



AGENDA – Planning Commission Meeting

Planning Commissioner Rachel Sprosty Burns
Planning Commissioner Charlie Carn
Planning Commissioner Scott A. Hill
Planning Commissioner Jack K. Mangum
Planning Commissioner Virginia Rae Mann
Planning Commissioner Colton Miles
Planning Commissioner Doug Willden

CITY OF SARATOGA SPRINGS

Thursday, January 9, 2025 @ 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. Oath of Office for New Planning Commissioners Charlie Carn and Colton Miles; and Reappointment of Planning Commissioner Scott A. Hill.
3. Roll Call.
4. Election for Planning Commission Chair and Vice Chair for 2-year term.
5. 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. Amendments to Title 19 Land Development Code of the City of Saratoga Springs, Chapter 19.20 Internal Accessory Dwelling Unit (IADU). Sierra Estates Plat E subdivision. Chuck Hale as applicant. Planner II Sam Stout.

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. The Preschool Place Class 3 Home Occupation, located at 3103 South Tytus Lane. Katie Cleveland as applicant. Planner II Kendal Black/Sam Stout.
2. Approval of Minutes: December 12, 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.



IADU Map Amendment

Sierra Estates Plat E

January 9, 2025

PUBLIC HEARING

Report Date:	December 30, 2024
Applicant:	Chuck Hale
Location:	Northwest corner of Sierra Estates Subdivision
Major Street Access:	400 North
Parcel Number(s) & Size:	66-498-0501 to 66-498-0526 / 7.81 acres
Land Use Designation:	Low-Density Residential
Parcel Zoning:	R1-10
Adjacent Zoning:	R1-10, Agricultural, and Planned Community
Current Use of Parcel:	Residential
Adjacent Uses:	Residential and Undeveloped Land
Type of Action:	Legislative
Land Use Authority:	City Council
Future Routing:	N/A
Planner:	Sam Stout / Planner II

A. Executive Summary:

Internal Accessory Dwelling Unit Map Amendment for Sierra Estates Plat E, Title 19.20 – IADU. Applicant is proposing to amend the City's IADU map to allow property owners within the proposed plat to register for one IADU per lot.

The City adopted revisions to the IADU map amendment request process on October 1, 2024, removing the ability to request amendments to the IADU map. This application was originally accepted for review on February 27, 2024, prior to the adopted revisions to the IADU map amendment request process.

B. Background: Sierra Estates Plat E is located in the northwest corner of the Sierra Estates Subdivision – northeast of the corner of Mtn. View Corridor and 400 North. Each residential lot has an existing home – one (1) of the homes is planning to register for an IADU.

C. Specific Request: The proposed amendment includes all of Sierra Estates Plat E. The petition was received and signed by the required number of owners per code requirements with 74 out of 97 owners (76.3%) within 500 feet of the subdivision plat boundary, exceeding the previous

Sam Stout, Planner II

ssstout@saratogasprings-UT.gov

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code requirement for 66% of property owners within the plat. The original petition is on file in the Planning Office and is available for separate review by the Commissioners upon Request. Since the Planning Commission packet is considered public information, the staff report does not include the petition because it contains personal property owner information which would classify it as a protected record under GRAMA law.

D. Process: The now amended Code Section 19.20.04 outlined the process for a Neighborhood Map Amendment Request. 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. Section 19.17.03 outlines the process criteria for 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 received on February 27, 2024 and upon completion of review, January 9, 2025 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 Section F 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 of this report.

E. Previous City Code When Application Was Accepted

19.20.04. Permitted Locations of IADUs.

The City may prohibit IADUs in up to 25 percent of the residential area of the City, except for newly constructed IADUs that have a Final Plat approved on or before October 1, 2021 that comply with the requirements of Section 19.20.03. All newly constructed IADUs on Final Plats approved after October 1, 2021 shall be deemed permitted so long as the requirements of Section 19.20.03 are met, and shall not be included in the calculation of 25 percent. Locations within the City where IADUs are prohibited, or approved in compliance with Section 19.20, are identified on the map in this Chapter and on the City's website. The approved location map may be modified from time to time by the City Council in accordance with the same requirements of an ordinance amendment.

1. Neighborhood Map Amendment Request Process.

- a. Requests to amend the map, including the addition or removal of a neighborhood or residential subdivision to or from areas designated as IADU-prohibited may be considered by the City Council following the submittal of an application by either:
 - i. The board of a home owners association (HOA) representing the area of the request. Applicants shall attach a copy of the official, approved minutes of a board meeting where a majority voted to support the request; or
 - ii. A representative of a non-HOA neighborhood defined by a residential subdivision plat or plats. Applicants shall attach a signed petition or other document(s) of official certification representing at least sixty-six percent of the home owners in the neighborhood in support of the request. In the case where a subdivision plat contains fewer than 10 residential lots on the same street, a signed petition or other document(s) of official certification representing at least sixty-six percent of the home owners with properties within 500 feet in each direction of the subdivision neighborhood in support of the request must be submitted.
 - iii. The Planning Commission shall forward to the City Council a recommendation concerning the request following a public hearing. Notice of the public hearing shall be sent to all properties within the subject plat as well as to all properties which abut that plat.
 - iv. An application fee for an IADU Map amendment request shall be charged in an amount to be established by a resolution of the City Council which shall represent the approximate average cost of reviewing and processing such applications. This fee shall be included in the City's Consolidated Fee Schedule.
 - b. Any requests to amend the map to permit IADUs in neighborhoods or residential subdivisions having roads that were built under lesser than the current standards shall require approval by the City Fire Marshall and the City Engineer. The applicant shall submit a report that identifies how the projected number of IADUs added to the neighborhood may impact density issues, traffic and infrastructure. The City Fire Marshal and City Engineering Staff shall review all IADU Map Amendment applications and recommend to the City Council conditions of approval based on the Fire Code or Engineering Standards related to traffic, roadway, infrastructure, or safety issues created by IADUs being allowed in the respective neighborhood or residential subdivision.
2. Development Requirements for new Development Areas.
 - a. To the extent allowed by State law, new residential development plans that include the permitting of IADUs may be required to provide for any or all of the following: 1) wider roads, with widths up to the maximum permitted under Utah State Code, 2) infrastructure with increased sewer and water capacity, 3) increased off-street parking, or 4) other measures

deemed necessary to mitigate for increased impacts from IADUs.

