1,500.00. This fee must be submitted at the time of application and is non-refundable, regardless of the outcome of the review process.

Criteria for Approval:

The Town Council or Planning Commission will evaluate your application based on the criteria outlined below. Please provide a written response for each criterion, explaining how your proposed use meets these standards.

Compatibility with Zoning:

Describe how the proposed use is compatible with the surrounding area and consistent with the Town's Comprehensive Plan and zoning regulations.

See Master Plan Report prepared by Sunrise Engineering.

Impact on Public Health and Safety:

Explain how the proposed use will avoid adverse impacts on public health, safety, or welfare. Include information on water, sewer, transportation, and emergency service provisions.

See Master Plan Report prepared by Sunrise Engineering.

Environmental Impact:

Describe any potential environmental impacts and how they will be addressed. Consider air quality, water quality, noise, and wildlife habitat.

See Master Plan Report prepared by Sunrise Engineering.

Traffic and Access:

Explain how the proposed use will manage traffic, provide safe access, and include adequate parking.

See Master Plan Report prepared by Sunrise Engineering.

Mitigation of Negative Effects:

Identify any possible negative effects (e.g., noise, lighting, traffic) and explain the measures you will take to minimize them.

See Master Plan Report prepared by Sunrise Engineering.

Consistency with Community Character:

Explain how the proposed use fits with the character and aesthetics of the surrounding neighborhood or district.

See Master Plan Report prepared by Sunrise Engineering.

SITE PLAN & SUPPORTING DOCUMENTS:

Applicants must submit a site plan and all supporting documentation relevant to the proposed special use. The level of detail required may vary depending on whether the proposed use is temporary or permanent.

SITE PLAN:**PURPOSE:**

The site plan provides the Town with a clear visual and written understanding of the proposed land use and any physical changes to the property. It ensures the project can be reviewed for consistency with zoning regulations, the Town's Comprehensive Plan, and potential impacts on surrounding properties.

HELPFUL TIPS:

Your application will be reviewed by the Planning & Zoning Commission and ultimately decided upon by the Town Council. When preparing your site plan and narrative, please include:

- **Description of existing site conditions** (lot size, structures, topography, vegetation, etc.)
- **Details on proposed changes** (new buildings, modifications, setbacks, access, parking, lighting, landscaping)
- **How the project complies** with applicable zoning standards and how it mitigates potential impacts (traffic, noise, lighting, etc.)

The more detail you provide, the more complete your application will be for Planning & Zoning review.

ADDITIONAL REQUIRED DOCUMENTS (IF APPLICABLE):

Depending on the nature of your proposed use, you may also be required to submit:

- Architectural drawings or renderings
- Traffic impact analysis
- Environmental assessment
- Drainage plan or grading information
- Utility service plans
- Development schedule (for larger or phased projects)

Person or Company Responsible for Preparation (If Different From Applicant):

Name	Surveyor Scherbel, Ltd / Sunrise Engineering
Address:	PO Box 725 / 770 S. Washington St., Ste A; Afton, WY 83110
Telephone Number:	307-885-9319 / 307-885-5800
Email Address:	

Following Submission, the Process Is as Follows:

- The Zoning Administrator, or their designated representative, will conduct a thorough review of your application to ensure completeness and compliance with applicable zoning regulations, the Town's Comprehensive Plan, and the criteria outlined in Ordinance No. 2025-004. A written staff report summarizing findings, potential impacts, and a recommendation will be prepared for the Planning and Zoning Commission.
- As soon as practical, a public hearing will be scheduled before the Alpine Planning and Zoning Commission. Notice of the hearing will be provided to all property owners within 500 feet of the proposed site, as required by ordinance.
- The applicant or their legal representative is required to attend the hearing. It is the applicant's responsibility to present accurate, fact-based information in support of the proposed use. All claims, exhibits, and statements should be substantiated with clear and relevant documentation or analysis—not promotional or speculative in nature.
- After reviewing the staff report and considering public comments, the Planning and Zoning Commission will issue a written recommendation to the Alpine Town Council. The recommendation will include a rationale for approval, approval with conditions, or denial. Conditions may be recommended to mitigate impacts on surrounding properties or public infrastructure.
- The Town Council will review the staff report, the Planning and Zoning Commission's recommendation, and any additional public input before making a final decision. The Council may vote to approve, approve with conditions, or deny the Special Use Permit application.
- If approved, the Special Use Permit will be issued with any applicable conditions outlined in the Council's decision. The applicant must adhere to these conditions at all times. Failure to comply may result in penalties or revocation of the permit, as outlined in Ordinance No. 2025-004.
- If the Special Use Permit is denied, the applicant or an aggrieved party may file a written appeal with the Town's Board of Adjustment within thirty (30) days of the final decision.

Special Use Permit Public Hearing Notification Requirement:

Following confirmation that your application is complete and a hearing has been scheduled, **you will be provided with a Notice of Public Hearing** prepared by the Town Clerk.

It is **your responsibility** to complete the following notification tasks **no less than twenty (20) business days prior to the scheduled Planning and Zoning Commission Public Hearing**:

- Distribute the Notice of Public Hearing via certified mail to all utility providers that serve or may be impacted by the proposed special use.
- Distribute Notice of Public Hearing to any person owning property that is adjacent to or within five hundred (500) feet of the proposed special use.

Legal Advertising:

It will be your responsibility to give notice of the public hearing at least twice in the local newspaper. The first notice shall be given at least fifteen (15) business days prior to the date of the public hearing. The notice shall contain a location map which includes identifiable landmarks and boundaries of the property.

Local Newspaper: Star Valley Independent
Email: amandan@svinews.com Phone Number: 307-885-5727

It will be your responsibility to post notice on the territory proposed to be annexed. Notice shall be no less than 18" x 24" and posted on material that is visible from the property line. Costs of production of the notice and posting the notice shall be borne by the applicant.

PLEASE NOTE:

You must submit proof of all mailings, legal advertisements, and property posting to the Town Clerk prior to the public hearing. Failure to meet these requirements may delay or reschedule your hearing.

Certification

By signing below as the Property Owner or an Authorized Representative, I hereby certify that all information provided in this Special Use Permit application is true, accurate, and complete to the best of my knowledge. I acknowledge that any false or misleading information may result in delays, denial, or revocation of the permit.

Signature: Dave Jenkins

Printed Name: Dave Jenkins

Title/Relationship to Property (if applicable): Managing Member

Date: 08/06/2025



Completed Document Audit Report
Completed with SignWell.com

Title: Alpine - Special Use Permit Application - Creative Properties LLC

Document ID: 079a658a-e239-47d7-bdf4-c0190bfc8f2b





Time Zone: (GMT-07:00) Mountain Time - Denver

Files

Alpine - Special Use Permit Application - Creative.pdf - 5 pages

Aug 06, 2025 09:32:31 MDT

Activity

 Surveyor Scherbel IP: 45.13.235.139	created the document (surveyorscherbelltd@gmail.com)	Aug 06, 2025 09:32:48 MDT
 Surveyor Scherbel IP: 45.13.235.139	sent the document to dave@snowpeakwy.com	Aug 06, 2025 09:33:54 MDT
 Dave Jenkins IP: 2600:100e:b33e:2986:8f6:fdc1:4792:531	first viewed document (dave@snowpeakwy.com)	Aug 06, 2025 09:56:13 MDT
 Dave Jenkins IP: 2600:100e:b33e:2986:8f6:fdc1:4792:531	signed the document (dave@snowpeakwy.com)	Aug 06, 2025 09:56:48 MDT

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)

SUSAN HOEFELMAN
Big Piney
Section 5, Itema.

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

13 August 2025

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

Re: Creative Properties, LLC – Special Use Permit Application – Lot 12 of Palisades Heights
Subdivision within the Town of Alpine, Lincoln County, Wyoming

Dear Mayor Green,

Enclosed please find the following for the above referenced project:

1. An executed Special Use Permit Application including supporting statement and exhibits.
2. A copy of the Master Plan Report prepared by Sunrise Engineering.
3. A copy of the Ownership deed: 1073 PR 830 – Creative Properties, LLC
4. A list of property owners within 500 feet of the proposed development. This is being provided as information only as the applicant will be sending out the notifications.
5. A print of an advance plat titled, "PRELIMINARY PLAT LAKEVIEW OUTPOST ADDITION TO THE TOWN OF ALPINE IDENTICAL WITH LOT 12 OF THE PALISADES HEIGHTS SUBDIVISION IN THE TOWN OF ALPINE WITHIN THE GLO LOT 5 SECTION 29 T37N R118W LINCOLN COUNTY, WYOMING", dated 3 February 2025.
6. Check number 14052 in the amount of \$1,500.00 for the application fee.

Page 1 of 2



The applicants are requesting a special use permit to develop Lot 12 of Palisades Heights Subdivision into a townhome development.

If you have any questions, please contact our office.

Sincerely,
SURVEYOR SCHERBEL, LTD.



Jamie DeCora

enclosures

cc: Emmett Mavy, Creative Properties, LLC (email)
Dave Jenkins, Creative Properties, LLC (email)



**MASTER PLAN REPORT
LAKEVIEW OUTPOST ADDITION**

JUNE 2025



MASTER PLAN REPORT

LAKEVIEW OUTPOST ADDITION

JUNE 2025



Dave Kennington, P.E.
State of Wyoming, No. 9585
Sunrise Engineering, LLC
770 S. Washington St., Suite A
Afton, WY 83110

Prepared by
Surveyor Scherbel, LTD
and
Sunrise Engineering, LLC

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1.0 Statement of Purpose and Land Uses

The Lakeview Outpost addition encompasses an approximate area of 0.93 acres. The property is located on the North side of HWY 89, roughly 200 feet to the west of the Star Lane and HWY 89 intersection.



Figure 1: Lakeview Outpost Development Location

The purpose of this development is to be platted as a townhome development with general common areas and limited common areas. There are six planned units on this property, each unit consists of a single "townhome" style unit and the underlying land.

Unit 1 consists of an existing two story apartment building. The building has six apartment units, three on each floor for a total square footage of 4800 square feet (sf).

Units 2-4 are proposed to be live/work units. These two story units are 1,800 sf (900 per floor). They will be constructed to have a commercial space on the main level and living quarters on the second floor for the unit owner.

Units 5 and 6 are proposed commercial units. The units will consist of two individual two story buildings, connected by a staircase. Each unit will have two 1,500 sf business suites.

Limited Common Elements (LCE's) and General Common Elements (GCE's) are assigned to the units as shown on the plat map. Each unit will have ownership of the limited common element specific to each unit as shown on the plat. General common elements will be provided for all units within the development. **Figure 1.2** (Figures Section) shows an advance plat for the proposed addition.

2.0 Development Schedule

Unit 1 has already been developed as an existing apartment building. This was completed in the fall of 2024. Units 2-4 are proposed to be developed in the summer of 2026. Units 5-6 are proposed to begin construction in summer 2031.

3.0 Lots and Zoning

The Current Zoning for the property is Mixed Residential Commercial. The proposed usage will be consistent with the current zoning. The proposed development will be processed as a Planned Unit Development due to the minimum lot sizes for the zones. The proposed lots will be used for townhome style units. Limited Common Elements are assigned as parking paces for each lot and a General Common Element as the driveway and other open areas for utilities.

4.0 Suitability of Soils

The primary soil in the proposed Lakeview Outpost Addition is classified by the USDA Natural Resources Conservation Service (NRCS) as Hobacker gravelly loam (Hc). The NRCS Soils Map is attached in the Figures Section as **Figure 4.1**. This soil profile includes the following:

- 0-9 inches: gravelly loam
- 9 to 23 inches: very gravelly loam
- 23 to 30 inches: very gravelly sandy loam
- 30 to 60 inches: very gravelly loamy sand

The soil is "somewhat excessively drained" with a depth to water table of more than 80 inches. The soil has low risk of ponding and is in the hydrologic soil group B. The 1976 Soil Survey of Star Valley states this soil has slow runoff and slight erosion hazard. The permeability is between 6 to 20 inches per hour. The report further identifies this soil as being used for urban development.

The development will include water and sewer service extensions. These facilities will be placed from two to seven feet deep and will be in the portion of the soil profile containing up to 30% coarse fragments greater than three inches. Consequently, all buried water and sewer pipes will require imported bedding and shading. The native soils will be suitable for trench backfill above the shaded pipe. Boulders greater than 12 inches should be excluded from the lower levels of backfill closest to the shading. Screening of this material for bedding is possible, however the remains may not contain adequate "fines" for a suitable trench backfill.

The native Hc soil is classified as A-1 or A-2 under the AASHTO classification system and will be suitable for road subgrade, building foundation and other construction designed to support surface loads. It is non-plastic with low shrink-swell potential and low risk of frost action. The larger course fragments will hinder fine grading operations.

Based on the review of the Hc soil, the native soils are suitable for the proposed development and the urban construction likely to occur on the lot.

5.0 Compatibility with Adjacent Land Uses

The proposed development will be adjacent to land currently zoned C-Commercial and MRC-Mixed Residential and Commercial. The current MRC zoning is consistent with the current uses of land in the surrounding area. Growth in residential uses is expected in Alpine and this area where space is available.

6.0 Housing

Alpine is one of the fastest growing areas in Lincoln County. This is due to the attraction of commuters due to its proximity of Jackson and the natural amenities offered by the mountains and surrounding area. The need for housing in alpine is evidenced by recent construction of apartment buildings including the apartment building on Boardwalk Drive. Other apartment buildings have been proposed in the Alpine area as well. Snake River Junction was master planned for mixed residential/commercial use, but the area slated for that development is now an RV park. Five of the lots zoned MRC land within Alpine Meadows are proposed to be employee housing for St. John's Medical Center because of the ongoing housing shortage in the Jackson area.

7.0 Planned Water System

Alpine's water system has grown from a system serving only on the south side of Snake River to a system that serves both sides of the river. The system has two storage tanks on the south side of the river and after acquisition of the North-Star utility system the Town now has a well and tank on the north side of the river. The facilities were combined and linked via a 12" pipeline hung on the WYDOT bridge crossing the Snake River in about 2012. The following descriptions have been developed utilizing information from the 2008 Star Valley Regional Master plan and combined with current data to provide an overview of the system. Additionally, information was taken from data obtained from the Town in the currently ongoing WWDC Master Plan report.

7.1 Water Users

In 2008 Alpine had 379 residential connections (single family dwellings and apartments) and 34 commercial connections. North-Star Utilities had a handful of residential customers. As of April 2025, the total connections are about 638 with most growth occurring in residential connections. Typically, water use is analyzed in terms of equivalent residential units (ERUs) where the water used by each connection is compared to that of an average house. For the purposes of this study, the existing connections were grouped into 2 categories. **Table 7.1** summarizes the connections.

Table 7.0.1: Connections and ERU's

TABLE 7.1.1 - CONNECTIONS AND EQUIVALENT RESIDENTIAL UNITS (ERUs)	Existing Connections	Existing ERU's per Unit	Total Existing ERU's
Residential Dwellings	617	1	617
Small Commercial	15	1	15
Large Commercial	6	4	24
Institutional	0	.25	0
Total:	638		656

7.2 Water Use

Water meter data taken from the past five years were analyzed for to estimate the total water use per connection within the system. The average water use for each ERU was recorded as approximately 360 Gallons Per Day (gpd). Judging from SCADA data, the maximum daily demand has maintained around 4 times the average daily demand. **Table 7.2.1** summarizes the water use for the years of 2020-2025.

Table 7.2: 2020-2025 Alpine Water Use

	Alpine Water Use	
	(gpd)	(gpd/ERU)
Average Daily Demand	759,000	1,157
Maximum Daily Demand	1,800,000	2,744

From **Table 7.2** the maximum daily demand in the City of Alpine Water System is given as 2,744 gpd/ERU. The addition of six ERU's would increase the demand by roughly 16,644 gpd at the maximum daily demand, which is equated to roughly 12 GPM. This demand was incorporated into the AquaTwin model and analyzed in Section 7.7.

7.3 Water Sources

The Alpine water system has six water sources: Alpine Well No. 1, Alpine Well No. 2, Alpine Well No. 3, Excel Development No. 1, Flying Saddle Well No. 1, and Flying Saddle Well No. 2.

7.3.1 ALPINE WELL NO. 1

Alpine Well No. 1 is located on Forest Service property just off the Greys River Road southeast of the Town. The well is cased to a total depth of 275 feet. Depth to the first water bearing formation is 60 feet. The well has a 50 hp submersible pump set at 175 feet and produces approximately 350 gpm. A 2006 investigation showed Well No. 1 is capable of a sustained pumping rate of 750 gpm during peak-use periods. To meet this peak rate the well would need to be outfitted with a larger pump and may require a water right appropriation increase. Operation of Well No. 1 is alternated with Well No. 2 to enhance the life of the pumps.

7.3.2 ALPINE WELL NO. 2

Alpine Well No. 2 is located 172 feet east of Well No 1. The well is 243 feet deep and is cased to a depth of 147 feet. At the time of drilling, static water depth was 85 feet. The well has a 50 hp submersible pump set at 156 feet and produces approximately 350 gpm. The 2006 investigation showed Well No. 2 can produce 600 gpm, but sustained pumping could cause air entrainment problems due to water cascading into the well through perforations above the pumping water level. Additionally, the well would need to be outfitted with a larger pump and water right appropriation increase to meet the higher 600-gpm pumping rate.

7.3.3 ALPINE DISTRICT WELL NO. 3

Well No. 3 is located near Wells No. 1 and 2. Well No. 3 was drilled in 2009 as part of a Wyoming Water Development Study. This well was placed in service sometime shortly after the study. this well has an Exisitng capacity of 450 gpm.

7.3.4 Excel Development No. 1

Excel Development No. 1 is located along the southwest edge of Alpine Lakes Subdivision Lot 1 approximately 175 feet southwest of US Highway 26. The well is 142 feet deep. The well is cased to a depth of 42 feet, screened from 42 feet to 102 feet, and cased from 102 feet to 142 feet. At the time of drilling, static water depth was 26 feet. A pump test revealed the well can produce upwards of 2,500 gpm. The well is currently outfitted to produce 500 gpm. To meet a higher peak rate the well would need to be outfitted with a larger pump and may require a water right appropriation increase.

7.3.5 Flying Saddle Well No. 1

Flying Saddle Well No. 1 was constructed as part of the North-Star Utility system but was not fully developed and is currently not in use. The well is located approximately 100 feet south of the Flying Saddle Lodge and south of Highway 89/26. The well is 260 feet deep and is cased to a depth of 120 feet. Static water level reportedly varies between 40 and 80 feet

depending on the water depth in Palisades Reservoir. A pump test at drilling showed the well has a production capacity of about 70 gpm.

7.3.6 Flying Saddle Well No. 2

Flying Saddle Well No. 2 was drilled as part of the North-Star Utility system. It is located on Lot 1 of the Flying Saddle Subdivision adjacent to the Flying Saddle Lodge/Restaurant building and approximately 100 feet northwest of Flying Saddle Well No. 1. The well is 160 feet deep and is cased to a depth of 100 feet. The remaining 60 feet of depth are screened. Static water level reportedly varies between 40 and 80 feet depending on the water depth in Palisades Reservoir. The well has a 20 hp submersible pump set at 95 feet and produces approximately 180 gpm.

7.3.7 WATER SOURCE SUMMARY

A summary of the Town's water sources is shown below.

Table 7.3.1: Alpine Water Sources

	Existing Capacity (gpm)	Potential Capacity (gpm)
Alpine Well No. 1	450	750
Alpine Well No. 2	450	600
Alpine Well No. 3	450	650
Flying Saddle Well No. 1	70 ¹	305
Flying Saddle Well No. 2	180 ¹	310
Excel Development No. 1	500 ²	2000
Total	1,350	4,615

¹ These wells are not currently in service

² This well is currently not connected to this part of the Town water system.

The Flying Saddle wells have been disconnected from the system by closed valves. Their production was not included in the existing capacity total (**Table 7.3.1** above). Additionally, the Excell Development No. 1 Well serves the Targhee Place, Alpine Lakes, and Timberview Apartments developments. It is not connected to the town system. The well is located in the Alpine Lakes development. For this reason, the Excell Development No. 1 Well was not included in the existing capacity total.

The Wyoming Department of Environmental Quality Rules and Regulations (WDEQ, 2023) regulations for public water sources were updated in 2023 and also reference the Ten State Standards. Applicable rules for the Town of Alpine Water System are referenced below.

1. *Groundwater source development shall include two wells that are each capable of supplying the average daily demand with the largest well out of service, (WDEQ, 2023, p. 12-22).*

Table 7.3.2 Summarizes the Water Source Capacity compared to the average daily demand on the system.

Table 7.3.2 Water Source Capacity Compared to Average Day Demand

Alpine Well #1 Capacity	648,000 gpd	450 gpm
+Alpine Well #2 Capacity	648,000 gpd	450 gpm
Alpine Well #3 Capacity (largest well, not included)	648,000 gpd	450 gpm
-Average Daily Demand (2050)	759,000 gpd	527 gpm
Excess Capacity =	537,000 gpd	372 gpm

The town currently has multiple well sources. The Flying Saddle well production and Excell Development #1 Well production were not included as they are not currently connected to the main water system. From the above table, the town currently has an excess source capacity of 645,000 gpd. This equates to 557 ERU's (based on 1,157 gpd/ERU average daily demand).

2. *Groundwater source development shall include one well and finished water storage that together equal twice the maximum daily demand (WDEQ, 2023, p. 12-22).*

Table 7.3.3 Summarizes the well and storage capacity compared to the twice the systems maximum daily demand.

Table 7.3.3:

Well Capacity	1,944,000 GPD
(+) Storage Capacity	1,290,000 Gallons
(-) 2x Maximum Daily Demand	2x 1,800,000 GPD
Capacity Deficit	-36,600 gpd

Based on this analysis the town currently has a capacity Deficit of 36,600 gallons per day, or approximately 13 ERU's (based on 2744 gpd/ERU Max Daily Demand). This deficit could be managed by connection to another well source or by providing additional storage. Connecting the Excell Development No. 1 Well to the system, for example, would provide an additional 720,000 GPD of capacity (262 ERU's) and satisfy this requirement.

7.4 Water Rights

The Town of Alpine has municipal water rights for Alpine Wells No. 1, and No. 2 in the amounts of 350 gpm and 375 gpm. A summary of these and the Town's other water rights is shown below.

