



STAFF REPORT

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

FROM: Gina Corson, Planning & Zoning Administrator

DATE: 08/26/2025

SUBJECT: Creative Properties, LLC Special Use Permit Application

MEETING DATE: 10/14/2025

PURPOSE

To provide background information, review the application for completeness and conformance to the procedural requirements associated with the Special Use Permit application process in Town ordinance No. 2025-004, and make recommendations to the Planning and Zoning Commission and Town Council to aid in their decision-making process.

BACKGROUND

1. Special Use Permit Application and Supplemental Information were submitted on August 6, 2025; All related filing fees have been submitted; the Application was reviewed and evaluated by the Zoning Administrator. "Attachment #1"
2. Required advertising was submitted to Star Valley Independent for consecutive advertising from September 20th through October 8th, 2025, in anticipation of an October 14th, 2025, public hearing. "Attachment #2"
3. As required, all property Owners within a five-hundred-foot (500) radius of the proposed property were notified via supplied information of the project, with ample opportunity to provide comment and/or to give a response to the mailing, either in person or in writing. A response deadline of October 7th, 2025, was given. "Attachment #3" and affidavit of certified mailings "Attachment #4"
4. Approximately thirty-five (35) mailings were sent out.
5. To date, the Town has not received any written responses.
6. A copy of the Preliminary Plat map is attached, further referred to as "Attachment #5".
7. A permit for the construction of proposed structures was approved previously by the planning and zoning commission, and a Residential Building Permit was issued (attachment #6)

NEED FOR SPECIAL USE APPLICATION



The Town of Alpine Land Use Development Code does not specifically address divided ownership in buildings held by a separate property owner or a condominium-style ownership. The applicant is requesting a Special Use Permit to allow divided ownership of proposed live-work units on the property.

APPLICATION SUMMARY

Property Location: Section 29 T37N R118W within the incorporated boundaries of the Town of Alpine, Lincoln County, Wyoming.

Parcels Involved: Lakeview Outpost Addition, also known as Lot #12 of the Palisades Heights Subdivision.

Proposal: Creative Properties, LLC owns a 0.93-acre parcel (40,670 sq. ft.) in the Palisades Heights Subdivision. The developer recently demolished an older commercial building on the site and completed a full renovation of the existing apartment building.

The developer is requesting a **Special Use Permit** to allow flexibility in design and platting for a **mixed-use townhome development** that will include residential, live/work, and commercial units under individual ownership.

Project Overview:

- **Total Units:** 6
- **Unit 1:** Existing two-story apartment building (4,800 sq. ft.) with six 2-bedroom apartments (3 units per floor). Fifteen (15) parking spaces are provided.
- **Units 2–4:** Proposed live/work townhomes (~1,800 sq. ft. each, two stories) with commercial space on the first floor and living quarters above. Two (2) parking spaces per unit (total of six).
- **Units 5–6:** Proposed commercial buildings (two separate two-story structures connected by a shared staircase). Each contains two 1,500 sq. ft. commercial suites. Seventeen (17) parking spaces are allocated.

Each unit will include **Limited Common Elements** (for exclusive use) and share **General Common Elements** maintained under a **Declaration of Covenants, Conditions, and Restrictions (CC&Rs)**.

Development Schedule:



- **Unit 1 (Apartments):** Completed Fall 2024
- **Units 2–4 (Live/Work):** Construction estimated to begin Summer 2026
- **Units 5–6 (Commercial):** Construction estimated to begin Summer 2031

Zoning District(s): Mixed Residential Commercial (MRC).

