

ALPINE CITY PLANNING COMMISSION MEETING
Alpine City Hall, 20 North Main, Alpine, UT
September 1, 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: Susan Whittenburg

C. Pledge of Allegiance: Jeff Davis

II. REPORTS AND PRESENTATIONS

Caden Lyon prepared and showed some slides depicting different road designs. He said people react to how something feels and not necessarily what the law is. He said design matters and different road designs are safer than others. Roads at higher speeds are safer because everyone is going in the same direction and at the same speed. City roads can be dangerous because pedestrians dart out across the street, cars are going in different directions, and traffic can be high. There are multiple situations where problems can arise in a car and as a pedestrian.

Caden Lyon said there has been a lot of conversation about the speed limits here in Alpine. He said the speed limit isn't the only thing that deters speed, but good road design can help as well. He showed some images of streets without bike lanes and what it would look like with a bike lane. Greg Butterfield asked what something like this would cost. Susan Whittenburg said she would love to see something like this on Main Street but said we don't have room for it.

Caden Lyon showed an image of Main Street with a median down the center with trees, bushes and flowers which makes it aesthetically pleasing. The Planning Commission said creating something beautiful like this could lead to more foot traffic and entice other businesses to the area. Caden Lyon said we could add a more designated bike lane.

The next slide showed a crosswalk with a brighter painted area and a landing spot in the center. This slide showed trees in the center to show other ideas of what could be done.

III. ACTION ITEMS

A. Action Item: Public Hearing - 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. With the recommendations from the discussion about detached ADU's on August 4th, 2026, Staff has brought together a detached ADU ordinance for the Planning Commission to review and consider recommending for approval by the City Council.

Staff brought an initial proposed Detached ADU code and then received feedback from Planning Commission to make certain changes to that proposed code. Staff also had a discussion with City Council last week about the ADU code. Therefore, the code presented today is based on feedback received from both the Planning Commission and City Council as well as staff analysis when coming to decisions of code language.

Below is Planning commission's notion from the previous Planning Commission meeting:

MOTION: Planning Commissioner John MacKay moved to Table the proposed amendments to the Development Code for Detached Accessory Dwelling Units for staff to rework language to include:

1. Language from the Holiday City ordinance specifically to include:
 - a. Purpose Statement.
 - b. Minimum rental term of 90 days.
 - c. Require a rental license as required with current interior dwelling units.
 - d. Incorporate dwelling occupancy language.
 - e. Include a footprint for lots:
 - i. Minimum is 300 square feet building footprint
 - ii. 0 – 10,000 sq ft lot 800 sq ft building footprint
 - iii. 10,001 – 20,000 sq ft lot 900 sq ft building footprint
 - iv. 20,001 – 40,000 sq ft lot 1,000 sq ft building footprint
 - v. 40,001 – and above 1,200 sq ft building footprint
 - f. Percent of Lot Coverage: We want to modify the language that the total allowable lot coverage is for all permanent structures. Delete everything after the dwelling unit. We're not going to specify excluding outdoor swimming pools, ponds, artificial liners or other water features. We do want to include: Is set forth on the following chart expressed as a percentage of lot size. The percentages will be broken down into four bands:
 - i. Less than 10,000 sq ft 35% Coverage of all Structures
 - ii. 10,001 – 20,000 sq ft 30% Coverage of all Structures
 - iii. 20,001 – 40,000 sq ft 25% Coverage of all Structures
 - iv 40,001 and above 22 % Coverage of all Structures
 - g. Delete from Holiday City language that falls under Design Standards,
 - h. Incorporate the conversion of accessory buildings to include a process and criteria for granting exceptions and/or conditional uses that Alpine Staff will come up with.
 - i. Setbacks will be the same as an accessory building in the same zone.
 - j. The height of an ADU will be modified to a maximum of 25 feet and follow the same criteria as an accessory building in the same zone.
 - k. These additional items are to be added to the existing proposed language.

