



# AGENDA – City Council Meeting

Mayor Jim Miller  
Mayor Pro Tempore Stephen Willden  
Council Member Audrey Barton  
Council Member Christopher Carn  
Council Member Michael McOmber  
Council Member Lance Wadman

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**CITY OF SARATOGA SPRINGS**  
**Tuesday, November 19, 2024 @ 6:00 pm**  
City of Saratoga Springs Council Chambers  
1307 North Commerce Drive, Suite 200, Saratoga Springs, UT 84045

## POLICY MEETING

### CALL TO ORDER

1. Roll Call.
2. Invocation / Reverence.
3. Pledge of Allegiance.
4. Recognition for Promotion to Sergeant for Officer Carl Hamer.
5. Public Input – *Time for Public Input is limited to no more than 15 minutes total. This time has been set aside for the public to express ideas, concerns, and comments for subject matter not listed as public hearing on the agenda.*

### REPORTS

1. Mayor.
2. City Council.
3. Administration.
4. Department Reports: Police, Fire/EMS, First Quarter FY 2024-2025 Financial Report.

### BOARD OF CANVASSERS

1. Canvass of Election Results. Resolution 24-56 (11-19-24).

### PUBLIC HEARING

*The Council will accept public comment and may approve the following items:*

1. Budget Amendment for Fiscal Year 2024-2025. Resolution R24-57 (11-19-24).

### CONSENT ITEMS

*The Council may approve these items without discussion or public comment and may remove an item to Business Items for discussion and consideration.*

1. Intent to Annex Pony Express Well Site. City Initiated. Resolution R24-58 (11-19-24).
2. Bid Award for ARPA Grant Funded Concrete Pond Lining. Resolution R24-59 (11-19-24)
3. The Big Green Major Site Plan Amendment. Located at 1532 N. Exchange Drive, Stephen Sayada as applicant.
4. Northshore Commerce – Picklr Pickleball Courts Parking Determination, located at 629 N Saratoga Rd. Elizabeth Cole and Rachel Fox as applicants.
5. Intent to Annex West Saratoga, 162 Acres. Resolution R24-60 (11-19-24).
6. Update to Contracting and Purchasing Policy. Resolution R24-61 (11-19-24)
7. Approval of Minutes: October 15, 2024.

Supporting materials are available for inspection on the City Website, [www.saratogasprings-ut.gov](http://www.saratogasprings-ut.gov). Questions and comments to Staff and/or Council may be submitted to [comments@saratogasprings-ut.gov](mailto:comments@saratogasprings-ut.gov). Meetings are streamed live at <https://www.youtube.com/c/CityofSaratogaSprings>.

PLEASE NOTE: The order of items may be subject to change with the order of the Mayor. One or more council members may participate by electronic telecommunication means such as phone, internet, etc. so that they may participate in and be counted as present for all meeting purposes, including the determination that a quorum is present.

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify the City Recorder at 801.766.9793 at least two days prior to the meeting.

## **BUSINESS ITEMS**

*The Council will discuss (without public comment) and may approve the following items:*

1. Thrive Drive Daycare Site Plan, located approx. 204 E Thrive Drive. Logan Johnson as applicant.
2. Sanitary Sewer Management Plan (SSMP). Resolution 24-62 (11-19-24).

## **CLOSED SESSION**

*Possible motion to enter into closed session for the purchase, exchange, or lease of property; pending or reasonably imminent litigation; the character, professional competence, or the physical or mental health of an individual; or the deployment of security personnel, devices, or systems.*

## **ADJOURNMENT**



Police Department  
November 2024



# SSPD Training and Special Events

## **\* Recent Police Department Training**

- AUG: SWAT Team Training: Live Fire Operations at Shoot House
- SEP: Department Training: Range Qualifications, De-Escalation Training
- OCT: SWAT Team Training: Clearing Operations and Shield Operations  
Department Training: City Wide Employee Training
- NOV: Department Training: Spanish Skills, Mental Wellness, DUI Arrests, Defensive Tactics

## **\* Recent Special Events/Community Activities**

- Citizens Academy
- 5K Fun Run for Heroes for Patriot Day
- Fall Festival
- Recruitment and Officer Testing
- Victim Advocate Recruitment
- Sergeant's Exam
- K9 Demo at Springside Elementary
- K9 Demo at Thunder Ridge Elementary
- DUI Education Event at Westlake High School
- Support to Westlake High School Lacrosse Team Run





# SSPD November 2024 Update

## **Citizen and Community Interaction**

A very successful citizens academy was conducted with 19 citizen students graduating. A police department booth was operated at the Fall Festival. The annual 5-K Fun Run for Heroes was conducted in conjunction with Patriot Day. The K9 Team provided a demo for the city library, as well as two of our local elementary schools. The police department's Neighborhood Outreach Coordinator posted numerous safety and informational posts on social media.

## **Employee Recruitment/Personnel**

The department continued the conduct of new officer testing & interviews and field training of new officers. The department also conducted a comprehensive sergeant's promotional exam that included an essay style written test, oral interview board, resume grading and peer evaluation review board. The department also conducted recruitment for the Victim Advocate position (replacement).

## **Training**

Department training includes subjects that prepare officers to deal with the highly challenging situations they face on the job on a daily basis. This included not just the procedural methodologies, but how to deal with these challenging situations from a mental wellness standpoint. The training has a focus on officer and citizen safety, less lethal methods, and approaches to minimize hazards.

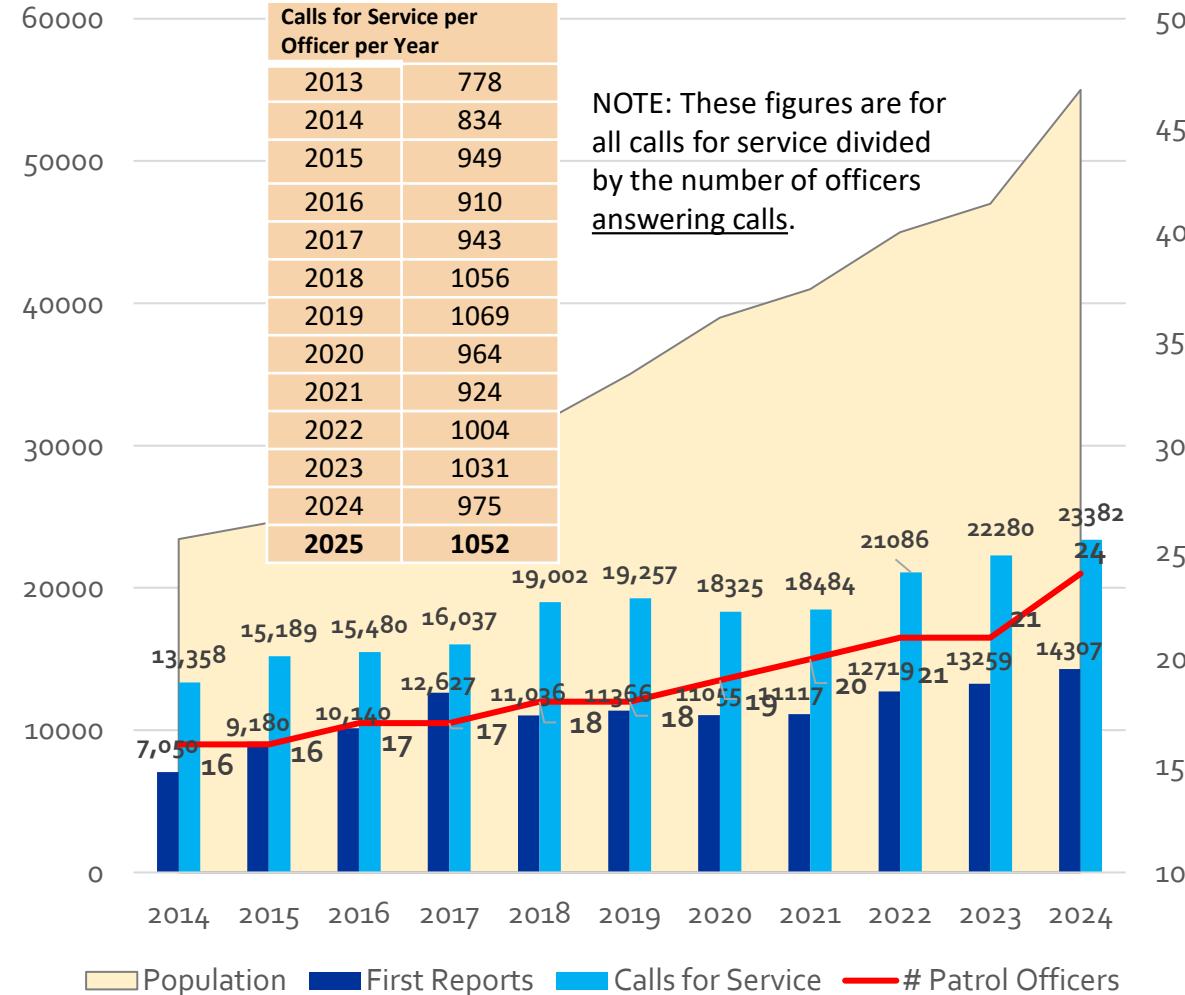


# SSPD – Work Load

<b>CALLS FOR SERVICE</b>			<u>Original Projection</u>
2013	11673	(2% Increase)	
2014	13358	(14% Increase)	
2015	15189	(14% Increase)	
2016	15480	(2% Increase)	
2017	16037	(4% Increase)	
2018	19002	(19% Increase)	18352
2019	19257	(3% Increase)	19572
2020*	18325	(6% Decrease)	21529
2021	18484	(1% Increase)	21138
2022	21086	(14% Increase)	20147
2023	21650	(3% Increase)	22984
2024	23382	(8% Projected)	23382

**11 year average: 7% increase in calls per year. \* COVID also provided an “anomaly year”.**

<b>INCIDENTS w/FIRST REPORTS</b>		
2013	6214	(23% Increase)
2014	7050	(13% Increase)
2015	9180	(30% Increase)
2016	10140	(10% Increase)
2017	12627	(26% Increase)
2018	11036	(12% Decrease)
2019	11366	(3% Increase)
2020	11055	(2% Decrease)
2021	11117	(1% Increase)
2022	12719	(15% Increase)
2023	13023	(3% Increase)
2024	14307	(10% Increase)





# SSPD Areas of Focus and “Truths”

## **Police Department Areas of Focus:**

- \* Providing Professional and Fair Law Enforcement Services
- \* Officer Safety
- \* Officer Training, Wellness/PTSD, Retention
- \* Mental Health, Suicide and Opioid Epidemic Response
- \* School Safety
- \* Real Time Data Information/Mapping Technology
- \* Forensics/Evidence Technology (FARO, Digital, DNA, Drones)
- \* Special Operations (SWAT, Active Shooter, Terrorism Awareness)
- \* Use of Force Management and Review
- \* Media/Social Media Use and Response
- \* Community Interface

## **Police Department “Truths”**

- \* People Are More Important Than Hardware/Systems
- \* Quality is Generally More Important Than Quantity
- \* Police Officers Are Not Easily or Quickly Recruited or Trained
- \* Police Capability Cannot Be Produced Upon/During an Emergency
- \* Police Require Competent Support Staff



# Fire & Rescue Quarterly Report 11/19/2024

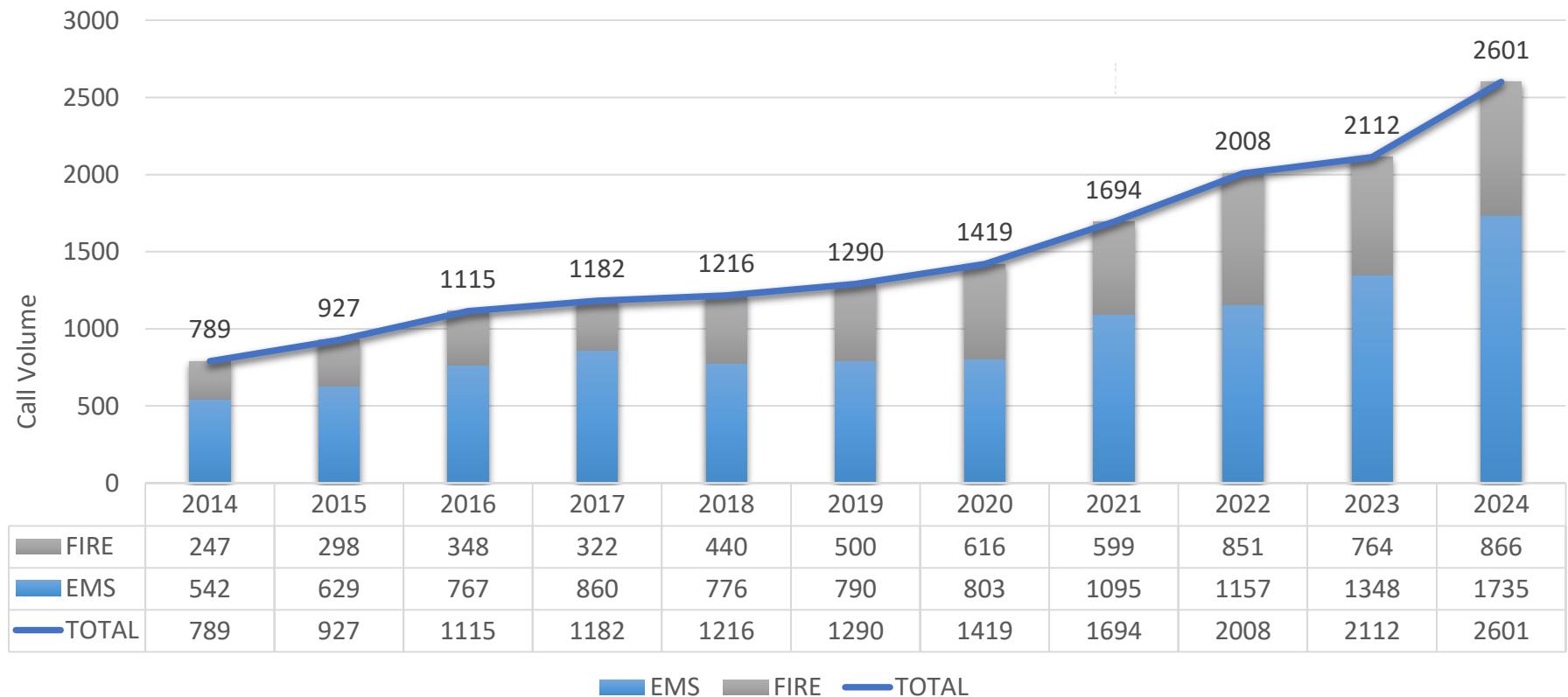


# 2024 YTD Data

## Notes

- 40 % increase in calls compared to this time last year. Primarily due to IFT's & an increase in fire calls.
- 608 IFT's YTD
- 2 IFT's per day avg.

## 10 YEAR TREND & 2024 YTD





# Quarterly Report

- 2 Day Leadership Training for Captain and Chief Officers
- South station addition is scheduled for completion on December 20<sup>th</sup>
- Multi-station structure fire training exercise for each shift
- New engineer Dave Perry hired with 20 years of experience
- Sent 4 paramedics to a national conference for insight into best practices and upcoming profession changes.
- Coordinated a successful multi-agency Mass Casualty Incident drill including Alpine School District, Airlife, Lehi Fire, UFA, Intermountain Health-SSER & Westlake ER
- Work continues on the Hazard Mitigation Plan Update
- Work continues on the Fire/EMS Master Plan



# Questions?



## CITY COUNCIL STAFF REPORT

Author: Chelese Rawlings, Finance Manager  
Subject: First Quarter FY 2025 Budget Financial Statements  
Date: November 19, 2024  
Type of Item: Informational

### Topic

Attached are the first quarter budget financial statements for the fiscal year 2024-25.

### Background

The Council adopted the budget on May 21, 2024. The attached reports show the actuals in comparison to the budget up to September 30, 2024.

### Analysis/Overview of the General Fund

Revenues in comparison to last year first quarter:

- Property Tax revenue collected is more by \$71,034.
- Sales tax revenue collection is more by over \$163,176.
- Franchise and energy taxes are more by \$96,733.
- Licenses and Permits are less by \$144,885.
- Collected \$379,814 more in charges for services.
- Collected approximately \$67,097 less in other revenue
- Overall, revenue is more by \$477,353.

Expenditures in comparison to last year first quarter:

- Total General Fund expenditures increased by \$1,325,581 in comparison to the prior year.  
The following table breaks out the disparity

Expenditures by Major Object	
Personnel	859,064
Materials, Supplies, and Services	259,947
Capital Outlay	206,570
Transfers	0



## Summary

The City of Saratoga Springs has two investment accounts: The Public Treasurers' Investment Fund (PTIF) which holds 88.9% of our investments and Moreton Investment Group which holds 11.1%. As of September 30, 2024 investments in the PTIF had a current yield of 5.25%, Moreton had a current yield of 5.20%.

The City of Saratoga Springs is under the 25 percent threshold of expenditures to date. The threshold is determined to be 25 percent because the first quarter reflects one fourth of our budget. In the General Fund, we are currently at 16.1 percent of budgeted expenses.

The revenues are under the 25 percent threshold, we are currently at 11.3 percent of budgeted revenues.

Due to the way our current general ledger structure is set up, the beginning fund balance is added as budgeted revenue to be included with the revenues currently received. These monies were collected in previous years and are being used in the current year to balance the budget for projects in which will now be using the funds. The current percentage of collected revenues not including fund balance for each fund is below:

Fund	Percentage of Total Revenue Collected w/out Fund Balance
<b>General Fund</b>	14.7%
<b>Zone 2 Water Improvement SID</b>	17.5%
<b>Storm Drain-Capital Proj Fund</b>	10.2%
<b>Parks - Capital Projects Fund</b>	46.7%
<b>Roads - Capital Projects Fund</b>	3.5%
<b>Public Safe-Capital Proj Fund</b>	8.1%
<b>Capital Projects Fund</b>	3.4%
<b>Debt Service Fund</b>	24.9%
<b>Street Lighting Fund</b>	32.2%
<b>Water Fund</b>	37.9%
<b>Sewer Fund</b>	33.9%
<b>Wastewater Capital Proj Fund</b>	19.1%
<b>Storm Drain Enterprise Fund</b>	29.0%
<b>Garbage Utility Fund</b>	28.7%
<b>Cul Water Capital Proj Fund</b>	6.6%
<b>Secondary Water Capital Proj Fund</b>	0.1%
<b>Water Rights Fund</b>	33.5%

**City of Saratoga Springs KRI Analysis**

<b>2024-2025 (Q1)</b>					
Revenue Type	\$ Variance Prior Year (YTD)	% Variance Prior Year (YTD)	\$ Variance Multi-Year* (YTD)	% Variance Multi-Year* (YTD)	Comments
TAX REVENUE	\$ 370,937.75	24.7%	\$ 543,175.46	53.4%	Sales Tax and Property tax increased, also up when significantly compared to multi year
Property Tax/Fee in Lieu	\$ 71,034.04	47.9%	\$ 43,705.30	24.9%	Increased Property Tax Collected when compared to last year and multi-year. A majority of our property tax is collected in the 2nd qtr of the FY.
Sales Tax	\$ 163,176.18	18.1%	\$ 407,413.73	62.0%	Increased sales tax collection, up when compared to previous and multi year
Franchise & Energy Tax	\$ 96,733.51	21.4%	\$ 160,697.50	41.5%	More energy tax collection compared to last fiscal year, up when compared to multi year.
LICENSES AND PERMITS	\$ 144,885.28	25.5%	\$ 57,931.92	8.8%	Building permits increased in comparison to last fiscal year and mulit-year for the first quarter.
INTERGOVERNMENTAL	\$ (160,738.74)	0.0%	\$ (317,095.95)	-43.6%	Grant Revenue is down compared to prior year due to the retirement of the Safer grant monies.
CHARGES FOR SERVICE	\$ 379,813.94	35.3%	\$ 157,868.02	12.2%	Increase in developmental fees collected mostly in plan checking fees and engineer's inspection fees.
Planning Fees	\$ 114,730.50	26.8%	\$ 26,040.51	5.0%	Planning fees are up compared to last fiscal year and in multi year comparison in all planning revenue categories.
Engineering Fees	\$ 107,812.91	58.9%	\$ (131,901.28)	-31.2%	More Engineer fees collected in comparison to 1st qtr last fiscal year and a decrease for multi-year mainly in engineering inspection fees
Building Fees	\$ 1,610.71	29.0%	\$ (6,880.54)	-49.0%	The increase is due to more building activity than last year at this time, down when compared to multi year.
Other Charges	\$ 150,619.42	33.5%	\$ 321,927.08	115.5%	Other Charges are up from prior year due to receiving an increase in interest revenue, the increase in interest earnings is due to increased rates on both the PTIF and Moreton Investments.
OTHER REVENUE	\$ (67,097.27)	-6.3%	\$ 273,477.33	37.5%	Other Revenue decrease is due to interest revenue and Bluffdale contract 1st qtr payment not received before the end of the 1st qtr.

### 1st Quarter FY2025 Budget Analysis - General Fund

General Fund				
Account	YTD Actual	YTD Budget	% Variance	\$ Variance
<b>Revenue</b>				
TAX REVENUE	1,871,847	1,881,040	-0.5%	9,193
LICENSES AND PERMITS	713,562	593,250	20.3%	(120,312)
INTERGOVERNMENTAL REVENUE	22,938	22,240	3.1%	(698)
CHARGES FOR SERVICES	1,454,210	1,219,675	19.2%	(234,535)
OTHER REVENUE	1,004,671	1,146,269	-12.4%	141,598
ADMINISTRATIVE CHARGES	1,115,617	1,115,617	0.0%	0
CONTRIBUTIONS AND TRANSFERS	0	3,120,188	100.0%	3,120,188
<b>TOTAL REVENUE</b>	<b>6,182,845</b>	<b>5,978,091</b>	<b>3.4%</b>	<b>(204,754)</b>
<b>Expenditures</b>				
LEGISLATIVE DEPARTMENT	66,321	65,422	1.4%	(899)
ADMINISTRATIVE DEPARTMENT	583,236	610,455	-4.5%	27,219
UTILITY BILLING DEPARTMENT	95,756	123,056	-22.2%	27,300
TREASURER DEPARTMENT	161,627	160,466	0.7%	(1,161)
RECORDER DEPARTMENT	54,166	94,509	-42.7%	40,343
ATTORNEY DEPARTMENT	186,320	212,802	-12.4%	26,482
JUSTICE COURT DEPARTMENT	80,606	85,969	-6.2%	5,363
NON-DEPARTMENTAL	523,964	723,322	-27.6%	199,358
GENERAL GOV'T BLDGS & GROUNDS	67,774	88,016	-23.0%	20,242
PLANNING AND ZONING DEPARTMENT	274,503	339,963	-19.3%	65,460
COMMUNITY DEVELOPMENT	82,262	122,548	-32.9%	40,286
POLICE DEPARTMENT	1,645,085	1,782,715	-7.7%	137,630
POLICE DEPARTMENT - BLUFFDALE	570,430	690,753	-17.4%	120,323
FIRE DEPARTMENT	1,177,162	1,419,206	-17.1%	242,044
BUILDING INSPECTION	304,534	438,560	-30.6%	134,026
GRANT EXPENDITURES	50	17,813	-99.7%	17,763
STREETS DEPARTMENT	350,761	399,322	-12.2%	48,561
PUBLIC WORKS DEPARTMENT	213,690	244,723	-12.7%	31,033
ENGINEERING DEPARTMENT	182,183	227,801	-20.0%	45,618
INFORMATION TECHNOLOGY SERVICE	135,734	168,012	-19.2%	32,278
PUBLIC IMPROVEMENTS	139,128	189,155	-26.4%	50,027
PARKS & OPEN SPACES DEPT	547,916	657,560	-16.7%	109,644
RECREATION DEPARTMENT	276,924	316,181	-12.4%	39,257
PUBLIC RELATIONS & COMM OUTREACH	57,313	131,943	-56.6%	74,630
LIBRARY SERVICES	225,973	240,249	-5.9%	14,276
TRANSFERS	769,506	4,518,705	0.0%	3,749,199
<b>TOTAL EXPENSES</b>	<b>8,772,924</b>	<b>14,069,224</b>	<b>-37.6%</b>	<b>5,296,300</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>(2,590,079)</b>			<b>2,590,079</b>

#### Revenue

1) Other Revenue - Have not yet received 1st Quarter Payment for the Bluffdale Contract

#### Expenses

### 1st Quarter FY2025 Budget Analysis - Other Funds

All Other Funds			
Fund	YTD Actual Revenue	YTD Actual Expenses	YTD Net Revenue/(Expense)
ZONE 2 WATER IMPROVEMENT SID	62,711	0	62,711
STORM DRAIN-CAPITAL PROJ FUND	37,744	4,991	32,753
PARKS - CAPITAL PROJECTS FUND	732,608	1,207,286	(474,678)
ROADS - CAPITAL PROJECTS FUND	344,868	46,812	298,056
PUBLIC SAFE-CAPITAL PROJ FUND	211,199	161,605	49,594
CAPITAL PROJECTS FUND	1,173,747	1,743,435	(569,688)
DEBT SERVICE FUND	72,947	0	72,947
STREET LIGHTING FUND	189,843	92,291	97,552
WATER FUND	3,683,667	1,559,957	2,123,710
SEWER FUND	2,517,192	1,213,264	1,303,928
WASTEWATER CAPITAL PROJ FUND	288,781	13,202	275,579
STORM DRAIN UTILITY FUND	449,027	273,402	175,625
GARBAGE UTILITY FUND	841,247	283,265	557,982
CUL WATER CAPITAL PROJ FUND	540,431	2,013,369	(1,472,938)
2NDARY WATER CAPITAL PROJ FUND	1,184	2,613,479	(2,612,295)
WATER RIGHTS FUND	1,418,133	114,735	1,303,398

- 1) Parks Capital Projects Fund - Using Fund balance to pay for current projects
- 2) Capital Projects Fund - using fund balance to pay for current projects
- 3) Cul Water Capital Projects Fund - using fund balance and operations to pay for current projects
- 4) Secondary Water Capital Proj Fund - using fund balance and operations to pay for current projects

CITY OF SARATOGA SPRINGS  
FUND SUMMARY  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

GENERAL FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<b>REVENUE</b>				
TAX REVENUE	1,871,847	23,513,000	21,641,153	8.0
LICENSES AND PERMITS	713,562	2,373,000	1,659,438	30.1
INTERGOVERNMENTAL REVENUE	22,938	2,224,000	2,201,062	1.0
CHARGES FOR SERVICES	1,454,210	4,878,700	3,424,490	29.8
OTHER REVENUE	1,004,671	4,585,074	3,580,403	21.9
ADMINISTRATIVE CHARGES	1,115,617	4,462,469	3,346,852	25.0
CONTRIBUTIONS & TRANSFERS	0	12,480,752	12,480,752	.0
	<hr/>	<hr/>	<hr/>	<hr/>
	6,182,845	54,516,995	48,334,150	11.3
<b>EXPENDITURES</b>				
LEGISLATIVE DEPARTMENT	66,321	186,920	120,599	35.5
ADMINISTRATIVE DEPARTMENT	583,236	2,441,821	1,858,585	23.9
UTILITY BILLING DEPARTMENT	95,756	492,224	396,468	19.5
TREASURER DEPARTMENT	161,627	534,888	373,261	30.2
RECORDER DEPARTMENT	54,166	285,537	231,371	19.0
ATTORNEY DEPARTMENT	186,320	851,206	664,886	21.9
JUSTICE COURT DEPARTMENT	80,606	343,877	263,271	23.4
NON-DEPARTMENTAL	523,964	1,315,130	791,166	39.8
GENERAL GOV'T BLDGS & GROUNDS	67,774	352,064	284,290	19.3
ELECTIONS DEPARTMENT	0	92,500	92,500	.0
PLANNING AND ZONING DEPARTMENT	274,503	1,359,851	1,085,348	20.2
COMMUNITY DEVELOPMENT	82,262	490,193	407,931	16.8
POLICE DEPARTMENT	1,645,085	7,130,859	5,485,774	23.1
POLICE DEPARTMENT - BLUFFDALE	570,430	2,763,012	2,192,582	20.7
FIRE DEPARTMENT	1,177,162	5,676,822	4,499,660	20.7
BUILDING INSPECTION	304,534	1,754,240	1,449,706	17.4
GRANT EXPENDITURES	50	71,250	71,200	.1
STREETS DEPARTMENT	350,761	1,597,286	1,246,525	22.0
PUBLIC WORKS DEPARTMENT	213,690	978,892	765,202	21.8
ENGINEERING DEPARTMENT	182,183	911,204	729,021	20.0
INFORMATION TECHNOLOGY SERVICE	135,734	672,047	536,313	20.2
PUBLIC IMPROVEMENTS	139,128	756,621	617,493	18.4
PARKS & OPEN SPACES DEPT	547,916	2,630,239	2,082,323	20.8
RECREATION DEPARTMENT	276,924	1,264,724	987,800	21.9
PUBLIC REL & COMM OUTREACH	57,313	527,773	470,460	10.9
LIBRARY SERVICES	225,973	960,995	735,022	23.5
OTHER USES	0	10,000,000	10,000,000	.0
TRANSFERS	769,506	8,074,820	7,305,314	9.5
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	8,772,925	54,516,995	45,744,070	16.1
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	( 2,590,080)	0	2,590,080	.0
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CITY OF SARATOGA SPRINGS  
FUND SUMMARY  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

ZONE 2 WATER IMPROVEMENT SID

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<b>REVENUE</b>				
WATER SID REVENUE	59,867	140,000	80,133	42.8
INTEREST REVENUE	2,844	218,000	215,156	1.3
	<hr/> 62,711	<hr/> 358,000	<hr/> 295,289	<hr/> 17.5
<b>EXPENDITURES</b>				
WATER SID EXPENSES	0	358,000	358,000	.0
	<hr/> 0	<hr/> 358,000	<hr/> 358,000	<hr/> .0
	<hr/> 62,711	<hr/> 0	<hr/> ( 62,711)	<hr/> .0

CITY OF SARATOGA SPRINGS  
FUND SUMMARY  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

STORM DRAIN-CAPITAL PROJ FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<b>REVENUE</b>				
INTERGOVERMENTAL REVENUE	0	1,831,845	1,831,845	.0
CONTRIBUTIONS & OTHER SOURCES	0	1,000,000	1,000,000	.0
IMPACT FEES REVENUE	37,744	371,059	333,315	10.2
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	37,744	3,202,904	3,165,160	1.2
<b>EXPENDITURES</b>				
CAPITAL PROJECT EXPENDITURES	4,991	2,587,349	2,582,358	.2
TRANSFERS AND OTHER USES	0	615,555	615,555	.0
	<hr/>	<hr/>	<hr/>	<hr/>
	4,991	3,202,904	3,197,913	.2
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	32,753	0	( 32,753)	.0
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CITY OF SARATOGA SPRINGS  
FUND SUMMARY  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

PARKS - CAPITAL PROJECTS FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<b>REVENUE</b>				
INTERGOVERNMENTAL REVENUE	0	8,198,637	8,198,637	.0
IMPACT FEES REVENUE	732,608	1,568,480	835,872	46.7
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	732,608	9,767,117	9,034,509	7.5
<b>EXPENDITURES</b>				
CAPITAL PROJECT EXPENDITURES	1,207,286	7,607,680	6,400,394	15.9
TRANSFERS AND OTHER USES	0	2,159,437	2,159,437	.0
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	1,207,286	9,767,117	8,559,831	12.4
	<hr/>	<hr/>	<hr/>	<hr/>
	( 474,678)	0	474,678	.0
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CITY OF SARATOGA SPRINGS  
FUND SUMMARY  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

ROADS - CAPITAL PROJECTS FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<b>REVENUE</b>				
SOURCE 33	0	12,610,460	12,610,460	.0
IMPACT FEES REVENUE	344,868	9,865,858	9,520,990	3.5
	<hr/>	<hr/>	<hr/>	<hr/>
	344,868	22,476,318	22,131,450	1.5
<b>EXPENDITURES</b>				
CAPITAL PROJECT EXPENDITURES	46,812	17,153,408	17,106,596	.3
TRANSFERS AND OTHER USES	0	3,322,910	3,322,910	.0
LOAN TO OTHER FUNDS	0	2,000,000	2,000,000	.0
	<hr/>	<hr/>	<hr/>	<hr/>
	46,812	22,476,318	22,429,506	.2
	<hr/>	<hr/>	<hr/>	<hr/>
	298,056	0	( 298,056)	.0
	<hr/>	<hr/>	<hr/>	<hr/>

CITY OF SARATOGA SPRINGS  
FUND SUMMARY  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

PUBLIC SAFE-CAPITAL PROJ FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<b>REVENUE</b>				
IMPACT FEES REVENUE	211,199	2,610,900	2,399,701	8.1
	<hr/>	<hr/>	<hr/>	<hr/>
	211,199	2,610,900	2,399,701	8.1
<b>EXPENDITURES</b>				
CAPITAL PROJECT EXPENDITURES	161,605	2,610,900	2,449,295	6.2
	<hr/>	<hr/>	<hr/>	<hr/>
	161,605	2,610,900	2,449,295	6.2
	<hr/>	<hr/>	<hr/>	<hr/>
	49,594	0	( 49,594)	.0
	<hr/>	<hr/>	<hr/>	<hr/>

CITY OF SARATOGA SPRINGS  
FUND SUMMARY  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

CAPITAL PROJECTS FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<b>REVENUE</b>				
TRANSFERS AND OTHER SOURCES	750,000	16,880,000	16,130,000	4.4
CONTRIBUTIONS & OTHER REVENUE	423,747	17,496,400	17,072,653	2.4
	<hr/>	<hr/>	<hr/>	<hr/>
	1,173,747	34,376,400	33,202,653	3.4
<b>EXPENDITURES</b>				
CAPITAL PROJECT EXPENDITURES	1,743,435	19,842,650	18,099,215	8.8
TRANSFERS AND OTHER USES	0	14,533,750	14,533,750	.0
	<hr/>	<hr/>	<hr/>	<hr/>
	1,743,435	34,376,400	32,632,965	5.1
	<hr/>	<hr/>	<hr/>	<hr/>
	( 569,688)	0	569,688	.0
	<hr/>	<hr/>	<hr/>	<hr/>

CITY OF SARATOGA SPRINGS  
FUND SUMMARY  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

DEBT SERVICE FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<b>REVENUE</b>				
ADMIN FEES	53,441	215,000	161,559	24.9
CONTRIBUTIONS AND TRANSFERS	19,506	78,000	58,494	25.0
	<hr/> 72,947	<hr/> 293,000	<hr/> 220,053	<hr/> 24.9
<b>EXPENDITURES</b>				
DEBT SERVICE	0	293,000	293,000	.0
	<hr/> 0	<hr/> 293,000	<hr/> 293,000	<hr/> .0
	<hr/> 72,947	<hr/> 0	<hr/> ( 72,947)	<hr/> .0

CITY OF SARATOGA SPRINGS  
FUND SUMMARY  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

CDRA FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<b>REVENUE</b>				
SOURCE 38	0	1,775,820	1,775,820	.0
	0	1,775,820	1,775,820	.0
<b>EXPENDITURES</b>				
DEPARTMENT 4000	0	1,775,820	1,775,820	.0
	0	1,775,820	1,775,820	.0
	0	0	0	.0

CITY OF SARATOGA SPRINGS  
FUND SUMMARY  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

FUND 44

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<b>REVENUE</b>				
SOURCE 37	522,182	0	( 522,182)	.0
TRANSFERS FROM OTHER FUNDS	0	3,200,000	3,200,000	.0
SOURCE 39	0	37,090,090	37,090,090	.0
	<hr/>	<hr/>	<hr/>	<hr/>
	522,182	40,290,090	39,767,908	1.3
	<hr/>	<hr/>	<hr/>	<hr/>
<b>EXPENDITURES</b>				
GENERAL GOVERNMENT BUILDINGS	3,283,875	40,290,090	37,006,215	8.2
	<hr/>	<hr/>	<hr/>	<hr/>
	3,283,875	40,290,090	37,006,215	8.2
	<hr/>	<hr/>	<hr/>	<hr/>
	( 2,761,693)	0	2,761,693	.0
	<hr/>	<hr/>	<hr/>	<hr/>

CITY OF SARATOGA SPRINGS  
FUND SUMMARY  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

STREET LIGHTING FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<b>REVENUE</b>				
STREET LIGHTING	173,936	541,000	367,064	32.2
FUND BALANCE	15,907	151,600	135,693	10.5
	<hr/>	<hr/>	<hr/>	<hr/>
	189,843	692,600	502,757	27.4
<b>EXPENDITURES</b>				
STREET LIGHTING	92,291	591,119	498,828	15.6
STREET LIGHTING	0	11,481	11,481	.0
DEPARTMENT 5500	0	90,000	90,000	.0
	<hr/>	<hr/>	<hr/>	<hr/>
	92,291	692,600	600,309	13.3
	<hr/>	<hr/>	<hr/>	<hr/>
	97,552	0	( 97,552)	.0
	<hr/>	<hr/>	<hr/>	<hr/>

CITY OF SARATOGA SPRINGS  
FUND SUMMARY  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

WATER FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<b>REVENUE</b>				
UTILITY OPERATING REVENUE	3,683,667	9,710,000	6,026,333	37.9
WATER	0	1,576,320	1,576,320	.0
	<hr/>	<hr/>	<hr/>	<hr/>
	3,683,667	11,286,320	7,602,653	32.6
<b>EXPENDITURES</b>				
WATER OPERATIONS	964,922	4,763,883	3,798,961	20.3
SECONDARY WATER OPERATIONS	595,035	3,722,437	3,127,402	16.0
DEPRECIATION	0	2,800,000	2,800,000	.0
	<hr/>	<hr/>	<hr/>	<hr/>
	1,559,957	11,286,320	9,726,363	13.8
	<hr/>	<hr/>	<hr/>	<hr/>
	2,123,710	0	( 2,123,710)	.0
	<hr/>	<hr/>	<hr/>	<hr/>

CITY OF SARATOGA SPRINGS  
FUND SUMMARY  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

SEWER FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<b>REVENUE</b>				
OPERATING & NON-OPERATING REV	2,517,192	7,420,000	4,902,808	33.9
CONTRIBUTIONS & TRANSFERS	0	133,200	133,200	.0
FUND BALANCE	0	673,604	673,604	.0
	<hr/>	<hr/>	<hr/>	<hr/>
	2,517,192	8,226,804	5,709,612	30.6
<b>EXPENDITURES</b>				
SEWER OPERATIONS	1,213,264	7,026,804	5,813,540	17.3
DEPRECIATION	0	1,200,000	1,200,000	.0
	<hr/>	<hr/>	<hr/>	<hr/>
	1,213,264	8,226,804	7,013,540	14.8
	<hr/>	<hr/>	<hr/>	<hr/>
	1,303,928	0	( 1,303,928)	.0
	<hr/>	<hr/>	<hr/>	<hr/>

CITY OF SARATOGA SPRINGS  
FUND SUMMARY  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

WASTEWATER CAPITAL PROJ FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<b>REVENUE</b>				
IMPACT FEES REVENUE	288,781	1,508,700	1,219,919	19.1
	<hr/>	<hr/>	<hr/>	<hr/>
	288,781	1,508,700	1,219,919	19.1
<b>EXPENDITURES</b>				
CAPITAL PROJECT EXPENDITURES	13,202	1,108,700	1,095,498	1.2
DEPRECIATION	0	400,000	400,000	.0
	<hr/>	<hr/>	<hr/>	<hr/>
	13,202	1,508,700	1,495,498	.9
	<hr/>	<hr/>	<hr/>	<hr/>
	275,579	0	( 275,579)	.0
	<hr/>	<hr/>	<hr/>	<hr/>

CITY OF SARATOGA SPRINGS  
FUND SUMMARY  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

STORM DRAIN ENTERPRISE FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<b>REVENUE</b>				
OPERATING REVENUE	405,648	1,400,000	994,352	29.0
CONTRIBUTIONS & OTHER SOURCES	43,379	1,167,011	1,123,632	3.7
	<hr/>	<hr/>	<hr/>	<hr/>
	449,027	2,567,011	2,117,984	17.5
<b>EXPENDITURES</b>				
STORM DRAIN OPERATIONS	273,402	1,319,297	1,045,895	20.7
DEPRECIATION	0	1,200,000	1,200,000	.0
TRANSFERS AND OTHER USES	0	47,714	47,714	.0
	<hr/>	<hr/>	<hr/>	<hr/>
	273,402	2,567,011	2,293,609	10.7
	<hr/>	<hr/>	<hr/>	<hr/>
	175,625	0	( 175,625)	.0
	<hr/>	<hr/>	<hr/>	<hr/>

CITY OF SARATOGA SPRINGS  
FUND SUMMARY  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

GARBAGE UTILITY FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<b>REVENUE</b>				
OPERATING REVENUE	830,640	2,900,000	2,069,360	28.6
INTEREST REVENUE	10,608	36,000	25,392	29.5
	<hr/>	<hr/>	<hr/>	<hr/>
	841,247	2,936,000	2,094,753	28.7
<b>EXPENDITURES</b>				
GARBAGE OPERATIONS	283,265	2,915,520	2,632,255	9.7
TRANSFERS AND OTHER USES	0	20,480	20,480	.0
	<hr/>	<hr/>	<hr/>	<hr/>
	283,265	2,936,000	2,652,735	9.7
	<hr/>	<hr/>	<hr/>	<hr/>
	557,982	0	( 557,982)	.0
	<hr/>	<hr/>	<hr/>	<hr/>

CITY OF SARATOGA SPRINGS  
FUND SUMMARY  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

CUL WATER CAPITAL PROJ FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<b>REVENUE</b>				
SOURCE 33	1,184	0	( 1,184)	.0
CONNECTION FEES REVENUE	539,247	8,211,300	7,672,053	6.6
	<hr/>	<hr/>	<hr/>	<hr/>
	540,431	8,211,300	7,670,869	6.6
<b>EXPENDITURES</b>				
CAPITAL PROJECT EXPENDITURES	2,013,369	6,741,300	4,727,931	29.9
TRANSFERS AND OTHER USES	0	270,000	270,000	.0
DEPRECIATION/AMORTIZATION	0	1,200,000	1,200,000	.0
	<hr/>	<hr/>	<hr/>	<hr/>
	2,013,369	8,211,300	6,197,931	24.5
	<hr/>	<hr/>	<hr/>	<hr/>
	( 1,472,938)	0	1,472,938	.0
	<hr/>	<hr/>	<hr/>	<hr/>

CITY OF SARATOGA SPRINGS  
FUND SUMMARY  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

2NDARY WATER CAPITAL PROJ FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<b>REVENUE</b>				
SOURCE 33	1,184	2,000,000	1,998,816	.1
CONNECTION FEES REVENUE	0	4,192,600	4,192,600	.0
	<hr/>	<hr/>	<hr/>	<hr/>
	1,184	6,192,600	6,191,416	.0
	<hr/>	<hr/>	<hr/>	<hr/>
<b>EXPENDITURES</b>				
CAPITAL PROJECT EXPENDITURES	2,613,479	3,637,600	1,024,121	71.9
TRANSFERS AND OTHER USES	0	1,355,000	1,355,000	.0
DEPRECIATION	0	1,200,000	1,200,000	.0
	<hr/>	<hr/>	<hr/>	<hr/>
	2,613,479	6,192,600	3,579,121	42.2
	<hr/>	<hr/>	<hr/>	<hr/>
	( 2,612,294)	0	2,612,294	.0
	<hr/>	<hr/>	<hr/>	<hr/>

CITY OF SARATOGA SPRINGS  
FUND SUMMARY  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

WATER RIGHTS FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<b>REVENUE</b>				
WATER RIGHTS	1,259,895	1,600,000	340,105	78.7
INTEREST REVENUE	158,238	2,629,600	2,471,362	6.0
	<hr/>	<hr/>	<hr/>	<hr/>
	1,418,133	4,229,600	2,811,467	33.5
<b>EXPENDITURES</b>				
WATER RIGHTS EXPENSES	114,735	4,229,600	4,114,865	2.7
	<hr/>	<hr/>	<hr/>	<hr/>
	114,735	4,229,600	4,114,865	2.7
	<hr/>	<hr/>	<hr/>	<hr/>
	1,303,398	0	( 1,303,398)	.0
	<hr/>	<hr/>	<hr/>	<hr/>

**RESOLUTION NO. R24-56 (11-19-24)**

**A RESOLUTION CERTIFYING THE RESULTS OF THE  
CITY OF SARATOGA SPRINGS NOVEMBER 5, 2024  
PROPOSITION #13, RAP TAX, GENERAL ELECTION**

WHEREAS, the City of Saratoga Springs held a General Election on November 5, 2024; and,

WHEREAS, the City of Saratoga Springs contracted with Utah County to conduct the November 5, 2024 General Election; and,

WHEREAS, pursuant to Section 20A-4-301(2) and 11-14-207(1), Utah Code Annotated, 1953, as amended, the Saratoga Springs City Council and Mayor constitute the Board of Municipal Canvassers and do hereby canvass the returns of the General Municipal Election.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SARATOGA SPRINGS, UTAH, ACTING AS THE BOARD OF MUNICIPAL CANVASSERS FOR THE CITY OF SARATOGA SPRINGS, AS FOLLOWS:

1. The attached final Election returns report as issued by Utah County Clerk/Auditor, is hereby certified by the Saratoga Springs Board of Municipal Canvassers, as the official results of the 2024 General Election.
2. Saratoga Springs Proposition #13 is approved.
3. The City Recorder shall prepare and publicize the certified report pursuant to UCA Section 20A-4-304.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon passage.

ADOPTED AND PASSED by the Saratoga Springs City Council, acting as the Board of Municipal Canvassers, this 19<sup>th</sup> day of November, 2024.

Signed: \_\_\_\_\_  
Jim Miller, Chair

Signed: \_\_\_\_\_  
Christopher Carn, Member

Signed: \_\_\_\_\_  
Stephen Willden, Vice-Chair

Signed: \_\_\_\_\_  
Michael McOmber, Member

Signed: \_\_\_\_\_  
Audrey Barton, Member

Signed: \_\_\_\_\_  
Lance Wadman, Member

Attest: \_\_\_\_\_  
Nicolette Fike, City Recorder



## **City Council Staff Report**

**Author:** Spencer Quain, Budget Administrator  
**Subject:** Budget Amendment  
**Date:** November 19<sup>th</sup>, 2024  
**Type of Item:** Resolution

**Summary Recommendation:** Staff recommends approval of the following by resolution amending the budget for the fiscal year 2024-25.

### **Description**

#### **A. Topic**

This is the third budget amendment for the fiscal year 2024-2025.

#### **B. Background**

Attached is the detail of the requested budget amendments for this budget amendment.

#### **C. Analysis**

Additional budgeted expenditures are detailed in the attached spreadsheet.

