



MINUTES – Planning Commission

Thursday, June 13, 2024

City of Saratoga Springs City Offices

1307 North Commerce Drive, Suite 200, Saratoga Springs, Utah 84045

PLANNING COMMISSION MEETING MINUTES

CALL TO ORDER - 6:00 p.m. by Vice Chair Ken Kilgore.

1. **Pledge of Allegiance** - led by Commissioner Virginia Rae Mann
2. **Roll Call** – A quorum was present

Present:

Commission Members: Ken Kilgore, Jack K. Mangum, Virginia Rae Mann, Doug Willden.
Staff: Sarah Carroll, Planning Director; Ken Young, Community Development Director; Austin Roy, Senior Planner; Rulon Hopkins, Assistant City Attorney; Kyle Kingsbury, Engineer; Wendy Wells, Deputy Recorder.

Others: David Funk, Brent Neel, Austin Cooper, Madison Ostler, Daniel Schmidt.

Excused: Commissioner Rachel Sprosty Burns, Commissioner Reed Ryan, Commissioner Scott A. Hill.

3. **Public Input** - Public input was opened by Vice Chair Ken Kilgore.

David Funk expressed concern about information he said came from UDOT regarding Pioneer Crossing coming through Saratoga Springs, and wondered if the City would be taking this into consideration.

Public Input Closed by the Vice Chair.

Planning Director Sarah Carroll responded that the City has had monthly meetings with UDOT and MAG to discuss transportation priorities. There have also been meetings with UTA to discuss additional bus routes in the future. She reviewed several upcoming projects that are planned with funding that has recently been approved.

Commissioner Kilgore asked what the timeline might be for the Pioneer Crossing expansion.

Planning Director Sarah Carroll said she believes it would be a full year project with a possible 2025-2026 date, but was uncertain if that was a start or completion date.

BUSINESS ITEMS

1. **Holiday Oil Ring Road. Site Plan and Preliminary Plat. Located at 2003 S. Redwood Road. Brent Neel as applicant.** Senior Planner Austin Roy presented the item. The applicant requests approval for a commercial Preliminary Plat for the Holiday Oil Ring Road Plat; consisting of one lot that is 2.23 acres, and Site Plan for a Holiday Oil Gas Station C-Store, Drive-Thru, and Car Wash. Located on the Northwest corner of Redwood Road and 2015 South Street.

Senior Planner Austin Roy noted there was an error on page 3 of the Staff Report that stated lighting does not comply, but he clarified the lighting does comply.

Applicant Brent Neel of Holiday Oil was in attendance to answer questions, and expressed excitement to have another Holiday Oil in the City.

Commissioner Kilgore asked if the applicant was willing to comply with all the Findings and Conditions in the Staff Report. He asked for more information about the Engineer's Report statement that said, "reroute to avoid delays" in regard to the traffic study.

Applicant Brent Neel agreed he is willing to comply with the Findings and Conditions in the Staff Report. He addressed the traffic study and relayed it was done by traffic engineers. He said there would be access points to both Redwood Road, and Ring Road. His understanding was that having two access points should alleviate traffic delays.

Motion made by Commissioner Willden to forward a recommendation for approval of the requested Site Plan and Preliminary Plat for Holiday Oil Ring Road, located at 2003 South Redwood Road, with the Findings and Conditions in the Staff Report. Seconded by Commissioner Mann.

Yes: Ken Kilgore, Jack K. Mangum, Virginia Rae Mann, Doug Willden.

No: None.

Absent: Rachel Sprosty Burns, Reed Ryan, Scott A. Hill.

Motion passed 4 - 0.

2. **Northern Frontier Business Park Lot 4 Site Plan.** Located at 2238 N Redwood Road. Josh Moffat as applicant. Planning Director Sarah Carroll presented the item. This is a request for approval of a Site Plan for an Office Warehouse building. Access to the lot will be from Stagecoach Drive on the east side of the lot and south side of Fall Harvest Drive, with no access to the lot from Redwood Road.

Austin Cooper was present to answer questions. He was representing the applicant and JDH development.

Commissioner Kilgore raised a question about redlines in the Staff Report and wondered if there were any anticipated issues. He thanked the applicant for a clean application.

