



## ALPINE CITY PLANNING COMMISSION MEETING

**NOTICE** is hereby given that the **PLANNING COMMISSION** of Alpine City, Utah will hold a **Public Meeting** on **Tuesday, November 18<sup>th</sup> at 6:00 p.m. at City Hall, 20 North Main Street, Alpine, Utah.**

The public may attend the meeting in person or view it via the Alpine City YouTube Channel. A direct link to the channel can be found on the homepage of the Alpine City website, [alpineut.gov](http://alpineut.gov).

### **I. GENERAL BUSINESS**

- A. Welcome and Roll Call: Alan MacDonald
- B. Prayer/Opening Comments: By Invitation
- C. Pledge of Allegiance: Greg Butterfield

### **II. REPORTS AND PRESENTATIONS**

- A. None

### **III. ACTION/DISCUSSION ITEMS:**

- A. **Action Item:** Conditional Use Permit for a quasi-public non-profit library in the CR-40,000 Zone.
- B. **Action Item:** Review of proposed Commercial Building Sign "Hidden Gem" located at 62 S Main Street.
- C. **Public Hearing:** Code Amendment to allow self-storage and condo luxury garages as a conditional use permit, add definitions, and select a land use authority in the Business Commercial Zone.
- D. **Action Item:** Review of Proposed Custom Carport and EsSolar in the Gateway Historic District for Design Criteria and setback exceptions.

### **IV. COMMUNICATIONS**

### **V. APPROVAL OF PLANNING COMMISSION MINUTES:** October 21<sup>st</sup>, 2025

### **ADJOURN**

Chair Alan MacDonald  
November 14th,

**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](http://www.alpinecity.org) and on the Utah Public Meeting Notices website at [www.utah.gov/pmn/index.html](http://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:** Conditional Use Permit for a Non-Profit Organization Library.

**FOR CONSIDERATION ON:** November 18<sup>th</sup>, 2025

**PETITIONER:** Friends of the Alpine Library

**ACTION REQUESTED BY PETITIONER:** Approval of the CUP

**REVIEW TYPE:** Administrative

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## BACKGROUND INFORMATION:

An application has been submitted for a Conditional Use Permit (CUP) to allow a library to operate on property located at 491 S. Alpine Highway. This property is located within the CR-40,000 Zone, which lists *quasi-public buildings* as a conditional use. In addition to the library use, the applicant has proposed occasional after-hours fundraising events such as a small farmers market.

Alpine Development Code (ADC) 3.01.110 – Definitions defines a quasi-public use as follows:

“A use operated by a private, non-profit educational, religious, recreational, charitable, or philanthropic institution, having the primary purpose of serving the general public, such as churches, private schools, hospitals, and similar uses.”

Because the use is conditional within this zone, the Planning Commission may impose reasonable conditions to mitigate any anticipated detrimental impacts, pursuant to ADC 3.23 – Conditional Uses. Applicable standards include:

- Protection of public health, safety, and welfare;
- Consistency with the General Plan;
- Traffic conditions;
- Emergency vehicle access;
- Off-street parking (location, design, and compliance with standards);
- Fencing, screening, and landscaping to mitigate conflicts with adjoining uses;
- Limitations on hours of operation, methods of operation, and building height or size.

Any condition imposed should directly address one or more of these standards.

The structure is approximately 3,500 square feet on a 43,560-square-foot parcel, according to Utah County property records.

The City does not have specific parking standards for quasi-public uses other than hospitals, civic buildings, churches, and schools. The applicant proposes to follow the office/personal service standard of 4 spaces per 1,000 square feet, requiring 14 parking spaces. Staff reviewed comparable standards from other cities and found 1 space per 300 square feet to be typical, which would require approximately 12 spaces for this building.

The site currently serves as overflow parking for the neighboring Burgess Orchards produce stand, with 43 approved parking spaces. Dedication of 14 spaces to the library would leave approximately 29 spaces for produce stand patrons at full capacity. Parking restrictions (signage and red curbs) have already been installed along Bateman Lane between Alpine Highway and Cascade Avenue.

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## APPLICABLE CITY CODE

- Alpine Development Code 3.01.110 Definitions
- Alpine Development Code 3.04.030 CR-40,000 Zone Conditional Uses
- Alpine Development Code 3.23 Conditional Uses

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## GENERAL PLAN POLICIES

- *(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 considere*

*d appropriate for low density residential development. These areas should provide for the perpetuation of the rural and open space image of the City.*

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#### **PUBLIC NOTICE**

- A conditional use permit does not require a public hearing according to Alpine City Code or the State of Utah.
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#### **STAFF RECOMMENDATION**

Because this is a quasi-public use in a primarily residential zone, certain conditions should be imposed to mitigate the anticipated detrimental impacts. Staff is Suggesting the following conditions include:

1. Hours of Operation:
  - Limit hours to 10:00 a.m. – 5:00 p.m., Monday through Thursday. Friday hours could be shorter (10 a.m.-3 p.m.) to avoid the weekend produce stand crowds.
  - No operation on Saturdays after noon or Sundays during the produce stand season (July–October).
  - For non-library events (e.g., book clubs, story time, and fundraisers), limit attendance to 12–14 people at a time and require RSVP or pre-registration.
  - Require that all events occur before noon during the produce stand season to reduce parking conflicts.
  - If a small farmers market is held during the off-season, limit frequency (e.g., no more than four events per year) and require events to occur during regularly approved operating hours.
2. Parking:
  - Require a minimum of 14 parking spaces dedicated exclusively for library patrons.
  - Post signage identifying “Library Parking Only.”
3. Access and Safety:
  - If open in winter, address the slope of the Alpine Highway entrance to prevent sliding OR
  - Require the Alpine Highway access to function as an *entrance only* if determined necessary for safety.
  - Ensure all entrances, sidewalks, and parking spaces are ADA-compliant and submit a plan to Alpine City for compliance with these standards.

The Planning Commission is the designated Land Use Authority for a conditional use permit for a quasi-public building. The motion will be to approve with conditions, table, or deny.



**SAMPLE MOTION TO APPROVE WITH CONDITIONS:**

I move to approve the Conditional Use Permit for the Friends of the Alpine Library, located at 491 S. Alpine Highway, with the following conditions to mitigate anticipated impacts and ensure compliance with Alpine Development Code Section 3.23:

1. Hours of operation shall be limited to 10:00 a.m. – 5:00 p.m., Monday through Thursday, and 10:00 a.m.-3:00 p.m. on Friday, with no operation on weekends during the Burgess Orchards produce stand season.
2. A minimum of 14 parking spaces shall be dedicated for library patrons only during hours of operation, with appropriate signage installed.
3. Non-library operating events shall be limited to no more than 14 attendees and held during regular operating hours.
4. ADA-compliant access, entrances, and parking shall be provided by City Staff prior to occupancy.
5. The applicant shall coordinate with City staff to evaluate the Alpine Highway access for safety and consider a one-way entrance if required.

**SAMPLE MOTION TO TABLE:**

I move to table the Conditional Use Permit for the Friends of the Alpine Library to allow the applicant additional time to address items addressed and return with a revised proposal.

\*Insert Findings

**SAMPLE MOTION TO DENY:**

I move to deny the Conditional Use Permit for the Friends of the Alpine Library, located at 491 S. Alpine Highway, based on the finding that the proposed use, as currently presented, does not adequately mitigate anticipated detrimental impacts as required by Alpine Development Code Section 3.23.

\*Insert Findings

## **Project Description & Operations Plan**

**Conditional Use Permit:** 491 S Alpine Hwy, Alpine, Utah 84004

**Proposed Use:** Small, nonprofit lending library with incidental retail (artwork, used books, and reading accessories).

**Applicant/Operator:** Friends of the Alpine City Library (Utah nonprofit 501(c)(3))

**Primary Contact:** Jennifer Wadsworth, Executive Director,  
[jennifer@friendsofalpinelibrary.org](mailto:jennifer@friendsofalpinelibrary.org), 801-347-3063

## **Overview**

Friends of the Alpine City Library seeks a Conditional Use Permit to operate a small, community-serving library within the existing home at 491 S Alpine Hwy. The use is quiet, low-impact, and neighborhood-oriented. In addition to core lending services and small programming, the library will include a modest point-of-sale area for artwork, used books, and reading accessories, with all proceeds benefiting the nonprofit's mission to expand literacy and community learning.

## **Hours of Operation**

**Open to the public:** Monday through Friday 10 a.m. – 5:00 p.m. (based on volunteer staffing availability and seasonal daylight hours.) During the orchard's off-season, the library may operate on select Saturdays for limited programming and circulation services, consistent with regular neighborhood traffic and parking patterns.

**Closed:** Saturdays during the orchard's peak season, Sundays, and nationally observed holidays.

**After-hours:** None proposed. Any future occasional evening activity would take place off site.

**Day-to-Day Operations:** Services include library card sign-ups, lending and returns, quiet reading areas, small weekly programs, and a checkout counter.

**Incidental retail (fundraising for the nonprofit):** curated local artwork (wall-hung or shelf-displayed), used books (donation-supported), vintage items, and reading accessories (e.g., bookmarks, book lights, tote bags, journals). Sales are secondary to the library function and help fund programs and materials. Once, annually, during the orchard's off-season, the library may host a small neighborhood farmers market and used book sale on site, with limited vendors and hours to remain compatible with surrounding residential uses.

**Staffing:** 1–2 staff/volunteers onsite during open hours; a manager or board designee will be responsible for daily operations and compliance.

**Expected visitation:** Typically 4–10 patrons per hour, with short dwell times (10–30 minutes). Peak demand is expected after school and around lunchtime.

**Noise/activity level:** Comparable to a quiet office, normal conversational voices with no outdoor amplified sound.

**Food service:** may occasionally provide light refreshments and host small tea parties as part of library programs, meetings, and community events.

**Building & Site Interior layout:** Shelving, reading nooks, a small checkout desk, and one compact retail display area. No structural changes proposed at this time beyond shelving and furnishings; any future tenant improvements will obtain required permits.

**Occupancy:** Will comply with Fire Marshal and Building Official determinations for posted maximum occupancy.

**Signage:** One small, non-illuminated wall or monument sign is anticipated, designed to meet size/placement limits and sight-line requirements. No outdoor electronic message boards or flashing lighting. Separate sign permit(s) will be obtained.

**Lighting:** Lights off after closing. No additional overhead lighting in the parking lot

**Landscaping:** Existing landscaping will be maintained; any enhancements will meet City water-wise and maintenance standards.

**Parking, Circulation & Access Patron/Staff parking:** Will meet City parking requirements for a low-intensity civic/office-type use within the existing driveway/onsite spaces or as otherwise directed by the City.

**Traffic:** With modest patron counts and short visits, trip generation is minimal and well within what is typical for small professional or civic uses.

**Access:** Direct access from S Alpine Hwy via existing driveway. Patrons will be encouraged to walk or bike when feasible.

### **Parking Coordination Plan (with Adjacent Orchard Stand)**

**Staggered Scheduling:** Programs are set during low-demand periods for the orchard. We do not schedule storytimes, clubs, or school visits during the orchard's known peak times.

**Attendance Management:** Popular programs may use capped RSVPs to keep parking demand stable and within onsite capacity.

**Travel Demand Management:** Patrons are encouraged to walk or bike; school groups arrive on foot. Staff and volunteers park on-site first, leaving the most convenient spaces for patrons.

**Ongoing Coordination:** We maintain a shared calendar/check-in with the orchard operator and will adjust dates/times proactively to avoid conflicts.

**On-Site Monitoring (as needed):** For any program expected to approach typical peaks, a staff/volunteer will act as a parking monitor to direct patrons and prevent spillover.

### **Deliveries & Waste**

**Deliveries:** Small parcel deliveries (passenger vehicles/standard vans) during business hours. No semi-truck deliveries are anticipated.

**Waste/Recycling:** Routine office-type waste and recyclables only; no hazardous materials. Service will occur on normal collection days and will be stored in standard containers screened from public view.

## **Events & Programming**

**Weekly Storytimes:** One to two short, quiet sessions per week during off-peak hours (inside our posted hours, typically mid-morning late afternoon). Attendance is capped to posted occupancy; advance sign-ups used as needed.

**Clubs & Small Groups (occasional):** Journalism club, children's choir practice (unamplified, indoors), and adult and family book clubs. These meet intermittently, by RSVP, and remain within normal occupancy.

**School Visits (walkable field trips):** We will host small classes from nearby schools that arrive on foot. No bus loading is proposed.

**Noise:** Occasional small-group activities and programs may be held in the rear yard of the library during regular operating hours, with attendance and noise kept at a neighborhood-appropriate level.

**Scale:** No large events or extended hours are included in this application. Any future special event beyond normal hours/occupancy would be separately coordinated at an off site location.

**Coordination with Adjacent Orchard Stand:** We have coordinated our hours of operation and all program schedules with the orchard stand next door to ensure that our high-demand parking times never align.

## **Neighborhood Compatibility & Mitigation**

**Compatibility:** The library is a low-intensity, daytime use with limited traffic and noise, fitting the character of nearby homes and civic spaces.

**Nuisance controls:** No outdoor PA systems, no outdoor retail, no nighttime lighting beyond safety lighting on steps, doors/windows kept closed during programs to limit sound transmission.

**Security:** Staffed during all open hours; doors secured after closing.

**Compliance:** We will comply with all applicable City codes, building and fire codes, and any conditions of approval attached to the CUP.

## **Public Benefit**

The project provides convenient access to books and learning resources, supports youth and seniors with a quiet third-place for reading, and fosters local arts and literacy, at no cost to the City, operations are funded by donations, grants, small-scale sales, and volunteer support.

\*Attachments available upon request: site plan showing parking and entrances; floor plan sketch; sample signage concept; nonprofit determination letter; operations & safety checklist.



PARKING TABULATIONS

PROPOSED # OF PARKING SPACES 41 STALLS

CONSTRUCTION NOTES:

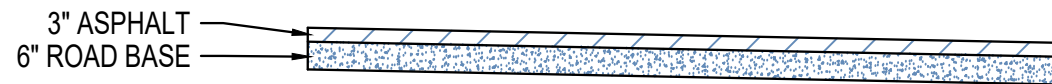
- 1 ASPHALT PAVING
- 2 HARD PACK PAVING
- 3 LANDSCAPE COBBLE PARKING EDGING
- 4 4' WIDE CONCRETE SIDEWALK
- 5 FLARED DRIVE APPROACH
- 6 WHEEL STOPS (USED TO DESIGNATE PARKING SPACES)

PARKING EXCEPTIONS

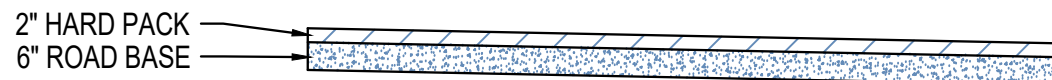
DUE TO THE INCIDENTAL PRODUCE STAND ASSOCIATED WITH THIS PARKING LOT THE FOLLOWING EXCEPTIONS ARE REQUESTED

1. PAVING - A HARD PACK SURFACE IS PROPOSED FOR THE PARKING LOT. (THIS IS THE SAME SURFACE AS THE EXISTING FARM STAND) STRIPING - (NO STRIPING IS PROPOSED, THE WHEEL STOPS WILL DESIGNATE THE PARKING SPACES)
2. LIGHTING - THE CONDITIONAL USE OF THE FRUIT STAND IS DURING DAYLIGHT HOURS, THEREFORE NO PARKING LOT LIGHTING IS PROPOSED.

