



## ALPINE CITY PLANNING COMMISSION MEETING

**NOTICE** is hereby given that the **PLANNING COMMISSION** of Alpine City, Utah will hold a **Public Hearing and a Regular Meeting at Alpine City Hall**, 20 North Main, Alpine, Utah on **Tuesday, August 4, 2015 at 7:00 pm** as follows:

### I. GENERAL BUSINESS

- |                             |               |
|-----------------------------|---------------|
| A. Welcome and Roll Call:   | Steve Cospers |
| B. Prayer/Opening Comments: | Judi Pickell  |
| C. Pledge of Allegiance:    | By Invitation |

### II. PUBLIC COMMENT

Any person wishing to comment on any item not on the agenda may address the Planning Commission at this point by stepping to the microphone and giving his or her name and address for the record.

### III. ACTION ITEMS

- A. Alpine Olde Towne Centre Lot "B" Office Building (Revised Site Plan)– 341 South Main Street – Larry Hilton**  
The Planning Commission will review a revised site plan for an office building on lot "B" of the already approved Alpine Olde Towne Centre Planned Commercial Development.
- B. PUBLIC HEARING – Gateway Historic District Design Standards**  
The Planning Commission will review a draft of some design guidelines that would give direction on the appearance of Main Street and the Gateway Historic District.

### IV. COMMUNICATIONS

#### ADJOURN

Chairman Steve Cospers  
July 31, 2015

**THE PUBLIC IS INVITED TO ATTEND ALL PLANNING COMMISSION MEETINGS.** If you need a special accommodation to participate in the meeting, please call the City Recorder's Office at 801-756-6347 ext. 5.

**CERTIFICATION OF POSTING.** The undersigned duly appointed recorder does hereby certify that the above agenda notice was posted at Alpine City Hall, 20 North Main, Alpine, UT. It was also sent by e-mail to The Daily Herald located in Provo, UT a local newspaper circulated in Alpine, UT. This agenda is also available on the City's web site at [www.alpinecity.org](http://www.alpinecity.org) and on the Utah Public Meeting Notices website at [www.utah.gov/pmn/index.html](http://www.utah.gov/pmn/index.html).

# PUBLIC MEETING AND PUBLIC HEARING ETIQUETTE

**Please remember all public meetings and public hearings are now recorded.**

- All comments **must** be recognized by the Chairperson and addressed through the microphone.
- When speaking to the Planning Commission, please stand, speak slowly and clearly into the microphone, and state your name and address for the recorded record.
- Be respectful to others and refrain from disruptions during the meeting. Please refrain from conversation with others in the audience as the microphones are very sensitive and can pick up whispers in the back of the room.
- Keep comments constructive and not disruptive.
- Avoid verbal approval or dissatisfaction of the ongoing discussion (i.e., booing or applauding).
- Exhibits (photos, petitions, etc.) given to the City become the property of the City.
- Please silence all cellular phones, beepers, pagers or other noise making devices.
- Be considerate of others who wish to speak by limiting your comments to a reasonable length, and avoiding repetition of what has already been said. Individuals may be limited to two minutes and group representatives may be limited to five minutes.
- Refrain from congregating near the doors or in the lobby area outside the council room to talk as it can be very noisy and disruptive. If you must carry on conversation in this area, please be as quiet as possible. (The doors must remain open during a public meeting/hearing.)

## **Public Hearing v. Public Meeting**

If the meeting is a **public hearing**, the public may participate during that time and may present opinions and evidence for the issue for which the hearing is being held. In a public hearing there may be some restrictions on participation such as time limits.

Anyone can observe a **public meeting**, but there is no right to speak or be heard there - the public participates in presenting opinions and evidence at the pleasure of the body conducting the meeting.

## **ALPINE PLANNING COMMISSION AGENDA**

**SUBJECT: Alpine Olde Towne Centre Lot “B” Revised Site Plan**

**FOR CONSIDERATION ON: 4 August 2015**

**PETITIONER: Larry Hilton**

### **BACKGROUND INFORMATION:**

The City Council previously approved this site plan in April. However, since that approval, the applicant has decided to change some things and was directed to go back to the Planning Commission and City Council to have those changes addressed.

The proposed office building is proposed to be located on lot B within the approved Planned Commercial Development known as Alpine Olde Towne Centre. The designated building footprint is 3,936 square feet and is located in the Business Commercial zone. Office buildings are a permitted use in the B/C zone. This plan shows 2 levels at a total square footage of 6,533 sf.

See attached review letter and plans for more information concerning the revised site plan and building design.

### **PLANNING AND ZONING RECOMMENDATION:**

**The Planning and Zoning Department recommends that the proposed site plan be approved with the following conditions:**

- **The preliminary architectural design drawings be recommended by the Planning Commission and approved by the City Council.**



Date: July 31, 2015

By: Jason Bond  
City Planner

**Subject: Planning and Zoning Review - Revised  
Alpine Olde Towne Centre Lot B Building Site Plan  
341 South Main Street**

### **Background**

The proposed office building is proposed to be located on lot B within the approved Planned Commercial Development known as Alpine Olde Towne Centre. The designated building footprint is 3,936 square feet and is located in the Business Commercial zone. Office buildings are a permitted use in the BC zone. This plan shows 2 levels at a total square footage of 6,533 sf.

