



TOWN COUNCIL MEETING AGENDA

February 18, 2025, at 7:00 PM / 250 River Circle - Alpine, WY 83128

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

1. **CALL TO ORDER** - Mayor Green
2. **PLEDGE OF ALLEGIANCE** – Mayor Green
3. **ROLL CALL** – Monica Chenault
4. **ADOPT THE AGENDA**

APPROVAL OF CONSENT AGENDA

Items listed on the consent agenda are considered to be routine and will be enacted by one motion in the form listed hereafter. There will be no separate discussion of these items unless a Council member or citizen requests, in which case the item will be removed from the Consent Agenda and will be considered on the Regular Agenda.

5. **CONSENT AGENDA** – Mayor Green

- a. Town Council Minutes: January 21, 2025, Town Council Regular Meeting Minutes; February 4, 2025, Town Council Special Meeting Minutes; February 4, 2025, Town Council Joint Work Session with Planning and Zoning Minutes
- b. Planning & Zoning Commission Minutes: January 14, 2025, Planning & Zoning Commission Meeting Minutes
- c. Bills to Pay: 01/22/2025 - 02/04/2025
- d. Catering Permits:

VR Tavern on the Greys:

- Alpine Jubilee 2/1/2025: Seeking a motion to ratify the catering permit for Alpine Jubilee 2/1/2025 (Permit was already issued)
- Rocky Mountain Elk Foundation 5/3/2025
- Alpine Mountain Days 6/20, 6/21, 6/22, 2025

Star Valley Trout Unlimited

- Fly Fishing Film Tour 4/19/2025

6. **REPORTS**

- a. Mayor's Report – Eric Green

- b. Planning & Zoning Report – Dan Schou
- c. Engineering Report – Jorgensen Engineering - Submitted in Writing
- d. Events Committee Report – Andrea Burchard
- e. Economic Development Report – Jeremiah Larsen
- f. Alpine Travel & Tourism Board Report – Jeremiah Larsen
- g. Lincoln County Sheriff’s Report – Submitted in writing

7. ACTION ITEMS

a. Wastewater Pretreatment Plant Change Order:

Seeking a motion to accept Jorgensen Engineering recommendation to approve change orders for Cambrian Innovations totaling an increased contract cost of \$55,127.33 and Precision Electrical totaling an increased contract cost of \$86,913.45 and authorize Mayor Green to sign.

b. Ordinance No. 2025-001 - Prohibiting the Extension of Water and Sewer Services to Property Located Outside Incorporated Boundaries:

Seeking a motion to approve Ordinance No. 2025-001 - Prohibiting the Extension of Water and Sewer Services to Property Located Outside Incorporated Boundaries on the 1st Reading.

c. Text My Gov Proposal

Note - The contrat has been updated to include compensation for the credits from our current provider.

Seeking a Motion to approve the Text My Gov Proposal and allow Mayor Green to sign.

8. TABLED ITEMS

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

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

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

9. DISCUSSION ITEMS

a. Building and Development Permit Fees

10. PUBLIC COMMENT

11. ADJOURNMENT



TOWN COUNCIL MEETING MINUTES

January 21, 2025, at 7:00 PM / 250 River Circle - Alpine, WY 83128

CALL TO ORDER: Mayor Green called the January 21st, 2025, Town Council regular meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE: Mayor Green led the attendees in the Pledge of Allegiance.

ROLL CALL: Clerk Chenault conducted roll call. Present: Councilman Jeremiah Larsen, Councilman Andrea Burchard, Councilman Shay Scaffide, Councilman Emily Castillo, and Mayor Eric Green. A quorum was established.

ADOPT THE AGENDA: The Council reviewed the agenda prior to the meeting. Councilman Larsen made a motion to approve the agenda. Councilman Castillo seconded the motion. Voting Yea: Councilman Emily Castillo, Councilman Andrea Burchard, Councilman Scaffide, Councilman Jerney Larsen, Mayor Eric Green.

APPROVAL OF CONSENT AGENDA: Items listed on the consent agenda are considered to be routine and will be enacted by one motion in the form listed hereafter. There will be no separate discussion of these items unless a Council member or citizen requests, in which case the item will be removed from the Consent Agenda and will be considered on the Regular Agenda.

CONSENT AGENDA

- a. **Approval of Town Council Minutes:** December 17, 2024, Town Council Regular Meeting Minutes and January 7, 2025, Town Council Special Meeting Minutes. Councilman Larsen made a motion to approve the listed Town Council meeting minutes. Councilman Castillo seconded. Voting Yea: Councilman Castillo, Councilman Burchard, Councilman Scaffide, Councilman Larsen, Mayor Green.
- b. **Approval of Planning & Zoning Commission Minutes:** October 8, 2024, Planning and Zoning Commission Meeting. Councilman Larsen made a motion to approve the listed Town Council meeting minutes. Councilman Castillo seconded. Voting Yea: Councilman Castillo, Councilman Burchard, Councilman Scaffide, Councilman Larsen, Mayor Green.
- c. **Design Review Committee Minutes:** November 14, 2024, Design Review Committee Meeting Minutes. Councilman Larsen made a motion to approve the listed Design Review Committee meeting minutes. Councilman Castillo seconded. Voting Yea: Councilman Castillo, Councilman Burchard, Councilman Scaffide, Councilman Larsen, Mayor Green.
- d. **Bills to Pay Report: 10/16/2024 through 11/19/2024:** Councilman Larsen made a motion to approve the Bills to Pay Report for the period December 18, 2024, through January 22, 2025. Councilman Castillo seconded. Voting Yea: Councilman Castillo, Councilman Burchard, Councilman Scaffide, Councilman Larsen, Mayor Green.
- e. **Precision Pay Application No. 4 - Precision Electrical Services – Pretreatment:** Councilman Larsen made a motion to approve Precision Pay Application No. 4 - Precision Electrical Services -

Pretreatment. Councilman Castillo seconded. Voting Yea: Councilman Castillo, Councilman Burchard, Councilman Scaffide, Councilman Larsen, Mayor Green.

- f. **Change Order No. 2 - Precision Electrical Services – Pretreatment:** Councilman Larsen made a motion to approve Change Order No. 2 - Precision Electrical Services – Pretreatment. Councilman Castillo seconded. Voting Yea: Councilman Castillo, Councilman Burchard, Councilman Scaffide, Councilman Larsen, Mayor Green.

SWEARING IN CEREMONY: Rachael Stewart, Town of Alpine’s newest Planning and Zoning Commission member, participated in a swearing-in ceremony led by Mayor Green.

Mayor Green administered the oath of office, Ms. Stewart affirming her commitment to uphold the Constitutions of the United States and the State of Wyoming and to discharge their duties faithfully. The ceremony concluded with applause and congratulations.

REPORTS

- a. **Mayor’s Report:** Mayor Green announced an upcoming **joint work session with the Planning and Zoning Commission** for February 4, 2025, focusing on updates to Town of Alpine Land Use and Development Code as well as training for Council and Commission members on the meeting management website.
- b. **Clerk/Treasurer Report:** Clerk Chenault provided information on the TextMyGov system: The system would allow residents to request documents like agendas via text. Due to remaining credits on the current system, the switch was postponed to the next fiscal year budget discussions.
- c. **Public Works Director Report:** Craig Leseberg, Public Works Director, reported on the Town’s **skid steer** with a blower attachment has failed due to significant hydraulic system issues. Repairs were estimated at \$30,000-\$45,000. Renting equipment for \$3,000/month was a temporary solution, but leasing a new machine was deemed more cost-effective and was his recommendation. Council decided to place the decision as an action item for the February meeting unless urgent circumstances required a special session.
- d. **Events Committee Report:** Councilman Burchard provided an overview of the Winter Jubilee schedule:
 - **Friday (January 31st):** Hot dog roast sponsored by Farm Bureau and Alpine Standard Chevron, followed by a parade, fire dancers, and a family movie.
 - **Saturday (February 1st):** Children’s activities, sledding, cross-country skiing, and Casino Night benefiting the Alpine Scholarship Fund. The event features raffles and entertainment.
- e. **Engineering Report – Jorgensen Engineering:** Kevin Meagher reported on the Radio Read Project pre-construction meeting, Alpine Village subdivision requests, and annexation reviews. Furthermore, Mr. Meagher provided an update on the Wastewater Treatment Plant progress, noting that substantial completion is targeted for August 1, 2025. Additionally, some equipment and piping parts are pending *[A detailed engineering report is included in the meeting packet, which can be accessed on our website at alpinewy.gov.]*
- f. **Planning & Zoning Report:** Mr. Dan Schou discussed the Snake River Junction Annexation and development permits. The Commission reported 27 active permits compared to 48 the previous year. He informed the Council that several projects were tabled due to incomplete plans at the last Planning and Zoning Commission meeting (01/14/2024).

- g. **Economic Development Report:** Councilman Larsen reported that a trail system development initiative was discussed, aiming for countywide expansion to support activities like the high school mountain bike program.
- h. **Alpine Travel & Tourism Board Report:** Councilman Larsen informed attendees that the Alpine Travel & Tourism is accepting applications for event funding until March 15, 2025.
- i. **Lincoln County Sheriff's Report:** was submitted in writing and can be viewed in the meeting packet on our website alpinewy.gov.

ACTION ITEMS

RESOLUTION NO. 2025-003: OFFICIAL APPOINTMENTS FOR CALENDAR YEAR 2025:

Councilman Larsen made a motion to approve Resolution No. 2025-003: Official Appointments for calendar year 2025. Councilman Castillo seconded the motion. After further review, Councilman Larsen noted an error in the term expirations for the Travel and Tourism Board Committee. Councilman Larsen amended his motion to reflect the following: **Dave Walters: Three-year term, expires 12/31/2027; Jeremiah Larsen: One-year term, expires 12/31/2025; Vacant Seat: Two-year term, expires 12/31/2026.** The amended motion was seconded by Councilman Castillo. Voting Yea: Councilman Castillo, Councilman Burchard, Councilman Scaffide, Councilman Larsen, Mayor Green.

RESOLUTION NO. 2025-004: SNAKE RIVER JUNCTION ANNEXATION PETITION CERTIFICATION

Councilman Larsen made a motion to approve Resolution No. 2025-004: Snake River Junction Annexation Petition Certification. Councilman Castillo seconded the motion. Clerk Chenault confirmed the petition was reviewed and verified as complete. A public hearing was scheduled for March 18, 2025. Voting Yea: Councilman Castillo, Councilman Burchard, Councilman Scaffide, Councilman Larsen, Mayor Green.

ALPINE AIRPARK COMMUNITY FUND DISTRIBUTION:

The Alpine Airpark Community Fund was established in 2021 with contributions from Airpark residents and community members, raising \$220,000 to support critical local needs. Initially, the fund was designated for four primary areas: the Fire Department and EMS, the Library, Mosquito Abatement, and Hospital and Health Services. Over time, the scope of the fund expanded to include smaller community projects, allowing residents to apply for funding. While this flexibility benefited various initiatives, it also created an administrative burden for town staff.

As of January 21, 2025, the remaining balance of the fund was \$44,865. Past distributions included \$50,000 to Star Valley Health for EMS support and firefighting equipment, \$35,000 to Alpine Fire EMS for equipment needs, \$10,000 to Alpine Trails and Pathways for trail maintenance, and \$10,000 to the Friends of the Alpine Library for programming and improvements. Additional amounts supported youth education programs and other minor community initiatives.

During the meeting, Mayor Green and Council members discussed the remaining funds, emphasizing the importance of aligning with the fund's original purpose. The Fire Department was identified as a high priority, with specific needs for equipping a new ladder truck. The Hospital Foundation was also highlighted, as it is fundraising for a \$150,000 mobile x-ray machine to expand local healthcare services.

The Friends of the Alpine Library, which had no specific funding requests but numerous projects in progress, were recognized for their ongoing contributions to the community.

After deliberation, the Council approved the distribution of the remaining funds as follows: \$30,000 to the Fire Auxiliary for ladder truck equipment, \$10,000 to the Hospital Foundation for the x-ray machine, and \$4,865 to the Friends of the Alpine Library for community projects. Councilman Larsen abstained from the vote due to a potential conflict of interest due to sitting on the Hospital Foundation Board. Voting Yea: Councilman Castillo, Councilman Burchard, Councilman Scaffide, Mayor Green. Abstained: Councilman Larsen. The Council also suggested that future community funds be managed through an independent organization to alleviate administrative strain on town staff.

TABLED ITEMS

ORDINANCE NO. 2024-007 (NOISE CONTROL – 2nd READING)

The Council briefly addressed Ordinance No. 2024-007, noting it would be more productive to revisit the item after the **February 4, 2025, joint work session** with the Planning and Zoning Commission. This work session will focus on land use development codes, which may clarify certain provisions related to noise control. No motion was made to remove the ordinance from the table, so it remained tabled.

ORDINANCE NO. 2024-008 (ALPINE LAKES ANNEXATION – 3rd READING).

Councilman Larsen made a motion to remove Ordinance No. 2024-008 from the table. Councilman Castillo seconded.

On November 18, 2024, Town Attorney James Sanderson provide Council with a report that outlines the history, status, and implications of agreements made between the Town of Alpine and Excel Development/WJW Holdings. The agreements were aimed at expanding the town's population to increase tax revenue allocation based on the 2020 Census. Several agreements, including a Memorandum of Understanding (MOU) and subsequent Development Agreements, were analyzed for their potential of impact to the town and enforceability. All of the Agreements are part of the public record.

Mr. Sanderson presented his conclusions from his analysis of the agreements. He recommended denying approval of the 3rd reading of Ordinance 2024-008 - Alpine Lakes Annexation.

(Attached: Mr. Sanderson's Memorandum concerning conclusions from the analysis of agreements with Excel Development/WJW Holdings)

Memorandum to the Governing Body of the Town of Alpine, Wyoming

Concerning

Conclusions from the Analysis of Agreements with Excel Development/WJW Holdings

Date: January 21, 2025
 Prepared by: James K. Sanderson, Alpine Town Attorney

Overview:

The information contained in the attorney/client privileged report, dated November 18, 2024, outlines the history, status, and implications of agreements made between the Town of Alpine and Excel Development/WJW Holdings. The agreements were aimed at expanding the town's population to increase tax revenue allocation based on the 2020 Census. Several agreements, including a Memorandum of Understanding (MOU) and subsequent Development Agreements, were analyzed for their potential of impact to the town and enforceability. All of the Agreements are part of the public record.

Key Conclusions:

1. Historical Context and Purpose:

Previous administrations entered into agreements with Excel Development/WJW Holdings with the goal of increasing the town's population to secure greater tax revenue distributions. This strategy included expanding infrastructure and providing development incentives.

2. Authority and Validity of Agreements:

The Town had the statutory authority to enter into these agreements. However, questions remain regarding the continuing validity of these obligations, particularly the extent to which they can bind future councils.

- See *Coulter v. City of Rawlins*, 662 P.2d 888 (Wyo. 1983), *Rupp v. Grantsville*, 610 P.2d 338 (Utah 1980), W.S. §§ 15 – 1 – 103, 15 – 1 – 601, 15 – 3 – 305, 15 – 7 – 101, 15 – 7 – 407, 15 – 7 – 502, 15 – 7 – 512, et. seq.

- See *Mariano & Associates, P.C. v. Board of County Com'rs of Sublette County*, 737 P.2d. 323 (Wyo. 1987).

3. Development Agreements and Obligations:

The 2018 MOU and subsequent agreements established roles and responsibilities for both the Town and the Developer, including infrastructure development and maintenance, as well as financial credits.

A significant portion of these agreements have been superseded by later documents, particularly the 2020 Development Agreement and its 2022 amendment.

4. Current Obligations:

The Town was obligated to honor certain development credits and infrastructure agreements, though the terms have been adjusted and clarified over time. These credits are only valid if the property is annexed to the town. The agreements **do not** obligate the Town to annex properties.

The Town should implement a system to manage and track development credits and ensure compliance with the terms of the agreements.

5. Recommendations for Action:

It is advised to engage with the Developer to define ambiguous terms where possible and clarify outstanding issues regarding accounting accuracy and quantity of credit assignments and obligations.

A final, clear agreement should be documented to avoid future disputes.

6. Potential Legal and Financial Implications:

While there is an option to litigate the validity of these obligations through a declaratory judgment action, this route will be lengthy and costly.

The Town should explore all avenues to meet with the parties to the Agreements and define the ambiguous terms, accounting issues, and settle on a defined number of developer credits.

Next Steps:

The Town should hold a meeting with the Developer to address these concerns and work towards a more definite arrangement. Ensuring proper documentation and control measures will be critical in managing these agreements moving forward.

Town Concerns:

- Council members expressed concerns about the financial and operational implications of honoring the credits.
- Allowing the annexation under less stringent county development rules could jeopardize the town's ability to ensure adequate infrastructure and services.
- The agreements were ambiguous and lacked sufficient clarity to protect the town's interests.

Public Input:

- **Heather Goodrich (Community Member):**
 - Requested clarity on the findings in Town Attorney Jim Sanderson's report regarding infrastructure credits and how they were calculated.
 - Suggested delaying a vote on the annexation until the community could review a public summary of the legal findings.
 - Expressed confusion about the implications of past agreements and questioned whether the infrastructure installed by the developer provided a clear benefit to the community.
- **Mayor Eric Green's Response:**
 - Clarified that the infrastructure in question was installed to support prior developments and connected to the town's existing water and sewer systems.
 - Reiterated that annexation credits could only be used if the property was annexed into Alpine, ensuring that the infrastructure serves both current and future community needs.
- **Council Member Castillo's Input:**
 - Highlighted that the town no longer reimburses developers for infrastructure under current policies, ensuring greater financial stability for the town in future agreements.
 - Noted that ambiguous terms in the original agreements created significant challenges in understanding the town's obligations.
- **Dan Schou (Planning and Zoning Commission Member):**
 - Stressed the importance of clear, transparent agreements moving forward.
 - Pointed out that the disputed credits represented a financial burden of over \$2 million, emphasizing the need for thorough documentation and accountability.

Councilman Larsen made a motion to approve Ordinance No. 2024-008 on third reading and seconded by Councilman Castillo. After discussion, the Council unanimously voted against approval. Voting Nay: Councilman Castillo, Councilman Burchard, Councilman Scaffide, Councilman Larsen, Mayor Green. The Council encouraged the developer to submit a revised annexation petition and work with the town to clarify all outstanding issues.

ANNEXATION AGREEMENT FOR PALISADES INVESTMENTS, LLC

No motion was made to remove this agreement from the table. Mayor Green clarified that if no action is taken, the agreement will "die on the table." No further discussion or public input was provided on this item. By remaining tabled indefinitely, the annexation agreement is effectively nullified unless revisited in the future.

PUBLIC COMMENT: No additional public comments were made.

ADJOURNMENT: Councilman Burchard made a motion to adjourn the January 21, 2024, Town Council Meeting, seconded by Councilman Larsen. Voting Yea: Councilman Larsen, Councilman Scaffide, Councilman Castillo, Councilman Burchard, and Mayor Green. The meeting was adjourned at 8:16 p.m.

MINUTES ARE A SUMMARY OF THE MEETING

Transcribed By:

Sarah Greenwald, Town Assistant Clerk

Date

Attest:

Monica L. Chenault, Town Clerk

Date

Minutes approved in a legally advertised meeting on 02, 18, 2025.

Signed:

Attest:

Eric Green, Mayor

Monica L. Chenault, Town Clerk



TOWN COUNCIL SPECIAL MEETING MINUTES

February 04, 2025, at 6:30 PM / 250 River Circle - Alpine, WY 83128

CALL TO ORDER

Mayor Green called the Town Council Special Meeting to order at 6:31 PM.

PLEDGE OF ALLEGIANCE: Mayor Green led the Pledge of Allegiance.

ROLL CALL: Assistant Clerk, Sarah Greenwald conducted a roll call in absence of Clerk Chenault. **Present:** Mayor Green, Councilman Larsen, Councilman Scaffide. **Absent:** Councilman Burchard, Councilman Castillo. A quorum was established.

ADOPT THE AGENDA

Councilman Larsen made a motion to adopt the agenda. Councilman Scaffide seconded the motion. Voting Yea: Mayor Green, Councilman Larsen, Councilman Scaffide. Motion carried.

ACTION ITEMS

Discussion on Replacement Skid Steer

Public Works Director Craig Leseberg provided an update on the town's skid steer, which recently experienced a major hydraulic failure. He explained that:

- Estimated repair costs range from \$30,000 to \$45,000.
- The machine is five years old with 2,000 hours of use.
- A new replacement skid steer would cost approximately \$106,000.
- The proposed replacement is a Caterpillar model 265HF with an Erskine SB360X Snow Blower.
- The purchase would include a five-year, 2,500-hour warranty.
- The Town has been renting a skid steer for \$1,900 per month, and a comparable unit with a blower would cost \$4,000 per month.
- The new skid steer would be available for delivery as early as Thursday, February 6, 2025.

The Town Council discussed budget implications, leasing versus purchasing, and the necessity of the equipment for snow removal and year-round maintenance.

Councilman Larsen made a motion to approve the lease purchase of a Caterpillar model 265HF with an Erskine SB360X Snow Blower, not to exceed \$106,385.10, and to authorize Mayor Green to sign the contract. Councilman Scaffide seconded the motion. Voting Yea: Mayor Green, Councilman Larsen, Councilman Scaffide. Motion carried.

PUBLIC COMMENT: No public comments were made.

ADJOURNMENT

Councilman Larsen made a motion to adjourn. Councilman Scaffide seconded the motion. Voting Yea: Mayor Green, Councilman Larsen, Councilman Scaffide. Motion carried. Meeting adjourned at 6:47 PM.

MINUTES ARE A SUMMARY OF THE MEETING

Transcribed By:

Sarah Greenwald, Town Assistant ClerkDate

Attest:

Monica L. Chenault, Town ClerkDate

Minutes approved in a legally advertised meeting on 02, 18, 2025.

Signed:

Attest:

Eric Green, MayorMonica L. Chenault, Town Clerk



TOWN COUNCIL WORK SESSION MINUTES

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

CALL TO ORDER

Mayor Green called the joint work session of the Town Council and Planning & Zoning Commission to order at 7:02 PM.

ROLL CALL

Town Council Members Present: Mayor Green, Councilman Scaffide, Councilman Larsen.
Absent: Councilman Burchard and Councilman Castillo.

Planning & Zoning Commission Members Present: Dan Schou, Rachel Stewart, Zoning Administrator Christine Wagner. **Absent:** Melisa Wilson.

A quorum was established. *[Transcriber note: Planning and Zoning Commission Chairman, Melisa Wilson, and Councilman Burchard arrived late to the meeting.]*

3. ADOPT THE AGENDA

Councilman Larsen made a motion to adopt the agenda. Councilman Scaffide seconded the motion. **Voting Yea:** Mayor Green, Councilman Larsen, Councilman Scaffide. Motion carried.

4. DISCUSSION ITEMS

a. Meeting Management Website Tutorial (Municode)

Mayor Green introduced Municode as the town's meeting management system and provided a tutorial on its use. Key points included:

- Logging in and updating passwords.
- Navigating the meeting list and locating upcoming and past meetings.
- Accessing meeting packets and documents via hyperlinks.
- Searching for upcoming and past agendas and minutes for Town Council and Planning & Zoning.
- Potential for linking recorded YouTube videos to meeting minutes for public accessibility.

Mayor Green emphasized the importance of familiarizing with Municode for improved transparency and efficiency in town meetings. There was a discussion on integrating a link to YouTube recordings within the minutes.

b. Land Use and Development Code - Proposed Changes

Mayor Green and Zoning Administrator Christine Wagner led discussions on various proposed changes to the Land Use and Development Code (LUDC).

1. Terminology Adjustments (Will/Shall to May)

- Following legal recommendations, instances of "shall" were changed to "may" to provide flexibility in town regulations.

2. Streamlining the Building Permit Process

- Discussion on implementing an internal checklist for reviewing applications before forwarding them to the building official.
- The Town has hired a building official responsible for reviewing plans, conducting inspections, and issuing certificates of occupancy.
- The goal is to remove P&Z's responsibility for technical plan reviews and focus on zoning compliance.
- A proposed inspection fee deposit system was introduced, where applicants pay an upfront deposit for inspections, with unused funds refunded upon project completion.

3. Landscaping Requirements

- Potentially requiring a minimum of 10% landscaping coverage for new developments.
- Zero-scaping (using drought-resistant plants and minimal irrigation) will be allowed as an acceptable method.
- Discussion on maintaining a balance between structured landscaping and preserving the natural environment, particularly in areas without HOAs.

4. Short-Term Rentals (STRs) in R1 Zoning

- Concerns raised that STRs reduce available housing for long-term residents.
- Discussion on whether STRs should be prohibited in R1 zoning moving forward, with current STRs being grandfathered in.
- Consideration of licensing requirements, parking regulations, and a three-strikes rule for complaints.

- Councilman Scaffide emphasized balancing property rights with regulation, noting that STR income supports some residents.
- Further research will be conducted before making a final decision.

5. Live-Work Units & Emergency Housing

- The LUDC will be updated to allow mixed-use developments combining commercial and residential units in MRC zoning.
- Language was added to permit emergency housing within public safety facilities (fire stations, EMS, law enforcement buildings).

6. Campgrounds and RV Parks

- Proposed expansion to allow RV parks within MRC zoning, which is currently restricted to commercial zoning.
- Ensuring alignment with the proposed development project and other long-term planning initiatives.

7. Special Use Permits vs. Variances

- Special Use Permits will be introduced as a less restrictive alternative to variances.
- Unlike variances (which require proving hardship), special use permits would allow for case-by-case approvals for deviations from zoning rules.
- The LUDC will be amended to clearly define the application process, requirements, and review criteria for special use permits.

8. Construction Hours & Noise Ordinance

- The LUDC originally proposed limiting construction work to 7:00 AM - 7:00 PM.
- After discussion, it was agreed that specific time restrictions will be removed and instead reference the town's noise ordinance to regulate disturbances.
- Attorney James Sanderson will draft a provision emphasizing respect for neighbors and adherence to Alpine's nuisance ordinance.

9. Signage Regulations

- Signage restrictions, particularly for commercial businesses and emergency facilities, need revisions to allow necessary exceptions.
- The hospital's ER signage issue was used as an example where compliance with federal regulations should take precedence.

10. Public Comments and Additional Concerns

- Various stakeholders, including business owners and residents, provided feedback on zoning, STRs, and proposed land-use changes.
- The council will continue to refine proposed amendments before final readings.

5. ADJOURNMENT

Councilman Larsen made a motion to adjourn. Councilman Scaffide seconded the motion.
Vote: Yea: Mayor Green, Councilman Larsen, Councilman Scaffide. Councilman Burchard.
Motion carried. Meeting adjourned at 9:15 PM.

MINUTES ARE A SUMMARY OF THE MEETING

Transcribed By:

Sarah Greenwald, Town Assistant Clerk

Date

Attest:

Monica L. Chenault, Town Clerk

Date

Minutes approved in a legally advertised meeting on 02, 18, 2025.

Signed:

Attest:

Eric Green, Mayor

Monica L. Chenault, Town Clerk



PLANNING & ZONING COMMISSION MINUTES

January 14, 2024, at 7:00 PM / 250 River Circle - Alpine, WY 83128

1. **CALL TO ORDER:** The Meeting was called to order at 7:04 p.m.
2. **ROLL CALL & ESTABLISH QUORUM:** Ms. Christine Wagner, Planning and Zoning Commission Administrator established roll call, members in attendance were Ms. Melisa Wilson and Mr. Dan Schou. A quorum was established. Also in attendance was Ms. Christine Wagner, Zoning Administrator, Ms. Sarah Greenwald, Assistant Clerk and Mayor Eric Green.
3. **NOMINATIONS: CHAIRPERSON AND VICE-CHAIRPERSON FOR CALENDAR YEAR 2025:**
 - a. **Chairperson Nomination:** Ms. Melisa Wilson was nominated Chairperson. Nomination accepted; nomination was seconded by Mr. Dan Schou and approved unanimously. **Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.**
 - b. **Vice Chair Nomination:** Mr. Dan Schou was nominated Vice Chairman. Nomination accepted; nomination was seconded by Ms. Melisa Wilson and approved unanimously. **Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.**
4. **TONIGHT'S APPOINTMENTS/ NEW BUSINESS:**
 - a. **SNAKE RIVER JUNCTION ANNEXATION – REVIEW HEARING:** The Town of Alpine received an annexation petition from Hugh Chatham for the Snake River Junction subdivision and the surrounding area. The Planning and Zoning Commission conducted a review hearing of the proposed annexation.
Key Discussion Points:
 - The annexation area includes both commercial and residential properties.
 - The properties are already serviced by the Town of Alpine's water and sewer systems but currently pay a higher rate since they are not within the town incorporated limits.
 - The proposed zoning designations include Mixed Residential Commercial (MRC) for commercial lots and Multi Unit Residential (R-2) for the townhome properties.
 - Discussion on stormwater management, infrastructure, and road maintenance responsibilities.
 - Clarification that properties will be required to conform to the Town of Alpine Land Use and Development Code (LUDC).
 - The Flying Saddle Subdivision and Flying Saddle Resort are included in the proposed annexation map, though no consent petitions have been received from those property owners.
 - Mayor Green emphasized that the annexation would allow the town to capture lodging tax revenue, expand public services, and avoid creating an "island" of unincorporated land.

