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## **MEMORANDUM**

**TO:** Mayor Eric Green and Planning & Zoning Administrator Gina Corson  
**FROM:** Elizabeth Garvin, Esq., AICP; Gabby Hart, AICP; and Maggie Squyer, AICP  
**DATE:** December 16, 2025  
**RE:** Options to Update Alpine's Land Use & Development Code

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Following up on our conversation with you, we've taken a look at the current Alpine Land Use & Development Code ("LUDC") and have a few options for you to consider to make some much needed updates. Attached to this memo you'll find a sample scope of work for a full LUDC update (Attachment A), a drafting schedule to do the update in 2026 (Attachment B), and a budget spreadsheet that provides a fee estimate for each approach described below (Attachment C). We've also collected some sample documents for you to review and included links to the documents in this memo. Please let us know if you have problems with any of the links.

We would be happy to schedule a follow-up call with you to walk through this memo and discuss anything you have questions about.

### **1. Code Assessment and Annotated Outline**

Preparing a Code Assessment and Annotated Outline is the standard way to start a code update project. The "code assessment" piece of this work is an analysis of the current regulations, based on best practices, peer community practices, and community input, that identifies regulations that should be changed or updated to meet local development and policy preferences. The code assessment establishes a roadmap for updates to the LUDC. The "annotated outline" part of the report identifies a modernized, user-friendly organization for the updated regulations and lists changes and updates that should be made in each section. Following review and feedback on the code assessment and annotated outline, a community can jump into a full code update or tackle issues identified in the assessment as individual tasks over a period of time.

The scope of work for a code assessment and annotated outline is provided in the Attachment A sample scope of work. Drafting the assessment as a stand alone document and not as part of a full code update includes the following tasks and typically takes about 2-4 months:

- 1.1.A Project Orientation Meetings

- 1.3 Initial Stakeholder Meetings
- All of Task 2

Here are links to a few of our code assessments in case you'd like to see what they include:

**Town of Eagle**, Colorado (including Vail work force community):

<https://clarionassociatesllc.sharepoint.com/:w/s/MS/IQBGsGN0o0TORr9pohnGBTKWAdm5jBb8KacP7MLZXqNLmGU?e=QJRMn7>

**Town of Silverton**, Colorado (including Purgatory work force community, when they aren't hemmed in by the random avalanche closing the highway):

<https://clarionassociatesllc.sharepoint.com/:b/s/MS/IQBz94EgyR4nS6MDSO69looZAck66BuqDRD6tGUsG8PedV4?e=IE93Hv>

**Town of Hayden**, Colorado (including Steamboat Springs work force community):

[https://haydencolorado.com/wp-content/uploads/2025/07/HCO-Development-Code-Assessment\\_Public-DraftFinal.pdf](https://haydencolorado.com/wp-content/uploads/2025/07/HCO-Development-Code-Assessment_Public-DraftFinal.pdf)

## 2. Full LUDC Update or LUDC Update Task Orders

With a code assessment in place, the Town can decide whether to pursue a full code update or address specific topics in order of importance. Most communities prefer to update the entire code at once, which can provide improve regulations in a shorter period of time. A full code update typically takes between 10 and 18 months and we've proposed an 11.5 month schedule in Appendix B for the Town Council to consider. Our overall drafting approach for a full code is: (1) create a fully updated version for staff review, (2) make agreed-to revisions to create a public review draft, (3) conduct stakeholder and community outreach for input and comment, and (4) prepare an adoption version and support the adoption process. We will schedule members of our team to be available for in person community engagement events as well as participation in Planning Commission and Town Council meetings and hearings as needed to help with the adoption process. We work in Microsoft Word and provide a clean (fully edited, post-adoption) copy of the final code for use on the Town website and/or for submission to Municode to use as a base document for codification.

Doing a full code update is not the only way to update a code, and we've had clients very successfully make targeted updates over time in a way that allows the community to adjust to one or two big changes at a time but not have to learn an entire new set of regulations. With a good code assessment in place, the Town could organize a series of tasks so they create sequential changes that lead to a well-drafted code without much reorganization along the way. The timing for task-by-task updates depends on the Town's funding and assignment scheduling.

