



PLANNING & ZONING COMMISSION REGULAR MEETING MINUTES

July 28, 2026 / 250 River Circle - Alpine, WY 83128

CALL TO ORDER:

Commissioner Schou called the meeting to order at 7:00 p.m.

ROLL CALL:

Town Clerk/Treasurer Chenault conducted roll call. Present were Commissioner Rachael Stewart, Commissioner Dan Schou, and Commissioner Melisa Wilson attended via zoom. A quorum was established. Attorney Alex Lever, legal counsel retained by the Town of Alpine for the Alpine Property Holdings Group, LLC and Premier Realty Investments, LLC annexation proceedings was also in attendance.

TONIGHT'S APPOINTMENTS:

RB26-000025- Three Cygnets, LLC- 674 Sunset Drive, Lot 821 of Lakeview Estates Tract A- Single-family Home Site Plan Review:

The Commission considered the application for a single-family home site plan review submitted by Three Cygnets, LLC for property located at 674 Sunset Drive, Lot 821 of Lakeview Estates Tract A. The applicant was not present to present the application or answer questions.

Motion: Commissioner Rachael Stewart moved to table the application until a future Planning and Zoning Commission meeting. Commissioner Dan Schou seconded the motion.

Vote: Motion carried unanimously (3-0).

PUBLIC HEARING(S):

Public Hearing – Draft Master Plan:

Commissioner Dan Schou opened the public hearing on the Draft Master Plan.

Also in attendance was Nora Bland of Cushing Terrell, who participated remotely by telephone. Ms. Bland summarized the substantive revisions made to the Draft Master Plan since the Commission's previous review. The updates included:

- Updating the public engagement graphic to reflect Phase 4 outreach.
- Adding language describing the transition from the draft plan to the final draft.
- Reducing the recommended maximum building height within the Downtown Character Area from four stories to three stories.
- Clarifying that the Dillon Amphitheater example is intended as a case study illustrating potential uses for Town-owned property and is not a recommendation to construct a similar facility.
- Strengthening language regarding collaboration with Airpark property owners toward a mutually beneficial annexation agreement.
- Removing the proposed Business Improvement District action for the Confluence area.
- Revising language related to private event spaces and public programming to provide greater flexibility.
- Updating the neighborhood map based on community feedback.
- Adding an action to establish a Town Council-appointed committee to study recreational amenities and funding opportunities for the Confluence Recreation Area.

The Commission acknowledged the revisions and indicated that the changes reflected previous discussions.

Commissioner Schou opened the public hearing for public comment. One individual, Robert Lichvar, approached the podium but began discussing matters unrelated to the Draft Master Plan. Commissioner Schou advised that comments should be limited to the Draft Master Plan. No substantive public comments regarding the Draft Master Plan were received.

Before closing the public hearing, Commissioner Schou reminded those in attendance that the Town Council would hold a public hearing on the Draft Master Plan on August 4, 2026, and encouraged interested parties to attend or submit written comments to the Town prior to the meeting.

Commissioner Melisa Wilson encouraged residents to review the Draft Master Plan, emphasizing its importance in guiding the Town's future growth and development. She noted that the public hearing process was the appropriate opportunity for residents to provide comments and suggest revisions before the plan is finalized.

With no further comments, Commissioner Schou closed the public hearing.

Annexation Prepetition Review Hearing - Alpine Property Holdings Group, LLC and Premier Realty Investments, LLC:

Commissioner Dan Schou opened the pre-petition review hearing for the proposed annexation submitted by Alpine Property Holdings Group, LLC and Premier Realty Investments, LLC. He explained that the purpose of the hearing was to conduct the required pre-petition review pursuant to Town Ordinance No. 2024-001 prior to submission of a formal annexation petition to the Town Council.

Attorney Alex Lever, legal counsel retained by the Town of Alpine for the annexation process, confirmed that the required public notice had been provided in accordance with Town ordinance.

Applicant Presentation

Steve Turley presented the proposed annexation on behalf of the applicant. He explained that the property is contiguous to the Town of Alpine and that annexation would create a logical municipal boundary while allowing future residential development to connect to existing Town infrastructure and municipal services.

Mr. Turley stated that all roads, water, sewer, drainage, and utility improvements necessary to serve the development would be constructed at the developer's expense. He further stated that any upgrades to existing infrastructure identified through future engineering analysis would also be completed at the developer's expense.