Mr. Dan Schou moved to approve the annexation review report and send to the Town Council for their further consideration. Ms. Melisa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.

It was announced that a public hearing for the annexation has been scheduled for March 18, 2025.

- a. **JW PROPERTY INVESTMENTS, LLC (JEFF JEPPESEN): Lot #733 “B”, Lakeview Estates Subdivision, 194 Trail Drive Road (#R2-02-25) - Multi-Unit Apartment Complex and JW PROPERTY INVESTMENTS, LLC (JEFF JEPPESEN): Lot #732 “B”, Lakeview Estates Subdivision, 192 Trail Drive Road (#R2-01-25) - Multi-Unit Apartment Complex** - The Planning & Zoning Commission reviewed a new permit applications submitted by JW Property Investments, LLC for the construction of two (2) multi-unit townhome buildings on Lot #732 “B” and Lot #733 “B” of the Lakeview Estates Subdivision. Mr. Jared Killpack, representative for the applicant, presented the project and provided supporting documentation for Commission review. While the submitted plans provided a general overview of the proposed development, several concerns were raised that required further clarification and additional documentation before the application could move forward. One primary issue discussed was the proximity of an existing power line to the proposed construction site. The Commission requested that the applicant obtain formal confirmation from Lower Valley Energy, ensuring that the placement of the buildings complies with safety and operational regulations. Additionally, concerns were raised regarding the retaining wall system, as the project site involves significant grading and excavation. The submitted plans did not include a fully engineered design detailing how the retaining walls would be constructed, including the necessary reinforcement methods. The Commission requested an engineered retaining wall design that specifies materials, construction techniques, and reinforcement details to ensure structural stability and compliance with town building codes. Another key concern was snow storage, as the current plans lacked designated areas for accumulated snow removal. The applicant was advised to submit a revised site plan identifying appropriate snow storage locations in accordance with Alpine’s requirements. Additionally, to improve clarity in site planning, the Commission requested that the building footprints be overlaid onto the site plan to ensure proper alignment with lot boundaries and compliance with setback regulations.

Mr. Dan Schou moved to table permit applications #R2-01-25 and #R2-02-25 for JW Property Investments, LLC (Jeff Jeppesen) Lot #732 “B”, Lakeview Estates Subdivision, 192 Trail Drive Road and Lot #733 “B”, Lakeview Estates Subdivision, 194 Trail Drive Road, until the February 11th, 2025, Commission meeting. Ms. Melisa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- b. **WOLF, BRAD: Lot #69 Alpine Meadows Subdivision, 85 Columbine Street (#R1-02-25) - Single Family Residential Home** - The Commission reviewed the permit application for Brad Wolf’s single-family residential home. During the discussion, it was noted that approval from the Alpine Meadows Homeowners’ Association (HOA) had not yet been received. Mr. Wolf stated that he had believed the necessary approvals were obtained and that his architect had already submitted the required documents to the HOA. However, it was confirmed that the Commission had not yet received confirmation of final approval. To clarify the situation, Ms. Wagner retrieved a copy of the latest correspondence from the Alpine Meadows Architectural Review Committee (ARC). The letter stated that the committee had approved the sketch plan submission but required additional documentation, including digital samples of the final plan submission specifying the exact colors of exterior materials and roofing shingles. The Commission informed Mr. Wolf that he would need to follow up with the HOA to submit the final plan documentation and obtain full approval before the Town could proceed with the permit process. Additionally, Mr. Wolf inquired about his expected timeline for breaking ground, indicating that he intended to begin construction in April 2025, depending on the contractor’s availability. The Commission advised him to resolve the HOA approval issue as soon as possible to prevent delays.

Mr. Dan Schou moved to table permit application #R1-02-25 for Brad Wolf, Lot #69 Alpine Meadows Subdivision, 85 Columbine Street, until February 11th, 2025, Commission meeting. Ms. Melisa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- c. CONRAD BISCHOFF – PARKLAND USA – (KJ’s – On the Run): Lot #15 Boardwalk Subdivision, 15 Boardwalk Drive (#S-01-25) – Illuminated Channel Letters on ACM panels -** The Commission reviewed a sign permit application submitted by Conrad Bischoff of Parkland USA for the rebranding of KJ’s Super Store to “On the Run,” which includes the installation of illuminated channel letters on ACM (Aluminum Composite Material) panels. Ms. Madeline Newell, a representative from Resin Architecture, attended the meeting via Zoom to present the proposed signage and answer questions from the Commission. The applicant submitted updated plans and lighting specifications, detailing the lumens and illumination levels to ensure compliance with the Town of Alpine’s signage and lighting regulations. During the discussion, the Commission examined the proposed daytime and nighttime visibility of the sign. The provided specifications indicated that the sign would appear yellow during daylight hours, while at night, only the lettering "On the Run" would be illuminated, ensuring minimal light pollution and compliance with town ordinances. The Commission verified that the lumens output and brightness levels were within acceptable limits, avoiding excessive glare or disruption to neighboring properties. The Commission also revisited the broader context of the storefront remodel, which had previously been approved under a separate permit to allow Parkland USA to proceed with the exterior upgrades without delaying the sign installation process. The separate sign permit ensured that proper illumination, visibility, and size regulations were met independently of the structural remodel. After confirming that the proposed sign met all town signage requirements, including illumination standards, material specifications, and placement regulations, a motion was made to approve the sign permit.

Mr. Dan Schou moved to approve permit application #S-01-25 for Conrad Bischoff – Parkland USA – (KJ’s – On the Run): Lot #15 Boardwalk Subdivision, 15 Boardwalk Drive. Ms. Melisa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- d. TOWN OF ALPINE (MELVIN BREWING): Lot #2 Alpine West Subdivision, 230 Elk Run (#S-02-25) - Sign Installation -** The Commission reviewed a sign permit application submitted for the installation of a directional sign for Melvin Brewing. The proposal suggested placing a new wayfinding sign on an existing multi-business monument sign located near the former Star Valley Health clinic. The proposed sign would include an arrow directing visitors toward Melvin Brewing, with the intent of improving visibility and accessibility for patrons unfamiliar with its location. During the discussion, the Commission raised several concerns about the effectiveness and appropriateness of the proposed signage. One primary issue was visibility, given the size of the proposed sign panel and its placement among other business signs, it was unclear whether it would be noticeable enough to effectively guide traffic. Mr. Dan Schou noted that the small size of the sign might make it difficult for drivers to read, particularly at night or from a distance. The Commission also questioned whether placing a Melvin Brewing sign on a shared monument sign could create an inconsistency in signage regulations, potentially leading other businesses to request similar accommodation. Further discussion touched on whether a more effective way-finding solution could be developed, such as an independent, illuminated way-finding sign positioned closer to US Highway 89 or within the town’s right-of-way. Mayor Green and Commission members acknowledged that ensuring clear directions to Melvin Brewing was important. However, they also expressed concerns about setting a precedent for private

businesses using town signage space. Ultimately, the Commission determined that the proposed sign did not meet the town's needs for effective way-finding.

Mr. Dan Schou made a motion to deny the sign permit S-02-25, for Town of Alpine & Melvin Brewing. The motion was seconded by Ms. Melisa Wilson. Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.

5. TABLED ITEMS:

- a. **SEVERSON, MARK: Lot #50 Riverview Meadows, 425 Snake River Drive (#R1-12-24 Re-Assigned to #R1-01-25) - Single Family Residential Home.** During the December 10th, 2024, meeting, the Planning and Zoning Commission reviewed the permit application for Mr. Mark Severson and Mr. Sid Severson. Mr. Sid Severson, one of the applicants, attended in person, while Mr. Mark Severson participated via Zoom. The discussion focused on key issues, including the absence of crawl space vents in the foundation plan. Mr. Dan Schou emphasized the need for a detailed structural drawing specifying how the steel reinforcement (rebar) would be placed around and over the vents to ensure compliance with building codes. Ms. Christine Wagner confirmed that Mr. Severson had received the plan review comments along with the corresponding code sections, and Mr. Rob Wagner, the Building Inspector, reviewed handwritten responses provided by the applicant. These responses were deemed adequate for moving forward with the application. Additional discussions confirmed that the building's elevation met height restrictions, and that the Riverview Meadows Homeowners' Association had approved the project. The Commission was revisiting the permit application to assess the revised foundation plans that were submitted. While updates had been made, Commission member Dan Schou determined that the required engineered structural detail for the crawl space vents, including rebar reinforcement, was still missing. To ensure compliance with structural integrity and code requirements the Commission requested that the applicant submit a detailed engineered drawing outlining the rebar placement around the vents before the next meeting.

Mr. Dan Schou made a motion to keep the permit application #R1-12-24 on the table items list for Mark & Sid Severson project, Lot #50 Riverview Meadows, 425 Snake River Drive. Ms. Melisa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.

6. PLANNING AND ZONING DISCUSSION ITEMS:

- a. **SIRBU, PETRU: Lot #152 Alpine Meadows, 69 Sweetgrass Trail (#R1-10-24) - Single Family Residential Home - Permit Discussion** - Ms. Christine Wagner provided an update on the project for Petru Sirbu, Lot #152 Alpine Meadows Subdivision, 69 Sweetgrass Trail; noting that the permit had been approved, however an error on the plan set was discovered and the applicant is working with their engineer and the Alpine Meadows Homeowners Association to rectify the error. This project will need to have a permit amendment before any work is to be started. No further action was taken.

7. UNFINISHED/ONGOING BUSINESS:

- **Active Building Permits Lists:**
- **Alpine Flats, LLC, Building #2: (R2-12-22)** – Permit expires September 2024.
- **Alpine Flats, LLC, Building #3: (R2-02-24)** – Permit expires June 2025.
- **Alpine Flats, LLC, Building #4: (R2-03-24)** – Permit expires June 2025.
- **Alpine Apres Nurse Concierge/Ferry Peak Health: (MC-09-24)** - Permit expires August 2024.
- **Armington/Lethbridge: (R1-01-23)** – Permit expires August 2024.
- **Aud & Di Campground Services: (MC-18-23)** – Permit expires September 2024.
- **Beus, Jade: (R2-04-24)** – Permit Expires November 2025.
- **Blacker, Danielle: (RE-02-23)** – Permit expires April 2025.

- **Brinza, Adrian: (R1-03-24)** -Permit expires June 2025.
- **Buyer, David: (R1-05-24)** – Permit expires June 2025.
- **Christie, Dave: (RE/A-04-22)** – Permit expires August 2025.
- **Conrad Bischoff (Parkland USA): (#RE-03-24)** – Permit expires November 2025.
- **Creative Properties: (A-01-24)** – Permit expires April 2025.

Mr. Dan Schou made a motion to remove Creative Properties, permit #A-01-24 from the active permits list. Ms. Melisa Wilson seconded. Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Diamond, John and Katherine: (R1-06-24)** – Permit expires July 2025.
- **Family Dollar Store #8435: (#MC-12-24)** - Permit expires November 2025.

Mr. Dan Schou made a motion to remove Family Dollar Store, permit #MC-12-24 from the active permits list. Ms. Melisa Wilson seconded. Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Farmer/Leonard: (#S-02-24)** - Permit expires November 2025.

Mr. Dan Schou made a motion to remove Farmer/Leonard permit #S-02-24 from the active permits list. Ms. Melisa Wilson seconded. Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Floyd: Josh & Amy: (R1-02-24)** – Permit expires May 2025.
- **Flynn, Jeff & Yulia: (R1-02-22)** – Permit expires January 2025.
- **Gayhart – Lutz: (RE/A-04-23)** – Permit expires July 2025.

Mr. Dan Schou made a motion to remove Gayhart - Lutz permit #RE/A – 04-23 from the active permits list. Ms. Melisa Wilson seconded. Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **GCHB Ventures {Alpine Sure/Extended Stay}: (#S-02-24)** – Permit expires October 2025.
- **Heggenstaller, Jason: (R1-07-24)** – Permit expires June 2025.
- **Lees, Brian: (G-01-22/23, EA-01-23-EA-01-24)** – Permit expires April 2025.
- **Merrill, Wanona: (A-01-24)** – Permit Expires October 2025.
- **Riverview West HOA (Units B): (MC-24-23)** – Permit expires October 2024.

Mr. Dan Schou made a motion to remove Riverview West HOA, permit #MC-24-23 from the active permits list. Ms. Melisa Wilson seconded. Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Riverview West HOA (Units E): (MC-27-23)** – Permit expires October 2024.

Mr. Dan Schou made a motion to remove Riverview West HOA, permit #MC-27-23 from the active permits list. Ms. Melisa Wilson seconded. Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Riverview West HOA (Units F): (MC-28-23)** – Permit expires October 2024.

Mr. Dan Schou made a motion to remove Riverview West HOA, permit #MC-28-23 from the active permits list. Ms. Melisa Wilson seconded. Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Scharfenberg, David: (R1-01-24)** – Permit expires May 2025.
- **Shackleford, Carol: (A-02-24)** – Permit expires May 2025.
- **Shidner, Nicholas: (R1-09-24)** – Permit expires August 2025.

- Snake River MEP (Alpine Sure Stay): (C-01-24) – Permit expires March 2025.
- Snow Peak Properties, LLC {Live/Work Units}: (R2-05-24) – Permit Expires November 2025.
- Snow Peak Properties, LLC {Jenkins Lumber}: (MC-05-24) – Permit Expires November 2025.
- Star Valley Health: (RE-06-23 – ER Extension) – Permit expires December 2024.
- Star Valley Health: (A-02-24 – Garage/Ambulance Bay) – Permit expires May 2025.

Mr. Dan Schou made a motion to remove both permit #RE-06-23 and permit #A-02-24 from the active permits list. Ms. Melisa Wilson seconded. Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- Teed, Chris: (R1-08-24) - Permit expires August 2025.
- Thomas, William: (R2-10-22) – Permit expires August 2024.

Mr. Dan Schou made a motion to remove #R2-10-22 from the active permits list. Ms. Melisa Wilson seconded. Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- TOA – {Pretreatment Facility}: (C-03-22) – *This is a Town Project and will be Extended until the Plant comes on-line.*
- Zienkiewicz, Scott & Christine (R1-04-24) – Permit expires June 2025.

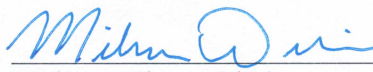
8. **APPROVAL OF MINUTES:** Planning & Zoning Meeting Minutes - December 10th, 2024: Commission members reviewed the meeting minutes that were distributed prior to the meeting date.

Mr. Dan Schou made a motion to approve the Planning and Zoning Commission Meeting Minutes from December 10th, 2024. Ms. Melisa Wilson seconded. Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.

9. **TOWN COUNCIL ASSIGNMENT:** January 21st, 2025 – Mr. Dan Schou will be the representative in attendance at the next Town Council meeting.

10. **ADJOURN MEETING:** Mr. Dan Schou moved to adjourn the meeting. Ms. Melisa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.

The meeting was adjourned at 9:10 pm.

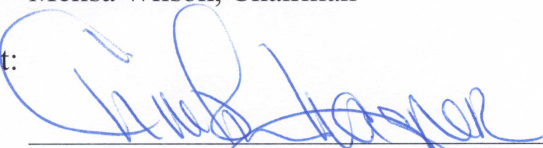


Melisa Wilson, Chairman

2-11-25

Date

Attest:



Christine Wagner, Planning & Zoning Administrator

February 11, 2025

Date

Prepared and Transcribed By:



Sarah Greenwald

02-11-2025

Date

** Minutes are a summary of the meeting **

Town of Alpine

Payment Approval Report - Bills to Pay Report

Report dates: 1/22/2025-2/14/2025

Page: 1

Feb 14, 2025 11:11AM

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only paid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Account and Title
Ahren Schultheis									
3340	Ahren Schultheis	SCHULTHEIS	WWTP Operator additional time &	01/31/2025	5,352.60	5,352.60	02/14/2025		52-84-110 WWTP Salaries & Wages
Alarmlogix									
200	Alarmlogix	12390	Monthly Monitoring	01/28/2025	35.00	35.00	02/14/2025		10-58-332 Facilities - C.C. R & M
Alpine Ace Hardware									
250	Alpine Ace Hardware	18104	Shop Supplies - See Attached for	02/02/2025	507.81	507.81	02/14/2025		10-58-410 Shop Supplies
250	Alpine Ace Hardware	18104	Water Department Supplies - See	02/02/2025	109.18	109.18	02/14/2025		51-80-332 Repairs & Maintenance
250	Alpine Ace Hardware	18104	Town Hall Repair - See attached f	02/02/2025	149.70	149.70	02/14/2025		10-58-330 Facilities - Town Hall R & M
250	Alpine Ace Hardware	18104	Fuel	02/02/2025	182.50	182.50	02/14/2025		51-80-454 Fuel
250	Alpine Ace Hardware	18104	Civic Center Repair - See attache	02/02/2025	27.88	27.88	02/14/2025		10-58-332 Facilities - C.C. R & M
250	Alpine Ace Hardware	18104	WWTP Maintenance - See attach	02/02/2025	55.78	55.78	02/14/2025		52-84-332 Repairs & Maintenance
250	Alpine Ace Hardware	18104	Finance Charge	02/02/2025	1.43	1.43	02/14/2025		10-42-370 Merchant Fees/Bank Charge
Alpine Excavation LLC									
290	Alpine Excavation LLC	2402-1606	Nelson Lane Main Leak - Repairs	01/25/2025	1,831.25	1,831.25	02/14/2025		51-80-332 Repairs & Maintenance
290	Alpine Excavation LLC	2402-1625	Snow Removal Services	01/30/2025	13,715.19	13,715.19	02/14/2025		10-54-334 Repairs & Maint. - Snow Rem
Alpine Meadows Property Owners Associati									
310	Alpine Meadows Property Owners	2025-36	HOA Dues	01/28/2025	390.00	390.00	02/14/2025		10-42-360 Dues & Memberships
Alpine Trails and Pathways									
330	Alpine Trails and Pathways	2531	Grant - Travel & Tourism - Groomi	01/31/2025	2,405.04	2,405.04	02/14/2025		10-48-415 Travel & Tourism Grant Awar
330	Alpine Trails and Pathways	25310 - REIMB	Grant - Travel & Tourism	01/29/2025	744.48	744.48	02/05/2025		10-48-415 Travel & Tourism Grant Awar
Altitude Air, LLC									
340	Altitude Air, LLC	1968	Town Hall Childcare Center-Fabric	01/28/2025	1,367.00	1,367.00	02/14/2025		10-58-380 Facilities - Rental Side of TH
AT&T MOBILITY									
410	AT&T MOBILITY	287316049352	Telephone	01/20/2025	44.11	44.11	01/27/2025		10-56-452 Codes Utilities
410	AT&T MOBILITY	287316049352	Telephone	01/20/2025	44.11	44.11	01/27/2025		10-50-410 P & Z Office Supplies & Stam
410	AT&T MOBILITY	287316049352	Telephone	01/20/2025	44.11	44.11	01/27/2025		51-80-452 Utilities (Distribution)
410	AT&T MOBILITY	287316049352	Mayor Green Phone Line	01/20/2025	49.15	49.15	01/27/2025		10-42-340 Telephone/Fax
410	AT&T MOBILITY	287316049352	Ipad - Maintenance Module Use -	01/20/2025	40.04	40.04	01/27/2025		52-84-454 Utilities
410	AT&T MOBILITY	287316049352	Scada - Communications	01/20/2025	172.13	172.13	01/27/2025		52-82-454 Utilities
410	AT&T MOBILITY	287316049352	Ipad - Maintenance Module Use -	01/20/2025	40.04	40.04	01/27/2025		10-58-400 Facilities Tools & Equipment
410	AT&T MOBILITY	287316049352	Ipad - Maintenance Module Use -	01/20/2025	40.04	40.04	01/27/2025		10-65-450 Parks - Vehicles, Tools, & Eq
410	AT&T MOBILITY	287316049352	Ipad - Maintenance Module Use -	01/20/2025	40.04	40.04	01/27/2025		10-50-410 P & Z Office Supplies & Stam
410	AT&T MOBILITY	287316049352	Ipad - Maintenance Module Use -	01/20/2025	40.04	40.04	01/27/2025		51-80-420 Operation Parts & Supplies
410	AT&T MOBILITY	287316049352	Ipad - Maintenance Module Use -	01/20/2025	40.04	40.04	01/27/2025		52-84-420 Ops Parts & Supplies

Town of Alpine

Payment Approval Report - Bills to Pay Report
Report dates: 1/22/2025-2/14/2025

Page: 2

Feb 14, 2025 11:11AM

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Account and Title
Belinda Penny									
480	Belinda Penny	563823	Civic Center Cleaning	01/31/2025	760.00	760.00	02/14/2025		10-58-332 Facilities - C.C. R & M
480	Belinda Penny	563823	Town Hall Cleaning	01/31/2025	200.00	200.00	02/14/2025		10-58-330 Facilities - Town Hall R & M
Brouilms-Alpine									
570	Brouilms-Alpine	01-714092	Shop cleaning supplies	01/15/2025	68.69	68.69	02/14/2025		10-58-410 Shop Supplies
Caselle									
620	Caselle	137890	Contract Support & Maintenance	01/01/2025	2,535.00	2,535.00	02/14/2025		10-42-335 Software and IT
620	Caselle	138564	Contract Support & Maintenance	02/01/2025	659.00	659.00	02/14/2025		10-42-335 Software and IT
620	Caselle	138564	Software Support & Maintenance -	02/01/2025	659.00	659.00	02/14/2025		52-84-335 Software and IT
620	Caselle	138564	Software Support & Maintenance -	02/01/2025	659.00	659.00	02/14/2025		52-84-335 Software and IT
620	Caselle	138564	Contract Support & Maintenance	02/01/2025	245.00	245.00	02/14/2025		10-45-411 Court Software
620	Caselle	138564	Contract Support & Maintenance	02/01/2025	245.00	245.00	02/14/2025		10-50-335 P & Z IT
620	Caselle	138564	Software Support & Maintenance	02/01/2025	245.00	245.00	02/14/2025		10-58-335 Facilities Software and IT
Chemwest LLC									
3760	Chemwest LLC	8432668	chlorine	01/13/2025	1,300.00	1,300.00	02/14/2025		51-80-430 Chemicals
Collin Petrun									
3790	Collin Petrun	0000011	Performatnce for Winter Jubilee	01/01/2025	4,700.00	4,700.00	02/05/2025		10-66-426 Winter Jubilee Expenses
Comtech Digital Solutions									
670	Comtech Digital Solutions	1320	Clevis Farm Forged BLK 1"	12/16/2024	27.99	27.99	02/14/2025		10-58-410 Shop Supplies
670	Comtech Digital Solutions	1320	Glove Nitrile BLK 5MIL XL	12/16/2024	39.98	39.98	02/14/2025		10-58-410 Shop Supplies
670	Comtech Digital Solutions	1320	MISC Bolt	12/16/2024	2.09	2.09	02/14/2025		10-58-410 Shop Supplies
670	Comtech Digital Solutions	1330	Fixed CC Control Panel-12/4	02/01/2025	150.00	150.00	02/14/2025		10-58-332 Facilities - C.C. R & M
670	Comtech Digital Solutions	1330	Fixed WiFi at WWTP	02/01/2025	100.00	100.00	02/14/2025		52-84-335 Software and IT
670	Comtech Digital Solutions	1330	Setup Internet for Desktop at WW	02/01/2025	100.00	100.00	02/14/2025		52-84-335 Software and IT
670	Comtech Digital Solutions	1330	Rearranged PC's and Printers at	02/01/2025	100.00	100.00	02/14/2025		10-58-332 Facilities - C.C. R & M
Control Engineers, PA									
700	Control Engineers, PA	31044	Project Manager-I	01/07/2025	52.50	52.50	02/14/2025		52-84-315 Professional Services
700	Control Engineers, PA	31044	Discipline Engineer	01/07/2025	1,295.00	1,295.00	02/14/2025		52-84-315 Professional Services
700	Control Engineers, PA	31044	Principal	01/07/2025	960.00	960.00	02/14/2025		52-42-315 Professional Services
700	Control Engineers, PA	31118	Plant Support Services	01/28/2025	1,850.00	1,850.00	02/14/2025		52-84-315 Professional Services
700	Control Engineers, PA	31119	Engineer Support-WWTP Pre-Tre	01/28/2025	240.00	240.00	02/14/2025		52-83-335 Software and IT
Core & Main									
710	Core & Main	V119791	Lead Free Ball and Curb	12/20/2024	1,929.10	1,929.10	02/14/2025		51-80-420 Operation Parts & Supplies
710	Core & Main	W198332-2	Alpha A-9.10.8 CPLG	12/20/2024	1,455.56	1,455.56	02/14/2025		51-80-420 Operation Parts & Supplies
710	Core & Main	W246800	Water Parts	01/06/2025	1,043.64	1,043.64	02/14/2025		51-80-420 Operation Parts & Supplies
Deluxe Business Solutions									
750	Deluxe Business Solutions	200034	Deposit Slips	02/12/2025	134.42	134.42	02/14/2025		10-42-410 Admin Office Supplies
Dex Imaging									
810	Dex Imaging	AR12727242	Printer Supplies	02/03/2025	348.66	348.66	02/14/2025		10-42-410 Admin Office Supplies

Payment Approval Report - Bills to Pay Report
Report dates: 1/22/2025-2/14/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Account and Title
Dry Creek Enterprises, Inc									
860 Dry Creek Enterprises, Inc		M8962	Sludge Pumping	01/31/2025	4,710.00	4,710.00	02/14/2025		52-84-318 Sludge Hauling/Disposal
860 Dry Creek Enterprises, Inc		M9266	Standard Toilet Mthly Rental	01/31/2025	60.00	60.00	02/14/2025		52-83-454 Utilities
860 Dry Creek Enterprises, Inc		M9266	Portable Toilet Maintenance	01/31/2025	100.00	100.00	02/14/2025		52-83-454 Utilities
Energy Laboratories, Inc									
870 Energy Laboratories, Inc		CCR REPORT	Annual Water Quality Report	01/30/2025	225.00	225.00	01/30/2025		51-80-320 Testing
Eric Green									
3080 Eric Green		DECEMBER 2	Mileage Reimbursement from Alpi	12/17/2024	262.64	262.64	01/23/2025		10-41-397 Mileage
3080 Eric Green		DECEMBER 2	Hotel-Little America	12/17/2024	194.05	194.05	01/23/2025		10-42-395 Admin Travel
3080 Eric Green		DECEMBER 2	Parking Pass	12/17/2024	60.00	60.00	01/23/2025		10-42-395 Admin Travel
Falcon Environmental Corp									
900 Falcon Environmental Corp		11211	Pump	02/04/2025	8,224.79	8,224.79	02/14/2025		51-80-420 Operation Parts & Supplies
900 Falcon Environmental Corp		11212	Kit overhaul xfp-pe1 Repairs	01/29/2025	515.00	515.00	02/14/2025		52-84-332 Repairs & Maintenance
Fall River Propane									
910 Fall River Propane		2673904	Lift Station Propane - Alpine Mead	01/01/2025	18.00	18.00	02/14/2025		52-82-454 Utilities
FP Mailing Solutions									
980 FP Mailing Solutions		RL106518282	Post Base Rental Fees - 1st Quart	01/18/2025	149.85	149.85	02/14/2025		10-42-405 Admin Postage
High Country Linen									
2890 High Country Linen		0472657-00	Uniform Service	11/07/2024	108.67	108.67	02/14/2025		51-80-332 Repairs & Maintenance
2890 High Country Linen		0473611-00	Uniforms Services	11/14/2024	82.07	82.07	02/14/2025		10-58-410 Shop Supplies
2890 High Country Linen		0474624-00	Uniforms Services	11/21/2024	98.16	98.16	02/14/2025		51-80-332 Repairs & Maintenance
2890 High Country Linen		0475631-00	Uniform Service 11/28/2024	11/28/2024	64.25	64.25	01/29/2025		51-80-332 Repairs & Maintenance
2890 High Country Linen		0475631-00	Uniform Service 12/5/2024	11/28/2024	82.07	82.07	01/29/2025		51-80-332 Repairs & Maintenance
2890 High Country Linen		0475631-00	Late Charge	11/28/2024	5.98	5.98	01/29/2025		51-80-332 Repairs & Maintenance
2890 High Country Linen		0476739	Uniform Service	12/05/2024	64.25	64.25	02/14/2025		52-82-332 Repairs & Maintenance
2890 High Country Linen		0477888	Uniforms Services	12/12/2024	82.07	82.07	02/14/2025		10-58-410 Shop Supplies
2890 High Country Linen		0481420	Uniform Service	01/02/2025	105.80	105.80	02/14/2025		10-58-334 Facilities - Shop R & M
2890 High Country Linen		0482730	Uniforms Services	01/09/2025	94.40	94.40	02/14/2025		10-58-410 Shop Supplies
2890 High Country Linen		0484002	Uniform Service	01/16/2025	89.65	89.65	02/14/2025		51-80-332 Repairs & Maintenance
2890 High Country Linen		0485300	Uniform Service	01/23/2025	85.62	85.62	02/14/2025		51-80-332 Repairs & Maintenance
2890 High Country Linen		0486553-00	Uniforms Services	01/30/2025	126.81	126.81	02/14/2025		10-58-410 Shop Supplies
Huber Technology									
1210 Huber Technology		CD100281142	Hexagon Bolt 10 x 25	01/15/2025	30.28	30.28	02/14/2025		52-84-420 Ops Parts & Supplies
IDAWY Waste District									
1240 IDAWY Waste District		51X00707	Construction Waste	01/31/2025	378.35	378.35	02/14/2025		10-58-334 Facilities - Shop R & M
Jenkins Building Supply									
1310 Jenkins Building Supply		1054 DEC.JAM	Civic Center Repairs - See attach	02/01/2025	203.07	203.07	02/14/2025		10-58-332 Facilities - C.C. R & M
1310 Jenkins Building Supply		1054 DEC.JAM	Shop Supplies See attached for d	02/01/2025	708.46	708.46	02/14/2025		10-58-410 Shop Supplies
1310 Jenkins Building Supply		1054 DEC.JAM	Water Repairs - See attached for	02/01/2025	211.89	211.89	02/14/2025		51-80-332 Repairs & Maintenance
1310 Jenkins Building Supply		1054 DEC.JAM	Collection Repairs - See attached	02/01/2025	7.99	7.99	02/14/2025		52-82-332 Repairs & Maintenance

