



## AGENDA – Planning Commission Meeting

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

### CITY OF SARATOGA SPRINGS

Thursday, August 14, 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. Roll Call
3. Public Input: *Time for Public Input is limited to no more than 15 minutes total. This time has been set aside for the public to express ideas, concerns, and comments for subject matter not listed as public hearing on the agenda.*

### 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 19.02 – Definitions, Chapter 19.04 – Establishment of Land Use Zones and Official Map, and Chapter 19.13 – Development Review Process. Citywide. City-Initiated. Senior Planner David Jellen.

### 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 Minutes: July 31, 2025.

### 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](http://www.saratogasprings-ut.gov) Questions and comments to Staff and/or Commissioners may be submitted to [comments@saratogasprings-ut.gov](mailto:comments@saratogasprings-ut.gov) Meetings are streamed live at <https://www.youtube.com/c/CityofSaratogaSprings>

PLEASE NOTE: The order of items may be subject to change with the order of the 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.



## Planning Commission Staff Report

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### Code Amendments

Amending Sections 19.02, 19.04, and 19.13

August 14, 2025

### Public Meeting

Report Date:	August 7, 2025
Applicant:	City Initiated
Previous Meetings:	N/A
Type of Action:	Legislative
Land Use Authority:	City Council
Planner:	David Jellen, Senior Planner

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#### A. Executive Summary:

In conjunction with recent State Legislation, the proposed code amendments to Chapters 19.02 - Definitions, 19.04 – Establishment of Land Use Zones and Official Map, and 19.13 – Development Review Process, establish application processes for new business uses to either be classified under an existing use definition or propose land use standards as a new or unlisted business use.

#### Recommendation:

**Staff recommends that the Planning Commission conduct a public meeting on the proposed code amendments, 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:

There were changes made in the Legislature on March 26, 2025, that requires cities to update their codes to meet SB 179 (State Code 10-9a-507.5). The updates to State Code impose new processes that businesses may use to either classify as an existing defined use or apply as a new or undefined use.

#### C. Specific Request:

The proposed code amendment to Chapter 19.02 of City Code creates new definitions for “Classification Requests” and “New or Unlisted Business Uses”. In conjunction with the new definitions, the proposed amendments to Chapters 19.04 and 19.13 outline the process by which a new business may make a classification request to come into the City as a previously defined use. The proposed amendments also outline the process by which a new business may

apply as a “new or unlisted business use” within the City, and outlines the appeal process if the application is denied.

**D. Process:**

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.** This is a staff-initiated proposal. The application will be reviewed by the Planning Commission and receive a recommendation prior to review by 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 this Title.  
***Complies.** Please see Sections F and G 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 19.13 for a public hearing.  
***Complies.** Please see Section E of this report.*

**E. Community Review:**

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.

**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.”

**Land Use Goal**

Future development in Saratoga Springs reflects the community's preferred vision.

**Staff conclusion: Consistent.** *The proposed amendments will bring City Code into compliance with State Code.*

**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 and will allow for clarifications related to land uses.*
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 improve clarity in the code and contribute to 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.*

- 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 meeting, 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 code amendments to Chapters 19.02, 19.04, and 19.13, 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 other conditions or changes as articulated by the Planning Commission:
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##### **Option 2 – Continuance**

“I move to **continue** the proposed code amendments to Chapters 19.02, 19.04, and 19.13, 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 – Negative Recommendation**

“I move that Planning Commission forward a recommendation for denial of the requested code amendments to Chapters 19.02, 19.04, and 19.13, 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. \_\_\_\_\_.

**I. Exhibits:**

1. Proposed Code Amendments

**19.02. Definitions.**

XXX. "Classification Request" means a "Classification Request" as defined in Utah Code § 10-9a-507.5.

XXX. "New or Unlisted Business Use" means a "New or Unlisted Business Use" as defined in Utah Code § 10-9a-507.5.

**Chapter 19.04. Establishment of Land Use Zones and Official Map.**

**19.04.03. Application of Land Use Zone Regulations.**

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2. In each land use zone, no uses shall be allowed unless listed as a permitted use in this Title. If a use is not listed as a permitted use in the applicable zone, it is not permitted and is strictly prohibited.

a. If the use table does not show a specific business use, an applicant may submit a New or Unlisted Business Use application, along with all supporting documents, to propose adding the use to the Permitted Uses table. The New or Unlisted Business Use application shall follow the process outlined in Section 19.13.11 of the City Code.

