



Melisa Wilson
Chairman

Dan Schou
Vice-Chair

Rachael Stewert
Member

Town of Alpine
Planning and Zoning Commission
Recommendation to Town Council – Updates to Ordinance No. 103 2003-16

TO: Mayor and Town Council

PREPARED BY: Gina Corson, Acting Planning & Zoning Administrator

DATE: December 15, 2025

SUBJECT: Recommendation to revise Ordinance No. 103 2003-16

MEETING DATE: January 20, 2026

PLANNING AND ZONING COMMISSION RECOMMENDATION:

The Alpine Planning and Zoning Commission recommends that the Town Council consider amendments to **Section 103-08, Action Upon Non-Compliance with Order**, when updates are made to **Ordinance No. 103-2003-16**, to incorporate a more structured and graduated enforcement process.

BACKGROUND:

During recent discussions, the Planning and Zoning Commission reviewed whether updates were needed to the Land Use and Development Code (LUDC) provisions regulating trash and debris at construction sites. One Commission member recalled prior discussions with the Town Attorney in which the creation of a standalone trash ordinance had been suggested.

During those discussions, the Code Enforcement Officer noted that the Town already has an existing ordinance addressing trash and debris—**Ordinance No. 103-2003-16**—and encouraged the Commission to review that ordinance before proceeding with a separate one. The Code Enforcement Officer further explained that both she and the Town Attorney had previously recognized the need for updates to this ordinance, but believed it generally addressed the issues the Commission was seeking to regulate, including conditions related to construction sites. Upon review, the Commission agreed that Ordinance No. 103-2003-16 adequately addresses trash and debris associated with construction activity. However, the Commission identified concerns with the enforcement provisions contained in **Section 103-08**, noting that the current language proceeds directly to Town-led abatement after notification, without intermediate enforcement steps.

RECOMMENDATION FOR ENFORCEMENT UPDATES:

The Commission recommends revising Section 103-08 to establish a **tiered enforcement**

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approach, which may include:

1. An initial verbal notice or warning;
2. A formal written notice of non-compliance;
3. Issuance of a citation and fine if non-compliance continues; and
4. Escalation to Town-initiated abatement and/or a requirement for the responsible party to appear before the Town Council if compliance is still not achieved.

The Commission believes this graduated enforcement structure would provide clarity, proportionality, and fairness, while still preserving the Town's ability to address ongoing or serious violations effectively.

CONCLUSION:

For these reasons, the Planning and Zoning Commission recommends that the Town Council consider updates to Section 103-08 of Ordinance No. 103-2003-16 to incorporate a tiered enforcement framework when amendments to the ordinance are undertaken.

NEXT STEPS

The Code Enforcement Officer shall work with the Town Attorney to draft proposed updates to **Ordinance No. 103-2003-16**, including revisions to **Section 103-08 – Action Upon Non-Compliance with Order**. The draft amendments shall be presented to the Planning and Zoning Commission for review and recommendation prior to being forwarded to the Town Council for consideration and approval.

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Member

Melisa Wilson, Chairman

Date

Prepared by: Gina Corson, Planning and Zoning Administrator

Date



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Attest:

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Gina Corson, Acting Planning & Zoning Administrator

11/10/2020
Date
Date

F Prepared and Transcribed By:

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Gina Corson, Acting Planning & Zoning Administrator

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Date