



**PLANNING & ZONING COMMISSION
SPECIAL MEETING AND WORK SESSION**

*March 25, 2026, at 7:00 PM
250 River Circle - Alpine, WY 83128*

AGENDA

1. CALL TO ORDER:

2. ROLL CALL & ESTABLISH QUORUM:

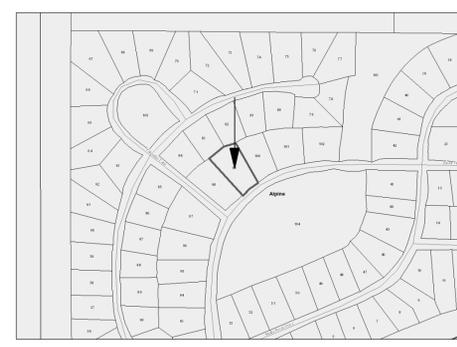
3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- a. Approve Updated Site Plan for New Single-family Residence- RB26-000004- Corona, Graciela Lopez- 456 Riverview Dr., Lot #99 of Riverview Meadows

4. DISCUSSION ITEMS:

a. Evaluate the Town's current Planned Unit Development (PUD) process as outlined in the Land Use and Development Code (LUDC), identify operational deficiencies, and recommend updates to better align the process with industry standards, improve administrative efficiency, and reduce unnecessary burdens on applicants while maintaining appropriate development oversight. And evaluate the necessity of requiring the PUD process as part of annexation into the Town, and whether a more appropriate and efficient alternative review mechanism should be implemented.

5. ADJOURN MEETING:



VICINITY MAP

LEGAL DESCRIPTION
 LOT 99 RIVER VIEW DR
 CORONA RESIDENCE,
 LOT 99, RIVER VIEW MEADOWS SECOND ADDITION,
 ALPINE, LINCOLN COUNTY, WYOMING

SITE PLAN

SCALE 1" = 10'-0"



CONTRACTOR'S RESPONSIBILITY
 IT IS THE CONTRACTOR'S RESPONSIBILITY TO REVIEW ALL ASPECTS OF THESE DRAWINGS, ARCHITECTURAL AND STRUCTURAL, PRIOR TO CONSTRUCTION. ANY CONFLICTS SHALL BE REPORTED TO THE ENGINEER FOR CORRECTION. CHANGES MAY BE PROPOSED BY THE CONTRACTOR IF HE FEELS THE CHANGE IS IN THE BEST INTEREST OF THE OWNER. CHANGES SHALL BE FORWARDED TO THE ENGINEER IN WRITING FOR APPROVAL PRIOR TO CONSTRUCTION.

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CI	DATE	3/19/2026
	SCALE	AS NOTED
CI	DRAWN BY	6TA
	DATE	2024-173
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LOT 99 RIVER VIEW DR CORONA RESIDENCE ALPINE, LINCOLN COUNTY, WYOMING		



TOWN OF ALPINE

STAFF REPORT

To: Mayor and Town Council

From: Planning & Zoning Administrator

Date: March 23, 2026

Re: Evaluation and Recommended Updates to Planned Unit Development (PUD) and Annexation Processes

I. PURPOSE

The purpose of this staff report is to evaluate the Town's current Planned Unit Development (PUD) process as outlined in the Land Use and Development Code (LUDC), identify operational deficiencies, and recommend updates to better align the process with industry standards, improve administrative efficiency, and reduce unnecessary burdens on applicants while maintaining appropriate development oversight.

This report also evaluates the necessity of requiring the PUD process as part of annexation into the Town and whether a more appropriate and efficient alternative review mechanism should be implemented.

II. BACKGROUND AND CURRENT CONDITIONS

The Town's current LUDC requires:

- A PUD concept plan for all annexations; and
- A full PUD process for any development greater than one (1) acre

In practice, this structure has resulted in the PUD process being applied broadly, including at the annexation stage, regardless of project complexity or whether flexibility from underlying zoning is necessary.

However, the requirement for both a PUD concept plan at annexation and a full PUD process for parcels greater than one (1) acre has existed in the code for several years. Based on recent application history and discussions, it appears these requirements may not have been consistently enforced.



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Additionally, the current code provides limited clarity regarding what constitutes a “PUD concept plan,” as the requirements are vague and undefined. Similarly, the PUD process itself does not clearly articulate:

- The purpose of utilizing a PUD, or
- The appropriate criteria and considerations for evaluating a PUD proposal

As a result, the current framework contributes to inconsistent application, confusion among applicants, and difficulty in administration.

III. IDENTIFIED ISSUES WITH CURRENT PUD PROCESS

1. The Current PUD Process is Structurally Flawed

The existing code treats the PUD as a required procedural step rather than as a planning and zoning tool. This is particularly evident in its application to annexations.

As a result:

- The PUD is used prematurely, before a project is sufficiently defined
- It functions as a checklist-driven approval process rather than a zoning tool
- It blurs the distinction between early-stage planning and binding regulatory approval

2. The Process is Overly Cumbersome for Smaller or Early-Stage Projects

Requiring a full PUD:

- At annexation, and
- For all developments over one (1) acre

creates unnecessary burdens, including:

- Requiring detailed submittals before a project is fully conceptualized
- Increased costs and timelines for applicants
- Administrative inefficiencies for staff
- Frustration for property owners and developers

At the annexation stage in particular, applicants are often asked to:



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Commit to a detailed, ordinance-level development framework before sufficient planning and engineering have occurred.

3. The Current Process Does Not Reflect Typical PUD Practices

In most municipalities, a PUD is:

- Optional or situational, not universally required
- Used when a project seeks flexibility or deviation from base zoning
- Applied after initial planning has occurred—not at annexation

By contrast, Alpine’s current framework:

- Requires a PUD at annexation
- Applies PUD broadly regardless of need
- Does not clearly tie its use to flexibility, complexity, or public benefit

IV. DEFINITION AND PURPOSE OF A PUD

A **Planned Unit Development (PUD)** is a zoning and development tool that allows land to be developed under a coordinated, site-specific plan that may modify or replace the standards of the underlying zoning district.

Once approved, a PUD:

- Is adopted by ordinance
- Becomes binding on the property
- Functions as a **zoning change or zoning overlay**
- Establishes customized standards for land use, density, layout, design, and infrastructure

The purpose of the PUD process is to promote flexible, innovative, and high-quality development that:

- Improves site design and character
- Promotes efficient use of land and infrastructure



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- Encourages affordable housing opportunities
 - Preserves open space and natural features
 - Ensures compatibility with surrounding properties
 - Maintains consistency with the Town's Master Plan
-

V. HOW A PUD FUNCTIONS IN PRACTICE

A PUD is not simply a plan—it is a **regulatory mechanism**.

- A PUD = **binding zoning adopted by ordinance**
- A Conceptual or Master Plan = **guidance unless formalized**

Because of this, requiring a PUD at annexation effectively requires:

A zoning decision before the Town and the applicant have sufficient information to support that decision.

This sequencing is inconsistent with how PUDs are typically used and contributes to confusion and inefficiency.

VI. WHEN A PUD IS APPROPRIATE IN ALPINE

A PUD is most appropriate when a project:

- Seeks flexibility from base zoning standards
- Is large-scale, mixed-use, or phased
- Requires coordinated infrastructure planning
- Proposes creative or non-standard site design
- Provides identifiable public benefits

Importantly, these conditions typically arise **after annexation and initial planning**, not at the annexation stage itself.

VII. WHEN A PUD IS NOT NECESSARY



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A PUD is generally not necessary when:

- A project complies with existing zoning standards
- Development is straightforward or limited in scope
- No deviations or negotiated standards are proposed
- The project is still in early conceptual stages, such as during annexation

In these cases, requiring a PUD—particularly at annexation—creates unnecessary process without corresponding benefit.

VIII. ROLE OF A MASTER PLAN IN THE PUD PROCESS

A **Master Plan** should serve as the foundational document for any PUD application.

The Master Plan:

- Establishes the overall development vision
- Identifies land use patterns, density, and layout
- Coordinates infrastructure and circulation systems
- Defines phasing and long-term development strategy

Within a PUD, the Master Plan:

- Provides the framework for site-specific zoning standards
- Ensures coordinated development over time
- Serves as a long-term reference for compliance

This level of detail is appropriate at the **PUD stage**, but not at the annexation stage.

IX. “CONCEPTUAL PLAN” AKA MASTER PLAN – APPROPRIATE TOOL FOR ANNEXATION

A **Master Plan** (Conceptual Plan) is a preliminary, high-level plan used to illustrate the general layout and intent of a proposed development prior to detailed design.

It is:



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- Illustrative, not regulatory
- Intended for early-stage evaluation
- Appropriate for determining annexation feasibility

A Conceptual Plan provides the Town with sufficient information to evaluate:

- General land use and density
- Layout and access
- Infrastructure approach
- Consistency with the Town's Master Plan without requiring a binding zoning commitment.

X. RECOMMENDED UPDATE TO ANNEXATION REQUIREMENTS

Staff recommends eliminating the requirement for a PUD Concept Plan at annexation and replacing it with a:

Master Plan Submittal Requirement, including:

- A **Conceptual Site Plan** illustrating general layout and land use
- A **Conceptual Narrative** describing:
 - Proposed development
 - General density and land use
 - Infrastructure approach
 - Consistency with the Town's Master Plan
 - Phasing and long-term development strategy

Rationale

This change:

- Aligns the level of review with the stage of development



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- Eliminates premature zoning decisions
- Reduces unnecessary burden on applicants
- Improves clarity and predictability
- Reflects common municipal best practices

Following annexation, projects would then proceed to:

- PUD (if flexibility or negotiated standards are requested), or
- Standard development review processes

XI. ADDITIONAL RECOMMENDATION – UPDATE TO PUD PROCESS (NON-ANNEXATION)

In addition to removing the requirement for a PUD at annexation, staff recommends updating the PUD process itself to better align with its intended purpose as a flexible zoning and development tool.

