



**TOWN OF ALPINE
ORDINANCE NO. 2025-011
LAND USE & DEVELOPMENT CODE**

**AN ORDINANCE REPEALING AND REPLACING CERTAIN SECTIONS OF PART 2
– PROCEDURES AND PART 4 – DEVELOPMENT STANDARDS OF THE TOWN OF
ALPINE LAND USE AND DEVELOPMENT CODE AND AMENDING THE TABLE OF
CONTENTS ACCORDINGLY**

WHEREAS, the Town of Alpine has adopted a Land Use and Development Code to regulate land use and development activities within the town limits;

WHEREAS, the Town Council of the Town of Alpine has determined that specific updates to Part 2 – Procedures and Part 4 – Development Standards are necessary for improved clarity, accuracy, and alignment with current planning and building practices;

WHEREAS, the Town Council finds that consolidating all public notice requirements into a single Uniform Public Notice Requirements Ordinance will improve consistency, reduce redundancy, simplify future amendments, and provide a single reference for all public notice procedures;

WHEREAS, the Town Council further finds that consolidating repetitive procedural requirements into standalone ordinances promotes consistency, simplifies future amendments, and reduces the need for frequent amendments to the Land Use and Development Code;

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

SECTION 1. REPEAL AND REPLACEMENT OF PART 2 – PROCEDURES

The following sections of the Alpine Land Use and Development Code, **Part 2 – Procedures**, are hereby repealed in their entirety and replaced with the following:

Section 2-103. Public Notice Requirements (NEW) (others will need renumbering accordingly)

Unless otherwise required by state law or expressly provided in this Code, all public notice required under the Town of Alpine Land Use and Development Code shall be provided in accordance with the Town's Uniform Public Notice Requirements Ordinance, as amended.

Where a conflict exists between this Code and the Uniform Public Notice Requirements Ordinance or applicable state law, the more specific requirement shall govern.

Section 2-204 Land Use Plan Amendment Process

Section 2-204 is hereby amended to read as follows: Public notice shall be provided in accordance with the Town's Uniform Public Notice Requirements Ordinance.

Section 2-205. Planned Unit Development Process

- (f) The Zoning Administrator will, as soon as practical, place the proposed planned unit development application on the agenda of the Alpine Planning and Zoning Commission.
- (g) Before any decision is reached by the Alpine Planning and Zoning Commission:
 - (1) ~~The landowner(s)/applicant(s) will post a copy of the proposed planned unit development application upon the property where the planned unit development is requested. Notice shall be no less than 18" x 24" and posted on material that is visible from the property line. The costs of production of the notice and posting the notice shall be borne by the petitioner. This public notice will be made, at least, thirty (30) days before the planned unit development application is considered publicly by the Alpine Planning and Zoning Commission.~~
 - (2) ~~The landowner(s)/applicant(s) will provide written notice, via certified mail, to all utilities effected and all owners of property within five hundred (500) feet of the property or properties under consideration for a planned unit development. The written notice will also include the date, time and place when the proposed planned unit development will be considered by the Alpine Planning and Zoning Commission. This public notice will be made, at least, thirty (30) days before the planned unit development application is considered publicly by the Alpine Planning and Zoning Commission. The landowner(s)/applicant(s) shall bear the responsibility of paying all costs and postage fees of the certified mailing and provide proof of said mailings to the Planning and Zoning Administrator.~~
 - (3) ~~The Alpine Planning and Zoning Commission will hold one (1) public hearing at a public facility within the Town of Alpine. Town residents and the general public will receive at least thirty (30) days' notice of the public hearing. Public notice will be advertised in one (1) newspaper of general circulation throughout Lincoln County. The Planning and Zoning Administrator will prepare the notice and provide it to the newspaper. The landowner(s)/applicant(s) shall bear the responsibility of paying all costs of this advertising. Public comments received during the meeting will be documented for subsequent reference during the zone change process.~~

Public notice shall be provided in accordance with the Town's Uniform Public Notice Requirements Ordinance.

Section 2-206 Zone Change Process

Section 2-206 is hereby amended to read as follows: Public notice shall be provided in accordance with the Town's Uniform Public Notice Requirements Ordinance.

Section 2-207 Variance Process

Section 2-207 is hereby amended to read as follows: Public notice shall be provided in accordance with the Town's Uniform Public Notice Requirements Ordinance.

Section 2-208 Subdivision Process

Section 2-208 is hereby amended to read as follows: Public notice shall be provided in accordance with the Town's Uniform Public Notice Requirements Ordinance.

Section 2-208.1 Simple Subdivision Review and Approval Process

Section 2-208.1 is hereby amended to read as follows: Public notice shall be provided in accordance with the Town's Uniform Public Notice Requirements Ordinance.

