



AGENDA – Planning Commission Meeting

Planning Commissioner Reed Ryan, Chair
Planning Commissioner Ken Kilgore, Vice Chair
Planning Commissioner Scott A. Hill
Planning Commissioner Jack K. Mangum
Planning Commissioner Virginia Rae Mann
Planning Commissioner Rachel Sprosty Burns
Planning Commissioner Doug Willden

CITY OF SARATOGA SPRINGS Thursday, December 12, 2024 @ 6:00 pm City of Saratoga Springs Council Chambers

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

CALL TO ORDER

1. Pledge of Allegiance.
2. Roll Call
3. Public Input: time has been set aside for any person to express ideas, concerns, comments, questions, or issues that are not listed as a public hearing on the agenda. Comments are limited to three minutes.

PUBLIC HEARINGS

The Commission will accept public comment and may make a recommendation to the City Council for the following items:

1. General Plan Land Use Amendment – 19.96 acres located at Crossroads Boulevard and Pioneer Crossing, from Regional Commercial to Business Park. City Initiated.
2. Amendments to Title 19, Land Development Code of the City of Saratoga Springs, Chapters 19.02 – Definitions; and 19.12 – Requirements for Subdivision Review and Improvement Plans Submission. City-Initiated.
3. Gateway Overlay Design Standards Code Amendment – Amending 19.04.14 of the Development Code. City-Wide. City-Initiated.
4. Standard Plat Template - Recommendation for an amendment to the City Standard Technical Specifications and Drawings to include the Standard Plat Template. City-Initiated.

BUSINESS ITEMS

The Commission will discuss (without public comment) and may either make a recommendation to the City Council, or approve the following items as needed:

1. Approval of the 2025 Planning Commission Annual Meeting Schedule.
2. Approval of Minutes: November 25, 2024.

REPORTS

1. Commissioner's Comments.
2. Director's Report.

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

Supporting materials are available for inspection on the City Website www.saratogasprings-ut.gov Questions and comments to Staff and/or Commissioners may be submitted to 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 planning commission chair. One or more members of the Commission may participate electronically via video or telephonic conferencing in this meeting.

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.



General Plan Amendment

Utah Valley Turf Farm Property from Regional Commercial to Business Park

December 12, 2024

Public Hearing

Report Date:	November 7, 2024
Applicant:	City-initiated
Owner:	City of Saratoga Springs
Location:	Between Pioneer Crossing, Crossroads Boulevard and 1400 North Pioneer Crossing, Crossroads Boulevard and 1400 North
Major Street Access:	Pioneer Crossing, Crossroads Boulevard and 1400 North
Parcel Number(s) & Size:	58:033:0408, 19.96 acres
Land Use Designation:	RC (Regional Commercial)
Requested Land Use:	BP (Business Park)
Parcel Zoning:	A (Agriculture)
Requested Zoning:	No change
Adjacent Zoning:	A, RC, R1-10, MF-10
Current Use of Parcel:	Undeveloped
Adjacent Uses:	Undeveloped
Previous Meetings:	n/a
Previous Approvals:	n/a
Type of Action:	Legislative
Land Use Authority:	City Council
Future Routing:	City Council
Planner:	Ken R. Young, Community Development Director

A. Executive Summary:

This City-initiated request is in response to a request of the City Council to change the land use designation on this property to Business Park, following a decision made on June 18, 2024 for property to the east (Saratoga Springs Commercial Plat G) where the Business Park designation was removed.

This property, owned by Utah Valley Turf Farm LP / Doug Horne, has previously been planned as part of the larger commercial area for RC (Regional Commercial) zoning. However, in light of the recent adjacent zone changes, a BP (Business Park) zone has been deemed more needed / appropriate for this property. This request is only for a General Plan Land Use Map amendment.

The current Agriculture zoning may be changed at a later date when the property is ready to be developed.

Recommendation:

Staff recommends that the Planning Commission conduct a public hearing on the application, take public comment, review and discuss the proposal, and choose from the options in Section H. of this report. Options include a positive recommendation with or without conditions, a negative recommendation, or continuation.

B. Background:

This City-initiated request is in response to a request of the City Council to change the land use designation on this property to Business Park, following a decision made on June 18, 2024 for property to the east (Saratoga Springs Commercial Plat G) where the Business Park designation was removed.

C. Specific Request: This is a request to change the General Plan future land use designations on the subject property as identified in Exhibit A.

D. Process:

General Plan Amendment

Code Section 19.13.04 outlines the process for Rezones and General Plan Amendments. A public hearing is required with the Planning Commission who then make a recommendation to the City Council. The City Council makes the final decision to either approve with or without conditions, continue, or deny the request.

E. Community Review:

Public Hearing: This has been noticed as a public hearing pursuant to City and State statutes, which requires posting notice on the Utah public notice website and the City's website and in City Hall, and, except for code amendments, mailing notices to property owners whose land is directly affected by the proposal and property owners within 300 feet of the subject property at least 10 calendar days prior to the public hearing.

Public Comment: As of the date of this report, no public input has been received.

F. General Plan:

This request meets the identified vision of the Saratoga Springs City General Plan, adopted September 2022, including:

Land Use and Neighborhoods Vision

“Land Use and Neighborhoods supports the general plan vision by preserving existing neighborhoods and requiring new attractive, healthy, and family-friendly neighborhoods. Neighborhoods will have a variety of housing types and amenities. As new development occurs,

it will be supported by appropriate services and amenities, ensuring a high quality of life for existing and future residents."

Staff conclusion: Consistent. *The proposed General Plan land use amendment will more correctly reflect the City's intentions for the best development and use of this property.*

G. Code Criteria & Analysis:

19.17.03. Planning Commission and City Council Review.

1. The Planning Commission shall review the petition and make its recommendations to the City Council within thirty days of the receipt of the petition.

Complies. The application will be reviewed by the Planning Commission and receive a recommendation prior to review by the City Council. The application was submitted on September 25, 2024 and upon completion of review, November 14, 2024 was the soonest available Planning Commission meeting.

2. The Planning Commission shall recommend adoption of proposed amendments only where it finds the proposed amendment furthers the purpose of the Saratoga Springs Land Use Element of the General Plan and this Title.

Complies. Please see Sections G and H of this report.

3. The Planning Commission shall provide the notice and hold a public hearing as required by the Utah Code and Chapter 19.13. For an application which concerns a specific parcel of property, the City shall provide the notice required by the Utah Code and Chapter 196.13 for a public hearing.

Complies. Please see Section D-1 of this report.

19.17.04. Gradual Transition of Uses and Density.

It is the policy of the City Council, through exercising its zoning authority, to: (a) transition high intensity uses to help prevent the impacts of high density uses on low density areas; and (b) to limit inconsistent uses being located on adjacent parcels. The City Council may implement this policy using its zoning powers. Through amendments to the General Plan and the Zoning Map, the City Council intends to apply the following guidelines to implement this policy:

1. Residential lots, parcels, plats, or developments should not increase by more than 20% of density as compared to adjacent lots, zones, parcels, plats, or developments to enable a gradual change of density and uses. To appropriately transition, new lots should be equal to or larger than immediately adjacent existing platted lots.
2. Exceptions.
 - a. The City should avoid allowing high intensity uses (e.g., commercial, industrial, multi-family structures, etc.) adjacent to lower intensity uses (e.g., single family,

low density residential, etc.), however may allow these uses to be located adjacent to each other if appropriate transitions and buffers are in place.

Appropriate buffers and transitions include a combination of roadways, landscaping, building orientation and facades, increased setbacks, open spaces, parks, and trails.

3. Despite these guidelines, the City Council recognizes that it will become necessary to allow high intensity next to low intensity uses in order to allow for the implementation of multiple zones in the City. The City Council should use their best efforts to limit inconsistent uses and zones being located on adjacent parcels and to mitigate inconsistent uses and zones through transitions and buffers.

Staff finding: consistent. *The proposed General Plan land use amendment will more correctly reflect the City's intended development and use of this property.*

19.17.05. Consideration of General Plan, Ordinance, or Zoning Map Amendment.

The Planning Commission and City Council shall consider, but not be bound by, the following criteria when deciding whether to recommend or grant a General Plan, ordinance, or zoning map amendment:

1. the proposed change will conform to the Land Use Element and other provisions of the General Plan;

Staff finding: Consistent.

2. the proposed change will not decrease or otherwise adversely affect the health, safety, convenience, morals, or general welfare of the public;

Staff finding: Consistent.

3. the proposed change will more fully carry out the general purposes and intent of this Title and any other ordinance of the City;

19.01.04. Purpose.

1. The purpose of this Title, and for which reason it is deemed necessary, and for which it is designed and enacted, is to preserve and promote the health, safety, morals, convenience, order, fiscal welfare, and the general welfare of the City, its present and future inhabitants, and the public generally, and in particular to:

- a. encourage and facilitate the orderly growth and expansion of the City;
- b. secure economy in governmental expenditures;
- c. provide adequate light, air, and privacy to meet the ordinary or common requirements of happy, convenient, and comfortable living of the municipality's inhabitants, and to foster a wholesome social environment;
- d. enhance the economic well-being of the municipality and its inhabitants;
- e. facilitate adequate provisions for transportation, water, sewer, schools, parks, recreation, storm drains, and other public requirements;

- f. prevent the overcrowding of land, the undue concentration of population, and promote environmentally friendly open space;
- g. stabilize and conserve property values;
- h. encourage the development of an attractive and beautiful community; and
- i. promote the development of the City of Saratoga Springs in accordance with the Land Use Element of the General Plan.

Staff finding: Consistent.

- 4. in balancing the interest of the petitioner with the interest of the public, community interests will be better served by making the proposed change; and

Staff finding: Consistent.

- 5. any other reason that, subject to legislative discretion of the City Council, could advance the general welfare.

Staff finding: Consistent.

H. Recommendation and Alternatives:

Staff recommends that the Planning Commission conduct a public hearing, take public input, discuss the application, and choose from the following options.

Option 1 – Positive Recommendation

“I move that the Planning Commission forward a recommendation for approval of the proposed General Plan Amendment to change the future land use designation on the property as identified in Exhibit A, with the Findings and Conditions in the Staff Report.”

Findings

- 1. The proposed amendment is consistent with the vision of the General Plan, as articulated in Section F of the staff report.
- 2. The General Plan Amendment request may be considered consistent with the criteria in Section 19.01.04 of the Land Development Code which are outlined in Section G of the staff report, subject to the findings below:
 - a. The requested amendments to Business Park reflects the City’s intended development and use of these properties.
- 3. Any other finding: _____.

Conditions:

- 1. All other Code requirements shall be met.
- 2. Any other conditions or changes as articulated by the Planning Commission:
_____.

Option 2 – Negative Recommendation

"I move that the Planning Commission forward a recommendation for denial of the proposed General Plan Amendment to the land use designation on property identified in Exhibit A, to Business Park, with the Findings and Conditions in the Staff Report. "

Findings

1. The application is not consistent with the General Plan;
2. The General Plan Amendment request is not consistent with the criteria in Section 19.01.04 of the Land Development Code which are outlined in Section G of the staff report, subject to the findings below:
3. Any findings: _____.