The Gateway/Historic zone will also apply to this proposal. The Gateway/Historic zone gives the Planning Commission the ability to allow flexibility to the requirements set forth in the BC zone. The Planning Commission may recommend exceptions regarding parking, building height, signage, setbacks and use if it finds that the plans proposed better implement the design guidelines to the City Council for approval (Section 3.11.3.3.5).

### **Location (Section 3.7.5)**

The setbacks have been designated for the Planned Commercial Development. The recorded plat shows a 20' setback from the property to the north and a 24' setback from Main Street. These setbacks should be upheld.

### **Street System/Parking (Sections 3.7.8.3 and 3.24.3)**

The recorded plat designates twenty-one (21) parking stalls for Lot B. The off-street parking requirements for an office is as follows:

*Office - Four (4) spaces per 1,000 sf*

*Dining - One (1) space for every four (4) seats*

The parking to the south of the lot has been redesigned and six (6) parking stalls have been added to the east side of the building within the drive-thru. The revised parking layout shows twenty-six (26) parking stalls. The total office square footage requires twenty-six (26) stalls. The proposed office building meets the off-street parking requirement.

**Special Provisions  
(Section 3.7.8)**

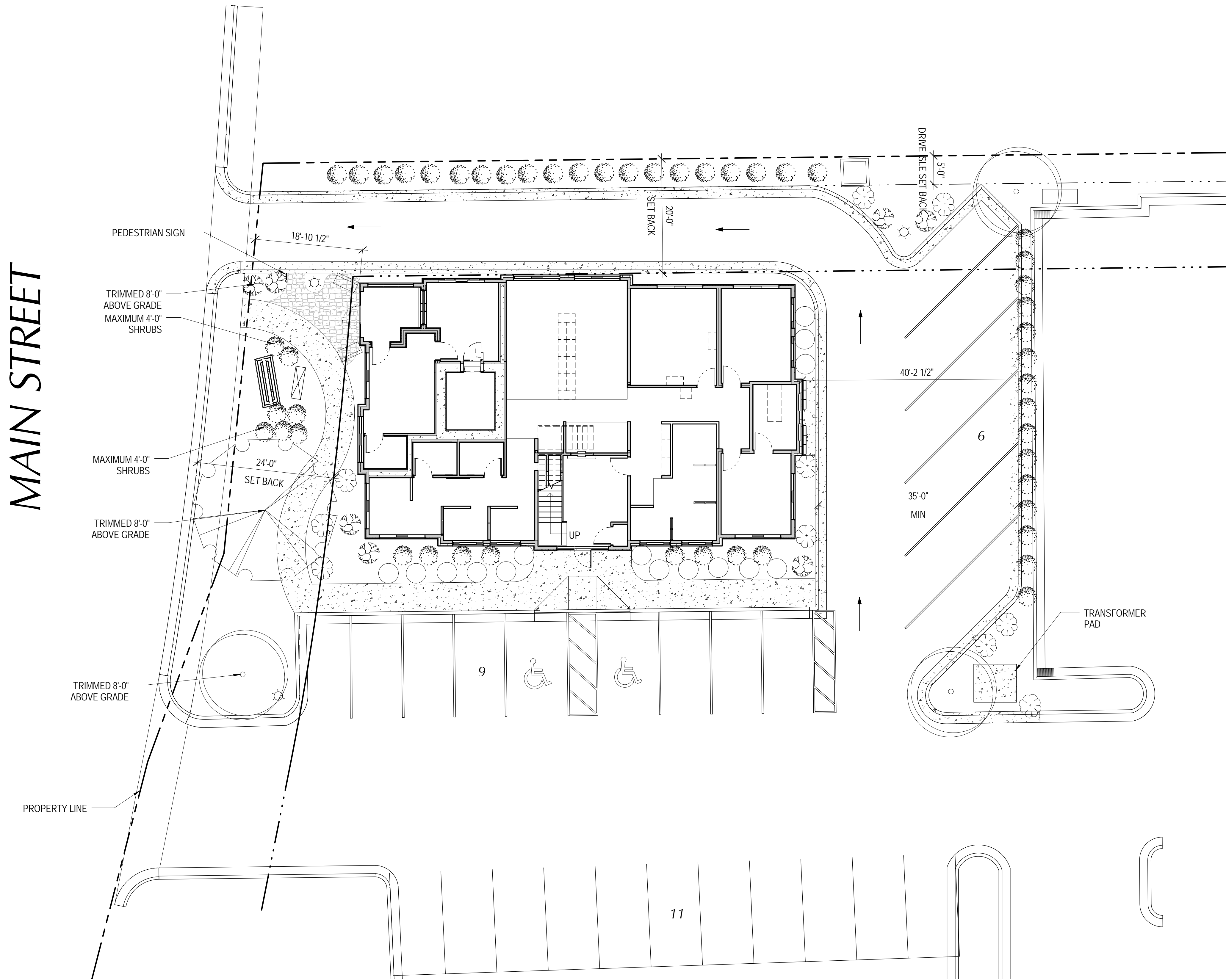
- Trash Storage - There is a shared dumpster for the Planned Commercial Development.
- Height of Building - The maximum height requirement of the building is no more than thirty four (34) feet. The height of the proposed building (top of the tower) is 36 feet. The height for a gable, hip or gambrel roof is “the elevation measured at the midway point between the highest part of the roof ridge line and the lowest elevation of the eaves or cornice of the main roof structure (not including independent, incidental roof structures over the porches, garages and similar add-on portions of the structure.” (Section 3.21.8.1) The height of the building meets the ordinance.
- Landscaping - A landscaping plan has been provided. The types of plants have been specified. The plan specifies that 2,797 square feet needs to be landscaped to meet the 20% requirement. 2,999 square feet of area will be landscaped.
- Design - Preliminary architectural design drawings were submitted and need to be reviewed by the Planning Commission.