**Recommendation:** Staff recommends approval of the resolution amending the budget for the fiscal year 2024-25.

2024-2025 Budget Amendment #3						
G/L Account	Department	Description	Current FY 2025 Budget	New Budget Amount	Debit/Credit	Notes/Comments
<b>Staff have determined that the following items do not create a substantial burden on future budgets (according to a 5-year budget analysis)</b>						
<b>General Fund</b>						
<u>Expenditures</u>						
10-2370000	Liabilities	Unearned Building Revenues	\$ 4,096,653	\$ 3,296,653	\$ (800,000)	Credits are being moved to Secondary Water Capital Projects Fund
10-4110-210	Legislative	Association Memberships	\$ 35,800	\$ 70,000	\$ 34,200	Associations are charging more due to the Cities larger size. Budget is adjusted accordingly. Funded with Fund Balance.
10-4110-330	Legislative	Education and Training	\$ 10,000	\$ 25,000	\$ 15,000	The City is being charged more due to the Cities larger size. Budget is adjusted accordingly. Funded with Fund Balance.
10-4140-330	Administration	Education and Training	\$ 13,400	\$ 30,000	\$ 16,600	The City is being charged more due to the Cities larger size. Budget is adjusted accordingly. Funded with Fund Balance.
10-4160-281	General Government	Utilities-Power	\$ 50,600	\$ 60,000	\$ 9,400	The City has added additional facilities over time which has raised expenses. Budget is adjusted accordingly. Funded with Fund Balance.
10-4160-283	General Government	Utilities-Telephone	\$ 110,000	\$ 180,000	\$ 70,000	The City has added more staff which has required more telephone connections. Budget is adjusted accordingly. Funded with Fund Balance.
10-4210-350	Police	Professional Contract Services	\$ 316,700	\$ 327,700	\$ 11,000	The City is contracting with Utah County Sheriff's Office to provide digital lab services. Funded with Fund Balance.
10-4410-700	Streets	Capital Outlay	\$ 35,000	\$ 41,000	\$ 6,000	The City is purchasing a backhoe. Costs split between Streets, Parks, Water and Sewer. Funded with Fund Balance.
10-4510-282	Parks	Utilities-Sewer	\$ 5,000	\$ 15,000	\$ 10,000	The City has added additional facilities over time which has raised expenses. Budget is adjusted accordingly. Funded with Fund Balance.
10-4510-284	Parks	Utilities-Water	\$ 70,000	\$ 200,000	\$ 130,000	The City has added additional facilities over time which has raised expenses. Budget is adjusted accordingly. Funded with Fund Balance.
10-4510-740	Parks	Capital Outlay-Equipment	\$ 170,380	\$ 171,980	\$ 1,600	The City is purchasing a backhoe. Costs split between Streets, Parks, Water and Sewer. Funded with Fund Balance.
<b>General Fund Total</b>					\$ 303,800	
<b>Storm Drain Capital Projects Fund</b>						
<u>Expenditures</u>						
31-4000-646	Capital Projects	Clark-OSC2	\$ 1,220	\$ -	\$ (1,220)	Project is inactive. Defund.
<b>Storm Drain Capital Projects Fund Total</b>					\$ (1,220)	
<b>Parks Capital Projects Fund</b>						
<u>Revenues</u>						
32-3310-100	Intergovernmental Revenues	Grant Revenue	\$ 8,198,637	\$ 8,243,637	\$ 45,000	The City has received additional grant monies for Heron Hills Park.
<u>Expenditures</u>						
32-4000-600	Capital Projects	Master Planning	\$ 9,420	\$ 19,420	\$ 10,000	Additional monies needed for Parks Masterplanning. Funded with Fund Balance.
32-4000-687	Capital Projects	Neptune Park	\$ -	\$ 70,250	\$ 70,250	The City is adding a storage facility at Neptune Park. Funded with Fund Balance.
32-4000-746	Capital Projects	Heron Hills Park	\$ 18,000	\$ 63,000	\$ 45,000	Additional work needed on Heron Hills Park. Funded with Grant Monies.
<b>Parks Capital Projects Fund Total</b>					\$ 80,250	

2024-2025 Budget Amendment #3						
G/L Account	Department	Description	Current FY 2025 Budget	New Budget Amount	Debit/Credit	Notes/Comments
<b>Staff have determined that the following items do not create a substantial burden on future budgets (according to a 5-year budget analysis)</b>						
<u>Public Safety Capital Projects Fund Expenditures</u>						
34-4000-711	Capital Projects	Fire Station Improvements	\$ 750,700	\$ 1,365,000	\$ 614,300	Additional work needed on the South Fire Station. Funded with Fund Balance.
<u>Public Safety Capital Projects Fund Total</u>					\$ 614,300	
<u>General Capital Projects Fund Expenditures</u>						
35-4000-731	Capital Projects	Modular Office Space	\$ 118,500	\$ -	\$ (118,500)	Defund and move funds to City Hall/Architectural Designs
35-4000-782	Capital Projects	City Hall/Library Architectural Designs	\$ 1,418,500	\$ 1,537,000	\$ 118,500	Consolidate Funds intended for the City Hall into 1 account in this fund.
<u>General Capital Projects Fund Total</u>					\$ -	
<u>Water Fund Expenditures</u>						
51-5100-601	Culinary Water	Culinary Water Capital Projects	\$ 173,590	\$ 183,190	\$ 9,600	The City is purchasing a backhoe. Costs split between Streets, Parks, Water and Sewer. Funded with Fund Balance.
51-5105-601	Secondary Water	Secondary Water Capital Projects	\$ 389,290	\$ 398,890	\$ 9,600	The City is purchasing a backhoe. Costs split between Streets, Parks, Water and Sewer. Funded with Fund Balance.
<u>Water Fund Total</u>					\$ 19,200	
<u>Sewer Fund Expenditures</u>						
51-5105-740	Sewer	Capital Outlay-Equipment	\$ 187,200	\$ 192,400	\$ 5,200	The City is purchasing a backhoe. Costs split between Streets, Parks, Water and Sewer. Funded with Fund Balance.
<u>Sewer Fund Total</u>					\$ 5,200	
<u>Wastewater Capital Projects Fund Expenditures</u>						
53-4000-712	Capital Projects	N1C N Trunk Riverside Drive	\$ 22,500	\$ -	\$ (22,500)	Project is done. Defund
53-4000-715	Capital Projects	Connect 400 N to Gravity Sewer	\$ 99,500	\$ -	\$ (99,500)	Project is done. Defund
53-4000-716	Capital Projects	S Foothill Sewer Alignment	\$ 3,200	\$ 13,200	\$ 10,000	Monies needed for design work. Funded with Fund Balance.
53-4000-726	Capital Projects	Grandview to Ring Road Sewer	\$ 150,700	\$ 4,000	\$ (146,700)	Project is done. Defund
53-4000-729	Capital Projects	Wildflower Sewer Lift Station	\$ -	\$ 10,000	\$ 10,000	Monies needed for design work. Funded with Fund Balance.
<u>Wastewater Capital Projects Fund Total</u>					\$ (248,700)	
<u>Garbage Utility Fund Revenues</u>						
55-3710-100	Garbage Operations	Garbage Collection Charges	\$ 2,900,000	\$ 3,500,000	\$ 600,000	Adjust Budget to account for a growing population.
<u>Expenditures</u>						

2024-2025 Budget Amendment #3						
G/L Account	Department	Description	Current FY 2025 Budget	New Budget Amount	Debit/Credit	Notes/Comments
<b>Staff have determined that the following items do not create a substantial burden on future budgets (according to a 5-year budget analysis)</b>						
55-4010-300	Garbage Operations	Contract Services-Sanitation	\$ 2,600,000	\$ 3,200,000	\$ 600,000	Adjust budget to accommodate population growth. Funded with Increased Revenues.
<b>Garbage Utility Fund Total</b>					\$ -	
<b>Culinary Water Capital Fund Revenues</b>						
56-3358-150	Intergovernmental Revenues	Grant Revenues	\$ -	\$ 1,500,000	\$ 1,500,000	The City has secured additional ARPA funding from the State for the Foothill Water Booster.
<b>Expenditures</b>						
56-4000-732	Capital Projects	Foothill Waterline Pony to Beacon	\$ 1,200	\$ -	\$ (1,200)	Project is complete. Defund remainder.
<b>Culinary Water Capital Projects Fund Total</b>					\$ (1,501,200)	
<b>Secondary Water Capital Projects Fund Total</b>						
<b>Expenditures</b>						
57-2370000	Liabilities	Unearned Secondary Water Impact Fees	\$ -	\$ 800,000	\$ 800,000	Credits are being moved from Fund 10 (General Fund) to Secondary Water Capital Projects Fund.
57-4000-715	Capital Projects	Equip Well #7	\$ -	\$ 500,000	\$ 500,000	Additional monies needed for work on Well #7. Funded with Fund Balance.
57-4000-720	Capital Projects	Zone 1 N Pipeline Swap	\$ 17,700	\$ -	\$ (17,700)	Project Complete. Defund Remainder.
57-4000-800	Capital Projects	Interest Expense	\$ -	\$ 270,000	\$ 270,000	Interest Expense for Secondary Water Debt. Funded with Fund balance.
<b>Secondary Water Capital Projects Fund Total</b>					\$ 752,300	
<b>Total Funding Impact</b>						\$ 23,930

**RESOLUTION NO. R24-57 (11-19-24)**

**A RESOLUTION AMENDING THE CITY OF  
SARATOGA SPRINGS BUDGET FOR FISCAL  
YEAR 2024-2025 AND ESTABLISHING AN  
EFFECTIVE DATE.**

WHEREAS, the City Council of the City of Saratoga Springs has found it necessary to amend the City's current 2024-2025 fiscal year budget;

WHEREAS, pursuant to state law, the City Council has conducted a public hearing on the proposed amended budget; and,

WHEREAS, the City Council has determined that the proposed budget amendment is in the best interests of the public, will further the public health, safety, and welfare, and will assist in the efficient administration of City government.

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SARATOGA SPRINGS, UTAH, THAT:

1. The City of Saratoga Springs does hereby adopt the amended 2024-2025 fiscal year budget as set forth and attached hereto.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon passage.

Passed on the 19th day of November, 2024

CITY OF SARATOGA SPRINGS  
A UTAH MUNICIPAL CORPORATION

Signed: \_\_\_\_\_  
Jim Miller, Mayor

Attest: \_\_\_\_\_  
City Recorder \_\_\_\_\_  
Date \_\_\_\_\_



# Memo – City Council Meeting, 11/19/24

Author: Ken R. Young  
Department: Community Development  
Subject: Pony Express Well Site Annexation  
Date: November 12, 2024  
Type of Item: Resolution of Intention to Annex

---

## **Introduction:**

The intent of this annexation is to bring the City-owned 1.64 acre well site property, parcels # 13:028:0100 and 13:028:0069 located at approximately 1300 E. Pony Express Parkway, into the control of the City of Saratoga Springs. This property is currently in the County, and is within the approved Annexation Policy Plan area of Saratoga Springs. It does not lie within Lehi's Annexation Policy Plan area.

This annexation process follows the requirements stipulated in Utah Code 10-2-418 which requires that the City Council first adopt a resolution with the intent to annex the property. This action is scheduled for the City Council meeting on November 19, 2024.

In the next step, the City will send out a public notice, and then meet the required waiting period of a minimum of 30 days prior to holding a public hearing to approve the annexation.

## **Land Use and Zoning:**

Although the current land use designation for this property is within the General Plan Land Use area of Low Density Residential, the appropriate land use designation would be Institutional (I).

The Institutional (I) Land Use designation and the Institutional/Civic (IC) Zone are recommended for application on this property when the annexation is approved.

## **Attached Exhibits:**

1. Map of Pony Express Well Site
2. Annexation Plat

**EXHIBIT 1      Map of Pony Express Well Site**

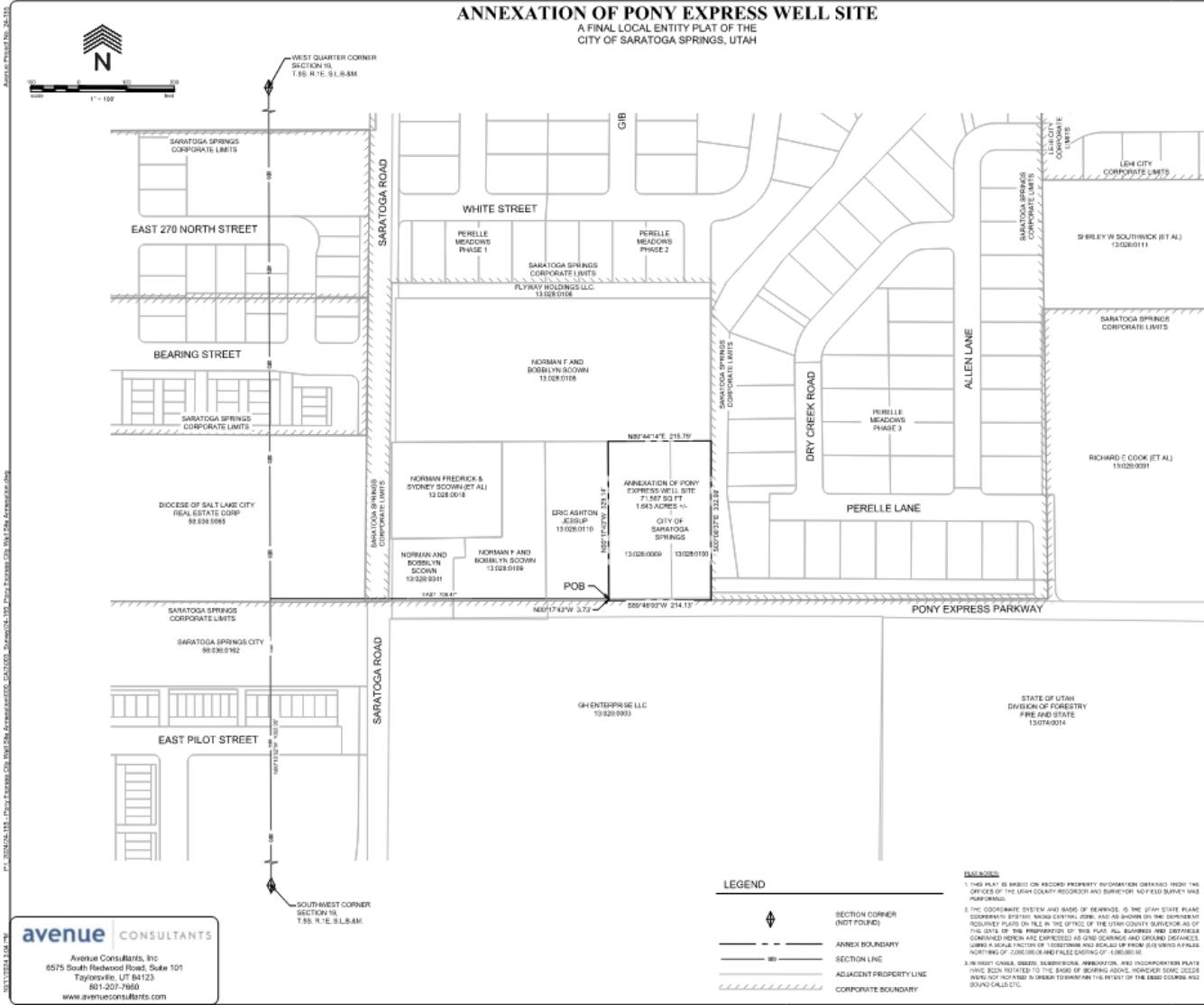


## **EXHIBIT 2** Annexation Plat

The logo for avenue CONSULTANTS. It features the word "avenue" in a blue, lowercase, sans-serif font, with "CONSULTANTS" in a smaller, grey, uppercase, sans-serif font to its right. A thin blue horizontal line runs behind the "avenue" text. To the left of the logo, a vertical blue bar contains the text "2012 PEGASUS AWARDS" in white, uppercase, sans-serif font.

Avenue Consultants, Inc  
6575 South Redwood Road, Suite 101  
Taylorsville, UT 84123  
801-207-7860  
[www.avenueconsultants.com](http://www.avenueconsultants.com)

## Annexation Plat



**SURVEYOR'S CERTIFICATE**

I, MICHAEL R. HORNIG, DO HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR AND THAT I HOLD A LICENSE TO PRACTICE LAND SURVEYING IN THE STATE OF UTAH. I FURTHER CERTIFY THAT THE PLAT OF ANEXOMATION TO THE CORPORATE LIMITS OF SARATOGA SPRINGS CITY, UTAH COUNTY, UTAH IS A TRUE AND ACCURATE MAP OF DATA CONVEYED FROM RECORDS ON FILE IN THE OFFICE OF THE UTAH COUNTY RECORDER.

Michael B. Herbst  
MICHAEL B. HERBST  
PROFESSIONAL LAND SURVEYOR  
LICENSE NO. 5949200  
October 30, 2024  
DATE



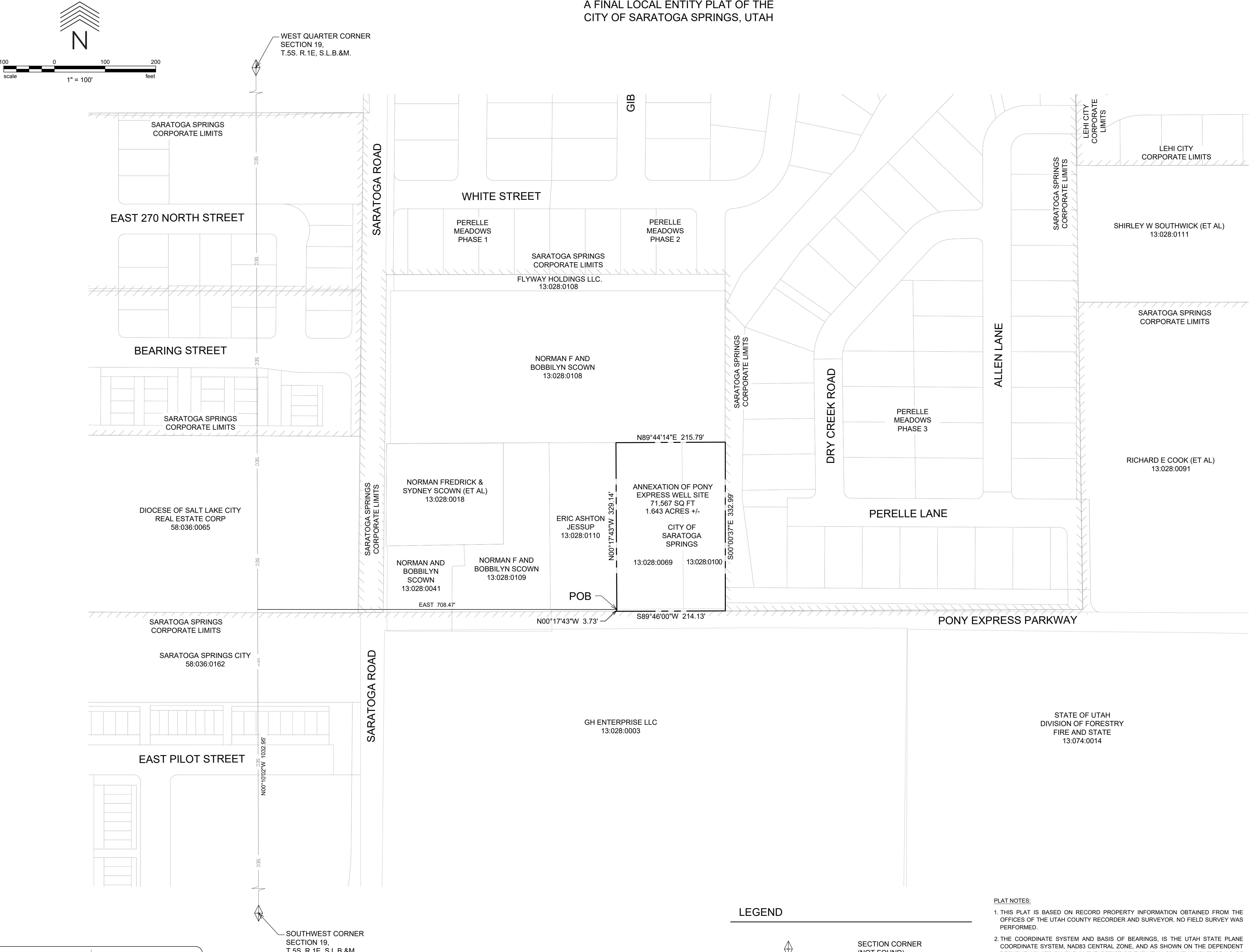
ACCEPTANCE BY ELECTED BODY  
WE, THE ERECTED COUNCIL OF THE CITY OF SARATOGA SPRINGS, UTAH, HAVE RECEIVED A REQUEST TO INITIATE PROCELDURES FOR THE ANNEXATION OF THE TRACTS OF LAND SHOWN HERIN, UNINCORPORATED LAND WITHIN OR CONTRIBUTED TO THE CITY, AND DO HEREBY CERTIFY, TO THE COUNCIL HAS ADOPTED A RESOLUTION SETTING FORTH ITS INTENT TO ANNEX THE TRACTS, PROVIDED THE COUNCIL HAS RECEIVED A COPY OF THE RESOLUTION FROM THE STATE OF UTAH, APPROVING THE ANNEXATION OF THE TRACTS INTO THE CITY, ALL IN ACCORDANCE WITH THE PROVISIONS OF THE UTAH CONSTITUTION AND THE UTAH STATE CODE. WE DO HEREBY CERTIFY THAT THE COUNCIL DOES HEREBY APPROVE AND ACCEPT THE ANNEXATION OF THE TRACTS OF LAND SHOWN HERIN AS PART OF THE CITY OF SARATOGA SPRINGS TO BE KNOWN HERAFTER AS THE

<u>ANNEXATION OF PONY EXPRESS WELL SITE</u>		
DATED THIS _____ DAY OF _____ 19____		
<u>MAYOR</u>		
ATTEST		
<u>RECODER</u>		_____
CITY OF SARATOGA SPRINGS		

**ANNEXATION OF  
PONY EXPRESS WELL SITE**  
A FINAL LOCAL ENTITY PLAT OF THE  
CITY OF SARATOGA SPRINGS,  
UTAH COUNTY, UTAH  
SCALE 1" = 100'

**COUNTY RECORDER**

## ANNEXATION OF PONY EXPRESS WELL SITE

A FINAL LOCAL ENTITY PLAT OF THE  
CITY OF SARATOGA SPRINGS, UTAH

## BOUNDARY DESCRIPTION

A PART OF UNINCORPORATED UTAH COUNTY TO BE ADDED TO THE CORPORATE LIMITS OF THE CITY OF SARATOGA SPRINGS, UTAH, BEING A PORTION OF SECTION 19, TOWNSHIP 5 SOUTH, RANGE 1 EAST, SALT LAKE BASE & MERIDIAN, THE BOUNDARY OF SAID ADDITION IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT WHICH IS N.00°1'002" W. 1.032.95 FEET ALONG THE SECTION LINE AND EAST 708.47 FEET FROM THE SOUTHWEST CORNER OF SECTION 19, TOWNSHIP 5 SOUTH, RANGE 1 EAST, SALT LAKE BASE AND MERIDIAN, AND RUNNING THENCE N.00°17'43" W. 320.14 FEET TO A POINT ON A BOUNDARY LINE AGREEMENT (FENCE LINE) AS PER THAT CERTAIN DEED RECORDED AS ENTRY NO. 35189:2013, BEING A POINT ON AN EXISTING FENCE LINE; THENCE N.89°44'14" E. 215.79 FEET ALONG SAID AGREEMENT LINE AND FENCE LINE TO A POINT ON A BOUNDARY LINE AGREEMENT AS PER THAT CERTAIN DEED RECORDED AS ENTRY NO. 39842:2019, SAID POINT ALSO BEING ON THE WEST LINE OF THE EXISTING CORPORATE BOUNDARY OF SARATOGA SPRINGS CITY ACCORDING TO THE PERELLE MEADOWS ANNEXATION, RECORDED AS MAP NO. 15767, IN THE OFFICE OF THE UTAH COUNTY RECORDER; THENCE ALONG SAID AGREEMENT LINE AND CORPORATE BOUNDARY LINE S.00°0'03" W. 332.99 FEET TO A POINT ON THE NORTH LINE OF THE EXISTING CORPORATE BOUNDARY OF SARATOGA SPRINGS CITY ACCORDING TO OFFICIAL PLAT OF THE TOWN OF SARATOGA SPRINGS INCORPORATION, RECORDED AS ENTRY NO. 103823, MAP NO. 7374, IN THE OFFICE OF THE UTAH COUNTY RECORDER; THENCE ALONG SAID EXISTING SARATOGA SPRINGS CITY CORPORATE BOUNDARY S.89°46'00" W. 214.13 FEET; THENCE LEAVING SAID EXISTING CORPORATE BOUNDARY, N.00°17'43" W. 3.73 FEET TO THE POINT OF BEGINNING.

CONTAINS: 71,567 SQ. FT. OR 1.643 ACRES, MORE OR LESS.

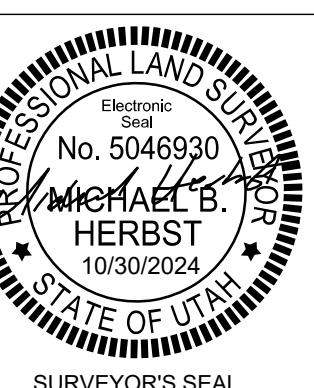
## SURVEYOR'S CERTIFICATE

I, MICHAEL B. HERBST, DO HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR AND THAT I HOLD A LICENSE NO. 5046930 IN ACCORDANCE WITH TITLE 58, CHAPTER 22 OF THE UTAH STATE CODE. I FURTHER CERTIFY THAT THIS PLAT OF ANNEXATION TO THE CORPORATE LIMITS OF SARATOGA SPRINGS CITY, UTAH COUNTY, UTAH IS A TRUE AND ACCURATE MAP OF DATA COMPILED FROM RECORDS ON FILE IN THE OFFICE OF THE UTAH COUNTY RECORDER.

*Michael B. Herbst*MICHAEL B. HERBST  
PROFESSIONAL LAND SURVEYOR  
LICENSE NO. 5046930

October 30, 2024

DATE:



## ACCEPTANCE BY LEGISLATIVE BODY

WE, THE DULY ELECTED COUNCIL OF THE CITY OF SARATOGA SPRINGS, UTAH, HAVE RECEIVED A REQUEST TO INITIATE PROCEDURES FOR THE ANNEXATION OF THE TRACTS OF LAND SHOWN HEREON, WHICH TRACTS OF LAND CONSTITUTES A PORTION OF AN EXISTING ISLAND OR PENINSULA OF UNINCORPORATED LAND WITHIN OR ADJACENT TO THE CITY, AND DO HEREBY CERTIFY: (1) THE COUNCIL HAS ADOPTED A RESOLUTION SETTING FORTH ITS INTENT TO ANNEX THE TRACTS, PROVIDED NOTICE AND CONDUCTED HEARINGS ON THE MATTER, AND ADOPTED AN ORDINANCE PROVIDING FOR THE ANNEXATION OF THE TRACTS INTO THE CITY; ALL IN ACCORDANCE WITH THE PROVISIONS OF SECTION 10-2-418 UTAH CODE ANNOTATED, AS AMENDED, AND (2) THAT THE COUNCIL DOES HEREBY APPROVE AND ACCEPT THE ANNEXATION OF THE TRACTS OF LAND SHOWN HEREON AS A PART OF THE CITY OF SARATOGA SPRINGS TO BE KNOWN HEREAFTER AS THE

## ANNEXATION OF PONY EXPRESS WELL SITE

DATED THIS \_\_\_\_ DAY OF \_\_\_\_ 20\_\_\_\_

MAYOR

ATTEST  
RECORDERCITY OF SARATOGA SPRINGS  
RECORDER'S SEAL

## ACCEPTANCE BY COUNTY SURVEYOR

THIS PLAT HAS BEEN REVIEWED BY THE COUNTY SURVEYOR AND IS HEREBY CERTIFIED AS A FINAL LOCAL ENTITY PLAT, PURSUANT TO UTAH CODE ANNOTATED 17-23-20 AMENDED.

UTAH COUNTY SURVEYOR DATE:

UTAH COUNTY SURVEYOR'S SEAL

ANNEXATION OF  
PONY EXPRESS WELL SITEA FINAL LOCAL ENTITY PLAT OF THE  
CITY OF SARATOGA SPRINGS,  
UTAH COUNTY, UTAH

SCALE 1" = 100'

COUNTY RECORDER

PLAT NOTES:

1. THIS PLAT IS BASED ON RECORD PROPERTY INFORMATION OBTAINED FROM THE OFFICES OF THE UTAH COUNTY RECORDER AND SURVEYOR. NO FIELD SURVEY WAS PERFORMED.
2. THE COORDINATE SYSTEM AND BASIS OF BEARINGS IS THE UTAH STATE PLANE COORDINATE SYSTEM, NAD83 CENTRAL ZONE, AND AS SHOWN ON THE DEPENDENT RESURVEY PLATS ON FILE IN THE OFFICE OF THE UTAH COUNTY SURVEYOR AS OF THE DATE OF THE PREPARATION OF THIS PLAT. ALL BEARINGS AND DISTANCES CONTAINED HEREIN ARE EXPRESSED AS GRID BEARINGS AND GROUND DISTANCES, USING A SCALE FACTOR OF 1.0002709608 AND SCALED UP FROM (0,0) USING A FALSE NORTHING OF -7,000,000.00 AND FALSE EASTING OF -1,000,000.00.
3. IN MOST CASES, DEEDS, SUBDIVISIONS, ANNEXATION, AND INCORPORATION PLATS HAVE BEEN ROTATED TO THE BASIS OF BEARING ABOVE, HOWEVER SOME DEEDS WERE NOT ROTATED IN ORDER TO MAINTAIN THE INTENT OF THE DEED COURSE AND BOUND CALLS ETC.

**RESOLUTION R24-58 (11-19-24)**

**A RESOLUTION OF INTENTION TO APPROVE THE ANNEXATION  
OF 1.64 ACRES OF LAND PURSUANT TO SECTION 10-2-418 OF THE  
UTAH CODE; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, Utah Code §§ 10-2-401 to -428 constitutes the statutory framework for annexation of unincorporated areas of a county into an adjoining Utah municipality; and

**WHEREAS**, Utah Code § 10-2-418(3) provides that a municipality may annex an unincorporated area without an annexation petition if the area to be annexed consists of an unincorporated island within, or an unincorporated peninsula contiguous to, a municipality, and is an area that has fewer than 800 residents; and

**WHEREAS**, the area proposed to be annexed described in Exhibit A (“Property”) consists of approximately 1.64 +/- acres owned by the City of Saratoga Springs, which has less than 800 residents, and constitutes all or part of an unincorporated island or peninsula of Utah County, a county of the second class, contiguous to and/or surrounded by land of the City of Saratoga Springs, Utah (“City”); and

**WHEREAS**, on October 9, 2024, Community Development Director Ken R. Young filed a “Annexation Application” (“Application”), attached as Exhibit B, requesting to annex the Property into the City; and

**WHEREAS**, the Saratoga Springs City Council (the “Council”) met in regular session on November 19, 2024 to consider, among other things, expressing the City’s intent on annexing the Property identified in the Application; and

**WHEREAS**, the Council has had the opportunity to review the Application, which is on file with the Saratoga Springs City Recorder; and

**WHEREAS**, after careful consideration, the Council has determined that it is in the best interests of the health, safety, and welfare of the citizens of the City to approve the Application and to express the City’s intent on annexing the Property pursuant to Utah Code § 10-2-418.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Saratoga Springs, Utah expresses its intent on annexing the Property pursuant to Utah Code § 10-2-418 and that City Staff is directed to publish public notice as required by Section 418 of the Act and to schedule a public hearing for final approval of the Petition. This Resolution shall take effect immediately upon passage.

**ADOPTED AND PASSED** by the City Council of the City of Saratoga Springs, Utah, this 19<sup>th</sup> day of November 2024.

Signed: \_\_\_\_\_  
Jim Miller, Mayor

Attest: \_\_\_\_\_  
Nicolette Fike, City Recorder

## **EXHIBIT A – PROPERTY DESCRIPTION**

A PART OF UNINCORPORATED UTAH COUNTY TO BE ADDED TO THE CORPORATE LIMITS OF THE CITY OF SARATOGA SPRINGS, UTAH, BEING A PORTION OF SECTION 19, TOWNSHIP 5 SOUTH, RANGE 1 EAST, SALT LAKE BASE & MERIDIAN, THE BOUNDARY OF SAID ADDITION IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT WHICH IS N.00°10'02"W. 1,032.95 FEET ALONG THE SECTION LINE AND EAST 708.47 FEET FROM THE SOUTHWEST CORNER OF SECTION 19, TOWNSHIP, 5 SOUTH, RANGE 1 EAST, SALT LAKE BASE AND MERIDIAN, AND RUNNING THENCE N.00°17'43"W. 329.14 FEET TO A POINT ON A BOUNDARY LINE AGREEMENT (FENCE LINE) AS PER THAT CERTAIN DEED RECORDED AS ENTRY NO. 35189:2013, BEING A POINT ON AN EXISTING FENCE LINE; THENCE N.89°44'14"E. 215.79 FEET ALONG SAID AGREEMENT LINE AND FENCE LINE TO A POINT ON A BOUNDARY LINE AGREEMENT AS PER THAT CERTAIN DEED RECORDED AS ENTRY NO. 39842:2019, SAID POINT ALSO BEING ON THE WEST LINE OF THE EXISTING CORPORATE BOUNDARY OF SARATOGA SPRINGS CITY ACCORDING TO THE PERELLE MEADOWS ANNEXATION, RECORDED AS MAP NO. 15767, IN THE OFFICE OF THE UTAH COUNTY RECORDER; THENCE ALONG SAID AGREEMENT LINE AND CORPORATE BOUNDARY LINE S.00°00'37"W. 332.99 FEET TO A POINT ON THE NORTH LINE OF THE EXISTING CORPORATE BOUNDARY OF SARATOGA SPRINGS CITY ACCORDING TO OFFICIAL PLAT OF THE TOWN OF SARATOGA SPRINGS INCORPORATION, RECORDED AS ENTRY NO. 103823, MAP NO. 7374, IN THE OFFICE OF THE UTAH COUNTY RECORDER; THENCE ALONG SAID EXISTING SARATOGA SPRINGS CITY CORPORATE BOUNDARY S.89°46'00"W. 214.13 FEET; THENCE LEAVING SAID EXISTING CORPORATE BOUNDARY, N.00°17'43"W. 3.73 FEET TO THE POINT OF BEGINNING.

CONTAINS: 71,567 SQ. FT. OR 1.643 ACRES, MORE OR LESS.

**EXHIBIT B – APPLICATION**



## Supporting Materials

In an effort to provide the best service and most efficient review of your application, no planning application will be accepted unless the application is determined to be complete, containing all items on the application checklist. Submit the signed application and supporting materials to [Planning@SaratogaSpringsCity.com](mailto:Planning@SaratogaSpringsCity.com). Please contact the Planning Department Administrative Assistant at 801-766-9793 x155 with questions.

Plans will be routed for review the first business day after they are accepted. Once routed, most applications will receive a response within 10 business days. A Comment Review Meeting (CRM) may be scheduled 10 business days after the plans are routed and are generally held Thursday mornings. Reviews may require additional time for large projects or those with complex circumstances; in these instances the City will notify the applicant of the extended review period.

STAFF USE ONLY:

Anticipated review of 10 business days       Anticipated review of more than 10 business days

Applicant	City	The materials listed below are required to process the application. <i>Please check the applicable box to indicate the materials have been included with the application.</i>
N/A		1. The property owner or owners shall submit to the City a petition in the specific form provided by the City and meeting the criteria established by the state law. Use form on Page 7.
City-initiated annexation of City- owned property		2. There shall be attached to the annexation petition a full disclosure statement of how water resources shall be provided, or purchased from the City, in accordance with City ordinances.
		3. There shall also be attached to the annexation petition a statement as to the anticipated timetable for development of the property to be annexed.
		4. There shall also be attached to the petition a proposed development agreement for the territory proposed for annexation. The proposed development agreement shall include at least the following components:  a. General land use plan for the area, utilizing City of Saratoga Springs land use designations.  b. Zoning for all parcels. Where multiple zones are suggested, specific boundaries of each zone shall be designated utilizing City of Saratoga Springs zone designations.  c. Provisions for at least the following: power; culinary water; sewer; secondary water; storm drainage; natural gas; telephone; and cable TV.
		<input type="checkbox"/> Parcel map. Current copy of County Assessor's Parcel Map for subject property and surrounding properties.
		<input type="checkbox"/> List of petitioning property owners. Names and current addresses of petitioning property owners, as shown on the latest Utah County Tax Rolls, as well as Annexation petition on form provided by the City, with signatures of the petitioning property owners. (see pages 5-6)
		<input type="checkbox"/> Drawings; Annexation Boundary Map. One full-size (24" x 36") drawing drawn to scale of the area proposed for annexation, prepared by a Land Surveyor or Civil Engineer licensed to Practice in the State of Utah.
		<input type="checkbox"/> Electronic Drawings. An electronic copy of all drawings and a signed application in PDF format shall be submitted.
		<input type="checkbox"/> All items listed in Utah Code Title 10 Chapter 2 related to the feasibility study.

		<input type="checkbox"/> Fee: Number of acres (rounded up) _____ x <b>\$10.00</b> plus base fee of <b>\$1000.00</b> = _____ Newspaper Public Notice Fee (per advertisement): <b>\$25.00</b>
		<input type="checkbox"/> Fee for mailed notices: \$1.00 per postcard notice, contact Planning to determine amount. Notice of the annexation petition and public hearing(s) shall be mailed to property owners within 300 feet of the subject property.

#### **19.22.01. General Annexation Petition Requirements and Procedures.**

In accordance with Utah statutory and case law, the decision whether to annex property is an inherently legislative decision. The City Council has complete legislative discretion of whether to grant or deny an annexation petition. Should the Council choose to exercise its legislative discretion in granting an annexation petition, the following requirements shall apply:

1. Developers shall provide public improvements in accordance with City ordinances.
2. Developers shall pay all applicable impact fees, service fees, and assessments in addition to the annexation fee.
3. Developers will be subject to all other appropriate and adopted fees to offset the costs to the City.
4. The applicant will be charged for all attorneys' fees associated with review of the annexation and drafting of applicable documents.
5. Piecemeal annexation of individual small parcels of property is discouraged if contiguous parcels, soon to be developed, are available in order to avoid repetitious annexations.
6. Except as permitted in Utah Code § 10-2-401 et seq., no islands or peninsulas of another jurisdiction shall be created by the annexation.
7. Irregular boundaries should be minimized.
8. The annexation shall generally follow existing roads, property lines, easements, utilities, and power lines in order to minimize the public expense for extension of main or service lines and streets.
9. In order to facilitate the consolidation of overlapping functions of local governments, promote the efficient delivery of services, encourage the equitable distribution of community resources and obligations, and eliminate islands and peninsulas of territory that are not receiving municipal services, the boundaries of an area proposed for annexation shall be drawn, where practicable and feasible, along the boundaries of existing special districts for sewer, water, and other services, along the boundaries of school districts, and along the boundaries of other taxing entities.
10. In order to provide for the orderly growth and development in the City and avoid confusion and undue cost to the taxpayers, all utility and service hook-ups shall be limited to incorporated areas of the City and shall not be made available outside the City limits. The only exception shall be those extensions which are made pursuant to agreement with other units of government under the Interlocal Cooperation Act or by specific approval of the City Council.
11. Utilities should be extended to annexed areas as soon as practicable after annexation. However, the City is not obligated to provide utility services to newly annexed or undeveloped property.
12. Extensions of service lines and utilities shall be charged to the property annexed rather than to the public or City and shall be planned and constructed in full compliance with City ordinances.

13. Each annexation shall require a disclosure by the developer of anticipated needs of utilities and street improvements and a timetable of anticipated development.

**19.22.02. Water.**

1. Inasmuch as the annexation of property into the City of Saratoga Springs will ultimately require a supply of water resources within the annexed area, the owner of the annexed property will be required to demonstrate, upon development of the property, how they will provide, or purchase from the City, all water resources as required under the water ordinances of the City of Saratoga Springs.

**19.22.04. Procedure for Processing Annexation Petitions**

The procedure for processing annexation petitions and plats shall in accordance with Title 10, Chapter 2 of the Utah Code. Petitions shall be on forms approved by the City. Before the City will process any annexation petition, the application shall be fully completed and all adopted fees shall be paid by the applicant. The City will not accept any annexation petition unless and until the applicant has paid the applicable fees.

**19.22.05. Annexation Petition Review.**

Once the annexation petition has been accepted by the City as complete, including payment of all applicable fees, the procedure under Title 10, Chapter 2 of the Utah Code shall be followed.

**APPLICANT ACKNOWLEDGMENT:**

I hereby certify that I have read the information contained in this application form and that I have provided the required application materials.

Applicant's Name: \_\_Ken R. Young\_\_\_\_\_

Applicant's Signature:  Date: \_10/9/24\_\_\_\_

**APPLICANT CERTIFICATION:**

I certify under penalty of perjury that this application and all information submitted as a part of this application are true, complete and accurate to the best of my knowledge. I also certify that I am the owner of the subject property and that the authorized agent noted in this application has my consent to represent me with respect to this application. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that the City of Saratoga Springs may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Saratoga Springs Land Development Code and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. Additionally, I agree to reimburse the City of Saratoga Springs all amounts incurred by the City in excess of the base fee required by the Consolidated Fee Schedule to review and process this submitted application and agree to comply with Resolution No. R 08-21 and R 11-22. I also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Property Owner's Name: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Name: \_\_Ken R. Young\_\_\_\_\_

Applicant's Signature:  Date: \_10/9/24\_\_\_\_

**N/A**

**City-initiated**

**annexation of City-  
owned property**

**PETITION FOR ANNEXATION TO THE CITY OF SARATOGA SPRINGS  
OF PROPERTIES IDENTIFIED BELOW**

We the undersigned owners of certain real property lying contiguous to the present municipal limits of the City of Saratoga Springs hereby submit this Petition for Annexation and respectfully represent the following:

1. That this petition is made pursuant to the requirements of Section 10-2-403, Utah Code Annotated, 1953, as amended (U.C.A.);
2. That the property subject to this petition is a contiguous, unincorporated area contiguous to the boundaries of the City of Saratoga Springs and the annexation thereof will not leave or create an unincorporated island or peninsula;
3. That the signatures affixed hereto are those of the owners of private real property that:
  - a. is located within the area proposed for annexation;
  - b. covers a majority of the private land area within the area proposed for annexation; and
  - c. is equal in value to at least 1/3 of the value as shown by the last assessment rolls of all private real property within the area proposed for annexation; and
  - d. is described on the accompanying legal description.
4. That up to five of the signers of this petition have been designated as sponsors, one of whom is designated as the "Contact Sponsor", with the mailing address of each sponsor being indicated;
5. That the petitioners have caused an accurate plat or map of the above-described property to be prepared by a licensed surveyor, which plat or map is filed herewith; and
6. That the petitioners request the property, if annexed be zoned as follows with the attached signatures.

**Contact Sponsor:**

---

Printed Name

---

Signature

---

Utah Co. Parcel ID Number

---

Residential Address

---

Requested Zone(s)

---

Mailing Address

(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Contact Telephone

**Sponsor #1:**

---

Printed Name

---

Signature

---

Utah Co. Parcel ID Number

---

Residential Address

---

Requested Zone(s)

---

Mailing Address

(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Contact Telephone

**Sponsor #2:**

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

Utah Co. Parcel ID Number \_\_\_\_\_ Residential Address \_\_\_\_\_ Requested Zone(s) \_\_\_\_\_

Mailing Address \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Contact Telephone \_\_\_\_\_

**Sponsor #3:**

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

Utah Co. Parcel ID Number \_\_\_\_\_ Residential Address \_\_\_\_\_ Requested Zone(s) \_\_\_\_\_

Mailing Address \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Contact Telephone \_\_\_\_\_

**Sponsor #4:**

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

Utah Co. Parcel ID Number \_\_\_\_\_ Residential Address \_\_\_\_\_ Requested Zone(s) \_\_\_\_\_

Mailing Address \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Contact Telephone \_\_\_\_\_

**Sponsor #5:**

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

Utah Co. Parcel ID Number \_\_\_\_\_ Residential Address \_\_\_\_\_ Requested Zone(s) \_\_\_\_\_

Mailing Address \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Contact Telephone \_\_\_\_\_

If more space is needed, please attach a separate sheet.

N/A

## City-initiated

## annexation of City- owned property

CITY OF SARATOGA SPRINGS

NOTICE OF INTENT TO FILE A PETITION FOR ANNEXATION

Utah Code 10-2-403(2)(a):

- (i) Before filing a petition under Subsection (1) with respect to the proposed annexation of an area located in a county of the first class, the person or persons intending to file a petition shall:
  - (A) file with the city recorder or town clerk of the proposed annexing municipality a notice of intent to file a petition; and
  - (B) send a copy of the notice of intent to each affected entity.
- (ii) Each notice of intent under Subsection (2)(a)(i) shall include an accurate map of the area that is proposed to be annexed.

Below is a notice of intent to file a Petition for Annexation for property to be annexed into the City of Saratoga Springs.

Said petition is submitted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.  
(day) (month) (year)

with \_\_\_\_\_ as the primary sponsor,  
(print name)

contactable at:

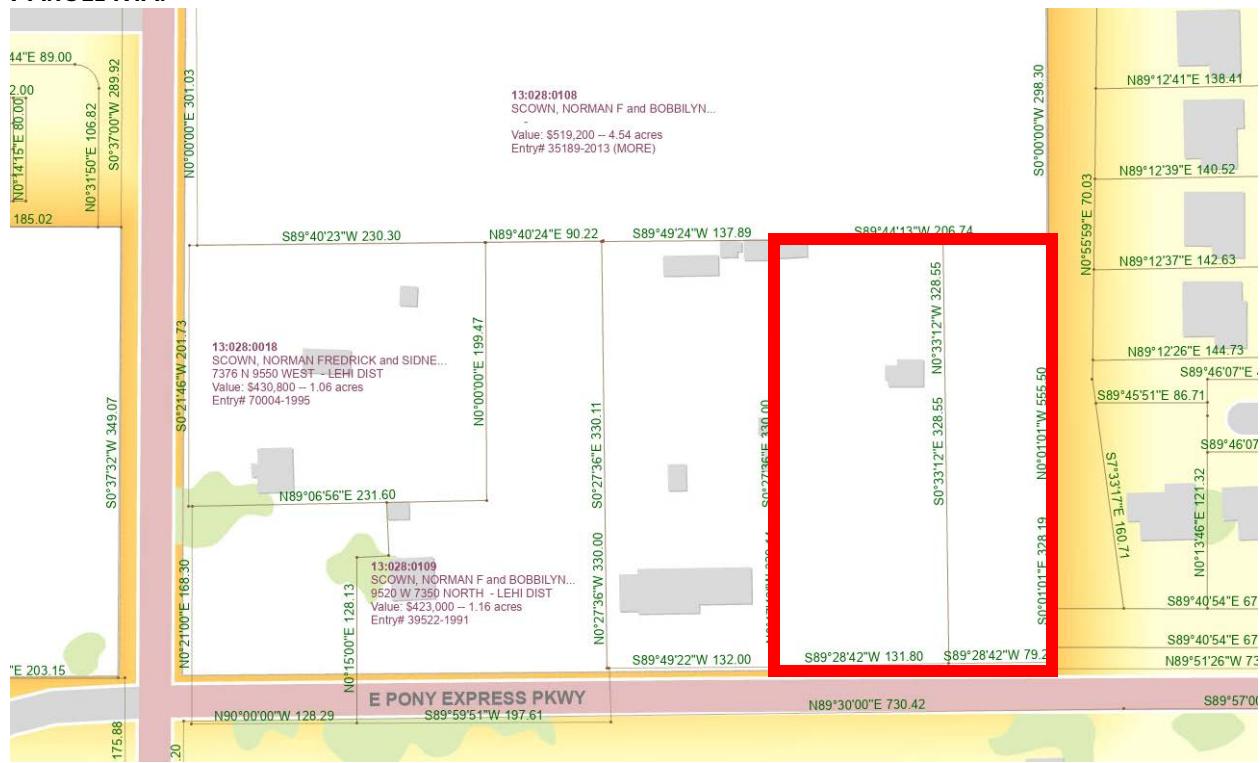
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(mailing address: City, State, Zip)

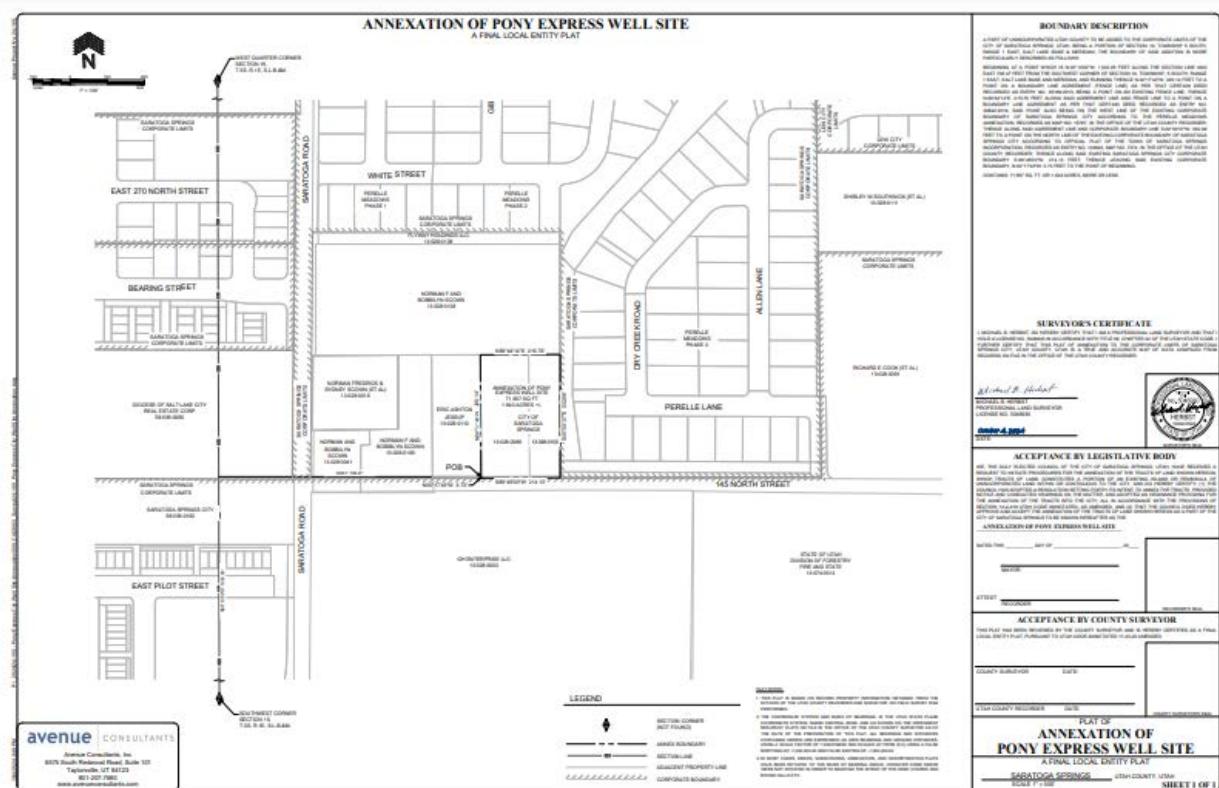
(phone) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

(e-mail)

## PARCEL MAP



## ANNEXATION PLAT



## UTAH COUNTY PARCELS

13:028:0069 AND 13:028:0100

### PROPERTY DESCRIPTION

A PART OF UNINCORPORATED UTAH COUNTY TO BE ADDED TO THE CORPORATE LIMITS OF THE CITY OF SARATOGA SPRINGS, UTAH, BEING A PORTION OF SECTION 19, TOWNSHIP 5 SOUTH, RANGE 1 EAST, SALT LAKE BASE & MERIDIAN, THE BOUNDARY OF SAID ADDITION IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT WHICH IS N.00°10'02"W. 1,032.95 FEET ALONG THE SECTION LINE AND EAST 708.47 FEET FROM THE SOUTHWEST CORNER OF SECTION 19, TOWNSHIP, 5 SOUTH, RANGE 1 EAST, SALT LAKE BASE AND MERIDIAN, AND RUNNING THENCE N.00°17'43"W. 329.14 FEET TO A POINT ON A BOUNDARY LINE AGREEMENT (FENCE LINE) AS PER THAT CERTAIN DEED RECORDED AS ENTRY NO. 35189:2013, BEING A POINT ON AN EXISTING FENCE LINE; THENCE N.89°44'14"E. 215.79 FEET ALONG SAID AGREEMENT LINE AND FENCE LINE TO A POINT ON A BOUNDARY LINE AGREEMENT AS PER THAT CERTAIN DEED RECORDED AS ENTRY NO. 39842:2019, SAID POINT ALSO BEING ON THE WEST LINE OF THE EXISTING CORPORATE BOUNDARY OF SARATOGA SPRINGS CITY ACCORDING TO THE PERELLE MEADOWS ANNEXATION, RECORDED AS MAP NO. 15767, IN THE OFFICE OF THE UTAH COUNTY RECORDER; THENCE ALONG SAID AGREEMENT LINE AND CORPORATE BOUNDARY LINE S.00°00'37"W. 332.99 FEET TO A POINT ON THE NORTH LINE OF THE EXISTING CORPORATE BOUNDARY OF SARATOGA SPRINGS CITY ACCORDING TO OFFICIAL PLAT OF THE TOWN OF SARATOGA SPRINGS INCORPORATION, RECORDED AS ENTRY NO. 103823, MAP NO. 7374, IN THE OFFICE OF THE UTAH COUNTY RECORDER; THENCE ALONG SAID EXISTING SARATOGA SPRINGS CITY CORPORATE BOUNDARY S.89°46'00"W. 214.13 FEET; THENCE LEAVING SAID EXISTING CORPORATE BOUNDARY, N.00°17'43"W. 3.73 FEET TO THE POINT OF BEGINNING.

