



TOWN COUNCIL MEETING AGENDA

August 19, 2025, at 7:00 PM / 250 River Circle - Alpine, WY 83128

Notice - The video and audio for this meeting are streamed live to the public via the internet and mobile devices with views that encompass all areas, participants, and audience members. Please silence all electronic devices during the meeting. Comments made on YouTube will not be answered. Please email clerk@alpinewy.gov with any questions or comments.

1. **CALL TO ORDER** - Mayor Green
2. **PLEDGE OF ALLEGIANCE** – Mayor Green
3. **ROLL CALL** – Monica Chenault
4. **ADOPT THE AGENDA**

APPROVAL OF CONSENT AGENDA

Items listed on the consent agenda are considered to be routine and will be enacted by one motion in the form listed hereafter. There will be no separate discussion of these items unless a Council member or citizen requests, in which case the item will be removed from the Consent Agenda and will be considered on the Regular Agenda.

5. **CONSENT AGENDA** – Mayor Green
 - a. Town Council Minutes: August 5, 2025 Town Council meeting minutes
 - b. Planning & Zoning Commission Minutes: July 8th, 2025 Planning and Zoning Commission Meeting Minutes
 - c. Bills to Pay: 08/01/2025 - 08/13/2025
6. **REPORTS**
 - a. Mayor's Report – Eric Green
 - b. Alpine Education Foundation Update - Meredith Leonard
 - c. Events Committee Report - Andrea Burchard
 - d. Engineering Report – Jorgensen Engineering
 - e. Planning & Zoning Report – Rachael Stewart
 - f. Economic Development Report – Jeremiah Larsen
 - g. Utility Easement Update – Jeremiah Larsen

- h. Alpine Travel & Tourism Board Report – Jeremiah Larsen
- i. Lincoln County Sheriff’s Report – Submitted in writing
- j. Update on Lincoln County’s 2026 Semiquincentennial Celebration – Presented by Bob King, Lincoln County Commissioner
- k. Master Plan Update - Nora Bland, Cushing Terrell

7. PUBLIC COMMENT ON AGENDA ITEMS

Public comment is limited to a total of 20 minutes, with each speaker allowed up to 3 minutes. This is an opportunity to comment on items listed on the agenda. Speakers are expected to maintain decorum and be respectful. Written comments may be submitted by 12:00 PM (Noon) on the day of the meeting.

8. ACTION ITEMS

- a. Dr. Kurt Linford - Encroachment Agreement:

Seeking a motion to enter into an encroachment agreement with Dr. Kurt Linford.

9. GENERAL PUBLIC COMMENT

General public comment is limited to a total of 20 minutes, with each speaker allowed up to 3 minutes. This is an opportunity to address the Council on any topic not listed on the agenda. The Council may listen but will not take action on items raised during this time. Speakers are expected to maintain decorum and be respectful. Written comments may be submitted by 12:00 PM (Noon) on the day of the meeting

10. ADJOURNMENT



TOWN COUNCIL MEETING MINUTES

August 5, 2025 / 250 River Circle - Alpine, WY 83128

CALL TO ORDER Mayor Green called the meeting to order at 7:00 PM.

PLEDGE OF ALLEGIANCE: Mayor Green led the Pledge of Allegiance.

ROLL CALL: Clerk Chenault conducted roll call. **Present:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide, and Councilmember Wierda (attending via conference call). A quorum was established. Also in attendance was Clerk Monica Chenault and Town Attorney James Sanderson.

ADOPT THE AGENDA

Councilmember Larsen made a motion to adopt the agenda. Councilmember Burchard seconded the motion. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide, and Councilmember Wierda. Motion carried.

APPROVAL OF CONSENT AGENDA: Items listed on the consent agenda are considered to be routine and will be enacted by one motion in the form listed hereafter. There will be no separate discussion of these items unless a Council member or citizen requests, in which case the item will be removed from the Consent Agenda and will be considered on the Regular Agenda.

CONSENT AGENDA

- (a) Town Council Minutes: July 15, 2025, Town Council Meeting Minutes. Councilman Larsen made a motion to approve the Town Council Minutes: July 15, 2025, Town Council Meeting Minutes. Councilman Burchard seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide, and Councilmember Wierda. Motion carried.
- (b) Bills to Pay Report: July 16, 2025 - July 31, 2025. Councilman Larsen made a motion to approve the Bills to Pay Report: July 16, 2025 - July 31, 2025. Councilman Burchard seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide, and Councilmember Wierda. Motion carried.
- (c) Financial Report: June 2025 - Draft Financial Report. Councilman Larsen made a motion to approve the Financial Report: June 2025 - Draft Financial Report. Councilman Burchard seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide, and Councilmember Wierda. Motion carried.

REPORTS

Mayor's Report:

The Mayor provided an update on the Town's master plan. The steering committee recently met with the consultants to review initial results, which will be posted on the Town's website soon. A stakeholder meeting is scheduled for August 19 at the Alpine Civic Center. Invitations have been sent. Attendees are encouraged to RSVP, and those wishing to attend without an invitation may contact the Mayor or Clerk for consideration.

The Mayor invited Councilmember Burchard to give an update on the Alpine Car Show. Councilmember Burchard announced that the event, hosted by Top of the Rockies, will be held on Saturday, August 16, along with the Star Valley Street Market and an art fair on the Bank of Jackson Hole lawn. Car show registration is available at ridealpine.com.

Clerk/Treasurer Report – Monica Chenault:

Clerk/Treasurer Chenault reported that the Town of Alpine has been awarded a \$60,000 grant through the Governor's Infrastructure Matching Funds Program to cover the Town's matching requirement for the Safe Streets for All grant, resulting in no impact to the operating budget for the transportation master plan project. She thanked Lincoln County's grant coordinator, Mary, and Assistant Clerk Sarah Greenwald for their work on the application.

Chenault provided an update on the Town's single audit, which has been delayed due to the mid-year financial system conversion during the audit period. The audit is in its final review stage and should be completed within the next few weeks, after which it will be shared with the Council and appropriate oversight entities.

She also reported progress on the utility billing ordinance and proposed scheduling a 6:00 p.m. work session on August 19 prior to the regular meeting to review the draft ordinance and proposed fee changes in detail. Changes include separating fees from the ordinance, increasing water and sewer rates, and shifting responsibility for water service connections to property owners, with the Town retaining inspection and final tap responsibilities. The draft ordinance will be distributed to Council by the end of the week to allow time for review.

Additional updates included completion of the transition from vacation/sick leave to a PTO accrual system, and a call for volunteers for the Town's semiquincentennial committee to help plan upcoming celebratory events.

Public Works Director Report - Craig Leseberg:

Craig Leseberg reported the Town's portion of the radio read water meter project is complete, with Hydrocorp to begin interior installations on August 18 and finish in two weeks. All vaults should be in place by mid-September except Targhee Village, arriving in October. The new system will reduce meter reading time from four weeks to minutes, with recessed lids installed to protect units in plow areas.

He noted the pre-treatment plant will soft start around Labor Day, with full operation expected after a staged rollout. The water master plan, including a GIS system, will be delivered within a week.