Identified Need for Update

The current PUD provisions:

- Do not clearly define when a PUD should be used
- Do not clearly distinguish between conceptual planning and regulatory approval
- Lack clear evaluation criteria for decision-makers
- Function more as a procedural requirement than a zoning tool

Recommended Updates to the PUD Process

Staff recommends amending the LUDC to:

1. Clarify Applicability

Establish that a PUD is:

- **Optional or required only when flexibility from base zoning is requested, or**
- Applicable to:
 - Large-scale developments
 - Mixed-use projects



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- Phased or master-planned developments

Remove the blanket requirement based solely on parcel size.

2. Establish Clear Approval Criteria

Include defined criteria for evaluating PUD applications, such as:

- Consistency with the Town's Master Plan
- Quality of site design and layout
- Compatibility with surrounding land uses
- Efficiency of infrastructure and service delivery
- Provision of public benefits
- Preservation of natural features and open space

3. Require a Structured PUD Development Plan

Replace vague submittal requirements with a clearly defined package including:

- Master Plan (site framework)
- PUD Development Standards (binding regulations)
- Narrative explaining:
 - Deviations from zoning
 - Public benefits
 - Phasing and implementation

4. Improve Process Clarity

Clearly outline:

- Application steps
- Review sequence (P&Z → Council)
- Public hearing requirements
- Ordinance adoption process

5. Define a PUD Amendment and Revision Process

Establish clear procedures for modifying an approved PUD, including:

- **Minor Amendments** (administrative or staff-level approval for small changes that do not alter the overall development intent, density, or layout)



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- **Major Amendments** (requiring Planning & Zoning and Town Council review and approval by ordinance for substantive changes)

The code should clearly define:

- What constitutes a minor vs. major amendment
- Required submittal materials for amendments
- Review procedures and approval authority
- Whether additional public hearings are required

This ensures flexibility for projects over time while maintaining transparency, consistency, and regulatory integrity.

6. Align PUD with Its Intended Function

Reinforce in the code that a PUD:

- Is a **zoning tool**, not just an application process
- Establishes **site-specific development standards**
- Should only be used when it provides clear benefit over standard zoning

Rationale

Updating the PUD process independently of annexation will:

- Improve clarity for applicants, staff, and decision-makers
- Reduce unnecessary use of the PUD process
- Ensure PUDs are used strategically where appropriate
- Provide a clear path for **future amendments and project evolution**
- Strengthen the Town's ability to evaluate and negotiate development proposals
- Align Alpine's code with modern planning practices

XII. ADDITIONAL RECOMMENDATION – ADDITION OF A MASTER PLAN PROCESS FOR DEVELOPMENTS THAT ARE LARGE OR COMPLEX THAT DO NOT MEET THE REQUIRMENTS REQUIRED FOR THE PUD PROCESS (NON-ANNEXATION)



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In addition to refining the PUD process, staff recommends establishing a formal **Master Plan (Conceptual Plan) review process** within the LUDC for developments that are large, phased, or complex in nature but do not warrant the use of a Planned Unit Development (PUD).

Identified Need for Addition

The current LUDC does not provide a clear mechanism for reviewing projects that:

- Are larger in scale or involve multiple phases
- Require coordination of infrastructure and site layout
- Benefit from a comprehensive planning framework
- Do not seek deviations from underlying zoning standards

As a result, such projects are either:

- Forced into the PUD process unnecessarily, or
- Reviewed through standard processes that do not adequately capture the full scope of development

This gap contributes to inefficiencies, inconsistent review, and missed opportunities for coordinated planning.

Recommended Addition of a Master Plan Process

Staff recommends amending the LUDC to establish a **Master Plan review process** as an intermediate planning tool between standard development review and the PUD process.

1. Clarify Applicability

Establish that a Master Plan is required or may be required for:

- Large-scale developments
- Multi-phase projects
- Mixed-use developments that comply with base zoning
- Developments requiring coordinated infrastructure planning
- Projects where the Town determines a comprehensive understanding of layout and long-term development is necessary



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Clarify that a Master Plan:

- Does not replace zoning
- Does not function as a regulatory approval
- Is not required for small or straightforward developments

2. Define Purpose and Function

Clearly establish that a Master Plan:

- Is a **conceptual and planning-level document**
- Illustrates overall development intent, layout, and phasing
- Provides a framework for future subdivision, site plan, or building permit review
- Ensures consistency with the Town's Master Plan

Reinforce that a Master Plan:

- Is **illustrative, not regulatory**
- Does not create vested rights or binding development standards

3. Establish Submittal Requirements

Require a clearly defined Master Plan package that may include:

- Conceptual site plan showing:
 - Land use layout
 - Lot configuration (if applicable)
 - Circulation and access
- General density and development intensity
- Infrastructure and utility approach
- Phasing plan (if applicable)
- Narrative describing:
 - Project intent
 - Consistency with the Town's Master Plan
 - General development strategy

4. Define Review Process

Clearly outline:

- Application and submittal procedures
- Staff review process



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- Whether review is administrative or requires Planning & Zoning Commission input
- Opportunities for feedback prior to formal development applications

The process should be:

- Predictable and streamlined
- Focused on planning-level evaluation rather than detailed engineering

5. Establish Relationship to Subsequent Approvals

Clarify that:

- A Master Plan serves as a **guiding document** for future applications
- Subsequent approvals (subdivision, site plan, building permits, or PUD) must be generally consistent with the approved Master Plan
- Modifications to the Master Plan may be allowed administratively if changes remain consistent with the overall development intent

6. Align with Overall Development Framework

Reinforce that the addition of a Master Plan process will:

- Provide a clear pathway for evaluating large or complex developments
- Reduce unnecessary reliance on the PUD process
- Improve coordination of infrastructure and land use planning
- Enhance clarity for applicants, staff, and decision-makers
- Align Alpine's development review framework with common municipal planning practices

Rationale

Establishing a Master Plan process will:

- Fill a critical gap between standard development review and the PUD process
- Allow the Town to evaluate the "big picture" of development without requiring premature zoning decisions
- Improve administrative efficiency and consistency
- Provide applicants with a clearer and more appropriate pathway for project review
- Support higher-quality, coordinated development outcomes



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XIII. CONCLUSION

The Town's current requirement to apply the PUD process at annexation and broadly across development projects is not functioning as intended and creates unnecessary complexity.

Refining the PUD process will ensure it functions as an effective and intentional planning tool, rather than a broadly applied procedural requirement, while also establishing a clear and predictable framework for future modifications to approved developments.

Refining the process to:

- Use PUDs as a **targeted zoning tool**,
- Require a **Master Plan at annexation instead of a PUD**, and
- Establish a Master Plan review process for large or complex non-annexation developments,

will:

- Improve administrative efficiency
- Reduce confusion and frustration
- Better align review requirements with the scale and complexity of development
- Reduce unnecessary reliance on the PUD process
- Better align with how development actually occurs
- Position the Town to achieve higher-quality development outcomes

Master Plan Fact Sheet

Master Plan (Conceptual Plan) – Definition and Purpose

A Master Plan (Conceptual Plan) is a planning-level tool used to illustrate the overall vision and development framework for a property or area prior to detailed design or regulatory approvals. Unlike a Planned Unit Development (PUD), a Master Plan is **non-binding and illustrative**, and does not establish zoning or enforceable development standards.

It is the purpose of the Master Plan process to provide a clear understanding of how a property is intended to develop over time, while allowing flexibility for refinement as additional engineering, design, and regulatory review occurs.

The objectives of the Master Plan process are to:

- Provide a comprehensive overview of land use, layout, and development intent
- Promote coordinated planning of infrastructure, access, and circulation
- Support efficient and logical development patterns
- Identify potential constraints and opportunities early in the process
- Ensure consistency with the Town's Master Plan and adopted policies
- Improve communication between applicants, staff, and decision-makers
- Guide future development applications such as subdivision, site plan, or PUD

What a Master Plan Is Used For

A Master Plan is typically used to:

- Evaluate annexation proposals
- Review large or multi-phase developments
- Understand mixed-use or coordinated development patterns
- Establish a long-term vision for undeveloped or transitioning land
- Guide future subdivision, site plan, or building permit applications
- Provide a framework for infrastructure planning and phasing

Key Characteristic

A Master Plan is **not regulatory**—it illustrates what is intended, but does not establish binding requirements.

📌 Big takeaway:

A Master Plan = guidance

A PUD = law

Master Plan Fact Sheet

Key Differences Between Master Plan and PUD

1. Legal Authority

Master Plan

- Non-binding and illustrative
- Does not establish zoning or development rights
- Can be refined over time

PUD

- Adopted by ordinance
- Becomes binding zoning for the property
- Establishes enforceable standards

2. Purpose

Master Plan

- Shows overall development vision
- Used for early-stage planning and evaluation

PUD

- Establishes site-specific zoning and standards
- Used for final development approval and regulation

3. Flexibility

Master Plan

- Highly flexible
- Can evolve as the project develops

PUD

- Limited flexibility once adopted
- Requires formal amendment to change

4. Level of Detail

Master Plan

- Conceptual and high-level
- Does not require detailed engineering

Master Plan Fact Sheet

PUD

- Detailed and comprehensive
- Includes enforceable development standards

5. Timing in Development Process

Master Plan

- Early stage (annexation or pre-development)

PUD

- Later stage (post-annexation or when seeking flexibility)

What a Master Plan Includes

A Master Plan typically includes:

- General land use layout
- Approximate lot configuration or density
- Conceptual circulation (vehicular and pedestrian)
- General open space and amenity areas
- Identification of natural features or constraints
- Conceptual infrastructure and utilities
- Phasing strategy (if applicable)
- Relationship to surrounding properties

Purpose of a Master Plan

The purpose of a Master Plan is to:

- Provide early-stage evaluation before significant design investment
- Ensure alignment with the Town's Master Plan and zoning framework
- Identify potential issues or improvements early
- Establish a clear development vision
- Guide future applications and approvals

When a Master Plan Is Appropriate

A Master Plan is appropriate when:

Master Plan Fact Sheet

- A project is large or complex
- Development will occur in phases
- Infrastructure planning is required
- Mixed-use or coordinated development is proposed
- The Town needs to understand the “big picture” before approvals

When a Master Plan Is Not Necessary

A Master Plan is generally not required when:

- Development is small or straightforward
- The project fully complies with zoning
- No coordinated or phased development is proposed
- A simple subdivision or site plan is sufficient

Best Practice (Modern Approach)

Most modern development codes:

- Require Master Plans when:
 - Evaluating annexations
 - Reviewing large or phased developments
 - Understanding overall development intent
- Do NOT require Master Plans when:
 - Projects are simple or compliant with zoning
 - No coordination or long-term planning is needed

Final Takeaway

A Master Plan allows the Town to understand **what is being proposed** without prematurely regulating **how it must be built**.

