

Special Use Permit Application for Creative Properties, LLC

OWNER:

Creative Properties, LLC
c/o Dave Jenkins
P.O. Box 1196
Jackson, Wyoming 83001
Phone Number: 307-880-4444
Email Address: dave@snowpeakwy.com

LEGAL DESCRIPTION:

Lot 12 of Palisades Heights Subdivision

Zoning:

MRC – Mixed Residential and Commercial District

Project Narrative:

Creative Properties, LLC owns Lot 12 of Palisades Heights Subdivision. The total area of the property is 0.93 acres (40,670 sq. ft.).

During the last year, the developer has demolished the existing commercial building located on the property along with a full renovation of the existing apartment building.

The developer is applying for a Special Use Permit Application for a residential/commercial townhome development. The Special Use Permit Application will give the developers some flexibility on the design and platting requirements for individual ownership.

The townhome development will consist of six (6) units as described below:

Unit 1 – Existing Two (2) Story Apartment Building (4800 sf). The apartment building has six (6) apartment units – three on the first floor and three on the second floor. Each apartment unit has two (2) bedrooms. Fifteen (15) parking spaces have been designated for the apartment building.

Units 2-4 – Proposed Live/Work Units. The units are two stories of 1800± square feet each and will be constructed to have commercial space on the main level and living quarters on the second floor for the unit owner. Two (2) parking spaces have been designated for each unit for a total of six (6) parking spaces.

Units 5 and 6 – Proposed Commercial Units. The commercial units consist of two separate two story buildings joined with a staircase in the middle. Each building will have two (2) suites of

1500 square feet per suite and will be for commercial use only. Seventeen (17) parking spaces have been designated for the commercial buildings.

Each Unit will have ownership of Limited Common Elements specific to each Unit as noted on the proposed division plat. Also noted on the proposed division plat are the General Common Elements for use of all Units within the development. The townhome development will be outlined in the Declaration of Covenants, Conditions and Restrictions.

Schedule for the Proposed Development Project:

The project is proposed to be developed as follows:

Unit 1 – Existing Apartment Building – Was completed Fall of 2024

Units 2-4 – Live/Work Units – Construction estimated to begin Summer of 2026

Units 5-6 – Commercial Units – Construction estimated to begin Summer 2031

Description of Benefits Provided to the Town:

The developers acquired the property with dilapidated existing structures. The plan is to renovate the apartment building and replace the commercial structure, along with adding the new "live/work" units. The live/work units are intended to provide both commercial space and housing, catering specifically to business owners and addressing a perceived need for such housing. The Commercial Units are intended to provide much needed commercial space along US 89.

Lakeview Outpost Addition:

The proposed Lakeview Outpost Addition depicts how the ownership of the property could be divided when the developers choose to sell individual units. The platting creates a townhome style ownership whereas the individual units could be owned separately with a shared interest in the common elements. A separate application for the division will be submitted to the Town of Alpine for review and approval.

Conceptual Exhibits:

Proposed Division Plat prepared by Surveyor Scherbel, Ltd.

Site Plan/Conceptual Design prepared by Alpine Architectural Studio – SP101

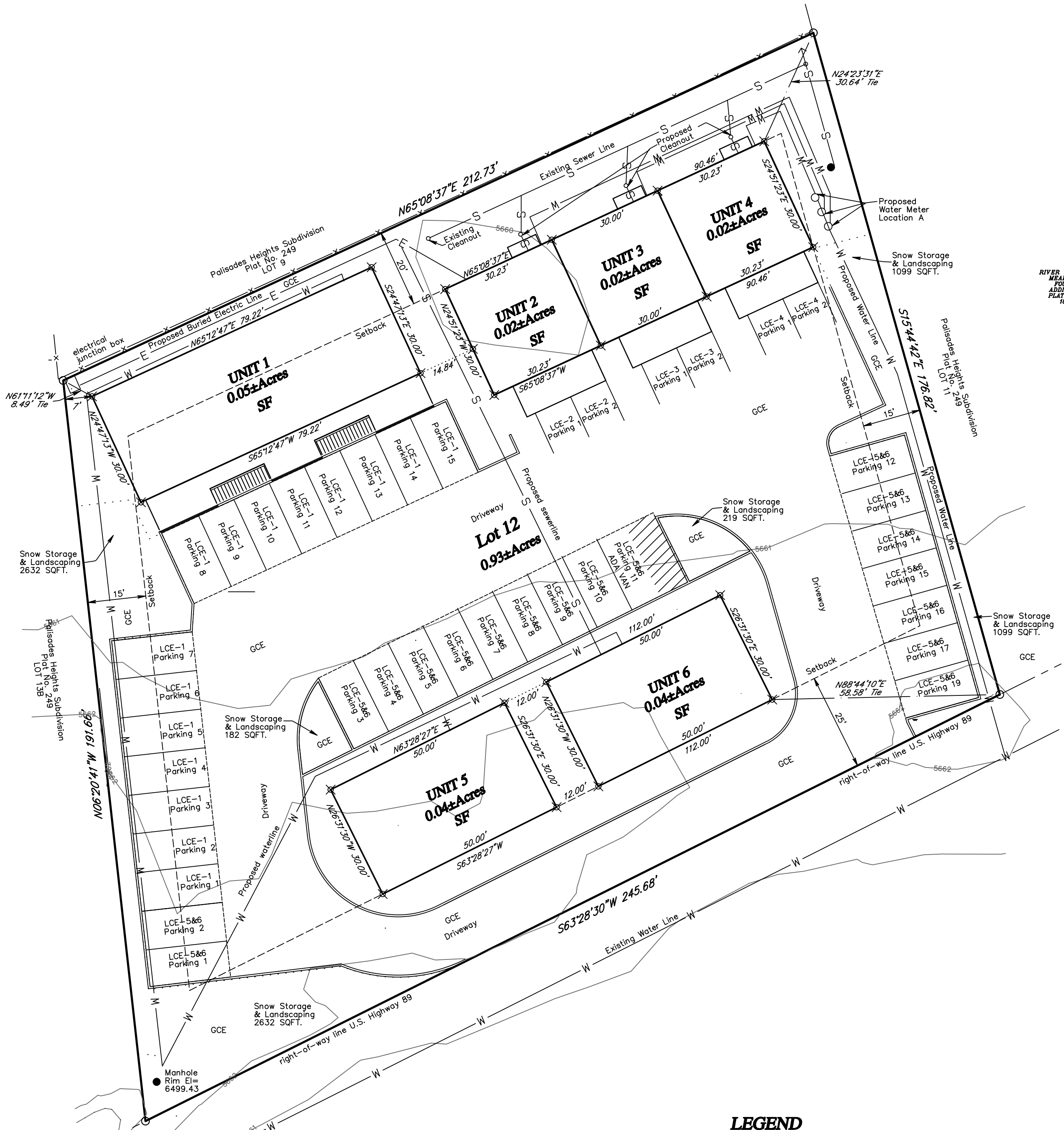
First Floor Plan Layout for Live/Work Units prepared by Alpine Architectural Studio – A101