Section 2-208.2 Minor Subdivision Review and Approval Process

Section 2-208.2 is hereby amended to read as follows: Public notice shall be provided in accordance with the Town's Uniform Public Notice Requirements Ordinance.

Section 2-208.2. Minor Subdivision Review and Approval Process (Figure 2-6)

- (c) Applicant will complete and file one (1) hard copy, and one (1) digital copy of a master plan report for the proposed subdivision with the Zoning Administrator. The master plan will address what municipal services the subdivision intends to use, as well as the potential impact of the proposed subdivision upon the Town of Alpine and the community. The master plan, which will contain a combination of technical narrative, statistical tables, and illustrations, will address, at least, the following issues:
 - (1) The purpose of the subdivision and proposed land uses.
 - (2) A development schedule for proposed land uses.
 - (3) The number of lots being created and, if applicable, the zoning designations requested for each lot.
 - (4) Planned water system, as well as anticipated average day and maximum day water demand.
 - (5) Planned wastewater system, as well as anticipated average daily flows.
 - (6) Planned points of access to municipal roads, Lincoln County roads, and U.S. Highway 89, as well as anticipated average and peak day traffic volumes
 - (7) Planned storm water management plan and anticipated storm water flows for ten (10) year storm event.
 - (8) Planned snow storage areas.
 - (9) Planned easements and facilities to accommodate access to, or the extension of, the Town of Alpine's planned community trail system.
 - (10) Landscape Plan
- (d) Applicant will prepare and file one (1) hard copy, 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.

Section 2-208.3 Major Subdivision Review and Approval Process

Section 2-208.3 is hereby amended to read as follows: Public notice shall be provided in accordance with the Town's Uniform Public Notice Requirements Ordinance.

Section 2-208.3. Major Subdivision Review and Approval Process (Figure 2-7)

- (d) Applicant will complete and file one (1) hard copy, and **one (1) digital copy of a master plan report** for the proposed subdivision with the Zoning Administrator. The master plan will address what municipal services the subdivision intends to use, as well as the potential impact of the proposed subdivision upon the Town of Alpine and the community. The master plan, which will contain a combination of technical narrative, statistical tables, and illustrations, will address, at least, the following issues:
 - (1) The purpose of the subdivision and proposed land uses.
 - (2) A development schedule for proposed land uses.
 - (3) The number of lots being created and, if applicable, the zoning designations requested for each lot, and densities associated with residential and commercial land uses.
 - (4) Suitability of soils to support future land use expansion.
 - (5) Compatibility of proposed land uses with adjacent land uses.
 - (6) When applicable, the potential need for new housing in the context of anticipated housing demands for Alpine.
 - (7) Planned water system, as well as anticipated average day and maximum day water demand.
 - (8) Planned wastewater system, as well as anticipated average daily flows.
 - (9) Planned points of access to municipal roads, Lincoln County roads, and U.S. Highway 89, anticipated average and peak day traffic volumes.

- (10) Vehicular circulation plan.
 - (11) Planned storm water management plan and anticipated storm water flows for ten (10) year storm event.
 - (12) Snow storage areas.
 - (13) Landscaping plan.
 - (14) Planned easements and facilities to accommodate access to, or the extension of, the Town of Alpine's planned community trail system.
 - (15) When applicable, planned covenants, contracts or deed restrictions that may be associated with a common interest development.
- (e) Applicant will prepare and file one (1) hard copy to scale 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.
- (o) The applicant will prepare and file one (1) hard copy to scale and **one (1) digital copy of a final subdivision plat** application, and related filing fees, with the Zoning Administrator. The final subdivision plat application will include the final subdivision plat, a signed copy of a subdivision improvement agreement, a payment of all design costs for public improvements, and performance surety.

Section 2-209 Special Use Permit

Section 2-209 is hereby amended to read as follows: Public notice shall be provided in accordance with the Town's Uniform Public Notice Requirements Ordinance.

Section 2-301(9–11). Building Permit Requirements

- (9) One (1) hard copy to scale, a minimum of 2-foot by 3-foot, set of **scaled** construction drawings (see application checklist) that illustrate the ***proposed foundation, floor plan, typical wall section, roof system, building elevations, exterior material specifications, as well as electrical, plumbing, radon and HVAC systems.*** All construction drawings for structures submitted with a **permit application** will be designed, stamped and certified by a civil or structural engineer **greater than three hundred (300) square feet in size.** Along with **one (1) digital copy** of the construction drawings. {See permit checklist for complete details}.
- (10) All new buildings including additions or remodels to and existing structures, require submittal of one (1) hard copy, a minimum of 18-inches by 24-inches, set 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) One (1) hard copy, scaled if applicable, set of other construction documents and/or other data that the applicant may consider relevant to the building permit application will be submitted with the building permit application. **All construction documents and/or other requested documents will be stamped and certified by a civil or structural engineer licensed in the State of Wyoming; Stamped engineering is required on all structures greater than three hundred (300) square feet in size.**