Jeff Davis seconded the motion. There were 7 Ayes and 0 Nays. The motion passed unanimously.

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

Nays

Proposed ADU Code Language

3.1.110 Definitions

DETACHED ACCESSORY DWELLING UNIT - 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.

LIVING AREA – the total enclosed floor area devoted to or contained within a residential unit, including all rooms, hallways, closets, storage areas, and similar enclosed spaces, not including garages.

3.14 Accessory Dwelling Units

3.14.010 Accessory Dwelling Units

3.14.020 Internal Accessory Dwelling Units

3.14.030 Detached Accessory Dwelling Units

3.14.040 Non-Residential Accessory Structures

HISTORY

Amended by Ord. [2023-24](#) on 10/10/2023

Purpose

Accessory Dwelling Units are meant to assist in the creation of new housing units; support a more efficient use of existing housing stock and infrastructure; and provide housing that responds to changing family needs, smaller households, and increasing housing costs while maintaining the residential character of existing neighborhoods and minimizing impacts on adjacent properties.

3.14.010 Accessory Dwelling Units

Accessory Dwelling Units (Amended by Ord. 95-04, 02/28/95; 2004-13, 09/28/04; 2009-12, 07/14/09). An accessory dwelling unit shall be considered a subordinate dwelling unit within and part of a principal dwelling or detached from a principal dwelling and located on the same lot or parcel as the principal dwelling and which has its own cooking, sleeping, and sanitation facilities.

3.14.020 Internal Accessory Dwelling Units

Internal accessory dwelling units may be a permitted use subject to the following:

1. Accessory dwelling units are listed as a permitted use within the zone.
2. Internal Accessory dwelling units shall be permitted only in owner-occupied single-unit detached dwellings.
 - a. Owner occupancy shall not be required when the owner has submitted a temporary absence application prior to beginning the temporary absence and meets the following criteria:

- i. The owner has a bona fide, temporary absence of three (3) years or less for activities such as temporary job assignments, sabbaticals, military service, or voluntary service (indefinite periods of absence from the dwelling shall not qualify for this exception); or
- ii. The owner is placed in a hospital, nursing home, assisted living facility or other similar facility.
- iii. Owner occupancy shall have the meaning set forth in Article 3.01.110, Alpine City Development Code.
- iv. The owner has resided in the residence for at least one (1) year prior to beginning the temporary absence.

3. A maximum of one (1) accessory dwelling unit shall be permitted on each owner-occupied lot or parcel. If a lot or parcel already has a detached accessory dwelling unit, no internal accessory dwelling unit will be allowed.

4. A single-unit detached dwelling with an accessory dwelling unit shall provide not less than four (4) off-street parking spaces. Parking spaces may include garage and driveway space. At least one (1) space shall be designated for the accessory dwelling unit.

5. An internal accessory dwelling unit may not be rented or offered for rent for a period of less than ninety (90) consecutive days.

6. The accessory dwelling unit shall comply with all size and access specifications of the International Residential and Building Codes.

7. Accessory dwelling unit shall have at least one (1) separate entrance from the main dwelling accessible from outside. The entrance shall be located on the side or rear of the main dwelling.

8. A single-unit detached dwelling containing an accessory dwelling unit shall have not more than one (1) meter for each water, gas and electric utility service, and the meter shall be in the name of the owner.

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

10. Any person constructing or causing the construction of a residence that has an accessory dwelling unit or any person remodeling or causing the remodeling of a residence for an accessory dwelling unit, or any person desiring to provide an accessory dwelling unit within a single-unit detached dwelling, shall obtain an accessory dwelling unit Permit from the Building Department. Such permit shall be in addition to any building permits that may be necessary.

