



TOWN COUNCIL SPECIAL MEETING MINUTES

April 09, 2025, at 7:00 PM / 250 River Circle - Alpine, WY 83128

CALL TO ORDER

Mayor Green called the Town Council Special Meeting to order at 7:00 PM.

PLEDGE OF ALLEGIANCE: Mayor Green led the Pledge of Allegiance.

ROLL CALL: Clerk Chenault conducted roll call. **Present:** Mayor Green, Councilman Larsen, Councilman Burchard. **Absent:** Councilman Scaffide, Councilman Castillo. A quorum was established.

ADOPT THE AGENDA

Councilman Larsen made a motion to adopt the agenda. Councilman Burchard seconded the motion. Voting Yea: Mayor Green, Councilman Larsen, Councilman Burchard. Motion carried.

ACTION ITEMS

Ordinance No. 2025-002 - Building and Development Fee Schedule - 2nd Reading

Councilmember Burchard moved to approve the second reading of Ordinance No. 2025-002. Councilmember Larsen seconded. Motion carried.

Discussion: Clarifications were made since the last meeting regarding building inspection fees. The contract with the Building Official was adjusted to \$175 per hour with a half-hour minimum, removing the previous two-hour minimum requirement. Final fee structure review to be completed before third reading.

Ordinance No. 2025-007 International Code Council Building Valuation Data - 2nd Reading

Councilmember Larsen moved to approve the second reading of Ordinance No. 2025-007. Councilmember Burchard seconded. Motion carried.

Discussion: No changes since first reading. This ordinance incorporates the International Building Code valuation data to align with building permit fees.

Ordinance No. 2025-001 - Prohibiting the Extension of Water and Sewer Services to Property Located Outside Incorporated Boundaries - 3rd Reading

Councilmember Burchard moved to approve the third reading of Ordinance No. 2025-001. Councilmember Larsen seconded. Motion carried.

Discussion: Clarifications were made to ensure references included both "water and sewer services." Ordinance maintains flexibility, allowing exceptions by a 3/4 affirmative Council vote under specific conditions.

Resolution No. 2025-010 - Planning & Zoning Meeting Schedule: Repealing and Replacing Resolution No. 2024-037

Councilmember Larsen moved to approve Resolution No. 2025-010. Councilmember Burchard seconded. Motion carried.

Discussion: Resolution reduces Planning and Zoning Commission meetings to once per month. Planning and Zoning Vice-Chair Dan Schou raised concern about involvement in the Master Plan update as mandated by the LUDC. Council agreed to suspend LUDC Section 1-104(B)(7) temporarily via future resolution.

Resolution No. 2025-011 - Town Council Meeting Schedule: Repealing And Replacing Resolution No. 2025-038 And Resolution No. 2024-039

Councilmember Burchard moved to approve Resolution No. 2025-011. Councilmember Larsen seconded. Motion carried.

Discussion: Council will begin holding two meetings per month to address the frequency of required actions. The adjustment was found necessary due to workload. Clarification was made regarding attendance expectations under state statute.

Resolution No. 2025-012 - Establishing Design and Construction Standards for Sewer Lines, and Water Lines within the Town of Alpine

Councilmember Larsen moved to approve Resolution No. 2025-012. Councilmember Burchard seconded. Motion carried.

Discussion: Standards developed by Jorgensen Engineering and Public Works Director Craig Leseberg to ensure consistent and high-quality installation of infrastructure. Dan Schou explained the standards are consistent with surrounding municipalities.

Ordinance No. 2025-005 Design Review Committee - 2nd Reading

Councilmember Burchard moved to approve the second reading of Ordinance No. 2025-005. Councilmember Larsen seconded. Motion carried.

Discussion: Updated responsibilities of the Design Review Committee to clarify their role is to evaluate compliance with the Design Guidelines and provide recommendations to the Building Official. Meetings to be scheduled the fourth Tuesday of each month, with special meetings allowed if needed.

Ordinance No. 2025-006 - Design Review Committee Guidelines - 1st Reading

Councilmember Larsen moved to approve the first reading of Ordinance No. 2025-006. Councilmember Burchard seconded. Motion carried.

Discussion: First reading of guidelines governing the Design Review Committee's evaluations. Language excludes R-1 residential properties. Suggestion made to add language about renovation projects for second reading.

Resolution No. 2025-013 - Repealing and Replacing Resolution No. 2025-003 Official Appointments

Councilmember Burchard moved to approve Resolution No. 2025-013. Councilmember Larsen seconded. Motion carried.

Discussion: Updates include appointment of Gina Courson as Assistant Planning & Zoning Administrator and updates to Public Works and Travel and Tourism Board roles. A motion was made and approved to amend the resolution to correct the Public Works substitute listing to Dustin Murrell.

Approval of Town of Alpine Sign Design

Discussion: Council reviewed a proposed new Town of Alpine welcome sign design using composite material with faux log supports and a concrete base. Bids are being solicited for final approval in May. Councilmembers favored the black background color scheme for better visibility.

PUBLIC COMMENT: No public comments were made.

ADJOURNMENT

Councilman Larsen made a motion to adjourn. Councilman Scaffide seconded the motion. Voting Yea: Mayor Green, Councilman Larsen, Councilman Scaffide. Motion carried. Meeting adjourned at 8:06 PM.

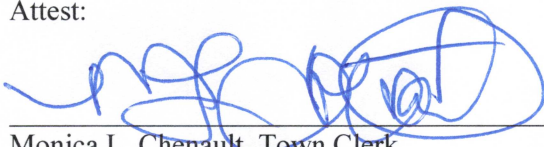
MINUTES ARE A SUMMARY OF THE MEETING

Transcribed By:

Sarah Greenwald, Town Assistant Clerk

Date

Attest:



Monica L. Chenault, Town Clerk

April 29, 2025

Date

Minutes approved in a legally advertised meeting on 05, 06, 2025.

Signed:

Attest:

Eric Green, Mayor

Monica L. Chenault, Town Clerk

DRAFT