

**ALPINE CITY PLANNING COMMISSION MEETING**  
**Alpine City Hall, 20 North Main, Alpine, UT**  
**January 6, 2026**

**I. GENERAL BUSINESS**

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

Chair: Alan Macdonald (online)

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

Excused:

Staff: Ryan Robinson, Marla Fox

Others: Lynette Walker, S. Walker, Dan Jimenez, Chandler Weeks, Sheryl Dame, Mike Glauser, Suzanne Peterson, Christina Larsen

**B. Prayer/Opening Comments:** Susan Whittenburg

**C. Pledge of Allegiance:** Troy Slade

**II. REPORTS AND PRESENTATIONS**

Planner Ryan Robinson reviewed the Public Meeting & Hearing Etiquette Guidelines. He said the meetings are recorded and on record forever. He asked that everyone speak clearly in the microphone at the podium and not from the audience. He asked that you state your name for the record and to be respectful and constructive in your comments and keep them to three minutes. Please do not boo or clap and keep your phone on silent. When your action item is finished, and you exit the room, please move conversations outside as the meeting continues.

Planner Ryan Robinson said all meetings are public, even though all meetings are not public hearings. Remember staff are here trying to do their job and we ask that you be respectful. Jeff Davis said the Planning Commission members go out of their way to hear the residents and what they have to say.

**III. ACTION ITEMS**

**A. Action Item: Review of Commercial Building Sign for Alpine Gold Exchange**

Planner Ryan Robinson introduced the item, explaining that Alpine Gold Exchange has submitted an application for a commercial building sign located at 375 S Main Street. The sign will be located on the North side of the building and be a total of 13.38 square feet and take up less than 15% of the side of the building. The sign itself has a white background with black lettering.

Staff have reviewed the application and find that, as proposed, it meets the applicable provisions of the Alpine City Code. Specifically, DCA 3.25.080 which 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.

Planner Ryan Robinson said the sign will be a basic white sign with no lighting. It will be the only sign on that side of the building. Troy Slade asked if there are certain material requirements. Ryan Robinson said he didn't think we were looking at material but at the aesthetics and how it looks. Greg Butterfield said there are other white signs in the city.

**MOTION:** Planning Commissioner member Greg Butterfield moved to approve the Commercial Building Sign Application for Alpine Gold Exchange at 375 S Main Street, finding that the proposed sign meets the standards outlined in the Alpine City Code and the Gateway Historic Design Guidelines.

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

**Ayes:**

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

**Nays:**

**Excused**

**B. Public Hearing: Proposed Code Amendment to Section 3.20.040 Bulk and Massing Standards for Schools.**

Planner Ryan Robinson explained that Utah State Code 10-20-304 allows a municipality to apply standards to school facilities related to setbacks, building height, bulk and massing, off-site parking, curb cuts, traffic circulation, and construction staging. Alpine Development Code 3.20 Schools establishes standards addressing each of these requirements.

The purpose of bulk and massing standards is to ensure that a school building is appropriately scaled to its site and surrounding land uses. These standards are intended to minimize potential negative impacts related to building size, height, and overall building presence, while supporting safe circulation, land use compatibility, and orderly development. Under the current code, the maximum height for a school is 34 feet, excluding ancillary structures not intended for human occupancy. Required setbacks are not less than 50 feet for front and rear yards and 40 feet for side yards.

Currently, the bulk and massing standard is based on the building footprint of a proposed structure. This approach does not take into account additional stories and the resulting increase in building intensity and

visual impact. The proposed code amendment would instead consider the total square footage of a building, rather than solely the building footprint.

By making this adjustment, the Planning Commission and City Council would have a more accurate understanding of the overall impact a proposed school building may have on a given lot.

This section of the Development Code already includes a provision allowing the Planning Commission to recommend an exception to these standards to the City Council when such a request is submitted by an applicant.

Susan Whittenburg asked how this would work with micro-schools in people's homes. Ryan Robinson said we could take a look at micro-schools, but they are a different entity with different rules.

Commissioner Jeff Davis opened the Public Hearing.

Dan Jimenez, said he is on the Mountainville Academy school board. He said if we're going to update the bulk and massing code, we need to do it right. He said Alpine City is not calculating like other municipalities do. He said we are four times more restrictive on our calculations than other cities. He said we need to change the limit from 1.5 because it is too restrictive.

Mike Glauser, who works for Mountainville Academy, said this amendment is being changed to control height and the city already has height restrictions. He said this is the most restricted code he has ever seen. He said if we applied this new calculation, then this building we are in wouldn't comply. He said this is interesting timing in all of this.

Chandler Weeks, resident, said this code has nothing to do with micro-schools in someone's home and is only applicable to the schools here in Alpine and mostly for Mountainville Academy.