**Chapter 19.13. Development Review Processes.**

**Sections:**

- 19.13.01. Purpose.**
- 19.13.02. General Considerations.**
- 19.13.03. Application Forms.**
- 19.13.04. Specific Development Processes and Submittal Requirements.**
- 19.13.05. Concept Plan Process.**
- 19.13.06. Change of Use Permits.**
- 19.13.07. Development Agreements.**
- 19.13.08. Improvements Required.**
- 19.13.09. Master Development Agreements.**
- 19.13.10. Underground Installation of Electrical or Communication Facilities.**
- 19.13.11. New or Unlisted Business Use Process**

**19.13.04. Specific Development Processes and Submittal Requirements.**

1. This Section of the Chapter identifies the development processes for each of the major types of developments within the City of Saratoga Springs. The following table is a non-exhaustive summary of these processes, and specifies who acts as the land use authority for each:

**19.13.04. Specific Development Processes and Submittal Requirements.**

1. This Section of the Chapter identifies the development processes for each of the major types of developments within the City of Saratoga Springs. The following table is a non-exhaustive summary of these processes, and specifies who acts as the land use authority for each:

Process and Land Use Authority	Planning Director Approval	Planning Commission Public Hearing	Planning Commission Recommendation	Planning Commission Approval	City Council Public Hearing	City Council Approval
Minor Subdivision	X					
<u>New or Unlisted Business Use/Classification Request</u>		<u>X</u>	<u>X</u>			<u>X</u>
Permanent Signs	X					

**4. Notice of Public Hearings.**

- a. Notice for items requiring a public hearing shall comply with the requirements of this Section and Utah Code Chapters 10-9a and 52-4.
- b. The developer shall incur the entire cost of providing the required notice.
- c. Additional notice shall be provided as follows:
- d. For ordinances, zoning map amendments (rezones), New or Unlisted Business Uses, and general plan amendments only, mailed to each affected entity; and
  - i. for community plan adoptions and major amendments, master development agreement adoptions, zoning map amendments (rezones), and village plan adoptions and major amendments only, mailed to:
  - ii. each property owner whose land is directly affected by the proposal that is the subject of the public hearing; and
  - iii. each property owner of each parcel or lot within 300 feet of the property that is the subject of the public hearing.

**19.13.11 New or Unlisted Business Use Process.**

1. **General.** This section outlines the process to add a New or Unlisted Business Use as a one-time permitted use allowed by Title 19. An applicant may submit a Classification Request or a New or Unlisted Business Use Application as outlined below.
2. **Classification Request.** An applicant under this section may submit a New or Unlisted Business Use application with the request to classify a proposed business use under the definition of an existing business use as a one-time classification. The applicant shall follow the approved City application format and submit the following information as part of a classification request:
  - a. A complete application, applicant certification, and paid application fee.
  - b. A description of the proposed business use, including the type of work that will be performed, the number of employees that will be employed by the



business, comparisons to other similar businesses, and any other information that may be relevant to the classification request.

3. The City Council shall be the Land Use Authority for any Classification Request and shall use the information provided by the applicant, in conjunction with the land use definitions outlined in Chapter 19.02 of City Code, to determine whether the proposed business use may be classified on a one-time basis as an existing land use.

a. Should the City Council determine that the Classification Request use aligns with an existing land use, the proposed business use shall follow the current process as outlined in the City Code.

b. Should the City Council determine that the Classification Request does not align with an existing land use, the proposed business use shall follow the application process outlined in Section 19.13.11.4 below.