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1310	Jenkins Building Supply	1054 DEC.JAM	Winter Jubilee Expense	02/01/2025	138.93	138.93	02/14/2025		10-66-426 Winter Jubilee Expenses
1310	Jenkins Building Supply	1054 DEC.JAM	Town Hall - Repairs - See attache	02/01/2025	51.28	51.28	02/14/2025		10-58-330 Facilities - Town Hall R & M
Jorgensen Engineering									
1340	Jorgensen Engineering	55476	Sewer Administration	01/30/2025	1,392.55	1,392.55	02/14/2025		52-42-315 Professional Services
1340	Jorgensen Engineering	55476	Professional Services for P&Z	01/30/2025	6,497.40	6,497.40	02/14/2025		10-50-331 P & Z Legal & Professional
1340	Jorgensen Engineering	55476	Snake River Jnct P&Z	01/30/2025	2,993.75	2,993.75	02/14/2025		10-50-331 P & Z Legal & Professional
1340	Jorgensen Engineering	55476	Water Administration	01/30/2025	907.50	907.50	02/14/2025		51-42-315 Admin Professional Services
1340	Jorgensen Engineering	55476	Water Administration - Mega Well	01/30/2025	310.50	310.50	02/14/2025		51-42-315 Admin Professional Services
1340	Jorgensen Engineering	55476	Sewer Administration	01/30/2025	33.00	33.00	02/14/2025		52-42-315 Professional Services
1340	Jorgensen Engineering	55476	Waste Water Pre Treatment Plant	01/30/2025	13,559.61	13,559.61	02/14/2025		52-90-541 Pre-Treatment Project
1340	Jorgensen Engineering	55476	Waste Water Treatment Plant	01/30/2025	3,870.50	3,870.50	02/14/2025		52-82-315 Professional Services
Lincoln County Sheriff's Office									
1510	Lincoln County Sheriff's Office	COMMUNICAT	Communications	01/01/2025	606.50	606.50	02/04/2025		10-56-319 County Officer Contract & Co
1510	Lincoln County Sheriff's Office	JANUARY 202	Communications- Jan 2025	02/07/2025	606.50	606.50	02/14/2025		10-56-319 County Officer Contract & Co
Lincoln County Water Quality Lab									
1530	Lincoln County Water Quality Lab	17735	Water Testing	01/08/2025	81.00	81.00	02/14/2025		51-80-320 Testing
1530	Lincoln County Water Quality Lab	TESTING0125	Water Testing	02/05/2025	81.00	81.00	02/14/2025		51-80-320 Testing
Lower Valley Energy									
1560	Lower Valley Energy	92040002 JAN	Civic Center	01/10/2025	434.12	434.12	01/28/2025		10-58-452 Facilities - C.C. Utilities
1560	Lower Valley Energy	92040003 JAN	Ferry Peak Park	01/10/2025	18.65	18.65	01/28/2025		10-65-452 Parks Utilities
1560	Lower Valley Energy	92040006 JAN	Sewer Treatment Plant	01/10/2025	18.00	18.00	01/28/2025		52-84-454 Utilities
1560	Lower Valley Energy	92040007 JAN	Alpine Well Control Building	01/10/2025	1,476.44	1,476.44	01/28/2025		51-80-453 Utilities Wells (Generation)
1560	Lower Valley Energy	92040008 JAN	Unite #1 RVM	01/10/2025	140.31	140.31	01/28/2025		10-58-450 Facilities - T.H. Utilities
1560	Lower Valley Energy	92040010 JAN	Unit #3 TH	01/20/2025	26.24	26.24	01/27/2025		10-58-380 Facilities - Rental Side of TH
1560	Lower Valley Energy	92040011 JAN	Maintenance Shop	01/10/2025	51.76	51.76	01/28/2025		10-58-454 Facilities - Shop Utilities
1560	Lower Valley Energy	92040012 JAN	Wastewater Plant	01/10/2025	6,056.79	6,056.79	01/28/2025		52-84-454 Utilities
1560	Lower Valley Energy	92040013 JAN	Alpine Ball Field	01/10/2025	26.66	26.66	01/28/2025		10-65-452 Parks Utilities
1560	Lower Valley Energy	92040014 JAN	Lift Station-PP	01/10/2025	134.81	134.81	01/28/2025		52-82-454 Utilities
1560	Lower Valley Energy	92040015 JAN	Sewer Collections-TRM	01/10/2025	95.68	95.68	01/28/2025		52-82-454 Utilities
1560	Lower Valley Energy	92040017 JAN.	Water Meter Bridge	12/04/2024	23.81	23.81	01/27/2025		51-80-452 Utilities (Distribution)
1560	Lower Valley Energy	92040018 JAN.	Snake River Bridge Heat Tape	12/04/2024	18.08	18.08	01/27/2025		52-82-454 Utilities
1560	Lower Valley Energy	92040019 JAN	Sewer Pump Station	01/20/2025	43.08	43.08	01/27/2025		52-82-454 Utilities
1560	Lower Valley Energy	92040021 JAN	List Station Alpine Meadows	01/10/2025	148.46	148.46	01/28/2025		52-82-454 Utilities
1560	Lower Valley Energy	92040022 JAN	Pump Service	01/10/2025	118.44	118.44	01/28/2025		10-58-454 Facilities - Shop Utilities
1560	Lower Valley Energy	92040023 JAN	Water Service	01/10/2025	20.43	20.43	01/28/2025		51-80-452 Utilities (Distribution)
1560	Lower Valley Energy	92040024 JAN	289 Buffalo Drive-Shop	01/20/2025	83.82	83.82	01/27/2025		10-58-454 Facilities - Shop Utilities
1560	Lower Valley Energy	92040025 JAN	Well Service	01/20/2025	60.70	60.70	01/27/2025		51-80-453 Utilities Wells (Generation)
1560	Lower Valley Energy	92040026 JAN	Mega Well Excell Development	01/20/2025	594.91	594.91	01/27/2025		51-80-453 Utilities Wells (Generation)
1560	Lower Valley Energy	92040027 JAN	Jordan Canyon Lift Station	01/13/2025	23.34	23.34	01/27/2025		52-82-454 Utilities
1560	Lower Valley Energy	92040028 JAN	Alpine Lake Sewer Lift Station	01/20/2025	43.50	43.50	01/27/2025		52-82-454 Utilities

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1560	Lower Valley Energy	92040029 JAN	127 Sunbeam Dr. Lift Station	01/20/2025	42.43	42.43	01/27/2025		52-82-454 Utilities
1560	Lower Valley Energy	92040030 JAN	Center St H-Frame for Vendors	01/20/2025	18.50	18.50	01/27/2025		10-58-452 Facilities - C.C. Utilities
1560	Lower Valley Energy	92040031 JAN	Pretreatment Facility	01/20/2025	529.55	529.55	01/27/2025		52-83-454 Utilities
1560	Lower Valley Energy	9204009 JAN 2	Unit #2 Town Hall	01/20/2025	31.28	31.28	01/27/2025		10-58-450 Facilities - T.H. Utilities
Mission Communications, LLC									
1610	Mission Communications, LLC	2003322	Mega Well - Communications 202	01/13/2025	563.40	563.40	02/14/2025		51-80-335 Software and IT
1610	Mission Communications, LLC	2003322	Forced Sewer-Communications 2	01/13/2025	563.40	563.40	02/14/2025		52-82-315 Professional Services
1610	Mission Communications, LLC	2003322	Melvins Brewery Lift Station-Com	01/13/2025	628.00	628.00	02/14/2025		52-82-315 Professional Services
1610	Mission Communications, LLC	2003322	Tavern Lift Station-Communicatio	01/13/2025	563.40	563.40	02/14/2025		52-82-315 Professional Services
1610	Mission Communications, LLC	2003322	Forest Circle Lift Station-Commun	01/13/2025	563.40	563.40	02/14/2025		52-82-315 Professional Services
Norco, Inc									
1680	Norco, Inc	0042746364	Cylinder Rent	01/31/2025	39.99	39.99	02/14/2025		10-58-410 Shop Supplies
One Call of Wyoming									
1700	One Call of Wyoming	74530	Membership - Tickets	02/07/2025	16.70	16.70	02/14/2025		51-42-360 Dues & Memberships
1700	One Call of Wyoming	74530	Membership - tickets	02/07/2025	16.70	16.70	02/14/2025		52-42-410 Office & Miscellaneous
Precision Electrical Services									
3510	Precision Electrical Services	PAY APP 4	Pay App #4	12/24/2024	34,916.00	34,916.00	02/11/2025		52-90-541 Pre-Treatment Project
RE Investment Company									
1780	RE Investment Company	2038899-0002	Rental Skid Steer, Wheeled Mediu	01/24/2025	1,989.00	1,989.00	02/14/2025		10-54-351 Snow Removal Equipment R
1780	RE Investment Company	2038899-003	Skid Steer Wheeled	02/06/2025	1,749.15	1,749.15	02/14/2025		10-54-411 Ops Supplies - Snow Remov
1780	RE Investment Company	2046244-0001	Scissorlift Rental - Civic Center -	02/04/2025	169.65	169.65	02/14/2025		10-58-332 Facilities - C.C. R & M
Refunds									
3110	Refunds	220594880	Civic Center Deposit Refund	01/29/2025	400.00	400.00	01/29/2025		10-33-100 Rents
3110	Refunds	221148547	Civic Center Deposit Refund	01/29/2025	52.50	52.50	01/29/2025		10-33-100 Rents
Rhinehart Oil									
1810	Rhinehart Oil	11158 01/2025	Bulk Fuel	02/06/2025	316.43	316.43	02/14/2025		10-54-455 Fuel - Snow Removal
1810	Rhinehart Oil	IN495429-25	Bulk Fuel	01/13/2025	515.76	515.76	02/14/2025		10-54-455 Fuel - Snow Removal
1810	Rhinehart Oil	IN-533652-25	Bulk Fuel	01/30/2025	599.33	599.33	02/14/2025		10-54-455 Fuel - Snow Removal
1810	Rhinehart Oil	IN-540693-25	Bulk Fuel-Snow Removal	02/03/2025	592.88	592.88	02/14/2025		10-54-455 Fuel - Snow Removal
Salt River Motors									
1880	Salt River Motors	664596	04 F350 Repairs	01/29/2025	265.00	265.00	02/14/2025		52-82-332 Repairs & Maintenance
Sanderson Law Office									
2870	Sanderson Law Office	5508	Monthly Retainer-Feb	02/18/2025	2,600.00	2,600.00	02/14/2025		10-42-315 Professional Services
2870	Sanderson Law Office	5613	Monthly Retainer	02/15/2025	2,162.50	2,162.50	02/14/2025		10-42-315 Professional Services
2870	Sanderson Law Office	5619	Prosecutor Fees	02/03/2025	125.00	125.00	02/14/2025		10-45-311 Court Legal & Professional
Silver Star Communications									
1940	Silver Star Communications	100556 1-2025	WWTP - Internet	02/01/2025	322.09	322.09	02/14/2025		52-84-454 Utilities
1940	Silver Star Communications	8100 1-2025	Civic Center Internet	02/01/2025	233.74	233.74	02/14/2025		10-58-452 Facilities - C.C. Utilities
SOLV Business Solutions Safeguard 233439									
1970	SOLV Business Solutions Safegu	444153	Water Billing Forms	12/17/2024	344.21	344.21	02/14/2025		51-42-410 Office & Miscellaneous

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1970	SOLV Business Solutions Safegu	444153	Water Billing Forms	12/17/2024	344.21	344.21	02/14/2025		52-42-410 Office & Miscellaneous
Suloff's Towing									
2090	Suloff's Towing	010316	F350 Towing to Mechanic	01/29/2025	342.00	342.00	02/14/2025		52-82-500 Vehicle Repairs & Maint
SVI Media									
2140	SVI Media	24731	Planning and Zoning Assistant HR	01/27/2025	40.50	40.50	02/14/2025		10-50-350 P & Z Advertising
2140	SVI Media	24731	Design Review Committee-11/06	01/27/2025	57.00	57.00	02/14/2025		10-50-350 P & Z Advertising
2140	SVI Media	24731	Liquor License Advertising for Bus	01/27/2025	788.50	788.50	02/14/2025		10-42-350 Advertising
2140	SVI Media	24731	Legal Notice-Public Hearing Nov.	01/27/2025	52.25	52.25	02/14/2025		10-42-350 Advertising
2140	SVI Media	24731	Legal Notice-Town Council Work	01/27/2025	180.50	180.50	02/14/2025		10-42-350 Advertising
2140	SVI Media	25157	Advertising for HR-Public Works a	01/31/2025	166.50	166.50	02/14/2025		10-42-240 Admin Human Resources
2140	SVI Media	25157	Special Meeting Feb. 4 2025	01/31/2025	42.75	42.75	02/14/2025		10-42-350 Advertising
Teton Media Works									
2190	Teton Media Works	373871	Advertising for Wastewater Treat	01/31/2025	760.00	760.00	02/14/2025		10-42-240 Admin Human Resources
Teton Technology									
3670	Teton Technology	35244	IT Services	02/01/2025	274.75	274.75	02/05/2025		52-84-335 Software and IT
3670	Teton Technology	35244	IT Services	02/01/2025	1,373.79	1,373.79	02/05/2025		10-42-335 Software and IT
3670	Teton Technology	35244	IT Services	02/01/2025	274.75	274.75	02/05/2025		51-80-335 Software and IT
3670	Teton Technology	35244	IT Services	02/01/2025	274.76	274.76	02/05/2025		10-50-335 P & Z IT
3670	Teton Technology	35244	IT Services	02/01/2025	274.76	274.76	02/05/2025		10-58-335 Facilities Software and IT
3670	Teton Technology	35244	IT Services	02/01/2025	274.76	274.76	02/05/2025		52-82-335 Software & IT
3670	Teton Technology	42139	Offboarding Dustin and Robs Acc	01/21/2025	567.00	567.00	01/20/2025		51-42-315 Admin Professional Services
3670	Teton Technology	42139	Onboarding for Craig and Bryan	01/21/2025	435.62	435.62	01/20/2025		51-42-315 Admin Professional Services
3670	Teton Technology	42139	USB Cord and new Wireless Keyb	01/21/2025	35.47	35.47	01/20/2025		10-42-410 Admin Office Supplies
USA Blue book									
2390	USA Blue book	INV00528954	72" San Angelo Bar Hex Shank	10/30/2024	61.95	61.95	02/14/2025		52-82-420 Ops Parts & Supplies
2390	USA Blue book	INV00528954	Hi-Vis 48" Shovel	10/30/2024	47.95	47.95	02/14/2025		52-82-420 Ops Parts & Supplies
2390	USA Blue book	INV00542401	No/Nc Avocado Float Switch	11/14/2024	204.26	204.26	02/14/2025		52-84-420 Ops Parts & Supplies
Valley Auto Supply									
2450	Valley Auto Supply	1019 JAN. 25	Ford F350 Maintenance -See atta	02/01/2025	780.52	780.52	02/14/2025		52-84-500 Vehicle Repairs & Maint
2450	Valley Auto Supply	1019 JAN. 25	F350 Battery See attached for det	02/01/2025	369.16	369.16	02/14/2025		52-84-500 Vehicle Repairs & Maint
2450	Valley Auto Supply	1019 JAN. 25	Supplies for Vehicles - See attach	02/01/2025	239.89	239.89	02/14/2025		10-58-410 Shop Supplies
2450	Valley Auto Supply	15744-64919	V-Bar Ladder	01/21/2025	780.52	780.52	02/14/2025		10-58-410 Shop Supplies
2450	Valley Auto Supply	15744-65403	10W30 Gal Oil	01/28/2025	99.96	99.96	02/14/2025		10-54-351 Snow Removal Equipment R
2450	Valley Auto Supply	15744-65403	Rain X	01/28/2025	12.00	12.00	02/14/2025		10-54-411 Ops Supplies - Snow Remov
2450	Valley Auto Supply	15744-65403	Rain X	01/28/2025	6.72	6.72	02/14/2025		10-54-411 Ops Supplies - Snow Remov
2450	Valley Auto Supply	15744-65403	Brakleen Low Vol	01/28/2025	5.05	5.05	02/14/2025		10-54-411 Ops Supplies - Snow Remov
2450	Valley Auto Supply	15744-65403	MCO Engine Oil	01/28/2025	116.16	116.16	02/14/2025		10-54-351 Snow Removal Equipment R
Valley Wide Cooperative, Inc									
2480	Valley Wide Cooperative, Inc	U1368602	Shop Propane	01/13/2025	1,209.44	1,209.44	02/14/2025		10-58-454 Facilities - Shop Utilities
2480	Valley Wide Cooperative, Inc	U1368736	Civic Center Propane	01/28/2025	1,498.73	1,498.73	02/14/2025		10-58-452 Facilities - C.C. Utilities

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2480	Valley Wide Cooperative, Inc	U1368769	Shop Propane	01/30/2025	1,297.00	1,297.00	02/14/2025		10-58-454 Facilities - Shop Utilities
Vynylart									
2520	Vynylart	6070	Event Sign - Venmo	01/27/2025	52.46	52.46	01/29/2025		10-66-431 Music Series Expenses
2520	Vynylart	6070	Event Sign - Venmo	01/27/2025	52.46	52.46	01/29/2025		10-66-426 Winter Jubilee Expenses
2520	Vynylart	6070	Event Sign - Venmo	01/27/2025	52.46	52.46	01/29/2025		10-66-430 Mountain Days Expenses
2520	Vynylart	6070	Event Sign Venmo	01/27/2025	52.45	52.45	01/29/2025		10-66-421 4th of July Expenses
2520	Vynylart	6070	Event Sign Venmo	01/27/2025	52.46	52.46	01/29/2025		10-66-423 Pumpkin Patch Expenses
2520	Vynylart	6070	Event Sign Venmo	01/27/2025	52.45	52.45	01/29/2025		10-66-424 Trunk or Treat Expenses
2520	Vynylart	6070	Event Sign - Venmo	01/27/2025	52.46	52.46	01/29/2025		10-66-425 Santa Expenses
2520	Vynylart	6078	Winter Jubilee	02/03/2025	83.40	83.40	02/14/2025		10-66-426 Winter Jubilee Expenses
2520	Vynylart	6083	Annexation Advertisement Banner	02/08/2025	51.60	51.60	02/14/2025		10-50-350 P & Z Advertising
Westbank Sanitation									
3530	Westbank Sanitation	4723991T022	Waste Disposal	02/01/2025	15.22	15.22	02/14/2025		10-58-450 Facilities - T.H. Utilities
Western States Equipment									
2590	Western States Equipment	003082806	Chain Track Grip 265	02/06/2025	2,472.00	2,472.00	02/14/2025		10-54-351 Snow Removal Equipment R
2590	Western States Equipment	IN003029337	Snow Plow Parts	12/16/2024	100.62	100.62	02/14/2025		10-54-351 Snow Removal Equipment R
2590	Western States Equipment	IN003046362	Field- 1500 HR Service	01/03/2025	1,246.58	1,246.58	02/14/2025		10-54-351 Snow Removal Equipment R
2590	Western States Equipment	IN003046362	Travel To/From-Machine	01/03/2025	568.75	568.75	02/14/2025		10-54-351 Snow Removal Equipment R
2590	Western States Equipment	IN003046362	Environmental Recovery Charge	01/03/2025	49.86	49.86	02/14/2025		10-54-351 Snow Removal Equipment R
2590	Western States Equipment	IN0030504602	Labor for Cutting Edge Snow Plo	01/13/2025	196.10	196.10	02/14/2025		10-54-351 Snow Removal Equipment R
2590	Western States Equipment	IN003056248	34" AMI Blade	01/13/2025	405.78	405.78	02/14/2025		10-54-351 Snow Removal Equipment R
2590	Western States Equipment	IN003057811	2000hr Service on 259D3 CAT Pa	01/15/2025	2,360.48	2,360.48	02/14/2025		10-54-351 Snow Removal Equipment R
2590	Western States Equipment	IN003078668	MSC-300796	02/03/2025	162.57	162.57	02/14/2025		10-54-351 Snow Removal Equipment R
2590	Western States Equipment	IN003084072	906M Repairs	02/07/2025	224.90	224.90	02/14/2025		10-54-351 Snow Removal Equipment R
2590	Western States Equipment	INV003029337	926M Repairs	02/01/2025	100.62	100.62	02/14/2025		10-54-351 Snow Removal Equipment R
2590	Western States Equipment	INV003029342	Clip-Trim	02/01/2025	2.43	2.43	02/14/2025		10-54-351 Snow Removal Equipment R
2590	Western States Equipment	INV003083981	906M Repairs	02/07/2025	214.49	214.49	02/14/2025		10-54-351 Snow Removal Equipment R
2590	Western States Equipment	INV003084062	Ryland V-Plow Repairs	02/07/2025	489.54	489.54	02/14/2025		10-54-351 Snow Removal Equipment R
Wyoming Department of Workforce									
2710	Wyoming Department of Workforc	DECEMEBER	Worker's Compensation Deliquent	12/06/2024	10.20	10.20	01/23/2025		10-42-210 Admin Payroll Taxes
Wyoming Secretary of State									
2760	Wyoming Secretary of State	RENEWAL 202	Notary Stamp Renewal - Melody L	02/11/2025	60.00	60.00	02/14/2025		10-42-360 Dues & Memberships
Xerox Financial Services									
2820	Xerox Financial Services	6750951	Xerox Contract	01/27/2025	560.02	560.02	02/14/2025		10-42-345 Office Equipment
Xpress Bill Pay									
2880	Xpress Bill Pay	INV=XPR0209	Service - Maintenance - Support	01/31/2025	217.92	217.92	02/05/2025		52-42-370 Bank Charges
2880	Xpress Bill Pay	INV=XPR0209	Service - Maintenance - Support	01/31/2025	217.92	217.92	02/05/2025		51-42-370 Bank Charges
2880	Xpress Bill Pay	INV=XPR0209	Service - Maintenance - Support	01/31/2025	217.91	217.91	02/05/2025		10-42-370 Merchant Fees/Bank Charge
Xylem Water Solutions Usa, Inc									
2830	Xylem Water Solutions Usa, Inc	3556D60688	UV EcoRay Lamp XLR30 (8)	01/28/2025	2,099.45	2,099.45	02/14/2025		51-80-320 Testing

Town of Alpine

Payment Approval Report - Bills to Pay Report
Report dates: 1/22/2025-2/14/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Account and Title
Grand Totals:					184,223.25	184,223.25			

Dated: _____

Mayor: _____

Council: _____

Treasurer: _____

Report Criteria:
Detail report.
Invoices with totals above \$0.00 included.
Only paid invoices included.

**TOWN OF ALPINE**

[250 RIVER CIRCLE | PO BOX 3070 307-654-7757 | OFFICE@ALPINEWY.GOV]

CATERING PERMIT APPLICATION

Applicant Name: <u>Skylar Webb</u>	Date: <u>1-30-25</u>
Business Name: <u>Star Valley Trout Unlimited</u>	
Applicant's Address: <u>346 Ponderosa Drive Star Valley Ranch WY 83127</u>	
Phone Number: <u>541-999-1014</u>	Email: <u>Skylar-Webb14@gmail.com</u>
Event Name: <u>Fly Fishing Film tour</u>	
Reason for Permit Request: <u>Fundraising Event Selling beer, wine, and food</u>	
Location of Sales: <u>Alpine Civic Center</u>	
Date(s) Permit Requested: <u>4-19-25</u>	
Time(s): <u>4:00 PM - 12:00</u>	

AFFIDAVIT/AUTHORIZATION

The undersigned applicant hereby authorized the Town of Alpine and its agents and employees to seek information and conduct investigations (if need be) into the truth of the foregoing statement has set forth in this application, and agrees to comply fully with the rules and Regulations of the Town of Alpine, Wyoming, governing the license requested, and further declares that the foregoing information contained in this application is true and correct

Applicant Signature/Title

1-30-25

Date

State of Wyoming)

) ss.

County of Lincoln)

Subscribed and sworn to before me this 30th
day of Jan., 2025

Notary Public

My commission expires

SARAH GREENWALD
NOTARY PUBLIC
STATE OF WYOMING
COMMISSION ID: 169279

MY COMMISSION EXPIRES: 11/30/2029

FOR USE BY TOWN:

Date Received: <u>01/30/2025</u>	Permit #:
Fees: <u>\$25.00</u>	Check #/ Cash/ CC: <u>Cash</u>

**TOWN OF ALPINE**

| 250 RIVER CIRCLE | PO BOX 3070 307-654-7757 | OFFICE@ALPINEWY.GOV |

CATERING PERMIT APPLICATION**Applicant Name:** Brenda Sisco**Date:** 12/11/2024**Business Name:** VR Tavern on the Greys**Applicant's Address:** 25 US Hwy 89**Phone Number:** 307-654-4667**Email:** brenda@greysrivercove.com**Event Name:** Alpine Jubilee - Casino Night**Reason for Permit Request:** Alcohol Sales**Location of Sales:** 121 us Hwy 89**Date(s) Permit Requested:** 02/01/2025**Time(s):** 4:00 P.M. - 12:00 A.M.**AFFIDAVIT/AUTHORIZATION**

The undersigned applicant hereby authorized the Town of Alpine and its agents and employees to seek information and conduct investigations (if need be) into the truth of the foregoing statement has set forth in this application, and agrees to comply fully with the rules and Regulations of the Town of Alpine, Wyoming, governing the license requested, and further declares that the foregoing information contained in this application is true and correct

Applicant Signature/Title_____
DateState of Wyoming)
) ss.
County of Lincoln)Subscribed and sworn to before me this _____
day of _____, 2025_____
Notary Public

My commission expires _____

FOR USE BY TOWN:Date Received: *January 23, 2025*Permit #: *2025-001*Fees: *\$25*Check #/ Cash/ CC: *1140/1138*



TOWN OF ALPINE

| 250 RIVER CIRCLE | PO BOX 3070 307-654-7757 | OFFICE@ALPINEWY.GOV |

CATERING PERMIT APPLICATION

Applicant Name: Brenda Sisco		Date: 12/11/2024
Business Name: VR Tavern on the Greys		
Applicant's Address: 25 US Hwy 89		
Phone Number: 307-654-4667	Email: brenda@greysrivercove.com	
Event Name: Rocky Mountain Elk Foundation Banquet		
Reason for Permit Request: Alcohol Sales		
Location of Sales: 121 US Hwy 89		
Date(s) Permit Requested: 05/03/2025		
Time(s): 4:30 P.M. - 12:00 A.M.		

