

ALPINE CITY PLANNING COMMISSION MEETING
Alpine City Hall, 20 North Main, Alpine, UT
September 2, 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, John MacKay, Greg Butterfield, Susan Whittenburg

Excused:

Staff: Ryan Robinson, Jason Judd, Marla Fox

Others: Mike Glauser, Brent Pace, Laurie Loder, Dan Jimenez, Joy Jones, Robert Jones, Andrew Young, Janette Kennedy, Wes funk, Justin Cloward, John Magnusson, John Nash, Lon Lott, Loraine Lott

- B. Prayer/Opening Comments:** John MacKay

- C. Pledge of Allegiance:** Jeff Davis

II. REPORTS AND PRESENTATIONS

Laurie Loder, resident, said Alpine is a bedroom community that is quiet and beautiful, and the leaders were voted in because the citizens wanted to keep it that way. She said the leaders are not listening to the residents and are letting these people pay all this money and giving them whatever they want. She said you don't fight for us when you're supposed to speak for us. She said the city is letting more people come in when we don't have water. She said she is concerned about her trees dying because she is required to cut down on watering and the traffic is bad.

John Magnusson, resident, said he is interested in what the city wants to do with area south of Main Street. Alan Macdonald said the Planning Commission does not make any decisions. He said we listen to the petitioner, we review the application to see if it fits with our ordinances, we discuss the facts and send our recommendations to the City Council with a good basis to make a determination. He said a lot of times this involves a Public Hearing which a re-zone would include.

Justin Cloward, resident, asked who the petitioners were. Alan Macdonald said he assumed it was the property owners. Ryan Robinson said there were four owners who wanted to re-zone to the business commercial zone. He said the application was made by Burgess Orchards and they have to involve the other property owners so there is a continuation of the business commercial zone. Otherwise, just one property would be considered a spot zone, and we don't allow that. One of the owners had questions and wanted to work some things out, and we told them to get this figured out and come back with a new proposal. They canceled last Thursday and asked to be off the agenda. The city will post this agenda item again if it is brought back and we will send out letters to residents within 500 feet of the proposed re-zone.

III. ACTION ITEMS

- A. Action Item: Home Occupation Permit: Clear Water Aesthetics**

Ryan Robinson said Makelle Waters has submitted an application for a home occupation business license for *Clear Water Aesthetics*, to be located at 154 N 500 E. The business will provide aesthetic services to clients within the residence.

The applicant states that only one client will be served at a time, with a maximum of 10 clients per week. Parking will be provided in the existing driveway, located on the southern boundary of the property. The parcel also borders the northeastern portion of Creek Side Park along its southern and eastern property lines. No additional employees are proposed as part of this home occupation.

City staff has reviewed the application and found it to comply with the Home Occupation Business standards in Alpine Development Code (ADC) 3.23.060. Because this use is classified 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 Code 10-9a-507).

Applicable standards are found in ADC 3.23.030. Any conditions imposed must be directly tied to these standards and stated on the record as part of the approval. These standards include:

- a) Compliance with applicable provisions of City, State, and Federal law.
- b) Compatibility of structures with surrounding uses in terms of use, scale, mass, and circulation.
- c) No detriment to public health, safety, or welfare.
- d) Consistency with the Alpine City General Plan.
- e) Traffic conditions not adversely affected.
- f) Sufficient utility capacity.
- g) Adequate emergency vehicle access.
- h) Compliance with off-street parking standards.
- i) Appropriate fencing, screening, and landscaping to mitigate conflicts.
- j) Compliance with exterior lighting standards.
- k) Compliance with signage standards, aquifer protection, slope retention, and flood mitigation.
- l) Reasonable limitations on hours, methods of operation, and building size.

MOTION: Planning Commission member John Mackay moved to approve the Conditional Use Permit for *Clear Water Aesthetics*, located at 154 N 500 E, based with conditions, based on the findings that the application complies with the standards of Alpine Development Code 3.23.030 and Utah Code 10-9a-507.

- 1. No more than one client can be on the premises at a time.
- 2. Retail sales are prohibited except for incidental products directly related to the service.
- 3. No on-street parking during hours of operation.
- 4. Hours of operation from 8:00 am to 8:00 pm.

Jeff Davis seconded the motion. There were 7 Ayes and 0 Nays (recorded below). The motion passed.

Ayes:

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

Nays:

Excused

B. Action Item: Review of Proposed Exceptions Request by Mountainville Academy for a STEM Building.

Ryan Robinson said Mountainville Academy, located at 195 S Main Street, has submitted an application to expand its current school footprint by constructing a new STEM building on property at 147 S Main Street. A site plan has been submitted and is included with this report.

