



ALPINE CITY PLANNING COMMISSION MEETING

NOTICE is hereby given that the **PLANNING COMMISSION** of Alpine City, Utah, will hold a **Public Meeting** on **Tuesday, December 2nd 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.

I. GENERAL BUSINESS

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

II. REPORTS AND PRESENTATIONS

- A. None

III. ACTION/DISCUSSION ITEMS:

- A. **Public Hearing:** Adoption of the updated Water Conservation Plan.
- B. **Public Hearing:** Amendment to the Alpine City General Plan to add a Water Conservation Chapter.
- C. **Public Hearing:** Proposed amendments to Alpine Development Code 3.01.110 (Definitions), 3.04.030 CR-40,000, and 3.23 Conditional Uses to create and allow a “Farm Stand” use within the CR-40,000 Zone.
- D. **Public Hearing:** Proposed amendment to Alpine Development Code 3.23.060 to reduce the minimum lot size from five (5) acres to two (2) acres and add additional compliance standards for Guest Houses.
- E. **Public Hearing:** Proposed amendment to Alpine Development Code 3.18.080 (Senior Housing Overlay Zone) to comply with State requirements regarding the subdivision review process.
- F. **Public Hearing:** Potential amendment to Alpine Development Code 3.08.050 to allow the City Council to grant setback exceptions within the Public Facility Zone when justified by circumstances.

IV. COMMUNICATIONS

V. APPROVAL OF PLANNING COMMISSION MINUTES: November 18th, 2025

ADJOURN

Chair Alan MacDonald
November 28th, 2025

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

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



PUBLIC MEETING AND PUBLIC HEARING ETIQUETTE

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

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

Public Hearing vs. Public Meeting

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

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

ALPINE CITY PLANNING COMMISSION AGENDA

SUBJECT: Water Conservation Plan Update

FOR CONSIDERATION ON: December 2nd, 2025

PETITIONER: Alpine City

ACTION REQUESTED BY PETITIONER: Recommend Approval of Water Conservation Plan

Review Type: Legislative

BACKGROUND INFORMATION:

Every five (5) years cities in Utah are required to update their water conservation plan. Alpine City contracted with Horrocks Engineering to complete this requirement. The proposed draft is included in your packet for review. This plan must be adopted by the end of 2025.

General Plan Reference:

- N/A

City Code Reference:

- N/A

Public Notice:

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

STAFF RECOMMENDATION:

Review the included material and ask any clarifying questions of City Staff. Recommend approval to the City Council.

Motion to Approve:

I move to recommend approval of the Alpine City Water Conservation Plan as presented.

Motion to Approve with Conditions:

I move to recommend approval of the Alpine City Water Conservation Plan, subject to the following conditions:

*Insert Proposed Conditions

Motion to Table:

I move to table the Alpine City Water Conservation Plan to a future meeting, pending the submission of additional information or revisions including:

*Insert additional information needed.

Motion to Deny:

I move to recommend denial of the Alpine City Water Conservation Plan as presented, based on the following:

*Insert Findings



Mayor Carla Merrill and Members of the Alpine City Council
Alpine City
20 N Main Street
Alpine, Utah 84004

Subject: Transmittal of the Draft Water Use and Preservation Element for General Plan Adoption

Dear Mayor Merrill and City Council Members,

On behalf of Horrocks Engineers, we are pleased to transmit the draft Water Use and Preservation Element of Alpine City's General Plan for your review and consideration for adoption.

This element has been developed in close coordination with Alpine City staff and in accordance with Utah Code §10-9a-401 and §73-10-32. It aligns with the City's 2025 Water Conservation Plan and reflects the goals of recent state legislation, including SB 76 and HB 121, to integrate water supply considerations with land use planning.

Key components of the element include:

- Population growth projections and corresponding water demand trends
- Analysis of existing water resources and system capacity
- Goals, objectives, and policies to reduce per capita water use
- Implementation strategies to ensure compliance, stewardship, and sustainability

We appreciate the efforts of your staff and utility partners, who contributed valuable data and guidance throughout this process. Alpine City office staff have reviewed the document, and it is ready for formal consideration by the Planning Commission and City Council.

We look forward to your feedback and can assist with final revisions, public hearings, or presentation materials as needed.

Sincerely,

Craig Nebeker, PE
Project Engineer

435-790-1323 | craig.nebeker@horrocks.com

Alpine City, Utah

Water Use and Preservation Element

Prepared as part of the Alpine City General Plan

December 2025

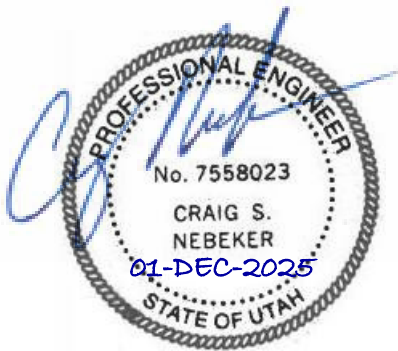
Prepared by: Horrocks Engineers

Craig Nebeker, PE

Project Engineer

Drew Geiger, PE

Project Manager



Executive Summary

Water Use and Preservation Element – Alpine City General Plan (2025 Update)

Alpine City’s Water Use and Preservation Element establishes a comprehensive framework for managing water resources considering projected population growth, climate variability, and evolving state requirements. As a semi-arid community reliant on groundwater and surface water, Alpine faces challenges and opportunities to ensure the sustainability of its long-term water supply. This element—prepared in accordance with Utah Code §10-9a-403, HB 121 (2022), and SB 110 (2022)—integrates water planning into land use policy, capital improvements, and conservation strategies.

In 2024, the City had a population of 10,679 persons, which as a group, utilized 1000 acre-feet of culinary water. This generated a per capita consumption rate of 83.58 gallons per day. This is slightly higher than the five year average (2020 through 2024) which is 78.56 gallons per capita per day and average use of 921 acre-feet per year.

By 2045, the population is projected to grow to 13,208 people, possibly increasing water demand from an average of 921 acre-feet to 1,163 acre-feet based on current usage patterns. However, with a targeted 15% reduction in per capita consumption through conservation efforts over the next ten years, Alpine can limit the average demand to 986 acre-feet—thereby preserving resources while avoiding costly infrastructure expansion.

This element identifies seven key components:

1. Background and Purpose – Outlining the necessity for integrated water-land use planning.
2. Existing Water Sources and Use – Summarizing current sources, infrastructure, and consumption patterns.
3. Projected Growth and Demand – Forecasting future water needs based on population trends.
4. Water Conservation Goals – Establishing a measurable, long-term reduction target.
5. Implementation Policies – Defining specific strategies for development review, zoning, and education.
6. Compliance with State Law – Consistent with HB 121 and SB 110.
7. Plan Integration and Conclusion – Positioning water planning as a critical priority for Alpine’s future.

Additionally, the plan outlines goals related to watershed preservation, source water protection, and sustainable land use patterns. It includes a population-water demand chart, detailed data table, and comprehensive planning policies and objectives. Alpine’s commitment to conservation and resource protection ensures that its water future remains resilient, equitable, and sustainable.

Introduction

Water is a critical and finite resource for Alpine City, especially given its location in the mountain deserts of Utah where precipitation is low and seasonal demand for water is high. As the city plans for future growth and development, proactive water management must ensure a reliable, high-quality supply for residents, businesses, and essential services. This Water Use and Preservation Element provides a strategic framework for managing current resources, projecting future demand, and implementing effective conservation measures. In alignment with Utah Code § 10-9a-403, HB 121 (2022), and SB 110 (2022), this element integrates water preservation planning into Alpine's General Plan to guide land use decisions, infrastructure investments, and regional coordination.

Understanding Water Conservation vs. Water Preservation

While often used interchangeably, water conservation and preservation reflect different but complementary approaches to managing water resources. Water conservation focuses on the efficient use and reduction of water waste, encouraging practices such as using low-flow fixtures and watering lawns during off-peak hours. On the other hand, water preservation emphasizes the protection and stewardship of water resources over the long term, including maintaining watershed health, safeguarding source water quality, and ensuring sustainable land use patterns. These approaches guide Alpine City's commitment to a reliable, resilient water future.

Background: Water Use and Preservation in Alpine City

Summary of Present Conditions

Alpine City, located in Utah County, experiences a semi-arid climate characterized by hot summers, cold winters, and low annual precipitation. The city's water supply is sourced primarily from springs and is supplemented by deep well systems. The City has historically relied on its Water Conservation Plan to guide responsible water use practices.

Water System Description

Alpine City's water is primarily sourced from Grove Spring. The water is delivered via the city's pressure zone system to storage tanks strategically placed to provide the necessary capacity to each zone. Key infrastructure includes:

- Grove Tank
- 3MG Tank
- Hog Hollow Tank
- Box Elder Tanks
- Three Falls Tanks
- Willow Canyon Tank
- Major pipelines ranging from 2" to 20" diameter
- 8 Pressure Zones

The system delivers approximately 4.8 Million gallons during the peak day.

Water Consumption & Growth

- 2024 Water Use: 325.8 million gallons
- Population: ~10,679
- Per Capita Use: 83.58 gallons/day (in 2024) The 5 year per capita average is 78.6 gpcd.
- Growth Projection: 1.1% annual growth rate; population expected to reach 13,208 by 2045

Over the past three years, the city has achieved a 5.64% reduction in system water losses due to proactive leak detection, minimizing unmetered uses, and reducing water theft. These advancements are keeping culinary water use relatively low. When irrigation water is counted in the per capita use, the city is higher than the state conservation goals. This is mainly attributed to the larger lot sizes using irrigation water prevalent throughout the city. In 2023, the city implemented metering of pressurized irrigation systems and is looking for ways to reduce irrigation water consumption as well.

Projections of Change or Transformation

As Alpine City continues to grow, pressures on its water system are expected to increase. Population growth, land development, and climate variability will stress the current water infrastructure. Water-intensive landscaping and limited reuse systems may further contribute to peak-season shortages.

Statewide legislative changes—including HB 121 (2023), SB 76 (2023), and SB 110 (2022)—require municipalities to incorporate water use and preservation strategies directly into their general plans. In addition, the Utah Division of Water Resources has set regional water conservation goals that will necessitate new practices, technologies, and rate structures.

Current or Emerging Issues

Key challenges facing Alpine City's water future include:

- Undersized water storage tanks in some zones
- Aging infrastructure that may compromise leak detection and distribution efficiency;
- Limited public awareness of individual water use and conservation options;
- Adjust the existing modified tiered water rate structure to more strongly encourage efficiency;
- Compliance with new state mandates requiring measurable goals and policies in land use planning documents.

Addressing these issues will require an integrated and forward-looking approach that links land use, fiscal policy, infrastructure investment, and community engagement.