Planning Director Carroll clarified that the redlines are a way for Staff to quickly note what has changed.

Motion made by Commissioner Willden to recommend approval to the City Council of the proposed Northern Frontier Business Park, Lot 4 Site Plan, located at 2238 North Redwood Road, with the Findings and Conditions in the Staff Report. Seconded by Commissioner Mangum.

Yes: Ken Kilgore, Jack K. Mangum, Virginia Rae Mann, Doug Willden.

No: None.

Absent: Rachel Sprosty Burns, Reed Ryan, Scott A. Hill.

Motion passed 4 - 0.

3. **Approval of Minutes: May 30, 2024.**

Motion made by Commissioner Mangum to approve the minutes of May 30, 2024. Seconded by Commissioner Willden.

Yes: Ken Kilgore, Jack K. Mangum, Virginia Rae Mann, Doug Willden.

No: None.

Absent: Rachel Sprosty Burns, Reed Ryan, Scott A. Hill.

Motion passed 4 - 0.

PUBLIC HEARINGS

1. **Amendments to Title 19 Land Development Code of the City of Saratoga Springs, Chapter 19.20 - Internal Accessory Dwelling Units (IADU) Map Amendment for Arcadia Springs Subdivision Plats A & B, located approximately Northwest of the 1400 North and Crossroads Blvd. intersection. Madison Ostler as applicant.** Community Development Director Ken Young presented the item. The applicant is proposing an amendment to the City's IADU map to allow property owners within the proposed plat to register for one IADU per lot.

Applicant Madison Ostler of Saratoga Springs was present to answer any questions.

Public Hearing Open by Vice Chair Kilgore. Receiving no public comment, the public hearing was closed by the Vice Chair.

Commissioner Willden inquired if any neighbors had expressed concern about the proposed IADU.

Community Development Director Ken Young replied there had been no concerns that had come up in the application or the neighborhood HOA minutes.

Applicant Madison Ostler commented that the builder had told home buyers the neighborhood had already been approved for IADUs, or that the application for IADUs had been submitted. She felt that some people had built their homes based on this information, and that the builder had not followed through with the application.

Commissioner Mangum appreciated the applicant working to make the change to the IADU map, and was in favor of the amendment.

Commissioner Kilgore asked if the IADU approval could be reversed, if the neighborhood were to expand and the majority (with the new growth) were not in favor of IADUs.

Community Development Director Ken Young clarified that for the most part, for newer plats approved after October 2021, by state law IADUs must be permitted. He explained that there were some plats that had been approved prior to the effective date that had not been approved for IADUs. Those who lived within those areas could submit an application to amend the IADU map for their area if they wished.

Commissioner Mangum asked what the consequence would be if someone rented out in an area not approved or permitted for an IADU, and a neighbor complained.

Community Development Director Ken Young advised that it would be a Code Enforcement action if the City was aware of it, or had received a complaint, but the City was not actively looking for those violations.

Motion made by Commissioner Willden that the Planning Commission forward a recommendation for approval of the requested IADU Map Amendment for Arcadia Springs Plats A & B, located Northwest of the 1400 North and Crossroads Boulevard intersection, with the Findings and Conditions in the Staff Report. Seconded by Commissioner Mann.

Yes: Ken Kilgore, Jack K. Mangum, Virginia Rae Mann, Doug Willden.

No: None.

Absent: Rachel Sprosty Burns, Reed Ryan, Scott A. Hill.

Motion passed 4 - 0.

2. **Saratoga Springs Commercial Plat G General Plan (GP) Land Use Map Amendment from Business Park (BP) to Regional Commercial (RC), and Rezone from Agriculture (A) to Regional Commercial (RC) and MF-18, and accompanying Concept Plan. Located at approximately 400 West and Crossroads Blvd. Dan Schmidt as applicant.** Community Development Director Ken Young presented the item. The amendments aim to reconfigure the high-density designation and to rezone about 14.2 acres to accommodate a multi-family development. This development plan utilizes the canal as open space, in alignment with the Parks and Trails Masterplan, and integrates the regional trail along the canal.

Daniel Schmidt of WPI in Highland was in attendance to answer questions.

Public Hearing Open by Vice Chair Kilgore. Receiving no public comment, the public hearing was closed by the Vice Chair.