Table 7.4: Alpine Water Rights

Permit	Source	Priority	Amount	Comments
U.W. 39163	Alpine Well No. 1	07/20/1977	200 gpm (0.445 cfs)	
U.W. 78067	Alpine Well No. 1	12/27/1985	100 gpm (0.222 cfs)	Enlarged Alpine No. 1
U.W. 98662	Alpine Well No. 1	03/27/1995	50 gpm (0.111 cfs)	Enlarged Alpine No. 1
U.W. 77717	Alpine Well No. 2	06/23/1988	375 gpm (0.836 cfs)	
U.W. 101241	Flying Saddle Well No. 1	12/12/1995	55 gpm (0.12 cfs)	
U.W. 178318	Flying Saddle Well No. 1	09/12/2006	50 gpm (0.11 cfs)	Enlargement
U.W. 182139	Flying Saddle Well No. 1	06/12/2007	200 gpm (0.45 cfs)	Enlargement
U.W. 101242	Flying Saddle Well No. 2	12/12/1995	60 gpm (0.13 cfs)	
U.W. 178319	Flying Saddle Well No. 2	09/12/2006	50 gpm (0.11 cfs)	Enlargement
U.W. 182140	Flying Saddle Well No. 2	06/12/2007	200 gpm (0.45 cfs)	Enlargement
U.W. 206257	Excel Development No. 1	09/16/2016	500 gpm (1.11 cfs)	

7.5 WATER STORAGE

The Alpine System after combining with North-Star Alpine has three storage tanks. One tank is a 250,000 gallon tank, another is a 500,000 gallon tank and the third is a 540,000 gallon tank.

7.5.1 ALPINE 250,000 GALLON TANK

Alpine's 250,000 gallon reinforced concrete cylindrical storage tank is located south of Town on the hillside. The property that the tank rests on is Forest Service property. The tank was constructed in 1996 and is in good condition. The tank is partially buried to protect it from freezing. The 250,000 gallon tank is at a higher elevation than the 500,000 gallon tank and feeds the upper pressure zone of the system. Water is delivered to this tank from the 500,000 gallon tank by a booster pump through a 6 inch diameter line. The booster pump is located just west of the wells on Greys River Road. The line is enlarged to an 8 inch line before dumping into the tank. The booster pump can feed the upper pressure zone and move water to the tank at the same time.

7.5.2 ALPINE 500,000 GALLON TANK

Alpine's 500,000 gallon concrete reinforced cylindrical storage tank is also located on Forest Service property on the hillside east of the 250,000 gallon tank. This partially buried tank was constructed in 1996 and is in good condition. Water is delivered to this tank from the wells through an 8-inch line. Water from this tank is gravity feed into the lower pressure zone of

the system through a 10-inch line. Water from the 500,000 gallon tank is also delivered to the 250,000 gallon tank through a 6-inch line that passes through a booster pump.

7.5.3 Former North Star Utility Tank

North Star Utility had one storage tank when acquired by Alpine. The 540,000 gallon cylindrical shaped steel tank is located on the hillside northeast of the Flying Saddle Development on Forest Service property (See **Figure 7.7** in the figures section). The tank was completed in 2007 and is in good condition. The tank stands completely above ground level and according to the system operator, Richard Sifton, the tank was susceptible to freezing during its first winter of operation in 2007-2008. Measures have been taken to minimize this possibility in the future. Water from the tank is gravity fed to the distribution system.

Table 7.5: Water Storage Summary

	Volume (gallons)	Type	Year Constructed
Alpine Tank	250,000	Concrete, Cylindrical	1996
Alpine Tank	500,000	Concrete, Cylindrical	1996
North-Star Tank	540,000	Steel, Cylindrical	2007
Total	1,290,000		

7.6 Service Connections

Each unit is anticipated to receive a 5/8" x 3/4" meter with 1" service line with dual check backflow prevention.

The default hazard classification as identified in Section 14 (i) (i) (B) of the Water Quality Rules and Regulations Chapter 12 will be followed; however, backflow prevention device will be determined upon development of the lot. If a reduced pressure principle device is required, the device must have certification by one of the following third parties:

- American Society of Sanitary Engineers (ASSE)
- International Association of Plumbing/Mechanical officials (IAPMO)
- Foundation for Cross-Connection Control and Hydraulic Research, University of Southern California (USC-FCCCHR)

7.7 Water Service Connections to the Lakeview Outpost Addition

The townhome units are proposed to connect to the existing 6-inch waterline alongside HWY 89. A new waterline will connect to the 6-inch line at the southeast corner of the development and serve Units 1, 5 and 6. The meters for these units will be located just before the connection to the individual buildings. Another connection to the existing line will be located at the southwest corner of the

development. This waterline will follow the east side of the lot to serve units 2 through 4. Meters for units 2 through 4 are located on the east side of the units in the open space.

The proposed new connections to Lakeview Outpost Addition were modeled using a GIS based network analysis software (AquaTwin). **Figure 7.7** (figures section) illustrates the connection point of the Subdivision to the existing 6" waterline. The subdivision has a pressure of about 93 psi which will be adequate to supply the long service lines running to lots 1 and 2. No additional fire hydrants are proposed at this time, the nearest fire hydrant is located on the East Side of Star Lane, approximately 450 feet from the project location.

The modeling results (**Figure 7.8**) show that at Node J-126 near the Lakeview Outpost Addition the available fire flow is 2,651 gallons per minute while maintaining 20 psi in the remainder of the system. The model results also show that the 6-inch line will be able to deliver peak day demands at pressures over 90 psi (**Figure 7.8**) to the Proposed Development.

7.8 Summary

The Alpine water system will be able to meet the demands of the new Lakeview Outpost Addition both in terms of peak daily demand and required fire demands.

8.0 Planned Wastewater System

The proposed Development will include six mixed-use townhome units.

WDEQ Chapter 25, Section 5. Establishes design flows for given facilities summarized below in **Table 8.1** and **8.2** below

Table 8.1 WDEQ Residential Design Flow Rates

Table 1. Residential Design Flow Rates per Bedroom (gallons per day, gpd)¹

1 bedroom	150
2 bedrooms	280
3 bedrooms	390
4 bedrooms	470
5 bedrooms	550
6 bedrooms	630

¹An unfinished basement is considered two (2) additional bedrooms.
²The design flow shall be increased by eighty (80) gpd for each additional bedroom over six (6).

Table 8.2: WDEQ Non-Residential Wastewater Flow Rates

Table 2. Non-Residential Wastewater Design Flow Rates¹

Facility	Unit	Flow (gallons/unit/day)
Airports	person	4
Apartment	bedroom	120
Automobile Service Station	vehicle served	10
Bars	seat	20
Bathhouses and swimming pools	person	10
Campgrounds (w/ toilets only)	person	25
Campgrounds (w/shower facility)	person	45
Church	person	4
Country Club	member	25
Day School, Office Building, Retail Store, Warehouse (no showers)	person	15
Hospital	bed	250
Industrial Building (sanitary waste only)	employee	20
Laundry (self-service)	machine	450
Mobile Home	bedroom	see table 1
Motel, Hotel, Resort	bedroom	140
Recreational Vehicle	each	100
Rest Home, Care Facility, Boarding School	bed	100
Restaurant	meal	10
Restaurant (kitchen waste only)	meal	6
Theater	seat	3

¹Values shown in the above table are the typical flow rates from *Wastewater Engineering Treatment and Reuse*. Metcalf and Eddy. 2003.

The usage of Unit 1 is best defined as an apartment building. With a total of 12 bedrooms (6 units * 2 bedrooms per apartment unit). Unit 1 will have a flow of 240 gpd per each 2 bedroom apartment.

Units 2-4 will have a 2 bedroom "apartment" above each unit as well as commercial space (Retail store or equivalent) on the main floor. It is anticipated that each commercial unit will have an anticipated visitation of 10-20 person(s). Each unit will have a flow of 240 gpd (2 Br "apartment") plus an anticipated flow of 300 gpd from the commercial section of each unit.

Units 5 and 6 will have two office buildings per unit. Wastewater flows for an office building are determined by the persons in the building. A 1500 square foot office building could accommodate 10-15 persons and will have an anticipated flow of 225 gpd per office building.

Table 8.2: Wastewater Flow Rates

Unit #	Type of Units	WW flows (Gallons/unit/day)	Total Flow (GPD)
1	2 Bedroom Apartments (240 gpd/2 bed apartment) (6 apartments)	280	1,680
2-4	2-Bed Live/Work Units (240 gpd/ apartment + 15 gpd/customer)	(240+300)=540	1,620
5-6	Office Building (15 gpd/Person)	225	900
Total Flow			4,200

The addition of these units will increase the daily flows by 4,200 GPD. The peak flow rate can be calculated as two times the average flow (12-hours) at 5.9 gpm. This flow rate is well below the 480 gpm capacity of the existing 8" sewer line. These flows will add to other downstream flows from the neighboring users but it is anticipated that the Town of alpine will have no difficulties with these additional flows.

The flows will ultimately reach the Town of Alpine WWTP on the south side of the Snake River. An existing 8" sewer main is located at the north edge of the property. All sewers are proposed to be 4" connections to the existing sewer line. Standard sewer connection details are shown in **Figure 8.1** (figures section). Lot owners will be responsible for proper installation and materials for sewer connections as approved by the Town of Alpine. The proposed addition will not require a sewer line extension. Units 1 through 4 will be able to connect directly to the existing sewer line via a new service saddle on the existing mainline. Units 5 and 6 will be connected to the existing sewer main by a shared 6" service line across the driveway and common area to connect to the sewer main via a 6" service saddle. Anticipated water and sewer connections are shown in **Figure 8.2**.

9.0 Points of Access and Traffic Volumes

This review of traffic impacts caused by the proposed development of the Lakeview Outpost Addition is based in part on data from the Wyoming Department of Transportation. It is intended to quantify daily trips from the development and the magnitude of those trips compared to existing traffic counts and roadway capacity guidelines. The road of primary interest is Main Street.

9.1 Background

The Lakeview Outpost Development is located in the central portion of Alpine. It is located alongside US HWY 89 just west of the intersection of HWY 89 and Star Lane. The area is proposed to develop

six townhome style lots for residential or commercial uses. **Figure 9.1** (figures section) shows the project area and illustrates the lot layout.

9.2 Current Traffic Counts

WYDOT Maintains Traffic Counts for US 89 South of Etna, which is the closest traffic count site on HWY 89 to the project location. Average monthly traffic levels were received from the WYDOT database for January traffic level and July levels for 2024. In January the Monthly average was 4,806 while in July it reached 8,808 vehicles per day (vpd). The peak hour PM traffic recorded for January was 624 and the peak hour traffic for July was 907 vpd . Peak Hour AM was lower at 561 and 664 for January and July respectively. We can see from these traffic trends that the traffic count is nearly doubled in the summer with the maximum peak hour values happening in the afternoon. Table 9.3.2 shows the 2024 WYDOT Traffic Count Data For US HWY 89 South of Etna.

Table 9.2 WYDOT 2019 Traffic Count Data For US HWY 89 South of Etna

WYDOT Traffic Count Data HWY 89 South of Etna		
	Jan-24	Jul-24
Average Daily Traffic		
MADT	4806	8808
AM Peak Hour	561	664
PM Peak Hour	624	907

9.3 Projected Development Traffic

The development will be built out in two phases. The first phase includes units 2-4 and is anticipated to begin construction in 2026 and be completed within 2026. Upon completion, residences are expected to be immediately occupied. Units 5 and 6 are proposed to be developed in 2031. Table 9.3.1 contains an estimate of occupied units.

Table 9.3.1 Projected Occupied Units

Projected Additional Occupied Dwelling Units	
2026	3
2028	3
2030	3
2032	5

The traffic out of the development and onto HWY 89 is projected to include four AM trips and six PM trips for residences and is projected to increase traffic on HWY 89 according to the following Table 9.3.3. trips are also doubled in the summer months to reflect traffic patterns observed

Table 9.3.2 Projected Development Traffic			
Projected Additional Traffic Onto HWY 89			
Estimated Total Trips Generated By Development	AM Trips/Day PM Trips/Day	6 Per Dwelling Unit 8 Per Dwelling Unit	
		Total Projected Trips (Cars +Trucks)	
	Year	Jan	July
	2028	12	24
	2030	12	24
	2032	20	40
Projected % Increase over 2022 MADT Levels	2028	0.2%	0.3%
	2030	0.2%	0.3%
	2032	0.4%	0.5%

9.4 Capacity, Sight Distance, Stopping Distance and Access Spacing

9.4.1 HWY 89:

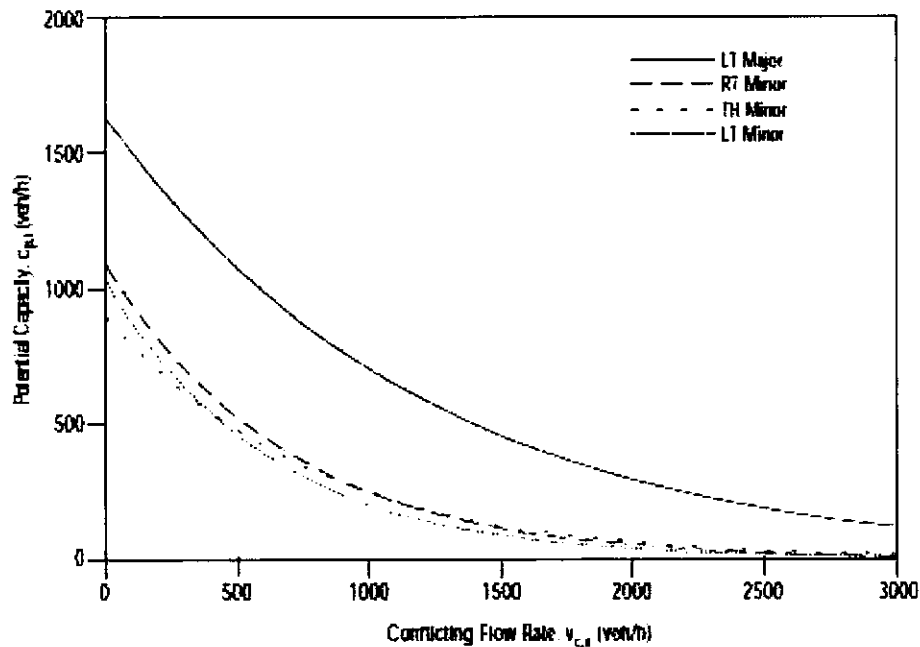
The Development at buildout will increase traffic on HWY 89 over present levels by adding about 0.5% more trips over 2024 levels. Fill in on existing lots and developments within the surrounding area will also add traffic volume, diluting the effect the development may have.

The following “Table 3-1 ADT Volumes below which MUTCD Signal Warrants Cannot be Met” is taken from the WYDOT Traffic Studies Manual. The values in the table indicate there will be no need for signalization or additional traffic measures at the intersections the development will use to enter HWY 89.

Table 3-1 ADT Volumes below which MUTCD Signal Warrants Cannot be Met

	Number of Lanes for Moving Traffic on Each Approach		Vehicles Per Hour on Major Street (Total of Both Approaches)		Equivalent ADT		Vehicles Per Hour on Higher Volume Minor Street Approach (One Direction Only)		Equivalent ADT	
	Major St.	Minor St.	100%	70%	100%	70%	100%	70%	100%	70%
Warrant 1 Condition A	1	1	500	350	4,000	2,800	150	105	2,400	1,680
	2 or more	1	600	420	4,800	3,360	150	105	2,400	1,680
	2 or more	2 or more	600	420	4,800	3,360	200	140	3,200	2,240
	1	2 or more	500	350	4,000	2,800	200	140	3,200	2,240
Warrant 1 Condition B	1	1	750	525	6,000	4,200	75	53	1,200	848
	2 or more	1	900	630	7,200	5,040	75	53	1,200	848
	2 or more	2 or more	900	630	7,200	5,040	100	70	1,600	1,120
	1	2 or more	750	525	6,000	4,200	100	70	1,600	1,120
Combination of Warrants 1A & 1B	1	1	600	420	4,800	3,360	120	84	1,920	1,344
	2 or more	1	720	504	5,760	4,032	120	84	1,920	1,344
	2 or more	2 or more	720	504	5,760	4,032	160	112	2,560	1,792
	1	2 or more	600	420	4,800	3,360	160	112	2,560	1,792

The following graph Exhibit 17-7 from the Highway Capacity Manual indicates the number of minor street turn movements that can be accomplished when turning onto a two-lane major street (HWY 89). As shown by the exhibit, even with much higher traffic volumes on HWY 89, there is still ample capacity for the traffic volumes generated by the proposed development at the HWY 89 access.

EXHIBIT 17-7. POTENTIAL CAPACITY FOR FOUR-LANE STREETS

9.4.2 Development Entrance/Exit:

The shared driveway can access directly onto HWY 89. This driveway is looped around units 5 and 6 and can be served from either direction. The looped access provides emergency ingress and egress to the lots. the shared driveway will not cause any issues with circulation.

9.4.2.1 Sight Distance

The Project access on HWY 89 occurs in a 35 MPH zone. This section of HWY 89 before and after the intersection are level with no obstructions in either direction.

The sight distances are over 1,000 feet and compare favorably with the WYDOT Traffic Studies Manual Table 6-2 which calls for 335 feet for a crossover or right turn maneuver and 390 feet for a left turn maneuver.

9.4.2.2 Stopping Sight Distance

The stopping sight distance recommended by the WYDOT Traffic Studies Manual for this 35-mph section of roadway is 390 feet (WYDOT Table 6-3). This section of the roadway offers good visibility in terms of vertical curvature. During dry conditions stopping sight distance meets Table 6-3 at this location.

9.5 Conclusions

In summary, the proposed project will be accessible via HWY 89. It will slightly increase traffic on HWY 89, however the impact will be minimal and diluted by other developments within the Town. No further improvements are recommended at this time.

10.0 Vehicular Circulation Plan

Vehicles within the development will enter and exit the subdivision directly onto HWY 89. The looping driveway will allow simultaneous entry and exit of the subdivision. Parking for individual lots are located as shown on the advance plat (**Figure 1.1**). The Proposed Lakeview Outpost Addition accesses directly to HWY 89.

11.0 Planned Storm Water Management

As described in the soils report the soils within the Development tend to be well drained offering the ability to manage storm water on-site.

The existing site is currently a gravel lot with two existing buildings. The ground slopes from the west to the east. The overall elevation change over the site is approximately 4 feet.

11.1 Design

The Town of Alpine requires that “water be managed without damage to surrounding properties”. A common design standard is the 10-year, 24-hour storm. Storm runoff calculations were performed using the SCS Method using the Urban Hydrology for Small Watersheds (TR-55) manual created by the United States Department of Agriculture (USDA). The USDA-NRCS soil classification of the site is Hydrogeologic Soil Group “A” which is a well draining soil and results in a lower curve number. Precipitation/Frequency Data was found based on the National Oceanic and Atmospheric Administration (NOAA) Atlas 2 Volume II for Wyoming. **Table 11.1.1** below shows the estimated precipitation values for a given frequency and duration for the project site.

Table 11.1: Precipitation Values (in) for Given Frequency and Duration

Duration (min)	Return Interval					
	2-yr	5-yr	10-yr	25-yr	50-yr	100-yr
5	0.12	0.21	0.23	0.29	0.33	0.36
10	0.19	0.32	0.36	0.45	0.52	0.55
15	0.24	0.41	0.46	0.57	0.66	0.70
30	0.34	0.57	0.63	0.79	0.91	0.97
60	0.42	0.72	0.80	1.00	1.15	1.23
120	0.49	0.79	0.90	1.10	1.26	1.37
180	0.55	0.85	0.99	1.19	1.36	1.50
360	0.70	1.00	1.20	1.40	1.60	1.80
720	0.85	1.20	1.40	1.70	2.00	2.20
1440	1.00	1.40	1.60	2.00	2.40	2.60

When evaluating a site for stormwater management, the expected runoff was identified to help in determining how much stormwater will need to be retained on site. We analyzed the site Pre-Development as well as post-development based on the proposed site plan accounting for building footprint and parking areas. The results can be found in the following sections.

11.2 Pre-Development

After evaluating the existing grade, the site was analyzed as one basin. The total site area that will contribute to stormwater runoff is 0.98 acres. The anticipated runoff during the 10-year, 24-hour storm in the pre-developed state is expected to be a runoff volume of 1742-cubic feet using the SCS Method as presented in the TR-55 Manual. A summary of the runoff can be seen below in **Table 11.2.1**. According to the TR-55 Manual, the site has three areas; open space with good condition grass with a curve number of 58, existing buildings assigned a curve number of 98 and the gravel drive assigned a curve number of 85. The existing site plane slopes to the southwest to direct the runoff in sheet flow to the southwest across the site.

Table 11.2.1 provides the total area of the drainage basin, areas of the various features and the corresponding curve numbers.

Table 11.2.1 Pre-Development Drainage Basin Summary

AREA #	DESCRIPTION	SF	ACRES	CN
1	Existing Buildings	5,732.00	0.13	98
2	Grass	20,500.00	0.47	61
3	Gravel Driveway	14,250.00	0.33	85
TOTAL		40,482.00	0.93	75

Table 11.2.2 shows the estimated pre development runoff conditions.

Table 11.2.2 Pre-Development Runoff

LAKEVIEW OUTPOST ADDITION PRE-DEVELOPMENT TOTAL					
Storm Event (24-Hour)	Sr (Retention)	P (in)*	Qd (in)	Qd (ft)	Storage Volume (ft ³)
100-year	1.76	2.60	1.259	0.105	4246
50-year	1.76	2.40	1.099	0.092	3709
25-year	1.76	2.00	0.795	0.066	2682
10-year	1.76	1.60	0.516	0.043	1742
5-year	1.76	1.40	0.390	0.032	1315
2-year	1.76	1.00	0.174	0.014	586

11.3 Post-Development

The slopes in each individual lot will flow toward the northeast corner of each lot. Drainage swales will be used to split the flows equally between the four lots. Grading on the future homes and construction will channel flow away from the buildings toward the southeast corner of the lot.

Drainage areas were calculated based on the footprint of the proposed and existing buildings, impervious paved areas and the landscaped areas.

Table 11.3.1 provides the total area of the drainage basins, areas of the various features and the corresponding curve numbers.