AFFIDAVIT/AUTHORIZATION

The undersigned applicant hereby authorized the Town of Alpine and its agents and employees to seek information and conduct investigations (if need be) into the truth of the foregoing statement has set forth in this application, and agrees to comply fully with the rules and Regulations of the Town of Alpine, Wyoming, governing the license requested, and further declares that the foregoing information contained in this application is true and correct

Applicant Signature/Title _____ Date _____

State of Wyoming)
) ss. Subscribed and sworn to before me this _____
County of Lincoln) day of _____, 2025

Notary Public _____ My commission expires _____

FOR USE BY TOWN:

Date Received: January 23, 2025	Permit #: 2025-002
Fees: \$25	Check #/ Cash/ CC: 1140 / 1138

Town of Alpine Monthly Engineer's Report

Meeting Date: February 18, 2025
Submitted By: Kevin Meagher, Project Manager
Prepared On: February 12, 2025

Summary of Tasks

Water Fund:

1. AMI Radio Read Project:
 - The first round of Material Submittals have been received and review is under way. Core and Main is looking to start work in the spring.
 - Pre-construction meeting to be scheduled prior to first installations. Schedule submission from Core and Main forthcoming.
 - Project to be completed by August
2. Development Reviews:
 - Alpine Village Subdivision project - Harmony Design requested water and sewer information for upcoming project . As-built drawings of water/sewer infrastructure were provided for the associated areas. Discussed with Harmony that the Developer is responsible for verifying existing systems and conditions
 - Water/Sewer Standards & Details are revised and ready for Council approval
 - Road Standards & Details were forwarded to Public Works for review and discussion
3. Water Permitting:
 - Jorgensen water permit department staff has been in contact with the State Engineers Office and is pulling information and maps together for preliminary submittal.

Sewer Fund:

1. Wastewater Treatment Plant:
 - Back-up operators continue to help Public Works staff with system operation and testing.
 - Town and back-up operators working on missing discharge monitoring reports

Pre-Treatment Plant Update:

1. Building construction;
 - Roof leak was identified by roof hatch, general contractor was notified
2. Process Piping Systems construction;
 - Process piping substantial completion date is to be determined by delivery of parts that were not procured.
 - The parts were to be procured by the contractor, but the contractor was not notified by previous engineer
 - Plant turn-over is expected to be in May
 - Weekly construction meetings continue
 - Change orders for review are;
 - \$86,913.45 – Precision Electric
 - \$55,127.33 – Cambrian Innovation

Miscellaneous Items:

1. First meeting for the water and sewer ordinances and fees was held with Town Staff on Feb. 11th. Midwest Assistance Program report recommended increasing rates to cover base costs. Jorgensen met with Town staff on increasing water and sewer rates to cover operational costs. Connection fees could be changed from ERUs to the number of plumbing fixture units in buildings to catch all flows. Sewer rates should follow the water meter flows used plus nominal base operational costs.
2. Summer water line repair/replacement projects identified by Public Works to be at Nelson Lane and Sunset Dr/Overlook Circle. Cost estimates to be provided for budget consideration.
3. Reviewed possible future Public Works employee flow chart and responsibilities
4. Creating capital improvement and general fund lists for FY26 budget

Town of Alpine

Section 6, Itemg.

1/1/25 to 1/31/25

Citations	1 Citations 0 Warnings
CFS/Law Incidents	101
Special Patrol	55

Animal Problem	3	Abandoned Vehicle	2
Agency Assist	4	Auto Accident	8
Aircraft		Child Abuse	
Alarms	6	Citizen Dispute	1
Assault		Civil Standby	
Burglary		Custodial interference	
Citizen Assist	2	Domestic Violence	2
Alcohol problems		Civil Execution/paper	
Controlled Burn		Disturbance	
Controlled Substance		Game & Fish	1
Drugs	1	Harassing	2
E911	8	Fire / Fireworks	1/0
Fraud		Field contact	
Information	3	Prisoner transport	
Property damage	1	Lost/Found Property	1
Lost/Found Animal	2	Parking problem	
Livestock/lock out		Juvenile problem	
Mental subject		Medical	8
Littering		Missing person	
Noise		REDDI	3
Reckless driving	5	Motorist assist	5
Smoke/Fire		Prisoner transport	
Robbery		Security check	
Sex offense/Stalking		Suspicious	3
Search/LE		Vehicle theft	
Suicidal Subject	2	Threatening	
Traffic stop	16	Weapon offence	
Traffic hazard	2	Trespassing	
Theft	1	Vandalism	
Traffic offense		Utility problem	
Transfer patient	6	Welfare Check	1
Vin Inspection	1	Warrant	
VIN Stamp		Utility problem	



TO: Mayor Green & Town Council
Town of Alpine

February 12, 2025

RE: **Change Order Recommendation**
Wastewater Pretreatment Plant
GL Acct 52-90-541

Enclosed for your review is Cambrian Innovation's and Precision Electric's Change Orders for the Town of Alpine's wastewater pretreatment plant facility. These change orders reflect an increased cost of \$142,040.45 for materials and installation of items needed to complete the pretreatment plant. The longest delivery lead time item is 8-weeks. These delivery and installation lead times put the start-up of the pretreatment plant in May.

Jorgensen Associates recommends these change orders be approved and Added to Cambrian Innovation's and Precision Electric's approved contracts.

Cambrian Innovation's Change Order Summary;

+\$39,402.11 Unaccounted for parts and sensors
+\$43,076.70 Process installation support
-\$27,351.48 Precision Electric's cost for process piping on Cambrian's MBR equipment container
+\$55,127.33 Added cost to Cambrian Innovation's contract

Precision Electric's Change Oder Summary;

+\$39,114.88 Screen Room gas monitoring system
+\$18,078.76 HVAC controls for the ventilation system
+\$27,351.48 Cost to finish process piping on Cambrian's MBR equipment container
+\$2,368.00 Blower motor starters
+\$86,913.45 Added cost to Precision Electric's contract

Please contact me with any questions or concerns you may have regarding this recommended change order or any other items concerning this project.

Respectfully,

Kevin Meagher

Enclosures:

Cambrian Innovation Change Order-5 breakdown and Precision Electric's Estimate 1841 and Change Order dated 2/12/25

Missing Parts Breakdown

Description	Part	Location	Tag Number	Lead Time	Cost
Badger M-2000 Flow Meter & Transmitter	2M-A-030FAAS7PJBSSAABCXWWDBABXX-NAS Meter Size: 030 - 3" / DN80	1049-P2101-01	FIT-2101	125 Working Days (SS) 3 Weeks (Carbon S)	\$ 2,292.00
Watts Pressure Reducing Valve	Watts LF Series 3/4" Pressure Regulator	1049-P2101-01	PRV-2101	In-Stock (Immediately)	\$ 444.77
Endress + Hauser Waterpilot FXM21 Level Transm	Waterpilot FMX21 Model no.: FMX21-5EP2/1D7 (FMX21-AA211FGK11A)	1049-P2301-01	LIT-2301	4 Weeks	\$ 1,365.73
Ashcroft Weksler Pressure Guage	Model#: 25 1009 SW L 02 L 60#	1049-P2301-01	PI-2301	In-Stock (Immediately)	\$ 88.49
IFM Pressure Transmitter	PN2694 w/ EVC001 Cable	1049-P2301-01	PIT-2301	In-Stock (Immediately)	\$ 500.18
McMaster-Carr Pressure Reducing Valve	8812K54	1049-P3301-01	PRV-8202	In-Stock (Immediately)	\$ 44.13
Endress + Hauser T-Mass Flow Transmitter	t-mass I 300, 6I3BL1, 235mm 9" 6I3BL1-3Q21/0 (6I3BL1-AAIBAEAFADSANA2AAGA2+Z1)	1049-P3301-01	FIT-3305	4 Weeks	\$ 5,605.99
IFM Pressure Transmitter	PN2696 w/ EVC001 Cable	1049-P3301-01	PIT-3303	In-Stock (Immediately)	\$ 500.18
Hach DO/Temp Transmitter	Sensor Model#: 9020000 ASSY, PROBE, LDO MODEL 2, H ControllerModel#: LXV525.99Z11551	1049-P3301-01	AIT-3301	2 Weeks	\$ 6,811.00
ATI pH Transmitter & Probe	MODEL Q46P - 2 - 1 - 4 - 1 pH MONITOR MODEL Q25 - P1 - 1 - 1 pH SENSOR	1049-P3301-01	AIT-3302	On-site	\$ 3,500.00
Endress+ Hauser Level Switch High	Liquicap M FTI51 Model no.: FTI51-A5H1XXX43D1A	1049-P3301-01	LSHH-3302	In-Stock (Immediately)	\$ 2,241.94
Endress+ Hauser Level Switch	Liquifloat T FTS20 AC/DC PP/PVC, 20m Model No: 71035520	1049-P3301-01	LSH-3303	4 Weeks	\$ 335.06
Endress-Hauser Level Switch	Liquifloat T FTS20 AC/DC PP/PVC, 20m Model No: 71035520	1049-P3301-01	LSL-3304	4 Weeks	\$ 335.06
Endress + Hauser Waterpilot FXM21 Level Transm	Waterpilot FMX21 Model no.: FMX21-5EP2/1D7 (FMX21-AA211FGK11A)	1049-P3301-01	LIT-3304	4 Weeks	\$ 1,365.73
IFM Pressure Switch	PN7694 w/ EVC001 Cable	1049-P3301-01	PS-3303A	In-Stock (Immediately)	\$ 418.96
IFM Pressure Switch	PN7694 w/ EVC001 Cable	1049-P3301-01	PS-3303B	In-Stock (Immediately)	\$ 418.96
Ashcroft Weksler Pressure Guage	Model#: 25 1009 SW L 02 L 60#	1049-P3301-01	PI-3312A	In-Stock (Immediately)	\$ 88.49
Ashcroft Weksler Pressure Guage	Model#: 25 1009 SW L 02 L 60#	1049-P3301-01	PI-3312B	In-Stock (Immediately)	\$ 88.49
McMaster-Carr Pressure Reducing Valve	8812K54	1049-P3301-02	PRV-8203	In-Stock (Immediately)	\$ 41.33
Badger M-2000 Flow Meter & Transmitter	2M-A-020FAAS7PJBSSAABCXWWDBABXX-NAS Meter Size: 020 - 2" / DN50	1049-P3301-03	FIT-3304	125 Working Days (SS) 3 Weeks (Carbon S)	\$ 2,292.00
Redhat Solenoid Valve	Redhat #8210G002LF 24/DC	1049-P7101-01	XV-8203	In-Stock (Immediately)	\$ 192.88
McMaster-Carr Pressure Reducing Valve	8812K54	1049-P7101-01	PRV-8204	In-Stock (Immediately)	\$ 41.33
					Parts Sub-Total = \$ 29,012.70
					Labor Sub-Total = \$ 5,250.00
					Markup 15% = \$ 5,139.41
					Total = \$ 39,402.11

Process Installation Support

Labor	Hours	Unit Price	Total	
Steve Bosworth	12	\$ 250.00	\$ 3,000.00	
Chris Eanes	10	\$ 225.00	\$ 2,250.00	
			Markup 15% = \$ 7,363.20	
			Total = \$ 217,951.20	
Description	Qty.	Hrs/Trip	Unit Price	
Additional PM Support				
Labor Steve	15	9	250	33750
Travel Expenses 256 miles round trip @ \$0.7/mile	15	256	0.7	2688
Per Diem	15	1	68	1020
				Sub Total = \$ 37,458.00
				Markup 15% = \$ 5,618.70
				Total = \$ 43,076.70

Change Order 5 \$ 82,478.81

Precision Electrical Services
 3966 E 146 N
 Rigby, ID 83442 US
 info@pes-electric.com
 www.pes-electric.com

Estimate



Section 7, Itema.

Precision Electrical Services LLC
 Residential • Commercial • Industrial

ADDRESS
Kevin Meagher

ESTIMATE #	DATE	
1841	01/28/2025	

DESCRIPTION	QTY	RATE	AMOUNT
CHANGES IN GAS MONITOR SYSTEM PER JVA MSA Trigas Flow Panel- Three Gas X5000: XIR+LEL, CH4, H2S AND O2 -XCELL DIGITAL CALIBRATION KIT -TRAINING AND COMMISIONING -6-8 WEEK LEAD TIME	1	39,114.88	39,114.88
HVAC CONTROL PANEL -VF1,2, EF-1,2, AND DUCT HEATER SYSTEM AND DESIGN -EXCEPTIONS: ANY CHANGES TO EQUIPMENT CURRENTLY INSTALLED -Stage 1 to run 6 air exchanges per hour -Stage 2 to run 12 air exchanges per hour as per request of Gas monitor system -PROVIDE AIR FLOW SENSOR -4-6 WEEK LEAD TIME FOR MATERIALS	1	18,078.76	18,078.76
PLUMBING CHANGES, ALL EXTRA PIPING AND CONNECTIONS FOR CAMBRIAN NOT ON PRINTS DESCRIBED IN PLUMBING SCOPE. -Stainless steel piping work on intake blowers -All extra piping that was requested by Cambrian. -EXCEPTIONS: SUPPLY OF EXTRA PARTS NOT IN PLUMBING SCOPE	1	27,351.48	27,351.48

This is an official bid for work described herein.

1. Scope of Work. PES shall furnish all labor, materials, equipment, services, and documentation required to fully perform the work as described in this estimate, and retain ownership of said items until paid in full. PES shall perform the work in accordance with all applicable local, state, and national building codes, electrical codes, and safety regulations and standards.

2.Payment Terms.

(a) NET30: Client shall pay PES within 30 calendar days of receiving an Application for Payment from PES.

(b) If payment is not made within 35 calendar days of receiving the Application for Payment, a late fee of 6% shall be applied to the outstanding balance owed to PES.

(h) Additional late fees of 6% of any remaining outstanding balance, including accrued late fees, shall be charged every 30 calendar days that the outstanding balance remains unpaid. Late fees shall compound until the outstanding balance is paid in full.

SUBTOTAL
TAX
TOTAL

Section 7, Item.	2
------------------	---

0.00

\$84,545.12

Accepted By

Accepted Date



3966 E. 146 N. Rigby, ID
83442

Change Order

Section 7, Itema.

Date: 2/12/2025

Job Name: Alpine WWTP pre-treatment

Description of Work: Blower Exhaust fan Stater required by JVA added design 12/14/2024 no labor added as there was to be a disconnect power connection for these fans but now requested to be motor starters.

1. Blower motor exhaust Fan Starter

a. Materials: \$1,184.00x 2= \$2,368.00

Grand Total= \$2,368

This Change order becomes part of and in conformance with the existing contract.

We Hereby agree to make the change(s) specified above at the price indicated per this change order.

The prices and specifications of this change order are satisfactory and are hereby accepted. All work is to be performed under the established terms and conditions specified in the original contract unless otherwise specified.

Authorized Contractor Signature

Owner Signature

Date of Acceptance

Date of Acceptance

Pretreatment Plant Costs

12/24/2024

<u>Grant Funding</u>	<u>Description</u>	<u>Grant Provider</u>
\$2,237,227.00	WBC Grant	Wyoming Business Council
\$750,000.00	SLIB Grant	Wyoming State Loan and Investment Board
\$2,987,227.00	Grant Funding	

	<u>Construction Costs</u>	<u>Description</u>	<u>Contractor</u>
contract	\$1,973,977.00	MBR Skid & Process Equipment	Cambrian Innovation
contract	\$429,061.23	Concrete Foundation	JL Concrete & Construction
quote	\$14,620.80	Air Compressor	Grainger (direct purchase)
contract	\$873,237.52	Building Construction	JL Concrete & Construction
contract	\$40,213.42	Electrical Utility Power	Lower Valley Energy
quote	\$214,125.00	Generator	Generator Source (direct purchase)
contract	\$547,624.64	Process Piping Systems	Precision Electrical
Budget	\$10,000.00	SCADA Controls	Control Engineers
	\$4,102,859.61	Sub-Total	
3.0%	\$123,085.79	Contingency	
	\$4,225,945.40	Plant Construction Cost	

Cost Summary

(\$2,987,227.00)	State of Wyoming Grant Funding
\$4,225,945.40	Plant Construction Costs
\$1,238,718.40	Town Costs

Note: Engineering design costs not included

**TOWN OF ALPINE, WYOMING
ORDINANCE NO. 2025-001**

**AN ORDINANCE OF THE TOWN OF ALPINE, WYOMING PROHIBITING THE
EXTENSION OF WATER AND SEWER SERVICES TO PROPERTY LOCATED
OUTSIDE THE INCORPORATED BOUNDARIES OF THE TOWN OF ALPINE.**

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

Section 1. *Purpose and Intent:* The purpose of this ordinance is to establish policies and regulations governing the provision of municipal water and sewer services within the Town of Alpine and to prohibit the extension of such services to properties located outside the incorporated boundaries of the Town, except as expressly authorized herein.

Section 2. *Prohibition of Service Extensions:*

- (a) No municipal water or sewer service connections shall be provided to any property located outside the incorporated boundaries of the Town of Alpine.
- (b) It shall be unlawful for any person, entity, or organization to request, authorize, or establish connections to the Town of Alpine's water and sewer systems for properties outside the corporate limits of the Town, except as provided in Section 3 below.

Section 3. *Exceptions and Special Agreements:*

- (a) The Town Council may, upon a vote of 3/4th of the Town Council in the affirmative, authorize water and/or sewer service connections to properties outside the Town boundaries if the following conditions are met:
 - i. A written agreement is executed between the Town and the property owner outlining terms, conditions, and fees for the provision of such services. Property owner must pay for and install any and all infrastructure from their property to the nearest Town of Alpine, Wyoming water service line capable of handling the property's expected demand.
 - ii. The property owner agrees to annexation into the Town as a condition of service, where applicable.
 - iii. The extension is deemed beneficial to the Town and does not negatively impact the capacity, pressure, or function of the existing system.

- (b) Any such agreements shall be subject to review and approval by the Town Council and shall comply with applicable state and local regulations.

Section 4. *Enforcement and Penalties:*

(a) Any unauthorized connection or attempted connection to the Town's water and sewer services in violation of this ordinance shall be subject to disconnection without further notice.

(c) Violators of this ordinance shall be subject to penalties including, but not limited to, fines not exceeding seven hundred fifty dollars (\$750.00) per day for each day the violation continues.

Section 5. *Severability*. If any section, paragraph, clause, or provision of this ordinance is found to be invalid or unenforceable for any reason, such finding shall not affect the validity or enforceability of the remaining portions of this ordinance.

Section 6. *Effective Date*. This ordinance shall take effect and be in force from and after its passage, approval, and publication as required by law.

PASSED 1st READING FEBRUARY 18, 2025

Vote: ___ Yes, ___ No, ___ Abstain, ___ Absent

PASSED 2nd READING MARCH 18, 2025

Vote: ___ Yes, ___ No, ___ Abstain, ___ Absent

PASSED 3rd READING APRIL 15, 2025

Vote: ___ Yes, ___ No, ___ Abstain, ___ Absent

TOWN OF ALPINE

BY: _____
Eric Green

ATTEST:

BY: _____
Monica Chenault, Clerk

ATTESTATION OF THE TOWN CLERK

STATE OF WYOMING)
)
COUNTY OF LINCOLN)

I hereby certify that the forgoing **ORDINANCE NO. 2025-001** was duly posted for ten (10) days in the Town Clerk's Office.

ATTEST:

Monica Chenault, Clerk

TextMyGov

Alpine, WY

TEXTMYGOV FOR ALPINE, WY

Every agency uses TextMyGov a little bit differently. Here are some **KEY** features that would best help Alpine.



Key Features



Section 7, Itemc.

- Residents are able to receive transparent, time-sensitive alerts from the Town all through text. No app or account needed.
- Texts given upfront: No need to worry about using credits or paying as you go
- Map location feature that allows the Town to isolate an area and send a direct alert out (Ex: Water Shutoffs, Closures)
- Text in side allows residents to get automated text responses to their questions or while reporting issues (Ex: Bill Pay, Building Permit, Animal Issue)
- Importing database(s) to kickstart and guarantee outreach. Simple opt in process for the residents. Simple opt out (text STOP) to remove them from the service.
- Proven marketing strategy to be shared on website, social media, and flyers

WHY TEXTMYGOV?



No Download Needed

- Citizens don't need to download an app, or subscribe to an email service. If they have a cell phone they have access to alerts/notifications.



Dedicated Account Management

- Every account has a Dedicated Account Manager who will help set up your entire account. We specifically work with local governments so they will be able to provide suggestions on best practices and ideas on how you can maximize the service.



Unlimited Training

- Your account manager will provide unlimited training for staff. We know that departments can turn over, so we are here to help train new staff, new departments, or even just a refresher.

Referenceable Customers in Wyoming

Star Valley Ranch

TEXTMYGOV

Connect via Text 24/7:

Smart texting technology evaluates your input and searches keywords to provide you with information anytime day or night. Use your mobile phone's texting services to quickly report issues and/or find information on the go.

Text **HI** to **307.248.7321** to get started. Common words to send to get information or report problems:

- Bill Pay
- Report
- Nuisance
- Permits
- Roads

Learn more [HERE](#)

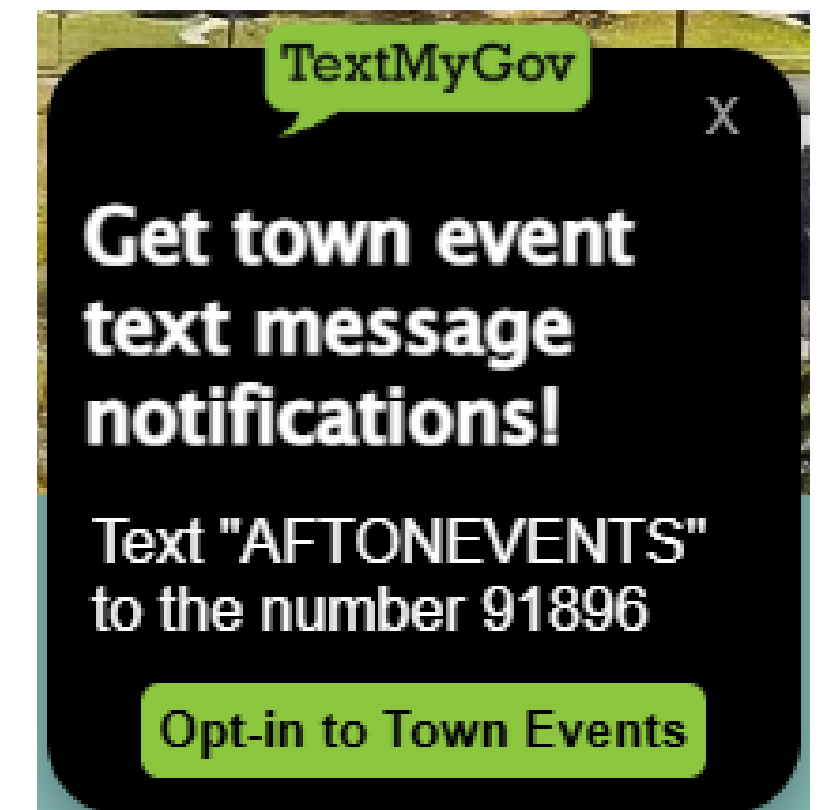
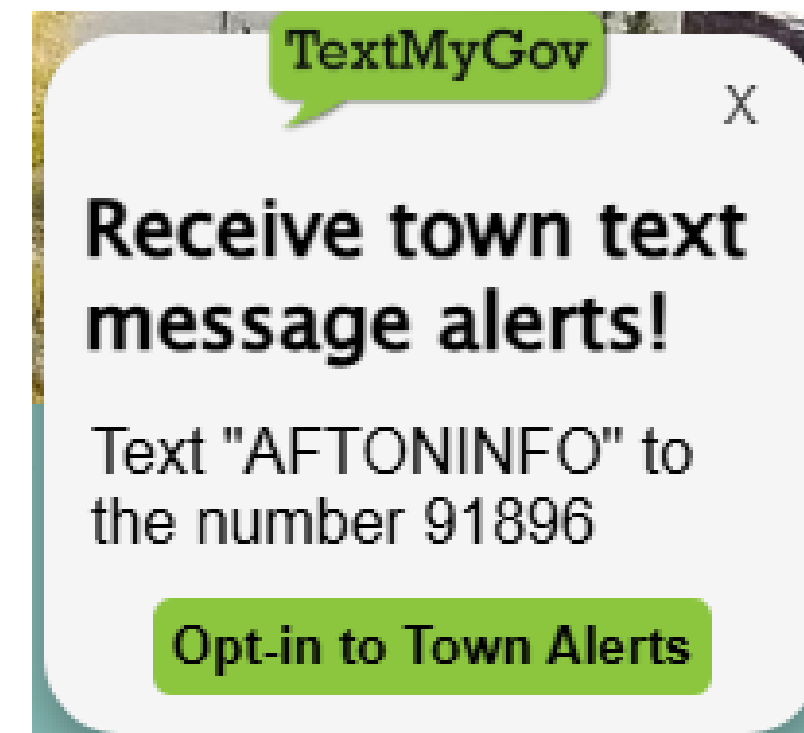
Get Alerts sent directly to your phone:

Sign up to receive alerts via text message.

Text **TSVRALERTS** to **91896** -OR- **TSVRNEWS** to **91896**



Afton



Try it Out!

Text “Hi” to 435-265-4446 to how the interactive texting feature works

TextMyGov

TextMyGov

P.O. Box 3784

Logan, Utah 84323

435-787-7222

Partnership Agreement

Introducing TextMyGov

TextMyGov was developed to open lines of communication with local government agencies and citizens. The system works 24 hours a day and easily connects with your website and other communication methods.

Using the regular messaging app on any smartphone, the smart texting technology allows the citizen to ask questions and get immediate responses, find links to information on the agency's website, address problems, report any issues and upload photos.

According to the Pew Research Center, ***97% of smartphone owners text regularly.***

The technology analysts at Compuware reported ***that 80 to 90% of all downloaded apps are only used once and then eventually deleted*** by users.



Communicate

TextMyGov uses smart texting technology to communicate with citizens. Local government agencies can answer questions, send links to their website, and provide details on garbage pickup, utility payments, city news, events, office hours, just to name a few.



Engage

TextMyGov uses smart texting technology to engage with citizens. Citizens can easily report issues to any department, such as potholes, drainage problems, tall grass, junk cars. The issue reporting function can be customized for each department and their most commonly reported items. Agencies can engage citizens and ask specific guided questions regarding location, address, street name, and more. If your goal is to engage with citizens and get smart valuable data- You need TextMyGov.



Boost Website Traffic

TextMyGov uses smart texting technology to maximize a city's website. Citizens can text in keywords like festival, parking, ticketing, meeting, sporting event, etc. The smart texting technology can answer the question or send a link from the city's website with additional information. Local government agencies spend thousands of dollars each year on their website. TextMyGov is the best way to benefit from that investment. If your goal is to benefit from your website investment- You need TextMyGov.



Track

TextMyGov uses smart texting technology to track and record all the information that is sent in. Agencies can track the cell phone number, date, and time of every request. If your agency wants to be compliant with FOIA- You need TextMyGov.



Work

Smart texting uses detailed information to track a citizen's request or create a work order. Work orders and requests can be generated and completed. Smart texting allows you to easily collect information like name, location, street address, and allows the user to upload a photo. If your agency wants to track real requests and real work orders submitted by a real cell phone number- You need TextMyGov.

Getting Started

- After the execution of the basic service agreement, a project manager will be assigned to assist the client through implementation. A local phone number will be obtained for use with TextMyGov.

Configuration

- The project manager will work with the client to customize interactive responses, create automation flows, and keyword lists. Training will be provided on how to quickly create and edit data.

Media Kit

- Advertising materials will be provided to the client, including an infographic for the website and downloadable flyer for social media and other communication methods used by the agency.

Unlimited Training and Support

- After initial implementation and training, unlimited on-going support is included. Our experts are available M-F 6am-5pm MST.

Section 7, Itemc.

