



CITY COUNCIL STAFF REPORT

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

FROM: Gina Corson, Acting Planning & Zoning Administrator

DATE: 08/26/2025

SUBJECT: Town of Alpine Re-Plat Application

MEETING DATE: 09/16/2025

PURPOSE

To provide background information and preliminary options regarding concerns raised about the consistency and quality of electrical and fire safety inspections currently conducted by the State Inspector.

BACKGROUND

1. Minor Subdivision Application and Supplemental Information were submitted on November 12th, 2019; 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 consecutively advertising from: November 20th through January 8th; in anticipation for a January 14th, 2020 public hearing. "Attachment #2"
3. As required all property Owners within a five hundred (500) foot radius of the proposed property re-plat were notified via supplied information of the project re-plat; 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 January 3rd was given. "Attachment #3"
4. Approximately twenty-six (26) mailings were sent out; of those twenty-six (26) mailings, approximately eight (8) of the mailings are held by property owners having more than one (1) property within the given mailing radius. Of those owners the applicant holds two (2) properties within the mailing radius, in which they are adding two (2) lots.
5. To date the Town has not received any written responses back. However, unrelated to the re-plat; many Town citizens have asked when is Broulim going to start building their new store.
6. A copy of the minor subdivision (re-plat) map is attached, further referred as "Attachment #4".

Request for Minor Subdivision (Re-Plat); as stated by the Applicant: (Refer to Attachment #1 - Application)



1. Broulim's is proposing to construct a grocery store. The combined land of Lots 5 and 36 is approximately 7.3 acres between Lots 5 and 36 and creating two (2) additional lots for a total of four (4) lots. The lots are intended for commercial use.

PLANNING & ZONING ADMINISTRATOR EVALUATION/REPORT

Alpine Land Use & Development Code outlines Minor Subdivision Review and Approval Process:

Procedures outlined in Section 2-207.2; the following are comments from the stated regulations:

1. Increased State Fee for Guaranteed Inspection

- The State has indicated that applicants may request a **guaranteed inspection** for an **additional \$75 per application**.
- This option would maintain the use of the State's current process but offer more certainty for applicants in terms of inspection scheduling and completion.

2. Independent Local Inspections

- The Town may consider requiring **third-party inspections** by qualified, independent inspectors.
- Staff is currently in the process of confirming whether the Town must formally **request authority under Wyoming Statute §35-9-121** to take this approach.
- Additional considerations include:
 - **Inspector certification and eligibility**
 - **Contractual arrangements** for inspection services
 - **Administrative processes** to implement and oversee inspections

- Staff will continue discussions with the State Office of Fire and Electrical Safety to clarify authority and procedural requirements.

- A follow-up report or recommendation will be provided based on this clarification.

BENEFITS



- Streamlined permit and license processing
- Centralized data management
- Increased transparency and accountability
- Enhanced citizen engagement and self-service options
- Reduction in paper usage and administrative overhead
- Scalable platform that can grow with the Town's needs

RECOMMENDATION FROM PLANNING & ZONING ADMINISTRATOR

In closing, I have conducted a review of the application and the associated paperwork for this minor subdivision application, in which I found all the paperwork for the re-plat (minor subdivision) to be in order. I have taken no written and/or verbal opposition considering the subdivision/re-plat project.

I believe that the proposed subdivision/re-plat would not impede the commercial properties in the direct area as this “junction” lot has always had the intention to become a highly visible “Commercial” area and/or property.

It is the recommendation of the Planning and Zoning Administrator to approve the subdivision/re-plat for the property/properties located at: 118400 US Highway 26/89 (formerly known as Lot #36 – Broulim Property) and the adjoining Lots #1, #2 and Lot #4; within the incorporated boundaries of the Town of Alpine, Lincoln County, Wyoming, owned by the applicant: Broulim Oswald, LLC. With the understanding that the Developer (Broulim Oswald, LLC) supply the water and sewer connections to Lots #1, #2 and #4, as part of their subdivision improvement agreement, payment of all design costs for public improvements and performance security. The performance surety shall be in an amount that reflects one hundred twenty-five (125) percent of the anticipated cost of improvements in the approved subdivision plan and shall be enough to cover all promises and conditions contained in the subdivision improvement agreement. The issuer of any performance bond shall be subject to the approval of the Alpine Town Attorney.

ATTACHMENTS:

1. Wyoming §35-9-120
2. Wyoming §35-9-121
3. Wyoming §35-9
4. Wyoming §35-9-123
5. Wyoming §16-6-502
6. Rules of the Wyoming Department of Fire Prevention and Electrical Safety