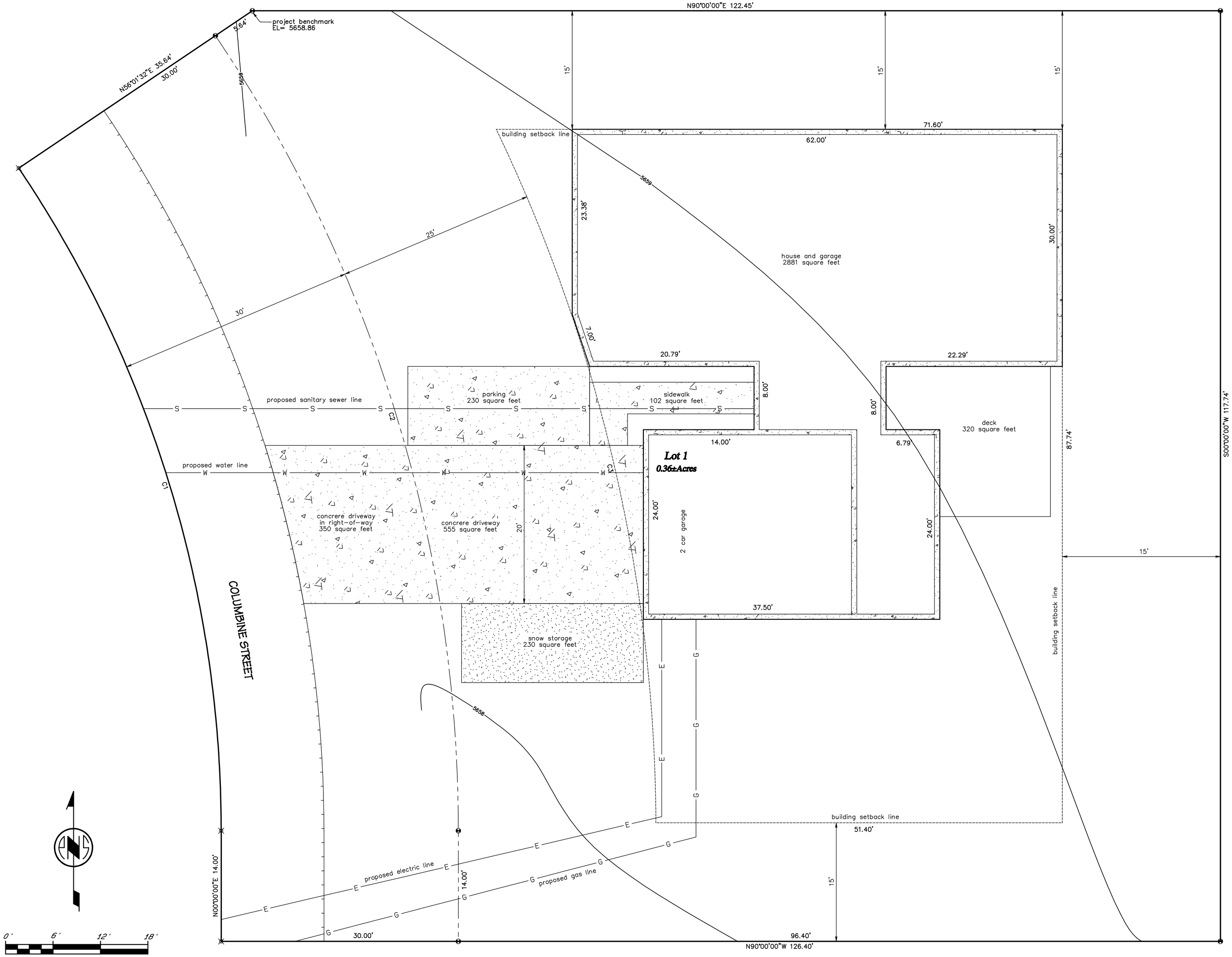
PLANNING & ZONING COMMISSION AGENDA

November 10, 2026, at 7:00 PM / 250 River Circle - Alpine, WY 83128

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1. CALL TO ORDER:
2. ROLL CALL & ESTABLISH QUORUM:
3. TABLED ITEMS:
   a. #RB26-000027 Corona, Cynthia 142 Columbine Street Lot #1 of Alpine Meadows - Single Family Home
   b. #RB26-000032 - SRSC Lots, LLC at 718 Sunset Drive - Single Family Home
4. ALPINE FORWARD
   a. LUDC rewrite presentation with Alex Norton
5. APPROVAL OF MINUTES:
   a. October 27, 2026 Planning and Zoning Commission Meeting Minutes
6. TOWN COUNCIL ASSIGNMENT:
   a. November 17, 2026, Town Council Meeting
7. ADJOURN MEETING:



CERTIFICATE OF SURVEYOR

I, Karl F. Scherbel, of Afton, Wyoming, hereby certify that this map was made from notes taken during an actual survey made by me and by persons under my supervision and from records in the Office of the Clerk of Lincoln County and that it correctly represents that survey and those records.

Professional Land Surveyor
Karl F. Scherbel
11810
Date
WYOMING

IMPERVIOUS AREA

Building footprint:	2881 sq ft
Deck:	320 sq ft
Concrete driveway:	555 sq ft
Parking:	230 sq ft
Sidewalk:	102 sq ft
Snow storage:	230 sq ft
Total impervious area:	4318 sq ft
Total lot area:	15787 sq ft
Percent impervious:	27%

Note:
No cut or fill slopes greater than 2.5:1

CURVE TABLE

CURVE	LENGTH	DELTA	RADIUS	CHORD BEARING	CHORD	TANGENT
C1	88.94'	33°58'28"	150.00'	N16°59'14"W	87.65'	45.82'
C2	106.73'	33°58'28"	180.00'	N16°59'14"W	105.18'	54.99'
C3	90.78'	25°22'15"	205.00'	N12°57'54"W	90.04'	46.14'

LEGEND

- indicates a 5/8" steel reinforcing rod with an aluminum cap inscribed "PLS 6193", found.
- indicates a calculated position, no monument found or set.
- indicates a right-of-way line.
- indicates a building setback line.
- indicates the edge of asphalt of Columbine Street.
- indicates a proposed sanitary sewer line.
- indicates a proposed water sewer line.
- indicates a proposed electric line.
- indicates a proposed gas line.
- indicates an area of concrete as noted.

-ADVANCE PLAT-
SUBJECT TO CORRECTION AND APPROVAL

SITE PLAN FOR ALPINE MEADOWS LOT 1 WITHIN THE INCORPORATED LIMITS OF THE TOWN OF ALPINE LINCOLN COUNTY, WYOMING

0' 6' 12' 18'

SCALE: 1" = 6'
CONTOUR INTERVAL = 1'

PLOT DATE: 5 October 2026

DATE: 5 October 2026
DRAWN BY: Kye Staley
CALCULATED BY: Karl F. Scherbel
CATHODE/PORT: towns
FIELD BOOK:
COMPUTER FILE: AM1 site plan.pro

SURVEYOR SCHERBEL, LTD.
PROFESSIONAL LAND SURVEYORS
BOX 98, BIG PINEY-MARBLETON, WYO. 83113 TEL 307-276-3347
BOX 725 AFTON, WYO. 83110 TEL 307-885-9359; ALPINE, WYO 83128 TEL 307-885-9319
JACKSON, WYO. TEL 307-733-3503; LAVA, ID TEL 208-778-3930; MONTPELIER, ID TEL 208-847-2800

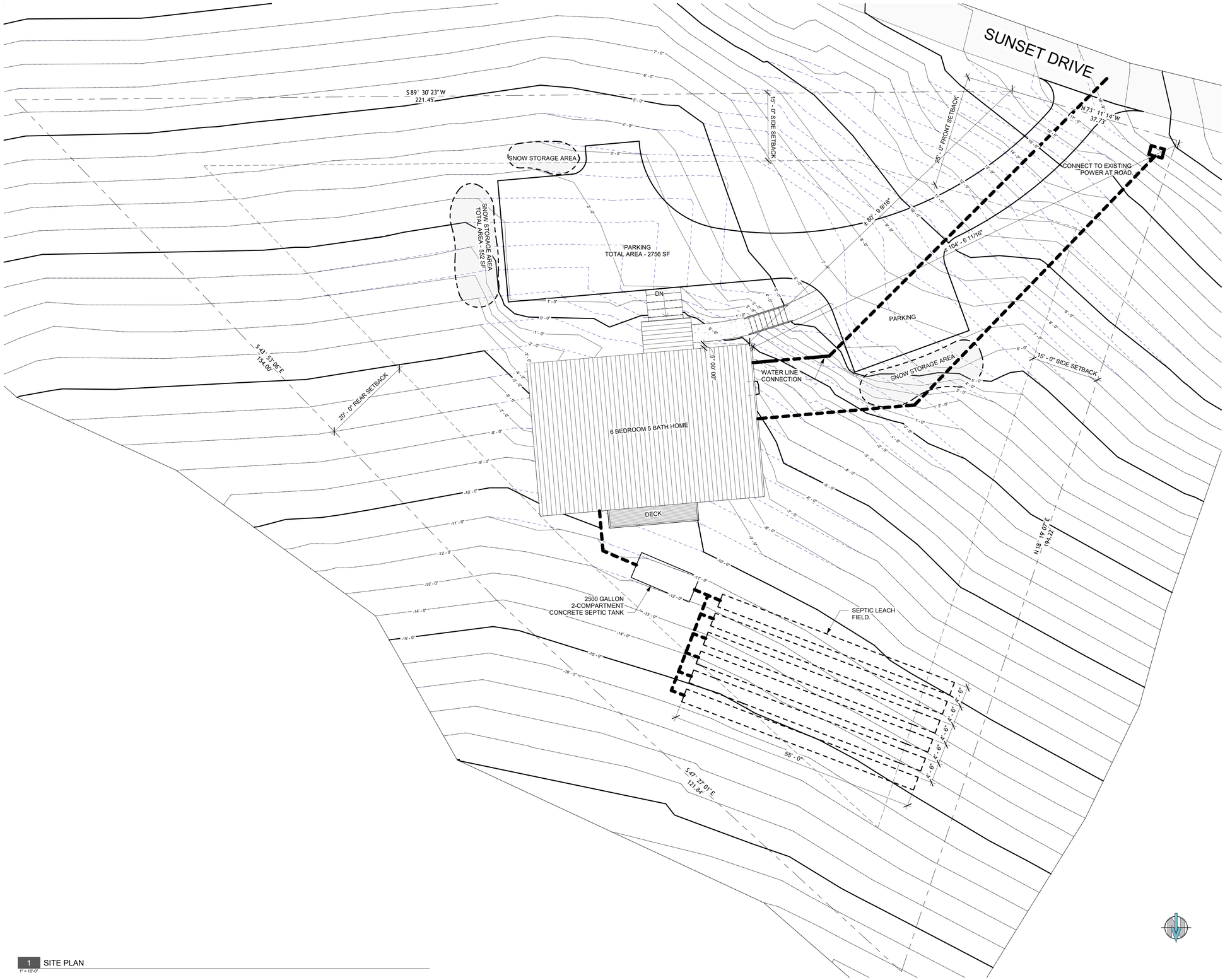
REVISIONS:

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CODE REQUIREMENTS
BUILDING SHALL CONFORM WITH 2024 (IRC)
INTERNATIONAL RESIDENTIAL CODE.

