

ALPINE CITY PLANNING COMMISSION MEETING
Alpine City Hall, 20 North Main, Alpine, UT
June 3, 2025

I. GENERAL BUSINESS

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

Chair:

Commission Members: Troy Slade, Michelle Schirmer, John MacKay, Greg Butterfield

Excused: Jeff Davis, Susan Whittenburg, Alan MacDonald

Staff: Ryan Robinson, Jason Judd, Marla Fox

Others:

B. Prayer/Opening Comments: Troy Slade

C. Pledge of Allegiance: Greg Butterfield

II. REPORTS AND PRESENTATIONS

None

III. ACTION ITEMS

A. Public Hearing: Expansion of the South Parking Lot in Lambert Park

Ryan Robinson said at the last City Council meeting the possibility of expanding the south parking lot at Lambert Park was discussed. Council members requested additional information prior to giving staff direction on the proposed project. Following is a brief analysis from our city attorney, Steve Doxey, outlining the approvals required for expansion of an unpaved parking lot in Lambert Park:

1. The Lambert Park Conservation Easement does not prohibit the expansion of the parking lot nor require special approval. Section 5.A(2) of the conservation easement reserves the City's "right to identify, maintain, reroute, relocate, improve, and construct . . . trailhead parking areas in the park] for the benefit of the public."
2. The management plan attached to the conservation easement has a similar provision.
3. The conservation easement does require unanimous approval of any amendment to the management plan that would involve the addition or expansion of a paved parking area (see Sections 5.B and 5.D; see also Management Plan, Section 8). But I understand that neither the existing parking nor the proposed expansion involves any paved parking.
4. DCA 3.16.040.2 provides: a. Land included in these parks shall not be materially changed, improved, altered, disposed of in any manner or used for any other purpose except after a recommendation of the Planning Commission following a public hearing and by a super majority vote of the City Council (4 positive votes out of 5 City Council members are required).
A material change shall include, but is not limited to, a change to the park's present and essential defining characteristics, creation of or improvement of roadways or parking lots within the park (emphasis added).

Based on these provisions, I believe the city council should refer the proposed parking lot expansion to the Planning Commission for a public hearing and recommendation. The Council would then have to approve the expansion by a supermajority vote.

Ryan Robinson said the proposed additional parking would include twenty-three new parking spaces. Michelle Schirmer asked if the gates would be locked. Ryan Robinson said he didn't think the gates were ever closed or were locked.

Butterfield asked if there was a fence there. Ryan Robinson showed on a map where the fence was located on the east side of the parking lot.

Michelle Schirmer asked if cars would be able to drive past the parking lot. Ryan Robinson said cars would probably turn around in that area, but we would have signage stating no vehicle access past this point. He said those with disabilities can come to the city to get a pass to drive through there if needed.

Greg Butterfield said a new gate could be added to keep people from going through there. He asked if the new parking lot would make a bigger issue with overuse and bring more people to Alpine; would this solve a problem or just make the problem bigger. Ryan Robinson said the desire for this is for more parking for events and to keep the parking out of the church parking lot. Greg Butterfield asked if this was coming from the Trails Committee, and Ryan Robinson said it was.

John MacKay opened the Public Hearing. There were no comments, and John MacKay closed the Public Hearing.

Greg Butterfield said he would like to see the additional parking brought down to the south closer to the restroom and then put a gate up to block access. He said this would disturb less of the park.

Troy Slade asked if the additional parking was for everyday use or for special events. Ryan Robinson said it could be used for everyday use but is needed for events. Troy Slade asked if you could gate it and lock it for everyday use and then open the gate for special events with people directing traffic. John MacKay said the extra parking would be used for everyday use as it is

MOTION: Planning Commission member Greg Butterfield moved to recommend approval of the expansion of the Lambert Park South Parking Lot with these conditions:

1. Move the parking further to the south.
2. Consider adding a gate so the road could be locked off.

Troy Slade seconded the motion. There were 4 Ayes and 0 Nays (recorded below). The motion passed.

Ayes:

Michelle Schirmer
Troy Slade
John MacKay
Greg Butterfield

Nays:

Excused

Jeff Davis
Susan Whittenburg
Alan Macdonald

**B. Public Hearing: Proposed Code Amendment Alpine Development Code Section 3.22
Discontinuance or Abandonment of Nonconforming Uses.**

Ryan Robinson said the Current Alpine City Code regarding nonconforming uses allows a nonconforming building, structure, or use to be considered legal nonconforming (grandfathered in) for up to two years after abandonment or discontinued use. This amendment is to change the length of time from two years to one. This is in alignment with the standards found in Utah State Code 10-9a-511.

Ryan Robinson said we have language that states the City Council could bring it back if they wanted to look at it again.