Mr. Turley presented conceptual roadway, utility, and development plans, emphasizing that the layouts were conceptual only and would be refined through future engineering, geotechnical, hydraulic, geological, and seismic studies. He stated that no residential development would occur until all required engineering reports demonstrated the property's suitability for development.

Mr. Turley explained that the applicant was requesting R-2 zoning and intended to utilize the Planned Unit Development (PUD) process to provide flexibility for a mix of detached and attached single-family residences. He stated that the proposed development was not intended to include apartments or other multifamily residential uses and explained that the PUD process would establish the specific development standards and limitations for the project..

Commission Discussion

Commissioner Rachael Stewart questioned the applicant regarding emergency vehicle access, roadway design, sewer capacity, infrastructure improvements, and the requested R-2 zoning. Discussion included whether R-1 zoning would be more compatible with the surrounding neighborhood and whether an annexation agreement could limit future residential uses while allowing attached single-family homes.

Commissioner Melisa Wilson thanked the applicant for addressing concerns raised during previous meetings and expressed appreciation for the conceptual presentation and the applicant's willingness to continue evaluating infrastructure capacity and engineering requirements.

Commissioner Dan Schou questioned the applicant regarding proposed roadway access, adjoining properties, existing rights-of-way, survey information, and future platting

requirements. Discussion followed regarding legal access, property boundaries, and future subdivision review requirements. Commissioner Schou emphasized that any future development would be required to comply with the Town's Land Use Development Code and all applicable engineering, surveying, and permitting requirements before development could occur.

Attorney Alex Lever clarified that the Commission's review was limited to the annexation pre-petition process and that any future development approvals would require separate review under the Town's Land Use Development Code.

Public Hearing

Commissioner Schou opened the public hearing.

The following individuals provided testimony:

- **Bob Lichvar** referenced previously submitted written materials regarding the geology, hydrology, ecology, and seismic characteristics of the hillside. He expressed concerns regarding potential landslide hazards, questioned the suitability of the property for development, encouraged the Town to obtain independent geological and hydrological evaluations before considering annexation, and discussed potential traffic impacts, construction impacts, and preserving the character of the neighborhood.
- **Shannon Wendrich** questioned the relationship between the annexation process and the conceptual development plan, expressing concern that discussion of a proposed development had caused confusion regarding the purpose of the hearing. Clerk/Treasurer Monica Chenault explained that the pre-petition review process was created by Town ordinance to provide an additional opportunity for public review prior to the statutory annexation process and clarified that any future development would require separate review under the Town's Land Use Development Code. Ms. Wendrich also asked questions regarding future public hearings, liability, and why property would be annexed before development approval. Commissioner Schou, Clerk/Treasurer Chenault, and Attorney Lever responded to her procedural questions.
- **Donald Cribbins** expressed concerns regarding existing traffic congestion and roadway capacity on Grandview Drive and surrounding roads, noting that numerous approved but undeveloped lots already exist in the area and that the existing roadway network would not safely accommodate additional traffic.
- **Kathy Miskova** stated that while the annexation appeared logical from a boundary standpoint, she questioned whether it would benefit existing residents. She expressed concerns regarding increased density, wildlife impacts, infrastructure capacity, water availability, and the requested zoning designation. She suggested that R-1 zoning would be more compatible with surrounding development and questioned whether the proposed housing would address local workforce housing needs.
- **Joe Openshaw** expressed concerns regarding slope stability, referenced previous landslide issues in the region, questioned appropriate residential density, and encouraged

careful evaluation of environmental constraints, endangered species, and required engineering studies before development proceeds.

- **Meta Dittmer** questioned roadway width requirements contained within the Town's Land Use Development Code and expressed concern that existing roads could not accommodate subdivision access without affecting neighboring properties. She also questioned whether annexation could facilitate higher-density development and expressed support for maintaining lower-density residential development. Commissioner Schou clarified that the hearing concerned annexation only and that no subdivision or development approval was being considered.
- **A youth resident** expressed concerns regarding increased traffic, winter driving conditions, pedestrian safety, and the potential impact of additional vehicles on children and families living in the neighborhood. She urged the Commission to prioritize public safety when considering the annexation.
- **Christina Reiman** requested that the Commission recommend denial of the annexation. She expressed concerns regarding steep terrain, geologic hazards, drainage, infrastructure capacity, and the potential impacts of future development on neighboring properties located below the proposed annexation area.
- **Boyer Mikowski** questioned whether the proposed annexation would adequately protect the health, safety, and welfare of existing residents. He expressed concerns regarding traffic generation, infrastructure demands, geologic stability, groundwater impacts, and the lack of detailed engineering information supporting future development. Commissioner Schou reminded the speaker to limit comments to the annexation request.
- **Jennifer Nelson** referenced prior litigation involving property boundaries and survey issues associated with the property and expressed concern that annexation could allow development that had not been approved under Lincoln County regulations.
- **Adam Sheue** stated that he owns property adjacent to the proposed annexation area and expressed concerns regarding roadway conditions, winter access, traffic, and the potential effects of future development on neighboring residents and existing infrastructure.
- **Bill Saks** asked Attorney Alex Lever procedural questions regarding the Town's annexation ordinance, public notice requirements, and legal authority for the pre-petition review process. He also expressed concerns regarding slope stability and future landslide risks associated with development on the property. Attorney Lever responded to the procedural questions.