11. Each year the property owner of a lot or parcel with an Accessory Dwelling Unit (ADU) must fill out an ADU registration / rental license renewal form provided by Alpine City to certify that the ADU remains in compliance with the requirements of this Chapter. If the detached accessory dwelling unit is rented or offered for rent, the property owner shall pay the applicable rental license fee established by the City. No rental license fee shall be required if the detached accessory dwelling unit is not rented or offered for rent.

HISTORY

Adopted by Ord. [2023-24](#) on 10/10/2023

3.14.030 Detached Accessory Dwelling Units

Detached accessory dwelling units may be a permitted use subject to the following:

1. Single-family dwellings are listed as a permitted use within the zone.
2. Detached accessory dwelling units shall be a minimum of 300 square feet in living area and may be a maximum square footage according to the table below:

Lot/Parcel Size	Maximum Detached ADU Living Area
Less than 10,000 sq. ft.	800 sq. ft.
10,001–20,000 sq. ft.	900 sq. ft.
20,001–40,000 sq. ft.	1,000 sq. ft.
40,001+ sq. ft.	1,200 sq. ft.

3. Detached accessory dwelling units shall be owner-occupied or be located on a property that has an owner-occupied single-family dwelling.

- a. Owner occupancy shall not be required when the owner has submitted a temporary absence application prior to beginning the temporary absence and meets the following criteria:
 - i. The owner has a bona fide, temporary absence of three (3) years or less for activities such as temporary job assignments, sabbaticals, military service, or voluntary service (indefinite periods of absence from the dwelling shall not qualify for this exception); or
 - ii. The owner is placed in a hospital, nursing home, assisted living facility or other similar facility.
 - iii. Owner occupancy shall have the meaning set forth in Article 3.01.110, Alpine City Development Code.
 - iv. The owner has resided in the residence for at least one (1) year prior to beginning the temporary absence.

4. The addition or establishment of a detached accessory dwelling unit shall not cause the aggregate building coverage of all permanent structures on the lot or parcel to exceed the following:

Lot/Parcel Size	Maximum Lot Coverage
Less than 10,000 sq. ft.	35%
10,001–20,000 sq. ft.	30%
20,001–40,000 sq. ft.	25%
40,001+ sq. ft.	22%

5. A maximum of one (1) accessory dwelling unit shall be permitted on each owner-occupied lot or parcel. If a lot or parcel already has an internal accessory dwelling unit, no detached accessory dwelling unit will be allowed.
6. Occupancy of a detached accessory dwelling shall either be one individual or shall comply with the definition of Family as defined in §3.010.110 of this Code.
7. A detached accessory dwelling unit may not be rented or offered for rent for a period of less than ninety (90) consecutive days.
8. The detached accessory dwelling unit shall provide on-site parking spaces in addition to the parking spaces required for a single-family dwelling according to the table below:

ADU size	On-Site Parking Spaces Required
Less than or equal to 650 sq. ft	1
More than 650 sq. ft.	2

9. The detached accessory dwelling unit shall meet the same setbacks as those required for accessory buildings in the zone in which it is located.
10. The detached accessory dwelling unit shall meet the same height requirement as that required for accessory buildings in the zone in which it is located; however, in no case shall the maximum height exceed 25 feet to the top of the roof ridge line.
11. The detached accessory dwelling unit shall be built with a design that is consistent with the design of the main dwelling.
12. The accessory dwelling unit shall comply with all size and access specifications of the International Residential and Building Codes.
13. The 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.
14. 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.
15. A legally constructed accessory structure may be converted to a detached accessory dwelling unit in accordance with the process established by the City. The conversion shall comply with applicable accessory structure setback requirements and applicable building, health, and fire codes.

16. 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 (ADU) Permit from the Building Department. Such permit shall be in addition to any building from the Building Department. Such permit shall be in addition to any building permits that may be necessary.
17. Each year the property owner of a lot or parcel containing an Accessory Dwelling Unit (ADU) must fill out an ADU registration / rental license renewal form provided by Alpine City to certify that the ADU remains in compliance with the requirements of this Chapter. If the detached accessory dwelling unit is rented or offered for rent, the property owner shall pay the applicable rental license fee established by the City. No rental license fee shall be required if the detached accessory dwelling unit is not rented or offered for rent.

