



Town of Alpine

250 River Circle, PO Box 3070
307-654-7757

Date: June 12, 2025

To: Dr. Kurt Linford, DDS

Subject: Reminder – Encroachment Application for Lot #302, Riverview Meadows

Dear Dr. Linford,

This letter serves as a formal reminder regarding the Planning and Zoning Commission's review of your Encroachment Application for the parking lot on Lot #302 in Riverview Meadows.

At the recent Planning and Zoning Commission meeting, the Commission recommended the following steps be completed before further consideration of your application:

1. Hire a licensed surveyor to accurately identify and stake your property lines.
2. Contact One-Call to locate all underground utilities in the area.
3. Submit a completed application for either a Special Use Permit or an Encroachment Permit, depending on what is appropriate for your intended use.

Once these steps are completed, you will need to return to a Planning and Zoning Commission meeting for a formal review. The Commission will then make a recommendation to the Town Council, which will render the final decision.

While the Commission agreed during the meeting that the parking area could remain as-is for the time being, we cannot allow the situation to remain in its current state indefinitely. Therefore, we respectfully request that you have all required items completed and submitted in time for the next Planning and Zoning Commission meeting on July 8, 2025.

Thank you for your understanding and cooperation in resolving this matter. Please contact our office if you need assistance or have any questions.

Sincerely,

Gina Corson
Acting Planning and Zoning Administrator
Town of Alpine, Wyoming
planning@alpinewy.gov
307-654-7757