PROCEDURAL HISTORY

- ☐ **Application Filed:** Special Use Permit application and supplemental information submitted August 06, 2025. All filing fees have been paid in full. Application reviewed by the Zoning Administrator. (Attachment #1)
 - ☐ **Public Notice:** Advertising submitted to *Star Valley Independent* for consecutive publications September 24th and October 10th, 2025, for the October 14, 2025, hearing. (Attachment #2)
 - ☐ **Mailings:** Approximately thirty-five (35) certified notices mailed to property owners within 500 feet; ~18 owners hold multiple parcels. The applicant also owns property within the radius. Deadline for responses was September 10, 2025. To date, no written responses have been received. (Attachment #3)
 - ☐ **Plat Submission:** Proposed Lot #12 plat map attached. (Attachment #4)
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REQUIRED SUBMITTALS

Checklist per Section Ordinance No. 2025-004 Special Use Permits Sections 5 and 6:

- ☒ Special Use Permit Application signed by applicant
- ☒ Legal description and deed/easement information
- ☒ Site plan and plat map showing modular buildings, parking, play area, and accessory structures
- ☒ Public notification documents (mailing list and proof)
- ☒ Fees: Paid
- ☒ Written Report addressing how the proposed use complies with the Criteria in Section 6 (Attachment #7)
- ☒ Master Plan/Comprehensive Plan reference prepared by Sunrise Engineering (attachment #8)



STAFF REVIEW AND FINDINGS (see references to 2006 Master Plan, attachment #9, and currently adopted Land Use Development code.)

1. Purpose and Intent of the Mixed Residential-Commercial (MRC) Zone

The **2006 Alpine Municipal Master Plan** identifies the **Mixed Residential-Commercial (MRC) Zone** as a **transitional land use district** designed to:

- Encourage **compact, pedestrian-oriented development** near Alpine’s town center.
- Integrate **small-scale commercial uses** (such as offices, professional services, and boutique retail) with **upper-story or attached residential dwellings**.
- Promote **flexible ownership and use**, allowing properties to function as both **residences and business locations** under one roof.

The MRC Zone was intended to serve as a **bridge between purely commercial and residential neighborhoods**, enhancing community vitality and reducing vehicle dependency. This approach aligns with the mixed-use planning goals reflected in **Chapter 4 (Land Use)** of the Master Plan, which emphasized diversity in both housing types and commercial opportunities.

2. Development Form and Ownership Structure

The Master Plan supports **individual ownership models** for mixed-use projects, stating that the MRC Zone should:

- Allow **attached or detached structures** that combine commercial and residential uses.
- Encourage **owner-occupied units**, particularly for small business operators.
- Facilitate **subdivided or condominium-style ownership**, where each unit may be sold separately.

While the Master Plan does not require that all MRC units be individually owned, it promotes **flexibility** in ownership models — allowing for **fee-simple townhomes, condominiums, or leased spaces**, provided they meet the applicable **design and platting standards**. This flexibility is central to encouraging **homeownership within mixed-use environments** and creating opportunities for residents to live and work in the same location.



3. Relationship to Subdivision and Platting

The Master Plan links the MRC Zone to the **subdivision and platting process** as the mechanism through which individual ownership can occur, while maintaining infrastructure and design integrity. Such projects must meet:

- **Minimum lot size and setback standards,**
- **Parking, access, and utility requirements,** and
- **Design review compatibility** with surrounding development.

In practice, this means that each live/work or residential unit within an MRC project may be **individually owned or sold**, provided that:

- The **subdivision or condominium plat** is approved under Town procedures, and
- The site can support **independent service connections and access** (e.g., water, sewer, fire, and easements).

The **2025 Land Use Development Code (LUDC)** formalizes this process under **Sections 2-207 and 2-208**, which authorize subdivision and **Special Use Permit (SUP)** review for flexible ownership configurations, ensuring that infrastructure and design compliance are maintained.

4. Broader Policy Objective

The overarching goal for the MRC Zone is to:

- Create a **vibrant, small-town downtown** with active street life.
- Provide **affordable ownership opportunities** for both small business operators and local residents.
- Support **incremental infill development** without the need for large-scale rezoning.

Both the **2006 Master Plan** and the **2025 LUDC** share this objective, emphasizing that mixed-use development contributes to:

- A **stronger local economy,**
 - A **more diverse housing stock,** and
 - **Long-term community sustainability** by combining living and working spaces on a single lot.
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5. Project Consistency Analysis – Creative Properties, LLC



The **Creative Properties LLC Special Use Permit** request concerns redevelopment of **Lot 12, Palisades Heights Subdivision**, zoned **MRC**. The proposal includes:

- Redevelopment of an existing apartment building;
- Construction of **three new live/work townhome units** (commercial below, residential above); and
- **Two commercial-only buildings** providing small business and retail space.

