



PLANNING & ZONING COMMISSION

January 13, 2026, at 7:00 PM
250 River Circle - Alpine, WY 83128

AGENDA

- 1. CALL TO ORDER:**
- 2. ROLL CALL & ESTABLISH QUORUM:**
- 3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:**
- 4. TABLED ITEMS:**
- 5. UNFINISHED/ONGOING BUSINESS:**
- 6. CORRESPONDENCE:**
- 7. DISCUSSION ITEMS:**
 - a. [Lincoln County Conditional use Permit Application- Last Resort Holdings, LLC](#)
 - b. [David](#) Gustafson- New lighting ordinance
 - c. [Review](#) the 2024 International Code Ordinance and the exemptions.
 - d. [Part](#) 2 Updates
 - e. [Land](#) Use Development Code Redesign Contractors
- 8. APPROVAL OF MINUTES:**
 - a. December 09, 2025
- 9. TOWN COUNCIL ASSIGNMENT:**
- 10. ADJOURN MEETING:**



CONDITIONAL USE PERMIT APPLICATION

(Shall follow the Land Use Regulations Chapter 3.1 B3)

www.lincolncountywy.gov



Owner Information

Owner Name: Last Resort Holdings, LLC		
Mailing Address: PO Box 3565		
City: Jackson	State: WY	Zip: 83001
Phone Number: (307) 413-6237		
Email: Ryan@neontigerjh.com		



Representative Information

Representative Name: Alpine Architectural Studio, LLC		
Mailing Address: PO Box 3975		
City: Alpine	State: WY	Zip: 83128
Phone Number: (307) 880-4280		
Email: bbennett@alpinearchstudio.com		

PROJECT LOCATION:

S1/2E1/4 SECTION 31 T37N R118W, LINCOLN COUNTY, WY

Township/Range/Section

2.14 AC. PT S2SE4 / PIN: 3718-314-00-010

0.26 AC. PT SW4SE4 / PIN: 3718-314-00-102

0.16 AC. PT SW4SE4 / PIN: 3718-314-00-068

LEGAL DESCRIPTION OF PROPERTY:

LEGAL LOT OR PARCEL SIZE: 2.14 ACRES, 0.26 ACRES, & 0.16 ACRES

SQUARE FOOTAGE or ACREAGE

PRESENT ZONING CLASSIFICATION: M = MIXED

PRESENT USE: Small Business, & Dwellings

Retail Stores Under 5,000 Square Feet

Will the proposed development be consistent with private restrictions or covenant? [] Yes [X] N/A (Initial)

ATTACH A DETAILED STATEMENT CONCERNING THE FOLLOWING:

The purpose for which the property is to be used, including the size of the building or buildings, number of occupants and or employees, and number of office spaces.

VICINITY SKETCH: A vicinity map which is drawn must be attached showing the location of the property under consideration. A plot plan of the property showing the present and proposed location of buildings, off-street parking spaces, routes for ingress and egress, and fencing and screening if any. Include a list of names and current addresses of all property owners within 300 feet of the property described above.

PROOF OF OWNERSHIP: A copy of your property deed or option agreement must be attached.

SIGNING THIS PERMIT APPLICATION AUTHORIZES COUNTY PERSONNEL THE RIGHT OF INGRESS AND EGRESS FROM SAID LANDS FOR ANY AND ALL INSPECTION PURPOSES NECESSARY TO THE EXERCISE OF THIS PERMIT.

I CERTIFY TO THE BEST OF MY KNOWLEDGE, THAT THE INFORMATION AND MATERIALS SUBMITTED WITH THIS APPLICATION ARE TRUE AND CORRECT.

APPLICANTS SHALL REFER TO THE LINCOLN COUNTY LAND USE REGULATIONS ORIGINALLY ADOPTED MAY 4, 2005 AND ANY SUBSEQUENT AMENDMENTS BEFORE PREPARING THIS APPLICATION.

STATE LAW W.S. 18-5-204. Violation of W.S. 18-5-202(c); continuing violation. No person shall locate, erect, construct, enlarge, change, maintain or use any building or use any land in violation of a resolution or amendment adopted by any board of county commissioners under W.S. 18-5-202(c). Each day's continuation of such violation is a separate offense.


OWNER or AUTHORIZED SIGNATURE

11 / 21 / 25
DATE

APPLICANT'S SIGNATURE (If Not the Owner)

DATE

If you need assistance or information contact the Planning Office in Kemmerer at (307) 877-9056; 925 Sage Avenue Suite 201, Kemmerer, WY 83101 ; Fax # (307) 877-6439
OR Office in Afton at (307) 885-3106; 61st East 5th Avenue, Afton, WY 83110

RH (initials) I have read and agree to follow Lincoln County Lighting Standards in Chapter 6.10 of the LUR's.

RH (initials) Applicant understands that additional permits may be required to fulfill Local, State and Federal regulatory requirements when permitting within a flood plain, wetlands, open space, or over public lands.

RH (initials) I understand that a Conditional Use Permit is not a building permit. After a Conditional Use Permit is granted a Zoning and Development Permit must first be issued by the Planning and Development office before starting construction.

RH (initials) No work of any kind on a structure may begin until a Conditional Use Permit and a Zoning & Development Permit are issued.

RH (initials) This permit is invalid if any false statements are made herein.

RH (initials) If the Zoning and Development Permit to construct is revoked, all work must cease until permit is re-issued.

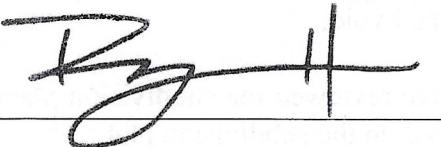
RH (initials) I understand Wyoming State Statute allows for a \$750 per day fine for violating Land Use Regulations or building without a proper permit.

RH (initials) The Zoning and Development Permit to construct will expire if no work is commenced within two years of issuance and would need to be re-issued.

RH (initials) I understand and grant permission for County Staff, Planning & Zoning Commissioners, and Board of County Commissioners to access and perform reasonable inspections of the site and all work performed on the property to verify compliance with information on the Conditional Use Permit and compliance with state and local Land Use Regulations.

Optional: _____ (initials) As the owner of the property I grant permission to _____ to obtain a Conditional Use Permit on my behalf and I understand I am responsible for the actions of contractors on my property.

Applicant certifies by signature below that they are the owner of the property and that all statements herein and attachments to this application are, to the best of his/her knowledge, true and accurate.

Signature: 

Date: 11 / 21 / 25

Full Name: RYAN HAWORTH

Company Name: LAST RESORT HOLDINGS LLC Title: OWNER / MANAGING MEMBER



Office of Planning and Development

Lincoln County, Wyoming

925 Sage Avenue Suite 201

Kemmerer, WY 83101

307-877-9056

fax 307-877-6439

www.lincolncountywy.gov

421 Jefferson St. Suite 701

Afton, WY 83100

307-885-3106

CONDITIONAL USE PERMIT PROPERTY OWNER ACKNOWLEDGMENT

CUP PERMIT # _____

I RYAN HAWORTH (Print Name of Property Owner) Hereby acknowledge and agree to be bound by the following requirements when issued a Conditional Use Permit from the Lincoln County Board of County Commissioners.

RH (initials) I acknowledge that the Lincoln County Planning Department strongly recommends building all commercial buildings to the International Building Code (IBC 2021) and non-commercial buildings to the International Residential Code (IRC) 2006 or newer standards (of the International Building Code).

RH (initials) I acknowledge that prior to beginning construction all commercial buildings need to be reviewed and approved by the Wyoming Department of Electrical Safety, State Fire Marshal using the International Fire Code (IFC 2021).

RH (initials) Any Small Wastewater System installed complies with County, State and DEQ standards. Including Setback for wells, community wells, canals, streams, rivers, and agriculture.

RH (initials) Property owner acknowledges that Lincoln County does not review subdivision CC&Rs for rules, regulations, or conflicts. County Issued permits may be in conflict with CC&Rs and HOA standards. It is the property owners responsibility to determine compliance with HOA or CC&R's.

RH (initials) No buildings will be built within 25' of neighboring Agricultural lands.

RH (initials) All easements within a property will be left unobstructed by building locations.

RH (initials) Any Conditional Use Permit issued for property outside the jurisdiction of Lincoln County Wyoming (Municipalities) will be null and void.

RH (initials) If located within a subdivision, I have reviewed the subdivision plat and read all plat warnings and agree to follow requirements placed on the subdivision plat.

RH (initials) I have read and agree to follow Lincoln County Land Use Regulations and Development Standards in Chapter 6 of the LUR's.



Alpine Architectural Studio
PO Box 3975
Alpine, WY 83128
Contact: Brett Bennett (bbennett@alpinearchstudio.com)

November 24th, 2025

Lincoln County Planning Department
Afton Office
61 E 5th Ave. (Mailing: 421 Jefferson St. Suite 701)
Afton, WY 83110

Narrative: Conditional Use Permit Application for Last Resort Holdings, LLC

Lot's Applicable: 3

PIN: 3718-314-00-010: 2.14 ACRES (Lot-A)

PIN: 3718-314-00-102: 0.26 ACRES (Lot-B)

PIN: 3718-314-00-068: 0.16 ACRES (Lot-C)

Documents Included:

- 1) SP101 Existing Conditions
- 2) SP102 Proposed Conditions
- 3) Sunrise Engineering Wastewater Memorandum
- 4) CUP Application
- 5) Sign Application
- 6) Warranty Deed
- 7) Owner Acknowledgement
- 8) Liquor License

Current Zoning: Mixed Use

Proposed Zoning: Mixed Use (No Change)

Current Zoning and Land Uses within a Three Hundred Foot (300') Radius of the Property:

1. 300 Feet Northwest: Dwelling and Shop
 - i. Zone: Mixed
2. 300 Feet North & East: State of Wyoming Game and Fish (Elk Feed Ground)
 - i. Zone: Public
3. 300 Feet South & Southeast: Dwellings
 - i. Zone: Mixed
4. West: Bureau of Reclamation: Palisades Reservoir
 - i. Zone: Public

Last Resort Holding's, LLC is requesting a conditional use permit to operate the existing 1,800 sqft +/- commercial building (Refer to structures A.1 & A.2 on drawing SP101 & SP102) as a



Restaurant, Tavern or Lounge, Coffee Shop, and Nano (Small Scale) beer production with no canning or bottling. A Retail Liquor License has been issued by Lincoln County.

Last Resort Holdings, LLC is requesting a conditional use permit for a Motel-Use consisting of up to five (5) units or (5) rooms total to be constructed on the northeast end of the same property. The existing (approx. 1,000 sqft) home and small wastewater facility are to be demolished.

The 2.14 Acre lot contains an existing 1,800 sqft +/- square foot commercial building & small wastewater facility, two small sheds, and a parking area at the southwest corner of the site. There is an existing (approx. 1,000 sqft) home and small wastewater facility on the north end of same property with independent highway access. Lots labeled A,B,&C on drawings SP101/SP102 are owned by Last Resort Holdings, LLC. A pre-application conference was held in May of 2025 to discuss a future Conditional Use Permit and a Zoning and Development Permit. A Zoning and Development Permit was issued under File #511 ZD25 on June 16th, 2025.

Previously, the commercial building was used as a Restaurant and a Veterinary Office. In order to return the existing building A.1 back to a restaurant-use, Lincoln County planning has instructed the owner to apply for a conditional use permit.

Motels and Hotels under 5,000 sqft and under 2,000 GPD wastewater flows require a conditional use permit.

The owner is not applying for a DEQ UIC permit; therefore, the wastewater design flows will be a limiting factor for future development. Sunrise Engineering has provided a Wastewater Flow Memorandum demonstrating that future development will remain under 2,000 gallons per day. Design flows are required to account for adjacent properties under common ownership which includes lots PIN: 3718-314-00-010 (2.14 Acres), PIN: 3718-314-00-102 (0.26 Acres) and PIN: 3718-314-00-068 (0.16).

Proposed Employees:

Restaurant Employees: 4

Motel Employees: 1

Total Employee Parking: 5

Density:

1 commercial building + 5 detached motel buildings = 6 Units

6/2.14 = 2.8 units per acre

2.14/6 = 0.35 acres per unit

Existing Structure A.1 Proposed Land Use:

Land Use Table 7.3 - Retail Stores Under 5,000 Square Feet

Land Use Table 7.3 - Tavern, or Lounge

Land Use Table 7.3 - Restaurants & Coffee Shops



Proposed Structures A.3, A.4, A.5, A.6, & A.7 Proposed Land Use:
Land Use Table 7.3 - Motel

Up to (5) One-Bedroom Detached Motel Units or up to (5) bedrooms total.
Example. (2) two-bedroom units + (1) one-bedroom unit = 5 bedrooms total.

Additional Information:

- 1) Proposed business hours: Open 7 days per week from 11am to 9pm.
- 2) Traffic Generation:
 1. 3-5 employees plus 1-10 estimated cars per business hour.
- 3) Parking: Refer to Site Plan-Proposed Conditions SP102
 1. Restaurants/Bars: 1 space per 3 seats; adequate loading area.
 2. Retail Stores: 1 Space for each 400 square feet of floor area; adequate loading area.
 3. Mixed Uses: The sum of the parking requirements for the individual uses.
 4. Hotels/Motels/Boarding Houses: 1 space for every living/sleeping unit plus 1 space per employee; adequate loading area.
 5. 23 spaces provided. (13 spaces at proposed restaurant-use plus 10 additional spaces at proposed motel-use)
- 4) Snow Storage: Locations indicated on SP101.
- 5) Pole Mounted & Wall Signage:
 1. Refer to attached sign application.
 2. Refer to Site Plan SP102 for pole mounted sign location. Options A & B.
 3. One pole mounted sign proposed.
 4. One wall sign proposed along south building façade.
- 6) Small scale beer production proposed.
 1. No canning or bottling.
 2. One-site tap only.
- 7) Existing Highway 89 access to remain. No proposed modifications.

PIN 3718-314-00-068 / 115756 US HWY 89 Comments:

- 1) Proposed Small Business or Auto Sales and/or Repair
 - a. Example: Graphic Printing & Vehicle Wrap.
 - b. Small scale beer production proposed.
 - i. No canning or bottling.
 - ii. One-site tap only.
 - c. Previously occupied as a small engine repair shop.
 - d. Lots B&C to be joined and a septic application will be submitted if a bathroom or design flows are added to the existing shop on Lot-C.

Sincerely,

A handwritten signature in black ink, appearing to read "Brett Bennett".

Brett Bennett



WARRANTY DEED

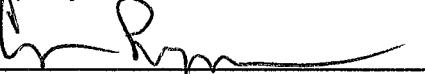
CTL Management LLC, a Wyoming limited liability company, GRANTOR(S), of 465 Freedom Ridge Road, Thayne, WY 83127, for Ten Dollars (\$10.00) and other good and valuable consideration in hand paid, receipt of which is hereby acknowledged, CONVEY(S) AND WARRANT(S) TO Last Resort Holdings LLC, a Wyoming limited liability company, GRANTEE(S), whose address is PO Box 3565, Jackson, WY 83001, the following described real estate, situated in the County of Lincoln, State of Wyoming, hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State of Wyoming, to-wit:

See Attached Exhibit "A"

Together and including all improvements thereon, and all appurtenances and hereditaments thereunto belonging. Subject to general taxes for the year of closing, local improvement districts, guaranteed revenues to utility companies, building and zoning regulations, city, county and state subdivision and zoning laws, easements, restrictive covenants, and reservations of record.

WITNESS the due execution and delivery of this Warranty Deed this 23
day of April, 2025.

CTL Management LLC, a Wyoming limited liability
company


Corey Lyman, Manager


Tina Lyman, Manager

STATE OF Montana)
COUNTY OF Flathead) ss.

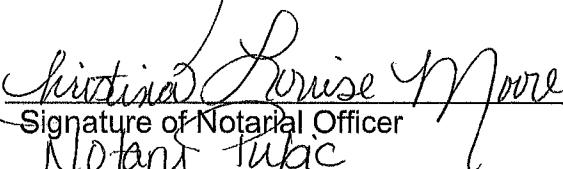
The foregoing instrument was acknowledged before me by Corey Lyman and
Tina Lyman, Managers of CTL Management LLC, a Wyoming limited liability company
this 23 day of April, 2025.

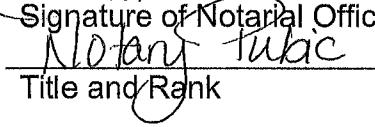
WITNESS my hand and official seal.

(SEAL)



CHRISTINA LOUISE MOORE
Notary Public for the
State of Montana
Residing at KALISPELL, MT
My Commission Expires
August 18, 2025


Signature of Notarial Officer


Title and Rank

My Commission Expires

Aug 18, 2025

EXHIBIT "A"
LEGAL DESCRIPTION

PARCEL 1: See attached DESCRIPTION FOR JOSEPH SENDER AND DEBORAH SENDER PARCEL #1

PARCEL 2: See attached DESCRIPTION FOR JOSEPH SENDER AND DEBORAH SENDER PARCEL #2

PARCEL 3: A tract of land in the South half of the Southeast Quarter (S1/2SE1/4) of Section 31, Township 37 North, Range 118 West, 6th P.M., Lincoln County Wyoming:

Beginning at a point North 73°18' West, 1181.02 feet from the Southeast corner of said Section 31;

Thence North 9°11' West, 135.12 feet;

Thence North 55°02' West, 295.97 feet;

Thence South 59°0' West, 173.38 feet;

Thence South 31°0' East, 395.75 feet;

Thence North 59°0' East 243.71 feet to the point of beginning.

LESS AND EXCEPT those lands conveyed to the Transportation Commission of Wyoming by Warranty Deed recorded on November 13, 2017 at Instrument No. 995243.

PIDN: 12-3718.31.4.00.068.00, 12-3718.31.4.00.102.00, 12-3718.31.4.00.010.00

**DESCRIPTION FOR
JOSEPH SENDER AND DEBORAH SENDER
PARCEL #1**

To-wit: - -

That part of the SW1/4SE1/4 of Section 31, T37N R118W, Lincoln County, Wyoming, it being the intent to more correctly describe Parcel #1 of that instrument of record in the Office of the Clerk of Lincoln County, Wyoming in Book 656 of Photostatic Records on page 264 and 265, described as follows:

COMMENCING at a rebar on an 8 foot tall elk fence line, N66°-07'-39"W, 1541.67 feet, from the southeast corner of said Section 31;

thence N55°-31'-18"W, 82.29 feet, along said fence line, to the **POINT OF BEGINNING**;

thence S58°-30'-42"W, 145.80 feet, to a point on the northeasterly right-of-way line of U.S. Highway 89;

thence N31°-55'-52"W, 103.89 feet, along said northeasterly right-of-way line, to a point on said fence line;

thence N89°-30'-53"E, 159.82 feet, along said fence line, to a point at a fence corner;

thence S55°-31'-18"E, 23.61 feet, along said fence line, to the **POINT OF BEGINNING**;

ENCOMPASSING an area of 0.20 acres, more or less;

the BASE BEARING for this survey is the south line of the SE1/4SE1/4 of Section 31, T37N R118W, being S89°-51'-00"E;

it is the intent of this description that the called-for monuments, and not the existing fence lines, control the location of the property lines;

each "corner" found as described in the Corner Record filed or to be filed in the Office of the Clerk of Lincoln County;

each "point" marked by a 5/8" x 24" steel reinforcing rod with a 2" aluminum cap inscribed, "SURVEYOR SCHERBEL LTD", with appropriate details;

all in accordance with that plat of record in the Office of the Clerk of Lincoln County with Accession No. 939237 titled, "AMENDED MAP OF SURVEY FOR JOSEPH SENDER AND DEBORAH SENDER OF PARCEL #1 AND PARCEL #2 WITHIN SE1/4SE1/4 SECTION 31 T37N R118W LINCOLN COUNTY, WYOMING", dated 17 April 2007, as revised.

Professional Land Surveyors

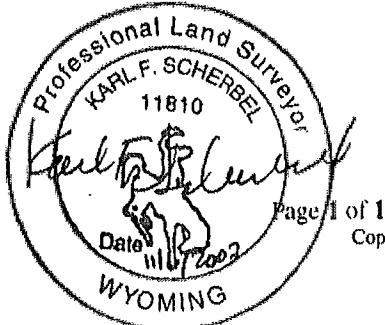
SCOTT A SCHERBEL
Wyo. Registration No. 3889
Utah Registration No. 372111
Idaho Registration No. 8026

MARI OWE A SCHERBEL
Wyo. Registration No. 5368

KARL F SCHERBEL
Wyo. Registration No. 11810
Idaho Registration No. 13493
CFLEDS No. 1223

Surveyor Scherbel, LTD
Alton, Wyoming
Big Piney, Wyoming
Jackson, Wyoming
Lava Hot Springs, Idaho
Montpelier, Idaho

6 November 2007



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T&R\37-118\Section 31\Joe Sender

"Modification in any way of the foregoing description terminates liability of the surveyor"

**DESCRIPTION FOR
JOSEPH SENDER AND DEBORAH SENDER
PARCEL #2**

To-wit: - -

That part of the SW 1/4SE1/4 of Section 31, T37N R118W, Lincoln County, Wyoming, it being the intent to more correctly describe Parcel #2 of that instrument of record in the Office of the Clerk of Lincoln County, Wyoming in Book 656 of Photostatic Records on page 264 and 265, described as follows:

BEGINNING at a rebar on an 8 foot tall elk fence line, N66°-07'-39"W, 1541.67 feet, from the southeast corner of said Section 31;

thence S58°-04'-18"W, 173.23 feet, to a rebar;

thence continuing S58°-04'-18"W, 5.50 feet, to a point on the northeasterly right-of-way line of U.S. Highway 89;

thence N31°-55'-52"W, 76.53 feet, along said northeasterly right-of-way line, to a point;

thence N58°-30'-42"E, 145.80 feet, to a point on said fence line;

thence S55°-31'-18"E, 82.29 feet, along said fence line, to the **REBAR OF BEGINNING**;

ENCOMPASSING an area of 0.28 acres, more or less;

the **BASE BEARING** for this survey is the south line of the SE1/4SE1/4 of Section 31, T37N R118W, being S89°-51'-00"E;

it is the intent of this description that the called-for monuments, and not the existing fence lines, control the location of the property lines;

each "rebar" marked by an aluminum surv-kap survey marker inscribed, "LS 590";

each "corner" found as described in the Corner Record filed or to be filed in the Office of the Clerk of Lincoln County;

each "point" marked by a 5/8" x 24" steel reinforcing rod with an aluminum cap inscribed, "SURVEYOR SCHERBEL LTD", with appropriate details;

all in accordance with that plat of record in the Office of the Clerk of Lincoln County with Accession No. 939237 titled, "AMENDED MAP OF SURVEY FOR JOSEPH SENDER AND DEBORAH SENDER OF PARCEL #1 AND PARCEL #2 WITHIN SE1/4SE1/4 SECTION 31 T37N R118W LINCOLN COUNTY, WYOMING", dated 17 April 2007, as revised.

Professional Land Surveyors

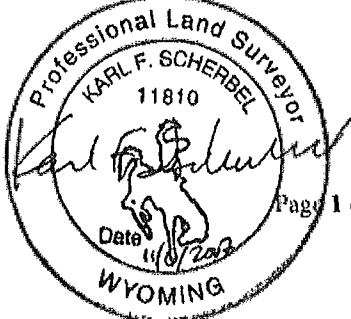
SC011A SCHERBEL
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Idaho Registration No. 8026

MANI OWE A SCHERBEL
Wyo. Registration No. 5368

KARL F. SCHERBEL
Wyo. Registration No. 11810
Idaho Registration No. 13493
GTEOS No. 1223

Surveyor Scherbel LTD
Alton, Wyoming
Big Piney, Wyoming
Jackson, Wyoming
Lava Hot Springs, Idaho
Montpelier, Idaho

6 November 2007



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T&R37-118\Section 31\Joe Sender

"Modification in any way of the foregoing description terminates liability of the surveyor"



CONDITIONAL USE PERMIT SIGN DESCRIPTION

If this project includes the installation or modification of advertising sign(s), complete the following information:

ROAD NAME OR NUMBER ON WHICH THE SIGN WILL BE LOCATED:

Pole mounted sign located on owner's property. Refer to location noted on Site Plan SP102.

DESCRIPTION OF PROPOSED SIGN: Attach a dimensioned drawing of the sign

Type of material of which the sign will be constructed? _____

Will the Sign be lighted? Yes No If Yes describe _____

In compliance with Lincoln County Development Standards section 6.10. Led down lighting / 3000K

Width 6'-2" Length 6'-2" Height 16'-0" MAX **TOTAL s.f.** Panel = 38 s.f.

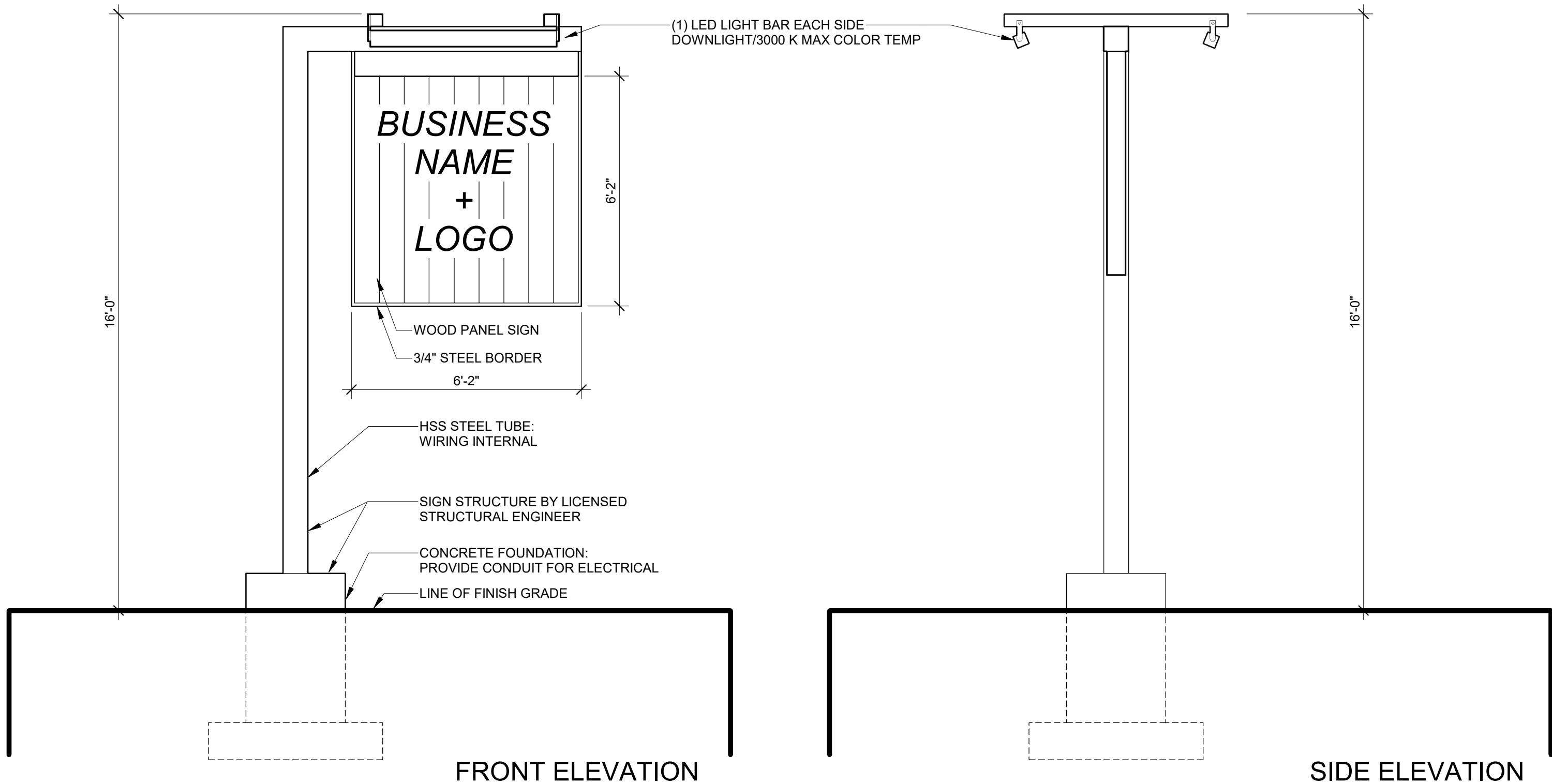
If you need assistance or information contact the Planning Office in Kemmerer at (307) 877-9056;

925 Sage Avenue Suite 201, Kemmerer, WY 83101 ; Fax # (307) 877-6439

OR

the Planning Office in Afton at (307) 885-3106; 61st East 5th Avenue, Afton, WY 83110

ADMINISTRATIVE USE ONLY
Permit Number:



PROPOSED POLE MOUNTED SIGN / LAST RESORT HOLDINGS, LLC

SCALE: 3/8" = 1'-0"

ALPINE ARCHITECTURAL STUDIO, LLC

5.13.2025

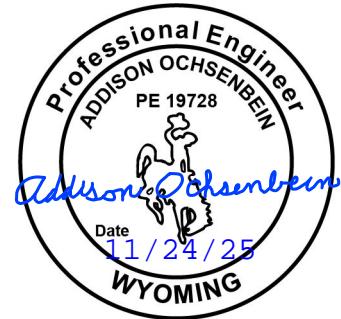
S1
14

To: Adam Clary, Ryan Haworth

Cc: Brett Bennett

From: Addison Ochsenbein

Date: November 24, 2025



Re: Last Resort Holdings Wastewater Flows

Brett Bennett with Alpine Architectural Studio requested a memo regarding the wastewater flows for the proposed use of the site. Sunrise Engineering (SE) has put together the following memo regarding the total wastewater flows given this request. It should be noted that with the well locations shown on the site plan dated May 14, 2025 from Alpine Architectural Studio that being under 2,000 gallons per day (gpd) is likely the only way to facilitate the wastewater permitting. The following wastewater flow values are from DEQ Chapter 25:

- Restaurant = 10 gallons per day per meal
- Motel, Hotel, Resort = 140 gallons per day per bedroom
- Laundry (self-service) = 450 gallons per machine
- Day School, Office Building, Retail Store, Warehouse (no showers) = 15 gallons per person per day
- 2 Bedroom House = 280 gallons per day

These values will be used in the following scenario to evaluate the total wastewater flow per day. This scenario makes the following assumptions:

- Restaurant serves 60 meals per day in restaurant
- 5 single bedroom cabins with off-site laundry
- Existing ranch house with 2 bedrooms
- Office building (Structure C.1 on Site Plan – Proposed Conditions from Alpine Architectural Studio) with 2 employees

With those assumptions, the total wastewater flow is 1,610 gpd. Table 1 summarizes the wastewater flow per use.

Table 1: Wastewater Flows

Use	Total Wastewater (gpd)
Meals (60)	600
1-bedroom cabins (5)	700
Existing Shop (2 employees)	30
Existing House (2 bedrooms)	280

Due to this being classified as a public water system due to the restaurant use, the required setback from the leach field to the well is 200 feet if the wastewater flows are less than 2,000 gpd. If the wastewater flows are over 2,000 gpd, the required setback becomes 500 feet which is not feasible with the property layout. Additionally, the calculations include the existing ranch house which is not located on the same parcel as the restaurant. This is due to the UIC program requiring that any lot within 5 acres that is under the same ownership be included in the wastewater flow totals.

These assumptions have left some additional flow capacity that could be used for additional meals or other wastewater flows to maximize the use of the site at a later date. The assumptions do require that the laundry service for the cabins be off-site in order to remove a washing machine and save wastewater flows from said washing machine.

The owner has expressed a desire to have a small beer production facility on the parcels. This facility would need to produce less than the remaining 390 gpd of wastewater flow available for the site. SE is still looking into the design requirements for a beer production facility and will review information with the owner prior to final design.

There are currently two wells on the parcels. One is the Buffalo Bistro #1 Well, and the other is the Elk 1 Well. Buffalo Bistro #1 Well is located on the same parcel as the building to be used as a restaurant. The other well is located on a parcel further to the north with the shop building. Statements of Completion are included for both wells. The Buffalo Bistro #1 Well will be the well that will supply water to the cabins and restaurant building. As such, it will be considered a public water system which requires a 200-foot setback to the leach field. Elk 1 is not anticipated to be for public use and would only require a 100-foot setback to the leach field.

STATE OF WYOMING
OFFICE OF THE STATE ENGINEER
HERSCHLER BLDG., 4-E
CHEYENNE, WYOMING 82002

(307) 777-6163

SCANNED JAN 22 2016

SCANNED OCT 21 2015

STATEMENT OF COMPLETION AND DESCRIPTION OF WELL OR SPRING

NOTE: Do not fold this form. Use typewriter or print neatly with black pen.

PERMIT NO. U.W. 203121 NAME OF WELL/SPRING Buffalo Bistro #1

1. NAME OF OWNER Ridge Creek Investment Company

2. ADDRESS Po Box 608

Please check if address has changed from that shown on permit

City WYKSON State WY Zip Code 83001 Phone No. 307-733-3333

3. USE OF WATER Domestic Stock Watering Irrigation Municipal Industrial Miscellaneous
 Monitor or Test Coal Bed Methane Explain proposed use (Example: One single family dwelling)

SE

4. LOCATION OF WELL/SPRING SW 1/4 SE 1/4 of Section 31 T. 37 N.R. 118 W. of the 6th P.M. (or W.R.M.)

GPS Coordinates UTM Zone _____ Easting _____ Northing _____

Subdivision Name _____ Lot _____ Block _____

If surveyed, bearing, distance and reference point _____

Longitude (degrees, minutes, seconds) 43 8.406 W Latitude (degrees, minutes, seconds) 41 1.843 W

Datum 1927 1983 Source: GPS Map Survey

5. TYPE OF CONSTRUCTION Drilled 409' rotary Dug Driven Other

Describe Cir Rotary / Soap

(Type of rig, and fluid used, if any)

6. CONSTRUCTION Total depth of well/spring 409 ft.

Depth of static water level 360 ft. (below land surface) Casing height +2 ft. above ground

a. Diameter of borehole (bit size) 10" inches

b. Casing schedule New Used Joint type Threaded Glued Welded

10" diameter from +2 ft. to 213 ft. Material Steel Gage A53

5" diameter from 413 ft. to 409 ft. Material PVC Gage SXR17

c. Cemented/grouted interval, from 0 ft. to 25 ft.

Amount of cement/grout used 1500 lbs type Bentonite (example: bentonite pellets)

d. Type of completion Factory screen Open hole Customized perforations

Type of perforator used _____

Size of perforations _____ inches by _____ inches.

Number of perforations and depths where perforated

_____ perforations from _____ ft. to _____ ft.

_____ perforations from _____ ft. to _____ ft.

Open hole from _____ ft. to _____ ft.

Well screen details

Diameter 5" slot size SXR17 F480 set from 43 ft. to 34.3 ft.

Diameter _____ slot size _____ set from _____ ft. to _____ ft.

e. Well development method Pump How long was well developed? 16 hrs

f. Was a filter/gravel pack installed? Yes No Size of sand/gravel 3/8"

Filter/gravel pack installed from 25 ft. to 409 ft.

g. Was surface casing used? Yes No Was it cemented in place? Yes No

Surface casing installed from 2 ft. to 43 ft.

7. NAME AND ADDRESS OF DRILLING COMPANY Vollmer Well Drilling 408 N. Harlan Dr

8. DATE OF COMPLETION OF WELL (including pump installation) OR SPRING (first used) 9-14-15

9. PUMP INFORMATION Manufacturer Franklin Type Submersible

Source of power 230 Horsepower 1.5 Depth of pump setting or intake 120 ft.

Amount of water being pumped 20 gal./min. (For springs or flowing wells, see item 10)

Total volumetric quantity used per calendar year. 2 acre foot - 25 gpm

10. FLOWING WELL OR SPRING (Owner is responsible for control of flowing well)

If artesian flow or spring, yield is _____ gal./min. Surface pressure is _____ lb./sq.inch, or _____ feet of water.

The flow is controlled by: Valve Cap Plug

Does well leak around casing? Yes No

11. IF SPRING, HOW WAS IT CONSTRUCTED? (Some method of artificial diversion, i.e., spring box, cribbing, etc., is necessary to quality for a water right) _____

12. PUMP TEST Was a pump test conducted? Yes No

If so, by whom Quarob

Yield 25 gal./min. with 20 ft. drawdown after 18 hours

Yield _____ gal./min. with _____ ft. drawdown after _____ hours

13. LOG OF WELL Total depth drilled 409 ft.

Depth of completed well 409 ft. Diameter of well 5 inches

Depth to first water bearing formation 40 ft.

Depth to principal water bearing formation Top _____ ft. to Bottom _____ ft.

Land surface elevation (ft. above mean sea level) _____ Datum 1929 1988

How determined Map Altimeter

Survey Other

DRILL CUTTINGS DESCRIPTION

From Feet	To Feet	Rock Type or Description	Formation	Water Bearing? (Yes or no)
Surface	2	Top Soil	Unconsolidated	no
2	40	Gravel / Sand	"	no
40	47	Gravel	"	yes
47	80	Gravel, Sandy Clay	"	yes
80	84	Sand	"	yes
84	100	Clay, Gravel	"	yes
100	136	Gravel, Sand	"	yes
136	210	Grey Clay	Consolidated	no
210	236	" "	"	no
236	256	Gravel, Boulders, clay	Unconsolidated	yes
256	409	Grey Clay	Unconsolidated	no

14. DOES A GEOPHYSICAL LOG ACCOMPANY THIS FORM? Yes No

15. QUALITY OF WATER INFORMATION

Does a chemical and/or bacteriological water quality analysis accompany this form? Yes No

It is recommended that chemical and bacteriologic water quality analyses be performed and that the report(s) be filed with the records of this well (contact Department of Agriculture, Analytical Lab Services, Laramie, 742-2984).

If not, do you consider the water as Good Acceptable Poor Unusable

REMARKS _____

Under penalties of perjury, I declare that I have examined this form and to the best of my knowledge and belief it is true, correct, and complete.

Amy Miller

Signature of Owner or Authorized Agent

10-1, 2015

Date

FOR STATE ENGINEER'S USE ONLY

Permit No. U.W. 203121

Date of Receipt OCT 13 2015, 20____

Date of Priority NOV. 6, 20____

Date of Approval January 14, 20____

Y.B. Johnson

for State Engineer

STATE OF WYOMING

OFFICE OF THE STATE ENGINEER
HERSCHLER BLDG., 4-E
CHEYENNE, WYOMING 82002
(307) 777-6163

STATEMENT OF COMPLETION AND DESCRIPTION OF WELL OR SPRING

SCANNED OCT 20 2014

NOTE: Do not fold this form. Use typewriter or print neatly with black ink.

PERMIT NO. U.W. 172600 NAME OF WELL/SPRING ELK 11. NAME OF OWNER GLEN & ANDRA WEST2. ADDRESS P.O. Box 3304 Please check if address has changed from that shown on permit.City Alpine State WY Zip Code 83128 Phone No. 307-654-75413. USE OF WATER Domestic Stock Watering Irrigation Municipal Industrial Miscellaneous Monitor or Test Coal Bed MethaneExplain proposed use (Example: One single family dwelling) one singleFamily dwelling.4. LOCATION OF WELL/SPRING SE 1/4 SE 1/4 of Section 31, T. 37 N., R. 118 W., of the 6th P.M. (or W.R.M.)

GPS coordinates UTM Zone _____ Easting _____ Northing _____

Subdivision name _____ Lot _____ Block _____

If surveyed, bearing, distance, and reference point 43.1436°N 111.03065°W _____ OK SN

Longitude (degrees, minutes, seconds) _____ Latitude (degrees, minutes, seconds) _____

Datum: 1927 1983 Source: GPS Map Survey5. TYPE OF CONSTRUCTION Drilled AIR ROTARY Dug Driven Other

Describe _____

6. CONSTRUCTION Total depth of well/spring 40 ft.Depth to static water level 25 ft. (below land surface) Casing height 2 ft. above grounda. Diameter of borehole (bit size) 6 inchesb. Casing schedule New Used Joint type Threaded Glued Welded6 diameter from 0 ft. to 40 ft. Material Metal Gage 2506 diameter from 0 ft. to 40 ft. Material _____ Gage _____c. Cemented/grouted interval, from 0 ft. to 20 ft.Amount of grout used 9 sacks type bentonite pellets (example: 10 sacks) (example: bentonite pellets)d. Type of completion Factory screen Open hole Customized perforations

Type of perforator used _____

Size of perforations _____ inches by _____ inches

Number of perforations and depths where perforated

_____ perforations from _____ ft. to _____ ft.

_____ perforations from _____ ft. to _____ ft.

Open hole from 40 ft. to 42 ft.

Well screen details

Diameter _____ slot size _____ set from _____ ft. to _____ ft.

Diameter _____ slot size _____ set from _____ ft. to _____ ft.

e. Well development method air How long did development last? 2 hoursf. Was a filter/gravel pack installed? Yes No Size of sand/gravel 20 ft. x 20 ft.

Filter pack/gravel installed from _____ ft. to _____ ft.

g. Was surface casing used? Yes No Was it cemented in place? Yes No

Surface casing installed from _____ ft. to _____ ft.

7. NAME AND ADDRESS OF DRILLING COMPANY Nelson Well Drilling, Freedom, WY8. DATE OF COMPLETION OF WELL (including pump installation) OR SPRING (first used) 10-28-119. PUMP INFORMATION Manufacturer Goulds Type submersibleSource of power Electric Horsepower 1 Depth of pump setting or intake 30 ft.Amount of water being pumped 20 gal./min. (For springs or flowing wells, see item 10)Total volumetric quantity used per calendar year 1 acre foot.

10. FLOWING WELL OR SPRING (Owner is responsible for control of flowing well)

If well yields artesian flow or if spring, yield is _____ gal./min. Surface pressure is _____ lb./sq.inch, or _____ feet of water

The flow is controlled by Valve Cap PlugDoes well leak around casing? Yes NoPermit No. U.W. 172600 Book No. 1257 Page No. 53

SEE REVERSE SIDE

11. IF SPRING, HOW WAS IT CONSTRUCTED? (Some method of artificial diversion, i.e., springbox, cribbing, etc., is necessary to qualify for a water right) _____

12. PUMP TEST Was a pump test conducted? Yes No
If so, by whom _____
Yield _____ gal./min. with _____ ft. drawdown after _____ hours
Yield _____ gal./min. with _____ ft. drawdown after _____ hours

13. LOG OF WELL Total depth drilled 40 ft.
Depth of completed well 40 ft. Diameter of well 6 inches.
Depth to first water bearing formation 35 ft.
Depth to principal water bearing formation top 35 ft. to bottom 42 ft.

Land surface elevation (ft. above mean sea level) _____ Datum 1929 1988
How determined Map Altimeter Survey Other

DRILL CUTTINGS DESCRIPTION:

14. DOES A GEOPHYSICAL LOG ACCOMPANY THIS FORM? Yes No

15. QUALITY OF WATER INFORMATION

Does a chemical and/or bacteriological water quality analysis accompany this form? Yes No
It is recommended that chemical and bacteriologic water quality analyses be performed and that the report(s) be filed with the records of this well. (Contact Department of Agriculture, Analytical Lab Services, Laramie, 742-2984.)
If not, do you consider the quality of water as Good Acceptable Poor Unusable

REMARKS _____

Under penalties of perjury, I declare that I have examined this form and to the best of my knowledge and belief it is true, correct, and complete.