Floor Plans for Commercial Units prepared by Alpine Architectural Studio – A107

Exterior Elevations prepared by Alpine Architectural Studio – A206 and A207

Perspective Drawing prepared by Alpine Architectural Studio – A208

LAKEVIEW OUTPOST ADDITION



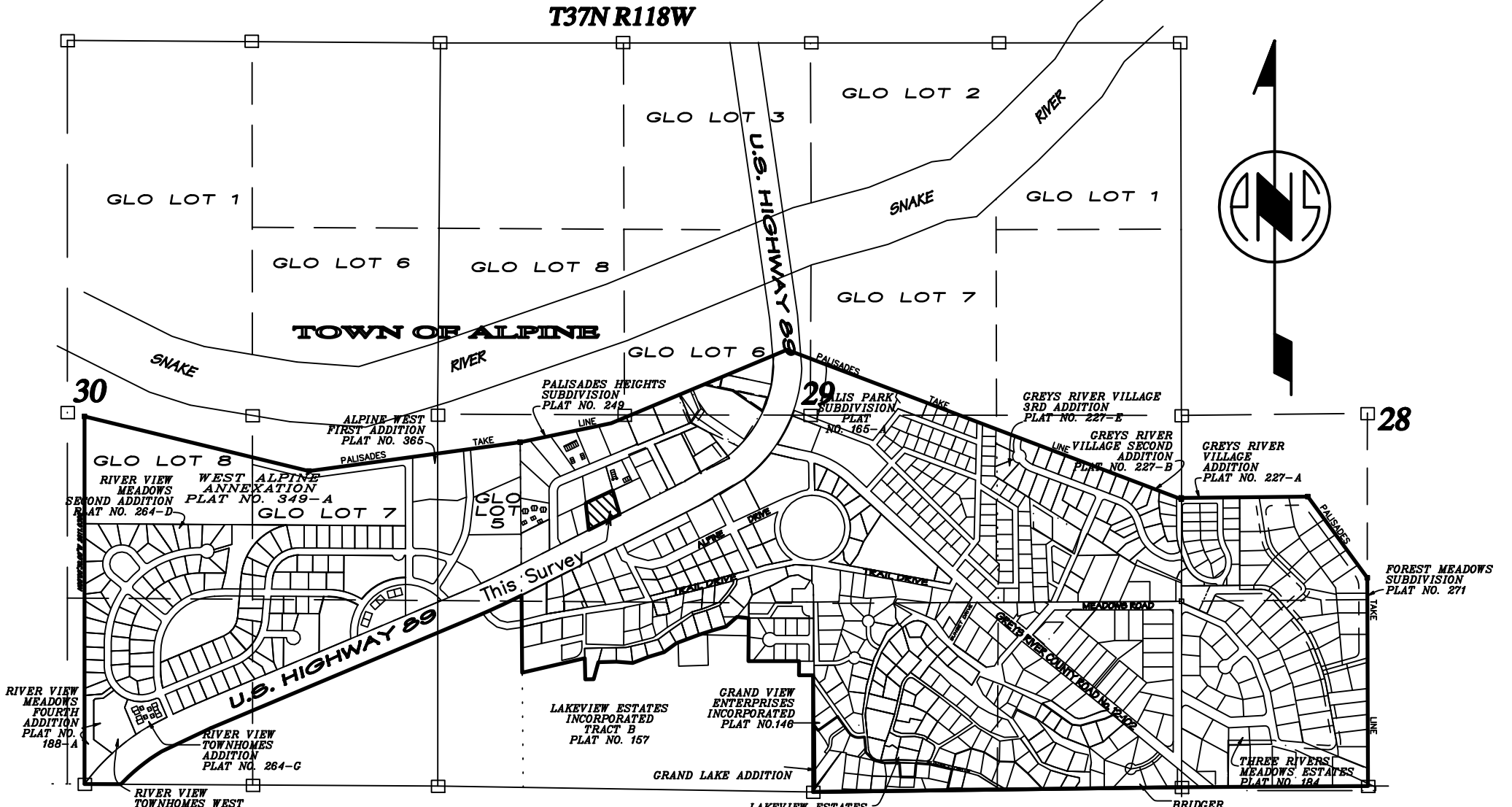
NOTES

- Where bearings are not shown they are parallel to the appropriate unit lines.
- Total area dedicated for off street parking: 20,100 Sq. Ft. Minimum snow storage area required: 19,687 X 0.20 = 3937 Sq. Ft. Snow storage provided: 2632 + 1099 + 182 + 219 = 4132 Sq. Ft.
- Landscaping: 7205 Sq. Ft. provided / 4051 Sq. Ft. required.
- Typical Parking is 10' X 20'.

LEGEND

- Indicates a Corner Record filed or to be filed in the Office of the Clerk of Lincoln County.
- Indicates a steel T-shaped stake 24" long with brass cap inscribed: "SURVEY POINT DO NOT DISTURB RLS164" and other details found this survey.
- Indicates a calculated position, nothing found or set.
- Indicates lot lines of record.
- Indicates a water line.
- Indicates a sewer line.
- Indicates that part of the common area which is Limited Common Element appurtenant to the unit of the same number.
- Indicates that part of the common area which is General Common Element.
- Indicates a townhome unit.

The Basis of Bearing for this survey is N01°04'44"W along the line from the "Call" C51/16 to the "Call" C1/4 of Section 29, T37N R118W.



LOCATION MAP

CERTIFICATE OF OWNERS

STATE OF WYOMING } ss..
COUNTY OF LINCOLN }

The undersigned do hereby certify that the subdivision of Lot 12 of the Palisades Heights Subdivision within the incorporated limits of the Town of Alpine, as shown on this plat and more particularly described in the certificate of surveyor, is with the free consent and in accordance with the desires of the owner and proprietor of the described lands;

that the name of the addition shall be the **LAKEVIEW OUTPOST ADDITION** to the Town of Alpine;

that they do hereby vacate said Lot 12 in accordance with Section 34-12-106 Wyoming Statutes 2024, as amended, and respectfully request the Clerk of Lincoln County to so mark said plat in accordance with Section 34-12-110;

that Units 1-6 are townhouse type ownership as defined in the Declaration of Covenants, Conditions and Restrictions for Lake Outpost Addition of record in the Office of the Clerk of Lincoln County;

that each owner of units within this addition is a member of the Lakeview Outpost Property Association;

that each unit consists of a single townhouse unit and the underlying land together with the exclusive use of the Limited Common Element (LCE) with the same unit designation and an undivided interest in the General Common Element (GCE) all defined in said Declaration;

that said addition is subject to any easements of record;

that an emergency vehicle easement is hereby granted to the Town of Alpine over and across the common area (GCE, LCE) shown hereon;

that utility easements identical with the common area (GCE, LCE) shown hereon are hereby granted to Lower Valley Power and Light, Inc. and Silver Star Telephone Company, Inc. and other public and private utilities to serve the units of this addition;

that all rights under and by virtue of the Homestead Exemption Laws of the State of Wyoming are hereby released;

Creative Properties, LLC
Signature obtained by separate Certificate of Owner to be recorded concurrently herewith
Managing Member

-ADVANCE PLAT-
SUBJECT TO CORRECTION
AND APPROVAL

CERTIFICATE OF RECORDATION

This plat was filed for record in the Office of the Clerk of Lincoln County on this ___ day of ___, 2025.

April Brunski, Clerk

CERTIFICATE OF SURVEYOR

STATE OF WYOMING } ss..
COUNTY OF LINCOLN }

I, Karl F. Scherbel of Afton, County of Lincoln, State of Wyoming, hereby certify that this plat was made from notes taken during an actual survey made by me and persons under my supervision during 2025, and from records in the Office of the Clerk of Lincoln County and that it correctly represents the **LAKEVIEW OUTPOST ADDITION** to the Town of Alpine, described as follows:

Lot 12 of the Palisades Heights Subdivision within the Town of Alpine of record in said office as Plat No. 249 within the GLO LOT 5 of Section 29, T37N, R118W, Lincoln County, Wyoming;

that said addition was accurately surveyed, that the parts thereof are accurately staked off and marked with appropriate metal monuments, including magnetic iron, and inscribed at least with the registration number of the land surveyor to provide source identification at all lot corners of the addition, and that their locations are correctly shown hereon;

Encompassing an area of 0.93 acre, more or less;



the foregoing instrument was acknowledged before me by Karl F. Scherbel this ___ day of ___, 2025;

Notary Public _____ My Commission expires: _____

CERTIFICATE OF ACCEPTANCE

STATE OF WYOMING } ss..
COUNTY OF LINCOLN }

The foregoing **LAKEVIEW OUTPOST ADDITION** to the Town of Alpine was approved at the regular meeting of the Alpine Town Council on this ___ day of ___, 2025 in accordance with Resolution No. ___ of the Town of Alpine.