CONTAINS: 71,567 SQ. FT. OR 1.643 ACRES, MORE OR LESS.



## **City Council Staff Report**

**Author:** Jeremy D. Lapin, Public Works Director - City Engineer

**Subject:** Concrete Lining of Existing Irrigation Ponds 1 & 3

**Date:** November 19, 2024

**Type of Item:** Resolution

**Description:** Award of Construction Bid

---

### **A. Topic:**

This item is for the consideration of approval of award of a construction contract for concrete lining of existing irrigation (secondary) water ponds known as Pond 1 (Overlook Pond) and Pond 3 (Harvest Moon Pond). Pond 1 is located west of Saratoga Shores Elementary School and Pond 3 is located northwest of Harvest Elementary School.

### **B. Background:**

Both ponds were constructed more than 15 years ago with plastic liners. The liners have successfully performed, but are now near the end of their functional lifespan. The liners need to be replaced to prevent pond leaking, and therefore, converting the ponds to concrete liners is considered a water conservation project.

The Federal Government issued grants to the States during the COVID 19 event under the American Rescue Plan Act (ARPA). The Utah Legislature offered an ARPA grant to cities for the exclusive purpose of metering secondary water uses, excluding those cities that had previously accomplished the metering of their secondary water use. The City of Saratoga Springs received a \$2,000,000 grant from the State for the purpose of completing irrigation water conservation projects. City staff evaluated multiple irrigation water conservation project opportunities and recommended constructing concrete liners for Ponds 1 and 3 to conserve irrigation water usage.

### **C. Analysis:**

The concrete lining project for Ponds 1 and 3 was designed by the engineering firm Hansen, Allen & Luce (HAL). Eight bids were received ranging from \$1,482,993 to \$3,352,291. The lowest bidder was FX Construction, who has successfully completed the concrete lining construction of three similar irrigation ponds for the City in the past five years. HAL confirmed that FX Construction is properly registered, licensed, and qualified to perform the proposed work. HAL recommends awarding the contract to FX Construction.

### **D. Fiscal Impact:**

The funding for this water conservation project, as described above, has not yet been appropriated by the City Council in the current fiscal year budget and will be proposed as a budget amendment. This project will be reimbursed through the ARPA Grant by the Utah Division of Water Resources, for up to \$2,000,000.

### **E. Recommendation**

City Public Works recommends that the City Council approve an award of construction contract to FX Construction in the amount of \$1,482,993 for the concrete lining project of Ponds 1 and 3.

**Saratoga Springs Pond 1 & Pond 3 Concrete Liners**
**Bid Date: Oct 22, 2024**
**BID RESULTS**

Item No.	Bid Item	Unit	Est Quant	Engineer's Opinion		WW Clyde		Gerber Construction		B Hansen		Beck Construction		Bowen		FX Construction		OnSite Development		Landmark Excavating	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
<b>Schedule A - Pond 1</b>																					
1	Mobilization/Demobilization	LS	1	\$40,000	\$40,000	\$343,000	\$343,000	\$37,000	\$37,000	\$10,000	\$10,000	\$25,000	\$25,000	\$25,000	\$25,000	\$44,000	\$44,000		\$10,000	\$160,000	\$160,000
2	Construction Surveying	LS	1	\$10,000	\$10,000	\$11,000	\$11,000	\$4,700	\$4,700	\$15,000	\$15,000	\$6,500	\$6,500	\$3,675	\$3,675	\$1,250	\$1,250		\$4,500	\$5,000	\$5,000
3	QC & Testing Agency Services	LS	1	\$12,000	\$12,000	\$17,000	\$17,000	\$6,300	\$6,300	\$25,000	\$25,000	\$7,500	\$7,500	\$3,200	\$3,200	\$3,800	\$3,800		\$6,000	\$8,300	\$8,300
4	Remove existing HDPE/PVC Liner	SY	1,516	\$20	\$30,320	\$35	\$53,060	\$14	\$21,224	\$95	\$144,020	\$40	\$60,640	\$35	\$53,060	\$4	\$6,367		\$12,600	\$16.85	\$25,545
5	Smooth Existing Slopes	SY	1,516	\$50	\$75,800	\$8	\$12,128	\$76	\$115,216	\$70	\$106,120	\$45	\$68,220	\$40	\$60,640	\$23	\$34,868		\$75,600	\$10.85	\$16,449
6	Install New Reinforced Concrete Liner	SY	1,516	\$190	\$288,643	\$379	\$574,564	\$190	\$288,040	\$299	\$453,284	\$240	\$363,840	\$205	\$310,780	\$184	\$278,944		\$604,800	\$256	\$388,096
7	Replace Existing Joint Sealant	LF	875	\$40	\$35,000	\$26	\$22,750	\$9	\$7,875	\$20	\$17,500	\$9	\$7,875	\$15	\$13,125	\$7	\$6,125		\$5,200	\$9.40	\$8,225
8	Leak Testing	LS	1	\$15,000	\$15,000	\$5,559	\$5,559	\$1,500	\$1,500	\$65,000	\$65,000	\$7,500	\$7,500	\$12,000	\$12,000	\$5,500	\$5,500		\$4,500	\$20,000	\$20,000
9	Install Safety Lines	EA	2	\$5,000	\$10,000	\$3,676	\$7,352	\$660	\$1,320	\$5,000	\$10,000	\$2,600	\$5,200	\$1,775	\$3,550	\$550	\$1,100		\$3,000	\$3,660	\$7,320
<b>Schedule A Total</b>					<b>\$516,763</b>		<b>\$1,046,413</b>		<b>\$483,175</b>		<b>\$845,924</b>		<b>\$552,275</b>		<b>\$485,030</b>		<b>\$381,954</b>		<b>\$726,200</b>		<b>\$638,934</b>
<b>Schedule B - Pond 3</b>																					
1	Mobilization/Demobilization	LS	1	\$90,000	\$90,000	\$327,000	\$327,000	\$62,000	\$62,000	\$10,000	\$10,000	\$35,000	\$35,000	\$65,000	\$65,000	\$81,000	\$81,000		\$10,000	\$151,500	\$151,500
2	Construction Surveying	LS	1	\$15,000	\$15,000	\$11,000	\$11,000	\$4,700	\$4,700	\$20,000	\$20,000	\$6,500	\$6,500	\$4,750	\$4,750	\$2,500	\$2,500		\$6,500	\$5,000	\$5,000
3	QC & Testing Agency Services	LS	1	\$35,000	\$35,000	\$17,000	\$17,000	\$13,000	\$13,000	\$30,000	\$30,000	\$12,500	\$12,500	\$8,000	\$8,000	\$10,000	\$10,000		\$8,000	\$13,200	\$13,200
4	Remove existing HDPE/PVC Liner	SY	4,433	\$20	\$88,660	\$26	\$115,258	\$11	\$48,763	\$35	\$155,155	\$40	\$177,320	\$35	\$155,155	\$4	\$18,619		\$38,525	\$15.90	\$70,485
5	Smooth Existing Slopes	SY	4,433	\$50	\$221,650	\$8	\$35,464	\$60	\$265,980	\$25	\$110,825	\$45	\$199,485	\$40	\$177,320	\$23	\$101,959		\$231,150	\$10.85	\$48,098
6	Install New Reinforced Concrete Liner	SY	4,433	\$190	\$844,034	\$379	\$1,680,107	\$170	\$753,610	\$299	\$1,325,467	\$232	\$1,028,456	\$175	\$775,775	\$192	\$851,136		\$1,849,200	\$170	\$753,610
7	Replace Existing Joint Sealant	LF	4,175	\$40	\$167,000	\$26	\$108,550	\$8	\$33,400	\$15	\$62,625	\$9	\$37,575	\$15	\$62,625	\$7	\$29,225		\$26,400	\$9.40	\$39,245
8	Leak Testing	LS	1	\$15,000	\$15,000	\$5,559	\$5,559	\$1,500	\$1,500	\$75,000	\$75,000	\$10,000	\$10,000	\$15,000	\$15,000	\$5,500	\$5,500		\$6,500	\$25,500	\$25,500
9	Install Safety Lines	EA	2	\$5,000	\$10,000	\$2,970	\$5,940	\$630	\$1,260	\$5,000	\$10,000	\$2,600	\$5,200	\$1,775	\$3,550	\$550	\$1,100		\$3,000	\$3,660	\$7,320
<b>Schedule A Total</b>					<b>\$1,486,344</b>		<b>\$2,305,878</b>		<b>\$1,184,213</b>		<b>\$1,799,072</b>		<b>\$1,512,036</b>		<b>\$1,267,175</b>		<b>\$1,101,039</b>		<b>\$2,179,275</b>		<b>\$1,113,958</b>
<b>TOTAL BASE BID</b>					<b>\$2,003,107</b>		<b>\$3,352,291</b>		<b>\$1,667,388</b>		<b>\$2,644,996</b>		<b>\$2,064,311</b>		<b>\$1,752,205</b>		<b>\$1,482,993</b>		<b>\$2,905,475</b>		<b>\$1,752,892</b>

**RESOLUTION NO. R24-59 (11-19-24)**

**A RESOLUTION APPROVING A CONTRACT FOR THE CONCRETE LINER  
CONSTRUCTION PROJECT FOR SARATOGA SPRINGS IRRIGATION  
WATER PONDS 1 AND 3**

**WHEREAS**, the City Council of the City of Saratoga Springs has found it in the public's interest to obtain services from qualified contractors to provide services in accordance with the 2024 Saratoga Springs Irrigation Water Ponds 1 and 3 Concrete Liner Construction Project ("Project"); and

**WHEREAS**, the City advertised a bid document on SciQuest and in a public newspaper for the Project in order to acquire services from qualified contractors; and

**WHEREAS**, the City's engineering consultant, HAL Engineers, provided an analysis of all quotations to determine the lowest responsible contractor; and

**WHEREAS**, the City Council has determined that awarding the project to the lowest responsible contractor is in the best interest of the public, will further the public health, safety, and welfare, and will assist in the efficient administration of City government and public services.

**NOW THEREFORE, BE IT RESOLVED** by the governing body of the City of Saratoga Springs, Utah, that the 2024 Saratoga Springs Irrigation Water Ponds 1 and 3 Concrete Liner Construction Project be awarded to the lowest responsible bidder, FX Construction, in the amount of \$1,482,993. This resolution shall take effect immediately upon passage.

PASSED on the 19th day of November, 2024

**CITY OF SARATOGA SPRINGS  
A UTAH MUNICIPAL CORPORATION**

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Jim Miller, Mayor

Attest: \_\_\_\_\_  
Nicolette Fike, City Recorder



**Major Site Plan Amendment**

**The Big Green**

**November 19, 2024**

**PUBLIC MEETING**

Report Date:	November 12, 2024
Applicant:	Stephan Sahayada
Location:	1532 North Exchange Drive
Major Street Access:	Redwood Road
Parcel Number(s) and size:	Parcel: 66:242:0020 / 1.99 acres
Land Use Designation:	Regional Commercial
Parcel Zoning:	Regional Commercial
Adjacent Zoning:	Regional Commercial
Current Use:	Being remodeled
Adjacent Uses:	Commercial
Previous Meetings:	N/A
Previous Approvals:	N/A
Type of Action:	Administrative
Land Use Authority:	City Council
Future Routing:	N/A
Planner:	Kendal Black, Planner II

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**A. Executive Summary:**

The applicant is requesting approval of a site plan amendment for a commercial building within the Saratoga Walmart Subdivision Lot 6, for the site that was formerly VASA. They would like to add windows and change the red accent color to green. The lot is 1.99 acres and contains a single 14,915 square-foot building that is intended for an indoor playground, along with the parking required for this use. The lot is accessible primarily from Exchange Drive, though it is also accessible from Crossroads Boulevard and Redwood Road through private streets within the overall subdivision.

**Recommendation:**

On October 10, 2024, PC forwarded a recommendation for approval of the requested site plan amendment.

**Staff recommends that the City Council conduct a public meeting on the site plan amendment, take public comment, review and discuss the proposal, and choose from the**

Kendal Black, Planner II  
[kblack@saratogasprings-ut.gov](mailto:kblack@saratogasprings-ut.gov)

1307 North Commerce Drive, Suite 200 • Saratoga Springs, Utah 84045  
801-766-9793 x 161 • 801-766-9794 fax

**options in Section H of this report.** Options include approval with or without conditions, denial, or continuation.

- B. Background:** The subject property is part of the Saratoga Walmart subdivision, which was originally approved in December of 2007.
- C. Specific Request:** The applicant is requesting approval of a site plan amendment of the Saratoga Walmart Subdivision Lot 6 building elevations. The proposed alterations to the elevations are to change the current building where there is red paint to Behr "Mown Green" and add windows on the east elevation. A sign permit is in process that will add a sign to the south elevation.
- D. Process:** Section 19.13 summarizes the process of site plan amendment approval. A public meeting is required with the Planning Commission, who make a recommendation to the City Council. The City Council is the Land Use Authority and makes the decision to approve with or without conditions, continue, or deny the request.

Chapter 19.14.05 of the City Code states:

- Amended site plans shall follow the process below:
  - Major amendment (Non Residential): an amendment that alters the architectural elevations or number of buildings, or reduces parking, may be approved by the City Council (19.14.05.8(d)(iii)).

**Complies. The proposed amendment affects the elevations (paint color change and addition of windows) which requires a major site plan amendment.**

- E. Community Review:** Public Meeting: This has been noticed as a public meeting pursuant to City and State statutes, which requires posting notice of the meeting and the agenda not less than 24 hours before the meeting.
- F. General Plan:** The site is designated as Regional Commercial on the General Plan Land Use Map. The General Plan describes the general characteristics of the Regional Commercial land use designation as follows:

**Regional Commercial (RC):** Areas that incorporate retail, employment, entertainment, and civic uses.

**Staff conclusion:** Consistent. The Big Green meets the General Plan, as the business will provide entertainment and employment within Saratoga Springs.

- G. Code Criteria:** For full analysis please see the attached Planning Review Checklist.  
**List all related sections from the checklist**
  - 19.04, Land Use Zones: **Complies**.
  - 19.06, Landscaping and Fencing: **Complies**.
  - 19.09, Off Street Parking: **Complies**.

- 19.11, Lighting: **Complies**.
- 19.13, Process: **Complies**.
- 19.14, Site Plans: **Complies**.
- 19.16, Site and Architectural Design Standards: **Complies**.
- 19.18, Sign Regulations: **Complies**. (separate permit and approval required)

Chapter 19.16.07 of the City Code states:

- Color of building materials (excluding accent colors) shall be limited to no more than four and no less than two major colors per development. The roof shall not be considered a material or color (19.16.07.2(b)).  
**Complies. There are only three colors on the building (dark gray, light gray, and the proposed green). The roofing is not included in this total.**
- Bright colors, such as neon or fluorescent colors, bright orange or yellow, and primary colors are only permitted as accent colors (19.16.07.2(c)).  
**Complies. There are not any bright, neon, or fluorescent colors, and there are not any primary colors being proposed or currently in use.**

**H. Recommendation and Alternatives:** Staff recommends that the City Council conduct a public meeting, discuss the application, and choose from the following options.

**Option 1 – Approval**

“I move that the City Council approve the requested site plan amendment for The Big Green, located at 1532 North Exchange Drive, with the Findings and Conditions in the Staff Report.”

**Findings**

1. The application is consistent with the General Plan, as articulated in Section F of the staff report, which section is incorporated by reference herein.
2. The application complies with the criteria in section D of the Land Development Code, as articulated in Section G of the staff report, which section is incorporated by reference herein.

**Conditions:**

1. All conditions of the City Engineer shall be met.
2. All requirements of the Fire Chief shall be met.
3. The site plan amendment is approved as shown in the attachments to the Staff report. Any remaining redlines shall be corrected before the plans are stamped for construction.
4. All other Code requirements shall be met.
5. Any other conditions or changes as articulated by the City Council:

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**Option 2 – Continuance**

"I move to **continue** the site plan amendment for The Big Green to another meeting on [DATE], with direction to the applicant and Staff on information and/or changes needed to render a decision, as follows:

1. \_\_\_\_\_
2. \_\_\_\_\_

**Option 3 – Denial**

"I move that City Council deny the requested site plan amendment for The Big Green, located at 1532 North Exchange Drive with the Findings below:

1. The application is not consistent with the General Plan:
  - a. \_\_\_\_\_, and/or,
2. The application is not consistent with Section {XX.XX} of the Code:
  - a. \_\_\_\_\_.

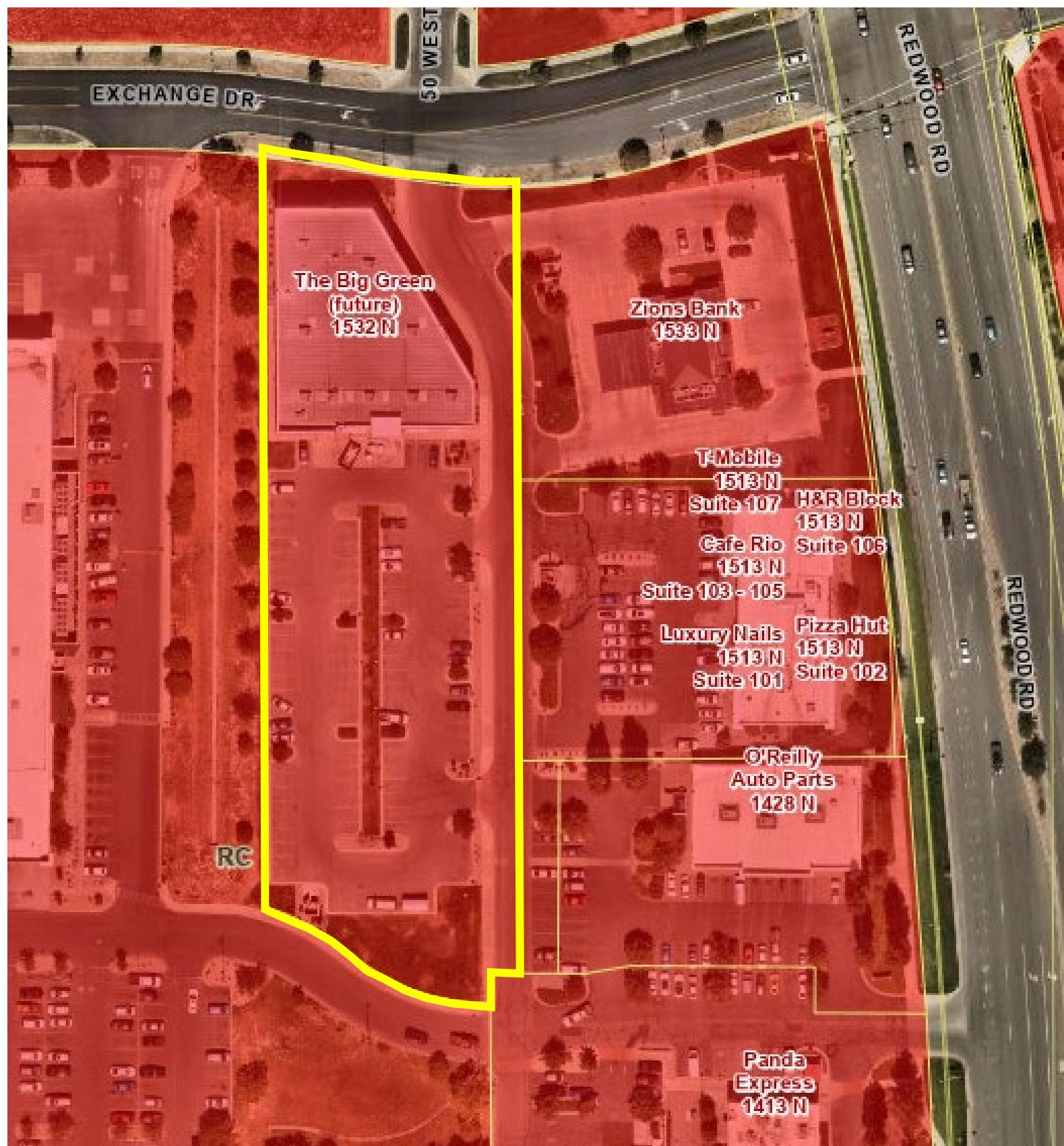
**J. Exhibits:**

1. Location map
2. Zoning map
3. Planning Review Checklist
4. Proposed elevations
5. Color swatch
6. Proposed sign

Exhibit 1: Location Map



Exhibit 2: Zoning Map





## **APPLICATION REVIEW CHECKLIST**

**Updated 8.2.24**

### **Application Information**

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<b>Date Received:</b>	9/16/2024
<b>Date of Review:</b>	<b>9/16/2024</b>
<b>Project Name:</b>	The Big Green
<b>Project Request / Type:</b>	Major Site Plan amendment
<b>Meeting Type:</b>	PC
<b>Applicant:</b>	Stephan Sahayada
<b>Property Owner:</b>	Jordan Wade
<b>Location:</b>	1532 North Exchange Drive
<b>Major Street Access:</b>	Redwood Road
<b>Parcel Number(s) and size:</b>	Parcel: 66:242:0020 / 1.99 acres
<b>Land Use Designation:</b>	Regional Commercial
<b>Parcel Zoning:</b>	Regional Commercial
<b>Adjacent Zoning:</b>	Regional Commercial
<b>Current Use:</b>	Being remodeled
<b>Adjacent Uses:</b>	Commercial
<b>Previous Meetings:</b>	N/A
<b>Previous Approvals:</b>	N/A
<b>Type of Action:</b>	
<b>Land Use Authority:</b>	City Council
<b>Future Routing:</b>	N/A
<b>Planner:</b>	Kendal Black, Planner II

### **Section 19.13 – Application Submittal**

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- Application Complete: Yes
- Rezone Required: N/A
- General Plan Amendment required: N/A
- Additional Related Application(s) required: N/A

### **Section 19.13.04 – Process**

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- DRC: N/A
- PC: dates/comments/action
- CC: dates/comments/action

## General Review

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### Building Department

- Check CW for comments

### Fire Department

- Check CW for comments

### GIS / Addressing

- Check CW for comments

### Additional Recommendations:

- Any DRC comments?

## Code Review

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- 19.04, Land Use Zones
  - Zone: Regional Commercial
  - Use: Regional Commercial

### 19.06 Landscaping and Fencing

#### Landscape Plans

Regulation	Compliance	Findings
<b>Planting Plan:</b> Show location and planting details for all proposed vegetation and materials. Indicate the size of the plant material at maturation. All existing vegetation that will be removed or remain must be identified.	Item.	
<b>Plants:</b> The name (both botanical and common name), quantity, and size of all proposed plants.	Item.	

### 19.09 Off Street Parking

#### General Provisions

Regulation	Compliance	Findings
<b>Materials:</b> Parking areas shall consist of concrete, asphalt, or other impervious materials approved in the City's adopted construction standards	Complies.	<i>Asphalt</i>
<b>Sidewalk Crossing:</b> All non-residential structures are required to provide parking areas where automobiles will not back across a sidewalk to gain access onto a public or private street.	Complies.	<i>See site plan</i>
<b>Lighting:</b> Parking areas shall have adequate lighting to ensure the safe circulation of automobiles and pedestrians. Lighting shall be shielded and directed downward.	Complies.	<i>Lighting in parking lot was approved under original site plan. No changes made to lighting. Legal nonconforming</i>
<b>Location of Parking Areas:</b> Required off-street parking areas for non-residential uses shall be placed walking path of travel distance to the nearest customer entrance from the correlating non-residential use and individual tenant space as outlined in the table below. Unenclosed parking for residential areas shall not be provided in rear yards, unless said yard abuts an alley-type access or is fenced with privacy fencing.	Complies.	<i>Around 15,000 sf building. 300-foot distance allowed and met.</i>

Size of Non-Residential Use and Individual Tenant Space	Walking Path of Travel Distance to the Nearest Customer Entrances		
Up to 1,500 square feet	150'		
1,501 to 5,000 square feet	200'		
5,001 to 10,000 square feet	250'		
10,001 to 25,000 square feet	300'		
25,001 to 50,000 square feet	350'		
50,001 to 75,000 square feet	400'		
75,001 to 100,000 square feet	450'		
100,001 to 125,000 square feet	500'		
Over 125,000 square feet	600'		

**Exception:** To promote walkability, Mixed Use and Mixed Waterfront zones, and the Town Center Overlay (identified in the General Plan), shall be allowed to place parking garages and parking lots on the edge of shopping areas.

i. The walking path travel distance from a business' main entrance shall not apply to these areas.

### Parking Requirements and Shared Parking

Available on-street parking shall not be counted towards meeting the required parking stalls.	N/A.	<i>Not counted.</i>
When a parking requirement is based upon square footage, the assessed parking shall be based upon gross square footage of the building or use unless otherwise specified in the requirement.	Complies.	<i>Provided parking study shows that 5.15 stalls per 1,000 square feet is sufficient and has 4 stalls left over.</i>
Any information provided by the developer relative to trip generation, hours of operation, shared parking, peak demands, or other information relative to parking shall be considered when evaluating parking needs.	Complies.	<i>Was evaluated</i>

### Required Minimum Parking

See table in 19.09	Complies.	<i>Provided parking study shows that 5.15 stalls per 1,000 square feet is sufficient and has 4 stalls left over.</i>
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## 19.13 Process

Regulation	Findings
Neighborhood Meeting. Required?	<i>N/A</i>
Notice/Land Use Authority.	<i>City Council</i>
<b>Master Development Agreement.</b> A Master Development Agreement shall be required of any development that is in excess of twenty acres in size if non-residential or mixed-use or developments in excess of 160 acres in size if residential. A Master Development Agreement may also be required pursuant to this Title 19 including Chapter 19.26 or may be desirable or necessary pursuant to the exercise of the City Council's legislative discretion in the fact scenarios listed in Section 19.13.08.	
Phasing Improvements.	
Payment of Lieu of Open Space.	Amount of \$:
Piping of Canals	For residential projects, piping of canals per canal company specifications if a canal or canal easement that area is adjacent to or within the area of the proposed residential project, unless the canal company or Bureau of Reclamation does not allow piping. Non-residential projects shall install secure fencing adjacent to canal easements or canals per canal company specifications to prevent entry from the non-residential project onto the canal or canal easement.
Burial of Overhead Utility Lines	See Section 19.13.10

## 19.14 Site Plan Review

Regulation	Compliance	Findings
<b>Approval Required:</b> Site Plan approval shall be required for all developments which contain the following uses, together with any others for which it is required elsewhere in these Ordinances: <ol style="list-style-type: none"> <li>1. Any industrial use;</li> <li>2. Any commercial use;</li> <li>3. Any institutional use;</li> <li>4. Two-Family Structures and Three-Family Structures; and</li> <li>5. A multi-family residential development.</li> </ol>	<b>Complies.</b>	<i>Commercial use</i>
<b>Site Plan Standards:</b> The entire parcel area shall be built upon, landscaped, or paved in accordance with the zone's open space and parking requirements.	<b>Complies.</b>	<i>See plans on file with Planning</i>
<b>Utilities:</b> All utility lines shall be underground in designated easements. No pipe, conduit, cable, water line, gas, sewage, drainage, steam, electrical, or any other energy or service shall be installed or maintained upon any lot outside of any building above the surface of the ground except during construction. <ol style="list-style-type: none"> <li>a. Transformers shall be grouped with other utility meters where possible and screened with vegetation or fencing.</li> <li>b. Each contractor and owner or developer shall be responsible to know the whereabouts of all underground utilities. Protection of such utilities shall also be their responsibility.</li> <li>c. Prior to construction, contact must be made with Blue Stakes and any other utility company, public or private, not participating in Blue Stakes in the area to identify underground utility lines.</li> <li>d. Exception: electric power transmission lines of 46kV or above are not required to be placed underground.</li> </ol>	<b>Complies.</b>	<i>See plans on file with Planning</i>
<b>Grading and Drainage:</b> Drainage from any lot must follow current City requirements to show on site retention and a maximum allowable discharge of 0.2 cubic feet per second (cfs) per acre. Drainage shall not be allowed to flow upon adjoining lots unless the owner of the lot upon which the water flows has granted an easement for such purpose. The Planning Commission must approve a Site Plan with grading, drainage, and clearing plans before any such activities may begin. Lot grading shall be kept to a minimum. Roads and development shall be designed for preservation of natural grade except as otherwise approved by the City Engineer based on standards and specifications.	<b>Complies.</b>	<i>See plans on file with Planning</i>
<b>Final Traffic report:</b> Said report shall comply with the standards outlined in the City's adopted Transportation Master Plan and shall include, but not be limited to, the following: <ol style="list-style-type: none"> <li>i. an analysis of the average daily trips generated by the proposed project;</li> <li>ii. an analysis of the distribution of trips on City street systems;</li> <li>iii. a description of the type of traffic generated; and</li> <li>iv. recommendations on what mitigation measures should be implemented with the project to maintain a level of service for existing and proposed residents acceptable to the City.</li> </ol>	<b>Complies.</b>	<i>Provided</i>
<b>Landscaping Plan:</b> A landscaping plan, prepared and stamped by a licensed landscape architect, indicating the location, spacing, types, and sizes of landscaping elements and existing trees, and showing compliance with the City's off-street parking requirements, the City's	<b>Complies.</b>	<i>Landscaping not changing. Met code when approved originally</i>

design guidelines and policies, and the requirements of the appropriate zone.		
<b>Lighting Plan:</b> A lighting plan indicating the illumination of all interior areas and immediately adjoining streets showing the location, candle power, and type of lighting proposed, and in conformance with the City's lighting standards. An individual photometric plan is also required.	<b>Complies.</b>	<i>Lighting not changing. Met code when approved originally</i>
<b>Elevations:</b> The elevations of all proposed buildings, fences, and other structures viewed from all sides indicating height of structures, the average finished grade of the site at the foundation area of all structures, percentage of building materials proposed, and color of all materials. A board showing building colors and materials is required.	<b>Complies.</b>	<i>See plans on file with Planning</i>
<b>Signage Plan:</b> An overall signage plan shall be approved during the Site Plan approval process. All information to be provided for the sign approval shall be submitted concurrent with Site Plan application materials, consistent with the requirements in Section 19.18.	<b>Complies.</b>	<i>See plans on file with Planning</i>
<b>Fee:</b> A fee set by resolution of the City Council shall accompany the application for any Site Plan review.	<b>Complies.</b>	<i>Fee paid</i>
<b>Public Notice and Hearing:</b> All site plans shall comply with the noticing and public hearing requirements of Section 19.13, and applicants shall pay the cost to post and mail required notice to property owners.	<b>Complies.</b>	<i>Will be noticed in accordance with code</i>
<b>Development or Bond Agreement:</b> A development agreement and bond agreement shall be required based on the conditions, requirements, findings, and recommendations made by the City Council. The development agreement and bond agreement shall also be based on requirements of the City Code and legal requirements as specified by the City Attorney. The City Council may determine that a development agreement is not required, but in all cases a bond agreement shall be required. A development agreement is not required when conditions, requirements, findings, and recommendations are all consistent with Title 19 requirements unless the City Council, in exercising its legislative authority pursuant to Utah Code § 10-9a-102, determines that a development agreement is necessary to further the public health, safety, or welfare or any other legitimate purpose outlined in Utah Code § 10-9a-102(1).	<b>Complies.</b>	<i>Will be set up by the City Attorney</i>
<b>Considerations Relating to Traffic Safety and Traffic Congestion:</b> <ul style="list-style-type: none"> <li>i. the effect of the site development plan on traffic conditions on adjacent street systems;</li> <li>ii. the layout of site with respect to location and dimensions of vehicular and pedestrian entrances, exits, driveways, and walkways;</li> <li>iii. the arrangement and adequacy of off-street parking facilities to prevent traffic congestion and compliance with the provisions of Chapter 19.09, off-street parking requirements;</li> <li>iv. the location, arrangement, and dimensions of truck loading and unloading facilities;</li> <li>v. the circulation patterns within the boundaries of the development; and</li> <li>vi. the surfacing and lighting of off-street parking facilities.</li> </ul>	<b>Complies.</b>	<i>See plans on file with Planning</i>
<b>Considerations Relating to Buildings and Site Layout:</b> <ul style="list-style-type: none"> <li>i. the general silhouette and mass, including location on the site, elevations, and relation to natural plan coverage, all in relationship to the character of the neighborhood;</li> <li>ii. the exterior design in relation to adjoining structures in height, bulk, and area openings, breaks in facade facing the</li> </ul>	<b>Complies.</b>	<i>See plans on file with Planning</i>

street, line and pitch of roofs, and the arrangement of structures on the parcel; iii. compliance with the City's Architectural design standards.		
The effect of the site development plan on the adequacy of the storm and surface water drainage.	Complies.	<i>No changes made. Met code when originally approved</i>
Adequate water pressure and fire flow must be provided on the site as required by the applicable fire code.	Complies.	<i>No changes made. Met code when originally approved</i>
The proposed project shall comply with the City's adopted Land Use Element of the General Plan, Land Use Ordinance, land development regulations, architectural guidelines, and all other adopted ordinances, regulations, policies, and standards.	Complies.	<i>See plans on file with Planning</i>
<b>Trails Master Plan:</b> Shows required trails	N/A.	

## 19.16 Site and Architectural Design Standards

### General Site Design Standards

Regulation	Compliance	Findings
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### General Architectural Design Standards

#### General standards do not apply one-family and two-family dwellings unless governed under a DA.

**Building Articulation:** Building elevations exceeding 40' in length shall incorporate a minimum of one horizontal elevation shift or combination of vertical and horizontal elevation shifts, stepping portions of the elevation to create shadow lines and changes in volumetric spaces of at least five feet, and a minimum of two of the following, all spaced at intervals of 20' to 50' of horizontal width:

- A combination of vertical and horizontal elevation shifts that together equal at least 5'.
- Addition of horizontal and vertical divisions by use of textures or materials.
- Primary material change.
- Addition of projections such as balconies, cornices, covered entrances, porte-cochères, trellis', pergolas, arcades, and colonnades. Such trellis' and awnings extend outward from the underlying wall surface at least 36".
- Variation in the rooflines by use of dormer windows, overhangs, arches, stepped roofs, gables or other similar devices.

*No building changes proposed other than adding more windows on the west elevation, painting the red to green, and adding a sign on the south elevation. Legal nonconforming use.*

### Non-Residential Architectural Design Standards

**Four Sided Architecture:** All sides of a building that are open to public view (including views from adjacent residential dwellings or probable location of residential dwellings) shall receive equal architectural design consideration as the building front.

*No building changes proposed other than adding more windows on the west elevation, painting the red to green, and adding a sign on the south elevation. Legal nonconforming use.*

**Street Orientation:** All Retail or Commercial buildings shall have expansive windows, balconies, terraces, or other design features oriented to the street or adjacent public spaces.

*No building changes proposed other than adding more windows on the west elevation, painting the red to green, and adding a sign on the south elevation. Legal nonconforming use.*

At least 35 percent of the first floor elevation(s) of a building that is viewed from a public street shall include windows, and/or glass doors to minimize the expanse of blank walls and encourage a pedestrian friendly atmosphere. For purposes of determining the glass area, the first floor shall be the first 10 feet from the finished floor.

*Adding more windows to make noncomplying structure more compliant. Legal nonconforming use*

This standard does not apply to a single-story retail building of 50,000 square feet or greater provided a single primary tenant occupies the entire building square footage and additional architectural elements are used in City of Saratoga Springs Municipal Code Land Development Code - Title 19.16 Page   9 place of windows and/or glass doors to include awnings or canopies, and must include roof line changes and horizontal articulation.		
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19.18 Signs		
Regulation	Compliance	Findings
Site Plans require signage information (if tenant known, show location potential location size)	Complies.	<i>Proposed in location that complies with code</i>
Wall signs and potential locations and details	Complies.	<i>Sign location and sign details provided</i>

19.27 Addressing and Street Naming		
Double Check all Addresses after GIS Assigns Them		
Regulation	Compliance	Findings
<b>WebApp to Review Addresses assigned by GIS:</b> <a href="https://ssgis.maps.arcgis.com/apps/webappviewer/index.html?id=b4786008c6dd420ab06445cd8d5e5fe0">https://ssgis.maps.arcgis.com/apps/webappviewer/index.html?id=b4786008c6dd420ab06445cd8d5e5fe0</a>		
<b>Lot Numbers:</b> Are they correct and sequential		
<b>Address Numbers:</b> is it accurate and sequential and does it fit between the intersection coordinates		

Fiscal Impact		
Regulation	Findings	
Is there any City maintained open space?	<i>No</i>	
What is the anticipated cost to the City?	<i>N/A</i>	
When will City maintenance begin?	<i>N/A</i>	

Exhibit 4: Proposed elevations

THE BIG GREEN. 61 WEST COMMERCE DR.



ALL MATERIALS TO REMAIN. ONLY RED ELEMENTS OF EXTERIOR TO BE PAINTED OVER IN GREEN, TYP. ALL ELEVATIONS.









AREAS TO BE PAINTED OVER  
IN GREEN

AREAS TO BE PAINTED OVER  
IN GREEN



THE BIG GREEN  
61 WEST COMMERCE DRIVE  
SARATOGA SPRINGS, UT 84043

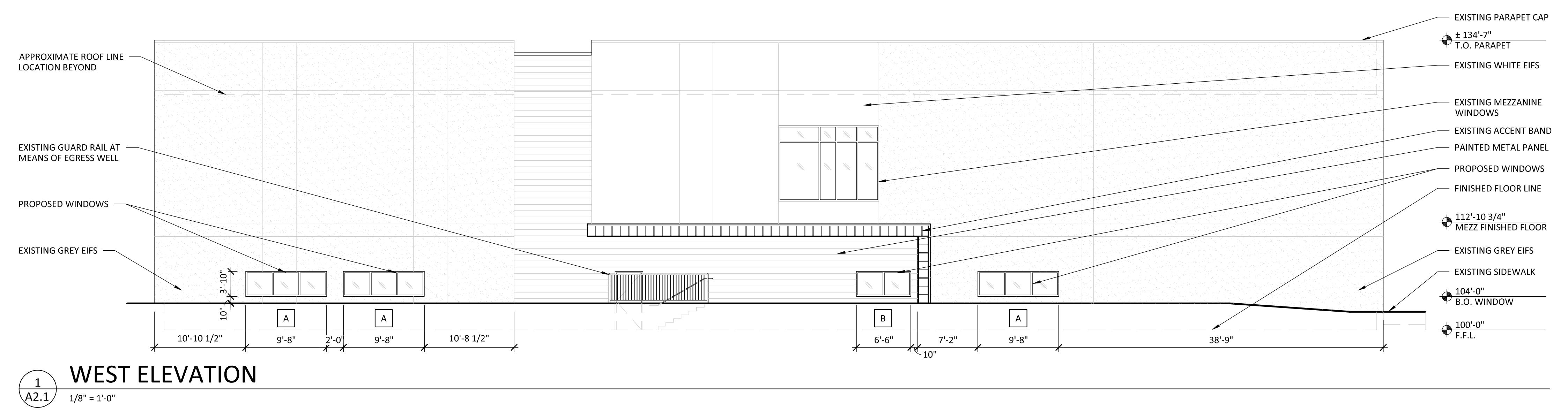
OBJECT NUMBER  
ACR224

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## ISSUANCE

PRINT NAME & NUMBER  
EXTERIOR  
ELEVATIONS

## A2.1



GM4-7

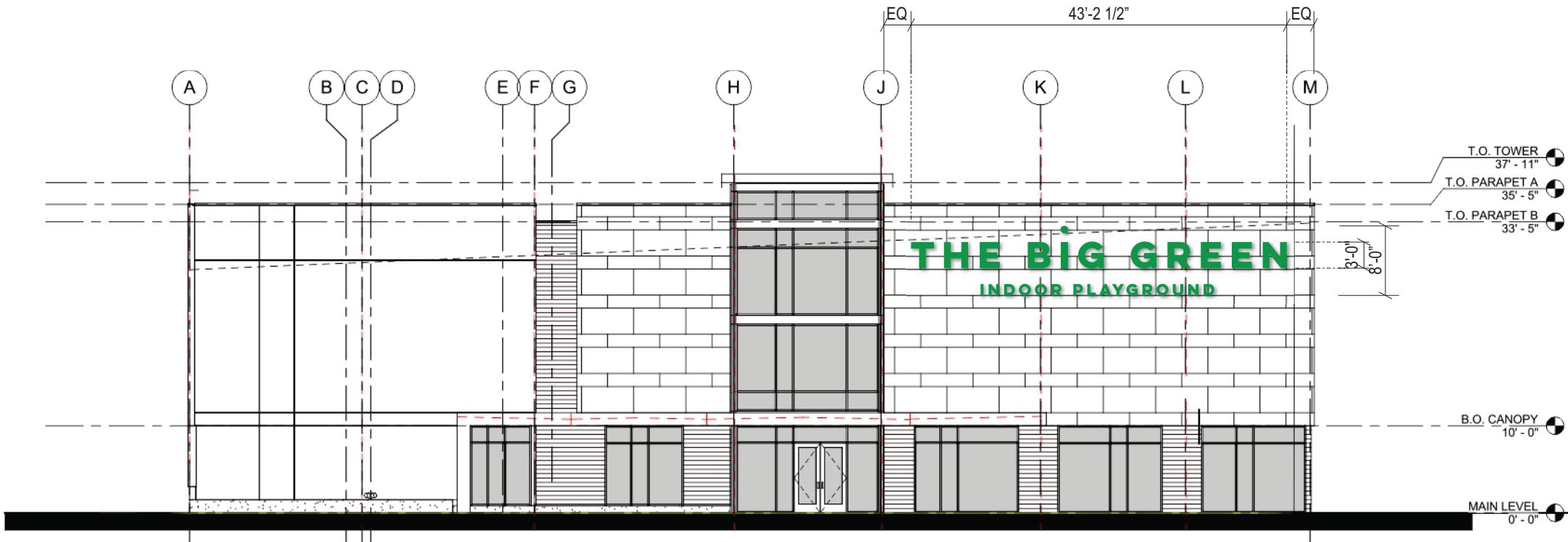
Exhibit 5: Color swatch

Mown Grass  
M370-7<sup>D</sup>



## Exhibit 6: Proposed Sign

<b>SIGN A</b>	36" The Big Green
Type:	Individual channel letters/ Remote
Illumination:	Internally Illuminated LED
Square Footage:	345.66



### Front Elevation (South)

Scale: 1/16" = 1'-0"

**NOTE: DRAWING IS FOR REPRESENTATIONAL PURPOSES ONLY. EXACT DIMENSIONS (FIELD SURVEY) REQUIRED PRIOR TO FABRICATION**

Allowable Square Footage this Elevation:	355.60
Formula:	35' x 127' = 4445 x 8% = 355.60
Actual Square Footage this Elevation:	345.66



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**The Big Green**  
1523 North Commerce Drive  
Saratoga Springs, UT 84045

Project ID#: 137591  
Project Mgr: Dan Murphy  
Designer: Mike DeMarco  
Created on: 09/06/2024

REVISION  
R1



**Parking Determination**

**Northshore Commercial**

**November 19, 2024**

**Public Meeting**

Report Date:	November 12, 2024
Applicant:	Elizabeth Cole and Rachel Fox
Owner:	JKG BRC Northshore LLC
Location:	629 North Saratoga Road
Major Street Access:	Saratoga Road and Lazaret Avenue
Parcel Number(s) & Size:	47:408:0002 / 7.86 acres
Parcel Zoning:	Office Warehouse (OW)
Adjacent Zoning:	Mixed Residential (MR), Office Warehouse (OW), Heavy Commercial (HC)
Land Use:	Regional Commercial
Current Use of Parcel:	New Warehouse/Flex Building
Adjacent Uses:	Warehouse, Commercial, Car Wash, and Multi-Family Residential
Previous Meetings:	Site Plan and Prelim Plat in 2022
Previous Approvals:	Site Plan, Prelim and Final Plat in 2022
Type of Action:	Administrative/Legislative (both)
Land Use Authority:	City Council
Future Routing:	N/A
Author:	Kendal Black, Planner II

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**A. Executive Summary:**

The applicant requests consideration of a parking determination for an indoor pickle ball facility in a new Warehouse/Flex Building in the Northshore Commerce development.

**Recommendation:**

**Staff recommends the City Council conduct a public meeting on the proposed parking determination, review and discuss the proposal, and select from the motions in Section H of this report.** Actions available to the City Council include approval, continuation, or denial.

**B. Background:**

The subject property is zoned office warehouse and has a newly constructed Warehouse/Flex building. The Land Development Code does not specifically list indoor pickle ball facility in the use tables or definitions. In such instances, the applicant may propose a parking standard for approval by the Land Use Authority.

Kendal Black, Planner II

[kblack@saratogaspringscity.com](mailto:kblack@saratogaspringscity.com)

1307 North Commerce Drive, Suite 200 • Saratoga Springs, Utah 84045  
801-766-9793 x161 • 801-766-9794 fax

**C. Specific Request:**

The applicant is proposing a parking standard for the Picklr indoor pickle ball facility that is proposed in their new building. The tenant space for Picklr is 36,957 square feet. After tallying up the parking for all the other businesses and vacant tenant spaces in the building, there are 52 parking stalls left over for Picklr (not counting the 8 parking spaces they are providing for their employees at the rear of the building). The business model requires the customer to schedule a time to use a court. Customers must have scheduled a court to play. There are no walk-ins. The provided twelve (12) courts fit four (4) players per court (for a total of 48 players' maximum at one time).

**D. Process:**

Parking requirements are part of a Site Plan Application and review. However, the proposed uses and parking ratios were not submitted at the time the initial Site Plan was reviewed and approved. Section 19.13 designates the City Council as the Land Use Authority for Site Plans and Section 19.09 specifies that the Land Use Authority "shall determine an appropriate parking requirement" based on the criteria listed in Section G of this report. A public hearing is not required.

**E. Community Review:**

Public notices are not required for this type of application.

**F. General Plan:**

The site is designated as Office Warehouse on the Land Use Map of the General Plan. The General Plan describes the general characteristics of the Office Warehouse land use designation as follows:

*Areas designated for warehousing and office uses.*

Staff conclusion: Consistent. The City Council approved the rezone to Office Warehouse in September of 2021.