3.14.040 Non-Residential Accessory Structures

Non-Residential Accessory Structures The following applies to non-residential accessory structures:

1. Definition. As used in this section, "non-residential accessory structure" means any detached accessory structure that is not designed or used as a dwelling, dwelling unit, or otherwise for overnight accommodations. Examples of non-residential accessory structures include detached garages, shops, barns, and pool houses. b. Non-residential accessory Structure Agreement. As a condition of receiving a building permit for an accessory structure, the applicant will be required to enter into a non-residential accessory structure agreement in a form provided by the city. Such agreement will be recordable and will contain acknowledgments and agreements not to use the accessory structure as a dwelling, dwelling unit, or Accessory apartment, or otherwise for overnight accommodations.

The Planning Commission had a discussion about lot coverage and John MacKay said it isn't necessary if we are only allowing a maximum 1200 square foot ADU. Michelle Schirmer said she thought it was necessary for the smaller lots. Jeff Davis said lot coverage takes into consideration all structures and not just the ADU. Caden Lyon said we need to decide what we consider a structure. Are we including swimming pools and sport courts? Jeff Davis said he would recommend removing the lot coverage.

MOTION: Planning Commission member John MacKay moved to recommend approval of the Detached ADU Code Amendment and amendments to 3.14 of the Alpine Development Code as proposed with the following change:

1. We recommend removing item four addressing maximum lot coverage because it is not a meaningful measure in any circumstance after the maximum size of the ADU has been changed to be 1200 maximum living square feet. Previously when we were considering this item, we thought that there may be instances where larger lots could build meaningfully larger ADU's. We were trying to make sure that those could not get out of hand.

Item four as written further introduces challenges for city staff to manage in identifying what constitutes a permanent structure that would be included in that calculation. Because the

ADU size is now limited to 1200 square feet of limited living space, that issue is no longer relevant.

Troy Slade seconded the motion. There were 4 Ayes and 2 Nay. The motion passed.

Ayes

John MacKay
Jeff Davis
Troy Slade
Greg Butterfield

Nays

Susan Whittenburg
Michelle Schirmer

B. Action Item: Amendments to Alpine Development Code

Caden Lyon said staff have reviewed the Development Code and have recommended changes for different parts of the ordinance. He said we need to review and discuss how we want additions to be attached to the home. Our current ordinance doesn't specify how far you can push out a connection. He showed different examples from other cities where a connection was a long hallway pushed out more than twelve feet.

Caden Lyon said we also need to define how much of the addition we want to attach to the home to be considered part of the home. In Highland City, they require fifty percent connection to be attached. He said Councilwoman Hennamann likes the Highland ordinance and would like to see a larger connection. He said a breezeway would not count as a connection; it must be connected with the same roof as the main home.

Greg Butterfield said some designs look better with the semi-detached design. He said some people want flexibility and would rather have the semi-detached roof to have a little separation from kids or parents.

Michelle Schirmer said she is concerned if the semi-detached is allowed, then someone could rent that out and then build an additional ADU in the backyard. Caden Lyon said each property is only allowed to have one ADU.

MOTION: Planning Commissioner Greg Butterfield moved to recommend approval of the Amendments to Alpine Development Code as proposed with the following comment:

1. With the Customary Accessory Buildings, we go with option A as proposed in the packet.

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

The next Planning Commission will be on September 15, 2026. Caden Lyon said we will review a development agreement. The developer is proposing to have a private road instead of a public street and is willing to give concessions for that.

V. APPROVAL OF PLANNING COMMISSION MINUTES: August 18, 2026

The minutes were left out of the packet and will be reviewed at the next meeting.

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

Michelle Schirmer 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

The meeting was adjourned at 7:49 p.m.