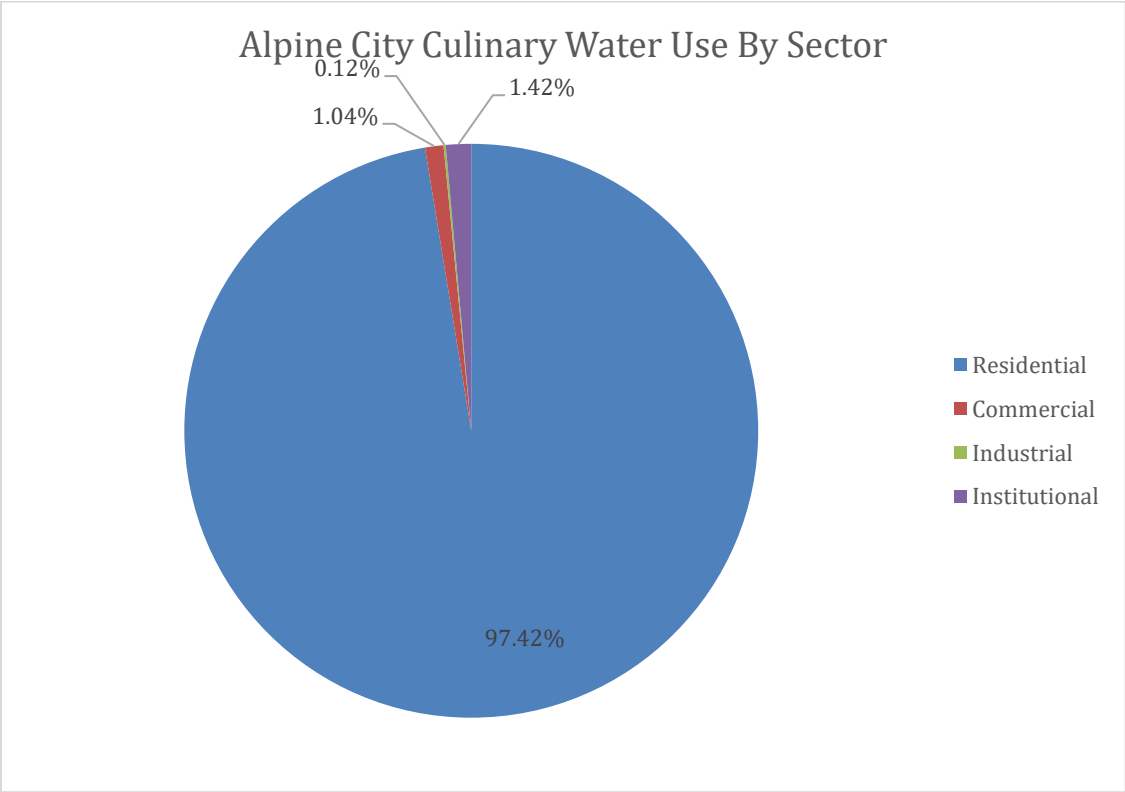
Water Use by Sector

The 2024 Public Water Supply Use Form shows the following breakdown of the culinary water use within Alpine City.

2024 Culinary Use by Type

Type	Gallons	Ac-ft	% of Total
Residential	293438000	900.53	97.42%
Commercial	3127000	9.60	1.04%
Industrial	364,000	1.12	0.12%
Institutional	4280000	13.13	1.42%
Total	301209000	924.38	

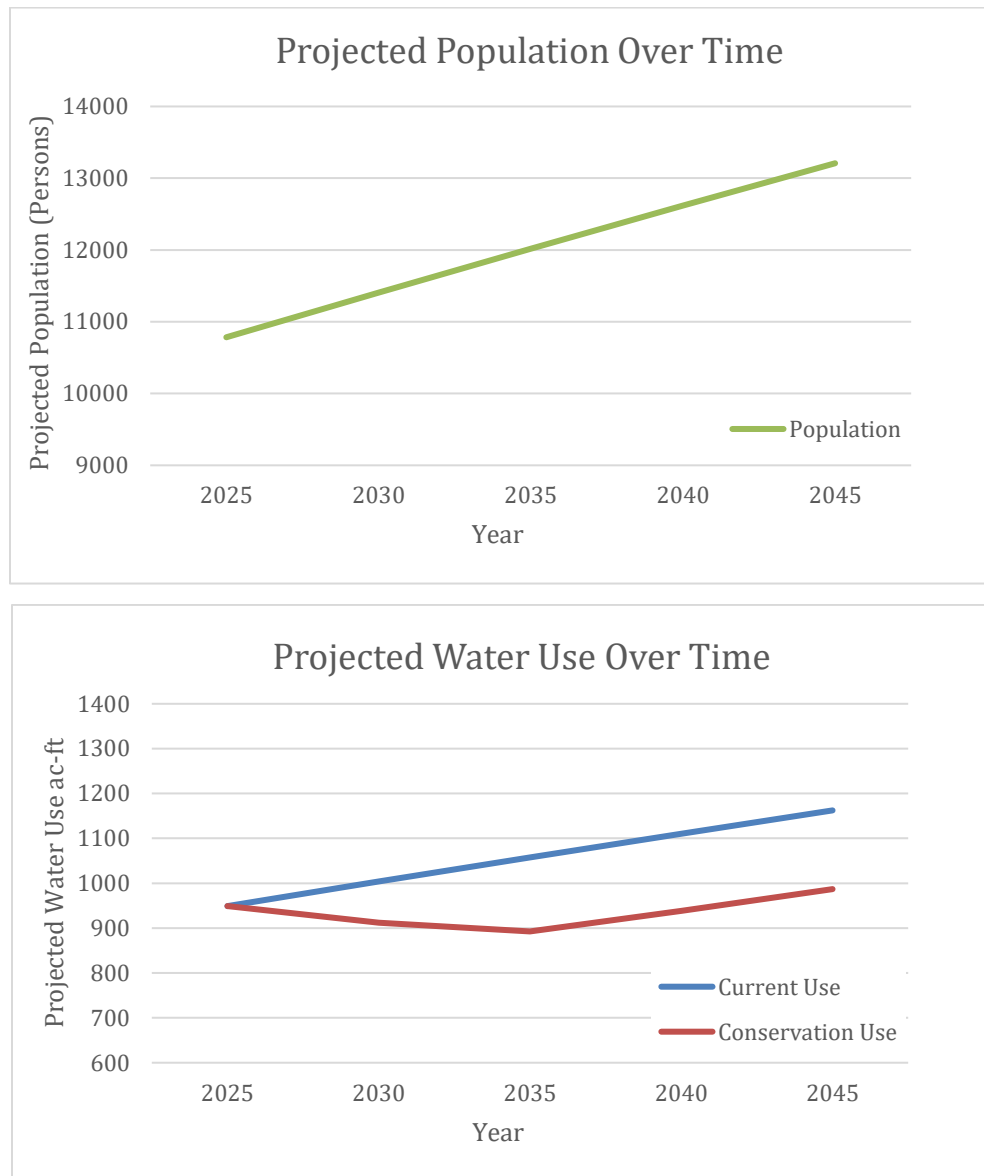
These figures demonstrate the predominance of residential water consumption in Alpine City. Understanding this distribution supports the City’s focus on residential conservation programs and targeted policy interventions. The pie chart below provides a visual representation of sectoral water use.



Projected Water Use and Population Growth

Future projections show Alpine City’s population continues to grow through 2045, while water usage trends reflect anticipated demand and potential conservation impacts. If no additional conservation measures are implemented, water demand may rise proportionally with growth.

However, with sustained efficiency efforts, usage can remain more stable. The chart below illustrates projected trends for total population and water demand, with and without culinary conservation strategies.



In 2025, Alpine City population was 10,784 and culinary water use was approximately 949 acre-feet. The preceding charts illustrate how the culinary water use trend follows population growth projected through 2045. As the population increases from approximately 10,784 to 13,208 residents, total culinary water demand is expected to rise from 949 acre-feet to 1,162 acre-feet under current usage trends. The city has a goal to reduce water consumption by 15% over the next 10 years. When that goal is reached in 2035, they will have a need for 893 acre-feet per year. Then, if no further conservation is done and the water use simply follows the population growth rate trend, the culinary demand will be 986 acre-feet by 2045. An increase of

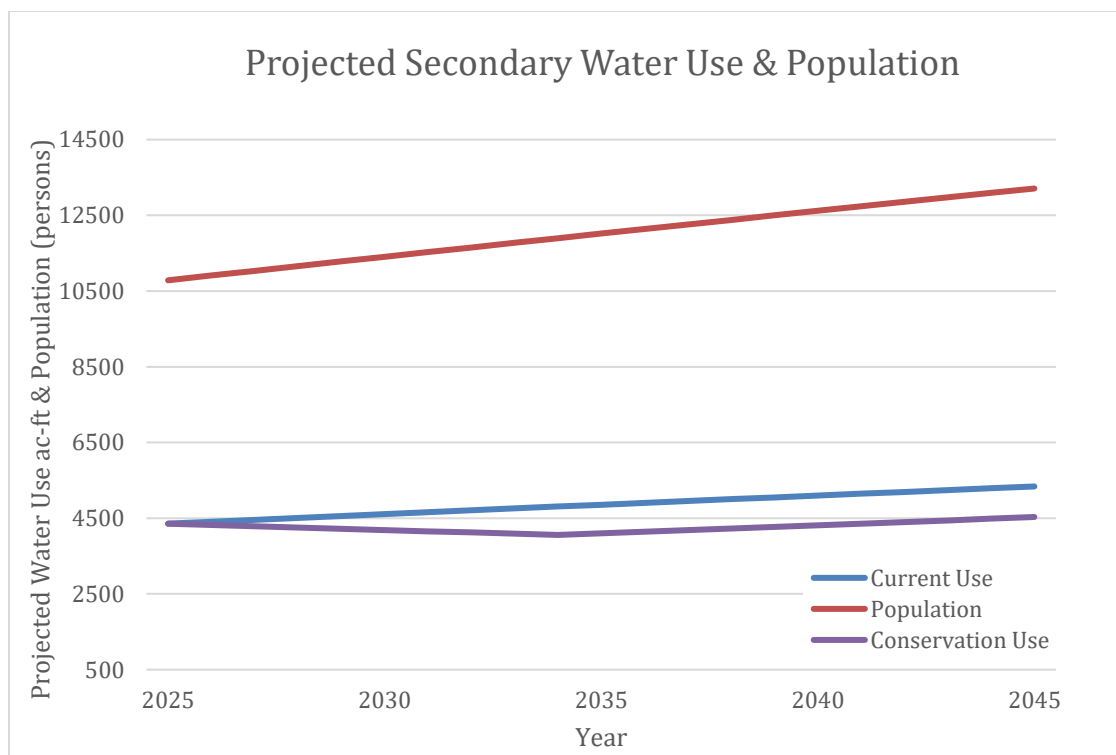
only 37 acre-feet while increasing the population by over 2,400 people reflects good water preservation and conservation practices.

Secondary Water Use

Alpine City has a secondary (Pressurized Irrigation (PI)) water system in place that provides irrigation for outdoor watering to most of the residents. PI meters were installed in 2023 and data is being gathered to project future trends.

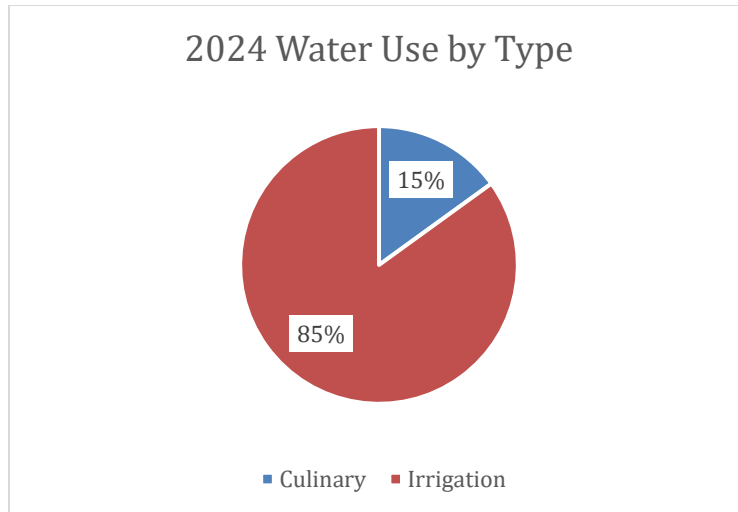
The city uses an average of 4,358 acre-feet of secondary water every year. The sources are deep wells, springs, and surface water. Some secondary water is also delivered to the city through the Central Utah Water Conservancy District (CUWCD).