Option 2 – Continuance

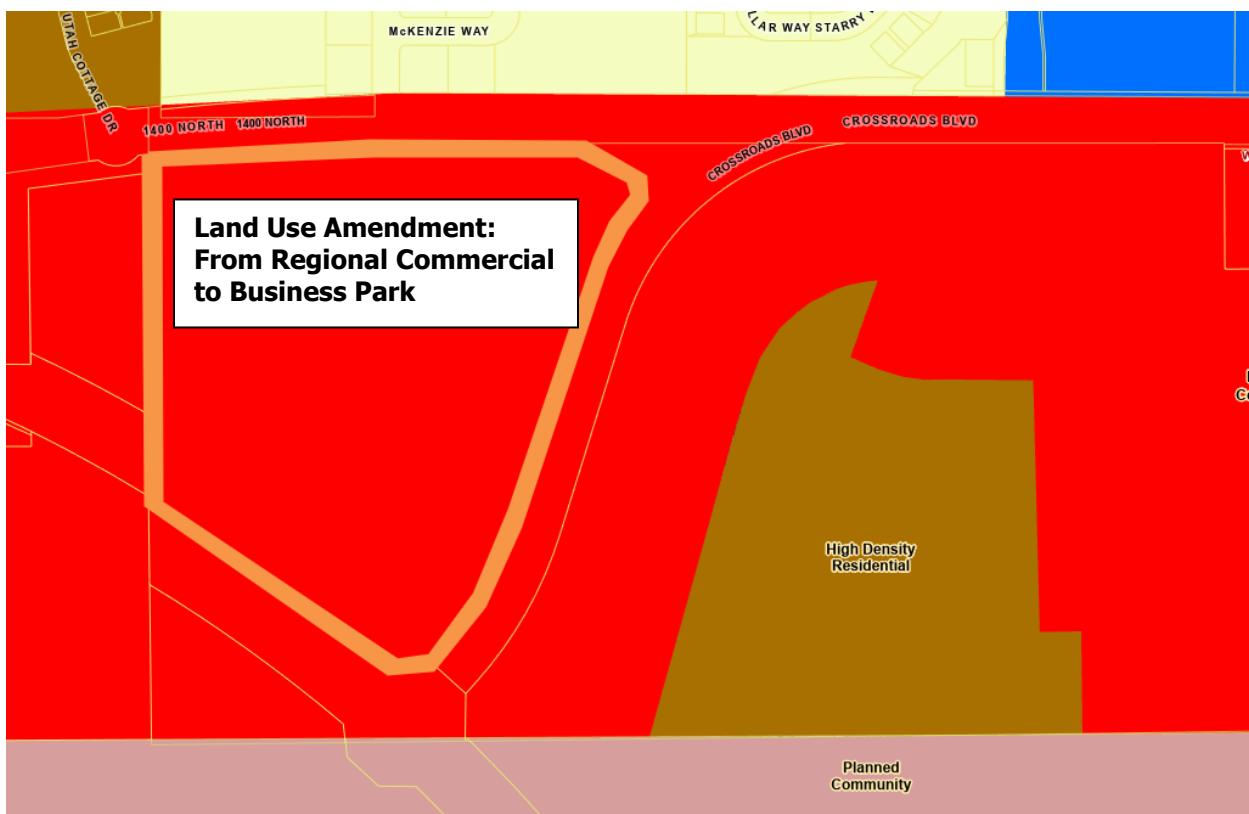
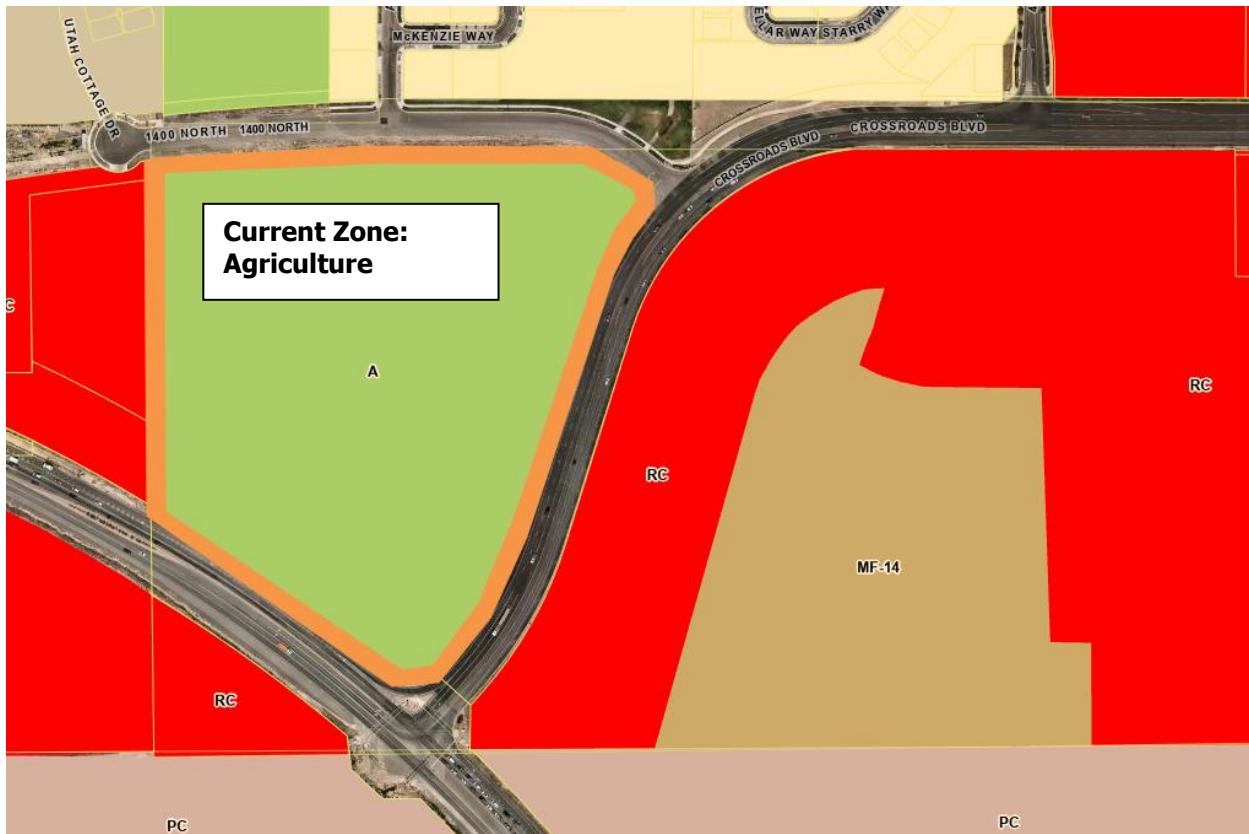
"I move that the Planning Commission **continue** the requested General Plan Amendment to another meeting on [DATE], with direction to the applicant and Staff on information and/or changes needed to render a decision, as follows:

1. _____
2. _____

J. Exhibits:

- A. Current Zone and Land Use Amendment Maps

EXHIBIT A





Code Amendments – Subdivision Review Process

Amending Sections 19.02 and 19.12

December 12, 2024

PUBLIC HEARING

Report Date:	November 7, 2024
Applicant:	City Initiated
Previous Meetings:	None
Type of Action:	Legislative
Land Use Authority:	City Council
Planner:	Ken R. Young

A. Executive Summary:

The proposed code amendments provide additional requirements to the subdivision application requirements for construction drawings and the timeline to review and respond to applications, in compliance with recent State legislation.

Recommendation:

Staff recommends that the Planning Commission conduct a public hearing on the proposed code amendments, take public comment, review and discuss the proposal, and choose from the options in Section H of this report. Options include a positive recommendation with or without conditions, a negative recommendation, or continuation.

B. Background:

In the 2024 State Legislative Session a bill was passed regarding requirements for subdivision applications and the review cycles and timelines for responding to applicants. To comply with State Code sections 10-9a-604.2 and 10-9a-604.2.8, these amendments are brought forward.

C. Specific Request:

This is a request for approval of the proposed code amendments to Section 19.02 and 19.12 of the Land Development Code, as attached.

D. Process:

Section **19.17.03. Planning Commission and City Council Review** outlines the process for an amendment and is evaluated below.

1. The Planning Commission shall review the petition and make its recommendation to the City Council within thirty days of the receipt of the petition.

Complies. This is a City initiated application, presented for a recommendation to the City Council.

2. The Planning Commission shall recommend adoption of proposed amendments only where it finds the proposed amendment furthers the purpose of the Saratoga Springs Land Use Element of the General Plan and that changed conditions make the proposed amendment necessary to fulfill the purposes of this Title.

Complies. Please see Sections F and G of this report.

3. The Planning Commission and City Council shall provide the notice and hold a public hearing (Planning Commission) as required by the Utah Code. For an application which concerns a specific parcel of property, the City shall provide the notice required by Chapter 19.13 for a public hearing.

Complies. Please see Section E of this report.

4. For an application which does not concern a specific parcel of property, the City shall provide the notice required for a public hearing except that notice is not required to be sent to property owners directly affected by the application or to property owners within 300 feet of the property included in the application.

Complies. Please see Section E of this report.

E. Community Review:

This item has been noticed as a public hearing pursuant to City and State statutes, which requires posting notice on the Utah public notice website and the City's website and in City Hall at least 10 calendar days prior to the public hearing.

Public Comment: As of the date of this report, no public input has been received.

F. General Plan:

The proposed amendments, as they relate to the 2022-2042 General Plan Vision, Goals and Strategies for Land Use & Neighborhoods, are evaluated below.

Land Use and Neighborhoods, The Vision

“Land Use and Neighborhoods supports the general plan vision by preserving existing neighborhoods and requiring new attractive, healthy, and family-friendly neighborhoods. Neighborhoods will have a variety of housing types and amenities. As new development occurs, it will be supported by appropriate services and amenities, ensuring a high quality of life for existing and future residents.”

Chapter 3, Land Use & Neighborhoods - Land Use Goal

“Future development in Saratoga Springs reflects the community’s preferred vision.”

Staff conclusion: Consistent. The proposed amendments will better allow the City to meet the goals and vision of the General Plan, by promoting the efficient and timely review and approval of residential subdivision plans, assisting the process for future residential development.

G. Code Criteria:

Code amendments are a legislative decision and grant the City Council significant discretion when considering changes to the Code. The criteria for an ordinance are outlined below and act as guidance to the Council and to the Commission in making a recommendation. Note that the criteria are not binding.