Leseberg referenced the Level III Water Development Commission grant application to connect the mega well system, which was on the agenda for Council consideration. He also reported on the Civic Center lighting retrofit, with Lower Valley Energy covering 60% of the \$11,418 cost if completed by September 15.

Code Enforcement Officer Report:

The report by Tara Bender was submitted in writing.

PUBLIC COMMENTS ON AGENDA ITEMS

ACTION ITEMS

Snake River MEP Invoice - 002

Councilmember Burchard made a motion to the Snake River MEP Invoice-002. Councilmember Scaffide seconded the motion.

The Council reviewed Invoice No. 002, with the Mayor noting satisfaction with the contractor's performance, progress, and detailed reporting. No questions were raised. The Snake River MEP Invoice was approved. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide, and Councilmember Wierda.

Resolution No. 2025-034 - Authorizing The Town Of Alpine To Submit An Application For The America 250 Grant Program Administered By The Wyoming Department Of State Parks And Cultural Resources:

Councilmember Larsen made a motion to approve Resolution No. 2025-034, Authorizing The Town Of Alpine To Submit An Application For The America 250 Grant Program Administered By The Wyoming Department Of State Parks And Cultural Resources. Councilmember Burchard seconded.

The Clerk explained that the grant program, administered by the Wyoming Department of State Parks and Cultural Resources, supports projects with long-term cultural impact, such as murals or historical displays. Potential ideas submitted by staff include a decorative fence at Ferry Peak Park featuring historical cutouts or a community mural, with the final project to be determined by a committee and approved by the Council. The grant cannot be used for one-day celebrations. Council authorized submission of the grant application prior to final project selection.

Resolution 2025-034 was passed and approved. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide, and Councilmember Wierda.

Resolution No. 2025-035 - To Approve and Budget Funds for the Lighting Retrofit Project at the Alpine Civic Center:

Councilmember Burchard made a motion to approve Resolution No. 2025-035 - To Approve and Budget Funds for the Lighting Retrofit Project at the Alpine Civic Center. Councilmember Scaffide seconded. Motion carried.

The Mayor and Council reviewed the project overview, noting the total cost of \$11,418, with Lower Valley Energy covering approximately 60% if completed before September 15, leaving the Town's share at \$5,218 from the general fund. The project will improve lighting quality, increase energy efficiency, and is expected to have a four-year return on investment. Resolution 2025-035 was passed and approved. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide, and Councilmember Wierda.

Resolution No. 2025-036 - A Resolution To Amend The Budget For The Wastewater Pretreatment Facility– Task Work Order #2:

Councilmember Larsen made a motion to approve Resolution No. 2025-036 - A Resolution To Amend The Budget For The Wastewater Pretreatment Facility– Task Work Order #2. Councilman Burchard seconded the motion. Motion carried.

The Mayor and Council reviewed the request to amend the budget to account for an increase of \$3,750 in the cost of Task Work Order No. 2 with JVA for development of industrial wastewater fees and permitting for the new pretreatment plant. The increase reflects updated information and current rates. Clerk/Treasurer Chenault explained the budget amendment process, noting the use of prior year fund balance unless otherwise specified, and discussed the potential for including a reserve for unbudgeted expenses in future budgets. **Resolution 2025-036** was passed and approved. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide, and Councilmember Wierda.

Resolution No. 2025-037 - Authorizing the Submission of a Level III Construction Funding Application to the Wyoming Water Development Commission for the Well No. 4 Tie-In Project:

Councilmember Burchard made a motion to approve Resolution No. 2025-037 - Authorizing the Submission of a Level III Construction Funding Application to the Wyoming Water Development Commission for the Well No. 4 Tie-In Project. Councilmember Larsen seconded the motion.

The Mayor and Council reviewed the proposed application for \$415,000 in Level III construction funding to connect Well No. 4 (the “mega well”) to the Town's water system. The Mayor emphasized the project's critical importance for system reliability and noted alternative funding options, including SLIB and potential use of future capacity fee revenues, to cover the Town's share of costs. Council agreed this is a key infrastructure priority and a prudent first step before

considering larger system upgrades in the future. Resolution 2025-037 was passed and approved. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide, and Councilmember Wierda.

Resolution No. 2025-038 - A Resolution Appointing Members To The Emergency Action Planning Committee (EAPC) For The Town Of Alpine

Councilmember Larsen made a motion to approve Resolution No. 2025-038 - A Resolution Appointing Members To The Emergency Action Planning Committee (EAPC) For The Town Of Alpine. Councilmember Burchard seconded. Motion carried.

The Mayor and Council reviewed the proposed appointments to the Emergency Action Planning Committee to strengthen the Town's preparedness for emergencies. The seven members appointed are: the Mayor, the Fire Chief, a representative from Lincoln County Emergency Management, a representative from the Lincoln County Sheriff's Office, Council Member Larsen, the Public Works Director, and the Wastewater Treatment Plant Supervisor. The committee will build upon the County's existing plan to address Alpine's specific needs. Resolution 2025-038 was passed and approved. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide, and Councilmember Wierda.

Resolution No. 2025-039 - A Resolution Authorizing An Emergency Repair And Increasing The Budget By \$15,000.00 For The Purchase Of A Replacement Mixer For The Wastewater Treatment Plant:

Councilmember Burchard made a motion to approve Resolution No. 2025-039 - A Resolution Authorizing An Emergency Repair And Increasing The Budget By \$15,000.00 For The Purchase Of A Replacement Mixer For The Wastewater Treatment Plant. Councilmember Burchard seconded. Motion carried.

The Mayor and Council reviewed the request for emergency funding. The Clerk stated the mixer is needed for plant operations and that the existing unit broke. Resolution 2025-039 was passed and approved. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide, and Councilmember Wierda.

GENERAL PUBLIC COMMENT:

Dan Schou, Planning and Zoning Commission:

Schou commented on the new trim paint at Town Hall, noting it replaced an earlier bright teal primer. The Mayor explained the color choice resulted from a contractor miscommunication. Council and staff agreed the new paint looks good.

Councilmember Scaffide:

Councilmember Scaffide announced that the Music in the Mountains series has officially concluded after a successful five-week run.

EXECUTIVE SESSION:

Councilmember Larsen made a motion to enter executive session. Councilmember Burchard seconded. Motion carried. Council entered executive session at 8:12 PM.

During executive session there was no action taken. Councilmember Burchard made a motion to adjourn executive session and enter back into the regular meeting. Councilmember Larsen seconded. Motion carried.

ADJOURNMENT

Councilmember Larsen made a motion to adjourn. Councilmember Burchard seconded the motion. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide, and Councilmember Wierda. Motion carried. Meeting adjourned at 8:35 PM.

