

Town of Alpine

Planning & Zoning Administrator Report to Town Council

To: Mayor and Town Council

From: Gina Corson, Planning & Zoning Administrator

Date: January 26, 2026

Subject: Summary of Planning & Zoning Commission Discussions and Direction
(December 9, 2025 and January 13, 2026 Meetings)

I wanted to provide a brief update on recent Planning & Zoning Commission discussions and where things currently stand, particularly related to Land Use and Development Code (LUDC) updates and longer-term redesign efforts.

Over the December 9, 2025 and January 13, 2026 Planning & Zoning Commission meetings, the Commission reviewed several routine development items, including a simple re-plat, a minor construction permit, and a post-construction deck permit. Those items were addressed through the normal review process, with one application tabled to allow the applicant additional time to provide required information.

Beyond project-specific items, the Commission spent a significant amount of time discussing broader policy and code issues.

One topic of discussion was the Town's lighting regulations and how they relate to the Dark Sky ordinance. At the Mayor's request, draft language was introduced to explore updates to the lighting standards in the LUDC. The Commission discussed whether the issue is a lack of regulation or, instead, a lack of enforceability under the current code. Members recognized that existing lighting cannot be retroactively regulated, but discussed the possibility of requiring a lighting permit when new permits are pulled, even for minor projects. Public comments emphasized the impacts of light trespass, particularly near residential areas, and encouraged the Town to take a proactive approach. The Commission supported continuing the discussion and agreed that additional review and research are needed.

The Commission also reviewed how the Town currently adopts the International Codes (I-Codes) and the associated exemptions. There was discussion about whether the Town could move toward an approach that automatically adopts new editions when the State of Wyoming does, rather than adopting each update by ordinance. The Commission expressed interest in minimizing exemptions while ensuring there are clear rules for resolving conflicts between the I-Codes and the LUDC. Staff will research examples from other communities and bring back information on how this can be accomplished.

Updates to Part 2 of the LUDC were also reviewed. These changes shift responsibility for public noticing—including signage, mailed notices, publication, and all associated costs—to applicants for development approvals such as subdivisions, lot line adjustments, lot combinations, and Planned Unit Developments. The intent is to eventually create a separate, standalone public notice ordinance that would apply universally. However, until that ordinance is adopted, staff believes it is important to incorporate these requirements directly into the LUDC to ensure they are in place for the upcoming building season. The Commission did not raise any immediate concerns with these updates.

A work session that had been scheduled for December 23 to discuss the Part 2 LUDC updates was canceled due to the holidays. These items will now be discussed further at the joint Planning & Zoning Commission and Town Council work session scheduled for February 3.

Finally, the Commission asked for additional clarification on the proposal to hire an independent contractor to assist with a comprehensive LUDC redesign. Enforceability was identified as the primary reason for pursuing a redesign, along with improving clarity, administrative efficiency, and alignment with the updated Master Plan. The Commission agreed that without updates that clearly implement the Master Plan, the LUDC risks becoming a document that is difficult to enforce and apply. There was also recognition of the significant time commitment required for staff and the Commission to undertake a full rewrite internally. While the Commission generally agreed that using a consultant could be beneficial, cost remains a concern, and members requested additional time to review proposals before making any recommendations.

We look forward to discussing these items further with the Town Council at the February 3 joint work session.