



## **PLANNING & ZONING COMMISSION**

*February 10, 2026, at 7:00 PM*  
250 River Circle - Alpine, WY 83128

### **AGENDA**

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- 1. CALL TO ORDER:**
- 2. ROLL CALL & ESTABLISH QUORUM:**
- 3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:**
- 4. TABLED ITEMS:**
- 5. UNFINISHED/ONGOING BUSINESS:**

- a.** Approval of proposed drafted updates to Part 2 of the LUDC and next steps.

- 6. CORRESPONDENCE:**

#### **DISCUSSION ITEMS:**

- a. 60 US Hwy 89 – Three Rivers Motel: The proposed structure, originally characterized as a storage shed, is now intended to be occupied and used as a gathering space functioning as a “clubhouse,” with an element of fee-based services. This represents a change in use from an accessory storage structure to an occupied building. Under the International Building Code, occupied buildings are subject to building and life-safety requirements regardless of size. As such, at a minimum, a minor construction permit would be required, along with permitting and review consistent with an occupied structure.
- b. The Town currently has several viable approaches for adopting and implementing the International Construction Codes (IRC, IBC, IMC, IPC, and IFGC). Each option carries different implications for administration, flexibility, and long-term maintenance of the Town’s regulations. The purpose of this discussion is to determine the preferred path forward.
- c. Review of all issued permits and affidavits for the 2026 Calendar Year.

- 7. APPROVAL OF MINUTES:**

- a.** Approval of 01/13/2026 Minutes

- 8. TOWN COUNCIL ASSIGNMENT:**

- 9. ADJOURN MEETING:**

## PART 2 - PROCEDURES

### ARTICLE 2.1 GENERAL PROVISIONS

#### Section 2-101. Purpose

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

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

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

### ARTICLE 2.2 GENERAL DEVELOPMENT REVIEW AND APPROVAL PROCESS

#### Section 2-201. General Requirements

- (a) No development or construction activity is permitted until all applicable development approvals are issued by the Town of Alpine in accordance with Part 2 of the Alpine Land Use and Development Code. If a property is to be annexed into the incorporated boundaries of the Town a planned unit development concept with zone identification is required to accompany the annexation petition/application.
- (b) Development approvals are required for all development projects to ensure compliance with codes and standards adopted by the Town of Alpine, as well as consistency with the Town of Alpine Municipal Master Plan. All annexation petition/applications will be reviewed for consistency with the Town of Alpine Master Plan.
- (c) Any development on a parcel and/or a piece of land that is larger than one (1) acre will be required to follow the planned unit development process. Development approvals are required for all development projects to ensure compliance with codes and standards adopted by the Town of Alpine, as well as consistency with the Town of Alpine Municipal Master Plan. All annexation petition/applications will be reviewed for consistency with the Town of Alpine Master Plan.
- (d) General land use application requirements are summarized in Table 2-1 and described more fully in later sections of Part 2.
- (e) Decisions by the Alpine Planning and Zoning Commission, Alpine Board of Adjustments, and Alpine Town Council concerning applications for land use plan map amendments, planned unit developments, zone changes, variances, subdivisions, buildings, and signs will be transmitted to applicants in writing. Approvals may contain specific stipulations or conditions which modify the original application. Denials of any application will be accompanied with documentation of the rationale used by the Alpine Planning and Zoning Commission, Alpine Board of Adjustments, and/or the Alpine Town Council to make its determination.

- (f) Any construction activity will be subject to inspections by the Town of Alpine Building Official, or its designated representative, until the Certificate of Occupancy or Certificate of Completion has been issued.
- (g) All completed land use permit applications must contain documented approval of the landowner(s) of the subject property.
- (h) If the property is located in an established subdivision, with an active architectural review committee and/or homeowner association, project approval will accompany the permit application.
- (j) Upon inspection and final approval of all construction that is authorized via municipal building permits, the Town of Alpine will issue a Certificate of Occupancy to the owner(s).
- (k) No new building will be used or occupied until a Certificate of Occupancy and/or a Temporary Certificate of Occupancy has been issued by the Town of Alpine.

**TABLE 2-1**  
**LAND USE DEVELOPMENT APPLICATION REQUIREMENTS**  
**TOWN OF ALPINE**

<i>Land Use Permit</i>	<i>Information Accompanying Application Form</i>	<i>Public Hearing</i>	<i>Notice Prior to Public Hearing</i>	<i>Decision Process</i>	<i>Appeals</i>
Land Use Plan Amendment	Rationale for plan amendment; proposed changes in land use plan map designations	Planning and Zoning Commission	30 days	Planning and Zoning Commission makes recommendation to Town Council for final action	District Court as outlined in Part 5
Planned Unit Development	Conceptual site plan of proposed land use development; proposed changes in zoning designations; legal property description; authorization of landowner	Planning and Zoning Commission	30 days	Planning and Zoning Commission makes recommendation to Town Council for final action	District Court as outlined in Part 5
Zone Change	Conceptual site plan of proposed land use development; proposed changes in zoning designations; legal property description; authorization of landowner	Planning and Zoning Commission	30 days	Planning and Zoning Commission makes recommendation to Town Council for final action	District Court as outlined in Part 5
Variance	Plot plan, description and rationale for deviation from ordinance	Board of Adjustment	30 days	Board of Adjustment makes final decision.	Town Council
Subdivision Approval (Re-Plat)	Generally, include master plan report, preliminary plat, and final plat drawings. But variable requirements for simple, minor and major subdivisions.	Planning and Zoning Commission	30 days	Planning and Zoning Commission makes recommendation to Town Council for final action	District Court as outlined in Part 5

**TABLE 2-1**  
**LAND USE DEVELOPMENT APPLICATION REQUIREMENTS**  
(Continued)

<i>Land Use Permit</i>	<i>Information Accompanying Application Form</i>	<i>Public Hearing</i>	<i>Notice Prior to Public Hearing</i>	<i>Decision Process</i>	<i>Appeals</i>
Special Use Permit	Plot plan, description and rationale for deviation from ordinance, provide location, function and characteristics of the proposed use.	Planning and Zoning Commission	30 days	Planning and Zoning Commission to make recommendation to Town Council for final action	Town Council

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

#### **Section 2-202. General Evaluation Criteria**

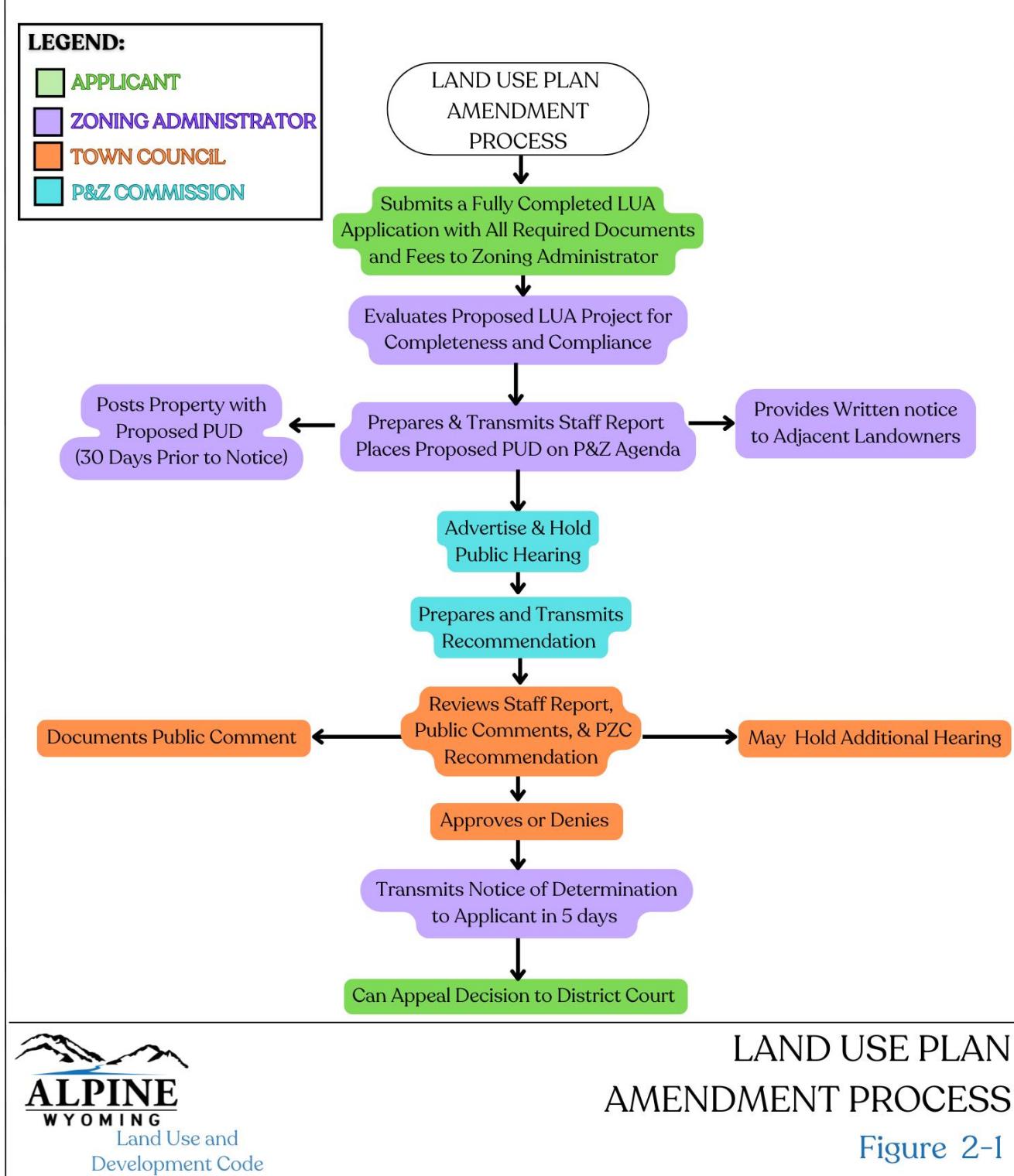
(a) The development review process will generally involve the Town of Alpine's consideration and evaluation of, at least, the following issues:

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

### **Section 2-203. Land Use Plan Amendment Process**

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

The Zoning Administrator shall provide an official notice sign, and the landowner(s)/applicant(s) shall post the notice on the property where the proposed land use amendment is requested. The notice shall be no less than 18" x 24", placed on material visible from the property line. This public notice will be made at least thirty (30) days before the proposed land use amendment is considered publicly by the Alpine Planning and Zoning Commission. The landowner(s)/applicant(s) shall be responsible for all costs associated with producing and posting the notice and shall submit an **Affidavit of Public Notice** to the Town as verification.



(2) ~~The Zoning Administrator will provide written notice to all owners of property within five hundred (500) feet of the property or properties under consideration for a land use amendment.~~

The Zoning Administrator shall provide an official written notice to the owner(s)/applicant(s). The owner(s)/applicant(s) shall provide that notice to all owners of property within five hundred (500) feet of the property or properties under consideration for a land use amendment. Notice shall be received at least thirty (30) days' notice of the public hearing. The applicant shall be responsible for paying all costs associated with this notice and supplying the list of property owners notified, and for submitting an **Affidavit of Mailings** to the Town as verification.

(3) ~~The Alpine Planning and Zoning Commission will hold one (1) public hearing at a public facility within the Town of Alpine. Town residents and the general public will receive at least thirty (30) days' notice of the public hearing. Public notice will be advertised in one (1) newspaper of general circulation throughout Lincoln County. Public comments received during the meeting will be documented for subsequent reference during the land use plan amendment process.~~

The Alpine Planning and Zoning Commission shall hold one (1) public hearing at a public facility within the Town of Alpine. The Planning and Zoning Administrator shall provide official notice to the owner(s)/applicant(s). Town residents and the general public shall receive at least thirty (30) days' notice of the public hearing. Public notice shall be advertised in one (1) newspaper of general circulation throughout Lincoln County. Public comments received during the meeting shall be documented for subsequent reference during the land use plan amendment process. The applicant shall be responsible for placing and paying for the advertisement of this notice and shall submit an **Affidavit of Published Public Notice** to the Town as verification.

(f) Upon consideration of a staff report from the Zoning Administrator for public comment, the Alpine Planning and Zoning Commission will make a written recommendation to the Alpine Town Council. The recommendation will state the rationale for its decision.

(g) The Town Council will review the staff report from the Zoning Administrator, for public comments, and the recommendation of the Alpine Planning and Zoning Commission. In the course of its review, the Town Council may hold an additional public hearing to provide an expanded opportunity for public comment.

(h) The Town Council will approve, approve with conditions, or deny the proposed land use amendment by ordinance. In the event that further information is required by the Town Council to complete its evaluation, the Town Council may table the proposed land use amendment until desired information is obtained and reviewed by the Town Council.

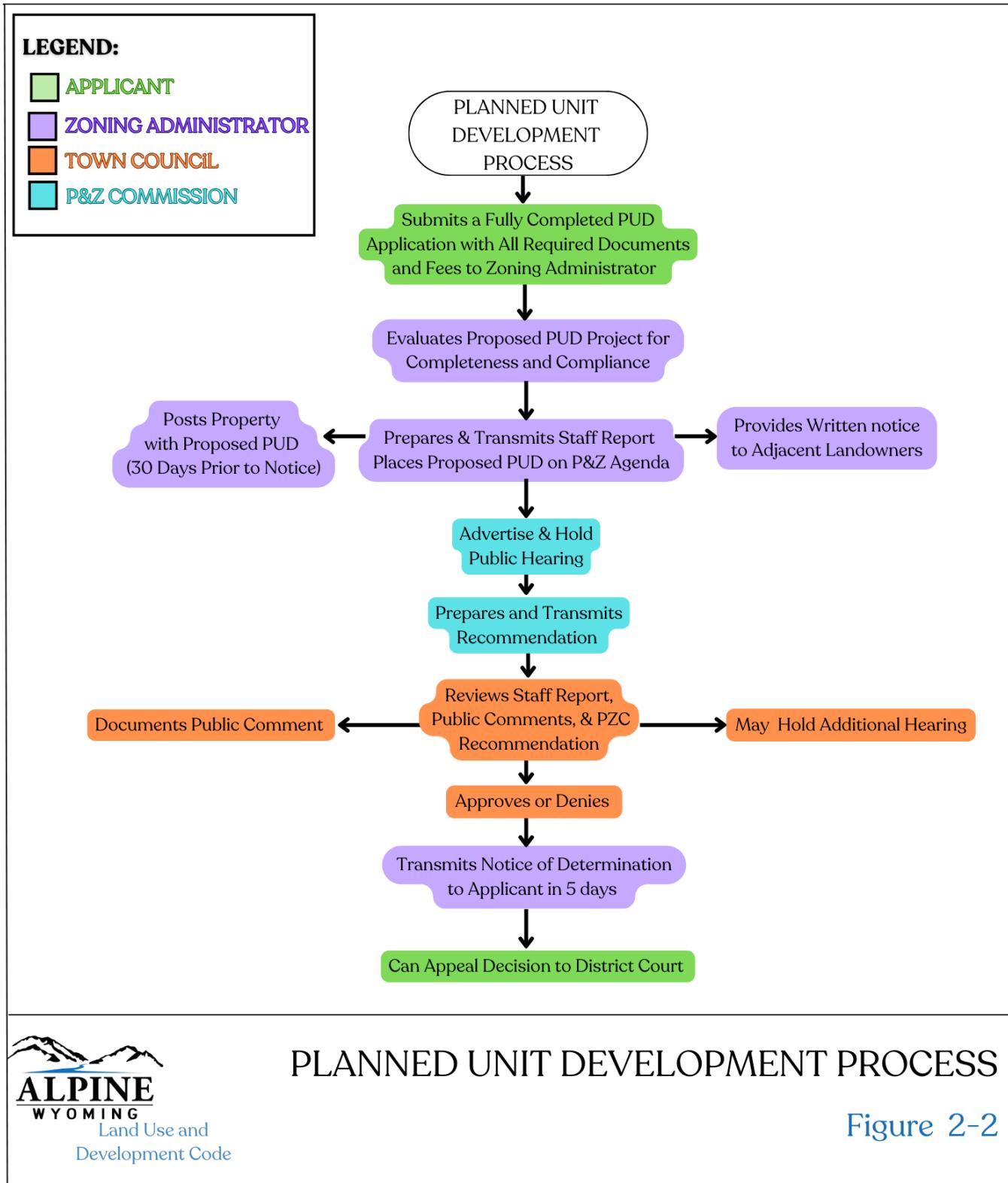
(i) The Zoning Administrator will issue a written notice of determination to the applicant within five (5) business days of the decision of the Town Council. The notice will indicate the decision made and, when appropriate, stipulations that may accompany the approval of a specific application.

(j) Any appeal of the decisions by the Alpine Town Council may be reviewed by the District Court pursuant to Rule 12 of the Wyoming Rules of Appellate Procedure.

#### **Section 2-204. Planned Unit Development Process**

(a) The purpose of the planned unit development process (Figure 2-2) is to:

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



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

~~at least, thirty (30) days before the planned unit development application is considered publicly by the Alpine Planning and Zoning Commission.~~

The Zoning Administrator shall provide an official notice sign, and the landowner(s)/applicant(s) shall post the notice on the property where the proposed Planned Unit Development is requested. The notice shall be no less than 18" x 24", placed on material visible from the property line. This public notice will be made at least thirty (30) days before the proposed planned unit development is considered publicly by the Alpine Planning and Zoning Commission. The landowner(s)/applicant(s) shall be responsible for all costs associated with producing and posting the notice and shall submit an **Affidavit of Public Notice** to the Town as verification.

(2) ~~The Zoning Administrator will provide written notice to all owners of property within five hundred (500) feet of the property or properties under consideration for a planned unit development. The written notice will also include the date, time and place when the proposed planned unit development will be considered by the Alpine Planning and Zoning Commission.~~

The Zoning Administrator shall provide an official written notice to the owner(s)/applicant(s). The owner(s)/applicant(s) shall provide that notice to all owners of property within five hundred (500) feet of the property or properties under consideration for a Planned Unit Development. The applicant shall be responsible for paying all costs associated with this notice and supplying the list of property owners notified, and for submitting an **Affidavit of Mailings** to the Town as verification.

(3) ~~The Alpine Planning and Zoning Commission will hold one (1) public hearing at a public facility within the Town of Alpine. Town residents and the general public will receive at least thirty (30) days' notice of the public hearing. Public notice will be advertised in one (1) newspaper of general circulation throughout Lincoln County. Public comments received during the meeting will be documented for subsequent reference during the zone change process.~~

The Alpine Planning and Zoning Commission shall hold one (1) public hearing at a public facility within the Town of Alpine. The Planning and Zoning Administrator shall provide official notice to the owner(s)/applicant(s). Town residents and the general public shall receive at least thirty (30) days' notice of the public hearing. Public notice shall be advertised in one (1) newspaper of general circulation throughout Lincoln County. Public comments received during the meeting shall be documented for subsequent reference during the planned unit development process. The applicant shall be responsible for placing and paying for the advertisement of this notice and shall submit an **Affidavit of Published Public Notice** to the Town as verification.

(h) Upon consideration of a staff report from the Zoning Administrator, and public comment, the Alpine Planning and Zoning Commission will make a written recommendation to the Alpine Town Council. The recommendation will state the rationale for its decision. When necessary, the recommendation from the Alpine Planning and Zoning Commission may include project stipulations that may be imposed to mitigate potential impacts upon neighboring properties and the general community.

(i) The Town Council will review the staff report from the Zoning Administrator, for public comments, and the recommendation of the Alpine Planning and Zoning Commission. In the course of its review, the Town Council may hold an additional public hearing to provide an expanded opportunity for public comment.

(j) The Town Council will approve, approve with conditions, or deny the proposed planned unit development project by ordinance. In the event that further information is required by the Town Council to complete its evaluation, the Town Council may table its consideration of the proposed planned unit development project until the desired information is obtained and reviewed by the Town Council.

- (k) The Zoning Administrator will issue a written notice of determination to the applicant within five (5) business days of the decision of the Town Council. The notice will indicate the decision made and, when appropriate, stipulations that may accompany the approval of a specific application.
- (l) No statement of covenants and restrictions will be filed at the Lincoln County Courthouse until the Alpine Town Council first approves the planned unit development by Ordinance.
- (m) Any appeal of the decisions by the Alpine Town Council may be reviewed by the district court pursuant to Rule 12 of the Wyoming Rules of Appellate Procedure.

