



TOWN COUNCIL SPECIAL MEETING AGENDA

March 04, 2025, at 7:00 PM / 250 River Circle - Alpine, WY 83128

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

1. **CALL TO ORDER** - Mayor Green

2. **PLEDGE OF ALLEGIANCE** – Mayor Green

3. **ROLL CALL** – Monica Chenault

4. **ADOPT THE AGENDA**

5. **ACTION ITEMS**

a. Ordinance No. 2025-004 - Special Use Permit - 1st Reading:

Seeking a motion to approve 1st Reading of Ordinance No. 2025-004 - Special Use Permit.

b. Resolution No. 2025-005 - Comprehensive Master Plan Steering Committee:

Seeking approval of Resolution No. 2025-005 - Comprehensive Master Plan Steering Committee.

c. Resolution No. 2025-006 - Authorization for The Town of Alpine to Submit Applications with The Alpine Travel and Tourism Board

Seeking a motion to approve Resolution No. 2025-006 - Authorization for The Town of Alpine to Submit Applications with The Alpine Travel and Tourism Board.

d. Cushing Terrell Contract for the Town of Alpine Comprehensive Master Plan

Seeking a motion to approve the Contract with Cushing Terrell for the Town of Alpine Comprehensive Master Plan, and authorize Mayor Green to sign upon approval by legal council.

e. Raftelis Contract for the Town of Alpine Impact and Capacity Fee Study

Seeking a motion to approve the Contract with Raftelis Contract for the Town of Alpine Impact and Capacity Fee Study, and authorize Mayor Green to sign.

6. TABLED ITEMS

a. Ordinance No. 2024-007 - Health, Safety, and Noise Control - 2nd Reading.

Seeking a motion to remove Ordinance No. 2024-007 - Health, Safety, and Noise Control - 2nd Reading from tabled item.

Seeking a motion to approve 2nd Reading of Ordinance No. 2024-007 - Health, Safety, and Noise Control.

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

Seeking a motion to remove Ordinance No. 2024-009 - Land Use and Development Code - 2nd Reading from the Table.

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

7. PUBLIC COMMENT

8. ADJOURNMENT



TOWN OF ALPINE, WYOMING
ORDINANCE NO. 2025-004
SPECIAL USE PERMITS AND SPECIAL REVIEW

AN ORDINANCE OF THE TOWN OF ALPINE, WYOMING ESTABLISHING A REVIEW AND ISSUANCE PROCESS FOR SPECIAL USE PERMITS WITHIN THE TOWN OF ALPINE.

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

Section 1. *Purpose and Intent:* The purpose of this ordinance is to establish a review and issuance process to allow for use(s) of land or property which are not compliant with established zoning regulations.

(a) Special Use Permits.

- (1) Special Use. A special use is defined as any use of land or property found to be essential to a property and not fundamentally incompatible with the original zoning requirements, but has, through either lack of direct guidance in the Land Use Code, or conditions not created by the owner for which a practical and minimally disruptive solutions is needed.
- (2) All requests for change of zone and permits in districts that involve uses listed as a Special Use in Section _____ (to be updated before second reading) shall be referred to the Town Clerk.
- (3) The Clerk shall collect a fee established by resolution of the Governing Body of the Town of Alpine to cover the cost of advertising and the mailing of announcements regarding pending special use permit and change of zone applications to all property owners within five hundred (500) feet of the site for which the special use permit or change of zone is requested.
- (4) Applicants shall supply suitable plans and information concerning the location, function, and characteristics of any special use proposed to the Town Clerk prior to the scheduling of any hearing. The Town Clerk shall evaluate the proposed use and submit preliminary recommendations to the Planning and Zoning Board.
- (5) The Town Clerk shall evaluate all requests for special use permits and shall either disapprove it or approve the application and submit it to the Planning and Zoning Board unless he finds:
 - i. There is inadequate information upon which to evaluate the request;
 - ii. The applicant requests a deferral; or
 - iii. The applicant withdraws the application.
- (6) The Town Clerk, upon receiving recommendations from the Planning and Zoning Board, and after a 15-day waiting period, may issue a "Special Use Permit." Conditions may be attached to the permit to ensure compliance with this ordinance's intent and purposes and further public welfare.

(b) Special Use Permits. Applications for uses which call for special review shall be submitted to the Town Clerk and shall be subject to the following process:

- (1) The Town Clerk shall collect a fee, in an amount established by resolution of the Governing Body, upon the filing of the application to cover the cost of advertising and mailing or hearing announcements to all property owners within three hundred (300) feet of the site for which the special review permit is requested. The Town Clerk will notify all such owners by regular mail that a special review application has been filed, give a brief summary or explanation of the application and its location, and indicate that they may review the application during the Town Clerk's regular office hours. Such written notice shall also alert said owners to the fact that a public hearing will be held before the Planning Board at a date, time, and place specified in the notice. The public hearing will be open to all persons and will be arranged by the Town Clerk. The Town Clerk shall also publish said notice once in a newspaper published within the Town at least thirty (30) days prior to the scheduled hearing.
- (2) Applicants shall supply suitable plans and information concerning the location, function, and characteristics of any use proposed to the Town Clerk prior to the scheduling of any hearing. The Town Clerk shall evaluate the proposed use and submit recommendations to the Planning Board.
- (3) The application must be approved first by the Town Clerk, who shall, upon approval, submit it to the Planning Board for review.
- (4) The Planning Board shall hold a public hearing and shall within fifteen (15) days of said hearing, either approve the application, in whole or in part, with or without modifications or conditions, or disapprove the application, or refer it to the Governing Body with comments, for its decision. The decision of the Planning Board shall consist of a written report setting forth conclusions and findings of fact related to the specific proposal and shall set forth with specificity in what respects the use or development is or is not consistent with the standards and criteria set forth in Section _____ (to be updated prior to second reading). It may contain conditions, limitations, or amendments to the development plan to ensure that the development is integrated into its surroundings and serves the public interest to the greatest extent possible. A copy of such report shall be furnished to the applicant without delay, and additional copies shall be made available at the Town Clerk's office for other interested persons.
- (5) In addition to those uses or area developments referred to it, the Governing Body may call up for review any proposed special use application decision which has been acted upon by the Planning Board within fifteen (15) days of its action. After giving notice, the Governing Body shall hold a public hearing. It shall, within thirty (30) days of the public hearing or within such time as is mutually agreed by the Governing Body and the applicant either grant the application, in whole or in part, with or without modifications and conditions, or deny the application. The decision of the Governing Body shall consist of a written report setting forth conclusions and findings of fact relate to the specific proposal and shall set forth with specificity in what respects the special review use is or is not consistent with the standards and criteria of Section _____ (to be updated before second reading). A copy of such report shall be furnished to the applicant without delay and additional copies shall be made available at the Town Clerk's office for other interested persons.
- (6) All approved plans or site plans for such development, including modifications and conditions, shall be endorsed by the approving agency and, if necessary, made a permanent part of the Zoning Map. For purposes of the Title, the approving agency means either the Planning Board or the Governing Body, whichever finally approves the application.
- (7) **General criteria, conditions, and modifications.** No special review application shall be approved unless the Governing Body finds that the application (1) complies with all requirements imposed by this title and the Planning Board; (2) is consistent with the objectives and purposes of this Zoning Ordinance; (3) is designed to be compatible with surrounding land uses; and (4) is designed to be compatible with the physical features of the site upon which the development is proposed.

(8) In considering an application for a cluster development or inner block development, the approving body may impose modifications or conditions concerning the following development features to the extent that such modifications or conditions are necessary to ensure compliance with criteria in the preceding subsection:

- i. size and location of site;
- ii. street and road capacities in the area;
- iii. ingress and egress to adjoining public streets;
- iv. location an amount of off-street parking;
- v. internal traffic circulation system;
- vi. fencing, screening, and landscaped separations;
- vii. building bulk and location;
- viii. usable open space;
- ix. signs and lighting;
- x. noise, vibration, air pollution, and other environmental influences;
- xi. setback, yard, and area requirements.

(9) No approved development may be modified, structurally enlarged, or expanded in ground area unless the site plan is amended and approved in accordance with the procedures applicable to original approval of the development.

(10) No increase beyond the number of dwelling units specified in the zone in which the site exists, shall be allowed.

Section 2 CLASSIFICATION OF NEW AND UNLISTED USES.

Should the Town Clerk determine that a type or form of land use which an applicant is seeking to locate in the permitted or conditional use, he shall refer the request to the Planning Board. The Planning Board shall determine the appropriate classification of the new or unlisted use as follows:

- (a) Should the Planning Board determine that the new or unlisted use for all intents and purposes, is listed under another name or category, it shall so inform the Town Clerk to proceed accordingly; or
- (b) The Planning Board shall consider all facts concerning the nature of the use, type of activities to be conducted, the amount of noise, odor, fumes, dust, toxic material, vibration, and traffic likely to be generated, and the general impact on public utilities.
- (c) It shall meet with interested parties to consider the compatibility of the proposed use with the uses permitted in the various districts and determine the zoning district or districts, if any, within which such use shall be allowed as permitted or special use.
- (d) The Planning Board shall transmit its findings and recommendations to the Governing Body. The Governing Body shall make such determination concerning the classification of such use as is determined appropriate, including amendments to the zoning ordinance.

Passed First Reading on the 4th day of March 2025.

VOTE: ___ YES, ___ NO, ___ ABSTAIN, ___ ABSENT

Passed First Reading on the 18th day of March 2025.

VOTE: ___ YES, ___ NO, ___ ABSTAIN, ___ ABSENT

Passed on Third and Final Reading 15th day of April 2025.

VOTE: ___ YES, ___ NO, ___ ABSTAIN, ___ ABSENT

TOWN OF ALPINE

Eric Green, Mayor of Alpine

ATTEST:

Monica L. Chenault, Clerk / Treasurer

ATTESTATION OF THE TOWN CLERK

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

I hereby certify that the forgoing Ordinance No. 2025-004 shall be duly posted for ten (10) days in the Town Office.

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

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

ATTEST:

Monica L. Chenault Clerk / Treasurer



**TOWN OF ALPINE, WYOMING
RESOLUTION 2025-005**

**A RESOLUTION APPOINTING RESIDENTS TO SERVE ON THE STEERING COMMITTEE FOR THE
TOWN OF ALPINE COMPREHENSIVE MASTER PLAN AND RECOGNIZING THE SELECTION OF
CUSHING TERRELL AS THE CONSULTANT**

WHEREAS, the Town of Alpine recognizes the importance of developing a Comprehensive Master Plan to guide the town's growth, development, and preservation in alignment with the community's vision and priorities; and

WHEREAS, on January 7, 2025, the Town of Alpine selected Cushing Terrell as the consultant to lead the preparation and development of the Comprehensive Master Plan; and

WHEREAS, meaningful input and collaboration from residents, stakeholders, and community leaders are vital to the success of the planning process; and

WHEREAS, the Town Council has determined that the establishment of a steering committee is essential to provide guidance, oversight, and recommendations during the planning process; and

WHEREAS, the following residents and stakeholders have been nominated and are willing to serve as members of the Comprehensive Master Plan Steering Committee:

- Eric Green
- Shay Scaffide
- Sue Kolbas
- Troy Johnson
- Phil Clauson
- Kristy Lander
- Colby Cox
- Andrew Brooks
- Tyler Davis

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

The above-named individuals are hereby appointed to serve on the Comprehensive Master Plan Steering Committee.

The Steering Committee shall work in partnership with the Town Council, planning staff, and Cushing Terrell, the selected consultant, during the Comprehensive Master Plan process.

The responsibilities of the Steering Committee shall include the following: Providing feedback on draft plans and documents, assisting in identifying key issues, opportunities, and priorities for the town, serving as liaisons between the planning process and the community.

The Steering Committee shall serve until the adoption of the Comprehensive Master Plan, unless otherwise extended or dissolved by the Town Council.



**TOWN OF ALPINE, WYOMING
RESOLUTION 2025-005**

**A RESOLUTION APPOINTING RESIDENTS TO SERVE ON THE STEERING COMMITTEE FOR THE
TOWN OF ALPINE COMPREHENSIVE MASTER PLAN AND RECOGNIZING THE SELECTION OF
CUSHING TERRELL AS THE CONSULTANT**

PASSED, APPROVED AND ADOPTED this 4th day of March 2025

Vote: __ Yes, __ No, __ Absent, and __ Abstain.

SIGNED:

Eric Green, Mayor of Alpine

ATTEST:

Monica L. Chenault, Town Clerk/Treasurer



**TOWN OF ALPINE, WYOMING
RESOLUTION 2025-005**

**A RESOLUTION APPOINTING RESIDENTS TO SERVE ON THE STEERING COMMITTEE FOR THE
TOWN OF ALPINE COMPREHENSIVE MASTER PLAN AND RECOGNIZING THE SELECTION OF
CUSHING TERRELL AS THE CONSULTANT**

To: Town of Alpine Council

From: Sarah Greenwald, Assistant Clerk

Overview: The Town of Alpine is considering the purchase and installation of an interactive kiosk to enhance public access to town resources, wayfinding, digital services, and more. Given that the Civic Center foyer is not currently accessible to the public after hours, we need to evaluate two possible solutions:

1. **Installing an outdoor kiosk for 24/7 access.**
2. **Modifying access to the Civic Center foyer to allow controlled public entry.**

After reviewing multiple kiosk providers, I recommend proceeding with **Meridian Outdoor Kiosks or MVIX**, as they offer:

- ✓ **Integrated software (no additional software purchases needed).**
- ✓ **Remote content management for real-time updates.**
- ✓ **Weather-resistant, durable enclosures designed for public access.**
- ✓ **Reliable customer support and warranty coverage.**

Competitor options, such as Alibaba and Displays2Go, require separate software purchases, making them more difficult to manage and costlier in the long run.

Access Considerations: Outdoor vs. Modified Civic Center Access

Option 1: Outdoor Kiosk (Recommended)

- ✓ **24/7 Public Access:** Unlike an indoor kiosk, an outdoor unit ensures that residents can access town services at any time, even when the Civic Center is closed.
- ✓ **Weatherproof & Secure:** Outdoor-rated enclosures withstand rain, snow, extreme temperatures, and vandalism, ensuring reliable year-round performance.
- ✓ **Highly Visible & Accessible:** Placing the kiosk outside the Civic Center entrance or in a public area increases community awareness and interaction.
- ✓ **Future-Proof Investment:** Outdoor kiosks allow for expansion of services, such as permit applications, payments, and town announcements.
- ✓ **No Changes Required:** This option does not require adding security access points.

→ **Recommendation: Install an Outdoor Kiosk in a high-visibility location near the Civic Center entrance.**

Option 2: Modifying Civic Center Access for Public Entry for Indoor Kiosk

- ✓ **Indoor Environment:** Protects the kiosk.
- ✓ **Increased Security:** Since the foyer is enclosed, it adds an extra layer of protection.
- ✓ **Potential Cost Savings on Weatherproofing:** Indoor kiosks tend to be less expensive.

✗ **Limited Access:** The Civic Center would need to be open to the public after hours, which requires for controlled entry (such as electronic keycards or security personnel).

✗ **Potential Security & Maintenance Costs:** The town would need to monitor the foyer space, adding potential staffing.

→ **Recommendation:** If this option is pursued, the Town should explore cost-effective ways to provide controlled entry, such as keypad

Sincerely,

Sarah Greenwald

Sarah Greenwald
Assistant Clerk

Note: I have formal vendor quotes available for review upon request.

Meridian Outdoor Kiosk Comparison

Feature	Q-Series 32"	Presenza 32"	PULSE 55"
Screen Size	32"	32"	55"
Weather Resistance	UV Rated Powder Coat	Powder-Coated Steel	Weather-Resistant Powder Coat
Design	Aluminum Enclosure	Steel Construction, Dual-Sided	Single-Sided, Textured Black Finish
Warranty	1 Year Return to Depot	1 Year Return to Depot	1 Year Return to Depot
Price (USD)	\$17,575.15	\$20,792.15	\$25,930.90

Meridian vs. MVIX Indoor Kiosk Comparison

Feature	Meridian Indoor Presenza	Meridian Navigator Lite	MVIX Pro Interactive 55"
Screen Size	55"	32"	55"
Content Support	Interactive Digital Signage	Interactive Digital Signage	HTML5, RSS, social media, weather, financial data, etc.
Design	Powder-Coated Steel, Dual-Sided Option	Steel Enclosure, Rear Access Panel	Steel Floor-Standing, Portrait
Warranty	Component-Based OEM Warranty	Component-Based OEM Warranty	3-Year Display, 1-Year Manufacturer
Price (USD)	\$20,092.58	\$10,941.36	\$14,090.00

**** Waiting for a quote from MVIX for an outdoor kiosk. The estimated cost is approximately \$25K–\$30K.**

Annual Fees for Software:	
Meridian	\$3060
MVIX	\$1440

Comparison Summary

Feature	MVIX Digital Signage Software	Meridian's Mzero Software Suite
Primary Focus	Dynamic content management for digital signage	Secure and customizable self-service kiosk operations
Content Integration	Extensive library of apps and widgets for diverse content	Customizable through SDK; content integration based on specific applications
Remote Management	Cloud-based control of content and displays	Comprehensive remote monitoring and management of kiosk health and functionality
User Access Control	Multi-user platform with customizable permissions	Supports multi-user access with defined permission levels
Customization	Template-based content creation	SDK available for developing and integrating custom applications
Ideal Deployment	Digital signage networks focusing on dynamic content delivery	Self-service kiosks requiring secure transactions and tailored functionalities



**TOWN OF ALPINE, WYOMING
RESOLUTION 2025-006**

A RESOLUTION COMMITTING SUPPORT ON BEHALF OF THE GOVERNING BODY OF THE TOWN OF ALPINE TO SUBMIT APPLICATIONS WITH THE ALPINE TRAVEL AND TOURISM BOARD ON BEHALF OF THE TOWN OF ALPINE

WHEREAS, the Alpine Travel & Tourism Board was established to oversee, manage, and promote tourism-related activities and facilities for the benefit of the Town of Alpine; and

WHEREAS, the Governing Body of the Town of Alpine acknowledges the importance of supporting programs and initiatives that enhance tourism, community engagement, and local economic development; and

WHEREAS, the Governing Body of the Town of Alpine seeks to elevate key community events, invest in infrastructure improvements, and enhance visitor experiences through the following projects: supporting the Mountain Days Event, supporting the Winter Jubilee, funding the 4th of July fireworks, funding the Town of Alpine purchasing a trail groomer, and acquiring an interactive touch-screen kiosk;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Alpine, Wyoming, hereby authorizes the submission of five (5) funding applications to the Alpine Travel & Tourism Board for the following projects, to be completed within Fiscal Year 2026 (July 1, 2025 – June 30, 2026):

- **Town of Alpine Winter Jubilee**
 - **Total Cost:** \$10,000.00
 - **Town of Alpine Match:** \$2,000.00 (20%)
- **Town of Alpine Mountain Days**
 - **Total Cost:** \$14,000.00
 - **Town of Alpine Match:** \$2,800.00 (20%)
- **Town of Alpine 4th of July Fireworks**
 - **Total Cost:** \$16,000.00
 - **Town of Alpine Match:** \$8,000.00 (20%)
- **Lease of Equipment: Trail Groomer**
 - **Annual Cost:** \$36,000.00 maximum per year for five years
 - **Town of Alpine Commitment:** Procuring additional funds to cover labor costs for groomer operation
- **Lease of Equipment: Interactive Touch Screen Kiosk**
 - **Annual Cost:** \$8,000.00 maximum per year for five years

BE IT FURTHER RESOLVED that the Town of Alpine will ensure the proper implementation and oversight of these projects, maximizing their impact on tourism and community engagement.



**TOWN OF ALPINE, WYOMING
RESOLUTION 2025-006**

**A RESOLUTION COMMITTING SUPPORT ON BEHALF OF THE GOVERNING BODY OF THE TOWN OF
ALPINE TO SUBMIT APPLICATIONS WITH THE ALPINE TRAVEL AND TOURISM BOARD ON BEHALF
OF THE TOWN OF ALPINE**

PASSED, APPROVED AND ADOPTED this 4th day of March 2025

Vote: __ Yes, __ No, __ Absent, and __ Abstain.

SIGNED:

Eric Green, Mayor of Alpine

ATTEST:

Monica L. Chenault, Town Clerk/Treasurer

mzero[®] InterAct



INTERACTIVE DIGITAL SIGNAGE

Shown: InterAct Version 1.0 at Super Bowl 50

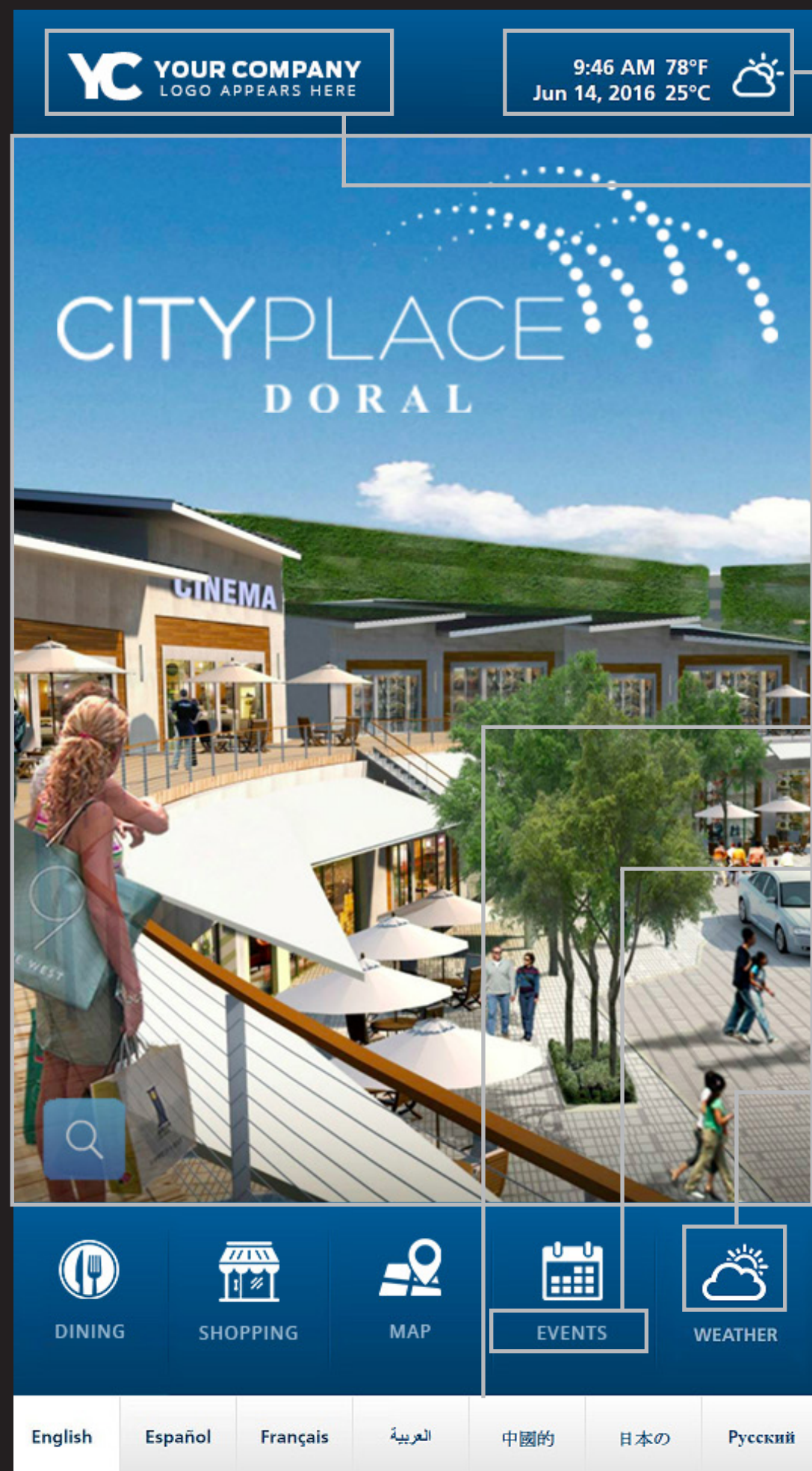
© 2017 Meridian

mzero°InterAct

INTERACTIVE DIGITAL SIGNAGE SOLUTION

InterAct is built on the secure MzeroPlatform software. The interactive digital signage solution adds value by enhancing customer experience and providing a revenue-generating advertising platform.

Meridian is a fully integrated manufacturer, software developer and analytics provider. Meridian is uniquely positioned to provide complete interactive digital signage solutions to meet the growing demand and needs of buyers and users. InterAct is available as a software package (added to existing signage) or as a total turnkey solution (software + hardware) on indoor and/or outdoor models.



Real-time date, time and weather information.

Customizable Logo Field

Custom Attract Screens and Backgrounds.

Option to Show or Hide Language Bar

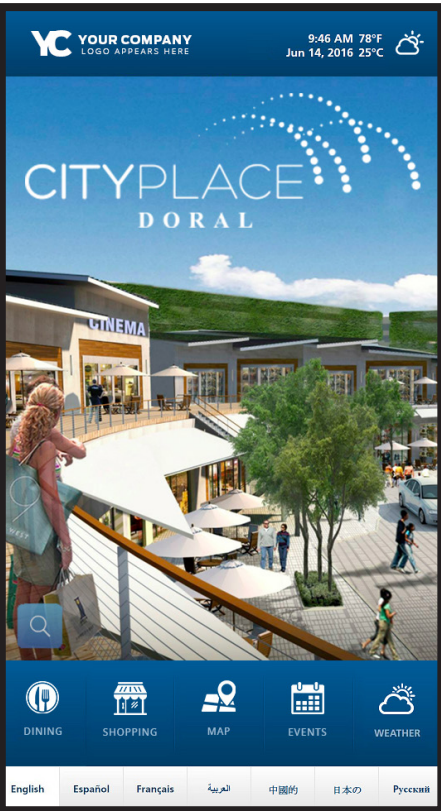
Customizable Category Names

Customizable Category Icons

Main InterAct "Attract Screen" shown left. Company logo and graphics are fully customizable.

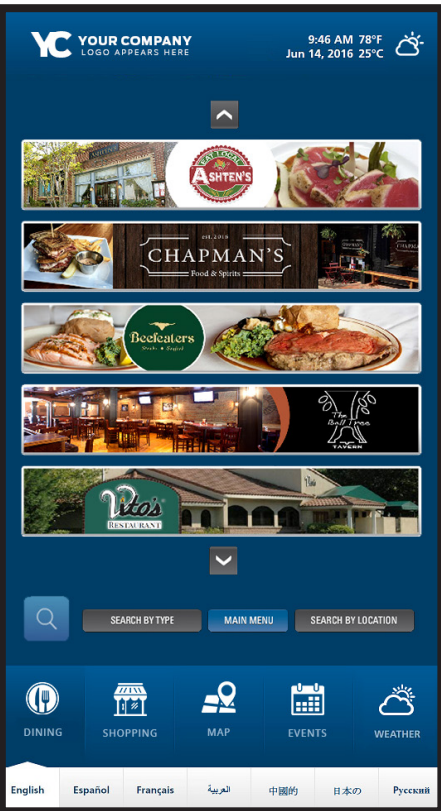


THE ANATOMY OF INTERACT



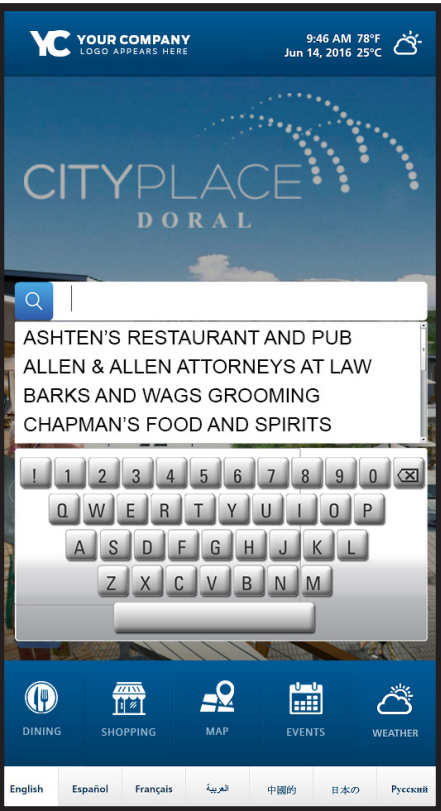
Attract Screen

The attract screen scrolls through a series of screensaver images, or “attract” screens, and includes an optional customized ticker banner.



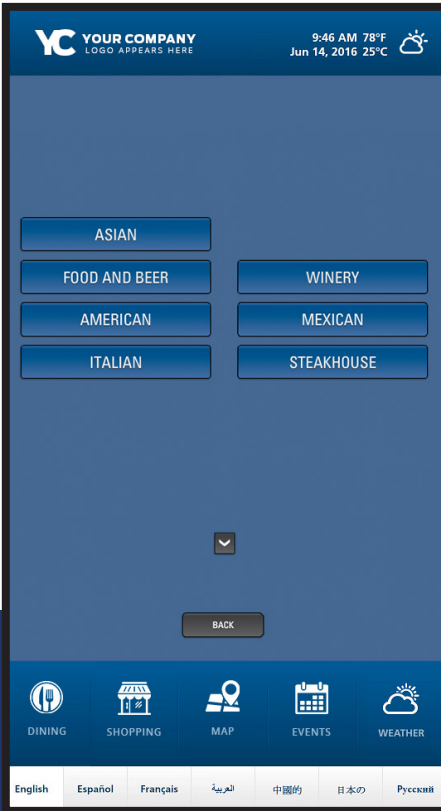
Menu Page

The menu page includes buttons for all listings within a selected category. Three sizes of buttons are available.



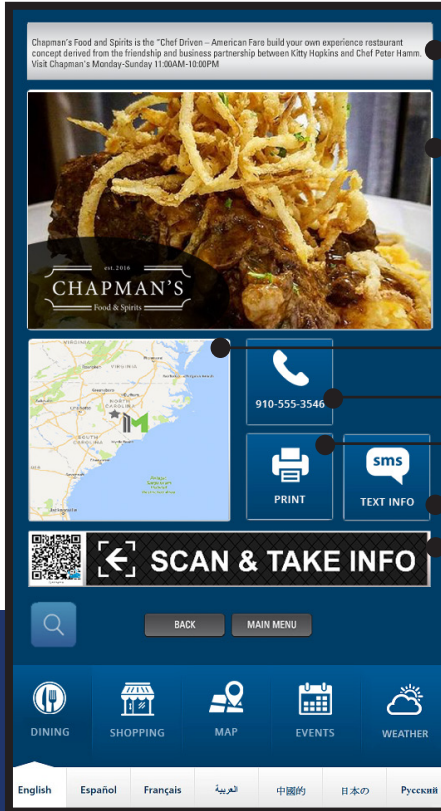
Search Feature

Already know what you're looking for? The search feature lets user's search for specific destinations at the touch of a button.



Search by Type

The search by type feature allows users to search by the type of establishment within the broader categories. Shown: Search by type results for “Dining.”



Listing Page

Each button leads to a customized listing page. The page includes a listing description, detail image, map, QR code and additional options.

- 400 Character Description
- Custom Detail Image or Video
- Map directions
- VOIP Calling Feature
- Print on Demand
- SMS Text Messaging
- QR Code to send listing content directly to a user's phone

FEATURES + BENEFITS

- Secure Browsing for HTML + Web Content
- Easy to Use Content Management Tool
- Ad Loop and Attract Screen Player
- Print on Demand Capability
- Full Mobile Integration Through, SMS, Beacons, QR codes and More
- Multi-Language Support in Ten Languages
- Remote Management using Mzero Manage
- VoIP Calling Capability (VoIP SIP Service)

INDUSTRIES + USE CASES

- 

Retail
- 

Tourism
- 

Education
- 

Hospitality
- 

Healthcare
- 

Government

USE CASES FOR INTERACT

Wayfinding, Virtual Assistance, Customer Branding, Product Information, Customer Engagement, Advertising and more!

STANDARD KIOSK MODELS

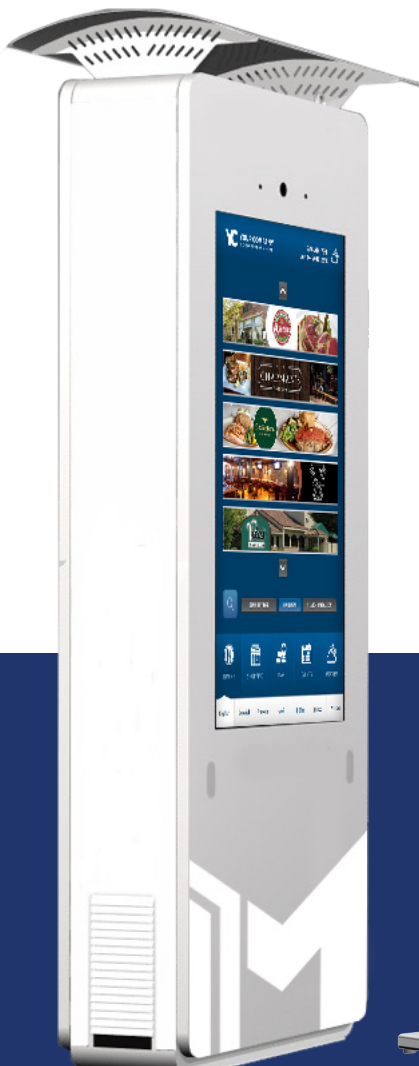


The Classic

The RTS

The iSeries

The Presenza
[Outdoor]



The Presenza
[Dual-Sided Outdoor]



The Presenza
[Indoor]



The Navigator

Meridian's kiosk units are second-to-none in design construction quality and overall utility. Meridian's outdoor kiosks are designed and built for all-weather usage, enhancing the power and capabilities of our robust self-service solutions.

Section 5, Itemc.

CUSTOM SOLUTIONS

Meridian Kiosks has positioned itself to be the industry leader in custom kiosk design and fabrication. The Meridian team uses a collaborative and consultative approach to ensure every kiosk meets all needs from form to function. By owning the entire process, Meridian can guide clients from start to finish, creating a robust solution to help reach specific goals.

COUNTERTOP UNITS

Countertop units are perfect for small spaces or mobile organizations. The unit sits un-mounted on any standard countertop, and can be easily moved to a different location or event. Use-cases for our countertop solution include: Convention and Visitor's Bureaus, boutiques, mobile command centers, food and merchandise vendors and more.

WALL MOUNT

Wall mounted InterAct units are perfect for installations with limited floor space. Their modern, appealing design and branding flexibility make this solution an easy integration into new and existing spaces. Meridians wall mount solutions are all ADA compliant.

Presenza 55" Wall Mount Shown Right.

“Kiosk designs must be attractive and purposeful.”



INTERACT MOBILE

InterAct mobile enables users to engage with InterAct digital signage software content, not just once on your kiosk, but long after they leave it.

InterAct mobile provides user data once they've engaged with the mobile app, enabling you to push relevant content to your customers any time, anywhere.

Cloud Based Hosting

With live, cloud-based hosting, updates made to a listing appear in the mobile app automatically, eliminating the age-old problem of out-of-date content.

Integrations

Users can make purchases through the integrated PayPal feature. The software supports images, written descriptions, links, videos, social media sharing, ratings and more.



QR Codes

The Spout software auto-generates a QR-Code for your business or organization.



Points of Interest

Send messages to users who arrive at existing or custom geographic points of interest.



Geofencing (GPS Barriers)

Send messages to users who enter a custom geographical area.



Beacons

Small, low-powered bluetooth beacons identify when a user is within a specified distance (1-70 meters) of a beacon-enabled kiosk.



InterActmobile

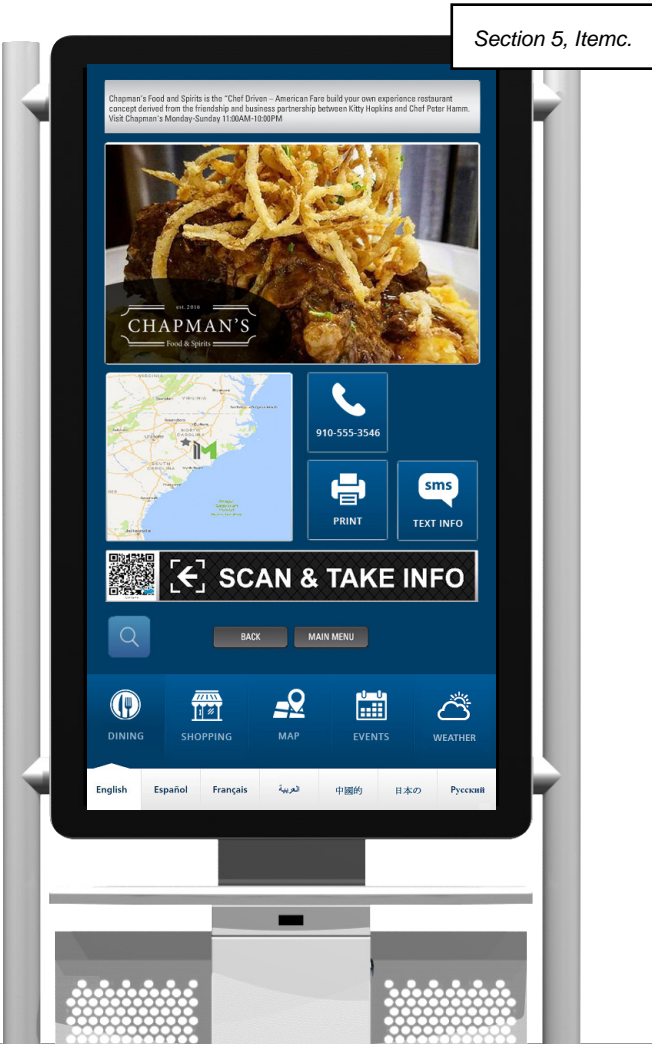
Available in the Apple App Store and Google Play Store.

PRINT ON DEMAND

“Say Goodbye to the Brochure Rack”

With InterAct’s Print on Demand feature, operators can take information, display it digitally, and with one touch, users can compile and print the exact information they want immediately. No waste, no piles of brochures left on the back seat floorboard.

Multiple print configurations and sizes are available.



THRU-GLASS

Take 'Window Shopping' to the Next Level

With thru-glass technology, users can connect with content like never before.

InterAct’s thru-glass solution provides users with information about products and services.

Store windows, showroom windows and more offer 24/7 interactive content.

For less than half the cost of a traditional outdoor kiosk, a thru-glass solution is a great option to attract attention and give users unlimited information.

ANALYTICS

INSIGHTS AND USAGE DATA

InterAct analytics offer insights into usage data and audience metrics such as application usage, navigation and remote monitoring.

Track the number of interactions made with each kiosk. This data can be used to determine which kiosks are getting the most traffic and performing best.

Track the number of interactions that are made with each listing (or advertisement) on a kiosk. This includes:

- The number of times the ad has been clicked
- The number of times the QR code has been scanned
- The number of phone calls made (if VoIP is enabled)
- The number of SMS messages sent



OPTIONAL FEATURE: FACIAL RECOGNITION ANALYSIS

Facial recognition technology identifies when a person walks into the field of the kiosk camera, how far away they were when they approached, how long they dwelled in front of the kiosk, how long they engaged and the date and time of the interaction. Reports are also available to determine gender and age of users, with the ability to track more than one user at a time.

CONTENT MANAGEMENT

EASILY UPDATE DIGITAL CONTENT

Mzero Software provides the foundation to create rich interactive experiences that are measurable, manageable and accessible.

InterAct's easy-to-use content management system allows users of any skill-level to leverage the digital signage solution. The InterAct content manager is intuitive, guiding the content creator every step of the way.

ABOUT MERIDIAN

FROM CONCEPT TO COMPLETION

Meridian is a self-service industry pioneer, leading in innovation and precision since being founded in 1999. A fully integrated manufacturer,

Meridian designs, engineers, fabricates, assembles, deploys and supports self-service solutions from its 13-acre headquarters in North Carolina. Meridian is an ISO 9001:2008 certified company and UL self-certify facility. With processes from software development to powder coating to quality control completed in house, Meridian proudly offers American-made interactive kiosks to a global marketplace.

Corporate Headquarters

Aberdeen, North Carolina

Your self-service solution is available globally; engineered, designed and manufactured from our corporate headquarters in North Carolina, USA and can be shipped globally to the designated deployment locations in your country.

Software Development Lab

Mississauga, Ontario, Canada

Our software development team maintains a fundamental business strategy of creating products with unsurpassed design excellence, innovative functionality and durability. Meridian has a history of applying innovative technologies to develop specialty products.

312 S. Pine Street
Aberdeen, NC 28315
+1 866-454-6757
sales@mzero.com

meridiankiosks.com





OD Presenza

As Meridian's flagship interactive digital signage kiosk, the Presenza provides a seamless combination of form and function. The Presenza is one of Meridian's most popular units, designed to provide an outdoor unattended self-service presence for multiple use cases in a variety of industries.

Available Screen Sizes



22"

32"

46", 55", 60"

75", 80"

AVAILABLE COMPONENTS

- Durable 14 Gauge Steel Enclosure
- PC - Solid State Drive, i3, i5, or i7
- High Quality Outdoor Powder Coat
- Tamper Proof Security Locks
- Outdoor Speakers
- Proximity Sensor
- Credit Card Payment Terminal
- IP65 Rugged Keyboard + Trackball
- WiFi and Cellular Connectivity
- Additional Overhead Display
- International Power Conversion
- 7-Pin Tumbler Lock System
- Card Dispenser
- HD Camera
- Laser Printer
- Bill Acceptor
- Barcode Scanner
- Thermal Printer

POWDER COAT OPTIONS



STANDARD OUTDOOR

Black, Grey, Grey Metallic, Hammered White

CUSTOM PANTONE MATCHING AVAILABLE



SCREEN

- High Definition LED
- 1920x1080P Resolution*

**On most screen sizes and models. Request specifications for specific screen sizes.*

DIMENSIONS (55" UNIT)

Section 5, Itemc.