19.17.05 Consideration of General Plan, Ordinance, or Zoning Map Amendment. The Planning Commission and City Council shall consider, but not be bound by, the following criteria when deciding whether to recommend or grant a general plan, ordinance, or zoning map amendment:

1. The proposed change will conform to the Land Use Element and other provisions of the General Plan;
Consistent. See Section F of this report.
2. The proposed change will not decrease nor otherwise adversely affect the health, safety, convenience, morals, or general welfare of the public;
Consistent. The amendments will not adversely affect the health and welfare of the general public.
3. The proposed change will more fully carry out the general purposes and intent of this Title and any other ordinance of the City; and

19.01.04. Purpose. This section identifies the purpose of Title 19.

1. The purpose of this Title, and for which reason it is deemed necessary, and for which it is designed and enacted, is to preserve and promote the health, safety, morals, convenience, order, fiscal welfare, and the general welfare of the City, its present and future inhabitants, and the public generally, and in particular to:
 - a. encourage and facilitate the orderly growth and expansion of the City;
 - b. secure economy in governmental expenditures;
 - c. provide adequate light, air, and privacy to meet the ordinary or common requirements of happy, convenient, and comfortable living of the municipality's inhabitants, and to foster a wholesome social environment;
 - d. enhance the economic well-being of the municipality and its inhabitants;
 - e. facilitate adequate provisions for transportation, water, sewer, schools, parks, recreation, storm drains, and other public requirements;
 - f. prevent the overcrowding of land, the undue concentration of population, and promote environmentally friendly open space;
 - g. stabilize and conserve property values;

- h. encourage the development of an attractive and beautiful community; and
- i. promote the development of the City of Saratoga Springs in accordance with the Land Use Element of the General Plan.

Consistent.

4. In balancing the interest of the petitioner with the interest of the public, community interests will be better served by making the proposed change.

Consistent. *The proposed amendments will better allow the City to meet the goals and vision of the General Plan, by promoting the efficient and timely review and approval of residential subdivision plans, assisting the process for future residential development.*

5. Any other reason that, subject to the legislative discretion of the City Council, could advance the general welfare.

H. Recommendation and Alternatives:

Staff recommends that the Planning Commission conduct a public hearing, take public input, discuss the application, and choose from the following options.

Option 1 – Positive Recommendation

“Based upon the evidence and explanations received today, I move to forward a positive recommendation to the City Council for the proposed amendment to Title 19, with the findings and conditions in the staff report.”

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 19.17.05 of the Land Development Code, as articulated in Section G of the staff report, which section is incorporated by reference herein.

Conditions:

1. Any conditions or changes as articulated by the Planning Commission:

Option 2 – Continuance

“I move to **continue** the proposed Code Amendments to a future meeting, with direction to Staff on information and/or changes needed to render a decision, as follows:”

1. _____

Option 3 – Negative Recommendation

“Based upon the evidence and explanations received today, I move to forward a negative recommendation to the City Council for the proposed amendments to all or some of the amendments to Title 19, based on the following findings:”

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

H. Exhibits:

1. Proposed Code Amendments

EXHIBIT 1 – Proposed Code Amendments

Chapter 19.02. Definitions

272. **“Retail, Tobacco Specialty Business”** means a commercial establishment as defined in [Utah Code § 10-8-41.6](#), as amended.

273. **“Review Cycle”** means “review cycle” as defined in [Utah Code § 10-9a-604.2 \(2024\)](#). As amended

305. **“Subdivision”** means any land that meets the definition of subdivision in Utah Code §10-9a-103.

306. **“Subdivision improvement plans”** means “subdivision improvement plans” as defined in [Utah Code § 10-9a-604.2 \(2024\)](#). As amended.

Chapter 19.12. Subdivisions.

19.12.03 Subdivision Process and Approval Procedure.

1. **Processing of Development Plans.** All subdivisions are subject to the provisions of Chapter 19.13, Development Review Processes. In addition, all residential and non-residential subdivisions shall comply with this Chapter.
2. **Land Use Authority.** See Chapter 19.13.04.
3. **Pre-Application Meeting.** A pre-application meeting is required for all subdivision applications except residential subdivision plats regulated by Title 19 (excluding plats in the Planned Community, Mixed Residential and Mixed Waterfront zones) for single-family dwellings, two-family dwellings, or townhomes. If a pre-application meeting is requested by an applicant for residential subdivision plats for single-family dwellings, two-family dwellings, or townhomes, the City shall, within 15 business days after the request, schedule a meeting to review the concept plan and give initial feedback.
 - a. At the pre-application meeting, City staff shall provide or have available on the City’s website the following:
 - i. copies of applicable land use regulations;
 - ii. a complete list of standards required for the project;
 - iii. preliminary and final plat application checklists; and
 - iv. feedback on the concept plan.
4. **Preliminary Subdivision Plats.** All subdivisions must receive a Preliminary Plat approval. Upon receipt of an application for a Preliminary Plat, City staff shall review the application to determine whether the application is complete. If incomplete, the application shall not be accepted by the City and shall be returned to the applicant, along with a written list of the reasons why the application is incomplete. Once an application is deemed to be complete, City Staff shall inform applicant of the complete status and review the proposed Preliminary Plat to determine whether it is in compliance with state law, federal law, and City standards, resolutions, and ordinances.

- a. City Staff shall complete the initial review of the application, including subdivision improvement plans. For residential subdivision plats regulated by Title 19 (excluding plats in the Planned Community, Mixed Residential and Mixed Waterfront zones) for single-family dwellings, two-family dwellings, or townhomes, the initial review shall be completed no later than 15 business days after the day on which an applicant submits a complete preliminary subdivision plat application, including subdivision improvement plans.
- b. In reviewing a subdivision application, the City may require additional information relating to an applicant's plans to ensure compliance with municipal ordinances and approved standards and specifications for construction of public improvements; and modifications to plans that do not meet current ordinances, applicable standards or specifications, or do not contain complete information. Such a request shall be specific and include citations to ordinances, standards, or specifications that require the modifications to subdivision improvement plans, and shall be logged in an index of requested modifications or additions.
- c. The City may only require up to four review cycles for a subdivision application, except additional reviews may be required for the review of subdivision applications affecting property within identified geological hazard areas.
- d. Subject to Subsection (4)(d)(i), unless the change or correction is necessitated by the applicant's adjustment to a subdivision improvement plan or an update to a phasing plan that adjusts the infrastructure needed for the specific development, a change or correction not addressed or referenced in a municipality's subdivision improvement plan review is waived.
 - i. A modification or correction necessary to protect public health and safety or to enforce state or federal law may not be waived.
 - ii. If an applicant makes a material change to a subdivision improvement plan, the City has the discretion to restart the review process at the first review of the subdivision improvement plan review, but only with respect to the portion of the subdivision improvement plan that the material change substantively affects.
- e. If an applicant does not submit a revised subdivision improvement plan within 20 business days after the City requires a modification or correction, the City has an additional 20 business days to respond to a revised subdivision improvement plan.
- f. The Planning Director is specifically charged with ensuring that all such requirements have been resolved before recommending land use authority action. If the Planning Director recommends that a proposed Preliminary Plat be approved, the City Staff shall place it on the agenda of the next available meeting of the appropriate land use authority for that application, as indicated in Section 19.13.04., where the application may be properly considered.
- g. If the land use authority finds that the preliminary Plat meets state law, federal law, and City standards, resolutions, and ordinances, the land use authority shall approve the Preliminary Plat. If the land use authority finds that the Preliminary Plat does not meet state law, federal law, and City standards, resolutions, and ordinances, the land use authority shall deny the Preliminary Plat.

5. **Required Information on Preliminary Plat.** An application for a Preliminary Plat shall follow the approved City format and must contain the following information in order to be considered complete:

- a. Application form, applicant certification, and application fee.
- b. Preliminary title report.
- c. Soils report.
- d. Preliminary Hydraulic and Hydrologic report and storm drainage calculations.
- e. Wetland delineation when required by City Engineer, Planning Commission, Development Review Committee, or the Army Corp of Engineers.
- f. Preliminary traffic report. Said report shall comply with the standards outlined in the City's adopted Transportation Master Plan and shall include the following:
 - i. an analysis of the average daily trips generated by the proposed project;
 - ii. an analysis of the distribution of trips on City street systems;
 - iii. a description of the type of traffic generated; and
 - iv. recommendations on what mitigation measures should be implemented with the project to maintain a level of service for existing and proposed residents that meets the standards of the Transportation Master Plan.
- g. Evidence of compliance with all applicable federal, state, and local laws and regulations, if requested by City.
- h. ALTA survey including deeds, easements, trees, utilities, structures, and other existing features and conditions. The boundary survey portion of the ALTA survey shall be filed with the Utah County Surveyor's Office pursuant to the Utah Code. Proof of filing shall be included with the subdivision application.
- i. Preliminary Plat: Full-size 24" x 36" copies of the Preliminary Plat at a scale no smaller than 1" = 100' and 11 x 17 inch reductions as identified on the application form, along with digital copies as outlined below. Additional copies may be required prior to adding the application to the Planning Commission or City Council agenda. Each copy shall conform to the City's standard plat layout and contain at a minimum the following items:
 - i. General Layout.
 - ii. Name and address of owners of land and name and address of developer if different than owner.
 - iii. Name of land surveyor.
 - iv. The location of the proposed subdivision with respect to surrounding property and streets.
 - v. The name of all adjoining property owners of record, or the names of adjoining developments.
 - vi. The names and location of adjoining streets and all facilities within 100 feet of the platted property.
 - vii. Street and road layout with centerline bearing and distance labels, dimensions, and names of existing and future streets and roads, (with all new names cleared through the City GIS Department).
 - viii. Subdivision name cleared with Utah County.
 - ix. North arrow.

- x. A tie to a permanent survey monument at a section corner.
- xi. The boundary lines of the project with bearings and distances and a legal description.
- xii. Layout and dimensions of proposed lots with lot area in square feet.
- xiii. Location, dimensions, and labeling of roads, structures, irrigation features, drainage, parks, open space, recreational amenities, and trails.
- xiv. Location of prominent natural features such as rock outcroppings, woodlands, steep slopes, etc.
- xv. Proposed road cross sections.
- xvi. Proposed fencing.
- xvii. Vicinity map.
- xviii. Signature blocks for preliminary approval by Planning Commission and City Council.
- xix. Data Table including:
 - 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).
- xx. The Preliminary Plat shall be prepared and stamped by a professional surveyor or engineer licensed in Utah.
- xxi. Proposed methods for the protection or preservation of sensitive lands.
- xxii. Location of any flood plains, wetlands, and other sensitive lands.
- xxiii. Location of 100-year high water marks of all lakes, rivers, and streams.
- xxiv. Projected Established Grade of all building lots.

j. Preliminary Construction drawings containing, at a minimum, all items specified in the City's "Standard Technical Specification and Drawings" manual. Applicant shall provide full-size 24" x 36" copies and 11 x 17 inch reductions as required on the application form. Additional copies may be required prior to adding the application to the Planning Commission agenda.

k. Landscaping plan drawn by certified landscape architect, including planting plan, data table including vegetation types and percentages, percentage of turf, and other information consistent with the standards and requirements in Section 19.06.

l. Phasing plan including a data table with the following information for each phase:

- i. total 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.

- m. Lighting plan including photometric information for the site and for immediately adjacent properties, and fixture design, height, and placement consistent with the requirements in Section 19.11.
- n. File of all plans, documents, and reports in pdf format.
- o. A copy of the Utah County plat map showing ownership and parcel numbers.
- p. A document from UDOT Region 3 stating that UDOT has granted approval for all proposed accesses onto any State road.
- q. Geolocated KMZ file or GIS Shapefile including lot line(s), lot number(s), road centerline(s), building footprint(s) where buildings are proposed, open space, and sensitive lands.

