



TOWN COUNCIL WORK SESSION MINUTES

February 04, 2025, at 7:00 PM / 250 River Circle - Alpine, WY 83128

CALL TO ORDER

Mayor Green called the joint work session of the Town Council and Planning & Zoning Commission to order at 7:02 PM.

ROLL CALL

Town Council Members Present: Mayor Green, Councilman Scaffide, Councilman Larsen.
Absent: Councilman Burchard and Councilman Castillo.

Planning & Zoning Commission Members Present: Dan Schou, Rachel Stewart, Zoning Administrator Christine Wagner. **Absent:** Melisa Wilson.

A quorum was established. *[Transcriber note: Planning and Zoning Commission Chairman, Melisa Wilson, and Councilman Burchard arrived late to the meeting.]*

3. ADOPT THE AGENDA

Councilman Larsen made a motion to adopt the agenda. Councilman Scaffide seconded the motion. **Voting Yea:** Mayor Green, Councilman Larsen, Councilman Scaffide. Motion carried.

4. DISCUSSION ITEMS

a. Meeting Management Website Tutorial (Municode)

Mayor Green introduced Municode as the town's meeting management system and provided a tutorial on its use. Key points included:

- Logging in and updating passwords.
- Navigating the meeting list and locating upcoming and past meetings.
- Accessing meeting packets and documents via hyperlinks.
- Searching for upcoming and past agendas and minutes for Town Council and Planning & Zoning.
- Potential for linking recorded YouTube videos to meeting minutes for public accessibility.

Mayor Green emphasized the importance of familiarizing with Municode for improved transparency and efficiency in town meetings. There was a discussion on integrating a link to YouTube recordings within the minutes.

b. Land Use and Development Code - Proposed Changes

Mayor Green and Zoning Administrator Christine Wagner led discussions on various proposed changes to the Land Use and Development Code (LUDC).

1. Terminology Adjustments (Will/Shall to May)

- Following legal recommendations, instances of "shall" were changed to "may" to provide flexibility in town regulations.

2. Streamlining the Building Permit Process

- Discussion on implementing an internal checklist for reviewing applications before forwarding them to the building official.
- The Town has hired a building official responsible for reviewing plans, conducting inspections, and issuing certificates of occupancy.
- The goal is to remove P&Z's responsibility for technical plan reviews and focus on zoning compliance.
- A proposed inspection fee deposit system was introduced, where applicants pay an upfront deposit for inspections, with unused funds refunded upon project completion.

3. Landscaping Requirements

- Potentially requiring a minimum of 10% landscaping coverage for new developments.
- Zero-scaping (using drought-resistant plants and minimal irrigation) will be allowed as an acceptable method.
- Discussion on maintaining a balance between structured landscaping and preserving the natural environment, particularly in areas without HOAs.

4. Short-Term Rentals (STRs) in R1 Zoning

- Concerns raised that STRs reduce available housing for long-term residents.
- Discussion on whether STRs should be prohibited in R1 zoning moving forward, with current STRs being grandfathered in.
- Consideration of licensing requirements, parking regulations, and a three-strikes rule for complaints.

- Councilman Scaffide emphasized balancing property rights with regulation, noting that STR income supports some residents.
- Further research will be conducted before making a final decision.

5. Live-Work Units & Emergency Housing

- The LUDC will be updated to allow mixed-use developments combining commercial and residential units in MRC zoning.
- Language was added to permit emergency housing within public safety facilities (fire stations, EMS, law enforcement buildings).

6. Campgrounds and RV Parks

- Proposed expansion to allow RV parks within MRC zoning, which is currently restricted to commercial zoning.
- Ensuring alignment with the proposed development project and other long-term planning initiatives.

7. Special Use Permits vs. Variances

- Special Use Permits will be introduced as a less restrictive alternative to variances.
- Unlike variances (which require proving hardship), special use permits would allow for case-by-case approvals for deviations from zoning rules.
- The LUDC will be amended to clearly define the application process, requirements, and review criteria for special use permits.

8. Construction Hours & Noise Ordinance

- The LUDC originally proposed limiting construction work to 7:00 AM - 7:00 PM.
- After discussion, it was agreed that specific time restrictions will be removed and instead reference the town's noise ordinance to regulate disturbances.
- Attorney James Sanderson will draft a provision emphasizing respect for neighbors and adherence to Alpine's nuisance ordinance.

9. Signage Regulations

- Signage restrictions, particularly for commercial businesses and emergency facilities, need revisions to allow necessary exceptions.
- The hospital's ER signage issue was used as an example where compliance with federal regulations should take precedence.

10. Public Comments and Additional Concerns

- Various stakeholders, including business owners and residents, provided feedback on zoning, STRs, and proposed land-use changes.
- The council will continue to refine proposed amendments before final readings.

5. ADJOURNMENT

Councilman Larsen made a motion to adjourn. Councilman Scaffide seconded the motion.
Vote: Yea: Mayor Green, Councilman Larsen, Councilman Scaffide. Councilman Burchard.
Motion carried. Meeting adjourned at 9:15 PM.

MINUTES ARE A SUMMARY OF THE MEETING

Transcribed By:

Sarah Greenwald, Town Assistant Clerk

Date

Attest:

Monica L. Chenault, Town Clerk

Date

Minutes approved in a legally advertised meeting on 02, 18, 2025.

Signed:

Attest:

Eric Green, Mayor

Monica L. Chenault, Town Clerk