



TOWN COUNCIL WORK SESSION AGENDA

March 04, 2025 / 250 River Circle - Alpine, WY 83128

(To follow the Town Council Special Meeting at 7:00 PM)

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

1. CALL TO ORDER - Mayor Green

2. ROLL CALL – Monica Chenault

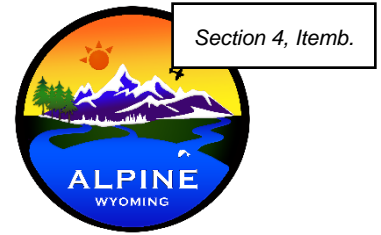
3. ADOPT THE AGENDA

4. DISCUSSION ITEMS

a. Friends of the Bridger-Teton - Jennifer Ricupero

b. Ordinance No. 2025-002 - Building and Development Fee Schedule - Discussion

5. ADJOURNMENT



Memo

To: Town Council

Date: February 18, 2025

Re: Subject Discussion on Building and Development Fee Updates

This evening's Town Council meeting includes a discussion item regarding updates to the Town of Alpine's building and development fees. A recommendation from Dee J. Rammell, our new Building Official, has been provided and is included in the meeting packet for your review.

Currently, the State of Wyoming Fire Marshal utilizes ICC data to assess fees. Monica has been working closely with Mr. Rammell to determine the appropriate fee multiplier to ensure the Town of Alpine's costs are adequately covered.

Monica and Mr. Rammell will present their formal recommendation at next month's Town Council meeting on **March 18**. Due to the complexities involved in this ordinance change, Jim Sanderson will draft the new ordinance.

If you have any questions, please feel free to reach out to Monica.

Building Valuation Data – AUGUST 2024

The International Code Council is pleased to provide the following Building Valuation Data (BVD) for its members. The BVD will be updated at six-month intervals, with the next update in February 2025. ICC strongly recommends that all jurisdictions and other interested parties actively evaluate and assess the impact of this BVD table before utilizing it in their current code enforcement related activities.

The BVD table provides the “average” construction costs per square foot, which can be used in determining permit fees for a jurisdiction. Permit fee schedules are addressed in Section 109.2 of the 2024 *International Building Code* (IBC) whereas Section 109.3 addresses building permit valuations. The permit fees can be established by using the BVD table and a Permit Fee Multiplier, which is based on the total construction value within the jurisdiction for the past year. The Square Foot Construction Cost table presents factors that reflect relative value of one construction classification/occupancy group to another so that more expensive construction is assessed greater permit fees than less expensive construction.

ICC has developed this data to aid jurisdictions in determining permit fees. It is important to note that while this BVD table does determine an estimated value of a building (i.e., Gross Area x Square Foot Construction Cost), this data is only intended to assist jurisdictions in determining their permit fees. This data table is not intended to be used as an estimating guide because the data only reflects average costs and is not representative of specific construction.

This degree of precision is sufficient for the intended purpose, which is to help establish permit fees so as to fund code compliance activities. This BVD table provides jurisdictions with a simplified way to determine the estimated value of a building that does not rely on the permit applicant to determine the cost of construction. Therefore, the bidding process for a particular job and other associated factors do not affect the value of a building for determining the permit fee. Whether a specific project is bid at a cost above or below the computed value of construction does not affect the permit fee because the cost of related code enforcement activities is not directly affected by the bid process and results.

Building Valuation

The following building valuation data represents average valuations for most buildings. In conjunction with IBC Section 109.3, this data is offered as an aid for the building official to determine if the permit valuation is underestimated. Again it should be noted that, when using this data, these are “average” costs based on typical construction methods for each occupancy group and type of construction. The average costs include foundation work, structural and nonstructural

building components, electrical, plumbing, mechanical and interior finish material. The data is a national average and does not take into account any regional cost differences. As such, the use of Regional Cost Modifiers is subject to the authority having jurisdiction.