Table 11.3.1: Post Development Drainage Basin Summary

AREA #	DESCRIPTION	SF	ACRES	CN
1	Townhome Buildings	8,276.40	0.19	98
2	Grass/Landscaping	7,205.00	0.17	61
3	Paved Driveway	25,000.00	0.57	98
TOTAL		40,482.00	0.93	91

Table 11.3.2 shows the estimated runoff post development conditions.

Table 11.3.2: Post Development Lot Runoff

LAKEVIEW OUTPOST ADDITION POST-DEVELOPMENT TOTAL					
Storm Event (24-Hour)	Sr (Retention)	P (in)*	Qd (in)	Qd (ft)	Runoff Volume (ft ³)
100-year	0.94	2.60	1.73	0.14	5,824
50-year	0.94	2.40	1.55	0.13	5,209
25-year	0.94	2.00	1.19	0.10	4,003
10-year	0.94	1.60	0.85	0.07	2,843
5-year	0.94	1.40	0.68	0.06	2,289
2-year	0.94	1.00	0.38	0.03	1,261

*From NOAA Atlas 2

Comparing the 10-year volumes between **Tables 11.3.1 and 11.3.2** shows that one can expect about 1101 cubic feet of runoff difference as the lot is developed. The hydrograph shows this water will arrive at the points of concentration at a peak rate of about 96.15 gallons per minute or 0.21 cfs. The site will direct flows to a retention basin on the southwest portion of the site.

This volume of stormwater will be managed by the retention basin as shown on **Figure 11.3** (figures section). the retention basin will be 10 feet wide by 12 feet in length. The retention basin will have a grassy bottom and sides with a 4:1 slope to a depth of 12 to 20 inches. Installations in this soil type infiltrate more than 20 inches per hour. With a total area needed of about 120 square feet, the basin will meet peak flows by infiltrating up to 30 gpm.

The perimeter and sides of the constructed retention basin can be graded as lawn or grasses and shrubs. Flow from the road, each driveway and roof areas will be directed to the detention area. In addition, on the perimeter of the duplexes grassy areas will serve to buffer runoff and capture flows. The bottom of the swales can also be vegetated; however, care should be taken to ensure the soil in the bottom is granular and well drained similar to the native sub-surface soil. Importation of a clayey soil could create undesirable results with the storm water not being able to infiltrate in a rapid manner. It has been shown at other sites within this type of alluvium that the soil is capable of rapidly absorbing water at an initial rate of one inch per minute slowing to 20 inches per hour.

This absorption rate over the period of the storm will allow the basins to absorb the volume of water over the 24 hour period.

11.4 Snow Storage

Snow Storage will be provided as shown on the Site Drainage Plan and the preliminary plat from **Figure 1.1**. The lot sizes will provide plenty of space for snow storage.

11.5 Conclusion

Based on the above calculations, the site will be able to manage the 10-yr, 24-hour stormwater provided about 120 square feet of drainage basins with native material in the bottom are provided. These swales should be about 12 to 20 inches deep over the bottom with side slopes of about 4:1.

12.0 Landscaping Plan

Anticipated landscaping for this development will include grassy areas as well as low water demand landscaping such as gravel ground treatments and shrubs. In addition, the retention basin area and areas between the buildings is proposed for landscaping and trees.

13.0 Planned Easements

Each Unit will have an exclusive use of the Limited Common Element (LCE) that is designated for each unit. The General Common Element (GCE) will be shared between all units, the GCE includes the Driveway areas. The water and sewer lines are located on the front and back of the lot. Water and sewer lines will be located in the LCE and GCE areas as shown on the Plat (**Figure 1.1**).

There are no proposed easements through this development for access to or extension of the Town of Alpine community trail system.

14.0 Planned Covenants and Deed Restrictions

A draft of the planned covenants is in process. A copy will be delivered under separate cover.

Figures:

Figure 1.1: Proposed Plat for Lakeview Outpost Addition

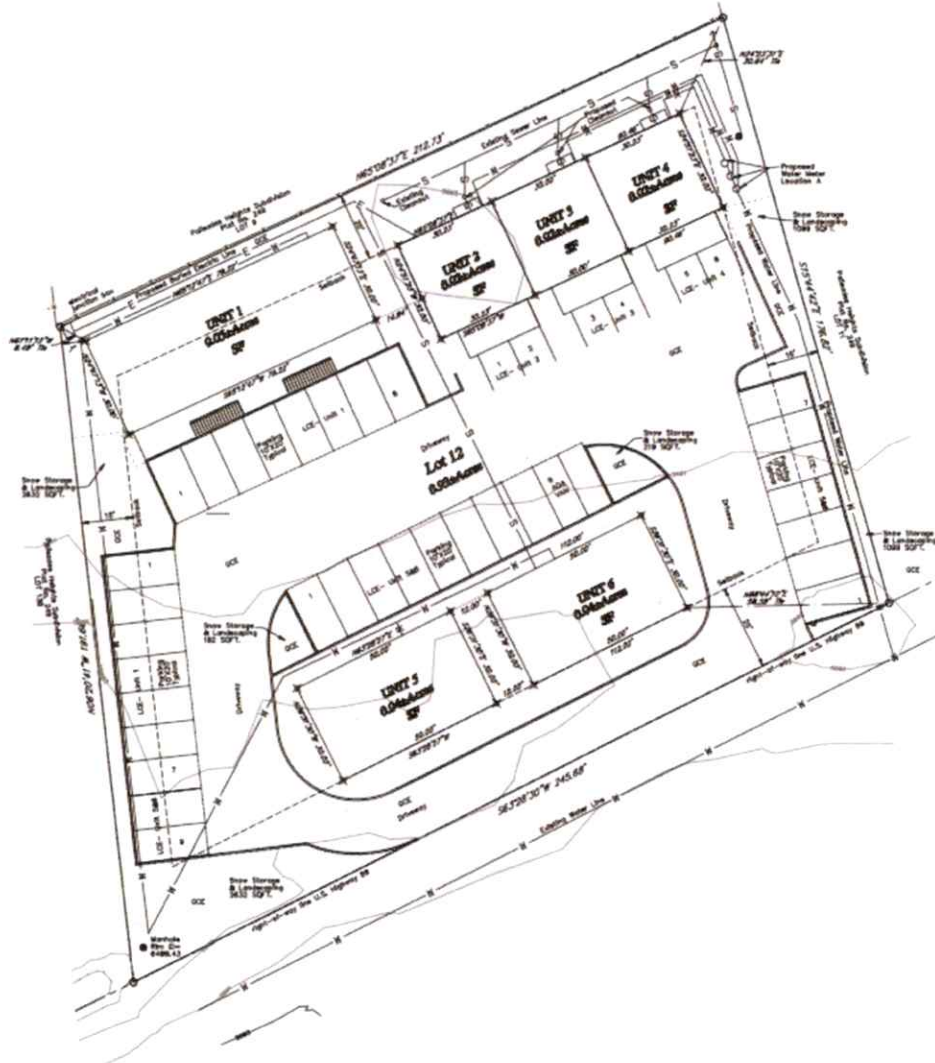


Figure 4.1: NRCS Soils Map
Custom Soil Resource Report
Soil Map



LAKEVIEW OUTPOST ADDITION

Figure 7.7 Alpine Water Model

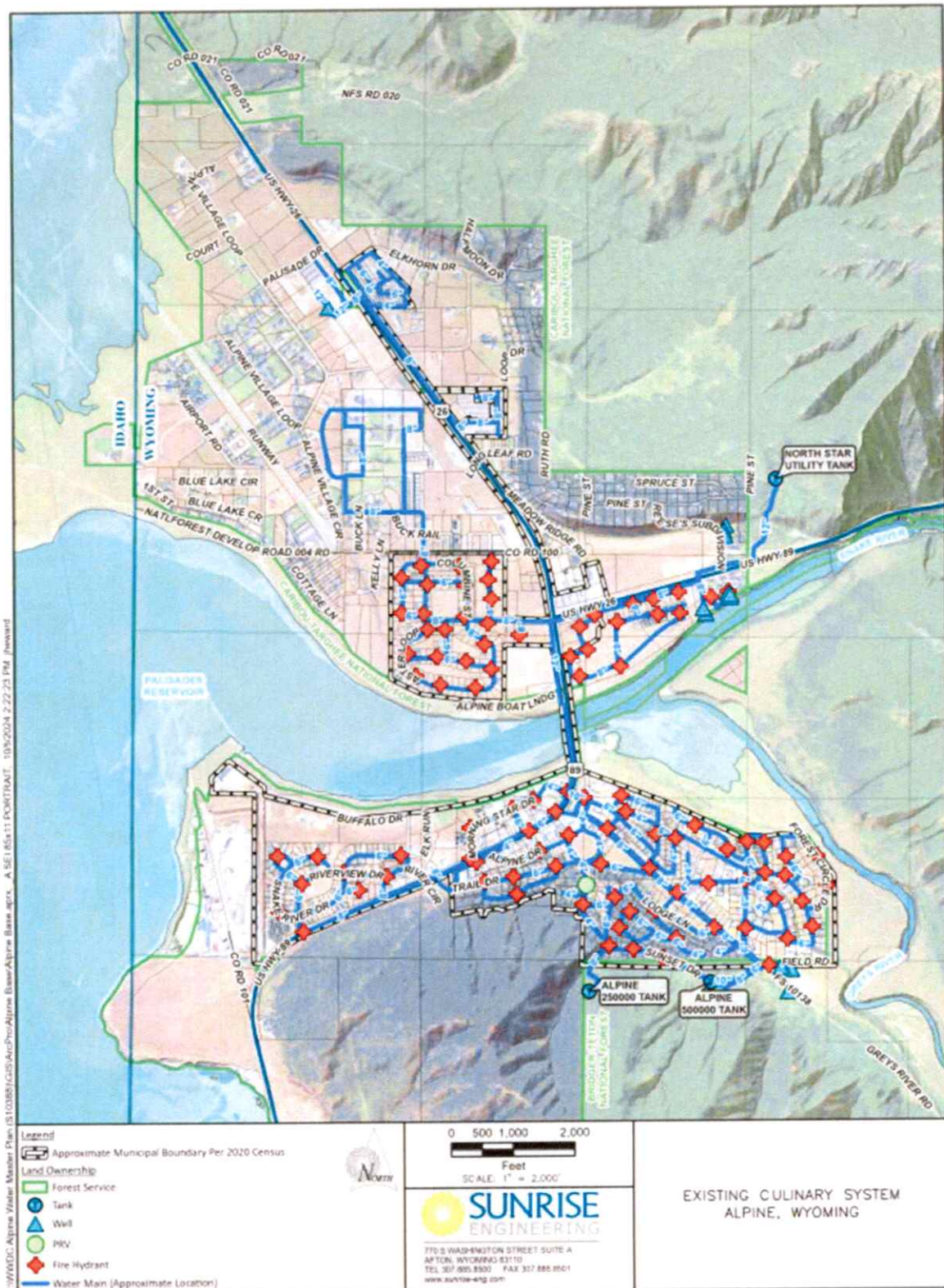


Figure 7.8: Water Model Results

Asset Properties

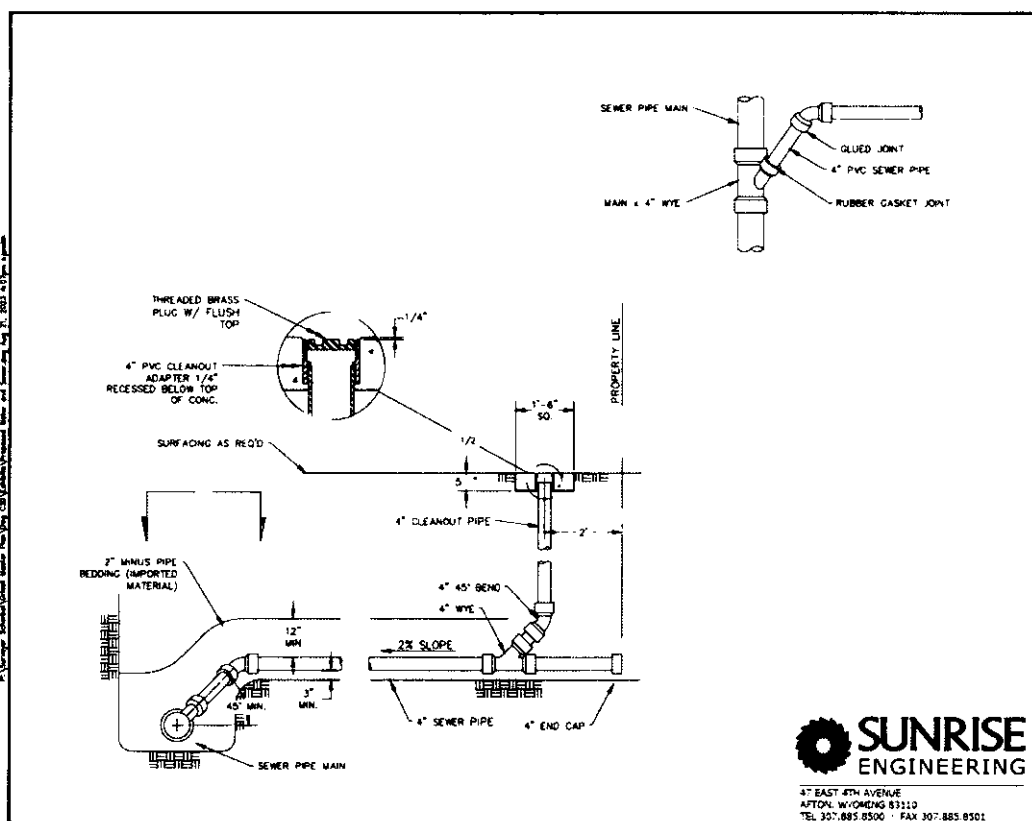
Junction: 392

(ID)	
Active	True
Description	
Junction ID	392
1: Geometry	
X	1634400.0505140796
Y	15677592.261822075
2: Hydraulic	
Elevation	5658.89
Emitter Coefficient	0
4: Water Quality	
Init. Quality	0
Source Pattern	
Source Quality	0
Source Type	Concen
5: Output	
Demand	3.67 gpm
Head	5874.53 ft
Pressure	93.44 psi
Quality	0
6: Summary	
Isolation: Pressure Change	
Avg. Demand	11.82 gpm
Avg. Head	5854.47 ft
Avg. Pressure	84.74 psi
Avg. Quality	0
Max. Demand	19.58 gpm
Max. Head	5875.07 ft
Max. Pressure	93.67 psi
Max. Quality	0
Min. Demand	2.45 gpm
Min. Head	5828.97 ft
Min. Pressure	73.7 psi
Min. Quality	0
7: MSX	
> Species	
8: Surge	
Avg Head	
Avg Pressure	
Max Head	
Max Pressure	
Min Head	
Min Pressure	
System Safety	
% of Required Fire Flow	176.7
Available Fire Flow	2651 gpm
Critical Junction	
Critical Pipe	P109
Critical Pressure	
Critical Velocity	14.08 ft/s
Fire Flow Zone	Fireflow2
Max Velocity Time	
Maximum Fire Flow	1459.53 gpm
Min Pressure Time	
Required Fire Flow	1500 gpm
Residual Pressure	66.52 psi

Isolation: Pressure Change

Asset: Digital Twin

Figure 8.1 Sewer Connection Details



LAKEVIEW OUTPOST ADDITION

Figures:

Figure 1.1: Proposed Plat for Lakeview Outpost Addition

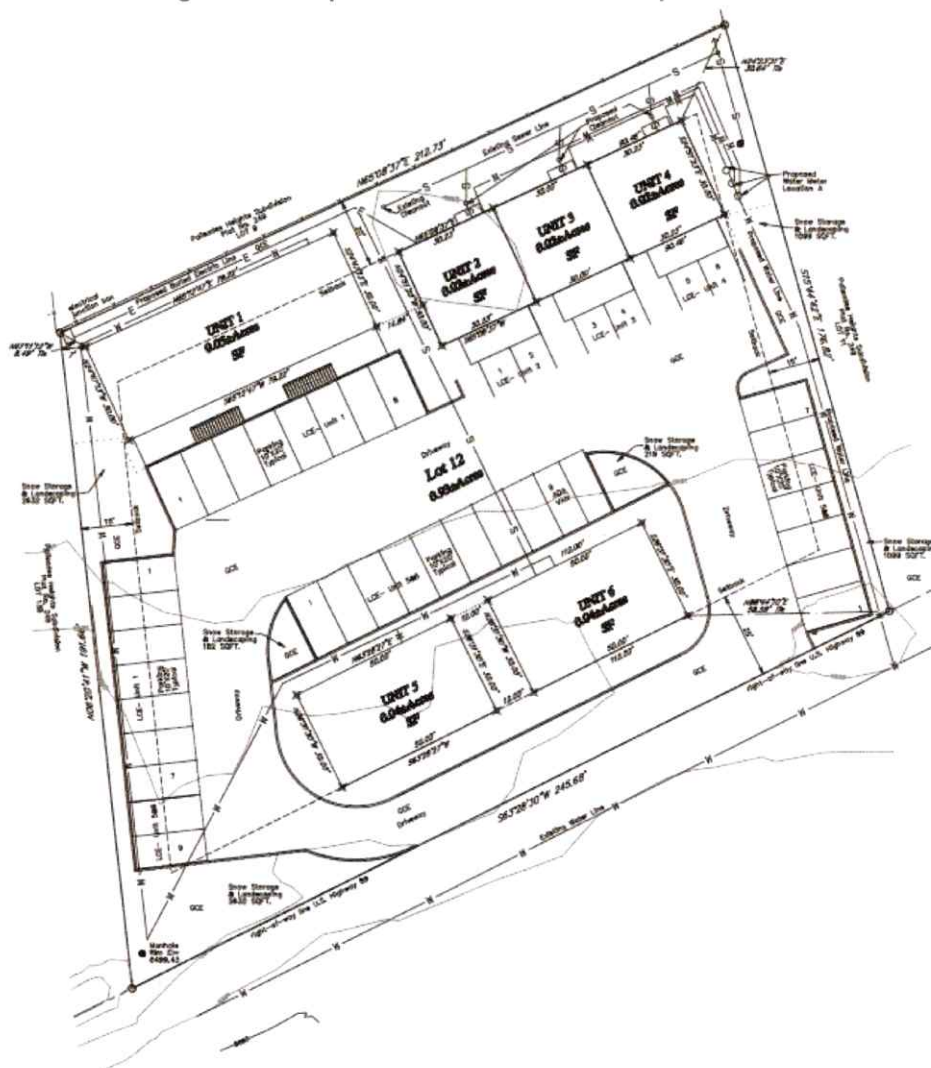
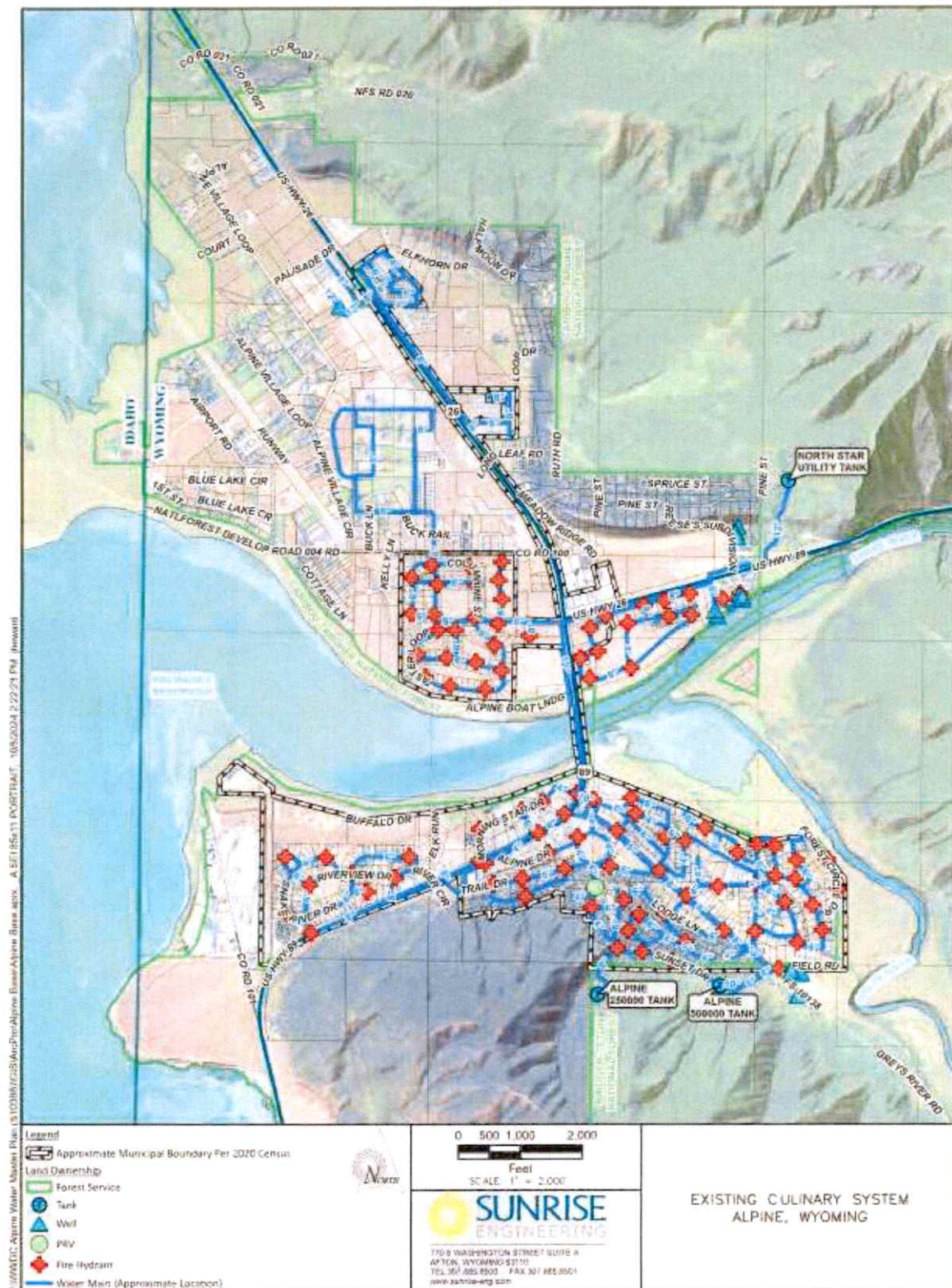


Figure 4.1: NRCS Soils Map



LAKEVIEW OUTPOST ADDITION

Figure 7.7 Alpine Water Model



LAKEVIEW OUTPOST ADDITION

Figure 7.8: Water Model Results

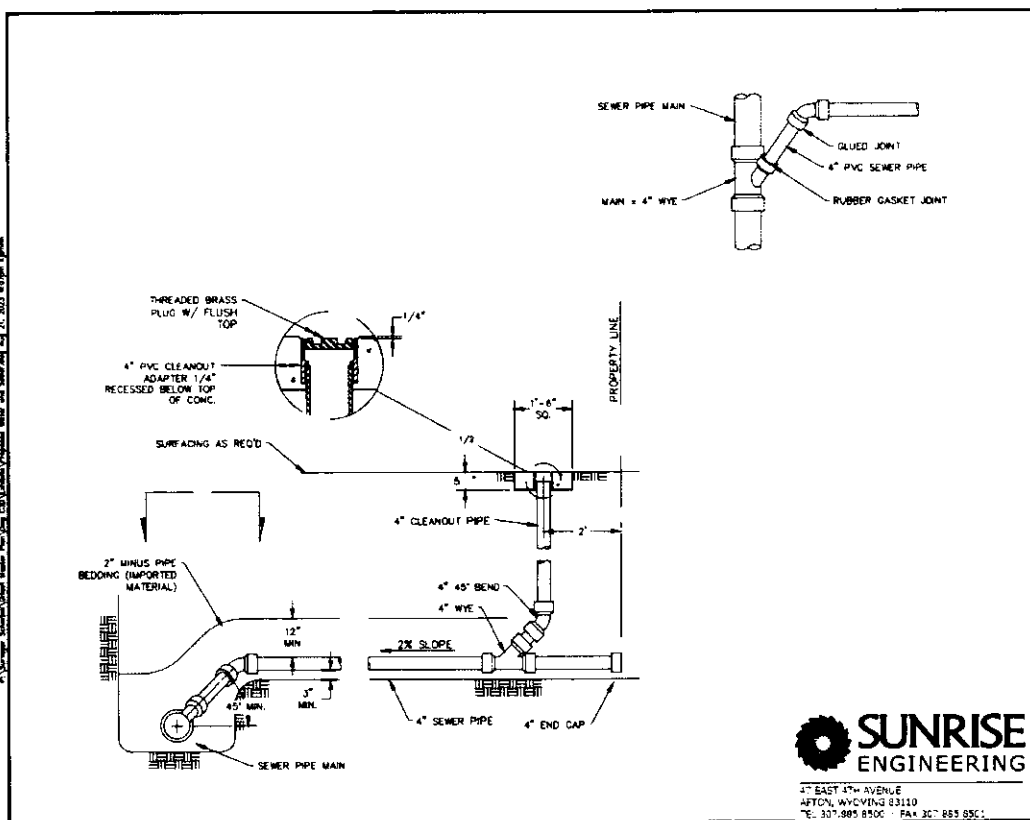
The screenshot displays the 'Asset Properties' window for 'Junction: J92'. The window is organized into a tree view on the left and a detailed property list on the right. The properties are categorized by ID, with expandable sections for each category. The 'Isolation: Pressure Change' section is highlighted at the bottom.