Here are links to the updated codes that followed the code assessments we shared above:

**Town of Eagle:** <https://www.townofeagle.org/DocumentCenter/View/19147/ReCode-Eagle-LUDC-Oct-23-FINAL>



**Town of Silverton:** [https://3fdd9d9a-63fd-43d6-9c1b-98b37af742f3.filesusr.com/ugd/1f628b\\_f453e818f0104caa7f5ab0321a5423e.pdf](https://3fdd9d9a-63fd-43d6-9c1b-98b37af742f3.filesusr.com/ugd/1f628b_f453e818f0104caa7f5ab0321a5423e.pdf)

The **Town of Hayden** code update is a current project and has not been completed yet.

### Clarion Staff

If the Town is interested in working with Clarion, we will staff the project with our small town specialists, including the following folks, and we are happy to provide our full resumes if you'd like:

#### Elizabeth Garvin, Director/Owner

*Projects: Hayden, CO; Silverton, CO; Billings/Yellowstone County, MT; Mancos, CO; Eagle, CO*  
Elizabeth Garvin is Director with Clarion, based in the Denver office. She is both an attorney and a planner and she has practiced in both disciplines. She has prepared both traditional and FBC/hybrid code update projects for cities, towns, and counties across Colorado and the country; drafted topic-specific code provisions covering issues such as ADUs, sustainability, and signs; served as an expert witness on land use issues; and organized and undertaken numerous code-related public participation processes. Prior to working with Clarion, Elizabeth founded Community ReCode, was the Planning Director for SAFEbuilt Studio, and practiced law with Spencer Fane. Ms. Garvin is a frequent speaker and author on planning and regulatory topics, including serving as an advisory board member for the Rocky Mountain Land Use Institute as well as RMLUI's occasional legal columnist to the Western Planner.

#### Gabby Hart, Principal

*Projects: Silverton, CO; Hayden, CO; Ketchum and Boise, ID*

Gabby is a Principal in Clarion's Denver office. After working in the public sector for the first several years of her career, Gabby embraces her self-appointed role as the "voice of development review," ensuring high-quality work products that are both innovative and functional to administer. She is passionate about finding the unique solutions that best serve each community and strives to produce equitable outcomes. Gabby enjoys making zoning accessible, relevant, and fun (yes, fun!) to staff, community members, and local/elected officials. She enjoys speaking at local and national conferences where she embraces the opportunity to combine her sense of humor with her planning knowledge.

#### Maggie Squyer, Senior Associate

*Projects: Spearfish, SD; Hayden, CO; Gallatin County, MT (mapping future land use); Ketchum, ID*

Maggie believes that a community's land use regulations should reflect the preferences of the people who live and work there. Her time spent reviewing development plans, processing entitlements, and responding to land use inquiries solidified her belief that zoning is an extremely powerful - and largely misunderstood - tool that can be leveraged to improve the way communities look, feel, and function.



**Christian Neuschmidt, Associate**

*Code projects: Spearfish, SD; Clemmons, NC*

Christian Neuschmidt is an Associate in Clarion's Denver Office. He joined Clarion in 2023 after completing his master's in urban planning program at Harvard Graduate School of Design (GSD), with a focus in Housing, Community, and Economic Development. While at Harvard, Christian co-founded the GSD's rural advocacy organization and specialized in small town and indigenous planning, as well as participatory spatial and process design. Christian hopes to use his experiences to shape strong, citizen-focused communities that inspire generosity, neighborliness, and joy.

Our team will be supported by Jazmine Pritchett's GIS/mapping work and Holly White's graphics and document design work.