Permit Fee Multiplier

Determine the Permit Fee Multiplier:

1. Based on historical records, determine the total annual construction value which has occurred within the jurisdiction for the past year.
2. Determine the percentage (%) of the building department budget expected to be provided by building permit revenue.
- 3.

$$\text{Permit Fee Multiplier} = \frac{\text{Bldg. Dept. Budget x (\%)}}{\text{Total Annual Construction Value}}$$

Example

The building department operates on a \$300,000 budget, and it expects to cover 75 percent of that from building permit fees. The total annual construction value which occurred within the jurisdiction in the previous year is \$30,000,000.

$$\text{Permit Fee Multiplier} = \frac{\$300,000 \times 75\%}{\$30,000,000} = 0.0075$$

Permit Fee

The permit fee is determined using the building gross area, the Square Foot Construction Cost and the Permit Fee Multiplier.

$$\text{Permit Fee} = \text{Gross Area} \times \text{Square Foot Construction Cost} \times \text{Permit Fee Multiplier}$$

Example

Type of Construction: IIB

Area: 1st story = 8,000 sq. ft.

2nd story = 8,000 sq. ft.

Height: 2 stories

Permit Fee Multiplier = 0.0075

Use Group: B

1. Gross area:
Business = 2 stories x 8,000 sq. ft. = 16,000 sq. ft.
2. Square Foot Construction Cost:
B/IIB = \$260.46/sq. ft.
3. Permit Fee:
Business = 16,000 sq. ft. x \$260.46/sq. ft x 0.0075
= \$31,255

Important Points

- The BVD is not intended to apply to alterations or repairs to existing buildings. Because the scope of alterations or repairs to an existing building varies so greatly, the Square Foot Construction Costs table does not reflect accurate values for that purpose. However, the Square Foot Construction Costs table can be used to determine the cost of an addition that is basically a stand-alone building which happens to be attached to an existing building. In the case of such additions, the only alterations to the existing building would involve the attachment of the addition to the existing building and the openings between the addition and the existing building.

- For purposes of establishing the Permitted Building Value, the estimated total annual construction value for a given time period (1 year) is the sum of each building's value (Gross Area x Square Foot Construction Cost) for that time period (e.g., 1 year).
- The Square Foot Construction Cost does not include the price of the land on which the building is built. The Square Foot Construction Cost takes into account everything from foundation work to the roof structure and coverings but does not include the price of the land. The cost of the land does not affect the cost of related code enforcement activities and is not included in the Square Foot Construction Cost.