Terms and conditions can be printed and attached as Exhibit A or viewed at www.TextMyGov.com/terms

Prepared by:
Josh Casperson
Account Executive
P.O. Box 3784
Logan, UT 84323

Terms:

- 55

Additional Services

TextMyGov provides additional applications and services that can be purchased as part of the TextMyGov solution. These can be added to the customer's annual* cost, upon request.

<p>Enhanced Media & Care Package – Marketing materials and expert implementation to promote and optimize TextMyGov, see us here for additional information- https://textmygov.com/enhanced-media-care/</p> <p>*Our marketing team invests significant time and effort into creating a personalized media kit for your Agency, designed to enhance your Agencies presence and reach. As part of our agreement, we request that you post the material provided on your social media channels to maximize its effectiveness and ensure the best possible outcomes for the service.</p>	Price based on Population	Annual
Additional Storage – Each unit of storage contains an additional 100 GB.	\$250	Annual
Additional text messages – Additional text messages can be purchased at any time. (\$750 for 100,000), (\$550 for 50,000), (\$300 for 25,000)	Price based on amount of text messages	Annual
<p>Database</p> <ul style="list-style-type: none"> Database of your local residence to improve citizen engagement. Database might have been quoted in the original quote. See your package breakdown for details. 	Price is based on population. See Account Executive for details.	

Agreement Confirmation

Section 7, Itemc.

Implementation Team Information

Name: Monica Chenault

Title: Clerk/Treasurer

Email: clerk@alpinewy.gov

Office Phone: 307-654-7757

Cell Phone (Required):

Implementation Team Information

Name: Melody Leseberg

Title: Public Works / Administrator

Email: admin@alpinewy.gov

Office Phone: 307-654-7757

Cell Phone (Required): 208-420-6981

Billing Information

(Invoices for the amount will be sent two weeks after signature with net 30 days.

Invoices will be sent from an iWorQ email address)

Billing Contact Name:

Title:

Email:

Office Phone:

Address:

(Please attach copy of W-9)

Agreement Signature

Name: Eric Green

Title: Mayor

Date:

Signature:

Widget Contact

Name:

Title:

Email:

Phone:

*This person is responsible for placing the TextMyGov Widget (see options-textmygov.com/textmygov-widget/) the agency's website within 60 days of the signature. The Text My Gov widget will remain on the agency's website for the duration of the agreement. If the widget is not placed on the City/County website within 60 days, the Agency agrees to pay an additional \$1,000 towards setup costs. (this is to cover TextMyGov's time).

Twilio Authorized Contacts

Employee Name (1): Monica Chenault

Email: clerk@alpinewy.gov

Phone Number:307-654-7757

Job Position: Clerk/Treasurer

Business Title: Alpine

Employee Name (2): Melody Leseberg

Email: admin@alpinewy.gov

Phone Number:307-654-7757

Job Position: Public Works Administrator

Business Title: Alpine

☐ I confirm that my nominated authorized representatives agree to be contacted by Twilio.

***Twilio contact can be the same as the implementation contact. Twilio requires us to have two authorized contacts. They rarely reach out, but if there are any support questions, they require these contacts. ***



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

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

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

SECTION I.

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

SECTION II.

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

SECTION III.

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

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

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

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

VOTE: YES, NO, ABSTAIN, ABSENT

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

VOTE: YES, NO, ABSTAIN, ABSENT

TOWN OF ALPINE

Eric Green, Mayor of Alpine

ATTEST:

Monica L. Chenault, Clerk / Treasurer

ATTESTATION OF THE TOWN CLERK

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

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

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

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

ATTEST:

Monica L. Chenault Clerk / Treasurer

PART 1 - GENERAL PROVISIONS

ARTICLE 1.1 ADMINISTRATION

Section 1-101. Title

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

Section 1-102. Intent

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

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

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

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

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

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

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

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

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

Example:*Appointments in 2009*

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

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

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

Appointments in 2010

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

Appointments in 2011

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

Appointments in 2012

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

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

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

(b) Scope of Responsibility:

The Planning and Zoning Commission shall have the following responsibilities:

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

Section 1-105. Board of Adjustment

(a) Creation of Alpine Board of Adjustment:

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

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

Section 1-106. Zoning Administrator

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

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

(b) Scope of Responsibility:

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

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

Section 1-107. Building Official – Building Inspector

(a) Appointment of Building Official – Building Inspector:

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

(b) Scope of Responsibility:

The Building Official/Inspector shall have the following responsibilities:

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

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

Section 1-108. Legal Rulings

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

Section 1-109. Severability

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

PART 2 - PROCEDURES

ARTICLE 2.1 GENERAL PROVISIONS

Section 2-101. Purpose

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

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

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

ARTICLE 2.2 GENERAL DEVELOPMENT REVIEW AND APPROVAL PROCESS

Section 2-201. General Requirements

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

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

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

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

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

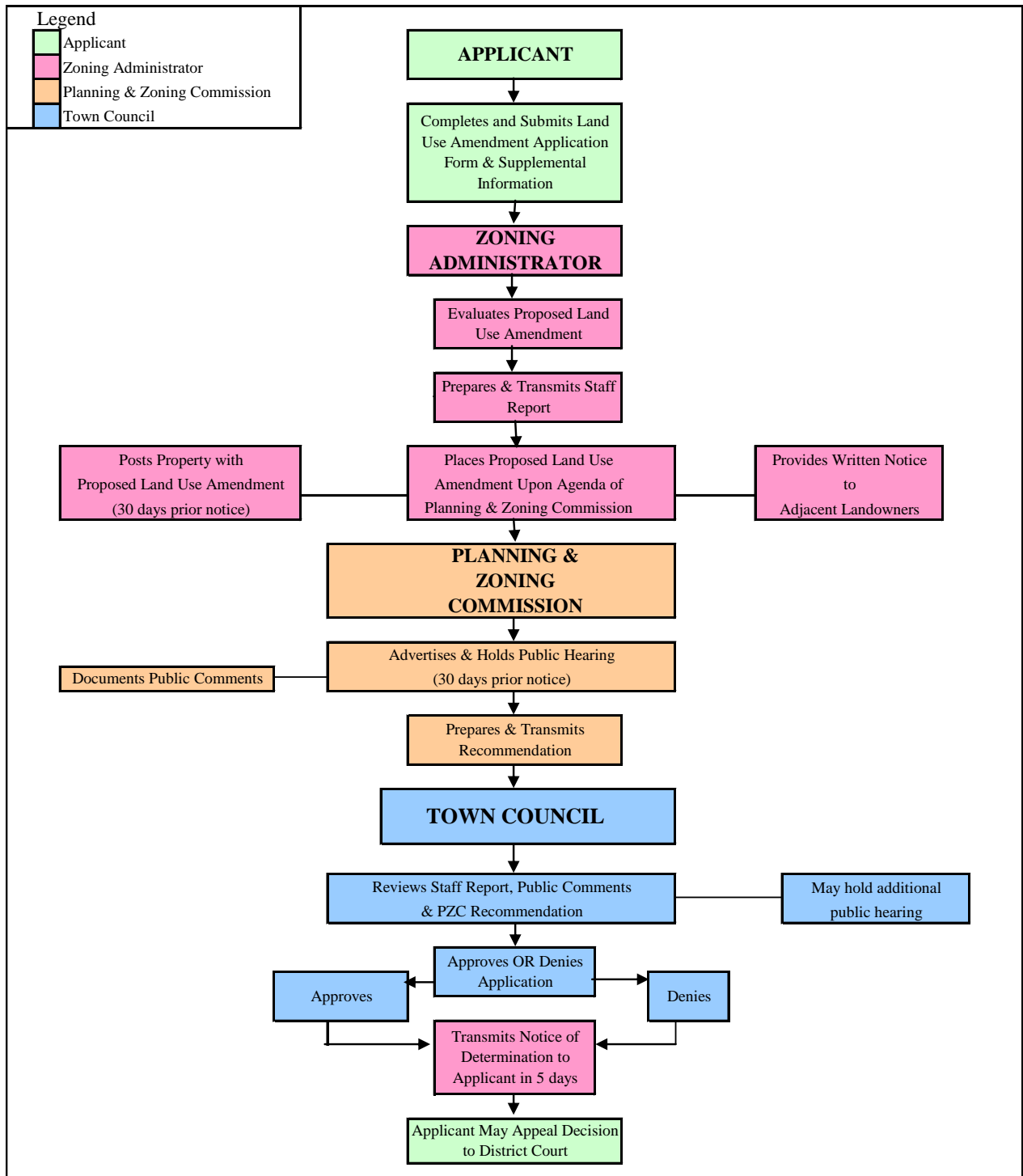
Section 2-202. General Evaluation Criteria

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

Section 2-203. Land Use Plan Amendment Process

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

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



Town of Alpine Land Use & Development Code

Land Use Plan Amendment Process

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

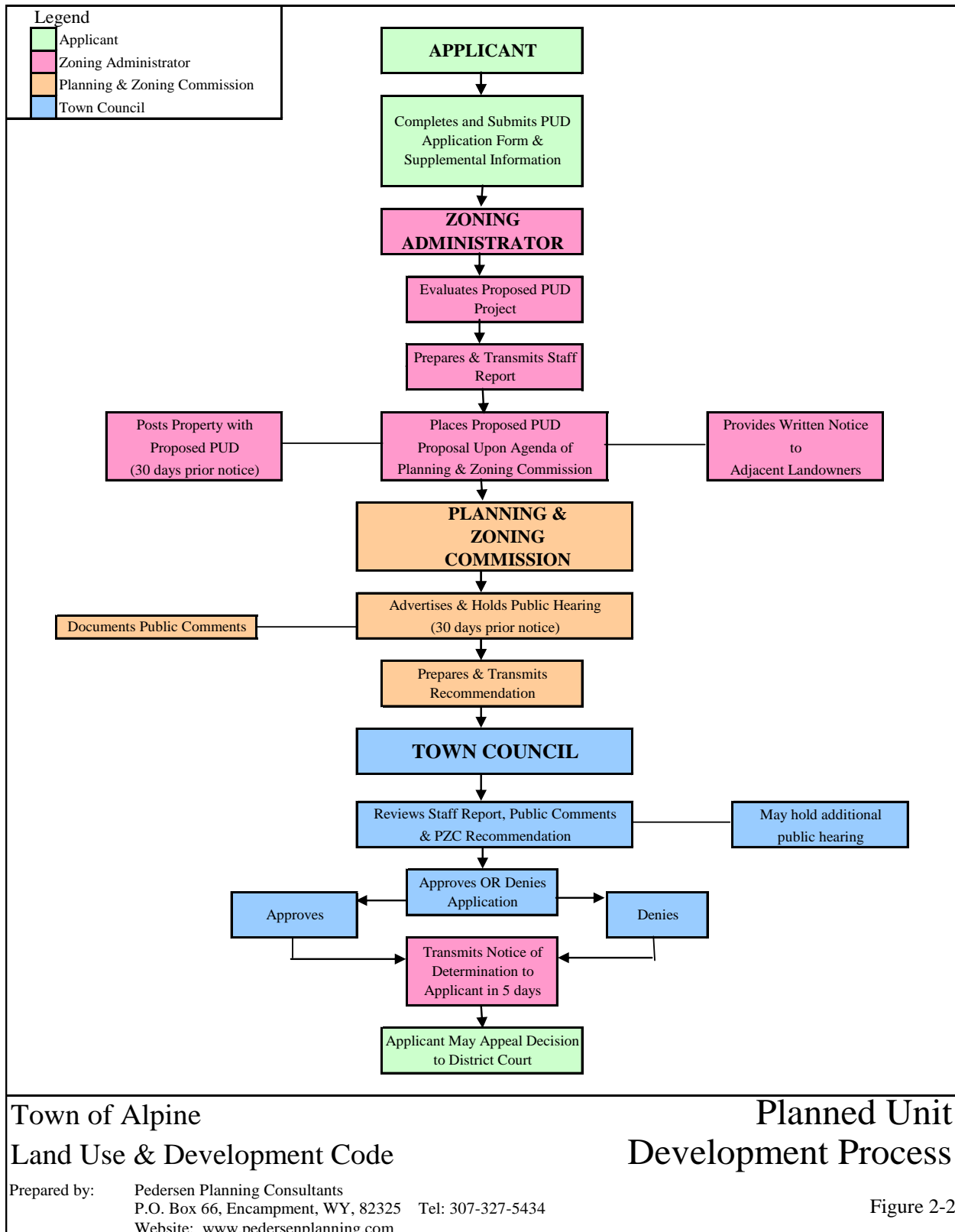
Figure 2-1
Town of Alpine Land Use and Development Code

2/4/2025
FINAL CHANGES

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

Section 2-204. Planned Unit Development Process

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



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

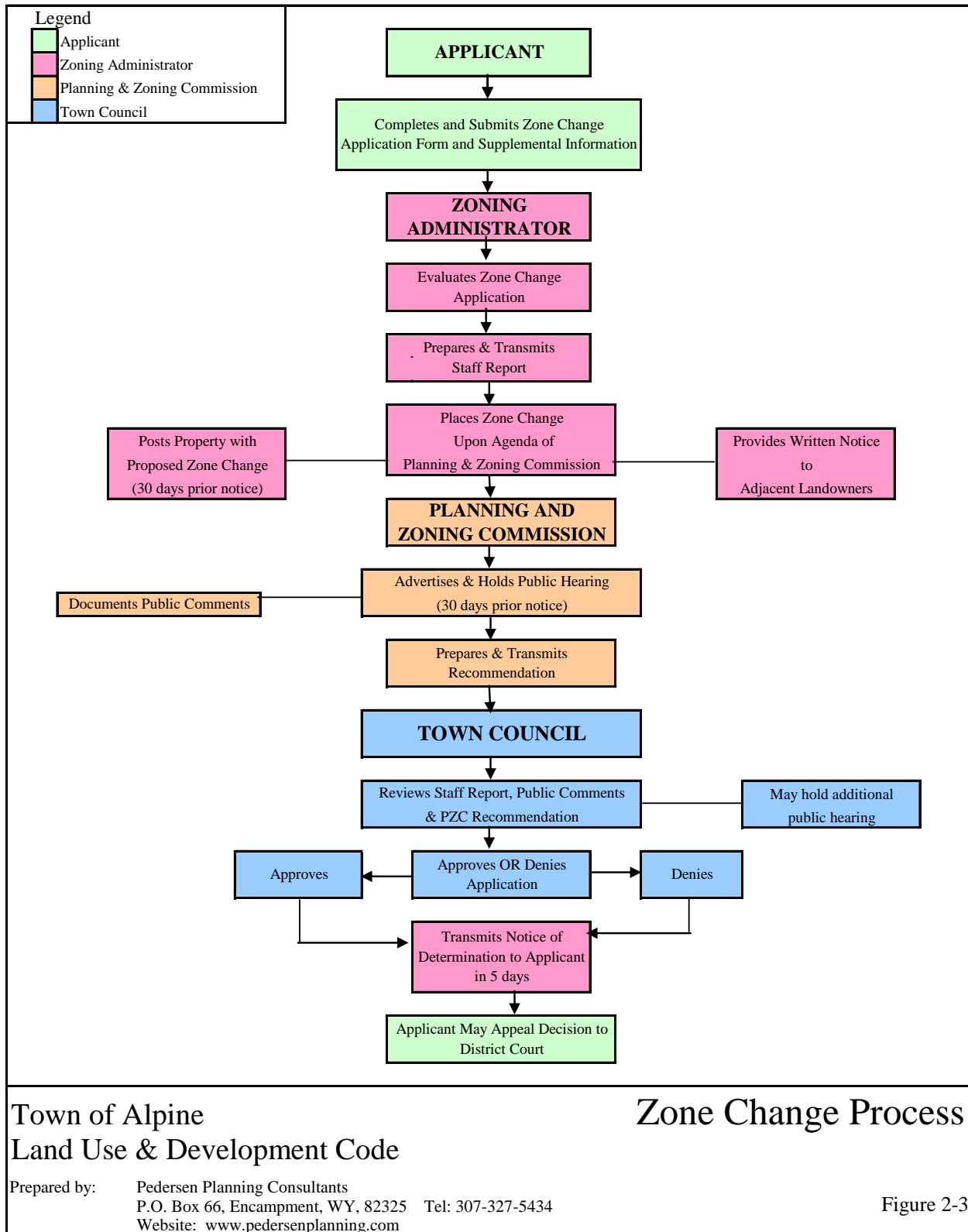
- (1) The Zoning Administrator shall post a copy of the proposed planned unit development application upon the property where the planned unit development is requested. This public notice shall be made, at least, thirty (30) days before the planned unit development application is considered publicly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

Section 2-205. Zone Change Process

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

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

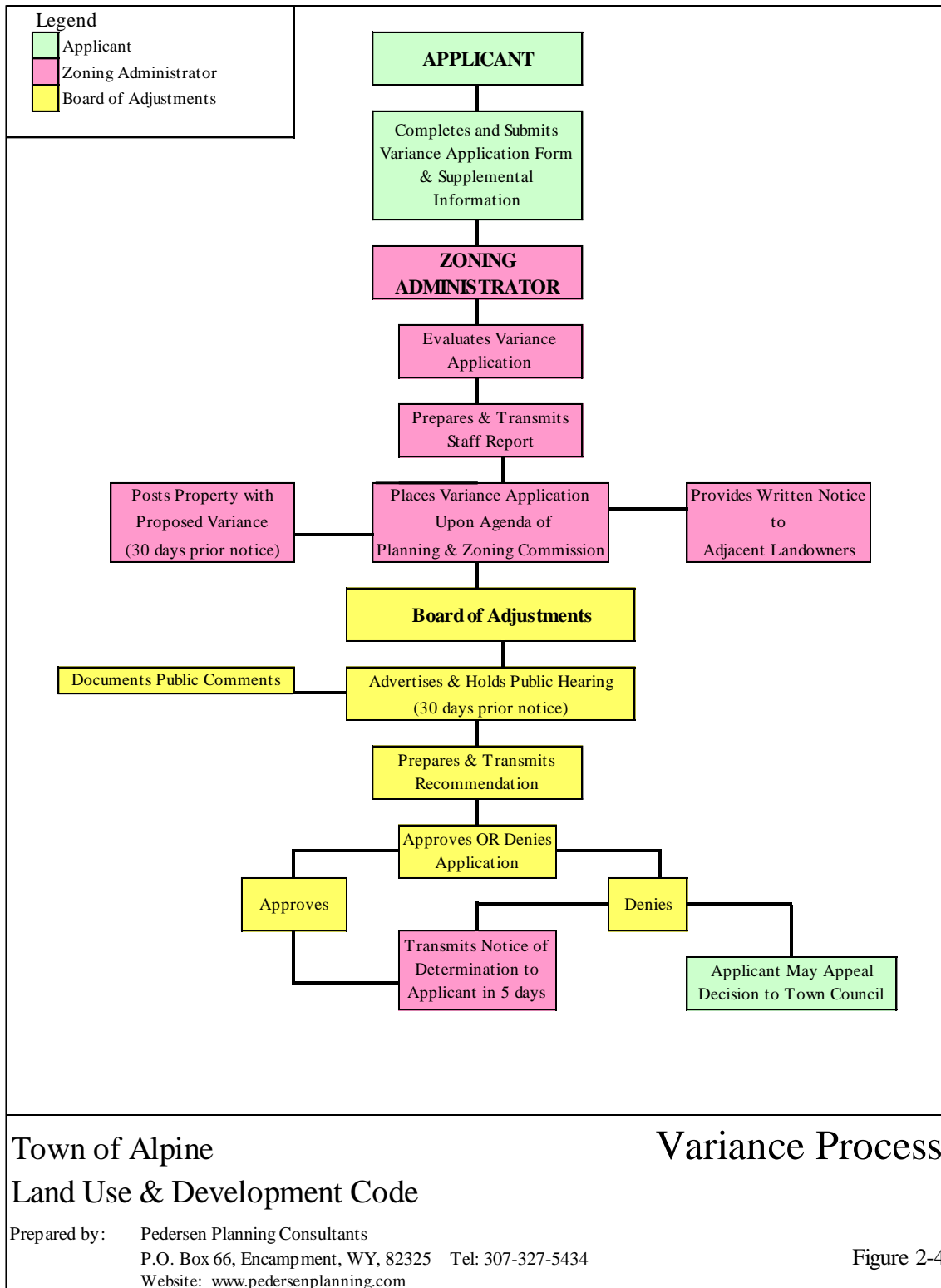
- (4) The Alpine Planning and Zoning Commission shall hold one (1) public hearing at a public facility within the Town of Alpine. Town residents and the general public shall receive at least thirty (30) days' notice of the public hearing. Public notice shall be advertised in one (1) newspaper of general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



Section 2-206. Variance Process

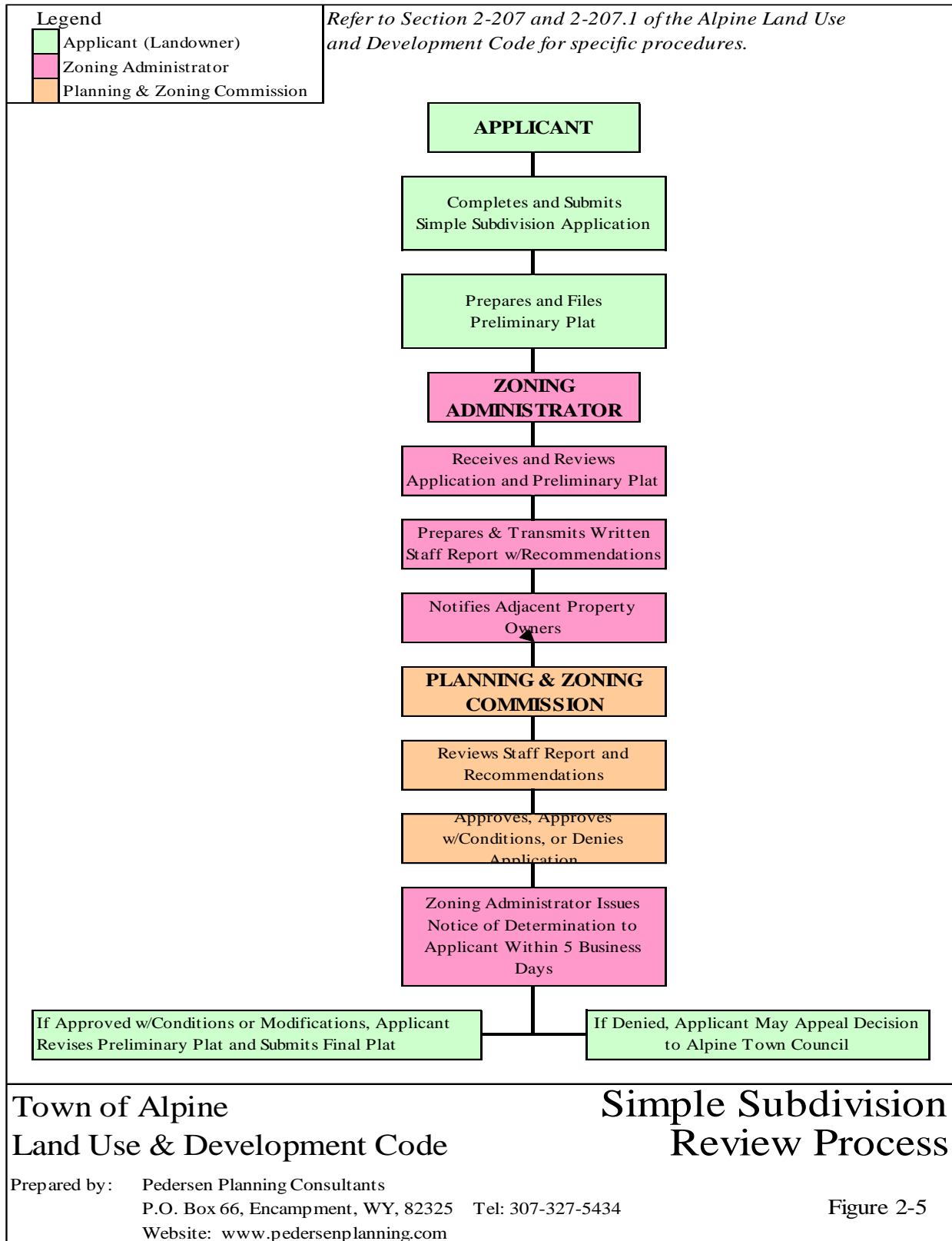
- (a) The purpose of the variance process (Figure 2-4) is to modify the strict application of the requirements of the Alpine Zoning Ordinance. A variance can be granted by the Alpine Board of Adjustments where it can be shown that unusual site or building characteristics, extraordinary circumstances,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

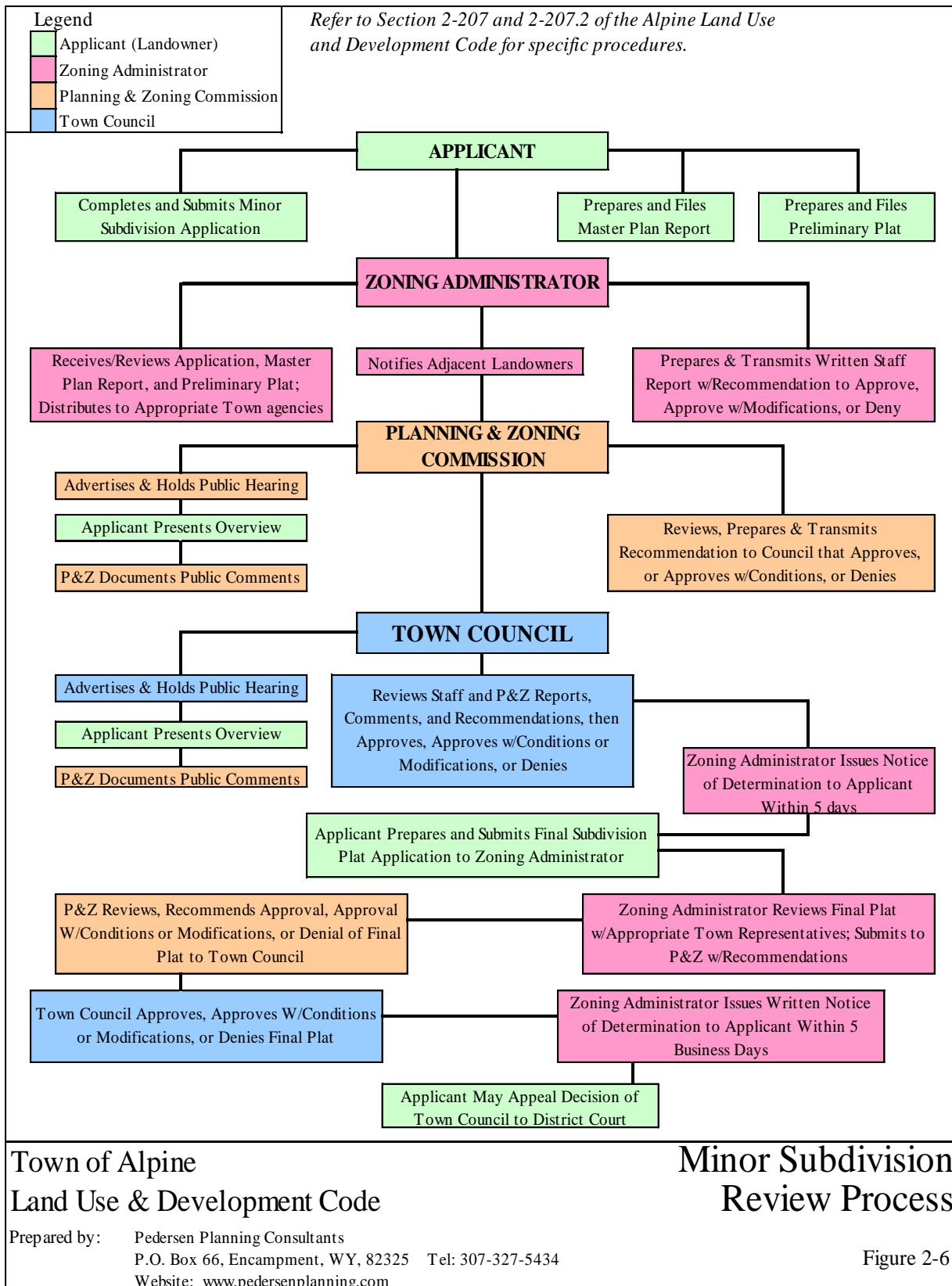
- (3) The Alpine Board of Adjustments shall hold one (1) public hearing at a public facility within the Town of Alpine. Town residents and the general public shall receive at least thirty (30) days' notice of the public hearing. Public notice shall be advertised in one (1) newspaper of general circulation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