Category	Property	Value
(ID)	Active	True
	Description	Junction ID
	Junction ID	J92
1: Geometry	X	1634400.0505140795
	Y	15677592.261822075
2: Hydraulic	Elevation	5658.89
	Emitter Coefficient	0
4: Water Quality	Init. Quality	0
	Source Pattern	
	Source Quality	0
	Source Type	Concen
5: Output	Demand	3.67 gpm
	Head	58.74, 53 ft
	Pressure	93.44 psi
	Quality	0
6: Summary	Isolation: Pressure Change	
	Avg. Demand	11.82 gpm
	Avg. Head	58.54, 47 ft
	Avg. Pressure	84.74 psi
	Avg. Quality	0
	Max. Demand	19.58 gpm
	Max. Head	58.75, 0.7 ft
	Max. Pressure	93.67 psi
	Max. Quality	0
	Min. Demand	2.45 gpm
	Min. Head	58.28, 9.7 ft
	Min. Pressure	73.7 psi
	Min. Quality	0
	7: MSX	
Species		
8: Surge	Avg. Head	
	Avg. Pressure	
	Max. Head	
	Max. Pressure	
	Min. Head	
	Min. Pressure	
System Safety	% of Required Fire Flow	176.7
	Available Fire Flow	2651 gpm
	Critical Junction	
	Critical Pipe	P109
	Critical Pressure	
	Critical Velocity	14.08 ft/s
	Fire Flow Zone	Fireflow2
	Max. Velocity Time	
	Maximum Fire Flow	1459.53 gpm
	Min. Pressure Time	
Required Fire Flow	1500 gpm	
Residual Pressure	66.52 psi	

Isolation: Pressure Change

Asset: Digital Twin

Figure 8.1 Sewer Connection Details



LAKEVIEW OUTPOST ADDITION

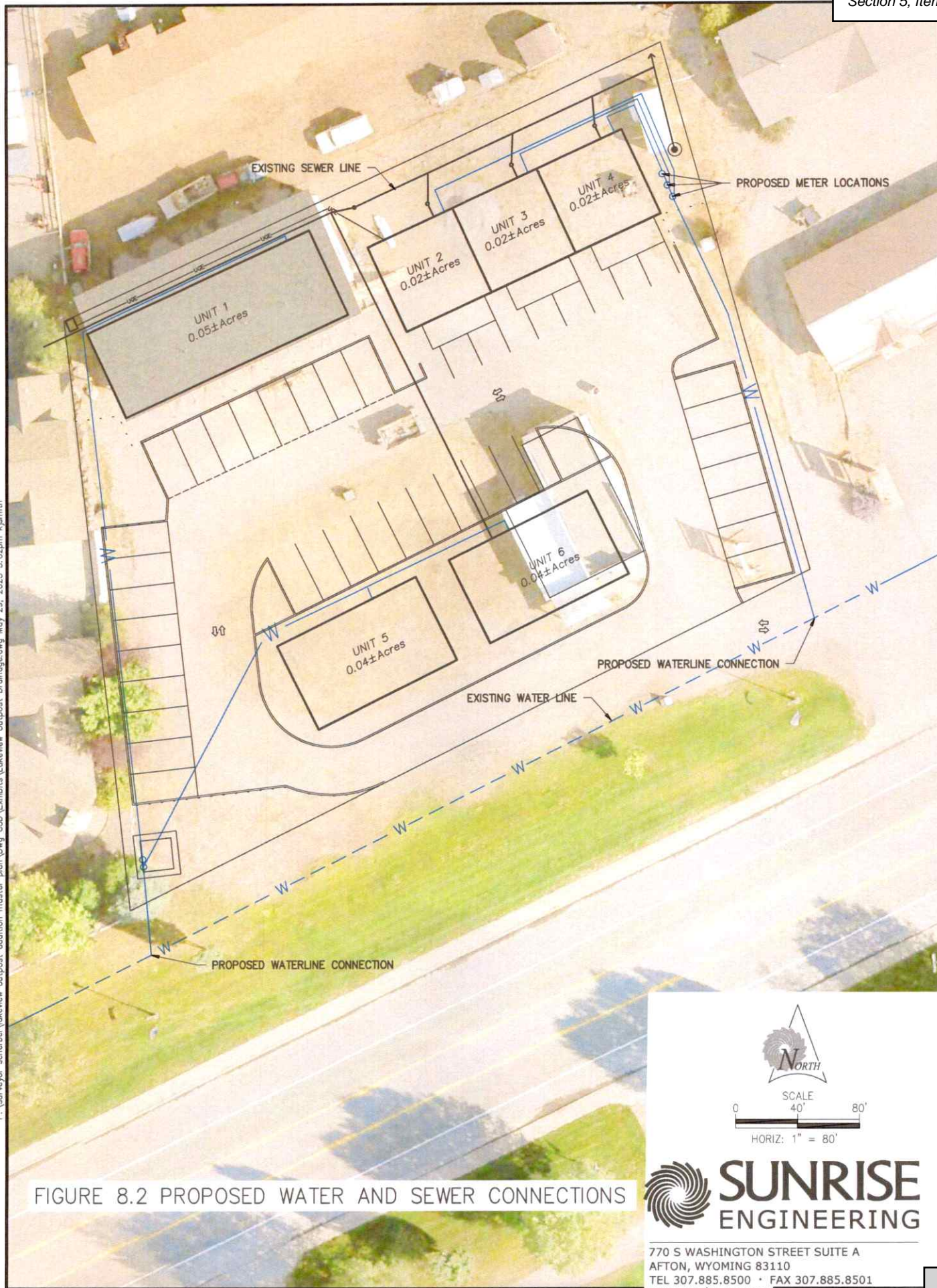
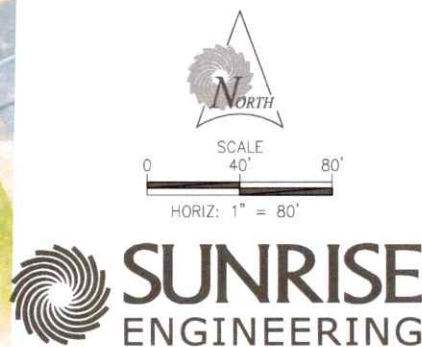


FIGURE 8.2 PROPOSED WATER AND SEWER CONNECTIONS



770 S WASHINGTON STREET SUITE A
AFTON, WYOMING 83110
TEL 307.885.8500 • FAX 307.885.8501
www.sunrise-eng.com

P:\surveyor_scherbel\lakeview outpost addition master plan\dwg C3D\Exhibits\Lakeview Outpost Drainage.dwg May 29, 2025 5:02pm kjemith



P:\surveyor scherbel\lakeview outpost addition master plan\dwg C3D\Exhibits\Lakeview Outpost Drainage.dwg May 29, 2025 5:02pm kjsmith

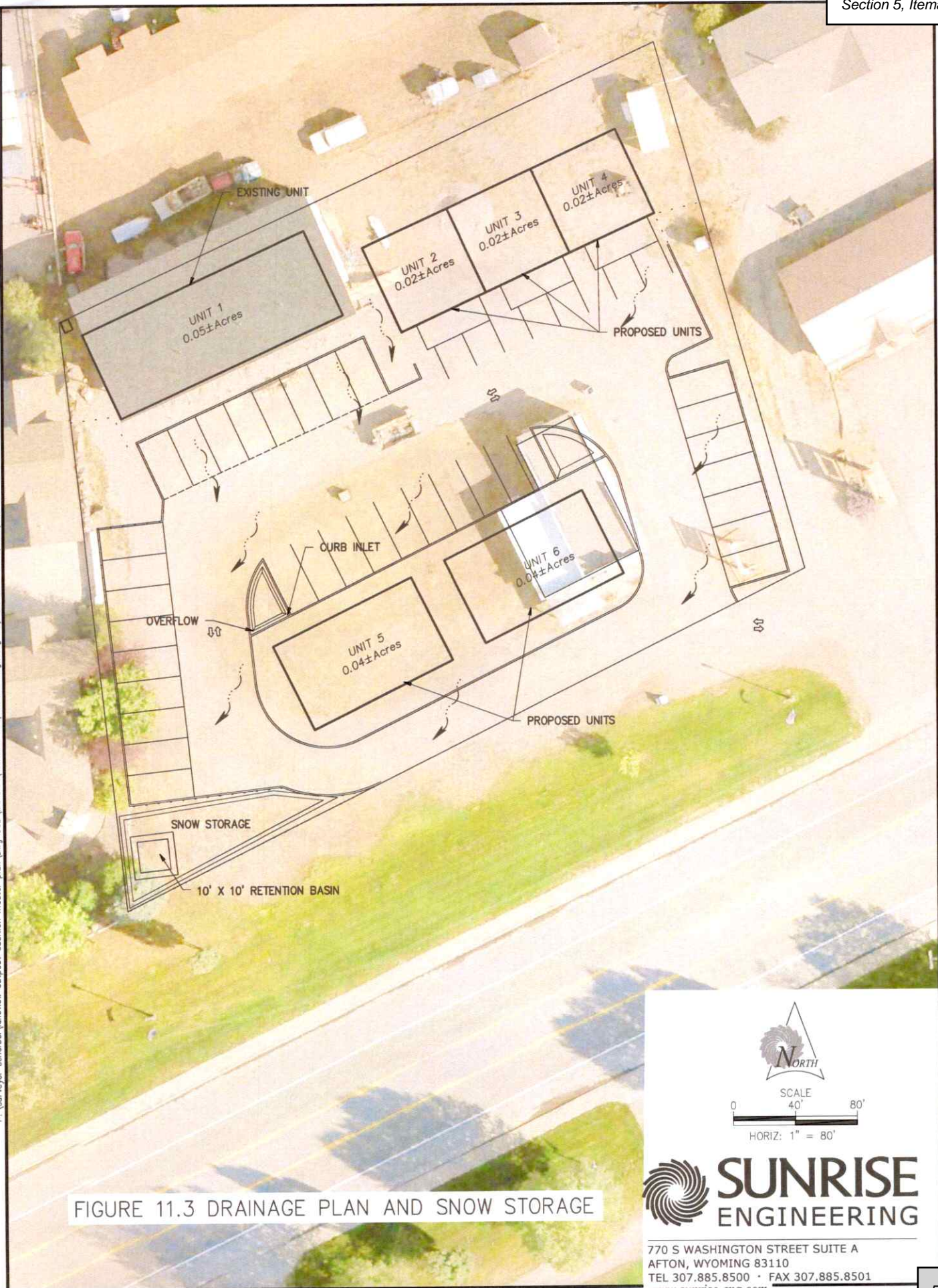


FIGURE 11.3 DRAINAGE PLAN AND SNOW STORAGE

**SUNRISE
ENGINEERING**

770 S WASHINGTON STREET SUITE A
AFTON, WYOMING 83110
TEL 307.885.8500 • FAX 307.885.8501
www.sunrise-eng.com


AFFIDAVIT OF MAILING

STATE OF WYOMING)
) ss
 COUNTY OF LINCOLN)

I, Jennifer Gunter, being first duly sworn, deposes and states as follows:

1. I am over the age of eighteen (18) and am competent to make this affidavit.
2. On the 21st day of August 2025, I mailed notices by First Class Mail (Exhibit A) and Certified Mail (Exhibit B) to the property owners and entities on the lists provided to the Town of Alpine as part of the Special Use Permit Application for Creative Properties, LLC.
3. A true and correct copy of the mailing lists are attached hereto as Exhibit A and Exhibit B.
4. A true and correct copy of the Notice of Hearing mailed to each property owner is attached hereto as Exhibit C.
5. I certify that the foregoing statements are true and correct to the best of my knowledge and belief.

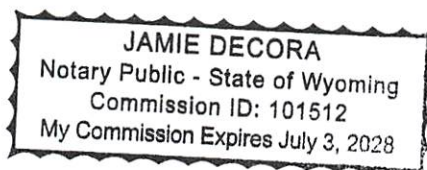
Dated this 9th day of September 2025.




 Jennifer Gunter

The foregoing instrument was subscribed and sworn to and acknowledged before me by Jennifer Gunter this 9th day of September 2025. Witness my hand and official seal.

[SEAL]





 Notary Public
 My Commission Expires: 07/03/2028

EXHIBIT A

Section 5, Itema.

NEIGHBORS WITHIN 500 FT OF LOT 12 PALISADES HEIGHTS SUBDIVISION Information pulled from current LCWY GIS as of 12 MARCH 2025

Snow Peak Properties, LLC
PO Box 2911
Alpine, WY 83128

Morning Star Baptist Mission
156 Morning Star Drive
Alpine, WY 83128

Robinson Rentals, LLC
3695 Lake Creek
Wilson, WY 83014

Jim & Linda Sandner, Trustees
PO Box 3274
Alpine, WY 83128

Danielle Raver, Trustee
PO Box 5612
Etna, WY 83118

Roger Brown, Trustee
PO Box 3867
Alpine, WY 83128

Darrell & Scott Shervin
PO Box 14450
Jackson, WY 83002

Sally Ruttenberg, Trustee
13351 Riverside Dr. #314
Sherman Oaks, CA 91423

Quinnbella, LLC
PO Box 3581
Jackson, WY 83001

Robert & Jaclyn Shockey, Trustees
PO Box 3377
Alpine, WY 83128

Star Valley Apostolic Church
173 US Highway 89
Alpine, WY 83128

Donald Sherman
PO Box 3783
Alpine, WY 83128

Cynthia & Tiffany Barber
PO Box 3181
Alpine, WY 83128

Joseph Meeks
PO Box 3977
Alpine, WY 83128

Glenda Lawrence
PO Box 2076
Jackson, WY 83001

Michael Nugent
PO Box 132
Jackson, WY 83001

Laurie Vasko
PO Box 3594
Alpine, WY 83128

Jeffrey & Marilyn Raver
PO Box 3125
Alpine, WY 83128

Severson Investments, LLC
2452 Bramble Way
Salt Lake City, UT 84117

Ridge Creek Investment Co.
PO Box 1
Jackson, WY 83001

Jon & Senne Toolson
PO Box 3828
Alpine, WY 83128

Robinson Family Living Trust
3695 N Lake Creek Dr
Wilson, WY 83014

Louis Browning
671 Washington St
Afton, WY 83110

Goetz, LLC
PO Box 3646
Alpine, WY 83128

Brian & Megan Cook
152 Moose Manor Lane
Afton, WY 83110

Michael Bills & Kimberly Clark
10413 NW 41st St
Yukon, OR 97309

Rental Property #3, LLC
PO Box 649
Jackson, WY 83001

NEIGHBORS WITHIN 500 FT OF LOT 12 PALISADES HEIGHTS SUBDIVISION
Information pulled from current LCWY GIS as of 12 MARCH 2025

Victoria Ross
PO Box 3769
Alpine, WY 83128

Joshua Wendell
PO Box 3992
Alpine, WY 83128

Rachel Grimes
PO Box 5189
Etna, WY 83118

Annessa Melnick
PO Box 11591
Jackson, WY 83002

Tani Randolph
PO Box 13773
Jackson, WY 83002

Melinda Pavek, Trustee
4500 S Four Mile Run Dr #1025
Arlington, VA 22204

CK Jackson Holdings, LLC
4251 Melody Ranch Dr
Jackson, WY 83001

Jeffrey & Kristin Barens, Trustees
14380 S Caddis Court
Jackson, WY 83001

EXHIBIT B

Section 5, Itema.

9589 0710 025 5270 1758 86

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

Freedom, WY 83120

Certified Mail Fee \$5.30

Extra Services & Fees (check box, add fee, as appropriate)

<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage \$0.78

Silver Star
 PO Box 226
 Freedom, WY 83120

0476 14

Postmark Here
 AUG 21 2025
 AFTON WY

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

9589 0710 5270 1758 3241 93

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

Jackson, WY 83001

Certified Mail Fee \$5.30

Extra Services & Fees (check box, add fee as appropriate)

<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage \$0.78

Total \$6.08

Lower Valley Energy
 PO Box 572
 Jackson, WY 83001

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

0476 AFTON WY 83010
 AUG 21 2025
 Postmark Here
 08/21/2025

9589 0710 5270 1758 3241 79

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com™.

Rock Springs, WY 82901

Certified Mail Fee	\$5.30
Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$0.78
Total	\$6.08

Postmark Here

08/21/2025

Wyoming Dept of Transportation
 District 3 Headquarters
 3200 Elk Street
 Rock Springs, WY 82901

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions



Town of Alpine LEGAL NOTICE

SPECIAL USE PERMIT

Notice is hereby given that on August 19, 2025, Creative Properties, LLC filed a Special Use Permit Application for the property located at 160 US Highway 89, Lot #12 of the Palisades Heights Subdivision, GLO Lot 5 Section 29 T37N R118W Lincoln County, Wyoming.

The Town of Alpine Land Use Development Code does not specifically address divided ownership in buildings held by a separate property owner or a condominium-style ownership. The applicant is requesting a Special Use Permit to allow divided ownership of proposed live-work units on the property.

On behalf of the applicant, the Town of Alpine Planning and Zoning Commission will conduct a public hearing to receive public comment and consider the proposed special use. The public hearing is scheduled for:

Date: October 14th, 2025

Time: 7:00 PM

Location: Town Council Chambers- 250 Rivers Circle, Alpine, Wyoming

During the hearing, the applicant and/or their representative(s) will present an overview of the proposed special use request. Following the public hearing, the Planning and Zoning Commission will recommend approval, approval with conditions/modifications, or denial of the Special Use Permit to the Alpine Town Council.

A second public hearing will be held by the Alpine Town Council on:

Date: October 21st, 2025

Time: 7:00 PM

Location: Town Council Chambers- 250 Rivers Circle, Alpine, Wyoming

Plat map and other information are available for public review at the Town Hall Office. Additional staff reports and related documents will be available after August 20th, 2025.

Public comments, support letters, or protest letters may be submitted in writing to the Town of Alpine Zoning Administrator or by email to: planning@alpinewy.gov. Submissions by October 7th, 2025, are encouraged to ensure inclusion in the public record. All submitted letters will be read into the record during the public hearing. Public attendance is welcome and encouraged.



Town of Alpine

LEGAL NOTICE

Contact Information:

Gina Corson

Acting Planning and Zoning Administrator- Town of Alpine

250 River Circle, P.O. Box 3070

Alpine, WY 83128

Phone: (307) 654-7757

Email: planning@alpinewy.gov



Town of Alpine

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Gina Corson

Acting Planning and Zoning Administrator- Town of Alpine

250 River Circle, P.O. Box 3070

Alpine, WY 83128

Phone: (307) 654-7757

Email: planning@alpinewy.gov



CITY COUNCIL STAFF REPORT

TO: Mayor, Town Council, and Planning and Zoning Commission Members

FROM: Gina Corson, Acting Planning & Zoning Administrator

DATE: 08/26/2025

SUBJECT: Town of Alpine Re-Plat Application

MEETING DATE: 09/16/2025

PURPOSE

To provide background information and preliminary options regarding concerns raised about the consistency and quality of electrical and fire safety inspections currently conducted by the State Inspector.