Town of Alpine
Attest:

Monica L. Chenault, Town Clerk _____ Eric Green, Mayor _____

OWNERS:

Creative Properties, LLC
P.O. Box 1196
Jackson, Wyoming 83001

LAND USE TABLE:

Total Number of Units: 6
Total Acres: 0.93± Acres
Zoning: MRC-Mixed Residential and Commercial District

SURVEYOR:

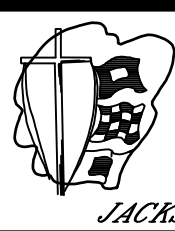
Surveyor Scherbel, Ltd.
P.O. Box 725
Afton, Wyoming 83110
(307) 885-9319

DATE:

August 2025

**PRELIMINARY PLAT
LAKEVIEW OUTPOST
ADDITION
TO THE
TOWN OF ALPINE
IDENTICAL WITH LOT 12 OF THE
PALISADES HEIGHTS SUBDIVISION
IN THE
TOWN OF ALPINE
WITHIN THE
GLO LOT 5 SECTION 29
T37N R118W
LINCOLN COUNTY, WYOMING**

DATE: 3 February 2025
DRAWN BY: Clint A. Phillips
CALCULATED BY: Karl F. Scherbel
CATEGORY/PORT: SD/Alpine/Palisades Heights
FIELD BOOK:
COMPUTER FILE: Palisades Heights 12 townhomes.pro



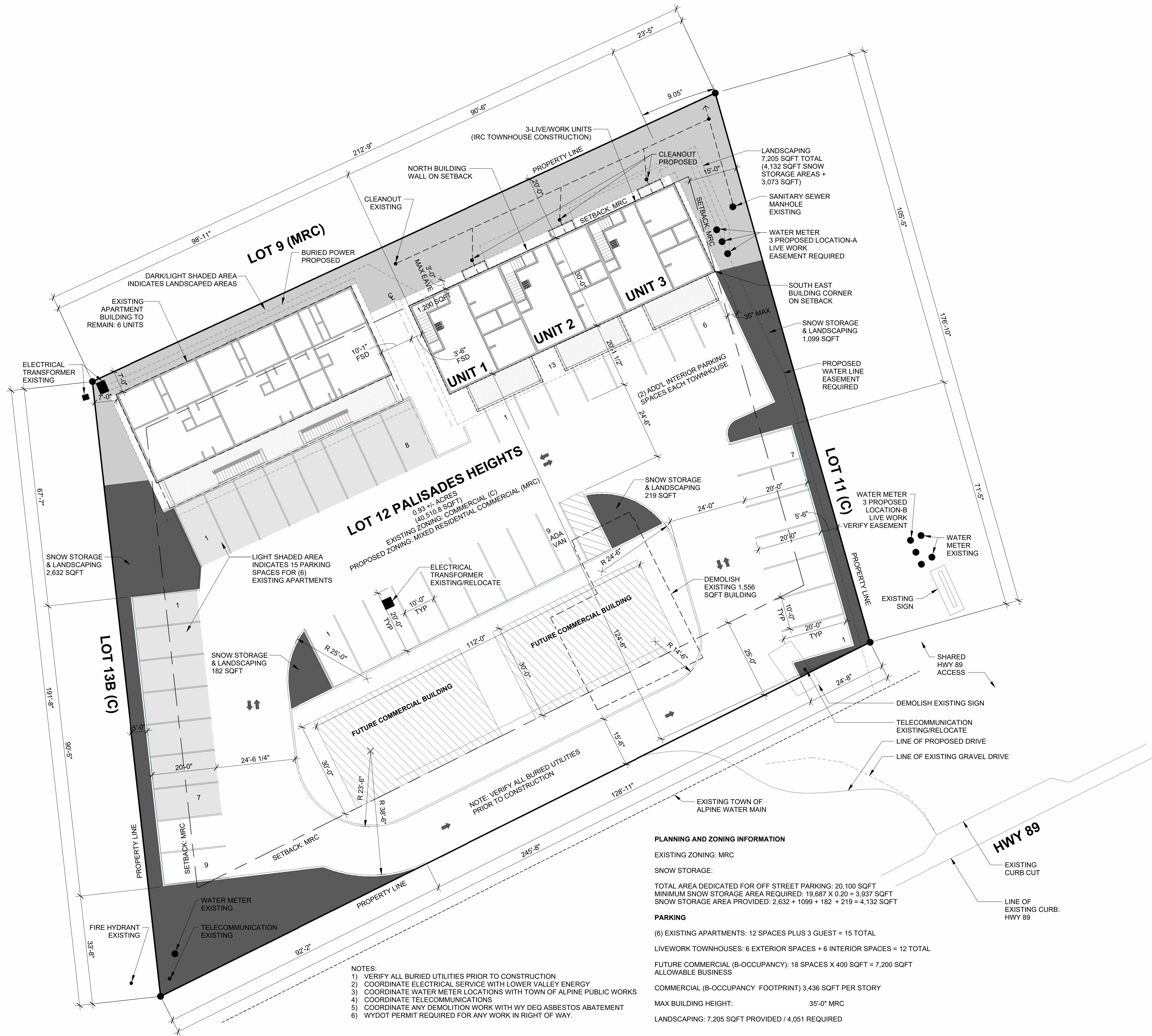
SURVEYOR SCHERBEL, LTD.
PROFESSIONAL LAND SURVEYORS

BOX 96 BIG DINEY-MARLBETON, WYO. 83119 TEL. 307-376-3347
BOX 725 AFTON, WYO. 83110 TEL. 307-885-9319 ALPINE, WYO. 83120 TEL. 307-885-9319
JACKSON, WYO. TEL. 307-233-5903; LAVA, ID. TEL. 208-776-5930; MONTPELIER, ID. TEL. 208-847-2800



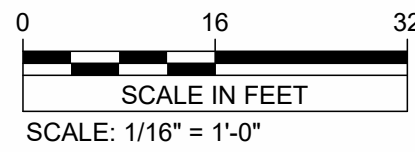
4/17/25-CAP: Edit per Afton review
4/1/25-CAP: Edit per Afton review
REVISIONS:

NOT FOR CONSTRUCTION - PRELIMINARY DESIGN

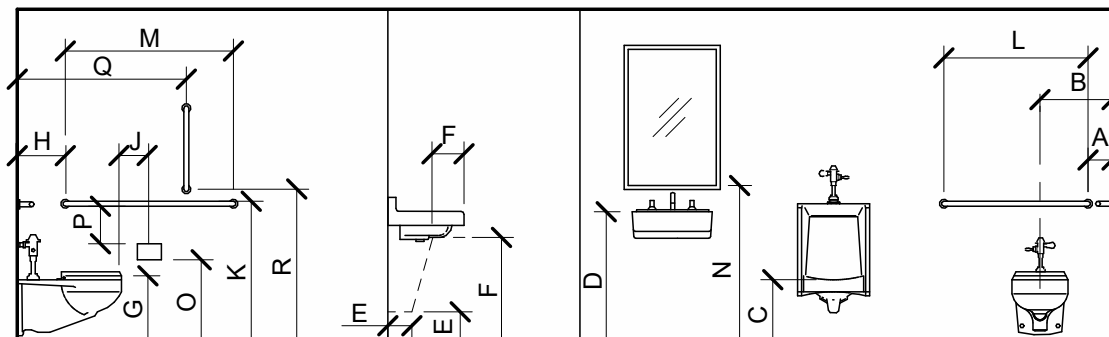
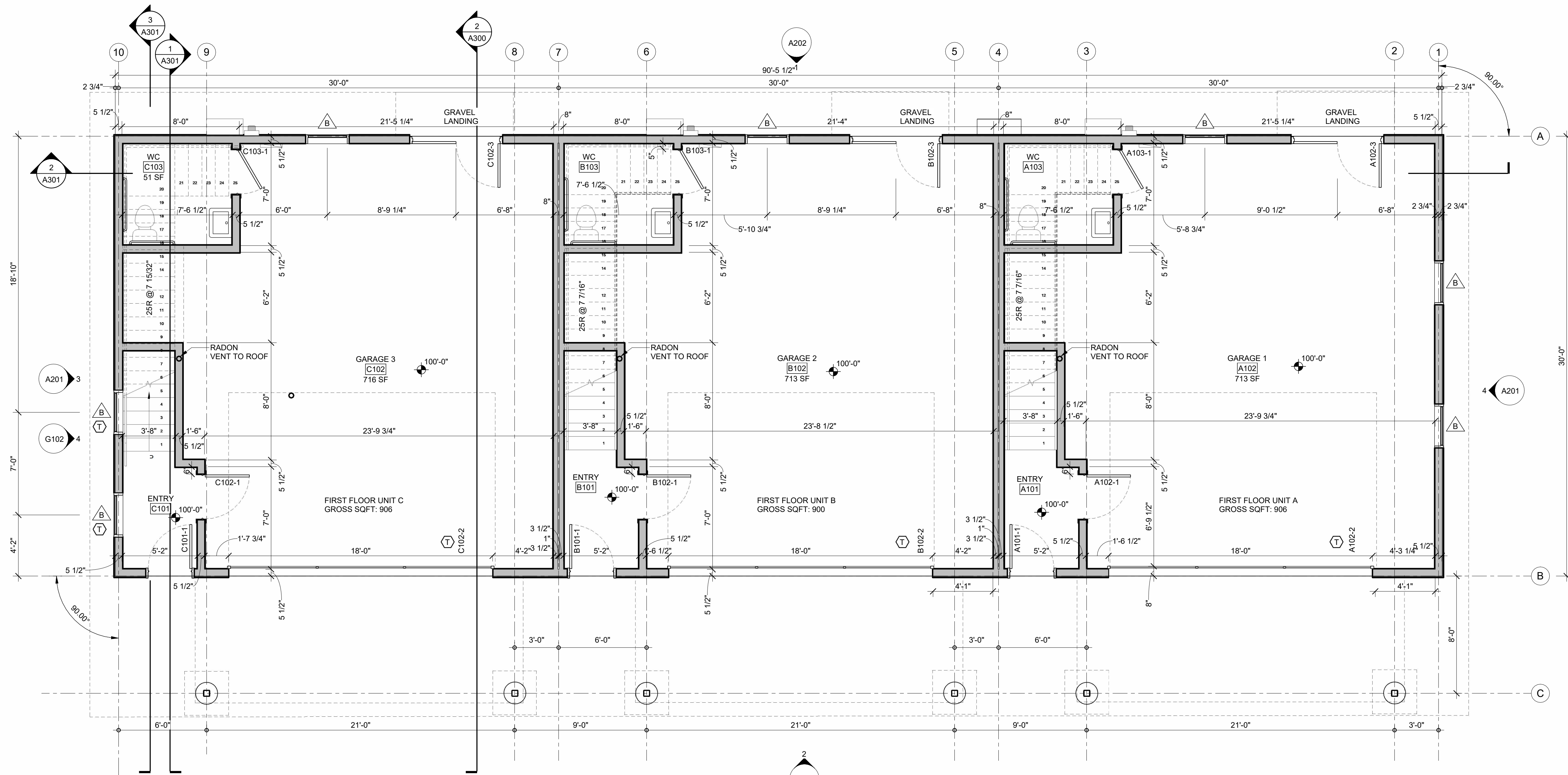


SITE PLAN - PROPOSED CONDITIONS

1/16" = 1'-0"



4/10/2025 8:51:38 AM | AAS # LOT-12 HWY 89 |



FIXTURE	DIM#	MOUNTING HEIGHT
GRAB BAR	A	6" TO CENTER FROM ADJACENT WALL
TOILET (ADA)	B	18" TO CENTER FROM ADJACENT WALL
URINAL	C	24" TO RIM ABOVE FINISH FLOOR
SINK (ADA)	D	17" TO RIM ABOVE FINISH FLOOR
SINK (ADA)	E	34" MAX TO SINK RIM ABOVE FINISH FLOOR
SINK (ADA)	F	9" HIGH X 6" DEEP TOE CLEARANCE
TOILET	G	27" MIN X 8" DEEP KNEE CLEARANCE
TOILET (ADA)	H	14" TO TOP OF SEAT
GRAB BAR (ADA)	I	17" - 19" TOP OF SEAT
TOILET PAPER HOLDER	J	12" TO CENTER FROM ADJACENT WALL
GRAB BAR	K	7" - 9" TO CENTERLINE FROM TOILET
GRAB BAR	L	33" - 36" TO TOP A.F.F.
GRAB BAR	M	36" OUTSIDE TO OUTSIDE
MIRROR	N	42" OUTSIDE TO OUTSIDE
TOILET PAPER HOLDER	O	40" MAX TO BOT OF MIRROR SURFACE
TOILET PAPER HOLDER	P	19" MIN. TO CENTER ABOVE FINISH FLOOR
18" VERTICAL GRAB BAR	Q	1 1/2" MIN. FROM BOTTOM OF GRAB BAR
18" VERTICAL GRAB BAR	R	39" - 41" FROM WALL
18" VERTICAL GRAB BAR	R	39" - 41" FROM FLOOR

WC A103,B103,&C103 REFER TO LEGEND ABOVE

TEMPERED GLAZING REQUIRED IN HAZARDOUS LOCATIONS: (T)

GLAZING IN FIXED AND OPERABLE PANELS OF SWINGING, SLIDING AND BIFOLD DOORS SHALL BE CONSIDERED TO BE A HAZARDOUS LOCATION.

GLAZING IN AN INDIVIDUAL FIXED OR OPERABLE PANEL ADJACENT TO A DOOR SHALL BE CONSIDERED TO BE A HAZARDOUS LOCATION WHERE THE BOTTOM EXPOSED EDGE OF THE GLAZING IS LESS THAN 60 INCHES (1524 MM) ABOVE THE FLOOR OR WALKING SURFACE AND IT MEETS EITHER OF THE FOLLOWING CONDITIONS:
WHERE THE GLAZING IS WITHIN 24 INCHES (610 MM) OF EITHER SIDE OF THE DOOR IN THE PLANE OF THE DOOR IN A CLOSED POSITION.
WHERE THE GLAZING IS ON A WALL LESS THAN 180 DEGREES (3.14 RAD) FROM THE PLANE OF THE DOOR IN A CLOSED POSITION AND WITHIN 24 INCHES (610 MM) OF THE HINGE SIDE OF AN IN-SWINGING DOOR.

