

**ALPINE CITY PLANNING COMMISSION MEETING**  
**Alpine City Hall, 20 North Main, Alpine, UT**  
**July 1, 2025**

**I. GENERAL BUSINESS**

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

Chair: Alan Macdonald

Commission Members: Troy Slade, Michelle Schirmer, Jeff Davis, Susan Whittenburg, Greg Buttterfield

Excused: John MacKay

Staff: Ryan Robinson, Jason Judd, Marla Fox

Others:

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

**C. Pledge of Allegiance:** Jeff Davis

**II. REPORTS AND PRESENTATIONS**

None

**III. ACTION ITEMS**

**A. Review of Commercial Building Sign Application: Mecah Ventures 341 S Main Street**

Ryan Robinson said Mecah Ventures has submitted an application for a commercial building sign located at 341 S Main Street. This sign is located on the south side of the building replacing the current Gold Back's sign. The new sign is 52 square feet and takes up less than 3% of the side of the building. The lighting for the sign will have a halo effect, outlining the outside around the lettering of the sign itself which is compliant with the current language in the code.

Staff has reviewed the sign application and as proposed meets the requirements as found in the Alpine City Code. [DCA 3.25.080](#) requires the following to be met for approval of an application as applicable:

1. Signs shall be painted on, attached to, or erected on the building that houses the business, or upon the property occupied by the business which the sign(s) advertise. There shall be a maximum of one (1) sign per business.
2. Signs or any portion thereof which are illuminated by lighting from an internal source that shines through the sign and is directed outward are prohibited. Signs may have lighting that is positioned behind the sign creating a halo or outline effect around the sign itself.
3. The illuminance of a sign center shall not increase ambient lighting conditions by more than 3.3 lumens when measured perpendicular to the sign face at a distance set forth below. (see link for table)
4. All signs attached to a building shall meet the approval of Alpine City to ensure that the sign meets the applicable building and electrical codes.
5. The total area of all sign(s) on any one building shall not exceed 15% or 60 square feet of the area of the side of the building where a sign is displayed, whichever is smaller.
6. The area of a sign shall be construed as the area of the overall background. Signs without a background, such as letters or numbers hung together, shall be assumed to be attached to a background that shall be depicted on the application rendering.

7. The color, size, number, lighting, and placement of business commercial signs is subject to approval by the Planning Commission, consistent with the guidelines set forth in the Gateway/Historic District.

Ryan Robinson said the Planning Commission will need to see if this proposal meets the Gateway Historic Guidelines.

Susan Whittenburg liked the sign and thought the colors went well with the building.

Greg Butterfield said he thought the colors looked better than the gold sign that was previously there.

Troy Slade said he liked the back lighting.

**MOTION:** Planning Commission member Susan Whittenburg moved to approve of the sign application for Meca Ventures located at 341 S Main Street as proposed.

Jeff Davis seconded the motion. There were 6 Ayes and 0 Nays (recorded below). The motion passed.

**Ayes:**

Michelle Schirmer  
Troy Slade  
Alan Macdonald  
Jeff Davis  
Susan Whittenburg  
Greg Butterfield

**Nays:**

**Excused**

John Mackay

**B. Public Hearing: Proposed Code Amendments to Sections 3.02.050, 3.03.050, 3.04.050, 3.05.050, and 3.06.040 adding setbacks for Pool Structures**

Ryan Robinson said currently the city code for accessory structures is written geared more towards sheds or other similar structures. Every other structure is required to meet these standards. This practice has caused issues in the past with items such as structures that are associated with pools. This amendment creates a new standard that is more appropriate to the variety of structures that are submitted for accessory uses.

Ryan Robinson said we have had problems with slides and jump structures that are large next to the property line. He said the new ordinance would require a ten-foot setback to keep pools and structures out of the Public Utility Easement.

Alan Macdonald opened the Public Hearing. There were no comments, and Alan Macdonald closed the Public Hearing.

Susan Whittenburg asked how these structures got approved in the first place. Ryan Robinson said pools require a permit and must be fenced and have a certain setback. These structures have fallen in with the shed ordinance with a zero- or two-foot setback. Because these structures have people climbing on top of them and could fall off, it has become a problem.

Jeff Davis said he would like to be able to put his pool equipment in a shed closer to the fence in the back where it is out of sight.

Alan Macdonald asked about equipment sheds and the setbacks for them. Ryan Robinson said there are setbacks for those and with these new jump structures, people are putting the pool equipment underneath or inside them. Alan Macdonald asked if the pool equipment is noisy. Ryan Robinson said we have not had complaints from residents about noise from the pool equipment.

