

**ALPINE CITY PLANNING COMMISSION MEETING at
Alpine City Hall, 20 North Main, Alpine, Utah
Feb 18, 2014**

I. GENERAL BUSINESS

A. Welcome and Roll Call: The meeting was called to order at 7:00pm by Chairman Jannicke Brewer. The following commission members were present and constituted a quorum.

Chairman: Jannicke Brewer

Commission Members: Steve Cospers, Jannicke Brewer, Chuck Castleton, Steve Swanson, Judi Pickell

Commission Members Not Present: Bryce Higbee, Jason Thelin

Staff: Jason Bond, Marla Fox

Others: Lon Lot, Will Jones, Jane Griener, Roger Whitby, Darlene Page, Donald Neves, Brice Page, Ben Purles, Matthew Ross, Landen Pace, Ben H., Bridger Whitey, Jonathan Rowley, Preston Rowley, Mark Bowman, Julie Page, Julianne Rowley,

B. Prayer/Opening Comments: Jannicke Brewer

II. PUBLIC COMMENT

No comment

III. ACTION ITEMS

A. Whitby Woodlands Plat F Phase 1 – Approx 296 west 200 North – Roger Whitby

The proposed Whitby Woodlands PRD Plat F Phase 1 Subdivision consists of 1 lot on 0.42 acres. This lot is part of the approved subdivision Whitby Woodlands PRD Plat F that contains 15 lots, ranging in size from 15,619 to 24,789 square feet and is on 10.79 acres. The owner is requesting to record one lot at this time from that subdivision. The lot is located just east of the intersection of 200 North and 400 West and Westfield Road. The proposed phase of development is in the CR-20,000 zone.

Jason Bond said this subdivision has been approved but not recorded. This is Plat F with 15 lots; Mr. Whitby would like to do this subdivision in two phases by pulling out 1 lot now. Mr. Whitby will need to get a plat amendment, but all of the utilities are already in. Jason Bond said the only tricky thing is the open space, but they have enough to meet the open space requirement.

Jannicke Brewer said the open space will be the area including the stream bed which is private. She showed on the map all the areas of the open space including public open space maintained by the City. Judi Pickell asked if the Deerfield Subdivision was a PRD and part of this subdivision or does the Whitby Woodlands Subdivision stand alone. Mr. Whitby said they are separate subdivisions. Jannicke Brewer showed on the map the separate subdivisions. Judi Pickell questioned subdividing just one lot because that is unusual. Jason Bond said Mr. Whitby is not subdividing one lot; he is just recording one of the fifteen approved lots at this time.

Judi Pickell asked if this subdivision is in a flood plain. Mr. Whitby said Fort Creek is in a flood channel but not a flood plain and he said he did a map amendment to exclude a flood plain. The City controls how much water will come down the stream. Steve Cospers asked if the water policy would have to be met for just one lot. Jannicke Brewer said yes it will because the water policy comes in as the lots are being recorded and developed. Jason Bond said he spoke with Jed Muhlestein and the redlines on the plat have been done.

Judi Pickell asked Mr. Whitby why he is only recording one lot at this time. Mr. Whitby said he would normally do the whole phase at one time but he doesn't want to develop this property at this time. He said he had an opportunity to sell this one piece of the property on a busy road and he thought it was a good idea to move forward while he had the chance. Jannicke Brewer said the road and all the utilities are already there so there is no problem with Mr. Whitby going ahead with just one lot. Judi Pickell asked about the park in the subdivision. Jason Bond said it is a pocket park that is maintained by the City. Jannicke Brewer said the stream bed is on private property and the homeowners association maintains it. It is not part of any lot; it is in private open space.

MOTION: Chuck Castleton recommended that final approval of the Whitby Woodlands Plat F Phase 1 be granted subject to the following condition:

1. The water policy be met for the development.

Steve Swanson seconded the motion. The motion was unanimous with 5 Ayes, 0 Nays. Steve Cosper, Jannicke Brewer, Chuck Castleton, Steve Swanson and Judi Pickell all voted Aye.

B. General Plan Discussion

The General Plan will require in-depth discussion through committees and public input during Planning Commission meetings. Several topics, including density, will be thoroughly and carefully considered. A detailed list of topics will be created and a timeline will be established for the next 5 months with 1 topic being covered each month. Additional information will be provided at the meeting.