SEPTIC SYSTEM INFORMATION
ASSUMPTIONS:
- ALPINE HILLSIDE SOILS
- GROUNDWATER > 8 FT
- BEDROCK > 10 FT
- 13-30 MIN/IN EQUIVALENT PERMEABILITY

FLOW RATE:
- 10 BEDROOM = 1,500 GPM



1 SITE PLAN
1" = 10'-0"

UPRIGHTARCHITECTURE
STAR VALLEY RANCH, WYOMING
UPRIGHTARCHITECTURE.COM
307.640.5543

No.	Description	Date

LICENSED ARCHITECT
MARK C. MATTSON
B-0310
Date: 06/26/26
STATE OF WYOMING

NEW BUILD FOR
SRSC ALPINE LOT 246
SUNSET DRIVE, ALPINE, WY 83128

SITE PLAN

Project #: 19.101J

A100

Date Issued: 06/29/19

ALPINE FORWARD

TOWN OF ALPINE, WYOMING • LUDC REWRITE

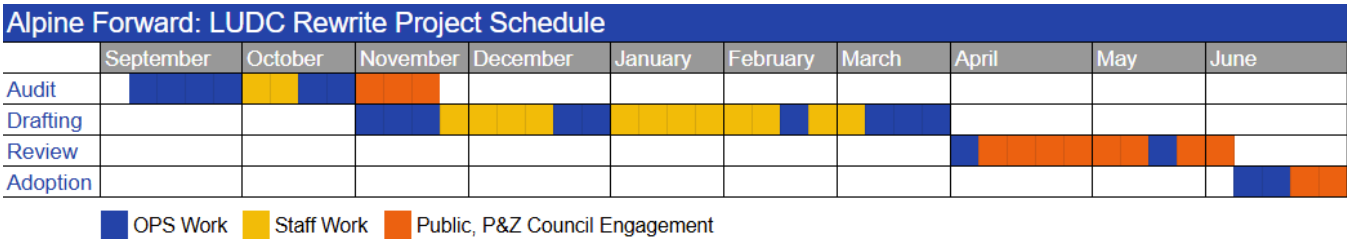
LUDC Audit Phase: Rewrite Preparation

The Land Use Development Code (LUDC) contains the regulations governing how land may be used and developed within the Town of Alpine. It addresses topics such as zoning, permitted land uses, setbacks, subdivisions, signs, parking, landscaping, development review processes, and other standards affecting residential and commercial development. It helps shape how Alpine looks and feels. It influences what can be built, what housing types are available, and how businesses and neighborhoods will evolve.

Alpine is growing and changing, and its development regulations need to keep pace. The Alpine Forward: LUDC Rewrite will address gaps, inconsistencies, unclear provisions, and administrative challenges within the existing LUDC. Alpine Forward has three primary goals:

- Modernize: Update regulations to reflect current development patterns, community needs, and modern planning practices.
- Align: Bring the LUDC into alignment with the goals and policies of Alpine's new Master Plan.
- Clarify: Make the Code and its development review and permitting procedures clearer, more consistent, and easier to use.

The LUDC Rewrite has 4 phases, with 2 windows for focused community engagement. The first community engagement window is now, in the Audit Phase, and this document introduces that engagement. The second engagement window is in the Review Phase in the spring.



What is the Audit Phase?

The first phase in the LUDC rewrite process is an audit of the current LUDC. What are its strengths and weaknesses? What opportunities and threats do we foresee from future development, and how do we want to address them? What are the gaps, conflicts, and confusions that need to be remedied? We need to address these high-level questions before we start rewriting so our proposed draft can address

each specific issue in a coordinated, comprehensive way. There will be time to discuss the specifics in the spring, but those conversations will be most effective if they are framed in the context of the LUDC as a whole rather than as a series of uncoordinated, parallel conversations.

This audit combines analyses from the consultant, staff, stakeholders, Planning & Zoning Commission (P&Z), and Council. It reviews the current Alpine LUDC and the new Alpine Master Plan, draws on our experience with application review processes, and uses examples from development regulations in similar communities. The audit is broken into three parts.

Gaps Analysis

The Gaps Analysis is a summary of the analyses of the consultant, staff, stakeholders, P&Z, and Council. It presents high-level themes from the various analyses, but does not get into all of the specifics. It is an introduction to the other parts of the audit for which we are seeking feedback.

Big Questions

We have identified six Big Questions that will inform the LUDC Rewrite. The intent is that the combined answers to these questions will give us the direction we need to draft the initial rewrite. The questions are intentionally high-level and avoid the details of specific issues, but the options for each question describe its implications across a range of topics. Once we have a fully rewritten draft LUDC that is modern, aligned, and clear, we will dive into questions around specific topics with the community during the spring Review Phase.

- During the November engagement, the public will provide their input on the big questions first. Next, the P&Z will consider that input and their own experience to make recommendations on the questions. Finally, Council will consider all input and its own experience to provide direction.

Issues List

The Issues List is a running account of the specific issues that need to be addressed in the LUDC Rewrite. In the Audit Phase, the goal is to build the list, not to determine a solution for each issue. During the Drafting Phase, the consultant and staff will put together a draft, rewritten Alpine LUDC that comprehensively addresses (or purposefully does not address) each issue identified. Some issues will become moot based on the answers to the Big Questions, or the solution to another issue. An explanation of how each issue is addressed will be released with the draft rewritten Alpine LUDC.

- During the November engagement, the community, P&Z, and Council will be asked to add any issues they do not already see on the list.

Audit Phase Engagement Schedule

- November 6, 2026: Public input at Bingo or through an online comment form
- November 10, 2026: Planning & Zoning Commission recommendations at Regular Meeting
- November 16, 2026: Town Council direction at Regular Meeting

Gaps Analysis

This Gaps Analysis summarizes the current state of the code and highlights major themes and objectives that will help guide the rewrite. The consultant team analyzed the code with a focus on the project's three primary objectives: to modernize, align, and clarify the LUDC. The following summary does not address and capture all identified gaps in the LUDC. For a more detailed accounting of items, see the Issues List.

Modernize

Balancing Growth and Character

With the development and growth that Alpine is experiencing and planning for, the limitations of the current code are being tested. Larger buildings are being constructed to maximum height limits that, while allowed, have not often been realized in older developments. The revised LUDC will need to strike the correct balance between accommodating growth and managing desired community character.

The code currently regulates building bulk and scale with height limits, setbacks, parking requirements, and minimal landscaping requirements, allowing a developer to build within the remaining footprint. This system is more flexible for development than codes that strictly regulate building sizes with Floor Area Ratios (FAR) and impose other detailed regulations to control growth and character, which can discourage development and raise costs. In addition to physical limits on bulk and height, the Town may wish to consider whether certain projects require additional public review by the Planning and Zoning Commission and/or Town Council. These concepts are further addressed in Big Question #4.

For a small community, the Alpine LUDC already has some complex standards for controlling building form. In revising the code, the Town should consider which standards are necessary to address issues and concerns it is currently facing, recognizing that more complex standards and regulations may not be appropriate and can always be added in the future to resolve emerging issues. For example, the LUDC allows commercial buildings to be three stories or 45', while residential buildings are limited to 35', even when buildings with different primary uses are located in the same zoning district. The Town should consider the trade-offs of moving to simpler standards that address the core issues that matter to the community. Is it important to control a building's maximum height based on the use occurring in the building? What if there is an application to change the use in the future?

Minimum Lot Sizes, Subdivision, Planned Unit Developments

Minimum lot size standards across current zoning districts tend to be large and are often governed by individual subdivision standards through CC&Rs. The Commercial zone district has no minimum lot size for parcels outside named subdivisions, and the Mixed Residential Commercial and Light Industrial minimum lot sizes are around 1 acre, which is large for town-scale development. Large minimum lot sizes discourage traditional subdivision, a key tool a Town has to enhance transportation connectivity through sidewalks, roads, and pathways. Big Question #5 describes options for the Town to consider to improve transportation connectivity, an identified Master Plan priority.

Additionally, the current LUDC has no standards for condominium and townhome subdivisions. As a result, developers interested in building a project that can be sold individually, rather than leased to multiple tenants, lack a clear procedural path. This gap may be driving use of the Planned Unit Development (PUD) to achieve alternative lot sizes or development types, which adds complexity and procedure but may not be the best tool for achieving a relatively simple outcome.

The PUD tool itself needs to be reevaluated in conjunction with an overall approach to subdivision. The code is internally contradictory about whether projects over 1 acre *must,* or simply *may,* go through the PUD process, and the PUD lacks clear standards and objectives to ensure projects deliver defined community benefits.

Thresholds for Standards and Permitting

In many cases, the LUDC lacks the depth of options needed to match a development's complexity to an appropriate process and level of review. This imbalance can result in situations where the Town does not have a pathway to require more stringent review of a bigger project, and in other cases, an overly burdensome process or set of requirements is applied to a simple project. The LUDC can be improved to right-size processes, permits, and requirements to be both more efficient and protective when appropriate.

For example, a key gap identified is the lack of an administrative adjustment process for modest, nonconforming relief without triggering a full variance or special use permit public hearing process. An administrative adjustment process can offer owners simple, logical relief for specific, limited, and objective issues. The administrative adjustment process can allow for a scaled option calibrated to the complexity of a project or set of circumstances, which should offer procedural benefits to property owners and the Town.

While Alpine already has a Special Use Permit, the Town could consider explicitly allowing certain uses with a Conditional Use Permit in specific zones to facilitate uses desired in the community but that require additional standards and levels of review to be compatible with the zoning district. Conditional Use Permits are a practical way to manage use intensity while providing a more predictable set of standards and requirements for both applicants and the public than the Special Use Permit.

Slopes, Retaining Walls, Grading

With a significant portion of the Town of Alpine situated on slopes, the lack of standards for development on severe slopes is a gap that should be addressed for both safety and practical reasons. There currently is no maximum grade standard for driveways or roads on steep terrain. Nor are there limits on the slopes of finished grading features. Building standards for properties on hillsides and sloped sites are also an identified action in the Master Plan.

The LUDC also does not address retaining walls, and there are no height or setback standards or permits for processing standalone retaining walls. Staff is administratively processing them instead with a different permit type, reflecting a lack of calibration between current code processes and the Town’s needs.

The code currently addresses grading-related standards only within the building permit process, with engineered site plan requirements triggered by certain uses in specific zones, not by the amount or intensity of grading (another example of the lack of right-sized thresholds). Further, the grading-related standards scattered throughout the code are limited and do not address excavation, cut/fill, or slope stability. A designated Grading Permit, used in some peer communities for site work, could consolidate grading-related standards for review, with appropriate triggers based on the amount or intensity of site work. Some of this initial policy work has already been initiated by Town staff and the Planning and Zoning Commission.

Align

Alpine Forward will update the LUDC to implement the policies, actions, and objectives identified in the new Alpine Master Plan. As high-level, aspirational vision documents, Master Plans do not include and prescribe all the detail necessary to implement policy direction. Rather, the LUDC is the document where the specific details, standards, and regulations will be developed to help achieve the Master Plan's vision through the land use and development process. Translating the vision and policy direction of the Master Plan into regulatory standards is a fundamental element of this LUDC rewrite process.

The Master Plan's Future Land Use Map (FLUM) includes 4 future land use designations and 3 character areas that describe a vision for the desired character and type of development throughout Alpine and the surrounding area in Lincoln County. The task of the LUDC rewrite is to enable and implement those future land use categories and character areas through the LUDC's zoning districts and standards. While the current zoning map generally aligns with the Future Land Use Map, the seven current zoning districts may not provide the breadth and differentiation necessary to capture the desired range of future intensity, density, uses, character, and form described in the Master Plan. For example, the Mixed Residential Commercial zone (MRC) offers a property owner many of the allowances of both the Residential-2 (R-2) and Commercial (C) districts, which may not result in clear "mixed use" transitional areas between residential neighborhoods and commercial districts. The MRC's zoning standards will need refinement to distinguish it from these other zones and to help facilitate the differentiation illustrated in the Master Plan.

Implementing the Master Plan through the LUDC rewrite process will also require the Town to determine how aggressively to pursue rezoning versus creating incentives and allowances to encourage landowners to opt into rezoning of their properties. The chosen approach will have implications for the pace at which new development and redevelopment will move Alpine toward realizing the future vision described in the Master Plan. On the other hand, rezoning properties that are not seeking to redevelop can create nonconformities and conflict with established uses and development. Current nonconformity standards in the LUDC are limited and lack clear definitions, which presents challenges for administration and enforcement. It will be important to enhance these standards so owners whose property is already, or may become, nonconforming through the LUDC Rewrite clearly understand their development rights and community expectations. For more on this issue, see Big Question #3.

