



ALPINE CITY PLANNING COMMISSION MEETING

NOTICE is hereby given that the **PLANNING COMMISSION** of Alpine City, Utah will hold a **Public Meeting** on **Tuesday, March 19th, 2024, at 6:00 p.m. at City Hall, 20 North Main Street, Alpine, Utah.**

The public may attend the meeting in person or view the meeting via the **Alpine City YouTube Channel**. A direct link to the channel can be found on the home page of the Alpine City website: [alpinecity.org](https://www.alpinecity.org).

I. GENERAL BUSINESS

- A. Welcome and Roll Call: Jane Griener
- B. Prayer/Opening Comments: By Invitation
- C. Pledge of Allegiance: John Mackay

II. REPORTS AND PRESENTATIONS

III. ACTION/DISCUSSION ITEMS:

- A. **Action Item:** Review a proposed fence application for Montessori Canyon Academy located at 188 N Main Street in the Gateway Historic District.
- B. **Action Item:** Review of Home Occupation Application for Spetetro LLC location at 255 S Alpine Drive.
- C. **Action Item:** Home Occupation Application for a daycare located at 187 N Main Street
- D. **Public Hearing:** Code Amendment to Chapter 3.09 Planned Residential Development. Adding clarifying language requiring PRD zoning to be approved by the City Council.

IV. COMMUNICATIONS

V. APPROVAL OF PLANNING COMMISSION MINUTES: February 20th, 2024

ADJOURN

Chair Jane Griener
March 15th, 2024

THE PUBLIC IS INVITED TO ATTEND ALL PLANNING COMMISSION MEETINGS. If you need a special accommodation to participate in the meeting, please call the City Recorder's Office at 801-756-6347 ext. 5.

CERTIFICATION OF POSTING. The undersigned duly appointed recorder does hereby certify that the above agenda notice was posted at Alpine City Hall, 20 North Main, Alpine, UT. It was also sent by e-mail to The Daily Herald located in Provo, UT a local newspaper circulated in Alpine, UT. This agenda is also available on the City's web site at www.alpinecity.org and on the Utah Public Meeting Notices website at www.utah.gov/pmn/index.html.



PUBLIC MEETING AND PUBLIC HEARING ETIQUETTE

Please remember all public meetings and public hearings are now recorded.

- All comments **must** be recognized by the Chairperson and addressed through the microphone.
- When speaking to the Planning Commission, please stand, speak slowly and clearly into the microphone, and state your name and address for the recorded record.
- Be respectful to others and refrain from disruptions during the meeting. Please refrain from conversations with others in the audience as the microphones are very sensitive and can pick up whispers in the back of the room.
- Keep comments constructive and not disruptive.
- Avoid verbal approval or dissatisfaction with the ongoing discussion (i.e., booing or applauding).
- Exhibits (photos, petitions, etc.) given to the City become the property of the City.
- Please silence all cellular phones, beepers, pagers, or other noise-making devices.
- Be considerate of others who wish to speak by limiting your comments to a reasonable length and avoiding repetition of what has already been said. Individuals may be limited to two minutes and group representatives may be limited to five minutes.
- Refrain from congregating near the doors or in the lobby area outside the council room to talk as it can be very noisy and disruptive. If you must carry on a conversation in this area, please be as quiet as possible. (The doors must remain open during a public meeting/hearing.)

Public Hearing vs. Public Meeting

If the meeting is a **public hearing**, the public may participate during that time and may present opinions and evidence for the issue for which the hearing is being held. In a public hearing, there may be some restrictions on participation such as time limits.

Anyone can observe a **public meeting**, but there is no right to speak or be heard there - the public participates in presenting opinions and evidence at the pleasure of the body conducting the meeting.

ALPINE CITY PLANNING COMMISSION AGENDA

SUBJECT: Fence Application Montessori Academy 188 N Main Street

FOR CONSIDERATION ON: March 19th, 2024

PETITIONER: Doug & Michelle Kerr

ACTION REQUESTED BY PETITIONER: Recommend approval of Fence Application.

REVIEW TYPE: Administrative

BACKGROUND INFORMATION:

Doug and Michelle Kerr are the current owners of the Montessori Academy located at 188 N Main Street. They have submitted a fence application to replace their existing fence. Because this property is located within the Gateway Historic District, it is required to be reviewed by the Planning Commission and City Council.

The requirements for a fence meet the requirements as found in Alpine City Code 3.21.060 concerning height and location as proposed. The Gateway Historic District standards deal with aesthetics primarily color and material.

ALPINE CITY CODE:

[Alpine Development Code 3.07 Business Commercial Zone](#)

[Alpine Development Code 3.11 Gateway/Historic Zone](#)

[Alpine Development Code 3.21.060 Fences, Walls, and Hedges](#)

GENERAL PLAN:

The Gateway Historic District Overlay Zone should maintain a high character of community development by regulating the exterior architecture characteristics of structures that are developed in the center of Alpine City (See Gateway Historic District Design Guidelines).

(Alpine General Plan Policy 3.1)

PUBLIC NOTICE:

No Public Hearing is required for this item.

STAFF RECOMMENDATION:

As mentioned above, the location and height of the fence as proposed meet the requirements of the city code. The Planning Commission is to review the proposal for compliance with the Gateway Historic District. A recommendation to the City Council should be made focused on the applicants meeting those criteria.

SAMPLE MOTION TO APPROVE:

I move to recommend approval of fence permit application for Montessori Preschool located at 187 N Main Street in the Gateway Historic District.