6. **Final Plat.** Upon approval of a preliminary subdivision plat by the Land Use Authority, as indicated in Section 19.13.04., or concurrently with the preliminary plat, the developer must submit a final subdivision plat application to the City.

- a. The developer may submit a Final Plat application with the Planning Director at any time after the Preliminary Plat application for a subdivision has been submitted and all applicable fees have been paid so long as any Preliminary Plat approval has not expired; Final Plat approval may not occur until after Preliminary Plat approval but applications may be processed concurrently and considered at the same meeting.
- b. Upon receipt of an application for a Final Plat, the following process shall be followed:
 - i. City staff shall review the application to determine whether the application is complete. If incomplete, the application shall not be accepted by the City and shall be returned to the applicant, along with a written list of the reasons why the application is deficient.
 - ii. Once an application is deemed to be complete, City Staff shall review the proposed Final Plat and determine whether it is in compliance with the approved Preliminary Plat, other provisions of the City Code, and any modifications, requirements, findings, and conditions made during Preliminary Plat approval. If the proposed Final Plat fails to comply, the Planning Director shall direct the City staff to return it to the developer, along with a written list of deficiencies. The Planning Director is specifically charged with ensuring that all significant conditions required for Final Plat have been resolved before taking action.
 - iii. City staff shall complete a review of each complete application for a Final Plat. The review of a residential subdivision regulated by Title 19 (excluding plats in the Planned Community, Mixed Residential and Mixed Waterfront zones) for single-family dwellings, two-family dwellings or townhomes shall be completed within 20 business days after the day on which an applicant submits a complete application.
 - iv. The following provisions shall apply to reviews of residential subdivision plats regulated by Title 19 (excluding plats in the Planned Community, Mixed

Residential and Mixed Waterfront zones) for single-family dwellings, two-family dwellings, or townhomes:

1. The City may perform up to four review cycles on a given Final Plat application. A review cycle is not considered complete until the applicant has adequately addressed all of the red-lines identified by the City in the current review cycle. After the first review cycle, the City may only add new redlines in response to changes made by the applicant or if a correction is necessary to protect public health or safety, or to enforce state or federal law.
2. If an applicant makes a material change to a plan set, the City has the discretion to restart the review process at the first review of the Final Plat application, but only with respect to the portion of the plan set that the material change substantively effects.
3. If an applicant does not submit a revised plan within 20 business days after the City requires a modification or correction, the City shall have an additional 20 business days to respond to the plans.
4. After the applicant has responded to the final review cycle, and the applicant has complied with each modification requested in the City's previous review cycle, the City may not require additional revisions if the applicant has not materially changed the plan, other than changes that were in response to requested modifications or corrections.
5. In addition to revised plans, an applicant shall provide a written explanation in response to the City's review comments, identifying and explaining the applicant's revisions and reasons for declining to make revisions, if any.
 - a. The applicant's written explanation shall be comprehensive and specific, including citations to applicable standards and ordinances for the design and an index of requested revisions or additions for each required correction.
 - b. If an applicant fails to address a review comment in the response, the review cycle is not complete and the next review cycle shall not begin until all comments are addressed.
6. If, on the fourth or final review, the City fails to respond within 20 business days, the City shall, upon request of the property owner, and within 10 business days after the day on which the request is received:
 - a. for a dispute arising from the subdivision improvement plans, assemble an appeal panel in accordance with Utah State Code § 10-9a-508(5)(d) to review and approve or deny the final revised set of plans; or
 - b. for a dispute arising from the subdivision ordinance review, advise the applicant, in writing, of the deficiency in the application and of the right to appeal the determination to City's Hearing Examiner.

v. If the Planning Director finds that the Final Plat, except those plats requiring approval by the City Council, is in its final form and complies with the City Code and with the terms and conditions of the approved Preliminary Plat, ~~it~~ he/she shall authorize the Mayor to sign the proposed Final Plat. If the Planning

Director determines that the Final Plat does not comply with the City Code and with the terms and conditions of the approved Preliminary Plat, they shall return the proposed Final Plat to the developer, along with a written list of deficiencies that must be corrected before the Planning Director will authorize the Mayor to sign it.

- vi. If the Final Plat application, excepting residential subdivision plats regulated by Title 19 (excluding plats in the Planned Community, Mixed Residential, and Mixed Waterfront zones) for single-family dwellings, two-family dwellings, or townhomes, contains requested deviations from the approved Preliminary Plat, the City Staff shall place it on the agenda of the next available City Council meeting where the application may be properly considered. If the City Council finds that the Final Plat and requested deviations are in final form and comply with the City Code and with the terms and conditions of the approved Preliminary Plat, it shall authorize the Mayor to sign the proposed Final Plat. If the City Council determines that the Final Plat and requested deviations do not comply with the City Code and with the terms and conditions of the approved Preliminary Plat, it shall return the proposed Final Plat to the developer, along with a written list of deficiencies that must be corrected before the City Council will authorize the Mayor to sign it.
- vii. The City Recorder, or his or her designee, shall be responsible for recording subdivision plats. The Developer shall pay for all recording fees at the time of recordation. No Final Plats shall be recorded unless and until the plat is properly approved, signed, and accepted by the City.

7. **Final Plat Application Requirements.** Applications for Final Plats shall be on an approved-City form and include the following items in order to be considered complete:

- a. Application form, applicant certification, and paid application fee.
- b. Signed easements and agreements with adjacent property owners for necessary off-site facilities.
- c. Signed and recorded articles of incorporation bylaws, and conditions, covenants, and restrictions of the Home Owners Association, if any.
- d. Certificate of Existence and Certificate of Good Standing from the State of Utah for the Home Owners Association, if any.
- e. Final Hydraulic and Hydrologic storm drainage report and calculations
- f. Final Traffic report. 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:
 - i. an analysis of the average daily trips generated by the proposed project;
 - ii. an analysis of the distribution of trips on City street systems;
 - iii. a description of the type of traffic generated; and
 - 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.
- g. Final Subdivision Plat: Full-size 24" x 36" sheets and 11" x 17" copies shall be submitted at a scale no smaller than 1" = 100' as outlined on the application form, along with digital copies as outlined below. Additional copies may be required prior

to adding the application to the Planning Commission or City Council agenda. Each Copy shall conform to the City's standard plat layout and contain at a minimum the following items:

- i. Subdivision name and location.
- ii. Name and address of owners of land and name and address of developer if different than owner.
- iii. Name of land surveyor.
- iv. The location of the proposed subdivision with respect to surrounding property and streets.
- v. The name of all adjoining property owners of record, or the names of adjoining developments.
- vi. The names and location and ROW widths of adjoining streets and all facilities within 100 feet of the platted property.
- vii. Subdivision name cleared with Utah County.
- viii. North arrow.
- ix. A tie to a permanent survey monument at a section corner.
- x. The boundary lines of the project with bearings and distances and a legal description with total project area in SF and acres.
- xi. Layout and dimensions of proposed lots with lot area in square feet and acres. Lot boundaries shall include dimensions and bearings. Building envelopes shall be shown with dimensions and areas on each lot where slopes are greater than ten percent.
- xii. Lot Numbers
- xiii. Location, dimensions, and labeling of roads, structures, irrigation features, drainage, parks, open space, trails, and recreational amenities.
- xiv. Location of prominent natural features such as rock outcroppings, woodlands, steep slopes, etc.
- xv. Proposed road ROW widths.
- xvi. Vicinity map.
- xvii. Signature blocks for preliminary approval by Planning Commission and City Council.
- xviii. The PreliminaryFinal Plat shall be prepared by a professional engineer licensed in Utah.
- xix. Proposed methods for the protection or preservation of sensitive lands.
- xx. Fencing plans.
- xxi. Location of any flood plains, wetlands, and other sensitive lands.
- xxii. 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.
- xxiii. Existing and Proposed easements.
- xxiv. Street monument locations.
- xxv. Fire hydrant locations.

- xxvi. Street light locations (at intersections and every 300 feet, placed on alternating sides of streets).
- xxvii. Lot and road addresses and addresses for each intersection. Road names must meet the requirements of Chapter 19.27 and be approved in writing by the City GIS department before being added to the subdivision plat.
- xxviii. Data table including:
 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 the total number of proposed parking spaces;
 5. percentage of buildable land;
 6. acreage of sensitive lands and what percent sensitive lands comprise of total project area and of 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).

xxix. Final Established Grade of all building lots.

- ~~h. 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. Additional copies may be required prior to adding the application to the Planning Commission or City Council agenda.~~
- ~~i. Landscaping and irrigation plans drawn by certified landscape architect, including planting plan, data table including vegetation types and percentages, percentage of turf, installation details and other information consistent with the standards in 19.06.~~
- ~~j. Phasing plan 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.~~
- ~~k. Lighting plan including photometric information for the site and for immediately adjacent properties, and fixture design, height, and placement consistent with the requirements in Section 19.11.~~
- ~~l. File of all plans, documents and reports in pdf format.~~
- ~~m. A document from UDOT Region 3 indicating that UDOT has granted approval for all proposed accesses onto any State road.~~

~~n. Geo-located KMZ file or GIS Shapefile including lot line(s), lot number(s), road centerline(s), building footprint(s) where buildings are proposed, open space, and sensitive lands.~~

e.h. Title Report. A title report shall be provided that is current within 30 days of recording the Final Plat.

p.i. Mylar Final Plat: After receiving Final Plat approval from the Planning Director or City Council and in a form approved by the City, a 24" x 36" copy of the Final Plat shall be provided to the City on reproducible Mylar for recording with Utah County. The Mylar Final Plat shall be presented with all utility and owner signatures and appropriate notarizations.

q.j. Recordation. The City Recorder, or designee, shall be responsible for recording subdivision plats. The developer shall pay for all recording fees at the time of recordation and shall ensure that all rollback taxes on the property are paid in advance prior to recordation. No Final Plat shall be recorded unless and until the plat is properly approved, signed, and accepted by the City.



Code Amendment

Chapter 19.04.14 Gateway Overlay

December 12, 2024

Public Hearing

Report Date:	December 4, 2024
Applicant:	City Initiated
Location:	Citywide
Previous Meetings:	N/A
Previous Approvals:	N/A
Type of Action:	Legislative
Land Use Authority:	City Council
Future Routing:	City Council
Planner:	Austin Roy, Senior Planner

A. Executive Summary:

The Planning Department keeps a running list of minor and major changes needed to provide additional clarity and effectiveness, remove inconsistencies and typos, and incorporate best practices, to keep the Code current. Staff have identified desired changes specific to the 19.04.14 Gateway Overlay zone.

19.04.14 addresses prohibited uses, signage, landscaping, and parking; this proposed amendment changes the landscaping requirements, encourages an entrance feature, and requires streetscape elements.

Recommendation:

Staff recommends the Planning Commission conduct a public hearing, take public comments, discuss the proposed amendment, and choose from the options in Section G of this report.

Options include forwarding a positive recommendation to the City Council with or without modifications, continuing the amendments to a future meeting, or a negative recommendation to the City Council.