4. **New or Unlisted Business Use Application Requirements.** Applications for New or Unlisted Business Uses shall follow the approved City application format and include the following information in order to be considered complete:

a. A complete application, applicant certification, and paid application fee;

b. A description of the proposed business use, including the type of work that will be performed, the number of employees that will be employed by the business, hours of operation, comparisons to other similar businesses, and any other information that may be relevant to the New or Unlisted Business Use;

c. A definition of the proposed use;

d. A parking study performed by a Traffic Engineer that includes a proposed parking ratio for the proposed business use and justification for the parking ratio;

i. Unless otherwise determined by the Land Use Authority using the criteria outlined in Section 19.09.05(7), no new business use shall provide parking less than 4 parking stalls per 1,000 square feet to allow for adequate parking for future change of uses.

e. A table outlining the zoning districts where the proposed business use will be permitted.

5. The City Council shall be the Land Use Authority for any New or Unlisted Business Use Application. The New or Unlisted Business Use application shall be reviewed by the City Council following the application being deemed complete. The City Council may only grant the New or Unlisted Business Use as a one-time exception to permitted uses in Title 19. The City Council shall use the information provided by the applicant, in conjunction with the following criteria to determine whether the proposed parking ratio and zoning districts are appropriate for the proposed business use:

a. The clarity of the definition provided for the proposed use;

b. The definition does not conflict with existing land use definitions;

c. The intensity and compatibility of the proposed use in relation to other permitted uses within the proposed zoning districts;

d. Projected times of operation and use;

- e. Trip generation;
- f. Peak demands;
- g. Projected number of customers and patrons; and,
- h. Projected number of employees.

6. **Appeal Process.** If the City Council denies an application for a proposed new or unlisted business use, or if an applicant disagrees with the City Council's classification of the proposed use, the Legislative Body shall notify the applicant in writing of each reason for the classification or denial, and offer the applicant an opportunity to challenge the classification or denial through the appeal process with the Hearing Examiner, as outlined in Chapter 19.03 of City Code.



# MINUTES – Planning Commission

Thursday, July 31, 2025

City of Saratoga Springs City Offices

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

## PLANNING COMMISSION MEETING MINUTES

**CALL TO ORDER - 6:04 p.m.** by Chair Rachel Sprosty Burns.

- 5 1. **Pledge of Allegiance** - led by Commissioner Jack K. Mangum.
2. **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.

Staff: Sarah Carroll, Planning Director; Conrad Hafen, Attorney; Austin Roy, Senior Planner; Wendy Wells, Deputy Recorder.

Others: Rachel Stein, Emma Wilson.

**Excused:** Doug Willden.

- 15 3. **Public Input** - Public input was opened by Chair Rachel Sprosty Burns. Receiving no public comment, the Public Hearing was closed by the Chair.

### **PUBLIC HEARINGS**

- 20 1. **Amendments to Title 19 Land Development Code of the City of Saratoga Springs, Architectural Standards Code Amendment for sections 19.02 - Definitions; and 19.16 - Site and Architectural Design Standards. City-wide City Initiated. Senior Planner Austin Roy presented the item.** The amendments add additional rendering, connectivity standards, buffering, building articulation, building material, and master planned community standards and requirements. The City has worked with VCBO architecture to draft the amendments and to create new language and renderings to be used as part of the proposed code amendment.

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

Rachel Stein, of VCBO, was in attendance to give a presentation and answer questions. She showed examples of articulation, materials, colors, and standard percentages of architectural elements that would be recommended.

Commissioner Carn received clarification that a false façade could be allowed.

Commissioner Mangum wondered if the cost of construction would be increased, and if it might make it more difficult for people to start businesses due to increased costs.

Planning Director Sarah Carroll responded that was something to consider, and costs would be dependent upon materials chosen.

Rachel Stein explained that there would be options and flexibility for other materials to be presented to the Land Use Authority for consideration.

Commissioner Carn asked if there was a definition for “contrast in colors”.

Rachel Stein explained that it was a tone difference and would be up to the Land Use Authority to determine if the colors were contrasting.