Beyond aligning zoning districts to the Future Land Use Map and Character Areas, the Policies and Actions listed in the Action Plan also identify many LUDC-related goals that require standards currently missing from the code, including:

- Exactions and land dedication for parks and open space for new development and subdivisions.
- Riparian setbacks and buffers.
- Green infrastructure and stormwater management, enhanced landscaping standards for new development.
- Accessory dwelling unit allowances and standards.
- Incentives and allowances for diverse housing development.
- Standards for development on steep slopes.

Clarify

Internal Conflicts and Integration of Ordinances

The LUDC update will consolidate and restructure the current code, focusing on clarity, consistency, and ease of use and administration. Many of the identified issues are simple cleanup items related to internal contradictions and unclear language in the existing code that, while simple, still make administration and interpretation of the code challenging. Many of these inconsistencies likely result from past LUDC amendment processes, in which language developed to address a specific priority issue unintentionally contradicts standards or language in another section.

Since the last consolidated code adoption in March 2025, the Town has adopted several ordinances impacting the LUDC that need to be integrated while addressing and resolving conflicts and contradictions between existing and new language. For example, Ordinance 2025-004 articulates a procedure and standards for Special Use Permits (SUP), filling a previous gap in the code; however, the new SUP process conflicts with existing language over whether the Planning and Zoning Commission or the Town Council ultimately approves a SUP.

Relationship to Other Codes

Another source of confusion is the relationship of the adopted LUDC to other adopted Town codes, ordinances, forms, checklists, and incorporated technical standards. The lack of a clear, stated hierarchy creates challenges for interpreting competing directives when conflicts do emerge. Naturally, the Town's land development code overlaps with International Code Council (ICC) building codes, fire codes, and other standards that are related to, but are not the primary focus of, Town land use and development planning. The LUDC rewrite should establish a clear and consistent relationship with these codes to avoid and minimize conflicts as these documents are amended over time. The Town will also need to determine if there is an important policy reason (for example, Alpine's climate and winter snow loads) to differ from or require stricter standards than those set by external codes and which administrative entity should be responsible for ensuring compliance with those requirements. Big Question #1 presents options to address this relationship in more detail.

Roles, Administrative Authority, and Processes

In other cases, there are gaps and ambiguities in the code text that do not translate into clear processes and practices. Diagrams in the code intended to clarify application processes and decision-making authority between Town staff, the Planning and Zoning Commission, Design Review Committee, Building Official, and Town Council conflict with the written code text. These issues can challenge the Town's authority to enforce its development regulations and can make planning application processes and approvals more onerous than necessary for applicants. They can also create confusion and contradiction over time as staff members change and consistency reliant on institutional memory is lost. Review of peer community codes and stakeholder interviews also identified the lack of a codified pre-application process as a gap that, if addressed, could streamline workflows for both applicants and staff.

Roles and administrative responsibilities should also be realistically calibrated to the capacity and ability of each entity, recognizing that the Town operates with volunteer boards and a limited administrative staff. For example, the LUDC currently has the Planning and Zoning Commission review single-family home building permit applications, rather than a staff-level administrative review, which requires these reviews to occur at a public Planning and Zoning Commission meeting and follow the Commission's meeting schedule. While this approach engages the public and increases transparency, public review of a single-family home may not be necessary, and the Planning and Zoning Commission review schedule may delay approval times.

Comprehensive Issues List

The above summary reflects a comprehensive Issues List of items compiled from stakeholder interviews, staff notes, and consultant notes to review, analyze, and address during the code rewrite. It is currently a work in progress, and will be added to throughout the Audit Phase. The Issues List includes a description of the issue or question, relevant code sections, a broad theme category, and a classification of the issue. Classification ranges from simple inconsistency for cleanup to larger policy topics that will be addressed through the public engagement and review processes.

Issue Categories

- Restructure/Consolidation: Issues related to the overall organization of the code and integration of other ordinances and codes.
- Conflict/Inconsistency: Internal conflicts, typos, and contradictions within the code and with other regulatory documents and ordinances. These are generally simple fixes with limited policy implications or where policy direction has been established.
- Clarification: Issues where current language in the code is unclear and needs refinement or additional text to ensure clear interpretation.
- Policy: Issues with greater policy implications that will be addressed through the engagement process.
- Gap: New standards that are currently missing from the code but identified in the Master Plan, consultant review, and stakeholder & staff interviews.
- Legal/Compliance: Issues that may be controlled by state or federal law and should be updated to ensure compliance.

Issue Themes

- Annexation
- Code Structure & Consolidation
- Community Character & Growth Policy
- Definitions & Interpretation
- Development Standards & Compatibility
- Enforcement & Due Process
- Environment, Utilities & Community Goals
- Governance & Administrative Authority
- Grade Plane & Building Height
- Housing Policy Implementation
- Nonconforming Uses & Structures
- Parking, Snow Storage & Mobility
- Permitting & Inspections
- Procedures, Submittals & Decisions:
- PUD & Complex Development
- Roads, Access & Right-of-Way
- Signs & Banners
- Site Plans, Grading & Construction Sites
- Temporary Uses & Structures
- Uses
- Zoning Districts & FLUM

Additional items identified through the engagement process and public feedback will be added to the list throughout the Audit Phase.

The complete Issues List is attached as Exhibit A.

Big Questions

The Land Use Development Code (LUDC) is the rulebook that governs how land in Alpine can be used and what can be built on it. It is an extensive and interrelated document that covers a variety of topics, existing conditions, future opportunities, and interactions with other Town of Alpine Ordinances. The LUDC is a key regulatory tool for implementing the policy and vision illustrated in the Master Plan. To create a coherent, usable, comprehensive LUDC that enables the Alpine Master Plan vision, we need overarching direction on how to approach the LUDC before we start rewriting.

In addition to setting standards for land use and development, the LUDC describes the documents, processes, and approvals required for a property owner or contractor to build a structure, subdivide property, or operate a specific land use. The procedures describe how the LUDC standards are administered, including who reviews, recommends, and approves each application, and how the requirements and standards will be enforced. It describes the responsibilities and authority of the Town staff (e.g., Zoning Administrator, Code Enforcement Officer, Town Clerk, Town Attorney), appointed volunteer boards (e.g., Design Review Committee (DRC) and Planning and Zoning Commission (P&Z)), and the Town Council in controlling land use and development in Alpine.

The LUDC also directs landowners, developers, and neighbors to related codes and ordinances that also apply to development. For example, the construction of buildings is governed by the International Building Codes administered by the Building Official, who reviews building permit applications for compliance and performs inspections during construction. Similarly, infrastructure installation and connection are governed by Town Public Works ordinances related to connection and use of utilities.

We have identified six Big Questions that will inform the LUDC Rewrite. The intent is that the combined answers to these questions will give us the direction we need to draft an initial comprehensive rewrite of the LUDC. The big questions avoid specific issues and details, but each question presents three options that illustrate its implications across a range of LUDC topics. Once we have a fully rewritten draft LUDC that is modern, aligned, and clear, we will dive into questions around specific topics with the community during the spring Review Phase.

How the Questions are Presented

Each question includes an issue statement that explains why the question is important and what is impacted by the answer. Questions include three answer options, each of which describes examples of implications for the LUDC content and administration. In addition, the table identifies opportunities and threats associated with each option. Ultimately, the Town's answer to each question can pull pieces from multiple options, apply different options in different locations, or apply different options depending on circumstances, such as project size.

How the Questions will be Answered

During the November engagement, the public will provide their input on the questions first. Next, the P&Z will consider that input and their own experience to make recommendations on the questions. Finally, Council will consider all input and its own experience to provide direction.

1. How should the LUDC interact with other codes?

A land use development code never exists in a vacuum. It interacts with building codes and utility ordinances. It impacts a town's ability to provide services like snow removal and fire protection. A primary objective of the Alpine LUDC Rewrite is to clarify relationships among the codes, establish hierarchy, avoid contradictions, and provide a more structured implementation process. Regardless of the chosen approach, the Alpine LUDC Rewrite will reference and digitally link related standards and codes. The Town is currently consolidating its ordinances into a single Municipal Code to provide additional clarity outside of the LUDC Rewrite process. The interrelationship of codes impacts a landowner's interaction with the Town and staff's division of duties. What may be easy for the community to use is not necessarily easy for the Town to administer, and vice versa.

	Option A: Separate, Linked Codes	Option B: Select Codes in LUDC	Option C: Unified Development Code
Description	Building, annexation, utility, right-of-way, and other codes would be adopted under their own titles, with reference in the LUDC. A variety of staff would administer them and coordinate, but each would have its own authority and branch within the organizational structure. LUDC processes would reference and sync with other processes but ultimately be independent and parallel rather than integrated.	This option is a mix of options A and C. Some codes will be separate, and others will be in the LUDC depending on organizational structure and process compatibility. For example, the annexation code may live within the LUDC because of its relationship to zoning, but the building and public works codes will be incorporated by reference.	In this option, the LUDC would house all development-related codes. This approach is often called a Unified Development Code and would expand the LUDC's scope. It would either expand the scope of the Zoning Administrator and P&Z or make LUDC administration dependent on topic area. This approach is most common in larger communities with a director-level staff position in charge of all aspects of the Unified Code.
Opportunities	• Administrative focus is clear to each staff position • Approval under one code is not held up by approval of another • The P&Z Commission can focus on land use, its area of expertise, without worrying about other codes	• Can align to small Town organizational structure • Can achieve the benefits of the other options where appropriate while avoiding threats where inappropriate • Starting with a mixed approach creates flexibility to shift organizational structure and included codes	• Puts all development-related standards and processes in a single location • Easiest for developers and landowners
Threats	• Can create a "good cop/bad cop" dynamic between code administrators • Coordinated processes and references have to be continually maintained for public usability	• Can create confusion in administration as Town grows and roles shift • Coordinated processes and references have to be continually maintained for public usability	• May raise unintended organizational structure questions • Requires multiple LUDC amendment processes or expands the scope of the P&Z

2. How will the LUDC be enforced?

The LUDC standards have to be enforced throughout development proposal review, construction, and continued use and operation. Development standards, such as structure setbacks, must be reviewed before development to ensure an application complies, then inspected to ensure the development is built as approved. Use standards, such as permitted operating hours, require regular monitoring after approval to ensure continued compliance. Alpine's enforcement approach affects staff time and budget dedicated to enforcement, design costs for landowners, and public trust in the Town, depending on the level of compliance and the detail of the standards. While the specific approach to enforcement can vary by standard, a general philosophy (which may combine the options below) will help clarify the scope of LUDC standards and set expectations for enforcement staff and the public.

	Option A: Professional Design & Approval Focus	Option B: Enforceable Standards + Recommended Guidelines	Option C: Standards without Full Enforcement
Description	This option relies on professionals (engineers, architects, licensed contractors, etc.) to design projects and attest to the execution of the design under their professional certification. Staff inspections would be minimal and focus on bond release for approved work. Enforcement would focus on ongoing use standards.	Prioritizes enforceability. Standards that cannot be fully and continually enforced due to lack of staff resources are written as suggestions or guidelines and only factor into approval decisions for discretionary projects like PUDs. Enforcement officer work would focus on bond release and ensuring compliance with specific project approval standards.	This option prioritizes creating standards for achieving what the Town ideally wants to see, even if fully enforcing every standard on every property is unrealistic. Enforcement action is often the result of reported violations rather than monitoring and involves triage of the severity of violations, due to budget and capacity limits.
Opportunities	• Draws on a wider pool of professional experience not available in a small staff • "Big stuff" covered by experts, rest left to landowner preference • Optimizes Town resources dedicated to enforcement	• Leverages the concept of encouraging best practices rather than only defining minimum acceptability • Manages enforcement expectations	• LUDC scope not limited by enforcement budget, assuming most people and professionals will follow the rules • Net benefit if majority of properties comply with higher standards
Threats	• Limits the scope of the LUDC to topics with professional purview • Professional design increases project cost • The Town of Alpine is less connected to what is going on and who is doing it	• Limits the scope of the LUDC to the budget for enforcement • Guidelines mixed with requirements can result in administrative conflicts and inconsistencies as approval expectations shift	• Deciding which violations to act on puts pressure on the enforcement officer and Town Attorney • Can lead to neighbors reporting violations rather than working out conflicts • Can create public frustration with the Town for not fully enforcing its own regulations

3. How do we want to achieve the Future Land Use Map?

The Alpine Master Plan includes a Future Land Use Map (FLUM) that has 4 land use classifications and 3 overlapping character areas that outline a desired future character for Alpine and the surrounding areas of Lincoln County. The FLUM mostly follows current zoning, but its descriptions of desired future character do not necessarily match the current standards and allowances for the corresponding zones. This is common when a new FLUM is adopted, and determining how to use zoning to achieve the FLUM is a core question of the LUDC rewrite. Use of prescriptive regulation, incentives, or allowances will affect the speed of change toward the FLUM vision, with implications for LUDC administration, the blending of new development with existing, and tension between new and existing expectations.