**RECOMMENDATION**

**The Planning and Zoning Department recommends that the proposed site plan be approved with the following conditions:**

- **The preliminary architectural design drawings be recommended by the Planning Commission and approved by the City Council.**

S:\CMA Jobs\201515-009 Dominion Insurance Office Building\11 Revit\05 Local\Merrill\15-009 2 Dominion Insurance Office Building\_Local Merrill.rvt  
7/8/2015 3:12:29 PM



MAIN STREET

PROPERTY LINE

TRIMMED 8'-0" ABOVE GRADE

TRIMMED 8'-0" ABOVE GRADE  
MAXIMUM 4'-0" SHRUBS

MAXIMUM 4'-0" SHRUBS

TRIMMED 8'-0" ABOVE GRADE  
MAXIMUM 4'-0" SHRUBS

PEDESTRIAN SIGN

SET BACK

11

9

6

40'-2 1/2"

35'-0" MIN

TRANSFORMER PAD

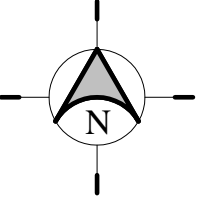
DRIVE SLE SET BACK  
5'-0"

20'-0"

18'-10 1/2"

D2  
AS101

ARCHITECTURAL SITE PLAN  
SCALE: 1" = 10'-0"



△	MARK	REVISION	DATE

#### LANDSCAPE CALCULATIONS

SITE AREA = 13,984 S.F.

LANDSCAPE 20% REQUIRED = 2,797 S.F.  
PROVIDED LANDSCAPE AREA = 2,999 S.F.

#### PARKING

20 STALLS EXISTING  
6 STALLS ADDED  
26 STALLS TOTAL


CURTIS MINER ARCHITECTURE , LLC

#### APPROVAL

Date Submitted 08 JULY 2015

This Information has been reviewed and approved for further development with the modification noted. By  
Alpine Old Towne Centre PUD Owners Association, LLC

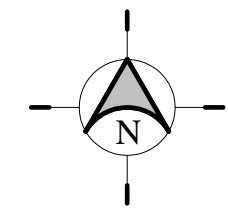
Client Signature \_\_\_\_\_ Date \_\_\_\_\_

 CURTIS MINER ARCHITECTURE  233 SOUTH PLEASANT GROVE BLVD. SUITE #105 PLEASANT GROVE, UTAH 84062 PHONE: (801) 769-3000 FAX: (801) 769-3001 cma@cmautah.com	DATE: 08 JULY 2015 PROJECT #: CMA 15-009 PROJ. MAN.: JWS CHECKED BY: CNM
	THE INFORMATION HEREIN IS THE PROPERTY OF CURTIS MINER ARCHITECTURE AND MAY NOT BE REPRODUCED WITHOUT WRITTEN CONSENT. © 2015 CURTIS MINER ARCHITECTURE, LLC.
PROJECT: DOMINION INSURANCE OFFICE BUILDING  341 SOUTH MAIN STREET ALPINE, UTAH 84004	
SHEET DESCRIPTION: ARCHITECTURAL SITE PLAN	SHEET: AS101

NOT FOR CONSTRUCTION

S:\CMA Jobs\201515-009 Dominion Insurance Office Building\11 Revit\05 Local\Merrill\15-009.2 Dominion Insurance Office Building\_Local Merrill.rvt  
7/8/2015 11:19:14 AM

D1  
A101  
LEVEL 1 FLOOR PLAN - 3,533 SF  
SCALE: 1/4" = 1'-0"