With no further public comment, Commissioner Schou closed the public hearing and entered into a brief recess.

COMMISSION ACTION:

Following the close of the public hearing, the Commission discussed whether the proposal should be classified as a Major or Minor Annexation.

Motion: Commissioner Rachael Stewart moved to classify the proposed annexation as a **Major Annexation**. Commissioner Melisa Wilson seconded the motion. **Vote:** Motion carried unanimously (3-0).

APPROVAL OF MINUTES:

Motion: Commissioner Melisa Wilson moved to approve the minutes of the previous Planning and Zoning Commission meeting. Commissioner Rachael Stewart seconded the motion. **Vote:** Motion carried unanimously (3-0)

TOWN COUNCIL ASSIGNMENT:

The Commission designated Commissioner Melisa Wilson to present the Planning and Zoning Commission's report and recommendations to the Town Council during its August 4, 2026, meeting.

COMPLETION OF PRE-PETITION REVIEW REQUIREMENTS:

Clerk/Treasurer Monica Chenault reminded the Commission that additional action was required to complete the pre-petition annexation review in accordance with Town Ordinance No. 2024-001.

Attorney Alex Lever advised the Commission that, in addition to classifying the annexation as Major or Minor, the Commission was required to make findings that the pre-petition application satisfied the requirements of the ordinance, that all required application materials had been submitted, that all applicable fees had been paid, and that the applicant had satisfied the requirements necessary to proceed with submission of a formal annexation petition. He further advised that the Planning and Zoning Commission's written Pre-Petition Review Report should include the Commission's findings, recommendations, comments regarding the requested zoning designation and its consistency with the Town's Master Plan, the annexation classification, and any additional direction provided by the Commission.

Commissioner Dan Schou recommended that, should the annexation proceed, the property be considered under R-1 zoning rather than the requested R-2 zoning designation. He further recommended that any future development include a comprehensive traffic study and significant evaluation of roadway safety, pedestrian pathways, and access for children within the surrounding neighborhood.

Motion: Commissioner Rachael Stewart moved that the Planning and Zoning Commission classify the proposed annexation as a Major Annexation and authorize the Planning and Zoning Administrator to prepare the Commission's written Annexation Pre-Petition Review Report for submission to the Town Council. The motion directed that the report include the Commission's findings, recommendations, and comments regarding the requested zoning designation and its

consistency with the Town's Master Plan, the annexation classification, and any additional direction provided by the Commission. The motion further recommended that the property be considered under R-1 zoning rather than the requested R-2 zoning designation and that special consideration be given to a robust traffic study and comprehensive evaluation of roadway and pedestrian safety within the surrounding area. The motion also found that all required application submittals had been received, all applicable fees had been paid, and that, by clear and convincing evidence, the applicant had satisfied the requirements of the Town's pre-petition review process and was eligible to proceed with submission of a formal annexation petition.

Commissioner Melisa Wilson seconded the motion. **Vote:** Motion carried unanimously (3-0).

ADJOURNMENT

Motion: Commissioner Rachael Stewart moved to adjourn the meeting. Commissioner Melisa Wilson seconded the motion.

Vote: Motion carried unanimously (3-0).

There being no further business before the Commission, the meeting was adjourned. Meeting adjourned at 9:21 PM.

MINUTES ARE A SUMMARY OF THE MEETING

Transcribed By:

Sarah Greenwald, Town Assistant Clerk

Date

Attest:

Melisa Wilson, Chair

Date

Minutes approved in a legally advertised meeting on August 11th, 2026

Signed:

Attest:

Melisa Wilson, Chair

Gina Corson, P&Z Administrator