



TOWN COUNCIL SPECIAL MEETING MINUTES

March 04, 2025 / 250 River Circle - Alpine, WY 83128

CALL TO ORDER

Mayor Green called the Town Council Special Meeting to order at 8:05 PM.

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

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

ADOPT THE AGENDA

Councilmember Burchard made a motion to adopt the agenda. Councilmember Scaffide seconded the motion. **Voting Yea: Mayor Green, Councilmember Castillo, Councilmember Burchard, Councilmember Scaffide. Motion carried.**

ACTION ITEMS

a) Ordinance No. 2025-004 – Special Use Permit (First Reading)

- Mayor Green introduced the ordinance, explaining it is intended to address property use challenges where variances might be overly restrictive or inadequate.
- Dan Schou, representing Planning and Zoning, provided practical examples such as lots with unusual shapes or dual frontage requiring setback adjustments and discussed potential special uses like home-based daycare or churches.
- Council deliberated on the roles of Planning and Zoning versus Town Council oversight. A 15-day review period for Town Council after Planning and Zoning approval was highlighted, ensuring proper oversight and public accountability.

Councilmember Castillo made a motion to approve Ordinance No. 2025-004 on the 1st Reading. Councilmember Burchard seconded the motion. **Voting Yea: Mayor Green, Councilmember Castillo, Councilmember Burchard, Councilmember Scaffide. Motion carried.**

b) Resolution No. 2025-005 – Comprehensive Master Plan Steering Committee

- Mayor Green detailed committee member selection criteria, emphasizing local representation, expertise diversity, and ensuring minimal conflicts of interest.

- Councilwoman Scaffide voiced concerns regarding the need for additional representation from stakeholders actively engaged in Alpine's commercial development.
- The involvement of Planning and Zoning was discussed, particularly in relation to aligning with the Land Use Development Code requirements.
- Due to quorum and voting considerations with two council members also on the committee, the council agreed to table the resolution to ensure full representation at the March 18th meeting.

Councilmember Scaffide made a motion to table Resolution No. 2025-005 – Master Plan Steering Committee. Councilmember Castillo seconded. **Voting Yea: Mayor Green, Councilmember Castillo, Councilmember Burchard, Councilmember Scaffide. Motion carried**

c) Resolution No. 2025-006 – Authorization to Submit Applications to Alpine Travel and Tourism Board

- Mayor Green provided detailed explanations for each funding request:
 - Winter Jubilee: \$10,000 with a town match of \$2,000, supporting community winter festivities.
 - Mountain Days: \$14,000 with a town match of \$2,800, funds directed towards improving electrical infrastructure and entertainment options.
 - Fourth of July Fireworks: \$16,000 with up to a 50% town match, ensuring a successful and attractive event for residents and visitors.
 - Trail Groomer Lease: \$36,000 maximum annually for five years, addressing safety and recreational needs for residents and visitors.
 - Interactive Touchscreen Kiosk: \$8,000 annually for five years, providing informational resources and supporting local tourism.
 - Summer Music Series: \$20,000 without a specified town match, aiming to enhance community engagement through music events.
- Council prioritized the requests based on anticipated community benefits and potential tourism draw.

Councilmember Castillo made a motion to amend the resolution to include the Summer Music Series (\$20,000) and adjust the Fourth of July Fireworks match to up to 50%. Councilmember Scaffide seconded. **Voting Yea: Mayor Green, Councilmember Castillo, Councilmember Burchard, Councilmember Scaffide. Motion carried.**

Councilmember Castillo made a motion to approve Resolution 2025-00006 as amended. Councilmember Scaffide seconded. **Voting Yea: Mayor Green, Councilmember Castillo, Councilmember Burchard, Councilmember Scaffide. Motion carried.**

d) Contract with Cushing Terrell for Comprehensive Master Plan

Council reviewed the contract, emphasizing its alignment with legal standards, project timeline clarity, deliverables, and budget adherence.

Councilmember Castillo made a motion to approve the contract with Cushing Terrell and authorized Mayor Green to sign upon legal approval. Councilmember Scaffide seconded. **Voting Yea: Mayor Green, Councilmember Castillo, Councilmember Burchard, Councilmember Scaffide. Motion carried.**

e) Contract with Raftelis for Impact and Capacity Fee Study

The council reviewed contract specifics, noting compliance with local regulatory standards and anticipated timelines for data collection and reporting.

Councilmember Scaffide made a motion to approve the contract with Raftelis and authorized Mayor Green to sign. Councilmember Castillo seconded. **Voting Yea: Mayor Green, Councilmember Castillo, Councilmember Burchard, Councilmember Scaffide. Motion carried.**

f) Ordinance No. 2024-007 – Health, Safety, and Noise Control (Second Reading)

Council reviewed minor textual updates ensuring consistency with the Town's updated Land Use Development Code.

Councilmember Scaffide made a motion to Ordinance No. 2024-007 – Health Safety and Noise Control on the 2nd Reading. Councilmember Castillo seconded. **Voting Yea: Mayor Green, Councilmember Castillo, Councilmember Burchard, Councilmember Scaffide. Motion carried.**

g) Ordinance No. 2024-009 – Land Use and Development Code (Second Reading)

Council and Planning and Zoning representatives discussed recent updates to flowcharts for clarity in the permit approval process.

Corrections and clarifications, particularly concerning the issuance of permits and oversight responsibilities, were identified and will be implemented in the final draft.

Councilmember Castillo made a motion to Ordinance No. 2024-009 – Land Use and Development Code on the 2nd Reading. Councilmember Scaffide seconded. **Voting Yea: Mayor Green, Councilmember Castillo, Councilmember Burchard, Councilmember Scaffide. Motion carried.**

ADJOURNMENT

Councilmember Castillo made a motion to adjourn. Councilmember Scaffide seconded the motion. **Voting Yea: Mayor Green, Councilmember Castillo, Councilmember Burchard, Councilmember Scaffide. Motion carried.** Meeting adjourned at 9:15 PM, thanking Council and attendees for their thorough and constructive participation.

MINUTES ARE A SUMMARY OF THE MEETING

Transcribed By:

Sarah Greenwald

Sarah Greenwald, Town Assistant Clerk

03/20/2025

Date

Attest:

Monica L. Chenault

Monica L. Chenault, Town Clerk

03/20/2025

Date

Minutes approved in a legally advertised meeting on April 15th, 2025

Signed:

Attest:

Eric Green
Eric Green, Mayor

Monica L. Chenault
Monica L. Chenault, Town Clerk