F. General Plan: A zoning map amendment is a legislative decision. The City Council has significant discretion when considering these changes. The criteria for an IADU map amendment are outlined above and act as guidance in the decision-making process. Note that the criteria are non-binding.

Staff conclusion: Consistent. Sierra Estates Plat E have been approved and recorded, meeting all current code and standards. However, the traffic volume at the intersection of Mountain View and 400 N currently exceeds the City's acceptable level of service.

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.

Option 1 – Positive Recommendation

“I move that the Planning Commission forward a recommendation for approval of the requested IADU Map Amendment for Sierra Estates Plat E, located in the northwest corner of the Sierra Estates Subdivision, with the Findings below, with the Findings and Conditions in the Staff Report.”

Findings

1. The application is consistent with the General Plan, as articulated in Section E of the staff report, which section is incorporated by reference herein.
2. The application complies with the criteria in section 19.20 of the Land Development Code, as articulated in Section D of the staff report, which section is incorporated by reference herein.

Conditions:

1. All requirements of the Fire Chief shall be met.
2. The IADU Map Amendment is recommended as shown in the attachments to the Staff report.
3. All other Code requirements shall be met.
4. Any other conditions or changes as articulated by the Planning Commission:

Option 2 – Continuance

“I move to **continue** the IADU Map Amendment for Sierra Estates Plat E 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. _____



SARATOGA
SPRINGS
PLANNING

APPLICATION REVIEW CHECKLIST

Application Information

Date Received:	11/18/2024
Date of Review:	12/4/2024
Project Name:	Sierra Estates Plat E
Project Request / Type:	IADU Map Amendment
Applicant:	Chuck Hale
Location:	Ritter and portions on Northgate, Kern Ave and Bono Blvd Mountain View Corridor
Major Street Access:	66-498-0501 to 66-498-0526 / 7.81 acres
Parcel Number(s) and size:	Low-Density Residential
Land Use Designation:	R1-10
Parcel Zoning:	R1-10, Agricultural, and Planned Community
Adjacent Zoning:	Residential
Current Use:	Residential and Undeveloped Land
Adjacent Uses:	Legislative
Type of Action:	City Council
Land Use Authority:	N/A
Future Routing:	Sam Stout / Planner I
Planner:	

Section 19.13 – Application Submittal

- Application Complete: Yes

Section 19.13.04 – Process

- DRC: NA

Code Review

- 19.04, Land Use Zones
 - Zone: R1-10
 - Use: Residential

19.20 Internal Accessory Dwelling Units (IADUs)

19.20.04 Neighborhood Map Amendment Request Process

Regulation	Compliance	Findings
HOA Neighborhood: If requested area has an HOA, Applicants shall attach a copy of the official, approved minutes of an HOA board meeting where a majority voted to support the request.	N/A.	<i>Not applicable for a non-HOA neighborhood</i>
Non- HOA Neighborhood: Applicants shall attach a signed petition or other document(s) of official certification representing at least sixty-six percent of the home owners in the neighborhood in support of the request. In the case where a subdivision plat contains fewer than 10 residential lots on the same street, a signed petition or other document(s) of official certification representing at least sixty-six percent of the home owners with properties within 500 feet in each direction of the subdivision neighborhood in support of the request must be submitted.	Complies.	<i>74 of 97 owners within 500 feet of the subdivision plat boundary signed a petition in support of allowing IADU registration for Sierra Estates Plat E.</i>
Road Standards: Any requests to amend the map to permit IADUs in neighborhoods or residential subdivisions having roads that were built under lesser than the current standards shall require approval by the City Fire Marshall and the City Engineer.	Complies.	<i>Meets current engineering standards</i>
New Development Requirements: To the extent allowed by State law, new residential development plans that include the permitting of IADUs may be required to provide for any or all of the following: 1) wider roads, with widths up to the maximum permitted under Utah State Code, 2) infrastructure with increased sewer and water capacity, 3) increased off-street parking, or 4) other measures deemed necessary to mitigate for increased impacts from IADUs.	Complies.	<i>Shown in file</i>
Report on Density Issues, Traffic and Infrastructure: A report that identifies how the projected number of IADUs added to the neighborhood may impact density issues, traffic and infrastructure.	Complies.	<i>Shown in file</i>

Sierra Estates Plat “E”- Projected IADU Impact Analysis

Sierra Estates Plat “E” is a subdivision consisting of 26 single family homes. Homes are on Bono Blvd., Ritter, Kern Ave. and Northgate.

The following information was gathered from my attempts to collect data from property owners. (See attached pages for address and owner information.)

613 W BONO BLVD Owner Occupied not applying for IADU

627 W BONO BLVD Owner Occupied not applying for IADU

643 W BONO BLVD Owner Occupied not applying for IADU

513 N RITTER Owner Occupied not applying for IADU

651 W RITTER Owner Occupied not applying for IADU

663 W RITTER Owner Occupied, has walk out basement not planning to do IADU at this time

677 W RITTER Owner Occupied not applying for IADU

534 N KERN AV Owner Occupied not applying for IADU

551 N KERN AVE Owner Occupied not applying for IADU

563 N KERN AVE Owner Occupied, has walk out basement not planning to do IADU at this time

577 N KERN AVE Owner Occupied not applying for IADU

688 W NORTHGATE owned by a PM Company and does not qualify for IADU

676 W NORTHGATE Owner Occupied not applying for IADU

664 W NORTHGATE Owner Occupied not applying for IADU

652 W NORTHGATE Owner Occupied not applying for IADU

657 W NORTHGATE Owner Occupied not applying for IADU

671 W NORTHGATE Owner Occupied not applying for IADU

683 W NORTHGATE Owner Occupied not applying for IADU

558 N KERN AVE Owner Occupied not applying for IADU

668 W RITTER Owner Occupied applying for IADU

654 W RITTER Owner Occupied not applying for IADU

642 W RITTER owned by a PM Company and does not qualify for IADU

536 N RITTER Owner Occupied not applying for IADU

524 N RITTER Owner Occupied, has walk out basement not planning to do IADU at this time

628 W BONO BLVD Owner Occupied not applying for IADU

614 W BONO BLVD Owner Occupied not applying for IADU

DENSITY IMPACT

- One Address is applying for IADU approval if zoning is approved. IADU would be One Bedroom with potential to add one to two additional residents at the address.
- Three homes in the neighborhood have walk out basements, but owners are not planning to do IADU

In all, there is the potential of adding 1 to 2 additional occupants of the subdivision based on the collected information.