MINUTES ARE A SUMMARY OF THE MEETING

Transcribed By:

Sarah Greenwald, Town Assistant Clerk

Date

Attest:

Monica L. Chenault, Town Clerk

Date

Minutes approved in a legally advertised meeting on August 19th, 2025

Signed:

Attest:

Eric Green, Mayor

Monica L. Chenault, Town Clerk

DRAFT



PLANNING & ZONING MEETING MINUTES

July 8, 2025, at 7:00 PM

Meeting Type – Regular Meeting

1. Call to order
 - a. July 8, 2025, 7:00 p.m.
2. Roll Call and Establish a Quorum
 - a. Present
 - Rachel Stewart- Vice Chairman, Melissa Wilson- Chairman, and Dan Schou- Commission Member, were present.
 - b. Quorum Established
3. Tonight's Appointments/ New Business
 - a. Brett & Meta Bennett – Lot #27 of Greys River Village, 368 Wooden Spur Drive- Single-family Residential Remodel, Addition and New Accessory Building
 - Project previously submitted; minor updates made (e.g., updated code references).
 - Site plan issues regarding setbacks and snow storage addressed.
 - Structure is non-conforming but handled under existing provisions.
 - Motion to approve was made and passed unanimously.
 - Approval contingent on receiving updated plans with notated changes.
 - Motion made by Commission Member Schou to approve the permit for Lot #27 of Greys River Village, 368 Wooden Spur Drive (REM-0625-0001)- Single-family Residential Remodel, Addition and New Accessory Building, seconded by Vice Chairman Stewart.
 - Voting Yea: Commission Member Schou, Vice Chairman Stewart, & Chairman Wilson.
 - None Opposed, Motion Passes.
 - b. Michael & Nikia Mohler – Lot #66 of Three Rivers Meadows, 437 Meadows Drive- Single-family Residential Foundation Replacement & Porch Addition
 - Proposal to replace wood foundation with concrete and add a covered porch.
 - Survey confirms the house is within setbacks, but proposed porch location, and utilities must be shown on a site plan.
 - Applicant was instructed to provide updated site plan with porch and footers and existing utilities drawn in.
 - Application tabled until August 12, 2025, to allow time for required documentation.
 - Motion made by Commission Member Schou to table the permit for Lot #66 of Three Rivers Meadows, 437 Meadows Drive (MC-0725-0001)-



PLANNING & ZONING MEETING MINUTES

July 8, 2025, at 7:00 PM

Meeting Type – Regular Meeting

Single-family Residential Foundation Replacement & Porch Addition,
seconded by Vice Chairman Stewart.

- Voting Yea: Commission Member Schou, Vice Chairman Stewart,
& Chairman Wilson.
- None Opposed, Motion Passes.

4. Tabled Items

- a. Sherry Epin – Lot #220 of Lakeview Estates A, 672 Sunset Drive (R1-0425-0001)
– New Single-family Residential Home

- Originally tabled due to incomplete septic system documentation.
- Updated plans and DEQ approval for a Presby system were submitted.
 - Motion made by Planning & Zoning Vice Chair Member Stewart to
approve the site plan for Lot #220 of Lakeview Estates A, 672 Sunset
Drive (R1-0425-0001) – New Single-family Residential Home, seconded
by Vice Chairman Stewart.
 - Voting Yea: Commission Member Schou, Vice Chairman Stewart,
& Chairman Wilson.
 - None Opposed, Motion Passes.

- b. Mr. Lynford – Lot #302 of Riverview Meadows, 367 Deer Lane- Commercial
Parking and Encroachment Issue

- Motion made by Committee Member Schou to un-table the site plan for Lot #302
of Riverview Meadows, 367 Deer Lane- Commercial Parking and Encroachment
Issue, seconded by Vice Chairman Stewart.
 - Voting Yea: Commission Member Schou, Vice Chairman Stewart, &
Chairman Wilson.
 - None Opposed, Motion Passes.
- Request to pave a section of parking area to the public road discussed.
- Current town code requires a 5-foot buffer from pavement to road; gravel may be
allowed.
- The committee cannot approve permanent encroachments—recommendation
must go to Town Council.
- Discussion about whether a special use permit or encroachment agreement is
more appropriate.
- Committee recommends submitting backup plans (e.g., gravel alternative) in case
the council denies paving.



PLANNING & ZONING MEETING MINUTES

July 8, 2025, at 7:00 PM

Meeting Type – Regular Meeting

- Concerns raised about ADA/emergency parking requirements due to potential medical facility classification.
- The committee agrees to recommend the issue to the Town Council, with no official stance taken in the meeting.
 - Motion made by Vice Chairman Stewart for Planning and Zoning Committee to make a recommendation to Town Council to enter into an Encroachment Permit and then Encroachment Agreement with Dr. Kurt Linford, for Lot #302 of Riverview Meadows, 367 Deer Lane- Commercial Parking and Encroachment Issue, seconded by Committee Member Schou.
 - Voting Yea: Commission Member Schou, Vice Chairman Stewart, & Chairman Wilson.
 - None Opposed, Motion Passes.

5. Unfinished/ Ongoing Business

- a. Review the 2nd Reading of Section 2 of the Land Use Development Code
 - Discussion Focus: The committee reviewed the second reading of Section 2 of the LUDC, with only minor updates proposed in this round.
 - Key Updates
 - Electrical Inspections:
 - Main reason for this revision. Clarified procedures related to electrical inspections.
 - Submission Requirements Updated:
 - Changed from three paper copies to two paper copies and one digital submission, aligning with IAC (International Accreditation Council) standards and reducing unnecessary paperwork.
 - Minor Edits:
 - A few small, non-substantive tweaks included—no major changes made in this revision.
- b. Next Steps & Broader Revisions:
 - Council Encouragement: Town Council encouraged further updates and suggested the committee propose more changes.
 - Committee Recommendation:
 - Let this minor revision stand alone to address the immediate electrical issue.
 - Revisit broader updates (e.g., 3D building envelope clarification) after the summer building season ends (in about three months), when there is more time to fully address them.



PLANNING & ZONING MEETING MINUTES

July 8, 2025, at 7:00 PM

Meeting Type – Regular Meeting

- c. Land Use Development Code Update Discussion: This document captures an informal discussion among committee members about updating Section 2 of the Land Use Development Code (LUDC).
 - Main points discussed
 - Purpose of the Current Revision:
 - The primary reason for this second reading was to address electrical inspection requirements.
 - An additional change updated the submission format from three paper copies to two paper copies and one digital copy, in line with IAC guidance.
 - Limited Scope of Changes:
 - Only minor, non-substantive edits were made beyond the above items.
 - No major code overhauls or zoning changes were included in this version.
 - Future Amendments:
 - The Town Council is open to more extensive updates and invited additional suggestions.
 - However, the group agreed that broader revisions (e.g., 3D building envelope definitions) should be taken up after the summer building season, when there is adequate time and attention to dedicate to those changes.
 - Consensus:
 - Allow the current, limited revisions to move forward as a standalone update.
 - Revisit more complex issues at planned work session on July 31, 2025, 6:00 PM
- d. Discuss the Site Plan Review Sheet and implementation of its use.
 - A site-plan review checklist/document had previously been created and circulated.
 - It was referenced by Rachel earlier in the meeting.
 - Confirmed useful and effective for standardizing reviews.
 - The committee agreed that the checklist should become a “living document”, updated regularly as needs evolve—especially now that they’re considering adding more civil plan details to applications.



PLANNING & ZONING MEETING MINUTES

July 8, 2025, at 7:00 PM

Meeting Type – Regular Meeting

- Next Steps:
 - Mo was asked to resend the checklist to committee members.
 - The group intends to review and refine it, ensuring it helps streamline the process and encourages consistency.
 - Using the checklist could help focus discussions by only addressing the items flagged with concerns, improving meeting efficiency.

