

MAYOR

ROGER BOURKE

TOWN COUNCIL

CAROLYN ANCTIL

CRAIG HEIMARK

DAN SCHILLING

ELISE MORGAN



TOWN OF ALTA

P.O. BOX 8016

ALTA, UTAH 84092

TEL (801) 363-5105

(801) 742-3522

FAX (801) 742-1006

TTY 711

**Alta Planning Commission
Meeting Materials
August 26, 2026**

Document Tips: The sections below are each hyperlinked to help you navigate straight to a section of interest. Page numbers refer to the header numbers on the top right of the page in blue.

Table of Contents

2 - 3	Agenda
4 - 11	Draft Meeting Minutes: February 25, 2025
12 - 20	Draft Meeting Minutes: March 25, 2026
21	Staff Report: Proposed Amendments to Alta Town Code 9-1-2-(F), Wildland Urban Interface Code
22 - 24	Draft Ordinance: Amending Alta Town Code Section 9-1-2(F) to Adopt the 2024 Edition of the International Wildland Urban Interface Code
25	Staff Report: Proposed Amendments to Alta Town Code Sections 10-5-1, 10-5-2, and 10-5-3, Land Use Appeal Authority
26 - 27	Draft Ordinance: Amending Alta Town Code Sections 10-5-1, 10-5-2, and 10-5-3 to Change the Land Use Appeal Authority from the Town Council to an Administrative Law Judge
28 - 29	Draft Ordinance: Amending Alta Town Code Section 10-6A-5 to Amend Authority to Determine Setback Requirements in the Forestry and Recreation Zones from the Town Council to the Planning Commission
30	Sunrise Contract Planning Scope of Services
31 – 34	General Plan Update Briefing Slides

MAYOR

ROGER BOURKE

TOWN COUNCIL

CAROLYN ANCTIL

CRAIG HEIMARK

ELISE MORGAN

DAN SCHILLING



TOWN OF ALTA

P.O. BOX 8016

ALTA, UTAH 84092

TEL (801) 363-5105

(801) 742-3522

FAX (801) 742-1006

TTY 711

AGENDA

**ALTA PLANNING COMMISSION MEETING
WEDNESDAY, AUGUST 26, 2026 @ 3:00 PM
10351 E HWY 210
ALTA COMMUNITY CENTER
ALTA, UTAH**

We encourage you to join us in person. This will be a hybrid meeting. For information about how to view the meeting online, please visit <https://townofalta.utah.gov/events/> or watch live <https://townofalta.utah.gov/live-stream/>

Public comment - please note, each person will be able to speak for up to 3 minutes.

Written public input can be submitted in advance to Chris Cawley via email (ccawley@townofalta.utah.gov)

To make a public comment virtually we recommend notifying Molly Austin via email (molly@townofalta.utah.gov) in advance of the meeting.

- 1 Call the Meeting to Order
- 2 Consideration of amending Section 9-1-2 of the Town of Alta Municipal Code to adopt the 2024 Edition of the International Wildland Urban Interface Code in accordance with H.B. 41 of the 2026 General Legislation Session of the State of Utah
 - a) Public Hearing
 - b) Discussion and Possible Action
- 3 Consideration of amending Section 10-5 of the Town of Alta Municipal Code to amend the Land use Appeal Authority from the Town Council to and Administrative Law Judge in accordance with S.B. 284 of the 2026 General Legislative Session of the State of Utah
 - a) Public Hearing
 - b) Discussion and Possible Action
- 4 Consideration of amending Section 10-6A-5 of the Town of Alta Municipal Code to amend authority to determine setback requirements in Forestry and Recreation Zones from the Town Council to the Planning Commission
 - a) Public Hearing
 - b) Discussion and Possible Action

MAYOR

ROGER BOURKE

TOWN COUNCIL

CAROLYN ANCTIL

CRAIG HEIMARK

ELISE MORGAN

DAN SCHILLING



TOWN OF ALTA

P.O. BOX 8016

ALTA, UTAH 84092

TEL (801) 363-5105

(801) 742-3522

FAX (801) 742-1006

TTY 711

- 5 General Public Comment
- 6 Introduction of Sunrise Engineering Planning Team
- 7 Approval of the minutes of the February 25, 2026 meeting
- 8 Approval of the minutes of the March 25, 2026 meeting
- 9 Reappointment of Commission Chair
- 10 Discussion and Possible Action: Simply Boundary Adjustment Application submitted by Alta Ski Area to adjust a .18-acre tract of land from parcel No 30-05-154-013-0000 and incorporate it into parcel No 30-05-154-015-0000
- 11 Discussion: Draft Scope of Work for Town of Alta General Plan Update
- 12 New business
- 13 Date of next meeting
- 14 Motion to adjourn

Notice Provisions:

- Motions relating to any of the foregoing including final action may be taken at the meeting.
- One or more members of the Alta Planning Commission may attend by electronic means, including telephonically. Such members may fully participate in the proceedings as if physically present. The anchor location for purposes of the electronic meeting is the ALTA COMMUNITY CENTER, 10361 EAST HWY 210, ALTA, UTAH
- Reasonable accommodation (including auxiliary communicative aids and services) for individuals with disabilities may be provided upon receipt of a request with three (3) working days' notice. For assistance, please call the Alta Town Office at 801-363-5105

MEETING MINUTES
ALTA PLANNING COMMISSION MEETING
and PUBLIC HEARINGS
Wednesday, February 25, 2026, 3:00 PM
Alta Community Center, 10351 E. Highway 210, Alta, Utah

ALTA PLANNING COMMISSION MEETING – 3:00 PM

PRESENT: Jeff Niermeyer, Vice-Chair
Jon Nepstad, Chair (virtual)
Maren Askins
David Abraham
Paul Moxley
Roger Bourke, Town of Alta Mayor

STAFF PRESENT: Chris Cawley, Town Manager
Molly Austin, Assistant Town Manager
Polly McLean, Town Attorney

ALSO PRESENT: John Guldner, Cottonwood Lands Advisory (virtual)
Ryan Marks, Hellgate Condominiums Property Manager
Beth Weisman, Hellgate Condominiums Property Manager
Kyle Ogilvie, Benchmark Engineering

NOT PRESENT:

1. INTRODUCTION AND WELCOME FROM THE CHAIR

Planning Commission Vice-Chair Jeff Niermeyer opened the February 25, 2026 meeting at 3:00 PM.

2. PUBLIC HEARING: RECEIVE PUBLIC COMMENT ON A CONDOMINIUM PLAT AMENDMENT FOR THE HELLGATE CONDOMINIUMS, LOCATED AT 9670 E HWY 210, ALTA, UT 84092

Robert Hoffman introduced himself as a representative of the Hellgate homeowner's association and offered to answer questions, but he had no formal comment. Planning Commission Chair Jon Nepstad moved to close the public hearing. Planning Commissioner Maren Askins seconded the motion. All were in favor and the public hearing was closed.

3. PUBLIC HEARING: RECEIVE PUBLIC COMMENT ON UPDATING REFERENCES TO THE UTAH LAND USE, DEVELOPMENT, AND

**MANAGEMENT ACT (“LUDMA”) IN THE TOWN OF ALTA CODE TO UTAH
CODE ANNOTATED 10 – 20**

No public comment received. Planning Commission member Moxley moved to close the public hearing. Planning Commission member Askins seconded the motion. All were in favor and the public hearing was closed.