The following chart shows the irrigation water trends in comparison to the population growth.



Following the current trend, by the year 2045, the city will need 5,338 acre-feet of secondary water. If the city were able to implement a 15% reduction in irrigation water use over the next ten years, and then maintain that quantity moving forward, by the year 2045 the irrigation need would be 4,352 acre-feet. The reduction is 986 acre-feet.

The following chart shows the irrigation water use compared with culinary water use for 2024.



As shown, the majority of the water used is secondary. Due to the largely residential population using the irrigation system, secondary water reduction is where the city will see it's greatest water budget savings.

Vision Statement

Alpine City envisions a resilient, efficient, and sustainable water future where every drop is valued, infrastructure is modern and responsive, and the community works together to ensure that clean, reliable water remains available for future generations. Through proactive planning, technological innovation, and a shared conservation ethic, Alpine will lead by example in preserving its precious water resources amid growth and environmental change.

Alpine City has identified strategic goals focused on measurable outcomes and long-term resilience to achieve this vision. These goals, supported by clear objectives and actionable policies, provide a framework for guiding decisions, allocating resources, and aligning future growth with sustainable water practices.

Water Use and Preservation Goals, Objectives, and Policies

Goal 1: Detect water leaks in the culinary system

Objective 1.1: Identify and repair at least 90% of leaks within 30 days of detection.

1. Policy 1.1.1: Create and execute a leak response protocol with specific response time targets.

2. Policy 1.1.2: Provide field crews with acoustic leak detection devices and training.
3. Policy 1.1.3: Develop a tracking system to monitor leak incidents and repair status.

Objective 1.2: Reduce unaccounted-for water to below 10% of total system input

1. Policy 1.2.1: Conduct annual water audits following AWWA M36 methods.
2. Policy 1.2.2: Establish district metered areas (DMAs) to isolate and assess water losses.

Objective 1.3: Conduct an annual survey of the distribution system to identify hidden or underground leaks.

1. Policy 1.3.1: Obtain annual contracts for professional leak detection services.
2. Policy 1.3.2: Utilize GIS-integrated data to identify suspected leak areas.
3. Policy 1.3.3: Focus on older infrastructure for survey prioritization and replacement planning.

Goal 2: Establish a consistent and well-planned meter replacement program

Objective 2.1: Replace all malfunctioning meters identified during monthly readings.

1. Policy 2.1.1: Keep a performance log for each meter to identify recurring issues.
2. Policy 2.1.2: Procure replacement meters beforehand to minimize delays.
3. Policy 2.1.3: Establish meter replacement Key Performance Indicators (KPI) and report to the City Council annually.

Objective 2.2: Develop a 10-year meter lifecycle plan for systematic upgrades.

1. Policy 2.2.1: Catalog all meter types, ages, and conditions in a digital database.
2. Policy 2.2.2: Schedule replacements by neighborhood to enhance installation efficiency.
3. Policy 2.2.3: Forecast annual budget needs to support meter lifecycle upgrades.

Objective 2.3: Ensure that 100% of new meters are compatible with automated data collection.

1. Policy 2.3.1: Only adopt procurement standards for AMI-capable meters.
2. Policy 2.3.2: Test new meters for accuracy and data integration following installation.
3. Policy 2.3.3: Educate utility personnel on the latest meter technologies, software, and diagnostic tools.

Goal 3: Review the current water rate structure and implement necessary changes that encourage conservation

Objective 3.1: Implement a progressive water rate structure by the following fiscal year.

1. Policy 3.1.1: Conduct a rate study that evaluates tiered and seasonal pricing models.
2. Policy 3.1.2: Conduct public workshops to collect feedback on proposed rate changes.
3. Policy 3.1.3: Implement rate ordinance changes informed by usage data and equity analysis.

Objective 3.2: Reduce per capita water consumption by 10% within three years.

1. Policy 3.2.1: Design rate tiers to raise the cost per unit as consumption increases.

2. Policy 3.2.2: Combine pricing with rebate programs for more efficient fixtures.
3. Policy 3.2.3: Monitor usage trends monthly and engage high users with targeted outreach.

Objective 3.3: Improve billing transparency and customer education

1. Policy 3.3.1: Revise billing statements to display usage history and cost impacts.
2. Policy 3.3.2: Launch an online portal featuring real-time usage tracking tools.
3. Policy 3.3.3: Include seasonal conservation tips with each utility bill.

Goal 4: Protect and steward Alpine's water resources over the long term, including maintaining watershed health.

Objective 4.1: Preserve and restore the ecological functions of Alpine's watersheds.

1. Policy 4.1.1 Implement riparian buffer requirements along streams, creeks, and wetlands.
2. Policy 4.1.2 Prohibit development on steep slopes and high-erosion hazard zones within watersheds.
3. Policy 4.1.3 Collaborate with the U.S. Forest Service and state partners on watershed restoration projects.

Objective 4.2: Promote land use practices that support watershed sustainability

1. Policy 4.2.1 Integrate watershed protection priorities into the General Plan's land use map and zoning designations.
2. Policy 4.2.2 Require site designs in watershed areas to use low-impact development techniques (e.g., green infrastructure, pervious surfaces).
3. Policy 4.2.3 Limit impervious surface coverage in sensitive recharge zones and floodplains.

Objective 4.3: Educate and engage the public in watershed stewardship.

1. Policy 4.3.1 Create a city-sponsored watershed education program at schools and public events.
2. Policy 4.3.2 Post interpretive signage at trailheads and public access points near sensitive watershed areas.
3. Policy 4.3.3 Organize annual community watershed cleanup and monitoring days in coordination with local organizations.

Goal 5: Protect the quality of Alpine's source water to ensure safe and clean drinking water for current and future generations.

Objective 5.1: Maintain regulatory compliance through proactive source water protection planning.

1. Policy 5.1.1 Update and enforce source protection plans for all municipal wells and surface water intakes.

2. Policy 5.1.2 Establish interagency agreements to monitor and manage pollution threats near source areas.
3. Policy 5.1.3: Require proof of source protection plan compliance for development applications near protected zones.

Objective 5.2: Minimize contamination risks from land use and industrial activity. planning.

1. Policy 5.2.1 Prohibit hazardous materials storage or disposal in source water protection zones.
2. Policy 5.2.2 Require stormwater pollution prevention plans (SWPPPs) for all construction sites within 1,000 feet of a source.
3. Policy 5.2.3 Restrict new septic systems in areas overlying groundwater recharge zones.

Objective 5.3: Improve infrastructure to support long-term source water protection.

1. Policy 5.3.1 Prioritize replacement of aging water distribution infrastructure near source water areas.
2. Policy 5.3.2 Develop and maintain spill response protocols for transportation routes near source waters.
3. Policy 5.3.3 Evaluate redundant water source development opportunities to reduce system vulnerability.

Goal 6: Ensure sustainable land use patterns that align with Alpine’s long-term water availability and conservation objectives.

Objective 6.1: Direct growth to areas with existing water infrastructure capacity.

1. Policy 6.1.1 Use the General Plan’s Future Land Use Map to guide growth toward served and serviceable areas.
2. Policy 6.1.2 Require water system capacity analyses for all major subdivisions and rezoning requests.
3. Policy 6.1.3 Encourage infill development and discourage leapfrog sprawl beyond water service boundaries.

Objective 6.2: Coordinate land use approvals with long-range water planning.

1. Policy 6.2.1 Mandate water availability assessments before final approval of large-scale developments.
2. Policy 6.2.2 Require consistency between zoning amendments and the City’s water master plan.
3. Policy 6.2.3 Include water demand projections in all Capital Facilities Plans and Impact Fee Analyses.

Objective 6.3: Promote compact and efficient land development forms that reduce water consumption.

1. Policy 6.3.1 Establish water-efficient development design guidelines for site plan review.

2. Policy 6.3.2 Provide density bonuses for projects incorporating comprehensive water-saving features.
3. Policy 6.3.3 Limit turf installation in new commercial, institutional, and multifamily developments.

Conclusion

Alpine City proactively addresses water sustainability challenges through integrated planning, targeted conservation measures, and infrastructure modernization. This Water Use and Preservation Element reflects a coordinated response to local conditions, regional conservation goals, and state legislative mandates. By prioritizing leak detection, meter efficiency, and conservation-oriented rate structures, the city is laying the foundation for a resilient water system capable of supporting future growth while reducing waste and protecting valuable water resources.

The success of this plan depends not only on municipal action but also on community participation and regional collaboration. As the City continues to grow and climate pressures intensify, the strategies outlined in this document will help ensure long-term water availability and system efficiency. Alpine City remains committed to leading with innovation, transparency, and stewardship, ensuring that future generations inherit a healthy, reliable, well-managed water supply.

Compliance with Utah State Law

This element meets the requirements of Utah Code §10-9a-403, which mandates that general plans include a water use and preservation component. It also complies with HB 121 and SB 110, which require cities to plan for drought response, conservation, and long-term water needs.

Sources

- Alpine City Water Master Plan (2025)
- Alpine City Water Management and Conservation Plan (2025)
- Utah House Bill 121 (2023) – Water Conservation and General Plan Requirements
- Utah Senate Bill 76 (2023) – Water Efficiency Amendments
- Utah Senate Bill 110 (2022) – Secondary Water Metering Requirements
- Utah Division of Water Resources – Regional Conservation Goals
- American Water Works Association (AWWA) M36 and M52 Guidelines
- Alpine City Population Estimates – Utah Governor’s Office of Planning and Budget

Appendix

Checklist for Adopting the Water Use and Preservation Element

1. Internal Drafting and Review

- ☐ Prepare a draft element aligned with Utah Code §10-9a-401 and §73-10-32
- ☐ Incorporate 2024 Water Conservation Plan data and projections
- ☐ Ensure consistency with General Plan goals and other elements
- ☐ Conduct an internal review with:
 - ☐ City Planner
 - ☐ City Engineer
 - ☐ Public Works Director
 - ☐ Legal Counsel

2. Technical Review and Interagency Coordination

- ☐ Send the draft to the following agencies for review:
 - ☐ Central Utah Water Conservancy District (CUWCD)
 - ☐ Utah Division of Water Resources (DWRe)
 - ☐ Utah Division of Drinking Water (DDW)
- ☐ Incorporate feedback on source protection, supply capacity, and regional alignment

3. Planning Commission Work Session

- ☐ Schedule a public work session
- ☐ Invite agency representatives to attend
- ☐ Revise the draft based on technical and policy feedback

4. Planning Commission Public Hearing

- ☐ Post public notice at least 10 days in advance (newspaper + Utah Public Notice Website)
- ☐ Notify water providers and neighboring jurisdictions
- ☐ Hold a public hearing and accept comments
- ☐ Planning Commission makes formal recommendation to City Council

