



STAFF REPORT

Applicant: Town of Alpine

Owner: Town of Alpine

Application Type: Special Use Permit

Hearing Date: September 16, 2025

Prepared By: Gina Corson, Acting Planning & Zoning Administrator

Date: 09/10/2025

PURPOSE

To provide background information, review the Special Use Permit application for completeness and conformance to the procedural requirements in the Town's Land Use Development Code, and make recommendations to the Planning and Zoning Commission and Town Council to aid in their decision-making process.

NEED FOR SPECIAL USE APPLICATION

Per Section 3-207 of the Town of Alpine Land Use Development Code (LUDC), the relocation or placement of old or used buildings is generally prohibited. Section 4-507.e.2 also requires an 18-inch minimum overhang, which these buildings do not meet. While the proposed use of the buildings is consistent with the intent and standards of the Public and Community Facilities (PCF) zoning district, a Special Use Permit (SUP) is required to authorize their placement.

APPLICATION SUMMARY

Property Location: Portion of SE ¼ SW ¼ of T37N, R118W, within the incorporated boundaries of the Town of Alpine, Lincoln County, Wyoming.

Parcels Involved: Portions of Lot #10, Lot #11, and Lot #12, also known as Proposed Lot #15 of Alpine West Subdivision

Proposal: Construct four (4) 27'-7" x 72'-0" modular classroom structures with three (3) 16'-0" connecting structures. Modular structures were previously permitted in Teton County, WY.

Zoning District(s): Public and Community Facilities (PCF).



Intended Use: Temporary site of modular structures for a public charter school operated by the Alpine Education Foundation. The lease is intended to be temporary while a permanent school site is pursued.

Development Schedule: Structures to be installed and operational for the school term beginning in 2026.

PROCEDURAL HISTORY

- ☐ **Application Filed:** Special Use Permit application and supplemental information submitted August 11, 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 August 20 and August 27, 2025, for the September 16, 2025, hearing. (Attachment #2)
- ☐ **Mailings:** Approximately 40 certified notices mailed to property owners within 500 feet; ~18 owners hold multiple parcels. The applicant also owns property in the radius. Deadline for responses was September 10, 2025. To date, no written responses have been received. (Attachment #3)
- ☐ **Plat Submission:** Proposed Lot #15 plat map attached. (Attachment #4)

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 #5)
- ☒ Master Plan/Comprehensive Plan reference (2006 Alpine Master Plan identified this area as viable for school development) (Attachment #6)



STAFF REVIEW AND FINDINGS

In the 2006 Alpine Master Plan, Pedersen Planning Consultants identified the development of a local elementary school as a long-term strategic priority to meet the needs of the growing community. Eastern Alpine West was highlighted as a viable location, with Lots 4 and 6 (now Lots 10 and 11) recognized as suitable for public school facilities. These lots were subsequently zoned **Public and Community Facilities (PCF)** under the Town of Alpine Land Use Development Code.

To further this vision and respond to community demand, the Town is moving forward with a subdivision and lot line adjustment to create a parcel large enough to accommodate a public charter school. This action is consistent with the goals of the Master Plan and the adopted zoning framework.

Findings:

- **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:** One written response has been received (Attachment #7)

Overall Finding:

The request satisfies procedural requirements, aligns with both the LUDC and the Comprehensive Plan, and advances community priorities established in the 2006 Alpine Master Plan by preparing land for the establishment of a public charter school.

PUBLIC NOTIFICATION

- Certified mailings sent to owners within 500 feet (approx. 40 mailings).
- Publication in Star Valley Independent on August 20 and 27, 2025.
- Comment deadline September 10, 2025.
- Written responses received- See attachment #7



PLANNING & ZONING COMMISSION REVIEW

The Commission shall:

- Review staff report & recommendation
- Consider public comments received
- Approve, approve with conditions, or deny the application

RECOMMENDATION

It is the recommendation of the Acting Planning & Zoning Administrator to **approve the Special Use Permit** for the property described as Lots 10, 11, and 12, a portion of SE ¼ SW ¼ of T37N, R118W, within the incorporated boundaries of the Town of Alpine, Lincoln County, Wyoming, owned by the applicant: Town of Alpine, Wyoming.

This Special Use Permit is consistent with the Town's 2006 Master Plan and the PCF zoning district designation and will facilitate the temporary siting of a public charter school while a permanent location is pursued.

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. Proposed Lot #15 Plat Map
 5. Written Report addressing how the proposed use complies with the Criteria in Section 6 of Ordinance No. 2025-004
 6. Master Plan Report 2006
 7. Pavak Public Response
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