## **Section 2-205. Zone Change Process**

- (a) The purpose of the zone change process (Figure 2-3) is to provide landowners and/or prospective developers with the potential opportunity to modify zoning district boundaries depicted on the Alpine Zoning map. This process is required for those landowners and/or prospective developers who wish to establish land uses on one (1) or more lots or land parcels that are inconsistent with the permitted land uses authorized under existing zoning.
- (b) Owners and/or prospective developers of any lots or parcels may make application for a zone change in any zoning district.
- (c) Applicants must complete a zone change application form that will request at least the following information:
  - (1) Name, address, telephone number, e-mail address, and fax number of the applicant.
  - (2) When the applicant is not the landowner, the applicant will furnish a written notarized letter from the landowner which authorizes the application and endorses the proposed zone change.
  - (3) Name, address, telephone number and e-mail address of the person or company responsible for preparation of the conceptual site plan supporting the application.
  - (4) Legal description and total land area of the lands proposed for a zone change.
- (d) Applicants will also provide the following additional information, which will supplement a completed application form.
  - (1) Location map of the lots or land parcels being considered for a zone change.
  - (2) A conceptual site plan of the proposed land use development concept.
  - (3) A development schedule for proposed land use.
  - (4) A description of how the zone changes will impact the surrounding area.
- (e) The Zoning Administrator, or his or her authorized representative, will make a careful plan review of the proposed zone change and related land use development proposal. The Zoning Administrator, or his or her authorized representative, will evaluate the merits, disadvantages, and potential impacts of the proposed zone change upon adjoining land uses, municipal infrastructure, public health and safety, and community land use relationships. Subsequently, the Zoning Administrator will prepare and transmit a documented staff report containing these analyses and related recommendations to the Alpine Planning and Zoning Commission.

(f) The Zoning Administrator will, as soon as practical, place the proposed zone change application on the agenda of the Alpine Planning and Zoning Commission.

(g) Before any decision is reached by the Alpine Planning and Zoning Commission:

(1) ~~The Zoning Administrator will post a copy of the proposed zone change upon the property where the zone change is requested. This public notice will be made, at least thirty (30) days before the zone change is considered publicly by the Alpine Planning and Zoning Commission.~~

The Zoning Administrator shall provide an official notice sign, and the landowner(s)/applicant(s) shall post the notice on the property where the proposed land use amendment is requested. The notice shall be no less than 18" x 24", placed on material visible from the property line. This public notice will be made at least thirty (30) days before the proposed zone change is considered publicly by the Alpine Planning and Zoning Commission. The landowner(s)/applicant(s) shall be responsible for all costs associated with producing and posting the notice and shall submit an **Affidavit of Public Notice** to the Town as verification.

(2) ~~The Zoning Administrator will provide written notice to all owners of property within five hundred (500) feet of the property or properties under consideration for a proposed zone change. The written notice will also include the date, time and place when the proposed planned unit development will be considered by the Alpine Planning and Zoning Commission.~~

The Zoning Administrator shall provide an official written notice to the owner(s)/applicant(s). The owner(s)/applicant(s) shall provide that notice to all owners of property within five hundred (500) feet of the property or properties under consideration for a zone change. Notice shall be received at least thirty (30) days' notice of the public hearing. The applicant shall be responsible for paying all costs associated with this notice and supplying the list of property owners notified, and for submitting an **Affidavit of Mailings** to the Town as verification.

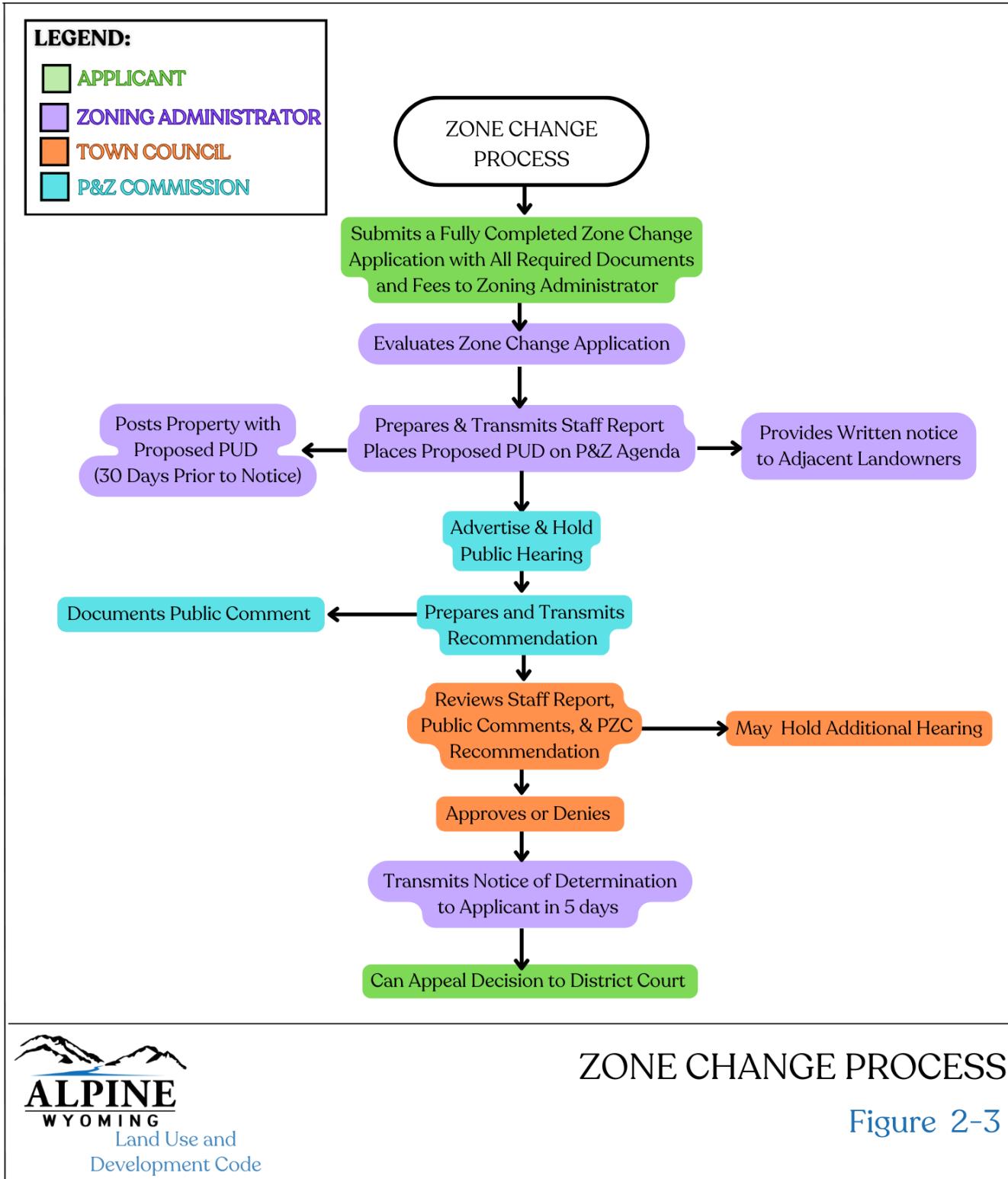
(3) ~~Commission will hold one (1) public hearing at a public facility within the Town of Alpine. Town residents and the general public will receive at least thirty (30) days' notice of the public hearing. Public notice will be advertised in one (1) newspaper of general circulation throughout Lincoln County. Public comments received during the meeting will be documented for subsequent reference during the zone change process.~~

The Alpine Planning and Zoning Commission shall hold one (1) public hearing at a public facility within the Town of Alpine. The Planning and Zoning Administrator shall provide official notice to the owner(s)/applicant(s). Town residents and the general public shall receive at least thirty (30) days' notice of the public hearing. Public notice shall be advertised in one (1) newspaper of general circulation throughout Lincoln County. Public comments received during the meeting shall be documented for subsequent reference during the zone change process. The applicant shall be responsible for placing and paying for the advertisement of this notice and shall submit an **Affidavit of Published Public Notice** to the Town as verification.

(h) Upon consideration of a staff report from the Zoning Administrator for public comment, the Alpine Planning and Zoning Commission will make a written recommendation to the Alpine Town Council. The recommendation will state the rationale for its decision. When necessary, the recommendation from the Alpine Planning and Zoning Commission may include project stipulations or conditions that may be imposed to mitigate potential impacts upon neighboring properties and the general community.

(i) The Town Council will review the staff report from the Zoning Administrator for public comments, and the recommendation of the Alpine Planning and Zoning Commission. In the course of its review, the Town Council may hold an additional public hearing to provide an expanded opportunity for public comment.

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



## Section 2-206. Variance Process

- (a) The purpose of the variance process (Figure 2-4) is to modify the strict application of the requirements of the Alpine Zoning Ordinance. A variance can be granted by the Alpine Board of Adjustments where it can be shown that unusual site or building characteristics, extraordinary circumstances, or other relevant factors, prevent a landowner from using a lot or land parcel for purposes permitted in the zoning district where the property is located.
- (b) Each authorized variance will apply to a specific use or structure and will continue in perpetuity regardless of future changes in land ownership.
- (c) Owners and/or prospective developers of any lots or parcels may make application for a variance in any zoning district.
- (d) Applicants must complete a variance application form that will request at least the following information:
  - (1) Name, address, telephone number, e-mail address, and fax number of the applicant.
  - (2) When the applicant is not the landowner, the applicant will furnish a written, notarized letter from the landowner, which authorizes the application and endorses the proposed variance.
  - (3) Legal description and total land area of the land and/or the total floor area of the building(s) where the proposed variance would be located.
- (e) Applicants will also provide the following additional information, which will supplement a completed application form.
  - (1) Location map of the lots or land parcels being considered for a variance.
  - (2) A plot plan of the site and buildings where the proposed variance would occur.
  - (3) The limitations in the dimensions of the lot and/or buildings under consideration that prevent the applicant from developing or pursuing the type of land uses permitted in the zoning district where the property is located.
- (f) The Zoning Administrator, or his or her authorized representative, will make a review of the proposed variance in the context of the three considerations outlined in Section 2-206 (j). This evaluation and a related recommendation will be documented and transmitted to the Alpine Board of Adjustments.
- (g) The Zoning Administrator will, as soon as practical, place the proposed variance on the agenda of the Alpine Board of Adjustments.
- (h) Before any decision is reached by the Alpine Board of Adjustments:
  - (1) ~~The Zoning Administrator will post a copy of the proposed variance upon the property where the variance is requested. This public notice will be made, at least, thirty (30) days before the proposed variance is considered publicly by the Alpine Board of Adjustments.~~
  - (2) ~~The Zoning Administrator will provide written notice to all owners of property within five hundred (500) feet of the property or properties under consideration for a variance. The written notice will~~

~~also include the date, time and place when the proposed variance will be considered by the Alpine Board of Adjustments.~~

The Zoning Administrator shall provide an official written notice to the owner(s)/applicant(s). The owner(s)/applicant(s) shall provide that notice to all owners of property within five hundred (500) feet of the property or properties under consideration for a variance. Notice shall be received at least thirty (30) days' notice of the public hearing. The applicant shall be responsible for paying all costs associated with this notice and supplying the list of property owners notified, and for submitting an **Affidavit of Mailings** to the Town as verification.

(3) ~~The Alpine Board of Adjustments will hold one (1) public hearing at a public facility within the Town of Alpine. Town residents and the general public will receive at least thirty (30) days' notice of the public hearing. Public notice will be advertised in one (1) newspaper of general circulation throughout Lincoln County. Public comments received during the meeting will be documented for subsequent reference during the variance process.~~

The Alpine Planning and Zoning Commission shall hold one (1) public hearing at a public facility within the Town of Alpine. The Planning and Zoning Administrator shall provide official notice to the owner(s)/applicant(s). Town residents and the general public shall receive at least thirty (30) days' notice of the public hearing. Public notice shall be advertised in one (1) newspaper of general circulation throughout Lincoln County. Public comments received during the meeting shall be documented for subsequent reference during the variance process. The applicant shall be responsible for placing and paying for the advertisement of this notice and shall submit an **Affidavit of Published Public Notice** to the Town as verification.

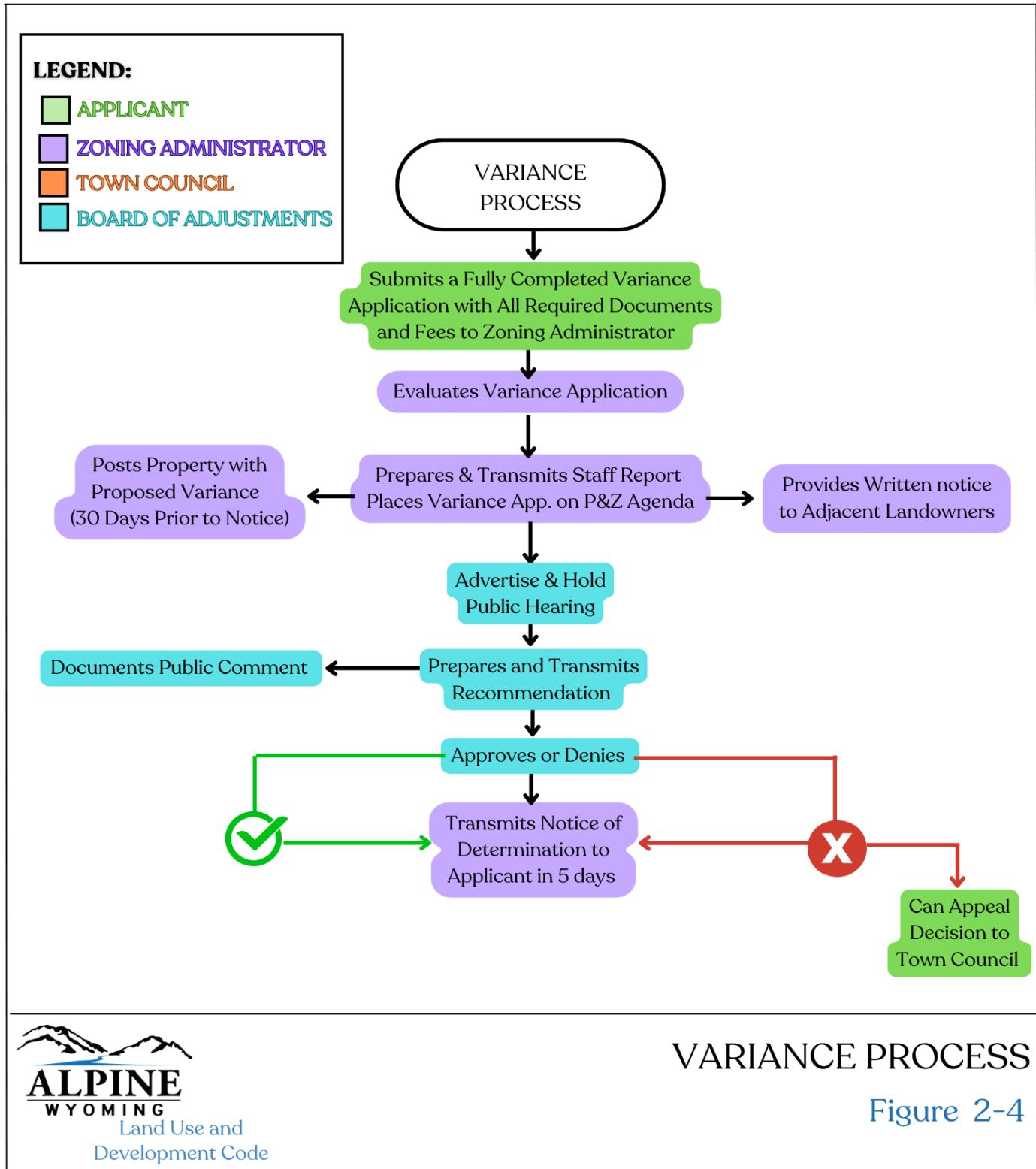
(i) Upon consideration of a staff report from the Zoning Administrator, for public comments made during a scheduled public hearing concerning the proposed variance, the Alpine Board of Adjustments will make its decision concerning the variance request. Any affirmative decision may contain specific stipulations that may modify the specific variance request.

(j) In determining whether to approve, approve with conditions, or deny a variance application, the Alpine Board of Adjustments will use and address the following considerations. No variance will be authorized unless the Alpine Board of Adjustments determines that it is pursuant to §15-1-608 of the Wyoming State Statutes, no adjustment in the strict application of any provision of an ordinance may be granted unless:

- (1) There are special circumstances or conditions, fully described in the board's findings, which are peculiar to the land or building for which the adjustment is sought and do not apply generally to land or buildings in the neighborhood, and have not resulted from any act of the applicant subsequent to the adoption of the ordinance;
- (2) For reasons fully set forth in the board's findings, the circumstances or conditions are such that the strict application of the provisions of the ordinance would deprive the applicant of the reasonable use of the land or building, the granting of the adjustment is necessary for the reasonable use thereof and the adjustment as granted is the minimum adjustment that will accomplish this purpose;
- (3) The granting of the adjustment is in harmony with the general purposes and intent of the ordinance and will not be injurious to the neighborhood or otherwise detrimental to the public welfare;
- (4) The special circumstances or conditions have not resulted from any act of the applicant that was intended to circumvent the Land Use and Development Code;

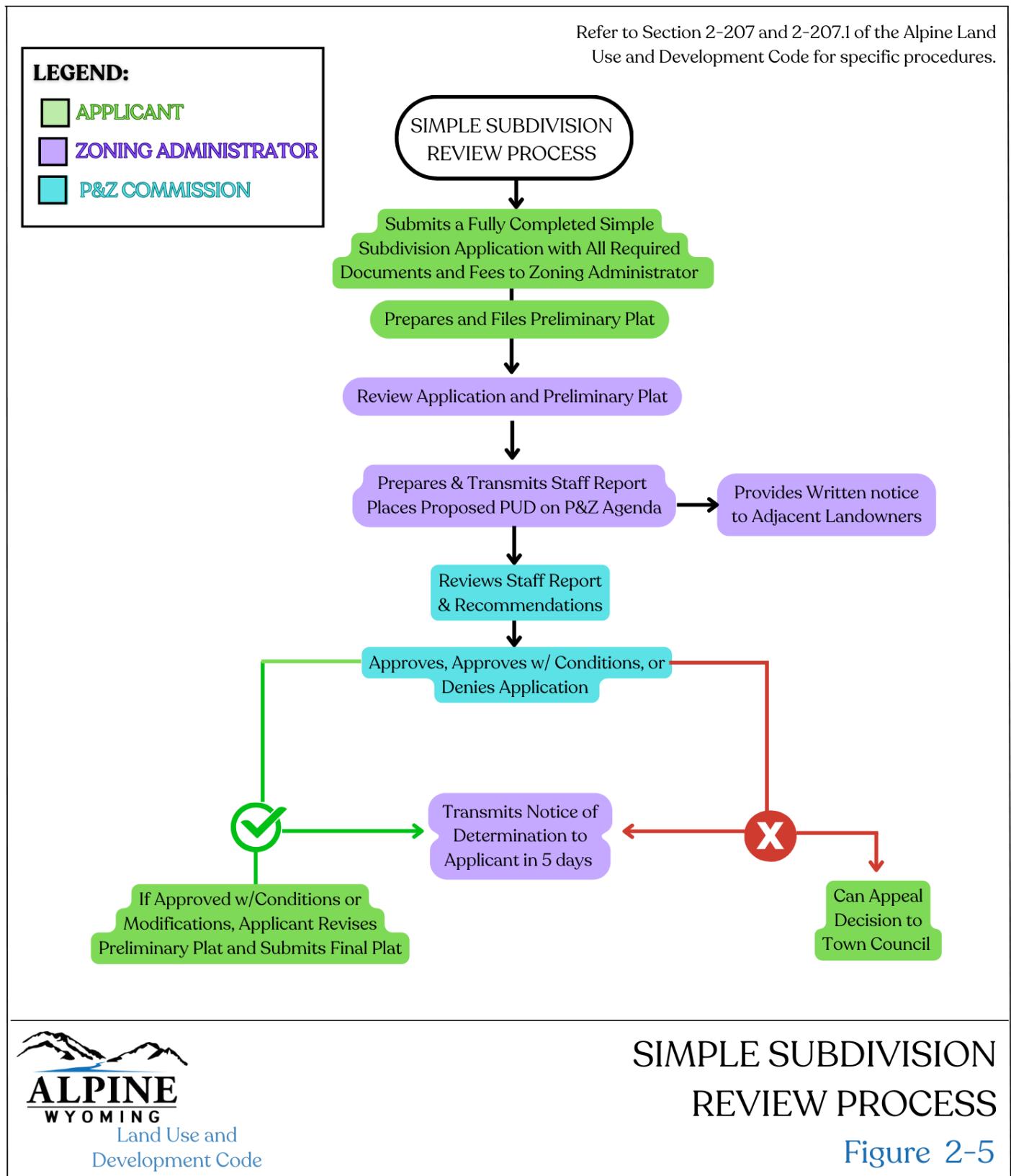
(k) A notice of determination of the Alpine Board of Adjustments will be prepared by the Zoning Administrator and transmitted to the applicant within five (5) business days of the decision of the Board of Adjustments. The notice of determination will state the rationale for approval or disapproval for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

- (l) Any appeal of the decisions by the Alpine Board of Adjustments will be made to the Alpine Town Council.



