



AGENDA – City Council Meeting

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

CITY OF SARATOGA SPRINGS

Tuesday, September 2, 2025 @ 6:00 pm

City of Saratoga Springs Council Chambers

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

POLICY MEETING

CALL TO ORDER

1. Roll Call.
2. Moment of Reflection.
3. Pledge of Allegiance.
4. Presentation: Officer Brad Durr – Promotion to Corporal.
5. Public Input. – *Time for Public Input is limited to no more than 15 minutes total. This time has been set aside for the public to express ideas, concerns, and comments for subject matter not listed as public hearing on the agenda.*

REPORTS

1. Mayor.
2. City Council.
3. Administration.
4. Department Reports: Public Works/Engineering, Community Development, Finance.

CONSENT ITEMS

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

1. Updates to City Code, Title 11 – Public Property and Buildings. Ordinance 25-60 (09-02-25).
2. Approval of Minutes: August 19, 2025 & August 26, 2025.

PUBLIC HEARINGS

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

1. Budget Amendment for Fiscal Year 2025-2026. Resolution R25-44 (09-02-25).

BUSINESS ITEMS

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

1. Change Order for Drinking Water Booster #8, Condie Construction Co. Resolution R25-45 (09-02-25).
2. Amendments to Title 19 Land Development Code of the City of Saratoga Springs, chapter 19.02, 19.04, and 19.13 for New or Unlisted Business Uses Codes. City Initiated. Ordinance 25-61 (09-02-25).
3. Consolidate Fee Schedule update for New or unlisted Business Uses and Boundary Adjustments. City initiated. Ordinance 25-62 (09-02-25).

4. Right-of-Way Dedication Plat approval for Pony Express Connector, located approximately Pony Express Parkway north of the Bridge. City of Saratoga Springs as applicant.

CLOSED SESSION

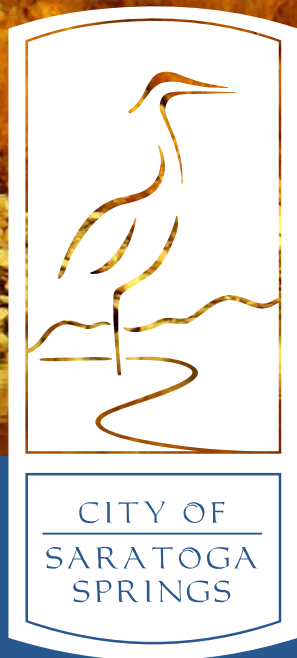
Possible motion to enter into closed session for the purchase, exchange, or lease of property; pending or reasonably imminent litigation; the character, professional competence, or the physical or mental health of an individual; or the deployment of security personnel, devices, or systems.

ADJOURNMENT

Supporting materials are available for inspection on the City Website, www.saratogasprings-ut.gov. Questions and comments to Staff and/or Council 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 Mayor. One or more council members may participate by electronic telecommunication means such as phone, internet, etc. so that they may participate in and be counted as present for all meeting purposes, including the determination that a quorum is present.

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



Public Works - Engineering FY25-26 Q1 Update



Water Division

Fixed Network Meter Read System

- Fixed network mitigation of no reads- Ongoing
- 19 Collectors in Service
- 26235 Endpoints/Meters

Recent Accomplishments

- Completed DW Well 4 liquid chlorination system installation.
- New 4" PI POC at Hawks Detention Basin.
- Restored depth and width to portions of the Welby-Jacob Canal, improved adjacent road areas, and reduced vegetation.
- Commissioned Booster 4 (both DW and PI).
- Built a new access road to the Pond 20 check valve vault.
- Restored flow lines/sediment removed in canals.
- Established inventory for DW / PI system parts and equipment; ongoing. Implemented valve exercising program
- Mitigated fixed network, WOs/SOs, ongoing.
- Inspected/repaired fire hydrants (ongoing).
- Maintained PRVs, RPZs, and crossovers (ongoing).

Ongoing & Upcoming Projects

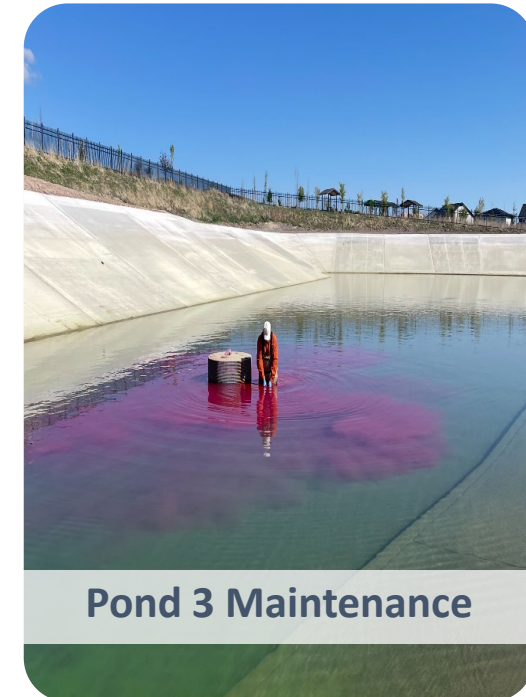
- Pond 1 concrete lining to be completed by April 15, 2026. Replacing the cross-over at Farmside Drive to support the PI System.
- Install repeaters for the fixed network to improve radio frequency communication.
- Replace PRVs at Booster 5N.
- Complete lean-to shed siding repairs.
- Organize Shop, move storage items to new climate-controlled shipping container.
- SCADA /AVEVA patches and network improvements (ongoing).
- Cybersecurity review and planning (ongoing).
- Finish DW Seismic Retrofit project (Sept.).
- Install new PI POCs (ongoing).
- Restore/replace upper portion of overflow pipe at DW Tank 6.

City Works (June- August)

- **Work Orders – 1,418 (excludes hydrant inspections)**
- **Service Requests – 2,944**
- **Blue Stake Requests – 2,629**
- **Keeping up with New Meter Installs – 496 New Meter Install WOs**
- **Keeping up with Total Endpoints Replaced/Installed**



Crossover Maintenance



Pond 3 Maintenance



Sewer Division

Recent Sewer Projects

- Completed Sewer Lining Project, including 2 LS wet wells, 5 transition MHs, and 21 sewer MHs.
- Installed new access ladders at LS-1 and LS-2, wet wells, and grinder vaults.
- Reviewed potential problem sewer locations per acoustic sewer pipe inspections (6" to 12" dia.); addressed issues.
- Sewer lift station and manhole inspections completed; ongoing.
- Two new vacuum-jetting trucks ordered.

Sewer Goals in the next few months

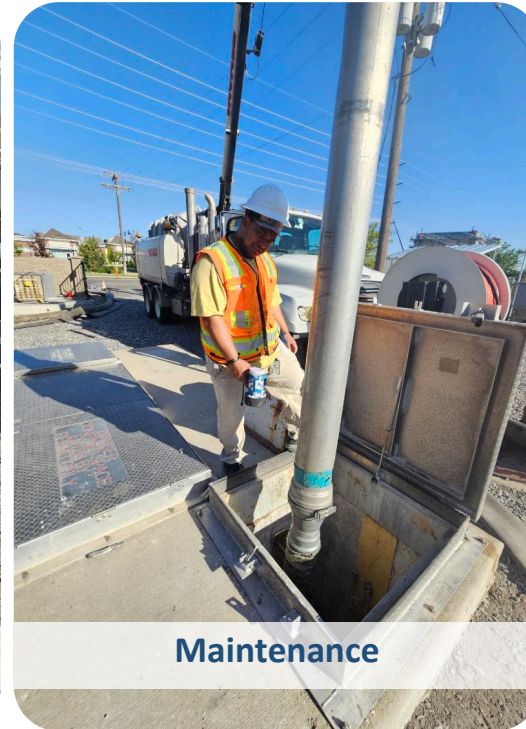
- Install new grinder and install standby pump as one pump is serviced; at LS 2.
- Service and/or replace grinder at LS 1.
- Need to procure a back-up pump for LS 3, and complete service.
- Replace 15" sewer line section with new manhole on North Shore Dr. (from Pilot St. to Pony Express) to address settlement.
- Continue to review and address sewer pipe sags in Northshore/LS-9 area.
- Receive storage shed at LS-2 and set up.
- Complete and issue Risk and Resiliency Assessment and Emergency Response Plan (RRA/ERP) with HAL.
- Complete restoration of damaged locations (landscaping and concrete) by heavy vehicles throughout City.
- Develop and implement a management plan for Oil-Water Separators (OWSs)