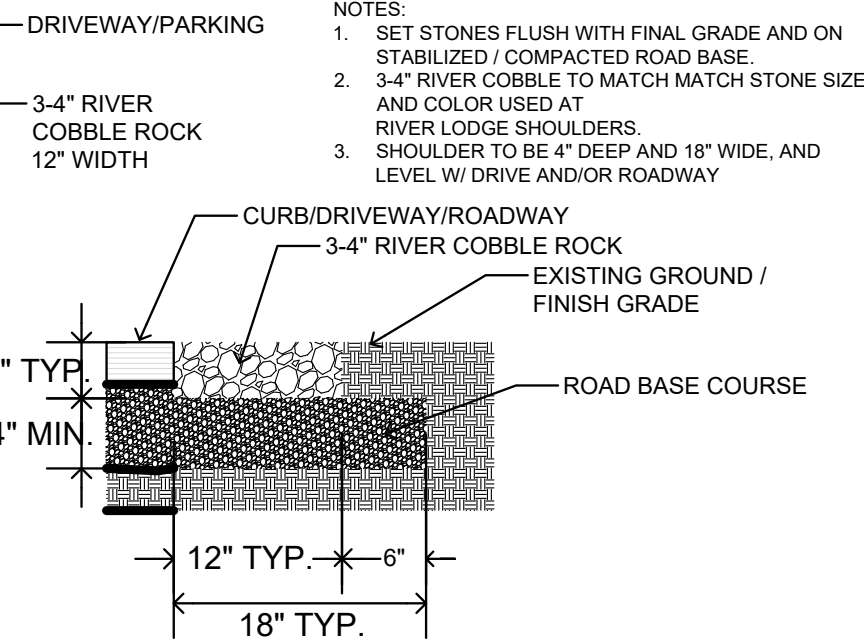
ASPHALT PAVING DETAIL 1



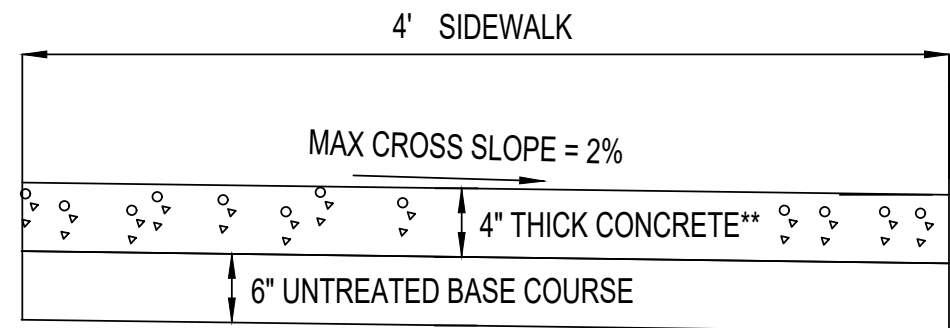
HARD PACK PAVING DETAIL 2



COBBLE PARKING EDGE DETAIL 3

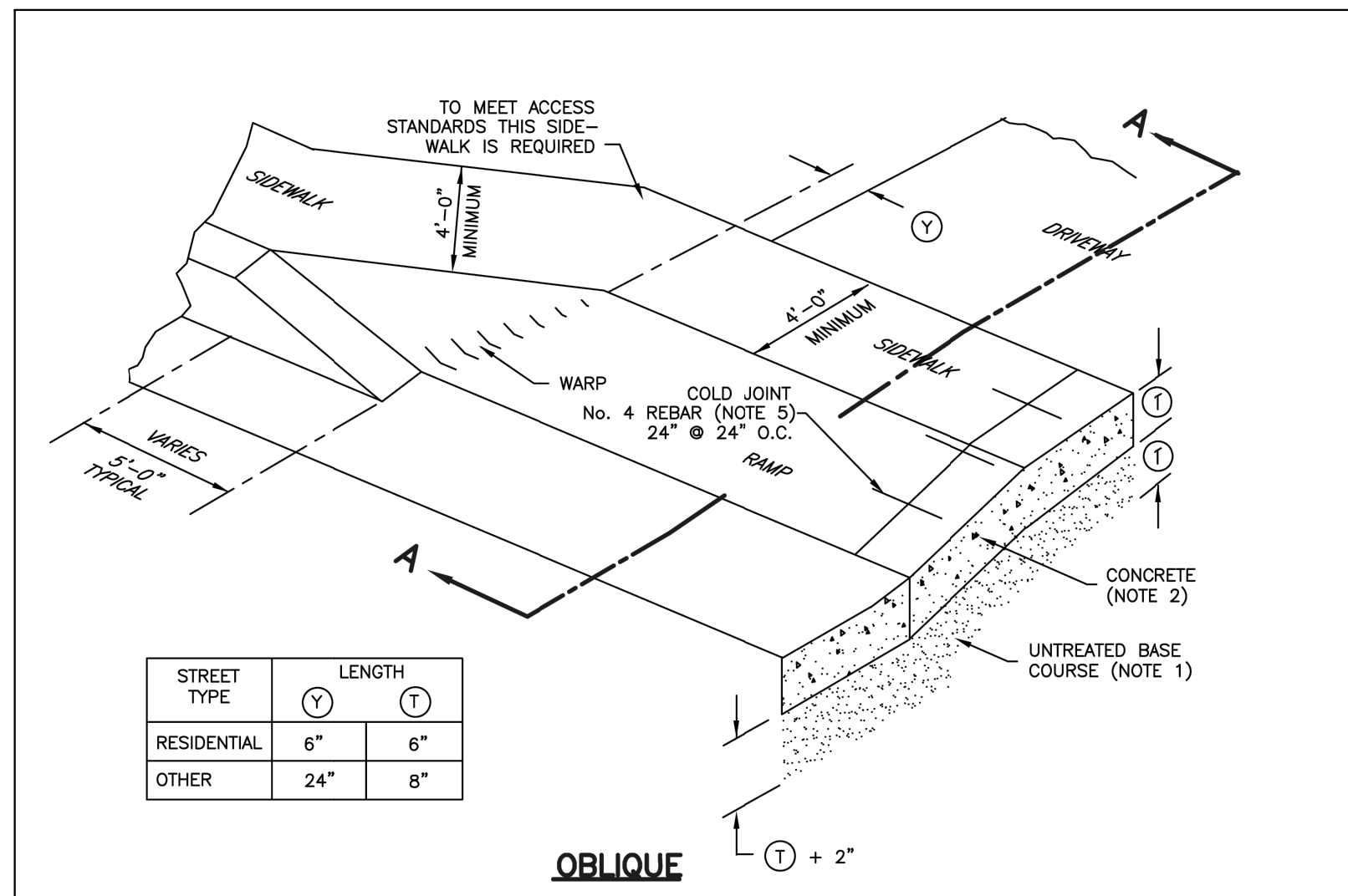


SIDEWALK DETAIL 4



6" UNTREATED GRANULAR BASE CURB & SIDEWALK EXTENDING 6" LATERALLY IN FRONT AND BACK COMPACT TO 95% DENSITY ASTM D 1557-78

FLARED DRIVE APPROACH DETAIL 5



IRM LLC :0002

EXIST PARKING LOT

BATEMAN LN

ALPINE CITY 49:329:0015

49:329:0003  
DEGROOT, WILLIAM & SHERYL

SCHIRMER, ROBERT & MICHE 49:329:0004

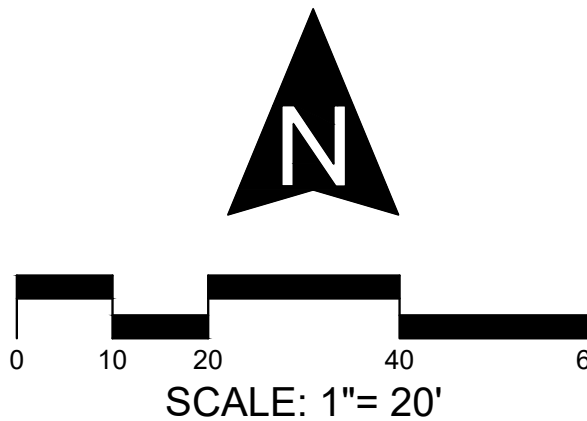
DEVELOPER

**JECCO FARMS**

645 S. ALPINE HWY  
ALPINE, UT 84004

DEVELOPMENT

**JECCO FARMS**



CIVIL ENGINEERING

1018 N. Deer Crest Lane  
Alpine UT, 84004  
office (801) 492-1277  
cell (801) 616-1677

REVISIONS			SEAL
NO.	DATE	DESCRIPTION	
1			
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ACTION		DATE	
CONDITIONAL USE		06/04/2025	

PROJECT

**JECCO FARMS**

DESCRIPTION

**FARM STAND  
ADDITIONAL  
PARKING**

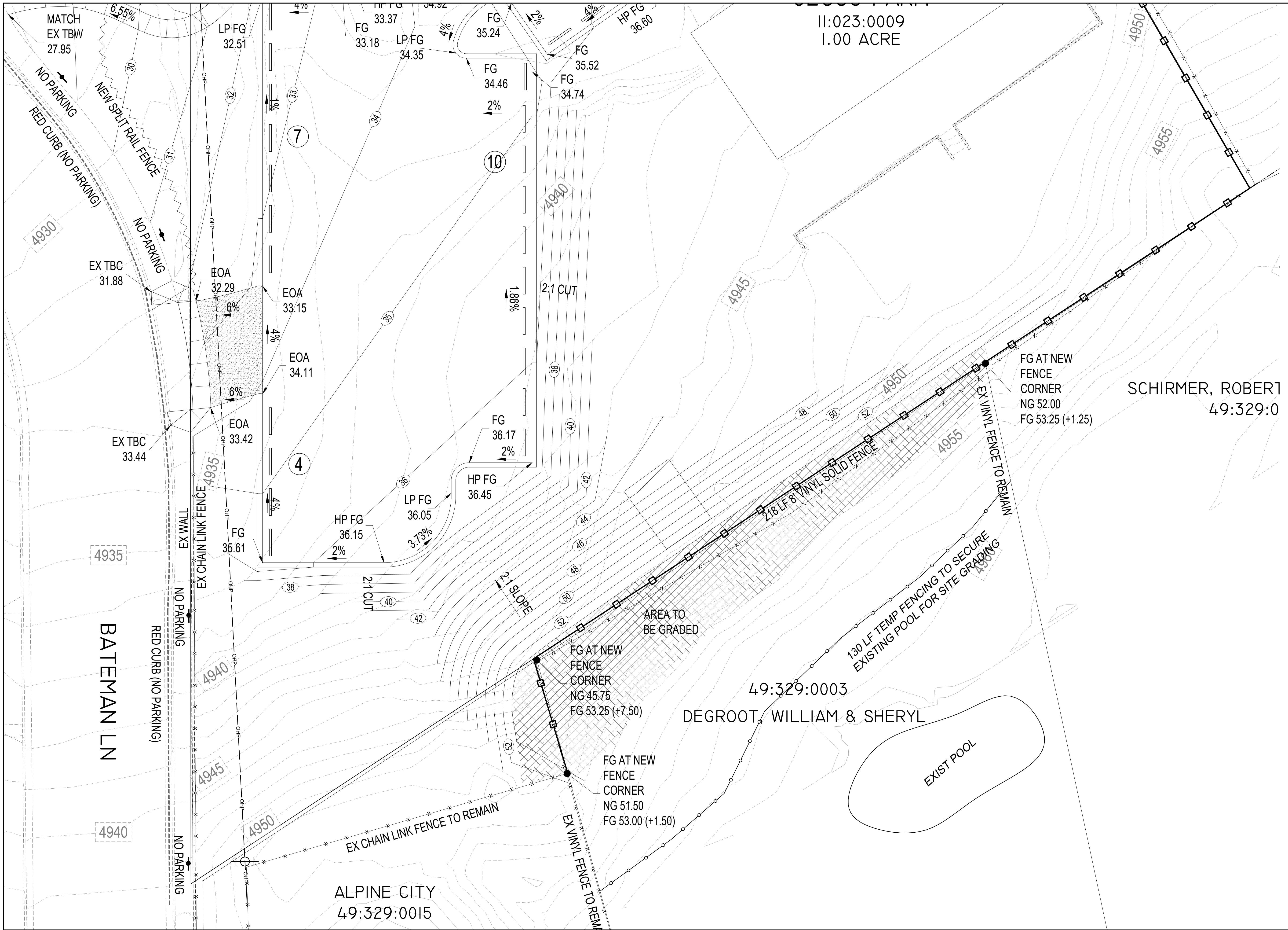
SHEET NAME

SITE PLAN

SHEET NUMBER

**C1**





DEVELOPER

JECCO FARMS

645 S. ALPINE HWY  
ALPINE, UT 84004

DEVELOPMENT

JECCO FARMS

N

0

5

10

20

30

SCALE: 1"= 10'