**G. Code Criteria:**

Section 19.09.05 (7) states:

Where no comparative land use standard for parking is found in Section 19.09.10, Required Minimum Parking, the Land Use Authority for the related development shall determine an appropriate requirement using the following criteria:

- a. the intensity of the proposed use;
- b. times of operation and use;
- c. whether the hours or days of operation are staggered thereby reducing the need for the full amount of required parking;
- d. whether there is shared parking agreement in accordance with Section 19.09.05.10 below—if there is a shared parking agreement, a reduction may not be granted;
- e. the number of employees;

- f. the number of customers and patrons;
- g. trip generation; and
- h. peak demands.

**Analysis:**

The applicant has provided the attached report that addresses these criteria. In summary, they propose that they currently have enough parking to meet the demands of the proposed businesses at the present ratio. The site was initially constructed with 170 parking stalls for a 124,320 square foot building, resulting in a ratio of 1.43 stalls per 1,000 square feet. The attached report explains why they believe this will be adequate.

The closest related definitions in the Saratoga Springs Land Development Code are Commercial Recreation and Parks, Playgrounds, or Community Recreation (Private) Center as defined below.

**“Commercial Recreation”** means any commercial enterprise which receives a fee in return for the provision of some recreational activity including racquet clubs, health facilities, and amusement parks, but not including amusement centers.

*Parking requirement:* 1 stall per 100 sq. ft. plus 1 stall per each 3 seats of spectator seating at maximum capacity. (36,957 sq. ft. = 370 parking stalls)

**“Parks, Playgrounds, or Community Recreation (Private)”** means any of the following recreational land uses, which are easily accessible to residents depending on the local needs:

- a. areas of natural quality set aside for outdoor recreation such as viewing, sitting, and picnicking;
- b. arenas;
- c. athletic fields;
- d. community centers;
- e. golf courses;
- f. parks;
- g. playgrounds;
- h. recreation center buildings;
- i. sports facilities;
- j. swimming pools;
- k. tennis courts;
- l. walking and jogging tracks; and
- m. any similar public use areas or buildings that provide recreational opportunities.

*Parking requirement:* To be determined by Land Use Authority (See 19.09.05.7)

Staff has searched for these uses in other City Codes and did not find "Pickle Ball," "Indoor Pickle Ball," or "Indoor Pickle Ball Facility." The closest related results are below.

Use	Parking Requirement	City
Entertainment, Indoor	1/200 sf floor area (5/1,000)	Provo
Commercial Entertainment Facility	1/500 sf of gross floor area (2/1,000)	Lehi
Recreation and entertainment, indoor/outdoor	3/1,000 sf gross floor area	Draper
Tennis Courts - Private	One (1) per three and one-half (3 ½) person capacity in the building or facility, based on maximum use of all facilities at the same time	Lindon

#### **H. Recommendation and Alternatives:**

Staff recommends the City Council discuss this request in a public meeting and choose from the options below.

#### **Possible Motion for Approval**

"I move that the City Council **approve** the proposed parking determination, based on the attached report, for the Northshore Commerce building located at 629 North Saratoga Road, with the findings and conditions in the staff report."

#### **Findings**

1. The application is consistent with the General Plan, as articulated in Section "F" of the staff report, which section is incorporated by reference herein.
2. The application can comply with the Land Development Code if the Land Use Authority determines the parking ratios to be adequate.
3. The proposal complies with the criteria listed in Section 19.09.05(7) of the Land Development Code as outlined in the attached Memorandum from Hales Engineering.

#### **Conditions:**

1. The applicant shall stripe at least eight (8) parking stalls behind the tenant space for Picklr to provide staff parking stalls.

#### **Possible Motion for Denial**

The City Council may also choose to deny the proposed parking request. "I move that the City Council deny the proposed parking determination for Picklr, based on the following findings:

1. The proposed parking ratios do not adequately address the parking needs based on data from other Cities and similar facilities.
2. The proposal does not comply with the criteria listed in Section 19.09.05 (7) of the Land Development Code because they have not provided adequate ratios.

### **Alternative Motions - Continuance**

The City Council may also choose to continue the item. "I move to **continue** the Northshore Commerce parking determination to another meeting on [DATE], with direction to the applicant and Staff on information and/or changes needed to render a decision, as follows:

1. \_\_\_\_\_
2. \_\_\_\_\_

---

### **I. Exhibits:**

1. Memorandum from Hales Engineering, SS Northshore Parking Study (3 pages)
2. Revised Parking layout with 8 stalls in the back
3. Memorandum from Hales Engineering, SS Northshore Parking Study (12 pages)
4. Leasing Update Site Plan exhibit

## MEMORANDUM

Date: August 28, 2024

To: Saratoga Springs City

From: Hales Engineering

**Subject: Saratoga Springs Northshore Building 2 Parking Study**

UT24-2815



This memorandum summarizes the parking study completed for the proposed Northshore Building #2 development located in Saratoga Springs, Utah. The prior study presented several numbers and rates for the purposes of verification. The purpose of this memorandum is to condense and simplify that study into a summary of key findings, which are shown below:

- The parking for the project is adequate and was studied using a combination of City rates and peak demand scenarios.
- The project as designed (124,320 sq. ft.) has 170 stalls in the plan plus eight stalls that will be added for employees. **Overall, the parking for the site equates to 1.43 stalls / 1,000 sq. ft.**
- This building will include a non-standard end-user, which is The Picklr. The Picklr contains an indoor pickleball facility. In order to address their parking needs, Hales Engineering followed the Saratoga Springs Parking Requirements and Shared Parking Code 19.09.05, subsection 7.
  - Peak demand for The Picklr was based on local data collected at pickleball courts in Spanish fork supplemented with additional data from The Picklr.
- As noted in Item #7d of the parking requirement code, it states that if there is a shared parking agreement in accordance with Section 19.09.05.10, a reduction may not be granted. **There are no reductions from Saratoga Springs requirements.**
- In addition, for a use that does not have a comparative standard, Item 7c says that one of the criteria is whether the hours or days of operation are staggered thereby reducing the need for the full amount of required parking. This site naturally has an approximation of staggered hours as its peak reservations occur outside of the time of operation of the adjacent flex office tenants. Because it was found based on data provided by The Picklr that the peak demand occurs during early morning and late evening, as opposed to the flex office which experiences peak demand during the middle of the day.

## Conclusion

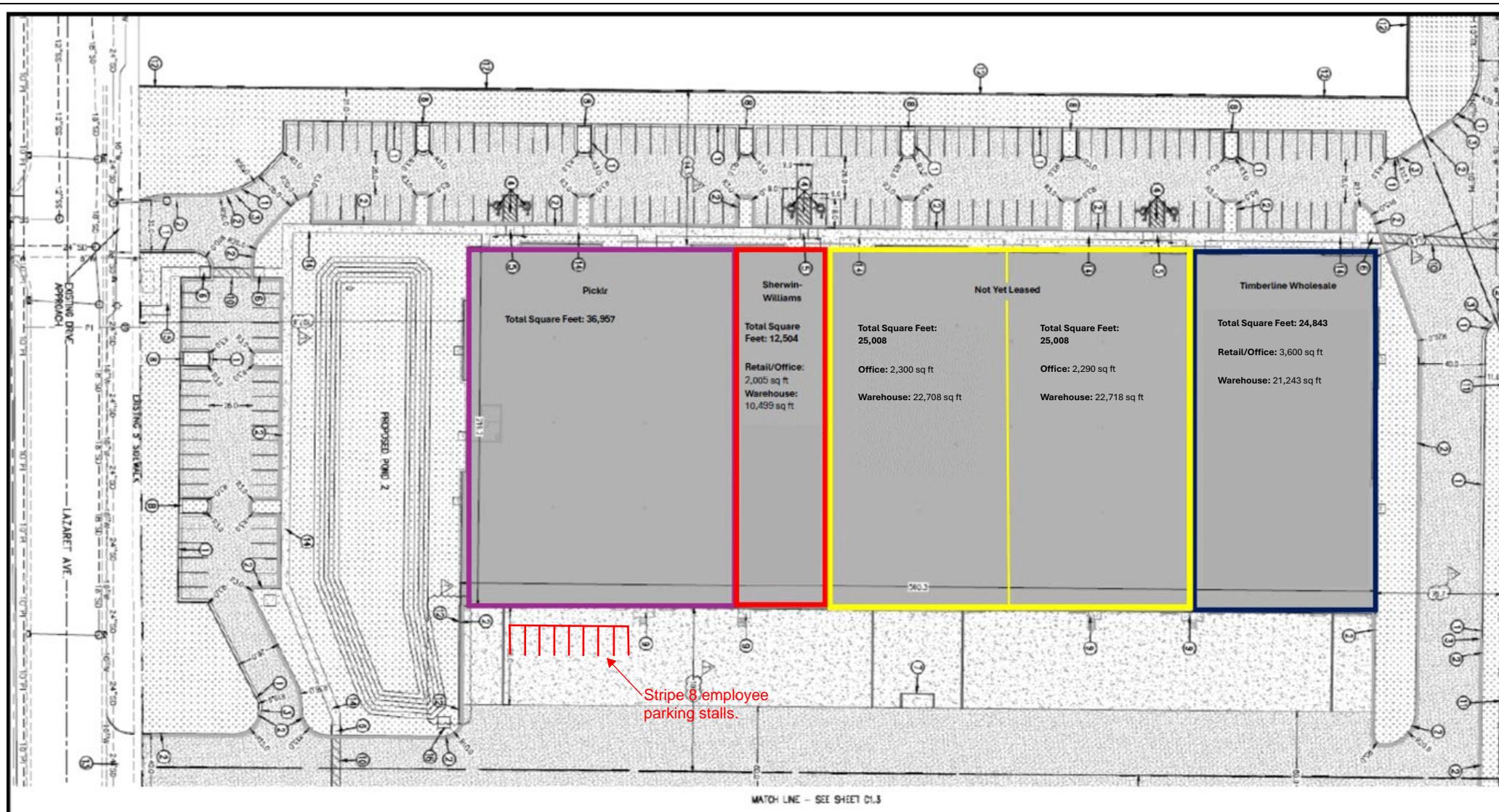
The proposed supply of 178 stalls is adequate for the overall site and **will remain adequate if The Picklr is an end user within this project. A surplus of 24 stalls is anticipated in peak late morning conditions.**

If you have any questions regarding this memorandum, please contact us at 801.766.4343.

# APPENDIX A

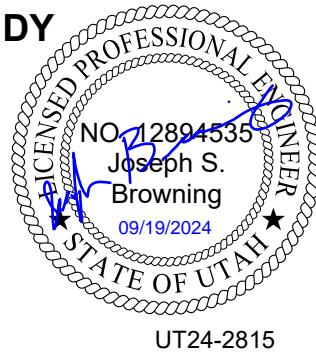
## Site Plan

Exhibit 2: Revised Parking layout with 8 stalls in the back



## NORTHSORE BUILDING 2 PARKING STUDY

Date: September 19, 2024  
To: Saratoga Springs City  
From: Hales Engineering



### Introduction

This document discusses the parking study completed for the proposed Northshore Building 2 development located in Saratoga Springs, Utah. The study identifies the City parking supply rates and projected demand from pickleball courts. The proposed development is located west of Saratoga Road and south of Pioneer Crossing in Saratoga Springs, Utah. A vicinity map of the project site is shown in Figure 1.



**Figure 1: Site vicinity map of the project in Saratoga Springs, Utah**

## Project Description and Comparable Land Use Standard for Parking

The development consists of a flex office building with 124,320 square feet of floor area. One of the tenants will be The Picklr (36,957 sf), which contains indoor pickleball courts that are available by reservation. This study is specifically for The Picklr. Title 19 (19.09.10) of the Land Development Code does not contain a specific pickleball use for which there is a parking requirement.

The City code contains a use for Commercial Recreation. This is defined as “any commercial enterprise which receives a fee in return for the provision of some recreational activity including racquet clubs, health facilities, and amusements parks, but not including amusement centers.” Commercial Recreation is parked at a rate of one stall per 100 sq. ft., which is the same as a restaurant use. These types of uses typically have multiple amenities such as cafes, exercise studios, steam and saunas, etc. which encourage longer stays and require increased parking.

The Picklr is a lower intensity use and does not align with the characteristics of Commercial Recreation. Its maximum occupancy is not consistent with the high person-density of the other uses that the parking rate is intended for. The Picklr is a membership and reservation-based facility (where reservations must be made in advance) with tight entry controls. One hour dedicated blocks of time are available for singles or doubles play and lessons. This allows for efficient court turnover each hour and gives members an opportunity for daily play without waiting in lines. The membership and reservation system is app-based. Peak times and reservation data are tracked through the app. The Picklr does not allow for free or unlimited play while something like a fitness center may have people entering and exiting as they please with no time limits on occupancy.

Other cities in Utah have established parking requirements that are tailored to a pickleball use. Clearfield requires two stalls per pickleball court. Herriman, which has an outdoor commercial recreation use parks at 2 stalls per court plus 1 stall per 500 sq. ft of area other than courts.

Because the City’s Commercial Recreation category seems more appropriate for something like a fitness facility, the central purpose of this study is to demonstrate the true and accurate parking demand for the proposed Picklr.

The remainder of the building is (or will be) occupied by more traditional flex office warehouse tenants. To date, the tenants are Sherwin Williams and Timberline Wholesale. It is anticipated that there will be two future tenants to occupy the remaining bays in the building. These four tenants will occupy a space of 87,363 square feet. A supply of 170 parking stalls is contained in the current plan. An additional eight stalls for Picklr employees will be added to the rear of the Premises to utilize the employee entry door. A site plan and a layout of the building is provided in Appendix A. Note that the location of The Picklr was carefully selected to allow for maximum use of the field of parking stalls to the south of the building.

## City Parking Code

The Saratoga Springs City code specifies parking rates for various land use types. The required parking rates found in the City code for the flex office land uses are shown in Table 1. The calculations for the parking required by the City are shown in Table 2. As shown, it is anticipated that the City would require 118 stalls for the flex office component.

**Table 1: City Parking Rates (Flex Office)**

Land Use	Unit Type	Rate (stalls per unit)
Warehouse/Flex (Office/Retail Area)	KSF	4.0
Warehouse/Flex (Warehouse Area)	KSF	1.0

Source: Saratoga Springs code, 2023

**Table 2: City Parking Calculations (Flex Office Component)**

City Parking Calculations Saratoga Springs - Northshore #2 PS				
Land Use	# of Units	Unit Type	Rate (stalls per unit)	Total Stalls
Flex Office (Office and Retail)	10.2	KSF	4.00	41
Flex Office (Warehouse Area)	77.2	KSF	1.00	77
<b>TOTAL</b>				<b>118</b>

Source: Saratoga Springs code, 2024.

## *The Intensity of the Proposed Use*

The Picklr is anticipated to contain 12 pickleball courts within a 36,957 sq. ft. space.

## *Times of Operation and Use*

The Picklr will operate from 6:00 a.m. to midnight every day of the week.

## *Staggered Operation*

The Picklr's peak demand is anticipated to fall outside of typical business hours for the flex office and occurs during early mornings and evenings. Note that The Picklr's facilities do **not** host tournaments as there are not enough courts in a single facility to do so. Tournaments are generally held at the Salt Palace. Daily play at The Picklr does not typically include spectators.

### *Shared Parking Agreement*

There is a shared parking agreement with the adjacent buildings. However, according to the City, the stalls at the adjacent buildings are considered to be too far away to count toward the reduction. Therefore, it was not considered in this analysis.

### *Number of Employees*

The Picklr is expected to have two or three staff members on-site at one time. Employees will park in the rear and utilize the employee entry door.

### *Number of Customers and Patrons*

The maximum number of customers/patrons at The Picklr is 48, which is four per court.

### *Vehicle Trip Generation*

The Picklr owns and operates six indoor pickle ball locations in Utah: Sandy, West Jordan, Kaysville, Logan, Uintah, and St. George. These locations were opened beginning in 2021. Parking data has been collected at all locations since opening. Based on Picklr's internal average parking data, vehicle occupancy is 2.5 stalls per court. Assuming full occupancy of the 12 courts in Saratoga Springs, it is anticipated that The Picklr may generate approximately 63 trips during its peak hour.

### **Peak Parking Demand**

Hales Engineering completed a local parking count to identify the parking demand requirements for pickleball courts due to the lack of information in City code and the Institute of Transportation Engineers (ITE) *Parking Generation* manual.

The comparable outdoor pickleball court location is at 701 West Park Drive in Spanish Fork and included 16 courts. The site was counted on Tuesday, October 27, 2020, from 6:00 to 7:00 pm. Although the count location was only for outdoor pickleball courts, it was determined that the outdoor and indoor facilities would have the same patron parking demand per occupied court, a maximum of four players per court.

It was identified that 10 of the 16 pickleball courts were in use and that there were 26 vehicles parked with 30 people playing on the courts. The calculated parking demand for these pickleball courts is 2.6 stalls per occupied court, which compares closely to and is substantiated by an average of 2.5 stalls per occupied court provided by The Picklr's own internal count across multiple sites in Utah. The local comparable indoor Picklr location is in Sandy which contains 9 courts. Average parking at the Sandy location is 2.5 stalls per court when court reservations are completely occupied by 4 persons per court.

Note that the calculated rate for the outdoor location represents a worst-case condition because it is based only on the occupied courts. Regardless of the trend in overall pickleball popularity, it is not anticipated that the demand per occupied court would have changed since the count was performed.

It is likely that there will be 10-minute surges in demand each hour as one reservation slot ends for all courts and the next reservations begin. It is anticipated that this demand may double the 2.6 stalls per occupied court, for a rate of 5.2 stalls per occupied court.

To account for surges in demand and to make sure patrons can find a parking spot, it is common practice to add a 10% buffer to the observed demand when recommending a parking supply. Adding a 10% buffer to the rate of 5.2 stalls per occupied court results in a recommended supply rate of 5.72 stalls per occupied court.

If the parking demand is calculated for the Saratoga Springs site using the local parking data from the Spanish Fork facility, the project would require a minimum of 5.72 stalls per court. With the twelve proposed courts, the total recommended supply is calculated to be 71 stalls, which includes the 69 stalls for the twelve courts proposed plus two for employees who will be on-site. It is anticipated that employees will park in the stalls on the back side of the building.

When including the maximum stalls needed for The Picklr and the other four tenants, a total of 189 stalls would appear to be needed for the project if there was continuously peak demand all day for all tenants. Because the peak demand times differ for pickleball and the traditional office/warehouse tenants, the need for parking is reduced as shown in the hourly parking analysis.

## Hourly Parking Analysis

The mix of tenants of the proposed building means that peak parking demand for the different uses will occur at different times of the day. For example, the office/warehouse tenants are anticipated to experience peak parking demand during typical business hours and during the middle of the day while The Picklr typically experiences its peak weekday demand in the early morning and in the evening. Based on this, less parking may be required for a multi-use building with different peak parking demand times than would be required for a single-use building.

Time-of-day demand was calculated based on percentages outlined in the Institute of Transportation Engineers (ITE) *Parking Generation*, 5<sup>th</sup> Edition, 2019 (for the flex office uses), as well as projections from The Picklr. Detailed calculations as well as these hourly projections are contained in Appendix B. The General Urban/Suburban category for office in ITE was used as opposed to Dense Multi-Use Urban due to the low amount of nearby transit services in Saratoga Springs. The general category was, therefore, more comparable in this analysis. Weekday rates were utilized for each land use to remain conservative with the amount of parking that would be generated by the flex office uses on weekdays.

A graph showing the time-of-day demand is shown in Figure 2.

Based on time-of-day demand, 154 stalls would be required. Therefore, it is anticipated that the proposed 178 stalls will provide sufficient parking with a surplus of 24 parking stalls. There would be 19 surplus stalls in the main parking area and 5 surplus stalls in the employee area. The surplus employee stalls would be utilized for visiting corporate employees or instructors.

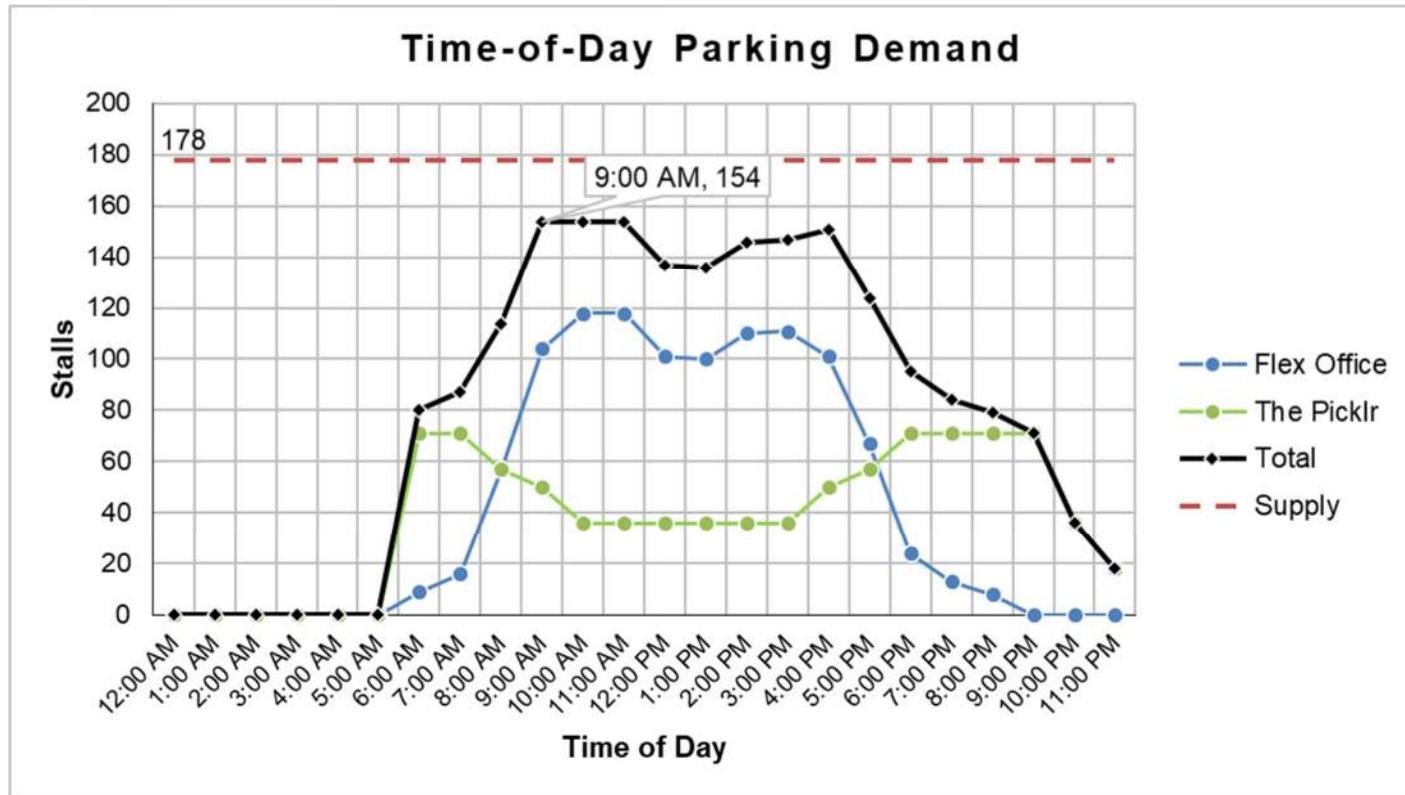


Figure 2: Time-of-day demand

### Comparison and Recommendation

A comparison of the proposed supply, The Picklr parking needs combined with the City's parking requirement for the flex office space, and the total needed parking based on time-of-day demand is shown in Table 3. Based on the provided information, it is anticipated that the proposed supply of 178 stalls will be adequate for the site.

Table 3: Parking Comparison

Source	# of Stalls
Proposed Site Plan	178
Peak Needs based on Time-of-Day	154

## Conclusions

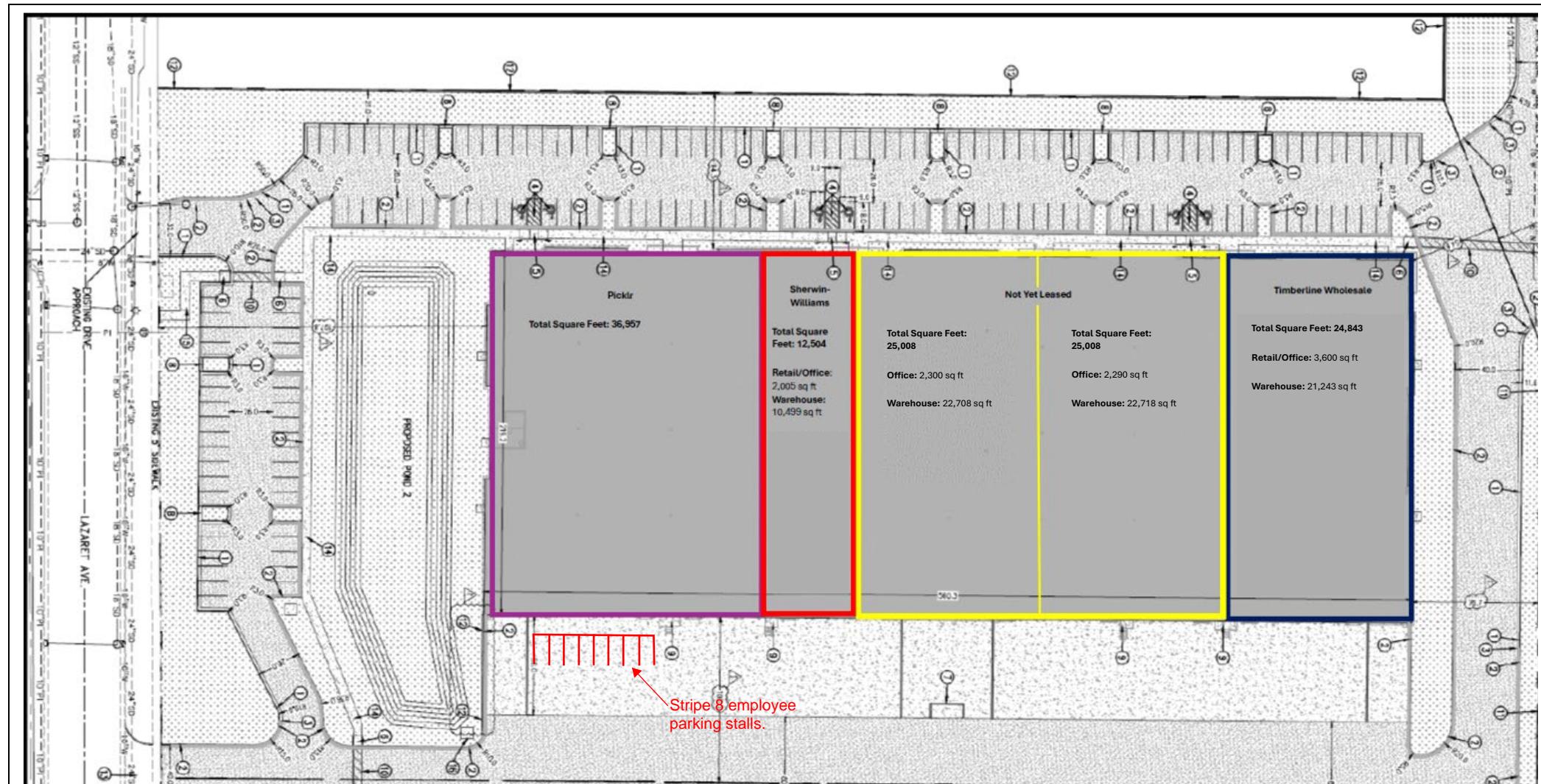
The key findings of this study are as follows:

- The development consists of flex office space and a pickleball facility.
  - A supply of 178 stalls is currently planned for the building.
- Demand for different users will peak at different times of the day. 154 stalls are needed to meet peak demand.
- Based on this information, it is anticipated that the proposed 170 stalls in the front plus eight stalls in the back will be adequate for the site with a surplus of 19 stalls in the front and five stalls in the back.

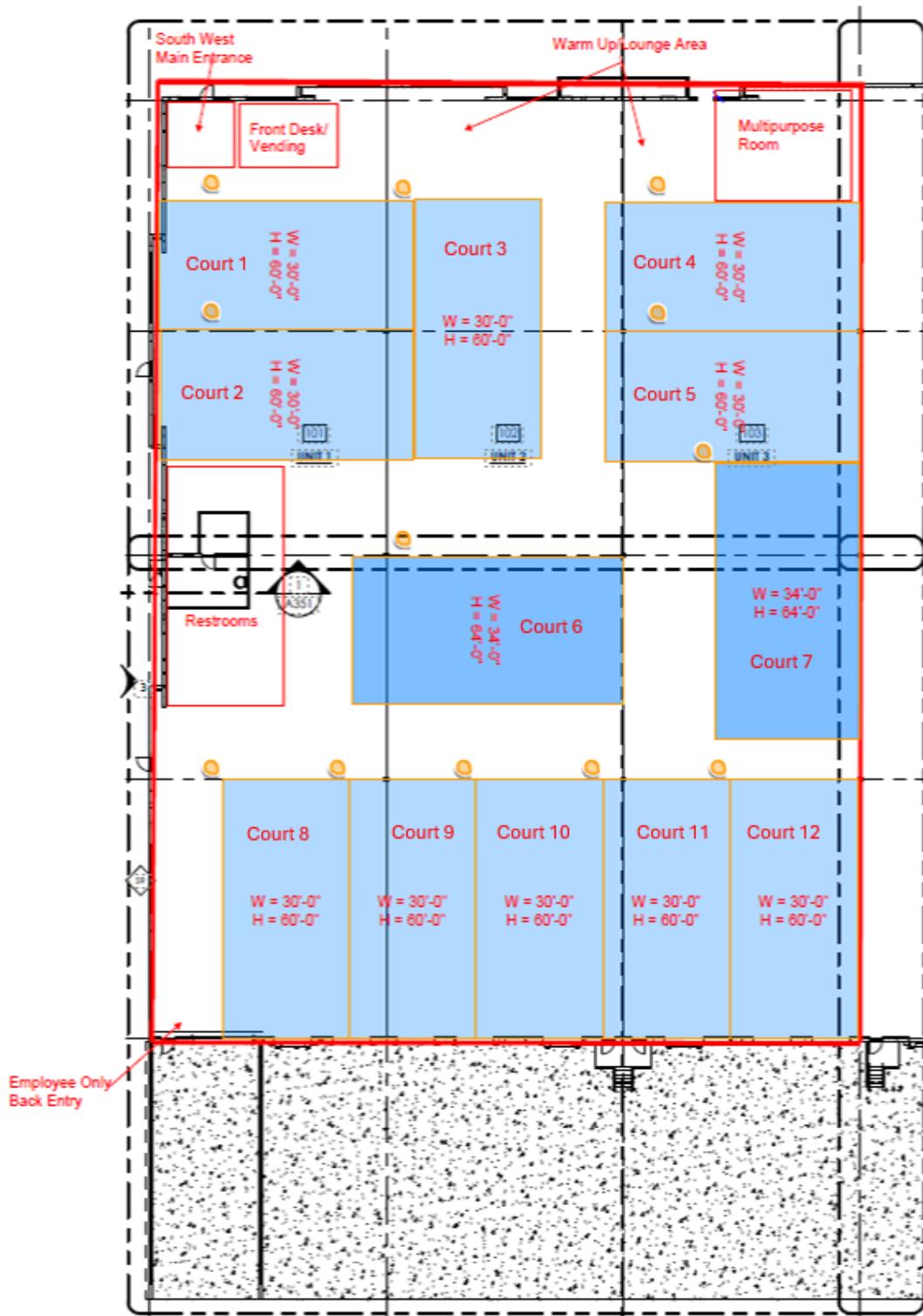
If you have any questions regarding this memorandum, please contact us at 801.766.4343.

# APPENDIX A

## Site Plan



**The Picklr**  
**Northshore Building 2**  
**Concept Plan**



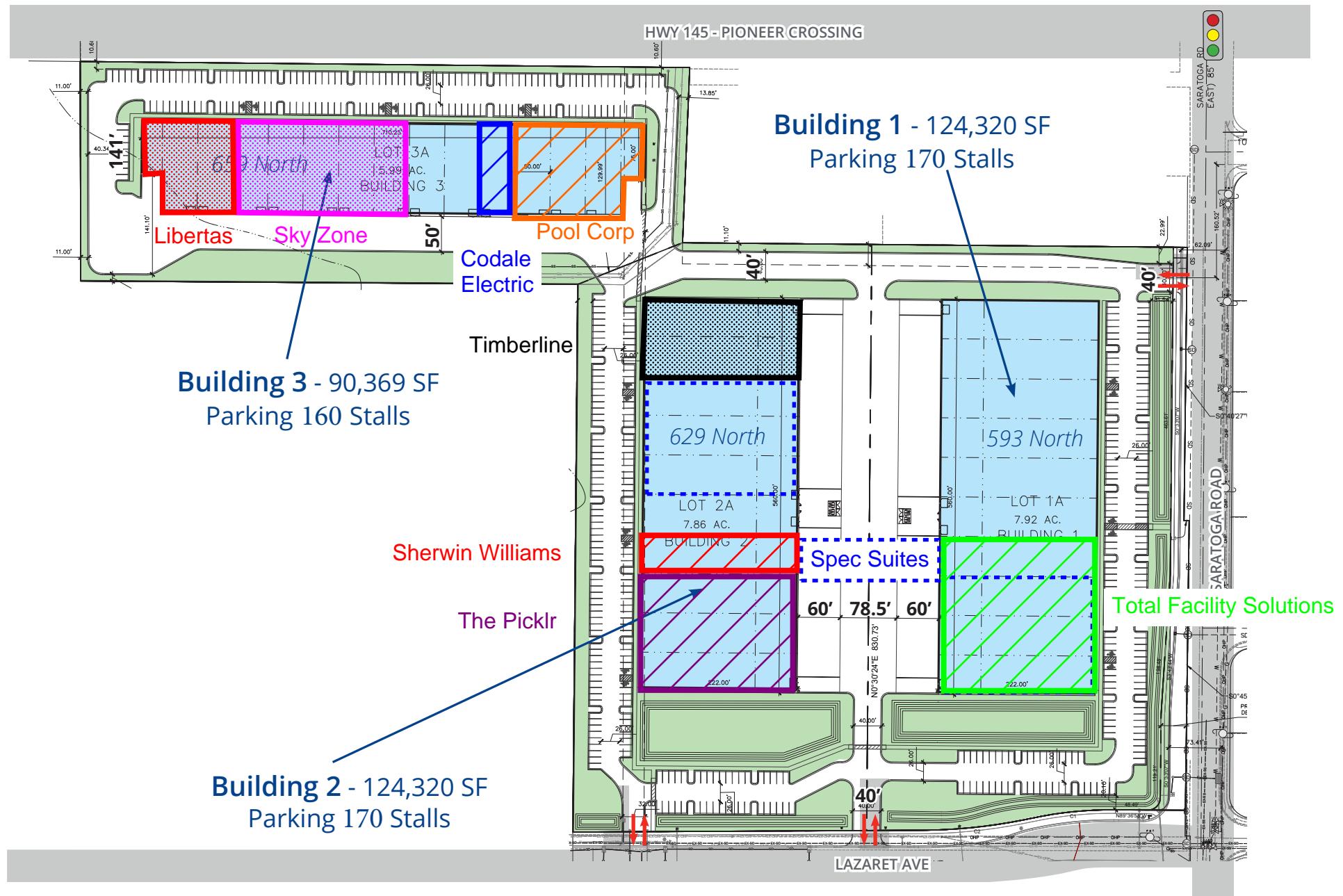
# APPENDIX B

## Time-of-Day Parking Calculations

# of Stalls Provided: **178**

#	1		2		Total		Supply	Delta		
Land Use	Flex Office		The Picklr							
Peak Demand	118		71							
Time	%	#	%	#	%	#				
12:00 AM	0%	0	0%	0	0%	0	178	178		
1:00 AM	0%	0	0%	0	0%	0	178	178		
2:00 AM	0%	0	0%	0	0%	0	178	178		
3:00 AM	0%	0	0%	0	0%	0	178	178		
4:00 AM	0%	0	0%	0	0%	0	178	178		
5:00 AM	0%	0	0%	0	0%	0	178	178		
6:00 AM	7%	9	100%	71	45%	80	178	98		
7:00 AM	13%	16	100%	71	49%	87	178	91		
8:00 AM	48%	57	80%	57	64%	114	178	64		
9:00 AM	88%	104	70%	50	87%	154	178	24		
10:00 AM	100%	118	50%	36	87%	154	178	24		
11:00 AM	100%	118	50%	36	87%	154	178	24		
12:00 PM	85%	101	50%	36	77%	137	178	41		
1:00 PM	84%	100	50%	36	76%	136	178	42		
2:00 PM	93%	110	50%	36	82%	146	178	32		
3:00 PM	94%	111	50%	36	83%	147	178	31		
4:00 PM	85%	101	70%	50	85%	151	178	27		
5:00 PM	56%	67	80%	57	70%	124	178	54		
6:00 PM	20%	24	100%	71	53%	95	178	83		
7:00 PM	11%	13	100%	71	47%	84	178	94		
8:00 PM	6%	8	100%	71	44%	79	178	99		
9:00 PM	0%	0	100%	71	40%	71	178	107		
10:00 PM	0%	0	50%	36	20%	36	178	142		
11:00 PM	0%	0	25%	18	10%	18	178	160		

# Site Plan





# Memo – City Council Meeting, 11/19/24

Author: Tippe Morlan, AICP  
Department: Planning  
Subject: Alpine School District Annexation  
Date: November 19, 2024  
Type of Item: Resolution of Intention to Annex

---

## **Introduction:**

The Alpine School District has submitted an annexation application for the 162.23 acre parcel owned by the Corporation of the Presiding Bishop of the Church of Jesus Christ of Latter-Day Saints, located at approximately Bonneville Drive and Halvorsen Parkway, west of Mountain View Corridor. The intent is to bring this parcel into the City for the development of a new high school and to develop the remainder of the property as residential within 5 years.

This property is currently in the County and falls within the approved Annexation Policy Plan area of Saratoga Springs. It also falls within the Eagle Mountain City Annexation Policy Plan area which requires Eagle Mountain City to acknowledge and agree to this annexation, as is required by Utah Code 10-2-418(2)(a).

## **Process:**

This annexation process follows the requirements stipulated in [Utah Code 10-2-418](#), which requires that the City Council first adopt a resolution with the intent to annex the property. This action is scheduled for the City Council meeting on November 19, 2024.

In the next step, the City will send out a public notice, and then meet the required waiting period of a minimum of 30 days prior to holding a public hearing to approve the annexation.

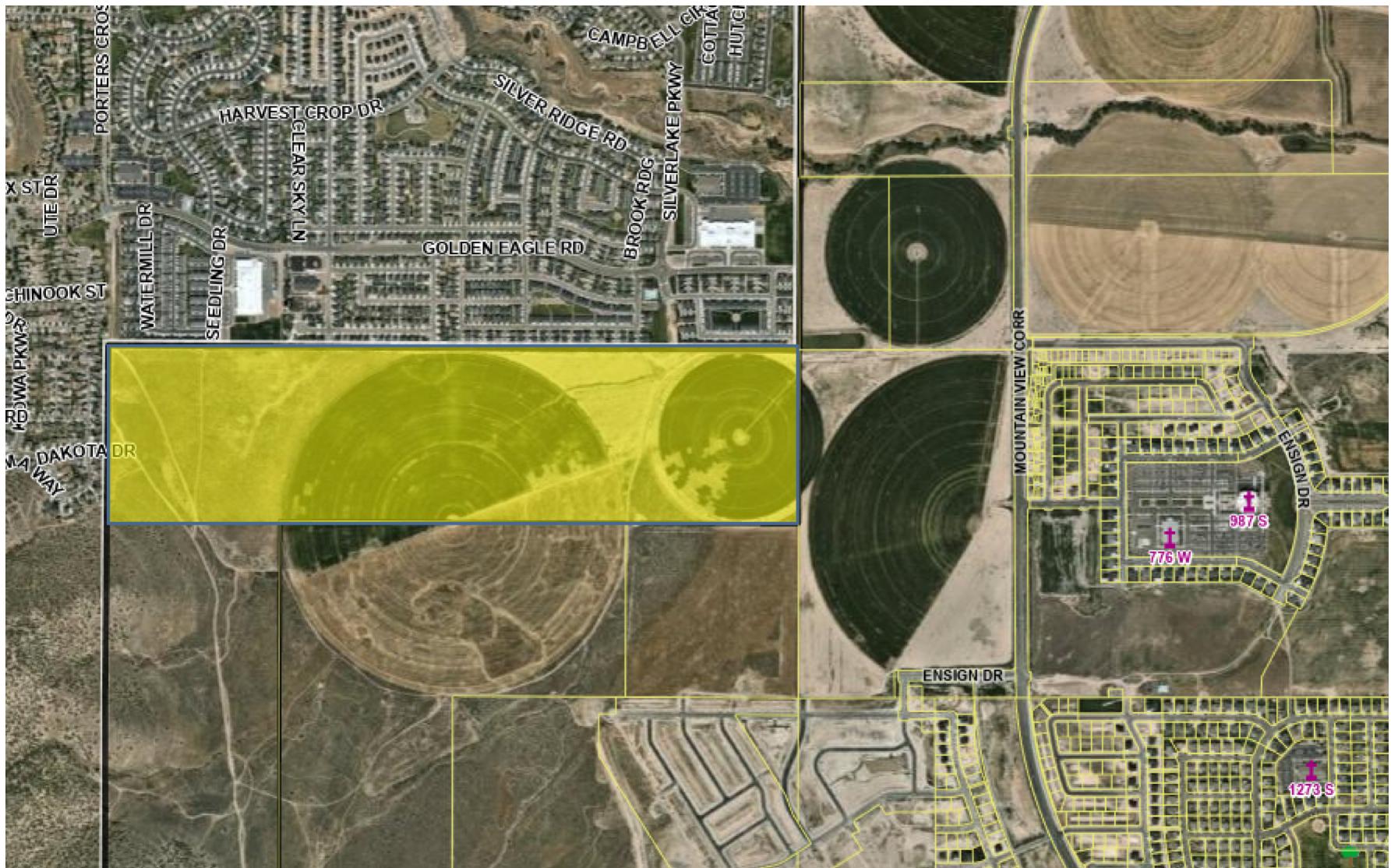
## **Land Use and Zoning:**

The current General Plan Land Use Designation for this property is Low Density Residential, which would allow for a R1-10 or R1-9 zoning designation. There is also the potential for a Planned Community zoning designation if this were to be incorporated into the District Area Plan.

## **Attached Exhibits:**

1. Aerial Map of Annexation Site
2. Annexation Plat

Exhibit 1: Aerial Map



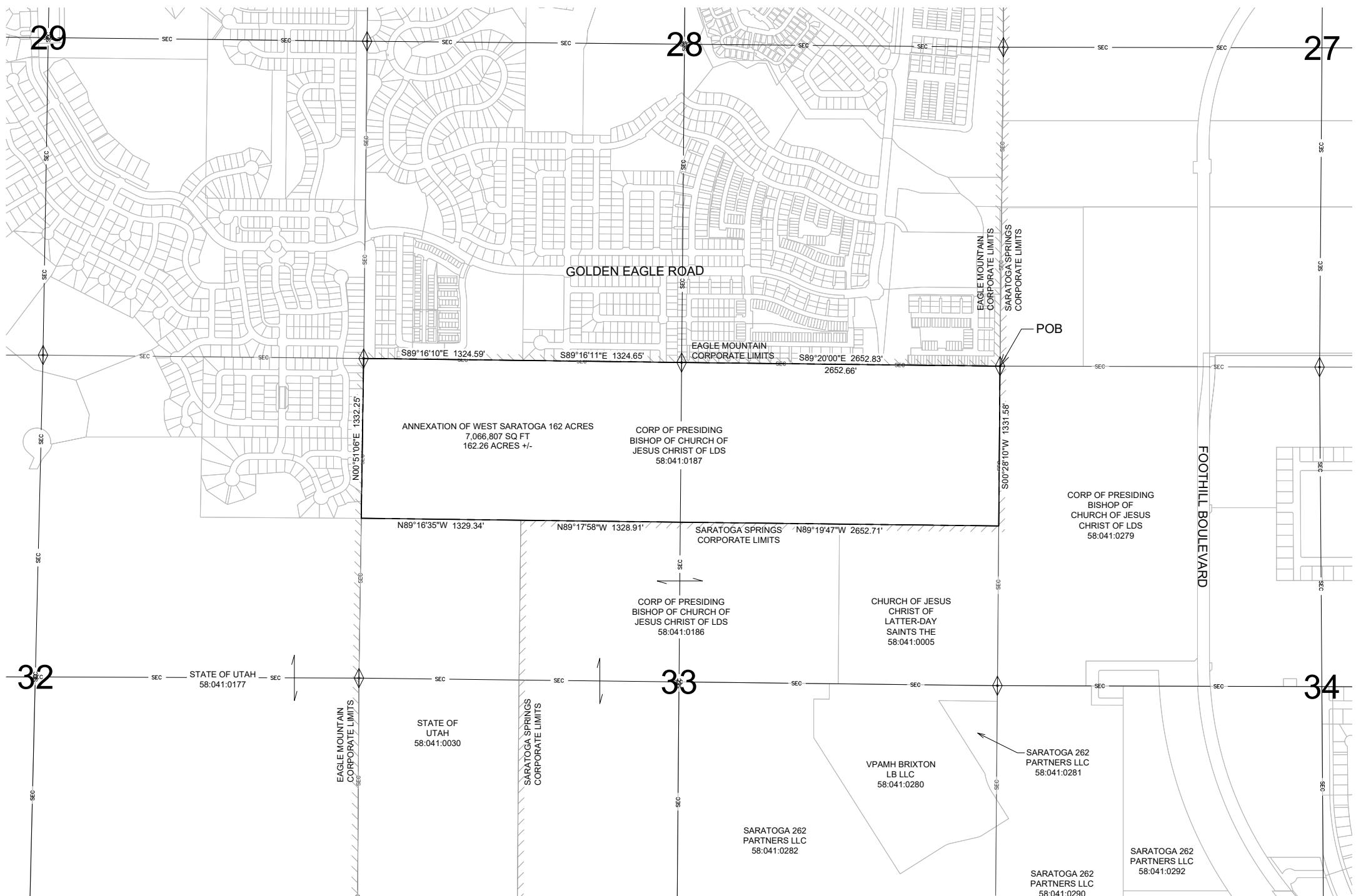
## ANNEXATION OF WEST SARATOGA 162 ACRES

A FINAL LOCAL ENTITY PLAT

Avenue Project No. 22



1000  
scale 0 500 1000  
feet 1" = 500' feet



Preliminary  
12/07/2023 4:05:12 PM

## BOUNDARY DESCRIPTION

A PART OF UNINCORPORATED UTAH COUNTY TO BE ADDED TO THE CORPORATE LIMITS OF THE CITY OF SARATOGA SPRINGS, UTAH, BEING A PORTION OF SECTION 33, TOWNSHIP 5 SOUTH, RANGE 1 WEST, SALT LAKE BASE & MERIDIAN, THE BOUNDARY OF SAID ADDITION IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF SECTION 33, TOWNSHIP 5 SOUTH, RANGE 1 WEST, SALT LAKE BASE AND MERIDIAN, SAID POINT BEING ON THE EXISTING CORPORATE BOUNDARY OF SARATOGA SPRINGS CITY ACCORDING TO THE SARATOGA WEST ADDITION ANNEXATION PLAT, RECORDED AS ENTRY NO. 5776:2011, MAP NO. 13388, IN THE OFFICE OF THE UTAH COUNTY RECORDER; AND RUNNING THENCE ALONG SAID EXISTING SARATOGA SPRINGS CITY CORPORATE BOUNDARY THE FOLLOWING (3) COURSES AND DISTANCES:

- (1) S.00°28'10"W, 1,331.58 FEET ALONG THE EAST LINE OF SAID SECTION 33 TO THE SOUTHEAST CORNER OF THE NE1/4 OF THE NE1/4 OF SAID SECTION 33;
- (2) N.89°19'47"W, 2,652.71 FEET ALONG THE 40-ACRE LINE TO THE SOUTHWEST CORNER OF THE NW1/4 OF THE NE1/4 OF SAID SECTION 33;
- (3) N.89°17'58"W, 1,328.91 FEET ALONG THE 40-ACRE LINE TO THE SOUTHEAST CORNER OF THE NW1/4 OF THE NE1/4 OF SAID SECTION 33;

THENCE LEAVING SAID EXISTING CORPORATE BOUNDARY, N.89°16'35"W, 1,329.34 FEET ALONG THE SOUTH LINE OF SAID NW1/4 TO THE SOUTHWEST CORNER OF SAID NW1/4 OF THE NW1/4 OF SECTION 33, BEING A POINT ON THE EXISTING CORPORATE LIMITS OF EAGLE MOUNTAIN CITY ACCORDING TO THE OFFICIAL MAP OF THE TOWN OF EAGLE MOUNTAIN, RECORDED AS ENTRY NO. 97762, MAP NO. 6861-81 IN THE OFFICE OF THE UTAH COUNTY RECORDER; THENCE ALONG SAID EXISTING CORPORATE LIMITS THE FOLLOWING (4) COURSES AND DISTANCES:

- (1) N.00°51'06"E, 1,332.25 FEET ALONG THE SECTION LINE TO THE NORTHWEST CORNER OF SAID SECTION 33;
- (2) S.89°16'11"E, 1,324.59 FEET (1,324.458 BY RECORD) ALONG THE SECTION LINE TO THE NORTH 1/4 CORNER OF SAID SECTION 33, TO A POINT ON THE SOUTH LINE OF THE EXISTING EVANS RANCH ANNEXATION, RECORDED AS ENTRY NO. 14268:2002, MAP NO. 9802-111 IN THE OFFICE OF THE UTAH COUNTY RECORDER;
- (3) S.89°16'11"E, 1,324.64 FEET ALONG THE SECTION LINE, AND CONTINUING ALONG SAID SOUTH LINE OF EVANS RANCH ANNEXATION, TO THE NORTH 1/4 CORNER OF SAID SECTION 33;
- (4) S.89°20'00"E, 2,652.83 FEET ALONG THE SECTION LINE, AND CONTINUING ALONG SAID SOUTH LINE OF EVANS RANCH ANNEXATION TO THE POINT OF BEGINNING.