## Section 2-207. Subdivision Process

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



**LEGEND:**

- APPLICANT**
- ZONING ADMINISTRATOR**
- TOWN COUNCIL**
- P&Z COMMISSION**

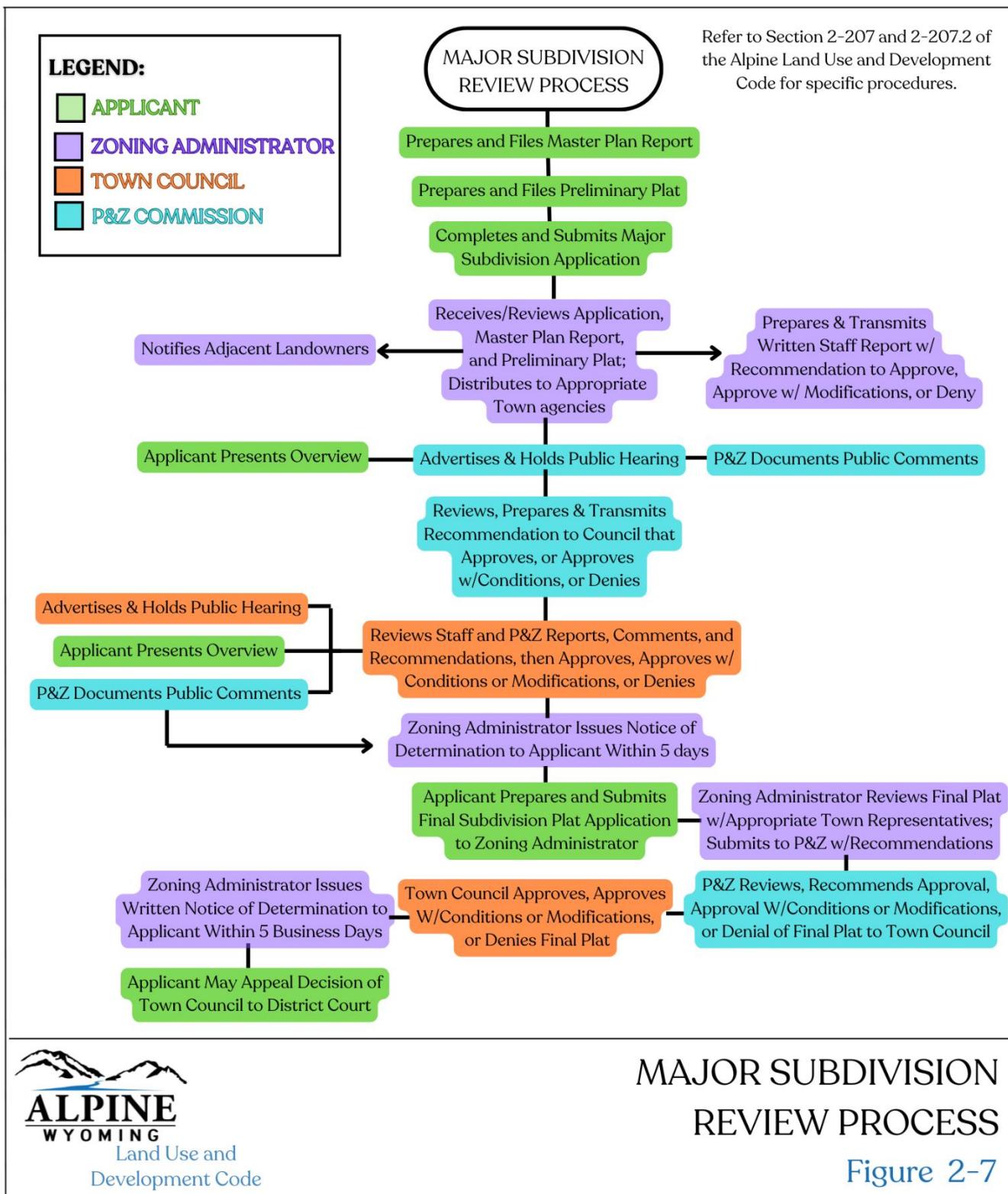
**MINOR SUBDIVISION  
REVIEW PROCESS**

Refer to Section 2-207 and 2-207.2 of the Alpine Land Use and Development Code for specific procedures.



**MINOR SUBDIVISION  
REVIEW PROCESS**

**Figure 2-6**



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

- (a) The landowner and/or his designated representative will meet with the Zoning Administrator in a pre-application conference. The intent of this conference is to gain a mutual understanding of:
  - (1) the scope of the proposed project and the applicant's specific development objectives;
  - (2) the applicant's anticipated project schedule;
  - (3) approvals required by the Town of Alpine before any development can occur;
  - (4) the documents, plans, drawings, fees, and other materials that will be needed to process a complete subdivision application; and,
  - (5) potential issues associated with the subdivision.
- (b) Applicant will complete and file a simple subdivision application form, and related filing fees, to the Zoning Administrator. The simple subdivision application will include the name, address, telephone number and e-mail address of the owner(s) and applicant, a legal description of the property to be subdivided, and a copy of the deed and easements pertaining to the property. The owner(s) of the property, or his legal representative, will authorize the subdivision application via his or her signature on the application.
- (c) Applicant will prepare and file a preliminary plat with the Zoning Administrator that contains, at least, the following information:
  - (1) Proposed name of subdivision, the size of property to be subdivided (in acres), and the size of the lot or parcel being created;
  - (2) Name and address of the subdivision applicant, professional engineer or professional land surveyor registered in the State of Wyoming who prepared the plat, and owners of subject property;
  - (3) Location and boundaries of the subdivision that are tied to two (2) legal survey monuments;
  - (4) Date of drawing preparation and all subsequent revisions, as well as a scale (not less than one {1} inch = two hundred {200} feet) and north arrow;
  - (5) Boundary lines of subdivision, the location and dimensions of all existing streets, alleys, trails, paths, easements, watercourses and irrigation ditches, and structures on and within two hundred (200) feet of the subdivision;
  - (6) Location of existing water distribution and wastewater collection lines on and within two hundred (200) feet of the subdivision;
  - (7) Two (2) foot contours where ground slopes are less than ten (10) percent and five (5) foot contours where ground slopes exceed ten (10) percent.
- (d) The Zoning Administrator will review the application and preliminary plat for completeness and conformance to the procedural requirements outlined in Part 2 of the Alpine Land Use and Development Code, as well as the plat's consistency with subdivision development standards and design criteria outlined in Part 3 of the Alpine Land Use and Development Code. Based upon this review, the Zoning Administrator will provide a written staff report to the Alpine Planning and Zoning Commission that confirms the completeness of the subdivision application, the receipt of required filing fees, and no requirements for a change in zoning. If necessary, this report may also recommend possible modifications to the plat or provide rationale for denial of the subdivision application.
- (e) ~~The Zoning Administrator will notify, in writing, all landowners of properties that are located within five hundred (500) feet of the proposed simple subdivision.~~

The Zoning Administrator shall provide an official written notice to the owner(s)/applicant(s). The owner(s)/applicant(s) shall provide that notice to all owners of property within five hundred (500) feet of

the property or properties under consideration for a land use amendment. Notice shall be received at least thirty (30) days' notice of the public hearing. The applicant shall be responsible for paying all costs associated with this notice and supplying the list of property owners notified, and for submitting an **Affidavit of Mailings** to the Town as verification.

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

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

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

- (3) The number of lots being created and, if applicable, the zoning designations requested for each lot.
- (4) Planned water system, as well as anticipated average day and maximum day water demand.
- (5) Planned wastewater system, as well as anticipated average daily flows.
- (6) Planned points of access to municipal roads, Lincoln County roads, and U.S. Highway 89, as well as anticipated average and peak day traffic volumes
- (7) Planned storm water management plan and anticipated storm water flows for ten (10) year storm event.
- (8) Planned snow storage areas.
- (9) Planned easements and facilities to accommodate access to, or the extension of, the Town of Alpine's planned community trail system.
- (10) Landscape Plan.

(d) Applicant will prepare and file ~~three (3)~~ two (2) hardcopies and one (1) digital copy of a preliminary plat with the Zoning Administrator that contains, at least, the following information:

- (1) Proposed name of subdivision, the size of property to be subdivided (in acres), and the size of the lots or parcels being created;
- (2) Name and address of the subdivision applicant, professional engineer or professional land surveyor registered in the State of Wyoming who prepared the plat, and owners of subject property;
- (3) Location and boundaries of the subdivision that are tied to two (2) legal survey monuments;
- (4) Date of drawing preparation and all subsequent revisions, as well as a scale (not less than one {1} inch = two hundred {200} feet) and north arrow;
- (5) Boundary lines of subdivision, the location and dimensions of all existing streets, alleys, trails, paths, easements, watercourses and irrigation ditches, and structures on and within two hundred (200) feet of the subdivision;
- (6) Location of existing water distribution and wastewater collection lines on and within two hundred (200) feet of the subdivision;
- (7) Two (2) foot contours where ground slopes are less than ten (10) percent and five (5) foot contours where ground slopes exceed ten (10) percent.

(e) The Zoning Administrator will review the application, master plan report and preliminary plat for completeness and conformance to the procedural requirements outlined in Part 2 and Part 3 of the Alpine Land Use and Development Code. The master plan report will also be distributed to the Alpine Public Works Director, Town Engineer, Town Surveyor and Alpine Fire District for their review. These municipal representatives will provide written comments to the Zoning Administrator.

(f) The Zoning Administrator will provide a written staff report to the Alpine Planning and Zoning Commission and the Alpine Town Council.

- (1) The written staff report will confirm the completeness of the subdivision application, the receipt of required filing fees, and potential changes in zoning. Based upon comments received from the Alpine Public Works Director, Town Engineer, Town Attorney and Alpine Fire District, this report will concurrently evaluate the following:
  - (aa) Consistency of the proposed subdivision with the Town of Alpine Municipal Master Plan;
  - (bb) Consistency of the proposed subdivision with subdivision development standards and design criteria outlined in Part 4 of the Alpine Land Use and Development Code;

- (cc) Compatibility and potential impacts of the proposed subdivision and related zone change upon adjoining land uses;
- (dd) Potential impacts of the proposed subdivision upon the Town of Alpine, e.g., municipal roads, water system, wastewater system, storm water management, and other public services; and,
- (ee) Compatibility of the proposed subdivision with adjoining land uses.

(2) The staff report will also recommend approval of the subdivision as proposed, approval with some possible modifications to the preliminary plat, or provide rationale for denial of the preliminary plat and, when applicable, the related re-zoning request.

(g) **The Zoning Administrator will notify, in writing, all landowners of properties that are located within five hundred (500) feet of the proposed minor subdivision.**

The Zoning Administrator shall provide an official written notice to the owner(s)/applicant(s). The owner(s)/applicant(s) shall provide that notice to all owners of property within five hundred (500) feet of the property or properties under consideration for a subdivision. Notice shall be received at least thirty (30) days' notice of the public hearing. The applicant shall be responsible for paying all costs associated with this notice and supplying the list of property owners notified, and for submitting an **Affidavit of Mailings** to the Town as verification.

(h) **A public hearing will be required during a regular or special meeting of the Planning and Zoning Commission. The time and place of the hearing will be advertised in a regional newspaper serving Star Valley, at least, thirty (30) days in advance of the hearing.** The Alpine Planning and Zoning Commission shall hold one (1) public hearing at a public facility within the Town of Alpine. The Planning and Zoning Administrator shall provide official notice to the owner(s)/applicant(s). Town residents and the general public shall receive at least thirty (30) days' notice of the public hearing. Public notice shall be advertised in one (1) newspaper of general circulation throughout Lincoln County. Public comments received during the meeting shall be documented for subsequent reference during the subdivision process. The applicant shall be responsible for placing and paying for the advertisement of this notice and shall submit an **Affidavit of Published Public Notice** to the Town as verification. During the public hearing, the applicant will provide a brief overview of the proposed subdivision and, when applicable, the related re-zoning request. Subsequently, the Alpine Planning and Zoning Commission will receive public comments concerning the proposed subdivision.

(i) Based upon its evaluation of the master plan, preliminary plat, review comments from municipal representatives, the staff report, and public comments, the Alpine Planning and Zoning Commission will discuss the merits, disadvantages, and potential issues associated with the proposed subdivision and, when applicable, the related re-zoning request. In the event that further information is desired by the Planning and Zoning Commission, any decision of the Planning and Zoning Commission may be tabled until members of the Planning and Zoning Commission have had sufficient opportunity to review and evaluate any new information.

(j) The Alpine Planning and Zoning Commission will recommend approval, approval with conditions or modifications, or denial of the proposed subdivision to the Alpine Town Council. The decision to approve or deny the preliminary subdivision plat and any related re-zoning request will be concurrent.

(k) **A public hearing will be required during a regular or special meeting of the Alpine Town Council. The time and place of the hearing will be advertised in a regional newspaper serving Star Valley, at least, thirty (30) days in advance of the hearing. During the public hearing, the applicant will provide a brief overview of the proposed subdivision. Subsequently, the Alpine Town Council will receive public comments concerning the proposed subdivision and, when applicable, the related re-zoning request.**

(l) The Alpine Town Council will review and discuss comments from various municipal representatives, the recommendations of the Zoning Administrator and the recommendations of the Planning and Zoning Commission. Subsequently, the Alpine Town Council will approve, approve with conditions or modifications, or deny the preliminary subdivision plat and, when applicable, the proposed re-zoning request. In the event that further information is desired by the Town Council, any decision of the Town

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

- (l) The Zoning Administrator will issue a written notice of determination to the applicant within five (5) business days of the decision of the Alpine Town Council. The notice will indicate the decision made and, when appropriate, conditions that may accompany the approval of the preliminary subdivision plat and, when applicable, related re-zoning request, or reasons why the plat and re-zoning requests were denied.
- (m) The applicant will prepare and file ~~three (3)~~ two (2) hard copies and one (1) digital copy of a final subdivision plat application, and related filing fees, with the Zoning Administrator. The final subdivision plat application will include the final subdivision plat, a signed copy of a subdivision improvement agreement, a payment of all design costs for public improvements, and performance security.
- (n) The final plat will conform to the approved preliminary plat, as well as incorporate revisions or modifications requested by the Town of Alpine. Any deviation from the approved preliminary plat will require additional review and approval by the Alpine Planning and Zoning Commission and Alpine Town Council.
- (o) The performance surety will be in an amount that reflects one hundred twenty-five (125) percent of the anticipated cost of improvements in the approved subdivision plan and will be sufficient to cover all promises and conditions contained in the subdivision improvement agreement. The issuer of any performance bond will be subject to the approval of the Alpine Town Attorney.
- (p) The Zoning Administrator will review the final plat to confirm the completeness of the final plat subdivision application and its consistency with subdivision development standards and design criteria outlined in Part 4 of the Alpine Land Use and Development Code. This review may include some additional coordination with the Alpine Public Works Director, Town Engineer, and other municipal representatives. If the final plat is determined to be complete and consistent with development standards, the Zoning Administrator will transmit a copy of the final subdivision plat application and any related recommendations to the Alpine Planning and Zoning Commission for their consideration.
- (q) The Alpine Planning and Zoning Commission will recommend approval, approval with conditions or modifications, or denial of the final subdivision plat to the Alpine Town Council.
- (r) Upon receipt of the Planning and Zoning Commission recommendation, the Alpine Town Council will approve, approve with conditions or modifications, or deny the final subdivision plat application.
- (s) The Zoning Administrator will issue a written notice of determination to the applicant within five (5) business days of the decision of the Alpine Town Council. The notice will indicate the decision made and, when appropriate, conditions that may accompany the approval of the final subdivision application, or reasons why the application was denied.
- (t) Any appeal of the decisions by the Alpine Town Council may be reviewed by the district court pursuant to Rule 12 of the Wyoming Rules of Appellate Procedure.
- (u) If the approved final plat is not recorded within one (1) year from the date of plat approval, or upon expiration of any time extension that may have been issued, the approval of such plat will expire. Should the applicant thereafter desire to record the final plat, a new application for a new minor subdivision will be required.

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

- (a) A Development Agreement will be required in which the developer will agree to reimburse the Town expenses for review of permitting the development and provide letters of credit or bonds where applicable.

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

(e) Applicant will prepare and file ~~three (3)~~ two (2) hardcopies and one (1) digital copy of a preliminary plat with the Zoning Administrator that contains, at least, the following information:

- (1) Proposed name of subdivision, the size of property to be subdivided (in acres), and the size of the lots or parcels being created;
- (2) Name and address of the subdivision applicant, professional engineer or professional land surveyor registered in the State of Wyoming who prepared the plat, and owners of subject property;
- (3) Location and boundaries of the subdivision that are tied to two (2) legal survey monuments;
- (4) Date of drawing preparation and all subsequent revisions, as well as a scale (not less than one {1} inch = two hundred {200} feet) and north arrow;
- (5) Boundary lines of subdivision, the location and dimensions of all existing streets, alleys, trails, paths, easements, watercourses and irrigation ditches, and structures on and within two hundred (200) feet of the subdivision;
- (6) Location of existing water distribution and wastewater collection lines on and within two hundred (200) feet of the subdivision;
- (7) Two (2) foot contours where ground slopes are less than ten (10) percent and five (5) foot contours where ground slopes exceed ten (10) percent.

(f) The Zoning Administrator will review the application, master plan report and preliminary plat for completeness and conformance to the procedural requirements outlined in Part 2 and Part 3 of the Alpine Land Use and Development Code. The master plan report will also be distributed to the Alpine Public Works Director, Town Engineer, Town Surveyor and Alpine Fire District for their review. These municipal representatives will provide written comments to the Zoning Administrator.

(g) The Zoning Administrator will provide a written staff report to the Alpine Planning and Zoning Commission and Alpine Town Council.

- (1) The written staff report will confirm the completeness of the subdivision application, the receipt of required filing fees, and potential changes in zoning. Based upon comments received from the Alpine Public Works Director, Town Engineer and Alpine Fire District, this report will concurrently evaluate the following:
  - (aa) Consistency of the proposed subdivision with the Town of Alpine Municipal Master Plan;
  - (bb) Consistency of the proposed subdivision with subdivision development standards and design criteria outlined in Part 3 of the Alpine Land Use and Development Code;
  - (cc) Compatibility and potential impacts of the proposed subdivision and related zone change upon adjoining land uses;
  - (dd) Potential impacts of the proposed subdivision upon the Town of Alpine, e.g., municipal roads, water system, wastewater system, storm water management, and other public services;
  - (ee) When applicable, potential land use management issues that may arise with the establishment of planned covenants, contracts or deed restrictions via common-interest development.
- (2) The written staff report will also recommend approval of the subdivision as proposed, approval with some possible modifications to the preliminary plat, or provide rationale for denial of the preliminary plat and, when applicable, the related re-zoning request.

(h) ~~The Zoning Administrator will notify, in writing, all landowners of properties that are located within five hundred (500) feet of the proposed major subdivision.~~

The Zoning Administrator shall provide an official written notice to the owner(s)/applicant(s). The owner(s)/applicant(s) shall provide that notice to all owners of property within five hundred (500) feet of

the property or properties under consideration for a subdivision. Notice shall be received at least thirty (30) days' notice of the public hearing. The applicant shall be responsible for paying all costs associated with this notice and supplying the list of property owners notified, and for submitting an **Affidavit of Mailings** to the Town as verification.

