



STAFF REPORT

Town of Alpine, Wyoming

Agenda Item:

Resolution No. 2026-003 – Establishing the Composition of the Town of Alpine Board of Adjustment

Prepared By:

Sarah Greenwald

Purpose of Staff Report:

To explain the reason for adopting Resolution No. 2026-003 and establishing a revised composition for the Town of Alpine Board of Adjustment.

Background

The Town of Alpine Land Use Development Code currently states that the Board of Adjustment shall consist of five (5) members of the Planning and Zoning Commission. However, the Planning and Zoning Commission is presently comprised of only three (3) members, making compliance with this provision impracticable.

Wyoming Statute § 15-1-605 authorizes the Mayor, with consent of the governing body, to appoint a Board of Adjustment consisting of not less than five (5) and not more than seven (7) members. State statute does not require that all Board of Adjustment members come exclusively from the Planning and Zoning Commission.

Why This Resolution Is Needed

Resolution No. 2026-003 is necessary to:

- Bring the Town's Board of Adjustment structure into compliance with Wyoming Statute § 15-1-605
- Ensure the Town has a legally constituted Board of Adjustment capable of hearing appeals and variance requests
- Address the practical limitation created by the current three-member Planning and Zoning Commission
- Provide sufficient membership to establish quorum and conduct business
- Maintain continuity and expertise in land-use decision-making

Without this resolution, the Town risks being unable to properly convene a Board of Adjustment, which could delay or invalidate appeal and variance proceedings.

Summary of the Resolution

Resolution No. 2026-003 establishes a seven (7) member Board of Adjustment composed of:

- Three (3) members of the Planning and Zoning Commission
- Three (3) members of the Design Review Committee
- One (1) Town Council member appointed by the Mayor, subject to Council consent

This structure is expressly permitted under state law and provides the Town with a functional, legally compliant Board of Adjustment while preserving broad land-use expertise

Recommendation

Staff recommends adoption of Resolution No. 2026-003 to establish a compliant and functional Board of Adjustment consistent with Wyoming statute and the Town's operational needs.