CONTAINS 7,066.807 SQ. FT. OR 162.26 ACRES, MORE OR LESS.

## SURVEYOR'S CERTIFICATE

I, MICHAEL B. HERBST, DO HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR AND THAT I HOLD A LICENSE NO. 5046930 IN ACCORDANCE WITH TITLE 58, CHAPTER 22 OF THE UTAH STATE CODE. I FURTHER CERTIFY THAT THIS PLAT OF ANNEXATION TO THE CORPORATE LIMITS OF SARATOGA SPRINGS CITY, UTAH COUNTY, UTAH IS A TRUE AND ACCURATE MAP OF DATA COMPILED FROM RECORDS ON FILE IN THE OFFICE OF THE UTAH COUNTY RECORDER.

*Michael B. Herbst*

MICHAEL B. HERBST  
PROFESSIONAL LAND SURVEYOR  
LICENSE NO. 5046930

December 7, 2023  
DATE:



## ACCEPTANCE BY LEGISLATIVE BODY

WE, THE DULY ELECTED COUNCIL OF THE CITY OF SARATOGA SPRINGS, UTAH, HAVE RECEIVED A REQUEST TO INITIATE PROCEDURES FOR THE ANNEXATION OF THE TRACTS OF LAND SHOWN HEREON, WHICH TRACTS OF LAND CONSTITUTES A PORTION OF AN EXISTING ISLAND OR PENINSULA OF UNINCORPORATED LAND WITHIN OR CONTIGUOUS TO THE CITY, AND DO HEREBY CERTIFY: (1) THE COUNCIL HAS ADOPTED A RESOLUTION SETTING FORTH ITS INTENT TO ANNEX THE TRACTS, PROVIDED NOTICE AND CONDUCTED HEARINGS ON THE MATTER, AND ADOPTED AN ORDINANCE PROVIDING FOR THE ANNEXATION OF THE TRACTS INTO THE CITY, ALL IN ACCORDANCE WITH THE PROVISIONS OF SECTION 10-2-418 UTAH CODE ANNOTATED, AS AMENDED, AND (2) THAT THE COUNCIL DOES HEREBY APPROVE AND ACCEPT THE ANNEXATION OF THE TRACTS OF LAND SHOWN HEREON AS A PART OF THE CITY OF SARATOGA SPRINGS TO BE KNOWN HEREAFTER AS THE

## ANNEXATION OF WEST SARATOGA 162 ACRES

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

MAYOR

ATTEST  
RECORDER

RECORDER'S SEAL

## ACCEPTANCE BY COUNTY SURVEYOR

THIS PLAT HAS BEEN REVIEWED BY THE COUNTY SURVEYOR AND IS HEREBY CERTIFIED AS A FINAL LOCAL ENTITY PLAT, PURSUANT TO UTAH CODE ANNOTATED 17-23-20 AMENDED.

COUNTY SURVEYOR DATE:

UTAH COUNTY RECORDER DATE:

COUNTY SURVEYOR'S SEAL

## PLAT OF

ANNEXATION OF  
WEST SARATOGA 162 ACRES

A FINAL LOCAL ENTITY PLAT

SARATOGA SPRINGS UTAH COUNTY, UTAH

SCALE 1" = 500' SHEET 1 OF 1

## **RESOLUTION R24-60 (11-19-24)**

### **A RESOLUTION OF INTENTION TO APPROVE THE ANNEXATION OF 162.23 ACRES OF LAND PURSUANT TO SECTION 10-2-418 OF THE UTAH CODE; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, Utah Code §§ 10-2-401 to -428 constitutes the statutory framework for annexation of unincorporated areas of a county into an adjoining Utah municipality; and

**WHEREAS**, Utah Code § 10-2-418(3) provides that a municipality may annex an unincorporated area without an annexation petition if the area to be annexed consists of an unincorporated island within, or an unincorporated peninsula contiguous to, a municipality, and is an area that has fewer than 800 residents; and

**WHEREAS**, the area proposed to be annexed described in Exhibit A (“Property”) consists of approximately 162.23 +/- acres owned by the Corporation of the Presiding Bishop of the Church of Jesus Christ of Latter-Day Saints, which has less than 800 residents, and constitutes all or part of an unincorporated island or peninsula of Utah County, a county of the second class, contiguous to and/or surrounded by land of the City of Saratoga Springs, Utah (“City”); and

**WHEREAS**, on October 24, 2024, the Alpine School District filed an “Annexation Application” (“Application”), requesting to annex the Property into the City; and

**WHEREAS**, the Saratoga Springs City Council (the “Council”) met in regular session on November 19, 2024 to consider, among other things, expressing the City’s intent on annexing the Property identified in the Application; and

**WHEREAS**, the Council has had the opportunity to review the Application, which is on file with the Saratoga Springs City Recorder; and

**WHEREAS**, after careful consideration, the Council has determined that it is in the best interests of the health, safety, and welfare of the citizens of the City to approve the Application and to express the City’s intent on annexing the Property pursuant to Utah Code § 10-2-418.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Saratoga Springs, Utah expresses its intent on annexing the Property pursuant to Utah Code § 10-2-418 and that City Staff is directed to publish public notice as required by Section 418 of the Act and to schedule a public hearing for final approval of the Petition. This Resolution shall take effect immediately upon passage.

**ADOPTED AND PASSED** by the City Council of the City of Saratoga Springs, Utah, this 19<sup>th</sup> day of November 2024.

Signed: \_\_\_\_\_  
Jim Miller, Mayor

Attest: \_\_\_\_\_  
City Recorder

## EXHIBIT A – PROPERTY DESCRIPTION

### ANNEXATION OF WEST SARATOGA 162 ACRRES BOUNDARY DESCRIPTION

A PART OF UNINCORPORATED UTAH COUNTY TO BE ADDED TO THE CORPORATE LIMITS OF THE CITY OF SARATOGA SPRINGS, UTAH, BEING A PORTION OF SECTION 33, TOWNSHIP 5 SOUTH, RANGE 1 WEST, SALT LAKE BASE & MERIDIAN, THE BOUNDARY OF SAID ADDITION IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

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CONTAINS: 7,066,827 SQ. FT. OR 162.23 ACRES, MORE OR LESS.



## **City Council Staff Report**

**Author:** Owen Jackson, Assistant City Manager  
**Subject:** Changes to Purchasing and Procurement Policy  
**Date:** November 19, 2024  
**Type of Item:** Resolution

### **Topic**

Staff is asking for approval to amend the purchasing and procurement policy for the City to include National and Federal contracts as options purchasing goods and materials. Staff is also asking for additional language to give the City more flexibility to reject bids. Finally, Staff is requesting to add language allowing a yearly increase to the \$40,000 City Manager purchasing limits to account for inflation.

### **Background**

The City's purchasing and procurement policy allows staff to use pre-negotiated contracts through the State of Utah. The State contracts go through a requests for proposals or bid process and are offered at a negotiated price for all government agencies in the state. There are National and Federal contracts that are negotiated in the same manner. Expanding the policy to allow the City to use the National and Federal contracts provides additional options to find the best negotiated price for purchasing goods, materials, and services. Staff is also asking for additional language to give the City more flexibility to reject bids. Finally, Staff is requesting to add language allowing a yearly increase to the \$40,000 City Manager purchasing limits to account for inflation.

**Recommendation:** Staff recommends approving the changes to the purchasing and procurement policy for the City.

## **CONTRACTING AND PURCHASING POLICY**

### **I. Purpose.**

These rules are intended to provide a systematic and uniform method of purchasing goods and services for the City. The purpose of these rules is to ensure that purchases made and services contracted for are in the best interest of the public and acquired in a cost-effective manner. Nothing herein shall exempt the City from following the Municipal Fiscal Procedures Act including obtaining approval from the City Council of expenditures through budget approvals.

### **II. General Policies.**

- A. **Authority of City Manager or Designee.** The City Manager or designee shall be responsible for the following:
  1. Ensure all purchases for services comply with these rules.
  2. Review and approve all authorized purchases and contracts of the City.
  3. Establish and amend procedures for the efficient and economical management of the contracting and purchasing functions authorized by these rules. Such procedures shall be in writing and on file in the office of the City Manager as a public record.
  4. Maintain accurate and sufficient records concerning all City purchases and contracts for services.
  5. Maintain a list of contractors for public improvements and personal services who have made themselves known to the City and are interested in soliciting City business.
  6. Make recommendations to the City Council concerning amendments to these rules.

- B. Powers in General.** The City may take any action with respect to procurement that is in the best interests of the city, including but not limited to the following:

1. Reject any bid, proposal, or other offer or submission from a bidder or offeror who is in a position that is adverse to the city in a past, present, pending, or threatened litigation, administrative proceeding, claim, dispute, or similar proceeding or dispute relating to a City procurement or contract.
2. Reject any bid, proposal, or other offer or submission where the same is determined to be nonresponsive, or where the bidder or offeror is determined to be nonresponsible under criteria established in this Policy or the Request for Proposals. Nonresponsible is defined as a bidder who fails to meet the requirements and standards of this Policy or Request for Proposals or who has been disqualified therein. The City may also notify any person of potential nonresponsibility, and the City may reject the bid or other offer or

submission of any person so notified unless that person demonstrates to the City's satisfaction that the concerns indicated in the City's notice have been resolved.

3. Reject all bids, proposals, or other offers or submissions, or reject parts of all bids, proposals, or other offers or submissions, when the City's interest will be best served thereby.
4. Waive or modify requirements within a particular bid process, proposal, or other solicitation process when advantageous to the city and when consistent with mandatory applicable legal requirements.
5. Impose reasonable fees or forfeitable deposits for providing City materials or services in connection with a procurement process.
6. Employ all solicitation means appropriate to effectively procure goods and services so long as such means are not in conflict with the requirements of this Policy. Such means may include but are not limited to prequalifications, maintaining lists of bidders or offerors, soliciting in phases, steps, or stages, multiple awards, multistep sealed bidding, notice or solicitation by phone, fax, mail, email, or computer system, requiring demonstrations of competence, creating special processes to meet the needs of a particular procurement, and any and all means deemed necessary, important, or appropriate for any procurement.

**B.C. Goods and Services.** All City purchases for goods and services and contracts for goods and services shall be subject to the following:

1. No contract or purchase shall be so arranged, fragmented, or divided with the purpose or intent to circumvent these rules.
2. No purchase shall be contracted for, or made, unless sufficient funds have been budgeted in the year for which funds have been appropriated.
3. Purchases costing more than \$5,000 to \$40,000 in total, shall require a minimum of two (2) telephone bids, which limits shall increase by 5% each fiscal year starting July 1, 2025.
4. All purchases of capital assets and services in excess of \$40,000 must be awarded through a formal sealed bidding process, which limits shall increase by 5% each fiscal year starting July 1, 2025.
5. When it is advantageous to the City, annual contracts for services and supplies regularly purchased should be obtained.
6. All purchases and contracts in excess of \$5,000 must be approved by the City Manager or designee. Amounts to be paid by the City of \$5,000 or less may be approved and

authorized by the respective department heads consistent with other city procurement policies and procedures.

7. The City Attorney prior to entering into any such contract shall review and approve all contracts for services.
8. The following items require City Council approval unless otherwise exempted in these following rules:
  - i) All contracts (as defined) in excess of \$40,000, which shall increase by 5% each fiscal year starting on July 1, 2025, unless the expenditure for the specific contract or purchase was approved by the City Council as part of the budget approval or amendment process.
  - ii) All contracts and purchases awarded through the formal bidding process, unless the expenditure for the specific contract or purchase was approved by the City Council as part of the budget approval or amendment process.
  - iii) Change orders or accumulated change orders which would overall increase a previously approved contract by the bid amount in B.9. below, unless the expenditure for the change order(s) was approved by the City Council as part of the budget approval or amendment process.
9. Acquisition for undertaking building improvement or public works projects may require public requests for bids per Utah Code § 11-39-103. Following is a summary of the Utah Code requirements, which may change from time-to-time:
  - i) All contracts for *building improvements* over the amount specified by the Utah Code (“bid limit”), specifically:
    - (1) For each year after 2003 (\$40,000 for the year 2003), the amount of the bid limit for the previous year, plus an amount calculated by multiplying the amount of the bid limit for the previous year by the lesser of 3 % or the actual % change in the CPI during the previous calendar year. For example, for 2022 the bid limit for certain building improvements would be \$56,637.80.
      - (a) **Exception-see C.**
  - ii) All contracts for *public works projects* over the amount specified by state code, specifically:
    - (1) For each year after 2003 (\$125,000 for the year 2003), the amount of the bid limit for the previous year, plus an amount calculated by multiplying the amount of the bid limit for the previous year by the lesser of 3 % or the actual % change in

the CPI during the previous calendar year. For example, for 2022 the bid limit for certain public works projects would be \$176,993.13.

(a) **Exception**-see C.

10. **Conflicts of Interest**- All contracts or transactions for goods or services, in which the contracting or transaction party is an employee or related to an employee of the City, must be competitively bid.

**E.D. Exceptions**- Certain contracts for goods and services shall be exempt from bidding provisions. The City Manager shall determine whether or not a particular contract or purchase is exempt as set forth herein.

1. Emergency contracts which require prompt execution of the contract because of an imminent threat to the safety or welfare of the public, of public property, or of private property; circumstances which place the City or its officers and agents in a position of serious legal liability; or circumstances which are likely to cause the City to suffer financial harm or loss, the gravity of which clearly outweighs the benefits of competitive bidding in the usual manner. The City Council shall be notified of any emergency contract that would have normally required their approval as soon as reasonably possible. The City Council shall ratify any emergency contract at the earliest possible time.
2. Purchases made from grant funds must comply with all provisions of the grant.
3. Purchases falling under any of the exceptions found in Utah Code Title 63G, Chapter 6a, Part 8, which are adopted by this reference as authorized by Utah Code §§ 10-6-122 and 11-39-107.

**3.4. Purchases made pursuant to State or Federal cooperative agreements or in accordance with Utah Code § 63G-6a-2105.**

**III. Specific Types of Contracts.** This Section contains additional requirements for specific types of contracts. The requirements above shall still be applicable to these types of contracts.

- A. **Purchases of Materials, Supplies and Services**- Those items regularly purchased and consumed by the City. These items include, but are not limited to, office supplies, janitorial supplies, and maintenance contracts for repairs to equipment, asphalt, printing services, postage, fertilizers, pipes, fittings, and uniforms. These items are normally budgeted within the operating budgets. Purchases of this type do not require “formal” competitive quotations or bids.
- B. **Purchases of Capital Assets**- “Equipment type” items that would be included in a fixed asset accounting system. These items are normally budgeted within the normal operating budgets. Purchases of this type equal to or less than \$40,000, which shall increase by 5%

each fiscal year starting on July 1, 2025, do not require “formal” bids. Purchases of this type in excess of \$40,000 require a formal bidding process unless the purchase is made from a State or Federal cooperative ~~contract~~ Vendor or pursuant to Utah Code § 63G-6a-2105.

To be a capital asset, the item must meet all of the following characteristics:

1. The item’s value is \$5,000 or greater, and
2. It doesn’t change shape, appearance, and character with use, and
3. It doesn’t lose its identity through incorporation into a different item, and
4. If damaged or some parts are lost or worn out, it is more feasible to repair it than replace it, and
5. Under normal use with reasonable care and maintenance, it is expected to last at least 2 years.

**C. Contracts for Professional Services-** Usually contracts for services performed by an independent contractor in a professional capacity that produces a service predominately of an intangible nature. These include, but are not limited to, the services of an attorney, physician, engineer, accountant, architectural consultant, technical analyst, dentist, artist, appraiser or photographer.

Professional service contracts are exempt from competitive bidding. The selection of professional service contracts shall be based on an evaluation of the services needed, the abilities of the contractors, the uniqueness of the service, and the general performance of the contractor.

The lowest quote need not necessarily be the successful contractor for a professional services contract. Usually, emphasis will be placed on quality, with cost being the deciding factor when everything else is equal. The City Manager shall determine which contracts are professional service contracts and may bid professional services as approved. Major professional service contracts (in excess of \$40,000, which limit shall increase by 5% each fiscal year starting on July 1, 2025) must be approved by the City Council, unless the expenditure for the specific contract or purchase was approved by the City Council as part of the budget approval or amendment process. Professional services contracts not exceeding \$5,000 may be approved by the department heads.

**D. Contracts for Public Improvements-** Usually those contracts for the construction or major repair of roads, highways, parks, water lines and systems (i.e. Public Works Projects); and buildings and building additions (i.e. Building Improvements). Where a question arises as to whether or not a contract is for public improvement, the City Manager shall make the determination.

**E.1. Minor Public Improvements (less than the amount specified by state code)-**

The department shall make an attempt to obtain at least three written bid quotations. A

written record of the source and the amount of the quotations must be kept. The City Manager may require formal bidding if it is deemed to be in the best interest of the City.

**F.2. Major Public Improvements (greater than or equal to the amount specified by state code)**- Unless otherwise exempted, all contracts of this type require competitive bidding.

#### **IV. Bidding Provisions**

- A. **Bid Specifications**- Specifications for public contracts shall not generally expressly or implicitly require any product by any brand name or make, nor the product of any particular manufacturer or seller, unless the product is exempt by these regulations or the City Council or unless accompanied by a written finding by the City Manager that the brand name or make is essential to a business need of the City, such as having universal replacement parts to aid in the efficient provision of City services (e.g. City street lights).
- B. **Advertising Requirements**- For contract types requiring advertisement or competitive bidding as indicated above, an advertisement requesting bids shall be published at least once on the Utah Public Notice Website and, if required, on the SciQuest website or another bid advertisement website, and in as many additional issues, publications, and locations as the City Manager may determine, at least five days prior to the opening of bids.

Advertising for bids relating to certain Class C road improvement projects over the bid limit shall adhere to Utah Code § 72-6-108, which requires advertisements to be published on the Utah Public Notice website for three weeks and at no fewer than five public places in the County for at least 20 days.

Advertising for contracts for certain building improvements or public works projects over the bid limit as specified in General Policies Section B(9) above, shall adhere to the notice requirements in Utah Code § 11-39-103, which requires posting notice at least five days before opening bids in at least five public places in the City and leaving the notice posted for at least three days, and posting notice on the Utah Public Notice Website at least five days before opening bids.

All advertisements for bids shall state the following:

- i) The dates and times during which bids will be accepted.
- ii) The date that pre-qualification applications must be filed, and the class or classes of work for which bidders must be pre-qualified if pre-qualification is a requirement.
- iii) The character of the work to be done or the materials or things to be purchased.
- iv) The office where the specifications for the work, material, or things may be seen.
- v) The name and title of the person designated for receipt of bids.

- vi) The type and amount of bid security if required.
- vii) The date, time, and place that the bids will be publicly opened.
- viii) The City may accept or reject all or a portion of any or all bids.
- ix) The City will not reimburse bidders for bid related expenses.

**C. Requirements for Bids-** All bids made to the city shall:

1. Be in writing.
2. Be filed with the City Manager or his designee.
3. Be opened publicly by the City Manager or designee at the time designated in the advertisement and filed for public inspection.
4. Have the appropriate bid security attached, if required.

“Sealed” bids does not preclude acceptance of electronically sealed and submitted bids or proposals in addition to bids or proposals manually sealed and submitted.

**D. Award of Contract-** After bids are opened, and a determination made that a contract be awarded, the award shall be made to the lowest responsible bidder or the bid as stipulated in the published RFP or as specified in this policy.

**E. The Successful Bidder-** Shall promptly execute a formal contract and, if required, deliver a bond, cashier’s check, or certified check to the Treasurer in a sum equal to the contract price, together with proof of appropriate insurance. Upon execution of the contract, bond, and insurance, the bid security shall be returned. Upon receiving a notice of award from the city, Contractors have no more than seven (7) business days to execute a formal contract with the City. Failure to execute the contract, bond, or insurance shall result in forfeiture of the bid security.

**F. Rejection of Bids-** The City ~~Manager or the City Council~~ may reject any bid not in compliance with all prescribed requirements. The City also reserves the right to reject all or a portion of any and all bids if it is determined to be in the best interest of the City or for any of the reasons stated in II.B. above.

For building improvement or public works projects under Utah Code §11-39-102, if all bids are rejected and the City still intends to undertake the building improvement or public works project, the City shall again request bids by following the procedure stated in this policy. If after twice requesting bids by following the described procedure in this policy and the City determines that no satisfactory bid has been submitted, the City may undertake the building improvement or public works project as the City Manager considers appropriate.

**G. Disqualification of Bidders-** The City Manager, upon investigation, may disqualify a bidder if, in the judgment of the City Manager, he or she does not comply with any of the following:

1. The bidder does not have sufficient financial ability to perform the contract.
2. The bidder does not have equipment available to perform the contract.
3. The bidder does not have key personnel available, of sufficient experience, to perform the contract.
4. The person has repeatedly breached current or previous contractual obligations with public and private agencies or is presently involved in significant litigation or multiple lawsuits.
5. The bidder fails to comply with the requests of an investigation by the City Manager.
6. The bidder has performed unsatisfactory work previously within the City or in other jurisdictions.

6.7. The bidder or bid has been rejected for any of the reasons in II.B. above.

**H. Pre-qualification of Bidders-** The City may require pre-qualification of bidders. Upon establishment of the applicant's qualifications, the City Manager shall issue a qualification statement. The statement shall inform the applicant of the project for which the qualification is valid, as well as any other conditions that may be imposed on the qualification. It shall advise the applicant to notify the City Manager promptly if there has been any substantial change of conditions or circumstances, which would make any statement contained in the pre-qualification application no longer applicable or untrue.

If the City Manager determines not to qualify an applicant, written notice to the applicant is required, stating the reasons the pre-qualification was denied, and informing the applicant of his or her ability to appeal the decision as indicated below within five business days after receipt of the notice.

The City Manager may, upon discovering that a pre-qualified person is no longer qualified, revoke a pre-qualification by sending notification to the person. The notice shall state the reason for revocation and inform the person that revocation will be effective immediately and inform the applicant of his or her ability to appeal the decision within as indicated below within five business days after the receipt of the notice.

**I. Pre-Qualification Process-** When the City determines it is in its best interest to prequalify bidders for a project the City shall:

1. Identify the information required for prequalification as part of the bid announcement including submission time, date, and information that must be submitted for pre-qualification.
2. Identify in the bid documents a reasonable time whereby a prospective bidder shall be informed of their pre-qualification status. The Manager shall investigate information provided by prospective bidders in a timely manner. In most cases 2 weeks prior to bid opening.
3. Information requested from bidders shall be used to determine the qualifications and abilities of the prospective bidder. Information requested might include but not be limited to any information that may be necessary to determine the ability of a prospective bidder to complete the project. Examples of information that may be requested are demonstrated below.
  - i) Demonstrated financial ability to complete contract.
  - ii) Information on prior and pending litigation.
    - (1) List of all lawsuits and arbitration to which the bidder has been a party in the 5 years preceding the bid opening date.
    - (2) Name or Title of the litigation.
    - (3) Civil Number.
    - (4) Status and or result of the case.
    - (5) County in which the litigation was filed.
    - (6) Amount in question.
  - iii) Equipment and materials available to complete project.
  - iv) Qualifications, work history, and references for critical personnel assigned to project.
  - v) Referrals from past clients (5 years).
  - vi) Work History for projects with comparable scope and financial implications.
  - vii) History of change order requests from prospective bidder.
  - viii) Demonstrated history of successfully completing governmental projects.
  - ix) These examples are not intended to be an exhaustive list. The City reserves the right to identify any pre-qualification items that it may find useful in its bid processes.

4. Failure to provide or producing inaccurate information may lead to the rejection of a bidder and termination of contact with associated penalties on the part of the neglect~~ful~~ bidder. Prospective bidders have the ability to appeal their rejected pre-qualification to the Council as outlined in the appeals section of this policy.
5. **Appeals Procedure**- Any supplier, vendor, or contractor who determines that the City, in violation of these regulations, has made a decision adversely to them, may appeal that decision to the City Council.

The complainant contractor shall promptly file a written appeal letter with the City Manager, within five working days from the time the alleged incident occurred. The letter of appeal shall state all relevant facts of the matter and the remedy sought. Upon receipt of the notice of appeal, the City Manager shall forward the appeal notice, his investigation of the matter, and any other relevant information to the City Council. The City Council may conduct a hearing on the matter. A written decision shall be sent to the complainant at the conclusion of the hearing.

**RESOLUTION NO. R24-61 (11-19-24)**

**A RESOLUTION AMENDING THE CONTRACTING AND PURCHASING POLICY AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the City has previously adopted a Contracting and Purchasing Policy for the purposes of establishing a systematic and uniform method of purchasing goods and services for the City and for ensuring that purchases made and services contracted are in the best interest of the public and acquired in a cost-effective manner; and

**WHEREAS**, the City Council may by resolution amend that policy from time-to-time to further the purposes thereof; and

**WHEREAS**, the City Council finds that it is in the best interest of the City and its residents that the City amend the Contracting and Purchasing Policy to further the purposes thereof.

**NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SARATOGA SPRINGS, UTAH, THAT:**

1. The Contracting and Purchasing Policy is amended as specified in Exhibit A to this Resolution.
2. This resolution shall take effect immediately upon passage.

**PASSED AND APPROVED** this 19<sup>th</sup> day of November, 2024.

City of Saratoga Springs

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Mayor Jim Miller

Attest:

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City Recorder's Office



## MINUTES – CITY COUNCIL MEETING

Tuesday, October 15, 2024

City of Saratoga Springs

City of Saratoga Springs City Offices

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

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Call to Order: Mayor Jim Miller called the meeting to order at 6:00 p.m.

**Roll Call:**

Present Mayor Jim Miller, Council Members Christopher Carn, Audrey Barton, Michael McOmber, Stephen Willden, and Lance Wadman

Staff Present City Manager Mark Christensen, Assistant City Manager Owen Jackson, Community Development Director Ken Young, Public Outreach Specialist AnnElise Harrison, Planning Director Sarah Carroll, Public Works Director Jeremy Lapin, City Recorder Nicolette Fike, Library Director Melissa Grygla, Senior Planner Gina Grandpre, City Attorney Kevin Thurman, Planner II David Jellen, Police Chief Andrew Burton, and Deputy City Recorder Kayla Moss

Others: Dan Schmidt, Thomas Lenhardt, Austin Cooper, Brent Pace, Brenda Atwood

Invocation: Council Member McOmber

Pledge of Allegiance: Council Member Carn

**Public Input:** Brenda Atwood advised that she lives right next to Lakeview Academy. She sent a statement to the City Council and Mayor. She has not heard back from Lakeview Academy after trying to communicate with them. She has not seen any changes in regards to pedestrian and vehicle safety in the area.

**REPORTS:** Council Member Carn advised that proposition 14 will be on the November ballot. The current City Hall will be vacant at a target date of November/December of 2025. He directed staff to reach out to the new district about leasing the current building. Even if it doesn't pass we could also reach out to Alpine School District for a satellite office. He thinks this building lends well to a new governmental entity to move into in the future for a decent price.

Council Member Barton also supports talking to current school board members about the possibilities they may have with our current City Hall building.

Council Member McOmber mentioned the success that the Recreation Department had this year. They had nine different camps this summer. He is a little concerned that we had more kids on wait lists than who was able to attend. He mentioned that he would be in support of adding more summer programming so more kids can participate. He also wants to make sure that Saratoga Springs residents get priority over outside communities and then open it up for others if there is more space. He appreciates that there are more options for kids than just sports for those that are interested in art, music, and more.

**CONSENT ITEMS:**

1. **Award of Bids for Library Opening Day Collection and Ongoing Purchasing with Children's Plus Inc., Resolution R24-50 (10-15-24) Brodart Co., Resolution R24-51 (10-15-24), and Baker & Taylor, Resolution R24-55 (10-15-24).**
2. **Appointment of Library Board Member to Fill Remainder of Term Expiring June 30, 2025. Resolution R24-52 (10-15-24).**
3. **Change Orders with Newman Construction for South Marina Project. Resolution R24-54 (10-15-24).**
4. **Approval of Minutes: October 1, 2024.**

55 **Motion by Council Member McOmber to approve the Consent Items seconded by Council Member**  
56 **Carn.**  
57 **Vote:**  
58 **Council Member Chris Carn Yes**  
59 **Council Member Lance Wadman Yes**  
60 **Council Member Audrey Barton Yes**  
61 **Council Member Stephen Willden Yes**  
62 **Council Member Michael McOmber Yes**  
63 **Motion carried 5-0.**

64 **PUBLIC HEARING:**

65 1. **Recreation, Arts, and Parks Tax and Presentation of Argument in Favor.** City Attorney Kevin  
66 Thurman advised that this is the last step before the vote on the RAP tax on the ballot. Statute  
67 requires the City to hold a public hearing to hear any statements from the public regarding  
68 arguments for or against the RAP tax.

69  
70 Council Member Willden read a statement in favor of the RAP tax. A copy of this statement can be  
71 found in the City Council packet and posted on the City 2024 Election Website.

72 Mayor Miller opened the public hearing at 6:22 pm. There were no comments so the public hearing  
73 was closed.

74 **BUSINESS ITEMS:**

75 1. **Consolidated Fee Schedule Update – Planning Dept. Application Fees. Resolution R24-53 (10-15-24).** Planning Director Sarah Carroll advised that city staff have been working with Zions Public  
76 Finance to prepare an update to the Community Development application fees. The last  
77 comprehensive update was adopted in 2016 and a few small updates have occurred since. Staff  
78 identified the need to complete a comprehensive update, add several new applications types, and  
79 allow for combining applications types such as preliminary plat and final plat, and/or site plan.

80 Council Member McOmber thanked staff for being so diligent in accounting for their time and  
81 making this happen. He knows how much work goes into the applications they receive and he wants  
82 to see that the City is covering those costs.

83 Council Member Willden mentioned that some of the fees went down, and that shows that we are  
84 accounting for the actual cost of these processes.

85 **Motion by Council Member McOmber to approve the Consolidated Fee Schedule Update – Planning**  
86 **Dept. Application Fees, Resolution R24-53 (10-15-24) seconded by Council Member Carn.**

87 **Vote:**

88 **Council Member Chris Carn Yes**  
89 **Council Member Lance Wadman Yes**  
90 **Council Member Audrey Barton Yes**  
91 **Council Member Stephen Willden Yes**  
92 **Council Member Michael McOmber Yes**  
93 **Motion carried 5-0.**

94 2. **Lakeview Academy Rezone from Agriculture to Institutional/Civic. Located 527 W. 400 N., Brent**  
95 **Pace-Odyssey Partners as Applicant. Ordinance 24-46 (10-15-24).** Planner II David Jellen advised  
96 that the applicant has requested to rezone the Lakeview Academy Charter School property, which is  
97 approximately 9.91-acres and is located at 527 West 400 North. The proposal would rezone the  
98 entire property from Agricultural (A) to Institutional/Civic (I/C), which is consistent with the General  
99 Plan designation of Institutional/Civic for the property. This request precedes a site plan  
100 amendment to expand the school building. While the proposed site plan amendment is under  
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102  
103  
104  
105  
106  
107  
108  
109

110 review, it meets the setback requirements of both zones, the applicant is making this request at the  
111 recommendation of their lender.

112  
113 Council Member McOmber advised that with the site plan application they will be required to have  
114 a traffic study. There is very little that the City Council can do to enforce codes at school property  
115 due to state mandates and exceptions. However traffic studies are something that the City can make  
116 sure happen. He encouraged the applicant to get neighborhood residents that may have concerns in  
117 the about the area involved in this process.

118  
119 Council Member Wadman advised that he has had a few people reach out to them regarding the  
120 rezone as well. He has heard that some citizens have reached out to the academy with no response.  
121 He would like to hear from the residents and what their concerns may be.

122  
123 City Attorney Kevin Thurman advised that Utah Code states that Charter Schools are considered  
124 permitted uses in all zoned areas. The proposal tonight is more or less to get everything in the same  
125 zoning. They are allowed in the zone they are currently in. He also mentioned that the City cannot  
126 make a charter school involved in paying for a roadway or sidewalk unless it is reasonable enough  
127 for school safety and is directly connected to the school property.

128  
129 **Motion by Council Member Barton to approve the Lakeview Academy Rezone from Agriculture to**  
130 **Institutional/Civic, Located 527 W 400 N, Brent Pace-Odyssey Partners as applicant with all staff**  
131 **findings and conditions seconded by Council Member Carn.**

132 **Vote:**

133 **Council Member Chris Carn Yes**

134 **Council Member Lance Wadman No**

135 **Council Member Audrey Barton Yes**

136 **Council Member Stephen Willden Yes**

137 **Council Member Michael McOmber Yes**

138 **Motion carried 4-1.**

139  
140 **3. Northern Frontier Lot 3 Site Plan, Located 2284 N. Redwood Road, Austin Cooper as Applicant.**

141 Senior Planner Gina Grandpre advised that the applicant requests approval of a site plan for an  
142 Office Warehouse building on Northern Frontier Business Park, Lot 3, located at 2284 North  
143 Redwood Road. The lot is 3.29 acres which includes the required 30 foot trail/landscape easement  
144 along Redwood Road, and incorporates 20% landscaping on the site. Access to the lot will be from  
145 Stagecoach Drive on the east side of the lot, with no access to the lot from Redwood Road. The  
146 proposed site plan provides the required parking for an office warehouse use. The building will be  
147 about 46,000 square feet.

148  
149 Council Member Willden wanted to make sure that the parking meets code standards. He noticed  
150 that there is parking that fronts Redwood Road and he wanted to make sure that fits within code.

151  
152 Council Member McOmber is okay with allowing the parking along Redwood Road to have the  
153 loading docks shielded by the building. He wanted to make sure the hill is creating a berm so they  
154 won't need a retaining wall.

155  
156 **Motion by Council Member Willden to approve the Northern Frontier Lot 3 site Plan, Located 2284**  
157 **N Redwood Road, Austin Cooper as Applicant with all staff findings and conditions seconded by**  
158 **Council Member McOmber.**

159 **Vote:**

160 **Council Member Chris Carn Yes**

161 **Council Member Lance Wadman Yes**

162 **Council Member Audrey Barton Yes**

163 **Council Member Stephen Willden Yes**

164 **Council Member Michael McOmber Yes**

165 **Motion carried 5-0.**

166  
167 4. **Saratoga Springs Commercial Lots 607, 612, 613 Site Plan, Located Approximately Lake Drive and**  
168 **Redwood Road. Dan Schmidt/Thomas Lenhardt as Applicant.** Senior Planner Grandpre advised that  
169 the applicant requests approval of a site plan with three buildings for the Saratoga Springs  
170 Commercial Plat Lot 607 at 1233 N Lake Drive, Lot 612 at 1271 N Lake Drive, and Lot 613 at 1309 N  
171 Lake Drive. These Lots encompass 9.83 acres overall and incorporate 20% landscaping from within  
172 each lot and the detention basin to meet the Title 19 requirements. Access to these sites will be  
173 from Lake Drive. The proposed site plan provides adequate parking for a mixture of retail, office,  
174 and restaurant uses. They have provided more parking than required for the development, but the  
175 distance of some of those spots was too far from part of the site. They have reworked some things  
176 to make it work. The landscaping in the parking lot has to have some changes and is part of the  
177 conditions of approval in the staff report.

178  
179 Council Member McOmber is okay with this parking situation. He is always apprehensive about  
180 parking and signage in parking lots, but he is okay with people having to walk a little farther to the  
181 stores. He mentioned that he would like to see fencing or berming as a solution to mitigate light  
182 distractions in drive-thrus rather than landscaping because plant life can die.

183  
184 **Motion by Council Member McOmber to approve the Saratoga Springs Commercial Lots 607, 612,**  
185 **613 Site Plan, Located approximately Lake Drive and Redwood Road. Dan Schmidt/Thomas**  
186 **Lenhardt as applicant including any staff findings and conditions seconded by Council Member**  
187 **Wadman.**

188 **Vote:**

189 **Council Member Chris Carn Yes**  
190 **Council Member Lance Wadman Yes**  
191 **Council Member Audrey Barton Yes**  
192 **Council Member Stephen Willden Yes**  
193 **Council Member Michael McOmber Yes**  
194 **Motion carried 5-0.**

195  
196 5. **Amendments to Title 19 Land Development Code of the City of Saratoga Springs, Chapter 19.16**  
197 **Site and Architectural Standards. Ordinance 24-47 (10-15-24).** Senior Planner Grandpre advised  
198 that Staff acknowledged the need to provide an exception to the building articulation requirement  
199 in Section 19.16.05 for structures whose elevations are obscured by over 50% due to natural  
200 topography from surrounding or future developments. A list of the changes proposed are in the City  
201 Council packet posted on the City Website. This code change came to be because of issues  
202 discovered at the Fire Station on Ring Road.

203  
204 Council Member Willden mentioned he would like to have this apply to just the Institutional/Civic  
205 zone for now because they can't anticipate the unintended consequences.

206  
207 Council Member Carn asked how far along the construction at the site is. He is worried that the  
208 reserve engine is going to be outside when the snow flies.

209  
210 Public Works Director Jeremy Lapin advised that they have temporary accommodations for parking  
211 the fire engine.

212  
213 **Motion by Council Member Carn to approve the Amendments to Title 19 Land Development Code**  
214 **of the City of Saratoga Springs, Chapter 19.16 Site and Architectural Standards. Ordinance 24-47**  
215 **(10-15-24) with all staff findings and conditions and that this will apply to the I/C zone only**  
216 **seconded by Council Member McOmber.**

217 **Vote:**

218 **Council Member Chris Carn Yes**  
219 **Council Member Lance Wadman Yes**  
220 **Council Member Audrey Barton Yes**  
221 **Council Member Stephen Willden Yes**

222 **Council Member Michael McOmber Yes**

223 **Motion carried 5-0.**

224

225 **6. Amendments to Title 19 Land Development Code of the City of Saratoga Springs, Chapter 19.18 –**

226 **Sign Regulations. City-Wide. City Initiated. Ordinance 24-48 (10-15-24).** Planner II Kendal Black

227 advised that Last year the City Council requested that staff complete an in-depth review of the sign

228 code. In May 2023 staff presented a comparison of neighboring city sign codes including American

229 Fork, Lehi, Lindon, Riverton, Sandy and South Jordan. Based on the feedback received at that

230 meeting staff re-worked the Saratoga Springs sign code then presented the draft to the City Council

231 on May 21, 2024. After making additional suggest changes the proposed final draft is being

232 presented. The changes were shown to the City Council. A detailed copy of this presentation can be

233 found in the City Council packet on the City Website.

234

235 Council Member McOmber asked that we add something into the code to make businesses turn off

236 their signs if they glitch and start to become a hazard. He is okay with allowing banner signs in HOA

237 areas and is okay with 18"x24" for traditional snipe signs in HOAs.

238

239 Council Member Willden mentioned that they are putting things into code that have been allowed

240 to happen for years. He likes option 2 and is okay with banners for HOA signs. He is okay with

241 allowing small signs in park strips as long as it doesn't impact view corridors and it is privately

242 maintained.

243

244 City Manager Mark Christensen clarified if they want the snipe signs to be allowed all throughout

245 the City in any zones.

246

247 Council Member Willden clarified that he is only talking about signs in residential and HOA managed

248 areas.

249

250 **Motion by Council Member Willden to approve the Amendments to Title 19 Land Development**

251 **Code of the City of Saratoga Springs, Chapter 19.18 – Sign Regulations. City-Wide. City Initiated.**

252 **Ordinance 24-48 (10-15-24) including any staff findings and conditions selecting option 2 on HOA**

253 **signage and making 440 square inch size maximum on snipe signs and any sign cannot cover an**

254 **existing street sign or be attached to any light poles or traffic poles seconded by Council Member**

255 **Carn.**

256 **Vote:**

257 **Council Member Chris Carn Yes**

258 **Council Member Lance Wadman Yes**

259 **Council Member Audrey Barton Yes**

260 **Council Member Stephen Willden Yes**

261 **Council Member Michael McOmber Yes**

262 **Motion carried 5-0.**

263

264 **WORK SESSION:**

265

266 **1. Patriot Park Phase 3 Concept Plan.** Public Works Director Lapin presented a conceptual design of

267 the Patriot Park phase 3 construction. This is not currently a funded project so this may or may not

268 resemble what is actually constructed when it is funded. The most likely spot that will move forward

269 first is the property next to the new City Hall.

270

271 Council Member Carn noticed the area that doesn't have islands in the parking. He would like to see

272 lighting on the multipurpose fields. He also mentioned possibly placing some geothermal features

273 under some of the fields. Also shifting the pickle ball courts and baseball fields may create a light

274 issue to residents rather than noise issues. He would like to see what the option would look like if

275 the baseball diamonds were shifted west and the pickle ball courts get moved closer to the multi-

276 purpose fields. He likes the grass overflow seating in the amphitheater and the direction the stage is

277 facing.

278  
279 Council Member McOmber requested seeing a concept plan for a skateboard park as well. He thinks  
280 that residents around this area of the park would rather deal with bright lights over the sound of the  
281 balls on the pickle ball courts.

282  
283 Council Member Wadman thinks this concept is looking great. He wondered if they could construct  
284 this in smaller phases so that the amphitheater is prioritized for constructing.

285  
286 Council Member McOmber mentioned that if the RAP tax is passed this may be able to happen  
287 sooner rather than later.

288  
289 The Council discussed having an ice ribbon in the area of the multi-purpose fields for ice skating in  
290 the winter.

291  
292 **CLOSED SESSION:**

293  
294 **Motion by Council Member Carn to enter into closed session for the purchase, exchange, or lease**  
295 **of property, discussion regarding deployment of security personnel, devices, or systems; pending**  
296 **or reasonably imminent litigation, the character, professional competence, or physical or mental**  
297 **health of an individual, was seconded by Council Member Barton.**

298  
299 **Vote:**

300  
301  
302  
303  
304 **Council Member Chris Carn Yes**  
**Council Member Lance Wadman Yes**  
**Council Member Audrey Barton Yes**  
**Council Member Stephen Willden Yes**  
**Council Member Michael McOmber Yes**  
**Motion carried 5-0.**

305  
306 The meeting moved to closed session at 7:53 p.m.

307  
308 Present: Mayor Miller, Council Members Willden, Carn, McOmber, Wadman, and Barton, City  
309 Manager Mark Christensen, Assistant City Manager Owen Jackson, City Attorney Kevin Thurman,  
310 Deputy City Recorder Kayla Moss.

311  
312 Closed Session adjourned at 9:10 p.m.

313  
314 **ADJOURNMENT:**

315 There being no further business, Mayor Miller adjourned the meeting at 9:10 p.m.

316  
317  
318 Jim Miller, Mayor

319  
320 Attest:

321  
322 Nicolette Fike, City Recorder  
323 Approved:



**Site Plan**

**Thrive drive Daycare**

**November 19, 2024**

**Public Meeting**

Report Date:	November 12, 2024
Applicant:	Logan Johnson, Wright Development Group
Owner:	McLachlan, Scott C.
Location:	204 E. Thrive Drive
Major Street Access:	Thrive Drive
Parcel Number(s) & Size:	51:682:0003; 0.69 acres 51:682:0016; 0.30 acres 51:682:0004; 0.40 acres
Land Use Designation:	Community Commercial
Parcel Zoning:	CC (Community Commercial)
Adjacent Zoning:	CC, MU, R1-10, & R1-9
Current Use of Parcel:	Vacant
Adjacent Uses:	Single Family Residential, Commercial, Office Medical
Previous Meetings:	PC 8/29/24; CC 9/3/24
Previous Approvals:	None
Type of Action:	Administrative
Land Use Authority:	City Council
Future Routing:	None
Planner:	Austin Roy, Senior Planner

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**A. Executive Summary:**

The applicant requests approval for the Thrive Drive Daycare Site Plan, located at approximately 204 E. Thrive Drive, on Lot 3 and Lot 4 of the Riverside Crossing Subdivision Plat A. The applicant is proposing amending this plat to combine Lot 3 and Lot 4. (Currently, Lot 4 has two owners so the Utah County Recorder's Office shows three parcels on these two lots). The total average is approximately 1.39. The proposed site plan incorporates 31% landscaping. Access to the lot will be from the south side off of Thrive Drive. This item was tabled at the September 3, 2024 City Council meeting until the plans could meet code requirements.

**Recommendation:**

The Planning Commission reviewed the Thrive Drive Daycare Site Plan at their meeting on August 29, 2024, and have recommended City Council approval.

Austin Roy, Senior Planner

[roy@saratogaspringscity.com](mailto:roy@saratogaspringscity.com)

1307 North Commerce Drive, Suite 200 • Saratoga Springs, Utah 84045  
801-766-9793 x107 • 801-766-9794 fax

**B. Background:** The Site Plan is located on Lot 3 and Lot 4 of Riverside Crossing Subdivision Plat A recorded March 24, 2021. Riverside Crossing Subdivision Plat A needs to be amended to allow Lot 3 and Lot 4 to combine; the amended plat application for the Thrive Drive Subdivision is in process. The Planning Director is the Land Use Authority for amended plats; this will be approved when all requirements are met.

**C. Specific Request:** The applicant requests Site Plan approval for Thrive Drive Daycare located at 204 E. Thrive Drive on Lot 3 and Lot 4 of the Riverside Crossing Subdivision Plat A.

**D. Process:** Section 19.13 summarizes the process of site plan approval. The Planning Commission gives a recommendation to the City Council; the City Council is the Land Use Authority for new site plans. This item is scheduled to be discussed in a public meeting; a public hearing is not required.

**E. Community Review:** This has been noticed as a public meeting per City and State statutes, which requires 24-hour notice on the public notice website. As of the date of this report, no public input has been received.

**F. General Plan:** The site is designated as Community Commercial on the General Plan Land Use Map. The General Plan describes the general characteristics of the Community Commercial land use designation as follows:  
*Community Commercial (CC): Areas designated from low to medium-scale commercial uses.*

**Staff Conclusion:** Consistent. A “Child Care Center” is a permitted use in the CC zone. The Land Development Code gives the purpose of this zone as to allow for medium-size commercial developments, near residential neighborhoods, with establishments that will serve the nearby community. Immediately, to the north is the Dalmore Meadows single-family subdivision. Sidewalks are provided for pedestrian access in and around the parcel.

**G. Code Criteria:**  
For full analysis please see the attached Planning Review Checklist.  
**List all related sections from the checklist**

- 19.04, Land Use Zones: **Complies**.
- 19.06, Landscaping and Fencing: **Shall Comply** (8' fence requires City Council approval).
- 19.09, Off Street Parking: **Complies**
- 19.11, Lighting: **Complies**.
- 19.13, Process: **Complies**.
- 19.14, Site Plans: **Complies**.
- 19.16, Site and Architectural Design Standards: **Complies**.
- 19.18, Sign Regulations: **Complies** (separate permit and approval required)

**H. Recommendation and Alternatives:**

Staff recommends that the City Council review and discuss the application, and choose from the following options.

### **Option 1 – Approval**

“I move that the City Council approve the requested Site Plan for Thrive Drive Daycare, located at 204 E. Thrive Drive, with the Findings and Conditions in the Staff Report.”

#### **Findings**

1. The application is consistent with the General Plan, as articulated in Section F of the staff report, which section is incorporated by reference herein.
2. The application complies with the criteria of the Land Development Code, as articulated in Section G of the staff report, which section is incorporated by reference herein.