Square Foot Construction Costs ^{a, b, c}

Group (2024 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	333.98	322.10	312.59	300.28	280.58	272.46	290.01	261.47	251.46
A-1 Assembly, theaters, without stage	306.63	294.75	285.24	272.92	253.47	245.34	262.66	234.35	224.35
A-2 Assembly, nightclubs	264.07	256.33	248.28	238.82	223.69	217.61	230.62	203.42	195.71
A-2 Assembly, restaurants, bars, banquet halls	263.07	255.33	246.28	237.82	221.69	216.61	229.62	201.42	194.71
A-3 Assembly, churches	311.21	299.32	289.82	277.50	258.18	250.05	267.24	239.06	229.06
A-3 Assembly, general, community halls, libraries, museums	261.35	249.47	238.96	227.64	207.19	200.06	217.38	188.07	179.07
A-4 Assembly, arenas	305.63	293.75	283.24	271.92	251.47	244.34	261.66	232.35	223.35
B Business	292.48	282.09	271.97	260.46	237.85	229.40	250.46	212.56	202.84
E Educational	279.20	269.50	260.98	250.17	233.48	221.55	241.57	204.55	198.00
F-1 Factory and industrial, moderate hazard	162.52	154.68	144.93	139.48	124.19	118.17	132.99	102.98	95.90
F-2 Factory and industrial, low hazard	161.52	153.68	144.93	138.48	124.19	117.17	131.99	102.98	94.90
H-1 High Hazard, explosives	151.65	143.81	135.05	128.61	114.61	107.60	122.11	93.40	N.P.
H234 High Hazard	151.65	143.81	135.05	128.61	114.61	107.60	122.11	93.40	85.33
H-5 HPM	292.48	282.09	271.97	260.46	237.85	229.40	250.46	212.56	202.84
I-1 Institutional, supervised environment	264.93	255.57	246.84	238.11	217.64	211.63	238.15	195.82	189.67
I-2 Institutional, hospitals	459.84	449.45	439.33	427.82	403.26	N.P.	417.81	377.98	N.P.
I-2 Institutional, nursing homes	319.21	306.86	296.74	285.23	264.10	N.P.	275.22	238.82	N.P.
I-3 Institutional, restrained	341.48	331.09	320.97	309.46	288.34	278.89	299.46	263.05	251.33
I-4 Institutional, day care facilities	264.93	255.57	246.84	238.11	217.64	211.63	238.15	195.82	189.67
M Mercantile	197.08	189.34	177.79	171.82	156.33	151.25	163.63	136.06	129.35
R-1 Residential, hotels	267.42	258.06	249.33	240.60	220.62	214.60	240.64	198.79	192.64
R-2 Residential, multiple family	223.61	214.25	205.52	196.79	177.77	171.76	196.82	155.95	149.80
R-3 Residential, one- and two-family ^d	211.77	205.84	200.99	197.13	190.36	183.32	193.75	177.67	167.37
R-4 Residential, care/assisted living facilities	264.93	255.57	246.84	238.11	217.64	211.63	238.15	195.82	189.67
S-1 Storage, moderate hazard	150.65	142.81	133.05	127.61	112.61	106.60	121.11	91.40	84.33
S-2 Storage, low hazard	149.65	141.81	133.05	126.61	112.61	105.60	120.11	91.40	83.33
U Utility, miscellaneous	115.27	108.48	100.93	96.59	86.02	80.36	91.94	68.09	64.85

- Private Garages use Utility, miscellaneous
- For shell only buildings deduct 20 percent
- N.P. = not permitted
- Unfinished basements (Group R-3) = \$31.50 per sq. ft.



Town of Alpine Building Permit Recommendations

Code Adoption

The Town of Alpine matches the Wyoming State Fire Marshall's codes and referenced standards as currently adopted. <https://wsfm.wyo.gov/fire-prevention/plan-review>

Permit Fee

The most current ICC Building Valuation Data (currently August 2024) with a multiplier of **0.008**.
Reference attached spreadsheet and pdf.

Plan Review Fee

50% of the permit fee as referenced above.

Inspection Fees

50% of the permit fee as referenced above.

Inspection Scheduling

By appointment through direct communication with Design Energy; minimum 48-hour request.

Additional Services @ \$150/hr

(1 hour minimum)

Additional Plan Review outside of first submission and one hour comment review

Change requests to approved plans

Virtual meetings

(2 hour minimum)