A

B

C

D

1

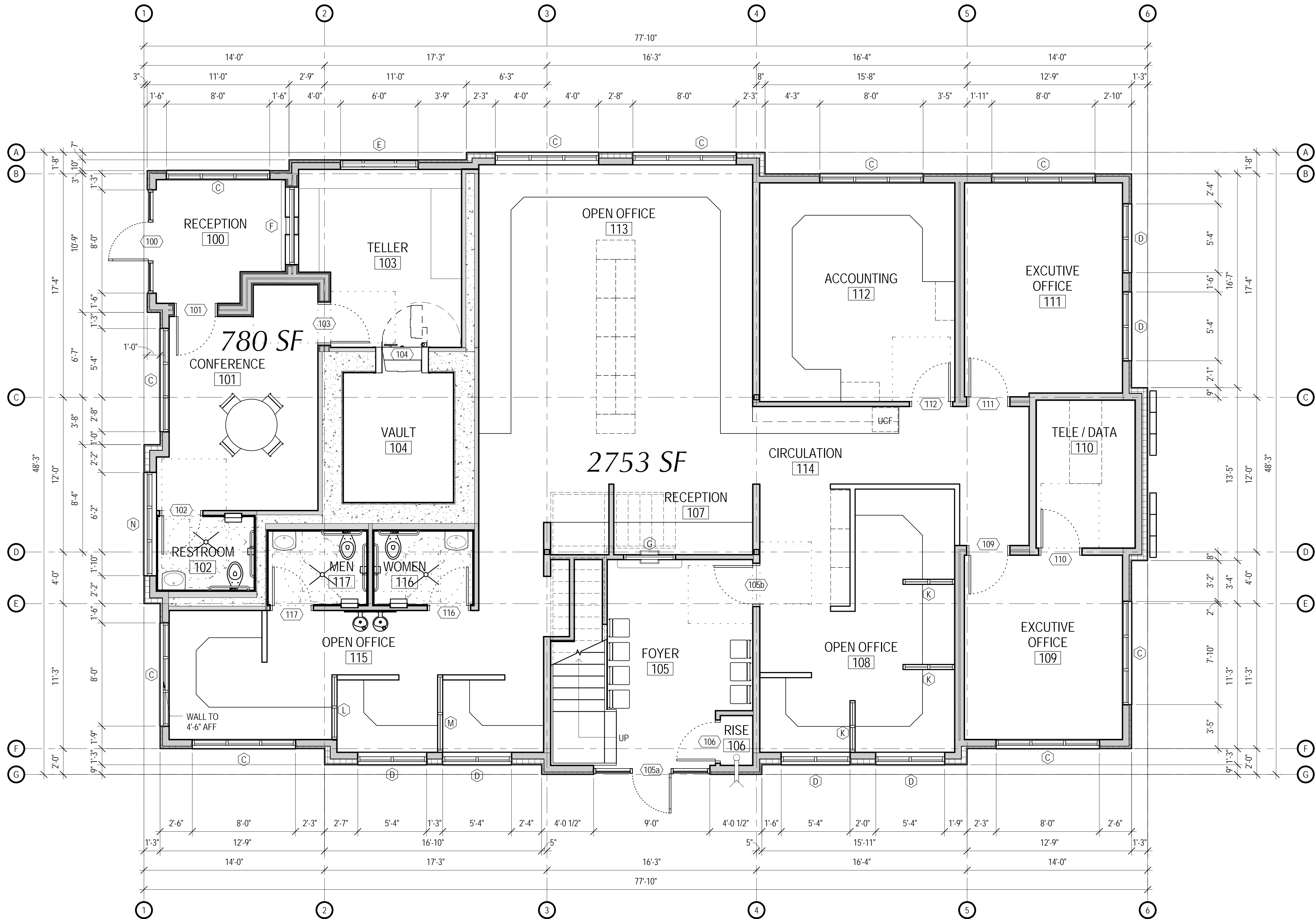
2

3

4

5

△	MARK	REVISION	DATE



CURTIS MINER ARCHITECTURE , LLC

APPROVAL

Date Submitted 08 JULY 2015

This Information has been reviewed and approved for further development with the modification noted. By Alpine Old Towne Centre PUD Owners Association, LLC

Client Signature \_\_\_\_\_ Date \_\_\_\_\_



233 SOUTH PLEASANT GROVE BLVD.  
SUITE #105  
PLEASANT GROVE, UTAH 84062  
PHONE: (801) 769-3000  
FAX: (801) 769-3001  
cma@cmautah.com

DATE: 08 JULY 2015  
PROJECT #: CMA 15-009  
PROJ. MAN.: JWS  
CHECKED BY: CNM

THE INFORMATION HEREIN IS THE PROPERTY OF CURTIS MINER ARCHITECTURE AND MAY NOT BE REPRODUCED WITHOUT WRITTEN CONSENT. © 2015 CURTIS MINER ARCHITECTURE, LLC.