1 1ST FLOOR PLAN - LIVE WORK
A101 1/4" = 1'-0" TOTAL FIRST FLOOR
GROSS SQFT: 2,714



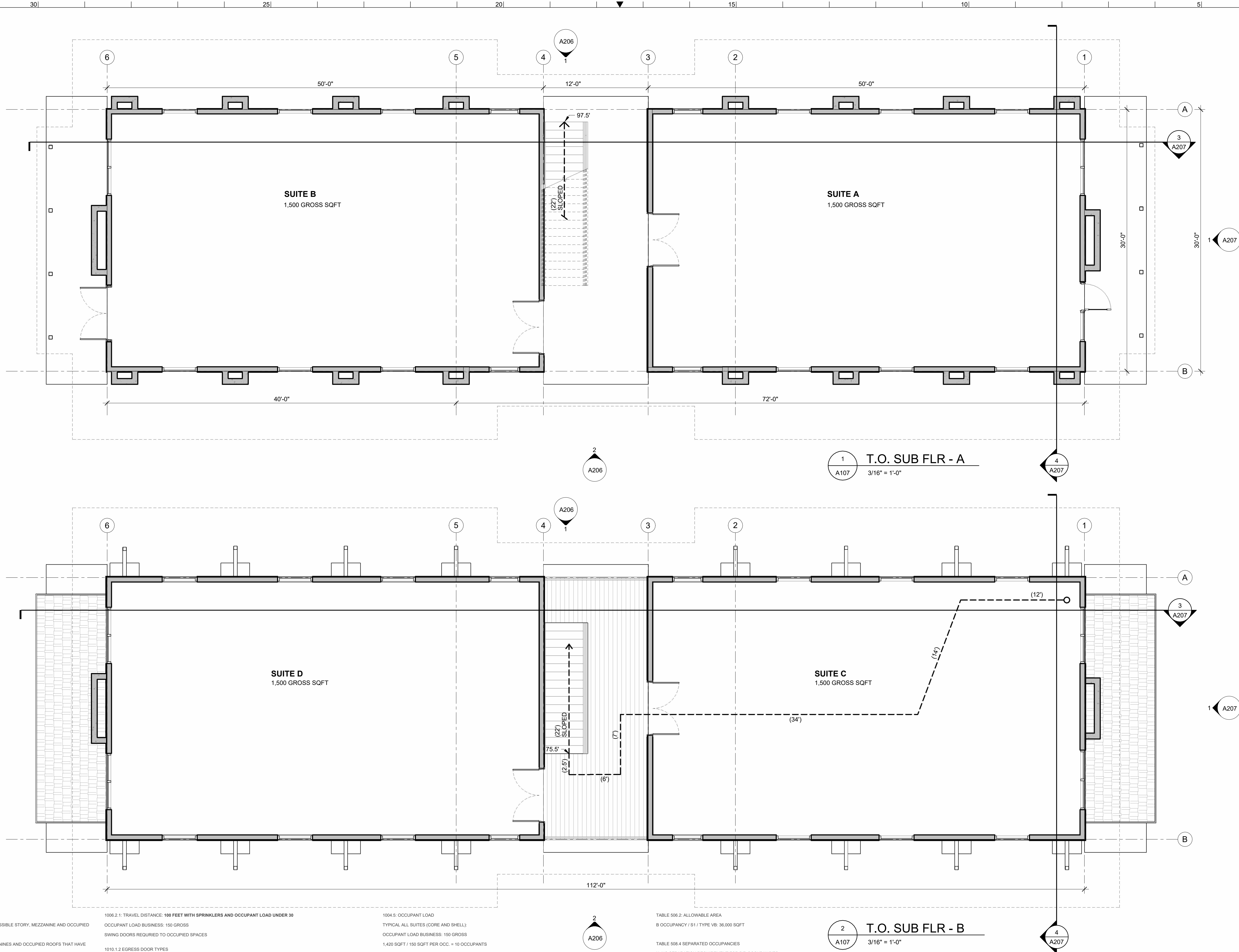
ALPINE, WY
LOT-12 HWY 89
PALISADES HEIGHTS OFFICE BUILDING

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SCHEMATIC DESIGN

3.4.2025
DRAWN BY | BENNETT
CHECKED BY | BENNETT
REVISIONS

B- FLOOR PLANS
A107

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1104.4 MULTISTORY BUILDINGS AND FACILITIES
AT LEAST ONE ACCESSIBLE ROUTE SHALL CONNECT EACH ACCESSIBLE STORY, MEZZANINE AND OCCUPIED ROOFS IN MULTILEVEL BUILDINGS AND FACILITIES.
EXCEPTIONS:

1. AN ACCESSIBLE ROUTE IS NOT REQUIRED TO STORIES, MEZZANINES AND OCCUPIED ROOFS THAT HAVE AN AGGREGATE AREA OF NOT MORE THAN 3,000 SQUARE FEET (278.7 M²) AND ARE LOCATED ABOVE AND BELOW ACCESSIBLE LEVELS. THIS EXCEPTION SHALL NOT APPLY TO:

1.1. MULTIPLE TENANT FACILITIES OF GROUP M OCCUPANCIES CONTAINING VE OR MORE TENANT SPACES USED FOR THE SALES OR RENTAL OF GOODS AND WHERE AT LEAST ONE SUCH TENANT SPACE IS LOCATED ON A OOR LEVEL ABOVE OR BELOW THE ACCESSIBLE LEVELS.

1.2. STORIES OR MEZZANINES CONTAINING OGES OF HEALTH CARE PROVIDERS (GROUP B OR I).

1.3. PASSENGER TRANSPORTATION FACILITIES AND AIRPORTS (GROUP A-3 OR B).

1.4. GOVERNMENT BUILDINGS.

1.5. STRUCTURES WITH FOUR OR MORE DWELLING UNITS.

1006.2.1: TRAVEL DISTANCE: 100 FEET WITH SPRINKLERS AND OCCUPANT LOAD UNDER 30
OCCUPANT LOAD BUSINESS: 150 GROSS
SWING DOORS REQUIRED TO OCCUPIED SPACES

1010.1.2 EGRESS DOOR TYPES
EGRESS DOORS SHALL BE OF THE SIDE-HINGED SWINGING DOOR, PIVOTED DOOR, OR BALANCED DOOR TYPES.
EXCEPTIONS:
PRIVATE GARAGES, OFFICE AREAS, FACTORY AND STORAGE AREAS WITH AN OCCUPANT LOAD OF 10 OR LESS.

LUDC CH4: (J) BUILDING FAÇADES: A BUILDING FAÇADE REFERS TO THE EXTERIOR SIDE OF A BUILDING THAT INCLUDES ENTIRE BUILDING WALLS, INCLUDING WALL FACES, PARAPETS, FASCIA, WINDOWS, DOORS, CANOPY, AND VISIBLE ROOF STRUCTURES OF ONE COMPLETE BUILDING ELEVATION. THE FOLLOWING REQUIREMENTS SHALL BE APPLIED TO THE DESIGN OF COMMERCIAL BUILDING FAÇADES:

(1) DISTINCT MODULES FOR A SINGLE, CONTINUOUS FAÇADE (SEE FIGURE 4-1), E.G., SHOPPING CENTER, SHALL INCORPORATE VISIBLE CHANGES IN THE FAÇADE ELEVATION THROUGH THE USE OF WALL PLANE PROJECTS, PIERS, COLUMNS, COLONNADES, ARCADES OR SIMILAR ARCHITECTURAL FEATURES THAT CREATE A DISTINCT FAÇADE ELEVATION.

(2) THE MODULES FOR A SINGLE, CONTINUOUS FAÇADE SHALL NOT EXCEED AN AVERAGE OF THIRTY (30) FEET IN WIDTH. NO INDIVIDUAL MODULE SHALL EXCEED FIFTY (50) FEET IN WIDTH (SEE FIGURE 4-2).