Lisa Pierce
Signature of Owner or Authorized Agent

Nov. 5, , 2011
Date

FOR STATE ENGINEER'S USE ONLY

Permit No. II W

172600

NOV 14 2011

Date of Receipt 10/22/2017, 2017

Date of Priority 12/30/2005

Date of Approval December 2012

for State Engineer

LICENSE EFFECTIVE:

8/5/2025

LICENSE EXPIRES:

12/31/2025



NEON TIGER GROUP LLC
NEON TIGER GROUP

RETAIL LIQUOR LICENSE

*With this license, the COUNTY OF LINCOLN hereby acknowledges the fee of
\$ 416.45 has been paid and authorizes NEON TIGER GROUP LLC to sell
ALCOHOLIC LIQUORS AND MALT BEVERAGES in accordance with all laws
prescribed under Title 12 within the licensed building described as follows:*

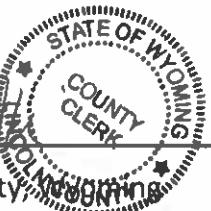
115732 HWY 89

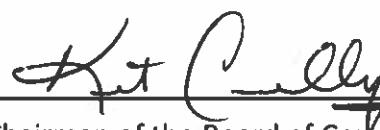
ALPINE, WY 83128



April Blum
County Clerk of Lincoln County, Wyoming

and Clerk of said Board of County Commissioners

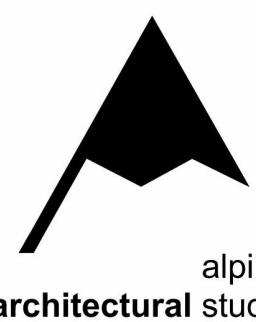




Kit Cully

Chairman of the Board of County

Commissioners of Lincoln County, Wyoming



LAND USE INFORMATION:

PIN 3718-314-00-010: 2.13 ACRES
STRUCTURE A.1 EXISTING COMMERCIAL BUILDING (PREVIOUSLY USED AS A RESTAURANT)
STRUCTURE A.2 EXISTING COMMERCIAL COOLER/FREEZER
STRUCTURE A.3 EXISTING RESIDENTIAL DWELLING

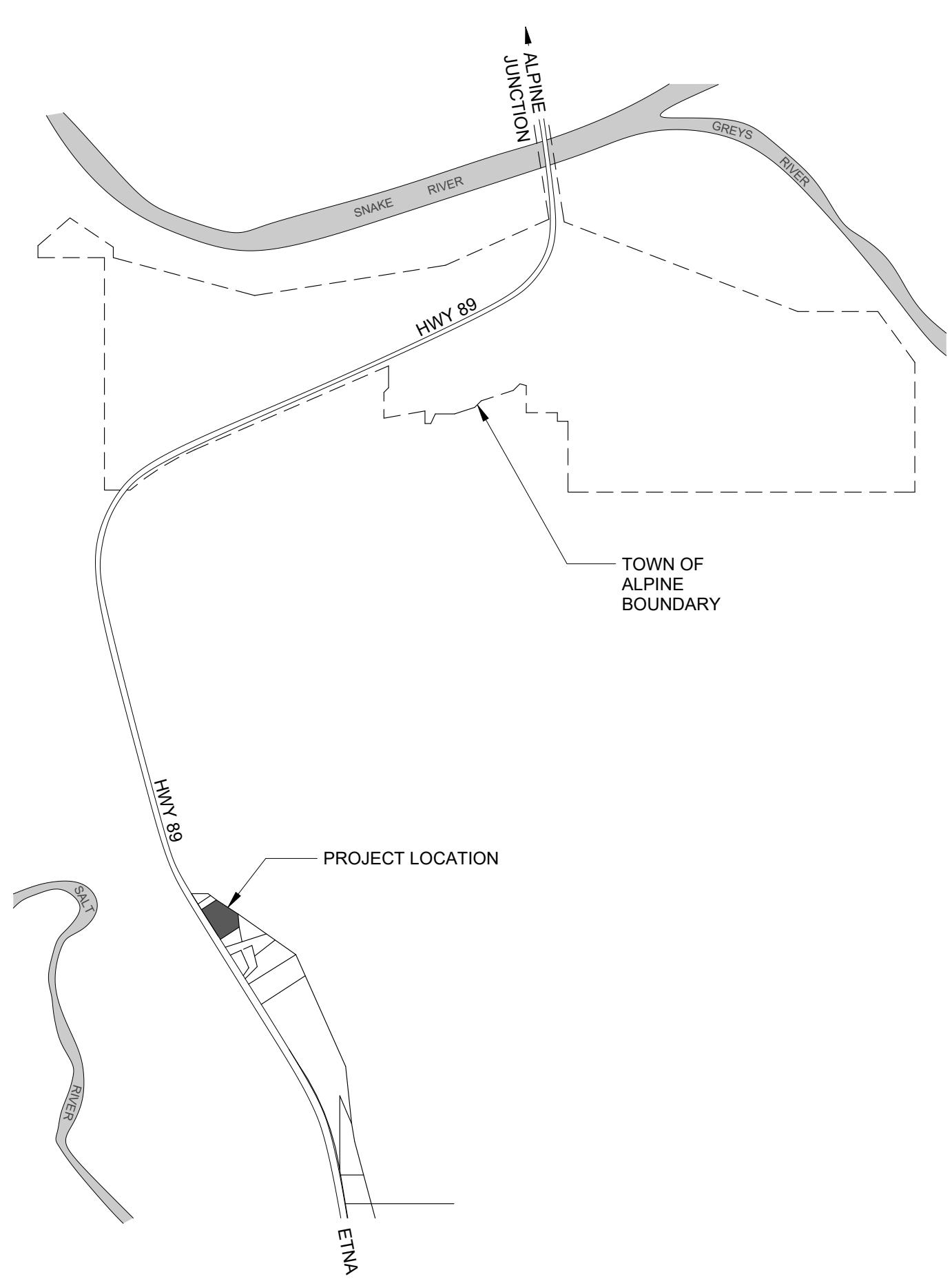
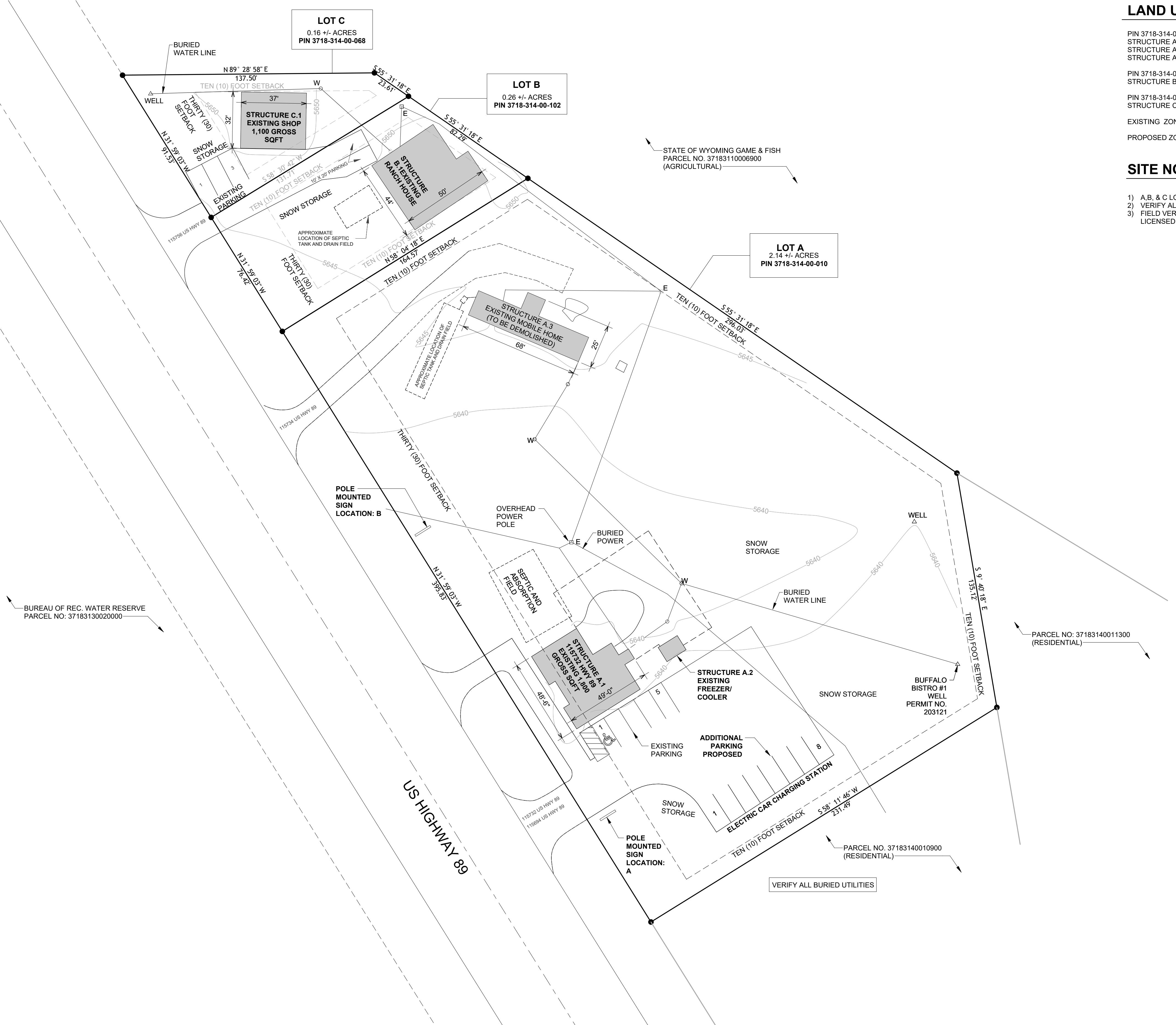
PIN 3718-314-00-102: 0.26 ACRES
STRUCTURE B.1 EXISTING RESIDENTIAL DWELLING

PIN 3718-314-00-068: 0.16 ACRES
STRUCTURE C.1 EXISTING SHOP

EXISTING ZONING: MIXED USE

SITE NOTES:

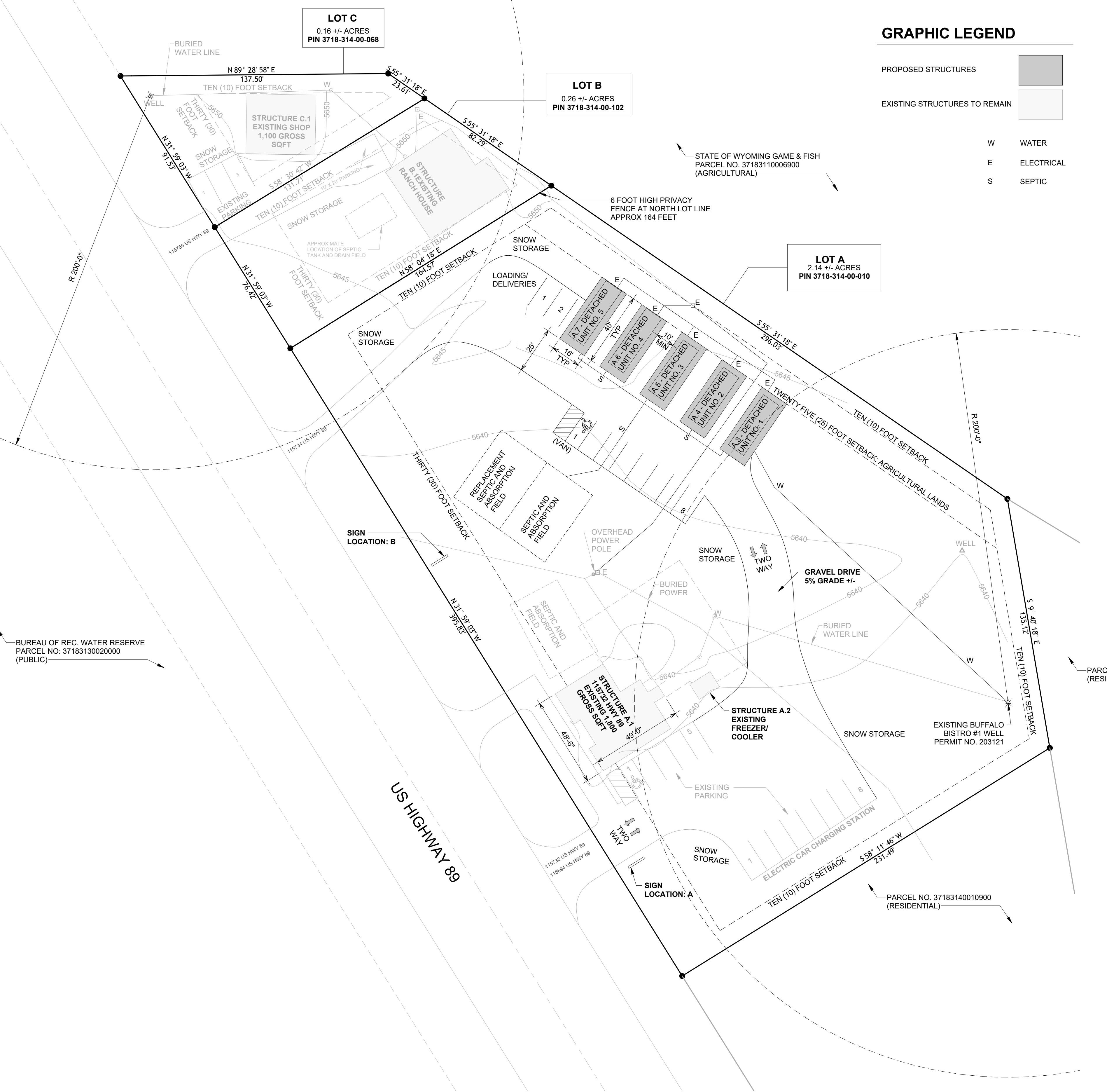
- 1) A,B, & C LOT NAMES FOR REFERENCE ONLY
- 2) VERIFY ALL BURIED UTILITIES AND SEPTIC SYSTEM LOCATIONS PRIOR TO ANY EXCAVATION WORK
- 3) FIELD VERIFY ALL PROPERTY CORNERS AND BUILDING SETBACK LOCATIONS WITH A WYOMING LICENSED SURVEYOR PRIOR TO CONSTRUCTION.



SITE PLAN - EXISTING CONDITIONS

VICINITY MAP

NOT TO SCALE



GRAPHIC LEGEND

PROPOSED STRUCTURES	
EXISTING STRUCTURES TO REMAIN	
W	WATER
E	ELECTRICAL
S	SEPTIC

OWNER

LAST RESORT HOLDINGS LLC
PO BOX 3565, JACKSON, WY 83001

ARCHITECT

ALPINE ARCHITECTURAL STUDIO LLC
PO BOX 3975, ALPINE, WY 83128

LAND USE INFORMATION

PIN 3718-314-00-010:	2.14 ACRES	STRUCTURE A.1 & STRUCTURES A.3-A.7
EXISTING ZONING:	MIXED USE	
PROPOSED ZONING:	MIXED USE	
PROPOSED USE:	LAND USE TABLE 7.3: RETAIL STORES UNDER 5,000 SQUARE FEET, MOTELS UNDER 500 SQUARE FEET OR 2,000 GPD, RESTAURANTS, TAVERN, LOUNGE, COFFEE SHOP.	
PARKING:	REQUIRED - RESTAURANTS/BARS: 1 SPACE PER 3 SEATS; ADEQUATE LOADING AREA PROVIDED - 10 SPACES (UP TO 30 SEATS)	
	REQUIRED - RETAIL STORES: 1 SPACE FOR EVERY 400 SQUARE FEET PROVIDED - 3 SPACES (400 SQUARE FEET RETAIL + 2 EMPLOYEES)	
	REQUIRED - HOTELS/MOTELS/BOARDING HOUSES: 1 SPACE PER LIVING/SLEEPING UNIT PLUS 1 SPACE PER EMPLOYEE; ADEQUATE LOADING AREA PROVIDED - 10 SPACES (5 MOTEL AND 5 EMPLOYEE SPACES)	
TOTAL PARKING PROVIDED:	23 SPACES	
SNOW STORAGE:	INDICATED ON SITE PLAN	
LIGHTING:	ALL EXTERIOR LIGHTING TO COMPLY WITH LINCOLN COUNTY DEVELOPMENT STANDARDS SECTION 6.10	

WASTEWATER DESIGN FLOW CALCULATIONS

EXISTING B.1 RANCH HOES:	280 GPD
EXISTING A.1 COMMERCIAL BUILDING:	600 GPD
PROPOSED (5) 1 BEDROOM GUEST CABINS:	700 GPD
PROPOSED C.1 BATHROOM:	30 GPD

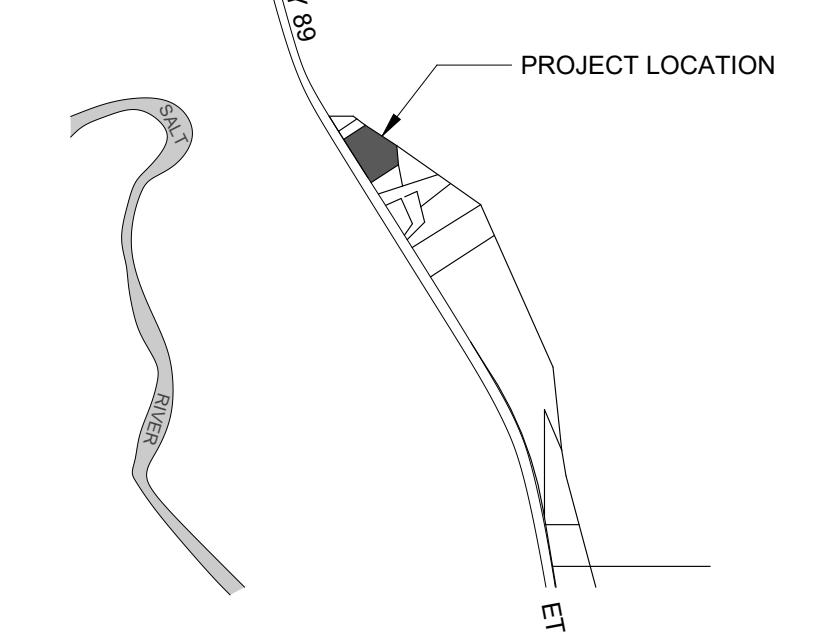
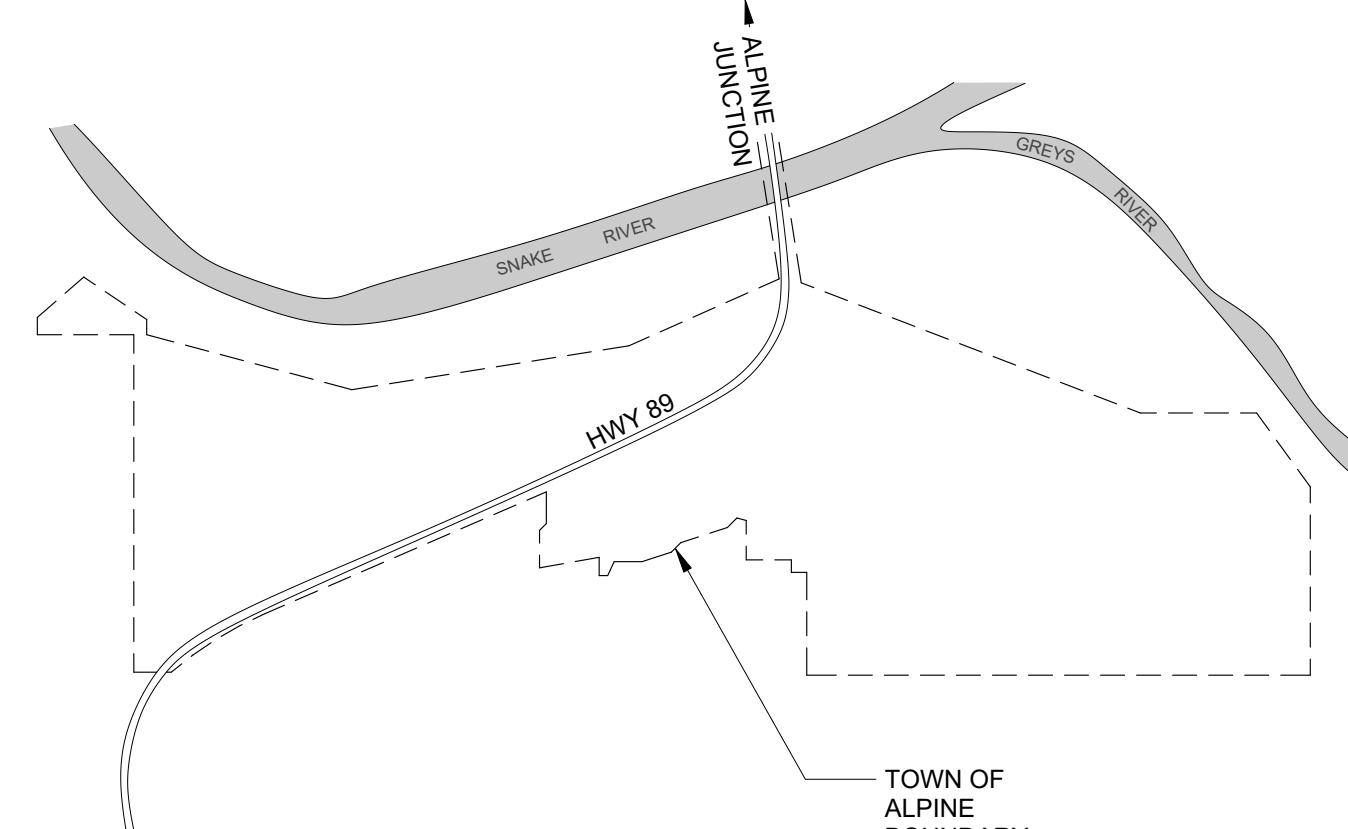
TOTAL DESIGN FLOWS: *1,600 GPD

NOTES:

- 1) DESIGN FLOW CALCULATIONS INCLUDE LOT-A, B, & C DUE TO COMMON OWNERSHIP WITHIN 5 ACRES
- 2) REFER TO MEMORANDUM: LAST RESORT HOLDINGS WASTEWATER FLOWS PREPARED BY SUNRISE ENGINEERING ON 11.24.2025.

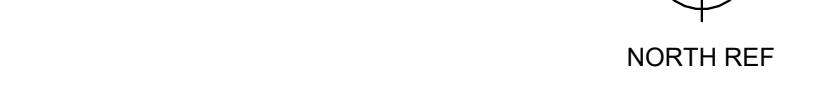
SITE NOTES:

- 1) A, B, & C LOT NAMES FOR REFERENCE ONLY
- 2) VERIFY ALL BURIED UTILITIES AND SEPTIC SYSTEM LOCATIONS PRIOR TO ANY EXCAVATION WORK
- 3) FIELD VERIFY ALL PROPERTY CORNERS AND BUILDING SETBACK LOCATIONS WITH A WYOMING LICENSED SURVEYOR PRIOR TO CONSTRUCTION.



SITE PLAN - PROPOSED CONDITIONS

NOT TO SCALE



SP102

1.0 PREFACE

1.1 Authority

On behalf of Alpine Planning & Zoning, this outdoor lighting ordinance is enacted on [date] pursuant to, and in accordance with, the authority of the Alpine Town Council.

1.2 Purpose

A. This outdoor lighting ordinance is intended to protect the health and welfare of all residents within the Town of Alpine, enhance its character and quality of life, prevent inappropriate and poorly installed outdoor lighting, reduce lighting conflicts between property owners, prevent the increase of potentially harmful sky glow, and preserve the naturally dark sky for the benefit of residents, visitors, wildlife, and the environment. The Alpine Town Council desires to pursue certification through the International Dark-Sky Association to become an International Dark Sky Community. The Five Principles for Responsible Outdoor Lighting will guide The Town of Alpine's outdoor lighting decisions because:

- 1) Whereas, outdoor uses of Artificial Light at Night (ALAN) often include inappropriate and bright sources of light that cause an unsafe reduction in human visual performance; and
- 2) Whereas, excessive, unnecessary, and misdirected ALAN contributes to Light Pollution and wastes energy resources that would, if corrected, generate tangible cost savings; and
- 3) Whereas, increased use of ALAN has contributed to an escalation of Light Pollution, thus increasing the brightness of the night sky by 10% annually and rendering the current night sky orders of magnitude (often hundreds of times) brighter than the natural and original sky background; and
- 4) Whereas, Light Pollution from ALAN is known to cause adverse effects on the health and well-being of birds, wildlife, nocturnal ecosystems, vegetation, and under certain circumstances, human health;
- 5) Now, therefore, let it be resolved that the Town of Alpine, which has the authority to protect natural resources and maintain a healthy environment for present and future generations, chooses to enact this outdoor lighting ordinance [the next part is optional, but highly encouraged because assignment of Lighting Zones by the municipality will establish appropriate and coordinated light levels based on land uses (not property values), avoid subjectivity, and establish a thoughtful hierarchy of lighting conditions across the municipality.] and hereby assign the following Lighting Zones to all property within the Town of Alpine boundaries: [Insert table or map].

2.0 Outdoor lighting – Definitions.

A. For the purpose of Sections (*insert Alpine Code references*), the following definitions apply:

“Accent or architectural lighting” means lighting of building surfaces, landscape features, statues, and similar items for the purpose of decoration, ornamentation, creation of visual hierarchy, sense of liveliness, or other purpose unrelated to safety, business operation, or essential lighting function.

“Backlight” means all the light emanating behind a luminaire.

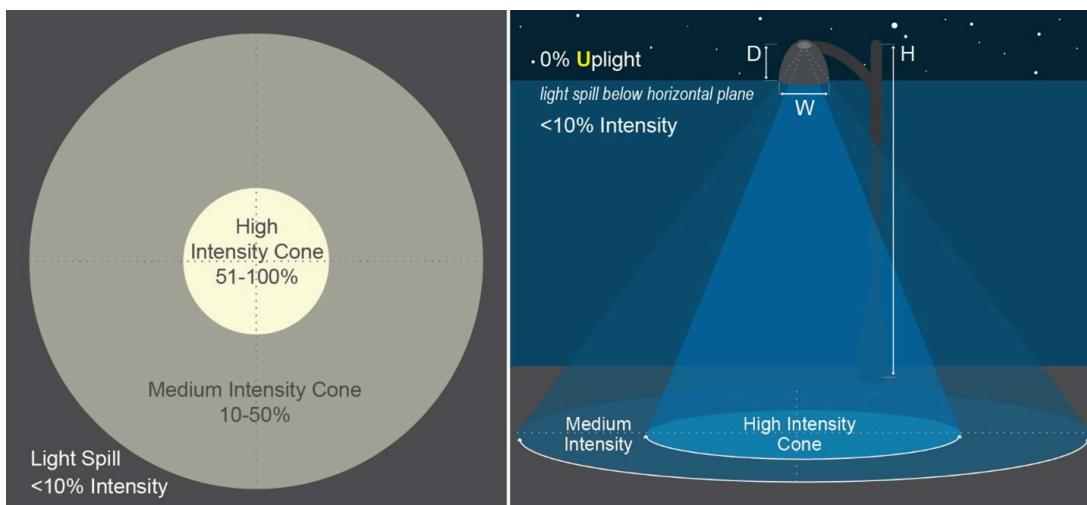
“BUG rating” means backlight, up-light, and glare rating, which exists on a scale of zero to five and may be used to describe luminaire optical performance in regards to light trespass, sky glow, and high angle brightness control.



Image by City of Ft. Collins, Colorado, and used here with permission.

“Correlated color temperature” (CCT) is a specification of the color appearance of the light emitted by a lamp, relating its color to the color of light from a reference source when heated to a particular temperature, measured in degrees Kelvin (K). The CCT rating for a lamp is a general “warmth” or “coolness” measure of its appearance. Lamps with a CCT rating below three thousand K are usually considered “warm” sources, while those with a CCT above three thousand K are usually considered “cool” in appearance.

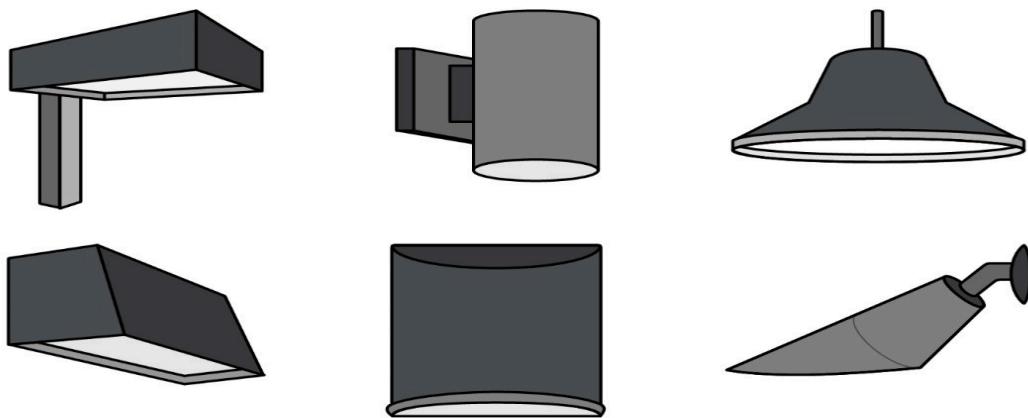
“Direct illumination” means the area of intentional illumination emanating from a fixture generally formulated by shielding depth, illumination width, distance, and angle of illumination field, respective to the height and location of the illumination source, in context of property location and grade. This illumination pattern is typically represented by the high intensity cone of light ten percent or greater, emanating and expanding outward from the illumination source. This area is in contrast to the area outside of this high intensity cone, separately defined as light spill. Direct illumination shall be generally interpreted utilizing this formulation by the Zoning Administrator.



Direction Illumination Formulation

“Floodlight” means a fixture or bulb designed to “flood” an area with light. A specific form of bulb or fixture designed to direct its output in a specific direction. Such bulbs are often designated by the manufacturer and are commonly used in residential outdoor lighting.

“Fully shielded fixture” means an outdoor light fixture constructed and mounted so that the installed fixture emits no light above the horizontal plane. Where a light manufacturer provides a BUG rating, the up-light rating (U) must equal zero. Fully shielded light fixtures must be shielded in and of themselves; a light fixture must have the top and sides made of opaque material such that light only escapes through the bottom of the fixture. Fixtures with translucent or transparent sides, or sides with perforations or slits, do not qualify as fully shielded. Any glass or diffuser on the bottom of the fixture must be flush with the fixture (no drop lenses). Surrounding structures, like canopies, eaves, and patio covers, are not to be considered when determining if the fixture is fully shielded, unless specifically allowed. Fully shielded fixtures must be appropriately mounted so that the shielding prevents light from escaping above the horizontal plane and all light is directed downward.



Examples of fully shielded light fixtures.

“Glare” means the visual sensation caused by excessive brightness and which causes annoyance, discomfort, or a disability loss in visual performance or visibility.

“Internally illuminated,” as it relates to signs, means any sign which has a light source entirely enclosed within the sign and not directly visible to the eye.

“Light pollution” means any adverse effect of manmade light. Often used to denote “skyglow” from developed areas, but also includes glare, light trespass, visual clutter and other adverse effects of lighting.

“Light source” means the part of a lighting fixture that produces light, e.g., the bulb, lamp, or chips on board.

“Light trespass” means direct illumination that falls beyond the boundaries of the property where it originates.

“Lumen” means a unit of luminous flux equal to the light emitted by a uniform point source of one candle intensity. Lumens refers to the amount of light emitted by a bulb (more lumens equates to brighter light).

“Manufacturer’s catalog cuts” means a publication or other printed material of a bulb or lighting manufacturer offering visual and technical information about a lighting fixture or bulb.

“Net acre” means a gross acre excluding: public rights-of-way, lands with natural slopes greater than thirty percent, jurisdictional wetlands, lands in the one-hundred-year floodplain, public drinking water supply water sources, lands affected by immitigable geohazards, riparian habitats, archeological sites, and required open space.

“Outdoor light fixture” means a complete lighting unit consisting of a lamp(s) and ballast(s) (when applicable), together with the parts designed to distribute the light, to position and protect the lamps, and to connect the lamps to the power supply. Also known as a luminaire, or simply as a fixture.

“Recreational lighting” means lighting used to illuminate sports fields, ball courts, playgrounds, or similar outdoor recreational facilities.

“Safety lighting” means the minimum amount of lighting required by the Building Official or Zoning Administrator for the purpose of safety, as required or prescribed by standards and regulations specific to the application review. Examples include lighting for ingress/egress, doorways, pathways, and driveways.

“Skyglow” means the brightening of the nighttime sky resulting from the scattering and reflection of artificial light by moisture and dust particles in the atmosphere. Skyglow is caused by light directed or reflected upwards or sideways and reduces one’s ability to view the nighttime sky.

“Spill, light” means illumination that reaches beyond the outside of the direct illumination area.

“Spotlight” means a fixture or bulb designed to light a small area very brightly. See definition of “Floodlight.”

“Temporary lighting” means lighting of a nonpermanent nature, not required for or qualifying as safety lighting, that plugs into an outlet and is not hard-wired.

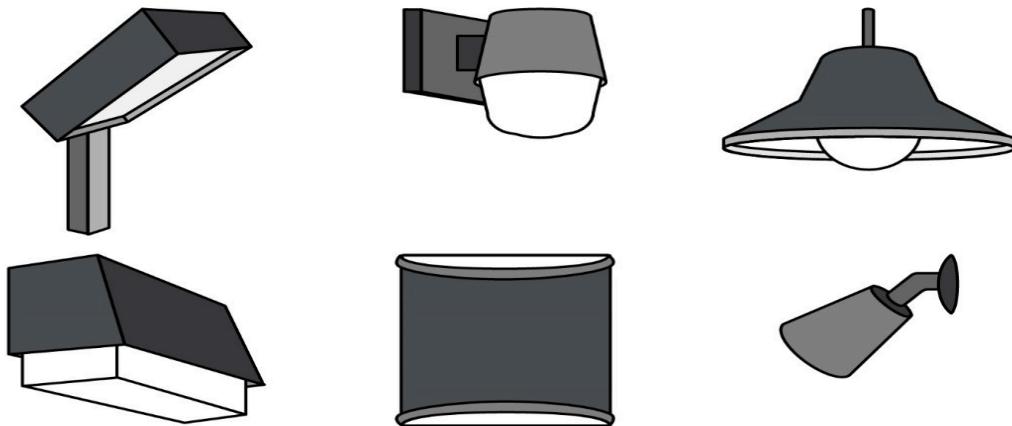
“Temporary string lighting” means lighting of a nonpermanent nature, not required for or qualifying as safety lighting, that plugs into an outlet and is not hard-wired. Description and qualification of temporary string lighting includes, but is not limited to, ambient, string, café, or bistro lighting; determined by the Zoning Administrator.

“Total, light” means the sum of shielded and unshielded light.

“Total outdoor light output” means the total amount of light, measured in lumens, from all installed outdoor light fixtures on a property, using each manufacturer’s initial rated lumen output.

“Tower” means any monopole, antenna, or the like that exceeds eighteen feet in height.

“Unshielded fixture” means a fixture that has insufficient shielding to prevent light emission above the horizontal.

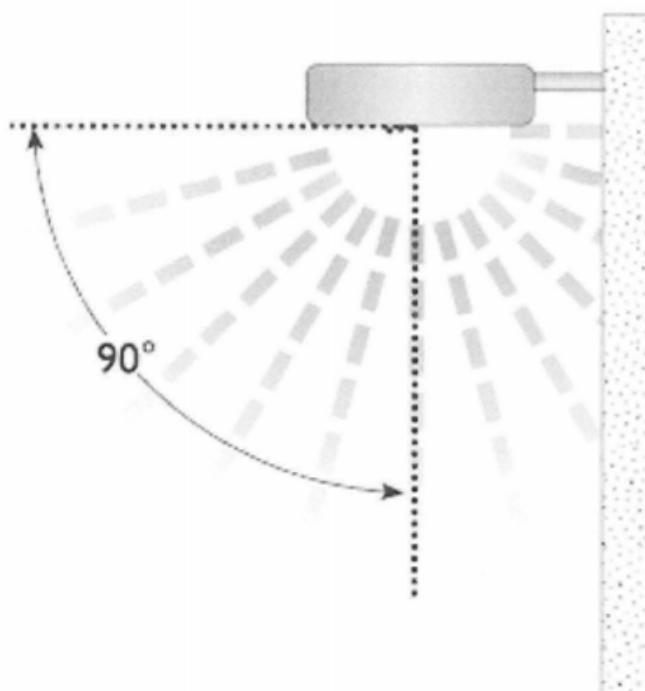


Examples of unshielded light fixtures.

“Up-light” means all the light emanating above the horizontal plane of a luminaire.

3.0 Outdoor lighting – Shielding and trespass requirements.

A. Unless specifically exempted by Section 8.0 D, all permanent and temporary outdoor lighting shall use fully shielded fixtures and shall be installed so light is directed downward with no light emitted above the horizontal plane of the fixture. Where a light manufacturer provides a BUG rating, the up-light rating (U) must equal zero.



B. All light fixtures shall be aimed and shielded so that the direct illumination shall be confined within the boundaries of the property from which it originates. Lighting shall not be aimed onto adjacent properties, except in cases of shared parking, shared pedestrian pathways, or for coordinated development sites spanning multiple parcels. Light source must be completely shielded from direct view from the perimeter of the property. No roofline or under canopy lighting is allowed without shielding all horizontal light. Flickering or flashing lights, searchlights, and laser lights are not permitted.

C. Seasonal Use: Decorative and holiday string lighting is only allowed on buildings, signs, trees, and other vegetation between November 15 and January 10.

D. Light trespass onto adjacent public rights-of-way may be allowed subject to approval of the Zoning Administrator.

E. Lights controlled by motion sensors shall not be triggered by movement or activity located off the property on which the light is located.

4.0 Outdoor lighting – Total light output.

- A. For commercial developments in the C and L1 Zones, the total outdoor light output shall not exceed fifty thousand lumens per developed acre. Such developments shall be permitted a minimum of five thousand lumens regardless of parcel size.
- B. For commercial developments in the MRC Zone, for mixed-use commercial and residential developments, and residential multihousehold developments in all zones, the total outdoor light output of any such development shall not exceed twenty thousand lumens per net acre. Such developments shall be permitted a minimum of five thousand lumens regardless of parcel size.
- C. For residential development of single-household, two-household, and ADUs in all zones, the total outdoor light output shall not exceed ten thousand lumens for parcels one-half acre or larger in size. Parcels smaller than one-half acre shall be permitted five thousand lumens.
 - 1. Residential units used for overnight accommodations or other commercial uses shall comply with the residential standards for total light output.
- D. Unshielded lighting shall not be permitted unless exempt, which unless expressly exempt, shall be incorporated into the total outdoor light output calculation.
 - 1. Total outdoor light output exceptions:
 - a. Street lights used for the express purpose of illumination of public rights-of-way are excluded from total outdoor light output calculations.
- E. A property may exceed the total light output limits if one hundred percent of the proposed lighting is comprised of the minimum, qualifying, and required safety lighting, given the fixture lumens are the minimum required to meet safety illumination standards. No additional lighting, or nonqualifying safety lighting, may be proposed beyond the required safety lighting if that required safety lighting meets or exceeds one hundred percent of the total light output calculation.

5.0 Outdoor lighting – Lighting hours.

- A. Commercial establishments shall turn off all outdoor lighting one hour after the close of business, and remain off until business open, except for the following:
 - 1. Commercial establishments located in C, L1, and MRC zones may leave all compliant outdoor lighting on until ten p.m. or until one hour after the close of business.
 - 2. Compliant lighting to illuminate the entrance to the commercial establishment.
 - 3. Compliant parking lot and pathway lighting required for the safety of guests or customers.
- B. Recreational lighting (residential and commercial) shall be turned off by ten p.m. except to conclude a specific sporting event that is underway.
- C. All legal, nonconforming lighting on residential properties shall be turned off by ten p.m. unless included in the exemptions listed in Section 8.0 D.
- D. Commercial establishments located in C, L1, and MRC zones shall turn off all illuminated signage by ten p.m., or one hour after close of business, and remain off until business open. All other commercial establishments shall turn off all illuminated signage one hour after business close and shall remain off until business open.

6.0 Outdoor lighting – Lighting color.

All outdoor lighting shall utilize light sources with correlated color temperature not to exceed three thousand Kelvin.

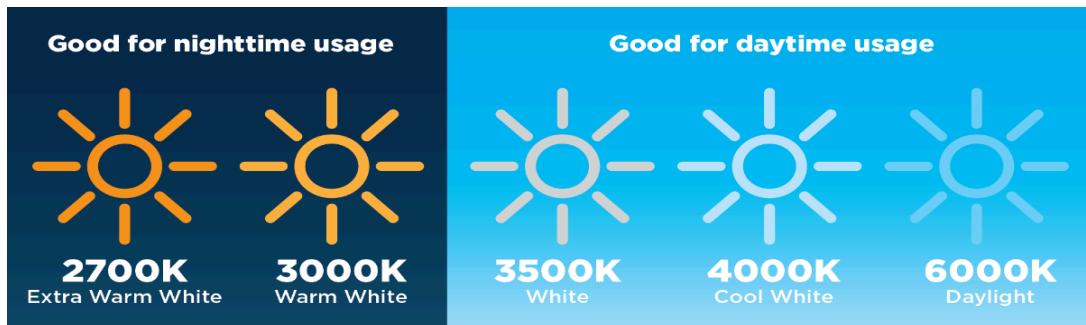


Image by City of Ft. Collins, Colorado, and used here with permission.

7.0 Outdoor lighting – Specialized outdoor lighting conditions and standards.

- A. Roadway and street lights are prohibited unless recommended by the City Engineer or required by WYDOT to provide for the safety of the public. All street lights shall utilize the lowest illuminance levels acceptable to the City Engineer and/or WYDOT.
- B. The overall height of any light post or tower used to illuminate parking lots shall not exceed twenty-five feet.
- C. Outdoor recreation areas or athletic fields at publicly owned facilities may use illumination to light the surface of play, viewing stands, and pathways for the safety of the public that is not in strict conformance with the shielding and lighting color provisions of the Alpine Outdoor Lighting Ordinance (AOLO). The following standards shall apply to outdoor recreation area or athletic field lighting:
 1. The recreational lighting shall not exceed illuminance levels for Class IV sports lighting and shall follow the Illuminating Engineering Society lighting guidelines (RP-6).
 2. The recreational lighting provides illuminance for the surface of play and viewing stands and not for any other areas or applications.
 3. Illuminance levels must be adjustable based on the task (e.g., active play vs. field maintenance) and the lowest appropriate illuminance level shall be utilized based on the task.
 4. Off-site and skyglow impacts of the lighting will be limited to the greatest practical extent possible.
 5. The lighting for areas or applications outside the surface of play and viewing stands shall conform to all provisions in this chapter.
 6. The recreational or athletic facility shall extinguish lighting exempted by this chapter no later than ten p.m. or one-half hour after the end of play.
 7. The recreational lighting shall have timers that automatically extinguish lighting to ensure lights are not left on when the facilities are not in use.
- D. Outdoor event venues may use illumination to light the performance area that is not in strict conformance with the shielding and lighting color provisions of the AOLO. The following standards apply to all event lighting:

1. Lighting used to illuminate the performance area must be either directed spotlighting or fully shielded lighting. If directed spotlighting, the light source shall be located and designed to minimize its visibility beyond the property boundaries.
2. Lighting used to illuminate the performance area shall only be turned on during events.
3. Lighting used to illuminate the seating areas, pathways, and other areas of the venue shall meet all standards of this chapter.

E. All illuminated signs shall comply with the standards of Section (**** Alpine Sign Code).

8.0 Outdoor lighting – Application and review procedures.

A. *Lighting Plan.* All sign permit applications, subdivision applications, site plan applications, building permit applications, and other development review applications within any zoning district shall include a lighting plan that shows evidence that the proposed lighting fixtures and light sources comply with this chapter. Lighting plans shall include the following:

1. Plans or drawings indicating the proposed location of lighting fixtures, height of lighting fixtures on the premises, and type of illumination devices. Plans shall also include information for lamps, supports, shielding and reflectors used, as well as installation and electrical details.
2. Illustrations, such as contained in a manufacturer's catalog cuts, of all proposed lighting fixtures.
3. For commercial uses, photometric diagrams of proposed lighting fixtures are also required. In the event photometric diagrams are not available, the applicant must provide sufficient information regarding the light fixture, bulb wattage, and shielding mechanisms for the Planning Commission to be able to determine compliance with the provisions of this chapter.
4. A table showing the total amount of proposed exterior lights, by fixture type, wattage, lumens, and lamp type, for the purpose of calculating total outdoor lighting output.

B. *Approval Procedure.*

1. The lighting plan for all new development shall be submitted for approval concurrent with the associated application process.

C. *Exemptions.*

1. The following are exemptions from shielding and trespass requirements only, Section 3.0.
 - a. The lighting of federal or state flags; provided, that the light is a top-down and narrow beam aimed and shielded to illuminate only the flag.
 - b. Temporary string lighting:
 - i. Temporary string lighting, unless fully shielded, shall adhere to the lighting hours stated in Section 5.0.
 - ii. Temporary string lighting shall not flash, blink, fade, or strobe.
 - c. All lights exempted by this section shall be included in the calculation of total light output, Section 4.0, and shall comply with lighting color standards, Section 6.0.
2. The following are exemptions from general AOLO requirements,

- a. Traffic control signals and traffic safety devices.
- b. Emergency and safety lighting by emergency services. Searchlights, floodlights, laser source lights, strobe or flashing lights, or any similar high intensity lights are permitted when used in emergencies by police, fire, medical, and/or utility personnel or at their direction.
- c. Temporary outdoor lighting intended as holiday or seasonal decorations displayed between October 15th and the following January 15th may remain on until ten p.m.
 - i. Temporary outdoor lighting intended as holiday or seasonal decorations may remain on all night; provided, that they do not create nuisance glare.
- d. Lighting required by the Federal Aviation Administration or the Federal Communications Commission.
- e. Special events that have been issued a permit pursuant to (*insert Alpine code*), Special Event and Street Performer Permits, shall be allowed temporary lighting for the duration of the event, provided such lighting does not create glare to motorists and complies with lighting hours, unless specifically outlined and approved within the event permitting.
- f. Pathway lights less than eighteen inches in height are exempted from the fully shielded fixture requirement if the total light output from each pathway light is less than three hundred lumens. The fixture shall have a top that is opaque such that no light is directed upwards.

D. *Exceptions.*

1. The City may grant exceptions when practical difficulties or unnecessary hardships exist that cause inconsistencies with the purpose and intent of the standards.
2. Requests for exceptions from the standards, policies, or submittal requirements shall be submitted in writing with appropriate documentation and justification to the Zoning Administrator. Exception requests must, at minimum, contain the following:
 - a. Standards under which the applicant seeks an exception.
 - b. Justification for not complying with standards.
 - c. Proposed alternate criteria or standards to comply with the intent of the standards.
 - d. Supporting documentation, including necessary calculations.
 - e. The proposed exception's potential adverse impacts for adjacent landowners.
 - f. An analysis of the exception request, signed by a qualified lighting technician, lighting architect, lighting engineer, lighting specialist, or lighting professional, depending on the topic of the request.
3. Upon receipt of a complete application for an exception, the Zoning Administrator shall prepare a statement to recommend that the exception be approved or denied or to request a modification of the proposed exception.
4. Exceptions shall be reviewed and approved by the Planning Commission.

E. *Variance.*

1. An applicant requesting approval for lighting that does not conform to the standards and regulations, beyond qualifying exemptions or exceptions, shall follow the procedures and findings requirements set forth in Section (*Town Code? Administration and Enforcement?*)

9.0 Outdoor lighting – Amortization and enforcement of nonconforming outdoor lighting.

A. The City shall require the termination of use of all nonconforming outdoor lighting fixtures, structures, lamps, bulbs, or other devices that emit or generate light which are not otherwise exempted by this chapter, pursuant to the amortization schedule contained in this section.

B. All permitted outdoor lighting installed prior to (*adoption date*), in all zoning districts, shall be considered legal, nonconforming. Any existing approved outdoor lighting, which is being used in a manner or for a purpose which is otherwise lawful, not including direct illumination or glare as specified by the special provision sections for zoning districts, but does not comply with the AOLO provisions.

C. All outdoor lighting legally existing and installed prior to the effective date of this chapter and which is not exempted shall be considered legal, nonconforming and shall be brought into compliance by the property owner as follows:

1. Immediate compliance is required as a condition for approval when applying for a building permit, sign permit, new (nonrenewal) business license, site plan review, or similar City permit or approval if site improvements, construction, reconstruction, expansion, alteration, or modification of existing sites, structures, or uses individually or cumulatively equal or exceed one thousand five hundred square feet, or fifty percent of the existing site or structure, whichever is less. Projects of less than one thousand five hundred square feet in size, or fifty percent of an existing site or structure, will not be subject to immediate compliance. However, the square footage of the improved structure or site will count towards a cumulative total of projects on the same property. When the cumulative total equals or exceeds one thousand five hundred square feet, or fifty percent of the existing site or structure, compliance shall be required for approvals as cited above.

2. All damaged or inoperative nonconforming fixtures shall be replaced or repaired only with lighting equipment and fixtures compliant with this ordinance.

3. All outdoor lighting not previously scheduled for amortization or otherwise exempted shall be brought into conformance with the AOLO by January 1, 2029 (*revise?*).

4. Whenever a nonconforming use, structure, or lot is abandoned for a period greater than one year and then changed to a new use according to the requirements of (*Alpine change of use code?*), all existing outdoor lighting shall be reviewed and brought into compliance as necessary for the entire building, structure, or site.

5. The abatement of the nuisance shall be attempted first through non-costly means, such as redirection and re-lamping. New fixtures shall be required if the nuisance cannot be abated.

- D. Violation and enforcement shall be processed as outlined in (*Alpine Enforcement Code?*).



The Alpine Municipal Code is current through Ordinance *****, passed ****.

DarkSky International Policy

Outdoor Lighting – Municipal Ordinance Template and User Guide

October 11, 2024 – Version 1.0

Overview

This DarkSky International (DarkSky) Policy provides a template of outdoor lighting requirements for any county, city, municipality, or township seeking to implement a responsible outdoor lighting ordinance *[Some regions will use the term “code” or “bylaw”]*. The language and requirements contained herein are a proven approach to mitigate *Light Pollution* and misuses of artificial light at night (ALAN), which threaten human visual performance and safety at night, brighten the naturally dark sky, cause adverse biological health disruptions, damage nocturnal ecosystems, and waste significant amounts of energy and taxpayer money each year. The requirements herein work together holistically to meet the Five Principles for Responsible Outdoor Lighting co-authored by DarkSky and the Illuminating Engineering Society.

Instructions for Use

Narrative written in *[Blue + Italicized font]* are instructions intended for the user, including why a topic is being addressed, and, when applicable, optional requirements or choices. The language within this template will assist advocates and writers draft appropriate ordinance language. Narrative in *[red brackets]* indicates the appropriate name, terminology, value, or date is to be inserted in that location.

Before completion, it is recommended to gather input from key stakeholders (e.g., law enforcement, staff, community, utilities) so all perspectives are considered. The intent is for options to be selected that best fit the passion, identity, and goals of the local community while still meeting DarkSky recommendations. Upon completion, unused options and user instructions should be deleted to keep the document concise.

DarkSky Recognized Program

For any municipality seeking to have their ordinance recognized by DarkSky International, a program is available. For questions regarding this program, contact the [DarkSky Lighting Program Manager](#).

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[MUNICIPALITY] OUTDOOR LIGHTING ORDINANCE

Note: *Italicized and capitalized words and phrases are defined in section 4.0 Definitions.*

1.0 PREFACE

1.1 Authority

On behalf of the [municipality], this outdoor lighting [ordinance] is enacted on [date] pursuant to, and in accordance with, the authority of the [city council].

1.2 Purpose

[A municipal outdoor lighting ordinance should first establish a purpose and thoughtful background information regarding the intent for having one. When allowed, this information is important for future decision makers who will be faced with new and unique requests. While preamble and background narratives are not usually accepted as code or bylaw, recitals are an effective way to incorporate background and intent. Recitals must be factual, not general, and kept to a minimum.]

A. This outdoor lighting [ordinance] is intended to protect the health and welfare of all residents within the [municipality], enhance its [character and quality of life], prevent inappropriate and poorly installed outdoor lighting, reduce lighting conflicts between property owners, prevent the increase of potentially harmful sky glow, and preserve the naturally dark sky for the benefit of residents, visitors, wildlife, and the environment. The *Five Principles for Responsible Outdoor Lighting* will guide [municipality]'s outdoor lighting decisions because:

1. Whereas, outdoor uses of *Artificial Light at Night* (ALAN) often include inappropriate and bright sources of light that cause an unsafe reduction in human visual performance; and
2. Whereas, excessive, unnecessary, and misdirected ALAN contributes to *Light Pollution* and wastes energy resources that would, if corrected, generate tangible cost savings; and
3. Whereas, increased use of ALAN has contributed to an escalation of *Light Pollution*, thus increasing the brightness of the night sky by 10% annually and rendering the current night sky orders of magnitude (often hundreds of times) brighter than the natural and original sky background; and
4. Whereas, *Light Pollution* from ALAN is known to cause adverse effects on the health and well-being of birds, wildlife, nocturnal ecosystems, vegetation, and under certain circumstances, human health;
5. Now, therefore, let it be resolved that the [municipality], which has the authority to protect natural resources and maintain a healthy environment for present and future generations, chooses to enact this outdoor lighting [ordinance] *[the next part is optional, but highly encouraged because assignment of Lighting Zones by the municipality will establish appropriate and coordinated light levels based on land uses (not property values), avoid subjectivity, and establish a thoughtful hierarchy of lighting conditions across the municipality.]* and hereby assign the following *Lighting Zones* to all property within the [municipal] boundaries:

[Insert table or map] [See Annex A for example formats.]

1.3 Applicability

- A. This [ordinance] applies to all sources of outdoor lighting installed or replaced within the [municipality] after [enactment date]. This includes, but is not limited to, newly permitted development and construction projects involving homes, dwellings, roadways, public right-of-way, [signage, billboards,] buildings, facilities, properties, landscape, parking lots, hardscape, non-habitable structures, and monuments.
- B. Existing outdoor lighting lawfully installed prior to [date] and not meeting the requirements of this [ordinance] shall be considered legal and repairable but non-conforming. All non-conforming *Luminaires* may continue to be used and maintained until one of the following occurs:
 1. A determination by the [municipal official] that an outdoor light source constitutes a hazard to public safety or constitutes a nuisance.
 2. When a property is re-zoned for a new land use, at which time all outdoor lighting on the property shall meet the requirements of this [ordinance] before the new use commences.
 3. [acceptable date of amortized implementation], the date whereupon all lighting must conform to this ordinance.

1.4 Exemptions

- A. **Lawful:** Lighting requirements mandated by a legal jurisdiction with broader authority (e.g., federal, state, or territorial) than the [municipality], including but not limited to:
 1. Navigational lighting systems regulated by the Federal Aviation Administration and the US Coast Guard.
 2. Any contradictory building code or Department of Transportation illumination requirements.
 3. Lighting for worker safety as mandated by the Occupational Safety and Health Administration.
- B. **Safety:** *Luminaires* installed for the benefit of public safety, including but not limited to:
 1. *Security Lighting* as determined by a municipal official with authority.
 2. Temporary lighting used by authorized first responders during emergency procedures.
- C. **Historic:** *Luminaires* replicating time period historical character and lighting effect that are protected by historical registration, or otherwise permitted by an authority having jurisdiction.
- D. **Permitted:** Temporary and semi-permanent lighting approved by municipal permit for special events, festivals, and community benefit, provided the permitted lighting still meets light trespass requirements and does not add further disruption to ecological migration or habitat.
- E. **[Option] Seasonal:** *Seasonal Lighting* used from [date] to [date]. [While some municipalities will choose to make this exempt, it may be better to prescribe seasonal lighting requirements (See Section 2.5) to help guide the desired outcome.]

1.5 Prohibitions

- A. *ALAN* must not interfere with the safe movement of motor vehicles. Any lighting that distracts or disables the vision of a motor vehicle operator (e.g., excessively bright or rapid blinking, flashing, and/or motion video) or contributes to traffic control confusion (e.g., sources resembling or imitating traffic or railroad signals) is prohibited.
- B. Beacons and searchlights, except for emergency use by authorized first responders.

