



**TOWN OF ALPINE
PLANNING AND ZONING COMMISSION
REPORT AND RECOMMENDATION TO TOWN COUNCIL**

Date: April 15, 2026

Applicant: Lot 18 Boardwalk, LLC

Request: Annexation – Boardwalk II Lot 18

Location: Lot 18, Boardwalk Subdivision II, Lincoln County, Wyoming

I. PURPOSE

The purpose of this report is to provide the Town Council with the Planning and Zoning Commission’s findings and recommendations regarding the proposed annexation of Lot 18, Boardwalk Subdivision II, into the incorporated limits of the Town of Alpine.

This report is submitted in accordance with Section 2.1(g) of Ordinance 2024-001, which requires the Planning and Zoning Commission to conduct a prepetition review hearing and submit written findings and recommendations to the Town Council.

II. BACKGROUND

The applicant, Lot 18 Boardwalk, LLC, has submitted a petition for annexation requesting incorporation of the subject property into the Town of Alpine. The property is legally described as:

“All of Lot 18 of Boardwalk Subdivision II...”

The purpose of the annexation is to allow the property to receive Town services, including water and sewer, and to integrate the property into the Town as a logical extension of existing development.

A prepetition conference was held with Town staff, and a complete annexation application and supporting materials were submitted in accordance with Ordinance 2024-001.

III. CLASSIFICATION OF ANNEXATION

Pursuant to Section 1.2 of Ordinance 2024-001:

- A minor annexation is defined as 2.5 acres or less
- A major annexation is defined as greater than 2.5 acres

Based on the submitted materials, the subject property is approximately a single residential/commercial lot and is therefore classified as a:



Minor Annexation

IV. REVIEW PROCESS

The Planning and Zoning Commission conducted a Prepetition Review Hearing in accordance with Section 2.1 of Ordinance 2024-001.

At the hearing:

- The applicant (and/or representative) was present
- Supporting documentation and exhibits were presented
- The Commission evaluated the petition based on submitted evidence

The burden of proof was on the applicant to provide clear and convincing evidence supporting all representations made in the petition.

V. FINDINGS

Based on the materials submitted, staff review, and testimony provided at the hearing, the Planning and Zoning Commission makes the following findings:

1. **Completeness:**
The applicant has submitted all required materials, including a petition, legal description, and supporting exhibits.
2. **Contiguity:**
The property is adjacent to the existing incorporated limits of the Town of Alpine.
3. **Logical Extension of Town Boundaries:**
The proposed annexation represents a logical and orderly extension of the Town and is consistent with existing development patterns.
4. **Provision of Services:**
The property can reasonably be served by Town infrastructure, including water and sewer systems, as stated in the petition.
5. **Health, Safety, and Welfare:**
Annexation of the property supports the protection of public health, safety, and welfare and allows for more consistent regulation and service delivery.
6. **No Adverse Impacts Identified:**
No significant adverse impacts to surrounding properties or public infrastructure have been identified at this stage of review.
7. **Zoning Request:**
The applicant has requested zoning designation of Mixed Residential Commercial, which will require consideration by the Town Council as part of the annexation process.

VI. RECOMMENDATION



Based on the findings above, the Planning and Zoning Commission hereby recommends that the Town Council:

Approve the annexation of Lot 18, Boardwalk Subdivision II, as a Minor Annexation, subject to compliance with all applicable provisions of Wyoming Statutes §15-1-401 et seq. and Town of Alpine Ordinance 2024-001.

VII. ADDITIONAL COMMENTS / CONDITIONS (OPTIONAL)

The Planning and Zoning Commission offers the following comments for Town Council consideration:

1. Final annexation approval shall be contingent upon completion of the statutory annexation process, including preparation of the annexation report as required by W.S. §15-1-402.
2. All costs associated with notice, publication, and annexation review shall be borne by the petitioner as required by Ordinance 2024-001.
3. Final zoning designation shall be established by the Town Council upon annexation.

VIII. CONCLUSION

The Planning and Zoning Commission finds that the proposed annexation meets the intent and procedural requirements of the Town of Alpine's Uniform Annexation Process and provides a reasonable and logical expansion of the Town's incorporated limits.

Melissa Wilson

Chairperson-Planning and Zoning Commission

Town of Alpine, Wyoming

Attest:



Gina Corson

Planning and Zoning Administrator

Town of Alpine WY