1004.5: OCCUPANT LOAD
TYPICAL ALL SUITES (CORE AND SHELL):
OCCUPANT LOAD BUSINESS: 150 GROSS
1,420 SQFT / 150 SQFT PER OCC. = 10 OCCUPANTS
TOTAL OCCUPANTS PER SUITE: 10
TOTAL BUILDING OCCUPANTS: 44 (INCLUDING OUTDOOR COVERED AREAS)

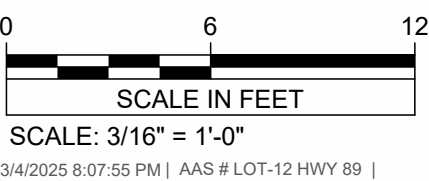
303.1.2 SMALL ASSEMBLY SPACES

THE FOLLOWING ROOMS AND SPACES SHALL NOT BE CLASSIFIED AS ASSEMBLY OCCUPANCIES:

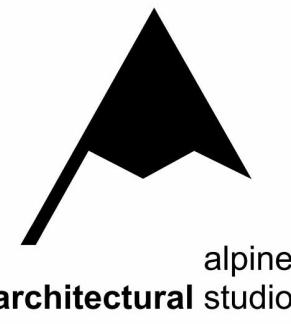
- 1) A ROOM OR SPACE USED FOR ASSEMBLY PURPOSES WITH AN OCCUPANT LOAD OF LESS THAN 50 PERSONS AND ACCESSORY TO ANOTHER OCCUPANCY SHALL BE CLASSIFIED AS A GROUP B OCCUPANCY OR AS PART OF THAT OCCUPANCY.
- 2) A ROOM OR SPACE USED FOR ASSEMBLY PURPOSES THAT IS LESS THAN 750 SQUARE FEET (70 M²) IN AREA AND ACCESSORY TO ANOTHER OCCUPANCY SHALL BE CLASSIFIED AS A GROUP B OCCUPANCY OR AS PART OF THAT OCCUPANCY.

TABLE 506.2: ALLOWABLE AREA
B OCCUPANCY / S1 / TYPE VB: 36,000 SQFT

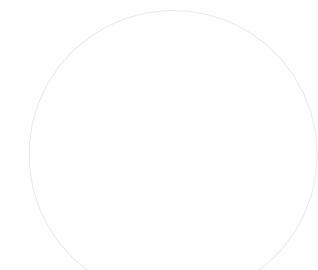
TABLE 508.4 SEPARATED OCCUPANCIES
N: NO SEPARATION REQUIREMENT FOR B/B OCCUPANCIES.



3/4/2025 8:07:25 PM | AAS # LOT-12 HWY 89 |



ALPINE, WY
LOT-12 HWY 89
PALISADES HEIGHTS OFFICE BUILDING



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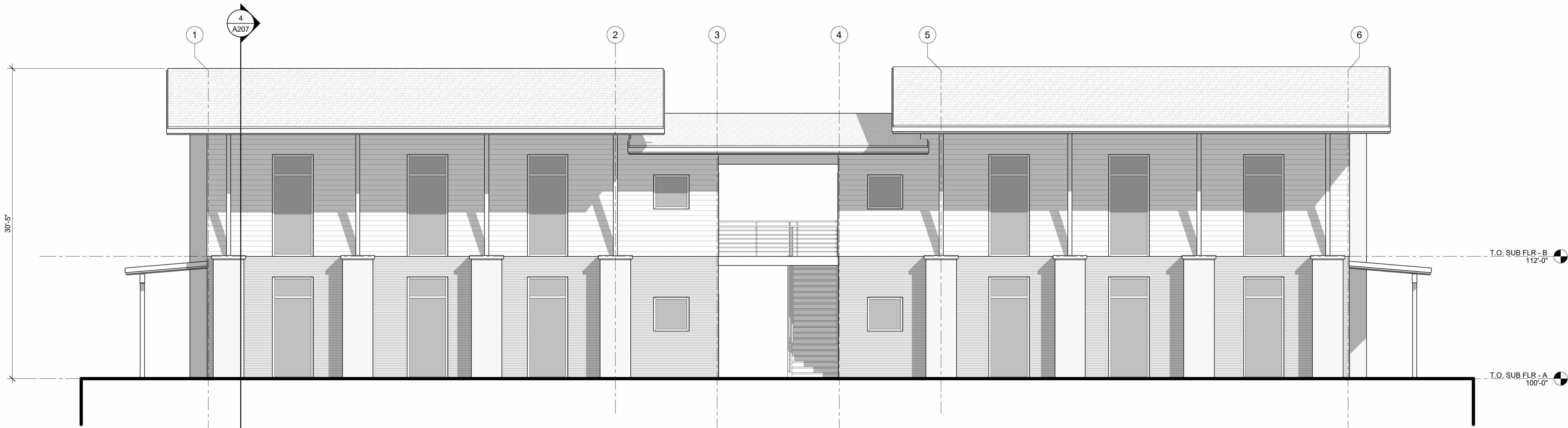
SCHEMATIC DESIGN

3.4.2025
DRAWN BY | BENNETT
CHECKED BY | BENNETT
REVISIONS

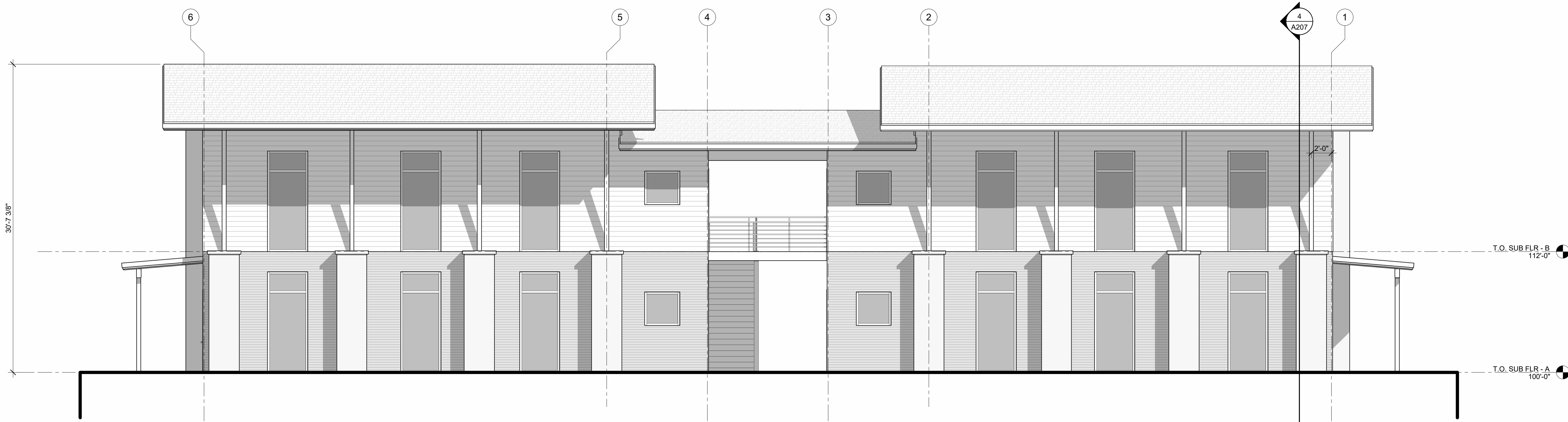
B - EXTERIOR
ELEVATIONS

A206

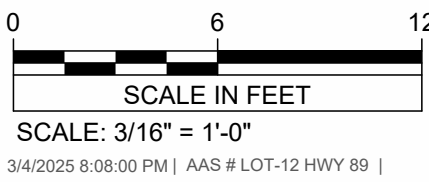
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1 ELEVATION - NORTH
3/16" = 1'-0"