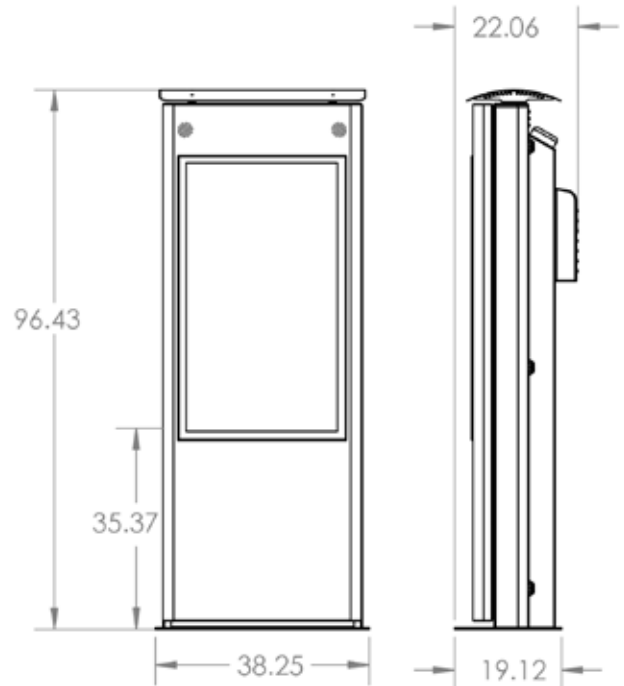
Height: 96.4"

Width: 38.25"

Depth: 22"

Base: 38.25 x 19.1"

Weight: ~ 525 lbs



**Dimensions for other screen sizes available upon request*

POWER

- 120 Volt, 20 AMP Circuit, 50/60 Hz
- Internal Power Strip with Surge Protection
- International Power Conversion Available

For More Information

SALES@MZERO.COM | 866 454 6757

A complete end-to-end self-service innovator, Meridian's turn-key solutions are designed and manufactured from our headquarters in North Carolina. By building all of our products from start to finish, we're able to provide greater efficiency and leaner, high-quality products faster than anyone else in the industry.



QUALITY + CERTIFICATION

Meridian promises a level of quality that goes beyond the expected. We control every step of our process from concept to completion, overseeing quality, design, cost and timelines. Our products can be UL Listed through UL self-certify and our processes are ISO 9001:2015.



MERIDIAN

Q Series Outdoor 32

The Q Outdoor Series is designed with flexibility, offering component versatility and integration with leading payment devices. With available components for security, and other scanner capabilities the Q Series Outdoor offers an innovative and convenient way to provide quality interactive solution outdoors in any weather.

AVAILABLE COMPONENTS

- Integrated Scanner
- Payment Devices
- Security Camera



DIMENSIONS

Height: 69.563"
Depth: 16"
Width: 20.828"
Weight: ~180 lbs
Base Plate: 28.150" x 20 deep"



For More Information

SALES@MZERO.COM | 866 454 6757



Delivering American Made Self Service Solutions Since 1999



SCREEN

- High Definition LED 2500nits
- 1920x1080P Resolution
- PCAP Touch Screen

SCREEN SIZE 32"

STANDARD COMPONENTS

- Durable Aluminum Enclosure
- High Quality UV Rated Powder Coat
- Front access

POWER

- 120 Volt, 20 AMP Circuit, 50/60 Hz Internal
- Power Cut Off with Surge Protection
- International Power Conversion Available

CUSTOMIZATION

Full Color Lexan Laminated Graphics Available



Meridian is a complete end-to-end self-service innovator, all of our products are designed and built in house, OEM solutions are available upon request.





Presenza

As Meridian's flagship interactive digital signage kiosk, the Presenza provides a seamless combination of form and function. The Presenza is one of Meridian's most popular units, designed to provide an unattended self-service presence for multiple use cases in a variety of industries.

Available Screen Sizes



17-19"

22"

32"

42"

55"



Landscape and portrait orientation and dual-sided configurations available.

AVAILABLE COMPONENTS

- PC - Solid State Drive, i3, i5, or i7
- Credit Card Payment Terminal
- Rugged Keyboard & Trackball
- WiFi or Cellular Connectivity
- Additional Overhead Display
- 7-Pin Tumbler Lock System
- Thermal Printer
- Laser Printer
- Bill Acceptor
- Barcode Scanner
- Card Dispenser
- Proximity Sensor
- HD Camera

ENCLOSURE CONSTRUCTION

- Durable 14 Gauge Steel Enclosure
- High Quality Powder Coat Finish
- Standard Security Locks, Front Access
- ADA Compliant

POWER

- 120 Volt, 20 AMP Circuit, 50/60 Hz
- Internal Power Strip with Surge Protection
- International Power Conversion Available

POWDER COAT OPTIONS



STANDARD INDOOR + OUTDOOR

Black, Silver, Grey Metallic, White, Hammered White

CUSTOM PANTONE MATCHING AVAILABLE



SCREEN

- High Definition LED
- 1920x1080P Resolution*
- 16:9 Aspect Ratio*

**On most screen sizes and models.*

Request specifications for specific screen sizes.

DIMENSIONS (55" UNIT*)

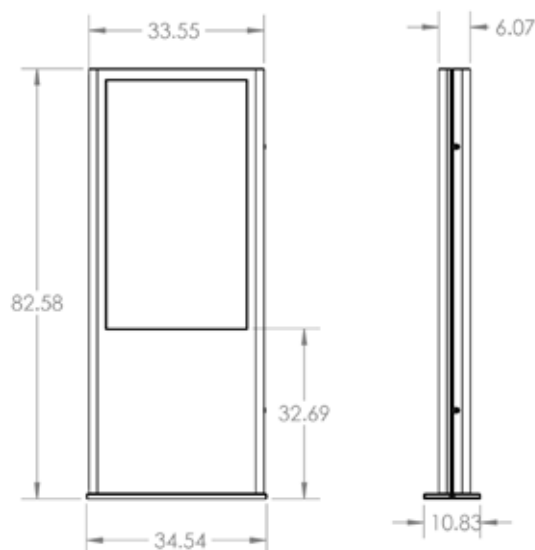
Height: 82.5"

Width: 33.5"

Depth: 6"

Base Plate: 34.5" x 10.8"

Weight: ~450 lbs



**Dimensions for other screen sizes available upon request*

For More Information

SALES@MZERO.COM | 866 454 6757

A complete end-to-end self-service innovator, Meridian's turn-key solutions are designed and manufactured from our headquarters in North Carolina. By building all of our products from start to finish, we're able to provide greater efficiency and leaner, high-quality products faster than anyone else in the industry.



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MERIDIAN

The Pulse



Section 5, Itemc.

The Pulse is the central hub of information, the durable components are designed to operate year-round, even the harshest weather conditions. The Pulse is the one stop shop for digital signage and wayfinding while offering seamless self-service solutions around the clock.



OPTIONAL COMPONENTS

- Sunglasses Friendly - Circular Polarizer
- High Quality Outdoor Powder Coat
- WiFi and Cellular Connectivity
- Tamper Proof Security Locks
- Modular Side Panels
- Outdoor Speakers
- Proximity Sensor

AVAILABLE SCREEN SIZE: 55"



OPTIONAL ADA PANEL

- Braille
- Audio Jack
- 911 Call Button
- Navigation Pad
- Telephone Keypad



*Delivering American Made
Self Service Solutions Since 1999*

POWDER COAT OPTIONS



Black

Silver

White

Custom Pantone Matching Available
Full Color Lexan Laminated Graphics Available

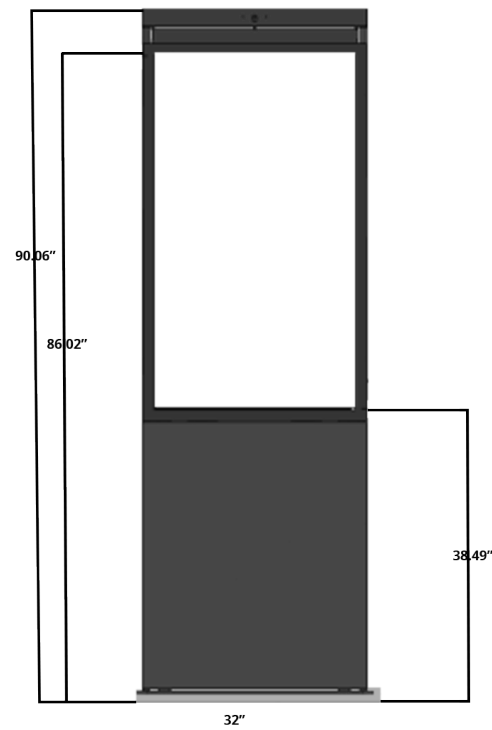


KIOSK CONSTRUCTION

- Aluminum Frame + Chassis
- Tempered Anti-Reflective UV Glass
- Industrial Grade Computer
- Camera Options
- Modular Sides
- UPS Battery Backup

DIMENSIONS (55" UNIT)

Height: 90.06" Tall Width: 32" Wide
Depth: 14" Deep Base: 32" x 14"



POWER

- Internal Power with Surge Protection
- International Power Conversion Available



Meridian is a complete end-to-end self-service innovator, all of our products are designed and built in house, OEM solutions are available upon request.

For More Information

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QUALITY + CERTIFICATION

Meridian promises a level of quality that goes beyond the expected. We control every step of our process from concept to completion, overseeing quality, design, cost and timelines. Many of our products can be UL Listed through UL self-certify and our processes are ISO 9001:2015 certified.



NAVIGATOR LITE

The Navigator Lite is a streamlined version of Meridian's signature interactive directory and wayfinding kiosk, with the same sophisticated design and component versatility. The Navigator Lite offers a smaller form factor and rear access panels for easy and discrete maintenance.

AVAILABLE COMPONENTS

- Payment Terminal
- High Definition LED Touchscreen
- Additional Overhead Display
- Proximity Sensor
- HD Camera
- Barcode Scanner

AVAILABLE SCREEN SIZES

Both landscape and portrait orientation available



SCREEN

- High Definition LED
- 1920x1080P Resolution
- Interactive Touch Screen



*Delivering American Made
Self Service Solutions Since 1999*

POWDER COAT COLOR OPTIONS:



Black Silver White

Custom Pantone Matching Available
Full Color Lexan Laminated Graphics Available



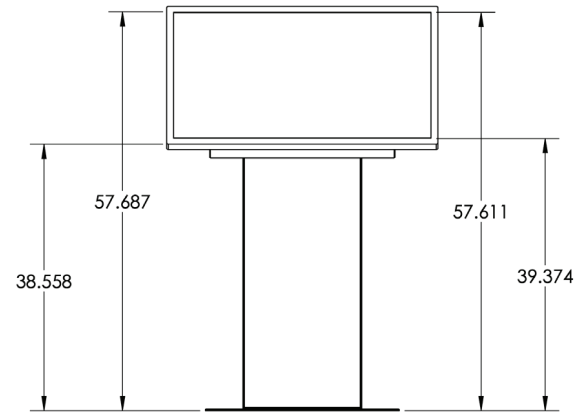
POWER

- 120 Volt, 20 AMP Circuit, 50/60 Hz
- Internal Power Strip with Surge Protection
- International Power Conversion Available

DIMENSIONS (43" UNIT*)

Height: 58"
Depth: 22"
Base Plate: 22" x 28"

Width: 39"
Weight: ~180 lbs



*Dimensions for other screen sizes available upon request

STANDARD COMPONENTS

- Durable Steel Enclosure
- High Quality Powder Coat
- Locking Rear Access Panel



Meridian is a complete end-to-end self-service innovator, all of our products are designed and built in house, OEM solutions are available upon request.

For More Information

SALES@MZERO.COM | 866 454 6757



QUALITY + CERTIFICATION

Meridian promises a level of quality that goes beyond the expected. We control every step of our process from concept to completion, overseeing quality, design, cost and timelines. Many of our products can be UL Listed through UL self-certify a and our processes are ISO 9001:2015 certified. We are also SOC2 compliant.



DRAFT AIA® Document B105™ – 2017

Standard Short Form of Agreement Between Owner and Architect

AGREEMENT made as of the Twenty-Fourth day of February in the year Two Thousand and Twenty-Five
(In words, indicate day, month and year.)

BETWEEN the Owner:

(Name, legal status, address and other information)

Town of Alpine, Wyoming
PO Box 3070, 250 River Circle
Alpine, WY 83128

Designated Representative:

Eric Green, Mayor
307.654.7757 ext. 1
mayor@alpinewy.gov

and the Architect:

(Name, legal status, address and other information)

CTA, Inc., dba Cushing Terrell
1700 Broadway, Suite 1200
Denver, CO 80290

Designated Representative:

Laura Dougherty, Associate Principal
720.598.9255
LauraDougherty@cushingterrell.com

Main Point of Contact:

Nora Bland, Director, Planning
720.598.9269
NoraBland@cushingterrell.com

for the following Project:

(Name, location and detailed description)

Town of Alpine Master Plan
Town of Alpine,
Wyoming 83128

Owner engages Cushing Terrell to perform the professional services to update the Town's Master Plan. Work shall be conducted in accordance with conditions of the proposal attached as Exhibit A to this Agreement.

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

ELECTRONIC COPYING of any portion of this AIA® Document to another electronic file is prohibited and constitutes a violation of copyright laws as set forth in the footer of this document.

ARTICLE 1 ARCHITECT'S RESPONSIBILITIES

The Architect shall provide architectural services for the Project as described in this Agreement. The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances on similar projects. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project. The Architect shall assist the Owner in determining consulting services required for the Project. The Architect's services include the following consulting services, if any:

See Exhibit A

During the Design Phase, the Architect shall review the Owner's scope of work, budget and schedule and reach an understanding with the Owner of the Project requirements. Based on the approved Project requirements, the Architect shall develop a design, which shall be set forth in drawings and other documents appropriate for the Project. Upon the Owner's approval of the design, the Architect shall prepare Construction Documents indicating requirements for construction of the Project and shall coordinate its services with any consulting services the Owner provides. The Architect shall assist the Owner in filing documents required for the approval of governmental authorities, in obtaining bids or proposals, and in awarding contracts for construction.

ARTICLE 2 OWNER'S RESPONSIBILITIES

The Owner shall provide full information about the objectives, schedule, constraints and existing conditions of the Project, and shall establish a budget that includes reasonable contingencies and meets the Project requirements. The Owner shall provide decisions and furnish required information as expeditiously as necessary for the orderly progress of the Project. The Architect shall be entitled to rely on the accuracy and completeness of the Owner's information. The Owner shall furnish consulting services not provided by the Architect, but required for the Project, such as surveying, which shall include property boundaries, topography, utilities, and wetlands information; geotechnical engineering; and environmental testing services. The Owner shall employ a Contractor, experienced in the type of Project to be constructed, to perform the construction Work and to provide price information.

ARTICLE 3 USE OF DOCUMENTS

Drawings, specifications and other documents prepared by the Architect are the Architect's Instruments of Service, and are for the Owner's use solely with respect to constructing the Project. The Architect shall retain all common law, statutory and other reserved rights, including the copyright. Upon completion of the construction of the Project, provided that the Owner substantially performs its obligations under this Agreement, the Architect grants to the Owner a license to use the Architect's Instruments of Service as a reference for maintaining, altering and adding to the Project. The Owner agrees to indemnify the Architect from all costs and expenses related to claims arising from the Owner's use of the Instruments of Service without retaining the Architect. When transmitting copyright-protected information for use on the Project, the transmitting party represents that it is either the copyright owner of the information, or has permission from the copyright owner to transmit the information for its use on the Project.

ARTICLE 4 TERMINATION, SUSPENSION OR ABANDONMENT

In the event of termination, suspension or abandonment of the Project by the Owner, the Architect shall be compensated for services performed. The Owner's failure to make payments in accordance with this Agreement shall be considered substantial nonperformance and sufficient cause for the Architect to suspend or terminate services. Either the Architect or the Owner may terminate this Agreement after giving no less than seven days' written notice if the Project is suspended for more than 90 days, or if the other party substantially fails to perform in accordance with the terms of this Agreement. Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

ARTICLE 5 MISCELLANEOUS PROVISIONS

This Agreement shall be governed by the law of the place where the Project is located. Neither party to this Agreement shall assign the contract as a whole without written consent of the other.

Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or the Architect. There are no intended third party beneficiaries of this Agreement.

The Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

ARTICLE 6 PAYMENTS AND COMPENSATION TO THE ARCHITECT

The Architect's Compensation shall be:

\$225,000.00, billed monthly according to project progress/as incurred.

(Paragraph Deleted)

The Owner shall reimburse the Architect for expenses incurred in the interest of the Project, plus ~~ten~~ percent (~~10~~ %).

(Paragraph Deleted)

At the request of the Owner, the Architect shall provide additional services not included in Article 1 for additional compensation. Such additional services may include, but not be limited to, providing or coordinating services of consultants not identified in Article 1; revisions due to changes in the Project scope, quality or budget, or due to Owner-requested changes in the approved design.

ARTICLE 7 OTHER PROVISIONS

(Insert descriptions of other services and modifications to the terms of this Agreement.)

§ 7.1 Independent Contractor: In providing services under this Agreement, the Architect acts as an independent contractor and not an employee of the Town. The Architect shall be solely and entirely responsible for the Architect's acts and the acts of the Architect's employees, agents and subcontractors for the term and performance of the Agreement. The Architect understands it's employees and subcontractors are not entitled to worker's compensation benefits from the Town, under Worker's Compensation Act WS. **§§ 27-14-101, et seq.**, Wyoming Statutes (WS).

§ 7.2 The Owner understands and acknowledges that although the Instruments of Service shall be prepared within the Standard of Care stated in Article 1 of this Agreement, the Contractor may require additional information from the Architect to clarify, correct, supplement, and coordinate the design intent shown in the Construction Documents that result in increases in the Construction Cost, and that an increase in the Construction Cost does not automatically mean that the Architect has breached the Standard of Care.

§ 7.3 In recognition of the relative risks and benefits of the project to both the Owner and Architect, the risks have been allocated such that Owner agrees, to the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, to limit the total liability, in the aggregate, of Architect, its officers, employees, agents, and any of them, to Owner and anyone claiming by, through or under Owner, for any and all claims, losses, costs, including attorney's, court, expert witness fees, injuries or damages of any nature whatsoever arising out of, resulting from or in any way related to the Project or the Agreement, from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract or warranty, express or implied, of Architect or Architect's officers, directors employees, agents or subconsultants, or any of them, shall not exceed the fee paid to the Architect under this Agreement or \$100,000.00, whichever is greater. This limitation applies to every legal theory or cause of action. Owner acknowledges that Architect has offered additional limits of liability an additional fee and Owner has elected not to purchase additional limits of liability.

§ 7.4 Insurance: The Architect agrees to maintain commercial general liability insurance, comprehensive automobile liability insurance, worker's compensation insurance and professional liability insurance coverage during the term of the Agreement. Proof of insurance will be provided by the Architect to the Town.

§ 7.5 Changes or Amendments: The Town may from time to time, require changes in the scope of services of the Architect to be performed under this Agreement, including but not limited to additional instructions, additional work, changes in State of Wyoming, Lincoln County or Town of Alpine taxes or a change to the work requested and included in the Architect's proposal under Exhibit A. The Architect shall be compensated under provisions in the Solicitation or pursuant to the Change Order submitted by the Architect.

§ 7.6 Personal and Computerized Data Protection: The Architect will comply with WS 40-12-502 to manage, protect and dispose personal information in project records and files, and for computerized data security.

§ 7.7 Force Majeure: Neither the Town nor the Architect shall be liable for any delay or failure to perform obligations in this Agreement to extent that such delay or failure is caused by a force or event beyond the control of each party, including without limitation, war, embargoes, strikes, governmental restrictions, riots, fires, flood, earthquakes, or other acts of God.

§ 7.8 Assignability: This Agreement is not assignable or transferrable by the Architect or the Town in whole or in part. During the term of this Agreement and following its expiration or termination for any reason, neither Town nor Architect shall transfer, assign, convey or sublet any right, claims (including any causes of action or claims alleging breach, negligence, loss or damages arising out of this Agreement), duty or obligation under it, nor any other interest therein, without the prior written consent of the other party.

§ 7.9 The Contract shall be governed by the law of State of Wyoming and venue for any litigation will be in the Third Judicial District Court, Lincoln County, Wyoming. In the event of any litigation or other dispute, each party shall bear its own attorney's fees and costs.

§ 7.10 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. The parties shall be responsible for their own mediator's fee and filing fees. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

ARTICLE 8 SCOPE OF THE AGREEMENT

§ 8.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 8.2 This Agreement is comprised of the following documents identified below:

- .1 Exhibit A – Scope of Services: Methodology, Approach, and Fees

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

Eric Green, Mayor

(Printed name and title)

ARCHITECT (Signature)

Laura Dougherty, Principal in Charge

(Printed name, title, and license number, if required)

Town of Alpine, WY Master Plan

Exhibit A – Scope of Services: Methodology, Approach, and Fees

Phase 1

TASK 1: PROJECT MANAGEMENT

We are committed to the active participation of all our team members as a part of this effort. To manage the day-to-day activities, project timelines, and budget, Nora Bland (project lead) will be available to the Town Project Manager throughout the process. Nora will attend project management check-ins and be responsible for the following deliverables:

- Contract scope of work refinement and finalization
- Project management meetings
- Scheduling and project administration
- Task management and quality controls
- Subcontractor coordination and contract administration
- Monthly invoicing

Subtask 1.1: Project Kick-off Meeting

We will begin the Plan process with a Project Kick-off Meeting to verify project assumptions, scope, timelines, and deliverables. Participants will confirm project goals and objectives, identify existing issues, and define big picture desired outcomes and measures of success for the planning process. We will confirm regular project management meetings and participants. The Cushing Terrell team will work with Town staff to understand what areas of the community should be preserved and get a sense of areas that can accommodate growth and infill.

TASK 2: OUTREACH & ENGAGEMENT PLAN

Based on information gathered during the project kick-off, the project team will deliver an Outreach and Engagement Plan (OEP) that will include dates and detailed community outreach tasks to be held during the entire project. The OEP is an interactive spreadsheet (updated weekly) that includes all major outreach channels, such as (virtual or in-person) open houses, workshops, pop-ups, interviews, and stakeholder meetings. This task will:

- Establish goals for engagement
- Identify key stakeholders/partner organizations
- Establish a flexible and adaptable engagement schedule
- Solidify marketing and outreach campaign strategy

- Determine overseeing groups/committees
- Establish data gathering strategy to further define target demographics/underrepresented audiences and define listening strategies for each

One of the primary goals is to creatively engage a broad spectrum of community stakeholders through the Master Plan Update process – including residents, business and property owners, service providers, nonprofits, and other community partners. We will strategically spread different outreach and engagement efforts out over the course of the project to ensure ample opportunities for input are available.

TASK 3: OUTREACH ROUND 1 - ANNOUNCE

Subtask 3.1: Project Webpage

Our team will work with staff to develop content for a project webpage hosted through either the Town's website or carried as a link on Cushing Terrell's website. The webpage will serve as the main information portal for the project so that the community can learn about the Master Plan. It will also have multiple interactive tools for community members to give input throughout the duration of the project. We will use Bang The Table as the engagement platform utilizing Town of Alpine branding for the project specific web page.

Subtask 3.2: Community Survey

The project team will develop a survey asking questions similar to those used in the Kick-off Outreach Event. Mirroring survey questions to in-person allows for straightforward and transparent reporting. Unless otherwise indicated by the Town, the team will conduct this survey via Survey Monkey (consultant's account). It is recommended that the survey be available for approximately one month, and the team will work with the PIO to broadly advertise this survey to gather a wide range of demographic responses. Stakeholder partners identified in Task 1 will be critical to this advertising effort.

Phase 1 Deliverables:

- Project Kick-off Meeting
- Weekly Project Management Meetings
- Outreach & Engagement Plan
- Project Webpage
- Community Survey
- Town Planning & Zoning Commission Update
- Town Council Update

Phase 2

TASK 4: RESEARCH & ANALYSIS

Subtask 4.1: Existing Plans/Studies Review

Our process begins with research. We will identify materials necessary to develop a baseline of information that will inform the Plan Update.

Subtask 4.2: Land Use

Land Use & Zoning Code Review

It is critical that our team familiarize ourselves with the current land uses, zoning regulations, historic resources, and building code requirements. While a detailed code audit is not part of this Plan Update, we will conduct an initial scan of codes that regulate development to identify areas where they could be improved. We'd like to answer the question: "If our codes are not allowing/producing the desired type of development, what changes need to be made?"

Primary scope objectives will include:

- Review existing development and building codes and related policies
- Identify current best practices (locally, regionally, nationally)
- Define gaps and recommendations for new policy or code amendments

Subtask 4.3: Market & Housing Study

Leland Consulting Group (LCG) will conduct a market analysis that will cover various land use categories, including residential, retail, and commercial sectors, to understand the current market dynamics and future demand. The analysis will identify gaps in Alpine's current housing supply and demand. Based on the findings from the market and housing analysis, they will develop strategic recommendations with a focus on optimizing land use, enhancing housing affordability, and identifying potential areas for redevelopment or new development.

TASK 5: OUTREACH ROUND 2 - GATHER

Subtask 5.1: Stakeholder Interviews (Virtual)

In addition, the team will hold up to four (4) stakeholder focus group meetings on key planning elements identified by Town staff through Round 1 of engagement. These discussions are smaller than a community workshop with up to 15 attendees representing public, private, and nonprofit groups. They are free-flowing dialogues that will explore existing issues, assets, and opportunities. If the topic was housing, for example, we would assemble affordable housing developers and financiers, real estate/market experts, housing activists/nonprofits, and Randy Rhoads, Cushing Terrell's Director of Affordable Housing would lead the discussion.

Subtask 5.2: Community Workshop #1

Community Workshops are larger-scale, open-house style events that correspond to project phases. Each will be designed to answer a question, solve a problem, or confirm community priorities. The purpose of Workshop #1 will be to hold a community visioning session and begin to understand what issues are elevated by the community.

Phase 2 Deliverables:

- Existing Plans/Studies Review
- Land Use & Zoning Code Review
- Market & Housing Study
- Stakeholder Interviews
- Community Workshop #1
- Refined Collective Vision Statement
- Existing Conditions Report/SWOT Analysis

Phase 3

TASK 6: INFRASTRUCTURE INVENTORY

The Team will conduct an inventory of infrastructure through visual review, photo documentation, interviews with Town staff of elements including water & Sewer, sidewalks, recreation facilities and roads. We will develop a summary of findings documents including conceptual level improvements and cost estimates.

TASK 7: DRAFT RECOMMENDATIONS/STRATEGIES

Subtask 7.1: Policy Recommendations

We will develop a set of draft policy recommendations based on all analyses conducted thus far, community input, and best practices. An Implementation Strategies Matrix will outline action items for plan implementation, responsible parties, and general target dates/timelines. The Matrix will also prioritize alternatives, outlining specific alternative actions to be completed by the Town over a period of ten years and the amount of funding needed to complete those actions. We will also identify potential regional and community partners and funding sources, as applicable.

TASK 8: DRAFT PLAN

Cushing Terrell will distill the information gathered from the community and staff and provide a plan that defines a broad community vision, goals, and strategies required to achieve the vision. The Draft Plan Update will reflect a compilation of existing conditions, a detailed summary of the community outreach process, the preferred growth scenario, and infrastructure recommendations. The Draft Plan will be a visual expression of the planning process and include high-quality graphics to articulate design principles and other takeaways.

TASK 9: OUTREACH ROUND 3 - CONFIRM

Subtask 9.1: Community Workshop #2

When Draft Plan elements are ready for review, we will share them with the community at our second Workshop event. We will ask for feedback on the Draft Recommendations through a series of interactive stations. This Workshop can be held both in-person and virtually (on a different date).

Subtask 9.2: Public Engagement Summary

This will be the summation of our public engagement effort. It will detail the outreach and listening methodologies used, audiences targeted, quantitative metrics of people reached, responses gathered, and attendees to meetings and focus groups. This section will also include the specific strategies employed to reach traditionally under-represented populations.

Phase 3 Deliverables:

- Infrastructure Analysis & Recommendations
- Draft Policy Recommendations
- Draft Master Plan
- Town Council Update
- Workshop #2
- Public Engagement Summary

Phase 4

TASK 10: FINAL PLAN & ADOPTIONS

Subtask 10.1: Final Draft Master Plan Update

We will work with staff to make adjustments to the Draft Plan based on feedback from the community, stakeholders, and elected officials. The revised plan narrative and associated maps and visualizations will be incorporated into a highly graphic and user-friendly Final Draft Plan Update. An electronic format of the Final Master Plan will be made available. Any large format maps will be provided in PDF format. All documents related to survey responses, graphics, schedules, appendices, addenda, and narrative will be delivered in electronic format.

Spreadsheets and charts will be delivered in Excel format, including supporting data for all tables and graphs.

Subtask 10.2: Final Plan Approvals

Cushing Terrell will prepare draft and final draft presentations for the Planning Commission and the Town Council as part of the public review process. The schedule for plan review will be determined by Town staff. We have included virtual participation in two public meetings anticipating a draft and final presentation. We will provide the Town with a Final Master Plan Update and all supporting digital files post-plan adoption.

Cost Proposal

Phase 1 \$30,000

Task 1: Project Kick-off

Task 2: Outreach & Engagement Plan Task 3: Outreach Round 1*

Subtask 3.1: Project Webpage Subtask 3.2: Online Survey

Phase 2 \$80,000

Task 4: Research & Analysis**

Subtask 4.1: Existing Plans/Studies Review Subtask 4.2: Land Use & Zoning Code Review

Subtask 4.3: Market & Housing Study (performed by LCG)

Task 5: Outreach Round 2

Subtask 5.1: Stakeholder Interviews (virtual) Subtask 5.2: Open House #1 (in-person)

Phase 3 \$80,000

Task 6: Infrastructure Study (high-level)

Task 7: Draft Recommendations / Strategies Subtask 7.1: Policy Recommendations

Task 8: Draft Plan

Task 9: Outreach Round 3

Subtask 9.1: Open House #2

Subtask 9.2: Public Engagement Summary

Phase 4 \$20,000

Task 10: Final Plan & Adoptions

Subtask 10.1: Final Draft Master Plan Update Subtask 10.2: Final Plan Approvals (virtual)

Subtotal \$ 210,000

Reimbursables (team travel, printing) \$15,000

Project Total\$ 225,000

*Excludes Project Branding, In-person Kick-off Outreach Event

**Excludes Community Character Study

PROFESSIONAL SERVICES AGREEMENT BETWEEN
TOWN OF ALPINE
AND
RAFTELIS FINANCIAL CONSULTANTS, INC.

This Consulting Agreement (“Agreement”) is entered into this _____ day of _____, 2025 (hereinafter referred to as the effective date of the agreement) by and between, Town of Alpine (the “Client”) and Raftelis Financial Consultants, Inc., 227 W. Trade Street, Suite 1400, Charlotte, NC 28202 (“Raftelis”).

Witnesseth

WHEREAS, Raftelis is engaged and experienced in public finance, management, and pricing, and service delivery, and WHEREAS, The Client desires to hire Raftelis and Raftelis agrees to provide services to the Client, NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree to the terms and conditions set forth herein.

Article 1 – Statement of Work

Raftelis shall provide professional consulting services to prepare Development Impact Fee/Capacity Fees Study for Water and Wastewater for Client. Raftelis will perform the services as set forth in its proposal sent to Client dated January 13, 2025 and included herein as Attachment A, the “Scope.”

Article 2 – Time for Completion

This Agreement will commence upon approval by the Client and remain in effect for a period of one year. Further renewals of this Agreement are at the option of and shall be mutually agreed to by the Parties.

Article 3 – Compensation

Client shall pay to Raftelis the sum not to exceed \$32,805, which includes professional fees and direct expenses incurred in performing the Scope of services, as well as an hourly technology expense reimbursement, outlined in Attachment B. The parties understand that this sum is based upon the Scope of work contained herein at Raftelis’ current standard hourly rate schedule included in Attachment B. Any expansion of the Scope of work by the Client shall involve discussion of and agreement about additional fees and time by both parties.

Raftelis shall submit invoices to the Client on a monthly basis for services rendered to the date thereof. Such invoices shall be supported by appropriate documentation; at a minimum, the task performed, the individuals working on such task, the level of each such individual, and expenses incurred. Each invoice

will contain all hours and expenses from Raftelis for the month. Upon receipt of monthly invoice, the Client will remit payment of same amount to Raftelis within 30 days.

Article 4 – Additional Services

At the Client's request, Raftelis may submit proposals for additional professional services. Each proposal submitted shall detail: (1) Scope of work for the additional services; (2) period of services to be performed; and (3) method and amount of compensation. The Client shall provide written acceptance and authorization to Raftelis prior to the commencement of work on any proposed additional services. Each proposal for additional services accepted and approved by the Client shall become part of this Agreement and shall be governed by the terms and conditions contained herein.

Article 5 – Place of Performance

Raftelis shall be responsible for maintaining its own office facilities and will not be provided with either office facilities or support by the Client.

Article 6 – Indemnification

Raftelis hereby agrees to indemnify and defend the Client, its officers, directors, managers, and employees ("Indemnified Party" or "Indemnified Parties") and to hold the Indemnified Parties harmless against third party claims, costs, and expenses, including reasonable attorney's fees, action, or demands against the Indemnified Parties and against damages for injury to or death of any person and for loss of or damage to all property caused by the negligent acts, errors, or omissions of Raftelis in performing this Agreement, except to the extent the claims, demands, liabilities, cost, and expenses are caused by the negligent acts, errors, or omission of an Indemnified Party.

Article 7 – Insurance

Raftelis shall maintain the types and levels of insurance during the life of this Agreement as specified below. The Client will be named as additional insured on Raftelis' Certificates of Insurance and Raftelis will provide the Client with these Certificates of Insurance.

Commercial General Liability Insurance – \$1,000,000 for each occurrence and \$2,000,000 in the aggregate

Comprehensive Automobile Liability Insurance – \$1,000,000 combined single limit each occurrence – hired and non-owned only

Workers Compensation Insurance – Statutory limits

Professional Liability Insurance – \$5,000,000 occurrence and \$5,000,000 in excess

Excess or Umbrella Liability – \$5,000,000 occurrence and \$5,000,000 in the aggregate

Cyber Security – \$5,000,000

Article 8 – Confidential Information

Raftelis acknowledges and agrees that in the course of the performance of the services pursuant to this Agreement, Raftelis may be given access to, or come into possession of, confidential information from the Client, of which information may contain privileged material or other confidential information. Raftelis acknowledges and agrees, except as required by judicial or administrative order, trial, or other governmental proceeding, that it will not use, duplicate, or divulge to others any such information marked as “confidential” disclosed to Raftelis by the Client (“Confidential Information”) without first obtaining written permission from the Client. All tangible embodiments of such information shall be delivered to the Client or the destination of such information by Raftelis requested by the Client. The Client acknowledges Raftelis has the right to maintain its own set of work papers, which may contain Confidential Information.

Article 9 – Independent Contractor Status

It is understood and agreed that Raftelis will provide the services under this Agreement on a professional basis as an independent contractor and that during the performance of the services under this Agreement, Raftelis’ employees will not be considered employees of the Client within the meaning or the applications of any federal, state, or local laws or regulations including, but not limited to, laws or regulations covering unemployment insurance, old age benefits, worker’s compensation, industrial accident, labor, or taxes of any kind. Raftelis’ employees shall not be entitled to benefits that may be afforded from time to time to Client employees, including without limitation, vacation, holidays, sick leave, worker’s compensation, and unemployment insurance. Further, the Client shall not be responsible for withholding or paying any taxes or social security on behalf of Raftelis’ employees. Raftelis shall be fully responsible for any such withholding or paying of taxes or social security.

Article 10 – Reliance on Data

In performance of the services, it is understood that the Client and/or others may supply Raftelis with certain information and/or data, and that Raftelis will rely on such information. It is agreed that the accuracy of such information is not within Raftelis’ control and Raftelis shall not be liable for its accuracy, nor for its verification, except to the extent that such verification is expressly a part of Raftelis’ Scope of services.

Article 11 – Standard of Performance

Raftelis will perform the services under this Agreement in accordance with the standard of professionals in its industry prevailing at the time and place the services are performed. Raftelis’ opinions, estimates, projections, and forecasts of current and future costs, revenues, other levels of any sort, and events and estimates of cost-justified system development fees shall be made on the basis of available information and

Raftelis' expertise and qualifications as a professional. Raftelis will perform the Scope of services in conformance with the professional standards in its field of expertise prevailing at the time and place the Scope of services are performed. Raftelis does not warrant or guarantee that its opinions, estimates, projections or forecasts of current and future levels and events will not vary from the Client's estimates or forecasts or from actual outcomes. Raftelis identifies costs, allocates costs to customer classes and provides rate models. It does not establish rates, which is the legislative responsibility of the Client.

Article 12 – No Consequential Damages

To the fullest extent permitted by law, neither party shall be liable to the other for any special, indirect, consequential, punitive or exemplary damages resulting from the performance or non-performance of this Agreement notwithstanding the fault, tort (including negligence), strict liability or other basis of legal liability of the party so released or whose liability is so limited and shall extend to the officers, directors, employees, licensors, agents, subcontractors, vendors and related entities of such party.

Article 13 – Termination of Work

This Agreement may be terminated as follows:

1. **By Client.** (a) for its convenience on 30 days' notice to Raftelis; or (b) for cause, if Raftelis materially breaches this Agreement through no fault of Client and Raftelis neither cures such material breach nor makes reasonable progress toward cure within 15 days after Client has given written notice of the alleged breach to Raftelis.
2. **By Raftelis.** (a) for cause, if Client materially breaches this Agreement through no fault of Raftelis and Client neither cures such material breach nor makes reasonable progress toward cure within 15 days after Raftelis has given written notice of the alleged breach to Client; or (b) upon five days' notice if Work under this Agreement has been suspended by either Client or Raftelis in the aggregate for more than 30 days.
3. **Payment upon Termination.** In the event of termination, Raftelis shall be compensated for all work properly performed prior to the effective date of termination.

(Remainder of page intentionally left blank)

Article 14 – Notices

All notices required or permitted under this Agreement shall be in writing and shall be deemed deliverable when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

If for the Client:

If for Raftelis:

Name

Raftelis Financial Consultants, Inc.

227 W. Trade Street

Suite 1400

Title

Charlotte, NC 28202

Address

Article 15 – Ownership of Work Product

All documents, data, compilations reports and studies prepared by Raftelis in performing the Scope of services shall be the property of the Client; provided that any use other than as contemplated in this Agreement or any alteration or modification of the Work Product shall be at the sole risk of Client, and Client shall indemnify, defend and hold Raftelis harmless from any claim, demand, liability, cost or expenses incurred by Raftelis from such use or modification. Nothing contained herein shall be deemed an assignment, transfer, or divestiture of its use by Raftelis of any of its trade secrets, know-how, or intellectual property.

Article 16 – Compliance with Applicable Laws

Raftelis is an equal opportunity employer and complies with all federal, state, and local fair employment practices laws. Raftelis strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, religion, national origin or ancestry, gender identity, sexual orientation, marital status, sex, pregnancy, age, disability, past, current, or prospective service in the uniformed services, or any other characteristic protected under applicable federal, state, or local law. All Raftelis employees, other workers, and representatives are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, corrective action, compensation, benefits, and termination of employment.

Any act of discrimination committed by Raftelis in the course of its performance under this Agreement, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of this Agreement.

Article 17 – General Provisions

- A. Entire Agreement: This Agreement represents the entire and sole agreement between the Parties with respect to the subject matter hereof.
- B. Waiver: The failure of either Party to require performance by the other of any provision hereof shall in no way affect the right to require performance at any time thereafter, nor shall the waiver of a breach of any provision hereof be taken to be a waiver of any succeeding breach of such provision or as a waiver of the provision itself. All remedies afforded in this Agreement shall be taken and construed as cumulative; that is, in addition to every other remedy available at law or in equity.
- C. Relationship: Nothing herein contained shall be construed to imply a joint venture, partnership, or principal-agent relationship between Raftelis and the Client; and neither Party shall have the right, power, or authority to obligate or bind the other in any manner whatsoever, except as otherwise agreed to in writing.
- D. Assignment and Delegation: Neither Party shall assign this Agreement or any rights, duties, or obligations hereunder without the express written consent of the other. Subject to the foregoing, this Agreement shall inure to the benefit of and be binding upon the successors, legal representatives, and assignees of the Parties hereto.
- E. Severability: If any provision of this Agreement is declared invalid or unenforceable, such provision shall be deemed modified to the extent necessary to render it valid and enforceable. In any event, the unenforceability or invalidity of any provision shall not affect any other provision of this Agreement, and this Agreement shall continue in force and effect, and be construed and enforced, as if such provision had not been included, or had been modified as above provided, as the case may be.
- F. Governing Law: This Agreement shall be governed by, and construed in accordance with, the laws of State of Wyoming, 3rd District Court, Kemmerer, Wyoming.
- G. Paragraph Headings: The paragraph headings set forth in this Agreement are for the convenience of the Parties, and in no way define, limit, or describe the Scope or intent of this Agreement and are to be given no legal effect.
- H. Third Party Rights: Nothing in this Agreement shall be construed to create or confer any rights or interest to any third party or third-party beneficiary. It is the intent of the parties that no other outside, non-party claimant shall have any legal right to enforce the terms of this Agreement.

Article 18 – Disclosures

As a registered Municipal Advisor under the Dodd-Frank Act, Raftelis is required to inform our clients of any existing or potential conflicts of interest that may be relevant to any proposed scope of services that may include providing “advice” as that term is defined in the Dodd-Frank Act. As of the date of this engagement letter, no conflicts of interest are known to exist.