	Option A: Prescriptive Regulations	Option B: Incentives	Option C: Allowances
Description	The Town would zone for what it wants, likely including adding zones and rezoning properties. Town zoning in areas outside the current Town boundary would have predetermined Town zoning in coordination with Lincoln County. Standards would be more specific about building location, size, design, and use, and would focus more on the FLUM vision than existing conditions.	The Town would accept a longer view in achieving its vision. It would use overlays and process incentives to encourage landowners to rezone and redevelop using FLUM-oriented standards. The LUDC would create new zones and development options, but they would only be applied at an owner's request. To encourage use of the new zones, existing zones would be clarified, but not significantly updated.	The Town would defer to a more organic development pattern based on market and landowner preference. There would be few, if any, new zones and the LUDC would regulate fewer topics. Applicable LUDC standards would have more variation based on existing site conditions. PUDs and project review would be used to allow creativity and flexibility in FLUM implementation.
Opportunities	• "You get what you zone for" is a planning truism • Clear regulations avoid varied and/or contentious Master Plan interpretation • Clear regulations are easier for developers and administrators	• The LUDC can mature with the community balancing future vision with what exists • Property owners determine the pace of change with clear options • Might encourage annexation prior to development review	• Market demand often drives growth regardless of plans • Creativity and flexibility are assets for a Town that is maturing into what it will be • Continually engages the community in FLUM implementation
Threats	• Limits organic evolution of Town character; decision makers can feel "boxed in" by LUDC • Will create nonconformities • Can result in a stark contrast between new and old character and expectations • Contentious where there is not a clear, consensus vision	• Continuity of the long-term vision for transition relies on institutional memory • Holdouts to old standards can slow FLUM realization • The LUDC is more complex to administer and requires continual maintenance as old zones are phased out	• The case-by-case approach politicizes land use and can increase community conflict • Coherent, connected utility and transportation networks are harder to achieve • Variable standards are hard for developers to use and the Town to enforce

4. What determines the appropriate density of development?

The amount of development allowed and what it looks like are important issues in a growing small town; they are also the core focus of an LUDC. Some communities focus on a few key site elements crucial to overall community function, like setbacks and parking, and let the rest evolve organically. Others are more restrictive, regulating many additional aspects of density (maximum floor area, units per acre, use mix, frontage design, etc.) to prevent unintended consequences and ensure a uniform design character. In between, some communities rely on discretionary public processes to find a project-by-project balance. Some communities take different approaches by zone or project size. The approach to density and design affects how many project details need to be reviewed and enforced.

	Option A: Site Limitations + Guidelines	Option B: Public Process	Option C: Maximums + Requirements
Description	This option relies upon basic site requirements such as setbacks, height, and minimum parking standards to determine density. If the applicant can fit the development, the development is allowed. Beyond minimum site and design standards (like materials and color), guidelines suggest best practices, but zoning and design administrators do not enforce the guidelines during or after approval.	This option relies on public process to determine the appropriate density for each project. Beyond minimum site and design standards, the applicable standards for a project are determined through the public hearing process. The Town can require impact analyses to evaluate concerns without having comprehensive standards. The Design Review Committee would have authority to deny projects based on design standards.	This option establishes firm density maximums such as Floor Area Ratios and dwelling units per acre. The LUDC covers more aspects of project design, and a developer must meet all standards. Form-based codes regulate design by prescribing building design elements. The Design Review Committee supplements the form-based standards with additional authority to deny projects based on design standards.
Opportunities	• Allows for creativity in design and organic growth of uses and built character • Predictable for landowners and developers • Avoids sameness in design elements	• Allows for evolution of application of standards • Engages the public as the community grows • More control over density and design for P&Z, DRC and Council	• Predictable for neighbors, developers, and landowners • Creates consistency in design - “You get what you zone for” • Used in communities with a growth management focus
Threats	• Unanticipated impacts can become future issues • Lack of predictability for neighbors • Unmet guidelines can be frustrating for staff and public • Less control and consistency in look, feel, and character	• Unpredictable for neighbors, developers, and landowners • Approval process is political and potentially contentious • Project-specific standards are hard to administer and enforce long-term • LUDC items can take over Council agendas	• Can limit growth and preclude creative design and site maximization • Variance applications are more prevalent when one requirement precludes an otherwise logical project • Design can become monotonous • More rules to administer

5. How do we want to improve transportation connectivity?

A focus of the Alpine Master Plan is improving transportation connectivity in Alpine, especially in the Downtown area. Compared to many pedestrian-oriented towns, Alpine has larger lots, geographic constraints, and an auto-oriented development history, but the LUDC could encourage a more connected future. A connected, redundant transportation network for cars, bikes, pedestrians, and recreational vehicles is often built through subdivisions that include infrastructure installation and/or right-of-way grants for future connections. As a result, this question affects how soon a connected transportation network can be achieved, as well as lot sizes, land ownership, and downtown character.

	Option A: Site Design + Public Investment	Option B: Discretionary Subdivision	Option C: Subdivision with Block Standards
Description	Minimum lot sizes and subdivision standards would not change. The LUDC would include site design standards and incentives, like shared parking, that would eventually result in a connected transportation network as properties redevelop. Larger transportation projects would be achieved through Town investment and State/Federal grants. Dedicating connective infrastructure on larger sites to the Town would be allowed and encouraged.	Retain large minimum lot sizes and require subdivisions to go through the PUD process. Add requirements that PUD subdivisions include transportation elements built to Town standards. The Council would have the discretion to determine which standards to require given existing and future context. Expectations would be highest for townhome and condominium subdivision because they are unlikely to redevelop later.	Reduce minimum lot sizes and introduce block design standards to encourage subdividing downtown (and potentially other commercial areas) to encourage a gridded transportation network built to Town standards. Townhome and condominium subdivision would become by-right subject to infrastructure standards. Subdivision would require installing transportation networks, which would then be granted to the Town.
Opportunities	• Shifts downtown character more slowly and organically • Recognizes that topography and existing development make Alpine different from other small towns with a highway Main Street	• Allows for the transportation network to evolve organically • Creates expectations for County subdivisions on the edge of Town	• A developer-provided Town road network that may help in working with WYDOT • May represent an incentive to annex at the Town's edge • More lots and variety of investment downtown
Threats	• The site-by-site pieces may never evolve into a functional network • Successful evolution relies on institutional memory and consistent vision • Developers may choose not to use allowances and incentives	• If infrastructure network is not established before development, it is hard to build it retroactively • Discretionary infrastructure requirements may lead to legal challenge • May encourage County development prior to annexation	• Could lead to a speculative land ownership shift without physical investment in the Downtown • Demand for smaller lots may not cover infrastructure costs, making the opportunities unrealistic

6. What is the role of the Planning & Zoning Commission?

A Planning & Zoning Commission (P&Z) is an appointed board of volunteers that has LUDC administration duties and responsibilities between those of Town staff and Town Council. Under Wyoming State Statute, a Town Council can defer any of its non-legislative zoning authority to the P&Z. In practice, a P&Z typically makes recommendations to the Town Council on legislative issues like LUDC amendments and rezones, and quasi-legislative discretionary approvals (Planned Unit Developments and Conditional Use Permits). A P&Z often reviews staff's analysis of a project's compliance with the LUDC, especially for larger projects, and makes decisions or recommendations to Council on ambiguous LUDC administration questions. Some P&Zs decide variances and appeals of staff decisions. The role assigned to the P&Z affects the type and number of volunteers for the position, depending on the technical, political, and time expectations and the P&Z's empowerment.

	Option A: Working Board	Option B: Recommending Body	Option C: Partial Decision Body
Description	The P&Z reviews every application in coordination with the Zoning Administrator and makes decisions on all applications that do not go to the Town Council.	The Administrator and Council hold all decision-making authority. For projects going to Council, the P&Z reviews staff's analysis in a public meeting and makes a recommendation prior to the Council hearing. The Administrator may also ask for a P&Z recommendation on projects they are deciding.	In this option, the P&Z would decide Variance, Special Use, and Appeals of Administrator decisions. It may also have approval authority for intermediate-size projects. Otherwise, it would be a recommending body as described in Option B.
Opportunities	• Represents a volunteer supplement to staff capacity • Creates community ownership of LUDC implementation through P&Z empowerment	• Removes burden from P&Z volunteers • Streamlines approval process for administrative decisions • Decisions are accountable to elected officials or Town employees instead of volunteers	• Empowers P&Z for matters that require a higher level of LUDC familiarity • Maintains Council input for the largest, most impactful projects • Reduces administrative burdens on Council
Threats	• Relies upon volunteer experience for LUDC implementation • Review by committee can lead to inconsistent application of LUDC • Politicizes the P&Z and could create conflict of interest questions • Can slow review and approval timelines	• Politicizes planning by sending decisions to Council • Puts more political pressure on Administrator • Disempowers P&Z, which could reduce willingness to volunteer	• Politicizes P&Z and creates conflict of interest questions • Statute requires a minimum of 5 members on the P&Z for this structure