The applicant seeks an **SUP** to allow flexibility for **platting and ownership**, enabling **individual sale of townhome units** while maintaining unified site design and infrastructure.

Findings:

- The project **aligns with the 2006 Master Plan's vision** for compact, mixed-use infill that encourages both homeownership and small business activity.
- It satisfies the **intent and purpose of the 2025 LUDC's MRC District** by integrating residential and commercial uses, ensuring pedestrian connectivity, and supporting owner-occupancy opportunities.
- The applicant's plan to subdivide the development following SUP approval is consistent with the **procedural requirements of Sections 2-207 and 2-208** of the LUDC.
- The proposed architectural scale, site design, landscaping, and snow storage meet the **design review criteria of Article 4.5 (Design Standards)**.
- The proposed mixed-use configuration improves the Town's **tax base, infill continuity, and long-term economic sustainability**, while remaining compatible with adjacent land uses.

6. Implications for Current Interpretation

Given the 2006 policy framework and the 2025 regulatory structure, the **Special Use Permit request** to allow subdivision and individual ownership of units:

- **Directly aligns** with the **original policy vision** of the MRC Zone;
- **Maintains** the required design cohesion and infrastructure adequacy; and
- **Fulfills** both the **intent and practical application** of the Town's mixed-use development policies.

7. Overall Finding



The **Creative Properties, LLC proposal** represents a **model application of Alpine’s Mixed Residential-Commercial zoning framework**.

It effectively implements the community’s long-standing goals by:

- Encouraging **local ownership and entrepreneurship**,
- Supporting **walkable, mixed-use redevelopment**, and
- Ensuring **compliance with both the Master Plan and LUDC** through the SUP and subdivision processes.
- **Completeness:** All required paperwork appears to be in order.
- **Conformance with LUDC:** The application meets all Special Use Permit (SUP) standards and procedures.
- **Consistency with Comprehensive Plan:** The 2006 Alpine Master Plan identified this area (Lots 4 and 6, now Lots 10 and 11) as suitable for future school facilities.
- **Zoning:** The property remains designated **Public and Community Facilities (PCF)**, consistent with the intended use.
- **Public Response:** No written responses have been received.

Staff therefore finds that the proposed Special Use Permit is consistent with the intent of the Mixed Residential-Commercial Zone and the long-range planning goals of the Town of Alpine.

PUBLIC NOTIFICATION

- Certified mailings sent to owners within 500 feet (approx. 35 mailings).
- Publication in Star Valley Independent on September 24 and October 1, 2025.
- Public notices we posted at the Town of Alpine Post Office and Town Hall for 1 month before the Public hearing date
- Comment deadline October 7, 2025.
- No Written responses received

RECOMMENDATION

Staff recommends approval of the Special Use Permit (SUP) submitted by Creative Properties, LLC for the redevelopment of Lot 12, Palisades Heights Subdivision, zoned Mixed Residential-Commercial (MRC). The proposed project—including a mix of live/work townhome units, commercial suites, and redevelopment of the existing apartment building—meets the intent of both the 2006 Alpine Master Plan and the 2025 Land Use and Development Code (LUDC) by promoting compact, pedestrian-oriented development and supporting local ownership opportunities. The proposal aligns with the purpose of the MRC Zone by integrating residential and commercial uses in a manner that encourages small business activity, increases housing



diversity, and enhances the vitality of the town center. Staff finds the project consistent with the Town's long-range planning goals and recommends approval.

ATTACHMENTS:

1. Special Use Permit Application
2. Public Notice for Required Advertising
3. Property Owners Notification List Within a five-hundred (500) foot Radius
4. Affidavit of certified mailings
5. Proposed Lot #15 Plat Map
6. Residential Building Permit #R2-05-24
7. Written Report addressing how the proposed use complies with the Criteria in Section 6
8. Master Plan Report by Sunrise Engineering
9. Town of Alpine Master Plan 2006