Under the Dodd-Frank Act the definition of “advice” includes providing any opinion, information or assumptions related to the size, timing and terms of possible future debt issues or borrowing. This type of information may be integrated into the capital and financial planning components of a Development Impact Fee/Capacity Fees Study for Water and Wastewater. This definition is applicable regardless of whether this information is developed and used solely for planning and decision-making purposes. For the services addressed in the scope of work identified for this engagement, any information that is developed by Raftelis that falls under this definition of municipal advice is not intended to represent a recommendation that the should issue debt based on the terms and assumptions used to develop the financial plan or forecast, or that the Town of Alpine will, in fact, be able to issue debt under the exact terms and conditions assumed and used to develop the financial plan or forecast. The information developed as part of this Development Impact Fee/Capacity Fees Study for Water and Wastewater, including any related municipal advice, is intended only to provide information useful in evaluating the potential impact on the utility and future rate adjustments of one potential course of action for the Town of Alpine. If the Town of Alpine decides at some future date to issue debt, then at that time the Town of Alpine will need to engage an independent, registered Financial Advisor to assist in evaluating the availability of different types of debt, and the specific terms and conditions for issuing debt, which will be affected by market conditions and the Town of Alpine’s credit rating at the time of issuance. At that time, as a registered Municipal Advisor, Raftelis can also provide additional assistance related to a specific bond or debt issue, such as preparing a bond feasibility report or financial forecast for inclusion in bond documents.

Any services provided under this agreement that fall under the definition of municipal advice are only covered through the term of this agreement. Raftelis may withdraw from providing municipal advisory services upon written notification to the Town of Alpine.

The Municipal Securities Rulemaking Board (“MSRB”) provides significant protections for municipal entities and obligated persons that are clients of a municipal advisor. To understand the protections provided and how to file a complaint with an appropriate regulatory authority, visit the MSRB’s web site at www.msrb.org.

Raftelis does not have any legal events or disciplinary history on Raftelis’ Form MA and Form MA-I, which includes information about any criminal actions, regulatory actions, investigations, terminations, judgements, liens, civil judicial actions, customer complaints, arbitrations, and civil litigation. Raftelis’ most recent form MA and each most recent Form MA-I filed with the SEC may be assessed electronically at the following website: www.sec.gov/edgar/searchedgar/companysearch.html

There have been no material changes to a legal or disciplinary event disclosure on any Form MA or Form MA-I filed with the SEC. If any material legal or regulatory actions is brought against Raftelis, Raftelis will provide complete disclosure to the Town of Alpine in detail.

By signing this Engagement Letter indicating its approval and acceptance of the of the proposed scope of work and fees, the Town of Alpine is also explicitly acknowledging that Raftelis has provided the necessary disclosures addressing conflicts of interest and any limitations on the scope of Municipal Advisory services to be provided by Raftelis' part of this engagement.

IN WITNESS WHEREOF, the Parties have executed this Agreement by their duly authorized representatives.

By: _____
Signature

Title

Date

Raftelis Financial Consultants, Inc.

By: _____
Signature

Title

Date

Title

ATTACHMENT A

STATEMENT OF WORK/ENGAGEMENT LETTER

The purpose of this study is to update the Town's water and wastewater impact fees (referred to as connection fees in the Town ordinances) to reflect the cost to serve new development with the capacity they require. The fees developed in this study will be based on industry-standard methodologies and Raftelis' experience working with other communities like Alpine. Our study consists of four tasks:

1. **Project initiation.** Establish the goals and expectations for the study
2. **Impact fee analysis.** Develop fees to meet the needs of the Town
3. **Financial plan cash flow analysis.** Cash flow analysis to demonstrate the ability of the fees to fund capital projects and the impact on potential user rate increases
4. **Presentations and reports.** Council presentations and study report

Given its historically low growth rates, Wyoming has little case law and no direct statutory authority regarding impact fees. However, Wyoming planning statutes¹ grant authority to municipalities to govern land use matters. The statutes further specify that municipalities are given the express authority to construct, maintain, and provide for sewer and water facilities; and create a fund for which financial activities can be managed. A legal point of reference for Wyoming impact fees includes the 1983 case *Coulter v. City of Rawlins* where the court held that a municipality can assess fees to connect to the water and sewer systems under Wyoming planning statutes. Raftelis will follow the elements of this court case, the provisions in the State planning statutes, and guidelines in developing legally defensible fees for the Town.

Task 1: Project Initiation/Management and Data Management

This task highlights the project management tasks, data review process, and the contents of the project initiation or project kick-off meeting.

Project Initiation: Finalize study scope, milestones, set up regular project conference calls, and determine primary points of contact. Finalize project goals and objectives to establish guiding principles for the study against which we will measure results. Our project schedule can be found in the Schedule section of this proposal. With every major milestone meeting or regular project meeting, we will produce and circulate an email summarizing the key points of the discussion.

Data Request: Prior to the meeting we will submit a data request list for the information needed for this study.

Project Initiation Meeting: We will facilitate a meeting with Town staff to review the key aspects of the study, current challenges, as well as discuss the current political environment and how that may influence our approach in this study. We will also review the data we received to date, get clarification on certain items where needed, and present our initial model populated with the validated data.

¹ Wyo. Stat. Ann. 15-1-601(d)(i)

MEETINGS:

- Virtual project kick-off meeting
- Regularly scheduled project check-in meetings (30 minutes)

DELIVERABLES:

- Data request list
- Tech memo summarizing the key points of the meeting

Task 2: Impact Fee Analysis

This task will ensure that new development funds their share of system needs thereby maintaining equity between existing and new customers. We will develop separate water and wastewater connection fees using the following approach

- Evaluate the water and wastewater system's existing available capacity to serve growth and the capacity anticipated to be added with the 10-year capital improvement program to determine best methodology for calculating PIFs. The basic methodologies include
 - **Buy-in:** Historical perspective. Existing available capacity with nominal future growth
 - **Incremental:** Forward-looking. Little to no capacity available with large expansions projects in the new future
 - **Hybrid:** Combination of buy-in and incremental. Some existing capacity available with future expansion projects anticipated in the near future.
- Calculate the current value of available capacity and planned growth-related costs. We will evaluate the valuation of existing assets:
 - Value of existing system facilities at current replacement costs using Engineering News Record Construction Cost Index (ENR-CCI) or other similar construction-related index
 - The unit replacement cost of the water system's backbone facilities (treatment plant. Large transmission mains, pump stations, treated storage, etc.).
- For the incremental method, identify growth-related projects with assistance from Town staff.
- Estimate the remaining capacity in existing facilities and capacity to be added with future facilities (e.g. growth-related CIP)
- Apply adjustments such as developer contributions and outstanding loans currently paid through rates
- Determine the remaining existing capacity and future capacity to be added for the water system. Estimate buildout land use categories and parcel square footage.
- Establish peak water demand and peak wastewater flow for a 1.0 SFE or $\frac{3}{4}$ " water meter calculate fee by multiplying the unit cost of capacity by the SFE demand requirement

Guidelines for Wyoming Legally Defensible Impact Fees

- Impact fees may be enacted for a broad range of public facilities (i.e. water and sewer systems)
- Regardless of the name of the fee, ensure it is not a tax
- A formula-based impact fee should be based on the implied authority from statute for "harmonious development...which will best promote the general welfare as well as efficiency and economy*"

***Wyo. Stat. Ann. 15-1-1504**

DELIVERABLES:

- TM summarizing results of water and wastewater connection fee analysis
- Peer survey of connection fees

Optional Task 3: Financial Plan Cash Flow Analysis

The financial plan task will forecast the revenue from proposed fees along with the Town's operating revenues and expenditures to determine the ability of the fees to fund proposed capital projects and the need for user rate revenue increases to fund O&M, debt, and other capital expenditures. We will develop separate cash flows for the water and wastewater utilities. *This task is beneficial as it will provide the Town with a future roadmap for planning rate adjustments and establishing adequate reserves to finance essential long-term projects.*

- Forecast revenue under existing rates, the calculated connection fees from Task 2 and other miscellaneous revenues. Connection fee revenues will be projected based on the growth estimates of infill and new development.
- Forecast operations and maintenance (O&M), repair and replacement (R&R) capital, expansion capital (based on master plan results or other engineering reports), and existing and proposed debt service. Incorporate new positions, changes in operating efficiencies, etc.
- Identify the projects eligible for bond or state loans based on timing, duration, and the amount of the project. Raftelis can present financial plan alternatives considering specific projects financed through state loans or grants that have been secured by the Town.
- Develop 'optimal' revenue requirement financial plan balancing a mix of cash funding and debt financing capital projects (if applicable) while meeting reserve targets, debt service coverage requirements, while maintaining conservative debt capacity levels and minimizing revenue increases. Calculate annual rate revenue adjustments needed through the study period.

DELIVERABLES:

- Financial plan alternative cash flows
- Virtual meeting with Staff to review and finalize cash flows for use in the cost of service and rate design analysis
- Technical memorandum summarizing results of the financial plan alternatives.

Task 4: Council Meetings and Draft/Final Reports

Raftelis will create, with guidance from Town staff, a PowerPoint presentation summarizing the results of the study. We will attend one on-site Council meeting to present the results and one virtual meeting.

Raftelis will provide a draft report to Town staff for review and comment. We will then incorporate any revisions into the final report. A final report will be prepared following the presentation of the results to Town Council.

MEETINGS:

- Attendance at one on-site Town Council meeting and one virtual Town Council meeting

DELIVERABLES:

- Draft report, final report, and PowerPoint presentation Town Council

ATTACHMENT B**RAFTELIS' 2024 STANDARD HOURLY BILLING RATES**

Position	Hourly Billing Rate
Vice President	\$360
Senior Manager	\$320
Manager	\$285
Senior Consultant	\$250
Consultant	\$220
Analyst	\$150
Administration	\$100



**TOWN OF ALPINE, WYOMING
ORDINANCE NO. 2024-007
HEALTH, SAFETY, AND NOISE CONTROL**

AN ORDINANCE REPEALING AND REPLACING 268 ORDINANCE NO. 2019-05 REGULATE, PREVENT OR SUPPRESS NOISE IN THE TOWN OF ALPINE AND APPROVING NOISE CONTROL IN THE TOWN OF ALPINE BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF ALPINE:

STATE LAW. For state law as to power of towns to regulate, prevent, or suppress noise, see W.S. 1977 § 15-1-103.

§ 1	DEFINITIONS
§ 2	CLASSIFICATION OF USE DISTRICTS
§ 3	MOTORIZED VEHICLES
§ 4	EXCEPTIONS
§ 5	APPLICATION FOR SPECIAL PERMIT
§ 6	VIOLATIONS
§ 7	ADDITIONAL REMEDY
§ 8	CONFLICTS REPEALER
§ 9	EFFECTIVE DATE

SECTION 1: Definitions

For the purposes of this chapter, the following words and phrases shall have the meanings respectively ascribed to them by this Section:

"A" weighted sound pressure level: Sound pressure level as measured with a sound level meter using the "A" weighting network. The standard unit notation is dB (A).

Construction or Demolition Activity: Means the erection (including excavation), demolition, alteration, or repair of any building, structure or roadway, for which all necessary and proper governmental permits have been obtained.

Decibel: Logarithm and dimensionless unit of measure used in describing the amplitude of sound. Denoted as dB.

Emergency Vehicle: Means any type of vehicle or device with a motor to operate or to be used in an emergency.

Emergency work: Work made necessary to restore property to a safe condition following a public calamity or work required to protect persons or property from imminent exposure to danger.

Event: Means a planned public or social occasion thing that happens, especially one of importance.

Excessive: Means to a greater degree or in greater amounts than is necessary, normal, or desirable; inordinately.

Health: Means an optimal state of physical, mental and emotional well-being and not merely the absence of disease.

Intensity: Means the magnitude and strength of noise.

Legal Holidays: Means a public holiday established by law.

Motorized Vehicle: Means a vehicle or device with a motor to operate or propel.

Noise: The intensity, frequency, duration and character of sound or sounds from a source or sources. When related to all other sounds, from whatever source, including but not limited to outdoor construction activities, construction equipment, vehicles and/or machinery associated with any such construction activities; the term means any such sound which exceeds one hundred ten (110) decibels.

Nonconforming: Means the existence of any operation, vehicle, building or structure that does not conform to the permitted use established.

Property: Meaning a building or buildings and the land belonging to it and/or them.

Property Line: Means the separation of one or more property(ies) and the boundary line that establishes the separation.

Right-Of-Way: Establishes use of property for town matters without conferring ownership including, but not limited to snow storage, utilities, and fire access.

Special Use/Authorization: Means the action or fact of authorizing or being authorized; a document giving permission or authority.

Sound level meter: Instruments including a microphone, and amplifier, an output meter and frequency weighting networks for the measurement of noise and sound levels in a specified manner, as per American National Standards Institute S 1.4-1971.

Sound pressure level: Twenty (20) times the logarithm to the base ten (10) of the ratio of the root mean square pressure of a sound to the reference pressure, which is 20×10^{-6} newtons per meter squared.

Temporary: Means serving or lasting for a limited period of time.

Vehicle: Any machine or device in, on, or by which any person or property is or may be transported or drawn on any right-of-way or parking lot. This definition applies to motorized and/or emergency vehicles.

Weekends: Means a period from Friday evening through Sunday evening.

All technical terminology used in this chapter, unless its context otherwise requires, shall be defined in accordance with American National Standard Institute (ANSI) Publication S 1.1-1960, revised 1971, or successor publications.

SECTION 2: Classification Of Use Districts

- a) It shall be unlawful to project a sound level, excluding noise emanating from the operation of cars, trucks or motorcycles, on town streets and alleys from one property into another property within the boundary of a use district which exceeds the limiting noise spectra set forth in Table 1 below. Sound level shall not be projected for more than ninety (90) percent of any measurement period, which shall not be less than ten (10) minutes.
- b) Sound projected from one use district into another use district with a different noise level limit shall not exceed the limits of the districts into which the noise is projected.

- c) The measure of sound shall be made with a sound level meter and shall meet the standards prescribed by the American National Standards Institute Type II or better.
- d) The slow meter response of the sound level meter shall be used in order to best determine that the average amplitude has not exceeded the limiting noise spectra set forth in Table I below.
- e) The measurement shall be made at or beyond the property line of the property on which the sound pressure level is generated, or perceived, at approximately five (5) feet above ground.
- f) In the case of an elevated or directional sound source, compliance with the noise limits is to be maintained at any elevation at the boundary.

TABLE I
Limiting Noise Levels for Use District

MAXIMUM PERMISSIBLE SOUND PRESSURE LEVELS IN DECIBELS DB (A)			
ZONING DISTRICT:	Residential	Business Industrial	Light Industrial
DAY: (7:00 AM – 9:00 P.M.)	55	60	70
NIGHT: (9:00 P.M. - 7:00 A.M.)	50	55	65

SECTION 3: Motorized Vehicles

It shall be unlawful to operate a motorized vehicle within the Town limits which creates a sound pressure level which exceeds the noise level limits set forth in Table II below to be measured in accordance with Section 002 (c), at speeds of fifty (50) m.p.h. or less.

TABLE II
Maximum Allowable Limit

- a) Vehicles over 10,00 pounds:
Ninety (90) dB (A) measured at or beyond twenty-five (25) feet from near edge of lane or roadway - maximum limit.
- b) Under 10,000 pounds:
Eighty (80) dB (A) measured at or beyond twenty-five (25) feet from near edge of lane or roadway - maximum limit.
- c) Motorcycles:
Eighty-four (84) dB (A) measured at or beyond twenty-five (25) feet from near edge of lane or roadway - maximum limit.

d) Domestic power equipment:

Eighty-four (84) dB (A) measured at a point beyond property line - maximum limit.

e) Mufflers - prevention of noise:

It shall be unlawful for any person to operate, or for the owner to cause or knowingly permit the operation of any vehicle or a combination of vehicles, within the Town which is not equipped with an adequate muffler in constant operation and properly maintained to prevent any unnecessary noise; no muffler or exhaust system shall be modified or used with a cutoff, bypass or similar device.

f) Engine Brakes – Prohibition of:

It shall be unlawful for any person to operate an engine compression brake within the Town.

SECTION 3.1: Test For Excessive Noise

For the purpose of determining and classifying any noise as excessive and in violation of this chapter, the following test measurement and requirements shall be applied:

- a) The noise shall be measured on a sound meter which conforms to ANSI standards and quality, operated on an “A weighting scale.
- b) The noise shall be measured at the property line from its source, when located within a dedicated public right-of-way.
- c) If the noise is located on private property or public property, other than a dedicated public right-of-way, it shall be measured at the property line from the property line of the property on which its source is located.

SECTION 3.2: Use Of Loudspeakers

Use of loudspeakers and sound producing devices to attract the public to buildings prohibited. Notwithstanding provisions in this chapter to the contrary it is unlawful for any person, firm or corporation to use, operate, or permit to be played, used or operated, any radio receiving set, musical instrument, phonograph, loudspeaker, sound amplifier, or other machine or device for the producing or reproducing of sound which is cast upon the public streets for the purpose of commercial advertising or attracting the attention of the public to any building or structure. The operation of any such set, instrument, phonograph, machine or device in such a manner as to be plainly audible at a distance of twenty-five feet from the building or structure in which it is located shall be prima facie evidence of a violation of this section.

Attaching sound amplifying equipment to vehicles for advertising prohibited.

No person shall operate or cause to be operated within the Town of Alpine, any motor vehicle or horse drawn vehicle having mounted thereon or attached thereto any sound amplifying equipment with such sound amplifying equipment in operation for commercial or political sound advertising purposes.

SECTION 3.3: Construction Activities

Construction activities and all related sounds from construction activities 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.

SECTION 4: Exceptions

The following uses and activities shall be exempt from noise level regulations:

- a) Noise of safety signals and warning devices;
- b) Noises resulting from any authorized emergency vehicle when responding to an emergency call or acting in time of emergency.
- c) Noises resulting from emergency work or noise levels for which a special permit has been granted as hereinafter provided for.
- d) Noise resulting from the operation of town equipment by town work crews.
- e) Noise resulting from the operation of motorized lawn, yard care, and snow removal equipment between the hours of 6:00 A.M. and 9:00 P.M.
- f) Noise resulting from the use of pyrotechnics during town celebrations and/or holidays.
- g) Noise resulting from events, parties, or celebrations organized or permitted by the town.

SECTION 5: Application For Special Permit

Applications for a permit for relief from the noise level designated in this chapter on the basis of undue hardship may be made to the mayor or his/her duly authorized representative. Any permit granted by the mayor hereunder shall contain all conditions upon which the permit has been granted and shall specify a reasonable time that the permit may be effective. The mayor or his/her duly authorized representative may grant the relief as applied for if he finds:

- a) That additional time is necessary for the applicant to alter or modify his activity or operation to comply with this chapter, or
- b) The activity, operation or noise source will be of temporary duration and cannot be done in a manner that would comply with other subsections of this Section; or
- c) The Mayor or his duly authorized representative may prescribe any conditions or requirements he deems necessary to minimize adverse effects upon the community or the surrounding neighborhood.

SECTION 6: VIOLATIONS

- a) Any person violating any of the provisions of this chapter shall be guilty of a misdemeanor and may be fined Seven Hundred Fifty (\$750.00) dollars. Each day such violation is committed or permitted to continue shall constitute a separate offense.
- b) A person commits a breach of peace if he disturbs the peace of a community or its inhabitation by creating excessive noise, or by using threatening, abusive or violent acts or language which a reasonable person would determine would disturb the peace, or by using excessive noise as defined during any construction and/or demolition activities within the Town boundaries.

SECTION 7: Additional Remedy

The operation or maintenance of any device, instrument, vehicle, or machinery in violation of any provision hereof and which causes discomfort or annoyance to reasonable persons of normal sensitiveness or which endangers the comfort, repose, health or peace of residents in the area shall be deemed, and is declared to be, a public nuisance and may be subject to abatement summarily by a restraining order or injunction issued by a court of competent jurisdiction.

SECTION 8: Conflicts Repealed

268 Ordinance No. 2019-05 is herewith repealed in its entirety. Any ordinance or part of any ordinance that may conflict herewith is hereby repealed.

SECTION 9: EFFECTIVE DATE

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

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

VOTE: 5 YES, NO, ABSTAIN, ABSENT

Passed First Reading on the 18th day of March 2025.

VOTE: YES, NO, ABSTAIN, ABSENT

Passed on Third and Final Reading 15th day of April 2025.

VOTE: YES, NO, ABSTAIN, ABSENT

TOWN OF ALPINE

Eric Green, Mayor of Alpine

ATTEST:

Monica L. Chenault, Clerk / Treasurer

ATTESTATION OF THE TOWN CLERK

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

I hereby certify that the forgoing Ordinance No. 2024-007 shall be duly posted for ten (10) days in the Town Office.

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

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

ATTEST:

Monica L. Chenault Clerk / Treasurer

2nd Reading



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

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

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

SECTION I.

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

SECTION II.

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

SECTION III.

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

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

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

Passed Second Reading on the 18th day of February 2025.

VOTE: YES, NO, ABSTAIN, ABSENT

Passed on Third and Final Reading on the 18th day of March 2025.

VOTE: YES, NO, ABSTAIN, ABSENT

TOWN OF ALPINE

Eric Green, Mayor of Alpine

ATTEST:

Monica L. Chenault, Clerk / Treasurer

ATTESTATION OF THE TOWN CLERK

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

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

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

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

ATTEST:

Monica L. Chenault Clerk / Treasurer

PART 1 - GENERAL PROVISIONS

ARTICLE 1.1 ADMINISTRATION

Section 1-101. Title

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

Section 1-102. Intent

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

- Facilitate implementation of the Alpine Municipal Master Plan which serves to guide and manage the future growth of the community;
- Enhance the aesthetic quality of the community and sustain its physical, social, and economic vitality;
- Maintain and enhance property values;
- Sustain a diversified economic base that promotes investment and employment opportunities for the residents of Alpine;
- Conserve natural resources;
- Safeguard the public welfare through the regulation of the design, construction, and use of structures, and the implementation of the International Building Code; and,
- Promote the development of a safe and efficient circulation system within the community.

Section 1-103. Organization of the Land Use and Development Code

The Land Use and Development Code is a compilation of the rules and regulations governing land use and development within the Town of Alpine. The Development Code establishes procedures for the application, review and approval of proposed land uses, the administration of zoning, as well as the review, inspection and approval of authorized site development and building construction.

This ordinance is organized by parts which identify a general subject area, e.g., zoning regulations. Each part in the ordinance comprises a series of articles that represent various sub-topics, e.g., zoning district regulations. Each article is further broken down into a number of sections, e.g., single family residential district.

The Land Use and Development Code includes development standards for parking lots, signs, fencing, landscaping, vehicular parking, and other site and facility development features. Performance standards, e.g., hours of operation, which specify the conditions under which an activity shall operate, are also included for some types of land uses in the zoning regulations (Part 3).

Some of the words, phrases, and terms used in the Land Use and Development Code have specific meanings that are defined within a definitions article found in each part of the Code. When used within the Land Use and Development Code, the word “shall” or “will” requires mandatory action. The words “may” and “should” are discretionary.

Section 1-104. Planning and Zoning Commission(a) Creation of the Alpine Planning and Zoning Commission:

- (1) A Planning and Zoning Commission shall be created by the Alpine Town Council pursuant to the requirements outlined in W.S. 15-1-604 and W.S. 15-1-605.
- (2) The Planning and Zoning Commission shall consist of two (2) residents of the Town of Alpine, as well as one (1) resident of the unincorporated area of Lincoln County. If the out-of-Town position cannot be filled within sixty (60) days of the opening an in-Town person may fill the opening until the end of that calendar year. If the out-of-Town position still cannot be filled the appointed person may remain for an additional calendar year.
- (3) Appointments shall be for a period of three (3) years and shall be staggered. In the first year that appointments are made, one (1) commissioner shall be appointed for a one (1) year period, two (2) commissioners for a two (2) year period, and two (2) commissioners for a three (3) year period. After the first year, the replacing commissioner for the initial one-year term shall be appointed for three (3) years. After the second year, the replacing commissioners for the initial two (2) year term shall be appointed for three (3) years. In this manner, one (1) or two (2) commissioners shall be eligible for appointment each year.

*Example:**Appointments in 2009*

Appointments A and B: one-year term – January 2009 through December 2009

Appointment C: two-year terms – January 2009 through December 2010

Appointments D and E: three-year terms – January 2009 through December 2011

Appointments in 2010

Appointments A and B: three-year term – January 2010 through December 2012

Appointments in 2011

Appointments B and C: three-year terms – January 2011 through December 2013

Appointments in 2012

Appointments D and E: three-year terms – January 2012 through December 2014

- (4) A Chair and Vice Chair of the Planning and Zoning Commission shall be selected by the Commission to serve for a period of one (1) year, or until their successors have been selected.
- (5) The Planning and Zoning Commission may appoint a Secretary to the Commission.
- (6) Upon its receipt of written allegations of wrongdoing or improper conduct and the holding of a public hearing, the Town Council may remove any member of the Planning and Zoning Commission for reasonable cause such as lack of meeting attendance, wrongdoing, or improper conduct.
- (7) The Planning and Zoning Commission shall meet once a month (during November – April) and twice a month (during May – October), or as needed, at times and places which may be determined by resolution of the Commission. Special meetings may be called at any time by the Chair, or, in his absence, by the Vice Chair.
- (8) A simple majority of the Planning and Zoning Commission shall constitute a quorum for the transaction of business.

- (9) The Commission may adopt rules of procedure for conducting its business. Copies of all rules or regulations adopted by the Commission shall be forwarded to the Town Council, who shall also adopt the rules and regulations. The Commission shall then transmit all adopted rules and regulations to the Zoning Administrator who shall make them readily accessible to the general public.

(b) Scope of Responsibility:

The Planning and Zoning Commission shall have the following responsibilities:

- (1) Evaluate requests for proposed amendments to the Alpine community land use plan; planned unit development projects; and proposed zone changes.
- (2) Hear concerns of the general public concerning any proposed land action.
- (3) Make recommendations to the Alpine Town Council regarding proposed amendments to the Alpine Land Use and Development Code, planned unit development projects, and zone changes.
- (4) Initiate amendments to the Alpine community land use plan and make recommendations to the Alpine Town Council.
- (5) Recommend revisions to the Alpine Zoning Ordinance to the Alpine Town Council.
- (6) Provide guidance and direct the activities of the Zoning Administrator and Building Official/Inspector.
- (7) Periodically update the municipal master plan, seek insight from the community, and recommend the revised master plan for adoption by the Alpine Town Council.
- (8) Regulate and enforce compliance with the adopted Alpine Land Use and Development Code.
- (9) Issue notice for non-compliance within the adopted Alpine Land Use and Development Code Regulations.

Section 1-105. Board of Adjustment

(a) Creation of Alpine Board of Adjustment:

- (1) The Mayor of Alpine, with consent of the Alpine Town Council, shall appoint the five (5) members of the Alpine Planning and Zoning Commission as the Alpine Board of Adjustment, in accordance with the requirements outlined in W.S. 15-1-605.
- (2) The Alpine Town Council may remove any member from the Alpine Board of Adjustment for reasonable cause, e.g., lack of attendance, wrongdoing or misconduct, and following a public hearing, concerning the removal under consideration. Vacancies shall be filled for the unexpired portion of a term.
- (3) The Alpine Board of Adjustment shall select one (1) of their members as chair and one (1) as vice chair. Both the chairman and vice chair shall serve one (1) year, or until their successors have been selected. The Alpine Board of Adjustment may appoint a Secretary to the Board.
- (4) The Alpine Board of Adjustment shall meet as needed, at times and places which shall be determined by resolution of the Board of Adjustment. Special meetings may be called at any time by the Chair, or, in his absence, by the Vice Chair.

- (5) A simple majority of the Board of Adjustment shall constitute a quorum for the transaction of business.
- (6) The Alpine Board of Adjustment shall adopt rules of procedure for conducting its business, which are consistent with Part 5, - Appeals and Enforcement, of the Alpine Land Use and Development Code. Copies of all rules or regulations adopted by the board, as well as minutes of its proceedings, shall be maintained by the Board of Adjustment and be available to the public for their review.

(b) Authority and Scope of Responsibility:

The Alpine Board of Adjustment shall have the following powers and jurisdiction:

- (1) Hear and make decisions concerning appeals of orders, decisions, determinations, and interpretations made by the Zoning Administrator and/or Building Official.
- (2) Hear and decide appeals where it is alleged that there is an error of law in any order, requirement, decision, or determination made by the Zoning Administrator and/or Building Official in their enforcement of the Alpine Land Use and Development Code.
- (3) Interpret the provisions of this ordinance in a manner that promotes the recommendations and policies of the adopted Alpine Municipal Master Plan.
- (4) Permit the reconstruction of a nonconforming building upon a property, which has been damaged by casualty, act of God, or public enemy, when the Board of Adjustment finds some compelling public necessity requiring continuance of a non-conforming use.
- (5) Authorize an increase in the land area occupied by a legal, existing, nonconforming use on an existing zone lot, or the floor area occupied by a legal, nonconforming use in an existing structure, subject to terms and conditions that are established by the Board of Adjustment.
- (6) Authorize variances when an applicant can demonstrate that the strict application of any one (1) of the following requirements of the Alpine Land Use and Development Code would:
 - (a) Be contrary to the public interest;
 - (b) Result in unnecessary hardship; and
 - (c) Deprive an applicant or resident of the reasonable use of his or her land or structure.
- (7) Subject to the limitations established in Part 5 - Appeals and Enforcement, of the Alpine Land Use and Development Code, the Alpine Board of Adjustment, by majority vote, may reverse, affirm, or modify the order, requirement, decision or determination which is appealed. To that end, the Board of Adjustment shall have all of the powers of the Zoning Administrator and Building Official and may attach stipulations to any decision.

Section 1-106. Zoning Administrator

(a) Designation of Alpine Zoning Administrator:

- (1) A Zoning Administrator shall be designated by the Mayor of the Town of Alpine with consent of the Alpine Town Council from within the current employee staffing.
- (2) The Zoning Administrator shall report to the chair of the Alpine Planning and Zoning Commission.

- (3) If a Zoning Administrator is not appointed the Planning & Zoning Commission shall act as such.

(b) Scope of Responsibility:

The Zoning Administrator shall have the following responsibilities which may be amended by the Planning & Zoning Commission and then ratified by the Town Council:

- (1) Evaluate requests and make recommendations for proposed amendments to the Alpine community land use plan, planned unit development projects, proposed zone changes, variances, and building permits.
- (2) Hear concerns of the general public concerning any proposed land action and present to Alpine Planning & Zoning Commission for determination.
- (3) Evaluate and make recommendations concerning any properties in the Town of Alpine where a potential violation of the Alpine Zoning Ordinance is suspected or known to be present to the Alpine Planning & Zoning Commission.
- (4) Provide information to the Board of Adjustment concerning any order, requirement, decision, or determination that is made by the Alpine Planning and Zoning Commission, the Zoning Administrator, or the Building Official.
- (5) Prepare and propose desirable changes to the Alpine Land Use and Development Code which may be necessary to improve the management of land use development within the community. All such changes shall be subject to the amendment procedures outlined in Article 2.2 - General Development Review and Approval Process, of this ordinance.
- (6) Maintain a community land use database and regularly update Alpine Zoning map.
- (7) Complete any land use studies which may be necessary to monitor future compliance and effectiveness of the Alpine Land Use and Development Code.
- (8) Maintain records and files for all land use and building permit applications.

Section 1-107. Building Official – Building Inspector

(a) Appointment of Building Official – Building Inspector:

- (1) A Building Official/Inspector shall be appointed by the Mayor of the Town of Alpine with consent of the Alpine Town Council.
- (2) The Building Official/Inspector shall report to the Planning & Zoning Commission.

(b) Scope of Responsibility:

The Building Official/Inspector shall have the following responsibilities:

- (1) Review building permit applications and related documentation.
- (2) Inspect any properties in the Town of Alpine where any new construction, building renovations, or alterations are being made.
- (3) Inspect any properties in the Town of Alpine where a potential violation of the Alpine Zoning Ordinance is suspected or known to be present.

- (4) Coordinate inspection findings with applicants, developers, construction contractors, and other appropriate parties.
- (5) Issue cease and decess orders, as deemed necessary.
- (6) Provide information to the Board of Adjustment concerning any order, requirement, decision, or determination that is made by the Building Official/Inspector.

Section 1-108. Legal Rulings

Any legal rulings that may be made against one or more specific provisions within the Alpine Land Use and Development Code shall not negate the applicability, requirements, and enforceability of other ordinance provisions that are not affected by such rulings.

Section 1-109. Severability

If any section, subsection, or clause of the Alpine Land Use and Development Code shall be deemed to be unconstitutional or otherwise invalid, the validity of the remaining chapters, sections, subsections, and clauses shall not be affected.

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 shall 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 shall 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 shall be reviewed for consistency with the Town of Alpine Master Plan.
- (d) General land use application requirements are summarized in Table 2-1 and described more fully in later sections of Part 2.
- (e) Decisions by the Alpine Planning and Zoning Commission, Alpine Board of Adjustments, and Alpine Town Council concerning applications for land use plan map amendments, planned unit developments, zone changes, variances, subdivisions, buildings, and signs shall be transmitted to applicants in writing. Approvals may contain specific stipulations or conditions which modify the original application. Denials of any application shall be accompanied with documentation of the rationale used by the Alpine Planning and Zoning Commission, Alpine Board of Adjustments, and/or the Alpine Town Council to make its determination.

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

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

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

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

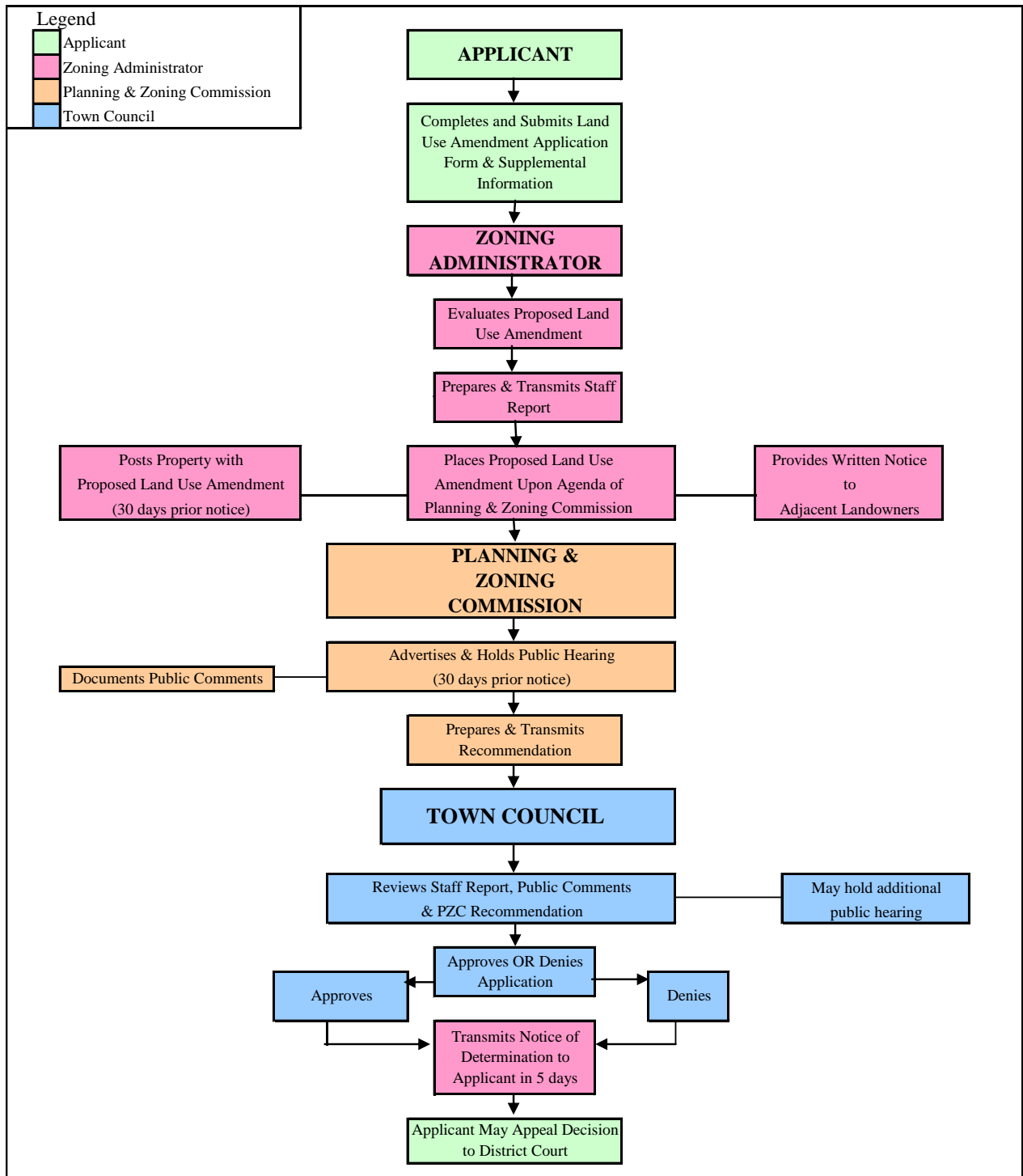
Section 2-202. General Evaluation Criteria

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

Section 2-203. Land Use Plan Amendment Process

- (a) A proposed amendment to the adopted community land use plan map contained within the Alpine Municipal Master Plan may be initiated by the Alpine Planning and Zoning Commission, Alpine Town Council, or other residents of the Town of Alpine, (Figure 2-1).
- (b) Applicants must complete a land use amendment form that shall request, at least, the following information:
 - (1) Name, address, telephone number, e-mail address, and fax number of the applicant.
 - (2) Proposed changes in land use plan map designations.
 - (3) Rationale for the proposed land use amendment.
 - (4) A scaled illustration depicting the location of the proposed land use amendment.
- (c) The Zoning Administrator shall evaluate the merits, disadvantages, and potential impacts of the proposed land use amendment upon community residents, municipal infrastructure, community land use relationships, and the economy of Alpine. Subsequently, the Zoning Administrator shall prepare and transmit a documented

- staff report containing these analyses and related recommendations to the Alpine Planning and Zoning Commission.
- (d) The Zoning Administrator shall as soon as practical, place the proposed land use amendment upon the agenda of the Alpine Planning and Zoning Commission.
 - (e) Before any decision is reached by the Alpine Planning and Zoning Commission.
 - (1) The Zoning Administrator shall post a copy of the proposed land use amendment upon the property where the zone change is requested. This public notice shall be made, at least, thirty (30) days before the proposed land use amendment is considered publicly by the Alpine Planning and Zoning Commission.