TRAFFIC IMPACT

- One Address is applying for IADU approval if zoning is approved. IADU would be One Bedroom with potential to add one to two additional residents at the address.

In all, there is the potential of adding 1 to 2 additional vehicles to the subdivision based on the collected information.

Note: the traffic volume at intersection of Mountain View Corridor and 400 N currently exceeds the City's acceptable level of service.

INFRASTRUCTURE IMPACT

Each home in the subdivision has been built or is being built to code and would have the capacity to add the additional occupants of the potential IADUs. Electric, Gas, Water and sewage would be shared with the rest of the residence and would not require added impact to the infrastructure.

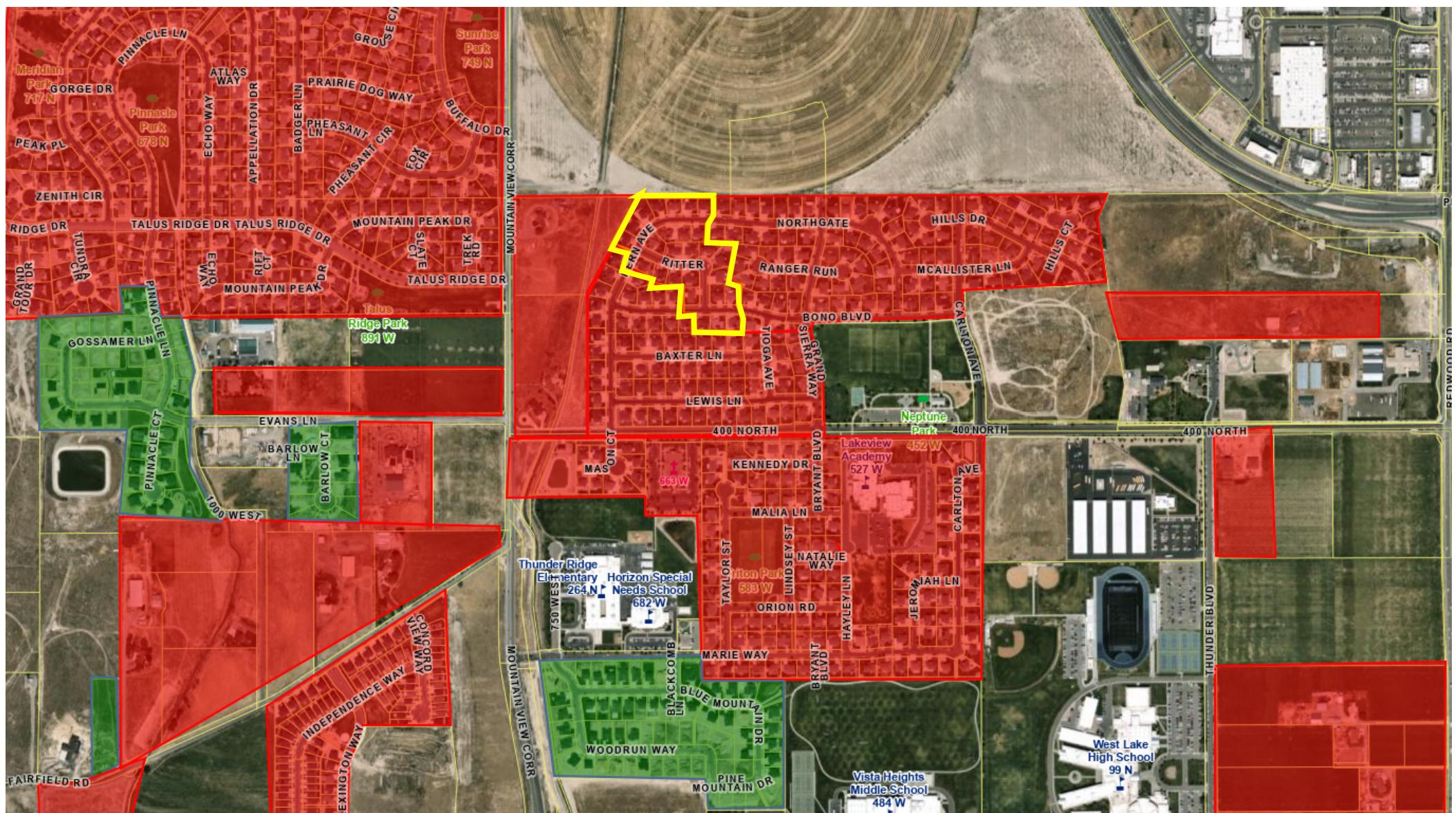


Sierra Estates Plat E



Sierra Estates Subdivision





IADU Area Map



Class III Home Occupation

The Preschool Place

January 9, 2025

PUBLIC MEETING

Report Date:	January 2, 2025
Applicant and Owner:	Katie Cleveland
Location:	3103 South Tytus Lane
Major Street Access:	Village Parkway and Deer Meadow Drive
Parcel Number(s) & Size:	Parcel: 54:312:0222 / 0.16 acres
Land Use Designation:	Low Density Residential
Parcel Zoning:	R1-10
Current Use of Parcel:	Low Density Residential
Adjacent Uses:	Low Density Residential
Previous Meetings:	N/A
Previous Approvals:	N/A
Type of Action:	ADMINISTRATIVE
Land Use Authority:	PLANNING COMMISSION
Future Routing:	N/A
Planner:	Kendal Black, Planner II

A. Executive Summary:

The applicant, Katie Cleveland, is requesting approval for a Class 3 Home Occupation for The Preschool Place to operate a preschool in the basement of her home at 3103 South Tytus Lane. The operating hours will be Monday to Friday from 8:00 a.m.-4:00 p.m. The applicant has proposed a maximum number of ten (10) students per class and a maximum of twenty (20) students per day. There will be one teacher in the class. Due to the number of students at a given time and total for the day, this use is classified as a Class 3 Home Occupation and the Planning Commission is the Land Use Authority.