Section 2-304. Required Building and Site Inspections

- (h) Electrical permits and inspections for projects within the Town of Alpine are issued and conducted by the Wyoming Department of Fire Prevention and Electrical Safety. The homeowner or contractor is responsible for obtaining the appropriate permit and ensuring that all required inspections are completed.
- (1) A copy of the approved wiring permit and any associated inspection reports must be submitted to the Town before the issuance of a Certificate of Occupancy or Certificate of Completion.

The previously included standalone sentence “NOTE: STATE TO COMPLETE ALL ELECTRICAL INSPECTIONS” is hereby struck and shall not appear in the revised section.

SECTION 2. REPEAL AND REPLACEMENT OF PART 4 – DEVELOPMENT STANDARDS

The following sections of **Part 4 – Development Standards** of the Alpine Land Use and Development Code are hereby **repealed and replaced**, except **Section 4-204**, which is **hereby added as a new section**:

Section 4-201. Applicable Building Codes

~~(a) All buildings and temporary structures built or located within the Town of Alpine on or after November 1, 2006, shall comply with the **most currently published version** of the *International Building Code (IBC)* or *International Residential Code (IRC)*, as published by the **International Code Council (ICC)**.~~

(a) All buildings and temporary structures built or located within the Town of Alpine on or after November 1, 2006, shall comply with the **edition of the International Building Code (IBC) or International Residential Code (IRC), as published by the International Code Council (ICC) and adopted by the State of Wyoming, in effect at the time of installation.**

~~(b) The construction of all new, or the repair of any existing, plumbing, mechanical, and fuel gas systems installed in the Town of Alpine following the adoption of the **Alpine Land Use and Development Code** shall conform to the most currently published version of the following codes as published by the **International Code Council (ICC)** at the time of installation:~~

(b) The construction of all new, or the repair of any existing, plumbing, mechanical, fuel gas, and other systems regulated by the Town of Alpine shall comply with the **edition of the applicable International Codes, as published by the International Code Council (ICC) and adopted by the State of Wyoming, in effect at the time of installation.**

- *International Plumbing Code (IPC)*
- *International Mechanical Code (IMC)*
- *International Fire Code (IFC)*
- *International Fuel Gas Code (IFGC)*

~~(c) The construction of all new, or the repair of any existing, electrical systems installed in the Town of Alpine after the adoption of the **Alpine Land Use and Development Code** shall comply with the **most current version of the National Electrical Code (NEC)** as adopted by the **State of Wyoming** at the time of installation.~~

(c) The construction of all new, or the repair of any existing, electrical systems installed within the Town of Alpine following the adoption of the Alpine Land Use and Development Code shall comply with the **edition of the National Electrical Code (NEC), as adopted by the State of Wyoming, that is in effect at the time of installation.**

Section 4-203. Exceptions to Adopted Building Codes

- (a) **When necessary, the Alpine Town Council may adopt exemptions to specific standards within any of the adopted building codes.** Refer to the most recently adopted **ICC Code Exception Ordinance(s)** for applicable details.

Section 4-204. Grace Period (NEW SECTION)

- (a) A six-month grace period shall be granted from the date of publication of a new ICC version, during which time both the newly published and previously adopted versions will be accepted.

SECTION 3. REPEAL AND REPLACEMENT OF PART 5 – APPEALS

Section 5-103 Appeals

Replace the existing public notice subsection in its entirety with the following:

Public notice shall be provided in accordance with the Town's Uniform Public Notice Requirements Ordinance.

SECTION 4. AMENDMENT TO THE TABLE OF CONTENTS

The Table of Contents of the Alpine Land Use and Development Code is hereby amended accordingly to reflect the repeal and replacement of the sections listed in this ordinance.

SECTION 4. EFFECTIVE DATE

This Ordinance shall take effect and be in force from and after its passage, approval, and publication as required by law.

Passed First Reading on the 17th day of June 2025.

VOTE: ___ YES, ___ NO, ___ ABSTAIN, ___ ABSENT

Passed First Reading on the 1st day of July 2025.

VOTE: ___ YES, ___ NO, ___ ABSTAIN, ___ ABSENT

Passed on Third and Final Reading 15th day of July 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. 2025-011 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 will be duly recorded in the BOOK OF ORDINANCES, TOWN OF ALPINE, LINCOLN COUNTY, WYOMING.

ATTEST:

Monica L. Chenault, Clerk / Treasurer