2.0 OUTDOOR LIGHTING REQUIREMENTS

2.1 General

- A. **Legal:** All outdoor *Luminaires* and *Luminaire* installations shall comply with federal and state law; county and municipal codes; applicable energy and building codes; product safety labeling; the requirements of this [ordinance]; and shall be subject to the appropriate permit and inspection requirements thereof.
- B. **Light Level:** Unless otherwise specified in this ordinance, lighting installed for an outdoor use shall not exceed 25% more than the *Light Level* recommended by the applicable *ANSI/IES Lighting Standard*, or a state approved alternate, as published by [enactment date].
- C. **Distribution:** Unless otherwise specified in this ordinance, *Luminaires* emitting more than 1,000 *Lumens* shall be *Fully Shielded* and shall emit no more than 5% of their total *Lumen* output above 80 degrees from *Nadir*. Exceptions are:
 1. Festoon string lighting where no individual lamp emits more than 50 lumens, and the lumen density of the string is no greater than 25 lumens per foot. *[This will restrict some medium-base line-voltage products that are not recommended unless they are shielded.]*
 2. Directional *Luminaires* used for façade illumination which are shielded and aimed to hit their target such that the light is contained by architectural elements.
- D. **Trespass:** Unless otherwise specified in this ordinance, *Light Trespass* shall meet the following:
 1. *Luminaire* light sources shall not be visible from federal or state designated wilderness, natural area, habitat, or reserves, and *Light Trespass* shall measure no greater than 0.1 *Lux*.
 2. *Light Trespass* onto Waters of the United States shall measure no greater than 1 *Lux*.
 3. *Light Trespass* onto *Residential Use* property shall measure no greater than 1 *Lux*.
- E. **Curfew:** *Non-essential* outdoor lighting, including but not limited to landscape and decorative lighting elements, shall be extinguished during *Nighttime Hours*.
 1. When applicable, outdoor lighting shall dim or be extinguished during *Nighttime Hours* as prescribed by an adopted energy code.
- F. **Controls:** *Luminaires* activated by motion detection shall automatically turn off or return to their dimmed state no more than [5] minutes after activity is no longer detected.
- G. **Spectrum:** Unless otherwise specified in this ordinance, the maximum allowable correlated color temperature (CCT) for outdoor *Luminaires* is 3000 K. *[Because blue light is more apt to scatter locally in the atmosphere, it is prone to being redirected back toward earth as a physical manifestation of sky glow. This veil of sky glow reduces the visibility of stars within the natural nighttime sky, and the increased illumination may disrupt biological and ecological health. A CCT of 3000 K is the highest recommended baseline criterion, with exceptions and options noted below.]*
 1. Exception: CCT exemptions are allowed if a public safety need is documented.

2.2 Residential Use

The following requirements are supplementary to the General Outdoor Lighting Requirements (**Section 2.1** and its subsections) and shall further regulate outdoor lighting on *Residential Use* property:

A. Lighting for *Residential Use*, excluding roadway, parking, and public right-of-way, shall be exempt from the requirement in **Section 2.1(B)** provided no single Luminaire exceeds 1,000 lumens and the total installed lumens per dwelling, prorated for multifamily, does not exceed the following:

TABLE 2.2: PER DWELLING LUMEN ALLOWANCE RESIDENTIAL USE				
Property Size (acre)	Property Size (sf)	Lz0	Lz1	Lz2
1.33	58,000+ sf	5,200	13,000	22800
1.00	43,000 sf	4,600	11,500	20200
0.75	32,000 sf	4,100	10,200	17900
0.50	21,000 sf	3,500	8,700	15300
0.33	14,000 sf	2,800	7,000	12300
0.25	10,800 sf	2,400	5,900	10400
0.20	8,700 sf	2,000	5,000	8800
0.13	5,400 sf	1,500	3,600	6300
0.05	2,100 sf	850	1,700	3000
0.03	< 2,100 sf	850	850	1500

Multi-Family Example: 32 townhome units on a 3.2-acre development equals .10 acres per dwelling. Therefore, each dwelling is allowed 1,700 lumens when located in Lz1.

B. *Light Trespass* leaving *Residential Use* property shall be no greater than 1 Lux.

C. *[Option: If a community wants warmer color lighting in areas of residential dwelling, and where residents are perhaps already accustomed to warmer color light.]* When needed, *Residential Use* roadway Luminaires shall be a maximum CCT of **[2400 K]**.

2.3 Non-Residential Use

The following requirements are supplementary to the General Outdoor Lighting Requirements (**Section 2.1** and its subsections) and shall further regulate outdoor lighting on non-residential property:

A. Non-*Residential Use* lighting shall be exempt from the requirement in **Section 2.1(B)**, provided there is no Luminaire installed on the property capable of exceeding a total output greater than 3,000 Lumens.

B. *Light Trespass* leaving non-*Residential Use* property onto adjacent public right-of-way shall be no greater than 3 Lux when measured 20 feet past the property line.

2.4 Sports Lighting

[There are three options available for sports lighting. The first option provides essential requirements for safe play and light trespass mitigation. The second provides for improved control of obtrusive light and minimal offsite lighting. The third option requires independent third-party verification of the sports lighting facility.]

The following requirements are supplementary to the General Outdoor Lighting Requirements (**Section 2.1** and its subsections) and shall further regulate outdoor lighting for sports and recreational areas [*Choose one of the following*]:

- Lighting for sports and recreational areas shall also meet the following requirements:
 1. Eighty-five percent (85%) of the lumens generated by sports lighting luminaires shall be confined to within 10 meters (33 feet) or a distance of one pole height, whichever is greater, of the playing field or the spectator track or bleacher area, whichever is greater.
 2. Lighting installations for aerial sports are allowed a maximum of 8% of the total lumen output to be emitted above 80 degrees from *Nadir*.
 3. When the recommended sports field *Light Level* is higher than 100 lux, installed lighting shall not exceed 10% more than the *Light Level* recommended by the applicable *ANSI/IES lighting standard*, or a state approved alternate, as published by [*enactment date*].
 4. The maximum *CCT* for outdoor sports lighting should be the lowest possible for the sport, class of play, and viewing audience as defined by the relevant *ANSI/IES lighting standard*, or any state approved alternative, but never exceeding 5700 K.
 5. The maximum luminous intensity from any luminaire lighting a sports field shall not exceed 10,000 *candelas* (cd) as measured along a perimeter that is 46 meters (150 feet) from the edge of the field, at 1.5 meters (5 feet) above grade. [*Because sports lighting can be 85% contained and still produce obtrusive brightness, in the surrounding properties, this light trespass requirement is necessary to guide effective performance requirements. There are many LED products with shielding and optical control that can meet this requirement. The design process can account for this, and installation crews can validate the measurement.*]
- Sports lighting shall meet the requirements of the *DarkSky Approved Outdoor Sports Lighting Program*.
- Sports lighting shall be certified by DarkSky International as meeting the *DarkSky Approved Outdoor Sports Lighting Program*.

2.5 [*Additional Lighting Criteria Available:*]

[Supplemental outdoor lighting requirements are available for specialized uses and applications. These requirements can be found at <https://darksky.org>, and are intended for insertion into the ordinance starting with section 2.5. The specialized uses and applications that are available include:]

- A.** [*Seasonal Lighting*]
- B.** [*Illuminated Signage*]
- C.** [*Coastal Marine Turtle Habitat*]

3.0 ADMINISTRATIVE REQUIREMENTS

3.1 Permit Application

- A. Submittal:** Whenever a building, subdivision, site plan, or outdoor lighting permit is applied for, an outdoor lighting plan must be submitted along with a compliance statement that the proposed work will comply with all [*ordinance*] requirements. The outdoor lighting plan must follow one of the following:

1. Schedule Method: Only available for renovation and *Residential Use* lighting; projects to be documented using a spreadsheet format by listing the *Luminaire* identifications (i.e., manufacturer, model number, type), *Luminaire* quantities, installation locations, and *Lumen* outputs for each; or
2. Calculation Method: Available for all project types but required for sports lighting and when specifically requested by the [planning commission]; an outdoor lighting design shall be prepared by a certified lighting professional or licensed professional engineer using lighting design software and *Luminaire*.ies files. This outdoor lighting plan shall include:
 - a) *Luminaire* identification (model number), installation locations, mounting heights, targeted directions, buildings, and other physical objects within the site that could affect the lighting outcome.
 - b) Site plan and *Iluminance* calculation plots demonstrating conformance with this ordinance, including the sports lighting luminous-intensity *Light Trespass* limit.

B. Review: Submitted spreadsheets, site lighting plans, and compliance affidavits shall be subject to review and approval by the [administrator], or designee. The [administrator] shall have the authority to refer an application to the [planning and zoning commission] or the [historic commission] if deemed appropriate.

C. Appeals: Any appeals related to decisions regarding outdoor lighting shall be made to the [administrator], or designee.

3.2 Enforcement and Penalty

[Each municipality will have its own ordinance and regulations from which to cite specific references on enforcement and penalties. This section should be tailored to cite those specific sections as applicable to ensure enforcement and that penalties can be administered.]

A. Enforcement: Unless otherwise noted in this [ordinance], the [administrator], or designee, shall be responsible to implement, administer, and enforce this [ordinance], including investigations of alleged violation. A private right of action may also constitute enforcement of the requirements within this [ordinance].

1. The [administrator] charged with enforcing this chapter shall have the authority to grant partial waiver of specific [ordinance] requirements for up to one year if a property owner demonstrates that compliance creates unreasonable hardship, as balanced against the potential impacts of non-compliance, or results in conditions that are materially detrimental to health, safety or welfare.

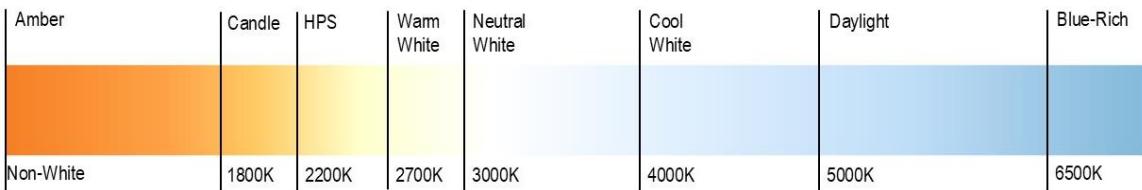
B. Penalty: Any property owner that does not meet the requirements of this [ordinance] shall be in violation. A person, firm, or corporation found to have violated, disobeyed, omitted, neglected, or refused to comply with any provisions of this [ordinance] shall be issued a notice and administrative citation as provided by the municipal code [appropriate section numbers]. Any person, firm, or corporation found to have violated any portion of this [ordinance] shall correct the violations within ninety (90) days of the citation date. Each day a violation continues beyond ninety (90) days of the citation date without having been corrected shall be a separate offense. *[For municipalities without standard citation penalties or injunctive relief, a monetary fine is recommended for each citation.]*

C. [Option] Private Action: Any person adversely affected by lighting that does not meet the requirements of this [ordinance] shall have a private cause of action for nuisance against the person, firm, or corporation responsible for such lighting.

4.0 DEFINITIONS

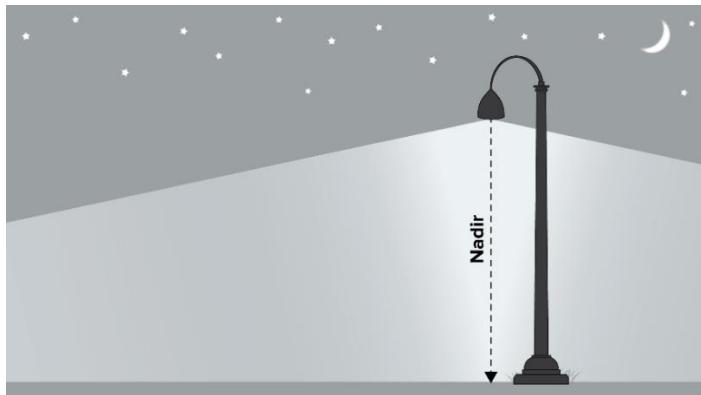
4.1 The following definitions apply to terms used in this ordinance:

- A.** **ANSI:** American National Standards Institute.
- B.** **ANSI/IES Lighting Standards:** Applicable outdoor lighting standards and metrics include but are not limited to:
 1. RP-2: outdoor retail spaces
 2. RP-6: outdoor sports and recreational areas
 3. RP-7: outdoor industrial areas
 4. RP-8: roadway and parking facilities
 5. RP-40: port terminals
 6. RP-43: outdoor pedestrian areas
- C.** **ALAN (artificial light at night):** Light that is created from human technology, rather than a naturally occurring process. Also known as anthropogenic lighting.
- D.** **Candela (cd):** The unit of measure for luminous intensity.
- E.** **CCT (correlated color temperature):** The measured color appearance of light emitted by a light source described using a nominal value stated in kelvins (K). Lower CCTs (1800 K to 2200 K) appear very warm or amber. Medium CCTs (2700 K to 3000 K) appear “warm white,” similar to standard incandescent bulbs. High CCTs (4000 K and higher) appear “cool white” or “blue.”



- H.** **DarkSky Approved Outdoor Sports Lighting:** A standalone program put forth by DarkSky International to guide and/or certify sports lighting that meets stringent glare and *Light Trespass* requirements.
- I.** **Five Principles for Responsible Outdoor Lighting:** Co-authored and published by DarkSky International and the Illuminating Engineering Society: 1) Use light only if needed; 2) distribute light only where it is needed; 3) use light that is no brighter than needed; 4) control light so it is on only when needed; and 5) use warmer color light when possible.
- J.** **Fully Shielded:** A *Luminaire* designed or shielded in such a manner that no light is emitted, either directly or indirectly, at or above a horizontal plane running through the lowest light-emitting part of the luminaire.
- K.** **IES (Illuminating Engineering Society):** An ANSI-recognized Standards Development Organization. ANSI/IES Recommended Practices are universally recognized as authoritative references for lighting applications.
- L.** **Illuminance:** Measured in *Lux* or footcandles, the total luminous flux incident at a point on a surface.
- M.** **Light Level:** The maintained *Luminance* or *Illuminance* value.
- N.** **Light Pollution:** *ALAN* traveling into areas where it is not needed or wanted. This can be in the form of *Light Trespass*, glare, or atmospheric sky glow.

- O. **Light Trespass:** *ALAN* illuminating past property lines without permission. Unless specified otherwise, light trespass limits are measured at any location along a property line both horizontally at the ground plane facing upward and vertically at 1.5 meters (5ft) above grade with the meter aimed toward the light source in question.
- P. **Lighting Zones:** An ANSI/IES/DarkSky system describing the luminous environment and related lighting conditions based on land uses and expected tasks. These range from natural and intrinsically dark zones to very bright zones.
- Q. **Lumen (lm):** A unit of measure of the *luminous flux* of a light source.
- R. **Luminaire:** A complete lighting unit, including the light source, housing, optics, electronics, and other necessary components for the purpose of providing outdoor illumination.
- S. **Luminance:** The intensity of light emitted from a surface per unit area in a given direction.
- T. **Lux (lx):** The SI metric system unit of measure for *Illuminance*.
- U. **Nadir:** A downward vertical vector directly beneath a luminaire, opposite to zenith.



- V. **Nighttime Hours:** The time between [10] PM and sunrise, or 7 AM (whichever comes earlier). For businesses and events with operating hours later than [10] PM, nighttime hours will begin one hour after closing.
- W. **Non-essential:** Lighting that is not directly associated with the physical safety of motor vehicle and pedestrian threats, including but not limited to: landscape lighting, illuminated signage or advertising after business hours, façade lighting, vacant sports fields, and seasonal lighting.
- X. **Residential Use:** Municipal zoning districts dedicated exclusively to places of low-rise (i.e., 3 stories or less) human residence and dwelling. Examples include single family, duplex, dual family, multi-family, apartment, townhouse, and mobile home. This does not include mixed-use or commercial districts with combined dwellings.
- Y. **Seasonal Lighting:** Outdoor or site lighting that is portable, temporary, decorative, and used in connection with holidays and traditions. This includes but is not limited to string lighting, icicle lighting, and lighted inflatables, none of which are intended for general illumination.
- Z. **Security Lighting:** Illumination used specifically to protect people, property, and infrastructure from criminal threat.
- AA. **Shielding:** A *Luminaire* design, optical intervention, or physical accessory (such as a louver) preventing light emission from traveling into a particular area, angle, or region.

END OF TEMPLATE

ANNEX A – EXAMPLE FORMATS TO ASSIGN LIGHTING ZONES

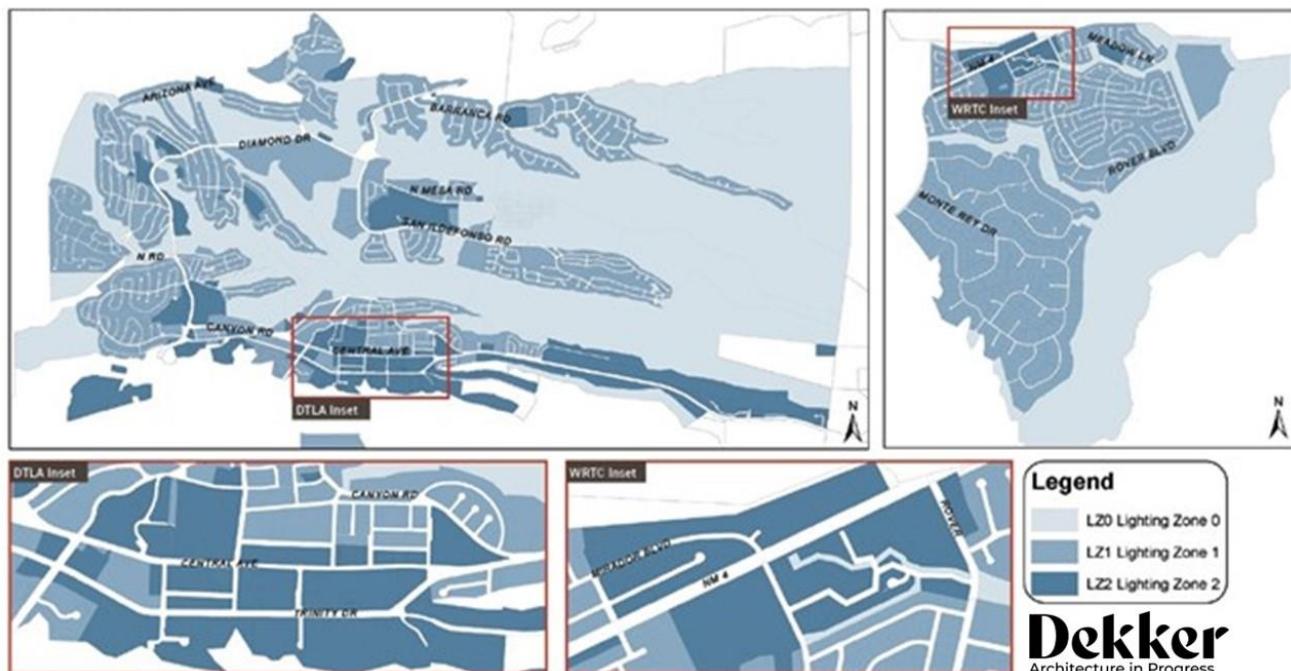
Table Example

Lighting Zone Designations by Land Use															
Zone District	Residential					Mixed-Use			Non-Residential						
	R-A	R-1	R-T	R-MC	R-ML	R-MH	MX-T	MX-L	MX-M	MX-H	NR-C	NR-BP	NR-LM	NR-GM	NR-PO
Lighting Zones															
NLz														X ¹	X ¹
Lz0	X ³		X ³							X ²	X ²				
Lz1	X	X	X	X	X	X ⁴	X	X ⁴	X ⁴	X	X	X	X	X	X
Lz2						X		X	X	X	X ⁵		X ⁵	X ⁶	
Lz3									X ⁵	X ⁵				X ⁷	

Notes:

- [1] NLz is required in NR-PO zones for open space where no anthropogenic light is allowed.
- [2] Lz0 is required in NR-PO zones for open space where artificial light is needed during nighttime hours.
- [3] A lower lighting zone is required on subject properties with sensitive lands.
- [4] A lower lighting zone is required on subject properties adjacent to low-density uses.
- [5] A higher lighting zone is allowed unless the subject property is adjacent to any residential zone district.
- [6] Lz2 is allowed in parks with high pedestrian activity and many amenities.
- [7] Lz3 is allowed in parks containing nighttime stadiums or entertainment activities.

Overlay Map Example





DARKSKY POLICY TEMPLATE: TERMS OF USE

By downloading this document, you have agreed to the following:

The International Dark-Sky Association, dba DarkSky International (“DarkSky”), is a 501c(3) nonprofit organization that works to raise awareness about the negative impacts of light pollution and preserve the nighttime environment through public education, conservation, and the certification of environmentally responsible outdoor lighting.

To further these goals, DarkSky has developed DarkSky Policy Templates (“DarkSky Templates”, or “Templates”) which provide particular provisions to be adopted by a municipality, village, city, county, state, province, or other government entity (“Government Entity”). When implemented, these provisions help mitigate light pollution and protect dark skies while maintaining illuminated conditions in accordance with appropriate standards. Upon incorporating the Template provisions into law in the Government Entity statutes (codes, standards, ordinances legislation, etc), the Government Entity may apply to have their final adopted language reviewed by DarkSky International for conformance, and, if approved, become “DARKSKY RECOGNIZED.”

DarkSky makes these Templates publicly available for download and use subject to these Terms of Use (“Terms”). Please read these Terms carefully to ensure you understand and comply with them in the use of the Templates.

USE OF TEMPLATES

- Format.** Upon agreeing to these Terms, you may download the DarkSky Templates in either a PDF or Word version. The PDF version must not be altered and used only as an official version from DarkSky; the Word version is provided as an editable document to more easily incorporate the provisions into other statute formats subject to these terms.
- Use of DarkSky Templates and Designation.** You are free to use the Templates for incorporating the provisions contained therein into your local or regional statutes, however you may not use the DARKSKY RECOGNIZED designation unless authorized by DarkSky as provided for in Paragraph 3.
- Approval for DARKSKY RECOGNIZED status.** You may, for a fee and as instructed on the darksky.org website, submit draft versions of your proposed statutes to DarkSky for review and comment prior to final adoption. Upon receipt, and in due course, DarkSky will review the proposed version. DarkSky will designate statutes as DARKSKY RECOGNIZED only for final adopted statutes. Proof of final adoption must be submitted, including 1) final adopted language and 2) proof of adoption including official minutes confirming the adopted language. Any change to DARKSKY RECOGNIZED statutes must be recertified by DarkSky through this same process; changes made without DarkSky review and approval will have this designation revoked by DarkSky International.
- Representation of DarkSky International.** You may not represent yourself as a DarkSky International representative or agent at any time when advocating for the use of these Templates without the express written consent and approval of DarkSky International. If you modify the Templates in any way, you may not represent the altered document as a DarkSky approved document; only the unaltered PDF versions of the DarkSky Templates can be referred to as DarkSky approved Templates.

GENERAL TERMS

5. **Acknowledgement.** Upon downloading any version of the DarkSky Templates, you acknowledge that you have read, understood, and agreed to all terms contained herein. Further, you represent that you have consulted, or have had the opportunity to consult with, your legal, tax, and financial advisors in connection with the execution and performance of the Agreement.
6. **Applicable Law.** These Terms of Use shall be construed and enforced in accordance with the laws of the State of Arizona without regard to its conflicts of laws provisions. Similarly, the laws of the State of Arizona (again without regard to its conflicts of laws provisions) shall also govern any dispute arising between you and DarkSky. You agree to submit to the personal and subject matter jurisdiction of the courts located within the State of Arizona. You also agree the venue for any action, dispute or proceeding with respect to this Agreement or any dispute between you and DarkSky shall be Maricopa County in the State of Arizona. You further waive all defenses to the contrary including, but not limited to, lack of personal jurisdiction or forum non-conveniens.
7. **Entire Agreement.** These Terms of Use, as they shall be modified from time to time, constitute the full and complete understanding among them with respect to the subject matter hereof and supersede and preempt any prior understandings, agreements, or representations by or among the Parties, written or oral, which may have related to the subject matter hereof in any way. You may not rely on any other statements, promises, or agreements by any party, whether written or oral, that alters or contradicts the terms of these Terms of Use. Indeed, you affirm that you are not relying upon any verbal or written representations whatsoever, except as expressly set forth in these Terms of Use.
8. **Modifications.** This Agreement may not be altered, amended, changed, waived, terminated, or modified in any manner unless the same shall be in writing and signed by or on behalf of both Parties.
9. **Paragraph and Section Headings.** Paragraph and Section headings are for convenience only and shall not be used to construe this Agreement or otherwise be given any legal effect.
10. **Reasonableness.** The Parties have read each of the terms in this Agreement and consider each of them, including all subparts, to be reasonable.
11. **Savings Clause.** In the event that any provision of these Terms of Use is held to be void or unenforceable by a Court of competent jurisdiction, the remaining provisions of these Terms of Use shall nevertheless be binding upon the Parties with the same effect as though the void or unenforceable part had been deleted. Further, any provision held to be void or unenforceable by a Court of competent jurisdiction shall be construed, if possible, to give effect to the Parties' intent. The Parties agree that any such provision, in its forms modified by the court, shall then be enforceable and shall be enforced.
12. **Waiver.** No waiver of any breach of any provision of these Terms of Use shall constitute a waiver of any prior, concurrent or subsequent breach of the same or any other provisions hereof, and no waiver shall be effective unless made in writing and signed by an authorized representative of the waiving party. The failure of DarkSky to insist, in any one or more instances, upon the performance of any of the terms of these Terms of Use or to exercise any right hereunder, shall not be construed as a waiver of the future performance of any such term or the future exercise of such right.

If you have any questions, please contact the [DarkSky Lighting Program Manager](#).



**TOWN OF ALPINE, WYOMING
ORDINANCE NO. 2025-xxx**

**AN ORDINANCE XXX ORDINANCE NO. AND PROVIDING FOR THE ADOPTION
OF THE INTERNATIONAL FIRE 2024 EDITION FOR THE TOWN OF ALPINE,
WYOMING**

WHEREAS, the International Code Council (ICC) is a leading organization that develops model codes and standards used in the design, construction, and compliance process of buildings and structures; and

WHEREAS, the Town of Alpine, Wyoming, has reviewed and determined that it is in the best interest of the public to adopt the most recent version of the ICC International Fire Code, currently adopted by the State of Wyoming.

WHEREAS, the adoption of the ICC International Fire Code helps ensure safe, affordable, and sustainable communities and buildings and structures which are constructed in the Town of Alpine; and

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

Section 1. 290 Ordinance No.2022-08 is hereby repealed in its entirety.

Section 2. ADOPTION OF THE INTERNATIONAL FIRE CODE 2024 EDITION

Section 3. APPLICABILITY

There is hereby adopted by the Town Council of the Town of Alpine, for prescribing regulations governing conditions hazardous to life and property from fire, hazardous materials or explosion, that certain Code and Standards known as the International Fire Code (IFC) 2024 Edition, as published by the International Code Council, including Appendices B, C, D, E, F, and G, published by the International Code Council, hereby establishing an effect date upon approval and passage of this ordinance. The International Fire Code is hereby incorporated by reference as if the same were more fully set out herein.

Section 3. IMPLEMENTATION

The International Fire Code 2024 Edition is hereby adopted and incorporated herein by reference.

Section 4. EFFECTIVE DATE

This ordinance shall take effect upon final passage and approval as required by law. This ordinance shall not apply to any previously approved building permits.

1. Grace Period for Building Design Phase and Applications

Projects that are in the building design phase and have submitted relevant applications before the effective date of this ordinance shall be granted a grace period of six (6) months from the effective date of the newly implemented codes to obtain a building permit. During this grace period, such projects may proceed under the standards, regulations, and requirements that were in effect at the time of application submission and will not be subject to the new provisions introduced by this ordinance.

If a building permit is not obtained within the six-month grace period, the application shall be deemed void, and any associated application fees will be forfeited. A new application must then be submitted in compliance with the currently adopted ICC codes in effect at that time.

Section 5. PRIORITY OF ORDINANCES

In the event any of the adopted ordinances of the town, as codified in this code as of the date of the adoption of the ordinance codified in this section, conflict with any other sections of the Town of Alpine Municipal Code, the most restrictive shall apply.

Section 6. SEVERABILITY

If any provision of this Ordinance or the application thereof any person or circumstances is held invalid or unconstitutional, the invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provisions or applications, and to this and the provisions of this act are severable.

Section 7. ORDINANCES REPEALED

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

Passed First Reading this day of 2025

VOTE: YES, NO, ABSTAIN, ABSENT

Passed Second Reading Day of 2025

VOTE: YES, NO, ABSTAIN, ABSENT

Passed on Third and Final Reading Day of 2025

VOTE: YES, NO, ABSTAIN, ABSENT

TOWN OF ALPINE

BY: _____
Eric Green

ATTEST:

BY: _____
Monica Chenault, Clerk

ATTESTATION OF THE TOWN CLERK

STATE OF WYOMING)
)
COUNTY OF LINCOLN)

I hereby certify that the forgoing **ORDINANCE NO. 2025-xxx** was duly posted for ten (10) days in the Town Clerk's Office.

ATTEST:

Monica Chenault, Clerk

286 ORDINANCE No. 2022-04

INTERNATIONAL RESIDENTIAL CODE

AN ORDINANCE REPEALING 277 ORDINANCE NO. 2020-06 AND PROVIDING FOR THE ADOPTION OF THE INTERNATIONAL RESIDENTIAL CODE 2021 EDITION FOR THE TOWN OF ALPINE, AND PROVIDING FOR THE EFFECTIVE DATE.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF ALPINE, WYOMING IN REGULAR SESSION DULY ASSEMBLED THAT:

SECTION I.

277 Ordinance No. 2020-06 is hereby repealed in its entirety.

SECTION II.

All detached one- and two-family dwellings and multiple single-family dwellings (townhouses) not more than three stories in height with separate means of egress built or located within the town from and after the established effective date upon approval and passage of this Ordinance shall be constructed in accordance with the requirements of the International Residential Code, 2021 Edition, as published by the International Code Council, specifically **including Appendix F (Radon)**. The International Residential Code (IRC) 2021 Edition is hereby adopted and incorporated herein by reference, with the exception of the following amendments:

1. **Section R102.7 Existing structures.** The first sentence shall read “The legal occupancy of any structure existing on the date of adoption of this code shall be permitted to continue without change, except as is specifically covered in this code, the International Property Maintenance Code or the International Fire Code, or as is deemed necessary by the building official for the general safety and welfare of the occupants and the public”.
2. **Section R105.2 Work exempt from permit** shall be amended by deleting numbers 1, 2 and 10.
3. **Section 105.3.2 Time limitation of application** shall be deleted in its entirety.
4. **Section 105.5 Expiration** shall be deleted in its entirety.
5. **Section 108.2 Schedule of permit fees shall be revised to read**, “On buildings, structures, electrical, gas, mechanical and plumbing systems or alterations requiring a permit, a fee for each permit shall be paid as set forth in the adopted Town of Alpine permit fee schedule.”
6. **Section R113.4 Violation penalties** shall be revised to read, “Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the building official, or of a permit or certificate issued under the provisions of this code, shall be subject to penalties as provided in 111

Ordinance No. 2005-01 of the Town of Alpine Municipal Code or any amendments or revisions thereto."

7. **Section R114.2 Unlawful continuance** shall read "Any person who shall continue any work in or about the structure after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition shall upon conviction be punished as provided in 111 Ordinance No. 2005-01 of the Town of Alpine Municipal Code or any amendments or revisions thereto."
8. The first sentence in **Section 301.1.3 Engineered design** shall be revised to read, "All residential structures shall be designed by a civil or structural engineer licensed in the State of Wyoming".
9. **Table R302.13. Fire Protection of Floors Exceptions Sub-Section 2 shall be revised to read** "Floor assemblies located directly over a crawl space not intended for storage or for the installation of electric-powered heating appliances."
10. **Table R302.6 Dwelling/Garage Separation, Under Material Heading shall be revised to read all materials to be 5/8-inch Type X gypsum board.**
11. **Section R313 Automatic Sprinkler Systems** shall be deleted in its entirety.
12. **Sections 403.3** shall be replaced with the sentence reading, "Front protected shallow foundations are prohibited".
13. **Section N1102.4 Air Leakage**, shall be deleted in its entirety.
14. **Section N1102.4.1.2 Testing**, shall be deleted in its entirety.
15. **Section N1103.3.5 (R403.3.5) Duct Testing**, shall be deleted in its entirety.
16. The first sentence of **Section N1102.2.10** shall be changed to read, "Where the floor above the crawl space is un-insulated, insulation shall be installed on the crawl space walls and a Class I vapor retarder be installed according to this code".
17. **Section G2406.2 (303.3) Prohibited locations.** Delete **Exceptions .3 and .4** in their entirety.
18. **Section G2445.2 (621.2) Prohibited Use** shall read, "Unvented room heaters shall not be installed in habitable rooms or spaces".
19. A second sentence shall be added to **section G2445.7 Unvented Decorative Room Heaters** and shall read, "Unvented decorative room heaters shall not be installed in habitable rooms or spaces".
20. **Section P2603.5.1 Sewer depth** shall be amended to read, "Building sewers shall be a minimum of 48 inches below grade or shall be protected from freezing in an approved manner by the administrative authority".
21. **AF104 Testing**, shall be deleted in its entirety.

SECTION III.

Priority of ordinances.

In the event any of the adopted ordinances of the town as codified in this code as of the date of the adoption of the ordinance codified in this section conflict with any other sections of the Town of Alpine Municipal Code, the most restrictive shall apply.

SECTION IV.

Severability.

If any provision of this Ordinance or the application thereof any person or circumstances is held invalid or unconstitutional, the invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provisions or applications, and to this and the provisions of this act are severable.

SECTION V.

Ordinances Repealed.

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

SECTION VI.

Effective Date.

This Ordinance shall become effective from the date of its passage, however, that this ordinance shall not apply to any previously approved building permits.

PASSED 1ST READING THIS 15TH DAY OF MARCH 2022.

Vote: yes, no, abstain, absent.

PASSED 2ND READING THIS 19TH DAY OF APRIL 2022.

Vote: yes, no, abstain, absent.

PASSED ON 3RD READING THIS 17TH DAY OF MAY 2022

Vote: yes, no, abstain, absent.

TOWN OF ALPINE

By: _____
W. Kennis Lutz, Mayor

Attest:

By: _____
Sharon L. Backus, Town Clerk

ATTESTATION OF THE TOWN CLARK

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

I hereby certify that the forgoing 286 Ordinance No. 2022-04 was duly posted for ten (10) days in the Town Clerk's Office.

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

ATTEST:

SHARON L. BACKUS, TOWN CLERK



**TOWN OF ALPINE, WYOMING
ORDINANCE NO. 2025-xxx**

**AN ORDINANCE XXX ORDINANCE NO. AND PROVIDING FOR THE ADOPTION
OF THE INTERNATIONAL FUEL GAS CODE 2024 EDITION FOR THE TOWN OF
ALPINE, WYOMING**

WHEREAS, the International Code Council (ICC) is a leading organization that develops model codes and standards used in the design, construction, and compliance process of buildings and structures; and

WHEREAS, the Town of Alpine, Wyoming, has reviewed and determined that it is in the best interest of the public to adopt the most recent version of the ICC International Fuel Gas Code, currently adopted by the State of Wyoming.

WHEREAS, the adoption of the ICC International Fuel Gas Code helps ensure safe, affordable, and sustainable communities and buildings and structures which are constructed in the Town of Alpine; and

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

Section 1. 288 Ordinance No.2022-06 is hereby repealed in its entirety.

Section 2. ADOPTION OF THE INTERNATIONAL FUEL GAS CODE 2024 EDITION

Section 3. APPLICABILITY

All buildings and temporary structures built, located, or placed within the town from and after the established effective date, upon approval and passage of this Ordinance, shall be properly plumbed in accordance with the requirements of the International Fuel Gas Code (IFGC), 2024 Edition, as published by the International Code Council. The said Code is incorporated herein by reference as if the same were more fully herein set out except as follows:

Section 3. IMPLEMENTATION

The International Fuel Gas Code is hereby adopted and incorporated herein by reference, except for the following amendments:

1. **Section 101.1: Title.** shall read, “These regulations shall be known as the Fuel Gas Code of the Town of Alpine, hereinafter referred to as ‘this code’”.
2. **Add Section 101.1 Building Official.** Building Official shall replace code official throughout this code unless otherwise specified below.
3. **Section 106.6.2 Fee Schedule** shall read, “The fees for work shall be indicated in the adopted Town of Alpine Mechanical/Plumbing permit schedule”.

4. **Section 103.1: Creation of agency.** Shall read “The Town of Alpine Planning and Zoning Department and the official in charge thereof shall be known as the Planning and Zoning Administrator. The function of the agency shall be the implementation, administration, and enforcement of the provisions of this code unless otherwise specified in the amendments below.”
5. **Section 103.2: Appointment.** Shall read “The Planning and Zoning Administrator shall be appointed by the chief appointing authority of the jurisdiction.”
6. **Section 103.3: Deputies.** Shall read “In accordance with the prescribed procedures of the jurisdiction and with the concurrence of the appointing authority, the chief appointing authority of the jurisdiction shall have the authority to appoint a building official, other related technical officers, inspectors, and other employees. Such employees shall have powers delegated by the chief appointing authority of the jurisdiction.”
7. **Section 104.3: Applications and permits.** Shall read “The Planning and Zoning Administrator shall receive applications. The Building Official shall review construction documents. The Planning and Zoning Commission shall review site plans. The Design Review Committee shall review construction documents and design for compliance with the current adopted Design Review Standards. The Town Clerk shall issue permits upon approval when presented with a complete application by the planning and zoning administrator, approval of construction documents by the Building Official, approval of the site plan by the Planning and Zoning Commission, and approval of the building design by the Design Review Committee if applicable.”
8. **Section 104.7: Planning and Zoning Administrator shall replace code official.**
9. **Section 104.7.1: Approvals.** Planning and Zoning Administrator shall replace code official.
10. **Section 104.7.5: Fees.** Planning and Zoning Administrator shall replace code official.
11. **Section 105.1: Where required.** The Town of Alpine shall replace code official.
12. **Section 105.3: Application for permit.** Planning and Zoning Administrator shall replace code official.
13. **Section 105.3.2: Time limitation of application** shall be deleted in its entirety.
14. **Section 105.4.5.3: Expiration** shall be deleted in its entirety.
15. **Section 106.1: Construction documents.** The first sentence shall read, “Construction documents, engineering calculations, diagrams and other data shall be submitted in two paper sets, and one digital set, with each permit application.”
16. ~~A third sentence shall be added to Section 107.3.3 Re-inspection and testing and shall read, “A re-inspection fee will be assessed for each inspection or re-inspection when such portion or the work for which inspection is requested is not complete or when required corrections have not been made. Re-inspection fees may be assessed when the approved plans are not readily available to the inspector, for failure to provide access on the date for which inspection is requested or for deviating from the plans requiring the approval of the Town of Alpine”.~~
17. **Section 108.3: Permit valuations.** The last sentence: The governing authority shall replace Building Official.
18. **Section 108.4: Work commencing before permit issuance.** The governing authority shall replace code official.
19. ~~The last sentence of Section 108.5 Stop work orders shall read, “Any person who shall continue any work in or about the structure after having been served with a stop work~~

~~order, except such work as that person is directed to perform to remove a violation or unsafe condition shall, upon conviction, be punished as provided in 111-Ordinance No. 2005-01 of the Town of Alpine Municipal Code or any amendments or revisions thereto”.~~

20. **Section 108.6: Refunds** shall read, “The governing authority is authorized to establish a refund policy when no work has been done under a permit issued in accordance with this code”.
21. **Add Section 111.3.3.1: Re-inspection Fee.** “A re-inspection fee will be assessed for each inspection or re-inspection when such portion of the work for which inspection is requested is not complete or when required corrections have not been made. Re-inspection fees may be assessed when the approved plans are not readily available to the inspector, for failure to provide access on the date for which inspection is requested, or for deviating from the plans requiring the approval of the Town of Alpine.”
22. **Section 113.2: Notice of violation.** Or Planning and Zoning Administrator shall be added after Building Official.
23. Section ~~108.4~~ **113.4** Violation Penalties shall read, “Any person who violates a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter or repair plumbing or mechanical work in violation of the approved construction documents or directive of the code official, or of a permit or certificate of occupancy issued under the provisions of this code, shall, upon conviction, be punished as provided in 111-Ordinance No. 2005-01 of the Town of Alpine Municipal Code or any amendments or revisions thereto.”
24. **Section 114.4: Failure to comply.** shall read “Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition shall upon conviction be punished as provided in 111-Ordinance No. 2005-01 of the Town of Alpine Municipal Code or any amendments or revisions thereto.”
25. **Section 303.3.: Prohibited Locations** ~~Exception number 3 and 4 shall be deleted.~~ Delete #3 and #4.
26. **Section 303.3.1: Fireplaces and decorative appliances in Group I-2 occupancies.** A third sentence will be added and read ~~Unvented Decorative Room Heaters.~~ “Unvented Decorative Room Heaters shall not be installed in habitable spaces”.

Section 4. EFFECTIVE DATE

This ordinance shall take effect upon final passage and approval as required by law. This ordinance shall not apply to any previously approved building permits.

1. Grace Period for Building Design Phase and Applications

Projects that are in the building design phase and have submitted relevant applications before the effective date of this ordinance shall be granted a grace period of six (6) months from the effective date of the newly implemented codes to obtain a building permit. During this grace period, such projects may proceed under the standards, regulations, and requirements that were in effect at the time of application submission and will not be subject to the new provisions introduced by this ordinance.

If a building permit is not obtained within the six-month grace period, the application shall be deemed void, and any associated application fees will be forfeited. A new application must then be submitted in compliance with the currently adopted ICC codes in effect at that time.

Section 5. PRIORITY OF ORDINANCES

In the event any of the adopted ordinances of the town, as codified in this code as of the date of the adoption of the ordinance codified in this section, conflict with any other sections of the Town of Alpine Municipal Code, the most restrictive shall apply.

Section 6. SEVERABILITY

If any provision of this Ordinance or the application thereof any person or circumstances is held invalid or unconstitutional, the invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provisions or applications, and to this and the provisions of this act are severable.

Section 7. ORDINANCES REPEALED

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

Passed First Reading this day of 2025

VOTE: YES, NO, ABSTAIN, ABSENT

Passed Second Reading Day of 2025

VOTE: YES, NO, ABSTAIN, ABSENT

Passed on Third and Final Reading Day of 2025

VOTE: YES, NO, ABSTAIN, ABSENT

TOWN OF ALPINE

BY: _____
Eric Green

ATTEST:

BY: _____
Monica Chenault, Clerk

ATTESTATION OF THE TOWN CLERK

STATE OF WYOMING)
)
COUNTY OF LINCOLN)

I hereby certify that the foregoing **ORDINANCE NO. 2025-xxx** was duly posted for ten (10) days in the Town Clerk's Office.

ATTEST:

Monica Chenault, Clerk

288 ORDINANCE NO. 2022-06

INTERNATIONAL FUEL GAS CODE

AN ORDINANCE REPEALING 261 ORDINANCE NO. 2018-11 AND PROVIDING FOR THE ADOPTION OF THE INTERNATIONAL FUEL GAS CODE 2021 EDITION FOR THE TOWN OF ALPINE, AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF ALPINE, WYOMING IN REGULAR SESSION DULY ASSEMBLED THAT:

SECTION I.

261 Ordinance No. 2018-11 is hereby repealed in its entirety.

SECTION II.

International Fuel Gas Code - Adoption by reference.

All buildings and structures constructed, located or placed within the town from and after the established effective date, upon approval and passage of this Ordinance, shall be constructed or built in accordance with the requirements of the 2021 Edition of the International Fuel Code (IFGC), as promulgated by the International Code Council, and the said International Fuel Gas Code is adopted by reference the same if it were fully set forth herein, except as follows:

1. Section 101.1 **Title** shall read, "These regulations shall be known as the Fuel Gas Code of the Town of Alpine, hereinafter referred to as 'this code'".
2. Section 106.6.2 **Fee Schedule** shall read, "The fees for work shall be indicated in the adopted Town of Alpine Mechanical/Plumbing permit schedule".
3. A third sentence shall be added to Section 107.3.3 **Re-inspection and testing** and shall read, "A re-inspection fee will be assessed for each inspection or re-inspection when such portion or the work for which inspection is requested is not complete or when required corrections have not been made. Re-inspection fees may be assessed when the approved plans are not readily available to the inspector, for failure to provide access on the date for which inspection is requested or for deviating from the plans requiring the approval of the Town of Alpine".
4. Section 108.4 **Violation Penalties** shall read, "Any person who violates a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter or repair plumbing or mechanical work in violation of the approved construction documents or directive of the code official, or of a permit or certificate of occupancy issued under the provisions of this code, shall, upon conviction, be punished as provided in 111-Ordinance No. 2005-01 of the Town of Alpine Municipal Code or any amendments or revisions thereto."

5. The last sentence of Section 108.5 **Stop work orders** shall read, "Any person who shall continue any work in or about the structure after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition shall, upon conviction, be punished as provided in 111-Ordinance No. 2005-01 of the Town of Alpine Municipal Code or any amendments or revisions thereto".
6. Section 303.3 **Prohibited Locations** Exception number 3 and 4 shall be deleted.
7. **Unvented Decorative Room Heaters.** "Unvented Decorative Room Heaters shall not be installed in habitable spaces".

SECTION III.

Priority of ordinances.

In the event any of the adopted ordinances of the town as codified in this code as of the date of the adoption of the ordinance codified in this section conflict with any other sections of the Town of Alpine Municipal Code, the most restrictive shall apply.

SECTION IV.

Severability.

If any provisions of this Ordinance or the application thereof any person or circumstances is held invalid or unconstitutional, the invalidity shall not affect other provisions or application, and to this and the provisions of this act are severable.

SECTION V.

Ordinances Repealed.

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

SECTION VI.

Effective Date.

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

PASSED 1ST READING THIS 15TH DAY OF MARCH 2022

Vote: yes, no, abstain, absent.

PASSED 2ND READING THIS 19TH DAY OF APRIL 2022

Vote: yes, no, abstain, absent.

PASSED 3RD READING THIS 17TH DAY OF MAY 2022

Vote: yes, no, abstain, absent.

TOWN OF ALPINE

BY: _____
W. Kennis Lutz, Mayor

ATTEST:

BY: _____
Sharon L. Backus, Town Clerk

ATTESTATION OF THE TOWN CLERK

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

I hereby certify that the forgoing **288 ORDINANCE NO. 2022-06** was duly posted for ten (10) days in the Town Clerk's Office.

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

ATTEST:

SHARON L. BACKUS, TOWN CLERK/TREASURER

287 ORDINANCE NO. 2022-05

INTERNATIONAL MECHANICAL CODE

AN ORDINANCE REPEALING 260 ORDINANCE NO. 2018-10 AND PROVIDING FOR THE ADOPTION OF THE INTERNATIONAL MECHANICAL CODE 2021 EDITION FOR THE TOWN OF ALPINE, AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF ALPINE, WYOMING IN REGULAR SESSION DULY ASSEMBLED THAT:

SECTION I.

260 Ordinance No. 2018-10 is hereby repealed in its entirety.

SECTION II.

International Mechanical Code Adoption by Reference.

All buildings and structures constructed, located or placed within the town from and after the established effective date, upon approval and passage of this Ordinance, shall be constructed or built in accordance with the requirements of the 2021 Edition of the International Mechanical Code, as promulgated by the International Code Council, and the said International Mechanical Code 2021 Edition is adopted by reference the same as if it were more fully set forth herein, except as follows:

1. **Section 101.1 Title** shall read, "These regulations shall be known as the Mechanical Code of the Town of Alpine, herein after referred to as 'this code'".
2. **Section 106.5.2 Fee schedule** shall read, "The fees for work shall be as adopted by the Town of Alpine in the Mechanical/Fuel Gas fee schedule".
3. A third sentence shall be added to **Section 107.2.3 Approval Required** and shall read, "A re-inspection fee will be assessed for each inspection or re-inspection when such portion of the work for which inspection is requested is not complete or when required corrections have not been made. Re-inspection fees will be assessed when the approved plans are not readily available to the inspector; for failure to provide access on the date for which inspection is requested or for deviating from the plans requiring the approval of the Building Official".
4. **Section 108.4 Violation penalties** shall read, "Any person who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter or repair plumbing or mechanical work in violation of the approved construction documents or directive of the code official, or of a permit or certificate of occupancy issued under the provisions of this code, shall, upon conviction, be punished as provided in 111 Ordinance No. 2005-01 of the Town of Alpine Municipal Code and any amendments or revisions thereto."

5. The last sentence of **Section 108.5 Stop work orders** shall read, "Any person who shall continue any work in or about the structure after having been served with a stop work, except such work as that person is directed to perform to remove a violation or unsafe condition shall, upon conviction, be punished as provided in 111 Ordinance No. 2005-01 of the Town of Alpine Municipal Code and any amendments or revisions thereto."
6. A second sentence shall be added to **Section 903.3 Unvented Decorative Room Heaters** and shall read, "Unvented gas logs shall; not be installed in habitable rooms or spaces".

SECTION III.

Priority of Ordinances.

In the event any of the adopted ordinances of the town as codified in this code as of the date of the adoption of the ordinance codified in this section conflict with any other sections of the Town of Alpine Municipal Code, the most restrictive shall apply.

SECTION IV.

Severability.

If any provisions of this Ordinance or the application thereof any person or circumstances is held invalid or unconstitutional, the invalidity shall not affect other provisions or application, and to this and the provisions of this act are severable.

SECTION V.

Ordinances Repealed.

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

SECTION VI.

Effective Date.

This Ordinance shall become effective from the date of its passage, however, that this Ordinance shall not apply to any previously approved building permits.

PASSED 1ST READING THIS 15TH DAY OF MARCH 2022

Vote: yes, no, abstain, absent.

PASSED 2ND READING THIS 19TH DAY OF APRIL 2022

Vote: yes, no, abstain, absent.

PASSED 3RD READING THIS 17TH DAY OF MAY 2022

Vote: yes, no, abstain, absent.

TOWN OF ALPINE

BY: _____
W. Kennis Lutz, Mayor

ATTEST:

BY: _____
Sharon L. Backus, Clerk/Treasurer

ATTESTATION OF THE TOWN CLERK

STATE OF WYOMING)
)
COUNTY OF LINCOLN)

I hereby certify that the forgoing **287 ORDINANCE NO. 2022-05** was duly posted for ten (10) days in the Town Clerk's Office.