Michelle Schirmer asked how many non-conforming buildings do we have. Ryan Robinson said we don't have very many that have been abandoned

John MacKay opened the Public Hearing. There were no comments, and John MacKay closed the Public Hearing.

MOTION: Planning Commission member Troy Slade moved to recommend approval of the proposed code amendment to section 3.22.090 Discontinuance or Abandonment as proposed.

Michelle Schirmer seconded the motion. There were 4 Ayes and 0 Nays (recorded below). The motion passed.

Ayes:

Michelle Schirmer
Troy Slade
John MacKay
Greg Butterfield

Nays:

Excused

Jeff Davis
Susan Whittenburg
Alan Macdonald

C. Public Hearing: Amendment to Alpine Development Code Title 3.01 *Definitions* to add a definition for “Adjacent Lot.”

Ryan Robinson said a recent application brought into question the lack of a definition for an adjacent lot. An adjacent lot is mentioned when it comes to noticing requirements, lighting, off-street parking, and other zoning requirements. This code amendment is meant to define an adjacent lot that can be used when identified in the Alpine Development Code.

Ryan Robinson said he looked at what other cities had for adjacent lots, and he said a good majority of them do cross the street. He said we added that for public noticing because people across the street are impacted by it.

Greg Butterfield said we need to be careful not to bring safety issues to residential areas. He said one area in town that is an issue is the Knot & Pine wedding venue next to the sno-shack and neither business has their own parking, so everyone is parking all over the street.

John MacKay opened the Public Hearing. There were no comments, and John MacKay closed the Public Hearing.

MOTION: Planning Commission member Troy Slade moved to recommend approval of the code amendment to Section 3.01.110 Definitions to include Adjacent Lot as proposed.

No second, motion failed.

Michelle Schirmer said she doesn't like codes that are so broad that it comes down to individual interpretation.

MOTION: Planning Commission member Michelle Schirmer moved to recommend approval of the Amendment to Alpine Development Code Title 3.01 *Definitions* to add a definition for "Adjacent Lot" deleting the phrase: *Or that is directly across a public street or right-a-way.*

Troy Slade said for the purpose of noticing, would this mean we don't have to notice someone that is across the street? Ryan Robinson said if it just says adjacent lot, we don't have to notice, but in most cases we probably would anyway. He said if push came to shove, we wouldn't technically have to.

Michelle Schirmer said we could keep the boundary by distance.

Greg Butterfield seconded the motion. There were 3 Ayes and 1 Nays (recorded below). The motion failed.

Ayes:

Michelle Schirmer
Troy Slade
Greg Butterfield

Nays:

John MacKay

Excused

Jeff Davis
Susan Whittenburg
Alan Macdonald

MOTION: Planning Commission member Michelle Schirmer moved to recommend approval of the Amendment to Alpine Development Code Title 3.01 *Definitions* to add a definition for "Adjacent Lot" to include: A parcel of land that shares all or part of a common lot line or boundary with another lot or parcel of land. For noticing purposes, lots across the street should be considered adjacent.

Troy Slade seconded the motion. There were 4 Ayes and 0 Nays (recorded below). The motion passed.

Ayes:

Michelle Schirmer
Troy Slade
John MacKay
Greg Butterfield

Nays:

Excused

Jeff Davis
Susan Whittenburg
Alan MacDonald

IV. COMMUNICATIONS

Ryan Robinson said we need to do some training as we are required to have four hours per year. He said he found some pretty good videos he would like to send out as that seemed to be the preferred method of training.

Ryan Robinson introduced our new City Engineer, Jason Judd. Jason Judd said he is married with one child, he went to Utah state, has worked for Horrocks Engineering and lives in Orem, Utah.

V. APPROVAL OF PLANNING COMMISSION MINUTES: April 29, 2025, and May 20, 2025

MOTION: Planning Commissioner Greg Butterfield moved to approve the minutes for April 29, 2025, and May 20, 2025, as written.

Troy Slade seconded the motion. There were 4 Ayes and 0 Nays (recorded below). The motion passed.

Ayes:

Michelle Schirmer
 Troy Slade
 John MacKay
 Greg Butterfield

Nays:**Excused:**

Jeff Davis
 Susan Whittenburg
 Alan Macdonald

MOTION: Planning Commissioner Troy Slade moved to adjourn the meeting.

Greg Butterfield seconded the motion. There were 4 Ayes and 0 Nays (recorded below). The motion passed.

Ayes:

Michelle Schirmer
 Troy Slade
 John MacKay
 Greg Butterfield

Nays:**Excused**

Jeff Davis
 Susan Whittenburg
 Alan Macdonald

The meeting was adjourned at 6:45 p.m.