



TOWN COUNCIL MEETING

December 17, 2024 at 7:00 PM
250 River Circle - Alpine, WY 83128

AGENDA

Notice - The video and audio for this meeting are streamed live to the public via the internet and mobile devices with views that encompass all areas, participants, and audience members. Please silence all electronic devices during the meeting. Comments made on YouTube will not be answered. Please email clerk@alpinewy.gov with any questions or comments.

1. **CALL TO ORDER** - Jeremiah Larsen
2. **PLEDGE OF ALLEGIANCE** – Jeremiah Larsen
3. **ROLL CALL** – Monica Chenault
4. **ADOPT THE AGENDA**
5. **DISCUSSION ITEMS**

APPROVAL OF CONSENT AGENDA

Items listed on the consent agenda are considered to be routine and will be enacted by one motion in the form listed hereafter. There will be no separate discussion of these items unless a Council member or citizen requests, in which case the item will be removed from the Consent Agenda and will be considered on the Regular Agenda.

6. **CONSENT AGENDA** –Jeremiah Larsen

a. Town Council Minutes:

- September 11, 2024, Special Meeting Minutes
- October 01, 2024, Work Session Minutes
- October 09, 2024, Special Meeting Minutes
- November 06, 2024, Special Meeting Minutes
- November 19, 2024, Town Council Regular Meeting Minutes
- November 19, 2024, Town Council Public Hearing Minutes
- December 3, 2024, Special Meeting Minutes
- December 3, 2024, Work Session Minutes

b. Planning & Zoning Commission Minutes:

- November 12, 2024, Planning & Zoning Commission Meeting Minutes
- October 22, 2024, Planning & Zoning Commission Meeting Minutes

c. Bills to Pay Report: 11/20/2024 - 12/17/2024

7. REPORTS

a. Councilman Recognition - Mayor Green and Councilman Larsen

b. Mayor's Report – Mayor Green

c. Clerk/Treasurer Report - Monica Chenault

d. Engineering Report – Jorgensen Engineering

e. Planning & Zoning Report – Sue Kolbas

f. Economic Development Report – Jeremiah Larsen

g. Utility Easement Update – Jeremiah Larsen

h. Alpine Travel & Tourism Board Report – Jeremiah Larsen

i. Lincoln County Sheriff's Report – Submitted in writing

8. ACTION ITEMS

a. Town of Alpine AMI Project - Change Order #1.

Seeking a motion to approve Change Order No. 1 for the Town of Alpine AMI Project for \$3,220.88 and authorize Mayor Green to sign.

b. Award of the Town of Alpine Development Impact & Capacity Fees Study and Analysis.

Seeking a motion to postpone the award of the Town of Alpine Development Impact & Capacity Fees Study and Analysis to the January 21, 2025 Town Council meeting.

c. Driftwood Pizzeria, LLC Restaurant Liquor License Renewal

Seeking a motion to approve the Restaurant Liquor License Renewal for Driftwood Pizzeria, LLC.

d. Event Application/Permit - Wind River Youth Snowcross - 02/01/2025

Seeking a motion to approve Event Application/ Permit - Wind River Youth Snowcross - 02/01/2025.

e. Ordinance No. 2024-009 - Land Use and Development Code - 2nd reading.

Seeking a motion to table Ordinance No. 2024-009 - Land Use and Development Code - 2nd reading.

9. TABLED ITEMS

- [a.](#) Ordinance No. 2024-007- Noise Control - 2nd Reading.
- [b.](#) Ordinance No. 2024-008 - Alpine Lakes Annexation - 3rd Reading.
- [c.](#) Annexation Agreement - Palisades Investments, LLC.

10. PUBLIC COMMENT

11. ADJOURNMENT



TOWN COUNCIL SPECIAL MEETING MINUTES

September 11, 2024, at 6:15 PM / 121 US-89

1. CALL TO ORDER - Mayor Green

Mayor Green called the Town Council Work Session to order at 6:20 p.m.

Present: Andrea Burchard, Councilman; Jeremy Larsen, Councilman; Frank Dickerson, Councilman; Mayor Eric Green.

Absent: Emily Castillo, Councilman.

2. DISCUSSION ITEMS

Approve Bids and Award Contract for Radio Read Meter Project.

Councilman Larsen made a motion to approve the recommendation from Jorgensen Engineering: Awarding the Radio Read Meter Project to Core and Main and allow Mayor Green to sign the contract, Councilman Dickerson seconded.

Councilman Larsen made an amendment to the motion to include the for the bid amount of \$575,985.46 Councilman Dickerson seconded.

Councilman Larsen made a motion to approve the recommendation from Jorgensen Engineering: Awarding the Radio Read Meter Project to Core and Main for the bid amount of \$575,985.46 and allow Mayor Green to sign the contract, Councilman Dickerson seconded.

Voting Yea: Andrea Burchard, Councilman; Jeremy Larsen, Councilman; Frank Dickerson, Councilman; Mayor Eric Green. Motion carried.

3. ADJOURNMENT

Mayor Green adjourned the Town Council Special Meeting at 6:24 p.m.

Transcribed By:

Sarah Greenwald, Town Assistant Clerk

Date

Attest:

Monica L. Chenault, Town Clerk

Date

Minutes approved in a legally advertised meeting on 12, 17, 2024.

Signed:

Attest:

Eric Green, Mayor

Monica L. Chenault, Town Clerk



TOWN COUNCIL WORK SESSION MINUTES

October 01, 2024, at 7:00 PM / 250 River Circle - Alpine, WY 83128

1. CALL TO ORDER - Mayor Green

Mayor Green called the October 01, 2024 Town Council work session to order at 7:02 p.m.

Mayor Green welcomed attendees and outlined the evening's agenda, emphasizing the importance of civility and open communication.

2. DISCUSSION ITEMS

a. Concerned Citizen Group - Angela Brogie-Kinn:

Angela Brogie-Kinn, representing a Concerned Citizen Coalition, addressed issues regarding the Alpine Airpark, focusing on safety and quality-of-life concerns:

• Safety Concerns:

- Low-flying aircraft and helicopters over residential areas.
- Touch-and-go maneuvers and deviation from standard flight paths.
- Overshooting the runway near County Road 100.
- Proximity of jet fuel storage to homes.
- Lack of a comprehensive emergency response plan for jet fuel fires or crashes.
- Liability insurance requirements for pilots.

• Quality of Life:

- Noise from takeoffs, landings, and low-flying aircraft disrupts daily life.
- Increased aircraft operations during early morning and late evening hours.

Angela emphasized the group's desire for the Airpark to enforce existing guidelines and for improved communication between Airpark management and residents.

b. Alpine Airpark Presentation - Raj Narayanan, President of the Alpine Airpark Association:

Raj Narayanan presented on behalf of the Airpark, highlighting:

- The Airpark's role as a public-use airport is essential for emergency medical services and firefighting operations.
- Efforts to establish best practices for noise reduction and safety, including preferred flight paths and limiting touch-and-go operations.
- Formation of a Helicopter Committee to address operational concerns and minimize noise impact.
- Clarification that enforcement of FAA regulations lies with the FAA, not the Airpark.

Raj addressed several public concerns, including the storage of jet fuel, insurance requirements, and misconceptions about the Airpark's operations. He emphasized the Airpark's commitment to being a responsible community partner.

c. Alpine Fire District Chief - Mike Vogt

Fire Chief Mike Vogt outlined the fire district's capabilities and concerns related to the Airpark:

- **Resources and Challenges:**
 - Limited staffing with only one paid position and 16 volunteers.
 - Inadequate water sources on the west side of the runway.
 - Challenges in responding to potential fuel spills or fires.
 - Limited foam supply for firefighting.
- **Requests and Recommendations:**
 - Development of a comprehensive response plan for emergencies at the Airpark.
 - Improved communication and coordination between the Airpark and the fire district.
 - Awareness of wildfire risks and the importance of fire-safe landscaping.

Chief Vogt also encouraged residents to register for the county's Code Red emergency alert system.

3. PUBLIC COMMENT *(Written public comment was submitted and is included in the meeting packet)*

- **Noise and Safety Concerns:**
 - Multiple residents expressed frustration over increased noise from aircraft and helicopters, particularly during early morning hours.
 - Concerns were raised about the environmental impact of helicopter operations on local wildlife.
- **Airpark Contributions:**
 - Some residents highlighted the Airpark's positive contributions to the community, including economic support and emergency services.

- **Suggestions:**

- Establishment of a dedicated committee to address public concerns and improve communication.
- Creation of a fact sheet outlining procedures for filing complaints and tracking aircraft.

1. ADJOURNMENT

Mayor Green adjourned the work session at 9:30 p.m.

DRAFT

Transcribed By:

Sarah Greenwald, Town Assistant Clerk

Date

Attest:

Monica L. Chenault, Town Clerk

Date

Minutes approved in a legally advertised meeting on 12, 17, 2024.

Signed:

Attest:

Eric Green, Mayor

Monica L. Chenault, Town Clerk



TOWN COUNCIL SPECIAL MEETING MINUTES

October 09, 2024, at 7:00 PM / 250 River Circle - Alpine, WY 83128

1. CALL TO ORDER

Mayor Eric Green called the meeting to order at 7:01 PM.

2. PLEDGE OF ALLEGIANCE

Mayor Green led the attendees in the Pledge of Allegiance.

3. ROLL CALL

Clerk Monica Chenault conducted the roll call.

PRESENT: Mayor Eric Green, Councilman Jeremy Larsen, Councilman Frank Dickerson, Councilman Emily Castillo, and Councilman Andrea Burchard. A quorum was established.

4. ADOPT THE AGENDA

Councilman Larsen made a motion to adopt the agenda, seconded by Councilman Dickerson. The motion passed unanimously.

5. ACTION ITEMS

o **Resolution No. 2024-033: A Resolution Requesting a Moratorium**

Mayor Green explained the resolution, including its purpose and procedural guidelines for the meeting.

- Sue Kolbas, Vice Chair of Planning and Zoning, presented the basis for the resolution, highlighting the need for a temporary six-month moratorium to assess growth impacts, infrastructure capacity, and updates to the 2006 Master Plan.
- Kevin Meagher, Town Engineer, provided an overview of water and sewer capacity studies and proposed infrastructure upgrades, including the mega-well connection project.

6. PUBLIC COMMENT (PRO MORATORIUM)

Comments in favor included concerns about sustainable growth, infrastructure needs, financial

impacts on the town, and the importance of thoughtful planning.

Notable speakers:

- Sue Kolbas emphasized the importance of impact fees and the master plan.
- Dee Conger and Shay Scaffide advocated for a pause to align growth with town goals.
- Andrew Brooks compared Alpine's development opportunities to similar towns like Basalt, Colorado.

7. PUBLIC COMMENT (CON MORATORIUM)

Comments against the moratorium highlighted concerns about property rights, economic impacts, and unintended consequences for landowners.

Notable speakers:

- Rex Doornbos and Brett Bennett argued that current property owners should not face restrictions due to the moratorium.
- Josh Floyd raised questions about the inclusion of specific zoning types in the resolution.

8. TOWN COUNCIL DISCUSSION

Councilmembers discussed:

- The potential emergency nature of the resolution.
- The impact of delaying permits on property owners and developers.
- Alternative approaches to address growth without a broad moratorium.

Councilmembers Castillo and Larsen expressed concerns about whether an emergency warranted the suspension of normal procedures.

9. SUSPENSION OF RULES VOTE

A motion to suspend the requirements of Section 15-1-115 of the Wyoming State Statutes, which mandates a three-reading process for ordinances, in order to enact the resolution as an emergency ordinance, was made by Mayor Green and seconded by Councilman Castillo. **Vote: 2 in favor (Green, Castillo), 3 opposed (Larsen, Dickerson, Burchard). The motion failed.**

10. ADJOURNMENT

Councilman Larsen moved to adjourn the meeting, seconded by Councilman Castillo. The motion passed, and the meeting adjourned at approximately 9:00 PM.

Transcribed By:

Sarah Greenwald, Town Assistant Clerk

Date

Attest:

Monica L. Chenault, Town Clerk

Date

Minutes approved in a legally advertised meeting on 12, 17, 2024.

Signed:

Attest:

Eric Green, Mayor

Monica L. Chenault, Town Clerk



TOWN COUNCIL PUBLIC HEARING MINUTES

November 19, 2024, at 6:00 PM / 250 River Circle - Alpine, WY 83128

1. CALL TO ORDER - Mayor Green

Mayor Green called the public hearing to order at 6:00 p.m.

2. ROLL CALL – Monica Chenault

Clerk Chenault conducted roll call.

PRESENT: Mayor Eric Green, Councilman Jeremy Larsen, Councilman Frank Dickerson, Councilman Emily Castillo, and Councilman Andrea Burchard. A quorum was established.

3. DISCUSSION ITEMS

Presentation Rules: Each consulting firm was allotted 30 minutes for their presentation, including time for Q&A.

Sunrise Engineering Presentation

Robert Hood, Service Center Manager for Sunrise Engineering's Afton office, presented the firm's qualifications and methodology for conducting the impact and capacity fee study. Key points included:

- **Experience:** Sunrise has worked in Star Valley since 1990 and serves over 500 clients. The firm emphasized its understanding of Alpine's unique needs compared to neighboring towns like Afton or Thayne.
- **Approach:** Focused on accurate calculation of system capacity, system value, and user demands to ensure equitable and effective impact fees.
- **Specific Expertise:** Highlighted past projects such as water and wastewater system valuations, engineering in Victor, ID, and involvement with Alpine's mega-well project and water master plan.

Council members inquired about:

1. The use of impact fees for specific projects. Hood clarified that while Wyoming lacks statutory requirements, tying fees to capital improvement plans is best practice.
2. The legal defensibility of their methodology. Hood noted that none of their studies have faced legal challenges.
3. Integration with current Alpine projects. Hood explained alignment with the ongoing water master plan.

Raftelis Presentation (via Zoom)

Todd Cristiano, Project Manager, presented Raftelis' qualifications and methodology. Key points included:

- **Experience:** Raftelis is a national firm specializing in utility financial consulting, with a strong focus on impact fee studies and a history of projects in Wyoming, including Cheyenne, Casper, and Jackson.
- **Approach:** Emphasized developing fees based on rational Nexus principles, ensuring equity between new and existing customers, and diversifying revenue streams to reduce rate pressure.
- **Process:** Outlined a four-step process for the study: project initiation, fee development, financial impact analysis, and reporting.

Council members inquired about:

1. Legal challenges. Cristiano confirmed that Raftelis has not faced litigation regarding their studies.
2. Fee implementation. Cristiano explained the process for adopting and revising fees, noting that annual percentage adjustments could be built into ordinances.

Council Discussion

Mayor Green and councilmembers discussed both presentations. Key considerations included the firms' approaches to calculating fees, experience with Wyoming-specific regulations, and responsiveness to Alpine's needs.

4. ADJOURNMENT

Councilmember Larsen made a motion to adjourn the meeting, seconded by Councilmember Dickerson. The motion passed, and the meeting adjourned at 7:05 PM.

Transcribed By:

Sarah Greenwald, Town Assistant Clerk

Date

Attest:

Monica L. Chenault, Town Clerk

Date

Minutes approved in a legally advertised meeting on 12, 17, 2024.

Signed:

Attest:

Eric Green, Mayor

Monica L. Chenault, Town Clerk



TOWN COUNCIL MEETING MINUTES

November 19, 2024, at 7:00 PM / 250 River Circle - Alpine, WY 83128

1. CALL TO ORDER - Mayor Green

Mayor Green called the November 19th, 2024 Town Council regular meeting to order at 7:07 p.m.

2. PLEDGE OF ALLEGIANCE – Mayor Green

3. ROLL CALL – Monica Chenault

4. ADOPT THE AGENDA

Councilman Larsen made a motion to approve the agenda. Councilman Dickerson seconded the motion. Voting Yea: Councilman Emily Castillo, Councilman Andrea Burchard, Councilman Frank Dickerson, Councilman Jerney Larsen, Mayor Eric Green.

5. PUBLIC HEARING

a. LIQUOR LICENSE RENEWALS: Mayor Green invited representatives to provide updates on their establishments. He inquired about business operations and any significant changes.

1. **Driftwood Pizza LLC:** Michael Fisher acknowledged delinquent sales tax and submitted a receipt, pending official state confirmation. Clerk Chenault recommended postponing approval until the December 17, 2024, meeting.
2. **Get Down LLC (d.b.a. Melvin Brewing Company):** Darren Bowers reported resolved application issues, confirmed by Clerk Chenault.
3. **La Cabana Del Tequila LLC:** Christian Perez Franco highlighted outdoor dining developments; Clerk Chenault verified the application was complete.
4. **Marquina LLC (d.b.a. Tienda La Mexicana):** Salomon Marquina noted ongoing upstairs seating design; approval was recommended.
5. **Rocky Mountain Rogues Inc. (d.b.a. Bull Moose Saloon):** Tanya DeJonet discussed winter preparations and holiday events; the application was complete.
6. **VR Tavern on the Greys LLC:** Brenda Sisco shared adjusted kitchen and bar hours; approval was recommended.
7. **Yankee Doodle LLC (d.b.a. Red White & Brew):** Alyshia Trujillo confirmed smooth operations; minor issues were resolved.
8. **Broulim Hardware LLC and Broulim Supermarkets LLC:** Scott Lund provided business updates; Clerk Chenault noted minor corrections resolved.
9. **Parkland USA Corp (d.b.a. KJ's Alpine):** Nicole Truman detailed remodeling efforts, including a facade upgrade; Clerk Chenault confirmed minor corrections.

APPROVAL OF CONSENT AGENDA

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6. CONSENT AGENDA – Mayor Green

a. **Town Council Minutes: September 11, 2024, Town Council Work Session Minutes and October 15, 2024, Town Council Meeting Minutes.**

Councilman Dickerson made a motion to approve the September 11, 2024, Town Council Work Session Minutes and the October 15, 2024, Town Council Meeting Minutes. Councilman Castillo seconded. Voting Yea: Councilman Emily Castillo, Councilman Andrea Burchard, Councilman Frank Dickerson, Councilman Jerney Larsen, Mayor Eric Green.

b. **Planning & Zoning Commission Minutes: October 8, 2024, Planning and Zoning Commission Meeting.**

Councilman Dickerson made a motion to approve October 8, 2024, Planning & Zoning Commission Meeting Minutes. Councilman Castillo seconded. Voting Yea: Councilman Emily Castillo, Councilman Andrea Burchard, Councilman Frank Dickerson, Councilman Jerney Larsen, Mayor Eric Green.

c. **Bills to Pay Report: 10/16/2024 through 11/19/2024.**

Councilman Dickerson made a motion to approve the Bills to Pay Report: 9/18/2024 - 10/15/2024. Councilman Castillo seconded. Voting Yea: Councilman Emily Castillo, Councilman Andrea Burchard, Councilman Frank Dickerson, Councilman Jerney Larsen, Mayor Eric Green

7. REPORTS

a. **Mayor's Report – Eric Green:** Mayor Green reminded attendees of the December 3, 2024, work session with the Alpine Education Foundation to discuss the proposed lease of Town property for a charter school. Council questions will be finalized and shared with the Foundation to prepare for their presentation. Public input will be welcomed during the session.

b. **Engineering Report – Jorgensen Engineering:** Kevin Meagher, Project Manager from Jorgensen Engineering, provided updates on ongoing projects. For the Radio Read Project, Core Main was selected as the low bidder for both the project and supplying meters, with the Town managing smaller meter pits. A potential change order is being reviewed for a smaller reader requiring less invasive installation. Planning reviews are pending for three commercial projects regarding water capacity, fire, sewer, and storm requirements. On the Pretreatment Plant, sealing of the small tank joints has been completed, and water testing will begin shortly; however, delays in securing parts have pushed substantial completion from December 2024 to February 2025. The portable generator for lift stations has arrived but requires repairs, with electrical connection work being coordinated. Regarding the mega well, design work has been paused until the Water Master Plan is complete to ensure accuracy and grant funding eligibility, though the survey and platting will proceed to avoid spring delays. Additionally, budget tracking for all projects is available through the Town Clerk, with new bylaws allowing developers to be charged for related costs. *[A detailed engineering report is included in the meeting packet, which can be accessed on our website at alpinewy.gov.]*

- c. **Planning & Zoning Report – Melisa Wilson:** Ms. Wilson provided updates on current planning and zoning activities:
1. **Permit Overview:**
 - Commercial Projects: 2 permits remain open.
 - Multi-Unit Projects: 5 permits remain open.
 - Single-Family Plans: 11 permits are active.
 - Other Permits: 20 permits, including remodels and sign applications, are ongoing.
 2. **Parkland Update:**
 - Parkland USA Corporation d.b.a. KJs Alpine is updating its facade and signage. The project required separating permits due to missing details about lumens for the backlit lighting.
 - There have been concerns from nearby subdivisions about the brightness of the updated signage.
 3. **Lumen Regulations & Dark Skies Initiative:**
 - It was noted that the Town's lumen regulations have not been recently updated.
 - Some community members have expressed interest in reducing light pollution in alignment with the Dark Skies initiative. However, Melissa emphasized the importance of maintaining well-lit areas for public safety and security, especially at locations like fuel stations.
 - The Council agreed that any potential updates to lighting regulations would need to balance safety and the concerns of nearby residents.
- d. **Economic Development Report – Jeremiah Larsen:** Nothing to report.
- e. **Utility Easement Update – Jeremiah Larsen:** Councilman Larsen provided the following updates on the utility easement project:
1. **Construction Completion:**
 - All construction work has been completed, including trenching and drilling fiber lines to all customers who signed up.
 - The main transmission power lines have been successfully buried.
 2. **Fiber Connection to Homes:**
 - The crew is now focusing on connecting fiber to individual homes.
 - With the ability to complete three homes per day and over 50 homes signed up, this process is expected to continue over the next one to three months.
 3. **Spring Maintenance:**
 - Come spring, crews will address any road issues caused by settling during the winter and complete backfilling and road maintenance as needed.
 4. **Homeowner Responsibilities:**
 - While the main power transmission lines are buried, individual homeowners must cover the cost of burying power lines directly from the transmission to their homes if desired.
- Councilman Larsen emphasized that the project's progress is significant, with major milestones already achieved and further connections continuing throughout the winter.
- f. **Alpine Travel & Tourism Board Report – Jeremiah Larsen:** Councilman Larsen provided a brief update on the Alpine Travel & Tourism Board:
- The application period for the 2025-2026 fiscal year will open on January 1, 2025, and close on March 15, 2025.
 - Board meetings will resume in late March or early April to review submitted applications.

No additional updates or activities were reported. Councilman Larsen invited any questions from the Council, but none were raised.

- g. **Lincoln County Sheriff's Report:** was submitted in writing and can be viewed in the meeting packet on our website alpinewy.gov.

8. DISCUSSION ITEMS

a. Resolution No. 2024-040 - Moratorium on Annexations.

Mayor Green opened the discussion on a potential moratorium on annexations, emphasizing the importance of considering its necessity before adding it as a future action item. He acknowledged that while the timing for such a resolution previously seemed appropriate, current circumstances may not justify immediate action.

Councilwoman Castillo requested the recommendation be displayed for review. Melissa Wilson, Planning and Zoning Chair, supported the moratorium, noting it has been adjusted to focus solely on annexations, leaving other building and development unaffected. She stressed the need to prioritize updates to the Town's master plan and infrastructure, including the sewer and water treatment plants, before considering further annexations. Several Council members expressed differing levels of feedback from constituents, with some hearing concerns about annexations and others reporting no comments. The general consensus was to carefully evaluate the Town's capacity and ensure positive growth. Council members discussed the importance of maintaining flexibility, allowing potential annexations while ensuring the Town has sufficient capacity and resources. A moratorium could address concerns about high-density developments with unknown impacts, but current processes already allow the Town to evaluate petitions and deny them if they do not meet health, safety, and welfare standards.

10. ACTION ITEMS

After hearing updates from each applicant during the public hearing, the Council reviewed the status of all liquor license renewals. The Council appreciated the applicants' transparency and commitment to maintaining Alpine's thriving business community.

a. 2025 Liquor License Renewals:

Councilman Larsen made a motion to postpone Driftwood Pizza LLC – Restaurant Liquor License: Postponed to December 17, 2024, pending certification from the state regarding delinquent sales tax. Councilman Dickerson seconded. Voting Yea: Councilman Larsen, Councilman Dickerson, Councilman Castillo, Councilman Burchard, Mayor Green.

Councilman Larsen made a motion to approve contingent upon final review by the State Liquor Division for Broulim Hardware LLC – County Malt Beverage Permit #CMB-3, Broulim Supermarkets LLC – Retail Liquor License, Get Down LLC – Microbrewery Permit, Get Down LLC – Restaurant Liquor License, La Cabana Del Tequila LLC – Restaurant Liquor License, Parkland USA Corporation – County Malt Beverage Permit, Yankee Doodles LLC – Restaurant Liquor License. Councilman Dickerson seconded. Voting Yea: Councilman Larsen, Councilman Dickerson, Councilman Castillo, Councilman Burchard, Mayor Green.

Councilman Larsen made a motion to approve Marquina LLC – Restaurant Liquor License, Rocky Mountain Rogues Inc – Retail Liquor License, and VR Tavern on the Greys LLC – Retail

Liquor License. Councilman Dickerson seconded. Voting Yea: Councilman Larsen, Councilman Dickerson, Councilman Castillo, Councilman Burchard, Mayor Green.

b. Award of the Town of Alpine Development Impact & Capacity Fees Study and Analysis.

Prior to the meeting, there was a public hearing held to review proposals from Sunrise Engineering and Raftelis for the Development Impact & Capacity Fees Study and Analysis. Both firms presented their qualifications, methodology, and approach, followed by a Q&A with the Town Council.

Mayor Green and Council members discussed the proposals in detail. Sunrise Engineering was praised for its local presence, familiarity with Alpine's infrastructure, and ability to provide in-person meetings. Robert from Sunrise clarified that a financial capacity plan for the sewer study was not included in their proposal but estimated the cost at \$2,000 if added.

Raftelis impressed Council members with their expertise in financial analysis, accreditation as a Municipal Advisor, and commitment to delivering legally defensible and customizable solutions. However, concerns were raised about the additional costs associated with optional tasks, such as a financial plan, which significantly increased their bid.

Acknowledging the strengths of both firms, the Council decided to postpone the decision.

Councilman Larsen made a motion to postpone the award for the Town of Alpine Development Impact & Capacity Fees Study and Analysis to the December 17th, 2024, Town Council Meeting. Councilman Dickerson seconded. Voting Yea: Councilman Emily Castillo, Councilman Andrea Burchard, Councilman Frank Dickerson, Councilman Jerney Larsen, Mayor Eric Green.

c. Precision Electrical Services - Pay Application No. 3 - Pretreatment Plant Process Systems for the amount of \$103,543.50.

Councilman Dickerson made a motion to approve Pay Application No. 3 - Pretreatment Plant Process Systems for the amount of \$103,543.50 - Precision Electrical Services. Councilman Castillo seconded the motion.

Mr. Meagher discussed Pay Application No. 3 for Precision Electrical Services regarding the Pretreatment Plant Process Systems in the amount of \$103,543.50. He clarified that this payment represents 56% of the total project cost, leaving 44% remaining. Mr. Meagher confirmed that a conditional lien release is attached to the payment. This release is notarized for the specified amount and becomes effective once the check clears. Council members confirmed the payment process and lien release procedures. No further questions or discussion points were raised.

Voting Yea: Councilman Larsen, Councilman Dickerson, Councilman Castillo, Councilman Burchard, Mayor Green

d. Ordinance No. 2024-009 - Land Use and Development Code - 2nd reading.

Councilman Larsen made a motion to approve Ordinance No. 2024-009 009 - Land Use and Development Code on its second reading, and Councilman Dickerson seconded.

Mayor Green suggested tabling the ordinance until the December 17th meeting to allow further discussion and feedback. The Council agreed that individual council members should email their thoughts and

suggestions regarding updates to the Land Use and Development Code (LUDC) directly to the Planning and Zoning Commission.

Key Discussion Points:

- **Setback Changes:**
Brett Bennett raised concerns about significant setback changes, emphasizing that such changes should align with the master plan process to avoid confusion for developers and ensure consistency. He highlighted that the lack of off-street parking poses challenges that should also be addressed concurrently.
- **Public Input:**
Council members agreed on the importance of public involvement and suggested holding a specific public hearing to gather feedback on proposed changes to the LUDC.
- **Landscaping and Short-Term Rentals (STRs):**
Concerns were raised about the lack of provisions for xeriscaping and the need to address the growing number of short-term rentals (STRs), as current regulations focus on bed-and-breakfast establishments.
- **Parking Schematic Issues:**
The parking requirements for medical clinics were flagged as unclear, with ambiguity around the definition of "employees" and how parking spaces are calculated.
- **Construction Activity Times:**
Suggestions for regulating construction activity times were debated, with concerns about enforcement and the practicality of overly specific rules. General language around "reasonableness" was proposed but recognized as challenging to enforce.
- **Call for Public Involvement:**
The Council encouraged citizens to participate actively in meetings and discussions to contribute to positive growth in Alpine.

Mayor Green proposed delaying further action until after January, when a new board member will join. In the meantime, council members will provide feedback via email to compile a list of concerns for Planning and Zoning to address.

Councilman Larsen made a motion to postpone Ordinance No. 2024-009 - Land Use and Development Code on its second reading until the December 17th, 2024 Town Council Meeting, and Councilman Dickerson seconded. Voting Yea: Councilman Larsen, Councilman Dickerson, Councilman Castillo, Councilman Burchard, Mayor Green

e. Resolution(s) No. 2024-036, 2024-037, 2024-038, 2024-039 - 2025 Meetings/Court Schedules.

Councilman Larsen identified that these resolutions give the schedule of meetings for Municipal Court, Planning and Zoning Commission Meetings, Town Council Regular Meetings, and Town Council Work Sessions.

Councilman Larsen made a motion to adopt Resolution(s) No. 2024-036, 2024-037, 2024-038, 2024-039 - 2025 Meetings/Court Schedules. Councilman Dickerson seconded. Voting Yea: Councilman Larsen, Councilman Dickerson, Councilman Castillo, Councilman Burchard, Mayor Green

10. TABLED ITEMS

a. Ordinance No. 2024-007- Noise Control - 2nd Reading.

b. Ordinance No. 2024-008 - Alpine Lakes Annexation - 3rd Reading.

c. Annexation Agreement - Palisades Investments, LLC.

All tabled items were not discussed and remained on the table.

11. PUBLIC COMMENT

Nessa Melnick: Nessa Melnick expressed her support for selecting Raftelis for the impact fee study. She emphasized the importance of choosing a company with no prior ties to the Town or County, suggesting that an external perspective would provide a more objective and unbiased assessment. She noted the value of obtaining a second opinion on impact fees from a firm without longstanding local connections.

Patricia McQuade: Patricia further inquired if the public could access the questions sent to the school board or Foundation board ahead of the December 3rd meeting. She also asked about the process for involving engineering and Planning and Zoning in evaluating the lease request.

Mayor Eric Green: Mayor Green clarified that the initial set of questions sent to the Alpine Education Foundation is available to the public. He offered to email the document to Patricia and mentioned that it could be attached to the meeting agenda for wider accessibility.

He further explained that the involvement of engineering and Planning and Zoning would occur as a secondary phase if a specific direction or proposal emerges. This phase would include a more detailed and comprehensive review based on specific details such as the location and size of the proposed land.

Mayor Green noted that this initial meeting is just the starting point, and future meetings will likely generate additional questions as the process evolves.

Councilman Burchard: Councilman Burchard reminded everyone about the upcoming Community Thanksgiving Dinner next Thursday. She emphasized that the event is open to anyone who doesn't have plans, prefers not to be alone, or simply wants to avoid cooking and cleaning.

12. EXECUTIVE SESSION

Councilman Dickerson made a motion to enter into executive session, seconded by Councilman Larsen. Voting Yea: Councilman Larsen, Councilman Dickerson, Councilman Castillo, Councilman Burchard, and Mayor Green. The Council entered executive session at 8:47 p.m. to discuss personnel and legal matters.

Following the discussion, Councilman Dickerson made a motion to exit executive session and return to the regular meeting, seconded by Councilman Larsen. Voting Yea: Councilman Larsen, Councilman Dickerson, Councilman Castillo, Councilman Burchard, and Mayor Green.

13. ADJOURNMENT

Councilman Dickerson made a motion to adjourn the November 19, 2024, Town Council Meeting, seconded by Councilman Larsen. Voting Yea: Councilman Larsen, Councilman Dickerson, Councilman Castillo, Councilman Burchard, and Mayor Green. The meeting was adjourned at 9:36 p.m.

Transcribed By:

Sarah Greenwald, Town Assistant Clerk

Date

Attest:

Monica L. Chenault, Town Clerk

Date

Minutes approved in a legally advertised meeting on 12, 17, 2024.

Signed:

Attest:

Eric Green, Mayor

Monica L. Chenault, Town Clerk



TOWN COUNCIL SPECIAL MEETING MINUTES

November 06, 2024, at 7:00 PM / 250 River Circle - Alpine, WY 83128

1. CALL TO ORDER

Mayor Green called the special meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Green.

3. ROLL CALL

Clerk Chenault conducted the roll call. Present: Andrea Burchard, Councilman; Jeremy Larsen, Councilman; Frank Dickerson, Councilman; Emily Castillo, Councilman; Eric Green, Mayor.

4. ADOPT THE AGENDA

Councilman Larsen made a motion to adopt the agenda. Councilman Dickerson seconded the motion. Voting Yea: Councilman Burchard, Councilman Castillo, Councilman Dickerson, Councilman Larsen, Mayor Green.

Mayor Green paused to extend his congratulations to Shay Scaffide and Andrea Burchard on their election as Town Council Members in the November 5th, 2024 election.

5. ACTION ITEMS

a. Town Welcome Signs Update: Mayor Green

Mayor Green provided an update on the town welcome signs. Versions of the sign have been received but do not fully meet expectations. He will work with Melody to adjust the design before presenting the options to the council for a final decision.

No motion or action was taken at this time, but the project is expected to continue with a goal of breaking ground in the spring.

b. RFP - Wastewater & Water Systems.

Mayor Green introduced the RFPs for the Town of Alpine Development Impact & Capacity Fees Study and Analysis. The following firms submitted proposals:

- TischlerBise
- Raftelis

- Sunrise Engineering

Mayor Green proposed that each council member provide feedback on the firms and their proposals. If no consensus was reached, a public hearing could be scheduled to ask questions directly to the firms.

Councilman Larsen made a motion to award the Town of Alpine Development Impact & Capacity Fees Study and Analysis and authorize Mayor Green to sign and manage the contract. Councilman Dickerson seconded the motion.

COUNCIL DISCUSSION:

Councilman Burchard:

- Expressed preference for Sunrise Engineering, citing their familiarity with the town's infrastructure and successful past projects with the Public Works Department.
- Highlighted efficiency and potential cost savings due to their existing knowledge of the town's systems.

Councilman Castillo:

- Focused on the legal defensibility of the proposals.
- Noted Raftelis's extensive experience in impact fee studies and their ability to reduce risks and ensure compliance.
- Acknowledged Sunrise Engineering's familiarity and strong track record with local projects but appreciated the fresh perspective and municipal experience offered by Raftelis.

Councilman Dickerson:

- Acknowledged Sunrise's cost-effectiveness and familiarity but expressed interest in considering public feedback through a hearing.
- Leaned towards Sunrise due to their existing relationship with the town.

Councilman Larsen:

- Pointed out that Sunrise Engineering is already working on the town's water master plan and has successfully managed previous grants.
- Inquired about the budget for the project.

Clerk Chenault:

- Clarified that there was no allocated budget for this project and that the budget will need to be amended.
- Mentioned that the cost of the study can be recovered through impact fees, as indicated during a work session with a consultant.

Mayor Green:

- Highlighted Raftelis's work in other Wyoming municipalities and their staff's extensive qualifications.
- Emphasized Sunrise Engineering's ongoing involvement with the town's water systems and the recommendation from the Public Works Director.

ADDITIONAL DISCUSSION POINTS:

- Optional Task: Financial Plan and Cash Flow Analysis
 - Council members agreed that while all firms are capable of providing this service, it could be negotiated as an add-on with any selected consultant.
 - Identified as a potential future task rather than an immediate necessity.

PUBLIC COMMENT:

Dan Schou, Planning and Zoning Commission Member:

- Offered feedback on the firms, particularly emphasizing Raftelis' extensive experience with infrastructure and impact fees.

Shay Scaffide:

- Expressed concern about over-reliance on Sunrise Engineering, suggesting that a fresh perspective from another firm might provide valuable insights, especially given Alpine's rapid growth.

Councilmember Larsen made an amendment to his previous motion to move the decision to a public hearing at the next meeting, inviting Sunrise Engineering and Raftelis to present and answer questions. Councilmember Dickerson seconded the motion. Voting Yea: Councilman Burchard, Councilman Castillo, Councilman Dickerson, Councilman Larsen, Mayor Green.

c. RFP – Master Plan.

Mayor Green introduced the RFP for the Town of Alpine Master Plan. The following firms submitted proposals:

- Pedersen Planning Consultants
- Harmony Design & Engineering
- Avenue Consultants
- CushingTerrell
- Dover, Kohl & Partners
- GYDE

Councilman Larsen made a motion to award the Town of Alpine Master Plan and authorize Mayor Green to sign and manage the contract. Councilman Dickerson seconded the motion.

Mayor Green proposed taking a similar approach as with the Development Impact & Capacity Fees Study and Analysis, with council members providing feedback and considering a public hearing.

COUNCIL DISCUSSION:

Councilman Burchard:

- Preferred Avenue Consultants for their ongoing work with Lincoln County and geographical proximity.

- Noted GYDE's local Alpine connections but cited concerns about missing timeline and budget details.
- Highlighted Harmony Design & Engineering's alignment with community values and recreational focus.

Councilman Castillo:

- Praised Harmony for their regional work but desired broader city planning experience.
- Criticized Pedersen Planning Consultants for their generic proposal.
- Expressed mixed feelings about Avenue Consultants due to potential conflicts of interest with their work in Lincoln County.
- Preferred Cushing Terrell for their detailed community engagement and relevant regional experience.

Councilman Dickerson:

- Favored Cushing Terrell for their impressive qualifications and community-focused approach.
- Highlighted concerns with GYDE's architectural focus over city planning.
- Noted Harmony's appeal but emphasized the need for stronger city planning expertise.

Councilman Larsen:

- Identified Cushing Terrell and Dover, Kohl & Partners as top contenders, praising their comprehensive proposals.
- Noted Avenue's cost-effectiveness and positive feedback from Lincoln County.
- Valued regional experience and public engagement as key factors in the decision.

Mayor Green:

- Ranked Harmony, Avenue Consultants, and Cushing Terrell as top choices.
- Highlighted Avenue's ongoing work in the region and Harmony's close proximity as cost-saving factors.
- Preferred Cushing Terrell for their extensive experience and detailed proposals, especially citing their Basalt master plan as exemplary.

Clerk Chenault:

- Clarified that \$100,000 was budgeted for the project in the current fiscal year.
- Noted flexibility to extend funding into the next fiscal year if needed, given project timelines.

PUBLIC COMMENT:

Shay Scaffide:

- Expressed concerns about traffic and infrastructure issues due to rapid development in the valley.
- Noted low participation in the county's traffic study and suggested increasing outreach.
- Highlighted upcoming public decisions on large developments in the region and the potential strain on local resources.

Megan Ramsey:

- Requested improved communication from council members regarding the charter school.
- Asked for clarification on the status of the school’s board and meeting requirements.

Mayor Green:

- Clarified that the school’s current board is private and not required to hold public meetings.
- Confirmed that public meetings will be mandatory once a formal public board is established.

6. ADJOURNMENT

Councilman Dickerson made a motion to adjourn the Town Council November 6th, 2024, Special Meeting. Councilman Larsen seconded. Voting Yea: Councilman Burchard, Councilman Dickerson, Councilman Larsen, Mayor Green Councilman Castillo. The meeting was adjourned at 8:06 p.m.

Transcriber Note:
The public hearing to award the Town of Alpine Development Impact & Capacity Fees Study and Analysis will be held on **November 19th at 6:00 p.m.** The public hearing for the Master Plan Award will be held on **January 7th, 2024, at 6:00 p.m.** For more information, contact the Town Hall at **307-654-7757.**

Transcribed By:

Sarah Greenwald, Town Assistant Clerk

Date

Attest:

Monica L. Chenault, Town Clerk

Date

Minutes approved in a legally advertised meeting on 12, 17, 2024.

Signed:

Attest:

Eric Green, Mayor

Monica L. Chenault, Town Clerk



TOWN COUNCIL SPECIAL MEETING MINUTES

December 03, 2024, at 6:50 PM / 250 River Circle - Alpine, WY 83128

1. CALL TO ORDER

Mayor Eric Green called the meeting to order at 6:50 PM.

2. PLEDGE OF ALLEGIANCE

Mayor Green led the attendees in the Pledge of Allegiance.

3. ROLL CALL

Assistant Clerk Sarah Greenwald conducted the roll call.

PRESENT: Mayor Eric Green, Councilman Jeremy Larsen, Councilman Frank Dickerson, Councilman Emily Castillo, and Councilman Andrea Burchard. A quorum was established.

4. ADOPT THE AGENDA

Councilmember Larsen made a motion to adopt the agenda, seconded by Councilman Dickerson. The motion passed unanimously.

5. ACTION ITEMS

- Catering Permit - Rocky Mountain Rogues d.b.a. Bull Moose Saloon.

Councilman Larsen made a motion to approve the Catering permit for Rocky Mountain Rouges d.b.a. Bull Moose Saloon. Councilman Dickerson seconded the motion. Voting Yea: Mayor Eric Green, Councilman Jeremy Larsen, Councilman Frank Dickerson, Councilman Emily Castillo, and Councilman Andrea Burchard.

6. ADJOURNMENT

Councilman Larsen made a motion to adjourn the meeting, seconded by Councilman Dickerson. The motion passed, and the meeting adjourned at approximately 6:57 PM.

Transcribed By:

Sarah Greenwald, Town Assistant Clerk

Date

Attest:

Monica L. Chenault, Town Clerk

Date

Minutes approved in a legally advertised meeting on 12, 17, 2024.

Signed:

Attest:

Eric Green, Mayor

Monica L. Chenault, Town Clerk



TOWN COUNCIL WORK SESSION MINUTES

December 03, 2024, at 7:00 PM / 250 River Circle - Alpine, WY 83128

CALL TO ORDER

Mayor Eric Green called the work session to order at 7:00 PM. He welcomed representatives from the Alpine Education Foundation (AEF) and invited them to take their seats at the front. Mayor Green outlined the purpose of the session: to address contingencies for the proposed lease of Town-owned property for a charter school.

Town Council Members Present:

Mayor Eric Green, Councilman Jeremy Larsen, Councilman Emily Castillo, Councilman Frank Dickerson, Councilman Andrea Burchard

Representatives from the Alpine Education Foundation, Inc.:

Dave Jenkins: Chair of AEF, Jeff Daughtery: Consultant for AEF, Meredith Leonard: AEF Board Member

OPENING REMARKS:

Mayor Green provided an overview of the session, emphasizing the importance of collaboration. He noted the session would include a presentation from AEF, followed by a question-and-answer session, and then public comment.

DISCUSSION ITEMS

a. Alpine Education Foundation, Inc.

AEF presented key details about the proposed school and answered questions previously submitted by the Town Council.

Dave Jenkins, Chair:

- Shared background on the effort to establish a local school, emphasizing the need for community support and collaboration.
- Described the challenges families face due to the lack of a local school and the benefits a charter school would bring to Alpine.
- Highlighted the long-term vision for the school and its potential impact on the community.

Meredith Leonard, Board Member:

- Described the mission of the school: to partner with the Alpine community to provide a state-of-the-art education for local children.
- Discussed the challenges of community engagement, noting that parents are hesitant to commit without more concrete guarantees.
- Stressed the need for the school to reflect Alpine's values and culture while meeting educational standards.

Jeff Daughtery, Consultant:

- Outlined the dual governance structure:
 - **Alpine Education Foundation:** Responsible for managing the lease, land, and building.
 - **Alpine Charter School Board:** Governs the educational aspect and contracts with the state.
- Addressed questions about financial planning:
 - The school is funded through donations, grants, and potentially USDA loans.
 - Discussed preliminary cash flow analysis and challenges in securing funding before securing land.
- Discussed state requirements for charter schools, including acreage and design standards.

KEY POINTS OF THE PRESENTATION BY ALPINE EDUCATION FOUNDATION

AEF's presentation addressed the Town Council's questions and provided clarity on their plans for the use of Town-owned land. Key topics included:

- **Enrollment:** Discussed the need for accurate student enrollment data to assess school viability.
- **Financial Sustainability:** Outlined funding strategies, including donations, grants, and potential USDA loans, and addressed concerns about securing land before securing funding.
- **Land Use:** Proposed lease terms ensuring the land benefits the community and remains a Town asset.
- **Community Involvement:** Emphasized the importance of aligning the school's governance with local values and maintaining transparency.

Related Attachments: **Appendix A:** Questions from Town Council prior to the work session for Alpine Education Foundation, **Appendix B:** Alpine Education Foundation Work Session Presentation

COUNCIL DISCUSSION**1. Demand and Enrollment:**

- **Mayor Green:** Asked for evidence of community demand and enrollment projections.

- **Councilman Castillo:** Suggested conducting a community survey to gather accurate data on the number of prospective students and their ages.

2. Land Use and Lease Terms:

- **Mayor Green:** Discussed the possibility of phased leasing to address concerns about tying up land unnecessarily.
- **Councilman Castillo:** Raised concerns about the impact of leasing public land and ensuring it remains a Town asset.

3. Financial Sustainability:

- The Council expressed concerns about long-term financial risks, including potential liability if the school fails.
- Questions about whether the land or building would be used as collateral for loans were noted as critical for future negotiations.

4. Governance and Community Involvement:

- The Council raised concerns about the appointment of board members and the potential for more community involvement in governance.
- Discussions included the possibility of the Town appointing a representative to the AEF board.

PUBLIC COMMENTS

Ms. Sue Kolbas

- Expressed enthusiasm for the idea of a local school, calling it a wonderful opportunity for the community.
- Questioned the practicality of using public land for the project, suggesting private land acquisition as an alternative.
- Emphasized the need to evaluate the best use of public land to benefit all residents and urged caution before proceeding.

Mr. Jeff Daughtery

- Addressed Ms. Kolbas' concerns, explaining the challenges of purchasing private land, including infrastructure costs and state funding limitations.
- Argued that leasing public land is a more viable option for the foundation.

Ms. Dominique Brough

- Highlighted the importance of community trust and proposed a more democratic process for school board member appointments, such as community elections.
- Suggested enhancing transparency to ensure all stakeholders feel represented.

Ms. Larissa Maine

- Voiced concerns about APA's curriculum, describing it as overly rigid and reliant on rote memorization.
- Shared specific examples of classroom management policies, such as behavior cards, which escalate discipline severity and may not align with Alpine's values.
- Urged APA to provide clarity on how much flexibility the school would allow to adapt to local needs and parental input.

Ms. Heather Goodrich

- Highlighted legal implications under Wyoming law, noting that if the school were to close, APA would retain ownership of state-funded resources, leaving the Town with no assets.
- Voiced concerns about APA's governance model, curriculum rigidity, and political leanings, urging the Council to thoroughly address these issues before proceeding.

Ms. Christine Christie

- Shared her personal challenges as a mother; with her oldest child commuting 65 miles daily for her schooling, highlighting the strain this places on Alpine families.
- Emphasized the potential of a local school to serve as a community hub, create jobs, and encourage growth.
- Urged the Council to focus on long-term benefits while addressing valid concerns and avoiding divisiveness.

Mr. Richard Jenkins

- Reflected on Alpine's history of community-driven initiatives like the fire department, library, and civic center, which succeeded despite limited resources.
- Encouraged collaboration and problem-solving to build a school that benefits the town's children and future.

Mr. Joseph Paine

- Questioned APA's governance structure, citing a disconnect between public land use and the absence of an elected school board.
- Suggested that AEF consider purchasing the land outright to alleviate concerns about public asset usage and governance transparency.

Ms. Megan Rumsey

- Raised concerns about meal quality at other APA schools, citing reports of inadequate facilities and restrictive policies.
- Criticized the lack of local representation on the school board and highlighted canceled meetings and limited community engagement.
- Advocated for financial accountability and transparency to address potential conflicts of interest.

Mr. Luke Astle

- Supported the school project, acknowledging community concerns but encouraging a collaborative approach to resolve them.
- Highlighted the long-term benefits a local school would bring to Alpine.

Mr. Justin Scott

- Suggested surveying local bus routes to estimate potential enrollment.
- Raised concerns about traffic congestion and the lack of bus services for the proposed K-8 school.
- Recommended a thorough traffic study to assess the impact on nearby neighborhoods.

Ms. Shay Scaffide

- Commended the Council's diligence but emphasized the need for financial details, including land valuation and lease terms.
- Advocated for preserving recreational spaces and ensuring the school aligns with the Town's broader vision.
- Offered to assist with grassroots efforts to gather enrollment data and community feedback.

Mr. Carson King

- Noted Wyoming's laws allow students from across the state to attend the school, which could impact enrollment projections and community expectations.
- Encouraged clear communication about the school's policies to ensure transparency.

Ms. Melinda Dorian

- Proposed holding monthly meetings between AEF and the Town Council to enhance transparency and address community questions promptly.
- Expressed gratitude for the community's engagement and emphasized the board's commitment to collaboration.

Eric (Star Valley Ranch Resident)

- Framed the use of public land for public education as a worthwhile investment in the community.
- Acknowledged the challenges but encouraged the Council to weigh the potential benefits for Alpine families.

KEY TAKEAWAYS

Mayor Green reaffirmed the Council's commitment to due diligence and transparency, highlighting the importance of community input in shaping Alpine's future. The AEF was tasked with providing additional information, particularly regarding:

- Enrollment estimates and community demand.
- Financial sustainability and potential liabilities.
- Governance structure and community involvement.

Mayor Green proposed regular updates from AEF to enhance transparency and ensure progress aligns with the Town's values.

CLOSING REMARKS

Mayor Green thanked participants for their engagement, highlighting the importance of community input in shaping Alpine's future. He assured residents that the Council would carefully weigh all concerns and perspectives before proceeding.

ADJOURNMENT

Mayor Green adjourned the work session at 9:30 p.m.

Attachments:

Appendix A: Questions from Town Council prior to the work session for Alpine Education Foundation

Appendix B: Alpine Education Foundation Work Session Presentation

Transcribed By:

Sarah Greenwald, Town Assistant Clerk

Date

Attest:

Monica L. Chenault, Town Clerk

Date

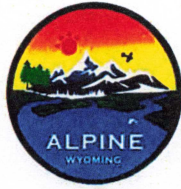
Minutes approved in a legally advertised meeting on 12, 17, 2024.

Signed:

Attest:

Eric Green, Mayor

Monica L. Chenault, Town Clerk



Town of Alpine

Mayor:
Eric Green

Town Council:
Andrea Burchard
Emily Castillo
Frank Dickerson
Jeremiah Larsen

Alpine Education Foundation, Inc.
PO Box 2911
Alpine, WY 83128

Re: Letter of Intent

Dear Board Members:

The Alpine Town Council is looking forward to having you attend their work session on December 3rd, 2024. The meeting begins at 7:00 p.m.

In preparation for this meeting, I have prepared the following list in anticipation of discussion about leasing land owned by the Town of Alpine. The list was generated from a series of individual lists from Town Councilman.

If the information is not readily available, please provide a timeline of availability.

If you have any questions, please reach out and I will be happy to assist you.

Sincerely,

Monica L. Cheanult
Alpine Town Clerk

Cc: Mayor Green, Town Council

Physical: 250 River Circle
Mailing: PO Box 3070
Alpine, WY 83128
Phone: 307-654-7757



Town of Alpine

Mayor:
Eric Green

Town Council:
Andrea Burchard
Emily Castillo
Frank Dickerson
Jeremiah Larsen

Entity Information

Alpine Education Foundation, Inc.

- Please provide a list of the current Board of Directors
 - Detail board selection process
 - Define Public outreach to announce board selection
- Please provide the Bylaws and tax-exempt status
- Contracts or agreements with APA, APS, Alpine Charter School, Inc.
- Detail dissolution plans (if not outlined in Bylaws)
 - Include details of any risk to Town of Alpine

Alpine Charter School, Inc.

- Please provide a list of the current Board of Directors
 - Detail board selection process
 - Define public outreach to announce board selection
- Please provide the Bylaws and tax-exempt status
- Contracts or agreements with APA, APS, Alpine Education Foundation, Inc.
- Detail dissolution plans (if not outlined in Bylaws)
 - Include details of any risk to Town of Alpine

Contractual Relationships

- Define the relationship between AEF, Inc and ACS, Inc

APA/APS/UCA/APEF

- Please define the entities listed and which ones will be involved in the Alpine Charter School
- Please provide an Organizational Chart

Projected Enrollment

- How many families have indicated they will send their children to the Alpine Charter School initially?
 - Breakdown by
 - Current education statistics (Homeschool, Teton County School District, Lincoln County School District)

Physical: 250 River Circle
Mailing: PO Box 3070
Alpine, WY 83128
Phone: 307-654-7757



Town of Alpine

Mayor:
Eric Green

Town Council:
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Frank Dickerson
Jeremiah Larsen

- Number of children
- Residential zip code
 - Specifically, how many live within the incorporated boundaries of the Town of Alpine?
- Provide student population growth projections
 - Day 1 – 20 years
 - Provide supporting documentation for projections

Budget/Financial

- Provide documentation of current cash position
- Provide a cash flow analysis
 - Day 1 – 20 years
- Donations
 - Detailed list of all donors
 - Detailed list of Angel Investor/s
 - Detailed list of all donor commitments (Promises)
- What is your budget to build the school
 - Breakdown by phases (K-8, HS)
- Debt service
 - Provide commitment and repayment schedules or agreements for angel investors
 - Provide refinancing plan for angel investors
 - Term, amount, collateral
- Lease payment
 - Fair market value or other
- Detail financial terms of agreement with administration of charter school
 - Is APA/APS for profit or non-profit?
 - How will you comply with the requirement to make monetary decisions locally?

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Alpine, WY 83128
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Town of Alpine

Mayor:
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Jeremiah Larsen

Site Considerations

- Please detail all land options listed on Charter School Application
 - Explain process of elimination
- Please detail any viable land options currently
 - Have you investigated nearby state-owned education land?
- Acreage Requirements
 - Provide supporting data on requirements by phase
 - Tie data back to enrollment projections
- Are Charter Schools regulated by the Wyoming School Facilities Commission Design Standards and Guidelines?
 - Note - The FC requires that prior to purchasing a site, the district planner or architect prepare a site utilization plan and preliminary development cost estimate to determine if the site is cost effective. Factors to be utilized in the site analysis and development study include: Site Size, Vehicle Site Access, Site Topography (a site topographic study is required for ALL sites), Subsurface Characteristics (A Phase 1 Environmental Study is required prior to all property purchases/acquisitions. The Phase 1 Study must be completed by someone other than the seller of the land). There are multiple facilities requirements surrounding the utilization of land for a school that will need to be followed and adhered to by the Alpine Charter Board if a town owned land lease is to be considered.
- Detail safety concerns if school is placed behind the CDC
 - Airport flight path
 - Quarry air pollution
 - Traffic (entering and exiting the highway)
 - Brewery proximity

Town Land

- Zoning/Rezoning
 - Costs must be paid for by Lessee
- Replat/Subdivision
 - Costs must be paid for by Lessee

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Town of Alpine

Mayor:
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Jeremiah Larsen

- Existing Town Facilities
 - Preserve or relocate
 - Cost must be paid for by Lessee
- Traffic Study
 - Will be required – How soon can it be completed

Building & Development

- Schedule for opening school
- Must comply with all Land Use Development Codes (LUDC) and Alpine Building Codes
- Define process for awarding contracts and/or selecting vendors
 - Building phase
 - Operations phase

Other Lease Considerations

- Non-transferable
- Land remains free and clear of any encumbrances
- Lease term
 - Provide supporting documentation for lease term
- Town Council approval required in advance of submitting applications to P & Z Department

Community Concerns

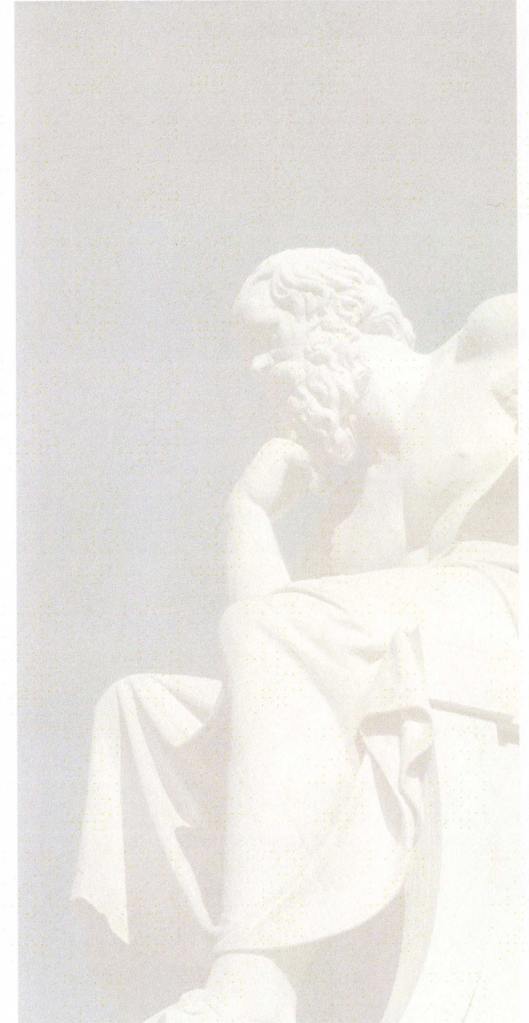
- Detail enrollment process
 - Concern – children in the incorporated boundaries may get turned away
- Curriculum
 - Concern – how do parents and concerned citizens get detailed curriculum documents? Can you host a Public forum on curriculum concerns?
- Success/Fail Rate of Charter Schools
 - Concern - the Charter Application references State Statute surrounding dissolution of assets and leaseholds
 - Detail the statistics
 - Detail the legal/financial risks to the Town of Alpine
 - What steps can be taken to mitigate the risks?

Physical: 250 River Circle
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Alpine, WY 83128
Phone: 307-654-7757



AMERICAN PREPARATORY
SCHOOLS

TOWN WORKSHOP
ALPINE, WYOMING
DECEMBER 3RD, 2024



**EDUCATION IS THE KINDLING OF A FLAME, NOT
THE FILLING OF A VESSEL.**

- SOCRATES

OUR MISSION

**PARTNER WITH THE ALPINE COMMUNITY TO
PROVIDE A STATE OF THE ART EDUCATION TO THE
CHILDREN OF ALPINE AND SURROUNDING AREAS.**

OUR VISION

**A BEAUTIFUL SCHOOL, IN A BEAUTIFUL TOWN THAT
WILL CREATE A COMPLETE COMMUNITY FOR A
THRIVING ALPINE.**

GOAL OF THIS WORKSHOP

- START A CONVERSATION.**
- ADDRESS THE QUESTIONS PRESENTED AS A PART OF THE PROCESS.**
- OUTLINE OUR APPROACH TO THE DESIGN PROCESS.**
- SHARE OUR VISION FOR FUTURE GOALS OF THE TOWN LAND AND ITS MUTUAL USE.**
- TOWN & COMMUNITY COLLABORATION
“LET’S WORK TOGETHER.”**

ENTITY INFORMATION

ALPINE EDUCATION FOUNDATION BOARD MEMBERS

***INDEPENDENT ENTITY**

- Rob Hegedorn
- Meredith Leonard
- Mike Mueller

ALPINE CHARTER SCHOOL BOARD

***PUBLIC BOARD - PENDING STATE CONTRACT**

- Dave Jenkins - Chair
- Kelly Shackelford - Vice Chair
- Melinda Dorian - Secretary
- Dave Burchard - Treasurer
- Amy Wierda

ENTITY INFORMATION CONTINUED

SELECTION PROCESS

- Positively interested parties with diverse skill sets and backgrounds.
- The WCSAB has requested a member with K-12 experience be added to the Charter School Board.

BYLAWS & TAX EXEMPT STATUS

- The boards are in the process of creating and approving bylaws.
- We have applied for 5013c status for both Boards.

CONTRACTUAL RELATIONSHIPS

- WCSAB is currently writing the Alpine Charter's contract with the State.
- Upon State approval APA Contract will be negotiated.
- We will report on our progress regularly to the Town Council.

PROJECTED ENROLLMENT

- 90-270 Students per year (10-30 students per grade).
- The school will be designed for approximately 300 students - this could be adjusted as demand grows.
- As is custom to the process, once the charter contract has been approved, an enrollment study will be conducted.

**LINK TO AMERICAN PREPATORY ACADEMY OF
ALPINE STATE CHARTER APPLICATION**

BUDGET & FINANCIAL

CASH FLOW & CURRENT CASH POSITION

- Burn rate has been ~\$20K-\$25K per month, primarily on consulting, legal fees, and PR.
- Charter Schools do not have access to State funds during the development and design process.
- We are in a favorable position to seek funding from the USDA Rural Development Program.
- We are actively fundraising, our nonprofit is still pending with the IRS.
- Every dollar spent is a dollar found.

BUDGET FOR THE SCHOOL

- The goal is that every dollar raised is put into the classroom.
- Assess community demand to inform the scope of school design.
- Preliminary cost of construction will be based on a square foot estimate.
- The design of the school will respond directly to the land allocated.
- A reasonably reliable Opinion of Probable Cost can be proffered at 80% design.
- The bid phase is where the true cost is known.

BUDGET & FINANCIAL CONTINUED

DEBT SERVICE

- Further detail is forthcoming

DONORS

- Hundreds of thousands of dollars of Parent & Professional time has been donated thus far.
- Monetary donations through businesses and private donors will be disclosed once appropriate permissions have been given.
- The goal is that this is a grassroots effort.

SITE CONSIDERATIONS & TOWN LAND

STATE REQUIREMENTS

- SFC (School Facilities Commission) design guidelines for elementary schools require 4 acres plus 1 acre per 100 students.
- SFC design guidelines for middle schools require 10 acres plus 1 acre per 100 students.
- SFC design guidelines for high schools require 20 acres plus 1 acre per 100 students.
- Proposing using 10 acres of Town Land.
- Thus, the charter board will work with the SFC staff to gain support for the 10 acre proposal.

DESIGN STANDARDS & GUIDELINES

- Quality design and site planning is a top priority.
- The SFC has a host of design standards for educational spaces that are valuable and we will design to.
- We share the same considerations of the town (size, impact on neighbors, vehicle access, topography, etc.)

SITE CONSIDERATIONS & TOWN LAND

SAFETY CONCERNS

- Airport
- Quarry Air Pollution
- Traffic circulation and student walk-ability
- Brewery Proximity

BUILDING & DEVELOPMENT

- Design & Engineering Project Schedule is forthcoming.
- School will comply with all building codes.
- Inspiration imagery and concepts - Town workshops and setting precedent in design.

LEASE CONSIDERATIONS

- There are several successful models we can pursue.
- We need to work with the Town to structure a lease methodology to ensure concerns are addressed.

COMMUNITY CONCERNS

DETAIL ENROLLMENT PROCESS

- Outlined in our Application.
- We are working with legislators to confirm geographic priorities.

CURRICULUM CONCERNS


- APA School Foundations
Expectations, Effort, Enthusiasm, Encouragement, Excellence
- Curriculum is outlined in our application.
- Charter Bus - School Tour
- Host curriculum focused Q&A sessions for interested parents.

LEGAL & FINANCIAL RISKS TO THE TOWN

- We will be working with Town Coucil and Legal Team to address and mitigate risks.


APA CHARTER SCHOOL SUCCESS

2024 School Report Card Rankings - Elementary	
Rank (out of 799)	School Name
2	American Preparatory Academy - Draper #1
19	American Preparatory Academy - Draper #2
112	American Preparatory Academy - Salem
303	American Preparatory Academy - The School for New Americans
497	American Preparatory Academy - Accelerated School



AMERICAN PREPARATORY
ACADEMY

Acadience
Assessment Results
2024



Reading
#1 in Utah
APA Draper 1

Math
#1 in Utah
APA Draper 1

Reading
#2 in Utah
APA Draper 2

Math
#9 in Utah
APA West Valley 2

Math
#13 in Utah
APA Salem





Town of Alpine
Planning & Zoning Commission Minutes

DATE: November 12th, 2024
TIME: 7:00 P.M.

PLACE: Town Council Chambers
TYPE: Regular Meeting

- 1. CALL TO ORDER:** Meeting called to order at 7:01 p.m.
- 2. ROLL CALL & ESTABLISH QUORUM:** Ms. Christine Wagner, Planning and Zoning Commission Administrator established roll call, members in attendance were Ms. Melisa Wilson, Mr. Dan Schou. Ms. Sue Kolbas was absent and excused from tonight's meeting. A quorum was established. Also in attendance was Ms. Christine Wagner, Zoning Administrator, and Sarah Greenwald, Assistant Clerk.
- 3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:**
 - **FARMER/LEONARD (Farmer/Payne Architects): Lot #13B Palisades Heights, 168 US Highway 89 (#S-02-24)** – Business Sign Installation (Free Standing Placard Change Out) – Ms. Christine Wagner presented the application on behalf of the applicant; explaining that Farmer/Payne Architects is moving into the location previously occupied by Voss Vision. The proposal includes a double-sided vinyl sign, measuring eight (8) feet by two (2) feet in size; to be installed between the existing posts. The sign installation is compliant with the zoning district and installation.

Mr. Dan Schou moved to approve Sign Permit #S-02-24 for Farmer/Leonard (Farmer/Payne Architects) Lot #13B Palisades Heights Subdivision, 168 US Highway 89. Ms. Melisa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Kolbas). Motion carried.

- **FAMILY DOLLAR STORE #8435 (Holbrook Service): Lot #1 Greys River Cove Subdivision, 109 Greys River Road (#MC-11-24)** – Change Out Heating/Air System – Ms. Wagner presented the application regarding roof repairs for the Family Dollar Store. The issue involved a leak caused by a faulty rooftop heating and air conditioning unit installation, this urgent repair is warranted to prevent future leaks and damage to the building. The work includes removing the old unit and replacing it with a similar "Like-Kind" unit.

Mr. Dan Schou moved to approve Minor Construction Permit #MC-11-24 for Family Dollar Store #8435 (Holbrook Service) Lot #1 Greys River Cove Subdivision, 109 Greys River Road. Ms. Melisa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Kolbas). Motion carried.

- **SIRBU/HASTAHUAMAN, PETRU: Lot #152 Alpine Meadows Subdivision, 69 Sweetgrass Trail (#R1-10-24)** - Single Family Residential Home - Ms. Wagner introduced the application for construction of a single-family residential home, representatives Ms. Hastahuaman and contractor Jaden Fishback were in attendance to discuss the permit application. A plan review was completed and identified issues with the permit application, such as: safety glazing on specific windows and doors, updates to the REScheck documentation to reflect Zone 7 requirements, specifications for crawl space and attic access, proper ventilation openings for the foundation, and accurate markings for overhangs and utility locations on the site plan. The representatives confirmed they had received HOA approval and agreed to address the issues by submitting updated plans. The Commission emphasized that a complete and corrected set of plans must be submitted before further action be taken. Contractors and subcontractors were reminded to ensure compliance with Alpine's business licensing requirements.

Mr. Dan Schou moved to table Single Family Residential Permit #R1-10-24 for Sirbu and Hastahuaman, Lot #152 Alpine Meadows Subdivision, 69 Sweetgrass Trail; until the next Planning and Zoning Commission Meeting. Ms. Melisa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Kolbas). Motion carried.

- **CREATIVE PROPERTIES, LLC: Lot #12 Palisades Heights, 160 US Highway 89 (#R2-05-24)** - Multi-Unit Townhomes {Live/Work Units} – Mr. Dave Jenkins and Mr. Brett Bennett were in attendance to present the permit application. The Planning and Zoning Commission reviewed the presented application for the live/work townhome units. The project includes three (3) live/work townhomes designed to comply with the International Residential Code and compliance with the existing zoning district regulations. The representatives detailed their plans, including site layout, parking configurations proposed utility connections are currently unknown; while addressing life safety updates such as tempered glazing, smoke detectors, and attic access adjustments. Discussion also covered the location of water pits, the potential need for easements, and ensuring compliance with fire safety requirements. The Commission acknowledged that the plans were developed under the current regulations identified in the Land Use and Development Code (LUDC), in addition the applicant has submitted their fees and connection documents. The Commission would like the applicant to address outstanding items needed to finalize the plan set, site plan identification and coordination with the Public Works Director on utility connections.

Mr. Dan Schou moved to table Creative Properties, LLC, Multi-Unit Townhomes {Live/Work} Project, Permit #R2-05-24, Lot #12 Palisades Heights, 160 US Highway 89 until the next scheduled Planning and Zoning Commission Meeting. Ms. Melisa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Kolbas). Motion carried.

4. TABLED ITEMS:

- **CONRAD BISCHOFF – PARKLAND USA – (Formerly KJ’s, Brand Change to “On the Run”): Lot #15 & #17 of the Boardwalk Subdivision, 15 Boardwalk Drive (#RE-03-24)** – Facade/Brand Change – The Commission re-reviewed and discussed the application for a facade/brand change, with the applicant’s representative Ms. Madeline Newell, Resin Architects, via Zoom. The proposed project includes replacing the red facade with a yellow ACM panel, updating signage to back lite illuminated channel letters, and revising the building’s exterior color scheme from red to blue and yellow. Concerns were raised regarding lumens for the new backlit building signage, particularly their impact on the nearby Alpine Meadows Residential Subdivision. Ms. Newell acknowledged the need to provide lumens specifications and agreed to submit this information on a separate sign permit application package. However, in order to allow the construction to begin, the Commission approved the facade remodel without including the new signage in the facade change permit application.

Mr. Dan Schou moved to approve Remodel Permit #RE-03-24 for Conrad Bischoff – Parkland USA – (Formerly KJ’s brand change to “On the Run”) Lot #15 & #17 of the Boardwalk Subdivision, 15 Boardwalk Drive, without any business signage. Ms. Melisa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Kolbas). Motion carried.

- **BEUS, JADE – (PALISADES PLACE): Lot #30 Greys River Village #2, 374 Wooden Spur Drive – (R2-04-24)** - Multi-Unit Building Complex - The Planning and Zoning Commission revisited the application for the multi-unit building complex, represented by Mr. Jade Beus, and Ms. Rachel Ravitz for the project located on Wooden Spur Drive. This tabled item required updates to several components, including snow load design criteria, footing type indicators, header schedules, baseplate locations, and shear wall schedule corrections, including State Fire Marshall approval. The representatives in attendance provided updated plans, including structural engineering corrections, State of Wyoming Fire Marshal approvals, and electrical plan revisions. Discussions clarified design decisions for uniform steel joists, header adjustments, and compliance with State requirements. The Commission reviewed the updated documents and resolved outstanding concerns, confirming that all corrections were addressed.

Mr. Dan Schou moved to approve the Multi-Unit Building Complex Permit #R2-04-24 for Beus, Jade (Palisades Place) Lot #30 Greys River Village #2 Subdivision, 374 Wooden Spur Drive. Ms. Melisa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Kolbas).

- **ARMINGTON/LETHBRIDGE, KARENNA: Lot #11 Greys River Valley, 337 East Mill Road - (#R1-01-23) – Residential Permit Amendment** - The Commission reviewed the permit amendment for Lot #11 Greys River Valley, 337 East Mill Road (#R1-01-23), represented by Ms. Karennna Armington and Mr. Elliott Armington, via zoom. The amendment included changes to the layout and structure, such as the addition of a loft over the garage (barn) with proper structural engineering stamps, adjustments to smoke detector placements to meet updated code requirements and shifting a wall behind the master toilet into the master closet. Other updates included crawl space ventilation and confirmation of truss locations in the garage. The Commission confirmed all previous issues were resolved, including required documentation for the fireplace and structural plans, along with residential building inspectors review of the proposed amendments.

Mr. Dan Schou moved to approve the Permit Amendment for #R1-01-23 for Karennna Armington & Maurice Lethbridge, Lot #11 Greys River Valley Subdivision, 337 East Mill Road. Ms. Melisa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Kolbas).

5. PLANNING AND ZONING CORRESPONDENCE/ DISCUSSION:

- **Annexation Moratorium Resolution** – Recommendation to Town Council - A recommendation for a moratorium on annexations was discussed and finalized for Town Council's consideration at their next scheduled meeting. Annexation moratorium concerns were raised about the town's capacity to handle additional sewer and water demands, particularly with the Alpine Lakes and Snake River Junction developments.

Mr. Dan Schou made a motion to make a recommendation to the Town Council for an Annexation Moratorium Resolution. Ms. Melisa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Kolbas). Motion carried.

- **Utility Connections – Resident vs. Non-Resident Users** - Discussion included implementing higher utility rates for non-resident (seasonal) users/residents. The potential for usage-based scaling was considered, especially for excessive water consumption, with a focus on addressing leaks and preventing misuse.
- **LUDC and Noise Ordinance (Construction Times)** – Recommendation to Town Council for adjustments to construction time limits (7 AM to 7 PM, Monday through Sunday) and a focus on "time-sensitive construction activities" reviewed. The following recommendation will be sent to the Town Council for further action.

Mr. Dan Schou moved to send the "Amended" Construction Activities – Established Timeframes to the Town Council for their consideration for the suggested amendment change to the Alpine Land Use and Development Code and the Alpine Noise Ordinance for consistency. Ms. Melisa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Kolbas). Motion carried.

- **Alpine Lakes Annexation Agreement Review (LC Master Plan Review/Building Standards)** - The Commission reviewed the annexation agreement for Alpine Lakes property annexation. Mr. Marlowe Scherbel was present to answer questions, providing his extensive knowledge of the development's history and current approvals under Lincoln County regulations. Key concerns included the alignment of the plan with town zoning requirements, infrastructure readiness, and the implications of moving the project into town jurisdiction. The discussion also highlighted the importance of clarity regarding the town's water and sewer capacity commitments, particularly considering the reported limitations and the complexities of existing agreements.

- **LOI – ACS: Property Agreement** - Preliminary discussions centered on a proposed lease of town-owned land for a charter school. Key points included identifying the parcel. Also for consideration were lease terms, ownership of improvements. Public input suggested a contingency plan in the event of a school failure. Concerns were raised about ensuring the town retains control over the land and building design compliance; this information will be passed along to the Town Council for their final consideration.

6. APPROVAL OF MINUTES

- **Planning & Zoning Meeting Minutes for October 22nd, 2024:** Commission members reviewed the meeting minutes that were distributed prior to the meeting date.

Mr. Dan Schou made a motion to table the Planning and Zoning Commission Meeting Minutes from October 22, 2024, to allow for further review. Ms. Melisa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Kolbas). Motion carried.

