

**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.

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

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

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

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

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

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

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

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

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

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

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

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



Jeff Davis

**IV. COMMUNICATIONS**

Christmas Dinner December 9, 2025

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

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

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

**Ayes:**

**Nays:**

**Excused:**

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

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