PUD Fact Sheet

Planned Unit Development (PUD) – Definition and Purpose

A **Planned Unit Development (PUD)** is a zoning and development tool that allows a tract of land to be planned and developed as a unified project under a single, coordinated plan, rather than under the strict application of standard zoning regulations. Once approved, a PUD establishes a **site-specific regulatory framework** governing land use, design, and development standards for the property.

It is the purpose of the Planned Unit Development (PUD) regulations to promote the most beneficial and creative development of land within the Town. Through the use of the PUD process, greater flexibility and innovation in site design and development are intended, while ensuring consistency with the Town's adopted plans and policies.

The objectives of the PUD process are to encourage development that:

- Promotes greater flexibility in the type, design, and placement of structures to take advantage of the unique features of a site
- Improves the overall design, character, and quality of development
- Promotes more efficient use of land, public facilities, utilities, and governmental services
- Supports and encourages affordable housing opportunities for Town residents
- Preserves open space to the greatest extent practicable
- Ensures compatibility of land uses within the development and with surrounding properties
- Encourages preservation of natural and scenic features
- Enhances landscaping and site amenities
- Promotes safe and convenient pedestrian, vehicular, and transit access and circulation
- Maintains consistency with the Town's Master Plan and other adopted plans

What a PUD Is Used For

A PUD is typically used to:

- **Allow flexibility from base zoning requirements**
(e.g., clustering, mixed-use, alternative layouts)
- **Encourage coordinated, site-specific design**
(integrating land use, infrastructure, access, and open space)

PUD Fact Sheet

- **Facilitate larger or phased developments**
(master-planned communities, mixed-use projects, etc.)
- **Secure public benefits in exchange for flexibility**
(e.g., workforce housing, open space, infrastructure improvements)
- **Establish binding, site-specific regulations**
adopted by ordinance that govern future development of the property

Key Characteristic

A PUD is not just a plan—it becomes a custom zoning framework for a specific property once approved.

A **PUD (Planned Unit Development)** is not just a plan—it is a **regulatory tool that replaces or modifies zoning**, whereas a **conceptual/master plan** is typically **advisory unless tied to an approval mechanism**.

Key Differences

1. Legal Authority

- **PUD**
 - Adopted by ordinance
 - Becomes **binding zoning for that property**
 - Enforceable (layout, uses, standards, phasing, etc.)
- **Conceptual / Master Plan**
 - Usually **non-binding or loosely binding**
 - Guides future decisions but **does not regulate by itself**
 - Can be changed more easily

📌 **Big takeaway:**

A PUD = **law**

A concept plan = **guidance**

2. Flexibility vs. Control

- **PUD**
 - Allows deviation from base zoning (lot sizes, setbacks, uses, density)
 - In exchange, the Town gets:

PUD Fact Sheet

- Public benefits
- Better design
- Site-specific standards
- **Conceptual Plan Only**
 - Doesn't actually grant flexibility unless paired with rezoning/variances
 - You're still stuck enforcing underlying zoning

👉 **Without a PUD, flexibility = legally shaky**

3. Negotiation Tool

- **PUD**
 - Functions as a **negotiated zoning agreement**
 - You can require:
 - Workforce housing
 - Open space
 - Infrastructure upgrades
 - Phasing commitments
 - **Concept Plan**
 - You can *ask* for these things...
 - But you **can't enforce them long-term** without another mechanism
-

4. Long-Term Certainty

- **PUD**
 - Locks in:
 - Layout
 - Density
 - Uses
 - Infrastructure plans

PUD Fact Sheet

- Protects both:
 - Town (gets what was promised)
 - Developer (predictability)
 - **Concept Plan**
 - Can drift over time
 - Each phase may come back slightly different
-

5. Phasing & Large Projects

- **PUD**
 - Designed for:
 - Multi-phase development
 - Large acreage
 - Allows:
 - Infrastructure timing
 - Coordinated buildout
 - **Concept Plan**
 - Good for vision
 - Weak for **enforcing phased execution**
-

So Why Do Some Towns Move Away from Heavy PUD Use?

Because PUDs can become:

- Overly **bureaucratic**
- Required even when **no flexibility is needed**
- A **one-size-fits-all hammer** (🔨 sounds like Alpine right now)

Best Practice (Modern Approach)

Most modern codes shift to:

- ☑ **Use PUD when:**

PUD Fact Sheet

- Developer wants **flexibility from zoning**
- Project is:
 - Complex
 - Mixed-use
 - Phased
- Public benefit is being negotiated

✗ Don't require PUD when:

- Project complies with zoning already
- It's straightforward subdivision/site plan
- No deviations are requested

Conceptual Plan – Definition

A **Conceptual Plan** is a preliminary, high-level plan that illustrates the general layout and intent of a proposed development prior to detailed engineering or final design. It is used to communicate the overall development vision and evaluate consistency with applicable zoning regulations, the Town's Master Plan, and other adopted policies.

A Conceptual Plan is not a construction document and does not authorize development. Rather, it serves as a **planning and review tool** to guide future applications and decision-making.

What a Conceptual Plan Includes

A Conceptual Plan typically includes:

- General site layout, including proposed land uses
- Approximate building locations and development areas
- Preliminary circulation patterns (vehicular and pedestrian access)
- Conceptual lot layout or density (if applicable)
- General open space, landscaping, and amenity areas
- Identification of major site constraints (topography, drainage, natural features)
- General location of utilities and infrastructure (conceptual only)
- Relationship to adjacent properties and surrounding land uses

PUD Fact Sheet

Purpose of a Conceptual Plan

The purpose of a Conceptual Plan is to:

- Provide an **early-stage review opportunity** before significant design investment
- Ensure the project aligns with the **Town’s Master Plan and zoning framework**
- Identify potential issues, constraints, or required improvements early in the process
- Guide subsequent applications such as:
 - Planned Unit Development (PUD)
 - Subdivision
 - Site Plan Review

Key Characteristic

A Conceptual Plan is **illustrative, not regulatory**—it guides development but does not establish binding development standards unless incorporated into a formal approval (such as a PUD).

Best Practice (Modern Approach)

Instead of a vague “narrative,” require a:

“PUD Development Standards & Narrative”

Keep it structured and concise, such as:

- Project overview
- Consistency with Master Plan
- Land use + density summary
- Deviations from base zoning
- Public benefits
- Development standards (the important part)
- Phasing (if applicable)

👉 Think of it as:

PUD Fact Sheet

Part explanation + part rulebook

PART 2 - PROCEDURES

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 Master Plan and 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.~~
All development projects shall obtain the required development approvals to ensure compliance with all applicable codes, standards, and regulations adopted by the Town of Alpine, and to ensure consistency with the Town of Alpine Municipal Master Plan. All annexation petitions and applications shall be reviewed for consistency with the Town of Alpine Master Plan.
- The requirement for a Master Plan and/or Planned Unit Development (PUD) review shall be determined by the Town based on the scope, complexity, and characteristics of the proposed development. The Town may require a Master Plan, a PUD, or both, as part of the development review process.
- The specific criteria and factors governing the applicability of a Planned Unit Development (PUD) shall be set forth in Section 2-205 of the Land Use and Development Code (LUDC). The specific criteria and factors governing the applicability of a Master Plan shall be set forth in Section 2-204 of the LUDC. Said sections are hereby incorporated by reference.
- (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.

REMOVE TABLE AND REPLACE WITH THE UPDATED ONE

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

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

Land Permit	Use	Information Accompanying Application Form	Public Hearing	Notice to Hearing	Prior Public Decision Process	Appeals
Master Plan (Conceptual Plan)	Plan	Conceptual site plan; conceptual narrative; general development framework; property description; authorization of landowner	Administrative Planning & Zoning Commission determined by the of Town)	or In accordance with Ordinance No. 2026-002, if applicable	Administrative determination or Planning & Zoning Commission review (conceptual only; no ordinance)	Not applicable (non-binding determination)
Planned Unit Development (PUD)	Unit Development	Master development plan; PUD standards; narrative; legal property description; authorization of landowner	Planning & Zoning Commission	In accordance with Ordinance No. 2026-002	Planning & Zoning Commission recommendation to Town Council; final 5 action by ordinance	District Court as outlined in Part 5
Land Use Plan Amendment	Plan	Rationale for plan amendment; proposed changes in land use plan map designations	Planning & Zoning Commission	In accordance with Ordinance No. 2026-002	Planning & Zoning Commission recommendation to Town Council; final 5 action by ordinance	District Court as outlined in Part 5
Zone Change	Change	Conceptual site plan; proposed zoning changes; legal property description; authorization of landowner	Planning & Zoning Commission	In accordance with Ordinance No. 2026-002	Planning & Zoning Commission recommendation to Town Council; final 5 action by ordinance	District Court as outlined in Part 5
Variance		Plot plan; description and rationale for deviation	Board of Adjustment	In accordance with Ordinance No. 2026-002	Board of Adjustment makes final decision	Town Council
Subdivision Approval (Re-Plat)	Plat	Master Plan (if applicable); preliminary plat; final drawings; supporting reports as required	Planning & Zoning Commission	In accordance with Ordinance No. 2026-002	Planning & Zoning Commission recommendation to Town Council; final 5 action by ordinance	District Court as outlined in Part 5
Special Permit	Use	Plot plan; description; operational characteristics of proposed use	Planning & Zoning Commission	In accordance with Ordinance No. 2026-002	Planning & Zoning Commission recommendation to Town Council; final 5 action by ordinance	Town Council

Section 2-204 Master Plan (Conceptual Plan) Process

(a) Purpose

The purpose of the Master Plan (Conceptual Plan) process is to provide a planning-level review tool for developments that are large, phased, or complex in nature, but do not require the use of a Planned Unit Development (PUD).