#### **Conditions:**

1. All conditions of the City Engineer shall be met, including but not limited to those in the attached Engineering Staff Report.
2. All requirements of the Fire Chief shall be met.
3. The Amended Plat – Thrive Drive Subdivision will be recorded before or in conjunction with Site Plan approval.
4. The Site Plan is recommended as shown in the attachments to the Staff report. Any remaining redlines shall be corrected before the plans are stamped for construction.
5. All other Code requirements shall be met.
6. The proposed 8' fence for the mechanical yard be approved by the City Council.
7. The proposed screening be approved by the City Council.
8. Any other conditions or changes as articulated by the City Council:

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### **Option 2 – Continuance**

“I move to **continue** the Site Plan for Thrive Drive Daycare to another meeting, with direction to the applicant and Staff on information and/or changes needed to render a decision, as follows:

1. \_\_\_\_\_
2. \_\_\_\_\_

### **Option 3 – Denial**

“I move that the City Council deny the Site Plan for Thrive Drive Daycare, located at 204 E. Thrive Drive with the Findings below:

1. The application is not consistent with the General Plan:

- a. \_\_\_\_\_, and/or,

2. The application is not consistent with Section {19.04, 19.05, 19.06, 19.09, 19.11, 19.13, 19.14, 19.16, 19.18] of the Code:
  - a. \_\_\_\_\_.

**I. Exhibits:**

1. City Engineer's Report
2. Location & Zone Map
3. Planning Review Checklist
4. Site Plan
5. Landscaping
6. Elevations
7. Grading

## Staff Report

**Author:** Ken Knight, Staff Engineer  
**Subject:** Thrive Drive Daycare– Site Plan  
**Date:** October 9, 2024  
**Type of Item:** Site Plan Approval



SARATOGA  
SPRINGS

**Description:**

**A. Topic:** The Applicant has submitted a Site Plan application. Staff has reviewed the submittal and provides the following recommendations.

**B. Background:**

*Applicant:* Logan Johnson, Wright Development Group  
*Request:* Site Plan Approval  
*Location:* 204 E. Thrive Drive  
*Acreage:* 1.39 Acres - 1 Lot

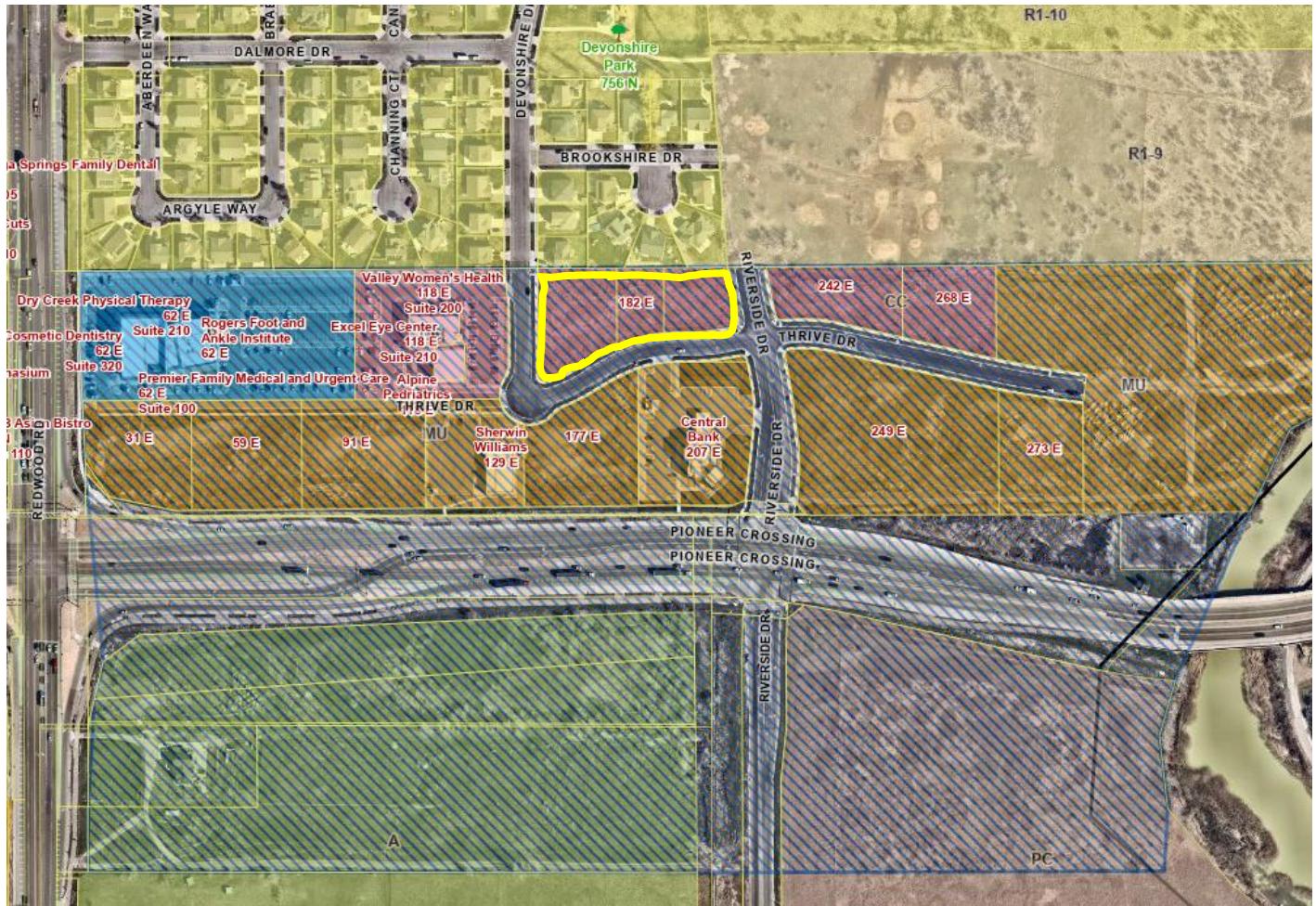
**C. Recommendation:** Staff recommends the approval of Site Plan subject to the following conditions:

1. All review comments and redlines provided by the City Engineer are to be complied with and implemented with the approved construction drawings.
2. Provide a Storm Water Pollution Prevention Plan (SWPPP) following the State template, prior to the pre-construction meeting.
3. Owner to record a Long-Term Storm Water Management Agreement and provide a Long-Term Storm Water Management Plan (LTSWMP) for the project. The plan portion will be required prior to scheduling a pre-construction meeting.
4. Project shall comply with all ADA standards and requirements.
5. Developer must secure water rights as required by the City Engineer, City Attorney, and development code.
6. Developer shall provide easements for all public utilities not located in the public right-of-way.
7. Developer is required to ensure that there are no adverse effects to adjacent properties due to the grading practices employed during construction.
8. Developer may be required by the Saratoga Springs Fire Chief to perform fire flow tests prior to the issuance of certificate of occupancy or prior to commencement of

the warranty period.

9. Submittal of as-built drawings in pdf format to the City Engineer is required prior to acceptance of site improvements and the commencement of the warranty period.
10. Project bonding for the site plan must be completed as approved by the City Engineer prior to the preconstruction meeting.
11. Developer shall improve the intersection of Thrive Drive and Devonshire Drive by installing stop signs, per city standards, on Thrive Drive and Devonshire Drive as noted in the construction drawings.
12. Developer shall install signs to deter parking and vehicle standing along Thrive Drive and Devonshire Drive as noted in the construction drawings.

## EXHIBIT 2





## APPLICATION REVIEW CHECKLIST

### Application Information

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<b>Date Received:</b>	10/8/2024
<b>Date of Review:</b>	10/21/2024
<b>Project Name:</b>	Thrive Drive Daycare
<b>Project Request / Type:</b>	Site Plan
<b>Meeting Type:</b>	Planning Commission/City Council
<b>Applicant:</b>	Logan Johnson, Wright Development Group
<b>Owner:</b>	Scott McLachlan
<b>Location:</b>	204 East Thrive Drive
<b>Major Street Access:</b>	Riverside Drive
<b>Parcel Number(s) and size:</b>	51:682:0003 / 0.69 acres 51:682:0004 / 0.40 acres 51:682:0016 / 0.30 acres
<b>Land Use Designation:</b>	Community Commercial
<b>Parcel Zoning:</b>	CC & Gateway Overlay
<b>Adjacent Zoning:</b>	CC, MU, & R1-10
<b>Current Use:</b>	Vacant Lot
<b>Adjacent Uses:</b>	Low Density Residential, Medical Office, Financial Institution, & Retail.
<b>Previous Meetings:</b>	PC 08/29/24; CC 09/03/24
<b>Previous Approvals:</b>	Riverside Crossing Plat A
<b>Type of Action:</b>	Administrative
<b>Land Use Authority:</b>	City Council
<b>Future Routing:</b>	Planning Commission/City Council
<b>Planner:</b>	Austin Roy/Senior Planner

### Section 19.13 – Application Submittal

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- Application Complete: Yes.
- Rezone Required: No.
- General Plan Amendment required: No.
- Additional Related Application(s) required: Plat Amendment.

### Section 19.13.04 – Process

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- DRC: August 20, 2024.
- Neighborhood Meeting: August 28, 2024.
- PC: August 29, 2024. Recommended Approval.

- CC: September 3, 2024. Tabled.

## General Review

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### Building Department

- None.

### Fire Department

- None.

### GIS / Addressing

- None.

### Additional Recommendations:

- Thrive Drive and Devonshire Drive intersection should be a three way stop.

## Code Review

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- 19.04, Land Use Zones
  - Zone: CC/Gateway Overlay
  - Use: CC

19.04.01 Requirements		Community Commercial	
Category To Be Reviewed	Regulation	Compliance	Findings
Development Size (Minimum)	N/A		
Lot Size (Minimum)	20,000 sq. ft.	Complies	60,000sf
Front/Corner Side Setback (Minimum)	25'	Complies	>25'
Interior Side Setback (Minimum)	10' or height of building, whichever is greater, when adjacent to a residential zone	Complies	>height of bldg.
Rear Setback (Minimum)	25' or height of building, whichever is greater, when adjacent to a residential zone	Complies	>25'
Building Separation (Minimum)	N/A		
Lot Width (Minimum)	100'	Complies	Existing Plat.
Lot Frontage (Minimum)	100'	Complies	Existing Plat.
Building Height (Maximum)	40'	Complies	20'2"
Lot coverage (Maximum)	50%	Complies	<50%
Building Size (Minimum)	N/A		

Building Size (Maximum)	N/A		
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## 19.04 Establishment of Land Use Zones: Gateway Overlay

Regulation	Compliance	Findings
<b>Landscaping:</b> In addition to the landscaping requirements in Chapter 19.06, the following shall apply to developments in the Gateway Overlay:		
a. A unified landscape theme must be provided that is designed to:		
i. Be compatible with adjacent land uses and landscaping, including similar size and types of plants and street furniture;	Complies.	L100.
ii. Utilize water conservation and use of plant material suited to conditions in Saratoga Springs, including drought tolerant plants and those identified as appropriate in USDA hardiness zones 7a and 7b.	Complies.	L100.
b. Additional landscape features shall be installed along Gateway Overlay arterial and collector streets, all development entry corners, and along all sides of buildings visible to the community entrance. These features shall include raised accent planters with shrubs or flowers or both, as well as at least two of the following:		
i. Clusters of native grasses or other similar plants or both;	Complies.	L100.
ii. Small groves of trees;	Complies.	L100.
iii. Water features; and/or	N/A.	
iv. Other similar landscaping features as approved by planning staff.	N/A.	
c. At least 50% of the entrance area in front of each building, and along the Gateway Overlay arterial and collector street side of each building, shall be designed with streetscape elements which include but are not limited to awnings, benches, trees, planters, benches, drinking fountains, decorative garbage canisters, outdoor clocks, public art, water features, outdoor restaurant seating, outdoor plazas/gathering areas, and other similar streetscape features.	Complies.	L100. Trees shown.

## 19.05 Supplemental Regulations

Regulation	Compliance	Findings
<b>Flood Plain:</b> All buildings and structures intended for human occupancy shall be constructed at least (1) one foot above the base flood elevation of Zone A as defined on the FEMA Flood Insurance Map.	N/A.	
<b>Water &amp; Sewage:</b> Each lot shall be connected to City water and sewer.	Complies.	C2.00
<b>Transportation Master Plan:</b> No building lot shall be created and no structure shall be erected within the location of a proposed street, road, highway, or right-of-way as shown on the City's currently-approved Transportation Master Plan.	Complies.	Meets TMP.
<b>Property Access</b> - All lots shall abut a dedicated public street or highway or a private roadway.	Complies.	C1.00
<b>19.05.16. Special Standards and Considerations Governing Particular Uses. <i>See Code for details</i></b>		
Automobile refueling stations and car wash operations.	N/A.	
Automobile Repair, Minor:	N/A.	
Car Wash (full service).	N/A.	
Hotels.	N/A.	

Kennel, Private.	N/A.	
Storage, Self-Storage, or Mini-Storage Units.	N/A.	
Vehicle Storage.	N/A.	
Public and Private Utility Building or Facility and Public Building Sites.	N/A.	
Bars.	N/A.	

## 19.06 Landscaping and Fencing

### Landscape Plans

Regulation	Compliance	Findings
<b>Landscape Architect:</b> Landscaped plans shall be prepared by a licensed landscape architect.	Complies.	<i>Zachary Taylor</i>
<b>Existing Conditions:</b> Show the location and dimension of all existing and proposed structures, property lines, easements, parking lots, power lines, rights-of-way, ground signs, refuse areas, and lighting.	Complies.	<i>Empty lot.</i>
<b>Planting Plan:</b> Show location and planting details for all proposed vegetation and materials. Indicate the size of the plant material at maturation. All existing vegetation that will be removed or remain must be identified.	Complies.	<i>L100</i>
<b>Plants:</b> The name (both botanical and common name), quantity, and size of all proposed plants.	Complies.	<i>L101</i>
<b>Topography:</b> Existing and proposed grading of the site indicating contours at two-foot intervals.	Complies.	<i>C2.00</i>
<b>Irrigation:</b> Irrigation plans showing the system layout and details.	Complies.	<i>L102</i>
<b>Fencing:</b> Location, style, and details for proposed and existing fences and identification of the fencing materials.	Complies.	<i>L100</i>
<b>Data Table:</b> Table including the total number of each plant type, and total square footage and percentage of landscaped areas, domestic turf grasses, decorative rock, mulch, bark, and drought tolerant plant species.	Complies.	<i>L100</i>
<b>Completion of Landscape Improvements:</b> All required landscaping improvements shall be completed in accordance with the approved site plan, subdivision plat, landscape plan, irrigation plan, or other approval and shall be bonded for in accordance with Section 19.12.05.	Complies.	<i>L100</i>

### Planting Standards

<b>Deciduous Trees:</b> Minimum 2" in caliper.	Complies.	2"
<b>Evergreen Trees:</b> Minimum 6' in height.	Complies.	<i>L101</i>
<b>Tree Base Clearance:</b> 3' diameter around every tree must be kept clear of turf and rock mulch. In parking lot islands and other narrow strips where turf two feet or less in width would otherwise occur, this clear area may be reduced to 2'.	Complies.	<i>L101</i>
<b>Shrubs:</b> 25% of required shrubs must be a minimum of 5 gallons in size at time of installation; all other required shrubs shall be a minimum of 1 gallon in size.	Complies.	100%
<b>Turf:</b> No landscaping shall be comprised of more than seventy percent turf, except within landscaped parks.	N/A.	<i>No turf proposed.</i>
<b>Artificial Turf :</b> Shall require a building permit shall meet the following requirements with documentation provided by home owner or contractor: <ul style="list-style-type: none"> <li>i. Artificial turf shall have a minimum eight-year "no-fade" warranty;</li> <li>ii. Multi-color blend needed to mimic real grass</li> <li>iii. Must be installed according to manufacturer's instructions;</li> </ul>	N/A.	

iv.	Minimum pile height shall be 1.5 inches, minimum face/pile weight shall be at least 50 oz. per square yard, and water permeability shall be at least 19 inches per hour;		
v.	Landscape plan shall provide for a minimum of 25 percent live vegetation coverage to comply with residential front and/or street side yard landscape standards;		
vi.	Landscaping shall maintain a five-foot diameter around trees free from rock, debris, or artificial turf;		
vii.	Rubber or inorganic infill is prohibited while organic infill is permitted;		
viii.	The term "artificial turf" shall not be construed to include artificial trees, shrubs or bushes; and		
ix.	Storm water runoff shall be maintained on-site.		

<b>Drought Tolerant Plants:</b> 50% of all trees and shrubs shall be drought tolerant.	<b>Complies.</b>	<i>264, or 99.2%, L100.</i>
<b>Rock Mulch:</b> Rock mulch shall be two separate colors and separate sizes and must be contrasting in color from the pavement and other hard surfaces. All colors used must be earth tones.	<b>Complies.</b>	<i>L101</i>

### Design Requirements

<b>Evergreens:</b> Evergreens shall be incorporated into landscaped treatment of sites where screening and buffering are required.	<b>Complies.</b>	<i>L100</i>
<b>Softening of Walls and Fences:</b> Plants shall be placed intermittently against long expanses of building walls, fences, and barriers to create a softening effect.	<b>Complies.</b>	<i>L100</i>
<b>Planting and Shrub Beds:</b> Planting and shrub beds are encouraged to be used in order to conserve water.	<b>Complies.</b>	<i>L100</i>
<b>Water Conservation:</b> Water-conserving sprinkler heads and rain sensors are required. Drip lines should be used for shrubs and trees.	<b>Complies.</b>	<i>L103</i>
<b>Energy Conservation:</b> Placement of plants shall be designed to reduce energy consumption. Deciduous trees are encouraged to be planted on the south and west sides of structures. Evergreens are encouraged to be planted on the north side of structures.	<b>Complies.</b>	<i>L100</i>
<b>Placement:</b> Whenever possible, landscaping shall be placed immediately adjacent to structures, particularly where proposed structures have large empty walls.	<b>Complies.</b>	<i>Doors on all sides, adjacent planting not possible.</i>

<b>Trees and Power Poles:</b> No trees shall be planted directly under or within 10' of power lines, poles, or utility structures unless: <ol style="list-style-type: none"> <li>The Land Use Authority gives its approval.</li> <li>The Power Company or owner of the power line gives written consent.</li> <li>The maximum height or width at maturity of the tree species planted is less than 5' to any pole, line, or structure.</li> </ol>	<b>N/A.</b>	
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<b>Preservation of Existing Vegetation</b>		
Where possible and appropriate, existing native vegetation must be incorporated into the landscape treatment of the proposed site.	<b>N/A.</b>	
<b>Tree Preservation:</b> Existing mature evergreen trees of 16' in height or greater, and existing mature deciduous or decorative trees of more than 4" in caliper, shall be identified on the landscape plan and preserved if possible. If a mature tree is preserved, an area around the roots as wide as the existing canopy shall not be disturbed.	<b>N/A.</b>	
If preservation is not possible, the required number of trees shall be increased by double the number of such trees removed.	<b>N/A.</b>	
The replacement trees for evergreen trees shall be evergreens, and for deciduous shall be deciduous.	<b>N/A.</b>	
Deciduous trees smaller than four inches in caliper, or mature	<b>N/A.</b>	

ornamental trees, that are removed shall be replaced on a one to one ratio.		
Replacement trees shall be in addition to the minimum tree requirements of this Chapter, and shall comply with minimum sizes as outlined in the Chapter.	N/A.	
<b>Planter Beds</b>		
<b>Weed Barrier:</b> A high quality weed barrier or pre-emergent shall be used.	Complies.	L100
<b>Materials:</b> High quality materials such as wood chips, wood mulch, ground cover, decorative rock, landscaping rocks, or similar materials shall be used, and materials must be heavy enough to not blow away in the wind.	Complies.	L101
<b>Edging:</b> Concrete edging must be used to separate planter and turf areas in all non-residential zones.	Complies.	L101
<b>Drip Lines:</b> Drip lines must be used in planter beds.	Complies.	L102 & L103
<b>Fencing and Screening</b>		
<b>Front Yards:</b> Fences exceeding 3' in height shall not be erected in any front yard space of any residential lot.	N/A.	
<b>Clear Sight Triangle:</b> All landscaping and fencing shall be limited to a height of not more than 3' and the grade at such intersections shall not be bermed or raised and comply with AASHTO Standards.	Complies.	L100
<b>Street side yards:</b> fencing in street side yards adjacent to a driveway shall not exceed three feet for a distance of fifteen feet back from the intersection of driveway and sidewalk, or driveway and property line where no sidewalk exists as shown in the drawing below. Fencing shall also comply with all other clear sight triangle requirements as stated in 19.06.	Complies.	<i>No fences near drive approach.</i>
<b>Retaining walls:</b> for construction of all retaining walls four feet or taller in height, a building permit must be obtained. Prior to construction of retaining walls, Chapter 18 of the City Code shall be consulted to determine if a grading permit is also required. Where there is a difference in elevation on opposite sides of the fence, the height of the fence shall be measured from the highest elevation. <b>Retaining walls shall follow all applicable regulations outlined in Chapter 19.10 of the City Code, regardless of slope.</b>	Complies.	<i>4' walls shown on north property line. Separate building permit will be required.</i>
<b>Height:</b> Approval of fences over six feet in height will be determined on a case-by-case basis by the City Council for all new developments if fencing is proposed during the subdivision review process, or by the Planning Director for all developments that have received final approval; however, in no case will a fence be allowed to exceed eight feet in height. The following criteria shall be applied in making this determination: a. compatibility with fences of surrounding uses; b. quality of proposed materials; c. aesthetics of proposed materials; d. requirements of applicable development agreements; e. intensity of existing surrounding uses; and f. applicable conditions of approval.	Shall Comply.	<i>8' fence proposed. Subject to approval of City Council.</i>
<b>Prohibited fencing:</b> a. No barbed wire, chain link, razor, or wire (agricultural, electric, chicken wire, mesh wire, hog fencing, etc.) fences shall be allowed. This does not apply to chain link or wire fences if the fence: (1) is not being used to delineate lot boundaries; and (2) is being used for Agricultural uses or otherwise for the keeping of animals; and (3) does not occupy more than 50% of any residential yard; or (4) is for	Complies.	<i>See Conceptual Signage &amp; Fencing Plan.</i>

back stops, sports fields, or sport court fencing within a public or private park.		
b. No fencing that parallels existing fencing shall be permitted within an existing fenced yard. Exceptions: interior fencing to enclose chickens, bees, or other livestock as otherwise specifically permitted under this Code, and any fencing of three feet or less in height within an existing fenced yard.		
<b>Double frontages:</b> where lots have frontages onto more than one street, that area designated by the property owner as the rear yard may have a solid or view obstructing fence, wall, or hedge not exceeding six feet in height. Where the double frontage lot is also a corner lot (three frontages), clear sight across corner property shall be required and enforced. See Section 19.06.11, Clear Sight Triangles.	Complies.	<i>See Conceptual Signage &amp; Fencing Plan.</i>
<b>Non-residential and Multi-family:</b> fencing and other screening materials for multifamily, residential, commercial, or industrial projects must receive approval by the Land Use Authority through the Site Plan review process. See Chapter 19.13 for Site Plan review requirements. In addition, the following criteria shall be applied: a. compatibility with fences of surrounding uses; b. quality of proposed materials; c. aesthetics of proposed materials; d. requirements of applicable development agreements; e. intensity of existing surrounding uses; and f. applicable conditions of approval.	Shall Comply.	<i>Proposed screening subject to CC approval.</i>
<b>Required Residential Fencing:</b> Fencing in residential development shall be placed along property lines abutting open space, parks, canals, and trails. In addition, fencing may also be required adjacent to undeveloped properties.	N/A.	
Fences along open space, parks, canals, and trails shall be semi-private. Exception: privacy fencing is permitted for property lines abutting trail corridors that are not City maintained and are both adjacent to and visible from an arterial.	N/A.	
Fencing along arterial roads shall be of a consistent material and color within each development.	N/A.	
Fencing along open space, parks, and trails may be less than 6' in height but shall not be less than 3' in height, at the discretion of the property owner or HOA as applicable.	N/A.	
<b>Screening at Boundaries of Residential Zones:</b> For residential developments, abutting active agricultural property or operations, a solid fence or wall shall be installed and maintained along the abutting property line.	N/A.	
<b>Amount of Required Landscaping</b>		
Portions of the property that are not developed with structures, rights of ways, or parking areas shall be required to be landscaped per the definition of Landscaping in Section 19.02 in all land use zones.	Complies.	<i>36% landscaped.</i>
Multi-family, common space not including parks and nonresidential development in all zones shall be required to adhere to the minimum landscaped standards in 19.06.07 of the Land Development Code.	Complies.	<i>L100</i>
At least 50% of the landscaped area shall be covered with live vegetation at maturity, including shrubs, grasses, flowers, tree and shrub canopies and other live vegetation. The percentage may be reduced to 40% in areas where bark mulch, wood or plant fiber mulch, or rubber mulch is used instead of rock mulch.	Complies.	<i>52.77%</i>

## Landscape Amount

Category To Be Reviewed	Regulation	Compliance	Findings
Total Square Footage	60,367		
Required Landscaping	12,073	Complies	21,398 sf
Required Deciduous Trees	6	Complies	26.00
Required Evergreen Trees	4	Complies	13.00
Required Shrubs	22	Complies	266.00
Drought Tolerant Plants	16	Complies	264.00

## 19.09 Off Street Parking

### General Provisions

Regulation	Compliance	Findings
<b>Materials:</b> Parking areas shall consist of concrete, asphalt, or other impervious materials approved in the City's adopted construction standards	Complies.	C1.00
<b>Parking Area Access:</b> Common Access: Parking areas for one or more structures may have a common access so long as the requirements of all City ordinances, regulations, and standards are met. The determination of the locations for a common access shall be based upon the geometry, road alignment, and traffic volumes of the accessed road per the Standard Technical Specifications and Drawings.	Complies.	C1.00
Sidewalk Crossing: All non-residential structures are required to provide parking areas where automobiles will not back across a sidewalk to gain access onto a public or private street.	Complies.	C1.00
Cross Access: Adjacent non-residential development shall stub for cross-access. Developers must provide the City with documentation of cross-access easements with adjacent development.	Complies.	C1.00
<b>Lighting:</b> Parking areas shall have adequate lighting to ensure the safe circulation of automobiles and pedestrians. Lighting shall be shielded and directed downward.	Complies.	ES001
<b>Location of Parking Areas:</b> Required off-street parking areas for non-residential uses shall be placed walking path of travel distance to the nearest customer entrance from the correlating non-residential use and individual tenant space as outlined in the table below. Unenclosed parking for residential areas shall not be provided in rear yards, unless said yard abuts an alley-type access or is fenced with privacy fencing.	Complies.	<300'
<b>Size of Non-Residential Use and Individual Tenant Space</b>		
Up to 1,500 square feet		
1,501 to 5,000 square feet		
5,001 to 10,000 square feet		
10,001 to 25,000 square feet		
25,001 to 50,000 square feet		
50,001 to 75,000 square feet		
75,001 to 100,000 square feet		
100,001 to 125,000 square feet		
Over 125,000 square feet		
<b>Exception:</b> To promote walkability, Mixed Use and Mixed Waterfront zones, and the Town Center Overlay (identified in the General Plan), shall be allowed to place parking garages and parking lots on the edge of shopping areas.		
i. The walking path travel distance from a business' main entrance shall not apply to these areas.		

<b>Curb Cuts and Shared Parking:</b> In most cases, shared parking areas shall share ingress and egress. This requirement may be waived when the City Engineer believes that shared accesses are not feasible. In reviewing the site plans for the shared parking areas, the City Engineer shall evaluate the need for limited access, appropriate number of curb cuts, shared driveways, or other facilities that will result in a safer, more efficient parking and circulation pattern.	<b>Complies.</b>	<i>C1.00</i>
<b>Parking plans shall show the following:</b> the required number of stalls and aisles scaled to the correct dimensions; the correct number of ADA accessible parking spaces; storm water drainage capabilities; lighting; landscaping and irrigation; and pedestrian walkways.	<b>Complies.</b>	<i>C1.00</i>
Provide accessible parking as required by Americans with Disabilities Act, see <a href="https://www.ada.gov/topics/parking/">https://www.ada.gov/topics/parking/</a> <a href="https://adata.org/factsheet/parking">https://adata.org/factsheet/parking</a>	<b>Complies.</b>	<i>C1.00</i>
Certain types of medical facilities need more accessible stalls, see link.	<b>N/A.</b>	
Accessible stalls shall be as close to the primary entrance as possible.	<b>Complies.</b>	<i>C1.00</i>
<b>Parking Requirements and Shared Parking</b>		
Available on-street parking shall not be counted towards meeting the required parking stalls.	<b>Complies.</b>	<i>C1.00</i>
When a parking requirement is based upon square footage, the assessed parking shall be based upon gross square footage of the building or use unless otherwise specified in the requirement.	<b>N/A.</b>	
When parking requirements are based upon the number of employees, parking calculations shall use the largest number of employees who work at any one shift. Where shift changes may cause substantial overcrowding of parking facilities, additional stalls may be required.	<b>Complies.</b>	<i>14 for staff + 21 based on number of children.</i>
When a development contains multiple uses, more than one parking requirement may be applied.	<b>N/A.</b>	
Tandem parking spaces will not be counted as parking spaces for non-residential uses except for stacking spaces where identified.	<b>N/A.</b>	
Any fraction obtained when calculating the parking requirement shall be rounded up to the next whole number to determine the required number of parking stalls.	<b>Complies.</b>	<i>C1.00</i>
Where no comparative land use standard for parking is found in Section 19.09.10, Required Minimum Parking, the Land Use Authority for the related development shall determine an appropriate requirement using the following criteria: (see code)		
Any information provided by the developer relative to trip generation, hours of operation, shared parking, peak demands, or other information relative to parking shall be considered when evaluating parking needs.	<b>Complies.</b>	<i>C1.00</i>
Parking Deviations. Parking requirements may deviate from the standards contained in Section 19.09.10, Required Minimum Parking, when the Land Use Authority determines that the deviation meets the intent of this Chapter. Reductions may not exceed 25% of the parking requirements and shall be based on the following criteria: <ol style="list-style-type: none"> <li>1. the intensity of the proposed use;</li> <li>2. times of operation and use;</li> <li>3. whether the hours or days of operation are staggered thereby reducing the need for the full amount of required parking;</li> <li>4. whether there is shared parking agreement in accordance with Section 19.09.05.10 below;</li> </ol>	<b>N/A.</b>	

5. the number of employees; 6. the number of customers and patrons; 7. trip generation; and 8. peak demands.		
Shared Parking. Up to 25% of required parking may be shared with an adjacent use upon approval by the Land Use Authority. The developer must provide: a. an agreement granting shared parking or mutual access to the entire parking lot; and b. peak demand data by a professional traffic engineer showing that shared parking will accommodate the uses.	N/A.	
Guest Parking. Two-Family dwellings, Three-Family dwellings, Multi-Family dwellings, and dwellings above commercial. a. Guest parking shall be provided at a ratio of 0.25 stalls per unit. i. When a rear-load product is allowed in a village plan or neighborhood plan, and is accessed with aprons rather than driveways, guest parking shall be provided at a ratio of one stall per unit. b. Driveways shall not count towards the guest parking requirement. c. Guest parking shall be located within two-hundred feet of the dwelling unit.	N/A.	
Pedestrian Walkways and Accesses. Parking lots larger than 75,000 square feet shall provide raised or delineated pedestrian walkways. Walkways shall be a minimum of 10' wide and shall be placed through the center of the parking area and extend to the entrance of the building. Landscaped islands along the center walkway shall be placed at a minimum interval of every 30'. Landscaped islands are encouraged to be offset from one another to create a feeling of greater coverage. Pedestrian covered walkways may be substituted for tree-lined walkways. Where the developer desires to have a driveway access at the center of the parking area, a pedestrian access shall be placed on either side of the driveway.	N/A.	
<b>Landscaping in Parking Areas</b>		
All parking areas (not including a driveway for an individual dwelling) for non-residential or multi-family residential uses that are adjacent to public streets shall have landscaped strips of not less than 10' in width placed between the sidewalk and the parking areas, containing a berm, hedge, or screen wall with a minimum height of 3' to minimize intrusion of lighting from headlights and other lighting on surrounding property. Trees, both deciduous and evergreen, shall be placed in the strip with spacing of no more than 30' between trees except in the clear sight triangle, and except where located beneath powerlines. The standards of section 19.06.06, Planting Standards and Design Requirements, shall apply for the minimum size of vegetation. Within regional parks this requirement may be met through the use of intermittent planter beds rather than a berm, hedge, or screen wall; trees or shrubs may be clustered in the planter beds where necessary to shield light spillage.	Complies.	C1.00
All landscaped areas abutting any paved surface shall be curbed (not including a driveway for an individual dwelling). Boundary landscaping around the perimeter of the parking areas shall be separated by a concrete curb 6" higher than the parking surface.	Complies.	C1.00
Clear Sight Triangles must be followed.	Complies.	L100

All landscaped parking areas shall consist of trees, shrubs, and groundcover. Areas not occupied by structures, hard surfaces, vehicular driveways, or pedestrian walkways shall be landscaped and maintained. All landscaped areas shall have an irrigation system.	<b>Complies.</b>	<i>L100</i>
On doubled rows of parking stalls, there shall be one 36' x 9' landscaped island on each end of the parking rows, plus one 36' x 9' landscaped island to be placed at a minimum of every twenty parking stalls. Each island on doubled parking rows shall include a minimum of two trees per planter.	<b>Complies.</b>	<i>C1.00 &amp; L100</i>
On single rows of parking or where parking abuts a sidewalk, there shall be one 18' x 9' foot landscaped island a minimum of every ten stalls. Islands on a single parking row shall have a minimum of one tree per island.	<b>Complies.</b>	<i>C1.00</i>
i. Exception: Landscaped islands are not required in single rows of parking that abut or are no farther than 6' from a landscaped area containing an equal or greater number of trees as would have been provided in islands, in addition to trees required for the landscaped area. Such trees shall be located within 9' of the edge of parking area, and shall have a canopy width that, at maturity, will extend into the parking area.	<b>Complies.</b>	<i>C1.00</i>
<b>Required Minimum Parking</b>		
<i>1 stall per staff member / volunteer present on highest shift, plus 1 stall per 5 students present at one time.</i>	<b>Complies.</b>	<i>35 required, 38 provided.</i>
<b>Gateway Overlay Parking</b>		
Developments in the Gateway Overlay shall be designed with no parking between the Gateway Overlay arterial or collector streets and the street side of any buildings.	<b>Complies.</b>	<i>C1.00</i>

<b>Dimensions for Parking Stalls &amp; Aisle</b>				
	Stall Width	Stall Length	Aisle Width (one-way traffic)	Aisle Width (two-way traffic)
<b>90° Parking</b>				
Required	9'	18'	24'	24'
Provided	9'	20'	24'	24'
<b>60° Parking</b>				
Required	9'	18'	25'	18'
Provided	N/A	N/A	N/A	N/A
<b>45° Parking</b>				
Required	9'	18'	25'	14'
Provided	N/A	N/A	N/A	N/A
<b>Parallel</b>				
Required	9'	20'	N/A	12'
Provided	N/A	N/A	N/A	N/A

## 19.11 Lighting General Standards

Regulation	Compliance	Findings
<b>Material:</b> All Lighting Fixtures and assemblies shall be metal.	<b>Complies.</b>	<i>ES001</i>
<b>Base:</b> All lighting poles shall have a 16" decorative base.	<b>Complies.</b>	<i>ES001</i>
<b>Type:</b> All lighting fixtures shall be of the full cutoff variety. Shoebox fixtures are prohibited.	<b>Complies.</b>	<i>ES002</i>
<b>Angle:</b> Shall be directed downward.	<b>Complies.</b>	<i>ES002</i>
<b>Lamp:</b> Bulbs may not exceed 4000k.	<b>Complies.</b>	<i>ES001</i>
<b>Drawings:</b> Design and location of fixtures shall be specified on the plans.	<b>Complies.</b>	<i>ES002</i>
<b>Flags:</b> The United States flag and the state flag shall be permitted to be illuminated from dusk till dawn. All other flags shall not be illuminated past 11:00 p.m. Flag lighting sources shall not exceed 10,000 lumens per flagpole. The light source shall have a beam spread no greater than necessary to illuminate the flag.	N/A.	
<b>Prohibited Lighting:</b> Searchlights, strobe lights and any laser source light or any similar high intensity light.	N/A.	
<b>Descriptions:</b> Descriptions of the illuminating devices, fixtures, lamp supports, and other devices. This description may include, but is not limited to, manufacturers' specifications, drawings, and sections.	<b>Complies.</b>	<i>ES001</i>

### Nonresidential Lighting

All wall-mounted fixtures shall not be mounted above 16'. The exception shall be those instances where there is a second story access directly from the outdoors, and under-eave lighting. Wall-mounted lighting shall be only for the illumination of vertical surfaces such as building facades and signs, and shall not cast illumination beyond the surface being illuminated.	<b>Complies.</b>	<i>16' pole. 10' to eaves.</i>
Intermittent lighting must be of the "motion sensor" type that stays on for a period of time not to exceed 10 minutes and has a sensitivity setting that allows the lighting fixture to be activated only when motion is detected on the site.	<b>Complies.</b>	<i>ES001</i>
All trespass lighting shall not exceed 1.0 foot-candles measured at the property line, except that trespass lighting into residential development shall not exceed 0.1 foot-candles measured at the property line.	<b>Complies.</b>	<i>ES001</i>
Service station canopies must utilize canopy lights that are fully recessed into the canopy or are fully shielded by the canopy.	N/A.	
All freestanding lighting fixtures and assemblies shall be black. Regional Parks may include theme lighting fixtures in colors other than black. The color shall enhance the theme of the park and shall be approved during the site plan review process.	<b>Complies.</b>	<i>ES001</i>
Pole design shall include an arm and bell shade. Regional Parks may include theme lighting fixtures that do not include an arm and bell shade. The design shall enhance the theme of the park and shall be approved during the site plan review process.	<b>Complies.</b>	<i>ES001</i>
Parking lot poles shall be limited to a height of 16' when in or within 200' of a residential zone; all other locations shall have a height limit of 20'.	<b>Complies.</b>	<i>ES001</i>
All lighting fixtures in surface parking lots and on the top decks of parking structures shall be fitted to render them full cutoff.	<b>Complies.</b>	<i>ES002</i>
One hour after closing or by 11:00 pm, whichever is earlier, businesses must turn off at least 50% of building lighting and lighting fixtures in surface parking lots and on top decks of parking structures; however, those lighting fixtures turned off may be set to function utilizing a motion detector system. Lights may be turned back on one half hour prior to the first employee shift.	<b>Complies.</b>	<i>ES001</i>

Business open for 24 hours must turn off 50% of their outdoor and parking lot lighting by 11:00 pm and must keep them off until one half hour before sunrise, however, those lighting fixtures turned off may be set to function utilizing a motion detector system.	<b>Complies.</b>	<i>ES001</i>
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### **Walkway Lighting**

Lighting of all pedestrian pathways is recommended.	<b>Complies.</b>	<i>ES001</i>
All pathway, walkway, and sidewalk lighting fixtures shall be mounted at a height not to exceed 10'. i. Themed walkway lighting within Regional Parks shall not exceed a height of 25'. Such lighting within 200' of residential development shall not exceed 16'.	<b>Complies.</b>	<i>ES001</i>
Bollard lighting shall be limited to a height of 4'.	<b>N/A.</b>	

### **Lighting Plan**

Plans indicating the location and types of illuminating devices on the premises.	<b>Complies.</b>	<i>ES001</i>
Descriptions of the illuminating devices, fixtures, lamp supports, and other devices. This description may include, but is not limited to, manufacturers' specifications, drawings, and sections.	<b>Complies.</b>	<i>ES002</i>
Photometric sheet showing measurement of light intensity across the site and onto adjacent property in terms of candela, lumens, and foot-candles.	<b>Complies.</b>	<i>ES001</i>

## **19.12 Subdivision**

### **Final Plat Requirements**

Subdivision name and location.	<b>Complies.</b>	<i>See plat.</i>
Standard Plat Format followed.	<b>Complies.</b>	<i>See plat.</i>
Name and address of property owner and developer.	<b>Complies.</b>	<i>See plat.</i>
Name of land surveyor.	<b>Complies.</b>	<i>See plat.</i>
The location of proposed subdivision with respect to surrounding property and street.	<b>Complies.</b>	<i>See plat.</i>
The name of all adjoining property owners of record, or names of adjoining developments.	<b>Complies.</b>	<i>See plat.</i>
The names and location of ROW widths of adjoining streets and all facilities within 100' of the platted property.	<b>Complies.</b>	<i>See plat.</i>
North arrow.	<b>Complies.</b>	<i>See plat.</i>
A tie to a permanent survey monument at a section corner.	<b>Complies.</b>	<i>See plat.</i>
The boundary lines of the project with bearings and distances and a legal description with total project area in SF and acres.	<b>Complies.</b>	<i>See plat.</i>
Layout and dimensions of proposed lots with lot area in square feet and acres. Lot boundaries shall include dimensions and bearings.	<b>Complies.</b>	<i>See plat.</i>
Lot Numbers.	<b>Complies.</b>	<i>See plat.</i>
Location, dimensions, and labeling of roads, structures, irrigation features, drainage, parks, open space, trails, and recreational amenities.	<b>Complies.</b>	<i>See plat.</i>
Location of prominent natural features such as rock outcroppings, woodlands, steep slopes, etc.	<b>Complies.</b>	<i>See plat.</i>
Proposed road ROW widths.	<b>Complies.</b>	<i>See plat.</i>
Vicinity map.	<b>Complies.</b>	<i>See plat.</i>
All required signature blocks are on the plat.	<b>Complies.</b>	<i>See plat.</i>
Prepared by a professional engineer licensed in Utah.	<b>Complies.</b>	<i>See plat.</i>
Proposed methods for the protection or preservation of sensitive lands.	<b>N/A.</b>	
Fencing plans.	<b>Complies.</b>	<i>Included w/ site plan.</i>
Location of any flood plains, wetlands, and other sensitive lands.	<b>N/A.</b>	

Flood plain boundaries as indicated by the Federal Emergency Management Agency as well as the location of 100-year high water marks of all lakes, rivers, and streams.	N/A.	
Existing and Proposed easements.	Complies.	<i>See plat.</i>
Street monument locations.	Complies.	<i>See plat.</i>
Lot and road addresses and addresses for each intersection. Road names shall be approved by the City GIS department before being added to the subdivision plat.	Complies.	<i>See plat.</i>
A data table. 1. total project area; 2. total number of lots, dwellings, and buildings; 3. where buildings are included, square footage of proposed building footprints and, if multiple stories, square footage by floor; 4. for multi-family developments, the number of proposed garage parking spaces and number of proposed total parking spaces; 5. percentage of buildable land; 6. acreage of sensitive lands and percentage sensitive lands comprise of total project area and open space area; 7. area and percentage of open space or landscaping; 8. area to be dedicated as right-of-way (public and private); 9. net density of dwellings by acre (sensitive lands must be subtracted from base acreage).	Complies.	<i>See plat.</i>
<b>Phasing Plan:</b> Including a data table with the following Information for each phase: i. Subtotal area in square feet and acres; ii. number of lots or dwelling units; iii. open space area and percentage; iv. utility phasing plan; v. number of parking spaces; vi. recreational facilities to be provided; vii. overall plan showing existing, proposed, and remaining phases.	N/A.	
<b>Developer shall ensure all rollback taxes are paid prior to recordation.</b>	Complies.	