**References**

Please feel free to contact any of these current or former clients if you'd like a reference for our work:

- Tegan Ebbert, Deputy Town Manager, Hayden Colorado: 970.276.3741, [Tegan.ebbert@haydencolorado.org](mailto:Tegan.ebbert@haydencolorado.org)
- Gloria Kaasch-Buerger, Basalt Town Manager (formerly Silverton, CO): 970.279-4396, [gloria.kb@basalt.net](mailto:gloria.kb@basalt.net)
- Chad Phillips, former Town of Eagle Community Development Director: 970.864-6404



## ATTACHMENT A: LAND USE AND DEVELOPMENT CODE UPDATE SAMPLE SCOPE OF WORK

This section summarizes the scope of work and deliverables for the comprehensive review and rewrite of the land use and development code. In our experience, it takes a whole community to draft a new code. This scope of work references the following different participant groups who we anticipate working with throughout this rewrite:

- **Residents and Community Members:** Just as in a plan project, participation by community residents is important to verify the correct understanding of issues that are important to the community, and validate the regulatory approaches proposed to address those issues.
- **Project Team:** The core team of Town staff members who manage the project from the Town side.
- **Technical Advisory Committee:** A broader group of Town staff from the Planning Department, but also other departments and divisions that regularly interact with the code. This may be Engineering, Public Works, Legal, Police, and Fire.
- **Working Group:** A group of community members who interact professionally or personally with land use issues in the Town. While architects and developers have direct interaction with the code, other WG members can come from housing advocacy organizations, environmental and parks groups, the Chamber of Commerce, historic preservation organizations, tourism boards, Town/community civic and volunteer organizations, and more.
- **Planning Commission and Town Council:** Participation of elected and appointed officials is critical to the success of a land use code update. At a minimum, the Planning Commission and the Town Council will be provided quarterly updates across the length of the project, and other advisory boards may also be involved as the project intersects with their areas of expertise.

### Task 1. Project Initiation and Stakeholder Interviews

#### OBJECTIVES

- Establish ongoing project management
- Gather and review relevant background materials
- Draft Public Engagement Plan to guide strategy for public participation throughout the project
- Connect with internal stakeholders
- Create project branding, web presence, and information materials
- Develop baseline understanding of strengths and weaknesses of the code



## Task 1: Project Initiation and Stakeholder Interviews Summary

	Clarion Responsibilities	Town Responsibilities	Outreach Participants
Task 1.1: Project Initiation Tasks	<ul style="list-style-type: none"> <li>Participate in kick-off meeting</li> <li>Draft and maintain project schedule</li> <li>Organize standing project management calls</li> <li>Create/revise branding options</li> <li>Set up project web site</li> </ul>	<ul style="list-style-type: none"> <li>Participate in kick-off meeting</li> <li>Review project schedule</li> <li>Recommend background documents for review</li> <li>Review and approve brand and marketing style guide</li> <li>Determine web site format and review/approve content</li> </ul>	N/A
Task 1.2: Public Engagement Plan	<ul style="list-style-type: none"> <li>Draft detailed Public Engagement Plan (iterative document)</li> <li>Revise based on Town staff feedback</li> <li>Amend and maintain plan throughout project</li> </ul>	<ul style="list-style-type: none"> <li>Review Public Engagement Plan, suggest edits</li> </ul>	N/A
Task 1.3: Initial Stakeholder Meetings	<ul style="list-style-type: none"> <li>Conduct individual/group stakeholder interviews</li> </ul>	<ul style="list-style-type: none"> <li>Identify stakeholders</li> <li>Schedule virtual or in-person meeting times</li> <li>Attend stakeholder interviews and focus group meetings</li> </ul>	Project Team, WG, TAC, PC and TC, Community

### 1.1. PROJECT INITIATION TASKS

This set of tasks is designed to allow the Clarion team to work with the Town Project Team to put project management and outreach schedules and processes in place.

#### 1.1.A. PROJECT ORIENTATION MEETING

- Orientation meeting with Town staff and leadership to discuss ongoing project management, confirm project goals, establish project roles and responsibilities, identify a document management protocol, and establish dates and potential participants for the initial round of stakeholder meetings.
- Schedule a twice-monthly status call with the Town's Project Management Team where we coordinate drafting and engagement schedules, substantive issues, and address outstanding follow-up items.

#### 1.1.B. PROJECT BRANDING & PUBLICITY

- Develop the project brand and marketing standards, including project logo development, color and font selection, deliverable templates, and style guide.
- Establish a dedicated project webpage, either independent or supported through the Town's website, with a framework for subsequent updates during the code update process. Once the



project webpage is established; maintain and update the site or provide periodic content updates to Town staff for incorporation at key points during the process.