SAMPLE MOTION TO APPROVE WITH CONDITIONS:

I move to recommend approval of fence permit application for Montessori Preschool located at 187 N Main Street in the Gateway Historic District with the following conditions/changes:

- ****insert additional findings****

SAMPLE MOTION TO TABLE/DENY:

I move to recommend that the fence permit application for Montessori Preschool located at 187 N Main Street in the Gateway Historic District be tabled/denied based on the following:

- ****insert finding****



- 3 ft solid w/ 1 ft on top open style for a 4 ft total - around parking lot, and all of Main street
- Same continued up 200N. until past sight triangle, then 6 ft privacy for the remainder, including around back of building
- material to be light tan vinyl







Gateway Historic District Design Guidelines

Adopted by Resolution 2015-11

Purpose and Intent

Gateway Historic District will become a village of mixed uses, promoting a pedestrian friendly atmosphere and providing excellence in landscaping and architecture, in a setting which honors and preserves the past while promoting the future.

1. In the interest of preserving the character of the Gateway-Historic District, it is necessary to regulate to a certain extent the new construction that is built there. New structures should only affect the district in a positive manner, and not in detrimental ways.
2. Respecting the heritage of Alpine associated with the historical structures in the district.
3. Utilize approaches that have been shown to encourage the sustainability of historic districts and neighborhoods.

The guidelines for the following elements are intended to encourage compatible new construction. In the event that these guidelines conflict with the Alpine City Zoning Ordinance, the Zoning Ordinance will be followed.

Guidelines

1. New developments should:
 - a. Mimic details of older buildings
 - b. Use similar materials
 - c. Make mundane uses look good
 - d. Include design features on blank walls
2. All new development projects should achieve a determination of design appropriateness from the Planning Commission.
3. New construction should respect and build upon the historical legacy of downtown Alpine and borrow historic features from the area. It should be

designed for its specific context. Elements that should influence the design of new development include building form, massing, scale, materials and colors.

Gateway Historic District Design Criteria

1. Relation to the Surrounding Area (Massing, Scale, Orientation)
2. Height
3. Exterior Walls and Surfaces
4. Windows and Doors
5. Exterior Trim and Decorative Detailing
6. Roofing
7. Materials (Texture, Color, Finishes)
8. Streetscaping

Relation to the Surrounding Area **(Massing, Scale, Orientation)**

New construction that utilizes appropriate massing and scale can affect historic districts in a positive manner. New structures should take their own place in time.

Design Standards

- New structures should relate to the fundamental characteristics of the district, but may use their own style and method of construction.
- Orientation of new construction should be to the street to establish a pedestrian-friendly quality.
- One major entrance should orient to each street to which the building abuts for easy access by pedestrians from the street and sidewalk.
- Corner entrances may be used for buildings orienting to two streets at an intersection.
- New construction should not be dramatically greater in scale than surrounding structures in the district.
- The perceived width of new construction should be visually compatible with adjacent structures. Wider buildings should be divided into modules to convey a sense of traditional construction.
- The building form of new construction should be similar to surrounding structures but should not necessarily be a direct imitation.



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Height

New construction should respect the overall height limits established in the city code for the underlying zone.

Design Standards

- The height of buildings should be compatible with adjacent historic structures.
- Creative historic design elements fitting for the area can be considered.



3

Exterior Walls and Surfaces

The type of materials used for new construction can greatly enhance the relationship to surrounding historical structures while maintaining individual identity.

Design Standards

- The use of stone, brick, wood, or stucco is encouraged for use as the primary exterior material.
- Plastics, vinyl and CMU (concrete masonry unit) are prohibited.
- Innovative use of other materials may be considered.



Windows and Doors

Windows and doors of new construction should relate to the general character of the area.

Design Standards

- Windows with a vertical emphasis shall be encouraged over a horizontal orientation.
- Scale, proportion, and character of windows and doors should be carefully considered and should relate to the intended general character of the area.
- The simple shape of windows is encouraged.
- If new construction is built to the sidewalk, the use of awnings or canopies should be considered for providing protection to the pedestrian.
- The ground floor of the primary façade should include transparency at the pedestrian level.



Exterior Trim and Decorative Detailing

New construction can be enhanced by the wise use of exterior trim and decorative detailing. Using these details to break up uninspiring solid surfaces can help avoid the box-like appearance often seen in new construction.

Design Standards

- Trim and detailing should be simple in material and design.
- Materials that are compatible to the primary exterior material should be used.
- Excessive ornamentation is not recommended.
- The following factors should be considered in determining whether or not a particular finishing material is acceptable:
 1. Durability and low maintenance characteristics.
 2. Consistency with the overall design goals.
 3. Location on the building.
 4. Potential shielding by landscaping or other feature.
 5. The visibility of the site from public streets and neighboring uses.
 6. A mansard roof is prohibited



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Roofing

The style and form of the roof on new construction can contribute to the success of blending in with surrounding historic structures.

Design Standards

- Traditional rooflines are preferred.
- Smaller structures should use a hip, gable, or shed roof.
- Flat roofs may be considered for use on structures where the context is appropriate.
- Flat roofs shall provide a cornice or other decorative treatment.
- The character or design of the front and rear façades of all buildings shall demonstrate a variety in depth, relief, rhythm and roof line height, with changes occurring in all of these areas at least every forty feet.
- Mechanical equipment shall not be visible from the street.



Materials – Texture, Color, Finishes

Good attention to design and color is expected in the Gateway Historic District to help all buildings become more complimentary to each other and assist the creation of a unique and cohesive environment. The materials used for the finish of the exterior surface of new construction should be compatible with the nature of the surrounding area.