PROJECT:  
DOMINION INSURANCE OFFICE  
BUILDING

341 SOUTH MAIN STREET  
ALPINE, UTAH 84004

SHEET DESCRIPTION:  
MAIN LEVEL FLOOR PLAN

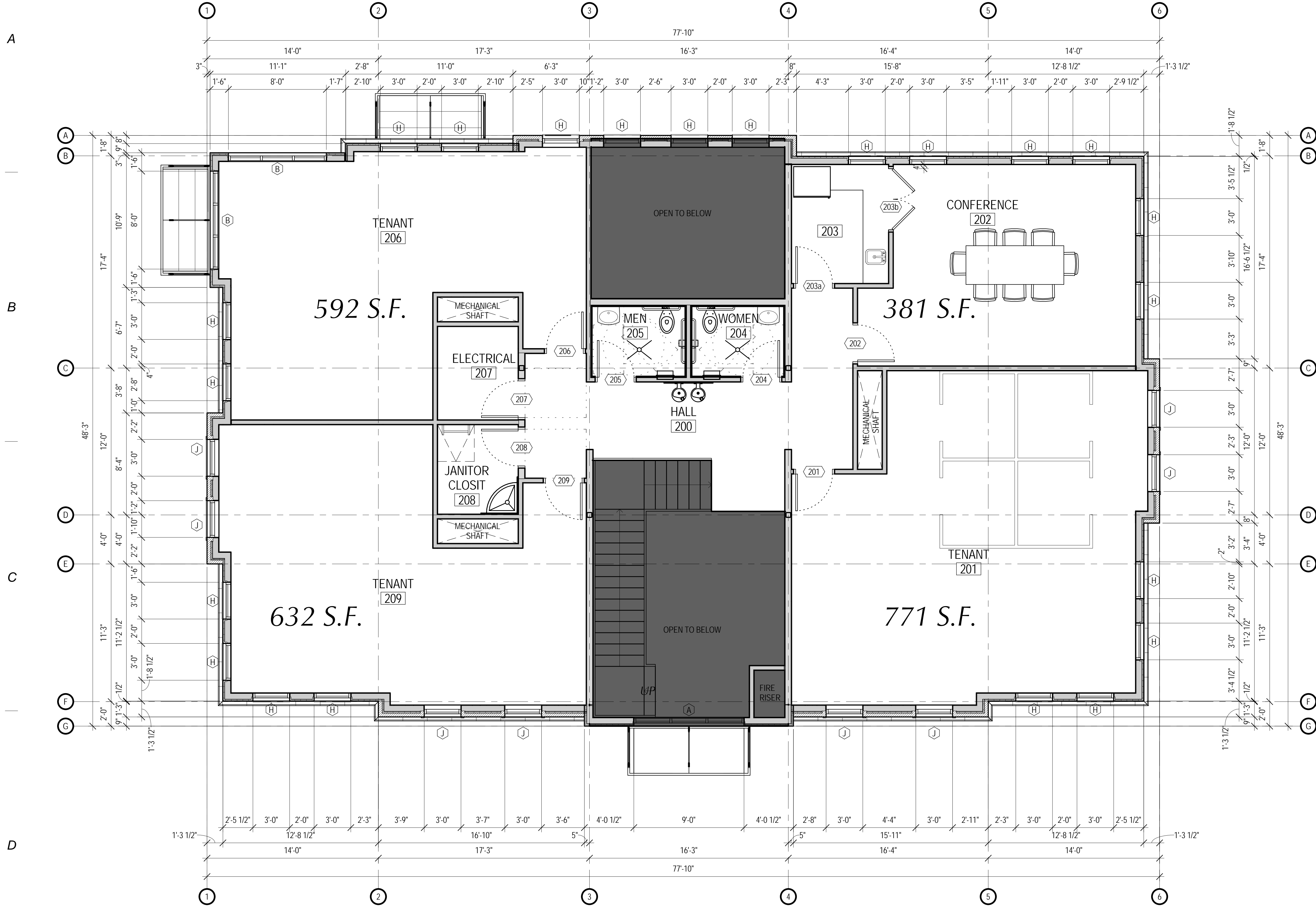
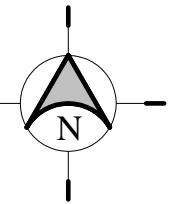
SHEET:  
A101

NOT FOR CONSTRUCTION

S:\CIMA Jobs\201515-009 Dominion Insurance Office Building\11 Revit\05 LocalMerrill15-009.2 Dominion Insurance Office Building\_Local Merrill.rvt  
7/8/2015 11:19:15 AM

D1  
A102

LEVEL 2 FLOOR PLAN - 3,000 S.F.  
SCALE: 1/4" = 1'-0"



△	MARK	REVISION	DATE

CURTIS MINER ARCHITECTURE , LLC

APPROVAL

Date Submitted 08 JULY 2015

This Information has been reviewed and approved for further development with the modification noted. By  
Alpine Old Towne Centre PUD Owners Association, LLC

Client Signature \_\_\_\_\_ Date \_\_\_\_\_



233 SOUTH PLEASANT GROVE BLVD.  
SUITE #105  
PLEASANT GROVE, UTAH 84062  
PHONE: (801) 769-3000  
FAX: (801) 769-3001  
cma@cmautah.com

DATE: 08 JULY 2015  
PROJECT #: CMA 15-009  
PROJ. MAN.: JWS  
CHECKED BY: CNM

THE INFORMATION HEREIN IS THE PROPERTY OF CURTIS MINER ARCHITECTURE AND MAY NOT BE REPRODUCED WITHOUT WRITTEN CONSENT.  
© 2015 CURTIS MINER ARCHITECTURE, LLC.

PROJECT:  
**DOMINION INSURANCE OFFICE  
BUILDING**

341 SOUTH MAIN STREET  
ALPINE, UTAH 84004

SHEET DESCRIPTION:  
**SECOND LEVEL FLOOR PLAN**

SHEET:  
**A102**

**NOT FOR CONSTRUCTION**



S:\CMA Jobs\201515-009 Dominion Insurance Office Building\11 Revit\05 Local\Merrill\15-009 2 Dominion Insurance Office Building\_Local Merrill.rvt  
7/8/2015 11:18:10 AM

△	MARK	REVISION	DATE



B3 NORTH ELEVATION  
A201 SCALE: 3/16" = 1'-0"



D3 SOUTH ELEVATION  
A201 SCALE: 3/16" = 1'-0"

CURTIS MINER ARCHITECTURE , LLC

APPROVAL

Date Submitted 08 JULY 2015

This Information has been reviewed and approved for further development with the modification noted. By Alpine Old Towne Centre PUD Owners Association, LLC

Client Signature Date



233 SOUTH PLEASANT GROVE BLVD.  
SUITE #105  
PLEASANT GROVE, UTAH 84062  
PHONE: (801) 769-3000  
FAX: (801) 769-3001  
cma@cmautah.com

DATE: 08 JULY 2015  
PROJECT #: CMA 15-009  
PROJ. MAN.: JWS  
CHECKED BY: CNM

THE INFORMATION HEREIN IS THE PROPERTY OF CURTIS MINER ARCHITECTURE AND MAY NOT BE REPRODUCED WITHOUT WRITTEN CONSENT. © 2015 CURTIS MINER ARCHITECTURE, LLC.