BACKGROUND

1. Minor Subdivision Application and Supplemental Information were submitted on November 12th, 2019; All related filing fees have been submitted; the Application was reviewed and evaluated by the Zoning Administrator. "Attachment #1"
2. Required advertising was submitted to Star Valley Independent for consecutively advertising from: November 20th through January 8th; in anticipation for a January 14th, 2020 public hearing. "Attachment #2"
3. As required all property Owners within a five hundred (500) foot radius of the proposed property re-plat were notified via supplied information of the project re-plat; with ample opportunity to provide comment and/or to give a response to the mailing, either in person or in writing. A response deadline of January 3rd was given. "Attachment #3"
4. Approximately twenty-six (26) mailings were sent out; of those twenty-six (26) mailings, approximately eight (8) of the mailings are held by property owners having more than one (1) property within the given mailing radius. Of those owners the applicant holds two (2) properties within the mailing radius, in which they are adding two (2) lots.
5. To date the Town has not received any written responses back. However, unrelated to the re-plat; many Town citizens have asked when is Broulim going to start building their new store.
6. A copy of the minor subdivision (re-plat) map is attached, further referred as "Attachment #4".

Request for Minor Subdivision (Re-Plat); as stated by the Applicant: (Refer to Attachment #1 - Application)



1. Broulim's is proposing to construct a grocery store. The combined land of Lots 5 and 36 is approximately 7.3 acres between Lots 5 and 36 and creating two (2) additional lots for a total of four (4) lots. The lots are intended for commercial use.

PLANNING & ZONING ADMINISTRATOR EVALUATION/REPORT

Alpine Land Use & Development Code outlines Minor Subdivision Review and Approval Process:

Procedures outlined in Section 2-207.2; the following are comments from the stated regulations:

1. Increased State Fee for Guaranteed Inspection

- The State has indicated that applicants may request a **guaranteed inspection** for an **additional \$75 per application**.
- This option would maintain the use of the State's current process but offer more certainty for applicants in terms of inspection scheduling and completion.

2. Independent Local Inspections

- The Town may consider requiring **third-party inspections** by qualified, independent inspectors.
- Staff is currently in the process of confirming whether the Town must formally **request authority under Wyoming Statute §35-9-121** to take this approach.
- Additional considerations include:
 - **Inspector certification and eligibility**
 - **Contractual arrangements** for inspection services
 - **Administrative processes** to implement and oversee inspections

- Staff will continue discussions with the State Office of Fire and Electrical Safety to clarify authority and procedural requirements.

- A follow-up report or recommendation will be provided based on this clarification.

BENEFITS



- Streamlined permit and license processing
- Centralized data management
- Increased transparency and accountability
- Enhanced citizen engagement and self-service options
- Reduction in paper usage and administrative overhead
- Scalable platform that can grow with the Town's needs

RECOMMENDATION FROM PLANNING & ZONING ADMINISTRATOR

In closing, I have conducted a review of the application and the associated paperwork for this minor subdivision application, in which I found all the paperwork for the re-plat (minor subdivision) to be in order. I have taken no written and/or verbal opposition considering the subdivision/re-plat project.

I believe that the proposed subdivision/re-plat would not impede the commercial properties in the direct area as this “junction” lot has always had the intention to become a highly visible “Commercial” area and/or property.

It is the recommendation of the Planning and Zoning Administrator to approve the subdivision/re-plat for the property/properties located at: 118400 US Highway 26/89 (formerly known as Lot #36 – Broulim Property) and the adjoining Lots #1, #2 and Lot #4; within the incorporated boundaries of the Town of Alpine, Lincoln County, Wyoming, owned by the applicant: Broulim Oswald, LLC. With the understanding that the Developer (Broulim Oswald, LLC) supply the water and sewer connections to Lots #1, #2 and #4, as part of their subdivision improvement agreement, payment of all design costs for public improvements and performance security. The performance surety shall be in an amount that reflects one hundred twenty-five (125) percent of the anticipated cost of improvements in the approved subdivision plan and shall be enough to cover all promises and conditions contained in the subdivision improvement agreement. The issuer of any performance bond shall be subject to the approval of the Alpine Town Attorney.

ATTACHMENTS:

1. Wyoming §35-9-120
2. Wyoming §35-9-121
3. Wyoming §35-9
4. Wyoming §35-9-123
5. Wyoming §16-6-502
6. Rules of the Wyoming Department of Fire Prevention and Electrical Safety

Special Use Permit Application for Creative Properties, LLC

OWNER:

Creative Properties, LLC
c/o Dave Jenkins
P.O. Box 1196
Jackson, Wyoming 83001
Phone Number: 307-880-4444
Email Address: dave@snowpeakwy.com

LEGAL DESCRIPTION:

Lot 12 of Palisades Heights Subdivision

Zoning:

MRC – Mixed Residential and Commercial District

Project Narrative:

Creative Properties, LLC owns Lot 12 of Palisades Heights Subdivision. The total area of the property is 0.93 acres (40,670 sq. ft.).

During the last year, the developer has demolished the existing commercial building located on the property along with a full renovation of the existing apartment building.

The developer is applying for a Special Use Permit Application for a residential/commercial townhome development. The Special Use Permit Application will give the developers some flexibility on the design and platting requirements for individual ownership.

The townhome development will consist of six (6) units as described below:

Unit 1 – Existing Two (2) Story Apartment Building (4800 sf). The apartment building has six (6) apartment units – three on the first floor and three on the second floor. Each apartment unit has two (2) bedrooms. Fifteen (15) parking spaces have been designated for the apartment building.

Units 2-4 – Proposed Live/Work Units. The units are two stories of 1800± square feet each and will be constructed to have commercial space on the main level and living quarters on the second floor for the unit owner. Two (2) parking spaces have been designated for each unit for a total of six (6) parking spaces.

Units 5 and 6 – Proposed Commercial Units. The commercial units consist of two separate two story buildings joined with a staircase in the middle. Each building will have two (2) suites of

1500 square feet per suite and will be for commercial use only. Seventeen (17) parking spaces have been designated for the commercial buildings.

Each Unit will have ownership of Limited Common Elements specific to each Unit as noted on the proposed division plat. Also noted on the proposed division plat are the General Common Elements for use of all Units within the development. The townhome development will be outlined in the Declaration of Covenants, Conditions and Restrictions.

Schedule for the Proposed Development Project:

The project is proposed to be developed as follows:

Unit 1 – Existing Apartment Building – Was completed Fall of 2024

Units 2-4 – Live/Work Units – Construction estimated to begin Summer of 2026

Units 5-6 – Commercial Units – Construction estimated to begin Summer 2031

Description of Benefits Provided to the Town:

The developers acquired the property with dilapidated existing structures. The plan is to renovate the apartment building and replace the commercial structure, along with adding the new "live/work" units. The live/work units are intended to provide both commercial space and housing, catering specifically to business owners and addressing a perceived need for such housing. The Commercial Units are intended to provide much needed commercial space along US 89.

Lakeview Outpost Addition:

The proposed Lakeview Outpost Addition depicts how the ownership of the property could be divided when the developers choose to sell individual units. The platting creates a townhome style ownership whereas the individual units could be owned separately with a shared interest in the common elements. A separate application for the division will be submitted to the Town of Alpine for review and approval.

Conceptual Exhibits:

Proposed Division Plat prepared by Surveyor Scherbel, Ltd.

Site Plan/Conceptual Design prepared by Alpine Architectural Studio – SP101

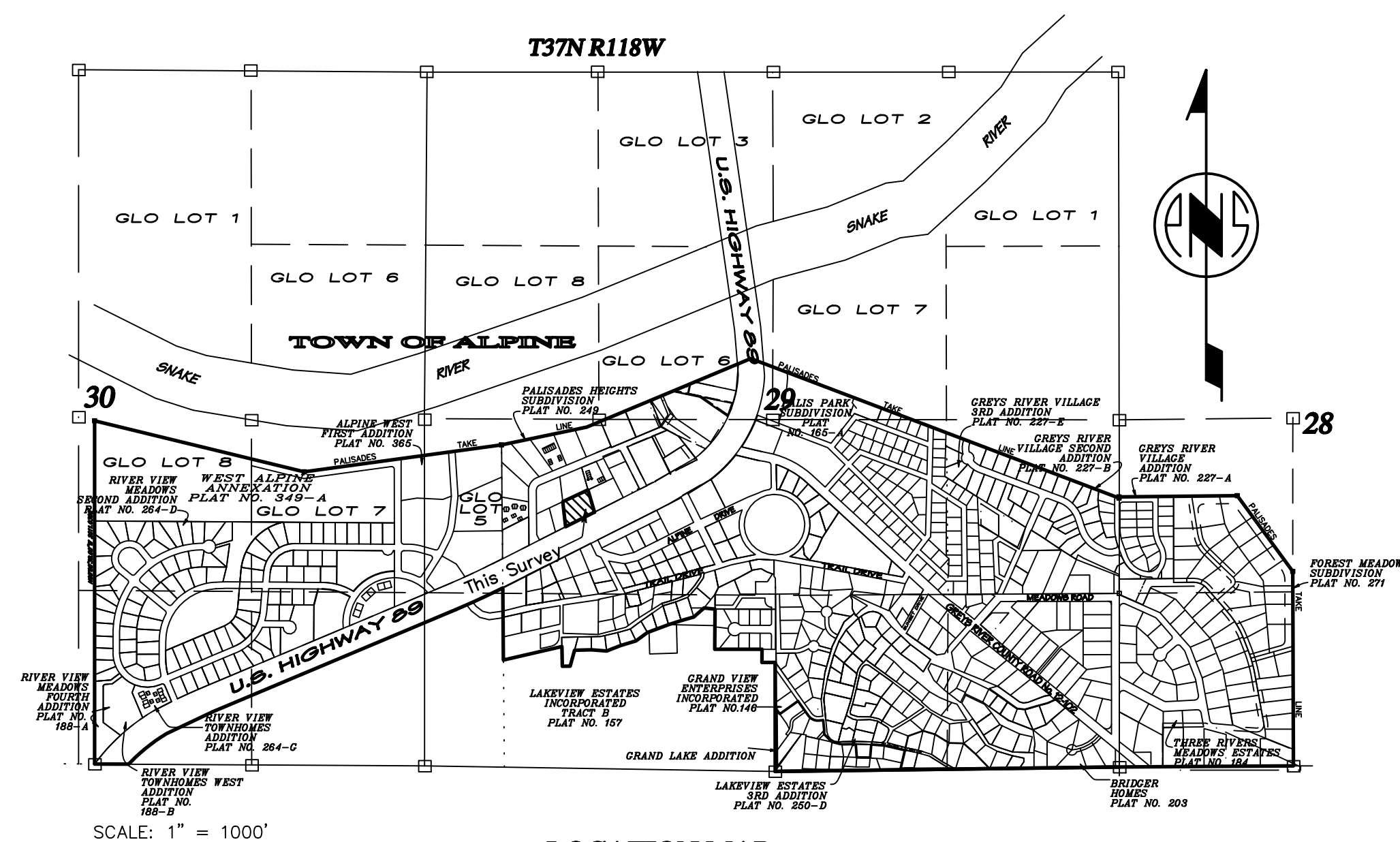
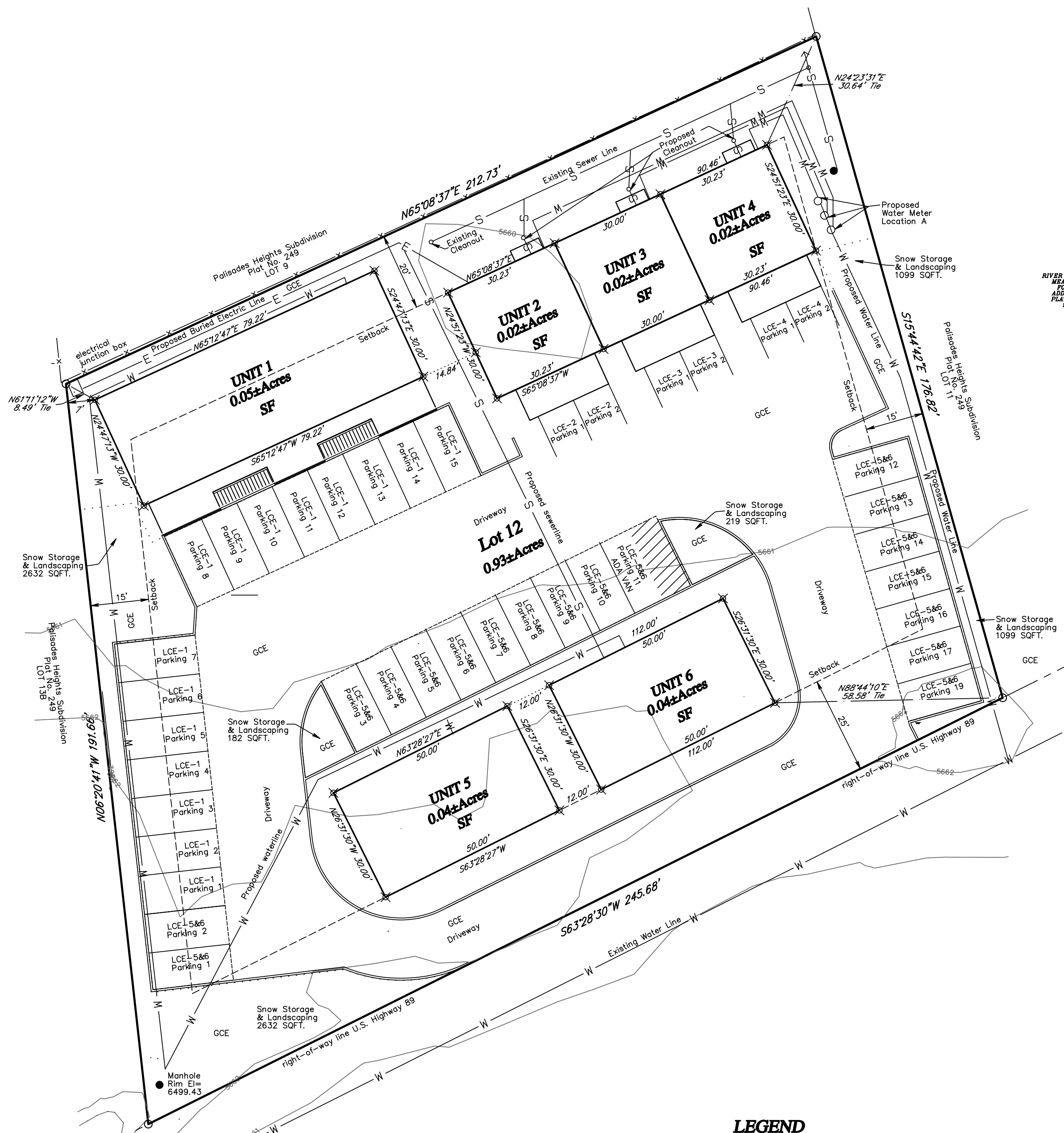
First Floor Plan Layout for Live/Work Units prepared by Alpine Architectural Studio – A101

Floor Plans for Commercial Units prepared by Alpine Architectural Studio – A107

Exterior Elevations prepared by Alpine Architectural Studio – A206 and A207

Perspective Drawing prepared by Alpine Architectural Studio – A208

LAKEVIEW OUTPOST ADDITION



CERTIFICATE OF SURVEYOR

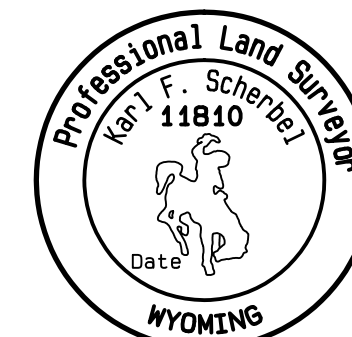
STATE OF WYOMING } ss..
 COUNTY OF LINCOLN }
 I, Karl F. Scherbel of Afton, County of Lincoln, State of Wyoming, hereby certify that this plat was made from notes taken during an actual survey made by me and persons under my supervision during 2025, and from records in the Office of the Clerk of Lincoln County and that it correctly represents the **LAKEVIEW OUTPOST ADDITION**

to the Town of Alpine, described as follows:

Lot 12 of the Palisades Heights Subdivision within the Town of Alpine of record in said office as Plat No. 249 within the GLO LOT 5 of Section 29, T37N, R118W, Lincoln County, Wyoming;

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;

Encompassing an area of 0.93 acre, more or less;



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

Notary Public _____ My Commission expires: _____

CERTIFICATE OF ACCEPTANCE

STATE OF WYOMING } ss..
 COUNTY OF LINCOLN }

The foregoing **LAKEVIEW OUTPOST ADDITION** to the Town of Alpine was approved at the regular meeting of the Alpine Town Council on this ___ day of ___, 2025 in accordance with Resolution No. ___ of the Town of Alpine.

Town of Alpine

Attest:

Monica L. Chenault, Town Clerk

Eric Green, Mayor

OWNERS:

Creative Properties, LLC
 P.O. Box 1196
 Jackson, Wyoming 83001

LAND USE TABLE:

Total Number of Units: 6
 Total Acres: 0.93± Acres
 Zoning: MRC-Mixed Residential and Commercial District

SURVEYOR:

Surveyor Scherbel, Ltd.
 P.O. Box 725
 Afton, Wyoming 83110
 (307) 885-9319

DATE:

August 2025

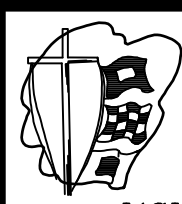
ADVANCE PLAT
 SUBJECT TO CORRECTION
 AND APPROVAL

CERTIFICATE OF RECORDATION

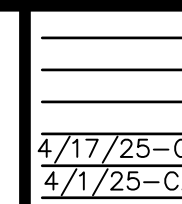
This plat was filed for record in the Office of the Clerk of Lincoln County on this ___ day of ___, 2025.

April Brunski, Clerk

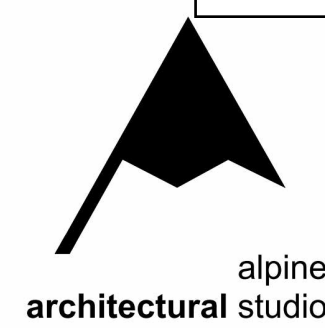
SURVEYOR SCHERBEL, LTD.
 PROFESSIONAL LAND SURVEYORS



BOX 96 BIG DINEY-MARLBLETON, WYO. 83119 TEL. 307-276-3947
 BOX 725 AFTON, WYO. 83110 TEL. 307-885-9319; ALPINE, WYO. 83120 TEL. 307-885-9319
 JACKSON, WYO. TEL. 307-283-5903; LAVA, ID. TEL. 208-776-5930; MONTPELIER, ID. TEL. 208-847-2800



4/17/25-CAP: Edit per Afton review
 4/1/25-CAP: Edit per Afton review
 REVISIONS:



ALPINE, WY
LOT-12 HWY 89 / PIN: 3718-293-02-011
PALISADES HEIGHTS SUBDIVISION

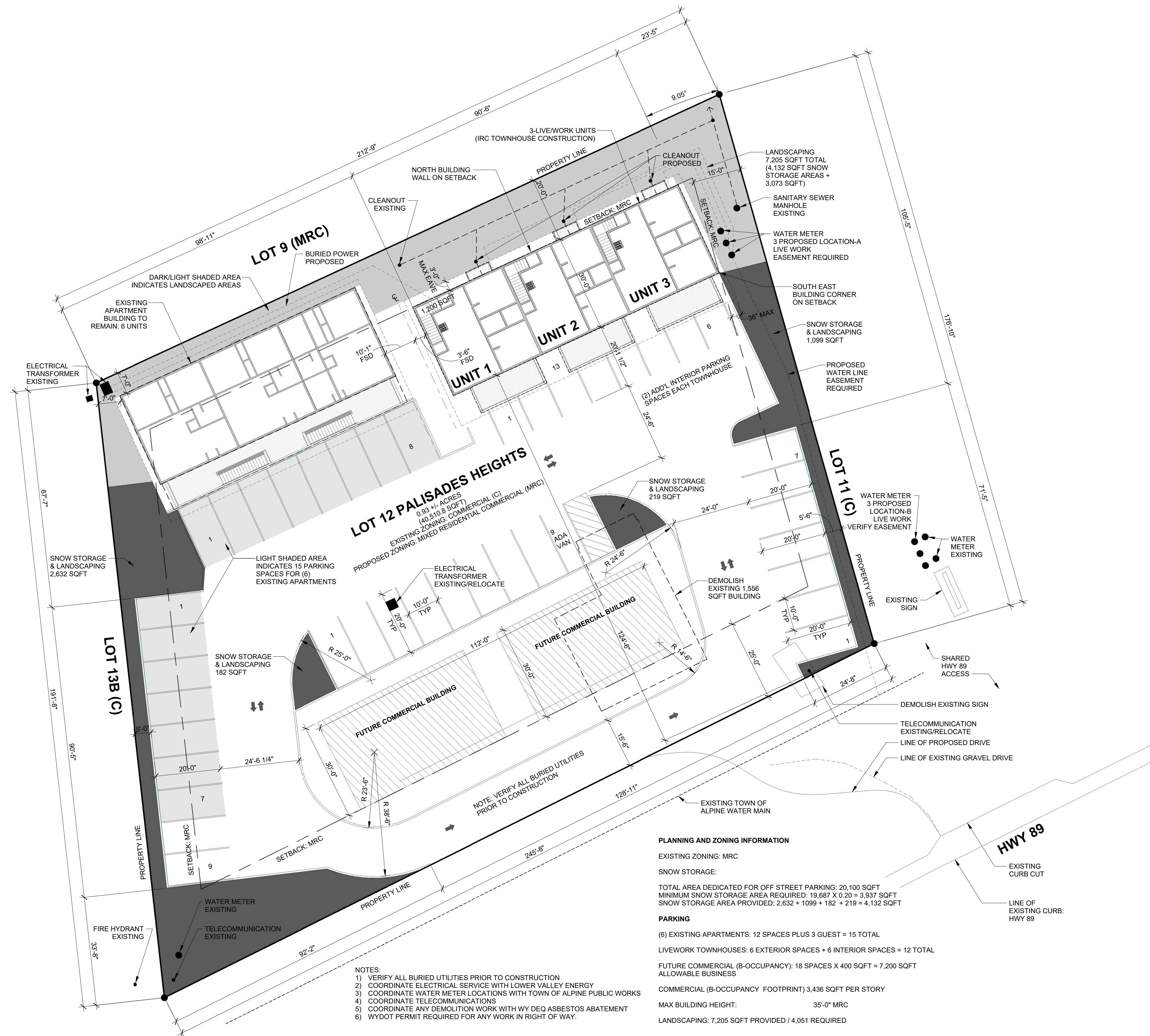
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4.9.2025
DRAWN BY | BENNETT
CHECKED BY | BENNETT
REVISIONS

