



STAFF REPORT

Applicant: Town of Alpine

Owner: Town of Alpine

Application Type: Minor Subdivision / Replat

Hearing Date: September 16, 2025

Prepared By: Gina Corson, Acting Planning & Zoning Administrator

Date: 09/10/2025

PURPOSE

To provide background information, review the application and preliminary plat for completeness and conformance to the procedural requirements associated with the Minor Subdivision application process 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.

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.

Proposal: Combine a portion of Lots 10, 11, and 12 to form a new lot, providing access to Buffalo Drive. The north lot lines of Lot #10 and Lot #11 will be adjusted to align with geographical features.

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

Intended Use: Lease to Alpine Education Foundation for a period of five (5) years to support a public charter school.

Development Schedule: School siting and development within the lease term.

PROCEDURAL HISTORY



Application Filed: Minor Subdivision/Re-Plat Application and supplemental information submitted August 1, 2025. All filing fees waived. Application reviewed by the Zoning Administrator. (Attachment #1)

Public Notice: Advertising submitted to Star Valley Independent for consecutive publications on August 20 and August 27, 2025, for a 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 a radius. Deadline for responses September 10, 2025. To date, no written responses have been received. (Attachment #3)

Plat Submission: Re-plat map included. (Attachment #4)

REQUIRED SUBMITTALS

Checklist per Section 2-207.2:

- ☒ Application form signed by property owner (Town of Alpine)
- ☒ Legal description and copy of deed/easements
- ☒ Preliminary Plat with subdivision name, lot acreage, surveyor info, monuments, existing/proposed streets, easements, watercourses, and structures
- ☒ Public notification documents (mailing list and proof)
- ☒ Master Plan/Comprehensive Plan reference (2006 Alpine Master Plan identified this area as viable for school development) (Attachment #5)
- ☒ Fees: Waived- Applicant is the Town of Alpine

Other requirements per Section 2-207.2:

- **Purpose of Subdivision and Proposed Land Use:**
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 (LUDC). 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.



- **Development Standards:**
Compliance with specific development standards will be the responsibility of the developer and will be evaluated by the **Building Official** and the **Planning and Zoning Commission** at the time of building permit application.
- **Special Use Permit Requirement:**
Per the LUDC, Section 3-207, the placement of old or used buildings is prohibited. The developer must therefore obtain approval of a **Special Use Permit (SUP)** prior to placing any non-conforming structures on the lot.
- **Traffic and Access:**
The leaseholder is required, per the lease agreement, to address any impacts to municipal roads and to provide the Town with a **Traffic Study**.
- **Wastewater and Stormwater:**
There are no known impacts on wastewater or stormwater systems at this time.
- **Bonding Requirements:**
A bond is not required as there is no infrastructure or other improvements required of the applicant.
- **Zoning Consistency:**
The newly created lot will retain its **Public and Community Facilities (PCF)** zoning classification. As the zoning remains unchanged, the potential impact on adjoining lands is not expected to increase. Any issues of consistency with the proposed use, or potential impacts raised, will need to be addressed and mitigated by the developer during the building permit process.

STAFF REVIEW AND FINDINGS

- Completeness: All paperwork in order.
- Conformance with LUDC: Application meets subdivision standards and procedures.
- Consistency with Comprehensive Plan: 2006 Alpine Master Plan identified Lots 4 and 6 (now 10 and 11) as suitable for future public-school facilities.
- Zoning: Remains PCF, consistent with intended use.
- Public Response: No written opposition to date.

Finding: Application satisfies procedural requirements and advances community priorities identified in adopted planning documents.



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.
 - One written response has been received (Attachment #6)
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PLANNING & ZONING COMMISSION REVIEW

The Commission shall:

- Review staff report & recommendation
 - Consider public comments received
 - Make a recommendation to approve, approve with conditions, or deny the application
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RECOMMENDATION

It is the recommendation of the Acting Planning & Zoning Administrator to approve the subdivision/re-plat 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 re-plat 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. Minor Subdivision/Re-Plat 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. Master Plan Report 2006
 6. Pavak Public Response
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