



STAFF REPORT

TO: Mayor and Town Council

FROM: Sarah Greenwald, Assistant Clerk

DATE: March 3, 2026

RE: Discussion — Ordinance No. 2026-003, Uniform Public Notice Requirements

Request:

Council discussion regarding **Ordinance No. 2026-003**, which proposes standardized public notice requirements for specified land use actions within the Town of Alpine.

Background:

Public notice requirements for land use applications are currently addressed through multiple sources, including Town ordinances, state statutes, and administrative practice. These provisions are not consolidated into a single framework, which can create inconsistencies in notice procedures depending on application type.

This draft ordinance was prepared to establish a uniform system for notice requirements applicable to discretionary land use approvals requiring public hearings

Purpose:

The ordinance is intended to:

- Ensure transparency in land use decision-making
 - Promote meaningful public participation
 - Provide clear procedural standards and due process protections
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Summary Of Proposed Provisions:

A. Applicability: The ordinance would apply to multiple land use actions, including subdivisions, annexations, special use permits, zone changes, variances, and other discretionary approvals requiring public hearings.

B. Types of Required Notice: The ordinance establishes standardized requirements for:

1. Posted Notice (On-Site Signage)

- i. Official notice sign provided by Town
- ii. Applicant responsible for posting and maintaining sign
- iii. Affidavit required verifying compliance

2. Mailed Notice

- i. Sent to property owners within 500 feet
- ii. Must be postmarked at least 30 days prior to hearing
- iii. Applicant responsible for mailing costs and affidavit

3. Published Notice

- i. Certain applications require public hearing notice published in newspaper
- ii. Must be published at least 30 days prior
- iii. Applicant responsible for publication costs

4. Annexation Notice

- i. Requires certified mail notice at least 20 business days prior
- ii. Must comply with Wyoming statutory requirements

C. Recordkeeping: The Town would be required to maintain documentation demonstrating compliance, including affidavits, mailing lists, proof of publication, and hearing records.

D. Effect of Notice Errors: Failure to notify an individual property owner due to clerical or postal error would not invalidate proceedings if substantial compliance with the ordinance is achieved.

STAFF GOAL FOR Discussion:

Staff seeks Council direction regarding:

- Whether to proceed with formal readings
 - Any desired revisions
 - Additional notice requirements or modifications
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