



## PLANNING & ZONING MEETING MINUTES

October 28, 2025, at 7:00 PM

Work Session

---

### 1. Call to Order

The regular meeting of the Town of Alpine Planning & Zoning Commission was called to order at 7:00 p.m. by **Chairperson Melissa Wilson**.

### 2. Roll Call

#### Present:

- Melissa Wilson, Chairperson
- Rachael Stewart, Commissioner
- Dan Schou, Commissioner

#### Staff Present:

- Gina Corson, Planning & Zoning Administrator

### 3. Discussion Items:

- a. What is the intent of Permanent Foundations in the LUDC? Was it to be a continuous footing and stem wall system, or do frost-protected shallow foundations meet that expectation since they are considered permanent in the I-Code?

#### Issue Origin:

The topic arose due to a recent review of modular classroom installations by the Alpine Education Foundation. Concerns were raised regarding the definition and intent behind “permanent foundation” requirements in the Land Use Development Code (LUDC).

#### Key Points Discussed:

- The LUDC does **not currently define “permanent foundation.”** Staff and Commission members interpreted it to mean **a continuous concrete stem wall with footers.**
- Alternative foundation types (e.g., concrete piers with tie-downs, frost-protected shallow foundations) are allowed under **IRC AE500/600**, which adds ambiguity.

- The modular classrooms proposed for the school were designed with pier and strapping systems with frost protection, raising concerns over long-term integrity and cost savings versus traditional methods.
- Discussion included implications of inconsistent enforcement over time (e.g., manufactured homes installed on jack stands under previous county rules).
- The Commission expressed strong interest in **removing ambiguous language** and clearly defining foundation standards for **all permanent residential and commercial structures**.
- **Recommendation:** Define “permanent foundation” in the LUDC as a **continuous stem wall on footings** and **eliminate** or restrict IRC exceptions that allow piers

#### **b. Temporary Structures and Use Definitions**

##### **Key Concerns:**

- The LUDC lacks a definition for “**temporary structures**” or “**temporary use.**”
- Temporary installations (e.g., tents, modular school buildings, portable commercial units) are not clearly regulated.
- Proposed approach:
  - Define “temporary” as **less than 1 year** in the LUDC.
  - Require **Special Use Permits (SUPs)** for anything exceeding that duration.
  - Attach enforcement mechanisms with clear expiration dates.

##### **Commission Consensus:**

Temporary use definitions should be added, with clear criteria for duration, structural standards, and permitting paths.

#### **c. Code Adoption and Administrative Exceptions**

##### **Background:**

The Town currently adopts IRC/IBC and other building codes, but administrative **exceptions are scattered** across various ordinances.

##### **Discussion Points:**

- Multiple exceptions (e.g., who signs permits, administrative roles, overhang standards) must be updated each time a new code cycle is adopted.
- Debate on whether exceptions should be:
  - Listed in the **LUDC**, or

- Kept in the **individual adopting ordinances** for each code book.

**Consensus:**

- Maintain **separate ordinances** for each code (IRC, IBC, IMC, etc.) with their corresponding exceptions.
- This will simplify future updates and retain clarity for staff, applicants, and enforcement.

**d. Square Footage Definitions and Permit Calculations**

**Issue Raised:**

Ambiguity exists in how **floor area** is defined and calculated for permits.

**Discussion Points:**

- Questions about whether **basements, unfinished spaces, and lofts** count toward total square footage.
- Need to distinguish between:
  - **Building permit square footage** (for fee calculation)
  - **Zoning/lot coverage square footage** (for setbacks, FAR, etc.)

**Proposed Criteria:**

- For **permit fees**, count **all heated, potentially habitable space** over 7' in height.
- Basements with HVAC, plumbing, or egress potential should be counted.
- Define distinctions clearly in LUDC and permitting documentation.

**e. RV Park Requirements and Zoning Concerns**

**Issue Raised:**

The LUDC lacks standards for **RV Parks**, including **minimum lot sizes** or zoning designations.

**Discussion Points:**

- Concern about allowing RV parks or multiple RV hookups on **residential parcels**.
- Discussion of rising need for RV-based housing and visitor lodging.

**Preliminary Direction:**

**f. Prioritizing LUDC Updates**

**Planning Approach:**

- Staff presented a **running list** of over 50 LUDC items needing revision or clarification.
- Acknowledgment that **not all updates** can be completed this year.

**Action Plan:**

- Each Commissioner to identify **top 3 priorities**.
- Focus work sessions on **high-impact issues** first (e.g., foundations, square footage, trash/storage rules).
- Revisit others in 2026 during Master Plan alignment phase.
- Require RV Parks to be in **Commercial or Mixed-Use zones only**.
- Establish standards for:
  - Minimum parcel size
  - Site density (spaces per acre)
  - Utility/dump station requirements
  - Enforcement mechanisms

**g. Outsourcing LUDC Overhaul**

**Discussion Points:**

- Staff proposed the possibility of hiring a **planning consultant or firm** to overhaul the LUDC in coordination with the Master Plan update.
- Concerns raised over:
  - Cost
  - Familiarity with local context
  - Risk of "boilerplate" code

**No Action Taken** – Topic tabled for future discussion.

**h. Council Meeting Representation**

- Commission confirmed **Dan Scout** will attend the upcoming **November 4th Town Council meeting** to support questions related to Creative Properties SUP and other P&Z matters.

**4. Adjournment**

**Motion:** Commissioner Schou moved to adjourn.

**Second:** Commissioner Stewert.

**Vote:** All in favor.

**Meeting adjourned at 8:29 p.m.**

**Next Meeting:** Work Session- November 25, 2025, 7:00 PM

Regular Meeting-December 9, 2025, 7:00 PM



12.9.25

Melisa Wilson, Chairman

Date



Gina Corson, Acting Planning & Zoning Administrator

12/10/25-

Date

Prepared and Transcribed By:

11/5/25

Gina Corson, Acting Planning & Zoning Administrator

Date

\*\* Minutes are a summary of the meeting \*\*