City Works (June-August)

- **Work Orders – 665**
- **Service Requests – 5**



Bypass Operations



Maintenance



Maintenance



Electrical Division

Recent Accomplishments

- Lift station 2, vacuum primer pumps rewired for improved functionality.
- Lift station 1 control wiring in the wet well was replaced during the lining project. Tank 7, radio repeater, microwave, and mast added; telemetry moved to the east side of the tank. Solar replaced.
- Shop SCADA radio antenna mast- section added to get above new developments.
- Made changes to cemetery conduits, acquiring bids on electrical.
- Worked on fiber (City-wide); added boxes and conduit to Marina and Booster 8, and other changes were made.
- Well 4 chlorination equipment added, building wired, and A/C added.
- Sunrise Well (PI Well 2) reinstalled.
- Booster 5N radio and antenna replaced.
- Demolished electrical service in Harvest Hills for an abandoned sprinkler clock.
- Replaced Lift 2 A/C unit after failure.
- Rehabilitated PW septic controls/pumps

Upcoming Goals

- Adding a compressed air station for tires on the west side of the Shop.
- Installing A/C and heat to two shipping containers (Water and Sewer).
- Install new LED heads and administer the painting of old poles ongoing.
- Install GIS new fiber infrastructure (ongoing).
- Jacob's Ranch PI Well 5 AC relocate (to Booster 2) and replace.
- Jacob's Ranch PI Well 5 AC add telemetry for voltage and amperage.
- DW Well 2 new VFD cabinet, waiting on parts.
- LS-1 and LS-2 heaters and ventilation improvements.
- SCADA development/improvements ongoing, including adding pertinent flow data points from lift stations.
- Install power to storage shed at LS 2.
- Waiting for RMP to provide utility power for Tank 4 and Pond 4.
- PI Wells 1 and 3, and DW Booster 5N, rehabilitating soft starts; and DW Well 2 to include new VFD and cabinets.
- Temporary transformer at new City Hall to be moved to RC Park/ped. crossing.

City Works (June- August) **Work Orders – 87** **Service Requests – 8**



Replaced A/C at LS-2



Parks Division

Recent Accomplishments

- Completion of Civic Events
 - Splash
 - Monday Fundays
 - Marina beach party
 - Employee BBQ
- Cemetery construction – substantial completion
- Pelican Bay Frontage
- Grandview Islands Low Water Use
- WT controller installs – Low water Use



Maintenance

Upcoming Projects

- Winterize irrigation system
- Field Repairs at Patriot Park
- Field repairs at Neptune Park
- Install auto drain pads and collection systems
- Christmas tree replacement
- September annual tree planting
- First inurnment and internments



Cemetery

City Works (June - August)

Work Orders – 308

Service Requests –17

Work Hours—11,412 hours



Parks Division August 2025





Streets Division

Recent Projects

- School Zones / Safe walking routes Re-striped and painted
- Various Concrete projects completed
- Concrete collars repaired before Pavement treatments 62 Collars
- Concrete sidewalk grinding, City-wide Trip Hazard removal
- Asphalt Patching repairs City-Wide; Pothole and shoulder maintenance (ongoing)
- Completion of striping/signage Exhibits (South Marina) (Patriot Park)
- City-Wide Sweeper Program completed
- PW Shop and Yard improvements (Grading) for concrete wall
- Multiple Sign exhibit installs from engineering (School zone) & Residential

Ongoing & Upcoming Projects

- CDL Class A Training PW Departments
- Continue sidewalk Trip Hazard Inspection and Remedy (City-wide)
- Concrete Sidewalk replacement maintenance
- Asphalt Maintenance
- Concrete/ signage/ Striping project (School Safe Walking Route Schooner Dr.)
- Pony Express (City Hall) Wetland Cut-off ditch
- Crack Seal / Mastic Seal Parking Lots & Facilities
- October: Prepare for snow removal season
- Parks/ Streets Sidewalk replacement Project upcoming

City Works (June - August)

- **Work Orders – 461**
- **Service Requests - 241**



Striping



Debris removal



Stormwater Division

Recent Stormwater Projects & Accomplishments

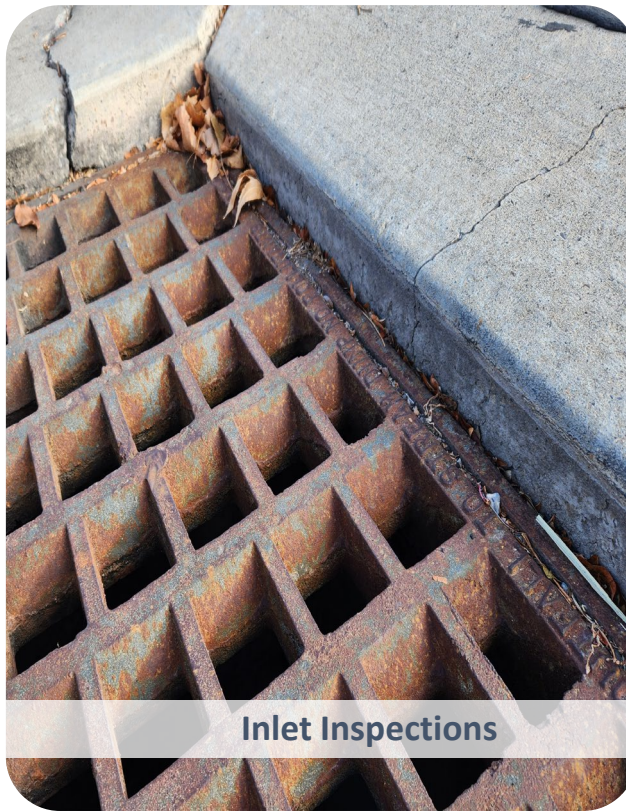
- Construction site inspection per new permit law requirements (78 total active sites; 3 future sites coming online)
- 95% current on High Priority City Facility Site Inspections.
- Storm drain system inspections and work orders citywide.
- Utah County Stormwater Coalition; coordinated on new logo/poster development.