**4. PUBLIC HEARING: RECEIVE PUBLIC COMMENT ON AMENDMENTS TO
THE TOWN OF ALTA ZONING MAP TO REFLECT BASE FACILITIES
ZONES A, B, AND C**

No public comment received. Planning Commission member Moxley moved to close the public hearing. Planning commission member Askins seconded the motion. All were in favor and the public hearing was closed.

**5. PUBLIC HEARING: RECEIVE PUBLIC COMMENT ON AMENDMENTS TO
PROVISIONS OF TITLE 10 REGARDING PETITIONS TO REZONE**

No public comment received. Planning Commission member Moxley moved to close the public hearing. Planning commission member Askins seconded the motion. All were in favor and the public hearing was closed.

**6. PUBLIC HEARING: RECEIVE PUBLIC COMMENT ON AMENDMENTS TO
PROVISIONS OF THE SUBDIVISION CHAPTER**

No public comment received. Planning Commission member Askins moved to close the public hearing. Planning commission member Moxley seconded the motion. All were in favor and the public hearing was closed.

7. GENERAL PUBLIC COMMENT

No public comment received.

8. APPROVAL OF THE MINUTES OF THE DECEMBER 17, 2025 MEETING

Planning Commission member Moxley motioned to approve the minutes of the December 17, 2025 meeting. Planning Commission member Askins seconded, and the motion passed unanimously. The minutes were approved.

**9. PRESENTATION AND POSSIBLE ACTION: PROPOSED HELLGATE
CONDOMINIUM PLAT AMENDMENT PRELIMINARY APPROVAL**

Chris Cawley introduced the agenda item and introduced representatives from the Hellgate Condominium Association: Ryan Marks and Beth Weisman, property managers, and Kyle Ogilve, the project surveyor. Cawley thanked the Hellgate team for their cooperation during the application process. Cawley explained that Hellgate was originally platted in 1971 before it was part of the

Town of Alta. The plat on record at Salt Lake County is still the original plat, and is actually two separate plat maps so the proposal today is to update to combine the two original documents into one, and to update changes to the interior partitions. He continued to describe that this amendment will clean up changes that have occurred between common areas and private areas and unit dimensions, noting that it is mostly a housekeeping update as no changes to the exterior or footprint are proposed. Cawley clarified there will be no impacts to zoning regulations or setbacks. Cawley noted the Town may continue to see condominium plat amendment applications due to the age of development in Alta. Cawley described that the Town provided the applicant with an application form, which was completed, and all submitted materials were reviewed by Town staff, noting that the entire application was not included in the meeting packet.

Cawley reminded the Commission that the Town recently updated the subdivision ordinance at the end of 2024. Cawley referenced his staff report to explain that this application is being run through the subdivision ordinance process as Town code is inconclusive about plat amendments. In this process, the Planning Commission provides preliminary approval and town staff will give final approval after receiving an updated title report. Niermeyer clarified that the Town Manager signs the updated plat as the land use authority and Cawley concurred, stating that the Town Council is removed as an approval authority on land use related matters per recent changes to state code.

McLean clarified that the Planning Commission is asked to approve the preliminary plat, which would then get forwarded to town staff for final approval. McLean shared her recommendation that the approval includes a condition of approval that the CC&Rs and title report are updated along with the plat.

Ryan Marks included that this application is also in response to a new Utah state statute that requires HOAs to update plat maps and CC&R's regularly, which Hellgate is currently out of compliance with. Marks thanked Kyle Ogilvie for his expertise in engineering and Natalie Segall for her legal counsel. Marks explained that they are here today to get guidance on where they are in the process and get on the right path, if need be, to move forward.

Ogilvie emphasized what was previously stated – that the goal is to have an updated and accurate plat. Robert Hoffman expressed appreciation to the Town for reviewing the application and expressed the applicant's interest in getting it done correctly.

Abraham thanked Cawley for the thorough packet for this meeting. Abraham highlighted the three distinct employee quarters and applauded the inclusion of workforce housing in the updated plat.

In a brief discussion, the Planning Commission members found the proposal to be straightforward and had no significant comments.

Mayor Bourke asked the applicant what they would ask if they were in the Commission's position. Marks replied that they were just curious if there are any pain points in the process – expressing a desire to make it as easy and straightforward as possible moving forward. Marks expressed gratitude to Cawley for making the process seamless.

Cawley discussed the need for the Town to carefully consider the internal process for reviewing such applications in the future. Niermeyer suggested Cawley document his thoughts on the process this time around.

Weisman asked who is proofreading the application and ensuring everything is recorded correctly on the new plat. Niermeyer explained that professional surveyors and engineers are hired by both parties to ensure accuracy. A brief discussion followed describing that UDOT took possession of part of the road that was included in the original plat. This was determined as part of a process with the Forest Service to determine the right of way.

Bourke asked about ownership of the parking area on the north side of the road. It was clarified that it is not part of the Hellgate property. It appears that UDOT now owns it but prior to that it was part of an old mining claim.

Planning Commissioner Moxley motioned to approve the preliminary plat subject to updating the CC&Rs and title report. Planning Commissioner Askins seconded the motion. All were in favor and the motion passed.

10. DISCUSSION AND POSSIBLE ACTION: RECOMMENDATIONS TO THE TOWN COUNCIL ON LAND USE ORDINANCE UPDATES

Niermeyer introduced that we have four more sub-items as part of this portion of the agenda and requested that each one be addressed and voted on individually.

a. UPDATING REFERENCES TO THE UTAH LAND USE DEVELOPMENT AND MANAGEMENT ACT IN THE TOWN OF ALTA CODE TO UTAH CODE ANNOTATED 10 – 20

Cawley gave an overview that there is a need to make some minor housekeeping amendments to town land use regulations. While at one point it was envisioned to do a large overhaul in one fell swoop, we are now focusing on taking some of these on one-by-one. He highlighted that these changes are ministerial in nature and bring the Town into compliance with state code, from which the Town's land use authority derives. Cawley described there is a longer list of updates that we will want to address, but the items on the agenda today are at the top.

Cawley reviewed the process on land use regulations, describing that the Planning Commission reviews proposed amendments and then offers a recommendation to the Town Council, which has the final authority. In an effort to not get too far ahead of the council, Cawley explained that he has already previewed the items on today's agenda with them.

The first ordinance update makes amendments to town code to update references to the portion of state code that defines the Town's land use authority. This chapter of state code is known as the Land Use and Development Management Act ("LUDMA"). In November 2025 during a special session of the state legislature, LUDMA was moved from section 10-9a to 10-20. Town currently references 10-9a and this proposed ordinance update would remedy the outdated references.

Abraham asked if this would be changed again and/or if we could adopt alternative language that would avoid this type of update in the future. McLean noted that the land management code is a living document. While we could take out those references in the future, for these purposes it seemed like less work to do it this way versus changing all the language to take the references out completely.