Jason Bond said the General Plan is a big Master Plan of what we want the City to look like and how it's going to be developed. He said the last time the General Plan was updated was in 2007 and now it's time to update it. It's going to take a lot of time and discussion on different topics. Jason Bond said he met with Mayor Watkins, Councilman Jones, and Jannicke Brewer to figure out the best way to do this. He said it has been difficult, but they wanted to lay out a plan and have a good approach for the update. He said they narrowed it down to discussing the General Plan in three different categories. The Planning Commission would like to dedicate the 3rd week to General Plan. He said the group felt like the best way to approach the key topics was to focus on:

1. **Commercial**
 - Central Business Corridor
 - Business Commercial Boundary
 - Main Street
 - Architectural Guidelines
2. **Residential**
 - Diversity of Housing
 - Accessory Apartments/Accessory Dwelling Units
 - Townhomes
 - Density
 - Residential Zoning
3. **Parks/Open Space**
 - Lambert Park
 - Trails (Local and Regional)
 - Connectivity
 - Open Space

Jason Bond said the plan is to get a little more detailed on these topics and to spend two months on each category. We will take time at the beginning of the Planning Commission meeting on the third Tuesday each month. He said this will be a priority to make sure it gets done and it will be the first thing on the agenda so it doesn't get pushed aside. Before this happens, there will be committee meetings that will include the Mayor, and two Councilmen, the City Planner, the City Administrator, the Planning Commission Chairman, Jannicke Brewer and any Planning Commission members that want to be involved in this committee. What we want to do with this committee is really discuss in detail the different topics and come up with different alternatives and ideas to bring to the Planning Commission. This will help us be better prepared and give the Planning Commission and residents something to discuss and react to.

Jason Bond said the Planning Commission welcomes input from the residents and wants the public to feel free to ask questions or give ideas as these topics are being discussed. He said that Jane Griener is a resident volunteer who is looking to get some community involvement tools going to help residents get more involved. These tools will be a

way for residents to give input on issues such as the General Plan. Jason Bond said that once all the items on the list have been discussed, he will draft the ordinances for the Planning Commission to review and recommend for approval. Jannicke Brewer said she agreed because sometimes it is difficult to think of all the different items that need to be discussed during Planning Commission meetings. If three options are presented during a meeting, then we can choose which one or parts of them we like and create a discussion at that point.

Jane Griener said she is working with the Mayor to come up with a better way to communicate with the citizens because the one of the Mayor's biggest concerns is giving everyone a chance to have input. She said they have come up with a site called Join In Alpine which will be a communications campaign to try and get more people in Alpine involved. She said the Mayor wants the citizens to take the opportunity to be involved as well as letting them know when they can give their input. This campaign will be linked to the City's website as well as signage around the City leading people to the site. Once they are there, they will give their name, email address, and cell phone number. Then they can select which messages they want to receive and how often. She said this site will have multiple lines of communication to reach out to more people in the community such as Facebook, Twitter and Instagram. These tools will be used to remind people of Planning Commission meetings and City Council meetings.

Jane Griener said when there are real emergencies such as flood and fires; Twitter has been proven to be one of the main forms of communication. She said it may not be new information, but different ways to get the information out to more people and hopefully reach the younger generation. For example, Join In may have an article about accessory apartments and a link back to Alpine City's website where people can download an application. Jane Griener said the Mayor is very excited about this and his goal is to reach diverse age groups to get input and to disseminate information.

Jannicke Brewer said she thought this was a good idea because the newsletter only comes out once a month. Jane Griener said this site is in real time so you don't have to wait a whole month to get information. She said she is hoping this site can be up and running March 2014. She said this will be an opt in program so only those that sign in will receive messages. That way, people who are not interested won't be charged for text messages. Jane Griener showed on the screen how the citizens would get into the Join In site and how to navigate around the page and how it would be linked in to the City Website.

Steve Swanson asked if people will be able to participate in this site because he said he would be interested in what people have to say that don't dare come say it in a public meeting. Jane Griener said to start off with we will not have a moderator and we don't want people to put whatever they want on the site. However, there will be a way for them to ask questions, give suggestions, etc.

Jannicke Brewer said she thought this site would be useful to the scouts because it would be a way for them to communicate with the city and fulfill their merit badge requirements. Darlene Page thanked the Planning Commission for allowing the scouts to come to the meeting tonight. Julie Page said it would be really nice as the City is planning to keep the scouts in mind and have some service opportunities available to the boys. We would like these service opportunities to be available and have a list of needs to choose from. We would appreciate a contact name or know where to go on the website.

Jason Bond said a committee will take at least two months on each category and bring a detailed list of things to discuss to the next Planning Commission meeting. Steve Swanson asked how much of the General Plan really needed to be changed, and couldn't we just change things as needed if a situation comes up. Jason Bond said we need to be a little more proactive instead of reactive. We get into trouble when react to things and when our backs are against the wall. The General Plan is the guiding document that tells everyone this is what we want Alpine to look like. Every decision we make, we're going to reference the General Plan.

Steve Swanson said he was concerned that there wouldn't be enough input on the items to be discussed because we need input from residents and that doesn't happen until an issue comes up. Judi Pickell said we need to have strong planning principles and we shouldn't wait until a problem comes before us. She said there a lot of holes in the plan right now and we need to guide it to how we want it to be and that's why the City hired a professional Planner. Jannicke Brewer said the plan is so vague that it is hardly worth looking at it right now.