PROJECT:  
DOMINION INSURANCE OFFICE  
BUILDING  
341 SOUTH MAIN STREET  
ALPINE, UTAH 84004

SHEET DESCRIPTION:  
EXTERIOR ELEVATIONS

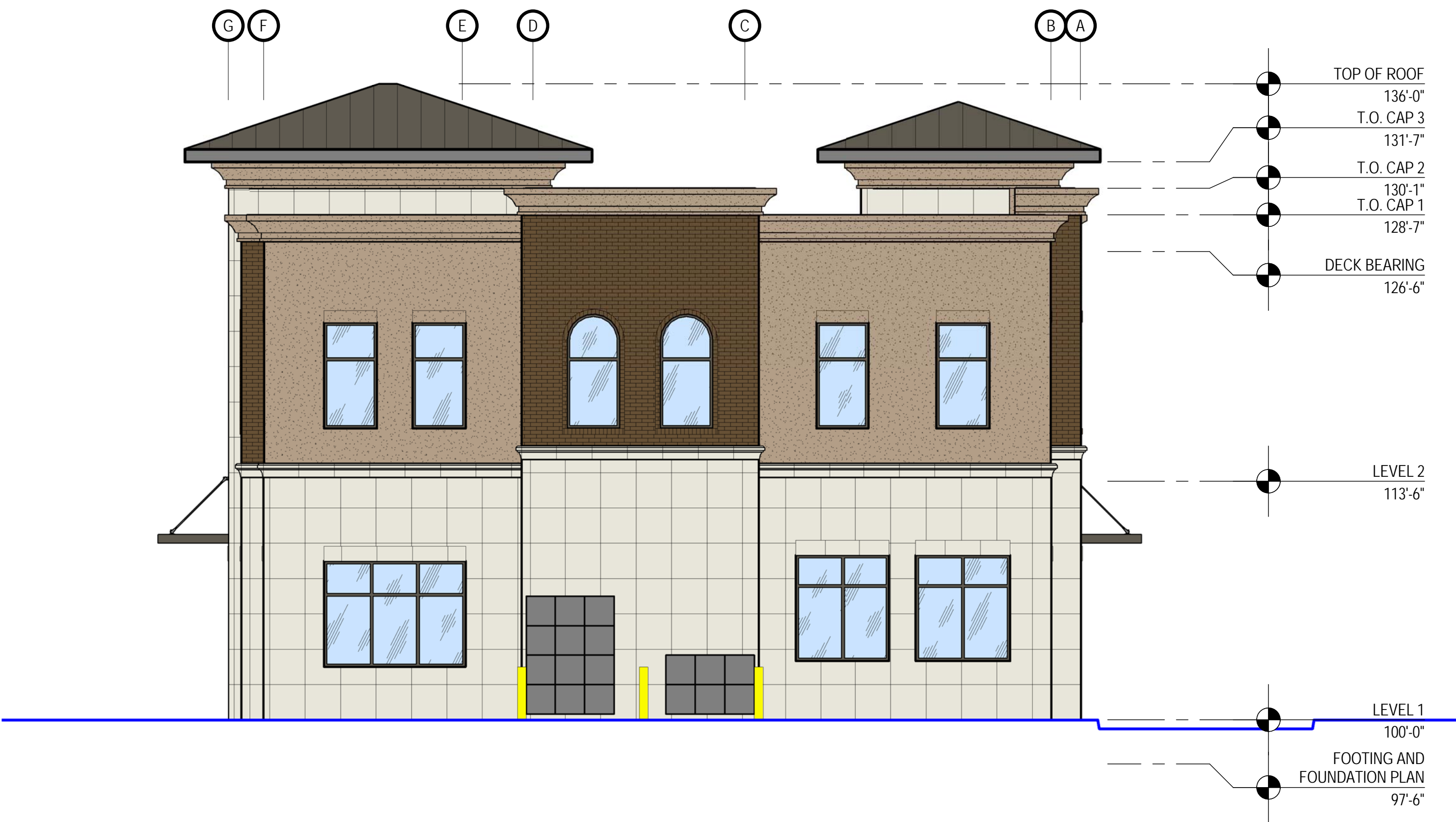
SHEET:  
A201

NOT FOR CONSTRUCTION



S:\CMA Jobs\201515-009 Dominion Insurance Office Building\11 Revit\05 Local\Merrill\15-009 2 Dominion Insurance Office Building\_Local Merrill.rvt  
7/8/2015 11:18:16 AM

△	MARK	REVISION	DATE



B4  
A202 EAST ELEVATION  
SCALE: 3/16" = 1'-0"