berg

CIVIL ENGINEERING

1018 N. Deer Crest Lane  
Alpine Ut, 84004  
office (801) 492-1277  
cell (801) 616-1677

REVISIONS

SEAL

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STATE OF UTAH

343602

3/6/04/2025

PROFESSIONAL

ACTION

DATE

CONDITIONAL USE

06/04/2025

PROJECT

JECCO FARMS

DESCRIPTION

FARM STAND  
ADDITIONAL  
PARKING

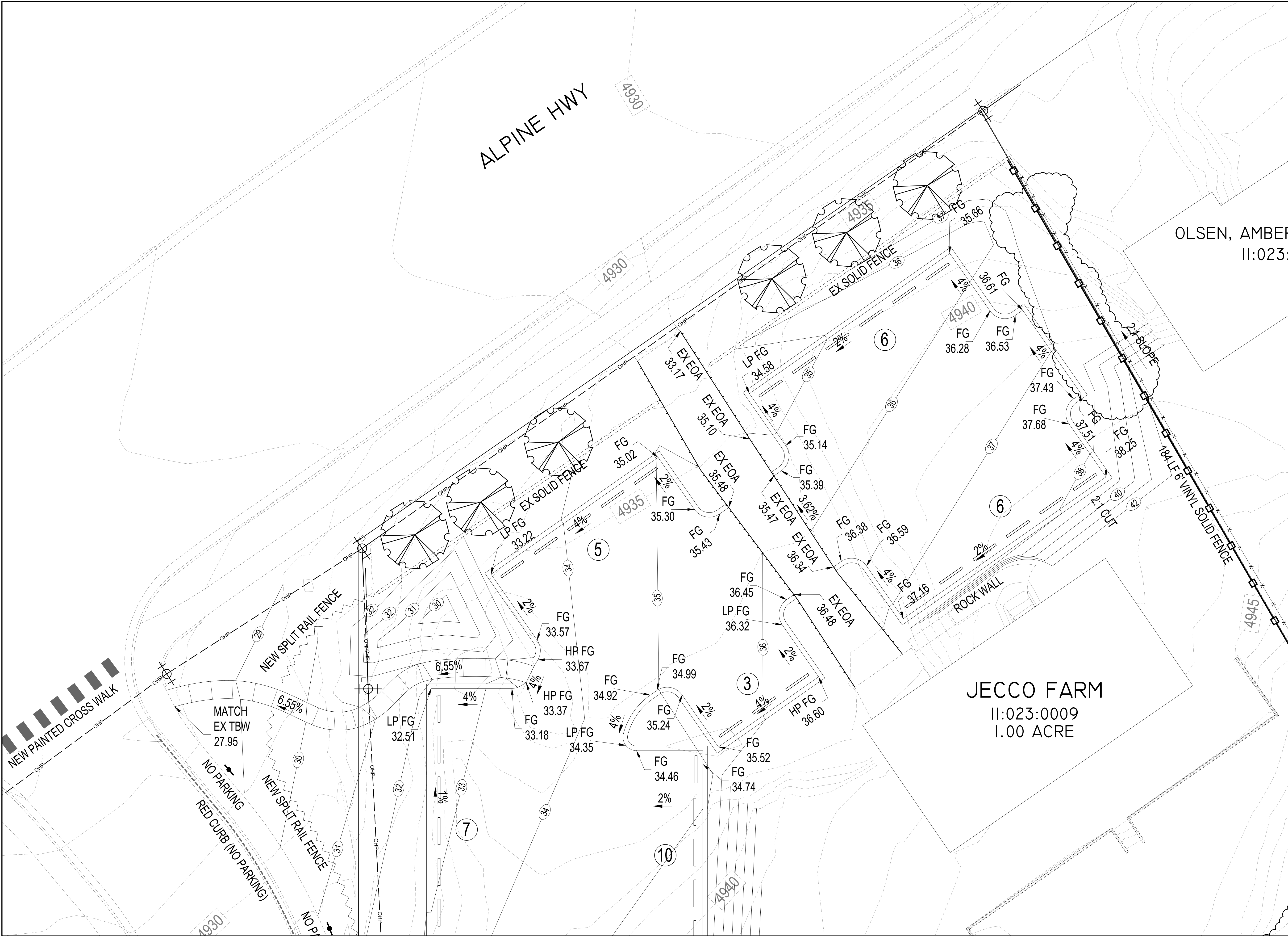
SHEET NAME

SHEET NUMBER

SITE  
GRADING

C2.1





DEVELOPER

**JECCO FARMS**

645 S. ALPINE HWY  
ALPINE, UT 84004

DEVELOPMENT

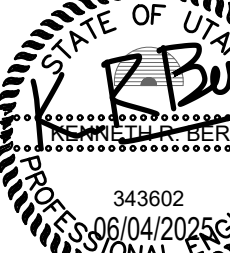
**JECCO FARMS**

North arrow pointing up.

Scale: 1" = 10'

**berg**  
CIVIL ENGINEERING

1018 N. Deer Crest Lane  
Alpine, UT, 84004  
office (801) 492-1277  
cell (801) 616-1677

REVISIONS			SEAL
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ACTION			DATE
CONDITIONAL USE			06/04/2025

PROJECT

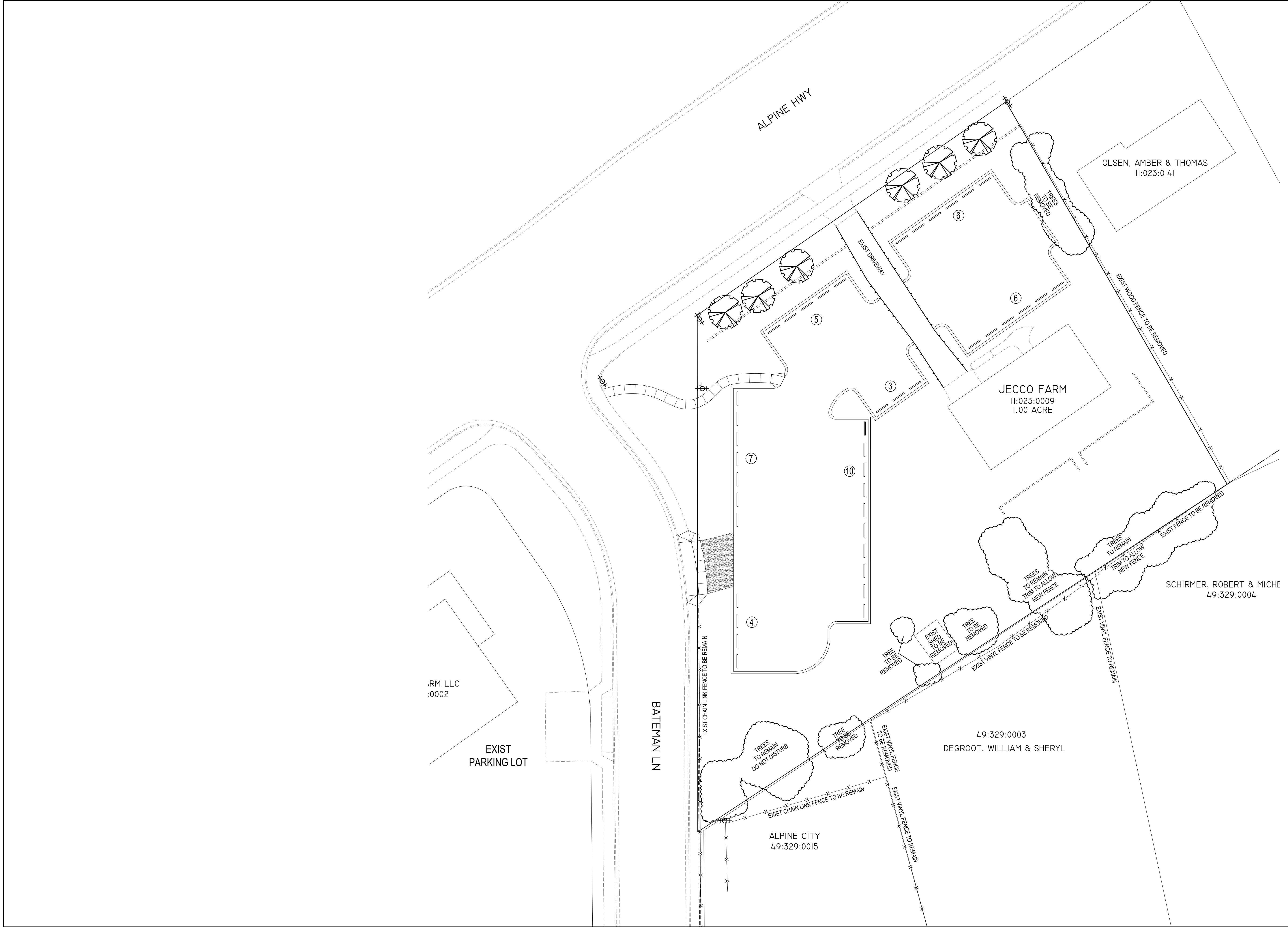
**JECCO FARMS**

DESCRIPTION

**FARM STAND  
ADDITIONAL  
PARKING**

SHEET NAME	SHEET NUMBER
SITE GRADING	<b>C2.2</b>





DEVELOPER

**JECCO FARMS**  
645 S. ALPINE HWY  
ALPINE, UT 84004

DEVELOPMENT

**JECCO FARMS**

SCALE: 1"= 20'

**BERG**  
CIVIL ENGINEERING  
1018 N. Deer Crest Lane  
Alpine Ut, 84004  
office (801) 492-1277  
cell (801) 616-1677

REVISIONS			SEAL
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ACTION	DATE
CONDITIONAL USE	06/04/2025

PROJECT

**JECCO FARMS**

DESCRIPTION

**FARM STAND  
ADDITIONAL  
PARKING**

SHEET NAME	SHEET NUMBER
SITE DEMO	<b>C3</b>

# **Friends of the Alpine City Library**

## **Operations & Safety Checklist**

### **1. General Operations**

- At least two trained adult volunteer on site whenever open
- Volunteers trained in emergency procedures and child safety
- No overnight use
- All building doors and windows locked when closed

### **2. Facility Safety**

- Smoke and carbon monoxide detectors installed and checked monthly
- Fire extinguisher present and inspected annually by a qualified vendor or fire department
- Clear exit pathways and posted exit signs
- First-aid kit stocked and accessible
- Cleaning supplies stored securely, out of children's reach
- Electrical cords and rugs checked regularly to prevent tripping hazards

### **3. Emergency Procedures**

- Posted emergency contact list (Police, Fire, City, Board President)
- Simple evacuation map posted near each exit
- Volunteers trained to call 911 and evacuate patrons if needed
- Flashlights available for power outages
- Basic incident log maintained

### **4. Child & Patron Safety**

- Two-adult rule for library programs involving minors
- Parents/guardians responsible for children under 10
- Lost child plan: contact parent first, police if necessary
- No unsupervised after-hours use

## **5. Parking & Neighbor Relations**

- Parking limited to designated areas
- Outdoor events conclude by 8 p.m.
- Noise kept to reasonable levels
- Contact information for the board posted on site

## **6. Cleanliness & Maintenance**

- Routine cleaning schedule for restrooms and high-touch areas
- Pest control and trash removal as needed
- Minor repairs handled by board volunteers or qualified help
- Annual safety walkthrough conducted by board members

## **7. Compliance & Insurance**

- Liability insurance policy maintained through The Hartford Insurance Company
- Operates under Alpine City and Utah nonprofit regulations
- Will comply with any CUP conditions required by the Planning Commission

## **8. Additional Commitments**

- The library maintains a simple record of donated technology and ensures safe electrical use.
- Board members conduct a once-a-year building check for safety and accessibility concerns.
- Any updates or repairs will be coordinated with the property owner and reported to the city if required.

Prepared by Friends of the Alpine City Library Board

Date: November 2025



**Department of the Treasury**  
**Internal Revenue Service**  
**Tax Exempt and Government Entities**  
P.O. Box 2508  
Cincinnati, OH 45201

FRIENDS OF THE ALPINE CITY LIBRARY  
188 PARKWAY WEST  
ALPINE, UT 84004

**Date:**  
07/24/2024  
**Employer ID number:**  
99-0812017  
**Person to contact:**  
Name: Customer Service  
ID number: 31954  
Telephone: (877) 829-5500  
**Accounting period ending:**  
December 31  
**Public charity status:**  
170(b)(1)(A)(vi)  
**Form 990 / 990-EZ / 990-N required:**  
Yes  
**Effective date of exemption:**  
January 09, 2024  
**Contribution deductibility:**  
Yes  
**Addendum applies:**  
No  
**DLN:**  
26053600001894

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

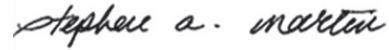
If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

We sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in black ink that reads "Stephen A. Martin". The signature is written in a cursive style with a clear, legible script.

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements

# Accessibility Plan

## (ADA Title III Compliance Strategy)

### 1) Purpose & Legal Framework

Title III requires removal of architectural barriers **where readily achievable** and, when not immediately feasible, the use of **alternative methods of providing access** until permanent solutions are completed, consistent with the 2010 ADA Standards for Accessible Design and the Utah-adopted accessibility code.

### 2) Existing Conditions

The donated house has multiple stairs at entrances and no accessible restroom. Interior circulation in primary rooms is generally adequate for mobility devices, but door hardware and thresholds require upgrading to improve usability.

### 3) Day-One Operational Accommodations (in place at opening)

To provide meaningful, equivalent access while capital improvements are planned and funded, the Library will implement the following **readily achievable** measures:

- **Accessible customer service alternatives**
  - **Drive-up / curbside pickup** for holds placed online or by phone.
  - **Designated accessible parking stall** (van-accessible dimension with a sign) located on the flattest nearest area to the primary service point.
  - **Page-and-retrieve service**: staff/volunteers retrieve materials and deliver them to the patrons car in an accessible stall.
- **Interior usability improvements**
  - **Lever-style door handles** installed on public-facing doors.
  - **Maintain clear paths of travel** through primary rooms used by the public; brief constrictions at doorways may be 32".

- **Arrange furniture and shelving** to maintain walker/cane/wheelchair maneuvering; target 42" aisles where space allows.
- **Communication & notice**
  - **Post on website and at the entrance:** how to request curbside pickup, accessible parking location, and staff assistance.

## 4) Long-Term Capital Improvements (permanent barrier removal)

The Library's goal is to deliver full, independent access for patrons with disabilities through the following capital projects:

### 1. Accessible Entrance Ramp:

- Exterior ramp to the chosen public entry, max slope 1:12, 36" clear width, level landings (60"×60"), edge protection, and handrails if rise > 6".

### 2. Single-User Accessible Restroom:

- New or modified restroom meeting 2010 ADA Standards: 60" turning space, compliant clearances, grab bars, 34"-max lavatory, accessible hardware, and reach ranges.

All capital work will be designed/permitted through the property owners and City before construction.

## 5) Phased Timeline & Milestones (target windows)

These milestones reflect a small, donor-funded, volunteer-led operation. Dates are targets and may adjust based on permitting, contractor availability, and funding:

- **Within 0–30 days of CUP approval**
  - A sign for the van-accessible stall, and implement curbside/drive-up procedures.
  - Install lever handles; verify 36" clear paths and re-arrange furnishings as needed.

- Publish access notice and staff contact.
- **Within 3-6 months**
  - Complete feasibility sketch for accessible entrance (ramp) and single-user restroom; meet with Building Official to confirm approach and code details.
  - Seek cost estimates from qualified contractors.
- **Within 6-12 months**
  - Pursue grants/donations dedicated to accessibility improvements (materials and construction).
  - Select preferred solution (ramp vs. lift) based on cost, constructability, and approvals.
- **Within 12-24 months (or during possible remodel)**
  - Submit permit set for accessible entrance and restroom.
  - Construct improvements upon funding and permit issuance.

The Library is willing to provide the City a brief ADA status update at 6 months and upon any permit application.

## **6) Ongoing Compliance & Review**

- Maintain accessible parking and curbside service throughout the interim period.
- Keep interior clearances and lever hardware in place permanently.
- Update the City if scope or timeline changes materially, and implement any reasonable conditions attached to the CUP.

## **7) Requested CUP Condition (optional language the Commission can adopt)**

**Condition:** The applicant may open to the public immediately for library services with interim accommodations (designated van-accessible stall, curbside/drive-up service, lever handles, and 36" clear interior routes as described in the Accessibility



Plan). Prior to expanded indoor programming, the applicant shall submit for a permit and complete either an accessible entrance and one accessible single-user restroom or an equivalent solution as approved by the Building Official.