Utah State Code §10-9a-305(7)(a) requires that a charter school, home-based microschool, or micro-education entity be considered a permitted use in all zoning districts within a municipality. While cities must allow charter schools in all zones, §10-9a-305(10)(a) authorizes municipalities to regulate:

- Parking
- Traffic
- Hours of operation
- Municipal ordinances and regulations consistent with the statute
- Project locations when necessary to avoid risks to health or safety

The Alpine Development Code §3.20 (Standards for Schools) provides local standards to regulate these areas. Section 3.20.010 allows exceptions to these standards to be granted following a Planning Commission recommendation and City Council review.

Ryan Robinson said the applicant has requested exceptions to the following requirements:

- Setbacks
- Bulk & massing
- Parking

Attached to this report is a staff-prepared memo reviewing the applicable code standards where exceptions have been requested. The applicant has also provided documentation outlining its reasoning for the proposed exceptions. In addition, Alpine City has contracted a third-party engineering firm to review the applicant's traffic study. This review was not completed prior to this meeting but will provide additional information regarding proposed traffic solutions once finalized. The City Engineer will then review the submitted studies and give a recommendation to the Planning Commission.

Ryan Robinson said there is no issue with the height of the building, but we need to review the bulk and massing to make sure the buildings do not exceed what can fit on the property.

Alan Macdonald said we will table this item tonight until a traffic study is completed. In fairness to Mountainville, the city will review the proposed application and the exceptions they are asking for and give some feedback on the bulk and massing and parking.

Ryan Robinson said Mountainville Academy is proposing a new STEM building to their campus. We are looking at building size and what the impact would be. The new building would go on the old Carlisle lot. New parking stalls would be added along with the new building.

Brent Pace, Odyssey Builders and Charter School Developer, Dan Jimenez, City Relations Chair and resident were introduced and asked to come to the podium to answer questions.

Ryan Robinson said the new STEM building would be built over the property line and obviously not meet the side yard requirement and would need an exception. Jeff Davis said he would like to clean this up and an option would be to make this one parcel. In doing this, the setback issues go away.

Dan Jimenez said the one reason why they wouldn't want to combine all three parcels is because it makes a bulk and massing problem and the new property couldn't be built on which is a waste of the schools money. He said we would need an exception on the bulk and massing.

John MacKay said he would like to see the lots combined so the setback ordinance could be met. Dan Jimenez said they could combine two of the properties and meet the setback ordinance and the bulk and massing, but it can't be done by combining all three parcels.

Dan Jimenez said we would have 159 parking spaces which would accommodate parking most of the time. He said we need 164 parking spaces, and we could get there if we took out more green space. Greg Butterfield said he disagrees because he has been to the school three different times during the day and there were no open parking stalls. He said this was on regular school days with no events going on.

Dan Jimenez said the new STEM building would be used for the current students, and it wouldn't be used to grow the head count. Greg Butterfield asked why the school couldn't be better stewards of the city and use that new parcel for parking and better ingress and egress. He said parents have said they want a cafeteria and asked if that was the reason for the new building. The applicant said they want the building to be able to spread out to do their projects.

Alan Macdonald said the school has produced a lot of traffic problems and could alleviate those problems by using the new property to help solve the traffic and parking issues. He said the school is choosing to have convenience for their students and to provide a cafeteria over fixing the traffic problems.

Mike Glauser, applicant, said the STEM building is needed to help the kids get a good start by enhancing the program with a better facility. Greg Butterfield said in Seattle, Amazon has large buildings with no parking. The employees park somewhere else and are shuttled in. He watched fifty cars go into the school today with one student in the car and wanted to know why the kids are not walking or being bused. He said these solutions would be cheaper than putting in a median or a traffic light.

Alan Macdonald said this area has a difficult egress with the bank right there and 100 South, and parents trying to turn left on Main Street. The applicants said this is a difficult problem to solve but said they want to work with the city to solve it. They said they could move the egress over if that helped. They said they view this as an improvement with the additional parking spaces.

Susan Whittenburg said other schools have programs for drop-off and pick-up or have off-site pick-up. She said something like this would keep the traffic off Main Street.

Ryan Robinson said schools are zoned for permitted uses, but they are asking for exceptions. Alan Macdonald said we are dealing with parking, traffic, safety of the students and the residents. He said the proposal is that the city needs to compromise with the school to fix problems that the school created.

Greg Butterfield said if this was denied, it would force the applicants to come back with other solutions. Ryan Robinson said it would still go to the City Council, so by tabling, you could look at this again after the traffic study comes back.