Town of Alpine Land Use & Development Code

Land Use Plan Amendment Process

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

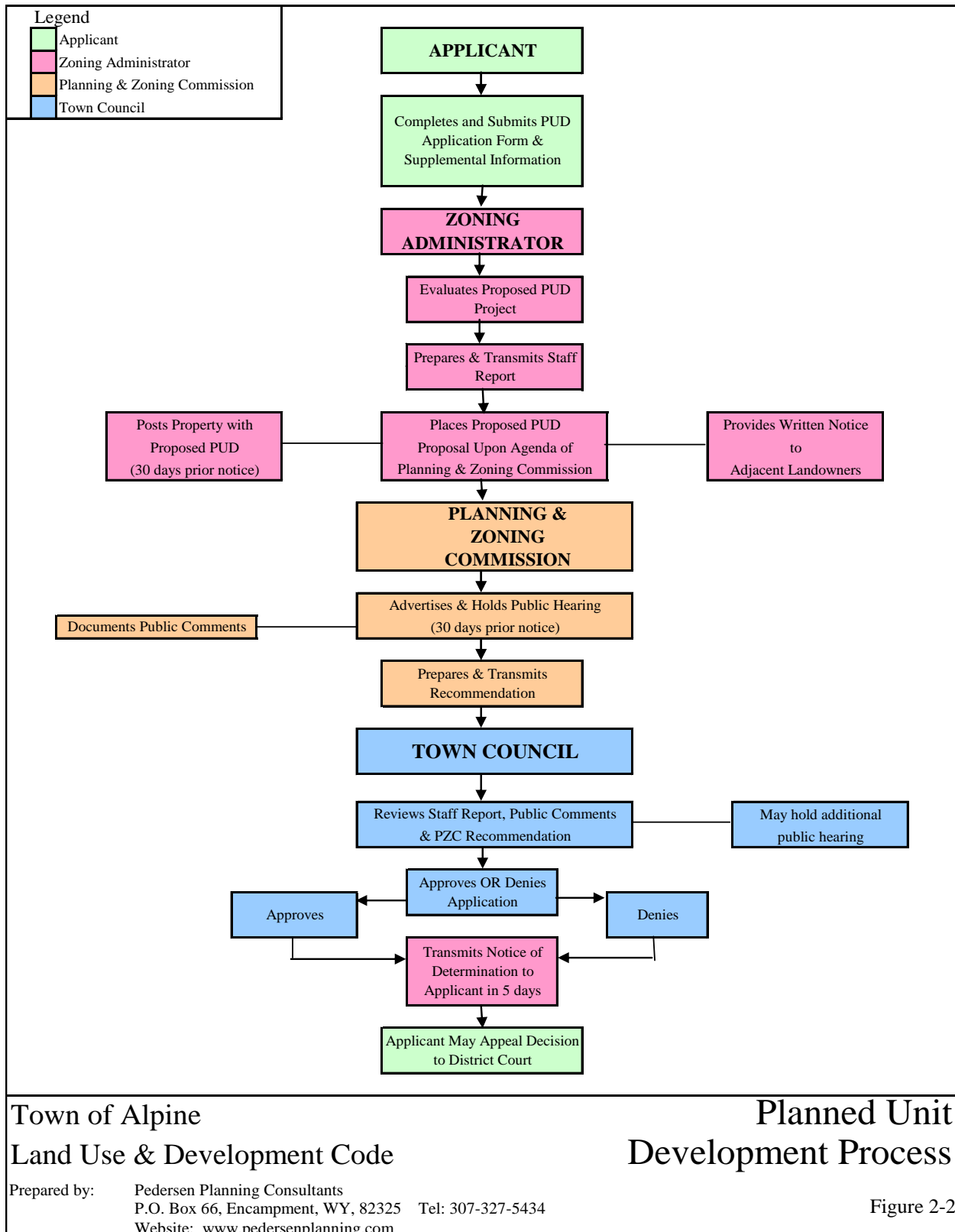
Figure 2-1
Town of Alpine Land Use and Development Code

2/4/2025
FINAL CHANGES

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

Section 2-204. Planned Unit Development Process

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



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

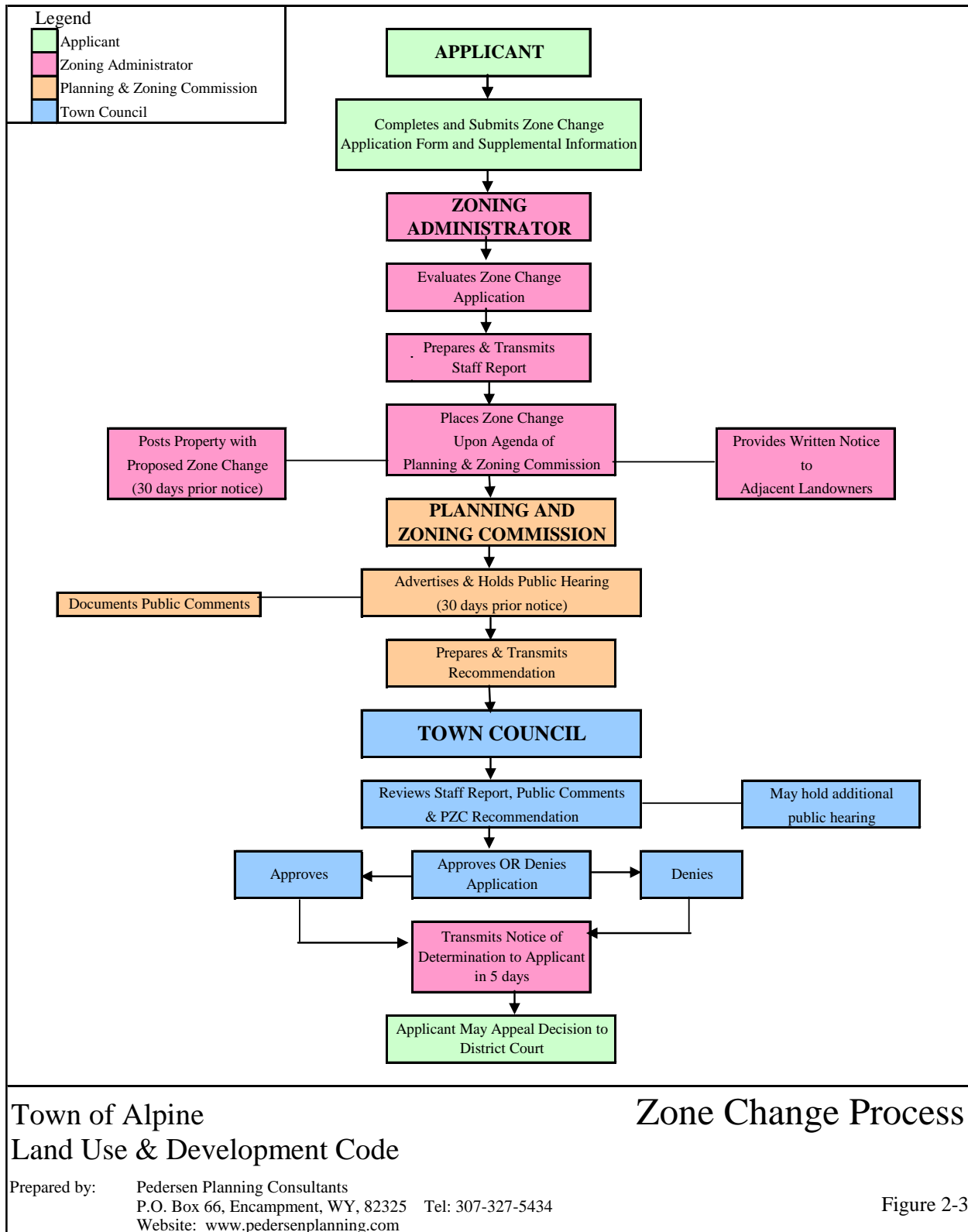
- (1) The Zoning Administrator shall post a copy of the proposed planned unit development application upon the property where the planned unit development is requested. This public notice shall be made, at least, thirty (30) days before the planned unit development application is considered publicly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

Section 2-205. Zone Change Process

- (a) The purpose of the zone change process (Figure 2-3) is to provide landowners and/or prospective developers with the potential opportunity to modify zoning district boundaries depicted on the Alpine Zoning map. This process is required for those landowners and/or prospective developers who wish to establish land uses on one (1) or more lots or land parcels that are inconsistent with the permitted land uses authorized under existing zoning.
- (b) Owners and/or prospective developers of any lots or parcels may make application for a zone change in any zoning district.
- (c) Applicants must complete a zone change application form that shall request at least the following information:
 - (1) Name, address, telephone number, e-mail address, and fax number of the applicant.
 - (2) When the applicant is not the landowner, the applicant shall furnish a written notarized letter from the landowner which authorizes the application and endorses the proposed zone change.
 - (3) Name, address, telephone number and e-mail address of the person or company responsible for preparation of the conceptual site plan supporting the application.
 - (4) Legal description and total land area of the lands proposed for a zone change.
- (d) Applicants shall also provide the following additional information, which shall supplement a completed application form.
 - (1) Location map of the lots or land parcels being considered for a zone change.
 - (2) A conceptual site plan of the proposed land use development concept.
 - (3) A development schedule for proposed land use.
 - (4) A description of how the zone changes shall impact the surrounding area.
- (e) The Zoning Administrator, or his or her authorized representative, shall make a careful plan review of the proposed zone change and related land use development proposal. The Zoning Administrator, or his or her authorized representative, shall evaluate the merits, disadvantages, and potential impacts of the proposed zone change upon adjoining land uses, municipal infrastructure, public health and safety, and community land use relationships. Subsequently, the Zoning Administrator shall prepare and transmit a documented staff report containing these analyses and related recommendations to the Alpine Planning and Zoning Commission.
- (f) The Zoning Administrator shall, as soon as practical, place the proposed zone change application on the agenda of the Alpine Planning and Zoning Commission.
- (g) Before any decision is reached by the Alpine Planning and Zoning Commission:
 - (1) The Zoning Administrator shall post a copy of the proposed zone change upon the property where the zone change is requested. This public notice shall be made, at least thirty (30) days before the zone change is considered publicly by the Alpine Planning and Zoning Commission.
 - (2) The Zoning Administrator shall provide written notice to all owners of property within five hundred (500) feet of the property or properties under consideration for a proposed zone change.

The written notice shall also include the date, time and place when the proposed zone change shall be considered by the Alpine Planning and Zoning Commission.

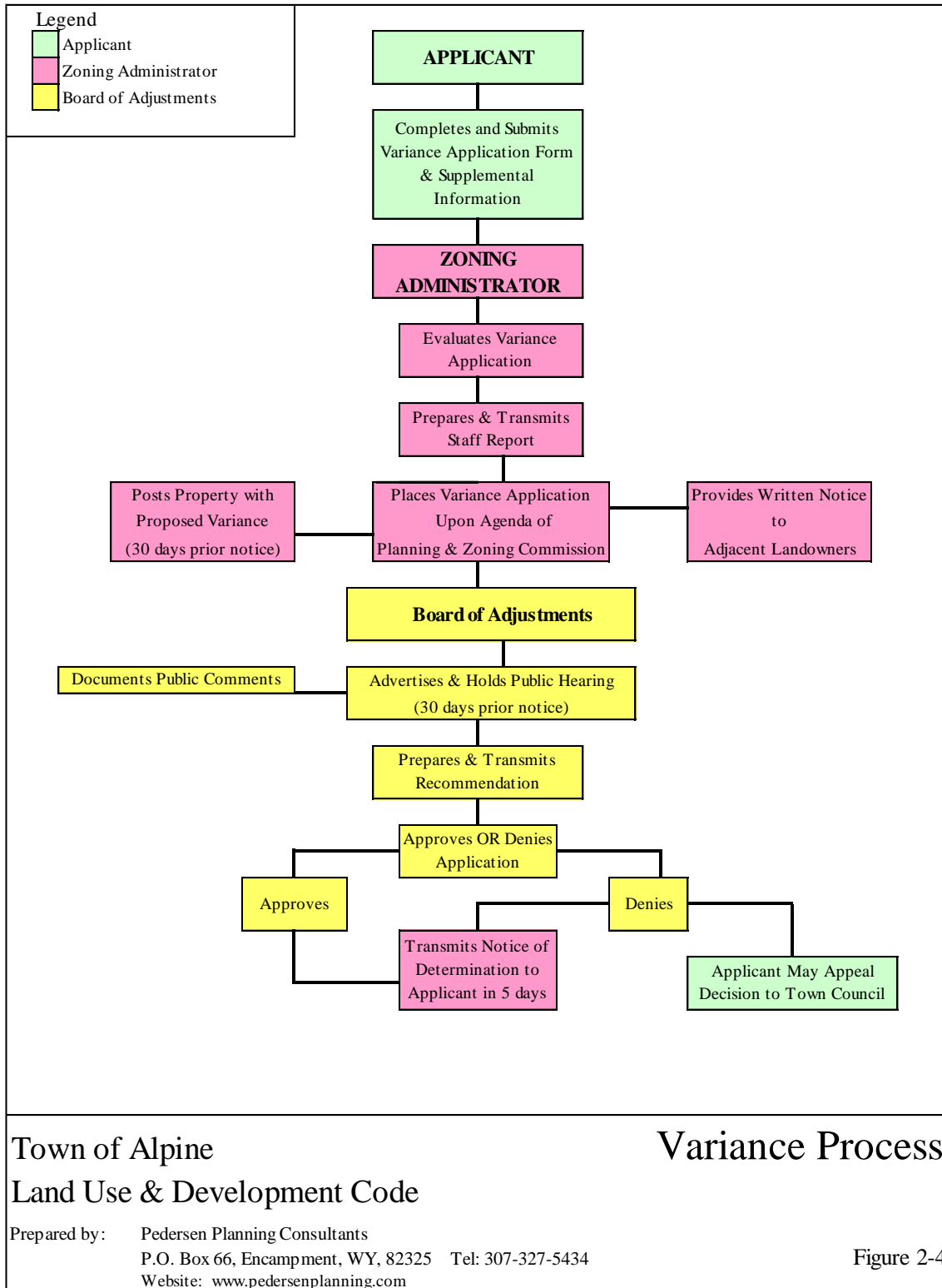
- (4) The Alpine Planning and Zoning Commission shall hold one (1) public hearing at a public facility within the Town of Alpine. Town residents and the general public shall receive at least thirty (30) days' notice of the public hearing. Public notice shall be advertised in one (1) newspaper of general circulation throughout Lincoln County. Public comments received during the meeting shall be documented for subsequent reference during the zone change process.
- (h) Upon consideration of a staff report from the Zoning Administrator for public comment, the Alpine Planning and Zoning Commission shall make a written recommendation to the Alpine Town Council. The recommendation shall state the rationale for its decision. When necessary, the recommendation from the Alpine Planning and Zoning Commission may include project stipulations or conditions that may be imposed to mitigate potential impacts upon neighboring properties and the general community.
- (i) The Town Council shall review the staff report from the Zoning Administrator for public comments, and the recommendation of the Alpine Planning and Zoning Commission. In the course of its review, the Town Council may hold an additional public hearing to provide an expanded opportunity for public comment.
- (j) The Town Council shall approve, approve with conditions, or modifications, or deny the proposed zone change by the third reading. In the event that further information is required by the Town Council to complete its evaluation, the Town Council may table the proposed zone change until desired information is obtained and reviewed by the Town Council. The approved zone change shall be adopted by ordinance after the passing of the third and final ordinance reading.
- (k) The Zoning Administrator shall issue a written notice of determination to the applicant within five (5) business days of the decision of the Town Council. The notice shall indicate the decision made and, when appropriate, stipulations that may accompany the approval of a specific application.
- (l) Any appeal of the decisions by the Alpine Town Council may be reviewed by the district court pursuant to Rule 12 of the Wyoming Rules of Appellate Procedure.



Section 2-206. Variance Process

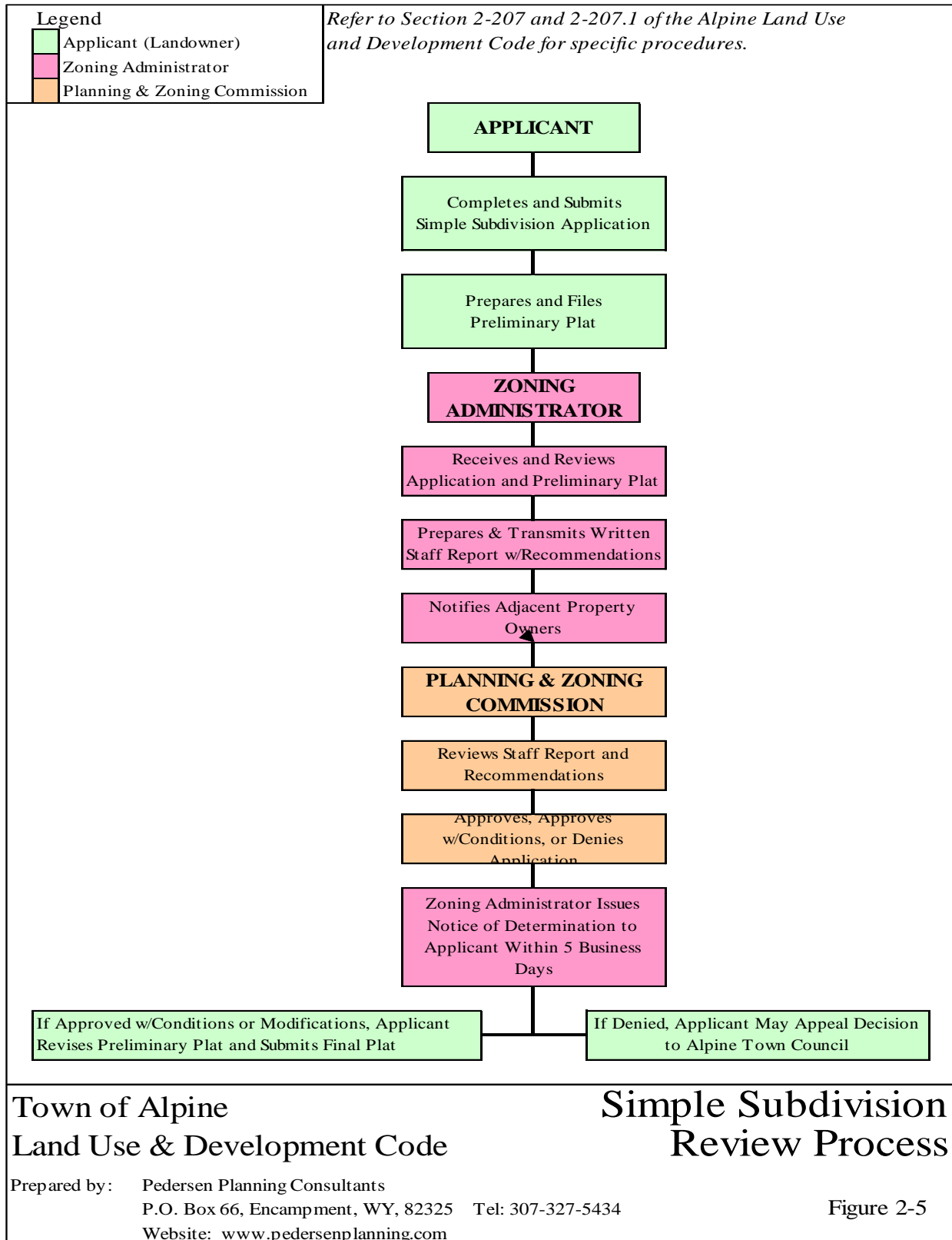
- (a) The purpose of the variance process (Figure 2-4) is to modify the strict application of the requirements of the Alpine Zoning Ordinance. A variance can be granted by the Alpine Board of Adjustments where it can be shown that unusual site or building characteristics, extraordinary circumstances,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

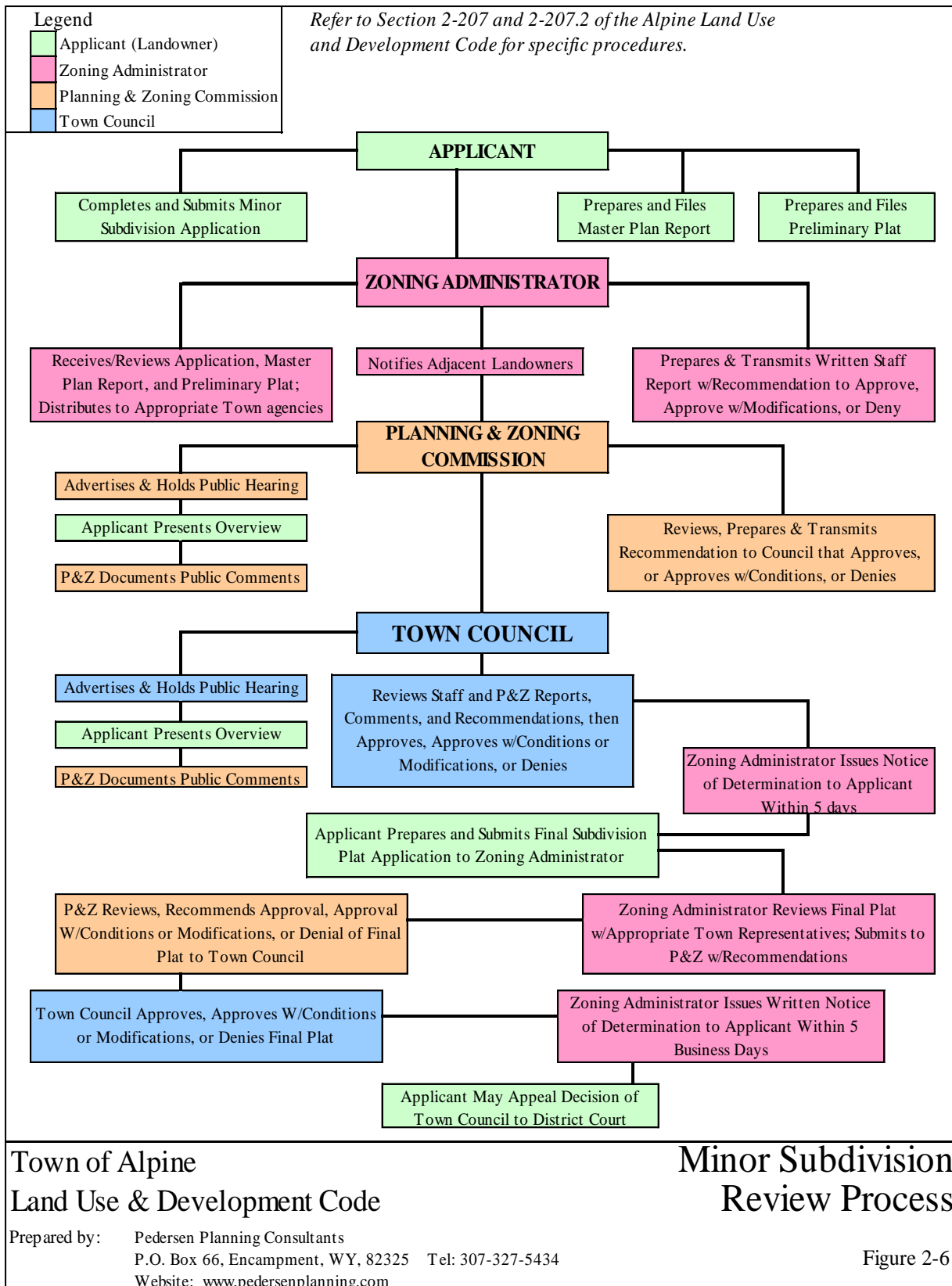
- (3) The Alpine Board of Adjustments shall hold one (1) public hearing at a public facility within the Town of Alpine. Town residents and the general public shall receive at least thirty (30) days' notice of the public hearing. Public notice shall be advertised in one (1) newspaper of general circulation throughout Lincoln County. Public comments received during the meeting shall be documented for subsequent reference during the variance process.
- (i) Upon consideration of a staff report from the Zoning Administrator, for public comments made during a scheduled public hearing concerning the proposed variance, the Alpine Board of Adjustments shall make its decision concerning the variance request. Any affirmative decision may contain specific stipulations which may modify the specific variance request.
- (j) In determining whether to approve, approve with conditions, or deny a variance application, the Alpine Board of Adjustments shall use and address the following considerations. No variance shall be authorized unless the Alpine Board of Adjustments determines that it is pursuant to §15-1-608 of the Wyoming State Statutes, no adjustment in the strict application of any provision of an ordinance may be granted unless:
 - (1) There are special circumstances or conditions, fully described in the board's findings, which are peculiar to the land or building for which the adjustment is sought and do not apply generally to land or buildings in the neighborhood, and have not resulted from any act of the applicant subsequent to the adoption of the ordinance;
 - (2) For reasons fully set forth in the board's findings, the circumstances or conditions are such that the strict application of the provisions of the ordinance would deprive the applicant of the reasonable use of the land or building, the granting of the adjustment is necessary for the reasonable use thereof and the adjustment as granted is the minimum adjustment that shall accomplish this purpose;
 - (3) The granting of the adjustment is in harmony with the general purposes and intent of the ordinance and shall 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 shall be prepared by the Zoning Administrator and transmitted to the applicant within five (5) business days of the decision of the Board of Adjustments. The notice of determination shall state the rationale for approval or disapproval for the proposed variance and outline any required stipulations to any approved variance application.
- (l) Any appeal of the decisions by the Alpine Board of Adjustments shall be made to the Alpine Town Council.

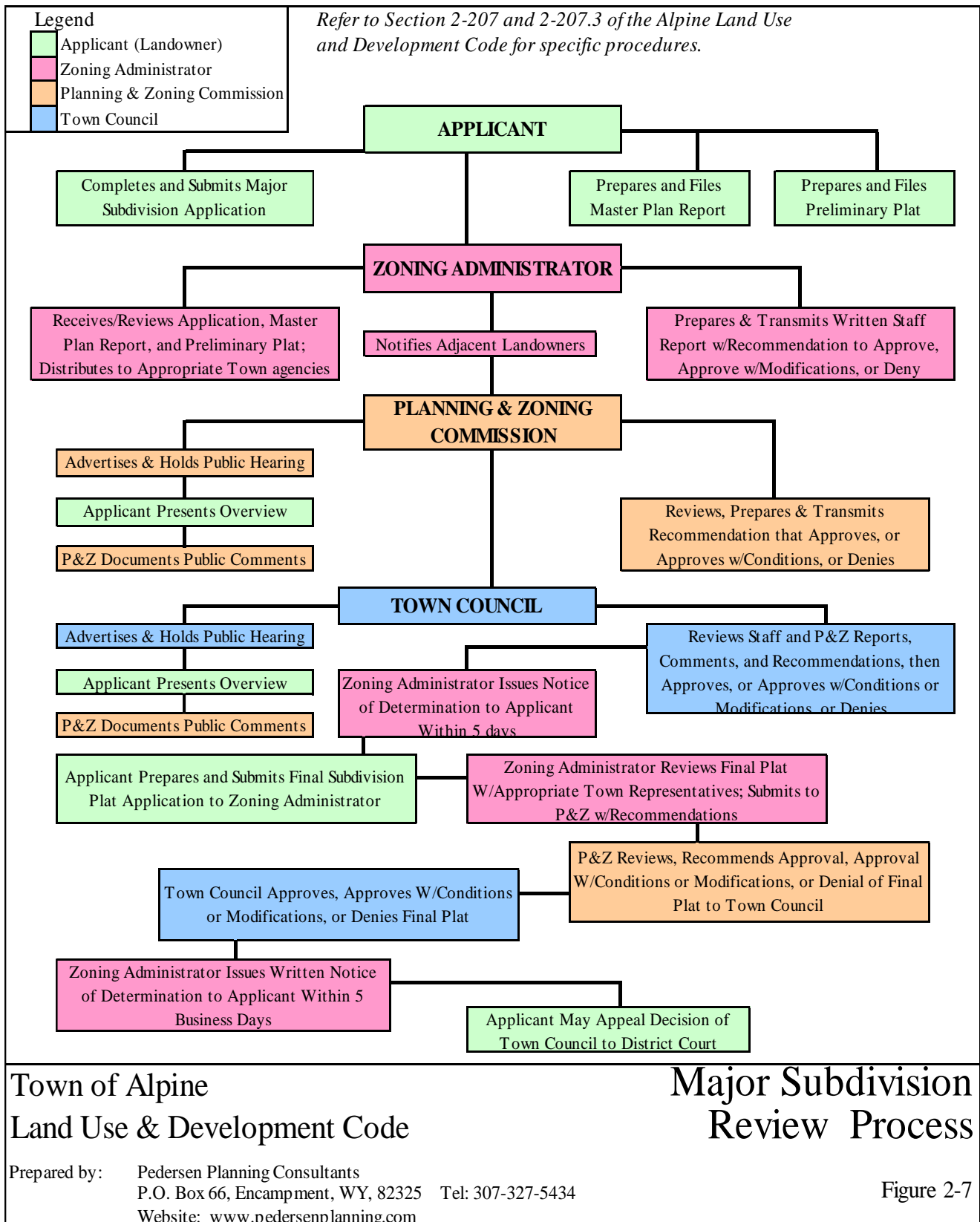


Section 2-207. Subdivision Process

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







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

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

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

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

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

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

- (aa) Consistency of the proposed subdivision with the Town of Alpine Municipal Master Plan;
 - (bb) Consistency of the proposed subdivision with subdivision development standards and design criteria outlined in Part 4 of the Alpine Land Use and Development Code;
 - (cc) Compatibility and potential impacts of the proposed subdivision and related zone change upon adjoining land uses;
 - (dd) Potential impacts of the proposed subdivision upon the Town of Alpine, e.g., municipal roads, water system, wastewater system, storm water management, and other public services; and,
 - (ee) Compatibility of the proposed subdivision with adjoining land uses.
- (2) The staff report shall also recommend approval of the subdivision as proposed, approval with some possible modifications to the preliminary plat, or provide rationale for denial of the preliminary plat and, when applicable, the related re-zoning request.
- (g) The Zoning Administrator shall notify, in writing, all landowners of properties that are located within five hundred (500) feet of the proposed minor subdivision.
 - (h) A public hearing shall be required during a regular or special meeting of the Planning and Zoning Commission. The time and place of the hearing shall be advertised in a regional newspaper serving Star Valley, at least, thirty (30) days in advance of the hearing. During the public hearing, the applicant shall provide a brief overview of the proposed subdivision and, when applicable, the related re-zoning request. Subsequently, the Alpine Planning and Zoning Commission shall receive public comments concerning the proposed subdivision.
 - (i) Based upon its evaluation of the master plan, preliminary plat, review comments from municipal representatives, the staff report, and public comments, the Alpine Planning and Zoning Commission shall discuss the merits, disadvantages, and potential issues associated with the proposed subdivision and, when applicable, the related re-zoning request. In the event that further information is desired by the Planning and Zoning Commission, any decision of the Planning and Zoning Commission may be tabled until members of the Planning and Zoning Commission have had sufficient opportunity to review and evaluate any new information.
 - (j) The Alpine Planning and Zoning Commission shall recommend approval, approval with conditions or modifications, or denial of the proposed subdivision to the Alpine Town Council. The decision to approve or deny the preliminary subdivision plat and any related re-zoning request shall be concurrent.
 - (k) A public hearing shall be required during a regular or special meeting of the Alpine Town Council. The time and place of the hearing shall be advertised in a regional newspaper serving Star Valley, at least, thirty (30) days in advance of the hearing. During the public hearing, the applicant shall provide a brief overview of the proposed subdivision. Subsequently, the Alpine Town Council shall receive public comments concerning the proposed subdivision and, when applicable, the related re-zoning request.
 - (l) The Alpine Town Council shall review and discuss comments from various municipal representatives, the recommendations of the Zoning Administrator and the recommendations of the Planning and Zoning Commission. Subsequently, the Alpine Town Council shall approve, approve with conditions or modifications, or deny the preliminary subdivision plat and, when applicable, the proposed re-zoning request. In the event that further information is desired by the Town Council, any decision of the Town Council may be tabled until members of the Town Council have had sufficient opportunity to review and evaluate any new information.
 - (m) The Zoning Administrator shall issue a written notice of determination to the applicant within five (5) business days of the decision of the Alpine Town Council. The notice shall indicate the decision made and, when appropriate, conditions that may accompany the approval of the preliminary subdivision plat

and, when applicable, related re-zoning request, or reasons why the plat and re-zoning requests were denied.

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

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

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

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

- (dd) Potential impacts of the proposed subdivision upon the Town of Alpine, e.g., municipal roads, water system, wastewater system, storm water management, and other public services;
 - (ee) When applicable, potential land use management issues that may arise with the establishment of planned covenants, contracts or deed restrictions via common-interest development.
- (2) The written staff report shall also recommend approval of the subdivision as proposed, approval with some possible modifications to the preliminary plat, or provide rationale for denial of the preliminary plat and, when applicable, the related re-zoning request.
- (h) The Zoning Administrator shall notify, in writing, all landowners of properties that are located within five hundred (500) feet of the proposed major subdivision.
- (i) A public hearing shall be required during a regular or special meeting of the Planning and Zoning Commission. The time and place of the hearing shall be advertised in a regional newspaper serving Star Valley, at least, thirty (30) days in advance of the hearing. During the public hearing, the applicant shall provide a brief overview of the proposed subdivision and, when applicable, the related re-zoning request. Subsequently, the Alpine Planning and Zoning Commission shall receive public comments concerning the proposed subdivision.
- (j) Based upon its evaluation of the master plan, preliminary plat, review comments from municipal representatives, the staff report, and public comments, the Alpine Planning and Zoning Commission shall discuss the merits, disadvantages, and potential issues associated with the proposed subdivision and, when applicable, the related re-zoning request. In the event that further information is desired by the Planning and Zoning Commission, any decision of the Planning and Zoning Commission may be tabled until members of the Planning and Zoning Commission have had sufficient opportunity to review and evaluate any new information.
- (k) The Alpine Planning and Zoning Commission shall recommend approval, approval with conditions or modifications, or denial of the proposed subdivision to the Alpine Town Council. The decision to approve or deny the preliminary subdivision plat and any related re-zoning request shall be concurrent.
- (l) A public hearing shall be required during a regular or special meeting of the Alpine Town Council. The time and place of the hearing shall be advertised in a regional newspaper serving Star Valley, at least, thirty (30) days in advance of the hearing. During the public hearing, the applicant shall provide a brief overview of the proposed subdivision. Subsequently, the Alpine Town Council shall receive public comments concerning the proposed subdivision and, when applicable, the related re-zoning request.
- (m) The Alpine Town Council shall review and discuss comments from various municipal representatives, the recommendations of the Zoning Administrator, and the recommendations of the Planning and Zoning Commission. Subsequently, the Alpine Town Council shall approve, approve with conditions or modifications, or deny the preliminary subdivision plat and, when applicable, the proposed re-zoning request. In the event that further information is desired by the Town Council, any decision of the Town Council may be tabled until members of the Town Council have had sufficient opportunity to review and evaluate any new information.
- (n) The Zoning Administrator shall issue a written notice of determination to the applicant within five (5) business days of the decision of the Alpine Town Council. The notice shall indicate the decision made and, when appropriate, conditions that may accompany the approval of the preliminary subdivision plat and, when applicable, related re-zoning request, or reasons why the plat and re-zoning requests were denied.
- (o) The applicant shall prepare and file three (3) hardcopies and one (1) digital copy of a final subdivision plat application, and related filing fees, with the Zoning Administrator. The final subdivision plat

application shall include the final subdivision plat, a signed copy of a subdivision improvement agreement, a payment of all design costs for public improvements, and performance surety.

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

Section 2-208 Development Fees

- (a) Processing Fees are based on an average cost for the Planning & Zoning Administrator, Planning and Zoning Commission, Board of Adjustment, Town Council, Town Engineer, Town Building Official, Town Clerk, and Planning and Zoning Secretary.
- (b) The person requesting permit shall also pay for any and all advertising **separately**. Advertising costs shall be billed directly to the client along with any and all other out of the ordinary expenses.
- (c) Fees are established by Town Ordinance; (refer to the most current version of the Town of Alpine Building Department Fee Schedule). **All fees are due at the time of submittal. All fees are non-refundable.** There **shall** be no waiver of permit fees.

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

ARTICLE 2.3 BUILDING PERMIT REQUIREMENTS

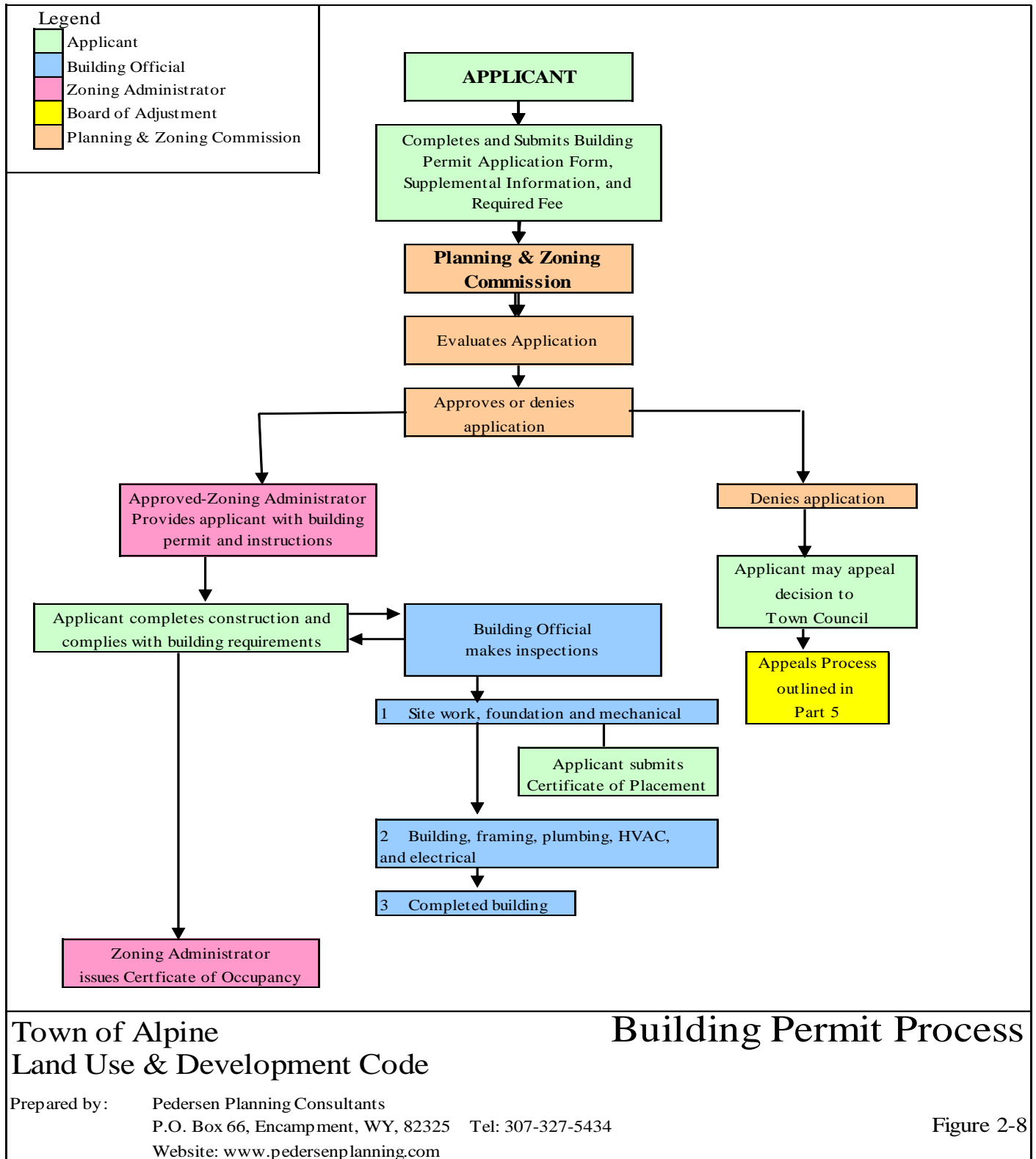
Section 2-301. Building Permit Requirements

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

- (4) Utility line installations and replacements, and other mechanical improvements;
 - (5) The demolition or relocation of an existing building and/or shed on an existing property;
 - (6) A change in the type of occupancy of a building;
 - (7) Accessory buildings with or without a permanent foundation, with square footage greater than three hundred (300) square feet, with or without roof eave heights greater than ten (10) feet;
- (c) The Town of Alpine shall make available a building permit application and/or affidavit forms to applicants that shall require, at least, the following information from the applicant:
- (1) Name of applicant;
 - (2) Authorization by landowner (if not the applicant);
 - (3) Mailing address;
 - (4) Contact information for telephone, fax, and e-mail address;
 - (5) Legal description and size of land parcel where proposed construction shall take place;
 - (6) Scope of proposed site and facility improvements;
 - (7) Existing zoning designation and related permitted uses;
 - (8) A site/plot plan indicating the location of proposed buildings, the distances from the property line to the front, back and sides of proposed buildings, **also known as the building envelope**.
 - (9) Three (3) sets of **scaled** construction drawings (see application checklist) that illustrate the ***proposed foundation, floor plan, typical wall section, roof system, building elevations, exterior material specifications, as well as electrical, plumbing, radon and HVAC systems.*** All construction drawings for structures submitted with a **permit application shall be designed, stamped and certified by a civil or structural engineer greater than three hundred (300) square feet in size.** 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) 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 Multi-Unit Residential (R-2) {including additions or remodels to existing structures}, Mixed Residential and Commercial (MRC) {including additions or remodels to existing structures} and Commercial (C) {including additions or remodels to existing structures}, Light Industrial (LI) {including additions or remodels to existing structures}, Public and Community Facilities (PCF) {including additions or remodels to existing structures} and Recreation and Conservation (RC) {including additions or remodels to existing structures} permit applications.
 - (11) Three (3) sets of other construction documents and/or other data that the applicant may consider relevant to the building permit application shall be submitted with the building permit application. **All construction documents and/or other requested documents shall be stamped and certified by a civil or structural engineer licensed in the State of Wyoming;**

(Stamped engineering is required on all structures greater than three hundred (300) square feet in size.)