Exhibit A: Issues List

#	Theme	Issue	Current Code Section(s)	Category
A.1	Annexation	Annexation review often moves prematurely into detailed site design; engineering/utility/legal/safety questions not consistently routed to the right professionals.	Not separately codified in current LUDC	Gap
A.2	Annexation	No requirement for applicant-provided technical info or reimbursement of third-party review costs at annexation stage.	Not currently addressed	Gap
A.3	Annexation	Clarify each procedural stage of the annexation process end to end.	Not currently addressed	Clarification
A.4	Annexation	No public-facing explanation that annexation itself doesn't approve a future project or guarantee zoning, density, utilities, or subdivision approval.	Not currently addressed	Clarification
A.5	Annexation	Annexation reportedly used mainly to get Town water/sewer service (e.g. R-2 zoning locally understood to carry utility access) - no clear Town policy on when/where utility extensions into newly annexed areas are appropriate.	Not currently addressed	Policy
A.6	Annexation	Account for known non-annexation-interested areas when drafting annexation policy and any future service-area map.	Not currently addressed	Policy
A.7	Annexation	Annexation applications reportedly arrive as ad hoc development proposals (e.g. specific unit count + requested concession) - no clear Town process for setting initial zoning on newly annexed land.	Not currently addressed	Policy
A.8	Annexation	Master Plan directs creation of incentives (like density bonuses and fee waivers) with annexation policy for desired development types in ideal locations. (LU Action 3.3.B)	Not currently addressed	Policy
A.8	Annexation	No clear process to recognize county-approved entitlements for properties that will be annexed. PUD is sometimes used to reaffirm these entitlements during annexation process.	Not currently addressed	Gap
CS.1	Code Structure & Consolidation	Incorporate separately adopted ordinances into the LUDC, or reference them within LUDC as appropriate.	Entire code (Ord. 2024-009 base + later ordinances)	Restructure / Consolidation
CS.2	Code Structure & Consolidation	No stated hierarchy among LUDC, adopted maps, supplemental ordinances, design guidelines, fee schedules, forms, manuals, incorporated technical standards.	Art. 1.1; Art. 6.1 (Rules of Interpretation)	Clarification
CS.4	Code Structure & Consolidation	SUP procedure conflict, base code vs. Ord. 2025-004: Section 2-208 says P&Z Commission grants the SUP and it terminates on any change in land ownership (doesn't run with the land); Ord. 2025-004 Section 5 says Town Council makes the final decision (P&Z only recommends) and doesn't address land-running status.	Section 2-208 (Special Use Permit)	Conflict / Inconsistency
CS.5	Code Structure & Consolidation	No single numbering/cross-reference system suited to digital publication (e.g., EnCode-type platform).	Entire code	Restructure / Consolidation
CS.6	Code Structure & Consolidation	Ord. 2026-012 adopts new set of local ICC amendments: 100 psf roof snow-load requirement, mandatory WY-licensed engineer design/stamping for residential structures, prohibition on frost-protected shallow foundations, min burial depths for water/sewer lines to prevent freezing, deletion of blower-door/duct-testing energy provisions, restrictions on unvented gas heaters, adoption of select IFC appendices. Determine how if these integrate and/or are in conflict with the LUDC	Sections 4-201 (Applicable Building Codes), 4-203 (Exceptions to Adopted Building Codes)	Conflict / Inconsistency
CC.1	Community Character & Growth Policy	Tension over how much Town should accommodate growth/larger, higher-density buildings vs. preserving small-town identity. Often framed as "not wanting to be Jackson."	n/a	Policy
CC.1	Community Character & Growth Policy	Town's 35-ft/45-ft height and bulk limits sat on paper for years untested; as growth has increased, actual construction at those limits has become a source of public pushback.	Art. 6.2 (Definitions - Height of Buildings)	Policy
CC.3	Community Character & Growth Policy	Conflicting views exist on how strict development standards should be: some want firm, enforceable standards with real penalties; others prefer some standards (WUI, seismic) as suggested checklists rather than hard requirements, citing applicant cost.	Sections 4-501 through 4-508	Policy
CC.4	Community Character & Growth Policy	Master Plan direction to establish clear standards for the design and scale of new housing to maintain Alpine's mountain town character while accommodating growth. (H Action 2.1.B)	n/a	Policy
DEF.1	Definitions & Interpretation	No single definition hierarchy or conflict rule for which definition controls when terms are used in multiple places (incl. against IBC/IFC definitions).	Art. 6.2 (Definitions); Section 4-202 (Potential Conflicts in Definitions)	Clarification
DEF.2	Definitions & Interpretation	"Floor area" not clearly defined - all stories/levels, gross vs net, exclusions, use in density/size limits.	Art. 6.2 (Definitions)	Clarification

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#	Theme	Issue	Current Code Section(s)	Category
DEF.3	Definitions & Interpretation	Construction site/activity, impervious surface, temp use, temp structure, perimeter fence, retaining wall, finished grade, site plan, ADU, kitchen/cooking facilities, abandonment, and intensification are undefined or inconsistently defined.	Art. 6.2 (Definitions)	Clarification
DEF.4	Definitions & Interpretation	"Attached/attachment" and "contiguous foundation" concepts used inconsistently.	Art. 6.2 (Definitions)	Conflict / Inconsistency
DEF.5	Definitions & Interpretation	Mandatory vs advisory language ("shall/will" vs "may/should") not consistently defined or applied; unclear how guidelines factor into decisions.	Section 1-103 (Organization of the LUDC)	Policy
DEF.6	Definitions & Interpretation	Final interpretation authority and appeal route for interpretations unclear.	Section 1-106 (Zoning Administrator); Art. 5.1 (Appeals)	Clarification
DEF.7	Definitions & Interpretation	Unclear who may issue stop-work orders, cease-and-desist orders, violations, revocations, and extensions.	Section 5-201	Clarification
DEF.8	Definitions & Interpretation	Code defines and uses both "Townhome" and "Townhouse" throughout. Should be clarified and simplified.		Clarification
DEV.1	Development Standards & Compatibility	No measurable buffers/transitions where commercial, light industrial, or public-facility development abuts residential/conservation areas; commercial setbacks adjacent to RC, LI, PCF districts missing.	Sections 3-206 (LI), 3-207 (PCF), 3-208 (RC)	Gap
DEV.1	Development Standards & Compatibility	Accessory-building sizes and number limits inconsistent across districts.	Art. 3.2 (District Regulations)	Conflict / Inconsistency
DEV.2	Development Standards & Compatibility	Min/max dwelling sizes are inconsistent across construction types with no stated rationale: site-built single-family and modular homes share an 8,000 sq. ft. max with no separate stated minimum (Sec. 4-501, 4-503); manufactured homes have a stated minimum (24 ft. min width, 800 sq. ft. min floor area) but no maximum (Sec. 4-502); multi-unit residential buildings have no dwelling-size standard at all (Sec. 4-504).	Sections 4-501 through 4-504	Conflict / Inconsistency
DEV.3	Development Standards & Compatibility	No foundation-type standard exists: 4-501/502/503 only mention foundations in passing (floor area measured from foundation walls; manufactured/modular homes require a "permanent foundation" per IRC Appendix E or the HUD Permanent Foundations Guide). Continuous foundations vs. pier systems vs. wood foundations are never addressed as distinct options, pole barns have no foundation-specific requirement, and there is no administrative pathway for alternative engineered designs in the code. The Art. 6.2 "Permanent Foundation" definition does allow concrete, metal, treated lumber/wood, or grouted masonry as materials, but that is a definition, not an operative standard.	Not currently addressed (Art. 6.2 "Permanent Foundation"/"Pole Barn" definitions only)	Gap
DEV.4	Development Standards & Compatibility	Eave/overhang projection standards differ w/o explanation among building types, incl. modular.	Sections 4-501 through 4-506	Conflict / Inconsistency
DEV.5	Development Standards & Compatibility	No standards for trash/refuse screening, service areas, or outdoor storage compatibility for completed development. (Master Plan LU Action 2.3.C. calls for "higher quality screening/bufferring standards.")	Section 4-309 (Trash Containment Requirements)	Gap
DEV.6	Development Standards & Compatibility	Design intent is often expressed as "should"/"encouraged" - unenforceable, mixed in w/ mandatory standards. The code is seen as lacking teeth, with subjective criteria letting applicants evade standards.	Sections 4-501 through 4-508	Policy
DEV.7	Development Standards & Compatibility	LI Light Industrial District has several drafting problems: minimum lot size based on specific subdivision, the small-lot setback exception applies "for primary residential structures" even though LI permits no residential use; and the Landscaping Requirements paragraph requires "a minimum of ten (10) percent of each residential site" to be landscaped.	Section 3-206 (LI Light Industrial District)	Conflict / Inconsistency
DEV.8	Development Standards & Compatibility	PCF Public and Community Facility District permits only institutional/public uses but Side Yard and Rear Yard setback standards are both written as "Primary residential structures will be setback..."	Section 3-207 (PCF Public and Community Facility District)	Conflict / Inconsistency
DEV.9	Development Standards & Compatibility	LUDC doesn't address condominiums or condo conversions. This is likely driving people toward Planned Unit Developments to have individually-owned units, rather than operating as a landlord. Additionally, no distinct standards for townhomes, although they are allowed uses.	Section 4-504 (Multi-Unit Residential Buildings) references condominiums only in the design-standards context; Art. 6.2 (Definitions - Condominium, Townhome)	Gap

Exhibit A: Issues List

#	Theme	Issue	Current Code Section(s)	Category
DEV.10	Development Standards & Compatibility	Landscaping/screening/buffering standards are minimal and curb-cut standards are loosely enforced, resulting in excessive paved/asphalt site coverage on recent projects.	Sections 4-501 through 4-508; Art. 4.6 (Vehicular Parking Standards)	Policy
DEV.11	Development Standards & Compatibility	Internal drafting contradiction in accessory-structure rear-yard setbacks: R-1 and R-2 sections both state accessory structures over 300 sq. ft. need a rear setback of "twenty-five (20) feet". Nearly identical MRC clause correctly reads "twenty (20) feet."	Section 3-202 (R-1); Section 3-203 (R-2); cf. Section 3-204 (MRC)	Conflict / Inconsistency
DEV.12	Development Standards & Compatibility	Small-lot (<10,000 sq. ft.) accessory-structure rear-setback figure stated inconsistently across otherwise-parallel district clauses: 10 ft in some districts, unclear or absent in others.	Small-lot accessory-structure clauses, R-1/R-2/MRC districts	Conflict / Inconsistency
DEV.13	Development Standards & Compatibility	Master Plan directs reducing building setbacks to 0 ft along U.S. 89 through downtown, for a cohesive business frontage and traffic calming (LU Action 2.1.B, Priority 1/critical, short-term).	Section 3-205 (C Commercial District) setback provisions	Policy
DEV.14	Development Standards & Compatibility	Minimum lot sizes across most zones are large and/or governed by individual subdivisions. Larger lot sizes may be limiting simple subdivision and encouraging use of PUD. Master Plan calls for smaller minimum lot sizes to encourage housing variety.	Article 3.2 (District Regulations)	Policy
DEV.15	Development Standards & Compatibility	The code establishes different development standards for modular vs. manufactured vs. stick built construction. What is the policy reason?	Sections 4-501, 4-502, 4-503	Policy
ENF.1	Enforcement & Due Process	Refine compliance and enforcement powers and process. Town has enforcement authority but code doesn't organize it into a practical, graduated workflow; authority overlaps, escalation can jump too fast to abatement/court.	Art. 5.2 (Sections 5-201-5-203); Art. 5.3 (Sections 5-301-5-306)	Policy
ENF.2	Enforcement & Due Process	No defined Code Enforcement Officer role, or express assignment of duties to an existing position.	Section 5-201 (Administration, Inspections, Right of Entry, and Other Powers)	Gap
ENF.3	Enforcement & Due Process	Create defined code enforcement process and workflow. Complaint intake, investigation, documentation, prioritization, correction periods, reinspection, closure	Art. 5.2 Enforcement	Gap
ENF.4	Enforcement & Due Process	No clear distinction among visible/public-ROW observations, consent inspections, permit inspections, administrative warrants, emergency conditions; no stated safeguard against unlimited right of entry.	Section 5-201; Section 5-202 (Inspection and Repair)	Legal / Compliance
ENF.5	Enforcement & Due Process	Provide a fine/citation framework coordinated w/ Wyoming law, due process, Town Attorney; establish clear process/roles regarding who issues each enforcement document and who hears each appeal.	Section 5-302 (Continuing Violations and Penalties); Section 5-304 (Actions for Penalties or Fines); Section 5-305 (Wyoming Administrative Procedure Act)	Legal / Compliance
ENF.6	Enforcement & Due Process	establish clear process/roles regarding who issues each enforcement document and who hears each appeal.	Art. 5.2 Enforcement	Clarification
ENF.7	Enforcement & Due Process	Clarify enforcement of occupancy, accessory dwelling, RV/camping, kitchen, temporary living, and abandoned-use issues through objective definitions and evidence.	Art. 5.2 Enforcement	Clarification
ENF.8	Enforcement & Due Process	Allow proportionate enforcement and written compliance agreements where appropriate.	Art. 5.2 Enforcement	Gap
ENV.1	Environment, Utilities & Community Goals	Implement dark-sky lighting objectives with measurable shielding, color-temperature, lumen, curfew, and exemption standards.	Art. 4.7 (Outdoor Lighting); Appendix B (Luminaire Guidelines)	Gap
ENV.2	Environment, Utilities & Community Goals	Master Plan directs including regulatory provisions for renewable energy emerging technologies. (LU Action 3.1.D) Solar/wind energy systems not addressed - placement, height, glare, setbacks, abandonment, building integration.	Not currently addressed	Gap
ENV.3	Environment, Utilities & Community Goals	WUI/fire-adapted development standards need strengthening in coordination with Fire District and adopted codes. Master Plan directs adopting the 2024 IWUIC, encouraging fire-resistant building materials, native-plant landscaping standards, and mandatory defensible space (SNR Action 2.1.D, Priority 1/critical, short-term).	Figure 3-1 (Wildfire Hazard Area); Section 4-201	Policy
ENV.4	Environment, Utilities & Community Goals	No incentives for green buildings, infill, redevelopment, attainable housing, or infrastructure-efficient development.	n/a	Policy