References:

- 1.) <https://www.law.cornell.edu/cfr/text/28/36.304>
- 2.) <https://www.ecfr.gov/current/title-28/chapter-I/part-36/subpart-C/section-36.305>
- 3.) <https://www.ecfr.gov/current/title-28/chapter-I/part-36/subpart-C/section-36.302>
- 4.) <https://www.ada.gov/law-and-regs/design-standards/2010-stds/>
- 5.) <https://www.access-board.gov/ada/guides/chapter-4-ramps-and-curb-ramps/>
- 6.) <https://www.corada.com/documents/2010ADASTandards/304?highlight=304>
- 7.) <https://codes.iccsafe.org/content/icca117-12009>

# **ALPINE CITY PLANNING COMMISSION AGENDA**

**SUBJECT: Commercial Building Sign Application**

**FOR CONSIDERATION ON: November 18<sup>th</sup>, 2025**

**PETITIONER: AT Signs Express LLC**

**ACTION REQUESTED BY PETITIONER: Approval of an Application for Commercial Building Sign.**

**Review Type: Administrative**

---

## **BACKGROUND INFORMATION:**

AT Signs Express has submitted an application for a commercial building sign for the business located at 62 S Main Street, in the former Links & Kings/Reflection Salon building. The proposed sign is 32 square feet, which complies with the Alpine City Code requirement of less than 60 square feet or 15% of the building façade (15% of this portion of the building is approximately 71.4 square feet). The sign will be installed on the north half of the building (facing east toward Main Street), which is designated for this business (see attached site plan).

The submitted lighting plan also complies with city standards. The lighting source is positioned behind the sign to create a halo or outline effect, consistent with code requirements. This application was previously denied by the Planning Commission as the lighting did not meet the requirements of the code. They have submitted a new application showing a new lighting set up where the lighting is positioned behind the individual letters creating a halo effect where originally the lighting pushed through the sign directing the light outward.

Staff has reviewed the application and finds that, as proposed, it meets the applicable provisions of the Alpine City Code. Specifically, DCA 3.25.080 outlines the following standards for approval:

1. Signs shall be painted on, attached to, or erected on the building that houses the business or on the property occupied by the business. A maximum of one (1) sign is allowed per business.
2. Internally illuminated signs that shine through the sign and project light outward are prohibited. Signs may have lighting positioned behind them to create a halo or outline effect.
3. The illuminance of a sign shall not increase ambient lighting conditions by more than 3.3 lumens when measured perpendicular to the sign face at the distance specified in the code.
4. All signs attached to a building must meet Alpine City approval to ensure compliance with applicable building and electrical codes.
5. The total area of all signs on any one building shall not exceed 15% or 60 square feet of the building side 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 (e.g., individual letters or numbers) shall be assumed to be attached to a background depicted in the application rendering.

7. The color, size, number, lighting, and placement of business signs are subject to Planning Commission approval, consistent with the Gateway/Historic District guidelines.

The Planning Commission is responsible for reviewing the color, size, number, lighting, and placement of the proposed sign to ensure it aligns with the Gateway Historic District guidelines.

**City Code Reference:**

- Alpine Development Code 3.25.080

---

**STAFF RECOMMENDATION:**

Staff recommends that the Planning Commission review the sign application for “Hidden Gem” against the standards outlined in the Gateway Design Guidelines. If the Commission finds that the application meets these standards, approval should be granted.

**Motion to Approve:**

I move to approve the Commercial Building Sign Application for Hidden Gem at 62 S Main Street, finding that the proposed sign meets the standards outlined in the Alpine City Code and the Gateway Historic District Design Guidelines.

**Motion to Approve with Conditions:**

I move to approve the Commercial Building Sign Application for Hidden Gem at 62 S Main Street, as proposed subject to the following conditions:

\*Insert Proposed Conditions

**Motion to Table:**

I move that the Planning Commission table the decision on the Commercial Building Sign Application for Hidden Gem at 62 S Main Street to allow the applicant to provide additional information regarding:

\*Insert additional information needed.

**Motion to Deny:**

I move to deny the Commercial Building Sign Application for Hidden Gem at 62 S Main Street, finding that the proposed sign does not meet the standards outlined in the Alpine City Code and/or the Gateway Historic District Design Guidelines due to:

\*Insert Findings

# Halo-Lit Push-Thru Letters

## ILLUMINATED CABINET

### FACES

.090 Aluminum  
Painted; Black

### RETURNS

3" Deep .0625 Aluminum  
Painted; Black

### TEXT/EMBLEM

Routed From Cabinet Face; Backed W/  
.75" White Acrylic Push-Thru  
.040 FCO White Aluminum Applied to  
Faces of Acrylic

### BACKS

.090 Aluminum Back

### ILLUMINATION

White Led  
GE TetraMS 3200K

### INSTALLATION

Flush Mount to Wall

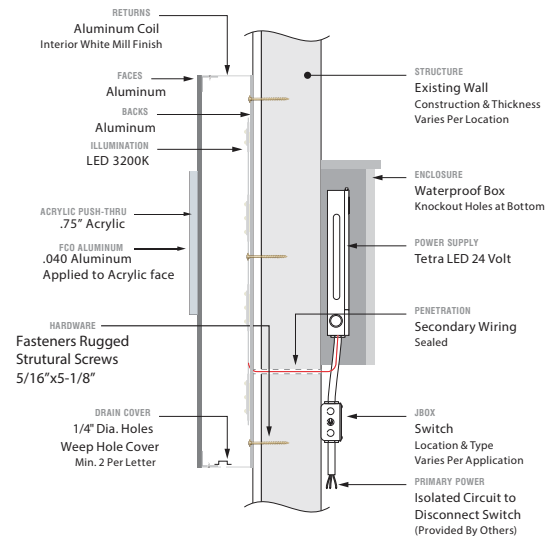


SIDE VIEW



Qty 1

Day View



AT SIGNS



CLIENT SIGNATURE

DATE



LANDLORD SIGNATURE

DATE

**AT SIGNS**

**ADDRESS**

62 S Main St, Alpine,  
UT 84004

# Halo-Lit Push-Thru Letters

## NOTES

"Push-Thru letters with aluminum face - light glows only on edges, no front light."

### Night View



AT SIGNS



APPROVED CLIENT SIGNATURE

DATE



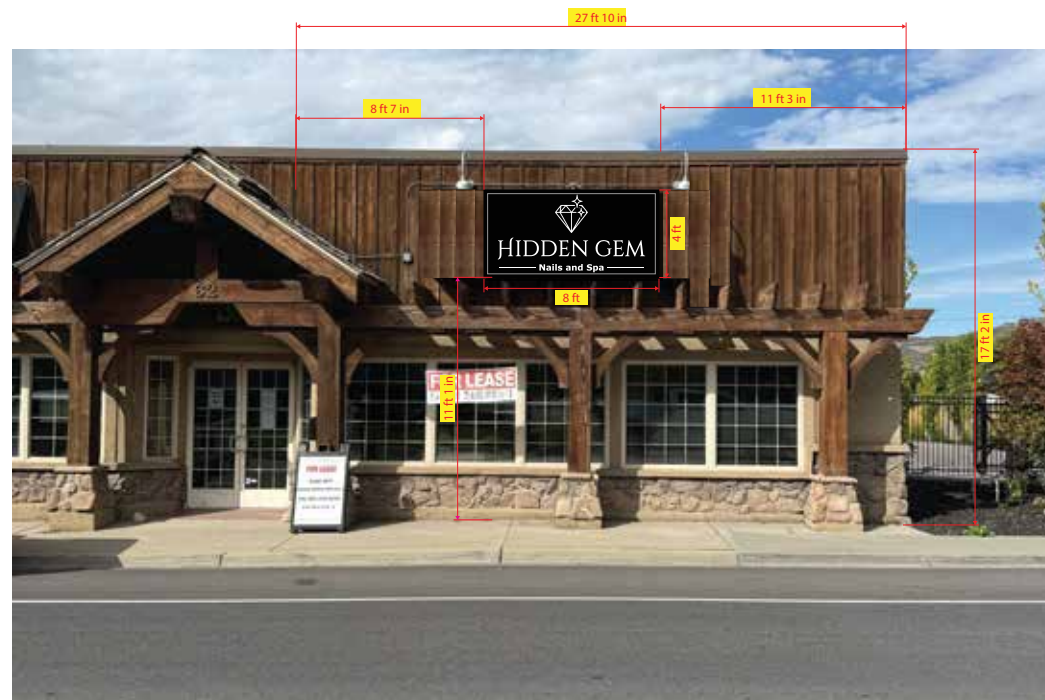
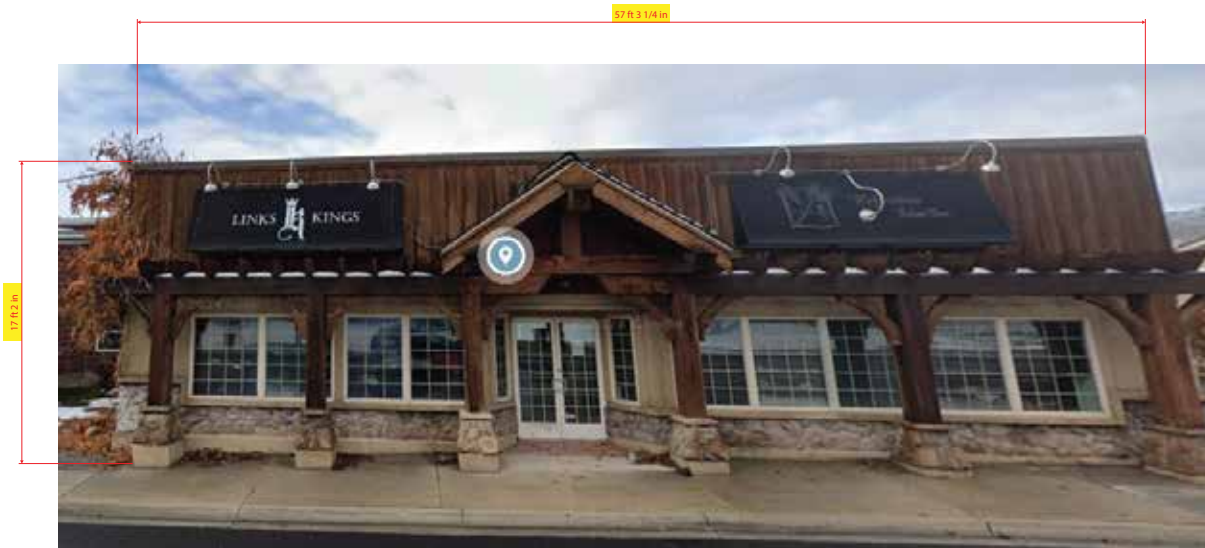
APPROVED LANDLORD SIGNATURE

DATE



ADDRESS

62 S Main St, Alpine,  
UT 84004



AT SIGNS



APPROVED CLIENT SIGNATURE

DATE



APPROVED LANDLORD SIGNATURE

DATE



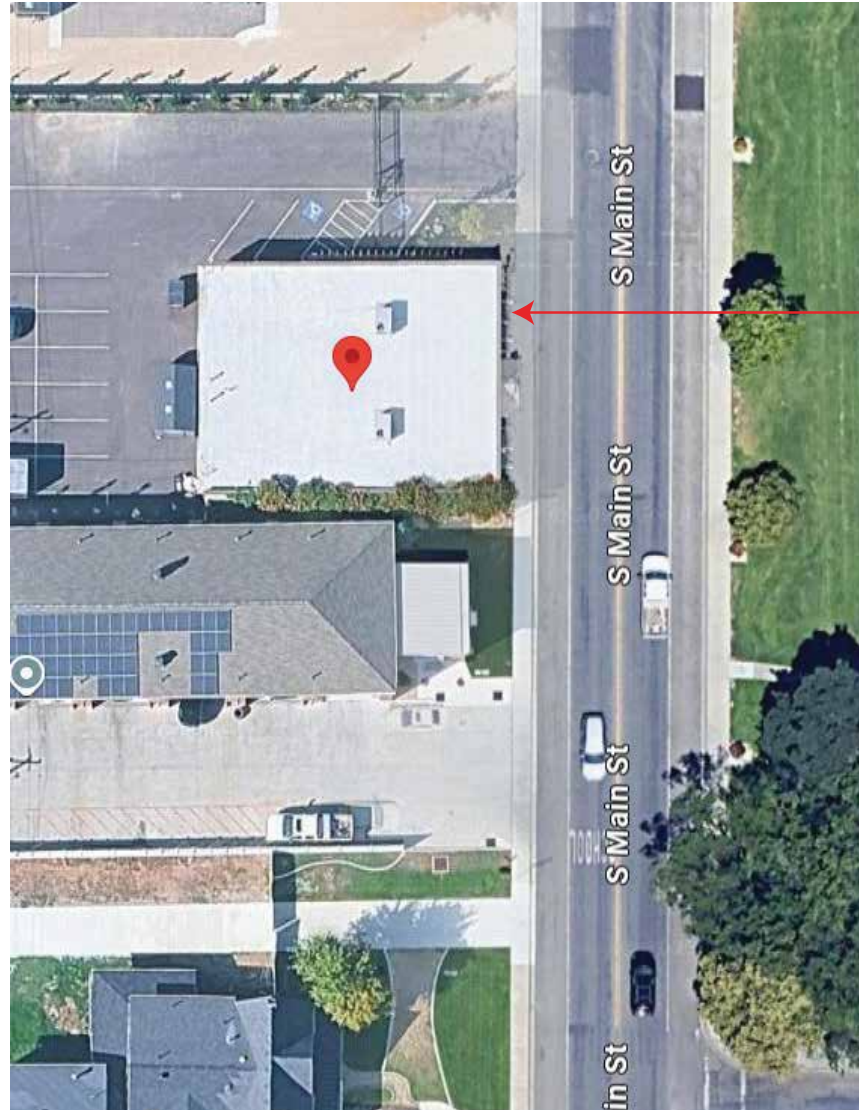
ADDRESS

62 S Main St, Alpine,  
UT 84004



# ADDRESS

62 S Main St, Alpine,  
UT 84004



FRONT ILLUMINATED  
WALL SIGN 1

AT SIGNS



APPROVED CLIENT SIGNATURE

DATE



APPROVED LANDLORD SIGNATURE

DATE



ADDRESS

62 S Main St, Alpine,  
UT 84004

# ALPINE CITY PLANNING COMMISSION AGENDA

**SUBJECT:** Code Amendment to Allow Indoor Self Storage Units and Condo Luxury Garages.

**FOR CONSIDERATION ON:** November 18<sup>th</sup>, 2025

**PETITIONER:** STACK ACQUISITIONS LLC

**ACTION REQUESTED BY PETITIONER:** Recommend Approval of Proposed Code Change.

**REVIEW TYPE:** Legislative

---

## BACKGROUND INFORMATION:

An application has been submitted to amend the Alpine City Development Code in the Business Commercial (B-C) Zone to allow indoor self-storage units and condo luxury garages. The applicant has a specific location under consideration (119 E 200 N Former Purple Mattress Building) for this use; however, if approved by the City Council following a recommendation from the Planning Commission, the amendment would apply to any property within the B-C Zone that meets the established standards.

The applicant has worked with staff to propose code language that would allow these uses as conditional uses within the zone. The draft language is included in this packet. If the amendment is approved, any future applications for these uses will still be subject to the standard review process for setbacks, building height, and architectural compliance in accordance with the Gateway Historic Design Guidelines. A review by the Planning Commission and City Council will occur as part of any future review process.