Design Standards

- The use of color schemes should be compatible with the surrounding area. Simplicity is encouraged – excessive amounts of different colors should not be used.
- Avoid pure white as a façade color, and if masonry must be painted, it should be done in a natural hue.
- The natural colors of brick masonry, stone, or other existing building materials should dominate the color scheme of the building. Other colors should be respectful of adjacent buildings.
- A predominant color should be used with one or two other accent colors.
- The texture and finish of new construction should attempt to convey a modern building while still respecting the historic character of the area.
- The cornice, window frames, ornamental details, signs and storefronts should all blend in as an attractive harmonious unit.



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Streetscaping

Streetscapes should be incorporated in sidewalk areas adjacent to Main Street.

Design Standards

- At least one streetscape feature should be installed and maintained every thirty (30) linear feet along sidewalks, nearest to the curb.
- Acceptable streetscape features include, but are not limited to, the following: trees, planters, benches, drinking fountains, decorative garbage canisters, outdoor clocks, bike racks, and water features.
- Businesses are encouraged to coordinate the installation of streetscape elements with surrounding properties.
- Installation of plazas and gathering spaces where people may linger is encouraged.
- Installation of planters with trees and shrubs to create areas to sit are encouraged.
- Providing benches in strategic areas to encourage mingling and gathering is encouraged.



ALPINE CITY PLANNING COMMISSION AGENDA

SUBJECT: Home Occupation Application for Spettro LLC

FOR CONSIDERATION ON: March 19th, 2024

PETITIONER: Levi Ashcraft

ACTION REQUESTED BY PETITIONER: Approval of Home Occupation Application

REVIEW TYPE: Administrative

BACKGROUND INFORMATION:

Levi Ashcraft has applied for a home occupation for a business called Spettro LLC. According to the application submitted the business is for a paper contractor. Most of the work will be done over the phone, on the computer, or on a job site. This will be a home office where no clients are coming to the property. The total area that will be used for the home office is roughly 450 square feet. The property is located within the CR-40,000 zone, which lists home occupations as a conditional use in that zone with the Planning Commission as the designated Land Use Authority.

City Staff has reviewed the application and has found it to comply with the standards found in section 3.23.060 of the Alpine Development Code (see link in the following section). Because this is listed as a conditional use, the Planning Commission may attach conditions to *“mitigate the reasonably anticipated detrimental effects of the proposed use in accordance with applicable standards”* (Utah State Code 10-9a-507). The applicable standards are found in Alpine Development Code 3.23.030. Any conditions placed on this application must be tied back to these standards as listed below and be stated on the record as part of the approval process.

- a) The application complies with all applicable provisions of this Chapter, state and federal law;
- b) The structures associated with the use are compatible with surrounding structures in terms of use, scale, mass and circulation;
- c) The use is not detrimental to the public health, safety and welfare;
- d) The use is consistent with Alpine City General Plan as amended;
- e) Traffic conditions are not adversely affected by the proposed use;
- f) There is sufficient utility capacity;
- g) There is sufficient emergency vehicle access;
- h) The location and design of off-street parking as well as compliance with off-street parking standards;
- i) A plan for fencing, screening and landscaping in conformance with DCA 3.13 to separate the use from adjoining uses and mitigate the potential for conflict in uses;
- j) Exterior lighting that complies with the lighting standards of the zone;
- k) Within and signage standards found in DCA 3.25 and adjoining the site, impacts on the aquifer, slope retention, and flood potential have been fully mitigated and is appropriate to the topography of the site.
- l) Limitations on hours of operation, methods of operation, and building height and size.

ALPINE CITY CODE:

- [Alpine Development Code 3.23.060 #2](#)
- [Alpine Development Code 3.23.030](#)
- [Alpine Development Code 3.04.030](#)

GENERAL PLAN:

Land zoned as CR-40,000 (Country Residential – 40,000 square foot minimum lot size) shall include, but is not exclusive to, land generally located around the periphery of the City center considered appropriate for low density residential development. These areas should provide for the perpetuation of the rural and open space image of the City. (Alpine City General Plan Policy 2.5)

PUBLIC NOTICE:

No Public Notice is required by City or State Code for this item.

STAFF RECOMMENDATION:

Because this item as presented meets the requirements as found in the code, staff is recommended approval of this application with any conditions as found to mitigate any potential detrimental effects as determined by the Planning Commission.

SAMPLE MOTION TO APPROVE:

I move to approve the conditional use permit for a home occupation for Spettro LLC located at 255 S Alpine Drive.

SAMPLE MOTION TO APPROVE WITH CONDITIONS:

I move to approve the conditional use permit for a home occupation for Spettro LLC located at 255 S Alpine Drive with the following conditions/changes:

- ****insert additional findings****

SAMPLE MOTION TO TABLE/DENY:

I move that the conditional use permit for a home occupation for Spettro LLC located at 255 S Alpine Drive be tabled/denied based on the following:

- ****insert finding****

ALPINE CITY PLANNING COMMISSION AGENDA

SUBJECT: Home Occupation Application Melissa Heaton

FOR CONSIDERATION ON: March 19th, 2024

PETITIONER: Melissa Heaton

ACTION REQUESTED BY PETITIONER: Approval of Home Occupation Application for a Daycare.

REVIEW TYPE: Administrative

BACKGROUND INFORMATION:

Melissa Heaton has submitted a home occupation application to do daycare at her house located at 187 N Main Street. The daycare would be located upstairs and according to the application occupy 150 square feet of the home. The daycare will be open Monday through Friday with drop off starting as early as 7:00 AM and Pickup as late as 5:00 PM with staggered drop off options. They are planning to have no more than eight (8) kids at a time.