## **1.2. PUBLIC ENGAGEMENT PLAN (PEP)**

Creating opportunities for meaningful public engagement related to draft new zoning and subdivision ordinances can be especially challenging. Code updates involve highly technical information drafted over an extended timeframe, and many community members are unaware of how land use regulations impact growth and development. The overall strategy described in the Public Engagement Plan will address the following:

- Establish overarching goals for public participation;
- Define specific groups and audiences to be engaged during each project task;
- Establish an overall schedule/timeline for public participation activities;
- Identify specific tools, techniques, and educational materials (e.g., "Zoning 101" handouts, highlights of proposed code changes by topic area) anticipated to be used during each round of outreach activities, as well as any materials or information to be distributed or shared during public events; and
- Define roles and responsibilities (Town staff / Clarion Team) for the execution of various tasks related to specific events and activities.

Clarion has used the following strategies successfully in multiple communities and will work with Town staff to determine the appropriateness of these strategies for the Town:

### **List of Public Engagement Strategies**

#### **Tools and Techniques**

- Dedicated project webpage maintained independently by Clarion or in cooperation with the Town's website
- A combination of in-person, virtual engagement, and online engagement
- Use of interactive online mapping tools

#### **Steering Committee Structure and Role**

- The proposed code Steering Committee will be comprised of 15-18 individuals with experience using the code (to the extent feasible) and community representatives.
- The Steering Committee will have an opportunity to review and comment on all interim documents before they are released for public review and will be invited to remain engaged throughout the adoption process.
- Steering Committee meetings will be open to the public with an opportunity for public comment.

#### **Elected and Appointed Official Involvement**

- The Planning Commission will play an active role in the process, both as part of the Steering Committee and in joint work sessions with the Board
- A joint work session with both the Town Council and Planning Commission is proposed to be held quarterly

#### **Stakeholder Engagement**

- A complete round of stakeholder interviews and focus groups will occur held during Task 1 to ensure key groups have an opportunity to weigh in early



## List of Public Engagement Strategies

- After the initial stakeholder interviews and focus groups, stakeholders will be convened as needed to collaborate on issues of mutual interest. Topic-specific focus groups (housing, parks, preservation) may be created as needed.

## Public Input Opportunities

- An initial online survey with general interest questions will be made available during Task 1 to provide an early opportunity for public input
- Issue-specific public input will be invited during the code drafting phase and the full draft will be presented for public review during the code review phase

## Information Sharing/Education

- Input opportunities that accommodate both countywide and area-specific conversations.
- FAQs, videos, info sheets and other methods may be used to help property owners and residents quickly grasp what's proposed to change in the regulations and why, and how proposed changes will (or will not) impact common situations (e.g., established subdivisions, existing lots that are smaller than proposed minimums)

## 1.3. INITIAL STAKEHOLDER MEETINGS

Schedule and hold an initial round of in-person and virtual meetings with Town staff and stakeholders to identify key issues to be addressed in updating the regulations, gather background data and information, build an understanding of related efforts that may impact the code update; and understand the expectations of various stakeholder groups. Activities are anticipated to include:

- A work session between Town Core Team, additional Planning Staff, and the Clarion Team;
  - Interviews with Town departments and commissions, potentially including:
  - Town Manager
  - Legal Department
  - Building Inspectors and Enforcement Staff
  - Parks
  - Public Works
  - Fire
  - Wastewater, and
  - Any other relevant partner agencies and service providers

Following the stakeholder interviews, Clarion will prepare a brief summary of interview outcomes, highlighting common themes and more detailed issues and opportunities that emerged from conversations. This summary will be used to inform content and recommendations in the ZC & SR Diagnosis and Annotated Outline report described in Task 2.