Planning Commission Chair Nepstad motioned to pass a positive recommendation to the Town Council. Planning Commission member Abraham seconded the motion, and the motion was passed unanimously.

b. AMENDMENTS TO THE TOWN OF ALTA ZONING MAP TO REFLECT BASE FACILITIES ZONES A, B, AND C

Cawley shared the current zoning map, noting that it is somewhat outdated as it is only available as a pdf for viewing. The most recent update to the zoning map was to add the Albion Basin Protection Overlay Zone. Cawley clarified that the new map proposed today does not create any new zoning, it just clarifies the subzones of the Base Facilities Zone (zones A, B, and C). These specific zoning districts have come up in recent meetings, prompting the desire to have a map that accurately reflects them.

Cawley explained that these subzones were created as part of the Base Facility Zone (BFZ) Ordinance update in 2014. These subzones were developed to create different regulations throughout the BFZ in terms of height and coverage requirements. Cawley described the properties affected by the subzones: Zone A includes the Alta Lodge, Rustler Lodge, and Snowpine Lodge; Zone B includes the Goldminer's Daughter Lodge and the Alta Peruvian Lodge; and Zone C includes the Shallow Shaft and Photohaus properties. Cawley emphasized that the existing zoning map doesn't depict current subzones, so the new map is adding them in.

Bourke asked for clarification on the Upper Albion Basin Protection Overlay Zone, as sometimes it is only referred to as simply the Albion Basin Overlay Zone. Cawley explained that there is only one overlay zone, officially named the UABPOZ.

Askins asked if the zoning text is also going to be amended to remove the place names and, if so, how the subzones would be defined in the code. Cawley clarified that there is no proposal to update or amend the text of the code, though he recognized that it could create a conflict in the future if one of the properties changed ownership or name. Niermeyer and McLean clarified that the zoning map takes priority.

Abraham expressed appreciation for the effort of the enlargement section on the pdf but noted his preference to have an even better and more detailed enlargement that is easier to decipher with clearer color distinctions.

Planning Commission member Moxley motioned to pass a positive recommendation to the Town Council with the direction to get a better-quality map, particularly of Zone C. Planning Commission member Askins seconded the motion, and the motion was passed unanimously.

c. AMENDMENTS TO PROVISIONS OF TITLE 10 REGARDING PETITIONS TO REZONE

Cawley described that while the Town does not routinely receive applications or proposals to amend land use regulations, two recent applications highlighted gaps and inconsistencies in Alta's code and led staff to propose amendments to sections of the code that govern land use amendments.

Cawley described that a petition to rezone is the pathway in Alta's for an applicant to propose changing the zoning designation on a property. Staff noticed that there was no petition to rezone section in the BFZ section of town code. It was never the intent to restrict zoning proposals for that zone; it was just an omission in the ordinance update process. This omission led to questions about how to navigate such a request. Staff determined it would be simpler to take the text out of the individual zoning districts completely and instead move it up to the general provisions of the land use chapter, so the same ordinance would apply to all zones uniformly.

Abraham asked about the red vs. blue text in the ~~packet~~proposed code amendment language. McLean clarified that the red text is language that was brought over from existing Alta Code Section 10-1-8, whereas the blue text is new language to make language that previously existed within the Code's zoning district sections apply universally to any proposal to amend land use regulations. it more universal.

Planning Commission member Moxley motioned to pass a positive recommendation to the Town Council. Planning Commission member Abraham seconded the motion, and the motion was passed unanimously.

d. AMENDMENTS TO PROVISIONS OF THE SUBDIVISION CHAPTER

Cawley explained this update is also an outcome of recent events that highlighted the need to ensure third party approvals are current. He continued that we currently lack a provision in Town Code to deny an application with stale signatures, and this proposed update would require signatures to be no more than six months old. McLean expanded that you don't want to have approved plats out there that haven't been recorded, since laws can change. This proposed amendment would ensure approvals get recorded in a timely manner. This update would require final approvals within six months of preliminary approval, with a provision that a six-month extension can be applied for. It would also require a year between final approval and recordation, with ability to extend an additional year. Niermeyer stated that this would allow for a total of up to three years to complete the process.

Planning Commission member Askins motioned to pass a positive recommendation to the Town Council. Planning Commission member Moxley seconded the motion, and the motion was passed unanimously.

Bourke requested to rearrange the remainder of the agenda to put the training portion at the end, since he recently received the training, and the commission agreed to rearrange the agenda.

11. NEW BUSINESS

Cawley shared that the Town is preparing for a special townhall meeting scheduled for March 11 from 5:00 – 6:30 PM that will focus on capital improvement planning and funding options. The meeting is scheduled in March to try to increase involvement during ski season. Planning Commission involvement is not required but always encouraged to stay current on Town business.

Cawley noted that the Town has applied for a Wasatch Front Regional Council grant to hire consultants to help update the general plan and expects to know by the next meeting if the grant has been awarded.

Bourke described an avalanche accident that occurred over the previous weekend in Big Cottonwood Canyon, noting that Chris Cawley was the first person on the scene to be able to find and rescue the victims and commended Cawley for this heroic effort.

12. DATE OF NEXT MEETING

The next meeting is scheduled for Wednesday, March 25, 2026 with a tentative “ski-around” at Alta Ski Area to precede the regular meeting. McLean will be out of the country, but legal coverage will be available with Cameron Platt. A tentative agenda includes a public hearing and possible action to issue a recommendation to the town council regarding the Shallow Shaft’s proposed zoning ordinance amendments.. Niermeyer proposed to leave the meeting as-is for now and ask if the Shallow Shaft applicant would be available to come to the April meeting instead.

13. OPEN PUBLIC MEETINGS ACT (“OPMA”) TRAINING

McLean shared that this training is quite similar to last year, with one new addition. This training is required annually, and McLean appreciates that the Town chooses to hold the training during a public meeting rather than having officials complete training online.

McLean introduced the Open and Public Meetings Act and summarized that the basis of the Act is to ensure that public business is conducted transparently and in public. The Act applies to any public body of two or more individuals supported by tax money or with decision-making authority. A meeting is defined as a quorum of a public body, which for the Alta Planning Commission means three or more members convening to discuss, receive comments, or act on town-related matters. McLean acknowledged that site visits must still be noticed to the public and no official actions can be taken during such gatherings as they are not recorded like regular meetings, but the content of the visit should be discussed openly in a recorded meeting after the site visit.

McLean clarified that casual social interactions among members do not constitute meetings unless town business is discussed. She addressed potential issues with electronic communications (such as email chains and group text messages), explaining that if a quorum participates and town business is discussed, such exchanges could qualify as meetings and must comply with the Act. McLean cautioned against post-meeting discussions or private deliberations that could undermine the transparency of decision-making. It was noted that any decision must be discussed openly in meetings to ensure public awareness and participation.

McLean highlighted the new addition to the training regarding the prohibition against predetermining the formal action of a public body outside of an open meeting. She summarized that this provision describes the need to come into the meeting with an open mind. It was clarified that commissioners are allowed to speak one-on-one with each other or with Town staff if the conversation doesn't result in a decision to take a specific action during a public meeting.

McLean also touched on the importance of preserving government records, such as emails and messages, and recommended using official town email accounts to ensure compliance with GRAMA requests. Polly briefly discussed the topic of closed meetings, explaining they are allowed for specific purposes, but that it is unlikely for the Planning Commission to convene a closed meeting.

