



Town of Alpine, Wyoming

TOWN OF ALPINE

STAFF REPORT

To: Mayor and Town Council

From: Gina Corson, Planning and Zoning Administrator

Date: 04/09/2026

Re: Emergency Ordinance 2026-008 – Interim Modified Permitting Structure

Meeting Date: April 21, 2026

REQUEST

Staff is requesting that the Town Council adopt Emergency Ordinance 2026-008, establishing an interim modified permitting structure that introduces mid-level permit types and associated fees for the following project categories:

- Sheds, Greenhouses, and Accessory Structures (including detached garages)
- Decks
- Roofing projects
- Demolition and Relocation

This ordinance would remain in effect until the comprehensive Land Use and Development Code (LUDC) updates are finalized and adopted.

BACKGROUND

The Town is currently undertaking a comprehensive update to the Land Use and Development Code (LUDC). As part of this effort, the Planning and Zoning Administrator has been working with the Planning and Zoning Commission, and the Building Official, to modernize the permitting structure.

The anticipated timeline for adoption of the updated LUDC is approximately **2 to 4 months**, depending on the extent of revisions resulting from upcoming work sessions and stakeholder input.

PROBLEM STATEMENT

Under the current code, permitting for the project types listed above generally falls at two extremes:



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1. Affidavit-Level Review
 - Minimal documentation
 - Minimal fee
 - Limited oversight
2. Minor Construction Permit Review
 - Site plan review by the Planning and Zoning Commission
 - Full plan review of Engineer stamped plans by the Building Official
 - Approval of a site plan at a Planning and Zoning Commission meeting
 - Higher fees due to the level of review required and the permit type they fall under

This structure does not adequately account for the wide range of project complexity within these categories.

As a result:

- Applicants are often over-permitted and overly charged for relatively simple projects;
- Staff lacks flexibility to match review level to project scope;
- Costs and timelines may be disproportionate to the actual work being proposed.

These concerns have been raised by both citizens and staff.

PROPOSED SOLUTION

The proposed emergency ordinance introduces a mid-level permitting option that:

- Bridges the gap between affidavit-level review and full permit review;
- Allows for appropriate plan review and inspections based on project complexity;
- Establishes fees that are proportionate to the scope of work; and
- Provides a clear, scalable permitting framework.

This approach was developed in coordination with the Town's Building Official, who identified a practical "middle ground" that is both administratively efficient and technically appropriate.

BENEFITS

Adoption of the proposed ordinance will:



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- Expedite permitting timelines for common project types;
- Reduce costs to applicants by aligning fees with project complexity;
- Improve consistency and clarity in permit administration;
- Ensure appropriate levels of review and inspection; and
- Provide immediate relief while the full LUDC update is completed.

CITIZENSERVE IMPLEMENTATION

The Town is currently implementing a new online permitting system through **CitizenServe**.

Incorporating these mid-level permit types at this stage will:

- Ensure the system is built correctly from the outset;
- Avoid the need for costly and time-consuming reconfiguration in the near future; and
- Improve the user experience for both applicants and staff.

EMERGENCY JUSTIFICATION

This ordinance is being presented as an emergency measure due to:

- Ongoing inefficiencies and inconsistencies in the current permitting structure;
- Immediate need to improve service delivery to residents and applicants; and
- The importance of aligning permitting processes with the implementation of the Town's new online system.

Delaying these changes until full LUDC adoption would result in continued administrative challenges and unnecessary costs.

RECOMMENDATION

Staff recommends that the Town Council adopt Emergency Ordinance 2026-008 to implement the interim modified permitting structure until the full LUDC update is finalized.

ATTACHMENTS

- Emergency Ordinance 2026-008
- Proposed Fee Schedule Updates (if applicable)



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Sincerely,
Gina Corson
Planning and Zoning Administrator
Town of Alpine, Wyoming