## DELIVERABLES

- Internal stakeholder interview summary memo
- Project logo and branding materials (internal draft and final)



- One- to two-page About the Project handout (FAQs about the project/relationship to the Comprehensive Plan)
- Introductory content for project webpage (updates to webpage as part of later project tasks)
- Public Engagement Plan (staff and public drafts)

## Task 2. Code Assessment and Annotated Outline

### ▪ OBJECTIVES

- Draft the Code Assessment report with a focus on the overarching themes that will guide the update process and identify potential drafting approaches related to different topics
- Produce an Annotated Outline that establishes an organizational framework and overall strategy for the updated code
- Provide a staff draft of Code Assessment report for review and edits by staff; incorporate edits to produce a public draft of the report
- Share public draft with community members and stakeholders for feedback

### Task 2: Diagnosis Report and Annotated Outline Summary

	Clarion Responsibilities	Town Responsibilities	Outreach Participants
Task 2.1: Draft Code Assessment	<ul style="list-style-type: none"> <li>• Preliminary draft Code Assessment</li> <li>• Facilitate staff meeting(s) to discuss Diagnosis</li> <li>• Revise report and post public draft</li> </ul>	<ul style="list-style-type: none"> <li>• Review preliminary draft, provide edits</li> </ul>	Determined by Project Team
Task 2.2: Community and Stakeholder Engagement	<ul style="list-style-type: none"> <li>• Distribute/post revised Code Assessment</li> <li>• Facilitate outreach meetings</li> <li>• Collect comments and publish on website</li> </ul>	<ul style="list-style-type: none"> <li>• Identify key stakeholders and groups</li> <li>• Organize Working Group, stakeholder, and focus group meetings</li> <li>• Schedule update with TC and PC</li> </ul>	<ul style="list-style-type: none"> <li>• code users</li> <li>• Community members</li> <li>• Focus groups (ag, sustainability, property owners)</li> </ul>

## 2.1. CODE ASSESSMENT REPORT AND ANNOTATED OUTLINE

### 2.1.A. CREATE STAFF REVIEW DRAFT

The Code Assessment Report and Annotated Outline is a framework document that identifies high-level issues that will be addressed in the code update, including:

- Code alignment with the Comprehensive Plan;
- Opportunities to modernize the regulations to address current and future development needs and patterns;



- Potential impacts of proposed changes on individual development types (e.g., existing/future subdivisions, nonconformities, and redevelopment);
- Overall organization and user-friendliness of the code;
- Examples of national best practices that align with proposed changes to the Town's regulations; and
- Alignment with local, state, and federal laws.

The report will provide recommendations for an improved organizational structure, a description of regulatory and procedural options to consider, and commentary explaining the rationale for recommended changes. As needed, we will recommend updates or edits to address legal issues raised by the staff, Town Attorney's Office, or our team.

### **2.1.B. STAFF REVIEW AND PUBLIC DRAFT**

The staff review draft of the Code Diagnosis and Annotated Outline provides an opportunity for Town staff and other preliminary reviewers (such as the TAC or WG) to offer substantive feedback and identify any issues in the Report that should be clarified, adjusted, or added to the document prior to public review. After these groups have commented and provided edits, Clarion will update the report and the second version becomes the public draft that is more widely distributed.

## **2.2. COMMUNITY AND STAKEHOLDER ENGAGEMENT**

Review of the Diagnosis and Annotated Outline is the community's first opportunity to see what will be happening with the code update. We will formalize the outreach activities in the PEP, including at least the following:

- Host in-person and virtual open houses/community meetings to introduce and seek input on key recommendations included in the Code Assessment and Annotated Outline. Each in-person presentation will offer attendees the opportunity to ask questions about the changes and updates proposed in the Report.
- Post an electronic version of the report in a format that enables public comments to be shared and collected virtually.
- Update the Town Council and Planning Commission about both the report content and the community feedback.

When all meetings are complete, Clarion will produce a summary of the feedback and responses collected during the outreach meetings and post it on the project website.

### **DELIVERABLES**

- Internal and public drafts: Code Assessment and Annotated Outline
- Presentation materials for Working Group, PC, TC, and community/stakeholder meetings
- Set up virtual commenting & feedback portal on project website
- Attend and facilitate public and committee meetings on the report
- Summary of community feedback on report distributed to Town Project Team



## Task 3. Draft Updated Land Use and Development Code

### OBJECTIVES

- Draft internal code in three installments (Zoning Districts & Land Uses, Development Standards and Subdivision Regulations, Administration and Procedures)
- Revise internal drafts based on review and edits by staff; incorporate edits to produce a “public draft” of the Report
- Create consolidated public review draft that combines all installments of code for public review