Exhibit A: Issues List

#	Theme	Issue	Current Code Section(s)	Category
ENV.5	Environment, Utilities & Community Goals	No dry-utility planning requirement (power, comms, fiber) for subdivisions.	Art. 4.3 (Subdivision Standards)	Gap
ENV.6	Environment, Utilities & Community Goals	Wastewater/septic review jurisdiction and coordination w/ Lincoln County and DEQ unclear.	Section 4-306 (Wastewater System)	Legal / Compliance
ENV.7	Environment, Utilities & Community Goals	Shared/community septic options not evaluated for areas where municipal sewer extension is infeasible. Master Plan directs same: work w/ owners of larger undeveloped parcels where sewer is infeasible to establish Town-managed community/shared septic, so annexation stays viable for those parcels (TSI Action 2.3.B, Priority 2/vital, medium-term).	Section 4-306	Policy
ENV.8	Environment, Utilities & Community Goals	No requirement or incentive for parks, open space, trails, or parkland dedication in qualifying development. Master Plan directs this twice: parkland/open-space/trail dedication in new development (LU Action 3.2.B, Priority 1/critical, ongoing) and parkland dedication for all new subdivisions in the Planning Area (PROST Action 2.1.C, Priority 1/critical, short-term).	Not currently addressed	Gap
ENV.9	Environment, Utilities & Community Goals	Town has municipal water/sewer but still allows septic in service area - no clear policy for phase-out, mandatory connection, or negotiating with existing private systems as areas annex. Master Plan directs requiring new development/redevelopment to connect to upgraded sewer system, to cut septic reliance and protect groundwater (TSI Action 2.3.A, Priority 1/critical, ongoing)	Section 4-306 (Wastewater System)	Policy
ENV.10	Environment, Utilities & Community Goals	Master Plan directs requiring future developments to include open migration areas for wildlife, coordinated with Wyoming Game & Fish (LU Action 3.1.E, Priority 1/critical, short-term); LUDC has no wildlife-corridor/migration-area standard.	Not currently addressed	Policy
ENV.11	Environment, Utilities & Community Goals	Master Plan directs updating subdivision regs to encourage conservation subdivision design - clustering development to preserve open space (LU Action 3.2.A, Priority 1/critical, short-term); LUDC's subdivision regs have no conservation-subdivision option.	Subdivision regulations - not currently addressed	Gap
ENV.12	Environment, Utilities & Community Goals	Master Plan directs requiring green infrastructure (bioswales, rain gardens, permeable pavement, vegetated ditches) in site plans for new development (LU Action 3.2.C, Priority 1/critical, short-term), consistent with Plan's separate direction on green infrastructure in stormwater management generally (TSI Policy 1.4); LUDC doesn't currently require it.	Not currently addressed	Gap
ENV.13	Environment, Utilities & Community Goals	Master Plan directs partnering with public agencies to create riparian setbacks/buffers, prohibiting incompatible development in buffer zones (SNR Action 1.3.A, Priority 1/critical, short-term); LUDC has no riparian/waterway buffer standard.	Not currently addressed	Gap
GOV.1	Governance & Administrative Authority	Decision-making authority scattered across P&Z, Zoning Administrator, Building Official, DRC, Town Clerk, Town Council, Board of Adjustment - no single authority matrix.	Art. 1.1 (Sections 1-104 through 1-109)	Policy
GOV.2	Governance & Administrative Authority	P&Z absorbs routine administration and technical enforcement on top of planning policy - functioning like a review department (e.g., reviewing single-family-dwelling applications), with staff strained to keep pace with development activity. Unclear whether most land-use decisions should be left to P&Z or routed through Council review.	Section 1-104 (Planning and Zoning Commission)	Policy
GOV.3	Governance & Administrative Authority	Clarify Building Official's authority for construction-code review, inspections, unsafe work, stop-work orders, occupancy determinations - not clearly delineated.	Section 1-107 (Building Official)	Clarification
GOV.4	Governance & Administrative Authority	DRC authority described as advisory in some provisions, approval body in others (like in process workflow diagrams); unclear if DRC stays separate, folds into site-plan review, or gets replaced by objective administrative design review.	Section 1-108; Ord. 2025-005, Ord. 2025-006	Policy
GOV.5	Governance & Administrative Authority	Review BOA membership/appointment language to inconsistencies; appeal jurisdiction not clearly established.	Section 1-105 (Board of Adjustment); Art. 5.1 (Sections 5-101-5-103)	Conflict / Inconsistency
GOV.6	Governance & Administrative Authority	No conflict-of-interest or recusal standards for boards/commissions.	Art. 1.1 (Sections 1-104, 1-105)	Legal / Compliance

Exhibit A: Issues List

#	Theme	Issue	Current Code Section(s)	Category
GOV.7	Governance & Administrative Authority	Master Plan directs exploring expansion of the Design Review Committee's jurisdiction to cover all development in the downtown character area, potentially residential too (LU Action 2.3.A, Priority 1/critical, short-term).	n/a	Policy
GP.1	Grade Plane & Building Height	Grade Plane: LUDC caps residential building height at 35 ft but unclear establishing starting grade.	Art. 6.2 (Definitions - Height of Buildings, which references "grade plane" without defining a calculation method)	Policy
GP.2	Grade Plane & Building Height	Height: Should 35 ft limit be measured as mean roof height (avg of eave/ridge elevations - allows ridge to extend above 35 ft) or hard overall height (no point of roof/structure exceeds 35 ft)?	Art. 6.2 (Definitions - Height of Buildings)	Policy
GP.3	Grade Plane & Building Height	Grade Plane: No provision addresses whether/how fill placed for drainage, flood protection, soil stability, or other safety purpose may adjust the certified grade plane, or what review threshold (admin vs Board of Adjustment) applies.	Art. 6.2 (Definitions - Height of Buildings)	Policy
GP.4	Grade Plane & Building Height	Rooftop Projections: Are chimneys, vents, antennas, mechanical/solar equipment, and similar rooftop projections exempt from the height limit? What max projection would apply if exempted?	Art. 6.2 (Definitions - Height of Buildings)	Policy
GP.5	Grade Plane & Building Height	Grade Plane: No framework for establishing/verifying original grade when site grading occurs before predevelopment topography is documented - enforcement gap for the proposed grade-plane standard.	Not currently addressed	Policy
HP.1	Housing Policy Implementation	Master Plan directs updating LUDC to allow missing-middle housing types (duplexes, triplexes, cottage courts) in appropriate locations (H Action 1.1.B, Priority 1/critical, short-term).	Sections 3-202 (R-1), 3-203 (R-2)	Gap
HP.2	Housing Policy Implementation	Master Plan directs updating LUDC to allow ADUs in housing and mixed use areas (H Action 1.1.D, Priority 1/critical, short-term). LUDC has no ADU provisions	Not currently addressed	Gap
HP.3	Housing Policy Implementation	Master Plan directs exploring density bonuses or expedited review for projects in character areas, or that include housing designed for Alpine's workforce (H Action 1.1.C, Priority 1/critical, short-term); no such mechanism exists in LUDC.	Not currently addressed	Gap
HP.4	Housing Policy Implementation	Master Plan directs updating LUDC to incentivize diverse housing development - reduced minimum lot sizes, reduced density minimums, allowances for tiny homes, single-room occupancy, and cottage home models (H Action 1.1.G, Priority 1/critical, short-term)	Not currently addressed	Policy
N.1	Nonconforming Uses & Structures	Separate standards for lawful-nonconforming rules by category (uses, structures, lots, signs, site features).	Art. 3.3 (Sections 3-301-3-303)	Gap
N.2	Nonconforming Uses & Structures	No evidence standard for establishing lawful nonconforming status when permit records are missing/old/incomplete.	Section 3-301 (Nonconforming Uses)	Clarification
N.3	Nonconforming Uses & Structures	Abandonment, discontinuance, change of use, expansion, intensification, relocation, damage, reconstruction, cumulative alteration are not clearly defined.	Section 3-301; Art. 6.2 (Definitions)	Clarification
N.4	Nonconforming Uses & Structures	No baseline/measurement date identified for the cumulative 20% expansion allowance for nonconforming structures.	Section 3-302 (Nonconforming Structures)	Clarification
N.5	Nonconforming Uses & Structures	No clear thresholds for when parking, landscaping, access, drainage, building form, or other site features must move toward compliance.	Art. 3.3	Clarification
N.6	Nonconforming Uses & Structures	Address resumption of dormant uses such as former RV facilities: physical remnants alone should not automatically establish a lawful continuous use.	Section 3-301	Clarification
N.7	Nonconforming Uses & Structures	Owners of irregular/substandard ("funky") lots reportedly must go through the full variance process for even modest nonconforming relief (setbacks, height); explore simpler, proportionate processes.	Art. 3.3 (Sections 3-301-3-303); Section 2-207 (Variance Process)	Policy
MOB.1	Parking, Snow Storage & Mobility	Parking in front of buildings, restricted by current setbacks as well as HOA setbacks. Reducing the building setback on US 89 / downtown is also identified in the Master Plan.		Policy
MOB.2	Parking, Snow Storage & Mobility	Consolidate parking, loading, driveway, access, and snow-storage cross-references.	Art. 4.6 (Sections 4-601 through 4-608); Section 4-308 (Snow Storage)	Restructure / Consolidation

Exhibit A: Issues List

#	Theme	Issue	Current Code Section(s)	Category
MOB.3	Parking, Snow Storage & Mobility	Not clear how snow-storage area is measured or protected from conflicting use.	Section 4-308 (Snow Storage)	Clarification
MOB.4	Parking, Snow Storage & Mobility	Parking standards are complicated with both parking space requirements and parking square footage. Unclear how to interpret.		Clarification
MOB.5	Parking, Snow Storage & Mobility	No standards for bicycle facilities, pedestrian connections, walkability, trails, or connectivity in subdivisions/larger development. Master Plan directs this specifically for LUDC update: require new developments meeting thresholds/criteria to install alternative transportation infrastructure (T Action 1.1.G, Priority 1/critical, short-term).	Section 4-301 (Pedestrian and Vehicular Access)	Policy
MOB.6	Parking, Snow Storage & Mobility	Master Plan directs updating LUDC to minimize negative impacts of land uses that would negatively impact the pedestrian experience (LU Action 2.2.B)	n/a	Policy
MOB.7	Parking, Snow Storage & Mobility	Clarify ADA responsibility while recognizing that federal accessibility obligations are not replaced by local review.	Section 4-607 (Parking for Handicapped and Disabled Persons)	Legal / Compliance
MOB.8	Parking, Snow Storage & Mobility	Consider shared parking, reductions, in-lieu options, and administrative adjustments where supported by evidence. Master Plan direction for downtown/U.S. 89 corridor: reduce parking minimums, encourage parking behind buildings and shared-parking strategies there (LU Action 2.1.C, Priority 1/critical, short-term); separately explore reducing parking lot/impervious surface requirements town-wide (T Action 3.2.A).	Art. 4.6	Policy
MOB.9	Parking, Snow Storage & Mobility	Master Plan directs enforcing sidewalk shoveling on private property, plus improving snow removal on public sidewalks (T Action 1.1.D, Priority 2/vital, ongoing).	Not currently addressed	Gap
MOB.10	Parking, Snow Storage & Mobility	Master Plan directs expanding existing sidewalk network along US 90 to connect to businesses and destinations downtown. (LU Action 2.1.E)		Gap
MOB.11	Parking, Snow Storage & Mobility	Master Plan directs requiring new development to accommodate additional traffic and/or improvements to intersections, including pedestrian and bicycle infrastructure (T Action 3.2.A, Priority 2, medium term)		Gap
MOB.12	Parking, Snow Storage & Mobility	Parking currently allowed in building setbacks, but current drafting could be clarified. Consider separate, clear parking setbacks.		Clarification
PER.1	Permitting & Inspections	Alpine has no contractor-licensing requirement.	Not currently addressed	Policy
PER.2	Permitting & Inspections	Inspections are loose / lack prioritization of standards for review.	Section 2-304 (Required Building and Site Inspections)	Policy
PER.3	Permitting & Inspections	Building-code inspections are contracted to the Town of Afton, which only conducts major inspections and doesn't visit most sites directly; whether Alpine should have its own building official is an open question.	Section 1-107 (Building Official)	Policy
PER.4	Permitting & Inspections	Re-roof vs structural-roof permit triggers unclear.	Sections 2-302, 2-303	Clarification
PER.5	Permitting & Inspections	Final inspection/permit-posting requirements, and permit application/expiration/lapse/extension/reapplication rules, need clarification.	Section 2-304; Section 2-501	Clarification
PER.6	Permitting & Inspections	Permit tiers (affidavit/registration, minor/standard, full permit/site-plan review) not permanently or consistently established across all project types.	Sections 2-301, 2-302, 2-303	Clarification
PER.7	Permitting & Inspections	Deck-size and demolition thresholds conflict across sections.	Sections 2-302 (Minor Construction Permit), 2-303 (Affidavit Process)	Conflict / Inconsistency
PER.8	Permitting & Inspections	Clarify thresholds for sheds, greenhouses, accessory structures, decks, roofing, demolition, relocation, retaining walls, excavation, grading, signs, and temporary uses.	Sections 2-302, 2-303	Clarification
PER.9	Permitting & Inspections	Define Planning Administrator's and Building Official's authority to classify projects, request plans, require inspections.	Sections 1-106, 1-107	Clarification