Recommendation:

Staff recommends that the Planning Commission conduct a public meeting on the Class III Home Occupation, take public comment, review and discuss the proposal, and choose from the options in Section H of this report. Options include approval with or without conditions, denial, or continuation.

B. Background:

The application is for a preschool to operate out of the basement of a single family home, and is proposed as follows:

- Hours of operation are 8:00 a.m.-4:00 p.m., Monday-Friday.
- There will be a maximum of ten children per class and two classes per day.
- The Preschool occurs in the basement of the home. The home is 3700 square feet and the dedicated space for the Preschool is 702.2 square feet. The preschool will occupy 19 percent of the home.
- Students will be dropped off in the driveway at staggering times to avoid any additional traffic and then enter through the front door. Drop-off and pick-up traffic will all come southeast on Tytus Lane to the driveway area and then continue on to Deer Meadow Drive.

C. Specific Request:

The applicant, Katie Cleveland, is requesting approval to operate a preschool in the basement of a single family home at 3103 South Tytus Lane, called The Preschool Place. The operating hours will be Monday to Friday from 8:00 a.m.-4:00 p.m. The applicant has proposed a maximum of ten students per class, with two classes per day. Class 3 Home Occupations shall not exceed ten patrons, customers, clients, deliveries, or students at any one time, and shall not exceed 40 patrons, customers, clients, deliveries, or students in one day. A Class 3 Home Occupation may also have up to two on premise employees that are not members of the resident household.

D. Process:

The process and standards for a Home Occupation are found in Section 19.08 of the Code. Home Occupations that include more than eight students per class and sixteen students per day require a decision from the Planning Commission.

As the proposal is for a maximum of 10 students per class and 20 students per day, this application must be reviewed by the Planning Commission.

Section 19.18.04(4) states:

The Planning Commission shall review the Home Occupation and determine whether it is in full compliance with performance standards of this Chapter. After conducting a public meeting and reviewing the application, the Planning Commission may approve the application, approve the application with conditions, or deny the application.

E. Community Review:

Public Meeting: This has been noticed as a public meeting pursuant to City and State statutes, which requires posting notice of the meeting and the agenda not less than 24 hours before the meeting.

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

F. General Plan:

The site is designated as Low-Density Residential on the adopted Land Use Map. The General Plan states that areas designated as Low-Density Residential are “Areas designated for single-family homes.”

Staff Conclusion: Consistent. No changes will occur due to the approval of this home occupation.

G. Code Criteria:

For full analysis, please see the attached Planning Review Checklist.

- 19.08, Home Occupations: **Complies.**
- 19.09, Off Street Parking: **Complies**
- 19.13, Process: **Complies.**

H. Recommendation and Alternatives:

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

Option 1 – Approval

“I move that the Planning Commission approve the requested Class 3 Home Occupation for The Preschool Place, located at 3103 South Tytus Lane, with the Findings and Conditions in the Staff Report.”

Findings

1. The Preschool Place is a Class 3 Home Occupation.
2. The preschool proposes to have a maximum of 10 students per class with a maximum of 20 students per day.
3. The hours of operation are Monday through Friday, 8:00 a.m. to 4:00 p.m.
4. There is 702.2 square feet of dedicated space for the Home Occupation, which is less than 40% of the home’s entire 3700 square feet.
5. The application is consistent with the General Plan, as articulated in Section F of the staff report, which section is incorporated by reference herein.
6. The application complies with the criteria in sections 19.08, 19.09, and 19.13 of the Land Development Code, as articulated in Section G of the staff report, which section is incorporated by reference herein.

Conditions:

1. All requirements of the Fire Chief shall be met.
2. The Class 3 Home Occupation is approved as shown in the attachments to the Staff report.
3. All other Code requirements shall be met.

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

Option 2 – Continuance

"I move to **continue** the Class 3 Home Occupation for The Preschool Place to another meeting on [DATE], with direction to the applicant and Staff on information and/or changes needed to render a decision, as follows:

1. _____
2. _____

Option 3 – Denial

"I move that Planning Commission deny the requested Class 3 Home Occupation for The Preschool Place, located at 3103 South Tytus Lane with the Findings below:

1. The application is not consistent with the General Plan:
 - a. _____, and/or,
2. The application is not consistent with Sections {19.08, 19.09, 19.13] of the Code:
 - a. _____.

I. Exhibits:

1. Location & Zone Map
2. Traffic and Parking Plan
3. Floor Plan
4. Planning Review Checklist

Exhibit 1: Location & Zone Map



Exhibit 2: Traffic and Parking Plan

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Drop off and pick up will be one way along Tytus Lane and times will be staggered to reduce congestion in neighborhood.

There are two parking spaces on the driveway but will normally not be needed for the home occupation.