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

ATTEST:

SHARON L. BACKUS, CLERK /TREASURER

289 ORDINANCE NO. 2022-07

INTERNATIONAL PLUMBING CODE

AN ORDINANCE REPEALING 262 ORDINANCE NO. 2018-12 AND PROVIDING FOR THE ADOPTION OF THE INTERNATIONAL PLUMBING CODE 2021 EDITION FOR THE TOWN OF ALPINE AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF ALPINE, WYOMING IN REGULAR SESSION DULY ASSEMBLED THAT:

SECTION I.

262 Ordinance No. 2018-12 is hereby repealed in its entirety.

SECTION II.

International Plumbing Code- Adoption by reference.

All buildings and temporary structures built, located or placed within the town from and after the established effective date, upon approval and passage of this Ordinance shall be properly plumbed in accordance with the requirements of the International Plumbing Code, 2021 Edition, as published by the International Code Council, specifically including **“Appendix D”**. The said Code is incorporated herein by reference as if the same were more fully herein set out except as follows:

1. Section 101.1 shall read. “These regulations shall be known as the International Plumbing Code of the Town of Alpine, herein after referred to as ‘this code’”.
2. Section 101.6.2 **Fee Schedule** shall read, “The fees for work shall be paid as required in the adopted Town of Alpine plumbing fee schedule”.
3. Section 108.4 **Violation penalties** shall read, “ Any person who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter or repair plumbing work in violation of the approved construction documents, or directive of the code official, or of a permit or certificate of occupancy issued under the provisions of this code, shall, upon conviction, be punished as provided in 111 Ordinance No. 2005-01 of the Town of Alpine Municipal Code and any amendments or revisions thereto”.
4. The last sentence of Section 108.5 **Stop work orders** shall read, “Any person who shall continue any work in or about the structure after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition shall, upon conviction, be punished as provided in 111 Ordinance No. 2005-01 of the Town of Alpine Municipal Code and any amendments or revisions thereto”.

5. The last sentence of Section 305.4 **Freezing** shall read, "Exterior water supply system piping shall be installed not less than 6 feet below grade".
6. Section 305.4.1 **Sewer depth** shall read, "Building sewers shall be a minimum of 48 inches below grade or shall be protected from freezing in an approved manner by the administrative authority".

SECTION III.

Priority of Ordinances.

In the event any of the adopted ordinances of the town as codified in this code as of the date of the adoption of the ordinance codified in this section conflict with any sections of the Town of Alpine Municipal Code, the most restrictive shall apply.

SECTION IV.

Severability.

If any provision of this Ordinance or the application thereof to any person or circumstances is held invalid or unconstitutional, the invalidity shall not affect other provisions of application of this Ordinance which can be given effect without the invalid provision or application, and to this and the provisions of this act are severable.

SECTION V.

Ordinances Repealed.

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

SECTION VI.

Effective Date.

This Ordinance shall become effective from the date of its passage provided; however, that this ordinance shall not apply to any previously approved building permits.

PASSED 1ST READING THIS 15TH DAY OF MARCH 2022.

Vote: yes, no, abstain, absent.

PASSED 2ND READING THIS 19TH DAY OF APRIL 2022.

Vote: yes, no, abstain, absent.

PASSED 3RD READING THIS 17TH DAY OF MAY 2022.

Vote: yes, no, abstain, absent.

TOWN OF ALPINE

BY: _____
W. Kennis Lutz, Mayor

ATTEST:

BY: _____
Sharon L. Backus, Town Clerk/Treasurer

ATTESTATION OF THE TOWN CLERK

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

I hereby certify that the forgoing 289 Ordinance No. 2022-07 was duly posted for ten (10) days in the Town Clerk's Office.

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

ATTEST:

SHARON L. BACKUS, TOWN CLERK/TREASURER



**TOWN OF ALPINE, WYOMING
ORDINANCE NO. 2025-XXX**

**AN ORDINANCE XXX ORDINANCE NO. AND PROVIDING FOR THE ADOPTION
OF THE INTERNATIONAL BUILDING CODE 2024 EDITION FOR THE TOWN OF
ALPINE, WYOMING**

WHEREAS, the International Code Council (ICC) is a leading organization that develops model codes and standards used in the design, construction, and compliance process of buildings and structures; and

WHEREAS, the Town of Alpine, Wyoming, has reviewed and determined that it is in the best interest of the public to adopt the most recent version of the ICC International Building Code, currently adopted by the State of Wyoming.

WHEREAS, the adoption of the ICC International Building Code helps ensure safe, affordable, and sustainable communities and buildings and structures which are constructed in the Town of Alpine; and

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

Section 1. 285 Ordinance No.2022-03 is hereby repealed in its entirety.

**Section 2. ADOPTION OF THE MOST RECENT INTERNATIONAL BUILDING CODE
IN USE BY THE STATE OF WYOMING**

Section 3. APPLICABILITY

All buildings and temporary structures built, located or placed within the town from and after the established effective date, upon approval and passage of this Ordinance, shall be properly built in accordance with the requirements of the International Building Code (IBC), 2024 Edition, as published by the International Code Council. The said Code is incorporated herein by reference as if the same were more fully herein set out except as follows:

Section 3. IMPLEMENTATION

The International Building Code is hereby adopted and incorporated herein by reference, except for the following amendments:

1. **Section 101.1: Title.** Shall read these regulations shall be known as the Building Code of the Town of Alpine, hereinafter referred to as "this code."
2. The last sentence of **Section 101.4.3 Plumbing** shall read, "The provisions of the *Wyoming Department of Environmental Quality* shall apply to private sewage disposal systems."
3. **Section 101.4.4: Property Maintenance** shall be deleted in its entirety.

4. **Section 101.4.8: Electrical** shall ~~be added and shall~~ read, “The provisions of the *National Electrical Code* shall apply to the installation of electrical systems, including alterations, repairs, replacement equipment, appliances, fixtures, fittings, and appurtenances thereto”.
5. **Section 102.1: General** shall have a second sentence added which shall read, “Substitute the *National Electrical Code* for all references to the *ICC Electrical Code* throughout the IBC”.
6. **Section 103.1: Creation of enforcement agency.** Shall read “The Town of Alpine Planning and Zoning Department and the official in charge thereof shall be known as the Planning and Zoning Administrator. The function of the agency shall be the implementation, administration, and enforcement of the provisions of this code.”
7. **Section 103.2: Appointment.** Shall read “The Planning and Zoning Administrator shall be appointed by the chief appointing authority of the jurisdiction.”
8. **Section 103.3: Deputies.** Shall ~~be amended by deleting the last sentence.~~ read “In accordance with the prescribed procedures of the jurisdiction and with the concurrence of the appointing authority, the chief appointing authority of the jurisdiction shall have the authority to appoint a building official, other related technical officers, inspectors, and other employees. Such employees shall have powers delegated by the chief appointing authority of the jurisdiction.”
9. **Section 104.3: Applications and permits.** Shall read “The Planning and Zoning Administrator shall receive applications. The Building Official shall review construction documents. The Planning and Zoning Commission shall review site plans. The Design Review Committee shall review construction documents and design for compliance with the current adopted Design Review Standards. The Town Clerk shall issue permits upon approval when presented with a complete application by the Planning and Zoning Administrator, approval of construction documents by the Building Official, approval of the site plan by the Planning and Zoning Commission, and approval of the building design by the Design Review Committee if applicable.”
10. **Section 104.7:** Planning and Zoning Administrator shall replace building official.
11. **Section 104.7.1: Approvals.** Planning and Zoning Administrator shall replace building official.
12. **Section 104.7.5: Fees.** Planning and Zoning Administrator shall replace building official.
13. **Section 105.1: Required.** The Town of Alpine shall replace building official.
14. **Section 105.2: Work exempt from permit.** Delete #1 and #2. Item #11 shall read, “Swings and other playground equipment”.
15. **Section 105.2.1: Emergency repairs.** Planning and Zoning Administrator shall replace building official.
16. **Section 105.3: Application for permit.** Department of Building Safety shall be replaced with the Town of Alpine.
17. **Section 105.3: Application for permit.** Planning and Zoning Administrator shall replace building official.
18. **Section 105.3.1: Action on application.** Shall in the first sentence, the Planning and Zoning Administrator replace Building Official. The last sentence shall read If the Building Official is satisfied that the proposed work conforms to the requirements of this code and laws and ordinances applicable thereto, the Town Clerk shall issue a permit therefor as soon as practicable.

19. **Section 105.3.2: Time limitation of application** shall be deleted in its entirety.
20. **Section 105.5: Expiration.** Shall be deleted in its entirety.
21. **Section 105.5: Expiration.** The last sentence shall be revised to read, “~~The Town of Alpine~~ The governing authority is authorized to grant in writing one extension of time for a period of not more than one (1) year.
22. **Section 107.1: General.** Construction documents, special inspection and structural observation programs, and other data shall be submitted in ~~three~~ two paper sets and one digital set with each application for a permit. The construction documents shall be prepared by a registered design professional where required by the statutes of the jurisdiction in which the project is to be constructed. Where special conditions exist, the Planning and Zoning Commission is authorized to require additional construction documents to be prepared by a registered design professional.
23. **Section 108.3: Temporary Power, Service utilities.** The last sentence shall read, “The part covered by the temporary certificate shall comply with the requirements specified for temporary lighting, heat or power in the *National Electrical Code*.”
24. **Section R109.2: Schedule of permit fees shall be revised to read,** “On buildings, structures, electrical, gas, mechanical and plumbing systems or alterations requiring a permit, a fee for each permit shall be paid as set forth in the adopted Town of Alpine permit fee schedule.”
25. **Section 109.3: Permit valuations.** The last sentence: The governing authority shall replace Building Official.
26. **Section 109.4: Work commencing before permit issuance.** The governing authority shall replace Building Official.
27. **Section 109.6: Refunds** shall read, “The governing authority is authorized to establish a refund policy when no work has been done under a permit issued in accordance with this code”.
28. **Add Section 110.3.12.1: Re-inspection Fee.** “A re-inspection fee will be assessed for each inspection or re-inspection when such portion of the work for which inspection is requested is not complete or when required corrections have not been made. Re-inspection fees may be assessed when the approved plans are not readily available to the inspector, for failure to provide access on the date for which inspection is requested or for deviating from the plans requiring the approval of the Town of Alpine.”
29. **Section 115 .4: Failure to comply** shall read “Any person who shall continue any work in or about the structure after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition shall upon conviction be punished as provided in 111 Ordinance No. 2005-01 of the Town of Alpine Municipal Code or any amendments or revisions thereto.”
30. **Section 116.3: Notice.** Or Planning and Zoning Administrator shall be added after Building Official.
31. **Section 1608.2: Ground Snow Loads.** A sixth sentence shall be added to the first paragraph and shall read, “~~The ground snow load shall be one hundred forty-three (143) pounds per square foot and~~ the roof snow load shall be ~~one hundred (100) lbs.~~ pounds per square foot.”

Section 4. EFFECTIVE DATE

This ordinance shall take effect upon final passage and approval as required by law. This ordinance shall not apply to any previously approved building permits.

1. Grace Period for Building Design Phase and Applications

Projects that are in the building design phase and have submitted relevant applications before the effective date of this ordinance shall be granted a grace period of six (6) months from the effective date of the newly implemented codes to obtain a building permit. During this grace period, such projects may proceed under the standards, regulations, and requirements that were in effect at the time of application submission and will not be subject to the new provisions introduced by this ordinance.

If a building permit is not obtained within the six-month grace period, the application shall be deemed void, and any associated application fees will be forfeited. A new application must then be submitted in compliance with the currently adopted ICC codes in effect at that time.

Section 5. PRIORITY OF ORDINANCES

In the event any of the adopted ordinances of the town, as codified in this code as of the date of the adoption of the ordinance codified in this section, conflict with any other sections of the Town of Alpine Municipal Code, the most restrictive shall apply.

Section 6. SEVERABILITY

If any provision of this Ordinance or the application thereof any person or circumstances is held invalid or unconstitutional, the invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provisions or applications, and to this and the provisions of this act are severable.

Section 7. ORDINANCES REPEALED

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

Passed First Reading this day of 2025

VOTE: YES, NO, ABSTAIN, ABSENT

Passed Second Reading Day of 2025

VOTE: YES, NO, ABSTAIN, ABSENT

Passed on Third and Final Reading Day of 2025

VOTE: YES, NO, ABSTAIN, ABSENT

TOWN OF ALPINE

BY: _____
Eric Green

ATTEST:

BY: _____
Monica Chenault, Clerk

ATTESTATION OF THE TOWN CLERK

STATE OF WYOMING)
COUNTY OF LINCOLN)
)

I hereby certify that the foregoing **ORDINANCE NO. 2025-xxx** was duly posted for ten (10) days in the Town Clerk's Office.

ATTEST:

Monica Chenault, Clerk



**TOWN OF ALPINE, WYOMING
ORDINANCE NO. 2025-xxx**

**AN ORDINANCE XXX ORDINANCE NO. AND PROVIDING FOR THE ADOPTION
OF THE INTERNATIONAL PLUMBING CODE 2024 EDITION FOR THE TOWN OF
ALPINE, WYOMING**

WHEREAS, the International Code Council (ICC) is a leading organization that develops model codes and standards used in the design, construction, and compliance process of buildings and structures; and

WHEREAS, the Town of Alpine, Wyoming, has reviewed and determined that it is in the best interest of the public to adopt the most recent version of the ICC International Plumbing Code, currently adopted by the State of Wyoming.

WHEREAS, the adoption of the ICC International Plumbing Code helps ensure safe, affordable, and sustainable communities and buildings and structures which are constructed in the Town of Alpine; and

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

Section 1. 289 Ordinance No.2022-07 is hereby repealed in its entirety.

**Section 2. ADOPTION OF THE MOST RECENT INTERNATIONAL PLUMBING
CODE IN USE BY THE STATE OF WYOMING**

Section 3. APPLICABILITY

All buildings and temporary structures built, located or placed within the town from and after the established effective date, upon approval and passage of this Ordinance shall be properly plumbed in accordance with the requirements of the International Plumbing Code (IPC), 2024 Edition, as published by the International Code Council, specifically including **“Appendix D”**. The said Code is incorporated herein by reference as if the same were more fully herein set out except as follows:

Section 3. IMPLEMENTATION

The International Plumbing Code is hereby adopted and incorporated herein by reference, except for the following amendments:

1. **Section 101.1 Title** shall read. “These regulations shall be known as the International Plumbing Code of the Town of Alpine, herein after referred to as ‘this code’”.
2. **Add Section 101.1.1 Building Official.** Building Official shall replace code official throughout this code unless otherwise specified below.

3. **Section 101.6.2 Fee Schedule** shall read, “The fees for work shall be paid as required in the adopted Town of Alpine plumbing fee schedule”.

4. **Section 103.1: Creation of agency.** Shall read “The Town of Alpine Planning and Zoning Department and the official in charge thereof shall be known as the Planning and Zoning Administrator. The function of the agency shall be the implementation, administration, and enforcement of the provisions of this code unless otherwise specified in the amendments below.”

5. **Section 103.2: Appointment.** Shall read “The Planning and Zoning Administrator shall be appointed by the chief appointing authority of the jurisdiction.”

6. **Section 103.3: Deputies.** Shall read “In accordance with the prescribed procedures of the jurisdiction and with the concurrence of the appointing authority, the chief appointing authority of the jurisdiction shall have the authority to appoint a building official, other related technical officers, inspectors, and other employees. Such employees shall have powers delegated by the chief appointing authority of the jurisdiction.”

7. **Section 104.3: Applications and permits.** Shall read “The Planning and Zoning Administrator shall receive applications. The Building Official shall review construction documents. The Planning and Zoning Commission shall review site plans. The Design Review Committee shall review construction documents and design for compliance with the current adopted Design Review Standards. The Town Clerk shall issue permits upon approval when presented with a complete application by the planning and zoning administrator, approval of construction documents by the Building Official, approval of the site plan by the Planning and Zoning Commission, and approval of the building design by the Design Review Committee if applicable.”

8. **Section 104.7: Planning and Zoning Administrator shall replace code official.**

9. **Section 104.7.1: Approvals.** Planning and Zoning Administrator shall replace code official.

10. **Section 104.7.5: Fees.** Planning and Zoning Administrator shall replace code official.

11. **Section 105.1: Where required.** The Town of Alpine shall replace code official.

12. **Section 105.3: Application for permit.** Planning and Zoning Administrator shall replace code official.

13. **Section 105.5.3: Expiration** shall be deleted in its entirety.

14. **Section 106.1: Construction documents.** The first sentence shall read, “Construction documents, engineering calculations, diagrams, and other data shall be submitted in two paper sets, and one digital set, with each permit application.”

15. **Add Section 111.2.1.1: Re-inspection Fee.** “A re-inspection fee will be assessed for each inspection or re-inspection when such portion of the work for which inspection is requested is not complete or when required corrections have not been made. Re-inspection fees may be assessed when the approved plans are not readily available to the inspector, for failure to provide access on the date for which inspection is requested, or for deviating from the plans requiring the approval of the Town of Alpine.”

16. **Section 114.2: Notice of violation.** Or Planning and Zoning Administrator shall be added after Building Official.

17. **Section 108.4 114.4 Violation Penalties shall read,** “Any person who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter or repair plumbing work in violation of the approved construction documents, or directive of the code official, or of a permit or certificate of occupancy

issued under the provisions of this code, shall, upon conviction, be punished as provided in 111 Ordinance No. 2005-01 of the Town of Alpine Municipal Code and any amendments or revisions thereto”.

18. ~~The last sentence of Section 108.5 115.4 Failure to Comply Stop work orders~~ shall read, “Any person who shall continue any work in or about the structure after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition shall, upon conviction, be punished as provided in 111 Ordinance No. 2005-01 of the Town of Alpine Municipal Code and any amendments or revisions thereto”.
19. The last sentence of Section 305.4 ~~Freezing~~ shall read, “Exterior water supply system piping shall be installed not less than 6 feet below grade”.
20. Section 305.4.1 ~~Sewer depth~~ shall read, “Building sewers shall be a minimum of 48 inches below grade or shall be protected from freezing in an approved manner by the administrative authority”.

Section 4. EFFECTIVE DATE

This ordinance shall take effect upon final passage and approval as required by law. This ordinance shall not apply to any previously approved building permits.

1. Grace Period for Building Design Phase and Applications

Projects that are in the building design phase and have submitted relevant applications before the effective date of this ordinance shall be granted a grace period of six (6) months from the effective date of the newly implemented codes to obtain a building permit. During this grace period, such projects may proceed under the standards, regulations, and requirements that were in effect at the time of application submission and will not be subject to the new provisions introduced by this ordinance.

If a building permit is not obtained within the six-month grace period, the application shall be deemed void, and any associated application fees will be forfeited. A new application must then be submitted in compliance with the currently adopted ICC codes in effect at that time.

Section 5. PRIORITY OF ORDINANCES

In the event any of the adopted ordinances of the town, as codified in this code as of the date of the adoption of the ordinance codified in this section, conflict with any other sections of the Town of Alpine Municipal Code, the most restrictive shall apply.

Section 6. SEVERABILITY

If any provision of this Ordinance or the application thereof any person or circumstances is held invalid or unconstitutional, the invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provisions or applications, and to this and the provisions of this act are severable.

Section 7. ORDINANCES REPEALED

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

Passed First Reading this day of 2025

VOTE: YES, NO, ABSTAIN, ABSENT

Passed Second Reading Day of 2025

VOTE: YES, NO, ABSTAIN, ABSENT

Passed on Third and Final Reading Day of 2025

VOTE: YES, NO, ABSTAIN, ABSENT

TOWN OF ALPINE

BY: _____ Eric Green

ATTEST:

BY: _____

Monica Chenault, Clerk

ATTESTATION OF THE TOWN CLERK

STATE OF WYOMING)

)

COUNTY OF LINCOLN)

I hereby certify that the foregoing **ORDINANCE NO. 2025-xxx** was duly posted for ten (10) days in the Town Clerk's Office.

ATTEST:

Monica Chenault, Clerk

DRAFT



**TOWN OF ALPINE, WYOMING
ORDINANCE NO. 2025-xxx**

**AN ORDINANCE XXX ORDINANCE NO. AND PROVIDING FOR THE ADOPTION
OF THE INTERNATIONAL MECHANICAL CODE 2024 EDITION FOR THE TOWN
OF ALPINE, WYOMING**

WHEREAS, the International Code Council (ICC) is a leading organization that develops model codes and standards used in the design, construction, and compliance process of buildings and structures; and

WHEREAS, the Town of Alpine, Wyoming, has reviewed and determined that it is in the best interest of the public to adopt the most recent version of the ICC International Mechanical Code, currently adopted by the State of Wyoming.

WHEREAS, the adoption of the ICC International Mechanical Code helps ensure safe, affordable, and sustainable communities and buildings and structures which are constructed in the Town of Alpine; and

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

Section 1. 287 Ordinance No.2022-05 is hereby repealed in its entirety.

**Section 2. ADOPTION OF THE MOST RECENT INTERNATIONAL MECHANICAL
CODE IN USE BY THE STATE OF WYOMING**

Section 3. APPLICABILITY

All buildings and temporary structures built, located, or placed within the town from and after the established effective date, upon approval and passage of this Ordinance, shall be properly plumbed in accordance with the requirements of the International Mechanical Code (IMC), 2024 Edition, as published by the International Code Council. The said Code is incorporated herein by reference as if the same were more fully herein set out except as follows:

Section 3. IMPLEMENTATION

The International Mechanical Code is hereby adopted and incorporated herein by reference, except for the following amendments:

1. **Section 101.1 Title.** Shall read, "These regulations shall be known as the Mechanical Code of the Town of Alpine, herein after referred to as 'this code'".
2. **Add Section 101.1.1 Building Official.** Building Official shall replace code official throughout this code.
3. **~~Section 106.5.2 Fee schedule.~~** Shall read, "~~The fees for work shall be as adopted by the Town of Alpine in the Mechanical/Fuel Gas fee schedule~~".

4. **Section 103.1: Creation of agency.** Shall read “The Town of Alpine Planning and Zoning Department and the official in charge thereof shall be known as the Planning and Zoning Administrator. The function of the agency shall be the implementation, administration, and enforcement of the provisions of this code unless otherwise specified in the amendments below.”
5. **Section 103.2: Appointment.** Shall read “The Planning and Zoning Administrator shall be appointed by the chief appointing authority of the jurisdiction.”
6. **Section 103.3: Deputies.** Shall read “In accordance with the prescribed procedures of the jurisdiction and with the concurrence of the appointing authority, the chief appointing authority of the jurisdiction shall have the authority to appoint a building official, other related technical officers, inspectors, and other employees. Such employees shall have powers delegated by the chief appointing authority of the jurisdiction.”
7. **Section 104.3: Applications and permits.** Shall read “The Planning and Zoning Administrator shall receive applications. The Building Official shall review construction documents. The Planning and Zoning Commission shall review site plans. The Design Review Committee shall review construction documents and design for compliance with the current adopted Design Review Standards. The Town Clerk shall issue permits upon approval when presented with a complete application by the planning and zoning administrator, approval of construction documents by the Building Official, approval of the site plan by the Planning and Zoning Commission, and approval of the building design by the Design Review Committee if applicable.
8. **Section 104.7: Official records.** Planning and Zoning Administrator shall replace code official.
9. **Section 104.7.1: Approvals.** Planning and Zoning Administrator shall replace code official.
10. **Section 104.7.5: Fees.** Planning and Zoning Administrator shall replace code official.
11. **Section 105.1: Where required.** The Town of Alpine shall replace code official.
12. **Section 105.3: Application for permit.** Planning and Zoning Administrator shall replace code official.
13. **Section 105.3.2: Time limitation of application** shall be deleted in its entirety.
14. **Section 105.4.3: Expiration** shall be deleted in its entirety.
15. **Section 106.1: Construction documents.** The first sentence shall read, “Construction documents, engineering calculations, diagrams and other data shall be submitted in two paper sets, and one digital set, with each permit application.”
16. **Section 108.3: Permit valuations.** The last sentence: The governing authority shall replace Building Official.
17. **Section 108.4: Work commencing before permit issuance.** The governing authority shall replace code official.
18. **Section 108.6: Refunds** shall read, “The governing authority is authorized to establish a refund policy when no work has been done under a permit issued in accordance with this code”.
19. **Add Section 111.2.5.2.1: Re-inspection Fee.** “A re-inspection fee will be assessed for each inspection or re-inspection when such portion of the work for which inspection is requested is not complete or when required corrections have not been made. Re-inspection fees may be assessed when the approved plans are not readily

available to the inspector, for failure to provide access on the date for which inspection is requested, or for deviating from the plans requiring the approval of the Town of Alpine.”

20. **Section 114.2: Notice of violation.** Or Planning and Zoning Administrator shall be added after Building Official.

21. **Section 114.4: Violation penalties.** Shall read “Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter or repair mechanical work in violation of the approved construction documents or directive of the Building Official, or permit or certificate issued under the provisions of this code, shall be subject to penalties as provided in 111 Ordinance No. 2005-01 of the Town of Alpine Municipal Code or any amendments or revisions thereto.”

22. **Section 115.4: Failure to comply** shall read “Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition shall upon conviction be punished as provided in 111 Ordinance No. 2005-01 of the Town of Alpine Municipal Code or any amendments or revisions thereto.”

23. **~~A third sentence shall be added to Section 107.2.3 Approval Required~~** and shall read, “~~A re-inspection fee will be assessed for each inspection or re-inspection when such portion of the work for which inspection is requested is not complete or when required corrections have not been made. Re-inspection fees will be assessed when the approved plans are not readily available to the inspector; for failure to provide access on the date for which inspection is requested or for deviating from the plans requiring the approval of the Building Official”~~

24. **~~Section 108.4 Violation penalties.~~** Shall read, “~~Any person who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter or repair plumbing or mechanical work in violation of the approved construction documents or directive of the code official, or of a permit or certificate of occupancy issued under the provisions of this code, shall, upon conviction, be punished as provided in 111 Ordinance No. 2005-01 of the Town of Alpine Municipal Code and any amendments or revisions thereto.”~~

25. **~~The last sentence of Section 108.5 Stop work orders~~** shall read, “~~Any person who shall continue any work in or about the structure after having been served with a stop work, except such work as that person is directed to perform to remove a violation or unsafe condition shall, upon conviction, be punished as provided in 111 Ordinance No. 2005-01 of the Town of Alpine Municipal Code and any amendments or revisions thereto.”~~

26. A second sentence shall be added to **~~Section 903.3 Unvented Decorative Room-gas log heaters~~** and shall read, “Unvented gas logs shall; not be installed in habitable rooms or spaces”.

Section 4. EFFECTIVE DATE

This ordinance shall take effect upon final passage and approval as required by law. This ordinance shall not apply to any previously approved building permits.

1. Grace Period for Building Design Phase and Applications

Projects that are in the building design phase and have submitted relevant applications before the effective date of this ordinance shall be granted a grace period of six (6) months from the effective date of the newly implemented codes to obtain a building permit. During this grace period, such projects may proceed under the standards, regulations, and requirements that were in effect at the time of application submission and will not be subject to the new provisions introduced by this ordinance.

If a building permit is not obtained within the six-month grace period, the application shall be deemed void, and any associated application fees will be forfeited. A new application must then be submitted in compliance with the currently adopted ICC codes in effect at that time.

Section 5. PRIORITY OF ORDINANCES

In the event any of the adopted ordinances of the town, as codified in this code as of the date of the adoption of the ordinance codified in this section, conflict with any other sections of the Town of Alpine Municipal Code, the most restrictive shall apply.

Section 6. SEVERABILITY

If any provision of this Ordinance or the application thereof any person or circumstances is held invalid or unconstitutional, the invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provisions or applications, and to this and the provisions of this act are severable.

Section 7. ORDINANCES REPEALED

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

Passed First Reading this day of 2025

VOTE: YES, NO, ABSTAIN, ABSENT

Passed Second Reading Day of 2025

VOTE: YES, NO, ABSTAIN, ABSENT

Passed on Third and Final Reading Day of 2025

VOTE: YES, NO, ABSTAIN, ABSENT

TOWN OF ALPINE

BY: _____
Eric Green

ATTEST:

BY: _____
Monica Chenault, Clerk

ATTESTATION OF THE TOWN CLERK

STATE OF WYOMING)
)
COUNTY OF LINCOLN)

I hereby certify that the foregoing **ORDINANCE NO. 2025-xxx** was duly posted for ten (10) days in the Town Clerk's Office.

ATTEST:

Monica Chenault, Clerk



**TOWN OF ALPINE, WYOMING
ORDINANCE NO. 2025-xxx**

**AN ORDINANCE XXX ORDINANCE NO. AND PROVIDING FOR THE ADOPTION
OF THE INTERNATIONAL RESIDENTIAL CODE 2024 EDITION FOR THE TOWN
OF ALPINE, WYOMING**

WHEREAS, the International Code Council (ICC) is a leading organization that develops model codes and standards used in the design, construction, and compliance process of buildings and structures; and

WHEREAS, the Town of Alpine, Wyoming, has reviewed and determined that it is in the best interest of the public to adopt the most recent version of the ICC International Residential Code, currently adopted by the State of Wyoming.

WHEREAS, the adoption of the ICC International Residential Code helps ensure safe, affordable, and sustainable communities and buildings and structures which are constructed in the Town of Alpine; and

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

Section 1. 286 Ordinance No.2022-04 is hereby repealed in its entirety.

**Section 2. ADOPTION OF THE MOST RECENT INTERNATIONAL RESIDENTIAL
CODE IN USE BY THE STATE OF WYOMING**

Section 3. APPLICABILITY

All detached one- and two-family dwellings and multiple single-family dwellings (townhouses) not more than three stories in height with separate means of egress built or located within the town from and after the established effective date upon approval and passage of this Ordinance shall be constructed in accordance with the requirements of International Residential Code (IRC), 2024 Edition, as published by the International Code Council, specifically **including** Appendix BE (Radon Control Methods).

Section 3. IMPLEMENTATION

The International Residential Code is hereby adopted and incorporated herein by reference, except for the following amendments:

- 1. Section R101.1: Title.** Shall read these provisions shall be known as the Residential Code for One-and Two-family Dwellings of the Town of Alpine, hereinafter referred to as "this code."
- 2. Section R102.7-6: Existing structures.** The first sentence shall read "The legal occupancy of any structure existing on the date of adoption of this code shall be

~~permitted to continue without change, except as is specifically covered in this code, the International Property Maintenance Code or the International Fire Code, or as is deemed necessary by the building official for the general safety and welfare of the occupants and the public.”~~

3. **Section R103.1: Creation of agency.** Shall read “The Town of Alpine Planning and Zoning Department and the official in charge thereof shall be known as the Planning and Zoning Administrator. The function of the agency shall be the implementation, administration, and enforcement of the provisions of this code.”
4. **Section R103.2: Appointment.** Shall read “The Planning and Zoning Administrator shall be appointed by the chief appointing authority of the jurisdiction.”
5. **Section R103.3: Deputies.** Shall read “In accordance with the prescribed procedures of the jurisdiction and with the concurrence of the appointing authority, the chief appointing authority of the jurisdiction shall have the authority to appoint a building official, other related technical officers, inspectors, and other employees. Such employees shall have powers delegated by the chief appointing authority of the jurisdiction.”
6. **Section R104.3: Applications and permits.** Shall read “The Planning and Zoning Administrator shall receive applications. The Building Official shall review construction documents. The Planning and Zoning Commission shall review site plans. The Design Review Committee shall review construction documents and design for compliance with the current adopted Design Review Standards. The Town Clerk shall issue permits upon approval when presented with a complete application by the Planning and Zoning Administrator, approval of construction documents by the Building Official, approval of the site plan by the Planning and Zoning Commission, and approval of the building design by the Design Review Committee if applicable.”
7. **Section R104.7: Planning and Zoning Administrator shall replace building official.**
8. **Section R104.7.1: Approvals.** Planning and Zoning Administrator shall replace building official.
9. **Section R104.7.5: Fees.** Planning and Zoning Administrator shall replace building official.
10. **Section R105.1: Required.** The Town of Alpine shall replace building official.
11. **Section R105.2: Work exempt from permit** shall be amended by deleting ~~numbers~~ #1, #2, and #10.
12. **Section R105.2.1: Emergency repairs.** Planning and Zoning Administrator shall replace building official.
13. **Section R105.3: Application for permit.** Department of Building Safety shall be replaced with the Town of Alpine.
14. **Section R105.3: Application for permit.** 7. Planning and Zoning Administrator shall replace building official.
15. **Section R105.3.2: Time limitation of application** shall be deleted in its entirety.
16. **Section R105.5: Expiration** shall be deleted in its entirety.
17. **Section R106.1.: Submittal documents.** shall read “Construction documents, special inspection and structural observation programs, and other data shall be submitted in two paper sets and one digital set with each application for a permit. The construction documents shall be prepared by a registered design professional where required by the statutes of the jurisdiction in which the project is to be constructed. Where special

conditions exist, the Planning and Zoning Commission is authorized to require additional construction documents to be prepared by a registered design professional.”

18. **Section 107.3: Temporary Power.** The last sentence shall read, “The part covered by the temporary certificate shall comply with the requirements specified for temporary lighting, heat or power in the *National Electrical Code*.”

19. **Section R108.2: Schedule of permit fees shall be revised to read,** “On buildings, structures, electrical, gas, mechanical and plumbing systems or alterations requiring a permit, a fee for each permit shall be paid as set forth in the adopted Town of Alpine permit fee schedule.”

20. **Section R108.3: Permit valuations.** The last sentence: ~~The governing authority shall replace Building Official.~~

21. **Section R108.5: Refunds** shall read, “The governing authority is authorized to establish a refund policy when no work has been done under a permit issued in accordance with this code”.

22. **Section R108.6: Work commencing before permit issuance.** The governing authority shall replace Building Official.

23. **Add Section R109.3.1 1-6.1: Re-inspection Fee.** “A re-inspection fee will be assessed for each inspection or re-inspection when such portion of the work for which inspection is requested is not complete or when required corrections have not been made. Re-inspection fees may be assessed when the approved plans are not readily available to the inspector, for failure to provide access on the date for which inspection is requested, or for deviating from the plans requiring the approval of the Town of Alpine.”

24. **Section R113.2 6.3: Notice of violation.** “or Planning and Zoning Administrator” shall be added after Building Official.

25. **Section R113.4: Violation penalties** shall be revised to read, “Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the building official, or of a permit or certificate issued under the provisions of this code, shall be subject to penalties as provided in 111 Ordinance No. 2005-01 of the Town of Alpine Municipal Code or any amendments or revisions thereto.”

26. **Section R114.2 .4: Unlawful continuance Failure to comply** shall read “Any person who shall continue any work in or about the structure after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition shall upon conviction be punished as provided in 111 Ordinance No. 2005-01 of the Town of Alpine Municipal Code or any amendments or revisions thereto.”

27. The first sentence in **Section R301.1.3: Engineered design** shall be revised to read, “All residential structures shall be designed by a civil or structural engineer licensed in the State of Wyoming”.

28. **Section R301.2.3: Snow Loads.** A fourth sentence shall be added to the first-paragraph and shall read, “The ground snow load shall be one hundred forty-three (143) pounds per square foot and the roof snow load shall be one hundred (100) lbs.pounds per square foot.”

29. **Table R302.13: Fire Protection of Floors Exceptions Sub-Section 2 shall be revised to read** “Floor assemblies located directly over a crawl space not intended for storage or for the installation of electric-powered heating appliances.”
30. **Table R302.6; Dwelling/Garage Separation, Under Material Heading shall be revised to read all materials to be 5/8-inch Type X gypsum board.**
31. **Section R313.09: Automatic Sprinkler Systems** shall be deleted in its entirety.
32. **Section R403.3: Frost Protection** shall be replaced with the sentence reading, “Front protected shallow foundations are prohibited”.
33. The first sentence of **Section N1102.2.101: Crawl Space Wall** shall be changed to read, “Where the floor above the crawl space is uninsulated, insulation shall be installed on the crawl space walls and a Class I vapor retarder be installed according to this code”.
34. **Section N1102.4 5: Air Leakage**, shall be deleted in its entirety.
35. **Section N1102.4 5.1.2: Air Leakage Testing**, shall be deleted in its entirety.
36. **Section N1103.3.5 7: Duct System Testing**, shall be deleted in its entirety.
37. **Section G2406.2: Prohibited Locations.** Delete **Exceptions #3 and #4** in their entirety.
38. **Section G2445.2: Prohibited Use** shall read, “Unvented room heaters shall not be installed in habitable rooms or spaces”.
39. A second sentence shall be added to **section G2445.7: Unvented Decorative Room Heaters** and shall read, “Unvented decorative room heaters shall not be installed in habitable rooms or spaces”.
40. **Section P2603.5.1 Sewer Depth** shall be amended to read, “Building sewers shall be a minimum of 48 inches below grade or shall be protected from freezing in an approved manner by the administrative authority”.
41. **AF104-BE104.1-Testing**, shall be deleted in its entirety.

Section 4. EFFECTIVE DATE

This ordinance shall take effect upon final passage and approval as required by law. This ordinance shall not apply to any previously approved building permits.

1. Grace Period for Building Design Phase and Applications

Projects that are in the building design phase and have submitted relevant applications before the effective date of this ordinance shall be granted a grace period of six (6) months from the effective date of the newly implemented codes to obtain a building permit. During this grace period, such projects may proceed under the standards, regulations, and requirements that were in effect at the time of application submission and will not be subject to the new provisions introduced by this ordinance.

If a building permit is not obtained within the six-month grace period, the application shall be deemed void, and any associated application fees will be forfeited. A new application must then be submitted in compliance with the currently adopted ICC codes in effect at that time.

Section 5. PRIORITY OF ORDINANCES

In the event any of the adopted ordinances of the town, as codified in this code as of the date of the adoption of the ordinance codified in this section, conflict with any other sections of the Town of Alpine Municipal Code, the most restrictive shall apply.

Section 6. SEVERABILITY

If any provision of this Ordinance or the application thereof any person or circumstances is held invalid or unconstitutional, the invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provisions or applications, and to this and the provisions of this act are severable.

Section 7. ORDINANCES REPEALED

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

Passed First Reading this day of 2025

VOTE: YES, NO, ABSTAIN, ABSENT

Passed Second Reading Day of 2025

VOTE: YES, NO, ABSTAIN, ABSENT

Passed on Third and Final Reading Day of 2025

VOTE: YES, NO, ABSTAIN, ABSENT

TOWN OF ALPINE

BY: _____

Eric Green

ATTEST:

BY: _____

Monica Chenault, Clerk

ATTESTATION OF THE TOWN CLERK

STATE OF WYOMING)
)
COUNTY OF LINCOLN)

I hereby certify that the forgoing **ORDINANCE NO. 2025-xxx** was duly posted for ten (10) days in the Town Clerk's Office.

ATTEST:

Monica Chenault, Clerk

DRAFT

290 ORDINANCE NO. 2022-08

INTERNATIONAL FIRE CODE

AN ORDINANCE REPEALING 263 ORDINANCE NO. 2018-13 AND PROVIDING FOR THE ADOPTION OF THE INTERNATIONAL FIRE CODE 2021 EDITION FOR THE TOWN OF ALPINE AND PROVIDING FOR THE EFFECTIVE DATE.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF ALPINE, WYOMING IN REGULAR SESSION DULY ASSEMBLED THAT:

SECTION I.

263 Ordinance No. 2018-13 is hereby repealed in its entirety.

SECTION II.

There is hereby adopted by the Town Council of the Town of Alpine, for the purpose of prescribing regulations governing conditions hazardous to life and property from fire, hazardous materials or explosion, that certain Code and Standards known as the International Fire Code ("IFC") 2021 Edition ("IFC"), including Appendices B, C, D, E, F, and G, published by the International Code Council, hereby establishing an effect date upon approval and passage of this ordinance. The International Fire Code is hereby incorporated by reference as if the same were more fully set out herein.

SECTION III.

Priority of ordinances.

In the event any of the adopted ordinances of the town as codified in this code as of the date of the adoption of the ordinance codified in this section conflict with any other sections of the Town of Alpine Municipal Code, the most restrictive shall apply.

SECTION IV.

Severability.

If any provision of this Ordinance or the application thereof any person or circumstances is held invalid or unconstitutional, the invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provisions or applications, and to this and the provisions of this act are severable.

SECTION V.

Ordinances Repealed.

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

SECTION VI.

Effective Date.

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

PASSED 1ST READING THIS 15TH DAY OF MARCH 2022

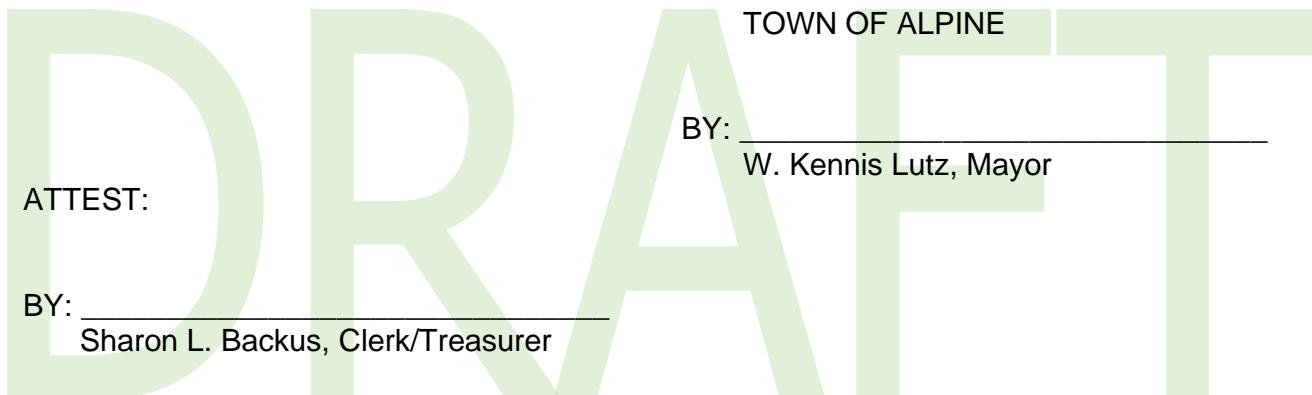
Vote: yes, no, abstain, absent.

PASSED 2ND READING THIS 19TH DAY OF APRIL 2022

Vote: yes, no, abstain, absent.

PASSED 3RD READING THIS 17TH DAY OF MAY 2022

Vote: yes, no, abstain, absent.



STATE OF WYOMING)
)
COUNTY OF LINCOLN)

I hereby certify that the forgoing **290 ORDINANCE NO. 2022-08** was duly posted for ten (10) days in the Town Clerk's Office.

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

ATTEST:

SHARON L. BACKUS, CLERK/TREASURER

IBC- International Building Code

[A] 101.1 Title.

referred to as "this code."

[A] 101.4.3 Plumbing.

replacement of plumbing systems, including equipment, appliances, fixtures, fittings and appurtenances, and where connected to a water or sewage system and all aspects of a medical gas system. The provisions of the International Private Sewage Disposal Code shall apply to private sewage

[A] 101.4.4 Property maintenance.

premises; equipment and facilities; light, ventilation, space heating, sanitation, life and fire safety hazards; responsibilities of owners, operators and occupants; and occupancy of existing premises and structures.

[A] 102.1 General.

Where there is a conflict between a general requirement and a specific requirement, the specific requirement shall be applicable. Where, in any specific case, different sections of this code specify different materials, methods of construction or other requirements, the most restrictive shall govern.

[A] 103.1 Creation of enforcement agency.

known as the building official. The function of the agency shall be the implementation, administration and enforcement of the provisions of this code.

[A] 103.2 Appointment.

The building official shall be appointed by the chief appointing authority of the jurisdiction.

[A] 103.3 Deputies.

appointing authority, the building official shall have the authority to appoint a deputy building official, other related technical officers, inspectors and other employees. Such employees shall have powers as delegated by the building official.

[A] 104.3 Applications and permits.

the premises for which such permits have been issued and enforce compliance with the provisions of this code.

[A] 104.7 Official records.

The building official shall keep official records as required by Sections 104.7.1 through 104.7.5. Such official records shall be retained for not less than 5 years or for as long as the building or structure to which such records relate remains in existence, unless otherwise provided by other regulations.

[A] 104.7.1 Approvals.

A record of approvals shall be maintained by the building official and shall be available for public inspection during business hours in accordance with applicable laws.

[A] 104.7.5 Fees.

The building official shall keep a record of fees collected and refunded in accordance with Section 109.

[A] 105.1 Required.

or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be performed, shall first make application to the building official and obtain the required permit.

[A] 105.2 Work exempt from permit.

Exemptions from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances

Building:

1. 1.

One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided that the floor area is not greater than 120 square feet (11 m²).

2. 2.

Fences, other than swimming pool barriers, not over 7 feet (2134 mm) high.

3. 3.

Oil derricks.

4. 4.

Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or IIIA liquids.

5. 5.

Water tanks supported directly on grade if the capacity is not greater than 5,000 gallons (18 925 L) and the ratio of height to diameter or width is not greater than 2:1.

6. 6.

Sidewalks and driveways not more than 30 inches (762 mm) above adjacent grade, and not over any basement or story below and are not part of an accessible route.

7. 7.

Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.

8. 8.

Temporary motion picture, television and theater stage sets and scenery.

9. 9.

Prefabricated swimming pools accessory to a Group R-3 occupancy that are less than 24 inches (610 mm) deep, are not greater than 5,000 gallons (18 925 L) and are installed entirely above ground.

10. 10.

Shade cloth structures constructed for nursery or agricultural purposes, not including service systems.

11. 11.

Swings and other playground equipment accessory to detached one- and two-family dwellings.

12. 12.

Window awnings in Group R-3 and U occupancies, supported by an exterior wall that do not project more than 54 inches (1372 mm) from the exterior wall and do not require additional support.

13. 13.

Nonfixed and movable fixtures, cases, racks, counters and partitions not over 5 feet 9 inches (1753

Electrical:

1. 1.

Repairs and maintenance: Minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.

2. 2.

Radio and television transmitting stations: The provisions of this code shall not apply to electrical equipment used for radio and television transmissions, but do apply to equipment and wiring for a

3. 3.

Temporary testing systems: A permit shall not be required for the installation of any temporary system required for the testing or servicing of electrical equipment or apparatus.

Gas:

1. 1.

Portable heating appliance.

2. 2.

Replacement of any minor part that does not alter approval of equipment or make such equipment

Mechanical:

1. 1.

Portable heating appliance.

2. 2.

Portable ventilation equipment.

3. 3.

Portable cooling unit.

4. 4.

Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.

5. 5.

Replacement of any part that does not alter its approval or make it unsafe.

6. 6.

Portable evaporative cooler.

7. 7.

Self-contained refrigeration system containing 10 pounds (4.54 kg) or less of refrigerant and actuated by motors of 1 horsepower (0.75 kW) or less.

Plumbing:

1. 1.

The stopping of leaks in drains, water, soil, waste or vent pipe, provided, however, that if any concealed trap, drain pipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall

2. 2.

reinstallation of water closets, provided that such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

[A] 105.2.1 Emergency repairs.

Where equipment replacements and repairs must be performed in an emergency situation, the permit application shall be submitted within the next working business day to the building official.

[A] 105.3 Application for permit.

To obtain a permit, the applicant shall first file an application therefor in writing on a form furnished by the department of building safety for that purpose. Such application shall:

1. 1.

Identify and describe the work to be covered by the permit for which application is made.

2. 2.

Describe the land on which the proposed work is to be done by legal description, street address or similar description that will readily identify and definitely locate the proposed building or work.

3. 3.

Indicate the use and occupancy for which the proposed work is intended.

4. 4.

Be accompanied by construction documents and other information as required in Section 107.

5. 5.

State the valuation of the proposed work.

6. 6.

Be signed by the applicant, or the applicant's authorized agent.

7. 7.

Give such other data and information as required by the building official.

[A] 105.3.1 Action on application.

thereto within a reasonable time after filing. If the application or the construction documents do not conform to the requirements of pertinent laws, the building official shall reject such application in writing, stating the reasons therefor. If the building official is satisfied that the proposed work conforms to the requirements of this code and laws and ordinances applicable thereto, the building official shall issue a

[A] 105.3.2 Time limitation of application.

after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.

[A] 105.5 Expiration.

commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

[A] 107.1 General.

Submittal documents consisting of construction documents, statement of special inspections, geotechnical report and other data shall be submitted in two or more sets, or in a digital format where allowed by the building official, with each permit application. The construction documents shall be prepared by a registered design professional where required by the statutes of the jurisdiction in which the project is to be constructed. Where special conditions exist, the building official is authorized to

other data not required to be prepared by a registered design professional if it is found that the nature of the work applied for is such that review of construction documents is not necessary to obtain compliance with this code.

[A] 108.3 Temporary service utilities.

with Section 112.

[A] 109.2 Schedule of permit fees.

Where a permit is required, a fee for each permit shall be paid as required, in accordance with the schedule as established by the applicable governing authority.

[A] 109.3 Permit valuations.

issued at time of application. Such estimated valuations shall include the total value of work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment and permanent systems. Where, in the opinion of the building official, the valuation is underestimated, the permit shall be denied, unless the applicant can show detailed estimates acceptable to the building official. The building official shall have the authority to adjust the final

[A] 109.4 Work commencing before permit issuance.

Any person who commences any work before obtaining the necessary permits shall be subject to a fee established by the building official that shall be in addition to the required permit fees.

[A] 109.6 Refunds.

The building official is authorized to establish a refund policy.

[A] 115.4 Failure to comply.

work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to fines established by the authority having jurisdiction.

[A] 116.3 Notice.

owner's authorized agent, a written notice that describes the condition deemed unsafe and specifies the required repairs or improvements to be made to abate the unsafe condition, or that requires the unsafe structure to be demolished within a stipulated time. Such notice shall require the person thus notified to declare immediately to the building official acceptance or rejection of the terms of the order.