- (i) ~~A public hearing will be required during a regular or special meeting of the Planning and Zoning Commission. The time and place of the hearing will be advertised in a regional newspaper serving Star Valley, at least, thirty (30) days in advance of the hearing.~~ The Alpine Planning and Zoning Commission shall hold one (1) public hearing at a public facility within the Town of Alpine. The Planning and Zoning Administrator shall provide official notice to the owner(s)/applicant(s). Town residents and the general public shall receive at least thirty (30) days' notice of the public hearing. Public notice shall be advertised in one (1) newspaper of general circulation throughout Lincoln County. Public comments received during the meeting shall be documented for subsequent reference during the subdivision process. The applicant shall be responsible for placing and paying for the advertisement of this notice and shall submit an **Affidavit of Published Public Notice** to the Town as verification. During the public hearing, the applicant will provide a brief overview of the proposed subdivision and, when applicable, the related re-zoning request. Subsequently, the Alpine Planning and Zoning Commission will receive public comments concerning the proposed subdivision.
- (j) Based upon its evaluation of the master plan, preliminary plat, review comments from municipal representatives, the staff report, and public comments, the Alpine Planning and Zoning Commission will discuss the merits, disadvantages, and potential issues associated with the proposed subdivision and, when applicable, the related re-zoning request. In the event that further information is desired by the Planning and Zoning Commission, any decision of the Planning and Zoning Commission may be tabled until members of the Planning and Zoning Commission have had sufficient opportunity to review and evaluate any new information.
- (k) The Alpine Planning and Zoning Commission will recommend approval, approval with conditions or modifications, or denial of the proposed subdivision to the Alpine Town Council. The decision to approve or deny the preliminary subdivision plat and any related re-zoning request will be concurrent.
- (l) ~~A public hearing will be required during a regular or special meeting of the Alpine Town Council. The time and place of the hearing will be advertised in a regional newspaper serving Star Valley, at least, thirty (30) days in advance of the hearing. During the public hearing, the applicant will provide a brief overview of the proposed subdivision. Subsequently, the Alpine Town Council will receive public comments concerning the proposed subdivision and, when applicable, the related re-zoning request.~~
- (m) The Alpine Town Council will review and discuss comments from various municipal representatives, the recommendations of the Zoning Administrator, and the recommendations of the Planning and Zoning Commission. Subsequently, the Alpine Town Council will approve, approve with conditions or modifications, or deny the preliminary subdivision plat and, when applicable, the proposed re-zoning request. In the event that further information is desired by the Town Council, any decision of the Town Council may be tabled until members of the Town Council have had sufficient opportunity to review and evaluate any new information.
- (n) The applicant will prepare and file three (3) hardcopies and **one (1) digital copy of a final subdivision plat** application, and related filing fees, with the Zoning Administrator. The final subdivision plat application will include the final subdivision plat, a signed copy of a subdivision improvement agreement, a payment of all design costs for public improvements, and performance surety.
- (o) The final plat will conform to the approved preliminary plat, as well as incorporate revisions or modifications requested by the Town of Alpine. Any deviation from the approved preliminary plat will

require additional review and approval by the Alpine Planning and Zoning Commission and Alpine Town Council.

- (p) The performance surety will be in an amount that reflects one hundred twenty-five (125) percent of the anticipated cost of improvements in the approved subdivision plan and will be sufficient to cover all promises and conditions contained in the subdivision improvement agreement. The issuer of any performance security will be subject to the approval of the Alpine Town Attorney. A performance bond will also be set in place. The amount of the performance bond will be equal to the amount of money necessary for the completion of all infrastructure and landscaping costs of the proposed subdivision. Portions of the bond may be released to developers as stages are completed.
- (q) The Zoning Administrator will review the final plat to confirm the completeness of the final plat subdivision application and its consistency with subdivision development standards and design criteria outlined in Part 4 of the Alpine Land Use and Development Code. This review may include some additional coordination with the Alpine Public Works Director, Town Engineer, and other municipal representatives. If the final plat is determined to be complete and consistent with development standards, the Zoning Administrator will transmit a copy of the final subdivision plat application and any related recommendations to the Alpine Planning and Zoning Commission for their consideration.
- (r) The Alpine Planning and Zoning Commission will recommend approval, approval with conditions or modifications, or denial of the final subdivision plat to the Alpine Town Council.
- (s) Upon receipt of the Planning and Zoning Commission recommendation, the Alpine Town Council will approve, approve with conditions or modifications, or deny the final subdivision plat application.
- (t) The Zoning Administrator will issue a written notice of determination to the applicant within five (5) business days of the decision of the Alpine Town Council. The notice will indicate the decision made and, when appropriate, conditions that may accompany the approval of the final subdivision application, or reasons why the application was denied.
- (u) Any appeal of the decisions by the Alpine Town Council may be reviewed by the district court pursuant to Rule 12 of the Wyoming Rules of Appellate Procedure.
- (v) If the approved final plat is not recorded within one (1) year from the date of plat approval, or upon expiration of any time extension that may have been issued, the approval of such plat will expire. Should the applicant thereafter desire to record the final plat, a new application for a new major subdivision will be required.

## Section 2-208 Special Use Permit

- (a) The purpose of the Special Use Permit (Figure 2-8) is to modify the strict application of the requirements of the Alpine Zoning Ordinance. A Special Use Permit can be granted by the Alpine Planning and Zoning Commission where it can be shown that unusual site or building characteristics, extraordinary circumstances, or other relevant factors, prevent a landowner from using a lot or land parcel for purposes permitted in the zoning district where the property is located.
- (b) Each authorized Special Use Permit will apply to a specific use or structure and will terminate upon future changes in land ownership.
- (c) Owners and/or prospective developers of any lots or parcels may make applications for a Special Use Permit in any zoning district.
- (i) Applicants must complete a Special Use Permit application form that is made available from the Town Clerk. **Please refer to the current adopted version of the Special Use Permit and Special Review Ordinance.**

**Section 2-209      Development Fees**

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

## ARTICLE 2.3 BUILDING PERMIT REQUIREMENTS

### Section 2-301. Building Permit Requirements

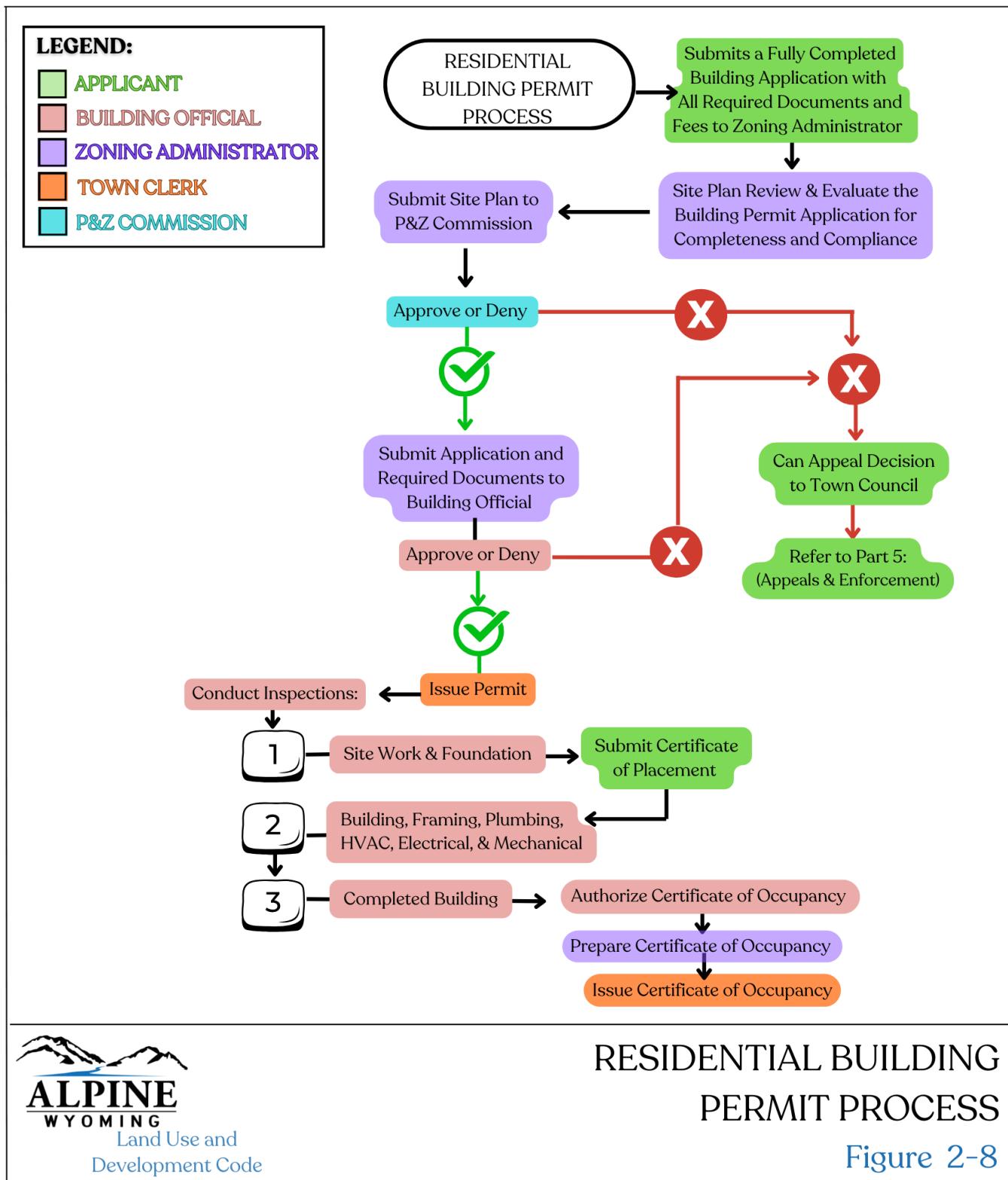
- (a) No construction, alteration, or expansion of any site, building or structure will be initiated or completed by any private landowner, contractor, or public agency before receiving an approved building permit from the Town of Alpine (Figure 2-8).
  - 1. Before any site work or construction commences, the Town of Alpine Building Permit/Posting will be displayed at the front of the lot.
- (b) A building permit is required for all of the following:
  - (1) Any new buildings:
    - a. Buildings that contains equal to or greater than three hundred (300) square feet, will be issued under Residential, Commercial, Addition and/or Garage Permits.
    - b. Anything under three hundred (300) square feet, will be issued under affidavits; refer Affidavit Process, located under Section 2-303.
    - c. Sanitary facilities will be provided during construction, remodeling or demolition activities in accordance with the International Plumbing Code. Such facilities will be maintained in a sanitary condition. Construction worker toilet facilities of the non-sewer type will conform to PSAI Z4.3.
  - (2) Additions to all existing structures (Such as carports, shed roof's, etc.);
  - (3) Remodel with structural changes to or in an existing structure;
  - (4) Utility line installations and replacements, and other mechanical improvements;
  - (5) The demolition or relocation of an existing building and/or shed on an existing property;
  - (6) A change in the type of occupancy of a building;
  - (7) Accessory buildings with or without a permanent foundation, with square footage greater than three hundred (300) square feet, with or without roof eave heights greater than ten (10) feet;
- (c) The Town of Alpine will make available a building permit application and/or affidavit forms to applicants that will require, at least, the following information from the applicant:
  - (1) Name of applicant;
  - (2) Authorization by landowner (if not the applicant);
  - (3) Mailing address;
  - (4) Contact information for telephone, fax, and e-mail address;
  - (5) Legal description and size of land parcel where proposed construction will take place;
  - (6) Scope of proposed site and facility improvements;
  - (7) Existing zoning designation and related permitted uses;
  - (8) A site/plot plan indicating the location of proposed buildings, the distances from the property line to the front, back and sides of proposed buildings, also known as the building envelope.
  - (9) ~~Three (3)~~ two (2) sets of scaled construction drawings (see application checklist) that illustrate the *proposed foundation, floor plan, typical wall section, roof system, building elevations, exterior material specifications, as well as electrical, plumbing, radon and HVAC systems.* All construction drawings for structures submitted with a permit application will be designed, stamped and certified by a civil or structural engineer greater than three hundred (300) square feet in size. Along with one (1) digital copy of the construction drawings. {See permit checklist for complete details}.

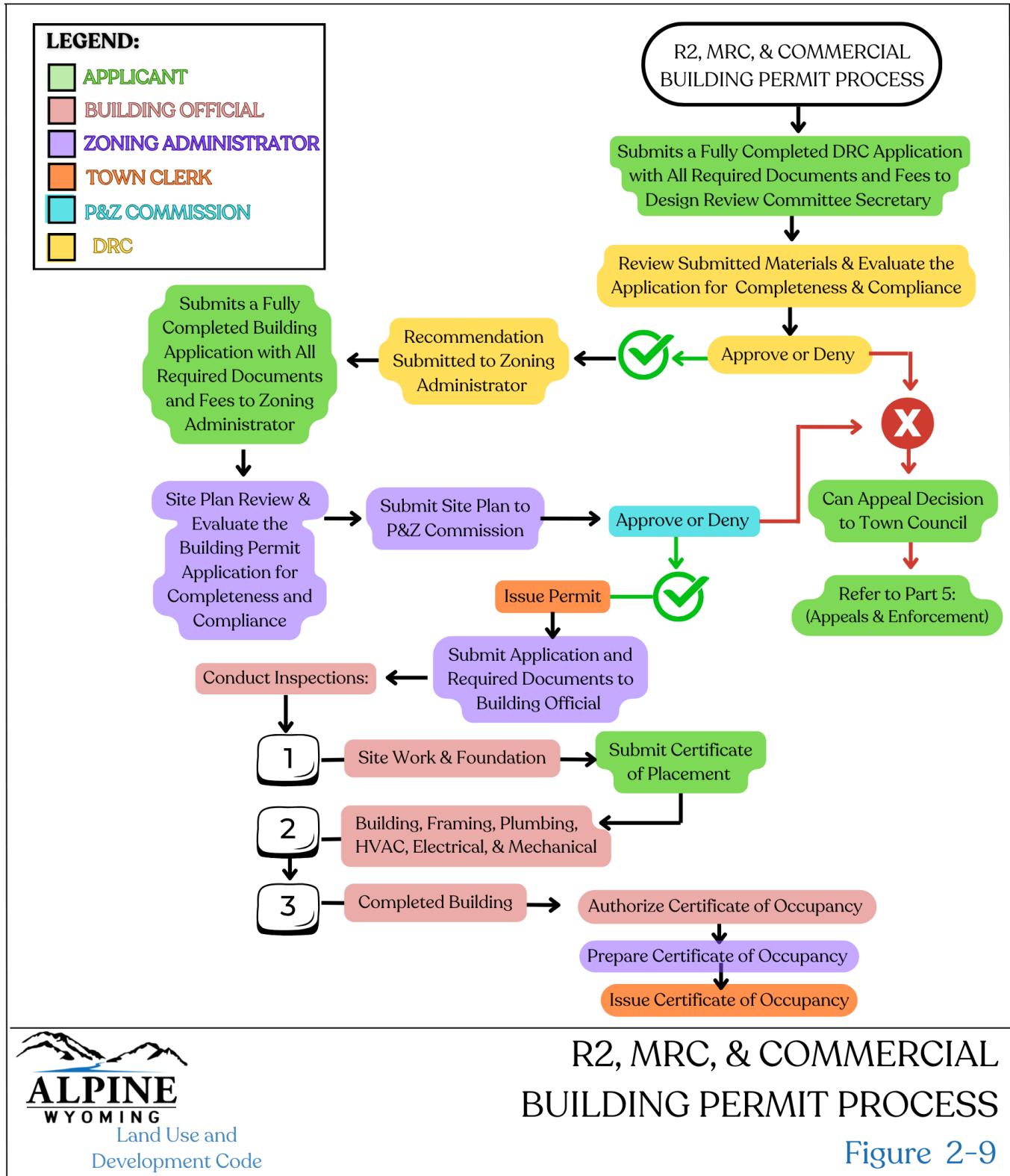
(10) All new buildings including additions or remodels to and existing structures, require submittal of ~~three (3)~~ two (2) sets of a scaled site/plot plan, that depicts the location of, proposed vehicular access, the finish grade of the project site, septic system or sewer connection location, water connection location, denoting all above ground and below ground utilities (power, propane) and/or easements to be located on the property, vehicle parking (garage square footage and driveway dimensions {square footage}), setbacks, onsite drainage facilities and snow storage areas (snow storage dimensions {square footage}) needs to be clearly identified. **Along with one (1) digital copy of the scaled site/plot plan. {See permit checklist for complete details}.**

a. Submittal of the civil engineered site plan is required for all **Single-Family Residential (R1) {including additions or remodels to existing structures}, Multi-Unit Residential (R-2) {including additions or remodels to existing structures}, Mixed Residential and Commercial (MRC) {including additions or remodels to existing structures} and Commercial (C) {including additions or remodels to existing structures}, Light Industrial (LI) {including additions or remodels to existing structures}, Public and Community Facilities (PCF) {including additions or remodels to existing structures} and Recreation and Conservation (RC) {including additions or remodels to existing structures} permit applications.**

(11) ~~Three (3)~~ Two (2) sets of other construction documents and/or other data that the applicant may consider relevant to the building permit application will be submitted with the building permit application. **All construction documents and/or other requested documents will be stamped and certified by a civil or structural engineer licensed in the State of Wyoming; (Stamped engineering is required on all structures greater than three hundred (300) square feet in size.)**

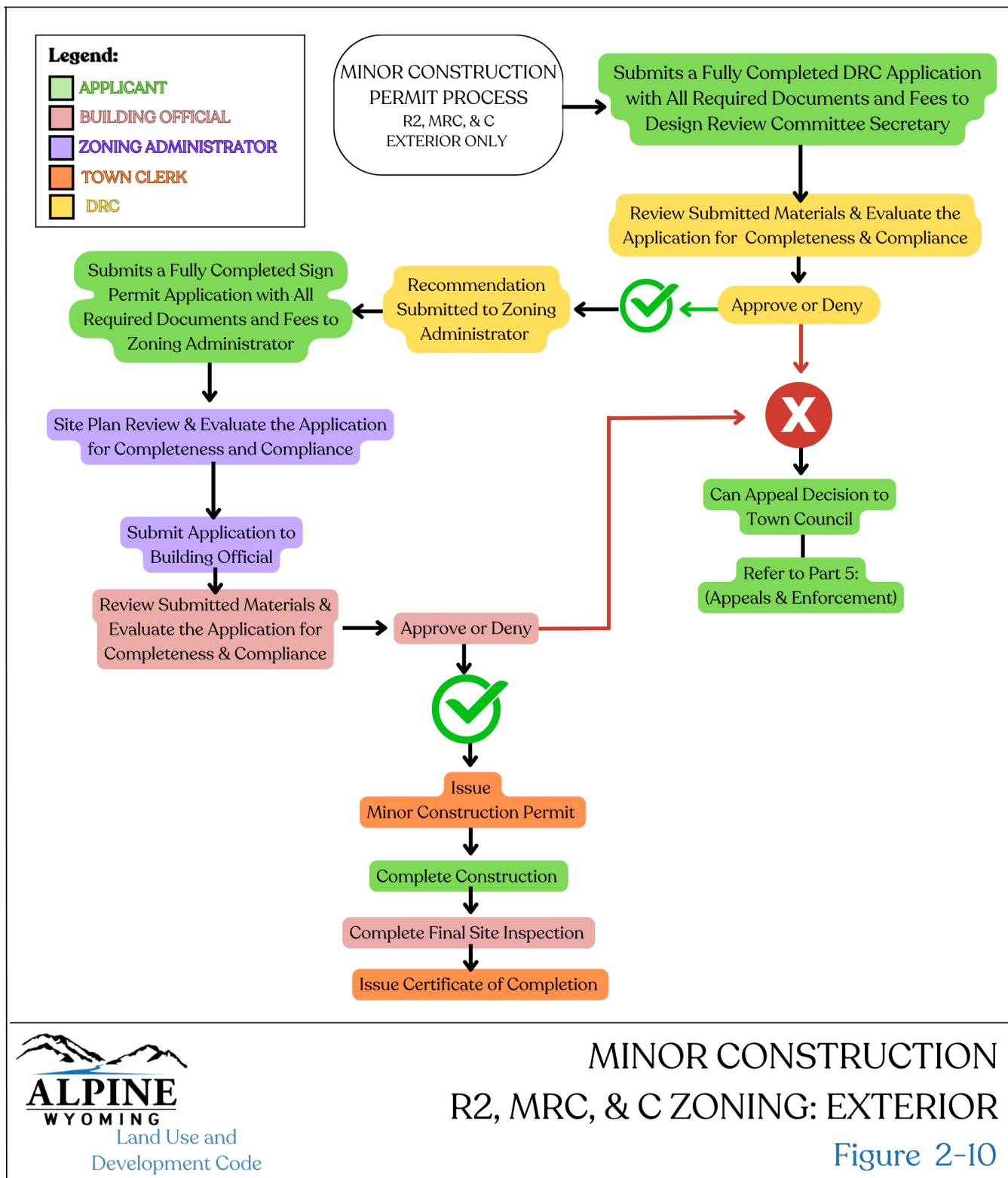
(12) **One (1) digital copy** will be submitted of the complete plan set, site plan, and all associated construction documents will be filed at the time of application submittal. **This digital copy will be kept in-house for internal use only and will not be provided to any 3<sup>rd</sup> party individuals, as per any copyright regulations/guidelines.**





**Section 2-302. Minor Construction Permit**

- (a) A minor construction permits that will not require a Wyoming Engineered Stamp; **UNLESS OTHERWISE INDICATED.**
  - (b) A minor construction permit (Figure 2-9) will be required for:
    - (1) Storage Sheds, with or without a permanent foundation {more than three hundred (300) square feet in floor area, but no larger than four hundred (400) square feet}, constructed with or without plumbing and/or electricity.
    - (2) The following roofing applications:
      - i. Change and/or Addition of roofing materials {increase or decrease weight};
      - ii. Replacement of any or all roofing materials, with **no** increase in weight; **Refer to the Affidavit Process;**
      - iii. Addition of any roofing layers;
      - iv. Change in any under sheeting materials;
    - (3) Construction of any attached deck; (of any height or size) or detached deck over Three (300) Hundred square feet and above Thirty (30) inches from finished grade. All construction must follow the Town of Alpine adopted International Building Code and/or International Residential Code: including by not limited to:
      - i. Addition of stairs to any existing deck;
      - ii. Change in dimensions and/or alterations to any existing deck. Note - **A Wyoming Certified Engineered stamped drawing will be required. Engineered stamps will be certified by a civil or structural engineer licensed in the State of Wyoming.** Refer to the Affidavit Process for detached decks with are under Three Hundred (300) square feet and not more than Thirty (30) inches above grade.
    - (4) Plumbing improvements on commercial facilities.
    - (5) Electrical improvements on commercial facilities.
    - (6) Replacement of doors and/or windows when rough opening of header is increased in width or height. Note - **A Wyoming Certified Engineered stamped drawing will be required. Engineered stamps will be certified by a civil or structural engineer licensed in the State of Wyoming.**
    - (7) Utility improvements or changes. Including, but not limited to, fireplaces, wood stoves and/or heating appliances (propane) installations; after the initial construction/building process.
    - (8) Demolition of an existing building/structure and/or storage shed over three hundred (300) square feet, on an existing property.
  - (c) The Town of Alpine will make available a minor construction permit application form to applicants that will require, at least, the following information from the applicant:
    - (1) Name of applicant;
    - (2) Authorization by landowner (if not the applicant);
    - (3) Mailing address;
    - (4) Contact information for telephone, fax, and e-mail address;
    - (5) Legal description and size of land parcel where proposed construction will take place;
    - (6) Scope of proposed site and facility improvements;
    - (7) Existing zoning designation and related permitted uses;
    - (8) A site/plot plan indicating the general location of proposed improvements and the distances from the property line to the front, back and sides of proposed buildings.





