



Date: November 2, 2026

Department: Clerk's Office

Presenter: Sarah Greenwald, Deputy Clerk

Subject: Minor Construction Permit authorization and fee waiver request – Ice Rink

Purpose

To request Town Council authorization for staff to apply for and obtain a Minor Construction Permit for the installation of lighting at the Town of Alpine ice-skating rink and to request a waiver of Town-assessed fees.

Background

The Town plans to install lighting at the ice skating rink to improve visibility and support use of this public recreational facility. A Minor Construction Permit is needed for the proposed work. Council authorization is requested for staff to complete the application and obtain the required reviews and approvals on behalf of the Town.

Staff requests the fee waiver because the Town is the project applicant and the improvement serves a municipal recreational facility. Required reviews, approvals, inspections, and compliance with applicable standards would still be completed.

Alternatives

- A. Option A: Authorize the permit application and approve the requested Town fee waiver.
 - B. Option B: Authorize the permit application and pay applicable fees from the appropriate Town project budget.
 - C. Option C: Defer action and request additional project or fee information.
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Fiscal Impact

Town Council budgeted \$20,000.00 for the ice-skating rink in FY 2027. The Town will pay \$5,000.00 toward installation of the rink lighting, with Lower Valley Energy covering the remaining installation cost. The Town's share is within the budgeted amount.

The minor construction permit fee for this project is \$750. Plan review and inspection fees are determined case by case at \$175 per hour, with a half-hour minimum. The total amount of the requested waiver will depend on the review and inspections required. Staff time and any contracted review or inspection costs

remain Town expenses even if fees are waived. Lighting equipment, installation, electrical work, and charges from outside entities remain project costs.

Strategic or Community Impact

The proposed lighting is intended to improve visibility at the rink and support winter recreation for residents and visitors.

Key Questions

1. Does Council wish to authorize the Town to pursue the permit and approve the requested waiver, subject to confirmation of the required legal action?
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Suggested Motion:

Motion to authorize Town staff to apply for a Minor Construction Permit to install lighting at the Town of Alpine ice-skating rink, subject to all applicable permit reviews, approvals, and inspections; and to waive associated fees.