Stormwater Goals in the next few months

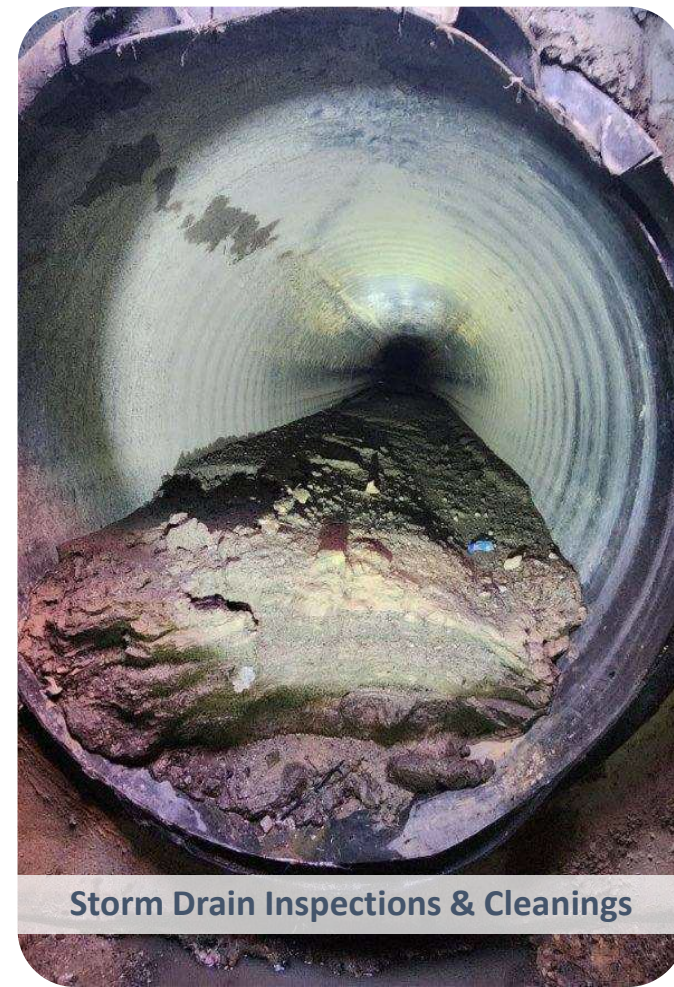
- Coordinate with Building Dept and GIS to update Cityworks workflow and common plan inspections.
- Finish up city-owned facility inspections (coordination with other depts.)
- Re-commence full-time Stormwater audit program upon hire of coordinator.
- Implementation of another new Stormwater bill, SB 220 (lays out a fine structure).
- Coordinating with Legal Dept. on ordinance modification relative to new bills as needed.

City Works (June - August)

- **Work Orders – 81**
- **Service Requests – 4**



Inlet Inspections



Storm Drain Inspections & Cleanings



Capital Projects & Public Improvements Division

Active Projects

- City Hall Building
- Drinking Water Booster 8- Power easement, surge tank
- Well 5 Electrical Upgrades- November power switch over
- Lakeshore Trail- Amanda Ln & Hotpot (UDOT)
- Pond 1 & 3 Concrete Liners
- MVC (800 West) Widening- Sidewalk, traffic signal, guard rail
- South Fire Station Landscape- in design, complete by Labor Day

Recently Completed

- UDOT Redwood Rd. Pedestrian Underpass
- South Marina Harbor Parking Lot & Beach (on hold-seasonal)
- Wildflower City Cemetery
- Redwood Westside Trail connection – 400 N to Pioneer Xing

City Works (June - August)

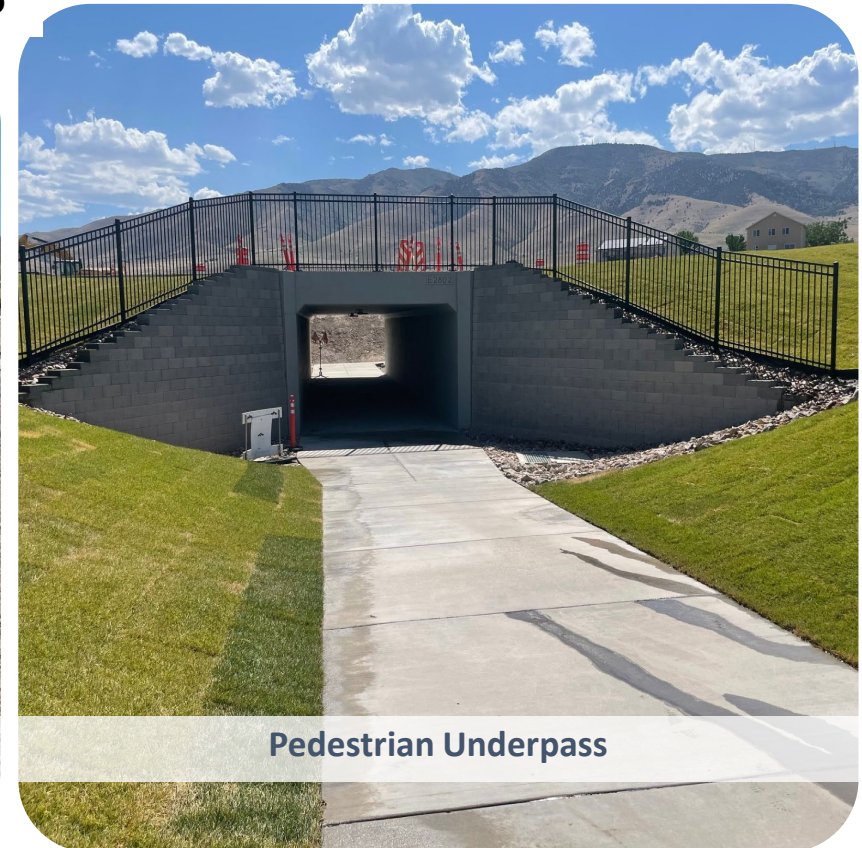
- **Encroachment permits – 78**
- **Driveway Approach permits - 6**



Cemetery

Quarterly Goals

- **Training new improvements inspector**



Pedestrian Underpass



Fleet Division

Recently Completed Fleet Projects

- **Weekly Inspections**
All Public Works employees are required to conduct a weekly MP Web inspection of their assigned vehicle. Supervisors will receive periodic reports to ensure any deficiencies are promptly addressed. Vehicles or equipment that fail safety-related inspections must be marked and followed up with a detailed email to Fleet. Non-safety-related failures will be added to the repairs needed list and prioritized for scheduling. Weekly reporting to supervisors has contributed to improved compliance with passenger vehicle inspections.
- **Maintenance Programs**
 - Tire Inspections
 - Vehicle Inspections
 - Fueling Procedures
 - Oil Changes
 - Driver Responsibility

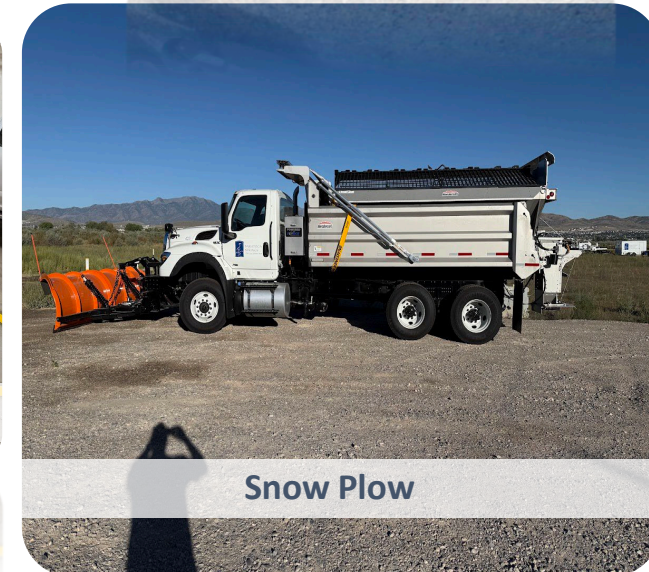
Fleet Vehicle & Equipment Acquisitions

- A new CAT backhoe for the Cemetery
- Two new CAT skid steers
- A new Ford Ranger
- A new 10-wheel plow
- Two new Ford F-550s
(one with a mechanical body, one with a dump body)