The Master Plan process is intended to:

- (1) Allow the Town to evaluate the overall development vision and layout of a proposed project;
- (2) Promote coordinated planning of land use, infrastructure, access, and circulation;
- (3) Provide a framework for future subdivision, site plan, building permit, or PUD review; and
- (4) Ensure consistency with the Town of Alpine Master Plan.

(b) Applicability

A Master Plan may be required by the Town when:

- (1) A development is large-scale in size or scope;
- (2) A development is proposed to occur in multiple phases;
- (3) A development involves mixed-use or coordinated land use patterns;
- (4) A development requires coordinated infrastructure planning, or
- (5) The Town determines that a comprehensive understanding of the development is necessary before formal approval.

A Master Plan shall not be required for:

- (A) Small or straightforward development projects; or
- (B) Projects that fully comply with zoning and do not require coordinated planning review.

(c) Relationship to Annexation

A Master Plan shall be required as part of all annexation applications in accordance with Section 2-201.

The Master Plan submitted with an annexation application shall provide a conceptual framework for evaluating the proposed development, including general land use, density, infrastructure approach, and long-term development intent.

A Master Plan reviewed as part of an annexation application shall be considered illustrative in nature and shall not establish binding development standards or zoning.

Following annexation, subsequent development applications, including subdivision, site plan, or Planned Unit Development (PUD), shall be generally consistent with the approved or accepted Master Plan, unless otherwise amended in accordance with this Section.

(d) Nature of Approval

A Master Plan:

- (1) Is conceptual and illustrative in nature;
- (2) Does not establish binding development standards;

- (3) Does not constitute zoning approval or create vested development rights; and
- (4) Shall not replace subdivision, site plan, building permit, or PUD approval requirements.

(e) Application Requirements

Applicants shall submit a Master Plan application, including at a minimum:

- (1) Name, address, telephone number, and email address of the applicant;
- (2) Written authorization from the landowner, if the applicant is not the property owner;
- (3) Legal description and total land area of the subject property;
- (4) Name and contact information of the person or entity responsible for preparation of the application materials; and
- (5) Payment of all applicable fees.

(f) Required Submittal Materials

In addition to the application form, the applicant shall provide:

- (1) **Conceptual Site Plan**, illustrating:
 - (A) General land use layout;
 - (B) Approximate lot configuration, if applicable;
 - (C) Circulation systems, including vehicular and pedestrian access;
 - (D) General infrastructure and utility framework; and
 - (E) Open space and natural features;
- (2) **Conceptual Narrative**, describing:
 - (A) Project overview;
 - (B) Proposed land uses and development intensity;
 - (C) General density and development pattern;
 - (D) Infrastructure and utility approach;
 - (E) Phasing and long-term development strategy; and
 - (F) Consistency with the Town of Alpine Master Plan;
- (3) A location map showing the project site and surrounding properties;
- (4) A general development schedule, if applicable; and
- (5) Any additional materials required by the Town to evaluate the proposal.

(g) Staff Review

The Planning and Zoning Administrator shall conduct a review of the proposed Master Plan.

The Planning and Zoning Administrator, or his or her authorized representative, shall evaluate the proposal with respect to:

- (1) Consistency with the Town of Alpine Master Plan;
- (2) Compatibility with surrounding land uses;
- (3) Municipal infrastructure and service capacity;
- (4) Vehicular and pedestrian access;
- (5) Drainage, snow storage, and site constraints; and
- (6) Community land use relationships.

Following review, the Planning and Zoning Administrator may prepare a written summary or staff report and provide recommendations as appropriate.

(h) Review Process

A Master Plan shall be reviewed:

- (1) Administratively by the Planning and Zoning Administrator for completeness
- (2) The Planning and Zoning administrator will schedule a public hearing with the Planning and Zoning Commission

The review process shall focus on planning-level considerations and shall not require detailed engineering or construction-level design.

(i) Determination

Following review, the Planning and Zoning Commission may:

- (1) Accept the Master Plan as submitted;
- (2) Accept the Master Plan with recommendations; or
- (3) Request revisions to the Master Plan.
- (4) The Zoning Administrator shall issue a written notice of decision to the applicant within five (5) business days following Planning and Zoning Commission action.

A Master Plan shall not be approved by ordinance and shall not constitute a final development approval.

(j) Relationship to Subsequent Approvals

- (1) A Master Plan shall serve as a guiding document for future development applications.
- (2) Subsequent subdivision, site plan, building permit, or PUD applications shall be generally consistent with the approved or accepted Master Plan.
- (3) If a proposed development deviates substantially from the Master Plan, the Town may require an amended Master Plan or additional review.

(k) Public Notice

Public notice for Master Plan review, when required, shall be provided in accordance with **Ordinance No. 2026-002 (Public Notice Requirements Ordinance)**, as may be amended.

(l) Amendments

Any applicant requesting an amendment must submit a written request to the Planning and Zoning Administrator to determine if minor or major.

(1) Minor Amendments- No Fee

Minor amendments to an approved Master Plan may be approved by the Planning and Zoning Administrator when the proposed changes are minor in nature and remain consistent with the overall development intent of the approved Master Plan.

Minor amendments may include, but are not limited to:

- (A) Minor adjustments to lot configuration or layout;
- (B) Refinements to circulation patterns that do not alter overall access intent;
- (C) Minor changes to land use areas that do not significantly alter the character or intensity of the development;
- (D) Adjustments to phasing that do not affect infrastructure planning or overall development sequencing.

and

(2) Major Amendments- See the most recently adopted version of the fee schedule

Major amendments to an approved Master Plan shall be required when proposed changes substantially alter the original development concept or intent.

Major amendments shall be evaluated and approved by the Planning and Zoning Commission and shall follow the applicable review procedures for a Master Plan.

Major amendments include, but are not limited to:

- (A) Significant changes in land use;
- (B) Substantial increases in density or development intensity;
- (C) Significant modifications to circulation systems or access points;
- (D) Changes to the infrastructure framework that impact service capacity or delivery; or
- (E) Changes that alter the overall character of the development.

(m) Notice of Decision

The Planning and Zoning Administrator shall issue a written notice of decision to the applicant within five (5) business days following final action by the Planning and Zoning Commission on a Master Plan application or major amendment, or following administrative action on a minor amendment.

The notice shall indicate the determination made by the Town, including:

- (1) Acceptance of the Master Plan as submitted;
- (2) Acceptance of the Master Plan with recommendations; or
- (3) A request for revisions to the Master Plan.

The notice of determination shall also identify any recommendations or guidance provided by staff or the Planning and Zoning Commission to inform future development applications.

(n) Appeals

Any appeal of a decision regarding a Master Plan, including determinations made by the Planning and Zoning Administrator or the Planning and Zoning Commission, shall be made to the Board of Adjustment.

Appeals shall be filed in accordance with the procedures set forth in Part 5 of this Code and within the timeframes established therein.

The Board of Adjustment shall review the appeal and may affirm, modify, or reverse the determination based on the standards and evidence presented.

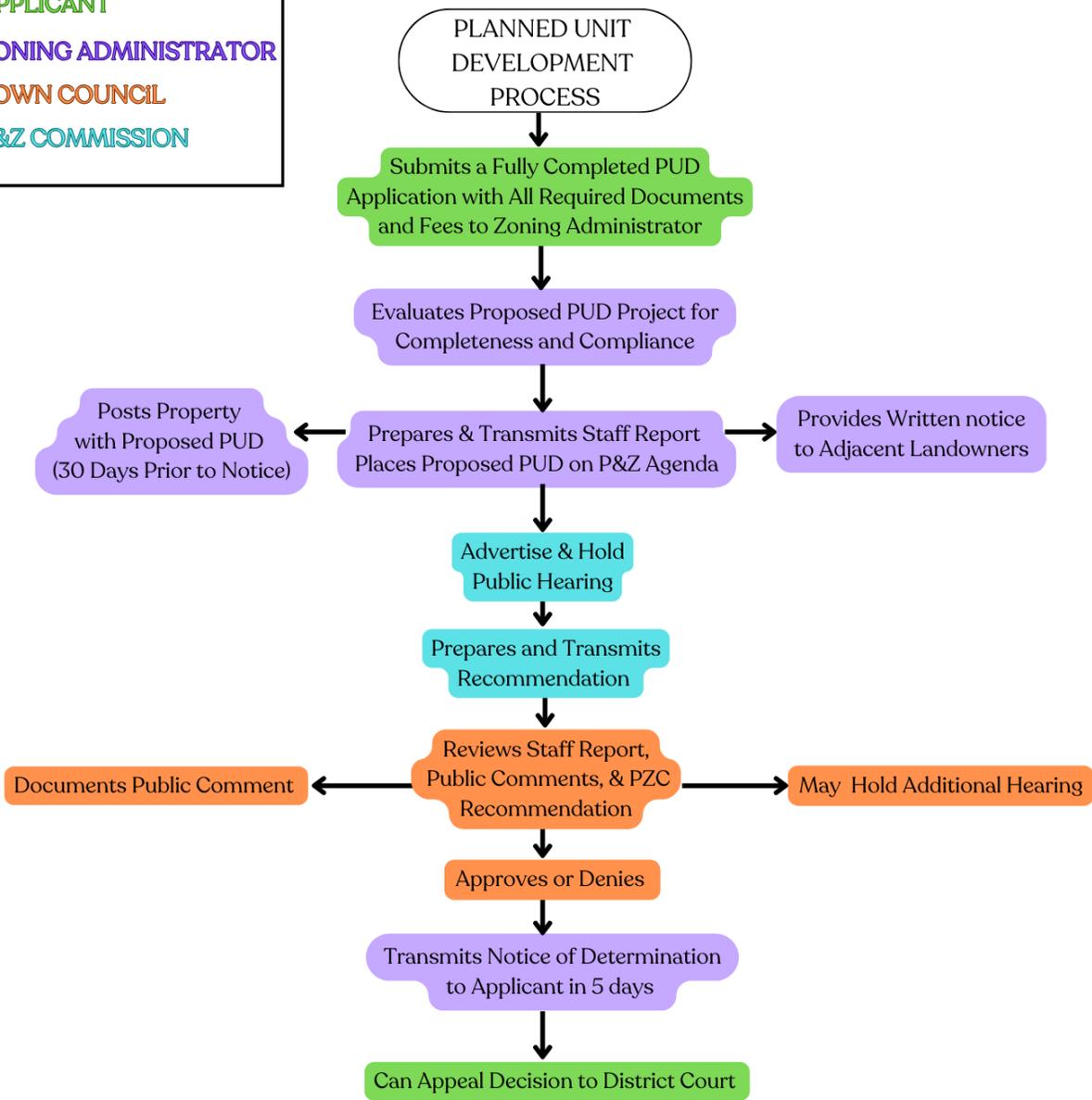
Section ~~2-204~~ 2-205 Planned Unit Development Process

~~(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.~~

LEGEND:

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



PLANNED UNIT DEVELOPMENT PROCESS

Figure 2-2

- ~~(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.~~

- ~~(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.~~
- ~~(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.~~
- ~~(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.~~

(a) Purpose

The purpose of the Planned Unit Development (PUD) process is to provide a flexible zoning and development tool that promotes the most beneficial and creative development of land within the Town.