1608.2 Ground snow loads.

in accordance with the reliability-targeted (strength based) ground snow load values in Chapter 7 of ASCE 7 or Figures 1608.2(1) through 1608.2(4) for the contiguous United States and Table 1608.2 for Alaska. Site-specific case studies shall be determined in accordance with Chapter 7 of ASCE 7 and shall be approved by the building official. Snow loads are zero for Hawaii, except in mountainous

IRC-International Residential Code

R101.1 Title.

CDP

These provisions shall be known as the Residential Code for One- and Two-family Dwellings of [name of jurisdiction], and shall be cited as such and will be referred to herein as "this code."

R103.1 Creation of agency.

INSIGHTS

the building official. The function of the agency shall be the implementation, administration and enforcement of the provisions of this code.

R103.2 Appointment.

INSIGHTS

The building official shall be appointed by the chief appointing authority of the jurisdiction.

R103.3 Deputies.

CDP

INSIGHTS

appointing authority, the building official shall have the authority to appoint a deputy building official, other related technical officers, inspectors and other employees. Such employees shall have powers as delegated by the building official.

R104.3 Applications and permits.

the premises for which such permits have been issued and enforce compliance with the provisions of this code.

R104.7 Official records.

CDP

official records shall be retained for not less than 5 years or for as long as the building or structure to which such records relate remains in existence, unless otherwise provided by other regulations.

R104.7.1 Approvals.

CDP

A record of approvals shall be maintained by the building official and shall be available for public inspection during business hours in accordance with applicable laws.

R104.7.5 Fees.

CDP

R108.

R105.1 Required.

CDP

or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be performed, shall first make application to the building official and obtain the required permit.

R105.2 Work exempt from permit.

CDP

INSIGHTS

Exemption from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances

Building:

1. 1. Other than storm shelters, one-story detached accessory structures, provided that the floor area
2. 2. Fences not over 7 feet (2134 mm) high.
3. 3. Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
4. 4. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons (18 927 L) and the ratio of height to diameter or width does not exceed 2 to 1.
5. 5. Sidewalks and driveways.
6. 6. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
7. 7. Prefabricated swimming pools that are less than 24 inches (610 mm) deep.
8. 8. Swings and other playground equipment.
9. 9. Window awnings supported by an exterior wall that do not project more than 54 inches (1372 mm) from the exterior wall and do not require additional support.
10. 10. Decks not exceeding 200 square feet (18.58 m²) in area, that are not more than 30 inches (762 mm) above grade at any point, are not attached to a dwelling or townhouse and do not serve the exit

Electrical:

1. 1. Listed cord-and-plug connected temporary decorative lighting.
2. 2. Reinstallation of attachment plug receptacles but not the outlets therefor.

3. 3.Replacement of branch circuit overcurrent devices of the required capacity in the same location.
4. 4.Electrical wiring, devices, appliances, apparatus or equipment operating at less than 25 volts and not capable of supplying more than 50 watts of energy.
5. 5.Minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.

Gas:

1. 1.Portable heating, cooking or clothes drying appliances.
2. 2.Replacement of any minor part that does not alter approval of equipment or make such equipment
3. 3.Portable-fuel-cell appliances that are not connected to a fixed piping system and are not

Mechanical:

1. 1.Portable heating appliances.
2. 2.Portable ventilation appliances.
3. 3.Portable cooling units.
4. 4.Steam, hot- or chilled-water piping within any heating or cooling equipment regulated by this code.
5. 5.Replacement of any minor part that does not alter approval of equipment or make such equipment
6. 6.Portable evaporative coolers.
7. 7.Self-contained refrigeration systems containing 10 pounds (4.54 kg) or less of refrigerant or that are actuated by motors of 1 horsepower (746 W) or less.
8. 8.Portable-fuel-cell appliances that are not connected to a fixed piping system and are not

Plumbing:

1. 1.The stopping of leaks in drains, water, soil, waste or vent pipe; provided, however, that if any concealed trap, drainpipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a

reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

R105.2.1 Emergency repairs.

Where equipment replacements and repairs must be performed in an emergency situation, the permit application shall be submitted within the next working business day to the building official.

R105.3 Application for permit.

To obtain a permit, the applicant shall first file an application therefor in writing on a form furnished by the department of building safety for that purpose. Such application shall:

1. 1. Identify and describe the work to be covered by the permit for which application is made.
2. 2. Describe the land on which the proposed work is to be done by legal description, street address or similar description that will readily identify and definitely locate the proposed building or work.
3. 3. Indicate the use and occupancy for which the proposed work is intended.
4. 4. Be accompanied by construction documents and other information as required in Section R106.1.
5. 5. State the valuation of the proposed work.
6. 6. Be signed by the applicant or the applicant's authorized agent.
7. 7. Give such other data and information as required by the building official.

R105.3.2 Time limitation of application.

after the date of filing unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 180 days each. The extension shall be requested in writing and

R105.5 Expiration.

within 180 days after its issuance or after commencement of work if more than 180 days pass between inspections. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause

R106.1 Submittal documents.

Submittal documents consisting of construction documents, and other data shall be submitted in two or more sets, or in a digital format where allowed by the building official, with each application for a permit. The construction documents shall be prepared by a registered design professional where required by the statutes of the jurisdiction in which the project is to be constructed. Where special conditions exist,

other data not required to be prepared by a registered design professional if it is found that the nature of the work applied for is such that reviewing of construction documents is not necessary to obtain compliance with this code.

R107.3 Temporary power.

electric installation before such installation has been fully completed and the final certificate of completion has been issued. The part covered by the temporary certificate shall comply with the requirements specified for temporary lighting, heat or power in NFPA 70.

R108.2 Schedule of permit fees.

permit, a fee for each permit shall be paid as required, in accordance with the schedule as established by the applicable governing authority.

STRIKE OUT R108.3 Permit Valuations

R108.5 Refunds.

The building official is authorized to establish a refund policy.

R108.6 Work commencing before permit issuance.

mechanical or plumbing system before obtaining the necessary permits shall be subject to a fee established by the applicable governing authority that shall be in addition to the required permit fees.

R113.2 Notice of violation.

erection, construction, alteration, extension, repair, moving, removal, demolition or occupancy of a building or structure in violation of the provisions of this code, or in violation of a detail statement or a plan approved thereunder, or in violation of a permit or certificate issued under the provisions of this code. Such order shall direct the discontinuance of the illegal action or condition and the abatement of

R113.4 Violation penalties.

or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the building official, or of a permit or certificate issued under the provisions of this code, shall be subject to penalties as prescribed by law.

R114.4 Failure to comply.

work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to fines established by the authority having jurisdiction.

R301.2.3 Snow loads.

accordance in with Section 1608 of the International Building Code. Wood-framed construction, cold-formed, steel-framed construction and masonry and concrete construction, and structural insulated panel construction in regions with allowable stress design ground snow loads, pg(asd), 70 pounds per square foot (3.35 kPa) or less, shall be in accordance with Chapters 5, 6 and 8. Buildings in regions with allowable stress design ground snow loads, pg(asd), greater than 70 pounds per square foot (3.35

R302.13 Fire protection of floors.

Floor assemblies that are not required elsewhere in this code to be fire-resistance rated, shall be provided with a 1/2-inch (12.7 mm) gypsum wallboard membrane, 5/8-inch (16 mm) wood structural panel membrane, or equivalent on the underside of the floor framing member. Penetrations or openings

Exceptions:

1. Floor assemblies located directly over a space protected by an automatic sprinkler system in accordance with Section P2904, NFPA 13D, or other approved equivalent sprinkler system.

2. 2. Floor assemblies located directly over a crawl space not intended for storage or for the installation of fuel-fired or electric-powered heating appliances.
3. 3. Portions of floor assemblies shall be permitted to be unprotected where complying with the
 1. 3.1. The aggregate area of the unprotected portions does not exceed 80 square feet (7.4 m²) per floor assembly.
 2. 3.2. Fireblocking in accordance with Section R302.11.1 is installed along the perimeter of the unprotected portion to separate the unprotected portion from the remainder of the floor assembly.
 4. 4. Wood floor assemblies using dimension lumber or structural composite lumber equal to or greater than 2-inch by 10-inch (50.8 mm by 254 mm) nominal dimension, or other approved floor assemblies with no habitable space above them.

R302.6 Dwelling unit garage fire separation.

with Section R302.5. Attachment of gypsum board shall comply with Table R702.3.5. The wall separation provisions of Table R302.6 shall not apply to garage walls that are perpendicular to the adjacent dwelling unit wall.

SECTION R309

AUTOMATIC SPRINKLER SYSTEMS

R309.1 Townhouse automatic sprinkler systems.

An automatic sprinkler system shall be installed in townhouses.

Exception: An automatic sprinkler system shall not be required where additions or alterations are made to existing townhouses that do not have an automatic sprinkler system installed.

R309.1.1 Design and installation.

Automatic sprinkler systems for townhouses shall be designed and installed in accordance with Section R309.2 One- and two-family dwellings automatic sprinkler systems.

An automatic sprinkler system shall be installed in one- and two-family dwellings.

Exception: An automatic sprinkler system shall not be required for additions or alterations to existing buildings that are not already provided with a sprinkler system.

R309.2.1 Design and installation.

13D.

R403.3 Frost-protected shallow foundations.

CDP

For buildings where the monthly mean temperature of the building is maintained at not less than 64°F (18°C), footings are not required to extend below the frost line where protected from frost by insulation in accordance with Figure R403.3(1) and Table R403.3(1). Foundations protected from frost in accordance with Figure R403.3(1) and Table R403.3(1) shall not be used for unheated spaces such as

complying with ASTM C578.

N1102.2.11 (R402.2.11)Crawl space walls.

Crawl space walls shall be insulated in accordance with Section N1102.2.11.1 or N1102.2.11.2.

Exception: Crawl space walls associated with a crawl space that is vented to the outdoors and the floor overhead is insulated in accordance with Table N1102.1.3 and Section N1102.2.8.

N1102.5 (R402.5)Air leakage.

requirements of Sections N1102.5.1 through N1102.5.5.

N1102.5.1.2 (R402.5.1.2)Air leakage testing.

The building or each dwelling unit or sleeping unit in the building shall be tested for air leakage.

Testing shall be conducted in accordance with ANSI/RESNET/ICC 380, ASTM E779, ASTM E1827 or ASTM E3158 and reported at a pressure differential of 0.2 inch water gauge(50 Pascals). Where required by the code official, testing shall be conducted by an approved third party. A written report of the results of the test shall be signed by the party conducting the test and provided to the code official.

During testing:

1. 1.Exterior windows and doors, fireplace and stove doors shall be closed, but not sealed, beyond the intended weatherstripping or other infiltration control measures.
2. 2.Dampers including exhaust, intake, makeup air, backdraft and flue dampers shall be closed, but not sealed beyond intended infiltration control measures.
3. 3.Interior doors, where installed at the time of the test, shall be open.
4. 4.Exterior or interior terminations for continuous ventilation systems shall be sealed.
5. 5.Heating and cooling systems, where installed at the time of the test, shall be turned off.
6. 6.Supply and return registers, where installed at the time of the test, shall be fully open.

one- and two-family dwellings and townhouses not more than three stories above grade plane in height, building thermal envelope tightness and insulation installation shall be considered acceptable where the items in Table N1102.5.1.1, applicable to the method of construction, are field verified. Where required by the code official, an approved third party independent from the installer shall inspect both air barrier and insulation installation criteria. Heated, attached private garage space and heated, detached private garage space shall be thermally isolated from all other habitable, conditioned spaces in accordance with

N1103.3.7 (R403.3.7)Duct system testing.

Each duct system shall be tested for air leakage in accordance with ANSI/RESNET/ICC 380 or ASTM E1554. Total leakage shall be measured with a pressure differential of 0.1 inch water gauge (25 Pa) across the duct system and shall include the measured leakage from the supply and return ductwork. A written report of the test results shall be signed by the party conducting the test and provided to the code official. Duct system leakage testing at either rough-in or post construction shall be permitted with

Exceptions:

1. 1. Testing shall not be required for duct systems serving ventilation systems that are not integrated with duct systems serving heating or cooling systems.

2. 2. Testing shall not be required where there is not more than 10 feet (3048 mm) of total ductwork external to the space conditioning equipment and both the following are met:

1. 2.1. The duct system is located entirely within conditioned space.

2. 2.2. The ductwork does not include plenums constructed of building cavities or gypsum board.

measured leakage of the supply and return ductwork shall be less than or equal to 3.0 cubic feet per minute (85 L/min) per 100 square feet (9.29 m²) of conditioned floor area.

G2406.2 (303.3) Prohibited locations.

Appliances shall not be located in sleeping rooms, bathrooms, toilet rooms, storage closets or surgical rooms, or in a space that opens only into such rooms or spaces, except where the installation complies

1. 1. The appliance is a direct-vent appliance installed in accordance with the conditions of the listing

2. 2. Vented room heaters, wall furnaces, vented decorative appliances, vented gas fireplaces, vented gas fireplace heaters and decorative appliances for installation in vented solid fuel-burning fireplaces

3. 3. A single wall-mounted unvented room heater is installed in a bathroom and such unvented room heater is equipped as specified in Section G2445.6 and has an input rating not greater than 6,000 Btu/h

4. 4. A single wall-mounted unvented room heater is installed in a bedroom and such unvented room heater is equipped as specified in Section G2445.6 and has an input rating not greater than 10,000

5. 5. The appliance is installed in a room or space that opens only into a bedroom or bathroom, and such room or space is used for no other purpose and is provided with a solid weather-stripped door equipped with an approved self-closing device. Combustion air shall be taken directly from the outdoors

an area of not less than 100 square inches (0.06 m²) that communicates with a space outside of a sleeping room, bathroom, toilet room or storage closet.

G2445.2 (621.2) Prohibited use.

dwelling unit.

G2445.7 (621.7) Unvented decorative room heaters.

An unvented decorative room heater shall not be installed in a factory-built fireplace unless the fireplace system has been specifically tested, listed and labeled for such use in accordance with UL 127.

P2603.5.1 Sewer depth.

(mm) below finished grade at the point of septic tank connection. Building sewers shall be not less than [number] inches (mm) below grade.

BE104.1 TESTING.

Where radon-resistant construction is required, radon testing shall be as specified in Items 1 through

1. 1. Testing shall be performed after the dwelling passes its air tightness test.
2. 2. Testing shall be performed after the radon control system and HVAC installations are complete. The HVAC system shall be operating during the test. Where the radon system has an installed fan, the
3. 3. Testing shall be performed at the lowest occupied floor level, whether or not that space is finished. Spaces that are physically separated and served by different HVAC systems shall be tested separately.
4. 4. Testing shall not be performed in a closet, hallway, stairway, laundry room, furnace room,
5. 5. Testing shall be performed with a commercially available radon test kit or testing shall be performed by an approved third party with a continuous radon monitor. Testing with test kits shall include two tests, and the test results shall be averaged. Testing shall be in accordance with this
6. 6. Testing shall be performed with the windows closed. Testing shall be performed with the exterior doors closed, except when being used for entrance or exit. Windows and doors shall be closed for not
7. 7. Testing shall be performed by the builder, a registered design professional or an approved third
8. 8. Testing shall be conducted over a period of not less than 48 hours or not less than the period specified by the testing device manufacturer, whichever is longer.
9. 9. Written radon test results shall be provided by the test lab or testing party. The final written test report with results less than 4 picocuries per liter (pCi/L) shall be provided to the code official.
10. 10. Where the radon test result is 4 pCi/L or greater, the fan for the radon vent pipe shall be installed
11. 11. Where the radon test result is 4 pCi/L or greater, the system shall be modified and retested until space.

IPC- International Plumbing Code

[A] 101.1 Title.

referred to as "this code."

THIS WAS WRONG IN THE LAST UPDATE. THE CODE WAS 106.6.2 FOR *FEES SCHEDULE* BUT WAS IN THE ORDINANCE AS 101.6.2. FURTHERMORE, WE DO NOT HAVE A "PLUMBING FEE". THIS WAS THE 2018 CODE: [A] 106.6.2 Fee schedule.

The fees for all plumbing work shall be as indicated in the following schedule:

[JURISDICTION TO INSERT APPROPRIATE SCHEDULE]

THE 2024 CODE FOR SCHEDULE OF PERMIT FEES READS:

[A] 108.2 Schedule of permit fees. Where work requires a permit, a fee for each permit shall be paid as required, in accordance with the schedule as established by the applicable governing authority.

THEREFORE DOES NOT NEED TO BE CHANGED.

[A] 103.1 Creation of agency.

known as the code official. The function of the agency shall be the implementation, administration and enforcement of the provisions of this code.

[A] 103.2 Appointment.

The code official shall be appointed by the chief appointing authority of the jurisdiction.

[A] 103.3 Deputies.

appointing authority, the code official shall have the authority to appoint a deputy code official, other related technical officers, inspectors and other employees. Such employees shall have powers as delegated by the code official.

[A] 104.3 Applications and permits.

the premises for which such permits have been issued and enforce compliance with the provisions of this code.

[A] 104.7 Official records.

official records shall be retained for not less than 5 years or for as long as the building or structure to which such records relate remains in existence, unless otherwise provided by other regulations.

[A] 104.7.1 Approvals.

A record of approvals shall be maintained by the code official and shall be available for public inspection during business hours in accordance with applicable laws.

[A] 104.7.5 Fees.

The code official shall keep a record of fees collected and refunded in accordance with Section 108.

[A] 105.1 Where required.

move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any plumbing system, the installation of which is regulated by this code, or to cause any such work to be performed, shall first make application to the code official and

[A] 105.3 Application for permit.

furnished for that purpose and shall contain a general description of the proposed work and its location. The application shall be signed by the owner or owner's authorized agent. The permit application shall indicate the proposed occupancy of all parts of the building and of that portion of the site or lot, if any, not covered by the building or structure and shall contain such other information required by the code

[A] 105.5.3 Expiration.

become null and void if the work authorized by such permit is not commenced within 180 days from the date of such permit, or if the work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days. Before such work can be recommenced, a new permit shall be first obtained and the fee therefor shall be one-half the amount required for a new permit for such work, provided that changes have not been made and will not be made in the original

[A] 106.1 Construction documents.

Construction documents, engineering calculations, diagrams and other such data shall be submitted in two or more sets, or in a digital format where allowed by the code official, with each application for a permit. The code official shall require construction documents, computations and specifications to be prepared and designed by a registered design professional where required by state law. Construction documents shall be drawn to scale and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that the work conforms to the provisions of this code.

calculations or other data if the nature of the work applied for is such that the reviewing of construction documents is not necessary to determine compliance with this code.

[A] 114.2 Notice of violation.

installation, alteration, extension, repair, removal or demolition of plumbing work in violation of the provisions of this code, or in violation of a detail statement or the approved construction documents thereunder, or in violation of a permit or certificate issued under the provisions of this code. Such order shall direct the discontinuance of the illegal action or condition and the abatement of the violation.

[A] 114.4 Violation penalties.

thereof or who shall erect, install, alter or repair plumbing work in violation of the approved construction documents or directive of the code official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a [SPECIFY OFFENSE], punishable by a fine of not more than [AMOUNT] dollars or by imprisonment not exceeding [NUMBER OF DAYS], or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate

[A] 115.4 Failure to comply.

work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to fines established by the authority having jurisdiction.

305.4 Freezing.

concealed in outside walls, or in any other place subjected to freezing temperatures unless adequate provision is made to protect such pipes from freezing by insulation or heat or both. Exterior water supply system piping shall be installed not less than 6 inches (152 mm) below the frost line and not less than

305.4.1 Sewer depth.

[NUMBER] inches (mm) below finished grade at the point of septic tank connection. Building sewers shall be installed not less than [NUMBER] inches (mm) below grade.

IMC- International Mechanical Code

[A] 103.1 Creation of agency.

the code official. The function of the agency shall be the implementation, administration and enforcement of the provisions of this code.

[A] 103.2 Appointment.

The code official shall be appointed by the chief appointing authority of the jurisdiction.

[A] 103.3 Deputies.

appointing authority, the code official shall have the authority to appoint a deputy code official, other related technical officers, inspectors and other employees. Such employees shall have powers as delegated by the code official.

104.3 Applications and permits.

premises for which such permits have been issued and enforce compliance with the provisions of this code.

[A] 104.7 Official records.

official records shall be retained for not less than 5 years or for as long as the building or structure to which such records relate remains in existence, unless otherwise provided by other regulations.

104.7.1 Approvals.

A record of approvals shall be maintained by the code official and shall be available for public inspection during business hours in accordance with applicable laws.

104.7.5 Fees.

The code official shall keep a record of fees collected and refunded in accordance with Section 108.

[A] 105.1 Where required.

An owner, owner's authorized agent or contractor who desires to erect, install, enlarge, alter, repair, remove, convert or replace a mechanical system, the installation of which is regulated by this code, or to cause such work to be performed, shall first make application to the code official and obtain the

emergency situation, the permit application shall be submitted within the next working business day of the department of mechanical inspection.

[A] 105.3 Application for permit.

furnished for that purpose and shall contain a general description of the proposed work and its location. The application shall be signed by the owner or the owner's authorized agent. The permit application shall indicate the proposed occupancy of all parts of the building and of that portion of the site or lot, if any, not covered by the building or structure and shall contain such other information required by the

[A] 105.3.2 Time limitation of application.

after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the code official shall have the authority to grant one or more extensions of time for additional periods not exceeding 180 days each. The extension shall be requested in writing and

[A] 105.4.3 Expiration.

become null and void if the work authorized by such permit is not commenced within 180 days from the date of such permit, or if the work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days. Before such work recommences, a new permit shall be first obtained and the fee therefor shall be one-half the amount required for a new permit for such work, provided that changes have not been made and will not be made in the original construction

[A] 106.1 Construction documents.

Construction documents, engineering calculations, diagrams and other data shall be submitted in two or more sets, or in a digital format where allowed by the building official, with each application for a permit. The code official shall require construction documents, computations and specifications to be prepared and designed by a registered design professional where required by state law. Where special conditions exist, the code official is authorized to require additional construction documents to be prepared by a registered design professional. Construction documents shall be drawn to scale and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail

calculations or other data if the nature of the work applied for is such that reviewing of construction documents is not necessary to determine compliance with this code.

[A] 108.3 Permit valuations.

issued at the time of application. Such estimated valuations shall include the total value of work, including materials and labor, for which the permit is being issued, such as mechanical equipment and permanent systems. Where, in the opinion of the code official, the valuation is underestimated, the permit shall be denied unless the applicant can show detailed estimates to the code official. The code

[A] 108.4 Work commencing before permit issuance.

shall be subject to a fee established by the code official that shall be in addition to the required permit fees.

[A] 108.6 Refunds.

The code official is authorized to establish a refund policy.

[A] 114.2 Notice of violation.

installation, alteration, extension, repair, removal or demolition of mechanical work in violation of the provisions of this code, or in violation of a detail statement or the approved construction documents thereunder, or in violation of a permit or certificate issued under the provisions of this code. Such order shall direct the discontinuance of the illegal action or condition and the abatement of the violation.

[A] 114.4 Violation penalties.

thereof or who shall erect, install, alter or repair mechanical work in violation of the approved construction documents or directive of the code official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a [SPECIFY OFFENSE], punishable by a fine of not more than [AMOUNT] dollars or by imprisonment not exceeding [NUMBER OF DAYS], or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a

[A] 115.4 Failure to comply.

work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to fines established by the authority having jurisdiction.

903.3 Unvented gas log heaters.

An unvented gas log heater shall not be installed in a factory-built fireplace unless the fireplace system has been specifically tested, listed and labeled for such use in accordance with UL 127.

[A] 108.3 Permit valuations.

issued at time of application. Such estimated valuations shall include total value of work, including materials and labor, for which the permit is being issued, such as plumbing equipment and permanent systems. Where, in the opinion of the code official, the valuation is underestimated, the permit shall be denied unless the applicant can show detailed estimates acceptable to the code official. The code

[A] 108.4 Work commencing before permit issuance.

shall be subject to a fee established by the code official that shall be in addition to the required permit fees.

THE CORRECT SECTION

[A] 108.6 Refunds.

The code official is authorized to establish a refund policy.

[A] 113.2 Notice of violation.

installation, alteration, extension, repair, removal or demolition of work in violation of the provisions of this code, or in violation of a detail statement or the approved construction documents thereunder, or in violation of a permit or certificate issued under the provisions of this code. Such order shall direct the discontinuance of the illegal action or condition and the abatement of the violation.

[A] 113.4 Violation penalties.

erect, install, alter or repair work in violation of the approved construction documents or directive of the code official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a [SPECIFY OFFENSE], punishable by a fine of not more than [AMOUNT] dollars or by imprisonment not exceeding [NUMBER OF DAYS], or both such fine and imprisonment. Each day that a violation

[A] 114.4 Failure to comply.

work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to fines established by the authority having jurisdiction.

303.3 Prohibited locations.

CDP

Appliances shall not be located in sleeping rooms, bathrooms, toilet rooms, storage closets or surgical rooms, or in a space that opens only into such rooms or spaces, except where the installation complies

1. 1.

The appliance is a direct-vent appliance installed in accordance with the conditions of the listing and the

2. 2.

Vented room heaters, wall furnaces, vented decorative appliances, vented gas fireplaces, vented gas fireplace heaters and decorative appliances for installation in vented solid fuel-burning fireplaces are

3. 3.

A single wall-mounted unvented room heater is installed in a bathroom and such unvented room heater is equipped as specified in Section 621.6 and has an input rating not greater than 6,000 Btu/h (1.76

4. 4.

A single wall-mounted unvented room heater is installed in a bedroom and such unvented room heater is equipped as specified in Section 621.6 and has an input rating not greater than 10,000 Btu/h (2.93

5. 5.

The appliance is installed in a room or space that opens only into a bedroom or bathroom, and such room or space is used for no other purpose and is provided with a solid weather-stripped door equipped with an approved self-closing device. Combustion air shall be taken directly from the outdoors in

6. 6.

area of not less than 100 square inches (0.06 m²) that communicates with a space outside of a sleeping room, bathroom, toilet room or storage closet.

303.3.1 Fireplaces and decorative appliances in Group I-2 occupancies.

prohibited except where such appliances are direct-vent appliances installed in public lobby and waiting areas that are not within smoke compartments containing patient sleeping areas. In Group I-2, Condition 1 occupancies, gas fireplace appliances and decorative gas appliances shall be prohibited in patient sleeping rooms. In Group I-2 occupancies, the appliance controls shall be located where they can be accessed only by facility staff. Such fireplaces shall comply with Sections 501.2 and 604.1 of

IFGC-International Fuel and Gas Code

106.6.2 WE DO NOT HAVE A MECHANICAL/PLUMBING FEE SCHEDULE

[A] 103.1 Creation of agency.

the code official. The function of the agency shall be the implementation, administration and enforcement of the provisions of this code.

[A] 103.2 Appointment.

The code official shall be appointed by the chief appointing authority of the jurisdiction.

[A] 103.3 Deputies.

appointing authority, the code official shall have the authority to appoint a deputy code official, other related technical officers, inspectors and other employees. Such employees shall have powers as delegated by the code official.

[A] 104.3 Applications and permits.

the premises for which such permits have been issued and enforce compliance with the provisions of this code.

[A] 104.7 Official records.

official records shall be retained for not less than 5 years or for as long as the building or structure to which such records relate remains in existence, unless otherwise provided by other regulations.

[A] 104.7.1 Approvals.

A record of approvals shall be maintained by the code official and shall be available for public inspection during business hours in accordance with applicable laws.

[A] 104.7.5 Fees.

The code official shall keep a record of fees collected and refunded in accordance with Section 108.

[A] 105.1 Where required.

An owner, owner's authorized agent or contractor who desires to erect, install, enlarge, alter, repair, remove, convert or replace an installation regulated by this code, or to cause such work to be performed, shall first make application to the code official and obtain the required permit for the work.

an emergency situation, the permit application shall be submitted within the next working business day of the Department of Inspection.

[A] 105.3 Application for permit.

furnished for that purpose and shall contain a general description of the proposed work and its location. The application shall be signed by the owner or an owner's authorized agent. The permit application shall indicate the proposed occupancy of all parts of the building and of that portion of the site or lot, if any, not covered by the building or structure and shall contain such other information required by the

105.5.3 Expiration.

become null and void if the work authorized by such permit is not commenced within 180 days from the date of such permit, or is suspended or abandoned at any time after the work is commenced for a period of 180 days. Before such work recommences, a new permit shall be first obtained and the fee therefor shall be one-half the amount required for a new permit for such work, provided that changes have not been and will not be made in the original construction documents for such work, and further

[A] 106.1 Construction documents.

Construction documents, engineering calculations, diagrams and other data shall be submitted in two or more sets, or in a digital format where allowed by the building official, with each application for a permit. The code official shall require construction documents, computations and specifications to be prepared and designed by a registered design professional where required by state law. Construction documents shall be drawn to scale and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that the work conforms to the provisions of this code. Construction

calculations or other data if the nature of the work applied for is such that reviewing of construction documents is not necessary to determine compliance with this code.

Intenational Fire Code

Only has addition of grace period

PART 2 - PROCEDURES

ARTICLE 2.1 GENERAL PROVISIONS

Section 2-101. Purpose

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

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

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

ARTICLE 2.2 GENERAL DEVELOPMENT REVIEW AND APPROVAL PROCESS

Section 2-201. General Requirements

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

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

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

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

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

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

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

Section 2-202. General Evaluation Criteria

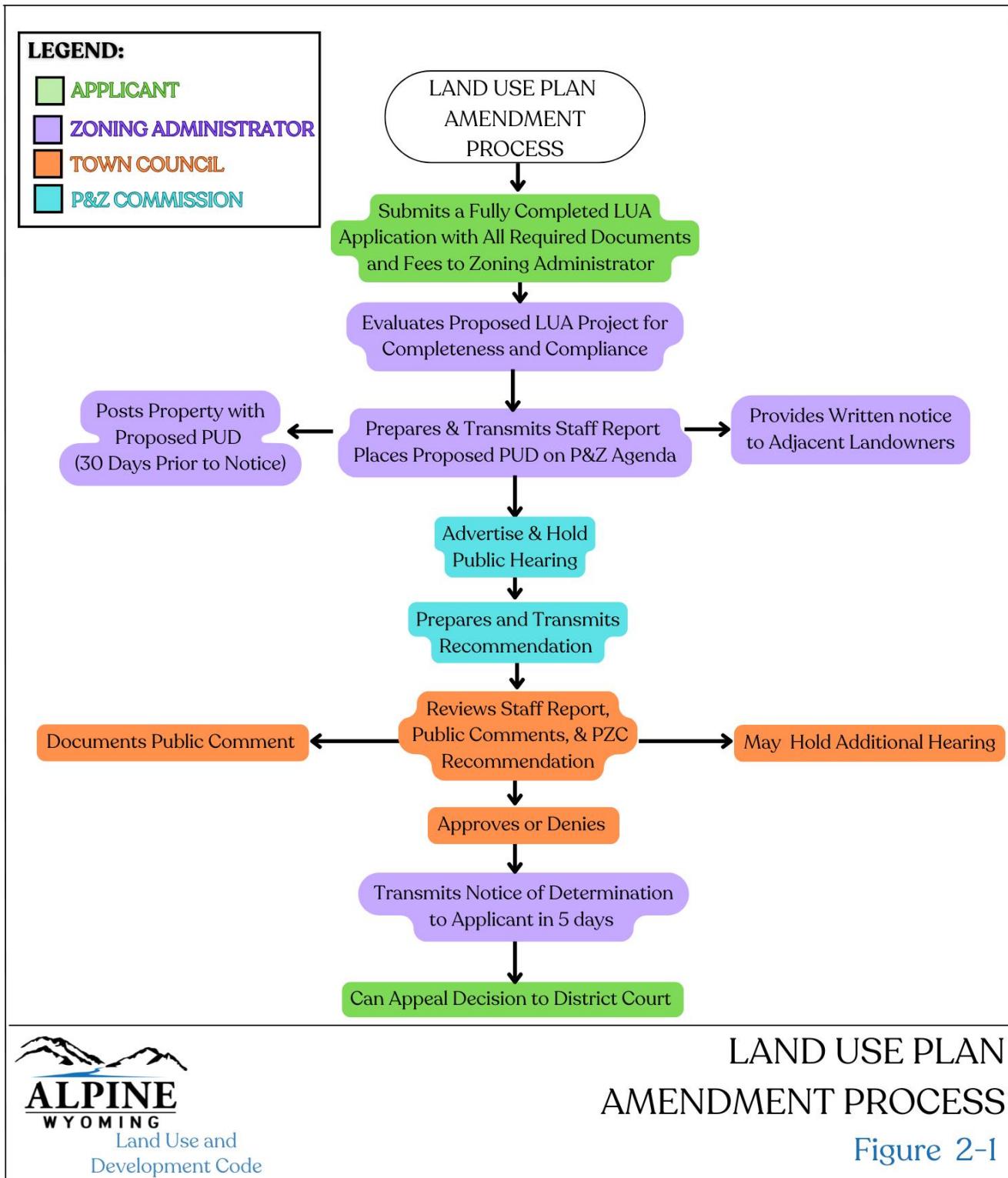
(a) The development review process will generally involve the Town of Alpine's consideration and evaluation of, at least, the following issues:

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

Section 2-203. Land Use Plan Amendment Process

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

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



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

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

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

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

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

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

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

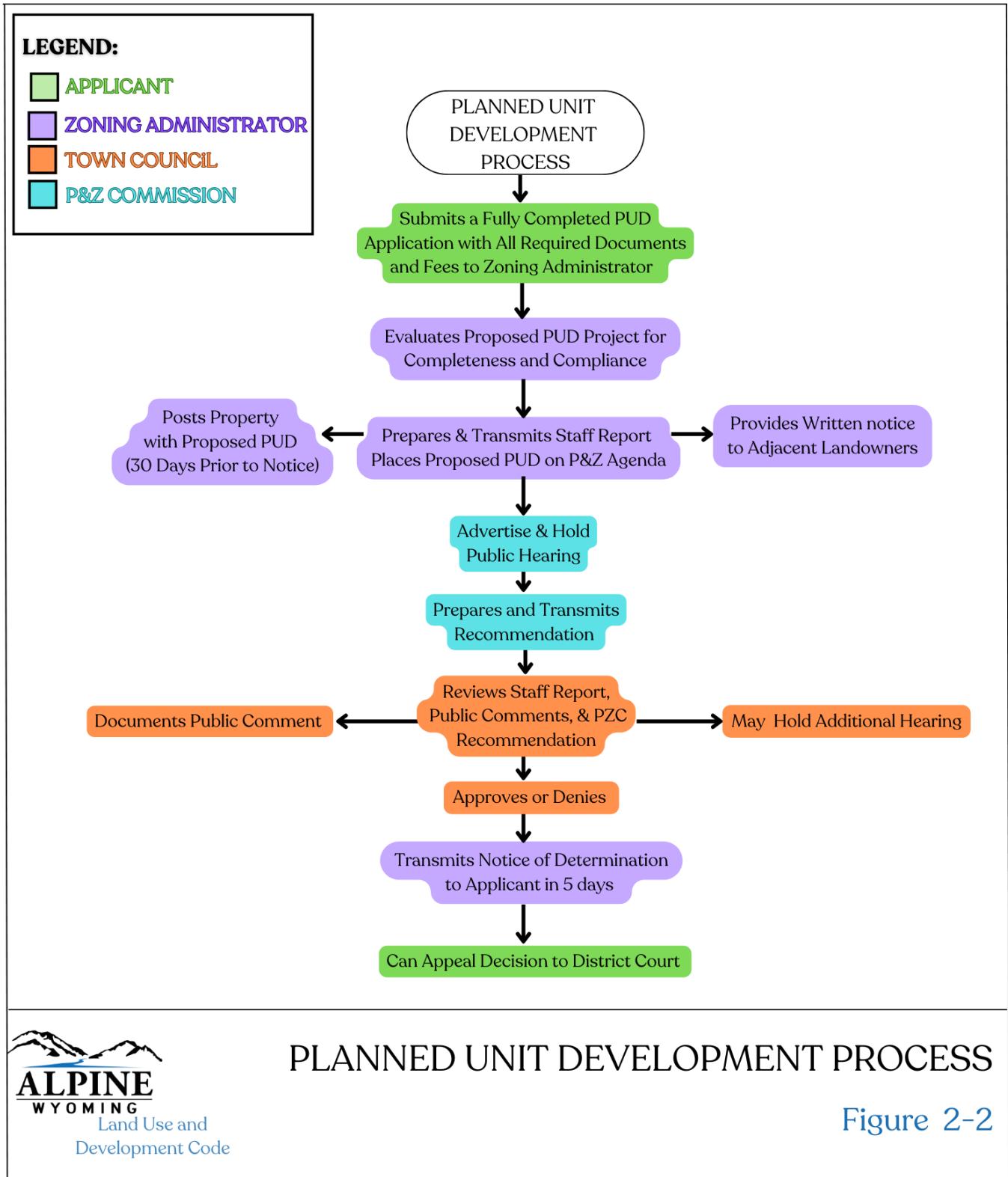
(i) The Zoning Administrator will issue a written notice of determination to the applicant within five (5) business days of the decision of the Town Council. The notice will indicate the decision made and, when appropriate, stipulations that may accompany the approval of a specific application.

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

Section 2-204. Planned Unit Development Process

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

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



(b) Owners and/or prospective developers of one or more lots or parcels, which comprise more than one (1) acre of land area, may make application for a planned unit development in any single-family residential, multi-unit residential, mixed residential and commercial, or general commercial zoning district. Owners may gain somewhat greater flexibility in site design and development in exchange for a more detailed site, building plan review, development stipulations, and impact fees.

(c) Applicants must complete a planned unit development application form that will request at least the following information:

- (1) Name, address, telephone number, e-mail address, and fax number of the applicant.
- (2) When the applicant is not the landowner, the applicant will furnish a written letter from the landowner, which authorizes the application and endorses the proposed project.
- (3) Name, address, telephone number and e-mail address of the person or company responsible for preparation of the conceptual site plan, which supports the application.
- (4) Legal description and total land area of the lands incorporated into the proposed planned unit development.
- (5) Impact fees will be assessed at the time of application. Before final approval impact fees must be paid.

(d) Applicants will also provide the following additional information, which will supplement a completed application form.

- (1) Location map of project site and properties immediately adjacent to the proposed planned unit development.
- (2) A scaled illustration of the existing properties within the proposed planned unit development site. This illustration will locate all existing utility systems, easements, roads and streets, drainage areas and facilities, existing zoning, existing buildings, and topography.
- (3) A conceptual site plan of the proposed land use development concept.
- (4) A schedule for the proposed development project.
- (6) A project narrative describing proposed land uses, proposed site design and construction criteria, as well as any proposed covenants and restrictions of record.
- (7) A description of the benefits that will be provided to the town.

(e) The Zoning Administrator will make a careful plan review of the proposed development project. The Zoning Administrator, or his or her authorized representative, will evaluate the merits, disadvantages, and potential impacts of the proposed project upon adjoining land uses, municipal infrastructure, vehicular and pedestrian access, drainage and snow storage, public health and safety, and community land use relationships. Subsequently, the Zoning Administrator will prepare and transmit a documented staff report containing these analyses and related recommendations to the Alpine Planning and Zoning Commission.

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

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

- (1) ~~The Zoning Administrator will post a copy of the proposed planned unit development application upon the property where the planned unit development is requested. This public notice will be made,~~

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

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

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

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

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

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

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

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

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

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

Section 2-205. Zone Change Process

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

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

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

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

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

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

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

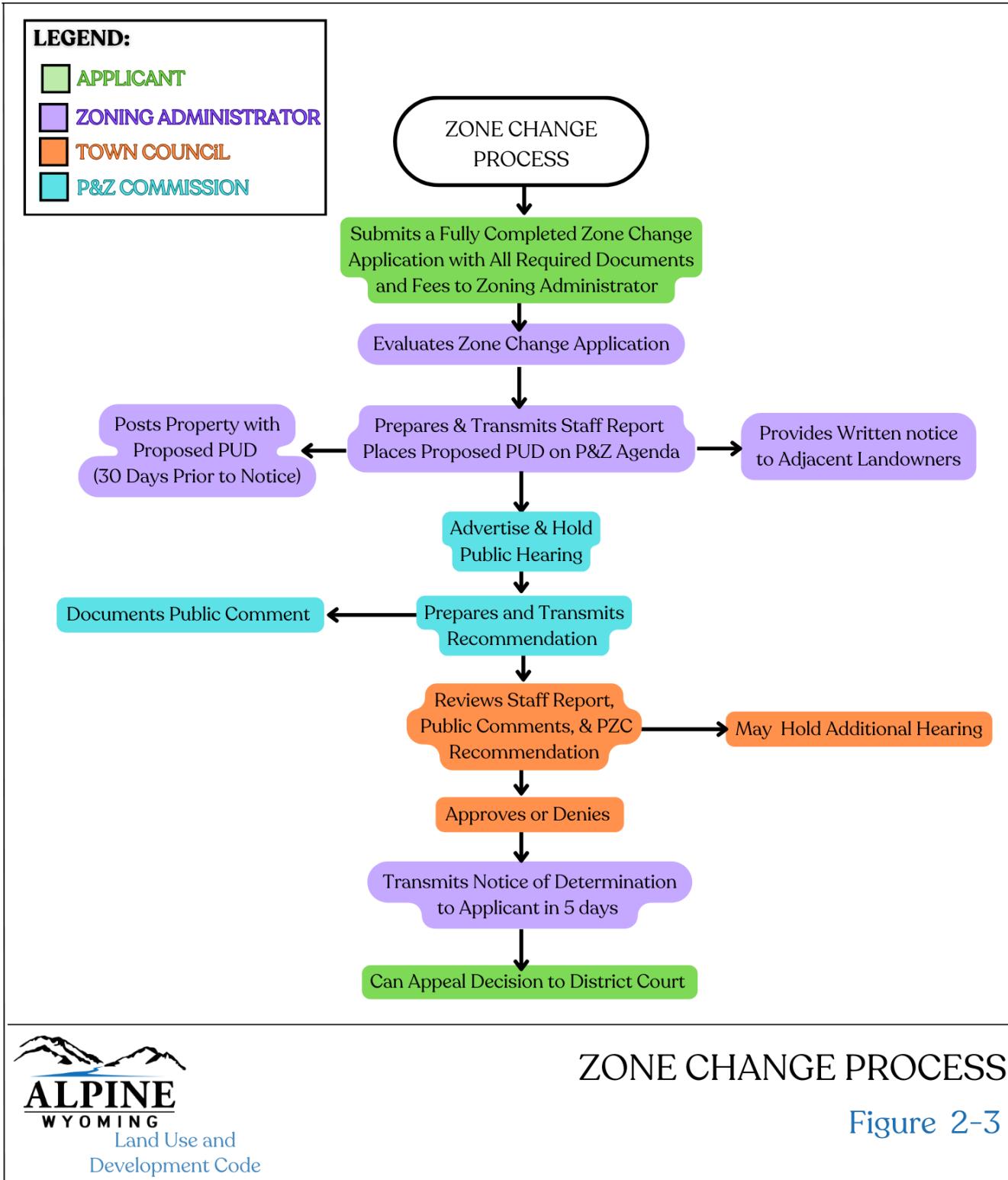
(3) ~~Commission will hold one (1) public hearing at a public facility within the Town of Alpine. Town residents and the general public will receive at least thirty (30) days' notice of the public hearing. Public notice will be advertised in one (1) newspaper of general circulation throughout Lincoln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

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

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

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

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



Section 2-206. Variance Process

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

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

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

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

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

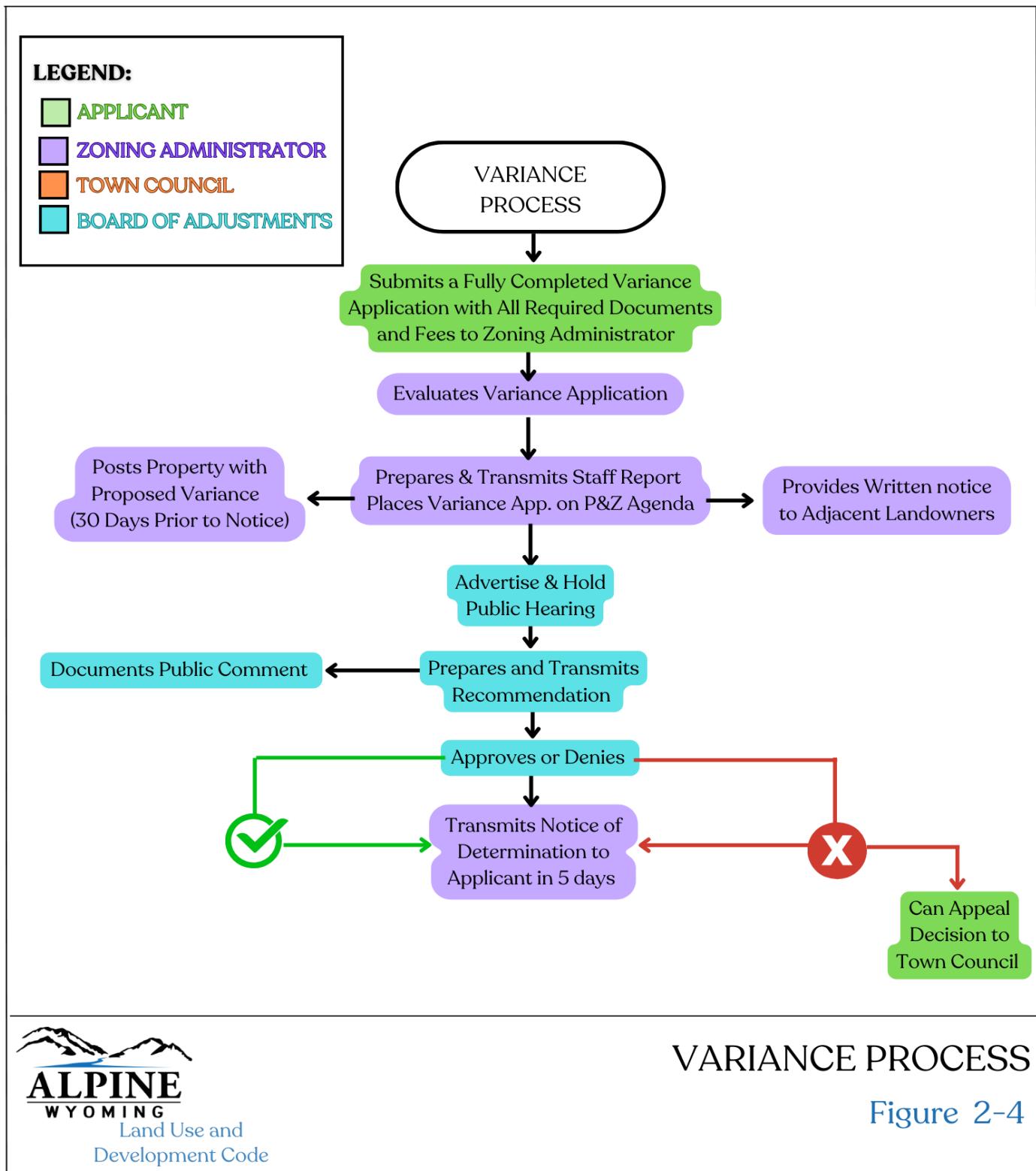
(i) Upon consideration of a staff report from the Zoning Administrator, for public comments made during a scheduled public hearing concerning the proposed variance, the Alpine Board of Adjustments will make its decision concerning the variance request. Any affirmative decision may contain specific stipulations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

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

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

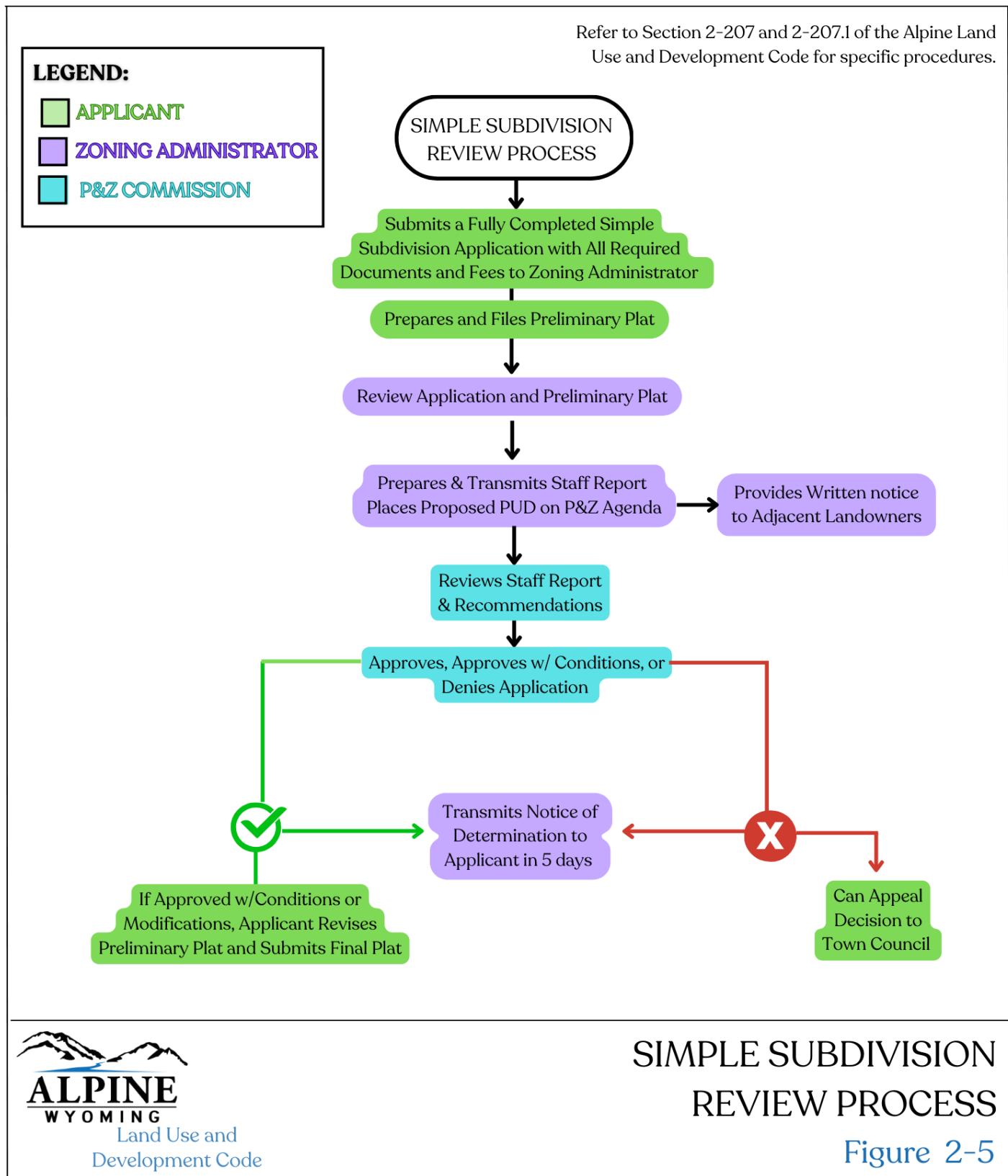
(k) A notice of determination of the Alpine Board of Adjustments will be prepared by the Zoning Administrator and transmitted to the applicant within five (5) business days of the decision of the Board of Adjustments. The notice of determination will state the rationale for approval or disapproval for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