Quarterly Goals

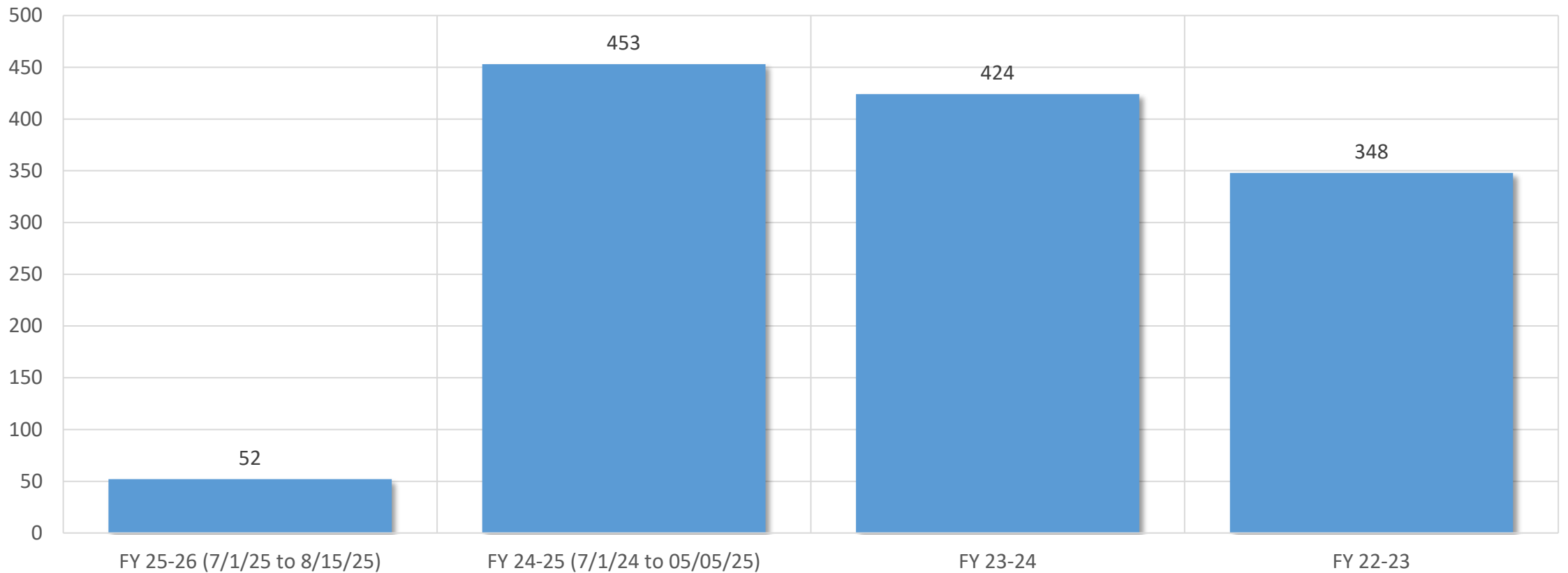
- Improve weekly vehicle inspections and daily CDL pre-trip inspections
- Complete all vehicle repairs within 2 weeks of discovery.
- Minimize vehicle idling, reinforce safe backing, and reinforce safe parking practices





Engineering Department

Workload (Reviews of Concept, Prelim, Final, Prelim/Final, Site, & Permits)



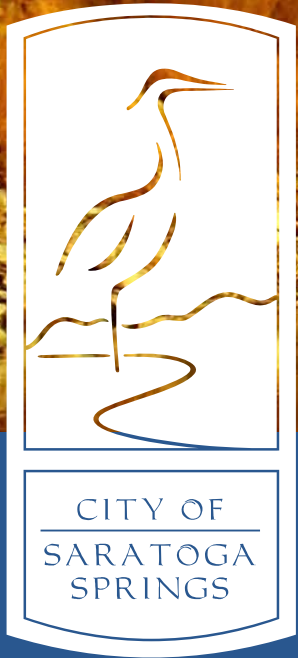


Engineering Department

FY 25-26 Performance Measures

Measure	7/1/24 to 08/15/25 FY 25-26 Actual/Target	7/1/24 to 05/05/25 FY 24-25 Actual/Target	FY 23-24 Actual/Target	FY 22-23 Actual/Target	FY 21-22 Actual/Target
Reviews completed on time	73%/90%	63%/90%	72%/90%	54%/90% <small>(exceeds target by avg 1.5 calendar days)</small>	50%/90% <small>(exceeds target by avg. 2.9 calendar days)</small>
Average Review Time <small>(calendar days)</small>	12.1/14	14.8/14	13.3/14	15.5/14	16.9/14
# of Applications	51	239	221	215	244
# of Reviews	52	453	424	348	515
Employees with PE License	100%/75%	100%/75%	80%/75%	80%/75%	80%/75%
# Traffic Studies Completed	7/20	9/10	21/10	14/10	20/10

New System Implemented with increased accuracy of tracking Review Completion Dates

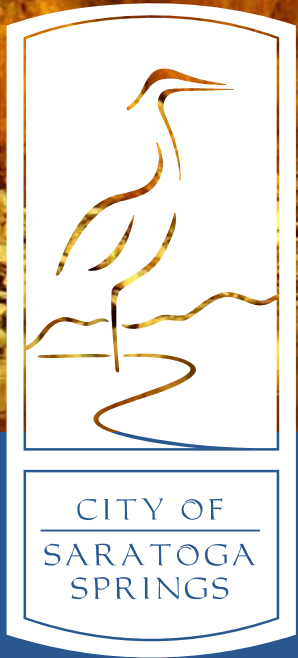


Community Development Department
City Council Quarterly Update
September 2, 2025



Department Highlights

- **Building Permits:**
 - March – July 2025 permit numbers exceeded 200 permits per month. The first time since April 2022.
- **Planning Applications:**
 - Three Canyons master planned development
 - New update to the District Area Plan (DAP)
 - New ASD High School 710 concept plan
 - Trails Master Plan update
- **Personnel:**
 - Hired 2 new Building Inspectors Bridger Terry and Ben Afuvai; Alan Scherbel reclassified to Plans Examiner