D4  
A202 WEST ELEVATION  
SCALE: 3/16" = 1'-0"

CURTIS MINER ARCHITECTURE , LLC

APPROVAL

Date Submitted 08 JULY 2015

This Information has been reviewed and approved for further development with the modification noted. By Alpine Old Towne Centre PUD Owners Association, LLC

Client Signature Date



233 SOUTH PLEASANT GROVE BLVD.  
SUITE #105  
PLEASANT GROVE, UTAH 84062  
PHONE: (801) 769-3000  
FAX: (801) 769-3001  
cma@cmautah.com

DATE: 08 JULY 2015  
PROJECT #: CMA 15-009  
PROJ. MAN.: JWS  
CHECKED BY: CNM

THE INFORMATION HEREIN IS THE PROPERTY OF CURTIS MINER ARCHITECTURE AND MAY NOT BE REPRODUCED WITHOUT WRITTEN CONSENT. © 2015 CURTIS MINER ARCHITECTURE, LLC.

PROJECT:  
**DOMINION INSURANCE OFFICE BUILDING**  
  
341 SOUTH MAIN STREET  
ALPINE, UTAH 84004

SHEET DESCRIPTION:  
**EXTERIOR ELEVATIONS**

SHEET:  
**A202**

NOT FOR CONSTRUCTION

## **ALPINE PLANNING COMMISSION AGENDA**

**SUBJECT: Gateway Historic Design Guidelines**

**FOR CONSIDERATION ON: 4 August 2015**

**PETITIONER: Planning Commission**

### **BACKGROUND INFORMATION:**

The Planning Commission has discussed the creation of some Gateway Historic Design Guidelines for several months. The design of buildings in the Gateway Historic District is key to that identity of Alpine City. The Planning and Zoning Department highly recommends that the Planning Commission and City Council carefully consider what the residents of this City want the identity of this community to be then adopt guidelines that will portray that desired look. Good guidelines will ultimately provide much needed direction to both the Developer and the Planning Commission in considering the design of buildings located within the Gateway Historic District.

This draft has been created for the consideration to be adopted. This is a more concise version of the draft design standards that were created in 2002.

### **PLANNING COMMISSION MOTION:**

Jane Griener moved to recommend to the City Council the adoption of the Gateway Historic Design Guidelines with the changes noted and discussed.

Judi Pickell seconded the motion. The motion passed with 4 Ayes and 0 Nays. Steve Cosper, Jane Griener, Steve Swanson and Judi Pickell all voted Aye.

### **STAFF RECOMMENDATION:**

Hold a public hearing and discuss any other potential changes before making a recommendation the City Council.



# **Gateway Historic District Design Guidelines**

## **Purpose and Intent**

Gateway Historic District will become a village of mixed uses, promoting a pedestrian friendly atmosphere and providing excellence in landscaping and architecture, in a setting which honors and preserves the past while promoting the future.

1. In the interest of preserving the character of the Gateway-Historic District, it is necessary to regulate to a certain extent the new construction that is built there. New structures should only affect the district in a positive manner, and not in detrimental ways.
2. Respecting the heritage of Alpine associated with the historical structures in the district.
3. Utilize approaches that have been shown to encourage the sustainability of historic districts and neighborhoods.

The guidelines for the following elements are intended to encourage compatible new construction.

## **Guidelines**

1. New developments should:
  - a. Mimic details of older buildings
  - b. Use similar materials
  - c. Make mundane uses look good
  - d. Include design features on blank walls
2. All new development projects should achieve a determination of design appropriateness from the Planning Commission.
3. New construction should respect and build upon the historical legacy of downtown Alpine and borrow historic features from the area. It should be designed for its specific context. Elements that should influence the design of new development include building form, massing, scale, materials and colors.

## **Gateway Historic District Design Criteria**

1. Relation to the Surrounding Area (Massing, Scale, Orientation)
2. Height
3. Setbacks
4. Exterior Walls and Surfaces
5. Windows and Doors
6. Exterior Trim and Decorative Detailing
7. Roofing
8. Materials (Texture, Color, Finishes)
9. Streetscaping

## **Relation to the Surrounding Area** **(Massing, Scale, Orientation)**

New construction that utilizes appropriate massing and scale can affect historic districts in a positive manner. New structures should take their own place in time.

### **Design Standards**

- New structures should relate to the fundamental characteristics of the district, but may use their own style and method of construction.
- Orientation of new construction should be to the street to establish a pedestrian-friendly quality.
- One major entrance should orient to each street to which the building abuts for easy access by pedestrians from the street and sidewalk.
- Corner entrances may be used for buildings orienting to two streets at an intersection.
- New construction should not be dramatically greater in scale than surrounding structures in the district.
- The perceived width of new construction should be visually compatible with adjacent structures. Wider buildings should be divided into modules to convey a sense of traditional construction.
- The building form of new construction should be similar to surrounding structures but should not necessarily be a direct imitation.





## 2

### Height

New construction should respect the overall height limits established in the city code for the underlying zone.

#### **Design Standards**

- The height of buildings should be compatible with adjacent historic structures.
- Creative historic design elements fitting for the area can be considered.