Meeting notices and agendas must be posted at least 24 hours in advance and include sufficient detail for the public to understand the topics, whereas public hearings require noticing ten days in advance. Emergency meetings require the maximum possible notice under the circumstances. McLean highlighted that public comments are welcomed on any topic, but decisions can only be made on agenda-listed items.

McLean warned of serious consequences for knowingly violating the Act, including potential legal ramifications. She concluded by providing additional training resources, including a link to receive a certificate of completion. Moxley asked if the commission is insured or indemnified. McLean explained that the Town is insured via the Utah Local Governments Trust.

14. MOTION TO ADJOURN

Planning Commission member Moxley motioned to adjourn the meeting. Planning Commission member Askins seconded the motion, and the motion was passed unanimously. The meeting was adjourned.

Minutes Approved on *March 25, 2026*

Chris Cawley, Town Manager

MEETING MINUTES
ALTA PLANNING COMMISSION MEETING
and PUBLIC HEARINGS
Wednesday, March 25, 2026, 3:00 PM
Alta Community Center, 10351 E. Highway 210, Alta, Utah

ALTA PLANNING COMMISSION MEETING – 3:00 PM

PRESENT: Jon Nepstad, Chair
Jeff Niermeyer, Vice-Chair
Maren Askins
David Abraham
Paul Moxley (virtual)
Roger Bourke, Town of Alta Mayor

STAFF PRESENT: Chris Cawley, Town Manager
Molly Austin, Assistant Town Manager
Cameron Platt, Town Attorney

ALSO PRESENT: John Guldner, Cottonwood Lands Advisory (virtual)
Andrina Hougham, Shallow Shaft Property Owner
Walter Krebsbach, Shallow Shaft Property Owner
Jay Springer, Shallow Shaft Legal Counsel
Hans Hoffman, Shallow Shaft Architect

NOT PRESENT:

1) INTRODUCTION AND WELCOME FROM THE CHAIR

Planning Commission Chair Jon Nepstad called the March 25, 2026 meeting to order at 3:00 PM.

2) PUBLIC HEARING: RECEIVE PUBLIC COMMENT ON A PROPOSAL BY OWNERS OF THE SHALLOW SHAFT PROPERTY TO MAKE AMENDMENTS TO THE TEXT OF THE TOWN OF ALTA ZONING ORDINANCE

Catie Robinson introduced herself as a resident and employee in Alta. Robinson expressed her support for thoughtful development but stated her opposition to introducing more lodging into an area of Town where lodging has not historically been allowed. She stated that economic viability is not always the best use of land, emphasizing the need to support community needs over the profits of one single business and cautioned that what may seem like a “micro-adjustment” in development can have long-lasting impacts on small mountain towns, noting the Snowpine as a local example. Robinson acknowledged that times are changing in Alta, but encouraged the

commission to look at the bigger picture and prioritize infrastructure that will support the increase of visitors to Alta. To conclude, Robinson stated that she is not anti-development, but pro-community.

Neil Howard introduced himself as a longtime Alta community member and former employee in the canyon. Howard echoed Robinson's sentiment – this proposal is asking to change a very specific zoning for a very specific area, which only consists of two buildings. Howard quoted Planning Commissioner Askins' comments from the November Meeting in which she stated her hesitation to allow a new use--kitchens in hotel rooms—for one business, when there are other existing hotels in the area that may also want to add kitchen units that are restricted from doing so. Howard shared Askins' view that it could be problematic to have a zoning definition so specific to one building. Howard expressed concerns about the tone that decision would set for the Town. He continued that the site sizing restrictions may prevent the zoning change from having a meaningful impact.

Planning Commission Vice Chair Niermeyer moved to close the public hearing. Planning Commissioner Askins seconded the motion. The motion passed unanimously, and the public hearing was closed.

3) GENERAL PUBLIC COMMENT

Mark Haik introduced himself as an Alta resident and shared concerns from a fellow citizen (Draper) regarding wildfire risk in Albion Basin. Haik noted a new state fire map and Wildland Urban Interface code that could have a significant impact on property insurance rates. Haik also noted the risk imposed by the exposed power lines in Albion Basin and recommended the Town pursue a path to have the lines buried for both safety and aesthetic reasons. Haik encouraged the Planning Commission to examine the various uses occurring in Albion Basin, emphasizing the desire for increased water infrastructure. Haik advocated extending sewer lines as well.

Mike Maughan from Alta Ski Lifts ("ASL") provided a brief overview of what the ski resort has planned for this summer, highlighting the completion of the Albion Day lodge expansion, the installation of a trailhead restroom in the Grizzly parking lot, and improvements to ski runs in the Supreme area. Maughan recalled an incident over the winter that resulted in the loss of one overhead power line in the wildcat base, which will be relocated underground. Additionally, there are plans to replace a snowmaking line from top of corkscrew to Watsons shelter and the possibility of installing a Wyseen tower above Devils Castle Road. Maughan also described a project planned to expand the Wildcat parking lot to replace unsafe roadside parking above the parking lot ramp. Responding to Haik's comment, Maughan described that Rocky Mountain Power ("RMP") is actually planning to underground all overhead lines in Alta this summer, including in the Albion Basin. ASL is working with RMP to minimize disruptions on what will be a significant project.

Maughan expressed appreciation for the work that the Town and Planning Commission does to support responsible development. He noted the need to balance the demand of increased visitation with protecting the environment. Maughan described ASL's continued collaborative effort with

UDOT on bussing solutions, sharing that he had sent a letter to UDOT regarding the planned transportation hub.

Mayor Bourke asked if the RMP project would go up Grizzly Gulch. Maughan stated it isn't planned to go up the gulch but will impact the Summer Road. Maughan noted that the maps RMP provided are outdated, and ASL is working with them to improve accuracy. The power lines will be buried along the road, not along the current path of the power lines.

Nepstad asked about the Wildcat parking lot project and Maughan clarified that it is not going to add any additional parking spots but the project will replace the number of spots to be removed from roadside parking.

4) APPROVAL OF THE MINUTES OF THE FEBRUARY 25, 2026 MEETING

Planning Commissioner Jeff Niermeyer motioned to approve the minutes of the December 17, 2025 meeting. Planning Commissioner David Abraham requested a modification on page 8 to clarify the discussion of the red line text amendments, particularly McLean's response to Abraham's question during the meeting, and stated that the current version doesn't accurately reflect the discussion.

Niermeyer amended the motion to hold on approval of the minutes pending clarification on what McLean stated during that section of the December meeting. Abraham seconded. All were in favor. Staff will place the minutes on an upcoming agenda for approval.

5) DISCUSSION AND POSSIBLE ACTION: MAKE A RECOMMENDATION TO THE ALTA TOWN COUNCIL REGARDING A PROPOSAL BY OWNERS OF THE SHALLOW SHAFT PROPERTY TO MAKE AMENDMENTS TO THE TOWN OF ALTA ZONING ORDINANCE

Cawley introduced the agenda item, sharing the history of the owners of the Shallow Shaft (the "applicant") presenting their proposal for land use text amendments and their redevelopment vision, which has been ongoing for nearly two years. Cawley commended the applicant on their flexibility to work with the Town throughout the process. Cawley also expressed gratitude to the Planning Commission for their engagement on essential policy questions.

