



PLANNING & ZONING COMMISSION

*September 22, 2026, at 7:00 PM
250 River Circle - Alpine, WY 83128*

AGENDA

1. CALL TO ORDER:

2. ROLL CALL & ESTABLISH QUORUM:

3. APPROVAL OF AGENDA:

4. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

a. RB26-0000029 Courser, Gloria at 198 West Mills Circle – Single Family Home

b. RB26-0000030 SRSC Lots, LLC at 676 Sunset Drive – Single Family Home

c. Consideration of Resolution No. 2026-02 Adopting and Certifying the Town of Alpine Master Plan

Motion to adopt Resolution No. 2026-02, a resolution adopting and certifying the Town of Alpine Master Plan, subject to concurrence by Lincoln County.

5. TABLED ITEMS:

6. UNFINISHED/ONGOING BUSINESS:

7. APPROVAL OF MINUTES:

a. Approval of September 8, 2026 Meeting Minutes

8. TOWN COUNCIL ASSIGNMENT:

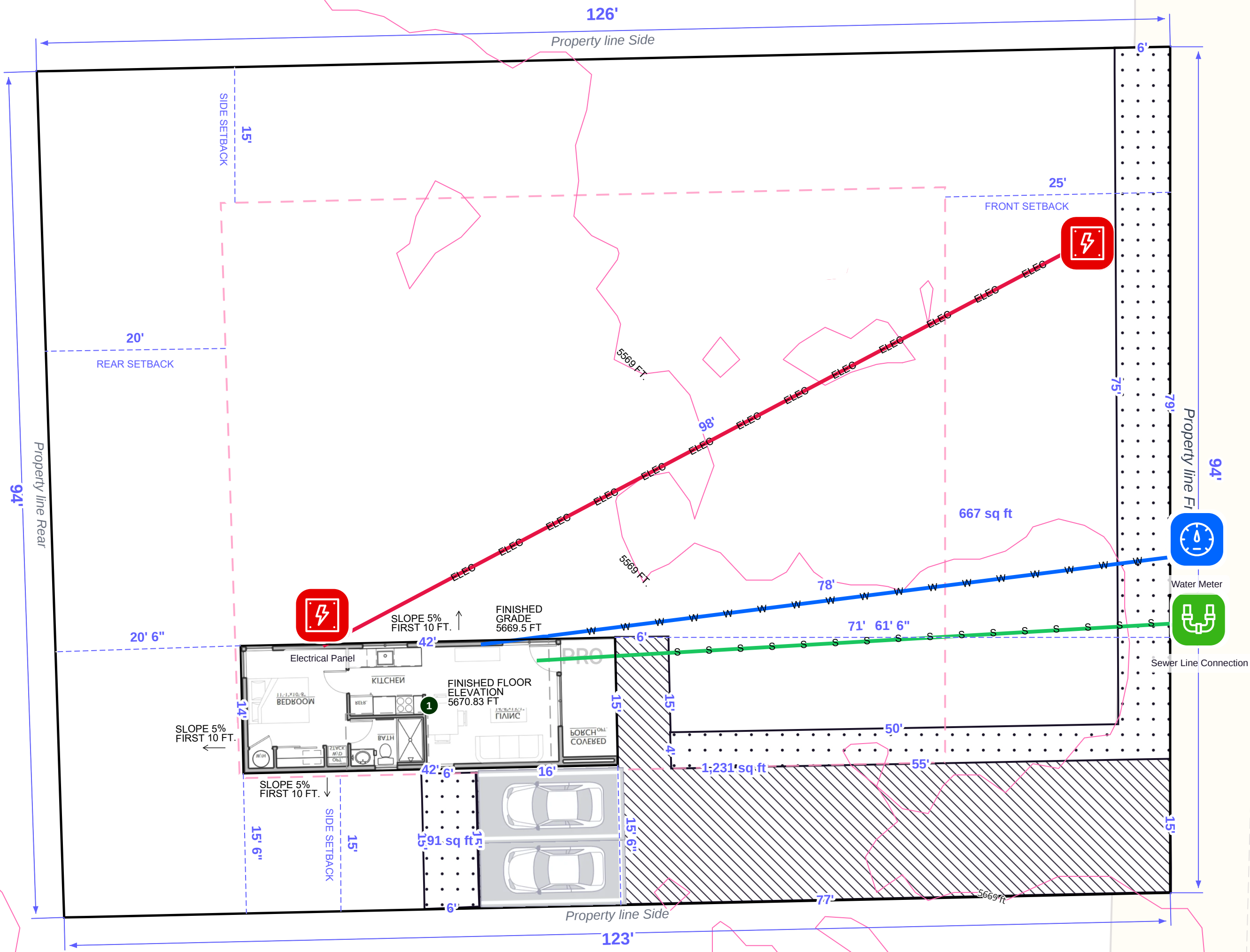
9. ADJOURN MEETING:

SITE PLAN

198 WEST MILL CIRCLE
ALPINE, WY 83128
Lot #101 of the Palis Park Subdivision
Parcel ID: 37182940303000
Lot area: 0.28 Acres
Impervious surface: 136 sq ft
(1.1%)

Municipality Name: ALPINE, WY
Zone Name: R-1
Front Setback: 25 ft
Rear Setback: 20 ft
Side Setback: 15 ft

	Footprint
1. Proposed Single Family	588 sq ft



Section 4, Itema.



1" = 10'

SEPTIC SYSTEM INFORMATION
ASSUMPTIONS:
 ALPINE HILLSIDE SOILS
 GROUNDWATER > 8 FT
 BEDROCK > 10 FT
 15-30 MIN/IN EQUIVALENT PERMEABILITY
FLOW RATE:
 6 BEDROOM = 630 GPM
 1 BEDROOM = 150 GPM
 TOTAL = 780 GPM

[illegible]

NEW BUILD FOR
ALPINE LOT 822
SUNSET DRIVE, ALPINE, WY 83128

SITE PLAN

Project #: 19.101J

A100.

Project #: 19.101J

Date Issued: 06/29/19



TOWN OF ALPINE, WYOMING

PLANNING AND ZONING COMMISSION RESOLUTION NO. 2026-002

**A RESOLUTION ADOPTING AND CERTIFYING THE TOWN OF ALPINE 2026
MASTER PLAN TO THE GOVERNING BODY OF THE TOWN OF ALPINE**

WHEREAS, the Town of Alpine Planning and Zoning Commission is the body authorized to prepare and adopt a master plan for the physical development of the Town of Alpine pursuant to W.S. §§ 15-1-503 through 15-1-505; and

WHEREAS, W.S. § 15-1-503 requires the Planning and Zoning Commission, after holding public hearings, to adopt and certify a master plan to the governing body of the municipality; and

WHEREAS, the Planning and Zoning Commission has reviewed the existing conditions and probable future growth of the Town of Alpine and its surrounding area for the purpose of guiding the coordinated, adjusted, and harmonious development of the Town; and

WHEREAS, a master plan entitled “The Town of Alpine 2026 Master Plan” dated August 2026, has been prepared for the Town of Alpine and includes the maps, plats, charts, appendices, descriptive and explanatory materials contained therein (collectively, the “Master Plan”); and

WHEREAS, the Planning and Zoning Commission held a duly noticed public hearing concerning the proposed Master Plan on July 28, 2026, at which time interested persons were given an opportunity to provide comments; and

WHEREAS, following the public hearing and consideration of the information and comments presented, the Planning and Zoning Commission found that adoption of the Master Plan will promote the general welfare and support the efficient, economical, coordinated, and harmonious development of the Town of Alpine; and

WHEREAS, the Planning and Zoning Commission subsequently approved Resolution 2026-001 adopting and certifying the Master Plan on August 25, 2026; and

WHEREAS, the Alpine Town Council requested additional changes to the Master Plan, resulting in a need for the Planning and Zoning Commission to adopt and certify an updated Master Plan; and

NOW, THEREFORE, BE IT RESOLVED by the Planning and Zoning Commission of the Town of Alpine, Wyoming, that:

The Planning and Zoning Commission hereby adopts and certifies the Town of Alpine 2026 Master Plan, subject to concurrence from Lincoln County for the portions that exist within the Area of Influence.