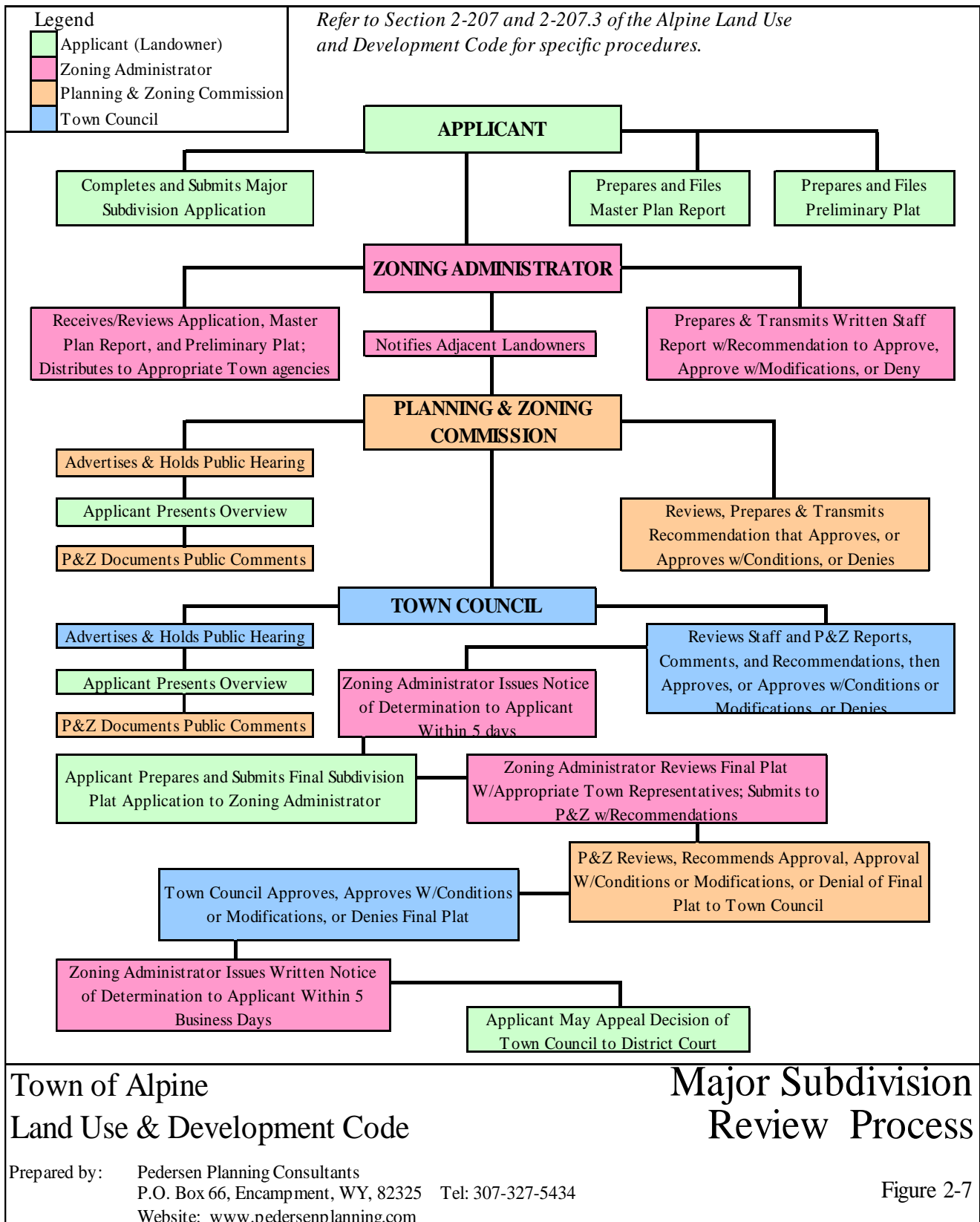


Section 2-207. Subdivision Process

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







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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 2-208 Development Fees

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

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

ARTICLE 2.3 BUILDING PERMIT REQUIREMENTS

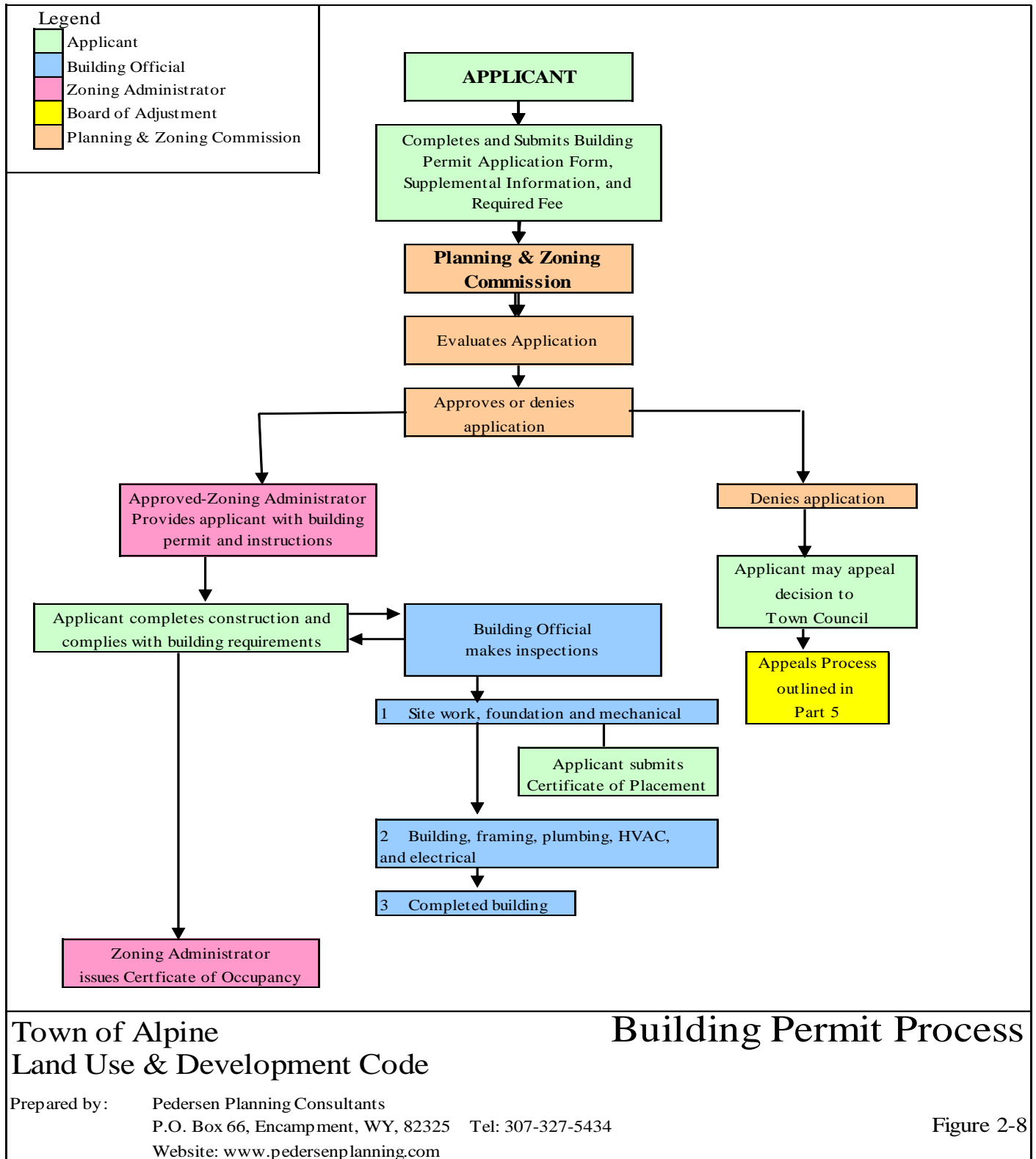
Section 2-301. Building Permit Requirements

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

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

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

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



Section 2-302. Minor Construction Permit

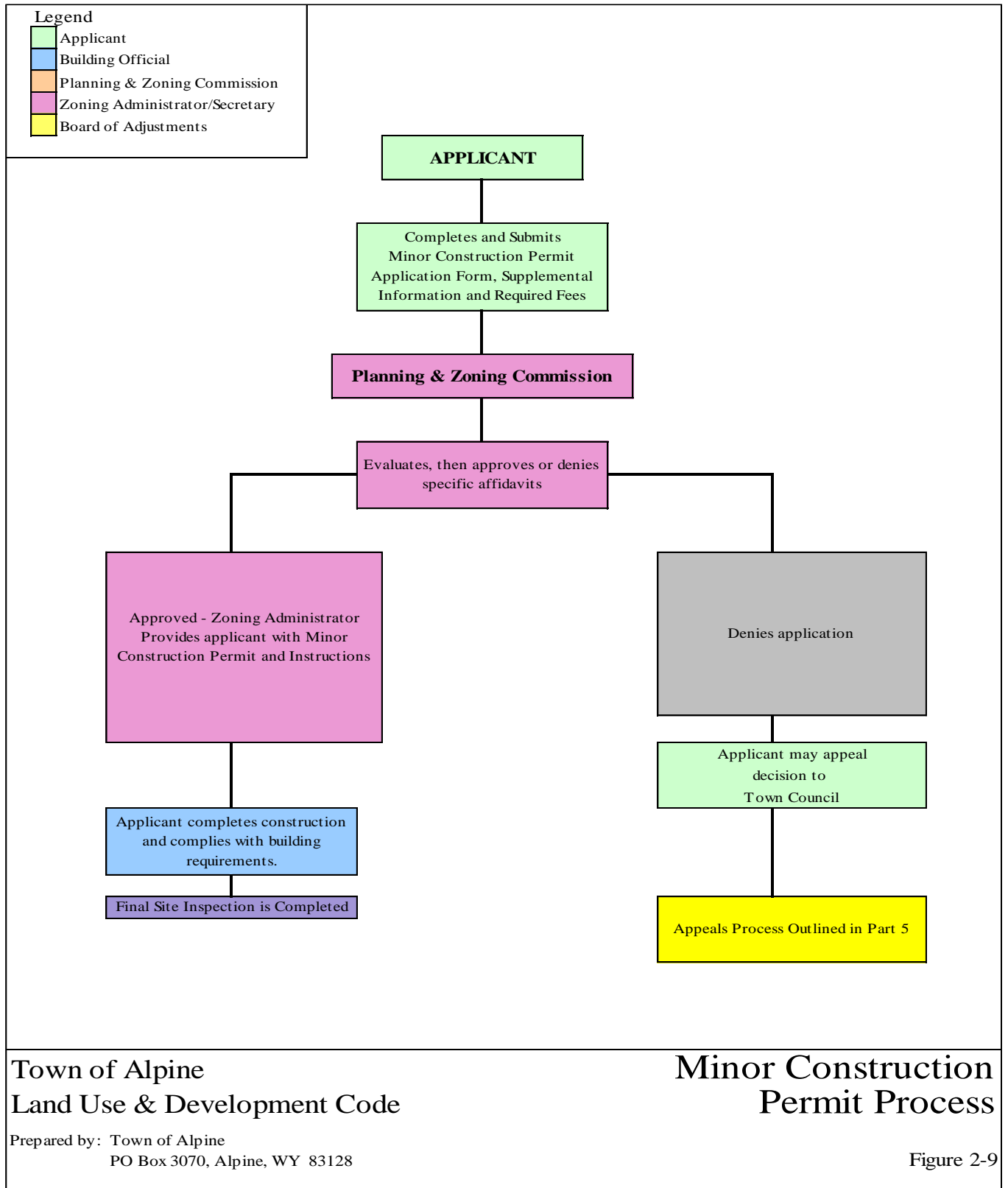
(a) A minor construction permits shall not require a Wyoming Engineered Stamp; **UNLESS OTHERWISE INDICATED.**

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

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

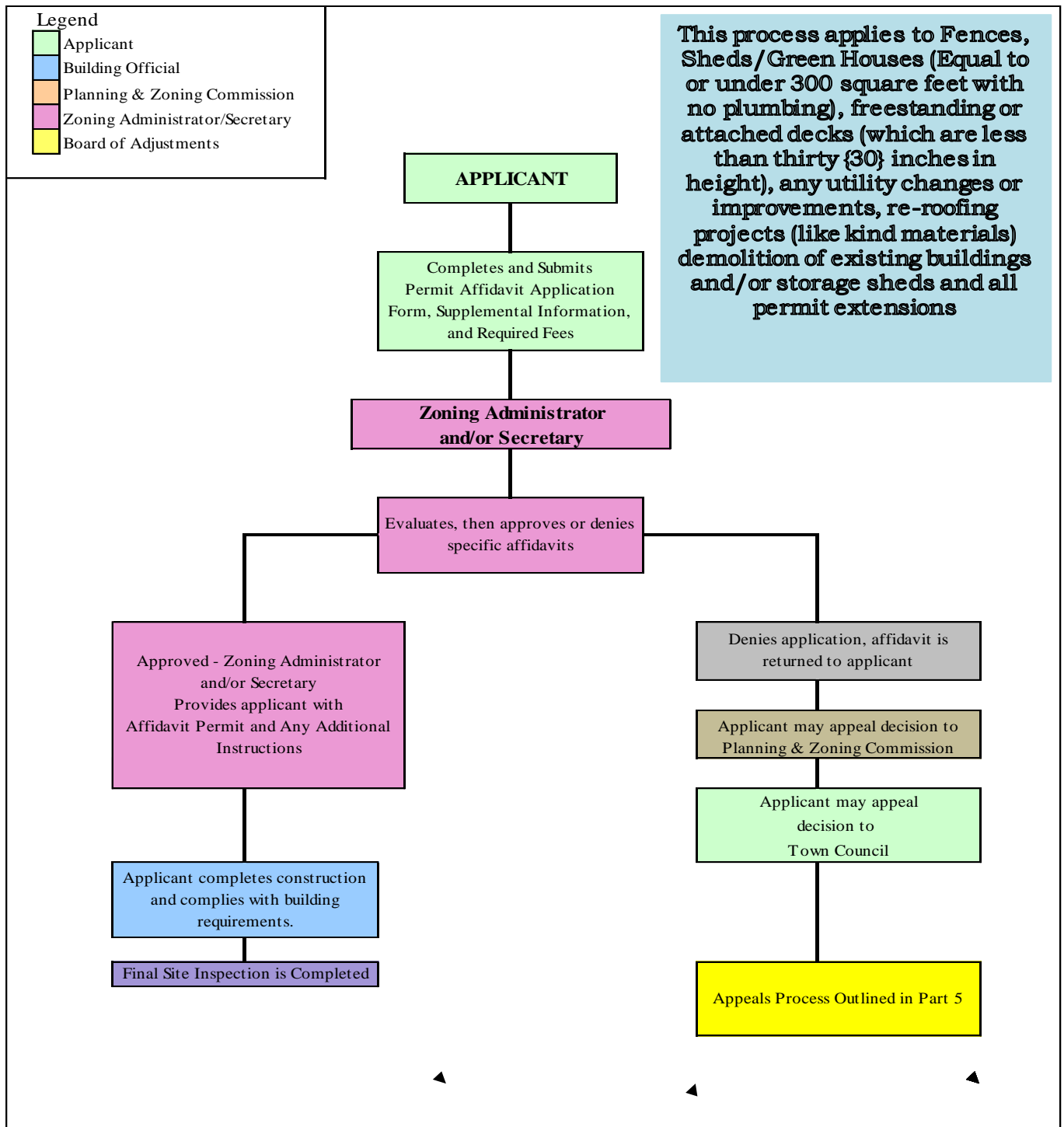
(c) The Town of Alpine shall make available a minor construction permit application form to applicants that shall require, at least, the following information from the applicant:

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



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

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



Town of Alpine Land Use & Development Code

Affidavit Process

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

Figure 2-10

Section 2-304. Required Building and Site Inspections

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

NOTE**Section 2-305. Construction Activities****STATE TO COMPLETE ALL ELECTRICAL INSPECTIONS**

Property Owner and/or Contractors are encouraged to work with neighboring property owners during the entire process of their construction project. Construction activities and all related sounds from construction activities are referenced in the most current adopted version of the Town of Alpine Health, Safety, Sanitation and Noise Control Ordinance. (www.alpinewy.gov)

Section 2-306. Issuance of Certificate of Occupancy

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

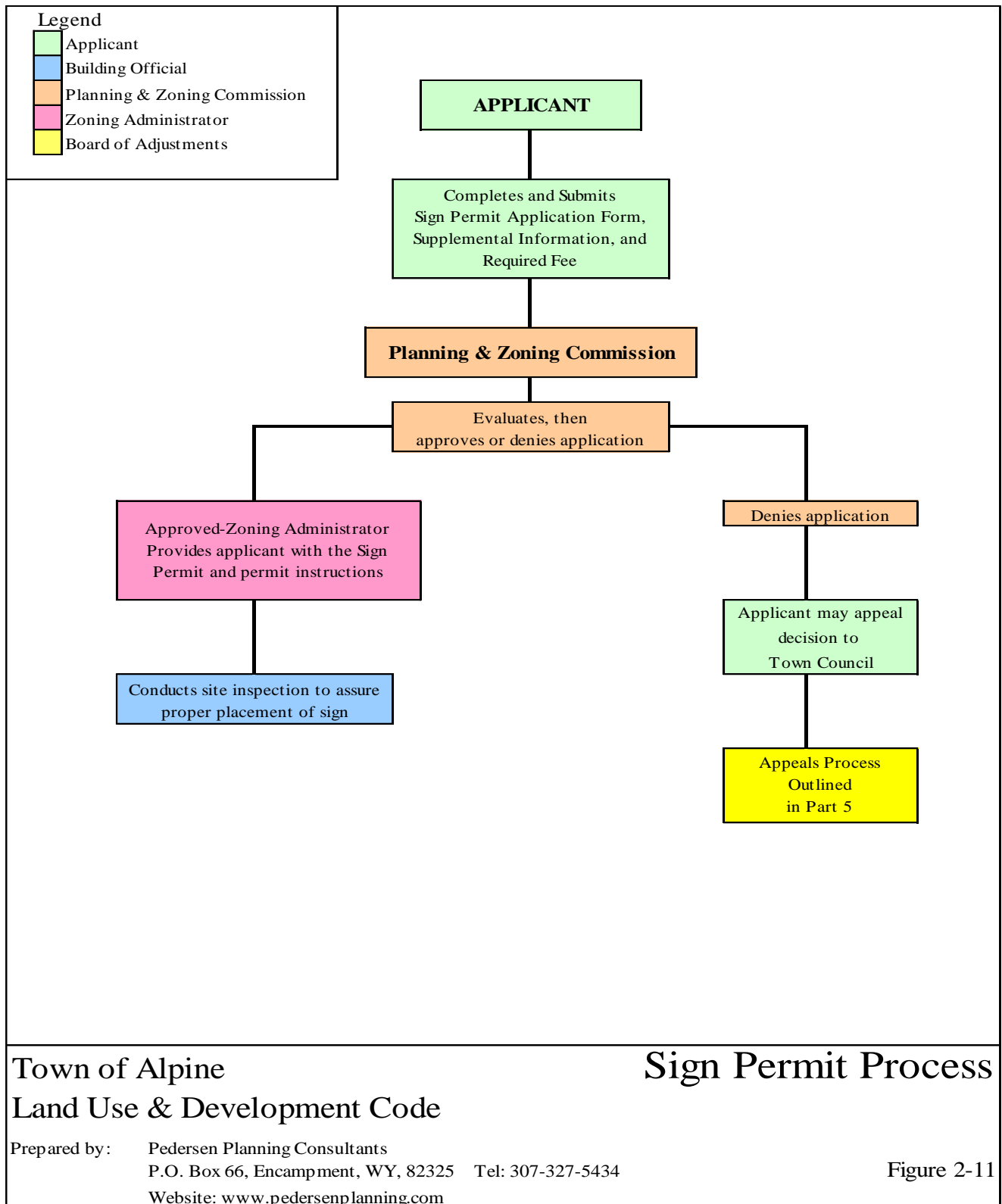
Section 2-307. Issuance of Certificate of Completion

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

ARTICLE 2.4 SIGN PERMIT PROCESS

Section 2-401. Sign Permit Process

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



ARTICLE 2.5 BUILDING APPLICATION PROCESSING SCHEDULE

Section 2-501. Building Application Processing Schedule

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

PART 3 - ZONING ORDINANCE

ARTICLE 3.1 GENERAL PROVISIONS

Section 3-101. Short Title

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

Section 3-102. Purpose

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

Section 3-103. Authority

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

Section 3-104. Applicability of Ordinance

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

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

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

Section 3-105. Zoning Districts

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

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

Section 3-106. Zoning Map

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

ARTICLE 3.2 DISTRICT REGULATIONS

Section 3-201. General

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

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

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

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

(d) Minimum Lot Area:

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

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

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

9,900 square feet in all other subdivisions.

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

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

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

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

(f) Maximum Building Height:

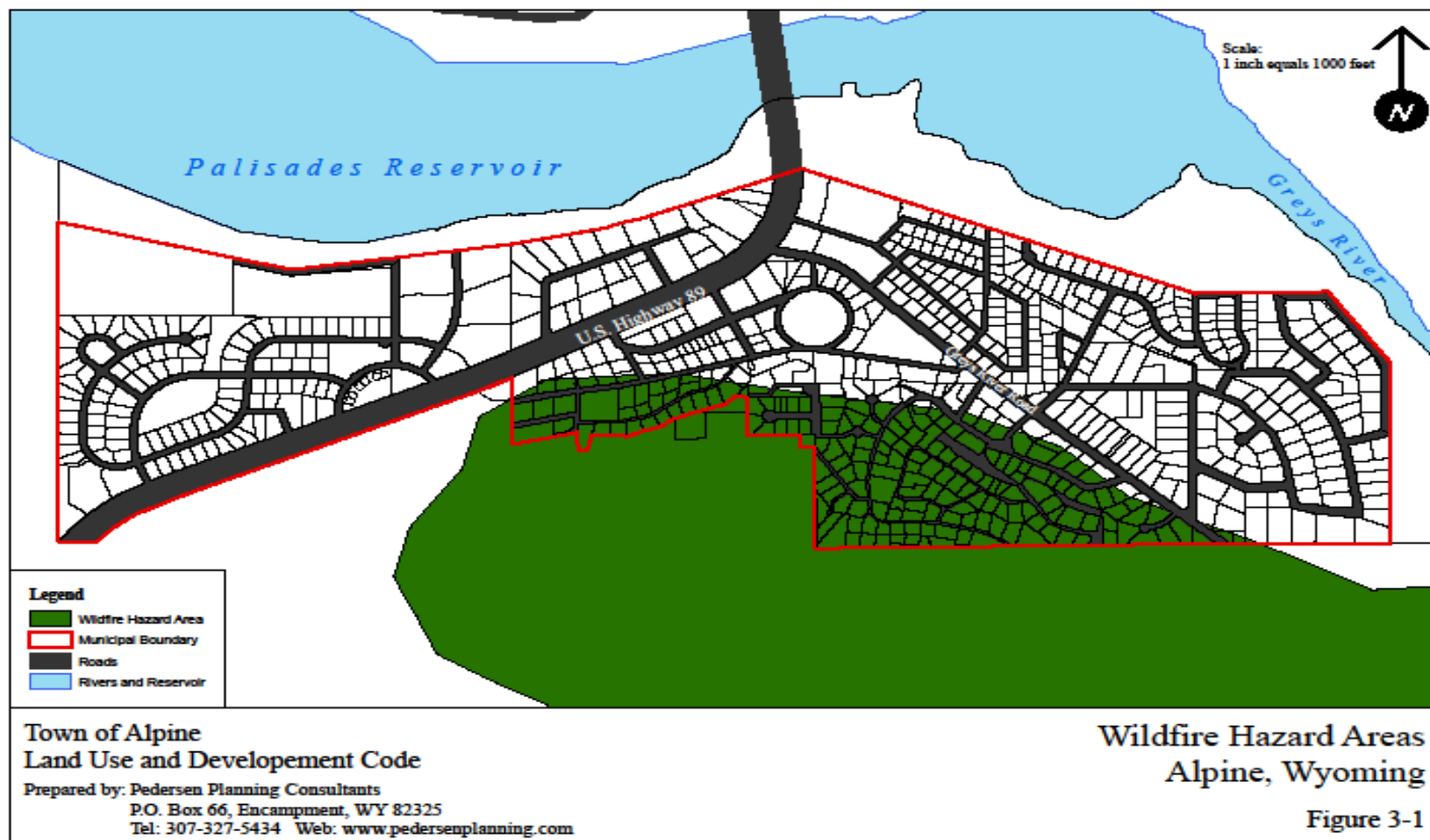
- (1) Primary residential structures shall be thirty-five (35) feet or less in height.
- (2) The height of detached accessory structures shall be twenty-six (26) feet or less, this height restriction is applicable to structures that are set back from the property line of not less than fifteen (15) feet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

(g) Vehicular Parking and Storage:

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

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

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



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

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

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

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

(g) **Maximum Building Height:**

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

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

(h) Vehicular Parking and Storage:

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

(i) Landscaping Requirements:

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

(j) Fencing:

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

(k) Accessory Uses and Buildings:

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

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

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

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

(b) Permitted Uses:

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

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

(c) Residential and Commercial Building Standards:

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

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

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

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

(g) Maximum Building Height:

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

(h) Vehicular Parking and Storage:

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

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

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

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

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

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

(i) **Landscaping Requirements:**

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

(j) **Fencing:**

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

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

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

Section 3-205. C Commercial District

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

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

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

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

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

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

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

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

(j) Landscaping Requirements:

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

(j) Fencing:

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

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

Section 3-206. LI Light Industrial District

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

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

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

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

(g) Maximum Building Height:

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

(h) Vehicular Parking and Storage:

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

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

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

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

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

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

- (4) All overnight street parking is prohibited.

(i) Landscaping Requirements:

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

(j) Fencing:

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

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

Section 3-207. PCF Public and Community Facilities District

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

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

(c) Public Facility Building Standards:

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

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

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

(f) Minimum Lot Area: None.

(g) Minimum Setbacks:

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

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

(k) Landscaping Requirements:

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

(k) Fencing:

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

(l) Vehicular Parking and Storage:

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

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

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

(6) All overnight street parking is prohibited.

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

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

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

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

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

Section 3-208. RC Recreation and Conservation District

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

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

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

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

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

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

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

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

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

(j) Fencing:

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

(k) Accessory Uses and Buildings:

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

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

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

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

Article 3.3 NONCONFORMING USES AND STRUCTURES

Section 3-301. Nonconforming Uses

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

Section 3-302. Nonconforming Structures

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

Section 3-303. Facility Repairs

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

PART 4 - DEVELOPMENT STANDARDS

ARTICLE 4.1 GENERAL PROVISIONS

Section 4-101. Intent

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

Section 4-102. Scope

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

Section 4-103. Applicability

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

ARTICLE 4.2 BUILDING CODES

Section 4-201. Applicable Building Codes

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

Section 4-202. Potential Conflicts in Definitions

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

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

Section 4-203. Exceptions to Adopted Building Codes

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

ARTICLE 4.3 SUBDIVISION STANDARDS

Section 4-301. Pedestrian and Vehicular Access

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

Section 4-302. Lots

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

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

Section 4-303. Blocks

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

Section 4-304. Roads and Streets

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

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

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

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

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

Notes:

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

Source: Teton County, Wyoming, 2006.

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

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

Notes:

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

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

Source: Teton County, Wyoming, 2006.

(c) Responsibility for Design and Construction:

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

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

Section 4-305. Potable Water System

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

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

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

Section 4-306. Wastewater System

(a) Connection to Municipal Wastewater System:

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

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

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

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

Section 4-307. Storm Water Management

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

Section 4-308. Snow Storage

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

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

ARTICLE 4.4 RECREATIONAL VEHICLE PARKS

Section 4-401. Minimum Lot Width

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

Section 4-402. Vehicular Parking

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

Section 4-403. Utilities

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

Section 4-404. Open Space and Recreational Area

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

Section 4-405. Other On-Site Amenities

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

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

- (b) A laundry area containing washing machines, dryers, and clothes layout tables. The amount of equipment shall vary with the number of recreational vehicle spaces that are available in the recreational vehicle park (Table 4-5).