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



Section 2-302. Minor Construction Permit

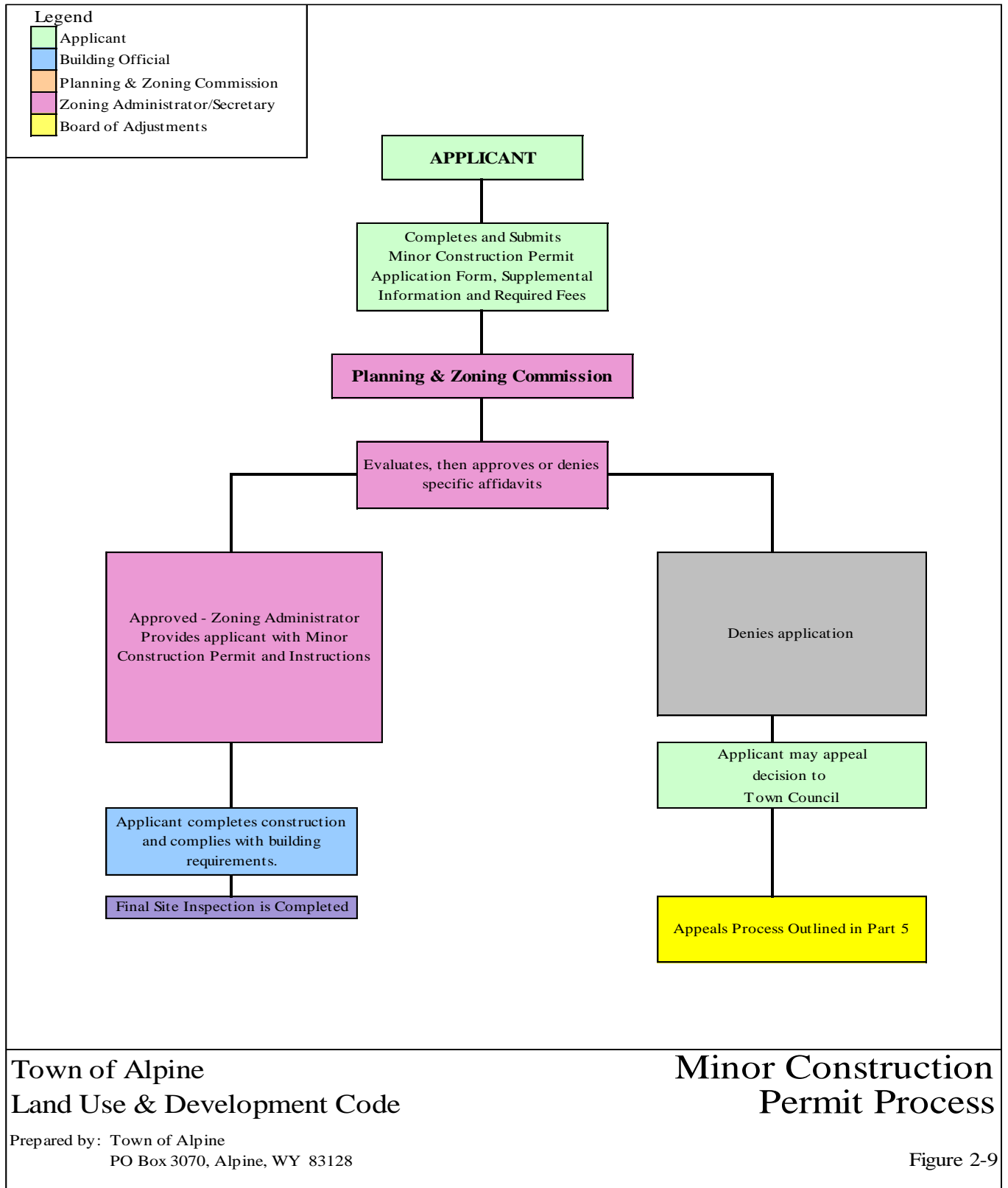
(a) A minor construction permits shall not require a Wyoming Engineered Stamp; **UNLESS OTHERWISE INDICATED.**

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

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

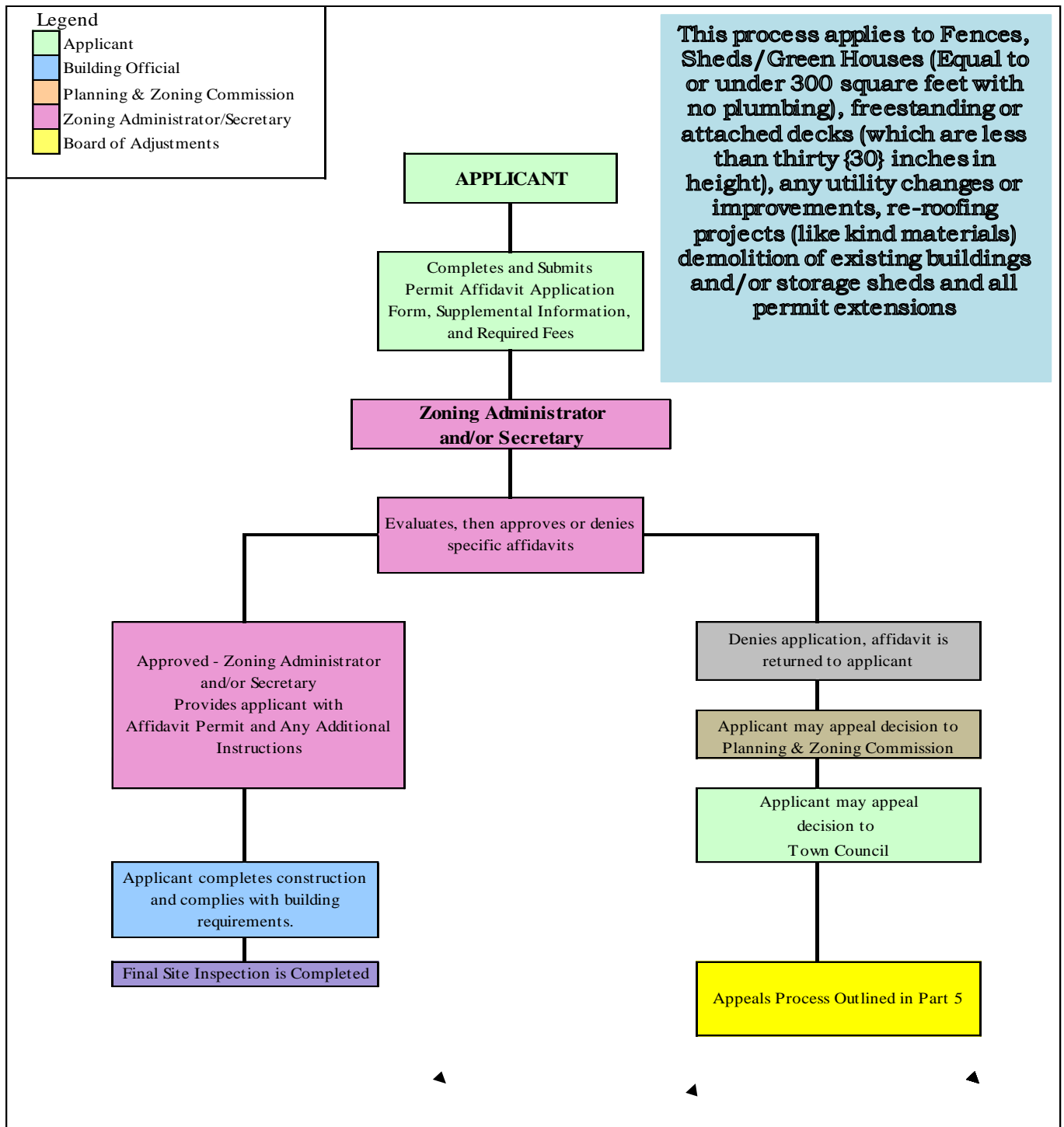
(c) The Town of Alpine shall make available a minor construction permit application form to applicants that shall require, at least, the following information from the applicant:

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



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

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



Town of Alpine Land Use & Development Code

Affidavit Process

Prepared by: Town of Alpine
PO Box 3070, Alpine, WY 83128

Figure 2-10

Section 2-304. Required Building and Site Inspections

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

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)

Section 2-306. Issuance of Certificate of Occupancy

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

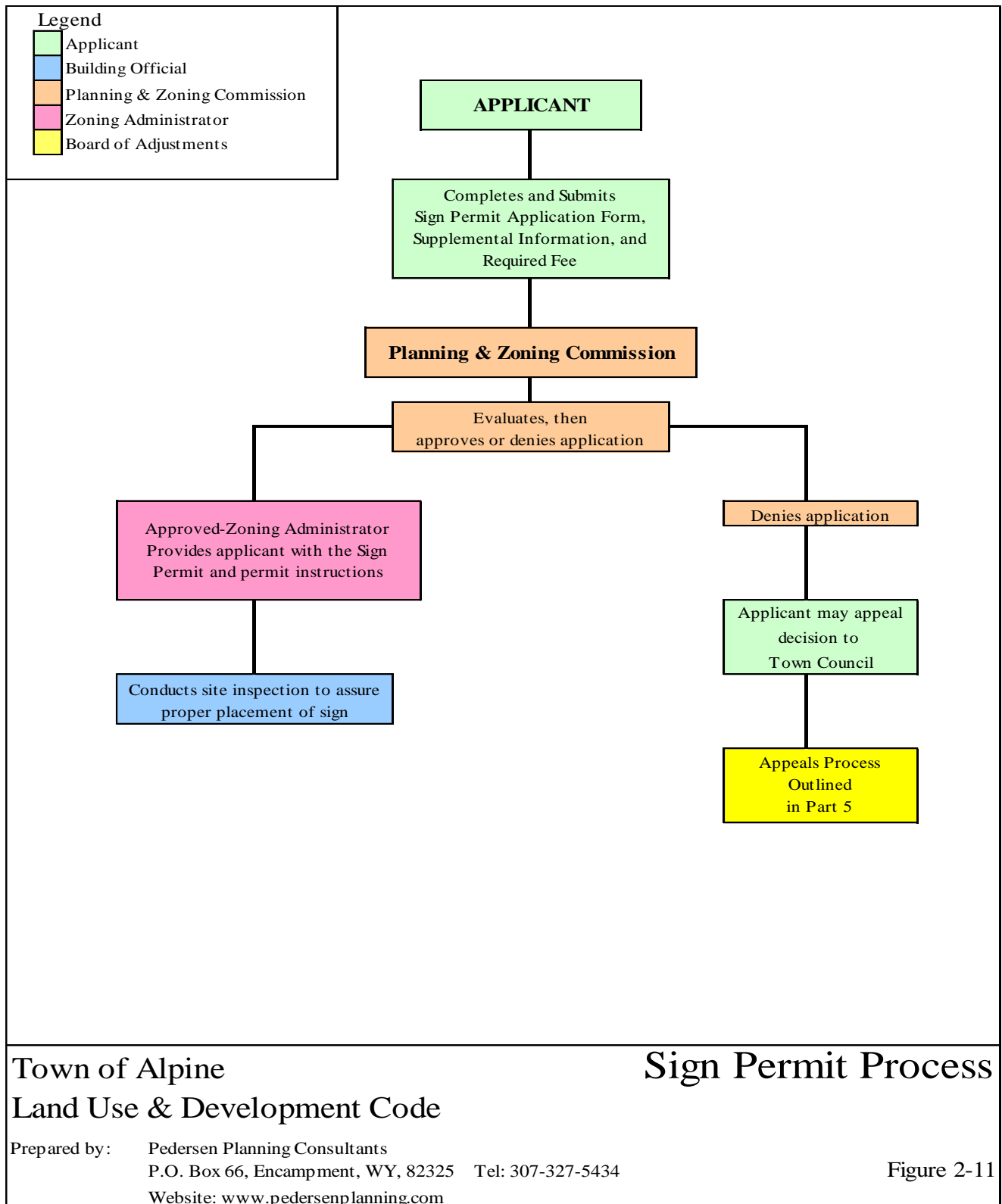
Section 2-307. Issuance of Certificate of Completion

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

ARTICLE 2.4 SIGN PERMIT PROCESS

Section 2-401. Sign Permit Process

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



ARTICLE 2.5 BUILDING APPLICATION PROCESSING SCHEDULE

Section 2-501. Building Application Processing Schedule

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

PART 3 - ZONING ORDINANCE

ARTICLE 3.1 GENERAL PROVISIONS

Section 3-101. Short Title

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

Section 3-102. Purpose

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

Section 3-103. Authority

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

Section 3-104. Applicability of Ordinance

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

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

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

Section 3-105. Zoning Districts

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

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

Section 3-106. Zoning Map

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

ARTICLE 3.2 DISTRICT REGULATIONS

Section 3-201. General

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

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

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

- (2) All buildings in the “R-1” Single-Family Residential District **shall** require a plan review by the Town Building Official – Building Inspector, the Planning & Zoning Commission, and/or their representative, prior to the issuance of a building permit.

(d) Minimum Lot Area:

20,000 square feet in the following subdivisions: Alpine Estates #1 & #2;
Forest Meadows;
Grey’s River Valley;
Griest Addition; and
Three Rivers Meadows Est.

15,000 square feet in the following subdivisions: Grey’s River Village #1;
Lakeview Estates, 6th Addition;
Bridger Homes; and,
Alpine Meadows.

10,000 square feet in the following subdivisions: Grey’s River Village #2.
Lakeview Estates, 3rd and 7th Additions;
Palis Park, 2nd Addition; and
River View Meadows.

9,900 square feet in all other subdivisions.

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

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

primary residential structures. Detached accessory buildings/structures, equal to or under Three Hundred (300) square feet, can have a setback of not less than ten (10) from rear property lines. Detached accessory buildings/structures, with a total square footage of over Three Hundred (300) square feet, shall have a setback of not less than ten (10) feet from rear property lines. **Please Note: Should a structure be placed within a recorded property/utility easements, the Town of Alpine assumes no responsibility for damage and/or any replacement costs of any structure or property damage; owner shall accept full responsibility for any and all costs for repairs.**

- (5) Setbacks are required specifically for safety, legal and aesthetic reasons. The first 5 feet of the setback is established for landscaping and snow storage. Vehicular parking is allowed from the 5 foot mark to the required setback distance.
- (6) Corner Lots and Irregular Lots shall have all street front setback guidelines and the remaining sides shall be considered side setbacks.
- (7) Any deviations from setback requirements shall require a plan review and approval of a variance unless a lesser setback is identified in the recorded plat of the approved residential subdivision.

(f) Maximum Building Height:

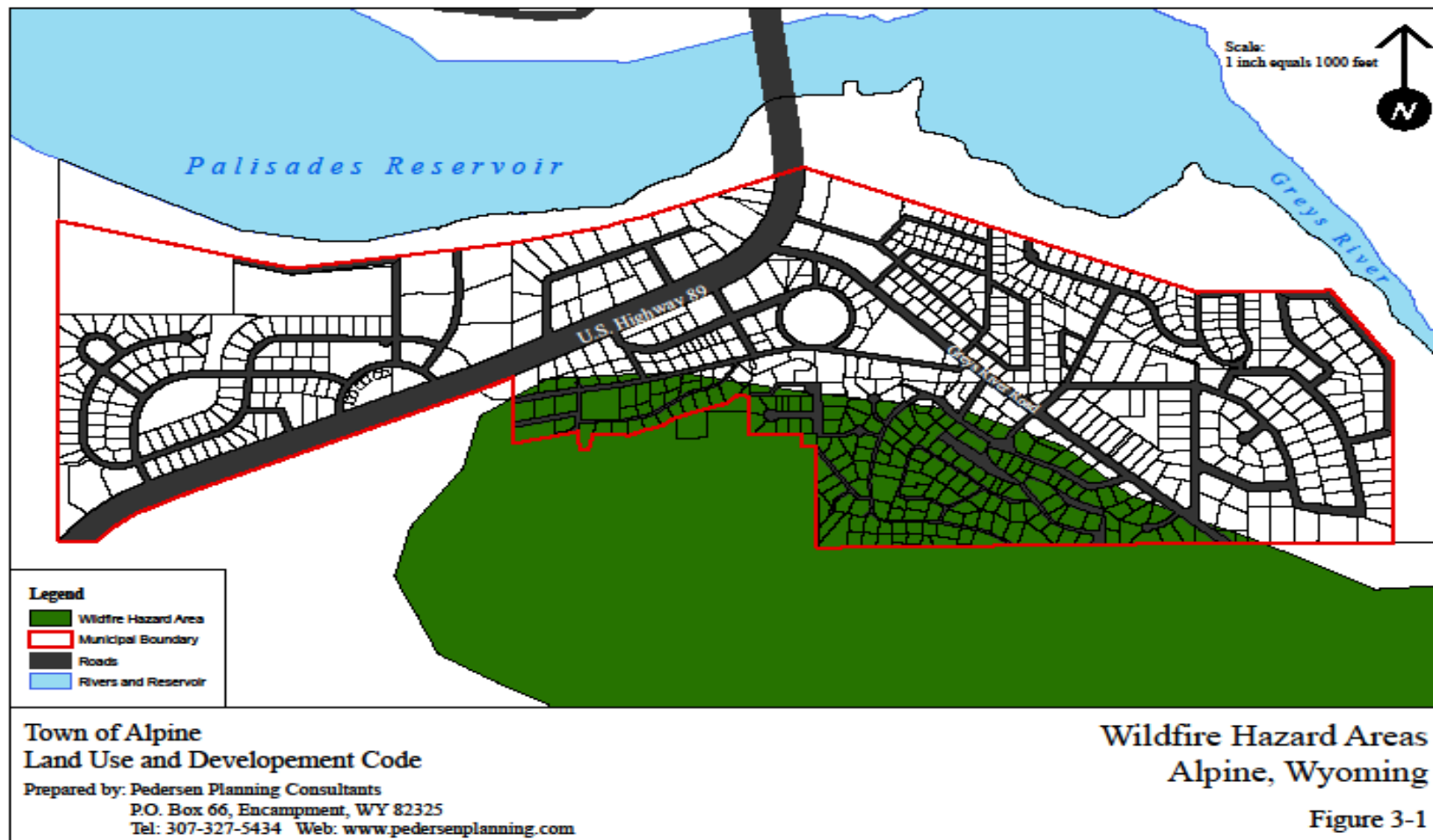
- (1) Primary residential structures shall be thirty-five (35) feet or less in height.
- (2) The height of detached accessory structures shall be twenty-six (26) feet or less, this height restriction is applicable to structures that are set back from the property line of not less than fifteen (15) feet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

(g) Vehicular Parking and Storage:

- (1) A minimum of six hundred (600) square feet of off-street parking shall be provided for each single-family dwelling unit; either by driveways associated with the dwelling unit, and/or private garages. The parking area shall not extend into the municipal street right-of-way. **Parking can extend into the setback area provided it is no closer than 5 feet from the property line.**
- (2) Recreational vehicles (RVs), recreational watercrafts and travel trailers shall be parked as not to obstruct the view of traffic and must follow guidelines set forth by the Covenants, Conditions and Restrictions (CCRs) established by the residential unit and/or subdivision, if applicable. All vehicles, boats and/or trailers are to be parked on the property owners, **private property.**

- (3) Recreational vehicles (RVs) construction trailers and/or travel trailers used during construction or maintenance activities; these vehicles are to be parked on the private property that the activity is taking place on and **shall** be removed within seven (7) working days after receiving the certificate of occupancy or a certificate of completion is issued for the project and/or when the maintenance has been completed.
- (4) Parking of any vehicle which has a gross vehicle weight (GVW) of greater than twenty-six thousand (26,000) pounds, is prohibited along any public street that adjoins an “R-1” District, except for the following:
 - (aa) Vehicles temporarily parked (**less than** twenty four {24} hours) for loading or unloading passengers, materials, and merchandise.
 - (bb) Vehicles temporarily parked (less than twenty four {24} hours) engaged in performing a service activity on the residential lot and/or parcel of land in which the service is being performed (less than twenty four {24} hours).
 - (cc) One (1) vehicle that is owned, operated and licensed by the resident of the property on where it is parked and must follow guidelines set forth by the Covenants, Conditions and Restrictions (CCRs) established by the residential unit and/or subdivision, if applicable. Vehicle must be parked as not to obstruct the view of traffic and must be parked on resident’s private property.
- (5) One (1) unlicensed or inoperable vehicle **shall** be permitted within the confines of any residential lot.
- (h) Landscaping Requirements:
A minimum of ten (10) percent of each residential site **shall** be landscaped and maintained with grasses, shrubs, and/or trees to increase compatibility with adjoining land uses, increase the attractiveness of the site, and enhance the general aesthetics of the community. **Xeriscaping is an allowable component of landscaping.** This requirement may be made within setback areas and/or designated easements.
- (i) Fencing:
 - (1) Fences **shall** be no more than four (4) feet high between the **front building line and the front property line**. Structural posts associated with this fencing **shall** be situated on the interior side of the fence.
 - (2) Perimeter fences along side or rear property lines **shall** be no more than seven (7) feet high and not constructed on top of property lines. Structural posts associated with all perimeter fences **shall** be situated on the interior side of the fence.
 - (3) Electric and barbed wire fencing is prohibited except for seasonal fencing around gardens.
 - (4) Fencing and walls may be placed within drainage and utility easements, locates **shall** be required by utility companies. **If fencing or walls are damaged due to utility improvements, repairs, snow removal, etc., the owner shall accept full responsibility for any and all costs for repairs.**
 - (5) Construction fences are allowed during initial construction of a primary structure. It **shall** be constructed on the property of the primary building site. The permit is issued along with the Residential Building Permit. The Certificate of Occupancy **shall** not be issued until the construction fence is removed.

- (6) Snow fences are allowed between the months of October and May of the following year. A snow fence **shall** not impede the removal of snow from the public rights of way, must be maintained and preferably of a neutral or black color.
- (j) Accessory Uses and Buildings:
- (1) Accessory buildings such as pole barns, garages, workshops, and sheds of any sort. **These structures shall only be permitted on the same lot with an existing primary residential structure, so long as they meet the front setback requirements.**
 - (2) Accessory buildings **shall** be no larger than allowed by setbacks and **shall** contain no more than a total of twelve hundred (1200) square feet of floor area, this regulation **shall** apply for properties that have a total amount of land under 0.70 acres.
 - (3) Properties that have a total land area of 0.70 acres or greater can have an accessory building that could contain no more than a total of two thousand (2000) square feet of floor area.
 - (4) Steel Shipping Containers and/or Cargo/Semi Trailer Containers are **prohibited** in this zoning district.
- (k) Authorized Signs: Sign Standards for the “R-1” Single-Family Residential District are presented in Part 4 Development Standards, (See Section 4-801 and 4-802).
- (k) Fuel Storage Tanks: Class I and Class II liquids in above ground tanks is prohibited unless temporarily stored in licensed and operative commercially used vehicles in an accumulative amount over one hundred fifty (150) gallons.
- (l) Fire Protection:
- (1) Homeowners **shall** prepare a defensible space plan for residential properties located in potential wildfire hazard areas (Figure 3-1). The defensible space plan **shall** address how the homeowner **shall** manage vegetation within a one hundred (100) foot radius of the home, or the maximum radius allowed within the residential property owned by the homeowner.
 - (2) The defensible space plan **shall** be reviewed and approved by an authorized representative of the Alpine Fire District and submitted with any building permit application.



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

- (a) Intent and Purpose of District: The purpose of this district is to encourage the development of duplexes, townhouses, apartments and other multi-unit residential facilities which can provide housing for both short and long-term residents. The “R-2” Multi-Unit Residential District regulations are intended to ensure that new multi-unit housing structures are developed with reasonable building heights and setbacks, adequate vehicular parking, landscaping and/or other screening, and attractive signage to ensure their compatibility with adjoining single-family residential districts, as well as their accessibility to community utility systems and community recreational facilities.
- (b) Permitted Uses:
Structures are limited to stick-built, manufactured or modular units.
- (1) Residential duplexes, apartment units, townhouses or multi-unit complexes.
 - (2) One (1) family or non-family household **shall** primarily occupy the single-family dwelling unit. However, owners may provide room and board for up to three (3) persons who are not related by blood or marriage; **provided** there is no separate kitchen attached or detached to the primary and/or accessory structure.
 - (3) Assisted-living and/or nursing home facilities.
 - (4) Structures supporting regional and community utility systems.
 - (5) Home occupations operated by the occupants of a multi-family residential unit and not more than two (2) non-household employees.
 - (6) Primary structures **shall** be constructed out of new or recycled materials. The relocation and/or moving in of old or used structures are prohibited.
- (c) Residential Building Standards:
- (1) Required building standards for residential structures in the “R-2” residential district is presented in Part 4, Section 504 of the Alpine Land Use and Development Code.
 - (2) All buildings in the “R-2” Multi-Unit Residential District **shall** require a plan review of the Town Building Official – Building Inspector, the Planning & Zoning Commission, and/or their representative, prior to the issuance of a building permit.
- (d) Architectural Guidelines: Architectural Guidelines for the “R-2” Multi-Unit Zoning District are presented in Part 4 Development Standards. See Section 4-504(f).
- (e) Minimum Lot Area:
 10,000 - square feet per unit in Palisade Heights subdivision;
 7,000 - square feet per unit in Palis Park subdivision;
 7,500 - square feet per unit in all other subdivisions.
- (f) Minimum Setbacks:
- (1) Front Yard: Primary residential structure **shall** be setback not less than twenty-five (25) feet from the front property line. ~~Detached accessory buildings shall not be located beyond the front line of any primary residential structure.~~ **Both street frontages of corner lots shall be considered front yards.**
 - (2) Side Yards: Primary residential structures **shall** be setback not less than fifteen (15) feet from side property lines. Detached accessory buildings/structures, equal to or under Three Hundred (300) square feet, can have a setback of not less than ten (10) feet from side

property lines. Detached accessory buildings/structures, with a total square footage of over Three Hundred (300) square feet, shall have a setback of not less than fifteen (15) feet from side property lines. **Please Note: Should a structure be placed within a recorded property/utility easements, the Town of Alpine assumes no responsibility for damage and/or any replacement costs of any structure or property damage; owner shall accept full responsibility for any and all costs for repairs.**

- (3) **Rear Yard:** Primary residential structures shall be setback not less than twenty (20) feet from the rear property line. Detached accessory buildings/structures, equal to or under Three Hundred (300) square feet, can have a setback of not less than ten (10) from rear property lines. Detached accessory buildings/structures, with a total square footage of over Three Hundred (300) square feet, shall have a setback of not less than twenty-five (20) from rear property lines. **Please Note: Should a structure be placed within a recorded property/utility easements, the Town of Alpine assumes no responsibility for damage and/or any replacement costs of any structure or property damage; owner shall accept full responsibility for any and all costs for repairs.**
- (4) Properties with less than ten thousand (10,000) square feet shall be allowed to have a front yard setback of twenty (20) feet and side yard and rear yard setbacks of ten (10) feet, for primary residential structures. Detached accessory buildings/structures, equal to or under Three Hundred (300) square feet, can have a setback of not less than ten (10) from rear property lines. Detached accessory buildings/structures, with a total square footage of over Three Hundred (300) square feet, shall have a setback of not less than ten (10) feet from rear property lines. **Please Note: Should a structure be placed within a recorded property/utility easements, the Town of Alpine assumes no responsibility for damage and/or any replacement costs of any structure or property damage; owner shall accept full responsibility for any and all costs for repairs.**
- (5) Setbacks are required specifically for safety, legal and aesthetic reasons. The first 5 feet of the setback is established for landscaping and snow storage. Vehicular parking is allowed from the 5-foot mark to the required setback distance.
- (6) Corner Lots and Irregular Lots shall have all street front setback guidelines and the remaining sides shall be considered side setbacks.
- (7) Any deviations from setback requirements shall require a plan review and approval of a variance unless a lesser setback is identified in the recorded plat of the approved subdivision.

(g) **Maximum Building Height:**

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

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

(h) Vehicular Parking and Storage:

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

(i) Landscaping Requirements:

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

(j) Fencing:

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

(k) Accessory Uses and Buildings:

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

(l) Authorized Signs: Sign Standards for the “R2” Multi-Unit Residential District are presented in Part 4 Development Standards, see Section 4-801 and 4-802.(m) Fuel Storage Tanks: Class I and Class II liquids in above ground tanks are prohibited unless temporarily stored in licensed and operative commercially used vehicles in an accumulative amount over one hundred fifty (150) gallons.(n) Fire Protection: All buildings that reach the maximum allowable building height for this zoning district **shall** be required to install automatic sprinkler systems. The installation of these systems **shall** be made in accordance with the National Fire Protection Association requirements outlined in NFPA 13.

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

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

(b) Permitted Uses:

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

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

(c) Residential and Commercial Building Standards:

- (1) Required building standards for residential structures in the “MRC” District are presented in Part 4, Section 505 of the Alpine Land Use and Development Code.
- (2) All buildings in the “MRC” Mixed Residential and Commercial District **shall** require a plan review of the Town Building Official – Building Inspector, the Planning & Zoning Commission, and/or their representative, prior to the issuance of a building permit.

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

rear property lines. **Please Note: Should a structure be placed within a recorded property/utility easements, the Town of Alpine assumes no responsibility for damage and/or any replacement costs of any structure or property damage; owner shall accept full responsibility for any and all costs for repairs.**

- (5) Setbacks are required specifically for safety, legal and aesthetic reasons. The first 5 feet of the setback is established for landscaping and snow storage. Vehicular parking is allowed from the 5 foot mark to the required setback distance.
- (6) Corner Lots and Irregular Lots shall have all street front setback guidelines and the remaining sides shall be considered side setbacks.
- (7) Any deviations from setback requirements shall require a plan review and approval of a variance unless a lesser setback is identified in the recorded plat of the approved residential subdivision.

(g) Maximum Building Height:

- (1) Multi-unit residential structures in the “MRC” Mixed Residential and Commercial District can be thirty-five (35) feet or less in height.
- (2) Multi-Unit Residential and Commercial building structures in the “MRC” Mixed Residential and Commercial District can be forty-five (45) feet or less. Buildings with a mixture of residential and commercial use must have a minimum amount of thirty-three (33%) percent of the building use allocated for the commercial businesses. The Residential/Commercial buildings in this zoning shall not exceed three (3) stories.
- (3) Commercial building structures in the “MRC” Mixed Residential and Commercial District can be forty-five (45) feet or less. Buildings with a mixture of residential and commercial use must have a minimum amount of thirty-three (33%) percent of the building use allocated for the commercial businesses. The Residential/Commercial buildings in this zoning shall not exceed three (3) stories.
- (4) The height of detached accessory structures shall be twenty-six (26) feet or less, this height restriction is applicable to structures that are set back from the property line of not less than fifteen (15) feet from the side property line and not less than twenty (20) feet from the rear property line. All detached accessory structures shall be placed behind the front plan of the existing residential/commercial structure.
 - aa. Detached accessory structures of with a total square footage equal to or under Three Hundred (300) square feet and are placed within the allowable ten (10) foot rear setback and ten (10) foot side setback; shall have a height restriction of fourteen (14) feet in height or less. Special consideration for setback is made for properties that have a total square footage under Ten Thousand (10,000) square feet.
- (8) Roof eaves for non-sprinkled buildings shall be twenty-eight (28) feet or less from the finished grade elevation.

(h) Vehicular Parking and Storage:

- (1) A minimum of six hundred (600) square feet of off-street parking shall be provided for each dwelling unit located on the property, parking requirements for multi-unit residential structures shall be met through the construction and use of centralized vehicular parking areas, driveways associated with each dwelling unit, and/or private garages. Parking can extend into the setback area provided it is no closer than 5 feet from the property line.
- (2) Recreational vehicles (RVs), recreational watercrafts and travel trailers shall be parked as not to obstruct the view of traffic and must follow guidelines set forth by the Covenants,

Conditions and Restrictions (CCRs) established by the residential unit and/or subdivision, if applicable. All vehicles, boats and/or trailers are to be parked on the property owners, **private property.**

- (3) Recreational vehicles (RVs), construction trailers and/or travel trailers used during construction or maintenance activities; these vehicles are to be parked on the private property that the activity is taking place on and **shall** be removed within seven (7) working days after receiving the certificate of occupancy/completion is issued for the project and/or when the maintenance has been completed.
- (4) Mixed Residential Commercial buildings require at least one (1) designated parking space **shall** be required for each single bedroom dwelling unit and a minimum of two (2) parking spaces per multi bedroom unit. "MRC" buildings containing more than four (4) dwelling units **shall** also have one (1) designated guest parking space for every two (2) dwelling units. In addition, designated parking spaces for the mixed residential/commercial buildings **shall** provide for additional parking spaces as outlined in Table 3-1 – Minimum Off-Street Parking Requirements.
- (5) Off-street parking areas supporting commercial facilities or mixed residential-commercial facilities **shall** consist of designated parking spaces and/or centralized parking areas within the building site. The minimum number of required off-street parking spaces **shall** be calculated by the Zoning Administrator and/or Planning & Zoning Commission based upon the criteria presented in Table 3-1.
- (6) Structures that include a combination of residential and commercial facilities **shall** meet the cumulative requirements for both multi-unit residential structures and commercial facilities.
- (7) Centralized vehicular parking areas **shall** be designed and constructed in accordance with the vehicular parking standards outlined in Part 4, Article 4.6 of the Alpine Land Use and Development Code. The parking area and/or driveways **shall** extend from the edge of pavement or improved road surface of any municipal street. In the event that no improved road surface exists, the parking area **shall** extend from the edge of the municipal street right-of-way.
- (8) Parking of any vehicle, which has a gross vehicle weight (GVW) of greater than twenty-six thousand (26,000) pounds, is prohibited along any public street that adjoins an "MRC" District, except for the following:
 - (aa) Vehicles temporarily parked (**less than** twenty four {24} hours) for loading or unloading passengers, materials, and merchandise.
 - (bb) Vehicles temporarily parked (less than twenty four {24} hours) engaged in performing a service activity on the residential lot and/or parcel of land in which the service is being performed (less than twenty four {24} hours).
 - (cc) Vehicles used in association with construction or maintenance activities; this vehicle is to be parked on the private property that the activity is taking place on and **shall** be removed when construction and/or the maintenance has been completed.
 - (dd) One (1) vehicle that is owned, operated and licensed by the resident of the property on where it is parked. Vehicle **shall** be parked as not to obstruct the view of traffic and must be parked on resident's private property.
- (9) No unlicensed or inoperable vehicle **shall** be permitted on any multi-residential lot.
- (10) Shared Parking is permitted provided the Planning and Zoning Commission has received, reviewed, and approved the written contract agreement between landowners. The

agreement shall be recorded in the Lincoln County Registration of Deeds and is in effect for as long as this ordinance requires.

- (11) All commercial overnight street parking is prohibited.

TABLE 3-1 MINIMUM OFF-STREET PARKING REQUIREMENTS MRC DISTRICT	
<i>Type of Use</i>	<i>Standard</i>
Multi-Unit Residential	2 parking spaces per dwelling unit; multi-unit buildings with more than 4 dwelling units shall also have one guest parking space for every two dwelling units
Motel/Hotel	1 parking space per guest room
Inns or Lodges	1 per guest room; 35% of total seating capacity of associated café & restaurant operations
Medical Clinics	1 per 200 square feet of gross floor area. <u>Minimum of three (3) reserved parking spaces for emergency vehicles.</u>
Veterinary Clinics	1 per 600 square feet of floor space
Commercial Offices	1 per 600 square feet of retail floor space
Cafes and Restaurants (including fast-food outlets with seating)	Number of parking spaces shall equal 35% of total seating capacity
Fast-food Outlets (with no seating)	1 per number of employees for average work shift
Retail Stores	1 per 600 square feet of retail floor space
Self-Storage Facilities	1 per every 2,000 square feet of storage space
Commercial Services	1 per 600 square feet of retail floor space
Service and Repair Establishments	4 per service bay plus 1 per employee.
Cabinet, plumbing, welding, and steel fabrication shops	One parking space every 800 square feet of floor space plus 1 per employee.
Commercial Recreational Facilities	1 parking space for 25% of the total number of customers that can be served at any given time
Mixed Residential and Commercial Building	Cumulative parking requirements for both multi-unit residential structures and commercial facilities

(i) Landscaping Requirements:

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

(j) Fencing:

- (1) Fences shall be no more than four (4) feet high between the front building line and front property line. Structural posts associated with this fencing shall be situated on the interior side of the fence.
- (2) Perimeter fences along side or rear property lines shall be no more than seven (7) feet high for residential lots and no more than eight (8) feet high for commercial lots. Fences shall not be

constructed on top of property lines. Structural posts associated with all perimeter fences **shall** be situated on the interior side of the fence.

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

Section 3-205. C Commercial District

- (a) Intent and Purpose of District: This district is intended to provide and encourage potential locations for commercial retail facilities, commercial offices, and other commercial services. The Commercial District regulations are intended to provide adequate vehicular parking, setbacks, landscaping and/or other screening to ensure the compatibility of commercial establishments with adjoining land uses, as well as their accessibility to community utility systems and community open space areas.
- (b) Permitted Uses:
All structures are limited to stick-built, manufactured or modular units.
 - (1) Visitor accommodations such as motels, hotels, inns, lodges, ~~bed and breakfast facilities~~ and RV campgrounds. ~~Special consideration would be given to accommodate on-site employee housing.~~

- (2) Medical and veterinary clinics.
 - (3) Commercial offices and office complexes.
 - (4) Banks and other financial institutions.
 - (5) Eating and drinking establishments including cafes and restaurants; including mobile food vendors.
 - (6) Commercial retail establishments such as agricultural supply stores, convenience stores, mercantile stores, gas stations, automobile part stores, computer stores, grocery stores, hardware stores, pharmacies, automated teller machine operations, barber shops and hair salons, boot and shoe repair shops, and building supply centers.
 - (7) Commercial contracting establishments, such as; rental facilities, landscaping services and supplies, excavation equipment and vehicles associated with said businesses.
 - (8) Service and repair establishments such as video production, self-storage facilities, auto repair shops, auto lubrication services and car wash facilities.
 - (9) Cabinet, plumbing, welding, and fabrication shops.
 - (10) Conference center facilities.
 - (11) Commercial entertainment facilities such as theatres.
 - (12) Structures supporting regional and community utility systems.
 - (13) Structures **shall** be constructed out of new or recycled materials. The relocation and/or moving in of old or used structures are **prohibited**.
- (c) Commercial Building Standards:
- (1) Required building standards for commercial structures in the “C” Commercial District are presented in Part 4, Section 505 of the Alpine Land Use and Development Code.
 - (4) All buildings in the “C” Commercial District **shall** require a plan review of the Town Building Official – Building Inspector, the Planning & Zoning Commission, and/or their representative, prior to the issuance of a building permit.
 - (5) Residential and Commercial structures roof style **shall** balance compatibility with the character of the area and snow shed considerations. Where pitched roofs are used, steeper roof pitches are preferred, but flatter pitches are permitted. Provided the engineering standards are met. The choice of roof pitch **shall** include consideration if and where the roof **shall** hold or release snow and where roof drainage **shall** occur.
- (d) Architectural Guidelines: Architectural guidelines for the “C” Commercial Zoning District are presented in Part 4 Development Standards of the Land Use and Development Code.
- (e) Minimum Lot Area:
- 8,000 - square feet in Palisades Heights;
 - 8,500 - square feet in Lakeview Estates, Tract C; and, Lakeview Estates, 7th Addition;
 - 10,000 - square feet in Lakeview Estates, 2nd Addition; and Grey’s River Valley;
 - 11,000 - square feet in Kilroy Addition;
 - 13,000 - square feet in Palis Park, 3rd Addition;
 - 16,000 - square feet in Riverview Meadows Subdivision;
- (f) Minimum Setbacks:
- (1) Front Yard: Commercial buildings **shall** be located, at least, twenty-five (25) feet from the front property line. ~~Detached accessory buildings shall not be located beyond the front line of any primary commercial structure.~~ **Both street frontages of corner lots shall be considered front yards.**

- (2) Side Yard: Commercial buildings a Zero Setback **shall** be allowed; however, property owners are required to make available space to accommodate parking and snow storage/removal. When a lot adjoins a lot in an MRC zoning district the setback **shall** be ten (10) feet from the property line. When a lot adjoins a R-2 or R-1 zoning districts the setback **shall** be fifteen (15) feet from the property line. Detached accessory buildings/structures, equal to or under Three Hundred (300) square feet, can have a setback of not less than ten (10) feet from side property lines. Detached accessory buildings/structures, with a total square footage of over Three Hundred (300) square feet, **shall** have a setback of not less than ten (10) feet from side property lines. **Please Note: Should a structure be placed within a recorded property/utility easements, the Town of Alpine assumes no responsibility for damage and/or any replacement costs of any structure or property damage; owner **shall** accept full responsibility for any and all costs for repairs.**
- (3) Rear Yard: Commercial buildings a Zero Setback **shall** be allowed; however, property owners are required to make available space to accommodate parking and snow storage/removal. When a lot adjoins a lot in an MRC zoning district the setback **shall** be ten (10) feet from the property line. When a lot adjoins a R-2 or R-1 zoning districts the setback **shall** be fifteen (15) feet from the property line. Detached accessory buildings/structures, equal to or under Three Hundred (300) square feet, can have a setback of not less than ten (10) feet from side property lines. Detached accessory buildings/structures, with a total square footage of over Three Hundred (300) square feet, **shall** have a setback of not less than ten (10) feet from side property lines. **Please Note: Should a structure be placed within a recorded property/utility easements, the Town of Alpine assumes no responsibility for damage and/or any replacement costs of any structure or property damage; owner **shall** accept full responsibility for any and all costs for repairs.**
- (4) Properties with less than ten thousand (10,000) square feet **shall** be allowed to have a front yard setback of twenty (20) feet and side yard and rear yard setbacks of ten (10) feet, for primary structures. Detached accessory buildings/structures, equal to or under Three Hundred (300) square feet, can have a setback of not less than ten (10) feet from rear property lines. Detached accessory buildings/structures, with a total square footage of over Three Hundred (300) square feet, **shall** have a setback of not less than ten (10) feet from rear property lines. **Please Note: Should a structure be placed within a recorded property/utility easements, the Town of Alpine assumes no responsibility for damage and/or any replacement costs of any structure or property damage; owner **shall** accept full responsibility for any and all costs for repairs.**
- (5) Setbacks are required specifically for safety, legal and aesthetic reasons. The first 5 feet of the setback is established for landscaping and snow storage. Vehicular parking is allowed from the 5 foot mark to the required setback distance.
- (6) Corner Lots and Irregular Lots **shall** have all street front setback guidelines, and the remaining sides **shall** be considered side setbacks.
- (7) Any deviations from setback requirements **shall** require a plan review and approval of a variance unless a lesser setback is identified in the recorded plat of the approved subdivision.
- (g) Maximum Building Height:
- (1) Commercial buildings **shall** not exceed three (3) stories or forty-five (45) feet in height.
- (2) The height of detached storage/accessory structures **shall** be thirty-five (35) feet or less, all detached accessory structures **shall** be placed behind the front plane of the existing commercial structure. This height restriction is applicable to structures that are set back from the property line of not less than fifteen feet from the side property line and not less than twenty feet from the rear property line.

- aa. Detached accessory structures, with a total square footage of less than Three Hundred (300) square feet and are placed within the allowable ten (10) foot rear setback and ten (10) foot side setback **shall** have a height restriction of fourteen (14) feet in height or less.
- (4) Roof eaves for non-sprinkled buildings **shall** be twenty-eight (28) feet or less from the finished grade elevation.
- (h) Vehicular Parking and Storage:
- (1) Off-street parking areas **shall** consist of designated parking spaces and/or centralized parking areas within the commercial building site. **Parking can extend into the setback area provided it is no closer than 5 feet from the property line.** The minimum number of required off-street parking spaces **shall** be calculated by the Zoning Administrator and/or Planning and Zoning Commission based upon the criteria presented in Table 3-2 (Below).

TABLE 3-2 MINIMUM OFF-STREET PARKING REQUIREMENTS COMMERCIAL FACILITIES	
<i>Type of Commercial Use</i>	<i>Standard</i>
Motel/Hotel	1 parking space per guest room
Inns or Lodges	1 per guest room; 35% of total seating capacity of associated cafe & restaurant operations.
Medical Clinics	1 per 200 square feet of gross floor area; (total number to be verified by the Wyoming Department of Health.) <u>Minimum of three (3) reserved parking spaces for emergency vehicles.</u>
Veterinary Clinics	1 per 600 square feet of floor space
Commercial Offices	1 per 600 square feet of retail floor space
Cafes and Restaurants (including fast-food outlets with seating)	Number of parking spaces shall equal 35% of total seating capacity
Fast-food Outlets (with no seating)	1 per number of employees for average work shift
Retail Stores	1 per 600 square feet of retail floor space
Self-Storage Facilities	1 per every 2,000 square feet of storage space
Commercial Services	1 per 600 square feet of retail floor space
Service and Repair Establishments	4 per service bay plus 1 per employee.
Cabinet, plumbing, welding, and steel fabrication shops	One parking space every 800 square feet of floor space plus 1 per employee.
Commercial Recreational Facilities	1 parking space for 25% of the total number of customers that can be served at any give time
Private or educational facilities accessible to the general public	1 parking space for every two persons employed. The Total parking spaces for facility users shall equal 50 percent of the peak user capacity, as determined by the project architect and/or project engineer.