Melissa's daughter currently runs a preschool program in the basement at the same home. The original preschool has an existing business license/home occupation permit. The plan is to have the older kids in the basement while Melissa can watch the younger children upstairs. There will be a total of two employees between the two daycares. Due to State licensing restrictions, two licenses are needed for this arrangement to work. The standards found in Alpine Development Code 3.23.060 #2 do not restrict the number of home occupations a person can have.

City Staff has reviewed the application and has found it to comply with the standards found in section 3.23.060 of the Alpine Development Code (see link in the following section). Because this is listed as a conditional use, the Planning Commission may attach conditions to *"mitigate the reasonably anticipated detrimental effects of the proposed use in accordance with applicable standards"* (Utah State Code 10-9a-507). The applicable standards are found in Alpine Development Code 3.23.030. Any conditions placed on this application must be tied back to these standards as listed below and be stated on the record as part of the approval process.

- a) The application complies with all applicable provisions of this Chapter, state and federal law;
- b) The structures associated with the use are compatible with surrounding structures in terms of use, scale, mass and circulation;
- c) The use is not detrimental to the public health, safety and welfare;
- d) The use is consistent with Alpine City General Plan as amended;
- e) Traffic conditions are not adversely affected by the proposed use;
- f) There is sufficient utility capacity;
- g) There is sufficient emergency vehicle access;
- h) The location and design of off-street parking as well as compliance with off-street parking standards;
- i) A plan for fencing, screening and landscaping in conformance with DCA 3.13 to separate the use from adjoining uses and mitigate the potential for conflict in uses;
- j) Exterior lighting that complies with the lighting standards of the zone;
- k) Within and signage standards found in DCA 3.25 and adjoining the site, impacts on the aquifer, slope retention, and flood potential have been fully mitigated and is appropriate to the topography of the site.
- l) Limitations on hours of operation, methods of operation, and building height and size.

ALPINE CITY CODE:

- Alpine Development Code 3.07.030 BC Conditional Uses
- Alpine Development Code 2.32.060 #2

GENERAL PLAN:

- *BC (Business Commercial) shall consist of professional office, retail and other commercial uses serving the community and situated within an environment which is safe and aesthetically pleasing. Limited residential shall be permitted as set forth in the Alpine City Development Code.*

(Alpine General Plan Policy 2.2)

PUBLIC NOTICE:

No Public Notice is required by the City or State Code for this item.

STAFF RECOMMENDATION:

Because this item as presented meets the requirements as found in the code, staff is recommended approval of this application with the following recommendations for conditions as well as any deemed necessary to mitigate any potential detrimental effects as determined by the Planning Commission.

- A state license will be obtained before the daycare can open.
- Require a maximum number of eight (8) children can attend the daycare at one time.
- Submit a traffic flow plan showing at least four (4) off-street parking spots for pick up and drop off to be included with the business license.
- The hours of operation must require a 15-minute drop-off/pickup time difference from the other daycare on the same property. Unless dropped off or picked up by the same vehicle.

SAMPLE MOTION TO APPROVE WITH CONDITIONS:

I move to approve the home occupation permit for a daycare at 187 N Main Street with the following conditions/changes:

- A state license will be obtained before the daycare can open.
- Require a maximum number of eight (8) children can attend the daycare at one time.
- Submit a traffic flow plan showing at least four (4) off-street parking spots for pick up and drop off to be included with the business license.
- The hours of operation must require a 15-minute drop-off/pickup time difference from the other daycare on the same property. Unless dropped off or picked up by the same vehicle.
- ****insert additional findings****

SAMPLE MOTION TO TABLE/DENY:

I move that the home occupation permit for a daycare at 187 N Main Street be tabled/denied based on the following:

- ****insert finding****



S90-00-00W -- 75.25 ft

S90-00-00W -- 149.77 ft

N00-30-00E -- 90 ft S00-30-00W -- 90.01 ft

02:002:0090

N00-00-00E -- 90 ft

N90-00-00E -- 50 ft

N90-00-00E -- 100 ft N90-00-00E -- 100 ft

02:002:0089

00E -- 150 ft S00-30-00W -- 149.90 ft
00-00E -- 150 ft N00-00-00E -- 75 ft

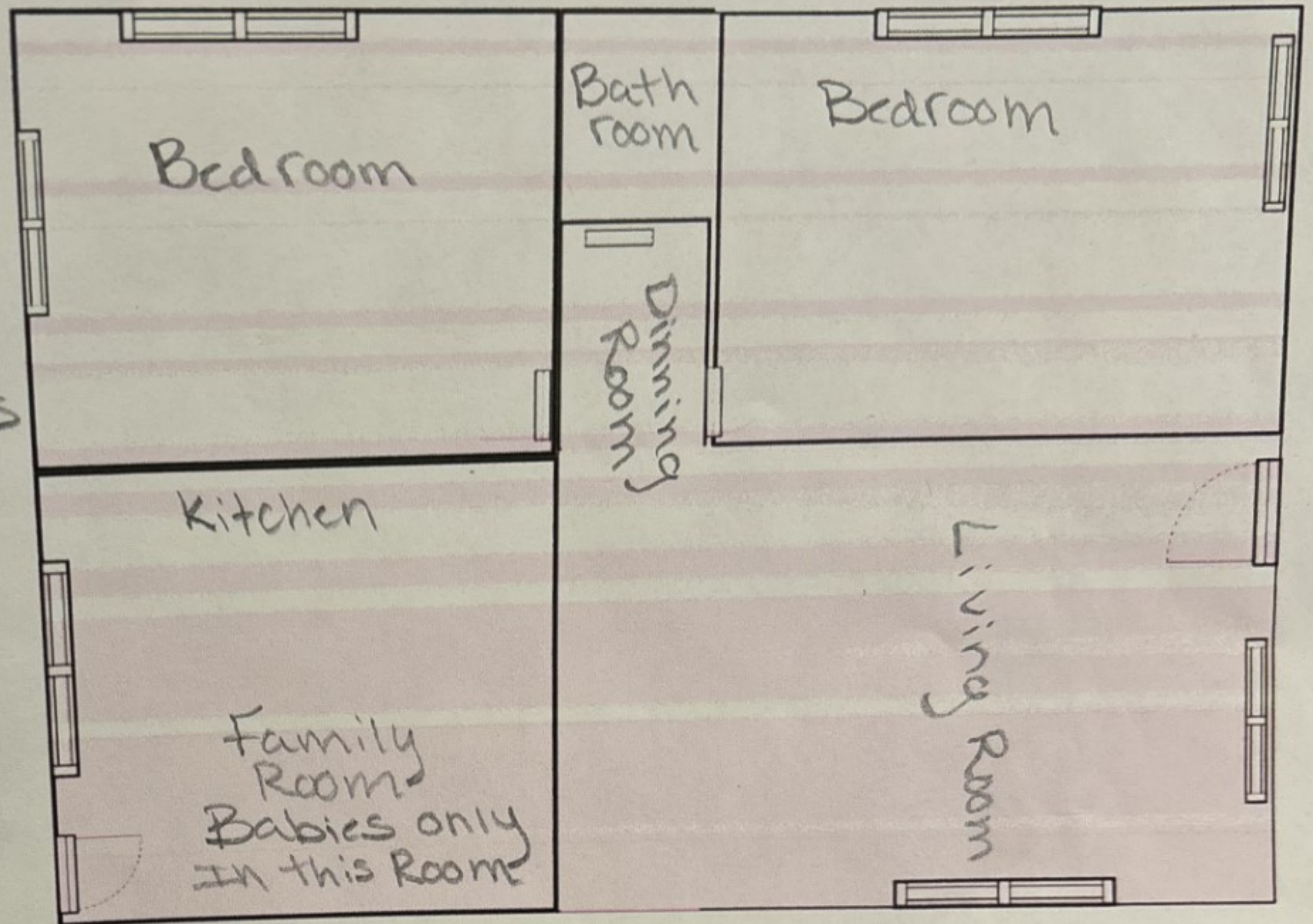
02:002:0027

S00-00-00W -- 75 ft

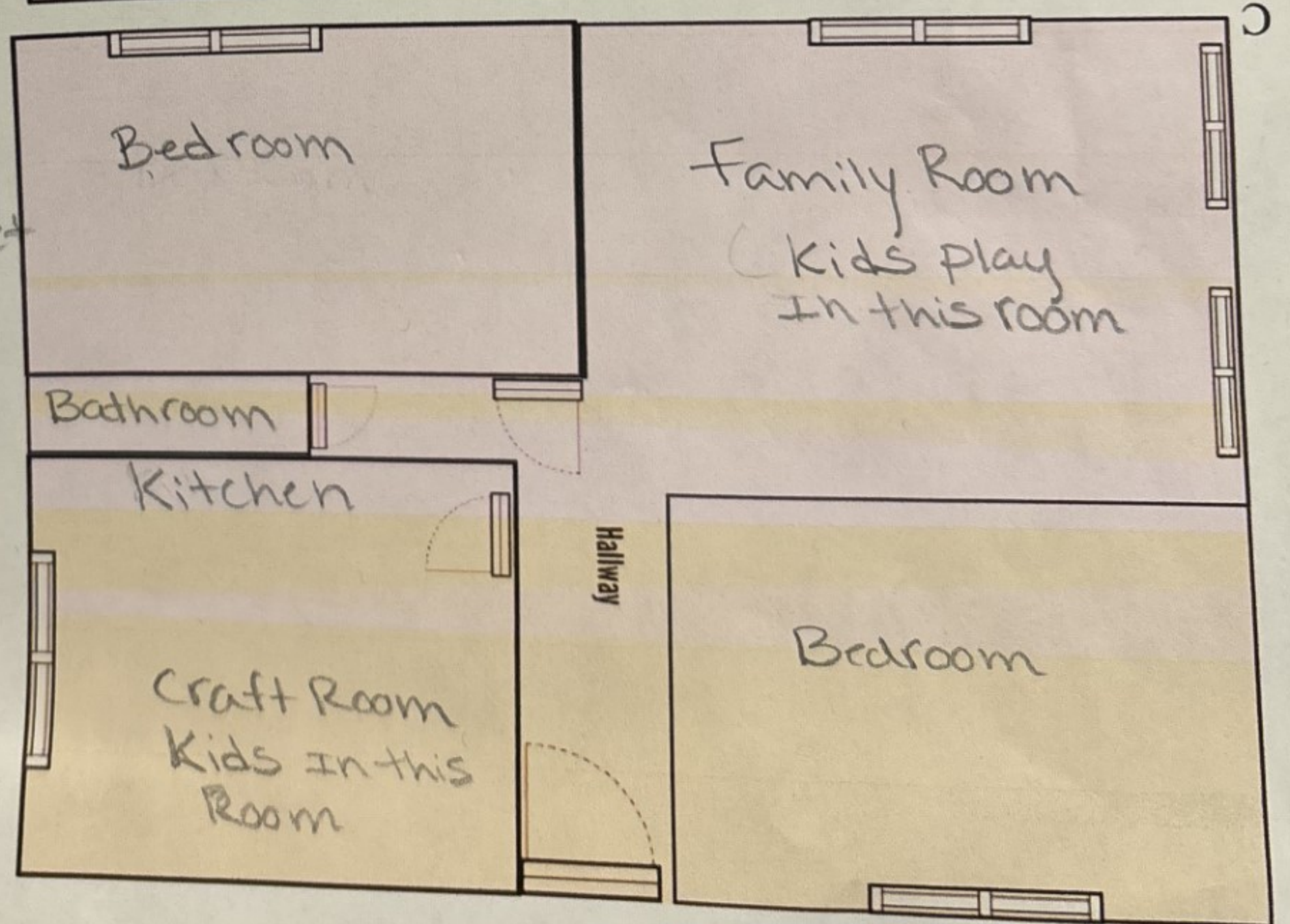
N00 00 00E -- 86 ft
N
N00 00 00E -- 00 62 ft