### Task 3 Summary Table

	Clarion Responsibilities	Town Responsibilities	Outreach Participants
Task 3.1, Draft Installments and Consolidated Draft	<ul style="list-style-type: none"> <li>• All 3 Installments and Consolidated Draft: <ul style="list-style-type: none"> <li>◦ Prepare internal, preliminary draft</li> <li>◦ Incorporate edits to create revised, public draft</li> </ul> </li> <li>• Prepare materials for outreach activities</li> <li>• Conduct outreach &amp; information sessions</li> </ul>	<ul style="list-style-type: none"> <li>• All 3 Installments and Consolidated Draft: <ul style="list-style-type: none"> <li>◦ Review and comment on preliminary draft</li> <li>◦ Review revised draft</li> </ul> </li> <li>• Schedule outreach activities</li> </ul>	Staff, TAC, WG
Task 3.2: LUC Public Version Community and Stakeholder Engagement	<ul style="list-style-type: none"> <li>• Prepare materials for outreach activities</li> <li>• Conduct outreach &amp; information sessions</li> </ul>	<ul style="list-style-type: none"> <li>• Schedule outreach activities</li> <li>• Review and assess which public feedback should produce changes in the draft</li> </ul>	Staff, TAC, WG, PC and TC, Community members

### 3.1. LUC TECHNICAL VERSION: DRAFT CODE INSTALLMENTS

Based on the updated identified in the Diagnosis and Annotated Outline, the Clarion Team will start work on the drafting process. The updated code installments will emphasize the use of graphics, tables, and charts to explain zoning and land use concepts, instead of voluminous text. Sample illustrations will be included, though actual final illustrations may not be included until content has been reviewed and language is refined in later drafts. The ZC & DR drafting will be organized into two versions: (1) Technical Version, created for staff, Working Group, and Technical Advisory Committee review, and (2) Public Version, created for general community review. The Technical Version will be drafted in three installments (modules) to allow for review and comment on reasonable portions of the code:

- **Module 1 – Districts and Uses.** This installment focuses on updating the current lineup of zoning districts to align with the Comprehensive Plan and other Town plans and policies. We will use the



Annotated Outline to start charting the path toward alignment with land use designations. Possible outcomes include district consolidations if existing districts have similar purposes and similar standards and uses; creation of new districts to better align with the Town's goals and policies; and elimination of districts that have rarely (or never) been applied on the ground or are contrary to the Town's current land use policies. The land use regulations are also included in this installment. Updates to this content typically includes revisiting the categories and specific use types, and the level of permission for each use in relation to each zoning district. Use-specific standards are included that can help eliminate or mitigate potential impacts of adjacent incompatible uses.

- **Module 2 – Development and Subdivision Design Standards.** This installment will focus on development quality and compatibility standards, such as landscaping, parking, access and circulation, sensitive area protection, site design, and exterior lighting. It will also include the updated subdivision design regulations (while subdivision platting procedures comprise part of installment 3). Additionally, context-sensitive design standards can be developed for the Town's historic village centers. The development standards are often the most complex part of a code project because of the breadth of standards and their relationship to standards that often live outside the code (such as street standards and other engineering standards). We will work with staff to identify the appropriate location for and potential integration of standards within and outside the code.
- **Module 3 – Administration and Procedures.** This installment will focus on streamlining the current procedures for development review applications with an emphasis on: 1) establishing procedures that are easy to understand with a particular focus on improving the clarity of subdivision platting requirements; 2) ensuring procedures are described and applied in a consistent and predictable manner; and 3) applying objective approval criteria—while offering flexibility where appropriate. This installment will also include the general provisions of the code, which contain important elements to ensure the new code functions effectively (e.g., legal authority to regulate land use, relationship to other codes, nonconformities, and enforcement of the code).

