



*Town of Alpine  
Public Hearing - Minor Re-Plat  
Planning & Zoning Commission Meeting Minutes*

**DATE:**     *October 24<sup>th</sup>, 2023*  
**TIME:**     *6:30 p.m.*

**PLACE:**    *Town Council Chambers*  
**TYPE:**     *Public Hearing*

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**1. CALL TO ORDER:** Meeting called to order at 6:38 p.m.

**2. ROLL CALL & ESTABLISH QUORUM:** Ms. Christine Wagner, Planning and Zoning Commission Administrator established roll call; members present were Ms. Melisa Wilson, Mr. Floyd Jenkins and Mr. Rex Doornbos. A quorum was established. Also in attendance was the applicant's representative, Mr. Marlowe Scherbel.

**3. TONIGHT'S APPOINTMENTS/NEW BUSINESS:**

- **SEVERSON, MARK:** Los #621 "C" Lakeview Estates, 161 Alpine Drive - (# RE-PLAT - 02-23) - Request for Minor Subdivision Property Re-Plat - Chairman Mr. Rex Doornbos address the public in attendance regarding the minor subdivision property replat guidelines and regulations.

Mr. Marlowe Scherbel, the authorized representative for Mr. Severson's project and addressed the Commission members regarding the re-plat project. A summary of the replat is as follows: Mr. Severson currently owns a single parcel of land, of which he is seeking to divide into four (4) townhome unit lots. The division will require the applicant to follow the planned unit development process due to the minimum lot area required in a Mixed Residential Commercial (MRC) Zone. The minimum lot area is eight thousand (8,000) square feet. The townhome development average is nineteen hundred sixty (1960) square feet. The townhomes are in the process of construction, and it appears that completion is projected for December 2023; Mr. Severson is not changing any part of the structure, he is changing the ownership of the individual townhomes. Changing the ownership of the units would allow Mr. Severson the ability to sell units off individually, if wanted and/or needed in the future. Mr. Scherbel stated that the project has already been reviewed and a building permit has been issued; by issuing the building permit the applicant has already demonstrated the parking requirements, snow storage requirements, water/sewer connection requirements, landscaping requirements, that are outlined in the master plan report.

Ms. Christine Wagner, Zoning Administrator addressed those in attendance with the re-plat procedure that has been outlined in the Land Use and Development Code (LUDC). The procedure and submittal have been outlined in the Staff Report, which is attached hereto. An evaluation of the application and the submitted documents were also included in the staff report along with the merits, disadvantages, and potential issues that could be found with a property re-plat. Of the fifty-eight (58) mailings there was only one (1) written (email) comment received, this response is again the property re-plat; that correspondence is hereby incorporated into the public hearing meeting minutes. In closing it is the recommendation of the Planning and Zoning Administrator to approve with conditions and/or modifications the preliminary re-plat for the Severson Townhomes Addition to the Town of Alpine, Lincoln County, Wyoming owned by Severson Investments, LLC, Series 161 Alpine Drive {Mark & Janet Severson}.

Chairman Doornbos addressed the public in attendance to provide their input on the proposed re-plat. Those individuals that wanted to address the Commission were: Jerry Bircher, Don Sherman, Kelly Owens, Cindy Barber, Chris Strong and Pat McQuaid. Those in attendance asked to see the Declaration of Covenants, Conditions and Restrictions (DCCR's) for the property. Those DCCR's have been received, however they were somehow not included in the meeting packet. It was stated that those DCCR's will be distributed to those in attendance, in addition to being placed on the website. The property owners in attendance expressed their dismay with the process of building and then changing the ownership status of the townhomes, it would have been a little more conducive to subdivide the property and then build the townhomes, however it is understood that the area has a short building season. Mr. Bircher and Mr. Sherman stated that they feel these are going to be rentals and/or employee housing, that is why looking at the DCCR's would be effective to see if there is an allowance for rentals and/or property owners occupying the units. It was reiterated by those in attendance that the use is not changing just the ownership will be changing; area residents can support the ownership, just the process seems to be a little flawed by changing the units after they are built, which does not instill confidence in the governmental process.

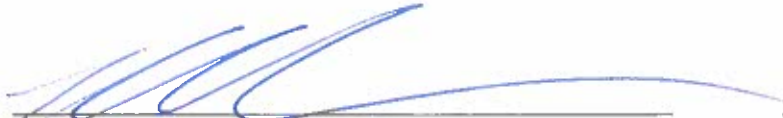
Chairman Doornbos asked the Zoning Administrator to present the DCCR's to those in attendance for their review and subsequent comments, once reviewed the Commission can hear comments and come back and discuss the re-plat application at the next scheduled Planning and Zoning Commission meeting, which will be held in November.

Mr. Doornbos addressed the public in attendance again reiterating they the Planning and Zoning Commission is an advisory board to the Town Council. The Planning and Zoning Commission is looking at the adherence to the established guidelines regarding the re-plat process. Following tonight's public hearing, the Commission could make a recommendation to the Town Council to approve, approve with conditions or modifications, or denial of the proposed subdivision to the Alpine Town Council, this matter will be heard by the Town Council at their December meeting. At which time the public will have an opportunity to address the Town Council with their comments and concerns for consideration before their final determination is made. The public hearing at the Town Council level will be published in the local newspaper and additional notification of dates and times will be made to property owners. Chairman Doornbos thanked those for their attendance.

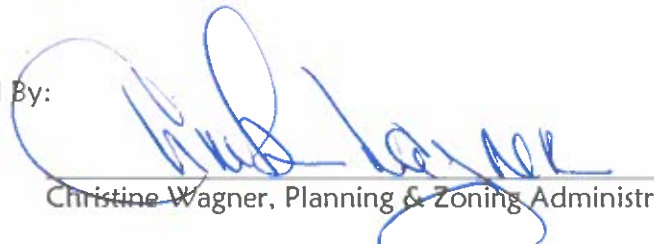
**4. ADJOURN MEETING: Ms. Melisa Wilson moved to adjourn the public hearing for the Severson Townhomes Addition to the Town of Alpine. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.**

The meeting adjourned at 8:00 pm.

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Rex Doornbos, Chairman 11-14-23  
Date

Transcribed By:

  
Christine Wagner, Planning & Zoning Administrator

  
Date

\*\* Minutes are a brief summary of the meeting \*\*