The PUD process is intended to:

- (1) Permit and encourage coordinated, site-specific development that may not be achievable under standard zoning regulations, where there is a demonstrable benefit to the Town;
- (2) Allow flexibility in site design, land use, density, and development standards, where such flexibility results in improved development outcomes; and
- (3) Promote development that:
 - (A) Improves site design and development quality;

- (B) Encourages efficient use of land and infrastructure;
- (C) Preserves open space and natural features;
- (D) Ensures compatibility with surrounding land uses; and
- (E) Is consistent with the Town of Alpine Master Plan.

(b) Applicability

A Planned Unit Development (PUD) shall not be required solely based on parcel size.

A PUD may be required or permitted when:

- (1) A development proposes flexibility or deviation from base zoning standards;
- (2) A development is large-scale, mixed-use, or phased; or
- (3) The Town determines that a coordinated development approach is necessary to achieve improved design, infrastructure efficiency, or identifiable public benefit.

Owners and/or prospective developers may apply for a PUD within any zoning district, subject to the provisions of this Section.

(c) Relationship to Annexation

A Planned Unit Development (PUD) shall not be required as part of an annexation application.

Annexation applications shall instead be reviewed based on a Master Plan in accordance with Section 2-201.

A PUD may be required or initiated following annexation when a proposed development meets the applicability criteria outlined in this Section.

(d) Application Requirements

Applicants shall submit a completed Planned Unit Development application form, including at a minimum:

- (1) Name, address, telephone number, and email address of the applicant;
- (2) Written authorization from the landowner, if the applicant is not the property owner;
- (3) Legal description and total land area of the subject property;
- (4) Name and contact information of the person or entity responsible for preparation of the application materials; and
- (5) Payment of all applicable fees.

(e) Required Submittal Materials

In addition to the application form, the applicant shall provide the following:

(1) **Master Development Plan, if one has not already been approved for the proposed property, OR if there are any changes to the approved Master Plan**, illustrating:

- (A) Land use layout;
- (B) Density and intensity;
- (C) Circulation systems, including vehicular and pedestrian access;
- (D) Infrastructure framework; and
- (E) Open space and common areas;

(2) **PUD Development Standards**, including:

- (A) Permitted uses;
- (B) Dimensional standards;
- (C) Density; and
- (D) Design criteria;

(3) **PUD Narrative**, describing:

- (A) Project overview;
- (B) Consistency with the Town's Master Plan;
- (C) Deviations from base zoning;
- (D) Public benefits; and
- (E) Phasing, if applicable;

(4) Location map showing the project site and surrounding properties;

(5) A development schedule for the proposed project; and

(6) Any additional materials required by the Town to evaluate the application.

(7) Additional Technical Reports

The Town may require the submission of technical studies and engineering reports as part of a Planned Unit Development (PUD) application when necessary to evaluate the proposed development.

Such reports may include, but are not limited to:

- (A) Geotechnical investigations and slope stability analyses;
- (B) Drainage and stormwater management studies;
- (C) Traffic impact analyses;
- (D) Utility and infrastructure capacity analyses;
- (E) Roadway design and grading plans; and
- (F) Any other engineering or technical documentation deemed necessary by the Town to evaluate public health, safety, and welfare.

The scope and level of detail of such reports shall be determined by the Town based on the size, location, complexity, and characteristics of the proposed development.

(f) Staff Review

The Planning and Zoning Administrator shall conduct a detailed review of the proposed development.

The Planning and Zoning Administrator, or his or her authorized representative, shall evaluate the merits, disadvantages, and potential impacts of the proposed development upon:

- (1) Adjoining land uses;
- (2) Municipal infrastructure and services;
- (3) Vehicular and pedestrian access;
- (4) Drainage and snow storage;
- (5) Public health, safety, and welfare; and
- (6) Community land use relationships.

Following review, the Planning and Zoning Administrator shall prepare and transmit a written staff report, including findings and recommendations, to the Planning and Zoning Commission.

(g) Public Notice

Public notice for Planned Unit Development applications shall be provided in accordance with **Ordinance No. 2026-002 (Public Notice Requirements Ordinance)**, as may be amended.

(h) Planning and Zoning Commission Recommendation

Upon consideration of the staff report and public comment, the Planning and Zoning Commission shall make a written recommendation to the Town Council.

The recommendation shall include findings of fact and may include conditions necessary to mitigate impacts and ensure compliance with this Code.

(i) Town Council Action

The Town Council shall review the application, staff report, and Planning and Zoning Commission recommendation.

The Town Council may:

- (1) Approve;
- (2) Approve with conditions;
- (3) Deny; or
- (4) Table the application pending additional information.

Approval of a Planned Unit Development shall be by ordinance.

(j) Approval Criteria

A Planned Unit Development may be approved only upon finding that:

- (1) The proposal is consistent with the Town of Alpine Master Plan;
- (2) The development provides improved design or efficiency over standard zoning;
- (3) The project is compatible with surrounding land uses;
- (4) Infrastructure and services can be adequately provided; and
- (5) The development provides identifiable public benefits.

(k) Amendments

(1) Minor Amendments

May be approved administratively when:

- (A) No change in density;
- (B) No change in land use; and
- (C) No alteration of overall development intent.

(2) Major Amendments

Shall require Planning and Zoning Commission review and Town Council approval by ordinance.

Major amendments include:

- (A) Changes in land use;
- (B) Increases in density;
- (C) Significant changes to layout or infrastructure; or
- (D) Changes affecting the overall character of the development.

(l) Notice of Decision

The Planning and Zoning Administrator shall issue a written notice of decision to the applicant within five (5) business days following final action by the Town Council on a Planned Unit Development (PUD) application or major amendment, or following administrative action on a minor amendment.

The notice shall indicate the final determination made by the Town, including:

- (1) Approval of the Planned Unit Development (PUD);
- (2) Approval of the Planned Unit Development (PUD) with conditions;
- (3) Denial of the Planned Unit Development (PUD);
- (4) Approval of a minor amendment; or
- (5) Approval, approval with conditions, or denial of a major amendment.

The notice of decision shall also include:

- (A) Any conditions of approval imposed by the Town Council or Planning and Zoning Commission;
- (B) A summary of findings supporting the decision; and
- (C) Any applicable requirements for subsequent approvals, including but not limited to subdivision, site plan, or building permit review.

For Planned Unit Developments and major amendments approved by ordinance, the notice of decision shall reference the adopting ordinance and shall constitute written confirmation of the Town Council's action.

(m) Recording Requirements

No covenants, conditions, restrictions, plats, or related documents shall be recorded until the Planned Unit Development has been approved by ordinance of the Town Council.

(n) Appeals

Any appeal of a decision of the Town Council shall be made to the District Court in accordance with Rule 12 of the Wyoming Rules of Appellate Procedure.

~~Section 2-209~~

Section 2-210 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.~~
- (d) No approval will be granted and/or formalized **until all fees have been paid in full.**

PART 6 – RULES OF INTERPRETATION AND DEFINITIONS

ARTICLE 6.2 DEFINITIONS

General Comments:

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

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

Words with specific defined meanings are as follows:

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

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

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

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

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

Building Materials. Are substances used to construct buildings and other structures. They can be natural materials like wood and clay, or synthetic materials like metal and brick

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

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

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

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

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

A component of a Master Plan that graphically illustrates the general layout and development pattern of a proposed project, including general land use areas, lot configuration (if applicable), circulation and access, open space areas, and approximate building locations and layout. A Conceptual Site Plan is illustrative in nature and is not intended to represent final engineering or construction-level design.

Conceptual Narrative. Is a written component of a Master Plan that describes the project overview, proposed land uses and development intensity, general density and development pattern, infrastructure and utility approach, phasing and long-term development strategy, and consistency with the Town of Alpine Master Plan. The Conceptual Narrative is intended to support planning-level review and does not establish binding development requirements.

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

Construction Activities. The processes involved in building, altering, or repairing structures, including activities like land clearing, grading, excavation, and installation, as well as maintenance and repair work.

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

Construction Materials. Construction materials are any materials used in the construction, alteration, repair, or demolition of structures, including buildings, bridges, and other infrastructure.

Copyright. The exclusive legal right that protects original works of authorship as soon as an author fixes the work in a tangible form of expression, whether by print, publication, film or recorded/recording of materials. (Example: © **ALL RIGHTS RESERVED**). Copyright is a type of intellectual property that protects original works of authorship as soon as an author fixes the work in a tangible form of expression.

Deck. An exterior floor supported on at least two (2) opposing sides by an adjacent structure, and/or posts, piers or other independent supports. Decks with heights of thirty (30) inches or greater need guard rails.