### 3.1.A. LUC TECHNICAL VERSION: STAFF REVIEW DRAFT

- Prepare full draft of each module for staff review. Substantive changes will be called out through the use of commentary boxes that explain the change from current practice, along with the rationale for the change. Both commentary and footnotes will be used to point out how the updated regulations address the issues identified in the Code Diagnosis and Annotated Outline.
- Facilitate a series of in-person and virtual meetings to introduce and seek input on each of the code modules, including: TAC, Working Group, Town Council, and Planning Commission. Task 3.3 Technical Review Version: Consolidated draft and revisions
- Revise, incorporating comments received from the review process, and combine the three modules to create a consolidated draft of the updated code (in Microsoft Word format) for public review. This draft will include revised, final versions of all illustrations.
- Prepare a cover memorandum in a format that allows for comparisons between the current and proposed regulations, summarizing all major changes.



### **3.1.B. LUC TECHNICAL VERSION: COMMUNITY ENGAGEMENT TOPICS**

- During the Technical Version drafting process, identify key or hot topics from each module to share with the community for education, review, and comment.
- Collect comments, update staff, TAC, WG, Planning Commission, and Town Council to gather feedback and guidance.
- Organize all feedback and comments for review with Town staff and identify any additional edits that need to be made to the Technical Version as it is finalized into the Public Version.

### **3.2. LUC PUBLIC VERSION: COMMUNITY AND STAKEHOLDER ENGAGEMENT**

- Host a series of learning sessions and public meetings to introduce and seek input on the public review version of the updated code. Meetings will be held in a range of locations across the Town. A mix of evening, morning, and midday meeting options will be offered. Handouts will be provided to summarize notable changes and answer questions that are anticipated to arise.
- Identify need for any additional focused outreach to address specific issues or concerns.
- Invite community members to comment on the Public Version and zoning conversion map online.

### **DELIVERABLES**

- LUC Technical Version: Three individual code Installments and Consolidated Draft
- Revisions to create LUC Public Version
- Outreach and presentation materials for committees, PC and TC, and community/stakeholder meetings
- Online input opportunity
- Summary of input received as part of Task 3 community and stakeholder engagement

## **Task 4. Adoption Version code and Adoption Process Support**

### **OBJECTIVES**

- Incorporate final changes and edits into Public Review Version to create Adoption Draft
- Facilitate the resolution of any outstanding questions or concerns related to the updated code during the public hearing process



### Task 4 Summary Table

	Clarion Responsibilities	Town Responsibilities	Outreach Participants
Task 4.1: Adoption Version	<ul style="list-style-type: none"> <li>Prepare adoption draft version Code</li> </ul>	<ul style="list-style-type: none"> <li>Review and comment on preliminary draft</li> </ul>	N/A
Task 4.2: Public Hearings & Workshops	<ul style="list-style-type: none"> <li>Develop adoption presentation materials</li> <li>Make adoption presentation (if preferred)</li> </ul>	<ul style="list-style-type: none"> <li>Review adoption presentation materials</li> <li>Make presentation (if preferred)</li> </ul>	Community members at public hearing
Task 4.3: Post-Adoption Draft Finalization	<ul style="list-style-type: none"> <li>Make final edits as agreed in Adoption Hearing</li> </ul>	<ul style="list-style-type: none"> <li>Review final edits</li> </ul>	N/A

#### 4.1. ADOPTION VERSION

- Prepare an Adoption Version of the new code based on staff instruction following review of the comments provided on the Public Version. The Adoption Version will be prepared as an interactive and searchable PDF that provides a range of hyperlinks, text guidance, and graphics that help user navigation.
- Post Adoption Version for public review

#### 4.2. PUBLIC HEARINGS AND WORKSHOPS

- Support Town staff with adoption process in the form of materials, responses to questions and comments, and presentation assistance. If staff prefers, the Clarion Team can make the adoption presentation. Key team members will also be available to participate in up to four public workshops and/or hearings on the updated code before the Planning Commission and the Town Council.

#### 4.3. POST-ADOPTION FINALIZATION

- Following the adoption of the updated code, edit to prepare a final adopted version that will be provided to Town staff in electronic form for posting to the chosen electronic codification system. Documents and graphics will be provided in both PDF and native format(s).