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



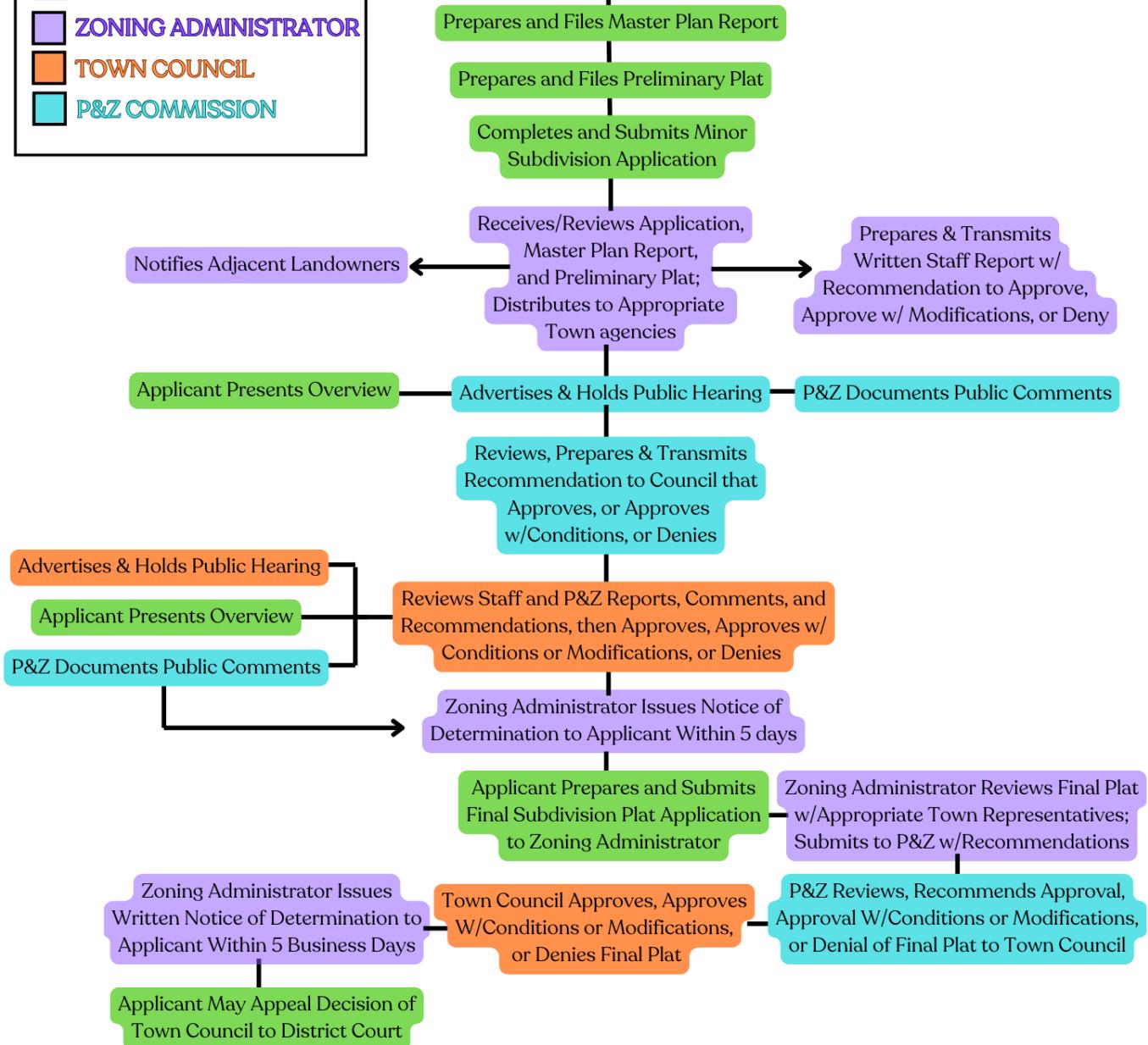
Section 2-207. Subdivision Process

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



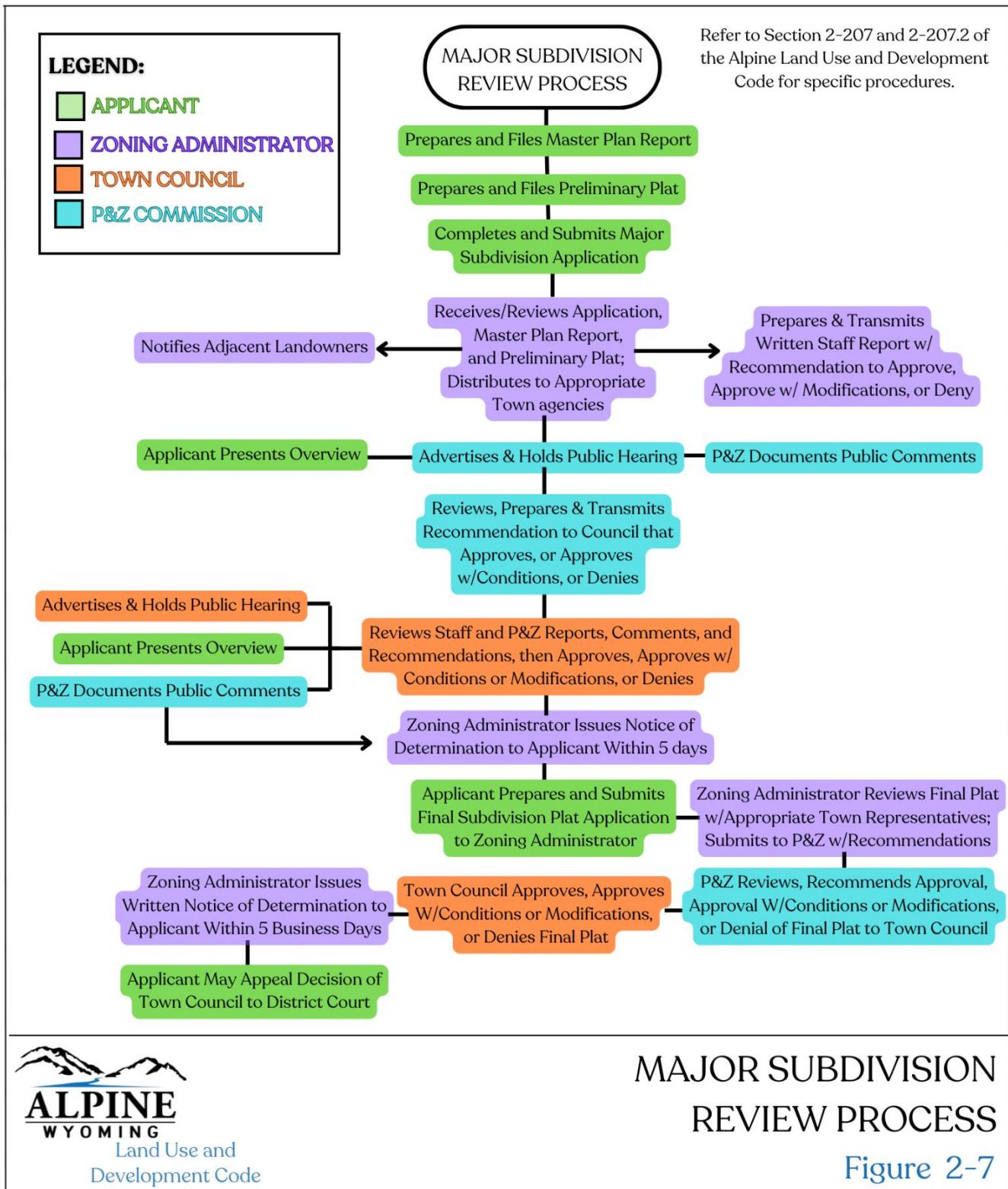
LEGEND:**APPLICANT****ZONING ADMINISTRATOR****TOWN COUNCIL****P&Z COMMISSION****MINOR SUBDIVISION
REVIEW PROCESS**

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



MINOR SUBDIVISION REVIEW PROCESS

Figure 2-6



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(b) The landowner and/or his designated representative will meet with the Zoning Administrator in a pre-application conference. The intent of this conference is to gain a mutual understanding of:

- (1) The scope of the proposed project and the applicant's specific development objectives;
- (2) The applicant's anticipated project schedule;
- (3) Approvals required by the Town of Alpine before any development can occur;
- (4) The documents, plans, drawings, fees, and other materials that will be needed to process a complete subdivision application, performance surety or letter of credit, and;
- (5) Potential issues associated with the subdivision.

(c) Applicant will complete and file a major subdivision application form, and related filing fees, to the Zoning Administrator. The major subdivision application form will include, the name, address, telephone number and e-mail address of the owner(s) and applicant, a legal description of the property to be subdivided, a copy of the deed and easements pertaining to the property, existing zoning designations associated with the property, and the intended use of the subdivision. The owner(s) of the property, or his legal representative, will authorize the subdivision application via his or her signature on the application.

(d) Applicant will complete and file ~~three (3)~~ two (2) hardcopies and one (1) digital copy of a master plan report for the proposed subdivision with the Zoning Administrator. The master plan will address what municipal services the subdivision intends to use, as well as the potential impact of the proposed subdivision upon the Town of Alpine and the community. The master plan, which will contain a combination of technical narrative, statistical tables, and illustrations, will address, at least, the following issues:

- (1) The purpose of the subdivision and proposed land uses.
- (2) A development schedule for proposed land uses.
- (3) The number of lots being created and, if applicable, the zoning designations requested for each lot, and densities associated with residential and commercial land uses.
- (4) Suitability of soils to support future land use expansion.
- (5) Compatibility of proposed land uses with adjacent land uses.
- (6) When applicable, the potential need for new housing in the context of anticipated housing demands for Alpine.
- (7) Planned water system, as well as anticipated average day and maximum day water demand.
- (8) Planned wastewater system, as well as anticipated average daily flows.
- (9) Planned points of access to municipal roads, Lincoln County roads, and U.S. Highway 89, anticipated average and peak day traffic volumes.
- (10) Vehicular circulation plan.
- (11) Planned storm water management plan and anticipated storm water flows for ten (10) year storm event.
- (12) Snow storage areas.
- (13) Landscaping plan.
- (14) Planned easements and facilities to accommodate access to, or the extension of, the Town of Alpine's planned community trail system.
- (15) When applicable, planned covenants, contracts or deed restrictions that may be associated with a common interest development.

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

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

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

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

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

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

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

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

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

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

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

Section 2-208 Special Use Permit

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

Section 2-209 **Development Fees**

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

ARTICLE 2.3 BUILDING PERMIT REQUIREMENTS

Section 2-301. Building Permit Requirements

(a) No construction, alteration, or expansion of any site, building or structure will be initiated or completed by any private landowner, contractor, or public agency before receiving an approved building permit from the Town of Alpine (Figure 2-8).

1. Before any site work or construction commences, the Town of Alpine Building Permit/Posting will be displayed at the front of the lot.

(b) A building permit is required for all of the following:

- (1) Any new buildings:
 - a. Buildings that contains equal to or greater than three hundred (300) square feet, will be issued under Residential, Commercial, Addition and/or Garage Permits.
 - b. Anything under three hundred (300) square feet, will be issued under affidavits; refer Affidavit Process, located under Section 2-303.
 - c. Sanitary facilities will be provided during construction, remodeling or demolition activities in accordance with the International Plumbing Code. Such facilities will be maintained in a sanitary condition. Construction worker toilet facilities of the non-sewer type will conform to PSAI Z4.3.
- (2) Additions to all existing structures (Such as carports, shed roof's, etc.);
- (3) Remodel with structural changes to or in an existing structure;
- (4) Utility line installations and replacements, and other mechanical improvements;
- (5) The demolition or relocation of an existing building and/or shed on an existing property;
- (6) A change in the type of occupancy of a building;
- (7) Accessory buildings with or without a permanent foundation, with square footage greater than three hundred (300) square feet, with or without roof eave heights greater than ten (10) feet;

(c) The Town of Alpine will make available a building permit application and/or affidavit forms to applicants that will require, at least, the following information from the applicant:

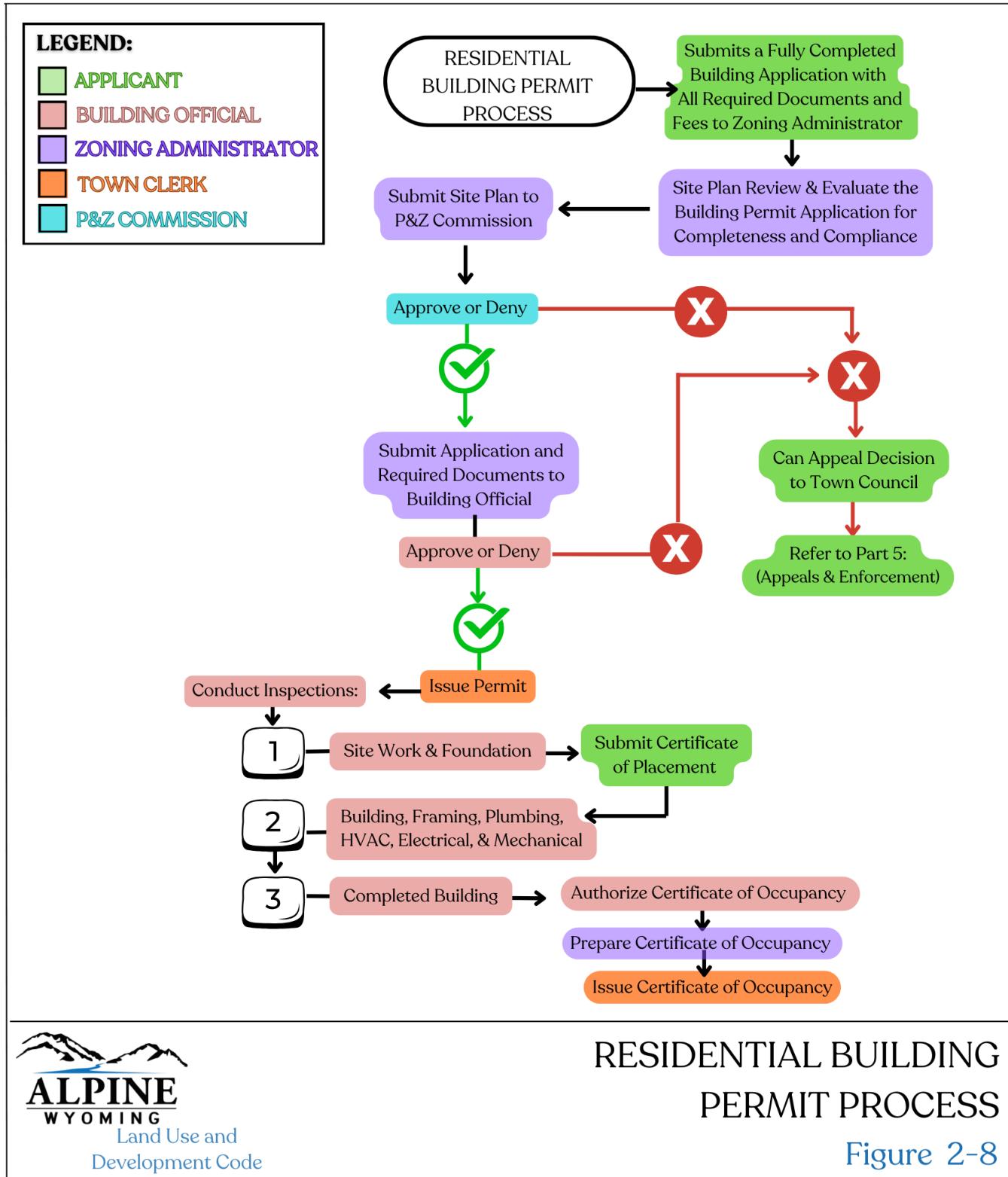
- (1) Name of applicant;
- (2) Authorization by landowner (if not the applicant);
- (3) Mailing address;
- (4) Contact information for telephone, fax, and e-mail address;
- (5) Legal description and size of land parcel where proposed construction will take place;
- (6) Scope of proposed site and facility improvements;
- (7) Existing zoning designation and related permitted uses;
- (8) A site/plot plan indicating the location of proposed buildings, the distances from the property line to the front, back and sides of proposed buildings, also known as the building envelope.
- (9) ~~Three (3)~~ two (2) sets of scaled construction drawings (see application checklist) that illustrate the *proposed foundation, floor plan, typical wall section, roof system, building elevations, exterior material specifications, as well as electrical, plumbing, radon and HVAC systems.* All construction drawings for structures submitted with a permit application will be designed, stamped and certified by a civil or structural engineer greater than three hundred (300) square feet in size. Along with one (1) digital copy of the construction drawings. {See permit checklist for complete details}.

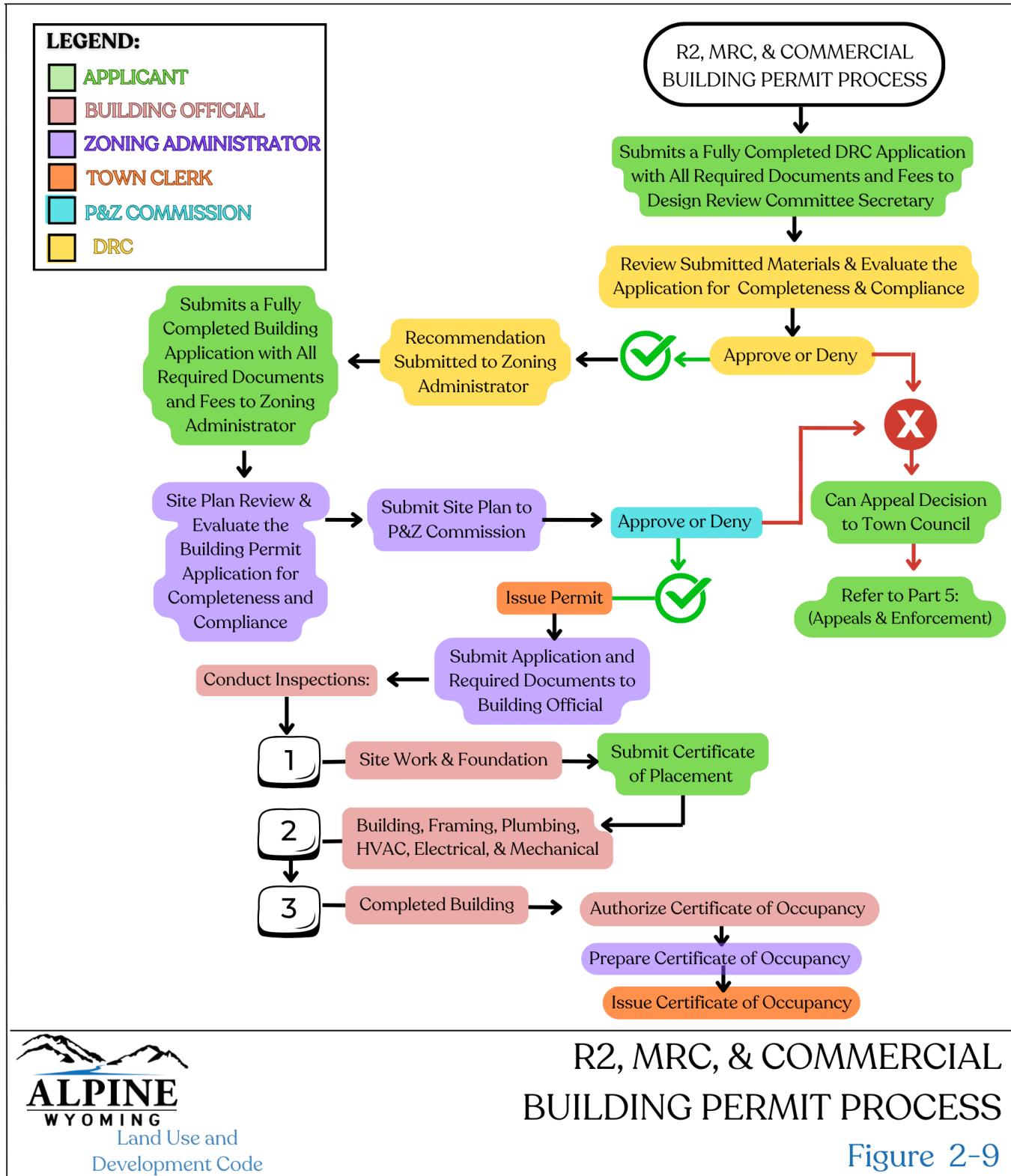
(10) All new buildings including additions or remodels to and existing structures, require submittal of ~~three (3)~~ two (2) sets of a scaled site/plot plan, that depicts the location of, proposed vehicular access, the finish grade of the project site, septic system or sewer connection location, water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

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

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

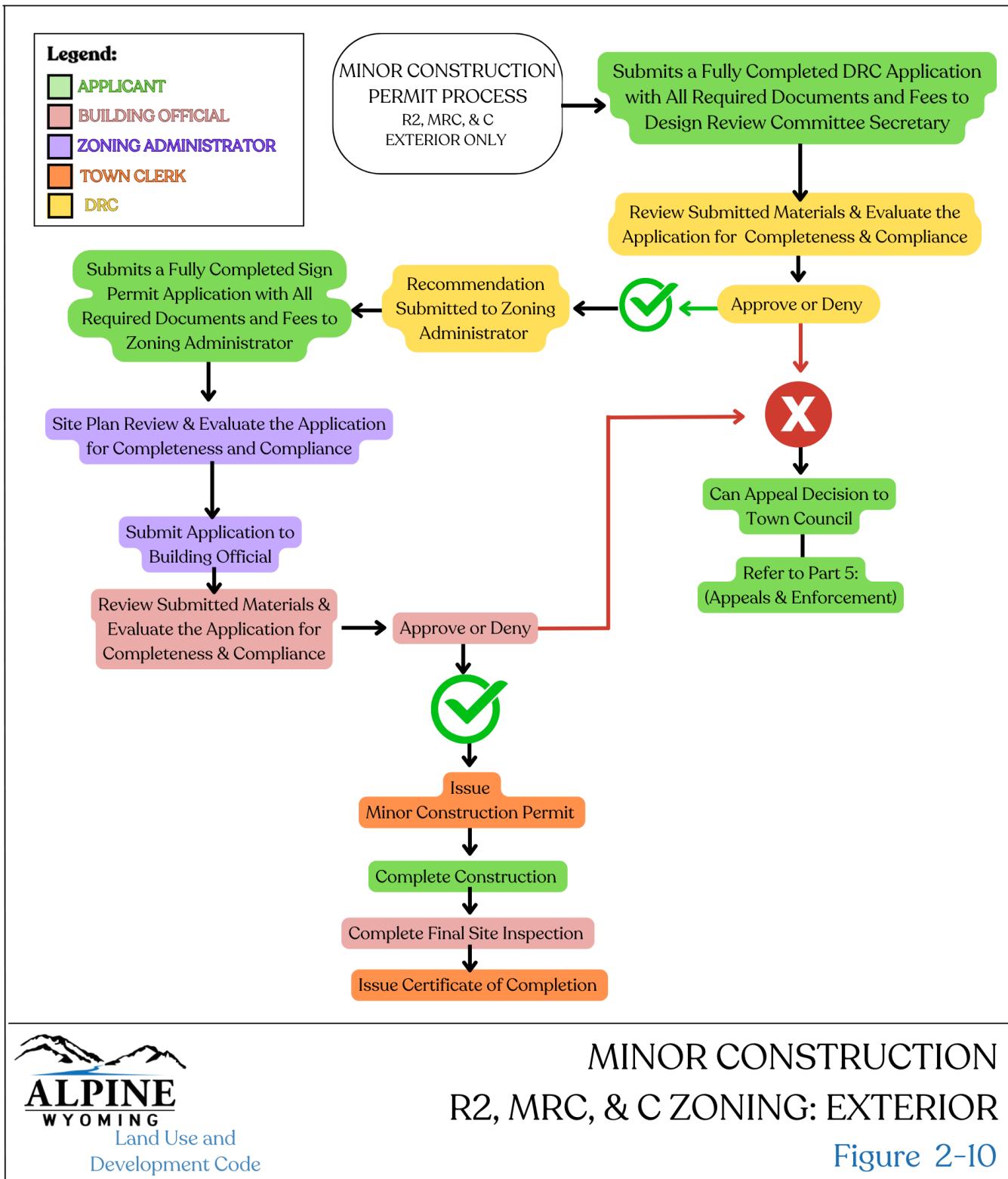
(12) **One (1) digital copy** will be submitted of the complete plan set, site plan, and all associated construction documents will be filed at the time of application submittal. **This digital copy will be kept in-house for internal use only and will not be provided to any 3rd party individuals, as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

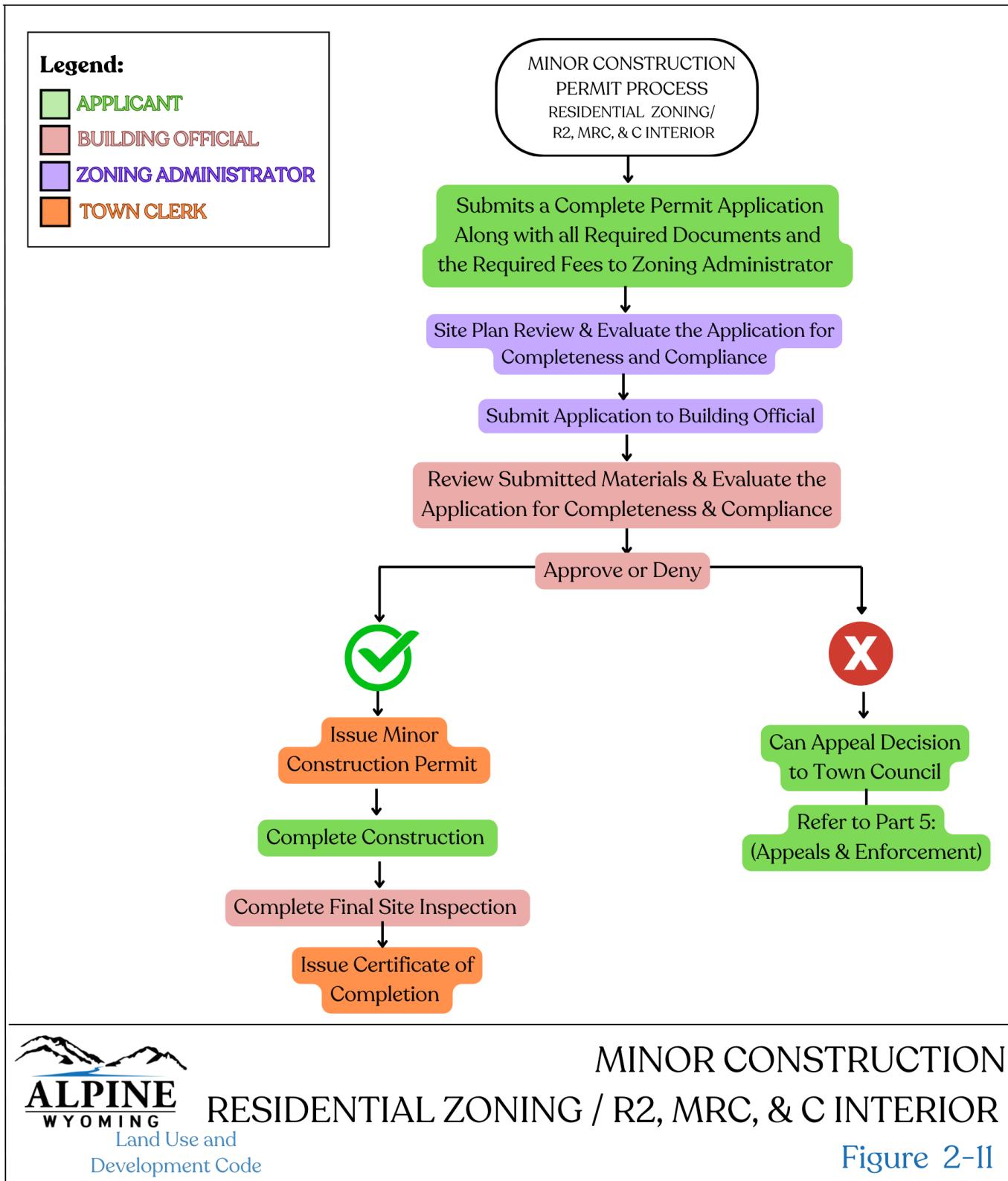




Section 2-302. Minor Construction Permit

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





Section 2-303. Affidavit Process

SOME AFFIDAVITS COULD HAVE A TURNAROUND TIME OF THREE {3} BUSINESS DAYS.

(a) An affidavit permit (Figure 2-10) will be required for:

- (1) Construction of perimeter fences.
- (2) Construction of sheds/green houses equal to or under Three Hundred (300) square feet, may be constructed with electricity, but no plumbing or kitchen elements.
- (3) Construction of freestanding decks, equal to or under Three Hundred (300) square feet with a height of less than Thirty {30} inches from finished grade; deck installation must follow the Town of Alpine adopted International Building Code and/or International Residential Code.
- (4) Location of any new propane tanks after the initial construction of a primary structure. (Tanks will be inspected by the Town Building Inspector.)
- (5) The following roofing applications:
Replacement of any roofing materials (all like kind materials only);
- (6) The demolition of an existing building and/or storage sheds under ~~ever~~ three hundred (300) square feet, on an existing property;
- (7) Permit Extensions for previously approved Building Permits, provided no changes and/or alterations have been made to the permitted project.

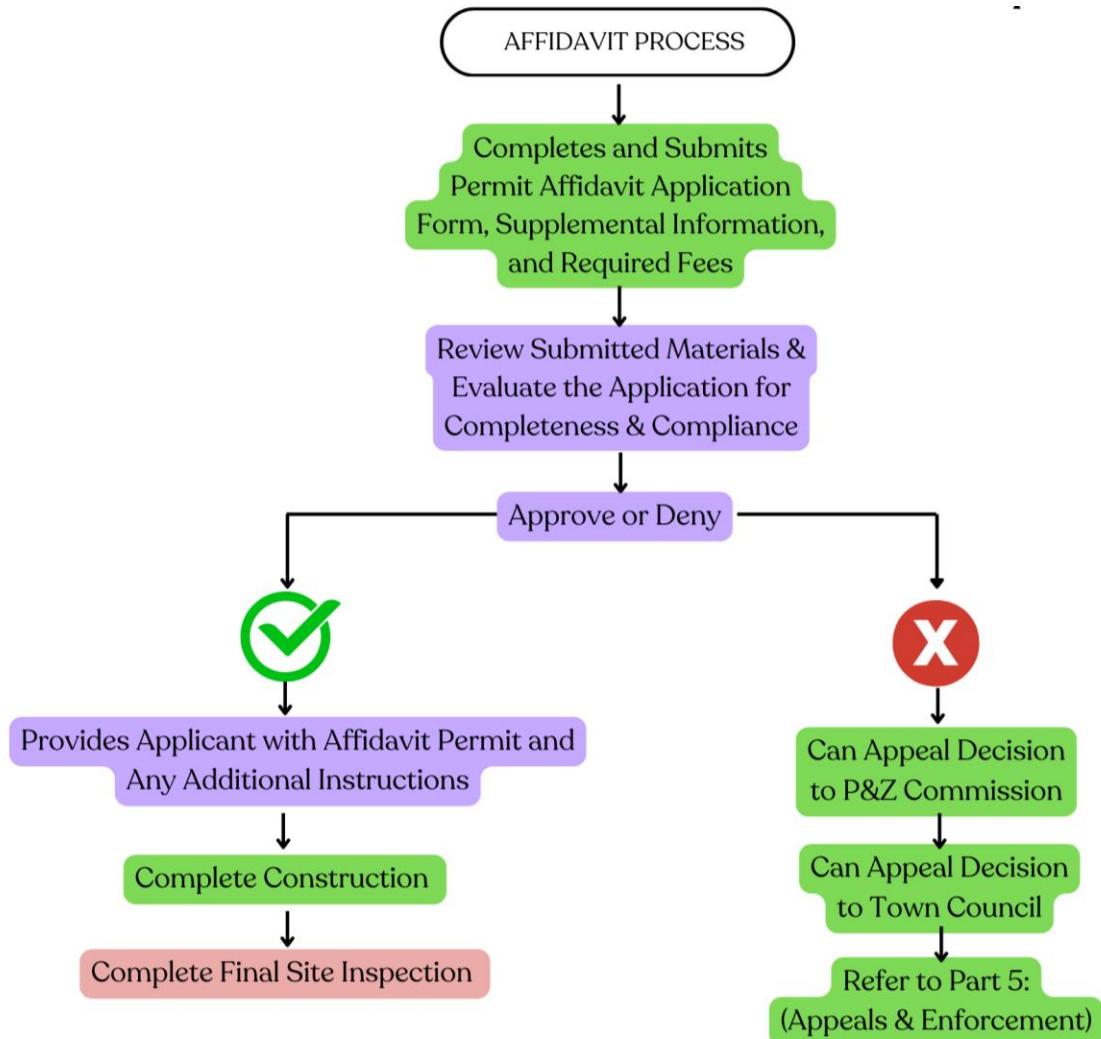
(b) The Town of Alpine will make available an affidavit application form to applicants that will require, at least, the following information from the applicant:

- (1) Date of Application;
- (2) Name of Applicant;
- (3) Authorization by landowner (if not the applicant);
- (4) Mailing address;
- (5) Contact information for telephone, fax, and e-mail address;
- (6) Legal description of the land parcel where proposed construction will take place;
- (7) Physical description of the land parcel where proposed construction will take place;
- (8) Type of Project and/or scope of the proposed site and facility improvements;
- (9) Name of Contractor;
- (10) Existing zoning designation and related permitted uses;
- (11) A site/plot plan indicating the general location of proposed improvements and the distances from the property line to the front, back and sides of proposed buildings, etc.

Legend:

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

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



Section 2-304. Required Building and Site Inspections

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

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

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

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

Section 2-305. Construction Activities

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

Section 2-306. Temporary Certificate of Occupancy

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

Issuance of Temporary Certificate of Occupancy (TCO)

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

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

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

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

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

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

(a) Conditions for Issuance.

A Certificate of Occupancy shall be issued only after:

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

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

Section 2-308 Revocation of Certificate of Occupancy.

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

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

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

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

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

Certificate of Completion shall be issued only after:

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

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

Section 2-310 Record of Certificate.

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

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

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

(a) Inspections Required.

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

(b) Compliance With Current Codes.

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

(c) Certificate Required Prior to Occupancy.

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

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

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

(d) Temporary Change of Occupancy

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

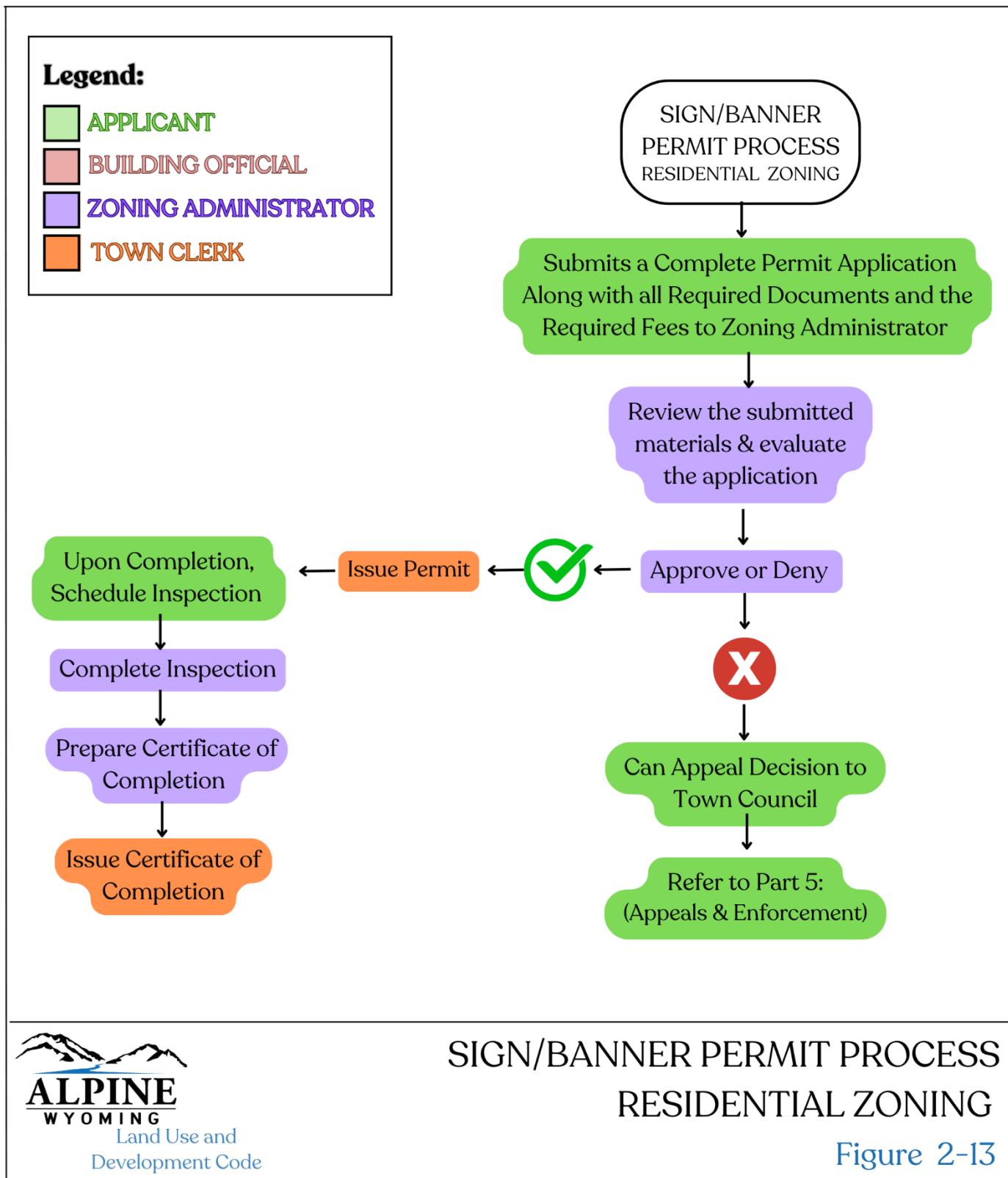
(e) Violations

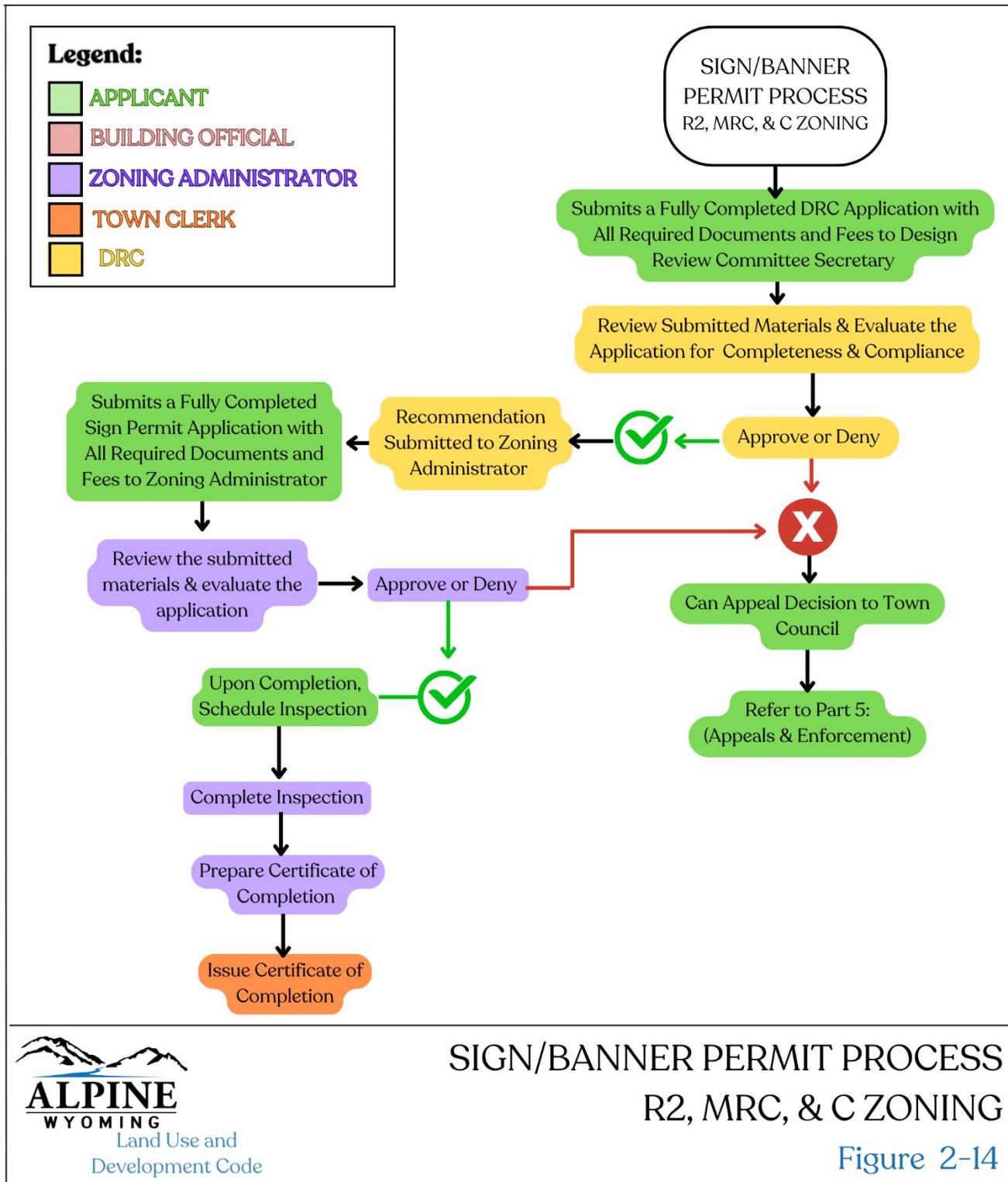
Occupying or allowing occupancy of a building or structure following a change of use or change of occupancy **without** the required certificate constitutes a violation of this Ordinance and is subject to all penalties and enforcement mechanisms provided by the Town code.

ARTICLE 2.4 SIGN PERMIT PROCESS

Section 2-401. Sign Permit Process

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





ARTICLE 2.5 BUILDING APPLICATION PROCESSING SCHEDULE

Section 2-501. Building Application Processing Schedule

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

December 30, 2025

25-13

Town of Alpine
PO Box 3070
Alpine, WY 83128
Via email: planning@alpinewy.gov

**ATTN: Gina Corson
RE: Proposal/Agreement, Alpine LUDC Update**

Gina,

As requested, this is a proposal for professional services to assist the Town of Alpine in updating its Land Use Development Code. This letter can serve as an agreement, or I am also happy to provide additional details or discuss and refine the scope of work to fit your budget.

As discussed in our initial meeting, OPS Strategies is a single-person LLC, founded in 2019 to assist communities, organizations, and landowners in meeting their goals through strategic organization, planning, and study. OPS Strategies has worked with counties, towns, school districts, nonprofits, and landowners to identify strategic solutions that align with community values, trends, and needs. Principal Alex Norton brings award-winning experience in comprehensive planning and public engagement, as well as in affordable housing, growth management, conservation development, small-area planning, land development regulation writing, organizational planning, trend monitoring and analysis, and adaptive management. Alex also has experience implementing SaaS solutions, providing the crucial bridge between practical planning needs and the software developers. Alex has lived in Jackson, Wyoming, his entire life and is available to attend meetings, workshops, and hearings in Alpine, and specializes in the unique community dynamics of living in the mountains of Wyoming.

Rian Rooney of RDR Planning is also available to assist OPS Strategies remotely for this project as a subconsultant. Rian has also worked in Jackson, as well as Ketchum, Idaho, and brings experience writing zoning district and PUD/Master Plan implementation standards in Wyoming. Our resumes are attached.

Examples of past work experience relevant to this project are listed below. We are happy to provide references for any of the projects or provide additional examples of relevant work.

- Teton County Northern South Park Master Plan Implementation Code (2024)
- Town of Jackson and Teton County LDR Cleanup amendments (2020, 2022, 2023)
- Town of Jackson and Teton County Zoning Update to Implement Comprehensive Plan (2016-2022)
- Town of Jackson and Teton County LDR Restructure (2014)
- Teton County permit database SaaS implementation and administration (2007-2018)

Thank you again for this opportunity, and please reach out with any questions.

Sincerely,



Alex Norton, AICP
Principal, OPS Strategies

PROJECT DESCRIPTION

It is my understanding that the Town of Alpine is seeking assistance in updating and digitizing its Land Use Development Code to address existing inconsistencies, improve administration, and implement the Comprehensive Plan update.

Project Summary

Task	Deliverables	Schedule	Fee
1. 2026 Permit Season Updates	<ul style="list-style-type: none">+/- 30 targeted LUDC amendments to address known inconsistencies.	March 2026	\$13,125
2. LUDC Restructure and Digitization	<ul style="list-style-type: none">Updated and restructured LUDC formatted for digitization.Advice on digitization platform.	September 2026	\$56,000
3. New Zones and Overlays	<ul style="list-style-type: none">Standards for new zones and overlays identified in the Comprehensive Plan.	September 2026	\$39,375
4. Regular Project Check-Ins	<ul style="list-style-type: none">Virtual or in-person meetings with staff.	Throughout	\$3,150

SCOPE OF SERVICES

1. Update the existing LUDC to address inconsistencies and omissions in advance of the upcoming permit season. This initial task will also familiarize OPS Strategies with the LUDC and opportunities for improvement in subsequent tasks.
 - Review the staff list of inconsistencies and desired clarifications (+/- 30 targeted amendments).
 - Draft updates.
 - Present updates to the Planning & Zoning Commission and Town Council.
2. Update the LUDC structure and administrative procedures to implement the Comprehensive Plan and format it into the structure required for third-party Software as a Service (SaaS) digitization. The updated LUDC will rely on organization and cross-references to help users easily identify the provisions applicable to a site/project while avoiding repetition that can lead to inconsistency as the LUDC is updated over time. OPS Strategies can format the code for whichever SaaS the Town selects, including working within an SaaS like enCodePlus.
 - Review the Comprehensive Plan and determine the desired administrative processes and appropriate LUDC structure options with examples from other communities.
 - Conduct public workshops with Council and/or the Planning & Zoning Commission to review administration options (1-2 workshops).
 - Restructure the existing codes for clarity, usability, and adaptability for future zones and overlays.
 - Present updates to the Planning & Zoning Commission and Town Council. (2-5 hearings).
 - Amend draft LUDC as necessary based on hearing direction.
 - Advise the Town in selecting a digital code platform and the appropriate options.
 - Digitally format the updated LUDC, with the necessary cross-references, so that the code can be digitized in enCodePlus, Municode, or another Town-selected digital code platform.
3. Create new zones and overlays to implement the Comprehensive Plan
 - Review the Comprehensive Plan to determine the new zones and or overlays needed for implementation.
 - Conduct public workshops to identify the desired standards for new and existing zones (1-2 workshops).
 - Draft new and updated zoning standards.
 - Present updates to the Planning & Zoning Commission and Town Council (2-5 hearings).
 - Amend draft zone as necessary based on hearing direction.
 - Format the new zones, with the necessary cross-references, so that the code can be digitized in enCodePlus, Municode, or another Town-selected digital code platform.

4. Regular virtual or in-person check-ins with staff to discuss the project.

EXCLUSIONS TO SCOPE OF SERVICES

The scope of services **does not** include the following:

1. Legal review of proposed regulations.
2. Attendance at 2nd and 3rd readings of ordinance adoption.
3. Printing or publishing (all products will be delivered digitally in a format acceptable to the Town).
4. Subscription to SaaS digital code service.
5. Ongoing maintenance of the digital code.

FEE AND PAYMENT TERMS

OPS Strategies will complete the scope of services on a time and materials basis at a rate of \$175 per hour, with a total project cost not to exceed **\$111,650**. You will receive an invoice at the end of each month for the work completed the previous month.

This financial agreement is based upon the prompt payment of OPS Strategies invoices and the orderly, continuous progress of the project. OPS Strategies reserves the right to stop work if invoices remain unpaid 60 days past the date of invoice. Past due invoices will be charged finance charges at a rate of 1% per month.

ADDITIONAL SERVICES

If services in addition to the proposed scope of services become necessary, I will discuss the services with you and will request your approval to perform such services on a time and materials basis or for an agreed-upon lump sum fee. I will require your approval before proceeding with additional services. Please note that revisions requested to completed work will be considered additional services.

PERFORMANCE SCHEDULE

Upon receipt of a signed agreement, OPS Strategies agrees to complete Task 1 by March 31, 2026, and Tasks 2 and 3 by September 30, 2026. Tasks 2 and 3 may run concurrently or sequentially.

If there are protracted delays for reasons beyond my control, I would expect to negotiate with you an equitable adjustment of the completion date and my compensation, taking into consideration the impact of such a delay on items including, but not limited to, reallocation of my time and changes in price indices and pay scales applicable to the period when services are in fact being rendered. Additional services, if requested, may constitute just cause for OPS Strategies to renegotiate the completion date of the services.