- (2) Centralized vehicular parking areas **shall** be designed and constructed in accordance with the vehicular parking standards outlined in Article 4.6 of the Alpine Land Use and Development Code. The parking area and/or driveways **shall** extend from the edge of pavement or improved road surface of any municipal street. In the event that no improved

road surface exists, the parking area **shall** extend from the edge of the municipal street right-of-way.

- (3) Recreational vehicles (RVs), recreational watercrafts and travel trailers **shall** be parked as not to obstruct the view of traffic and must follow guidelines set forth by the Covenants, Conditions and Restrictions (CCRs) established by the residential unit and/or subdivision, if applicable. All vehicles, boats and/or trailers are to be parked on the property owners **private property**.
- (4) Recreational vehicles (RVs), construction trailers and/or travel trailers used during construction or maintenance activities; these vehicles are to be parked on the private property that the activity is taking place on and **shall** be removed within seven (7) working days after receiving the certificate of occupancy/completion is issued for the project and/or when the maintenance has been completed
- (5) Shared Parking is permitted provided the Planning and Zoning Commission has received, reviewed and approved the written contract agreement between landowners. The agreement **shall** be recorded in the Lincoln County Registration of Deeds and is in effect for as long as this ordinance requires.
- (6) Parking of any vehicle, which has a gross vehicle weight (GVW) of greater than twenty-six thousand (26,000) pounds, is prohibited along any public streets; except for the following:
 - (aa) Vehicles temporarily parked (**less than** twenty four {24} hours) for loading or unloading passengers, materials, and merchandise.
 - (bb) Vehicles temporarily parked (less than twenty four {24} hours) engaged in performing a service activity on the commercial lot and/or parcel of land in which the service is being performed (less than twenty four {24} hours).
 - (cc) Vehicles used in association with construction or maintenance activities; this vehicle is to be parked on the commercial property that the activity is taking place on and **shall** be removed when construction and/or the maintenance has been completed.
- (7) All overnight street parking is prohibited.

(j) Landscaping Requirements:

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

(j) Fencing:

- (1) Fences **shall** be no more than four (4) feet high between the front building line and front property line. Structural posts associated with this fencing **shall** be situated on the interior side of the fence.
- (2) Perimeter fences along side or rear property lines **shall** be no more than eight (8) feet high for commercial lots. Fences **shall** not be constructed on top of property lines. Structural posts associated with all perimeter fences **shall** be situated on the interior side of the fence.
- (3) Electric and barbed wire fencing is **prohibited** below six (6) feet.
- (8) Fencing and walls may be placed within drainage and utility easements, locates **shall** be required by utility company. **If fencing or walls are damaged due to utility improvements, repairs, snow removal, etc., the owner shall accept full responsibility for any and all costs for repairs.**

- (9) Construction fences are allowed during initial construction of a structure. It **shall** be constructed on the property of the primary building site. The Certificate of Occupancy **shall** not be issued until the construction fence is removed.
- (k) Accessory Uses and Buildings:
- (1) Storage/Accessory buildings **shall** be permitted with a primary commercial structure on a commercial lot. These structures **shall** only be permitted on the same lot with a primary commercial structure.
 - (2) Storage/Accessory buildings **shall** be no larger than allowed by the setbacks, vehicular parking and landscaping requirements.
 - (3) Steel Shipping Containers and/or Cargo/Semi Trailer are allowed in this zoning district, so long as they are placed behind the primary structure and meet the allowable setback requirements. Stacking of containers is prohibited.
- (l) Authorized Signs:
- (1) Sign standards for the “C” Commercial Zoning District are presented in Part 4 Development Standards, see Section 4-801 and 4-803.
- (m) Fire Protection:
- (1) All buildings that reach the maximum allowable building height for this zoning district **shall** be required to install automatic sprinkler systems. The installation of these systems **shall** be made in accordance with National Fire Protection Association requirements outlined in NFPA 13.
 - (2) A defensible space plan **shall** be prepared for commercial properties located in potential wildfire hazard areas (Figure 3-1). The defensible space plan **shall** address how the landowner **shall** manage vegetation within a one hundred (100) foot radius of the commercial facility, or the maximum radius allowed within the property owned by the landowner.
 - a. The defensible space plan **shall** be reviewed and approved by an authorized representative of the Alpine Fire District and submitted with any building permit application.

Section 3-206. LI Light Industrial District

- (a) Intent and Purpose of District: This district is intended to encourage the development of smaller manufacturing facilities which produce finished products and/or parts from previously prepared materials. The Light Industrial District is also to provide area within the community for the storage and distribution of finished products, the storage of heavy equipment, industrial service and repair operations, as well as laboratory and administrative facilities supporting light industrial operations. The Light Industrial District regulations are intended to provide adequate vehicular parking, setbacks, landscaping and/or other screening to ensure compatibility with adjoining land uses, as well as accessibility to community utility systems and community open space areas.
- (b) Permitted Uses:
- All structures are limited to stick-built, manufactured or modular units.**
- (1) Manufacturing of finished products, or parts, including processing, fabrication, assembly, treatment, packaging, canning and/or bottling, incidental storage, as well as the wholesale distribution of such products.
 - (2) Light industrial parks.

- (3) Regional warehouse and distribution facilities.
 - (4) Construction and maintenance equipment yards.
 - (5) Cabinet, plumbing, welding, and fabrication shops.
 - (6) Industrial service and repair operations.
 - (7) Storage yards for heavy equipment and industrial materials.
 - (8) Truck terminals.
 - (9) Solid waste collection or transfer facilities.
 - (10) Eating/drinking establishments, specific to the distribution business, which could include: cafes/restaurants tap and/or tasting rooms, branded merchandise.
 - (11) Mobile food dispensaries.
 - (12) Structures supporting regional and community utility systems.
 - (13) Structures **shall** be constructed out of new or recycled materials. The relocation and/or moving in of old or used structures are **prohibited**.
- (c) Light Industrial Building Standards:
- (1) Required building standards for light industrial structures in the “LI” Light Industrial District are presented in Part 4, Section 506 of the Alpine Land Use and Development Code.
 - (2) All buildings in the “LI” Light Industrial District **shall** require a plan review by the Building Official – Building Inspector, Zoning Administrator, or his or her representative, prior to the issuance of a building permit.
- (d) Architectural Guidelines: Architectural Guidelines for the “LI” Light Industrial Zoning District are presented in Part 4, Section 507 of the Land Use and Development Code.
- (e) Minimum Lot Area: 0.9 acre in Alpine Meadows Subdivision.
- (f) Minimum Setbacks:
- (1) Front Yard: Industrial buildings **shall** be located, at least, twenty-five (25) feet from the front property line. ~~Detached accessory buildings shall not be located beyond the front line of any primary light industrial structure.~~ **Both street frontages of corner lots shall be considered front yards.**
 - (2) Side Yards: Primary structures **shall** be setback not less than fifteen (15) feet from side property lines. Detached accessory buildings/structures, equal to or under Three Hundred (300) square feet, can have a setback of not less than ten (10) feet from side property lines. Detached accessory buildings/structures, with a total square footage of over Three Hundred (300) square feet, **shall** have a setback of not less than fifteen (15) feet from side property lines. **Please Note: Should a structure be placed within a recorded property/utility easements, the Town of Alpine assumes no responsibility for damage and/or any replacement costs of any structure or property damage; owner shall accept full responsibility for any and all costs for repairs.**
 - (3) Rear Yard: Primary structures **shall** be setback not less than twenty (20) feet from the rear property line. Detached accessory buildings/structures, equal to or under Three Hundred (300) square feet, can have a setback of not less than ten (10) from rear property lines. Detached accessory buildings/structures, with a total square footage of over Three Hundred

(300) square feet, shall have a setback of not less than twenty (20) from rear property lines. **Please Note: Should a structure be placed within a recorded property/utility easements, the Town of Alpine assumes no responsibility for damage and/or any replacement costs of any structure or property damage; owner shall accept full responsibility for any and all costs for repairs.**

- (4) Properties with less than ten thousand (10,000) square feet shall be allowed to have a front yard setback of twenty (20) feet and side yard and rear yard setbacks of ten (10) feet, for primary residential structures. Detached accessory buildings/structures, equal to or under Three Hundred (300) square feet, can have a setback of not less than ten (10) from rear property lines. Detached accessory buildings/structures, with a total square footage of over Three Hundred (300) square feet, shall have a setback of not less than ten (10) feet from rear property lines. **Please Note: Should a structure be placed within a recorded property/utility easements, the Town of Alpine assumes no responsibility for damage and/or any replacement costs of any structure or property damage; owner shall accept full responsibility for any and all costs for repairs.**
- (5) Setbacks are required specifically for safety, legal and aesthetic reasons. The first 5 feet of the setback is established for landscaping and snow storage. Vehicular parking is allowed from the 5 foot mark to the required setback distance.
- (6) Corner Lots and Irregular Lots shall have all street front setback guidelines and the remaining sides shall be considered side setbacks.
- (7) Any deviations from setback requirements shall require a plan review and approval of a variance unless a lesser setback is identified in the recorded plat of the approved subdivision.

(g) Maximum Building Height:

- (1) Industrial buildings shall not exceed three (3) stories or forty-five (45) feet.
- (2) The height of detached accessory structures shall be twenty-six (26) feet or less, this height restriction is applicable to structures that are set back from the property line of not less than fifteen (15) feet from the side property line and not less than twenty (20) feet from the rear property line.
 - aa. Detached accessory structures, with a total square footage equal to or under Two Hundred (200) square feet and are placed within the allowable five (5) foot rear setback and five (5) foot side setback shall have a height restriction of fourteen (14) feet in height or less.
- (3) Roof eaves for non-sprinkled buildings shall be twenty-eight (28) feet or less from the finished grade elevation.

(h) Vehicular Parking and Storage:

- (1) Off-street parking areas shall consist of designated parking spaces and/or centralized parking areas within the building site. Parking can extend into the setback area provided it is no closer than 5 feet from the property line. The minimum number of required off-street parking spaces shall be calculated by the Zoning Administrator based upon the criteria presented in Table 3-3.
- (2) Centralized vehicular parking areas shall be designed and constructed in accordance with the vehicular parking standards outlined in Article 4.6 of the Alpine Land Use and Development Code. The parking area and/or driveways shall extend from the edge of the pavement or improved road surface of any municipal street. In the event that no improved road surface exists, the parking area shall extend from the edge of the municipal street right-of-way.

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

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

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

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

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

- (4) All overnight street parking is prohibited.

(i) Landscaping Requirements:

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

(j) Fencing:

- (1) Fences **shall** be no more than four (4) feet high between the front building line and front property line. Structural posts associated with this fencing **shall** be situated on the interior side of the fence.
- (2) Perimeter fences along side or rear property lines **shall** be no more than eight (8) feet high and not constructed on top of property lines. Structural posts associated with all perimeter fences **shall** be situated on the interior side of the fence.
- (3) Electric and barbed wire fencing is prohibited below six (6) feet.

- (4) Fencing and walls may be placed within drainage and utility easements, located **shall** be required by utility company. If fencing or walls are damaged due to utility improvements, repairs, snow removal, etc., owner **shall** accept full responsibility for any and all costs for repairs.
- (5) Fencing is required where “L-1” is adjacent to “R-1”, “R-2”, “MRC”, “PCF” or “RC” lots.
- (j) Accessory Uses and Buildings:
 - (1) Offices, storage buildings, repair and maintenance shops and other structures directly associated with the operation of a light industrial complex, facility, or operation are permitted. These uses **shall** only be permitted on the same lot with a primary light industrial structure.
 - (2) Accessory buildings **shall** be no larger than allowed by setbacks.
 - (3) Steel Shipping Containers and/or Cargo/Semi Trailer are allowed in this zoning district, so long as they are placed behind the primary structure and meet the allowable setback requirements. Stacking of containers is prohibited.
- (k) Authorized Signs: Sign Standards for the “LI” Light Industrial Zoning District are presented in Part 4 Development Standards, see Section 4-801 and 4-803.
- (l) Fire Protection:
All buildings that reach the maximum allowable building height for this zoning district **shall** be required to install automatic sprinkler systems. The installation of these systems **shall** be made in accordance with National Fire Protection Association requirements outlined in NFPA 13.

Section 3-207. PCF Public and Community Facilities District

- (a) Intent and Purpose of District: The purpose of this district is to encourage and provide areas for the development of municipal, county, state, federal, and quasi-public facilities. This district is also intended to encourage the development of churches, community visitor centers, private membership clubs, and other privately-owned facilities that are generally available for public use.
- (b) Permitted Uses:
All structures are limited to stick-built, manufactured or modular units.
 - (1) Government Administrative Facilities
 - (2) Public works shops and equipment base yards
 - (3) Public multi-purpose facilities
 - (4) Public safety facilities for law enforcement, fire suppression and/or Fire Station, and emergency medical services, and/or Ambulance Station, **with kitchen facilities and sleeping quarters.**
 - (5) Public schools, educational facilities, and related administrative offices
 - (6) Public recreation centers, public parks and playgrounds, community trails for pedestrians, bikes and snow machines, and other recreational facilities
 - (7) Public medical clinics
 - (8) Public libraries and other cultural facilities
 - (9) Public conference centers
 - (10) Churches and other places of worship
 - (11) Visitor centers

- (12) Childcare centers and early childhood development facilities
- (13) Museums and exhibition halls
- (14) Private membership club facilities
- (15) Bus transportation facilities
- (16) Private recreational or educational facilities that is accessible to the general public
- (17) Community trails for bikes, pedestrians and snow machines
- (18) Solid waste collection and transfer facilities
- (19) Structures supporting regional and community utility systems
- (20) Primary structures **shall** be constructed out of new materials. The moving in of old or used buildings are prohibited.

(c) Public Facility Building Standards:

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

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

(e) Landscaping Requirements: At least ten (10) percent of each public or private facility site, or complex, **shall** be landscaped and maintained with grasses, shrubs, and/or trees to increase compatibility with adjoining land uses, increase the attractiveness of the site, and enhance the general aesthetics of the community. This requirement may be made within setback areas, designated easements.

(f) Minimum Lot Area: None.

(g) Minimum Setbacks:

- (1) Front Yard: Public and community facility structures **shall** be located, at least, twenty-five (25) feet from the front property line. ~~Detached accessory buildings shall not be located beyond the front line of any primary public or community facility.~~ **Both street frontages of corner lots shall be considered front yards.**
- (2) Side Yards: Primary residential structures **shall** be setback not less than fifteen (15) feet from side property lines. Detached accessory buildings/structures, equal to or under Two Hundred (200) square feet, can have a setback of not less than five (5) feet from side property lines. Detached accessory buildings/structures, with a total square footage of over Two Hundred 200 square feet, **shall** have a setback of not less than fifteen (15) feet from side property lines. **Please Note: Should a structure be placed within a recorded property/utility easements, the Town of Alpine assumes no responsibility for damage and/or any replacement costs of any structure or property damage; owner shall accept full responsibility for any and all costs for repairs.**

- (3) Rear Yard: Primary residential structures **shall** be setback not less than twenty (20) feet from the rear property line. Detached accessory buildings/structures, equal to or under Two Hundred (200) square feet, can have a setback of not less than five (5) feet from rear property lines. Detached accessory buildings/structures, with a total square footage of over Two Hundred (200) square feet, **shall** have a setback of not less than twenty (20) feet from rear property lines. **Please Note: Should a structure be placed within a recorded property/utility easements, the Town of Alpine assumes no responsibility for damage and/or any replacement costs of any structure or property damage; owner **shall** accept full responsibility for any and all costs for repairs.**
- (4) Properties with less than ten thousand (10,000) square feet **shall** be allowed to have a front yard setback of twenty (20) feet and side yard and rear yard setbacks of ten (10) feet, for primary residential structures. Detached accessory buildings/structures, equal to or under Two Hundred (200) square feet, can have a setback of not less than five (5) feet from rear property lines. Detached accessory buildings/structures, with a total square footage of over Two Hundred (200) square feet, **shall** have a setback of not less than ten (10) feet from rear property lines. **Please Note: Should a structure be placed within a recorded property/utility easements, the Town of Alpine assumes no responsibility for damage and/or any replacement costs of any structure or property damage; owner **shall** accept full responsibility for any and all costs for repairs.**
- (5) **Setbacks are required specifically for safety, legal and aesthetic reasons. The first 5 feet of the setback is established for landscaping and snow storage. Vehicular parking is allowed from the 5 foot mark to the required setback distance.**
- (6) Any deviations from setback requirements **shall** require a plan review and approval of a variance unless a lesser setback is identified in the recorded plat of the approved subdivision plat.
- (h) Maximum Building Height:
- (1) Public and community facilities **shall** not exceed three (3) stories or forty-five (45) feet.
- (2) The height of detached accessory structures **shall** be twenty-six (26) feet or less, this height restriction is applicable to structures that are set back from the property line of not less than ten (10) feet from the side property line and not less than ten (10) feet from the rear property line.
- aa. Detached accessory structures, with a total square footage of equal to or under Two Hundred (200) square feet and are placed within the allowable five (5) foot rear setback and five (5) foot side setback **shall** have a height restriction of fourteen (14) feet in height or less.
- (3) Roof eaves for non-sprinkled buildings **shall** be twenty-eight (28) feet or less from the finished grade elevation.
- (i) Accessory Uses and Buildings:
- (1) Office and storage buildings directly associated with the operation of public and community facilities are permitted. These uses **shall** only be permitted on the same lot with a primary public or community facility, or on an adjacent lot associated with the primary public or community facility.
- (2) Accessory buildings **shall** contain no more than six hundred (600) square feet of floor area.
- (3) Steel Shipping Containers and/or Cargo/Semi Trailer are allowed in this zoning district, so long as they are placed behind the primary structure and meet the allowable setback requirements. Stacking of containers is prohibited.

(k) Landscaping Requirements:

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

(k) Fencing:

- (1) Fences shall be no more than four (4) feet high between the front building line and front property line. Structural posts associated with this fencing shall be situated on the interior side of the fence.
- (2) Perimeter fences along side or rear property lines shall be no more than eight (8) feet high and not constructed on top of property lines. Structural posts associated with all perimeter fences shall be situated on the interior side of the fence.
- (3) Electric and barbed wire fencing is **prohibited** below six (6) feet.
- (4) Fencing and walls may be placed within drainage and utility easements, locates shall be required by utility company. **If fencing or walls are damaged due to utility improvements, repairs, snow removal, etc., the owner shall accept full responsibility for any and all costs for repairs.**
- (5) Construction fences are allowed during initial construction of a structure. It shall be constructed on the property of the primary building site. The Certificate of Occupancy shall not be issued until the construction fence is removed.

(l) Vehicular Parking and Storage:

- (1) Off-street parking areas shall consist of designated parking spaces and/or centralized parking areas within the building site. **Parking can extend into the setback area provided it is no closer than 5 feet from the property line.** The minimum number of required off-street parking spaces shall be calculated by the Zoning Administrator and/or Planning and Zoning Commission based upon the criteria presented in Table 3-4.
- (2) Centralized vehicular parking areas shall be designed and constructed in accordance with the vehicular parking standards outlined in Article 4.6 of the Alpine Land Use and Development Code. The parking area and/or driveways shall extend from the edge of the pavement or improved road surface of any municipal street. In the event that no improved road surface exists, the parking area shall extend from the edge of the municipal street right-of-way.
- (3) Shared Parking is permitted provided the Planning and Zoning Commission has reviewed and approved the written contract agreement between landowners. The agreement shall be recorded in the Lincoln County Registration of Deeds and is in effect for as long as this ordinance requires.
- (4) No unlicensed or inoperable vehicle shall be permitted on any public or community facility lot unless the vehicle is used for training purposes approved by the Alpine Planning & Zoning Commission.
- (5) Parking of any vehicle, which has a gross vehicle weight (GVW) of greater than twenty-six thousand (26,000) pounds, is prohibited along any public street, except for the following:
 - (aa) Vehicles temporarily parked (**less than** twenty four {24} hours) for loading or unloading passengers, materials, and merchandise.

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

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

(6) All overnight street parking is prohibited.

- (m) Authorized Signs: Sign Standards for the Public and Community Facilities District are presented in Part 4 Development Standards, see Section 4-801 and 4-803.
- (n) Fuel Storage Tanks: Class I and Class II liquids in above ground tanks is prohibited unless temporarily stored in licensed and operative commercially used vehicles in an accumulative amount over one hundred fifty (150) gallons.
- (o) Fire Protection: All buildings that reach the maximum allowable building height for this zoning district **shall** be required to install automatic sprinkler systems. The installation of these systems **shall** be made in accordance with National Fire Protection Association requirements outlined in NFPA 13.

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

<i>Type of Public or Community Facility Use</i>	<i>Standard</i>
Government administrative facilities	1 parking space per 600 square feet of floor space
Public works centers and base yards	1 parking space for each person employed on largest work shift.
Public multi-purpose facilities	The number of parking spaces shall equal 35 percent of the total seating capacity.
Public safety facilities for law enforcement, fire protection (fire departments), and emergency medical services (ambulance stations)	To be determined by Zoning Administrator and Planning and Zoning Commission during project review.
Educational facilities, and related administrative offices	The number of parking spaces shall include 1 parking space for each employee, school bus parking to accommodate peak bus traffic or loading zones, parking spaces for 50 percent of anticipated school enrollment for high schools, and visitor parking adequate to support events at the facility.
Public recreation centers and recreational facilities	The number of parking spaces shall equal 35 percent of the peak number of adult recreational users during any one period.
Public medical clinics	1 parking space for each employee, 1 reserved parking space for each anticipated paramedic van or ambulance serving the facility in one 8-hour period, 2 reserved parking spaces for law enforcement, 1 parking space for the maximum number of patients served by the facility at any given time.
Public libraries	1 parking space for each employee; 1 parking space for each anticipated facility user during an anticipated peak hour of facility use.
Public cultural facilities	The number of parking spaces shall equal 35 percent of the total seating capacity
Public conference facilities	The number of parking spaces shall equal 35 percent of the total seating capacity
Operations centers, administrative offices, and facilities supporting quasi-public utilities	1 parking space per 200 square feet of floor space for administrative areas and workshop areas. 2 parking spaces at each facility, e.g., water storage tank.
Solid waste collection and transfer facilities	1 parking space for employee(s) working at solid waste site; one parking space/loading area for incoming trucks used for collection and transfer.

TABLE 3-4
MINIMUM OFF-STREET PARKING REQUIREMENTS
PUBLIC AND COMMUNITY FACILITIES
(Continued)

Structures supporting regional and community utility systems.	1 parking space for maintenance personnel.
Churches and other places of worship	The number of parking spaces shall equal 35 percent of the seating capacity of the primary sanctuary at each church.
Museums	1 parking space for each two persons employed. 1 parking space for every two visitors during peak hour of visitation.
Private membership club facilities	1 parking space for every 1.5 persons as rated by the maximum capacity of the building defined by the fire code.
Community visitor centers	1 parking space for every employee, as well as 10 spaces for visitors.
Other private or educational facilities accessible to the general public	1 parking space for every two persons employed. The Total parking spaces for facility users shall equal 50 percent of the peak user capacity.

Section 3-208. RC Recreation and Conservation District

- (a) Intent and Purpose of District: The purpose of this district is intended to encourage the conservation of sensitive natural resources and enhance the aesthetics of the community via the provision of community parks and other open space. The intent of this district also includes the development of recreational facilities to support outdoor recreational activities such as walking, biking, cross-country skiing, snowmobiling, and picnicking. The recreation and conservation district regulations are established to ensure compatibility with adjoining land uses, as well as accessibility to residential and commercial areas.
- (b) Permitted Uses:
All structures are limited to stick-built, manufactured or modular units.
- (1) Outdoor public parks, pavilions, outdoor cooking and picnic facilities, and recreational equipment.
 - (2) Pedestrian, bicycle, cross-country ski, and snow machine trails.
 - (3) Outdoor courts for basketball, volleyball, tennis, and other activities.
 - (4) Hockey rinks and ice-skating facilities.
 - (5) Recreational areas for soccer, baseball, football, skateboarding, and other outdoor recreational activities.
 - (6) Historical sites and related interpretation facilities.
 - (7) Wellhead protection areas.
 - (8) Undeveloped lands.
 - (9) Primary structures shall be constructed out of new materials. Moving in old or used buildings is prohibited.
- (c) Recreation and Conservation Building Standards:
- (1) Required building standards for all structures in the Recreation and Conservation District are presented in Part 4, of the Alpine Land Use and Development Code.
 - (2) All buildings in the Recreation and Conservation District shall require a plan review of the Town Building Official – Building Inspector, the Planning & Zoning Commission, and/or their representative, prior to the issuance of a building permit.
 - (3) Recreation and Conservation structures roof style shall balance compatibility with the character of the area and snow shed considerations. Where pitched roofs are used, steeper roof pitches are preferred, but flatter pitches are permitted. Provided the engineering standards are met. The

choice of roof pitch **shall** include consideration if and where the roof **shall** hold or release snow and where roof drainage **shall** occur.

- (d) Architectural Guidelines: Architectural guidelines for the Recreation and Conservation District are presented in Part 4 Development Standards.
- (e) Landscaping Requirements: At least ten (10) percent of each recreational and conservation lot **shall** be landscaped and maintained with grasses, shrubs, and/or trees to increase the compatibility with adjoining land uses, increase the attractiveness of the residential site or complex, and enhance the general aesthetics of the community. This requirement may be satisfied within setback areas, designated easements, or any portion of the site.
- (f) Minimum Lot Area: None.
- (g) Minimum Setbacks:
 - (1) Twenty-five (25) feet from adjoining properties and land uses in other zoning districts. Detached accessory buildings/structures, with a total square footage equal to or under Two Hundred (200) square feet, can have a setback of not less than five (5) feet from side property lines. Detached accessory buildings/structures, with a total square footage of over Two Hundred (200) square feet, **shall** have a setback of not less than twenty-five (25) feet from side and rear property lines.
 - (2) Side Yards: Primary residential structures **shall** be setback not less than fifteen (15) feet from side property lines. Detached accessory buildings/structures, equal to or under Two Hundred (200) square feet, can have a setback of not less than five (5) feet from side property lines. Detached accessory buildings/structures, with a total square footage of over Two Hundred (200) square feet, **shall** have a setback of not less than fifteen (15) feet from side property lines.
 - (3) Rear Yard: Primary residential structures **shall** be setback not less than twenty (20) feet from the rear property line. Detached accessory buildings/structures, equal to or under Two Hundred (200) square feet, can have a setback of not less than five (5) feet from rear property lines. Detached accessory buildings/structures, with a total square footage of over Two Hundred (200) square feet, **shall** have a setback of not less than twenty (20) feet from rear property lines.
 - (4) Properties with less than ten thousand (10,000) square feet **shall** be allowed to have a front yard setback of twenty (20) feet and side yard and rear yard setbacks of ten (10) feet, for primary residential structures. Detached accessory buildings/structures, equal to or under Two Hundred (200) square feet, can have a setback of not less than five (5) feet from rear property lines. Detached accessory buildings/structures, with a total square footage of over Two Hundred (200) square feet, **shall** have a setback of not less than ten (10) feet from rear property lines.
 - (5) Setbacks are required specifically for safety, legal and aesthetic reasons. The first 5 feet of the setback is established for landscaping and snow storage. Vehicular parking is allowed from the 5 foot mark to the required setback distance.
 - (6) Any deviations from setback requirements **shall** require a plan review and approval of a variance unless a lesser setback is identified in the recorded plat of the approved subdivision.
- (h) Maximum Building Height:
 - (1) Thirty-five (35) feet.
 - (2) The height of detached accessory structures **shall** be twenty-six (26) feet or less, this height restriction is applicable to structures that are set back from the property line of not less than twenty-five (25) feet from the side property line and not less than twenty-five (25) feet from the rear property line.
 - aa. Detached accessory structures, with a total square footage of less than Two Hundred (200) square feet and are placed within the allowable five (5) foot rear setback and

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

(i) **Vehicular Parking and Storage:**

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

TABLE 3-5 MINIMUM OFF-STREET PARKING REQUIREMENTS RECREATION AND CONSERVATION AREA FACILITIES	
<i>Type of Public or Community Facility Use</i>	<i>Standard</i>
Football, soccer, and baseball fields	The number of parking spaces shall equal 35 percent of the anticipated peak number of adult recreational users and spectators during any one period.
Hockey and ice-skating rinks	The number of parking spaces shall equal 35 percent of the anticipated peak number of adult recreational users and spectators during any one period.
Basketball, volleyball, and tennis courts	The number of parking spaces shall equal 50 percent of the anticipated peak number of adult recreational users and spectators during any one period.
Historical sites and interpretative facilities	None
Structures supporting regional & community utility systems.	1 parking space for maintenance personnel.

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

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

(j) Fencing:

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

(k) Accessory Uses and Buildings:

- (1) Storage buildings, tool sheds, and other structures directly associated with the operation and maintenance of community parks, recreational facilities, historic sites, and conservation areas are permitted. These uses **shall** only be permitted on the same lot with a primary recreational structure or conservation area facility, or on an adjacent lot associated with the primary facility.
- (2) Accessory buildings **shall** contain no more than six hundred (600) square feet of floor area.
- (3) Accessory buildings **shall** not be located beyond the front line of any primary recreational structure.

(l) Authorized Signs: Sign Standards for the “RC” Recreational and Conservation District are presented in Part 4 Development Standards, see Section 4-801 and 4-802.

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

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

Article 3.3 NONCONFORMING USES AND STRUCTURES

Section 3-301. Nonconforming Uses

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

Section 3-302. Nonconforming Structures

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

Section 3-303. Facility Repairs

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

PART 4 - DEVELOPMENT STANDARDS

ARTICLE 4.1 GENERAL PROVISIONS

Section 4-101. Intent

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

Section 4-102. Scope

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

Section 4-103. Applicability

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

ARTICLE 4.2 BUILDING CODES

Section 4-201. Applicable Building Codes

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

Section 4-202. Potential Conflicts in Definitions

The definitions contained in the International Building Code shall apply in interpretation of the International Building Code unless there is a discrepancy between the definitions contained in the International Building Code and the

definitions contained in the Alpine Land Use and Development Code. In this case, the definitions contained in the Alpine Land Use and Development Code shall take precedence.

Section 4-203. Exceptions to Adopted Building Codes

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

ARTICLE 4.3 SUBDIVISION STANDARDS

Section 4-301. Pedestrian and Vehicular Access

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

Section 4-302. Lots

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

- (2) If determined to be necessary, the flagpole of the lot shall contain, at least, a sixty (60) foot wide right-of-way that connects to a dedicated public street or road. Within this right-of-way, a paved driveway shall be constructed to accommodate vehicular traffic and snow removal. This driveway shall be, at least, thirty (30) feet wide.

Section 4-303. Blocks

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

Section 4-304. Roads and Streets

- (a) Functional Classification: All streets and roads in the Town of Alpine shall be classified by functional type. Such classification shall establish a hierarchy which separates roads by function and intensity of use in order to achieve safety and efficiency in road layout and design. The functional classes applicable to the Town of Alpine include the following types of roadways:
 - (1) Minor Arterials
 - (2) Major Collector
 - (3) Minor Collector
 - (3) Major Local
 - (4) Minor Local
 - (5) Access Easement
- (b) Minimum Planning and Design Standards:
 - (1) All roads and streets in the Town of Alpine shall be designed in conformance to the planning and design standards that are presented in Table 4-1.
 - (2) The road surface types specified for each functional road class shall be the minimum requirements (Table 4-1). Pavement structures shall be the minimum requirements with the following conditions:
 - (aa) Pavement structures shall be designed by a registered Wyoming Civil Engineer and based upon anticipated traffic loads and existing soil conditions.
 - (3) Maximum road grades for any design speed shall conform to those presented as in Table 4-2.

- (4) Where design standards are not specified, current standards of the American Association of State Highway and Transportation (AASHTO) shall be followed.
- (5) Signing and stripping for new streets shall be in accordance with the Federal Highway Administration (FHWA) Manual on Uniform Traffic Control Devices.
- (6) No more than two (2) cross streets shall intersect at any intersection.
- (7) Cul-De-Sac Streets: Cul-De-Sac streets shall conform to the variable turn-around and width requirements outlined in Appendix D-2, Table D103.4, of the currently adopted International Fire Code.
- (8) Dead-end streets:
- (aa) Dead end streets shall conform to the variable turn-around and width requirements outlined in Appendix D-2, Table D103.4, of the currently adopted International Fire Code.
- (bb) Temporary ends of street in phased development projects must provide the width and all-weather surfaces outlined in Appendix D-2, Table D103.4, but may omit curb and gutter on a turn-around.
- (cc) A temporary Turn-Around Easement shall be required on the final dedication plat denoting the diameter of the turn-around as temporary until the road is extended at a future date. The dedication of the temporary turn-around must be signed by the property owner on which the turn-around is located.

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

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

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

Notes:

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

Source: Teton County, Wyoming, 2006.

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

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

Notes:

¹ Flat terrain refers to those lands within 10-year flood plains, and with slopes of less than 10%.² Rolling terrain refers to those lands with slopes from 10 to 15%.³ Mountainous terrain refers to those lands on steep or naturally unstable hillsides, and lands with slopes in excess of 15%.

For Major and Minor Local Roads, grades may be increased to 150 percent of the values shown above for a distance not to exceed 500 feet.

Source: Teton County, Wyoming, 2006.

(c) Responsibility for Design and Construction:

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

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

Section 4-305. Potable Water System

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

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

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

Section 4-306. Wastewater System

(a) Connection to Municipal Wastewater System:

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

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

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

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

Section 4-307. Storm Water Management

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

Section 4-308. Snow Storage

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

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

Section 4-309. Trash Containment Requirements:

- (a) General: The exterior of all construction sites shall be free from any accumulation of rubbish or garbage, including construction materials and/or supplies.
- (b) Trash Containment Standards:
 - (1) All construction sites shall have covered leakproof containers installed for the storage and removal such construction refuse.
 - (2) The owner of the property shall be responsible for the management and removal of such materials.
 - (3) Upon completion of the project, the property owner shall be responsible for the removal of such container.

ARTICLE 4.4 RECREATIONAL VEHICLE PARKS

Section 4-401. Minimum Lot Width

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

Section 4-402. Vehicular Parking

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

Section 4-403. Utilities

- (a) Electrical Distribution: Each recreational vehicle space shall be provided with an electrical hook-up.
- (b) Water Distribution:

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

Section 4-404. Open Space and Recreational Area

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

Section 4-405. Other On-Site Amenities

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

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

Each building	Requires a minimum of one (1) service or dump sink
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- (b) A laundry area containing washing machines, dryers, and clothes layout tables. The amount of equipment shall vary with the number of recreational vehicle spaces that are available in the recreational vehicle park (Table 4-5).

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

ARTICLE 4.5 BUILDING DESIGN STANDARDS AND GUIDELINES

Section 4-501. Single Family Residential Dwellings

- (a) Applicability:
- (1) The design standards outlined in Section 4-501 shall apply to detached single-family dwellings, townhomes, or duplexes. Additional design standards for manufactured and modular homes, which are outlined in Sections 4-502 and 4-503, are required to ensure their compatibility with stick-built homes in residential neighborhoods. These design standards shall supersede any standards that may conflict with the most recent version of the International Building Code or International Residential Code that have currently been adopted by the Town of Alpine.
 - (2) General design guidelines outlined in Section 4-501(l) are recommended design criteria that are preferred by the Town of Alpine, but not a requirement of the Alpine Land Use and Development Code.
- (b) Size Limitations: No single-family dwelling unit shall exceed eight thousand (8,000) square feet of gross floor area. No single-family dwelling unit shall be any smaller than allowed by the most recent version of the International Building Code and/or International Residential Code that has been adopted by the Town of Alpine.
- (c) Floor Area: Floor area shall be measured from the foundation walls, no portion of concrete, posts and/or piers shall be allowed in the established setback area.
- (d) Building Eave Projections/Overhangs: Shall not extend more than half (½) the setback or six (6) feet whichever is less, so long as the structure meets all the established engineering standards.
- (e) Garages: Garages shall be detached from, or attached to, the primary residential structure.
- (f) Windows and Entryways: At least fifteen (15) percent of the area of a street-facing façade shall include windows or main entryways.
- (g) Building Materials: Primary structures shall be constructed out of new or recycled materials. The relocation of old or used single-family home structures into the Town of Alpine is prohibited.
- (h) Roof Pitch:
- (1) Structures roof style shall balance compatibility with the character of the area and snow shed considerations. Where pitched roofs are used, steeper roof pitches are preferred, but flatter

pitches are permitted. Provided the engineering standards are met. The choice of roof pitch shall include consideration if and where the roof shall hold or release snow and where roof drainage shall occur.

- (2) Pitched roofs without a parapet wall require an eighteen (18) inch minimum overhang.
- (i) Wind Speed Design: Structures shall be able to resist a wind speed design of one hundred fifteen (115) miles per hour; Exposure C. Refer to the current adopted version of the IRC by the Town of Alpine.
- (j) Snow Load: Structures shall be able to support a roof snow load of one hundred (100) pounds per square foot and a ground snow load of one hundred forty-three (143) pounds per square foot.
- (k) Seismic Design: Structures shall be designed to support site class “D” seismic design.
- (l) Frost Depth: Structures shall be designed to support thirty-six (36) inch frost line depth.
- (m) Radon Mitigation: Structures shall identify radon control methods or location on building plans. Radon mitigation piping shall be installed as identified in Appendix F, of the International Residential Code (IRC). Refer to the current adopted version of the IRC by the Town of Alpine. It is recommended that property owners have structure tested for radon levels.
- (n) Architectural Guidelines:
 - (1) While the color of buildings is a subjective consideration, the Town of Alpine prefers the use of building colors, e.g., earth tones, which are complementary to the surrounding neighborhood environment.
 - (2) While the town does not restrict the use of any exterior material, the Town of Alpine prefers the use of exterior materials that reflect the regional, local and immediate context of the natural environment.
 - (3) Review of proposed exterior materials and colors shall consider the positive and negative impacts on the surrounding buildings and natural environment.
 - (4) In order to maintain a consistent architectural character, any attached building or garage shall use similar building materials, design and colors so that the accessory building blends with the general appearance of the primary dwelling.
 - (5) Any attached structures shall not be greater than thirty-three (33) percent taller than the primary roof structure; up to the maximum allowable height.
 - (6) Adjustments may be considered for sloped or irregular lots.

Section 4-502. Manufactured Homes

- (a) The construction of manufactured homes shall conform to the National Manufactured Housing Construction and Safety Standards Act of 1974 (42 U.S.C. §5401 et seq.), the Manufactured Housing Improvement Act of 2000, and all subsequent amendments, as well as manufactured home construction and safety standards outlined in the current regulations of the U.S. Department of Housing and Urban Development (24 CFR, Chapter XX, Part 3280).
- (b) All manufactured homes shall also be subject to the following standards to ensure compatibility with residential neighborhoods:

- (1) Structures shall be attached to a permanent foundation in accordance with Sections AE 500 and AE 600 of Appendix E of the International Residential Code, or the U.S. Department of Housing and Urban Development Handbook, *Permanent Foundations Guide for Manufactured Housing*, 1996.
- (2) Floor Area: Floor area shall be measured from the foundation walls, no portion of concrete, posts and/or piers shall be allowed in the established setback area.
- (3) Building Eave Projections/Overhangs: Shall not extend more than three (3) feet into the setback area.
- (4) Size Limitations: Structures shall have a minimum width of twenty-four (24) feet and contain a minimum total floor area of eight hundred (800) square feet.
- (5) Wind Speed Design: Structures shall be able to resist a wind speed design of one hundred fifteen (115) miles per hour; Exposure C. Refer to the current adopted version of the IRC by the Town of Alpine.
- (6) Snow Load: Structures shall be able to support a roof snow load of one hundred (100) pounds per square foot and a ground snow load of one hundred forty-three (143) pounds per square foot.
- (7) Seismic Design: Structures shall be designed to support site class “D” seismic design.
- (8) Frost Depth: Structures shall be designed to support thirty-six (36) inch frost line depth.
- (9) Radon Mitigation: Structures shall identify radon control methods or location on building plans. Radon mitigation piping shall be installed as identified in Appendix F, of the International Residential Code (IRC). Refer to the current adopted version of the IRC by the Town of Alpine. It is recommended that property owners have structure tested for radon levels.
- (10) Siding material shall consist of wood or wood products, stucco, brick, rock, lap steel, lap aluminum, or lap vinyl. One (1) or a combination of these materials shall be used to cover the exterior of the housing unit.
- (11) Structures shall contain a roof pitch with roof slope of not less than a four (4)-inch rise for every twelve (12) inches of horizontal run; and follow the currently adopted International Building Code and/or International Residential Code for snow and ice melt.
- (12) The roof structure shall extend not less than eighteen (18) inches from the exterior walls of the building.
- (13) The lower perimeter of the dwelling unit shall be fully enclosed from the lower edge of the dwelling unit to the ground. The material used to enclose the lower perimeter of the dwelling shall be either masonry or the same siding material as on the dwelling proper. Any material used to enclose the lower perimeter of the dwelling unit shall be able to withstand the effects of wind, soil, decay, termites and prevent the entry of rodents.
- (14) An unobstructed access shall be provided along the lower perimeter. The size of the access shall be at least twenty-four by thirty-six (24 x 36) inches.
- (15) No attachments, additions, alterations, or modifications to the exterior walls of a manufactured home are allowed except those approved by the manufacturer for the specific unit. All other additions, porches, decks, garage, or other add-on attachments must be freestanding and self-supporting with no structural reliance on the manufactured unit itself.

- (16) All towing devices, wheels, and undercarriage support used solely for initial transportation of the home shall be removed from the unit and building site within thirty (30) days of delivery to the site.
- (17) Structures shall contain under-floor areas that are ventilated by an approved mechanical means, or by openings into the under-floor area walls.

Section 4-503. Modular Housing

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

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

Section 4-504. Multi-Unit Residential Buildings

- (a) Applicability:
 - (1) The design standards outlined in Section 4-504 shall apply to townhomes, multi-unit residential apartment buildings, multi-unit residential condominium buildings, or a complex of multi-unit residential buildings. These design standards shall supersede any standards that may conflict with the most recent version of the International Building Code or International Residential Code that have been adopted by the Town of Alpine (see Article 4.2 Building Codes).