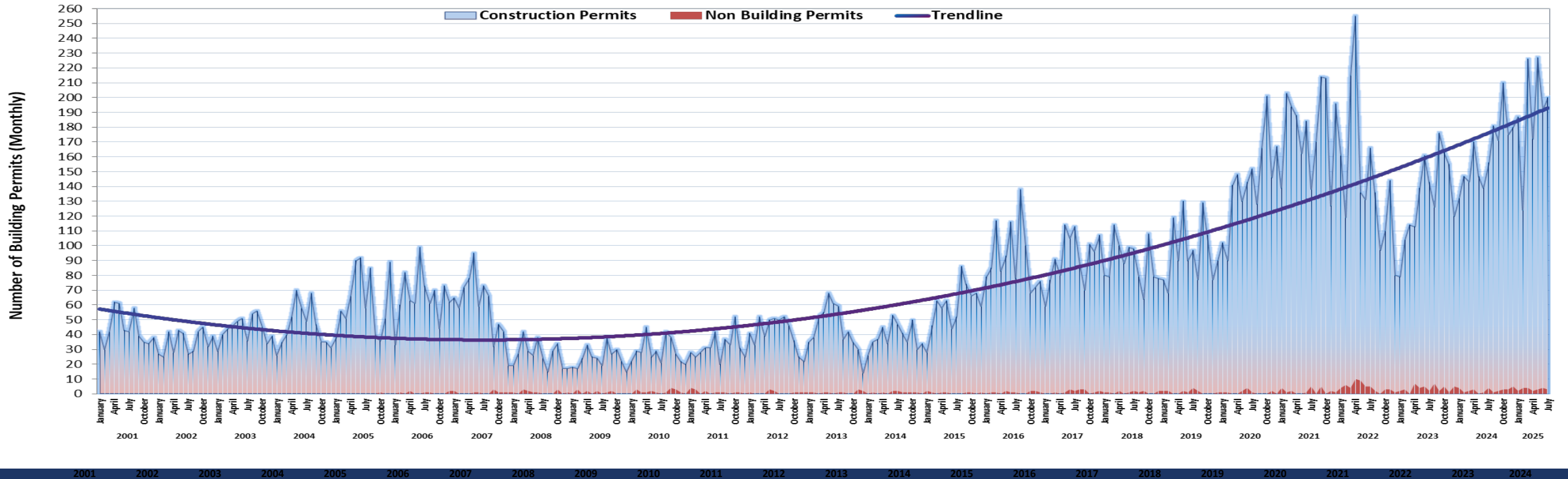


Building Division



Monthly Building Permits 2001-2025

Monthly Permits 2001 - 2025





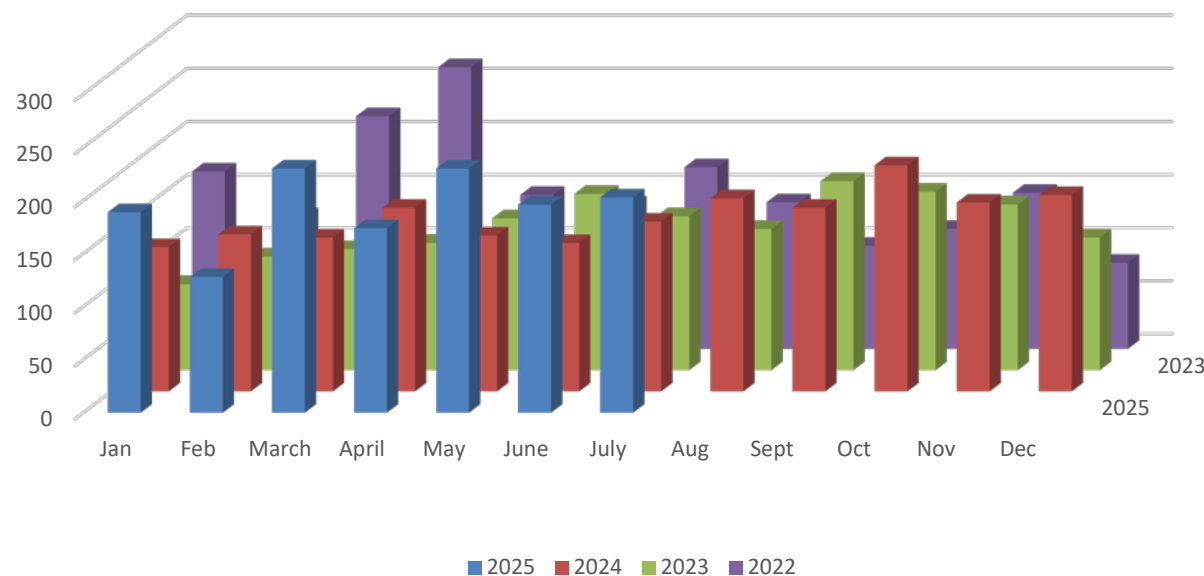
Building Division

Permits Issued 2022-2025

Total Building Permit Numbers 2025

- So far in 2025 we are averaging 192.86 permits per month, with several months in excess of 200.
- We have seen large permit activity from several builders, specifically in the Brixton Park , Viviano, Wildflower, and Mt. Saratoga and Wander communities, and expect more as additional plats are recorded and come online.
- In March (230), May(230), and July(203) of 2025, permit numbers exceeded 200 permits per month. The first time since April 2022 (265)
- We are continuing to see a large number of applications for all types of building permits.

Building Permits 2021-2024

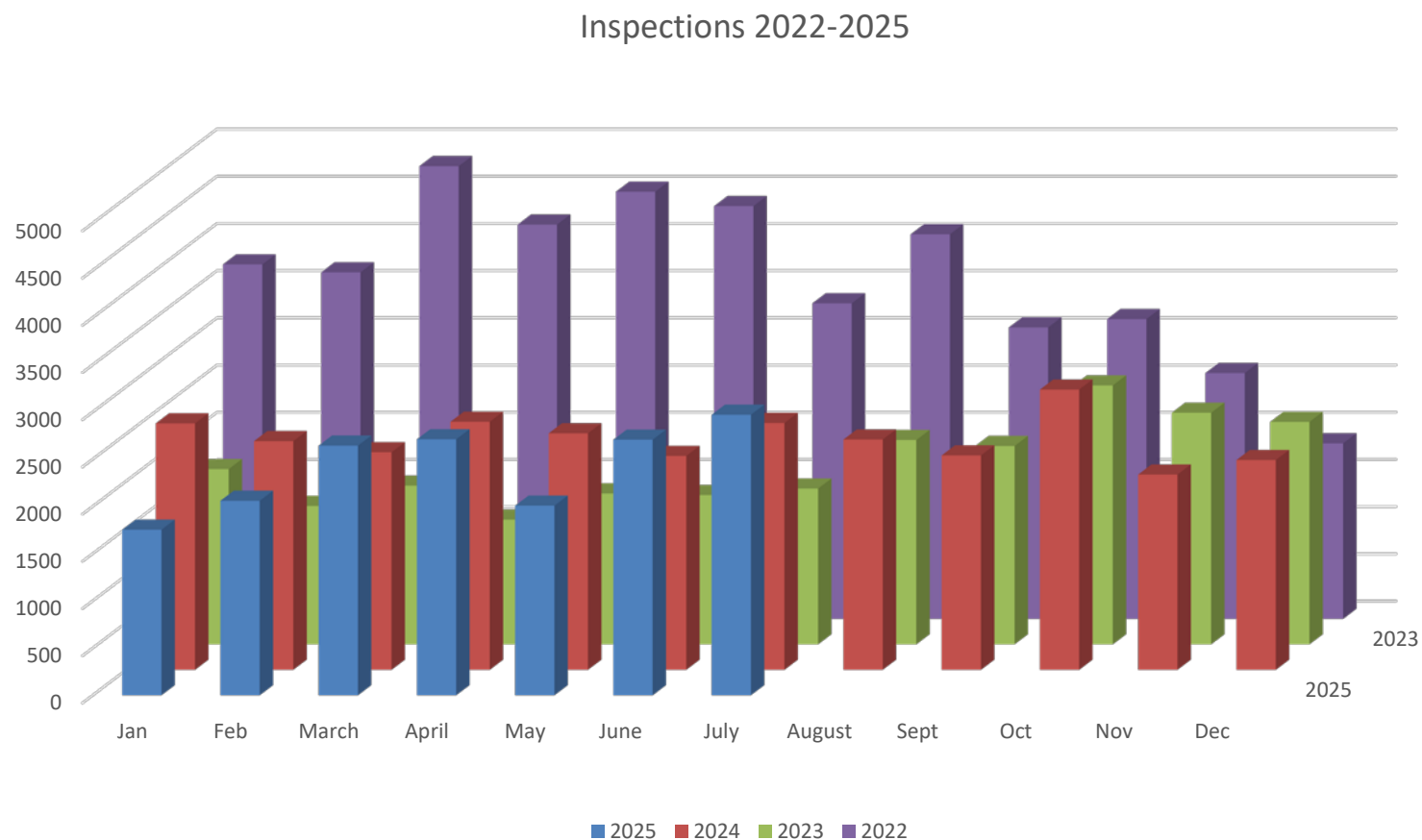




Building Division

Inspections Per Month 2022-2025

- The International Code Council recommends that an inspector be assigned between 10-15 inspection per 10 hr. work day in order to maintain a high level of inspection quality.
- In June/July of 2025 our inspectors are averaging 22.5 inspections per day.
- The building division continues to face staffing challenges. We have currently staffed two vacancies with junior inspectors (Bridger Terry, Ben Afuvai) working towards additional certifications.
- We also reclassified a Building Inspector III (Alan Scherbel) to Plans Examiner to maintain building permit plan reviews turnarounds.