- 7. TOWN COUNCIL ASSIGNMENT:** Town Council Meeting - November 19th, 2024 - Ms. Melisa Wilson will be the representative in attendance at the next Town Council meeting.

8. ADJOURN MEETING:


Mr. Dan Schou moved to adjourn the meeting. Ms. Melisa Wilson seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 1 absent (Kolbas). Motion carried.

The meeting was adjourned at 10:36 pm.


Melisa Wilson, Chairman

12-10-24
Date

Attest:


Christine Wagner, Planning & Zoning Administrator

December 10, 2024
Date

Transcribed by:


Sarah Greenwald, Assistant Clerk

12-10-2024
Date

** Minutes are a summary of the meeting **



Town of Alpine
Planning & Zoning Commission Minutes

DATE: October 22nd, 2024
TIME: 7:00 p.m.

PLACE: Town Council Chambers
TYPE: Regular Meeting

- 1. CALL TO ORDER:** Meeting called to order at 7:01 p.m.
- 2. ROLL CALL & ESTABLISH QUORUM:** Ms. Christine Wagner, Planning and Zoning Commission Administrator established roll call, members in attendance were Ms. Melisa Wilson, Mr. Dan Schou and Ms. Sue Kolbas. A quorum was established. Also in attendance was Ms. Christine Wagner, Zoning Administrator.
- 3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:**
 - **Armington/Lethbridge, Karennia: Lot #11 Greys River Valley, 337 East Mill Road (#R1-01-23) – Permit Amendment** - The Commission discussed the permit amendment for Lot #11 of the Greys River Valley Subdivision located at 337 East Mill Road; represented by Karennia and Elliot via Zoom. The amendment discussion included modifications such as a new Portico, covered porch, and other aesthetic and structural changes. Representatives confirmed that the portico extension did not encroach on property boundaries, meeting setback requirements. Additional proposed changes included adjustments to non-loadbearing walls, a new closet near the garage entry, decorative modifications to rafters, and new structural headers were needed. The Commission noted that, due to the absence of a full review from the Residential Building Inspector Mr. Dan Halstead, they could not approve the permit amendment at this time. Mr. Halstead's feedback is required on structural elements, including the Portico, deck, and other load-bearing adjustments, as well as the positioning of smoke detectors and other code-related items. While many proposed updates, such as decorative changes and veneer, do not necessitate further review, all structural modifications must receive Mr. Halstead's approval. The representatives were asked to submit complete specifications, including for the fireplaces and relocated propane tank, to ensure all safety requirements are met.

Mr. Dan Schou moved to keep the permit amendment (#R1-01-23) for Armington/Lethbridge: Lot #11 Greys River Valley Subdivision, 337 East Mill Road, on the table until the next meeting when more information will be provided and the review will be completed. Ms. Sue Kolbas seconded the motion.

Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Silverio Irizarry, Jadisvette (Quinnbella, LLC {Food Court}): Lot #651C Lakeview Estates, 151 US Highway 89 (#MC-11-24) - Carport/Shed Installation** - Ms. Jadisvette Irizarry represented herself in requesting approval for the installation of a carport-style cover at her food court business, located at 151 US Highway 89, to provide a warm seating area for customers during winter. The structure, a metal carport purchased from Amazon, is designed to withstand snow loads of 330 pounds per square foot. The Commission discussed several structural considerations, including snow and wind load ratings. Although wind load specifications were not readily available, it was noted that the structure is under 300 square feet, which simplifies some regulatory requirements. Questions were also raised about the installation method; the Commission further inquired about setbacks and the structure's proximity to property lines. While commercial-to-commercial adjacency properties allow for zero setbacks, there was concern regarding its placement relative to a nearby fence and the food truck's current positioning. It was

confirmed that the installation is within a fenced area, which the landowner approved, as indicated on the last page of her application.

Mr. Dan Schou moved to approve permit application #MC-11-24 Silverio Irizarry, Jadisvette (Quinnbella, LLC {Food Court}): Lot #651C of the Lakeview Estates Subdivision, 151 US Highway 89, Carport/Shed Installation. Ms. Sue Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

4. TABLED ITEMS:

- **Conrad Bischoff – Parkland USA – (KJ’s – On the Run): Lot #15 & #17 Boardwalk Subdivision, 15 Boardwalk Drive (#RE-03-24) – Façade Extension** – The Commission reviewed the tabled request for a façade extension at KJ’s – “On the Run”; submitted by Resin Architects for by Conrad Bischoff known as Parkland USA. No new information or updates have been provided. Additionally, no representative was present at this meeting. Zoning Administrator Ms. Christine Wagner recommended keeping the item on the tabled list until updated information is received.

Mr. Dan Schou moved to table permit application #RE-03-24 for Conrad Bichoff – Parkland USA (dba KJ’s – On the Run), Lot #15 & #17 of the Boardwalk Subdivision, 15 Boardwalk Drive; until the next meeting when more information will be provided. Ms. Sue Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Merrill, Wanona: Lot #55 Three Rivers Meadows, 443 Meadows Drive – (#A-04-24) – Small Building Addition** – Mr. Wade Johnson, the representative for Wanona Merrill, presented the permit application for the bathroom extension at 443 Meadows Drive in the Three Rivers Meadows Subdivision. The application was initially reviewed at the October 8th meeting, where the Commission determined that further clarification was needed, including specifics on window wells, insulation (ResCheck), and plumbing. Mr. Johnson addressed the outstanding questions, confirming that the bathroom extension would be located within the established setbacks and accessed via a new doorway in the location of the current tub. The Commission verified that setback requirements were met, with the window well positioned inside of setbacks. Questions about the plumbing configuration were clarified: the property had originally been on septic and later switched to Town sewer, which left an external cleanout uninstalled. The Commission noted the code requirement for an external cleanout, recommending that it be addressed if future excavation occurs. The discussion also covered basement access via an existing concrete stairwell, which met egress requirements. While a handrail was recommended, it was not required since the stairwell was an existing structure.

Mr. Dan Schou moved to approve permit application #A-04-24 for Wanona Merrill, Lot #55 of the Three Rivers Meadows Subdivision, 443 Meadows Drive. Ms. Sue Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Beus, Jade – Palisades Place: Lot #30 Greys River Village #2, 374 Wooden Spur Drive (#R2-04-24) – Multi-Unit Building Complex** - Jade Beus and Rachel Ravits presented updates on the multi-unit building project which was pending state review and further information. The project involves constructing a multi-unit complex with eight apartment units, requiring state approval and town plan compliance. Zoning Administrator Christine Wagner confirmed that no new information from the state had been received, which continues to delay progress. During the discussion, the Commission reviewed structural details, specifically the load-bearing support system, structural headers, and point loads for steel beams and trusses. The representatives clarified that the project included concrete and wood framing, with spans carried by open-web steel joists. The Commission

raised concerns about the absence of specific steel drawings and requested a span table with load calculations to verify structural integrity. The representatives explained that final steel specifications from the manufacturer could not be secured until the project received an approved building permit. It was also noted that updated plans would be required before construction, especially regarding the load path calculations for key components. The Commission further confirmed that state review encompasses all structural elements, including fire safety and egress requirements, and that an egress window design had been updated. Public Works Director assistance will be sought to verify sewer line locations prior to excavation. The Commission advised that excavation within the town rights-of-way would require a final building permit and state approval. With unresolved issues, the commission unanimously agreed to keep the permit application tabled until the next meeting.

Mr. Dan Schou moved to keep permit application #R2-04-24 for Jade Beus, Palisades Place, Lot #30 of the Greys River Village #2, 374 Wooden Spur Drive on the table. Ms. Sue Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

Public Comment:

Mr. Brett Bennett raised several concerns during the public comment session, focusing on recent adjustments to zoning regulations, particularly setbacks and construction times. Bennett highlighted the potential impact of increased setbacks on building envelopes, noting that this could unintentionally lead to smaller or taller buildings, which may not be desirable. He suggested that instead of a blanket increase in setbacks, a separate, more flexible setback for parking could alleviate space constraints, particularly for smaller lots. Bennett expressed concern about ongoing changes in town regulations, such as snow storage requirements, which impact phased projects spanning multiple years. Mr. Rex Doornbos joined the discussion to provide additional insights. Mr. Doornbos and Mr. Bennett noted that the recent setback discussions are part of a broader vision to enhance key corridors, incorporating pedestrian-friendly elements like bike paths, off-street parking, and green space. While these changes align with the upcoming master plan, Bennett and Doornbos suggested that significant adjustments should ideally be introduced alongside the master plan to ensure a comprehensive approach. The conversation shifted to construction noise and activity times, especially with recent complaints regarding lighting and noise from ongoing construction. Mr. Bennett and other attendees proposed a consistent timeframe for construction activities, similar to Jackson's regulation of 7:00 a.m. to 7:00 p.m. daily, to balance construction needs with residents' right to quiet enjoyment. There was a consensus that a simplified construction time regulation might be more enforceable and understandable. The Commission and attendees agreed to continue exploring setback flexibility, enhanced landscaping, and construction time regulations to support Alpine's growth while considering the quality of life for residents.

- **Utility Connections – Resident vs. Non-Resident Users**

The Commission discussed the possibility of implementing different utility rates for resident and non-resident users. The idea was generally well-received, with members expressing that non-resident fees could be higher to account for usage by individuals not permanently residing in the town. However, there were questions about how to determine a user's residency status accurately. The group discussed the potential challenge of monitoring residency, with comparisons to other towns that have successfully implemented similar policies. It was noted that Alta, Wyoming, uses a residency verification process for various services, requiring homeowners to reside there for a minimum of six months to be classified as residents. The Commission considered practical steps, such as adding a checkbox on utility and permit applications for applicants to indicate whether the property is their primary residence or a second home. It was also noted that the Town Council would need to approve and formalize any rate adjustments, including a policy to verify residency. The Commission decided to gather more information on the logistics of monitoring residency before making a formal recommendation to the Town Council.

- **Alpine Lakes Lincoln County Master Plan Review**

The Commission discussed the Alpine Lakes Master Plan document approved by Lincoln County per Mayor Green's request for a review. The purpose of the review is to assess any discrepancies between the County's plan and the Town's Land Use Development Code (LUDC) to provide a report to the Town Council by November 19th. Additionally, the Commission was asked to consider whether the Alpine Lakes development can meet the standards set out in the Alpine annexation agreement. The Commission decided to compile and finalize these findings and insights into a report to present to the Town Council. Additional follow-up was assigned to verify specific elements of the annexation and to gather input from legal counsel.

- **US Department of Transportation – Federal Aviation Administration - Circular**

Ms. Wagner provided the Commission members with a U.S. Department of Transportation – Federal Aviation Administration – Circular Advisory document for their review. Master Plan RFPs and the Impact and Capacity Fee Study RFPs were distributed to the Commission. The Commission's recommendations are due to the Council by November 6, 2024.

6. APPROVAL OF MINUTES:

- **Planning & Zoning Meeting Minutes for October 8th, 2024:** Commission members reviewed the meeting minutes that were distributed prior to the meeting date.

Mr. Dan Schou moved to accept the meeting minutes from the October 8th, 2024, Planning and Zoning Commission Meeting, as written. Ms. Sue Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- ## 7. ADJOURN MEETING:
- Mr. Dan Schou moved to adjourn the meeting. Ms. Sue Kolbas seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

The meeting was adjourned at 9:57 pm.


Melisa Wilson, Chairman

12.10.24
Date

Attest:


Christine Wagner, Planning & Zoning Administrator

December 10, 2024
Date

Transcribed By:


Sarah Greenwald

12-10-2024
Date

** Minutes are a summary of the meeting **

Town of Alpine

Payment Approval Report - Bills to Pay Report
Report dates: 11/20/2024-12/17/2024

Page: 1

Dec 12, 2024 10:28AM

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only paid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Account and Title
Ahren Schultheis									
3340	Ahren Schultheis	9/24, 10/24, 11/	Back up WWTP Operator	11/01/2024	2,000.00	2,000.00	11/21/2024		52-84-110 WWTP Salaries & Wages
Alarmlogix									
200	Alarmlogix	12186	Monthly Monitoring	11/30/2024	35.00	35.00	12/17/2024		10-58-332 Facilities - C.C. R & M
Alpine Ace Hardware									
250	Alpine Ace Hardware	18104 - NOV. 2	Civic Center Repairs & Maintenan	11/30/2024	16.72	16.72	12/17/2024		10-58-332 Facilities - C.C. R & M
250	Alpine Ace Hardware	18104 - NOV. 2	Shop Supplies	11/30/2024	174.86	174.86	12/17/2024		10-58-410 Shop Supplies
250	Alpine Ace Hardware	18104 - NOV. 2	Streets R & M	11/30/2024	107.45	107.45	12/17/2024		10-54-333 Repairs & Maint. - Streets
250	Alpine Ace Hardware	18104 - NOV. 2	Streets R & M	11/30/2024	334.74-	334.74-	12/17/2024		10-54-333 Repairs & Maint. - Streets
250	Alpine Ace Hardware	18104 - NOV. 2	Fuel	11/30/2024	392.93	392.93	12/17/2024		51-80-454 Fuel
250	Alpine Ace Hardware	18104 - NOV. 2	Town Hall Ice Melt	11/30/2024	323.88	323.88	12/17/2024		10-58-330 Facilities - Town Hall R & M
250	Alpine Ace Hardware	18104 - NOV. 2	WWTP Ice Melt	11/30/2024	323.88	323.88	12/17/2024		52-84-332 Repairs & Maintenance
250	Alpine Ace Hardware	18104 - NOV. 2	Pre-Treatment Plant Ice Melt	11/30/2024	323.88	323.88	12/17/2024		52-83-332 Repairs & Maintenance
250	Alpine Ace Hardware	18104 - NOV. 2	Civic Center Ice Melt	11/30/2024	323.88	323.88	12/17/2024		10-58-332 Facilities - C.C. R & M
250	Alpine Ace Hardware	18104 - NOV. 2	Shop Ice Melt	11/30/2024	323.88	323.88	12/17/2024		10-58-334 Facilities - Shop R & M
250	Alpine Ace Hardware	18104 - NOV. 2	Christmas Lights	11/30/2024	110.70	110.70	12/17/2024		10-66-422 Christmas Light Expenses
250	Alpine Ace Hardware	18104 - NOV. 2	Christmas lghts	11/30/2024	64.95-	64.95-	12/17/2024		10-66-422 Christmas Light Expenses
250	Alpine Ace Hardware	18104 - NOV. 2	Town Hall	11/30/2024	11.13	11.13	12/17/2024		10-58-330 Facilities - Town Hall R & M
250	Alpine Ace Hardware	18104 - NOV. 2	Streets R & M	11/30/2024	1,562.12	1,562.12	12/17/2024		10-54-333 Repairs & Maint. - Streets
250	Alpine Ace Hardware	18104 - NOV. 2	WWTP	11/30/2024	20.89	20.89	12/17/2024		52-84-332 Repairs & Maintenance
250	Alpine Ace Hardware	18104 - NOV. 2	Finance Charge	11/30/2024	10.89	10.89	12/17/2024		10-42-415 Other Expenses
Alpine Excavation LLC									
290	Alpine Excavation LLC	2402-1438	Water Line - Reloaction	11/21/2024	1,316.25	1,316.25	12/17/2024		51-80-332 Repairs & Maintenance
AT&T MOBILITY									
410	AT&T MOBILITY	287341604935	Telephone	11/12/2024	44.11	44.11	12/05/2024		51-80-452 Utilities (Distribution)
410	AT&T MOBILITY	287341604935	Telephone	11/12/2024	44.11	44.11	12/05/2024		10-50-410 P & Z Office Supplies & Stam
410	AT&T MOBILITY	287341604935	Telephone	11/12/2024	44.11	44.11	12/05/2024		10-56-452 Codes Utilities
410	AT&T MOBILITY	287341604935	Mayor Green Phone Line	11/12/2024	49.15	49.15	12/05/2024		10-42-340 Telephone/Fax
410	AT&T MOBILITY	287341604935	Scada - Communications	11/12/2024	172.12	172.12	12/05/2024		52-82-454 Utilities
410	AT&T MOBILITY	287341604935	Ipad - Maintenance Module Use -	11/12/2024	40.04	40.04	12/05/2024		52-84-454 Utilities
410	AT&T MOBILITY	287341604935	Ipad - Maintenance Module Use -	11/12/2024	40.04	40.04	12/05/2024		10-58-400 Facilities Tools & Equipment
410	AT&T MOBILITY	287341604935	Ipad - Maintenance Module Use -	11/12/2024	40.04	40.04	12/05/2024		10-65-450 Parks - Vehicles, Tools, & Eq
410	AT&T MOBILITY	287341604935	Ipad - Maintenance Module Use -	11/12/2024	40.04	40.04	12/05/2024		10-50-410 P & Z Office Supplies & Stam
410	AT&T MOBILITY	287341604935	Ipad - Maintenance Module Use -	11/12/2024	40.04	40.04	12/05/2024		51-80-420 Operation Parts & Supplies
410	AT&T MOBILITY	287341604935	Ipad - Maintenance Module Use -	11/12/2024	40.04	40.04	12/05/2024		52-84-420 Ops Parts & Supplies

Town of Alpine

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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Account and Title
Bank of Star Valley									
450	Bank of Star Valley	0370255606	Payoff	11/30/2024	85,891.47	85,891.47	12/04/2024		10-95-620 Debt Service Loan Principal
450	Bank of Star Valley	0370255606	Payoff	11/30/2024	3,042.65	3,042.65	12/04/2024		10-95-630 Debt Service Loan Interest
Beau Taylor									
470	Beau Taylor	AUGUST 23 -	Power to emergency mgmt sign	12/09/2024	595.00	595.00	12/17/2024		10-42-415 Other Expenses
Belinda Penny									
480	Belinda Penny	563811	Civic Center Cleaning	11/30/2024	360.00	360.00	12/17/2024		10-58-332 Facilities - C.C. R & M
480	Belinda Penny	563811	Town Hall Cleaning	11/30/2024	200.00	200.00	12/17/2024		10-58-330 Facilities - Town Hall R & M
Broulims-Alpine									
570	Broulims-Alpine	141004 - NOV	TH Supplies	11/30/2024	20.19	20.19	12/17/2024		10-42-410 Admin Office Supplies
570	Broulims-Alpine	141004 - NOV	Election Supplies	11/30/2024	48.52	48.52	12/17/2024		10-70-315 Business & Community Devel
570	Broulims-Alpine	141004 - NOV	WWTP - Testing Postage	11/30/2024	3.99	3.99	12/17/2024		52-84-320 Testing
570	Broulims-Alpine	141004 - NOV	Shop Water	11/30/2024	29.95	29.95	12/17/2024		10-58-410 Shop Supplies
570	Broulims-Alpine	141004 - NOV	Shop cleaning supplies	11/30/2024	35.94	35.94	12/17/2024		10-58-410 Shop Supplies
Caselle									
620	Caselle	137163	Software Support & Mainenance -	12/01/2024	600.00	600.00	12/17/2024		10-42-335 Software and IT
620	Caselle	137163	Software Support & Mainenance -	12/01/2024	600.00	600.00	12/17/2024		52-84-335 Software and IT
620	Caselle	137163	Software Support & Mainenance -	12/01/2024	600.00	600.00	12/17/2024		52-84-335 Software and IT
620	Caselle	137163	Contract Support & Maintenance	12/01/2024	220.00	220.00	12/17/2024		10-45-411 Court Software
620	Caselle	137163	Software Support & Maintenance	12/01/2024	220.00	220.00	12/17/2024		10-50-335 P & Z IT
620	Caselle	137163	Software Support & Mainenance	12/01/2024	220.00	220.00	12/17/2024		10-58-335 Facilities Software and IT
Depatco									
790	Depatco	41370625	Pea Gravel	11/04/2024	423.72	423.72	12/17/2024		10-54-351 Snow Removal Equipment R
Dex Imaging									
810	Dex Imaging	AR12381041	Color Copies	12/02/2024	318.71	318.71	12/17/2024		10-42-410 Admin Office Supplies
810	Dex Imaging	AR12381041	Copies	12/02/2024	30.07	30.07	12/17/2024		10-42-345 Office Equipment
Dry Creek Enterprises, Inc									
860	Dry Creek Enterprises, Inc	M8332	Sludge Pumping	11/30/2024	7,740.00	7,740.00	12/17/2024		52-84-318 Sludge Hauling/Disposal
860	Dry Creek Enterprises, Inc	M8616	Portable Toilet - Pre Treatment Pla	11/30/2024	160.00	160.00	12/17/2024		52-83-300 Misc Expense
Elan City									
3770	Elan City	20-4287	Speed Limit sign repair	12/05/2024	313.00	313.00	12/17/2024		10-54-333 Repairs & Maint. - Streets
Energy Laboratories, Inc									
870	Energy Laboratories, Inc	677059-67699	Water Testing	12/05/2024	486.00	486.00	12/17/2024		51-80-320 Testing
Falcon Enviromental Corp									
900	Falcon Enviromental Corp	11081	Flying Saddle	11/22/2024	990.48	990.48	12/17/2024		52-84-420 Ops Parts & Supplies
High Country Linen									
2890	High Country Linen	2868-00000 N	Uniform Service	11/30/2024	132.81	132.81	12/17/2024		51-80-332 Repairs & Maintenance
2890	High Country Linen	2868-00000 N	Uniform Service	11/30/2024	132.81	132.81	12/17/2024		52-84-332 Repairs & Maintenance
2890	High Country Linen	2868-00000 N	Uniform Service	11/30/2024	132.80	132.80	12/17/2024		10-58-410 Shop Supplies

Town of Alpine

Payment Approval Report - Bills to Pay Report

Report dates: 11/20/2024-12/17/2024

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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Account and Title
Imperial Pump Solutions, LLC									
1260	Imperial Pump Solutions, LLC	1658	Treatment Plant Pump	11/13/2024	23,458.05	23,458.05	12/17/2024		52-84-420 Ops Parts & Supplies
1260	Imperial Pump Solutions, LLC	1660	Treatment Plant Service	11/14/2024	1,165.40	1,165.40	12/17/2024		52-84-332 Repairs & Maintenance
1260	Imperial Pump Solutions, LLC	1661	Lift Station Services	11/14/2024	6,009.80	6,009.80	12/17/2024		52-82-332 Repairs & Maintenance
Jenkins Building Supply									
1310	Jenkins Building Supply	1054 NOV. 24	I Pad charger	11/30/2024	19.99	19.99	12/17/2024		51-80-332 Repairs & Maintenance
1310	Jenkins Building Supply	1054 NOV. 24	Shop Supplies	11/30/2024	47.27	47.27	12/17/2024		10-58-410 Shop Supplies
1310	Jenkins Building Supply	1054 NOV. 24	Snow Removal	11/30/2024	244.03	244.03	12/17/2024		10-54-334 Repairs & Maint. - Snow Rem
1310	Jenkins Building Supply	1054 NOV. 24	Batteries	11/30/2024	6.99	6.99	12/17/2024		10-58-330 Facilities - Town Hall R & M
1310	Jenkins Building Supply	1054 NOV. 24	Civic Center Repairs	11/30/2024	28.18	28.18	12/17/2024		10-58-332 Facilities - C.C. R & M
1310	Jenkins Building Supply	1054 NOV. 24	Lights	11/30/2024	113.29	113.29	12/17/2024		10-66-422 Christmas Light Expenses
Jorgensen Engineering									
1340	Jorgensen Engineering	55072	Administration	11/27/2024	1,670.50	1,670.50	12/17/2024		10-42-315 Professional Services
1340	Jorgensen Engineering	55072	Planning & Zoning Engineering	11/27/2024	2,304.35	2,304.35	12/17/2024		10-50-331 P & Z Legal & Professional
1340	Jorgensen Engineering	55072	AMI Radio Read Project	11/27/2024	3,582.50	3,582.50	12/17/2024		51-90-545 Radio Read Project
1340	Jorgensen Engineering	55072	AMI Radio Read Construction Ma	11/27/2024	508.75	508.75	12/17/2024		51-90-545 Radio Read Project
1340	Jorgensen Engineering	55072	Waste Field Operations	11/27/2024	33.00	33.00	12/17/2024		51-80-315 Professional Services
1340	Jorgensen Engineering	55072	Water Administration - Mega Well	11/27/2024	5,320.95	5,320.95	12/17/2024		51-42-315 Admin Professional Services
1340	Jorgensen Engineering	55072	Sewer Administration	11/27/2024	160.00	160.00	12/17/2024		52-42-315 Professional Services
1340	Jorgensen Engineering	55072	Waste Water Collections	11/27/2024	638.00	638.00	12/17/2024		52-82-315 Professional Services
1340	Jorgensen Engineering	55072	Waste Water Treatment Plant	11/27/2024	33.00	33.00	12/17/2024		52-82-315 Professional Services
1340	Jorgensen Engineering	55072	Waste Water Pre Treatment Plant	11/27/2024	12,411.20	12,411.20	12/17/2024		52-90-541 Pre-Treatment Project
1340	Jorgensen Engineering	55072	Water Administration	11/27/2024	2,378.89	2,378.89	12/17/2024		51-42-315 Admin Professional Services
Lincoln County Sheriff's Office									
1510	Lincoln County Sheriff's Office	CONTRACT 2	Contract For Law Enforcement Se	12/01/2024	65,000.00	65,000.00	12/17/2024		10-56-319 County Officer Contract & Co
1510	Lincoln County Sheriff's Office	DECEMBER 2	Communications	12/03/2024	606.50	606.50	12/17/2024		10-56-319 County Officer Contract & Co
Lincoln County Water Quality Lab									
1530	Lincoln County Water Quality Lab	17770-17734-1	Water Testing	11/26/2024	81.00	81.00	12/17/2024		51-80-320 Testing
Melvin Brewing Company, LLC									
1600	Melvin Brewing Company, LLC	2024.11.21	Refund for additional LL - Charge	11/21/2024	500.00	500.00	11/21/2024		10-32-110 Liquor License
Norco, Inc									
1680	Norco, Inc	0042259320	Cylinder Rent	11/30/2024	38.70	38.70	12/17/2024		10-58-410 Shop Supplies
One Call of Wyoming									
1700	One Call of Wyoming	73645	Locate Tickets	12/06/2024	39.75	39.75	12/17/2024		52-84-332 Repairs & Maintenance
RE Investment Company									
1780	RE Investment Company	380365 - NOV.	Christmas Lights	11/30/2024	497.25	497.25	12/17/2024		10-66-422 Christmas Light Expenses
Rhinehart Oil									
1810	Rhinehart Oil	11158 NOV. 20	51-96 Fuel	11/30/2024	255.91	255.91	12/17/2024		51-80-454 Fuel
1810	Rhinehart Oil	IN392878-24	Bulk Fuel	11/25/2024	538.93	538.93	12/17/2024		10-54-455 Fuel - Snow Removal
1810	Rhinehart Oil	P10002685 NO	Bulk Fuel	12/05/2024	1,315.26	1,315.26	12/17/2024		10-54-455 Fuel - Snow Removal

Town of Alpine

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Report dates: 11/20/2024-12/17/2024

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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Account and Title
Robert Wagner									
2860	Robert Wagner	NOV. 24 - P &	P & Z Mileage	11/30/2024	11.12	11.12	12/17/2024		10-50-397 P & Z Mileage
2860	Robert Wagner	NOV. 24 - P &	Sewer Miles	11/30/2024	102.51	102.51	12/17/2024		52-84-390 Travel/Educ./Training
Sanderson Law Office									
2870	Sanderson Law Office	5438	Legal Counsel Extra Services	11/19/2024	1,725.00	1,725.00	12/17/2024		10-50-331 P & Z Legal & Professional
2870	Sanderson Law Office	5465	Monthly Retainer	11/19/2024	2,600.00	2,600.00	12/17/2024		10-42-315 Professional Services
Silver Star Communications									
1940	Silver Star Communications	100556 NOV 2	Telephone and Internet	11/30/2024	321.85	321.85	12/10/2024		52-84-454 Utilities
1940	Silver Star Communications	307204 NOV 2	Telephone and Internet	11/30/2024	341.93	341.93	12/10/2024		10-42-340 Telephone/Fax
1940	Silver Star Communications	307204 NOV 2	Information Center Phone	11/30/2024	38.00	38.00	12/10/2024		10-52-452 Utilities
1940	Silver Star Communications	307204 NOV 2	Fire Alarm Civic Center	11/30/2024	48.89	48.89	12/10/2024		10-58-452 Facilities - C.C. Utilities
1940	Silver Star Communications	307204 NOV 2	Lift Station Internet	11/30/2024	91.07	91.07	12/10/2024		52-82-454 Utilities
1940	Silver Star Communications	307204 NOV 2	Shop Internet	11/30/2024	33.99	33.99	12/10/2024		10-58-454 Facilities - Shop Utilities
1940	Silver Star Communications	8100 NOV 24	Civic Center Internet	11/30/2024	233.74	233.74	12/10/2024		10-58-452 Facilities - C.C. Utilities
Teton Technology									
3670	Teton Technology	0919 - NOV. 24	IT-Services	11/30/2024	441.60	441.60	12/02/2024		10-58-335 Facilities Software and IT
3670	Teton Technology	0919 - NOV. 24	IT Services	11/30/2024	441.60	441.60	12/02/2024		10-50-335 P & Z IT
3670	Teton Technology	0919 - NOV. 24	IT-Services	11/30/2024	441.60	441.60	12/02/2024		10-42-335 Software and IT
3670	Teton Technology	0919 - NOV. 24	IT-Services	11/30/2024	441.60	441.60	12/02/2024		51-80-335 Software and IT
3670	Teton Technology	0919 - NOV. 24	IT-Services	11/30/2024	441.60	441.60	12/02/2024		52-84-335 Software and IT
3670	Teton Technology	41785	IT-Services	11/19/2024	74.25	74.25	12/11/2024		10-42-335 Software and IT
Thayne Senior Center									
2210	Thayne Senior Center	118853	Congregate Meals at Yankee Do	07/13/2024	3,700.00	3,700.00	12/17/2024		10-70-315 Business & Community Devel
USA Blue book									
2390	USA Blue book	INV00544387	FIOAT Switch Bracket Bushing	11/18/2024	22.76	22.76	12/17/2024		52-84-332 Repairs & Maintenance
Valley Auto Supply									
2450	Valley Auto Supply	1019 NOV. 24	Snow	11/30/2024	1,221.41	1,221.41	12/17/2024		10-54-334 Repairs & Maint. - Snow Rem
2450	Valley Auto Supply	1019 NOV. 24	Snow removal Maintenance	11/30/2024	100.00	100.00	12/17/2024		10-54-334 Repairs & Maint. - Snow Rem
2450	Valley Auto Supply	1019 NOV. 24	Ford 350	11/30/2024	559.92	559.92	12/17/2024		52-82-332 Repairs & Maintenance
2450	Valley Auto Supply	1019 NOV. 24	Battery Return Credit	11/30/2024	22.00-	22.00-	12/17/2024		52-82-332 Repairs & Maintenance
2450	Valley Auto Supply	1019 NOV. 24	Parks - Batteries	11/30/2024	540.50	540.50	12/17/2024		10-65-332 Parks Repairs & Maint.
2450	Valley Auto Supply	1019 NOV. 24	Ford 350	11/30/2024	79.87	79.87	12/17/2024		52-82-332 Repairs & Maintenance
Valley Wide Cooperative, Inc									
2480	Valley Wide Cooperative, Inc	114703 NOV. 2	Propane Service & Delivery	11/30/2024	892.91	892.91	12/17/2024		10-58-454 Facilities - Shop Utilities
2480	Valley Wide Cooperative, Inc	114703 NOV. 2	Lift Station Propane	11/30/2024	108.55	108.55	12/17/2024		52-82-454 Utilities
2480	Valley Wide Cooperative, Inc	114703 NOV. 2	Civic Center Propane	11/30/2024	864.97	864.97	12/17/2024		10-58-452 Facilities - C.C. Utilities
Water Dogs Irrigation									
2560	Water Dogs Irrigation	FINAL SUMME	Sprinkler Services	11/08/2024	1,060.00	1,060.00	12/17/2024		10-65-332 Parks Repairs & Maint.
Westbank Sanitation									
3530	Westbank Sanitation	NOV. 24 3022-	Shop - Waste Disposal	11/30/2024	290.47	290.47	12/17/2024		10-58-452 Facilities - C.C. Utilities

Town of Alpine

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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Account and Title
3530	Westbank Sanitation	NOV. 24 3022-	Town Hall Waste Disposal	11/30/2024	46.82	46.82	12/17/2024		10-58-450 Facilities - T.H. Utilities
3530	Westbank Sanitation	NOV. 24 3022-	Finance Charges	11/30/2024	6.44	6.44	12/17/2024		10-58-450 Facilities - T.H. Utilities
Western States Equipment									
2590	Western States Equipment	IN002998787	Generator	11/18/2024	62,737.06	62,737.06	12/17/2024		52-82-420 Ops Parts & Supplies
2590	Western States Equipment	IN003017735	42" AMI Blade	12/05/2024	5,552.69	5,552.69	12/17/2024		10-54-351 Snow Removal Equipment R
Wyoming Association of Rural Water Syst.									
2640	Wyoming Association of Rural Wa	19721	Membership	11/21/2024	495.00	495.00	12/17/2024		51-42-360 Dues & Memberships
Wyoming Game and Fish Department									
2720	Wyoming Game and Fish Depart	NOVEMBER 2	Fishing & Hunting License	11/30/2024	90.00	90.00	12/06/2024		10-52-451 Information Center COGS
Xerox Financial Services									
2820	Xerox Financial Services	6526180 NOV	Xerox Contract	11/30/2024	280.01	280.01	12/17/2024		10-42-345 Office Equipment
Xpress Bill Pay									
2880	Xpress Bill Pay	INV-XPR01915	Service - Maintenance - Support	11/30/2024	155.56	155.56	12/05/2024		52-42-370 Bank Charges
2880	Xpress Bill Pay	INV-XPR01915	Service - Maintenance - Support	11/30/2024	155.56	155.56	12/05/2024		51-42-370 Bank Charges
2880	Xpress Bill Pay	INV-XPR01915	Service - Maintenance - Support	11/30/2024	155.56	155.56	12/05/2024		10-42-370 Merchant Fees/Bank Charge
Xylem Water Solutions Usa, Inc									
2830	Xylem Water Solutions Usa, Inc	3556D52366	Parts & Supplies	11/22/2024	1,382.00	1,382.00	12/17/2024		52-84-420 Ops Parts & Supplies
Grand Totals:					328,434.45	328,434.45			

Dated: _____

Mayor: _____

Council: _____

Treasurer: _____

Town of Alpine

Payment Approval Report - Bills to Pay Report
Report dates: 11/20/2024-12/17/2024

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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Account and Title
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Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only paid invoices included.

Contract #: 245328

Entry Date: 11/26/2024 5:43:42 PM

Department: Wyoming Office of State Lands & Investments

Agency Contact: Pounds, Kaitamaria

Phone: 307-777-7453

Other Agency Contact: 307-777-7331

WYOMING ATTORNEY
GENERAL'S OFFICE

DEC 09 2024

Tyler M. Renner
APPROVED AS TO FORM

Client Comments: ARPA High Priority

Contractor/Vendor Name: Town of Alpine

Contract Title: ARPA Local Government Grant
1098 amendment 1

Contract Type: Amendment

Contract Amount: 37299.0000

Contract Effective Date:

Contract Expiration Date: 10/1/2026 12:00:00 AM

Status: Attorney Review Complete

RETURN VIA: Ink Signature - Pick-up

Assigned Attorney: Tyler Renner

ARPA GRANT LG-1098

**AMENDMENT ONE TO THE ARPA GRANT AGREEMENT BETWEEN
THE STATE OF WYOMING,
OFFICE OF STATE LANDS AND INVESTMENTS
AND
TOWN OF ALPINE**

1. **Parties.** This Amendment is made and entered into by and between the State of Wyoming, Office of State Lands and Investments (OSLI), whose address is 122 West 25th Street, Cheyenne, WY 82002, and Town of Alpine (Grantee), whose address is PO Box 3070, Alpine, WY 83128.
2. **Purpose of Amendment.** This Amendment shall constitute the first amendment to the Reimbursement Agreement between the OSLI and the Grantee. The purpose of this Amendment is to increase the total award amount by thirty seven thousand two hundred ninety nine dollars (\$37,299.00) for a total award of eight hundred eight thousand six hundred ninety nine dollars (\$808,699.00).

The original Agreement, dated August 9, 2023, required OSLI to disburse State and Local Fiscal Recovery Funds pursuant to the American Recovery Plan Act (ARPA) and 2022 Wyo. Sess. Laws Ch. 50 § 2(c), FN 17, for a total Agreement amount of seven hundred seventy one thousand four hundred dollars (\$771,400.00).

3. **Term of the Amendment.** This Amendment shall commence on upon the date the last required signature is affixed hereto (Effective Date), and shall remain in full force and effect through the term of the Agreement, as amended, unless terminated at an earlier date pursuant to the provisions of the Agreement, or pursuant to federal or state statute, rule or regulation.
4. **Amendments.**
 - A. The second sentence of Section 4(A) of the original Agreement is hereby amended to read as follows:

“The total payment under this Agreement shall not exceed eight hundred eight thousand six hundred ninety nine dollars (\$808,699.00).”
5. **Amended Responsibilities of the Grantee.** Responsibilities of the Grantee have not changed.
6. **Amended Responsibilities of the OSLI.** Responsibilities of the OSLI have not changed.

7. Special Provisions.

- A. Same Terms and Conditions.** With the exception of items explicitly delineated in this Amendment, all terms and conditions of the original Agreement, and any previous amendments, between the OSLI and the Grantee, including but not limited to sovereign immunity, shall remain unchanged and in full force and effect.
- B. Counterparts.** This Amendment may be executed in counterparts. Each counterpart, when executed and delivered, shall be deemed an original and all counterparts together shall constitute one and the same Amendment. Delivery by the Grantee of an originally signed counterpart of this Amendment by facsimile or PDF shall be followed up immediately by delivery of the originally signed counterpart to the OSLI.

8. General Provisions.

- A. Entirety of Agreement.** The original Agreement, consisting of eight (8) pages; Attachment A, consisting of sixteen (16) pages; and this Amendment One, consisting of three (3) pages, represent the entire and integrated agreement between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral.

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.

9. **Signatures.** The parties to this Amendment, through their duly authorized representatives, have executed this Amendment on the dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this Amendment.

The Effective Date of this Amendment is the date of the signature last affixed to this page.

OSLI:

State of Wyoming, Office of State Lands and Investments

Jason Crowder, Interim Director

Date

GRANTEE:

Town of Alpine

Signature

Date

Printed Name and Title

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM

Tyler M. Renner, Supervising Attorney General

Date

Contract #: 245364

Entry Date: 11/27/2024 10:59:19 AM

Department: Wyoming Office of State Lands & Investments

Agency Contact: Pounds, Kaitamaria

Phone: 307-777-7453

Other Agency Contact: 307-777-7331

WYOMING ATTORNEY
GENERAL'S OFFICE

DEC 09 2024

Tyler M. Renner
APPROVED AS TO FORM

Client Comments: ARPA High Priority

Contractor/Vendor Name: Town of Alpine

Contract Title: ARPA Water and Sewer Grant
1068 amendment 1

Contract Type: Grant Agreement - State

Contract Amount: 88676.0000

Contract Effective Date:

Contract Expiration Date: 10/1/2026 12:00:00 AM

Status: Attorney Review Complete

RETURN VIA: Ink Signature - Pick-up

Assigned Attorney: Tyler Renner

ARPA GRANT WS-1068

**AMENDMENT ONE TO THE ARPA GRANT AGREEMENT BETWEEN
THE STATE OF WYOMING,
OFFICE OF STATE LANDS AND INVESTMENTS
AND
TOWN OF ALPINE**

1. **Parties.** This Amendment is made and entered into by and between the State of Wyoming, Office of State Lands and Investments (OSLI), whose address is 122 West 25th Street, Cheyenne, WY 82002, and Town of Alpine (Grantee), whose address is PO Box 3070, Alpine, WY 83128.
2. **Purpose of Amendment.** This Amendment shall constitute the first amendment to the Reimbursement Agreement between the OSLI and the Grantee. The purpose of this Amendment is to increase the total award amount by eighty eight thousand six hundred seventy six dollars (\$88,676.00) for a total award of eight hundred thirty eight thousand six hundred seventy six dollars (\$838,676.00).

The original Agreement, dated May 22, 2023, required OSLI to disburse State and Local Fiscal Recovery Funds pursuant to the American Recovery Plan Act (ARPA) and 2022 Wyo. Sess. Laws Ch. 50 § 2(c), FN 18, for a total Agreement amount of seven hundred fifty thousand dollars (\$750,000.00).

3. **Term of the Amendment.** This Amendment shall commence on upon the date the last required signature is affixed hereto (Effective Date), and shall remain in full force and effect through the term of the Agreement, as amended, unless terminated at an earlier date pursuant to the provisions of the Agreement, or pursuant to federal or state statute, rule or regulation.
4. **Amendments.**
 - A. The second sentence of Section 4(A) of the original Agreement is hereby amended to read as follows:

“The total payment under this Agreement shall not exceed eight hundred thirty eight thousand six hundred seventy six dollars (\$838,676.00).”
5. **Amended Responsibilities of the Grantee.** Responsibilities of the Grantee have not changed.
6. **Amended Responsibilities of the OSLI.** Responsibilities of the OSLI have not changed.

7. Special Provisions.

- A. Same Terms and Conditions.** With the exception of items explicitly delineated in this Amendment, all terms and conditions of the original Agreement, and any previous amendments, between the OSLI and the Grantee, including but not limited to sovereign immunity, shall remain unchanged and in full force and effect.
- B. Counterparts.** This Amendment may be executed in counterparts. Each counterpart, when executed and delivered, shall be deemed an original and all counterparts together shall constitute one and the same Amendment. Delivery by the Grantee of an originally signed counterpart of this Amendment by facsimile or PDF shall be followed up immediately by delivery of the originally signed counterpart to the OSLI.

8. General Provisions.

- A. Entirety of Agreement.** The original Agreement, consisting of eight (8) pages; Attachment A, consisting of fifteen (15) pages; and this Amendment One, consisting of three (3) pages, represent the entire and integrated agreement between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral.

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.

9. **Signatures.** The parties to this Amendment, through their duly authorized representatives, have executed this Amendment on the dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this Amendment.

The Effective Date of this Amendment is the date of the signature last affixed to this page.

OSLI:

State of Wyoming, Office of State Lands and Investments

Jason Crowder, Interim Director

Date

GRANTEE:

Town of Alpine

Signature

Date

Mayor Eric Green
Printed Name and Title

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM

Tyler M. Renner, Supervising Attorney General

Date



To: Mayor Green
Town of Alpine

Date: December 11, 2024

Re: Town of Alpine Wastewater Pre-Treatment Plant Timeline

Mayor Green,

Below is a history and timeline of the Town of Alpine's Pretreatment Plant.

- 2015 Melvin Brewery starts operation
 - Brewery discharge upsets existing wastewater plant and adds sludge to the waste stream
- =====
- 2019 Town of Alpine received a grant from WBC for a pre-treatment plant
 - Cambrian Innovations was picked as the equipment supplier
 - Town Engineer, Rendezvous Engineering, was to design the pre-treatment plant
- =====
- 2020 a pandemic happened, and the design was supposed to be started
- =====
- 2021 Town of Alpine was pushing Rendezvous Engineer to complete the design
- =====
- 2022 State of Wyoming pushed Town of Alpine to get project under way or lose the grant
 - October concrete foundation drawings were provided by Rendezvous Engineer for bid
 - Bid drawings were incomplete and had to be supplemented
 - December the only bidder, started concrete foundation work
- =====
- 2023 Town of Alpine hired Jorgensen Associates to take over the Town Engineering while Rendezvous Engineer finished the pre-treatment building and plant design
 - Feb. 21st Jorgensen starts leading weekly design meetings
 - March 23rd prestressed foundation concrete drawings were finalized by Rendezvous Engineer for building foundation work that bid in October of '22
 - March 29th building drawings sent to State Fire Marshal by Rendezvous Engineer
 - April 5th process drawings sent to Wyoming DEQ by Rendezvous Engineer
 - April 19th building bid drawings advertised in 3-newspapers by Rendezvous Engineer
 - Bid Drawings provided to Town and Jorgensen were not complete
 - Complete(?) drawings provided to bidders 1-week later
 - Building bid date pushed back 2 more weeks to May 25th opening
 - May 12th Mayor of Alpine notifies Rendezvous Engineer to Stop Work on process piping design
 - May 18th Jorgensen continues to work with Cambrian Innovations on process piping design cost and bid document delivery date
 - June 30th Cambrian Innovations signs process piping proposal after Council's approval at June 15th meeting

- July - pre-treatment MBR equipment skid is supposed to arrive, doesn't arrive until November 27th
- October 13th Cambrian contracted to deliver process piping drawings. Drawings don't arrive until November 20th. Town receives \$500/day credit for non-deliverable
- December 12th – Precision Electrical brings to Jorgensen's attention Class-1 Division-2 electrical code requirement for entire building. Cambrian Innovation's MBR equipment skid and many other items are not Class-1 Division-2.
- December 29th – JVA Consulting clarifies a wall(s) needs to be erected or another building built to isolate the Screen to declassify the rest of the new building. By declassifying the rest of the building, the MBR equipment skid and many other pieces of equipment can stay as designed and purchased

=====

- Jan. 3, 2024 Jorgensen advertised for prequalification to bid process piping and called (3) different mechanical contractors. One contractor (Prospect Construction) requested information but no prequalification bids were submitted.
 - March 11th JVA Consulting provides drawings for a new Class-1 Div-2 Screen Room. March 16th KVA Consulting and Rendezvous Engineering provide their drawings for Screen Room
 - March 19th Process Piping public notice for bids is advertised in Star Valley Independent, Jackson Hole News & Guide and Idaho Falls Post Register
 - May 11th bid opening date and no bids are received
 - May 22nd Precision Electrical Services provides estimate for process piping and general contracting services
 - June 15th Council approves Precision Electrical Services estimate
 - July 11th Mayor signs contract with Precision Electrical Services. Substantial completion date listed as October 14, 2024
 - July 30th Cambrian acknowledges some equipment hasn't been ordered and will not be delivered until late October.
 - August 15th Town and JL Concrete & Construction accept building construction
 - November 5th Town staff leak test underground tanks and both failed
 - November 7th Cambrian identifies 10-missing items they are responsible for and 60-items Precision is responsible for. Delivery dates are uncertain as of today.
 - November 19th Precision publishes a revised schedule that shows a completion date of January 17, 2025
 - November 20th Aeration Tank is sealed and passed leak test. JL Concrete starts working on sealing Equalization tank December 1st.

=====

- January 16, 2025 KVA Consulting to visit site and create a punch list
 - January 17th Precision plans on finishing process piping and general construction
 - January 20th Cambrian to start commissioning and start-up
 - February 3rd Schwing Bioset to provide training to Town Staff on screw press and screen
 - February 10th Jorgensen to start getting engineers of record certificates of completion memos and to Wyoming DEQ for completion notification

Note: Completion Date is still to be determined due to outstanding part deliveries from Cambrian and Precision's mechanical contractor.

Town of Alpine Monthly Engineer's Report

Meeting Date: December 17, 2024
Submitted By: Kevin Meagher, Project Manager
Prepared On: December 12, 2024

Summary of Tasks

Water Fund:

1. AMI Radio Read Project:
 - Notice to Proceed has been issued.
 - A change order has been proposed to minimize impacts on customer homes/siding to be reviewed at this Town Council meeting.
 - Material ordering is underway. Some materials are dependent on change order.
 - Pre-con meeting to be scheduled prior to first installations. Schedule submission from Core and Main forthcoming.
2. Development Reviews:
 - No new developments reviewed this month
 - Water and Sewer ordinance revision process is starting for fees and installation standards
 - Water/Sewer Standard Details revised, Road Standards and details being developed
3. Water Study – Midwest Assistance Program (MAP) said they would provide their water study to the Town this month.
4. Generator Grant – MAP provided the Town with a grant that might fund the cost of the 300kW generator for the Grays River Wells

Sewer Fund:

1. Sewer and Water Geographical Information System (G.I.S.) –MAP provided staff orientation last month and the GIS system is operational

Pre-Treatment Plant Update:

1. Building construction:

- One underground tank was sealed and the second tank is currently being sealed by general contractor as a warranty item
- Generator was started-up and is ready for operation
- General contractor to install snow guards on roof to protect new ventilation equipment

2. Process Piping Systems construction:

- Process piping substantial completion is now scheduled for January 17, 2025. Leaking underground tanks and some missing parts from Cambrian have affected this date.
- Process integration and start-up is scheduled for January 15th.
- KVA Consulting to visit site for final review and punch list January 16th
- Plant turn-over is expected to be in February
- Weekly construction meetings continue
- Upcoming change orders for review are;
 - (4) Variable frequency drives – Cost TBD – excluded by Cambrian in 2021 and not picked up by JVA Consultants in 2024
 - 6" By-Pass valve requested by WWTP Staff – Cost TBD – bypass valve will allow Staff to service one tank while keeping the rest of plant operational
 - Screen compactor and automatic bagger – Cost TBD – requested by WWTP Staff for waste removal system that is consistent with existing Head Works system

Miscellaneous Items;

- 1) Portable sewer lift station generator was delivered last month. CAT Service had issues with start-up and is working on getting it operational now

Change Order**No. 1**

Date of Issuance: 11-11-2024

Effective Date: 11-11-2024

Project: Town of Alpine AMI Project	Owner: Town of Alpine	Owner's Contract No.: N/A
Contract: Town of Alpine AMI	Date of Contract: August 22, 2024	
Contractor: Core & Main	Engineer's Project No.: 23001	

The Contract Documents are modified as follows upon execution of this Change Order:**Description:**

This change order addresses the specification change for interior meters of 1" and below, replacing the integrated register and exterior AMI antenna with a standalone register and exterior AMI endpoint. The revision is intended to minimize the impact on resident homes by reducing the size of the entry hole required for hardware installation, thereby lessening potential impact to exterior siding and other surfaces.

Attachments (list documents supporting change):

Updated Core & Main Bid Form.

CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$575,985.46

[Increase] [Decrease] from previously approved Change Orders No. _____ to No. _____:

\$ N/A

Contract Price prior to this Change Order:

\$575,985.46

(Increase) [Decrease] of this Change Order:

\$3,220.88

Contract Price incorporating this Change Order:

\$579,206.34

CHANGE IN CONTRACT TIMES:Original Contract Times: ☐ Working days ☐ Calendar days

Substantial completion (days or date): _____

Ready for final payment (days or date): _____

[Increase] [Decrease] from previously approved Change Orders No. _____ to No. _____:

Substantial completion (days): _____

Ready for final payment (days): _____

Contract Times prior to this Change Order:

Substantial completion (days or date): _____

Ready for final payment (days or date): _____

[Increase] [Decrease] of this Change Order:

Substantial completion (days or date): _____

Ready for final payment (days or date): _____

Contract Times with all approved Change Orders:

Substantial completion (days or date): _____

Ready for final payment (days or date): _____

RECOMMENDED:

By: [Signature]
Engineer (Authorized Signature)

Date: 11/11/2024

Approved by Funding Agency (if applicable): _____

ACCEPTED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: _____
Contractor (Authorized Signature)

Date: _____

Date: _____

Change Order

Instructions

A. GENERAL INFORMATION

This document was developed to provide a uniform format for handling contract changes that affect Contract Price or Contract Times. Changes that have been initiated by a Work Change Directive must be incorporated into a subsequent Change Order if they affect Price or Times.

Changes that affect Contract Price or Contract Times should be promptly covered by a Change Order. The practice of accumulating Change Orders to reduce the administrative burden may lead to unnecessary disputes.

If Milestones have been listed in the Agreement, any effect of a Change Order thereon should be addressed.

For supplemental instructions and minor changes not involving a change in the Contract Price or Contract Times, a Field Order should be used.

B. COMPLETING THE CHANGE ORDER FORM

Engineer normally initiates the form, including a description of the changes involved and attachments based upon documents and proposals submitted by Contractor, or requests from Owner, or both.

Once Engineer has completed and signed the form, all copies should be sent to Owner or Contractor for approval, depending on whether the Change Order is a true order to the Contractor or the formalization of a negotiated agreement for a previously performed change. After approval by one contracting party, all copies should be sent to the other party for approval. Engineer should make distribution of executed copies after approval by both parties.

If a change only applies to price or to times, cross out the part of the tabulation that does not apply.

Town of Alpine AMI Project
Core and Main Construction Bid Tabulation
Change Order No. 1

Section 8, Itema.

Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Amount
1	MOBILIZATION AND BONDS	LS	1	\$ 4,595.00	\$ 4,595.00
2	TEMPORARY FACILITIES	LS	1	\$ -	\$ -
3	TRAFFIC CONTROL	LS	1	\$ -	\$ -
4	SUBMITTALS/SCHEDULING	LS	1	\$ -	\$ -
5	FORCE ACCOUNT	FA	1	\$ -	\$ -
6	TOWN SHOP DATA COLLECTOR	EA	1	\$ 40,935.35	\$ 40,935.35
7	FERRY PEAK PARK DATA COLLECTOR	EA	1	\$ 40,935.35	\$ 40,935.35
8	AMI SYSTEM INTEGRATION	LS	1	\$ 16,787.44	\$ 16,787.44
9	EXPLORATORY EXCAVATION	HR	45	\$ 247.06	\$ 11,117.70
10	6" CRUSHED BASE GRADING W	SY	465	\$ 51.25	\$ 23,831.25
11	SEEDING	SF	3800	\$ 0.90	\$ 3,420.00
12	SOD	SF	3800	\$ 0.90	\$ 3,420.00
13	4" METER VAULT	EA	3	\$ 17,590.69	\$ 52,772.07
14	3" METER VAULT	EA	1	\$ 17,308.23	\$ 17,308.23
15	1 1/2" TO 2" METER VAULT	EA	7	\$ 10,056.28	\$ 70,393.96
16	4" EXTERIOR METER (NEW INSTALL)	EA	2	\$ 3,149.08	\$ 6,298.16
17	AMI ENDPOINT, WALL UNIT	EA	196	\$ 569.17	\$ 111,557.32
20	5/8" OR 3/4" STANDALONE ENCODER REGISTER (RETROFIT FOR INTERIOR ONLY)	EA	28	\$ 458.08	\$ 12,826.24
22	1" STANDALONE ENCODER REGISTER (RETROFIT FOR INTERIOR ONLY)	EA	17	\$ 458.08	\$ 7,787.36
23	1 1/2" INTEGRATED ENCODER REGISTER (RETROFIT ONLY)	EA	2	\$ 471.27	\$ 942.54
24	2" INTEGRATED ENCODER REGISTER (RETROFIT ONLY)	EA	12	\$ 471.91	\$ 5,662.92
26	REPLACE 5/8" OR 3/4" EXISTING METER WITH 3/4" METER, INTERIOR (REPLACE ONLY)	EA	62	\$ 745.03	\$ 46,191.86

Town of Alpine AMI Project
Core and Main Construction Bid Tab
Change Order No. 1

Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Amount
28	REPLACE 1" EXISTING METER WITH 1" METER, INTERIOR (REPLACE ONLY)	EA	86	\$ 796.14	\$ 68,468.04
29	REPLACE 1 1/2" EXISTING METER WITH 1 1/2" METER (REPLACE ONLY)	EA	3	\$ 1,011.50	\$ 3,034.50
30	REPLACE 2" EXISTING METER WITH 2" METER (REPLACE ONLY)	EA	7	\$ 1,272.44	\$ 8,907.08
31	REPLACE 3" EXISTING METER WITH 3" METER (REPLACE ONLY)	EA	1	\$ 443.19	\$ 443.19
32	REPLACE 4" EXISTING METER WITH 4" METER (REPLACE ONLY)	EA	1	\$ 3,149.08	\$ 3,149.08
34	AMI ANTENNA, CONNECT TO EXTERIOR METER 1 1/2" TO 4"	EA	19	\$ 276.58	\$ 5,255.02
35	AMI ANTENNA, CONNECT TO INTERIOR METER	EA	9	\$ 542.34	\$ 4,881.06
37	AMI COMPATABLE METER VAULT LID CONVERSION	EA	13	\$ 168.54	\$ 2,191.02
38	3" SERVICE LINE, HDPE, BURIED	LF	20	\$ 81.95	\$ 1,639.00
39	4" SERVICE LINE, HDPE, BURIED	LF	60	\$ 74.26	\$ 4,455.60
Total of All Unit Price Bid Items					\$ 579,206.34

RENEWAL OF LIQUOR LICENSE OR PERMIT APPLICATION

FOR LIQUOR DIVISION USE ONLY

Section 8, Itemc.

Customer #: H1556

Trf from:

Reviewer: Initials

Date

Agent:

/ /

Mgr:

/ /

To be completed by City / Town / County ClerkLocal License #: RLL-10

License

Fees

Annual Fee: **\$750.00**Date filed with clerk: 09 / 24 / 2024

Prorated Fee: \$ _____

Advertising Dates: (2 Consecutive Weeks Prior to Hearing)

Transfer Fee: \$ _____

10/30/2024 & 11/06/2024

Publishing Fee: \$ _____

Public Hearing Date: 11 / 19 / 2024Publishing Fee Direct Billed to Applicant: ☒

License Term:

1/1/2025

Through

12/31/2025

Month

Day

Year

Month

Day

Year

LICENSING AUTHORITY: Begin publishing promptly. As W.S. 12-4-104(d) specifies: **NO LICENSING AUTHORITY SHALL APPROVE OR DENY THE APPLICATION UNTIL THE LIQUOR DIVISION HAS CERTIFIED THE APPLICATION IS COMPLETE.**

Applicant (Business Name): DRIFTWOOD PIZZA LLCDoing Business As (DBA) / Trade Name: DRIFTWOOD PIZZERIABuilding to be licensed / Building Address: 170 S HWY 89ALPINE, WY 83128 LINCOLNLocal Mailing Address: PO BOX 3102ALPINE, WY 83128Local Business Telephone Number: (307) 654-5050

Fax Number:

Business E-Mail Address: realdriftwoodpizzeria@gmail.comBusiness Primary Contact: Michael

First Name

Fisher

Last Name

FILING IN:

TOWN OF ALPINE

FILING AS:

LIMITED LIABILITY COMPANY (LLC)TYPE OF LICENSE OR PERMIT: RESTAURANT LIQUOR LICENSE

RETAIL LIQUOR LICENSE HOLDERS ONLY: PRIMARY BUSINESS TYPE (CHOOSE ONLY ONE)

☐ ON-PREMISE BAR | ☐ OFF-PREMISE PACKAGE STORE | ☐ ON & OFF PREMISE BAR & PACKAGE STORE

SPECIAL STATUTORY DESIGNATIONS (NONE IF BLANK)

OPERATIONAL STATUS (To Assist the Liquor Division with scheduling inspections (W.S. 12-1-101(a)(xxi) / 12-2-301(c) / 12-4-103(a)(iv)))

☒ FULL TIME

MONTHS OF OPERATION

from Jan to Dec ☒ All Year (Jan-Dec)☐ SEASONAL

DAYS OF WEEK OF OPERATION:

from Tues to Sun ☐ Every Day (Mon-Sun)☐ NON-OPERATIONAL / PARKED

HOURS OF OPERATION

from 11:30 to 8:00 ☐ 24 Hours a Day**ALL APPLICANTS MUST COMPLETE QUESTIONS 1-3****1. BUILDING OWNERSHIP: W.S. 12-4-103(a)(iii)**

Does the Applicant own or lease the licensed building?

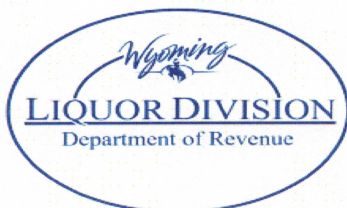
(a) The Applicant **OWNS** the licensed building.☐ YES (own)(b) The Applicant **LEASES** the licensed building.☒ YES (lease)

(c) The Lease is current and on file with the licensing authority and Liquor Division.

☒ YES ☐ NO

If the building is leased and the lease is not current, please submit a copy of the lease and indicate:

(i) Lease term expiration date; located on page 1 paragraph 1 - Amendment**Note:** The lease term **MUST** continue at least through the term of the liquor license or permit(ii) **Sales** provision for alcoholic or malt beverages; located, on page 5 paragraph 8 - original**Note:** The lease **MUST** contain a provision for **SALE OF ALCOHOLIC or MALT BEVERAGES.**



6601 Campstool Road, Cheyenne, Wyoming 82002

Friday, December 6, 2024

**TOWN OF ALPINE
250 RIVER CIRCLE
ALPINE, WY 83128**

SALES TAX RELEASE NOTICE

RE: License Holder: DRIFTWOOD PIZZA LLC

D/B/A: DRIFTWOOD PIZZERIA

Hold Release: 12/4/2024.

Pursuant to W.S. 12-2-306, the Liquor Division has received certification from the Wyoming Department of Revenue, Excise Tax Division of sales tax hold release for the liquor license holder named above.

Please note that the resumption of liquor purchasing privileges does not affect any other actions pending against the licensee. Before resuming retail sales the licensee must clear any actions taken by licensing authority.

If you have further questions, please feel free to contact us.

Sincerely,

Jason Allen
Compliance Manager
Phone: (307) 777-6453
Email: jason.allen@wyo.gov
Fax: (307) 777-6255

Scott Humble
Compliance Agent
Phone: (307) 777-7233
Email: scott.humble@wyo.gov
Fax: (307) 777-6255

Update	For Liquor Division Only	
	Entered by:	Date Entered:
Encompass		/ /
Spreadsheet		/ /
License Holder		/ /
Licensing Authority		/ /
Email		/ /



TOWN OF ALPINE
EVENT APPLICATION/PERMIT

This Town of Alpine Special Events Application is required for any Special Event
that is held on the Town of Alpine Property

PURSUANT TO THE WYOMING GOVERNMENTAL CLAIMS ACT W.S. §1-39-101 et. seq. - THE TOWN OF ALPINE,
WYOMING, SHALL NOT BE LIABLE FOR ANY LOSS OR INJURY THAT MAY OCCUR TO PERSONS OR PROPERTY
CAUSED BY EVENT PROMOTORS, VENDORS, PUBLIC, AND PARTICIPANTS

Application Date	12/9/2024
Event Name	WIND RIVER YOUTH SNOWCROSS
Event Date	1/31/25 2/1/25
Event Hours	8:00 Am To 5:00 PM
Event Summary	YOUTH SNOWCROSS
Location of Event	TOWN LOTS ON BUFFALO DR.
Attach a Map of the Event Area	

Use the following legend to label your event map: *Tents (T), *Food Vendor (FV), *Alcohol Vendor (AV), Other Beverage Vendors (BV), Portable Toilets (PT), Hand Washing (HW), Stages or Amplified Sound (SO), Garbage Receptacles (G), Recycling Receptacles (RR), Retail Merchants (RM), Security (S), Fire Lane (FL), Fire Extinguishers (FE), First Aid Station (FA), Barricades (B), Electricity/Generators (E), Trailer/Vehicle Storage (TL), Car Parking (CP), Bike Parking (BP), Entry Gates (EG), Bleachers (BL). **If there are multiple venues for this event a site map will need to be included for each location!**

Number of Planned Attendees per Day	100
-------------------------------------	-----

Sponsoring Person or Organization	PINEDALE SNOEXPLORERS + TOP OF THE ROCKIES
Sponsoring Contact Information	T.O.R. PRESIDENT
Name	ALEX SINCLAIR
Address	
Contact Phone Number	367-690-5844
E-Mail Address	sinclaircrf@gmail.com

Set-Up Date	1/25/25	Set-Up Time	8:00 Am
Clean-Up Date	2/1/25	Clean-Up Time	5:00 Pm

Where will event start	BUFFALO DR.
Responsible Party	T.O.R.
Where does the event terminate	BUFFALO DR.
Responsible Party	T.O.R.

Identify the Travel Route	
---------------------------	--

Identify Parking Area	CLEARED AREA ON LOT
Parking Capacity	25 VEHICLES
Number of Attendants	15
Names and Contact Information for Attendants	



EVENT DETAILS

Staffing

How many people will be working at the event?

Staff:

Volunteers: 15

Independent Contractors:

Security:

Vendors:

Admission Fee

Will you be charging an admission fee?

☒ No☐ Yes**Amplified Sound**

Will your event have any amplified sound/music?

☐ No☒ Yes

If you answered yes indicate the start and end time(s). 8:00 AM - 5:00 PM

Food

Will food and/or beverages (including alcohol) of any type be served at this event?

☒ No☐ Yes

If you answered "Yes", you would need to contact the Wyoming Department of Agriculture for any permits needed to serve food.

Describe the food and/or beverage services offered:

Will Mobile Food Preparation Vehicles (Food Trucks) of any type be used at this event?

☒ No☐ Yes

If you answered "Yes", each food truck participating will need to comply with the requirements of the International Fire Code and/or State of Wyoming food truck requirements.

Insurance/Bond

Is this event insured?

☐ No☒ Yes

Details of the insurance/bond will need to be provided.

TEIGLER INSURANCE
PINEDALE WY.

I have read and understand the Standard Conditions for the Events. I have answered all the questions in the application truthfully and to the best of my knowledge.

Signature

Print Name

Health & Sanitation

Describe the sanitation facilities to be used including the location and number of trash receptacles and toilets. ADA units may be required.

PORTABLE TOILETS.
Include the name/number of personnel responsible for maintenance and cleanup.**Alcohol**

Will alcohol be served at this event?

☒ No☐ Yes

If you answered "Yes", you would need to check with the Alpine Town Clerk for any alcohol permit requirements.

Describe the plan for alcoholic beverage service and a name and phone number of the person responsible.

Security

Describe plans for security for the event and name and phone number of the person responsible.

Animals

Are animals of any kind involved in this event?

☒ No☐ Yes

If yes, will the animals be allowed to mingle with the attendees (includes dogs, horses, etc.)

☒ No☐ Yes

Please describe any other pertinent details of this event not previously covered (i.e. live band, helicopter landing, etc.)

Emergency Services

Are Fire/Rescue and/or Medical Services needed for this event?

☐ No☒ YesIf you answered yes, then **YOU** are responsible to secure contracts with the appropriate agencies to obtain approval. Payment for all services will be your sole responsibility.EMS WILL BE ON STANDBY BUT
NOT REQUIRED ON SITE BY
INSURANCE

12/7/24

Date

Title

Web AppBuilder for ArcGIS



Date: 1/3/2024 © Lincoln County

- ☐ Major Rivers/Streams

☐ Township & Range Lines

☐ Section Lines
- ☒ Major Water Bodies

☐ Municipal Roads

☒ US Highways
- ☐ WY Highways

☐ County Roads

☐ Other Named Roads
- ☒ Municipal Boundaries

☐ Parcels (Approximate)

This map is made possible through a joint effort of the
Offices of Lincoln County Planning & Zoning and the
Assessor's Office. This map is for locational and
informational purposes only. No depiction should be
construed to be an official survey of land. Accuracy of
data contained or depicted is neither warranted nor
assumed. Always contact a qualified surveyor for
confirmation of property boundaries.



**TOWN OF ALPINE
ORDINANCE NO. 2024-009
LAND USE & DEVELOPMENT CODE**

AN ORDINANCE REPEALING ORDINANCE 303 NO. 2023-03, WHICH ADOPTED THE 2023 LAND USE & DEVELOPMENT CODE, AND ENACTING THE 2024 ALPINE, WY LAND USE & DEVELOPMENT CODE:

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF ALPINE, WYOMING, IN A REGULARLY SCHEDULED SESSION AS FOLLOWS:

SECTION I.

The 2024 Alpine Land Use and Development Code, attached hereto and incorporated herein, shall be adopted in its entirety, replacing the current 2023 Land Use and Development Code.

SECTION II.

Ordinance 303 No. 2023-03 adopting the 2023 Land Use & Development Code of the Town of Alpine and all amendments thereto is hereby repealed. All ordinances or parts of ordinances in conflict with the provisions of the ordinance are hereby repealed.

SECTION III.

This ordinance shall take effect immediately upon its passage during the third and final reading.

Passed First Reading on the 15th day of October 2024.

VOTE: 5 YES, 0 NO, 0 ABSTAIN, 0 ABSENT

Passed Second Reading on the 17th day of December 2024.

VOTE: YES, NO, ABSTAIN, ABSENT

Passed on Third and Final Reading on the 21st day of January 2025.

VOTE: YES, NO, ABSTAIN, ABSENT

TOWN OF ALPINE

Eric Green, Mayor of Alpine

ATTEST:

Monica L. Chenault, Clerk / Treasurer

ATTESTATION OF THE TOWN CLERK

STATE OF WYOMING)
COUNTY OF LINCOLN)
TOWN OF ALPINE)

I hereby certify that the forgoing Ordinance No. 2024-009 shall be duly posted for ten (10) days in the Town Office.

I further certify that the foregoing Ordinance will be posted on the Town website in final form, upon its passing and approved by the Town Council as soon as is practicable.

I further certify that the forgoing Ordinance was duly recorded in the BOOK OF ORDINANCES VI, TOWN OF ALPINE, LINCOLN COUNTY, WYOMING.

ATTEST:

Monica L. Chenault Clerk / Treasurer

PART 1 - GENERAL PROVISIONS

ARTICLE 1.1 ADMINISTRATION

Section 1-101. Title

This ordinance shall be known, cited, and referred to as the Land Use and Development Code of the Town of Alpine, Wyoming, or the Alpine Land Use and Development Code.

Section 1-102. Intent

The procedures, regulations, and development standards contained within the Land Use and Development Code have been established to protect and promote the public health, safety, and welfare of the people

PART 2 - PROCEDURES

ARTICLE 2.1 GENERAL PROVISIONS

Section 2-101. Purpose

Part 2 of the Alpine Land Use and Development Code outlines the procedures for filing and processing applications for the development of lands in the Town of Alpine. These procedures are intended to establish a consistent and transparent process for the evaluation and approval of applications for land subdivisions, land use plan amendments, planned unit development projects, zone changes, variances, as well as building and sign permits.

The process of reviewing private and public land use proposals is the method used by the Town of Alpine to:

- (a) Ensure the public health, safety, and welfare of Town residents; and
- (b) Evaluate the consistency of proposed land uses with the community land use plan contained in the Town of Alpine Municipal Master Plan.

ARTICLE 2.2 GENERAL DEVELOPMENT REVIEW AND APPROVAL PROCESS

Section 2-201. General Requirements

- (a) No development or construction activity is permitted until all applicable development approvals are issued by the Town of Alpine in accordance with Part 2 of the Alpine Land Use and Development Code. If a property is to be annexed into the incorporated boundaries of the Town a planned unit development concept with zone identification is required to accompany the annexation petition/application.
- (b) Development approvals are required for all development projects to ensure compliance with codes and standards adopted by the Town of Alpine, as well as consistency with the Town of Alpine Municipal Master Plan. All annexation petition/applications will be reviewed for consistency with the Town of Alpine Master Plan.
- (c) Any development on a parcel and/or a piece of land that is larger than one (1) acre will be required to follow the planned unit development process. Development approvals are required for all development projects to ensure compliance with codes and standards adopted by the Town of Alpine, as well as consistency with the Town of Alpine Municipal Master Plan. All annexation petition/applications will be reviewed for consistency with the Town of Alpine Master Plan.

- (d) General land use application requirements are summarized in Table 2-1 and described more fully in later sections of Part 2.
- (e) Decisions by the Alpine Planning and Zoning Commission, Alpine Board of Adjustments, and Alpine Town Council concerning applications for land use plan map amendments, planned unit developments, zone changes, variances, subdivisions, buildings, and signs shall be transmitted to applicants in writing. Approvals may contain specific stipulations or conditions which modify the original application. Denials of any application shall be accompanied with documentation of the rationale used by the Alpine Planning and Zoning Commission, Alpine Board of Adjustments, and/or the Alpine Town Council to make its determination.
- (f) Any construction activity shall be subject to inspections by the Town of Alpine Building Official, or its designated representative, until the Certificate of Occupancy or Certificate of Completion has been issued.
- (g) All completed land use permit applications must contain documented approval of the landowner(s) of the subject property.
- (h) **If the property is located in an established subdivision, with an active architectural review committee and/or homeowner association, project approval shall accompany the permit application.**
- (j) Upon inspection and final approval of all construction that is authorized via municipal building permits, the Town of Alpine shall issue a Certificate of Occupancy to the owner(s).
- (k) No new building shall be used or occupied until a Certificate of Occupancy and/or a Temporary Certificate of Occupancy has been issued by the Town of Alpine.