#### DELIVERABLES

- Adoption draft and final (adopted) code in MS Word
- Presentation materials/supporting documentation for public hearings and workshops



## ATTACHMENT B: FULL CODE UPDATE PROPOSED SCHEDULE FOR 2026

### Alpine LUDC Update Drafting Schedule

	January	February	March	April	May	June	July	August	September	October	November	December
<b>Task 1: Project Initiation</b>												
1.1 Initiation Tasks												
1.2 Public Engagement Plan												
1.3 Initial Stakeholder Meetings	Engage											
<b>Task 2: Code Assessment</b>	Drafting	Staff	Engage									
2.1 Drafting												
2.2 Community Engagement												
<b>Task 3: Updated LUDC</b>												
3.1 Draft Technical Version			Clarion drafting			Clarion edits						
3.2 Draft Public Version + Engagement			Staff	Engage	Staff review		Engage	Staff				
<b>Task 4: Adoption Version LUDC</b>												
4.1 Draft Adoption Version Code								Clarion revisions		Edits		
4.2 Public Hearings and Workshops									PC Workshops		Hearings/Adoption	
4.3 Post-Adoption Finalization												
	Virtual stakeholder interviews	In person community input	In person stakeholder and community input			In person and virtual stakeholder and community input			Three workshops to discuss LUDC updates		Two-to-three public hearings for adoption	

## ATTACHMENT C: FEE OPTIONS

Alpine, Wyoming Land Use & Development Code Update Budget Options							
Task	Clarion						Total
	Team Member	Garvin PIC	Hart PM	Sqwyer APM	Neuschmidt	Pritchett GIS	
Billable Rate \$/Hour		\$200	\$150	\$125	\$115	\$105	\$120
<b>1. Code Assessment and Annotated Outline</b>							
1.1 Project Initiation		0	2	4	0	0	2
1.2 Initial Stakeholder Meetings		4	16	16	0	0	0
1.3 Diagnosis and Annotated Outline							
1.3.1 Staff Review Draft		6	12	30	20	2	4
1.3.2 Public Review Draft		4	8	20	4	0	6
1.3.3 Planning Commission and Town Council Update		2	6	6	0	0	0
<b>Phase 1: Total Hours</b>	<b>16</b>	<b>44</b>	<b>76</b>	<b>24</b>	<b>2</b>	<b>12</b>	<b>174</b>
<b>Phase 1: Total Labor</b>	<b>\$3,200</b>	<b>\$6,600</b>	<b>\$9,500</b>	<b>\$2,760</b>	<b>\$210</b>	<b>\$1,440</b>	<b>\$23,710</b>
<i>Person trips</i>	0	1	1	0	0	0	2
<b>Phase 1: Total Travel</b>	<b>\$0</b>	<b>\$950</b>	<b>\$950</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,900</b>
<b>Phase 1: TOTAL</b>	<b>\$3,200</b>	<b>\$7,550</b>	<b>\$10,450</b>	<b>\$2,760</b>	<b>\$210</b>	<b>\$1,440</b>	<b>\$25,610</b>
<b>3. Full LUDC Update (not including Code Assessment and Annotated Outline)</b>							
3.1 Technical Version: Staff Review Draft and Revised Draft	38	156	240	195	26	40	695
3.2 Public Version and Community Engagement	20	65	78	60	8	10	241
3.3 Adoption Version	30	20	32	40	0	4	126
<b>Phase 3: Total Hours</b>	<b>88</b>	<b>241</b>	<b>350</b>	<b>295</b>	<b>34</b>	<b>54</b>	<b>1062</b>
<b>Phase 3: Total Labor</b>	<b>\$17,600</b>	<b>\$36,150</b>	<b>\$43,750</b>	<b>\$33,925</b>	<b>\$3,570</b>	<b>\$6,480</b>	<b>\$141,475</b>
<i>Person trips</i>	2	2	2	2	0	0	8
<b>Phase 3: Total Travel</b>	<b>\$1,900</b>	<b>\$1,900</b>	<b>\$1,900</b>	<b>\$1,900</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,600</b>
<b>Phase 3: TOTAL</b>	<b>\$19,500</b>	<b>\$38,050</b>	<b>\$45,650</b>	<b>\$35,825</b>	<b>\$3,570</b>	<b>\$6,480</b>	<b>\$149,075</b>
<b>4. Task Orders</b>							
Priced based on discussion with Town							