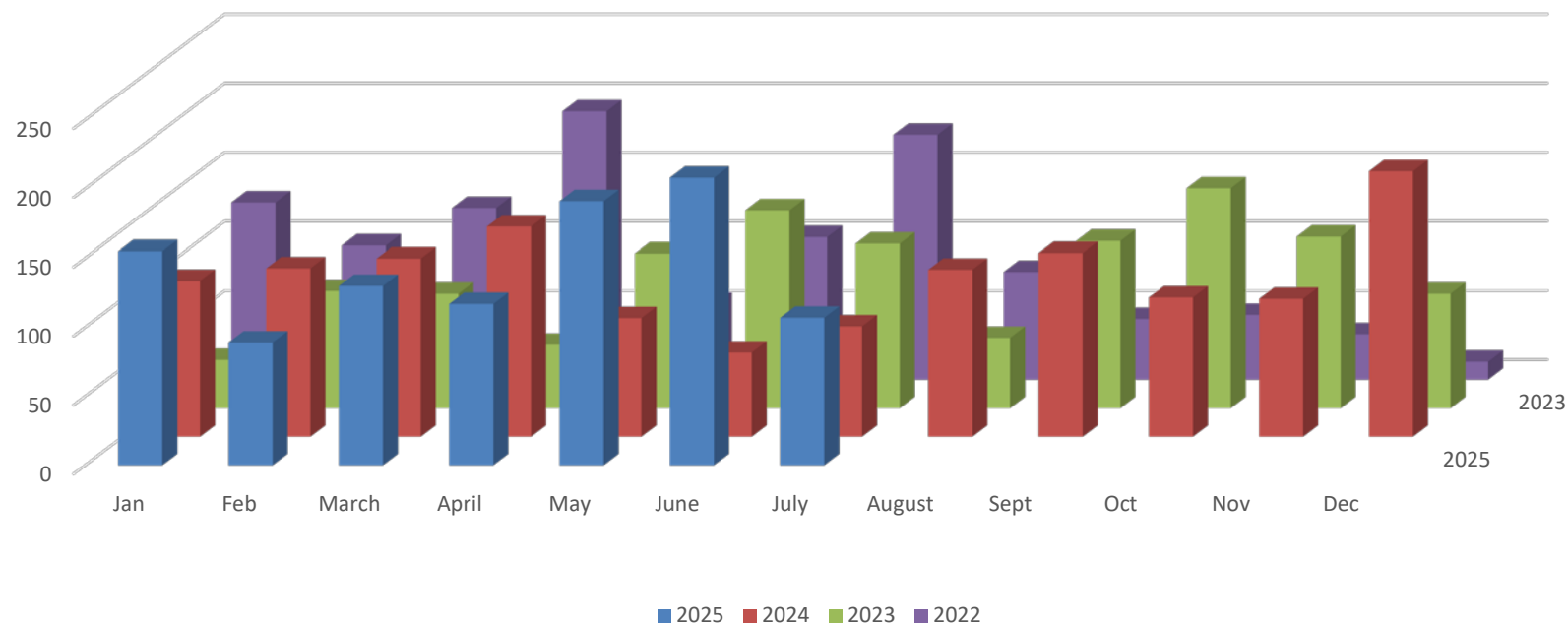


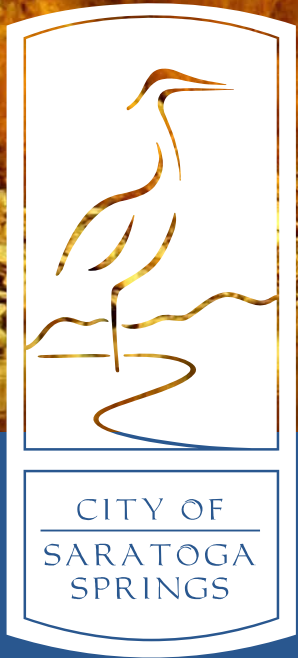
Building Division

Residential Units Issued 2021-2025

RESIDENTIAL UNITS IN Q2 2025 show a large spike similar to covid times. Q3 has had a cooler start, we attribute this to the large permitted throughout Q2, or is an indicator that seasonality is returning to the construction sector.

Residential Units 2021-2025





Planning Division



Planning Division

2025 3rd Quarter Highlights (5/26/25-8/22/25)

Code Amendments:

Approved:

- Tandem Parking, 6/3/25
- Signage, 6/17/25
- Small Cell Wireless, 7/1/25
- Architectural Standards, 8/19/25
- Grading Buffers, 8/19/25
- Outdoor Seating, 8/19/25

Drafts in Progress:

- Gateway Overlay Parking
- Schools Overlay
- Bicycle Parking
- Landscaping Updates
- Various others

Non-Residential/Commercial:

Approved:

- Precision Medical prelim/site
- Sierra Estates assisted living
- The Break Site Plan Amend
- Kiddie Academy Site Plan
- Saratoga Town Center Lot 306

Under Review:

- SCI Funeral Home Concept
- In N Out Burgers Concept
- High School Concept
- Westport Business Park Lot 5 Concept
- Redwood Medical Concept
- SS Commercial Plat G Concept
- The Hub Lot 5 Site Plan

Other Topics:

Moderate Income Housing Report Submitted, 7/22/25

Under Review:

Trails Master Plan Update - Internal





Planning Division

2025 3rd Quarter Highlights (5/26/25-8/22/25)

Community and Village Plans:

Approved:

- Saratoga 7 Grand Sierra Way Church CP/VP
- Wander amendments: VP3 2nd, CP 4th, VP2 2nd
- Wildflower VP9
- Wildflower VP5 Architecture

Under Review:

- Three Canyons
- Beacon Pointe 8

Annexations:

Under Review:

- Three Canyons (coming soon)
- North Lake Meadows 2

Rezoning, General Plan Amendments:

Under Review:

- HS site
- Stout Development
- North Lake Meadows 2
- Hidden Landing 2
- Harbor Springs

Recorded Plats:

- Saratoga Cemetery
- Wildflower various plats
- Wander various plats
- Holiday Oil Ring Road
- Saratoga 7 Grand Sierra Way Church

Residential:

Approved:

- Laguna Shores Poolhouse
- Wildflower Lake and Dog Park prelim/final
- Wildflower V4 Clubhouse site plan
- Mt Saratoga Plats
- Wildflower Plats
- Wander Plats