PASSED, APPROVED, ADOPTED, AND CERTIFIED by the Planning and Zoning Commission of the Town of Alpine, Wyoming, this 22nd day of September 2026.

VOTING RECORD

Chairperson _____: _____
Commissioner _____: _____
Commissioner _____: _____

**TOWN OF ALPINE
PLANNING AND ZONING COMMISSION**

Melisa Wilson, Chairperson

ATTEST:

Monica Chenault, Clerk/Treasurer

CERTIFICATION OF ADOPTION

I, Monica Chenault, Clerk/Treasurer, certify that the foregoing Resolution was adopted by the affirmative vote of not less than a majority of the Planning and Zoning Commission on the ____ day of _____ 2026.

I further certify that the attached document is a true and correct copy of the portion of the Town of Alpine 2026 Master Plan, dated September 2026, adopted by the Planning and Zoning Commission; that the Commission's adoption has been recorded on the adopted portion of the Master Plan; and that a complete copy has been certified and transmitted to the Town Council of the Town of Alpine pursuant to W.S. § 15-1-505.

September 17, 2026

Town of Alpine



Dear Alpine Planning Commissioners and Town Councilmembers,

Below is a list summarizing what has changed in the Master Plan since we last met based on Town Commissioner feedback. This list is not exhaustive, and does not include minor editorial changes for spelling or grammar. We look forward to meeting with you on September 22nd and October 6th to discuss further.

- Page 7 – amended mission statement “The Mission of the Town of Alpine Master Plan is to guide the community’s future by promoting a balanced mix of land uses; supporting attainable housing; protecting natural resources while allowing for responsible recreation; fostering a resilient economy; and ~~offering a welcome place for residents and visitors to connect and thrive~~ **ensures the Town remains a desirable place to live, work, and visit.**”
- Page 12 – updated language in 5th paragraph to “For years, local residents have worked diligently to establish a K-12 school in Alpine”
- Page 62 – LU Policy 1.1 “Explore leveraging town-owned land and other adjacent properties along the Palisades Reservoir for future recreation opportunities, **civic uses, community facilities,** and events.”
 - LU Action 1.1.A (moved from PROST Action 1.3.C) “Form a Confluence ~~Recreation~~ **Advisory** Committee that’s responsible for studying the ~~recreational and civic amenities~~ **and facilities** to be built on Town-owned land and securing funding for **the Master Plan and** construction.”
 - LU Action 1.1.B – changed priority to 1 and timeline to ST
 - Added LU Action 1.1.C “Explore public private partnerships for Town land and facilities to enhance the Town’s capacity for current and future improvements”
 - Changed LU Action 2.1.A priority to 1 and timeline to ST
- Page 63 – Changed LU Action 2.4.A priority to 2 and timeline to MT
 - Removed LU Action 3.1.B ~~“Reduce review and administrative time for desired development types that will contribute positively to Town.”~~
 - Added new LU Action 3.1.B “Work with Lincoln County and landowners south of County Road 101 to develop a long-term strategy for infrastructure.”
- Page 64 – Updated LU Action 3.1.E **“Work with Game & Fish to designate wildlife migration corridors and require future developments to include open migration areas for wildlife.”**
 - Updated LU Policy 3.5 “Collaborate with ~~the Air Park to annex it~~ **property owners on annexations** into Town.
 - Updated LU Action 3.5.A ~~“Explore~~ **Consider** opportunities with property owners in ~~the Air Park~~ **the Alpine Planning Area** to come to a mutually beneficial annexation agreement.”
- Page 72 – Moved EV Goal 3 to EV Goal 1