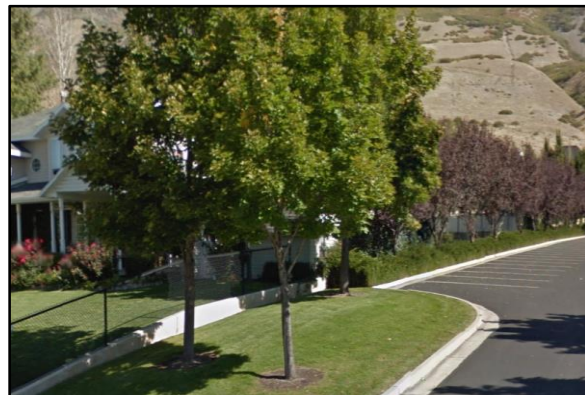
### 3

## **Setbacks**

The location of new construction on a lot contributes greatly to the perception of accessibility by the pedestrian. Buildings that are located too far from the street generally do not have a positive effect on the streetscape.

### **Design Standards**

- A minimum front setback of 10 feet is recommended.
- Setbacks should not be more than 30 feet from the street for the primary façade. Exceptions may be considered for buildings proposing a public park area in front of the primary façade of the building.
- Setbacks from the street should not include off-street parking. Exceptions may be considered for access by the physically disabled.
- Setbacks from the street should include usable public space – incorporating landscaping, plazas, seating, or public art.
- Side setbacks for structures abutting commercial uses shall not be required.
- Side setbacks for structures abutting residential uses should be 10 - 15 feet.
- Rear setbacks for structures abutting commercial uses should be at least 30 feet and parking is encouraged in rear setback.
- Sight buffering for rear parking is required for commercial uses abutting residential lots.





## **Exterior Walls and Surfaces**

The type of materials used for new construction can greatly enhance the relationship to surrounding historical structures while maintaining individual identity.

### **Design Standards**

- The use of stone, brick, wood, or stucco is encouraged for use as the primary exterior material.
- Plastics, vinyl and CMU (concrete masonry unit) are prohibited.
- Innovative use of other materials may be considered.



## **Windows and Doors**

Windows and doors of new construction should relate to the general character of the area.

### **Design Standards**

- Windows with a vertical emphasis shall be encouraged over a horizontal orientation.
- Scale, proportion, and character of windows and doors should be carefully considered and should relate to the intended general character of the area.
- The simple shape of windows is encouraged.
- If new construction is built to the sidewalk, the use of awnings or canopies should be considered for providing protection to the pedestrian.
- The ground floor of the primary façade should include transparency at the pedestrian level.



## **Exterior Trim and Decorative Detailing**

New construction can be enhanced by the wise use of exterior trim and decorative detailing. Using these details to break up uninspiring solid surfaces can help avoid the box-like appearance often seen in new construction.

### **Design Standards**

- Trim and detailing should be simple in material and design.
- Materials that are compatible to the primary exterior material should be used.
- Excessive ornamentation is not recommended.
- The following factors should be considered in determining whether or not a particular finishing material is acceptable:
  1. Durability and low maintenance characteristics.
  2. Consistency with the overall design goals.
  3. Location on the building.
  4. Potential shielding by landscaping or other feature.
  5. The visibility of the site from public streets and neighboring uses.
  6. A mansard roof is prohibited



## **Roofing**

The style and form of the roof on new construction can contribute to the success of blending in with surrounding historic structures.

### **Design Standards**

- Smaller structures should use a hip, gable, or shed roof.
- Flat roofs should be considered for use on structures where the context is appropriate.
- Flat roofs shall provide a cornice or other decorative treatment.
- The character or design of the front and rear façades of all buildings shall demonstrate a variety in depth, relief, rhythm and roof line height, with changes occurring in all of these areas at least every forty feet.



## **Materials – Texture, Color, Finishes**

Good attention to design and color is expected in the Gateway Historic District to help all buildings become more complimentary to each other and assist the creation of a unique and cohesive environment. The materials used for the finish of the exterior surface of new construction should be compatible with the nature of the surrounding area.

### **Design Standards**

- The use of color schemes should be compatible with the surrounding area. Simplicity is encouraged – excessive amounts of different colors should not be used.
- Avoid pure white as a façade color, and if masonry must be painted, it should be done in a natural hue.
- The natural colors of brick masonry, stone, or other existing building materials should dominate the color scheme of the building. Other colors should be respectful of adjacent buildings.
- A predominant color should be used with one or two other accent colors.
- The texture and finish of new construction should attempt to convey a modern building while still respecting the historic character of the area.
- The cornice, window frames, ornamental details, signs and storefronts should all blend in as an attractive harmonious unit.





## **Streetscaping**

Streetscapes should be incorporated in sidewalk areas adjacent to Main Street.

### **Design Standards**

- At least one streetscape feature should be installed and maintained every thirty (30) linear feet along sidewalks, nearest to the curb.
- Acceptable streetscape features include, but are not limited to, the following: trees, planters, benches, drinking fountains, decorative garbage canisters, outdoor clocks, bike racks, and water features.
- Businesses are encouraged to coordinate the installation of streetscape elements with surrounding properties.
- Installation of plazas and gathering spaces where people may linger is encouraged.
- Installation of planters with trees and shrubs to create areas to sit are encouraged.
- Providing benches in strategic areas to encourage mingling and gathering is encouraged.