5. City Council Public Hearing and Adoption

- ☐ Schedule City Council public hearing
- ☐ Post legal notice of hearing
- ☐ Review the Planning Commission recommendation
- ☐ City Council holds a hearing and adopts the element by ordinance

6. Filing and Distribution

- ☐ Submit the adopted element to the Utah Division of Water Resources
- ☐ Distribute the adopted plan to:
 - ☐ CUWCD
 - ☐ Utah County
 - ☐ Utah Division of Drinking Water
- ☐ Post plan on Alpine City's website

- ☐ Provide printed copies at City Hall

7. Implementation and Monitoring

- ☐ Integrate policies into land use review and infrastructure planning
- ☐ Track population, demand, and conservation targets
- ☐ Schedule a formal review and update every 5 years

ORDINANCE NO. 2025-XX

AN ORDINANCE ADOPTING THE WATER USE AND PRESERVATION ELEMENT AS A COMPONENT OF THE ALPINE CITY GENERAL PLAN

WHEREAS, Utah Code §10-9a-401 through §10-9a-408 requires municipalities to prepare and adopt a General Plan to guide long-range land use and development policies; and

WHEREAS, the Utah State Legislature enacted House Bill 121 (2022) and Senate Bill 110 (2022), which require municipalities to include a Water Use and Preservation Element in their General Plan when served by a public water system; and

WHEREAS, Alpine City, in coordination with its water providers and planning consultants, has prepared a Water Use and Preservation Element to assess water demand, outline conservation goals, support watershed protection, and align water resources with land use policies; and

WHEREAS, the proposed Water Use and Preservation Element complies with all statutory requirements and has undergone review by the Alpine City Planning Commission and the City Council in duly noticed public meetings; and

WHEREAS, the City Council finds that adopting this element is essential to ensuring sustainable development, safeguarding water resources, and responsibly planning for future growth.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF ALPINE CITY, UTAH, AS FOLLOWS:

SECTION 1. Adoption.

The Water Use and Preservation Element, dated December 2025, is hereby adopted as an official element of the Alpine City General Plan.

SECTION 2. Incorporation.

This element will be fully incorporated into the General Plan and coordinated with the Land Use, Transportation, Capital Facilities, and Environmental elements in all planning decisions.

SECTION 3. Implementation.

City staff, departments, and planning bodies are instructed to consider and apply the policies, goals, and implementation measures outlined in the Water Use and Preservation Element in all relevant approvals, updates, and capital planning efforts.

SECTION 4. Effective Date.

This Ordinance shall take effect immediately upon publication and posting as required by law.

PASSED AND ADOPTED by the City Council of Alpine City, Utah, this ____ day of _____,
2025.

Mayor

ATTEST:

City Recorder

ALPINE CITY PLANNING COMMISSION AGENDA

SUBJECT: Amend the Alpine City General Plan to Include a Water Element

FOR CONSIDERATION ON: December 2nd, 2025

PETITIONER: City Staff

ACTION REQUESTED BY PETITIONER: Approve Proposed Amendment to the General Plan.

Review Type: Legislative

BACKGROUND INFORMATION:

The Utah State Legislature has updated state law to require that municipalities include a water conservation element in their General Plan. To assist with this requirement, Alpine City received a grant from the Utah Department of Natural Resources, Division of Water Resources, and hired Horrocks Engineering to develop the Water Conservation Plan. The proposed Water Element has been drafted and is included in this packet for review. Adoption of this element is required by the end of the year to remain in compliance with state law.

GENERAL PLAN REFERENCE:

- N/A (This is a new element to be added to the General Plan)

CITY CODE REFERENCE:

- N/A

PUBLIC NOTICE:

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

STAFF RECOMMENDATION:

Staff recommends that the Planning Commission review the proposed Water Element, ask any clarifying questions, and forward a recommendation to the City Council for adoption.

Motion to Approve:

I move to recommend approval of the proposed amendment to the Alpine City General Plan to include a Water Element as proposed.

Motion to Approve with Conditions:

I move to recommend approval of the proposed General Plan amendment with the following conditions:

*Insert Proposed Conditions

Motion to Table:

I move to table the consideration of the proposed General Plan amendment to a future meeting to allow time for additional information or revisions, including:

*Insert additional information needed.

Motion to Deny:

I move to recommend denial of the proposed General Plan amendment to include a Water Element based on the following findings:

ALPINE CITY PLANNING COMMISSION AGENDA

SUBJECT: Code Amendment to Create a Farm Stand Use and Definition in the CR-40,000 Zone

FOR CONSIDERATION ON: December 2nd, 2025

PETITIONER: Paul Gu & Derek Rowley

ACTION REQUESTED BY PETITIONER: Recommend Approval of the Proposed Code Amendment

Review Type: Legislative

BACKGROUND INFORMATION:

The owners and operators of Burgess Orchards have submitted an application requesting the creation of a new conditional use—"Farm Stand"—within the CR-40,000 Zone. This code amendment would establish a formal definition for "Farm Stand," identify the land use authority for future applications, and set forth required development standards for the use.

At this stage, the request is only to create the land-use category, definition, and accompanying standards. If the Planning Commission recommends approval and the City Council adopts the amendment, the applicant must then submit a separate Conditional Use Permit (CUP) application for their specific farm stand proposal. Because this use would be added to the CR-40,000 Zone as a conditional use, any property meeting the minimum requirements in this zone would be eligible to apply for a CUP for a farm stand.

To implement the proposed land use, amendments are required in the following sections of the Alpine Development Code:

- ADC 3.01.110 – Definitions: Add a definition for "Farm Stand."
- ADC 3.04.030 – Conditional Uses in the CR-40,000 Zone: Add "Farm Stand" as a conditional use.
- ADC Chapter 3.23 – Conditional Use Permits: Establish specific standards for the use and designate the land use authority.

The draft ordinance language reflecting these changes is included in the meeting packet.

Public Notice:

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

General Plan Reference:

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

City Code Reference:

- Alpine Development Code 3.01.110 Definitions
 - Alpine Development Code 3.04.030 Conditional Uses in the CR-40,000 Zone
 - Alpine Development Code 3.23 Conditional Use Permits
-

STAFF RECOMMENDATION:

Because this request is legislative in nature, the Planning Commission should consider whether the proposed code amendment is consistent with General Plan policies supporting rural character, and whether the amendment aligns with the purpose and standards of the Development Code.

Staff recommends that the Planning Commission review the proposed language and determine whether creation of the “Farm Stand” conditional use appropriately supports agricultural operations and rural preservation within the CR-40,000 Zone.

Motion to Approve:

I move to recommend approval of the proposed amendments to Alpine Development Code 3.01.110, 3.04.030, and Chapter 3.23 to create a “Farm Stand” use in the CR-40,000 Zone as proposed.

Motion to Approve with Conditions:

I move to recommend approval of the proposed amendments with the following conditions:

*Insert Proposed Conditions

Motion to Table:

I move to table the proposed code amendments to a future meeting to allow time for the following additional information:

*Insert additional information needed.

Motion to Deny:

I move to recommend denial of the proposed code amendments based on the following findings:

*Insert findings

movement, (12) noise, (13) aesthetics and cultural, (14) land use, (15) open space and trails, (16) recreational facilities. The study recommends measures which, if undertaken, will mitigate or obviate acts resulting from development of the proposed subdivision, and discusses the benefits to be gained from such subdivision. The study also evaluates the potential area-wide economic impact of the subdivision on both private and public economic sectors and the potential impact on school systems.

ESSENTIAL FACILITIES. Utilities, sanitary and public safety facilities provided by a public utility or other governmental agency for overhead or surface or underground services, excluding any building, electrical substation, or transmission line of fifty (50) KV or greater capacity, except by conditional use permit.

EXPOSED FACE OF RETAINING WALL. The part of a retaining wall that is above ground and visible. An exposed face of a retaining wall shall be considered visible from the nearest public right of way when the alignment of the wall is within 60 degrees of parallel to the nearest public right of way.

FAMILY. An individual or two (2) or more persons related by blood, marriage, adoption, or guardianship; or a group of not more than four (4) persons, (excluding domestic help) who are not related, living in a dwelling unit as a single housekeeping unit and using common cooking facilities. "Family" does not exclude the care of foster children.

FARM STAND. Any temporary or permanent structure, that abuts an arterial road as identified on the most current Alpine City Transportation Master Plan Map, used for the sale of agricultural products, that is located on the property on which the majority of land is used for the growing of agricultural products being offered for sale. Agriculture-based products produced off-site may also be sold if included in this definition. Permitted items include, fresh produce and products derived from fruits or vegetables, flowers, eggs, products from bees, dairy based products, or baked goods. Meat may also be sold packaged or cured, but no meat shall be cooked on-site. All food products sold must be handled and prepared in a manner meeting all required health and safety standards. In addition, food-prep-related, incidental farm merchandise or seasonal household goods such as canning jars, preserving supplies, apparel branded with the farm stand, or holiday decor may be sold.

FENCES. A fence shall include any tangible barrier, an obstruction of any material, a line of obstacles, lattice work, screen, wall, hedge, or continuous growth of shrubs with the purpose of preventing passage or view across a boundary or lot line. (Ord. 2004-13, 9/28/04)

1. Privacy fences are structures where the field of vision through the fence is less than 50%.
2. Open-style fences are structures where the field of vision through the fence is 50% or greater.

FINAL PLAT. A subdivision map prepared in accordance with the provisions of this Ordinance, which is designed to be placed on record in the office of the County Recorder.

subdivision ordinance, except that:

- a. where any portion of the area included within the subdivision shall lie within the territory designated within the Sensitive Lands Overlay Zone (SLO zone) or
 - b. as the City may designate, the subdivision shall be developed only under the provisions of DCA 3.09 Code relating to Planned Residential Developments.
3. Planned Residential Developments (PRD), subject to compliance with the provisions of DCA 3.09.
 4. Water, sewer and utility transmission lines and facilities required as an incidental part of development within the zone, and subject to the approval of a site plan by the planning commission.
 5. Motor vehicle roads and rights-of-way subject to compliance with City standards for design and construction for such uses and upon approval of a site plan by the planning commission.
 6. Home Occupations, subject to the provisions of DCA 3.23.060 Part 2.
 7. Guest Houses, subject to the applicable provisions of DCA 3.23.060 Part 1.
 8. Churches, Hospitals (Human Care) and similar quasi public buildings.
 9. Incidental Produce Stands, subject to the provisions of DCA 3.23.060 Part 4. (Ord 96-05, 4/10/96)
 10. Buildings and other structures for the storage and keeping of agricultural products and machinery.
 11. Plant nurseries and tree farms, but not doing retail sale of materials on site.
 12. Civic Buildings.
 13. Shooting Galleries, subject to the applicable provisions of MCA 9.17
 14. Farm Stands subject to the provisions of DCA 3.23.060 Part 5.