The early draft of the Main Street Master Plan identifies the subject area as a Main Street Civic and Mixed Use area. Proposed characteristics for this area are included in the packet.

---

## APPLICABLE CITY CODE

- Alpine Development Code 3.07.030 Conditional Uses (B-C Zone)
- Alpine Development Code 3.01.110 Definitions
- Alpine Development Code 3.23 Conditional Uses.

---

## GENERAL PLAN POLICIES

- Land zoned as 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.

---

## PUBLIC NOTICE

- This item requires a public hearing to take place, and has been noticed according to State and City requirements.

---

## STAFF RECOMMENDATION

As a legislative decision, the Planning Commission should consider whether the proposed code amendment is compatible with the City's General Plan policies and Development Code standards.

Staff recommends that the Planning Commission review the proposed language included in this packet as a basis for discussion regarding the proposed amendment. If additional standards should be added, language revised, or a different land use designation considered, the Commission may direct staff to make these changes or include them in a recommendation to the City Council as part of the justification for approval or denial.



**SAMPLE MOTION TO APPROVE:**

I move to recommend approval of the proposed code amendment to allow indoor self-storage units and condo luxury garages in the Business Commercial Zone as presented in the staff packet, finding that the amendment is consistent with the City's General Plan policies and Development Code standards

**SAMPLE MOTION TO APPROVE WITH CONDITIONS:**

I move to recommend approval of the proposed code amendment to allow indoor self-storage units and condo luxury garages in the Business Commercial Zone, with the following conditions to ensure compatibility with surrounding uses and City standards:

\*Insert Findings

**SAMPLE MOTION TO TABLE:**

I move to table the consideration of the proposed code amendment to allow indoor self-storage units and condo luxury garages in the Business Commercial Zone to allow staff and the Commission additional time to review specific issues, including

**SAMPLE MOTION TO DENY:**

I move to recommend denial of the proposed code amendment to allow indoor self-storage units and condo luxury garages in the Business Commercial Zone, finding that the amendment is not consistent with the City's General Plan policies and Development Code standards

## CHARACTER AREAS

### MAIN STREET CIVIC AND MIXED-USE

This area acts as the civic and cultural core of the city, creating a transition between the more traditional residential neighborhoods in the north and the commercial/mixed-use core in the south. Development in this zone should include a mix of housing types and civic and cultural uses that provide a Main Street experience that aligns in character with the scale and cadence of historic development patterns.

#### KEY ELEMENTS:

- **Land Use Mix:** Mix of housing types, small-scale retail, civic buildings, and community-oriented cultural uses.
- **Urban Form:** Smaller blocks, buildings close to the street with pedestrian-scale setbacks; storefronts, porches, and civic facades oriented towards the sidewalk.
- **Overall Character:** Reflective of Alpine's historic development—pitched roofs, traditional materials, and articulated facades.
- **Public Realm:** Pedestrian-friendly design with enhanced streetscapes, potential incorporation on planted buffers and street trees.
- **Key Feature:** Purple Mattress opportunity site and proximity to public facilities.
- **Development Goal:** Maintain small townscape, street enhance connectivity, and preserve architectural consistency.



### **3.07.030 Conditional Uses**

The following buildings, structures and uses of land shall be allowed upon compliance with the requirements set forth in this Ordinance and after approval has been given by the designated reviewing agencies (Approval of other agencies or levels of government may be required.):

1. Planned Commercial Developments Projects which are designed, approved, constructed and maintained in accordance with the provisions of DCA 3.10.
2. Commercial Condominium Projects subject to the applicable provisions of law relating thereto.
3. Churches, hospitals (human care), nursing homes and other similar quasi-public buildings subject to the provisions of DCA 3.20.
4. Civic Buildings. (Ord. 95-10, 4/25/9)
5. Restaurants, provided that any such facility providing drive-up window service shall also include an area for inside service to patrons in an amount not less than fifty (50%) of the total floor area of the structure. In addition, the following shall apply to restaurants. (Ord. 97-05, 5/27/97)
  1. A traffic analysis shall be provided as part of the conditional use application.
  2. The drive-up window and driveway shall be unobtrusive and be screened from the street by berming and landscaping.
  3. Odors and noise shall be controlled as to not have an adverse impact on any nearby residential structures.
  4. Restaurants must comply with provisions of the sign ordinance.
  5. Restaurants must comply with the landscaping and design provisions in the B-C zone.
  6. Any drive-through window must be located on the side of the restaurant building which does not abut a public street and must be screened from the street side with berming and landscaping.
  7. Any drive-through window must have a stacking lane which will accommodate at least six cars off of the public street.

6. Seasonal sales such as produce or Christmas trees provided a business license is obtained from Alpine City.
7. Sexually-oriented businesses are a conditional use in the Business Commercial (BC) zone and are subject to the provisions of this chapter, including (Ord. 2010-07, 5/11/10):

1. No sexually-oriented business shall be located within:

- a) One thousand (1,000) feet of a school, day care facility, public park, library, and religious institution;
- b) Four hundred (400) feet of any residential use (no matter which zoning district) or residential zoning boundary;
- c) One thousand (1,000) feet of a liquor store; and
- d) One thousand (1,000) feet of any other sexually-oriented business.

For the purposes of this section, distance shall be measured in a straight line, without regard to intervening structures or objects, from the closest exterior wall of the structure in which the sexually-oriented business is located, and:

1. The closest property line of any school, day care facility, public park, library, and religious institution;
2. The nearest property line of any residential use or residential zone;
3. The nearest property line of any liquor store; and
4. The closest exterior wall of another sexually-oriented business.

8. Home occupations, subject to the provisions of DCA 3.23.070 Part 3.
9. Accessory apartments, subject to the provisions of DCA 3.14.
10. Mechanical Automotive Repair Shops

1. Odors and noise shall be controlled as to not have an unreasonable adverse impact on nearby structures and/or property.
2. There shall be no more than 5 automobile bays.
3. No automobiles shall be stored on the property for more than 14 days.
4. Mechanical automotive repair shops shall comply with the regulations of the applicable entities including but not limited to the State of Utah, Timpanogos Service District, Lone Peak Fire Marshal, and Environmental Protection Agency.
5. Mechanical automotive repair shops must abut directly upon and have access to Main Street (south of southern property line of the property located at 30 South Main Street) or Canyon Crest Road within the Business Commercial zone.
6. Mechanical auto repair shops shall comply with the off-street parking requirements excepting there shall be no more than six (6) parking spaces provided per bay. An additional 10 parking spaces may be allowed exclusively for employee use. No off-street parking spaces shall be located within fifteen (15) feet of the property line closest to Main Street.
7. Mechanical automotive repair shops shall conform to the provisions of the Gateway/Historic Zone (DCA 3.11).

#### 11. Dog Kennels/Boarding Facilities

1. Odors and noise shall be controlled as to not have an unreasonable adverse impact on nearby structures and/or property.
2. Dogs shall be kept primarily indoors, with the exception of short periods of time for the dogs to exercise, relieve themselves, go on walks, etc.
3. Shall have no more than twenty (20) individual dog kennel runs, with total dogs not to exceed 1.2 times the number of kennel runs.
4. No more than one dog shall share a kennel run without the owner's permission.
5. Facility shall be sound proofed, and include an indoor dog run.
6. Shall comply with City off-street parking requirements.

7. Shall provide daily disposal of all animal feces and wastes.
8. Shall conform to the provisions of the Gateway/Historic Zone (DCA 3.11).
9. There shall be adequate and effective means of control of insects and rodents at all times, such control shall be carefully monitored.
10. Operator shall bear full responsibility for recapturing and controlling any escaped animal.
11. Must have an active DVM relationship to immediately treat a sick or injured animal requiring medical attention.
12. Facility shall be located not less than one hundred fifty (150) feet from the nearest neighboring dwelling structure.

13. Indoor Storage Units / Luxury Condo Garages

- a) The minimum lot area shall be three (3) acres, and the maximum lot area shall be five (5) acres.
- b) An indoor storage or Luxury Condo Garage facility shall not be located within one (1) mile of another indoor storage facility, unless a reduced separation distance is recommended by the Planning Commission and approved by the City Council.
- c) The facility shall not have direct access to Main Street.
- d) Garage-style doors should not face any public street.
- e) If the site is adjacent to residential uses, the applicant shall submit a screening and buffering plan for approval as part of the development review process.
- f) The Lone Peak Fire Department shall approve all site plans for compliance with fire access and emergency service requirements.
- g) Mechanical equipment, refuse containers, and waste storage areas shall be fully screened and not visible from the nearest public right-of-way.
- h) Off-street parking shall be provided at a ratio of one (1) stall per fifty (50) storage units, with a minimum of four (4) stalls.
- i) No facility shall contain more than 720 individual storage units.

- j) The facility shall provide a security plan, including but not limited to:
  - 1. Controlled access gates;
  - 2. Video surveillance covering all access points;
  - 3. An on-site manager during business hours or 24/7 remote monitoring.
- k) Units shall not be used for:
  - 1. Dwelling, habitation, or overnight accommodation;
  - 2. Commercial vehicle repair, manufacturing, or mechanical work;
  - 3. Storage of hazardous or flammable materials;
  - 4. Operation of any business that generates on-site customer traffic.
- l) The applicant shall submit a Development Agreement and Covenants, Conditions, and Restrictions (CC&Rs) for review and approval by the City Council, including hours of operation.
- m) Lighting shall conform to City lighting standards. When adjacent to residential uses, light fixtures shall be no taller than seven (7) feet, measured to the light source.
- n) All storage shall occur entirely within enclosed storage units. Outdoor storage is prohibited.
- o) The facility shall conform to all standards of the Business-Commercial (B-C) zone, including, but not limited to, setbacks, height restrictions, and architectural review standards as outlined in the Gateway Historic Design Guidelines

### 3.01.110 Definitions

**INDOOR STORAGE UNIT:** An establishment designed and used for the leasing or rental of enclosed individual storage units for the purpose of storing personal property. Such facility is fully enclosed (i.e., a roof and walls), climate-controlled or non-climate, and shall not include outdoor storage, warehouse operations offering loading/unloading bays for industrial uses, vehicle sales, outdoor vehicle/trailer/RV storage, manufacturing, or storage of hazardous materials

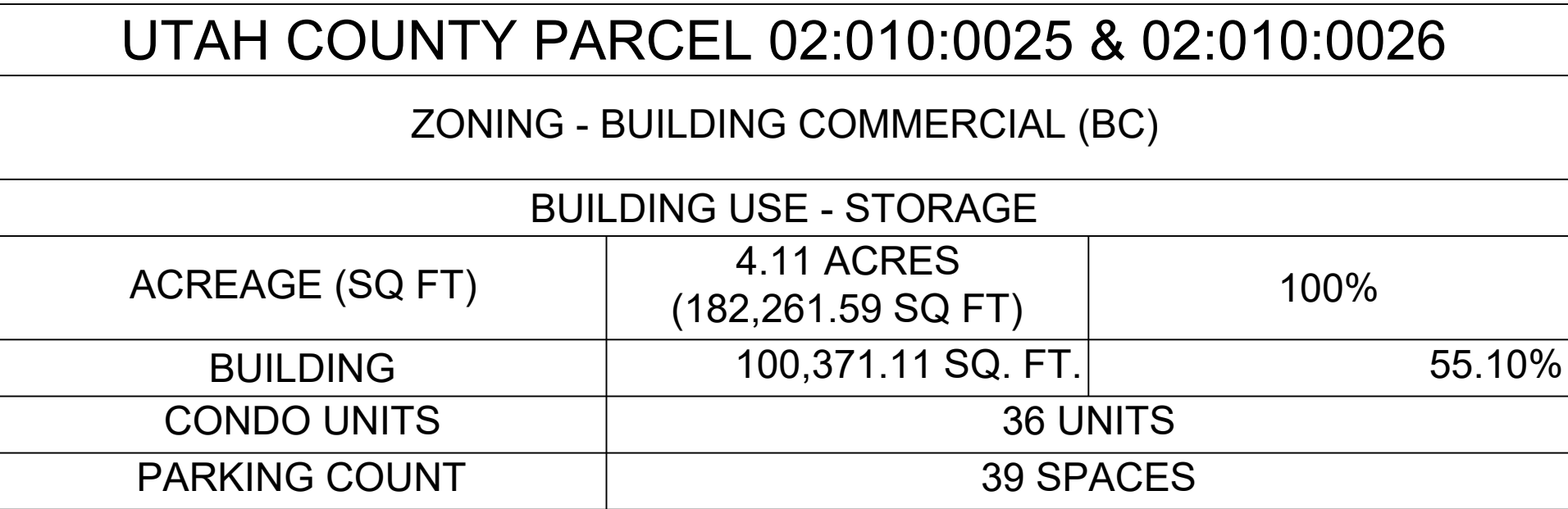
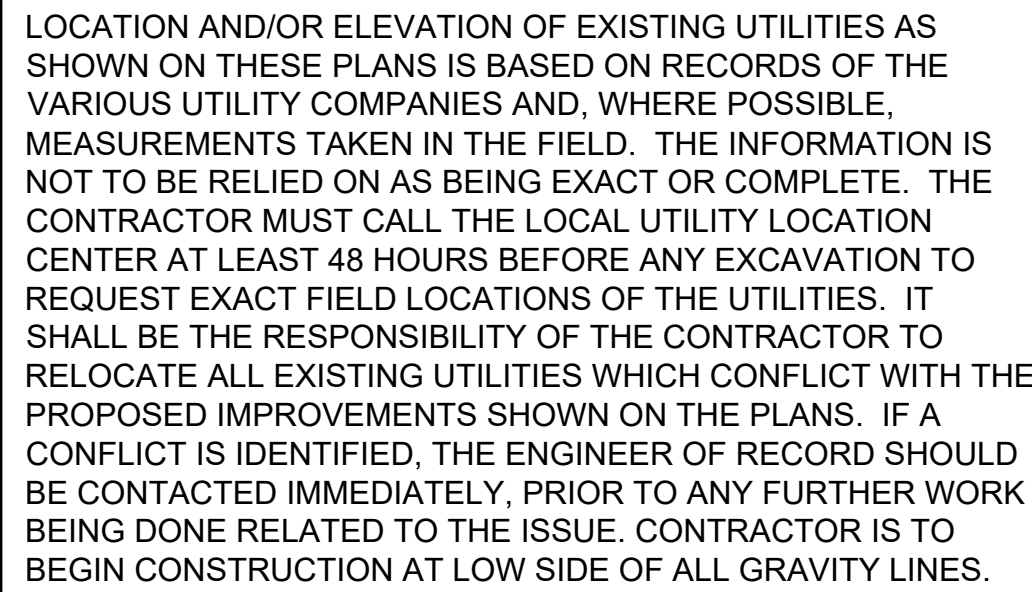
or residential dwelling units. The facility may include management offices and internal corridors for access, but customers shall access storage units from interior corridors rather than via direct exterior roll-up doors facing public streets.