~~The Design standards outlined in Section 4-504(o) are recommended design criteria that are preferred by the Town of Alpine, but not a requirement of the Alpine Land Use and Development Code.~~

(2) Design Review Committee guidelines referenced in Section 4-504(o) are required design criteria that must be followed for compliance with the Alpine Land Use and Development Code.

- (b) Floor Area: Floor area shall be measured from the foundation walls, no portion of concrete, posts and/or piers shall be allowed in the established setback area.
- (c) Building Eave Projections/Overhangs: Shall not extend more than three (3) feet into the setback area.
- (d) Garages: Garages shall be detached from, or attached to, the primary residential structure.
- (e) Windows and Entryways: At least fifteen (15) percent of the area of a street-facing façade shall include windows or main entryways.
- (f) Building Materials: Primary structures shall be constructed out of new or recycled materials. The relocation of old or used multi-unit residential buildings into the Town of Alpine is prohibited.
- (g) Roof Pitch:
 - (1) Multi-unit residential structures roof style shall balance compatibility with the character of the area and snow shed considerations. Where pitched roofs are used, steeper roof pitches are preferred, but flatter pitches are permitted. Provided the engineering standards are met. The choice of roof pitch shall include consideration if and where the roof shall hold or release snow and where roof drainage shall occur.
 - (2) Pitched roofs without a parapet wall require an eighteen (18) inch minimum overhang.
- (h) Wind Speed Design: Structures shall be able to resist a wind speed design of one hundred fifteen (115) miles per hour; Exposure C. Refer to the current adopted version of the IRC by the Town of Alpine.
- (i) Snow Load: Structures shall be able to support a roof snow load of one hundred (100) pounds per square foot and a ground snow load of one hundred forty-three (143) pounds per square foot.
- (j) Seismic Design: Structures shall be designed to support site class “D” seismic design.
- (k) Frost Depth: Structures shall be designed to support thirty-six (36) inch frost line depth.
- (l) Radon Mitigation: Structures shall identify radon control methods or location on building plans. Radon mitigation piping shall be installed as identified in Appendix F, of the International Residential Code (IRC). Refer to the current adopted version of the IRC by the Town of Alpine. It is recommended that property owners have structure tested for radon levels.
- (m) Access and Entryways:
 - (1) Multi-unit apartment buildings, residential condominium buildings, or multi-unit residential complexes containing forty (40) or more dwelling units shall provide a divided ingress-egress driveway with a landscaped median for all entrances from public streets.
 - (2) Sidewalks shall be constructed within the interior of any multi-unit or mixed commercial-residential building complex to link multi-unit buildings with other destinations within the complex, e.g., vehicular parking areas, mailboxes, and solid waste disposal area.

- (3) If a new multi-unit apartment building, residential condominium building, multi-unit residential complex, or commercial-residential building is adjacent to the planned community trail system route, an existing municipal park, or other existing public recreational facility, a paved walkway shall be constructed that provides a direct connection from the building to the proposed trail route, municipal park, or recreational facility. The walkway shall be eight (8) feet in width to accommodate use by pedestrians, bicyclists, and cross-country skiers.

(n) Utilities:

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

(o) Design Review Guidelines:

All multi-unit buildings shall adhere to the architectural standards established in the most recently adopted Design Review Committee Guidelines. These guidelines outline the required design standards, exterior materials, colors, and architectural character to ensure developments are complementary to the surrounding built and natural environment.

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

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

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

(b) Floor Area: Floor area shall be measured from the foundation walls, no portion of concrete, posts and/or piers shall be allowed in the established setback area.**(c) Building Eave Projections/Overhangs:** Shall not extend more than three (3) feet into the setback area.**(d) Building Materials:** Primary structures shall be constructed out of new or recycled materials. The relocation of old or used commercial or mixed commercial-residential structures into the Town of Alpine is prohibited. Special consideration may be made for historical buildings.**(e) Roof Pitch:**

- (1) Commercial or mixed commercial-residential structures roof style shall balance compatibility with the character of the area and snow shed considerations. Where pitched roofs are used, steeper roof pitches are preferred, but flatter pitches are permitted. Provided the engineering standards are met. The choice of roof pitch shall include consideration if and where the roof shall hold or release snow and where roof drainage shall occur.

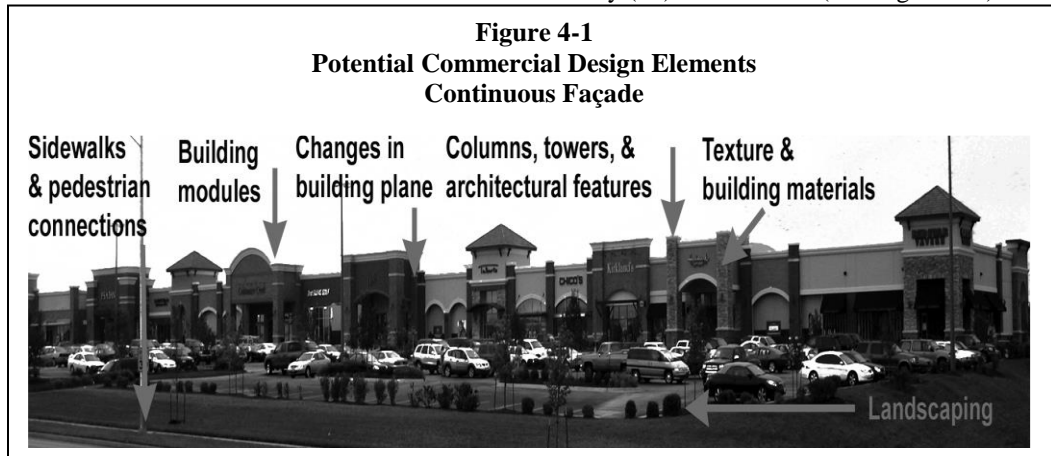
- (2) Pitched roofs without a parapet wall require an eighteen (18) inch minimum overhang.

(f) Wind Speed Design: Structures shall be able to resist a wind speed design of one hundred fifteen (115) miles per hour; Exposure C. Refer to the current adopted version of the IRC by the Town of Alpine.**(g) Snow Load:** Structures shall be able to support a roof snow load of one hundred (100) pounds per square foot and a ground snow load of one hundred forty-three (143) pounds per square foot.**(h) Seismic Design:** Structures shall be designed to support site class “D” seismic design.**(i) Frost Depth:** Structures shall be designed to support thirty-six (36) inch frost line depth.**(j) Radon Mitigation:** Structures shall identify radon control methods or location on building plans. Radon mitigation piping shall be installed as identified in Appendix F, of the International Residential Code (IRC). Refer to the current adopted version of the IRC by the Town of Alpine. It is recommended that property owners have structure tested for radon levels.**(k) Building Structure:** Commercial or mixed commercial-residential buildings exceeding two (2) stories shall incorporate a base, middle, and a cap which are described as follows:

- (1) The base shall include an entryway with transparent windows.
- (2) The middle may include windows and/or balconies.
- (3) The cap shall include the area from the top floor to the roof of the building and shall include a cornice or a roof overhang.

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

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



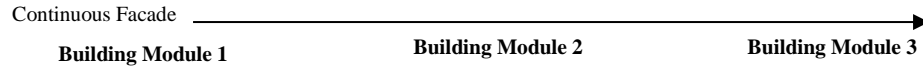


Figure 4-2
Individual Building Modules in Single, Continuous Façade



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

(m) Architectural Guidelines:

All commercial and mixed commercial-residential buildings shall adhere to the architectural standards established in the most recently adopted Design Review Committee Guidelines. These guidelines outline the required design standards, exterior materials, colors, and architectural character to ensure developments are complementary to the surrounding built and natural environment.

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

Section 4-506. Light Industrial Buildings(a) Applicability:

- (1) The design standards outlined in Section 4-506 shall apply to light industrial buildings within the Light Industrial District.
- (2) These design standards shall supersede any standards that may conflict with the most recent version of the International Building Code that has been adopted by the Town of Alpine (see Article 4.2 Building Codes).

- (b) Floor Area: Floor area shall be measured from the foundation walls, no portion of concrete, posts and/or piers shall be allowed in the established setback area.

- (c) Building Eave Projections/Overhangs: Shall not extend more than three (3) feet into the setback area.

- (d) Building Materials: Primary structures shall be constructed out of new or recycled materials. The relocation of old or used light industrial structures into the Town of Alpine is prohibited.

(e) Roof Pitch:

- (1) Light industrial structures roof style shall balance compatibility with the character of the area and snow shed considerations. Where pitched roofs are used, steeper roof pitches are preferred, but flatter pitches are permitted. Provided the engineering standards are met. The choice of roof pitch shall include consideration if and where the roof shall hold or release snow and where roof drainage shall occur.

- (2) Pitched roofs without a parapet wall require an eighteen (18) inch minimum overhang.

- (f) Wind Speed Design: Structures shall be able to resist a wind speed design of one hundred fifteen (115) miles per hour; Exposure C. Refer to the current adopted version of the IRC by the Town of Alpine.

- (g) Snow Load: Structures shall be able to support a roof snow load of one hundred (100) pounds per square foot and a ground snow load of one hundred forty-three (143) pounds per square foot.
- (h) Seismic Design: Structures shall be designed to support site class “D” seismic design.
- (i) Frost Depth: Structures shall be designed to support thirty-six (36) inch frost line depth.
- (j) Radon Mitigation: Structures shall identify radon control methods or location on building plans. Radon mitigation piping shall be installed as identified in Appendix F, of the International Residential Code (IRC). Refer to the current adopted version of the IRC by the Town of Alpine. It is recommended that property owners have structure tested for radon levels.
- (k) Architectural Guidelines:

All Light Industrial buildings shall adhere to the architectural standards established in the most recently adopted Design Review Committee Guidelines. These guidelines outline the required design standards, exterior materials, colors, and architectural character to ensure developments are complementary to the surrounding built and natural environment.

- (1) ~~While the color of buildings is a subjective consideration, the Town of Alpine prefers the use of building colors, e.g., earth tones, which are complementary to the surrounding neighborhood environment.~~
- (2) ~~While the town does not restrict the use of any exterior material, the Town of Alpine prefers the use of exterior materials that reflect the regional, local and immediate context of the natural environment.~~
- (3) ~~Review of proposed exterior materials and colors shall consider the positive and negative impacts on the surrounding buildings and natural environment.~~

Section 4-507. Public and Community Facilities

- (a) Applicability:
 - (1) The design standards referenced in Section 4-507 shall apply to public and community facilities within the Public and Community Facilities District.
 - (2) These design standards shall supersede any standards that may conflict with the most recent version of the International Building Code that has been adopted by the Town of Alpine (see Article 4.2 Building Codes).
- (b) Floor Area: Floor area shall be measured from the foundation walls, no portion of concrete, posts and/or piers shall be allowed in the established setback area.
- (c) Building Eave Projections/Overhangs: Shall not extend more than three (3) feet into the setback area.
- (d) Building Materials: Primary structures shall be constructed out of new or recycled materials. The relocation of old or used public and community facilities into the Town of Alpine is prohibited. Special consideration may be made for historical buildings.
- (e) Roof Pitch:
 - (1) Public and Community Facilities structures roof style shall balance compatibility with the character of the area and snow shed considerations. Where pitched roofs are used, steeper roof pitches are preferred, but flatter pitches are permitted. Provided the engineering

standards are met. The choice of roof pitch shall include consideration if and where the roof shall hold or release snow and where roof drainage shall occur.

(2) Pitched roofs without a parapet wall require an eighteen (18) inch minimum overhang.

- (f) Wind Speed Design: Structures shall be able to resist a wind speed design of one hundred fifteen (115) miles per hour; Exposure C. Refer to the current adopted version of the IRC by the Town of Alpine.
- (g) Snow Load: Structures shall be able to support a roof snow load of one hundred (100) pounds per square foot and a ground snow load of one hundred forty-three (143) pounds per square foot.
- (h) Seismic Design: Structures shall be designed to support site class “D” seismic design.
- (i) Frost Depth: Structures shall be designed to support thirty-six (36) inch frost line depth.
- (j) Radon Mitigation: Structures shall identify radon control methods or location on building plans. Radon mitigation piping shall be installed as identified in Appendix F, of the International Residential Code (IRC). Refer to the current adopted version of the IRC by the Town of Alpine. It is recommended that property owners have structure tested for radon levels.
- (k) Architectural Guidelines:

All Public and Community Facilities shall adhere to the architectural standards established in the most recently adopted Design Review Committee Guidelines. These guidelines outline the required design standards, exterior materials, colors, and architectural character to ensure developments are complementary to the surrounding built and natural environment.

- (1) ~~While the color of buildings is a subjective consideration, the Town of Alpine prefers the use of building colors, e.g., earth tones, which are complementary to the surrounding neighborhood environment.~~
- (2) ~~While the town does not restrict the use of any exterior material, the Town of Alpine prefers the use of exterior materials that reflect the regional, local and immediate context of the natural environment.~~
- (3) ~~Review of proposed exterior materials and colors shall consider the positive and negative impacts on the surrounding buildings and natural environment.~~

Section 4-508. Recreational and Conservation Area Facilities

- (a) Applicability:
 - (1) The design standards referenced in Section 4-508 shall apply to recreational and conservation area facilities within the Recreation and Conservation District.
 - (2) These design standards shall supersede any standards that may conflict with the most recent version of the International Building Code that has been adopted by the Town of Alpine (see Article 4.2 Building Codes).
- (b) Floor Area: Floor area shall be measured from the foundation walls, no portion of concrete, posts and/or piers shall be allowed in the established setback area.
- (c) Building Eave Projections/Overhangs: Shall not extend more than three (3) feet into the setback area.

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

All multi-unit buildings shall adhere to the architectural standards established in the most recently adopted Design Review Committee Guidelines. These guidelines outline the required design standards, exterior materials, colors, and architectural character to ensure developments are complementary to the surrounding built and natural environment.

- (1) ~~While the color of buildings is a subjective consideration, the Town of Alpine prefers the use of building colors, e.g., earth tones, which are complementary to the surrounding neighborhood environment.~~
- (2) ~~While the town does not restrict the use of any exterior material, the Town of Alpine prefers the use of exterior materials that reflect the regional, local and immediate context of the natural environment.~~
- (3) ~~Review of proposed exterior materials and colors shall consider the positive and negative impacts on the surrounding buildings and natural environment.~~

ARTICLE 4.6 VEHICULAR PARKING STANDARDS

Section 4-601. Intent

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

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

Section 4-602. Applicability

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

Section 4-603. Driveways

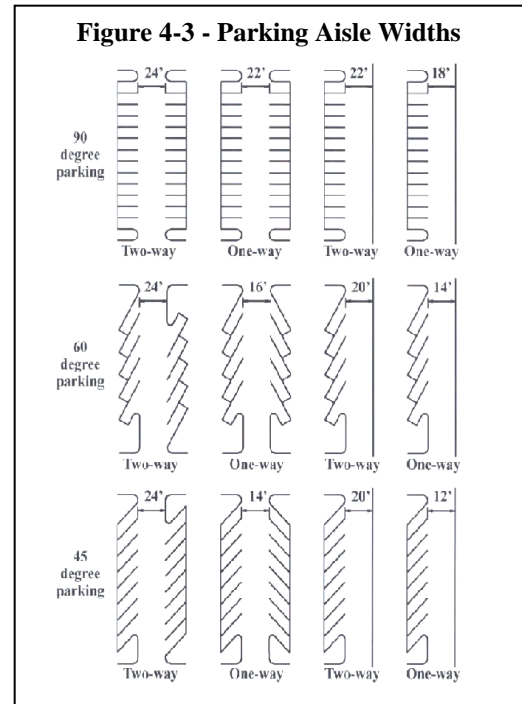
- (a) Driveway approaches to any lot shall be constructed in a manner that does not interfere, or create a safety hazard, with pedestrian crosswalks.
- (b) Driveways shall be constructed a minimum of five (5) feet from any obstruction such as a streetlight or utility pole, fire hydrant, traffic signal controller, telephone junction box, etc.
- (c) Driveway entrances shall be designed to accommodate all types of vehicles that may enter the lot, including delivery and service vehicles.
- (d) Driveways shall not be less than ten (10) feet wide and contain a maximum of ten (10) percent horizontal and vertical slope.

Section 4-604. Access to Vehicular Parking Areas

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

Section 4-605. Vehicular Parking Area Design

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



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

Figure 4-4
Parking Lot Dimensions

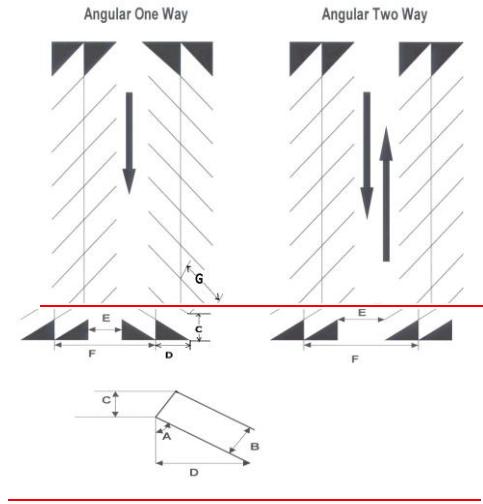


TABLE 4-6
MINIMUM DIMENSIONAL STANDARDS FOR VEHICULAR PARKING
ON BOTH SIDES OF THE AISLE

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

Source: University of Houston, 2007.

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

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

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

Section 4-607. Parking for Handicapped and Disabled Persons(a) Parking Space Requirements:

- (1) All non-residential parking facilities accessible to the general public shall provide accessible parking spaces designated for use by handicapped and disabled persons. The required number of accessible parking spaces for handicapped and disabled persons shall be calculated according to the total number of spaces required for each parking facility (Table 4-7).

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

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

(b) Location of Parking Spaces:

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



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

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

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

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

Section 4-608. Compact Automobile Spaces

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

ARTICLE 4.7 OUTDOOR LIGHTING

- (a) Intent: All exterior lighting shall be designed, located and lamped in order to minimize over lighting, energy waste, glare, light trespass, skyglow and/or dark sky compliance.

(b) General Guidelines:

- (1) All nonessential exterior commercial and residential lighting is encouraged to be turned off after business hours and/or when not in use. Lights on a timer are encouraged. Sensor activated lights are encouraged to replace existing lighting that is desired for security purposes.
- (2) Canopy lights, such as service station lighting shall be fully recessed or fully shielded so as to ensure that no light source is visible from or causes glare on public rights of way or adjacent properties.
- (3) Area lights, all area lights are encouraged to be eighty-five degree (85°) full cutoff type luminaires.

- (c) Type of Luminaires: All exterior lighting shall use full cut-off luminaires with the light source downcast and fully shielded (Appendix B, Figures 1 and 2), with the following exceptions:

- (1) Luminaires that have a maximum output of four hundred (400) lumens per fixture, regardless of number of lamps (equal to one forty {40} watt incandescent light) may be left unshielded provided the luminaire has an opaque top, or is under an opaque structure (Appendix B, Figure 5).
 - (2) Luminaires that have a maximum output of one thousand (1,000) lumens per fixture, regardless of number of lamps (equal to one sixty {60} watt incandescent light) may be partially shielded provided the lamp is not visible, and the luminaire has an opaque top or is under an opaque structure (Appendix B, Figure 3).
 - (3) Floodlights with external shielding provided that no light is directed above a twenty-five (25) degree angle measured from the vertical line from the center of the light extended to the ground, and only if the luminaire does not cause glare or light to shine on adjacent property or public rights-of-way (Appendix B, Figures 6 and 7). Note: Photocells with timers that allow a floodlight to go on at dusk and off by eleven (11) p.m., are encouraged.
 - (4) Residential and Commercial Christmas lighting is encouraged from November 1st to February 1st. Christmas lights are encouraged to be turned off by eleven (11) p.m.
 - (5) Sensor activated luminaries, provided that:
 - (aa) they are located in a manner that prevents glare and lighting onto other properties, or into a public right-of-way;
 - (bb) luminaire is set to turn on when activated, and set to turn off within five (5) minutes after activation has ceased; and,
 - (cc) the luminaire shall not be triggered by offsite activity.
 - (6) Vehicular lights and all temporary lighting required by law enforcement, fire protection, and emergency medical service agencies.
 - (7) Lighting of radio, communication, and navigation towers.
 - (8) Luminaries supporting the lighting of playing fields, e.g., baseball and soccer, and courts, e.g., tennis and basketball.
- (d) Illuminance and Type of Lamp:
- (1) Streetlights shall be high-pressure sodium, low-pressure sodium, or metal halide, unless it can be demonstrated that another type of light is more efficient.
 - (2) Streetlights along residential streets shall be limited to seventy (70) watt high-pressure sodium (hps) light with a lumen output of sixty-four hundred (6,400).
 - (3) Streetlights at street intersections shall be limited to one hundred (100) watts hps, with a lumen output of ninety-five hundred (9,500).
 - (4) Streetlights at major intersections on Wyoming State Highway 89 shall be limited to two hundred fifty (250) watts hps.
 - (5) If a light type other than high-pressure sodium is used, then the equivalent output shall be the limit for the selected type of light.
 - (6) All exterior lighting shall not cause light trespass and shall protect adjacent properties from any glare and/or excessive lighting.
- (e) Street Lighting Placement:

- (1) Streets in residential subdivisions shall have at least, one light at each intersection. If the spacing between the intersection lights exceeds three hundred twenty (320) feet on a straight street, mid-block lights shall be added to maintain spacing less than or equal to three hundred twenty (320) feet. If the street has a curve, judgment shall be used by the developer to reduce the spacing to less than three hundred twenty (320) feet.
 - (2) Where possible, streetlights shall be staggered on alternate sides of the roadway. For “T” intersections, the light should be located on either corner of the street that ends.
- (f) Guidelines for Selection of Luminaire and Determination of Mounting Heights: As shown in Figures 1 through 7; as well as Tables 1, 2 and 3 located in Appendix B; are provided to facilitate the selection of luminaire and the determination of mounting heights for streetlights in subdivisions. These guidelines shall be used by subdivision developers for the planning of streetlight facilities and by the Zoning Administrator and/or Planning and Zoning Commission for review and evaluation of proposed subdivisions. The Town of Alpine does not endorse or discriminate against any manufacturer or company that may be mentioned or shown in these illustrations and related statistical tables.

ARTICLE 4.8 SIGNS

Section 4-801. General

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

Section 4-802. Sign Standards in Residential Districts

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

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

In addition to the following zoning district:

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

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

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

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

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

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

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

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

- (b) Measurement of Sign Area and Height:

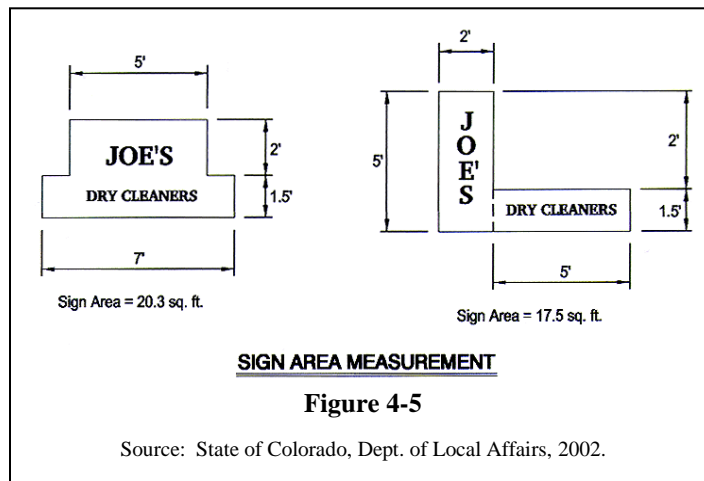
- (1) **Sign Surface Area.** The area of a geometric shape enclosing any message, logo, symbol, name, photograph or display face shall be measured using standard mathematical formulas (Figure 4-5). Time and temperature devices shall not be included within the measurement of maximum sign area.

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

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

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

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



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

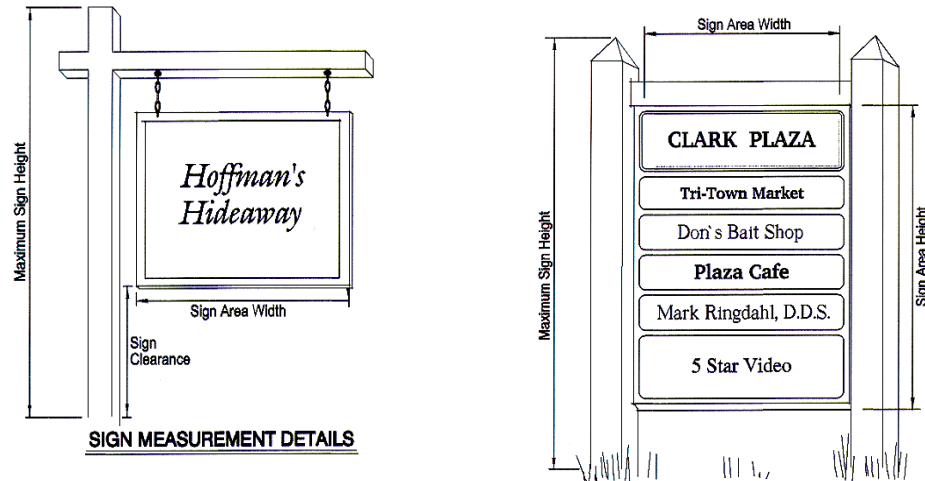


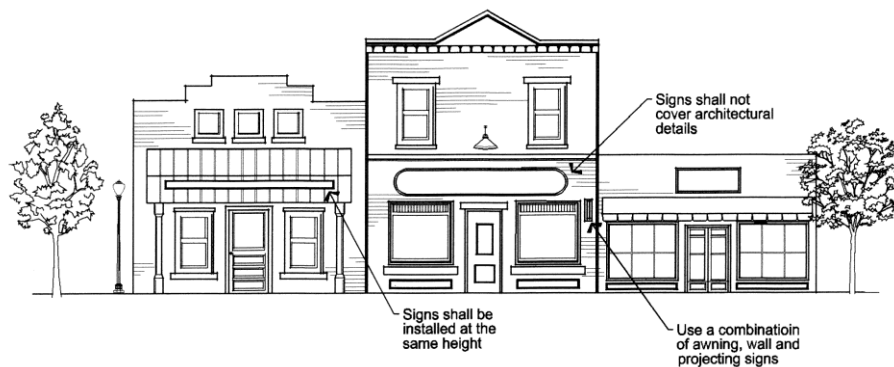
Figure 4 - 6

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

(c) General Design Guidelines:

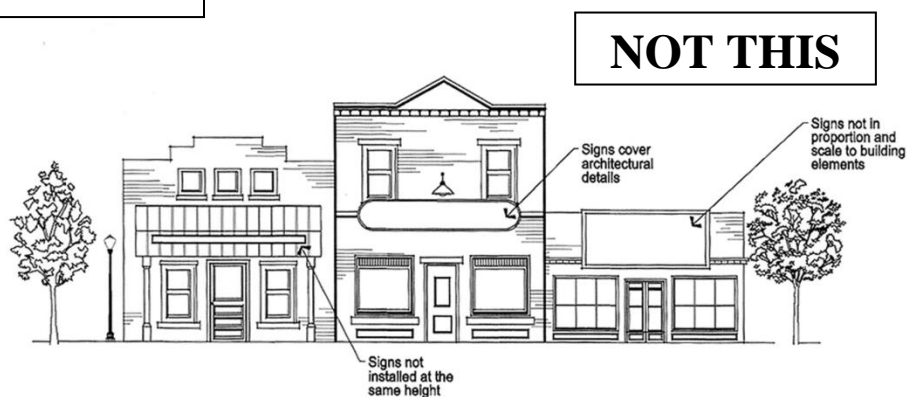
- (1) Signs shall make a positive contribution to the general appearance of the street and commercial area in which they are located.
- (2) Signs shall be made by a professional sign company or other qualified individual.
- (3) The scale of signs shall be appropriate for the building on which they are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

F Sign Locati



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

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



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



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

(g) Sign Standards for Public and Community Facilities

- (1) Each business establishment may construct and/or install two (2) square feet of signage for every lineal foot of commercial building frontage.
- (2) Signage may include one (1) or more types of signs that are authorized for this zoning district. The type, number, and size of signs authorized in this district are summarized in Table 4-9.
- (3) All sign design, construction, and installation shall also conform to sign standards outlined in Section 4-803(g).

(h) Standards for Specific Types of Signs:

- (1) Awning Sign. An awning sign is a sign which is painted, stitched, sewn or stained onto the exterior of an awning (Figure 4-9). An awning is a movable shelter supported entirely from the exterior wall of a building and composed of non-rigid materials except for the supporting framework.
 - (aa) Location. Awning signs may be placed only on awnings that are located on first- and second story building frontages, including those fronting a sidewalk pedestrian walkway. No awning sign shall project beyond, above or below the face of an awning.
 - (bb) Maximum area and height. No structural element of an awning shall be located less than eight (8) feet above finished grade. Awnings on which awning signs are mounted may extend over a public right-of-way no more than seven (7) feet from the face of a supporting building. No awning, with or without signage, shall extend above the roof line of any building.
 - (cc) Lighting. Awnings shall not be internally illuminated. Lighting directed downwards that does not illuminate the awning is allowed.

Figure 4-9
Example – Awning Sign

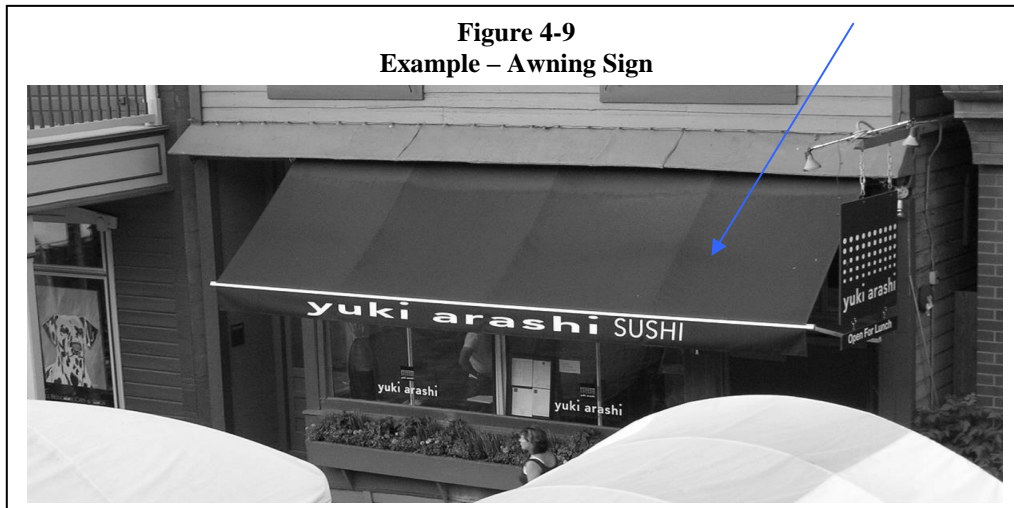


TABLE 4-9
MRC – MIXED RESIDENTIAL COMMERCIAL DISTRICT
SIGN STANDARDS

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

TABLE 4-10
C – COMMERCIAL DISTRICT
SIGN STANDARDS

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

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

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

TABLE 4-11
LI – LIGHT INDUSTRIAL DISTRICT
SIGN STANDARDS

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

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

Figure 4-10
Example – Canopy Sign



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

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

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

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

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

(ee) Lighting. Signs may contain internal lighting.

Figure 4-11
Example – Freestanding Pole Sign



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

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

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

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

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

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



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

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

(bb) A church or civic club off-premise sign that is intended to direct people to a church or civic club and provides the date and times of meetings. However, such signs shall not interfere with pedestrian or vehicular traffic safety or be authorized for any organization

that is not a “non-profit” organization.

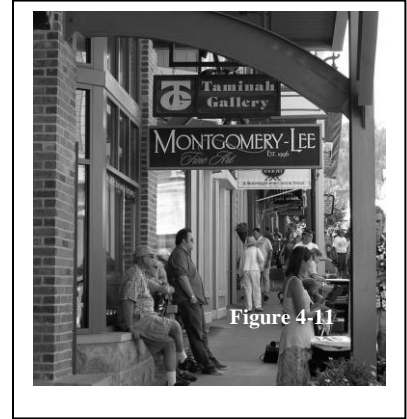
(cc) A contract has been reviewed by the P&Z Commission between property owner(s) where the sign shall be located and the owner of the business advertising. The sign shall be included in the total allotment for the business advertising and the owner of the property where the sign is located.

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

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

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

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



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

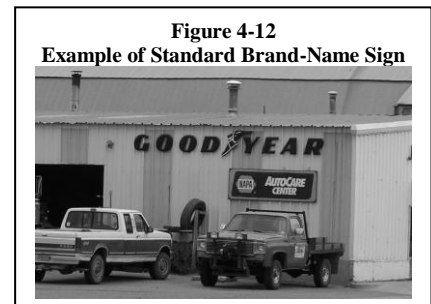
(cc) Sign structure. Sign supports and brackets shall be compatible with the design and scale of the sign.

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

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

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

(bb) Sign may contain internal lighting.



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

Figure 4-13
Example of Standard
Time/Temperature Sign

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

(bb) Sign may contain internal lighting.

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

Figure 4-14
Example #1 of Wall Sign



Figure 4-15
Example #2 of Wall Sign



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

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

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

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

(ee) Sign may contain internal lighting.

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

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

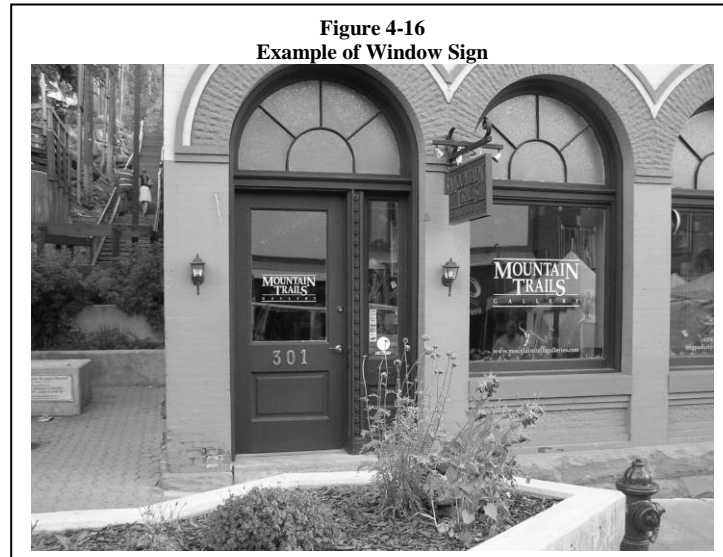
(bb) Lighting. All illuminated window signs shall be included in the total allowable sign area for the premises.

(cc) Temporary Signs (Those classified as sales for specific/limited periods of time). Posters and other materials temporarily displayed in a window are exempt from all development standards outlined in Part 4 of the Alpine Land Use and Development Code.

(dd) Sign may contain internal lighting.

(ee) Window Reader Boards.

- (11) Freestanding Reader Board Signs. **No** freestanding reader board signs are allowed in the Town of Alpine boundaries.



- (12) Other Signage: As defined in Table 4-9.

TABLE 4-12 TEMPORARY SIGN STANDARDS FOR ALL ZONING DISTRICTS* SIGNS PERMITS SHALL ONLY BE ISSUED TO <u>LICENSED</u> BUSINESSES WITHIN THE INCORPORATED BOUNDARIES OF THE TOWN.			
<i>Type of Sign</i>	<i>Number of Signs</i>	<i>Maximum Area (sq. ft.)</i>	<i>Comments</i>
Grand Opening Banners	1	30'	Permit Required; <u>MUST</u> be removed after <u>30</u> (thirty) days from Grand opening date.
Banner(s)	2	30' per banner	Permit Required; <u>MUST</u> be removed after <u>90</u> (ninety) days from installation date; a onetime extension can be issued; then thereafter a permanent sign permit <u>MUST</u> be issued.
Permanent Banner	3	50'	<u>Each Property</u> shall be allowed to have three (3) permanent banners; this would include any flag banners; flag banner are not to exceed (22) twenty-two feet in height.
Directional Signs	N/A	6'	Permit Required; Indicates name of home occupation; shall be attached to dwelling unit and parallel with wall to which it is attached; not allowed on roof eaves; unlighted
Single Business Property Sandwich Boards {3' x 4' in total size}	2	12' Per Side	No fee: each Single Business is allowed (2) two sandwich board signs, during BUSINESS HOURS ONLY ; Sign placement must be at a minimum of six (6) feet from the curb of the business property; not

			to impede pedestrian traffic.
Multi Business Property Sandwich Boards {3' x 4' in total size}	1 Per Licensed Business	12' Per Side	No fee; each Business is allowed (1) one sandwich board sign, during <u>BUSINESS HOURS ONLY</u> ; Sign placement must be at a minimum of six (6) feet from the curb of the business property; not to impede pedestrian traffic.
<u>Property for Sale or Rent</u> In Single Family and Multi Unit Residential Zoning Districts	1	12'	No fee: Indicates sale or rental of property where sign is located; unlighted. <u>MUST</u> be removed within 7 (seven) days of property sell date.
<u>Property for Sale or Rent</u> In Mixed Residential and Commercial Zoning Districts	1	25'	No fee: Indicates sale or rental of property where sign is located; unlighted. <u>MUST</u> be removed within 7 (seven) days of property sell date.
Freestanding Election		16'	No fee; <u>MUST</u> be removed within 7 (seven) days after election date.
Freestanding yard, garage sale sign or of similar size		16'	No fee; may be displayed for up to 14 days, but <u>MUST</u> be removed within 24 (twenty-four) hours of the event. <u>No</u> Business Advertising is allowed on these signs.
Note: All signs must also comply with standards set forth in Section 4-801, Section 4-802 and Section 4-803.			

NOTE:

Photos used in Article 4.8 Signs; do not necessarily meet code but are presented to illustrate examples of various signs.

PART 5 - APPEALS AND ENFORCEMENT

ARTICLE 5.1 APPEALS

Section 5-101. General

Any order or decision by the Planning & Zoning Commission or Building Official may be appealed to the Alpine Board of Adjustment. Appeals may be made by any person, private company or corporation, or public agency affected by any such order or decision.

Section 5-102. Authority and Scope of Responsibility

The authority and responsibility of the Alpine Board of Adjustment are presented in Section 1-105, Board of Adjustment, of the Alpine Land Use and Development Code.

Section 5-103. Rules for Appeal Proceedings Before Alpine Board of Adjustment

- (a) Appeals to the Alpine Board of Adjustment may be received from any person aggrieved, or by any officer, department or agency affected by any decision of the Planning & Zoning Commission or the Building Official. Such an appeal shall be made in writing on forms provided by the Zoning Administrator or Town Clerk and delivered to the Town of Alpine within ten (10) days from the date of the action being appealed. Upon receipt of notice of appeal, the Zoning Administrator shall transmit to the Alpine Planning and Zoning Commission the notice of appeal and all of the original documents or copies which represent the record of the action being appealed.
- (b) Decisions of the Alpine Board of Adjustment concerning an appeal shall be reached only after a public hearing concerning the specific appeal. The Board of Adjustment shall fix a reasonable time and place for the hearing, and shall proceed in accordance with the following rules:
 - (1) Public notice shall be given for all hearings of the Alpine Board of Adjustment. Public notice shall consist of posting a sign by the Zoning Administrator on the affected property for, at least, thirty (30) days prior to the date of the hearing and one (1) posting of a notice by the Zoning Administrator in the Alpine Town Hall for at least five (5) days prior to the hearing. Both the sign and the notice shall identify the applicant, the nature and general scope of the appeal, as well as the date, time and place of the hearing. All hearings shall be open to the public.
 - (2) Notice of the hearing shall also be given to any parties of interest, including the Town Council, Town Attorney, Zoning Administrator and any attorney of record for the applicant. All parties of interest shall be permitted to be heard during all public hearings.
 - (3) Any interested party may also appear in person, or be represented by an agent or attorney, at any public hearing. After being duly sworn, the interested party may offer evidence and testimony, as well as cross-examine witnesses.
 - (4) All witnesses shall be sworn, or shall affirm their testimony, in the manner required in courts of record.
 - (5) All testimony and evidence shall be presented publicly.
 - (6) The Alpine Board of Adjustment shall keep a record of the proceedings for each matter heard. Records of the proceedings shall be kept on file and copies made available to any party at cost. The record of proceedings may include documents and physical evidence considered in the case.

- (7) The Alpine Board of Adjustment shall render a written decision on each case heard within thirty (30) days of the hearing. Each decision must be supported by the rationale for its decision and based on findings of fact. The record shall also document the vote of each member for each decision and be available for public review.
- (8) A majority vote of the Alpine Board of Adjustment shall be necessary to reverse any order, requirement, decision or determination of the Planning & Zoning Commission or Building Official.
- (9) The decision of the Alpine Board of Adjustment may be reviewed by District Court pursuant to Rule 12 of the Wyoming Rules of Appellate Procedure.

ARTICLE 5.2 ENFORCEMENT

Section 5-201. Administration, Inspections, Right of Entry, and Other Powers

(a) Administration:

The Planning & Zoning Commission and Building Official are authorized to make interpretations of the Alpine Land Use and Development Code. Interpretations of the Alpine Land Use and Development Code shall conform to the general intent and purpose of this ordinance.

(b) Inspections:

The Building Official is authorized to make site and building inspections, as well as other actions that may be required to enforce the provisions of the Alpine Land Use and Development Code.

