



**TOWN OF ALPINE, WYOMING**  
**ORDINANCE NO. 2025-004**  
**SPECIAL USE PERMITS AND SPECIAL REVIEW**

**AN ORDINANCE OF THE TOWN OF ALPINE, WYOMING ESTABLISHING A REVIEW AND ISSUANCE PROCESS FOR SPECIAL USE PERMITS WITHIN THE TOWN OF ALPINE.**

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

**SECTION 1. *PURPOSE AND INTENT:*** The purpose of this Ordinance is to provide a regulatory framework for the review and issuance of Special Use Permits in the Town of Alpine, Wyoming, to ensure that land use and development activities are compatible with the goals and objectives of the Town's Comprehensive Plan. The Special Use Permit process allows for the review of certain uses that are deemed to be compatible with the zoning district but may require special conditions for approval due to their impact on surrounding properties, public services, or infrastructure.

**SECTION 2. *AUTHORITY:*** This Ordinance is adopted pursuant to the authority granted by Wyoming Statutes §15-1-601 through §15-1-604 and any other applicable provisions of state law. This Ordinance provides for the regulation of special uses to ensure the public health, safety, and general welfare of the citizens of the Town of Alpine.

**SECTION 3. *DEFINITIONS:***

- i. **Special Use Permit (SUP)** – A permit granted by the Town Council or Planning Commission for land uses or activities that are not otherwise permitted by right within a zoning district but may be approved with specific conditions to mitigate potential impacts.
- ii. **Special Review** – A formal process through which a proposed use or development is reviewed for compliance with the Town's land use regulations, zoning laws, and other applicable standards, including public hearings and the evaluation of potential environmental, economic, and social impacts.

**SECTION 4. *APPLICABILITY:***

The provisions of this Ordinance apply to all land uses within the Town of Alpine that may require a Special Use Permit or Special Review as defined herein. Special Use Permits may be required for uses such as, but not limited to:

- i. Commercial establishments in residential zones
- ii. Mobile home parks
- iii. Wireless communication towers
- iv. Industrial uses in mixed-use districts
- v. Event venues
- vi. Public utility structures

**SECTION 5. *APPLICATION PROCESS:***

**1. Application Submission**

- An applicant seeking a Special Use Permit must submit a completed application to the Alpine Town Planning Commission. The application shall include:
  - A description of the proposed use

- Site plans, architectural drawings, or other relevant documents required by the Planning and Zoning Staff and/or Commission
- A traffic impact analysis (if applicable)
- Environmental assessment (if applicable)
- Written explanation addressing how the proposed use complies with the criteria in Section 6

## 2. **Planning and Zoning Review**

- Upon receipt of the application, the Planning Commission or designated staff shall review the proposal to ensure it meets the minimum requirements for review, including conformance with zoning, the Town's Comprehensive Plan, and other applicable regulations.

## 3. **Public Hearing**

- A public hearing shall be scheduled, and the applicant shall provide written notice to all owners of property within five hundred (500) feet of the property and other interested parties as prescribed by the Town's notification requirements.

## 4. **Review by Planning Commission**

- The Planning Commission shall conduct a public hearing to review the application, considering all relevant factors and public input. The Planning Commission may recommend approval, approval with conditions, or denial of the Special Use Permit to the Town Council.

## 5. **Final Decision**

- The Town Council shall make the final decision to approve, approve with conditions, or deny the Special Use Permit based on the Planning Commission's recommendation and findings made during the public hearing.

## **SECTION 6. *CRITERIA FOR APPROVAL:***

The Town Council or Planning Commission shall base its decision on the following criteria:

1. **Compatibility with Zoning** – The proposed use shall be compatible with the surrounding area and consistent with the Town's Comprehensive Plan and zoning district regulations.
2. **Impact on Public Health and Safety** – The proposed use shall not result in undue adverse impacts on public health, safety, or welfare, including adequate provisions for water, sewer, transportation, and emergency services.
3. **Environmental Impact** – The proposed use shall not result in significant negative impacts on the environment, including air quality, water quality, noise levels, or wildlife habitats.
4. **Traffic and Access** – The proposed use shall not generate excessive traffic or create unsafe conditions for pedestrians or vehicles. Adequate access and parking must be provided.
5. **Mitigation of Negative Effects** – The applicant must demonstrate that any negative effects (such as noise, light, traffic, etc.) will be minimized through appropriate mitigation measures.
6. **Consistency with Community Character** – The proposed use shall be consistent with the aesthetic and character of the surrounding neighborhood or district.

## **SECTION 7. *CONDITIONS OF APPROVAL:***

The Town Council may impose conditions on the issuance of a Special Use Permit, including but not limited to:

1. Limits on hours of operation
2. Restrictions on signage and lighting
3. Requirements for landscaping, buffering, or screening
4. Compliance with building and fire safety codes
5. Traffic control measures, including the construction of additional access points or improvements to roadways
6. Other conditions deemed necessary to mitigate potential impacts

## **SECTION 8. *APPEALS:***

Any applicant or aggrieved party who is dissatisfied with the decision of the Town Council may appeal the decision to the Town's Board of Adjustment. The appeal must be filed in writing within 30 days of the decision, stating the grounds for the appeal

## **SECTION 9. *SPECIAL REVIEW FOR SPECIFIC USES:***

1. **Review Process** – Certain land uses, such as industrial or commercial developments, may undergo additional special review procedures to assess their broader impacts on the community. The Town Council, upon recommendation from the Planning Commission, may require special reviews that go beyond the regular Special Use Permit process.
2. **Factors for Review** – The Town may consider, but is not limited to, the following factors in its special review:
  - Compatibility with existing infrastructure
  - Impact on neighboring properties
  - Environmental sustainability
  - Economic impact on the Town

## **SECTION 10. *ENFORCEMENT AND VIOLATIONS:***

Failure to comply with the conditions of a Special Use Permit may result in the revocation of the permit or other penalties as provided by the Town's zoning and land use regulations. Violations of this Ordinance may be subject to fines, penalties, or legal action as deemed appropriate by the Town.

## **SECTION 11. *SEVERABILITY:***

If any provision of this Ordinance is found to be invalid or unenforceable by a court of competent jurisdiction, the remainder of this Ordinance shall remain in full force and effect.

## **SECTION 12. *EFFECTIVE DATE:***

This Ordinance shall take effect immediately upon adoption by the Town Council.

**Passed First Reading on the 4<sup>th</sup> day of March 2025.**

VOTE:   4   YES,   0   NO,   0   ABSTAIN,   1   ABSENT

**Passed Second Reading on the 9<sup>th</sup> day of April 2025.**

VOTE:   3   YES,   0   NO,   0   ABSTAIN,   2   ABSENT

**Passed on Third and Final Reading 15<sup>th</sup> day of April 2025.**

VOTE:   5   YES,   0   NO,   0   ABSTAIN,   0   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. 2025-004 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:

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Monica L. Chenault, Clerk / Treasurer