MINOR CONSTRUCTION  
PERMIT PROCESS  
RESIDENTIAL ZONING/  
R2, MRC, & C INTERIOR

Submits a Complete Permit Application  
Along with all Required Documents and  
the Required Fees to Zoning Administrator

Site Plan Review & Evaluate the Application for  
Completeness and Compliance

Submit Application to Building Official

Review Submitted Materials & Evaluate the  
Application for Completeness & Compliance

Approve or Deny



Issue Minor  
Construction Permit

Complete Construction

Complete Final Site Inspection

Issue Certificate of  
Completion



Can Appeal Decision  
to Town Council

Refer to Part 5:  
(Appeals & Enforcement)



MINOR CONSTRUCTION  
RESIDENTIAL ZONING / R2, MRC, & C INTERIOR

Figure 2-II

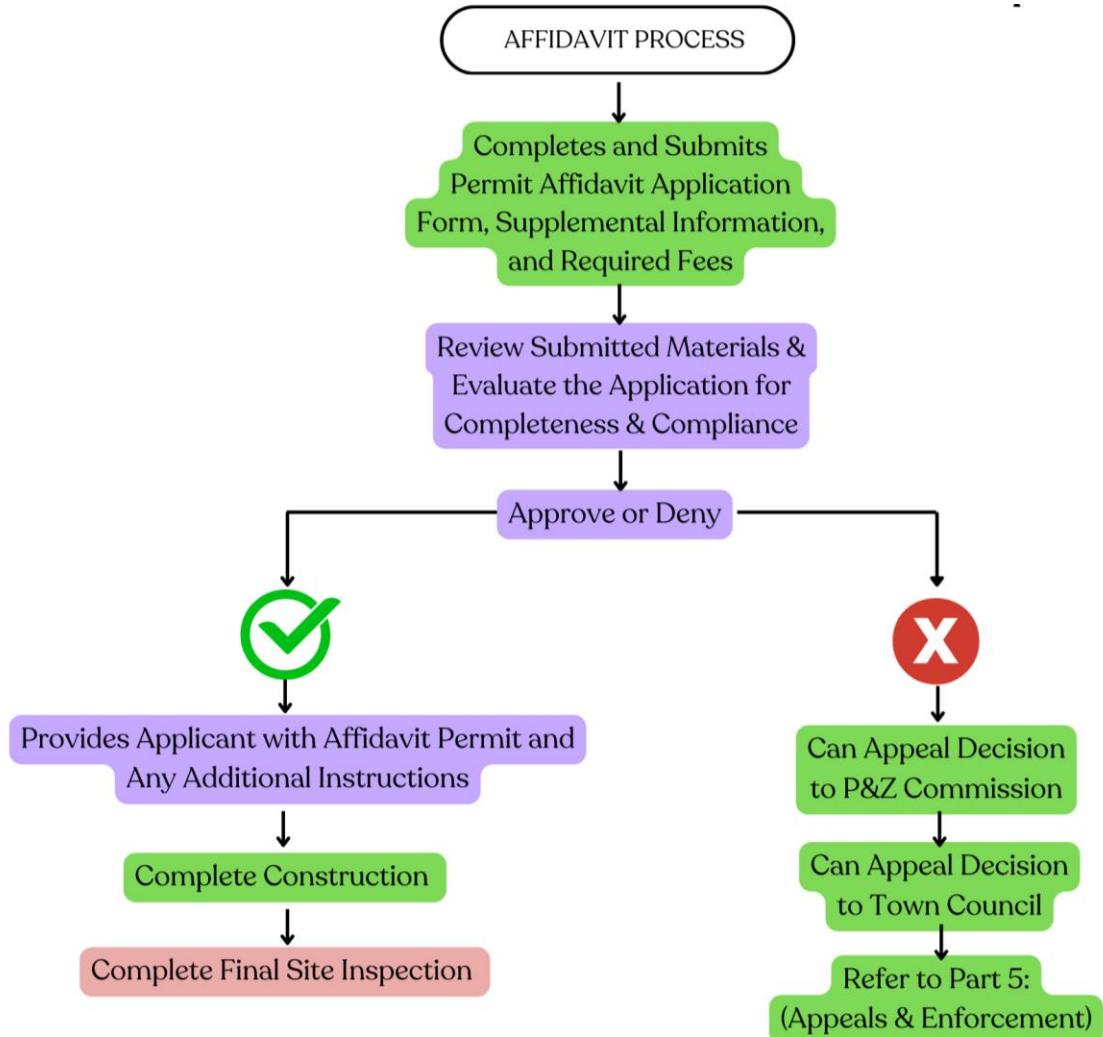
**Section 2-303. Affidavit Process****SOME AFFIDAVITS COULD HAVE A TURNAROUND TIME OF THREE {3} BUSINESS DAYS.**

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

**Legend:**

- APPLICANT**
- BUILDING OFFICIAL**
- ZONING ADMINISTRATOR**

This process applies to Fences, Sheds/Green Houses (equal to or under 300 square feet and below 30 inches) any deck (under 200-300 square feet and below 30 inches from finished grade), any utility changes or improvements, re-roofing (like kind materials), demolition of existing building or storage sheds (under 300 square feet), and all permit extensions.



## AFFIDAVIT PROCESS

Figure 2-12

## Section 2-304. Required Building and Site Inspections

- (a) Any authorized construction activity will be subject to inspections by the Town of Alpine Building Official, or its designated representative, during the construction process.
- (b) Conformance to the International Building Code, International Residential Code, International Plumbing Code, International Mechanical Code, International Fuel Gas Code, International Fire Code and National Electrical Code standards will be ensured throughout the required inspection process.
- (c) Applicant to supply the Town of Alpine with an “Exhibit to Accompany Affidavit of Surveyor” from a land surveyor, licensed in the State of Wyoming, that is retained by the building owner. The exhibit depicts property corners, setback lines, house placement and utility improvements.
- (d) Upon completion of the forming of any foundation walls of the structure, a Certificate of Placement will be issued and submitted to the Zoning Administrator of the Town of Alpine. The Certificate of Placement verifies the location of the structure and the compliance, or lack of compliance, with the plot/site plan submitted with the approved building permit application. The Certificate of Placement will be completed by a land surveyor, licensed in the State of Wyoming that is retained by the building owner; the certificate is to be submitted to the Town office prior to moving forward with the project. If any work is completed prior to the certificate submittal, **all work will be removed, at the owner's expense.**
- (e) The Municipal Building Official will make at the following stages:
  - (1) Concrete forms, re-bar, reinforcing rods or pins are in place prior to the placement of concrete for concrete slab foundations or concrete footings.
  - (2) When concrete forms are in place for foundation/stem walls prior to the placement of concrete.
  - (3) When exterior damp/water proofing has been completed {prior to foundation backfilling}.
  - (4) Foundation vents are in place for crawlspace foundations, all mechanical piping and conduit is in place (including radon mitigation), all fittings are properly connected, and all work is adequately supported prior to the placement of utilities, e.g., sewer line, within a concrete foundation.
  - (5) When all building framing, plumbing, mechanical (ventilation and air conditioning {HVAC}) is completed and properly nailed, bolted or secured. **Prior to any coverings, e.g., Tyvek, roof coverings and/or insulation.**
  - (6) Exterior nailing of roof and walls.
  - (7) Insulation inspection prior to covering of walls and/or ceilings.
  - (8) Sheet rock inspection, prior to taping and/or mudding.
  - (9) When all construction work is completed, (plumbing, mechanical, etc).
- (f) The Town of Alpine will inspect all improvements, authorized via an issued construction permit, following the construction of all proposed improvements.
- (g) Any inspections that need to be repeated by the Building Inspector/Official are subject to additional costs to be paid at the property owners expense. Failure to notify the town/inspector of a required inspection will result in fines, and/or penalties issued to the property owner; with the removal of work to be uncovered for all items to be inspected properly, this will be completed at their own expense.
- (h) Electrical Wiring Permit Required from the Wyoming Department of Fire Prevention and Electrical Safety shall be obtained prior to commencing any new construction, alteration, or remodeling of any building, mobile home, or premises when the electrical work requires a public utility to connect, disconnect, or restore electrical power. Electrical wiring permits are not required for installations exempt under W.S. § 35-9-123(a)(ii) through (v), unless the electrical work is performed by a person or entity

acting as a subcontractor for the exempt person, partnership, or corporation and the electrical work is governed by the National Electrical Code (NEC).

- (1) All applicants shall apply for and obtain any required **electrical and fire safety permits and inspections** through the **Wyoming Department of Fire Prevention and Electrical Safety**, as applicable to the scope of work. Compliance with all state-issued permit and inspection requirements shall be mandatory for projects subject to this Code.
- (2) To ensure timely inspections, reliability, and accountability, applicants shall be required to pay the **State-offered Guaranteed Inspection fee** when such option is available and applicable to the project. Proof of payment shall be provided to the Town upon request.
- (3) Prior to the issuance of a **Certificate of Occupancy or Certificate of Completion**, the applicant shall submit to the Town copies of all required **state permits, inspection approvals, and compliance documentation** related to electrical and fire safety systems.
- (4) No Certificate of Occupancy or Certificate of Completion shall be issued until the Town has received and verified documentation demonstrating compliance with applicable state statutes and adopted codes.
- (5) All electrical and fire safety permit and inspection documentation submitted pursuant to this section shall be retained by the Town as part of the permanent project record.

**~~\*NOTE\* — STATE TO COMPLETE ALL ELECTRICAL INSPECTIONS~~**

## Section 2-305. Construction Activities

Construction activities and all related sounds from construction activities should be conducted in a manner that minimizes disruption to neighboring properties. Excessive noise that unreasonably disturbs the peace and comfort of others may be subject to enforcement outlined in the most current version of the Crimes Against Peace Ordinance, as adopted by the Town of Alpine. Contractors and property owners are encouraged to be mindful of noise levels. ([www.alpinewy.gov](http://www.alpinewy.gov))

## Section 2-306. **Temporary Certificate of Occupancy**

~~A Temporary Certificate of Occupancy will be issued, by the Building Official, upon completion of all the building construction, specific to all life safety items addressed and identified, by the Building Official. A Temporary Certificate of Occupancy will be valid for a period of one hundred eighty (180) days from the date of issuance. The temporary certificate will be issued until all landscaping is completed, as per the applicant's site plan requirements, or to at least to the minimum standards of the Land Use and Development Code Regulations. It is the responsibility of the applicant to notify the Town office once the requirements have been met. If the applicant does not complete the requirements within the established timeframe, violations, penalties and/or remedies will be enforced, as per Article 5.3 Subsection 5-302.~~

### Issuance of Temporary Certificate of Occupancy (TCO)

The Building Official may issue a Temporary Certificate of Occupancy when the portion of the structure requested for occupancy is deemed safe for the intended temporary use and all outstanding items do not pose a hazard to life, health, or public safety. **The Building Official shall set the time period during which the Temporary Certificate of Occupancy is valid.** A TCO shall:

- Identify all outstanding items that must be completed prior to issuance of a full Certificate of Occupancy;
- Not authorize occupancy beyond the limited scope and areas approved.

Failure to complete the required work within the time period established for the TCO may result in revocation of the TCO and enforcement actions as allowed by Town ordinance.

## Section 2-307. **Issuance of Certificate of Occupancy (CO)**

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

No building or structure, or portion thereof, shall be used or occupied until a Certificate of Occupancy has been issued by the **Building Official**, confirming that all work complies with the adopted International Codes, the approved construction documents, all conditions of approval, and all applicable provisions of the Town of Alpine Municipal Code.

### (a) **Conditions for Issuance.**

A Certificate of Occupancy shall be issued only after:

1. **Final inspections** have been completed and approved by the Building Official;
2. **All life-safety systems** required by the applicable codes have been installed, tested, and verified as operational;
3. **All site improvements** required by the Planning and Zoning Commission or Design Review Committee—including but not limited to parking, access, utilities, landscaping, grading, and drainage—have been completed or otherwise secured to the satisfaction of the Town;

4. **All applicable fees** owed to the Town have been paid in full;
5. **All required approvals or clearances** from external agencies, if applicable, have been provided;
  1. Wiring permit approvals, inspection reports, and compliance documentation
6. **All conditions of the building permit and development approvals** have been met.
7. Prior to the issuance of a **Certificate of Occupancy** or **Certificate of Completion**, the applicant shall submit to the Town copies of all required **state permits, inspection approvals, and compliance documentation** related to electrical and fire safety systems.

### **Section 2-308 Revocation of Certificate of Occupancy.**

The Building Official may suspend or revoke a Certificate of Occupancy or Temporary Certificate of Occupancy if:

1. The certificate was issued in error.
2. The certificate was issued based on incorrect, incomplete, or fraudulent information; or
3. The structure or use violates any applicable code, ordinance, or condition of approval.

### **Section 2-308. Section 2-309 Issuance of Certificate of Completion (CO)**

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

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

Certificate of Completion shall be issued only after:

1. **Final inspections** have been completed and approved by the Building Official;
2. **All life-safety systems** required by the applicable codes have been installed, tested, and verified as operational;
3. **All site improvements** required by the Planning and Zoning Commission or Design Review Committee—including but not limited to parking, access, utilities, landscaping, grading, and drainage—have been completed or otherwise secured to the satisfaction of the Town;
4. **All applicable fees** owed to the Town have been paid in full;
5. **All required approvals or clearances** from external agencies, if applicable, have been provided;
  1. Wiring permit approvals, inspection reports, and compliance documentation
6. **All conditions of the building permit and development approvals** have been met.

7. Prior to the issuance of a **Certificate of Occupancy** or **Certificate of Completion**, the applicant shall submit to the Town copies of all required **state permits, inspection approvals, and compliance documentation** related to electrical and fire safety systems.

### Section 2-310 Record of Certificate.

The Building Official shall transmit all Certificates of Occupancy and Temporary Certificates of Occupancy and Certificates of Completion to the Planning and Zoning Administrator for recordkeeping.

### Section 2-311. Change of Use or Change of Occupancy

A Change of Use or Change of Occupancy, as defined by the adopted International Building Code, does **not** require the issuance of a new building permit; however, no such change shall take effect until the Building Official has completed all inspections deemed necessary and has issued a **Change of Use Certificate** or **Change of Occupancy Certificate** as applicable.

**(a) Inspections Required.**

Upon notification of a proposed change of use or occupancy, the Building Official, or the Building Official's designated representative, shall conduct any inspections necessary to evaluate the existing conditions of the building or structure and to determine compliance with the requirements applicable to the proposed use or occupancy classification.

**(b) Compliance With Current Codes.**

Where a change of use or occupancy is proposed, the building, structure, or affected portion thereof shall comply with all applicable provisions of the adopted International Codes relating to life safety, exiting, fire protection, structural capacity, accessibility, mechanical, plumbing, and electrical systems necessary to support the new use or occupancy.

**(c) Certificate Required Prior to Occupancy.**

A building or structure shall not be used or occupied in whole or in part, and a change of occupancy of a building or structure or any portion thereof shall not be made, until the Building Official has issued a **Change of Use Certificate** or **Change of Occupancy Certificate** verifying compliance with this Ordinance and the adopted codes.

Issuance of such a certificate shall not be construed as approval of any violation of the provisions of this code or other ordinances of the Town. Certificates purporting to authorize a violation or to waive compliance with code requirements are invalid.

**Exception:** A certificate is not required for work that is exempt from permits pursuant to Section 105.2.

**(d) Temporary Change of Occupancy**

The Building Official may authorize a **Temporary Certificate of Occupancy** when the proposed use can be safely accommodated for a limited time. The Building Official shall establish the duration for which such temporary occupancy is permitted and shall identify any conditions that must be met before issuance of a full certificate.