**LUXUR CONDO GARAGE:** a multi-unit, fully enclosed facility designed to provide secure, individually owned or leased garage spaces. Luxury condo garages may include climate control, electrical service, and interior access corridors. Garage doors shall not face a public street. The facilities shall not be used as dwelling units, for manufacturing, commercial vehicle repair, or outdoor storage of vehicles or equipment outside designated units. The facility may include a management office, security systems, and internal circulation areas.

### 3.23.070 Approval Process

Land Use Type	Land Use Authority	Zoning Allowed
Indoor Storage Units/Luxury Garage Condo	City Council	Business-Commercial (B-C)





REVISIONS		
NO.	REMARKS	BY DATE

SCALE: 1:20	DATE: 10/8/2025	DRAWN BY: IJR	CHECKED BY: IJR
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ALPINE STORAGE FACILITIES				CONCEPT DESIGN
<div>24-541</div> <div>PROJECT NO.</div>				
<div>SHEET NO.</div> <div>CXXX</div>				



THE CONTRACTOR IS TO CALL BLUE  
STAKES PRIOR TO ANY CONSTRUCTION.



EXAMPLES OF MATERIALS:

BRICK



OVERSIZED CMU



DRYVIT - E.I.F.S.



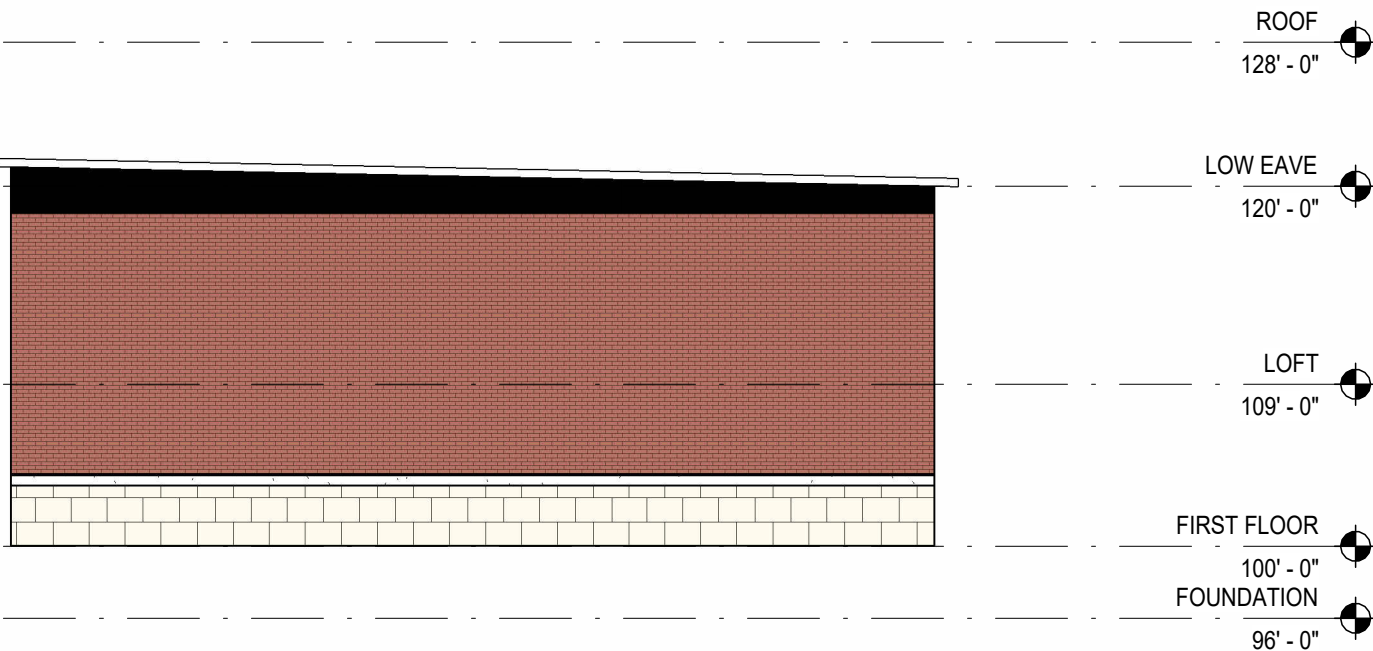
Mapes Canopies



1 SOUTH EXTERIOR ELEVATION  
SCALE: 3/32" = 1'-0"



2 SOUTH EXTERIOR ELEVATION  
SCALE: 3/32" = 1'-0"







## **THE VAULTS OF ALPINE**

### **Summary of Covenants, Conditions & Restrictions (CC&Rs)**

The Covenants, Conditions, and Restrictions (CC&Rs) for The Vaults of Alpine condominiums are designed to preserve the quality, safety, and value of the community. These rules ensure each owner enjoys the freedom to use their unit much like their own residential garage—but within a framework of enhanced cleanliness, safety, and community standards. In short, you can maintain, display, and enjoy your vehicles or collections, but activities must stay consistent with what could reasonably occur in a private home garage, not a business or industrial shop.

#### **General Use**

- Units are for storage and private enjoyment of vehicles, boats, and related accessories.
- No residential living, sleeping, or overnight stays.
- No full-time businesses, retail activity, or employees working on-site.
- No customer traffic, sales events, or public gatherings.

#### **Cleanliness & Safety**

- Units must be kept neat and free of debris or unsafe storage.
- Hazardous materials limited to normal automotive fluids in safe, compliant quantities.
- Waste, fluids, and chemicals must be properly contained and disposed of.
- No fumes, odors, or emissions that disturb others or violate local codes.

#### **Noise & Nuisance**

- No loud mechanical work, engine revving, or testing that disturbs others.
- Activities must comply with Alpine City noise ordinances.

#### **Alterations & Appearance**

- Interior changes, mezzanines, lifts, or equipment installations require prior approval.
- No unsightly or inconsistent modifications visible from outside the unit.
- Uniform design and finish standards maintained throughout the community.

#### **Parking & Common Areas**

- Vehicles must be parked inside the unit or in designated spaces.
- Drive aisles and fire lanes must remain clear at all times.
- Common areas are for members and guests only; no commercial use.

### **Leasing & Transfers**

- Units may be leased only in compliance with the Declaration and HOA rules.
- Short-term rentals (under 30 days) are not allowed unless approved.
- Owners are responsible for tenant compliance with all rules.

### **Signage & Advertising**

- No exterior signage, banners, or advertisements.
- Business or promotional displays visible from outside are prohibited.

### **Animals**

- No kennels, breeding, or commercial animal uses.

### **Insurance & Liability**

- Owners must maintain insurance for property and liability coverage.
- The Association carries insurance for common areas only.

### **Enforcement**

- Violations may result in fines, suspension of privileges, or legal action.
- Owners are responsible for the costs of enforcement if found in violation.

# ALPINE CITY PLANNING COMMISSION AGENDA

**SUBJECT:** Design Guideline Review in the B-C Zone for Carports

**FOR CONSIDERATION ON:** November 18<sup>th</sup>, 2025

**PETITIONER:** Custom Carport and EsSolar

**ACTION REQUESTED BY PETITIONER:** Recommended Approval of Design Standards.

**REVIEW TYPE:** Administrative

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## BACKGROUND INFORMATION:

Alpine Dermatology has submitted an application to construct two carports with integrated solar panels within its existing parking lot. Each structure is less than 12 feet in height and 16 feet in width. The southern structure is approximately 50 feet long, while the western structure is approximately 55 feet long. Both are constructed of galvanized steel with a powder-coated finish for rust resistance.

Carports are listed as a permitted accessory use within the Business–Commercial Zone.

The proposed carports include an eight-foot (south side) and 10' (west side) setback measured from the structure's support posts at foundation level to the property line. No portions of the structures overhang adjacent properties, and gutters are proposed to ensure runoff remains on site. The applicant is requesting approval under the Gateway Historic District Design Guidelines. Relevant guideline sections include:

1. Chapter 3 – Primary Exterior Materials  
Encourages stone, brick, wood, or stucco as primary materials. Innovative use of other materials that mimic these materials may be considered.
2. Chapter 6 – Roofing  
Allows “shed roofs,” which the proposed structures meet.
3. Chapter 7 – Materials, Texture, Color, and Finishes requires that:
  - Color schemes be compatible with surrounding development and avoid excessive colors.
  - If painted, colors should be natural hues; white should be avoided as a façade color.
  - Natural colors of brick, stone, masonry, or existing building materials should dominate.
  - Other colors should be respectful of adjacent buildings.
  - A predominant color with one or two accent colors is encouraged.
  - Texture and finish should convey a modern building that remains respectful of the area's historic character.

Attached in this packet are color samples the applicant has provided for the structure.

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## APPLICABLE CITY CODE:

- Alpine Development Code 3.07 Business/Commercial Zone
- Alpine Development Code 3.11 Gateway Historic Zone

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## GENERAL PLAN POLICIES

- Land zoned as (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.
- 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).

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## PUBLIC NOTICE

- A public hearing is not required for this item by Alpine City or Utah State Code.
-

**STAFF RECOMMENDATION:**

Because carports are a permitted accessory use in this zone, the Planning Commission's review should focus on compliance with the Gateway Historic Design Guidelines. Staff recommends the following conditions be included in any recommendation to the City Council:

- Poles/Supports: Require the support poles to be finished to resemble wood, brick, or stucco through paint, stain, or architectural wrapping; or require the poles to be painted a color that matches the exterior of the existing building (light gray stucco or dark gray used on roof/window shutters).
- Roofing Visibility: Require any visible portions of the roofing to match the color and finish of the poles.

**SAMPLE MOTION TO APPROVE:**

I move to recommend approval of the Design Guideline Review for the proposed carport structures located at Alpine Dermatology, as presented in the staff report, finding that the application complies with the Gateway Historic District Design Guidelines and with Alpine Development Code 3.07 and 3.11.

**SAMPLE MOTION TO APPROVE WITH CONDITIONS:**

I move to recommend approval of the Design Guideline Review for the proposed carport structures, subject to the following conditions:

1. The support poles shall be finished to resemble wood, brick, or stucco, or painted to match the color of the existing building; and
2. Any visible portions of the roofing shall match the finish of the poles; finding that these conditions ensure compliance with the Gateway Historic District Design Guidelines and Alpine Development Code 3.07 and 3.11.

**SAMPLE MOTION TO TABLE:**

I move to table the Design Guideline Review for the proposed carport structures to a future meeting, in order to allow the applicant and staff additional time to address the following:

\*Insert findings

**SAMPLE MOTION TO DENY:**

I move to recommend denial of the Design Guideline Review for the proposed carport structures, based on the findings that the application does not comply with the Gateway Historic District Design Guidelines.

\*Insert Findings



# Alpine Dermatology

Solar Carport

## Legend

- 144 S Main St
- Alpine Dermatology

Post will be 10' off property line, with roof overhanging back to as close as you will allow us to get.

Looking to add solar carports to offset building power usage. Looking for approval on how close we can build to the property lines with the foundations being anywhere from 9' to 10' feet off the property line depending on the roofing size and design approved.

Roof sloping east

144 S Main St

Alpine Dermatology

Post will be 9' off property line, with roof overhanging back to as close as you will allow us to get.

Roofing sloping south for solar panels, raingutter on south side to control water onto owners property

Has to be left open for garbage truck

10' to post

18'

8' to footing

18'

Google Earth

Image © 2025 Airbus

60 ft







**COLOR CHART**



# COLOR CHART

**Final color selection should be made from metal color chips.**

Gauge and finish options vary by panel profile. For the most current information available, as well as details about paint warranty coverage, visit our website at [mbci.com](https://mbci.com).

All Signature® 200 and 300 colors are Cool Roof compliant through the CRRC-1 Program. Visit [coolroofs.org](https://coolroofs.org) for more details.

## SIGNATURE® 200

Siliconized Polyester

				
POLAR WHITE (POLYESTER)	HIGH GLOSS WHITE	WHITE	BRIGHT WHITE	HAWAIIAN BLUE
				
COBALT BLUE	LIGHT STONE	SADDLE TAN	DESERT SAND	COFFEE BROWN
				
BURNISHED SLATE	ASH GRAY	DEEP GRAY	CHARCOAL GRAY	EVERGREEN
				
IVY GREEN	SCARLET RED	RUSTIC RED	WINE RED	TRUE BLACK

## SIGNATURE® 300

Polyvinylidene Fluoride (PVDF) | Low Gloss

				
SNOW WHITE	BONE WHITE	PACIFIC BLUE	HARBOR BLUE	ALMOND
				
BROWNSTONE	MEDIUM BRONZE	MIDNIGHT BRONZE	TUNDRA	SLATE GRAY
				
STORM GRAY	CLASSIC GREEN	BRITE RED	COLONIAL RED	MIDNIGHT BLACK
				
COPPER METALLIC*				

\*Metallic colors incur an upcharge; panels and trim are directional and must be installed in the same direction to prevent perceived shade variances.

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**ALPINE CITY PLANNING COMMISSION MEETING**  
**Alpine City Hall, 20 North Main, Alpine, UT**  
**October 7, 2025**

**I. GENERAL BUSINESS**

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

Chair: Alan Macdonald

Commission Members: Troy Slade, Michelle Schirmer, Jeff Davis, John MacKay, Susan Whittenburg, Greg Butterfield

Excused:

Staff: Ryan Robinson, Jason Judd, Marla Fox

Others: Dereck Rowley, Paul Gu, Jeanette B., Val Payne, Bruce Thunell, Laurie Loder, Sherri Page, Troy Page, Todd Page, Kimberly Cameron, Brandon Page, John Ambuehl, Mara Ambuehl, Lynn Jensen, Carole Jensen, Elsa Dell'Ergo, Sheryl DeGroot, Bill DeGroot, Brenda Betteridge, Toriann W. Marshall Johnson, Beth Smith, Matt Smith, Clark Burgess, Ken Berg, Janette Kennedy, Melissa Challis, Chris challis, Robert Jones, Joy Jones, John Magnusson, Andrew Young, Kristin Hagen, David Walter, Rose Fjeldsted, Julia Sorenson, Katana Pace, Bob Schirmer, Kay Holbrook, Jennifer Wadsworth, Sarah Blackwell, Will Jones, JJ Hund, Thomas Olsen, Ashley Brown, Scott Brown, Norah Brown, Chris Satton, Brittany Willison, Clyde Shepherd, Tim McCan, James Lund, Bud Penney, Charleen Poller

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

**C. Pledge of Allegiance:** Susan Whittenburg

**II. REPORTS AND PRESENTATIONS**

None

**III. ACTION ITEMS**

**A. Action Item: Review of proposed Commercial Building Sign “Hidden Gem” located at 62 S Main Street.**

Ryan Robinson said AT Signs Express has submitted an application for a Commercial Building sign for the business located at 62 S Main Street, in the Links & Kings/Reflection Salon building.

The proposed sign is 32 square feet, which complies with the Alpine City Code requirement of less than 60 square feet or 15% of the building façade (15% of this portion of the building is approximately 71.4 square feet). The sign will be installed on the north half of the building (facing toward main street), which is designated for this business.

The submitted lighting plan also complies with city standards. The lighting source is positioned behind the sign to create a halo or outline effect, consistent with code requirements.

