



PLANNING & ZONING MEETING MINUTES

October 28, 2025, at 7:00 PM

Work Session

1. Call to Order

The regular meeting of the Town of Alpine Planning & Zoning Commission was called to order at 7:00 p.m. by **Chairperson Melissa Wilson**.

2. Roll Call

Present:

- Melissa Wilson, Chairperson
- Rachael Stewart, Commissioner
- Dan Schou, Commissioner

Staff Present:

- Gina Corson, Planning & Zoning Administrator

3. Discussion Items:

- a. What is the intent of Permanent Foundations in the LUDC? Was it to be a continuous footing and stem wall system, or do frost-protected shallow foundations meet that expectation since they are considered permanent in the I-Code?

Issue Origin:

The topic arose due to a recent review of modular classroom installations by the Alpine Education Foundation. Concerns were raised regarding the definition and intent behind “permanent foundation” requirements in the Land Use Development Code (LUDC).

Key Points Discussed:

- The LUDC does **not currently define “permanent foundation.”** Staff and Commission members interpreted it to mean **a continuous concrete stem wall with footers.**
- Alternative foundation types (e.g., concrete piers with tie-downs, frost-protected shallow foundations) are allowed under **IRC AE500/600**, which adds ambiguity.

- The modular classrooms proposed for the school were designed with pier and strapping systems with frost protection, raising concerns over long-term integrity and cost savings versus traditional methods.
- Discussion included implications of inconsistent enforcement over time (e.g., manufactured homes installed on jack stands under previous county rules).
- The Commission expressed strong interest in **removing ambiguous language** and clearly defining foundation standards for **all permanent residential and commercial structures**.
- **Recommendation:** Define “permanent foundation” in the LUDC as a **continuous stem wall on footings** and **eliminate** or restrict IRC exceptions that allow piers

b. Temporary Structures and Use Definitions

Key Concerns:

- The LUDC lacks a definition for **“temporary structures”** or **“temporary use.”**
- Temporary installations (e.g., tents, modular school buildings, portable commercial units) are not clearly regulated.
- Proposed approach:
 - Define “temporary” as **less than 1 year** in the LUDC.
 - Require **Special Use Permits (SUPs)** for anything exceeding that duration.
 - Attach enforcement mechanisms with clear expiration dates.

Commission Consensus:

Temporary use definitions should be added, with clear criteria for duration, structural standards, and permitting paths.

c. Code Adoption and Administrative Exceptions

Background:

The Town currently adopts IRC/IBC and other building codes, but administrative **exceptions are scattered** across various ordinances.

Discussion Points:

- Multiple exceptions (e.g., who signs permits, administrative roles, overhang standards) must be updated each time a new code cycle is adopted.
- Debate on whether exceptions should be:
 - Listed in the **LUDC**, or

- Kept in the **individual adopting ordinances** for each code book.

Consensus:

- Maintain **separate ordinances** for each code (IRC, IBC, IMC, etc.) with their corresponding exceptions.
- This will simplify future updates and retain clarity for staff, applicants, and enforcement.

d. Square Footage Definitions and Permit Calculations

Issue Raised:

Ambiguity exists in how **floor area** is defined and calculated for permits.

Discussion Points:

- Questions about whether **basements, unfinished spaces, and lofts** count toward total square footage.
- Need to distinguish between:
 - **Building permit square footage** (for fee calculation)
 - **Zoning/lot coverage square footage** (for setbacks, FAR, etc.)

Proposed Criteria:

- For **permit fees**, count **all heated, potentially habitable space** over 7' in height.
- Basements with HVAC, plumbing, or egress potential should be counted.
- Define distinctions clearly in LUDC and permitting documentation.

e. RV Park Requirements and Zoning Concerns

Issue Raised:

The LUDC lacks standards for **RV Parks**, including **minimum lot sizes** or zoning designations.

Discussion Points:

- Concern about allowing RV parks or multiple RV hookups on **residential parcels**.
- Discussion of rising need for RV-based housing and visitor lodging.

Preliminary Direction:

f. Prioritizing LUDC Updates

Planning Approach:

- Staff presented a **running list** of over 50 LUDC items needing revision or clarification.
- Acknowledgment that **not all updates** can be completed this year.

Action Plan:

- Each Commissioner to identify **top 3 priorities**.
- Focus work sessions on **high-impact issues** first (e.g., foundations, square footage, trash/storage rules).
- Revisit others in 2026 during Master Plan alignment phase.
- Require RV Parks to be in **Commercial or Mixed-Use zones only**.
- Establish standards for:
 - Minimum parcel size
 - Site density (spaces per acre)
 - Utility/dump station requirements
 - Enforcement mechanisms

g. Outsourcing LUDC Overhaul

Discussion Points:

- Staff proposed the possibility of hiring a **planning consultant or firm** to overhaul the LUDC in coordination with the Master Plan update.
- Concerns raised over:
 - Cost
 - Familiarity with local context
 - Risk of "boilerplate" code

No Action Taken – Topic tabled for future discussion.

h. Council Meeting Representation

- Commission confirmed **Dan Scout** will attend the upcoming **November 4th Town Council meeting** to support questions related to Creative Properties SUP and other P&Z matters.

4. Adjournment

Motion: Commissioner Schou moved to adjourn.

Second: Commissioner Stewart.

Vote: All in favor.
Meeting adjourned at 8:29 p.m.

Next Meeting: Work Session- November 25, 2025, 7:00 PM

Regular Meeting-December 9, 2025, 7:00 PM

Melisa Wilson, Chairman Date

Gina Corson, Acting Planning & Zoning Administrator Date

Prepared and Transcribed By:

Gina Corson, Acting Planning & Zoning Administrator Date

** Minutes are a summary of the meeting **