Cawley described how the proposals have the potential to set a precedent for land use regulations in the future, noting that zoning changes don't occur very often in Alta. Following up on a comment from the public hearing, Cawley clarified that the Town doesn't rezone single parcels, noting that this proposal would affect all of Base Facilities Zone C, which is comprised of two parcels. Cawley acknowledged that change like this does not occur very often in Alta and any proposal to change a zoning ordinance could be construed as setting a precedent. Cawley reminded that the role of the Planning Commission is advisory and to weigh considerations and offer a recommendation to the council for final decision.

Cawley introduced Cameron Platt as legal counsel for the Town – attending today’s meeting in Polly McLean’s absence.

Andrina Hougham introduced herself and her husband, Walter Krebsbach, as owners of the Shallow Shaft, Jay Springer, their legal counsel, and Hans Hoffman, the project architect.

Hougham summarized that the purpose of the meeting was to hold a public hearing and review proposed amendments to Alta’s code, which had been updated slightly in response to feedback received during the December 2025 meeting.

Hougham then provided a summary of the proposed amendments.

- (1) New Definition (Alta Code 10-1-6): The definition of a “Compact Hotel Facility” is unique from other hotel definitions in Town Code that is to apply only to BFZ Zone C (no changes to the definition that was presented at the December meeting)

“Compact Hotel Facility: A small lodging facility located only within Zone C of the Base Facilities Zone, containing no more than eight (8) guest rooms, including any on-site worker housing units as may be required by Alta Code. Notwithstanding anything to the contrary in Alta Code, guest rooms in a Compact Hotel Facility may include in-room or shared kitchens and kitchenettes for guest use.”

- (2) Permitted Use (Alta Code 10-6D-4): There were three alternatives presented to express options to address the inclusion of a retail space (only change from the previous meeting).
 - (a) Option A – no comment regarding a retail space
 - (b) Option B – *May* include as an accessory use a retail commercial service with no additional parking required.
 - (c) Option C – *Shall* include as an accessory use a retail commercial service – giving the Town Council the option to waive the requirement.
- (3) Lot area, width and slope requirements (Alta Code 10-6D-8). No changes since the December 2025 meeting.

Jay Springer added that more documentation was provided in the meeting packet. He also noted that the proposed amendments to the slope and width requirements is essentially a provision for a non-conforming lot to become conforming, intended to be narrow and have no impact on other regulations.

Springer addressed the recommended changes in the staff report regarding updating language from “kitchen or kitchenette” to “provisions for cooking” as well as removing the phrase “or delegee”. Springer stated he had no issues with those recommendations.

Niermeyer stated that the discussion would be more appropriate in conjunction with a general plan update as it could have impacts across the entire BFZ. Niermeyer recognized that the building has

sat vacant since the pandemic and the property should be redeveloped, noting his struggle between having a broader dialog and moving something forward to make use of the parcel.

Askins shared a similar sentiment, noting her concern with whether or not the exceptions that are being requested in the code will provide community benefit.

Abraham reiterated that Alta is a special place and the commission needs to consider how decisions made today could impact the future. He emphasized that the original intent for the zoning in the BFZ was for commercial use and a key part of any recommendation would be to have a commercial use as a requirement rather than an optional component. Bourke asked Abraham if he did not consider a hotel to be a commercial use. Abraham clarified that inclusion of a *retail* use that is already permitted in the zoning should be required.

Nepstad stated that he is slightly less concerned about precedent setting due to the specific language only applying to Zone C. He noted that a broader discussion about activation and appropriate uses in the BFZ may be a few years away as part of an upcoming general plan update, but the commission is tasked with responding to what is presented today. Nepstad agreed with Abraham that a retail space should be a required element. Nepstad described several questions he was contemplating: Does this proposal help activate Alta into a four-season community? Where will customers park and how will they access the retail space? What if the retail use doesn't work out financially for the owner – should they be required to keep it?

Abraham stated that he is not anti-development but recognized that the applicant bought the building with the zoning as it is, and this proposed amendment is an “ask” for consideration. He continued that the BFZ is in what Alta has identified as the “Commercial Core”, which is perhaps the appropriate area for new development or major renovations.

Planning Commissioner Paul Moxley stated that this is a difficult problem that has been under consideration for a few years, but it is ultimately up to the Town Council to decide. Moxley stated his view that something is better than nothing and recognized the applicant as a longtime business owner and community member. Moxley recommended advancing the proposal to the council without taking a position on it. Nepstad noted that even if a neutral recommendation is passed to the council, the perspectives of the commissioners have been clearly expressed in public meetings.

Niermeyer summarized that the commission preferred to have retail activity on the premise as a requirement that cannot be waived and Nepstad questioned how the Town can guarantee it stays in place. Cawley explained that it would be an enforcement issue – if a requirement is not being met, the Town would classify it as a non-conforming use.

Nepstad questioned the viability of a coffee shop in that location but reiterated the interest in having a public-facing retail use. Moxley suggested a “good faith” effort to make the retail space successful should be required and questioned if it should be a year-round or seasonal requirement.

Platt explained that it is difficult to plan for future subsequent to a zoning change, noting that those types of details are sometimes incorporated into a development agreement or other contract. Platt recommended that the Town could offer incentives to make retail more viable. Platt explained that,

while not impossible, it would be difficult to make retail use a requirement in this scenario. He encouraged the commission to determine a stance on the concept, noting that the details can be worked out in a future agreement. Nepstad clarified that a motion could include language to encourage the council to consider a development agreement that incorporates a retail space requirement. Abraham asked for clarification on who would be party to a development agreement. Platt confirmed it would be between the Town and the property owner. Niermeyer brought up that there are other issues to be resolved and clarified that we are not at the stage of approving any particular development – rather, just establishing a lot with a width and depth that matches the current building with a defined use.

Cawley stated that staff typically prefer to find a solution in the zoning ordinance rather than through development agreements because an ordinance is more transparent to the general public and applies to everyone more equally. Cawley asked Abraham about zoning ordinances requiring mixed-use development and Abraham said that it is more common in urban areas with varying levels of success. Nepstad and Cawley weighed the pros and cons of a development agreement versus a change to the zoning ordinance. Cawley advocated for the transparency of a zoning update and Nepstad wondered if that approach may be too rigid and harder to amend in the future.

Niermeyer weighed building something now that adds to the town but doesn't necessarily activate the commercial core versus waiting to build something that would activate the commercial core. Hougham asked for clarification on what it means to "activate the core". Niermeyer explained that activation would be something that is open to the community and the public – a hotel would only be available to the people renting the rooms at the time as compared to a restaurant that anyone could patronize. Nepstad added that an activation would be something that builds off of or adds value to other elements of the community, like skiing or hiking. Nepstad gave the example of a restaurant that could be open to visitors on their way out of the canyon after a hike or a ski day. Krebsbach explained that sort of activation described is what they are striving for and they think it will be more active than the restaurant, which was ultimately unsuccessful. He continued that the concept presented is small enough to be able to operate year-round and during the daytime hours. Krebsbach shared some of the challenges of operating a dinner-only restaurant on that site and iterated that they want to be successful and put in something that the Town supports. Krebsbach explained that the majority of patrons to the previous Shallow Shaft restaurant were from Snowbird, which has now added more restaurants and discouraged guests from leaving Snowbird for evening dining. Krebsbach stated that this proposal represents his vision for the future of Alta with more electric cars and a more year-round economy.