Maintenance. The cleaning, painting, repair of a building, or the replacement of defective materials and fixed equipment within a building, in a manner that does not alter the basic design of the structure.

Manufactured Home. A single-family dwelling structure which:

- (a) Is partially or entirely manufactured in an offsite factory facility.
- (b) Will adhere to the building standards outlined in Part 4, Section 4-502 of the Alpine Land Use and Development Code.

Man-Made Materials. Also known as synthetic materials, are substances created or modified by humans, often through chemical processes, that do not occur naturally in their final form

Master Plan. The Town's comprehensive project plan that define project scope, cost, planning, activities and resources. Reflects a vision set in the early stages of a project and moves everyone in the same direction.

Master Plan (Conceptual Plan). Is a non-binding, conceptual planning document that illustrates the overall development vision for a property or area. A Master Plan depicts general land use, density, layout, circulation, infrastructure, and phasing, is used for planning-level review, does not establish regulatory standards or zoning, does not create vested development rights, and serves as a guiding framework for future development applications.

Maximum Amount. Refers to the largest possible quantity or value that is allowed or attainable in a given situation, essentially meaning the highest limit of something that can be reached or used.

Mean Roof Height. The average of the roof eave height and the height to the highest point on the roof surface.

Membership Club. A private group of people organized in association with a national, state, or local non-profit organization.

Minimum Amount. Referring to the smallest quantity or value that is allowed or possible in a given situation, essentially representing the lowest limit or threshold: it's the least amount that can be accepted or considered viable.

Mobile Food Dispensary/Vendor. A vendor which is a self-contained, licensed and movable facility that is designed to prepare, serve and sell food or drinks for immediate consumption. Food trucks are equipped with a kitchen on wheels and can be used to sell a variety of food items.

Mobile Home. A single-family dwelling that does not meet the definition of a manufactured home of this ordinance, and has the following characteristics:

- (a) It is designed for long or short-term occupancy; and
- (b) It contains sleeping accommodations, a flush toilet, a tub or shower bath, and kitchen facilities; and
- (c) It contains plumbing and electrical connections to local utility systems; and
- (d) It is designed to be transported after fabrication, on its own wheels, a flatbed truck or other trailers, or on detachable wheels; and
- (e) It arrives at the building site where it is to be occupied as a complete unit and is ready for occupancy except for minor and incidental unpacking and assembly operations, installed on foundation supports or jacks, underpinned, and connected to utilities.

Mobile Kitchen/Trailers. Movable facility that is pulled behind a vehicle. Typically, larger than food trucks and offer more space and facilities.

Modular Home. A residential dwelling, which:

- (a) Is constructed in a factory in accordance with the most current version of the International Building Code.
- (b) Will adhere to the building standards outlined in Section 4-503 of the Alpine Land Use and Development Code.

Motel. Any building or complex containing six (6) or more guestrooms used to provide short-term overnight accommodations, which are rented, for usually less than thirty (30) days.

Multi-Unit Complex. A residential development that includes a group of multi-unit residential facilities that are owned by one landowner.

Multi-Unit Residential Facility. A group of dwelling units within one building that contains separate living units for three or more families who may share supporting services and facilities.

Nonconforming Building/Structure. An existing structure which, on the effective date of this ordinance, does not comply with the provision of this ordinance for the zoning district where the building is located.

Nonconforming Sign. All signs in existence before the effective date of this ordinance.

Nonconforming Use. A legal use of land which, on the effective date of this ordinance, does not conform to the permitted uses established for the zoning district where the existing land use is located.

Nonfamily Household. A nonfamily household consists of a householder living alone (a one {1}-person household) or where the householder shares the home exclusively with not more than three (3) persons to whom he or she is not related.

Occupied. The use of a developed property for one (1) or more purposes.

Parapet. A low wall or railing to protect the edge of a platform, roof or bridge.

Pavement Structures. The implementation of a sub-base, base and surface material, to accommodate the needs of traffic and load bearings.

Permanent Foundation. A system of supports, including piers, either partially or entirely below grade which is:

- (a) Capable of transferring all design loads imposed by or upon the structure into soil or bedrock without failure;
- (b) Placed at an adequate depth below grade to prevent frost damage;
- (c) Constructed of concrete, metal, treated lumber or wood, or grouted masonry; and
- (d) In accordance with manufacturer specifications and applicable sections of the International Building Code (IBC).

Pervious: A surface that allows for the penetration of runoff/water through the surface and into underlying soils.

Planned Unit Development. ~~A development of one (1) or more parcels of land that is planned and developed as a single development project and/or programmed for development over a series of incremental development stages. This development approach integrates site development considerations for proposed land uses, vehicular access, parking and circulation, supporting utility systems, landscaping, site constraints and development opportunities, and zoning requirements.~~

Is a zoning and development tool adopted by ordinance that allows for coordinated, site-specific development and may modify or replace the standards of the underlying zoning district. A PUD establishes binding development standards, runs with the land, regulates land use, density, layout, design, and infrastructure, and is approved by the Town Council following recommendation from the Planning and Zoning Commission.

TOWN OF ALPINE, WYOMING

ORDINANCE NO. 2026-___

AN ORDINANCE AMENDING SECTION 2-201 AND SECTION 2-204 OF THE TOWN OF ALPINE LAND USE AND DEVELOPMENT CODE; REPEALING CERTAIN PLANNED UNIT DEVELOPMENT (PUD) REQUIREMENTS RELATED TO ANNEXATION AND PARCEL SIZE; ESTABLISHING A CONCEPTUAL PLAN REQUIREMENT FOR ANNEXATION; AND ADOPTING REVISED PLANNED UNIT DEVELOPMENT (PUD) REGULATIONS

WHEREAS, the Town of Alpine has adopted a Land Use and Development Code (“LUDC”); and

WHEREAS, Section 2-201 currently requires a Planned Unit Development (PUD) concept plan for annexation and a full PUD process for parcels greater than one (1) acre; and

WHEREAS, the Town Council finds that such requirements are overly broad, inconsistently applied, and do not reflect the intended purpose of a PUD as a zoning tool; and

WHEREAS, the Town Council finds that requiring a PUD at annexation results in premature zoning decisions; and

WHEREAS, the Town Council desires to revise the annexation and PUD processes to improve clarity, efficiency, and alignment with modern planning practices;

NOW, THEREFORE, BE IT ORDAINED:

SECTION 1. AMENDMENT TO SECTION 2-201

A. Section 2-201(a) — AMENDED TO READ AS FOLLOWS:

All annexation applications shall include a **Master Plan Submittal** including:

- A **Conceptual Site Plan** illustrating general layout and land use
- A **Conceptual Narrative** describing:
 - Proposed development

- General density and land use
- Infrastructure approach
- Consistency with the Town’s Master Plan
- Phasing and long-term development strategy

The Master Plan is illustrative in nature and shall not establish binding development standards.

B. REPEAL OF PUD CONCEPT REQUIREMENT

Any language within Section 2-201(a), or elsewhere in the LUDC, requiring a Planned Unit Development (PUD) concept plan as part of annexation is hereby repealed.

C. Section 2-201(c) — REPEALED AND REPLACED

Any provision requiring a Planned Unit Development (PUD) for parcels greater than one (1) acre is hereby repealed in its entirety.

A Planned Unit Development shall not be required solely based on parcel size.

SECTION 2. ADDITION OF SECTION 2-204 – MASTER PLAN (CONCEPTUAL PLAN) PROCESS

Section 2-204 of the Town of Alpine Land Use and Development Code is hereby created to read as follows:

(a) Purpose

The purpose of the Master Plan (Conceptual Plan) process is to provide a planning-level review tool for developments that are large, phased, or complex in nature, but do not require the use of a Planned Unit Development (PUD).

The Master Plan process is intended to:

- (1) Allow the Town to evaluate the overall development vision and layout of a proposed project;
 - (2) Promote coordinated planning of land use, infrastructure, access, and circulation;
 - (3) Provide a framework for future subdivision, site plan, building permit, or PUD review;
- and

(4) Ensure consistency with the Town of Alpine Master Plan.

(b) Applicability

A Master Plan may be required by the Town when:

- (1) A development is large-scale in size or scope;
- (2) A development is proposed to occur in multiple phases;
- (3) A development involves mixed-use or coordinated land use patterns;
- (4) A development requires coordinated infrastructure planning, or
- (5) The Town determines that a comprehensive understanding of the development is necessary before formal approval.

A Master Plan shall not be required for:

- (A) Small or straightforward development projects; or
- (B) Projects that fully comply with zoning and do not require coordinated planning review.

(c) Relationship to Annexation

A Master Plan shall be required as part of all annexation applications in accordance with Section 2-201.

The Master Plan submitted with an annexation application shall provide a conceptual framework for evaluating the proposed development, including general land use, density, infrastructure approach, and long-term development intent.

A Master Plan reviewed as part of an annexation application shall be considered illustrative in nature and shall not establish binding development standards or zoning.

Following annexation, subsequent development applications, including subdivision, site plan, or Planned Unit Development (PUD), shall be generally consistent with the approved or accepted Master Plan, unless otherwise amended in accordance with this Section.

(d) Nature of Approval

A Master Plan:

- (1) Is conceptual and illustrative in nature;
- (2) Does not establish binding development standards;
- (3) Does not constitute zoning approval or create vested development rights; and
- (4) Shall not replace subdivision, site plan, building permit, or PUD approval requirements.

(e) Application Requirements

Applicants shall submit a Master Plan application, including at a minimum:

- (1) Name, address, telephone number, and email address of the applicant;
- (2) Written authorization from the landowner, if the applicant is not the property owner;
- (3) Legal description and total land area of the subject property;
- (4) Name and contact information of the person or entity responsible for preparation of the application materials; and
- (5) Payment of all applicable fees.