Staff have reviewed the application and found that, as proposed, it meets the applicable provisions of the Alpine City Code. Specifically, DCA 3.25.080 outlines the following standards for approval:

1. Signs shall be painted on, attached to, or erected on the building that houses the business or on the property occupied by the business. A maximum of one (1) sign

1 is allowed per business.

2 2. Internally illuminated signs that shine through the sign and project light outward  
3 are prohibited. Signs may have lighting positioned behind them to create a halo or  
4 outline effect.

5 3. The illuminance of a sign shall not increase ambient lighting conditions by more  
6 than 3.3 lumens when measured perpendicular to the sign face at the distance  
7 specified in the code.

8 4. All signs attached to a building must meet Alpine City approval to ensure  
9 compliance with applicable building and electrical codes.

10 5. The total area of all signs on any one building shall not exceed 15% or 60 square  
11 feet of the building side where a sign is displayed, whichever is smaller.

12 6. The area of a sign shall be construed as the area of the overall background. Signs  
13 without a background (e.g., individual letters or numbers) shall be assumed to be  
14 attached to a background depicted in the application rendering.

15 7. The color, size, number, lighting, and placement of business signs are subject to  
16 Planning Commission approval, consistent with the Gateway/Historic District  
17 guidelines.  
18

19 The Planning Commission is responsible for reviewing the color, size, number, lighting,  
20 and placement of the proposed sign to ensure it aligns with the Gateway Historic District  
21 guidelines.

22 Staff have reviewed the application and find that, as proposed, it meets the applicable  
23 provisions of the Alpine City Code.  
24

25 Ryan Robinson said the sign is black with white letters with light coming from behind. The business will  
26 be on the north side of the building.  
27

28 Alan Macdonald asked for a review of the Historic District Guidelines. Ryan Robinson said we need to  
29 look at the color, material, and the look of the sign to see if it meets the standards. He said the proposed  
30 material is acrylic.  
31

32 Troy Slade asked about the light on the back of the sign and if we knew how bright it would be. Ryan  
33 Robinson said they can have a light, it just can't have a halo effect, and they will have to meet the  
34 standard.  
35

36 John MacKay said he didn't think this met the requirements because it's one layer of vinyl with a light  
37 source in a box which is prohibited. Greg Butterfield said Ezra Lee's furniture store has the same type of  
38 light and they haven't changed it out.  
39

40 **MOTION:** Planning Commission member John MacKay moved to Deny the Commercial Building Sign  
41 Application for Hidden Gem at 62 S Main Street, finding that the proposed sign does not meet the  
42 standards outlined in the Alpine City Code and the Gateway Historic District Design Guidelines. He  
43 asked that the applicant come back with a different design.  
44

45 Jeff Davis seconded the motion. There were 7 Ayes and 0 Nays (recorded below). The motion passed.  
46

47 **Ayes:**

48 Michelle Schirmer

49 Troy Slade

50 Jeff Davis

51 John MacKay

**Nays:**

**Excused**

Susan Whittenburg  
 Alan Macdonald  
 Greg Butterfield

**B. Public Hearing: Potential rezone of 243 E Red Pine Drive and 242 East 100 South from the CR-20,000 Zone to the Business Commercial Zone and the Senior Housing Overlay Zone.**

Ryan Robinson said Troy Page has applied to rezone the properties located at 242 and 243 E Red Pine Drive from the CR-20,000 zone to the Business-Commercial (B-C) base zone and the Senior Housing Overlay Zone. The property at 243 E Red Pine Drive is proposed for a full parcel rezone, while 242 E Red Pine Drive will be a partial rezone — only the southern portion (south of the creek on the property) currently zoned CR-20,000 is requested for inclusion. The upper portion will remain TR-10,000.

The applicant proposes 24 units on 3.21 total acres, meeting the minimum overlay zone requirement of at least two acres and no more than 32 total units and no more than 8 units per acre. Ryan Robinson said this meets that requirement.

Per Alpine Development Code Section 3.18.040, the Planning Commission and City Council should consider the following when reviewing a Senior Housing Overlay application:

1. The harmony and compliance of the proposed location with the objectives and requirements of the City General Plan and Zoning Ordinances;
2. Whether the overlay may be injurious to potential or existing development within the vicinity;
3. The current development or lack thereof adjacent to the proposed location and its harmony with existing neighborhood uses;
4. Proximity of the proposed location to major arterial or collector streets;
5. Compatibility with the density analysis of the underlying zone and neighboring development;
6. The economic impact of the proposed facility or use on the surrounding area;
7. Demonstrable need for Senior Housing in the proposed area;
8. The City Council's sole discretion to determine whether a project qualifies under the intent of the Senior Housing Overlay ordinance.

The property to the west is an existing senior housing development. Surrounding properties include approximately half-acre single-family lots to the east, and one-acre lots to the north and south.

Ryan Robinson said if approved, the proposed subdivision will go through another review as part of the subdivision review process. During that time more details will be provided for such items as setbacks, utilities, landscaping, architectural standards and other infrastructure requirements. Restrictive covenants and a Development Agreement will also be provided.

Alan Macdonald opened the Public Hearing.

Kimberly Cameron Bryant, 583 Blackhawk Lane, former City Councilwoman said we have a need for senior housing in Alpine. She said these places make great neighbors, we have a traffic issue and a good thing about a 55 and older community is less traffic. She said residents call her and ask about this issue and want more senior housing so our aging residents can stay in Alpine.



1 Jeanette B, president of the senior living at River Meadows, said they have had meetings about annexing  
2 this property into their HOA and they approve of this plan. She said she has concerns about the traffic  
3 and parking with the school on Main Street and has been working with the Page family on how the  
4 parking will flow in and out.

5 Susan Whittenburg asked how emergency vehicles will get in and out and how often they come into the  
6 homes. Jeanette B said emergency vehicles come in about two times a week.

7 Troy Slade asked if kids could live in the 55 and older homes. Jeanette B said they are allowed to live  
8 there.

9 Troy Page, 527 High Bench Road, said his parents bought this property in the 60's and raised six kids on  
10 the property. Over the years the neighborhood has changed with apple orchards turning into homes. He  
11 said in 2008, the city asked if Red Pine could come through his dad's property and his dad did sell some  
12 of the property to the city for the road.

13 Troy Page said he and his siblings have had discussions on what would be best for Alpine and the  
14 neighbors. He said they were concerned about their neighbors and didn't want to negatively affect them.  
15 The family feels like the best thing to do is to put more 55 and older housing on the property. He said  
16 they don't want storage units, or any other commercial building to be built there. He wanted to know if  
17 protections could be put in place so that they could not change the use from 55 and older to something  
18 else.

19 Ryan Robinson said the property would have a senior housing overlay put on it and that is what could be  
20 built there.

21 John MacKay asked if the applicant planned to live on the property. Troy Page said he may keep one lot  
22 for himself and possibly rent it out until he is ready to move there.

23 Greg Butterfield asked if this project could be smaller to make the road wider for emergency vehicles.  
24 Troy Page said the road into the homes is not the issue, it is Red Pine that has bad traffic. Ryan Robinson  
25 said if this gets approved, the applicant will have to show how emergency vehicles will get through or  
26 turn around.

27 Troy Slade asked if a tree line could be planted and no big signs, to protect the neighbors. Troy Page said  
28 there are already a lot of trees on the property, and they are willing to plant more.

29 Michelle Schirmer asked if the three lots on the north side still need to be approved and Troy Page said  
30 they do.

31 Matt Smith, 319 River Meadow Drive, said he is a neighbor of the Page family, and they appreciate what  
32 they are doing to try and make this nice for the neighbors. He said he would like to see some conditions  
33 like trees planted next to residential, signage to be non-existent or minimal so it still looks residential. He  
34 said he would like to see a through street to get traffic out. He would like to see a permanent overlay so  
35 the property couldn't be anything more than 55 and older. He would like the traffic issues to be addressed.

36 Bud Penney, resident of River Meadows, said traffic will be able to get out two different ways on Red  
37 Pine Drive. He said it's hard when cars park on both sides of the road. He said the neighbors are trying

1 to keep one side of the street clear for emergency vehicles and said he is careful when he comes and goes  
2 from the neighborhood.

3 Melissa Challis, 302 Red Pine Drive, said she loves the 55 and older neighborhood but is worried about  
4 visitor parking and asked if visitor parking could be put in the plan. Troy Page said there will be visitor  
5 parking on the plan.

6 Andrew Young, resident, said this is going to cause traffic in an area that already has a traffic problem  
7 and said would like to see a lower density. He asked Troy Page if he would like this project to be built  
8 right next to his beautiful home. He said Alpine is for large lots, large homes, and large families.

9 Troy Page said he was concerned about River Meadows going right next door to his dad's property when  
10 it first came in. He said he now loves them as neighbors because they are quiet, respectful, they go to bed  
11 by 8:00 pm, they don't have loud pool parties, and not a lot of traffic.

12 Charleen Poller, 307 River Meadow, said she does not have a fence in her back yard, and this project is  
13 going to disrupt her backyard. She wanted to know if a fence was going to be put up. Troy Page said  
14 there will be a fence and trees planted. She said she was concerned about five homes being built in her  
15 back yard.

16 Alan Macdonald closed the public Hearing.

17 Susan Whittenburg said it feels like there is going to be a good solution. Troy Slade said the best people  
18 live in that neighborhood. Susan Whittenburg said there is a need for 55 and older housing and loves that  
19 there have been a lot of thought put into this plan.

20 Alan Macdonald said there are very few places for senior housing, and this is one of them. He said the  
21 city is looking into the traffic mess on Main Street and the school there.

22 Michelle Schirmer said she is concerned about visitor parking because they seem to always be full and  
23 then people park where they shouldn't.

24 Alan Macdonald said he drove through River Meadows today and said there was no one parked in the  
25 visitor parking. He said we would love lower density, but we also need units available for our aging  
26 population as well.

27 Jeanette B said we currently have twelve visitor parking spots, and they may have one or two cars parked  
28 there unless it's a holiday. She said the Page project would have the same amount in their plan.

29 Greg Butterfield said the residents have come together with resolutions, and the applicant has worked  
30 with them to make this good for everyone.

31 Jeff Davis said he is in favor of more senior housing and said it makes sense to go next to the current 55  
32 and older housing.

33 **MOTION:** Planning Commission Greg Butterfield member moved to recommend approval of the  
34 proposed rezone of 242 & 243 E Red Pine Drive to the Business-Commercial and Senior Housing  
35 Overlay Zone with conditions:  
36

1. 55 and older
2. Privacy fence
3. Pathway for neighbors to park
4. Minimal signage
5. HOA Standards

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

**Ayes:**

**Nays:**

**Excused**

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

**C. Public Hearing: Request to upgrade equipment for a wireless cell tower located at 694 Rocky Mountain Drive**

Ryan Robinson said Crown Castle Inc. has applied to add or replace antennas, ancillary equipment, and ground equipment as shown in the submitted plans for an existing carrier on an existing wireless communication facility. The facility is located at 694 Rocky Mountain Drive on private property.

Staff have reviewed the proposal and determined it to be a substantial change, requiring a public hearing and Planning Commission recommendation, followed by review by the City Council.

According to the submitted plans, the proposed modifications include:

- Installation of underground conduit connecting to facilities within the leased area.
- Running a new feedline cable up the existing pole.
- Installation of four (4) new wireless antennas at the top of the existing pole.

The new antennas are approximately seven (7) feet at their longest dimension and will extend approximately two (2) feet from the pole. No additional height will be added—the pole will remain at 25 feet, and the original footprint will not change.

Because this project involves the upgrade and maintenance of an existing structure, most applicable requirements have already been satisfied. The Planning Commission may, however, require that the color and materials meet city standards. City Code allows for an administrative decision regarding color, requiring that equipment extending above surrounding vegetation be painted in a non-reflective light gray, light blue, or brown tone to blend with the skyline or hillside. The existing pole is brown, which blends with the surrounding hillside.

This proposal is also subject to all applicable FCC and FAA regulations.

Michelle Schirmer said this pole is old and it sits on city land in open space on the top of the hill. She asked if we could camouflage the pole to look like a tree to blend in with the landscaping. She said trees were planted at one point, but they didn't get water and died. Ryan Robinson said this pole is on Clyde Sherherd's property.

Alan Macdonald opened the Public Hearing.

Andrew Young, resident, said there are residents who are concerned about their views. He said we have several options where we can put these poles in places that are not next to residential properties. He said it is good to camouflage them, but they are becoming obsolete.

Kay Holbrook, resident, said she would love to see the towers moved to a park or somewhere else. She is in favor of disguising them or running water to that location so real trees can grow there. She asked if the towers can be limited to what goes on them.

Clyde Shepherd, property owner, said the towers are not on city property and were there before the residents moved in, they were there before the neighbors were. He said making the pole a tree will stick out like a sore thumb. He said he watered the trees that were planted there to try and accommodate the concerns and said he is not going to plant trees there again. He said he is not adding more to the cell tower; he is just updating what is currently there. He feels like he has gone out of his way to accommodate the neighbors.

John MacKay said we've talked about camouflaging poles in the past and decided it looks bad, and we didn't do it. Troy Slade said he wouldn't be in favor of a tree because he agrees that it would look bad.

Alan Macdonald closed the Public Hearing.

**MOTION:** Planning Commission member Susan Whittenburg moved to recommend approval of the Wireless Cell Tower Equipment Upgrade located at 694 Rocky Mountain Drive with conditions.

1. City Council consider camouflaging options.

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

**Ayes:**

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

**Nays:**

**Excused**

**D. Public hearing: Proposed code Change to Section 3.01 Definitions for a Produce Stand.**

Ryan Robinson said Paul Gu and Derek Rowley, the owner and manager of the Burgess Orchards Produce Stand located at 625 S. Alpine Highway, have submitted an application to amend the definition of a "Produce Stand" in Section 3.01.110 of the Alpine Development Code. The purpose of the proposed amendment is to update and clarify the types of products that may be sold from a produce stand. The proposed text amendment is attached, with new language shown in **green text** and removal in **red** for reference. This definition will apply if approved to any future produce stand located within the city.

Ryan Robinson said Staff has reviewed the proposed amendment and provides the following considerations for the Planning Commission's discussion:

1 •**“Not limited to” phrasing:** Staff recommends removing any language that states “not limited to,”  
2 as it could broaden the scope of allowable products beyond the original intent of a produce stand.

3 •**Prepared meats:** The proposed language allowing “prepared meats in licensed facilities” could  
4 include items such as hamburgers, hotdogs, and deli meats. The Planning Commission should  
5 consider whether these types of products are appropriate for a produce stand or if they belong in  
6 zones designated for restaurant-type uses.

7  
8 • **Beverages:** The term “beverages” could be interpreted broadly to include items like fountain  
9 drinks. Staff recommends limiting this to fruit- or vegetable-based beverages (e.g., apple juice, cider)  
10 to remain consistent with the agricultural intent.

11  
12 • **Ready-to-eat items:** Products described as “raw or ready-to-eat” may include items commonly  
13 found in restaurant businesses. The Planning Commission should discuss whether such items align  
14 with the purpose and character of a produce stand.