6. Planning and Zoning Correspondence

- a. None

7. Planning and Zoning Discussion Items

- a. Key points:

- Ownership/Use:

Amarak Air recently purchased Alpine Adventure Rentals and leases the building. They want to utilize the second floor for employee housing, not for public rental.

- Zoning:

The property is zoned MRC, which permits employee housing. The board confirmed this use is compliant.

- Building Condition:

The upper floor is already finished, with:

1. A bed, bathroom, kitchen area (appliances will be added)
2. Fire door and smoke alarms
3. Livable space with no significant alterations needed

- Permit Needs:

Since no new construction or major renovations are proposed, no building permit is required. However, if any work is done in the future, a permit may be necessary.

- Next Steps:

1. DJ (building official) may conduct a brief safety walkthrough for peace of mind.
2. Applicants were asked to email photos of the space to be included in the official record.

- Final Thoughts:

The committee generally agreed that no further approval was needed due to the property's zoning and the fact the space was already in use as



PLANNING & ZONING MEETING MINUTES

July 8, 2025, at 7:00 PM

Meeting Type – Regular Meeting


- living quarters. They emphasized not setting a precedent based solely on past usage in other cases.
- 8. Approval of Minutes- July 10, 2025, meeting minutes
 - a.
 - 9. Town Council Assignment- Meeting date July 15, 2025,6:00 PM
 - a. Rachael Stewart
 - 10. Adjourn Meeting- 9:21 PM
 - a. Motion to Adjourn made by Commission Member Schou, seconded by Vice Chairman Stewart.
 - i. Voting Yea: Commission Member Schou, Vice Chairman Stewart, & Chairman Wilson.
 - 1. None Opposed, Motion Passes.

Melisa Wilson

Melisa Wilson, Chairman

8-12-25

Date

Attest: 

Gina Corson, Acting Planning & Zoning Administrator

8/12/25

Date

Prepared and Transcribed By:



Gina Corson, Acting Planning & Zoning Administrator

8/5/2025

Date

** Minutes are a summary of the meeting **

Report Criteria:

Report type: Summary

Check.Type = {<->} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/25	08/13/2025	0	640	CivicPlus	10-20100	2,657.03
08/25	08/13/2025	0	1510	Lincoln County Sheriff's Office	10-20100	65,706.50
08/25	08/13/2025	0	1340	Jorgensen Engineering	52-20100	29,865.90
08/25	08/13/2025	0	1780	RE Investment Company	10-20100	244.53
08/25	08/13/2025	0	2150	Mike Lamere	10-20100	1,417.50
08/25	08/13/2025	0	870	Energy Laboratories, Inc	52-20100	169.00
08/25	08/13/2025	0	860	Dry Creek Enterprises, Inc	52-20100	8,070.00
08/25	08/13/2025	0	1680	Norco, Inc	10-20100	40.92
08/25	08/13/2025	0	2890	High Country Linen	52-20100	196.72
08/25	08/13/2025	0	1310	Jenkins Building Supply	52-20100	2,336.40
08/25	08/13/2025	0	1700	One Call of Wyoming	52-20100	111.30
08/25	08/13/2025	0	3530	Westbank Sanitation	52-20100	1,265.09
08/25	08/13/2025	0	2450	Valley Auto Supply	10-20100	562.52
08/25	08/13/2025	0	2390	USABlueBook	52-20100	241.22
08/25	08/13/2025	0	1530	Lincoln County Water Quality Lab	51-20100	81.00
08/25	08/13/2025	0	1610	Mission Communications, LLC	51-20100	811.34
08/25	08/13/2025	0	1200	H-K Contractors	10-20100	14,420.00
08/25	08/13/2025	0	710	Core & Main	52-20100	18,566.76
08/25	08/13/2025	0	1810	Parkland USA Corporation	10-20100	713.41
08/25	08/13/2025	0	480	Belinda Penny	10-20100	1,120.00
08/25	08/13/2025	0	980	FP Mailing Solutions	10-20100	149.85
08/25	08/13/2025	0	200	Alarmlogix	10-20100	35.00
08/25	08/13/2025	0	3940	PEAC Solutions	10-20100	282.98
08/25	08/13/2025	0	2610	WY Office of State Lands & Investments	52-20100	172,196.82
08/25	08/13/2025	0	570	Broulims-Alpine	52-20100	14.36
08/25	08/13/2025	0	2690	Wyoming Department of Revenue	51-20100	141.68
08/25	08/13/2025	0	620	Caselle	52-20100	3,097.00
08/25	08/13/2025	0	250	Alpine Ace Hardware	10-20100	5,242.53
08/25	08/13/2025	0	4170	Stelting & Gross Attorneys at Law	52-20100	3,800.00
08/25	08/13/2025	0	2730	Wyoming Local Liability Pool	51-20100	1,000.00
08/25	08/07/2025	20450	1560	Lower Valley Energy	10-20100	294.18 M
08/25	08/07/2025	20451	1560	Lower Valley Energy	10-20100	18.95 M
08/25	08/07/2025	20452	1560	Lower Valley Energy	52-20100	18.47 M
08/25	08/07/2025	20453	1560	Lower Valley Energy	51-20100	3,349.92 M
08/25	08/07/2025	20454	1560	Lower Valley Energy	10-20100	58.46 M
08/25	08/07/2025	20455	1560	Lower Valley Energy	10-20100	26.48 M
08/25	08/07/2025	20456	1560	Lower Valley Energy	10-20100	27.43 M
08/25	08/07/2025	20457	1560	Lower Valley Energy	10-20100	42.94 M
08/25	08/07/2025	20458	1560	Lower Valley Energy	52-20100	3,359.52 M
08/25	08/07/2025	20459	1560	Lower Valley Energy	10-20100	22.33 M
08/25	08/07/2025	20460	1560	Lower Valley Energy	52-20100	73.85 M
08/25	08/07/2025	20461	1560	Lower Valley Energy	52-20100	50.56 M
08/25	08/07/2025	20462	1560	Lower Valley Energy	51-20100	20.91 M
08/25	08/07/2025	20463	1560	Lower Valley Energy	52-20100	18.06 M
08/25	08/07/2025	20464	1560	Lower Valley Energy	52-20100	39.94 M
08/25	08/07/2025	20465	1560	Lower Valley Energy	52-20100	129.48 M
08/25	08/07/2025	20466	1560	Lower Valley Energy	51-20100	60.41 M
08/25	08/07/2025	20467	1560	Lower Valley Energy	51-20100	19.42 M
08/25	08/07/2025	20468	1560	Lower Valley Energy	10-20100	52.75 M
08/25	08/07/2025	20469	1560	Lower Valley Energy	51-20100	77.30 M
08/25	08/07/2025	20470	1560	Lower Valley Energy	51-20100	348.22 M
08/25	08/07/2025	20471	1560	Lower Valley Energy	52-20100	23.93 M
08/25	08/07/2025	20472	1560	Lower Valley Energy	52-20100	40.53 M