Judi Pickell asked if we have an affordable housing plan because State law requires you have one in every two years. Jannicke Brewer said our accessory apartments meet the affordable housing requirements and we have turned in the plan each time and we have been able to use our accessory apartments to satisfy that requirement. Will Jones said we need to expand not only the Affordable Housing but the Fair Housing Act as well because we may have some difficulty being in compliance with all aspects of that.

Jannicke Brewer said the Planning Commission should take a look at the large property on the south of town and decide if we should want to make it Commercial. Judi Pickell said this would take input from an economic development consultant to tell us what our options are. She said she thinks it would be worth the investment to get a professional's opinion. She also said there are tools we can use to help businesses come into Alpine. For instance, if you ask the business to improve the property with landscaping and keep it looking good, the City could reduce the taxes. Alpine has a lot of historical character that we need to build upon, maintain and preserve, but we also need to improve upon it.

Steve Swanson said we are looking for convenience and desirability more than economics. Judi Pickell said that we are lacking in architectural guidelines and we need to have more cohesive guidelines to show how it all fits together. It needs to be reminiscent of the historic Alpine and have that look and feel. Jannicke Brewer said we need to decide what we want Main Street to look like and she said it would be very helpful if an Economic Development Consultant could give us ideas.

Steve Swanson asked if we have addressed group home issues to the point that we are satisfied. Will Jones said we are still working on this ordinance and we will have legal council to make sure we meet all the State and Federal regulations.

Jannicke Brewer said we need to get a better idea of how many accessory apartments we have in the City. Judi Pickell asked if there was any penalty for those not reporting an apartment. Will Jones said so far there have been no consequences. Jason Bond said this is a big topic that the Mayor wants to address and the approach he is going to take on it is to educate the public on what the accessory apartment ordinance is and then in July we will hit hard on enforcement. Jannicke Brewer said the apartment has to have sleeping, sanitation and cooking to be considered an accessory apartment. Even if it is just a Mother-In-Law apartment and you are not charging rent, it still needs to be registered so the City can meet the Affordable Housing requirements. Jason Bond said we also need to make sure people are not renting out the top and bottom to two separate families and turning the home into a duplex. The home needs to be owner occupied in order to rent out a portion of it.

Judi Pickell asked if people were coming in and asking to build apartments or townhouses. Will Jones said yes, but currently they are not legal. Jannicke Brewer said the only townhomes we have are the Senior Housing and they are not that affordable. Judi Pickell said having townhomes is not going to fix our affordable housing problem, and any affordable housing would end up being subsidized housing from the State. The Planning Commission said this is a very difficult topic because people in Alpine don't want apartments here. Jason Bond said this is very controversial and something that we will have to look at in more depth.

Judi Pickell said we need signage in Lambert Park to identify the different trails. This could be a project for the scouts. She said maybe this summer the trails could be a theme for the scouts Eagle Projects. Jason Bond said an idea would be to pave some of the main trails in the city, to make it better for mothers with strollers, kids, etc.

Judi Pickell asked about biking lanes on the roads. Will Jones said he liked that idea, and Jannicke Brewer said to add it to the Parks and Open Space list to be discussed. Jannicke Brewer said we also need to talk about motorized vehicles in Lambert Park. The Planning Commission talked about annexation projects that want to come into Alpine. They discussed density, access roads and utilities to these properties.

IV. COMMUNICATIONS

Judi Pickell asked if Jason Bond had set up a date for Professor Nelson to come give his presentation. Jason Bond said they are still working on it and we may need to come up with some money for a scholarship. He said he will let everyone know once he has more information.

Jannicke Brewer asked Jason Bond about the Appeal Authority Amendment and if he had talked with David Church about the requirement for sending out notification letters. Jason Bond said currently our ordinance requires notification letters. He said he did speak with David Church and David Church said its fine that we send out notification letters, but we are not required to and it gives the public a false notion that they can come in and effect decisions one way or another.

Jannicke Brewer said we also had questions on the difference between a variance and an appeal and she said it needs to be finished because a motion was not made. Judi Pickell said it needs to be corrected because we don't have a method for someone to appeal in the ordinance; we only have a method for someone to ask for a variance. Jason Bond said we have a method for people to appeal. We have a Board of Adjustment and a Hearing Officer. The Board of Adjustment takes care of variances, and the Hearing Officer takes care of the appeals. Judi Pickell said we should change the wording and get it correct. The Planning Commission discussed cell towers and said there were a few issues that needed to be clarified in the General Plan and to add that topic to the list.

V. APPROVAL OF PLANNING COMMISSION MINUTES OF: January 21, 2014 and February 4, 2014

Motion: Chuck Castleton moved to approve the Planning Commission minutes for January 21, 2014 and February 4, 2014 subject to changes.

Steve Swanson seconded the motion. The motion passed unanimously with 4 Ayes and 0 Nays. Jannicke Brewer, Chuck Castleton, Steve Swanson and Judi Pickell all voted Aye.

Jannicke Brewer stated that the Planning Commission had covered all of the items on the agenda and adjourned the meeting at 8:50pm.