TABLE 2-1 LAND USE DEVELOPMENT APPLICATION REQUIREMENTS TOWN OF ALPINE					
<i>Land Use Permit</i>	<i>Information Accompanying Application Form</i>	<i>Public Hearing</i>	<i>Notice Prior to Public Hearing</i>	<i>Decision Process</i>	<i>Appeals</i>
Land Use Plan Amendment	Rationale for plan amendment; proposed changes in land use plan map designations	Planning and Zoning Commission	30 days	Planning and Zoning Commission makes recommendation to Town Council for final action	District Court as outlined in Part 5
Planned Unit Development	Conceptual site plan of proposed land use development; proposed changes in zoning designations; legal property description; authorization of landowner	Planning and Zoning Commission	30 days	Planning and Zoning Commission makes recommendation to Town Council for final action	District Court as outlined in Part 5
Zone Change	Conceptual site plan of proposed land use development; proposed changes in zoning designations; legal property description;	Planning and Zoning Commission	30 days	Planning and Zoning Commission makes recommendation to Town Council for final action	District Court as outlined in Part 5

	authorization of landowner				
Variance	Plot plan, description and rationale for deviation from ordinance	Board of Adjustment	30 days	Board of Adjustment makes final decision.	Town Council
Subdivision Approval	Generally, include master plan report, preliminary plat, and final plat drawings. But variable requirements for simple, minor and major subdivisions.	Planning and Zoning Commission	30 days	Planning and Zoning Commission makes recommendation to Town Council for final action	District Court as outlined in Part 5

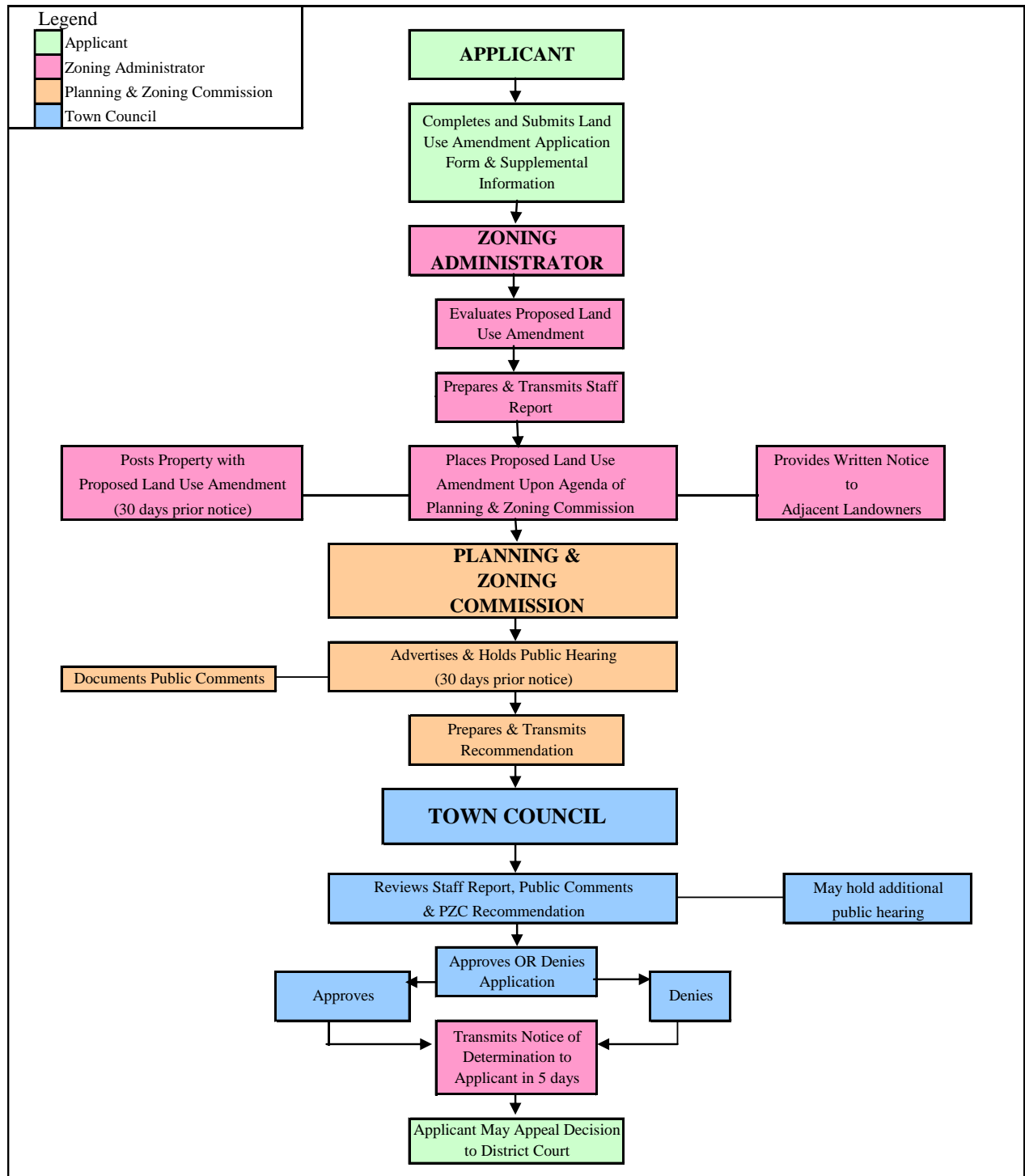
- (l) The Alpine Town Clerk and/or their representative shall not issue a business license to any business being conducted in any building or temporary structure (constructed or placed after the effective date of the ordinance) that does not comply with any provision of the Alpine Land Use and Development Code.

Section 2-202. General Evaluation Criteria

- (a) The development review process shall generally involve the Town of Alpine's consideration and evaluation of, at least, the following issues:
- (1) Consistency of proposed land uses with the community land use plan map contained in the Alpine Municipal Master Plan.
 - (2) Consistency of proposed land uses to permit uses, minimum lot sizes, densities, and accessory uses outlined in the Alpine Zoning Ordinance (Part 3) and related Alpine Zoning Map.
 - (3) Potential project stipulations or conditions for a land use plan map amendment, zone change, variance or subdivision that may be required to ensure the compatibility of the project with adjacent land uses and protect the health, safety, and welfare of the general public.
 - (4) Long-term operation and maintenance of subdivisions, multi-use residential complexes, community facilities, public facilities, and on-site amenities.
 - (5) Conformance of proposed buildings and structures to required building setbacks, building heights, and signage limitations outlined in the Alpine Land Use and Development Code.
 - (6) Conformance of proposed buildings and structures to building code requirements adopted by the Town of Alpine and outlined in Parts 3 and 4 of the Alpine Land Use and Development Code.
 - (7) Conformance of proposed land uses to vehicular parking requirements outlined in Parts 3 and 4 of the Alpine Land Use and Development Code.
 - (8) Connection of primary structures to municipal water and sewer systems.
 - (9) Conformance of proposed site development to onsite drainage, snow storage and landscaping requirements outlined in Parts 3 and 4 of the Alpine Land Use and Development Code.

Section 2-203. Land Use Plan Amendment Process

- (a) A proposed amendment to the adopted community land use plan map contained within the Alpine Municipal Master Plan may be initiated by the Alpine Planning and Zoning Commission, Alpine Town Council, or other residents of the Town of Alpine, (Figure 2-1).
- (b) Applicants must complete a land use amendment form that shall request, at least, the following information:
 - (1) Name, address, telephone number, e-mail address, and fax number of the applicant.
 - (2) Proposed changes in land use plan map designations.
 - (3) Rationale for the proposed land use amendment.
 - (4) A scaled illustration depicting the location of the proposed land use amendment.
- (c) The Zoning Administrator shall evaluate the merits, disadvantages, and potential impacts of the proposed land use amendment upon community residents, municipal infrastructure, community land use relationships, and the economy of Alpine. Subsequently, the Zoning Administrator shall prepare and transmit a documented staff report containing these analyses and related recommendations to the Alpine Planning and Zoning Commission.
- (d) The Zoning Administrator shall as soon as practical, place the proposed land use amendment upon the agenda of the Alpine Planning and Zoning Commission.
- (e) Before any decision is reached by the Alpine Planning and Zoning Commission.
 - (1) The Zoning Administrator shall post a copy of the proposed land use amendment upon the property where the zone change is requested. This public notice shall be made, at least, thirty (30) days before the proposed land use amendment is considered publicly by the Alpine Planning and Zoning Commission.



Town of Alpine Land Use & Development Code

Land Use Plan Amendment Process

Prepared by: Pedersen Planning Consultants
P.O. Box 66, Encampment, WY, 82325 Tel: 307-327-5434
Website: www.pedersenplanning.com

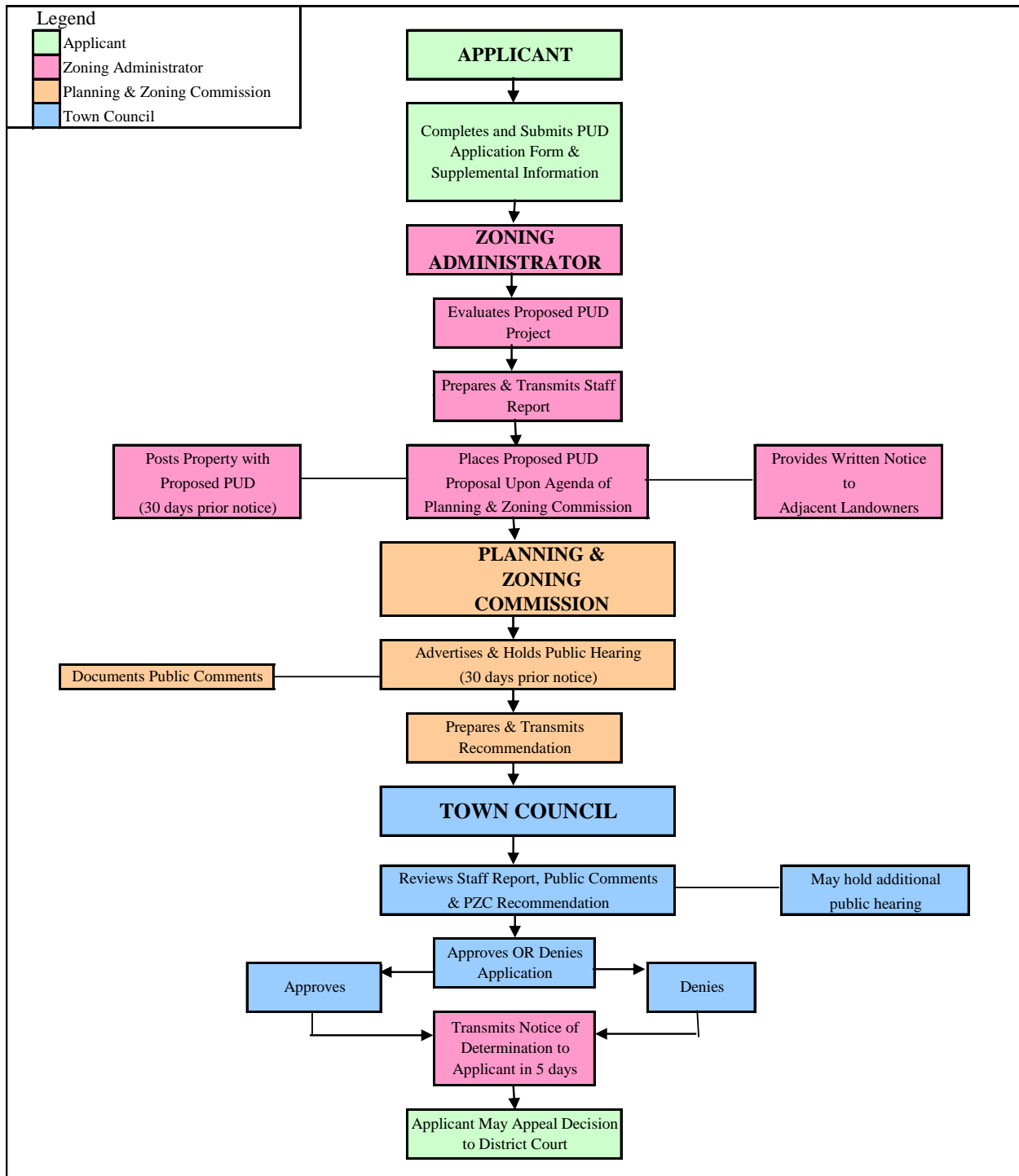
Town of Alpine Land Use and Development Code
Figure 2-1

AMENDED CHANGES – November 2024
CHANGES MADE AT 9/24/24 WORKSHOP = PROPOSED 2024 LUDC DRAFT CHANGES

- (2) The Zoning Administrator shall provide written notice to all owners of property within five hundred (500) feet of the property or properties under consideration for a land use amendment. The written notice shall also include the date, time, and place when the proposed land use amendment will be considered by the Alpine Planning and Zoning Commission.
- (3) The Alpine Planning and Zoning Commission shall hold one (1) public hearing at a public facility within the Town of Alpine. Town residents and the general public shall receive at least thirty (30) days' notice of the public hearing. Public notice shall be advertised in one (1) newspaper of general circulation throughout Lincoln County. Public comments received during the meeting shall be documented for subsequent reference during the land use plan amendment process.
- (f) Upon consideration of a staff report from the Zoning Administrator for public comment, the Alpine Planning and Zoning Commission shall make a written recommendation to the Alpine Town Council. The recommendation shall state the rationale for its decision.
- (g) The Town Council shall review the staff report from the Zoning Administrator, for public comments, and the recommendation of the Alpine Planning and Zoning Commission. In the course of its review, the Town Council may hold an additional public hearing to provide an expanded opportunity for public comment.
- (h) The Town Council shall approve, approve with conditions, or deny the proposed land use amendment by ordinance. In the event that further information is required by the Town Council to complete its evaluation, the Town Council may table the proposed land use amendment until desired information is obtained and reviewed by the Town Council.
- (i) The Zoning Administrator shall issue a written notice of determination to the applicant within five (5) business days of the decision of the Town Council. The notice shall indicate the decision made and, when appropriate, stipulations that may accompany the approval of a specific application.
- (j) Any appeal of the decisions by the Alpine Town Council may be reviewed by the District Court pursuant to Rule 12 of the Wyoming Rules of Appellate Procedure.

Section 2-204. Planned Unit Development Process

- (a) The purpose of the planned unit development process (Figure 2-2) is to:
 - (1) Permit and encourage the development of a combination of land uses that would not be possible via the permitted uses authorized within each zoning district where there is a demonstrable benefit to the town.
 - (2) Permit and encourage the creative design of new residential areas that may vary from residential subdivisions of standard lot sizes and standard street systems; and
 - (3) Permit the creative design of new buildings associated with residential, commercial, industrial, community facility and public facility land uses; open space areas; bicycle and pedestrian access; vehicular access and parking; and landscaping which may vary, in part, from the development and building standards outlined in Parts 2 and 3 of the Alpine Land Use and Development Code.



Town of Alpine
Land Use & Development Code

Planned Unit
Development Process

Prepared by: Pedersen Planning Consultants
P.O. Box 66, Encampment, WY, 82325 Tel: 307-327-5434
Website: www.pedersenplanning.com

Town of Alpine Land Use and Development Code

AMENDED CHANGES – November 2024

CHANGES MADE AT 9/24/24 WORKSHOP = PROPOSED 2024 LUDC DRAFT CHANGES

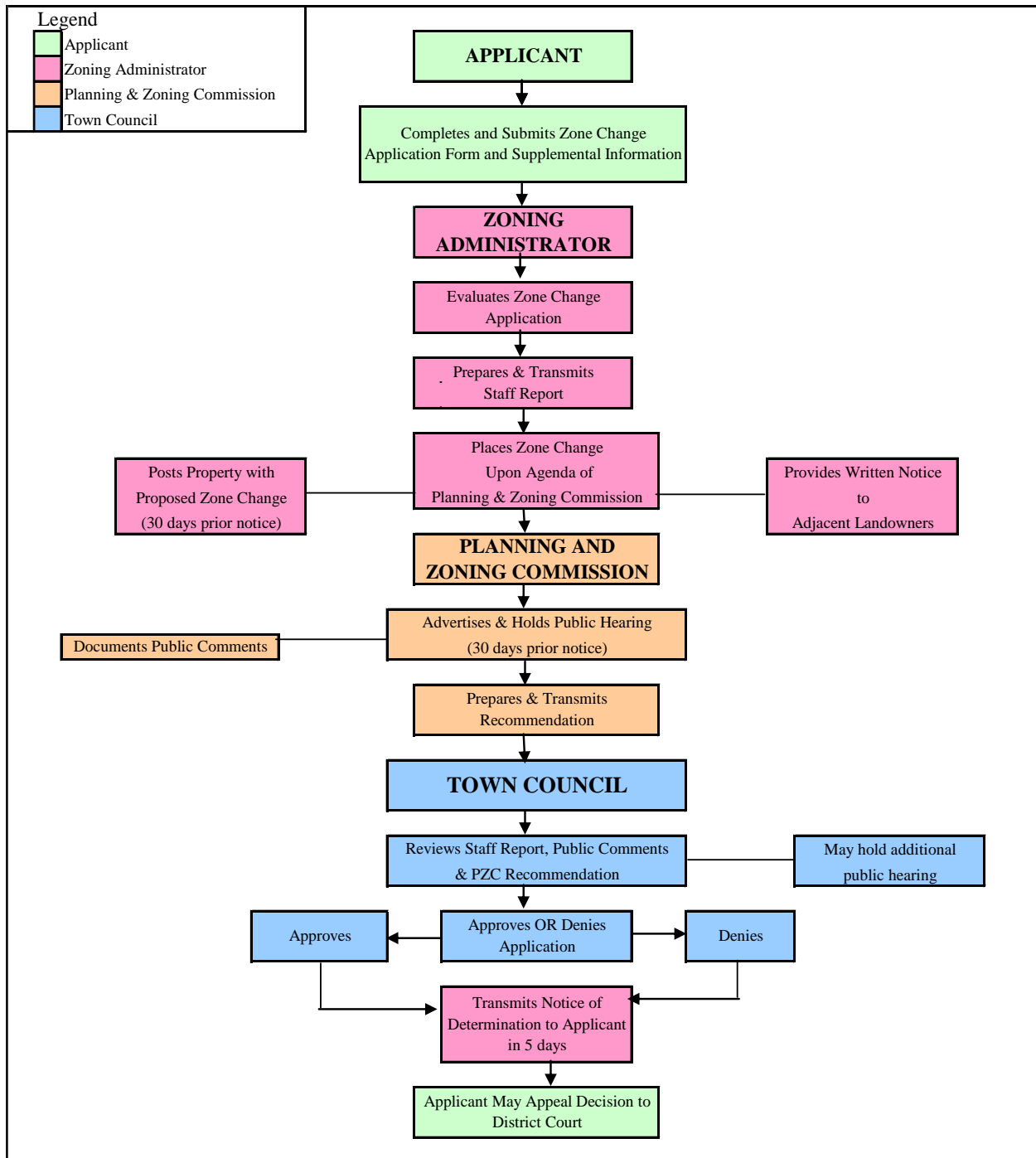
- (b) Owners and/or prospective developers of one or more lots or parcels, which comprise more than one (1) acre of land area, may make application for a planned unit development in any single family residential, multi-unit residential, mixed residential and commercial, or general commercial zoning district. Owners may gain somewhat greater flexibility in site design and development in exchange for a more detailed site, building plan review, development stipulations, and impact fees.
- (c) Applicants must complete a planned unit development application form that shall request at least the following information:
 - (1) Name, address, telephone number, e-mail address, and fax number of the applicant.
 - (2) When the applicant is not the landowner, the applicant shall furnish a written letter from the landowner, which authorizes the application and endorses the proposed project.
 - (3) Name, address, telephone number and e-mail address of the person or company responsible for preparation of the conceptual site plan, which supports the application.
 - (4) Legal description and total land area of the lands incorporated into the proposed planned unit development.
 - (5) Impact fees shall be assessed at the time of application. Before final approval impact fees must be paid.
- (d) Applicants shall also provide the following additional information, which shall supplement a completed application form.
 - (1) Location map of project site and properties immediately adjacent to the proposed planned unit development.
 - (2) A scaled illustration of the existing properties within the proposed planned unit development site. This illustration shall locate all existing utility systems, easements, roads and streets, drainage areas and facilities, existing zoning, existing buildings, and topography.
 - (3) A conceptual site plan of the proposed land use development concept.
 - (4) A schedule for the proposed development project.
 - (6) A project narrative describing proposed land uses, proposed site design and construction criteria, as well as any proposed covenants and restrictions of record.
 - (7) A description of the benefits that shall be provided to the town.
- (e) The Zoning Administrator shall make a careful plan review of the proposed development project. The Zoning Administrator, or his or her authorized representative, shall evaluate the merits, disadvantages, and potential impacts of the proposed project upon adjoining land uses, municipal infrastructure, vehicular and pedestrian access, drainage and snow storage, public health and safety, and community land use relationships. Subsequently, the Zoning Administrator shall prepare and transmit a documented staff report containing these analyses and related recommendations to the Alpine Planning and Zoning Commission.
- (f) The Zoning Administrator shall, as soon as practical, place the proposed planned unit development application on the agenda of the Alpine Planning and Zoning Commission.
- (g) Before any decision is reached by the Alpine Planning and Zoning Commission:

- (1) The Zoning Administrator shall post a copy of the proposed planned unit development application upon the property where the planned unit development is requested. This public notice shall be made, at least, thirty (30) days before the planned unit development application is considered publicly by the Alpine Planning and Zoning Commission.
 - (2) The Zoning Administrator shall provide written notice to all owners of property within five hundred (500) feet of the property or properties under consideration for a planned unit development. The written notice will also include the date, time and place when the proposed planned unit development shall be considered by the Alpine Planning and Zoning Commission.
 - (3) The Alpine Planning and Zoning Commission shall hold one (1) public hearing at a public facility within the Town of Alpine. Town residents and the general public will receive at least thirty (30) days' notice of the public hearing. Public notice shall be advertised in one (1) newspaper of general circulation throughout Lincoln County. Public comments received during the meeting shall be documented for subsequent reference during the zone change process.
- (h) Upon consideration of a staff report from the Zoning Administrator, and public comment, the Alpine Planning and Zoning Commission shall make a written recommendation to the Alpine Town Council. The recommendation shall state the rationale for its decision. When necessary, the recommendation from the Alpine Planning and Zoning Commission may include project stipulations that may be imposed to mitigate potential impacts upon neighboring properties and the general community.
 - (i) The Town Council shall review the staff report from the Zoning Administrator, for public comments, and the recommendation of the Alpine Planning and Zoning Commission. In the course of its review, the Town Council may hold an additional public hearing to provide an expanded opportunity for public comment.
 - (j) The Town Council shall approve, approve with conditions, or deny the proposed planned unit development project by ordinance. In the event that further information is required by the Town Council to complete its evaluation, the Town Council may table its consideration of the proposed planned unit development project until desired information is obtained and reviewed by the Town Council.
 - (k) The Zoning Administrator shall issue a written notice of determination to the applicant within five (5) business days of the decision of the Town Council. The notice shall indicate the decision made and, when appropriate, stipulations that may accompany the approval of a specific application.
 - (l) No statement of covenants and restrictions shall be filed at the Lincoln County Courthouse until the Alpine Town Council first approves the planned unit development by Ordinance.
 - (m) Any appeal of the decisions by the Alpine Town Council may be reviewed by the district court pursuant to Rule 12 of the Wyoming Rules of Appellate Procedure.

Section 2-205. Zone Change Process

- (a) The purpose of the zone change process (Figure 2-3) is to provide landowners and/or prospective developers with the potential opportunity to modify zoning district boundaries depicted on the Alpine Zoning map. This process is required for those landowners and/or prospective developers who wish to establish land uses on one (1) or more lots or land parcels that are inconsistent with the permitted land uses authorized under existing zoning.

- (b) Owners and/or prospective developers of any lots or parcels may make application for a zone change in any zoning district.



Town of Alpine
Land Use & Development Code

Zone Change Process

Prepared by: Pedersen Planning Consultants
P.O. Box 66, Encampment, WY, 82325 Tel: 307-327-5434
Website: www.pedersenplanning.com

Figure 2-3

Town of Alpine Land Use and Development Code

AMENDED CHANGES – November 2024

CHANGES MADE AT 9/24/24 WORKSHOP = PROPOSED 2024 LUDC DRAFT CHANGES

- (c) Applicants must complete a zone change application form that shall request at least the following information:
 - (1) Name, address, telephone number, e-mail address, and fax number of the applicant.
 - (2) When the applicant is not the landowner, the applicant shall furnish a written notarized letter from the landowner which authorizes the application and endorses the proposed zone change.
 - (3) Name, address, telephone number and e-mail address of the person or company responsible for preparation of the conceptual site plan supporting the application.
 - (4) Legal description and total land area of the lands proposed for a zone change.
- (d) Applicants shall also provide the following additional information, which shall supplement a completed application form.
 - (1) Location map of the lots or land parcels being considered for a zone change.
 - (2) A conceptual site plan of the proposed land use development concept.
 - (3) A development schedule for proposed land use.
 - (4) A description of how the zone changes shall impact the surrounding area.
- (e) The Zoning Administrator, or his or her authorized representative, shall make a careful plan review of the proposed zone change and related land use development proposal. The Zoning Administrator, or his or her authorized representative, shall evaluate the merits, disadvantages, and potential impacts of the proposed zone change upon adjoining land uses, municipal infrastructure, public health and safety, and community land use relationships. Subsequently, the Zoning Administrator shall prepare and transmit a documented staff report containing these analyses and related recommendations to the Alpine Planning and Zoning Commission.
- (f) The Zoning Administrator shall, as soon as practical, place the proposed zone change application on the agenda of the Alpine Planning and Zoning Commission.
- (g) Before any decision is reached by the Alpine Planning and Zoning Commission:
 - (1) The Zoning Administrator shall post a copy of the proposed zone change upon the property where the zone change is requested. This public notice shall be made, at least, thirty (30) days before the zone change is considered publicly by the Alpine Planning and Zoning Commission.
 - (2) The Zoning Administrator shall provide written notice to all owners of property within five hundred (500) feet of the property or properties under consideration for a proposed zone change. The written notice shall also include the date, time and place when the proposed zone change shall be considered by the Alpine Planning and Zoning Commission.
 - (3) The Alpine Planning and Zoning Commission shall hold one (1) public hearing at a public facility within the Town of Alpine. Town residents and the general public shall receive at least thirty (30) days' notice of the public hearing. Public notice shall be advertised in one (1) newspaper of general circulation throughout Lincoln County. Public comments received during the meeting shall be documented for subsequent reference during the zone change process.
- (h) Upon consideration of a staff report from the Zoning Administrator for public comment, the Alpine Planning and Zoning Commission shall make a written recommendation to the Alpine Town Council.

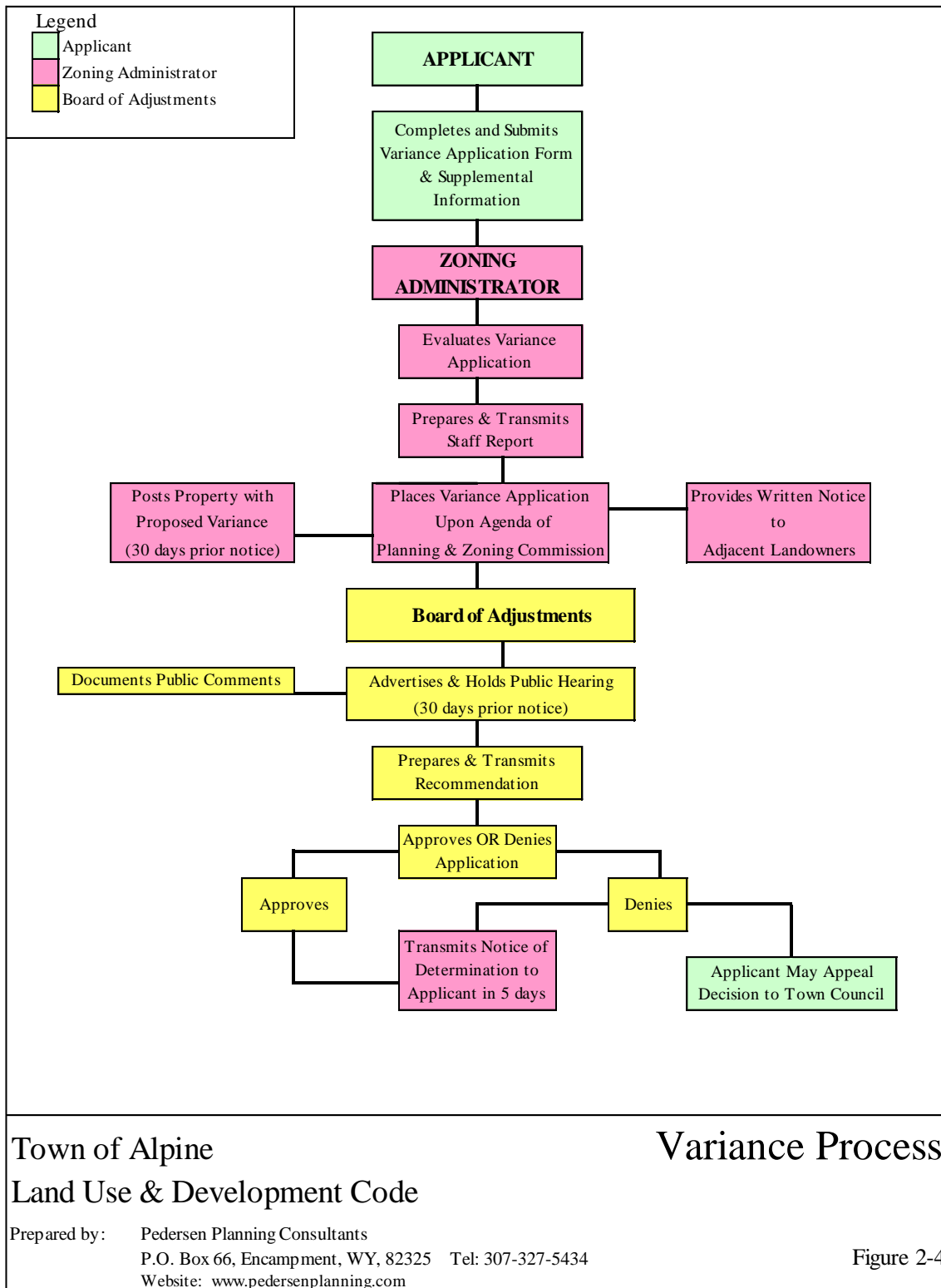
The recommendation shall state the rationale for its decision. When necessary, the recommendation from the Alpine Planning and Zoning Commission may include project stipulations or conditions that may be imposed to mitigate potential impacts upon neighboring properties and the general community.

- (i) The Town Council shall review the staff report from the Zoning Administrator for public comments, and the recommendation of the Alpine Planning and Zoning Commission. In the course of its review, the Town Council may hold an additional public hearing to provide an expanded opportunity for public comment.
- (j) The Town Council shall approve, approve with conditions, or modifications, or deny the proposed zone change by the third reading. In the event that further information is required by the Town Council to complete its evaluation, the Town Council may table the proposed zone change until desired information is obtained and reviewed by the Town Council. The approved zone change will be adopted by ordinance after the passing of the third and final ordinance reading.
- (k) The Zoning Administrator shall issue a written notice of determination to the applicant within five (5) business days of the decision of the Town Council. The notice shall indicate the decision made and, when appropriate, stipulations that may accompany the approval of a specific application.
- (l) Any appeal of the decisions by the Alpine Town Council may be reviewed by the district court pursuant to Rule 12 of the Wyoming Rules of Appellate Procedure.

Section 2-206. Variance Process

- (a) The purpose of the variance process (Figure 2-4) is to modify the strict application of the requirements of the Alpine Zoning Ordinance. A variance can be granted by the Alpine Board of Adjustments where it can be shown that unusual site or building characteristics, extraordinary circumstances, or other relevant factors, prevent a landowner from using a lot or land parcel for purposes permitted in the zoning district where the property is located.
- (b) Each authorized variance shall apply to a specific use or structure and shall continue in perpetuity regardless of future changes in land ownership.
- (c) Owners and/or prospective developers of any lots or parcels may make application for a variance in any zoning district.
- (d) Applicants must complete a variance application form that shall request at least the following information:
 - (1) Name, address, telephone number, e-mail address, and fax number of the applicant.
 - (2) When the applicant is not the landowner, the applicant shall furnish a written, notarized letter from the landowner, which authorizes the application and endorses the proposed variance.
 - (3) Legal description and total land area of the land and/or the total floor area of the building(s) where the proposed variance would be located.
- (e) Applicants shall also provide the following additional information, which shall supplement a completed application form.
 - (1) Location map of the lots or land parcels being considered for a variance.

- (2) A plot plan of the site and buildings where the proposed variance would occur.



Town of Alpine Land Use and Development Code

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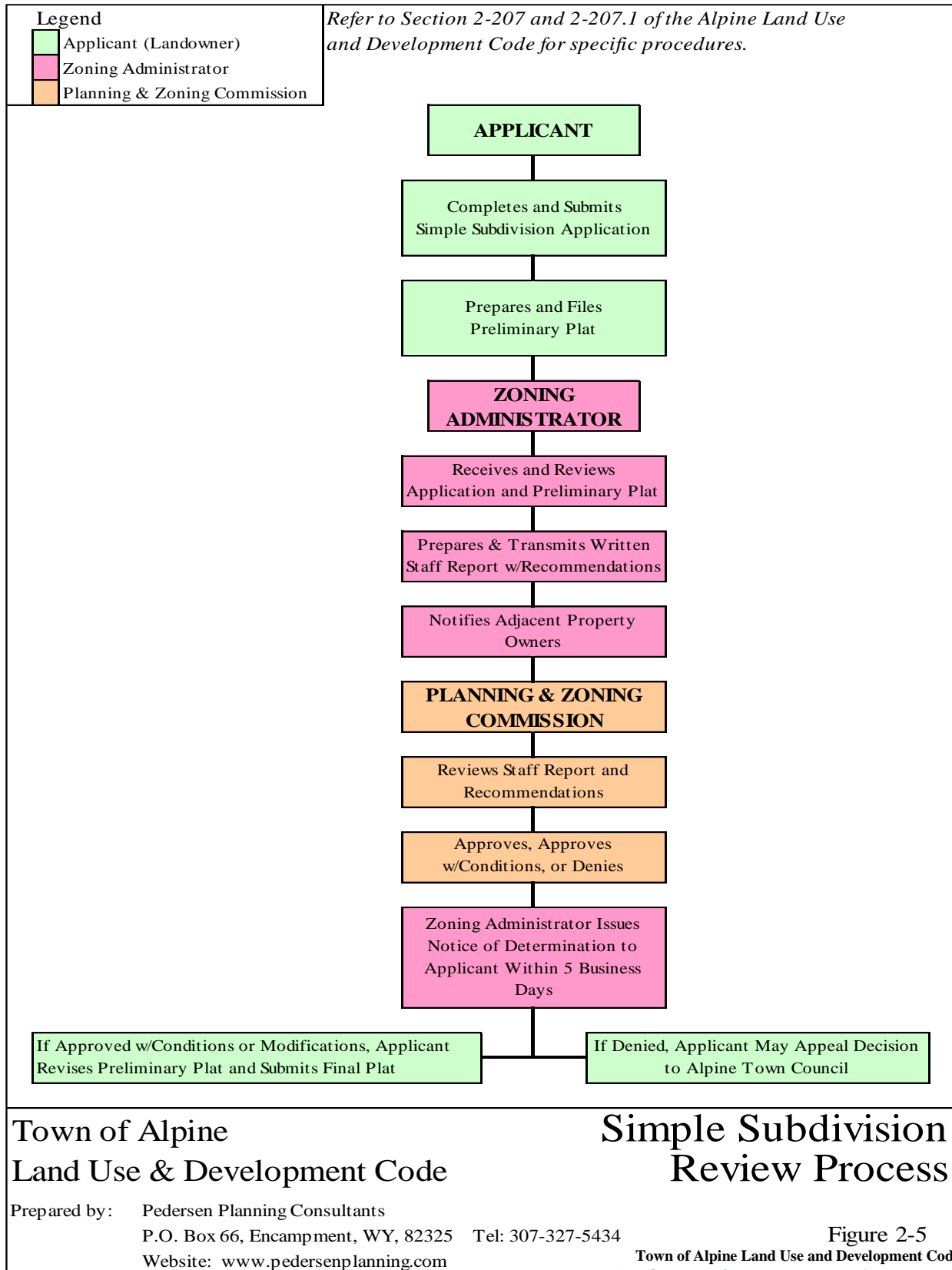
CHANGES MADE AT 9/24/24 WORKSHOP = PROPOSED 2024 LUDC DRAFT CHANGES

- (3) The limitations in the dimensions of the lot and/or buildings under consideration that prevent the applicant from developing or pursuing the type of land uses permitted in the zoning district where the property is located.
- (f) The Zoning Administrator, or his or her authorized representative, shall make a review of the proposed variance in the context of the three considerations outlined in Section 2-206 (j). This evaluation and a related recommendation shall be documented and transmitted to the Alpine Board of Adjustments.
- (g) The Zoning Administrator shall, as soon as practical, place the proposed variance on the agenda of the Alpine Board of Adjustments.
- (h) Before any decision is reached by the Alpine Board of Adjustments:
 - (1) The Zoning Administrator shall post a copy of the proposed variance upon the property where the variance is requested. This public notice shall be made, at least, thirty (30) days before the proposed variance is considered publicly by the Alpine Board of Adjustments.
 - (2) The Zoning Administrator shall provide written notice to all owners of property within five hundred (500) feet of the property or properties under consideration for a variance. The written notice shall also include the date, time and place when the proposed variance shall be considered by the Alpine Board of Adjustments.
 - (3) The Alpine Board of Adjustments shall hold one (1) public hearing at a public facility within the Town of Alpine. Town residents and the general public shall receive at least thirty (30) days' notice of the public hearing. Public notice shall be advertised in one (1) newspaper of general circulation throughout Lincoln County. Public comments received during the meeting will be documented for subsequent reference during the variance process.
- (i) Upon consideration of a staff report from the Zoning Administrator, for public comments made during a scheduled public hearing concerning the proposed variance, the Alpine Board of Adjustments shall make its decision concerning the variance request. Any affirmative decision may contain specific stipulations which may modify the specific variance request.
- (j) In determining whether to approve, approve with conditions, or deny a variance application, the Alpine Board of Adjustments shall use and address the following considerations. No variance shall be authorized unless the Alpine Board of Adjustments determines that it is pursuant to §15-1-608 of the Wyoming State Statutes, no adjustment in the strict application of any provision of an ordinance may be granted unless:
 - (1) There are special circumstances or conditions, fully described in the board's findings, which are peculiar to the land or building for which the adjustment is sought and do not apply generally to land or buildings in the neighborhood, and have not resulted from any act of the applicant subsequent to the adoption of the ordinance;
 - (2) For reasons fully set forth in the board's findings, the circumstances or conditions are such that the strict application of the provisions of the ordinance would deprive the applicant of the reasonable use of the land or building, the granting of the adjustment is necessary for the reasonable use thereof and the adjustment as granted is the minimum adjustment that will accomplish this purpose;
 - (3) The granting of the adjustment is in harmony with the general purposes and intent of the ordinance and will not be injurious to the neighborhood or otherwise detrimental to the public welfare;
 - (4) The special circumstances or conditions have not resulted from any act of the applicant that was intended to circumvent the Land Use and Development Code;

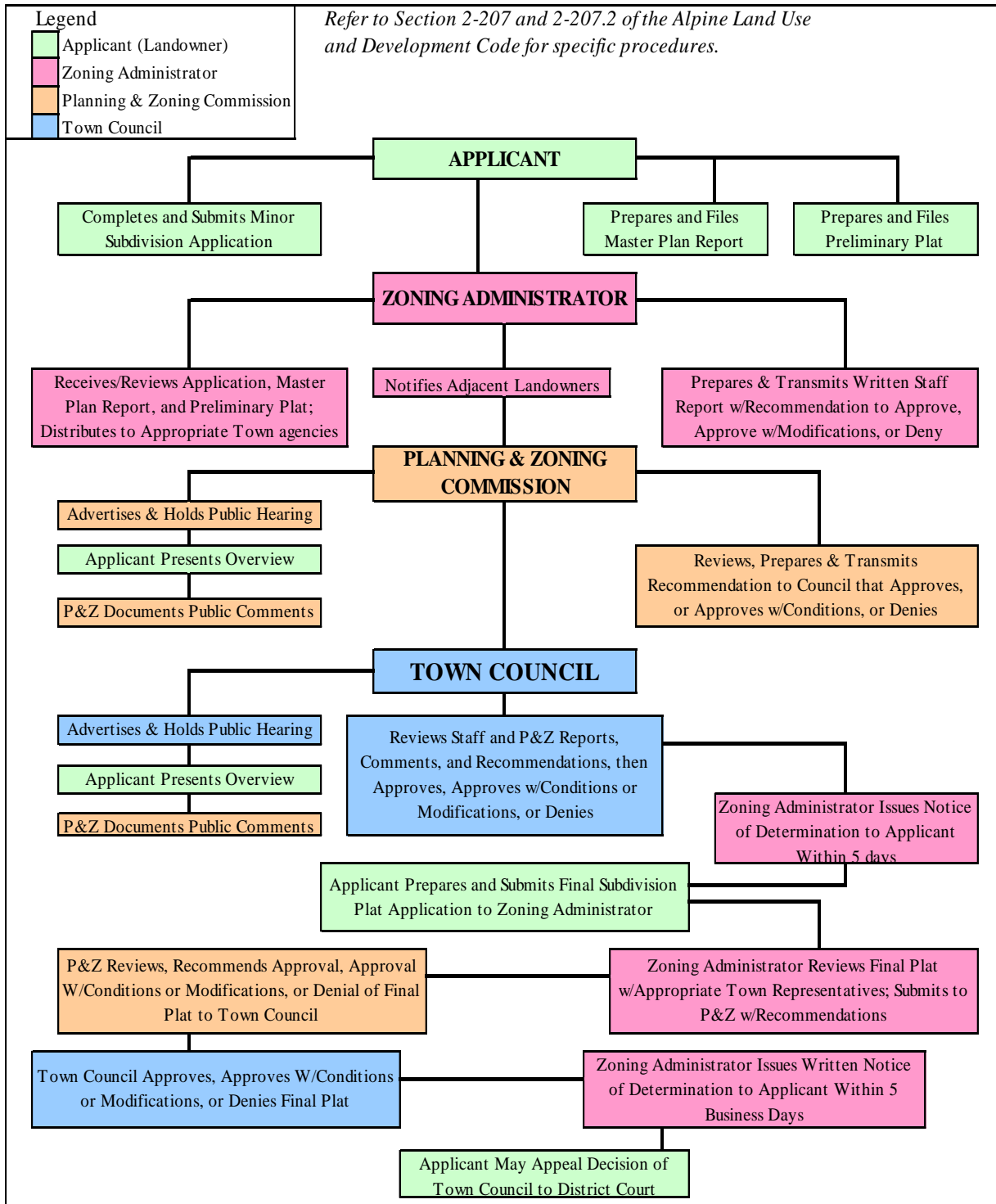
- (k) A notice of determination of the Alpine Board of Adjustments will be prepared by the Zoning Administrator and transmitted to the applicant within five (5) business days of the decision of the Board of Adjustments. The notice of determination shall state the rationale for approval or disapproval for the proposed variance and outline any required stipulations to any approved variance application; and
- (l) Any appeal of the decisions by the Alpine Board of Adjustments shall be made to the Alpine Town Council.

Section 2-207. Subdivision Process

- (a) The intent of the subdivision review and approval process is to encourage the development of attractive neighborhoods, commercial areas, and public spaces that shall represent healthy and safe places to live and work.
- (b) The Town of Alpine shall establish separate review and approval processes for simple, minor and major lands subdivisions (Figures 2-5, 2-6 and 2-7).
- (c) Simple subdivision requirements shall apply to subdivisions that:
 - (1) create only one (1) additional lot or parcel; or,
 - (2) consolidate one (1) or more lots; or,
 - (3) change a boundary line between two (2) adjoining lots or parcels; or,
 - (4) change a subdivision plat to correct errors in legal descriptions or monument locations; and,
 - (5) require no change in zoning.
- (d) Minor subdivision requirement shall apply to subdivision that:
 - (1) create two (2) to five (5) lots or parcels;
 - (2) may or may not conform to existing zoning; and,
 - (4) shall not require the construction of new municipal streets, the extension of municipal water and wastewater systems, or the development of other public improvements.
- (e) Major subdivision requirements shall apply to subdivisions that:
 - (1) create six (6) or more lots or parcels;
 - (2) may or may not conform to existing zoning; and,
 - (3) shall require the construction of new municipal streets, the extension of municipal water and wastewater systems, or the development of other public improvements; and,
 - (4) generate significant impacts upon existing public improvements and facilities.



AMENDED CHANGES – November 2024
 CHANGES MADE AT 9/24/24 WORKSHOP = PROPOSED 2024 LUDC DRAFT CHANGES



Town of Alpine Land Use & Development Code

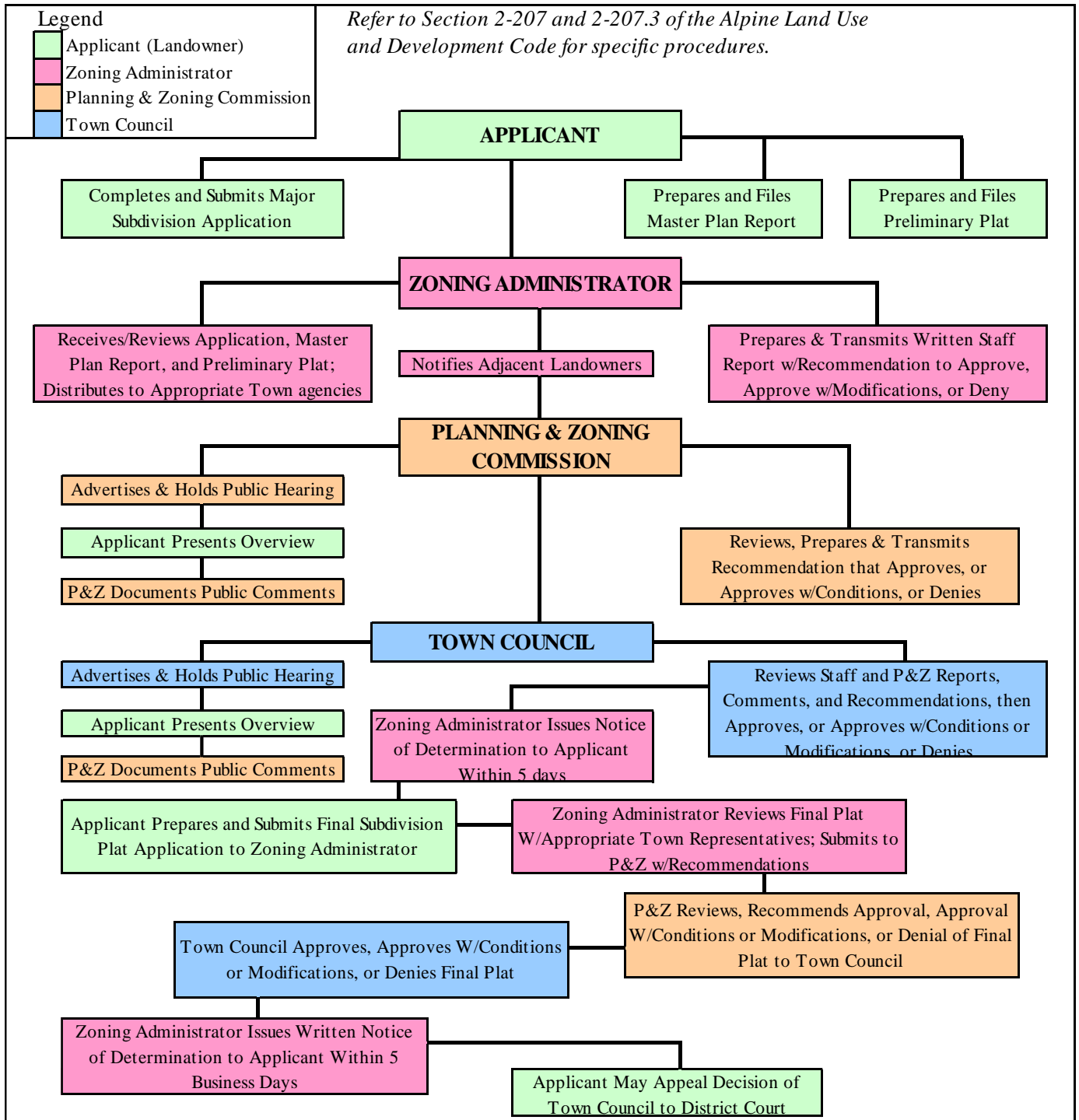
Minor Subdivision Review Process

Prepared by: Pedersen Planning Consultants
P.O. Box 66, Encampment, WY, 82325 Tel: 307-327-5434
Website: www.pedersenplanning.com

Town of Alpine Land Use and Development Code

AMENDED CHANGES – November 2024

CHANGES MADE AT 9/24/24 WORKSHOP = PROPOSED 2024 LUDC DRAFT CHANGES



Town of Alpine Land Use & Development Code

Major Subdivision Review Process

Prepared by: Pedersen Planning Consultants
P.O. Box 66, Encampment, WY, 82325
Website: www.pedersenplanning.com

Tel: 307-327-5434

Town of Alpine Land Use and Development Code

AMENDED CHANGES – November 2024

CHANGES MADE AT 9/24/24 WORKSHOP = PROPOSED 2024 LUDC DRAFT CHANGES

Figure 2-7

Section 2-207.1 Simple Subdivision Review and Approval Process (Figure 2-5)

- (a) The landowner and/or his designated representative shall meet with the Zoning Administrator in a pre-application conference. The intent of this conference is to gain a mutual understanding of:
 - (1) the scope of the proposed project and the applicant's specific development objectives;
 - (2) the applicant's anticipated project schedule;
 - (3) approvals required by the Town of Alpine before any development can occur;
 - (4) the documents, plans, drawings, fees, and other materials that shall be needed to process a complete subdivision application; and,
 - (5) potential issues associated with the subdivision.
- (b) Applicant shall complete and file a simple subdivision application form, and related filing fees, to the Zoning Administrator. The simple subdivision application shall include the name, address, telephone number and e-mail address of the owner(s) and applicant, a legal description of the property to be subdivided, and a copy of the deed and easements pertaining to the property. The owner(s) of the property, or his legal representative, shall authorize the subdivision application via his or her signature on the application.
- (c) Applicant shall prepare and file a preliminary plat with the Zoning Administrator that contains, at least, the following information:
 - (1) Proposed name of subdivision, the size of property to be subdivided (in acres), and the size of the lot or parcel being created;
 - (2) Name and address of the subdivision applicant, professional engineer or professional land surveyor registered in the State of Wyoming who prepared the plat, and owners of subject property;
 - (3) Location and boundaries of the subdivision that are tied to two (2) legal survey monuments;
 - (4) Date of drawing preparation and all subsequent revisions, as well as a scale (not less than one { 1 } inch = two hundred { 200 } feet) and north arrow;
 - (5) Boundary lines of subdivision, the location and dimensions of all existing streets, alleys, trails, paths, easements, watercourses and irrigation ditches, and structures on and within two hundred (200) feet of the subdivision;
 - (6) Location of existing water distribution and wastewater collection lines on and within two hundred (200) feet of the subdivision;
 - (7) Two (2) foot contours where ground slopes are less than ten (10) percent and five (5) foot contours where ground slopes exceed ten (10) percent.
- (d) The Zoning Administrator shall review the application and preliminary plat for completeness and conformance to the procedural requirements outlined in Part 2 of the Alpine Land Use and Development Code, as well as the plat's consistency with subdivision development standards and design criteria outlined in Part 3 of the Alpine Land Use and Development Code. Based upon this review, the Zoning Administrator shall provide a written staff report to the Alpine Planning and Zoning Commission that confirms the completeness of the subdivision application, the receipt of required filing fees, and no requirements for a change in zoning. If necessary, this report may also recommend possible modifications to the plat or provide rationale for denial of the subdivision application.

- (e) The Zoning Administrator shall notify, in writing, all landowners of properties that are located within five hundred (500) feet of the proposed simple subdivision.
- (f) The Alpine Planning and Zoning Commission shall review and discuss the recommendations of the Zoning Administrator. Although no public hearing will be required all notified property owners shall have fifteen (15) business days to submit their comments. Subsequently, the Alpine Planning and Zoning Commission shall approve, approve with conditions or modifications, or deny the proposed subdivision.
- (g) The Zoning Administrator shall issue a written notice of determination to the applicant within five (5) business days of the decision of the Alpine Planning and Zoning Commission. The notice shall indicate the decision made and, when appropriate, conditions that may accompany the approval of a specific application, or reasons why the application was denied.
- (h) If approved by the Alpine Planning and Zoning Commission, the preliminary plat of the simple subdivision shall be deemed and accepted as a final plat. If approved with modifications, the preliminary plat shall be revised and filed by the applicant as a final plat with the Zoning Administrator.
- (i) Any appeal of the decisions by the Alpine Planning and Zoning Commission shall be made to the Alpine Town Council.
- (j) If the approved final plat is not recorded within one (1) year from the date of plat approval, or upon expiration of any time extension that may have been granted by the Planning & Zoning Commission the approval of such plat shall expire. Should the applicant thereafter desire to record the final plat, a new application for a new simple subdivision shall be required.

Section 2-207.2 Minor Subdivision Review and Approval Process (Figure 2-6)

- (a) The landowner and/or his designated representative shall meet with the Zoning Administrator, in a pre-application conference. The intent of this conference is to gain a mutual understanding of:
 - (1) the scope of the proposed project and the applicant's specific development objectives;
 - (2) the applicant's anticipated project schedule;
 - (3) approvals required by the Town of Alpine before any development can occur;
 - (4) the documents, plans, drawings, fees, and other materials that shall be needed to process a complete subdivision application; and,
 - (5) potential issues associated with the subdivision.
- (b) Applicant shall complete and file a minor subdivision application form, and related filing fees, with the Zoning Administrator. The minor subdivision application form shall include, the name and address of the owner(s) and applicant, a legal description of the property to be subdivided, a copy of the deed and easements pertaining to the property, existing zoning designations associated with the property, and the intended use of the subdivision. The owner(s) of the property, or his legal representative, shall authorize the subdivision application via his or her signature on the application.
- (c) Applicant shall complete and file three (3) hardcopies and one (1) digital copy of a master plan report for the proposed subdivision with the Zoning Administrator. The master plan shall address what municipal services the subdivision intends to use, as well as the potential impact of the proposed subdivision upon the Town of Alpine and the community. The master plan, which shall contain a combination of technical narrative, statistical tables, and illustrations, will address, at least, the following issues:

- (1) The purpose of the subdivision and proposed land uses.
 - (2) A development schedule for proposed land uses.
 - (3) The number of lots being created and, if applicable, the zoning designations requested for each lot.
 - (4) Planned water system, as well as anticipated average day and maximum day water demand.
 - (5) Planned wastewater system, as well as anticipated average daily flows.
 - (6) Planned points of access to municipal roads, Lincoln County roads, and U.S. Highway 89, as well as anticipated average and peak day traffic volumes
 - (7) Planned storm water management plan and anticipated storm water flows for ten (10) year storm event.
 - (8) Planned snow storage areas.
 - (9) Planned easements and facilities to accommodate access to, or the extension of, the Town of Alpine's planned community trail system.
 - (10) Landscape Plan.
- (d) Applicant shall prepare and file three (3) hardcopies and one (1) digital copy of a preliminary plat with the Zoning Administrator that contains, at least, the following information:
- (1) Proposed name of subdivision, the size of property to be subdivided (in acres), and the size of the lots or parcels being created;
 - (2) Name and address of the subdivision applicant, professional engineer or professional land surveyor registered in the State of Wyoming who prepared the plat, and owners of subject property;
 - (3) Location and boundaries of the subdivision that are tied to two (2) legal survey monuments;
 - (4) Date of drawing preparation and all subsequent revisions, as well as a scale (not less than one { 1 } inch = two hundred { 200 } feet) and north arrow;
 - (5) Boundary lines of subdivision, the location and dimensions of all existing streets, alleys, trails, paths, easements, watercourses and irrigation ditches, and structures on and within two hundred (200) feet of the subdivision;
 - (6) Location of existing water distribution and wastewater collection lines on and within two hundred (200) feet of the subdivision;
 - (7) Two (2) foot contours where ground slopes are less than ten (10) percent and five (5) foot contours where ground slopes exceed ten (10) percent.
- (e) The Zoning Administrator shall review the application, master plan report and preliminary plat for completeness and conformance to the procedural requirements outlined in Part 2 and Part 3 of the Alpine Land Use and Development Code. The master plan report shall also be distributed to the Alpine Public Works Director, Town Engineer, Town Surveyor and Alpine Fire District for their review. These municipal representatives shall provide written comments to the Zoning Administrator.
- (f) The Zoning Administrator shall provide a written staff report to the Alpine Planning and Zoning Commission and the Alpine Town Council.

- (1) The written staff report shall confirm the completeness of the subdivision application, the receipt of required filing fees, and potential changes in zoning. Based upon comments received from the Alpine Public Works Director, Town Engineer, Town Attorney and Alpine Fire District, this report shall concurrently evaluate the following:
 - (aa) Consistency of the proposed subdivision with the Town of Alpine Municipal Master Plan;
 - (bb) Consistency of the proposed subdivision with subdivision development standards and design criteria outlined in Part 4 of the Alpine Land Use and Development Code;
 - (cc) Compatibility and potential impacts of the proposed subdivision and related zone change upon adjoining land uses;
 - (dd) Potential impacts of the proposed subdivision upon the Town of Alpine, e.g., municipal roads, water system, wastewater system, storm water management, and other public services; and,
 - (ee) Compatibility of the proposed subdivision with adjoining land uses.
 - (2) The staff report shall also recommend approval of the subdivision as proposed, approval with some possible modifications to the preliminary plat, or provide rationale for denial of the preliminary plat and, when applicable, the related re-zoning request.
- (g) The Zoning Administrator shall notify, in writing, all landowners of properties that are located within five hundred (500) feet of the proposed minor subdivision.
 - (h) A public hearing shall be required during a regular or special meeting of the Planning and Zoning Commission. The time and place of the hearing shall be advertised in a regional newspaper serving Star Valley, at least, thirty (30) days in advance of the hearing. During the public hearing, the applicant will provide a brief overview of the proposed subdivision and, when applicable, the related re-zoning request. Subsequently, the Alpine Planning and Zoning Commission shall receive public comments concerning the proposed subdivision.
 - (i) Based upon its evaluation of the master plan, preliminary plat, review comments from municipal representatives, the staff report, and public comments, the Alpine Planning and Zoning Commission shall discuss the merits, disadvantages, and potential issues associated with the proposed subdivision and, when applicable, the related re-zoning request. In the event that further information is desired by the Planning and Zoning Commission, any decision of the Planning and Zoning Commission may be tabled until members of the Planning and Zoning Commission have had sufficient opportunity to review and evaluate any new information.
 - (j) The Alpine Planning and Zoning Commission shall recommend approval, approval with conditions or modifications, or denial of the proposed subdivision to the Alpine Town Council. The decision to approve or deny the preliminary subdivision plat and any related re-zoning request shall be concurrent.
 - (k) A public hearing shall be required during a regular or special meeting of the Alpine Town Council. The time and place of the hearing shall be advertised in a regional newspaper serving Star Valley, at least, thirty (30) days in advance of the hearing. During the public hearing, the applicant shall provide a brief overview of the proposed subdivision. Subsequently, the Alpine Town Council shall receive public comments concerning the proposed subdivision and, when applicable, the related re-zoning request.
 - (l) The Alpine Town Council shall review and discuss comments from various municipal representatives, the recommendations of the Zoning Administrator and the recommendations of the Planning and Zoning Commission. Subsequently, the Alpine Town Council shall approve, approve with conditions or modifications, or deny the preliminary subdivision plat and, when applicable, the proposed re-zoning request. In the event that further information is desired by the Town Council, any decision of the Town

Council may be tabled until members of the Town Council have had sufficient opportunity to review and evaluate any new information.

- (m) The Zoning Administrator shall issue a written notice of determination to the applicant within five (5) business days of the decision of the Alpine Town Council. The notice shall indicate the decision made and, when appropriate, conditions that may accompany the approval of the preliminary subdivision plat and, when applicable, related re-zoning request, or reasons why the plat and re-zoning requests were denied.
- (n) The applicant shall prepare and file three (3) hard copies and one (1) digital copy of a final subdivision plat application, and related filing fees, with the Zoning Administrator. The final subdivision plat application shall include the final subdivision plat, a signed copy of a subdivision improvement agreement, a payment of all design costs for public improvements, and performance security.
- (o) The final plat shall conform to the approved preliminary plat, as well as incorporate revisions or modifications requested by the Town of Alpine. Any deviation from the approved preliminary plat shall require additional review and approval by the Alpine Planning and Zoning Commission and Alpine Town Council.
- (p) 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 sufficient 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.
- (q) The Zoning Administrator shall review the final plat to confirm the completeness of the final plat subdivision application and its consistency with subdivision development standards and design criteria outlined in Part 4 of the Alpine Land Use and Development Code. This review may include some additional coordination with the Alpine Public Works Director, Town Engineer, and other municipal representatives. If the final plat is determined to be complete and consistent with development standards, the Zoning Administrator will transmit a copy of the final subdivision plat application and any related recommendations to the Alpine Planning and Zoning Commission for their consideration.
- (r) The Alpine Planning and Zoning Commission shall recommend approval, approval with conditions or modifications, or denial of the final subdivision plat to the Alpine Town Council.
- (s) Upon receipt of the Planning and Zoning Commission recommendation, the Alpine Town Council shall approve, approve with conditions or modifications, or deny the final subdivision plat application.
- (t) The Zoning Administrator shall issue a written notice of determination to the applicant within five (5) business days of the decision of the Alpine Town Council. The notice shall indicate the decision made and, when appropriate, conditions that may accompany the approval of the final subdivision application, or reasons why the application was denied.
- (u) Any appeal of the decisions by the Alpine Town Council may be reviewed by the district court pursuant to Rule 12 of the Wyoming Rules of Appellate Procedure.
- (v) If the approved final plat is not recorded within one (1) year from the date of plat approval, or upon expiration of any time extension that may have been issued, the approval of such plat shall expire. Should the applicant thereafter desire to record the final plat, a new application for a new minor subdivision shall be required.

Section 2-207.3 Major Subdivision Review and Approval Process (Figure 2-7)

- (a) A Development Agreement shall be required in which the developer shall agree to reimburse the Town expenses for review of permitting the development and provide letters of credit or bonds where applicable.
- (b) The landowner and/or his designated representative shall meet with the Zoning Administrator in a pre-application conference. The intent of this conference is to gain a mutual understanding of:
 - (1) The scope of the proposed project and the applicant's specific development objectives;
 - (2) The applicant's anticipated project schedule;
 - (3) Approvals required by the Town of Alpine before any development can occur;
 - (4) The documents, plans, drawings, fees, and other materials that shall be needed to process a complete subdivision application, performance surety or letter of credit, and;
 - (5) Potential issues associated with the subdivision.
- (c) Applicant shall complete and file a major subdivision application form, and related filing fees, to the Zoning Administrator. The major subdivision application form shall include, the name, address, telephone number and e-mail address of the owner(s) and applicant, a legal description of the property to be subdivided, a copy of the deed and easements pertaining to the property, existing zoning designations associated with the property, and the intended use of the subdivision. The owner(s) of the property, or his legal representative, shall authorize the subdivision application via his or her signature on the application.
- (d) Applicant shall complete and file three (3) hardcopies and one (1) digital copy of a master plan report for the proposed subdivision with the Zoning Administrator. The master plan shall address what municipal services the subdivision intends to use, as well as the potential impact of the proposed subdivision upon the Town of Alpine and the community. The master plan, which shall contain a combination of technical narrative, statistical tables, and illustrations, shall address, at least, the following issues:
 - (1) The purpose of the subdivision and proposed land uses.
 - (2) A development schedule for proposed land uses.
 - (3) The number of lots being created and, if applicable, the zoning designations requested for each lot, and densities associated with residential and commercial land uses.
 - (4) Suitability of soils to support future land use expansion.
 - (5) Compatibility of proposed land uses with adjacent land uses.
 - (6) When applicable, the potential need for new housing in the context of anticipated housing demands for Alpine.
 - (7) Planned water system, as well as anticipated average day and maximum day water demand.
 - (8) Planned wastewater system, as well as anticipated average daily flows.
 - (9) Planned points of access to municipal roads, Lincoln County roads, and U.S. Highway 89, anticipated average and peak day traffic volumes.
 - (10) Vehicular circulation plan.
 - (11) Planned storm water management plan and anticipated storm water flows for ten (10) year storm event.

- (12) Snow storage areas.
 - (13) Landscaping plan.
 - (14) Planned easements and facilities to accommodate access to, or the extension of, the Town of Alpine's planned community trail system.
 - (15) When applicable, planned covenants, contracts or deed restrictions that may be associated with a common interest development.
- (e) Applicant shall prepare and file three (3) hardcopies and one (1) digital copy of a preliminary plat with the Zoning Administrator that contains, at least, the following information:
- (1) Proposed name of subdivision, the size of property to be subdivided (in acres), and the size of the lots or parcels being created;
 - (2) Name and address of the subdivision applicant, professional engineer or professional land surveyor registered in the State of Wyoming who prepared the plat, and owners of subject property;
 - (3) Location and boundaries of the subdivision that are tied to two (2) legal survey monuments;
 - (4) Date of drawing preparation and all subsequent revisions, as well as a scale (not less than one {1} inch = two hundred {200} feet) and north arrow;
 - (5) Boundary lines of subdivision, the location and dimensions of all existing streets, alleys, trails, paths, easements, watercourses and irrigation ditches, and structures on and within two hundred (200) feet of the subdivision;
 - (6) Location of existing water distribution and wastewater collection lines on and within two hundred (200) feet of the subdivision;
 - (7) Two (2) foot contours where ground slopes are less than ten (10) percent and five (5) foot contours where ground slopes exceed ten (10) percent.
- (f) The Zoning Administrator shall review the application, master plan report and preliminary plat for completeness and conformance to the procedural requirements outlined in Part 2 and Part 3 of the Alpine Land Use and Development Code. The master plan report shall also be distributed to the Alpine Public Works Director, Town Engineer, Town Surveyor and Alpine Fire District for their review. These municipal representatives shall provide written comments to the Zoning Administrator.
- (g) The Zoning Administrator shall provide a written staff report to the Alpine Planning and Zoning Commission and Alpine Town Council.
- (1) The written staff report shall confirm the completeness of the subdivision application, the receipt of required filing fees, and potential changes in zoning. Based upon comments received from the Alpine Public Works Director, Town Engineer and Alpine Fire District, this report shall concurrently evaluate the following:
 - (aa) Consistency of the proposed subdivision with the Town of Alpine Municipal Master Plan;
 - (bb) Consistency of the proposed subdivision with subdivision development standards and design criteria outlined in Part 3 of the Alpine Land Use and Development Code;
 - (cc) Compatibility and potential impacts of the proposed subdivision and related zone change upon adjoining land uses;

- (dd) Potential impacts of the proposed subdivision upon the Town of Alpine, e.g., municipal roads, water system, wastewater system, storm water management, and other public services;
 - (ee) When applicable, potential land use management issues that may arise with the establishment of planned covenants, contracts or deed restrictions via common-interest development.
- (2) The written staff report shall also recommend approval of the subdivision as proposed, approval with some possible modifications to the preliminary plat, or provide rationale for denial of the preliminary plat and, when applicable, the related re-zoning request.
- (h) The Zoning Administrator shall notify, in writing, all landowners of properties that are located within five hundred (500) feet of the proposed major subdivision.
- (i) A public hearing shall be required during a regular or special meeting of the Planning and Zoning Commission. The time and place of the hearing shall be advertised in a regional newspaper serving Star Valley, at least, thirty (30) days in advance of the hearing. During the public hearing, the applicant will provide a brief overview of the proposed subdivision and, when applicable, the related re-zoning request. Subsequently, the Alpine Planning and Zoning Commission shall receive public comments concerning the proposed subdivision.
- (j) Based upon its evaluation of the master plan, preliminary plat, review comments from municipal representatives, the staff report, and public comments, the Alpine Planning and Zoning Commission shall discuss the merits, disadvantages, and potential issues associated with the proposed subdivision and, when applicable, the related re-zoning request. In the event that further information is desired by the Planning and Zoning Commission, any decision of the Planning and Zoning Commission may be tabled until members of the Planning and Zoning Commission have had sufficient opportunity to review and evaluate any new information.
- (k) The Alpine Planning and Zoning Commission shall recommend approval, approval with conditions or modifications, or denial of the proposed subdivision to the Alpine Town Council. The decision to approve or deny the preliminary subdivision plat and any related re-zoning request shall be concurrent.
- (l) A public hearing shall be required during a regular or special meeting of the Alpine Town Council. The time and place of the hearing shall be advertised in a regional newspaper serving Star Valley, at least, thirty (30) days in advance of the hearing. During the public hearing, the applicant shall provide a brief overview of the proposed subdivision. Subsequently, the Alpine Town Council shall receive public comments concerning the proposed subdivision and, when applicable, the related re-zoning request.
- (m) The Alpine Town Council shall review and discuss comments from various municipal representatives, the recommendations of the Zoning Administrator, and the recommendations of the Planning and Zoning Commission. Subsequently, the Alpine Town Council shall approve, approve with conditions or modifications, or deny the preliminary subdivision plat and, when applicable, the proposed re-zoning request. In the event that further information is desired by the Town Council, any decision of the Town Council may be tabled until members of the Town Council have had sufficient opportunity to review and evaluate any new information.
- (n) The Zoning Administrator shall issue a written notice of determination to the applicant within five (5) business days of the decision of the Alpine Town Council. The notice shall indicate the decision made and, when appropriate, conditions that may accompany the approval of the preliminary subdivision plat and, when applicable, related re-zoning request, or reasons why the plat and re-zoning requests were denied.

- (o) The applicant shall prepare and file three (3) hardcopies and one (1) digital copy of a final subdivision plat application, and related filing fees, with the Zoning Administrator. The final subdivision plat application shall include the final subdivision plat, a signed copy of a subdivision improvement agreement, a payment of all design costs for public improvements, and performance surety.
- (p) The final plat shall conform to the approved preliminary plat, as well as incorporate revisions or modifications requested by the Town of Alpine. Any deviation from the approved preliminary plat shall require additional review and approval by the Alpine Planning and Zoning Commission and Alpine Town Council.
- (q) 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 sufficient to cover all promises and conditions contained in the subdivision improvement agreement. The issuer of any performance security shall be subject to the approval of the Alpine Town Attorney. A performance bond shall also be set in place. The amount of the performance bond shall be equal to the amount of money necessary for the completion of all infrastructure and landscaping costs of the proposed subdivision. Portions of the bond may be released to developers as stages are completed.
- (r) The Zoning Administrator shall review the final plat to confirm the completeness of the final plat subdivision application and its consistency with subdivision development standards and design criteria outlined in Part 4 of the Alpine Land Use and Development Code. This review may include some additional coordination with the Alpine Public Works Director, Town Engineer, and other municipal representatives. If the final plat is determined to be complete and consistent with development standards, the Zoning Administrator will transmit a copy of the final subdivision plat application and any related recommendations to the Alpine Planning and Zoning Commission for their consideration.
- (s) The Alpine Planning and Zoning Commission shall recommend approval, approval with conditions or modifications, or denial of the final subdivision plat to the Alpine Town Council.
- (t) Upon receipt of the Planning and Zoning Commission recommendation, the Alpine Town Council shall approve, approve with conditions or modifications, or deny the final subdivision plat application.
- (u) The Zoning Administrator shall issue a written notice of determination to the applicant within five (5) business days of the decision of the Alpine Town Council. The notice shall indicate the decision made and, when appropriate, conditions that may accompany the approval of the final subdivision application, or reasons why the application was denied.
- (v) Any appeal of the decisions by the Alpine Town Council may be reviewed by the district court pursuant to Rule 12 of the Wyoming Rules of Appellate Procedure.
- (w) If the approved final plat is not recorded within one (1) year from the date of plat approval, or upon expiration of any time extension that may have been issued, the approval of such plat shall expire. Should the applicant thereafter desire to record the final plat, a new application for a new major subdivision shall be required.

Section 2-208 Development Fees

- (a) Processing Fees are based on an average cost for the Planning & Zoning Administrator, Planning and Zoning Commission, Board of Adjustment, Town Council, Town Engineer, Town Building Official, Town Clerk, and Planning and Zoning Secretary.
- (b) The person requesting permit shall also pay for any and all advertising separately. Advertising costs shall be billed directly to the client along with any and all other out of the ordinary expenses.

- (c) Fees are established by Town Ordinance; (refer to the most current version of the Town of Alpine Building Department Fee Schedule). **All fees are due at time of submittal. All fees are non-refundable.** There will be no waiver of permit fees.
- (d) Deposits and/or performance bonds shall be required by the Town of Alpine, Planning & Zoning Commission for the landscaping and parking requirements along with the associated building and/or improvements. The deposit shall be determined by the insurance/bonding company in an amount not to exceed One Hundred Twenty-Five (125) percent of the anticipated costs of all improvements for the project. The deposit and/or performance bond(s) shall be held by the Town and shall be refunded when the project is completed and/or inspected. If the total project is not completed in a timely manner as agreed upon by the Planning & Zoning Commission and owner, the deposit shall not be refunded.
- (e) Plats must be filed with Lincoln County within (1) year with a one (1) time, one (1) year extension. If the project is not completed within two (2) years, applicant shall have to start the process over with all new fees, filings, meetings, etc.
- (f) Applications are valid for ninety (90) days, from submittal date; with a one (1) time, ninety (90) day extension upon showing of justifiable cause. If the missing items are not submitted within the allowed time frame, the applicant shall have to start the process over with all new fees, filings, etc.
- (g) Fees do not reflect the cost of the Town engineer, attorney, or surveyor's reviews (those are considered out of the ordinary expenses). These costs shall be assessed on a case-by-case basis based on the time spent during the review process.
- (h) Planned Unit Development Applications shall be determined on a case-by-case basis, number of lots, etc.
- (i) No approval shall be granted and/or formalized **until all fees have been paid in full.**

ARTICLE 2.3 BUILDING PERMIT REQUIREMENTS

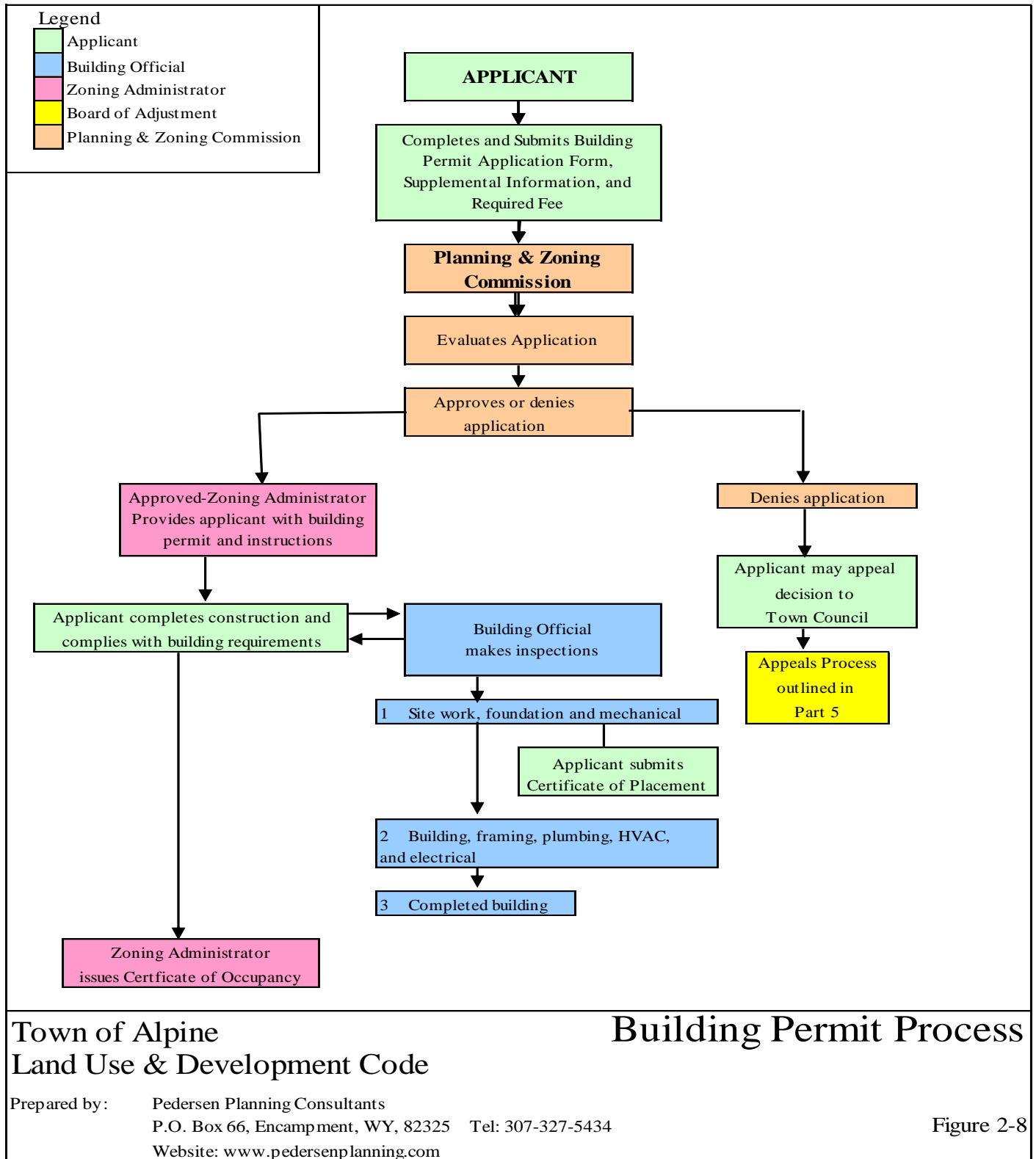
Section 2-301. Building Permit Requirements

- (a) No construction, alteration, or expansion of any site, building or structure shall be initiated or completed by any private landowner, contractor, or a public agency before receiving an approved building permit application from the Town of Alpine (Figure 2-8).
 - 1. Before any site work or construction commences, the Town of Alpine Building Permit/Posting shall be displayed at the front of the lot.
- (b) A building permit is required for all of the following:
 - (1) Any new buildings:
 - a. Buildings that contains equal to or greater than three hundred (300) square feet, will be issued under Residential, Commercial, Addition and/or Garage Permits.
 - b. Anything under three hundred (300) square feet, shall be issued under affidavits; refer Affidavit Process, located under Section 2-303.
 - c. Sanitary facilities shall be provided during construction, remodeling or demolition activities in accordance with the International Plumbing Code. Such facilities shall be maintained in a sanitary condition. Construction worker toilet facilities of the non-sewer type shall conform to PSAI Z4.3.