Exhibit A: Issues List

#	Theme	Issue	Current Code Section(s)	Category
PER.10	Permitting & Inspections	List minor construction in the processing schedule and align all permit-expiration and extension rules with the Town's chosen policy and adopted building codes.	Section 2-501 (Building Application Processing Schedule); Section 2-302	Conflict / Inconsistency
PER.11	Permitting & Inspections	Unclear when Certificate of Placement or survey exhibit required, and whether requirement is proportionate to work.	Section 2-304 (Required Building and Site Inspections)	Clarification
PER.12	Permitting & Inspections	Unclear what must be complete before CO, Certificate of Completion, or TCO are issued; unclear if unpaid fees/fines can lawfully delay issuance.	Sections 2-306, 2-307, 2-308	Legal / Compliance
PER.13	Permitting & Inspections	Create a Temporary Certificate of Occupancy (TCO) framework for life-safety approval, outstanding site work, expiration, extension, security, inspection, default, revocation, and final CO.	Section 2-306 (Temporary Certificate of Occupancy)	Policy
PER.14	Permitting & Inspections	Interim Permitting Update Ordinance (2026-008) for sheds, decks, roofs, demolition and relocation of structures, functions temporary override w/ scope-based tiers. Nearing sunset/repeal and needs to be evaluated for incorporation / update in LUDC rewrite.	Ord. 2026-008; Art. 2.3	Policy
PRO.1	Procedures, Submittals & Decisions	Review for single family homes is going to Planning and Zoning Commission. Code is not entirely clear on this process. Not a formal "public hearing" but review occurs in a public meeting and has caused frustration from applicants.		Policy
PRO.2	Procedures, Submittals & Decisions	Application procedures are missing consistent elements (applicability, preapplication requirements, completeness review, reviewing body, notice, hearing, decision, findings, conditions, record, expiration, extension, amendment, appeal, enforcement) across permit types.	Art. 2.2 (Sections 2-201 through 2-209)	Conflict / Inconsistency
PRO.3	Procedures, Submittals & Decisions	Process diagrams (Figures 2-1 through 2-14) conflict with code text - conflicting procedures.	Figures 2-1 through 2-14	Conflict / Inconsistency
PRO.4	Procedures, Submittals & Decisions	Generic evaluation criteria (Section 2-202) are applied across very different application types instead of tailored criteria.	Section 2-202 (General Evaluation Criteria)	Policy
PRO.5	Procedures, Submittals & Decisions	Submittal requirements are not right-sized : same civil/engineering package can apply to minor addition vs. complex commercial development.	Sections 2-301, 2-302	Gap
PRO.6	Procedures, Submittals & Decisions	Unclear when P&Z review vs. administrative review applies, especially for signs, minor construction, site plans, and changes to approved plans.	Sections 2-302, 2-401	Clarification
PRO.7	Procedures, Submittals & Decisions	No minor-vs-major amendment procedure for approved plans and permits.	Not currently addressed	Gap
PRO.8	Procedures, Submittals & Decisions	Clarify applicant responsibility for notice costs, professional review, legal review, and postage is unclear.	Section 2-209 (Development Fees)	Clarification
PRO.9	Procedures, Submittals & Decisions	No pre-application/pre-approval process exists for applicants to resolve code questions before formal submittal. Now that submittals have moved online, should there be a take-in process to ensure that what's being submittted is what's needed to speed up review process.	Not currently addressed	Gap
PRO.10	Procedures, Submittals & Decisions	Submittal graphics, process diagrams, and timelines are unclear for applicants; improved graphics could set expectations and reduce subjectivity in review.	Art. 2.2; Figures 2-1 through 2-14	Clarification
PRO.11	Procedures, Submittals & Decisions	Master Plan directs reducing review and administrative time for desired development types (LU Action 3.1.B.)	n/a	Policy
PUD.1	PUD & Complex Development	Unclear whether PUD is required or just allowed for any project on parcel over one acre. Is 1 acre the only trigger and what purpose does it serve? Does not necessarily address project complexity.	Section 2-204 (Planned Unit Development Process)	Clarification
PUD.2	PUD & Complex Development	Unclear whether a PUD may authorize uses otherwise prohibited in the base district, or only modify dimensional/design standards.	Section 2-204	Clarification
PUD.3	PUD & Complex Development	No defined baseline PUD standards (density, open space, access, connectivity, phasing, public improvements, ownership, maintenance, community benefit); no required approval findings.	Section 2-204	Policy
PUD.4	PUD & Complex Development	Relationship among PUD, subdivision, site plan, SUP, variance, annexation, and development agreement approvals is undefined.	Sections 2-204 through 2-208	Clarification

Exhibit A: Issues List

#	Theme	Issue	Current Code Section(s)	Category
PUD.5	PUD & Complex Development	No minor/administrative vs. major/public-hearing classification for PUD amendments; no expiration, vesting, extension, enforcement, or appeal rules.	Section 2-204	Policy
PUD.6	PUD & Complex Development	No phased-development framework (conceptual approval, phase sequencing, infrastructure timing, technical-study updates, expiration/extension, surety, inter-phase changes, plat/permit dependencies).	Not currently addressed	Gap
ACC.1	Roads, Access & Right-of-Way	Consolidate fragmented road and access standards and coordinate them with Public Works specifications.	Section 4-304 (Roads and Streets); Table 4-1, Table 4-2	Restructure / Consolidation
ACC.2	Roads, Access & Right-of-Way	No max curb cuts/approaches, spacing, sight distance, grade, width, drainage, emergency access, or snow-storage requirements for driveways/access points.	Section 4-603 (Driveways); Section 4-604 (Access to Vehicular Parking Areas)	Gap
ACC.3	Roads, Access & Right-of-Way	Shared driveways lack standards for recorded access/maintenance agreements, fire/utility review, snow removal, repair responsibility, incl. driveways on/across lot lines.	Section 4-603	Gap
ACC.4	Roads, Access & Right-of-Way	Clarify private road and access-easement ownership/maintenance obligations.	Section 4-304; Section 4-302	Clarification
ACC.5	Roads, Access & Right-of-Way	No work-in-public-ROW permit exists (applicability, plans, traffic control, utility coordination, insurance, restoration, inspection, warranty, emergency work, fees).	Not currently addressed	Gap
ACC.6	Roads, Access & Right-of-Way	Create an encroachment-permit process for private improvements in public rights-of-way or easements, including revocability, maintenance, removal, indemnity, and recordkeeping. No encroachment-permit process for private improvements in public ROW/easements is set out in the LUDC itself. A separate, already-adopted ordinance covers this ground - Ordinance No. 196 (2009-52, Rights of Way) - but whether it should be incorporated into the LUDC or left standing on its own hasn't been established.	Not currently addressed	Gap
SIGN.1	Signs & Banners	Complete definitions missing for banner, flag banner/feather flag, window sign, wall/canopy sign, freestanding sign, temporary sign, off-site sign.	Art. 6.2 (Definitions); Section 4-801 (Signs - General)	Conflict / Inconsistency
SIGN.2	Signs & Banners	Policy inconsistency between temporary and permanent banner permitting, duration, and fees Permanent banner permits currently available - staff uncomfortable treating these as permanent signage rather than temporary, time-limited use.	Section 2-401 (Sign Permit Process); Table 4-12 (Temporary Sign Standards)	Policy
SIGN.3	Signs & Banners	Create an administrative window-sign process and an applicable fee category.	Section 4-801; Section 2-401 (Sign Permit Process); Town fee schedule	Gap
SIGN.4	Signs & Banners	No catch-all fee provision for application types not listed in fee schedule (e.g. window signs).	Section 2-209 (Development Fees); Town fee schedule	Conflict / Inconsistency
SIGN.5	Signs & Banners	Create standards: expiration/renewal/modification/maintenance/abandonment/removal requirements for sign & banner permit types.	Section 2-401; Table 4-12	Gap
SIGN.6	Signs & Banners	Clarify treatment of vehicle/trailer and portable-support advertising.	Art. 6.2 (Definitions); Art. 4.8 (Signs)	Clarification
SITE.1	Site Plans, Grading & Construction Sites	Exposed Foundation Wall Treatment Standard: LUDC doesn't address whether large areas of unfinished concrete or concrete masonry unit (CMU) foundation/basement wall may stay visible after final grading; on sloped sites and walkout-basement designs, a structurally compliant foundation can become a prominent, unfinished exterior surface. P&Z Commission has directed staff to develop a fix; policy-direction item, not yet adopted code language.	Not currently defined; related to Sections 4-501 through 4-506 (building design standards by housing/building type)	Policy
SITE.2	Site Plans, Grading & Construction Sites	Exposed Foundation Wall Treatment Standard: If a treatment standard is adopted, no exceptions yet defined for window wells, egress openings, utility penetrations, required code clearances, termite-inspection zones, or foundation walls concealed by a permitted deck or porch.	n/a	Gap

