

ALPINE CITY PLANNING COMMISSION MEETING
Alpine City Hall, 20 North Main, Alpine, UT
January 4, 2021

I. GENERAL BUSINESS

A. Welcome and Roll Call: The meeting was called to order at 7:00 p.m. by Co Chair Alan MacDonald. The following were present and constituted a quorum:

Co Chair: Alan MacDonald

Commission Members: Jane Griener, John MacKay, Ethan Allen, Troy Slade, Jeff Davis

Excused:

Staff: Jed Muhlestein, Austin Roy, Marla Fox

B. Prayer/Opening Comments: Jane Griener

C. Pledge of Allegiance: Jeff Davis

II. PUBLIC COMMENT

No Public Comment

III. ACTION ITEMS

A. Planning Commission Information Binder

Austin Roy explained that in 2021, the Planning Commission added new members to the group, and through that transition, it became apparent that the city needed to put together an orientation manual that helps new members understand their role and responsibilities.

Staff have put together a draft version of an information binder with the intent to have a collection of materials that will be helpful to new and existing Planning Commission members. Staff is requesting that the Planning Commission review the information binder and make any suggestions to improve it for a final draft.

Austin Roy said there is an introduction that was written by our previous City Attorney that explains the role of the Planning Commissioners. He said Commissioner Alan MacDonald provided a document that would be good to add at the beginning along with the other introduction piece.

Austin Roy said we will include the Planning Commission Ordinance which outlines the duties of the Planning Commission; how many members, and when they are appointed. He said the Planning Commission, over the years, have adopted two different documents. One is the Rules and Procedures, and the other is Rules of Order. He said both of these follow closely along with Robert's Rules of Order and provides a framework of how the meeting should be run, how a motion should be made, and those types of things.

Austin Roy said another document he's included is a link to our Development Code. He said this document is always changing or some modification is being made. He said he didn't print a copy of this because it is always changing and as soon as you print it, it is out of date. He showed a list of hyper links that will take you to different documents electronically.

Austin Roy said he has included a copy of the General Plan that was just adopted towards the end of 2021. Sub Headers in the General Plan are Land Use Map, Transportation Master Plan, Moyle Park Master Plan, The Corridor Master Plan, Trail Master, Plan, and the Lambert Park Master Plan.

Austin Roy said other things included are additional Trail Maps. These are trail signs and a kiosk that we have been working on in the past year. The kiosk will be in Lambert Park and will show all the trails in the park. He said we also have an overall map of all the trails in the city and thought it would be useful to have those for Planning Commission members to refer to.

Austin Roy said he has included the Gateway Historic Ordinance which outlines our Business Commercial area and the requirements for the building that are there. The idea is to have consistency in our Business Commercial Zone. Things like street lighting, dumpsters for garbage, screening or fencing between buildings, and trying to have an architectural feel in that area. He said this goes hand in hand with the next item which is the Gateway Historic District Design Guidelines. He said this is a separate document that is not ordinance but is a useful guide to help determine what the aesthetic look of Main Street is supposed to look like.

Austin Roy said the last two things we have are the Tree Guide, which is a document we use if someone wants to plant something in the park strips, which would be the grass space between the curb and the sidewalk. He said he thought that would be useful to the Planning Commission as they dealt with landscaping issues. The last one is the Standard Construction Detail, and Austin Roy said the only thing in there currently is streetlights in the Main Street area. This refers to the ornate type lights along Main Street.

Troy Slade mentioned that City Council Member, Jessica Smuin sent some good information that was on YouTube. Alan MacDonald agreed and said his document that he put together follows closely with the information from the three-part YouTube series. He said he found it very helpful. Austin Roy said it would be good to include a link to the series so Planning Commission members could view the videos to help with orientation.

Alan MacDonald said the main things the Planning Commission does is to maintain the General Plan, update the ordinances, and administrative duties and obligations given to us by the City Council.

John MacKay said he read through Attorney David Church's introduction to the Planning Commission and said it was similar to what Alan MacDonald had written. He asked if they were repetitive and if we needed both documents. He said he like what Alan MacDonald had written. Alan MacDonald said there is a little overlap and said his document was a little more basic. He said David Church takes a deeper dive, and it is written by an attorney and is a little more understandable and another layer for the Planning Commission. He said he would like to have all the material and resources available.

Jeff Davis asked if there were concerns from the City Council about the Planning Commission and if we understood our role. Austin Roy said the City Council was frustrated last year with the Planning Commission because they didn't feel like the Planning Commission understood the architectural guidelines. He said we've addressed that and worked on it. He said the Planning Commission needs to focus on following ordinance and second the General Plan. He said personal opinion is not a basis for a motion. He said if you can base your motion on one of these documents, that's the stronger motion.

Jane Griener said if we recommend approval tonight, we can always make changes to it later. She said she would like Jeff Davis, as the newest member, to go through it and see if it is helpful to him. Alan MacDonald agreed and said it would be a moving document and subject to changes.

MOTION: Commission Member Troy Slade moved to recommend approval of the Planning Commission Documents and Information Binder with these additions:

1. Alan MacDonald's document,
2. YouTube video link.

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

Ayes:

Ethan Allen
John MacKay
Jane Griener
Troy Slade
Jeff Davis
Alan MacDonald

Nays:

Jeff Davis asked if this document would be posted online. Austin Roy said he would post it and then if people had questions about the different sub-sections, everything would be easy to find in one place and the document would be transparent.

IV. COMMUNICATIONS

V. APPROVAL OF PLANNING COMMISSION MINUTES: December 7, 2021

MOTION: Commission Member Jeff Davis moved to approve the minutes for December 7, 2021.

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

Ayes:

Jane Griener
Ethan Allen
Troy Slade
John MacKay
Jeff Davis
Alan MacDonald

Nays:

MOTION: Commission Member John Mackay moved to adjourn the meeting.

Jeff Davis seconded the motion. There were 6 Ayes and 0 Nays (recorded below). The motion passed unanimously.

Ayes:

Jane Griener
Ethan Allen
Troy Slade
John MacKay
Jeff Davis
Alan MacDonald

Nays:

The meeting was adjourned at 7:30 p.m.