(f) Required Submittal Materials

In addition to the application form, the applicant shall provide:

- (1) **Conceptual Site Plan**, illustrating:
 - (A) General land use layout;
 - (B) Approximate lot configuration, if applicable;
 - (C) Circulation systems, including vehicular and pedestrian access;
 - (D) General infrastructure and utility framework; and
 - (E) Open space and natural features;
- (2) **Conceptual Narrative**, describing:
 - (A) Project overview;
 - (B) Proposed land uses and development intensity;
 - (C) General density and development pattern;
 - (D) Infrastructure and utility approach;
 - (E) Phasing and long-term development strategy; and
 - (F) Consistency with the Town of Alpine Master Plan;
- (3) A location map showing the project site and surrounding properties;

- (4) A general development schedule, if applicable; and
- (5) Any additional materials required by the Town to evaluate the proposal.

(g) Staff Review

The Planning and Zoning Administrator shall conduct a review of the proposed Master Plan.

The Planning and Zoning Administrator, or his or her authorized representative, shall evaluate the proposal with respect to:

- (1) Consistency with the Town of Alpine Master Plan;
- (2) Compatibility with surrounding land uses;
- (3) Municipal infrastructure and service capacity;
- (4) Vehicular and pedestrian access;
- (5) Drainage, snow storage, and site constraints; and
- (6) Community land use relationships.

Following review, the Planning and Zoning Administrator may prepare a written summary or staff report and provide recommendations as appropriate.

(h) Review Process

A Master Plan shall be reviewed:

- (1) Administratively by the Planning and Zoning Administrator; or
- (2) By the Planning and Zoning Commission, if determined necessary by the Town due to the scale or complexity of the project.

The review process shall focus on planning-level considerations and shall not require detailed engineering or construction-level design.

(i) Determination

Following review, the Planning and Zoning Commission may:

- (1) Accept the Master Plan as submitted;
- (2) Accept the Master Plan with recommendations; or
- (3) Request revisions to the Master Plan.
- (4) The Zoning Administrator shall issue a written notice of decision to the applicant within five (5) business days following Planning and Zoning Commission action.

A Master Plan shall not be approved by ordinance and shall not constitute a final development approval.

(j) Relationship to Subsequent Approvals

- (1) A Master Plan shall serve as a guiding document for future development applications.
- (2) Subsequent subdivision, site plan, building permit, or PUD applications shall be generally consistent with the approved or accepted Master Plan.
- (3) If a proposed development deviates substantially from the Master Plan, the Town may require an amended Master Plan or additional review.

(k) Public Notice

Public notice for Master Plan review, when required, shall be provided in accordance with **Ordinance No. 2026-002 (Public Notice Requirements Ordinance)**, as may be amended.

(l) Amendments

(1) Minor Amendments- No Fee

Administrative amendments to an approved Master Plan may be approved by the Planning and Zoning Administrator when the proposed changes are minor in nature and remain consistent with the overall development intent of the approved Master Plan.

Administrative amendments may include, but are not limited to:

- (A) Minor adjustments to lot configuration or layout;
- (B) Refinements to circulation patterns that do not alter overall access intent;
- (C) Minor changes to land use areas that do not significantly alter the character or intensity of the development; and
- (D) Adjustments to phasing that do not affect infrastructure planning or overall development sequencing.

(2) Major Amendments- See the most recently adopted version of the fee schedule

Major amendments to an approved Master Plan shall be required when proposed changes substantially alter the original development concept or intent.

Major amendments shall be evaluated and approved by the Planning and Zoning Commission and shall follow the applicable review procedures for a Master Plan.

Major amendments include, but are not limited to:

- (A) Significant changes in land use;
- (B) Substantial increases in density or development intensity;
- (C) Significant modifications to circulation systems or access points;
- (D) Changes to infrastructure framework that impact service capacity or delivery; or
- (E) Changes that alter the overall character of the development.

(n) Appeals

Any appeal of a decision regarding a Master Plan, including determinations made by the Planning and Zoning Administrator or the Planning and Zoning Commission, shall be made to the Board of Adjustment.

Appeals shall be filed in accordance with the procedures set forth in Part 5 of this Code and within the timeframes established therein.

The Board of Adjustment shall review the appeal and may affirm, modify, or reverse the determination based on the standards and evidence presented.

SECTION 3. AMENDMENT TO SECTION 2-204 – PLANNED UNIT DEVELOPMENT (PUD)

Section 2-204 of the Town of Alpine Land Use and Development Code is hereby **amended in its entirety to Section 2-205 and read as follows:**

Section 2-205 – Planned Unit Development (PUD)

(a) Purpose

The purpose of the Planned Unit Development (PUD) process is to provide a flexible zoning and development tool that promotes the most beneficial and creative development of land within the Town.

The PUD process is intended to:

- (1) Permit and encourage coordinated, site-specific development that may not be achievable under standard zoning regulations, where there is a demonstrable benefit to the Town;
- (2) Allow flexibility in site design, land use, density, and development standards, where such flexibility results in improved development outcomes; and

- (3) Promote development that:
- (A) Improves site design and development quality;
 - (B) Encourages efficient use of land and infrastructure;
 - (C) Preserves open space and natural features;
 - (D) Ensures compatibility with surrounding land uses; and
 - (E) Is consistent with the Town of Alpine Master Plan.

(b) Applicability

A Planned Unit Development (PUD) shall not be required solely based on parcel size.

A PUD may be required or permitted when:

- (1) A development proposes flexibility or deviation from base zoning standards;
- (2) A development is large-scale, mixed-use, or phased; or
- (3) The Town determines that a coordinated development approach is necessary to achieve improved design, infrastructure efficiency, or identifiable public benefit.

Owners and/or prospective developers may apply for a PUD within any zoning district, subject to the provisions of this Section.

(c) Relationship to Annexation

A Planned Unit Development (PUD) shall not be required as part of an annexation application.

Annexation applications shall instead be reviewed based on a Master Plan in accordance with Section 2-201.

A PUD may be required or initiated following annexation when a proposed development meets the applicability criteria outlined in this Section.

(d) Application Requirements

Applicants shall submit a completed Planned Unit Development application form, including at a minimum:

- (1) Name, address, telephone number, and email address of the applicant;
- (2) Written authorization from the landowner, if the applicant is not the property owner;
- (3) Legal description and total land area of the subject property;

(4) Name and contact information of the person or entity responsible for preparation of the application materials; and

(5) Payment of all applicable fees.

(e) Required Submittal Materials

In addition to the application form, the applicant shall provide the following:

(1) Master Development Plan, if one has not already been approved for the proposed property, OR if there are any changes to the approved Master Plan, illustrating:

- (A) Land use layout;
- (B) Density and intensity;
- (C) Circulation systems, including vehicular and pedestrian access;
- (D) Infrastructure framework; and
- (E) Open space and common areas;

(2) PUD Development Standards, including:

- (A) Permitted uses;
- (B) Dimensional standards;
- (C) Density; and
- (D) Design criteria;

(3) PUD Narrative, describing:

- (A) Project overview;
- (B) Consistency with the Town's Master Plan;
- (C) Deviations from base zoning;
- (D) Public benefits; and
- (E) Phasing, if applicable;

(4) Location map showing the project site and surrounding properties;

(5) A development schedule for the proposed project; and

(6) Any additional materials required by the Town to evaluate the application.

(7) Additional Technical Reports

The Town may require the submission of technical studies and engineering reports as part of a Planned Unit Development (PUD) application when necessary to evaluate the proposed development.

Such reports may include, but are not limited to:

- (A) Geotechnical investigations and slope stability analyses;
- (B) Drainage and stormwater management studies;
- (C) Traffic impact analyses;
- (D) Utility and infrastructure capacity analyses;
- (E) Roadway design and grading plans; and
- (F) Any other engineering or technical documentation deemed necessary by the Town to evaluate public health, safety, and welfare.

The scope and level of detail of such reports shall be determined by the Town based on the size, location, complexity, and characteristics of the proposed development.

(f) Staff Review

The Planning and Zoning Administrator shall conduct a detailed review of the proposed development.

The Planning and Zoning Administrator, or his or her authorized representative, shall evaluate the merits, disadvantages, and potential impacts of the proposed development upon:

- (1) Adjoining land uses;
- (2) Municipal infrastructure and services;
- (3) Vehicular and pedestrian access;
- (4) Drainage and snow storage;
- (5) Public health, safety, and welfare; and
- (6) Community land use relationships.

Following review, the Planning and Zoning Administrator shall prepare and transmit a written staff report, including findings and recommendations, to the Planning and Zoning Commission.

(g) Public Notice

Public notice for Planned Unit Development applications shall be provided in accordance with **Ordinance No. 2026-002 (Public Notice Requirements Ordinance)**, as may be amended.

(h) Planning and Zoning Commission Recommendation

Upon consideration of the staff report and public comment, the Planning and Zoning Commission shall make a written recommendation to the Town Council.

The recommendation shall include findings of fact and may include conditions necessary to mitigate impacts and ensure compliance with this Code.

(i) Town Council Action

The Town Council shall review the application, staff report, and Planning and Zoning Commission recommendation.

The Town Council may:

- (1) Approve;
- (2) Approve with conditions;
- (3) Deny; or
- (4) Table the application pending additional information.

Approval of a Planned Unit Development shall be by ordinance.

(j) Approval Criteria

A Planned Unit Development may be approved only upon finding that:

- (1) The proposal is consistent with the Town of Alpine Master Plan;
- (2) The development provides improved design or efficiency over standard zoning;
- (3) The project is compatible with surrounding land uses;
- (4) Infrastructure and services can be adequately provided; and
- (5) The development provides identifiable public benefits.

(k) Amendments

(1) Minor Amendments

May be approved administratively when:

- (A) No change in density;
- (B) No change in land use; and
- (C) No alteration of overall development intent.

(2) Major Amendments

Shall require Planning and Zoning Commission review and Town Council approval by ordinance.

Major amendments include:

- (A) Changes in land use;
- (B) Increases in density;

- (C) Significant changes to layout or infrastructure; or
- (D) Changes affecting the overall character of the development.

(l) Notice of Decision

The Planning and Zoning Administrator shall issue a written notice of decision to the applicant within five (5) business days following final action by the Town Council on a Planned Unit Development (PUD) application or major amendment, or following administrative action on a minor amendment.