- Added EV Action 2.1.A "Work with WBC and future employers to attract businesses"
- Page 73 – Removed EV Policy 3.3 ~~"Create a tenant mix that is diverse, in demand, and leverages the unique setting"~~ (was referring to the Confluence)
- Page 74 – EV Action 4.1.B changed priority to 3 and timeline to LT
- Page 84 – H Action 2.2.A changed priority to 1, timeline to ST
 - H Action 2.2.B changed priority to 1, timeline to ST
- Page 91 – SNR Action 1.4.A "Partner with state/federal agencies **and the Fire District** to align regional strategies **for fire mitigation** that improve forest structure"
 - Added SNR Action 1.4.B "Partner with Lincoln County Weed and Pest to align regional strategies to remove noxious weeds and invasive species"
- Page 92 – SNR Action 2.1.C ~~"Enforce seismic provisions for new building projects to ensure new buildings can withstand earthquake events, while limiting damage and preventing collapse"~~ to **"Develop a local hazard mitigation plan for the Town of Alpine."**
- Page 98 – TSI Action 1.1.A "As the Town continues to grow, work with Lincoln County School District ~~to open a permanent K-12 school in Alpine~~ **and/or the Alpine Education Foundation to find a location for a permanent K-12 school building in Alpine."**
 - TSI Action 1.1.C "Continue to support the ~~temporary school located at 200 Buffalo Drive~~ **Wyoming Classical Academy Alpine Campus."**
 - TSI Action 1.3.B – separated into 2 Actions, 1 for the Fire District and the other for EMS.
 - TSI Action 2.1.A "Create a 5-year Capital Improvement Plan **for water, sewer, and roads** and update annually."
 - Added Action 2.1.D "Inventory and evaluate Town facilities and budget for future expansions and additions to meet local needs."
 - TSI Action 2.2.A: ~~Complete the improvements to the water treatment facility.~~ Construct a new water storage tank to better meet demands during summer months.
 - Added TSI Action 2.2.B: "Complete improvements to the Alpine wellhouse serving Wells number 1, 2, and 3."
 - Added TSI Action 2.2.C: "Address improvements 5-10 identified in the Water Master Plan."
- Page 101 – Removed "Riverview Meadows Children's Park" from list and map
- Page 105 – PROST Action 1.3.C changed priority to 1 and timeline to ST
- Page 106 – PROST Action 1.3.G changed priority to 1 and timeline to ST
 - PROST Action 1.3.H changed priority to 2 and timeline to MT
- Page 110 – Removed label for "Riverview Meadows" trail
- Page 114 – T Action 1.1.E "Improve visibility of crosswalks at current US 89 crossings and continue to pursue a speed reduction, **additional crosswalks, and sidewalks** through downtown as additional properties develop."
- Page 115 – T Action 2.2.A changed partner from ~~LCSD2~~ to ATAP

Link to Master Plan: [Alpine Master Plan](#)



PLANNING & ZONING MEETING MINUTES

September 08, 2026, at 7:00 PM

Meeting Type – Regular Meeting

1. CALL TO ORDER

Chairwoman Wilson called the meeting to order at 7:02 PM.

2. ROLL CALL & ESTABLISH QUORUM

Administrator Corson conducted roll call.

Commission Members Present

- Dan Schou
- Melisa Wilson
- Rachel Stewart

A quorum was established.

Staff Present

- Gina Corson, Planning & Zoning Administrator

3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- a. **RB26-000026- Murdoch, Kendall, and Katheryn- 211 Aster Loop, Lot #19 of Alpine Meadows- Single-family Home Site Plan Review:**

Updated plan to include snow storage. All looked good to the Commission

Action

Member Stewart made a motion to approve RB26-000025, contingent upon receiving approval for the septic from DEQ. Member Schou seconded.