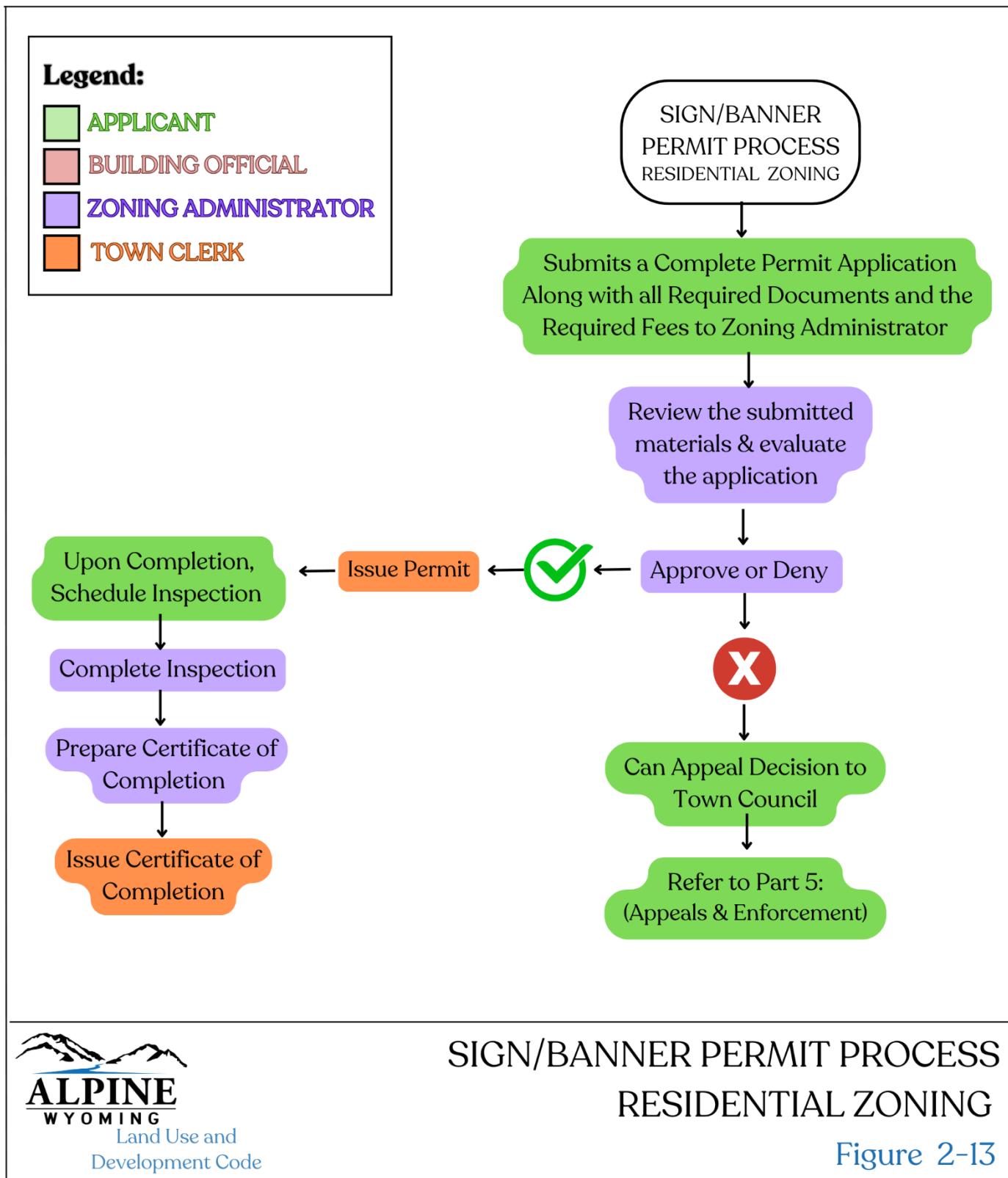
**(e) Violations**

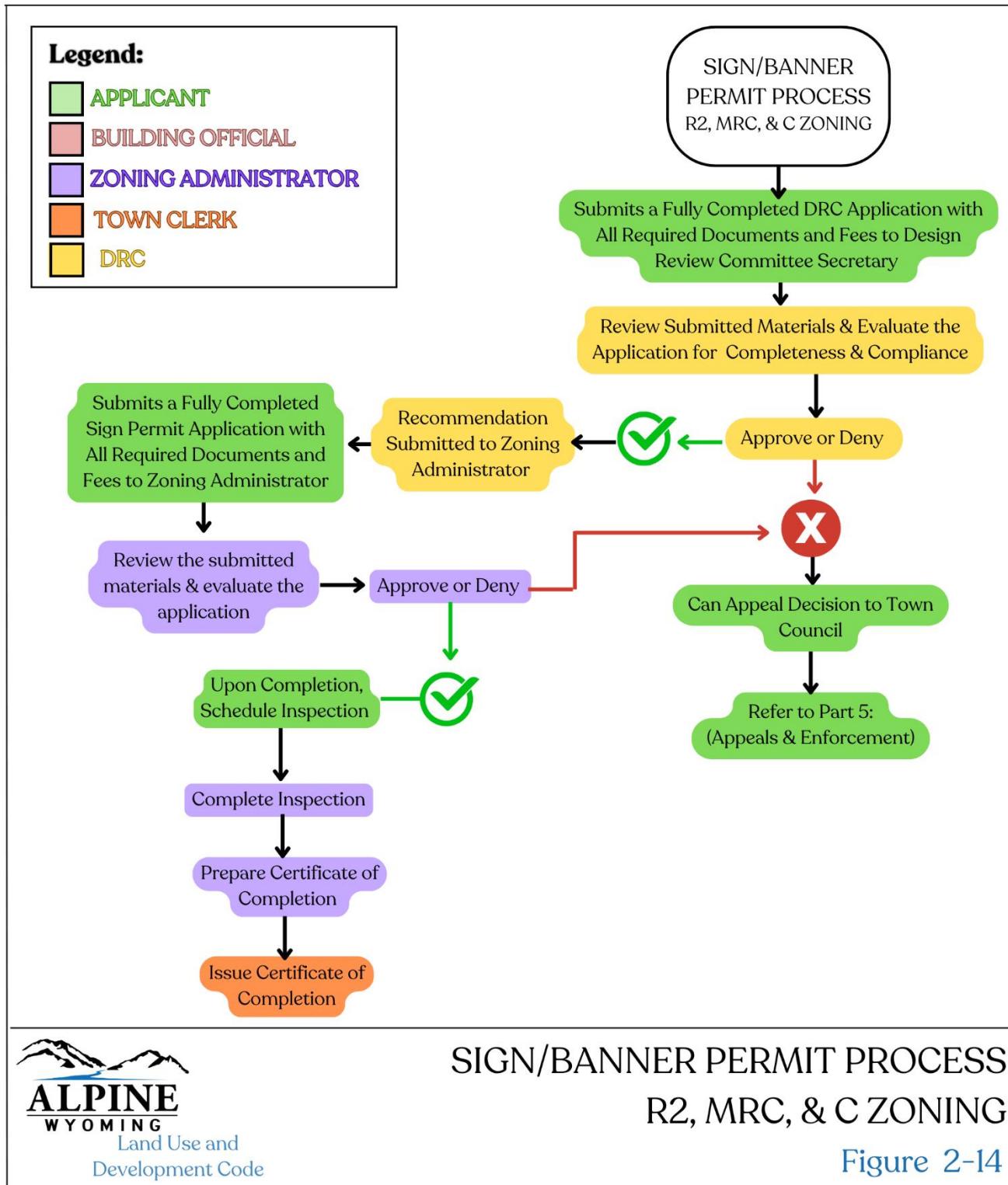
Occupying or allowing occupancy of a building or structure following a change of use or change of occupancy **without** the required certificate constitutes a violation of this Ordinance and is subject to all penalties and enforcement mechanisms provided by the Town code.

## ARTICLE 2.4 SIGN PERMIT PROCESS

### Section 2-401. Sign Permit Process

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





## ARTICLE 2.5 BUILDING APPLICATION PROCESSING SCHEDULE

### Section 2-501. Building Application Processing Schedule

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

# Discussion Item: Options for Adoption of International Construction Codes

The Town currently has several viable approaches for adopting and implementing the International Construction Codes (IRC, IBC, IMC, IPC, and IFGC). Each option carries different implications for administration, flexibility, and long-term maintenance of the Town's regulations. The purpose of this discussion is to determine the preferred path forward.

---

## Option 1 – Adoption by Reference via Ordinance or Resolution (Minimal LUDC Integration)

### Description:

The Town adopts the International Codes by reference through a standalone ordinance or resolution, as adopted by the State of Wyoming, with limited local amendments (e.g., snow load and foundation requirements). The LUDC contains only cross-references tying land use approvals and occupancy to compliance with the adopted construction codes.

### Key Features:

- Technical codes adopted outside the LUDC
- Local amendments adopted through resolution or ordinance
- LUDC focuses on land use, not construction standards

### Pros:

- Clean separation between land use and building regulation
- Simplifies future code updates
- Minimizes need for frequent LUDC amendments

### Considerations:

- Requires clear cross-referencing to avoid gaps
- Construction standards live outside the LUDC

---

## Option 2 – Adoption by Reference with Expanded LUDC Implementation Section

**Description:**

The Town adopts the International Codes by reference through ordinance or resolution, and includes a dedicated section within the LUDC explaining how those codes are applied, administered, and enforced in relation to land use approvals, permits, and certificates of occupancy.

**Key Features:**

- International Codes adopted externally
- LUDC includes administrative authority, conflict resolution, and permitting triggers
- No duplication of technical code language

**Pros:**

- Provides clarity for applicants and staff
- Clearly defines Planning vs. Building roles
- Reduces confusion during project review

**Considerations:**

- Requires careful drafting to avoid overlap
- Slightly more LUDC content to maintain

---

**Option 3 – Full Integration of Selected Code Provisions into the LUDC****Description:**

Certain construction standards (e.g., snow load, foundation type, accessibility triggers) are written directly into the LUDC, in addition to adoption of the International Codes by reference.

**Key Features:**

- Hybrid approach
- Selected technical standards embedded in the LUDC
- Remaining standards enforced through adopted codes

**Pros:**

- Highlights critical local requirements
- Provides immediate visibility in land use review

### Considerations:

- Higher risk of conflicts with updated ICC editions
- Requires more frequent LUDC updates
- Can blur lines between land use and building code enforcement

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### Option 4 – State-Reliant Adoption with Limited Local Amendments

#### Description:

The Town relies primarily on the International Codes as adopted by the State of Wyoming, with minimal local amendments adopted only where necessary to address unique local conditions.

#### Key Features:

- Strong alignment with state standards
- Very limited local deviation
- Local amendments adopted sparingly

#### Pros:

- Reduces legal and administrative risk
- Simplifies training and enforcement
- Consistent with regional practices

#### Considerations:

- Less flexibility for unique local conditions
- Relies on state update timelines
- 

Option	How Codes Are Adopted	Where Standards Live	Local Amendments	Administrative Clarity	Maintenance & Updates	Best Use Case
<b>Option 1 – Standalone Adoption by</b>	Adopt IRC, IBC, IMC, IPC, IFGC by	Construction standard	Adopted through separate	Moderate – relies on	Easiest to update when	Towns wanting clean

Option	How Codes Are Adopted	Where Standards Live	Local Amendments	Administrative Clarity	Maintenance & Updates	Best Use Case
<b>Ordinance/Resolution</b>	reference via ordinance or resolution (as adopted by State of Wyoming)	s live outside the LUDC; LUDC cross-references compliance	ordinance/resolution	cross-references	state codes change	separation between land use and building codes
<b>Option 2 – Adoption + Expanded LUDC Implementation Section</b>	Codes adopted by ordinance/resolution	Technically standard	Adopted by ordinance/resolution	High – clear roles and permit triggers	Easy to update; LUDC remains stable	Towns wanting clarity without duplicating technical code
<b>Option 3 – Hybrid / Partial LUDC Integration</b>	Codes adopted by ordinance/resolution	Selected standards (e.g., snow load, foundations) written into LUDC	Both ordinance and LUDC	Moderate – can blur Planning vs. Building roles	Higher maintenance burden	Towns wanting high visibility of critical local standards

Option	How Codes Are Adopted	Where Standards Live	Local Amendments	Administrative Clarity	Maintenance & Updates	Maintainance & Updates	Best Use Case
<b>Option 4 – State-Reliant Adoption (Minimal Local Amendments)</b>	Adopt state-adopted codes with minimal local changes	Standards primarily external	Very limited	High – fewer local maintenance deviations	Lowest	Towns prioritizing	consistency with state practice

Factor	Option 1	Option 2	Option 3	Option 4
<b>Separation of land use vs. construction</b>	<input checked="" type="checkbox"/> Strong	<input checked="" type="checkbox"/> Strong	<input type="checkbox"/> Mixed	<input checked="" type="checkbox"/> Strong
<b>Visibility of local standards</b>	<input type="checkbox"/> Low	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> High	<input type="checkbox"/> Low
<b>Ease of future updates</b>	<input checked="" type="checkbox"/> High	<input checked="" type="checkbox"/> High	<input type="checkbox"/> Lower	<input checked="" type="checkbox"/> Very High
<b>Risk of code conflicts</b>	<input checked="" type="checkbox"/> Low	<input checked="" type="checkbox"/> Low	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Very Low
<b>Administrative flexibility</b>	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> High	<input type="checkbox"/> Moderate	<input type="checkbox"/> Moderate

## Example of text to insert into LUDC:

### Section X.X – Adoption of International Construction Codes

## **A. Adoption by Reference**

The Town of Alpine hereby adopts by reference the following **International Codes, as currently adopted by the State of Wyoming**, including all appendices adopted by the State, as the minimum standards governing construction, alteration, repair, and use of buildings and structures within the Town:

1. **International Residential Code (IRC)**
2. **International Building Code (IBC)**
3. **International Plumbing Code (IPC)**
4. **International Mechanical Code (IMC)**
5. **International Fuel Gas Code (IFGC)**

The adopted codes shall have the same force and effect as if fully set forth herein, except as modified by local amendments adopted by the Town of Alpine.

---

## **B. Local Amendments**

The Town of Alpine may adopt local amendments to any of the above-referenced International Codes by ordinance or resolution. Such amendments shall supersede the adopted International Codes only to the extent expressly stated. All provisions not specifically amended shall remain in full force and effect.

---

## **C. Administrative Authority and Title Substitution**

Wherever the adopted International Codes refer to the “**Building Official**,” “**Code Official**,” “**Authority Having Jurisdiction**,” or similar administrative title, such references shall be construed to mean the **Town official, employee, or authorized representative designated by the Town of Alpine to administer and enforce the adopted construction codes**, regardless of specific job title.

The enforcement authority, duties, and powers established by the adopted International Codes shall not be limited or invalidated by changes in job titles, organizational structure, or the use of contracted services.

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## **D. Permits and Compliance**

No building permit, certificate of occupancy, or approval for construction or use shall be issued unless the proposed work complies with the adopted International Codes, applicable local amendments, and all other applicable Town ordinances and regulations.

---

#### **E. Conflict Resolution**

In the event of a conflict between the provisions of the adopted International Codes, the Town of Alpine Land Use and Development Code, or any other adopted ordinance, resolution, or regulation of the Town, **the more restrictive provision shall apply**, unless otherwise expressly stated.

---

#### **F. Severability**

If any provision of this section or its application to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications that can be given effect without the invalid provision or application.

## **Example of Resolution or Ordinance for Council Approval:**

**TOWN OF ALPINE, WYOMING**

**RESOLUTION NO. 2026-XX**

**A RESOLUTION ADOPTING CERTAIN INTERNATIONAL CONSTRUCTION CODES AS ADOPTED BY THE STATE OF WYOMING, WITH LOCAL AMENDMENTS TO THE INTERNATIONAL RESIDENTIAL CODE, INTERNATIONAL BUILDING CODE, AND INTERNATIONAL MECHANICAL CODE**

---

**WHEREAS, the Town of Alpine is authorized under Wyoming law to adopt and enforce building and construction standards to protect the public health, safety, and welfare; and**

**WHEREAS, the State of Wyoming has adopted editions of the International Codes published by the International Code Council (ICC), which establish minimum standards for construction, structural integrity, life safety, and building systems; and**

**WHEREAS, the Town Council desires to adopt those International Codes as the minimum construction standards within the Town of Alpine, while adopting limited local amendments necessary to address local climatic conditions, building practices, and infrastructure considerations; and**

**WHEREAS, the Town Council finds that Alpine's snow load conditions, soil characteristics, and cold-weather environment justify specific local amendments to multiple adopted codes;**

---

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF ALPINE, WYOMING:**

---

**Section 1. Adoption by Reference**

The Town of Alpine hereby adopts by reference the following International Codes, as currently adopted by the State of Wyoming, including all appendices adopted by the State, as the minimum standards governing construction, alteration, repair, and use of buildings and structures within the Town:

1. International Residential Code (IRC)
2. International Building Code (IBC)
3. International Plumbing Code (IPC)

4. International Mechanical Code (IMC)
5. International Fuel Gas Code (IFGC)

These codes shall have the same force and effect as if fully set forth herein, except as modified by the local amendments contained in this Resolution.

---

## **Section 2. Local Amendments – International Residential Code (IRC)**

**The International Residential Code adopted herein is amended as follows:**

### **A. Snow Load Requirement**

All structures regulated under the IRC within the Town of Alpine shall be designed to accommodate a minimum roof snow load of one hundred (100) pounds per square foot, unless a greater load is required based on site-specific conditions or engineered analysis.

### **B. Foundation Requirements**

All structures regulated under the IRC shall be constructed on a continuous footing and continuous stem wall foundation system. Alternative foundation systems, including slab-on-grade or pier foundations, shall not be permitted unless specifically approved by the enforcing authority based on demonstrated compliance with applicable structural and geotechnical standards.

---

## **Section 3. Local Amendments – International Building Code (IBC)**

**The International Building Code adopted herein is amended as follows:**

### **A. Snow Load Requirement**

All structures regulated under the IBC within the Town of Alpine shall be designed to accommodate a minimum roof snow load of one hundred (100) pounds per square foot, unless a greater load is required based on site-specific conditions or engineered design.

### **B. Occupied Accessory Structures**

Any structure accessory to a primary use that is occupied by persons, used as a place of assembly, or utilized for public or semi-public purposes shall be subject to full building permit review and life-safety requirements under the IBC, regardless of size.

---

## **Section 4. Local Amendments – International Mechanical Code (IMC)**

**The International Mechanical Code adopted herein is amended as follows:**

**A. Cold Climate Design Considerations**

Mechanical systems serving buildings within the Town of Alpine shall be designed and installed to accommodate cold-weather operating conditions, including protection against freezing of equipment, piping, and condensate lines.

**B. Outdoor Mechanical Equipment**

Outdoor mechanical equipment shall be installed in a manner that minimizes snow accumulation, ice damage, and restricted airflow, and shall be elevated or otherwise protected as necessary based on local snow conditions.

---

**Section 5. Administrative Authority and Title Substitution**

Wherever the adopted International Codes refer to the “Building Official,” “Code Official,” “Authority Having Jurisdiction,” or similar administrative title, such references shall be construed to mean the Town official, employee, or authorized representative designated by the Town of Alpine to administer and enforce the adopted construction codes, regardless of specific job title.

The authority granted under the adopted International Codes shall not be limited or invalidated by changes in job titles, organizational structure, or the use of contracted services.

---

**Section 6. Conflict Resolution**

In the event of a conflict between the provisions of this Resolution, the adopted International Codes, the Town of Alpine Land Use and Development Code, or any other adopted ordinance, resolution, or regulation of the Town, the more restrictive provision shall apply, unless otherwise expressly stated.

---

**Section 7. Severability**

If any provision of this Resolution or its application to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications that can be given effect without the invalid provision or application.

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**Section 8. Effective Date**

This Resolution shall take effect immediately upon adoption.

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**PASSED AND ADOPTED by the Town Council of the Town of Alpine, Wyoming,  
this \_\_\_\_ day of \_\_\_\_\_, 2026.**

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**TOWN OF ALPINE, WYOMING**

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**Mayor**

**ATTEST:**

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**Town Clerk**

#### **How the pieces fit together (clean and standard practice)**

##### **1. The Resolution (or Ordinance)**

**The resolution you just reviewed is the legal action the Town Council takes to:**

- Adopt the International Codes by reference (as adopted by Wyoming)
- Establish the local amendments (snow load and foundation)
- Designate administrative authority

This is the enacting document.

---

## 2. The LUDC Language (the earlier example)

The earlier “Adoption of International Construction Codes” section is exactly the type of language that would appear in the Land Use and Development Code (LUDC). Its purpose is to:

- Cross-reference the adopted construction codes
- Tie land use approvals and occupancy to compliance with those codes
- Clarify administrative authority and conflict resolution
- Avoid duplicating technical code text

In short:

- Resolution / Ordinance = legal adoption
- LUDC = implementation and coordination

---

**Why municipalities separate them this way**

This separation is intentional and best practice:

- The International Codes are technical and updated regularly
- The LUDC is policy-oriented and more static
- Keeping the technical adoption in a resolution/ordinance:
  - Avoids constant LUDC amendments
  - Prevents accidental conflicts
  - Makes future code updates easier

Courts and auditors like this structure because it is:

- Clear
- Traceable
- Easy to administer

---

**Clean one-sentence explanation you can use publicly**

The International Codes are formally adopted by ordinance or resolution, while the Land Use and Development Code references and implements those adopted standards as part of the Town’s permitting and review process.

If you want, next I can:

- Help you cross-reference this cleanly inside your existing LUDC chapters
- Draft findings language explaining why Alpine uses enhanced snow and foundation standards
- Review whether any current Alpine language conflicts with this structure

update the resolution example to show a version where there are a few exemptions to more than one I-code. For example the two you did for the IRC, and then something else in IMC and then something else in the IBC.

Below is an updated, realistic resolution example showing multiple local amendments across more than one International Code (IRC, IBC, and IMC), while keeping everything clean, defensible, and consistent with best municipal practice.

This is exactly the kind of document a town attorney would expect to see.

