



# MINUTES – Planning Commission

Thursday, January 9, 2025

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 Commissioner Sprosty Burns.

1. **Pledge of Allegiance** - led by Commissioner Scott A. Hill.
2. **Oath of Office for New Planning Commissioners Charlie Carn and Colton Miles; and Reappointment of Planning Commissioner Scott A. Hill.** New Planning Commissioners and reappointed Planning Commissioner were all sworn in by Deputy City Recorder Wendy Wells.
3. **Roll Call** – A quorum was present

**Present:**

Commission Members: Rachel Sprosty Burns, Charlie Carn, Scott A. Hill, Jack K. Mangum, Virginia Rae Mann, Colton Miles, Doug Willden.

Staff: Sarah Carroll, Planning Director; Ken Young, Community Development Director; Rulon Hopkins, Assistant City Attorney; Wendy Wells, Deputy Recorder; Nicolette Fike, City Recorder.

Others: Chuck Hale.

4. **Election for Vacancy of Planning Commission Chair and Vice Chair.**  
Commissioner Rachel Sprosty Burns was elected as Chair and Commissioner Doug Willden as Vice Chair.
5. **Public Input** - Public input was opened by Chair Sprosty Burns. Receiving no public comment, the public hearing was closed by the Chair.

## PUBLIC HEARINGS

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 presented the item. 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. The 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.

**Public Hearing Open** by Chair Sprosty Burns. Receiving no public comment, the public hearing was closed by the Chair.

Applicant Chuck Hale of Saratoga Springs was in attendance to answer questions. He explained that he had worked with Staff to follow the application process. He mentioned the difficulty of finding affordable housing, particularly for young people just starting their careers, and wanted to help the community by providing another housing option.

Commissioner Mann commended the applicant for following the process and agreed that the current housing situation presented some difficulties. She made note of the traffic volume regarding the intersection of Mountain View Corridor and 400 North that currently exceeded the City's acceptable level of service. She felt that since the applicant's daughter had previously lived there, and the IADU would only add 1-2 more residents, the extra traffic concern would be negated.

Commissioner Hill thanked the applicant, and said he had reviewed the Staff Report and application and thought everything was in compliance. He noted that many residents who had rentals had not registered with the City, so he was very appreciative that Mr. Hale had taken the time and effort to do things correctly.

**Motion made by Commissioner Willden 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 and Conditions in the Staff Report. Seconded by Commissioner Hill.**

**Yes: Rachel Sprosty Burns, Charlie Carn, Scott A. Hill, Jack K. Mangum, Virginia Rae Mann, Colton Miles, Doug Willden.**

**No: None.**

**Absent: None.**

**Motion passed 7 - 0.**

## BUSINESS ITEMS

1. **The Preschool Place Class 3 Home Occupation, located at 3103 South Tytus Lane. Katie Cleveland as applicant.** Planner II Sam Stout presented the item. The applicant is requesting approval to operate a preschool in the basement of a single-family home. 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.

Commissioner Hill thanked City planners for the application and hard work. He felt that it met code, but had a concern about the pick-up and drop-off areas, and wondered if there was adequate space and staging for that. He asked if someone would address those concerns.

Planner II Sam Stout advised that the applicant could address the questions best, but was not in attendance. He explained that a few things that might help were:

- Drop-off and Pick-up were planned for one specific direction.
- Times would be staggered to reduce congestion.
- There may be parking available in the driveway.

Commissioner Willden observed that the home next door to the Preschool on the corner had a long side yard which would allow plenty of space for cars to pull up to. He indicated that while he did not know the applicant, he does live near this location and felt there was not a significant traffic concern. He also indicated it would be a good idea for times to be staggered to help with safety.

Commissioner Mann shared that she loved small businesses and was very supportive, but wanted to make sure there was a condition that the times were staggered to help with traffic.

Chair Sprosty Burns wanted to be sure the applicant reminded parents to slow down and take extra precautions when they picked up their children since there would be other children outside waiting to be picked up as well.

Commissioner Carn noted that the applicant had plans to stagger the times, but wondered if the City had any recourse if the applicant did not follow through with that.

Planning Director Sarah Carroll responded that if that happened, then the City would get complaints and it would be addressed through Code Enforcement if the applicant did not meet their conditions of approval.

Commissioner Miles felt it was a good opportunity for local business with minimal impact and thought it would be good for the City.

**Motion made by Commissioner Mangum 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. Seconded by Commissioner Mann.**

Yes: Rachel Sprosty Burns, Charlie Carn, Scott A. Hill, Jack K. Mangum, Virginia Rae Mann, Colton Miles, Doug Willden.

No: None.

Absent: None.

Motion passed 7 - 0.

2. **Approval of Minutes: December 12, 2024.**

Motion made by Commissioner Hill to approve the minutes of December 12, 2024. Seconded by Commissioner Willden.

Yes: Rachel Sprosty Burns, Charlie Carn, Scott A. Hill, Jack K. Mangum, Virginia Rae Mann, Colton Miles, Doug Willden.

No: None.

Absent: None.

Motion passed 7 - 0.

**REPORTS**

1. **Commission Comments.** - Commissioners Willden and Sprosty Burns both welcomed the new Planning Commissioners.
2. **Director's Report.** - Planning Director Sarah Carroll advised of upcoming agenda items and recent City Council actions. She reminded Commissioners that the next Planning Commission meeting would be held on January 23<sup>rd</sup>. She also touched upon the importance of responding to the calendar invite, and communicating any absences to Staff.

**CLOSED SESSION**

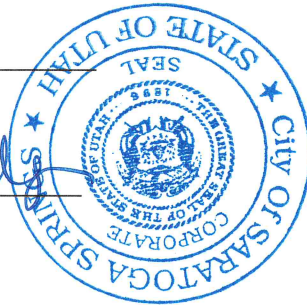
Possible motion to enter into closed session – No closed session was held.

**ADJOURNMENT**

Meeting Adjourned Without Objection at 6:38 p.m. by Chair Rachel Sprosty Burns.

01/23/2025  
Date of Approval

  
Deputy City Recorder



  
Planning Commission Chair