Re-inspections

In person meetings

Misc. pre-approved requests

Dee J Rammell, PE, PMP

	A	B	C	D	E	F	G	H	I	J
1	Group (2024 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
2	A-1 Assembly, theaters, with stage	333.98	322.10	312.59	300.28	280.58	272.46	290.01	261.47	251.46
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12	F-2 Factory and industrial, low hazard	161.52	153.68	144.93	138.48	124.19	117.17	131.99	102.98	94.90
13	H-1 High Hazard, explosives	151.65	143.81	135.05	128.61	114.61	107.60	122.11	93.40	0.00
14	H234 High Hazard	151.65	143.81	135.05	128.61	114.61	107.60	122.11	93.40	85.33
15	H-5 HPM	292.48	282.09	271.97	260.46	237.85	229.40	250.46	212.56	202.84
16	I-1 Institutional, supervised environment	264.93	255.57	246.84	238.11	217.64	211.63	238.15	195.82	189.67
17	I-2 Institutional, hospitals	459.84	449.45	439.33	427.82	403.26	0.00	417.81	377.98	0.00
18	I-2 Institutional, nursing homes	319.21	306.86	296.74	285.23	264.10	0.00	275.22	238.82	0.00
19	I-3 Institutional, restrained	341.48	331.09	320.97	309.46	288.34	278.89	299.46	263.05	251.33
20	I-4 Institutional, day care facilities	264.93	255.57	246.84	238.11	217.64	211.63	238.15	195.82	189.67
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22	R-1 Residential, hotels	267.42	258.06	249.33	240.60	220.62	214.60	240.64	198.79	192.64
23	R-2 Residential, multiple family	223.61	214.25	205.52	196.79	177.77	171.76	196.82	155.95	149.80
24	R-3 Residential, one- and two-family	211.77	205.84	200.99	197.13	190.36	183.32	193.75	177.67	167.37
25	R-4 Residential, care/assisted living facilities	264.93	255.57	246.84	238.11	217.64	211.63	238.15	195.82	189.67
26	S-1 Storage, moderate hazard	150.65	142.81	133.05	127.61	112.61	106.60	121.11	91.40	84.33
27	S-2 Storage, low hazard	149.65	141.81	133.05	126.61	112.61	105.60	120.11	91.40	83.33
28	U Utility, miscellaneous	115.27	108.48	100.93	96.59	86.02	80.36	91.94	68.09	64.85

R3 Examples: 2500 sf & 3500 sf

		Proposed		Alpine Current	
Square Footage	entered value	2500	3500	2500	3500
BVD \$/sf value	from table	\$167.37	\$167.37		
Cost of Construction		\$418,436	\$585,810		
Permit Fee Multiplier	entered value(s)	0.0075	0.0075	\$0.25	\$0.25
				\$1,750	\$1,750
Permit Fee		\$3,138.27	\$4,393.57	\$2,375.00	\$2,625.00
50% add'l Plan Review fee		\$1,569.13	\$2,196.79		
50% add'l Inspection fee		\$1,569.13	\$2,196.79		
Total		\$6,276.53	\$8,787.15	\$2,375.00	\$2,625.00

SV Ranch		Town of Jackson		Teton County Tiered		Elec & Se WY Fire
2500	3500	2500	3500	2500	1000	2500
				\$167.37	\$167.37	\$167.37
				\$418,435.50	\$167,374.20	\$418,425
\$1	\$1	\$1.66	\$1.66	0.006	0.009	0.00454
\$500	\$500					
				\$2,510.61	\$1,506.37	
\$3,000.00	\$4,000.00	\$4,150.00	\$5,810.00	\$2,510.61	\$4,016.98	\$1,899.65
		65% \$2,697.50	\$3,776.50	65% \$1,631.90	\$2,611.04	
\$3,000.00	\$4,000.00	\$6,847.50	\$9,586.50	\$4,142.51	\$6,628.02	\$1,899.65

afety Only
Marshall

3500
\$167.37
\$585,795

0.00454

\$2,659.51

\$2,659.51

R2 Example: 10000 sf

		Proposed	Current Alpine	SV Ranch
Square Footage	entered value	10000	10000	10000
BVD \$/sf value	from table	\$149.80		
Cost of Construction		\$1,497,989		
Permit Fee Multiplier	entered value(s)	0.0075	\$0.50 \$1,500	\$2 \$1,000
Permit Fee		\$11,234.92	\$6,500.00	\$21,000.00
50% add'l Plan Review fee		\$5,617.46		65%
50% add'l Inspection fee		\$5,617.46		
Total		\$22,469.84	\$6,500.00	\$21,000.00