- (2) Additions to all existing structures (Such as carports, shed roof's, etc.);
 - (3) Remodel with structural changes to or in an existing structure;
 - (4) Utility line installations and replacements, and other mechanical improvements;
 - (5) The demolition or relocation of an existing building and/or shed on an existing property;
 - (6) A change in the type of occupancy of a building;
 - (7) Accessory buildings with or without a permanent foundation, with square footage greater than three hundred (300) square feet, with or without roof eave heights greater than ten (10) feet;
- (c) The Town of Alpine shall make available a building permit application and/or affidavit forms to applicants that shall require, at least, the following information from the applicant:
- (1) Name of applicant;
 - (2) Authorization by landowner (if not the applicant);
 - (3) Mailing address;
 - (4) Contact information for telephone, fax, and e-mail address;
 - (5) Legal description and size of land parcel where proposed construction shall take place;
 - (6) Scope of proposed site and facility improvements;
 - (7) Existing zoning designation and related permitted uses;
 - (8) A site/plot plan indicating the location of proposed buildings, the distances from the property line to the front, back and sides of proposed buildings, **also known as the building envelope**.
 - (9) Three (3) sets of **scaled** construction drawings (see application checklist) that illustrate the *proposed foundation, floor plan, typical wall section, roof system, building elevations, exterior material specifications, as well as electrical, plumbing, radon and HVAC systems*. **All construction drawings for structures submitted with a permit application shall be designed, stamped and certified by a civil or structural engineer greater than three hundred (300) square feet in size.** {See permit checklist for complete details}.
 - (10) **All new buildings including additions or remodels to and existing structures, require submittal of three (3) sets of a scaled site/plot plan, that depicts the location of, proposed vehicular access, the finish grade of the project site, septic system or sewer connection location, water connection location, denoting all above ground and below ground utilities (power, propane) and/or easements to be located on the property, vehicle parking (garage square footage and driveway dimensions {square footage}), setbacks, onsite drainage facilities and snow storage areas (snow storage dimensions {square footage}) needs to be clearly identified. {See permit checklist for complete details}.**

Submittal of the civil engineered site plan is required for all Multi-Unit Residential (R-2) {including additions or remodels to existing structures}, Mixed Residential and Commercial (MRC) {including additions or remodels to existing structures} and Commercial (C) {including additions or remodels to existing structures}, Light Industrial (LI) {including additions or remodels to existing structures}, Public and Community Facilities (PCF) {including additions or remodels to existing structures} and Recreation and Conservation (RC) {including additions or remodels to existing structures} permit applications.

- (11) Three (3) sets of other construction documents and/or other data that the applicant may consider relevant to the building permit application shall be submitted with the building permit application. **All construction documents and/or other requested documents shall be stamped and certified by a civil or structural engineer licensed in the State of Wyoming; (Stamped engineering is required on all structures greater than three hundred (300) square feet in size.)**
- (12) One (1) digital copy will be submitted of the complete plan set, site plan, and all associated ~~along with all the associated~~ construction documents shall be filed at the time of application submittal. **This digital copy will be kept in-house for internal use only and will not be provided to any 3rd party individuals, as per any copyright regulations/guidelines.**



Section 2-302. Minor Construction Permit

(a) A minor construction permits shall not require a Wyoming Engineered Stamp; **UNLESS OTHERWISE INDICATED.**

(b) A minor construction permit (Figure 2-9) shall be required for:

- (1) Storage Sheds, with or without a permanent foundation {more than three hundred (300) square feet in floor area, but no larger than four hundred (400) square feet}, constructed with or without plumbing and/or electricity.
- (2) The following roofing applications:
 - i. Change and/or Addition of roofing materials {increase or decrease weight};
 - ii. Replacement of any or all roofing materials, with **no** increase in weight; **Refer to the Affidavit Process;**
 - iii. Addition of any roofing layers;
 - iv. Change in any under sheeting materials;
- (3) Construction of any attached or detached decks, must follow the Town of Alpine adopted International Building and Residential Code:
 - i. Addition of stairs to an existing deck;
 - ii. Change in dimensions and/or alterations to any existing deck
- (4) Plumbing improvements on commercial facilities.
- (5) Electrical improvements on commercial facilities.
- (6) Replacement of doors and/or windows when rough opening of header is increased in width or height. Note - A Wyoming Certified Engineered stamped drawing shall be required. Engineered stamps shall be certified by a civil or structural engineer licensed in the State of Wyoming.
- (7) Utility improvements or changes. Including, but not limited to, fireplaces, wood stoves and/or heating appliances (propane) installations; after the initial construction/building process.
- (8) Demolition of an existing building/structure and/or storage shed over three hundred (300) square feet, on an existing property.

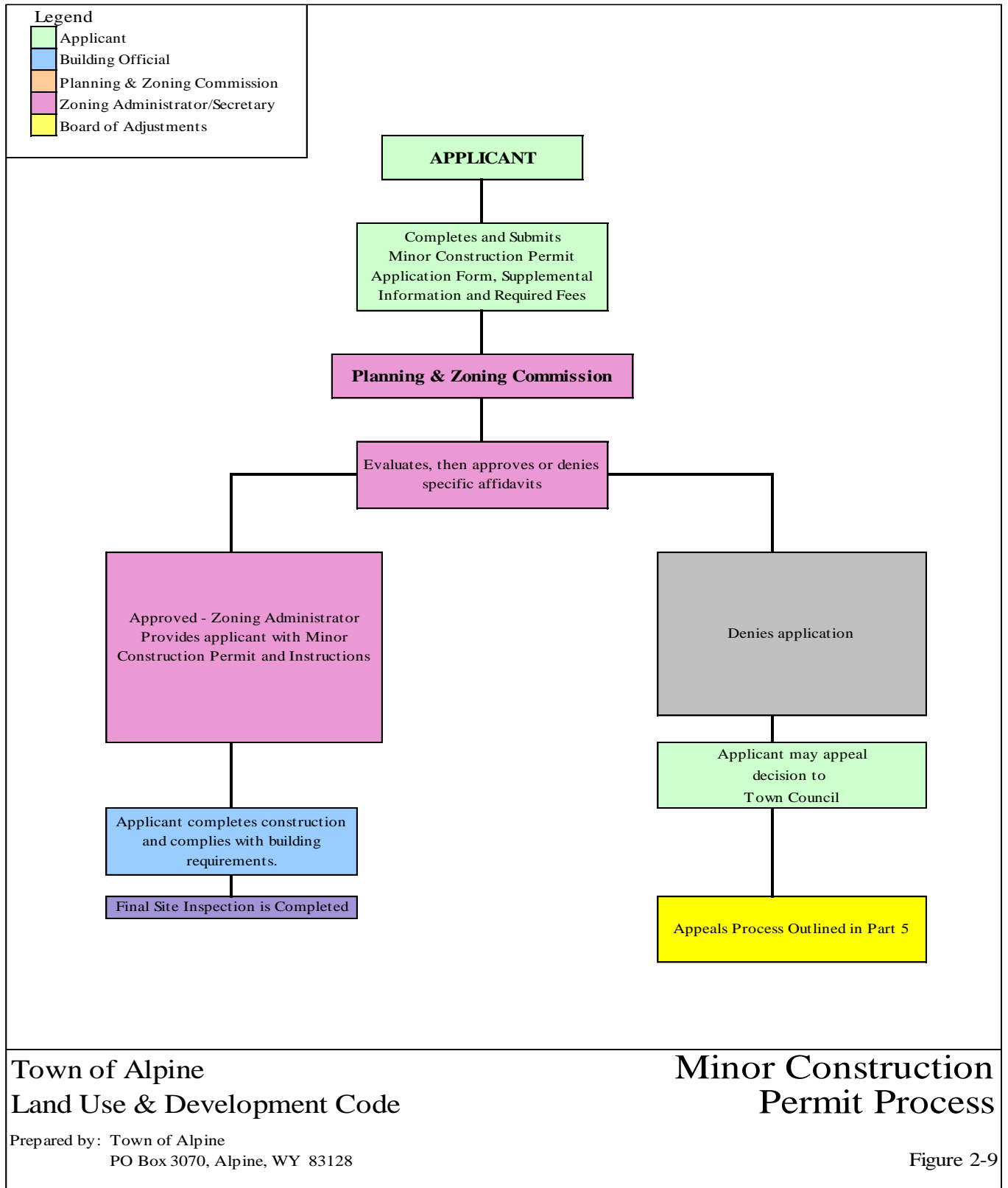
(c) The Town of Alpine shall make available a minor construction permit application form to applicants that shall require, at least, the following information from the applicant:

- (1) Name of applicant;
- (2) Authorization by landowner (if not the applicant);
- (3) Mailing address;
- (4) Contact information for telephone, fax, and e-mail address;
- (5) Legal description and size of land parcel where proposed construction shall take place;
- (6) Scope of proposed site and facility improvements;
- (7) Existing zoning designation and related permitted uses;
- (8) A site/plot plan indicating the general location of proposed improvements and the distances from the property line to the front, back and sides of proposed buildings.

Town of Alpine Land Use and Development Code

AMENDED CHANGES – November 2024

CHANGES MADE AT 9/24/24 WORKSHOP = PROPOSED 2024 LUDC DRAFT CHANGES



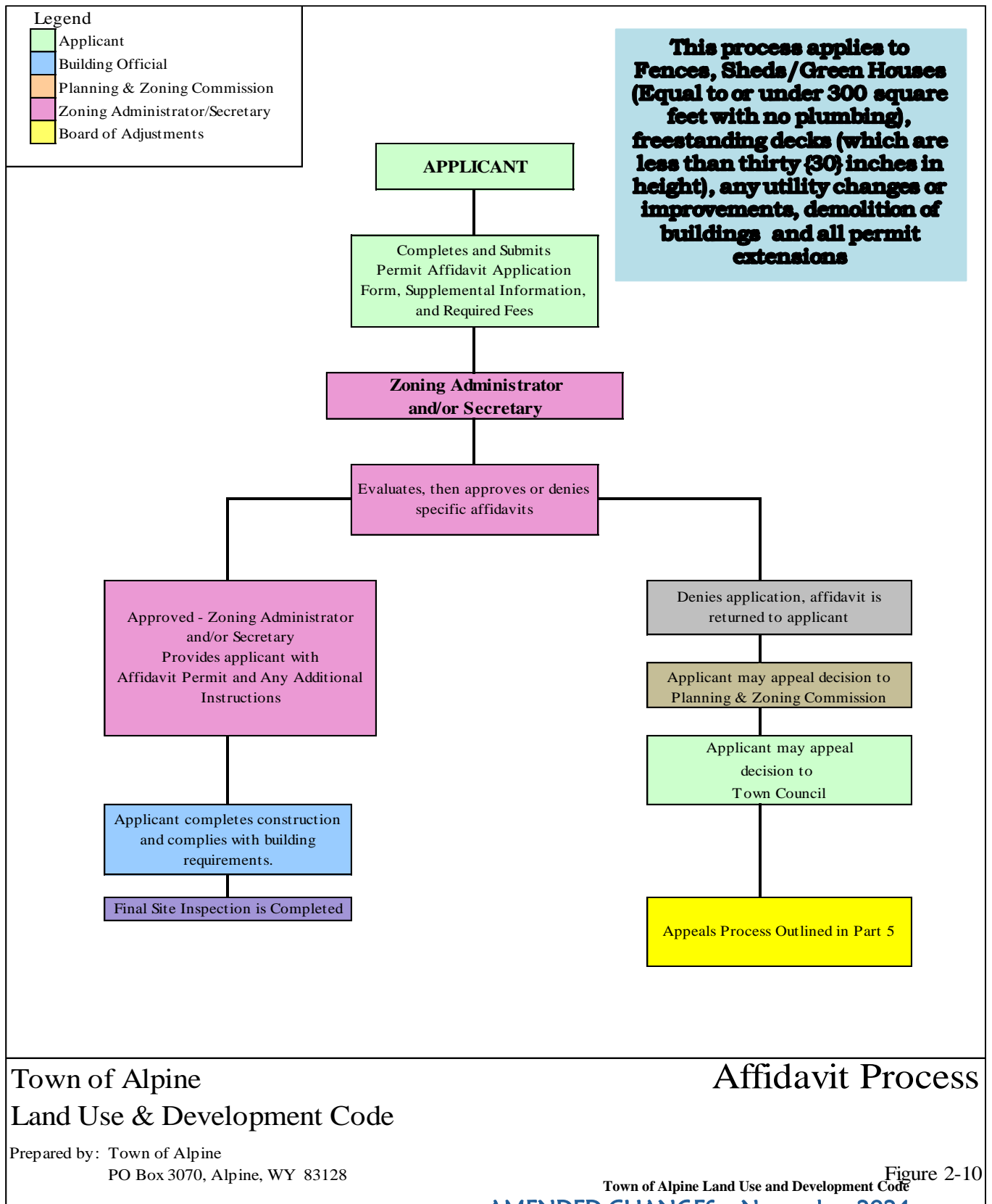
Town of Alpine Land Use and Development Code

AMENDED CHANGES – November 2024

CHANGES MADE AT 9/24/24 WORKSHOP = PROPOSED 2024 LUDC DRAFT CHANGES

Section 2-303. Affidavit Process**SOME AFFIDAVITS COULD HAVE A TURNAROUND TIME OF THREE {3} BUSINESS DAYS.**

- (a) An affidavit permit (Figure 2-10) shall be required for:
- (1) Construction of perimeter fences.
 - (2) Construction of sheds/green houses equal to or under Three Hundred (300) square feet, may be constructed with electricity, but no plumbing or kitchen elements.
 - (3) Construction of freestanding decks (less than thirty {30} inches in height) must follow the Town of Alpine adopted International Building and Residential Codes: **This affidavit could have a turnaround time of three {3} business days.**
 - (4) Construction of any and all attached decks must follow the Town of Alpine adopted International Building and Residential Codes; **This affidavit could have a turnaround time of three {3} business days.**
 - (5) Location of any new propane tanks after the initial construction of a primary structure. (Tanks will be inspected by the Town Building Inspector.)
 - (6) The following roofing applications:
 - v. Replacement of any roofing materials (all like kind materials);
 - (7) The demolition of an existing building and/or storage sheds under over three hundred (300) square feet, on an existing property;
 - (8) Permit Extensions for previously approved Building Permits, **provided no changes and/or alterations have been made to the permitted project.**
- (b) The Town of Alpine shall make available a affidavit application form to applicants that shall require, at least, the following information from the applicant:
- (1) Date of Application;
 - (2) Name of Applicant;
 - (3) Authorization by landowner (if not the applicant);
 - (4) Mailing address;
 - (5) Contact information for telephone, fax, and e-mail address;
 - (6) Legal description of the land parcel where proposed construction shall take place;
 - (7) Physical description of the land parcel where proposed construction shall take place;
 - (8) Type of Project and/or scope of the proposed site and facility improvements;
 - (9) Name of Contractor;
 - (10) Existing zoning designation and related permitted uses;
 - (11) A site/plot plan indicating the general location of proposed improvements and the distances from the property line to the front, back and sides of proposed buildings, etc.



AMENDED CHANGES – November 2024

CHANGES MADE AT 9/24/24 WORKSHOP = PROPOSED 2024 LUDC DRAFT CHANGES

Section 2-304. Required Building and Site Inspections

- (a) Any authorized construction activity shall be subject to inspections by the Town of Alpine Building Official, or its designated representative, during the construction process.
- (b) Conformance to the International Building Code, International Residential Code, International Plumbing Code, International Mechanical Code, International Fuel Gas Code, International Fire Code and National Electrical Code standards shall be ensured throughout the required inspection process.
- (c) Applicant to supply the Town of Alpine with an “Exhibit to Accompany Affidavit of Surveyor” from a land surveyor, licensed in the State of Wyoming, that is retained by the building owner. The exhibit depicts property corners, setback lines, house placement and utility improvements.
- (d) Upon completion of the forming of any foundation walls of the structure, a Certificate of Placement shall be issued and submitted to the Zoning Administrator of the Town of Alpine. The Certificate of Placement verifies the location of the structure and the compliance, or lack of compliance, with the plot/site plan submitted with the approved building permit application. The Certificate of Placement shall be completed by a land surveyor, licensed in the State of Wyoming that is retained by the building owner; the certificate is to be submitted to the Town office prior to moving forward with the project. **If any work is completed prior to the certificate submittal, all work ~~will~~ shall be removed, at the owner's expense.**
- (e) The Municipal Building Official shall make at the following stages:
 - (1) Concrete forms, re-bar, reinforcing rods or pins are in place prior to the placement of concrete for concrete slab foundations or concrete footings.
 - (2) When concrete forms are in place for foundation/stem walls prior to the placement of concrete.
 - (3) When exterior damp/water proofing has been completed, {prior to foundation backfilling}.
 - (4) Foundation vents are in place for crawlspace foundations, all mechanical piping and conduit is in place (including radon mitigation), all fittings are properly connected, and all work is adequately supported prior to the placement of utilities, e.g., sewer line, within a concrete foundation.
 - (5) When all building framing, plumbing, mechanical (ventilation and air conditioning {HVAC}) is completed and properly nailed, bolted or secured. **Prior to any coverings, e.g., Tyvek, roof coverings and/or insulation.**
 - (6) Exterior nailing of roof and walls.
 - (7) Insulation inspection prior to covering of walls and/or ceilings.
 - (8) Sheet rock inspection, prior to taping and/or mudding.
 - (9) When all construction work is completed, (plumbing, mechanical, etc).
- (f) The Town of Alpine shall inspect all improvements, authorized via an issued construction permit, following the construction of all proposed improvements.
- (g) Any inspections that need to be repeated by the Building Inspector/Official are subject to additional costs to be paid at the property owners expense. Failure to notify the town/inspector of a required inspection;

shall result in fines, and/or penalties issued to the property owner; with the removal of work to be uncovered for all items to be inspected properly, this will be completed at their own expense.

***NOTE* STATE TO COMPLETE ALL ELECTRICAL INSPECTIONS**

Section 2-305. Construction Activities – Established Timeframes

Construction activities and all related sounds from construction activities shall have an established timeframe of 7:00 a.m. to 7:00 p.m. ~~on regular (Monday – Sunday Friday), weekdays and 8:00 a.m. to 6:00 p.m., on weekends (Saturday and Sunday) and legal holidays during the months of May through November. During~~ On the months of December through April the established construction activity timeframe will be 7:00 a.m. to 5:00 p.m. ~~on regular (Monday – Friday) weekdays and 8:00 a.m. to 5:00 p.m., on weekends (Saturday and Sunday) and legal holidays. Any activities that occur for three (3) consecutive days will may be subject to violations. Emergency work/activities shall be exempt from the specified construction times; however, notification of all emergency work needs to be made to the Town of Alpine Public Works Director and Planning and Zoning Administrator.~~

Section 2-306. Issuance of Certificate of Occupancy

Once all required building inspections have been made and approved by the Municipal Building Official, the Town of Alpine shall issue a Certificate of Occupancy to the applicant. The Certificate of Occupancy represents a formal notification by the Town of Alpine that the building can legally be occupied by the applicant. The Certificate of Occupancy shall be signed by the Town of Alpine Building Inspector/Official.

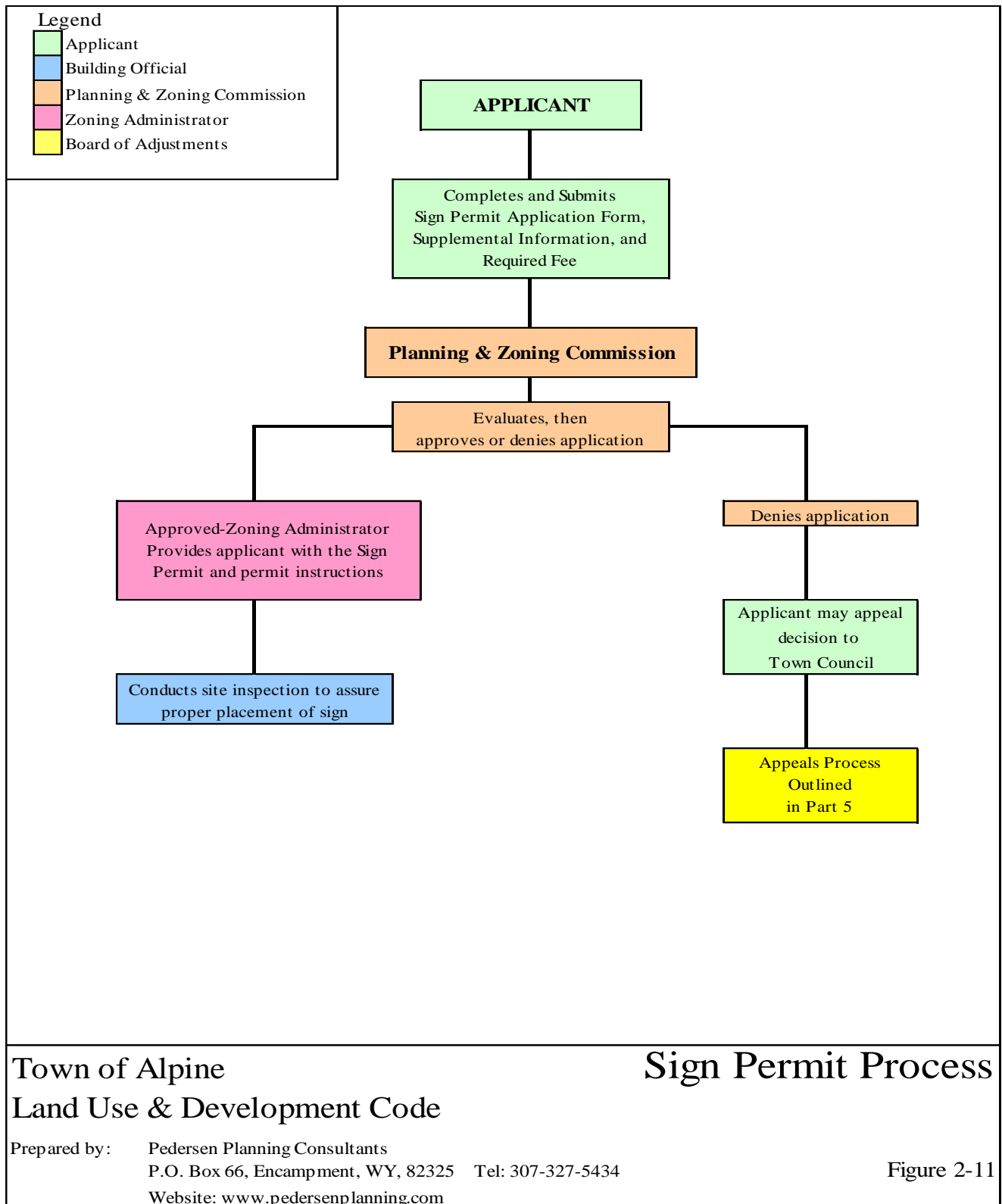
Section 2-307. Issuance of Certificate of Completion

Once all required building inspections have been made and approved by the Municipal Building Official, the Town of Alpine shall issue a Certificate of Completion to the applicant. The Certificate of Completion represents a formal notification by the Town of Alpine that requirements of the addition, garage, minor construction and remodeling permits, and sign permits regulations have been met. The Certificate of Completion shall be signed by the Town of Alpine Building Inspector/Official.

ARTICLE 2.4 SIGN PERMIT PROCESS

Section 2-401. Sign Permit Process

- (a) A sign permit (Figure 2-11) will be required for:
 - (1) New signs.
 - (2) Sign Dimension Amendments and/or enlargements.
 - (3) Directional Signage.
- (b) Temporary Signs, such as: Banner Installations. See Table 4-12;
 - (1) All others identified in Table 4-12 do not require permit and/or affidavit application. **Note specific timelines and/or requirements are identified in Table 4-12.**
- (c) The Town of Alpine shall make available an application form to applicants that shall require, at least, the following information:
 - (1) Name of applicant;
 - (2) Authorization by landowner (if not the applicant);
 - (3) Mailing address;
 - (4) Contact information for telephone, fax, and e-mail address;
 - (5) Legal description and size of land parcel where proposed construction shall take place;
 - (6) Scope of proposed site and facility improvements;
 - (7) Existing zoning designation and related permitted uses;
 - (8) A site/plot plan indicating the general location of all utility locations, any improvements; existing or future (i.e., buildings) on the subject property, vehicle parking, onsite drainage facilities and snow storage areas, as it relates to the sign installation.
- (d) A final sign inspection shall be conducted by the Town of Alpine Building Official, or a designated representative, in order to assure permit compliance.



ARTICLE 2.5 BUILDING APPLICATION PROCESSING SCHEDULE

Section 2-501. Building Application Processing Schedule

- (a) Processing fees for building applications, permits and affidavit applications are based on an average cost for the Planning and Zoning Administrator, Planning and Zoning Commission, Town Engineer, Town Building Official, Town Attorney, Town Clerk, and the Planning and Zoning Secretary.
- (b) With the application process and before a building permit is issued, all new water and sewer connect fees **must be paid in full**. All Fees
- (c) Fees are established by Town Ordinance; (refer to the most current version of the Town of Alpine Building Department Fee Schedule). **All fees (Building Permit, Water/Sewer Connection Fees) are due at time of submittal. All fees are non-refundable. There will be no waiver of fees.**
- (d) Applications are valid for ninety (90) days, from submittal date; with a one (1) time, ninety (90) day extension upon showing of justifiable cause. If the missing items are not submitted within the allowed time frame, the applicant shall have to start the process over with new fees, filings, etc.
- (e) Issued Commercial permits are good for one (1) year with a one (1) time, one (1) year extension upon showing of justifiable cause. If the project is not completed within two (2) years, applicant shall have to start the process over with all new fees, filings, meetings, etc.
- (f) Issued Residential permits are good for one (1) year with two (2), one (1) year extensions (available) upon showing of justifiable cause. If the project is not completed within three (3) years, the applicant shall have to start the process over with all new fees, filings, meetings, etc. This will be evaluated on a year-by-year basis.
- (g) Issued Remodel, Addition and Garage permits are good for one (1) year with two (2), one (1) year extensions (available) upon showing of justifiable cause. If the project is not completed within three (3) years, the applicant shall have to start the process over with all new fees, filings, meetings, etc. This will be evaluated on a year-by-year basis.
- (h) Issued Affidavits are good for six (6) months with one (1) allowable six (6) month extension (available) upon showing of justifiable cause.
- (i) If any of the above fees do not fully cover the total costs of processing any application, additional fees may be assessed on a case-by-case basis.
- (j) If a person commences building development or remodeling for which a permit is required without having first obtained a permit, they are in violation of this Land Use and Development Code. Such a person shall pay twice the fee for said permit, costs associated with the Town's investigation of the violation, any hearings to abate, and including reasonable attorney, engineer, inspector and surveyor's fees. The payment of such fees shall not relieve the person from fully complying with the requirements of the Land Use and Development Code, nor does it automatically secure the permit or preclude a violation for a given infraction. ***The provisions of this article do not apply to emergency work, {as identified in Article 3.3 – Section 3-303 – Facility Repairs} only if there is or would have been an unreasonable delay in obtaining the permit.***
- (k) Permit fees are transferable as long as the application and/or the permit has not expired.

PART 3 - ZONING ORDINANCE

ARTICLE 3.1 GENERAL PROVISIONS

Section 3-101. Short Title

Part 3 of the Alpine Land Use and Development Code shall be known, cited and referred to as the Alpine Zoning Ordinance.

Section 3-102. Purpose

The Alpine Zoning Ordinance has been prepared and adopted to encourage an orderly development pattern within the Town of Alpine, Wyoming. The Alpine Zoning Ordinance represents an important planning tool that **will** be used by the Town of Alpine to help implement its Community Land Use Plan. The Town of Alpine Municipal Master Plan, which was adopted by the Alpine Town Council on December 19, 2006, contains, in part, a general community land use plan (recommended option 3) that expresses a vision for future land uses within the community.

Section 3-103. Authority

This Ordinance is adopted in accordance with the authority vested in the Town Council of the Town of Alpine, Wyoming, by Wyoming Statutes 15-1-601 through 15-1-611.

Section 3-104. Applicability of Ordinance

This ordinance shall apply to all private and public lands within the corporate limits of the Town of Alpine, Wyoming. All land use development projects **will** be subject to the required land use development review and approval process that is outlined in Article 2.2 of the Alpine Land Use and Development Code.

Existing land uses, buildings, and structures authorized by the Town of Alpine before the enactment of this ordinance **will** be considered legal land uses even if such uses are contrary to the current Alpine Zoning Ordinance.

Restrictive covenants or agreements associated with land subdivisions or other land sales **will** not supersede the Alpine Zoning Ordinance. Further, the Town of Alpine **will** not use the Alpine Zoning Ordinance as a tool for enforcing private restrictive covenants or agreements.

Section 3-105. Zoning Districts

In order to carry out the provisions of this ordinance, the municipality is divided into the following zoning districts:

R-1	Single-Family Residential District
R-2	Multi-Unit Residential District
MRC	Mixed Residential and Commercial District
C	Commercial District
LI	Light Industrial District
PCF	Public and Community Facilities District
RC	Recreation and Conservation District

Section 3-106. Zoning Map

The Alpine Zoning Map (Appendix A) depicts the location and boundaries of zoning districts that were established by the Alpine Town Council at the time of ordinance adoption.

ARTICLE 3.2 DISTRICT REGULATIONS

Section 3-201. General

- a) The following regulations outline the type of land use permitted within various zoning districts established under Section 3-105 of this ordinance. Permitted land uses are also subject to various requirements such as the type of allowable structures, setbacks, building height, signage, fencing, vehicular parking requirements and snow storage identification.
- b) Prior to the issuance of a building permit, some permitted uses also require a more detailed plan review by the Commission to ensure that specific project issues are adequately addressed by the owner(s) of the project. In some cases, stipulations or conditions may be attached to a building permit to address the specific concerns of the Alpine Planning and Zoning Commission.

Section 3-202. R-1 Single-Family Residential District

- (a) Intent and Purpose of District: This zoning district designation is intended to encourage the development and maintenance of low-density residential areas. These regulations are intended to provide a diverse and compatible housing stock, limit the density of the resident population, provide adequate open space around buildings and accessory structures, provide accessibility to community utility systems and community open space areas, as well as encourage a safe and attractive living environment for community residents.
- (b) Permitted Uses:
Structures are limited to stick-built, manufactured, or modular units.
 - (1) One (1) single-family dwelling unit.
 - (2) One (1) family or non-family household **will** primarily occupy the single-family dwelling unit. However, owners may provide room and board for up to three (3) persons who are not related by blood or marriage; provided there is no separate kitchen **unit** attached or detached to the primary and/or accessory structure.
 - (3) Bed-and-breakfast operation in the principal residence on the property that is operated by the property owner.
 - (4) Home occupations operated by the occupants of a single-family residence and not more than two (2) non-household employees.
 - (5) Childcare home service authorized by the Wyoming Department of Family Services that is operated by the occupants of a single-family residence and not more than two (2) non-household employees.
 - (6) Structures supporting regional and community utility systems.
 - (7) Primary structures **will** be constructed out of new materials. The relocation and/or moving in of old or used buildings are prohibited.
- (c) Residential Building Standards:
 - (1) Required building standards for residential structures in the “R-1” residential district is presented in Part 4, Section 501 of the Alpine Land Use and Development Code.
 - (2) All buildings in the “R-1” Single-Family Residential District **will** require a plan review by the Town Building Official – Building Inspector, the Planning & Zoning Commission, and/or their representative, prior to the issuance of a building permit.
- (d) Minimum Lot Area:
 20,000 square feet in the following subdivisions: Alpine Estates #1 & #2;
 Forest Meadows;

Grey's River Valley;
 Griest Addition; and
 Three Rivers Meadows Est.

15,000 square feet in the following subdivisions:

Grey's River Village #1;
 Lakeview Estates, 6th Addition;
 Bridger Homes; and,
 Alpine Meadows.

10,000 square feet in the following subdivisions:

Grey's River Village #2.
 Lakeview Estates, 3rd and 7th Additions;
 Palis Park, 2nd Addition; and
 River View Meadows.

9,900 square feet in all other subdivisions.

(e) Minimum Setbacks: (Measurements are taken from the foundation of the structure to the property line.)

- (1) Front Yard: Primary residential structure **will** be setback not less than twenty-five (25) feet from the front property line. Detached accessory buildings **will** not be located beyond the front line of any primary residential structure. **Both street frontages of corner lots shall be considered front yards.**
- (2) Side Yards: Primary residential structures **will** be setback not less than fifteen (15) feet from side property lines. Detached accessory buildings/structures, equal to or under Three Hundred (300) square feet, can have a setback of not less than ten (10) feet from side property lines. Detached accessory buildings/structures, with a total square footage of over Three Hundred (300) square feet, **will** have a setback of not less than fifteen (15) feet from side property lines. **Please Note: Should a structure be placed within a recorded property/utility easements, the Town of Alpine assumes no responsibility for damage and/or any replacement costs of any structure or property damage; owner **will** accept full responsibility for any and all costs for repairs.**
- (3) Rear Yard: Primary residential structures **will** be setback not less than twenty (20) feet from the rear property line. Detached accessory buildings/structures, equal to or under Three Hundred (300) square feet, can have a setback of not less than ten (10) from rear property lines. Detached accessory buildings/structures, with a total square footage of over Three Hundred (300) square feet, **will** have a setback of not less than twenty-five (20) from rear property lines. **Please Note: Should a structure be placed within a recorded property/utility easements, the Town of Alpine assumes no responsibility for damage and/or any replacement costs of any structure or property damage; owner **will** accept full responsibility for any and all costs for repairs.**
- (4) Properties with less than ten thousand (10,000) square feet **will** be allowed to have a front yard setback of twenty (20) feet and side yard and rear yard setbacks of ten (10) feet, for primary residential structures. Detached accessory buildings/structures, equal to or under Three Hundred (300) square feet, can have a setback of not less than ten (10) from rear property lines. Detached accessory buildings/structures, with a total square footage of over Three Hundred (300) square feet, **will** have a setback of not less than ten (10) feet from rear property lines. **Please Note: Should a structure be placed within a recorded property/utility easements, the Town of Alpine assumes no responsibility for damage and/or any replacement costs of any structure or property damage; owner **will** accept full responsibility for any and all costs for repairs.**

(5) Setbacks are required specifically for safety, legal and aesthetic reasons. The only items allowed in the established setback area is landscaping and snow storage.

- (6) Corner Lots and Irregular Lots **will** have all street front setback guidelines and remaining sides **will** be considered side setbacks.
- (7) Any deviations from setback requirements **will** require a plan review and approval of a variance unless a lesser setback is identified in the recorded plat of the approved residential subdivision.

(f) Maximum Building Height:

- (1) Primary residential structures **will** be thirty-five (35) feet or less in height.
- (2) The height of detached accessory structures **will** be twenty-six (26) feet or less, this height restriction is applicable to structures that are set back from the property line of not less than fifteen (15) feet from the side property line and not less than twenty (20) feet from the rear property line. All detached accessory structures **will** be placed behind the front plane of the existing residential structure.
 - aa. Detached accessory structures of with a total square footage equal to or under Three Hundred (300) square feet and are placed within the allowable ten (10) foot rear setback and ten (10) foot side setback; **will** have a height restriction of fourteen (14) feet in height or less. Special consideration for setback is made for properties that have a total square footage under Ten Thousand (10,000) square feet.
- (3) Roof eaves for non-sprinkled buildings **will** be twenty-eight (28) feet or less; measuring the pitch end of the roof eaves, from the finished grade elevation.

(g) Vehicular Parking and Storage:

- (1) A minimum of six hundred (600) square feet of off-street parking **will** be provided for each single-family dwelling unit; either by driveways associated with the dwelling unit, and/or private garages. The parking area **will** not extend into the municipal street right-of-way.
- (2) Recreational vehicles (RVs), recreational watercrafts and travel trailers shall be parked as not to obstruct the view of traffic and must follow guidelines set forth by the Covenants, Conditions and Restrictions (CCRs) established by the residential unit and/or subdivision, if applicable. All vehicles, boats and/or trailers are to be parked on the property owners, **private property.**
- (3) Recreational vehicles (RVs) **construction trailers** and/or travel trailers used during construction or maintenance activities; these vehicles are to be parked on the private property that the activity is taking place on and **will** be removed **within seven (7) working days after receiving the certificate of occupancy or a certificate of completion is issued for the project and/or when the maintenance has been completed.** ~~promptly when construction and/or the maintenance has been completed.~~
- (4) Parking of any vehicle which has a gross vehicle weight (GVW) of greater than twenty-six thousand (26,000) pounds, is prohibited along any public street that adjoins an "R-1" District, except for the following:
 - (aa) Vehicles temporarily parked (**less than** twenty four {24} hours) for loading or unloading passengers, materials, and merchandise.

(bb) Vehicles temporarily parked (less than twenty four {24} hours) engaged in performing a service activity on the residential lot and/or parcel of land in which the service is being performed (less than twenty four {24} hours).

(cc) One (1) vehicle that is owned, operated and licensed by the resident of the property on where it is parked and must follow guidelines set forth by the Covenants, Conditions and Restrictions (CCRs) established by the residential unit and/or subdivision, if applicable. Vehicle must be parked as not to obstruct the view of traffic and must be parked on resident's private property.

(5) One (1) unlicensed or inoperable vehicle **will** be permitted within the confines of any residential lot.

(h) Landscaping Requirements:

A minimum of ten (10) percent of each residential site **will** be landscaped and maintained with grasses, shrubs, and/or trees to increase compatibility with adjoining land uses, increase the attractiveness of the site, and enhance the general aesthetics of the community. This requirement may be made within setback areas and/or designated easements.

(i) Fencing:

(1) Fences shall be no more than four (4) feet high between the **front building line and the front property line**. Structural posts associated with this fencing **will** be situated on the interior side of the fence.

(2) Perimeter fences along side or rear property lines shall be no more than seven (7) feet high and not constructed on top of property lines. Structural posts associated with all perimeter fences **will** be situated on the interior side of the fence.

(3) Electric and barbed wire fencing is **prohibited** except for seasonal fencing around gardens.

(4) Fencing and walls may be placed within drainage and utility easements, locates **will** be required by utility companies. **If fencing or walls are damaged due to utility improvements, repairs, snow removal, etc., the owner will accept full responsibility for any and all costs for repairs.**

(5) Construction fences are allowed during initial construction of a primary structure. It **will** be constructed on the property of the primary building site. The permit is issued along with the Residential Building Permit. The Certificate of Occupancy **will** not be issued until the construction fence is removed.

(6) Snow fences are allowed between the months of October and May of the following year. A snow fence **will** not impede the removal of snow from the public rights of way, must maintained and preferably of a neutral or black color.

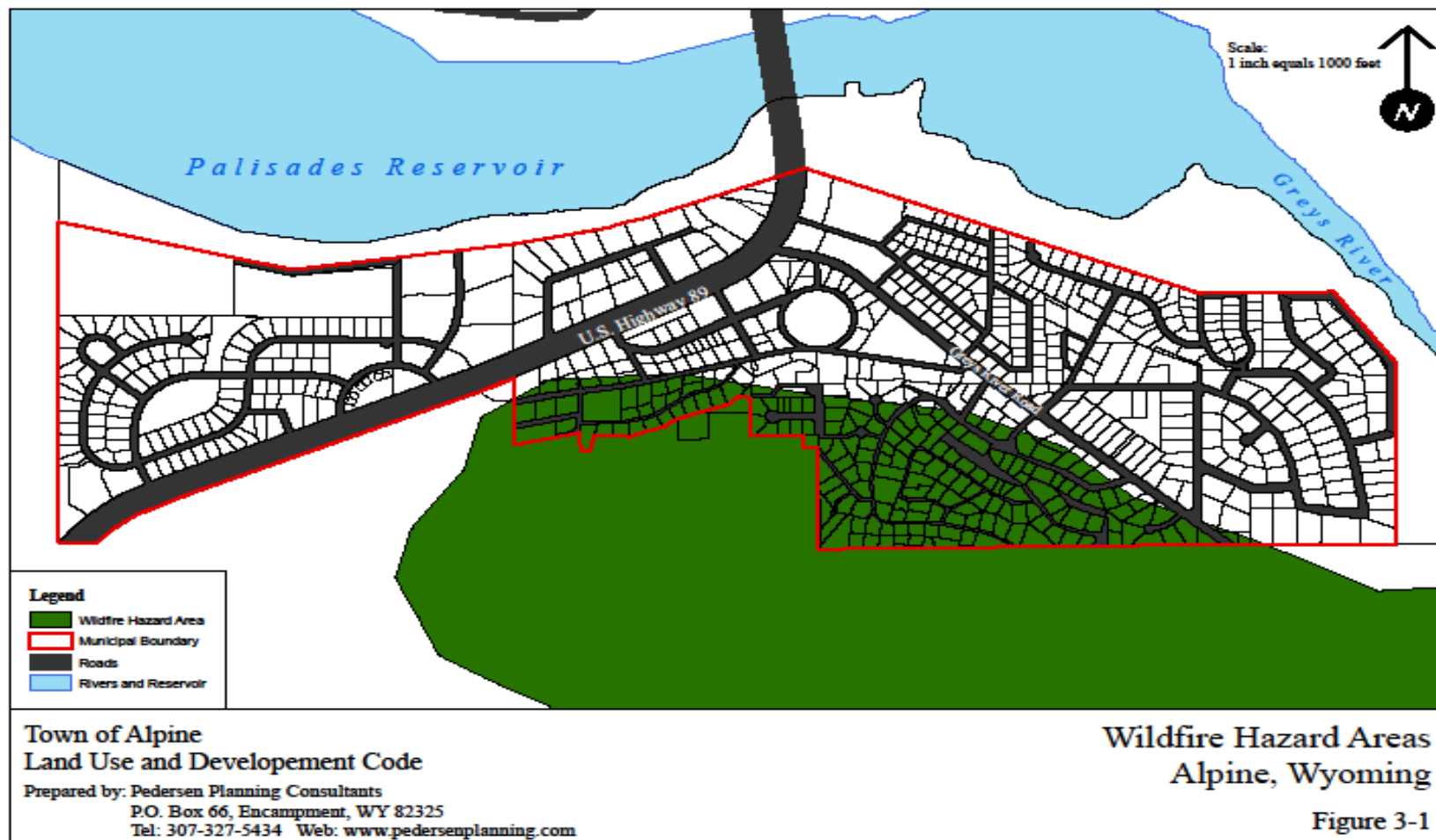
(j) Accessory Uses and Buildings:

(1) Accessory buildings such as pole barns, garages, workshops, and sheds of any sort. **These structures will only be permitted on the same lot with an existing primary residential structure.**

(2) Accessory buildings **will** be no larger than allowed by setbacks and **will** contain no more than a total of twelve hundred (1200) square feet of floor area, this regulation **will** apply for properties that have a total amount of land under 0.70 acres.

(3) Properties that have a total land area of 0.70 acres or greater can have an accessory building that could contain no more than a total of two thousand (2000) square feet of floor area.

- (4) Steel Shipping Containers and/or Cargo/Semi Trailer Containers are **prohibited** in this zoning district.
- (k) Authorized Signs: Sign Standards for the “R-1” Single-Family Residential District are presented in Part 4 Development Standards, (See Section 4-801 and 4-802).
- (k) Fuel Storage Tanks: Class I and Class II liquids in above ground tanks is prohibited unless temporarily stored in licensed and operative commercially used vehicles in an accumulative amount over one hundred fifty (150) gallons.
- (l) Fire Protection:
- (1) Homeowners **will** prepare a defensible space plan for residential properties located in potential wildfire hazard areas (Figure 3-1). The defensible space plan **will** address how the homeowner **will** manage vegetation within a one hundred (100) foot radius of the home, or the maximum radius allowed within the residential property owned by the homeowner.
 - (2) The defensible space plan will be reviewed and approved by an authorized representative of the Alpine Fire District and submitted with any building permit application.



Section 3-203. R-2 Multi-Unit Residential District

- (a) Intent and Purpose of District: The purpose of this district is to encourage the development of duplexes, townhouses, apartments and other multi-unit residential facilities which can provide housing for both short and long-term residents. The “R-2” Multi-Unit Residential District regulations are intended to ensure that new multi-unit housing structures are developed with reasonable building heights and setbacks, adequate vehicular parking, landscaping and/or other screening, and attractive signage to ensure their compatibility with adjoining single-family residential districts, as well as their accessibility to community utility systems and community recreational facilities.
- (b) Permitted Uses:
Structures are limited to stick-built, manufactured or modular units.
- (1) Residential duplexes, apartment units, townhouses or multi-unit complexes.
 - (2) One (1) family or non-family household **will** primarily occupy the single-family dwelling unit. However, owners may provide room and board for up to three (3) persons who are not related by blood or marriage; **provided** there is no separate kitchen attached or detached to the primary and/or accessory structure.
 - (3) Assisted-living and/or nursing home facilities.
 - (4) Structures supporting regional and community utility systems.
 - (5) Home occupations operated by the occupants of a multi-family residential unit and not more than two (2) non-household employees.
 - (6) Primary structures **will** be constructed out of new or recycled materials. The relocation and/or moving in of old or used structures are prohibited.
- (c) Residential Building Standards:
- (1) Required building standards for residential structures in the “R-2” residential district is presented in Part 4, Section 504 of the Alpine Land Use and Development Code.
 - (2) All buildings in the “R-2” Multi-Unit Residential District **will** require a plan review of the Town Building Official – Building Inspector, the Planning & Zoning Commission, and/or their representative, prior to the issuance of a building permit.
- (d) Architectural Guidelines: Architectural Guidelines for the “R-2” Multi-Unit Zoning District are presented in Part 4 Development Standards. See Section 4-504(f).
- (e) Minimum Lot Area:
 10,000 - square feet per unit in Palisade Heights subdivision;
 7,000 - square feet per unit in Palis Park subdivision;
 7,500 - square feet per unit in all other subdivisions.
- (f) Minimum Setbacks:
- (1) Front Yard: Primary residential structure **will** be setback not less than twenty-five (25) feet from the front property line. Detached accessory buildings **will** not be located beyond the front line of any primary residential structure. **Both street frontages of corner lots shall be considered front yards.**

- (2) **Side Yards:** Primary residential structures **will** be setback not less than fifteen (15) feet from side property lines. Detached accessory buildings/structures, equal to or under Three Hundred (300) square feet, can have a setback of not less than ten (10) feet from side property lines. Detached accessory buildings/structures, with a total square footage of over Three Hundred (300) square feet, **will** have a setback of not less than fifteen (15) feet from side property lines. **Please Note: Should a structure be placed within a recorded property/utility easements, the Town of Alpine assumes no responsibility for damage and/or any replacement costs of any structure or property damage; owner **will** accept full responsibility for any and all costs for repairs.**
- (3) **Rear Yard:** Primary residential structures **will** be setback not less than twenty (20) feet from the rear property line. Detached accessory buildings/structures, equal to or under Three Hundred (300) square feet, can have a setback of not less than ten (10) from rear property lines. Detached accessory buildings/structures, with a total square footage of over Three Hundred (300) square feet, **will** have a setback of not less than twenty-five (20) from rear property lines. **Please Note: Should a structure be placed within a recorded property/utility easements, the Town of Alpine assumes no responsibility for damage and/or any replacement costs of any structure or property damage; owner **will** accept full responsibility for any and all costs for repairs.**
- (4) Properties with less than ten thousand (10,000) square feet **will** be allowed to have a front yard setback of twenty (20) feet and side yard and rear yard setbacks of ten (10) feet, for primary residential structures. Detached accessory buildings/structures, equal to or under Three Hundred (300) square feet, can have a setback of not less than ten (10) from rear property lines. Detached accessory buildings/structures, with a total square footage of over Three Hundred (300) square feet, **will** have a setback of not less than ten (10) feet from rear property lines. **Please Note: Should a structure be placed within a recorded property/utility easements, the Town of Alpine assumes no responsibility for damage and/or any replacement costs of any structure or property damage; owner **will** accept full responsibility for any and all costs for repairs.**
- (5) **Setbacks are required specifically for safety, legal and aesthetic reasons. The only items allowed in the established setback area are landscaping and snow storage.**
- (6) Corner Lots and Irregular Lots **will** have all street front setback guidelines and remaining sides **will** be considered side setbacks.
- (7) Any deviations from setback requirements **will** require a plan review and approval of a variance unless a lesser setback is identified in the recorded plat of the approved subdivision.
- (g) **Maximum Building Height:**
- (1) Primary residential structures **will** be thirty-five (35) feet or less in height.
- (2) The height of detached accessory structures **will** be twenty-six (26) feet or less, this height restriction is applicable to structures that are set back from the property line of not less than fifteen (15) feet from the side property line and not less than twenty (20) feet from the rear property line. All detached accessory structures **will** be placed behind the front plane of the existing multi-unit residential structure.
- aa. Detached accessory structures of with a total square footage equal to or under Three Hundred (300) square feet and are placed within the allowable ten (10) foot rear setback and ten (10) foot side setback; **will** have a height restriction of fourteen (14)

feet in height or less. Special consideration for setback is made for properties that have a total square footage under Ten Thousand (10,000) square feet.

- (3) Roof eaves for non-sprinkled buildings **will** be twenty-eight (28) feet or less from the finished grade elevation.

(h) Vehicular Parking and Storage:

- (1) A minimum of six hundred (600) square feet of off-street parking **will** be provided for each dwelling unit located on the property; parking requirements **will** be met through construction and use of centralized vehicular parking areas, driveways associated with each dwelling unit, and/or private garages. The parking area **will** not extend into the municipal street right-of-way.
- (2) Centralized vehicular parking areas **will** be designed and constructed in accordance with the vehicular parking standards outlined in Part 4, Article 4.6 of the Alpine Land Use and Development Code. The parking area and/or driveways **will** not extend from the edge of pavement or improved road surface of any municipal street. In the event that no improved road surface exists, the parking area **will** extend from the edge of the municipal street right-of-way.
- (3) One (1) designated parking space **will** be required for each single bedroom dwelling unit. Multi-bedroom, multi unit residential buildings **will** require a minimum of two (2) parking spaces per unit. Multi-unit residential buildings containing more than four (4) dwelling units **will** also have one (1) designated guest parking space for every two (2) dwelling units; these parking spaces **will** be located on the property.
- (4) Recreational vehicles (RVs), recreational watercrafts and travel trailers shall be parked as not to obstruct the view of traffic and must follow guidelines set forth by the Covenants, Conditions and Restrictions (CCRs) established by the residential unit and/or subdivision, if applicable. All vehicles, boats and/or trailers are to be parked on the property owners, **private property**.
- (5) Recreational vehicles (RVs), **construction trailers** and/or travel trailers used during construction or maintenance activities; these vehicles are to be parked on the private property that the activity is taking place on and **will** be removed **within seven (7) working days after receiving the certificate of occupancy/completion is issued for the project and/or when the maintenance has been completed.** ~~promptly when construction and/or the maintenance has been completed.~~
- (6) Additional parking spaces within a centralized parking area **will** be provided to park recreational vehicles (RVs) and travel trailers. These vehicles are to be parked on the property owners, private property.
- (7) Parking of any vehicle, which has a gross vehicle weight (GVW) of greater than twenty-six thousand (26,000) pounds, is prohibited along any public street that adjoins an "R-2" District, except for the following:
 - (aa) Vehicles temporarily parked (**less than** twenty four {24} hours) for loading or unloading passengers, materials, and merchandise.
 - (bb) Vehicles temporarily parked (less than twenty four {24} hours) engaged in performing a service activity on the residential lot and/or parcel of land in which the service is being performed (less than twenty four {24} hours).
 - (cc) Vehicles used in association with construction or maintenance activities; this vehicle is to be parked on the private property that the activity is taking place on and **will** be removed when construction and/or the maintenance has been completed.
 - (dd) One (1) vehicle that is owned, operated and licensed by the resident of the property on where it is parked. Vehicle **will** be parked as not to obstruct the view of traffic and must be parked on resident's private property.

(8) **No** unlicensed or inoperable vehicles **will** be permitted on any multi-residential lot.

(i) Landscaping Requirements:

A minimum of ten (10) percent of each residential site **will** be landscaped and maintained with grasses, shrubs, and/or trees to increase compatibility with adjoining land uses, increase the attractiveness of the site, and enhance the general aesthetics of the community. This requirement may be made within setback areas and/or designated easements.

(j) Fencing:

- (1) Fences shall be no more than four (4) feet high between the front building line and front property line. Structural posts associated with this fencing **will** be situated on the interior side of the fence.
- (2) Perimeter fences along side or rear property lines shall be no more than seven (7) feet high and not constructed on top of property lines. Structural posts associated with all perimeter fences **will** be situated on the interior side of the fence.
- (3) Electric and barbed wire fencing is **prohibited** except for seasonal fencing around gardens.
- (4) Fencing and walls may be placed within drainage and utility easements, locates **will** be required by utility company. **If fencing or walls are damaged due to utility improvements, repairs, snow removal, etc., the owner will accept full responsibility for any and all costs for repairs.**
- (5) Construction fences are allowed during initial construction of a primary structure. It **will** be constructed on the property of the primary building site. The permit is issued along with the Residential Building permit. The Certificate of Occupancy **will** not be issued until the construction fence is removed.
- (6) Snow fences are allowed between the months of October and May of the following year. A snow fence **will** not impede the removal of snow from the public rights of way, must maintained and preferably of a neutral or black color.

(k) Accessory Uses and Buildings:

- (1) Accessory buildings such as pole barns, garages, workshops and sheds of any sort. **These structures will only be permitted on the same lot with an existing primary residential structure.**
- (2) Accessory buildings **will** be no larger than allowed by setbacks and **will** contain no more than a total of twelve hundred (1200) square feet of floor area.
- (3) Steel Shipping Containers and/or Cargo/Semi Trailer Containers are **prohibited** in this zoning district.

(l) Authorized Signs: Sign Standards for the “R2” Multi-Unit Residential District are presented in Part 4 Development Standards, see Section 4-801 and 4-802.

(m) Fuel Storage Tanks: Class I and Class II liquids in above ground tanks are prohibited unless temporarily stored in licensed and operative commercially used vehicles in an accumulative amount over one hundred fifty (150) gallons.

(n) Fire Protection: All buildings that reach the maximum allowable building height for this zoning district **will** be required to install automatic sprinkler systems. The installation of these systems **will** be made in accordance with National Fire Protection Association requirements outlined in NFPA 13.

Section 3-204. MRC Mixed Residential and Commercial District**(a) Intent and Purpose of District:**

This district is intended to accommodate a combination of residential multi-unit housing, retail commercial facilities, commercial offices, and other commercial services within selected areas of the community that are immediately accessible to primary roadways and near other residential districts in the community. The purpose of the “MRC” District is to establish viable commercial expansion areas that can serve and be accessible to the entire community, as well as those residing in multi-unit housing within the “MRC” District. It is envisioned that multi-unit residential uses **will**, in some cases, be combined with approved commercial uses within one structure.

(b) Permitted Uses:

Structures are limited to stick-built, manufactured or modular units.

- (1) Residential duplexes, apartment units, townhouses, multi-unit complexes, or mixed commercial-residential buildings.
- (2) One (1) family or non-family household **will** primarily occupy the single-family dwelling unit. However, owners may provide room and board for up to three (3) persons who are not related by blood or marriage; **provided** there is no separate kitchen attached or detached to the primary and/or accessory structure.
- (3) Bed-and-breakfast operation in the principal residence on the property that is operated by the property owner.
- (4) Home occupations operated by the occupants of a multi-family residential unit and not more than two (2) non-household employees.
- (5) Commercial retail stores and commercial offices.
- (6) Banks and other financial institutions.
- (7) Eating and drinking establishments such as cafes and restaurants; not including mobile food dispensaries.
- (8) Visitor accommodations such as motels, lodges, **bed-and-breakfast facilities and RV campgrounds/parks.**
- (9) Conference facilities.
- (10) Commercial entertainment facilities such as theatres.
- (11) Medical and veterinary clinics.
- (12) Assisted-living and/or nursing home facilities.
- (13) Cabinet, plumbing, welding, and fabrication shops.
- (14) Structures supporting regional and community utility systems.
- (15) Primary structures **will** be constructed out of new materials. The relocation and/or moving in of old or used buildings are **prohibited**.

(c) Residential and Commercial Building Standards:

- (1) Required building standards for residential structures in the “MRC” District are presented

in Part 4, Section 505 of the Alpine Land Use and Development Code.

- (2) All buildings in the “MRC” Mixed Residential and Commercial District **will** require a plan review of the Town Building Official – Building Inspector, the Planning & Zoning Commission, and/or their representative, prior to the issuance of a building permit.
- (3) Residential and Commercial structures roof style shall balance compatibility with the character of the area and snow shed considerations. Where pitched roofs are used, steeper roof pitches are preferred, but flatter pitches are permitted. Provided the engineering standards are met. The choice of roof pitch shall include consideration if and where the roof **will** hold or release snow and where roof drainage **will** occur. No snow shall deposit on adjacent properties.
- (d) Architectural Standards and Guidelines: Architectural standards and guidelines for the “MRC” Mixed Residential and Commercial Zoning District are presented in Part 4 Development Standards. See Section 4-505.
- (e) Minimum Lot Area:
 - 300 - square feet in Original Town Plat (Grid);
 - 4,000 - square feet in Lake View Estates Tract C for Lost Elk Townhomes only;
 - 8,000 - square feet in Lakeview Estates, Tracts A, B, and C;
 - 8,700 - square feet in Strout Subdivision;
 - 9,000 - square feet in Palis Park Subdivision;
 - 10,000 – square feet in Lazy B Subdivision (Lot #12);
 - 10,800 - square feet in Greys River Cove Subdivision;
 - 20,000 – square feet in Elk Meadows Addition
 - 34,850 - square feet in Palisades Heights;
 - 1.0 acre on lots 184-186 in Alpine Meadows Subdivision; and
 - 1.0 acre on all other mixed residential and commercial properties.
- (f) Minimum Setbacks:
 - (1) Front Yard: Primary residential structure **will** be setback not less than twenty-five (25) feet from the front property line. Detached accessory buildings **will** not be located beyond the front line of any primary residential structure. **Both street frontages of corner lots shall be considered front yards.**
 - (2) Side Yards: Primary residential structures **will** be setback not less than fifteen (15) feet from side property lines. Detached accessory buildings/structures, equal to or under Three Hundred (300) square feet, can have a setback of not less than ten (10) feet from side property lines. Detached accessory buildings/structures, with a total square footage of over Three Hundred (300) square feet, **will** have a setback of not less than fifteen (15) feet from side property lines. **Please Note: Should a structure be placed within a recorded property/utility easements, the Town of Alpine assumes no responsibility for damage and/or any replacement costs of any structure or property damage; owner **will** accept full responsibility for any and all costs for repairs.**
 - (3) Rear Yard: Primary residential structures **will** be setback not less than twenty (20) feet from the rear property line. Detached accessory buildings/structures, equal to or under Three Hundred (300) square feet, can have a setback of not less than ten (10) from rear property lines. Detached accessory buildings/structures, with a total square footage of over Three Hundred (300) square feet, **will** have a setback of not less than twenty (20) from rear property lines. **Please Note: Should a structure be placed within a recorded property/utility easements, the Town of Alpine assumes no responsibility for damage and/or any replacement costs of any structure or property damage; owner **will** accept full responsibility for any and all costs for repairs.**

- (4) Properties with less than ten thousand (10,000) square feet **will** be allowed to have a front yard setback of twenty (20) feet and side yard and rear yard setbacks of ten (10) feet, for primary residential structures. Detached accessory buildings/structures, equal to or under Three Hundred (300) square feet, can have a setback of not less than ten (10) from rear property lines. Detached accessory buildings/structures, with a total square footage of over Three Hundred (300) square feet, **will** have a setback of not less than ten (10) feet from rear property lines. **Please Note: Should a structure be placed within a recorded property/utility easements, the Town of Alpine assumes no responsibility for damage and/or any replacement costs of any structure or property damage; owner **will** accept full responsibility for any and all costs for repairs.**
- (5) **Setbacks are required specifically for safety, legal and aesthetic reasons. The only items allowed in the established setback area are landscaping and snow storage.**
- (6) Corner Lots and Irregular Lots **will** have all street front setback guidelines and remaining sides **will** be considered side setbacks.
- (7) Any deviations from setback requirements **will** require a plan review and approval of a variance unless a lesser setback is identified in the recorded plat of the approved residential subdivision.
- (g) Maximum Building Height:
 - (1) Multi-unit residential structures in the “MRC” Mixed Residential and Commercial District can be thirty-five (35) feet or less in height.
 - (2) Multi-Unit Residential and Commercial building structures in the “MRC” Mixed Residential and Commercial District can be forty-five (45) feet or less. Buildings with a mixture of residential and commercial use must have a minimum amount of thirty-three (33%) percent of the building use allocated for the commercial businesses. The Residential/Commercial buildings in this zoning **will** not exceed three (3) stories.
 - (3) Commercial building structures in the “MRC” Mixed Residential and Commercial District can be forty-five (45) feet or less. Buildings with a mixture of residential and commercial use must have a minimum amount of thirty-three (33%) percent of the building use allocated for the commercial businesses. The Residential/Commercial buildings in this zoning **will** not exceed three (3) stories.
 - (4) The height of detached accessory structures **will** be twenty-six (26) feet or less, this height restriction is applicable to structures that are set back from the property line of not less than fifteen (15) feet from the side property line and not less than twenty (20) feet from the rear property line. All detached accessory structures **will** be placed behind the front plan of the existing residential/commercial structure.
 - aa. Detached accessory structures of with a total square footage equal to or under Three Hundred (300) square feet and are placed within the allowable ten (10) foot rear setback and ten (10) foot side setback; **will** have a height restriction of fourteen (14) feet in height or less. Special consideration for setback is made for properties that have a total square footage under Ten Thousand (10,000) square feet.
 - (8) Roof eaves for non-sprinkled buildings **will** be twenty-eight (28) feet or less from the finished grade elevation.
- (h) Vehicular Parking and Storage:

- (1) A minimum of six hundred (600) square feet of off-street parking **will** be provided for each dwelling unit located on the property, parking requirements for multi-unit residential structures **will** be met through the construction and use of centralized vehicular parking areas, driveways associated with each dwelling unit, and/or private garages.
- (2) Recreational vehicles (RVs), recreational watercrafts and travel trailers shall be parked as not to obstruct the view of traffic and must follow guidelines set forth by the Covenants, Conditions and Restrictions (CCRs) established by the residential unit and/or subdivision, if applicable. All vehicles, boats and/or trailers are to be parked on the property owners, **private property**.
- (3) Recreational vehicles (RVs), **construction trailers** and/or travel trailers used during construction or maintenance activities; these vehicles are to be parked on the private property that the activity is taking place on and **will** be removed **within seven (7) working days after receiving the certificate of occupancy/completion is issued for the project and/or when the maintenance has been completed.** ~~promptly when construction and/or the maintenance has been completed.~~
- (4) Mixed Residential Commercial buildings require at least one (1) designated parking space **will** be required for each single bedroom dwelling unit and a minimum of two (2) parking spaces per multi bedroom unit. "MRC" buildings containing more than four (4) dwelling units **will** also have one (1) designated guest parking space for every two (2) dwelling units. In addition, designated parking spaces for the mixed residential/commercial buildings **will** provide for additional parking spaces as outlined in Table 3-1 – Minimum Off-Street Parking Requirements.
- (5) Off-street parking areas supporting commercial facilities or mixed residential-commercial facilities **will** consist of designated parking spaces and/or centralized parking areas within the building site. The minimum number of required off-street parking spaces **will** be calculated by the Zoning Administrator and/or Planning & Zoning Commission based upon the criteria presented in Table 3-1.
- (6) Structures that include a combination of residential and commercial facilities **will** meet the cumulative requirements for both multi-unit residential structures and commercial facilities.
- (7) Centralized vehicular parking areas **will** be designed and constructed in accordance with the vehicular parking standards outlined in Part 4, Article 4.6 of the Alpine Land Use and Development Code. The parking area and/or driveways **will** extend from the edge of pavement or improved road surface of any municipal street. In the event that no improved road surface exists, the parking area **will** extend from the edge of the municipal street right-of-way.
- (8) Parking of any vehicle, which has a gross vehicle weight (GVW) of greater than twenty-six thousand (26,000) pounds, is prohibited along any public street that adjoins an "MRC" District, except for the following:
 - (aa) Vehicles temporarily parked (**less than** twenty four {24} hours) for loading or unloading passengers, materials, and merchandise.
 - (bb) Vehicles temporarily parked (less than twenty four {24} hours) engaged in performing a service activity on the residential lot and/or parcel of land in which the service is being performed (less than twenty four {24} hours).
 - (cc) Vehicles used in association with construction or maintenance activities; this vehicle is to be parked on the private property that the activity is taking place on and **will** be removed when construction and/or the maintenance has been completed.

- (dd) One (1) vehicle that is owned, operated and licensed by the resident of the property on where it is parked. Vehicle **will** be parked as not to obstruct the view of traffic and must be parked on resident's private property.
- (9) No unlicensed or inoperable vehicle **will** be permitted on any multi-residential lot.
- (10) Shared Parking is permitted provided the Planning and Zoning Commission has received, reviewed, and approved the written contract agreement between landowners. The agreement **will** be recorded in the Lincoln County Registration of Deeds and is in effect for as long as this ordinance requires.
- (11) All commercial overnight street parking is prohibited.

TABLE 3-1 MINIMUM OFF-STREET PARKING REQUIREMENTS MRC DISTRICT	
<i>Type of Use</i>	<i>Standard</i>
Multi-Unit Residential	2 parking spaces per dwelling unit; multi-unit buildings with more than 4 dwelling units will also have one guest parking space for every two dwelling units
Motel/Hotel	1 parking space per guest room
Inns or Lodges	1 per guest room; 35% of total seating capacity of associated café & restaurant operations
Medical and Veterinary Clinics	1 per 600 square feet of floor space
Commercial Offices	1 per 600 square feet of retail floor space
Cafes and Restaurants (including fast-food outlets with seating)	Number of parking spaces will equal 35% of total seating capacity
Fast-food Outlets (with no seating)	1 per number of employees for average work shift
Retail Stores	1 per 600 square feet of retail floor space
Self-Storage Facilities	1 per every 2,000 square feet of storage space
Commercial Services	1 per 600 square feet of retail floor space
Service and Repair Establishments	4 per service bay plus 1 per employee.
Cabinet, plumbing, welding, and steel fabrication shops	One parking space every 800 square feet of floor space plus 1 per employee.
Commercial Recreational Facilities	1 parking space for 25% of the total number of customers that can be served at any given time
Mixed Residential and Commercial Building	Cumulative parking requirements for both multi-unit residential structures and commercial facilities
Public medical clinics	1 parking space for each employee, 1 reserved parking space for each anticipated paramedic van or ambulance serving the facility in one 8-hour period, 2 reserved parking spaces for law enforcement, 1 parking space for the maximum number of patients served by the facility at any given time.

- (h) **Landscaping Requirements:**
A minimum of ten (10) percent of each residential site **will** be landscaped and maintained with grasses, shrubs, and/or trees to increase compatibility with adjoining land uses, increase the attractiveness of the site, and enhance the general aesthetics of the community. This requirement may be made within setback areas and/or designated easements.
- (i) **Fencing:**
- (1) Fences shall be no more than four (4) feet high between the front building line and front property line. Structural posts associated with this fencing **will** be situated on the interior side of the fence.
 - (2) Perimeter fences along side or rear property lines shall be no more than seven (7) feet high for residential lots and no more than eight (8) feet high for commercial lots. Fences **will** not be constructed on top of property lines. Structural posts associated with all perimeter fences **will** be situated on the interior side of the fence.
 - (3) Electric and barbed wire fencing is **prohibited** below six (6) feet.
 - (4) Fencing and walls may be placed within drainage and utility easements, locates **will** be required by utility company. **If fencing or walls are damaged due to utility improvements, repairs, snow removal, etc., the owner will accept full responsibility for any and all costs for repairs.**
 - (5) Construction fences are allowed during initial construction of a primary structure. It **will** be constructed on the property of the primary building site. The permit is issued along with the Residential Building permit. The Certificate of Occupancy **will** not be issued until the construction fence is removed.
 - (6) Snow fences are allowed between the months of October and May of the following year. A snow fence **will** not impede the removal of snow from the public rights of way, must maintained and preferably of a neutral or black color.
- (j) **Accessory Uses and Buildings:**
- (1) Accessory buildings such as pole barns, garages, workshops and sheds of any sort. **These structures will only be permitted on the same lot with an existing primary residential structure.**
 - (2) Accessory buildings **will** be no larger than allowed setbacks and **will** contain no more than a total of twelve hundred (1200) square feet of floor area.
 - (3) Steel Shipping Containers and/or Cargo/Semi Trailer Containers are **prohibited** in this zoning district.
- (k) **Authorized Signs:** Sign Standards for the “MRC” Mixed Residential and Commercial District are presented in Part 4 Development Standards, see Section 4-801, 4-802 and 4-803.
- (l) **Fuel Storage Tanks:** Class I and Class II liquids in above ground tanks is prohibited unless temporarily stored in licensed and operative commercially used vehicles in an accumulative amount over one hundred fifty (150) gallons.
- (m) **Fire Protection:** All buildings that reach the maximum allowable building height for this zoning district **will** be required to install automatic sprinkler systems. The installation of these systems **will** be made in accordance with National Fire Protection Association requirements outlined in NFPA 13.

Section 3-205. C Commercial District

- (a) Intent and Purpose of District: This district is intended to provide and encourage potential locations for commercial retail facilities, commercial offices, and other commercial services. The Commercial District regulations are intended to provide adequate vehicular parking, setbacks, landscaping and/or other screening to ensure the compatibility of commercial establishments with adjoining land uses, as well as their accessibility to community utility systems and community open space areas.
- (b) Permitted Uses:
All structures are limited to stick-built, manufactured or modular units.
- (1) Visitor accommodations such as motels, hotels, inns, lodges, bed-and-breakfast facilities and RV campgrounds.
 - (2) Medical and veterinary clinics.
 - (3) Commercial offices and office complexes.
 - (4) Banks and other financial institutions.
 - (5) Eating and drinking establishments including cafes and restaurants; including mobile food dispensaries.
 - (6) Commercial retail establishments such as agricultural supply stores, convenience stores, mercantile stores, gas stations, automobile part stores, computer stores, grocery stores, hardware stores, pharmacies, automated teller machine operations, barber shops and hair salons, boot and shoe repair shops, and building supply centers.
 - (7) Commercial contracting establishments, such as; rental facilities, landscaping services and supplies, excavation equipment and vehicles associated with said businesses.
 - (8) Service and repair establishments such as video production, self-storage facilities, auto repair shops, auto lubrication services and car wash facilities.
 - (9) Cabinet, plumbing, welding, and fabrication shops.
 - (10) Conference center facilities.
 - (11) Commercial entertainment facilities such as theatres.
 - (12) Structures supporting regional and community utility systems.
 - (13) Structures **will** be constructed out of new or recycled materials. The relocation and/or moving in of old or used structures are **prohibited**.
- (c) Commercial Building Standards:
- (1) Required building standards for commercial structures in the “C” Commercial District are presented in Part 4, Section 505 of the Alpine Land Use and Development Code.
 - (4) All buildings in the “C” Commercial District **will** require a plan review of the Town Building Official – Building Inspector, the Planning & Zoning Commission, and/or their representative, prior to the issuance of a building permit.
 - (5) Residential and Commercial structures roof style shall balance compatibility with the character of the area and snow shed considerations. Where pitched roofs are used, steeper roof pitches are preferred, but flatter pitches are permitted. Provided the engineering standards are met. The choice of roof pitch shall include consideration if and where the roof **will** hold or release snow and where roof drainage **will** occur.
- (d) Architectural Guidelines: Architectural guidelines for the “C” Commercial Zoning District are presented in Part 4 Development Standards of the Land Use and Development Code.