SITE PLAN -
PROPOSED
CONDITIONS

SP101

NOT FOR CONSTRUCTION - PRELIMINARY DESIGN

**PLANNING AND ZONING INFORMATION**

EXISTING ZONING: MRC

SNOW STORAGE:

TOTAL AREA DEDICATED FOR OFF STREET PARKING: 20,100 SQFT
MINIMUM SNOW STORAGE AREA REQUIRED: $19,687 \times 0.20 = 3,937$ SQFT
SNOW STORAGE AREA PROVIDED: $2,632 + 1099 + 182 + 219 = 4,132$ SQFT

PARKING

(6) EXISTING APARTMENTS: 12 SPACES PLUS 3 GUEST = 15 TOTAL

LIVEWORK TOWNHOUSES: 6 EXTERIOR SPACES + 6 INTERIOR SPACES = 12 TOTAL

FUTURE COMMERCIAL (B-OCCUPANCY): 18 SPACES X 400 SQFT = 7,200 SQFT
ALLOWABLE BUSINESS

COMMERCIAL (B-OCCUPANCY FOOTPRINT) 3,436 SQFT PER STORY

MAX BUILDING HEIGHT: 35'-0" MRC

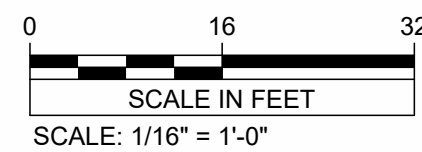
LANDSCAPING: 7,205 SQFT PROVIDED / 4,051 REQUIRED

NOTES:

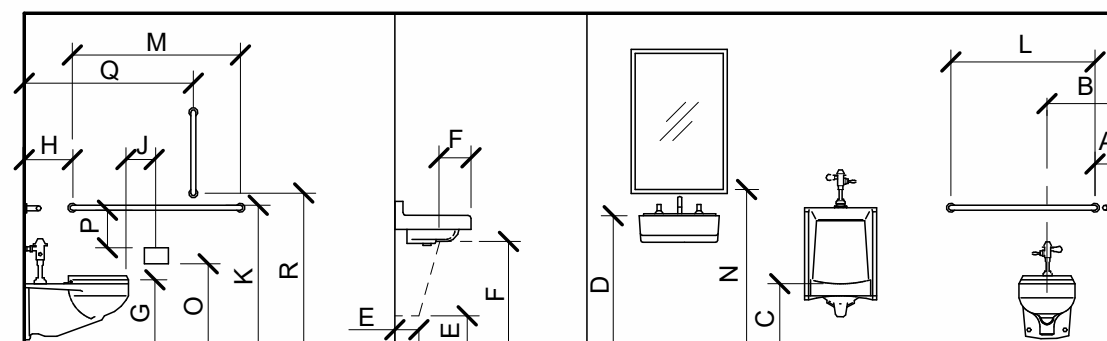
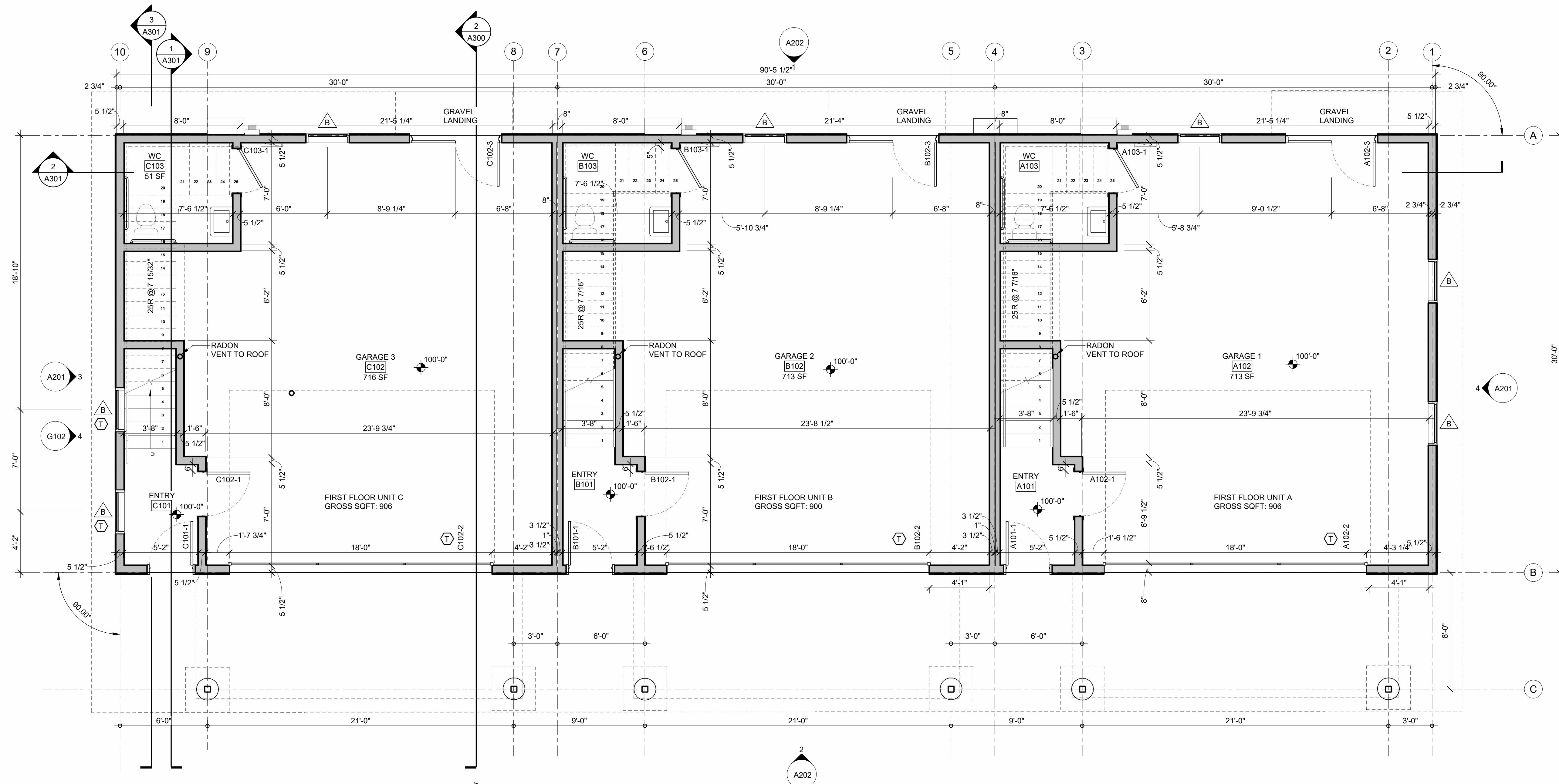
- 1) VERIFY ALL BURIED UTILITIES PRIOR TO CONSTRUCTION
- 2) COORDINATE ELECTRICAL SERVICE WITH LOWER VALLEY ENERGY
- 3) COORDINATE WATER METER LOCATIONS WITH TOWN OF ALPINE PUBLIC WORKS
- 4) COORDINATE TELECOMMUNICATIONS
- 5) COORDINATE ANY DEMOLITION WORK WITH WY DEQ ASBESTOS ABATEMENT
- 6) WYDOT PERMIT REQUIRED FOR ANY WORK IN RIGHT OF WAY.

SITE PLAN - PROPOSED CONDITIONS

1/16" = 1'-0"



4/10/2025 8:51:38 AM | AAS # LOT-12 HWY 89 |



FIXTURE	DIM#	MOUNTING HEIGHT
GRAB BAR	A	6" TO CENTER FROM ADJACENT WALL
TOILET (ADA)	B	18" TO CENTER FROM ADJACENT WALL
URINAL	C	24" TO RIM ABOVE FINISH FLOOR
URINAL (ADA)	C	17" TO RIM ABOVE FINISH FLOOR
SINK (ADA)	D	34" MAX TO SINK RIM ABOVE FINISH FLOOR
SINK (ADA)	E	9" HIGH X 6" DEEP TOE CLEARANCE
SINK (ADA)	F	27" MIN X 8" DEEP KNEE CLEARANCE
TOILET	G	14" TO TOP OF SEAT
TOILET (ADA)	G	17" - 19" TOP OF SEAT
GRAB BAR (ADA)	H	12" TO CENTER FROM ADJACENT WALL
TOILET PAPER HOLDER	J	7" - 9" TO CENTERLINE FROM TOILET
GRAB BAR	K	33" - 36" TO TOP A.F.F.
GRAB BAR	L	36" OUTSIDE TO OUTSIDE
GRAB BAR	M	42" OUTSIDE TO OUTSIDE
MIRROR	N	40" MAX TO BOT OF MIRROR SURFACE
TOILET PAPER HOLDER	O	19" MIN. TO CENTER ABOVE FINISH FLOOR
TOILET PAPER HOLDER	P	1 1/2" MIN. FROM BOTTOM OF GRAB BAR
18" VERTICAL GRAB BAR	Q	39" - 41" FROM WALL
18" VERTICAL GRAB BAR	R	39" - 41" FROM FLOOR

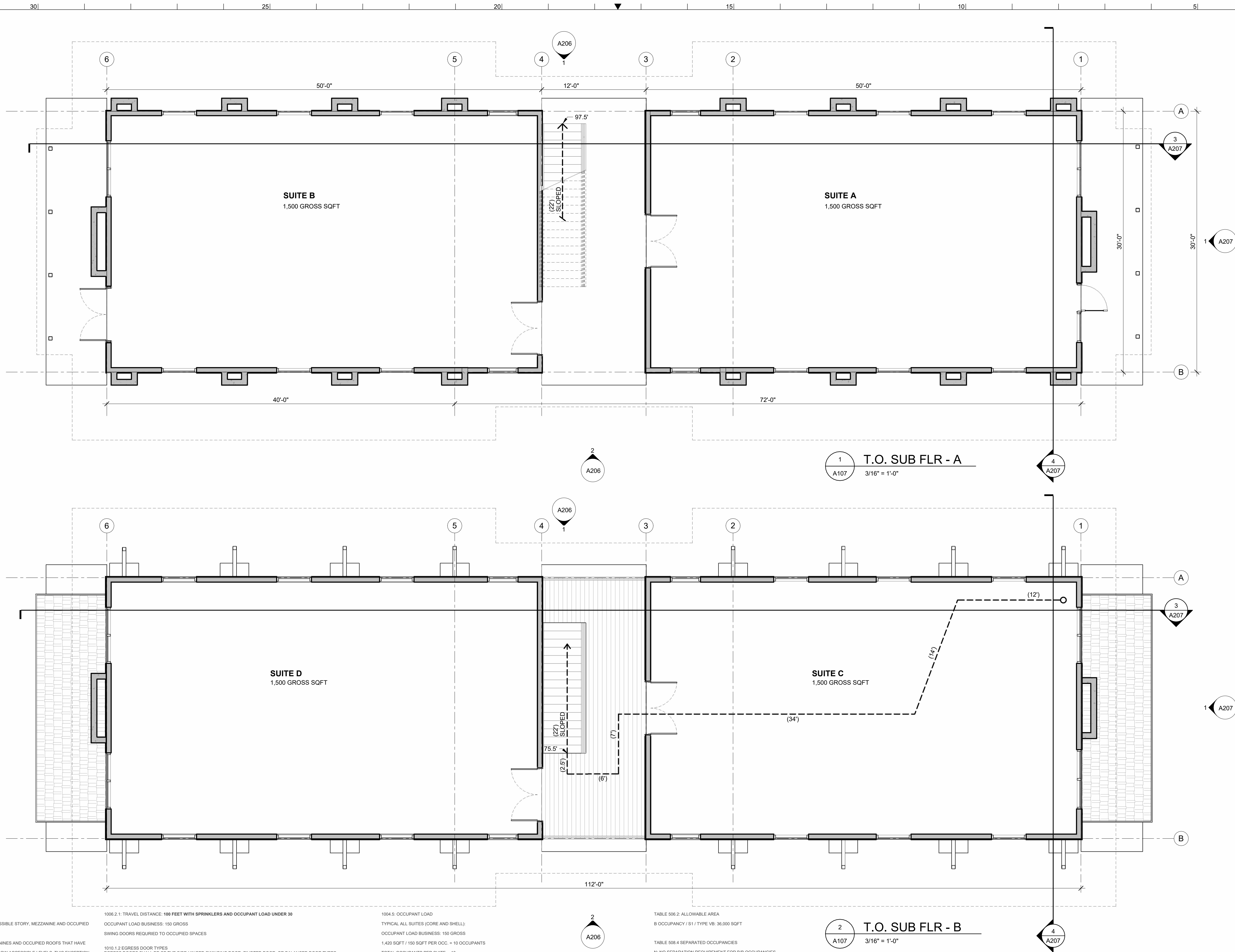
WC A103,B103,&C103 REFER TO LEGEND ABOVE

TEMPERED GLAZING REQUIRED IN HAZARDOUS LOCATIONS: (T)

GLAZING IN FIXED AND OPERABLE PANELS OF SWINGING, SLIDING AND BIFOLD DOORS SHALL BE CONSIDERED TO BE A HAZARDOUS LOCATION.

GLAZING IN AN INDIVIDUAL FIXED OR OPERABLE PANEL ADJACENT TO A DOOR SHALL BE CONSIDERED TO BE A HAZARDOUS LOCATION WHERE THE BOTTOM EXPOSED EDGE OF THE GLAZING IS LESS THAN 60 INCHES (1524 MM) ABOVE THE FLOOR OR WALKING SURFACE AND IT MEETS EITHER OF THE FOLLOWING CONDITIONS:
WHERE THE GLAZING IS WITHIN 24 INCHES (610 MM) OF EITHER SIDE OF THE DOOR IN THE PLANE OF THE DOOR IN A CLOSED POSITION.
WHERE THE GLAZING IS ON A WALL LESS THAN 180 DEGREES (3.14 RAD) FROM THE PLANE OF THE DOOR IN A CLOSED POSITION AND WITHIN 24 INCHES (610 MM) OF THE HINGE SIDE OF AN IN-SWINGING DOOR.**1 1ST FLOOR PLAN - LIVE WORK**
1/4" = 1'-0" TOTAL FIRST FLOOR
GROSS SQFT: 2,714

NOT FOR CONSTRUCTION - PRELIMINARY DESIGN



1104.4 MULTISTORY BUILDINGS AND FACILITIES

AT LEAST ONE ACCESSIBLE ROUTE SHALL CONNECT EACH ACCESSIBLE STORY, MEZZANINE AND OCCUPIED ROOFS IN MULTILEVEL BUILDINGS AND FACILITIES. EXCEPTIONS:

1. AN ACCESSIBLE ROUTE IS NOT REQUIRED TO STORIES, MEZZANINES AND OCCUPIED ROOFS THAT HAVE AN AGGREGATE AREA OF NOT MORE THAN 3,000 SQUARE FEET (278.7 M²) AND ARE LOCATED ABOVE AND BELOW ACCESSIBLE LEVELS. THIS EXCEPTION SHALL NOT APPLY TO:

1.1. MULTIPLE TENANT FACILITIES OF GROUP M OCCUPANCIES CONTAINING VE OR MORE TENANT SPACES USED FOR THE SALES OR RENTAL OF GOODS AND WHERE AT LEAST ONE SUCH TENANT SPACE IS LOCATED ON A OOR LEVEL ABOVE OR BELOW THE ACCESSIBLE LEVELS.

1.2. STORIES OR MEZZANINES CONTAINING OGES OF HEALTH CARE PROVIDERS (GROUP B OR I).

1.3. PASSENGER TRANSPORTATION FACILITIES AND AIRPORTS (GROUP A-3 OR B).

1.4. GOVERNMENT BUILDINGS.

1.5. STRUCTURES WITH FOUR OR MORE DWELLING UNITS.

1006.2.1: TRAVEL DISTANCE: 100 FEET WITH SPRINKLERS AND OCCUPANT LOAD UNDER 30

OCCUPANT LOAD BUSINESS: 150 GROSS

SWING DOORS REQUIRED TO OCCUPIED SPACES

1010.1.2 EGRESS DOOR TYPES
EGRESS DOORS SHALL BE OF THE SIDE-HINGED SWINGING DOOR, PIVOTED DOOR, OR BALANCED DOOR TYPES. EXCEPTIONS:
PRIVATE GARAGES, OFFICE AREAS, FACTORY AND STORAGE AREAS WITH AN OCCUPANT LOAD OF 10 OR LESS.

LUDC CH4: (J) BUILDING FAÇADES: A BUILDING FAÇADE REFERS TO THE EXTERIOR SIDE OF A BUILDING THAT INCLUDES ENTIRE BUILDING WALLS, INCLUDING WALL FACES, PARAPETS, FASCIA, WINDOWS, DOORS, CANOPY, AND VISIBLE ROOF STRUCTURES OF ONE COMPLETE BUILDING ELEVATION. THE FOLLOWING REQUIREMENTS SHALL BE APPLIED TO THE DESIGN OF COMMERCIAL BUILDING FAÇADES:

(1) DISTINCT MODULES FOR A SINGLE, CONTINUOUS FAÇADE (SEE FIGURE 4-1), E.G., SHOPPING CENTER, SHALL INCORPORATE VISIBLE CHANGES IN THE FAÇADE ELEVATION THROUGH THE USE OF WALL PLANE PROJECTS, PIERS, COLUMNS, COLONNADES, ARCADES OR SIMILAR ARCHITECTURAL FEATURES THAT CREATE A DISTINCT FAÇADE ELEVATION.

(2) THE MODULES FOR A SINGLE, CONTINUOUS FAÇADE SHALL NOT EXCEED AN AVERAGE OF THIRTY (30) FEET IN WIDTH. NO INDIVIDUAL MODULE SHALL EXCEED FIFTY (50) FEET IN WIDTH (SEE FIGURE 4-2).

1004.5: OCCUPANT LOAD

TYPICAL ALL SUITES (CORE AND SHELL):

OCCUPANT LOAD BUSINESS: 150 GROSS

1,420 SQFT / 150 SQFT PER OCC. = 10 OCCUPANTS

TOTAL OCCUPANTS PER SUITE: 10

TOTAL BUILDING OCCUPANTS: 44 (INCLUDING OUTDOOR COVERED AREAS)

303.1.2 SMALL ASSEMBLY SPACES

THE FOLLOWING ROOMS AND SPACES SHALL NOT BE CLASSIFIED AS ASSEMBLY OCCUPANCIES:

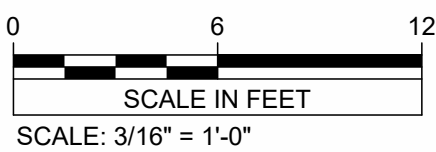
- 1) A ROOM OR SPACE USED FOR ASSEMBLY PURPOSES WITH AN OCCUPANT LOAD OF LESS THAN 50 PERSONS AND ACCESSORY TO ANOTHER OCCUPANCY SHALL BE CLASSIFIED AS A GROUP B OCCUPANCY OR AS PART OF THAT OCCUPANCY.
- 2) A ROOM OR SPACE USED FOR ASSEMBLY PURPOSES THAT IS LESS THAN 750 SQUARE FEET (70 M²) IN AREA AND ACCESSORY TO ANOTHER OCCUPANCY SHALL BE CLASSIFIED AS A GROUP B OCCUPANCY OR AS PART OF THAT OCCUPANCY.

TABLE 506.2: ALLOWABLE AREA

B OCCUPANCY / S1 / TYPE VB: 36,000 SQFT

TABLE 508.4 SEPARATED OCCUPANCIES

N: NO SEPARATION REQUIREMENT FOR B/B OCCUPANCIES.