CLIENT RESPONSIBILITIES

As the Client, you agree to provide OPS Strategies with all pertinent and available project information and promptly inform OPS Strategies of any change in the work that pertains to the scope of services. Known information needs include:

- Planning Director's list of potential LUDC amendments.
- Editable version of the current LUDC.
- GIS files for existing property boundaries, zoning districts, and Comprehensive Plan areas.
- Adopted Comprehensive Plan, and Comprehensive Plan update process materials.

AGREEMENT

This proposal can serve as a Letter of Agreement for services. This proposal represents the understanding between you and OPS Strategies with respect to the project and may only be modified in writing signed by both parties. If

it satisfactorily sets forth your understanding of our agreement, please sign in the space provided and return a signed copy as soon as possible.

Thank you for the opportunity to submit this proposal and to be of service to you. Please call if you have any questions.

Sincerely,



Alex Norton, AICP
Principal

Proposal Accepted by: Town of Alpine
Eric Green, Mayor

(signature)

(date)



ALEX NORTON, AICP

Principal | alex@opsstrategies.com | 307-690-9892

Education

B.S., Urban and Regional Studies, Cornell University, 2006

Certifications & Trainings

American Institute of Certified Planners, 2013

Essential Facilitation, Interaction Associates, 2016

Techniques of Public Participation, IAPP, 2012

Community

Teton County Search and Rescue, 2007-today

Coach, Jackson Youth Hockey, 2006-today

Coach, Jackson Hole Youth Soccer, 2021-today

Skills

xComprehensive Planning
 xLand Development Regulation Writing
 xTechnical Writing and Presentation
 xPublic Process Design
 xFacilitation
 xOrganizational Structure
 xProject Management
 xGIS and Mapping
 xLand Use Policy
 xHousing Policy
 xTransportation Policy
 xConservation Incentives
 xNatural Resource Protections
 xSuccess Metrics
 xTrend Analysis and Projections

Relevant Experience

OPS Strategies 2019-Today

- Drafted zoning ordinances for the adoption of specific Comprehensive Plan goals in communities in ID and WY.
- Assisted communities in ID and WY with comprehensive evaluation and update of land use regulations, ensuring internal consistency, coherence, and usability.
- Facilitated and authored a strategic partnership and 4-year action plan for Teton County Search and Rescue, which is a public-private-private partnership between the Sheriff, the Search and Rescue volunteers, and a supporting non-profit foundation. Similar work done for other non-profit and B-Corp organizations.
- Co-authored housing needs assessments for numerous communities across WY, ID, CO, CA, and NV, combining local, State, and Federal data with community surveys and engagement to identify needs and strategies for meeting those needs.
- School District enrollment projections to assist in facilities planning and community growth policy.

In Partnership with LegacyWorks Group 2020-Today

- Developed a GIS model of land in Teton County, WY, for potential community conservation efforts, applying working group prioritization of community character values to publicly available datasets.
- Co-developed a [Community Wellbeing Dashboard](#) with guidance from topical community working groups to consolidate and make sense of the array of data and information available in the community.

Town of Jackson and Teton County, WY 2006-2018

- Joint Long-Range Planner for both jurisdictions.
- Administered project tracking database including SaaS migration and software company interface work, and local customizations.
- Project managed and co-authored the 2012 Jackson/Teton County Comprehensive Plan
- Managed projects to update zoning regulations and other policies to integrate and implement community goals across conservation, affordable housing, transportation, and growth management values. Awarded a National Planning Achievement Award from the American Planning Association for public engagement related to housing, parking, and natural resource protection work.
- Developed the Jackson/Teton County Indicator Report methodology and presentation, which was turned into a [dashboard](#) in 2024 by OPS Strategies and LegacyWorks Group.

RIAN ROONEY

he, him, his / rdrplanning@gmail.com / 203.448.6248 / New York, NY

Employment

City of Ketchum, ID Housing Dept., Program and Policy Strategist (Contract)

Research and design housing development and preservation incentive programs. Coordinate with local planning departments on review of affordable housing zoning regulations and development applications. Managed production of and presented an Analysis of Impediments to Fair Housing Choice for Blaine County, led zoning and land use analysis section. Apply for grant funding, develop educational materials, lead data and research efforts.

Remote
8/2022 - Present

Teton County, WY Planning Dept., Independent Planning Consultant (Contract)

Coordinated with stakeholders and drafted new zoning regulations and implementation mechanism to enable development of an 1,800 unit neighborhood of market + affordable housing neighborhood. Supported staff in review of related planning applications.

Remote
7/2022 - 3/2024

Teton County, WY Planning Dept., Associate + Senior Long Range Planner

Promoted to Senior Long Range Planner in under two years. Developed amendments to zoning map and land development regulations, reflecting stakeholder engagement and technical analysis to achieve policy goals. Reviewed and presented recommendations on applications to elected officials. Produced and presented annual indicator report to analyze community trends. Administered Teton County conservation easements and engaged with property owners.

Jackson, WY
2/2020 - 5/2022

City of Newton Planning & Development Dept., Planning and Zoning Intern

Drafted a new zoning map for a citywide update using ArcGIS and Adobe Creative Suite. Developed an Excel model to test and analyze development impacts and outcomes of new code. Presented maps and research to staff and city councilors.

Newton, MA
6/2018 - 6/2019

Education

Harvard University, Graduate School of Design

Master in Urban Planning, with Distinction

Cambridge, MA
Graduated 2019

Columbia University, Columbia College

Bachelor of Arts, Architecture, Cum Laude

New York, NY
Graduated 2012

Experience

Wright-Ingraham Institute, Field Stations Fellow

Participated in an integrative landscape and sustainability workshop in Colombia. Researched land use, property relations, and extractive industries in rural areas and produced report summarizing findings and observations.

Colombia
7/2019 - 8/2019

Harvard Graduate School of Design, Graduate Researcher

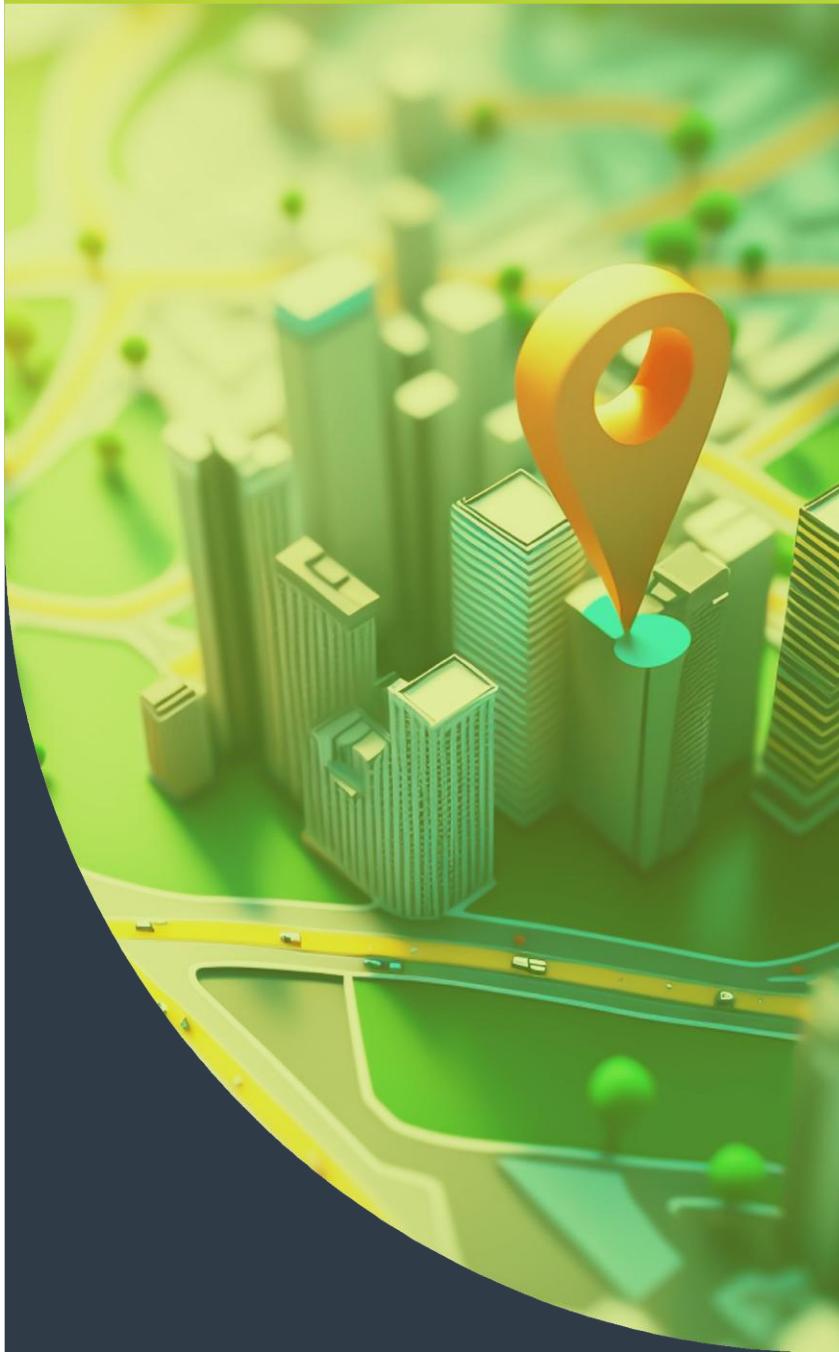
Conducted field research in Mexico on wind energy development. Produced a community-scale proposal for energy security and local, rural development that was presented at a symposium and published in a university publication in May 2019.

Oaxaca, MX
5/2018 - 5/2019

Professional Services Proposal for the
Land Use and Development Code
(LUDC) Update

Town of Alpine, Wyoming

December 22, 2025



Prepared by
Kendig Keast Collaborative

Point of Contact:

Bret C. Keast, AICP, CEO
281.989.8792
bret@kendigkeast.com



KENDIG KEAST
COLLABORATIVE



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Firm Profile

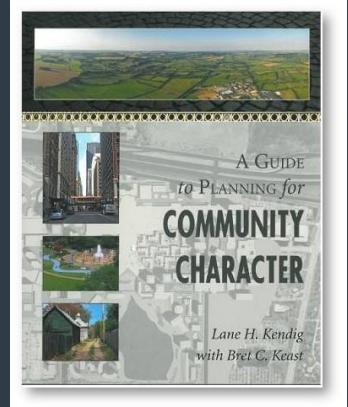
On behalf of Kendig Keast Collaborative (KKC), we are pleased to respond to the Town's request for proposal to facilitate the process of updating the Land Use and Development Code consistent with the Master Plan. This response demonstrates how our credentials, relevant experience, professional tools and techniques, and personal demeanor and leadership skills can help Alpine achieve the objectives and outcomes it seeks.

Zoning and Land Development Code Services

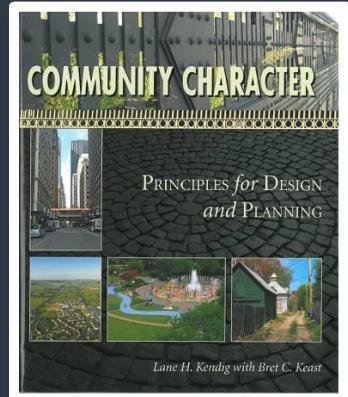
KKC's implementation and regulatory practice includes evaluating, drafting, and amending consensus-based land development regulations. Through thorough analysis and close attention to community input, we tailor regulatory strategies to achieve specific desired outcomes and foster sensitive site design and creative development practices. This sometimes requires interim ordinances to ensure protection of community character or resources while permanent regulations are drafted. KKC also has developed model codes for specific purposes which are then adapted by a variety of jurisdictions. Our principals and senior staff have also drafted proposed zoning amendments on behalf of private-sector clients who seek to develop or redevelop property in progressive ways that are not permitted under existing zoning regulations in a particular community.

Of course, plan implementation is more than regulation. Our practice also includes such non-regulatory measures as creating frameworks for interlocal agreements, public-private partnerships, and transfer or purchase of development rights systems:

- **Code Evaluations and Performance Assessments** to identify gaps and shortcomings in existing regulations and recommend new and enhanced provisions which ensure that the plan and code will work hand-in-hand.
- **Code Drafting** to assist jurisdictions to craft first-time zoning ordinances and other regulatory measures that will win public acceptance while still being effective and within the community's capacity to implement.
- **Zoning District Map** for the review, preparation, and revisions in the wake of a new or updated Master Plan, and to implement new regulatory strategies in targeted locations.
- **Facilitation of Code Drafting and Amendment Processes** to engage community leaders and stakeholders effectively and ensure that potential code amendments and enhancements are on target and likely to be accepted.
- **Guidance and Support** for various other aspects of implementation besides regulation, including annexation strategy, capital improvements planning, public financing vehicles, external grant opportunities, and inter-agency and public/private partnerships.
- **Commission, Board, and Administration Training** for elected and appointed officials and city staff who are responsible for development review, ordinance and zoning administration, and meeting facilitation.



Kendig Keast Collaborative is a leader in articulating and advancing comprehensive strategies to define, protect, and enhance community character.



OUR CODE DRAFTING EXPERIENCE

Aberdeen, SD	Dunedin, Florida	Lake Villa, IL	Portage, MI
Adams County, CO	Durango, CO	Lake Zurich, IL	Quakertown Area, PA
Altus, OK	Early, Texas	Langhorne Borough, PA	Queen Anne's County, MD
Amarillo, TX	Edinburg, TX	League City, TX	Redmond, WA
Angleton, TX	El Campo, TX	Leesburg, VA	Richmond, TX
Ankeny, IA	El Lago, TX	Lindenhurst, IL	Riverwoods, IL
Aspen, CO	Elizabethtown, KY	Littleton, CO	Rosenberg, TX
Bainbridge Township, OH	Falmouth, ME	Los Fresnos, TX	Sandy, UT
Baytown, TX	Farmington, NM	Loudoun County, VA	Sarasota County, FL
Beaufort County, SC	Flagstaff, AZ	Lubbock, TX	Savannah/Chatham Co, GA
Bedford, TX	Florence, SC	Machesney Park, IL	Seabrook, TX
Bellaire, TX	Frederick County, MD	Magnolia, TX	Seguin, TX
Beloit, WI	Freeport, TX	Manhattan, KS	Sellersville Planned
Black Mountain, NC	Fremont, NE	Marshalltown, IA	Development, PA
Blythewood, SC	Fulshear, TX	Marvin, NC	Shenandoah, TX
Borger, TX	Galveston, TX	McAllen, TX	Sioux City, IA
Bossier City-Parish, LA	Georgetown, TX	McComb, MS	Sleepy Hollow, IL
Brevard County, FL	Gillette, WY	McCormick County, SC	Slidell, LA
Broken Arrow, OK	Glenpool, OK	Meadows Place, TX	Springfield Township, PA
Brownsville, TX	Good Hope, AL	Michigan City, IN	Stafford, TX
Buckingham Township, PA	Granbury, TX	Middletown Township, PA	St. Croix County, WI
Carbondale, CO	Granville County, NC	Milwaukee, WI	St. Mary Parish, LA
Castle Pines, CO	Grants Pass, OR	Mineral Wells, TX	Sugar Land, TX
Cedar Park, TX	Greensboro, NC	Moab, UT	Sweetwater, TX
Centennial, CO	Greenville County, SC	Monroe, OH	Tangipahoa Parish, LA
Charleston County, SC	Groton, CT	Monroe County, FL	Topeka-Shawnee County, KS
Chattahoochee Hill	Grundy County, IL	Montgomery, TX	Town and Country, MO
Country, GA	Gunnison, CO	Morgan City, LA	Travelers Rest, SC
Chesterfield, MO	Harrisburg, NC	Nassau Bay, TX	Tullytown Borough, PA
Chesterfield County, VA	Harrisonburg, VA	New Albany, IN	Upper Southampton Twp, PA
Chicago, IL	Hays, KS	New Britain Township, PA	Valparaiso, IN
Cibolo, TX	Hedwig Village, TX	New Castle County, DE	Vinton, TX
Cincinnati, OH	Highland Park, TX	New Haven, CT	West University Place, TX
Clovis, NM	Highlands Commission, NJ	Newton County, GA	Westminster, CO
College Station, TX	Hillsborough County, FL	Northville Township, MI	Wharton, TX
Columbus, NE	Hitchcock, TX	Oakland, IA	Williams, CA
Commerce City, CO	Houston, TX	Oklahoma City, OK	Williamson County, TN
Copperas Cove, TX	Indian Creek, IL	Olathe, KS	Winter Park, CO
Corpus Christi, TX	Iowa Colony, TX	Oswego, IL	Zachary, LA
Covington, KY	Jacksonville, FL	Penndel Borough, PA	
Cortez, CO	Jefferson County, WV	Pennridge Area, PA	
Crystal Lake, IL	Jersey Village, TX	Perkasie Borough, PA	
Cuero, TX	Kansas City, KS	Pflugerville, TX	
DCA/DNR, FL	Kerrville, TX	Pinelands Commission, NJ	
Davie, FL	Kings Mountain, NC	Plainview, TX	
Dayton, TX	Kootenai County, ID	Pleasanton, TX	
Denver, CO	La Plata County, CO	Polk County, IA	
Dickinson, TX	Lake Charles, LA	Ponca City, OK	
	Lake County, IL		

Introduction

CLIENT REVIEWS

"KKC is a terrific firm of passionate, experienced, and thoughtful planners and plan implementers. They are a pleasure to work with, and their work products are excellent. I would be pleased to recommend them for any planning or plan implementation project."

Honorable Henry Martinez
Former Mayor
City of Zachary, LA

"KKC was extremely knowledgeable on the subject, innovative, efficient and professional. The written materials presented to [Stafford] City Council and P&Z were of the highest quality."

Barkley Peschel
Former Vice President Greater
Fort Bend Economic Development
Council
Sugar Land, TX

The Town of Alpine seeks a clear, user-friendly Land Use and Development Code (LUDC) that directly supports the community's vision and the goals of its forthcoming Master Plan. As Alpine continues to grow and adapt to changing development pressures, this project will preserve the strengths of the existing regulations while crafting new tools that protect Alpine's small-town character, natural setting, and high quality of life. The resulting code will be practical, easy to navigate, and grounded in the realities of Alpine—ensuring development aligns with community values and supports the town's long-term livability and economic vitality.

OUR PHILOSOPHY

The philosophy of Kendig Keast Collaborative (KKC) is simple: provide tailored, forward-thinking, and practical solutions to implement the community vision and solve the challenges confronting the Town of Alpine. The focus of our work will be the issues discovered through the master plan engagement processes, observed through reconnaissance and field study, and learned from our detailed assessment of the code and how it has performed to date. In addition:

- ◆ User-friendliness is first and foremost among the goals of the project. The code must result in processes that are timely, effective, equitable, and understandable. The code must be well-organized, sufficiently thorough and articulate, and written in plain English and in a manner that is easy to interpret and apply.
- ◆ The final product must be readily accessible, intuitive for layperson users, and made available in an interactive, online format.
- ◆ The new regulations must continue the diligence to achieve quality, affordable development that is enduring and responsible.
- ◆ The code should be definitive to elicit certainty and predictability, yet sufficiently flexible to accommodate site conditions and constraints, and other common considerations.

COORDINATION WITH CUSHING TERRELL

The Development Code Update will be closely coordinated with the Town's Master Plan effort currently being prepared by Cushing Terrell (CT). Because the Master Plan will establish the community's long-range vision, land use framework, and policy direction, the Code Update—whether the Town selects Option 1 (Constrained Update) or Option 2 (Full Rewrite)—must align with and support the emerging goals, themes, and recommendations of the Master Plan.

KKC's approach ensures that both projects—Plan and Code—advance in a complementary, synchronized, and mutually reinforcing manner.

Shared Understanding of Roles and Deliverables

- > *Cushing Terrell* would be responsible for:
 - Development of the Town Master Plan, including vision, guiding principles, land use policy framework, growth concepts, mobility and infrastructure considerations, and implementation strategies.
 - Public engagement, stakeholder interviews, and community outreach connected to long-range planning.
 - Preparation of the Future Land Use Map and related policy diagrams.
- > *Kendig Keast Collaborative* would be responsible for:
 - Updating or rewriting the LUDC to implement the policy directions established in the Master Plan.
 - Strengthening procedures, districts, standards, and development review processes.
 - Ensuring consistency, defensibility, and usability of the regulatory framework.
 - Drafting zoning and development standards that reflect Alpine's desired long-term small-town character and growth patterns.

Coordination Strategy

- > *Regular Inter-Consultant Coordination Meetings.* KKC and CT will meet at key milestones to:
 - Share progress updates;
 - Confirm points of alignment between the Master Plan and the LUDC;
 - Coordinate schedules and deliverables; and
 - Review emerging recommendations and identify regulatory implications early.

These meetings would be held virtually.

- > *Sharing of Technical Background and Analysis.* KKC would make use of Cushing Terrell's:
 - Growth projections;
 - Land capacity analyses;
 - Infrastructure considerations;
 - Community values and themes;
 - Buildout assumptions; and
 - Engagement findings (where appropriate).

This minimizes duplication, reduces cost, and ensures one unified foundation for regulatory and policy decisions.

- > *Schedule and Deliverable Alignment.* The Code Update schedule will be coordinated with Cushing Terrell's deliverable timeline.



PROJECT UNDERSTANDING

Alpine is at a pivotal moment. As the fastest-growing community in Wyoming, Alpine is experiencing escalating development pressure from the Jackson/Teton region while striving to preserve its small-town character, natural setting, and sense of community identity.

Residents and Town leadership expressed a clear message in our discussions:

“Alpine wants to remain a community where families can thrive, neighbors know each other, and growth enhances—rather than erodes—our sense of place.”

The Town’s Land Use & Development Code (LUDC)—originally written nearly 20 years ago and amended many times since—no longer provides the clarity, predictability, or modern structure needed to manage this growth effectively. Many sections of the code are internally inconsistent, overly discretionary, or lacking essential standards needed for defensible decision-making. These concerns were thoroughly documented in the KKC Observations & Resolutions review, including:

- ◆ *Overlapping authority and ambiguous administrative roles* between P&Z, Zoning Administrator, Building Official, and Design Review Committee (DRC).
- ◆ *Missing or vague procedures* (no completeness checks, shot clocks, or aligned process diagrams).
- ◆ *Broad, subjective approval criteria* that lack legally defensible findings.
- ◆ *PUD requirements and zoning structure* that create unnecessary layers of review and unpredictable outcomes.
- ◆ *Lack of a consolidated use table and dimensional table*, resulting in incomplete or contradictory regulations.
- ◆ *Inadequate design standards*, wildfire overlay standards, buffering requirements, and modern development expectations.
- ◆ *Split subdivision standards* that require applicants to jump between Parts 2 and 4 of the LUDC.

Alpine’s leadership emphasized the dual realities shaping this project:

- ◆ *The Town needs to adopt meaningful improvements before the 2026 building season.* Development activity is increasing, and the Town requires clearer, more defensible tools for evaluating applications and guiding growth.
- ◆ *The Town has finite capacity and a limited budget cycle.* A complete rewrite of the LUDC is a sizeable investment that will likely require funding from outside sources.

The LUDC must serve as a tool that supports daily administration by Town staff and appointed officials. Planning and zoning administration in small communities works best when procedures are clear, roles are unambiguous, regulations are internally consistent, and expectations are easy to communicate. The current LUDC places an unnecessary burden on the Town by requiring interpretation across multiple sections, leaving key standards unstated, and lacking the diagrams, cross-references, and usability features expected in a modern code.

By reorganizing the code into a logical hierarchy; consolidating related standards; clarifying roles for P&Z, the Zoning Administrator, the Building Official, and the Design Review Committee; and employing an accessible, plain-language structure, the revised LUDC will become a day-to-day management tool rather than a barrier. Ultimately, the updated code will help Alpine make faster, more consistent decisions, reduce conflicts at the counter and in hearings, and provide a stronger foundation for the thoughtful, community-supported growth the Town envisions.

Small-Town Scale at the Edge of the Jackson Influence

“While Alpine remains a small, close-knit community, its proximity to Jackson Hole influences housing prices, second-home development, and market expectations. Zoning standards must carefully manage this tension—supporting local needs and affordability while avoiding unintended suburbanization or resort-style development inconsistent with Alpine’s character.”

Project Approach

Alpine desires a clearly organized, plainly written, and user-friendly Land Use & Development Code that serves residents, applicants, staff, and decision-makers alike. The updated regulations must align with the Town's Master Plan, translate its policies into practical standards, and provide the tools needed to guide growth in a way that preserves Alpine's small-town character and extraordinary natural setting.

As one of the fastest-growing communities in Wyoming, Alpine requires development regulations that offer clarity, predictability, and modern structure—ensuring that land-use decisions are consistent, defensible, and easy to administer. These updates will strengthen the readability, usefulness, and effectiveness of the LUDC, helping Alpine manage increasing development pressure while protecting the qualities that make it a desirable and distinctive mountain community.

Because of the above-described practical constraints, the Scope of Services is organized into two distinct options. Each option meets different objectives, timelines, and budget levels. The Town may select either option for 2026—or choose a hybrid of the two options. We're committed to working with the Town to meet its needs.

OPTION 1: CONSTRAINED UPDATE

Targeted Amendments within the Current Code Structure

Option 1 focuses on urgent, high-priority corrections and clarifications that can be made within the existing LUDC structure and numbering. This option is specifically designed to address immediate needs before the 2026 building season and to improve the clarity, consistency, and functionality of the current Code.

When to Choose Option 1:

- > The Town has limited budget capacity for 2026.
- > The Town needs immediate improvements but is not prepared to undertake a full rewrite.
- > Staff need clearer procedures, roles, and standards now.
- > The timing of outside funding may not align with the Town's 2026 timeline.

What Option 1 includes:

- > Fixing inconsistencies, errors, and conflicting language.
- > Clarifying roles and responsibilities in Part 1, General Provisions.
- > Updating procedures and adding completeness checks.
- > Replacing vague approval criteria with objective standards.
- > Updating variance and protest procedures per Wyoming law.
- > Introducing interim design, buffering, access, and wildfire-related text.
- > Strengthening development review pathways using the existing Article 2, Procedures structure.
- > Drafting targeted interim ordinances that can be adopted quickly.

What Option 1 does not include:

- > Reorganizing Parts, Articles, or Sections.
- > Introducing new zoning districts or overlays (beyond interim text).
- > Creating a Unified Use Table or Unified Dimensional Table.
- > Rewriting subdivision, infrastructure, or design standards.
- > Adding graphics, tables, diagrams, or illustrations.
- > Reformatting or restructuring the LUDC.

Option 1 is intentionally limited in scope and cost, providing Alpine with rapid, targeted improvements that strengthen day-to-day administration and decision-making.

OPTION 2: FULL REWRITE AND REORGANIZATION

Build the modern Development Code Alpine needs for the next 20+ years

Option 2 is a comprehensive restructuring and rewriting of the LUDC to create an intuitive, modern, graphically supported, and user-friendly regulatory framework.

When to Choose Option 2:

- > The Town wants a long-term solution rather than incremental fixes.
- > Leadership seeks a Code that reflects Alpine's desired development patterns and character.
- > The Town wants improved usability for residents, staff, developers, and decision-makers.
- > The Town is ready to invest in a complete overhaul of the regulatory structure.

What Option 2 includes:

- > Reorganizing and renumbering the LUDC.
- > Consolidating definitions into a single section.
- > Creating a Unified Use Table and Unified Dimensional Standards Table.
- > Modernizing zoning districts and introducing new overlays as needed.
- > Developing a Wildland–Urban Interface (WUI) Overlay.
- > Overhauling PUD standards and integrating connectivity, block structure, and open space requirements.
- > Creating modern commercial, mixed-use, and residential design standards tailored for Alpine.
- > Rewriting subdivision and infrastructure standards as a coherent system.
- > Integrating diagrams, tables, illustrations, and graphics.
- > Aligning the zoning map with updated districts and policies.
- > Preparing a modernized enCodePlus version of the final Code.

Why Option 2 can be pursued over more than one budget year:

A full zoning ordinance rewrite is a comprehensive effort that benefits from being structured in phases. The Town may elect to advance the most significant policy and structural reforms in 2026, followed by refinement of lower-priority, technical, or implementation-focused items in 2027. This phased approach reflects the scope and complexity of a full rewrite, which requires:

- > More drafting time;
- > Multiple rounds of committee and Council review;
- > GIS and mapping support;
- > Professional graphics and usability design; and
- > Thoughtful implementation and transition planning.

Under this approach, the Town can address its highest-impact needs first while distributing cost, staff workload, and decision-making across more than one budget year. This allows Option 2 to move forward deliberately without delaying meaningful reform.

SERVICE DELIVERY

APPROACH

- ◆ Provision of monthly progress reports describing the project status and documenting significant work accomplished and scheduled activities.
- ◆ Preparation of a project schedule that ensures steady progress while assuring adequate time for involvement and meaningful review prior to the public hearings.
- ◆ Timely submittal of deliverables in strict adherence with the project schedule.
- ◆ Design of an iterative process whereby draft deliverables are prepared, reviewed, and discussed individually at public meetings. Therefore, the plan is drafted in a step-wise process.
- ◆ An initial discovery and reconnaissance phase to document key community issues and discovered through intensive public involvement and consultant reconnaissance.
- ◆ A Town Council briefing midway through the project to provide a status report and allow dialogue about the direction and outcomes of the plan.

How the Two Options Relate to Each Other

- > **Option 1** stands on its own as a functional code improvement effort. If Alpine selects Option 1 for 2026, all corrections and clarifications made may carry forward into Option 2 without duplication of effort.
- > **Option 2** is a more robust alternative that provides a long-term regulatory structure. If Alpine selects Option 2 immediately, Option 1 is not needed.

Both options support Alpine's commitment to managing growth thoughtfully, protecting community character, and improving the predictability and usability of its development regulations.

SUMMARY TABLE: CONSTRAINED VS. FULL REWRITE

Task / Scope Element	Constrained Program	Full Rewrite
Edit existing LUDC format	✓	—
Reorganize & renumber LUDC	—	✓
Immediate corrections & clarifications	✓	✓
Interim Ordinances	✓	(superseded later)
New procedural improvements	✓ (within existing format)	✓ (fully integrated)
Unified Use Table	—	✓
Unified Dimensional Table	—	✓
New zoning districts / district rewrite	—	✓
New design standards	Limited (interim only)	✓
PUD reforms	Limited (stopgap fixes)	✓ Full framework
WUI/Wildfire overlay	Minimal placeholder	✓ Comprehensive
Graphics, diagrams, tables	—	✓
enCodePlus web-published code	Light updates	Full modernization

Scope of Services

Effective development codes closely meld the intimate knowledge of staff with the resources and experience of objective advisors, balanced by resident oversight and good leadership. The process must be participatory, transparent, and open-minded, while being practical and mindful of reality.

The LUDC Update will be written and facilitated by the planners, urban designers, certified economic developer, redevelopment specialist, modelers, illustrators and facilitators who offer municipal planning backgrounds and deep ordinance drafting and administration experience.

The following scope of services reflects our immense experience and is designed to produce a code that are visionary yet practical, achievable and understandable. The code will be developed in a cloud-based platform (Option 2) that will be shared with staff to monitor progress, provide edits and comments, and enable web publishing at key milestones in the process. Upon adoption, the LUDC will be in an online, interactive format that is custom-designed for its users and administrators and fully editable for subsequent updates and amendments.

ADD-ALTERNATE SCOPE: ADDITION OF WEB-BASED PLATFORM FOR OPTION 1

The scope of services outlines two options: Option 1 without, and Option 2 with, an online interactive platform. On an add-alternate basis, enCodePlus may also be deployed as part of Option 1. This would provide the Town with a modern, web-based platform for publishing and maintaining the updated LUDC, ensuring that all provisions are intuitively organized, fully searchable, and accessible to the public.

The add-alternate would include:

- > Configuration of the Town's dedicated enCodePlus code environment;
- > Branded templates featuring Alpine's logo, colors, and imagery;
- > Dynamic hyperlinked cross-references throughout the LUDC;
- > Integrated graphics, tables, and diagrams for improved clarity;
- > Optional modules such as the Archive Manager and online application pathways; and
- > Initial training and support for staff to manage the platform.

This approach would allow Alpine to achieve immediate improvements in usability, transparency, and public access while deferring the larger investment associated with a full Platform Option (Option 2) to a later phase if desired.

ENCODEPLUS CLIENT SITES:

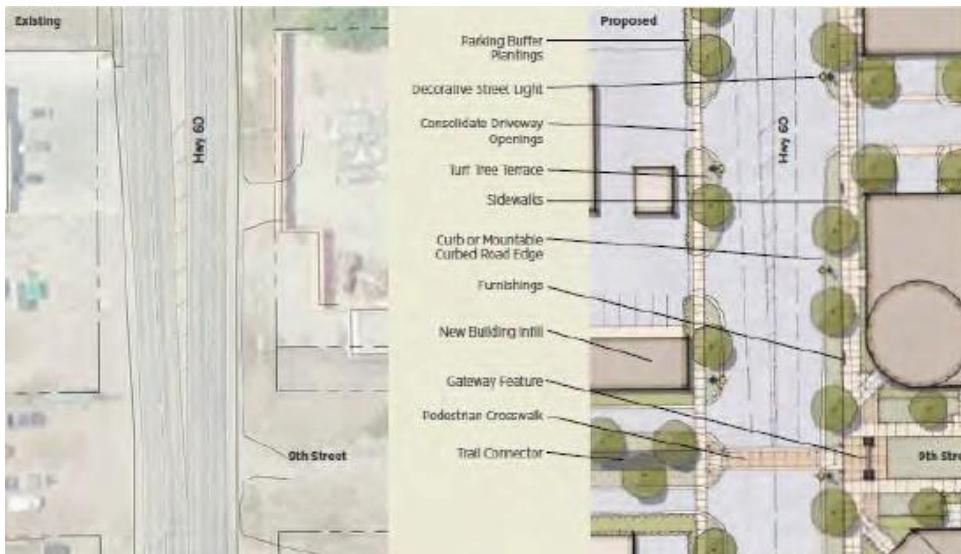
Gillette, WY City Code
<https://online.encodeplus.com/regs/gillette-wy/>

Castle Pine, CO
<https://online.encodeplus.com/regs/castlepines-co/>

Durango, CO
<https://online.encodeplus.com/regs/durango-co/>

Littleton, CO
<https://online.encodeplus.com/regs/littleton-co/>

Winter Park, CO
<https://online.encodeplus.com/regs/winterpark-co/>



OPTIONAL – COMMUNITY CHARACTER WORKSHOP

KKC would facilitate a focused design workshop to help the Town identify desired small-town character outcomes and translate those preferences into clear, implementable zoning standards. The workshop would provide a visual, interactive forum for exploring alternatives and testing how proposed standards would function on real sites within the community.

Workshop Components:

- » *Visual Preference + Character Mapping:* Identify preferred building forms, streetscapes, transitions, and broader neighborhood character through curated images and mapping exercises.
- » *Scenario Sketching + Site Tests:* Illustrate potential build-out options, building form considerations, and circulation patterns using a priority site in town to evaluate how zoning choices influence outcomes.
- » *Design Standards Discussion:* Explore dimensional standards, frontage types, building massing, parking placement, and development quality to determine which tools best achieve the desired character.
- » *Summary Memorandum:* Provide a concise summary of workshop findings, visuals, and recommended design directions to guide drafting of updated zoning standards.

By grounding zoning decisions in a shared understanding of community character, the workshop will equip the Town with clear, consensus-driven direction for the LUDC update. The resulting guidance will ensure that future development aligns with the community's values, strengthens local identity, and supports a more predictable and effective regulatory framework moving forward.

TASK 1. PROJECT INITIATION + ORIENTATION

Included in Option 1 and Option 2

Task 1 launches the project by establishing expectations, confirming objectives, and setting up the coordination structure needed to guide the code update effort from start to finish.

- > **Kickoff Meeting:** A virtual kickoff session with a Code Advisory Team (CAT) made up of the Mayor, Planning & Zoning Administrator and Commission Chair, Design Review Committee Chair, Public Works Director, Ordinance Enforcement Officer and KKC to:
 - Confirm goals across the applicable Option.
 - Identify the specific issues that must be resolved prior to the 2026 building season.
 - Establish communication protocols and meeting schedules.
 - Review staff's internal improvement list and the findings from the Observations & Resolutions.
- > **On-Site Reconnaissance.** Concurrent with Tasks 2 and 3, KKC will conduct an on-site field reconnaissance visit to observe existing land use patterns, development conditions, circulation and access issues, subdivision layouts, environmental constraints, and the visual and physical character that defines Alpine. This on-the-ground assessment will help verify where the current LUDC succeeds, where it creates friction, and where regulatory improvements are most needed to support the Town's goals. Key components of this reconnaissance effort include:
 - *Orientation Tour:* Guided by Town staff, highlighting areas of current development pressure, known problem sites, and locations where existing Code language creates interpretation challenges.
 - *Evaluation of Key Corridors & Nodes:* Examination of U.S. Highway 26/89 corridors, commercial nodes, mixed-use areas, legacy subdivisions, and redevelopment opportunities.
 - *Neighborhood Pattern Assessment:* Review of housing diversity, block patterns, lot sizes, setbacks, transitions, and compatibility issues between residential and non-residential areas.
 - *Environmental & Hazard Context:* Field observation of wildfire-prone areas, steep slopes, riparian zones, drainage concerns, and other environmental features that influence regulatory standards and overlays.
 - *Subdivision and Infrastructure Issues:* Observation of street design, connectivity limitations, snow storage practices, parking patterns, and utility coordination.
 - *Photographic Documentation:* KKC will capture representative photographs to support drafting of standards and to illustrate issues noted in the Diagnostic Review.

TASK 2. DIAGNOSTIC REVIEW + PRIORITY RESOLUTIONS

Included in Option 1 and Expanded in Option 2

Task 2 identifies issues, gaps, and inconsistencies in the current LUDC and establishes the priority corrections needed to improve clarity, defensibility, and administration.

> **Option 1 Focus:**

- Identify conflicts, inconsistencies, and missing procedures that can be corrected within the existing code format.
- Review administrative roles and responsibilities in Part 1, General Provisions.
- Evaluate procedural gaps in Article 2.2, General Development Review and Approval Process.
- Identify outdated or subjective approval criteria.
- Document immediate corrections needed for development quality, transitions, and wildfire sensitivity.

> **Option 2 Expansion:**

- Identify deeper structural issues that require reorganization.
- Document opportunities for new districts, tables, overlays, and unified standards.
- Define long-term modernization needs.

TASK 3. AMENDMENTS MATRIX / ANNOTATED OUTLINE

Amendment Matrix in Option 1 and Annotated Outline in Option 2

Task 3 defines the structure of the Code updates—either by mapping targeted amendments within the current LUDC (Option 1) or by outlining a reorganized framework for a full rewrite (Option 2).

> **Subtasks:**

- Validate whether targeted amendments (Option 1) or a full structural reorganization (Option 2) best supports the Town's objectives.
- Prepare a refined hierarchy of articles and sections aligned with the selected approach, as needed.
- Identify where existing provisions will be retained, revised, consolidated, relocated, or replaced (Option 2).
- Specify where diagrams, dimensional tables, use matrices, or process charts will strengthen readability and consistency.
- Deliver a concise framework summarizing the organization, rationale, and implications for drafting.

TASK 4. INTERIM AMENDMENTS (NEAR-TERM PRIORITY FIXES)

Included in Option 1 and Option 2

Task 4 develops interim amendments that correct priority issues quickly, strengthening the LUDC ahead of the coming development cycle.

> **Interim Amendments:** Draft amendments addressing:

- Clarified administrative roles;
- Updated procedural steps;
- Legal compliance updates;
- Interim design and buffering standards;
- Temporary wildfire-oriented provisions; and
- Improved approval criteria and decision standards.

TASK 5. WEB-BASED PLATFORM

Add-Alternate in Option 1 and Included in Option 2

Under Option 2, the project includes deployment of the full enCodePlus online platform to host, manage, and maintain the updated LUDC in a modern, accessible, interactive environment. This task encompasses the full configuration of the Town's digital code environment, advanced usability tools, premium modules, and ongoing platform support.

> **Core Platform Development:**

- Full configuration and launch of the Town's enCodePlus environment.
- Migration and publication of the updated LUDC in an interactive, web-based format.
- Integrated hosting, ongoing support, and cloud infrastructure management.

Deliverables:

- *Diagnostic Review Memorandum (Option 1).*
- *Structural Reform Recommendations (Option 2).*

Meetings:

- *CAT Meeting #2 (on-site).*

Deliverables:

- *Diagnostic Review Memorandum (Option 1).*
- *Structural Reform Recommendations (Option 2).*

Meetings:

- *CAT Meeting #2 (on-site).*

Deliverables:

- *Draft Interim Ordinance.*

Meetings:

- *CAT Meeting #3 (virtual).*

Web Content Accessibility
Guidelines (WCAG) compliance is required under federal accessibility mandates, including the Americans with Disabilities Act (ADA) and Section 508 of the Rehabilitation Act, which apply to publicly accessible digital content. Because zoning and municipal codes function as legal documents and interactive tools, conformance with WCAG 2.1 AA ensures lawful public access, reduces risk, and supports equitable use by all residents.

- > **Advanced Navigation & Usability Tools:**
 - Dynamic hyperlinked cross-references across all chapters, sections, and definitions
 - Interactive tables, expandable sections, and embedded graphics for improved clarity
 - Mobile-responsive design for use across all device types
- > **Branding & Customization:**
 - Customized site template incorporating Alpine's branding, logo, colors, and imagery
 - Configurable landing pages, feature panels, and quick-access tools
- > **Accessibility & Compliance:**
 - WCAG-compliant code publication and user interface
 - Ongoing accessibility monitoring and remediation coverage (\$500 annually)
- > **Training & Ongoing Support:**
 - Dedicated client support, help desk access, and regular platform enhancements
- > **Premium Features (Add-Alternate Enhancements):**
 - *AI Assistant* for natural-language code inquiries and fast interpretation of standards
 - *GeoZone / GIS Integration* for parcel lookups, mapped zoning districts, overlays, and linked standards
 - *Parcel Potential Tool* for density, yield, and development capacity analysis
 - *Land Use Lookup Tool* for determining permitted, conditional, and accessory uses by district
 - *Zoning Navigator* providing interactive, district-specific summaries, linked standards, and simplified user pathways
 - *AppTrak+* for application tracking, status visibility, and integrated communication throughout the review process
 - *Development Calculators* for building height, lot coverage, parking, open space, density, and other quantitative standards
 - *Content Assembler* to automate the creation of staff reports, determinations, notices, and other standard documents.

TASK 6. CODE DRAFTING

Amendments in Option 1 and Modules in Option 2

Task 5 develops the revised Code text—whether focused amendments or comprehensive modules—based on the direction established in prior tasks.

- > **Option 1:** Produce line-in/line-out edits to the existing LUDC—no reorganization—and prepare integrated amendment text for adoption.
- > **Option 2:** Produce rewritten code modules covering administration, procedures, zoning districts, development standards, subdivision standards, definitions, and overlays.

TASK 7. ZONING MAP MODERNIZATION

Add-Alternate in Option 1 and Included in Option 2

Task 6 provides recommended zoning map refinements or a complete map modernization aligned with the updated Code framework.

- > **Option 1:** Recommendations of minor zoning map corrections (if required by interim amendments).
- > **Option 2:** Comprehensive zoning map modernization aligned with rewritten zoning districts and overlays.

TASK 8. LUDC REVIEW + ADOPTION

Add-Alternate in Option 1 and Included in Option 2

Task 7 guides the review and adoption process, ensuring the updated LUDC is vetted, refined, and formally approved by Town decision-makers.

- > **Option 1:** Recommendations of minor zoning map corrections (if required by interim amendments).
- > **Option 2:** Comprehensive zoning map modernization aligned with rewritten zoning districts and overlays.

SUMMARY OF SCOPE HIGHLIGHTS

The following Scope Highlights summarize the key elements of the LUDC update process and the value it brings to the Town of Alpine. Together, these components provide a clear roadmap for improving the clarity, usability, and defensibility of the Town's development regulations, while offering flexible pathways that align with Alpine's priorities, resources, and long-term vision. The highlights below capture the essential features, benefits, and outcomes of the proposed approach.

- ✓ **Two flexible pathways**—a targeted update (Option 1) or a full LUDC rewrite with an interactive online platform (Option 2)—allow the Town to align scope, timing, and budget with its immediate and long-term needs.
- ✓ **A clear diagnostic foundation** identifies procedural gaps, outdated standards, internal inconsistencies, and administrative challenges that hinder predictability and defensibility.
- ✓ **A structured code framework** ensures that amended or rewritten provisions are logically organized, easy to navigate, and aligned with Alpine's vision and regulatory priorities.
- ✓ **Improved procedures and standards** provide clearer expectations for applicants, stronger tools for staff, and more consistent decision-making outcomes.
- ✓ **Optional deployment of the enCodePlus platform** enhances accessibility and transparency with an intuitive, searchable, web-based code environment and integrated cross-references.
- ✓ **Premium digital tools**—including AI-assisted search, GIS zoning maps, workflow guidance, and development calculators—offer scalable enhancements tailored to Alpine's future needs.
- ✓ **An emphasis on Alpine's character and context** ensures the updated LUDC reinforces community identity, responds to local development pressures, and supports long-term livability.

This comprehensive yet flexible scope positions Alpine to strengthen its regulatory framework in a way that is clear, predictable, and true to the community's values. By combining targeted improvements, modern drafting practices, and optional digital tools, the Town will be equipped with a Land Use & Development Code that not only addresses today's challenges but also supports thoughtful, well-managed growth for years to come.

Deliverables:

- *Redline Amendments (Option 1)*
- *New LUDC (Option 2)*

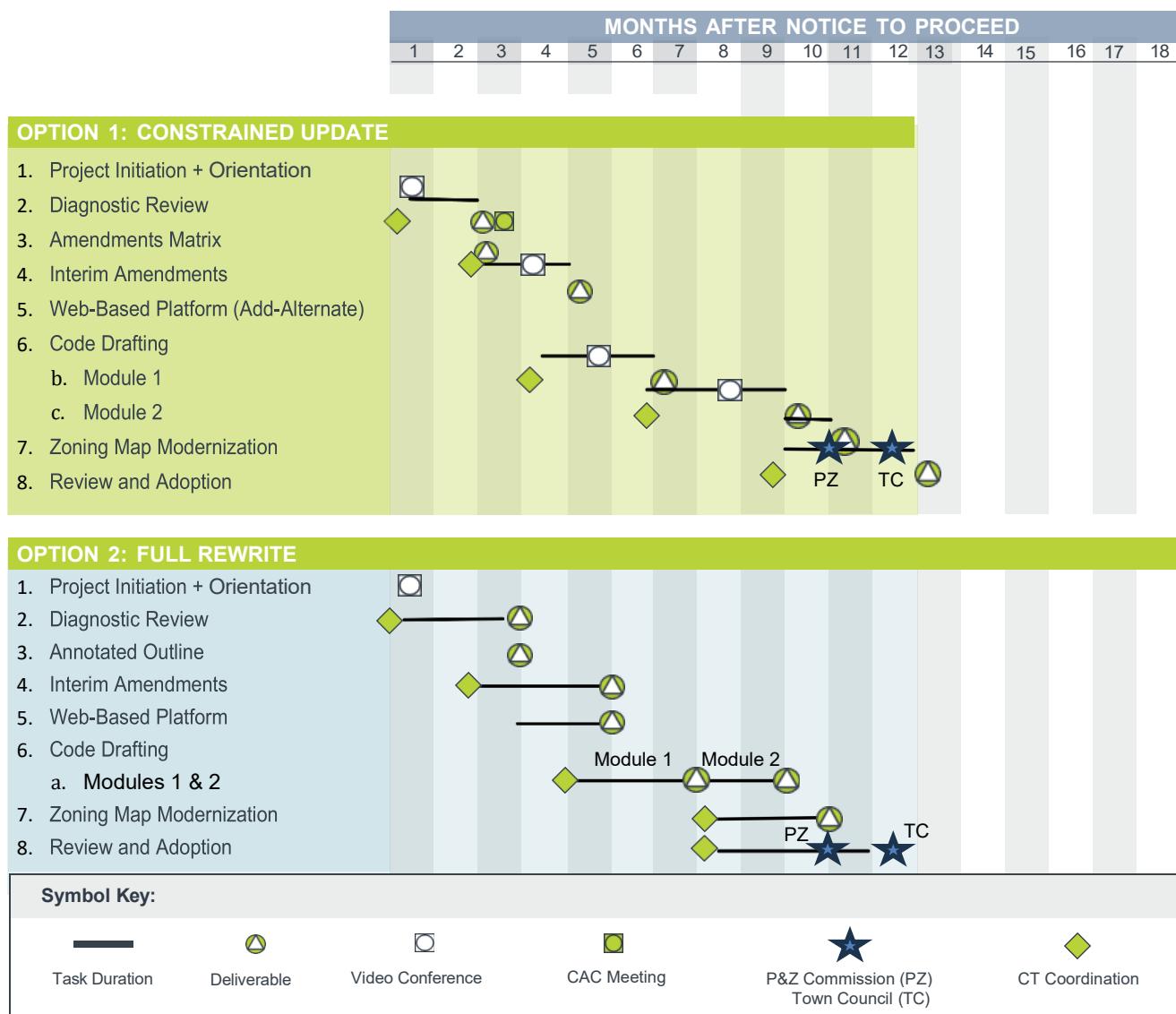
Meetings:

- *Add-Alternate (Option 1)*
- *Planning and Zoning Commission Public Hearing (#8) (Option 2 on-site)*
- *Town Council Public Hearing (#9) (Option 2 on-site)*



Project Schedule

KKC would collaborate with Town staff to develop a workable and detailed project scope and schedule for the Land Use & Development Code Update. Given our experience in projects for comparable communities of similar size and context, we are confident that the project can be completed within a 12-month timeframe from official contract execution and notice- to-proceed. We are proposing to complete a public hearing draft within 10 months, leaving a two-month period for review and consideration before adoption. As needed, portions of the project schedule may be accelerated to meet other community milestones or taken at a slower pace in order to build in more staff and leadership meetings or explore regulatory concepts in more detail.