Alan Macdonald asked if we could take the pool equipment out of the ten-foot requirement because most people want it removed from sight and hidden in the back close to the fence.

Greg Butterfield asked if there was a material requirement. He said he would rather see a permanent rock or timber building that looks good rather than a Tuff Shed put in. Ryan Robinson said he would check on that but doesn't think we can dictate that to the residents. He said we have more control over that for commercial buildings but not for residential. Alan Macdonald said he agreed, residents can build what they want in their own backyard. Ryan Robinson said our Attorney said we can't regulate ugly.

Ryan Robinson said slides are a little trickier because they wind around. He said we measure them from the average grade.

**MOTION:** Planning Commission member Jeff Davis moved to recommend approval of O2025-10 providing setback and height standards for pool-related structures as proposed with the following changes:

1. Deletion of storage structures for pool equipment.

Greg Butterfield seconded the motion. There were 6 Ayes and 0 Nays (recorded below). The motion passed.

**Ayes:**

Michelle Schirmer  
Troy Slade  
Jeff Davis  
Susan Whittenburg  
Alan Macdonald  
Greg Butterfield

**Nays:**

**Excused**

John MacKay

**C. Public Hearing: Proposed Code Amendment to Sections 3.02.090, 3.03.100, 3.04.100, 3.05.100, 3.07.080 Amending standards for Helicopters.**

Ryan Robinson said Alpine City currently does not allow heliports (*An area on land or upon a building or structure set aside and used for the landing or takeoff of helicopters or other manned rotary wing aircrafts capable of vertical takeoff or landing*) within city limits. The Proposed code amendments further clarify the landing or taking off of helicopters except by first responders is prohibited so there is no confusion regarding helicopters taking off or landing within city limits.

Ryan Robinson said we have had more and more requests for people to drop people off and pick people up. Our ordinance is a gray area because it says you can't have a heliport but does not say you can land and take off on private property.

Ryan Robinson said there are some areas that would be okay to land a helicopter, but other places that would not work.

Alan Macdonald asked why we don't want to allow this if there was enough room to do so. He said he could see a carve out for a permitted use. Ryan Robinson said we could take a look at allowing a certain size property, not landing in certain neighborhoods, etc.

Susan Whittenburg said helicopters are landing and taking off in Alpine and they are very noisy. Alan Macdonald said we may need a fine if people aren't following the ordinance.

Alan Macdonald opened the Public Hearing. There were no comments, and Alan Macdonald closed the Public Hearing.

Jeff Davis said West Jordan requires a conditional use permit and you have to be 1000 feet away from a residential building, there are time and setback requirements. He said maybe people could come in for a conditional use permit.

Susan Whittenburg said helicopter use so far has been for emergency use and she said that should take precedence. Ryan Robinson said this wouldn't apply to first responders or emergency flights. He said requests are for weddings, or people just wanting a ride in or out of Alpine.

**MOTION:** Planning Commission member Greg Butterfield moved to recommend approval of Ordinance 2025-11 the proposed code amendment regulating helicopter takeoff or landing within city limits.

Michelle Schirmer seconded the motion. There were 6 Ayes and 0 Nays (recorded below). The motion passed.

**Ayes:**

Michelle Schirmer  
Troy Slade  
Alan Macdonald  
Jeff Davis  
Susan Whittenburg  
Greg Butterfield

**Nays:**

**Excused**

John MacKay

**IV. COMMUNICATIONS**

None

**V. APPROVAL OF PLANNING COMMISSION MINUTES: June 3, 2025**

**MOTION:** Planning Commissioner Susan Whittenburg moved to approve the minutes for June 3, 2025, as written.

Troy Slade seconded the motion. There were 6 Ayes and 0 Nays (recorded below). The motion passed.

**Ayes:**

Michelle Schirmer  
Troy Slade

**Nays:**

**Excused:**

John MacKay

Alan Macdonald  
Jeff Davis  
Susan Whittenburg  
Greg Butterfield

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

Jeff Davis seconded the motion. There were 6 Ayes and 0 Nays (recorded below). The motion passed.

**Ayes:**

Michelle Schirmer  
Troy Slade  
Alan Macdonald  
Jeff Davis  
Susan Whittenburg  
Greg Butterfield

**Nays:**

**Excused**

John MacKay

The meeting was adjourned at 6:52 p.m.