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/25	08/07/2025	20473	1560	Lower Valley Energy	52-20100	47.59 M
08/25	08/07/2025	20474	1560	Lower Valley Energy	10-20100	37.64 M
08/25	08/07/2025	20475	1560	Lower Valley Energy	52-20100	192.69 M
08/25	08/07/2025	20476	1560	Lower Valley Energy	10-20100	32.67 M
08/25	08/05/2025	20477	410	AT&T MOBILITY	52-20100	590.19 M
08/25	08/10/2025	20480	3780	The Bancorp	10-20100	8,053.61 M
08/25	08/04/2025	20481	3670	Teton Technology	52-20100	3,261.60 M
08/25	08/05/2025	20482	2880	Xpress Bill Pay	52-20100	700.20 M
08/25	08/01/2025	20498	1330	JL Concrete & Construction, Inc	10-20100	10,000.00
08/25	08/06/2025	20517	4160	Friends of Bridger Teton	10-20100	3,480.23
08/25	08/06/2025	20518	2000	Star Valley Arts Council	10-20100	4,000.00
08/25	08/07/2025	20520	4050	Olveras Construction Paint & Cleaning	10-20100	10,750.00

Grand Totals:

383,877.82

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-20100	19.14	136,954.39-	136,935.25-
10-42-315	2,496.92	.00	2,496.92
10-42-335	3,825.49	.00	3,825.49
10-42-345	282.98	.00	282.98
10-42-370	82.14	.00	82.14
10-42-405	149.85	.00	149.85
10-45-411	197.00	.00	197.00
10-48-415	7,480.23	.00	7,480.23
10-50-331	1,144.60	.00	1,144.60
10-50-335	456.62	.00	456.62
10-54-333	15,342.43	.00	15,342.43
10-54-454	713.41	.00	713.41
10-56-319	65,706.50	.00	65,706.50
10-56-410	195.70	.00	195.70
10-56-452	44.08	.00	44.08
10-58-330	9,426.62	.00	9,426.62
10-58-332	2,606.49	.00	2,606.49
10-58-334	250.91	.00	250.91
10-58-335	163.08	.00	163.08
10-58-380	27.43	.00	27.43
10-58-400	1,725.15	.00	1,725.15
10-58-410	2,786.30	.00	2,786.30
10-58-450	135.88	.00	135.88
10-58-452	399.49	.00	399.49
10-58-454	408.25	.00	408.25
10-65-332	190.85	.00	190.85
10-65-340	1,417.50	.00	1,417.50
10-65-452	904.38	.00	904.38
10-65-454	340.50	19.14-	321.36
10-90-546	10,000.00	.00	10,000.00
10-95-640	8,053.61	.00	8,053.61
51-20100	.00	45,731.35-	45,731.35-
51-42-315	4,627.65	.00	4,627.65
51-42-335	1,179.99	.00	1,179.99
51-42-370	309.03	.00	309.03
51-42-380	1,000.00	.00	1,000.00

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
51-42-410	141.68	.00	141.68
51-80-320	81.00	.00	81.00
51-80-332	19,786.28	.00	19,786.28
51-80-452	324.63	.00	324.63
51-80-453	3,775.44	.00	3,775.44
51-80-454	230.00	.00	230.00
51-90-545	14,275.65	.00	14,275.65
52-20100	.00	201,211.22-	201,211.22-
52-42-315	968.00	.00	968.00
52-42-335	1,669.23	.00	1,669.23
52-42-370	309.03	.00	309.03
52-82-454	731.79	.00	731.79
52-83-454	492.69	.00	492.69
52-84-315	616.00	.00	616.00
52-84-318	7,650.00	.00	7,650.00
52-84-320	418.20	.00	418.20
52-84-332	231.49	.00	231.49
52-84-454	3,422.07	.00	3,422.07
52-90-541	12,505.90	.00	12,505.90
52-95-620	114,812.43	.00	114,812.43
52-95-630	57,384.39	.00	57,384.39
Grand Totals:	383,916.10	383,916.10-	.00

Dated: _____

Mayor: _____

Council: _____

Treasurer: _____

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Town of Alpine

Section 6, Item.

7/1/25 to 7/31/25

Citations	2 Citations 0 Warnings
CFS/Law Incidents	205
Special Patrol	48

Animal Problem	2	Abandoned Vehicle	
Agency Assist	1	Auto Accident	15
Aircraft		Child Abuse	1
Alarms	4	Citizen Dispute	
Assault	3	Civil Standby	1
Burglary		Custodial interference	
Citizen Assist	5	Domestic Violence	
Alcohol problems		Civil Execution/paper	
Controlled Burn	5	Disturbance	1
Controlled Substance		Game & Fish	1
Drugs	1	Harassing	1
E911	16	Fire / Fireworks	2 / 2
Fraud	1	Field contact	3
Information	4	Patient transport	
Property damage	1	Lost/Found Property	2
Lost/Found Animal	3	Parking problem	1
Livestock/lock out	2 /	Juvenile problem	3
Mental subject	1	Medical/Dead body	7 / 1
Littering		Missing person	1
Noise	2	REDDI	5
Reckless driving	14	Motorist assist	5
Smoke/Fire		Prisoner transport	
Robbery		Security check / Text	/ 1
Sex offense/Stalking		Suspicious	11
Search/LE/PR	/ / 1	Vehicle theft /Repo	/ 1
Suicidal Subject	1	Threatening	3
Traffic stop	28	Weapon offence	
Traffic hazard	3	Trespassing	2
Theft		Vandalism	
Traffic offense		Utility problem	
Transfer patient	26	Welfare Check	33
Vin Inspection	7	Warrant	
VIN Stamp		Utility problem	



**Town of Alpine
Public Works Department**

Public Works Director:
Craig Leseberg

Public Works Administrator
Melody Leseberg

Planning and Zoning Commission
Town of Alpine
250 River Circle
Alpine, WY 83128

Subject: Encroachment Permit Request

Dear Planning and Zoning Commission Members,


I am writing in my capacity as the Public Works Director for the Town of Alpine to formally forward a request for an encroachment permit concerning the property located at 363 Deer Lane Lot # 302 Riverview Meadows. The request pertains to a proposed encroachment into the town's right-of-way/easement for the purpose of pavement on the town easement

After reviewing the applicant's permit and inspecting the site, I have evaluated the potential impact on public infrastructure, access, and safety. At this time, I am unable to come to a conclusive determination. This easement has no town utilities located within it and poses no risk to public infrastructure.

I am requesting a recommendation be made by the Commission to town council.
Please find attached the encroachment permit by the applicant. I will be available during the Commission's meeting to provide additional information or answer any questions regarding this request.

Thank you for your attention and continued commitment to thoughtful planning and development in the Town of Alpine.

Sincerely,



Craig Leseberg
Public Works Director
Town of Alpine



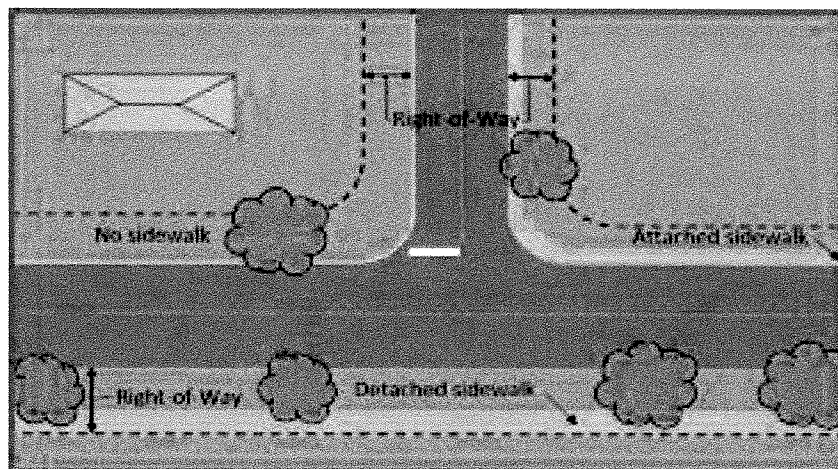
TOWN OF ALPINE

ENCROACHMENT

PERMIT APPLICATION

Complete permit application in its entirety,
include an area map of where the encroachment is located.
Any one of the steps warrants an invalid permit application.