Commissioner Jeff Davis closed the Public Hearing.

Ryan Robinson said we would not require schools to tear parts of their buildings down. This new ordinance would be for future building.

Greg Butterfield said the advantage for going with square footage

John MacKay said it sounds like only allowing 15% is pretty restrictive. He said we need to get that up to 40%.

Troy Slade asked if this has been a problem in the past and where this is coming from.

Alan Macdonald said we have a 34-foot height restriction and will have a considerable bulk and massing if there is a three-story building vs a one-story building. He said large cities have a small piece of land with a three or four-story building. He said we are a small rural town and would like to see smaller buildings with grass and fields around them to create an open feel. He said it is appropriate to look at the bulk and massing for Mountainville Academy. He said he would be interested in tabling this issue to see what other cities do that are similar to our city with a rural feel.

Susan Whittenburg said the setting is important and Mountainville Academy is right on Main Street where it is already congested.

Greg Butterfield said we have safety and traffic issues. He would like to take into account if these other cities, bus their students, are their students coming from out of town like Mountainville Academy.

Michelle Schirmer said she would like to be conservative because this is a unique situation with the location of the school.

Alan Macdonald asked if we knew what the bulk and massing ratio was with the other schools in the city. Ryan Robinson said he would have to research that. Alan Macdonald said we can't compare a residential home with a school. A school is a different animal with 25-30 students per classroom two stories high. He said we have bulk and massing that work with our other schools as far as traffic and safety. He said we have traffic and safety issues already with Mountainville Academy just with the location. Whole neighborhoods can't get out during school start and ending times.

Ryan Robinson said we have always looked at these buildings with their square footage.

**MOTION:** Planning Commission member Greg Butterfield moved to recommend Tabling the proposed amendment to Alpine City Development Code 3.20 Schools related to bulk and massing standards to give us time to research these issues:

1. Check the bulk and massing for other schools in Alpine.
2. Create a formula to include traffic, safety, and parking.
3. Check the bulk and massing for schools in adjacent communities.

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

**Ayes:**

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

**Nays:**

**Excused**

**C. Public Hearing: Review Draft of Main Street & Gateway Corridor Master Plan.**

Planner Ryan Robinson explained that Alpine City received a grant from the Mountainland Association of Governments (MAG) to create a master plan focused primarily on the Gateway Corridors (Alpine Highway, Canyon Crest Road, and Westfield Road) and Main Street. The consulting firm Design Workshop was selected to help the city in this process. A steering committee which included members of the city council and community members also were heavily involved in this project.

The purpose of this plan is to create a long-term visioning document that establishes a shared vision and framework for how the Main Street and Gateway Corridor areas should grow and develop over time. Its role is to help guide elected and appointed officials in making decisions in this designated area so that individual projects align with community goals and values. This is not considered code, and should be viewed as a recommending vision oriented document. The plan focuses on the following topics

- Project vision, purpose, and planning framework
- Community engagement and public outreach process

- Community values and guiding principles
- Existing conditions analysis (land use, zoning, and development patterns)
- Gateway corridors overview and character assessment
- Main Street and downtown planning strategy
- Character areas and land use concepts
- Transportation and mobility planning (pedestrian, bicycle, and vehicular safety)
- Traffic management and corridor design strategies
- Placemaking, public spaces, and civic amenities
- Historic preservation and updated design guidelines
- Economic and market analysis, including retail demand and leakage
- Gateway identity, wayfinding, and signage concepts
- Land acquisition strategy and policy framework
- Implementation strategy and action matrix
- Phasing, coordination, and long-term plan administration

As discussed in the document, the consultant hired to work with the city to develop this plan based on best practice principles and incorporating feedback received from residents.

Jeff Davis said he would really like to hear from the residents and hoped they would come tonight and give input.

Greg Butterfield said we are leaking business and wanted to know how much sales tax we receive. Ryan Robinson said our biggest tax revenue is from Amazon.

Commissioner Jeff Davis opened the Public Hearing.

Suzanne Peterson, resident, said her neighborhood has watched a large garage and a pool with a lazy river built and said it didn't fit the area. She asked why we permit these monstrosities and ruin views of other residents. She said she would like to see more of the middle size homes built to accommodate those who would like to live here.

Lynette Walker, resident, said her concept of a rural feeling is different from what others view it is. She said the traffic and the speed limit is too much and needs to be slowed down to get back to the rural feel.

Sheryl Dame, resident, said this document is very difficult to understand. She said it needs to be broken up with bullet points, so it is more helpful. She said she would like to see walkable areas created, with green spaces that are not ballfields. She said she would also like to see smaller homes with green open spaces for families.