Abraham questioned if there had been sufficient discussion on the lot area, width, and slope requirements, emphasizing that they go hand-in-hand with the other proposed zoning amendments. Springer explained the applicant's original ask when they first came to the Town was just to fix the discrepancy for minimum lot size requirements that don't actually apply to any properties in Zone C. The original intent was to find a way to tear down and rebuild with an expanded footprint by addressing this discrepancy, and the design concept came later. Abraham rephrased his question to address whether or not the lot area, slope, and width requirements can be decoupled from the proposed use amendments, expressing his support for the former but not necessarily the latter.

In response to Springer's comments, Cawley disagreed that it was an oversight when the Town did not change minimum lot size regulations in BFZ Zone C during the last major update to the Base Facilities Zone. Cawley described that in Town Code, the minimum lot size in any zoning district is one half-acre and offered that perhaps the Town considered the very small size of Zone C parcels but declined to change the regulations. He explained that with current regulations, those two buildings are constrained to their existing footprints plus 250 square feet but offered that the Commission can recommend and the Council can approve the proposed amendments if the bodies believe the amendments are in the public interest.

Guldner agreed with Cawley that the zoning regulations in BFZ Zone C are not an oversight, adding that the applicant could tear down rebuild and add 250 square feet as well as benefit from 65% lot coverage so long as they don't make the nonconformity any worse. Guldner clarified that the minimum lot size is for a single-family residential property is a half-acre, whereas commercial property is 1-acre. Guldner explained that the two properties in BFZ Zone C have lot sizes smaller than the 1-acre requirement because they were grandfathered in by the USFS before any Town zoning regulations were put in place, and he emphasized that they are anomalies within the Town. Cawley disagreed that they can expand to 65% lot coverage. Hougham explained that the current building has a 44% lot coverage and asked how, under the current regulations, they could expand to 65%, as Guldner suggested. Guldner responded that coverage includes everything, including all pavement and parking, and they can't expand to 65% coverage if it would amplify any other nonconformities such as encroaching on a waterway. Guldner stated that the image shown appears to depict greater than 44% lot coverage. Niermeyer and Hougham clarified that their *existing* building takes up 44% and the proposed new building would be 51%. Cawley explained that the proposal is subject to change between now and if/when a building permit application is received. Niermeyer reiterated that the commission is not approving or recommending a specific project, but rather just the proposed text amendments to the zoning ordinance that would allow a new development. Guldner expressed concern that the applicant is basing their zoning requests off of the design concept presented, which he implied would not be feasible even if the proposed amendments are approved. Hoffman clarified the proposed design is projected to be 51% lot coverage and that the design rendering does not show the back of the building, which is mostly open space.

Platt added some clarifying context that if or when a zoning ordinance is passed, there is a presumption that the Town will approve a building permit as long as conforms to the zoning ordinance and the general plan. Platt reiterated that the commission is tasked with making a recommendation which may or may not be finalized by the council. Nepstad summarized that while a formal motion has yet to be determined, the direction the commission seems to be going is to make a neutral recommendation to the Town Council that may include a set of concerns to be taken under consideration.

Before proceeding with a motion, Askins asked if all three amendments would be combined into one motion or if they could be separated into three distinct recommendations. Platt explained that either approach will work, it is up to the commission to decide. Askins stated her preference for a negative recommendation on the proposed use and definition amendments but a neutral one for the lot size amendments. Abraham described that the commission has different opinions on various aspects of the Applicant's proposal and has mixed opinions on the proposed allowed use in

particular. Niermeyer explained again that there are essentially two amendments to make a recommendation on:

1. The proposed use of a “Compact Hotel Facility” and the associated proposed definition, and;
2. The proposed amendments to Alta Code 10-6D-8 that would change the lot configuration requirements.

Mike Maughan asked if instead of changing the zoning if the applicant could get a variance to carry out their design concept. Cawley stated that variances are very narrow and specific and could not be applied in this case.

Mark Haik commented on the concept of activating the commercial core. Haik stated that many commercial properties in the BFZ restrict the public from entering, highlighting the need for additional commercial retail spaces that are open to the public. Haik noted the Snowpine is an exception.

Commission Vice-Chair Niermeyer moved to forward a neutral recommendation to the Town Council for the proposed amendments to the Town Code Sections 10-1-6, 10-6D-4, and 10-6D-8 as presented in the proposal presented by the Applicant dated March 5, 2026 including the requirement for a retail component as described in option C, but without the ability for the council to waive the requirement, *and* with the recommendations provided by staff to change the language in the proposed definition of “Compact Hotel Facility” to refer to “provisions for cooking” instead of “kitchens or kitchenette”, and to remove “or designee” from the provision for relief by the Town Council.

Commission Chair Nepstad seconded the motion.

The motion passed with a 4-1 vote, with Commissioner Askins voting against.

6) NEW BUSINESS

Cawley shared that the Town was awarded a grant from the Wasatch Front Regional Council Transportation and Land Use Connection (TLC) program to fund a general plan update. He also stated that the Town is going to be entering a busy period with the simultaneous plans to build a new building.

7) DATE OF NEXT MEETING

The next meeting is scheduled for Wednesday, April 22, 2026

8) MOTION TO ADJOURN

Planning Commissioner Askins motioned to adjourn the meeting. Planning Commissioner Abraham seconded the motion, and the motion passed unanimously. The meeting was adjourned.

Minutes Approved on *May 27, 2026*

Chris Cawley, Town Manager

DRAFT

Alta Planning Commission Staff Report

To: Alta Planning Commission

From: Chris Cawley, Town Manager; Polly McLean, Town Attorney

Date: August 20, 2026

Re: Proposed Amendment to Alta Town Code Section 9-1-2(F), Wildland Urban Interface Code

Proposed Amendment to Section 9-1-2(F), Wildland Urban Interface Code

H.B. 41, passed by the Utah Legislature in the 2026 General Session, amended Utah Code Section 15A-2-103 to specify that the 2024 edition of the International Wildland-Urban Interface Code (IWUIC) is the edition adopted by the State of Utah, replacing the 2006 Utah Wildland Urban Interface Code. The proposed ordinance amends Section 9-1-2(F) of the Alta Town Code to keep the Town Code in line with state code.

Background and State Law

All lands within the town limits of Alta are designated by the Utah Division of Forestry, Fire and State Lands as Wildland-Urban Interface, so the WUI code applies townwide rather than to a mapped subset of the Town.

The Utah Division of Forestry, Fire and State Lands created a side-by-side comparison of the 2006 Utah WUIC and the 2024 International WUIC, which can be found at

<https://www.utah.gov/pmn/files/1440857.pdf>

Appendices

The IWUIC appendices are not part of the code unless they are specifically named in the adopting ordinance. Alta. Section 9-1-2(F) presently adopts the 2006 code together with Appendix A and Appendix B.

Appendix A — General Requirements.

<https://codes.iccsafe.org/content/IWUIC2024P1/appendix-a-general-requirements>

Supplemental fire-protection measures beyond Chapter 6, including vegetation control, the code official's authority to close interface areas during periods of high fire danger, control of open burning and other ignition sources, and storage of combustible and hazardous materials.

Appendix B — Vegetation Management Plan.