B. Specific Request:

Encourage entrance features and require a minimum quantity of streetscape elements for properties within the Gateway Overlay zone.

C. Process:

Austin Roy, Senior Planner

aroy@saratogasprings-ut.gov

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

Section 19.17.03 of the Code outlines the process and criteria for an amendment:

- a. The Planning Commission shall review the petition and make its recommendation to the City Council within thirty days of the receipt of the petition.
Complies. There is no application as this is City initiated and has been presented for a recommendation to the City Council.
- b. The Planning Commission shall recommend adoption of proposed amendments only where it finds the proposed amendment furthers the purpose of the Saratoga Springs Land Use Element of the General Plan and that changed conditions make the proposed amendment necessary to fulfill the purposes of this Title.
Complies. Please see Sections E and F of this report.
- c. The Planning Commission and City Council shall provide the notice and hold a public hearing as required by the Utah Code and Chapter 19.13. For an application which concerns a specific parcel of property, the City shall provide the notice required by Chapter 19.13 for a public hearing.
Complies. Please see Section D of this report.
- d. For an application which does not concern a specific parcel of property, the City shall provide the notice required for a public hearing except that notice is not required to be sent to property owners directly affected by the application or to property owners within 300 feet of the property included in the application.
Complies. Please see Section D of this report.

D. Community Review:

Public Hearing: This has been noticed as a public hearing pursuant to City and State statutes, which requires posting notice on the Utah public notice website and the City's website and in City Hall, and, except for code amendments, mailing notices to property owners whose land is directly affected by the request and property owners within 300 feet of the subject property at least 10 calendar days prior to the public hearing.

Public Comment: As of the date of this report, no public input has been received.

E. General Plan:

Land Use Element – General Goals

The General Plan has stated goals of responsible growth management, orderly and efficient development that is compatible with both the natural and built environment, establishment of a strong community identity in the City of Saratoga Springs, and implementation of ordinances and guidelines to assure the quality of development.

Staff conclusion: consistent. *The proposed changes will still ensure the quality of development, maintain community identity, ensure quality development through the maintenance of high standards, and require mitigation of impacts to existing/proposed development.*

F. Code Criteria:

Code amendments are a legislative decision and grant the City Council significant discretion when considering changes to the Code.

The criteria for an ordinance are outlined below and act as guidance to the Council and to the Commission in making a recommendation. Note that the criteria are not binding.

19.17.05 Consideration of General Plan, Ordinance, or Zoning Map Amendment

The Planning Commission and City Council shall consider, but not be bound by, the following criteria of Section 19.17.05 when deciding whether to recommend or grant a general plan, ordinance, or zoning map amendment:

1. The proposed change will conform to the Land Use Element and other provisions of the General Plan;
Consistent. See Section E of this report.
2. the proposed change will not decrease nor otherwise adversely affect the health, safety, convenience, morals, or general welfare of the public;
Consistent. The amendments will not adversely affect the health and welfare of the general public. The amendments will provide a needed standard for light trespass in nonresidential areas.
3. the proposed change will more fully carry out the general purposes and intent of this Title and any other ordinance of the City; and

19.01.04. Purpose. This section identifies the purpose of Title 19.

1. The purpose of this Title, and for which reason it is deemed necessary, and for which it is designed and enacted, is to preserve and promote the health, safety, morals, convenience, order, fiscal welfare, and the general welfare of the City, its present and future inhabitants, and the public generally, and in particular to:
 - a. encourage and facilitate the orderly growth and expansion of the City;
 - b. secure economy in governmental expenditures;
 - c. provide adequate light, air, and privacy to meet the ordinary or common requirements of happy, convenient, and comfortable living of the municipality's inhabitants, and to foster a wholesome social environment;
 - d. enhance the economic well-being of the municipality and its inhabitants;
 - e. facilitate adequate provisions for transportation, water, sewer, schools, parks, recreation, storm drains, and other public requirements;
 - f. prevent the overcrowding of land, the undue concentration of population, and promote environmentally friendly open space;
 - g. stabilize and conserve property values;

- h. encourage the development of an attractive and beautiful community; and
- i. promote the development of the City of Saratoga Springs in accordance with the Land Use Element of the General Plan.

Consistent. *The proposed amendments will provide a streamlined development review process both benefiting the City, developers, and the public.*

4. In balancing the interest of the petitioner with the interest of the public, community interests will be better served by making the proposed change.

Consistent. *The amendments will provide additional clarity and effectiveness of the Code and better enhance the consistency in development review.*

G. Recommendation and Alternatives:

Staff recommends that the Planning Commission conduct a public hearing, take public input, discuss the application, and choose from the following options.

Positive Recommendation

“I move that the Planning Commission forward a recommendation for approval of the requested code amendment to Title 19.04.14 Gateway Overlay, with the Findings and Conditions in the Staff Report.”

Findings

1. The application is consistent with the General Plan, as articulated in Sections E and F of the staff report, which sections are incorporated by reference herein.
2. The application complies with the criteria in section 19.17.05 of the Land Development Code, as articulated in Section F of the staff report, which section is incorporated by reference herein.

Conditions:

1. The code amendment is recommended as shown in the attachments to the Staff report. Any remaining redlines shall be corrected before the plans are stamped for construction.
2. All other Code requirements shall be met.
3. Any other conditions or changes as articulated by the Planning Commission:

Option 1 – Continuance

“I move to **continue** the code amendment to Title 19.04.14 Gateway Overlay to another meeting on [DATE], with direction to Staff on information and/or changes needed to render a decision, as follows:

1. _____
2. _____

Option 2 – Negative Recommendation/Denial

"I move that Planning Commission forward a recommendation for denial of the requested code amendment to Title 19.04.14 Gateway Overlay, 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. _____, and/or

H. Exhibits:

1. Proposed code amendment.

19.04.14 Gateway Overlay

1. **Purpose and Intent:** The Gateway Overlay (GO) is intended to accommodate a variety of commercial and office uses to service visitors as well as local residents. Properties in these entrances to Saratoga Springs should incorporate design aspects that are inviting, attractive, well-designed, and maintained. Site development shall be designed to create a distinct sense of place at the entrance to the city. Developments shall include site design techniques that incorporate best practices in planning for circulation, aesthetics, environmental sustainability, and safety. Development concepts will be scrutinized for their ability to create cohesion between abutting land uses and the surrounding landscape.
2. **Neighborhood Meeting.** A meeting is required in accordance with the provisions of 19.13.04.2.
3. **Development Standards.** Unless otherwise stated or referenced in this section, the standards for developments in the Gateway Overlay shall be the same as for the underlying zoning, and shall include the additional site and architectural design standards in section 19.16.10.
4. **Prohibited Uses.** All uses designated as permitted in the underlying zoning are allowed in the GO zone, except for the following:
 - a. Alcoholic Beverage, State Liquor Store;
 - b. Automobile, Boat, All-Terrain Vehicle (ATV), Motorcycle, Recreation Vehicle, Sales & Service;
 - c. Automobile Rental & Leasing Agency;
 - d. Automobile Repair (major and minor) including repair of all vehicles;
 - e. Automobile Sales;
 - f. Bar;
 - g. Building Material Sales (with outdoor storage);
 - h. Bus Lot;
 - i. Cannabis Production Establishments;
 - j. Car Wash (full and self-service);
 - k. Equipment Sales and Services (with outdoor storage);
 - l. Kennel, Commercial;
 - m. Light Manufacturing;
 - n. Non-Depository Institutions;
 - o. Pawn Shop;
 - p. Recycling Facilities;
 - q. Retail, these uses only:
 - i. Auto Parts,
 - ii. General tobacco retailer as defined in Utah Code § 26-62-102,
 - iii. Medical cannabis pharmacy as defined in Utah Code § 26-61a-102,
 - iv. Retail Tobacco Specialty Business,
 - v. Tattoo Parlor, and
 - vi. Tire Sales, and;
 - r. Sexually Oriented Businesses;
 - s. Storage, Self-Storage, or Mini Storage Units;

- t. Storage, Outdoor;
- u. Storage, Vehicle;
- v. Vehicle Impound Yards; and
- w. Warehouse/Flex.

5. **Signage.** The intent for all signage in the Gateway Overlay is that signs will enhance the aesthetic quality of the community gateway. Requirements for signage in the Gateway Overlay are found in section 19.18.

6. **Landscaping.** In addition to the landscaping requirements in Chapter 19.06, ~~a unified landscaping theme must be provided that is designed to: the following shall apply to developments in the Gateway Overlay:~~

- ~~a. A unified landscape theme must be provided that is designed to:~~
- ~~a. be compatible with adjacent land uses and landscaping, including similar size and types of plants and street furniture;~~
- ~~b. 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.~~
- ~~c. 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;~~
 - ~~ii. small groves of trees;~~
 - ~~iii. water features; and/or~~
 - ~~iv. other similar landscaping features as approved by planning staff.~~
- ~~d. At least 50 percent 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.~~

7. **Parking.** In addition to the requirements of Chapter 19.09, developments in the Gateway Overlay shall be designed with no parking between buildings and current or master planner arterial or collector streets.

Exceptions:

- a. When a property has frontage on both a collector and a local roadway, when residential uses front on the local roadway, parking areas may only be allowed between the building and the collector. Parking areas adjacent to a collector street shall be screened from view through the use of earth berms, with a minimum height of three feet as measured from the parking surface; as well as additional landscape elements such as trees, shrubs, hedges, etc., and meeting the requirements of Sections 19.06 and 19.16
- b. When a property has frontage on two arterial roadways, parking areas may only be allowed between the building and the arterial roadway having a lower

classification. Arterial road classifications from highest to lowest are: Principal, Major, and Minor. Examples: In the case of a property fronting on both a Principal and a Major arterial, parking would only be allowed adjacent to the Major arterial. In the case of a property fronting on the two arterials of equal classification, parking areas may only be allowed between the building and the roadway having lower traffic volumes, based on a traffic study. Parking areas adjacent to an arterial street shall be screened from view through the use of earth berms, with a minimum height of three feet as measured from the parking surface; as well as additional landscape elements such as trees, shrubs, hedges, etc., and meeting the requirements of Sections 19.06 and 19.16

8. **Entrance Feature.** A developer in this zone is encouraged to allow by easement a City entrance feature at each entrance to the City that is visible from the nearest public right-of-way. The location of the easement shall be determined at the discretion of the City Council for the placement of an entrance feature. Also, at the discretion of the City Council, the developer can build a City approved entrance sign to help meet the Streetscape Elements requirement, which would qualify as ten amenity points.
9. **Streetscape.** Each lot within the Gateway Overlay shall meet the Streetscape requirements as outlined in the table below:

<u>Gateway Overlay Streetscape Elements (Assign points only to applicable elements)</u>	<u>Weight</u>	<u>Total</u>
<u>Points Prorated</u>		
<ul style="list-style-type: none"> • <u>Every lot within a Gateway Overlay Zone shall contribute at least ten points of the table's amenities for every 150 linear feet facing an arterial or collector street. If a lot within a Gateway Overlay Zone faces more than one arterial/collector, just the greater length of one arterial/collector shall be required. Each lot's required amenities may be within the lot or the subdivision.</u> • <u>Amenities shall face the main road(s) with the intention of streetscape elements being visible as one enters the City.</u> • <u>Land Use Authority Approves at Site Plan.</u> 		
<u>Ten Point Minimum Requirement</u>		
1. Planter Beds or Boxes (20' sq. minimum)	<u>2.00</u>	
2. Decorative Litter Receptacle (See Saratoga Site Amenities Spec.)	<u>2.00</u>	
3. Outdoor Restaurant Seating (Minimum 1 table, 4 chairs or 2 small tables w/2 chairs each)	<u>4.00</u>	
4. Four Ornamental Trees (above minimum, 2" caliper or similar maturity)	<u>2.00</u>	
5. Bench (See City Standards & Specs. & Saratoga Site Amenities Spec.)	<u>4.00</u>	
6. Bike Racks (decorative full size in bike space; capacity 5% of parking)	<u>2.00</u>	
7. Drinking Fountain (ADA s/swivel head)	<u>4.00</u>	
8. Gas Fire Pit	<u>4.00</u>	

<u>9. Tree Guard</u>	<u>2.00</u>	
<u>10. Tree Grate</u>	<u>2.00</u>	
<u>11. Entrance Feature</u>	<u>10.00</u>	
	<u>TOTAL</u>	

Example:



The lot outlined in red is within the Gateway Overlay Zone. While this lot does not front Riverside Drive or Crossroads Blvd. it faces them. Approximately 229 feet face Crossroads Blvd. and approximately 159 feet face Riverside Drive. Since 229 is greater than 159, the measurement of 229 feet shall be used. This lot may fulfill the Gateway Overlay Design Standards by providing amenities within this lot or the Steele Ridge Plaza subdivision. Since ten points is needed for every 150 linear feet, this lot is required to provide 15.26 points (or 16 points rounded up) of amenities.

Here is an example of how this lot may obtain at least 16 points:

<u>Example of Chosen Amenities</u>	<u>Weight</u>	<u>Total</u>
<u>1. Planter Boxes</u>	<u>2.00</u>	<u>2.00</u>
<u>2. Decorative Litter Receptacles</u>	<u>2.00</u>	<u>2.00</u>
<u>3. Outdoor Restaurant Seating</u>	<u>4.00 x2</u>	<u>8.00</u>
<u>4. Benches</u>	<u>4.00</u>	<u>4.00</u>
	<u>TOTAL</u>	<u>16.00</u>

Gateway Overlay Streetscape Elements

Example Images

Planter Bed or Boxes*



Decorative Litter Receptacle*



Outdoor Restaurant Seating



Four Ornamental Trees



Bench*



Bike Rack*



Gas Fire Pit*



Drinking Fountain*



Tree Guard*



Tree Grate*



*Shall use City branded item when available.

(Ord. 24-45, Ord. 23-4, Ord. 22-44)

Staff Report

Author: Daniel McRae, Assistant City Engineer
Subject: Revisions to the City's Standard Technical Specifications and Drawings

Date: Dec 12, 2024

Type of Item: Legislative Recommendation



**SARATOGA
SPRINGS**

A. Summary: The Engineering Department and Planning Department would like to include a Standard Plat Template as part of the City's Standard Technical Specifications and Drawings. Prior to recording a plat at the County, the Engineering Department and Planning Department receive plats for review during the preliminary plat and final plat application process. A standard plat template is needed for staff and applicants to provide additional clarity and effectiveness, to remove inconsistencies, to reflect new "best practices" in the engineering and planning fields, and to address changes in the community's needs with the goal of adopting revisions every so often to keep the Standard Technical Specifications and Drawings current. Some key items the Standard Plat Template includes are:

- Formatting of title, notes, signature blocks
- Data table of showing the area values for project area, sensitive lands, open space, buildable land, right-of-way, landscaping, lots, and densities.
- Typical setback and P.U.E detail
- Items required to be shown on the preliminary and final plat
- Standard plat notes
- Signature block text

B. Funding Source: Not applicable.

C. Review: The proposed revisions have been reviewed by staff and have been found to be acceptable and in legal form.

D. Recommendation and Alternatives: Staff recommends that the Planning Commission forward a positive recommendation to the City Council regarding adoption of the proposed revisions to the City's Standard Technical Specifications and Drawings, with the following proposed motion:

Positive Recommendation

"I move to forward a positive recommendation to the City Council regarding adoption of the proposed revisions to the City's Standard Technical

Specifications and Drawings.”

Alternative Recommendation with Modifications

“I move to forward a positive recommendation to the City Council regarding adoption of the proposed revisions to the City’s Standard Technical Specifications and Drawings.”

1. _____
2. _____
3. _____

Negative Recommendation

“I move to not adopt the proposed revisions to the City’s Standard Technical Specifications and Drawings.”

E. Attachments:

1. Proposed City Standard Plat Template

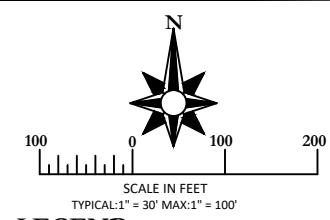
LP-0	STREET LIGHT DETAILS
LP-1	NOTES
LP-1A	14' LOCAL STREET LIGHT
LP-1B	CONCRETE BASE FOR LOCAL STREET LIGHT
LP-2A	20' COLLECTOR STREET LIGHT
LP-2B	20' COLLECTOR STREET LIGHT W/ BANNER ARM FOR COLLECTOR ROADS AND COMMERCIAL AREAS
LP-2C	CONCRETE BASE FOR COLLECTOR STREET LIGHT
LP-3A	28' ARTERIAL STREET LIGHT
LP-3B	28' ARTERIAL STREET LIGHT WITH BANNER ARM
LP-3C	CONCRETE BASE FOR ARTERIAL STREET LIGHT
LP-4	LOCAL STREET LIGHT CONNECTION
LP-5	COLLECTOR AND ARTERIAL STREET LIGHT CONNECTION
LP-6	LIGHT POLE BELOW GRADE BOXES INSTALLATION
LP-6A	WIRELESS SUPPORT STRUCTURE-MONOPOLE FOR SMALL CELL WIRELESS FACILITIES

STANDARD LANDSCAPING DETAILS

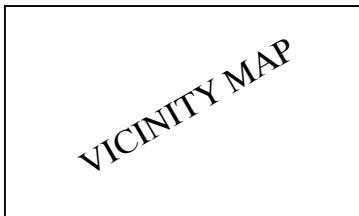
LS-0	LANDSCAPING DETAILS
LS-1	SPRINKLER SYSTEM MAINLINE ISOLATION VALVE 4" AND LARGER
LS-2	SPRINKLER SYSTEM QUICK COUPLER VALVE
LS-3	SPRINKLER SYSTEM REMOTE CONTROL VALVE
LS-4	METER & CONTROLLER STAINLESS STEEL ENCLOSURE
LS-5	SATELLITE STAINLESS STEEL CONTROLLER ENCLOSURE
LS-6	SPRINKLER SYSTEM LARGE AREA ROTARY HEAD
LS-7	MEDIUM & SMALL AREA SPRINKLER HEAD
LS-8	SPRINKLER SYSTEM MANUAL DRAIN
LS-9	SPRINKLER SYSTEM SLEEVING
LS-10	SPRINKLER SYSTEM PIPE/TRENCH
LS-11	SPRINKLER SYSTEM PIPE AND WIRE TRENCH
LS-12	SPRINKLER SYSTEM AUTOMATIC DRAIN
LS-13	TREE STAKING & PLANTING
LS-14	VINYL FENCE WITH MOW STRIP
LS-15	CONCRETE MOW CURB
LS-16	DRIP IRRIGATION

STANDARD PLAT TEMPLATE

SP-1 **STANDARD PLAT TEMPLATE**



VICINITY MAP



LEGEND DATE OF PREPARATION

	3 ² EXISTING SECTION CORNER (FOUND)
	10 ¹¹ (AS DESCRIBED) PHASE 1 BOUNDARY LINE
	STREET CENTERLINE
	PROPOSED STREET MONUMENT
	MONUMENT TO MONUMENT TIE
	PARCEL DEDICATION TO SARATOGA SPRINGS
	EXISTING RIGHT-OF-WAY OVER THE WEST 33.00 FEET OF THE PROPERTY IN SECTION 2
	BUILDING SETBACK LINE
	PUBLIC UTILITY EASEMENTS

DATA TABLE

INFORMATION	AC	SQ FT.	%TOTAL	#	NOTES
TOTAL PROJECT AREA	13.9	607182	100%		
SENSITIVE LANDS	0.2	7503	1%		7% OF OPEN SPACE
OPEN SPACE	2.3	101750	3%		
BUILDABLE LAND	8.1	354478	58%		
ROW AREA	3.5	15156	25%		
LANDSCAPING AREA	4.3	197518	33%		
LOTS				61	
NET DENSITY DWELLINGS					4.4
BY ACRE					

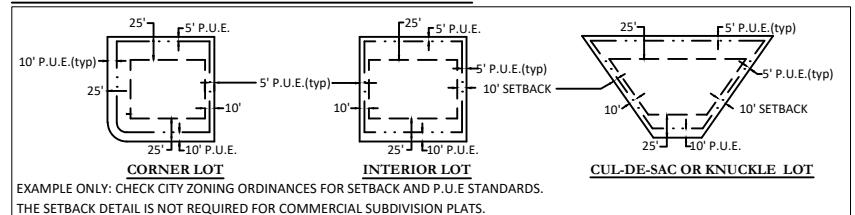
CENTERLINE CURVE TABLE

CURVE	RADIUS	LENGTH	DELTA	TANGENT	CHORD	CHORD BEARING
C1	200.00	202.46	57°59'57"	110.86	193.92	N29°16'01"E
C2	200.00	111.64	31°58'58"	57.32	110.20	S15°43'26"E
C3	345.00	191.93	31°52'36"	98.52	189.47	S15°47'45"E

CURVE TABLE

CURVE	RADIUS	LENGTH	DELTA	TANGENT	CHORD	CHORD BEARING
C6	225.00	59.81	15°13'53"	30.08	59.64	N50°39'03"E
C7	15.00	13.62	52°01'12"	7.32	13.16	S32°15'24"W
C8	50.00	5.12	05°51'42"	2.56	5.11	N09°10'38"E

TYPICAL SETBACK & P.U.E. DETAILS



EXAMPLE ONLY: CHECK CITY ZONING ORDINANCES FOR SETBACK AND P.U.E. STANDARDS. THE SETBACK DETAIL IS NOT REQUIRED FOR COMMERCIAL SUBDIVISION PLATS.