Upstairs
1,290 Sq, feet

about 150 Sq, feet
Upstairs will
Be used for Babies



Downstairs
1,290 Sq, feet
about 210 Sq, feet
used for Kids



ALPINE CITY PLANNING COMMISSION AGENDA

SUBJECT: Code Amendment: 3.09 PRD Overlay Zone

FOR CONSIDERATION ON: March 19th, 2024

PETITIONER: City Staff

ACTION REQUESTED: Recommend approval of PRD Code Amendment

Review Type: Legislative

BACKGROUND INFORMATION:

Alpine City recently adopted an updated subdivision review process as required by the State Legislature during the 2023 legislative session. As part of this review, the question arose about whether the Planned Residential Development (PRD) applications would be considered a zone change. The code is clear that a subdivision applying for PRD status needs to be reviewed by the Planning Commission and City Council. The changes suggested clarifying that the PRD zoning is considered an overlay zone and a zone change which is a legislative act would be needed as part of the review process. This would make the process the same as a request for a zone change for the Assisted Living Overlay zone and the Senior Housing Overlay zone.

An application for a Planned Residential Development status for a subdivision would be able to have smaller lot sizes in exchange for dedicating a required amount of the proposed property as open space. This could be a public or private open space. If certain standards are met, primarily the amount of open space dedicated a bonus density could be given to the development so they can develop more lots than previously allowed in exchange for more open space.

ALPINE CITY CODE

- [Alpine Development Code 3.09](#)

GENERAL PLAN:

- Policy 1.1 Pg. 5
 - *Promote and preserve both natural and developed open spaces around the City with a preference towards public open spaces. The City prefers that this is done through Planned Residential Developments (PRD) or by the public purchase of land.*

PUBLIC NOTICE:

The requirements found in the City and State Code for a public hearing have been met. A public hearing will need to take place as part of the review process by the Planning Commission.

STAFF RECOMMENDATION:

Because this is a legislative decision the standards for approval or denial are that the proposed code amendment should be compatible with the standards found in the general plan as well as current city code and policies. A recommendation should be made to the City Council for approval or denial based on those criteria.

SAMPLE MOTION TO APPROVE:

I move to recommend approval of Ordinance 2024-11 amending Chapter 3.09 of the Alpine Development Code regarding the review process for PRDs.

SAMPLE MOTION TO APPROVE WITH CONDITIONS:

I move to recommend approval of Ordinance 2024-11 amending Chapter 3.09 of the Alpine Development Code regarding the review process for PRDs with the following conditions/changes:

- ****insert additional findings****

SAMPLE MOTION TO TABLE/DENY:

I move to recommend that Ordinance 2024-11 to amend Chapter 3.09 of the Alpine Development Code regarding the review process for PRDs be tabled/denied based on the following:

- ****insert finding****

SECTION 1: AMENDMENT “3.09 Planned Residential Development (PRD)” of the Alpine City Development Code is hereby *amended* as follows:

AMENDMENT

3.09 Planned Residential Development (PRD) Overlay Zone

SECTION 2: AMENDMENT “3.09.010 Purpose And Intent” of the Alpine City Development Code is hereby *amended* as follows:

AMENDMENT

3.09.010 Purpose And Intent

It is hereby declared to be the intent and purpose of the City Council in authorizing and establishing provisions relating to the Planned Residential Developments (PRD) Overlay Zone:

1. To provide an alternative form of development for residential housing projects within the City which permits increased flexibility and encourages the preservation of open space and ingenuity in design while preserving a quality of residential amenities equal or superior to that possible under conventional subdivision requirements. ~~In order to~~ To qualify ~~for to rezone a parcel approval as a~~ to the PRD Overlay Zone, the proposed project must demonstrate that it will:
 - a. adequately recognize and incorporate natural conditions present on the site;
 - b. efficiently utilize the land resources and provide increased economy to the public in the delivery of municipal services and utilities;
 - c. provide increased variety in the style and quality of residential dwellings available within the City;
 - d. preserve open space to meet the recreational, scenic, and public service needs; and
 - e. do all the above in a manner which is consistent with the objectives of the underlying zone and under conditions which will result in the creation of residential environments of sustained desirability.
2. To establish criteria and standards for the design of PRD projects by developers and also guidelines for evaluation by the City. It shall be the City’s sole discretion to decide if a project should be rezoned as a PRD Overlay within the intent of the ordinance as noted above. The Planning Commission shall make a recommendation to the City

Council and the City Council shall make the final decision in deciding whether a project should be a PRD prior to a concept approval being given.