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

ARTICLE 4.5 BUILDING DESIGN STANDARDS AND GUIDELINES

Section 4-501. Single Family Residential Dwellings

- (a) Applicability:
 - (1) The design standards outlined in Section 4-501 shall apply to detached single-family dwellings, townhomes, or duplexes. Additional design standards for manufactured and modular homes, which are outlined in Sections 4-502 and 4-503, are required to ensure their compatibility with stick-built homes in residential neighborhoods. These design standards shall supersede any standards that may conflict with the most recent version of the International Building Code or International Residential Code that have currently been adopted by the Town of Alpine.
 - (2) General design guidelines outlined in Section 4-501(l) are recommended design criteria that are preferred by the Town of Alpine, but not a requirement of the Alpine Land Use and Development Code.
- (b) Size Limitations: No single-family dwelling unit shall exceed eight thousand (8,000) square feet of gross floor area. No single-family dwelling unit shall be any smaller than allowed by the most recent version of the International Building Code and/or International Residential Code that has been adopted by the Town of Alpine.
- (c) Floor Area: Floor area shall be measured from the foundation walls, no portion of concrete, posts and/or piers shall be allowed in the established setback area.
- (d) Building Eave Projections/Overhangs: Shall not extend more than half (1/2) the setback or six (6) feet whichever is less, so long as the structure meets all the established engineering standards.
- (e) Garages: Garages shall be detached from, or attached to, the primary residential structure.
- (f) Windows and Entryways: At least fifteen (15) percent of the area of a street-facing façade shall include windows or main entryways.
- (g) Building Materials: Primary structures shall be constructed out of new or recycled materials. The relocation of old or used single-family home structures into the Town of Alpine is prohibited.
- (h) Roof Pitch:
 - (1) Structures roof style shall balance compatibility with the character of the area and snow shed considerations. Where pitched roofs are used, steeper roof pitches are preferred, but flatter pitches are permitted. Provided the engineering standards are met. The choice of roof pitch shall include consideration if and where the roof shall hold or release snow and where roof drainage shall occur.
 - (2) Pitched roofs without a parapet wall require an eighteen (18) inch minimum overhang.
- (i) Wind Speed Design: Structures shall be able to resist a wind speed design of one hundred fifteen (115) miles per hour; Exposure C. Refer to the current adopted version of the IRC by the Town of Alpine.
- (j) Snow Load: Structures shall be able to support a roof snow load of one hundred (100) pounds per square foot and a ground snow load of one hundred forty-three (143) pounds per square foot.
- (k) Seismic Design: Structures shall be designed to support site class “D” seismic design.
- (l) Frost Depth: Structures shall be designed to support thirty-six (36) inch frost line depth.

- (m) Radon Mitigation: Structures shall identify radon control methods or location on building plans. Radon mitigation piping shall be installed as identified in Appendix F, of the International Residential Code (IRC). Refer to the current adopted version of the IRC by the Town of Alpine. It is recommended that property owners have structure tested for radon levels.
- (n) Architectural Guidelines:
 - (1) While the color of buildings is a subjective consideration, the Town of Alpine prefers the use of building colors, e.g., earth tones, which are complementary to the surrounding neighborhood environment.
 - (2) While the town does not restrict the use of any exterior material, the Town of Alpine prefers the use of exterior materials that reflect the regional, local and immediate context of the natural environment.
 - (3) Review of proposed exterior materials and colors shall consider the positive and negative impacts on the surrounding buildings and natural environment.
 - (4) In order to maintain a consistent architectural character, any attached building or garage shall use similar building materials, design and colors so that the accessory building blends with the general appearance of the primary dwelling.
 - (5) Any attached structures shall not be greater than thirty-three (33) percent taller than the primary roof structure; up to the maximum allowable height.
 - (6) Adjustments may be considered for sloped or irregular lots.

Section 4-502. Manufactured Homes

- (a) The construction of manufactured homes shall conform to the National Manufactured Housing Construction and Safety Standards Act of 1974 (42 U.S.C. §5401 et seq.), the Manufactured Housing Improvement Act of 2000, and all subsequent amendments, as well as manufactured home construction and safety standards outlined in the current regulations of the U.S. Department of Housing and Urban Development (24 CFR, Chapter XX, Part 3280).
- (b) All manufactured homes shall also be subject to the following standards to ensure compatibility with residential neighborhoods:
 - (1) Structures shall be attached to a permanent foundation in accordance with Sections AE 500 and AE 600 of Appendix E of the International Residential Code, or the U.S. Department of Housing and Urban Development Handbook, *Permanent Foundations Guide for Manufactured Housing*, 1996.
 - (2) Floor Area: Floor area shall be measured from the foundation walls, no portion of concrete, posts and/or piers shall be allowed in the established setback area.
 - (3) Building Eave Projections/Overhangs: Shall not extend more than three (3) feet into the setback area.
 - (4) Size Limitations: Structures shall have a minimum width of twenty-four (24) feet and contain a minimum total floor area of eight hundred (800) square feet.

- (5) Wind Speed Design: Structures shall be able to resist a wind speed design of one hundred fifteen (115) miles per hour; Exposure C. Refer to the current adopted version of the IRC by the Town of Alpine.
- (6) Snow Load: Structures shall be able to support a roof snow load of one hundred (100) pounds per square foot and a ground snow load of one hundred forty-three (143) pounds per square foot.
- (7) Seismic Design: Structures shall be designed to support site class “D” seismic design.
- (8) Frost Depth: Structures shall be designed to support thirty-six (36) inch frost line depth.
- (9) Radon Mitigation: Structures shall identify radon control methods or location on building plans. Radon mitigation piping shall be installed as identified in Appendix F, of the International Residential Code (IRC). Refer to the current adopted version of the IRC by the Town of Alpine. It is recommended that property owners have structure tested for radon levels.
- (10) Siding material shall consist of wood or wood products, stucco, brick, rock, lap steel, lap aluminum, or lap vinyl. One (1) or a combination of these materials shall be used to cover the exterior of the housing unit.
- (11) Structures shall contain a roof pitch with roof slope of not less than a four (4)-inch rise for every twelve (12) inches of horizontal run; and follow the currently adopted International Building Code and/or International Residential Code for snow and ice melt.
- (12) The roof structure shall extend not less than eighteen (18) inches from the exterior walls of the building.
- (13) The lower perimeter of the dwelling unit shall be fully enclosed from the lower edge of the dwelling unit to the ground. The material used to enclose the lower perimeter of the dwelling shall be either masonry or the same siding material as on the dwelling proper. Any material used to enclose the lower perimeter of the dwelling unit shall be able to withstand the effects of wind, soil, decay, termites and prevent the entry of rodents.
- (14) An unobstructed access shall be provided along the lower perimeter. The size of the access shall be at least twenty-four by thirty-six (24 x 36) inches.
- (15) No attachments, additions, alterations, or modifications to the exterior walls of a manufactured home are allowed except those approved by the manufacturer for the specific unit. All other additions, porches, decks, garage, or other add-on attachments must be freestanding and self-supporting with no structural reliance on the manufactured unit itself.
- (16) All towing devices, wheels, and undercarriage support used solely for initial transportation of the home shall be removed from the unit and building site within thirty (30) days of delivery to the site.
- (17) Structures shall contain under-floor areas that are ventilated by an approved mechanical means, or by openings into the under-floor area walls.

Section 4-503. Modular Housing

- (a) Applicability:
 - (1) The design standards outlined in Section 4-503, are required to ensure their compatibility with stick-built homes in residential neighborhoods. These design standards shall supersede any standards that may conflict with the most recent version of the International Building Code or International Residential Code that have been currently adopted by the Town of Alpine.
 - (2) General design guidelines outlined in Section 4-503(h) are recommended design criteria that are preferred by the Town of Alpine, but not a requirement of the Alpine Land Use and Development Code.
- (b) Modular homes shall be constructed in a factory in accordance with the most currently adopted version of the International Building Code and International Residential Code.
- (c) Size Limitations: No single-family dwelling unit shall exceed eight thousand (8,000) square feet of gross floor area. No single-family dwelling unit shall be any smaller than allowed by the most recent version of the International Building Code and/or International Residential Code that has been adopted by the Town of Alpine.
- (d) Floor Area: Floor area shall be measured from the foundation walls, no portion of concrete, posts and/or piers shall be allowed in the established setback area.
- (e) Building Eave Projections/Overhangs: Shall not extend more than three (3) feet into the setback area.
- (f) Garages: Garages shall be detached from, or attached to, the primary residential structure.
- (g) Windows and Entryways: At least fifteen (15) percent of the area of a street-facing façade shall include windows or main entryways.
- (h) Building Materials: Primary structures shall be constructed out of new or recycled materials. The relocation of old or used modular home structures into the Town of Alpine is prohibited.
- (i) Roof Pitch:
 - (1) Structures roof style shall balance compatibility with the character of the area and snow shed considerations. Where pitched roofs are used, steeper roof pitches are preferred, but flatter pitches are permitted. Provided the engineering standards are met. The choice of roof pitch shall include consideration if and where the roof shall hold or release snow and where roof drainage shall occur.
 - (2) Pitched roofs without a parapet wall require an eighteen (18) inch minimum overhang.
- (j) All modular homes shall also be subject to the following standards to ensure compatibility with residential neighborhoods:
 - (1) Structures shall be attached to a permanent foundation that conforms to the currently adopted International Building Code or International Residential Code; that have been adopted by the Town of Alpine.
- (k) Wind Speed Design: Structures shall be able to resist a wind speed design of one hundred fifteen (115) miles per hour; Exposure C. Refer to the current adopted version of the IRC by the Town of Alpine.

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

Section 4-504. Multi-Unit Residential Buildings

- (a) Applicability:
 - (1) The design standards outlined in Section 4-504 shall apply to townhomes, multi-unit residential apartment buildings, multi-unit residential condominium buildings, or a complex of multi-unit residential buildings. These design standards shall supersede any standards that may conflict with the most recent version of the International Building Code or International Residential Code that have been adopted by the Town of Alpine (see Article 4.2 Building Codes).
 - (2) Architectural guidelines outlined in Section 4-504(o) are recommended design criteria that are preferred by the Town of Alpine, but not a requirement of the Alpine Land Use and Development Code.
- (b) Floor Area: Floor area shall be measured from the foundation walls, no portion of concrete, posts and/or piers shall be allowed in the established setback area.

- (c) Building Eave Projections/Overhangs: Shall not extend more than three (3) feet into the setback area.
- (d) Garages: Garages shall be detached from, or attached to, the primary residential structure.
- (e) Windows and Entryways: At least fifteen (15) percent of the area of a street-facing façade shall include windows or main entryways.
- (f) Building Materials: Primary structures shall be constructed out of new or recycled materials. The relocation of old or used multi-unit residential buildings into the Town of Alpine is prohibited.
- (g) Roof Pitch:
 - (1) Multi-unit residential structures roof style shall balance compatibility with the character of the area and snow shed considerations. Where pitched roofs are used, steeper roof pitches are preferred, but flatter pitches are permitted. Provided the engineering standards are met. The choice of roof pitch shall include consideration if and where the roof shall hold or release snow and where roof drainage shall occur.
 - (2) Pitched roofs without a parapet wall require an eighteen (18) inch minimum overhang.
- (h) Wind Speed Design: Structures shall be able to resist a wind speed design of one hundred fifteen (115) miles per hour; Exposure C. Refer to the current adopted version of the IRC by the Town of Alpine.
- (i) Snow Load: Structures shall be able to support a roof snow load of one hundred (100) pounds per square foot and a ground snow load of one hundred forty-three (143) pounds per square foot.
- (j) Seismic Design: Structures shall be designed to support site class “D” seismic design.
- (k) Frost Depth: Structures shall be designed to support thirty-six (36) inch frost line depth.
- (l) Radon Mitigation: Structures shall identify radon control methods or location on building plans. Radon mitigation piping shall be installed as identified in Appendix F, of the International Residential Code (IRC). Refer to the current adopted version of the IRC by the Town of Alpine. It is recommended that property owners have structure tested for radon levels.
- (m) Access and Entryways:
 - (1) Multi-unit apartment buildings, residential condominium buildings, or multi-unit residential complexes containing forty (40) or more dwelling units shall provide a divided ingress-egress driveway with a landscaped median for all entrances from public streets.
 - (2) Sidewalks shall be constructed within the interior of any multi-unit or mixed commercial-residential building complex to link multi-unit buildings with other destinations within the complex, e.g., vehicular parking areas, mailboxes, and solid waste disposal area.
 - (3) If a new multi-unit apartment building, residential condominium building, multi-unit residential complex, or commercial-residential building is adjacent to the planned community trail system route, an existing municipal park, or other existing public recreational facility, a paved walkway shall be constructed that provides a direct connection from the building to the proposed trail route, municipal park, or recreational facility. The walkway shall be eight (8) feet in width to accommodate use by pedestrians, bicyclists, and cross-country skiers.

(n) Utilities:

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

(o) Architectural Guidelines:

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

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

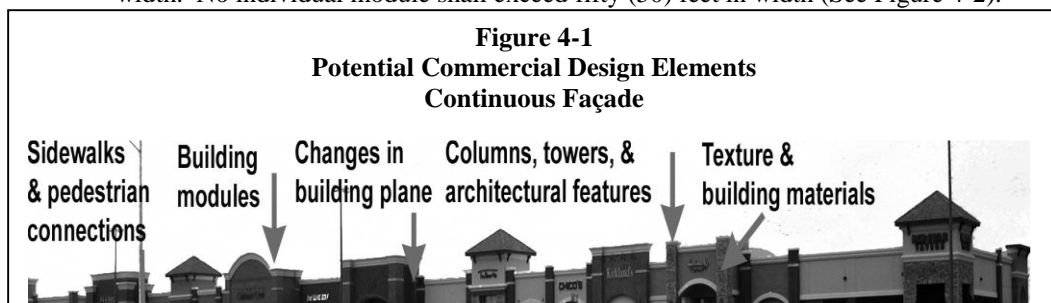
- (1) The design standards outlined in Section 4-505 shall apply to commercial buildings within the “MRC” Mixed Residential and “C” Commercial District.
- (2) These design standards shall supersede any standards that may conflict with the most recent version of the International Building Code or International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

(b) Floor Area: Floor area shall be measured from the foundation walls, no portion of concrete, posts and/or piers shall be allowed in the established setback area.(c) Building Eave Projections/Overhangs: Shall not extend more than three (3) feet into the setback area.

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

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

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



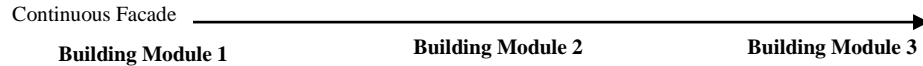


Figure 4-2
Individual Building Modules in Single, Continuous Façade



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

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

Section 4-506. Light Industrial Buildings

- (a) Applicability:
 - (1) The design standards outlined in Section 4-506 shall apply to light industrial buildings within the Light Industrial District.
 - (2) These design standards shall supersede any standards that may conflict with the most recent version of the International Building Code that has been adopted by the Town of Alpine (see Article 4.2 Building Codes).
- (b) Floor Area: Floor area shall be measured from the foundation walls, no portion of concrete, posts and/or piers shall be allowed in the established setback area.
- (c) Building Eave Projections/Overhangs: Shall not extend more than three (3) feet into the setback area.
- (d) Building Materials: Primary structures shall be constructed out of new or recycled materials. The relocation of old or used light industrial structures into the Town of Alpine is prohibited.
- (e) Roof Pitch:
 - (1) Light industrial structures roof style shall balance compatibility with the character of the area and snow shed considerations. Where pitched roofs are used, steeper roof pitches are preferred, but flatter pitches are permitted. Provided the engineering standards are met. The choice of roof pitch shall include consideration if and where the roof shall hold or release snow and where roof drainage shall occur.
 - (2) Pitched roofs without a parapet wall require an eighteen (18) inch minimum overhang.
- (f) Wind Speed Design: Structures shall be able to resist a wind speed design of one hundred fifteen (115) miles per hour; Exposure C. Refer to the current adopted version of the IRC by the Town of Alpine.
- (g) Snow Load: Structures shall be able to support a roof snow load of one hundred (100) pounds per square foot and a ground snow load of one hundred forty-three (143) pounds per square foot.
- (h) Seismic Design: Structures shall be designed to support site class “D” seismic design.
- (i) Frost Depth: Structures shall be designed to support thirty-six (36) inch frost line depth.

- (j) Radon Mitigation: Structures shall identify radon control methods or location on building plans. Radon mitigation piping shall be installed as identified in Appendix F, of the International Residential Code (IRC). Refer to the current adopted version of the IRC by the Town of Alpine. It is recommended that property owners have structure tested for radon levels.
- (k) Architectural Guidelines:
 - (1) While the color of buildings is a subjective consideration, the Town of Alpine prefers the use of building colors, e.g., earth tones, which are complementary to the surrounding neighborhood environment.
 - (2) While the town does not restrict the use of any exterior material, the Town of Alpine prefers the use of exterior materials that reflect the regional, local and immediate context of the natural environment.
 - (3) Review of proposed exterior materials and colors shall consider the positive and negative impacts on the surrounding buildings and natural environment.

Section 4-507. Public and Community Facilities

- (a) Applicability:
 - (1) The design standards outlined in Section 4-507 shall apply to public and community facilities within the Public and Community Facilities District.
 - (2) These design standards shall supersede any standards that may conflict with the most recent version of the International Building Code that has been adopted by the Town of Alpine (see Article 4.2 Building Codes).
- (b) Floor Area: Floor area shall be measured from the foundation walls, no portion of concrete, posts and/or piers shall be allowed in the established setback area.
- (c) Building Eave Projections/Overhangs: Shall not extend more than three (3) feet into the setback area.
- (d) Building Materials: Primary structures shall be constructed out of new or recycled materials. The relocation of old or used public and community facilities into the Town of Alpine is prohibited. Special consideration may be made for historical buildings.
- (e) Roof Pitch:
 - (1) Public and Community Facilities structures roof style shall balance compatibility with the character of the area and snow shed considerations. Where pitched roofs are used, steeper roof pitches are preferred, but flatter pitches are permitted. Provided the engineering standards are met. The choice of roof pitch shall include consideration if and where the roof shall hold or release snow and where roof drainage shall occur.
 - (2) Pitched roofs without a parapet wall require an eighteen (18) inch minimum overhang.
- (f) Wind Speed Design: Structures shall be able to resist a wind speed design of one hundred fifteen (115) miles per hour; Exposure C. Refer to the current adopted version of the IRC by the Town of Alpine.
- (g) Snow Load: Structures shall be able to support a roof snow load of one hundred (100) pounds per square foot and a ground snow load of one hundred forty-three (143) pounds per square foot.
- (h) Seismic Design: Structures shall be designed to support site class “D” seismic design.
- (i) Frost Depth: Structures shall be designed to support thirty-six (36) inch frost line depth.

- (j) Radon Mitigation: Structures shall identify radon control methods or location on building plans. Radon mitigation piping shall be installed as identified in Appendix F, of the International Residential Code (IRC). Refer to the current adopted version of the IRC by the Town of Alpine. It is recommended that property owners have structure tested for radon levels.
- (k) Architectural Guidelines:
 - (1) While the color of buildings is a subjective consideration, the Town of Alpine prefers the use of building colors, e.g., earth tones, which are complementary to the surrounding neighborhood environment.
 - (2) While the town does not restrict the use of any exterior material, the Town of Alpine prefers the use of exterior materials that reflect the regional, local and immediate context of the natural environment.
 - (3) Review of proposed exterior materials and colors shall consider the positive and negative impacts on the surrounding buildings and natural environment.

Section 4-508. Recreational and Conservation Area Facilities

- (a) Applicability:
 - (1) The design standards outlined in Section 4-508 shall apply to recreational and conservation area facilities within the Recreation and Conservation District.
 - (2) These design standards shall supersede any standards that may conflict with the most recent version of the International Building Code that has been adopted by the Town of Alpine (see Article 4.2 Building Codes).
- (b) Floor Area: Floor area shall be measured from the foundation walls, no portion of concrete, posts and/or piers shall be allowed in the established setback area.
- (c) Building Eave Projections/Overhangs: Shall not extend more than three (3) feet into the setback area.
- (d) Building Materials: Primary structures shall be constructed out of new or recycled materials. The relocation of old or used recreational and conservation area facilities into the Town of Alpine is prohibited.
- (e) Roof Pitch:
 - (1) Recreational and Conservation Area facilities roof style shall balance compatibility with the character of the area and snow shed considerations. Where pitched roofs are used, steeper roof pitches are preferred, but flatter pitches are permitted. Provided the engineering standards are met. The choice of roof pitch shall include consideration if and where the roof shall hold or release snow and where roof drainage shall occur.
 - (2) Pitched roofs without a parapet wall require an eighteen (18) inch minimum overhang.
- (f) Wind Speed Design: Structures shall be able to resist a wind speed design of one hundred fifteen (115) miles per hour; Exposure C. Refer to the current adopted version of the IRC by the Town of Alpine.
- (g) Snow Load: Structures shall be able to support a roof snow load of one hundred (100) pounds per square foot and a ground snow load of one hundred forty-three (143) pounds per square foot.
- (h) Seismic Design: Structures shall be designed to support site class “D” seismic design.

- (i) Frost Depth: Structures shall be designed to support thirty-six (36) inch frost line depth.
- (j) Radon Mitigation: Structures shall identify radon control methods or location on building plans. Radon mitigation piping shall be installed as identified in Appendix F, of the International Residential Code (IRC). Refer to the current adopted version of the IRC by the Town of Alpine. It is recommended that property owners have structure tested for radon levels.
- (k) Architectural Guidelines:
 - (1) While the color of buildings is a subjective consideration, the Town of Alpine prefers the use of building colors, e.g., earth tones, which are complementary to the surrounding neighborhood environment.
 - (2) While the town does not restrict the use of any exterior material, the Town of Alpine prefers the use of exterior materials that reflect the regional, local and immediate context of the natural environment.
 - (3) Review of proposed exterior materials and colors shall consider the positive and negative impacts on the surrounding buildings and natural environment.

ARTICLE 4.6 VEHICULAR PARKING STANDARDS

Section 4-601. Intent

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

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

Section 4-602. Applicability

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

Section 4-603. Driveways

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

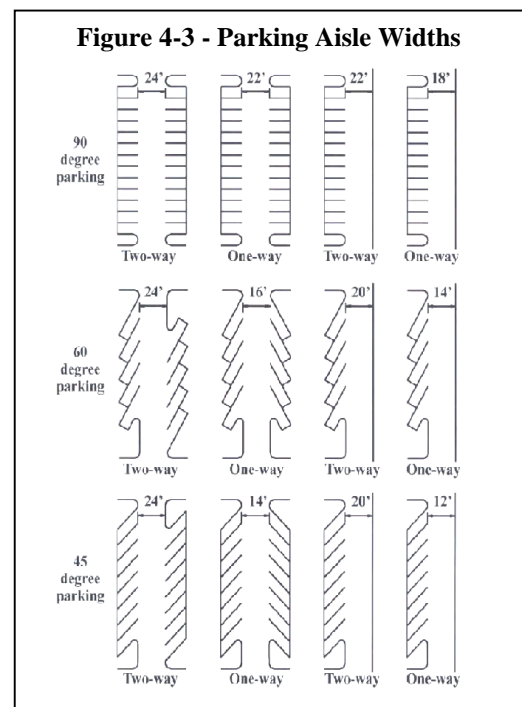
- (d) Driveways shall not be less than ten (10) feet wide and contain a maximum of ten (10) percent horizontal and vertical slope.

Section 4-604. Access to Vehicular Parking Areas

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

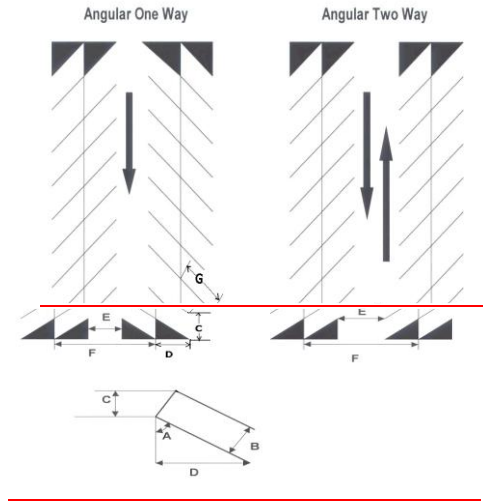
Section 4-605. Vehicular Parking Area Design

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



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

**Figure 4-4
Parking Lot Dimensions**



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

<i>Angle</i>	<i>Dimensions</i>				<i>One Way Traffic</i>		<i>Two Way Traffic</i>	
Parking Angle	Stall Width (ft)	Curb Length (ft)	Stall Depth (ft)	Stripe Length (ft)	Aisle Width (ft)	Section Width (ft)	Aisle Width (ft)	Section Width (ft)
A	B	C	D	G	E	F	E	F
30°	8.5	17	16.4	32.7	12	44.7	24	56.7
45°	8.5	12	18.7	26.5	14	51.4	24	61.4
60°	8.5	9.8	19.8	22.9	16	55.6	24	63.6
90°	8.5	8.5	18	18	22	58	24	60
Source: University of Houston, 2007.								

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

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

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

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

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

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

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

(b) Location of Parking Spaces:

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

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



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

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

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

Section 4-608. Compact Automobile Spaces

(a) Not more than twenty (20) percent of the parking spaces in a non-residential parking area may be compact parking spaces.

(b) Compact parking spaces shall have a minimum dimension of fifteen (15) feet long and eight (8) feet wide.

ARTICLE 4.7 OUTDOOR LIGHTING

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

(b) General Guidelines:

(1) All nonessential exterior commercial and residential lighting is encouraged to be turned off after business hours and/or when not in use. Lights on a timer are encouraged. Sensor activated lights are encouraged to replace existing lighting that is desired for security purposes.

(2) Canopy lights, such as service station lighting shall be fully recessed or fully shielded so as to ensure that no light source is visible from or causes glare on public rights of way or adjacent properties.

(3) Area lights, all area lights are encouraged to be eighty-five degree (85°) full cutoff type luminaires.

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

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

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

ARTICLE 4.8 SIGNS

Section 4-801. General

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

Section 4-802. Sign Standards in Residential Districts

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

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

In addition to the following zoning district:

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

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

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

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

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

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

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

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

- (b) Measurement of Sign Area and Height:

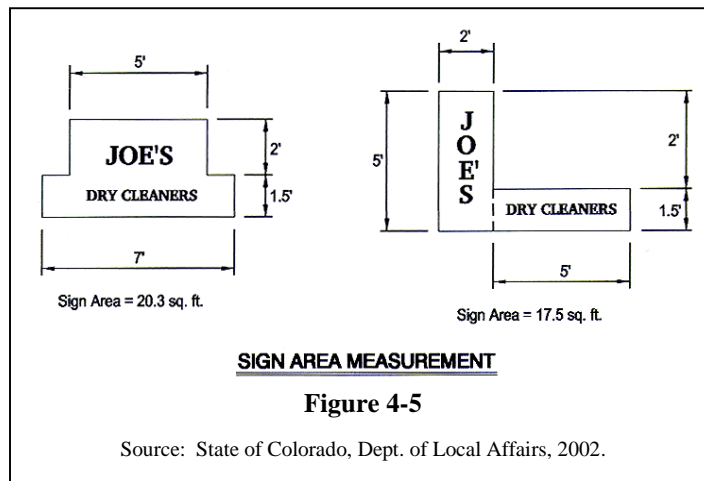
- (1) **Sign Surface Area.** The area of a geometric shape enclosing any message, logo, symbol, name, photograph or display face shall be measured using standard mathematical formulas (Figure 4-5). Time and temperature devices shall not be included within the measurement of maximum sign area.

