

Town of Alpine

Planning & Zoning Administrator Report to Town Council

To: Mayor and Town Council

From: Gina Corson, Planning & Zoning Administrator

Date: February 26, 2026

Subject: Summary of Planning & Zoning Commission Discussions and Direction
(February 10, 2026 Meeting)

The Planning & Zoning Commission continued its review of drafted updates to Part 2 of the Land Use and Development Code (LUDC), focusing primarily on permitting requirements and implementation standards.

A significant discussion centered on whether civil plans should be required for construction within the R-1 (Single-Family Residential) zoning district. While concerns were raised regarding additional costs to homeowners, the Commission ultimately agreed that civil plans are an industry standard and provide important protections related to grading, drainage, and site impacts on neighboring properties. The Commission reached consensus to require civil plans for applicable R-1 projects, and draft language will be updated accordingly.

The Commission also clarified demolition permit procedures. When demolition of a structure over 300 square feet is part of a new construction project, it will be incorporated into the building permit and will not require a separate affidavit or fee. Stand-alone demolitions will still require a permit. Structures under 300 square feet will not require an affidavit unless utilities are present.

Discussion was held regarding propane tank permits after public comment questioned the necessity of Town oversight. The Commission reaffirmed that permitting serves a safety function; however, concerns were raised about the current fee structure, as propane installations fall under the \$750 Minor Construction Permit category. No changes were made at this time.

The Commission reviewed existing roof permit and affidavit requirements. While suggestions were made to limit the requirement to older structures, concerns about administrative burden and the history of prior structural failures led to no changes at this time.

The Commission also discussed a proposal at 60 US Hwy 89 (Three Rivers Motel), where a structure originally characterized as storage is now intended to function as an occupied, fee-based gathering space. The Commission determined this constitutes a change of use and would trigger building and life-safety requirements under the International Building Code. No formal action was taken.

Finally, the Commission reached consensus to draft language adopting the most current versions of the International Construction Codes as adopted by the State of Wyoming, with any Town-specific exceptions listed within the LUDC.

The Commission continues refining draft amendments and will bring updated language forward as review progresses.