Business hours are Monday through Friday 8AM to 4PM

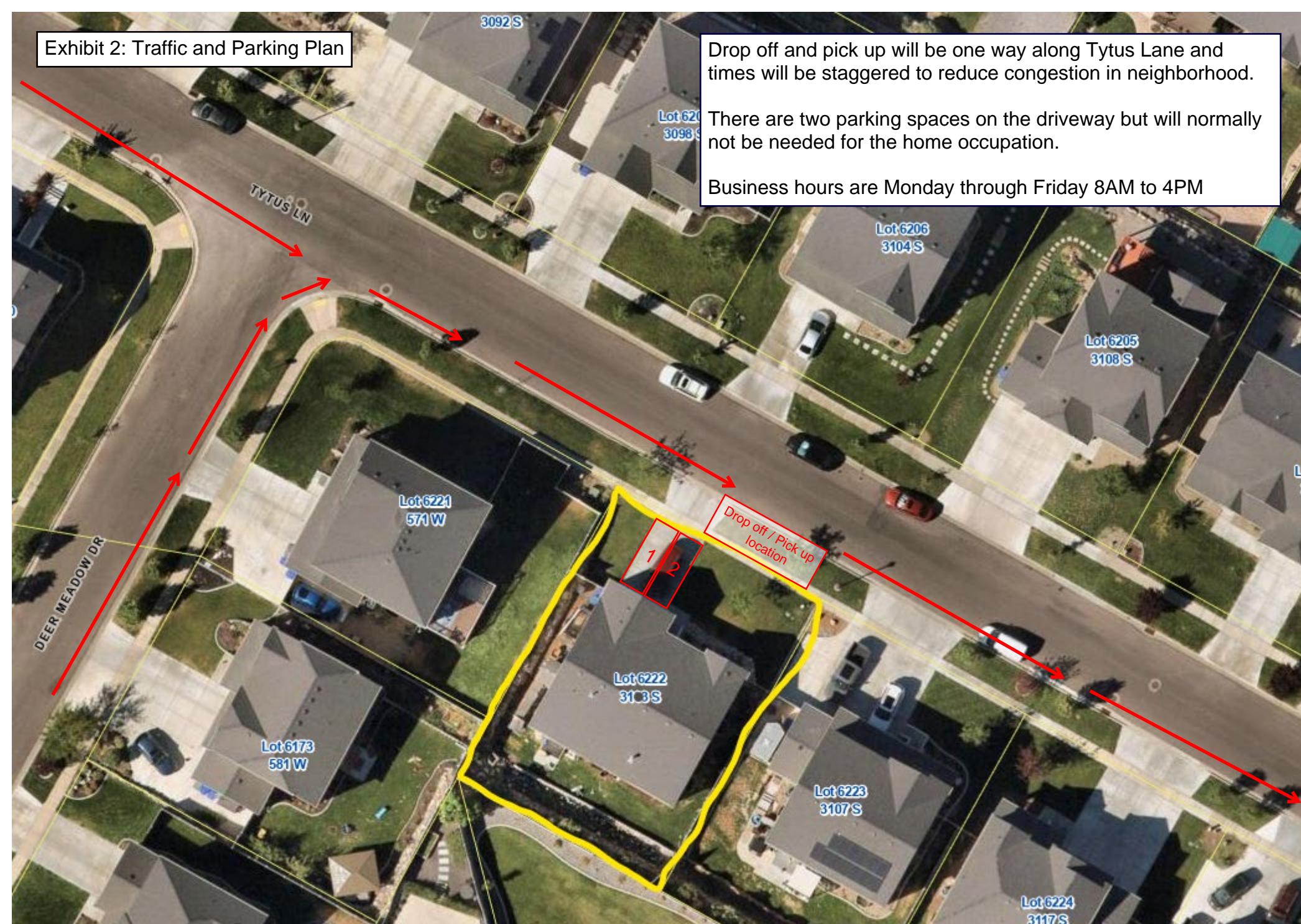