15  
16 Based on these considerations, Staff recommends that the Planning Commission discuss potential  
17 modifications to ensure the code remains consistent with the city’s intent for agricultural and  
18 produce-related sales.

19  
20 Dereck Rowley, 625 S Alpine Highway, applicant, said from the feedback he has received, this plan  
21 is what everyone is comfortable with. He said they had a commercial application in with the city, but  
22 the residents don’t want that, and they took it off the agenda. He said they would provide adequate  
23 parking; they would not be open late.

24  
25 Alan Macdonald asked to see the current definition of a produce stand. He read the list that was  
26 approved. Dereck Rowley said they would like to sell items that come off-site and change the  
27 language to say that and that they don’t have to devote five acres to grow what they sell.

28  
29 Greg Butterfield asked what percentage of the things they sell come from the property. Dereck  
30 Rowley said they sell about 55% of onsite grown produce and fruit.

31  
32 Paul Gu said they want to sell fresh flowers and meat. He said they would like to sell prepared foods  
33 like breakfast sandwiches that are not pre-packaged. He said they would like to sell Burgess  
34 Orchards T-shirts and hats. Other items would be other farm items such as honey, dairy, eggs, baked  
35 goods, jams, preserves, beverages, other food products, fruits, vegetables, and animal products. They  
36 would also like to sell food prep related products, household goods, canning jars, preserving supplies,  
37 holiday décor like live wreaths.

38  
39 Greg Butterfield said he is concerned about the traffic and the time it would take for someone to  
40 come and get a sandwich or burrito made.

41  
42 Dereck Rowley said they would get the meat from a butcher and sell it, they would not become a  
43 butcher. He mentioned other farms and businesses in Utah County that sell similar items and are  
44 successful.

45  
46 Greg Butterfield said the farms the applicants referenced are all in commercial zones.  
47

1 Susan Whittenburg said what is being proposed is a store and not a fruit stand. She said the  
2 applicants say they aren't in this to make money, but every time they come, they ask for more. She  
3 said they should have put their business in a commercial zone instead of trying to put a commercial  
4 business in a residential zone.

5  
6 Paul Gu said he is not doing this business to make money, he just wanted to preserve what was  
7 currently there and said it is an amenity for the residents. Susan Whittenburg said what Paul Gu is  
8 trying to do there just doesn't fit the area.

9  
10 Troy Slade asked if people would stay to eat their hamburger. Dereck Rowley said they will put in a  
11 couple more picnic tables.

12  
13 John MacKay asked about grease separators in a commercial kitchen. Jason Judd said that would be  
14 required and the applicant knows that. Dereck Rowley said they wouldn't do it if it was too  
15 expensive.

16  
17 Alan Macdonald opened the Public Hearing.

18  
19 Norah Brown, resident, said she loves Burgess Orchards and said she has worked there for three  
20 years. She said while she has worked for Burgess Orchards she has been involved in many school  
21 activities, and they have worked around her schedule which she appreciated.

22  
23 Greg Butterfield asked if Burgess Orchards is advertising sales online. Ms. Brown said they are not  
24 selling online.

25  
26 Bill DeGroot, resident, said the applicants have taken steps at great expense to themselves to improve  
27 the parking lot and fence to improve his property. He said Bateman Lane is easy access now with the  
28 improvements. He said the no parking signs are working on Bateman and Cascade. He said we need  
29 no parking on the Highway. Mr. DeGroot asked how much traffic would be added if the store were  
30 to expand. Paul Gu didn't think it would add traffic and said they mostly sell peach ice cream and  
31 apples and the people in like would most likely shop at the store.

32  
33 Sheryl DeGroot, resident, read neighbors comments which said the produce stand has clear  
34 requirements of what they can sell, if that is changed, this becomes a commercial store, and they  
35 should be limited to sell what is grown on site. Items listed to sell are not consistent with a produce  
36 stand. Another resident is concerned about traffic and accidents on Bateman Lane.

37  
38 Sheryl DeGroot, resident, said the majority of items sold should come from the property, meat should  
39 be removed, they are not a butcher, baked goods removed, they are not a bakery. Ready-made food  
40 should not be allowed; they are not a restaurant.

41  
42 Clark Burgess, resident, said his family owned the orchard for over 100 years. He said they made a  
43 little bit of money. He said he was thrilled that Paul Gu wanted to keep the property as an orchard.  
44 He said he loves what they are doing and doesn't like the city telling them they can't sell bread,  
45 honey, or other baked goods. He loves the idea of selling fresh flowers. He doesn't think the traffic  
46 is that bad and said they have put a lot of money into the fruit stand, the road, and the parking lot.

1 Tim McCan, resident, said the Burgess Orchard peaches are the best and give him a sense of pride  
2 that the fruit stand is in Alpine. He said he is in favor of expanding the fruit stand. He said the new  
3 owners had made this place into a gem and a safe workplace for Alpine youth.  
4

5 James Lund said this is a reasonable request for the orchard. Selling a few more items like a  
6 breakfast sandwich and a coke is not going to hurt anything. He said hundreds of customers are  
7 coming for the fruit, but the produce stand is now on site and said it's reasonable to sell these other  
8 items.  
9

10 A resident said he doesn't like selling meat or prepackaged items. He also said selling kitchen items  
11 is not appropriate.  
12

13 Laurie Loader, 248 Sunset Drive, said she has lived in Alpine for 34 years and the applicants have  
14 only been here for two years. This should only be a fruit stand and nothing more, they knew what  
15 they signed up for.  
16

17 Sarah Blackwell, resident, asked if the conditional use permit could be changed. She said we have  
18 rules and ordinances and that is what we should follow or get a commercial building somewhere else  
19 so they could do what they want to do and keep this just a produce stand.  
20

21 Robert Jones, resident, said there is no reason to change what is sold at the produce stand. This  
22 would only bring in more traffic. Leave it the way it is.  
23

24 Janette Kennedy, resident, said this is a new concept and said she loves the fruit farm. She said she is  
25 against changing the definition of what a fruit stand is. She doesn't want the extra traffic and parking  
26 issues. She said the applicants have music nights during the summer causing people to stay longer.  
27 She doesn't want food to be sold there because people will stay longer.  
28

29 Chris Sutton, resident, said she thought the city was updating the master plan and said we should  
30 finish that first before we make changes to the fruit stand. She said it's okay to have a produce stand  
31 and an orchard, but we shouldn't put a commercial business in a residential zone.  
32

33 Thomas Olsen, resident, said produce are things that are grown in the dirt, and on trees. He said this  
34 is past what a produce stand is. We need a new definition for a farm stand and get this right. We  
35 need to set up a new blueprint for future businesses.  
36

37 Alan Macdonald said a farm store is expanded to where it needs to be on a commercial property.  
38

39 Chris Challis, resident, said the applicants have bent over backwards to keep the community happy.  
40 He said he loves the produce stand and said he supports allowing the applicants to sell more items.  
41 He is concerned about selling hamburgers and said that it would turn it into a restaurant.  
42

43 Andrew Young, resident, said this is the resident's decision, those who live next to it, this is your  
44 decision. He said the City Council will be gone in a few years. He said the applicants gave up the  
45 commercial application which he applauds them for. He said we sell cigarettes and energy drinks  
46 around the corner from the produce stand. We have the threat of developers who want to put high-  
47 density housing or car washes on this property, and we should consider what the applicants want to  
48 do.  
49

1 Brittney Willison, resident, said she lives next to the orchard and was pleased when the produce  
2 stand went in. She loves how they improved the property, road and parking lot. She supports the  
3 additional items for sale, especially the meat and locally made and artisan goods.

4  
5 Tyler Hogge, resident, said he would love to buy more items from the fruit stand. He said they have  
6 preserved the orchard which he appreciates because they could have sold it for housing. He said it is  
7 unusual that the applicant can't sell what he wants to at his business.

8  
9 A resident said she is concerned about the traffic and parking even though they have added parking.  
10 She is okay with a few new products like fresh flowers but is not in favor of a lot of the other items.

11  
12 Kristen Hagen, resident, said the positive thing is that this is a successful business when so many  
13 others have failed. She said she is grateful for this place to come together, for our youth and families  
14 to gather. This is a positive thing for Alpine.

15  
16 Jennifer Wadsworth, resident, said the produce stand is popular because it is a gathering place to see  
17 neighbors and connect with friends. She said our youth are sad and changing the code would help the  
18 produce stand be more successful than they already are.

19  
20 Alan Macdonald closed the Public Hearing.

21  
22 John MacKay said there were a lot of good comments. He said the applicants have been good  
23 stewards of the land and have managed it in a very proactive way. They have recognized our  
24 concerns and removed some things to comply. He said his concern about selling some of these items  
25 is turning this into a commercial kitchen. He said he doesn't have an issue with meat or baked items  
26 as long as they are made in an appropriate facility because he's concerned about food safety. He  
27 would recommend approval.

28  
29 Troy Slade said he agrees with John MacKay. He said his concern is the traffic and doesn't want it  
30 to turn into a store. He said some of the items are appropriate.

31  
32 Alan Macdonald asked if we want to remove the five-acre criteria so others could operate on a  
33 smaller plot. He also asked if we would be okay with someone else selling all the same things this  
34 applicant wants to sell at a different location within the city.

35  
36 John Mackay said there won't be very many opportunities for someone else to replicate this. He said  
37 it is already limited by the five-acre rule.

38  
39 Michelle Schirmer said it has been said tonight that this produce stand is a gathering place for the  
40 community. She said we need to remember that it is a neighborhood first; this is not a restaurant or a  
41 park. A gathering place is a detriment to the neighborhood. She said the applicants didn't want  
42 parking on their property and pushed it into the neighborhood.

43  
44 Susan Whittenburg said she loves the orchard and the green space but wants to wait for the revisions  
45 to the master plan.

46  
47 Greg Butterfield said he would like to wait until the master plan is done. He said he has concerns  
48 about the commercial kitchen and the place becoming a gathering place, extended months and hours,  
49 traffic and what it does to the neighborhood. He said we need more time to review this.



1  
2 Jeff Davis said he appreciates and recognizes how popular the business is. He said he likes the idea  
3 of the Planning Commission having some control by tabling this issue so it will come back to us. He  
4 said these changes do not fit in any way a produce stand. He would like to have more time to work  
5 something out with the owners. He said the applicants will continue to be successful, but if they add  
6 these other things, they will be a commercial business, a mini store, a mini-Meyers.

7  
8 Greg Butterfield said if we don't change the definition and help the applicants be successful, will  
9 they fail and sell the property to developers.

10  
11 Paul Gu said he has spent a lot of money to preserve this land. Tyler Hogge said he was the one who  
12 said the applicant could sell the land if he wasn't allowed to sell what he wanted to.

13  
14 Alan Macdonald said this has become more than just a produce stand and it is on a residential  
15 property. He said the applicants are running a farm store which is a commercial business in  
16 residential on a conditional use permit, not a commercial permit. He said the applicants have been  
17 operating with a conditional use permit and have been successful. He suggests working with the City  
18 Planner and a couple of people from the Planning Commission members to come up with a good plan  
19 to sell a few more items without bringing more traffic to the neighborhood.

20  
21 Paul Gu said it would be inappropriate to table this because he has sacrificed to be here. He said he  
22 wants it to go to City Council so they can decide. Alan Macdonald said this plan was dropped on the  
23 Planning Commission today and some of us haven't had a chance to review it and we have the right  
24 to table this if we feel like it is the best thing to do. The city has two weeks to review this and then it  
25 is sent to the Planning Commission to review. Paul Gu said they have spent a lot of time working on  
26 this and if you ask us to bring it back, we'll bring back the same thing. He said he would rather the  
27 Planning Commission deny the plan instead of tabling it so it could go to the City Council to decide.

28  
29 Alan Macdonald said the season is almost over, so what is the rush. Paul Gu said this is a small  
30 family business and he has spent so much time fighting over selling sour dough bread and it is crazy.

31  
32 Jeff Davis said we have codes and ordinances, and zones and we have already stretched the definition  
33 of a fruit stand. He said the applicant has expanded and expanded and really should be commercial.

34  
35 Susan Whittenburg said she understands that Mr. Gu is frustrated and has spent a lot of time on this,  
36 but he knew what he was getting with the produce stand requirements.

37  
38 Paul Gu said he wants the City Council to make this decision and would like it sent up to them.

39  
40 John Mackay said he can't remember an applicant writing the code and telling us to take it or leave  
41 it. He said he would like to take the time to look at this further and tighten it up and present it  
42 without debate in our next meeting.

43  
44 **MOTION:** Planning Commission member John Mackay moved to table the proposed amendment to  
45 the definition of a Produce Stand in Section 3.01.110 of the Alpine Development Code to allow the  
46 applicants and City staff additional time to revise language regarding product types, prepared food,  
47 flowers, baked goods, prepackaged meats and to return at a future meeting for further consideration."

- 48  
49 1. Prepared food prepared in a regulated kitchen.

Greg Butterfield seconded the motion. There were 6 Ayes and 1 Nays (recorded below). The motion passed.

**Ayes:**

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

**Nays:**

Jeff Davis

**Excused**

**E. Public Hearing: Proposed Code Amendment to Section 3.07 – Business commercial Zone to remove single-unit detached dwellings as a permitted and conditional use, and to create an overlay zone for single-unit detached dwellings applicable only within the Business Commercial Zone.**

Ryan Robinson said currently, within the Alpine City Development Code, a single-unit detached dwelling within a recorded subdivision is listed as a *permitted use*, and a single-family dwelling not located within a recorded subdivision is listed as a *conditional use* within the Business Commercial (B-C) Zone. The proposed amendment would remove both of these uses from the permitted and conditional use sections of the B-C Zone.

This change would not affect existing residential dwellings currently located within the B-C Zone. Those properties would be considered legal nonconforming uses and may continue to operate as such. The Development Code also includes provisions for the extension or expansion of a legal nonconforming structure, if applicable.

The proposal would also create a new overlay zone, applicable only to areas with a Business Commercial (B-C) base zone. This overlay would allow the City to consider specific residential components through a separate rezoning and public hearing process, rather than through the base commercial zoning.

The purpose of this amendment is to eliminate the potential for a property rezoned to B-C to be developed with residential lots (e.g., 10,000 square feet) in addition to the commercial uses currently permitted or conditionally allowed in that zone.

A final section numbering is still being developed, and proposed language is attached for Planning Commission review.

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

**MOTION:** Planning Commission member Susan Whittenburg moved to recommend approval of the proposed code amendment to the Business Commercial Zone and creation of the Town Center Residential Overlay Zone as presented.

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

**Ayes:**

Michelle Schirmer  
Jeff Davis

**Nays:**

**Excused**

John MacKay  
 Troy Slade  
 Susan Whittenburg  
 Greg Butterfield  
 Alan Macdonald

#### IV. COMMUNICATIONS

Ryan Robinson said we will meet again on November 18, 2025.

#### V. APPROVAL OF PLANNING COMMISSION MINUTES: October 1, 2025

**MOTION:** Planning Commissioner Greg Butterfield moved to approve the minutes for October 1, 2025, as written.

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

##### Ayes:

##### Nays:

##### Excused:

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

The meeting was adjourned at 10:35 p.m.