## 19.13 Process

Regulation	Findings
Neighborhood Meeting. Required?	<i>Yes.</i>
Notice/Land Use Authority.	<i>City Council.</i>
<b>Master Development Agreement.</b> A Master Development Agreement shall be required of any development that is in excess of twenty acres in size if non-residential or mixed-use or developments in excess of 160 acres in size if residential. A Master Development Agreement may also be required pursuant to this Title 19 including Chapter 19.26 or may be desirable or necessary pursuant to the exercise of the City Council's legislative discretion in the fact scenarios listed in Section 19.13.08.	<i>N/A</i>
Phasing Improvements.	<i>N/A</i>
Payment of Lieu of Open Space.	Amount of \$: <i>N/A</i>
Piping of Canals	For residential projects, piping of canals per canal company specifications if a canal or canal easement that area is adjacent to or within the area of the proposed residential project, unless the canal

	company or Bureau of Reclamation does not allow piping. Non-residential projects shall install secure fencing adjacent to canal easements or canals per canal company specifications to prevent entry from the non-residential project onto the canal or canal easement.
Burial of Overhead Utility Lines	See Section 19.13.10

## 19.14 Site Plan Review

Regulation	Compliance	Findings
<b>Approval Required:</b> Site Plan approval shall be required for all developments which contain the following uses, together with any others for which it is required elsewhere in these Ordinances:		
1. Any industrial use; 2. Any commercial use; 3. Any institutional use; 4. Two-Family Structures and Three-Family Structures; and 5. A multi-family residential development.	<b>Complies.</b>	<i>C1.00</i>
<b>Site Plan Standards:</b> The entire parcel area shall be built upon, landscaped, or paved in accordance with the zone's open space and parking requirements.	<b>Complies.</b>	<i>C1.00</i>
<b>Utilities:</b> All utility lines shall be underground in designated easements. No pipe, conduit, cable, water line, gas, sewage, drainage, steam, electrical, or any other energy or service shall be installed or maintained upon any lot outside of any building above the surface of the ground except during construction.		
a. Transformers shall be grouped with other utility meters where possible and screened with vegetation or fencing. b. Each contractor and owner or developer shall be responsible to know the whereabouts of all underground utilities. Protection of such utilities shall also be their responsibility. c. Prior to construction, contact must be made with Blue Stakes and any other utility company, public or private, not participating in Blue Stakes in the area to identify underground utility lines. d. Exception: electric power transmission lines of 46kV or above are not required to be placed underground.	<b>Complies.</b>	<i>C2.00</i>
<b>Grading and Drainage:</b> Drainage from any lot must follow current City requirements to show on site retention and a maximum allowable discharge of 0.2 cubic feet per second (cfs) per acre. Drainage shall not be allowed to flow upon adjoining lots unless the owner of the lot upon which the water flows has granted an easement for such purpose. The Planning Commission must approve a Site Plan with grading, drainage, and clearing plans before any such activities may begin. Lot grading shall be kept to a minimum. Roads and development shall be designed for preservation of natural grade except as otherwise approved by the City Engineer based on standards and specifications.	<b>Complies.</b>	<i>C2.00</i>
<b>Secondary Water System and Dedication of Water Shares:</b> The applicant shall comply with the City's adopted Water Utility Ordinance and other adopted standards, regulations, and ordinances and shall dedicate to the City the amount of water specified in those adopted standards, regulations, and ordinances upon approval of the Site Plan.	<b>Complies.</b>	<i>C2.00</i>
<b>Piping of Irrigation Ditches:</b> All existing irrigation canals and ditches which are located on the site or straddle a site property line shall be piped with a sufficient size pipe and shall be approved by the City Engineer.	<b>Complies.</b>	<i>C2.00</i>

<p><b>Preliminary Plat With Attached Units:</b> When the proposed Site Plan includes attached units, the Site Plan submittal shall include a preliminary subdivision plat. Said plat shall include an ALTA survey of the property recorded with the Utah County Surveyor pursuant to the Utah Code, the proposed building locations, proposed floor plans and proposed elevations identifying each building in the development. Approval of the proposed Site Plan may occur simultaneously with the approval of the proposed preliminary plat.</p>	<p><b>Complies.</b></p>	<p><i>Plat Amendment submitted with Site Plan.</i></p>
<p><b>Nuisances:</b> All commercial uses shall be free from objectionable odors, noises, hazards, or other nuisances.</p>	<p><b>Complies.</b></p>	<p><i>Child Care Facility.</i></p>
<p><b>Residential Conversions:</b> No existing residential dwelling or residential lot in any commercial or residential zone may be used or converted into a commercial use unless all of the standards set forth herein are met, including parking regulations, setbacks, landscaping, and architectural design.</p>	<p>N/A.</p>	
<p><b>Ownership Affidavit:</b> A statement of ownership and control of the subject property and a statement describing the nature of the intended use.</p>	<p><b>Complies.</b></p>	<p><i>See application.</i></p>
<p><b>Vicinity Map:</b> A general location map indicating the approximate location of the subject parcel.</p>	<p><b>Complies.</b></p>	<p><i>C0.00</i></p>
<p><b>Context plan:</b> A context plan shall include the existing features within 200 feet of the proposed Site Plan property line. Existing features include, but are not limited to, buildings, ingress and egress points, landscaping areas, pedestrian paths, and property names.</p>	<p><b>Complies.</b></p>	<p><i>C0.20</i></p>
<p><b>Site Analysis:</b> A site analysis is a plan view drawing demonstrating land constraints and existing features. Existing features may consist of the presence of boulders, existing man-made features, significant trees, canals or ditches, access points or public rights-of-way, and existing conditions within 200 feet of the property line.</p>	<p><b>Complies.</b></p>	<p><i>C0.20</i></p>
<p><b>Survey:</b> A survey prepared and stamped by a Utah registered land surveyor listing the metes and bounds legal description and the gross acreage within the subject parcel.</p>	<p>N/A.</p>	<p><i>Existing recorded plat.</i></p>
<p><b>Compliance statement:</b> A statement indicating how the proposed development complies with the City's adopted Land Use Element of the General Plan.</p>	<p><b>Complies.</b></p>	<p><i>See application.</i></p>
<p>Final Construction Drawings containing, at a minimum, all items specified in the City's "Standard Technical Specification and Drawings" manual. Applicant shall provide three full-size 24" x 36" copies and five 11 x 17 inch reductions as required on the application form, along with digital copies as outlined below.</p>	<p></p>	
<p>Additional copies may be required prior to adding the application to the Planning Commission agenda. Final Construction Drawings for a Site Plan is hereby required and shall be prepared and stamped by licensed or certified professionals including architects, landscape architects, land planners, engineers, surveyors, transportation engineers, or other professionals deemed necessary by the Planning Director. The City may require plans prepared by any or all of the above-noted professionals. A Site Plan application shall also contain the following :</p>	<p><b>Complies.</b></p>	<p><i>Required plan submitted.</i></p>
<ul style="list-style-type: none"> <li>i. locations, dimensions, floor plans, uses and heights of all proposed buildings and structures, including overhangs, porches, stairwells, and balconies, and the locations of all structures on adjoining properties;</li> <li>ii. access points, provisions for vehicular and pedestrian circulation on and off site, interconnection to adjacent sites,</li> </ul>	<p></p>	

<p>dimensions of such access and circulation, and pedestrian paths within 200 feet of the property boundary;</p> <p>iii. acceleration and deceleration lanes, and dimensions thereof, if required;</p> <p>iv. off-street parking and loading areas complying with the City's off-street parking requirements contained in Chapter 19.09 of this Title;</p> <p>v. proposed outdoor display areas;</p> <p>vi. screening and buffering provisions, including types and heights of existing and proposed buffering and fencing elements;</p> <p>vii. location and treatment of refuse collection areas, storage areas, mechanical equipment, trash enclosure details, and external structures;</p> <p>viii. location, type, and size of all business and on-site circulation signage;</p> <p>ix. tabulation of square footage devoted to various land uses, ground coverage by structures, and other impervious surfaces;</p> <p>x. type of construction of all structures, presence or absence of fire sprinkling, and location of existing and proposed fire hydrants;</p> <p>xi. Established Grade of building area.</p>		
<p>Final Hydraulic and Hydrological storm drainage report and calculations. location of all existing and proposed secondary irrigation systems, both on site and on adjacent properties, including ditches, pipes, and culverts;</p>	<b>Complies.</b>	<i>Storm Drain Report provided.</i>
<p><b>Final Traffic report:</b> Said report shall comply with the standards outlined in the City's adopted Transportation Master Plan and shall include, but not be limited to, the following:</p> <ul style="list-style-type: none"> <li>i. an analysis of the average daily trips generated by the proposed project;</li> <li>ii. an analysis of the distribution of trips on City street systems;</li> <li>iii. a description of the type of traffic generated; and</li> <li>iv. recommendations on what mitigation measures should be implemented with the project to maintain a level of service for existing and proposed residents acceptable to the City.</li> </ul>	<b>Complies.</b>	<i>Submitted with Riverside Crossing Plat A approval.</i>
<p><b>Data table including:</b></p> <ul style="list-style-type: none"> <li>i. total project area</li> <li>ii. total number of lots, dwellings, and buildings</li> <li>iii. square footage of proposed building footprints and, if multiple stories, square footage by floor</li> <li>iv. number of proposed garage parking spaces</li> <li>v. number of proposed surface parking spaces</li> <li>vi. percentage of buildable land</li> <li>vii. acreage of sensitive lands and what percent sensitive lands comprise of total project area and of open space area</li> <li>viii. area and percentage of open space or landscaping</li> <li>ix. area to be dedicated as right-of-way (public and private)</li> <li>x. net density of dwellings by acre (sensitive lands must be subtracted from base acreage).</li> <li>xi. number of off-street parking spaces (e.g., number of proposed garage parking spaces, number of proposed surface parking spaces, etc.)</li> </ul>	<b>Complies.</b>	<i>C1.00</i>
<p><b>Landscaping Plan:</b> A landscaping plan, prepared and stamped by a licensed landscape architect, indicating the location, spacing, types, and sizes of landscaping elements and existing trees, and showing</p>	<b>Complies.</b>	<i>L100</i>

compliance with the City's off-street parking requirements, the City's design guidelines and policies, and the requirements of the appropriate zone.		
<b>Lighting Plan:</b> A lighting plan indicating the illumination of all interior areas and immediately adjoining streets showing the location, candle power, and type of lighting proposed, and in conformance with the City's lighting standards. An individual photometric plan is also required.	Complies.	<i>ES001</i>
<b>Elevations:</b> The elevations of all proposed buildings, fences, and other structures viewed from all sides indicating height of structures, the average finished grade of the site at the foundation area of all structures, percentage of building materials proposed, and color of all materials. A board showing building colors and materials is required.	Complies.	<i>Elevations provided.</i>
<b>Signage Plan:</b> An overall signage plan shall be approved during the Site Plan approval process. All information to be provided for the sign approval shall be submitted concurrent with Site Plan application materials, consistent with the requirements in Section 19.18.	Complies.	<i>Signage shown on elevations sheets.</i>
<b>Fee:</b> A fee set by resolution of the City Council shall accompany the application for any Site Plan review.	Complies.	<i>Paid.</i>
<b>Public Notice and Hearing:</b> All site plans shall comply with the noticing and public hearing requirements of Section 19.13, and applicants shall pay the cost to post and mail required notice to property owners.	Complies.	<i>Noticed by City.</i>
<b>Development or Bond Agreement:</b> A development agreement and bond agreement shall be required based on the conditions, requirements, findings, and recommendations made by the City Council. The development agreement and bond agreement shall also be based on requirements of the City Code and legal requirements as specified by the City Attorney. The City Council may determine that a development agreement is not required, but in all cases a bond agreement shall be required. A development agreement is not required when conditions, requirements, findings, and recommendations are all consistent with Title 19 requirements unless the City Council, in exercising its legislative authority pursuant to Utah Code § 10-9a-102, determines that a development agreement is necessary to further the public health, safety, or welfare or any other legitimate purpose outlined in Utah Code § 10-9a-102(1).	N/A.	
<b>Considerations Relating to Traffic Safety and Traffic Congestion:</b> <ul style="list-style-type: none"> <li>i. the effect of the site development plan on traffic conditions on adjacent street systems;</li> <li>ii. the layout of site with respect to location and dimensions of vehicular and pedestrian entrances, exits, driveways, and walkways;</li> <li>iii. the arrangement and adequacy of off-street parking facilities to prevent traffic congestion and compliance with the provisions of Chapter 19.09, off-street parking requirements;</li> <li>iv. the location, arrangement, and dimensions of truck loading and unloading facilities;</li> <li>v. the circulation patterns within the boundaries of the development; and</li> <li>vi. the surfacing and lighting of off-street parking facilities.</li> </ul>	Complies.	<i>C1.10</i>
<b>Considerations Relating to Outdoor Advertising:</b> Outdoor advertising shall comply with the provisions of Chapter 19.18.	Complies.	<i>Signage shown on elevations sheets.</i>
<b>Consideration Relating to Landscaping:</b> <ul style="list-style-type: none"> <li>i. the location, height, and materials of walls, fences, hedges, and screen plantings to ensure harmony with adjacent</li> </ul>	Complies.	<i>L100</i>

<p>development, to provide buffer areas, or to conceal storage areas, utility installations, or other unsightly development;</p> <p>ii. the requirements of Chapter 19.06;</p> <p>iii. the planting of ground cover or other surfaces to prevent dust and erosion; and</p> <p>iv. the unnecessary destruction of existing healthy trees.</p>		
<p><b>Considerations Relating to Buildings and Site Layout:</b></p> <p>i. the general silhouette and mass, including location on the site, elevations, and relation to natural plan coverage, all in relationship to the character of the neighborhood;</p> <p>ii. the exterior design in relation to adjoining structures in height, bulk, and area openings, breaks in facade facing the street, line and pitch of roofs, and the arrangement of structures on the parcel;</p> <p>iii. compliance with the City's Architectural design standards.</p>	<b>Complies.</b>	<i>C1.00</i>
<p>The effect of the site development plan on the adequacy of the storm and surface water drainage.</p>	<b>Complies.</b>	<i>C2.00</i>
<p>Adequate water pressure and fire flow must be provided on the site as required by the applicable fire code.</p>	<b>Complies.</b>	<i>C2.00</i>
<p>The proposed project shall comply with the City's adopted Land Use Element of the General Plan, Land Use Ordinance, land development regulations, architectural guidelines, and all other adopted ordinances, regulations, policies, and standards.</p>	<b>Complies.</b>	<i>C1.00</i>
<p><b>Trails Master Plan:</b> Shows required trails</p>	<b>N/A.</b>	

## 19.16 Site and Architectural Design Standards

### General Site Design Standards

Regulation	Compliance	Findings
<p><b>Pedestrian Connectivity:</b> All buildings and sites shall be designed to be pedestrian friendly by the use of connecting walkways.</p>	<b>Complies.</b>	<i>C1.00</i>
<p>Safe pedestrian connections shall be made between buildings within a development, to any streets adjacent to the property, to any pedestrian facilities that connect with the property, when feasible between developments, and from buildings to the public sidewalk to minimize the need to walk within the parking lot among cars.</p>	<b>Complies.</b>	<i>C1.00</i>
<p>Non-residential and residential developments shall provide pedestrian connections that lead to the building entrances of adjacent non-residential and residential sites and shall stub to adjacent undeveloped property to allow for future connections.</p>	<b>Complies.</b>	<i>C1.00</i>
<p>All pedestrian connections shall be shown on the related site plan or plat.</p>	<b>Complies.</b>	<i>C1.00</i>
<p><b>Parking Areas:</b> On-site parking shall be located primarily to the sides or rear of the building. Variations may be approved by the Land Use Authority, subject to the following criteria:</p>		
<ul style="list-style-type: none"> <li>i. The use is a big box with outparcels helping to screen parking, or</li> <li>ii. At least 50% of the parking is located to the side or rear of the building, or</li> <li>iii. A safety issue is created by locating parking to the side or rear as verified and documented by the Saratoga Springs Police Department. For example, the parking will be entirely concealed from view by existing walls or buildings, or</li> <li>iv. That portion of development that lies within the Waterfront Buffer Overlay, or</li> </ul>	<b>Complies.</b>	<i>C1.00</i>

v. The development is Office, Warehouse/Flex space and when loading docks are not adjacent to a public right-of-way. Exception: when a lot with Office, Warehouse/Flex space is adjacent to more than one public street, loading docks may face the lower classification of the streets.		
Parking lots shall be designed with a hierarchy of circulation: major access drives with no parking; major circulation drives with little or no parking; and then parking aisles for direct access to parking spaces.	<b>Complies.</b>	<i>C1.00</i>
Parking lots adjacent to, and visible from, public streets shall be screened from view through the use of earth berms, screen walls, landscape hedges or combinations thereof with a minimum height of 3' as measured from the parking surface. Within regional parks this requirement may be met through the use of intermittent planter beds rather than a berm, hedge, or screen wall; trees and shrubs may be clustered in the planter beds where necessary to avoid light spillage.	<b>Complies.</b>	<i>C2.00</i>
<b>Acceleration and Deceleration Lanes:</b> Acceleration and deceleration lanes shall be required on major arterials when deemed necessary by the City Engineer.	<b>N/A.</b>	
<b>Parking Structures:</b> Parking structures shall be architecturally consistent with the project buildings, including the use of the same primary finish materials as the exterior of the adjacent or adjoining buildings.	<b>N/A.</b>	
When placement of parking structures along site frontages is necessary, visual mitigation such as landscape buffers, upper-level setbacks, or additional architectural treatment shall be used.	<b>N/A.</b>	
The view of a parking structure from a public street shall be minimized by placing its shortest dimension along the street edge.	<b>N/A.</b>	
The top deck of parking structures shall include screen walls, periphery landscape islands, or similar features where visible from public view in order to soften the appearance of the top of the parking structure and screen the view of cars on the top deck of the structure.	<b>N/A.</b>	
All top deck lighting shall be screened and directed downward to avoid light spill onto the street below and shall consist of only bollards or building lighting. Light poles are prohibited.	<b>N/A.</b>	
<b>Trash Enclosures, Storage Areas, and External Structures:</b> Landscaping, fencing, berms, or other devices integral to overall site and building design shall screen trash enclosures, storage areas, and other external structures.	<b>Complies.</b>	<i>C1.00</i>
Service yards, refuse and waste-removal areas, loading docks, truck parking areas and other utility areas shall be screened from view by the use of a combination of walls, fences, and dense planting. Screening shall block views to these areas from on-site as well as from public rights of way and adjacent properties. This does not apply to Municipal Buildings.	<b>Complies.</b>	<i>C1.00</i>
All trash dumpsters shall be provided with solid enclosures. <ol style="list-style-type: none"> <li>Enclosures shall be composed of 6' high solid masonry or decorative precast concrete walls, with opaque gates and self-latching mechanisms to keep gates closed when not in use. Bollards are required at the front of the masonry walls to protect the enclosure from trash collection vehicles. Gates shall be made of opaque metal for durability. Chain-link gates with or without opaque slats are not acceptable. Colors and materials shall be consistent with the main building or use.</li> </ol>	<b>Complies.</b>	<i>A7</i>
Where trash enclosures, storage areas, or other external structures are adjacent to parking areas, a 3' landscaped buffer shall be provided that does not impede access into and out of vehicles.	<b>Complies.</b>	<i>C1.00</i>

These areas shall be well maintained and oriented away from public view. The consolidation of trash areas between buildings is encouraged. The use of modern disposal and recycling techniques is encouraged. This section shall not apply to community or public recycling bins or drop boxes; however, the location shall be determined by city Staff in accordance with the standards herein.	Complies.	C1.00
<b>Utility Boxes:</b> Dense vegetative buffers which include an evergreen variety of plant materials shall be placed where appropriate to screen all utility boxes and pedestals in order to remain attractive during the winter months.	Complies.	L100
<b>Interconnection.</b> Interconnection shall occur via pedestrian and vehicular connections. All parking and other vehicular use areas shall be interconnected with, or stubbed to, all adjacent non-residential developed and undeveloped properties, as designated on the land use map or the zoning map, in order to allow maximum off-street vehicular circulation. Walkways and trails shall be connected to adjacent sites and stubbed for future development. All residential site plans shall meet 19.12 Connectivity Standards.	Complies.	C1.00
<b>Site Design Standards: Non-Residential Development</b>		
<b>Shopping Cart Corrals:</b> Shopping cart corrals are required for big box or mid box retail uses. Roof covers are recommended as the local climate includes wind, rain, and winter snow conditions. If roof covers are utilized they shall blend in with the established building design.	N/A.	
The shopping cart corral rail finish shall match or compliment the exterior finishes of the main building through the use of two out of three of the same exterior colors and finishes.	N/A.	
<b>Uses Within Buildings:</b> All uses established in any commercial, office warehouse, business park, or industrial zone shall be conducted entirely within a fully enclosed approved building except those uses deemed by the City Council to be customarily and appropriately conducted in the open. Uses which qualify for this exception include vegetation nurseries, home improvement centers with lumber, outdoor cafes, outdoor retail display, car wash vacuums, auto dealerships, and similar uses.	Complies.	C1.00
<b>Outdoor Display:</b> All retail product displays shall be located under the buildings' permanent roof structure or on designated display pads within front landscape areas.	N/A.	
All display areas shall be clearly defined on the approved Site Plan and designated on the site with a contrasting colored, painted, or striped surface.	N/A.	
Display areas shall not block building entries or exits, pedestrian walks, or parking spaces in front of the building. Outdoor display areas shall not spill into walkways or any drive aisle adjacent to a building.	N/A.	
Seasonal uses outside of these areas may be approved through the Temporary Use process.	N/A.	
<b>Outdoor Storage Standards:</b> Outdoor storage areas shall be located to minimize views from adjacent public rights-of-way, residential development or zones, and adjacent developments. They shall be located behind or to the side of buildings.	N/A.	
Outdoor storage shall be screened from public view. Screening shall consist of a solid wall, excluding CMU blocks. Screening shall be a minimum of 6 feet high and may reach a maximum height of 20 feet subject to approval by the Land Use Authority. A building permit is required for all fencing or walls higher than 7 feet. Chain link fencing is prohibited.	N/A.	

The method of screening shall be architecturally integrated with the adjacent building in terms of materials and colors.	N/A.	
A landscape strip with a minimum width of five feet shall be installed next to the screening fence or wall when the storage area is adjacent to or visible from a public right-of-way.	N/A.	
Outdoor storage materials must be stored in an orderly manner such that fire codes are met and access to all areas of the yard is possible (e.g. access lanes).	N/A.	
The outdoor storage materials may not extend above the height of the fence or wall.	N/A.	
<b>Access Requirements:</b> <ul style="list-style-type: none"> <li>a. Each roadway shall not be more than 40' in width, measured at right angles to the center line of the driveway except as increased by permissible curb return radii; and</li> <li>b. the entire flare of any return radii shall fall within the right-of-way.</li> </ul>	Complies.	37'
<b>Off-Street Truck Loading Space:</b> Every structure involving the receipt or distribution by vehicles of materials or merchandise shall provide and maintain on the building's lot adequate space for standing, loading, and unloading of the vehicles in order to avoid undue interference with public use of streets, alleys, required parking stalls, or accessible stalls.	N/A.	
<b>Screening of Storage &amp; Loading Areas:</b> To alleviate the unsightly appearance of loading facilities, these areas shall not be located on the side(s) of the building facing the public street(s). Such facilities shall be located interior to the site. This does not apply to Municipal Buildings	N/A.	
Screening for storage and loading areas shall be composed of 6' high solid masonry or architectural precast concrete walls with opaque gates and self-latching mechanisms, to keep gates closed when not in use. Bollards are required at the front of the masonry walls to protect the enclosure from trash collection vehicles.	N/A.	
Gates shall be made of opaque metal for durability. Chain-link gates with opaque slats are prohibited.	N/A.	
The method of screening shall be architecturally integrated with the adjacent building in terms of materials and colors.	N/A.	
Trash areas shall be designed to include the screening of large items (e.g. skids and pallets) as well as the trash bin(s) that are needed for the business (unless storage is otherwise accommodated behind required screened storage areas).	Complies.	A7
<b>Buffers:</b> A wall and landscaping, fencing, or landscaping of acceptable design shall effectively screen the borders of any commercial or industrial lot which abuts an existing agricultural or platted residential use. Such a wall, fence, or landscaping shall be at least 6' in height, unless a wall or fence of a different height is required by the Land Use Authority as part of a site Plan review.	Complies.	6' <i>privacy vinyl fence</i> .
No chain-link or wood fences are permitted as buffering or screening between commercial and residential. Masonry and solid vinyl are suggested types of fences, and as circumstances require, one or the other may be required.	Complies.	6' <i>privacy vinyl fence</i> .
Unless otherwise required by this Title, walls or fences used as a buffer or screen shall not be less than 6' in height.	Complies.	<i>Measured at highest property elevation.</i>
<b>Parking Lot Buffers:</b> There shall be a minimum of 10' of landscaping between parking areas and side and rear property lines adjacent to agricultural and residential land uses.	Complies.	>10'
<b>Building Buffer:</b> No building shall be closer than 5' from any private road, driveway, or parking space. The intent of this requirement is to	Complies.	>5'

provide for building foundation landscaping and to provide protection to the building. Exceptions may be made for any part of the building that may contain an approved drive-up window.		
<b>General Architectural Design Standards</b>		
<b>General standards do not apply one-family and two-family dwellings unless governed under a DA.</b>		
<b>Building Articulation:</b> Building elevations exceeding 40' in length shall incorporate a minimum of one horizontal elevation shift or combination of vertical and horizontal elevation shifts, stepping portions of the elevation to create shadow lines and changes in volumetric spaces of at least five feet, and a minimum of two of the following, all spaced at intervals of 20' to 50' of horizontal width: <ul style="list-style-type: none"> <li>i. A combination of vertical and horizontal elevation shifts that together equal at least 5'.</li> <li>ii. Addition of horizontal and vertical divisions by use of textures or materials.</li> <li>iii. Primary material change.</li> <li>iv. Addition of projections such as balconies, cornices, covered entrances, porte-cocheres, trellis', pergolas, arcades, and colonnades. Such trellis' and awnings extend outward from the underlying wall surface at least 36".</li> <li>v. Variation in the rooflines by use of dormer windows, overhangs, arches, stepped roofs, gables or other similar devices.</li> </ul>	<b>Complies.</b>	<i>Elevations Sheet A2</i>
<b>Roof Treatment:</b> Sloped roofs shall provide articulation and variations in order to break up the massiveness of the roof. Sloped roofs shall include eaves which are proportional to the roofs slope and scale of the building.	<b>Complies.</b>	<i>Elevations Sheet A2</i>
Flat roofs shall be screened with parapets on all sides of the building. If no roof top equipment exists or is proposed, the parapet shall be a minimum of 12" in height above the roof.	<b>N/A.</b>	
All roofs on three-family and multi-family dwellings shall have a minimum pitch of 3/12 (25% slope). To provide architectural enhancement, residential structures are encouraged to have multiple pitch variations.	<b>N/A.</b>	
Roof mounted equipment shall not be visible from adjacent public and private streets as well as from adjacent properties, unless grade differences make visibility unavoidable.	<b>Complies.</b>	<i>Elevations Sheet A2</i>
Screening shall be solid and shall be consistent with the material and color of exterior finishes of the building through the use of at least two out of three of the exterior finishes of the building.	<b>Complies.</b>	<i>Elevations Sheet A2</i>
<b>Windows:</b> Windows, other than rectangular windows, may be used as accents and trim. Untreated aluminum or metal window frames are prohibited.	<b>Complies.</b>	<i>Elevations Sheet A2</i>
<b>Awnings, Canopies, Trellises, Pergolas, and Similar Features:</b> All such features must be attached to a vertical wall.	<b>Complies.</b>	
All such features shall project at least 4' from the building when located over a pedestrian traffic area and no less than 2' otherwise.	<b>Complies.</b>	6'9"
All such features shall maintain a minimum clearance above sidewalk grade of 8' to the bottom of the framework when located over a pedestrian traffic area.	<b>Complies.</b>	10'
Backlighting is not permitted.	<b>Complies.</b>	<i>Not proposed.</i>
<b>Mechanical Equipment:</b> All mechanical equipment shall be located or screened and other measures shall be taken so as to shield visibility of such equipment from any public or private streets.	<b>Complies.</b>	<i>Noted in plans.</i>

Wing walls, screens, or other enclosures shall be shall be integrated into the building and landscaping of the site, whether located on the ground or roof.	Complies.	<i>Noted in plans.</i>
Rooftops of buildings shall be free of any mechanical equipment unless completely screened from all horizontal points of view.	Complies.	<i>Noted in plans.</i>
Screening materials shall conform to the color scheme and materials of the primary building.	Complies.	<i>Noted in plans.</i>

## **Non-Residential Architectural Design Standards**

<b>Four Sided Architecture:</b> All sides of a building that are open to public view (including views from adjacent residential dwellings or probable location of residential dwellings) shall receive equal architectural design consideration as the building front.	Complies.	<i>Elevations Sheet A2</i>
<b>Color and Materials:</b> Exterior Building Materials shall be considered any materials that make up the exterior envelope of the building and shall be limited to no more than four and no less than two types of materials per building, window and door openings excluded.	Complies.	<i>4 colors shown.</i>
Color of exterior building materials (excluding accent colors) shall be limited to no more than four and no less than two major colors per development.	Complies.	<i>Elevations Sheet A2</i>
Bright colors, such as neon or fluorescent colors, bright orange or yellow, and primary colors, are only permitted as accent colors.	Complies.	<i>Triton Glaze.</i>
No more than 75% of any building elevation shall consist of any one material or color. <ul style="list-style-type: none"> <li>i. No more than 50% of any building elevation shall consist of CMU, except in the Office Warehouse and Industrial zones, or</li> <li>ii. Office, Warehouse, Flex buildings in approved zones that utilize concrete tilt up construction are exempt from the maximum 75% of one material per elevation requirement but must follow all other architectural standards.</li> </ul>	Complies.	<i>Elevations Sheet A2</i>
<b>Prohibited Materials:</b> Tiles. Full veneer brick and tiles exceeding $\frac{1}{2}$ " in thickness is permitted, however veneer tile is prohibited. Stucco stone patterns and stucco brick patterns. Wood as a primary exterior finish material. Plain, grey, unfinished CMU block except as an accent material.	Complies.	<i>Elevations Sheet A2</i>
<b>Stairways:</b> All stairways to upper levels shall be located within the building unless otherwise approved by the Land Use Authority for secondary access to outdoor patio decks or other usable outdoor area.	N/A.	
<b>Roof Drains:</b> All roof drains, conduit and piping, maintenance stairs and ladders, and other related services shall be located on the interior of the building.	N/A.	<i>Pitched roof, exterior roof drains allowed.</i>
<b>Electrical Panels:</b> To the extent possible, all electric panels and communication equipment should be located in an interior equipment room.	Complies.	<i>Elevations Sheet A2</i>
<b>Street Orientation:</b> All Retail or Commercial buildings shall have expansive windows, balconies, terraces, or other design features oriented to the street or adjacent public spaces.	Complies.	<i>Elevations Sheet A2</i>
At least 35 percent of the first floor elevation(s) of a building that is viewed from a public street shall include windows, and/or glass doors to minimize the expanse of blank walls and encourage a pedestrian friendly atmosphere. For purposes of determining the glass area, the first floor shall be the first 10 feet from the finished floor. <p style="margin-left: 20px;">This standard does not apply to a single-story retail building of 50,000 square feet or greater provided a single primary tenant occupies the entire building square footage and additional architectural elements are used in City of Saratoga Springs Municipal Code Land Development Code - Title 19.16 Page   9 place of windows and/or glass</p>	Complies.	<i>Elevations Sheet A2</i>

doors to include awnings or canopies, and must include roof line changes and horizontal articulation.		
<b>Metal Buildings:</b> Metal buildings are only permitted in the Agricultural, Residential Agricultural, Rural Residential, Office Warehouse and Industrial Zones.	<b>N/A.</b>	
All metal buildings shall be designed to have an exterior appearance of conventionally built structures. Stock, “off the shelf” metal buildings are prohibited.	<b>N/A.</b>	
Metal buildings in the Agricultural, Residential Agricultural, and Rural Residential zones shall only be used for agriculture as defined in Section 19.02.02 of the City Code.	<b>N/A.</b>	
<b>19.16.10 Waterfront Buffer and Gateway Overlays, Additional Standards</b>		
<b>Height and setbacks for buildings and structures that exceed 35 feet in height:</b> <ul style="list-style-type: none"> <li>i. Waterfront buffer facing building facades for floors above 35 feet in height shall be set back an additional 5 feet from the floors below. Each additional floor shall be set back an additional 5 feet.</li> </ul>	<b>N/A.</b>	
<b>Ground floor transparency:</b> <ul style="list-style-type: none"> <li>i. The building façade facing the Waterfront Buffer or Gateway Overlay arterial and collector streets shall have at least 50 percent of the waterfront level façade area devoted to display windows and/or windows affording some view into the interior areas.</li> <li>ii. Multi-family residential buildings with no main floor lobby area, and/or no retail or office space are exempt.</li> </ul>	<b>Complies.</b>	<i>Elevations Sheet A2</i>
<b>Prohibited building materials:</b> <ul style="list-style-type: none"> <li>i. High gloss or shiny metal panels as a primary material.</li> <li>ii. Mirror glass panels.</li> </ul>	<b>Complies.</b>	<i>Elevations Sheet A2</i>
<b>Entrances:</b> <ul style="list-style-type: none"> <li>i. Entrances in the Waterfront Buffer Overlay shall be as prominent on the waterfront side of a building as on the street side.</li> <li>ii. Entrances shall be placed so as to be highly visible.</li> </ul>	<b>Complies.</b>	<i>Elevations Sheet A2</i>
<b>Building Facades Treatment:</b> <ul style="list-style-type: none"> <li>i. Facades on the Waterfront Buffer or Gateway Overlay arterial or collector street shall be pedestrian scale, and not give the appearance of the “back of a building”.</li> <li>ii. All sides of a mixed use, multi-family, or non-residential building that are open to public view (including views from adjacent residential dwellings, trails, or probable location of residential dwellings) shall receive equal architectural design consideration as the building front.</li> </ul>	<b>Complies.</b>	<i>Elevations Sheet A2</i>
<b>View corridor:</b> Each Waterfront Buffer development shall provide at least one 50' wide view corridor for every 3 acres of development. View corridors shall be kept free of structures and other obstructions, and shall extend from the water through the entirety of the development generally perpendicular to the water. (see figure 16.1)	<b>N/A.</b>	

## 19.18 Signs

Regulation	Compliance	Findings
Site Plans require signage information (if tenant known, show location potential location size)	<b>Complies.</b>	<i>Elevations Sheet A2 &amp; A3</i>
Monument sign location and details	<b>Complies.</b>	<i>Elevations Sheet A3 &amp; C1.00</i>
Wall signs and potential locations and details	<b>Complies.</b>	<i>Elevations Sheet A1</i>

## 19.18.18 Signage in the Gateway Overlay Zone

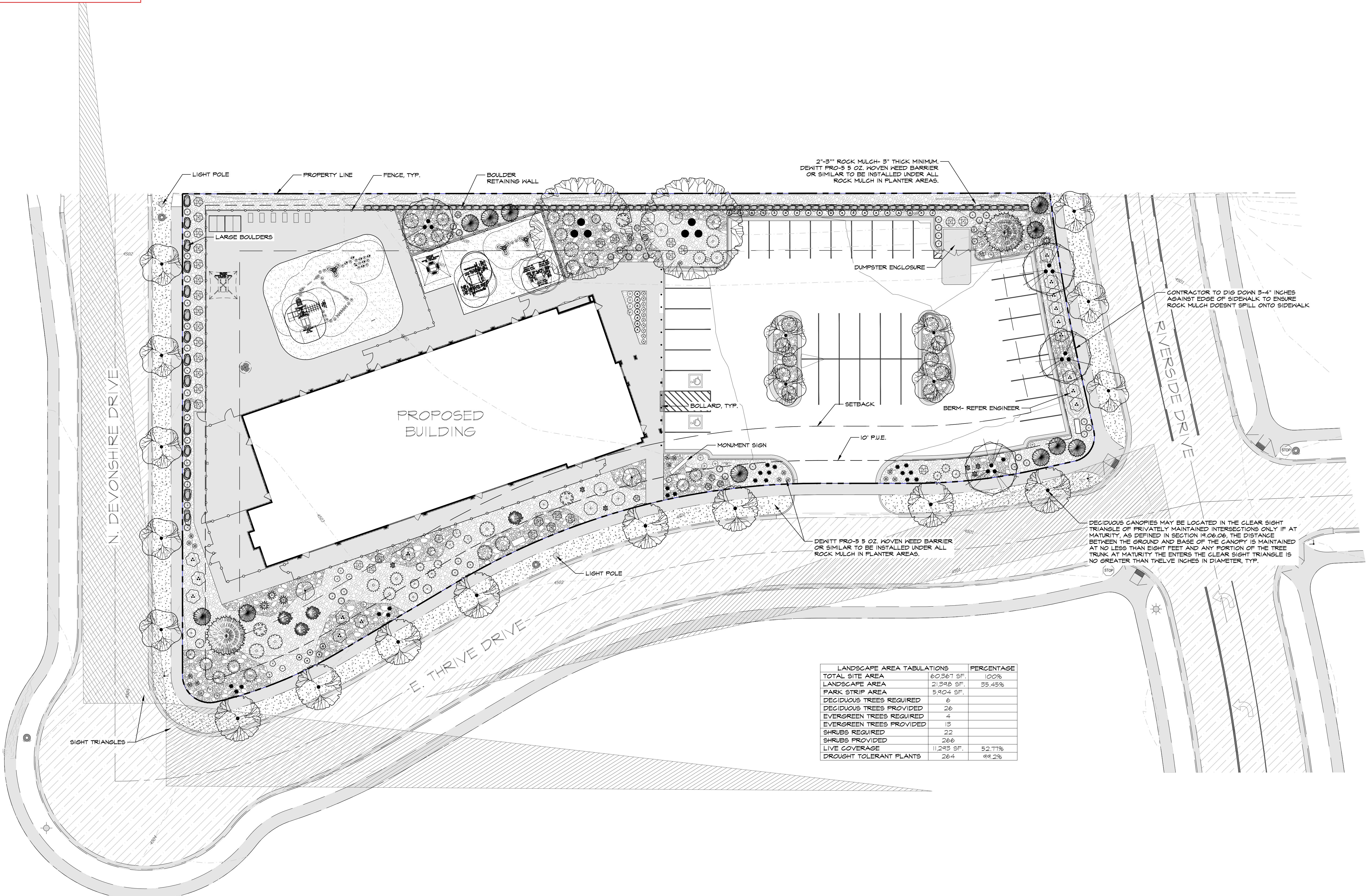
Regulation	Compliance	Findings
The standards for signage in the Gateway Overlay shall be the same as for the underlying zoning as found in Chapter 19.18. including the following:		
a. All signs in a development shall follow a design plan that dictates uniformity in sign appearance and style, to be approved with the site plan; and	<b>Complies.</b>	<i>Elevations Sheet A2</i>
b. Signs shall not obscure display windows or significant building features.	<b>Complies.</b>	<i>Elevations Sheet A2</i>

## Fiscal Impact

Regulation	Findings
Is there any City maintained open space?	<i>None.</i>
What is the anticipated cost to the City?	<i>None.</i>
When will City maintenance begin?	<i>N/A</i>

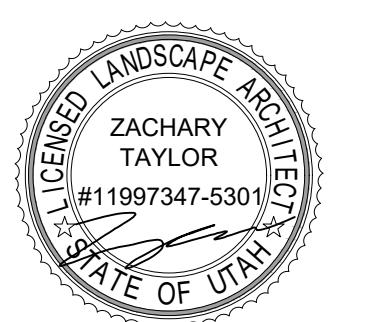


# EXHIBIT 5



P.O. BOX 42  
125 E. 100 N.  
HEBER CITY, UT 84032  
Utah License #100-400-4414  
435.667.4414

SEAL



PROJECT

THRIVE DRIVE DAYCARE  
172 E. THRIVE DRIVE  
SARATOGA SPRINGS, UT

ISSUE DRAWING LOG

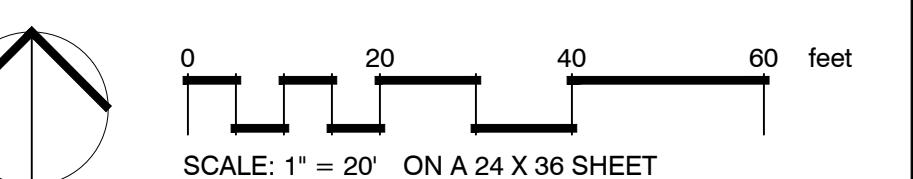


TITLE

LANDSCAPE  
PLAN

SHEET NO.

L100

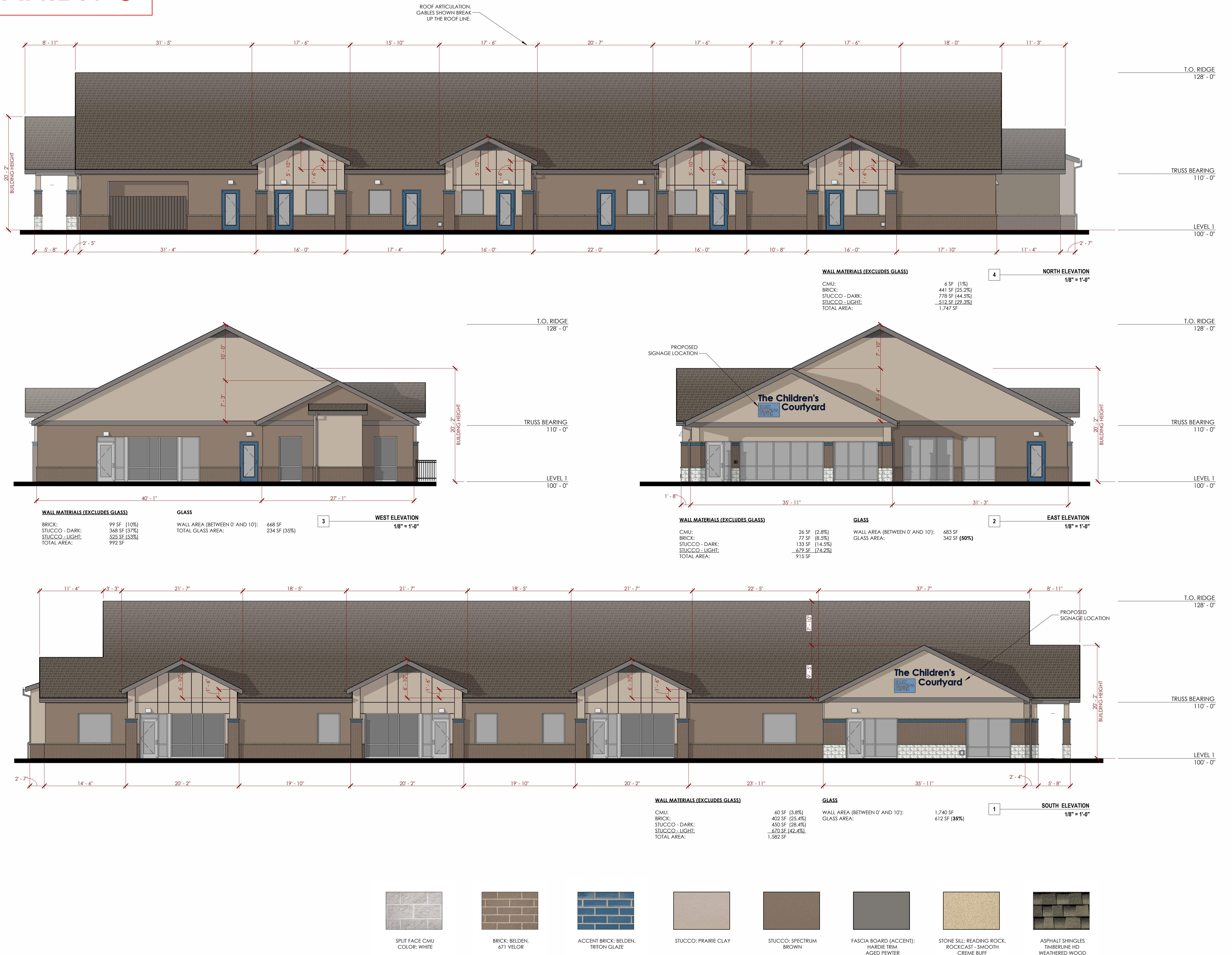


SCALE: 1" = 20' ON A 24 X 36 SHEET

# EXHIBIT 6

## MONING ANALYSIS ATOGA SPRINGS CITY

CC - COMMUNITY COMMERCIAL



CC - COMMUNITY COMMERCIAL

SARATOGA SPRINGS CITY CODE 19.16.05

REQUIREMENT	PROPOSED DESIGN - EXPLANATION
1. BUILDING ARTICULATION	
<p>BUILDING ELEVATIONS EXCEEDING 40 FEET IN LENGTH SHALL INCORPORATE A <b>MINIMUM OF ONE HORIZONTAL ELEVATION SHIFT</b> OR COMBINATION OF VERTICAL AND HORIZONTAL ELEVATION SHIFTS, STEPPING PORTIONS OF THE ELEVATION TO CREATE SHADOW LINES AND CHANGES IN VOLUMETRIC SPACES OF AT <b>LEAST FIVE FEET</b>, AND A MINIMUM OF TWO OF THE FOLLOWING, ALL SPACED AT INTERVALS OF 20 TO 50 FEET OF HORIZONTAL WIDTH:</p> <p>A. A COMBINATION OF VERTICAL AND HORIZONTAL ELEVATION SHIFTS THAT TOGETHER EQUAL AT LEAST FIVE FEET.</p> <p>B. ADDITION OF HORIZONTAL AND VERTICAL DIVISIONS BY USE OF TEXTURES OR MATERIALS.</p> <p>C. PRIMARY MATERIAL CHANGE.</p> <p>D. NOT USED</p> <p>E. VARIATION IN THE ROOFLINES BY USE OF DORMER WINDOWS, OVERHANGS, ARCHES, STEPPED ROOFS, GABLES OR OTHER SIMILAR DEVICES.</p>	<p>THE PROPOSED BUILDING PROVIDES A COMBINATION OF HORIZONTAL AND VERTICAL ELEVATIONS SHIFTS TOTALING 5' ON EACH FAÇADE THAT IS LONGER THAN 40'.</p> <p>THE PROPOSED BUILDING ALSO FOLLOWS STANDARDS:</p> <p>A. A COMBINATION OF HORIZONTAL AND VERTICAL ELEVATIONS SHIFTS TOTALING 5'</p> <p>B. USE OF MULTIPLE MATERIALS WITH HORIZONTAL AND VERTICAL TRANSITIONS IN BRICK, CMU, AND STUCCO</p> <p>C. VARIOUS CHANGES IN MATERIALS THROUGHOUT THE BUILDING.</p> <p>D. NOT USED.</p> <p>E. GABLES AND STEPPED ROOFS ARE USED AS WELL AS AN OVERHANG AND COVERED PATIO AT THE ENTRY</p>
2. ROOF TREATMENT	
<p>A. SLOPED ROOFS SHALL PROVIDE ARTICULATION AND VARIATIONS IN ORDER TO BREAK UP THE MASSIVENESS OF THE ROOF. SLOPED ROOFS SHALL INCLUDE EAVES WHICH ARE PROPORTIONAL TO THE ROOFS SLOPE AND SCALE OF THE BUILDING.</p>	<p>ARTICULATION IS PROVIDED IN THE FORM OF SEVERAL GABLE FEATURES ON ALL SIDES OF THE BUILDING. DIMENSIONS ARE PROVIDED TO SHOW THE DISTANCE BETWEEN THESE FEATURES. THESE GABLES BREAK UP THE ROOF LINE OF THE BUILDING FROM A PEDESTRIAN P.O.V. SEE PERSPECTIVES ON NEXT SHEET.</p>

SARATOGA SPRINGS CITY CODE 19.16.07, 19.16.10  
(APPLICABLE ITEMS SHOWN)

REQUIREMENT	PROPOSED DESIGN
<b>19.16.07 ARCHITECTURAL DESIGN STANDARDS, NON-RESIDENTIAL</b>	
1. FOUR-SIDED ARCHITECTURE:	
ALL SIDES OF A BUILDING THAT ARE OPEN TO PUBLIC VIEW (INCLUDING VIEWS FROM ADJACENT RESIDENTIAL DWELLINGS OR PROBABLE LOCATION OF RESIDENTIAL DWELLINGS) SHALL RECEIVE EQUAL ARCHITECTURAL DESIGN CONSIDERATION AS THE BUILDING FRONT.	ALL SIDES OF THE BUILDING HAVE RECEIVED EQUAL DESIGN CONSIDERATION. GABLES, MATERIAL CHANGES, ROOFLINE BREAKS, ETC. HAVE BEEN EQUALLY DISTRIBUTED ON THE ELEVATIONS.
2. COLORS AND MATERIALS	
EXTERIOR BUILDING MATERIALS SHALL BE CONSIDERED ANY MATERIALS THAT MAKE UP THE EXTERIOR ENVELOPE OF THE BUILDING AND SHALL BE LIMITED TO NO MORE THAN FOUR AND NO LESS THAN TWO TYPES OF MATERIALS PER BUILDING. THE ROOF SHALL NOT BE CONSIDERED EXTERIOR BUILDING MATERIALS.	SPLIT-FACE CMU, BRICK, AND STUCCO ARE USED AS EXTERIOR BUILDING MATERIALS.  FIBER CEMENT IS USED AS AN ACCENT ON THE FASCIAS AND SOFFITS.  STONE IS USED AS AN ACCENT ON THE MASONRY AREAS.
COLOR OF EXTERIOR BUILDING MATERIALS (EXCLUDING ACCENT COLORS) SHALL BE LIMITED TO NO MORE THAN FOUR AND NO LESS THAN TWO MAJOR COLORS PER DEVELOPMENT. THE ROOF SHALL NOT BE CONSIDERED A MATERIAL OR COLOR.	ONE COLOR OF CMU, ONE COLOR OF BRICK, AND (2) COLORS OF STUCCO ARE USED AS MAJOR COLORS ON THE ELEVATIONS.  FASCIA, STONE SILLS, DOOR AND WINDOW COLORS, AND A SMALL BAND OF BLUE BRICK ARE USED AS ACCENT COLORS.
BRIGHT COLORS, SUCH AS NEON OR FLUORESCENT COLORS, BRIGHT ORANGE OR YELLOW, AND PRIMARY COLORS, ARE ONLY PERMITTED AS ACCENT COLORS.	NO BRIGHT COLORS OR PRIMARY COLORS ARE USED IN THE DESIGN.
NO MORE THAN 75 PERCENT OF ANY BUILDING ELEVATION SHALL CONSIST OF ANY ONE MATERIAL OR COLOR. THE ROOF SHALL NOT BE CONSIDERED A MATERIAL OR COLOR.	MATERIAL PERCENTAGES PROVIDED. NO MATERIAL EXCEEDS 75%.
7. STREET ORIENTATION	
ALL RETAIL OR COMMERCIAL BUILDINGS SHALL HAVE EXPANSIVE WINDOWS, BALCONIES, TERRACES, OR OTHER DESIGN FEATURES ORIENTED TO THE STREET OR ADJACENT PUBLIC SPACES.	THE PROPOSED BUILDING HAS EXPANSIVE WINDOWS ON THE SOUTH AND EAST SIDE, AS WELL AS A COVERED ENTRY ON THE EAST SIDE TO ADDRESS THE PUBLIC PARKING AREA.
AT LEAST 35 PERCENT OF THE FIRST FLOOR ELEVATION(S) OF A BUILDING THAT IS VIEWED FROM A PUBLIC STREET SHALL INCLUDE WINDOWS, AND/OR GLASS DOORS TO MINIMIZE THE EXPANSE OF BLANK WALLS AND ENCOURAGE A PEDESTRIAN FRIENDLY ATMOSPHERE. FOR PURPOSES OF DETERMINING THE GLASS AREA, THE FIRST FLOOR SHALL BE THE FIRST 10 FEET FROM THE FINISHED FLOOR.	ALL STREET FACING FAÇADE HAVE 35% OR MORE GLASS. SEE ELEVATIONS.
<b>19.16.10 WATERFRONT BUFFER AND GATEWAY OVERLAYS, ADDITIONAL STANDARDS</b>	
1. BUILDING STANDARDS:	
THE BUILDING FAÇADE FACING THE WATERFRONT BUFFER OR GATEWAY OVERLAY ARTERIAL AND COLLECTOR STREETS SHALL HAVE AT LEAST <b>50%</b> OF THE WATERFRONT LEVEL FAÇADE AREA DEVOTED TO DISPLAY WINDOWS AND/OR WINDOWS AFFORDING SOME VIEW INTO THE INTERIOR AREAS.	GLASS ON THE EAST FAÇADE HAS BEEN INCREASED TO <b>50%</b> . COMPLIES.
NOTES:	
<ul style="list-style-type: none"> <li>ALL MECHANICAL EQUIPMENT SHALL BE LOCATED OR SCREENED AND OTHER MEASURES SHALL BE TAKEN SO AS TO SHIELD VISIBILITY OF SUCH EQUIPMENT FROM ANY PUBLIC OR PRIVATE STREETS. (STATE WHERE THE MECHANICAL EQUIPMENT WILL BE LOCATED. SEE PAGE 3)</li> <li>ROOFTOP OF BUILDING SHALL BE FREE OF ANY MECHANICAL EQUIPMENT UNLESS COMPLETELY SCREENED FROM ALL HORIZONTAL POINTS OF VIEW.</li> <li>UNTREATED ALUMINUM OR METAL WINDOWS FRAMES ARE PROHIBITED.</li> </ul>	





FROM CORNER OF THRIVE &  
DEVONSHIRE

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## City Council Staff Report

Author: Jeremy D. Lapin, City Engineer & Public Works Director

Subject: Sanitary Sewer Management Plan (SSMP)

Date: November 19, 2024

Type of Item: Resolution

Description: Update to Regulatory Management Plan for Sewer System

---

### A. Topic:

This item is for the consideration of adopting the updated Sanitary Sewer Management Plan (SSMP) that has been established to provide a plan and schedule to properly manage, operate, and maintain the sanitary sewer collection system to reduce and prevent sanitary sewer overflows (SSOs), as well as minimize impacts of any SSOs that occur.

### B. Background:

The City of Saratoga Springs (City) is a public entity established in Utah that provides sewage collection to over 64,000 people within its corporate boundaries, which qualifies it to be a class IV collection system. The City has adopted a sewer use ordinance found in the Saratoga Springs City Municipal Code, Title 8, Chapter 2, to support the safe, effective, and efficient operation of the sewer system.

The sanitary sewer system includes gravity sewer pipe, force main, lift stations, manholes, and various support infrastructure. Timpanogos Special Service District (TSSD), located in Utah County, provides sewage treatment for the City of Saratoga Springs. The sanitary sewer collection system is operated and maintained in accordance with Utah Administrative Code, UAC, R317-801. These regulations stipulate when and how SSO's are managed and reported.