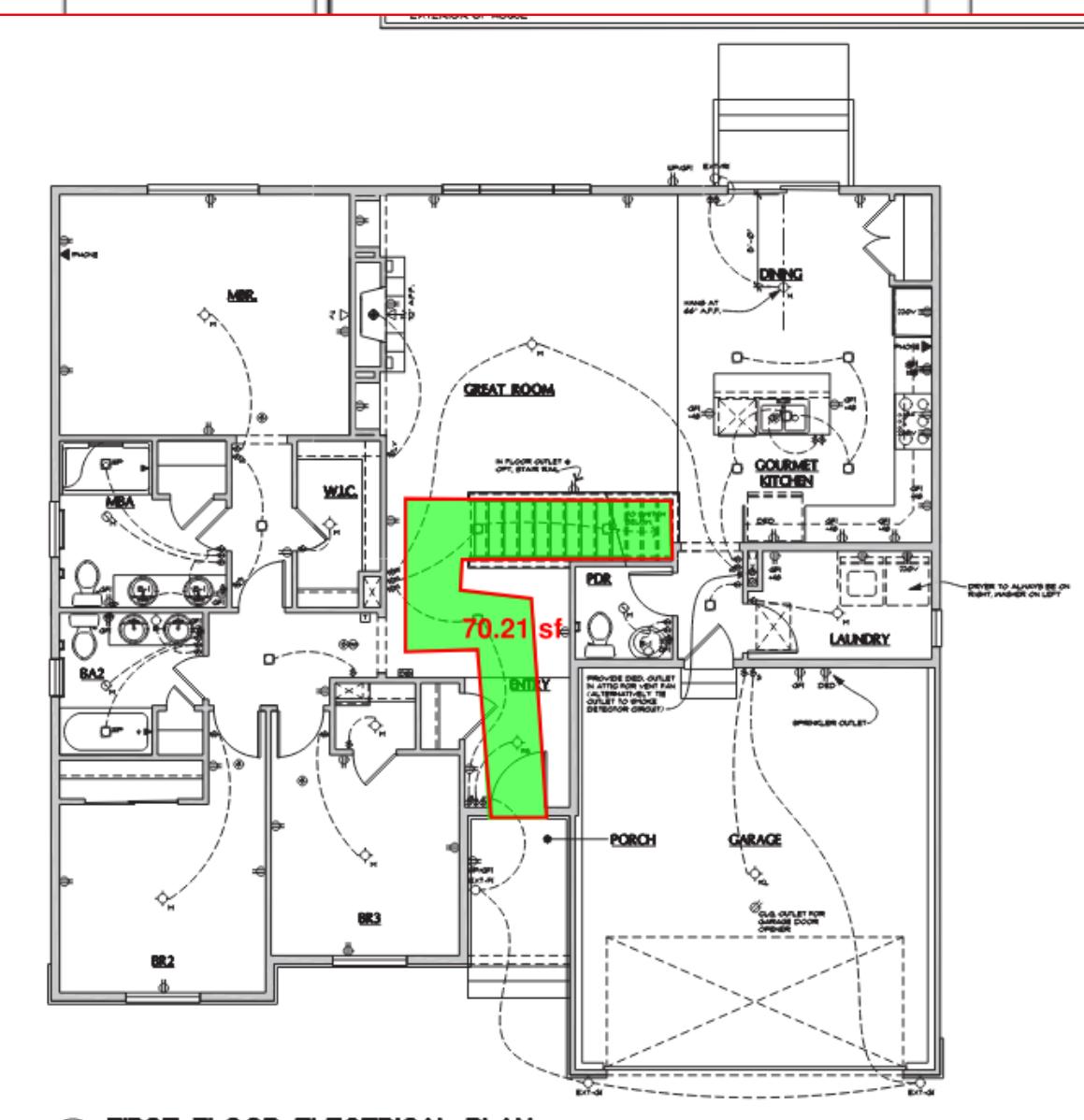
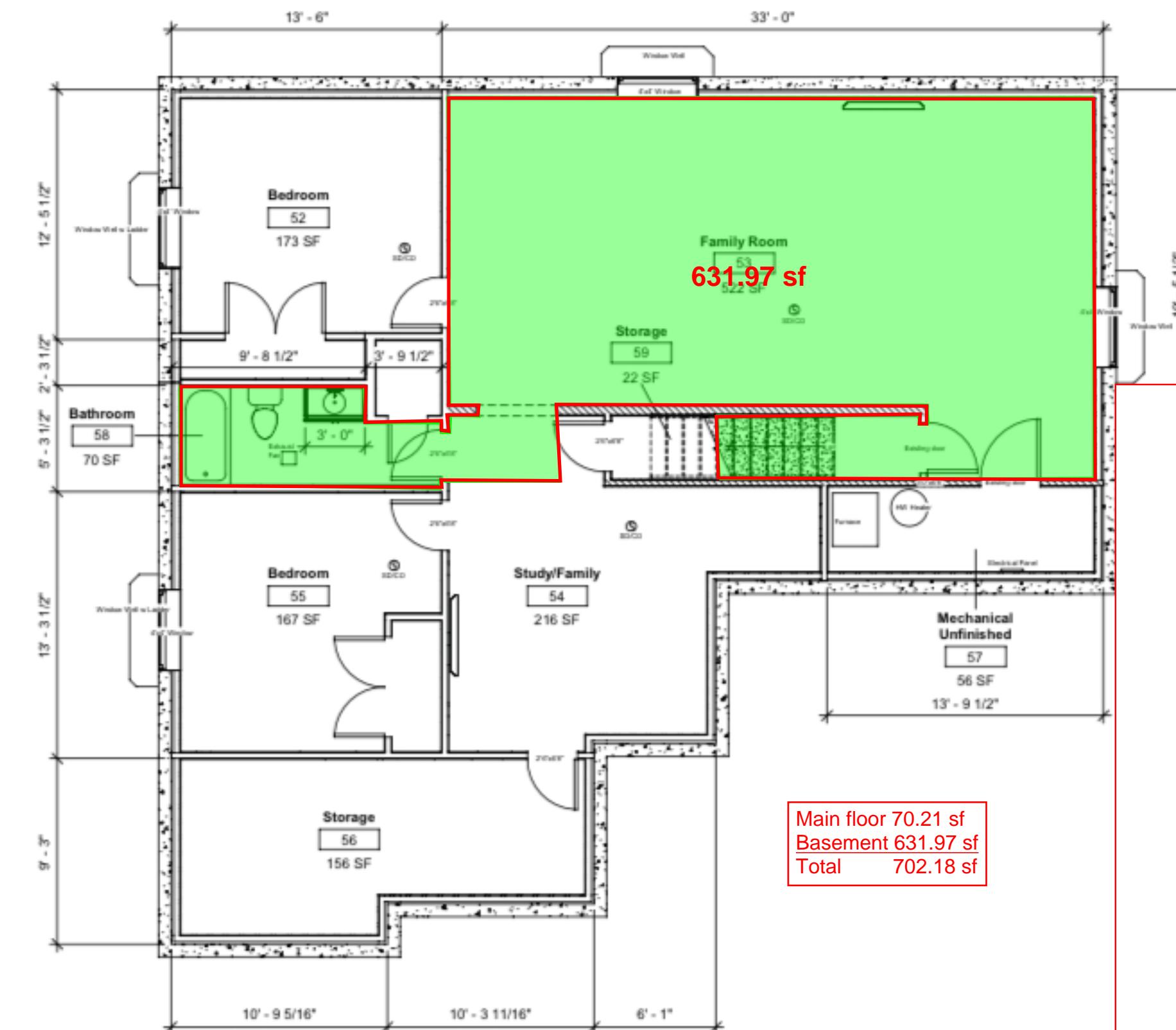