(CR-1 Created by Ord. 91-01, 4/9/91 and amended by Ord. 95-04, 2/3/95; Ord. 2014-11, 6/24/14)

SECTION 3: AMENDMENT “3.23.070 Approval Process” of the Alpine City Development Code is hereby *amended* as follows:

AMENDMENT

3.23.070 Approval Process

The designated land use authority may approve, approve with conditions, or reject the permit as set forth:

1. A conditional use shall be approved if reasonable conditions are proposed, or can be imposed, to mitigate the reasonably anticipated detrimental effects of the proposed use in accordance with applicable standards.
2. If the reasonably anticipated detrimental effects of a proposed conditional use cannot

be substantially mitigated by the proposal or the imposition of reasonable conditions to achieve compliance with applicable standards, the conditional use may be denied.

3. With each decision to approve or deny a conditional use permit, the designated land use authority shall include a written explanation of their decision.

The following table indicates the designated Land Use Authority for Conditional Use Permits. Each Conditional Use must be designated as a conditional use in the specific zone as part of the review process.

Land Use Type	Land Use Authority	Zoning Allowed
Agricultural uses and animal rights as set forth in DCA 3.21.090 of the Supplementary Regulations	City Staff	CE-50
Buildings and other structures for the storage and keeping of agricultural products and machinery	City Staff	CR-40,000
Cemeteries	Planning Commission	TR-10,000
Civic Buildings	City Council	TR-10,000 CR-20,000 CR-40,000
Commercial Condominium Projects subject to the applicable provisions of law relating thereto.	City Staff	B-C
Dog Kennels/Boarding Facilities <ol style="list-style-type: none"> 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. 	Planning Commission	B-C

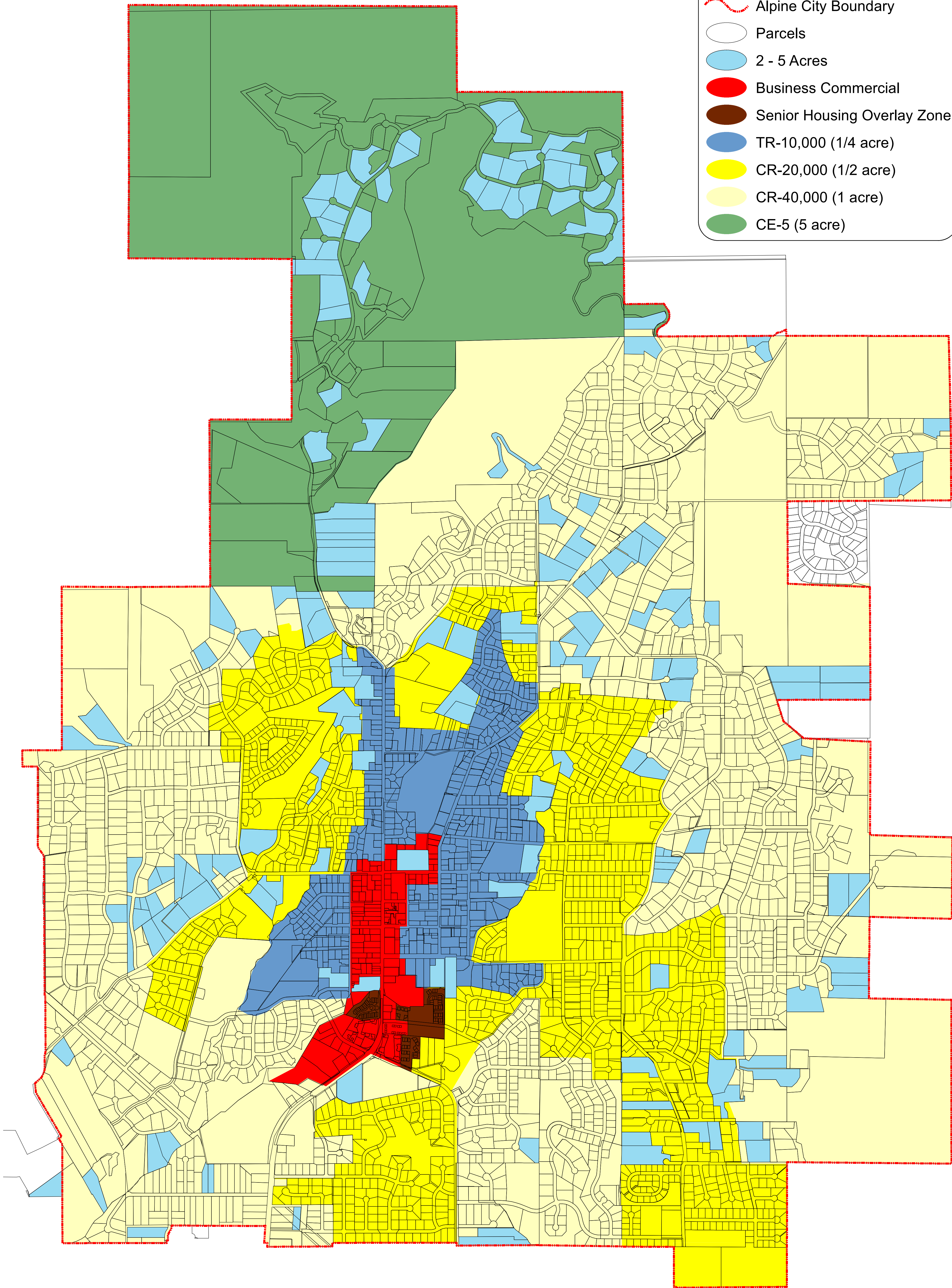
<ul style="list-style-type: none"> 7. Shall provide daily disposal of all animal feces and wastes. 8. Shall conform to the provisions of the Gateway/Historic Zone (DCA 3.11). There shall be adequate and effective means of control of insects and rodents at all times, such control shall be carefully monitored. 9. Operator shall bear full responsibility for recapturing and controlling any escaped animal. 10. Must have an active DVM relationship to immediately treat a sick or injured animal requiring medical attention. 11. Facility shall be located not less than one hundred fifty (150) feet from the nearest neighboring dwelling structure. 		
<u>Farm Stands</u>	<u>City Council</u>	<u>CR-40,000</u>
Guest House subject to the provisions of DCA 3.23.070 Part 1.	City Council	CR-20,000 CR-40,000 CE-5
Home occupations subject to the provisions of DCA 3.23.060 Part 2.	Planning Commission	TR-10,000 CR-20,000 CR_40,000 CE-5 CE-50 B-C
Incidental Produce Stands, subject to the provisions of DCA 3.23.070 Part 4	Planning Commission	TR-10,000 CR-20,000 CR-40,000 CE-5
<p>Mechanical Automotive Repair Shops</p> <ul style="list-style-type: none"> 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 	City Council	B-C

5. Farm Stands. Farm Stands may be allowed as a conditional use, upon approval by the designated land use authority and subject to compliance with the following:

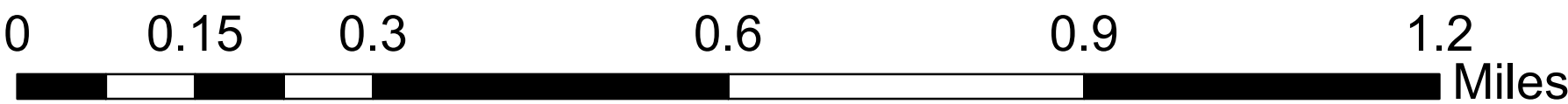
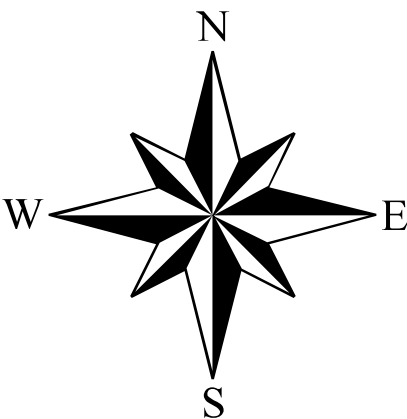
- a) Intent. The intent of this section is to allow the operation of farm stands that supply the local market with fresh food and agricultural products. At a minimum 50% the property shall be used for the cultivation of the agricultural products offered for sale.
- b) Terms and Conditions.
 - a. Farm Stands are listed as a conditional use in the zone.
 - b. The property includes a minimum of five (5) acres.
 - c. Products offered for sale should be consistent with the definition of Farm Stands; see DC 3.01.110.
 - d. The Farm stand shall provide sufficient off-street parking space to safely accommodate the anticipated level of patrons and employees.
 - i. The required off-street parking shall be in addition to the spaces required to meet the parking requirements for Intensive Retail uses as identified in DC 3.24.040.
 - ii. An additional number of parking spaces must be added in addition to the base requirement for the maximum number of employees allowed on a single shift.
 - iii. Parking areas shall be designed to allow safe circulation, access, and emergency vehicle access.
 - e. Each farm stand shall be entitled to one sign. Said sign shall have not more than thirty-two (32) sq. ft. of sign area and shall advertise only products of the lot. The sign shall not extend into the road right-of-way. Additional signage may be approved for parking and other items not related to advertising.
 - f. An annual business license to operate the produce stand shall be obtained from the City.
 - g. The application shall include a detailed site plan showing the location of all dwellings and other buildings on the site and also all facilities and areas intended for use in the production, processing, storage and sales of the products intended to be offered for sale on the premises.
 - h. Hours of operation may be limited by the land use authority to reduce potential impacts on neighboring properties.

Map Legend

- Alpine City Boundary
- Parcels
- 2 - 5 Acres
- Business Commercial
- Senior Housing Overlay Zone
- TR-10,000 (1/4 acre)
- CR-20,000 (1/2 acre)
- CR-40,000 (1 acre)
- CE-5 (5 acre)



2 - 5 Acres



ALPINE CITY PLANNING COMMISSION AGENDA

SUBJECT: Proposed Code Amendment to Reduce the Minimum Lot Size for a Guest House.

FOR CONSIDERATION ON: December 2nd, 2025

PETITIONER: Ezra Lee

ACTION REQUESTED BY PETITIONER: Recommend Approval of Proposed Code Amendment.

Review Type: Legislative

BACKGROUND INFORMATION:

The petitioner, Ezra Lee, has submitted a request for a text amendment to Alpine Development Code (ADC) 3.23.060 – Guest Houses, specifically regarding the minimum lot size on which a Guest House may be constructed. The current standard requires a minimum lot size of five (5) acres for a Guest House.

The proposed amendment would allow Guest Houses on lots as small as two (2) acres within the CE-5 Zone only (see attached zoning map), subject to additional standards intended to address potential impacts associated with smaller lots:

1. A Guest House may not be subdivided from the primary residence.
2. The Guest House must share the same address as the primary residence.

After reviewing the proposal, staff recommends adding the following additional requirement:

3. For any Guest House located on a lot smaller than five (5) acres, the Guest House shall not exceed forty percent (40%) of the square footage of the primary dwelling or 1,500 square feet, whichever is smaller.

These standards are intended to maintain neighborhood compatibility, preserve the low-density character of the CE-5 Zone, and ensure accessory units remain subordinate to the primary residence.

Public Notice:

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

General Plan Reference:

Land zoned as CE-5) shall consist of areas primarily located in mountainous areas of the City considered appropriate for very lowdensity residential development. These areas as a result of the presence of steep slope, adverse soil characteristics, flood hazard, mud flow, earthquake potential, wildfire hazard or similar critical and sensitive natural conditions, are considered environmentally fragile. As a result of the large amount of area that is considered environmentally fragile, development will be clustered and interspersed with large and undisturbed open space areas.