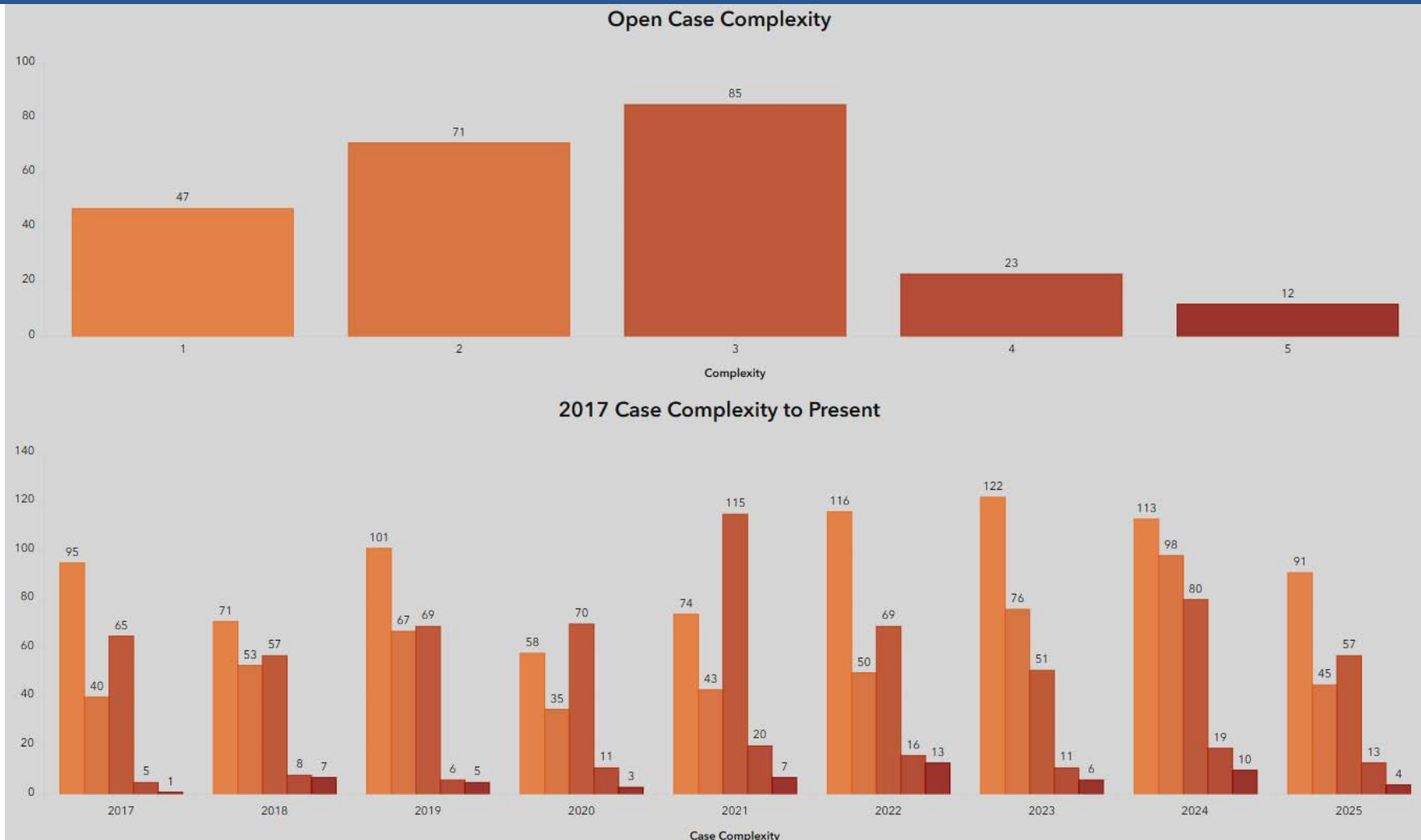
Under Review:

- Various plats within Mt Saratoga, Wander, Wildflower
- Jacob's Ranch T



Planning Division - Open Case Complexities

238 Open Cases





Code Compliance

2025 3rd Quarter Highlights (5/26/25-8/22/25)

Quarterly case information:

Opened:

- 129

Closed:

- 128

Code compliance building finals:

- 47

2025 YTD case information:

Opened:

- 183

Closed:

- 214

Code compliance building finals:

- 141

Currently still open:

- 81

Most Common Code cases:

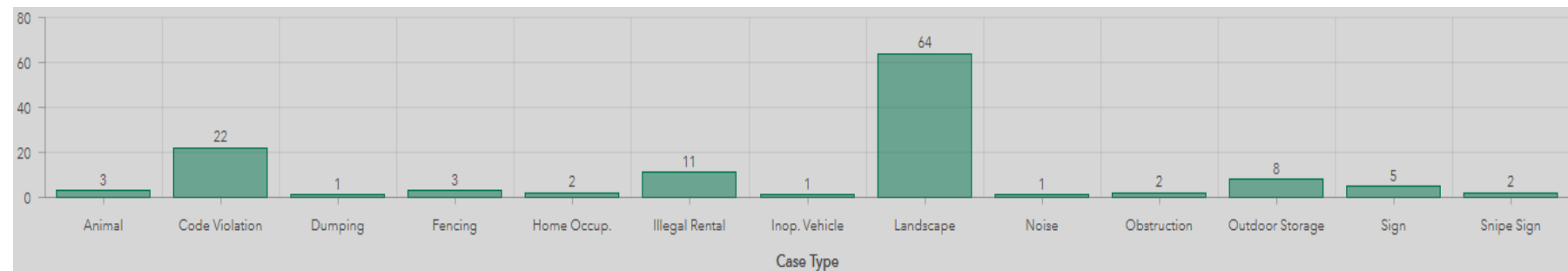
- Weeds
- Incomplete or missing landscaping
- IADUs
- Public Nuisances (Debris in yards)
- Residential lighting (sports courts & floodlights)

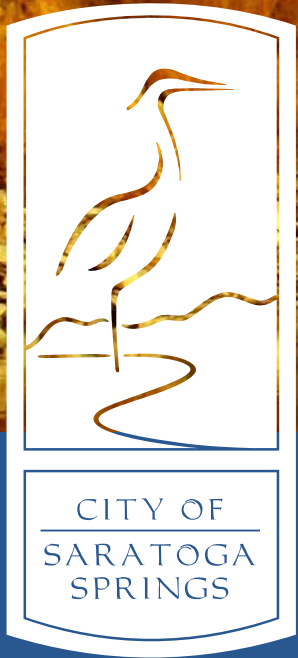
Highlights and Events :

- Splash Days
- 76 code enforcement coloring books for Night Out Against Crime
- 200 Door Hangers Distributed – Proactive Code Enforcement Notices

Ace Court Hearing October 16, 2025:

- 15 pending cases





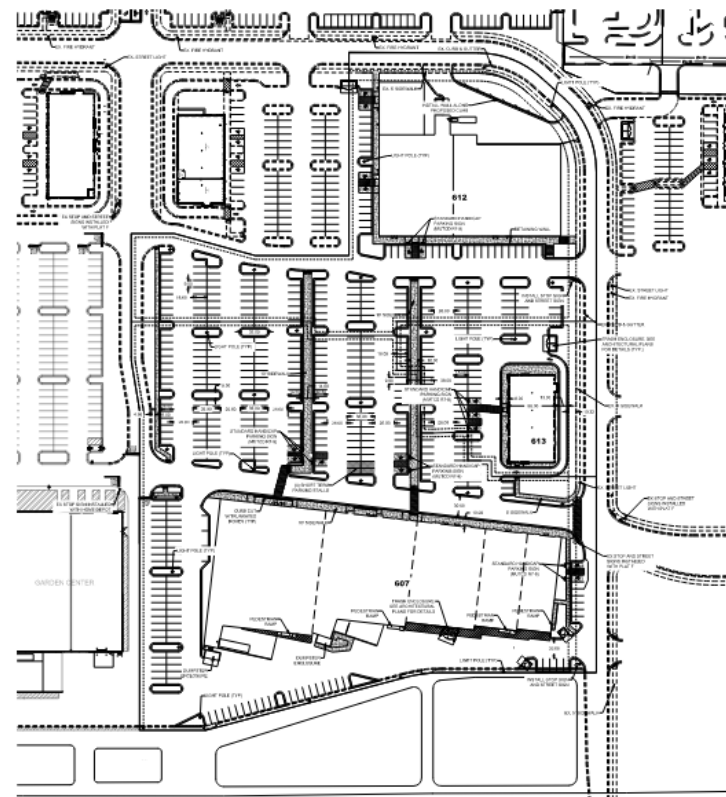
Economic Development



Economic Development Division

Objectives

- We are working on development plans for a downtown concept plan. This will become available as we gather information.
- Update to the Strategic Plan
 - Focus on attracting office development
 - Focus on new job center
- SL City Center District Area Plan recently completed and is under review.
- The property around Home Depot is continuing to develop and to date only one pad remains available. Opening soon Boot Barn & TJ Maxx.