Exhibit 3: Floor Plan

05/18
CITY OF SARATOGA
BUILDING DEPARTMENT
REVIEWED FOR CODE COMPLIANCE

AUTODESK.





APPLICATION REVIEW CHECKLIST

Application Information

Date Received:	11/20/2024
Date of Review:	12/3/2024
Project Name:	The Preschool Place
Project Request / Type:	Home Occupation Class 3
Meeting Type:	Public Meeting
Applicant and Owner:	Katie Cleveland
Location:	3103 South Tytus Lane
Major Street Access:	Deer Meadow Drive and Village Parkway
Parcel Number(s) and size:	Parcel: 54:312:0222 / 0.16 acres
General Plan Designation:	Low Density Residential
Zone:	R1-10
Adjacent Zoning:	R1-10
Current Use:	Low Density Residential
Adjacent Uses:	Low Density Residential
Previous Meetings:	N/A
Land Use Authority:	Planning Commission
Type of Action:	Administrative
Future Routing:	N/A
Planner:	Kendal Black, Planner II

Section 19.13 – Application Submittal

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

Section 19.13.04 – Process

- DRC: N/A

Code Review

- 19.04, Land Use Zone
 - Zone: ? Complies. R1-10
 - Use: ? Complies. Low Density Residential

19.08 Home Occupation Performance Standards

Regulation	Compliance	Findings
Dwelling Type: Class 3 Home Occupations are only permitted in single family dwellings or an accessory building to such a dwelling.	Complies.	<i>Single family home</i>
Floor Area: No more than 40% of the finished sq. ft. may be used or occupied at any time.	Complies.	<i>Only 18% of home used</i>
Prohibited Uses: Restaurants or any uses that are only permitted in office warehouse or industrial zones are prohibited.	N/A.	
Building and Fire Codes: Home Occupations must comply with all applicable building and fire codes.	Complies.	<i>Separate Fire Inspection and Building review required</i>
Employees: Home Occupations may have no more than two on premise employees who are not members of the resident family or household.	Complies.	<i>No more than 2 employees</i>
Parking: Home Occupations must provide adequate off-street parking as required by Chapter 19.09. Vehicles used for the occupation cannot be parked on-site unless located in a garage or another solid structure to shield the vehicle from view or parked behind the front façade of the dwelling and behind a solid fence 6 feet in height. Corner street side yards shall not be used to park a home occupation trailer or non-passenger vehicle. Home Occupations cannot be located in required parking spaces.	Complies.	<i>2 parking spaces on driveway</i>
Outdoor Storage: Outdoor storage associated with Home Occupations shall be held to the same performance standards governing other outdoor storage on residential lots.	N/A.	
Outdoor Activity: Outdoor activity may occur for a Home Occupation so long as the activity takes place in a fenced area and does not create and unreasonable disturbance to neighboring properties.	N/A.	
Signs: A Home Occupation may display a sign not exceeding the size permitted for permanent signage in Section 19.18. The design and placement of the proposed sign must also be approved per Chapter 19.18. Signs that are electronic, electric, lighted, or back-lit are prohibited.	N/A.	<i>None proposed</i>
Preschool/Daycare Operating Hours: 6:00 AM – 10:00 PM	Complies.	<i>8:00 AM to 4:00 PM, Monday through Friday</i>
Exterior Appearance: No Home Occupation shall alter the exterior of the home to differ from the colors, materials, construction, or lighting of the home before it was used as a Home Occupation.	Complies.	<i>Maintains single family home look</i>
Retail Sales: Service related Home Occupation may conduct incidental retail sales provided that the sales do not increase traffic or violate any other performance standard.	N/A.	
Capacity: Class 3 Home Occupations shall not exceed ten patrons, customers, clients, deliveries, or students at any one time, and shall not exceed 40 patrons, customers, clients, deliveries, or students in one day.	Complies.	<i>10 students at a time with a maximum of 20 students per day proposed</i>
Traffic and Utilities Use: Class 3 Home Occupations shall provide parking and traffic plans to ensure traffic increases are minimal and appropriately mitigated. For example, a preschool may require parents to stagger pick-up and drop-off times to reduce the number of cars present at any one time.	Complies.	<i>See Parking and Traffic Plans</i>
Business License: A business license is required	Complies.	<i>Will be approved with this approval</i>



MINUTES – Planning Commission

Thursday, December 12, 2024

City of Saratoga Springs City Offices

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

PLANNING COMMISSION MEETING MINUTES

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

5 1. **Pledge of Allegiance** - led by Commissioner Scott A. Hill
2. **Roll Call** – A quorum was present

Present:

10 Commission Members: Scott A. Hill, Ken Kilgore, Virginia Rae Mann, Rachel Sprosty Burns, Doug Willden.
Staff: Sarah Carroll, Planning Director; Ken Young, Community Development Director; Rulon Hopkins, Assistant City Attorney; Kyle Kingsbury, Engineer; Wendy Wells, Deputy Recorder.
Others: Nicky Fike, City Recorder.

15 **Excused:** Chairman Reed Ryan, Commissioner Jack K. Mangum.

15 3. **Public Input** - Public input was opened by Vice Chair Ken Kilgore. Receiving no public comment, public input was closed by the Vice Chair.

PUBLIC HEARINGS

20 1. **General Plan Land Use Amendment – 19.96 acres located at Crossroads Boulevard and Pioneer Crossing, from Regional Commercial to Business Park. City Initiated.** Community Development Director Ken Young presented the item. The property is owned by Utah Valley Turf Farm LP/Doug Horne, and 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, and is in response to a request of the City Council to change the land use designation on this property to Business Park.

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

Commissioner Sprosty Burns received clarification that the height requirement for the Business Park zone is 75 feet, which is approximately 6 stories, and that the buildings in the Thrive Drive area are about 60 feet tall.

35 Community Development Director Ken Young explained that the area had always been looked at as a commercially developable area.

40 Commissioner Sprosty Burns didn't think the City should do things just because it had been planned historically. She was concerned the property is near residential to the north, with only a small local street in between. She felt it should be zoned Regional Commercial, or tabled until the Planning Commission could tour the area in person. Her main concern was the residential that was already there, and she was not comfortable putting tall business buildings so close to residential.

45 Commissioner Hill felt comfortable with the amendment. He mentioned that he thought this would enhance the plans for the area. He appreciated the presentation, and said he understood this was the direction City Council wanted to go, and felt it was consistent with what the City wanted.

Commissioner Mann related that she had seen a decline over the last decade in the desire for business parks and office buildings. She felt there were more people working remotely due to technology growth and

50 expansion, resulting in more empty office buildings. She thought there was a stronger demand for development and housing, and the area would be better used for that.

55 Planning Director Sarah Carroll agreed that currently there was not a huge demand for office space, but advised the City wanted to plan for the long-term, and guide for future growth. She explained the City was not even halfway to the growth limit, and had sought to ensure there would be land available for future needs. She further indicated there was a desire to provide local jobs when both the City and economy are ready.

60 Commissioner Sprosty Burns received clarification that the Regional Commercial area could not be moved to where the high-density area was because that zoning had already been approved.

65 Community Development Director Ken Young added that the type of uses currently along Pioneer Crossing are Business Park, and this amendment would follow that pattern.