Jeff Davis said parking is an improvement with what is proposed, but we need to discuss bulk and massing. Ryan Robinson said the bulk and massing has to do with one building to the acreage. He said we look at this school as one property just as we look at other schools.

Troy Slade said it doesn't make sense to have separate lots. He asked if the lots were separate, could they sell off one of the buildings on the separate lot. John MacKay said he didn't know how they would be able to get a bank loan having separate lots. He said he would also like to have a report back from Dan Jimenez showing how the board would solve the traffic problems.

John Mackay said he is in favor of all three lots being combined and recommending the exception on the bulk and massing.

Greg Butterfield asked if the school could scale back to lower head count to fit the space rather than putting another building and more head count in a problem area. He said this is just for profit and it could be scaled down. Dan Jimenez said their funding is based on the head count.

Alan Macdonald said the school is looking at what's best for the students and not what's best for the residents. He said Greg Butterfield is alluding to the fact that you could use that property to alleviate traffic problems, but you are choosing not to because you would rather not inconvenience the kids, and you want a cafeteria. So, you're looking at what's best for your kids versus what's good for the residents of Alpine. And solving traffic problems that your school has created, you're more or less saying maybe the city will let us use that property they own and put an easement on it. He said you have a simple option; you're essentially just choosing the convenience of your students and a cafeteria over the traffic problems you've created on Main Street for the citizens of Alpine.

Dan Jimenez said the board had a fiduciary duty to its students to provide the best possible education and safe experience. The intent of this is to continue to help establish this school as the number one charter school in the state as it was last year. The school is STEM certified, and the mission of the school and the differentiator is to focus on STEM and leadership.

Dan Jimenez said we feel like it's a smart investment to put dollars into ensuring that for the long haul, this could be done. He said as a concerned citizen of Alpine, he wants to put forth a plan that helps improve, maybe not fix, but helps improve the challenges that have been brought up.

Jeff Davis asked if the new STEM building was built, could you house 7th, 8th, and 9th graders. Dan Jimenez said they used to have those grades a few years ago but reduced down to kindergarten through 6th grade. Alan Macdonald asked if they have more square footage, could they bring in more students. Dan Jimenez said they could.

Michelle Schirmer said they are already building for future expansion. They told us they would add two pre-K classes.

Jeff Davis said he would like to see one property which solves the problems with the setback. He said he likes the concept but has concerns about increasing the enrollment. He asked if we could come up with a win-win situation with a drastic improvement on the traffic. He said he believes the traffic can be improved if we don't allow left hand turns.

Susan Whittenburg said there is so much inconvenience to the city and the residents. She would like to see some education on the part of the parents and the students with parking rules, standards and awareness. The residents don't want another building when we can't get the current traffic under control.

Greg Butterfield said he is not as lenient with the bulk and massing. He said we always grant approval to exceptions and sometimes it doesn't make sense to do so.

John MacKay said he likes staggered start times with Timberline.

Michelle Schirmer said new rules and routes are not an option. She said this is what parents must do if their kid goes there. The parents are used to going where they want, and parking where they want. This behavior would need to change.

Ryan Robinson said we are supposed to get a traffic study draft this week.

MOTION: Planning Commission member Jeff Davis moved to table the exception request for Mountainville Academy until the third-party review of the submitted transportation study is completed and submitted to Alpine City and with the following conditions:

1. The Cities Master Traffic Plan is presented to the Planning Commission.
2. An understanding with the city on the easement going to first south.
3. Evidence from the board to bring forth additional ideas to deal with the traffic.
4. Willing to Consolidating the three lots to one parcel.

Troy Slade seconded the motion. There were 7 Ayes and 0 Nays (recorded below). The motion passed.

Ayes:

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

Nays:

Excused

IV. COMMUNICATIONS

John Mackay said the potholes are being fixed with asphalt thrown on them and creating a bump. He wanted to know if that was how they were going to be left. Jason Judd said that was part of the pre-work and the potholes would be repaired during the next stage.

V. APPROVAL OF PLANNING COMMISSION MINUTES: July 29, 2025

MOTION: Planning Commissioner Susan Whittenburg moved to approve the minutes for July 29, 2025, as written.

Greg Butterfield seconded the motion. There were 7 Ayes and 0 Nays (recorded below). The motion passed.

Ayes:

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

Nays:

Excused:

MOTION: Planning Commissioner Jeff Davis moved to adjourn the meeting.

Susan Whittenburg seconded the motion. There were 7 Ayes and 0 Nays (recorded below). The motion passed.

Ayes:

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

Nays:

Excused

The meeting was adjourned at 8:11 p.m.