The notice shall indicate the final determination made by the Town, including:

- (1) Approval of the Planned Unit Development (PUD);
- (2) Approval of the Planned Unit Development (PUD) with conditions;
- (3) Denial of the Planned Unit Development (PUD);
- (4) Approval of a minor amendment; or
- (5) Approval, approval with conditions, or denial of a major amendment.

The notice of decision shall also include:

- (A) Any conditions of approval imposed by the Town Council or Planning and Zoning Commission;
- (B) A summary of findings supporting the decision; and
- (C) Any applicable requirements for subsequent approvals, including but not limited to subdivision, site plan, or building permit review.

For Planned Unit Developments and major amendments approved by ordinance, the notice of decision shall reference the adopting ordinance and shall constitute written confirmation of the Town Council's action.

(m) Recording Requirements

No covenants, conditions, restrictions, plats, or related documents shall be recorded until the Planned Unit Development has been approved by ordinance of the Town Council.

(n) Appeals

Any appeal of a decision of the Town Council shall be made to the District Court in accordance with Rule 12 of the Wyoming Rules of Appellate Procedure.

SECTION 4. DEFINITIONS

For the purposes of this Ordinance and the Town of Alpine Land Use and Development Code, the following terms shall have the meanings set forth below:

(a) Planned Unit Development (PUD)

A **Planned Unit Development (PUD)** is a zoning and development tool adopted by ordinance that allows for coordinated, site-specific development and may modify or replace the standards of the underlying zoning district. A PUD establishes binding development standards, runs with the land, regulates land use, density, layout, design, and infrastructure, and is approved by the Town Council following recommendation from the Planning and Zoning Commission.

(b) Master Plan (Conceptual Plan)

A **Master Plan** is a non-binding, conceptual planning document that illustrates the overall development vision for a property or area. A Master Plan depicts general land use, density, layout, circulation, infrastructure, and phasing, is used for planning-level review, does not establish regulatory standards or zoning, does not create vested development rights, and serves as a guiding framework for future development applications.

(c) Conceptual Site Plan

A **Conceptual Site Plan** is a component of a Master Plan that graphically illustrates the general layout and development pattern of a proposed project, including general land use areas, lot configuration (if applicable), circulation and access, open space areas, and approximate building locations and layout. A Conceptual Site Plan is illustrative in nature and is not intended to represent final engineering or construction-level design.

(d) Conceptual Narrative

A **Conceptual Narrative** is a written component of a Master Plan that describes the project overview, proposed land uses and development intensity, general density and development pattern, infrastructure and utility approach, phasing and long-term development strategy, and consistency with the Town of Alpine Master Plan. The Conceptual Narrative is intended to support planning-level review and does not establish binding development requirements.

SECTION 5. REPEALER

All ordinances, resolutions, or parts thereof, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict, including but not limited to any provisions of the Town of Alpine Land Use and Development Code requiring:

- A Planned Unit Development (PUD) concept plan as part of annexation; and
- A Planned Unit Development (PUD) based solely on parcel size.

The repeal of any provision herein shall not be construed to revive any previously repealed ordinance or portion thereof.

All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed to the extent of such conflict.

SECTION 6. SEVERABILITY

If any section, subsection, sentence, clause, or phrase of this Ordinance is held invalid, such decision shall not affect the validity of the remaining portions.

SECTION 7. EFFECTIVE DATE

This Ordinance shall take effect upon adoption and publication as required by law.

PASSED on First Reading: _____

PASSED on Second Reading: _____

PASSED on Third Reading: _____

TOWN OF ALPINE, WYOMING

Mayor

ATTEST:

Town Clerk

Date: March 24, 2026

To: Alpine Planning & Zoning Commission; Gina Corson, Planning Administrator

CC: Alpine Town Council; Eric Green, Mayor; Alpine Town Clerk

RE: OFFICIAL PUBLIC COMMENT – March 25th Special Meeting (Item 4.a) and the Turley Annexation/PUD Proposal

To the Planning & Zoning Administrator and Commission Members,

Please accept the following formal comments regarding the proposed amendments to the Land Use and Development Code (LUDC) as outlined in the Staff Report dated yesterday, March 23, 2026.

I am submitting these remarks to be included in the official record for the **Special Meeting and Work Session on March 25, 2026**. Furthermore, as these proposed code changes directly impact the criteria for pending annexations, I request that this correspondence also be included in the project file for the **Steven C. Turley Annexation & PUD application** scheduled for discussion on April 14, 2026.

The attached document outlines specific concerns regarding:

- The reduction of **binding safety oversight** (PUD vs. Master Plan) on geologically hazardous terrain.
- The **liability shift** from developers to Alpine taxpayers if "illustrative" conceptual plans fail.
- The risks of **administrative approvals** for "minor amendments" in avalanche and landslide-prone areas.
- The potential for creating **illegal enclaves** in violation of **W.S. § 15-1-406**.
- The **procedural conflict** of amending annexation rules while the 2026 Master Plan remains in draft form and while essential LUDC duties remain suspended under **Resolution 2025-014**.

I request a confirmation of receipt for this submission. I also request to be notified of any further work sessions, hearings, or staff reports issued regarding these LUDC amendments or the Turley Annexation.

Thank you for your time and for your dedication to the safety, welfare, and long-term stability of the Town of Alpine.

Sincerely,

Max Mogren

PO BOX 2981, Alpine, WY 83128

(307) 699-0464 | maxmogren@gmail.com

Formal Comment: Opposition to Proposed LUDC Amendments regarding PUD and Annexation Processes

To: Alpine Planning & Zoning Commission

RE: Staff Report dated March 23, 2026 (Agenda Item 4.a)

Introduction

While "administrative efficiency" is a worthy goal for standard lot developments, the proposed amendments to eliminate the Planned Unit Development (PUD) requirement at the annexation stage represent a dangerous reduction in oversight for high-risk, geologically unstable terrain. **Non-binding guidance is not a substitute for municipal liability protection.**

1. The "Guidance vs. Law" Gap (Liability Risk)

The Staff Report (Page 15) explicitly states that a Master Plan is "non-binding and illustrative," whereas a PUD is "binding law."

- **The Issue:** Annexing ~46 acres of 9/10 landslide-susceptible terrain (as identified by the WSGS) based on "illustrative guidance" rather than "binding law" creates a massive liability gap for the Town.

- **The Question:** If the Town annexes land based on a "Conceptual Plan" that fails to account for steep slopes, previous landslides, or drainage issues, who is legally liable when the "illustrative" road design causes a landslide that impacts infrastructure and existing homes on Stoor and Trail Drives?
- **The Financial Risk:** If the Town adopts a non-binding approach, it loses the ability to enforce expensive engineering requirements until the end of the process. A developer may later argue "economic unfeasibility" to secure a variance (safety exception) once the land is already inside Town limits.

2. "Premature Zoning" vs. "Necessary Due Diligence"

The report claims requiring a PUD at annexation is "premature" (Page 4).

- **The Rebuttal:** On a 700 foot tall, steep, north facing mountainside, the "big picture" is the engineering. The Town cannot determine if an annexation is "logical", "feasible", or "safe" (as required by W.S. § 15-1-402) without knowing exact road grades, stabilization methods, and addressing the findings of an **independent Geotechnical Peer Review**.
- **The Comparison:** The Town already manages treacherous winter conditions on Sunset and Terrace Drives. If a developer cannot provide **engineered road profiles** showing a max grade of 12% at the annexation stage, the Town has no rational basis to find the expansion "feasible."
- **The Enclave Risk:** Because this specific annexation risks surrounding the Fitts property, the Town cannot rely on "non-binding" plans. A binding PUD is the only mechanism that can legally guarantee the boundary adjustments and access easements necessary to prevent a **statutory violation of W.S. § 15-1-406(d)** regarding the creation of illegal enclaves.

3. The Danger of "Minor Amendments" (Administrative Creep)

The proposal to allow "Minor Amendments" to be approved administratively (by staff) without public hearings (Page 10) is a major red flag for steep-slope projects.

- **The Issue:** What a staff member deems "minor" (e.g., a slight shift in a retaining wall or road cut) can be the difference between stability and slope failure in a steep "terrain trap" ravine.
- **The Demand:** Consistent with International Building Code (IBC) hillside standards, any proposed development on **slopes exceeding 25%** must be strictly excluded from "administrative" approvals and remain subject to full public and Commission scrutiny.

4. Procedural Conflict: Resolution 2025-014 and the 2026 Master Plan

The Staff Report mentions "Consistency with the Town's Master Plan" as criteria, yet the 2026 Master Plan is still in draft form.

- **The Conflict:** Under **Resolution 2025-014**, the Town Council suspended certain LUDC duties specifically to prevent overlap and confusion while the 2026 Master Plan is finalized. To amend the Land Use Code *now* to allow for "less binding" annexations—while the updated safety standards and geological data in the new Master Plan are not yet adopted—is **arbitrary and capricious**.
- **The Precedent:** In November 2024, this Commission requested a moratorium on annexations because the 2006 Plan was insufficient for modern growth. To proceed with weakened standards now, using an outdated 2006 document you previously labeled as "insufficient," creates a massive **legal vulnerability** for the Town.

Conclusion & Formal Request

The current PUD requirement for annexation is not a "burden"—it is a **safety brake**. It ensures high-risk developers prove their project is safe, legal, beneficial, and bonded *before* the Town assumes the responsibility of serving and liabilities associated with that land.

I formally request that the Commission:

1. **Reject** the proposed elimination of the PUD requirement for annexations involving hazardous terrain.
2. **Create a "Hazardous Terrain Exception"** where a full, binding PUD remains mandatory for any annexation involving slopes over 25%.
3. **Maintain Consistency:** Delay any final action on LUDC annexation amendments and annexation proposals until the **2026 Master Plan** is fully adopted and **Resolution 2025-014** is lifted.
4. **Require Independent Audit:** Maintain a requirement for an **independent Geotechnical Peer Review**, funded by the applicant, to be completed **prior** to any annexation vote by the Town Council.

Respectfully submitted,

Max Mogren