Exhibit A: Issues List

#	Theme	Issue	Current Code Section(s)	Category
SITE.3	Site Plans, Grading & Construction Sites	Site plan, plot plan, civil site plan, topographic plan - not clearly defined/distinguished, incl. what 2-D and vertical info each requires.	Art. 6.2 (Definitions); Section 2-301	Clarification
SITE.4	Site Plans, Grading & Construction Sites	No clear standard for when engineered grading, excavation, retaining-wall, erosion-control, or slope-stability plans are required.	Not currently addressed	Gap
SITE.5	Site Plans, Grading & Construction Sites	Clarify whether footings, foundation walls, retaining walls, excavation may encroach into setbacks; "structure" definition needs updating to address this.	Section 4-302 (Lots - setbacks); Art. 6.2 (Definitions - Structure)	Clarification
SITE.6	Site Plans, Grading & Construction Sites	No construction-site standards for sanitation, covered waste containers, material storage, erosion/sediment control, safety fencing, dust, cleanup.	Section 2-305 (Construction Activities)	Gap
SITE.7	Site Plans, Grading & Construction Sites	Clarify compaction-testing standards and documentation when applicable.	Section 4-606(d)	Clarification
SITE.8	Site Plans, Grading & Construction Sites	Standalone retaining walls (not part of a residential/commercial building permit) have no specifically identified permit type; Town has historically processed them under the Minor Construction Permit but code not clear	Section 2-302 (Minor Construction Permit) - does not name retaining walls; Art. 6.2 (Definitions - no "retaining wall" definition exists)	Gap
SITE.9	Site Plans, Grading & Construction Sites	Unclear/unrefined triggers for full civil engineering drawing set for sloped sites. May be overly broad relative to actual risk, especially compared with the much steeper thresholds. Existing work completed on the new engineered-grading-plan framework.	Not specified in the reviewed code text - confirm exact current trigger with staff	Clarification
SITE.10	Site Plans, Grading & Construction Sites	Address development on extreme slopes and engineered road/access requirements. No LUDC standard governing maximum driveway/road grade on steep terrain. Master Plan calls out need to address building standards for properties on sloped sites (LU ACtion 3.1.F)	Not currently addressed	Gap
TEMP.1	Temporary Uses & Structures	Create a true temporary-use procedure distinct from temporary structures, including seasonal tents, vendors, and similar activities.	Not currently addressed	Gap
TEMP.2	Temporary Uses & Structures	No controlling definition or complete local permit path for temporary structures/seasonal installations (fireworks stands, tents, membrane structures, seasonal greenhouses, temp retail, construction trailers, stages, event structures, temp storage) - even though adopted IBC/IFC may independently require Building Official or fire-code review.	Section 4-201 (Applicable Building Codes); not otherwise addressed	Gap
TEMP.3	Temporary Uses & Structures	Unclear whether an existing specialized permit (e.g. pyrotechnics) satisfies the temporary structure/fire-code permit requirement or whether coordinated permits are necessary.	Not currently addressed	Clarification
TEMP.4	Temporary Uses & Structures	Hard-coded, edition-specific IFC exemptions risk going stale as the adopted fire code edition changes. Avoid including directly in LUDC unless Town wants a local threshold.	Section 4-201	Conflict / Inconsistency
USE.1	Uses	Allowed uses by district conflict with uses suggested by parking requirements.	Article 3.2 District Regulations	Conflict / Inconsistency
USE.2	Uses	Unclear if Single Family Dwellings are permitted uses in the R-2 and MRC districts.	Section 3-203 and 3-204	Conflict / Inconsistency
USE.3	Uses	Permitted uses include examples that make interpretation difficult, especially where examples do not align across zones. For example, are hotels a permitted use in the MRC district or only the explictly listed lodging uses?	Article 3.2 District Regulations	Clarification
USE.4	Uses	Why are there limited use-based form standards within the same zone? e.g. different height limits in the MRC for commercial and mixed-used (45') vs. residential (35')	Article 3.2 (District Regulations) and Article 4.5 (Building and Design Standards and Guidelines)	Policy
USE.5	Uses	RV Parks have use-specific development standards in separate section.	Article 4.4	Policy
USE.6	Uses	Self storage allowed in the Commercial district (and potentially MRC?), but significant development /clustering of these uses just outside Town limits.	Section 3-205 (Commercial District)	Policy
ZONE.1	Zoning Districts & FLUM Policy	Master Plan calls to ensure adequate commercial zoning and infrastructure capacity near the US 89/US 26 intersection to support employment growth + efficient vehicular/transit connections. (EV Action 1.4.B)	n/a	Policy

Exhibit A: Issues List

#	Theme	Issue	Current Code Section(s)	Category
ZONE.2	Zoning Districts & FLUM Policy	Master Plan's four FLUM categories (Housing, Business, Mixed Use, Natural) are broad policy umbrellas. Treating them as four replacement zoning districts loses regulatory precision vs. Town's current seven districts. Need to determine how these Categories, along with the distinct Character Areas, correspond to zoning.	Section 3-105 (Zoning Districts); Art. 3.2 (District Regulations)	Policy
ZONE.3	Zoning Districts & FLUM Policy	Current MRC (Mixed Residential Commercial) district too broad - one set of uses/standards across varied contexts (downtown, neighborhood, highway, transitional).	Section 3-204 (MRC Mixed Residential and Commercial District)	Policy
ZONE.4	Zoning Districts & FLUM Policy	Need to determine how FLUM interfaces with zoning for individual parcels. No decision on transition mechanism (comprehensive rezoning vs. transitional districts vs. status quo until redevelopment), or on what triggers compliance with new standards for existing lawful uses/structures. What is the non conformity policy for these rezones?	Section 2-203 (Land Use Plan Amendment Process); Section 2-205 (Zone Change Process) Art. 3.3 (Nonconforming Uses and Structures), Sections 3-301-3-303	Policy
ZONE.5	Zoning Districts & FLUM Policy	Master Plan doesn't address the Highway 26 corridor between Alpine Junction and the Idaho border - no cohesive vision exists for this already built-out area.	n/a	Policy
ZONE.6	Zoning Districts & FLUM Policy	Master Plan doesn't establish clear vision for areas of FLUM that are south of Alpine.	n/a	Gap
ZONE.7	Zoning Districts & FLUM Policy	Master Plan's proposed southern areas has no discussion of how water/sewer service would reach it; area is noncontiguous	n/a	Policy
ZONE.8	Zoning Districts & FLUM Policy	Master Plan's downtown district identifies only two of three structure development dimensions - unclear vision for that area, plus concern about pace of infill/redevelopment there.	n/a	Policy
ZONE.9	Zoning Districts & FLUM Policy	Master Plan calls for coordinating with Lincoln County on a shared "area of influence," but unclear whether/how LUDC should implement that coordination. (LU Action 3.1.A)	n/a	Policy
ZONE.10	Zoning Districts & FLUM Policy	Master Plan's FLUM "Business" area overlaps significantly with Downtown Character Area. Business does not encourage / allow residential uses, but Downtown describes residential uses above commercial uses.	n/a	Policy

PLANNING & ZONING MEETING MINUTES

October 27, 2026, at 7:00 PM

CALL TO ORDER

Chairwoman Wilson called the meeting to order at 7:00 PM.

ROLL CALL & ESTABLISH QUORUM

Town Administrator Hovorka conducted roll call.

Present: Chair Commissioner Melisa Wilson, Commissioner Dan Schou, and Commissioner Rachael Stewart. A quorum was established.

Staff Present: Riley Hovorka, Town Administrator, Inanna Reistad, Planning & Development Coordinator, and Monica Chenault, Clerk/Treasurer.

INTRODUCTION OF NEW PLANNING & DEVELOPMENT COORDINATOR

Administrator Hovorka introduced Inanna Reistad as the Town's new Planning and Development Coordinator, highlighting her background in urban planning, project management, and development review. The Commission welcomed her to the Town.

NEW BUSINESS:

a) **#RB26-0000033 Yacoob, Gabriella Alexandra at 199 Canyon View Drive - Single Family Home**

The Commission reviewed the site plan, parking, setbacks, and title block. Commissioners determined that the driveway area within the property and the private garage together met the 600-square-foot parking requirement. The Commission requested that the title block identify Alpine, Wyoming.

Commissioner Schou made a motion to approve RB26-0000033, contingent upon correcting the title block to identify Alpine, Wyoming, and obtaining DJ's approval. Commissioner Stewart seconded the motion. **Voting Yea: Commissioner Schou, Commissioner Stewart, and Chairwoman Wilson. Motion carried.**

Later in the meeting, the applicant's representative provided printed plans showing the Alpine address. Administrator Hovorka noted that the title-block condition had been satisfied. The representative explained that the owner was reviewing budget and finish changes that would not change the footprint or basic structure. Chairwoman Wilson confirmed that the conditional approval remained in place and that a permit would not be issued until the required fees were paid. The representative agreed to provide updated plans.

TABLED ITEMS:

RB26-0000029 – Gloria Corser – 198 West Mills Circle – Single-family Home

Commissioner Schou made a motion to remove RB26-0000029 from the table. Commissioner Stewart seconded the motion. **Voting Yea: Commissioner Schou, Commissioner Stewart, and Chairwoman Wilson. Motion carried.**

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Gloria Corser participated by telephone and described plans to place a modular home on the lot as the initial primary residence. She discussed a possible future primary home and conversion of the modular home to an accessory unit. Commissioners and staff discussed future use, kitchen facilities, and applicable requirements. Ms. Corser stated that she understood the modular home's kitchen would need to be modified for a future accessory use. No separate approval of that future development was granted.

Commissioner Schou made a motion to approve RB26-0000029 for 198 West Mills Circle. Commissioner Stewart seconded the motion. Administrator Hovorka explained that the applicant was addressing DJ's requested revisions and that approval remained pending DJ's final approval. Voting Yea: Commissioner Schou, Commissioner Stewart, and Chairwoman Wilson. Motion carried.

RB26-000027 – Cynthia Corona – 142 Columbine Street – Single-family Home

The applicant's builder discussed revisions to the plans and the timing of homeowners association review. A representative of the association indicated that a letter identifying necessary changes would be provided. The Commission stated that it could not proceed without association approval. The item remained tabled.

RB26-000032 – SRSC Lots, LLC – 718 Sunset Drive – Single-family Home

Commissioner Schou made a motion to remove RB26-000032 and RB26-0000030 from the table. Commissioner Stewart seconded the motion. Voting Yea: Commissioner Schou, Commissioner Stewart, and Chairwoman Wilson. Motion carried.

The applicant stated that DEQ approval for the septic system at 718 Sunset Drive had not yet been obtained. The Commission discussed the proposed home, timing of construction, and the need for septic approval before proceeding. Coordinator Reistad raised questions about the six-bedroom, five-bathroom layout, occupancy by unrelated people, and parking. The applicant acknowledged the discussed limit of three unrelated people. Commissioner Schou made a motion to table RB26-000032. Commissioner Stewart seconded the motion. Voting Yea: Commissioner Schou, Commissioner Stewart, and Chairwoman Wilson. Motion carried.

RB26-0000030 – SRSC Lots, LLC – 676 Sunset Drive – Single-family Home

Administrator Hovorka confirmed receipt of DEQ approval relating to 674 and 676 Sunset Drive. The Commission requested copies of the engineered drawings submitted to DEQ and the easement documentation for the adjoining lots. The applicant agreed to provide them. Administrator Hovorka clarified that 674 Sunset Drive had already received conditional approval and that staff could issue that permit following receipt of DEQ approval; the application currently under consideration was for 676 Sunset Drive.

Commissioner Stewart made a motion to approve RB26-0000030 for 676 Sunset Drive. Commissioner Schou seconded the motion. Before the vote, Chairwoman Wilson reiterated the request for the

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discussed documents. **Voting Yea: Commissioner Schou, Commissioner Stewart, and Chairwoman Wilson. Motion carried.**

APPROVAL OF MINUTES:

a) Approval of Minutes for October 13, 2026, Meeting

Commissioner Schou made a motion to approve the October 13, 2026, Planning & Zoning Commission meeting minutes. Chairwoman Wilson seconded the motion. **Voting Yea: Commissioner Schou and Chairwoman Wilson. Motion carried.**

Commissioner Stewart abstained from the vote due to her absence at the October 13, 2026, Planning and Zoning Commission meeting.

TOWN COUNCIL ASSIGNMENT:

Chairwoman Wilson stated that she would be unavailable for the November 2, 2026, Town Council meeting. Commissioner Schou agreed to attend.

ADDITIONAL DISCUSSION

Turley Annexation Hearing and Roadway Activity

Administrator Hovorka explained that the annexation hearing had been canceled because the required notices had not been sent by certified mail as required by Town ordinance. She stated that Town Council would consider a new hearing date on November 2 and that the petitioner would need to repeat the notice process, allowing sufficient time to meet the notice requirements.

Commissioner Schou asked about roadway activity on the property proposed for annexation. Administrator Hovorka reported that staff had contacted Lincoln County and that the property remained under County jurisdiction. The Commission and staff discussed grading and excavation requirements and clarified the distinction between a separate earthwork permit and work associated with an overall development application. No action was taken.

ADJOURNMENT

Commissioner Schou made a motion to adjourn. Commissioner Stewart seconded the motion. **Voting Yea: Commissioner Schou, Commissioner Stewart, and Chairwoman Wilson. Motion carried**.

Chairwoman Wilson adjourned the meeting at 7:38 PM.

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

_____ _____

Melisa Wilson, Chairwoman Date

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ALPINE
WYOMING

_____ _____

Inanna Reistad, Planning & Development Coordinator Date

Prepared and Transcribed By:

_____ _____

Sarah Greenwald, Deputy Clerk Date

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