

ALPINE CITY PLANNING COMMISSION MEETING
Alpine City Hall, 20 North Main, Alpine, UT
August 4, 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:

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

Excused: Alan Macdonald

Staff: Caden Lyon, Marla Fox, Jason Judd

Others:

B. Prayer/Opening Comments:

C. Pledge of Allegiance:

II. REPORTS AND PRESENTATIONS

None

III. ACTION ITEMS

A. Action Item: Review of proposed Detached ADU Code language

Caden Lyon explained that because of the approval of Senate Bill 284, by October 1, 2026, Alpine City is required to have a detached accessory dwelling unit (ADU) code adopted to meet new State requirements. To make steps toward this, Staff have put together a first attempt at detached ADU code language for the Planning Commission to review and make suggestions on. Once comfortable, this language will be sent forward to the City Council for formal adoption into the Alpine Development Code.

Caden Lyon said he included additional information on ADU's for the Planning Commission to review. A quote from the document said, "A healthy community has housing for families at all stages of life. ADU's fill an important niche, allowing seniors to age in place and young adults children to stay close to home. He said he thinks ADU's are a great option for our community and feels that it will give our community more options to thrive.

Caden Lyon said all communities require the ADU's to be smaller than the main home. As we consider this ordinance, we should consider different choices, making sure the spirit of our code and the needs of the community are met. He said the ordinance will go in effect on October 1, 2026, so we need to have this ordinance completed by then.

Caden Lyon said any 11,000 square feet or larger lot can have an ADU. The ADU must meet the fire code and be a permitted use. Require two parking spaces for ADU's over 650 square feet. Alpine City can require the ADU to conform to the setbacks, height, parking, and design to match the main residence. The city can prohibit the size, being built in the front yard, renting the ADU under 90 days, the property be owner occupied, only allow one ADU per lot. ADU can be denied if there is not sufficient water or sewer.

Caden Lyon said we would like to add a definition from the State Code that states: An accessory dwelling unit that is not attached to or within a primary detached single-family dwelling and located on the same lot or parcel as the primary detached single-family dwelling.

Caden Lyon reviewed local regulations and said we tried to mimic language with some changes for our city. Some requirements for an ADU are:

Structure size – Staff recommended 1200 square feet.

Setbacks – Detached accessory dwelling units shall meet the same setbacks as those required for accessory buildings in the same zone in which it is located.

Height – Detached accessory dwelling units shall meet the same height requirements as an accessory building in the same zone.

Maximum of one – A maximum of one accessory dwelling unit shall be permitted on the property. If a property already has an internal accessory dwelling unit, no detached accessory dwelling unit will be allowed.

Owner occupied – Detached accessory dwelling units shall be permitted only in owner-occupied single-unit detached dwellings.

Meter, Utilities – Detached accessory dwelling unit shall connect to the same meter as the main dwelling for each water, gas, and electric utility service, and the meter shall be in the name of the owner. If there is not sufficient capacity for the accessory dwelling unit on the meter, it is prohibited.

Design – The detached accessory dwelling unit shall be built with materials and design that match those of the main dwelling.

Parking – The detached accessory dwelling unit shall provide at least one on-site parking space in addition to the parking space required for a single-family dwelling.

Construction Permit– All construction and remodeling to accommodate the detached accessory dwelling unit shall be in accordance with the International Residential and Building Codes in effect at the time of construction or remodeling.

Accessory Dwelling Permit – Any person constructing or causing the construction of a detached accessory dwelling unit or any person remodeling or causing the remodeling of a detached accessory dwelling unit shall obtain an Accessory Dwelling Unit Permit from the Building Department. Such permits shall be in addition to any building permits that may be necessary.

John MacKay asked why we were limiting the size to 1200 square feet. Caden Lyon said it doesn't have to be 1200 square feet, that was just a starting number. Greg Butterfield said it should be tied to the size of the lot, so we eliminate the ADU being too big for the lot. He said we don't want to over crowd and diminish property values, and overuse water and sewer resources.

Susan Whittenburg said she is concerned that these ADU's could be turned into Air-B-and B's or rental properties. She said this could be a green light for this type of activity. Jeff Davis said there wouldn't be a change in the setbacks and said he is fine with the size as long as they follow the setbacks.

Troy Slade asked about the quarter acre zone. Caden Lyon said there is already an ordinance for that zone that limits accessory buildings.

Jeff Davis asked what this would do to the sewer and water. Jason Judd said we don't have that data yet and will have to review the impact down the road.

Michelle Schirmer said she would like to keep the size smaller because it is an accessory building. She said she would not like to go over 1200 square feet. She said she would like to require a minimum of two parking spaces.

Susan Whittenburg said she understands that young people are priced out of Alpine. She said her concern is if these ADU's turn into rentals, are they going to be taken care of. John MacKay said the property must be owner occupied so the owner should make sure their property is taken care of.

The Planning Commission had a discussion about the size of the ADU. They agreed that 1200 square feet was a good size. Jeff Davis asked if we would entertain exceptions because someone might say they have over two acres and have plenty of room for a bigger ADU.

Jason Judd said we have people who build a 2000 square foot, four car garage with an ADU on the top. Now we say the ADU can't be bigger than 1200 square feet. That doesn't match up and the whole building could end up being an ADU at some point. He said we may need to look at garages as well when related to ADU's.

Marla Fox said she gets a lot of calls from residents asking if they can convert an existing garage or accessory building into an ADU. She said we may need a provision or exception to be able to do this if it meets the ordinance.

B. Action Item: Public Hearing – Proposed text amendments to Alpine Development Code

Caden Lyon said he went through the document and made changes to the numbering system, the verbiage and placement of verbiage.

Caden Lyon said there were some changes to the home occupation section stating that only a limited number of customers can come to the business instead of listing a certain number. This would be during regular business hours and remain incidental to the residential character of the dwelling.

Caden Lyon said we cleaned up the accessory building setbacks. We don't want accessory buildings connected by a breezeway or tunnels and claim to be part of the house. We want to make clear that any building farther than 12 feet away is not part of the home and is an accessory building.

Caden Lyon said Councilwoman Hannemann showed him Highland City's ordinance for additions to homes. Their ordinance states that any addition must be connected by at least fifty percent of the building. A building connected by less than that would be considered an accessory building. She wanted us to review that ordinance and see what we thought.

Caden Lyon said we want to change the swimming pool code, so pool houses have the same setbacks as an accessory building. The Planning Commission said we need to look at this section a little closer and come up with a definition for a pool house.

Jeff Davis opened the Public Hearing. There were no comments and Jeff Davis closed the Public Hearing.

MOTION: Planning Commissioner John MacKay moved to Table the proposed text amendments to Alpine Development Code in order to review and make additional changes.

Susan Whittenburg seconded the motion. There were 6 Ayes and 0 Nays. The motion passed unanimously.

Ayes

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

Nays

IV. COMMUNICATIONS

V. APPROVAL OF PLANNING COMMISSION MINUTES: July 7, 2026

MOTION: Planning Commissioner Greg Butterfield moved to approve the minutes for July 7, 2026, as written.

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

Ayes:

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

Nays:

Excused:

MOTION: Planning Commission member Susan Whittenburg moved to adjourn the meeting.

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

Ayes:

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

Nays:

Excused:

The meeting was adjourned at 7:27 p.m.