TOJ	Teton County Tiered			Elec & Safety Only WY Fire Marshall
10000	2500	2500	5000	10000
	\$149.80	\$149.80	\$149.80	\$149.80
	\$374,497.25	\$374,497.25	\$748,994.50	\$1,498,000
\$1.10	0.006	0.009	0.012	
	\$2,246.98	\$3,370.48	\$8,987.93	
\$11,000.00			\$14,605.39	\$5,027.00
\$7,150.00		65%	\$9,493.51	
\$18,150.00			\$24,098.90	\$5,027.00

A2 Example: 15000 sf

		Proposed	Current Alpine	SV Ranch
Square Footage	entered value	15000	15000	15000
BVD \$/sf value	from table	\$194.71		
Cost of Construction		\$2,920,602		
Permit Fee Multiplier	entered value(s)	0.0075	\$0.50 \$1,500	\$2 \$1,000
Permit Fee		\$21,904.52	\$9,000.00	\$31,000.00
50% add'l Plan Review fee		\$10,952.26		65%
50% add'l Inspection fee		\$10,952.26		
Total		\$43,809.03	\$9,000.00	\$31,000.00

TOJ	Teton County Tiered			Elec & Safety Only WY Fire Marshall
15000	2500 \$194.71 \$486,767.00	2500 \$194.71 \$486,767.00	10000 \$194.71 \$1,947,068.00	15000 \$194.71 \$2,920,650
\$1.10	0.006	0.009	0.012	0.0045
	\$2,920.60	\$4,380.90	\$23,364.82	
\$16,500.00			\$30,666.32	\$13,142.93
\$10,725.00		65%	\$19,933.11	
\$27,225.00			\$50,599.43	\$13,142.93



**ORDINANCE NO. 2024-003
TOWN OF ALPINE
BUILDING DEPARTMENT FEE SCHEDULE**

AN ORDINANCE REPEALING AND REPLACING 297 ORDINANCE NO. 2022-15 TOWN OF ALPINE BUILDING DEPARTMENT FEE SCHEDULE FOR BUILDING APPLICATIONS AND PERMIT APPLICATIONS IN THE TOWN OF ALPINE. THIS ORDINANCE WILL ESTABLISH AN EFFECTIVE DATE AT ITS PASSING ON THE THIRD READING.

BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF ALPINE, LINCOLN COUNTY, WYOMING:

Section I: Building Department Fee Schedule

Plan review by Town of Alpine building official is included in the base rate along with the required inspection fees, any additional inspections and/or re-inspections will be charged and/or billed to the property owner accordingly.

Plan Review Fee: A Separate plan review fee of One Hundred (\$100) Dollars per hour for all plan reviews conducted outside of the regular permit submissions will be assessed to all requests.

In addition to the permit fee (base rate and price per square foot) the Town reserves the right with specific findings, to have a 3rd party entity plan review conducted, at the expense of the applicant, these additional costs would be on any complex projects the Town deems necessary.

Building Fees:

Building Type	Base Rate	Price Per Sq. Ft.
Commercial	\$2,600.00	\$0.50/sq. ft.
Multi-Unit Residential	\$1,500.00	\$0.50/sq. ft.
Single Family Residential (Garage with Primary Structure is included in 'SFR' Fee)	\$1,750.00	\$0.25/sq. ft.

Re-Inspections:

If for any reason a project is not ready when the Building Official arrives, as requested, thus requiring a return to the project site by the Building Official to conduct the inspection, the applicant will be charged accordingly, for each and every additional visit. Re-Inspection fees are charged on an hourly basis, if the re-inspection exceeds the allotted minimum time, the applicant will be charged the below identified rate accordingly.

Residential	(Fee Per Each Reinspection)	\$250.00	One (1) hr. minimum
Commercial	(Fee Per Each Reinspection)	\$750.00	One (1) hr. minimum

Other Permits:

Permit Type	Base Rate	Price Per Sq. Ft.
Addition	\$2,000.00	\$0.25/sq. ft.
Remodel	\$1,350.00	\$0.25/sq. ft.