BY SIGNING THIS PLAT, THE FOLLOWING UTILITY COMPANIES ARE APPROVING THE: (A) BOUNDARY, COURSE, DIMENSIONS, AND INTENDED USE OF THE RIGHT-OF-WAY AND EASEMENT GRANTS OF RECORD; (B) LOCATION OF EXISTING UNDERGROUND AND UTILITY FACILITIES; (C) CONDITIONS OR RESTRICTIONS GOVERNING THE LOCATION OF THE FACILITIES WITHIN THE RIGHT-OF-WAY, AND EASEMENT GRANTS OF RECORD, AND UTILITY FACILITIES WITHIN THE SUBDIVISION. "APPROVING" SHALL HAVE THE MEANING IN UTAH CODE SECTION 10-9A-603(6)(c)(ii). THE FOLLOWING NOTES ARE NOT ENDORSED OR ADOPTED BY SARATOGA SPRINGS AND DO NOT SUPERSEDE CONFLICTING PLAT NOTES OR SARATOGA SPRINGS POLICIES.

ROCKY MOUNTAIN POWER

1. PURSUANT TO UTAH CODE ANN. 54-3-27 THIS PLAT CONVEYS TO THE OWNER(S) OR OPERATORS OF UTILITY FACILITIES A PUBLIC UTILITY EASEMENT ALONG WITH ALL THE RIGHTS AND DUTIES DESCRIBED THEREIN.

2. PURSUANT TO UTAH CODE ANN. 10-9a-601 et seq. ROCKY MOUNTAIN POWER ACCEPTS DELIVERY OF THE PUE AS DESCRIBED IN THIS PLAT AND APPROVES THIS PLAT SOLELY FOR THE PURPOSE OF CONFIRMING THAT THE PLAT CONTAINS PUBLIC UTILITY EASEMENTS AND APPROXIMATES THE LOCATION OF THE PUBLIC UTILITY EASEMENTS, BUT DOES NOT WARRANT THEIR PRECISE LOCATION. ROCKY MOUNTAIN POWER MAY REQUIRE OTHER EASEMENTS IN ORDER TO SERVE THIS DEVELOPMENT. THIS APPROVAL DOES NOT AFFECT ANY RIGHT THAT ROCKY MOUNTAIN POWER HAS UNDER:

- A RECORDED EASEMENT OR RIGHT-OF-WAY
- THE LAW APPLICABLE TO DESCRIPTIVE RIGHTS
- TITLE 54, CHAPTER 8a, DAMAGE TO UNDERGROUND UTILITY FACILITIES OR
- ANY OTHER PROVISION OF LAW

APPROVED THIS ____ DAY OF ____ 20____

ENBRIDGE GAS UTAH

QUESTAR GAS COMPANY, DBA ENBRIDGE GAS UTAH, HEREBY APPROVES THIS PLAT SOLELY FOR THE PURPOSES OF CONFIRMING THAT THE PLAT CONTAINS PUBLIC UTILITY EASEMENTS. ENBRIDGE GAS UTAH MAY REQUIRE ADDITIONAL EASEMENTS IN ORDER TO SERVE THIS DEVELOPMENT. THIS APPROVAL DOES NOT CONSTITUTE ABRIGATION OR WAIVER OF ANY OTHER EXISTING RIGHTS, OBLIGATIONS OR LIABILITIES INCLUDING DESCRIPTIVE RIGHTS AND OTHER RIGHTS, OBLIGATIONS OR LIABILITIES PROVIDED BY LAW OR EQUITY. THIS APPROVAL DOES NOT CONSTITUTE ACCEPTANCE, APPROVAL OR ACKNOWLEDGEMENT OF ANY TERMS CONTAINED IN THE PLAT, INCLUDING THOSE SET FORTH IN THE OWNER DEDICATION OR IN THE NOTES, AND DOES NOT CONSTITUTE A GUARANTEE OF PARTICULAR TERMS OR CONDITIONS OF NATURAL GAS SERVICE. FOR FURTHER INFORMATION PLEASE CONTACT ENBRIDGE GAS UTAH'S RIGHT-OF-WAY DEPARTMENT AT 800-366-8532.

APPROVED THIS ____ DAY OF ____ 20____
BY _____
TITLE _____

ROCKY MOUNTAIN POWER

QUESTAR GAS COMPANY
dba ENBRIDGE GAS UTAH

PLAT NAME AND PHASE

LOCATED IN A PORTION OF THE ____ QUARTER OF SECTION ____,
TOWNSHIP ____ SOUTH, RANGE ____ WEST,
SALT LAKE BASE AND MERIDIAN
CITY OF SARATOGA SPRINGS, UTAH COUNTY, UTAH



STANDARD PLAT FORMAT

STANDARD PLAT NOTES

- 1-PLAT MUST BE RECORDED WITHIN 24 MONTHS OF FINAL PLAT APPROVAL, OR FOR PHASED DEVELOPMENTS, WITHIN 24 MONTHS OF RECORDATION OF MOST RECENT PHASE. THE FIRST FINAL PLAT APPROVAL WAS GRANTED ON THE ____ DAY OF ____ 20____.
- 2-PRIOR TO BUILDING PERMITS BEING ISSUED, SOIL AND/OR GEOTECHNICAL TESTING STUDIES MAY BE REQUIRED ON EACH LOT AS DETERMINED BY THE CITY BUILDING OFFICIAL.
- 3-THIS PLAT MAY BE SUBJECT TO A DEVELOPMENT AGREEMENT THAT SPECIFIES THE CONDITIONS OF DEVELOPING, BUILDING, AND USING PROPERTY WITHIN THIS PLAT. SEE CITY RECORDER FOR DETAILS.
- 4-PLAT IS SUBJECT TO "INSTALLATION OF IMPROVEMENTS AND BOND AGREEMENT NO. ____" WHICH REQUIRES THE CONSTRUCTION AND WARRANTY OF IMPROVEMENTS IN THIS SUBDIVISION. THESE OBLIGATIONS RUN WITH THE LAND AND ARE BINDING ON SUCCESSORS, AGENTS, AND ASSIGNS OF DEVELOPER. THERE ARE NO THIRD-PARTY RIGHTS OR BENEFICIARIES UNDER THIS AGREEMENT.
- 5-BUILDING PERMITS WILL NOT BE ISSUED UNTIL ALL REQUIRED IMPROVEMENTS HAVE BEEN INSTALLED PER CITY STANDARDS AND ALL FEES INCLUDING IMPACT AND CONNECTION FEES ARE PAID.
- 6-REFERENCES HEREIN TO DEVELOPER OR OWNER SHALL APPLY TO BOTH, AND ANY SUCH REFERENCE SHALL ALSO APPLY TO SUCCESSORS, AGENTS, AND ASSIGNS.
- 7-NO CITY MAINTENANCE SHALL BE PROVIDED FOR STREETS AND IMPROVEMENTS DESIGNATED AS "PRIVATE" ON THIS PLAT.
- 8-A GEOTECHNICAL REPORT HAS BEEN COMPLETED BY ____ [GEOTECHNICAL ENGINEER], WHICH ADDRESSES SOIL AND GROUNDWATER CONDITIONS, PROVIDES ENGINEERING DESIGN CRITERIA, AND RECOMMENDS MITIGATION MEASURES IF PROBLEMATIC CONDITIONS WERE ENCOUNTERED. THE CITY ASSUMES NO LIABILITY OR RESPONSIBILITY FOR ANY RELIANCE ON THE INFORMATION OR LACK THEREOF IN THE REPORT.
- 9-AGRICULTURAL USES, OPERATIONS, AND RIGHTS ARE ADJACENT TO OR NEAR THE PLAT AND LOTS. THE LOTS IN THIS PLAT ARE SUBJECT TO THE SIGHTS, SOUNDS, ODORS, NUISANCES, AND ASPECTS ASSOCIATED WITH AGRICULTURAL OPERATIONS, USES, AND RIGHTS. THESE USES AND OPERATIONS MAY OCCUR AT ALL TIMES OF THE DAY AND NIGHT INCLUDING WEEKENDS AND HOLIDAYS. THE CITY IS NOT RESPONSIBLE OR LIABLE FOR THESE USES AND IMPACTS AND WILL NOT RESTRICT ANY GRANDFATHERED AGRICULTURAL USE FROM CONTINUING TO OCCUR LAWFULLY.
- 10-DRAINAGE ACROSS PROPERTY LINES SHALL NOT EXCEED THAT WHICH EXISTED PRIOR TO GRADING. EXCESS OR CONCENTRATED DRAINAGE SHALL BE CONTAINED ON SITE OR DIRECTED TO AN APPROVED DRAINAGE FACILITY. LOTS SHALL BE GRADED TO DRAIN SURFACE WATER AWAY FROM FOUNDATION WALLS. THE GRADE SHALL FALL A MINIMUM OF 6 INCHES WITHIN THE FIRST 10 FEET.

For Plats with an HOA

SURVEYOR'S CERTIFICATE

I, the undersigned surveyor, do hereby certify that I am a professional Land Surveyor and that I hold a license (number shown below) in accordance with the Professional Engineers and Land Surveyors Licensing Act found in Title 58, Chapter 22 of the Utah Code. I further certify that by authority of the owners, I have made a survey of the tract of land shown on this plat and described below, have subdivided said tract of land into lots, streets, and easements, have completed a survey of the property described on this plat in accordance with Utah Code Section 17-23-17, have verified all measurements, and have placed monuments as represented on the plat. I further certify that every existing right-of-way and easement grant of record for underground facilities, as defined in Utah Code Section 54-8a-2, and for other utility facilities, is accurately described on this plat, and that this plat is true and correct to the best of my knowledge. I also certify that I have filed, or will file within 90 days of the recordation of this plat, a map of the survey I have completed with the Utah County Surveyor.

BOUNDARY DESCRIPTION

A parcel of land situated in the ____ Quarter of Section ____, Township ____ South, Range ____ East, Salt Lake Base and Meridian, said parcel being more particularly described as follows:

Beginning at a point....

Acres: ____ # of lots ____

Date _____ Surveyor's Name _____
License no. _____

OWNER'S DEDICATION

Know all men by these presents that the undersigned owner(s) of the above described tract of land have caused the same to be subdivided into lots, parcels, and streets, together with easements and rights-of-way, to be hereafter known as:

XXXX

and do hereby dedicate for the perpetual use of the public and City all parcels, lots, streets, easements, rights-of-way, and public amenities shown on this plat as intended for public or City use. The owner(s) and all agents, successors, and assigns voluntarily defend, indemnify, and save harmless the City against any easements or other encumbrance on a dedicated street, easement, or right-of-way that will interfere with the City's use, maintenance, and operation of the street or utilities. The owner(s) and all agents, successors, and assigns assume all liability with respect to the creation of this subdivision, the alteration of the ground surface, vegetation, drainage, or surface or sub-surface water flows within this subdivision, and the development activity within this subdivision by the owners and all agents, successors, and assigns. The owner hereby conveys the Common Area, as indicated hereon, to the (insert name of HOA), a Utah Nonprofit Corporation, with a registered address of (insert address).

In witness whereof I have set forth my hand this ____ day of ____ A.D. 20____.

Signature _____ Print Name _____ Title & Entity _____

Signature _____ Print Name _____ Title & Entity _____

OWNER'S ACKNOWLEDGMENT

STATE OF UTAH } S.S.
County of Utah

On this ____ day of ____ 20____, personally appeared before me

Print Name _____ Title _____ Entity _____
who being by me duly sworn, did prove to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument, and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed this plat with full authority of the owner(s).