3. To set forth the duties and responsibilities of developers and residents with respect to the approval, construction, and maintenance of such projects.
4. To clearly establish the relationship of the City and the developer with respect to the review and approval of such projects.
5. PRDs are permitted only in the CR-20,000, CR-40,000, CE-5, and CE-50 zones.

(Ord. No. 95-04, 2/28/95; Amended Ord. No. 95-28, 11/28/95; Ord No. 2001-10, 4/10/01; Ord. No. 2004-13, 9/28/04; Ord. No. 2011-04, 01/11/11; Ord. No. 2012-10, 12/11/12; Ord. No. 2014-14, 09/09/14; Ord. No. 2015-11, 07/28/15)

SECTION 1: **AMENDMENT** “3.09 Planned Residential Development (PRD)” of the Alpine City Development Code is hereby *amended* as follows:

AMENDMENT

3.09 Planned Residential Development (PRD) Overlay Zone

SECTION 2: **AMENDMENT** “3.09.010 Purpose And Intent” of the Alpine City Development Code is hereby *amended* as follows:

AMENDMENT

3.09.010 Purpose And Intent

It is hereby declared to be the intent and purpose of the City Council in authorizing and establishing provisions relating to the Planned Residential Developments (PRD) Overlay Zone:

1. To provide an alternative form of development for residential housing projects within the City which permits increased flexibility and encourages the preservation of open space and ingenuity in design while preserving a quality of residential amenities equal or superior to that possible under conventional subdivision requirements. To qualify to rezone a parcel to the PRD Overlay Zone, the proposed project must demonstrate that it will:
 - a. adequately recognize and incorporate natural conditions present on the site;
 - b. efficiently utilize the land resources and provide increased economy to the public in the delivery of municipal services and utilities;
 - c. provide increased variety in the style and quality of residential dwellings available within the City;
 - d. preserve open space to meet the recreational, scenic, and public service needs; and
 - e. do all the above in a manner which is consistent with the objectives of the underlying zone and under conditions which will result in the creation of residential environments of sustained desirability.
2. To establish criteria and standards for the design of PRD projects by developers and also guidelines for evaluation by the City. It shall be the City’s sole discretion to decide if a project should be rezoned as a PRD Overlay within the intent of the ordinance as

noted above. The Planning Commission shall make a recommendation to the City Council and the City Council shall make the final decision in deciding whether a project should be a PRD prior to a concept approval being given.

3. To set forth the duties and responsibilities of developers and residents with respect to the approval, construction, and maintenance of such projects.
4. To clearly establish the relationship of the City and the developer with respect to the review and approval of such projects.
5. PRDs are permitted only in the CR-20,000, CR-40,000, CE-5, and CE-50 zones.

(Ord. No. 95-04, 2/28/95; Amended Ord. No. 95-28, 11/28/95; Ord No. 2001-10, 4/10/01; Ord. No. 2004-13, 9/28/04; Ord. No. 2011-04, 01/11/11; Ord. No. 2012-10, 12/11/12; Ord. No. 2014-14, 09/09/14; Ord. No. 2015-11, 07/28/15)

ALPINE CITY PLANNING COMMISSION MEETING
Alpine City Hall, 20 North Main, Alpine, UT
February 20, 2024

I. GENERAL BUSINESS

A. **Welcome and Roll Call:** The meeting was called to order at 6:00 p.m. by Chair Jane Griener.
The following were present and constituted a quorum:

Chair: Jane Griener

Commission Members: Susan Whittenburg, John MacKay, Alan Macdonald, Michelle Schirmer

Excused: Troy Slade, Jeff Davis

Staff: Ryan Robinson, Jed Muhlestein, Marla Fox

Others:

B. **Prayer/Opening Comments:** Michelle Schirmer

C. **Pledge of Allegiance:** Michelle Schirmer

II. REPORTS AND PRESENTATIONS

None

III. ACTION ITEMS

A. **Public Hearing: Code Amendment to Chapter 4.04 Subdivisions amending the designated Land Use Authority table.**

Ryan Robinson said during the January 23rd City Council meeting updates to the subdivision review process were approved as required by the State. Part of that review process was to create a table with the various land use applications and the reviewing, recommending, and approving bodies. One of the items was a subdivision amendment which was broken up into two different categories. If the amendment requires the vacating of a public right of way or public utility easement it is would require a recommendation by the Planning Commission and approval by the City Council. If it did not require either vacation option as explained, it can be approved by City Staff. This helps with keeping simple amendments (I.E. combining lots) a simple and efficient process. This amendment would add language to the subdivision amendment that can be approved by city staff to say staff can require an application to be reviewed by the Planning Commission and City Council if staff believes it necessary.

Jane Griener opened the Public Hearing. No comments were made, and Jane Griener closed the Public Hearing.

MOTION: Planning Commissioner Susan Whittenburg moved to recommend approval of Ordinance 2024-09 Amending the land use authority for subdivision amendments.

John MacKay seconded the motion. There were 5 Ayes and 0 Nays (recorded below). The motion passed.

Ayes:

Jane Griener
John MacKay
Susan Whittenburg
Michelle Schirmer
Alan Macdonald

Nays:

Excused

Troy Slade
Jeff Davis

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B. Public Hearing: Code amendment to Section 3.23.060 amending standards for Shooting Galleries.