Garage (Not Associated with "SFR" Structure)	\$2,000.00	\$0.25/sq. ft.
Minor Construction Permit Fees:	\$750.00	

Affidavits:

Deck Affidavit	\$300.00
Fence Affidavit	\$175.00
Re-Roof Affidavit (All Like Kind Materials)	\$250.00
Shed Affidavit (Includes Greenhouses)	\$250.00
All Others	\$250.00

Extension Affidavit:

Extension of 1 st Building Permit	\$750.00
Extension of 2 nd Building Permit	\$1,000.00

Sign Permit Fees:

Wall/Canopy	\$300.00
Fee Standing	\$400.00
Permanent Banners	\$275.00 – Per Banner
Temporary Banners (Must be removed 90 days from installation date)	\$125.00 – Per Banner

Miscellaneous Permits:

Demolition Permit (not associated with new construction)	\$300.00
Special Hearing by Planning & Zoning Commission	\$1,500.00
Temporary Use Permit (90 Day Use Only)	\$750.00

Development Fees:

Variance Application (Person requesting variance shall also pay all advertising separately)	\$5,000.00
Zoning Map Amendment Application (Rezone) (Person requesting rezone shall also pay all advertising separately)	\$5,000.00

Replat/Subdivisions Application

Simple	\$3,000.00
Minor	\$5,000.00
Major	\$5,000.00 (plus \$200.00 per lot)

Additional Fees:

If any of the above fees do not fully cover the total costs of processing any application and/or additional inspections or re-inspections, including but not limited to, variable costs, other included variable costs, engineering, or professional fees, additional fees will be assessed pursuant to Section II of this Ordinance.

Charges for replating of a subdivision applications shall commence at the above cost basis. There may be extra costs incurred, as determined by the Town of Alpine, as every project is unique and may incur additional costs.

Fees listed do not include all costs for advertising which will be billed directly to the property owner along with all other out of ordinary expenses.

SECTION II: Deposit.

Building Type	Deposit
Commercial	\$2,500.00
Multi-Unit Residential	\$2,500.00
Single Family Residential	\$2,500.00
Addition	\$2,500.00
Garage	\$2,500.00
Remodel	\$2,500.00

A deposit fee will be required for all Commercial Building, Multi-Unit Residential Structures, Single Family Residential Structures, Garage Structures, Remodel and Addition Projects permit applications. If reinspection's are needed and/or completed, the reinspection fee will be taken out of the provided deposit. The deposit fee will be returned to the applicant upon completion of the project and after a certificate of occupancy/completion is issued. Should the number of reinspection's prevail over the deposit fee, the project will be stopped until the appropriate reinspection fees are paid in full.

SECTION III: Payment/Refunds/Waiver of Fees.

All building permit fees are non-refundable. There shall be no waiver of fees.

SECTION IV: Water And Sewer Connection Fees.

In conjunction with the building permit application process and before a building permit is issued, all water and sewer connection fees must be paid in full.

Section V: Severability.

If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate distinct and independent provision, and such holding shall not affect the validity of the remaining portions of the ordinance.

Section VI: Ordinances Repealed.

All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section VII: Effective Date.

This Ordinance shall become effective from the date of its passage.

Passed First Reading on the 16th day of April 2024.

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

Passed First Reading on the 16th day of April 2024.

VOTE: 4 YES, 0 NO, 0 ABSTAIN, 1 ABSENT

Passed on Third and Final Reading 18th day of June 2024.

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

TOWN OF ALPINE

Eric Green, Mayor of Alpine

ATTEST:

Monica L. Chenault, Clerk / Treasurer

ATTESTATION OF THE TOWN CLERK

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

I hereby certify that the forgoing Ordinance No. 2024-003 shall be duly posted for ten (10) days in the Town Office.

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

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

ATTEST:

Monica L. Chenault Clerk / Treasurer