### C. Analysis

The City has established this SSMP to ensure proper system operations, minimize the occurrence of basement backups or SSOs, and provide for replacement, refurbishment, or repair of damaged or deteriorated system components in a timely manner. The combined operations and maintenance program ensures that the environment and health of the public are protected at a reasonable cost to the end users.

The City operates its sewer system with insurance coverage provided through its association with the City's insurance provider, the Utah Local Governments Trust (Trust). The SSMP provides the guidance to address claims efficiently and mitigate the impact of sewage backups or SSOs on the community in a timely manner.

### D. Recommendations

The Public Works Department staff recommend that the City Council adopt the proposed updates to the Sanitary Sewer Management Plan, which has been prepared by an experienced engineering consultant in collaboration with the Sanitary Sewer Division of the Public Works Department and the Trust. The SSMP supports the effective and efficient operation and maintenance of the sanitary sewer system and establishes a framework for addressing SSOs

# SANITARY SEWER MANAGEMENT PLAN



**Prepared by:**

**SARATOGA  
SPRINGS**

*Life's just better here*

1307 N. Commerce Drive #200  
Saratoga Springs, Utah 84045

**October 2024**

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# CHAPTER 1

## SANITARY SEWER MANAGEMENT PLAN

### INTRODUCTION

The City of Saratoga Springs (City) is a public entity established in Utah under the Utah State Code (R317-010). The City became incorporated in 1997. As of September 2024, the City provides sewage collection to over 64,000 people within its corporate boundaries, which qualifies it to be a class IV collection system. The total length of the sewer collection system includes approximately 190 miles of gravity sewer pipe, and nearly 6 miles of force main, all ranging between 4 to 54 inches in diameter. The collection system includes 11 pump stations with approximate maximum design flows ranging from 110 gpm to 3650 gpm and over 5300 manholes. Timpanogos Special Service District (or TSSD), located in Utah County along the northern shore of Utah Lake, provides sewage treatment for the City of Saratoga Springs.

This Sanitary Sewer Management Plan (SSMP or Plan) has been established to provide a plan and schedule to properly manage, operate, and maintain all parts of the sewer collection system to reduce and prevent sanitary sewer overflows (SSOs), as well as minimize impacts of any SSOs that occur. The management for this entity recognizes the responsibility it has to operate the sewer system in an environmentally and fiscally responsible manner. As such, this SSMP covers aspects of the collection system program necessary to provide such an operation. This SSMP may refer to other programs or ordinances and by reference may incorporate these programs into this Plan.

### DEFINITIONS

The following definitions are to be used in conjunction with those found in Utah Administrative Code (UAC) R317. The following terms have the meaning as set forth below:

- (1) *"BMP" means "best management practice".*
- (2) *"CCTV" means "closed circuit television.*
- (3) *"CIP" means a "Capital Improvement Plan".*
- (4) *"DRC" or "Direct Responsible Charge" means active on-site charge and performance of operation duties. The person in direct responsible charge is generally a supervisor over wastewater treatment or collection who independently makes decisions affecting all treatment or system processes during normal operation which may affect the quality, safety, and adequacy of treatment of wastewater discharged from the plant. In cases where only one operator is employed, this operator shall be considered to be in direct responsible charge.*
- (5) *"DWQ" means "the State of Utah Department of Environmental Quality, Division of Water Quality".*
- (6) *"FOG" means "fats, oils, and grease". This is also referred to as a Grease Oil and Sand Interceptor Program (GOSI).*
- (7) *"I/I" means "infiltration and inflow".*

(8) "Permittee" means a federal or state agency, municipality, county, district, and other political subdivision of the state that owns or operates a sewer collection system or who is in direct responsible charge for operation and maintenance of the sewer collection system. When two separate federal or state agency, municipality, county, district, and other political subdivision of the state are interconnected, each shall be considered a separate Permittee.

(9) "SECAP" means "System Evaluation and Capacity Assurance Plan".

(10) "Sewer Collection System" means a system for the collection and conveyance of wastewaters or sewage from domestic, industrial and commercial sources. The Sewer Collection System does not include sewer laterals under the ownership and control of an owner of real property, private sewer systems owned and operated by an owner of real property, and systems that collect and convey storm water exclusively.

(11) "SORP" means "Sewer Overflow Response Plan".

(12) "SSMP" means "Sewer System Management Plan".

(13) "SSO" means "sanitary sewer overflow", the escape of wastewater or pollutants from, or beyond the intended or designed containment of a sewer collection system.

(14) "Class 1 SSO" (Significant SSO) means a SSO or backup that is not caused by a private lateral obstruction or problem that:

- (a) affects more than five private structures;
- (b) affects one or more public, commercial or industrial structure(s);
- (c) may result in a public health risk to the general public;
- (d) has a spill volume that exceeds 5,000 gallons, excluding those in single private structures; or
- (e) discharges to Waters of the State of Utah.

(15) "Class 2 SSO" (Non Significant SSO) means a SSO or backup that is not caused by a private lateral obstruction or problem that does not meet the Class 1 SSO criteria.

(16) "USMP" means the "Utah Sewer Management Program".

(17) "MWPP" means the "Municipal Wastewater Planning Program".

(18) "Waters of the state" means all streams, lakes, ponds, marshes, water-courses, waterways, wells, springs, irrigation systems, drainage systems, and all other bodies or accumulations of water, surface and underground, natural or artificial, public or private, which are contained within, flow through, or border upon this state or any portion thereof, except that bodies of water confined to and retained within the limits of private property, and which do not develop into or constitute a nuisance, or a public health hazard, or a menace to fish and wildlife, shall not be considered to be "waters of the state" under this definition (Section 19-5-102).

## **GENERAL SSO REQUIREMENTS**

The following general requirements for SSO's are stipulated in UAC R317-801 and are included here as general information.

- 1) *The permittee shall take all feasible steps to eliminate SSOs to include:*
  - (a) *Properly managing, operating, and maintaining all parts of the sewer collection system;*
  - (b) *training system operators;*
  - (c) *allocating adequate resources for the operation, maintenance, and repair of its sewer collection system, by establishing a proper rate structure, accounting mechanisms, and auditing procedures to ensure an adequate measure of revenues and expenditures in accordance with generally acceptable accounting practices; and,*
  - (d) *providing adequate capacity to convey base flows and peak flows, including flows related to normal wet weather events. Capacity shall meet or exceed the design criteria of UAC R317-3.*
- (2) *SSOs shall be reported in accordance with the requirements below.*
- (3) *When an SSO occurs, the permittee shall take all feasible steps to:*
  - (a) *control, contain, or limit the volume of untreated or partially treated wastewater discharged;*
  - (b) *terminate the discharge;*
  - (c) *recover as much of the wastewater discharged as possible for proper disposal, including any wash down water; and,*
  - (d) *mitigate the impacts of the SSO.*

## **SAFETY AND WORKING AROUND RAW SEWAGE**

Raw sewage usually contains viruses, bacteria and other microorganisms that can cause serious illness. People with compromised immune systems such as the elderly and children can be at higher risk of illness if exposed to sewage. Wastewater, including sewage, that remains in textiles and dry wall can grow mold creating other health risks. People experiencing an SSO must decide for themselves how to address the situation in the safest manner. Here are some general safety tips to consider if an SSO occurs.

1. Keep children, pets, and others away from the sewage.
2. Shut off the power before entering the wet environment.
3. Avoid exposing cuts and other wounds to sewage.
4. Wear waterproof boots, gloves and other apparel.
5. Thoroughly wash your hands and other body parts exposed to the sewage and change your clothes following exposure.
6. Consider using the services of experienced clean-up professionals.
7. Consult a medical professional with any related concerns.

## **SSO REPORTING REQUIREMENTS**

UAC R317-801 stipulates when and how SSO's are reported. Following are those reporting requirements as of June 21, 2012.

*SSO REPORTING. SSOs shall be reported as follows:*

- (1) *A Class 1 SSO shall be reported orally within 24 hours and with a written report submitted to the DWQ within five calendar days. Class 1 SSO's shall be included in the annual USMP report.*
- (2) *Class 2 SSOs shall be reported on an annual basis in the USMP annual report.*

*ANNUAL REPORT. A permittee shall submit to DWQ a USMP annual operating report covering information for the previous calendar year by April 15 of the following year.*

## **SEWER USE ORDINANCE**

The City has a sewer use ordinance found in the Saratoga Springs City Municipal Code, Title 8, Chapter 2 that has been adopted by the governing body. This code contains the following items as stipulated by UAC R317-801:

1. Prohibition of unauthorized discharges,
2. Requirement that sewers be constructed and maintained in accordance with UAC R317-3,
3. Ensures access or easements for maintenance, inspections and repairs,
4. Has the ability to limit debris which obstruct or inhibit the flow in sewers such as foreign objects or FOG,
5. Requires compliance with a pretreatment program,
6. Allows for the inspection of industrial users, and
7. Provides for enforcement of ordinance or rules violations.

The following elements are included in this SSMP:

- General Information
- Operations and Maintenance Program
- Sewer Design Standards
- Sanitary Sewer Overflow Response Plan
- Grease, Oil and Sand Interceptor Management Program
- System Evaluation and Capacity Assurance Plan
- SSMP Monitoring and Measurement Plan
- Sewer System Mapping Program
- Basement Backup Program
- No Fault Sewage Backup Claims Program

This SSMP is intended to be a guidance document and is not intended to be part of a regulatory requirement. As such, failure to strictly comply with documentation requirements is, in and of itself, not a failure of the program's effectiveness.

Documentation failures are intended to be identified during system self-audits and are addressed as training opportunities. Significant system failures are followed up with corrective action plans. This corrective action process are implemented by all individuals involved in the SSMP program. Not all City employees are necessarily involved in the collection system operations. As such, not all employees receive program training.

Finally, although not a part of this SSMP program, the City is an active participant in the Blue Stakes of Utah Utility Notification system. This system, regulated under UAC 54-8A, stipulates utility notification of all underground operators when excavation takes place. The intent of this regulation is to minimize damage to underground facilities and worker safety. The City has a responsibility to mark their underground sewer facilities when notified an excavation is going to take place. Participation in the Blue Stakes program further enhances the protection of the collection system and reduces SSOs.

## CHAPTER 2

### SSMP – GENERAL INFORMATION

This Sanitary Sewer Management Plan was adopted by the City Council. The responsible positions and phone numbers for City of Saratoga Springs with regard to this SSMP are:

Public Works Director, (801) 766-9793 ex. 171

Assistant Public Works Director, Utilities (801) 766-9793 ex. 205

Sewer Supervisor, (801) 766-9793 ex. 214

GIS Administrator, (801) 766-9793 ex. 129

#### **Description of Roles and Responsibilities**

The following positions have the described responsibility for implementation and management of the specific measures as described in this SSMP.

##### ***Public Works Director***

This individual is responsible for overall management of the sanitary sewer collection system. Responsibilities include working with governance to assure sufficient budget is allocated to implement the SSMP, maintenance of the SSMP documentation, development of a capital improvement program, and general supervision of all staff. Other responsibilities include development and maintenance of collection system design standards.

##### ***Assistant Public Works Director (Utilities)***

This individual is responsible for coordinating efforts across all roles described in this document as well as assisting the Public Works Director in their efforts to provide general oversight of all staff. Additionally, the Assistant Public Works Director (Utilities) supports record maintenance and oversees the Public Work Department's documentation and reporting processes. The Assistant Public Works Director (Utilities) also covers various roles beyond their typical responsibilities as needed.

##### ***Sewer Supervisor***

This individual is responsible for daily implementation of the SSMP. This includes maintenance activities, compliance with SORP requirements, and monitoring and measurement reporting requirements. The Sewer Supervisor directly oversees the sewer operating staff (Sewer System Crew).

### ***Sewer System Crew***

The Sewer System Crew's primary responsibility is the inspection, operation, maintenance, and repair of the extensive network of underground sewer pipes, manholes, and lift stations that make up the sewer collection system.

### ***GIS Administrator***

This individual is responsible for the preparation and maintenance of current mapping for the entire sanitary sewer system.

### **Organization Chart**

Below is the organization chart associated with the SSMP.



## CHAPTER 3

### OPERATIONS AND MAINTENANCE PROGRAM

The City has established this sanitary sewer system operations and maintenance program to ensure proper system operations, minimize any basement backups or SSOs, and provide for replacement, refurbishment, or repair of damaged or deteriorated piping systems. The combined operations and maintenance program ensures that the environment and health of the public are protected at a reasonable cost for the end users. To this end, the following areas are described and included in this operations and maintenance program:

- Staff Training
- System Mapping
- System Cleaning
- System CCTV Inspection
- Pump Station/Pressure Lines Inspection
- Manhole Inspection
- Defect Reporting
- Damage Assessment

#### STAFF TRAINING

The Sewer Supervisor is responsible for ensuring the City's wastewater operation and maintenance staff receive proper training. All operators in Direct Responsible Charge (DRC) shall receive a Wastewater Collections Certificate as required by Utah Code R317-010. Operators shall comply with requirements to keep certifications up to date. Training is provided to the staff on a weekly basis covering topics of safety, system cleaning, inspection, and other operation and maintenance procedures. The City will always have an operator certified at the required facility level on duty or on call.

#### SYSTEM MAPPING

Mapping is the direct responsibility of the GIS Administrator. An up-to-date map is essential for effective system operations and maintenance. The GIS Administrator is responsible for preparing and maintaining current mapping for the entire sanitary sewer system. Mapping is maintained on a graphical information system (GIS) interface. Current mapping is available at:

<https://ssgis.maps.arcgis.com/apps/webappviewer/index.html?id=857face425d648e5b373aee130b61005>

Should any employee identify an error in the mapping, they document the error in the City's GIS software and notify the GIS Administrator.

## **SYSTEM CLEANING**

Sanitary sewer system cleaning is accomplished through various means and methods. The City inspects and cleans the sanitary sewer system in an ongoing and as needed basis. Lift stations are inspected frequently and cleaned once a month, or as needed. In addition, the City uses acoustic analysis using the Sewer Line Rapid Assessment Tool (SL-RAT) to evaluate the system and determine which pipes need additional cleaning and to help prevent SSOs. Pipes in need of cleaning and/or maintenance are then flagged in the City's Work Order software and added to the schedule to be cleaned. The City typically uses hydraulic cleaning to perform this maintenance. Based on experience over the past several years, this program and corresponding cleaning schedule have been effective at reducing the number of basement backups, controlling FOG problems and flushing any low points in the system. In addition, the City has a listing of identified target locations which receive injections of bioaugmentation liquid enzyme solution to help manage FOG buildup. A list of these locations can be found in Chapter 6.

The City currently uses a work order system called CityWorks. Cleaning records are maintained on the CityWorks database. Contractors are required to provide cleaning records associated with their completed work. Timpanogos Special Service District (TSSD) performs two to three days per month of cleaning and also provides records associated with their work. Should the cleaning process of either the City, Contractors, or TSSD identify a serious defect, the problem is flagged in CityWorks as a Work Order. The Work Order is specific as to location and type of problem. An example of a Work Order is included in Appendix A-1.

## **SYSTEM CCTV INSPECTION**

Closed Circuit TV (CCTV) inspections of the sanitary sewer system are used to assess pipe condition and identify problems or possible future failures, which need current attention. The CCTV process also identifies the piping condition to allow for replacement prior to failure. The City does not have any staff or equipment dedicated to CCTV inspection at this time, but does have an agreement with TSSD to perform regular CCTV inspections throughout its system. Inspections of the system pipelines and manholes generally occur approximately every five years, or as necessary to prevent SSOs. The exact inspection frequency is based on the pipe aging process. CCTV is employed when a pipeline's operation or capacity is questioned, or when an SSO occurs. Any defects identified during the CCTV process by TSSD is reported to the Sewer Supervisor. The Sewer Supervisor then works with the Assistant Public Works Director (Utilities) to identify possible repairs. Documentation of CCTV activities is maintained by TSSD. If independent contractors are employed to inspect the sanitary sewer system, they are required to follow the same process for their work.

## **PUMP STATION/PRESSURE LINE INSPECTION**

The Sewer System Crew inspects lift stations once or more weekly. The Sewer System Crew inspecting the lift stations complete the Lift Station Maintenance Form on City Works as shown in Appendix A-2. Should a problem be encountered, that cannot be corrected during the inspection, a Work Order, included in Appendix A-1, is completed on CityWorks and the Sewer Supervisor is notified. If the defect has the potential to cause a sanitary sewer overflow, or leak, immediate action is taken to ensure no overflow, or leak, occurs.

## **MANHOLE INSPECTION**

The City schedules annual inspection of the sanitary sewer manholes (MHs). The MH inspection involves the identification of foreign objects and surcharging that may be present. Sewer System Crews inspecting the MHs utilize City Works under the guidance of the Sewer Supervisor, who monitors the progress and completeness of the inspection process. When a potential defect is identified a Work Order is created in City Works. If, during the inspection process, the Sewer System Crew believes a problem is imminent, they immediately cease inspecting and inform the Sewer Supervisor of the problem. A Sewer System Crew is then dispatched immediately to ensure correct system operations. All inspection records are retained for documentation of work performed. The Manhole Inspection form is found in Appendix A-3.

## **DEFECT REPORTING**

Work Orders created as a result of lift station inspections, CCTV inspections, pump station, or MH inspections are tracked in City Works and prioritized for correction by the Sewer Supervisor. Any defects which have the potential for catastrophic failure and thus create an SSO are prioritized for immediate evaluation and discussed with the Sewer Supervisor for repair. Repair methods may include:

- Spot Excavation Repairs
- Spot Band Repairs
- Segment Excavation Replacements
- Segment Lining
- Manhole Rehabilitation

The public works director compiles all relevant information from City Works in the preparation in annual budget requests and preparing the MWPP as required by the permit.

## **COLLECTION SYSTEM DAMAGE**

Collection damage may occur because of multiple factors, some identified because of inspection activities, and some identified because of damage by third parties such as contractors.

## **Damage Identification**

The identification of system damage, which may result in an SSO or basement backup, is important to prevent environmental, public health, or economic harm. Identification of damage may be from either internal activities or external activities.

Internal activities, which may result in the identification of damage, include the following:

1. Collections Maintenance Activities
2. CCTV Inspection Activities
3. Manhole Inspection Activities

These three activities are discussed in this SSMP and the identification of damage results in the generation of a Work Order. Generally, damage identification is an iterative and continuous process.

External activities, which identify damages, include:

1. Contractor Notification of Damage
2. Directional Drilling Notification of Damage
3. Public Damage Complaints

All three of these notifications generally require immediate response. Upon notification, staff responds and evaluates the seriousness of the damage and the effect on the environment. Damages, which include a release to the environment, are handled in accordance with the SORP. Damages, which cause a basement backup, trigger the Basement Backup Program. Damages that remain in the trench are considered minimal and do not require more action besides the repair of the damage.

Whatever the cause of collection system damage, the response is expeditious to prevent environmental or economic harm. City staff consider all damages an emergency until it is shown by inspection to be a lower priority.

## **Damage Response Actions**

When damage occurs in the collection system, the following actions define the path that staff may take. These action plans are not inclusive of all options available but are indicative of the types of response that may be taken.

**Stable Damage.** Inspection activities may show system damage which has existed for an extended period. Such damage may not require immediate action but may be postponed for a period of time. When stable damage is identified and not acted upon immediately, a Work Order is prepared. If such a defect is identified and repaired immediately, a Work Order is not needed. An example of stable damage could include a major crack in a pipeline, or a severely misaligned lateral connection where infiltration is occurring.

**Unstable Damage.** Unstable damage is damage that has a high likelihood that failure occurs in the near future. Such damage could include a broken pipe with exposed soil, or a line with complete crown corrosion. In these cases, action is taken as soon as there is time, a contractor, materials, and other necessary resources available. When such unstable damage is identified, if possible, consideration is given to trenchless repairs, which may be able to be completed quicker than standard excavation. Immediately after identification, the Public Works Director is contacted to review and address budget considerations.

**Immediate Damage.** When a contractor or others damage a collection line, such that the line is no longer capable of functioning as a sewer, this immediate damage must be handled expeditiously. Such damage allows untreated wastewater to pool in the excavation site, spill into the environment, or possibly backup into a basement. Under such conditions, priority is given to an immediate repair. Since excavation damage may either be a result of contractor negligence or failure of the City to adequately protect the line by appropriately following the Damages to Underground Utilities Statute, UAC54-8A, priority is given to the repair rather than determining the eventual responsible party.

As can be determined from the above action plans, priority is always given to preventing SSOs and environmental damage, to prevent basement backups and financial impacts, and to prevent public health issues.

## **EQUIPMENT AND REPLACEMENT PART INVENTORIES**

On occasion, repairs to the sewer collection system require immediate attention. During these emergencies, the City needs to acquire materials and have access to equipment to perform repairs to the sewer system immediately. In some situations, it may be necessary to hire a contractor to perform the work. Table 3-1 below includes a list of vendors where equipment and/or replacement parts can be purchased.

Table. 3-1, List of Vendors

<i>Name</i>	<i>Contact Information</i>
<i>Mountainland Supply</i>	(801) 224-6050
<i>Ferguson</i>	(801) 956-3600
<i>Oldcastle Precast</i>	(801) 399-1171
<i>Broadfork Aquatic Consulting</i>	(432) 940-0187
<i>Waterford Services</i>	(801) 633-0036
<i>Rhino Pumps</i>	(801) 592-8847

## **CHAPTER 4**

### **SEWER DESIGN STANDARDS**

The City of Saratoga Springs sanitary sewer design standards are made available to ensure sewers and connections are properly designed and constructed. The standards are found online at <https://www.saratogasprings-ut.gov/DocumentCenter/View/13976/2024-Standard-Technical-Specifications-And-Drawings>. These standards are intended to be used in conjunction with UAC R317-3. Where a conflict exists between these two standards, the UAC shall prevail.

## **CHAPTER 5**

### **SANITARY SEWER OVERFLOW ACTION PLAN**

Whenever sanitary sewage leaves the confines of the sanitary sewer system, immediate action is necessary to prevent environmental, public health or financial damage from occurring. In addition, quick action is normally needed to mitigate damage which may have already occurred. For the purpose of this section, the following are part of the SSO action plan.

1. Basement backups
2. SSOs
3. Sanitary sewer breaks which remain in the trench
4. Sewer lateral backups

All of the above conditions are likely to cause damage. Each are treated as an emergency and corrective actions are taken in accordance with the City's directions. Items 1 & 2 above are reported immediately, including a designation of whether they constitute a Class 1 or Class 2 SSO. As stated in the definition section of the SSMP Introduction, a Class 1 SSO is an overflow which affects more than five private structures; affects a public, commercial or industrial structure; results in a significant public health risk; has a spill volume of more than 5,000 gallons; or has reached Waters of the State. All other overflows are Class 2 SSOs.

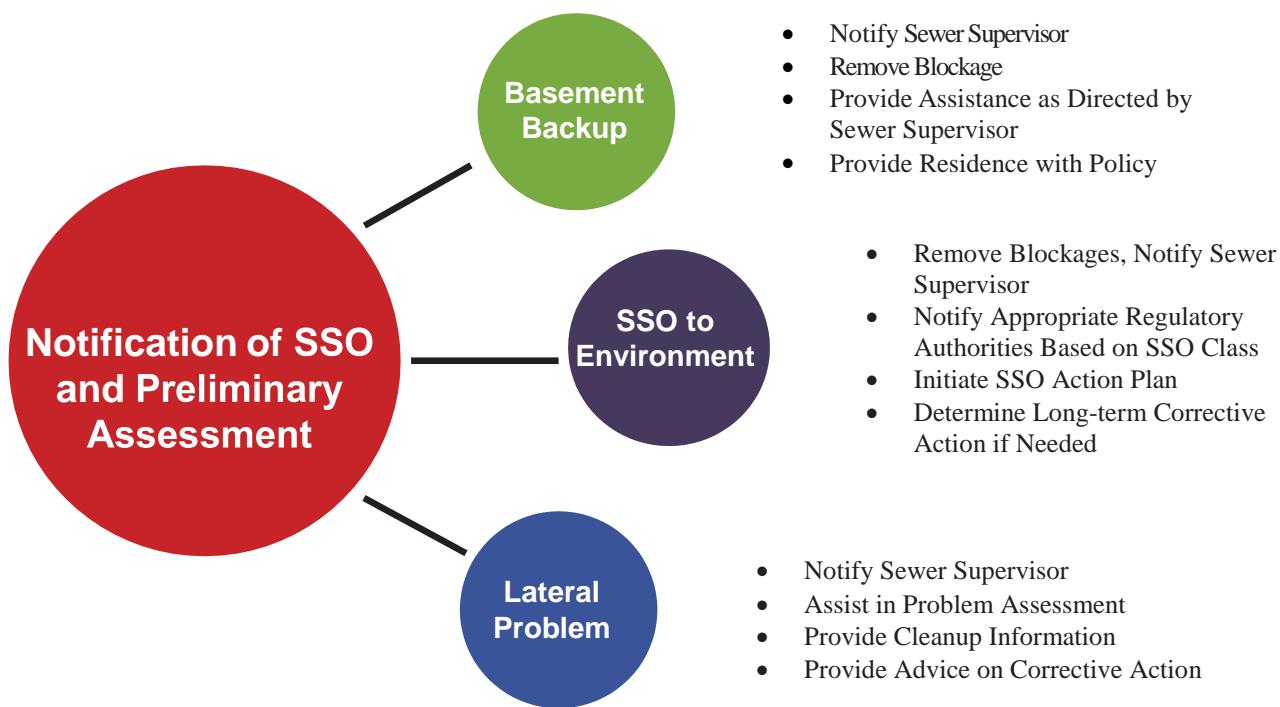
All Class 1 SSO's are reported immediately. Class 2 SSOs are documented and reported in the annual SSMP report and included in the Municipal Wastewater Planning Program submitted to the DWQ. Item 3 is reported to the Utah County Health Department (UCHD) if, in the opinion of the responsible staff member, there is potential for a public health issue.

A public health issue may be present, for example, when an excavator breaks both a sewer and a water line in the same trench. In such cases, the UCHD is contacted and the situation explained. If the UCHD requests further action on the part of the City, staff try to comply. If, in the opinion of the responsible staff member, the UCHD request is unreasonable, the Sewer Supervisor is immediately notified. Care is always taken to error on the side of protecting public health over financial considerations.

When a basement backup occurs, the staff member responding follows the Basement Backup Program procedures outlined in Chapter 10. A lateral backup, while the responsibility of the property owner, is treated as a serious problem. Care is taken to provide advice to the property owner in such cases, but the property owner is ultimately the decision maker about what actions are taken.

## RESPONSE ACTIVITIES

There are the specific steps that are followed once a notification is received regarding a possible overflow. The following figure outlines actions that could be taken when the City receives notice that a possible overflow has or is occurring.



### General Notification Procedure

When a Class 1 SSO occurs, specific notification requirements are needed. In such cases, the following notification procedure is followed and documented. Failure to comply with notification requirements is a violation of UAC R317-801.

### AGENCY NOTIFICATION REQUIREMENTS

Both DWQ and the UCHD are immediately notified when an overflow is occurring. Others that may require notification include local water suppliers, affected property owners, and, if hazardous materials are involved, the Utah Division of Emergency Response (UDER). The initial notification must be provided to UDER within 24 hours. However, attempts are made to notify them as soon as possible so they can observe the problem and the extent of the issue while the problem is happening.

After an SSO has taken place and the cleanup has been completed, a written report of the event is submitted to the DWQ within five days (unless waived by the DWQ). This report is specific and is inclusive of all work completed. If possible, the report includes a description of follow-up actions such as modeling or problem corrections that take place. An agency contact log is provided in Appendix A-4.

## **PUBLIC NOTIFICATION**

When an SSO occurs and the extent of the overflow is significant such that the damage cannot be contained, the public are notified through proper communication channels. Typically, the UCHD coordinates such notification. Should the City need to provide notification, it could include press releases to the local news agencies, publication in an area paper, and leaflets delivered to homeowners or citizens in the area of the SSO. Notification is sufficient to ensure that the public health is protected. When and if federal laws are passed concerning notification requirements, these legal requirements are incorporated by reference into this SSMP. In general, notification requirements increase as the extent of an overflow increases.

## **OVERFLOW CLEANUP**

When an overflow happens, care is taken to clean up the environment to the extent feasible based on technology, good science, and financial capabilities. Cleanup could include removal of contaminated water and soil saturated with wastewater, disinfection of standing water with environmentally adequate chemicals, or partitioning of the affected area from the public until natural soil microbes reduce the hazard. Cleanup is usually specific to the affected area and may differ from season to season. As such, this SSMP does not include specific details about cleanup. The responsible staff member, in conjunction with the DWQ, the UCHD, and the owner of real property, should direct activities in such a manner that all are satisfied with the overall outcomes. If, during the cleaning process, the responsible staff member believes the DWQ or the UCHD is requesting excessive actions, the Sewer Supervisor is contacted.

## **CORRECTIVE ACTION**

All SSOs are followed up with an analysis as to cause and possible corrective actions. An SSO location, which is the result of FOG or root plugging, may be placed on the preventative maintenance list for more frequent cleaning. Serious or repetitive plugging problems may require reconstruction or modification of the sewer lines. An overflow that results from inadequate capacity is followed by additional system modeling and either flow reduction or capacity increase. If a significant or unusual weather condition caused flooding which was introduced to the sanitary sewer system inadvertently, the corrective action may include working with other agencies to try and rectify the cross connection from the storm sewer to the sanitary sewer, or from home drainage systems and sump pumps. Finally, should a problem be such that it is not anticipated to reoccur, no further action may be needed.

## **CHAPTER 6**

### **GREASE, OIL, AND SAND MANAGEMENT PROGRAM**

The purpose of this program is to provide for the control and management of grease, oil, and sand discharges to the City of Saratoga Springs and TSSD collection systems. This program provides a means to reduce interference with the collection system operation and pass through at the treatment plant.

#### **REGULATORY AUTHORITY**

Regulatory authority to implement this program is found in the Code of Federal Regulations in 40 CFR 403, General Pretreatment Regulations. State authority for the program is given in the UAC R317-8-8, Pretreatment. Local Authority is found in the regulations and requirements of TSSD.

#### **PROGRAM IMPLEMENTATION**

TSSD provides sewage treatment for Saratoga Springs. As such, TSSD has jurisdiction over the Grease, Oil, and Sand Management Program and issues the Industrial Discharge Permit. TSSD performs all inspections, determines rules and regulations, implements specifications, etc. For a full description of the program implementation, see TSSD's Sanitary Sewer Management Plan.

The City assists TSSD with their program by performing the following tasks:

- Overseeing compliance of TSSD standards for new and redevelopment in Saratoga Springs
- Installing grease traps at new and redevelopment locations in Saratoga Springs
- Injecting bioaugmentation solution into identified target sewer locations to enhance degradation of FOG and other pollutants. Current injection locations are shown in Table 1 below but may be modified as needed.

Table. 6-1, Bioaugmentation Solution Target Injection Locations

<i>No.</i>	<i>Location</i>
1	249 W. Casi Way
2	4112 S. Pelican Ln.
3	3882 S. Spinnaker Bay Dr.
4	3322 S. Tytus Ln.
5	2051 S. Centennial Blvd.
6	1333 S. Wild Horse PT.
7	401 N. High Ridge Rd.
8	498 W. Autumn Sky Dr.

## **CHAPTER 7**

### **SARATOGA SPRINGS CITY SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN**

The City of Saratoga Springs believes that one of the keys to preventing sanitary sewer overflows is to evaluate system capacity and to monitor flows throughout the system to ensure that capacities are not exceeded. The City System Evaluation and Capacity Assurance Plan (SECAP) is found in the City's current Sewer Master Plan, available at the City's website: <https://www.saratogasprings-ut.gov/298/Capital-Facilities-Plans-Impact-Fees>.

## **CHAPTER 8**

### **SSMP MONITORING AND MEASUREMENT PLAN**

The purpose of this Sanitary Sewer Master Plan is to provide appropriate monitoring and measurement of the effectiveness of the SSMP in its entirety.

#### **RECORDS MAINTENANCE**

The City maintains appropriate records on operations and maintenance of the sanitary sewer system to validate compliance with this SSMP. However, failure to meet standards set by DWQ or other regulatory agency during an inspection does not constitute a violation of the SSMP. Rather, deficiencies identified during inspections are viewed as an opportunity for improvement.

#### **OPERATIONS RECORDS**

Operations records that are maintained include the following:

- Daily jetting records
- CCTV inspections records
- Manhole inspection records
- Target maintenance list
- Drive inspections
- Spot repairs
- Major repairs
- System capacity information
- SSO or basement backup records including notification documents to appropriate agencies (call logs, etc.)
- Capital Improvement Plan

Records are maintained by the Sewer Supervisor in a central location. Records are maintained in City Works. The extent of the record are sufficient to demonstrate the activity recorded was completed appropriately.

## **PERFORMANCE MEASUREMENT (INTERNAL AUDIT)**

Periodically, but not less than annually, the City assesses and audits the effectiveness of the elements of this SSMP. All elements are reviewed for effectiveness as well as all records are reviewed for completeness. An internal audit report is prepared preferably annually, but not less than once every five years, which shall include comments on the following:

- Success of the SSMP operations and maintenance program
- Success of other SSMP elements
- Adequacy of the SECAP evaluations
- Discussion of SSOs and the effectiveness of the response to the event, including corrective action
- Review of defects identified in Work Orders and adequacy of response to eliminate such defects
- Opportunities for improvement in the SSMP or in SSO response and remediation

The annual audit report need not be extensive or long. It is, however, be sufficient to document compliance with the standards established in the SSMP. The audit reports are maintained in accordance with the City's records retention schedule.

## **SSMP UPDATES**

When a Plan deficiency is identified through an audit, inspection, or Plan review, and the deficiency requires an SSMP update, the Plan may be updated at the discretion of the Public Works Director. SSMP updates are recorded in the revision index provided in Appendix A-5.

## **SSO EVALUATION AND ANALYSIS**

At least annually in the internal audit, and more frequently as needed, the City evaluates SSO trends based on frequency, location, and volume. Trend evaluation is empirical unless a large number occur sufficient to make a statistical analysis viable. If a trend is identified, corrective action may be appropriate.

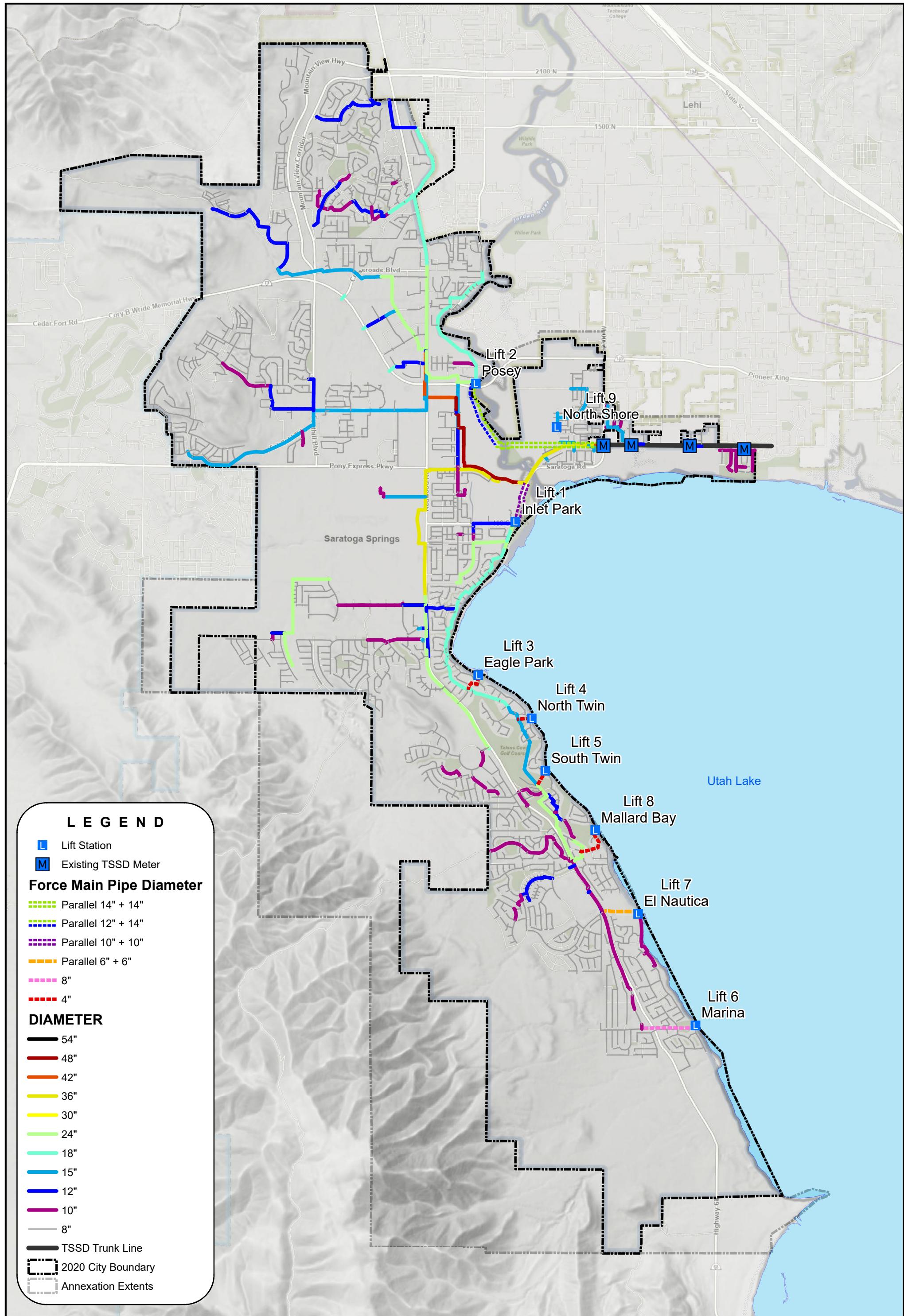
## **PUBLIC COMMUNICATION AND OUTREACH**

The City reaches out to the public about the development, implementation, and performance of the SSMP. This communication is accomplished by posting information on the City's website. Any written comments received are reviewed for applicability.

## **CHAPTER 9**

### **SANITARY SEWER SYSTEM MAPPING**

The City maintains records on the location of sanitary sewer system piping using the Geographic Information System (GIS). Figure 9-1 is a current map of the City sanitary sewer collection system as of July 2024. The GIS Department updates information in the GIS as records are provided from city staff during inspection, cleaning, and new construction. The entire City maintenance staff has access to the GIS database, and all contribute to collecting data by updating the GIS during operation.



## **CHAPTER 10**

### **BASEMENT BACKUP PROGRAM**

Basement backups have a serious impact to a home or business owner. As such, all reasonable efforts are taken to prevent such backups from occurring. Sanitary sewer overflows (SSOs) into basements are the result of several system problems. Such problems include any one or a combination of the following:

1. Laterals serving real properties are owned by the property owner and lateral maintenance is their responsibility. Roots, low points, structural failures, and plugging from items such as “flushable” wipes and FOG are primary problems that lateral owners face.
2. Backups caused by main line plugs are usually caused by roots, FOG, low points, foreign objects, including “flushable” wipes, and contractor negligence.
3. Piping system structural damage may cause basement backups. Such structural problems include age or deterioration damage, installation damage, excavation damage, and trenchless technology damage.
4. Excess sanitary flow problems may surcharge a piping system and cause backups into basements. Excess flows usually occur when major storm waters inflow into sanitary sewers. Sanitary sewers are not designed for such flow. In addition, some homeowners or businesses may illegally connect foundation drains and sump pumps to the sanitary sewer system.

## **BASEMENT BACKUP RESPONSE**

The Sewer Supervisor is contacted as soon as possible if a Sanitary Sewer Overflow occurs in a private residence or business. When the City is notified about a SSO, staff log the service request in CityWorks. The person receiving the call may enter a work order, a backup complaint, or may ask administrative staff to document the service request.

As appropriate, staff investigate an SSO. If the investigation determines that the cause of the backup is only in the lateral, staff may offer technical information, but do not assist the owner with the removal of the blockage, the cleanup, or subsequent restoration.

If it is determined that the basement backup is the result of a mainline problem, the City follows the policy outlined in Chapter 11. It is noted that all actions the City takes are on a no-fault basis. The City does not accept liability, nor does it waive its governmental immunity.

## **BACKUP PREVENTION DESIGN STANDARD**

The City promotes system designs, which minimize backups and encourage proper operations. To this end, all system construction and modifications must meet the requirements in the City's Sewer Design Standards and Saratoga Springs Municipal Code, as outlined in Chapter 4. In addition, the City complies with State design standards contained in UAC R317-3.

## **POLICY ON THE INSTALLATION OF BACKFLOW VALVES**

Reference Regulatory Documents:

The following regulations are referenced in the establishment of this policy:

- UAC 15A-2-103(c). This code section adopts the 2009 edition of the International Plumbing Code.
- The 2021 International Plumbing Code, section 714.1 Backwater Valve.
- Saratoga Springs Municipal Code.

Saratoga Springs Policy:

- The State of Utah has adopted the International Plumbing Code (IPC) as its plumbing building standard;
- Saratoga Springs uses the IPC as their Municipal Code for plumbing construction and installation;
- And the IPC requires the installation of a sewage backwater valve “where the overflow rim of the lowest plumbing fixtures are below the next upstream manhole in the public sewer.”

Therefore, for new construction, Saratoga Springs requires the installation of backwater valves as stipulated by the IPC for all new construction.

## **CHAPTER 11**

### **NO-FAULT SEWAGE BACKUP CLAIMS POLICY**

The City operates its sewer system with insurance coverage provided through its association with the Utah Local Governments Trust. In the event of a sewage backup, residents or businesses wishing to file a no-fault claim should promptly contact the Public Works Director. The Public Works Director will provide information on how to submit a claim and assist with the process in coordination with the local government trust. This program aims to address claims efficiently and mitigate the impact of sewage backups on the community.

## APPENDIX A-1

### WORK ORDER FORM

**Work Order**

Description: Jet  
Number: 25044  
Entity Type: SSGRAVITYMAIN  
Category:

Initiated By: Leatham, George Date: 09/13/2017 3:23 PM

Status: Open Priority:

Requested By:

Submitted To:

Projected Start: 09/13/2017 3:23 PM  Projected Finish: 09/13/2017 3:23 PM

Opened By:

Closed By:

Completed By:

Actual Start:  Actual Finish:

Stage: Actual Expense Type: Maintenance

Comments:  Sort ▲  
no comments

Instructions:

Resolution:  Reactive?

**Details**

Project:  Account:

**Project Tree**

Contract:  Contractor:   
Legal Billable:  Contractor Billable:   
Update Map:  Cancel Work Order:   
Cancelled By:  Date:   
Cancel Reason:  
Units Accompl.: 0 Description:   
Lock Units Desc.:   
Labor Cost: \$0.00 Material Cost: \$0.00  
Equipment Cost: \$0.00 Permit Cost: \$0.00  
Total WO Cost: \$0.00

**Location Information**

WO Address:   
Location Details:   
Shop:  Map Page:   
Tile Number:  District:   
X Location:  Y Location:

**Assets**

Total Entities: 1

Asset	Asset Id	Asset Uid	Location	Warranty Date	Wd
SSGRAVITYMAIN	0	0			

- Pink rows indicate inventory still under warranty.

**Map Layer Fields**

Reset

**Work Cycle**

Repeat: Never   
Interval: 6 Months   
From: Actual Finish Date   
Date Printed:  Next Print Date: 9/11/2017

**Related Work Activities**

**Service Requests**

Add Request:

**Inspections**

Add Inspection:

**Work Orders**

Parent:   
Create Child Work Order:

**Permits**

ACCESSBLD: ACCESSORY PERMIT - B  Create:

**Attachments**

Drag and drop files here to attach them.

**APPENDIX A-2**  
**LIFT STATION**  
**MAINTENANCE FORM**

**Cityworks®**

Inbox Service Requests Work Orders Inspections

Inspection Email Print Save  Close

Inspection Details

Id: 32828

Location:

Status:  Resolution:

Insp. Date:  Inspected By:

**Observations**

Check Wet Wells for build up	<input type="checkbox"/>	<input type="button" value="edit"/>
Check floats	<input type="checkbox"/>	<input type="button" value="edit"/>
Check Generator control panel	<input type="checkbox"/>	<input type="button" value="edit"/>
Check Generator fuel level	<input type="checkbox"/>	<input type="button" value="edit"/>
Check surge protection device	<input type="checkbox"/>	<input type="button" value="edit"/>
Check Bioxide outfall	<input type="checkbox"/>	<input type="button" value="edit"/>
Check Bioxide pumps and lines	<input type="checkbox"/>	<input type="button" value="edit"/>
Check fence for any broken welds	<input type="checkbox"/>	<input type="button" value="edit"/>
Check landscaping	<input type="checkbox"/>	<input type="button" value="edit"/>
Check for any exfiltration	<input type="checkbox"/>	<input type="button" value="edit"/>
Check pump control panel	<input type="checkbox"/>	<input type="button" value="edit"/>

**Comments**

Observation:

Repairs:

Recommendation:

Cond. Score: 0

## APPENDIX A-3

### MANHOLE INSPECTION FORM

**Inspection** **Details**

Type: Manhole Inspection Report

Submit To: Geddes, Jay Date: 09/26/2024 9:49 AM

Priority:

Initiated By: Logan, Lance Initiated Date: 09/26/2024 9:49 AM

Projected Start: 09/26/2024 9:49 AM  Projected Finish:

Actual Finish:

Closed By: Date Closed:

Cancel Insp?  Cancel Date:

Cancel Reason: Canceled By:

**Location**

District:  Shop:

Map Page:  Tile No:

Facility Id:  Level Id:

Update Map:

**Map Layer Fields**

**Entity**

Highlight  History  Asset Costs

Update Inspection XY when adding/removing asset?

Editable Fields:  All Fields:

**SSMANHOLE**

**Work Cycle**

Repeat: Every  Interval: 1 Years

From: Projected Start Date

**Related Work Activities**

Link Request:

Link Work Order:

Create Work Order:

**Inspections:**

Link Inspection:

**Attachments**

Drag and drop files here to attach them.

**Inspection** **Details**

Id: 32831

Location:

Status:  Resolution:

Insp. Date:  Inspected By:

**Observations**

**Cleanliness**

Defects: (Cover, frame, grout, steps, shelf, pipes, or channels)

Answer:

**Comments**

Observation:

Repairs:

Recommendation:

Cond. Score: 0

**APPENDIX A-4**  
**LOG OF CONTACT WITH**  
**OTHER**  
**AGENCIES/PEOPLE**

**Location of SSO:**

**Date of SSO:**

Agency	Phone Number	Contact Made Yes/No	Time	Remarks
Utah DWQ	801-536-4300 or 801-231-1769			
Utah County Health Department	801-851-7331			
Utah DERR	801-536-4123			
Local Police Department	801-798-5600			
Local Fire Agency	801-766-6505			
Timpanogos Special Service District	801-756-5231			
US EPA Region VIII	Consult with DWQ			

Contact Made With	Phone Number	Contact Made Yes/No	Time	Remarks

**APPENDIX A-5**  
**SSMP REVISION INDEX**

<b>SSMP Revision Number</b>	<b>Revision Date</b>	<b>Revised by</b>	<b>Remarks</b>	<b>Current Version [X]</b>
01	Nov - 2017	Bowen Collins & Associates		
02	Oct - 2024	Bowen Collins & Associates		X

**RESOLUTION NO. R24-62 (11-19-24)**

**A RESOLUTION ADOPTING A SANITARY SEWER MANAGEMENT PLAN**

**WHEREAS**, the City Council of the City of Saratoga Springs recognizes the City shall properly manage, operate, and maintain all parts of the sanitary sewer collection system to reduce and prevent sanitary sewer overflows (SSOs), as well as minimize impacts of any SSOs that occur; and

**WHEREAS**, the Sanitary Wastewater Management Plan was prepared in accordance with the applicable regulations identified in Utah Administration Code (UAC) R317-801; and

**WHEREAS**, the City operates its sewer system with insurance coverage provided through its association with the Utah Local Governments Trust; and

**WHEREAS**, the City has a sanitary sewer use ordinance found in the Saratoga Springs City Municipal Code, Title 8, Chapter 2 that has been adopted by the governing body to support the use of the sanitary sewer collection system; and

**WHEREAS**, adoption by the City Council of the City of Saratoga Springs of the Sanitary Wastewater Management Plan demonstrates their commitment to operating the sanitary sewer system in an environmentally and fiscally responsible manner; and

**WHEREAS**, after considering the facts presented them, the Council finds the Sanitary Sewer Management Plan should be approved and that such action will reasonably further the health, safety and general welfare of the citizens of the City of Saratoga Springs.

**NOW THEREFORE, BE IT RESOLVED** by the governing body of the City of Saratoga Springs, Utah that the Sanitary Sewer Management Plan, attached hereto as Exhibit A, is hereby adopted, and City staff are authorized to implement the plan as a standard of practice. This resolution shall take effect immediately upon passage.

PASSED on the 19th day of November, 2024

**CITY OF SARATOGA SPRINGS  
A UTAH MUNICIPAL CORPORATION**

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Jim Miller, Mayor

Attest: \_\_\_\_\_  
City Recorder