Dan Jimenez said we need to do this as a team and work with Mountainville Academy. He said he wants to put their land to the best use and wants to do it the right way.

Christina Larsen said she cares a lot about Alpine and wants to be involved in the community. She said she is familiar with rural communities and would like to see the city stay rural with safe walkable areas and green spaces. She would like areas preserved for wildlife. She said local shops will keep us closer together as a community. She would like to see more affordable homes for our children in the future and not just cater to one group. She said when looking at the school bulk and masing, we need to ask other schools if they bus their students and how their parking and pick-up work.

Commissioner Jeff Davis closed the Public Hearing.

Susan Whittenburg said she loves her lifestyle here in Alpine and doesn't want to mess it up. She said she loves the input from the residents.

Troy Slade said he thought the document was good and something to work from and move forward with. He said overall he is excited about it and said it had some good ideas.

Michelle Schirmer said she said her area of town was addressed with ugly barriers, a round-a bout, and traffic. She said she feels like her area is picked on and wants the mixed-use neighborhoods to feel like they are part of the discussion. She would like to see lower speeds, some trees planted to beautify their area, and she didn't think medians, or a roundabout were needed.

John Mackay said this document will be a check we look at but is not granular or meaningful.

Greg Butterfield said it seems like we are trying to do too much in too small of a footprint. He said the consultants who wrote this probably haven't lived here for thirty years like he has, which makes it difficult to get everything how we want it.

Alan Macdonald said there has been a lot of work on this and thinks this is a pretty good guiding document. He said there is a timing issue with this because this is a broad document and can't be done in one night. He said the comments have been all over the place so going forward, is there a timeline that the Planning Commission needs to be done with this. He said we need to divide the plan and look at different sections for the next five or six meetings to come up with a document that has been thoroughly reviewed by the Planning Commission.

Jeff Davis said every page says draft on it and said he doesn't see us recommending a document that is still in draft form and difficult to read. He said there is a lot of good information and would like to break it down, so we have a good guiding document going forward.

Jeff Davis said the seven recommendations affect us as a Planning Commission. He said we need to understand the land acquisition and the sections on how to implement all of this. He said we should review this once a quarter and make recommendations to the City Council. He said the traffic control information is helpful as well as the design guidelines.

Greg Butterfield asked what the timeline was on this. Ryan Robinson said there is no timeline, but the consultants would like us to get something back to them. Jeff Davis said he would like to put a shorter timeline on giving comments back but thinks discussions on this could go on for years.

Alan Macdonald said we should whittle this down to the small number of things that affect the Planning Commission and the decisions that we have to make. What are the two or three areas that we could focus on at each meeting to fine tune our recommendations to the City Council. Let's identify the things that are relevant to the Planning Commission, work on those things, and take them to the City Council.

John MacKay said the Planning Commission is not the responsible party for any of these things and doesn't think what Alan Macdonald is saying holds water. He said we have ordinances that we consider for zoning issues and our recommendations will happen in due course. John MacKay asked if we would send items to the City Council in order of priority.

Alan Macdonald said we should have robust input on the southeast and southwest quadrants of the city. It is the entrance to the city, and he said the Bangerter property will probably come into play at some point. He said he knows that a lot of this is not on us, but in some areas we do have input, and would like to take a few meetings to work on them and send one good package up to the City Council.

Ryan Robinson asked the Planning Commission to rank in order of importance what they want to work on and he will bring them back to future meetings.

Jeff Davis asked to give more notice to the residents so they can provide more comments to help with the process.

**MOTION:** Planning Commission member John Mackay moved to recommend Tabling the proposed Main Street & Gateway Corridor Master Plan for future meetings to gather more information.

1. Provide topic sections of the plan and rank them in order before our next meeting so they can be discussed further.

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

<u>Ayes:</u>	<u>Nays:</u>	<u>Excused</u>
Michelle Schirmer		
Susan Whittenburg		
Troy Slade		
Greg Butterfield		
Alan Macdonald		
Jeff Davis		
John MacKay		

#### **IV. COMMUNICATIONS**

None

#### **V. APPROVAL OF PLANNING COMMISSION MINUTES: December 2, 2025**

**MOTION:** Planning Commissioner Susan Whittenburg moved to approve the minutes for December 2, 2025, as written.

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

<u>Ayes:</u>	<u>Nays:</u>	<u>Excused:</u>
Michelle Schirmer		
Troy Slade		
Susan Whittenburg		
John MacKay		
Greg Butterfield		
Alan Macdonald		
Jeff Davis		

**MOTION:** Planning Commission member John MacKay moved to adjourn the meeting.

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

**Ayes:**

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

**Nays:**

**Excused:**

The meeting was adjourned at 8:20 p.m.