Applications are valid for 30 days from the date submitted to the Town Office.



**Permit application fees
are determined by the Alpine Town Council.**



Encroachment Permit Application

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

Applicant Name: Kurt Linford 208-351-2154	
Physical Address: 363 Deer Lane	
Legal Description (Lot # and Subdivision): Lot # 302	
Map of Encroachment Area:	
Zoning District: Commercial	
Location and Purpose of the Encroachment: Along Deer Lane	
Description (Reason for Permit): Blacktop parking to edge of driveway	
Dates of Commencement and Date of Completion: 5/6/25 5/31/25	
Authorized Representative if different from Owner:	
Signature of Owner or Authorized Representative: 	Date: 5/6/25

FOR USE BY TOWN:

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



CITY COUNCIL STAFF REPORT

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

FROM: Gina Corson, Acting Planning & Zoning Administrator

DATE: 08/12/2025

SUBJECT: Electrical and Fire Safety Inspection Process – Background and Options

MEETING DATE: 08/19/2025

PURPOSE

To provide an evaluation of Dr. Linford's request for parking lot approval at 363 Deer Dr. in relation to the Land Use Development Code (LUDC) and identify potential compliance issues.

BACKGROUND

The applicant, Dr. Linford, is seeking approval for a parking lot at the location 363 Deer Dr. Relevant sections of the LUDC address parking requirements, accessibility, landscaping, and setbacks. Upon review, several compliance concerns have been identified.

DISCUSSION

Relevant Land Use Development Codes for Consideration:

1. Section 3-205 C Commercial District

(h) Vehicular Parking and Storage

(1) Off-street parking areas will consist of designated parking spaces and/or centralized parking areas within the commercial building site. Parking can extend into the setback area provided it is no closer than five (5) feet from the property line. The minimum number of required off-street parking spaces will be calculated by the Zoning Administrator and/or Planning and Zoning Commission based upon the criteria presented in Table 3-2 (Below).

- Applicant request does not conform to the (5) ft minimum.



2. Table 3-2

Medical Clinics- 1 spot per 200 square feet of gross floor area and a minimum of 3 reserved parking spaces for emergency vehicles.

- Dr. Linford would need the minimum 3 spaces.

Section 4-604. Access to Vehicular Parking Areas

All off-street parking spaces shall be accessible without backing into or otherwise re-entering a public right-of-way.

- How do we ensure this will not happen with the current design of the proposed parking lot.

3. Section 4-604. Access to Vehicular Parking Areas

All off-street parking spaces shall be accessible without backing into or otherwise re-entering a public right-of-way.

- How do we ensure this will not happen with the current design of the proposed parking lot.

4. Section 4-606 Specifications for Development of Vehicular Parking Areas

(g) Landscaping:

(1) Where parking facilities are situated adjacent to a street right-of-way, a minimum of five (5) feet of landscaping shall be provided adjacent to the right-of-way line. Driveways, sidewalks and bikeways adjacent to the right-of-way line shall be excluded from this requirement. The landscaped area shall increase to a minimum of ten (10) feet when the parking facility adjoins a State highway. Landscaping shall consist of trees, shrubs, and/or groundcover.

- Dr. Linford's proposal would not meet this requirement.

(2) At least five (5) percent of the total gross area of a parking facility shall be landscaped with trees, shrubs, and/or groundcover.

- I do not have the proper information to calculate this, but my suspicion is that the proposed parking lot does not meet this requirement.

5. Section 4-607. Parking for Handicapped and Disabled Persons (a) Parking Space

Requirements: All non-residential parking facilities accessible to the general public shall provide accessible parking spaces designated for use by handicapped and disabled persons. The required



number of accessible parking spaces for handicapped and disabled persons shall be calculated according to the total number of spaces required for each parking facility (Table 4-7).

- Applicant would need 1 designated handicap spot, which is not indicated in his proposal.

When less than five (5) parking spaces are provided, one parking stall shall be fourteen (14) feet wide and striped to provide a nine (9) foot parking area and a five (5) foot loading and unloading area.

- Applicant would need 1 of these spots, which is not indicated in his proposal.

(b) Location of Parking Spaces:

(1) Parking spaces for handicapped and disabled persons shall be located as near as practical to a primary entrance, and not be less than fourteen (14) feet wide and striped to accommodate curb cut to access walkways.

- Applicant would need 1 designated handicap spot, which is not indicated in his proposal.

(2) The parking space shall be located so that a handicapped or disabled person is not compelled to wheel, or walk, behind parked vehicles.

- Applicant would need 1 designated handicap spot, which is not indicated in his proposal.

(3) Pedestrian walkways, which are accessible to the physically handicapped, shall be provided from each handicap parking space to related facilities. When needed, curb cuts or ramps shall also be provided.

- I do not have enough information to determine if this has been met or not.

(c) Slope: The surface slopes of parking spaces for handicapped and disabled persons shall be the minimum possible, but not exceed one-quarter inch per foot (2.083% slope) in any direction.

- I do not have enough information to determine if this has been met or not.

(d) Marking: The surface of each parking space shall have a surface identification sign duplicating the symbol of accessibility in blueprint; the identification sign shall be at least three (3) square feet in size.

- Applicant would need 1 designated handicap spot, which is not indicated in his proposal.

6. Section 4-608. Compact Automobile Spaces

Not more than twenty (20) percent of the parking spaces in a non-residential parking area may be compact parking spaces. Compact parking spaces shall have a minimum dimension of fifteen (15) feet long and eight (8) feet wide.

- This section is for informational purposes only



Definition: Vehicular Parking Area- An off-street area containing a paved surface designated parking stall, and appropriate signage for the parking of motor vehicles.

- This definition is for informational purposes only

NEXT STEPS

- Require submission of a detailed parking lot plan including handicap and emergency vehicle spaces.
- Include landscaping elements to meet LUDC requirements.
- Demonstrate compliance with no backing into public ROW.
- Determine whether an Encroachment or Special Use Permit will be pursued.

BENEFITS

Ensures compliance with LUDC and accessibility requirements.

- Improves safety for vehicles and pedestrians.
- Supports orderly development consistent with Town goals.
- Provides clarity for the applicant and Town Council.

CONCLUSION3

Based on the provisions outlined in the LUDC, Dr. Linford has not and/or could not meet all the minimum off-street parking, handicap accessibility, landscaping, and compact parking requirements as detailed in the Findings section above. This is why an Encroachment or Special Use Permit need to be obtained.