2 ELEVATION - SOUTH
3/16" = 1'-0"



3/4/2025 9:08:00 PM | AAS # LOT-12 HWY 89 |



alpine
architectural studio

ALPINE, WY
LOT-12 HWY 89
PALISADES HEIGHTS OFFICE BUILDING

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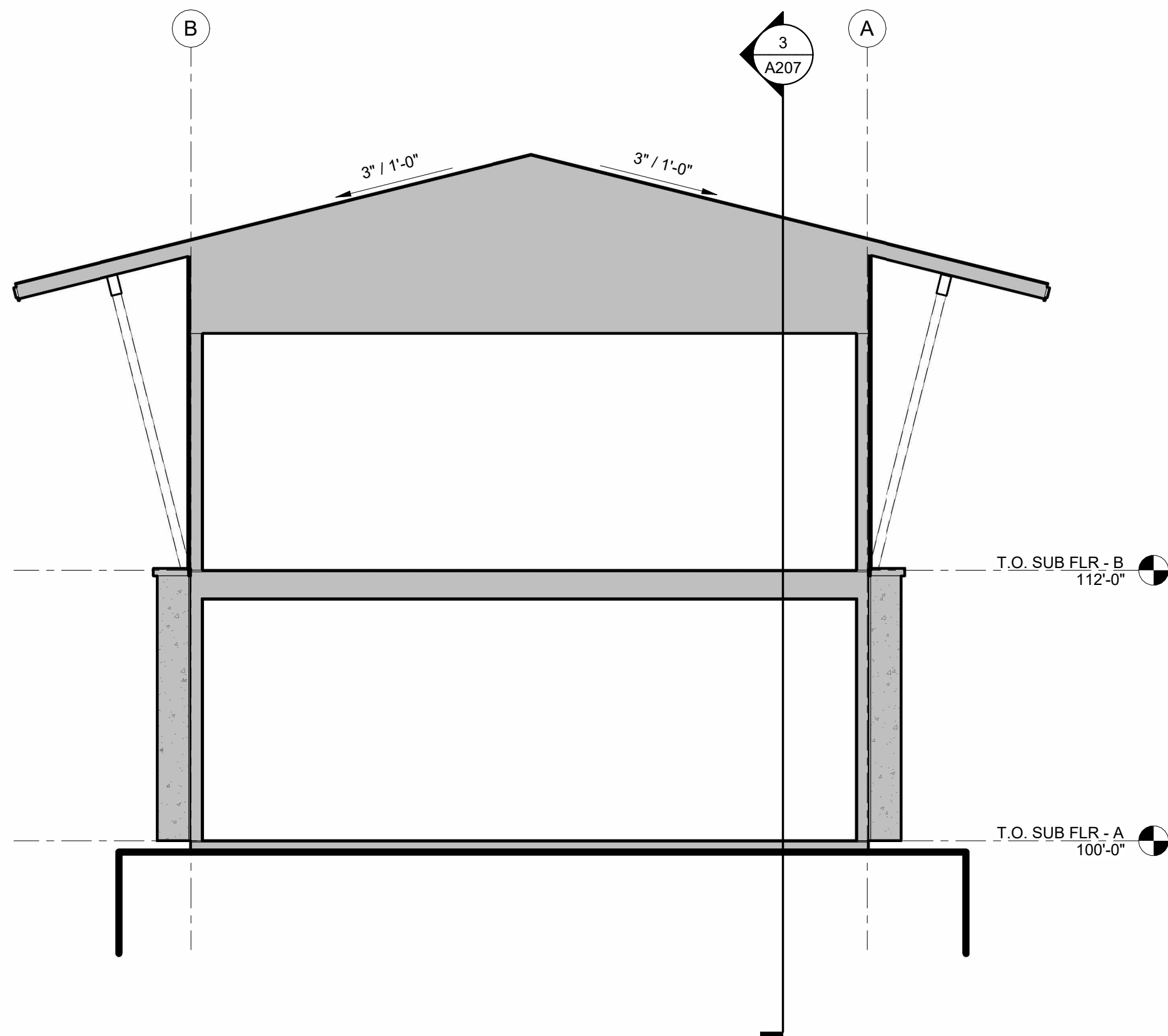
SCHEMATIC DESIGN

3.4.2025
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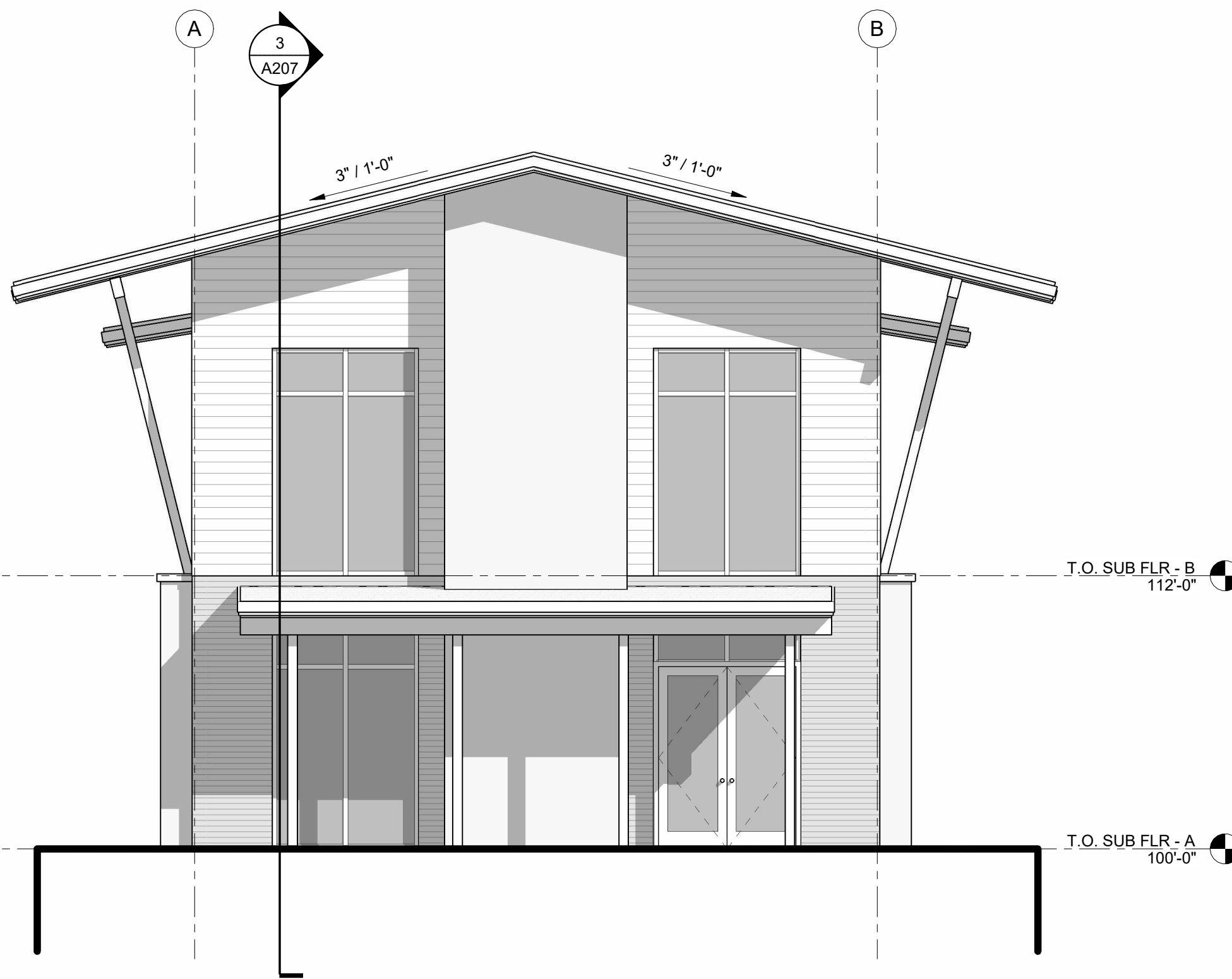
B - EXTERIOR
ELEVATIONS &
SECTIONS

