



Town of Alpine – Staff Compliance Review Report

Project: Creative Properties, LLC – Special Use Permit and Master Plan

Location: 160 Highway 89, Lot 12, Palisades Heights Subdivision

Zoning District: Mixed Residential Commercial (MRC)

Reference Ordinance: Ordinance No. 2025-004 – Special Use Permits

1. Purpose of Review

This report evaluates the compliance of the Creative Properties, LLC Master Plan, Special Use Permit (SUP) Statement, and application materials with the criteria for approval outlined in Section 6 of Ordinance No. 2025-004. The analysis is based on the submitted application package (dated August 6, 2025), the accompanying project narrative and conceptual exhibits prepared by Sunrise Engineering, Alpine Architectural Studio, and Surveyor Scherbel, Ltd., and the adopted land-use and zoning framework for the MRC District.

2. Compliance with Section 6 Criteria

a. Compatibility with Zoning

The property lies in the Mixed Residential Commercial (MRC) District, which allows both residential and commercial uses under an approved SUP. The proposed combination of apartments, live/work units, and commercial suites supports the mixed-use intent of the district and aligns with the Town's Comprehensive Plan objective to increase housing diversity and expand commercial frontage along U.S. 89.

Finding: Complies.

b. Impact on Public Health and Safety

The Master Plan provides for adequate on-site parking, snow storage (4,132 sq. ft. provided vs. 3,937 sq. ft. required), and water/sewer connectivity to existing Town infrastructure. Emergency access is available from U.S. Highway 89, and fire hydrants are located adjacent to the parcel. No public-health or life-safety conflicts were identified; final compliance will be verified through building-permit review and inspections by the Town Building Official.

Finding: Complies.

c. Environmental Impact



The site is previously developed and located within existing urban infrastructure. Redevelopment replaces a blighted commercial structure with new construction and upgrades storm-water, snow-storage, and landscaping areas exceeding minimum Town requirements. No wetlands, floodplains, or critical habitats are present.
Finding: Complies.

d. Traffic and Access

The project maintains a single shared access onto U.S. 89 and provides internal circulation and defined parking areas for each use type. The residential and commercial intensity is modest, and traffic generation is expected to remain within the corridor's capacity. Coordination with WYDOT will be required for any curb-cut modifications or access-permit updates.
Finding: Complies, subject to WYDOT access review.

e. Mitigation of Negative Effects

Potential impacts such as lighting, signage, and noise are mitigated through site-plan design: lighting is limited to building-mounted fixtures; snow storage and landscaping buffer adjoining parcels; and mechanical/electrical equipment will be screened per MRC standards. Additional mitigations (e.g., sign design review and property-owner maintenance standards) may be imposed as conditions of approval.
Finding: Complies with standard conditions.

f. Consistency with Community Character

The architectural elevations and massing conform to the Town's design standards, incorporating varied rooflines, façade articulation, and materials compatible with Alpine's mountain-town character. The live/work configuration promotes walkability and small-business opportunities consistent with surrounding mixed-use development.
Finding: Complies.

3. Summary of Findings

Approval Criterion (§6, Ord. 2025-004)	Compliance Status	Notes / Conditions
Compatibility with Zoning	✓ Complies	MRC mixed-use consistent with Comprehensive Plan
Impact on Public Health & Safety	✓ Complies	Utilities and access adequate



Approval Criterion (§6, Ord. 2025-004)	Compliance Status	Notes / Conditions
Environmental Impact	✓ Complies	Redevelopment improves site conditions
Traffic and Access	✓ Complies (Condition)	Subject to WYDOT access review
Mitigation of Negative Effects	✓ Complies (Condition)	Signage and lighting to meet Town standards
Consistency with Community Character	✓ Complies	Design and use fit corridor context

4. Conclusion

Based on the submitted application, supporting documentation, and the evaluation against Ordinance No. 2025-004 §6 criteria, staff finds the Creative Properties, LLC proposal to be in substantial compliance with the Town’s standards for Special Use Permits.

Prepared by: Gina Corson
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Town of Alpine, Wyoming

Date: 09/15/2025

Citations:

- Ordinance No. 2025-004 §§5–7
- 2025-004 - Special Use Permits
- Special Use Permit Application (Creative Properties LLC, Aug 6 2025)
- Master Plan Narrative and Site Plans (Sunrise Engineering and Alpine Architectural Studio, Mar 2025)
- Special Use Permit Statement