**Town of Alpine**  
**Planning Zoning Commission**  
**Active Permits - 2/6/2026**

	Owner	Permit #	Type of Permit	Date Issued	Expiration Date	Extension # & New Expiration Date	Status
1	AFFITTAMI, LLC 119 Sagebrush Lane Lot #3 Elk Meadows	C-0525-0003	Commercial Building	6/20/2025	6/19/2025		
	ALPINE Ace Hardware 100 Greys River Road Lot #716 Lakevie Estates Tract C	MC-0425-0001					
2	ALPINE EDUCATION FOUNDATION 200 Buffalo Drive Lot #15 Alpine West	C-1025-0001	Charter School	10/7/2025	10/6/2026		
3	ALPINE FLATS	EA1-0625-0003	Extension Permit for				
4	ALPINE FLATS	EA1-0625-0004	Extension Permit for				

**Town of Alpine**  
**Planning Zoning Commission**  
**Active Permits - 2/6/2026**

5	<b>Alpine On!, LLC</b> 118450 US Hwy 26/89 Lot #37 Snake River Junction	<b>C-0525-0002</b>	Lodge for RV Park	6/16/2025	6/15/2026		
6	<b>BENNETT, BRETT &amp; META</b> 368 Wooden Spur Drive Lot #27 Greys River Village	<b>REM-0625-0001</b>	Addition to home and new detached garage	7/8/2025	7/7/2026		
7	<b>BRINZA, ADRIAN</b> 537 Aster Loop Lot #40 Alpine Meadow	<b>EA1-0625-0002</b>	Extension Permit for R1-03-24	6/26/2025			CO Issued 10/16/2025
8	<b>BURKE, EMILY</b> 704 Subset Drive Lot #813 Lakeview Estates	<b>MC-0525-0001</b>	Deck	6/3/2025	6/2/2025		
9	<b>CONRAD BISCHOFF (Parkland USA)</b> <b>KJ's - On The Run</b> 15 Boardwalk Drive Lot #15 Boardwalk Subdivision	<b>S-01-2025</b>	Sign- Illuminated letters on sign				
10	<b>CREATIVE PROPERTIES, LLC</b> 160 us Highway 89 Lot #23 Palisades heights Subdivision	<b>SUP-2025-0002 SH-0825-0001</b>	Use of used buildings for charter school	11/6/2025	3 years from date of Town Council Approval		
11	<b>CREATIVE PROPERTIES, LLC</b> 160 us Highway 89 Lot #23 Palisades heights Subdivision	<b>EA1-0126-001</b>	Extension Permit for R2-05-24-Multi Family Residential Unit {Apartments}	1/7/2026	12/9/2026		

**Town of Alpine**  
**Planning Zoning Commission**  
**Active Permits - 2/6/2026**

12	DEADHORSE DEVELOPMENT, LLC (New West Building Company) 856 Elkhorn Drive Lot #1 Deadhorse Meadows	Building A (West): #C-02-25 C-0325-0002	Commercial Building	5/12/2025	5/11/2026		
13	DEADHORSE DEVELOPMENT, LLC (New West Building Company) 856 Elkhorn Drive Lot #1 Deadhorse Meadows	Building B (East): C-01-25 C-0325-0001	Commercial Building	4/8/2025	4/7/2026		
14	DIA PROPERTIES (ALPINE MT. ADVENTURES 213 Greys River Roadm Lot #55 Palis Park	SFS-1225-001	Wall/Canopy Sign	12/30/2025	?		
15	DIAMNOND, JASON SCOTT 184 Trail Drive Lot #711 Lakeview Estates	EA1-0725-0001	Extension Permit for	7/10/2025	7/9/2026		
16	EPLIN, CHERI (SALT RIVER EXCAVATION) 672 Sunset Drive Lot #220 A Lakeview Estates	R1-0425-001	Single Family Home	7/8/2025	7/7/2026		
18	FRITZ, JUSTIN & LARISSA 520 Three Rivers Drive Lot #18 Forest Meadows	MC-0425-003	Carport addition	5/13/2025	5/12/2026		
19	GLACIER BANK (1ST BANK) 79 HWY 89 Lot #17 Lakeview Estates Tract C	REM-1225-0001	Two Bathrooms, closet, mechanical room, and fire sprinkler room and Electrical room in basement	1/27/2025	1/26/2026		

**Town of Alpine**  
**Planning Zoning Commission**  
**Active Permits - 2/6/2026**

20	BUYER, DAVID (JAY GOODRICH, INC.) 499 Aster Loop Lot #37 Aloine Meadows	EA1-0625-0005	Extension Permit for R1-05-24	6/26/2025	6/25/2026		
21	GCHB VENTURE, LLC (SURE STAY) 100 Wintergreen Drive Lot #1 Hafeez Addition	EA1-0625-0001	Extension Permit for				
22	HEGGENSTALLER, JASON 377 Wooden Spur Drive Lot #3 - Greys River Village #2	EA-0725-0002	Extension Permit for R1-07-2024	6/26/2025	6/25/2026		
23	HLADKY, KATE & COZ, JAYDEN 57 Aster Loop Lot #9 Alpine Meadows	R1-0925-0001	Single Family Home	9/9/2025	9/8/2026		
24	JENKINSON, KATHLEEN & WILLIAM 701 & 703 Sunset Fr Lots #3 & #4 Grand Lake Addition to Become 703 Sunset Dr. Lot #13 Grand Lake Addition	SRP-0925-0001	Lot Combo				
25	JW PROPERTY INVESTMENTS, LLC {JEFF JEBBSEN: 192 Trail Drive Road Lot #732 "B" Lakeview Estates Subdivision	R2-01-25	Multi-unit apartments- 8-Plex	4/8/2025	4/7/2026		
26	JW PROPERTY INVESTMENTS, LLC {JEFF JEBBSEN: 194 Trail Drive Road Lot #732 "B", Lakeview Estates Subdivision	R2-0001-25	Multi-unit apartments- 8-Plex	9/16/2025	9/15/2026		

**Town of Alpine**  
**Planning Zoning Commission**  
**Active Permits - 2/6/2026**

27	JW PROPERTY INVESTMENTS, LLC {JEFF JEBBSEN} 196 Trail Drive Road Lot #734 "B" Lakeview Estates Subdivision	R2-02-25	Multi-unit apartments- 8-Plex	4/8/2025	4/7/2026	
28	JW PROPERTY INVESTMENTS, LLC {JEFF JEBBSEN: 192 Trail Drive Road Lot #732 "B" Lakeview Estates Subdivision	EA-1125-0001	Encroachment Permit	11/5/2025		
29	KOVAC, DUSTIN & MAEVE 166 Stoor Drive Lot #312 Lakeview Estates	MC-0425-0002	Retaining Wall	6/10/2025	6/9/2026	Completed
30	LYTLE, CURTIS & BRANDY 341 Snake River Drive Lot #40 River View Meadows	R1-0525-0001	Single Family Home	5/13/2025	5/12/2026	
31	MULLER, MICHAEL& NIKIA 437 Meadows Drive Lot #66 Three Rivers Meadows	MC0725-0001	Foundation Replacement & Porch Addition	7/18/2025	7/17/2026	
32	PANTONE, ANNA & SODERING, MIKE 504 Three Rivers Drive Lot #40 Forest Meadow	G-0725-0001	New detached garage	8/12/2025	8/11/2026	
33	PURE MADNESS, LLC- MELVIN BREWING COMPANY 624 County Road 101	SUP-2025-0003 SH-0725-0001	SUP- Off Premises Sign	10/14/2025	N/A	

**Town of Alpine**  
**Planning Zoning Commission**  
**Active Permits - 2/6/2026**

34	BAXTER, KEN (NEW OWNER QUIROS, LUIS) 739 Pinecrest Circle Lot #251 Lakeview Estates	MC-1125-0001	Deck remodel	12/10/2025	1/13/2026		
35	REYNOLDS, DANIEL J. & PATRICIA 469 Greys River Loop Lot #21 Greys River Village #1	MC-00825-0002	Porch Addition	9/9/2025	0908/2026		
36	ROBINSON, TETIANA & DAVID 709 Sunset Drive Lot #1 Grand Lake	MC-1025-0001	Bury Propane Tank	12/10/2025	12/9/2026		
37	SCHARFENBERG, DAVID 76 Primrose Court Lot #143 Alpine Meadows	EA1-0525-0001	Extension Permit for R1-01-24	5/29/2025	5/28/2026		
38	SEVERSON, MARK 425 Snake River Dr. Lot #50 River View Meadows	R1-01-25	Single Family Residential	2/11/2025	2/10/2026		CO Issued 10/16/2025
39	SMILEY, JOHN 424 Meadows Dr. Lot #17 Three Rivers Meadows	EA-0925-0001	Encroachment Permit	9/23/2025	N/A		

**Town of Alpine**  
**Planning Zoning Commission**  
**Active Permits - 2/6/2026**

	<b>TOA - {Pre-Treatment Facility}</b> Western Portion of Alpine West Drive	Lot #9 291 Buffalo	<b>C-0725-0001</b>	Addition to Existing Pretreatment Plant	7/1/2025	6/30/2026		
40	<b>NORTH LINCOLN COUNTY HOSPITAL (SVMC)</b> 37 Wintergreen Drive Lot #189 Alpine Meadows		<b>MC-01-25</b>	Minor Const-Update Electrical for MRI				
41	<b>TRAIL BOSS VAPE &amp; CIGAR</b> 80 US HWY 89 Lot #80 Alpine Grid Area		<b>S-03-25</b>	Sign				
42	<b>VIGNAROLI, AMY &amp; ROBERT</b> 180 Canyon View Drive Lot #15 Palis Park		<b>R1-0625-0001</b>	Single Family Residential	6/10/2025	6/9/2026		Certificate of Occupancy Issued 12/01/2025
43	<b>WOLF, BRADLEY &amp; JENNIFER</b> 85 Columbine Street Lot #69 Alpine Meadows		<b>R1-02-25</b>	Single Family Residential	2/11/2025	<b>2/10/2026</b>		
44	<b>YANKEE DOODLE'S</b> HWY 89 Lot #1 Twin Pines Addition	20 US	<b>MC-0825-0001</b>					

*Town of Alpine*  
*Planning Zoning Commission*  
*Active Permits - 2/6/2026*

R1	6
R2	3
C	6
MC	10
REM	2
EXTENSION AFFIDAVITS	9
SIGN	4
ENCROACHMENT	2
GARAGE	1
SUP	2
PUD	0
ANNEXATIONS	1

*Town of Alpine*  
*Planning Zoning Commission*  
*Active Permits - 2/6/2026*

*Town of Alpine*  
*Planning Zoning Commission*  
*Active Permits - 2/6/2026*

Notes
What is this for? Check dates

*Town of Alpine*  
*Planning Zoning Commission*  
*Active Permits - 2/6/2026*

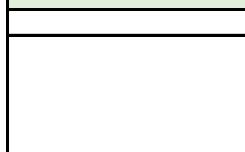
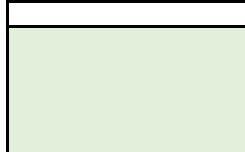
Check dates
Do I put this in 2025 or 2026?

*Town of Alpine*  
*Planning Zoning Commission*  
**Active Permits - 2/6/2026**

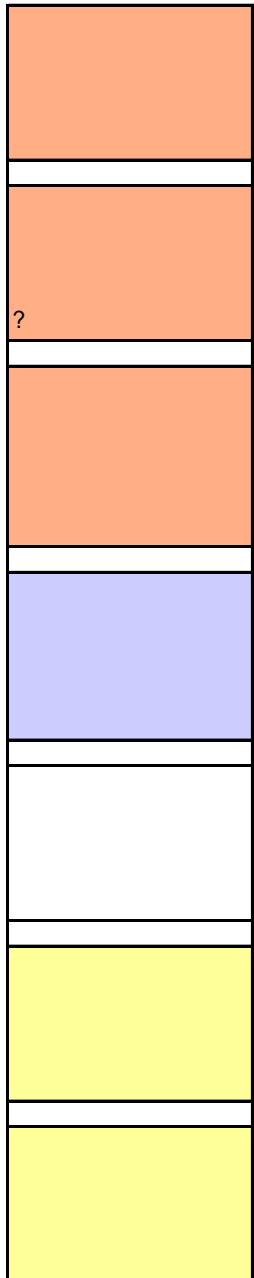
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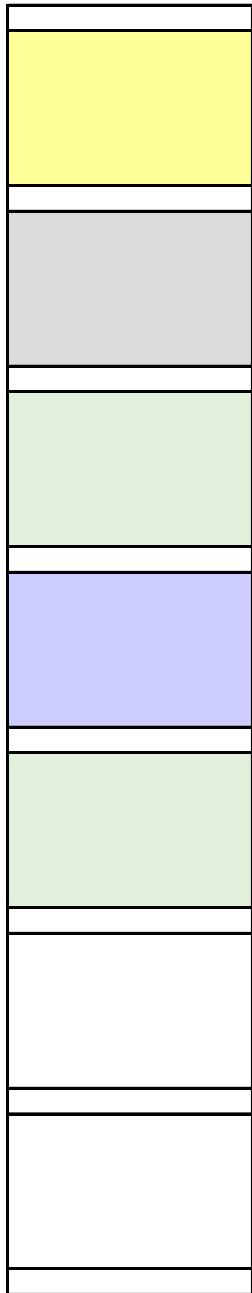
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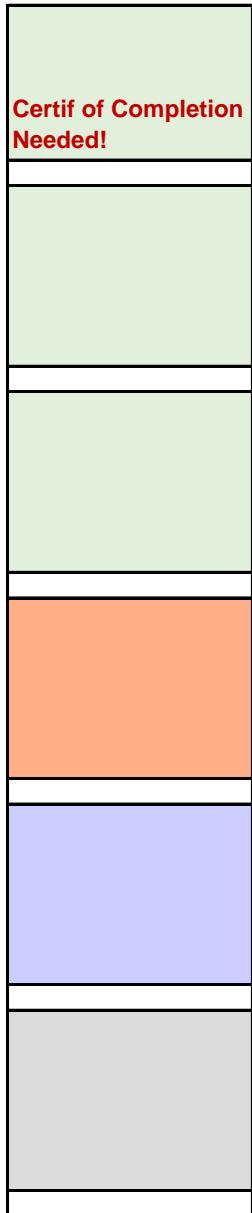
*Town of Alpine*  
*Planning Zoning Commission*  
**Active Permits - 2/6/2026**



*Town of Alpine*  
*Planning Zoning Commission*  
*Active Permits - 2/6/2026*



*Town of Alpine*  
*Planning Zoning Commission*  
*Active Permits - 2/6/2026*



*Town of Alpine*  
*Planning Zoning Commission*  
*Active Permits - 2/6/2026*

Find folder and check dates
Check Dates
Didn't get permit yet, waiting on wiring permit

Updated: 02/05/2026

*Town of Alpine*  
*Planning Zoning Commission*  
*Active Permits - 2/6/2026*

*Town of Alpine*  
*Planning Zoning Commission*  
*Active Permits - 2/6/2026*



## **RE-ROOF**

HORTON, CHARLES	RE-ROOF 0425-0
QUINNBELLA, LLC	RE-ROOF 0425-0
PETERSON, TYLER & MITZI	RE-ROOF 0625-0
GRIES, KEVIN & STACY	RE-ROOF 0625-0
HARGRAVE, JOSEPH	RE-ROOF 0625-0
SCHMIDT, MICHAEL	RE-ROOF 0725-0
LABORDE, DERRICK	RE-ROOF 0825-0
STOOR, DAN	RE-ROOF 1025-0
JONES, STACIE	RE-ROOF 1025-0
BAXTER, KEN (NEW OWNER QUIROS, LUIS)	RE-ROOF 1125-0
L&W REAL ESTATE HOLDINGS, LLC (SLOAN, BETHANY)	RE-ROOF 1125-0

## **SHED**

GERSH, KATE	SA-0425-0001
BREEZY 1, LLC	SA-0425-0002
SHACKELFORD, CAROL ANN	SA-0525-0001
SV APOSTOLIC CHURCH	SA-0725-0001
RUBIANO, ALYSIA	SA-0725-0002
SHERMAN, DON	SA-0925-0001
BAKER, PAUL & JENNIFER	SA-0925-0002
KELLOG, LANDON	SA-1025-0001
BUCKLEY, JACK & JULIE	SA-1225-0001

## **SIGNS FREESTANDING**

DIA PROPERTIES	SFS-1225-0001
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## **PERMANENT BANNER**

STAR VALLEY HEALTH	SPB-0425-0001
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## **TEMPORARY BANNER**

TOUT UNLIMITED- STAR VALLEY CHAPTER	STB-0425-0001
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## **WALL/CANOPY**

TAYLOR LAND COMPANY, LLC	SW-0425-0001
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## **FENCE**

ATKINS, SKYLAR & MONICA M.	FA-0325-0001
ARMINGTON & LETHBRIDGE	FA-0425-0001
SHOCKEY, JACLYN & ROBERT	FA-0525-0001
CORNELIUS, EARNEST & CATHERINE	FA-0525-0002
JOHNSON, TROY & CARI	FA-0725-0001

Owner	Permit #	Type of Permit	Date Issued	Expiration Date	Extension # & New Expiration Date
<b>JENKINSON, KATHLEEN &amp; WILLIAM</b> 701 & 703 Sunset Fr Lots #3 & #4 Grand Lake Addition to Become 703 Sunset Dr. Lot #13 Grand Lake Addtion	SRP-0925-0001	Lot Combo			

Status	Notes

Owner	Permit #	Type of Permit	Date Issued	Expiration Date	Extension # & New Expiration Date
<b>SEVERSON, MARK</b> 425 Snake River Dr. Lot #50 River View Meadows	R1-01-25	Single Family Residential	2/11/2025	2/10/2026	
<b>WOLF, BRADLEY &amp; JENNIFER</b> 85 Columbine Street Lot #69 Alpine Meadows	R1-02-25	Single Family Residential	2/11/2025	<b>2/10/2026</b>	
<b>EPLIN, CHERI (SALT RIVER EXCAVATION)</b> 672 Sunset Drive Lot #220 A Lakeview Estates	R1-0425-001	Single Family Home	7/8/2025	7/7/2026	
<b>LYTLE, CURTIS &amp; BRANDY</b> 341 Snake River Drive Lot #40 River View Meadows	R1-0525-0001	Single Family Home	5/13/2025	5/12/2026	
<b>VIGNAROLI, AMY &amp; ROBERT</b> 180 Canyon View Drive Lot #15 Palis Park	R1-0625-0001	Single Family Residential	6/10/2025	6/9/2026	
<b>HLADKY, KATE &amp; COZ, JAYDEN</b> 57 Aster Loop Lot #9 Alpine Meadows	R1-0925-0001	Single Family Home	9/9/2025	9/8/2026	

Status	Notes
CO Issued 10/16/2025	
Certificate of Occupancy Issued 12/01/2025	

Updated: 02/02/2026

Owner	Permit #	Type of Permit	Date Issued	Expiration Date	Extension # & New Expiration Date
<b>JW PROPERTY INVESTMENTS, LLC (JEFF JEBBSEN: 192 Trail Drive Road Lot #732 "B" Lakeview Estates Subdivision</b>	<b>R2-01-25</b>	Multi-unit apartments-8-Plex	4/8/2025	4/7/2026	
<b>JW PROPERTY INVESTMENTS, LLC (JEFF JEBBSEN: 194 Trail Drive Road Lot #732 "B", Lakeview Estates Subdivision</b>	<b>R2-0001-25</b>	Multi-unit apartments-8-Plex	9/16/2025	9/15/2026	
<b>JW PROPERTY INVESTMENTS, LLC (JEFF JEBBSEN) 196 Trail Drive Road Lot #734 "B" Lakeview Estates Subdivision</b>	<b>R2-02-25</b>	Multi-unit apartments-8-Plex	4/8/2025	4/7/2026	

Status	Notes

Owner	Permit #	Type of Permit	Date Issued	Expiration Date	Extension # & New Expiration Date
<b>DEADHORSE DEVELOPMENT, LLC (New West Building Company)</b> 856 Elkhorn Drive Lot #1 Deadhorse Meadows	<b>Building B (East): C-01-25 C-0325-0001</b>	Commercial Building	4/8/2025	4/7/2026	
<b>DEADHORSE DEVELOPMENT, LLC (New West Building Company)</b> 856 Elkhorn Drive Lot #1 Deadhorse Meadows	<b>Building A (West): #C-02-25 C-0325-0002</b>	Commercial Building	5/12/2025	5/11/2026	
<b>Alpine On!, LLC</b> 118450 US Hwy 26/89 Lot #37 Snake River Junction	<b>C-0525-0002</b>	Lodge for RV Park	6/16/2025	6/15/2026	
<b>AFFITTAMI, LLC</b> 119 Sagebrush Lane Lot #3 Elk Meadows	<b>C-0525-0003</b>	Commercial Building	6/20/2025	6/19/2025	
<b>TOA - {Pre-Treatment Facility}</b> Western Portion of Lot #9 Alpine West 291 Buffalo Drive	<b>C-0725-0001</b>	Addition to Existing Pretreatment Plant	7/1/2025	6/30/2026	
<b>ALPINE EDUCATION FOUNDATION</b> 200 Buffalo Drive Lot #15 Alpine West	<b>C-1025-0001</b>	Charter School	10/7/2025	10/6/2026	

Status	Notes
	ORIGINALLY ASSIGNED BY CHRISTINE C-01-25 BUT IT IS C-0325-0001 IN CASELLE
	ORIGINALLY ASSIGNED BY CHRISTINE C-02-25. BUT IT IS C-0325-0002 IN CASELLE

	Why isn't this on the Community Development Permit List?
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Owner	Permit #	Type of Permit	Date Issued	Expiration Date	Extension # & New Expiration Date
<b>NORTH LINCOLN COUNTY HOSPITAL- STAR VALLEY HEALTH (SVMC)</b> 37 Wintergreen Drive Lot #189 Alpine Meadows	<b>MC-01-25</b>	Minor Const-Update Electrical for MRI			
<b>ALPINE Ace Hardware</b> 100 Greys River Road Lot #716 Lakevie Estates Tract C	<b>MC-0425-0001</b>				
<b>KOVAC, DUSTIN &amp; MAEVE</b> 166 Stoor Drive Lot #312 Lakeview Estates	<b>MC-0425-0002</b>	Retaining Wall	6/10/2025	6/9/2026	
<b>FRITZ, JUSTIN &amp; LARISSA</b> 520 Three Rivers Drive Lot #18 Forest Meadows	<b>MC-0425-003</b>	Carport addition	5/13/2025	5/12/2026	
<b>BURKE, EMILY &amp; BENJAMIN</b> 704 Subset Drive Lot #813 Lakeview Estates	<b>MC-0525-0001</b>	Deck	6/3/2025	6/2/2025	
<b>MULLER, MICHAEL &amp; NIKIA</b> 437 Meadows Drive Lot #66 Three Rivers Meadows	<b>MC0725-0001</b>	Foundation Replacement & Porch Addition	7/18/2025	7/17/2026	
<b>YANKEE DOODLE'S</b> 20 US HWY 89 Lot #1 Twin Pines Addition	<b>MC-0825-0001</b>				
<b>REYNOLDS, DANIEL J. &amp; PATRICIA</b> 469 Greys River Loop Lot #21 Greys River Village #1	<b>MC-00825-0002</b>	Porch Addition	9/9/2025	0908/2026	
<b>ROBINSON, TETIANA &amp; DAVID</b> 709 Sunset Drive Lot #1 Grand Lake	<b>MC-1025-0001</b>	Bury Propane Tank	12/10/2025	12/9/2026	
<b>BAXTER, KEN (NEW OWNER QUIROS, LUIS)</b> 739 Pinecrest Circle Lot #251 Lakeview Estates	<b>MC-1125-0001</b>	Deck remodel	12/10/2025	<b>1/13/2026</b>	

Status	Notes
	Find folder and check dates
	What is this for? Check dates
Completed	
	Din't ger permit yet waiting on wiring permit
	Certif of Completion Needed!?