Commissioner Carn received clarification on the following:

- Grand entrance elements shown in the renderings were the bare minimum, while the pictures shown to City Council were higher caliber.
- Less windows would be required on the second floor due to functionality and necessity.
- Windows had been required on the rear of the building in case it fronted a public right of way, or was visible to another development, but the standard could be looked at on a case-by-case basis.

Commissioner Mangum was concerned about the costs increasing and wanted to know what the current standard was, and why the pop outs were required.

Planning Director Sarah Carroll advised that costs could increase. She clarified that the goal was to improve the aesthetics on large buildings, and to achieve the same level of standard for larger buildings that is already on smaller buildings. She reviewed some of the current architectural code with Commissioners.

Senior Planner Austin Roy explained the City did not want to put an impediment to businesses, but City Council and Staff wanted to clarify the original intent of the architectural code.

Commissioner Mann referred to 19.06.07.5.a items i and ii in the Staff Report regarding downspouts and rain gutters, and suggested there was a reasonable way to create curb appeal with those. She said that using contrasting downspouts and rain gutters could create interest, curb appeal and provide a very modern look. She wondered why more expensive things were being required when she thought the same goal could be achieved with a much simpler solution. She felt the verbiage in sections i and ii should be removed.

Commissioner Miles received clarification that the proposed amendment would apply to Office Warehouse buildings, and not restaurants or franchises known for specific color schemes.

Commissioner Hill appreciated the good discussion, and liked that an architectural firm had been consulted. He thanked Staff, and felt the amendment would help create quality products in the City.

Commissioner Carn received clarification about the various zones in the City and where they were located. He asked if there were any concerns with possible increased costs due to additional architectural standards.

Planning Director Sarah Carroll advised the amendments had been requested by City Council. She noted that City Staff had worked to achieve a good middle ground in terms of expense, and that there wasn't a lot of land for Office Warehouse in Saratoga Springs.

Commissioners Hill and Sprosty Burns received clarification that parking would not need to be adjusted.

**Motion made by Commissioner Hill, based upon the evidence and explanations received today, to forward a positive recommendation to City Council for the proposed amendment to Title 19, with the Findings and Conditions in the Staff Report, adding the proposed revision to new language that the exterior downspouts be allowed to be different materials and more visible; more specifically removing 19.16.07.5.a.i and ii; and to reference comments given by Commissioner Mann this evening. Seconded by Commissioner Carn.**

**Commissioner Carn made a motion to amend the original motion to be sure it was specific to removing new changes of 19.16.07.5.a.i and ii. Seconded by Commissioner Mann.**

**Yes: Rachel Sprosty Burns, Charlie Carn, Scott A. Hill, Virginia Rae Mann, Colton Miles.**

**No: Jack K. Mangum.**

**Absent: Doug Willden.**

**Motion passed 5 - 1.**

Commissioner Mangum noted his vote was because he felt he never saw a building he thought was too plain, and as a business owner he would like to build a less expensive product and would like more information to how the changes affect the overall cost of a building.

## BUSINESS ITEMS

1. Approval of Minutes: July 10, 2025.

110 Motion made by Commissioner Carn to approve the minutes of July 10, 2025. Seconded by  
Commissioner Miles.  
Yes: Rachel Sprosty Burns, Charlie Carn, Scott A. Hill, Jack K. Mangum, Virginia Rae Mann, Colton  
Miles.  
115 No: None.  
Absent: Doug Willden.  
Motion passed 6 - 0.

#### REPORTS

- 120 1. **Commission Comments.** No comments were given.
2. **Director's Report.** – Planning Director Sarah Carroll advised of upcoming agenda items and recent City Council actions. She reminded Commissioners that the next meeting will be August 14<sup>th</sup>.

125 **CLOSED SESSION**

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

#### ADJOURNMENT

130 Meeting Adjourned Without Objection at 6:49 p.m. by Chair Rachel Sprosty Burns.

\_\_\_\_\_  
Date of Approval

\_\_\_\_\_  
Planning Commission Chair

135  
\_\_\_\_\_  
Deputy City Recorder