

## **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)~~, on the 2<sup>nd</sup> Tuesday of the month, 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.
- (9) Review building and development applications and related documents.

**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) Authorize and/or recommend issuance of the building permits to the Town Clerk.

- (3) Inspect any properties in the Town of Alpine where any new construction, building renovations, or alterations are being made.
- (4) Inspect any properties in the Town of Alpine where a potential violation of the Alpine Zoning Ordinance is suspected or known to be present.
- (5) Coordinate inspection findings with applicants, developers, construction contractors, and other appropriate parties.
- (6) Issue cease and desist orders, as deemed necessary.
- (7) 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. Design Review Committee**

#### **(a) Creation of the Alpine Design Review Committee:**

- (1) There is hereby established a Design Review Committee (DRC) for the Town of Alpine, Wyoming, which shall exist as directed by the Governing Body.
- (2) The Design Review Committee shall have jurisdiction over the design of buildings and landscapes for all Commercial (C), Mixed Residential-Commercial (MRC) and Multi-Unit Residential (R-2) zoned properties within the Town of Alpine.
- (3) The Design Review Committee shall consist of three (3) members, who shall be appointed by the Mayor with the consent of the Town Council.
- (4) **Terms of Appointment:**
  - One (1) member shall be appointed for a three (3) year term.
  - One (1) member shall be appointed for a two (2) year term.
  - One (1) member shall be appointed for a one (1) year term.
  - Thereafter, all new appointments shall be for a three (3) year term.
  - Any member may be removed by the Mayor with the concurrence of the Town Council.
- (5) In the event of a vacancy, the Mayor may, with the concurrence of the Town Council, appoint a replacement to serve for the unexpired term.

#### **(b) Officers:**

- (1) During the month of January each year, or as soon as possible thereafter, the Committee shall elect a President, Vice-President, and Secretary.
- (2) The President shall preside over all meetings of the Committee.
- (3) The Vice-President shall preside in the absence of the President.
- (4) The Secretary shall record minutes and maintain official records of the Committee.

**(c) Jurisdiction and Responsibilities:**

**The Design Review Committee shall have the following responsibilities:**

- (1) Develop Design Standards and Guidelines to be incorporated into the Town of Alpine Land Use and Development Code, subject to adoption by the Governing Body.
- (2) Provide assistance to the Zoning Administrator to develop the process and procedure for submittals to the Design Review Committee.
- (3) Evaluate development applications for compliance with the Land Use and Development Code (LUDC) and advise the Planning & Zoning Commission, Board of Adjustments, and Town Council regarding compliance with Design Guidelines.
- (4) Hold public hearings to hear citizen input regarding Design Review Standards.
- (5) Make recommendations to the Planning & Zoning Commission and Governing Body regarding proposed design-related amendments, guidelines, or policies as needed or upon request from the Governing Body.
- (6) Review and provide recommendations on all Commercial (C), Mixed Residential Commercial (MRC) and Multi-Unit Residential (R-2) development projects before further site plan review.
- (7) Submit recommendations to the Zoning Administrator, who shall then conduct a site plan review for zoning and land use compliance.
- (8) Following site plan review, the Zoning Administrator shall forward findings and the DRC's recommendations to the Building Official for final consideration before authorizing the issuing of a building permit.

**(d) Meetings:**

- (1) The Design Review Committee shall meet as needed to review submitted projects.
- (2) Special meetings may be called at any time by the President or, in their absence, by the Vice-President.
- (3) A simple majority of the Design Review Committee shall constitute a quorum for the transaction of business.
- (4) The Committee may adopt rules of procedure for conducting its business. Copies of all rules or regulations adopted by the Committee shall be forwarded to the Town Council, who shall also adopt the rules and regulations. The Committee shall then transmit all adopted rules and regulations to the Zoning Administrator, who shall make them readily accessible to the general public.

**Section 1-109. Scope of Responsibility of the Town Clerk**

**(a) Authority and Duty:**

The Town Clerk or their designee shall be responsible for issuing building permits based on the recommendation of the Building Official, in accordance with the provisions set forth in this Land Use and Development Code (LUDC) and all applicable Town ordinances, resolutions, and regulations.

**(b) Permit Issuance:**

The Town Clerk or their assign shall issue building permits only upon receiving a recommendation from the Building Official confirming that the proposed construction, alteration, or development complies with applicable building codes, zoning regulations, and land use policies.

No building permit shall be issued unless the Building Official has verified compliance with all relevant requirements.

The Town Clerk or their assign shall ensure that all necessary approvals from the Planning and Zoning Commission, Town Council, or other applicable entities have been obtained before issuing a permit.

**(c) Compliance and Enforcement:**

The Town Clerk or their assign shall coordinate with the Building Official and Zoning Administrator to ensure compliance with permit conditions. If any violations occur, the Town Clerk or their assign may withhold, suspend, or revoke permits in accordance with enforcement procedures outlined in this LUDC, upon consultation with the Building Official.

**(d) Fees and Administrative Procedures:**

All fees associated with building permit applications shall be collected by the Town Clerk or their designee, as established by the Town's adopted fee schedule. Administrative procedures for permit application, processing, and issuance shall be developed and maintained by the Town Clerk or their designee in coordination with relevant town officials.

**Section 1-110. 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 1-111. 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.