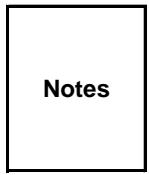
Owner	Permit #	Type of Permit	Date Issued	Expiration Date	Extension # & New Expiration Date
<b>BENNETT, BRETT &amp; META</b> 368 Wooden Spur Drive Lot #27 Greys River Village	<b>REM-0625-0001</b>	Addition to home and new detached garage	7/8/2025	7/7/2026	
<b>GLACIER BANK (1ST BANK)</b> 79 HWY 89 Lot #17 Lakeview Estates Tract C	<b>REM-1225-0001</b>	Two Bathrooms, closet, mechanical room, and fire sprinkler room and Electrical room in basement	1/27/2025	1/26/2026	

Status	Notes

Owner	Permit #	Type of Permit	Date Issued	Expiration Date	Extension # & New Expiration Date
<b>CREATIVE PROPERTIES, LLC</b> 160 us Highway 89 Lot #23 Palisades heights Subdivision	<b>EA1-0126-001</b>	Extension Permit for R2-05-24- Multi Family Residential Unit <small>(Apartments)</small>	1/7/2026	12/9/2026	
<b>SCHARFENBERG, DAVID</b>	<b>EA1-0525-0001</b>	Extension Permit for			
<b>GCHB VENTURE, LLC</b>	<b>EA1-0625-0001</b>	Extension Permit for			
<b>BRINZA, ADRIAN</b>	<b>EA1-0625-0002</b>	Extension Permit for			
<b>ALPINE FLATS</b>	<b>EA1-0625-0003</b>	Extension Permit for			
<b>ALPINE FLATS</b>	<b>EA1-0625-0004</b>	Extension Permit for			
<b>BUYER, DAVID (JAY GOODRICH, INC.)</b>	<b>EA1-0625-0005</b>	Extension Permit for			
<b>DIAMNOND, JASON SCOTT</b>	<b>EA1-0725-0001</b>	Extension Permit for			
<b>HEGGENSTALLER, JASON</b> 377 Wooden Spur Drive Lot #3 - Greys River Village #2	<b>EA-0725-0002 FOR R1-07-2024</b>	Single Family Residential	6/26/2025	6/25/2026	

Status	Notes
	Do I put this in 2025 or 2026?

Owner	Permit #	Type of Permit	Date Issued	Expiration Date	Extension # & New Expiration Date	Status
GERSH, KATE	SA-0425-0001					
BREEZY 1, LLC	SA-0425-0002					
SHACKELFORD, CAROL ANN	SA-0525-0001					
SV APOSTOLIC CHURCH	SA-0725-0001					
RUBIANO, ALYSIA	SA-0725-0002					
SHERMAN, DON	SA-0925-0001					
BAKER, PAUL & JENNIFER	SA-0925-0002					
KELLOG, LANDON	SA-1025-0001					
BUCKLEY, JACK & JULIE	SA-1225-0001					



Owner	Permit #	Type of Permit	Date Issued	Expiration Date	Extension # & New Expiration Date
PANTONE, ANNA & SODERING, MIKE 504 Three Rivers Drive Lot #40 Forest Meadow	G-0725-0001	New detached garage	8/12/2025	8/11/2026	

Status	Notes

Owner	Permit #	Type of Permit	Date Issued	Expiration Date	Extension # & New Expiration Date
HORTON, CHARLES	RE-ROOF 0425-0				
QUINNBELLA, LLC	RE-ROOF 0425-0				
PETERSON, TYLER & MITZI	RE-ROOF 0625-0				
GRIES, KEVIN & STACY	RE-ROOF 0625-0				
HARGRAVE, JOSEPH	RE-ROOF 0625-0				
SCHMIDT, MICHAEL	RE-ROOF 0725-0				
LABORDE, DERRICK	RE-ROOF 0825-0				
STOOR, DAN	RE-ROOF 1025-0				
JONES, STACIE	RE-ROOF 1025-0				
BAXTER, KEN (NEW OWNER QUIROS, LUIS)	RE-ROOF 1125-0				
L&W REAL ESTATE HOLDINGS, LLC (SLOAN, BETHANY)	RE-ROOF 1125-0				

Status	Notes

Owner	Permit #	Type of Permit	Date Issued	Expiration Date	Extension # & New Expiration Date
<b>JW PROPERTY INVESTMENTS, LLC {JEFF JEBBSEN: 192 Trail Drive Road Lot #732 "B" Lakeview Estates Subdivision</b>	<b>EA-1125-0001</b>	Encroachment Permit	11/5/2025		
<b>SMILEY, JOHN</b> 424 Meadows Dr. Lot #17 Three Rivers Meadows	<b>EA-0925-0001</b>	Encroachment Permit	9/23/2025	N/A	

Status	Notes

Owner	Permit #	Type of Permit	Date Issued	Expiration Date
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**FREESTANDING**  
**DIA PROPERTIES** **SFS-1225-0001**

**PERMANENT BANNER**  
**STAR VALLEY HEALTH** **SPB-0425-0001**

**TEMPORARY BANNER**  
**TOUT UNLIMITED- STAR VALLEY CHAF** **STB-0425-0001**

**WALL/CANOPY**  
**TAYLOR LAND COMPANY, LLC** **SW-0425-0001**

Extension # & New Expiration Date	Status	Notes
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Owner	Permit #	Type of Permit	Date Issued	Expiration Date	Extension # & New Expiration Date
ATKINS, SKYLAR & MONICA M.	FA-0325-0001				
ARMINGTON & LETHBRIDGE	FA-0425-0001				
SHOCKEY, JACLYN & ROBERT	FA-0525-0001				
CORNELIUS, EARNEST & CATHERINE	FA-0525-0002				
JOHNSON, TROY & CARI	FA-0725-0001				

Status	Notes

Snake River Junction

Owner	Permit #	Type of Permit	Date Issued	Expiration Date	Extension # & New Expiration Date	Status	Notes
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Owner	Permit #	Type of Permit	Date Issued	Expiration Date	Extension # & New Expiration Date
<b>CREATIVE PROPERTIES, LLC</b> 160 us Highway 89 Lot #23 Palisades heights Subdivision	<b>SUP-2025-0002 SH-0825-0001</b>	Use of used buildings for charter school	11/6/2025	3 years from date of Town Council Approval	
<b>PURE MADNESS, LLC- MELVIN BREWING COMPANY</b> 624 County Road 101	<b>SUP-2025-0003 SH-0725-0001</b>	SUP- Off Premises Sign	10/14/2025	<b>N/A</b>	

<b>Status</b>	<b>Notes</b>

#NAME?

**Residential Building Permit #R1-01-25 for Mr.  
Mark/Sid Severson at Lot #50 Riverview Meadows,  
425 Snake River Drive**

2/11/2025

N

**Residential Building Permit #R1-02-25 for Mr.  
Brad Wolf at Lot #69 Alpine Meadows, 85  
Columbine Street**

2/11/2025

**DEADHORSE DEVELOPMENT, LLC (New West  
Building Company): Lot #1, Deadhorse Meadows,  
856 Elkhorn Drive, Building B (East): #C-01-25  
Building B #C-01-25**

4/8/2025

C

**DEADHORSE DEVELOPMENT, LLC (New West  
Building Company): Lot #1, Deadhorse Meadows, 856  
Elkhorn Drive, Building A (West): #C-02-25 Plan  
Building A #C-02-25.**

4/8/2025

C

**NORTH LINCOLN COUNTY HOSPITAL DBA STAR  
VALLEY HEALTH: Lot #189, Alpine Meadows  
Subdivision, 37 Wintergreen Drive (MC-01-25) approve  
permit for 37 Wintergreen Drive MC-01-25.**

4/8/2025

**N  
JW PROPERTY INVESTMENTS, LLC {JEFF  
JEBBSEN}: Lot #732 "B", Lakeview Estates  
Subdivision, 192 Trail Drive Road (#R2-01-25) approve  
the Site Plan for 192 Trail Drive Road R2-01-25**

4/8/2025

**N  
JW PROPERTY INVESTMENTS, LLC {JEFF  
JEBBSEN}: Lot #734 "B", Lakeview Estates  
Subdivision, 196 Trail Drive Road (#R2-02-25) to  
approve the Site Plan for 196 Trail Drive Road R2-02-25**

4/8/2025

**FRITZ, JUSTIN AND LARISSA: Lot # 18, Forest  
Meadows, 520 Three Rivers Dr. (MC-0425-003) –  
Shed roof**

5/13/2025

N	EPLIN, CHERI: Lot #220, Lakeview Estates A, 672 Sunset Dr (R1-0425-0001) – New single-family residence	7/8/2025
N	LYTLE, CURTIS AND BRANDY: Lot #40, Riverview Meadows, 341 Snake River Dr.(R1-0525-001) – New single-family residence	5/13/2025
C	ALPINE ON, LLC (ALPINE VALLEY RV RESORT): Lot #37 Snake River Junction (C-0525-0002) – Commercial Building	5/13/2025
	KOVAC, DUSTIN, AND MAEVE: Lot #312 Lakeview Estates, 166 Stoor Dr. (MC-0425-0002)- Retaining Wall	6/10/2025
C	AFFITTAMI, LLC AKA AUTO SERVICES ELEVATED (KRESAN, KATIE); Lot#3 Elk Meadows, 119 Sagebrush Ln. (C-0525-0003)- Commercial Building, Office, and Employee Apartments	6/10/2025
N	VIGNAROLI, AMY, AND ROBERT: Lot #15 Palis Park, 180 Canyon View Dr. (R1-0625-0001)- Single-family Residential (Modular)	6/10/2025
	Brett & Meta Bennett - Lot #27 of Greys River Village, 368 Wooden Spur Drive- rem-0625-0001- Single-family Residential Remodel, Addition and New Accessory Building	8/12/2025
	Michael & Nikia Mohler- Lot #66 of Three Rivers Meadows, 437 Meadows Drive- mc-0725-0001- Single-family Residential Foundation Replacement & Porch Addition	7/18/2025
	PANTONE, ANNA Lot #40 of Forest Meadow. 504 Three Rivers Dr. (G-0725-0001)- New detached garage/accessory building	8/12/2025
	Reynolds, Daniel, and Patricia-469 Greys River Loop Lot #12 Greys River Village #1- Minor Construction (MC-0825-002)- Deck repair	9/9/2025

N

Hladky, Kate and Cox Jayden 57 Aster Loop Lot #9  
Alpine Meadows- Single-family Residential (R1-0925-  
0001)

9/9/2025

Alpine Education Foundation for Town of Alpine-  
Proposed Lot #15 of Alpine West Third Addition-  
Special Use Permit- Charter School Site Plan

9/9/2025

JW Property Investments, LLC-Rendezvous Custom  
Homes (Jeppsen, Jeff)- 194 Trail Dr. Lot #733 of  
Lakeview Estates- Multi-family Residential (R2-0001-  
25)- Site plan for 8-plex

9/9/2025

N

TOWN OF ALPINE- Minor Subdivision/Replat-  
Alpine West 3<sup>rd</sup> Edition, Proposed Lot #15

9/16/2025

S

ALPINE EDUCATION FOUNDATION- Special Use  
Permit- non-conforming structure  
Special Use Permit: Melvin Brewing Company Off-  
Premise Sign

9/16/2025

David Robinson- 709 Sunset dr. Lot #1 Grand Lake  
Subdivision- Propane Tank

12/9/2025

conrad bischoff- Parkland USA (KJ's on the run) S-01-25  
Illuminated Channel Letters on AMC Panels

701 Sunset Drive Lot #3 & #4 of Grand Lake Addition- Re-  
plat- Combine lots #3 and #4

12/9/2025



## PLANNING & ZONING MEETING MINUTES

Januay 13, 2026 at 7:00 PM

Meeting Type – Regular Meeting

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### **1. CALL TO ORDER:**

Chairman Wilson called the meeting to order at 7.02 PM

### **2. ROLL CALL & ESTABLISH QUORUM:**

Administrator Corson took roll call. Members Schou, and Chairman Wilson are present. Member Stewart is absent. A quorum was established.

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

None

### **4. TABLED ITEMS:**

None

### **5. UNFINISHED/ONGOING BUSINESS:**

None

### **6. PLANNING/ZONING CORRESPONDENCE:**

None

### **7. PLANNING AND ZONING DISCUSSION ITEMS:**

#### **A. Lincoln County Conditional Use Permit for Last Resort Holdings, LLC – Discussion**

Board members overall supported the permit application. There were three concerns raised:

- 1.) Where the leach field would go
- 2.) The increase of traffic entering and exiting the highway at an already dangerous section of road.
- 3.) Was the septic system sized appropriately for the extra use, this is something they believe Lincoln County will surely have on the radar and look into.

Planning and Zoning Administrator Corson will prepare comments and send to Lincoln County.

### **B. David Gustafson- New lighting ordinance- Discussion**

Mr. Gustafson stated that he was asked by the Mayor to prepare draft language to update the lighting requirements in the current Land Use and Development Code (LUDC) to better align with the Town's Dark Sky ordinance.

### **Planning & Zoning Commission Comments and Concerns**

1. Commission members discussed whether additional, more stringent lighting regulations are needed, or if the primary issue is the ability to effectively enforce the existing lighting standards.
2. It was noted that the Town cannot retroactively enforce lighting requirements on existing installations. However, the Commission discussed the possibility of requiring a new lighting permit that would be triggered whenever a permit is pulled—whether for new construction, minor repairs, or additions.
3. The Commission agreed to review the proposed ordinance language alongside the current LUDC and applicable national Dark Sky standards to identify any gaps. Members acknowledged that this will require additional time and research but expressed support for continuing the discussion.

### **Public Comments and Concerns**

1. Members of the public urged the Commission to give special consideration to areas where Mixed Residential Commercial (MRC), Commercial, or Public Use zones are adjacent to residential neighborhoods.
2. Public commenters noted that light trespass and excessive lighting can impact a variety of factors, including wildlife migration, bird behavior, and insect populations.
3. The public encouraged the Commission to take a forward-thinking approach to lighting regulations, emphasizing proactive solutions rather than reactive enforcement.

### **Next Steps**

- Schedule a work session to further discuss lighting regulations and potential updates to the LUDC.
- The work session may be held jointly with the Town Council.

## C. Review the 2024 International Code Ordinance and Exemptions- Review and Discussion

### Discussion: Incorporating I-Codes into the LUDC

The Commission discussed the purpose of existing exemptions and how best to incorporate the International Codes (I-Codes) into the Land Use and Development Code (LUDC) without requiring adoption by ordinance with each new code edition.

Administrator Corson noted that she has seen this handled in two primary ways:

- Listing exemptions for each adopted code book (e.g., IRC, IBC, etc.), with each adopted and amended individually by ordinance; or
- Incorporating the I-Codes into the development codes as a continuously adopted standard that automatically updates when new editions are adopted.

Administrator Corson expressed concern about how jurisdictions address potential administrative conflicts or contradictions between the LUDC and the I-Codes when using an automatic adoption approach.

The Commission stated a preference for adopting the I-Codes with the fewest exemptions possible and allowing new editions to be automatically adopted at the same time they are adopted by the State of Wyoming.

Administrator Corson indicated she could provide examples of other towns that have successfully integrated the I-Codes into their land use and development codes in a way that allows for automatic adoption of new editions. She also committed to researching how those jurisdictions address administrative conflicts, noting that this may be accomplished through a clarifying provision stating that LUDC-assigned duties and procedures supersede those assigned in the I-Codes where conflicts exist.

## D. LUDC Part 2 Updates- Review and Discussion

Administrator Corson provided a brief overview of the proposed changes and revisions to Part 2 of the Land Use and Development Code (LUDC). The primary update shifts responsibility for public noticing—including mailed notices, signage, publication, and all associated costs—to the applicant when applying for development approvals such as subdivisions, lot line adjustments, lot combinations, Planned Unit Developments (PUDs), and similar applications.

Administrator Corson also noted that staff intends to develop a separate, standalone public notice ordinance that would apply universally across development applications. Once adopted, the public notice requirements could be removed from the LUDC and incorporated by reference to that ordinance. However, until that ordinance is adopted, it

is important to include the public notice provisions within the LUDC to ensure they are in place for the upcoming building season.

The Commission did not express any immediate concerns with the proposed updates.

A joint work session between the Planning & Zoning Commission and Town Council is scheduled for **February 3rd**, at which time these updates will be discussed further.

### **E. Land Use Development Code Redesign Contractors- Discussion and Recommendation**

The Commission asked Administrator Corson to explain the primary reasons for proposing the use of an independent contractor to complete updates to the Land Use and Development Code (LUDC), and to identify the concerns the Town hopes to address through that approach.

Administrator Corson stated that enforceability is a major concern and one of the primary drivers for pursuing a comprehensive LUDC redesign, whether conducted internally or through a consultant. Additional concerns include improving clarity and ensuring the Code can be administered efficiently and effectively by staff and decision-makers.

Another significant consideration is ensuring that the LUDC aligns with the updated Master Plan. Administrator Corson emphasized that without updates that mirror the goals and policies of the Master Plan, the document becomes a costly reference with limited enforceability or practical value.

Administrator Corson also highlighted the substantial time commitment required of staff and the Commission to undertake major code revisions internally. Commission members agreed with this assessment, noting their own experience with code amendments over the past year.

The general consensus of the Commission was that hiring an independent contractor could be beneficial; however, cost remains a significant concern. The Commission expressed a desire to review the consultant proposals in more detail before making any formal recommendation.

#### **Next Steps:**

- Planning and Zoning Administrator's recommendation to Town Council
- Planning and Zoning Commission recommendation to Town Council

## **8. APPROVAL OF MINUTES:**

- a. Approval of Minutes for Regular Meeting 12/09/2025

Member Schou motioned to approve the minutes for 12/09/2025, seconded by Chairman Wilson.

Voting Yea: Member Schou & Chairman Wilson

Motion carries

**9. TOWN COUNCIL ASSIGNMENT:**

Melissa Wilson

**10. ADJOURN MEETING: 8:10 PM**

Motion made by Planning & Zoning Commission Member Schou to adjourn, seconded by Chairman Stewart.

Voting Yea: Planning & Zoning Commission Member Schou, Planning & Zoning Vice Chairman Stewart, Planning & Zoning Chairman Wilson

Motion carries

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Melisa Wilson, Chairman

Date

---

Gina Corson, Planning & Zoning Administrator

Date

Prepared and Transcribed By:

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Gina Corson, Acting Planning & Zoning Administrator  
Date

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