City Code Reference:

- Alpine Development Code 3.23.060- Guest Houses

STAFF RECOMMENDATION:

As this is a legislative decision, the Planning Commission should evaluate whether the proposed amendment aligns with City policies and maintains consistency with the Development Code.

If the Planning Commission chooses to recommend approval, staff recommends that the additional standards listed above be included in the final ordinance language.

Motion to Approve:

I move to recommend approval of the proposed amendments to Alpine Development Code 3.23.060 – Guest Houses.

Motion to Approve with Conditions:

I move to recommend approval of the proposed amendments to Alpine Development Code 3.23.060 with the following conditions:

*Insert Proposed Conditions

Motion to Table:

I move to table the proposed amendments to ADC 3.23.060 to a future meeting to allow time for the following:

*Insert additional information needed.

Motion to Deny:

I move to recommend denial of the proposed amendments to ADC 3.23.060 based on the following findings:

SECTION 1: AMENDMENT “3.23.060 Review Conditions And Criteria For Certain Conditional Uses” of the Alpine City Development Code is hereby *amended* as follows:

AMENDMENT

3.23.060 Review Conditions And Criteria For Certain Conditional Uses

1. **Guest Houses** (Ord. 94-06, 5/24/94). Guest houses may be allowed as a conditional use, upon approval of the designated land use authority and subject to compliance with the following:
 - a. Guest Houses are listed as a conditional use within the zone.
 - b. The lot or parcel upon which the guesthouse is proposed to be placed shall have a lot area of not less than five (5) acres. Lots located in the CE-5 Zone shall not be less than two (2) acres.
 - c. The guesthouse shall be located not less than 30 ft. to the rear of the primary dwelling and not closer than twelve (12) ft. to any side or rear property line.
 - d. The water and sewer service shall be the same as for the principal dwelling.
 - e. The hookup fees for a single-unit dwelling with a guest house shall be one and one-half (1 and 1/2) times the rate for a single family dwelling.
 - f. The guesthouse shall be an integral part of the site plan for the principle dwelling and attendant lot area. Vehicular access to the guest house shall be over the same driveway as for the primary dwelling, unless a secondary driveway can be accessed from another public right of way.
 - g. Prior to approval, a site plan showing the proposed location of the guesthouse and provision for utilities, vehicular access and other standards and conditions shall be submitted and approved by the Planning Commission.
 - h. Any person desiring to construct a guest house shall convey to the City water rights in the amount of 1/2 acre foot.
 - i. A guesthouse shall not be subdivided from the primary residence
 - j. The guesthouse must share the same address as the primary residence
 - k. For any guesthouse located on a lot smaller than five (5) acres, the guesthouse shall not exceed forty percent (40%) of the square footage of the primary dwelling or 1,500 square feet, whichever is smaller.
2. **Home Occupations** (Ord. 95-04, 2/28/95. Amended Ord. 08-18, 12/16/08; Ord. 2009- 14, 9/22/09; Ord. 2010-07, 5/11/10; Ord. 2010-11, 10/12/10; Ord. 2013-04, 3/12/13; Ord. 2014-06, 3/25/14; Ord. 2016-23, 11/09/16). Home occupations may be allowed as a conditional use, upon approval by the designated land use authority. All home occupations will be subject to compliance with the following:
 - a. Terms and Conditions.
 - i. Home occupations are listed as a conditional use in the zone.
 - ii. The home occupation is conducted entirely within the livable area of a

dwelling or attached garage. Business outdoor activities such as swimming lessons, tennis lessons, horseback riding lessons or other similar activities as determined by the Planning Commission may be considered as a home occupation.

- iii. The business activity of the Home Occupation carried out on the premises shall be conducted only by members of the residing family, except that not more than one person, not a member of the residing family, may be engaged in the conduct of the home occupation if such person is utilized in the capacity of a support function.
- iv. The home occupation does not involve the use of any accessory buildings or yard space for storage outside of the dwelling or attached garage.
- v. The home occupation shall contain no facilities for the display of goods. Any sale of goods and services shall constitute a clearly incidental part of the operation of the home occupation.
- vi. No commercial vehicles shall be stored at the premises except one delivery truck which does not exceed 12,000 gvwt rated capacity.
- vii. The home occupation is clearly incidental and secondary to the use of the dwelling for dwelling purposes and does not change the character of the building from that of a dwelling.
- viii. Home occupation signs shall be limited to one (1) identification nameplate, not larger in area than two (2) square feet fastened to the home, and one (1) sign, not larger in area than one (1) square foot, fastened to the side of the mailbox structure at or below the level of the mail box. No off-site advertising signs shall be permitted.
- ix. The home occupation shall not occupy an area not more than the equivalent of twenty-five percent (25%) of the livable area of the dwelling or 1000 square feet, whichever is less. The livable area does not include the garage.
- x. The home occupation shall obtain a business license from the City.
- xi. The activities of the home occupation shall not involve the use of hazardous materials or chemicals in amounts that will increase the hazard of fire or explosion. Activities of the home occupation shall not decrease safety to the structure or occupants of the dwelling or adjacent dwellings.
- xii. The operation of the home occupation shall not produce any noise, smoke, glare, light, fumes, dust, electronic interference or similar condition which is discernible outside the dwelling.
- xiii. The physical appearance, traffic, and other activities in connection with the home occupation will not be contrary to the intent of the zone in which the home occupation is located and, in the opinion of the Planning Commission, the activities of the home occupation will not depreciate surrounding property values or the quality of the area for residential purposes as determined by the Planning Commission.
- xiv. A sexually-oriented business shall not be a home occupation.

- xv. An automotive repair business shall not be a home occupation.
- xvi. If the home occupation will have customers/clients coming to the home as part of the business, an inspection(s) of the business portion of the home is required to determine compliance with zoning, building, and life safety requirements. When no customers/clients will be coming to the home as part of the business, the applicant shall be required to submit the home business self fire inspection form.
- xvii. The City Planner or designee shall serve as the designated land use authority for home occupation applications meeting the following criteria: (1) The home occupation, as proposed, complies with all requirements for the home occupation as listed in this section. (2) The home occupation will be conducted entirely within the dwelling or attached garage. (3) No customers or clients will visit the property in connection with the home occupation. (4) No employees other than the residing family members will be involved in the home occupation. (5) No hazardous materials will be used or stored on the property. The City Planner or designee may approve, approve with conditions, deny, or decline to consider the home occupation application in accordance with standards provided in this subsection. If the City Planner or designee declines to consider the application, the applicant may seek approval from the Planning Commission. applicant may appeal all other decisions as provided in DCA 2.03

- b. Conditions. In order to achieve the objectives of this Code and to protect the health, safety and quality of life in the community the Planning Commission or City Planner as the designated land use authority may attach conditions to the granting of a home occupation consistent with the standards in this section 2.03.060.2 .
- c. Continuing Obligation - Business License Required. All home occupations shall be operated in compliance with the conditions herein above set forth and any conditions which may be attached as part of the approval. Upon approval of a home occupation the applicant shall be eligible to acquire a business license to operate. Issuance of the business license shall be conditioned upon continued performance of the conditions of approval and said license shall be refused or revoked upon failure of the owner and/or operator to maintain or operate the home occupation in accordance therewith.

The approval shall be valid for the remainder of the year in which it is first granted. Thereafter, the approval will be extended for successive one-year periods, commencing on January 1 of the calendar year, provided that (1) that the home occupation remains substantially the same as initially approved and (2) that the home occupation has remained active as evidenced by the acquisition of a valid business license for the previous year.

- 3. **Produce Stands** (Ord 96-05, 4/10/96). Incidental Produce Stands may be allowed as a conditional use, upon approval by the designated land use authority and subject to

compliance with the following:

- a. Intent. The Intent and purpose of this Part is to allow the operation of incidental produce stands which supply the local market with needed food and farm products produced primarily on the premises.
 - b. Terms and Conditions.
 - i. Incidental Produce Stands are listed as a conditional use in the zone.
 - ii. The property includes a minimum of five (5) acres.
 - iii. Products offered for sale should be consistent with the definition of Produce Stands; see DC 3.01.110.
 - iv. The Produce stand shall provide sufficient off-street parking space to safely accommodate the anticipated level of patrons and employees. The required off-street parking shall be in addition to the spaces required to meet the parking requirements of the primary use.
 - v. Each produce stand shall be entitled to one sign. Said sign shall have not more than thirty-two (32) sq. ft. of sign area and shall advertise only products of the lot. The sign shall not extend into the road right-of-way. Additional signage may be approved for parking and other items not related to advertisement.
 - vi. An annual business license to operate the produce stand shall be obtained from the City.
 - vii. The application shall include a detailed site plan showing the location of all dwellings and other buildings on the site and also all facilities and areas intended for use in the production, processing, storage and sales of the products intended to be offered for sale on the premises.
4. **Shooting Ranges** : Shooting Ranges may be permitted as a conditional use. All shooting ranges will be subject to compliance with Alpine City Code 9.17-Shooting Ranges and the following standards:
- a. All shooting ranges shall be located in a facility completely underground by a minimum of 10 inches from ceiling of the shooting range to the ground level, with walls and ceiling of steel, concrete or other material sufficiently thick to prevent any bullet or arrow from piercing it, and so arranged that there will be no danger from ricocheting or deflected pieces of bullet and have internal baffling installed so that the ammunition discharged will be completely contained within the shooting range.
 - b. Indoor shooting ranges shall be constructed and insulated in such a manner that prevents sound from the discharge of firearms within the facility to exceed a maximum limit of sixty-five (65) dBA at the property line.
 - c. Targets shall be placed before a backstop of steel or other material sufficiently thick to prevent any bullet or arrow from piercing it, and so arranged that there will be no danger from ricocheting or deflected pieces of bullet or arrow.
 - d. All shooting ranges shall comply with all applicable laws, rules and regulations regarding lead contamination.
 - e. Hours of operation shall be from 7:00 A.M. to 10:00 P.M. unless sound levels from the shooting range at the property line are forty (40) dBA or less. If forty (40) dBA or less sound levels are met, there shall be no limitation on hours of