STAFF RECOMMENDATION:



Staff recommends that the applicant pursue either an Encroachment Permit and Agreement or a Special Use Permit, including the proposed encroachment details for the parking lot plan. The application should provide a complete, scaled site plan, designated handicap and emergency spaces, and landscaping plans, along with traffic flow assurances.



**Town of Alpine
Planning and Zoning Commission
Recommendation to Town Council – Encroachment Permit and Agreement**

TO: Mayor and Town Council

PREPARED BY: Gina Corson, Acting Planning & Zoning Administrator

DATE: July 9, 2025

SUBJECT: Recommend the Town of Alpine to issue an Encroachment Permit and enter into an Encroachment Agreement with Dr. Kurt Linford, DDS.

MEETING DATE: July 8, 2025

PLANNING AND ZONING COMMISSION RECOMMENDATION

The Planning and Zoning Commission met on Tuesday, July 8, 2025, and reviewed an encroachment permit application by Dr. Kurt Linford, DDS, for his property at 367 Deer Lane, Alpine, WY.

Upon additional review of the Town's Rights of Way Ordinance (196 Ordinance No. 2009-52, and additional discussion with the applicant, the Commission would like to recommend that the Town Council consider entering into an encroachment agreement for the parking lot expansion and/or the attachment of parking lot to the adjacent road, Deer Lane.

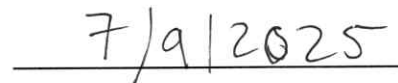
NEXT STEPS

- Place the issue on the Town Council agenda for review.
-

Ms. Rachal Stewart moved to send a recommendation to the Town Council for the Town to grant an encroachment permit and enter into an encroachment agreement with Dr. Kurt Linford, DDS. Mr. Dan Schou seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.



Gina Corson, Acting Planning & Zoning Administrator

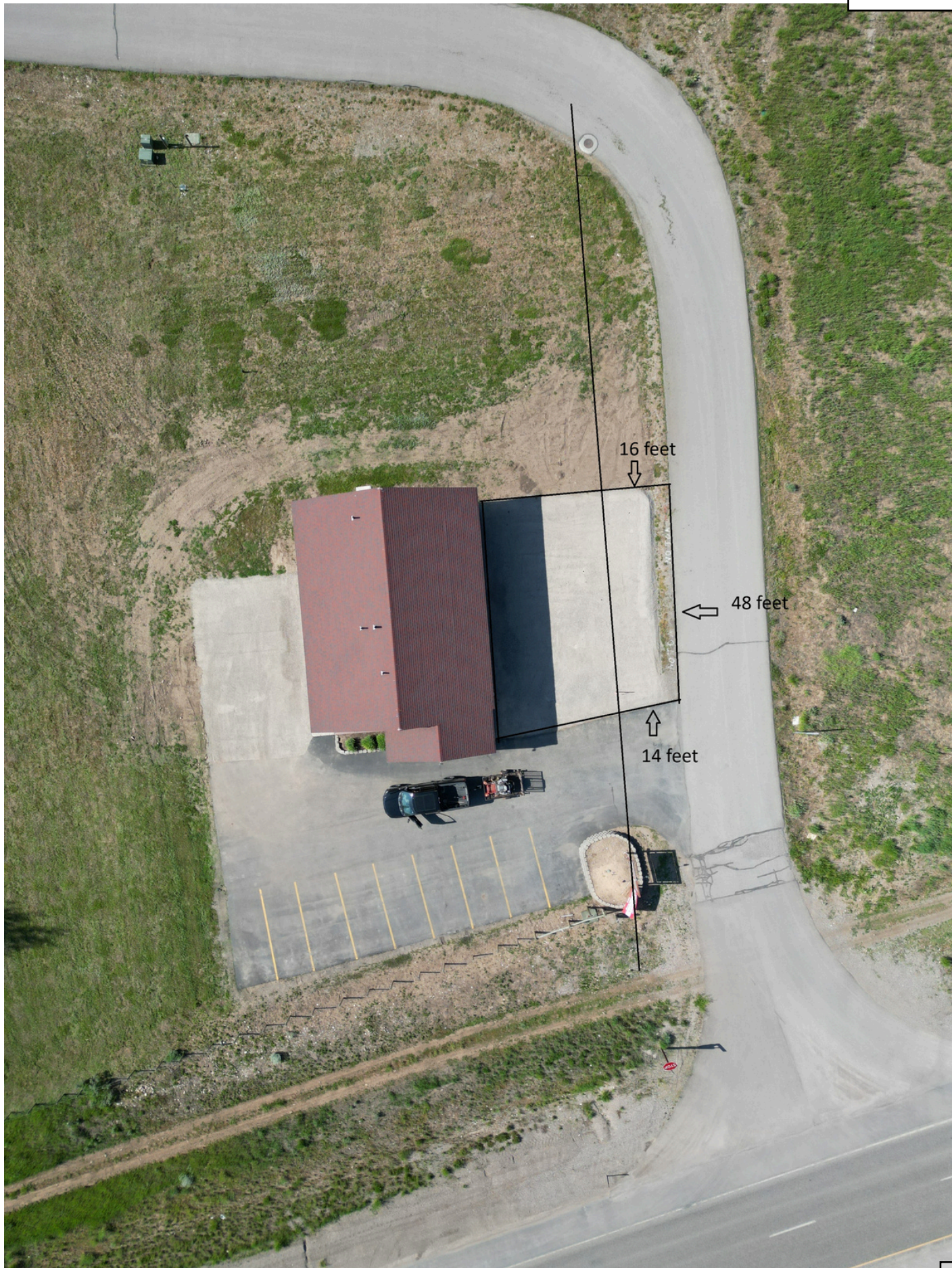


Date

Option 1
(preferred)

Option 2
(alternative),







NO TCA

NO TCA

14-10-10

ENCROACHMENT AGREEMENT

This Encroachment Agreement ("Agreement") is made and entered into this ____ day of _____, 2025, by and between:

The City of Alpine, a municipal corporation of the State of Wyoming, with offices located at 250 River Circle, Alpine, WY 83128 ("City"),

and

Alpine Dental Care, a Wyoming business with a principal place of business located at 363 Deer Lane, Alpine, Wyoming 83128 ("Owner").

RECITALS

WHEREAS, Owner is the owner of real property located at 363 Deer Lane, Alpine, Wyoming (the "Property"), which is used as a dental office;

WHEREAS, Owner desires to expand the existing parking lot on the east side of the Property, and such expansion would encroach upon City property, specifically an area measuring approximately fifteen (15) feet by forty-eight (48) feet (the "Encroachment Area"), adjacent to the City right-of-way or road;

WHEREAS, the City is willing to grant permission to Owner to encroach upon the Encroachment Area, subject to the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. Grant of Encroachment

The City hereby grants to the Owner a non-exclusive, revocable license to encroach upon the Encroachment Area solely for the purpose of constructing, maintaining, and using a parking lot, as depicted in the site plan attached hereto as Exhibit A.

2. Term and Termination

This Agreement shall commence on the Effective Date and shall continue in full force and effect unless and until:

(a) terminated by the City with ninety (90) days' written notice to the Owner for any reason deemed necessary by the City, or

(b) the encroaching structure is removed by the Owner or any successor in interest.