A207

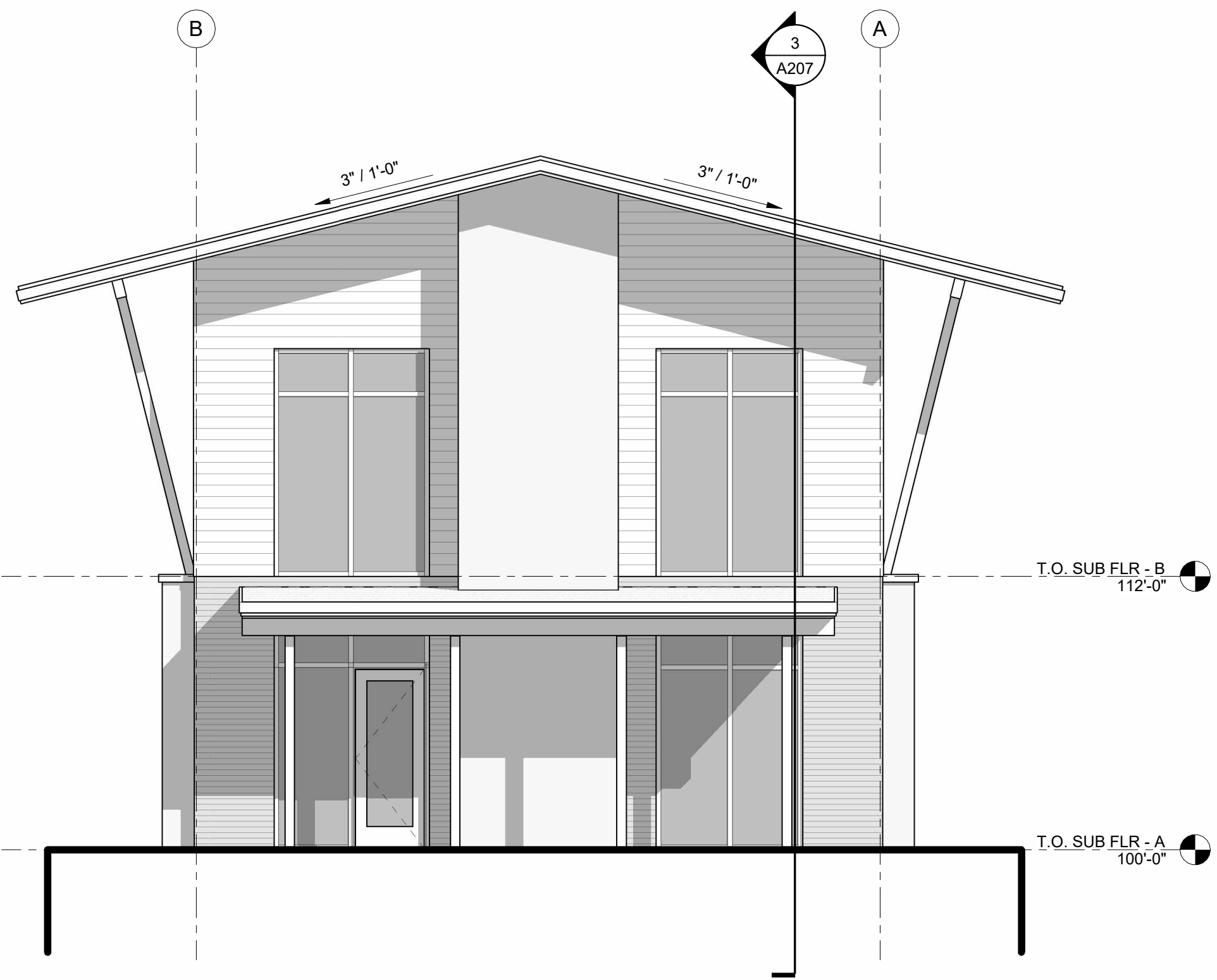
NOT FOR CONSTRUCTION - PRELIMINARY DESIGN



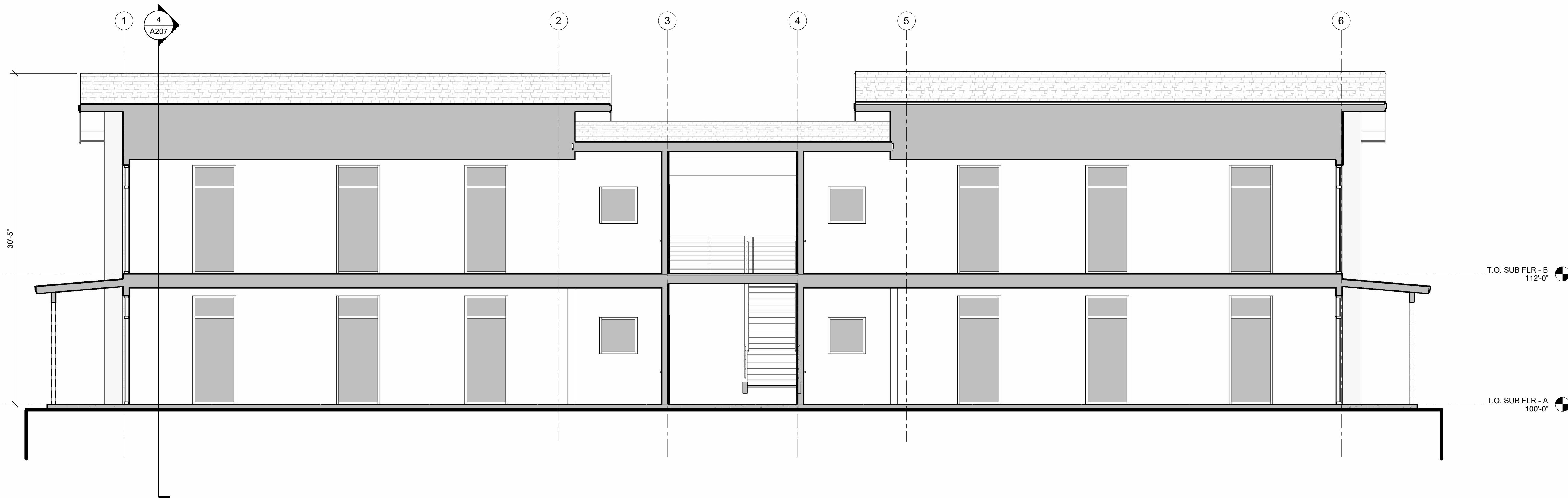
4 NORTH-SOUTH BUILDING SECTION
A207 3/16" = 1'-0"



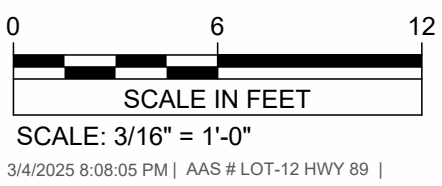
2 ELEVATION - WEST
A207 3/16" = 1'-0"



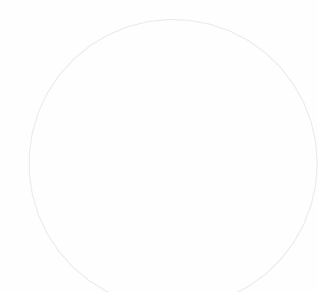
1 ELEVATION - EAST
A207 3/16" = 1'-0"



3 EAST-WEST BUILDING SECTION
A207 3/16" = 1'-0"



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REVISIONS

B - PERSPECTIVES

A208

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2 SOUTH WEST PERSPECTIVE
A208



1 SOUTH EAST PERSPECTIVE
A208