<https://codes.iccsafe.org/content/IWUIC2024P1/appendix-b-vegetation-management-plan>

Criteria and required content for a vegetation management plan, and the standard for treating vegetation management as fuel modification.

Appendix C — Fire Hazard Severity Form.

<https://codes.iccsafe.org/content/IWUIC2024P1/appendix-c-fire-hazard-severity-form>

An alternative scoring methodology, in place of Table 502.1, for evaluating the fire hazard severity of a building site based on access, vegetation, defensible space, topography, and construction materials.

TOWN OF ALTA**ORDINANCE # 2026-O-__****AN ORDINANCE AMENDING SECTION 9-1-2 (F) OF THE
TOWN OF ALTA MUNICIPAL CODE TO ADOPT THE 2024 EDITION OF THE
INTERNATIONAL WILDLAND-URBAN INTERFACE CODE**

WHEREAS, all lands within the town limits of the Town of Alta (“Town”) are designated by the Utah Division of Forestry, Fire and State Lands as Wildland-Urban Interface; and

WHEREAS, during the 2026 General Session, the Utah Legislature passed H.B. 41, Construction and Fire Codes Amendments, which amended Utah Code Section 15A-2-103 to adopt the 2024 edition of the International Wildland-Urban Interface Code, issued by the International Code Council (“2024 WUI Code”), in place of the 2006 Utah Wildland-Urban Interface Code; and

WHEREAS, Utah Code Section 65A-8-203(9) directs a municipality to adopt and enforce the wildland urban interface building standard adopted by the state under Utah Code Section 15A-2-103; and

WHEREAS, the Alta Planning Commission held a duly noticed public hearing on August 26, 2026, to consider amending Section 9-1-2(F) of the Alta Town Code to replace the 2006 WUI Code with the 2024 WUI Code; and

WHEREAS, after taking public comment on the proposed amendment, the Alta Planning Commission issued a recommendation to the Council; and

WHEREAS, after considering the Alta Planning Commission’s recommendation, the Council desires to amend Section 9-1-2(F) of the Alta Town Code to comply with H.B. 41;

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF ALTA, UTAH THAT:

SECTION I: Amended. Section 9-1-2 of the Alta Town Code is hereby amended to read as follows:

9-1-2: CODES ADOPTED:

A. Building Code: The international building code (IBC), as adopted by the state, is hereby adopted as the official building code for the town, subject to section [9-1-3](#) of this chapter. (2010 Code)

B. Fire Code:

1. For the purpose of prescribing regulations governing conditions hazardous to life and property from fire and explosion, the 2009 edition of the international fire code

("IFC"), and any subsequent editions, including the international fire code standards, is hereby adopted including appendices B, C, D, E, F, G, H, I and J but not appendix A thereof, with such amendments as are set forth below.

2. Pursuant to Utah Code Annotated 10-3-711 (17-53-208), upon passage hereof, a copy of the international fire code shall be placed on file in the office of the town clerk for the use and examination of the public. (Ord. 2010-O-3, 12-9-2010, eff. retroactive to 7-1-2010)

C. Uniform Code For Abatement Of Dangerous Buildings: The town hereby adopts the 1997 edition of the uniform code for the abatement of dangerous buildings (UCADB), as adopted by the International Code Council.

D. Wastewater Disposal Regulations: The town hereby adopts the Salt Lake Valley health department wastewater disposal regulations.

E. Other Codes As Approved: All other building, plumbing, electrical, mechanical, energy and/or natural gas codes established and adopted as standard by the state, including amendments thereto, shall hereby become established as the adopted codes of the town, subject to section [9-1-3](#) of this chapter.

F. Wildland Urban Interface Code: The ~~2006 Wildland Urban~~ 2024 International Wildland-Urban Interface Code along with Appendix A and Appendix B and any successor code adopted by the State of Utah s hereby adopted. All the lands within the town limits of the Town of Alta are designated by the Utah Division of Forestry, Fire and State Lands as Wildland-Urban Interface.

SECTION II: Effective Date. This Ordinance shall take effect upon publication.

PASSED AND ADOPTED by the Town Council of Alta, Utah, this ____ day of _____ in the year 2026.

By: TOWN OF ALTA

Mayor, Roger Bourke

Attest:

Jen Clancy, Town Clerk

Date ordinance summary was published on the Utah Public Notice website: _____

Effective date of Ordinance: _____

Vote:

Mayor Bourke _____

Councilmember Heimark _____

Councilmember Schilling _____

Councilmember Anctil _____

Councilmember Morgan _____

DRAFT

Alta Planning Commission Staff Report

To: Alta Planning Commission

From: Chris Cawley, Town Manager; Polly McLean, Town Attorney

Date: August 20, 2026

Re: Proposed Amendment to Alta Town Code Sections 10-5-1, 10-5-2 and 10-5-3, Land Use Appeal Authority

Proposed Amendment to Sections 10-5-1, 10-5-2 and 10-5-3, Land Use Appeal Authority

Sections 10-5-1 and 10-5-2 designate the Town Council as the Town's land use appeal authority. The proposed ordinance amends Sections 10-5-1, 10-5-2 and 10-5-3 to replace that designation with an administrative law judge appointed by the Town Council.

State Law

Utah Code Section 10-20-1101(1)(a) requires each municipality that adopts a land use ordinance to establish one or more appeal authorities by ordinance. S.B. 284 (2026 General Session) added Subsection 10-20-1101(1)(d), barring specified cities from designating their legislative body as an appeal authority beginning July 1, 2026. While that subsection is only for larger cities and therefor is not mandated for Alta, the intent behind it remains the same.

Reasons for the Change

Both the State Legislature per their updated to State Code and a Utah Land Use Institute's Appeal Authority — Best Practices Memo from January 2024 <https://utahlanduse.org/wp-content/uploads/2024/02/AA-Best-Practices-Draft-CCall.pdf> recommends against assigning the role to the legislative body, noting that appeal review is quasi-judicial rather than policy driven and that elected officials can find it difficult to set that role aside under public pressure. The Memo Compared with a citizen panel, it reports that a hearing officer's decisions are more likely to be legally correct, are prepared more quickly, carry less risk of reversal in district court, and require less training and staff support. The Town already uses an administrative law judge for civil code enforcement hearings under Title 12,

Although it is not mandated for Towns, the trend in Utah, based on input from the Utah Land Institute and the Property Rights Ombudsman (and the State Legislature) is to use an ALJ for appeals.