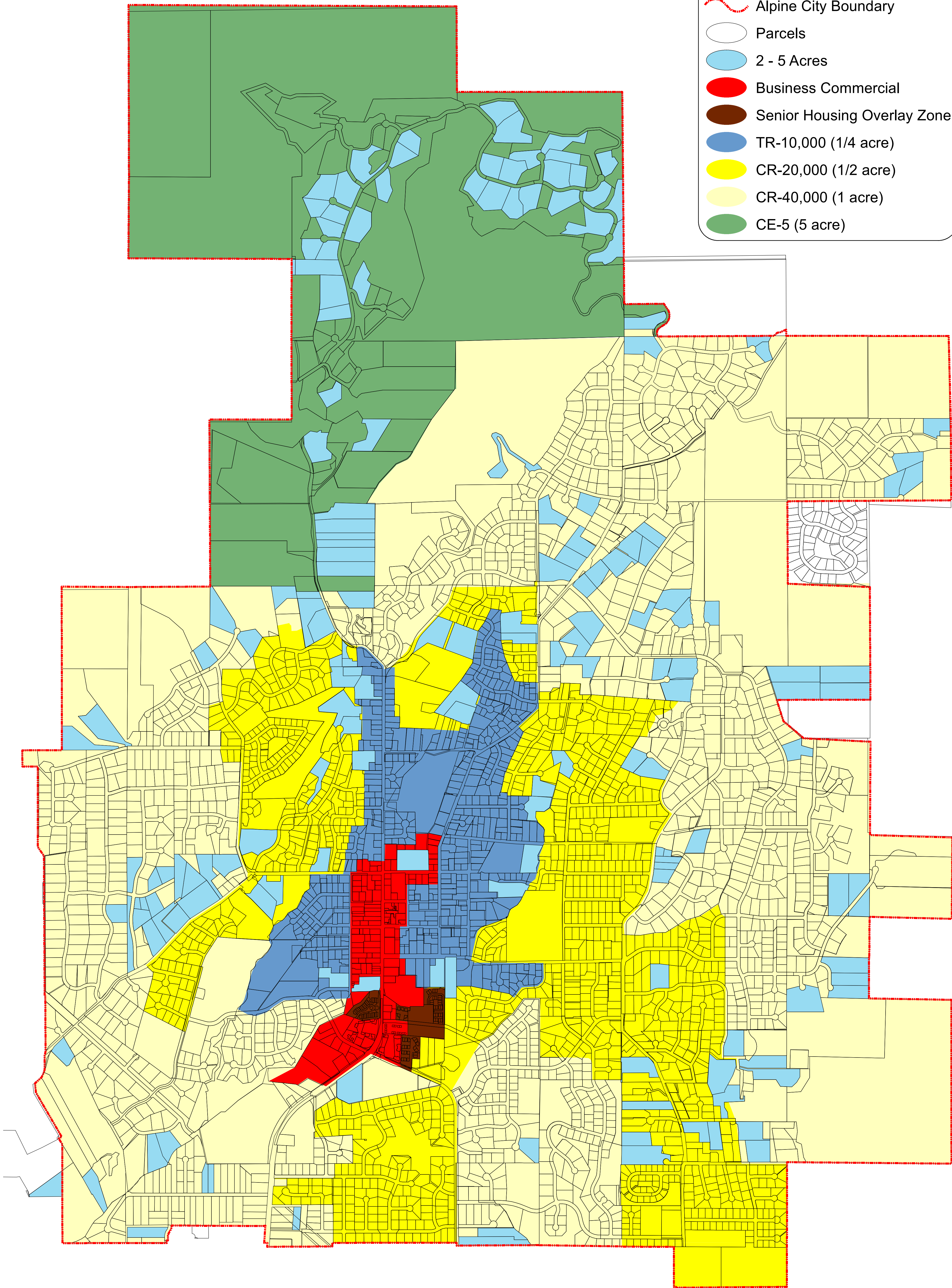
operation.

- f. A site plan shall be approved by the Lone Peak Chief of Police.
- g. All portions of the range shall be set back at a minimum of 12' from the nearest property line.
- h. The minimum lot size shall be 20,000 square feet.

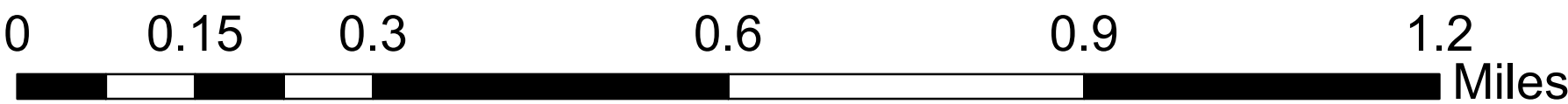
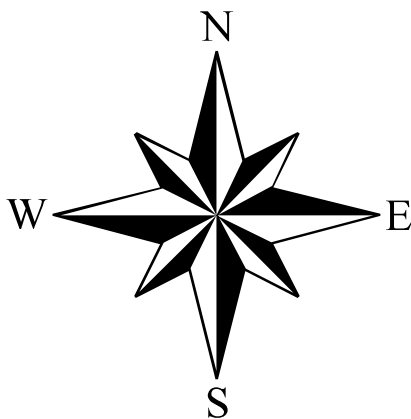
(Ord. 94-06, 5/24/94; Amended by Ord. 2004-13, 9/28/04)
(Amended by Ordinance 2005-21 on 12/20/05)

Map Legend

- Alpine City Boundary
- Parcels
- 2 - 5 Acres
- Business Commercial
- Senior Housing Overlay Zone
- TR-10,000 (1/4 acre)
- CR-20,000 (1/2 acre)
- CR-40,000 (1 acre)
- CE-5 (5 acre)



2 - 5 Acres



ALPINE CITY PLANNING COMMISSION AGENDA

SUBJECT: Code Amendment Subdivision Process Senior Housing Overlay Zone.

FOR CONSIDERATION ON: December 2nd, 2025

PETITIONER: City Staff

ACTION REQUESTED BY PETITIONER: Recommend Approval of Proposed Code Amendment.

Review Type: Legislative

BACKGROUND INFORMATION:

City staff reviewed the existing language in Alpine Development Code 3.18.080, which outlines the review process after a development is approved within the Senior Housing Overlay Zone. The current local code language does not fully align with the review procedures required under Utah Code 10-20-805, which governs the municipal approval process for development-related petitions.

The proposed amendments are intended to bring Alpine Development Code procedures into compliance with State Law while preserving the policy intent of the Senior Housing Overlay Zone.

General Plan Reference:

- *The Senior Housing Overlay Zone is to provide for increased land use flexibility and specialized types of senior housing that recognizes and accommodates varied housing needs and desires of the community's senior housing population while promoting independence and a high quality of life. (Policy 3.3)*

City Code Reference:

- Alpine Development Code 3.18 Senior Housing Overlay Zone

Public Notice:

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

STAFF RECOMMENDATION:

Because this is a legislative decision, the Planning Commission should consider whether the proposed code amendment supports the goals and policies of the General Plan and complies with Development Code standards.

As the amendment updates Alpine Development Code to align with the mandatory requirements of Utah Code 10-20-805, staff recommends that the Planning Commission forward a recommendation of approval to the City Council.

Motion to Approve:

I move to recommend approval of the proposed Code Amendment to Alpine Development Code 3.18.080 regarding the Senior Housing Overlay Zone review process, as presented, based on the findings that the amendment is consistent with the General Plan and brings City Code into compliance with Utah Code.

Motion to Approve with Conditions:

I move to recommend approval of the proposed Code Amendment to Alpine Development Code 3.18.080 with the following conditions:

*Insert Proposed Conditions

Motion to Table:

I move to table the proposed Code Amendment to Alpine Development Code 3.18.080 to a future meeting to allow additional time to obtain the following information:

*Insert additional information needed.

Motion to Deny:

I move to recommend denial of the proposed Code Amendment to Alpine Development Code 3.18.080 based on the following findings:

*Insert Findings

SECTION 1: AMENDMENT “3.18.080 Compliance With Subdivision Procedure” of the Alpine City Development Code is hereby *amended* as follows:

AMENDMENT

3.18.080 Compliance With Subdivision Procedure

All proposed development within the Senior Housing Overlay Zone shall be reviewed and approved in accordance with Alpine City's Subdivision Ordinance, ~~and with the following additions for concept approval~~ (Ord. 2004-13, 9/28/04; Ord. 2016-11, 06/14/16):

1. ~~Once the Planning Commission has given a recommendation of the applicant's concept plan and the proposed zone change, the concept plan and zone change will be forwarded to the City Council for approval. After the City Council approves the concept plan the applicant will continue the planning process in accordance with the Alpine City's Subdivision Ordinance. The City Council shall continue to move forward with the applicable zone change. The actual zone change will coincide with City Council's approval of the final plat.~~

(Ord. No. 2003-11/10-14-03, Ord. No. 2008-02/3- 11-08; Ord. No. 2016-11, 06/14/16)

ALPINE CITY PLANNING COMMISSION AGENDA

SUBJECT: Code Amendment to 3.08.050 Location Requirements in the Public-Facility Zone.

FOR CONSIDERATION ON: December 2nd, 2025

PETITIONER: City Staff

ACTION REQUESTED BY PETITIONER: Recommend Approval of Proposed Code Amendments.

Review Type: Legislative

BACKGROUND INFORMATION:

Alpine City recently established the Public-Facility (P-F) Zone to provide development standards for properties owned or operated by public entities, including the City, County, and Schools.

The proposed code amendment incorporates language similar to setback provisions in the Business Commercial Zone, allowing a public entity to request reduced setbacks subject to Planning Commission review and City Council approval.

This amendment introduces reasonable flexibility where unique site characteristics or operational needs justify a deviation, while ensuring that any reduction is formally reviewed and approved by the governing body.

General Plan Reference:

- N/A

City Code Reference:

- Alpine Development Code 3.08.050

Public Notice:

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

STAFF RECOMMENDATION:

As this is a legislative decision, the Planning Commission should evaluate whether the proposed amendment aligns with City policies and maintains consistency with the Development Code.

Staff recommends that the Planning Commission forward a recommendation of approval to the City Council for the proposed amendments to Alpine City Code 3.08.050.

Motion to Approve:

I move to recommend approval of the proposed amendments to Alpine Development Code 3.08.050 – Location Requirements in the Public-Facility Zone, based on the findings that the amendment provides necessary flexibility for public facilities and remains consistent with the purpose of the P-F Zone.

Motion to Approve with Conditions:

I move to recommend approval of the proposed amendments to Alpine Development Code 3.08.050 with the following conditions:

*Insert Proposed Conditions

Motion to Table:

I move to table the proposed amendments to Alpine Development Code §3.08.050 to a future meeting to allow time for the following:

*Insert additional information needed.

Motion to Deny:

I move to recommend denial of the proposed amendments to Alpine Development Code §3.08.050 based on the following findings:

*Insert Findings

SECTION 1: AMENDMENT “3.08.050 Location Requirements” of the Alpine City Development Code is hereby *amended* as follows:

BEFORE AMENDMENT

3.08.050 Location Requirements

All buildings shall comply with the following setbacks:

1. Front setbacks shall be not less than thirty (30) feet from the property line on all streets; except corner lots, where setbacks shall not be less than thirty (30) feet from the property line on all streets.
2. Side yard and rear yard setbacks will be not less than thirty (30) feet unless recommended by the Planning Commission and approved by the City Council where circumstances justify.
3. Accessory buildings shall be set back not less than five (5) feet from the main building.

AFTER AMENDMENT

3.08.050 Location Requirements

All buildings shall comply with the following setbacks:

1. Front setbacks shall be not less than thirty (30) feet from the property line on all streets; except corner lots, where setbacks shall not be less than thirty (30) feet from the property line on all streets . A reduced setback may be considered when justified by site-specific circumstances and when recommended by the Planning Commission and approved by the City Council. In no case shall an approved reduced setback on a corner lot be less than eighteen (18) feet. -
2. Side yard and rear yard setbacks will be not less than thirty (30) feet unless recommended by the Planning Commission and approved by the City Council where circumstances justify.
3. Accessory buildings shall be set back not less than five (5) feet from the main building.