- (e) Minimum Lot Area:
 8,000 - square feet in Palisades Heights;
 8,500 - square feet in Lakeview Estates, Tract C; and, Lakeview Estates, 7th Addition;
 10,000 - square feet in Lakeview Estates, 2nd Addition; and Grey's River Valley;
 11,000 - square feet in Kilroy Addition;
 13,000 - square feet in Palis Park, 3rd Addition;
 16,000 - square feet in Riverview Meadows Subdivision;
- (f) Minimum Setbacks:
- (1) Front Yard: Commercial buildings **will** be located, at least, twenty-five (25) feet from the front property line. Detached accessory buildings **will** not be located beyond the front line of any primary commercial structure. **Both street frontages of corner lots shall be considered front yards.**
 - (2) Side Yard: Commercial buildings a Zero Setback **will** be allowed; however, property owners are required to make available space to accommodate parking and snow storage/removal. When a lot adjoins a lot in an MRC zoning district the setback shall be ten (10) feet from the property line. When a lot adjoins a R-2 or R-1 zoning districts the setback shall be fifteen (15) feet from the property line. Detached accessory buildings/structures, equal to or under Three Hundred (300) square feet, can have a setback of not less than ten (10) feet from side property lines. Detached accessory buildings/structures, with a total square footage of over Three Hundred (300) square feet, **will** have a setback of not less than ten (10) feet from side property lines. **Please Note: Should a structure be placed within a recorded property/utility easements, the Town of Alpine assumes no responsibility for damage and/or any replacement costs of any structure or property damage; owner **will** accept full responsibility for any and all costs for repairs.**
 - (3) Rear Yard: Commercial buildings a Zero Setback **will** be allowed; however, property owners are required to make available space to accommodate parking and snow storage/removal. When a lot adjoins a lot in an MRC zoning district the setback shall be ten (10) feet from the property line. When a lot adjoins a R-2 or R-1 zoning districts the setback shall be fifteen (15) feet from the property line. Detached accessory buildings/structures, equal to or under Three Hundred (300) square feet, can have a setback of not less than ten (10) feet from side property lines. Detached accessory buildings/structures, with a total square footage of over Three Hundred (300) square feet, **will** have a setback of not less than ten (10) feet from side property lines. **Please Note: Should a structure be placed within a recorded property/utility easements, the Town of Alpine assumes no responsibility for damage and/or any replacement costs of any structure or property damage; owner **will** accept full responsibility for any and all costs for repairs.**
 - (4) Properties with less than ten thousand (10,000) square feet **will** be allowed to have a front yard setback of twenty (20) feet and side yard and rear yard setbacks of ten (10) feet, for primary structures. Detached accessory buildings/structures, equal to or under Three Hundred (300) square feet, can have a setback of not less than ten (10) from rear property lines. Detached accessory buildings/structures, with a total square footage of over Three Hundred (300) square feet, **will** have a setback of not less than ten (10) feet from rear property lines. **Please Note: Should a structure be placed within a recorded property/utility easements, the Town of Alpine assumes no responsibility for damage and/or any replacement costs of any structure or property damage; owner **will** accept full responsibility for any and all costs for repairs.**
 - (5) Setbacks are required specifically for safety, legal and aesthetic reasons. The only items allowed in the established setback area are landscaping and snow storage.

- (6) Corner Lots and Irregular Lots **will** have all street front setback guidelines, and the remaining sides **will** be considered side setbacks.
- (7) Any deviations from setback requirements **will** require a plan review and approval of a variance unless a lesser setback is identified in the recorded plat of the approved subdivision.

(g) Maximum Building Height:

- (1) Commercial buildings **will** not exceed three (3) stories or forty-five (45) feet in height.
- (2) The height of detached storage/accessory structures **will** be thirty-five (35) feet or less, all detached accessory structures **will** be placed behind the front plane of the existing commercial structure. This height restriction is applicable to structures that are set back from the property line of not less than fifteen feet from the side property line and not less than twenty feet from the rear property line.
- aa. Detached accessory structures, with a total square footage of less than Three Hundred (300) square feet and are placed within the allowable ten (10) foot rear setback and ten (10) foot side setback shall have a height restriction of fourteen (14) feet in height or less.
- (3) Roof eaves for non-sprinkled buildings **will** be twenty-eight (28) feet or less from the finished grade elevation.

(h) Vehicular Parking and Storage:

- (1) Off-street parking areas **will** consist of designated parking spaces and/or centralized parking areas within the commercial building site. The minimum number of required off-street parking spaces **will** be calculated by the Zoning Administrator and/or Planning and Zoning Commission based upon the criteria presented in Table 3-2 (Below).

TABLE 3-2 MINIMUM OFF-STREET PARKING REQUIREMENTS COMMERCIAL FACILITIES	
<i>Type of Commercial Use</i>	<i>Standard</i>
Motel/Hotel	1 parking space per guest room
Inns or Lodges	1 per guest room; 35% of total seating capacity of associated cafe & restaurant operations.
Medical and Veterinary Clinics	1 per 600 square feet of floor space
Commercial Offices	1 per 600 square feet of retail floor space
Cafes and Restaurants (including fast-food outlets with seating)	Number of parking spaces will equal 35% of total seating capacity
Fast-food Outlets (with no seating)	1 per number of employees for average work shift
Retail Stores	1 per 600 square feet of retail floor space
Self-Storage Facilities	1 per every 2,000 square feet of storage space
Commercial Services	1 per 600 square feet of retail floor space
Service and Repair Establishments	4 per service bay plus 1 per employee.
Cabinet, plumbing, welding, and steel fabrication shops	One parking space every 800 square feet of floor space plus 1 per employee.
Commercial Recreational Facilities	1 parking space for 25% of the total number of customers that can be served at any give time

Other private or educational facilities accessible to the general public

1 parking space for every two persons employed. The Total parking spaces for facility users will equal 50 percent of the peak user capacity, as determined by the project architect and/or project engineer.

- (2) Centralized vehicular parking areas will be designed and constructed in accordance with the vehicular parking standards outlined in Article 4.6 of the Alpine Land Use and Development Code. The parking area and/or driveways will extend from the edge of pavement or improved road surface of any municipal street. In the event that no improved road surface exists, the parking area will extend from the edge of the municipal street right-of-way.
- (3) Recreational vehicles (RVs), recreational watercrafts and travel trailers shall be parked as not to obstruct the view of traffic and must follow guidelines set forth by the Covenants, Conditions and Restrictions (CCRs) established by the residential unit and/or subdivision, if applicable. All vehicles, boats and/or trailers are to be parked on the property owners **private property.**
- (4) Recreational vehicles (RVs), **construction trailers** and/or travel trailers used during construction or maintenance activities; these vehicles are to be parked on the private property that the activity is taking place on and will be removed **within seven (7) working days after receiving the certificate of occupancy/completion is issued for the project and/or when the maintenance has been completed.** ~~promptly when construction and/or the maintenance has been completed.~~
- (5) Shared Parking is permitted provided the Planning and Zoning Commission has received, reviewed and approved the written contract agreement between landowners. The agreement will be recorded in the Lincoln County Registration of Deeds and is in effect for as long as this ordinance requires.
- (6) Parking of any vehicle, which has a gross vehicle weight (GVW) of greater than twenty-six thousand (26,000) pounds, is prohibited along any public streets; except for the following:
 - (aa) Vehicles temporarily parked (**less than** twenty four {24} hours) for loading or unloading passengers, materials, and merchandise.
 - (bb) Vehicles temporarily parked (less than twenty four {24} hours) engaged in performing a service activity on the commercial lot and/or parcel of land in which the service is being performed (less than twenty four {24} hours).
 - (cc) Vehicles used in association with construction or maintenance activities; this vehicle is to be parked on the commercial property that the activity is taking place on and will be removed when construction and/or the maintenance has been completed.
- (7) All overnight street parking is prohibited.
- (i) Landscaping Requirements:
A minimum of ten (10) percent of each residential site will be landscaped and maintained with grasses, shrubs, and/or trees to increase compatibility with adjoining land uses, increase the attractiveness of the site, and enhance the general aesthetics of the community. This requirement may be made within setback areas and/or designated easements.
- (j) Fencing:

- (1) Fences shall be no more than four (4) feet high between the front building line and front property line. Structural posts associated with this fencing **will** be situated on the interior side of the fence.
 - (2) Perimeter fences along side or rear property lines shall be no more than eight (8) feet high for commercial lots. Fences **will** not be constructed on top of property lines. Structural posts associated with all perimeter fences **will** be situated on the interior side of the fence.
 - (3) Electric and barbed wire fencing is **prohibited** below six (6) feet.
 - (8) Fencing and walls may be placed within drainage and utility easements, located **will** be required by utility company. **If fencing or walls are damaged due to utility improvements, repairs, snow removal, etc., the owner will accept full responsibility for any and all costs for repairs.**
 - (9) Construction fences are allowed during initial construction of a structure. It **will** be constructed on the property of the primary building site. The Certificate of Occupancy **will** not be issued until the construction fence is removed.
- (k) Accessory Uses and Buildings:
- (1) Storage/Accessory buildings **will** be permitted with a primary commercial structure on a commercial lot. These structures **will** only be permitted on the same lot with a primary commercial structure.
 - (2) Storage/Accessory buildings **will** be **no larger** than allowed by the setbacks, vehicular parking and landscaping requirements.
 - (3) Steel Shipping Containers and/or Cargo/Semi Trailer are allowed in this zoning district, so long as they are placed behind the primary structure and meet the allowable setback requirements. Stacking of containers is prohibited.
- (l) Authorized Signs:
- (1) Sign standards for the “C” Commercial Zoning District are presented in Part 4 Development Standards, see Section 4-801 and 4-803.
- (m) Fire Protection:
- (1) All buildings that reach the maximum allowable building height for this zoning district **will** be required to install automatic sprinkler systems. The installation of these systems **will** be made in accordance with National Fire Protection Association requirements outlined in NFPA 13.
 - (2) A defensible space plan **will** be prepared for commercial properties located in potential wildfire hazard areas (Figure 3-1). The defensible space plan **will** address how the landowner **will** manage vegetation within a one hundred (100) foot radius of the commercial facility, or the maximum radius allowed within the property owned by the landowner.
 - a. The defensible space plan **will** be reviewed and approved by an authorized representative of the Alpine Fire District and submitted with any building permit application.

Section 3-206. LI Light Industrial District

- (a) Intent and Purpose of District: This district is intended to encourage the development of smaller manufacturing facilities which produce finished products and/or parts from previously prepared

materials. The Light Industrial District is also to provide area within the community for the storage and distribution of finished products, the storage of heavy equipment, industrial service and repair operations, as well as laboratory and administrative facilities supporting light industrial operations. The Light Industrial District regulations are intended to provide adequate vehicular parking, setbacks, landscaping and/or other screening to ensure compatibility with adjoining land uses, as well as accessibility to community utility systems and community open space areas.

(b) Permitted Uses:

All structures are limited to stick-built, manufactured or modular units.

- (1) Manufacturing of finished products, or parts, including processing, fabrication, assembly, treatment, packaging, canning and/or bottling, incidental storage, as well as the wholesale distribution of such products.
- (2) Light industrial parks.
- (3) Regional warehouse and distribution facilities.
- (4) Construction and maintenance equipment yards.
- (5) Cabinet, plumbing, welding, and fabrication shops.
- (6) Industrial service and repair operations.
- (7) Storage yards for heavy equipment and industrial materials.
- (8) Truck terminals.
- (9) Solid waste collection or transfer facilities.
- (10) Eating/drinking establishments, specific to the distribution business, which could include: cafes/restaurants tap and/or tasting rooms, branded merchandise.
- (11) Mobile food dispensaries.
- (12) Structures supporting regional and community utility systems.
- (13) Structures **will** be constructed out of new or recycled materials. The relocation and/or moving in of old or used structures are **prohibited**.

(c) Light Industrial Building Standards:

- (1) Required building standards for light industrial structures in the “LI” Light Industrial District are presented in Part 4, Section 506 of the Alpine Land Use and Development Code.
- (2) All buildings in the “LI” Light Industrial District **will** require a plan review by the Building Official – Building Inspector, Zoning Administrator, or his or her representative, prior to the issuance of a building permit.

(d) Architectural Guidelines: Architectural Guidelines for the “LI” Light Industrial Zoning District are presented in Part 4, Section 507 of the Land Use and Development Code.

(e) Minimum Lot Area: 0.9 acre in Alpine Meadows Subdivision.

(f) Minimum Setbacks:

- (1) Front Yard: Industrial buildings **will** be located, at least, twenty-five (25) feet from the front property line. Detached accessory buildings **will** not be located beyond the front line

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of any primary light industrial structure. **Both street frontages of corner lots shall be considered front yards.**

- (2) **Side Yards:** Primary structures **will** be setback not less than fifteen (15) feet from side property lines. Detached accessory buildings/structures, equal to or under Three Hundred (300) square feet, can have a setback of not less than ten (10) feet from side property lines. Detached accessory buildings/structures, with a total square footage of over Three Hundred (300) square feet, **will** have a setback of not less than fifteen (15) feet from side property lines. **Please Note: Should a structure be placed within a recorded property/utility easements, the Town of Alpine assumes no responsibility for damage and/or any replacement costs of any structure or property damage; owner **will** accept full responsibility for any and all costs for repairs.**
- (3) **Rear Yard:** Primary structures **will** be setback not less than twenty (20) feet from the rear property line. Detached accessory buildings/structures, equal to or under Three Hundred (300) square feet, can have a setback of not less than ten (10) from rear property lines. Detached accessory buildings/structures, with a total square footage of over Three Hundred (300) square feet, **will** have a setback of not less than twenty (20) from rear property lines. **Please Note: Should a structure be placed within a recorded property/utility easements, the Town of Alpine assumes no responsibility for damage and/or any replacement costs of any structure or property damage; owner **will** accept full responsibility for any and all costs for repairs.**
- (4) Properties with less than ten thousand (10,000) square feet **will** be allowed to have a front yard setback of twenty (20) feet and side yard and rear yard setbacks of ten (10) feet, for primary residential structures. Detached accessory buildings/structures, equal to or under Three Hundred (300) square feet, can have a setback of not less than ten (10) from rear property lines. Detached accessory buildings/structures, with a total square footage of over Three Hundred (300) square feet, **will** have a setback of not less than ten (10) feet from rear property lines. **Please Note: Should a structure be placed within a recorded property/utility easements, the Town of Alpine assumes no responsibility for damage and/or any replacement costs of any structure or property damage; owner **will** accept full responsibility for any and all costs for repairs.**
- (5) **Setbacks are required specifically for safety, legal and aesthetic reasons. The only items allowed in the established setback area are landscaping and snow storage.**
- (6) Corner Lots and Irregular Lots **will** have all street front setback guidelines and remaining sides **will** be considered side setbacks.
- (7) Any deviations from setback requirements **will** require a plan review and approval of a variance unless a lesser setback is identified in the recorded plat of the approved subdivision.
- (g) **Maximum Building Height:**
 - (1) Industrial buildings **will** not exceed three (3) stories or forty-five (45) feet.
 - (2) The height of detached accessory structures **will** be twenty-six (26) feet or less, this height restriction is applicable to structures that are set back from the property line of not less than fifteen (15) feet from the side property line and not less than twenty (20) feet from the rear property line.
- aa. Detached accessory structures, with a total square footage equal to or under Two Hundred (200) square feet and are placed within the allowable five (5) foot rear

setback and five (5) foot side setback shall have a height restriction of fourteen (14) feet in height or less.

- (3) Roof eaves for non-sprinkled buildings **will** be twenty-eight (28) feet or less from the finished grade elevation.

(h) Vehicular Parking and Storage:

- (1) Off-street parking areas **will** consist of designated parking spaces and/or centralized parking areas within the building site. The minimum number of required off-street parking spaces **will** be calculated by the Zoning Administrator based upon the criteria presented in Table 3-3.
- (2) Centralized vehicular parking areas **will** be designed and constructed in accordance with the vehicular parking standards outlined in Article 4.6 of the Alpine Land Use and Development Code. The parking area and/or driveways **will** extend from the edge of the pavement or improved road surface of any municipal street. In the event that no improved road surface exists, the parking area **will** extend from the edge of the municipal street right-of-way.

TABLE 3-3 MINIMUM OFF-STREET PARKING REQUIREMENTS LIGHT INDUSTRIAL FACILITIES	
<i>Type of Light Industrial Use</i>	<i>Standard</i>
Manufacturing	1 parking space for each person employed, or intended to be employed, on the largest work shift.
Warehouse and Distribution Facilities	1 parking space for every 1,000 square feet of floor area.
Construction and Maintenance Equipment Yards	1 parking space for each two persons employed.
Cabinet, plumbing, welding, and steel fabrication shops	1 parking space every 800 square feet of floor space plus 1 per employee.
Industrial Service and Repair Operations	1 parking space for each two persons employed.
Truck Terminals	1 parking space for every semi truck and trailer anticipated during peak use of the truck terminal. 1 automobile parking space for each 2 persons employed.
Solid Waste Collection or Transfer Facilities	1 parking space for each 2 persons employed.
Light Industrial Parks	1 parking space for each employee.

- (3) Parking of any vehicle, which has a gross vehicle weight (GVW) of greater than twenty-six thousand (26,000) pounds, is prohibited along any public streets; except for the following:
- (aa) Vehicles temporarily parked (**less than** twenty four {24} hours) for loading or unloading passengers, materials, and merchandise.
- (bb) Vehicles temporarily parked (less than twenty four {24} hours) engaged in performing a service activity on the commercial lot and/or parcel of land in which the service is being performed (less than twenty four {24} hours).
- (cc) Vehicles used in association with construction or maintenance activities; this vehicle is to be parked on the commercial property that the activity is taking place on and **will** be removed when construction and/or the maintenance has been completed.

(4) All overnight street parking is prohibited.

(i) Landscaping Requirements:

A minimum of ten (10) percent of each residential site will be landscaped and maintained with grasses, shrubs, and/or trees to increase compatibility with adjoining land uses, increase the attractiveness of the site, and enhance the general aesthetics of the community. This requirement may be made within setback areas and/or designated easements.

(j) Fencing:

(1) Fences shall be no more than four (4) feet high between the front building line and front property line. Structural posts associated with this fencing will be situated on the interior side of the fence.

(2) Perimeter fences along side or rear property lines shall be no more than eight (8) feet high and not constructed on top of property lines. Structural posts associated with all perimeter fences will be situated on the interior side of the fence.

(3) Electric and barbed wire fencing is prohibited below six (6) feet.

(4) Fencing and walls may be placed within drainage and utility easements, locates will be required by utility company. If fencing or walls are damaged due to utility improvements, repairs, snow removal, etc., owner will accept full responsibility for any and all costs for repairs.

(5) Fencing is required where “L-1” is adjacent to “R-1”, “R-2”, “MRC”, “PCF” or “RC” lots.

(j) Accessory Uses and Buildings:

(1) Offices, storage buildings, repair and maintenance shops and other structures directly associated with the operation of a light industrial complex, facility, or operation are permitted. These uses will only be permitted on the same lot with a primary light industrial structure.

(2) Accessory buildings will be no larger than allowed by setbacks.

(3) Steel Shipping Containers and/or Cargo/Semi Trailer are allowed in this zoning district, so long as they are placed behind the primary structure and meet the allowable setback requirements. Stacking of containers is prohibited.

(k) Authorized Signs: Sign Standards for the “LI” Light Industrial Zoning District are presented in Part 4 Development Standards, see Section 4-801 and 4-803.

(l) Fire Protection:

All buildings that reach the maximum allowable building height for this zoning district will be required to install automatic sprinkler systems. The installation of these systems will be made in accordance with National Fire Protection Association requirements outlined in NFPA 13.

Section 3-207. PCF Public and Community Facilities District

(a) Intent and Purpose of District: The purpose of this district is to encourage and provide areas for the development of municipal, county, state, federal, and quasi-public facilities. This district is also intended to encourage the development of churches, community visitor centers, private membership clubs, and other privately-owned facilities that are generally available for public use.

(b) Permitted Uses:

All structures are limited to stick-built, manufactured or modular units.

- (1) Government administrative facilities
- (2) Public works shops and equipment base yards
- (3) Public multi-purpose facilities
- (4) Public safety facilities for law enforcement, fire suppression and/or Fire Station, and emergency medical services, and/or Ambulance Station.
- (5) Public schools, educational facilities, and related administrative offices
- (6) Public recreation centers, public parks and playgrounds, community trails for pedestrians, bikes and snow machines, and other recreational facilities
- (7) Public medical clinics
- (8) Public libraries and other cultural facilities
- (9) Public conference centers
- (10) Churches and other places of worship
- (11) Visitor centers
- (12) Childcare centers and early childhood development facilities
- (13) Museums and exhibition halls
- (14) Private membership club facilities
- (15) Bus transportation facilities
- (16) Private recreational or educational facilities that is accessible to the general public
- (17) Community trails for bikes, pedestrians and snow machines
- (18) Solid waste collection and transfer facilities
- (19) Structures supporting regional and community utility systems
- (20) Primary structures **will** be constructed out of new materials. The moving in of old or used buildings are prohibited.

(c) Public Facility Building Standards:

- (1) Required building standards for structures in the Public and Community Facilities District are presented in Part 4, Section 508 of the Alpine Land Use and Development Code.
- (2) All buildings in the Public and Community Facilities District **will** require a plan review of the Town Building Official – Building Inspector, the Planning & Zoning Commission, and/or their representative, prior to the issuance of a building permit.
- (3) Public Facility structures roof style shall balance compatibility with the character of the area and snow shed considerations. Where pitched roofs are used, steeper roof pitches are preferred, but flatter pitches are permitted. Provided the engineering standards are met. The choice of roof pitch shall include consideration if and where the roof **will** hold or release snow and where roof drainage **will** occur.

(d) Architectural Guidelines: Architectural guidelines for the “PCF” Public and Community Facilities Zoning District are presented in Part 4 Development Standards.

- (e) Landscaping Requirements: At least ten (10) percent of each public or private facility site, or complex, **will** be landscaped and maintained with grasses, shrubs, and/or trees to increase compatibility with adjoining land uses, increase the attractiveness of the site, and enhance the general aesthetics of the community. This requirement may be made within setback areas, designated easements.
- (f) Minimum Lot Area: None.
- (g) Minimum Setbacks:
- (1) Front Yard: Public and community facility structures **will** be located, at least, twenty-five (25) feet from the front property line. Detached accessory buildings **will** not be located beyond the front line of any primary public or community facility. **Both street frontages of corner lots shall be considered front yards.**
 - (2) Side Yards: Primary residential structures **will** be setback not less than fifteen (15) feet from side property lines. Detached accessory buildings/structures, equal to or under Two Hundred (200) square feet, can have a setback of not less than five (5) feet from side property lines. Detached accessory buildings/structures, with a total square footage of over Two Hundred 200 square feet, **will** have a setback of not less than fifteen (15) feet from side property lines. **Please Note: Should a structure be placed within a recorded property/utility easements, the Town of Alpine assumes no responsibility for damage and/or any replacement costs of any structure or property damage; owner **will** accept full responsibility for any and all costs for repairs.**
 - (3) Rear Yard: Primary residential structures **will** be setback not less than twenty (20) feet from the rear property line. Detached accessory buildings/structures, equal to or under Two Hundred (200) square feet, can have a setback of not less than five (5) feet from rear property lines. Detached accessory buildings/structures, with a total square footage of over Two Hundred (200) square feet, **will** have a setback of not less than twenty (20) feet from rear property lines. **Please Note: Should a structure be placed within a recorded property/utility easements, the Town of Alpine assumes no responsibility for damage and/or any replacement costs of any structure or property damage; owner **will** accept full responsibility for any and all costs for repairs.**
 - (4) Properties with less than ten thousand (10,000) square feet **will** be allowed to have a front yard setback of twenty (20) feet and side yard and rear yard setbacks of ten (10) feet, for primary residential structures. Detached accessory buildings/structures, equal to or under Two Hundred (200) square feet, can have a setback of not less than five (5) feet from rear property lines. Detached accessory buildings/structures, with a total square footage of over Two Hundred (200) square feet, **will** have a setback of not less than ten (10) feet from rear property lines. **Please Note: Should a structure be placed within a recorded property/utility easements, the Town of Alpine assumes no responsibility for damage and/or any replacement costs of any structure or property damage; owner **will** accept full responsibility for any and all costs for repairs.**
 - (5) Any deviations from setback requirements **will** require a plan review and approval of a variance unless a lesser setback is identified in the recorded plat of the approved subdivision plat.
- (h) Maximum Building Height:
- (1) Public and community facilities **will** not exceed three (3) stories or forty-five (45) feet.
 - (2) The height of detached accessory structures will be twenty-six (26) feet or less, this height restriction is applicable to structures that are set back from the property line of not less than ten (10) feet from the side property line and not less than ten (10) feet from the rear property line.

- aa. Detached accessory structures, with a total square footage of equal to or under Two Hundred (200) square feet and are placed within the allowable five (5) foot rear setback and five (5) foot side setback shall have a height restriction of fourteen (14) feet in height or less.
- (3) Roof eaves for non-sprinkled buildings **will** be twenty-eight (28) feet or less from the finished grade elevation.
- (i) Accessory Uses and Buildings:
 - (1) Office and storage buildings directly associated with the operation of public and community facilities are permitted. These uses **will** only be permitted on the same lot with a primary public or community facility, or on an adjacent lot associated with the primary public or community facility.
 - (2) Accessory buildings **will** contain no more than six hundred (600) square feet of floor area.
 - (3) Steel Shipping Containers and/or Cargo/Semi Trailer are allowed in this zoning district, so long as they are placed behind the primary structure and meet the allowable setback requirements. Stacking of containers is prohibited.
- (j) Landscaping Requirements:
A minimum of ten (10) percent of each residential site **will** be landscaped and maintained with grasses, shrubs, and/or trees to increase compatibility with adjoining land uses, increase the attractiveness of the site, and enhance the general aesthetics of the community. This requirement may be made within setback areas and/or designated easements.
- (k) Fencing:
 - (1) Fences shall be no more than four (4) feet high between the front building line and front property line. Structural posts associated with this fencing **will** be situated on the interior side of the fence.
 - (2) Perimeter fences along side or rear property lines shall be no more than eight (8) feet high and not constructed on top of property lines. Structural posts associated with all perimeter fences **will** be situated on the interior side of the fence.
 - (3) Electric and barbed wire fencing is **prohibited** below six (6) feet.
 - (4) Fencing and walls may be placed within drainage and utility easements, locates **will** be required by utility company. **If fencing or walls are damaged due to utility improvements, repairs, snow removal, etc., the owner will accept full responsibility for any and all costs for repairs.**
 - (5) Construction fences are allowed during initial construction of a structure. It **will** be constructed on the property of the primary building site. The Certificate of Occupancy **will** not be issued until the construction fence is removed.
- (l) Vehicular Parking and Storage:
 - (1) Off-street parking areas **will** consist of designated parking spaces and/or centralized parking areas within the building site. The minimum number of required off-street parking spaces **will** be calculated by the Zoning Administrator and/or Planning and Zoning Commission based upon the criteria presented in Table 3-4.
 - (2) Centralized vehicular parking areas **will** be designed and constructed in accordance with the vehicular parking standards outlined in Article 4.6 of the Alpine Land Use and Development Code. The parking area and/or driveways **will** extend from the edge of the

pavement or improved road surface of any municipal street. In the event that no improved road surface exists, the parking area **will** extend from the edge of the municipal street right-of-way.

- (3) Shared Parking is permitted provided the Planning and Zoning Commission has reviewed and approved the written contract agreement between landowners. The agreement **will** be recorded in the Lincoln County Registration of Deeds and is in effect for as long as this ordinance requires.
- (4) No unlicensed or inoperable vehicle **will** be permitted on any public or community facility lot unless the vehicle is used for training purposes approved by the Alpine Planning & Zoning Commission.
- (5) Parking of any vehicle, which has a gross vehicle weight (GVW) of greater than twenty-six thousand (26,000) pounds, is prohibited along any public street, except for the following:
 - (aa) Vehicles temporarily parked (**less than** twenty four {24} hours) for loading or unloading passengers, materials, and merchandise.
 - (bb) Vehicles temporarily parked (less than twenty four {24} hours) engaged in performing a service activity on the commercial lot and/or parcel of land in which the service is being performed (less than twenty four {24} hours).
 - (cc) Vehicles used in association with construction or maintenance activities; this vehicle is to be parked on the commercial property that the activity is taking place on and **will** be removed when construction and/or the maintenance has been completed.
- (6) All overnight street parking is prohibited.
- (m) Authorized Signs: Sign Standards for the Public and Community Facilities District are presented in Part 4 Development Standards, see Section 4-801 and 4-803.
- (n) Fuel Storage Tanks: Class I and Class II liquids in above ground tanks is prohibited unless temporarily stored in licensed and operative commercially used vehicles in an accumulative amount over one hundred fifty (150) gallons.
- (o) Fire Protection: All buildings that reach the maximum allowable building height for this zoning district **will** be required to install automatic sprinkler systems. The installation of these systems **will** be made in accordance with National Fire Protection Association requirements outlined in NFPA 13.

**TABLE 3-4
MINIMUM OFF-STREET PARKING REQUIREMENTS
PUBLIC AND COMMUNITY FACILITIES**

<i>Type of Public or Community Facility Use</i>	<i>Standard</i>
Government administrative facilities	1 parking space per 600 square feet of floor space
Public works centers and base yards	1 parking space for each person employed on largest work shift.
Public multi-purpose facilities	The number of parking spaces will equal 35 percent of the total seating capacity.
Public safety facilities for law enforcement, fire protection (fire	To be determined by Zoning Administrator and Planning and Zoning Commission during project review.

departments), and emergency medical services (ambulance stations)	
Educational facilities, and related administrative offices	The number of parking spaces will include 1 parking space for each employee, school bus parking to accommodate peak bus traffic or loading zones, parking spaces for 50 percent of anticipated school enrollment for high schools, and visitor parking adequate to support events at the facility.
Public recreation centers and recreational facilities	The number of parking spaces will equal 35 percent of the peak number of adult recreational users during any one period.
Public medical clinics	1 parking space for each employee, 1 reserved parking space for each anticipated paramedic van or ambulance serving the facility in one 8-hour period, 2 reserved parking spaces for law enforcement, 1 parking space for the maximum number of patients served by the facility at any given time.
Public libraries	1 parking space for each employee; 1 parking space for each anticipated facility user during an anticipated peak hour of facility use.
Public cultural facilities	The number of parking spaces will equal 35 percent of the total seating capacity
Public conference facilities	The number of parking spaces will equal 35 percent of the total seating capacity
Operations centers, administrative offices, and facilities supporting quasi-public utilities	1 parking space per 200 square feet of floor space for administrative areas and workshop areas. 2 parking spaces at each facility, e.g., water storage tank.
Solid waste collection and transfer facilities	1 parking space for employee(s) working at solid waste site; one parking space/loading area for incoming trucks used for collection and transfer.
Structures supporting regional and community utility systems.	1 parking space for maintenance personnel.
Churches and other places of worship	The number of parking spaces will equal 35 percent of the seating capacity of the primary sanctuary at each church.
Museums	1 parking space for each two persons employed. 1 parking space for every two visitors during peak hour of visitation.
Private membership club facilities	1 parking space for every 1.5 persons as rated by the maximum capacity of the building defined by the fire code.
Community visitor centers	1 parking space for every employee, as well as 10 spaces for visitors.
TABLE 3-4 MINIMUM OFF-STREET PARKING REQUIREMENTS PUBLIC AND COMMUNITY FACILITIES (CONTINUED)	
Other private or educational facilities accessible to the general public	1 parking space for every two persons employed. The Total parking spaces for facility users will equal 50 percent of the peak user capacity.

Section 3-208. RC Recreation and Conservation District

- (a) **Intent and Purpose of District:** The purpose of this district is intended to encourage the conservation of sensitive natural resources and enhance the aesthetics of the community via the provision of community parks and other open space. The intent of this district also includes the development of recreational facilities to support outdoor recreational activities such as walking, biking, cross-country skiing, snowmobiling, and picnicking. The recreation and conservation district regulations are established to ensure compatibility with adjoining land uses, as well as accessibility to residential and commercial areas.
- (b) **Permitted Uses:**
All structures are limited to stick-built, manufactured or modular units.
 (1) Outdoor public parks, pavilions, outdoor cooking and picnic facilities, and recreational equipment.

- (2) Pedestrian, bicycle, cross-country ski, and snow machine trails.
 - (3) Outdoor courts for basketball, volleyball, tennis, and other activities.
 - (4) Hockey rinks and ice-skating facilities.
 - (5) Recreational areas for soccer, baseball, football, skateboarding, and other outdoor recreational activities.
 - (6) Historical sites and related interpretation facilities.
 - (7) Wellhead protection areas.
 - (8) Undeveloped lands.
 - (9) Primary structures **will** be constructed out of new materials. The moving in of old or used buildings are prohibited.
- (c) Recreation and Conservation Building Standards:
- (1) Required building standards for all structures in the Recreation and Conservation District are presented in Part 4, of the Alpine Land Use and Development Code.
 - (2) All buildings in the Recreation and Conservation District **will** require a plan review of the Town Building Official – Building Inspector, the Planning & Zoning Commission, and/or their representative, prior to the issuance of a building permit.
 - (3) Recreation and Conservation structures roof style shall balance compatibility with the character of the area and snow shed considerations. Where pitched roofs are used, steeper roof pitches are preferred, but flatter pitches are permitted. Provided the engineering standards are met. The choice of roof pitch shall include consideration if and where the roof **will** hold or release snow and where roof drainage **will** occur.
- (d) Architectural Guidelines: Architectural guidelines for the Recreation and Conservation District are presented in Part 4 Development Standards.
- (e) Landscaping Requirements: At least ten (10) percent of each recreational and conservation lot **will** be landscaped and maintained with grasses, shrubs, and/or trees to increase the compatibility with adjoining land uses, increase the attractiveness of the residential site or complex, and enhance the general aesthetics of the community. This requirement may be satisfied within setback areas, designated easements, or any portion of the site.
- (f) Minimum Lot Area: None.
- (g) Minimum Setbacks:
- (1) Twenty-five (25) feet from adjoining properties and land uses in other zoning districts. Detached accessory buildings/structures, with a total square footage equal to or under Two Hundred (200) square feet, can have a setback of not less than five (5) feet from side property lines. Detached accessory buildings/structures, with a total square footage of over Two Hundred (200) square feet, **will** have a setback of not less than twenty-five (25) feet from side and rear property lines.
 - (2) Side Yards: Primary residential structures **will** be setback not less than fifteen (15) feet from side property lines. Detached accessory buildings/structures, equal to or under Two Hundred (200) square feet, can have a setback of not less than five (5) feet from side property lines. Detached accessory buildings/structures, with a total square footage of over Two Hundred (200) square feet, **will** have a setback of not less than fifteen (15) feet from side property lines.
 - (3) Rear Yard: Primary residential structures **will** be setback not less than twenty (20) feet from the rear property line. Detached accessory buildings/structures, equal to or under Two Hundred

(200) square feet, can have a setback of not less than five (5) feet from rear property lines. Detached accessory buildings/structures, with a total square footage of over Two Hundred (200) square feet, **will** have a setback of not less than twenty (20) feet from rear property lines.

- (4) Properties with less than ten thousand (10,000) square feet **will** be allowed to have a front yard setback of twenty (20) feet and side yard and rear yard setbacks of ten (10) feet, for primary residential structures. Detached accessory buildings/structures, equal to or under Two Hundred (200) square feet, can have a setback of not less than five (5) feet from rear property lines. Detached accessory buildings/structures, with a total square footage of over Two Hundred (200) square feet, **will** have a setback of not less than ten (10) feet from rear property lines.
- (5) Any deviations from setback requirements **will** require a plan review and approval of a variance unless a lesser setback is identified in the recorded plat of the approved subdivision.

(h) Maximum Building Height:

- (1) Thirty-five (35) feet.
- (2) The height of detached accessory structures **will** be twenty-six (26) feet or less, this height restriction is applicable to structures that are set back from the property line of not less than twenty-five (25) feet from the side property line and not less than twenty-five (25) feet from the rear property line.
- aa. Detached accessory structures, with a total square footage of less than Two Hundred (200) square feet and are placed within the allowable five (5) foot rear setback and five (5) foot side setback shall have a height restriction of fourteen (14) feet in height or less.

(i) Vehicular Parking and Storage:

- (1) Off-street parking areas **will** consist of designated parking spaces and/or centralized parking areas within the building site. The minimum number of required off-street parking spaces **will** be calculated by the Zoning Administrator based upon the criteria presented in Table 3-5.
- (2) Centralized vehicular parking areas **will** be designed and constructed in accordance with the vehicular parking standards outlined in Article 4.6 of the Alpine Land Use and Development Code. The parking area and/or driveways **will** extend from the edge of the pavement or improved road surface of any municipal street. In the event that no improved road surface exists, the parking area **will** extend from the edge of the municipal street right-of-way.
- (3) No unlicensed or inoperable vehicle **will** be permitted on any recreational or conservation area facility lot.
- (4) Shared Parking is permitted provided the Planning and Zoning Commission has reviewed and approved the written contract agreement between landowners.

TABLE 3-5 MINIMUM OFF-STREET PARKING REQUIREMENTS RECREATION AND CONSERVATION AREA FACILITIES	
<i>Type of Public or Community Facility Use</i>	<i>Standard</i>
Football, soccer, and baseball fields	The number of parking spaces will equal 35 percent of the anticipated peak number of adult recreational users and spectators during any one period.

Hockey and ice-skating rinks	The number of parking spaces will equal 35 percent of the anticipated peak number of adult recreational users and spectators during any one period.
Basketball, volleyball, and tennis courts	The number of parking spaces will equal 50 percent of the anticipated peak number of adult recreational users and spectators during any one period.
Historical sites and interpretative facilities	None
Structures supporting regional & community utility systems.	1 parking space for maintenance personnel.

- (5) Parking of any vehicle, which has a gross vehicle weight (GVW) of greater than twenty-six thousand (26,000) pounds, is prohibited along any public street; except for the following:

(aa) Vehicles temporarily parked (**less than** twenty four {24} hours) for loading or unloading passengers, materials, and merchandise.

(bb) Vehicles temporarily parked (less than twenty four {24} hours) engaged in performing a service activity on the commercial lot and/or parcel of land in which the service is being performed (less than twenty four {24} hours).

(cc) Vehicles used in association with construction or maintenance activities; this vehicle is to be parked on the commercial property that the activity is taking place on and **will** be removed when construction and/or the maintenance has been completed.

- (6) All overnight street parking is **prohibited**.

(j) Fencing:

- (1) Fences shall be no more than four (4) feet high between the front building line and front property line. Structural posts associated with this fencing **will** be situated on the interior side of the fence.
- (2) Perimeter fences along side or rear property lines shall be no more than six (6) feet high and not constructed on top of property lines. Structural posts associated with all perimeter fences **will** be situated on the interior side of the fence.
- (3) Electric and barbed wire fencing is **prohibited**.
- (4) Fencing and walls may be placed within drainage and utility easements, locates **will** be required by utility company. **If fencing or walls are damaged due to utility improvements, repairs, snow removal, etc., owner will accept full responsibility for any and all costs for repairs.**
- (5) Construction fences are allowed during initial construction of a structure. It **will** be constructed on the property of the primary building site. The Certificate of Occupancy **will** not be issued until the construction fence is removed.

(k) Accessory Uses and Buildings:

- (1) Storage buildings, tool sheds, and other structures directly associated with the operation and maintenance of community parks, recreational facilities, historic sites, and conservation areas are permitted. These uses will only be permitted on the same lot with a primary recreational structure or conservation area facility, or on an adjacent lot associated with the primary facility.
- (2) Accessory buildings **will** contain no more than six hundred (600) square feet of floor area.

- (3) Accessory buildings **will** not be located beyond the front line of any primary recreational structure.
- (l) Authorized Signs: Sign Standards for the “RC” Recreational and Conservation District are presented in Part 4 Development Standards, see Section 4-801 and 4-802.
- (m) Fuel Storage Tanks: Class I and Class II liquids in above ground tanks is prohibited unless temporarily stored in licensed and operative commercially used vehicles in an accumulative amount over one hundred fifty (150) gallons.
- (n) Fire Protection: All buildings that reach the maximum allowable building height for this zoning district **will** be required to install automatic sprinkler systems. The installation of these systems **will** be made in accordance with National Fire Protection Association requirements outlined in NFPA 13.

Article 3.3 NONCONFORMING USES AND STRUCTURES

Section 3-301. Nonconforming Uses

- (a) A nonconforming use may be continued on the same land lot or land parcel, as well as within the same floor area, which existed on the date when the use initially became nonconforming, subject to the conditions below.
- (b) If active and continuous operation of a nonconforming use is discontinued for a period of twelve (12) consecutive months, the structure or tract of land shall subsequently be used only for a conforming use. A stated intent to resume operations shall not affect this provision.
- (c) In the event of catastrophic loss, e.g., fire, an existing non-conforming structure may be re-established within twelve (12) months of the date the loss occurred. Any reconstruction of a structure shall be the same dimensions of the structure prior to the catastrophic loss and follow the then current version of the building codes adopted by the Town of Alpine.

Section 3-302. Nonconforming Structures

- (a) A nonconforming structure may be enlarged or expanded an accumulative amount of twenty (20) percent of the existing structure. However, no enlargement or expansion may encroach any further into setbacks than the existing structure encroaches. The cumulative total is the sum of all expansions or enlargements from the date the structure became nonconforming.
- (b) Notwithstanding the limitations stated above, expansions to buildings such as covered wheelchair ramps, lifts and handicap accessible restrooms need to meet the requirements of the Americans with Disabilities Act (ADA) shall be exempt from the twenty (20) percent limitation above.

Section 3-303. Facility Repairs

Emergency (acts of nature), ordinary repairs and maintenance of a nonconforming building shall be permitted, with the appropriate permits on file with the Planning and Zoning Commission, Town of Alpine.

PART 4 - DEVELOPMENT STANDARDS

ARTICLE 4.1 GENERAL PROVISIONS

Section 4-101. Intent

The intent of the development standards is to improve the quality of design and construction of future land use development in the Town of Alpine, help sustain property values, as well as enhance the quality of the built environment.

Section 4-102. Scope

The development standards contained in the Alpine Land Use and Development Code contain a combination of building codes, design guidelines, as well as design and construction standards. Guidelines provide design criteria that are recommended by the Town of Alpine, but not required. In contrast, building codes, as well as design construction standards, that are accompanied by the word “shall” are required by the Town of Alpine.

Section 4-103. Applicability

The development standards outlined in Part 4 of the Alpine Land Use and Development Code shall apply to any application for development approval, except as otherwise provided.

ARTICLE 4.2 BUILDING CODES

Section 4-201. Applicable Building Codes

- (a) All buildings and temporary structures built or located within the Town of Alpine from and after November 1, 2006, shall be constructed in accordance with the requirements of the most currently adopted version of the International Building Code or International Residential Code, as published by the International Code Council at the time the building or structure is built or located.
- (b) The construction of all new plumbing and mechanical and systems in the Town of Alpine from and after the adoption of the Alpine Land Use and Development Code shall conform to the most currently adopted version of the following building codes at the time the plumbing or mechanical systems are installed:
 - International Plumbing Code;
 - International Mechanical Code;
 - International Fire Code; or,
 - International Fuel Gas Code.
- (c) The construction of all new electrical systems in the Town of Alpine, from and after the adoption of the Alpine Land Use and Development Code, shall conform to the most current version of the National Electrical Code at the time the electrical systems are installed.

Section 4-202. Potential Conflicts in Definitions

The definitions contained in the International Building Code shall apply in interpretation of International Building Code unless there is a discrepancy between the definitions contained in the International Building Code and the definitions contained in the Alpine Land Use and Development Code. In this case, the definitions contained in the Alpine Land Use and Development Code shall take precedence.

Section 4-203. Exceptions to Adopted Building Codes

- (a) When necessary, potential exemptions to specific standards within any of the adopted building codes may be adopted by the Alpine Town Council and incorporated into the Alpine Land Use and Development Code.

ARTICLE 4.3 SUBDIVISION STANDARDS

Section 4-301. Pedestrian and Vehicular Access

- (a) Pedestrian Areas Supporting Single Family Residential Subdivisions:
 - (1) At least one (1) walkway shall extend from an existing sidewalk or street to the main entrance of the subdivision.
 - (2) If a new subdivision is adjacent to the planned community trail system route, an existing municipal park, or other existing public recreational facility, a paved walkway shall be constructed that provides a direct connection from the subdivision to the proposed trail route or municipal park. The walkway shall be eight (8) feet in width to accommodate use by pedestrians, bicyclists, and cross-country skiers.

- (b) Vehicular Access: Vehicular access to each lot may be provided from a street frontage or alley.

Section 4-302. Lots

- (a) Buildings on Lot: Every building shall be located on a lot unless otherwise provided in the applicable zoning district regulations.
- (b) Frontage:
- (1) All lots shall front on a public or private street.
 - (2) A minimum street frontage of sixty (60) feet shall be required for all lots.
- (c) Front and Side Setbacks: Front and side setbacks, which are adjacent to municipal streets, county roads, or state highways, shall be shown on all subdivision plans. A subdivider may elect to impose greater setbacks through restrictive covenants. However, the Town of Alpine shall only enforce the setback requirements outlined in the Zoning District regulations (Part 3).
- (d) Corner Lots:
- (1) For corner lots, the address of record shall be considered the front of the lot. The Planning & Zoning Commission may waive this requirement and determine the front yard to be on the street front that is in line with an established pattern of front yards along the street.
 - (2) Corner lots shall have two (2) front setbacks and two (2) side setbacks.
- (e) Flag Lots:
- (1) The Town of Alpine discourages the creation of flag lots. Flag lots constrain the delivery of emergency services and contribute to an unplanned land use pattern.
 - (2) If determined to be necessary, the flagpole of the lot shall contain, at least, a sixty (60) foot wide right-of-way that connects to a dedicated public street or road. Within this right-of-way, a paved driveway shall be constructed to accommodate vehicular traffic and snow removal. This driveway shall be, at least, thirty (30) feet wide.

Section 4-303. Blocks

- (a) Contiguous Lots: Lots shall be arranged in a contiguous pattern within blocks or abutting a cul-de-sac. For minor subdivisions, all lots shall be contiguous, and any new lots subdivided from a tract that has been previously subdivided shall adjoin the existing lots.
- (b) Block Width:
- (1) Blocks to the interior of the subdivision shall have sufficient width to provide for two (2) tiers of lots.
 - (2) One (1) tier of required block width is permitted in blocks adjacent to collector or arterial streets or waterways.
 - (3) Not more than two (2) tiers of lots shall be provided for any block.

Section 4-304. Roads and Streets

- (a) Functional Classification: All streets and roads in the Town of Alpine shall be classified by functional type. Such classification shall establish a hierarchy which separates roads by function

and intensity of use in order to achieve safety and efficiency in road layout and design. The functional classes applicable to the Town of Alpine include the following types of roadways:

- (1) Minor Arterials
- (2) Major Collector
- (3) Minor Collector
- (3) Major Local
- (4) Minor Local
- (5) Access Easement

(b) Minimum Planning and Design Standards:

- (1) All roads and streets in the Town of Alpine shall be designed in conformance to the planning and design standards that are presented in Table 4-1.
- (2) The road surface types specified for each functional road class shall be the minimum requirements (Table 4-1). Pavement structures shall be the minimum requirements with the following conditions:
 - (aa) Pavement structures shall be designed by a registered Wyoming Civil Engineer and based upon anticipated traffic loads and existing soil conditions.
- (3) Maximum road grades for any design speed shall conform to those presented as in Table 4-2.
- (4) Where design standards are not specified, current standards of the American Association of State Highway and Transportation (AASHTO) shall be followed.
- (5) Signing and stripping for new streets shall be in accordance with the Federal Highway Administration (FHWA) Manual on Uniform Traffic Control Devices.
- (6) No more than two (2) cross streets shall intersect at any intersection.
- (7) Cul-De-Sac Streets: Cul-De-Sac streets shall conform to the variable turn-around and width requirements outlined in Appendix D-2, Table D103.4, of the currently adopted International Fire Code.
- (8) Dead-end streets:
 - (aa) Dead end streets shall conform to the variable turn-around and width requirements outlined in Appendix D-2, Table D103.4, of the currently adopted International Fire Code.
 - (bb) Temporary ends of street in phased development projects must provide the width and all-weather surfaces outlined in Appendix D-2, Table D103.4, but may omit curb and gutter on a turn-around.
 - (cc) A temporary Turn-Around Easement shall be required on the final dedication plat denoting the diameter of the turn-around as temporary until the road is extended at a future date. The dedication of the temporary turn-around must be signed by the property owner on which the turn-around is located.

**TABLE 4-1
MINIMUM PLANNING AND DESIGN STANDARDS
ROADS AND STREETS**

<i>Functional Class</i>	<i>Minor Arterials</i>	<i>Collectors</i>		<i>Local</i>	
<i>Design Item</i>		<i>Major</i>	<i>Minor</i>	<i>Major</i>	<i>Minor</i>
Right-of-way Width (feet)	150	120	80	60	60
Typical A.D.T.	Over 5,000	2,000 5,000	500 2,000	200 500	20 200
<i>Design Speed¹ (mph)</i>					
Level terrain	60	40	35	30	25
Rolling terrain	50	30	30	25	20
Mountainous terrain	40	25	25	25	15
Minimum horizontal radius (feet)	See Note ³	See Note ³	See Note ³	140 ²	100 ²
Intersection separation (feet)	2,500	600	300	125	125
Width of travel lanes (feet per lane)	12	12	12	12	12
Width of shoulders (paved) (feet each side)	8	5	4	3	3
Bike lane required to be striped	YES	YES	YES	YES	NO
On-street parking allowed	Note ⁷	Note ⁷	Note ⁷	NO	NO
Surface type	TBD ⁴	TBD ⁴	TBD ⁴	See Note ⁵	See Note ⁶

**TABLE 4-1
MINIMUM PLANNING AND DESIGN STANDARDS
ROADS AND STREETS
(CONTINUED)**

Notes:

- 1 Minimum design speed. Except where specified otherwise in this Section, geometric design features shall at a minimum be consistent with the design speeds listed in Table 5-2 for the appropriate type of terrain type.
- 2 Widening on the inside of sharp curves shall be provided. Additional width equal to 400 divided by the curve radius in feet is recommended.
- 3 In accordance with ASHTO requirements.
- 4 TBD means that the road or street surface shall be determined by engineered design analysis considering average daily traffic and onsite soil conditions.
- 5 Minimum 2 ½-inch asphalt paving over six (6) inch crushed gravel base, as determined by the Alpine Town Council.
- 6 Minimum six (6) inch gravel surface course as determined by the Alpine Town Council.
- 7 No on street parking is allowed; refer to the most recent right-of-way and snow removal ordinances.

Source: Teton County, Wyoming, 2006.

**TABLE 4-2
MAXIMUM ROAD AND STREET GRADES (PERCENT)**

Type of Terrain	Design Speed (Miles per Hour)							
	15	20	25	30	35	40	50	60
Flat ¹	7	7	7	7	7	7	6	5
Rolling ²	10	10	9	9	8	8	7	-
Mountainous ³	10	10	9	9	8	8	-	-

Notes:

- ¹ Flat terrain refers to those lands within 10-year flood plains, and with slopes of less than 10%.
- ² Rolling terrain refers to those lands with slopes from 10 to 15%.
- ³ Mountainous terrain refers to those lands on steep or naturally unstable hillsides, and lands with slopes in excess of 15%.
- For Major and Minor Local Roads, grades may be increased to 150 percent of the values shown above for a distance not to exceed 500 feet.

Source: Teton County, Wyoming, 2006.

(c) Responsibility for Design and Construction:

- (1) Minor Arterials and major collectors are the responsibility of the Wyoming Department of Transportation or Lincoln County.
- (2) The developer of any subdivision shall bear complete responsibility for the design, maintenance and construction of all local streets, roads, and sidewalks that are necessary to accommodate vehicular circulation, pedestrian, and bicycle traffic within a new subdivision until such time that the road is dedicated to the Town of Alpine as a public right-of-way.
- (3) Roadway design shall be completed by a professional engineer licensed in the State of Wyoming.
- (4) Roadway construction shall be inspected by competent individuals under the responsible charge of the engineer of record.

- (d) Approval of Design: The design of vehicular circulation within a proposed subdivision, as well as shared pedestrian walkways and bikeways, shall be reviewed and approved by the municipal Public Works Director.

Section 4-305. Potable Water System

- (a) Connection to Municipal Water System:
- (1) All construction located within the municipal boundary shall be connected to the municipal water system.
 - (2) Developers of all subdivisions that intend to annex into the Town of Alpine shall be required to design and construct system improvements which may be necessary to connect the subdivision to the municipal water system and pay impact fees, **if applicable**, that shall be determined by the Town of Alpine for a proposed subdivision.
- (b) Hydraulic Capacity:
- (1) No subdivision shall be approved that generates average day or peak hour demands and fire flows that exceed the hydraulic capacity of the existing municipal water system. If the completion of a hydraulic capacity analysis is necessary to make this determination, the Town of Alpine shall request this analysis from the municipal engineer.
 - (2) The cost of any required hydraulic capacity analysis shall be borne by the developer of the proposed subdivision.
 - (3) Any necessary upgrades to the existing municipal water system, which are determined by the hydraulic capacity analysis, shall be completed at the expense of the developer.
- (c) Distribution System Serving the Subdivision:
- (1) Developers of any subdivision shall design and construct a water distribution system that delivers potable water to each lot and fire hydrant within the subdivision.
 - (2) Preliminary and final plats of any subdivision shall depict the location of easements necessary for the long-term operation and maintenance of the water distribution system.
 - (3) Where utilities are not provided within a dedicated road right-of-way, easements shall be not less than twenty (20) feet wide.
- (d) Design and Construction Standards:
- (1) Adequately looped water distribution lines serving a subdivision shall include not less than six (6) inch diameter pipe. Final waterline sizing shall be determined by use of a hydraulic computer model of the proposed system run under all conditions of flow with resulting line velocities and residual pressures acceptable to the Town Engineer.
 - (2) All water distribution lines in minor and major subdivisions shall be constructed with C-900 or 909 PVC pipe.
 - (3) A ¾-inch or larger water taps shall be installed for every residential lot. A one (1) inch or larger water taps shall be installed for every commercial lot. (Refer to the most recently adopted water ordinance.)
 - (4) Pressure regulators and in-line dual check valves shall be installed underneath all commercial and light industrial buildings where adequate system pressures are not available.

- (5) Fire hydrants shall be installed along all subdivision roadways in accordance with the requirements outlined in Appendix C of the currently adopted International Fire Code (Table 4-3).
- (6) When necessary, the municipal engineer shall define other appropriate design and construction standards that are not specified in the Alpine Land Use and Development Code.
- (7) Water system designs shall be completed by a professional engineer licensed in the State of Wyoming.
- (8) Water system construction shall be inspected by competent individuals under the responsible charge of the design engineer.

TABLE 4-3 REQUIRED NUMBER AND DISTRIBUTION OF FIRE HYDRANTS SUBDIVISIONS IN THE TOWN OF ALPINE			
<i>Fire-Flow Requirement (gallons per minute)</i>	<i>Minimum Number of Hydrants</i>	<i>Average Spacing Between Hydrants^{1,2,3} (feet)</i>	<i>Maximum Distance from Any Point on Street or Road Frontage to a Hydrant⁴ (feet)</i>
1,750 or less	1	500	250
2,000-2,250	2	450	225
2,500	3	450	225
3,000	3	400	225
3,500-4,000	4	350	210
4,500-5,000	5	300	180
5,500	6	300	180
6,000	6	250	150
6,500-7,000	7	250	150
7,500 or more	8 or more ⁵	200	120
ESTABLISHED STANDARDS MAY VARY; REFER TO THE TOWN WEBSITE FOR THE CURRENT VERSION OF THE INTERNATIONAL FIRE CODE THAT HAS BEEN ADOPTED BY THE TOWN.			
Notes: ¹ Reduce by 100 feet for dead-end streets or roads. ² Where streets are provided with median dividers which can be crossed by fire fighters pulling hose lines, or where arterial streets are provided with four or more traffic lanes and have a traffic count of more than 30,000 vehicles per day, hydrant spacing shall average 500 feet on each side of the street and be arranged on an alternating basis up to a fire-flow requirement of 7,000 gallons per minute and 400 feet for higher fire-flow requirements. ³ Where new water mains are extended along streets where hydrants are not needed for protection of structures or similar fire problems, fire hydrants shall be provided at spacing not to exceed 1,000 feet to provide for transportation hazards. ⁴ Reduce by 50 feet for dead-end streets or roads. ⁵ One hydrant for each 1,000 gallons per minute or fraction thereof.			
Source: International Fire Code; 2012 Edition 2021 Edition Refer to the Town of Alpine's currently adopted version.			

Section 4-306. Wastewater System

- (a) Connection to Municipal Wastewater System:
 - (1) All construction located within the municipal boundary shall be connected to the municipal wastewater system as long as the wastewater line is available to the property.
 - (2) Developers of all subdivisions that intend to annex into the Town of Alpine shall be required to design and construct system improvements which may be necessary to connect

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**CHANGES MADE AT 9/24/24 WORKSHOP = PROPOSED 2024 LUDC DRAFT
CHANGES**

the subdivision to the municipal wastewater system and pay impact fees that shall be determined by the Town of Alpine, **Town Council** for a proposed subdivision.

- (3) Maintenance of the entire service line from a house or commercial facility to the street main, including the mainline tap, shall be the sole responsibility of the property owner. The Town of Alpine shall only maintain the main wastewater collection main along dedicated public easements.
 - (4) The lot connection provided by the developer shall include a tap, saddle (if necessary) and the pipe to the property line. The property owner shall be responsible for the actual hook-up to homes and commercial facilities. Any expenses associated with services, materials, or parts necessary to connect to the wastewater collection system shall be borne by the developer or property owner.
 - (5) Sewer Connection and User Fees shall be allocated by Equivalent Residential Units (ERU) in accordance to the currently adopted Town Ordinance pertaining to wastewater.
- (b) Hydraulic Capacity:
- (1) No subdivision shall be approved that generates average daily or peak wastewater flows that exceed the allowable hydraulic capacity or pollutant concentration capacity of the existing municipal wastewater system. If the completion of a hydraulic capacity analysis is necessary to make this determination, the Town of Alpine shall request this analysis from the municipal engineer.
 - (2) The cost of any required hydraulic capacity analysis shall be borne by the developer of the proposed subdivision.
 - (3) Any necessary upgrades to the existing municipal wastewater system, which are determined by the hydraulic capacity analysis, shall be completed at the expense of the developer.
- (c) Collection System Serving the Subdivision:
- (1) Developers of any subdivision shall be required to design and construct a wastewater collection system that enables the collection of wastewater from each lot within the subdivision.
 - (2) Preliminary and final plats of any subdivision shall depict the location of easements necessary for the long-term operation and maintenance of the wastewater collection system.
 - (3) Where utilities are not provided within a dedicated road right-of-way, easements shall be not less than twenty (20) feet wide.
- (d) Design and Construction Standards:
- (1) Wastewater collection mains shall be not less than eight (8) inch diameter PVC pipe, ASTM 3034, SDR 35 pipe class.
 - (2) A service line can only service one commercial building or residence unless a variance is authorized by the Town of Alpine. The service line shall be laid upon a four (4) inch bed of sand and covered with four (4) inches of sand. All joints shall be gasketed.
 - (3) Service lines shall be a minimum of four (4) inches in diameter. Service lines shall be constructed with PVC ASTM 3034, SDR 35 pipe. The Town of Alpine recommends that service lines are installed at a grade of ¼ inch per foot (2 percent).

- (4) Roof downspouts, interior and exterior foundation drains, or sump pumps discharging unpolluted water or other sources of surface runoff or ground water shall not be connected to the wastewater system.
- (5) A cleanout shall be provided outside of any residence or commercial building. The cleanout shall terminate six (6) inches above ground elevation with an appropriate cap.
- (6) Grease traps or interceptors shall be installed for all food service facilities in accordance with currently adopted Town Ordinance.
- (7) Wastewater system designs shall be completed by a professional engineer licensed in the State of Wyoming.
- (8) Wastewater system construction shall be inspected by competent individuals under the responsible charge of the design engineer.
- (9) The design and construction standards shall be governed by the currently adopted Town Sewer Ordinance as it may be changed from time to time.

Section 4-307. Storm Water Management

- (a) Amount of Storm Water Runoff
 - (1) No subdivision shall cause adjacent landowners, water courses, drainage ways, or channels to receive storm water runoff from the subdivision at a higher peak flow rate, or at higher velocities, than would have resulted from the same storm event occurring within the proposed subdivision site in its existing condition.
 - (2) The discharge of storm water into irrigation ditches shall not be permitted without approval from the appropriate owner and the Town of Alpine.
 - (3) Public water shall not be discharged onto or through private property without an easement from appropriate landowners.
- (b) Velocity of Storm Water Runoff: All storm water retention storage, sump storage, and groundwater recharge areas shall be located within the subdivision property. These areas shall be designed to contain and dispose of the estimated runoff from a ten (10) year, twenty-four (24) hour storm event.
- (c) Detention Basins:
 - (1) When necessary, detention basins or equivalent management facilities shall be designed and constructed with sufficient capacity to maintain a post-development runoff rate from a subdivision development site that is equal or lower than the pre-development runoff rate. Drainage design shall address the treatment of surface and storm water runoff via both wet-weather and dry-weather discharges.
 - (2) Where runoff from development of a subdivision could generate adverse consequences upon persons, land, or wildlife, storm water detention facilities shall be constructed prior to any earth moving activities associated with site development.

Section 4-308. Snow Storage

- (a) General: Each subdivision shall contain adequate snow storage areas to accommodate snow removed from on-street or off-street parking areas, or the removal of snow from elsewhere on the subdivision property.

- (b) Snow Storage Standards:
- (1) If an off-site snow repository is not used, an adequate on-site snow storage area shall be provided within the subdivision property.
 - (aa) The size of the storage area shall be determined in the following manner: Minimum snow storage areas shall represent twenty (20%) percent of the total area dedicated for off-street parking. **{On street parking is not allowed – Refer to the currently adopted version of the Uniform Act Regulating Traffic for the Town of Alpine}**
 - (2) Adequate drainage of the snow storage area shall be provided to accommodate snowmelt. No snowmelt shall drain onto adjacent land areas.
 - (3) Open space and landscaped areas within the subdivision may be used to accommodate the required snow storage area.

ARTICLE 4.4 RECREATIONAL VEHICLE PARKS

Section 4-401. Minimum Lot Width

The minimum lot width shall be forty (40) feet for each recreational vehicle space.

Section 4-402. Vehicular Parking

- (a) Required Parking Spaces: One (1) parking space shall be required for every recreational vehicle lot. This requirement shall be met through the construction of off-street parking spaces or a centralized vehicular parking area within the recreational vehicle park.
- (b) Vehicular Parking Standards: Recreational vehicular parking spaces shall be constructed to the vehicular parking standards outlined in Article 4.6.

Section 4-403. Utilities

- (a) Electrical Distribution: Each recreational vehicle space shall be provided with an electrical hook-up.
- (b) Water Distribution:
 - (1) Each recreational vehicle space shall be provided with a frost-free hydrant or other fixture that enables connection to a potable water supply that is connected to the Town of Alpine municipal water system.
 - (2) Each fixture shall have an air gap or check valve installed to prevent cross contamination.
- (c) Wastewater Collection: Each lot for a recreational vehicle and dump station shall be provided with a service lateral and related connection to the Town of Alpine municipal wastewater system.
- (d) Solid Waste Disposal: Durable containers on a paved or crushed rock surface shall be provided at outdoor solid waste collection stations within one hundred fifty (150) feet of any recreational vehicle space. Each collection station shall be screened on, at least, three sides with fencing or other material to reduce the visual impact of these facilities. Each collection station shall be located at a point along the internal road network of the recreational vehicle park where solid waste collection trucks

can stop and safely collect solid waste materials.

Section 4-404. Open Space and Recreational Area

- (a) Minimum Open Space Area: A minimum of one hundred (100) square feet of recreational open space shall be provided for every recreational vehicle space within the recreational vehicle park. The open space requirement shall be met through the establishment of one (1) or more open space areas within the recreational vehicle park.
- (b) Type of Recreational Opportunities: Open space areas shall include indoor and/or outdoor recreational facilities such as an outdoor playground area, outdoor and/or indoor recreational equipment, outdoor cooking and picnic area, or other recreational amenities.

Section 4-405. Other On-Site Amenities

- (a) Service Building:
 - (1) Each recreational vehicle park shall provide a service building if it serves recreational vehicles that do not contain toilet and shower facilities.
 - (2) When required, the service building shall include, at least, a heated service building containing separated shower, toilet, and lavatory facilities for men and women. The number of fixtures required for each recreational vehicle park shall vary with the number of recreational vehicle spaces that are available in the recreational vehicle park, see (Table 4-4).

TABLE 4-4 REQUIRED SHOWER, TOILET, AND LAVATORY FACILITIES RV PARKS SERVING RECREATIONAL VEHICLES WITHOUT TOILETS AND SHOWERS							
<i>Number of RV Spaces</i>	<i>Toilets</i>		<i>Urinals</i>	<i>Lavatories</i>		<i>Showers</i>	
	<i>Men</i>	<i>Women</i>	<i>Men</i>	<i>Men</i>	<i>Women</i>	<i>Men</i>	<i>Women</i>
01-20	1	2	1	1	2	1	2
21-40	1	3	2	1	2	1	2
41-60	1	4	3	1	2	2	3
61-80	2	5	3	2	3	2	3
81-100	2	6	4	2	3	3	4
101+	2	6	4	2	3	3	4
Each building	Requires a minimum of one (1) service or dump sink						

- (b) A laundry area containing washing machines, dryers, and clothes layout tables. The amount of equipment shall vary with the number of recreational vehicle spaces that are available in the recreational vehicle park (Table 4-5).

TABLE 4-5

Town of Alpine Land Use and Development Code

**CHANGES MADE AT 9/24/24 WORKSHOP = PROPOSED 2024 LUDC DRAFT
CHANGES**

REQUIRED LAUNDRY FACILITIES RECREATIONAL VEHICLE PARKS			
<i>Number of RV Spaces</i>	<i>Washing Machines</i>	<i>Dryers</i>	<i>Layout Tables</i>
1-50	4	2	2
51-100	8	3	4
100 or more	10	4	5

ARTICLE 4.5 BUILDING DESIGN STANDARDS AND GUIDELINES

Section 4-501. Single Family Residential Dwellings

- (a) Applicability:
- (1) The design standards outlined in Section 4-501 shall apply to detached single-family dwellings, townhomes, or duplexes. Additional design standards for manufactured and modular homes, which are outlined in Sections 4-502 and 4-503, are required to ensure their compatibility with stick-built homes in residential neighborhoods. These design standards shall supersede any standards that may conflict with the most recent version of the International Building Code or International Residential Code that have currently been adopted by the Town of Alpine.
 - (2) General design guidelines outlined in Section 4-501(l) are recommended design criteria that are preferred by the Town of Alpine, but not a requirement of the Alpine Land Use and Development Code.
- (b) Size Limitations: No single-family dwelling unit shall exceed eight thousand (8,000) square feet of gross floor area. No single-family dwelling unit shall be any smaller than allowed by the most recent version of the International Building Code and/or International Residential Code that has been adopted by the Town of Alpine.
- (c) Floor Area: Floor area shall be measured from the foundation walls, no portion of concrete, posts and/or piers shall be allowed in the established setback area.
- (d) Building Eave Projections/Overhangs: Shall not extend more than half (½) the setback or six (6) feet whichever is less, so long as the structure meets all the established engineering standards.
- (e) Garages: Garages shall be detached from, or attached to, the primary residential structure.
- (f) Windows and Entryways: At least fifteen (15) percent of the area of a street-facing façade shall include windows or main entryways.
- (g) Building Materials: Primary structures shall be constructed out of new or recycled materials. The relocation of old or used single-family home structures into the Town of Alpine is prohibited.
- (h) Roof Pitch:
- (1) Structures roof style shall balance compatibility with the character of the area and snow shed considerations. Where pitched roofs are used, steeper roof pitches are preferred, but flatter pitches are permitted. Provided the engineering standards are met. The choice of roof pitch shall include consideration if and where the roof shall hold or release snow and where roof drainage shall occur.
 - (2) Pitched roofs without a parapet wall require an eighteen (18) inch minimum overhang.

- (i) Wind Speed Design: Structures shall be able to resist a wind speed design of one hundred fifteen (115) miles per hour; Exposure C. Refer to the current adopted version of the IRC by the Town of Alpine.
- (j) Snow Load: Structures shall be able to support a roof snow load of one hundred (100) pounds per square foot and a ground snow load of one hundred forty-three (143) pounds per square foot.
- (k) Seismic Design: Structures shall be designed to support site class “D” seismic design.
- (l) Frost Depth: Structures shall be designed to support thirty-six (36) inch frost line depth.
- (m) Radon Mitigation: Structures shall identify radon control methods or location on building plans. Radon mitigation piping shall be installed as identified in Appendix F, of the International Residential Code (IRC). Refer to the current adopted version of the IRC by the Town of Alpine. It is recommended that property owners have structure tested for radon levels.
- (n) Architectural Guidelines:
 - (1) While the color of buildings is a subjective consideration, the Town of Alpine prefers the use of building colors, e.g., earth tones, which are complementary to the surrounding neighborhood environment.
 - (2) While the town does not restrict the use of any exterior material, the Town of Alpine prefers the use of exterior materials that reflect the regional, local and immediate context of the natural environment.
 - (3) Review of proposed exterior materials and colors shall consider the positive and negative impacts on the surrounding buildings and natural environment.
 - (4) In order to maintain a consistent architectural character, any attached building or garage shall use similar building materials, design and colors so that the accessory building blends with the general appearance of the primary dwelling.
 - (5) Any attached structures shall not be greater than thirty-three (33) percent taller than the primary roof structure; up to the maximum allowable height.
 - (6) Adjustments may be considered for sloped or irregular lots.

Section 4-502. Manufactured Homes

- (a) The construction of manufactured homes shall conform to the National Manufactured Housing Construction and Safety Standards Act of 1974 (42 U.S.C. §5401 et seq.), the Manufactured Housing Improvement Act of 2000, and all subsequent amendments, as well as manufactured home construction and safety standards outlined in the current regulations of the U.S. Department of Housing and Urban Development (24 CFR, Chapter XX, Part 3280).
- (b) All manufactured homes shall also be subject to the following standards to ensure compatibility with residential neighborhoods:
 - (1) Structures shall be attached to a permanent foundation in accordance with Sections AE 500 and AE 600 of Appendix E of the International Residential Code, or the U.S. Department of Housing and Urban Development Handbook, *Permanent Foundations Guide for Manufactured Housing*, 1996.
 - (2) Floor Area: Floor area shall be measured from the foundation walls, no portion of

concrete, posts and/or piers shall be allowed in the established setback area.

- (3) Building Eave Projections/Overhangs: Shall not extend more than three (3) feet into the setback area.
- (4) Size Limitations: Structures shall have a minimum width of twenty-four (24) feet and contain a minimum total floor area of eight hundred (800) square feet.
- (5) Wind Speed Design: Structures shall be able to resist a wind speed design of one hundred fifteen (115) miles per hour; Exposure C. Refer to the current adopted version of the IRC by the Town of Alpine.
- (6) Snow Load: Structures shall be able to support a roof snow load of one hundred (100) pounds per square foot and a ground snow load of one hundred forty-three (143) pounds per square foot.
- (7) Seismic Design: Structures shall be designed to support site class “D” seismic design.
- (8) Frost Depth: Structures shall be designed to support thirty-six (36) inch frost line depth.
- (9) Radon Mitigation: Structures shall identify radon control methods or location on building plans. Radon mitigation piping shall be installed as identified in Appendix F, of the International Residential Code (IRC). Refer to the current adopted version of the IRC by the Town of Alpine. It is recommended that property owners have structure tested for radon levels.
- (10) Siding material shall consist of wood or wood products, stucco, brick, rock, lap steel, lap aluminum, or lap vinyl. One (1) or a combination of these materials shall be used to cover the exterior of the housing unit.
- (11) Structures shall contain a roof pitch with roof slope of not less than a four (4)-inch rise for every twelve (12) inches of horizontal run; and follow the currently adopted International Building Code and/or International Residential Code for snow and ice melt.
- (12) The roof structure shall extend not less than eighteen (18) inches from the exterior walls of the building.
- (13) The lower perimeter of the dwelling unit shall be fully enclosed from the lower edge of the dwelling unit to the ground. The material used to enclose the lower perimeter of the dwelling shall be either masonry or the same siding material as on the dwelling proper. Any material used to enclose the lower perimeter of the dwelling unit shall be able to withstand the effects of wind, soil, decay, termites and prevent the entry of rodents.
- (14) An unobstructed access shall be provided along the lower perimeter. The size of the access shall be at least twenty-four by thirty-six (24 x 36) inches.
- (15) No attachments, additions, alterations, or modifications to the exterior walls of a manufactured home are allowed except those approved by the manufacturer for the specific unit. All other additions, porches, decks, garage, or other add-on attachments must be freestanding and self-supporting with no structural reliance on the manufactured unit itself.
- (16) All towing devices, wheels, and undercarriage support used solely for initial transportation of the home shall be removed from the unit and building site within thirty (30) days of delivery to the site.

- (17) Structures shall contain under-floor areas that are ventilated by an approved mechanical means, or by openings into the under-floor area walls.

Section 4-503. Modular Housing

- (a) Applicability:
 - (1) The design standards outlined in Section 4-503, are required to ensure their compatibility with stick-built homes in residential neighborhoods. These design standards shall supersede any standards that may conflict with the most recent version of the International Building Code or International Residential Code that have been currently adopted by the Town of Alpine.
 - (2) General design guidelines outlined in Section 4-503(h) are recommended design criteria that are preferred by the Town of Alpine, but not a requirement of the Alpine Land Use and Development Code.
- (b) Modular homes shall be constructed in a factory in accordance with the most currently adopted version of the International Building Code and International Residential Code.
- (c) Size Limitations: No single-family dwelling unit shall exceed eight thousand (8,000) square feet of gross floor area. No single-family dwelling unit shall be any smaller than allowed by the most recent version of the International Building Code and/or International Residential Code that has been adopted by the Town of Alpine.
- (d) Floor Area: Floor area shall be measured from the foundation walls, no portion of concrete, posts and/or piers shall be allowed in the established setback area.
- (e) Building Eave Projections/Overhangs: Shall not extend more than three (3) feet into the setback area.
- (f) Garages: Garages shall be detached from, or attached to, the primary residential structure.
- (g) Windows and Entryways: At least fifteen (15) percent of the area of a street-facing façade shall include windows or main entryways.
- (h) Building Materials: Primary structures shall be constructed out of new or recycled materials. The relocation of old or used modular home structures into the Town of Alpine is prohibited.
- (i) Roof Pitch:
 - (1) Structures roof style shall balance compatibility with the character of the area and snow shed considerations. Where pitched roofs are used, steeper roof pitches are preferred, but flatter pitches are permitted. Provided the engineering standards are met. The choice of roof pitch shall include consideration if and where the roof shall hold or release snow and where roof drainage shall occur.
 - (2) Pitched roofs without a parapet wall require an eighteen (18) inch minimum overhang.
- (j) All modular homes shall also be subject to the following standards to ensure compatibility with residential neighborhoods:
 - (1) Structures shall be attached to a permanent foundation that conforms to the currently adopted International Building Code or International Residential Code; that have been adopted by the Town of Alpine.