Commissioner Willden received clarification that the proposed rezone would not impact overall density. He also wondered if there would be any neighborhoods impacted or concerned by the proposed change.

Community Development Director Ken Young explained that the zoning is appropriate for the area, and all property owners within 300 feet had received notification of the proposed rezone.

Commissioner Kilgore asked about a few instances in the Staff Report that stated: "up for discussion".

Community Development Director Young explained that in those instances where the language “up for discussion” was used, it indicated that Staff did not have a strong recommendation, and Commissioners could discuss those items.

Commissioner Willden commented that those most impacted had been notified by mail, and there had been no response to the notifications, so there may not be a big concern with the proposed change.

Commissioner Kilgore asked if any traffic patterns were expected to change.

Community Development Director Ken Young explained there would be four access points, a proposed traffic light location, and Staff had reviewed the concept, and it lines up with the Transportation Master Plan.

Community Development Director Ken Young advised there could be some questions about the current future zoning of Business Park in this area having a proposed rezone to Regional Commercial. He related there will be some other Business Park areas designated nearby, so Staff feels there are sufficient Business Park zoning areas in the nearby vicinity.

Commissioner Kilgore wondered if the Business Park zone in this area was initially intended as a buffer to the Regional Commercial zone, and if the proposed change would negatively affect that.

Community Development Director Ken Young responded that Business Park is not usually a major buffer, and the demand for Regional Commercial in this area is stronger than Business Park.

Commissioner Mangum wondered how an area can be zoned for both Agricultural and Business Park.

Community Development Director Ken Young explained that right now, Business Park is just a land use designation, not a zone, and many times the Agriculture Zone is used as a “holding zone” until an applicant comes in with a requested use.

Motion made by Commissioner Mann that the Planning Commission forward a recommendation for approval to the City Council for the requested General Plan Amendment and Rezone for Saratoga Springs Commercial Plat G, located at approximately Crossroads Blvd and Pioneer Crossing, with the Findings and Conditions in the Staff Report. Seconded by Commissioner Mangum.

Yes: Ken Kilgore, Jack K. Mangum, Virginia Rae Mann, Doug Willden.

No: None.

Absent: Rachel Sprosty Burns, Reed Ryan, Scott A. Hill.

Motion passed 4 - 0.

- 3. Amendments to Title 19 Land Development Code of the City of Saratoga Springs, Chapter 19.27 – Addressing and Street Naming. City Initiated.** Planning Director Sarah Carroll presented the item. The proposed revisions to the code aim to streamline addressing standards, clarify street-naming criteria, address the unique challenges of townhome addressing, establish guidelines for numbering units with rear-loading access from alleys, and incorporate language to prevent duplication of addresses and street names.

Planning Director Sarah Carroll reviewed redlines in the Staff Report and went over what the proposed changes would be correcting.

Public Hearing Open by Vice Chair Kilgore. Receiving no public comment, the public hearing was closed by the Vice Chair.

Commissioner Willden complimented Staff on an excellent job and acknowledged all the work that had been done. He wondered if developers were involved in the street naming process.

Planning Director Sarah Carroll explained that the process begins with a developer proposing street names and then the City checks for duplications.

Commissioner Kilgore asked what the process would be for submitting requests for IADU addresses. He also received clarification that it was customary to charge fees like those listed in the Staff Report.

Planning Director Sarah Carroll responded that the City typically uses unit numbers for an IADU and the applicant has to apply to the Post Office for address approval.

Motion made by Commissioner Mangum based upon the evidence and explanations received today, to forward a positive recommendation to the City Council for the proposed amendment to Title 19, with the Findings and Conditions in the Staff Report. Seconded by Commissioner Willden.

Yes: Ken Kilgore, Jack K. Mangum, Virginia Rae Mann, Doug Willden.

No: None.

Absent: Rachel Sprosty Burns, Reed Ryan, Scott A. Hill.

Motion passed 4 - 0.

4. **General Plan Amendments for various city owned properties to Institutional/Civic from various General Plan uses, and Rezones for various city owned properties to Institutional/Civic from various Zones. City Initiated.** Community Development Director Ken Young presented the item. This request is proposed to provide for various development opportunities on City-owned properties, and to permit some limited additional uses that will be complimentary and ancillary to City facilities and parks.