Voting Yea: Member Schou, Member Stewart, and Chairwoman Wilson.

Motion carried unanimously.

b. RB26-000025 - Three Cygnets, LLC - 674 Sunset Drive, Lot 821 of Lakeview Estates Tract A - Single-family Home Site Plan Review:

The Commission continued its review of the single-family home site plan submitted by Three Cygnets, LLC. The driveway has been relocated to allow for the septic system. The updated plans show two retaining walls for the SE corner of the lot where there were concerns raised by the Commission. Retaining walls are under the 4-foot height that requires engineered plans for the walls. Snow storage has been located and identified. The Commission confirm the septic and leach-field design and setbacks were in compliance with the DEQ standards. They wanted confirmation of the approval of the design, but the applicant told them the DEQ would not give approval until the Town of Alpine gave permit approval.

Action

Member Stewart made a motion to approve RB26-000025, contingent upon receiving approval for the septic from DEQ. Member Schou seconded.

Voting Yea: Member Schou, Member Stewart, and Chairwoman Wilson.

Motion carried unanimously.

4. APPROVAL OF MINUTES

Approval of Minutes for August 25, 2026, Meeting

Action

Member Stewart made a motion to approve the August 25, 2026, meeting minutes. Member Schou seconded the motion.

Voting Yea: Member Schou, Member Stewart, and Chairwoman Wilson.

Motion carried unanimously.

5. DISCUSSION

a. Chairwoman Wilson let member Stewart know that the Town has had some old cottonwood trees fall down and was looking for someone to help them decide the most appropriate replacement. Chairwoman Wilson felt that Member Stewart could add to that conversation.

b. Member Schou asked if we had a count of the number of lots in Town that do not have access to the sewer system that are no built out or connected. Administrator Corson did not have a count. Member Schou also mentioned that may be something we want to take into consideration since we are redoing the LUDC. He suggested adding language that all of those

lots will be approved contingent to the DEQ Septic approval and to require confirmation of that approval with their permit records.

c. Member Schou raised concerns about the basement wall height and eventually about the height of walls or stories of homes being constructed. He stated that we still do not have a mechanism to ensure that they are building the heights to plan as that is not a normal inspection that the Building Inspector would conduct. The agreed upon course of action was to have Administrator Corson discuss with the Building Inspector if those are inspection or steps of other inspections that can be added. If not, then we can further address the appropriate steps of who should be conducting those inspections. Member Schou also asked if Administrator Corson could discuss an addition to the Certificate of Placement or an additional step taken my a surveyor to shoo the top of the foundation wall heights to ensure they are in compliance with their plans.

Administrator Corson pointed out that as a Town we have the authority to adopt any inspection schedule we would like and even if these additional ones are outside the normal scope of the Building Inspector’s inspections that having that schedule is what dictates what inspections the Inspector does. If they refuse, then a new Inspector should be hired.

In addition to this, Member Schou asked what if any enforcement or punishment for non-compliance for such things are in existence. Chairwoman Wilson and Administrator Corson both felt that the fact that the foundation or basement walls would need to be brought into compliance and withholding a Certificate of Occupancy would suffice. Member Schou then raised concerns that the LUDC does not have any provision that allow us to issue a Stop Work or withhold a Certificate of Occupancy. The remaining members and Administrator Corson all felt that language was in the LUDC and directed Administrator Corson to locate and ensure it is sufficient.

6. TOWN COUNCIL ASSIGNMENT

Town Council Meeting on September 15, 2026- Melisa Wilson

7. ADJOURNMENT

Action

Member Stewart made a motion to adjourn the meeting. Member Schou seconded the motion.

Voting Yea: Member Schou, Member Stewart, and Chairman Wilson.

Motion carried unanimously.

The meeting adjourned at 7:32 PM.

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