Upon termination, Owner agrees to remove any improvements from the Encroachment Area and restore the area to its original condition, unless otherwise agreed in writing by the City.

3. Ownership and Maintenance

The encroaching improvements shall remain the property of the Owner. The Owner shall be solely responsible for the construction, maintenance, and repair of any improvements within the

Encroachment Area, and shall maintain them in a safe and clean condition at all times.

4. Liability and Indemnification

Owner shall indemnify, defend, and hold harmless the City, its officers, employees, and agents from and against any and all claims, demands, damages, losses, liabilities, costs, and expenses (including attorney's fees) arising out of or in connection with the existence, use, or maintenance of the encroachment and/or the Encroachment Area, except to the extent caused by the negligence or willful misconduct of the City.

5. No Interest Conveyed

This Agreement does not convey, and shall not be interpreted to convey, any property interest, easement, or leasehold in the Encroachment Area. It grants only a license to encroach, subject to the terms herein.

6. Binding Effect

This Agreement shall be binding upon and inure to the benefit of the parties hereto, and their respective successors and assigns.

7. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Wyoming.

8. Entire Agreement

This Agreement constitutes the entire understanding of the parties with respect to the subject matter and may only be amended in writing signed by both parties.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

CITY OF ALPINE, WYOMING

By: _____

Name: _____

Title: _____

Date: _____

ALPINE DENTAL CARE

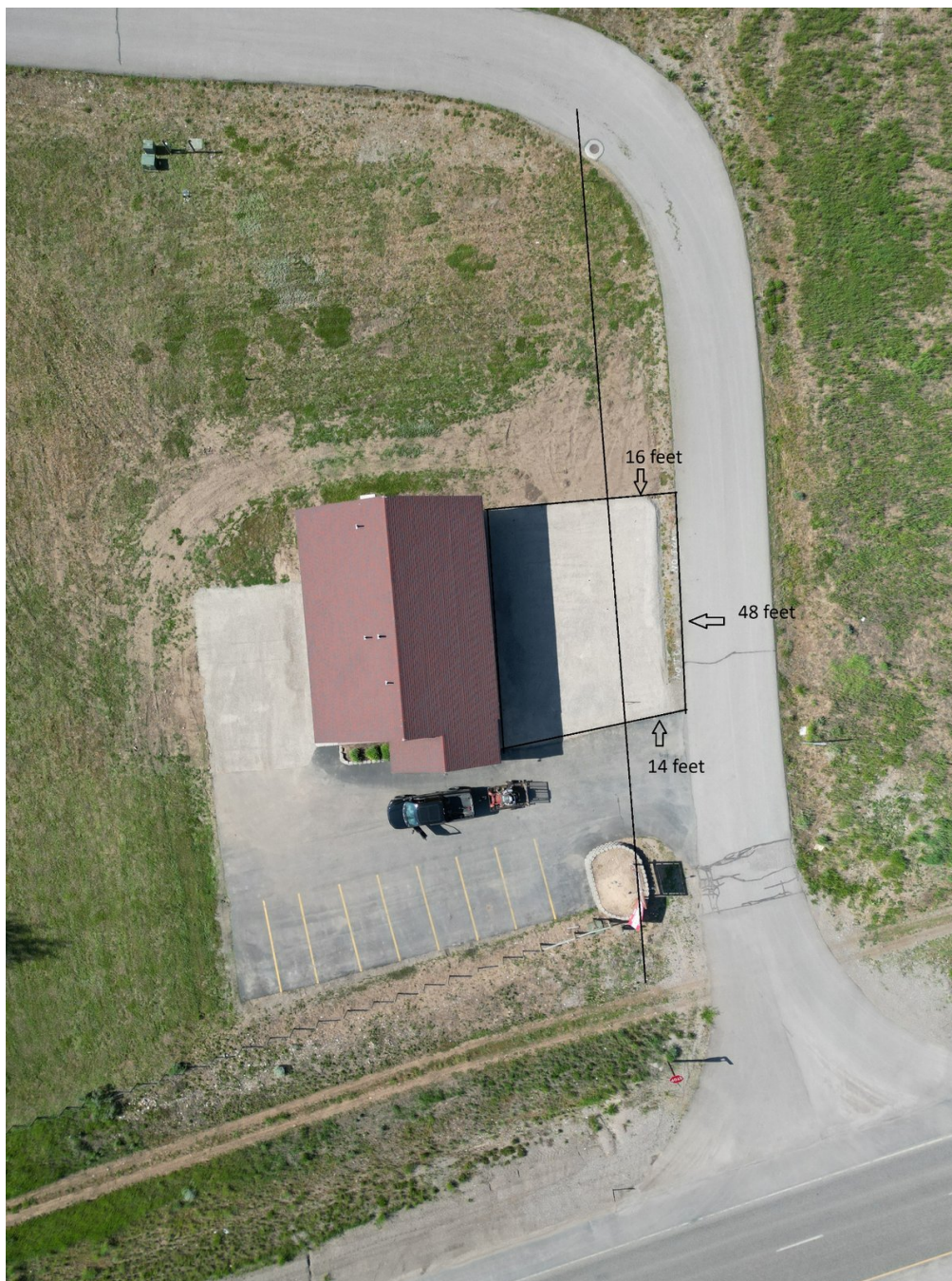
By: _____

Name: _____

Title: _____

Date: _____

Exhibit A – Site Plan Depicting Encroachment Area



Brief Narrative – Encroachment Request

Purpose of Request

I am requesting permission for a limited encroachment of approximately 15 feet by 48 feet along the east side of my property at 363 Deer Lane, the location of Alpine Dental Care. The purpose is to extend our parking lot closer to the roadway, improving access, safety, cleanliness, and appearance for patients, staff, and visitors.

Reason for Encroachment

The current parking configuration is insufficient during peak hours and forces some patients to park on an unpaved gravel and dirt area, and in some cases, along the side of the road. This creates several issues:

Parking Safety & Neighborhood Impact – Roadside parking reduces visibility for drivers, disrupts the flow of traffic, and poses a hazard to pedestrians and cyclists in the neighborhood.

Cleanliness & Health Standards – Gravel and dirt parking results in dust during the summer and mud during wet conditions, which is tracked into the office. As a dental and healthcare facility, maintaining a clean, sanitary environment is critical.

Winter Safety – The current uneven gravel surface is hazardous during snow and ice conditions. A paved surface is not only safer for snow removal but also absorbs heat from the sun, allowing snow and ice to melt faster and reducing hazardous conditions for patients and staff.

Aesthetic Appeal – The current gravel parking area leaves the property looking unfinished. Paving to the roadway would present a clean, professional appearance that reflects well on both the business and the City of Alpine.

Impact if Denied

If this encroachment is not approved, the following challenges will remain:

1. Continued roadside parking, causing safety hazards and traffic flow disruption.
2. Dirt, dust, and mud tracked into the clinic, affecting hygiene.
3. Unsafe and slower snow/ice removal in winter.
4. Parking congestion and overflow.
5. Reduced curb appeal for a healthcare facility serving the public.

Conclusion

Approving this encroachment will resolve safety, cleanliness, and capacity issues while improving the appearance of the property and surrounding area. The improvement will be professionally built, maintained at my expense, and will not interfere with city utilities or infrastructure.