- (k) Wind Speed Design: Structures shall be able to resist a wind speed design of one hundred fifteen (115) miles per hour; Exposure C. Refer to the current adopted version of the IRC by the Town of Alpine.
- (l) Snow Load: Structures shall be able to support a roof snow load of one hundred (100) pounds per square foot and a ground snow load of one hundred forty-three (143) pounds per square foot.
- (m) Seismic Design: Structures shall be designed to support site class “D” seismic design.
- (n) Frost Depth: Structures shall be designed to support thirty-six (36) inch frost line depth.
- (o) Radon Mitigation: Structures shall identify radon control methods or location on building plans. Radon mitigation piping shall be installed as identified in Appendix F, of the International Residential Code (IRC). Refer to the current adopted version of the IRC by the Town of Alpine. It is recommended that property owners have structure tested for radon levels.
- (p) Architectural Guidelines:
 - (1) While the color of buildings is a subjective consideration, the Town of Alpine prefers the use of building colors, e.g., earth tones, which are complementary to the surrounding neighborhood environment.
 - (2) While the town does not restrict the use of any exterior material, the Town of Alpine prefers the use of exterior materials that reflect the regional, local, and immediate context of the natural environment.
 - (3) Review of proposed exterior materials and colors shall consider the positive and negative impacts on the surrounding buildings and natural environment.
 - (4) In order to maintain a consistent architectural character, any attached building or garage shall use similar building materials, design, and colors so that the accessory building blends with the general appearance of the primary dwelling.
 - (5) Any attached structures shall not be greater than thirty-three (33) percent taller than the primary roof structure; up to the maximum allowable height.
 - (6) Adjustments may be considered for sloped or irregular lots.

Section 4-504. Multi-Unit Residential Buildings

- (a) Applicability:
 - (1) The design standards outlined in Section 4-504 shall apply to townhomes, multi-unit residential apartment buildings, multi-unit residential condominium buildings, or a complex of multi-unit residential buildings. These design standards shall supersede any standards that may conflict with the most recent version of the International Building Code or International Residential Code that have been adopted by the Town of Alpine (see Article 4.2 Building Codes).
 - (2) Architectural guidelines outlined in Section 4-504(o) are recommended design criteria that are preferred by the Town of Alpine, but not a requirement of the Alpine Land Use and Development Code.
- (b) Floor Area: Floor area shall be measured from the foundation walls, no portion of concrete, posts and/or piers shall be allowed in the established setback area.

- (c) Building Eave Projections/Overhangs: Shall not extend more than three (3) feet into the setback area.
- (d) Garages: Garages shall be detached from, or attached to, the primary residential structure.
- (e) Windows and Entryways: At least fifteen (15) percent of the area of a street-facing façade shall include windows or main entryways.
- (f) Building Materials: Primary structures shall be constructed out of new or recycled materials. The relocation of old or used multi-unit residential buildings into the Town of Alpine is prohibited.
- (g) Roof Pitch:
 - (1) Multi-unit residential structures roof style shall balance compatibility with the character of the area and snow shed considerations. Where pitched roofs are used, steeper roof pitches are preferred, but flatter pitches are permitted. Provided the engineering standards are met. The choice of roof pitch shall include consideration if and where the roof shall hold or release snow and where roof drainage shall occur.
 - (2) Pitched roofs without a parapet wall require an eighteen (18) inch minimum overhang.
- (h) Wind Speed Design: Structures shall be able to resist a wind speed design of one hundred fifteen (115) miles per hour; Exposure C. Refer to the current adopted version of the IRC by the Town of Alpine.
- (i) Snow Load: Structures shall be able to support a roof snow load of one hundred (100) pounds per square foot and a ground snow load of one hundred forty-three (143) pounds per square foot.
- (j) Seismic Design: Structures shall be designed to support site class “D” seismic design.
- (k) Frost Depth: Structures shall be designed to support thirty-six (36) inch frost line depth.
- (l) Radon Mitigation: Structures shall identify radon control methods or location on building plans. Radon mitigation piping shall be installed as identified in Appendix F, of the International Residential Code (IRC). Refer to the current adopted version of the IRC by the Town of Alpine. It is recommended that property owners have structure tested for radon levels.
- (m) Access and Entryways:
 - (1) Multi-unit apartment buildings, residential condominium buildings, or multi-unit residential complexes containing forty (40) or more dwelling units shall provide a divided ingress-egress driveway with a landscaped median for all entrances from public streets.
 - (2) Sidewalks shall be constructed within the interior of any multi-unit or mixed commercial-residential building complex to link multi-unit buildings with other destinations within the complex, e.g., vehicular parking areas, mailboxes, and solid waste disposal area.
 - (3) If a new multi-unit apartment building, residential condominium building, multi-unit residential complex, or commercial-residential building is adjacent to the planned community trail system route, an existing municipal park, or other existing public recreational facility, a paved walkway shall be constructed that provides a direct connection from the building to the proposed trail route, municipal park, or recreational facility. The walkway shall be eight (8) feet in width to accommodate use by pedestrians, bicyclists, and cross-country skiers.

(n) Utilities:

- (1) All onsite utility lines shall be located underground except where existing overhead lines are present.
- (2) Outdoor area lighting shall be provided for security. Such lighting shall be shielded to direct light downward and not into dwelling units within or adjacent to the multi-family building or complex.
- (3) Lighting shall be provided to illuminate the intersections of primary interior driveways and building entryways.

(o) Architectural Guidelines:

- (1) Design multi-unit buildings to have a multi-faceted exterior form in which articulated facades are combined with window and door placements, as well as other detailing.
- (2) Limit flat walls with minimal features.
- (3) While the color of buildings is a subjective consideration, the Town of Alpine prefers the use of building colors, e.g., earth tones, which are complementary to the surrounding neighborhood environment.
- (4) While the town does not restrict the use of any exterior material, the Town of Alpine prefers the use of exterior materials that reflect the regional, local, and immediate context of the natural environment.
- (5) Review of proposed exterior materials and colors shall consider the positive and negative impacts on the surrounding building and natural environment.
- (6) In order to maintain a consistent architectural character, any attached building or garage shall use similar building materials, design, and colors so that the accessory building blends with the general appearance of the primary dwelling.
- (7) Any attached structures shall not be greater than thirty-three (33) percent taller than the primary roof structure; up to the maximum allowable height.
- (8) Adjustments may be considered for sloped or irregular lots.

Section 4-505. Commercial and Mixed Commercial-Residential Buildings(a) Applicability:

- (1) The design standards outlined in Section 4-505 shall apply to commercial buildings within the “MRC” Mixed Residential and “C” Commercial District.
- (2) These design standards shall supersede any standards that may conflict with the most recent version of the International Building Code or International Residential Code that has been adopted by the Town of Alpine (see Article 4.2 Building Codes).

(b) Floor Area: Floor area shall be measured from the foundation walls, no portion of concrete, posts and/or piers shall be allowed in the established setback area.(c) Building Eave Projections/Overhangs: Shall not extend more than three (3) feet into the setback area.

- (d) **Building Materials:** Primary structures shall be constructed out of new or recycled materials. The relocation of old or used commercial or mixed commercial-residential structures into the Town of Alpine is prohibited. Special consideration may be made for historical buildings.
- (e) **Roof Pitch:**
- (1) Commercial or mixed commercial-residential structures roof style shall balance compatibility with the character of the area and snow shed considerations. Where pitched roofs are used, steeper roof pitches are preferred, but flatter pitches are permitted. Provided the engineering standards are met. The choice of roof pitch shall include consideration if and where the roof shall hold or release snow and where roof drainage shall occur.
 - (2) Pitched roofs without a parapet wall require an eighteen (18) inch minimum overhang.
- (f) **Wind Speed Design:** Structures shall be able to resist a wind speed design of one hundred fifteen (115) miles per hour; Exposure C. Refer to the current adopted version of the IRC by the Town of Alpine.
- (g) **Snow Load:** Structures shall be able to support a roof snow load of one hundred (100) pounds per square foot and a ground snow load of one hundred forty-three (143) pounds per square foot.
- (h) **Seismic Design:** Structures shall be designed to support site class “D” seismic design.
- (i) **Frost Depth:** Structures shall be designed to support thirty-six (36) inch frost line depth.
- (j) **Radon Mitigation:** Structures shall identify radon control methods or location on building plans. Radon mitigation piping shall be installed as identified in Appendix F, of the International Residential Code (IRC). Refer to the current adopted version of the IRC by the Town of Alpine. It is recommended that property owners have structure tested for radon levels.
- (k) **Building Structure:** Commercial or mixed commercial-residential buildings exceeding two (2) stories shall incorporate a base, middle, and a cap which are described as follows:
- (1) The base shall include an entryway with transparent windows.
 - (2) The middle may include windows and/or balconies.
 - (3) The cap shall include the area from the top floor to the roof of the building and shall include a cornice or a roof overhang.

These structures shall adhere to Section 3-204 and Section 3-205 for the maximum building heights allowable for those zoning districts.

- (j) **Building Façades:** A building façade refers to the exterior side of a building that includes entire building walls, including wall faces, parapets, fascia, windows, doors, canopy, and visible roof structures of one complete building elevation. The following requirements shall be applied to the design of commercial building façades:
- (1) Distinct modules for a single, continuous façade (see Figure 4-1), e.g., shopping center, shall incorporate visible changes in the façade elevation through the use of wall plane projects, piers, columns, colonnades, arcades or similar architectural features that create a distinct façade elevation.
 - (2) The modules for a single, continuous facade shall not exceed an average of thirty (30) feet in width. No individual module shall exceed fifty (50) feet in width (See Figure 4-2).

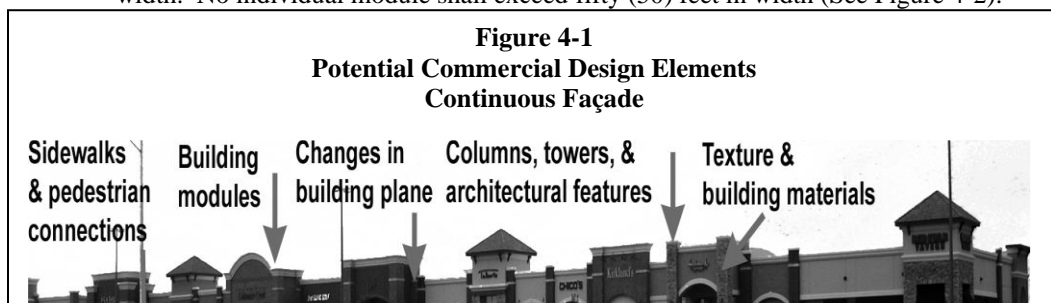




Figure 4-2
Individual Building Modules in Single, Continuous Façade



- (k) Ground Floor Design:
 - (1) The primary entrance to all commercial or mixed commercial-residential buildings shall open to a street, plaza, square, walking path, or sidewalk.
 - (2) Pedestrian access from the public sidewalk, street right-of-way, or driveway to the primary commercial structure shall contain an improved surface.
 - (3) The ground floors of all commercial buildings shall encourage and complement pedestrian-scale activity through the use of windows and doors so that commercial uses are visible from and/or accessible to the street frontage.
- (l) Mechanical Equipment: Mechanical equipment, electrical meter and service components, and other utility devices shall be screened from view at the front property line.
- (m) Architectural Guidelines:

- (1) Design multi-unit buildings to have a multi-faceted exterior form in which articulated facades are combined with window and door placements, as well as other detailing.
- (2) Limit flat walls with minimal features.
- (3) While the color of buildings is a subjective consideration, the Town of Alpine prefers the use of building colors, e.g., earth tones, which are complementary to the surrounding neighborhood environment.
- (4) While the town does not restrict the use of any exterior material, the Town of Alpine prefers the use of exterior materials that reflect the regional, local and immediate context of the natural environment.
- (5) Review of proposed exterior materials and colors shall consider the positive and negative impacts on the surrounding buildings and natural environment.

Section 4-506. Light Industrial Buildings

- (a) Applicability:
 - (1) The design standards outlined in Section 4-506 shall apply to light industrial buildings within the Light Industrial District.
 - (2) These design standards shall supersede any standards that may conflict with the most recent version of the International Building Code that has been adopted by the Town of Alpine (see Article 4.2 Building Codes).
- (b) Floor Area: Floor area shall be measured from the foundation walls, no portion of concrete, posts and/or piers shall be allowed in the established setback area.
- (c) Building Eave Projections/Overhangs: Shall not extend more than three (3) feet into the setback area.
- (d) Building Materials: Primary structures shall be constructed out of new or recycled materials. The relocation of old or used light industrial structures into the Town of Alpine is prohibited.
- (e) Roof Pitch:
 - (1) Light industrial structures roof style shall balance compatibility with the character of the area and snow shed considerations. Where pitched roofs are used, steeper roof pitches are preferred, but flatter pitches are permitted. Provided the engineering standards are met. The choice of roof pitch shall include consideration if and where the roof shall hold or release snow and where roof drainage shall occur.
 - (2) Pitched roofs without a parapet wall require an eighteen (18) inch minimum overhang.
- (f) Wind Speed Design: Structures shall be able to resist a wind speed design of one hundred fifteen (115) miles per hour; Exposure C. Refer to the current adopted version of the IRC by the Town of Alpine.
- (g) Snow Load: Structures shall be able to support a roof snow load of one hundred (100) pounds per square foot and a ground snow load of one hundred forty-three (143) pounds per square foot.
- (h) Seismic Design: Structures shall be designed to support site class “D” seismic design.
- (i) Frost Depth: Structures shall be designed to support thirty-six (36) inch frost line depth.

- (j) Radon Mitigation: Structures shall identify radon control methods or location on building plans. Radon mitigation piping shall be installed as identified in Appendix F, of the International Residential Code (IRC). Refer to the current adopted version of the IRC by the Town of Alpine. It is recommended that property owners have structure tested for radon levels.
- (k) Architectural Guidelines:
 - (1) While the color of buildings is a subjective consideration, the Town of Alpine prefers the use of building colors, e.g., earth tones, which are complementary to the surrounding neighborhood environment.
 - (2) While the town does not restrict the use of any exterior material, the Town of Alpine prefers the use of exterior materials that reflect the regional, local and immediate context of the natural environment.
 - (3) Review of proposed exterior materials and colors shall consider the positive and negative impacts on the surrounding buildings and natural environment.

Section 4-507. Public and Community Facilities

- (a) Applicability:
 - (1) The design standards outlined in Section 4-507 shall apply to public and community facilities within the Public and Community Facilities District.
 - (2) These design standards shall supersede any standards that may conflict with the most recent version of the International Building Code that has been adopted by the Town of Alpine (see Article 4.2 Building Codes).
- (b) Floor Area: Floor area shall be measured from the foundation walls, no portion of concrete, posts and/or piers shall be allowed in the established setback area.
- (c) Building Eave Projections/Overhangs: Shall not extend more than three (3) feet into the setback area.
- (d) Building Materials: Primary structures shall be constructed out of new or recycled materials. The relocation of old or used public and community facilities into the Town of Alpine is prohibited. Special consideration may be made for historical buildings.
- (e) Roof Pitch:
 - (1) Public and Community Facilities structures roof style shall balance compatibility with the character of the area and snow shed considerations. Where pitched roofs are used, steeper roof pitches are preferred, but flatter pitches are permitted. Provided the engineering standards are met. The choice of roof pitch shall include consideration if and where the roof shall hold or release snow and where roof drainage shall occur.
 - (2) Pitched roofs without a parapet wall require an eighteen (18) inch minimum overhang.
- (f) Wind Speed Design: Structures shall be able to resist a wind speed design of one hundred fifteen (115) miles per hour; Exposure C. Refer to the current adopted version of the IRC by the Town of Alpine.
- (g) Snow Load: Structures shall be able to support a roof snow load of one hundred (100) pounds per square foot and a ground snow load of one hundred forty-three (143) pounds per square foot.
- (h) Seismic Design: Structures shall be designed to support site class “D” seismic design.
- (i) Frost Depth: Structures shall be designed to support thirty-six (36) inch frost line depth.

- (j) Radon Mitigation: Structures shall identify radon control methods or location on building plans. Radon mitigation piping shall be installed as identified in Appendix F, of the International Residential Code (IRC). Refer to the current adopted version of the IRC by the Town of Alpine. It is recommended that property owners have structure tested for radon levels.
- (k) Architectural Guidelines:
 - (1) While the color of buildings is a subjective consideration, the Town of Alpine prefers the use of building colors, e.g., earth tones, which are complementary to the surrounding neighborhood environment.
 - (2) While the town does not restrict the use of any exterior material, the Town of Alpine prefers the use of exterior materials that reflect the regional, local and immediate context of the natural environment.
 - (3) Review of proposed exterior materials and colors shall consider the positive and negative impacts on the surrounding buildings and natural environment.

Section 4-508. Recreational and Conservation Area Facilities

- (a) Applicability:
 - (1) The design standards outlined in Section 4-508 shall apply to recreational and conservation area facilities within the Recreation and Conservation District.
 - (2) These design standards shall supersede any standards that may conflict with the most recent version of the International Building Code that has been adopted by the Town of Alpine (see Article 4.2 Building Codes).
- (b) Floor Area: Floor area shall be measured from the foundation walls, no portion of concrete, posts and/or piers shall be allowed in the established setback area.
- (c) Building Eave Projections/Overhangs: Shall not extend more than three (3) feet into the setback area.
- (d) Building Materials: Primary structures shall be constructed out of new or recycled materials. The relocation of old or used recreational and conservation area facilities into the Town of Alpine is prohibited.
- (e) Roof Pitch:
 - (1) Recreational and Conservation Area facilities roof style shall balance compatibility with the character of the area and snow shed considerations. Where pitched roofs are used, steeper roof pitches are preferred, but flatter pitches are permitted. Provided the engineering standards are met. The choice of roof pitch shall include consideration if and where the roof shall hold or release snow and where roof drainage shall occur.
 - (2) Pitched roofs without a parapet wall require an eighteen (18) inch minimum overhang.
- (f) Wind Speed Design: Structures shall be able to resist a wind speed design of one hundred fifteen (115) miles per hour; Exposure C. Refer to the current adopted version of the IRC by the Town of Alpine.
- (g) Snow Load: Structures shall be able to support a roof snow load of one hundred (100) pounds per square foot and a ground snow load of one hundred forty-three (143) pounds per square foot.
- (h) Seismic Design: Structures shall be designed to support site class “D” seismic design.

- (i) Frost Depth: Structures shall be designed to support thirty-six (36) inch frost line depth.
- (j) Radon Mitigation: Structures shall identify radon control methods or location on building plans. Radon mitigation piping shall be installed as identified in Appendix F, of the International Residential Code (IRC). Refer to the current adopted version of the IRC by the Town of Alpine. It is recommended that property owners have structure tested for radon levels.
- (k) Architectural Guidelines:
 - (1) While the color of buildings is a subjective consideration, the Town of Alpine prefers the use of building colors, e.g., earth tones, which are complementary to the surrounding neighborhood environment.
 - (2) While the town does not restrict the use of any exterior material, the Town of Alpine prefers the use of exterior materials that reflect the regional, local and immediate context of the natural environment.
 - (3) Review of proposed exterior materials and colors shall consider the positive and negative impacts on the surrounding buildings and natural environment.

ARTICLE 4.6 VEHICULAR PARKING STANDARDS

Section 4-601. Intent

The intent of the vehicular parking standards is to establish reasonable parking provisions for the design of vehicular parking facilities in the multi-unit residential (R2), mixed residential commercial (MRC), commercial (C), light industrial (LI), public and community facility (PCF), and recreation conservation (RC) zoning districts. The number of parking spaces required for various land uses is identified within the requirements for each zoning district in Part 3 of the Alpine Land Use and Development Code.

In addition to these standards, the Town of Alpine prefers that vehicular parking areas are constructed behind buildings that they provide parking for. This preferred approach contrasts to vehicular parking areas that are often situated immediately adjacent to a highway, roadway or street access that fronts the building.

Section 4-602. Applicability

- (a) The provisions of Article 4.6 shall apply at the time a building is constructed, altered, or enlarged, or whenever the use and/or occupant load of a building is changed.
- (b) In the case of mixed land uses, the total number of required vehicular parking spaces shall represent the sum of the parking requirements for the various uses computed separately. Required vehicular parking spaces for one use shall not be considered required parking spaces for any other land use.

Section 4-603. Driveways

- (a) Driveway approaches to any lot shall be constructed in a manner that does not interfere, or create a safety hazard, with pedestrian crosswalks.
- (b) Driveways shall be constructed a minimum of five (5) feet from any obstruction such as a streetlight or utility pole, fire hydrant, traffic signal controller, telephone junction box, etc.
- (c) Driveway entrances shall be designed to accommodate all types of vehicles that may enter the lot, including delivery and service vehicles.

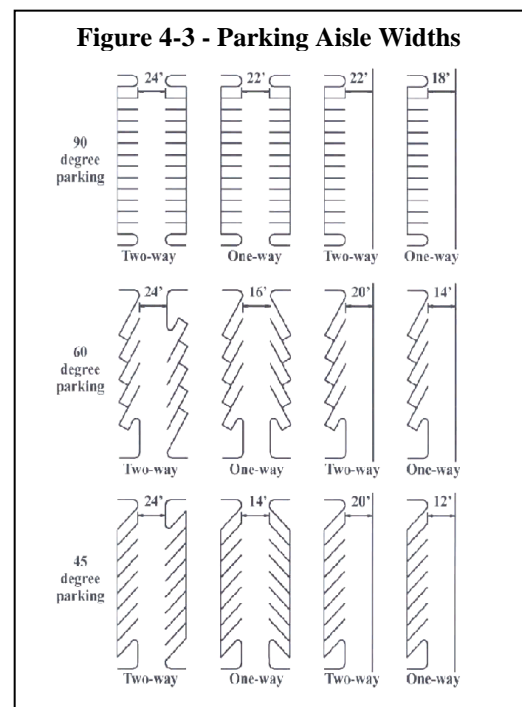
- (d) Driveways shall not be less than ten (10) feet wide and contain a maximum of ten (10) percent horizontal and vertical slope.

Section 4-604. Access to Vehicular Parking Areas

- (a) All off-street parking spaces shall be accessible without backing into or otherwise re-entering a public right-of-way.
- (b) When an off-street parking area does not abut a public street or highway, an access drive not less than twenty-four (24) feet wide (for two-way traffic) shall connect the parking area with the Public Street or Highway.

Section 4-605. Vehicular Parking Area Design

- (a) Access Drives: Access drives within the driveway right-of-way shall be twenty-four (24) feet for two (2) way traffic and twelve (12) feet for one (1) way traffic (Figure 4-3). For access drives serving thirty (30) or less vehicles and where parking is not provided on either side of the driveway, the width for two (2) way drives can be reduced to twenty-two (22) feet.
- (b) Aisle Widths: Aisle widths shall be dependent upon traffic flow, i.e., one (1) or two (2) way, the angle of parking stalls, and whether or not parking shall be on both sides of the parking aisle (Figure 4-3).
- (c) Parking Spaces: With the exception of parallel parking stalls, all parking spaces, exclusive of access drives or aisles, shall consist of a rectangular area not less than eight and a half (8.5) wide by eighteen (18) feet in length. Parallel parking stalls shall be ten (10) by twenty (20) feet.



- (d) Parking lot dimensions for variable parking angles and traffic flow patterns, i.e., one (1) or two (2) way, shall conform to the dimensions illustrated in Figure 4-4 and Table 4-6.

Figure 4-4
Parking Lot Dimensions

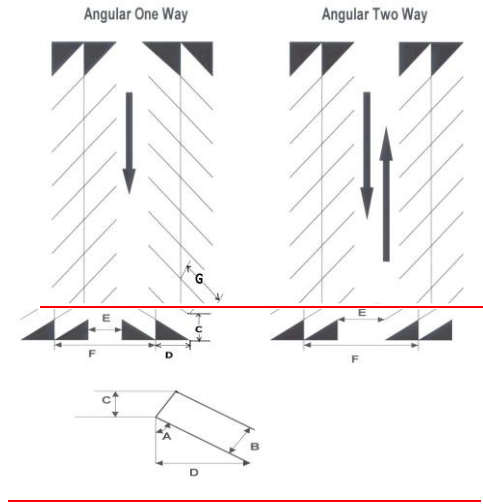


TABLE 4-6
MINIMUM DIMENSIONAL STANDARDS FOR VEHICULAR PARKING
ON BOTH SIDES OF THE AISLE

<i>Angle</i>	<i>Dimensions</i>				<i>One Way Traffic</i>		<i>Two Way Traffic</i>	
Parking Angle	Stall Width (ft)	Curb Length (ft)	Stall Depth (ft)	Stripe Length (ft)	Aisle Width (ft)	Section Width (ft)	Aisle Width (ft)	Section Width (ft)
A	B	C	D	G	E	F	E	F
30°	8.5	17	16.4	32.7	12	44.7	24	56.7
45°	8.5	12	18.7	26.5	14	51.4	24	61.4
60°	8.5	9.8	19.8	22.9	16	55.6	24	63.6
90°	8.5	8.5	18	18	22	58	24	60

Source: University of Houston, 2007.

Section 4-606. Specifications for Development of Vehicular Parking Areas

- (a) Slope: Parking areas shall have a design slope, which does not exceed five (5) percent. However, access ramps or driveways may contain slopes up to ten (10) percent.
- (b) Surfacing Requirements:
 - (1) Vehicular parking areas, aisles, and access drives, supporting all land uses shall be an improved surface with the following exception noted in subsection (2).
 - (2) Vehicular parking areas that support single family and two (2) family dwelling units, i.e., detached single family homes, twin-homes and duplexes may be paved or surfaced with gravel, road base or other similar material.
- (c) Paved Area Standards:
 - (1) Paved parking areas, aisles and access drives shall be paved with paving blocks, asphalt or other all-weather surface.

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- (2) The paved vehicular parking area shall contain a minimum pavement thickness of two (2) inches and a minimum four (4) inch base.
- (d) Compaction and Drainage:
 - (1) Parking areas, aisles and access drives shall be compacted and paved or surfaced in conformity with applicable specifications to provide a durable surface.
 - (2) Parking areas, aisles, and access drives shall be graded and drained to enable the disposal of surface water runoff without damage to adjoining public and private lands, roads, or alleys.
- (e) Marking of Spaces: Land uses which require more than two (2) parking spaces shall have all required spaces clearly marked with paint, or other similar distinguishing material.
- (f) Wheel Stops:
 - (1) Wheel stops shall be provided for parking lots with a ground slope of more than three (3) percent. However, the installation of wheel stops is optional for parking stalls oriented at right angles to the direction of the ground slope.
 - (2) Wheel stops are required on the perimeter of parking lots, which are adjacent to walls, fences, or pedestrian walkways.
- (g) Landscaping:
 - (1) Where parking facilities are situated adjacent to a street right-of-way, a minimum of five (5) feet of landscaping shall be provided adjacent to the right-of-way line. Driveways, sidewalks and bikeways adjacent to the right-of-way line shall be excluded from this requirement. The landscaped area shall increase to a minimum of ten (10) feet when the parking facility adjoins a State highway. Landscaping shall consist of trees, shrubs, and/or groundcover.
 - (2) At least five (5) percent of the total gross area of a parking facility shall be landscaped with trees, shrubs, and/or groundcover.
- (h) Lighting:
 - (1) A lighting system shall be installed to provide illumination over the entire parking area during regular business hours and minimum-security illumination during non-business hours.
 - (2) All lighting in the vehicular parking area shall be shielded and downcast to minimize glare onto adjoining properties and public rights-of-way.
 - (3) Parking lot lighting shall not exceed an overall average illumination of one and a half (1.5) foot candles.
- (i) Fire Hydrant:
 - (1) There shall be a thirty (30) foot diameter of clearance around all fire hydrants unless otherwise stated by the Alpine Fire District.

Section 4-607. Parking for Handicapped and Disabled Persons

- (a) Parking Space Requirements:
 - (1) All non-residential parking facilities accessible to the general public shall provide accessible parking spaces designated for use by handicapped and disabled persons. The required number

of accessible parking spaces for handicapped and disabled persons shall be calculated according to the total number of spaces required for each parking facility (Table 4-7).

TABLE 4-7 NUMBER OF PARKING SPACES REQUIRED FOR HANDICAPPED AND DISABLED PERSONS	
<i>Total Number of Parking Spaces in Vehicular Parking Facility</i>	<i>Number of Required Parking Spaces for Handicapped and Disabled Persons</i>
1-25	1
26-50	2
51-75	3
76-100	4
100-150	5
151-200	6
201-300	7
301-400	8
401-500	9
501 or more	2 percent of total number of parking spaces
Source: United States Access Board, 2007.	

- (2) When less than five (5) parking spaces are provided, one parking stall shall be fourteen (14) feet wide and striped to provide a nine (9) foot parking area and a five (5) foot loading and unloading area.

(b) Location of Parking Spaces:

(1) Parking spaces for handicapped and disabled persons shall be located as near as practical to a primary entrance, and not be less than fourteen (14) feet wide and striped to accommodate curb cut to access walkways.

(2) The parking space shall be located so that a handicapped or disabled person is not compelled to wheel, or walk, behind parked vehicles.



(3) Pedestrian walkways, which are accessible to the physically handicapped, shall be provided from each handicap parking space to related facilities. When needed, curb cuts or ramps shall also be provided.

(c) Slope: The surface slopes of parking spaces for handicapped and disabled persons shall be the minimum possible, but not exceed one-quarter inch per foot (2.083% slope) in any direction.

(d) Marking: The surface of each parking space shall have a surface identification sign duplicating the symbol of accessibility in blueprint; the identification sign shall be at least three (3) square feet in size.

Section 4-608. Compact Automobile Spaces

- (a) Not more than twenty (20) percent of the parking spaces in a non-residential parking area may be compact parking spaces.
- (b) Compact parking spaces shall have a minimum dimension of fifteen (15) feet long and eight (8) feet wide.

ARTICLE 4.7 OUTDOOR LIGHTING

- (a) Intent: All exterior lighting shall be designed, located and lamped in order to minimize over lighting, energy waste, glare, light trespass, skyglow and/or dark sky compliance.
- (b) General Guidelines:
 - (1) All nonessential exterior commercial and residential lighting is encouraged to be turned off after business hours and/or when not in use. Lights on a timer are encouraged. Sensor activated lights are encouraged to replace existing lighting that is desired for security purposes.
 - (2) Canopy lights, such as service station lighting shall be fully recessed or fully shielded so as to ensure that no light source is visible from or causes glare on public rights of way or adjacent properties.
 - (3) Area lights, all area lights are encouraged to be eighty-five degree (85°) full cutoff type luminaries.
- (c) Type of Luminaires: All exterior lighting shall use full cut-off luminaires with the light source downcast and fully shielded (Appendix B, Figures 1 and 2), with the following exceptions:
 - (1) Luminaires that have a maximum output of four hundred (400) lumens per fixture, regardless of number of lamps (equal to one forty {40} watt incandescent light) may be left unshielded provided the luminaire has an opaque top, or is under an opaque structure (Appendix B, Figure 5).
 - (2) Luminaires that have a maximum output of one thousand (1,000) lumens per fixture, regardless of number of lamps (equal to one sixty {60} watt incandescent light) may be partially shielded provided the lamp is not visible, and the luminaire has an opaque top or is under an opaque structure (Appendix B, Figure 3).
 - (3) Floodlights with external shielding provided that no light is directed above a twenty-five (25) degree angle measured from the vertical line from the center of the light extended to the ground, and only if the luminaire does not cause glare or light to shine on adjacent property or public rights-of-way (Appendix B, Figures 6 and 7). Note: Photocells with timers that allow a floodlight to go on at dusk and off by eleven (11) p.m., are encouraged.
 - (4) Residential and Commercial Christmas lighting is encouraged from November 1st to February 1st. Christmas lights are encouraged to be turned off by eleven (11) p.m.
 - (5) Sensor activated luminaries, provided that:
 - (aa) they are located in a manner that prevents glare and lighting onto other properties, or into a public right-of-way;
 - (bb) luminaire is set to turn on when activated, and set to turn off within five (5) minutes after activation has ceased; and,

- (cc) the luminaire shall not be triggered by offsite activity.
- (6) Vehicular lights and all temporary lighting required by law enforcement, fire protection, and emergency medical service agencies.
- (7) Lighting of radio, communication, and navigation towers.
- (8) Luminaries supporting the lighting of playing fields, e.g., baseball and soccer, and courts, e.g., tennis and basketball.
- (d) Illuminance and Type of Lamp:
 - (1) Streetlights shall be high-pressure sodium, low-pressure sodium, or metal halide, unless it can be demonstrated that another type of light is more efficient.
 - (2) Streetlights along residential streets shall be limited to seventy (70) watt high-pressure sodium (hps) light with a lumen output of sixty-four hundred (6,400).
 - (3) Streetlights at street intersections shall be limited to one hundred (100) watts hps, with a lumen output of ninety-five hundred (9,500).
 - (4) Streetlights at major intersections on Wyoming State Highway 89 shall be limited to two hundred fifty (250) watts hps.
 - (5) If a light type other than high-pressure sodium is used, then the equivalent output shall be the limit for the selected type of light.
 - (6) All exterior lighting shall not cause light trespass and shall protect adjacent properties from any glare and/or excessive lighting.
- (e) Street Lighting Placement:
 - (1) Streets in residential subdivisions shall have at least, one light at each intersection. If the spacing between the intersection lights exceeds three hundred twenty (320) feet on a straight street, mid-block lights shall be added to maintain spacing less than or equal to three hundred twenty (320) feet. If the street has a curve, judgment shall be used by the developer to reduce the spacing to less than three hundred twenty (320) feet.
 - (2) Where possible, streetlights shall be staggered on alternate sides of the roadway. For “T” intersections, the light should be located on either corner of the street that ends.
- (f) Guidelines for Selection of Luminaire and Determination of Mounting Heights: As shown in Figures 1 through 7; as well as Tables 1, 2 and 3 located in Appendix B; are provided to facilitate the selection of luminaire and the determination of mounting heights for streetlights in subdivisions. These guidelines shall be used by subdivision developers for the planning of streetlight facilities and by the Zoning Administrator and/or Planning and Zoning Commission for review and evaluation of proposed subdivisions. The Town of Alpine does not endorse or discriminate against any manufacturer or company that may be mentioned or shown in these illustrations and related statistical tables.

ARTICLE 4.8 SIGNS

Section 4-801. General

- (a) **Intent:** The sign standards outlined in Article 4.8 are intended to coordinate the use, placement, physical dimensions, and design of all signs within the Town of Alpine. Signs permits shall only be issued to licensed businesses within the incorporated boundaries.
- (b) **Prohibited Signs:** The following signs shall be prohibited in all zoning districts.
 - (1) Flashing, rotating, blinking signs; signs with moving, rotating, or flashing lights, this includes electronically animated signs.
 - (2) Any sign that is erected in a location that causes visual obstruction or interference with motorized vehicular traffic.
 - (3) Mechanical or electrical appurtenances, such as “revolving beacons”, that are designed to compel attention.
 - (4) Any sign (not including its supporting structure) which, after the premises have been vacated for thirty (30) days or more, advertises an activity, business, product, or service that is no longer produced or conducted upon the premises where a sign is located. Note: This provision shall not apply to permanent signs accessory to businesses which are open only on a seasonal basis, provided that there is clear intent to continue operation of the business.
 - (5) Any sign or sign structure which:
 - (aa) Is structurally unsafe;
 - (bb) Constitutes a safety or health hazard to safety or health by reason of inadequate maintenance or dilapidation.
 - (6) All nonconforming signs in existence before the effective date of this Land Use and Development Code may continue to be used provided, they are maintained in a safe manner and are kept in good repair. Maintenance of a nonconforming sign is allowed.

Section 4-802. Sign Standards in Residential Districts

- (a) **Applicability:** Sign standards in Section 4-802 are applicable to all residential zoning districts, which include:

R-1	Single-Family Residential District
R-2	Multi-Unit Residential District
MRC	Mixed Residential and Commercial District

In addition to the following zoning district:

RC	Recreation and Conservation District
----	--------------------------------------

- (b) **Sign Standards (See Table 4-8):**
 - (1) One (1) nameplate identifying the name of the occupant residing within the dwelling unit and/or one (1) address sign indicating the address of the dwelling unit is permitted for each dwelling unit. The nameplate and address may be indicated on one (1) sign. The

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authorized sign(s) shall be attached to the dwelling unit and be parallel with the wall to which it is attached. **The signs shall be unlighted.** The total area of each sign shall not exceed four (4) square feet.

TABLE 4-8 SIGN STANDARDS FOR RESIDENTIAL ZONING DISTRICTS* SIGN STANDARDS FOR RECREATION AND CONSERVATION DISTRICT SIGNS PERMITS SHALL ONLY BE ISSUED TO LICENSED BUSINESSES WITHIN THE INCORPORATED BOUNDARIES.			
<i>Type of Sign</i>	<i>Number of Signs</i>	<i>Maximum Area (sq. ft.)</i>	<i>Comments</i>
Nameplate and Address	2	4'	Permit Required; First sign indicates name of building occupant, and second sign indicates address; may opt for sign which indicates both name and address; shall be attached to dwelling unit and parallel with wall to which it is attached; unlighted.
Home Occupation Directional Signs	1	6'	Permit Required; indicates name of home occupation; shall be attached to dwelling unit and parallel with wall to which it is attached; not allowed on roof eaves; unlighted.
Home Occupation Sandwich Boards {3' x 4' in total size}	1	12' Per Side	No fee; each Business Property is allowed 1 (one) sandwich board sign, during business hours ONLY ; <u>placement must be on business property.</u>
Temporary Signs: Property for Sale or Rent	1	12'	No fee; indicates sale or rental of property where sign is located; unlighted. MUST be removed within 7 (seven) days of property sell date.
Temporary Signs: Freestanding Election		16'	No fee; MUST be removed within 7 (seven) days after election date.
Temporary Signs: Freestanding yard, garage sale sign or of similar size		16'	No fee; may be displayed for up to 14 days, but must be removed within 24 hours of event
* Residential Zoning Districts include the following: R-1 Single-Family Residential District; R-2 Multi-Unit Residential District, and MRC Mixed Residential and Commercial District.			
Note: All signs must also comply with standards set forth in Section 4-802.			

- (2) One (1) home occupation sign indicating the name of the home occupation taking place within the dwelling unit is permitted for each dwelling property. The sign shall be attached to the dwelling unit and be parallel with the wall to which it is attached. However, no signs shall be installed on roof eaves. The authorized sign shall be unlighted and shall not exceed a total area of six (6) square feet.
- (3) One (1) unlighted sign is permitted to indicate the availability of the rental or sale of the dwelling property where the sign is located. The sign shall not exceed a total area of twelve (12) square feet, may be temporarily placed in residential areas by shall be removed by the landowner and/or occupants of a property with 7 (seven) days of property rental date and/or sell date.
- (4) Freestanding election signs shall not exceed sixteen (16) square feet, may be temporarily placed in residential areas but shall be removed by the landowner and/or occupants of a property within seven (7) days after the election date.
- (5) Freestanding yard sale, garage sale or other similar signs, which shall not exceed sixteen (16) square feet; may temporarily be placed in residential areas for up to fourteen (14) days. However, the landowner or occupants of a property shall remove these signs within twenty-four (24) hours after the event has occurred.

Section 4-803. Sign Standards for Commercial, Light Industrial, Public and Community Facility Districts

- (a) Applicability: Sign standards in this section are applicable to the following zoning districts:

MRC	Mixed Residential and Commercial District
C	Commercial District
LI	Light Industrial District
PCF	Public and Community Facility District

- (b) Measurement of Sign Area and Height:

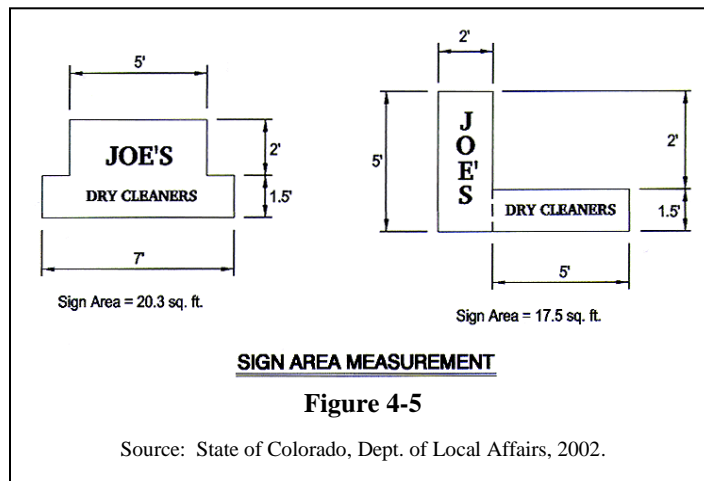
- (1) **Sign Surface Area.** The area of a geometric shape enclosing any message, logo, symbol, name, photograph or display face shall be measured using standard mathematical formulas (Figure 4-5). Time and temperature devices shall not be included within the measurement of maximum sign area.

(aa) **Sign Support.** Supporting framework or bracing that is clearly incidental to the display itself shall not be computed as sign area.

(bb) **Back-to-Back (Double-Faced) Signs.** Back-to-back signs shall be regarded as a single sign only if mounted on a single structure.

(cc) **Three-Dimensional Signs.** Where a sign consists of one (1) or more three (3) dimensional objects, i.e., balls, cubes, clusters of objects, sculpture, the sign area shall be measured as their maximum projection upon a vertical plane.

(dd) **Wall Signs.** If a sign is attached to a wall, only that portion of the wall onto which the sign face or letters are placed shall be calculated in the sign area.



- (2) **Sign Height.** The height of a sign shall be measured from the highest point of a sign to the ground surface beneath it (Figure 4-6) commonly known as the mean elevation of the street (road elevation). When landscape berms are used in conjunction with signage, the height of the sign shall be measured from the mean elevation of the fronting street.

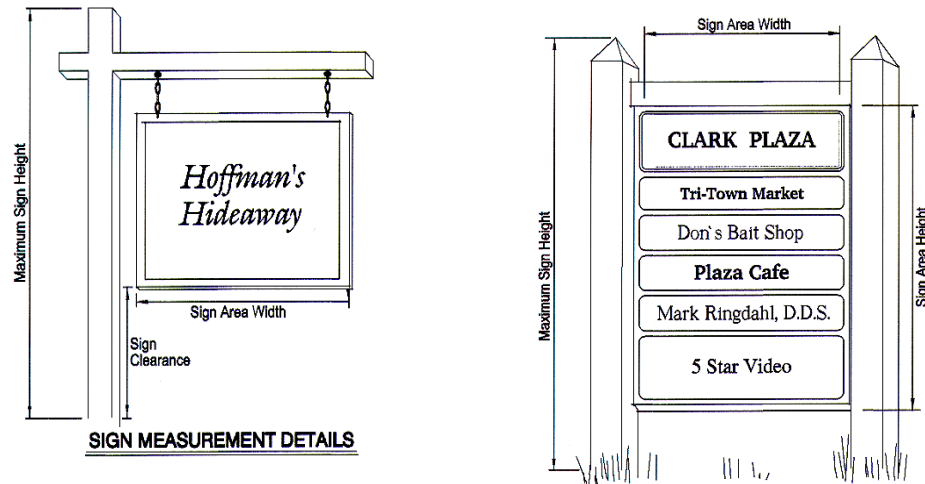


Figure 4 - 6

Source: State of Colorado, Dept. of Local Affairs, 2002.

(c) General Design Guidelines:

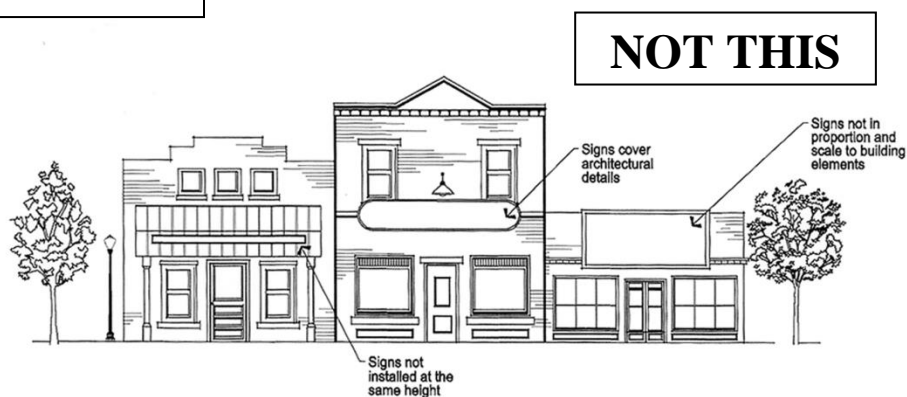
- (1) Signs shall make a positive contribution to the general appearance of the street and commercial area in which they are located.
- (2) Signs shall be made by a professional sign company or other qualified individual.
- (3) The scale of signs shall be appropriate for the building on which they are placed and the area where they are located. Building signs shall be harmonious in scale and proportion with the building facade they are mounted to.
- (4) Sign location and placement.
 - (aa) Signs shall not visually overpower or obscure architectural features (Figure 4-7).
 - (bb) Coordinate the sign with the architectural design and overall color scheme of the building and landscaping of the site or building frontage. Signs shall be designed to complement or enhance the other signs for a building.

Figure 4-7 Sign Location



Source: State of Colorado, Dept. of Local Affairs, 2002.

**Figure 4-7 - Continued
Sign Location and Placement**



Source: State of Colorado, Dept. of Local Affairs, 2002.



Town of Alpine Land Use and Development Code

**CHANGES MADE AT 9/24/24 WORKSHOP = PROPOSED 2024 LUDC DRAFT
CHANGES**

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- (5) Freestanding Signs shall be landscaped at their base in a way harmonious with the landscape concept for the whole site. Landscaping shall form an attractive, dense cluster at the base of the sign that is equally attractive in winter and summer (Figure 4-8).
- (6) Sign Illumination.
 - (aa) All lighting shall be downlit or back lit.
 - (bb) Sign illumination shall complement, not overpower, the overall composition of the site.
- (d) Sign Standards for Mixed Residential Commercial District
 - (1) Each business establishment may construct and/or install two (2) square feet of signage for every lineal foot of commercial building frontage, with a cap of one hundred-fifty (150) square feet.
 - (2) Signage may include one or more types of signs that are authorized for this zoning district. The type, number, and size of signs authorized in this district are summarized in Table 4-9.
 - (2) All sign design, construction, and installation shall also conform to sign standards outlined in Section 4-803(g).
- (e) Sign Standards for Commercial District
 - (1) Each business establishment/property may construct and/or install two and a half (2.5) square feet of signage for every lineal foot of commercial building frontage, with a cap of two hundred (200) square feet.
 - (2) Commercial Properties in excess of four (4) acres shall be allowed to construct and/or install four and a half (4.5) square feet of business building signage for every lineal foot of primary (anchor store) commercial building frontage.
 - Only one (1) freestanding sign is allowed per primary street frontage, except that one (1) additional freestanding sign shall be allowed for properties with four hundred (400) feet or more of street frontage. Approved freestanding signs are strongly encouraged to have the primary (anchor) commercial building signage above and include any additional multi-tenant signage below.
 - Multi-tenant signage not to exceed eight (8) square feet per business. Total multi-tenant signage not to exceed a total of sixty-four (64) square feet.
 - (4) Signage may include one or more types of signs that are authorized for this zoning district. The type, number, and size of signs authorized in this district are summarized in Table 4-10.
 - (5) All sign design, construction, and installation shall also conform to sign standards outlined in Section 4-803(g).
- (f) Sign Standards for Light Industrial District
 - (1) Each business establishment may construct and/or install two (2) square feet of signage for every lineal foot of commercial building frontage.
 - (2) Signage may include one (1) or more types of signs that are authorized for this zoning district. The type, number, and size of signs authorized in this district are summarized in Table 4-11.
 - (3) All sign design, construction, and installation shall also conform to sign standards outlined in Section 4-803(g).

- (g) Sign Standards for Public and Community Facilities
- (1) Each business establishment may construct and/or install two (2) square feet of signage for every lineal foot of commercial building frontage.
 - (2) Signage may include one (1) or more types of signs that are authorized for this zoning district. The type, number, and size of signs authorized in this district are summarized in Table 4-9.
 - (3) All sign design, construction, and installation shall also conform to sign standards outlined in Section 4-803(g).
- (h) Standards for Specific Types of Signs:
- (1) Awning Sign. An awning sign is a sign which is painted, stitched, sewn or stained onto the exterior of an awning (Figure 4-9). An awning is a movable shelter supported entirely from the exterior wall of a building and composed of non-rigid materials except for the supporting framework.
 - (aa) Location. Awning signs may be placed only on awnings that are located on first- and second story building frontages, including those fronting a sidewalk pedestrian walkway. No awning sign shall project beyond, above or below the face of an awning.
 - (bb) Maximum area and height. No structural element of an awning shall be located less than eight (8) feet above finished grade. Awnings on which awning signs are mounted may extend over a public right-of-way no more than seven (7) feet from the face of a supporting building. No awning, with or without signage, shall extend above the roof line of any building.
 - (cc) Lighting. Awnings shall not be internally illuminated. Lighting directed downwards that does not illuminate the awning is allowed.

Figure 4-9
Example – Awning Sign

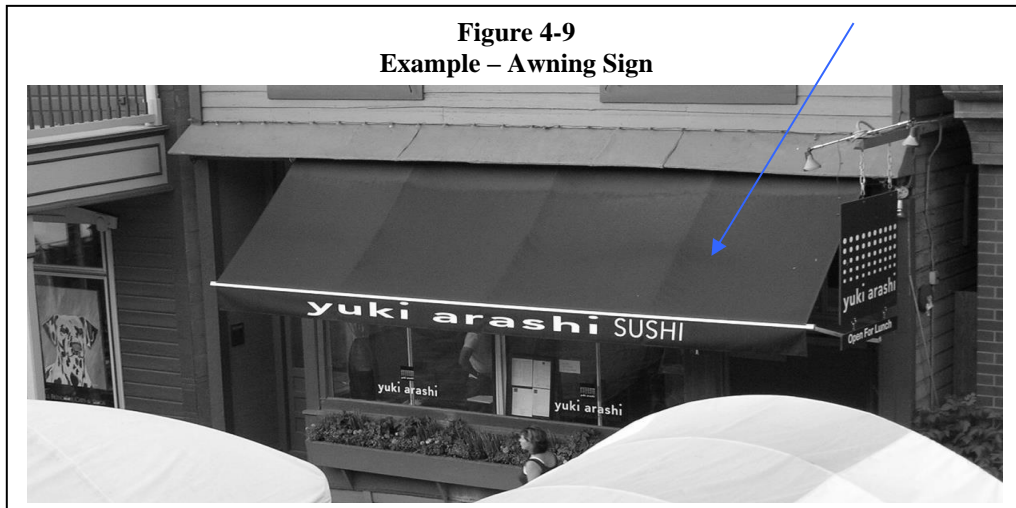


TABLE 4-9
MRC – MIXED RESIDENTIAL COMMERCIAL DISTRICT
SIGN STANDARDS

Type of Sign	Number of Signs Allowed	Maximum Area (sq. ft.)	Sign Height (feet)		Location and Placement	Lighting	Other Criteria
			Min	Max			
Awning	1 per business	N/A	8	Roof line	Only first and second story bldg fronts	Internal lighting not allowed. Downward lighting permitted underneath awning.	Shall not project beyond, above, or below the face of an awning;
Canopy	1 per business	N/A	8	Roof line	None	N/A	Length of canopy may extend to full length of supporting wall.
Window	1 per business	25% of window area	N/A	N/A	Window that adjoins a public right-of-way	Sign may contain internal lighting.	Posters temporary placed in windows exempt from development standards.
Projecting or Suspended	1 per business	6	N/A	See Other Criteria	Shall be placed only on ground floor façade, except for businesses located above ground level w/direct exterior pedestrian access.	Downward Lighting may illuminate sign.	Sign shall not extend higher than wall of single story building or bottom of second story windows. Not permitted in conjunction with wall-mounted or pole signs. Supports and brackets shall be compatible with the design and scale of the sign.
Wall	N/A	N/A	N/A	25' from sidewalk or other finished grade.	Building wall	Sign may contain internal lighting.	Wall sign shall only identify an individual business, a commercial building, or commercial building complex by name or trademark. No portion of sign, including cut-out letters, shall project more than twelve (12) inches from the wall surface.
Freestanding	1 per Business	50	10	15'	Only on a site frontage adjoining a public street or walkway.	Downward Lighting may illuminate sign.	Sign shall be mounted on one or more posts, or have a solid monument-type base. Posts shall not have a diameter greater than twelve (12) inches. Pole signs should not be so large as to obscure the patterns of front facades and yards.
Time and/or Temperature	1 per business	10	N/A	4 (monument) 12 (pole-mounted)	Only on commercial or industrial properties that adjoin a public street.	Sign may contain internal lighting.	
Freestanding Reader Board	None	N/A	N/A	N/A	N/A	N/A	Not allowed.

Town of Alpine Land Use and Development Code

CHANGES MADE AT 9/24/24 WORKSHOP = PROPOSED 2024 LUDC DRAFT CHANGES

TABLE 4-10
C – COMMERCIAL DISTRICT
SIGN STANDARDS

Type of Sign	Number of Signs Allowed	Maximum Area (sq. ft.)	Sign Height (feet)		Location and Placement	Lighting	Other Criteria
			Min	Max			
Awning	1 per business	N/A	8'	Roof line	Only first and second story building fronts.	Internal lighting not allowed. Downward lighting permitted underneath awning.	Shall not project beyond, above, or below the face of an awning.
Canopy	1 per business	N/A	8'	Roof line	None	N/A	Length of canopy may extend to full length of supporting wall.
Window	1 per business	25% of window area	N/A	N/A	Window that adjoins a public right-of-way	Sign may contain internal lighting.	Posters temporary placed in windows exempt from development standards.
Projecting or Suspended	1 per business	6'	N/A	6'	Shall be placed only on ground floor façade, except for businesses located above ground level w/direct exterior pedestrian access.	Downward lighting may illuminate sign.	Sign shall not extend higher than wall of single story building or bottom of second story windows. Not permitted in conjunction with wall-mounted or pole signs. Supports and brackets shall be compatible with the design and scale of the sign.
Wall	N/A	N/A	N/A	25' from sidewalk or other finished grade.	Building wall.	Sign may contain internal lighting.	Wall sign shall only identify an individual business, a commercial building, or commercial building complex by name or trademark. No portion of sign, including cut-out letters, shall project more than 12 inches from the wall surface.
Freestanding	1 per business property		10'	18'	Only on a site frontage adjoining a public street or walkway.	Sign may contain internal lighting.	Sign shall be mounted on one or more posts, or have a solid monument-type base. Posts shall not have a diameter greater than twelve (12) inches. Pole signs should not be so large as to obscure the patterns of front facades and yards.
Single Business		75'	-----	-----			
Multi Business		75' - 25% for each additional tenant cap of 100 sq. ft. total					
400 feet or more of street frontage	2 per business property		-----				Multi-tenant signage not to exceed eight (8) square feet per business. Total multi tenant signage not to exceed a total of sixty-four (64) square feet.

TABLE 4-10 (CONTINUED)
C – COMMERCIAL DISTRICT
SIGN STANDARDS

<i>Type of Sign</i>	<i>Number of Signs Allowed</i>	<i>Maximum Area (sq. ft.)</i>	<i>Sign Height (feet)</i>		<i>Location and Placement</i>	<i>Lighting</i>	<i>Other Criteria</i>
			Min	Max			
Monument	1 per business	50'	N/A	6'	Only along a site frontage adjoining a public street.	External downward lighting may illuminate sign.	Landscaping shall be provided at the base of the supporting structure equal to twice the area of one face of sign.
Off-Premise or Off-Site	N/A	20'	2	6'	Only on commercial or industrial properties that adjoin a public street.	External downward lighting may illuminate sign.	Shall not interfere with pedestrian or vehicular traffic safety.
Standard Brand-Name	2 per business	8'	N/A	4' (monument) 12 (pole-mounted)	Only on commercial or industrial properties that adjoin a public street.	Sign may contain internal lighting.	Sign shall advertise brand-name product or service which is sold on the premises of a commercial or industrial business.
Time and/or Temperature	1 per business	10'	N/A	4' (monument) 12 (pole-mounted)	Only on commercial or industrial properties that adjoin a public street.	Sign may contain internal lighting.	
Freestanding Reader Board	None	N/A	N/A	N/A	N/A	N/A	Not Allowed
Permanent Banners {This includes Flag Banners}	3 Per Property	50'	N/A	22' for Flag Banners		External downward lighting may illuminate sign.	Sign shall advertise brand-name products or service which is sold on the premises of a commercial or industrial business. Shall not interfere with pedestrian or vehicular traffic safety.

TABLE 4-11
LI – LIGHT INDUSTRIAL DISTRICT
SIGN STANDARDS

Type of Sign	Number of Signs Allowed	Maximum Area (sq. ft.)	Sign Height (feet)		Location and Placement	Lighting	Other Criteria
			Min	Max			
Wall	N/A	N/A	N/A	25' from sidewalk or other finished grade.	Building wall	Signs may contain internal lighting.	Wall signs shall only identify an individual business, a commercial building, or commercial building complex by name or trademark. No portion of sign, including cut-out letters, shall project more than 12 inches from the wall surface.
Freestanding	1 per business	64'	10'	15'	Only on a site frontage adjoining a public street or walkway.	Sign may contain internal lighting.	Signs shall be mounted on one or more posts or have a solid monument-type base. Posts shall not have a diameter greater than twelve (12) inches. Pole signs should not be so large as to obscure the patterns of front facades and yards.
Monument	1 per business	20'	N/A	6'	Only along a site frontage adjoining a public street.	External downward lighting may illuminate sign.	Landscaping shall be provided at the base of the supporting structure equal to twice the area of one face of the sign.
Off-Premises or Off-Site	N/A	20'	2'	6'	Only on commercial or industrial properties that adjoin a public street.	External downward lighting may illuminate sign.	Shall not interfere with pedestrian or vehicular traffic safety.
Standard Brand-Name	2 per business	8'	N/A	4' (monument) 12 (pole-mounted)	Only on commercial or industrial properties that adjoin a public street.	Sign may contain internal lighting.	Sign shall advertise brand-name product or service which is sold on the premises of a commercial or industrial business.
Time and/or Temperature	1 per business	10'	N/A	4' (monument) 12 (pole-mounted)	Only on commercial or industrial properties that adjoin a public street.	Sign may contain internal lighting.	
Reader Board	None	N/A	N/A	N/A	N/A	N/A	Not Allowed

- (2) **Canopy Sign.** A canopy sign is a sign permanently affixed to a roofed shelter that is attached to and supported by building columns extending from the ground, or by a combination of a building and columns (Figure 4-10).
- (aa) **Maximum area and height.** Sign area and height shall conform to sign standards summarized in Tables 4-9 through 4-11. In addition, no canopy, with or without signage, shall extend above the roof line of any building. No canopy sign shall project above the top of the canopy upon which it is mounted. However, such signs may project horizontally from the face of a canopy the distance necessary to accommodate the letter thickness and required electrical equipment, but not more than twelve (12) inches (measured from the bottom of the sign).

Figure 4-10
Example – Canopy Sign



- (3) **Free-Standing Sign.** A freestanding sign is a sign which is supported by one or more columns, uprights, poles or braces extended from the ground (Figure 4-11).

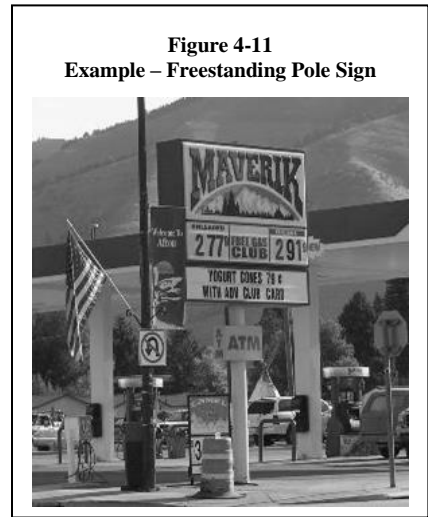
(aa) Location. The sign may be located only on a site frontage adjoining a public street. No freestanding sign in any zoning district can be erected closer than the allowable setback, nor closer than is serviceable to any building.

(bb) Maximum area and height. Sign area and height shall conform to sign standards summarized in Tables 4-9 through 4-11.

(cc) Sign mounting. The sign shall be mounted on one (1) or more posts or have a solid monument-type base. Posts shall not have a diameter greater than twelve (12) inches.

(dd) Pole signs. Pole signs should not be so large as to obscure the patterns of front facades and yards.

(ee) Lighting. Signs may contain internal lighting.



- (4) **Monument Sign.** A monument sign is a permanent sign where the entire bottom of the sign is affixed to the ground, but not to a building.

(aa) Location. The sign may be located only along a site frontage adjoining a public street.

(bb) Maximum area and height. Sign area and height shall conform to sign standards summarized in Tables 4-9 through 4-11.

(cc) Design. The design of a monument sign shall be consistent with the overall scale of the building. The design and placement of the sign shall not obstruct traffic safety and related sight distance areas. Monument signs shall contain only the name and/or address of the business which it identifies.

(dd) Landscaping requirements. Landscaping shall be provided at the base of the supporting structure equal to twice the area of one (1) face of the sign. For example, twenty (20) square feet of sign area equals forty (40) square feet of landscaped area. The Planning and Zoning Commission may reduce or waive this requirement if it is determined that the additional landscaping would not contribute significantly to the overall aesthetic character of the project.

(ee) External downward lighting may be used to illuminate signs.



- (5) **Off-Premise Sign.** An off-premise sign, also known as off-site signs, are generally prohibited, except for the following types of signs.

(aa) An identification sign that identifies a specific business district, e.g., future business park. However, business district identification signs shall not interfere with pedestrian or vehicular traffic safety.

(bb) A church or civic club off-premise sign that is intended to direct people to a church

or civic club and provides the date and times of meetings. However, such signs shall not interfere with pedestrian or vehicular traffic safety or be authorized for any organization that is not a “non-profit” organization.

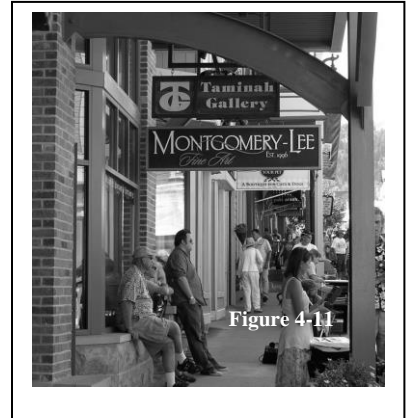
(cc) A contract has been reviewed by the P&Z Commission between property owner(s) where the sign shall be located and the owner of the business advertising. The sign shall be included in the total allotment for the business advertising and the owner of the property where the sign is located.

(dd) Off-premise signs shall be located only on commercial properties that adjoin a public street.

(ee) External downward lighting may be used to illuminate signs.

- (6) **Projecting Sign.** A projecting sign is any sign supported by a building wall that projects horizontally, at least, twelve (12) inches or more beyond the surface of the building to which the sign is attached (Figure 4-11).

(aa) Location. Projecting signs shall be placed only on a ground floor facade, except for businesses located above the ground level with direct exterior pedestrian access. Projecting signs shall be mounted to generally align with other projecting signs that may be located in the same block.



(bb) Maximum area and height. Projecting signs shall not be higher than the wall from which the sign projects if attached to a single-story building, or the height of the bottom of any second story window if attached to a multi-story building. Projecting signs shall have eight (8) feet clearance and may not extend more than four (4) feet from the building wall except where the sign is an integral part of an approved canopy or awning. The size of projecting signs is limited to three (3) feet wide and six (6) square feet.

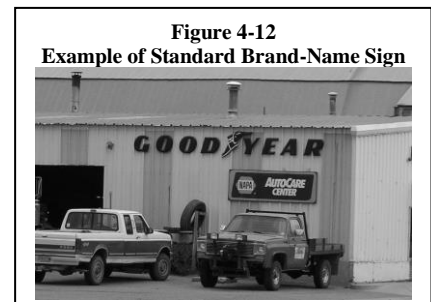
(cc) Sign structure. Sign supports and brackets shall be compatible with the design and scale of the sign.

(dd) Downward lighting may be used to illuminate sign.

- (7) **Standard Brand-Name Sign.** A standard brand-name sign is any sign devoted to the advertising of any standard brand-name commodity or service which is not the principal commodity or service being sold or rendered on the premises, or not a part of the name or business concern involved (Figure 4-12).

(aa) Maximum area and height. Sign area and height shall conform to sign standards summarized in Tables 4-9 through 4-11.

(bb) Sign may contain internal lighting.



- (8) **Time and/or Temperature Sign.** A time and/or temperature sign is any sign intended to be displayed for a limited period of time and capable of being viewed from any public right-of-way, vehicular parking area or neighboring property (Figure 4-13).

(aa) Maximum area and height. Sign area and height shall conform to sign standards summarized in Tables 4-9 through 4-11.

(bb) Sign may contain internal lighting.

- (9) **Wall Sign.** A wall sign is any sign painted on incorporated in, or affixed to a building wall; or, any sign consisting of cut-out letters or devices affixed to the building wall with no background defined on the building wall. (Figures 4-14 and 4-15).

Figure 4-13
Example of Standard
Time/Temperature Sign



Figure 4-14
Example #1 of Wall Sign



Figure 4-15
Example #2 of Wall Sign



(aa) Location. The sign shall not be placed in a wall location that obstructs any portion of a window, doorway, or other architectural detail. Wall signs on buildings at the first-floor level shall only be used for retail advertising.

(bb) Maximum area and height. Sign area and height shall conform to sign standards summarized in Tables 4-9 through 4-11.

(cc) Projection from wall. No sign part, including cut-out letters, may project more than twelve (12) inches from the surface upon which it is attached.

(dd) Design. Wall signs shall identify an individual business, a building or building complex by name or trademark only.

(ee) Sign may contain internal lighting.

- (10) **Window Signs.** A window sign is a sign that is painted on, applied, or attached to a window or that can be read through the window from the public right-of-way. (Figure 4-16).

(aa) Maximum area and height. Sign area and height shall conform to sign standards summarized in Tables 4-9 through 4-11.

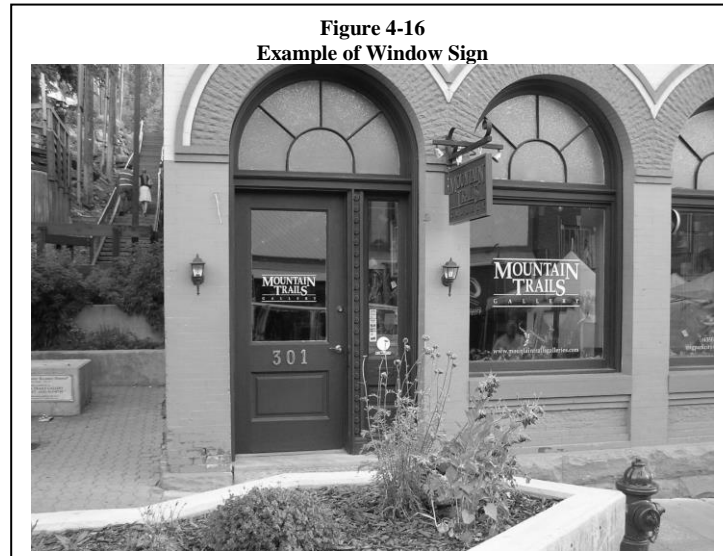
(bb) Lighting. All illuminated window signs shall be included in the total allowable sign area for the premises.

(cc) Temporary Signs (Those classified as sales for specific/limited periods of time). Posters and other materials temporarily displayed in a window are exempt from all development standards outlined in Part 4 of the Alpine Land Use and Development Code.

(dd) Sign may contain internal lighting.

(ee) Window Reader Boards.

- (11) Freestanding Reader Board Signs. **No** freestanding reader board signs are allowed in the Town of Alpine boundaries.



- (12) Other Signage: As defined in Table 4-9.

TABLE 4-12 TEMPORARY SIGN STANDARDS FOR ALL ZONING DISTRICTS* SIGNS PERMITS SHALL ONLY BE ISSUED TO <u>LICENSED</u> BUSINESSES WITHIN THE INCORPORATED BOUNDARIES OF THE TOWN.			
<i>Type of Sign</i>	<i>Number of Signs</i>	<i>Maximum Area (sq. ft.)</i>	<i>Comments</i>
Grand Opening Banners	1	30'	Permit Required; <u>MUST</u> be removed after 30 (thirty) days from Grand opening date.
Banner(s)	2	30' per banner	Permit Required; <u>MUST</u> be removed after 90 (ninety) days from installation date; a onetime extension can be issued; then thereafter a permanent sign permit <u>MUST</u> be issued.
Permanent Banner	3	50'	<u>Each Property</u> shall be allowed to have three (3) permanent banners; this would include any flag banners; flag banner are not to exceed (22) twenty-two feet in height.

TABLE 4-12 TEMPORARY SIGN STANDARDS FOR ALL ZONING DISTRICTS* SIGNS PERMITS SHALL ONLY BE ISSUED TO <u>LICENSED</u> BUSINESSES WITHIN THE INCORPORATED BOUNDARIES OF THE TOWN.			
<i>Type of Sign</i>	<i>Number of Signs</i>	<i>Maximum Area (sq. ft.)</i>	<i>Comments</i>
Directional Signs	N/A	6'	Permit Required ; Indicates name of home occupation; shall be attached to dwelling unit and parallel with wall to which it is attached; not allowed on roof eaves; unlighted
Single Business Property Sandwich Boards {3' x 4' in total size}	2	12' Per Side	No fee ; each <u>Single Business</u> is allowed (2) two sandwich board signs, during <u>BUSINESS HOURS ONLY</u> ; Sign placement must be at a minimum of six (6) feet from the curb of the business property; not to impede pedestrian traffic.
Multi Business Property Sandwich Boards {3' x 4' in total size}	1 Per Licensed Business	12' Per Side	No fee ; each Business is allowed (1) one sandwich board sign, during <u>BUSINESS HOURS ONLY</u> ; Sign placement must be at a minimum of six (6) feet from the curb of the business property; not to impede pedestrian traffic.
Property for Sale or Rent In Single Family and Multi Unit Residential Zoning Districts	1	12'	No fee ; Indicates sale or rental of property where sign is located; unlighted. <u>MUST</u> be removed within 7 (seven) days of property sell date.
Property for Sale or Rent In Mixed Residential and Commercial Zoning Districts	1	25'	No fee ; Indicates sale or rental of property where sign is located; unlighted. <u>MUST</u> be removed within 7 (seven) days of property sell date.
Freestanding Election		16'	No fee ; <u>MUST</u> be removed within 7 (seven) days after election date.
Freestanding yard, garage sale sign or of similar size		16'	No fee ; may be displayed for up to 14 days, but <u>MUST</u> be removed within 24 (twenty-four) hours of the event. <u>No</u> Business Advertising is allowed on these signs.
Note: All signs must also comply with standards set forth in Section 4-801, Section 4-802 and Section 4-803.			

NOTE:

Photos used in Article 4.8 Signs; do not necessarily meet code but are presented to illustrate examples of various signs.

PART 5 - APPEALS AND ENFORCEMENT

ARTICLE 5.1 APPEALS

Section 5-101. General

Any order or decision by the Planning & Zoning Commission or Building Official may be appealed to the Alpine Board of Adjustment. Appeals may be made by any person, private company or corporation, or public agency affected by any such order or decision.

Section 5-102. Authority and Scope of Responsibility

The authority and responsibility of the Alpine Board of Adjustment are presented in Section 1-105, Board of Adjustment, of the Alpine Land Use and Development Code.

Section 5-103. Rules for Appeal Proceedings Before Alpine Board of Adjustment

- (a) Appeals to the Alpine Board of Adjustment may be received from any person aggrieved, or by any officer, department or agency affected by any decision of the Planning & Zoning Commission or the Building Official. Such an appeal shall be made in writing on forms provided by the Zoning Administrator or Town Clerk and delivered to the Town of Alpine within ten (10) days from the date of the action being appealed. Upon receipt of notice of appeal, the Zoning Administrator shall transmit to the Alpine Planning and Zoning Commission the notice of appeal and all of the original documents or copies which represent the record of the action being appealed.
- (b) Decisions of the Alpine Board of Adjustment concerning an appeal shall be reached only after a public hearing concerning the specific appeal. The Board of Adjustment shall fix a reasonable time and place for the hearing, and shall proceed in accordance with the following rules:
 - (1) Public notice shall be given for all hearings of the Alpine Board of Adjustment. Public notice shall consist of posting a sign by the Zoning Administrator on the affected property for, at least, thirty (30) days prior to the date of the hearing and one (1) posting of a notice by the Zoning Administrator in the Alpine Town Hall for at least five (5) days prior to the hearing. Both the sign and the notice shall identify the applicant, the nature and general scope of the appeal, as well as the date, time and place of the hearing. All hearings shall be open to the public.
 - (2) Notice of the hearing will also be given to any parties of interest, including the Town Council, Town Attorney, Zoning Administrator and any attorney of record for the applicant. All parties of interest shall be permitted to be heard during all public hearings.
 - (3) Any interested party may also appear in person, or be represented by an agent or attorney, at any public hearing. After being duly sworn, the interested party may offer evidence and testimony, as well as cross-examine witnesses.
 - (4) All witnesses shall be sworn, or shall affirm their testimony, in the manner required in courts of record.
 - (5) All testimony and evidence shall be presented publicly.
 - (6) The Alpine Board of Adjustment shall keep a record of the proceedings for each matter heard. Records of the proceedings will be kept on file and copies made available to any party at cost. The record of proceedings may include documents and physical evidence considered in the case.
 - (7) The Alpine Board of Adjustment shall render a written decision on each case heard within thirty (30) days of the hearing. Each decision must be supported by the rationale for its decision and based on findings of fact. The record shall also document the vote of each member for each decision and be available for public review.
 - (8) A majority vote of the Alpine Board of Adjustment shall be necessary to reverse any order, requirement, decision or determination of the Planning & Zoning Commission or Building Official.
 - (9) The decision of the Alpine Board of Adjustment may be reviewed by District Court pursuant to Rule 12 of the Wyoming Rules of Appellate Procedure.

ARTICLE 5.2 ENFORCEMENT

Section 5-201. Administration, Inspections, Right of Entry, and Other Powers(a) Administration:

The Planning & Zoning Commission and Building Official are authorized to make interpretations of the Alpine Land Use and Development Code. Interpretations of the Alpine Land Use and Development Code shall conform to the general intent and purpose of this ordinance.

(b) Inspections:

The Building Official is authorized to make site and building inspections, as well as other actions that may be required to enforce the provisions of the Alpine Land Use and Development Code.

(c) Right of Entry:

(1) The Building Official may enter any building in the Town of Alpine to make an authorized property or building inspection, enforce any of the provisions of this ordinance, or inspect buildings or properties. Such actions may be taken whenever the Building Official has reasonable cause to believe there is a condition or ordinance violation which makes such building or property unsafe, dangerous, hazardous, or in conflict with any provision of the Alpine Land Use and Development Code with approval from the Planning & Zoning Commission.

(2) Building or property inspections will be made at reasonable times during **weekdays, normal business hours, unless unexpected circumstances apply and/or visits have been arranged.** When a building on a given property is occupied, the Building Official will first present proper credentials to building occupants and request entry. When existing buildings are unoccupied, the Zoning Administrator or Building Official will first make a reasonable effort to locate and contact the owner, or other person having charge or control of the building or premises, and request entry. If such entry is refused, the Building Official shall have recourse to every remedy provided by law to secure entry.

