



# PLANNING & ZONING COMMISSION

## STAFF REPORT

**Prepared by Planning and Zoning Administrator:** Gina Corson

**Date:** November 17, 2025

**Project:** Minor Subdivision (Lot Combination) – Simple Replat

**Applicant:** Kathleen P. & William R. Jenkinson

**Current Lots:** Lots #3 and #4, Grand Lake Subdivision

**Proposed Lot:** Lot #13, Grand Lake Subdivision, Third Addition

**Location:** 701 & 703 Sunset Drive, Town of Alpine, Lincoln County, Wyoming

**Hearing Date:** December 9, 2025

**Tracking #:** SRP-0925-0001

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## I. PURPOSE AND REQUEST

The applicants, Kathleen P. and William R. Jenkinson, have submitted a request for a Minor Subdivision (Simple Replat) to combine Lot #3 and Lot #4 of the Grand Lake Subdivision into one larger residential lot, proposed to be known as Lot #13 of the Grand Lake Subdivision, Third Addition.

A home currently exists on the western parcel (Lot #3), identified as 703 Sunset Drive, and will remain the physical address for the combined lot.

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## II. PROJECT BACKGROUND

### A. Application Materials

According to the surveyor's submittal, the application package includes:

- Replat application form
- Ownership deeds for both lots
- Property owner notification list (500-ft radius)



- Advance plat titled “Grand Lake Third Addition to the Town of Alpine,” dated July 1, 2025

Surveyor Scherb. Letter 701 Sun...

- Filing fee

The public notice was posted on September 24, 2025, and published in the SVI. Due to a holiday, the meeting was cancelled, and a new notification of the meeting (December 9, 2025) was published in the SVI on November 12 and 19, 2025. Simple subdivision regulations do not require a public hearing; however, notice was provided to surrounding property owners as part of the requirements of the Alpine Land Use Development Code.

Public Notice Jenkinson Simple ...

The replat will be forwarded to the Town Council on December 16, 2025, for signature approval if recommended by the Commission.

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### III. PROPERTY DESCRIPTION

- **Location:** 701 & 703 Sunset Drive
- **Acreage:** Combined  $\pm 1.69$  acres (per surveyor’s letter)
- **Zoning District:** Residential (standard single-family residential use)
- **Existing Development:** One single-family residence on Lot #3

The proposed Lot #13 plat map consolidates the two existing parcels into a single lot and updates the legal description accordingly.

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### IV. BASIS FOR THE REQUEST

One of the primary reasons for the requested lot combination is the terrain characteristics of Lot #4. The topography of Lot #4 includes slopes and physical land features that make it difficult—if not unsuitable—for the development of a standalone single-family residential structure. By combining the two parcels, the applicant can ensure appropriate lot function, safe access, and compliance with development standards.

This combination is consistent with the intent of the Town’s simple subdivision process, which allows administrative reconfiguration of lots when additional density is not being created.



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## V. ANALYSIS

### A. Compliance with Simple Subdivision Requirements

This application meets the following criteria for a simple replat:

1. **No increase in density** – Combining two lots into one reduces the total number of buildable parcels.
2. **No new streets or utility extensions required.**
3. **Sufficient access exists** via Sunset Drive.
4. **Plat prepared by a licensed professional land surveyor** (Scherbel, Ltd.).
5. **Notice provided** to surrounding property owners (500-ft radius), consistent with Town practice.

Public Notice Jenkinson Simple ...

### B. Conformance with Town of Alpine Land Use Development Code (LUDC)

- The resulting lot meets minimum lot size and width requirements for the district.
- Combining lots does not create non-conformity.

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## VI. STAFF RECOMMENDATION

Based on the submitted materials, the proposed lot combination, and the analysis contained in this report, Staff recommends APPROVAL of the Minor Subdivision (Simple Replat) for Kathleen P. and William R. Jenkinson to consolidate Lots #3 and #4 into Lot #13, Grand Lake Subdivision, Third Addition, subject to the following condition:

1. Any further modification or development of the combined lot shall comply with all applicable provisions of the Town of Alpine Land Use Development Code, including building permit and utility connection requirements.

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## VII. ACTION REQUESTED

The Planning & Zoning Commission may take one of the following actions:



- Recommend Approval
- Recommend Approval with Conditions
- Recommend Denial

The recommended action will be forwarded to the Town Council meeting on December 16, 2025, for signature of plat approval.

**ATTACHMENTS:**

1. Public Notice
2. Public Notice- Updated
3. Lot #13 Grand Lake Third Addition Plat Map
4. Property Owners Within 500 Feet