70 Planning Director Sarah Carroll shared the Code with Commissioners and pointed out that when a Business Park is next to Residential, the setback has to be equal to the height of the building.

Motion made by Commissioner Hill 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. Seconded by Commissioner Willden.

Yes: Scott A. Hill, Ken Kilgore, Doug Willden.
No: Rachel Sprosty Burns, Virginia Rae Mann.
Absent: Reed Ryan, Jack K. Mangum.
Motion passed 3 - 2.

75 Commissioner Sprosty Burns had concerns about building heights in business park areas when they are adjacent to residential areas, and noted a lack of direct sunlight for several homes in Dalmore Meadows due to the tall buildings in the area. She did not feel this was a good spot for Business Park zoning.

80 Commissioner Mann did not think this was the best place for Business Park zoning. She felt the need for office space would decrease in the future, and technology would increase creating more remote jobs.

85 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. Community Development Director Ken Young presented the item. 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.

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

95 Commissioner Hill supported the amendment as a best practice and appreciated the City being thorough.

Commissioner Willden received clarification that the verbiage “may require” under section 19.12. is borrowed language from the State so the City can require certain things if there are specific situations that permit it.

99 Commissioner Kilgore wondered if a qualifying phrase could be added to make the language better, and not sound so arbitrary.

100 Community Development Director Ken Young reviewed the actual language, and read through it; Commissioners agreed it had been worded pretty well, and they no longer had concerns with the language.

Motion made by Commissioner Sprosty Burns, based upon the evidence and explanations received today, to forward a positive recommendation to the City Council for the proposed amendment to Title 19, with the findings and conditions in the Staff Report. Seconded by Commissioner Mann.

Yes: Scott A. Hill, Ken Kilgore, Virginia Rae Mann, Rachel Sprosty Burns, Doug Willden.
No: None.

Absent: Reed Ryan, Jack K. Mangum.

Motion passed 5 - 0.

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3. **Gateway Overlay Design Standards Code Amendment – Amending 19.04.14 of the Development Code. City-Wide. City-Initiated.** Senior Planner Austin Roy presented the item. 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, which addresses prohibited uses, signage, landscaping, and parking. This proposed amendment changes the landscaping requirements, encourages an entrance feature, and requires streetscape elements.

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

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Commissioner Hill appreciated the added clarity in the Gateway Overlay zones. He felt good about the elements and standards for the area.

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Commissioner Kilgore asked if there had been any comments from property owners in the Gateway area about these amendments. He wanted to know if the amenities would be public or private.

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Senior Planner Austin Roy noted the City had been working on the Code as the Steel Ridge Plaza was being developed; They were receptive to implementing the design ideas, and felt the ideas would make their business more successful. He also clarified that amenities and streetscape items would be maintained by property owners, and advised on a few public and private amenities:

- Outdoor seating in a restaurant - would be for private use in the restaurant.
- City Signs - would have an easement to put City signs on a property.
- City Benches - would be more for public use such as benches along a public sidewalk.

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Motion made by Commissioner Sprosty Burns 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. Seconded by Commissioner Hill.

Yes: Scott A. Hill, Ken Kilgore, Virginia Rae Mann, Rachel Sprosty Burns, Doug Willden.

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No: None.

Absent: Reed Ryan, Jack K. Mangum.

Motion passed 5-0.

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4. **Standard Plat Template - Recommendation for an amendment to the City Standard Technical Specifications and Drawings to include the Standard Plat Template. City-Initiated.** Engineer Kyle Kingsbury presented the item. The Engineering and Planning Departments are proposing 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 and Planning Departments 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; Remove inconsistencies; Reflect new "best practices" in the engineering and planning fields; and 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.

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

No questions or comments were made.

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Motion made by Commissioner Willden to forward a positive recommendation to the City Council regarding adoption of the proposed revisions to the City's Standard Technical Specifications and Drawings. Seconded by Commissioner Mann.

Yes: Scott A. Hill, Ken Kilgore, Virginia Rae Mann, Rachel Sprosty Burns, Doug Willden.

No: None.

Absent: Reed Ryan, Jack K. Mangum.

BUSINESS ITEMS

1. Approval of the 2025 Planning Commission Annual Meeting Schedule.

Motion made by Commissioner Hill to approve the 2025 Planning Commission Annual Meeting Schedule. Seconded by Commissioner Willden.

Yes: Scott A. Hill, Ken Kilgore, Virginia Rae Mann, Rachel Sprosty Burns, Doug Willden.
No: None.

Absent: Reed Ryan, Jack K. Mangum.

Motion passed 5 - 0.

2. Approval of Minutes: November 25, 2024.

Motion made by Commissioner Sprosty Burns to approve the minutes of November 25, 2024.
Seconded by Commissioner Willden.

Yes: Scott A. Hill, Ken Kilgore, Virginia Rae Mann, Rachel Sprosty Burns, Doug Willden.
No: None.

Absent: Reed Ryan, Jack K. Mangum.

Motion passed 5 - 0.

REPORTS

1. **Commission Comments.**

Commissioners Willden and Hill expressed appreciation for Commissioner Kilgore's helpful and insightful mentorship and guidance. They applauded his 10 years of service to the City, and his attention to detail with the Planning Commission packets.

Commissioner Kilgore shared that he had seen many changes over the past 10 years. He appreciated the professionalism of Staff, great City leadership, and terrific Planning Commissioners. He felt optimistic and positive about the future of the City, and enjoyed his time volunteering with the Planning Commission.

2. **Director's Report.** – Planning Director Sarah Carroll advised of recent City Council actions, including the appointment of 2 new Planning Commissioners, and the reappointment of Scott A. Hill. She reminded Commissioners to complete their training, and to always use City email. She thanked Commissioner Kilgore for the fantastic job he had done, and for the 10 years he had worked with Planning Commission.

CLOSED SESSION

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

ADJOURNMENT

Meeting Adjourned Without Objection at 7:04 p.m. by Vice Chair Ken Kilgore.

Date of Approval

Planning Commission Chair

Deputy City Recorder