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

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

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

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



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

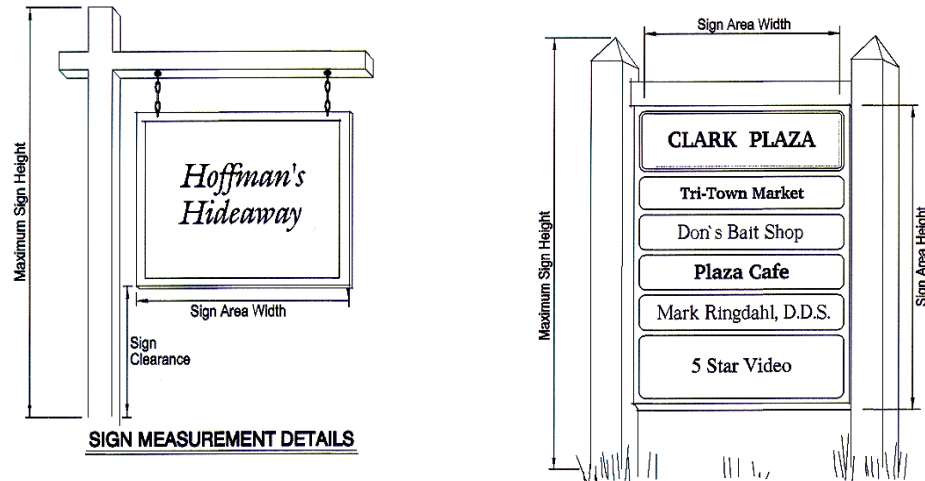


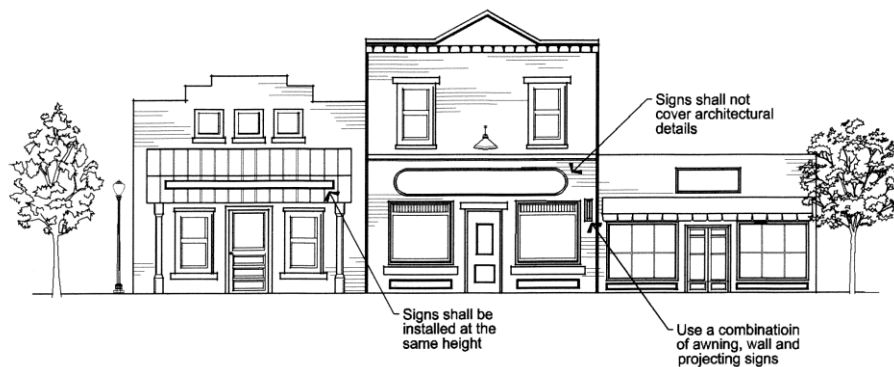
Figure 4 - 6

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

(c) General Design Guidelines:

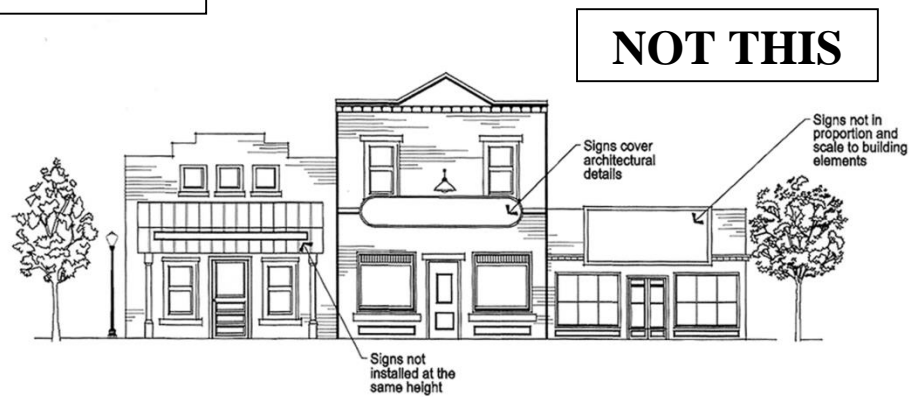
- (1) Signs shall make a positive contribution to the general appearance of the street and commercial area in which they are located.
- (2) Signs shall be made by a professional sign company or other qualified individual.
- (3) The scale of signs shall be appropriate for the building on which they are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

Figure 4-7 Sign Location



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

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



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



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

(g) Sign Standards for Public and Community Facilities

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

(h) Standards for Specific Types of Signs:

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

Figure 4-9
Example – Awning Sign

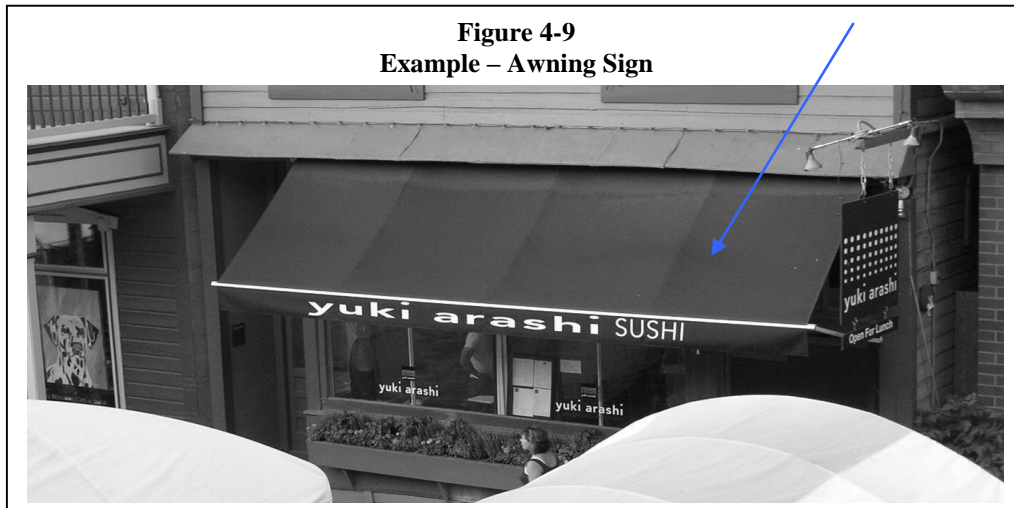


TABLE 4-9
MRC – MIXED RESIDENTIAL COMMERCIAL DISTRICT
SIGN STANDARDS

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

TABLE 4-10
C – COMMERCIAL DISTRICT
SIGN STANDARDS

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

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

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

TABLE 4-11
LI – LIGHT INDUSTRIAL DISTRICT
SIGN STANDARDS

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

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

Figure 4-10
Example – Canopy Sign



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

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

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

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

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

(ee) Lighting. Signs may contain internal lighting.

Figure 4-11
Example – Freestanding Pole Sign



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

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

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

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

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

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



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

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

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

that is not a “non-profit” organization.

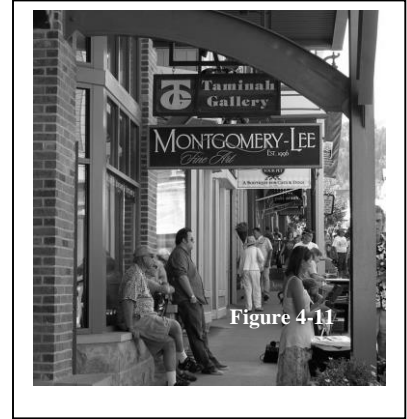
(cc) A contract has been reviewed by the P&Z Commission between property owner(s) where the sign shall be located and the owner of the business advertising. The sign shall be included in the total allotment for the business advertising and the owner of the property where the sign is located.

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

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

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

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



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

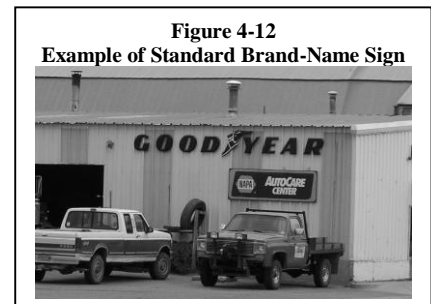
(cc) Sign structure. Sign supports and brackets shall be compatible with the design and scale of the sign.

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

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

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

(bb) Sign may contain internal lighting.



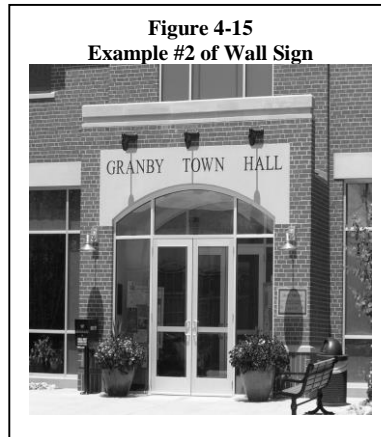
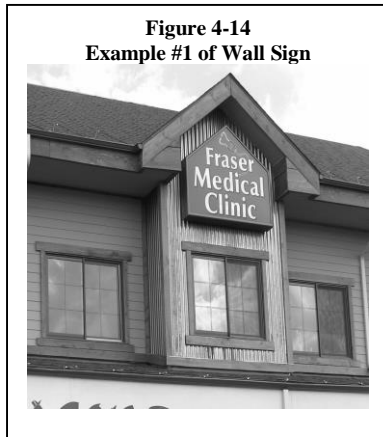
- (8) **Time and/or Temperature Sign.** A time and/or temperature sign is any sign intended to be displayed for a limited period of time and capable of being viewed from any public right-of-way, vehicular parking area or neighboring property (Figure 4-13).

Figure 4-13
Example of Standard
Time/Temperature Sign

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

(bb) Sign may contain internal lighting.

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



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

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

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

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

(ee) Sign may contain internal lighting.

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

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

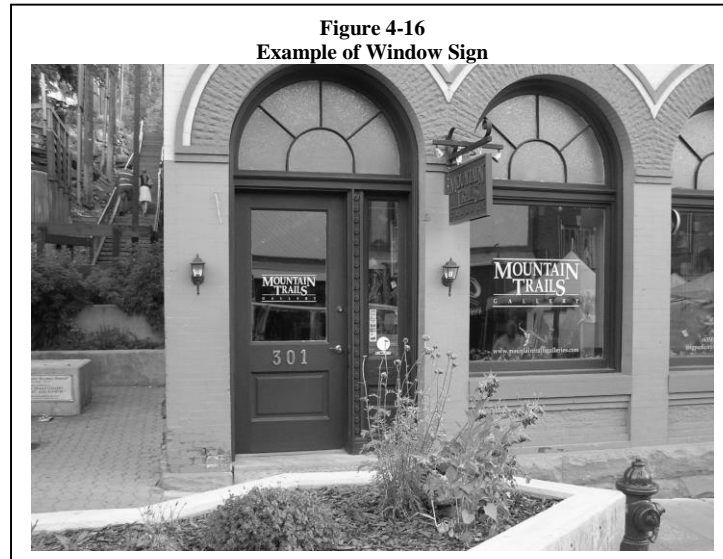
(bb) Lighting. All illuminated window signs shall be included in the total allowable sign area for the premises.

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

(dd) Sign may contain internal lighting.

(ee) Window Reader Boards.

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



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

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

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

NOTE:

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

PART 5 - APPEALS AND ENFORCEMENT

ARTICLE 5.1 APPEALS

Section 5-101. General

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

Section 5-102. Authority and Scope of Responsibility

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

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

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

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

ARTICLE 5.2 ENFORCEMENT

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

(a) Administration:

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

(b) Inspections:

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

(c) Right of Entry:

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

(d) Other powers:

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

Section 5-202. Inspection and Repair

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

Section 5-203. Citizen Complaints

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

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

ARTICLE 5.3 VIOLATIONS, PENALTIES, AND REMEDIES

Section 5-301. Unlawful to Violate Ordinance

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

Section 5-302. Continuing Violations and Penalties

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

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

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

Section 5-304. Actions for Penalties or Fines.

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

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

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

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

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

PART 6 – RULES OF INTERPRETATION AND DEFINITIONS

ARTICLE 6.1 RULES OF INTERPRETATION

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

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

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

ARTICLE 6.2 DEFINITIONS

General Comments:

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

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

Words with specific defined meanings are as follows:

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

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

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

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

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

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

Attach. To make fast; permanently fixed.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Copyright is a type of intellectual property that protects original works of authorship as soon as an author fixes the work in a tangible form of expression.

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

Drainage. The process by which water or other liquids flow away into pipes or into the ground. Such as: Final Grade shall be sloped away from the structure.

Detached Accessory Structure. The International Code Council (ICC) defines a detached accessory structure as a structure that is not the main building on a property but is used for a purpose related to the main building. Detached accessory structures must be subordinate to the main building and located on the same property.

Development. A specified state of growth or advancement; the process of converting land to a new purpose by constructing buildings or making use of its resources.

Development Fee. Total of all costs incurred from initiation to implementation of a project.

Driveway. A private road connecting a house, garage, or other building with the street.

Due Dilligence: The investigation or exercise of care that a reasonable business or person is normally expected to take **BEFORE** entering into an agreement or contract with another party or an act with a certain standard of care, i.e. vetting issues thoughtfully and carefully.

Dwelling. Any building that contains one or two dwelling units, used, intended, or designed to be built, used, rented, leased, let or hired out to be occupied, or that are occupied for living purposes.

Dwelling, Single-Family. A residential structure limited to a stick-built home, manufactured home, modular home, or factory-built home, which is physically arranged to create an independent housekeeping establishment for occupancy by one (1) family or one (1) household. The structure is characterized by separate facilities for wastewater disposal, cooking and sleeping.

Dwelling Multi-Unit. A residential building occupied by two (2) or more families or households living independently of each other.

Dwelling Unit. A single unit providing complete independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

E-Mail. A system for sending and receiving messages electronically over a computer network.

Easement: An agreed upon use of land, usually of record, by someone other than the landowner for a specific purpose (i.e. utilities).

Emergency Care Facility. A physician's office, clinic, or other health care center which provides emergency medical care in conjunction with other primary care services.

Emergency Medical Facility. A freestanding emergency center or trauma center, such as hospital or any other institution licensed by the cabinet for Health and Family Services that furnishes emergency medical services.

Emergency Medical Services (EMS). Also known as ambulance services or paramedic services, are emergency services that provide urgent pre-hospital treatment and stabilization for serious illness and injuries and transport to definitive care.

Factory-built Home. Any residential dwelling that is wholly, or in substantial part, made, fabricated, formed, or assembled in manufacturing facilities for installation or assembly on a building site. Factory-built homes shall include, but not be limited to, manufactured homes, modular homes, and mobile homes.

Family Household. A single-family dwelling or multi-unit dwelling that is occupied by a family that is comprised by any number of persons related by blood, marriage, or adoption.

Floor Area. Area contained within the building measured to the external face of the external walls.

Frontage. The direction in which a building faces; the front of a building or lot; the lineal extent of this front; the land between a building and the street; body of water etc.

Front Yard. Portion of a property that is adjacent to the street frontage where the primary structure's driveway exits and enters.

Fireplace. An assembly consisting of a hearth and fire chamber of noncombustible material and provided with a chimney, for use with solid fuels.

Factory-built fireplace. A listed and labeled fireplace and chimney system composed of factory-made components and assembled in the field in accordance with manufacturer's instructions and the conditions of the listing.

Masonry chimney. A field constructed chimney composed of solid masonry units, bricks, stones or concrete.

Masonry fireplace. A field constructed fireplace composed of solid masonry unit, bricks, stone or concrete.

Fire Station. A structure or facility for storage of firefighting vehicles and equipment are stationed, as well as working, living and sleeping space for their staff/crew, including a kitchen and showers, while they are on duty (transient). Also called firehouse or fire hall.

Food Truck. A large, motorized vehicle (such as a van or multi-stop truck) or trailer equipped to store, transport, cook, prepare, serve and/or sell food.

Full-Time Employees. Full-time employees are those employees working forty (40) hours or more per week, or those individuals that have been deemed by the Governing Body as full-time employees.

Governing Body. The Alpine Town Council.

Grade. The average finished ground elevation around a building.

Gross Floor Area. The total floor area contained within the building measured to the external face of the external walls.

Gross Internal Area. The floor area contained within the building measured to the internal face of the external walls.

Guard. A building component or a system of building components located at or near the open side of elevated walking surfaces that minimizes the possibility of a fall from the walking surface to a lower level.

Habitable Space. A space in a building for living, sleeping, eating or cooking. Bathrooms, toilet rooms, closets, halls, storage or utility spaces and similar areas are not considered habitable spaces.

Handrail. A horizontal or sloping rail intended for grasping by the hand for guidance or support.

Hardship: A condition that is difficult to endure and can be proven, i.e. especially financial/economic.

Height of Buildings. The vertical distance from the average finished ground elevation that adjoins a building at all exterior walls. Where the finished ground elevation slopes away from the exterior walls, a grade plane will be established by the lowest points within the area between the building and the lot line. Where the lot line is more than six (6) feet from the building, a grade plane will be established between the structure and a point six (6) feet from the building.

Historical Buildings. Buildings that are listed in or eligible for listing in the National Register of Historic Places or designated as historical under an appropriate state or local law.

Home Occupation. A professional, technical or retail service operated by the occupants of a single-family residence and not more than two (2) non-household employees. However, such enterprises will generate limited vehicular traffic and vehicular parking along residential streets, as well as limited noise within residential neighborhoods.

Hotel. Any building containing six (6) or more guest rooms used to provide short-term overnight accommodations, which are rented, for less than thirty (30) days. This facility may also include commercial food preparation and dining facilities, as well as other onsite amenities.

Household. A household consists of all the people who occupy a single-family or multi-unit dwelling but does not include more than three (3) persons who are not related by blood or marriage.

Impact Fee. A fee imposed on a new or proposed development project to pay for all or a portion of the costs of providing public services to the new development.

Impervious: A hard surface that does **NOT** let runoff/water soak into the ground or greatly reduces the amount of runoff/water that soaks into the ground.

Improved Surface: Any surface which has been improved with pavement, asphalt, cement, brick, interlocking pavers or other similar material and maintained in such a manner as to provide for a mud-free and dustless surface, such as pavers or pervious concrete.

Irregular Lot. Not even or balanced in shape or arrangement; contrary to the rules or to that which is normal or established. Such as: lots with multiple street frontages.

Jurisdiction: The governmental unit that adopts and enforces all codes, including but not limited to the IBC, IRC, IFC, IMC and the IPC of the “Jurisdiction”.

Kitchen. Kitchen shall mean an area used, or designated to be used, for the preparation of food and shall contain permanent provisions for the cooking, storage and preparation of food consisting of a sink, refrigerator oven and/or a cook top.

Landscaping. To improve the appearance, the process of making a yard or other piece of land more attractive by altering and/or adding ornamental features, the planting of trees, shrubs grass or other ornamental vegetation.

Land Use Plan Map. The definition of land use plan map is synonymous with the definition for “community land use plan map”.

Live Loads. Those loads produced by the use and occupancy of the building or other structure and do not include constructions or environmental loads such as wind load, snow load, rain load, earthquake load, flood load or dead load.

Live Work Unit. The International Code Council (ICC) defines a live/work unit as a dwelling unit that contains a workplace. Live/work units are flexible and can include a variety of living and working arrangements.

Loads. Forces or other actions that result from the weight of building materials, occupants and their possessions, environmental effects, differential movement and restrained dimensional changes

Lot. A parcel of land within the Town of Alpine which may be vacant, occupied by a building or a group of buildings, as well as contain utility systems and/or accessory buildings.

Lot Area. The total land area contained within a parcel of land.

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

Manufactured Home. A single-family dwelling structure which:

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

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

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

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

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

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

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

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

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

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

Modular Home. A residential dwelling, which:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Plot Plan. An illustration depicting a proposed land use which shall be prepared to a defined map scale, identifies the general location of the project site, project development site boundaries, locates the proposed vehicular access to the project development site, as well as identifies and locates proposed land uses.

Pole Barn. Structure/Building built for animal shelter, equipment and/or storage of open at the sides and/or ends.

Primary Structure. The structure from which the principal use of a property is conducted.

Private Nuisance. An unlawful interference with the use and enjoyment of land.

Project Stipulations. Potential requirements which may accompany decisions by the Alpine Planning and Zoning Commission, Board of Adjustment, and Alpine Town Council concerning proposed planned unit developments, zone changes, and variances.

Public Way. Any street, alley or other parcel of land open to the outside air leading to a public street, which has been deeded, dedicated or otherwise permanently appropriated to the public for public use.

Public Nuisance. An act, condition, or thing that is illegal because it interferes with the rights of the public generally. An obnoxious or dangerous person or group of people.

Ramp. A walking surface that has a running slope steeper than one unit vertical in twenty (20) units horizontal (five {5} percent slope).

Rear Yard. Portion of a property that is opposite the front yard.

Recycled Materials. Material that have been collected and reprocessed to be used again. They can be used in consumer products and manufacturing processes.

Remodel. Change the structure or form of (something, especially a building).

Renovate. To renew; to revamp something to make it look new again.

Reproduce. To produce again, to cause to exist again or anew.

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

Road Elevation. Defined as road cross section at a given position on the road reference line.

Road Grade. Grade is the rate of change of the vertical alignment, at the center of the road.

RV (Recreational Vehicle). A vehicle, such as a Class A, B, or C RV, a RV Folding Trailer, RV Travel Trailer, Fifth Wheel Travel Trailer, or a truck camper mounted or un-mounted inside of a truck bed, primarily used for leisure activities, traveling and recreational activities.

Sandwich Board. Signboard consisting of two (2) hinged boards that hang and/or sit front and back from the shoulders of a walker and/or are placed on the ground, that are used to display advertisements.

Setback: The areas measured from the property line to any structure, within which building is prohibited, but which may include driveway area (s) as designated (i.e. the distance a building or impervious surface must be from all of the boundary lines).

Shed. A structure/building for storage.

Side Yard. Portion of a property that runs perpendicular to the front and side yards.

Silt Fence. Temporary sediment control device typically used in combination with sediment basins and sediment traps, as well as erosion controls, which are designed to retain sediment in place where soil is being disturbed by construction processes. A typical fence consists of a piece of synthetic filter fabric stretched between a series of wooden or metal stakes.

Single Family Dwelling Unit. One (1) family or non-family household occupies the single-family dwelling unit; limited to stick-built homes, manufactured homes and modular homes. However, owners may provide room and board for up to three (3) persons who are not related by blood or marriage; provided no separate kitchen is provided.

Site Plan. An illustration or construction document submitted with the application for *permit* depicting a proposed land use which shall be prepared to a defined map scale, identifies the general location of the project site, project development site boundaries showing the size and location of new construction and/or existing structures, utilities, snow storage, proposed vehicular access to the project development site, as well as identifies and locates the proposed land uses.

Sleeping Quarters. Rooms where people sleep, such as bedrooms in a house, or separate rooms in a larger building or complex.

Snow Fence. A temporary fence to prevent blowing and drifting snow.

Stair. A change in elevation, consisting of one or more risers.

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

Street. A public or private transportation facility which affords public access to adjacent properties and/or other parts of the community.

Street – Right of Way. The legal right established by usage or grant, to pass along a specific route through grounds or property belonging to another.

Structure. A new, extended, expanded, or renovated building constructed on a property.

- (a) **Permanent:** A structure fixed to the ground by any of the various types of foundations, slabs, piers, poles, or other means allowed by building codes.
- (b) **Temporary:** A type of building, tent and/or greenhouse that is used for a limited period of time – this could be for an event, or a warehouse needed to store seasonal stock for a retail shop.

Townhome: An attached single-family home that has a common wall with an adjacent single-family home. This type of housing is sometimes referred to as a duplex or twinhome.

Townhouse: A single-family dwelling unit constructed in a group of three or more attached units in which each unit extends from foundation to roof with open space on at least two sides.

Transient. Occupancy of a dwelling unit or facility with 10 or fewer occupants staying or working in a place for only a short period of time, time not to exceed five (5) consecutive days.

Utility Systems. Means any of the following: A system for the treatment or supply of water. A system for the collection or treatment of wastewater. A system for the generation or supply of steam, hot water, and chilled water. A system for the supply of natural gas. A system for the transmission of telecommunications.

Use. The purpose for which a parcel of land or building is utilized.

Vehicular Parking Area. An off-street area containing a paved surface designated parking stall, and appropriate signage for the parking of motor vehicles.

Violations: The act of doing something that is not allowed by a law/ordinance, or code.

Wall.

- (a) **Retaining.** A wall not laterally supported at the top, that resists lateral soil load and other imposed loads.
- (b) **Load bearing.** A wall supporting any vertical load in addition to its own weight.
- (c) **Nonbearing.** A wall which does not support vertical loads other than its own weight.

Water-Resistive Barrier. A material behind an exterior wall covering that is intended to resist liquid water that has penetrated behind the exterior covering from further intruding into the exterior wall assembly.

Xeriscaping. A landscaping method that makes routing irrigation unnecessary. It uses drought-adaptable and low-water plants as well as soil amendments such as compost and mulches to reduce evaporation.

Yard, Front, Side, or Rear. Required open space area on an occupied lot which is defined via minimum setback requirements from property lines.

Zoning Administrator. A person who is an authorized individual (and/or their representative) to manage the practices, policies and regulations of the operations of the Zoning Commission.

Zoning District. A land use zoning designation for selected geographical areas within the Town of Alpine.



Memo

To: Town Council

Date: February 18, 2025

Re: Subject Discussion on Building and Development Fee Updates

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

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

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

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

Building Valuation Data – AUGUST 2024

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

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

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

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

Building Valuation

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

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

Permit Fee Multiplier

Determine the Permit Fee Multiplier:

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

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

Example

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

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

Permit Fee

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

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

Example

Type of Construction: IIB

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

2nd story = 8,000 sq. ft.

Height: 2 stories

Permit Fee Multiplier = 0.0075

Use Group: B

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

Important Points

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

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

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

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

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



Town of Alpine Building Permit Recommendations

Code Adoption

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

Permit Fee

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

Plan Review Fee

50% of the permit fee as referenced above.

Inspection Fees

50% of the permit fee as referenced above.

Inspection Scheduling

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

Additional Services @ \$150/hr

(1 hour minimum)

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

Change requests to approved plans

Virtual meetings

(2 hour minimum)

Re-inspections

In person meetings

Misc. pre-approved requests

Dee J Rammell, PE, PMP

	A	B	C	D	E	F	G	H	I	J
1	Group (2024 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
2	A-1 Assembly, theaters, with stage	333.98	322.10	312.59	300.28	280.58	272.46	290.01	261.47	251.46
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12	F-2 Factory and industrial, low hazard	161.52	153.68	144.93	138.48	124.19	117.17	131.99	102.98	94.90
13	H-1 High Hazard, explosives	151.65	143.81	135.05	128.61	114.61	107.60	122.11	93.40	0.00
14	H234 High Hazard	151.65	143.81	135.05	128.61	114.61	107.60	122.11	93.40	85.33
15	H-5 HPM	292.48	282.09	271.97	260.46	237.85	229.40	250.46	212.56	202.84
16	I-1 Institutional, supervised environment	264.93	255.57	246.84	238.11	217.64	211.63	238.15	195.82	189.67
17	I-2 Institutional, hospitals	459.84	449.45	439.33	427.82	403.26	0.00	417.81	377.98	0.00
18	I-2 Institutional, nursing homes	319.21	306.86	296.74	285.23	264.10	0.00	275.22	238.82	0.00
19	I-3 Institutional, restrained	341.48	331.09	320.97	309.46	288.34	278.89	299.46	263.05	251.33
20	I-4 Institutional, day care facilities	264.93	255.57	246.84	238.11	217.64	211.63	238.15	195.82	189.67
21	M Mercantile	197.08	189.34	177.79	171.82	156.33	151.25	163.63	136.06	129.35
22	R-1 Residential, hotels	267.42	258.06	249.33	240.60	220.62	214.60	240.64	198.79	192.64
23	R-2 Residential, multiple family	223.61	214.25	205.52	196.79	177.77	171.76	196.82	155.95	149.80
24	R-3 Residential, one- and two-family	211.77	205.84	200.99	197.13	190.36	183.32	193.75	177.67	167.37
25	R-4 Residential, care/assisted living facilities	264.93	255.57	246.84	238.11	217.64	211.63	238.15	195.82	189.67
26	S-1 Storage, moderate hazard	150.65	142.81	133.05	127.61	112.61	106.60	121.11	91.40	84.33
27	S-2 Storage, low hazard	149.65	141.81	133.05	126.61	112.61	105.60	120.11	91.40	83.33
28	U Utility, miscellaneous	115.27	108.48	100.93	96.59	86.02	80.36	91.94	68.09	64.85

R3 Examples: 2500 sf & 3500 sf

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

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

afety Only
Marshall

3500
\$167.37
\$585,795

0.00454

\$2,659.51

\$2,659.51

R2 Example: 10000 sf

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

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

A2 Example: 15000 sf

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

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



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

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

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

Section I: Building Department Fee Schedule

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

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

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

Building Fees:

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

Re-Inspections:

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

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

Other Permits:

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

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

Affidavits:

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

Extension Affidavit:

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

Sign Permit Fees:

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

Miscellaneous Permits:

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

Development Fees:

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

Replat/Subdivisions Application

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

Additional Fees:

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

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

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

SECTION II: Deposit.

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

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

SECTION III: Payment/Refunds/Waiver of Fees.

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

SECTION IV: Water And Sewer Connection Fees.

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

Section V: Severability.

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

Section VI: Ordinances Repealed.

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

Section VII: Effective Date.

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

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

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

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

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

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

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

TOWN OF ALPINE

Eric Green, Mayor of Alpine

ATTEST:

Monica L. Chenault, Clerk / Treasurer

ATTESTATION OF THE TOWN CLERK

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

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

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

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

ATTEST:

Monica L. Chenault Clerk / Treasurer

