

Date: 10/17/2025
To: Creative Properties, LLC
Attn: Dave Jenkins
160 Highway 89, Lot #12
Palisades Heights Subdivision
Alpine, WY 83128

Subject: Special Use Permit Application – Creative Properties, LLC

Dear Dave,

Following review of your Special Use Permit application for 160 Highway 89, Lot #12 of the Palisades Heights Subdivision, the Town has determined that the application will not be added to the Town Council agenda for the October 21, 2025 meeting.

This decision is based on concerns identified in the Planning and Zoning Administrator's supplementary recommendation—specifically, the lack of a Property Owners Agreement (POA) or similar mechanism outlining how common areas within the proposed development will be maintained, how associated costs will be shared among unit owners, and how future improvements will be managed.

To move forward, a complete POA, or similar document, addressing these items must be submitted and approved by the town before the project can be scheduled for Town Council consideration.

Please note the following submission deadlines:

- To make the November 4, 2025 Town Council meeting, the POA must be received no later than October 28, 2025.
- If that deadline cannot be met, the next available agenda date will be November 18, 2025, and the POA must be submitted no later than November 11, 2025.

We appreciate your attention to this matter and your cooperation in addressing the noted concerns. Please feel free to reach out if you have any questions or need additional clarification.

Sincerely,
Monica Chenault
Town Clerk
Town of Alpine