3/4/2025 8:07:25 PM | AAS # LOT-12 HWY 89 |

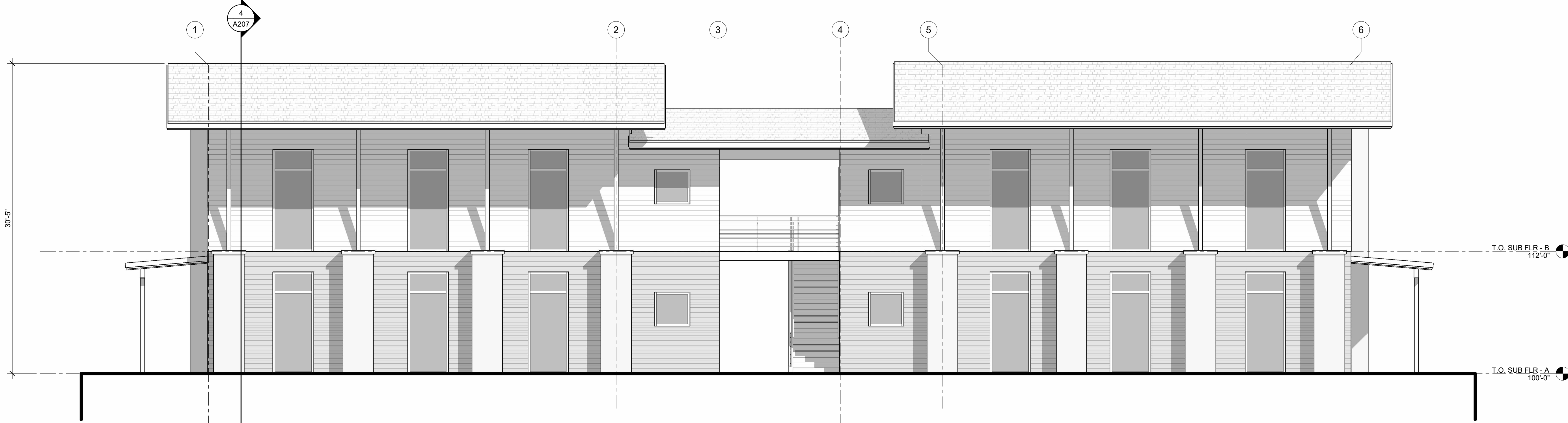
ALPINE, WY
LOT-12 HWY 89
PALISADES HEIGHTS OFFICE BUILDING

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SCHEMATIC DESIGN

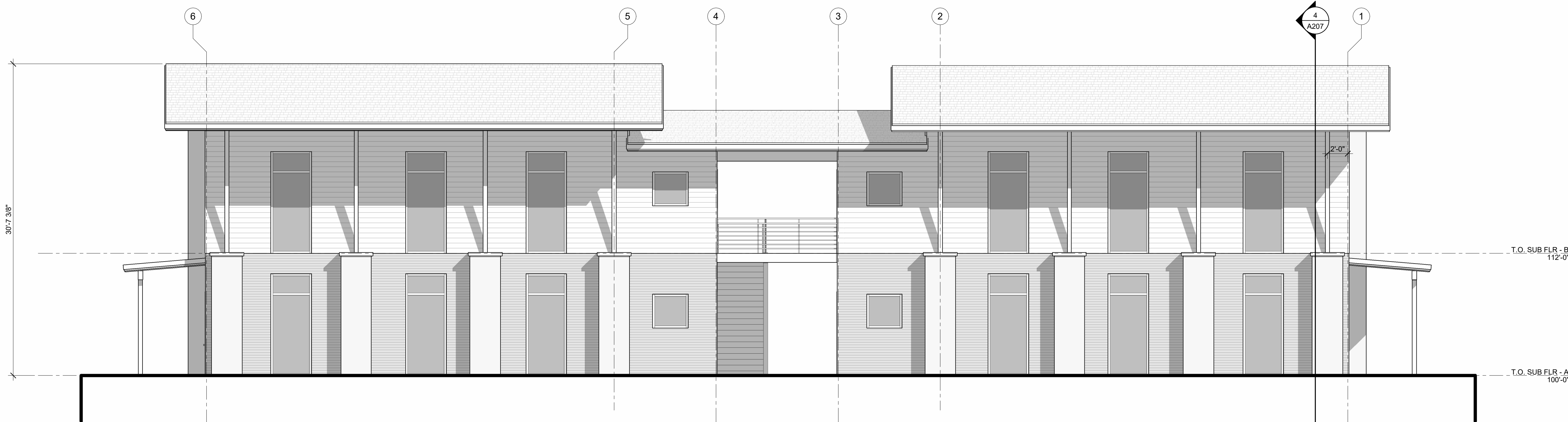
3.4.2025
DRAWN BY | BENNETT
CHECKED BY | BENNETT
REVISIONS

B - EXTERIOR
ELEVATIONS
A206

NOT FOR CONSTRUCTION - PRELIMINARY DESIGN



1 ELEVATION - NORTH
3/16" = 1'-0"



2 ELEVATION - SOUTH
3/16" = 1'-0"

ALPINE, WY
LOT-12 HWY 89
PALISADES HEIGHTS OFFICE BUILDING

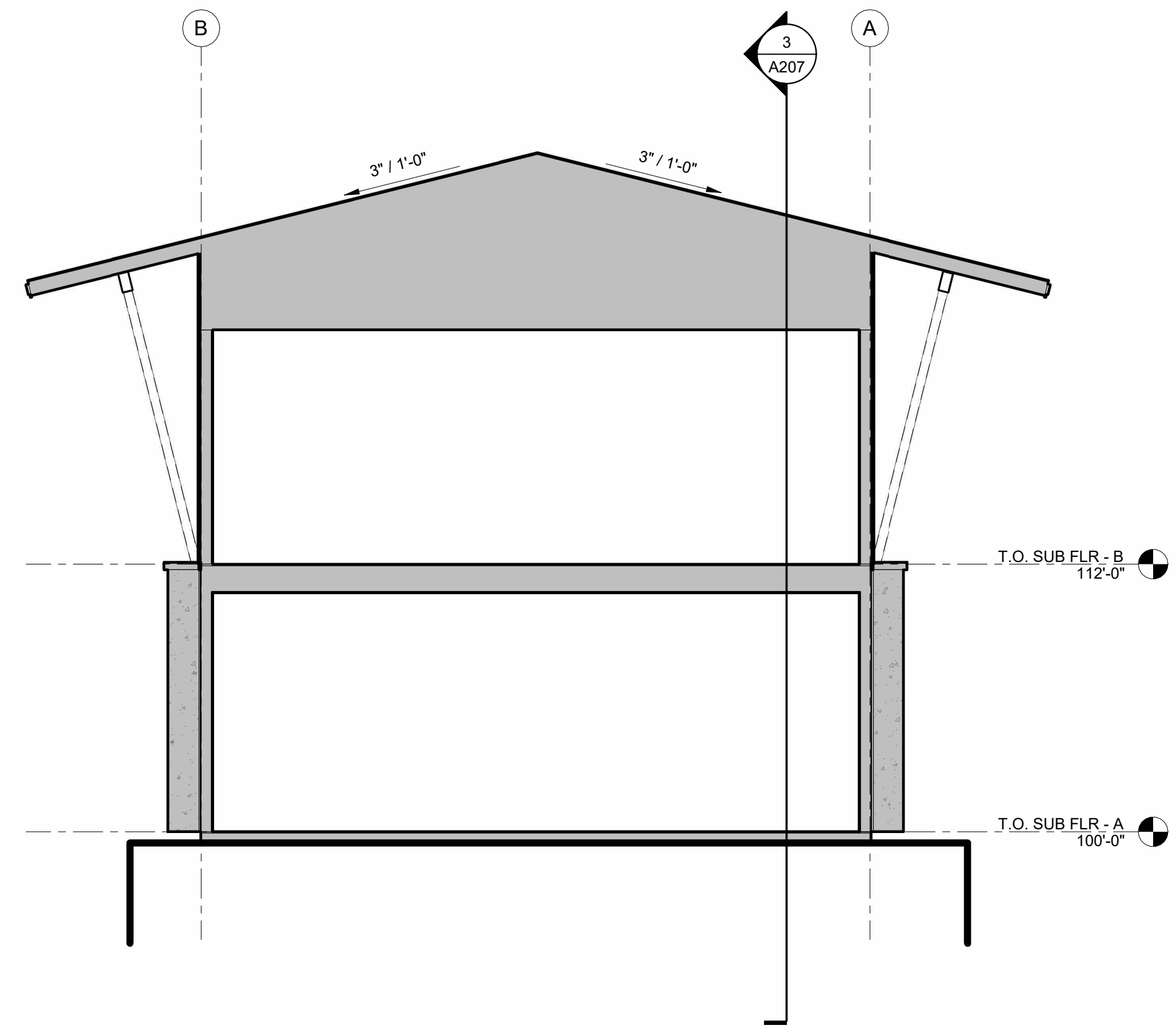
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SCHEMATIC DESIGN

3.4.2025
DRAWN BY | BENNETT
CHECKED BY | BENNETT
REVISIONS

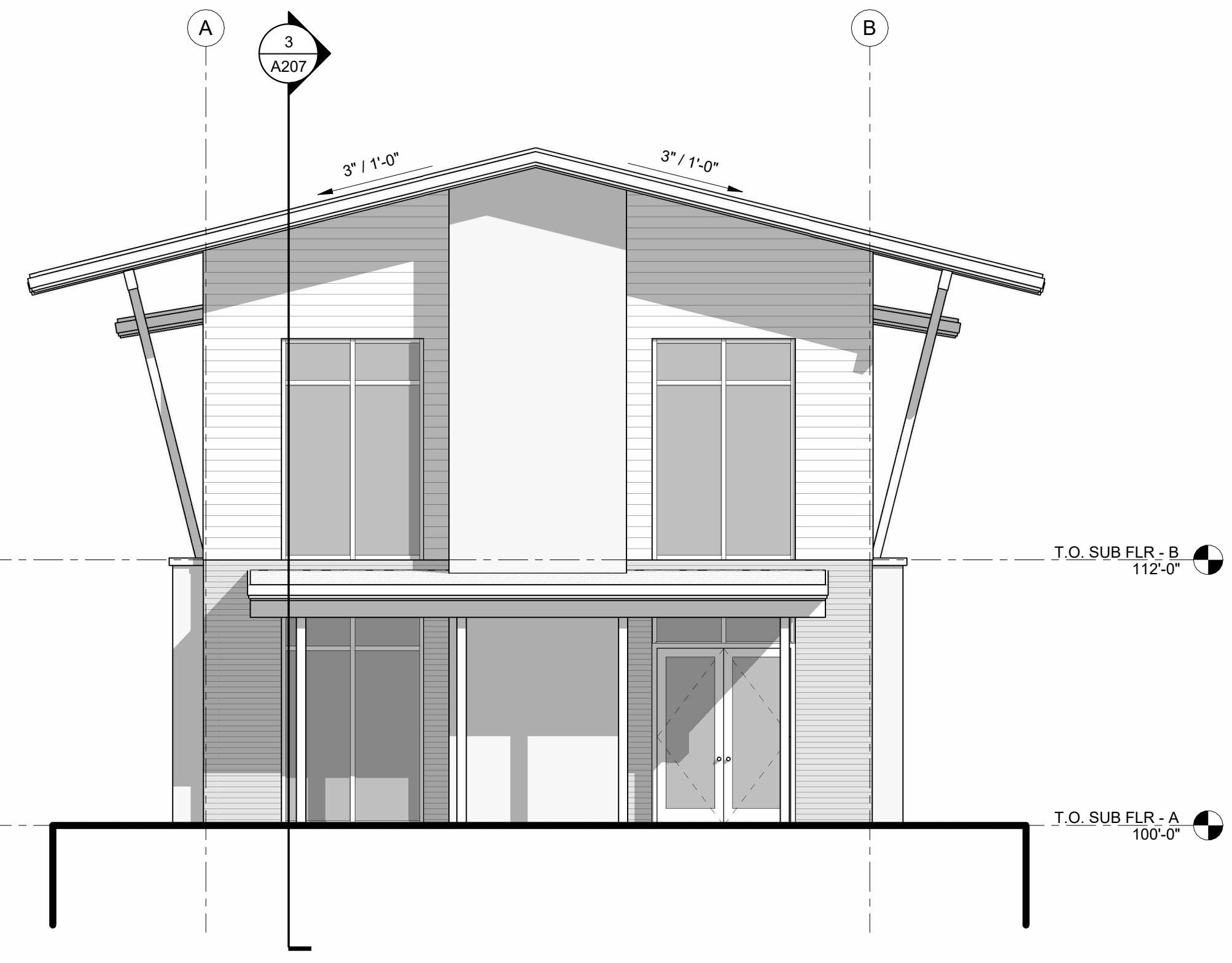
B - EXTERIOR
ELEVATIONS &
SECTIONS

A207

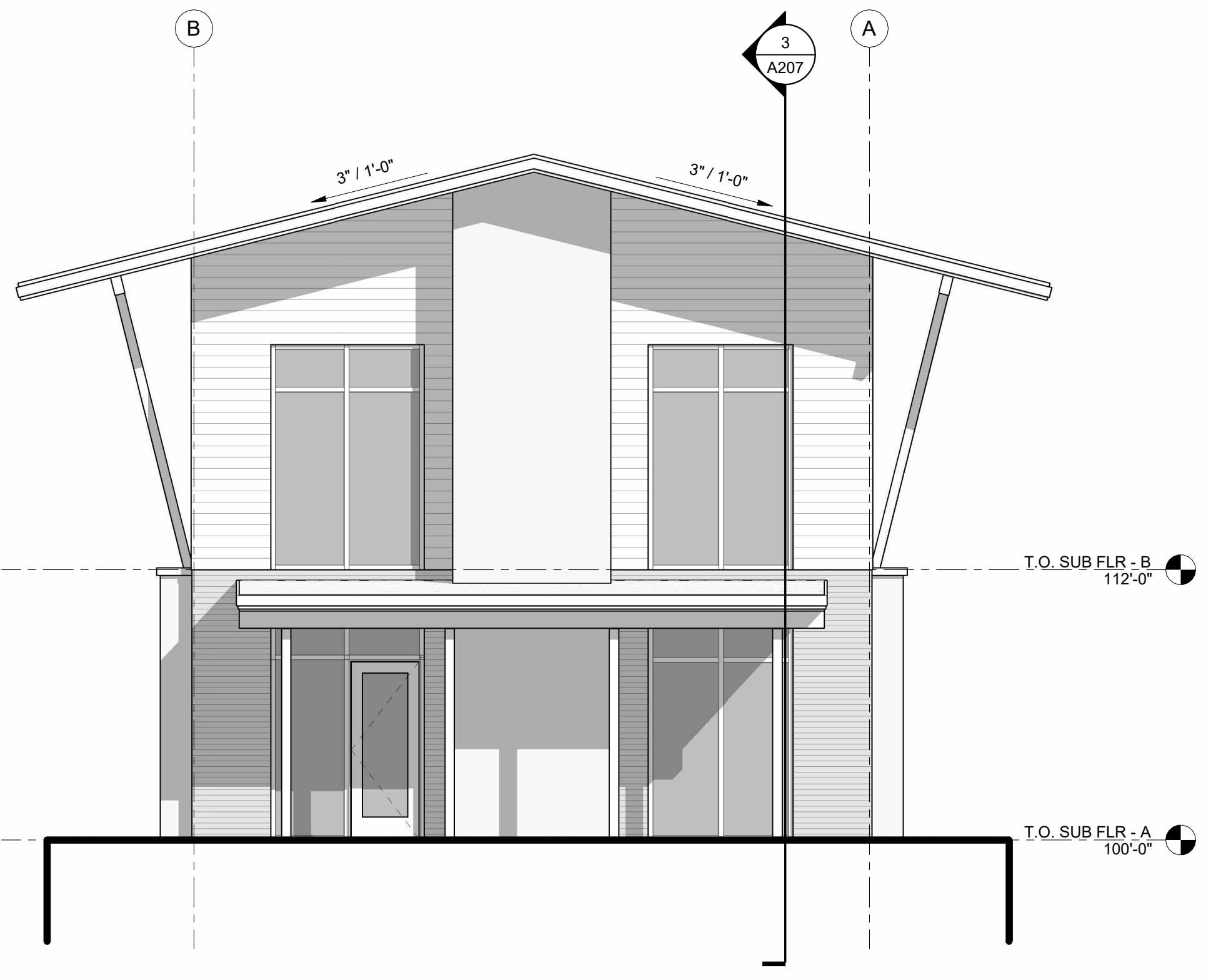
NOT FOR CONSTRUCTION - PRELIMINARY DESIGN



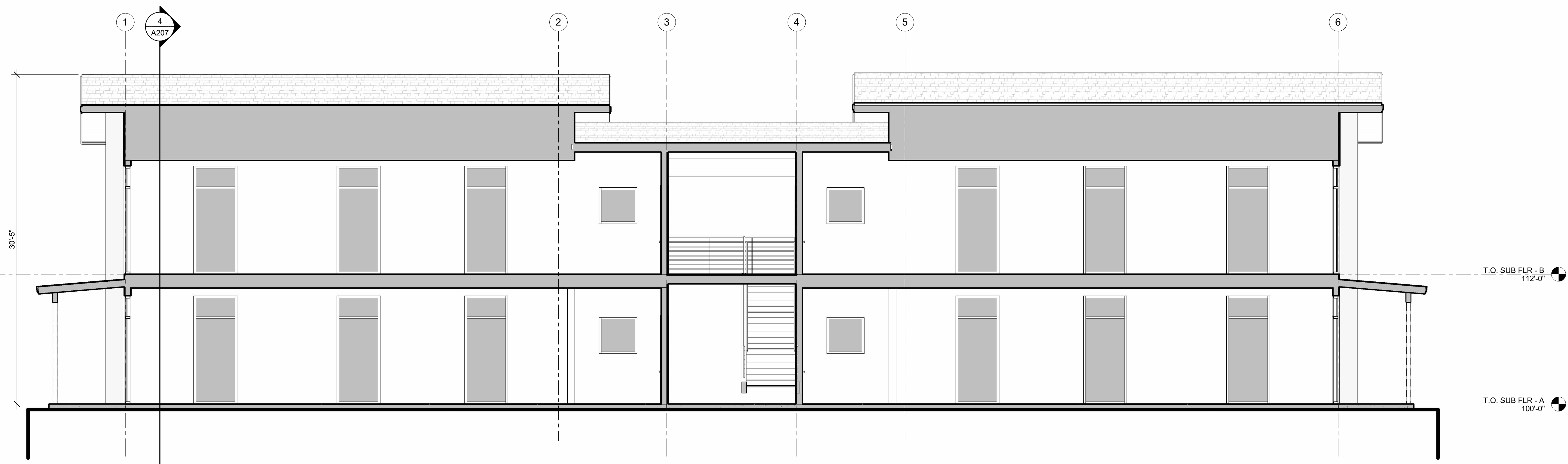
4 NORTH-SOUTH BUILDING SECTION
A207 3/16" = 1'-0"



2 ELEVATION - WEST
A207 3/16" = 1'-0"



1 ELEVATION - EAST
A207 3/16" = 1'-0"



3 EAST-WEST BUILDING SECTION
A207 3/16" = 1'-0"

ALPINE, WY
LOT-12 HWY 89
PALISADES HEIGHTS OFFICE BUILDING

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SCHEMATIC DESIGN

3.4.2025
DRAWN BY | BENNETT
CHECKED BY | BENNETT
REVISIONS

B - PERSPECTIVES

A208

NOT FOR CONSTRUCTION - PRELIMINARY DESIGN



2 SOUTH WEST PERSPECTIVE
A208



1 SOUTH EAST PERSPECTIVE
A208

PUBLIC NOTICE

A multi-unit development consisting of separate live-work units and commercial retail buildings is being proposed for this property.

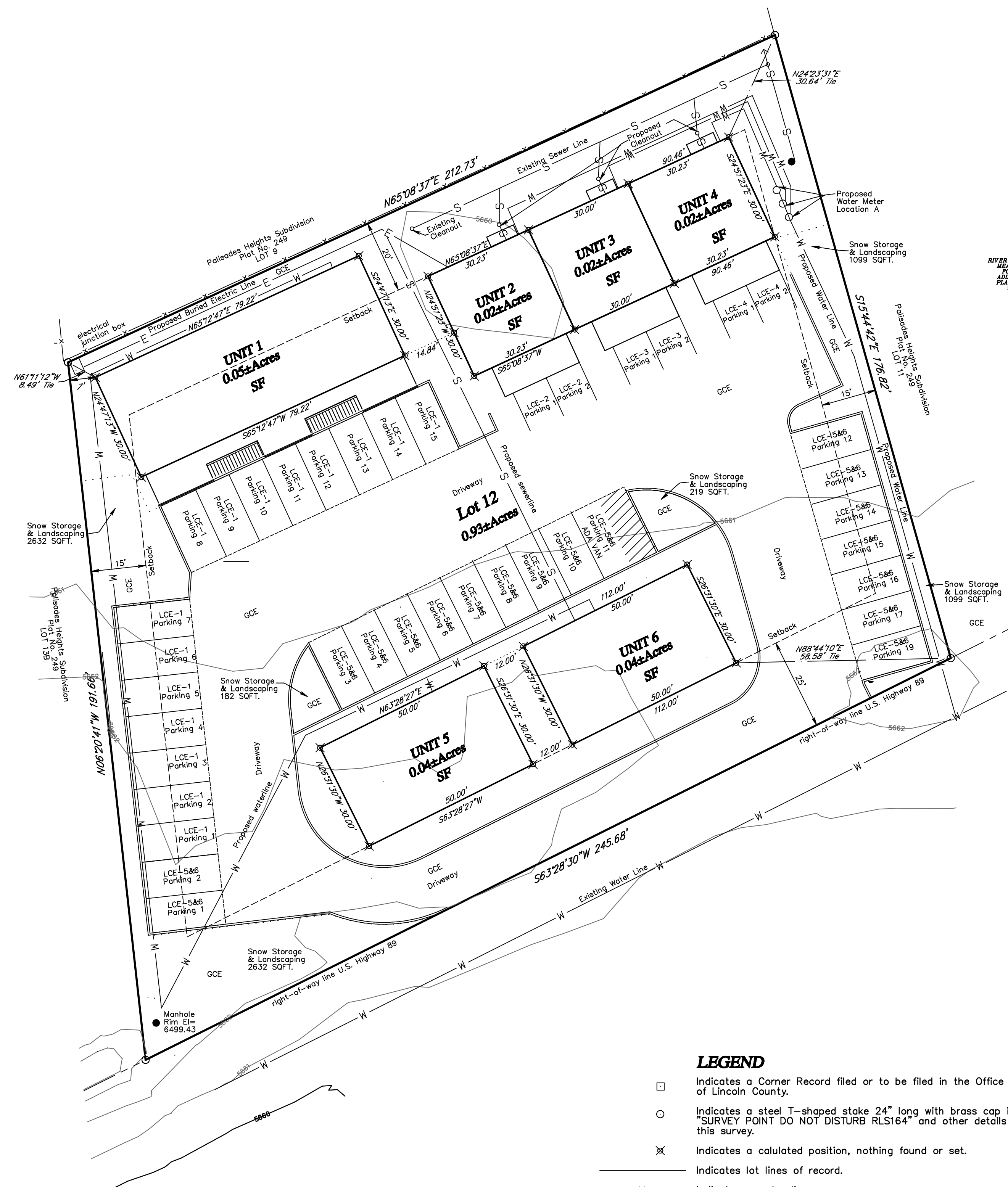
The Town of Alpine Land Use Development Code does not specifically address divided or condominium-style ownership in buildings. The applicant is therefore requesting a **Special Use Permit** to allow divided ownership of proposed live-work units on their property.

The Planning and Zoning Commission will hold a Public Hearing regarding the Special Use Permit Application on October 14, 2025, at 7:00 PM at 250 River Circle Dr. in the Town Hall Council Chambers.

A City Council Public Hearing will be held directly after on October 21, 2025, at 7:00 PM at 250 River Circle Dr. in the Town Hall Council Chambers.

For more information, please contact the Planning and Zoning Department at 307-654-7757.