(d) Other powers:

(1) The Planning & Zoning Commission, or representative, is also authorized to perform the following:

(a) Upon reasonable cause, revoke any land use or building permit, issue “Cease and Desist” orders, or take any other lawful action to ensure substantial compliance with the provisions of this ordinance.

(b) Issue notices ~~and/or citations~~ for violations of the Alpine Zoning Ordinance.

~~(2) The Town of Alpine shall hold harmless the Planning and Zoning Commission members, Town Zoning Administrator and Building Official from all personal liability for any damage, which may accrue to any person or property, as a result of any act or omission associated with the administration and enforcement of the Alpine Land Use and Development Code. The Town Attorney, or the Government Liability Pool selected attorney, as applicable, through final determinations of such proceedings, shall defend any suit brought against the Town of Alpine, the Planning and Zoning Commission members, Zoning Administrator, or Building Official.~~

Section 5-202. Inspection and Repair

After inspection by the Building Official, all buildings or property determined to be unsafe, dangerous, hazardous, or in conflict with any of the provisions of this ordinance shall be repaired, rehabilitated, vacated, demolished, or removed in accordance with the procedure outlined in Article 4.2 of the Alpine Land Use and Development Code.

Section 5-203. Citizen Complaints

Any landowner, resident, private company, corporation, or public agency shall be allowed to file a complaint of any violation of this ordinance at the office of the Town Clerk.

- (a) The forms for citizen complaints will be made available to the general public at the Town Clerk's office.
- (b) When a complaint is received, the Zoning Administrator will, as soon as practical, place the complaint upon the agenda for the Alpine Planning & Zoning Commission.
- (c) When a complaint is received, the Zoning Administrator will also send a copy of the complaint, via certified mail, to the landowner or person, who owns and/or occupies the subject property, within ten (10) days of receipt of the complaint. The landowner or person, who owns or occupies the subject property, shall have thirty (30) days to submit a written response to the Zoning Administrator.
- (d) After receipt of the response, the Zoning Administrator and Building Official shall investigate the complaint and determine an appropriate action with direction from the Planning & Zoning Commission.
- (e) Should the Planning and Zoning Commission issue any notice concerning correction for violation of the ordinance, the landowner or person who receives any notice of violation shall have the right to appeal through the appeal process outlined in Part 4, Appeals and Enforcement, of the Alpine Land Use and Development Code.

ARTICLE 5.3 VIOLATIONS, PENALTIES, AND REMEDIES

Section 5-301. Unlawful to Violate Ordinance

It shall be unlawful for any person, private firm or corporation, or public agency to construct, alter, expand, renovate, or demolish any building or structure in violation of the Alpine Land Use and Development Code.

Section 5-302. Continuing Violations and Penalties

Any person, group, firm, or corporation whether as principle, agent, employee, or otherwise, violating, causing, or permitting the violation of the provisions of this ordinance shall be guilty of a misdemeanor, subject to a Seven Hundred and Fifty (\$750) dollar fine, such person, group, firm, or corporation shall be deemed to be guilty of a separate offense for each and every day during which any violation of this ordinance is committed, continues or results from the action or inaction of such person, group, firm, or corporation.

Section 5-303. Town Enforce through Appropriate Civil Remedy.

The Town may also enforce this ordinance through any appropriate civil remedy.

Section 5-304. Actions for Penalties or Fines.

- (a) To be brought in Corporate Name. All actions brought to recover any penalty or fine shall be brought in the corporate name of the municipality.
- (b) Disposition of Recoveries. The recoveries, when collected, shall be paid into the treasury of the municipality.

Section 5-305. Applicability of "Wyoming Administrative Procedure Act".

In all proceedings before an agency or board pursuant to the rules set forth in this article, the "Wyoming Administrative Procedure Act" shall apply. If a conflict arises between such act and the rules set forth in this article, the act shall supersede these rules.

~~Section 5-306. Order in Writing~~

- ~~(a) The Zoning Administrator, with approval from the Planning & Zoning Commission, shall order, in writing, the remedying of any violation. The order shall be sent via certified mail. If the recipient fails to pick up the certified mail a delivery fee of fifty (\$50.00) dollars for Civil Service Fee of the Officer will be assessed for each violation letter.~~
- ~~(b) After any order has been served, no work shall proceed on any structure, or tract of land, covered by such an order except to correct the violation, or comply with the order.~~

Section 5-307. Ordinance Enforceable in Addition to Other Remedies

The Alpine Land Use and Development Code shall be enforceable in addition to the other remedies provided by law, by injunction, mandamus, or proceedings in abatement.

PART 6 – RULES OF INTERPRETATION AND DEFINITIONS

ARTICLE 6.1 RULES OF INTERPRETATION

Some of the words, phrases, and terms used in the Alpine Land Use and Development Code have specific meanings that are defined within Article 6.2. Words, phrases, and terms not defined in the Land Use and Development Code shall be given their usual and customary meanings except where the context clearly indicates a different meaning.

The word “shall” requires mandatory action. The words “may” and “should” are discretionary.

Within the Land Use and Development Code, various sections identified as “Intent” are provided as an official statement of legislative purpose. These sections are intended as a guide to the administration and interpretation of the Land Use and Development Code. However, they are not binding standards.

ARTICLE 6.2 DEFINITIONS

General Comments:

The code user should be familiar with the terms in this section because:

1. The definitions are essential to the correct interpretation of the International Building Code (IBC) and/or International Residential Code (IRC);
2. The user might not be aware that a particular term encountered in the text has the special definition found herein; and
3. Terms not defined: Where terms are not defined through the methods authorized by the section, such terms shall have ordinarily accepted meanings such as the contest implies.

Words with specific defined meanings are as follows:

Accessory Building/Structure. A detached building/structure located on a parcel of land that is used to support the primary use of a principal building, located on the same lot as the primary structure/building.

Accessory Use. A secondary use of a parcel of land that is secondary to the primary use of the property.

Alley. A public thoroughfare which affords only a secondary means of access to an abutting property.

Ambulance Station. A structure or facility for storage of [ambulance vehicles](#) and their medical equipment are stationed, as well as working, living and sleeping space for their staff/crew, including a kitchen and showers, while they are on duty (transient).

Apartment. A dwelling unit within a multi-unit residential facility.

Appliance. A device or apparatus that is manufactured and designed to utilize energy and for which this code provides specific requirements.

Attach. To make fast; permanently fixed.

Attached/Attachment. To make fast, permanently fixed; must have contiguous foundation wall; can include a covered walkway. Roof of addition and/or walkway, must be attached to the principal building.

Authorized Representative. An individual appointed by the Town Council to enforce the provisions of the International Building Code (IBC), International Residential Code (IRC), International Mechanical Code (UMC), International Plumbing Code (UPC), National Electric Code, and the Alpine Zoning Ordinance.

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Banners. Signs that are made out of a fabric weight or material that indicates temporary activities or welcomes.

Bed-and-Breakfast Operation. An owner-occupied single-family dwelling with a maximum of five (5) guest bedrooms within the dwelling. Guest bedrooms used to provide short-term overnight accommodations are rented for periods less than thirty (30) days. Only breakfast meals are served to guests of the bed-and-breakfast operation.

Breezeway. A roofed, often open passage connecting two buildings (as a house or garage) or halves of a building.

Building. Any permanent structure built for the shelter or enclosure of persons, animals, chattels, or property of any kind.

Building Eave Projections and/or Overhangs: The eaves are the edges of the roof which overhang the face of a wall and normally project beyond the side of a building

Building Envelope: The building envelope includes all the building components that separate the indoors from the outdoors as to the perimeter of the building itself; specific to placement of structure on lot within setback parameters and lot lines.

Building, Principal. A building which represents the primary use of a property.

Carport. A roofed, wall-less shed, usually projecting from the side of a building, used as a shelter for an automobile.

Commercial Frontage. Is the full length of a plot of land or a building measured alongside the road on to which the plot or building fronts. In the case of contiguous buildings, individual frontages are usually measured to the middle of any party wall.

Community Land Use Plan Map. An illustration that depicts a general community vision regarding the type and location of various land uses in Alpine. This map is presented as Figure 8-4 within the Alpine Municipal Master Plan report dated October 25, 2006.

Conceptual Site Plan. An illustration of a general land use development concept for one or more parcels of land which provides an identified map scale, identifies the boundaries of project development site, and locates all proposed buildings and other land uses, vehicular parking areas and access to the project development site, utility distribution systems, and primary site development features.

Condominium. A living unit in a multi-unit residential facility that is owned in fee simple. The use of the living unit, as well as shared common space areas and facilities, are subject to covenants, conditions, and restrictions that are enforced by a homeowner's association.

Construction Fences. A temporary fence constructed to preserve the safety of the building site during construction of a building.

Copyright. The exclusive legal right that protects original works of authorship as soon as an author fixes the work in a tangible form of expression, whether by print, publication, film or recorded/recording of materials. (Example: © ALL RIGHTS RESERVED).

Copyright is a type of intellectual property that protects original works of authorship as soon as an author fixes the work in a tangible form of expression.

Deck. An exterior floor supported on at least two (2) opposing sides by an adjacent structure, and/or posts, piers or other independent supports. Decks with heights of thirty (30) inches or greater need guard rails.

Drainage. The process by which water or other liquids flow away into pipes or into the ground. Such as: Final Grade shall be sloped away from the structure.

Development Fee. Total of all costs incurred from initiation to implementation of a project.

Driveway. A private road connecting a house, garage, or other building with the street.

Due Dilligence: The investigation or exercise of care that a reasonable business or person is normally expected to take **BEFORE** entering into an agreement or contract with another party or an act with a certain standard of care, i.e. vetting issues thoughtfully and carefully.

Dwelling. Any building that contains one or two dwelling units, used, intended, or designed to be built, used, rented, leased, let or hired out to be occupied, or that are occupied for living purposes.

Dwelling, Single-Family. A residential structure limited to a stick-built home, manufactured home, modular home, or factory-built home, which is physically arranged to create an independent housekeeping establishment for occupancy by one (1) family or one (1) household. The structure is characterized by separate facilities for wastewater disposal, cooking and sleeping.

Dwelling Multi-Unit. A residential building occupied by two (2) or more families or households living independently of each other.

Dwelling Unit. A single unit providing complete independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

E-Mail. A system for sending and receiving messages electronically over a computer network.

Easement: An agreed upon use of land, usually of record, by someone other than the landowner for a specific purpose (i.e. utilities).

Emergency Care Facility. A physician's office, clinic, or other health care center which provides emergency medical care in conjunction with other primary care services.

Emergency Medical Facility. A freestanding emergency center or trauma center, such as hospital or any other institution licensed by the cabinet for Health and Family Services that furnishes emergency medical services.

Emergency Medical Services (EMS). Also known as ambulance services or paramedic services, are [emergency services](#) that provide urgent pre-hospital treatment and stabilization for serious illness and injuries and transport to definitive care.

Factory-built Home. Any residential dwelling that is wholly, or in substantial part, made, fabricated, formed, or assembled in manufacturing facilities for installation or assembly on a building site. Factory-built homes shall include, but not be limited to, manufactured homes, modular homes, and mobile homes.

Family Household. A single-family dwelling or multi-unit dwelling that is occupied by a family that is comprised by any number of persons related by blood, marriage, or adoption.

Floor Area. Area contained within the building measured to the external face of the external walls.

Frontage. The direction in which a building faces; the front of a building or lot; the lineal extent of this front; the land between a building and the street; body of water etc.

Front Yard. Portion of a property that is adjacent to the street frontage where the primary structure's driveway exits and enters.

Fireplace. An assembly consisting of a hearth and fire chamber of noncombustible material and provided with a chimney, for use with solid fuels.

Factory-built fireplace. A listed and labeled fireplace and chimney system composed of factory-made components and assembled in the field in accordance with manufacturer's instructions and the conditions of the listing.

Masonry chimney. A field constructed chimney composed of solid masonry units, bricks, stones or concrete.

Masonry fireplace. A field constructed fireplace composed of solid masonry unit, bricks, stone or concrete.

Fire Station. A structure or facility for storage of firefighting vehicles and equipment are stationed, as well as working, living and sleeping space for their staff/crew, including a kitchen and showers, while they are on duty (transient). Also called firehouse or fire hall.

Full-Time Employees. Full-time employees are those employees working forty (40) hours or more per week, or those individuals that have been deemed by the Governing Body as full-time employees.

Governing Body. The Alpine Town Council.

Grade. The average finished ground elevation around a building.

Gross Floor Area. The total floor area contained within the building measured to the external face of the external walls.

Gross Internal Area. The floor area contained within the building measured to the internal face of the external walls.

Guard. A building component or a system of building components located at or near the open side of elevated walking surfaces that minimizes the possibility of a fall from the walking surface to a lower level.

Habitable Space. A space in a building for living, sleeping, eating or cooking. Bathrooms, toilet rooms, closets, halls, storage or utility spaces and similar areas are not considered habitable spaces.

Handrail. A horizontal or sloping rail intended for grasping by the hand for guidance or support.

Hardship: A condition that is difficult to endure and can be proven, i.e. especially financial/economic.

Height of Buildings. The vertical distance from the average finished ground elevation that adjoins a building at all exterior walls. Where the finished ground elevation slopes away from the exterior walls, a grade plane will be established by the lowest points within the area between the building and the lot line. Where the lot line is more than six (6) feet from the building, a grade plane will be established between the structure and a point six (6) feet from the building.

Historical Buildings. Buildings that are listed in or eligible for listing in the National Register of Historic Places or designated as historical under an appropriate state or local law.

Home Occupation. A professional, technical or retail service operated by the occupants of a single-family residence and not more than two (2) non-household employees. However, such enterprises will generate limited vehicular traffic and vehicular parking along residential streets, as well as limited noise within residential neighborhoods.

Hotel. Any building containing six (6) or more guest rooms used to provide short-term overnight accommodations, which are rented, for less than thirty (30) days. This facility may also include commercial food preparation and dining facilities, as well as other onsite amenities.

Household. A household consists of all the people who occupy a single-family or multi-unit dwelling but does not include more than three (3) persons who are not related by blood or marriage.

Impact Fee. A fee imposed on a new or proposed development project to pay for all or a portion of the costs of providing public services to the new development.

Impervious: A hard surface that does NOT let runoff/water soak into the ground or greatly reduces the amount of runoff/water that soaks into the ground.

Improved Surface: Any surface which has been improved with pavement, asphalt, cement, brick, interlocking pavers or other similar material and maintained in such a manner as to provide for a mud-free and dustless surface, surface, such as pavers or pervious concrete.

Irregular Lot. Not even or balanced in shape or arrangement; contrary to the rules or to that which is normal or established. Such as: lots with multiple street frontages.

Jurisdiction: The governmental unit that adopts and enforces all codes, including but not limited to the IBC, IRC, IFC, IMC and the IPC of the “Jurisdiction”.

Kitchen. Kitchen shall mean an area used, or designated to be used, for the preparation of food and shall contain permanent provisions for the cooking, storage and preparation of food consisting of a sink, refrigerator oven and/or a cook top.

Landscaping. To improve the appearance, the process of making a yard or other piece of land more attractive by altering and/or adding ornamental features, the planting of trees, shrubs grass or other ornamental vegetation.

Land Use Plan Map. The definition of land use plan map is synonymous with the definition for “community land use plan map”.

Live Loads. Those loads produced by the use and occupancy of the building or other structure and do not include constructions or environmental loads such as wind load, snow load, rain load, earthquake load, flood load or dead load.

Loads. Forces or other actions that result from the weight of building materials, occupants and their possessions, environmental effects, differential movement and restrained dimensional changes

Lot. A parcel of land within the Town of Alpine which may be vacant, occupied by a building or a group of buildings, as well as contain utility systems and/or accessory buildings.

Lot Area. The total land area contained within a parcel of land.

Maintenance. The cleaning, painting, repair of a building, or the replacement of defective materials and fixed equipment within a building, in a manner that does not alter the basic design of the structure.

Manufactured Home. A single-family dwelling structure which:

- (a) Is partially or entirely manufactured in an offsite factory facility.
- (b) Will adhere to the building standards outlined in Part 4, Section 4-502 of the Alpine Land Use and Development Code.

Master Plan: The Towns comprehensive project plan that define project scope, cost, planning, activities and resources. Reflects a vision set in the early stages of a project and moves everyone in the same direction.

Mean Roof Height. The average of the roof eave height and the height to the highest point on the roof surface.

Membership Club. A private group of people organized in association with a national, state, or local non-profit organization.

Mobile Home. A single-family dwelling that does not meet the definition of a manufactured home of this ordinance, and has the following characteristics:

- (a) It is designed for long or short-term occupancy; and
- (b) It contains sleeping accommodations, a flush toilet, a tub or shower bath, and kitchen facilities; and
- (c) It contains plumbing and electrical connections to local utility systems; and
- (d) It is designed to be transported after fabrication, on its own wheels, a flatbed truck or other trailers, or on detachable wheels; and
- (e) It arrives at the building site where it is to be occupied as a complete unit and is ready for occupancy except for minor and incidental unpacking and assembly operations, installed on foundation supports or jacks, underpinned, and connected to utilities.

Modular Home. A residential dwelling, which:

- (a) Is constructed in a factory in accordance with the most current version of the International Building Code.
- (b) Will adhere to the building standards outlined in Section 4-503 of the Alpine Land Use and Development Code.

Motel. Any building or complex containing six (6) or more guestrooms used to provide short-term overnight accommodations, which are rented, for usually less than thirty (30) days.

Multi-Unit Complex. A residential development that includes a group of multi-unit residential facilities that are owned by one landowner.

Multi-Unit Residential Facility. A group of dwelling units within one building that contains separate living units for three or more families who may share supporting services and facilities.

Nonconforming Building/Structure. An existing structure which, on the effective date of this ordinance, does not comply with the provision of this ordinance for the zoning district where the building is located.

Nonconforming Sign. All signs in existence before the effective date of this ordinance.

Nonconforming Use. A legal use of land which, on the effective date of this ordinance, does not conform to the permitted uses established for the zoning district where the existing land use is located.

Nonfamily Household. A nonfamily household consists of a householder living alone (a one {1} person household) or where the householder shares the home exclusively with not more than three (3) persons to whom he or she is not related.

Occupied. The use of a developed property for one (1) or more purposes.

Parapet. A low wall or railing to protect the edge of a platform, roof or bridge.

Pavement Structures. The implementation of a sub-base, base and surface material, to accommodate the needs of traffic and load bearings.

Permanent Foundation. A system of supports, including piers, either partially or entirely below grade which is:

- (a) Capable of transferring all design loads imposed by or upon the structure into soil or bedrock without failure;
- (b) Placed at an adequate depth below grade to prevent frost damage;
- (c) Constructed of concrete, metal, treated lumber or wood, or grouted masonry; and
- (d) In accordance with manufacturer specifications and applicable sections of the International Building Code (IBC).

Pervious: A surface that allows for the penetration of runoff/water through the surface and into underlying soils.

Planned Unit Development. A development of one (1) or more parcels of land that is planned and developed as a single development project and/or programmed for development over a series of incremental development stages. This development approach integrates site development considerations for proposed land uses, vehicular access, parking and circulation, supporting utility systems, landscaping, site constraints and development opportunities, and zoning requirements.

Plot Plan. An illustration depicting a proposed land use which shall be prepared to a defined map scale, identifies the general location of the project site, project development site boundaries, locates the proposed vehicular access to the project development site, as well as identifies and locates proposed land uses.

Pole Barn. Structure/Building built for animal shelter, equipment and/or storage of open at the sides and/or ends.

Primary Structure. The structure from which the principal use of a property is conducted.

Project Stipulations. Potential requirements which may accompany decisions by the Alpine Planning and Zoning Commission, Board of Adjustment, and Alpine Town Council concerning proposed planned unit developments, zone changes, and variances.

Public Way. Any street, alley or other parcel of land open to the outside air leading to a public street, which has been deeded, dedicated or otherwise permanently appropriated to the public for public use.

Ramp. A walking surface that has a running slope steeper than one unit vertical in twenty (20) units horizontal (five {5} percent slope).

Rear Yard. Portion of a property that is opposite the front yard.

Remodel. Change the structure or form of (something, especially a building).

Renovate. To renew; to revamp something to make it look new again.

Reproduce. To produce again, to cause to exist again or anew.

Right-Of-Way: Establishes use of property for town matters without conferring ownership (i.e. snow storage, utilities, fire access) including, but not limited to.

Road Elevation. Defined as road cross section at a given position on the road reference line.

Road Grade. Grade is the rate of change of the vertical alignment, at the center of the road.

RV (Recreational Vehicle). A vehicle, such as a Class A, B, or C RV, a RV Folding Trailer, RV Travel Trailer, Fifth Wheel Travel Trailer, or a truck camper mounted or un-mounted inside of a truck bed, primarily used for leisure activities, traveling and recreational activities.

Sandwich Board. Signboard consisting of two (2) hinged boards that hang and/or sit front and back from the shoulders of a walker and/or are placed on the ground, that are used to display advertisements.

Setback: The areas measured from the property line to any structure, within which building is prohibited, but which may include driveway area (s) as designated (i.e. the distance a building or impervious surface must be from all of the boundary lines).

Shed. A structure/building for storage.

Side Yard. Portion of a property that runs perpendicular to the front and side yards.

Silt Fence. Temporary sediment control device typically used in combination with sediment basins and sediment traps, as well as erosion controls, which are designed to retain sediment in place where soil is being disturbed by construction processes. A typical fence consists of a piece of synthetic filter fabric stretched between a series of wooden or metal stakes.

Single Family Dwelling Unit. One (1) family or non-family household occupies the single-family dwelling unit; limited to stick-built homes, manufactured homes and modular homes. However, owners may provide room and board for up to three (3) persons who are not related by blood or marriage; provided no separate kitchen is provided.

Site Plan. An illustration or construction document submitted with the application for *permit* depicting a proposed land use which shall be prepared to a defined map scale, identifies the general location of the project site, project development site boundaries showing the size and location of new construction and/or existing structures, utilities, snow storage, proposed vehicular access to the project development site, as well as identifies and locates the proposed land uses.

Snow Fence. A temporary fence to prevent blowing and drifting snow.

Stair. A change in elevation, consisting of one or more risers.

Storage Building. A detached building located on a parcel of land that is used to support the primary use of a principal building, located on the same lot as the primary structure/building.

Street. A public or private transportation facility which affords public access to adjacent properties and/or other parts of the community.

Street – Right of Way. The legal right established by usage or grant, to pass along a specific route through grounds or property belonging to another.

Structure. A new, extended, expanded, or renovated building constructed on a property.

- (a) Permanent: A structure fixed to the ground by any of the various types of foundations, slabs, piers, poles, or other means allowed by building codes.
- (b) Temporary: A type of building, tent and/or greenhouse that is used for a limited period of time – this could be for an event, or a warehouse needed to store seasonal stock for a retail shop.

Townhome: An attached single-family home that has a common wall with an adjacent single-family home. This type of housing is sometimes referred to as a duplex or twinhome.

Townhouse: A single-family dwelling unit constructed in a group of three or more attached units in which each unit extends from foundation to roof with open space on at least two sides.

Transient. Occupancy of a dwelling unit or facility with 10 or fewer occupants staying or working in a place for only a short period of time, time not to exceed five (5) consecutive days.

Utility Systems. Means any of the following: A system for the treatment or supply of water. A system for the collection or treatment of wastewater. A system for the generation or supply of steam, hot water, and chilled water. A system for the supply of natural gas. A system for the transmission of telecommunications.

Use. The purpose for which a parcel of land or building is utilized.

Vehicular Parking Area. An off-street area containing a paved surface designated parking stall, and appropriate signage for the parking of motor vehicles.

Violations: The act of doing something that is not allowed by a law/ordinance, or code.

Wall.

- (a) Retaining. A wall not laterally supported at the top, that resists lateral soil load and other imposed loads.
- (b) Load bearing. A wall supporting any vertical load in addition to its own weight.
- (c) Nonbearing. A wall which does not support vertical loads other than its own weight.

Water-Resistive Barrier. A material behind an exterior wall covering that is intended to resist liquid water that has penetrated behind the exterior covering from further intruding into the exterior wall assembly.

Xeriscaping. A landscaping method that makes routing irrigation unnecessary. It uses drought-adaptable and low-water plants as well as soil amendments such as compost and mulches to reduce evaporation.

Yard, Front, Side, or Rear. Required open space area on an occupied lot which is defined via minimum setback requirements from property lines.

Zoning Administrator. A person who is an authorized individual (and/or their representative) to manage the practices, policies and regulations of the operations of the Zoning Commission.

Zoning District. A land use zoning designation for selected geographical areas within the Town of Alpine, Wyoming and to accomplish the following objectives:

- Facilitate implementation of the Alpine Municipal Master Plan which serves to guide and manage the future growth of the community;
- Enhance the aesthetic quality of the community and sustain its physical, social, and economic vitality;
- Maintain and enhance property values;
- Sustain a diversified economic base that promotes investment and employment opportunities for the residents of Alpine;
- Conserve natural resources;
- Safeguard the public welfare through the regulation of the design, construction, and use of structures, and the implementation of the International Building Code; and,
- Promote the development of a safe and efficient circulation system within the community.

Section 1-103. Organization of the Land Use and Development Code

Town of Alpine Land Use and Development Code

CHANGES MADE AT 9/24/24 WORKSHOP = PROPOSED 2024 – LUDC DRAFT CHANGES

The Land Use and Development Code is a compilation of the rules and regulations governing land use and development within the Town of Alpine. The Development Code establishes procedures for the application, review and approval of proposed land uses, the administration of zoning, as well as the review, inspection and approval of authorized site development and building construction.

This ordinance is organized by parts which identify a general subject area, e.g., zoning regulations. Each part in the ordinance comprises a series of articles that represent various sub-topics, e.g., zoning district regulations. Each article is further broken down into a number of sections, e.g., single family residential district.

The Land Use and Development Code includes development standards for parking lots, signs, fencing, landscaping, vehicular parking, and other site and facility development features. Performance standards, e.g., hours of operation, which specify the conditions under which an activity shall operate, are also included for some types of land uses in the zoning regulations (Part 3).

Some of the words, phrases, and terms used in the Land Use and Development Code have specific meanings that are defined within a definitions article found in each part of the Code. When used within the Land Use and Development Code, the word “shall” or “will” requires mandatory action. The words “may” and “should” are discretionary.

Section 1-104. Planning and Zoning Commission(a) Creation of the Alpine Planning and Zoning Commission:

- (1) A Planning and Zoning Commission shall be created by the Alpine Town Council pursuant to the requirements outlined in W.S. 15-1-604 and W.S. 15-1-605.
- (2) The Planning and Zoning Commission shall consist of two (2) residents of the Town of Alpine, as well as one (1) resident of the unincorporated area of Lincoln County. If the out-of-Town position cannot be filled within sixty (60) days of the opening an in-Town person may fill the opening until the end of that calendar year. If the out-of-Town position still cannot be filled the appointed person may remain for an additional calendar year.
- (3) Appointments shall be for a period of three (3) years and shall be staggered. In the first year that appointments are made, one (1) commissioner shall be appointed for a one (1) year period, two (2) commissioners for a two (2) year period, and two (2) commissioners for a three (3) year period. After the first year, the replacing commissioner for the initial one-year term shall be appointed for three (3) years. After the second year, the replacing commissioners for the initial two (2) year term shall be appointed for three (3) years. In this manner, one (1) or two (2) commissioners shall be eligible for appointment each year.

*Example:**Appointments in 2009*

Appointments A and B: one-year term – January 2009 through December 2009

Appointment C: two-year terms – January 2009 through December 2010

Appointments D and E: three-year terms – January 2009 through December 2011

Appointments in 2010

Appointments A and B: three-year term – January 2010 through December 2012

Appointments in 2011

Appointments B and C: three-year terms – January 2011 through December 2013

Appointments in 2012

Appointments D and E: three-year terms – January 2012 through December 2014

- (4) A Chair and Vice Chair of the Planning and Zoning Commission shall be selected by the Commission to serve for a period of one (1) year, or until their successors have been selected.
- (5) The Planning and Zoning Commission may appoint a Secretary to the Commission.
- (6) Upon its receipt of written allegations of wrongdoing or improper conduct and the holding of a public hearing, the Town Council may remove any member of the Planning and Zoning Commission for reasonable cause such as lack of meeting attendance, wrongdoing, or improper conduct.
- (7) The Planning and Zoning Commission shall meet once a month (during November – April) and twice a month (during May – October), or as needed, at times and places which may be determined by resolution of the Commission. Special meetings may be called at any time by the Chair, or, in his absence, by the Vice Chair.
- (8) A simple majority of the Planning and Zoning Commission shall constitute a quorum for the transaction of business.

- (9) The Commission may adopt rules of procedure for conducting its business. Copies of all rules or regulations adopted by the Commission shall be forwarded to the Town Council, who shall also adopt the rules and regulations. The Commission shall then transmit all adopted rules and regulations to the Zoning Administrator who shall make them readily accessible to the general public.

(b) Scope of Responsibility:

The Planning and Zoning Commission shall have the following responsibilities:

- (1) Evaluate requests for proposed amendments to the Alpine community land use plan; planned unit development projects; and proposed zone changes.
- (2) Hear concerns of the general public concerning any proposed land action.
- (3) Make recommendations to the Alpine Town Council regarding proposed amendments to the Alpine Land Use and Development Code, planned unit development projects, and zone changes.
- (4) Initiate amendments to the Alpine community land use plan and make recommendations to the Alpine Town Council.
- (5) Recommend revisions to the Alpine Zoning Ordinance to the Alpine Town Council.
- (6) Provide guidance and direct the activities of the Zoning Administrator and Building Official/Inspector.
- (7) Periodically update the municipal master plan, seek insight from the community, and recommend the revised master plan for adoption by the Alpine Town Council.
- (8) Regulate and enforce compliance with the adopted Alpine Land Use and Development Code.
- (9) Issue ~~violations~~ notice for non-compliance within the adopted Alpine Land Use and Development Code Regulations.

Section 1-105. Board of Adjustment

(a) Creation of Alpine Board of Adjustment:

- (1) The Mayor of Alpine, with consent of the Alpine Town Council, shall appoint the five (5) members of the Alpine Planning and Zoning Commission as the Alpine Board of Adjustment, in accordance with the requirements outlined in W.S. 15-1-605.
- (2) The Alpine Town Council may remove any member from the Alpine Board of Adjustment for reasonable cause, e.g., lack of attendance, wrongdoing or misconduct, and following a public hearing, concerning the removal under consideration. Vacancies shall be filled for the unexpired portion of a term.
- (3) The Alpine Board of Adjustment shall select one (1) of their members as chair and one (1) as vice chair. Both the chairman and vice chair shall serve one (1) year, or until their successors have been selected. The Alpine Board of Adjustment may appoint a Secretary to the Board.
- (4) The Alpine Board of Adjustment shall meet as needed, at times and places which shall be determined by resolution of the Board of Adjustment. Special meetings may be called at any time by the Chair, or, in his absence, by the Vice Chair.

- (5) A simple majority of the Board of Adjustment shall constitute a quorum for the transaction of business.
 - (6) The Alpine Board of Adjustment shall adopt rules of procedure for conducting its business, which are consistent with Part 5, - Appeals and Enforcement, of the Alpine Land Use and Development Code. Copies of all rules or regulations adopted by the board, as well as minutes of its proceedings, shall be maintained by the Board of Adjustment and be available to the public for their review.
- (b) Authority and Scope of Responsibility:
The Alpine Board of Adjustment shall have the following powers and jurisdiction:
- (1) Hear and make decisions concerning appeals of orders, decisions, determinations, and interpretations made by the Zoning Administrator and/or Building Official.
 - (2) Hear and decide appeals where it is alleged that there is an error of law in any order, requirement, decision, or determination made by the Zoning Administrator and/or Building Official in their enforcement of the Alpine Land Use and Development Code.
 - (3) Interpret the provisions of this ordinance in a manner that promotes the recommendations and policies of the adopted Alpine Municipal Master Plan.
 - (4) Permit the reconstruction of a nonconforming building upon a property, which has been damaged by casualty, act of God, or public enemy, when the Board of Adjustment finds some compelling public necessity requiring continuance of a non-conforming use.
 - (5) Authorize an increase in the land area occupied by a legal, existing, nonconforming use on an existing zone lot, or the floor area occupied by a legal, nonconforming use in an existing structure, subject to terms and conditions that are established by the Board of Adjustment.
 - (6) Authorize variances when an applicant can demonstrate that the strict application of any one (1) of the following requirements of the Alpine Land Use and Development Code would:
 - (a) Be contrary to the public interest;
 - (b) Result in unnecessary hardship; and
 - (c) Deprive an applicant or resident of the reasonable use of his or her land or structure.
 - (7) Subject to the limitations established in Part 5 - Appeals and Enforcement, of the Alpine Land Use and Development Code, the Alpine Board of Adjustment, by majority vote, may reverse, affirm, or modify the order, requirement, decision or determination which is appealed. To that end, the Board of Adjustment shall have all of the powers of the Zoning Administrator and Building Official and may attach stipulations to any decision.

Section 1-106. Zoning Administrator

- (a) Designation of Alpine Zoning Administrator:
- (1) A Zoning Administrator shall be designated by the Mayor of the Town of Alpine with consent of the Alpine Town Council from within the current employee staffing.
 - (2) The Zoning Administrator shall report to the chair of the Alpine Planning and Zoning Commission.

- (3) If a Zoning Administrator is not appointed the Planning & Zoning Commission shall act as such.

(b) Scope of Responsibility:

The Zoning Administrator shall have the following responsibilities which may be amended by the Planning & Zoning Commission and then ratified by the Town Council:

- (1) Evaluate requests and make recommendations for proposed amendments to the Alpine community land use plan, planned unit development projects, proposed zone changes, variances, and building permits.
- (2) Hear concerns of the general public concerning any proposed land action and present to Alpine Planning & Zoning Commission for determination.
- (3) Evaluate and make recommendations concerning any properties in the Town of Alpine where a potential violation of the Alpine Zoning Ordinance is suspected or known to be present to the Alpine Planning & Zoning Commission.
- (4) Provide information to the Board of Adjustment concerning any order, requirement, decision, or determination that is made by the Alpine Planning and Zoning Commission, the Zoning Administrator, or the Building Official.
- (5) Prepare and propose desirable changes to the Alpine Land Use and Development Code which may be necessary to improve the management of land use development within the community. All such changes shall be subject to the amendment procedures outlined in Article 2.2 - General Development Review and Approval Process, of this ordinance.
- (6) Maintain a community land use database and regularly update Alpine Zoning map.
- (7) Complete any land use studies which may be necessary to monitor future compliance and effectiveness of the Alpine Land Use and Development Code.
- (8) Maintain records and files for all land use and building permit applications.

Section 1-107. Building Official – Building Inspector

(a) Appointment of Building Official – Building Inspector:

- (1) A Building Official/Inspector shall be appointed by the Mayor of the Town of Alpine with consent of the Alpine Town Council.
- (2) The Building Official/Inspector shall report to the Planning & Zoning Commission.

(b) Scope of Responsibility:

The Building Official/Inspector shall have the following responsibilities:

- (1) Review building permit applications and related documentation.
- (2) Inspect any properties in the Town of Alpine where any new construction, building renovations, or alterations are being made.
- (3) Inspect any properties in the Town of Alpine where a potential violation of the Alpine Zoning Ordinance is suspected or known to be present.
- (4) Coordinate inspection findings with applicants, developers, construction contractors, and other appropriate parties.

- (5) Issue cease and decess orders, as deemed necessary.
- (6) Provide information to the Board of Adjustment concerning any order, requirement, decision, or determination that is made by the Building Official/Inspector.

Section 1-108. Legal Rulings

Any legal rulings that may be made against one or more specific provisions within the Alpine Land Use and Development Code shall not negate the applicability, requirements, and enforceability of other ordinance provisions that are not affected by such rulings.

Section 1-109. Severability

If any section, subsection, or clause of the Alpine Land Use and Development Code shall be deemed to be unconstitutional or otherwise invalid, the validity of the remaining chapters, sections, subsections, and clauses shall not be affected.



ORDINANCE NO. 2024-007
TOWN OF ALPINE
HEALTH, SAFETY, AND SANITATION
NOISE CONTROL

AN ORDINANCE REPEALING AND REPLACING 268 ORDINANCE NO. 2019-05 REGULATE, PREVENT OR SUPPRESS NOISE IN THE TOWN OF ALPINE AND APPROVING NOISE CONTROL IN THE TOWN OF ALPINE BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF ALPINE:

STATE LAW. For state law as to power of towns to regulate, prevent, or suppress noise, see W.S. 1977 § 15-1-103.

§ 1	DEFINITIONS
§ 2	CLASSIFICATION OF USE DISTRICTS
§ 3	MOTORIZED VEHICLES
§ 4	EXCEPTIONS
§ 5	APPLICATION FOR SPECIAL PERMIT
§ 6	VIOLATIONS
§ 7	ADDITIONAL REMEDY
§ 8	CONFLICTS REPEALER
§ 9	EFFECTIVE DATE

SECTION 1: DEFINITIONS

For the purposes of this chapter, the following words and phrases shall have the meanings respectively ascribed to them by this Section:

"A" weighted sound pressure level: Sound pressure level as measured with a sound level meter using the "A" weighting network. The standard unit notation is dB (A).

Construction or Demolition Activity: Means the erection (including excavation), demolition, alteration, or repair of any building, structure or roadway, for which all necessary and proper governmental permits have been obtained.

Decibel: Logarithm and dimensionless unit of measure used in describing the amplitude of sound. Denoted as dB.

Emergency Vehicle: Means any type of vehicle or device with a motor to operate or to be used in an emergency.

Emergency work: Work made necessary to restore property to a safe condition following a public calamity or work required to protect persons or property from imminent exposure to danger.

Event: Means a planned public or social occasion thing that happens, especially one of importance.

Excessive: Means to a greater degree or in greater amounts than is necessary, normal, or desirable; inordinately.

Health: Means an optimal state of physical, mental and emotional well-being and not merely the absence of disease.

Intensity: Means the magnitude and strength of noise.

Legal Holidays: Means a public holiday established by law.

Motorized Vehicle: Means a vehicle or device with a motor to operate or propel.

Noise: The intensity, frequency, duration and character of sound or sounds from a source or sources. When related to all other sounds, from whatever source, including by not limited to outdoor construction activities, construction equipment, vehicles and/or machinery associated with any such construction activities; the term means any such sound which exceed one hundred ten (110) decibels. ~~during the hours of 8 p.m. to 6:30 a.m., the following day, on regular weekdays and 7:30 p.m. to 9 a.m., the following day, on weekends and legal holidays.~~

Nonconforming: Means the existence of any operation, vehicle, building or structure that does not conform to the permitted use established.

Property: Meaning a building or buildings and the land belonging to it and/or them.

Property Line: Means the separation of one or more property(ies) and the boundary line that establishes the separation.

Right-Of-Way: Establishes use of property for town matters without conferring ownership, including, but not limited to (i.e. snow storage, utilities, fire access).

Right of Way: ~~Means any road, street, avenue, alley, boulevard, highway, lane or court, including berms, shoulder or any public property adjacent thereto, bridge, viaduct, trestle and the approaches to them or sidewalk.~~

Special Use/Authorization: Means the action or fact of authorizing or being authorized; a document giving permission or authority.

Sound level meter: Instruments including a microphone, and amplifier, an output meter and frequency weighting networks for the measurement of noise and sound levels in a specified manner, as per American National Standards Institute S 1.4-1971.

Sound pressure level: Twenty (20) times the logarithm to the base ten (10) of the ratio of the root mean square pressure of a sound to the reference pressure, which is 20×10^{-6} newtons per meter squared.

Temporary: Means serving or lasting for a limited period of time.

Vehicle: Any machine or device in, on, or by which any person or property is or may be transported or drawn on any right-of-way or parking lot. This definition applies to motorized and/or emergency vehicles.

Weekends: Means a period from Friday evening through Sunday evening.

All technical terminology used in this chapter, unless its context otherwise requires, shall be defined in accordance with American National Standard Institute (ANSI) Publication S 1.1-1960, revised 1971, or successor publications.

SECTION 2: CLASSIFICATION OF USE DISTRICTS

- a) It shall be unlawful to project a sound level, excluding noise emanating from the operation of cars, trucks or motorcycles, on town streets and alleys from one property into another property within the boundary of a use district which exceeds the limiting noise spectra set forth in Table 1 below. Sound level shall not be projected for more than ninety (90) percent of any measurement period, which shall not be less than ten (10) minutes.
- b) Sound projected from one use district into another use district with a different noise level limit shall not exceed the limits of the districts into which the noise is projected.
- c) The measure of sound shall be made with a sound level meter and shall meet the standards prescribed by the American National Standards Institute Type II or better.
- d) The slow meter response of the sound level meter shall be used in order to best determine that the average amplitude has not exceeded the limiting noise spectra set forth in Table I below.
- e) The measurement shall be made at or beyond the property line of the property on which the sound pressure level is generated, or perceived, at approximately five (5) feet above ground.
- f) In the case of an elevated or directional sound source, compliance with the noise limits is to be maintained at any elevation at the boundary.

TABLE I
LIMITING NOISE LEVELS FOR USE DISTRICT

Maximum permissible sound pressure levels in decibels db (A)

Day 7:00 A.M. - ~~9:00 P.M.~~ 7:00 P.M.

Night ~~7~~9:00 P.M. - 7:00 A.M.

	Residential	Business Industrial	Light Industrial
Day	55	60	70
Night	50	55	65

SECTION 3: MOTORIZED VEHICLES

It shall be unlawful to operate a motorized vehicle within the Town limits which creates a sound pressure level which exceeds the noise level limits set forth in Table II below to be measured in accordance with Section 002 (c), at speeds of fifty (50) m.p.h. or less.

TABLE II
MAXIMUM ALLOWABLE LIMIT

- a) Vehicles over 10,00 pounds:
Ninety (90) dB (A) measured at or beyond twenty-five (25) feet from near edge of lane or roadway - maximum limit.
- b) Under 10,000 pounds:
Eighty (80) dB (A) measured at or beyond twenty-five (25) feet from near edge of lane or roadway - maximum limit.
- c) Motorcycles:
Eighty-four (84) dB (A) measured at or beyond twenty-five (25) feet from near edge of lane or roadway - maximum limit.
- d) Domestic power equipment:
Eighty-four (84) dB (A) measured at a point beyond property line - maximum limit.
- e) Mufflers - prevention of noise:
It shall be unlawful for any person to operate, or for the owner to cause or knowingly permit the operation of any vehicle or a combination of vehicles, within the Town which is not equipped with an adequate muffler in constant operation and properly maintained to prevent any unnecessary noise; no muffler or exhaust system shall be modified or used with a cutoff, bypass or similar device.
- f) Engine Brakes – Prohibition of:
It shall be unlawful for any person to operate an engine compression brake within the Town.

SECTION 3.1: TEST FOR EXCESSIVE NOISE

For the purpose of determining and classifying any noise as excessive and in violation of this chapter, the following test measurement and requirements shall be applied:

- a) The noise shall be measured on a sound meter which conforms to ANSI standards and quality, operated on an “A weighting scale.
- b) The noise shall be measured at the property line from its source, when located within a dedicated public right-of-way.
- c) If the noise is located on private property or public property, other than a dedicated public right-of-way, it shall be measured at the property line from the property line of the property on which its source is located.

SECTION 3.2: USE OF LOUDSPEAKERS

Use of loudspeakers and sound producing devices to attract the public to buildings prohibited. Notwithstanding provisions in this chapter to the contrary it is unlawful for any person, firm or corporation to use, operate, or permit to be played, used or operated, any radio receiving set, musical

instrument, phonograph, loudspeaker, sound amplifier, or other machine or device for the producing or reproducing of sound which is cast upon the public streets for the purpose of commercial advertising or attracting the attention of the public to any building or structure. The operation of any such set, instrument, phonograph, machine or device in such a manner as to be plainly audible at a distance of twenty-five feet from the building or structure in which it is located shall be prima facie evidence of a violation of this section.

Attaching sound amplifying equipment to vehicles for advertising prohibited.
No person shall operate or cause to be operated within the Town of Alpine, any motor vehicle or horse drawn vehicle having mounted thereon or attached thereto any sound amplifying equipment with such sound amplifying equipment in operation for commercial or political sound advertising purposes.

SECTION 3.3: CONSTRUCTION ACTIVITIES

Construction activities and all related sounds from construction activities shall have an established timeframe of 7:00 a.m. to 7:00 p.m. ~~on regular (Monday – Sunday Friday) weekdays and 8:00 a.m. to 6:00 p.m., on weekends (Saturday and Sunday) and legal holidays during the months of May through November. On the months of December through April the established construction activity timeframe will be 7:00 a.m. to 5:00 p.m. on regular (Monday – Friday) weekdays and 8:00 a.m. to 5:00 p.m., on weekends (Saturday and Sunday) and legal holidays. Any activities that occur for three (3) consecutive days will be subject to violations.~~

SECTION 4: EXCEPTIONS

The following uses and activities shall be exempt from noise level regulations:

- a) Noise of safety signals and warning devices;
- b) Noises resulting from any authorized emergency vehicle when responding to an emergency call or acting in time of emergency.
- c) Noises resulting from **time sensitive** emergency work or noise levels for which a special permit has been granted as hereinafter provided for.
- d) Noise resulting from the operation of town equipment by town work crews.
- e) Noise resulting from the operation of motorized lawn, yard care, and snow removal equipment between the hours of 6:00 A.M. and 9:00 P.M.
- f) Noise resulting from the use of pyrotechnics during town celebrations and/or holidays.
- g) Noise resulting from events, parties, or celebrations organized or permitted by the town.

SECTION 5: APPLICATION FOR SPECIAL PERMIT

Applications for a permit for relief from the noise level designated in this chapter on the basis of undue hardship may be made to the mayor or his/her duly authorized representative. Any permit granted by the mayor hereunder shall contain all conditions upon which the permit has been granted and shall

specify a reasonable time that the permit may be effective. The mayor or his/her duly authorized representative may grant the relief as applied for if he finds:

- a) That additional time is necessary for the applicant to alter or modify his activity or operation to comply with this chapter, or
- b) The activity, operation or noise source will be of temporary duration and cannot be done in a manner that would comply with other subsections of this Section; or
- c) The Mayor or his duly authorized representative may prescribe any conditions or requirements he deems necessary to minimize adverse effects upon the community or the surrounding neighborhood.

SECTION 6: VIOLATIONS

- a) Any person violating any of the provisions of this chapter shall be guilty of a misdemeanor and may be fined Seven Hundred Fifty (\$750.00) dollars. Each day such violation is committed or permitted to continue shall constitute a separate offense.
- b) A person commits a breach of peace if he disturbs the peace of a community or its inhabitation by creating excessive noise, or by using threatening, abusive or violent acts or language which a reasonable person would determine would disturb the peace, or by using excessive noise as defined during any construction and/or demolition activities within the Town boundaries.

SECTION 7: ADDITIONAL REMEDY

The operation or maintenance of any device, instrument, vehicle, or machinery in violation of any provision hereof and which causes discomfort or annoyance to reasonable persons of normal sensitiveness or which endangers the comfort, repose, health or peace of residents in the area shall be deemed, and is declared to be, a public nuisance and may be subject to abatement summarily by a restraining order or injunction issued by a court of competent jurisdiction.

SECTION 8: CONFLICTS REPEALER

268 Ordinance No. 2019-05 is herewith repealed in its entirety. Any ordinance or part of any ordinance that may conflict herewith is hereby repealed.

SECTION 9: EFFECTIVE DATE

Passed First Reading on the 16th day of July 2024.

VOTE: 5 YES, 0 NO, 0 ABSTAIN, 0 ABSENT

Passed Second Reading on the 19th day of November 2024.

VOTE: ___ YES, ___ NO, ___ ABSTAIN, ___ ABSENT

Passed on Third and Final Reading on the 17th day of December 2024.

VOTE: ___ YES, ___ NO, ___ ABSTAIN, ___ ABSENT

TOWN OF ALPINE

Eric Green, Mayor of Alpine

ATTEST:

Monica L. Chenault, Clerk / Treasurer

ATTESTATION OF THE TOWN CLERK

STATE OF WYOMING)
COUNTY OF LINCOLN)
TOWN OF ALPINE)

I hereby certify that the forgoing Ordinance No. 2024-007 shall be duly posted for ten (10) days in the Town Office.

I further certify that the foregoing Ordinance will be posted on the Town website in final form, upon its passing and approved by the Town Council as soon as is practicable.

I further certify that the forgoing Ordinance was duly recorded in the BOOK OF ORDINANCES VI, TOWN OF ALPINE, LINCOLN COUNTY, WYOMING.

ATTEST:

Monica L. Chenault Clerk / Treasurer



**TOWN OF ALPINE
ORDINANCE NO. 2024-008
TOWN BOUNDARIES**

**AN ORDINANCE APPROVING AND AUTHORIZING THE ANNEXATION OF
APPROXIMATELY 32.88 +/- ACRES OF PROPERTY LOCATED IN LINCOLN
COUNTY, INTO THE BOUNDARIES OF THE TOWN OF ALPINE, WYOMING**

WHEREAS, on May 3, 2024, the landowners Palisades Investments, LLC, David Jenkins Revocable Living Trust, and James M. McSweeney Revocable Trust, who are the owners of the property depicted in the map labeled "Exhibit A" and described in the legal description contained in "Exhibit B," submitted a petition to the Town of Alpine for annexation of their property into the Town of Alpine, Lincoln County, Wyoming, in accordance with the provisions of Wyoming Statutes § 15-1-403.

BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF ALPINE:

Section 1. That the foregoing recitals are incorporated in and made part of this Ordinance by this reference.

Section 2. That the Town of Alpine hereby finds as follows:

- (a) That the notice of a public hearing was given in compliance with W.S. 15-1-405, and
- (b) That a public hearing was held on August 21, 2024, at 6:00 p.m. and
- (c) That the annexation of the area hereinafter described is for the protection of health, safety, and welfare of the persons residing in the area and the Town of Alpine; and
- (d) That the area sought to be annexed will constitute a natural, geographical, economic, and social part of the Town of Alpine; and
- (e) That the area is a logical and feasible addition to the Town and that the extension of basic services continually available in the Town of Alpine can be furnished to the area sought to be annexed; and
- (f) The area sought to be annexed is contiguous with or adjacent to the annexing city or town, or the area is owned by the city; and
- (g) That the Governing Body is prepared to issue such franchises as are necessary to public electric utilities to serve the annexed area pursuant to W.S. § 15-1-410, and to authorize the designated utility to serve the entire annexed area.

Section 3: That all real property as described herein shall be, and the same hereby is, annexed into the Town of Alpine, Lincoln County, Wyoming, and the boundaries of the Town of Alpine corporate municipal limits are hereby extended and changed to include said tract of land described in Exhibits A and B, attached, and incorporated herein. Upon adoption of this Ordinance, said real property shall be zoned Single-Family Residential and Mixed Residential and Commercial as depicted in Exhibit C (April 20, 2024, Exhibit of Zoning for Alpine Lakes Annexation to the Town of Alpine, Surveyor Scherbel, Ltd.), and such designation shall be shown upon the official zoning map of the Town of Alpine, Wyoming.

Section 4: In accordance with the requirements of W.S. § 15-1-406, the Alpine Town Clerk shall file with the Lincoln County Clerk a map of the area annexed hereunder together with a copy of this Ordinance approved by the Governing Body of the Town of Alpine so that the corporate municipal boundaries of the Town of Alpine can be extended and changed to include said land and the same shall be reflected in the official real property records of Lincoln County, Wyoming.

Section 5: Annexation of the real property as described herein shall not terminate any covenants, conditions, or restrictions of record. The real property within the annexed area is still subject to any homeowners or property owners' association fees levied by the homeowners or property owner associations or entities of record.

Section 6: Sections, paragraphs, sentences, clauses, and phrases of this ordinance are severable. If any phrase, clause, sentence, paragraph, or section of this ordinance is declared illegal or unconstitutional, such illegality or unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections.

Section 7: The annexation of any territory is effective upon publication of the ordinance.

Section 8: This ordinance passed and approved on the following dates:

Passed First Reading this 21st day of August 2024

VOTE: 4 YES, 1 NO, 0 ABSTAIN, 0 ABSENT

Passed Second Reading Day of September 17th, 2024

VOTE: 5 YES, 0 NO, 0 ABSTAIN, 0 ABSENT

Passed on Third and Final Reading Day of October 15th, 2024

VOTE: YES, NO, ABSTAIN, ABSENT

TOWN OF ALPINE

Eric Green, Mayor of Alpine, Wyoming

ATTEST:

Monica L. Chenault, Clerk / Treasurer

ATTESTATION OF THE TOWN CLERK

STATE OF WYOMING)
COUNTY OF LINCOLN)
TOWN OF ALPINE)

I hereby certify that the forgoing Ordinance No. 2024-008 shall be duly posted for ten (10) days in the Town Office.

I further certify that the foregoing Ordinance will be posted on the Town website in final form, upon its passing and approved by the Town Council as soon as is practicable.

I further certify that the forgoing Ordinance was duly recorded in the BOOK OF ORDINANCES VI, TOWN OF ALPINE; LINCOLN COUNTY, WYOMING.

ATTEST:

Monica L. Chenault Clerk / Treasurer

Exhibit A

Map

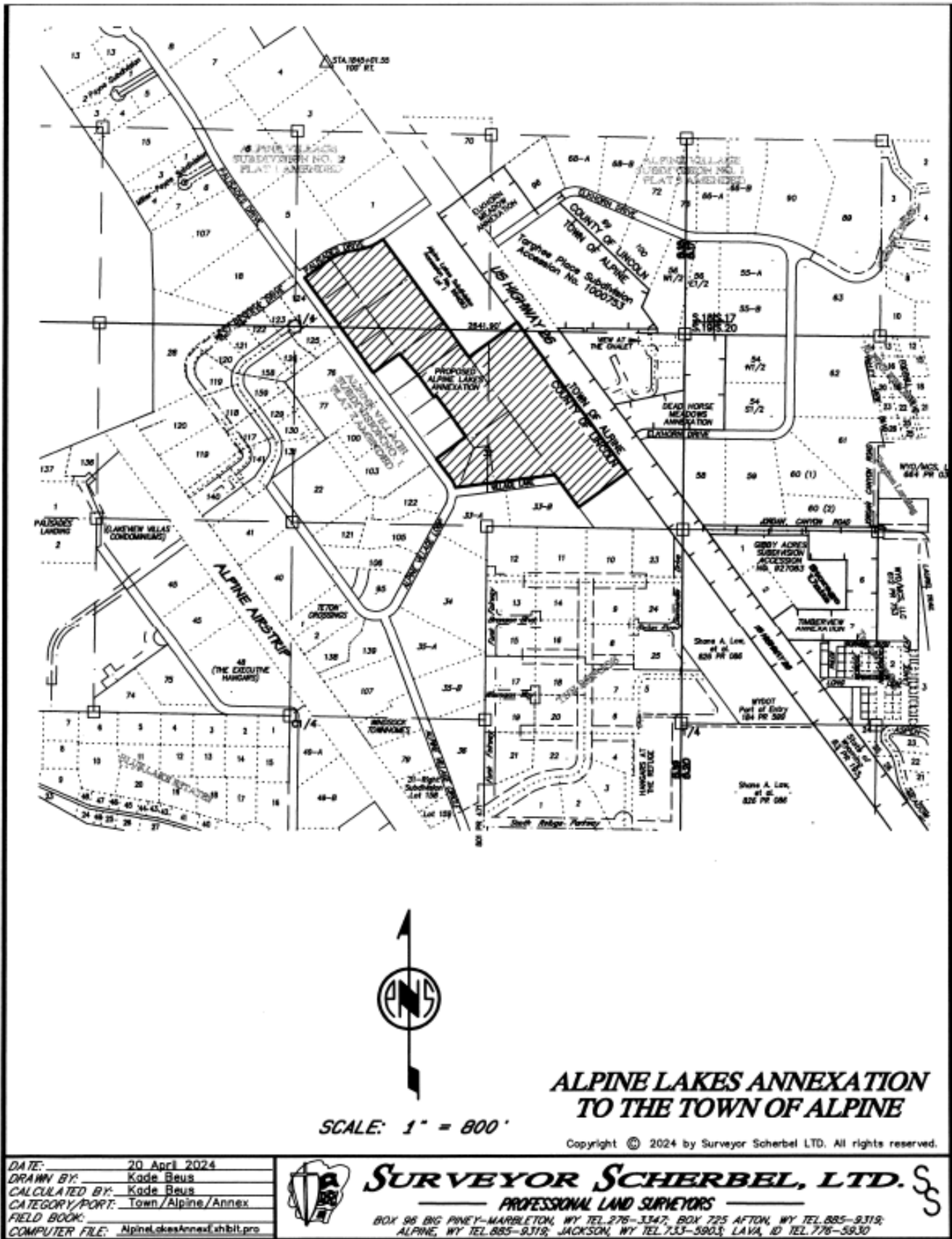


Exhibit B

Legal Description

3rd Reading

DESCRIPTION FOR ALPINE LAKES ANNEXATION TO THE TOWN OF ALPINE

To-wit: - -

That part of the S1/2SE1/4 of Section 18 and that part of the N1/2NE1/4 Section 19, T37N R118W, Lincoln County, Wyoming, being all of Lot 2 of Alpine Lakes Subdivision of record in the Office of the Clerk of Lincoln County with Accession No. 994093, part of Lot 4 of Alpine Lakes Second Filing, of record in said Office with Accession No. 998288, all of Lots 7 and 8 of Alpine Lakes Third Filing, of record in said Office with Accession No. 1023127, all of Lots 9, 10, 11, and 12 of Alpine Lakes Fourth Filing, of record in said Office with Accession No. 1024993, part of Lot 19 of Alpine Village Subdivision No. 1 Plat 1 Amended of record in said Office with Accession No. 559190, part of Lots 29 and 32 of Alpine Village Subdivision No. 1 Plat 2 Amended of record in said Office with Accession No. 559191, and part of Lot 30-B as depicted on that plat of record in said Office with Accession No. 959702, secondarily described as follows:

COMMENCING at the southeast corner of said N1/2NE1/4 and running thence N89°-39'-32"W, 598.26 feet, along the south line of said N1/2NE1/4, to the southeast rebar of Lot 33-B as depicted on an unrecorded plat, prepared by Surveyor Scherbel, Ltd titled: "WILLIAM R. HOOPER PLAT OF LOT 33 ALPINE VILLAGE SUBDIVISION NO. 1 PLAT 2 AMENDED WITHIN THE NE1/4 SECTION 19 T37N R118W LINCOLN COUNTY, WYOMING", dated 1 November 1993, identical with the south point of that tract of record in said Office in Book 937 of Photostatic Records on page 890;

thence N37°-07'-05"W, 175.81 feet, along the east line of said Lot 33-B, to the south pipe of said Lot 2, identical with the west pipe of said tract in Book 937, being the **PIPE OF BEGINNING**;

thence continuing N37°-07'-05"W, 270.59 feet, along the southwesterly line of said Lot 2, to the south rebar of said Lot 32, on the north line of Village Lane;

thence S82°-02'-53"W, 679.87 feet, along said north line, to the south rebar of said Lot 7, at the beginning of a non-tangent circular curve to the left whose radius bears S71°-58'-18"W;

thence northwesterly, 61.04 feet, along the arc of said curve, identical with the northeasterly right-of-way line of Alpine Village Loop, through a central angle of 19°-25'-43", having a radius of 180.00 feet, with a chord bearing N27°-44'-34"W, 60.74 feet, to a rebar;

thence N36°-58'-17"W, 145.01 feet, along said right-of-way line, to a rebar;

thence N36°-58'-07"W, 29.50 feet, along said right-of-way line, to the west point of said Lot 7;

Professional Land Surveyors

SCOTT A. SCHERBEL
Wyo. Registration No. 3689
Utah Registration No. 372111
Idaho Registration No. 8026

MARI OWEN A. SCHERBEL
Wyo. Registration No. 5358

KARL F. SCHERBEL
Wyo. Registration No. 11810
Idaho Registration No. 13453
C.F.L.S. No. 1223

Surveyor Scherbel, LTD
4001 W. Wyoming
Big Piney, Wyoming
Jackson, Wyoming
Lava Hot Springs, Idaho
Burlington, Idaho

Page 1 of 3

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TOWN\ALPINE\ALPINE LAKES ANNEXATION

"Modification in any way of the foregoing description terminates liability of the surveyor"

**DESCRIPTION FOR
ALPINE LAKES ANNEXATION TO THE TOWN OF ALPINE**

thence N53°-01'-43"E, 252.15 feet, along the northwesterly line of said Lot 7, to the north point thereof, on the northeasterly line of said Alpine Lakes Third Filing;

thence N36°-58'-10"W, 345.50 feet, along said northeasterly line, to the north point of said Third Filing;

thence S53°-01'-43"W, 18.15 feet, along the northwesterly line of said Third Filing, to the east point of Lot 3 of said Alpine Lakes Second Filing;

thence N37°-02'-07"W, 186.88 feet, along the northeasterly line of said Lot 3, to the north point thereof;

thence S53°-00'-24"W, 2.75 feet, along the northwesterly line of said Lot 3, to a point;

thence N37°-02'-07"W, 188.33 feet, to a point on the southeasterly line of said Lot 29;

thence S53°-02'-06"W, 11.25 feet, along said southeasterly line, to the east point of said Lot 12;

thence continuing S53°-02'-06"W, 220.00 feet, along the southeasterly line of said Lot 12, to the south point thereof, on said northeasterly right-of-way line of Alpine Village Loop;

thence N36°-58'-45"W, 794.85 feet, along said right-of-way line, to the west rebar of said Lot 9, on the southeasterly right-of-way line of Palisades Drive;

thence along said right-of-way line as follows:

N53°-01'-15"E 198.72 feet, to a point at the beginning of a circular curve to the right;

Easterly 202.89 feet, along the arc of said curve, through a central angle of 31°-00'-00", having a radius of 375.00 feet, with a chord bearing N68°-31'-15"E, 200.43 feet, to a rebar, at the beginning of a circular curve to the left;

Easterly 191.06 feet, along the arc of said curve, through a central angle of 31°-00'-00", having a radius of 353.12 feet, with a chord bearing N68°-31'-15"E, 188.73 feet, to a point;

N53°14'-41"E, 11.27 feet, to the rebar of said Lot 19, identical with the west rebar of Lot 1 of said Alpine Lakes Subdivision, and leave said right-of-way line;

thence S36°-58'-46"E, 989.99 feet, along the southwesterly line of said Lot 1, to the south point thereof, identical with the west point of said Lot 2;

thence N53°-02'-50"E, 401.35 feet, along the northwesterly line of said Lot 2, to the north point thereof, on the southwesterly right-of-way line of U.S. Highway 26;

Page 2 of 3

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TOWN/ALPINE/ALPINE LAKES ANNEXATION

"Modification in any way of the foregoing description terminates liability of the surveyor"

Professional Land Surveyors

SCOTT A. SCHERBEL
Wyo. Registration No. 3889
Utah Registration No. 372111
Idaho Registration No. 8526

MARLOWE A. SCHERBEL
Wyo. Registration No. 5368

KARL F. SCHERBEL
Wyo. Registration No. 11810
Idaho Registration No. 13493
CRETS No. 1223

Surveyor Scherbel, LTD
Alton, Wyoming
Big Piney, Wyoming
Jackson, Wyoming
Lava Hot Springs, Idaho
Montpelier, Idaho

**DESCRIPTION FOR
ALPINE LAKES ANNEXATION TO THE TOWN OF ALPINE**

thence S37°-00'-00"E, 1260.15 feet, along said right-of-way line, to the east pipe of said Lot 2, identical with the north pipe of said tract in Book 937;

thence S53°-34'-10"W, 401.17 feet, along the southeasterly line of said Lot 2, identical with the northwesterly line of said tract in Book 937, to the **PIPE OF BEGINNING**;

ENCOMPASSING an area of 32.88 acres, more or less;

the BASE BEARING for this survey is south line of the NE1/4NE1/4 of Section 19, T37N R118W, being N89°-39'-32"W;

each "corner" found as described in the Corner Record filed or to be filed in the Office of the Clerk of Lincoln County;

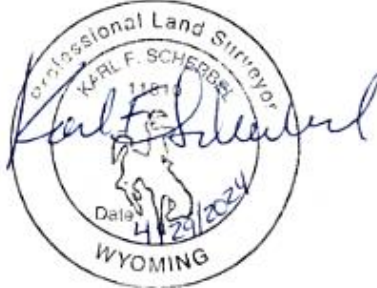
each "pipe" marked by a 2" aluminum cap inscribed "LLOYD B. BAKER & ASSOCIATES PE/LS 698 THAYNE WYOMING";

each "rebar" marked by a 5/8" steel reinforcing rod with an aluminum surv-kap survey marker inscribed, "LS 526";

each "point" marked by a 5/8" x 24" steel reinforcing rod with an aluminum cap inscribed, "SURVEYOR SCHERBEL LTD", with appropriate details;

all in accordance with the plat prepared to be filed in the Office of the Clerk of Lincoln County titled, "PLAT TO ACCOMPANY ORDINANCE NO. _____ ALPINE LAKES ANNEXATION TO THE TOWN OF ALPINE WITHIN THE S1/2 SE1/4 SECTION 18 N1/2NE1/4 SECTION 19 T37N R118W LINCOLN COUNTY, WYOMING", dated 20 April 2024, as revised.

29 April 2024



Professional Land Surveyors

SCOTT A. SCHERBEL
Wyo. Registration No. 3589
Utah Registration No. 372111
Idaho Registration No. 8026

MARI ONNE A. SCHERBEL
Wyo. Registration No. 5368

KARL F. SCHERBEL
Wyo. Registration No. 11810
Idaho Registration No. 13493
CREDS No. 1223

Surveyor Scherbel, LTD
Alton, Wyoming
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Jackson, Wyoming
Lava Hot Springs, Idaho
Montpelier, Idaho

Page 3 of 3

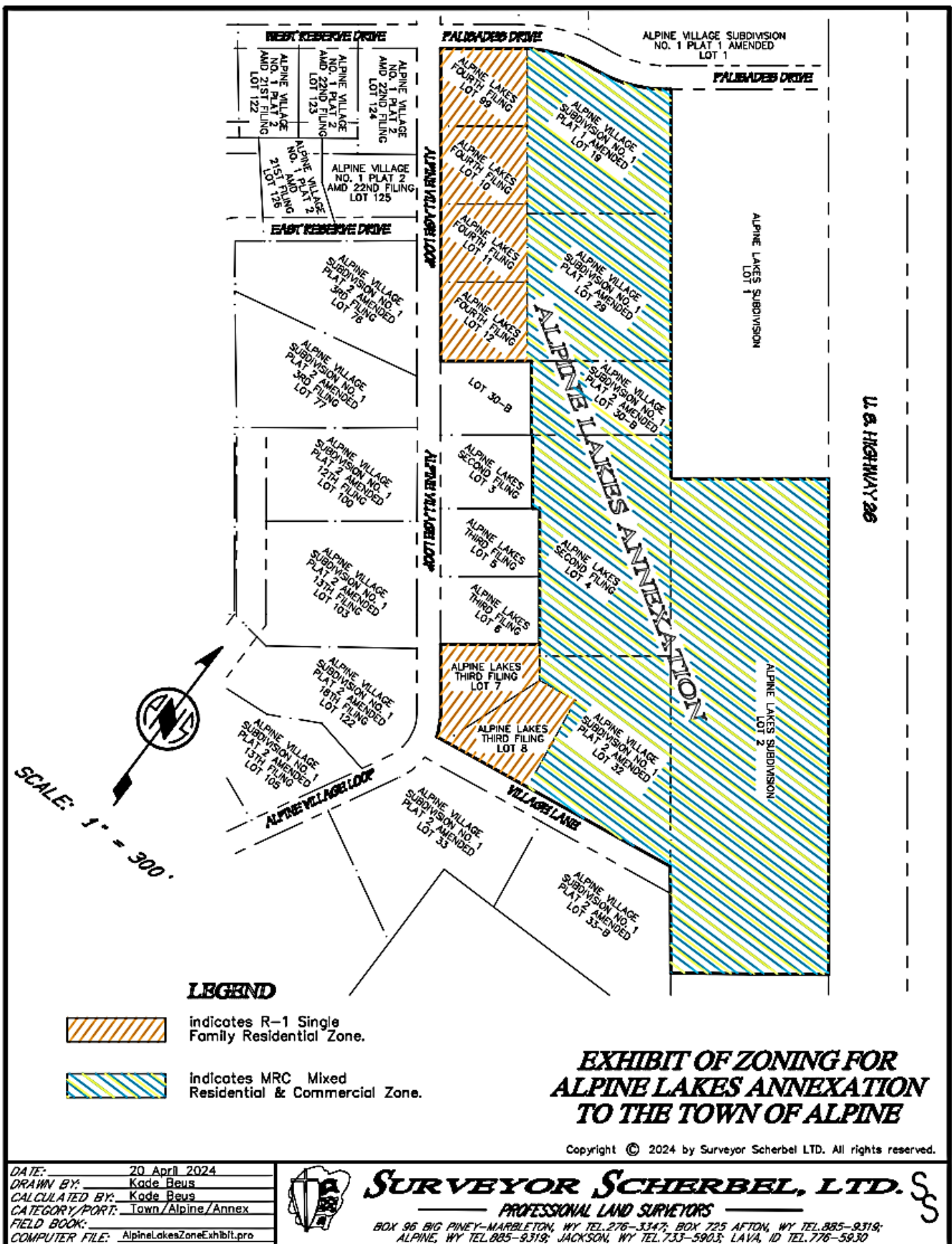
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TOWN/ALPINE/ALPINE LAKES ANNEXATION

"Modification in any way of the foregoing description terminates liability of the surveyor"

Exhibit C

Zoning For Alpine Lakes

Annexation



ANNEXATION AGREEMENT

ALPINE LAKES ADDITION TO THE TOWN OF ALPINE

THIS ANNEXATION AGREEMENT is made this _____ day of _____, 2024, by and between the **TOWN OF ALPINE**, a Wyoming municipality (the “Town”), P.O. Box 3070, Alpine, Wyoming 83128; and **PALISADES INVESTMENTS, LLC**, a Wyoming limited liability company (the “Landowner”), P.O. Box 3930, Alpine, Wyoming 83128.

WITNESSETH

WHEREAS, the Landowner owns approximately thirty-three (33) acres of land located in Lincoln County that are contiguous to Town boundaries, which property is more particularly shown on the survey plat titled “ALPINE LAKES ANNEXATION TO THE TOWN OF ALPINE” attached hereto as **EXHIBIT A** (the “Plat”), and is described in the legal description titled “LEGAL DESCRIPTION FOR ALPINE LAKES ANNEXATION TO THE TOWN OF ALPINE” attached hereto as **EXHIBIT B**, both by this reference made a part hereof; said lands being connected by land and public rights-of-way to the Town (the “Property”); and

WHEREAS, the Landowner desires and proposes to have the Town annex the Property, to be known as the “ALPINE LAKES ADDITION TO THE TOWN OF ALPINE”, with the Property to be zoned pursuant to Town ordinances as Single-Family Residential (R-1) and Mixed Residential and Commercial (MRC), as shown on the “EXHIBIT OF ZONING FOR ALPINE LAKES ANNEXATION TO THE TOWN OF ALPINE” attached hereto as **EXHIBIT C**, and to develop the Property in phases; and

WHEREAS, the Landowner desires to receive Town services from annexation of the Property into the Town in accordance with Wyoming law and the Town’s ordinances; and

WHEREAS, the Landowner has filed a proper petition for annexation of the Property to the Town pursuant to and in accordance with the provisions of pursuant to Wyoming Statutes §§ 15-1-401 et seq., and in accordance with the Town’s annexation ordinance, subject to the execution of this Agreement and pursuant to and in accordance with the terms and provisions herein contained; and

WHEREAS, the Town has concluded that entering into this Annexation Agreement under the terms and conditions of this Agreement, will enable the Town to review and approve development of this area, permit the sound planning and development of the Town, and otherwise enhance and promote the health, safety, and general welfare of the Town; and

WHEREAS, the Town has held the public hearing on the proposed annexation of the Property, pursuant to due notice and publication, all as prescribed by law, and the Town finds that it is in the best interest of the Town that the Property be annexed to Town in accordance with the provisions of this Agreement; and

WHEREAS, the Landowner, in hereafter developing the Property or any portions of the Property, agrees to accomplish such development in accordance with Wyoming law, the Town's ordinances, and the provisions set forth in this Agreement, which provisions contains certain requirements and conditions for development of the Property in addition to those contained in Wyoming law and the Town's ordinances.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which each of the parties hereby acknowledge, Town and Landowner agree as follows:

1. INCORPORATION OF RECITALS. The above Recitals are hereby incorporated into this Agreement.

2. ANNEXATION. Upon the execution of this Agreement, the Town will complete its annexation of the Property into the Town's corporate limits pursuant to Wyoming Statutes §§ 15-1-401 et seq., and in accordance with the Town's annexation ordinance.

3. RIGHT TO DEVELOP PROPERTY PURSUANT TO EXISTING MASTER PLAN. The Town agrees that annexation of the Property shall be subject to the existing Master Plan approved the Board of Commissioners of Lincoln County, Wyoming on September 5, 2018, a copy of which is attached hereto as **EXHIBIT D** (the "Existing Master Plan"). The Landowner, in Landowner's sole discretion, may proceed to develop the Property in accordance with the Existing Master Plan, subject only to the other requirements of this Agreement for development of the Property in accordance with the Town's development standards and the requirements of this Agreement that do not conflict with the Existing Master Plan.

4. TOWN'S APPROVAL OF ALTERNATIVE PROPERTY DEVELOPMENT. If the Landowner decides not to proceed with development of the Property pursuant to the Existing Master Plan, Landowner agrees that development of the Property pursuant to the Plat, and that all such development of the Property shall be in accordance with the Town ordinances and the requirements of this Agreement.

5. INFRASTRUCTURE CONSTRUCTION RESPONSIBILITY. The Landowner agrees that all public improvements required for development of the Property ("Infrastructure") shall be reviewed and approved, and constructed and/or installed, as follows:

a. INFRASTRUCTURE PLANS. Landowner will file with the Town for review and approval a complete set of infrastructure plans ("Infrastructure Plans") for each phase of development of the Property, which plans shall contain the information required

by Town ordinances, including plans for all Infrastructure, including but not limited to, streets, water and sewer lines, and fire protection installations, and shall show the proposed location of all easements and all existing utilities affected by the development of the Property. Such Infrastructure Plans will be incorporated herein by reference as if set forth in full.

b. CONSTRUCTION OF PROPERTY INFRASTRUCTURE. Unless otherwise agreed, the Landowner shall, at Landowner's sole expense, design and construct and/or install all Infrastructure shown in the Infrastructure Plans for each phase of development of the Property. Unless otherwise agreed in writing by the Town, the Landowner shall construct all Infrastructure within each phase of development of the Property in strict accordance with the Infrastructure Plans, which shall include Standard Engineering Drawings and Specifications ("Standard Specifications"), and the Town ordinances in effect at the time this Agreement is signed. The Standard Specifications and Town ordinances are incorporated herein by reference as if set forth in full.

c. CONSTRUCTION OF OTHER INFRASTRUCTURE. The Landowner agrees that the Landowner, at the Landowner's sole expenses, shall complete the following other improvements:

i. EXTENSION OF WATER AND SEWER LINES TO THE PROPERTY. The Landowner will construct and/or install the Infrastructure required to extend the main water and sewer lines from the Town's existing water and sewer lines located in _____ into the Property.

ii. ACCESS TO THE PROPERTY FROM HIGHWAY 26. The Landowner will work with the Town and the Wyoming Department of Transportation ("WY DOT") to determine whether any additional Infrastructure will be required for access to the Property from Highway 26.