Ryan Robinson said Alpine City received multiple applications over the past year for shooting galleries in residential zones. They are listed as a conditional use in all but the Business Commercial zone. The city council acts as the designated land use authority. The proposed changes city staff are recommending will amend the code to address several concerns that have been raised in reviewing previous applications. Range consultants from local commercial shooting ranges were also consulted regarding industry standards for such things as wall thickness. The changes deal primarily with the following:

1. Changes name from shooting gallery to shooting range.
2. Adds additional clarification that the range must have a minimum of 10’ from the ceiling of the shooting range to the surface.
3. Range must have internal baffling installed so ammunition discharged will be completely within the range.
4. Requires an hour of operation unless the noise levels are below a certain requirement, then no hours of operation are necessary.
5. Requires the Lone Peak Chief of Police to approve a site plan.
6. Adds a 12’ setback requirement from the property line.
7. A minimum lot size of ½ acre is included.

Jane Griener asked how we will know if a range is loud or not. Ryan Robinson said different guns will have different noise levels. We would go off of neighbor complaints if it was too loud.

Jane Griener opened the Public Hearing. No comments were made, and Jane Griener closed the Public Hearing.

Alan MacDonald asked if there were requirements that the Police Chief will check when the application comes in. Ryan Robinson said there is no checklist but thought the Police Chief would have another level of expertise and viewpoint. This was a suggestion from our Attorney.

Michelle Schirmer asked if this could be a business and require a business license. Ryan Robinson said no, this is just for residential zones.

Jane Griener asked how we protect a second owner of the home if there is a shooting range. Ryan Robinson said the shooting ranges are being built to industry safety standards.

MOTION: Planning Commission member John MacKay moved to recommend approval of Ordinance 2024-07 amending section 3.23.060 of the Alpine Development Code regarding shooting gallery standards.

Susan Whittenburg seconded the motion. There were 5 Ayes and 0 Nays (recorded below). The motion passed.

<u>Ayes:</u>	<u>Nays:</u>	<u>Excused</u>
Jane Griener		Troy Slade
John MacKay		Jeff Davis
Susan Whittenburg		

1 Michelle Schirmer
2 Alan Macdonald
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4 **C. Public Hearing: Code amendment to Sections 3.01.110 Definitions amending definitions to**
5 **match definitions as found in state code and consolidating the location of the definitions to**
6 **one location.**

7 Ryan Robinson said to make the Development Code more efficient and avoid any confusion, city staff is
8 recommending combining the definition sections of Chapter 3.01.110 Zoning and Chapter 4.03 Subdivision
9 into one Chapter. This amendment will move all definitions in these chapters to 3.01.110 and add language
10 to 4.03 to say the definitions are found in the other chapter. A change to the definition of Accessory
11 Apartment to Accessory Dwelling Unit has also been changed to mirror the State Code.
12

13 Jane Griener opened the Public Hearing. No comments were made, and Jane Griener closed the Public
14 Hearing.

15 **MOTION:** Planning Commission member Michelle Schirmer moved to recommend approval of
16 Ordinance 2024-08 consolidating definitions into chapter 3.01.110 and updating definitions to match
17 state code.

18 Susan Whittenburg seconded the motion. There were 5 Ayes and 0 Nays (recorded below). The motion
19 passed.

20 **Ayes:**

21 Jane Griener
22 John MacKay
23 Susan Whittenburg
24 Michelle Schirmer
25 Alan Macdonald
26

Nays:

Excused

Troy Slade
Jeff Davis

27 **IV. COMMUNICATIONS**

28 Ryan Robinson said we will not meet on March 5, 2024, because of the caucuses. Our next Planning
29 Commission meeting will be on March 19, 2024.
30

31 Ryan Robinson said the reception center was denied by the City Council.
32

33 Jane Griener said she would like a summary of what passed or failed at the City Council meetings. Ryan
34 Robinson said he would ask the new recorder to pass that information along after the meetings.
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36 Ryan Robinson said we will have training requirements coming up for the new quarter. He asked the
37 Planning Commission to let him know what topics they would like to talk about or review. Jane Griener
38 asked Ryan Robinson to send out some ideas that would be helpful to the new Planning Commission
39 members. Alan Macdonald said we need a reminder of what kind of comments we can and can't say
40 during a meeting. When do we have immunity and when we shouldn't say something. John Mackay said
41 he agrees, and we should go over etiquette, and conflict of interest issues.
42

43 **V. APPROVAL OF PLANNING COMMISSION MINUTES: February 6, 2023**
44

45 **MOTION:** Planning Commissioner John MacKay moved to approve the minutes for February 6, 2023,
46 as written.
47

1 Michelle Schirmer seconded the motion. There were 5 Ayes and 0 Nays (recorded below). The motion
2 passed.

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4	<u>Ayes:</u>	<u>Nays:</u>	<u>Excused:</u>
5	Jane Griener		Troy Slade
6	John Mackay		Jeff Davis
7	Susan Whittenburg		
8	Michelle Schirmer		
9	Alan Macdonald		

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11 **MOTION:** Planning Commissioner Susan Whittenburg moved to adjourn the meeting.

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13 Michelle Schirmer seconded the motion. There were 5 Ayes and 0 Nays (recorded below). The motion
14 passed.

15	<u>Ayes:</u>	<u>Nays:</u>	<u>Excused:</u>
16	Jane Griener		Troy Slade
17	John MacKay		Jeff Davis
18	Susan Whittenburg		
19	Alan Macdonald		
20	Michelle Schirmer		

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22 The meeting was adjourned at 6:40 p.m.