LAKEVIEW OUTPOST ADDITION



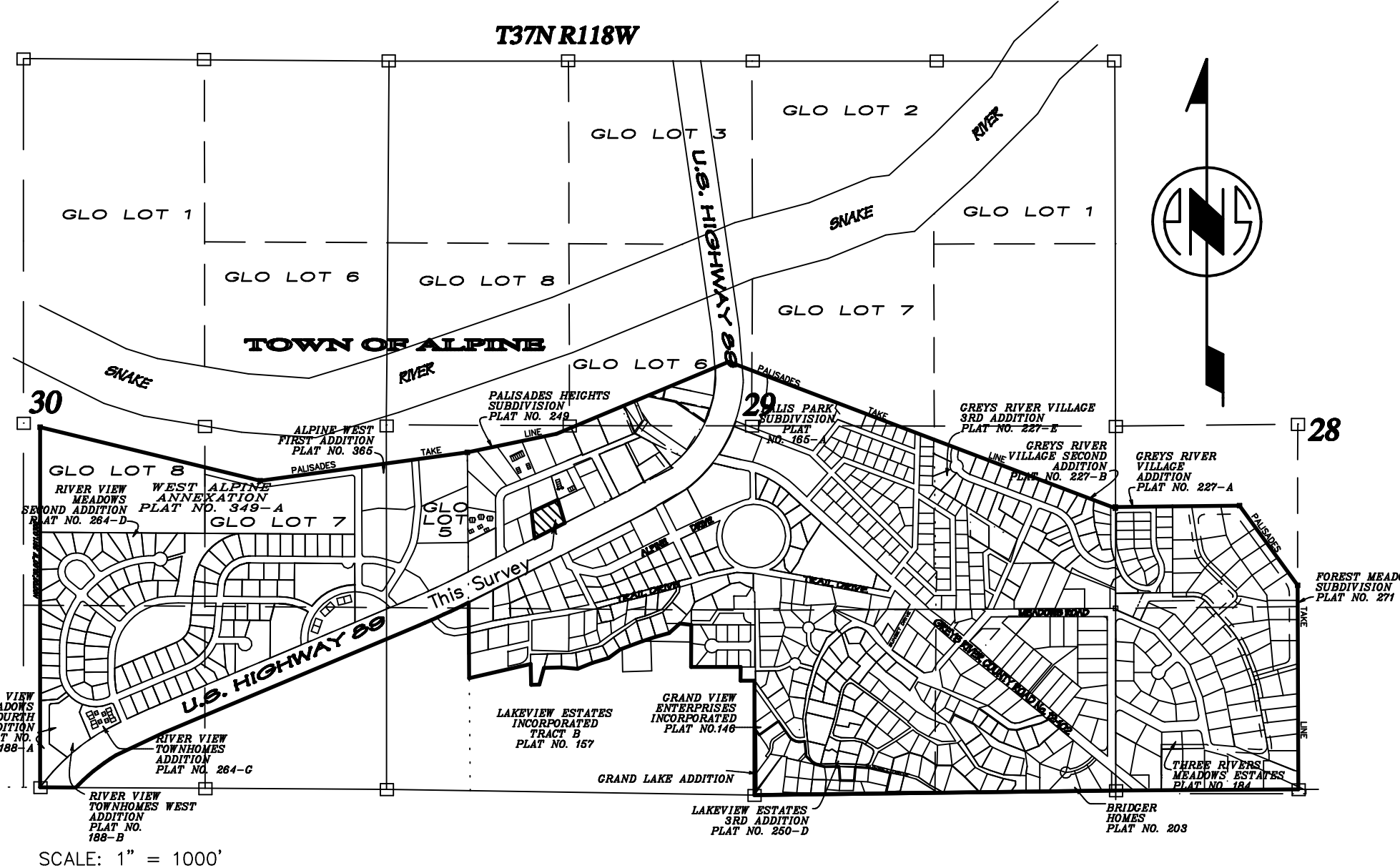
NOTES

- Where bearings are not shown they are parallel to the appropriate unit lines.
- Total area dedicated for off street parking: 20,100 Sq. Ft.
Minimum snow storage area required: $19,687 \times 0.20 = 3937$ Sq. Ft.
Snow storage provided: $2632 + 1099 + 182 + 219 = 4132$ Sq. Ft.
- Landscape: 7205 Sq. Ft. provided / 4051 Sq. Ft. required.
- Typical Parking is 10' X 20'.

LEGEND

- ☐ Indicates a Corner Record filed or to be filed in the Office of the Clerk of Lincoln County.
- ☐ Indicates a steel T-shaped stake 24" long with brass cap inscribed: "SURVEY POINT DO NOT DISTURB RLS164" and other details found this survey.
- ✕ Indicates a calculated position, nothing found or set.
- Indicates lot lines of record.
- W — Indicates a water line.
- S — Indicates a sewer line.
- LCE-Unit 1 Indicates that part of the common area which is Limited Common Element appurtenant to the unit of the same number.
- GCE Indicates that part of the common area which is General Common Element.
- Unit 1 Indicates a townhome unit.

The Basis of Bearing for this survey is N01°04'44"W along the line from the "Call" C51/16 to the "Call" C1/4 of Section 29, T37N R118W.



LOCATION MAP

CERTIFICATE OF OWNERS

STATE OF WYOMING } ss..
COUNTY OF LINCOLN }

The undersigned do hereby certify that the subdivision of Lot 12 of the Palisades Heights Subdivision within the Incorporated limits of the Town of Alpine, 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 owner and proprietor of the described lands;

that the name of the addition shall be the **LAKEVIEW OUTPOST ADDITION** to the Town of Alpine;

that they do hereby vacate said Lot 12 in accordance with Section 34-12-106 Wyoming Statutes 2024, as amended, and respectfully request the Clerk of Lincoln County to so mark said plat in accordance with Section 34-12-110;

that Units 1-6 are townhouse type ownership as defined in the Declaration of Covenants, Conditions and Restrictions for Lake Outpost Addition of record in the Office of the Clerk of Lincoln County;

that each owner of units within this addition is a member of the Lakeview Outpost Property Association;

that each unit consists of a single townhouse unit and the underlying land together with the exclusive use of the Limited Common Element (LCE) with the same unit designation and an undivided interest in the General Common Element (GCE) all defined in said Declaration;

that said addition is subject to any easements of record;

that an emergency vehicle easement is hereby granted to the Town of Alpine over and across the common area (GCE, LCE) shown hereon;

that utility easements identical with the common area (GCE, LCE) shown hereon are hereby granted to Lower Valley Power and Light, Inc. and Silver Star Telephone Company, Inc. and other public and private utilities to serve the units of this addition;

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

Creative Properties, LLC

Signature obtained by separate Certificate of Owner to be recorded concurrently herewith

Managing Member

CERTIFICATE OF SURVEYOR

STATE OF WYOMING } ss..
COUNTY OF LINCOLN }

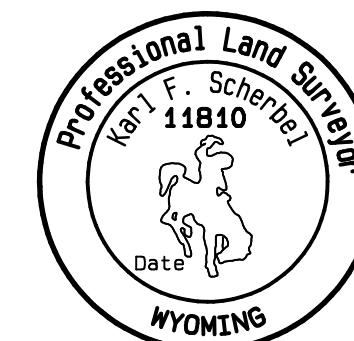
I, Karl F. Scherbel of Afton, County of Lincoln, State of Wyoming, hereby certify that this plat was made from notes taken during an actual survey made by me and persons under my supervision during 2025, and from records in the Office of the Clerk of Lincoln County and that it correctly represents the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

to the Town of Alpine, described as follows:

Lot 12 of the Palisades Heights Subdivision within the Town of Alpine of record in said office as Plat No. 249 within the GLO LOT 5 of Section 29, T37N, R118W, Lincoln County, Wyoming;

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;

Encompassing an area of 0.93 acre, more or less;



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

Notary Public _____ My Commission expires: _____

CERTIFICATE OF ACCEPTANCE

STATE OF WYOMING } ss..
COUNTY OF LINCOLN }

The foregoing **LAKEVIEW OUTPOST ADDITION** to the Town of Alpine was approved at the regular meeting of the Alpine Town Council on this ___ day of ___, 2025 in accordance with Resolution No. ___ of the Town of Alpine.

Town of Alpine

Attest:

Monica L. Chenault, Town Clerk

Eric Green, Mayor

OWNERS:

Creative Properties, LLC
P.O. Box 1196
Jackson, Wyoming 83001

LAND USE TABLE:

Total Number of Units:	6
Total Acres:	0.93± Acres
Zoning:	MRC-Mixed Residential and Commercial District

SURVEYOR:

Surveyor Scherbel, Ltd.
P.O. Box 725
Afton, Wyoming 83110
(307) 885-9319

DATE:

January 2025

ADVANCE PLAT
SUBJECT TO CORRECTION
AND APPROVAL

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



SURVEYOR SCHERBEL, LTD.
PROFESSIONAL LAND SURVEYORS

BOX 96 BIC PINNEY-MARBLETON, WYO. 83119 TEL 307-276-3347
BOX 725 AFTON, WYO. 83110 TEL 307-885-9319; ALPINE, WYO. 83129 TEL 307-885-9319
JACKSON, WYO. TEL 307-733-5903; LAVA, ID. TEL 208-776-5930; MONTPELIER, ID TEL 208-847-2800

DATE: 3 February 2025
DRAWN BY: Clint A. Phillips
CALCULATED BY: Karl F. Scherbel
CATEGORY/PORT: SD/Alpine/Palisadeheights
FIELD BOOK:
COMPUTER FILE: Palisadeheights12 townhomes.pro

4/17/25-CAP: Edit per Afton review
4/17/25-CAP: Edit per Afton review
REVISIONS:

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PLANNING & ZONING MEETING MINUTES

September 09, 2025 at 7:00 PM

Meeting Type – Regular Meeting

DRAFT

1. CALL TO ORDER:

2. ROLL CALL & ESTABLISH QUORUM:

PRESENT

Planning & Zoning Commission Member Dan Schou
Planning & Zoning Vice Chairman Rachael Stewart
Planning & Zoning Chairman Melisa Wilson

3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- a. Reynolds, Daniel, and Patricia-469 Greys River Loop Lot #12 Greys River Village #1- Minor Construction (MC-0825-002)- Deck repair

The existing deck currently extends beyond the minimum setback requirements established by the current Land Use Development Code (LUDC). Under the LUDC, when a structure is modified, it is generally required to be brought into full compliance with all current codes.

However, another section of the LUDC provides that “an existing nonconforming structure may be enlarged or expanded an accumulative amount of twenty (20) percent of the existing structure. However, no enlargement or expansion may encroach any further into setbacks than the existing structure encroaches.”

As a result, this project appears to fall into a conflict or overlap between two provisions:

The requirement to bring modified structures into compliance with current standards, and

The allowance for limited expansion (up to 20%) of existing nonconforming structures without increasing the degree of nonconformity.

This creates uncertainty regarding which provision governs in this specific case, and clarification or interpretation may be needed to determine whether the proposed work qualifies as a permitted expansion of a nonconforming structure or if full compliance with current setbacks is required.

Motion made by Planning & Zoning Commission Member Schou, Seconded by Planning & Zoning Vice Chairman Stewart.

Voting Yea: Planning & Zoning Commission Member Schou, Planning & Zoning Vice Chairman Stewart, Planning & Zoning Chairman Wilson

Motion carries

- b. Hladky, Kate and Cox Jayden 57 Aster Loop Lot #9 Alpine Meadows- Single-family Residential (R1-0925-0001)

Site plan looks good.

Motion made by Planning & Zoning Vice Chairman Stewart, Seconded by Planning & Zoning Commission Member Schou.

Voting Yea: Planning & Zoning Commission Member Schou, Planning & Zoning Vice Chairman Stewart, Planning & Zoning Chairman Wilson

Motion carries

- c. Alpine Education Foundation for Town of Alpine- Proposed Lot #15 of Alpine West Third Addition- Special Use Permit- Charter School Site Plan

Motion made to approve contingent on the approval of the re-plat for the lot by Planning & Zoning Commission Member Schou, Seconded by Planning & Zoning Vice Chairman Stewart.

Voting Yea: Planning & Zoning Commission Member Schou, Planning & Zoning Vice Chairman Stewart, Planning & Zoning Chairman Wilson

Motion Carries

- d. Rendezvous Custom Homes (Jeppsen, Jeff)- 194 Trail Dr. Lot #733 of Lakeview Estates- Multi-family Residential (R2-0001-25)- Site plan for 8-plex

Discussed the need for a retaining wall. Like the previous two sites, the engineer will determine the height of the additional rock retaining wall once the final backfill is completed, and can then determine the design of the retaining wall.

Motion to approve contingent on approval by Building Official made by Planning & Zoning Vice Chairman Stewart, Seconded by Planning & Zoning Commission Member Schou.

Voting Yea: Planning & Zoning Vice Chairman Stewart, Planning & Zoning Chairman Wilson

Voting Nay: Planning & Zoning Commission Member Schou

Motion carries

5. TABLED ITEMS:

None

6. UNFINISHED/ONGOING BUSINESS:

None

7. PLANNING/ZONING CORRESPONDENCE:

None

8. PLANNING AND ZONING DISCUSSION ITEMS:

1.) The Commission discussed the Plan Review Checklist, noting that it had been brought up previously but not formally placed on an agenda. Staff clarified that the checklist is intended to be a working document to assist Planning & Zoning members in reviewing applications for compliance with Town codes. The checklist is not a finalized document or ordinance but a procedural tool to streamline plan reviews. The checklist should make it easier for reviewers to confirm that submittals are complete and compliant before meetings.

There was discussion about whether separate checklists should be developed for R-1 single-family and R-2/multifamily or commercial projects; members agreed that one checklist may suffice if non-applicable items can be marked “N/A.”

Members agreed the checklist should include clear definitions, particularly for “site plan” requirements, including utilities, access, and snow storage locations.

Traffic study requirements may be listed as “if applicable” depending on project type.

The group agreed that the document is still under development and should be reviewed individually and brought back for discussion at the next meeting.

2.) Implementation of cutoff dates for application materials was recommended (approximately two and a half weeks before the meeting for residential projects and earlier for commercial projects).

3.) Additional discussion followed regarding the potential need for an ordinance requiring trash receptacles or dumpsters for active construction projects. Members noted differing opinions on whether such a requirement should apply to all building permits or only new construction. Consensus was reached to place the item on a future agenda for formal discussion and possible recommendation to Town Council.

TOWN COUNCIL ASSIGNMENT:

Melissa Wilson

9. ADJOURN MEETING:

Motion made by Planning & Zoning Commission Member Schou, Seconded by Planning & Zoning Vice Chairman Stewart.
Voting Yea: Planning & Zoning Commission Member Schou, Planning & Zoning Vice Chairman Stewart, Planning & Zoning Chairman Wilson

Motion carried, Meeting adjourned 7:55 PM

Next Meeting: November 11, 2025

Melisa Wilson, Chairman

Date

Gina Corson, Planning & Zoning Administrator

Date

Prepared and Transcribed By:

Gina Corson, Planning & Zoning Administrator

Date

** Minutes are a summary of the meeting **

DRAFT



PLANNING & ZONING MEETING MINUTES

September 16, 2025. at 6:00 PM

Meeting Type –Regular Meeting and Public Hearing

DRAFT

1.) Call to Order

Chairman Wilson- September 16, 2025, 6:00 p.m.

2.) Roll Call and Establish a Quorum

- Present: Rachel Stewart – Vice Chairman, Melissa Wilson – Chairman, and Dan Schou – Commission Member.
 - Quorum Established

3.) Public Hearing-

1) TOWN OF ALPINE- Minor Subdivision/Replat- Alpine West 3rd Edition, Proposed Lot #15

a) Staff Presentation:

- i) Combine parcels into a single lot to accommodate the Alpine Education Foundation Charter School.
- ii) New lot provides access to Buffalo Drive with adjusted lot lines.
- iii) Consistent with the 2006 Master Plan (priority location for future school facilities).
- iv) Zoning remains Public and Community Facilities.
- v) No anticipated wastewater/stormwater impacts from the replat itself.
- vi) Application is complete and conforms to the Land Use Development Code.
- vii) Concerns related to utilities/stormwater will be addressed during building permit review.
- viii) Notices mailed to 40 property owners; published in Star Valley Independent, Town Hall, and Alpine Post Office. One written response was received and included in the agenda packet.

Recommendation: Approval of the minor subdivision replat application.

b) Public Comment:

- i) Brett Bennett (Alpine Architectural Studio) – Reiterated the opportunity for a school in Alpine. Submitted extensive supporting documents. Referenced surveyor’s replat and site plan.
 - ii) Members of the Alpine Education Foundation and surveyor Marlow Sherbel are present.
 - iii) Discussion of site plan: proposed four buildings, connectors, sidewalks, parking, utilities.
 - iv) Traffic Study: Submitted September [date]. No mitigations recommended. One minor accident in recent history; no injuries.
 - c) Written Comment: Melinda Pavek
 - i) Opposed to the replat and Special Use Permit.
 - ii) Concerns:
 - (1) Safety (traffic, children crossing private property).
 - (2) Validity of supporting survey (lack of transparency in responses).
 - (3) Impact on public school resources.
 - (4) Requested a pause until the updated Master Plan is completed.
 - d) Additional Resident Comments:
 - i) Concerns from Sue Kolbus and Anessa Melnik regarding lack of notice (staff clarified notices were mailed based on Lincoln County records).
 - e) Commission Discussion:
 - i) Questions regarding survey validity, safety, and traffic study timing.
 - ii) Staff confirmed traffic study submitted; based on WYDOT records and adjusted for seasonal use.
 - o Motion: Recommend Approval of the minor subdivision replat application.
 - Motion made by: Rachael Stewart
 - Motion seconded by: Dan Schou
 - Voting Yea: Commission Member Schou, Vice Chairman Stewart, & Chairman Wilson.
 - None Opposed—motion passes.
- 2) ALPINE EDUCATION FOUNDATION- Special Use Permit- non-conforming structure
- a) Staff Presentation
 - i) Four modular classrooms, connected units for a temporary charter school site.
 - ii) Required under Section 3207 (relocation of used buildings prohibited) and Section 45507 (overhang requirements).
 - iii) Property zoned Public & Community Facilities – use is consistent.
 - iv) Procedural requirements met: fees paid, notices mailed, application complete.
 - v) One written response received (same as replat hearing).
 - vi) Supporting materials submitted: site plan, utility plan, landscaping, lighting, fire marshal plan review.

- vii) Subject to the Town of Alpine building permit process for safety/utility design.
- viii) Traffic study required per lease agreement.
- ix) Consistent with the 2006 Master Plan (priority location for school facilities).

b) Public Comment

- i) Brett Bennett (Alpine Architectural Studio) – Reiterated the opportunity for a school in Alpine. Submitted extensive supporting documents. Referenced surveyor's replat and site plan.
- ii) Members of the Alpine Education Foundation and surveyor Marlo Sherbel are present.
- iii) Discussion of site plan: proposed four buildings, connectors, sidewalks, parking, utilities.
- iv) Traffic Study: Submitted September [date]. No mitigations recommended. One minor accident reported in recent history; no injuries.

c) Written Comment; Melinda Pavek

- i) Opposed to the replat and Special Use Permit.
- ii) Concerns:
 - (1) Safety (traffic, children crossing private property).
 - (2) Validity of supporting survey (lack of transparency in responses).
 - (3) Impact on public school resources.
 - (4) Requested a pause until the updated Master Plan is completed.

d) Additional Resident Comments:

- i) Concerns from Sue Kolbas and Anessa Melnik regarding lack of notice (staff clarified notices were mailed based on Lincoln County records).

e) Commission Discussion:

- i) Questions regarding survey validity, safety, and traffic study timing.
- ii) Staff confirmed traffic study submitted; based on WYDOT records and adjusted for seasonal use.
- o Motion: Recommend Approval of the minor subdivision replat application.
 - Motion made by: Dan Schou
 - Motion seconded by: Rachael Stewert
 - Voting Yea: Commission Member Schou, Vice Chairman Stewart, & Chairman Wilson.
 - None Opposed-motion passes.

- Close Public Hearing

4.) Regular Meeting-Action Items

- a. Minor Subdivision Replat (Lot 15):
 - i. Motion to adopt the replat.

- 1. Motion made by: Dan Schou
- 2. Motion seconded by: Rachael Stewert
- 3. Voting Yea: Commission Member Schou, Vice Chairman Stewart, & Chairman Wilson.
 - a. None Opposed-motion passes.
- b. Special Use Permit (Charter School):
 - i. Motion to approve the Special Use Permit.
 - 1. Motion made by: Rachal Stewert
 - 2. Motion seconded by: Dan Schou
 - 3. Voting Yea: Commission Member Schou, Vice Chairman Stewart, & Chairman Wilson.
 - a. None Opposed-motion passes.

5.) Adjournment

- a. Motion to adjourn the Planning & Zoning meeting.
 - i. Motion made by: Dan Schou
 - ii. Motion seconded by: Rachael Stewert
 - iii. Voting Yea: Commission Member Schou, Vice Chairman Stewart, & Chairman Wilson.
 - 1. None Opposed-motion passes.
- b. Meeting adjourned.

Next Meeting: October 14, 2025

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

September 30, 2025. at 7:00 PM

Special Meeting

DRAFT

- 1.) Call to Order
- Chairman Wilson- September 30, 2025, 7:00 p.m.
- 2.) Roll Call and Establish a Quorum
- Melissa Wilson – Chairman, and Dan Schou – Commission Member.
 - Quorum Established
- 3.) Action Items
- 1) TOWN OF ALPINE- Minor Subdivision/Replat- Alpine West 3rd Edition, Proposed Lot #15

- Motion made by: Dan Schou
 - Motion seconded by: Melissia Wilson
 - Voting Yea: Commission Member Schou, Chairman Wilson.
 - None Opposed—motion passes.
- 4.) Adjournment
- a. Motion to adjourn the Planning & Zoning meeting.
 - i. Motion made by: Dan Schou
 - ii. Motion seconded by: Melissa Wilson
 - iii. Voting Yea: Commission Member Schou, Chairman Wilson.
 - 1. None Opposed-motion passes.

b. Meeting adjourned 7:05 pm

Next Meeting: October 14, 2025

Melisa Wilson, Chairman

Date

Gina Corson, Acting Planning & Zoning Administrator
Date

Date _____

Prepared and Transcribed By:

Gina Corson, Acting Planning & Zoning Administrator _____ Date _____

Date _____

** Minutes are a summary of the meeting **