6. TOWN APPROVALS. All Infrastructure proposed to be dedicated to the Town by the Landowner, including but not limited to, water and sewer improvements, any public amenities, and all road access required as a part of Landowner's development of the Property, will be subject to Town design review and approval.

a. DOMESTIC WATER SYSTEM. The Landowner agrees that all water system design and construction will be in full compliance with standards of the Town, the Wyoming Department of Environmental Quality ("WY DEQ"), and any other agencies having jurisdiction.

b. SEWER SYSTEM. The Landowner agrees that all sewer system design and construction will be in full compliance with standards of the Town, WY DEQ, and any other agencies having jurisdiction.

c. **ROADS WITHIN THE PROPERTY.** The Landowner agrees that all road design and construction will be in full compliance with standards of the Town, WY DOT, and any other agencies having jurisdiction.

7. **CONSTRUCTION STANDARDS AND REQUIREMENTS.** All construction on the Property shall be conducted and completed in accordance with Wyoming law, the Town's ordinances, and the terms of this Agreement. All required public improvements for the Property shall be constructed in accordance with Town ordinances regarding construction standards, and once completed, shall be dedicated to the Town. Prior to commencing any construction or development of any buildings, structures, or other work or improvements on the Property, the Landowner shall secure any and all permits the Town or any other governmental entity having jurisdiction over the work may require. The Landowner shall construct, or cause to be constructed, all improvements for the Property in conformity with all applicable federal, state and/or local laws, rules, and regulations.

8. **PAYMENT OF FEES.** The Landowner shall pay to the Town all required fees in a timely manner. Payments shall include credits to which the Landowner is entitled as successor-in-interest pursuant to the "FIRST AMENDMENT TO DEVELOPMENT AGREEMENT REGARDING TRANSFER OF WATER AND SEWER INFRASTRUCTURE; RECAPTURE OF RELATED EXPENSES; AND ANNEXATION OF SUBDIVISIONS" that was executed on December 20, 2022, attached hereto as **EXHIBIT E**. In the event the Landowner fails or refuses to pay any of the fees, charges, or costs set forth in this Agreement, the Town may declare the entire unpaid balance immediately due and payable and collect such sums in manner provided by law, or may pursue any other remedy as may be available to the Town. All such remedies shall be cumulative, and the Town may pursue the same separately or simultaneously, as it deems necessary or appropriate. In the event of such acceleration, all sums due shall bear interest at the rate established by law for judgments entered in the State of Wyoming. In addition to the remedies set forth herein, if the Landowner fails or refuses to pay any of the fees, charges, or costs set forth herein, the Town will not be obligated to accept the improvements completed pursuant to this Agreement.

9. **INSPECTIONS BY TOWN.** Town may, at its option, perform periodic inspections of the improvements being constructed and/or installed by the Landowner. The Town shall have the reasonable right of access to the Property during periods of construction to inspect or observe work thereon.

10. **MAINTENANCE DURING CONSTRUCTION.** During construction, the Landowner shall keep the Property and all adjacent streets, public and private, free and clear from any unreasonable accumulation of debris, waste materials, mud, and any nuisances created by the construction, and shall contain all construction debris and provide dust and mud control so as to prevent scattering via wind and/or water.

11. **AS CONSTRUCTED INFRASTRUCTURE PLANS.** Prior to the Town's acceptance of the Infrastructure, the Landowner will file "As Constructed" Infrastructure Plans

("As Constructed Plans") with the Town. The As Corrected Plans shall be prepared by a Wyoming licensed engineer and shall show the actual constructed location of all Infrastructure within the Property, including the horizontal and vertical locations of all water and sewer lines, individual building service lines, and all street grades. The As Constructed Plans shall also specifically show all changes between the original Infrastructure Plans and the Infrastructure as actually constructed. The engineer shall also certify upon the As Constructed Plans that such plans correctly show all Infrastructure as actually constructed and that such Infrastructure have been constructed in accordance with the Standard Specifications and Town ordinances in effect at the time this Agreement was signed.

12. INFRASTRUCTURE WARRANTY. The Landowner shall warrant the materials and workmanship of all Infrastructure installed on the Property for a period of twelve (12) months from and after the date of final inspection and approval by the Town of the Infrastructure. The Landowner shall further warrant that it has provided good title to all Infrastructure, and shall provide the Town with proof that all contractors, subcontractors, and materials suppliers have been paid in full for such Infrastructure through the submission of paid invoices, which shall be included in the Landowner's request for Town acceptance of the Infrastructure.

13. TOWN COMMITMENTS. Subject to Landowner's compliance with the Town ordinances and the provisions of this Agreement with respect to development of the Property, the Town agrees:

a. APPROVAL OF PLAT. The Town hereby approves the Plat for Development of the Property.

b. ZONING. Town will zone the Property as shown on EXHIBIT C.

c. EXPEDITED APPROVALS. The Town shall expedite, to the extent reasonably possible, Town review and permitting processes required for the Landowner's development of the Property under applicable Wyoming law and Town ordinances.

d. VARIANCE GRANTS. The Town will grant variances to the Landowner, for the Landowner and any and successors or assigns, as follows:

i. WATER WELL FOR IRRIGATION. The Landowner shall be allowed to maintain and operate an existing water well to provide irrigation water for the Property; provided that water therefrom shall only be used for irrigation purposes on lands located within the Property.

ii. SEPTIC SYSTEMS. The Landowner, and any successors or assigns, shall be allowed to install and use, or to continue to use septic systems on 1-acre lots; provided, that as soon as Town septic system lines are installed adjacent to the 1-acre lots, then any 1-acre lot without a septic system shall be required to

connect to the Town's sewer lines; and provided further, that upon the failure of any septic system serving any 1-acre lot, that lot owner shall be obligated to connect to the Town's sewer lines if the Town's septic system lines are installed adjacent to the 1-acre lot, or if there is no adjacent line, then such lot owner shall comply with Town ordinances regarding septic systems.

iii. EXISTING USES OF EXISTING BUILDING. The Landowner shall be allowed to maintain use of the exiting building on the Property for Emergency Medical Services through the expiration of the existing lease, a copy of which is attached hereto and incorporated herein.

iv. ACCESS ROADS ADJACENT TO THE PROPERTY. Roads adjacent to the Property, which roads facilitate access to the Property, are owned and controlled by the AVR Homeowners Association, Inc. ("AVR"). The Landowner has rights of access on those AVR roads pursuant to lot ownership and/or easements, but has no ownership in or rights to improve those roads. The Landowner shall not be obligated to improve AVR roads unless: (a) the AVR consents in writing to such roads improvement; (b) the AVR further consents to the Town's operation and maintenance of those improved roads; and (c) the Town agrees to assume responsibility for maintenance and operation of those roads as Town roads.

e. ACCEPTANCE OF INFRASTRUCTURE. Upon Landowner's full and complete compliance with Town ordinances, and performance of the terms and conditions of this Agreement, the Town will accept and maintain all required Infrastructure on the each phase of the Property as the Property is developed. The Town's acceptance shall obligate the Town to assume ownership and control of all Infrastructure within any dedicated street or public utility right-of-way within each completed phase of the Property.

f. OWNERSHIP OF INFRASTRUCTURE AND PROVISION OF TOWN SERVICES. Upon acceptance of the Infrastructure, the Town will, subject to payment of all fees and charges normally charged or levied by the Town, provide standard municipal services for the Property:

i. WATER. Provide the Property with water sufficient for maximum day domestic demands at safe working pressures as defined by the WY DEQ at the point(s) of connection to the Property, and maintain, repair, and otherwise keep in working order the main water lines;

ii. SEWER. Provide sewer line capacity for maximum daily domestic sewer loads at the point(s) of connection to the Property, and maintain, repair, and otherwise keep in working order the main sewer lines throughout the Property.

iii. **ROADS.** Maintain and police the roads within the Property as Town streets.

14. **OCCUPANCY.** Except as otherwise provided in this Agreement, no building within the Property shall be used or occupied for any purpose other than for construction of such building or structure unless all Infrastructure within the Property has been completed and accepted by the Town. The Town may withhold Certificates of Occupancy until all such Infrastructure has been completed.

15. **DEFAULT.** If the Landowner fails to comply with the terms and conditions of this Agreement in any material respect, the Town will notify the Landowner of the violation in writing and may, without further notice to Landowner, exercise any or all the following remedies:

a. **REFUSE INFRASTRUCTURE.** Refuse to accept public ownership and maintenance of Infrastructure within the Property and record a notice of such action in the land records of Lincoln County, Wyoming;

b. **STOP WORK.** Issue a Stop Work Order for any building under construction within the Property; and/or

c. **LEGAL ACTION.** Bring an action for damages, injunctive relief, specific performance, or any other remedy available to the Town.

All the above remedies are cumulative and to the extent not inconsistent with each other, may be enforced simultaneously or separately, at the sole discretion of the TOWN.

16. **NOTICES.** Any notice required by the Agreement shall be mailed to the receiving party at the address set forth above or such other address as may be delivered to the sending party in writing such notice shall be mailed by certified mail, return receipt requested, postage prepaid, and addressed as set forth above and shall be deemed received upon its deposit in the United States mail in such manner.

17. **ASSIGNMENT.** The Landowner may assign this Agreement or any rights or obligations herein to any successor or assign; provided, that before any conveyance or assignment shall be effective, said successor or assignee shall consent in writing to be bound by the terms of this Agreement.

18. **NOTICES.** Any notices, requests, approvals or denials required or desired to be given under this Agreement shall be in writing and shall be served personally upon the party for whom it is intended, or if mailed, by certified mail, return receipt requested, postage prepaid, to such party at its address shown above, or at such other address as may be provided in writing from time to time.

19. CONFLICT WITH STANDARD SPECIFICATIONS. In the event of any conflict between the terms of this Agreement or Town ordinances, the terms of this Agreement shall prevail over any contrary provision.

20. COVENANTS APPURTENANT TO THE LAND. All covenants and conditions set forth herein shall be appurtenant to and run with the Property and shall be binding upon the Landowner and the Landowner's successors or assigns.

21. GOVERNING LAW. This Agreement shall be governed by the laws of the State of Wyoming.

22. ATTORNEYS' FEES. In the event of any lawsuit between the parties hereto arising out of or related to this Agreement, or any of the documents provided for herein, the prevailing party or parties shall be entitled, in addition to the remedies and damages, if any, awarded in such proceeding, to recover their costs and reasonable attorneys' fees if allowed under Wyoming law.

23. ENTIRE AGREEMENT. This Agreement, together with the exhibits attached hereto, contains the entire agreement of the parties, and supersede any prior promises, representations, warranties, discussions, or understandings between the parties with respect to the subject matter hereof which are not contained in this Agreement.

24. HEADINGS. The headings contained in this Agreement are intended for convenience only and are in no way to be used to construe or limit the text herein.

25. BINDING EFFECT. This Agreement shall inure to the benefit of, and be binding upon, the parties hereto and their respective heirs, representatives, officers, agents, employees, members, successors, and assigns.

26. NO THIRD-PARTY RIGHTS. The obligations of Landowner set forth herein shall not create any rights in and/or obligations to any persons or parties other than the Town. The parties hereto alone shall be entitled to enforce or waive any provisions of this Agreement.

27. RECORDATION. This Agreement shall be recorded in the Lincoln County, Wyoming land records.

28. RELATIONSHIP. Nothing in this Agreement shall be construed to create any partnership, joint venture, or fiduciary relationship between the parties hereto except as expressly provided herein.

29. SEVERABILITY. If any portion of this Agreement is held to be unenforceable or invalid for any reason by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

30. AMENDMENT. This Agreement may be amended only in writing signed by the parties hereto.

31. SOVEREIGN IMMUNITY. The Town does not waive sovereign immunity by entering into this Agreement and specifically retains immunity and all defenses available to it pursuant to law, including governmental immunity.

32. EFFECTIVE DATE. This Agreement shall become valid and binding only upon its approval by the Town Council of the Town, and upon its execution by the Mayor, and upon recordation in the land records of Lincoln County, Wyoming.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by and through their respective, duly authorized representatives as of the day and year first hereinabove written.

[Separate signature pages follow.]

LANDOWNER:

PALISADES INVESTMENTS, LLC,
a Wyoming limited liability company

BY: TREVOR FUNK, MANAGER

STATE OF WYOMING)
) SS.
COUNTY OF LINCOLN)

ON THIS, the ____ day of _____, 2024, before me, the undersigned, a Notary Public for the State of Wyoming, personally appeared **TREVOR FUNK, MANAGER of PALISADES INVESTMENTS, LLC**, a Wyoming limited liability company, who acknowledged that he executed the foregoing instrument on behalf of said company.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal on the day and year first above written.

NOTARY PUBLIC

My Commission expires: _____

TOWN:

TOWN OF ALPINE,
a Wyoming municipality

BY: ERIC GREEN, MAYOR

ATTEST: _____
MONICA CHENAULT, TOWN CLERK

STATE OF WYOMING)
) SS.
COUNTY OF LINCOLN)

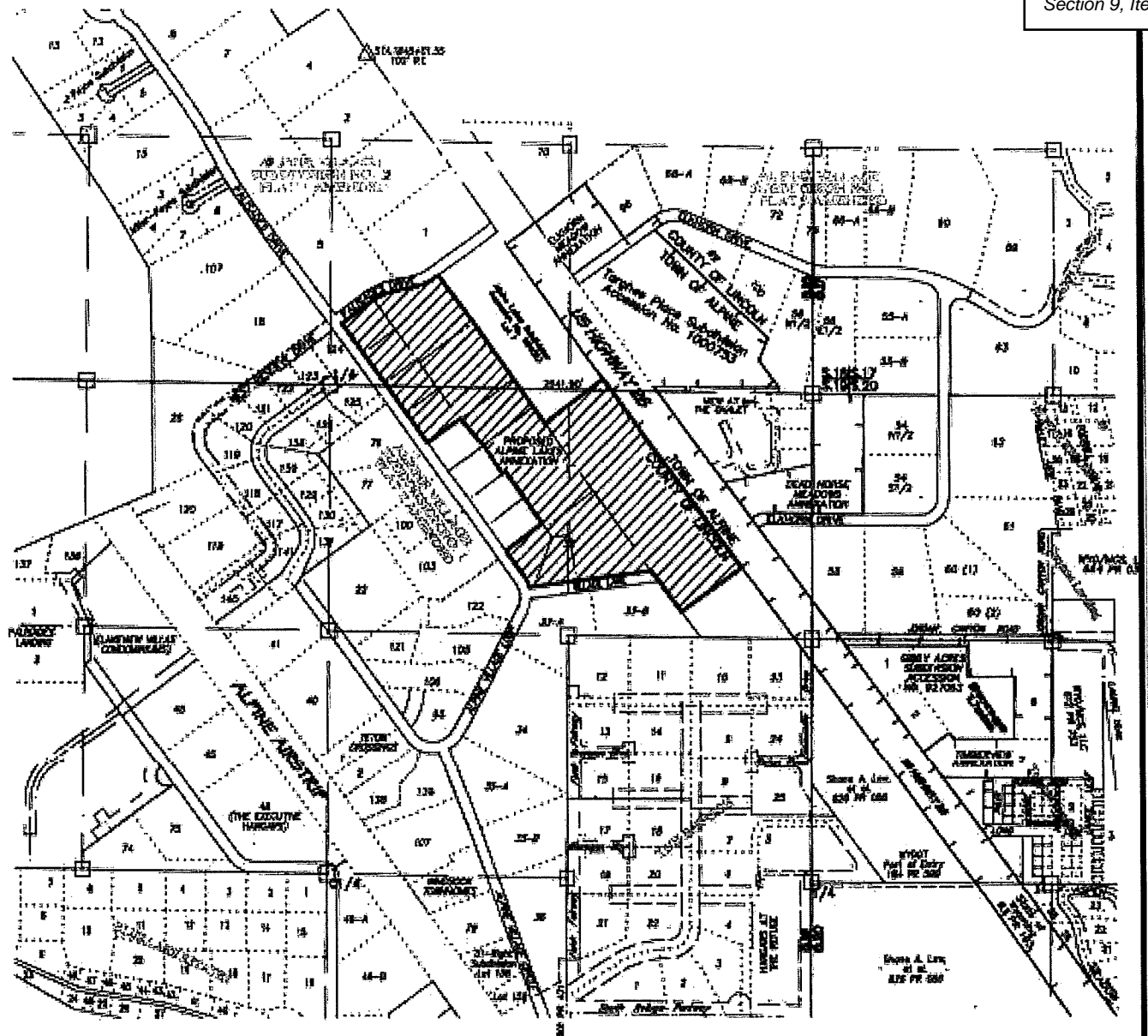
ON THIS, the ____ day of _____, 2024, before me, the undersigned, a Notary Public for the State of Wyoming, personally appeared **ERIC GREEN, MAYOR** of the **TOWN OF ALPINE**, a Wyoming municipality, who acknowledged that he executed the foregoing instrument on behalf of said Town.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal on the day and year first above written.

NOTARY PUBLIC

My Commission expires: _____

EXHIBIT A



SCALE: 1" = 800'

ALPINE LAKES ANNEXATION TO THE TOWN OF ALPINE

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DATE: 20 April 2024
 DRAWN BY: Kade Beus
 CALCULATED BY: Kade Beus
 CATEGORY/PORT: Town/Alpine/Annex
 FIELD BOOK:
 COMPUTER FILE: AlpineLakesAnnexSchbl.pro



SURVEYOR SCHERBEL, LTD.
 PROFESSIONAL LAND SURVEYORS

BOX 98 BIG PINEY-MARBLETON, WY TEL 278-3347, BOX 725 AFTON, WY TEL 885-9319
 ALPINE, WY TEL 885-9319; JACKSON, WY TEL 733-3903; LAVA, ID TEL 778-5930

EXHIBIT B

DESCRIPTION FOR ALPINE LAKES ANNEXATION TO THE TOWN OF ALPINE

To-wit: - -

That part of the S1/2SE1/4 of Section 18 and that part of the N1/2NE1/4 Section 19, T37N R118W, Lincoln County, Wyoming, being all of Lot 2 of Alpine Lakes Subdivision of record in the Office of the Clerk of Lincoln County with Accession No. 994093, part of Lot 4 of Alpine Lakes Second Filing, of record in said Office with Accession No. 998288, all of Lots 7 and 8 of Alpine Lakes Third Filing, of record in said Office with Accession No. 1023127, all of Lots 9, 10, 11, and 12 of Alpine Lakes Fourth Filing, of record in said Office with Accession No. 1024993, part of Lot 19 of Alpine Village Subdivision No. 1 Plat 1 Amended of record in said Office with Accession No. 559190, part of Lots 29 and 32 of Alpine Village Subdivision No. 1 Plat 2 Amended of record in said Office with Accession No. 559191, and part of Lot 30-B as depicted on that plat of record in said Office with Accession No. 959702, secondarily described as follows:

COMMENCING at the southeast corner of said N1/2NE1/4 and running thence N89°-39'-32"W, 598.26 feet, along the south line of said N1/2NE1/4, to the southeast rebar of Lot 33-B as depicted on an unrecorded plat, prepared by Surveyor Scherbel, Ltd titled: "WILLIAM R. HOOPER PLAT OF LOT 33 ALPINE VILLAGE SUBDIVISION NO. 1 PLAT 2 AMENDED WITHIN THE NE1/4 SECTION 19 T37N R118W LINCOLN COUNTY, WYOMING", dated 1 November 1993, identical with the south point of that tract of record in said Office in Book 937 of Photostatic Records on page 890;

thence N37°-07'-05"W, 175.81 feet, along the east line of said Lot 33-B, to the south pipe of said Lot 2, identical with the west pipe of said tract in Book 937, being the **PIPE OF BEGINNING**;

thence continuing N37°-07'-05"W, 270.59 feet, along the southwesterly line of said Lot 2, to the south rebar of said Lot 32, on the north line of Village Lane;

thence S82°-02'-53"W, 679.87 feet, along said north line, to the south rebar of said Lot 7, at the beginning of a non-tangent circular curve to the left whose radius bears S71°-58'-18"W;

thence northwesterly, 61.04 feet, along the arc of said curve, identical with the northeasterly right-of-way line of Alpine Village Loop, through a central angle of 19°-25'-43", having a radius of 180.00 feet, with a chord bearing N27°-44'-34"W, 60.74 feet, to a rebar;

thence N36°-58'-17"W, 145.01 feet, along said right-of-way line, to a rebar;

thence N36°-58'-07"W, 29.50 feet, along said right-of-way line, to the west point of said Lot 7;

Travis and Lane Surveyors

JOHN A. SCHERBEL
Lic. Registration No. 2689
Title Registration No. 372111
Title Registration No. 8026

MADONNA A. SCHERBEL
Lic. Registration No. 5305

KARL E. SCHERBEL
Lic. Registration No. 10812
Title Registration No. 13453
Title No. 37211

Surveyor Scherbel, Ltd.
Alpine, Wyoming
Alpine, Wyoming
Alpine, Wyoming
Alpine, Wyoming

Page 1 of 3

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TOWN OF ALPINE ALPINE LAKES ANNEXATION

"Modification in any way of the foregoing description terminates liability of the surveyor"

**DESCRIPTION FOR
ALPINE LAKES ANNEXATION TO THE TOWN OF ALPINE**

thence N53°-01'-43"E, 252.15 feet, along the northwesterly line of said Lot 7, to the north point thereof, on the northeasterly line of said Alpine Lakes Third Filing;

thence N36°-58'-10"W, 345.50 feet, along said northeasterly line, to the north point of said Third Filing;

thence S53°-01'-43"W, 18.15 feet, along the northwesterly line of said Third Filing, to the east point of Lot 3 of said Alpine Lakes Second Filing;

thence N37°-02'-07"W, 186.88 feet, along the northeasterly line of said Lot 3, to the north point thereof;

thence S53°-00'-24"W, 2.75 feet, along the northwesterly line of said Lot 3, to a point;

thence N37°-02'-07"W, 188.33 feet, to a point on the southeasterly line of said Lot 29;

thence S53°-02'-06"W, 11.25 feet, along said southeasterly line, to the east point of said Lot 12;

thence continuing S53°-02'-06"W, 220.00 feet, along the southeasterly line of said Lot 12, to the south point thereof, on said northeasterly right-of-way line of Alpine Village Loop;

thence N36°-58'-45"W, 794.85 feet, along said right-of-way line, to the west rebar of said Lot 9, on the southeasterly right-of-way line of Palisades Drive;

thence along said right-of-way line as follows:

N53°-01'-15"E 198.72 feet, to a point at the beginning of a circular curve to the right;

Easterly 202.89 feet, along the arc of said curve, through a central angle of 31°-00'-00", having a radius of 375.00 feet, with a chord bearing N68°-31'-15"E, 200.43 feet, to a rebar, at the beginning of a circular curve to the left;

Easterly 191.06 feet, along the arc of said curve, through a central angle of 31°-00'-00", having a radius of 353.12 feet, with a chord bearing N68°-31'-15"E, 188.73 feet, to a point;

N53°14'-41"E, 11.27 feet, to the rebar of said Lot 19, identical with the west rebar of Lot 1 of said Alpine Lakes Subdivision, and leave said right-of-way line;

thence S36°-58'-46"E, 989.99 feet, along the southwesterly line of said Lot 1, to the south point thereof, identical with the west point of said Lot 2;

thence N53°-02'-50"E, 401.35 feet, along the northwesterly line of said Lot 2, to the north point thereof, on the southwesterly right-of-way line of U.S. Highway 26;

Professional Land Surveyors

JOSEPH A. SCHERBEL
Lic. Registration No. 3886
Lic. Registration No. 372113
Lic. Registration No. 8306

MARY LUISA SCHERBEL
Lic. Registration No. 5300

KARL L. SCHERBEL
Lic. Registration No. 11610
Lic. Registration No. 12443
Lic. Reg. No. 1223

Surveyor Scherbel LTD
2000 N. Highway
Bozeman, Montana
59717-1000
Bozeman, Montana
59717-1000

Page 2 of 3

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TOWN OF ALPINE/ALPINE LAKES ANNEXATION

"Modification in any way of the foregoing description terminates liability of the surveyor"

**DESCRIPTION FOR
ALPINE LAKES ANNEXATION TO THE TOWN OF ALPINE**

thence S37°-00'-00"E, 1260.15 feet, along said right-of-way line, to the east pipe of said Lot 2, identical with the north pipe of said tract in Book 937;

thence S53°-34'-10"W, 401.17 feet, along the southeasterly line of said Lot 2, identical with the northwesterly line of said tract in Book 937, to the **PIPE OF BEGINNING**;

ENCOMPASSING an area of 32.88 acres, more or less;

the BASE BEARING for this survey is south line of the NE1/4NE1/4 of Section 19, T37N R118W, being N89°-39'-32"W;

each "corner" found as described in the Corner Record filed or to be filed in the Office of the Clerk of Lincoln County;

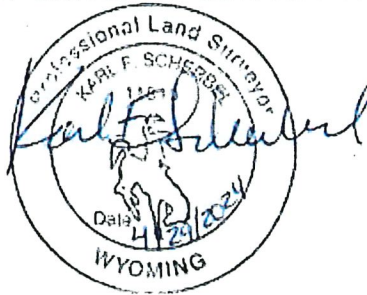
each "pipe" marked by a 2" aluminum cap inscribed "LLOYD B. BAKER & ASSOCIATES PE/LS 698 THAYNE WYOMING";

each "rebar" marked by a 5/8" steel reinforcing rod with an aluminum surv-kap survey marker inscribed, "LS 526";

each "point" marked by a 5/8" x 24" steel reinforcing rod with an aluminum cap inscribed, "SURVEYOR SCHERBEL LTD", with appropriate details;

all in accordance with the plat prepared to be filed in the Office of the Clerk of Lincoln County titled, "PLAT TO ACCOMPANY ORDINANCE NO. _____ ALPINE LAKES ANNEXATION TO THE TOWN OF ALPINE WITHIN THE S1/2 SE1/4 SECTION 18 N1/2NE1/4 SECTION 19 T37N R118W LINCOLN COUNTY, WYOMING", dated 20 April 2024, as revised.

29 April 2024



Professional Land Surveyors
KARLA SCHERBEL
Wyo. Registration No. 3559
Lin. Registration No. 52711
State Board of Surveyors, 3506
KARLA SCHERBEL
Wyo. Registration No. 3559
KARL F. SCHERBEL
Wyo. Registration No. 3510
Lin. Registration No. 15493
C.E.D.S. No. 1223

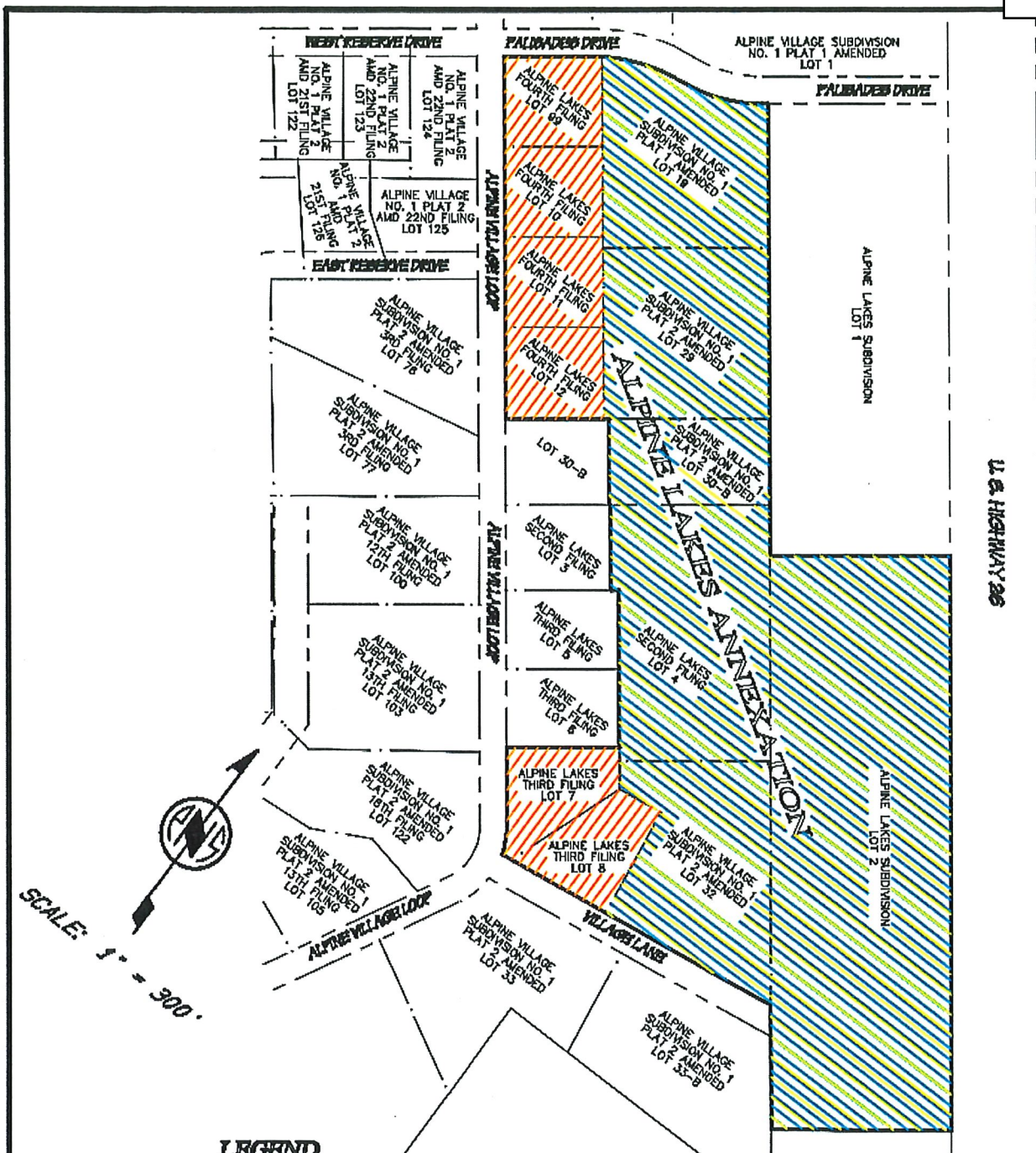
Surveyor General, LTD
200 N. Wyoming
Bozeman, Wyoming
59701-1000
Bozeman, Montana
59701-1000

Page 3 of 3

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TOWN-ALPINE/ALPINE LAKES ANNEXATION

"Modification in any way of the foregoing description terminates liability of the surveyor"

EXHIBIT C



LEGEND



Indicates R-1 Single Family Residential Zone.



Indicates MRC Mixed Residential & Commercial Zone.

EXHIBIT OF ZONING FOR ALPINE LAKES ANNEXATION TO THE TOWN OF ALPINE

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DATE: 20 April 2024
 DRAWN BY: Kade Beus
 CALCULATED BY: Kade Beus
 CATEGORY/PORT: Town/Alpine/Annex
 FIELD BOOK:
 COMPUTER FILE: AlpinaLakesZoneExhibit.pro



SURVEYOR SCHERBEL, LTD.
 PROFESSIONAL LAND SURVEYORS

BOX 96 BIG PINEY-MARBLETON, WY TEL. 276-3347; BOX 725 AFTON, WY TEL. 885-9319;
 ALPINE, WY TEL. 885-9319; JACKSON, WY TEL. 733-5903; LAVA, ID TEL. 776-5930

EXHIBIT D

BEFORE THE BOARD OF COUNTY COMMISSIONERS

LINCOLN COUNTY, WYOMING

In the Matter of

Alpine Lakes Planned Unit Development Master Plan
Request for Conditional Use Permit ApplicationFile No. 107 PZ 18

FINAL DETERMINATION

THIS MATTER having come before the Board of County Commissioners on the 5th day of September, 2018 for a Conditional Use Permit Application. The Board of County Commissioners have reviewed the application, the Staff Report by the Planning Office, and heard any relevant evidence from the applicant, neighbors, governmental agencies, and other concerned citizens regarding the project. The Board of County Commissioners hereby make the following:

FINDINGS OF FACT

This is a Conditional Use Permit Application for a Planned Unit Development, PUD, to be called Alpine Lakes. Approximately 36.41 acres with frontage along U.S. Highway 26 north of the Alpine Port of Entry and extending into part of the Alpine Village Subdivision. The proposed 95 RV Casitas and 106 Townhome Lots will also access part of Palisades Drive with primary access along new interior roads that will connect with the newly constructed Highway 26 turn lane across from the south leg of Elkhorn Drive. The project will be served by the Alpine Lakes Public Water Supply and by the Town of Alpine Wastewater Treatment Plant using the new lift station recently installed for the Targhee Place development. Since the PUD is less than one mile from the Town of Alpine, town approval was required before county application.

The project is located ½ mile north of Town of Alpine, Wyoming, Alpine Lake Subdivision Lots 1 and 2, Alpine Lake 2nd Lots 3 & 4, Alpine Village No. 1 Plat 2 Amended Lots 29 & 32, Alpine Village Subdivision No. 1 Plat 1 Lot 19, in Township 37 North, Range 118 West, Section 18 S1/2SE1/4 & Section 19 N1/2NE1/4, in the 6th Principle Meridian, Lincoln County, Wyoming.

BACKGROUND:

The development of this plan has been in the works for several years. The biggest challenge has been infrastructure in terms of highway access, water development and Town of Alpine sewer connection. High density projects require sewer connections and development of those connections requires a great deal of density to be sustainable. The town's agreement to provide wastewater treatment came about as the town council became comfortable with the PUD master plan. Water development was in a holding pattern until a large well was developed on the project in 2017. Access onto U.S. Highway 26 was in limbo until an agreement with Wyoming Department of Transportation, WYDOT, allowed development of a turn lane at the south entrance of the project. Traffic circulation design was dependent upon WYDOT approval and upon an agreement with the Alpine Village HOA to allow the use of their Palisades Drive for the

northern part of the project. While physical change seems to happen quickly it takes years to arrange the infrastructure designs and permits.

Most of the acreage is located in the county's Mixed Zone. The townhome area is located in the Rural Zone but is part of Alpine Village Subdivision lots that were designated as Multi-Family use in the CCR document in the 1970s. The county zoning resolution of 1998 grandfathered these pre-designated lots where they were identified by plat or by valid covenants prior to the adoption of the county zoning resolution.

The project is designed in accordance with county PUD regulations found in LUR Appendix D. The overall residential density is just below six units per acre, maximum allowable is eight per acre. The county allows up to 30 per cent of the project area to be commercial and this one is less than 20 per cent. Landscaped open space exceeds the required 29 per cent.

CORRESPONDENCE:

The Office of Planning and Engineering has received emails and telephone calls regarding the project. Concerns about project scale and property value impacts have been expressed. Susan Kriz, owner of property that is located along the south east perimeter of the property is concerned about being landlocked unless there is an opportunity to get through the project via the new highway intersection. The applicants have created a frontage access that could potentially serve the parcel in question.

Email from WYDOT, comments from neighboring lot owners and additional information from the applicant were also received after the preparation of the staff report for the Planning and Zoning Commission meeting. This includes a summary of the draft rules for the RV Casita Subdivision and the Townhome Subdivision.

PLANNING AND ZONING COMMISSION MEETING:

Over 25 people attended the meeting held on August 29, including an attendee at the Kemmerer venue. Jim McSweeney of Diamondville owns a home in Alpine Village that has the Alpine Lakes development on three sides of his property. He expressed concerns about the construction impacts and was seeking additional information about the nature of the project and would like to see draft covenants.

Collins Beery, neighboring property owner, expressed concerns about the gravel pit and wanted answers about whether it was properly permitted. Chairman Williams, who has experience permitting gravel mines, explained that where the gravel is used on the owners' property it is permitted differently than a commercial operation. Collins was also quite concerned that the RV Casita development was located too close to existing homes without written consent as required by Lincoln County RV Park Standards. John Woodward explained that the units labeled temporary on the plan did need to comply with the 500 feet spacing but that the RV Casita Subdivision lots would be treated as typical subdivision lots and would not require the same spacing.

Kathy Vance, neighboring property owner, expressed concerns about the gravel pile, fugitive dust and about seeing several trucks hauling gravel across private Alpine Village roads.

Woody Franklin, neighboring property owner, expressed concerns about the potential increase of traffic on Alpine Village roads. Many cars and trucks short cut through north Alpine or circumvent the Port of Entry. He wondered if Palisades Drive could be gated beyond the entrance to Alpine Lakes.

Marion Schulte, nearby property owner, agreed with the need for housing but had concerns with the high density townhomes so close to the Alpine Village Lane. She also wondered about guest parking and snow storage on the project.

DeAnne Maronick, owner of property west of the runway, expressed concerns about the commercial warehouse component of the master plan. Bill Wiemann explained that the future buildings would be constructed to suit larger commercial clients. It was also pointed out that continuation of the commercial area was contingent upon a traffic impact study to assess the Palisades Drive intersection with US Highway 26. DeAnne wanted to know whether the used manufactured and modular housing units being brought in across the highway would be located within the proposed subdivisions. Bill responded that there would be no used units and that the units would be new stick or modular units attached to foundations. DeAnne is concerned that the continued residential growth would outpace law enforcement and other services available.

Harold Gilbert, owner of first home in Alpine Lakes, commented that while the construction is bothersome he is satisfied with the project and with the quality of his modular/stick home.

Gary Leaman, neighboring property owner, expressed his approval of the plan. He too was concerned about unauthorized traffic on Alpine Village roads.

Jerry Ostler, owner of property along northern leg of Palisades Drive a half mile from project, expressed concerns about increased traffic and wondered about any plans to pave the northern part of Palisades Drive. He did explain that he hoped to obtain gravel from the gravel pile but was denied by Bill since it is not a commercial gravel source.

Gay Edwards, owner of nearby commercial storage units, expressed approval of the project. She stated that she would rather see well done dense housing, even modular housing than old mobile homes here and there in the valley.

Jacob Edwards, operator of Rocky Top Gravel, thought the project looked good and that the idea to mine gravel from proposed pond was a good idea. He stated that the nearby Targhee Place has been successful and has given a good housing option to many people.

Pamela Simons, neighboring property owner, is impressed overall by Bill's developments but is concerned about projects after he leaves. Already living in shadow of Mount Peterson, example of landscape berm gone crazy.

Dave Warner, airpark resident, likes development and pointed out that the section of Palisades Drive used by new project would be then maintained by Alpine Lakes.

Dale Cottam, Attorney working with Bill Wiemann, explained the nature of the management company that would operate the subdivisions and the regulations that would be part of the lot purchase. He indicated that the project was well thought out and contained more landscaping than he has seen in similar developments.

Bill Wiemann explained that he is planning on being here for the long term and that he wants the management company to be more resilient than an HOA. He explained how the casita subdivisions operated in the southwestern U.S. and that tight rules are what makes them successful. He was asked about pets and explained that there will be pet friendly areas in the development and pet free areas. He pointed out that with new commercial development coming to Alpine in terms of medical facilities and expanded grocery and convenience stores that there needs to be more options for housing employees and their families in Alpine. He wants future annexation agreement with Town of Alpine to address lowering of US Highway 26 speed limit from 65 mph. Bill responded to concerns about snow storage both in the Lakes and in the Targhee Place. Bill also responded to timeline questions about water system permitting for the projects.

PLANNING AND ZONING COMMISSION RECOMMENDATION:

At their August 29, 2018 meeting the Planning and Zoning Commission recommended approval to the Board of County Commissioners of file #107 PZ 18 with:

- Findings of Approval A. through D.
- Conditions of Approval 1. through 4.

FINDINGS OF APPROVAL:

- A. The proposal is consistent with the provisions of Wyoming Statute 18-5-203 and 18-6-101 et seq. providing for Board of County Commissioner authority for zoning regulation of buildings and uses of land.
- B. The proposed use, with conditions, is consistent with the goals and objectives of the Lincoln County Comprehensive Plan, specifically:
 - a. Comprehensive Plan, Section III Economic Development, Goal A. Promote and assist in the development of commercial, recreational, and industrial activities
 - b. Land Use Regulations, Section 1.8.A. Pre-Designated Lots.
 - c. Land Use Regulations, Section 3.1 Conditional Use Permit Procedures.
 - d. Land Use Regulations, Section 1.7.A. and Appendix D Planned Unit Development.
- C. The proposed use, with conditions, will not substantially impair the appropriate use of neighboring property; and will serve the public need, convenience and welfare with provisions in place for Public Water Supply, including fire flows, Sanitary Sewer connections and minimal increase on existing neighborhood roads.
- D. The proposed use is designed to be compatible with adjacent land uses and the area of its location with the use of density blending, interior traffic circulation and extensive landscaping.

CONDITIONS OF APPROVAL:

1. Any substantial modification to the project shall require additional permitting.
2. Subdivision platting within the Master Plan shall require compliance with Lincoln County Subdivision Regulations.
3. Development of more than five subdivision lots shall require a Wyoming Department of Environmental Quality Chapter 23 Water and Wastewater Review to accompany preliminary plat application unless project is annexed into the Town of Alpine beforehand.
4. Plat improvements shall include trails, landscaping, snow storage and utility development in accordance with Town of Alpine recommendations.

CONCLUSIONS OF LAW

This Conditional Use Application ~~IS~~ / **IS NOT CONSISTENT** with the following required findings of the Lincoln County Land Use Regulations and Comprehensive Plan:

- ☒ The proposed Conditional Use ~~IS~~ / **IS NOT** consistent with the standards of the Lincoln County Land Use Regulations and ~~IS~~ / **IS NOT** consistent with the goals and objectives of the Lincoln County Comprehensive Plan.
- ☒ The proposed Conditional Use **WILL** / ~~WILL NOT~~ substantially impair the appropriate use of neighboring property; and ~~WILL~~ / **WILL NOT** serve the public need, convenience and welfare.
- ☒ The proposed Conditional Use ~~IS~~ / **IS NOT** designed to be compatible with adjacent land uses and the area of its location.

Now, therefore, based on these findings, the Board of County Commissioners takes the following action:

- ☒ **Approve** the Conditional Use Permit application with the conditions and with required findings, as noted;
- ☐ **Approve** the Conditional Use Permit application subject to conditions and findings as the Board deems necessary;
- ☐ **Deny** the Conditional Use Permit application stating findings in support of the action; or
- ☐ **Table** the Conditional Use Permit application and direct the Applicant / Planning Staff to take specific steps to bring the application into conformance with the standards and the policies of the Land Use Regulations, and the goals and objectives of the Comprehensive Plan. The Chairman shall set a specific date when the application is to be heard again.

DETERMINED this 5th day of September, 2018.



Robert E. King, Chairman

CERTIFICATE OF MAILING

I, Jeanette Fagnant, hereby certify that on the 5th day of September, 2018, I caused a true and correct copy of the foregoing Final Determination to be served by depositing the same in the United States mail, duly enveloped, postage prepaid, addressed to:

Excel Development, LLC & WJW Holdings WY, LLC
c/o Bill Wiemann
P.O. Box 3309
Alpine, WY 83128

Alpine Lakes Commercial Center, LLC
P.O. Box 3321
Alpine, WY 83128

Scolly Downs, LLC
P.O. Box 328
Glendo, WY 82212



Corey Roberts





EXHIBIT E

FIRST AMENDMENT
TO
**DEVELOPMENT AGREEMENT REGARDING
TRANSFER OF WATER AND SEWER INFRASTRUCTURE;
RECAPTURE OF RELATED EXPENSES; AND
ANNEXATION OF SUBDIVISIONS**

This First Amendment ("**Amendment**") to the *Development Agreement Regarding Transfer of Water and Sewer Infrastructure; Recapture of Related Expenses; and Annexation of Subdivisions* (the "**Development Agreement**") is made and entered into as of the 20th day of December, 2022, by and between:

- a. The Town of Alpine, a Wyoming municipal corporation, ("**Town**");
- b. WJW Holdings WY, LLC, a Wyoming limited liability company ("**WJW**" or "**Developer**");
- c. Excel Development, LLC, a Wyoming limited liability company ("**Excel**"); and
- d. William J. Wiemann, individually ("**Wiemann**" or "**Developer**").¹

Developer, Excel, Wiemann, and the Town may hereafter be referred to as the "**Parties.**" Capitalized terms appearing herein shall have the same definition as in the Development Agreement.

RECITALS

Whereas, Developer and the Town previously entered into the Development Agreement on November 17, 2020, which agreement was recorded in the real estate records of Lincoln County, Wyoming on December 9, 2020, as document No. 1014045.

Whereas, Developer has completed projects commonly known as Targhee Place and Timber View, and Developer has assigned a portion of the utility connection credits to Palisades Investments, LLC, an Affiliate of Developer. Developer still retains significant rights that were established by the Development Agreement, and the Town still retains authority to administer the Development Agreement according to its terms and any amendments thereto.

Whereas, Developer and the Town seek to: (i) adjust the total amount of infrastructure investment that will qualify as the basis for the utility connection credits; (ii) clarify the manner in which all of the utility connection credits will be calculated under the Development Agreement;

¹ North Alpine Water Company ("**NAWC**"), a prior signatory to the Agreement, is no longer in existence, its purposes having been met.

(iii) restructure the utility connection credit "account" held by Developer to hold a certain number of water and sewer "connections" or "taps" rather than dollar amounts; (iv) establish a ten (10) year time frame in which such connections or taps must be utilized; and (v) eliminate Developer's or any other Party's right to recapture any additional cost or benefit from the transfer of infrastructure to the Town.

AGREEMENT

Now, therefore, in consideration of the mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which each of the parties hereby acknowledge, the Town and Landowners hereby agree as follows:

A. Sections B.1. through B.2. of the Development Agreement are hereby deleted and the following are substituted therefor:

B. Credits for Connections Earned by Developer.

1. Infrastructure Contribution. The Town and Developer agree that the original, baseline infrastructure investment made by Developer and contributed to the Town totals One Million, Nine Hundred Forty-Four Thousand, Seven Hundred Seventy-Eight and 98/100 Dollars (\$1,944,778.98). The breakdown between water and sewer infrastructure is show in the table below:

ITEM	SEWER	WATER
Total Credit Value, \$	\$1,251,496.46	\$693,282.52
Unit Used for Credit	ERU	RESIDENTIAL TAP
Unit Cost, \$	\$5,000.00	\$2,500.00
Number of Units	250.3	277.3

2. Grant and Confirmation of Connections. In consideration for the contribution of infrastructure in the amount of \$1,944,778.98 as described above, the Town hereby grants to Developer Two-Hundred Fifty and 3/10ths (250.3) sewer ERUs, and Two Hundred Seventy-Seven and 3/10ths (277.3) residential water taps.

3. Assignment of ERUs and Water Taps to Parcels. Developer and Town hereby assign the ERUs and water taps to the parcels shown in Exhibit A attached hereto. The Developer may not assign any sewer ERUs or water tap connections to the parcel commonly known as "the Boardwalk."

4. Terms for Connections. The Developer or Developer's assigns must utilize the sewer ERUs and water tap connections within eighteen (18) years of the date of this First Amendment for the parcel of land commonly known as Alpine Lakes, at which time the Alpine Lakes sewer ERUs and water tap connections shall expire. The Developer or Developer's assigns must utilize all other sewer ERUs and water tap connections within ten (10) years of the date of

this First Amendment, at which time all other unused sewer ERUs and water tap connections shall expire. Developer or Developer's assigns may claim and preserve any ERU or water tap connection by simply applying for a building permit.

B. Sections C.1. through C.5. of the Development Agreement are hereby deleted and the following are substituted therefor:

C. Elimination of Recapture Rights.

1. Relinquishment of Right of Recapture. Developer hereby relinquishes Developer's right to any recapture of costs for the infrastructure transferred to the Town, including any potential recapture rights described in Town Ordinance 298.

Additional Provisions:

- A. Fulfillment of Certain Obligations by Developer. The parties acknowledge and agree that the provisions of Sections A.1. through A.3. of the Development Agreement have been either fulfilled or superseded by the terms of this First Amendment.
- B. Conflict of Provisions. In the event of a conflict or inconsistency between any of the provisions of this First Amendment and the Development Agreement, the terms of this First Amendment shall control.
- C. Remainder of Development Agreement Terms Valid. To the extent any other term or provision of the Development Agreement is not amended, altered, or eliminated in this First Amendment, such remaining provision shall be enforceable.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment by and through their respective, duly authorized representatives as of the day and year first hereinabove written.

[Separate signature pages will follow]

EXCEL DEVELOPMENT, LLC,
a Wyoming limited liability company

BY:

WILLIAM J. WIEMANN, MANAGER

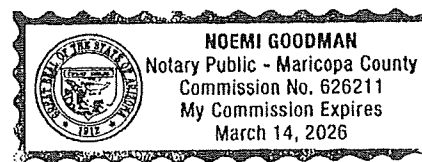
Arizona
STATE OF ~~WYOMING~~)
Maricopa SS.
COUNTY OF ~~LINCOLN~~)

ON THIS, the *21st* day of *December*, *2022*, ~~2019~~, personally appeared before me William J. Wiemann, who acknowledged that he is the Manager of EXCEL DEVELOPMENT, LLC, a Wyoming limited liability company, and that the foregoing instrument was signed on behalf of said Company by authority of its Members, and said William J. Wiemann acknowledged to me that said Company executed the same.

WITNESS my hand and official seal.

Noemi Goodman
NOTARY PUBLIC

My Commission expires: *March 14, 2026*



WJW HOLDINGS WY, LLC.
a Wyoming Limited Liability Company

BY: 
WILLIAM J. WIEMANN, MANAGER

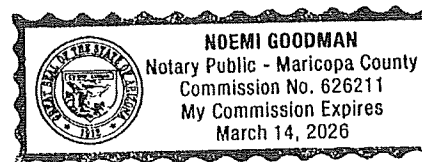
~~STATE OF WYOMING~~)
~~COUNTY OF LINCOLN~~)
Arizona)
Maricopa) SS.

ON THIS, the 21st day of December, 2022, personally appeared before me William J. Wiemann, who acknowledged that he is the Manager of WJW HOLDINGS, LLC, a Wyoming limited liability company, and that the foregoing instrument was signed on behalf of said Company by authority of its Members, and said William J. Wiemann acknowledged to me that said Company executed the same.

WITNESS my hand and official seal.


NOTARY PUBLIC

My Commission expires: March 14, 2026



WILLIAM J. WIEMANN,
as sole owner

WILLIAM J. WIEMANN

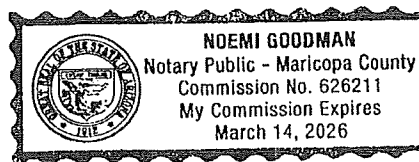
Arizona
STATE OF ~~WYOMING~~)
Maricopa) SS.
COUNTY OF ~~LINCOLN~~)

ON THIS, the 21st day of December, 2022,
before me William J. Wiemann, who acknowledged that he signed the foregoing
instrument.

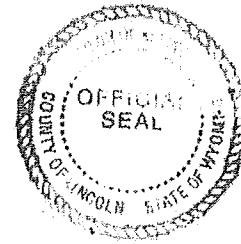
WITNESS my hand and official seal.

Noemi Goodman
NOTARY PUBLIC

My Commission expires: March 14, 2026



TOWN OF ALPINE,
a Wyoming municipal corporation



BY: [Signature]
W. KENNIS LUTZ, MAYOR

ATTEST: [Signature]
MONICA LICHENAU LT CLERK/TREASURER

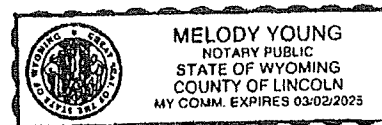
STATE OF WYOMING)
) SS.
COUNTY OF LINCOLN)

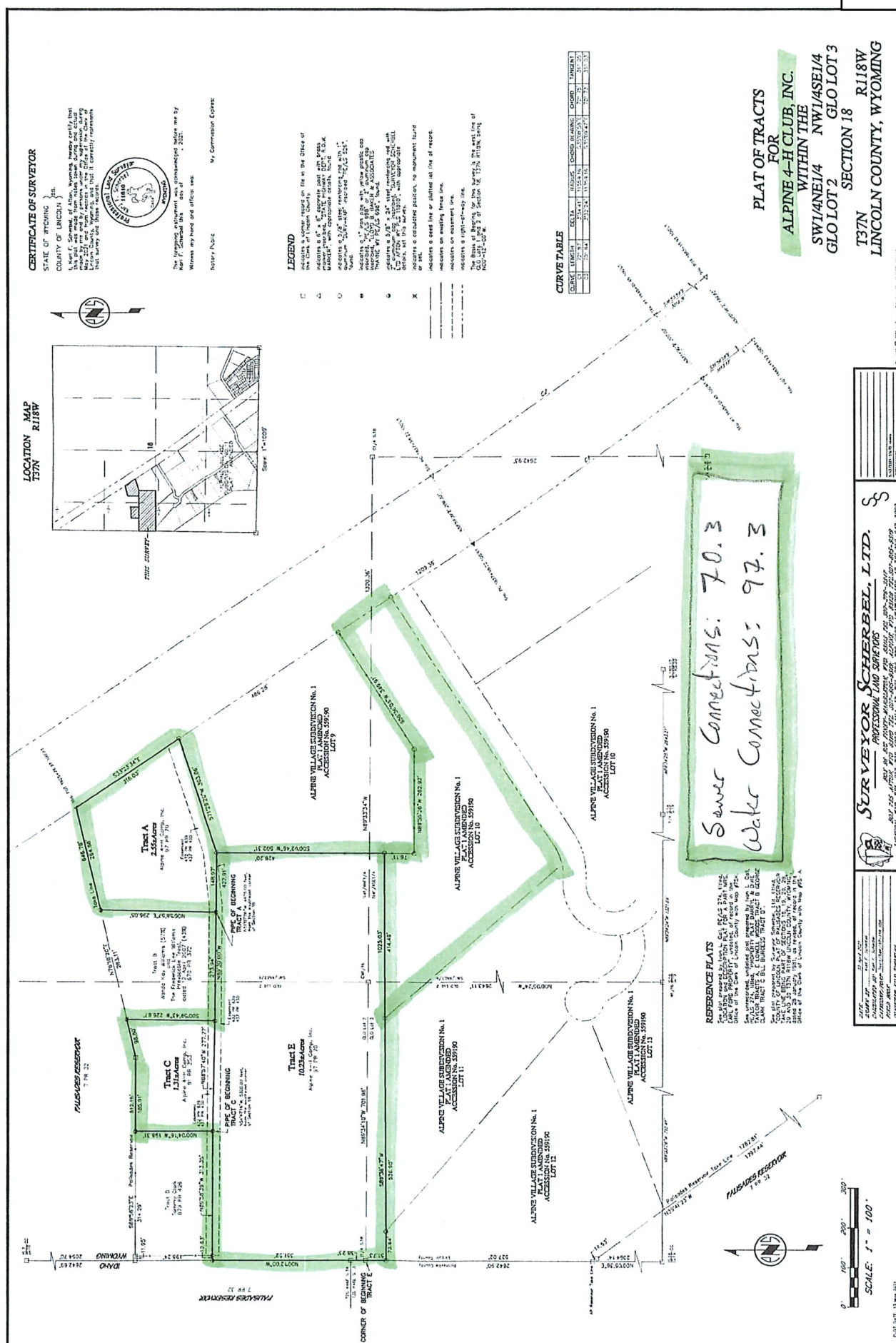
ON THIS, the 21 day of December, 2022, personally appeared before me W. Kennis Lutz, who acknowledged that he is the Mayor of the TOWN OF ALPINE, a Wyoming municipal corporation, and that the foregoing instrument was signed on behalf of the Town by authority of its governing body, and said W. Kennis Lutz acknowledged to me that the Town executed the same.

WITNESS my hand and official seal.

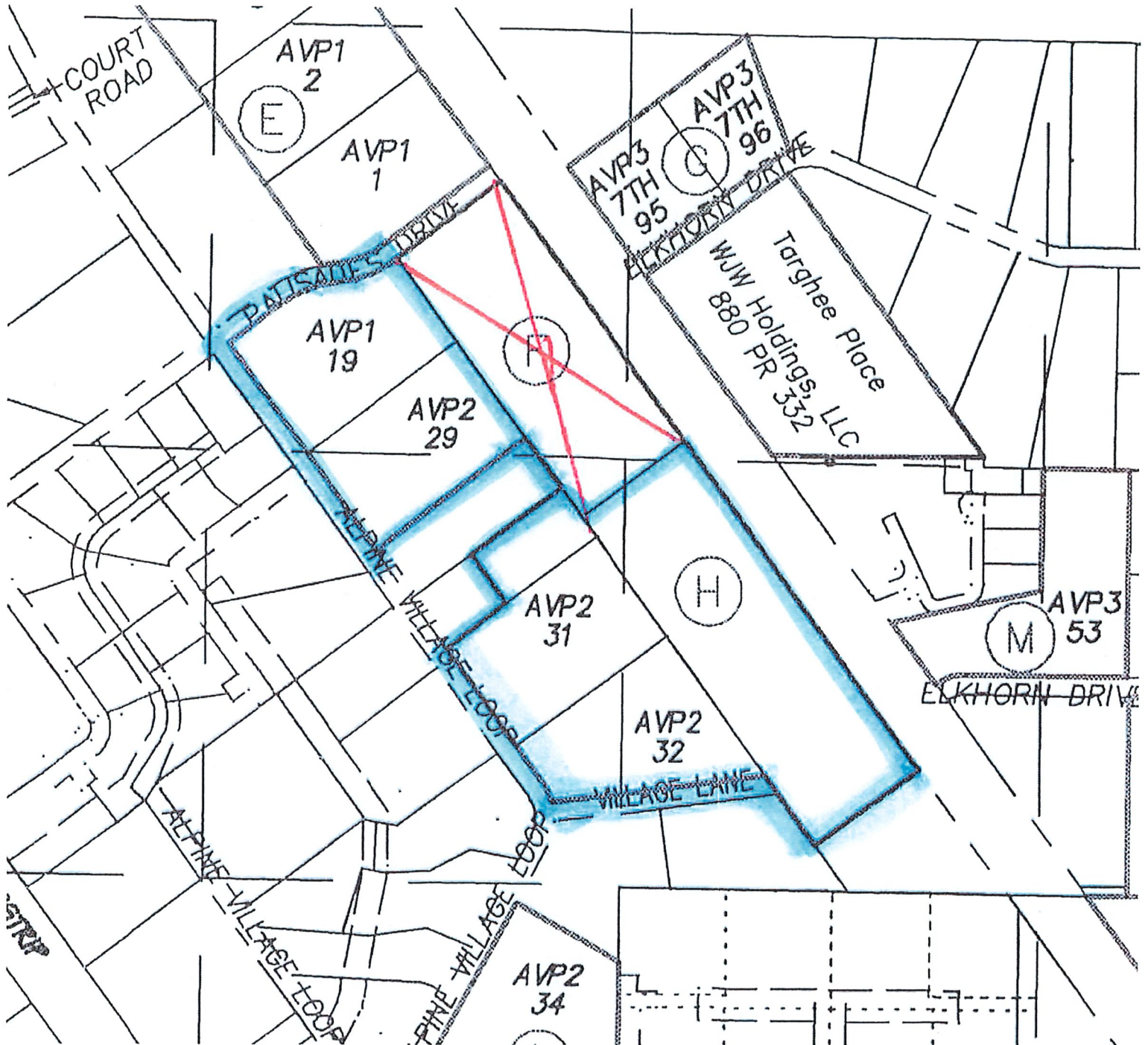
[Signature]
NOTARY PUBLIC

My Commission expires: 3/2/2025





Alpine Lakes



Sewer Connections: 180
Water Connections: 180



PO Box 1519 | 58 S. Tyler Avenue
Pinedale, WY 82941
PH: 307.367.6548
www.jorgeng.com

Date: June 26, 2024

Town of Alpine
250 River Circle
PO Box 3070
307-654-7757

ATTENTION: Christine Wagner, Zoning Administrator

SUBJECT: Alpine Lakes Annexation Engineer Review

PROJECT: Alpine Lakes Annexation to the Town of Alpine

Dear Mrs. Wagner,

Jorgensen has reviewed the Petition for Annexation to the Town of Alpine application for the Palisades Investments, LLC, the David Jenkins Revocable Living Trust, and James M. McSweeney Revocable Trust (Alpine Lakes Subdivision). The above-named development/project has connections to the Town of Alpine (TOA) water and wastewater systems. Please see our method for determining availability of water/sewer connections below.

The proposed subdivision is comprised of six lots in the Single-Family Residential District (R-1) and six lots in the Mixed Residential and Commercial District (MRC). Jorgensen analyzed the development and corresponding utility demands on the applicant parcel by making the following estimations. Water demand and sewer generation assumed that each R-1 lot would develop a typical single-family residence, and that each lot in the MRC zone would develop a three-story building with apartments on the above two floors and that the first floor would be reserved for parking. Each lot in the R-1 zone was assumed to require one Equivalent Residential Unit (ERU) for both water and sewer – 375 gallons per day for both water demand and sewer generation. Each lot in the MRC zone would develop a building to the maximum extents within the appropriate setbacks and would have average sized apartments throughout the residential portions of the buildings while reserving 10% of the residential floors for mechanical, hallways, stairwells, etc. For each apartment, 0.707 ERUs was used to determine water demand and wastewater generation.

The services customarily available to residents of the Town of Alpine include Water and Sewer. The Town of Alpine has water and sewer mains that are adjacent to the property that can be utilized as described below. These lines are currently available to the area proposed to be annexed. Water/Sewer demands and sizing were estimated based on the following information.

Water:

Based on the Severson Townhomes Master Plan Report, Average Daily Demand was determined to be 34% of the Maximum Daily Demand. The Peak Hour Factor was also determined from the Severson Townhomes Master Plan Report and calculated to be 2 times the Average Daily Demand. Based on these assumptions, the proposed Alpine

Lakes Subdivision would require 37.4 gallons per minute during the peak hour. Based on the Alpine Lakes Well & Wellhouse 2018 design drawings produced by Sunrise Engineering, an 8-inch water line and 4-inch water line are within the subdivision boundaries already and would be available for the Alpine Lakes Subdivision connection.

Wastewater:

The Average Daily Demand, Maximum Daily Demand, and Peak Hour Factor for wastewater generation was determined from the Alpine Wastewater Treatment Plant record drawings produced by Nelson Engineering. The Average Daily Demand was calculated as 68% of the Maximum Daily Demand and the Peak Hour Factor was 2.22. Based on these assumptions, Alpine Lakes Subdivision would generate 41.5 gallons per minute of wastewater. The North Alpine Lift Station is within Lot 2 of the Alpine Lakes Subdivision. Wastewater from the Targhee Place Mobile Home Lots gravity flows in a 8-inch pipe to the existing lift station. Based on the same assumptions above, 31.4 gallons per minute is produced by mobile home lots. The North Alpine Lift Station was designed to handle 200 gallons per minute of flow using two 10 horse-power pumps. Given the flow from the existing Targhee Place development and the proposed Alpine Lakes Subdivision, the existing North Alpine Lift Station appears adequate. Connection to the existing North Alpine Wastewater System would entail connecting to the existing concrete lift station, and 5-feet of PVC pipe.

The attached Town of Alpine Water & Sewer Infrastructure Expansion Exhibit depicts infrastructure to provide water and sewer to the frontage of each lot within the annexation. Based on these projections and estimated demands, Jorgensen has put together the following cost estimates for infrastructure development. These costs are further defined in the attached itemized cost estimates.

Total estimated utility costs (Water and Sewer)-	\$784,000
Water Infrastructure	\$244,000
Sewer Infrastructure	\$540,000
Roadways	Dependent on detailed development plans
Easement Costs (Legal, ROW acquisition, Recordation)	\$30,000 (Included in water/sewer estimates)
Engineering Costs (Design and Construction)	\$106,000 (Included in water/sewer estimates)

Projected Annual Fees for water and sewer costs include connection fees and usage fees. These fees will be assessed for each developed service line according to their sizes per the Town of Alpine's current fee schedule. Current residential water service connection fees are \$5,000 per service with usage fees of \$31.00/month base rate, \$2.00 per thousand gallons used. Light Commercial (2") water service connection fees are \$10,000 per service with usage fees of \$31.00/month base rate, \$2.00 per thousand gallons used. Current sewer connection fees are \$9,000 per service with annual usage fees of \$54.00/ERU. Please see the attached projected annual fees for water and sewer based on these rates and potential development.

If the proposed development is substantially different from what is outlined above, the adequacy of the existing water and wastewater systems will need to be re-evaluated.

It is our recommendation that annexing property owners provide easements for new water and sewer mains for access, repair and maintenance. The attached itemized cost estimates account for legal and processing fees to establish these easements. The "Mega Well" or Alpine Lakes Well is a vital water source for the Town of Alpine. A recorded easement (Book: 1081, Page: 756 Easement) is in place for town staff to "construct, operate, maintain, repair, improve, replace, resize, use ... all appurtenant equipment and appliances along and within the easement described". The easement also states that the "Grantor agrees not to create or permit any obstruction, building, lake, engineering works, or other structure over or on the Easement Grant." From onsite inspection, the "Mega Well" and associated equipment are difficult to access because of landscaping, trees and buildings that have been

erected nearby. If the well should have to be pulled or large equipment needs to access this site, the easement route must remain traversable. It is also recommended that the ownership of the existing lift station on the property be determined, and corresponding easements be established in concert with annexation of the proposed parcel.

At this time, Jorgensen is unable to verify water/sewer capacities and pressures in absence of a water or wastewater system model. For the purposes of this review, the flowrates and pressures used are derived from record drawings and submissions from consultants on prior projects.

Attachments:

Alpine Lakes Annexation_Water Cost Estimate

Alpine Lakes Annexation_Sewer Cost Estimate

Town of Alpine Water & Sewer Infrastructure Expansion Exhibit

Alpine Lakes Projected Fees

Sincerely,
Jorgensen Associates

A handwritten signature in blue ink, appearing to read "Kolter Booth", with a long horizontal flourish extending to the right.

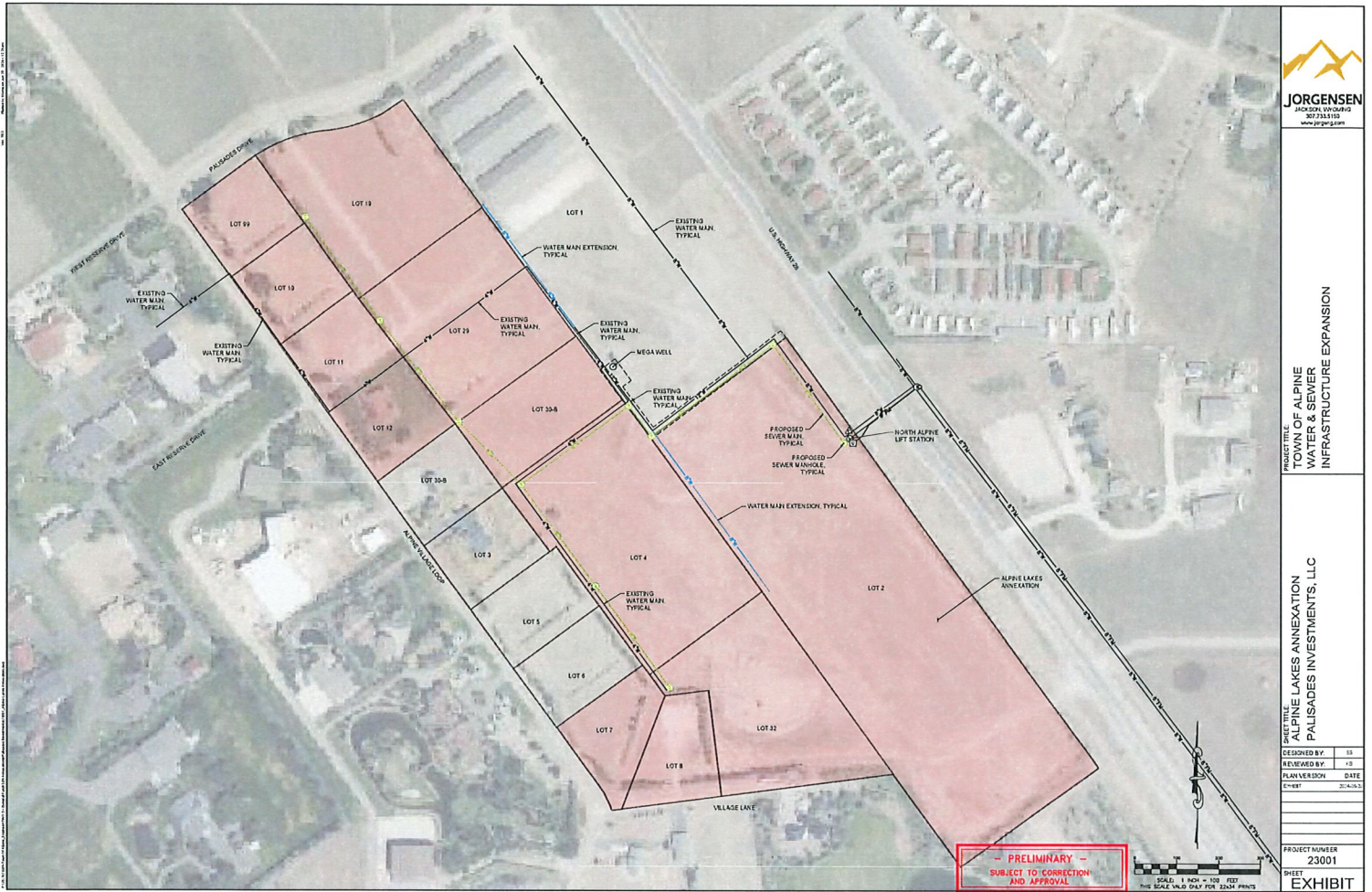
Kolter Booth, P.E.
Project Manager

**Town of Alpine
Alpine Lakes Subdivision
Water Connection**

PREPARATION OF FINAL DESIGN AND SPECIFICATIONS					\$16,000.00
PERMITTING AND MITIGATION					\$5,000.00
LEGAL FEES					\$5,000.00
ACQUISITION OF RIGHT OF WAY					\$10,000.00
CONSTRUCTION COSTS					
ITEM	UNIT	QUANTITY	UNIT COST	TOTAL COST	
MOBILIZATION AND BONDS	LS	1	\$8,500.00	\$8,500.00	
8" WATER MAIN	LF	840	\$85.00	\$71,400.00	
8" END CAP	EA	2	\$725.00	\$1,450.00	
CONNECT TO EXISTING WATER LINE	EA	2	\$6,000.00	\$12,000.00	
1" WATER SERVICE & METER PIT	EA	12	\$5,200.00	\$62,400.00	
EXPLORATORY EXCAVATION	HR	6	\$550.00	\$3,300.00	
TOTAL ESTIMATED COST OF PROJECT COMPONENTS					\$159,050.00
CONSTRUCTION ENGINEERING (PROJECT COMPONENTS X 10%)					\$15,905.00
COMPONENTS AND ENGINEERING COSTS					\$174,955.00
INFLATION TO 2025 CONSTRUCTION (3% PER YEAR)					\$7,115.95
CONTINGENCY (COMPONENTS AND ENGINEERING X 15%)					\$26,243.25
TOTAL CONSTRUCTION COST (COMPONENTS AND ENGINEERING WITH CONTINGENCY)					\$201,198.25
TOTAL PROJECT COST (CONSTRUCTION & PRECONSTRUCTION) IN 2024 DOLLARS					\$237,198.25
TOTAL PROJECT COST WITH INFLATION					\$244,314.20

Town of Alpine
Alpine Lakes Subdivision
Sanitary Sewer Connection

PREPARATION OF FINAL DESIGN AND SPECIFICATIONS					\$36,900.00
PERMITTING AND MITIGATION					\$5,000.00
LEGAL FEES					\$5,000.00
ACQUISITION OF RIGHT OF WAY					\$10,000.00
CONSTRUCTION COSTS					
ITEM	UNIT	QUANTITY	UNIT COST	TOTAL COST	
MOBILIZATION AND BONDS	LS	1	\$17,000.00	\$17,000.00	
CONNECT TO EXISTING MANHOLE	EA	1	\$3,500.00	\$3,500.00	
MANHOLE - NEW	EA	10	\$9,000.00	\$90,000.00	
WATER-SEWER CROSSING	EA	3	\$1,000.00	\$3,000.00	
8" PVC PIPE - NEW	LF	2500	\$100.00	\$250,000.00	
EXPLORATORY EXCAVATION	HR	10	\$550.00	\$5,500.00	
TOTAL ESTIMATED COST OF PROJECT COMPONENTS					\$369,000.00
CONSTRUCTION ENGINEERING (PROJECT COMPONENTS X 10%)					\$36,900.00
COMPONENTS AND ENGINEERING COSTS					\$405,900.00
INFLATION TO 2025 CONSTRUCTION (3% PER YEAR)					\$15,710.55
CONTINGENCY (COMPONENTS AND ENGINEERING X 15%)					\$60,885.00
TOTAL CONSTRUCTION COST (COMPONENTS AND ENGINEERING WITH CONTINGENCY)					\$466,785.00
TOTAL PROJECT COST (CONSTRUCTION & PRECONSTRUCTION) IN 2024 DOLLARS					\$523,685.00
TOTAL PROJECT COST WITH INFLATION					\$539,395.55



Projected Annual Fees

Water

	Units	Connection Fees	Base Rate	Rate/1000 Gal	ADD Gallons/Month	Monthly Fee	Yearly Fee	Connection Fees
Residential Connections (1")	6	\$ 5,000.00	\$ 31.00	\$ 2.00	69,750	\$ 325.50	\$ 3,906.00	\$ 30,000.00
Mixed Development Light Com. (2")	6	\$ 10,000.00	\$ 31.00	\$ 2.00	764,367	\$ 1,714.73	\$ 20,576.81	\$ 60,000.00
Totals						\$ 2,040.23	\$ 24,482.81	\$ 90,000.00

Sewer

	Units	Connection Fees	Rate/ERU	ERUs		Monthly Fee	Yearly Fee	Connection Fees
Residential	6	\$ 9,000.00	\$ 54.00		6	\$ 324.00	\$ 3,888.00	\$ 54,000.00
Mixed Development	6	\$ 9,000.00	\$ 54.00		65.75	\$ 3,550.50	\$ 42,606.00	\$ 54,000.00
Totals						\$ 3,874.50	\$ 46,494.00	\$ 108,000.00