Public Hearing Open by Vice Chair Kilgore.

David Funk of Saratoga Springs wanted to know if the Institutional/Civic designation was related to all parks. He wondered if the City did anything about rodents in the Park areas that may go into neighborhood areas. He inquired about the road near the North Fire Station and what the future plans and possible rezones for that area might be.

Public Hearing Closed by the Vice Chair.

Community Development Director Ken Young clarified that there are some private parks that we don't zone for, and not all parks would be zoned Institutional Civic designation. He thought that extermination or animal control might be able to help with mitigation of any rodent problems, should those occur. He explained that the plans for the Mountain View Corridor widening have not been finalized, and if a property owner wanted to change the use, then a rezone could be applied for.

Commissioner Mangum asked if the City would be losing any benefits by changing the zoning.

Community Development Director Ken Young explained that the proposed amendments would add additional opportunities and would be beneficial.

Commissioner Willden observed that some ancillary uses could include take-out restaurants and some retail and he wondered how the uses would be managed.

Community Development Director Young reiterated that the proposed changes would be for City-owned properties, and a Site Plan would be required for any developments that would occur. It is anticipated that these would be small and limited opportunities.

Commissioner Kilgore received clarification that the proposed zone change would not impact any property owners, since the properties involved are all City-owned, and that a date listed in the Staff Report contained a typo that would be corrected.

Motion made by Commissioner Mann that the Planning Commission forward a recommendation for approval of the proposed General Plan Amendments and rezones of various City-owned properties as shown in Exhibit 1, to Institutional/Civic, with the Findings and Conditions in the Staff Report.

Seconded by Commissioner Willden.

Yes: Ken Kilgore, Jack K. Mangum, Virginia Rae Mann, Doug Willden.

No: None.

Absent: Rachel Sprosty Burns, Reed Ryan, Scott A. Hill.

Motion passed 4 - 0.

5. **General Plan Amendment from Rural Residential to Natural Open Space for BLM Land - Utah County Parcel 59:004:0003. City Initiated.** Community Development Director Ken Young presented the

item. This request is to correct the intended land use of some acreage within the City's Annexation Policy Plan area, adjacent to and outside of current city boundaries. The identified +/- 80 acres of small canyons on BLM Land has not been included in City service areas, and would not be considered developable.

Public Hearing Open by Vice Chair Kilgore. Receiving no public comment, the public hearing was closed by the Vice Chair.

Commissioner Willden wanted to know what the impact would have on landowners and it would affect their property values.

Community Development Director Young advised that the owner is BLM and they are currently outside of the City boundaries. Staff is not aware of any interest expressed on the adjacent undeveloped properties.

Commissioner Mann asked if this would create additional obstacles for developers in the future.

Community Development Director Young explained that the land has not been annexed into the City, so the first step for a developer would be to request annexation.

Commissioner Mangum received clarification on the specific parcel area. A map was presented to the Commissioners, and an explanation was given regarding the location of the area.

Motion made by Commissioner Mann that the Planning Commission forward a recommendation for approval of the proposed General Plan Amendment to change the future land use designation on property as identified in Exhibit 1, from Rural Residential to Natural Open Space, with the Findings and Conditions in the Staff Report. Seconded by Commissioner Willden.

Yes: Ken Kilgore, Jack K. Mangum, Virginia Rae Mann, Doug Willden.

No: None.

Absent: Rachel Sprosty Burns, Reed Ryan, Scott A. Hill.

Motion passed 4 - 0.

REPORTS

1. Commission Comments.

Commissioner Willden expressed appreciation to Community Development Director Ken Young for his good explanations and taking the time to teach the Planning Commissioners.

2. Director's Report. – Planning Director Sarah Carroll advised of recent City Council actions. She reminded Commissioners that the next Planning Commission meeting will be June 27th.

CLOSED SESSION

Possible motion to enter into closed session – No closed session was held.

ADJOURNMENT


Meeting Adjourned Without Objection at 7:24 p.m. by Vice Chair Ken Kilgore.

6/27/2024

Date of Approval


Deputy City Recorder




Planning Commission Chair