(c) Right of Entry:

- (1) The Building Official may enter any building in the Town of Alpine to make an authorized property or building inspection, enforce any of the provisions of this ordinance, or inspect buildings or properties. Such actions may be taken whenever the Building Official has reasonable cause to believe there is a condition or ordinance violation which makes such building or property unsafe, dangerous, hazardous, or in conflict with any provision of the Alpine Land Use and Development Code with approval from the Planning & Zoning Commission.
- (2) Building or property inspections shall be made at reasonable times during weekdays, normal business hours, unless unexpected circumstances apply and/or visits have been arranged. When a building on a given property is occupied, the Building Official shall first present proper credentials to building occupants and request entry. When existing buildings are unoccupied, the Zoning Administrator or Building Official shall first make a reasonable effort to locate and contact the owner, or other person having charge or control of the building or premises, and request entry. If such entry is refused, the Building Official shall have recourse to every remedy provided by law to secure entry.

(d) Other powers:

- (1) The Planning & Zoning Commission, or representative, is also authorized to perform the following:
 - (a) Upon reasonable cause, revoke any land use or building permit, issue "Cease and Desist" orders, or take any other lawful action to ensure substantial compliance with the provisions of this ordinance.
 - (b) Issue notices for violations of the Alpine Zoning Ordinance.

Section 5-202. Inspection and Repair

After inspection by the Building Official, all buildings or property determined to be unsafe, dangerous, hazardous, or in conflict with any of the provisions of this ordinance shall be repaired, rehabilitated, vacated, demolished, or removed in accordance with the procedure outlined in Article 4.2 of the Alpine Land Use and Development Code.

Section 5-203. Citizen Complaints

Any landowner, resident, private company, corporation, or public agency shall be allowed to file a complaint of any violation of this ordinance at the office of the Town Clerk.

- (a) The forms for citizen complaints shall be made available to the general public at the Town Clerk's office.
- (b) When a complaint is received, the Zoning Administrator shall, as soon as practical, place the complaint upon the agenda for the Alpine Planning & Zoning Commission.
- (c) When a complaint is received, the Zoning Administrator shall also send a copy of the complaint, via certified mail, to the landowner or person, who owns and/or occupies the subject property, within ten (10) days of receipt of the complaint. The landowner or person, who owns or occupies the subject property, shall have thirty (30) days to submit a written response to the Zoning Administrator.
- (d) After receipt of the response, the Zoning Administrator and Building Official shall investigate the complaint and determine an appropriate action with direction from the Planning & Zoning Commission.
- (e) Should the Planning and Zoning Commission issue any notice concerning correction for violation of the ordinance, the landowner or person who receives any notice of violation shall have the right to appeal through the appeal process outlined in Part 4, Appeals and Enforcement, of the Alpine Land Use and Development Code.

ARTICLE 5.3 VIOLATIONS, PENALTIES, AND REMEDIES

Section 5-301. Unlawful to Violate Ordinance

It shall be unlawful for any person, private firm or corporation, or public agency to construct, alter, expand, renovate, or demolish any building or structure in violation of the Alpine Land Use and Development Code.

Section 5-302. Continuing Violations and Penalties

Any person, group, firm, or corporation whether as principle, agent, employee, or otherwise, violating, causing, or permitting the violation of the provisions of this ordinance shall be guilty of a misdemeanor, subject to a Seven Hundred and Fifty (\$750) dollar fine, such person, group, firm, or corporation shall be deemed to be guilty of a separate offense for each and every day during which any violation of this ordinance is committed, continues or results from the action or inaction of such person, group, firm, or corporation.

Section 5-303. Town Enforce through Appropriate Civil Remedy.

The Town may also enforce this ordinance through any appropriate civil remedy.

Section 5-304. Actions for Penalties or Fines.

- (a) To be brought in Corporate Name. All actions brought to recover any penalty or fine shall be brought in the corporate name of the municipality.
- (b) Disposition of Recoveries. The recoveries, when collected, shall be paid into the treasury of the municipality.

Section 5-305. Applicability of "Wyoming Administrative Procedure Act".

In all proceedings before an agency or board pursuant to the rules set forth in this article, the "Wyoming Administrative Procedure Act" shall apply. If a conflict arises between such act and the rules set forth in this article, the act shall supersede these rules.

Section 5-306. Ordinance Enforceable in Addition to Other Remedies

The Alpine Land Use and Development Code shall be enforceable in addition to the other remedies provided by law, by injunction, mandamus, or proceedings in abatement.

PART 6 – RULES OF INTERPRETATION AND DEFINITIONS

ARTICLE 6.1 RULES OF INTERPRETATION

Some of the words, phrases, and terms used in the Alpine Land Use and Development Code have specific meanings that are defined within Article 6.2. Words, phrases, and terms not defined in the Land Use and Development Code shall be given their usual and customary meanings except where the context clearly indicates a different meaning.

The word “shall” requires mandatory action. The words “may” and “should” are discretionary.

Within the Land Use and Development Code, various sections identified as “Intent” are provided as an official statement of legislative purpose. These sections are intended as a guide to the administration and interpretation of the Land Use and Development Code. However, they are not binding standards.

ARTICLE 6.2 DEFINITIONS

General Comments:

The code user should be familiar with the terms in this section because:

1. The definitions are essential to the correct interpretation of the International Building Code (IBC) and/or International Residential Code (IRC);
2. The user might not be aware that a particular term encountered in the text has the special definition found herein; and
3. Terms not defined: Where terms are not defined through the methods authorized by the section, such terms shall have ordinarily accepted meanings such as the context implies.

Words with specific defined meanings are as follows:

Accessory Building/Structure. A detached building/structure located on a parcel of land that is used to support the primary use of a principal building, located on the same lot as the primary structure/building.

Accessory Use. A secondary use of a parcel of land that is secondary to the primary use of the property.

Alley. A public thoroughfare which affords only a secondary means of access to an abutting property.

Ambulance Station. A structure or facility for storage of ambulance vehicles and their medical equipment are stationed, as well as working, living and sleeping space for their staff/crew, including a kitchen and showers, while they are on duty (transient).

Apartment. A dwelling unit within a multi-unit residential facility.

Appliance. A device or apparatus that is manufactured and designed to utilize energy and for which this code provides specific requirements.

Attach. To make fast; permanently fixed.

Attached/Attachment. To make fast, permanently fixed; must have contiguous foundation wall; can include a covered walkway. Roof of addition and/or walkway, must be attached to the principal building.

Authorized Representative. An individual appointed by the Town Council to enforce the provisions of the International Building Code (IBC), International Residential Code (IRC), International Mechanical Code (UMC), International Plumbing Code (UPC), National Electric Code, and the Alpine Zoning Ordinance.

Banners. Signs that are made out of a fabric weight or material that indicates temporary activities or welcomes.

Bed-and-Breakfast Operation. An owner-occupied single-family dwelling with a maximum of five (5) guest bedrooms within the dwelling. Guest bedrooms used to provide short-term overnight accommodations are rented for periods less than thirty (30) days. Only breakfast meals are served to guests of the bed-and-breakfast operation.

Breezeway. A roofed, often open passage connecting two buildings (as a house or garage) or halves of a building.

Building. Any permanent structure built for the shelter or enclosure of persons, animals, chattels, or property of any kind.

Building Eave Projections and/or Overhangs: The eaves are the edges of the roof which overhang the face of a wall and normally project beyond the side of a building

Building Envelope: The building envelope includes all the building components that separate the indoors from the outdoors as to the perimeter of the building itself; specific to placement of structure on lot within setback parameters and lot lines.

Building, Principal. A building which represents the primary use of a property.

Carport. A roofed, wall-less shed, usually projecting from the side of a building, used as a shelter for an automobile.

Commercial Frontage. Is the full length of a plot of land or a building measured alongside the road on to which the plot or building fronts. In the case of contiguous buildings, individual frontages are usually measured to the middle of any party wall.

Community Land Use Plan Map. An illustration that depicts a general community vision regarding the type and location of various land uses in Alpine. This map is presented as Figure 8-4 within the Alpine Municipal Master Plan report dated October 25, 2006.

Conceptual Site Plan. An illustration of a general land use development concept for one or more parcels of land which provides an identified map scale, identifies the boundaries of project development site, and locates all proposed buildings and other land uses, vehicular parking areas and access to the project development site, utility distribution systems, and primary site development features.

Condominium. A living unit in a multi-unit residential facility that is owned in fee simple. The use of the living unit, as well as shared common space areas and facilities, are subject to covenants, conditions, and restrictions that are enforced by a homeowner's association.

Construction Fences. A temporary fence constructed to preserve the safety of the building site during construction of a building.

Copyright. The exclusive legal right that protects original works of authorship as soon as an author fixes the work in a tangible form of expression, whether by print, publication, film or recorded/recording of materials. (Example: © **ALL RIGHTS RESERVED**).

Copyright is a type of intellectual property that protects original works of authorship as soon as an author fixes the work in a tangible form of expression.

Deck. An exterior floor supported on at least two (2) opposing sides by an adjacent structure, and/or posts, piers or other independent supports. Decks with heights of thirty (30) inches or greater need guard rails.

Drainage. The process by which water or other liquids flow away into pipes or into the ground. Such as: Final Grade shall be sloped away from the structure.

Detached Accessory Structure. The International Code Council (ICC) defines a detached accessory structure as a structure that is not the main building on a property but is used for a purpose related to the main building. Detached accessory structures must be subordinate to the main building and located on the same property.

Development. A specified state of growth or advancement; the process of converting land to a new purpose by constructing buildings or making use of its resources.

Development Fee. Total of all costs incurred from initiation to implementation of a project.

Driveway. A private road connecting a house, garage, or other building with the street.

Due Dilligence: The investigation or exercise of care that a reasonable business or person is normally expected to take **BEFORE** entering into an agreement or contract with another party or an act with a certain standard of care, i.e. vetting issues thoughtfully and carefully.

Dwelling. Any building that contains one or two dwelling units, used, intended, or designed to be built, used, rented, leased, let or hired out to be occupied, or that are occupied for living purposes.

Dwelling, Single-Family. A residential structure limited to a stick-built home, manufactured home, modular home, or factory-built home, which is physically arranged to create an independent housekeeping establishment for occupancy by one (1) family or one (1) household. The structure is characterized by separate facilities for wastewater disposal, cooking and sleeping.

Dwelling Multi-Unit. A residential building occupied by two (2) or more families or households living independently of each other.

Dwelling Unit. A single unit providing complete independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

E-Mail. A system for sending and receiving messages electronically over a computer network.

Easement: An agreed upon use of land, usually of record, by someone other than the landowner for a specific purpose (i.e. utilities).

Emergency Care Facility. A physician's office, clinic, or other health care center which provides emergency medical care in conjunction with other primary care services.

Emergency Medical Facility. A freestanding emergency center or trauma center, such as hospital or any other institution licensed by the cabinet for Health and Family Services that furnishes emergency medical services.

Emergency Medical Services (EMS). Also known as ambulance services or paramedic services, are emergency services that provide urgent pre-hospital treatment and stabilization for serious illness and injuries and transport to definitive care.

Factory-built Home. Any residential dwelling that is wholly, or in substantial part, made, fabricated, formed, or assembled in manufacturing facilities for installation or assembly on a building site. Factory-built homes shall include, but not be limited to, manufactured homes, modular homes, and mobile homes.

Family Household. A single-family dwelling or multi-unit dwelling that is occupied by a family that is comprised by any number of persons related by blood, marriage, or adoption.

Floor Area. Area contained within the building measured to the external face of the external walls.

Frontage. The direction in which a building faces; the front of a building or lot; the lineal extent of this front; the land between a building and the street; body of water etc.

Front Yard. Portion of a property that is adjacent to the street frontage where the primary structure's driveway exits and enters.

Fireplace. An assembly consisting of a hearth and fire chamber of noncombustible material and provided with a chimney, for use with solid fuels.

Factory-built fireplace. A listed and labeled fireplace and chimney system composed of factory-made components and assembled in the field in accordance with manufacturer's instructions and the conditions of the listing.

Masonry chimney. A field constructed chimney composed of solid masonry units, bricks, stones or concrete.

Masonry fireplace. A field constructed fireplace composed of solid masonry unit, bricks, stone or concrete.

Fire Station. A structure or facility for storage of firefighting vehicles and equipment are stationed, as well as working, living and sleeping space for their staff/crew, including a kitchen and showers, while they are on duty (transient). Also called firehouse or fire hall.

Food Truck. A large, motorized vehicle (such as a van or multi-stop truck) or trailer equipped to store, transport, cook, prepare, serve and/or sell food.

Full-Time Employees. Full-time employees are those employees working forty (40) hours or more per week, or those individuals that have been deemed by the Governing Body as full-time employees.

Governing Body. The Alpine Town Council.

Grade. The average finished ground elevation around a building.

Gross Floor Area. The total floor area contained within the building measured to the external face of the external walls.

Gross Internal Area. The floor area contained within the building measured to the internal face of the external walls.

Guard. A building component or a system of building components located at or near the open side of elevated walking surfaces that minimizes the possibility of a fall from the walking surface to a lower level.

Habitable Space. A space in a building for living, sleeping, eating or cooking. Bathrooms, toilet rooms, closets, halls, storage or utility spaces and similar areas are not considered habitable spaces.

Handrail. A horizontal or sloping rail intended for grasping by the hand for guidance or support.

Hardship: A condition that is difficult to endure and can be proven, i.e. especially financial/economic.

Height of Buildings. The vertical distance from the average finished ground elevation that adjoins a building at all exterior walls. Where the finished ground elevation slopes away from the exterior walls, a grade plane will be established by the lowest points within the area between the building and the lot line. Where the lot line is more than six (6) feet from the building, a grade plane will be established between the structure and a point six (6) feet from the building.

Historical Buildings. Buildings that are listed in or eligible for listing in the National Register of Historic Places or designated as historical under an appropriate state or local law.

Home Occupation. A professional, technical or retail service operated by the occupants of a single-family residence and not more than two (2) non-household employees. However, such enterprises will generate limited vehicular traffic and vehicular parking along residential streets, as well as limited noise within residential neighborhoods.

Hotel. Any building containing six (6) or more guest rooms used to provide short-term overnight accommodations, which are rented, for less than thirty (30) days. This facility may also include commercial food preparation and dining facilities, as well as other onsite amenities.

Household. A household consists of all the people who occupy a single-family or multi-unit dwelling but does not include more than three (3) persons who are not related by blood or marriage.

Impact Fee. A fee imposed on a new or proposed development project to pay for all or a portion of the costs of providing public services to the new development.

Impervious: A hard surface that does NOT let runoff/water soak into the ground or greatly reduces the amount of runoff/water that soaks into the ground.

Improved Surface: Any surface which has been improved with pavement, asphalt, cement, brick, interlocking pavers or other similar material and maintained in such a manner as to provide for a mud-free and dustless surface, such as pavers or pervious concrete.

Irregular Lot. Not even or balanced in shape or arrangement; contrary to the rules or to that which is normal or established. Such as: lots with multiple street frontages.

Jurisdiction: The governmental unit that adopts and enforces all codes, including but not limited to the IBC, IRC, IFC, IMC and the IPC of the “Jurisdiction”.

Kitchen. Kitchen shall mean an area used, or designated to be used, for the preparation of food and shall contain permanent provisions for the cooking, storage and preparation of food consisting of a sink, refrigerator oven and/or a cook top.

Landscaping. To improve the appearance, the process of making a yard or other piece of land more attractive by altering and/or adding ornamental features, the planting of trees, shrubs grass or other ornamental vegetation.

Land Use Plan Map. The definition of land use plan map is synonymous with the definition for “community land use plan map”.

Live Loads. Those loads produced by the use and occupancy of the building or other structure and do not include constructions or environmental loads such as wind load, snow load, rain load, earthquake load, flood load or dead load.

Live Work Unit. The International Code Council (ICC) defines a live/work unit as a dwelling unit that contains a workplace. Live/work units are flexible and can include a variety of living and working arrangements.

Loads. Forces or other actions that result from the weight of building materials, occupants and their possessions, environmental effects, differential movement and restrained dimensional changes

Lot. A parcel of land within the Town of Alpine which may be vacant, occupied by a building or a group of buildings, as well as contain utility systems and/or accessory buildings.

Lot Area. The total land area contained within a parcel of land.

Maintenance. The cleaning, painting, repair of a building, or the replacement of defective materials and fixed equipment within a building, in a manner that does not alter the basic design of the structure.

Manufactured Home. A single-family dwelling structure which:

- (a) Is partially or entirely manufactured in an offsite factory facility.
- (b) Will adhere to the building standards outlined in Part 4, Section 4-502 of the Alpine Land Use and Development Code.

Master Plan. The Towns comprehensive project plan that define project scope, cost, planning, activities and resources. Reflects a vision set in the early stages of a project and moves everyone in the same direction.

Maximum Amount. Refers to the largest possible quantity or value that is allowed or attainable in a given situation, essentially meaning the highest limit of something that can be reached or used.

Mean Roof Height. The average of the roof eave height and the height to the highest point on the roof surface.

Membership Club. A private group of people organized in association with a national, state, or local non-profit organization.

Minimum Amount. Refers to the smallest quantity or value that is allowed or possible in a given situation, essentially representing the lowest limit or threshold: it's the lease amount that can be accepted or considered viable.

Mobile Food Dispensary/Vendor. A vendor which is a self-contain, licensed and movable facility that is designed to prepare, serve and sell food or drinks for immediate consumption. Food trucks are equipped with a kitchen on wheels and can be used to sell a variety of food items.

Mobile Home. A single-family dwelling that does not meet the definition of a manufactured home of this ordinance, and has the following characteristics:

- (a) It is designed for long or short-term occupancy; and
- (b) It contains sleeping accommodations, a flush toilet, a tub or shower bath, and kitchen facilities; and
- (c) It contains plumbing and electrical connections to local utility systems; and
- (d) It is designed to be transported after fabrication, on its own wheels, a flatbed truck or other trailers, or on detachable wheels; and
- (e) It arrives at the building site where it is to be occupied as a complete unit and is ready for occupancy except for minor and incidental unpacking and assembly operations, installed on foundation supports or jacks, underpinned, and connected to utilities.

Mobile Kitchen/Trailers. Movable facility that is pulled behind a vehicle. Typically, larger than food trucks and offer more space and facilities.

Modular Home. A residential dwelling, which:

- (a) Is constructed in a factory in accordance with the most current version of the International Building Code.
- (b) Will adhere to the building standards outlined in Section 4-503 of the Alpine Land Use and Development Code.

Motel. Any building or complex containing six (6) or more guestrooms used to provide short-term overnight accommodations, which are rented, for usually less than thirty (30) days.

Multi-Unit Complex. A residential development that includes a group of multi-unit residential facilities that are owned by one landowner.

Multi-Unit Residential Facility. A group of dwelling units within one building that contains separate living units for three or more families who may share supporting services and facilities.

Nonconforming Building/Structure. An existing structure which, on the effective date of this ordinance, does not comply with the provision of this ordinance for the zoning district where the building is located.

Nonconforming Sign. All signs in existence before the effective date of this ordinance.

Nonconforming Use. A legal use of land which, on the effective date of this ordinance, does not conform to the permitted uses established for the zoning district where the existing land use is located.

Nonfamily Household. A nonfamily household consists of a householder living alone (a one {1} person household) or where the householder shares the home exclusively with not more than three (3) persons to whom he or she is not related.

Occupied. The use of a developed property for one (1) or more purposes.

Parapet. A low wall or railing to protect the edge of a platform, roof or bridge.

Pavement Structures. The implementation of a sub-base, base and surface material, to accommodate the needs of traffic and load bearings.

Permanent Foundation. A system of supports, including piers, either partially or entirely below grade which is:

- (a) Capable of transferring all design loads imposed by or upon the structure into soil or bedrock without failure;
- (b) Placed at an adequate depth below grade to prevent frost damage;
- (c) Constructed of concrete, metal, treated lumber or wood, or grouted masonry; and
- (d) In accordance with manufacturer specifications and applicable sections of the International Building Code (IBC).

Pervious: A surface that allows for the penetration of runoff/water through the surface and into underlying soils.

Planned Unit Development. A development of one (1) or more parcels of land that is planned and developed as a single development project and/or programmed for development over a series of incremental development stages. This development approach integrates site development considerations for proposed land uses, vehicular access, parking and circulation, supporting utility systems, landscaping, site constraints and development opportunities, and zoning requirements.

Plot Plan. An illustration depicting a proposed land use which shall be prepared to a defined map scale, identifies the general location of the project site, project development site boundaries, locates the proposed vehicular access to the project development site, as well as identifies and locates proposed land uses.

Pole Barn. Structure/Building built for animal shelter, equipment and/or storage of open at the sides and/or ends.

Primary Structure. The structure from which the principal use of a property is conducted.

Private Nuisance. An unlawful interference with the use and enjoyment of land.

Project Stipulations. Potential requirements which may accompany decisions by the Alpine Planning and Zoning Commission, Board of Adjustment, and Alpine Town Council concerning proposed planned unit developments, zone changes, and variances.

Public Way. Any street, alley or other parcel of land open to the outside air leading to a public street, which has been deeded, dedicated or otherwise permanently appropriated to the public for public use.

Public Nuisance. An act, condition, or thing that is illegal because it interferes with the rights of the public generally. An obnoxious or dangerous person or group of people.

Ramp. A walking surface that has a running slope steeper than one unit vertical in twenty (20) units horizontal (five {5} percent slope).

Rear Yard. Portion of a property that is opposite the front yard.

Recycled Materials. Material that have been collected and reprocessed to be used again. They can be used in consumer products and manufacturing processes.

Remodel. Change the structure or form of (something, especially a building).

Renovate. To renew; to revamp something to make it look new again.

Reproduce. To produce again, to cause to exist again or anew.

Right-Of-Way: Establishes use of property for town matters without conferring ownership (i.e. snow storage, utilities, fire access) including, but not limited to.

Road Elevation. Defined as road cross section at a given position on the road reference line.

Road Grade. Grade is the rate of change of the vertical alignment, at the center of the road.

RV (Recreational Vehicle). A vehicle, such as a Class A, B, or C RV, a RV Folding Trailer, RV Travel Trailer, Fifth Wheel Travel Trailer, or a truck camper mounted or un-mounted inside of a truck bed, primarily used for leisure activities, traveling and recreational activities.

Sandwich Board. Signboard consisting of two (2) hinged boards that hang and/or sit front and back from the shoulders of a walker and/or are placed on the ground, that are used to display advertisements.

Setback: The areas measured from the property line to any structure, within which building is prohibited, but which may include driveway area (s) as designated (i.e. the distance a building or impervious surface must be from all of the boundary lines).

Shed. A structure/building for storage.

Side Yard. Portion of a property that runs perpendicular to the front and side yards.

Silt Fence. Temporary sediment control device typically used in combination with sediment basins and sediment traps, as well as erosion controls, which are designed to retain sediment in place where soil is being disturbed by construction processes. A typical fence consists of a piece of synthetic filter fabric stretched between a series of wooden or metal stakes.

Single Family Dwelling Unit. One (1) family or non-family household occupies the single-family dwelling unit; limited to stick-built homes, manufactured homes and modular homes. However, owners may provide room and board for up to three (3) persons who are not related by blood or marriage; provided no separate kitchen is provided.

Site Plan. An illustration or construction document submitted with the application for *permit* depicting a proposed land use which shall be prepared to a defined map scale, identifies the general location of the project site, project development site boundaries showing the size and location of new construction and/or existing structures, utilities, snow storage, proposed vehicular access to the project development site, as well as identifies and locates the proposed land uses.

Sleeping Quarters. Rooms where people sleep, such as bedrooms in a house, or separate rooms in a larger building or complex.

Snow Fence. A temporary fence to prevent blowing and drifting snow.

Stair. A change in elevation, consisting of one or more risers.

Storage Building. A detached building located on a parcel of land that is used to support the primary use of a principal building, located on the same lot as the primary structure/building.

Street. A public or private transportation facility which affords public access to adjacent properties and/or other parts of the community.

Street – Right of Way. The legal right established by usage or grant, to pass along a specific route through grounds or property belonging to another.

Structure. A new, extended, expanded, or renovated building constructed on a property.

- (a) **Permanent:** A structure fixed to the ground by any of the various types of foundations, slabs, piers, poles, or other means allowed by building codes.
- (b) **Temporary:** A type of building, tent and/or greenhouse that is used for a limited period of time – this could be for an event, or a warehouse needed to store seasonal stock for a retail shop.

Townhome: An attached single-family home that has a common wall with an adjacent single-family home. This type of housing is sometimes referred to as a duplex or twinhome.

Townhouse: A single-family dwelling unit constructed in a group of three or more attached units in which each unit extends from foundation to roof with open space on at least two sides.

Transient. Occupancy of a dwelling unit or facility with 10 or fewer occupants staying or working in a place for only a short period of time, time not to exceed five (5) consecutive days.

Utility Systems. Means any of the following: A system for the treatment or supply of water. A system for the collection or treatment of wastewater. A system for the generation or supply of steam, hot water, and chilled water. A system for the supply of natural gas. A system for the transmission of telecommunications.

Use. The purpose for which a parcel of land or building is utilized.

Vehicular Parking Area. An off-street area containing a paved surface designated parking stall, and appropriate signage for the parking of motor vehicles.

Violations: The act of doing something that is not allowed by a law/ordinance, or code.

Wall.

- (a) **Retaining.** A wall not laterally supported at the top, that resists lateral soil load and other imposed loads.
- (b) **Load bearing.** A wall supporting any vertical load in addition to its own weight.
- (c) **Nonbearing.** A wall which does not support vertical loads other than its own weight.

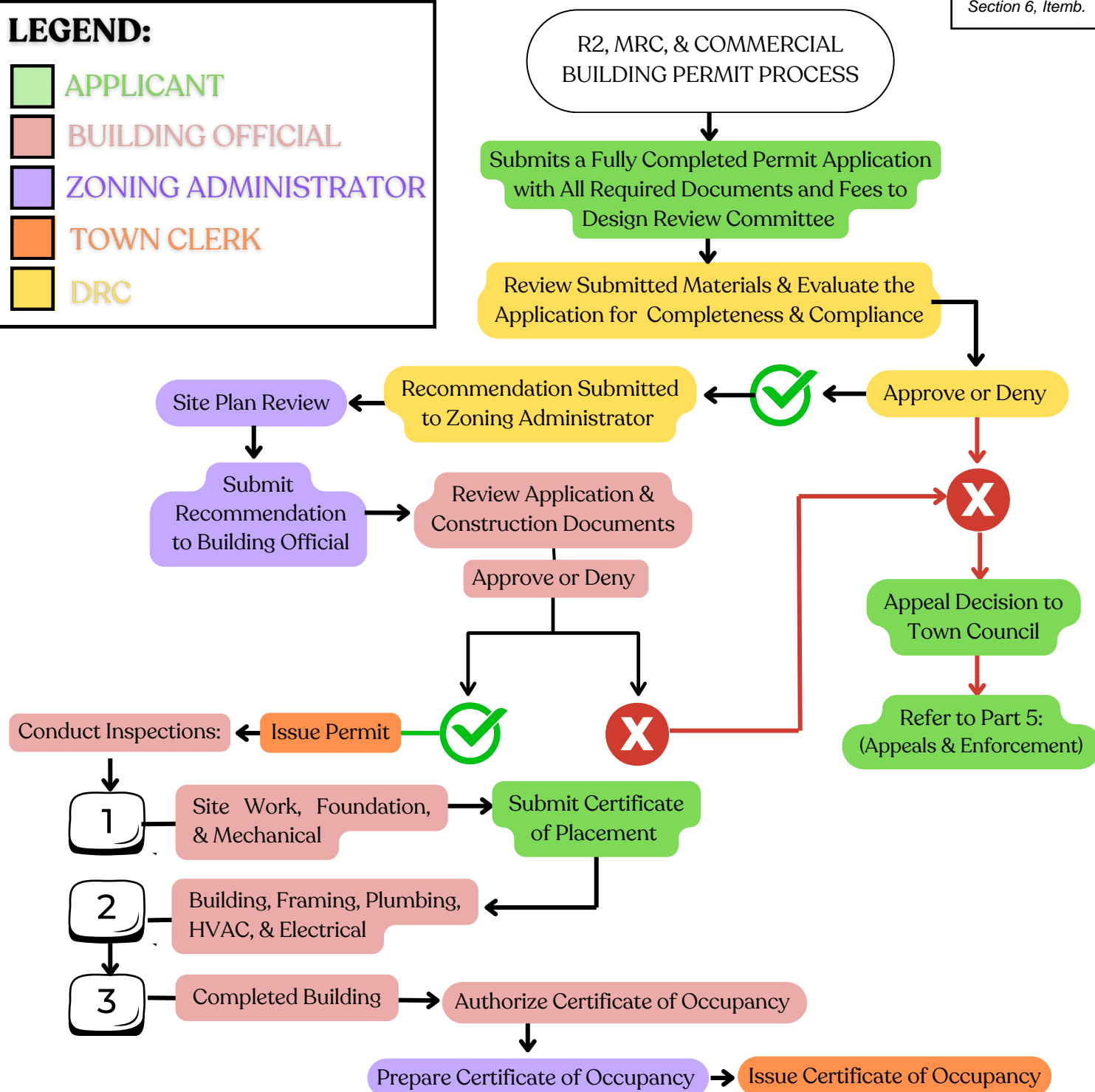
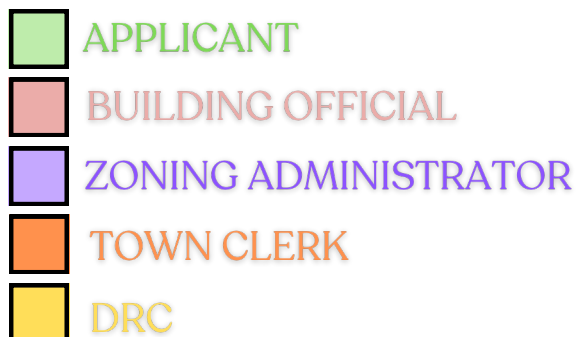
Water-Resistive Barrier. A material behind an exterior wall covering that is intended to resist liquid water that has penetrated behind the exterior covering from further intruding into the exterior wall assembly.

Xeriscaping. A landscaping method that makes routing irrigation unnecessary. It uses drought-adaptable and low-water plants as well as soil amendments such as compost and mulches to reduce evaporation.

Yard, Front, Side, or Rear. Required open space area on an occupied lot which is defined via minimum setback requirements from property lines.

Zoning Administrator. A person who is an authorized individual (and/or their representative) to manage the practices, policies and regulations of the operations of the Zoning Commission.

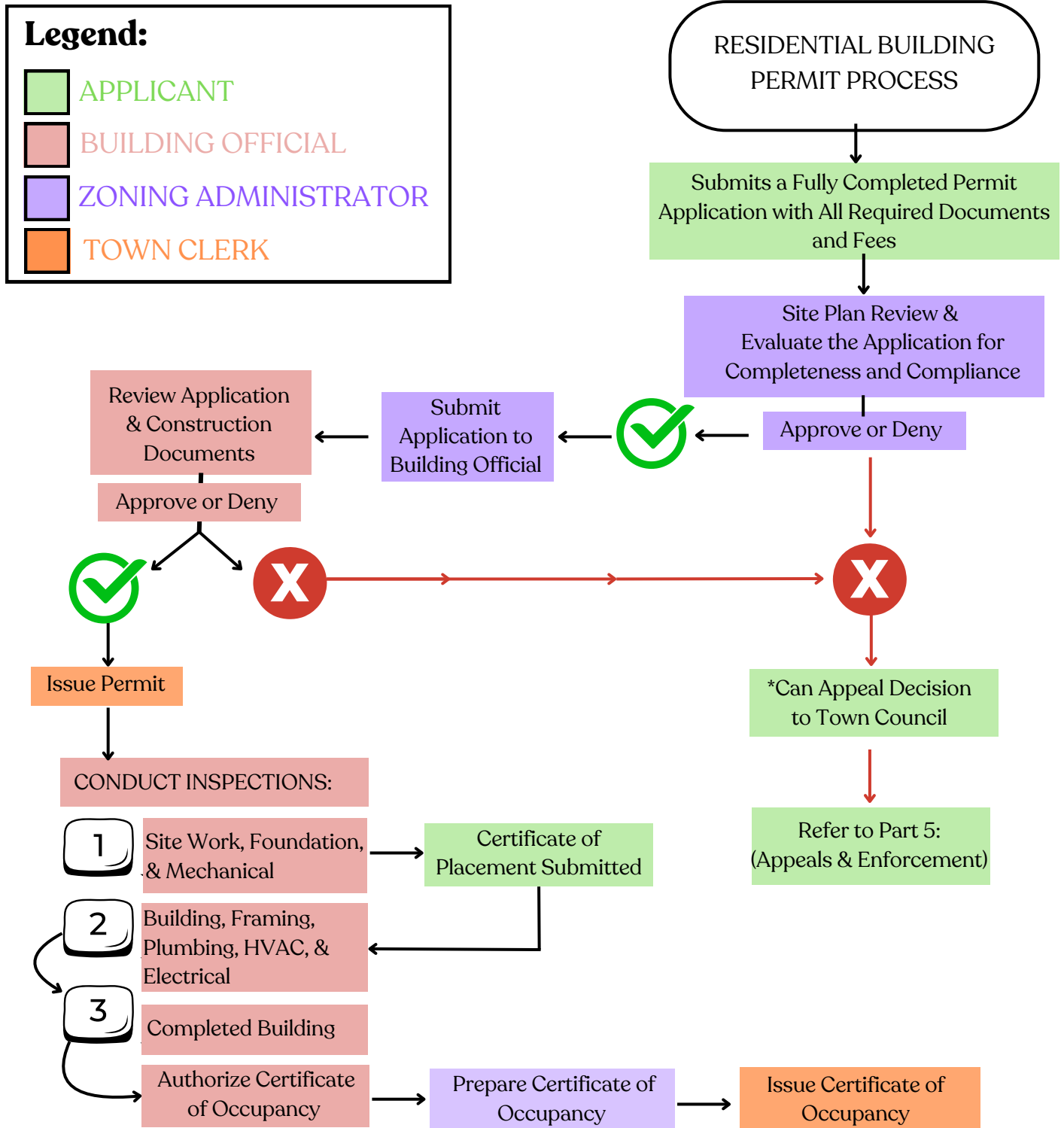
Zoning District. A land use zoning designation for selected geographical areas within the Town of Alpine.

LEGEND:

Land Use and
Development Code

R2, MRC, AND COMMERCIAL BUILDING PERMIT PROCESS

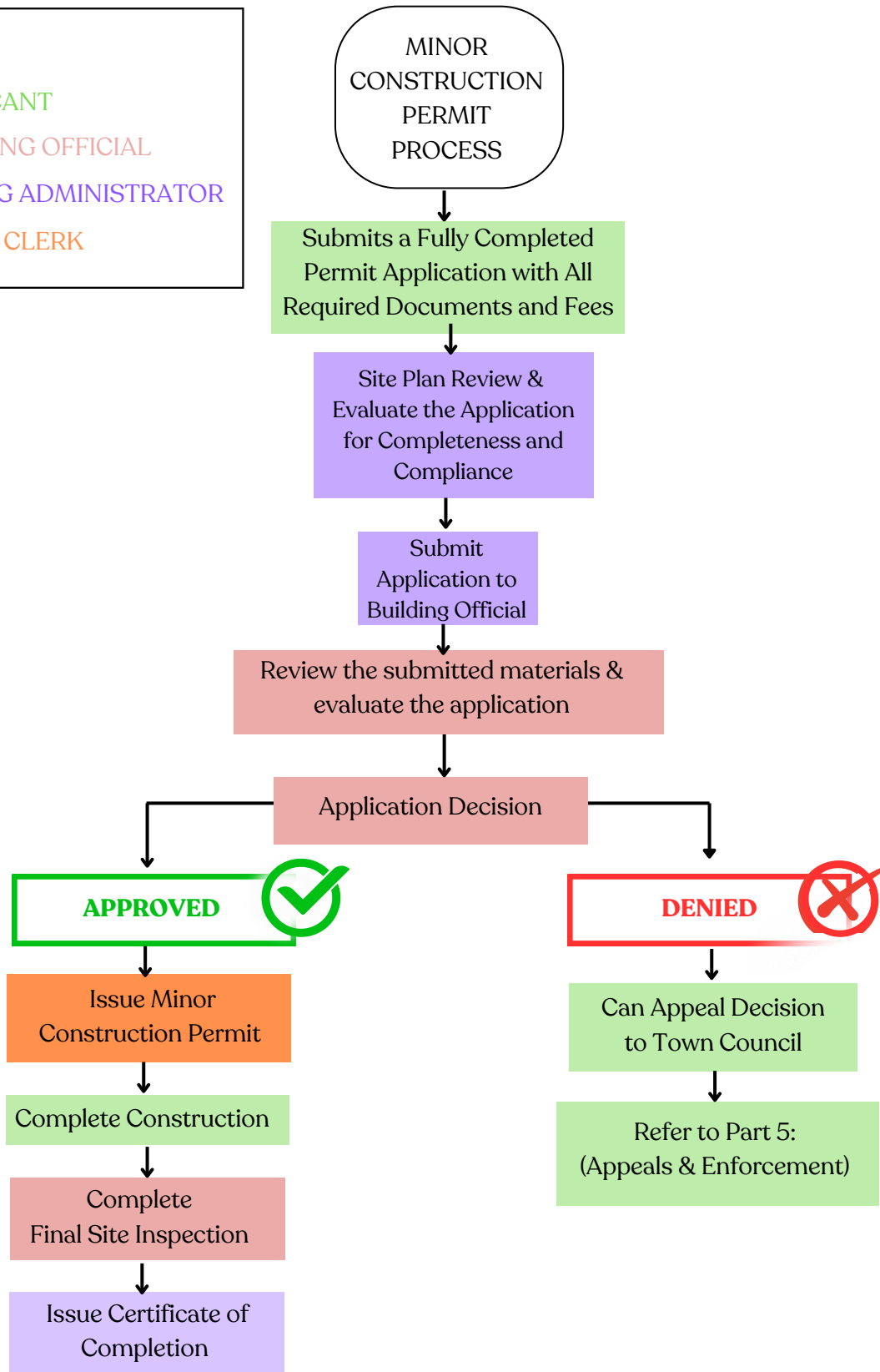
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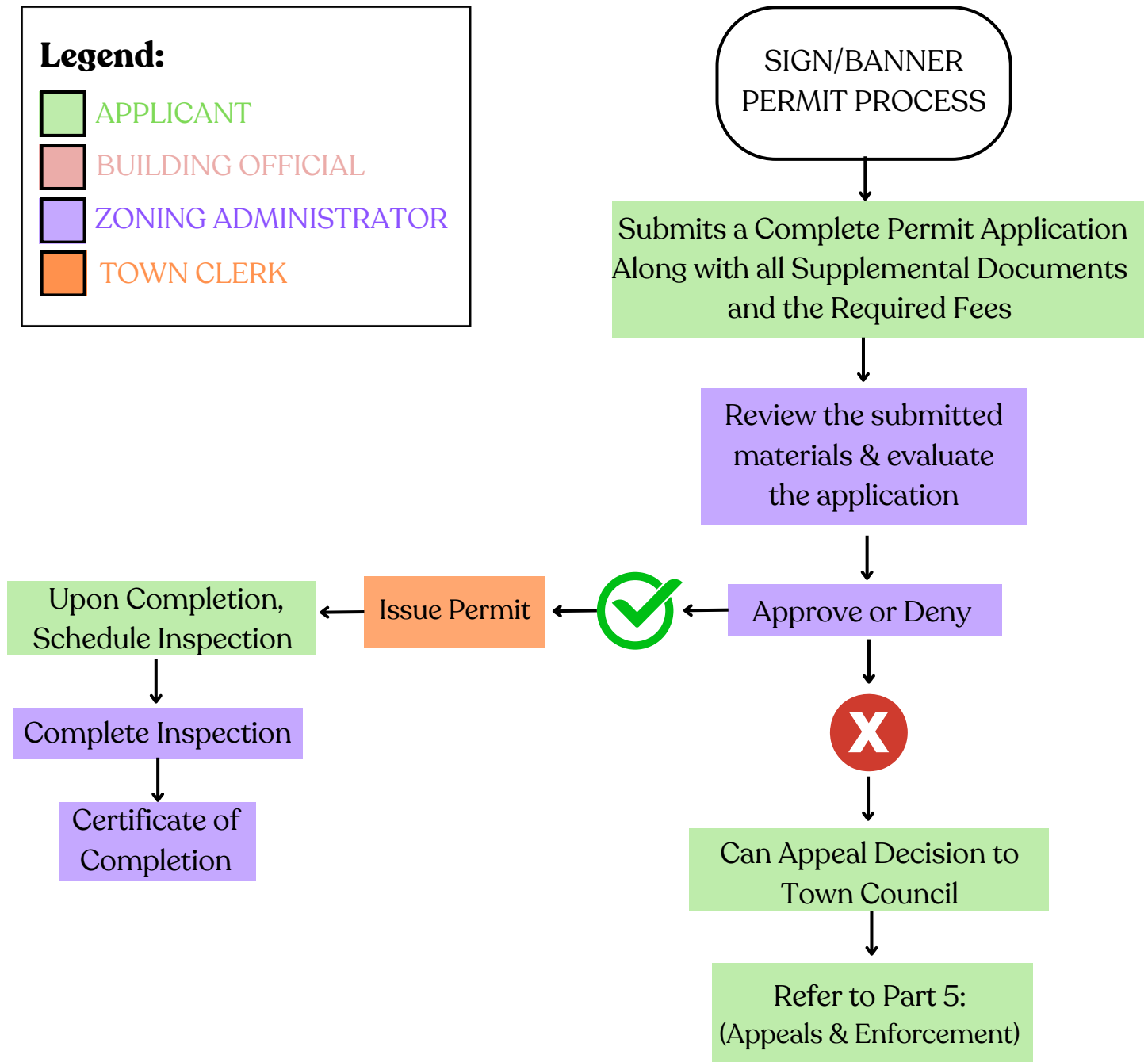


Land Use and
Development Code

RESIDENTIAL BUILDING PERMIT PROCESS

Figure 2-8

Legend:



SIGN/BANNER BUILDING PERMIT PROCESS

Figure 2-11



Land Use and
Development Code