ALPINE CITY PLANNING COMMISSION MEETING
Alpine City Hall, 20 North Main, Alpine, UT
November 18, 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, Greg Butterfield

Excused: Susan Whittenburg

Staff: Ryan Robinson, Jason Judd, Marla Fox

Others: Magdalene Hagen, Abigail Hagen, Cole Hagen, Willard Hagen, Kristin Hagen, Sheryl DeGroot, Jen Wadsworth, Nache Nielson, Bethany Sorensen, Kary Holbrook, Barry Butler, Cynthia Butler, Nathan Frame, Sherri Wright, Katie Bateman, Alex Hume, Marne Reneer, Andrew Young, Sheryl D. Linda Silkins McGee, Bill McGee, Bob Schirmer, Brittany Willison, Lisa Boyd

B. Prayer/Opening Comments: John MacKay

C. Pledge of Allegiance: Greg Butterfield

II. REPORTS AND PRESENTATIONS

None

III. ACTION ITEMS

A. Action Item: Conditional Use Permit for a quasi-public non-profit library in the CR-40,000 Zone.

Ryan Robinson said 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 roughly 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.

Alan Macdonald asked if the produce stand is required to keep all 43 parking spaces for their business. Ryan Robinson said we asked for as many parking spaces as possible to keep cars off Bateman Lane and 43 spaces is what they provided at 491 S Alpine Highway. He didn't think there was a specific number stated in the motion.

Michelle Schirmer asked why the library has to dance around the produce stand hours if they are required to have their own dedicated parking spaces. Ryan Robinson said it just makes parking enforcement easier if the library has its own dedicated parking.

Sheryl DeGroot, neighborhood representative 168 W Cascade Ave, said her neighborhood has been adversely affected by the produce stand. Now the owner wants to put in a library. She said we have not had enough time to research what this new library will do to traffic, but in the short time it has been there, both lots have been filled to capacity.

Jen Wadsworth, resident and representative for Friends from the Alpine Library said we do not want to take away from the neighborhood or the city. She said she frequently sees that the parking lot is empty. She said as part of the agreement, which is conditional, they understand that they can't use the library during certain times. She said the usable part of the home is 1100 square feet because the rest is unfinished. She said that is the number they used to calculate the parking spaces.

Jen Wadsworth said their main hours of operation will be during the off times of the orchard. Michelle Schirmer said the orchard is trying to up their operation hours to nine months and said that needs to be determined before hours of the library are set. Jen Wadsworth said they would flex with the hours of the orchard, whatever they end up being. She said the library would be open during the slow times of the orchard. She said the orchard gets busy after five when people come home from work and want to meet at the orchard.

Jen Wadsworth said the library would like to be open Monday through Saturday 9:00am – 5:00pm. However, if the orchard tells them, it is not working and they need to close down at 3:00 pm, then they will.

Alan Macdonald asked about the Farmer's Market. Jen Wadsworth said this is a way for them to do a fundraiser. She said it would only be a couple of times a year with individuals selling various things from produce, pottery, arts and crafts.

1 Troy Slade asked if there was retail space inside the library. Jen Wadsworth said there were sales of some
2 small items like lamps.

3
4 Michelle Schirmer asked how long this business has been operating. Jen Wadsworth said they have not
5 been operating. Michelle Schirmer said they have been operating because she lives behind the home the
6 library is in and wanted to remind Ms. Wadsworth that this is a residential neighborhood and not a store
7 to sell lamps. Jen Wadsworth said that is correct, they have had a soft opening and before that, they have
8 been remodeling the home.

9
10 Michelle Schirmer asked if the library planned to stay there long term or if this was just a temporary
11 location. Jen Wadsworth said they were planning on staying there long term. Alan Macdonald said that it
12 was going to be difficult when parking has been dedicated for the orchard parking.

13
14 John MacKay asked if improvements would be made to the building if the library were there long term.
15 Jen Wadsworth said they would make improvements if circumstances were right, but probably not if they
16 were a short-term renter.

17
18 Greg Butterfield asked if the library planned on having students come for field trips. Jen Wadsworth said
19 yes, they would welcome that but would plan on students walking there and not being bused. Greg
20 Butterfield asked how the library would be funded. Jen Wadsworth said they are looking for large donors
21 with help from fundraisers.

22
23 Greg Butterfield asked about the conditional use permit if the library moved, canceled, or changed hands.
24 Ryan Robinson said the conditional use permit goes with the land, so another no-profit library could come
25 in and function under the same conditions.

26
27 Alan Macdonald asked if we could add temporary conditional use for six months to see if the business
28 works or if the conditions are being met. John MacKay said we can already come back and revisit the
29 conditions if they are not being met. He said he didn't think six months was enough time to give a
30 business before calling them back in.

31
32 Alan Macdonald asked if anyone knows how many people will come to the library. Ryan Robinson said
33 it is predicted to have about four people per hour. Jen Wadsworth said other small libraries have around
34 ten cars at a time.

35
36 Greg Butterfield asked why they are not choosing a larger space.

37
38 Jeff Davis said his concern is for ADA compliance. Jen Wadsworth said in the future, they will have to
39 build a ramp and wheelchair access. For now, they can offer a handicapped parking space, headphones
40 and fidget toys. She said in the future, they would need to add ADA approved bathrooms.

41
42 Michelle Schirmer had comments about operating hours. She said the neighborhood is tired of fighting
43 for the rights of the neighborhood, following the ordinances, and not looking like the bad guy. She said
44 she would like to see something concrete and not open on Saturdays. If the library is taking from the
45 orchard parking, then maybe the orchard will have to provide more parking spaces on their property.

46
47 Marla Fox asked if ADA requirements need to be completed and a building permit obtained before the
48 library opens. Jen Wadsworth said they do not have to have it in place at opening because they are non-
49 profit. She said they have to be given time to get that requirement completed. Jeff Davis asked how long
50 would that be, two years?

Brittany Willison said she lives in the neighborhood and Michelle Schirmer does not speak for her.

MOTION: Planning Commission member John MacKay moved 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. When the orchard is closed, hours shall be extended to 10-5 Monday through Saturday.
2. A minimum of 14 parking spaces shall be dedicated for library patrons only during hours of operation, with appropriate signage installed. If parking is not available, hours of operation shall be discontinued.
3. Non-library operating events shall be limited to no more than 14 attendees and held during regular operating hours.
4. No fundraiser activities may occur in the parking lot.
5. ADA-compliant access, entrances, and parking shall be provided prior to occupancy. ADA restrooms installed within 12 months of opening.
6. The applicant shall coordinate with City staff to evaluate the Alpine Highway access for safety and consider a one-way entrance if required.

Michelle Schirmer asked if we were okay with retail sales inside the library. Greg Butterfield said he didn't think selling a painting or lamp would be that big of a problem.

Jeff Davis seconded the motion. There were 5 Ayes and 1 Nays (recorded below). The motion passed.

Ayes:

Michelle Schirmer
Troy Slade
Jeff Davis
John MacKay
Greg Butterfield

Nays:

Alan Macdonald

Excused

B. Action Item: Review of Proposed Commercial Building Sign “Hidden Gem” located at 62 N 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 east 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.

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 have 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.

MOTION: Planning Commission member Jeff Davis moved 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.

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

Ayes:

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

Nays:

Excused

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.

Ryan Robinson said 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. 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.

Alan Macdonald said the way the language is written, there is no other property that this use could be replicated in the city.

Troy Slade asked if there would be a new building. Ryan Robinson said the front part of the building would be removed and the back building would be converted into storage units. Ryan Robinson said the current commercial building is surrounded by other commercial buildings.

Alan Macdonald opened the Public Hearing.

Andrew Young, resident, said when we make code changes for a single use, it doesn't work out. He said he doesn't see a reason for a code change. Historically, this building was special and in a special spot. Is this a bad practice, is this the identity we want for Alpine in this area.

Alan Macdonald closed the Public Hearing.

Applicant for Stack Storage said there's a 43,000 square foot building that is sitting empty and they thought a storage facility would be a good use for it. He said he's had good conversations with neighbors to the north. They have experienced noise from trucks. Storage units are a low traffic business and favorable for the neighbors because they are quiet.

Jeff Davis asked if the applicant has built something like this in other cities. The applicant said they have built this model in Marana Arizona around commercial and residential and it has been successful.

John MacKay asked if they were going to come back with exceptions. The applicant said the only thing they are having a problem with is the landscaping requirements.

The applicant said the units could be rented or owned.

Alan Macdonald asked if tenants would be allowed to run a business out of the condo unit. Ryan Robinson said there would be development agreements or CC&Rs with specific requirements not allowing certain activities.

Greg Butterfield asked about operational hours, traffic and parking.

Applicant said he felt like this was a good compromise of what could be built there. He said they are proposing more parking than is needed. Tenants come in sporadically, maybe once every four months and stay for a half hour.

John MacKay said he agrees with Andrew Young and doesn't like making code change for one property. However, the current building does not meet the Historic Guidelines as is.

Andy Spencer, resident, proposed denying the project and said it does not meet the ordinance because storage units are not a transitional use from commercial to residential.

Jeff Davis asked if a market analysis was done. The applicant said there is a need here in Alpine for car or boat storage. Some will use it for a trophy room, man cave or for collections.

The Planning Commission had a discussion about the units going right on the street and how that would look. What is the setback, would there be landscaping with trees to make it look better.

Jeff Davis said he has concerns about adding code for one property but believes that this would be a good option for the community and be supported and popular.

Ryan Robinson said everything would need to be stored inside a unit; no outside storage. He said they would need about 50 parking spaces based on how many units they will have.

Jeff Davis asked about access for the Wandering Stone business. The applicant said they are in talks to buy that business as well.

MOTION: Planning Commission member John MacKay moved 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.

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

Ayes:

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

Nays:

Excused

D. Action Item: Review of Proposed Custom Carport and EsSolar in the Gateway Historic District for Design Criteria and setback exceptions.

Ryan Robinson said 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.

The applicant said they are open to any color the city wants. They spoke with the neighbors and will not have any light shining into neighbors’ property. Troy Slade said he doesn’t feel right choosing the color. Greg Butterfield said the roof will be covered with solar panels and we won’t see the roof color.

Linda McGee, resident, said the business is a great neighbor with minimal traffic. She said she didn’t think a metal carport would pass for a Historical District look. She said the carport will run the entire distance of their property. They will lose the view of the mountain and their view for the existence of the time they are there will be the underside of a metal parking structure. She said they will hear the rain off the metal roof as it will be fifteen feet away from their bedroom. She said the use for a few cars a day is not a fair trade for her family having to have this looming over their yard.

Ryan Robinson said an accessory structure is allowed in the Business Commercial Zone five feet from the side yard. What has been proposed with setbacks and height meets the requirements. The highest part of the roof would be twelve feet tall.

The McGee’s asked if the structure could be an evergreen color.

MOTION: Planning Commission member Greg Butterfield moved 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.

1. Evergreen metal on top and bottom
2. Height limit to ten feet.

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

Ayes:

Michelle Schirmer
John MacKay
Troy Slade
Greg Butterfield
Alan Macdonald

Nays:

Excused

1 Jeff Davis
2
3

4 **IV. COMMUNICATIONS**

5 Christmas Dinner December 9, 2025
6

7 **V. APPROVAL OF PLANNING COMMISSION MINUTES: October 21, 2025**
8

9 **MOTION:** Planning Commissioner Jeff Davis moved to approve the minutes for October 21, 2025, as
10 written.
11

12 John MacKay seconded the motion. There were 6 Ayes and 0 Nays (recorded below). The motion passed.
13

14 **Ayes:**

15 **Nays:**

16 **Excused:**

17 Michelle Schirmer

18 Troy Slade

19 Jeff Davis

20 John MacKay

21 Greg Butterfield

Alan Macdonald

The meeting was adjourned at 9:00 p.m.