Proposed Project Budget

We are pleased to submit the following Budget to the Town of Alpine to facilitate the process of updating (or rewriting) the Land Use & Development Code, based on our understanding of the Town's priorities and the approach outlined above.

Scope Tasks	OPTION 1	OPTION 2
TASK 1: PROJECT INITIATION + ORIENTATION		
Kick-Off Meeting	\$1,800	\$2,600
On-Site Reconnaissance	\$800	\$1,800
TASK 2: DIAGNOSTIC REVIEW + PRIORITY RESOLUTIONS		
Option 1 Focus	\$4,800	--
Option 2 Expansion	--	\$8,600
TASK 3: AMENDMENTS MATRIX / ANNOTATED OUTLINE		
Amendments Matrix	\$3,800	--
Annotated Outline	--	\$6,400
TASK 4: INTERIM AMENDMENTS (NEAR-TERM PRIORITY FIXES)		
Interim Amendments	\$13,200	\$13,200
TASK 5: WEB-BASED PLATFORM		
Core Platform Development [Maintenance Fees Apply]		\$6,700
LUDC Content Migration	ADD-ALTERNATE	\$4,300
Premium Feature (Add-Alternates)		ADD-ALTERNATES
TASK 6: CODE DRAFTING		
LUDC Reorganization & Reformatting	--	\$5,500
Drafting & Illustrations	\$39,400	\$64,700
Consolidated Draft	\$6,400	\$11,100
Meetings	\$8,100	\$9,800
TASK 7: ZONING MAP MODERNIZATION		
Recommended Map Updates	\$2,200	\$2,200
Interactive Online Map (+ Updates) [Maintenance Fees Apply]	--	\$12,500
TASK 8: LUDC REVIEW & ADOPTION		
Public Hearing Draft	\$5,800	\$7,800
Planning & Zoning Commission Hearing	\$7,100	\$8,000
Town Council Hearing + Adoption	\$5,400	\$6,300
TOTAL FEE	\$98,800	\$171,500

The budget is estimated by project task and activity, as well as associated direct expenses. Our budgeting assumes that the Town will have the willingness and capacity to accommodate scheduling strategies intended to expedite the overall effort and optimize use of our team's on-the-ground time in Alpine (e.g., coordination activities, work sessions and meetings concentrated within consecutive days and evenings, etc.). **We emphasize that our estimated costs are entirely negotiable depending on the actual scope of work and timeline set for the project during the scoping process.**



KKC'S SUCCESS

KKC has earned a reputation for its innovation and repeated success in solving problems of varying complexities. The pursuit of our practice is:



Good Land
Stewardship



Conservation
of Resources



Preservation and
Enhancement of Community
Character



Safeguarding
Neighborhood Integrity



Ensuring
Fiscal Responsibility

Our Success and Reputation

KKC has been recognized for plan making and development code preparation by the national organization of the American Planning Association (APA), state chapters and local sections of APA, and the National Association of Counties, among other entities. Awards exemplify our commitment to quality results that exceed the expectations of our clients and merit recognition for their innovation, comprehensiveness, and successful outcomes. A partial list of our meritorious recognition:

AWARDS

- ◆ **2025 KENTUCKY APA OUTSTANDING PLAN AWARD**
City of Paducah and McCracken County, KY
Joint Comprehensive Plan
- ◆ **2023 GREAT AMERICAN MAIN STREET AWARD**
Florence, SC
Downtown Plans
- ◆ **2022 AMERICAN PLANNING ASSOCIATION'S (APA) DANIEL BURNHAM AWARD**
Greenville, SC
GSO 2040 Comprehensive Plan
- ◆ **2022 HOUSTON APA COMMUNITY OF THE YEAR**
Fulshear, TX
Comprehensive Plan, Major Thoroughfare Plan, and
Coordinated Development Ordinance
- ◆ **2021 KENTUCKY APA OUTSTANDING PROJECT, PROGRAM, OR TOOL**
Covington, KY
Neighborhood Development Code
- ◆ **2020 OKLAHOMA APA OUTSTANDING PLAN**
Claremore, OK
Comprehensive Plan and Special Districts Plan
- ◆ **2020 TEXAS APA COMMUNITY OF THE YEAR**
Dayton, TX
Comprehensive Plan, Downtown Revitalization Plan, Parks Master Plan, and
Unified Development Code

Project Team

KKC maintains an intentionally small firm so that we can provide exemplary service to our clients and ensure the direct involvement of firm principals on all projects. We also maintain a multi-disciplined team so we can address a wide range of issues related to community planning, design and implementation. KKC's staff includes specialists in comprehensive planning, urban design, economic development, land development regulations, historic preservation, architecture, landscape architecture, geographic information systems (GIS), technical illustration, and website and graphic design.



Brian Mabry, AICP
Code Practice Leader
Project Principal-In-Charge
Subdivision Ordinance
Leader / Drafter



Ashley Woolsey
Advanced Associate
Ordinance Drafter



**Bret C. Keast,
AICP**
Owner And CEO
Project Technical Advisor



**Jennifer Mak
AIA, NCARB, AICP**
LEED Green Associate Architect and
Senior Urban Designer / Ordinance Drafter

Brian Mabry, AICP - Brian has drafted clear, practical, and enforceable development regulations for local governments since 2001. With experience in both the public and private sectors, he understands the realities of day-to-day zoning administration and the importance of responsive client service. He advocates for simplified regulations, appropriate administrative approvals, and hybrid codes that combine the familiarity of Euclidean zoning with the flexibility of performance standards and the design focus of form-based approaches.

Ashley Woolsey - Ashley brings practical public-sector experience in zoning administration and development review, giving her a strong understanding of how regulations function in day-to-day application. Her project experience includes updates to community zoning ordinances and participation in master parks and recreation planning efforts, where she has worked to align regulatory frameworks with community vision and implementation capacity. Ashley is particularly focused on crafting clear, user-friendly development regulations that support predictable outcomes, streamline administrative review, and empower local staff to administer the code effectively while advancing community objectives.

Bret C. Keast, AICP – Bret brings 37 years of experience in public- and private-sector planning practice since 1989. His career includes leadership roles with the Northland Regional Council of Governments, the City of Olathe, Kansas, and Wilbur Smith Associates, where he served as National Practice Leader for Community Planning. Bret's work focuses on comprehensive planning, zoning and land development ordinances, transportation and special area planning, plan implementation, and public engagement. He is a contributor to *Community Character: Principles for Design and Planning* (Island Press) and a frequent presenter at state and national planning conferences and regional workshops.

Jennifer Mak, AIA, NCARB, AICP - Jennifer is an Architect and Planner with public- and private-sector experience since 2008, with a background in planning, urban design, and construction administration across civic, education, mixed-use, transportation, hospitality, and residential projects. Since joining Kendig Keast Collaborative in 2022 as a Senior Urban Designer, she has supported zoning and land development codes, parks and recreation plans, historic preservation, and design guidelines nationwide, with an emphasis on sustainable design and inclusive community engagement.

Web-Based Platform

How enCodePlus Supports the Town of Alpine During and After the LUDC Rewrite

As the Town of Alpine undertakes a comprehensive rewrite of its Land Use and Development Code (LUDC), enCodePlus provides a practical platform that supports the Town throughout drafting, review, adoption, and long-term administration of the code.

- ✓ **Supporting Collaborative Drafting** — During the LUDC rewrite, enCodePlus functions as a shared drafting and review environment for Town staff, elected officials, and the consultant team. Draft sections can be uploaded and organized as they are developed, allowing all participants to review the same materials in a clear, structured format. This reduces version confusion, shortens review cycles, and helps ensure that policy direction, development standards, and procedures remain aligned as the code evolves.
- ✓ **Publishing Interim Drafts** — enCodePlus allows the Town to publish interim and working drafts of the LUDC in a web-based format for internal or public review. Rather than navigating lengthy PDFs, reviewers can easily search, navigate, and understand how individual sections relate to one another. This improves transparency, supports informed discussion, and helps boards, commissions, and the public engage more effectively during the rewrite process.
- ✓ **Seamless Transition from Draft to Adoption** — Because enCodePlus is used during drafting, the transition from draft code to adopted code is seamless. Once the LUDC is adopted, it is immediately available as Alpine's official, interactive code—eliminating delays, reformatting, or conversion costs that often occur after adoption. This ensures immediate public access and continuity from development to implementation.
- ✓ **A Practical Code for Everyday Use** — After adoption, enCodePlus provides Alpine with a modern, interactive LUDC designed for daily use by staff, applicants, decision-makers, and the public. Users can search by topic, follow embedded cross-references, and easily locate applicable standards, procedures, and definitions. This improves clarity, reduces misinterpretation, and supports consistent administration of the code over time.
- ✓ **Long-Term Value to the Town** — Beyond adoption, enCodePlus supports ongoing maintenance of the LUDC, including ordinance updates, housekeeping amendments, and archiving of prior versions. The platform helps reduce staff time spent answering basic navigation questions, improves predictability for applicants, and strengthens transparency for the community.

enCodePlus Features Beneficial to Alpine Over Time

- **Core Code Access & Navigation**
 - Interactive, web-based LUDC (no static PDFs)
 - Keyword search across all code sections
 - Hyperlinked cross-references between related standards
 - Integrated definitions and references
 - Mobile- and tablet-friendly access
- **Staff & Applicant Tools**
 - Clear procedural pathways tied to applicable standards
 - Reduced reliance on staff interpretation through embedded references
 - Faster onboarding for new staff and appointed officials
 - Improved predictability for applicants and designers
- **Decision-Maker Support**
 - Clear, organized code structure for Planning Commission and Town Council
 - Reduced confusion during hearings and deliberations
 - Easy access to all applicable standards in one place
- **Future-Ready Capabilities (Optional Enhancements)**
 - Integration with zoning maps and parcel-based lookups
 - Visual aids and graphics embedded directly in code sections
 - Administrative dashboards for managing updates
 - Compatibility with accessibility standards (WCAG compliance)
 - Long-term support for code diagnostics and refinements

Example Client Sites

- [Gillette, WY City Code](#)
- [Winter Park, CO Unified Development Code](#)
- [Winter Park, CO Design Guidelines](#)
- [Littleton, CO City Code, Charter and ULUC](#)
- [Durango, CO Comprehensive Plan and LUDC](#)



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MEMORANDUM

TO: Mayor Eric Green and Planning & Zoning Administrator Gina Corson
FROM: Elizabeth Garvin, Esq., AICP; Gabby Hart, AICP; and Maggie Squyer, AICP
DATE: December 16, 2025
RE: Options to Update Alpine's Land Use & Development Code

Following up on our conversation with you, we've taken a look at the current Alpine Land Use & Development Code ("LUDC") and have a few options for you to consider to make some much needed updates. Attached to this memo you'll find a sample scope of work for a full LUDC update (Attachment A), a drafting schedule to do the update in 2026 (Attachment B), and a budget spreadsheet that provides a fee estimate for each approach described below (Attachment C). We've also collected some sample documents for you to review and included links to the documents in this memo. Please let us know if you have problems with any of the links.

We would be happy to schedule a follow-up call with you to walk through this memo and discuss anything you have questions about.

1. Code Assessment and Annotated Outline

Preparing a Code Assessment and Annotated Outline is the standard way to start a code update project. The "code assessment" piece of this work is an analysis of the current regulations, based on best practices, peer community practices, and community input, that identifies regulations that should be changed or updated to meet local development and policy preferences. The code assessment establishes a roadmap for updates to the LUDC. The "annotated outline" part of the report identifies a modernized, user-friendly organization for the updated regulations and lists changes and updates that should be made in each section. Following review and feedback on the code assessment and annotated outline, a community can jump into a full code update or tackle issues identified in the assessment as individual tasks over a period of time.

The scope of work for a code assessment and annotated outline is provided in the Attachment A sample scope of work. Drafting the assessment as a stand alone document and not as part of a full code update includes the following tasks and typically takes about 2-4 months:

- 1.1.A Project Orientation Meetings

- 1.3 Initial Stakeholder Meetings
- All of Task 2

Here are links to a few of our code assessments in case you'd like to see what they include:

Town of Eagle, Colorado (including Vail work force community):

<https://clarionassociatesllc.sharepoint.com/:w/s/MS/IQBGsGN0o0TORr9pohnGBTKWAdm5jBb8KacP7MLZXqNLmGU?e=QJRMn7>

Town of Silverton, Colorado (including Purgatory work force community, when they aren't hemmed in by the random avalanche closing the highway):

<https://clarionassociatesllc.sharepoint.com/:b/s/MS/IQBz94EgyR4nS6MDSO69looZAck66BuqDRD6tGUsG8PedV4?e=IE93Hv>

Town of Hayden, Colorado (including Steamboat Springs work force community):

https://haydencolorado.com/wp-content/uploads/2025/07/HCO-Development-Code-Assessment_Public-DraftFinal.pdf

2. Full LUDC Update or LUDC Update Task Orders

With a code assessment in place, the Town can decide whether to pursue a full code update or address specific topics in order of importance. Most communities prefer to update the entire code at once, which can provide improve regulations in a shorter period of time. A full code update typically takes between 10 and 18 months and we've proposed an 11.5 month schedule in Appendix B for the Town Council to consider. Our overall drafting approach for a full code is: (1) create a fully updated version for staff review, (2) make agreed-to revisions to create a public review draft, (3) conduct stakeholder and community outreach for input and comment, and (4) prepare an adoption version and support the adoption process. We will schedule members of our team to be available for in person community engagement events as well as participation in Planning Commission and Town Council meetings and hearings as needed to help with the adoption process. We work in Microsoft Word and provide a clean (fully edited, post-adoption) copy of the final code for use on the Town website and/or for submission to Municode to use as a base document for codification.

Doing a full code update is not the only way to update a code, and we've had clients very successfully make targeted updates over time in a way that allows the community to adjust to one or two big changes at a time but not have to learn an entire new set of regulations. With a good code assessment in place, the Town could organize a series of tasks so they create sequential changes that lead to a well-drafted code without much reorganization along the way. The timing for task-by-task updates depends on the Town's funding and assignment scheduling.

Here are links to the updated codes that followed the code assessments we shared above:

Town of Eagle: <https://www.townofeagle.org/DocumentCenter/View/19147/ReCode-Eagle-LUDC-Oct-23-FINAL>



Town of Silverton: https://3fdd9d9a-63fd-43d6-9c1b-98b37af742f3.filesusr.com/ugd/1f628b_f453e818f0104caa7f5ab0321a5423e.pdf

The **Town of Hayden** code update is a current project and has not been completed yet.

Clarion Staff

If the Town is interested in working with Clarion, we will staff the project with our small town specialists, including the following folks, and we are happy to provide our full resumes if you'd like:

Elizabeth Garvin, Director/Owner

Projects: Hayden, CO; Silverton, CO; Billings/Yellowstone County, MT; Mancos, CO; Eagle, CO
Elizabeth Garvin is Director with Clarion, based in the Denver office. She is both an attorney and a planner and she has practiced in both disciplines. She has prepared both traditional and FBC/hybrid code update projects for cities, towns, and counties across Colorado and the country; drafted topic-specific code provisions covering issues such as ADUs, sustainability, and signs; served as an expert witness on land use issues; and organized and undertaken numerous code-related public participation processes. Prior to working with Clarion, Elizabeth founded Community ReCode, was the Planning Director for SAFEbuilt Studio, and practiced law with Spencer Fane. Ms. Garvin is a frequent speaker and author on planning and regulatory topics, including serving as an advisory board member for the Rocky Mountain Land Use Institute as well as RMLUI's occasional legal columnist to the Western Planner.

Gabby Hart, Principal

Projects: Silverton, CO; Hayden, CO; Ketchum and Boise, ID
Gabby is a Principal in Clarion's Denver office. After working in the public sector for the first several years of her career, Gabby embraces her self-appointed role as the "voice of development review," ensuring high-quality work products that are both innovative and functional to administer. She is passionate about finding the unique solutions that best serve each community and strives to produce equitable outcomes. Gabby enjoys making zoning accessible, relevant, and fun (yes, fun!) to staff, community members, and local/elected officials. She enjoys speaking at local and national conferences where she embraces the opportunity to combine her sense of humor with her planning knowledge.

Maggie Squyer, Senior Associate

Projects: Spearfish, SD; Hayden, CO; Gallatin County, MT (mapping future land use); Ketchum, ID
Maggie believes that a community's land use regulations should reflect the preferences of the people who live and work there. Her time spent reviewing development plans, processing entitlements, and responding to land use inquiries solidified her belief that zoning is an extremely powerful - and largely misunderstood - tool that can be leveraged to improve the way communities look, feel, and function.



Christian Neuschmidt, Associate

Code projects: Spearfish, SD; Clemmons, NC

Christian Neuschmidt is an Associate in Clarion's Denver Office. He joined Clarion in 2023 after completing his master's in urban planning program at Harvard Graduate School of Design (GSD), with a focus in Housing, Community, and Economic Development. While at Harvard, Christian co-founded the GSD's rural advocacy organization and specialized in small town and indigenous planning, as well as participatory spatial and process design. Christian hopes to use his experiences to shape strong, citizen-focused communities that inspire generosity, neighborliness, and joy.

Our team will be supported by Jazmine Pritchett's GIS/mapping work and Holly White's graphics and document design work.

References

Please feel free to contact any of these current or former clients if you'd like a reference for our work:

- Tegan Ebbert, Deputy Town Manager, Hayden Colorado: 970.276.3741, Tegan.ebbert@haydencolorado.org
- Gloria Kaasch-Buerger, Basalt Town Manager (formerly Silverton, CO): 970.279-4396, gloria.kb@basalt.net
- Chad Phillips, former Town of Eagle Community Development Director: 970.864-6404



ATTACHMENT A: LAND USE AND DEVELOPMENT CODE UPDATE SAMPLE SCOPE OF WORK

This section summarizes the scope of work and deliverables for the comprehensive review and rewrite of the land use and development code. In our experience, it takes a whole community to draft a new code. This scope of work references the following different participant groups who we anticipate working with throughout this rewrite:

- **Residents and Community Members:** Just as in a plan project, participation by community residents is important to verify the correct understanding of issues that are important to the community, and validate the regulatory approaches proposed to address those issues.
- **Project Team:** The core team of Town staff members who manage the project from the Town side.
- **Technical Advisory Committee:** A broader group of Town staff from the Planning Department, but also other departments and divisions that regularly interact with the code. This may be Engineering, Public Works, Legal, Police, and Fire.
- **Working Group:** A group of community members who interact professionally or personally with land use issues in the Town. While architects and developers have direct interaction with the code, other WG members can come from housing advocacy organizations, environmental and parks groups, the Chamber of Commerce, historic preservation organizations, tourism boards, Town/community civic and volunteer organizations, and more.
- **Planning Commission and Town Council:** Participation of elected and appointed officials is critical to the success of a land use code update. At a minimum, the Planning Commission and the Town Council will be provided quarterly updates across the length of the project, and other advisory boards may also be involved as the project intersects with their areas of expertise.

Task 1. Project Initiation and Stakeholder Interviews

OBJECTIVES

- Establish ongoing project management
- Gather and review relevant background materials
- Draft Public Engagement Plan to guide strategy for public participation throughout the project
- Connect with internal stakeholders
- Create project branding, web presence, and information materials
- Develop baseline understanding of strengths and weaknesses of the code



Task 1: Project Initiation and Stakeholder Interviews Summary

	Clarion Responsibilities	Town Responsibilities	Outreach Participants
Task 1.1: Project Initiation Tasks	<ul style="list-style-type: none"> Participate in kick-off meeting Draft and maintain project schedule Organize standing project management calls Create/revise branding options Set up project web site 	<ul style="list-style-type: none"> Participate in kick-off meeting Review project schedule Recommend background documents for review Review and approve brand and marketing style guide Determine web site format and review/approve content 	N/A
Task 1.2: Public Engagement Plan	<ul style="list-style-type: none"> Draft detailed Public Engagement Plan (iterative document) Revise based on Town staff feedback Amend and maintain plan throughout project 	<ul style="list-style-type: none"> Review Public Engagement Plan, suggest edits 	N/A
Task 1.3: Initial Stakeholder Meetings	<ul style="list-style-type: none"> Conduct individual/group stakeholder interviews 	<ul style="list-style-type: none"> Identify stakeholders Schedule virtual or in-person meeting times Attend stakeholder interviews and focus group meetings 	Project Team, WG, TAC, PC and TC, Community

1.1. PROJECT INITIATION TASKS

This set of tasks is designed to allow the Clarion team to work with the Town Project Team to put project management and outreach schedules and processes in place.

1.1.A. PROJECT ORIENTATION MEETING

- Orientation meeting with Town staff and leadership to discuss ongoing project management, confirm project goals, establish project roles and responsibilities, identify a document management protocol, and establish dates and potential participants for the initial round of stakeholder meetings.
- Schedule a twice-monthly status call with the Town's Project Management Team where we coordinate drafting and engagement schedules, substantive issues, and address outstanding follow-up items.

1.1.B. PROJECT BRANDING & PUBLICITY

- Develop the project brand and marketing standards, including project logo development, color and font selection, deliverable templates, and style guide.
- Establish a dedicated project webpage, either independent or supported through the Town's website, with a framework for subsequent updates during the code update process. Once the



project webpage is established; maintain and update the site or provide periodic content updates to Town staff for incorporation at key points during the process.

1.2. PUBLIC ENGAGEMENT PLAN (PEP)

Creating opportunities for meaningful public engagement related to draft new zoning and subdivision ordinances can be especially challenging. Code updates involve highly technical information drafted over an extended timeframe, and many community members are unaware of how land use regulations impact growth and development. The overall strategy described in the Public Engagement Plan will address the following:

- Establish overarching goals for public participation;
- Define specific groups and audiences to be engaged during each project task;
- Establish an overall schedule/timeline for public participation activities;
- Identify specific tools, techniques, and educational materials (e.g., "Zoning 101" handouts, highlights of proposed code changes by topic area) anticipated to be used during each round of outreach activities, as well as any materials or information to be distributed or shared during public events; and
- Define roles and responsibilities (Town staff / Clarion Team) for the execution of various tasks related to specific events and activities.

Clarion has used the following strategies successfully in multiple communities and will work with Town staff to determine the appropriateness of these strategies for the Town:

List of Public Engagement Strategies

Tools and Techniques

- Dedicated project webpage maintained independently by Clarion or in cooperation with the Town's website
- A combination of in-person, virtual engagement, and online engagement
- Use of interactive online mapping tools

Steering Committee Structure and Role

- The proposed code Steering Committee will be comprised of 15-18 individuals with experience using the code (to the extent feasible) and community representatives.
- The Steering Committee will have an opportunity to review and comment on all interim documents before they are released for public review and will be invited to remain engaged throughout the adoption process.
- Steering Committee meetings will be open to the public with an opportunity for public comment.

Elected and Appointed Official Involvement

- The Planning Commission will play an active role in the process, both as part of the Steering Committee and in joint work sessions with the Board
- A joint work session with both the Town Council and Planning Commission is proposed to be held quarterly

Stakeholder Engagement

- A complete round of stakeholder interviews and focus groups will occur held during Task 1 to ensure key groups have an opportunity to weigh in early



List of Public Engagement Strategies

- After the initial stakeholder interviews and focus groups, stakeholders will be convened as needed to collaborate on issues of mutual interest. Topic-specific focus groups (housing, parks, preservation) may be created as needed.

Public Input Opportunities

- An initial online survey with general interest questions will be made available during Task 1 to provide an early opportunity for public input
- Issue-specific public input will be invited during the code drafting phase and the full draft will be presented for public review during the code review phase

Information Sharing/Education

- Input opportunities that accommodate both countywide and area-specific conversations.
- FAQs, videos, info sheets and other methods may be used to help property owners and residents quickly grasp what's proposed to change in the regulations and why, and how proposed changes will (or will not) impact common situations (e.g., established subdivisions, existing lots that are smaller than proposed minimums)

1.3. INITIAL STAKEHOLDER MEETINGS

Schedule and hold an initial round of in-person and virtual meetings with Town staff and stakeholders to identify key issues to be addressed in updating the regulations, gather background data and information, build an understanding of related efforts that may impact the code update; and understand the expectations of various stakeholder groups. Activities are anticipated to include:

- A work session between Town Core Team, additional Planning Staff, and the Clarion Team;
 - Interviews with Town departments and commissions, potentially including:
 - Town Manager
 - Legal Department
 - Building Inspectors and Enforcement Staff
 - Parks
 - Public Works
 - Fire
 - Wastewater, and
 - Any other relevant partner agencies and service providers

Following the stakeholder interviews, Clarion will prepare a brief summary of interview outcomes, highlighting common themes and more detailed issues and opportunities that emerged from conversations. This summary will be used to inform content and recommendations in the ZC & SR Diagnosis and Annotated Outline report described in Task 2.

DELIVERABLES

- Internal stakeholder interview summary memo
- Project logo and branding materials (internal draft and final)



- One- to two-page About the Project handout (FAQs about the project/relationship to the Comprehensive Plan)
- Introductory content for project webpage (updates to webpage as part of later project tasks)
- Public Engagement Plan (staff and public drafts)

Task 2. Code Assessment and Annotated Outline

▪ OBJECTIVES

- Draft the Code Assessment report with a focus on the overarching themes that will guide the update process and identify potential drafting approaches related to different topics
- Produce an Annotated Outline that establishes an organizational framework and overall strategy for the updated code
- Provide a staff draft of Code Assessment report for review and edits by staff; incorporate edits to produce a public draft of the report
- Share public draft with community members and stakeholders for feedback

Task 2: Diagnosis Report and Annotated Outline Summary

	Clarion Responsibilities	Town Responsibilities	Outreach Participants
Task 2.1: Draft Code Assessment	<ul style="list-style-type: none"> • Preliminary draft Code Assessment • Facilitate staff meeting(s) to discuss Diagnosis • Revise report and post public draft 	<ul style="list-style-type: none"> • Review preliminary draft, provide edits 	Determined by Project Team
Task 2.2: Community and Stakeholder Engagement	<ul style="list-style-type: none"> • Distribute/post revised Code Assessment • Facilitate outreach meetings • Collect comments and publish on website 	<ul style="list-style-type: none"> • Identify key stakeholders and groups • Organize Working Group, stakeholder, and focus group meetings • Schedule update with TC and PC 	<ul style="list-style-type: none"> • code users • Community members • Focus groups (ag, sustainability, property owners)

2.1. CODE ASSESSMENT REPORT AND ANNOTATED OUTLINE

2.1.A. CREATE STAFF REVIEW DRAFT

The Code Assessment Report and Annotated Outline is a framework document that identifies high-level issues that will be addressed in the code update, including:

- Code alignment with the Comprehensive Plan;
- Opportunities to modernize the regulations to address current and future development needs and patterns;



- Potential impacts of proposed changes on individual development types (e.g., existing/future subdivisions, nonconformities, and redevelopment);
- Overall organization and user-friendliness of the code;
- Examples of national best practices that align with proposed changes to the Town's regulations; and
- Alignment with local, state, and federal laws.

The report will provide recommendations for an improved organizational structure, a description of regulatory and procedural options to consider, and commentary explaining the rationale for recommended changes. As needed, we will recommend updates or edits to address legal issues raised by the staff, Town Attorney's Office, or our team.

2.1.B. STAFF REVIEW AND PUBLIC DRAFT

The staff review draft of the Code Diagnosis and Annotated Outline provides an opportunity for Town staff and other preliminary reviewers (such as the TAC or WG) to offer substantive feedback and identify any issues in the Report that should be clarified, adjusted, or added to the document prior to public review. After these groups have commented and provided edits, Clarion will update the report and the second version becomes the public draft that is more widely distributed.

2.2. COMMUNITY AND STAKEHOLDER ENGAGEMENT

Review of the Diagnosis and Annotated Outline is the community's first opportunity to see what will be happening with the code update. We will formalize the outreach activities in the PEP, including at least the following:

- Host in-person and virtual open houses/community meetings to introduce and seek input on key recommendations included in the Code Assessment and Annotated Outline. Each in-person presentation will offer attendees the opportunity to ask questions about the changes and updates proposed in the Report.
- Post an electronic version of the report in a format that enables public comments to be shared and collected virtually.
- Update the Town Council and Planning Commission about both the report content and the community feedback.

When all meetings are complete, Clarion will produce a summary of the feedback and responses collected during the outreach meetings and post it on the project website.

DELIVERABLES

- Internal and public drafts: Code Assessment and Annotated Outline
- Presentation materials for Working Group, PC, TC, and community/stakeholder meetings
- Set up virtual commenting & feedback portal on project website
- Attend and facilitate public and committee meetings on the report
- Summary of community feedback on report distributed to Town Project Team



Task 3. Draft Updated Land Use and Development Code

OBJECTIVES

- Draft internal code in three installments (Zoning Districts & Land Uses, Development Standards and Subdivision Regulations, Administration and Procedures)
- Revise internal drafts based on review and edits by staff; incorporate edits to produce a “public draft” of the Report
- Create consolidated public review draft that combines all installments of code for public review

Task 3 Summary Table

	Clarion Responsibilities	Town Responsibilities	Outreach Participants
Task 3.1, Draft Installments and Consolidated Draft	<ul style="list-style-type: none"> • All 3 Installments and Consolidated Draft: <ul style="list-style-type: none"> ◦ Prepare internal, preliminary draft ◦ Incorporate edits to create revised, public draft • Prepare materials for outreach activities • Conduct outreach & information sessions 	<ul style="list-style-type: none"> • All 3 Installments and Consolidated Draft: <ul style="list-style-type: none"> ◦ Review and comment on preliminary draft ◦ Review revised draft • Schedule outreach activities 	Staff, TAC, WG
Task 3.2: LUC Public Version Community and Stakeholder Engagement	<ul style="list-style-type: none"> • Prepare materials for outreach activities • Conduct outreach & information sessions 	<ul style="list-style-type: none"> • Schedule outreach activities • Review and assess which public feedback should produce changes in the draft 	Staff, TAC, WG, PC and TC, Community members

3.1. LUC TECHNICAL VERSION: DRAFT CODE INSTALLMENTS

Based on the updated identified in the Diagnosis and Annotated Outline, the Clarion Team will start work on the drafting process. The updated code installments will emphasize the use of graphics, tables, and charts to explain zoning and land use concepts, instead of voluminous text. Sample illustrations will be included, though actual final illustrations may not be included until content has been reviewed and language is refined in later drafts. The ZC & DR drafting will be organized into two versions: (1) Technical Version, created for staff, Working Group, and Technical Advisory Committee review, and (2) Public Version, created for general community review. The Technical Version will be drafted in three installments (modules) to allow for review and comment on reasonable portions of the code:

- **Module 1 – Districts and Uses.** This installment focuses on updating the current lineup of zoning districts to align with the Comprehensive Plan and other Town plans and policies. We will use the



Annotated Outline to start charting the path toward alignment with land use designations. Possible outcomes include district consolidations if existing districts have similar purposes and similar standards and uses; creation of new districts to better align with the Town's goals and policies; and elimination of districts that have rarely (or never) been applied on the ground or are contrary to the Town's current land use policies. The land use regulations are also included in this installment. Updates to this content typically includes revisiting the categories and specific use types, and the level of permission for each use in relation to each zoning district. Use-specific standards are included that can help eliminate or mitigate potential impacts of adjacent incompatible uses.

- **Module 2 – Development and Subdivision Design Standards.** This installment will focus on development quality and compatibility standards, such as landscaping, parking, access and circulation, sensitive area protection, site design, and exterior lighting. It will also include the updated subdivision design regulations (while subdivision platting procedures comprise part of installment 3). Additionally, context-sensitive design standards can be developed for the Town's historic village centers. The development standards are often the most complex part of a code project because of the breadth of standards and their relationship to standards that often live outside the code (such as street standards and other engineering standards). We will work with staff to identify the appropriate location for and potential integration of standards within and outside the code.
- **Module 3 – Administration and Procedures.** This installment will focus on streamlining the current procedures for development review applications with an emphasis on: 1) establishing procedures that are easy to understand with a particular focus on improving the clarity of subdivision platting requirements; 2) ensuring procedures are described and applied in a consistent and predictable manner; and 3) applying objective approval criteria—while offering flexibility where appropriate. This installment will also include the general provisions of the code, which contain important elements to ensure the new code functions effectively (e.g., legal authority to regulate land use, relationship to other codes, nonconformities, and enforcement of the code).

3.1.A. LUC TECHNICAL VERSION: STAFF REVIEW DRAFT

- Prepare full draft of each module for staff review. Substantive changes will be called out through the use of commentary boxes that explain the change from current practice, along with the rationale for the change. Both commentary and footnotes will be used to point out how the updated regulations address the issues identified in the Code Diagnosis and Annotated Outline.
- Facilitate a series of in-person and virtual meetings to introduce and seek input on each of the code modules, including: TAC, Working Group, Town Council, and Planning Commission. Task 3.3 Technical Review Version: Consolidated draft and revisions
- Revise, incorporating comments received from the review process, and combine the three modules to create a consolidated draft of the updated code (in Microsoft Word format) for public review. This draft will include revised, final versions of all illustrations.
- Prepare a cover memorandum in a format that allows for comparisons between the current and proposed regulations, summarizing all major changes.



3.1.B. LUC TECHNICAL VERSION: COMMUNITY ENGAGEMENT TOPICS

- During the Technical Version drafting process, identify key or hot topics from each module to share with the community for education, review, and comment.
- Collect comments, update staff, TAC, WG, Planning Commission, and Town Council to gather feedback and guidance.
- Organize all feedback and comments for review with Town staff and identify any additional edits that need to be made to the Technical Version as it is finalized into the Public Version.

3.2. LUC PUBLIC VERSION: COMMUNITY AND STAKEHOLDER ENGAGEMENT

- Host a series of learning sessions and public meetings to introduce and seek input on the public review version of the updated code. Meetings will be held in a range of locations across the Town. A mix of evening, morning, and midday meeting options will be offered. Handouts will be provided to summarize notable changes and answer questions that are anticipated to arise.
- Identify need for any additional focused outreach to address specific issues or concerns.
- Invite community members to comment on the Public Version and zoning conversion map online.

DELIVERABLES

- LUC Technical Version: Three individual code Installments and Consolidated Draft
- Revisions to create LUC Public Version
- Outreach and presentation materials for committees, PC and TC, and community/stakeholder meetings
- Online input opportunity
- Summary of input received as part of Task 3 community and stakeholder engagement

Task 4. Adoption Version code and Adoption Process Support

OBJECTIVES

- Incorporate final changes and edits into Public Review Version to create Adoption Draft
- Facilitate the resolution of any outstanding questions or concerns related to the updated code during the public hearing process



Task 4 Summary Table

	Clarion Responsibilities	Town Responsibilities	Outreach Participants
Task 4.1: Adoption Version	<ul style="list-style-type: none"> Prepare adoption draft version Code 	<ul style="list-style-type: none"> Review and comment on preliminary draft 	N/A
Task 4.2: Public Hearings & Workshops	<ul style="list-style-type: none"> Develop adoption presentation materials Make adoption presentation (if preferred) 	<ul style="list-style-type: none"> Review adoption presentation materials Make presentation (if preferred) 	Community members at public hearing
Task 4.3: Post-Adoption Draft Finalization	<ul style="list-style-type: none"> Make final edits as agreed in Adoption Hearing 	<ul style="list-style-type: none"> Review final edits 	N/A

4.1. ADOPTION VERSION

- Prepare an Adoption Version of the new code based on staff instruction following review of the comments provided on the Public Version. The Adoption Version will be prepared as an interactive and searchable PDF that provides a range of hyperlinks, text guidance, and graphics that help user navigation.
- Post Adoption Version for public review

4.2. PUBLIC HEARINGS AND WORKSHOPS

- Support Town staff with adoption process in the form of materials, responses to questions and comments, and presentation assistance. If staff prefers, the Clarion Team can make the adoption presentation. Key team members will also be available to participate in up to four public workshops and/or hearings on the updated code before the Planning Commission and the Town Council.

4.3. POST-ADOPTION FINALIZATION

- Following the adoption of the updated code, edit to prepare a final adopted version that will be provided to Town staff in electronic form for posting to the chosen electronic codification system. Documents and graphics will be provided in both PDF and native format(s).

DELIVERABLES

- Adoption draft and final (adopted) code in MS Word
- Presentation materials/supporting documentation for public hearings and workshops



ATTACHMENT B: FULL CODE UPDATE PROPOSED SCHEDULE FOR 2026

Alpine LUDC Update Drafting Schedule

	January	February	March	April	May	June	July	August	September	October	November	December
Task 1: Project Initiation												
1.1 Initiation Tasks												
1.2 Public Engagement Plan												
1.3 Initial Stakeholder Meetings	Engage											
Task 2: Code Assessment												
2.1 Drafting	Drafting											
2.2 Community Engagement	Staff	Engage										
Task 3: Updated LUDC												
3.1 Draft Technical Version			Clarion drafting			Clarion edits						
3.2 Draft Public Version + Engagement			Staff	Engage	Staff review		Engage	Staff				
Task 4: Adoption Version LUDC												
4.1 Draft Adoption Version Code							Clarion revisions			Edits		
4.2 Public Hearings and Workshops								PC Workshops			Hearings/Adoption	
4.3 Post-Adoption Finalization												
	Virtual stakeholder interviews	In person community input	In person stakeholder and community input			In person and virtual stakeholder and community input			Three workshops to discuss LUDC updates		Two-to-three public hearings for adoption	

ATTACHMENT C: FEE OPTIONS

Alpine, Wyoming Land Use & Development Code Update Budget Options							
Task	Clarion						Total
	Team Member	Garvin PIC	Hart PM	Sqwyer APM	Neuschmidt	Pritchett GIS	
		\$200	\$150	\$125	\$115	\$105	\$120
1. Code Assessment and Annotated Outline							
1.1 Project Initiation		0	2	4	0	0	2
1.2 Initial Stakeholder Meetings		4	16	16	0	0	0
1.3 Diagnosis and Annotated Outline							
1.3.1 Staff Review Draft		6	12	30	20	2	4
1.3.2 Public Review Draft		4	8	20	4	0	6
1.3.3 Planning Commission and Town Council Update		2	6	6	0	0	0
Phase 1: Total Hours	16	44	76	24	2	12	174
Phase 1: Total Labor	\$3,200	\$6,600	\$9,500	\$2,760	\$210	\$1,440	\$23,710
Person trips	0	1	1	0	0	0	2
Phase 1: Total Travel	\$0	\$950	\$950	\$0	\$0	\$0	\$1,900
Phase 1: TOTAL	\$3,200	\$7,550	\$10,450	\$2,760	\$210	\$1,440	\$25,610
3. Full LUDC Update (not including Code Assessment and Annotated Outline)							
3.1 Technical Version: Staff Review Draft and Revised Draft	38	156	240	195	26	40	695
3.2 Public Version and Community Engagement	20	65	78	60	8	10	241
3.3 Adoption Version	30	20	32	40	0	4	126
Phase 3: Total Hours	88	241	350	295	34	54	1062
Phase 3: Total Labor	\$17,600	\$36,150	\$43,750	\$33,925	\$3,570	\$6,480	\$141,475
Person trips	2	2	2	2	0	0	8
Phase 3: Total Travel	\$1,900	\$1,900	\$1,900	\$1,900	\$0	\$0	\$7,600
Phase 3: TOTAL	\$19,500	\$38,050	\$45,650	\$35,825	\$3,570	\$6,480	\$149,075
4. Task Orders							
Priced based on discussion with Town							





STAFF REPORT

To: Town Council, Town of Alpine

From: Gina Corson- Planning and Zoning Administrator

Subject: Recommendation to Proceed with a Comprehensive Land Use and Development Code (LUDC) Redesign

Date: December 31, 2025

Purpose

The purpose of this staff report is to recommend that the Town Council seriously consider proceeding with a **comprehensive redesign of the Town of Alpine's Land Use and Development Code (LUDC)**. This effort is intended to strengthen the clarity, usability, defensibility, and overall effectiveness of the Code, while guiding next-step discussions, establishing priorities, and integrating the updated Master Plan to ensure cohesiveness. This process also presents an opportunity to modernize and digitize the LUDC, improving internal administration and external usability for residents, applicants, and builders.

Background

As staff continue to administer the day-to-day operations of the LUDC, it has become increasingly apparent that the Code suffers from **systemic and widespread deficiencies** that extend beyond any single section or topic. These issues affect applicants, decision-makers, and staff alike, and they significantly hinder efficient and consistent administration by both the Planning and Zoning Administrator and the Code Enforcement Officer.

The recently updated Master Plan underscores the need for clear, modern, and predictable development regulations. Effectively implementing that Plan requires a regulatory framework that is internally consistent, legally defensible, and aligned with contemporary planning and development practices.

Key Issues Identified

Through ongoing administration and review of the LUDC, staff have identified numerous issues, including but not limited to the following examples:

1. Internal Conflicts and Inconsistencies



Several sections of the LUDC contain textual inconsistencies, undefined or incorrect cross-references, and potential conflicts between Parts, Articles, and Sections. These issues create ambiguity for applicants, staff, and decision-makers, increasing the risk of inconsistent interpretation, enforcement challenges, and legal vulnerability.

Example A – Conflicting Authority Between LUDC and ICC Codes

- Section 4-201 adopts the most current ICC codes at the time of construction, while Section 4-202 states that LUDC definitions override IBC definitions in the event of conflict.
- This creates ambiguity when ICC terms are relied upon for enforcement but overridden by local definitions without clear cross-referencing or hierarchy.

*Applicants and enforcement staff cannot consistently determine which definition or standard controls, increasing appeal risk.

Example B – Nonconforming Structures and Expansion Thresholds

- Nonconforming structures are allowed limited expansion under Part 5, while Part 4 applies current building codes to new work without clearly stating whether thresholds trigger full compliance.
- These provisions are not cross-referenced, leaving interpretation to staff discretion.

*Creates an inconsistent application and exposes the Town to claims of unequal treatment.

2. Missing Provisions for Digital Submittals and Online Records

Modern land use codes typically include explicit authorization for electronic applications, digital signatures, electronic zoning maps, and online posting of meeting materials. These provisions are largely absent from the current LUDC, limiting the Town's ability to modernize administrative processes.

Example A – Paper-Based Procedures Throughout Part 2

- Part 2 assumes physical submission and posting requirements (e.g., notices posted at Town Hall, sign postings, mailed affidavits) with no authorization for electronic equivalents.
- No language authorizes electronic zoning maps, digital records, or online agendas.

*Limits modernization, complicates CitizenServe and GIS integration, and creates legal uncertainty around electronic processes already in use.



3. Evaluation Criteria Are Overly Broad

Section 2-202 contains general criteria for evaluating land use proposals; however, the criteria are vague (e.g., “contribute to public welfare,” “promote compatibility”) and are not tailored to specific application types such as Planned Unit Developments, zone changes, variances, subdivisions, or Special Use Permits. This lack of specificity reduces predictability and defensibility in decision-making.

Example A – Section 2-202 “General Evaluation Criteria”

- Criteria include phrases such as:
 - “Consistency with the community land use plan”
 - “Promote compatibility”
 - “Contribute to public welfare”
- The same criteria are applied to:
 - Zone changes
 - PUDs
 - Variances
 - Subdivisions
 - Special Use Permits

*Lack of tailored standards weakens findings of fact, reduces predictability for applicants, and increases vulnerability to appeals.

4. Process Diagrams Not Legally Integrated

While the LUDC includes process diagrams (Figures 2-1 through 2-7) illustrating review procedures, the operative code text does not clearly reference or incorporate these diagrams, leaving uncertainty as to which steps are legally controlling.

These examples represent only a portion of the issues identified. Staff can provide additional detailed examples upon request.

Example A – Figures 2-1 through 2-7



- The LUDC includes multiple procedural diagrams illustrating approval paths, but the text does not:
 - Reference the figures
 - State whether the diagram or the text controls
 - Resolve conflicts when steps differ between text and diagram

*Creates confusion during hearings and appeals when applicants rely on diagrams but decisions must be based on text.

5. Ordinance Layering and Amendment History Issues

The LUDC is a compilation of amended ordinances rather than a fully integrated code.

Example A – “Exceptions to Adopted Building Codes”

- Section 4-203 allows future exemptions to be adopted and incorporated, but prior exemptions are scattered across separate ordinances with no consolidated reference table.
- The “LUDC Ordinances to Review” list shows multiple adoption ordinances that modify overlapping sections without reorganization.

*Staff must interpret multiple ordinances simultaneously, increasing administrative burden and legal risk.

Staff Capacity and Risk Considerations

Addressing these issues through incremental amendments or internal drafting would require a **significant commitment of staff time and resources**, primarily from the Planning and Zoning Administrator, and would detract from other essential duties. Moreover, staff does not possess the specialized expertise required to redesign a land use code that carries the force of law.

Because the LUDC establishes enforceable regulations, careful attention must be given to structure, language, internal consistency, and legal defensibility. For these reasons, staff believes a comprehensive redesign should be led by qualified professionals experienced in land use code development.

Professional Assistance and Funding

The Town has received **three bids** from professional planning and code consulting firms for a comprehensive LUDC redesign. Staff has also engaged in discussions with the **Wyoming**



Business Council to explore potential funding opportunities. In addition, we will be meeting with local developers to discuss the potential contribution of funding toward the redesign effort.

Recommendation

Staff strongly recommends that the Town Council give serious consideration to proceeding with a **comprehensive redesign of the LUDC**. This effort represents a logical and necessary next step to implement the updated Master Plan and is critical to ensuring the Town of Alpine has a modern, clear, and effective regulatory framework that supports orderly growth, improves administrative efficiency, and enhances legal defensibility.

A comprehensive redesign of the LUDC is not only timely but **essential for the Town of Alpine to grow and thrive**.



PLANNING & ZONING MEETING MINUTES

December 09, 2025 at 7:00 PM

Meeting Type – Regular Meeting

1. CALL TO ORDER:

Chairman Wilson called the meeting to order at 7:02 PM

2. ROLL CALL & ESTABLISH QUORUM:

Administrator Corson took roll call. All Commission members were present, and a quorum was established.

3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- a. Quiroz, Luis 739 Pinecrest Circle Lot #251 of Lakeview Estates- New Deck

Deck Replacement – Permit Review

Staff reported that a deck had been replaced prior to the applicant submitting a building permit application. The applicant stated he was unaware a permit was required. Upon being contacted, he was fully cooperative in completing the application, paying the necessary fees, and providing all requested information. Due to this cooperation, a joint decision was made by the Planning and Zoning Administrator and the Town Clerk to allow the Building Official to inspect the constructed deck and stairs and to issue a temporary building permit until the Commission could review the application.

The Building Official's inspection identified that a landing of at least 36 inches is required at the base of the stairs. He also noted the need for clarification regarding the second-floor door that currently opens to an area with no deck. The applicant, Mr. Quiroz, was not present to answer questions.

Commission members agreed that it would be appropriate to issue an additional temporary permit and table the application to allow the applicant time to provide the required drawings and information.

Motion: A motion was made by Commission Member Stewert to table the application until the January meeting and to issue another temporary permit, to expire on the date of the scheduled January meeting. Seconded by Planning & Zoning Commission Member Schou.

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

Motion carries

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

Simple Re-Plat

The Commission reviewed the plat map, staff report, and all submitted documentation. No further questions or concerns were raised.

Motion: A motion was made to recommend approval of the Simple Re-Plat to the Town Council for their consideration by Planning & Zoning Commission Member Schou, seconded by Planning & Zoning Vice Chairman Stewart.

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

Motion carries

- c. Robinson, David and Tetiana 709 Sunset Dr. Lot #1 of Grand Lake subdivision- Minor Construction 1025-0001- Bury propane tank

Minor Construction Permit – Buried Propane Tank

Due to impending snow, a joint decision was made by the Planning and Zoning Administrator to allow the applicant to bury the propane tank prior to final approval by the Commission.

Commission members confirmed with the Administrator that the tank is owned by the applicant, which she affirmed. The Administrator also noted that she advised the applicant that the propane provider must test the connection once it is installed. No concerns were raised by the Commission.

Motion: A motion was made to approve the Minor Construction Permit by Planning & Zoning Commission Member Schou, seconded by Planning & Zoning Vice Chairman Stewart.

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

Motion carries

4. TABLED ITEMS:

None

5. UNFINISHED/ONGOING BUSINESS:

None

6. PLANNING/ZONING CORRESPONDENCE:

None

7. PLANNING AND ZONING DISCUSSION ITEMS:

Trash Ordinance – Discussion

It was brought to the attention of the Administrator that an ordinance currently in place may sufficiently address issues related to construction site trash and debris. Ordinance No. 103-2003-16 does not specifically reference construction sites; however, its provisions are broad enough that they may be applied to construction-related conditions.

Chairman Wilson stated that she preferred the existing ordinance over the newly drafted Trash Ordinance presented by the Administrator at the previous meeting, noting that the current ordinance does not overreach.

Commission Member Schou expressed concern that the existing ordinance does not adequately address fines or enforcement. Commission Member Stewart noted that Section 103-08 does include enforcement provisions, including fines; however, the general consensus of the Commission was that the enforcement language is not as robust as it should be.

The Commission discussed the possibility of a graduated enforcement system, beginning with a warning, followed by a fine, and ultimately the option of shutting down construction activity. In such cases, the offending party would be required to appear before the Town Council prior to resuming work.

Due to uncertainty in the meeting rules regarding whether a formal recommendation required a motion, a motion was made at the time. However, after subsequent research by the Administrator, it was determined that a motion and vote were not necessary for providing a recommendation to the Town Council.

8. APPROVAL OF MINUTES:

- a. Approval of Minutes for Regular Meeting 10/14/2025, and Work Sessions 10/28/2025 and 11/25/2025.

A motion was made to approve the minutes listed above by Planning & Zoning Vice Chairman Stewart, seconded by Planning & Zoning Commission Member Schou.

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

Motion carries

9. TOWN COUNCIL ASSIGNMENT:

Melissa Wilson

10. ADJOURN MEETING: 7:28 PM

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

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

Motion carries

Melisa Wilson, Chairman

Date

Gina Corson, Acting Planning & Zoning Administrator

Date

Prepared and Transcribed By:

Gina Corson, Acting Planning & Zoning Administrator

Date

** Minutes are a summary of the meeting **