I certify under PENALTY OF PERJURY under the laws of the State of Utah that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Notary Public Signature _____ Commission Number _____

Print Name As Commissioned _____ A Notary Public Commissioned in Utah _____ My commission expires _____

APPROVAL BY LEGISLATIVE BODY

The City Council of the City of Saratoga Springs, County of Utah, approves this subdivision subject to the conditions and restrictions stated hereon, and hereby accepts the Dedication of all streets, easements, and other parcels of land intended for the public purpose of the perpetual use of the public.

This ____ day of ____ A.D. 20____.

Attest _____
City Mayor _____
City Recorder (See Seal Below)

PLAT NAME AND PHASE

LOCATED IN A PORTION OF THE ____ QUARTER OF SECTION ____,
TOWNSHIP ____ SOUTH, RANGE ____ WEST,
SALT LAKE BASE AND MERIDIAN
CITY OF SARATOGA SPRINGS, UTAH COUNTY, UTAH

SURVEYORS SEAL _____ CITY ENGINEER SEAL _____ CLERK-RECORDER SEAL _____

CENTURY LINK	PLANNING DIRECTOR	LAND USE AUTHORITY	SARATOGA SPRINGS ATTORNEY
Approved this ____ day of ____ A.D. 20____ CENTURY LINK	Approved by the Planning Director on this ____ day of ____ A.D. 20____ PLANNING DIRECTOR	Approved by the Land Use Authority on this ____ day of ____ A.D. 20____ LAND USE AUTHORITY	Approved by Saratoga Springs Attorney on this ____ day of ____ A.D. 20____ SARATOGA SPRINGS ATTORNEY
COMCAST CABLE TELEVISION	CITY ENGINEER	FIRE CHIEF	LEHI CITY POST OFFICE
Approved this ____ day of ____ A.D. 20____ COMCAST CABLE TELEVISION	Approved by the City Engineer on this ____ day of ____ A.D. 20____ CITY ENGINEER	Approved by the Fire Chief on this ____ day of ____ A.D. 20____ CITY FIRE CHIEF	Approved by Post Office Representative on this ____ day of ____ A.D. 20____ LEHI CITY POST OFFICE REPRESENTATIVE



CITY OF SARATOGA SPRINGS PLANNING COMMISSION

2025 ANNUAL NOTICE OF REGULAR MEETING SCHEDULE

Regular Planning Commission meetings are generally held the Second and Fourth Thursdays of the month unless there is a conflict. Meetings are held beginning at 6:00 p.m. at the City of Saratoga Springs City Hall Council Chambers located at 1307 North Commerce Drive, Suite 200, Saratoga Springs Utah 84045. A scheduled meeting may be cancelled or re-scheduled, and Special Meetings may be scheduled as publicly noticed. Please refer to the agenda and meeting packet material publicly noticed on the Utah Public Notice Website <https://www.utah.gov/pmn/> or the City Website <https://www.saratogaspringscity.com/AgendaCenter>

Regular meetings will be held as follows:

January

Thursday, January 9, 2025
Thursday, January 23, 2025

February

Thursday, February 13, 2025
Thursday, February 27, 2025

March

Thursday, March 13, 2025
Thursday, March 27, 2025

April

Thursday, April 10, 2025
Thursday, April 24, 2025

May

Thursday, May 15, 2025
Thursday, May 29, 2025
(Meetings held the 3rd and 5th Thursday due to City Council conflict.)

June

Thursday, June 12, 2025
Thursday, June 26, 2025

July

Thursday, July 10, 2025
Thursday July 31, 2025
(Meetings held the 2nd and 5th Thursdays due to Pioneer Day.)

August

Thursday, August 14, 2025
Thursday, August 28, 2025

September

Thursday, September 11, 2025
Thursday, September 25, 2025

October

Thursday, October 9, 2025
Thursday, October 30, 2025
(Meetings held the 2nd and 5th Thursday due to School Fall Break.)

November

Thursday, November 13, 2025
(No Meeting will be held the 4th Thursday due to Thanksgiving Holiday.)

December

Thursday, December 11, 2025
(No Meeting will be held the 4th Thursday due to Christmas Holiday.)



MINUTES – Planning Commission

Monday, November 25, 2024

City of Saratoga Springs City Offices

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

PLANNING COMMISSION MEETING MINUTES

CALL TO ORDER - 6:00 p.m. by Chairman Reed Ryan.

5 1. **Pledge of Allegiance** - led by Chairman Reed Ryan.
2. **Roll Call** – A quorum was present

Present:

10 Commission Members: Scott A. Hill, Jack K. Mangum, Reed Ryan, Rachel Sprosty Burns, Doug Willden.
Staff: Rulon Hopkins, Assistant City Attorney; David Jellen, Planner II; Jeff Pearson, Engineer; Wendy Wells, Deputy Recorder.
Others: Jared Osmond, David Meredith, Karla Mata.
Excused: Commissioner Ken Kilgore, Commissioner Virginia Rae Mann.

15 Commissioner Jack Mangum joined the meeting at 6:11 p.m.

3. **Public Input** - Public input was opened by Chairman Reed Ryan. Receiving no public comment, the public hearing was closed by the Chair.

20 **BUSINESS ITEMS**

1. **River View Townhomes Preliminary Plat/Site Plan, located at 1050 North Riverside Drive. Matt Brown as applicant.** Planner II David Jellen presented the item. The applicant is seeking preliminary plat and site plan approval for the River View Townhomes development, located at approximately 1022 North Redwood Road. The proposed development consists of three townhome buildings, with a total of 15 townhome units, on 4.22 acres.

25 Planner II David Jellen advised that there were a few items relating to landscaping and elevations in the Planning Review Checklist that were marked “shall comply” that should be marked as “complies”. He also mentioned the specific standards that must be followed due to the proximity of the Jordan River, and explained that the developer would be removing and replacing some of the existing trees as part of the landscape plan.

30 Jared Osmond of Sandy, and General Contractor for the project, was in attendance to answer questions. He noted they've worked hard to be in compliance, and that they understand the requirements due to the proximity of the river.

35 Commissioner Hill received clarification about the mixed-use zoning of the area. Staff findings from a previous rezone clarified the vision for the area with Commercial located along Redwood Road and Residential located against the river. The Commercial portion is already there, and the townhome Preliminary Plat and Site Plan would be the second half of that vision.

40 45 Commissioner Hill asked the applicant to address the preservation of trees and wondered if an arborist had been included in the planning.

45 50 Applicant Jared Osmond explained that some of the existing trees had problems, and would not be maintainable in the long term. He indicated that landscape professionals had advised on how to maintain the tree count, and create landscaping that would not cause erosion. He was unsure if they were arborists, but felt they had tried to be methodical and careful with the landscaping plans.

Commissioner Sprosty Burns asked if there was other residential development that would connect to the townhomes, and if there was a buffer requirement between Commercial and Residential areas.

55 Planner II David Jellen related that there are no current plans for the properties immediately to the North and South of the River View Townhomes. He explained that there are typically buffers when a Residential Zone is next to a Commercial Zone. This project differs because it was planned from the beginning to be a mixed-use zone and that was part of the Development Agreement.

60 Applicant Jared Osmond further indicated that this type of product worked well in other similar projects he had done. The vision for mixed-use was to make it convenient, and provide the residential areas with a beautiful view of the river.

65 Commissioner Sprosty Burns was concerned that there was not a buffer requirement, and felt the City should have planned for some buffering between the Commercial and Residential areas. She raised a concern that there might be noise from the Commercial areas.

70 Applicant Jared Osmond responded that the Commercial areas had been laid out with parking and lighting in the middle so there would not be a lot of noise or light facing towards the townhomes. He felt the Commercial areas were more of an amenity than a drawback.

75 Chairman Ryan received clarification that the 77-foot Collector Road was not required to connect to the existing Riverside Drive with this project.

80 In addition, Applicant Jared Osmond shared that they planned to road base it, and possibly put in asphalt as a temporary fix to provide access, but at this time they do not own the property to the North that connects to Riverside Drive. They have had contact with the property owner and hoped there would be a good solution.

Motion made by Commissioner Willden that the Planning Commission forward a recommendation for approval of the requested preliminary plat and site plan for the River View Townhomes, located approximately at 1022 N. Redwood Road, with the Findings and Conditions in the Staff Report. Seconded by Commissioner Sprosty Burns.

Yes: Scott A. Hill, Jack K. Mangum, Reed Ryan, Rachel Sprosty Burns, Doug Willden.

No: None.

Absent: Ken Kilgore, Virginia Rae Mann.

85 **Motion passed 5 - 0.**

2. **The Point Plat Amendment, located at 1166 North Redwood Road. Karla Mata as applicant.** Planner II David Jellen presented the item. The applicant has submitted a request to amend the original plat for The Point at Saratoga Springs subdivision, which was recorded in March of 2021. The proposed plat amendment would subdivide the existing lot into four separate lots, each with its own building (Exhibit 3). Per Chapter 19.12 of City Code, the Planning Commission is the land use authority for the proposed plat amendment.

90 Applicant Karla Mata was in attendance to answer questions.

95 Commissioner Hill thanked the applicant, and said he felt really good about it. He conveyed appreciation for the work on the plat amendment, and that everything was in compliance.

100 **Motion made by Commissioner Sprosty Burns that the Planning Commission approve the requested plat amendment for The Point at Saratoga Springs Plat A Amended, located at 1166 N. Redwood Road, with the Findings and Conditions in the Staff Report. Seconded by Commissioner Hill.**

Yes: Scott A. Hill, Jack K. Mangum, Reed Ryan, Rachel Sprosty Burns, Doug Willden.

No: None.

Absent: Ken Kilgore, Virginia Rae Mann.

105 **Motion passed 5 - 0.**

3. **Approval of Minutes: October 24, 2024.**

Motion made by Commissioner Hill to approve the minutes of October 24, 2024. Seconded by Commissioner Sprosty Burns.

110 Yes: Scott A. Hill, Jack K. Mangum, Reed Ryan, Rachel Sprosty Burns, Doug Willden.

No: None.

Absent: Ken Kilgore, Virginia Rae Mann.

Motion passed 5 - 0.

REPORTS

115

1. **Commission Comments.** Chairman Reed Ryan expressed appreciation to Commissioners, and shared that this would be his last meeting as he had accepted employment in Lexington, Kentucky. He was grateful for his time with the City working on the Planning Commission. He also thanked Staff for their professionalism and expertise.

120

Commissioner Hill commended Chairman Ryan for his leadership, knowledge and expertise.

Staff and Planning Commissioners acknowledged Chairman Ryan's hard work, and expressed appreciation for his role as the Planning Commission Chair this past year.

125

2. **Director's Report.** – Planner II David Jellen advised of recent City Council actions. He reminded the Commissioners that the next Planning Commission meeting would be December 12, 2024, and that it would be the last meeting for Vice Chair Ken Kilgore.

130

CLOSED SESSION

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

ADJOURNMENT

Meeting Adjourned Without Objection at 6:30 p.m. by Chairman Reed Ryan.

135

Date of Approval

Planning Commission Chair

140

Deputy City Recorder