TOWN OF ALTA

ORDINANCE # 2026-O-__

AN ORDINANCE AMENDING TITLE 10 CHAPTER 5 SECTION 1, SECTION 2 AND SECTION 3 OF THE TOWN OF ALTA MUNICIPAL CODE TO CHANGE THE LAND USE APPEAL AUTHORITY FROM THE TOWN COUNCIL TO AN ADMINISTRATIVE LAW JUDGE

WHEREAS, Utah Code Section 10-20-1101 requires each municipality that adopts a land use ordinance to establish, by ordinance, one or more appeal authorities;

WHEREAS, Sections 10-5-1 and 10-5-2 of the Alta Town Code presently designate the Town Council of the Town of Alta (“Town”) as the Town’s land use appeal authority, with members of the Town Council serving as members of the appeal authority during their respective terms; and,

WHEREAS, during the 2026 General Session, the Utah Legislature passed S.B. 284, which amended Utah Code Section 10-20-1101 to provide that, beginning July 1, 2026, a city described in Utah Code Subsection 10-20-302(5)(a)(i) may not designate the city’s legislative body as an appeal authority; and,

WHEREAS, although the Town of Alta is not mandated under the State Code to change its appeal authority, it is recommended that separating the appeal authority from the legislative body reflects the policy expressed in Utah Code Subsection 10-20-1101(1)(d) and is in the best interest of the Town; and,

WHEREAS, the Town Council finds that designating an administrative law judge as the Town’s land use appeal authority will provide impartial and experienced review of land use decisions;

WHEREAS, the Town of Alta already utilizes an Administrative Law Judge for Civil Code Enforcement Hearing pursuant to Title 12;

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF ALTA, UTAH THAT:

SECTION I: Amended. Sections 10-5-1 and 10-5-2 of the Alta Town Code are hereby amended to read as follows:

10-5-1: CREATED:

There is hereby created a town appeal authority. An administrative law judge appointed by the Mayor with consent of the town council will serve as the appeal authority The town council will serve as the appeal authority.

10-5-2: TERMS, ~~ELIGIBILITY OF MEMBERS:~~

~~The Administrative Law Judge shall serve a term of five (5) years and may be reappointed. Members of the town council shall serve as members of the appeal authority during each member's respective town council term. So long as a person remains a member of the town council, that person will be a member of the appeal authority.~~

10-5-3: AUTHORITY:

The appeal authority shall serve as the final arbiter of issues involving the interpretation or application of land use ordinances. The appeal authority shall hear requests for variances. ~~The appeal authority may not entertain an appeal of a matter in which the appeal authority, or any member of the appeal authority, had first acted as the land use authority.~~

SECTION II: Effective Date. This Ordinance shall take effect upon publication.

PASSED AND ADOPTED by the Town Council of Alta, Utah, this _____ day of _____ in the year 2026.

By: TOWN OF ALTA

Mayor, Roger Bourke

Attest:

Jen Clancy, Town Clerk

Date ordinance summary was published on the Utah Public Notice website: _____

Effective date of Ordinance: _____

Vote:

Mayor Bourke _____

Councilmember Anctil _____

Councilmember Heimark _____

Councilmember Morgan _____

Councilmember Schilling _____

TOWN OF ALTA

ORDINANCE # 2026-O-__

AN ORDINANCE AMENDING SECTION 10-6A-5 OF THE TOWN OF ALTA MUNICIPAL CODE TO AMEND AUTHORITY TO DETERMINE SETBACK REQUIREMENTS IN THE FORESTRY AND RECREATION ZONES FROM THE TOWN COUNCIL TO THE PLANNING COMMISSION

WHEREAS, Section 10-6A-5 of the Alta Town Code presently provides that, because of the unique nature of topography and climatic conditions within the Town of Alta (“Town”), side, rear and front yard requirements in the forestry and recreation zones are determined on an individual basis by the town council acting upon the recommendation of the planning commission;

WHEREAS, the determination of yard requirements for an individual property is an administrative application of the Town’s land use ordinances rather than a legislative act; and,

WHEREAS, the Planning Commission determines the setbacks in the other zones in the Town (Forestry Multi-Family Zone and Base Facility Zone), and,

WHEREAS, Title 10, Chapter 4 and Utah Code Section 10-20-302 sets forth the purpose, powers, and duties of the planning commission, and the Town Council finds the planning commission well suited to make these determinations;

NOW THEREFORE, BE IT ORDAINED by the Town Council of Alta, Utah that:

SECTION I: Amended. Section 10-6A-5 of the Alta Town Code is hereby amended to read as follows:

10-6A-5 Yard Regulations.

Because of the unique nature of topography and climatic conditions within the town, the side, rear and front yard requirements will be determined on an individual basis by ~~the town council, acting upon the recommendation of~~ the planning commission

SECTION II: Effective Date. This Ordinance shall take effect upon publication.

PASSED AND ADOPTED by the Town Council of Alta, Utah, this ____ day of _____, 2026.

By: TOWN OF ALTA

Mayor, Roger Bourke

Attest:

Jen Clancy, Town Clerk

Date ordinance summary was published on the Utah Public Notice website: _____

Effective date of Ordinance: _____

Vote:

Mayor Bourke _____

Councilmember Ancil _____

Councilmember Heimark _____

Councilmember Morgan _____

Councilmember Schilling _____

II. Scope of Services

The scope of work is for part-time professional planning services and technical expertise on an as-needed basis. The Town is seeking a planner or planning firm to provide the following functions:

1. **Application Review:** Assist town staff in reviewing land use and other development-related applications.
2. **Ordinance development:** Draft code amendments, research comparable standards, and prepare supporting memos. Review and draft application forms for land use approvals such as conditional use permit, subdivision, or zoning amendment applications.
3. **Planning Commission Support:** Prepare staff reports or summaries, findings, and recommendations; assist with meeting preparation; attend meetings as directed.
4. **General Plan Support:** Lead or assist staff in developing updates to the Town of Alta General Plan.
5. **Administrative Support:** Prepare short technical memos, compile application files, and assist with procedural documentation.
6. **Coordinate with Town Engineer and Town Building Official (both on contract)**
7. **Other planning-related tasks and projects as needed**
8. **Time per week: 0-5 hours**
9. **Contract term: 2 years with option to renew annually after 1st year**

Alta General Plan Update

Scope of Work Overview

Alta Planning Commission Meeting



Goals

Review, update, and enhance the entire 2005 Alta General Plan and adopt a new plan with focus on key policy and planning areas

■ **Modernized Plan & Vision**

Update the vision statement and Section 4.3 Town Center Commercial as needed.

■ **Economic/Market Analysis**

Creating year-round business activity; potential for new retail; BFZ residential prohibition.

■ **Zoning Recommendations**

Identify future updates to the Base Facilities Zone and related districts if necessary.

■ **Transportation Readiness**

Prepare for UDOT projects — especially the Town Shuttle program.

■ **Housing Toolkit**

Tools and strategies to help grow Alta's local housing supply.

The Commission's Role

Utah Code 10-9a / 10-20 sets out what the Commission must do

Municipal General Plans

UCA 10-20-401, 10-20-404

*The Commission **prepares and recommends** a proposed general plan to the Town Council — the Council alone adopts it.*

*Before starting, the Commission **provides public notice** of its intent to make a recommendation for a general plan or amendment.*

*At minimum, the plan **must include** the Commission's recommendations on land use, transportation and traffic circulation, and moderate-income housing.*

*Once adopted, the plan is an **advisory guide** for land use decisions — zoning, capital projects, and Town priorities are expected to align with it.*

UCA 10-20-404, 10-9a-405

Discussion for the Commission

Input tonight will help shape the RFP

- **What should we look for in a consultant?**

Resort/gateway community experience? Alta familiarity?

- **What does the Commission want the update to focus on?**

Commercial Core / Base Facilities Zone, housing, transportation, resilience, what else?

- **What is your highest priority?**

If there's one thing we can't leave out, what is it?

- **Help us figure out a public engagement strategy**

The Commission will be the forum where stakeholder and general public input are gathered and applied to the plan.

[Link to 2005 Town of Alta General Plan](#)