Economic Development Division

Opportunities

- WPI Development (Home Depot and surrounding parcels continues to develop)
- DR Horton Property – Flex Office Warehouse
- Northridge – Flex Office, Warehouse & Hotel
- North Redwood Road – RC & Flex Office Warehouse
- UofU Property– Development plans to be started fall/winter 2025
- Hadco Property – Regional Commercial continues to develop with 2 new buildings underway
- Properties next to North Marina – Mixed Waterfront
- New large grocer located near Home Depot plans will be submitted when the plat is recorded in September.
- Wildflower Commercial - Flex Office, Warehouse, RC, CC
- Saratoga Springs Commercial Development (Crossroads Blvd & Redwood Road)
- With the development of our new downtown, new opportunities for additional businesses will be coming





Economic Development Division

Coming Businesses

- Near Home Depot:
 - Since Home Depot's grand opening several new businesses have been opened or are underway. Jack in the Box, Valvoline Oil, Raising Canes, Panera, Key Bank, Einstein's Bagels, Village Baker and more on the way.
- Others:
 - Other examples are Fazoli's, Tommy's Car wash and more to be announced later. In-N-Out, Holiday Oil, Dos Patrios, Mt. Mikes Pizza, Marcos pizza, Aura Home Furnishings Zu-Ku Sushi, Firehouse subs, TJ Maxx, PetsMart, Boot Barn, Sephora an undisclosed hotel user and others that haven't made application yet.



CITY COUNCIL STAFF REPORT

Author: Chelese Rawlings, Finance Manager
Subject: Fourth Quarter FY 2025 Budget Financial Statements
Date: Sept 2, 2025
Type of Item: Informational

Topic

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

Background

The Council adopted the budget on May 21, 2024. The attached reports show the actuals in comparison to the budget up to June 30, 2025.

Analysis/Overview of the General Fund

Revenues in comparison to last year fourth quarter:

- Property Tax revenue collected is more by \$313,785.
- Sales tax revenue collection is more by over \$1,319,167.
- Franchise and energy taxes are more by \$343,140.
- Licenses and Permits are more by \$465,022.
- Collected \$1,225,413 more in charges for services.
- Collected approximately \$846,355 more in other revenue
- Overall, revenue is more by \$4,009,714.

Expenditures in comparison to last year fourth quarter:

- Total General Fund expenditures increased by \$4,464,501 in comparison to the prior year.
The following table breaks out the disparity

Expenditures by Major Object	
Personnel	2,301,892
Materials, Supplies, and Services	2,019,646
Capital Outlay and Transfers	142,963



Summary

The City of Saratoga Springs has two investment accounts: The Public Treasurers’ Investment Fund (PTIF) which holds 90.7% of our investments and Moreton Investment Group which holds 9.3%. As of June 30, 2025 investments in the PTIF had a current yield of 4.41%, Moreton had a current yield of 4.26%.

The City of Saratoga Springs is under the 100 percent threshold of expenditures to date. The threshold is determined to be 100 percent because the fourth quarter reflects four quarters of our budget. In the General Fund, we are currently at 83.9 percent of budgeted expenses.

The revenues are over the 100 percent threshold, we are currently at 104.8 percent of budgeted revenues.

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

Fund	Percentage of Total Revenue Collected w/out Fund Balance
General Fund	104.8%
Zone 2 Water Improvement SID	53.4%
Storm Drain-Capital Proj Fund	98.9%
Parks - Capital Projects Fund	116.8%
Roads - Capital Projects Fund	48.0%
Public Safe-Capital Proj Fund	29.4%
Capital Projects Fund	53.0%
Debt Service Fund	100.0%
Street Lighting Fund	115.6%
Water Fund	110.1%
Sewer Fund	113.1%
Wastewater Capital Proj Fund	63.1%
Storm Drain Enterprise Fund	109.8%
Garbage Utility Fund	90.6%
Cul Water Capital Proj Fund	33.2%
Secondary Water Capital Proj Fund	42.9%
Water Rights Fund	99.7%

City of Saratoga Springs KRI Analysis

2024-2025 (Q4)

Revenue Type	\$ Variance Prior Year (YTD)	% Variance Prior Year (YTD)	\$ Variance Multi-Year* (YTD)	% Variance Multi- Year* (YTD)	Comments
TAX REVENUE	\$ 2,456,672.10	11.2%	\$ 6,618,600.25	48.2%	Sales Tax and Property tax increased, also up when compared to multi year
Property Tax/Fee in Lieu	\$ 313,785.42	5.3%	\$ 1,274,145.20	25.8%	Increased Property Tax Collected when compared to last year and multi-year. A majority of our property tax is collected in the 2nd qtr of the FY.
Sales Tax	\$ 1,319,167.70	10.7%	\$ 4,824,294.45	54.4%	Increased sales tax collection, up when compared to previous and multi year
Franchise & Energy Tax	\$ 343,140.01	9.9%	\$ 1,178,840.39	44.7%	More energy tax collection compared to last fiscal year, up when compared to multi year.
LICENSES AND PERMITS	\$ 465,022.18	17.8%	\$ 437,884.14	16.6%	Building permits increased in comparison to last fiscal year and multi-year for the fourth quarter.
INTERGOVERNMENTAL	\$ (986,810.47)	-30.1%	\$ (573,533.21)	-20.0%	Grant Revenue for the General Fund was down considerably in comparison to prior year and multi year.
CHARGES FOR SERVICE	\$ 1,225,413.15	20.5%	\$ 1,447,604.03	25.2%	Increase in developmental fees collected mostly in plan checking fees and engineer's inspection fees.
Planning Fees	\$ 191,048.87	9.0%	\$ 179,979.38	8.4%	Planning fees are up compared to last fiscal year and in multi year comparison in all planning revenue categories.
Engineering Fees	\$ 500,562.31	33.8%	\$ 54,406.61	2.8%	More Engineer fees collected in comparison to 4th qtr last fiscal year as well as an increase in multi-year.
Building Fees	\$ 5,107.25	19.3%	\$ (18,154.55)	-36.5%	The increase is due to more building activity than last year at this time, down when compared to multi year.
Other Charges	\$ 524,600.82	22.7%	\$ 1,314,164.11	86.1%	Other Charges are up from prior year due to receiving an increase in the Bluffdale Contract, as well as for multi-year.
OTHER REVENUE	\$ 846,355.86	18.6%	\$ 1,634,010.50	56.6%	Other Revenue increase is due to the Bluffdale Contract as well as Citations.

4th Quarter FY2025 Budget Analysis - General Fund

General Fund				
Account	YTD Actual	YTD Budget	% Variance	\$ Variance
Revenue				
TAX REVENUE	24,433,189	23,563,000	3.7%	(870,189)
LICENSES AND PERMITS	3,071,763	2,823,000	8.8%	(248,763)
INTERGOVERNMENTAL REVENUE	2,295,951	2,234,507	2.7%	(61,444)
CHARGES FOR SERVICES	7,198,320	6,613,200	8.8%	(585,120)
OTHER REVENUE	5,398,961	5,162,745	4.6%	(236,216)
ADMINISTRATIVE CHARGES	4,462,469	4,462,469	0.0%	0
CONTRIBUTIONS AND TRANSFERS	0	12,231,698	100.0%	12,231,698
TOTAL REVENUE	46,860,653	44,858,921	4.5%	(2,001,732)
Expenditures				
LEGISLATIVE DEPARTMENT	256,446	236,120	8.6%	(20,326)
ADMINISTRATIVE DEPARTMENT	2,297,335	2,458,421	-6.6%	161,086
UTILITY BILLING DEPARTMENT	410,667	492,224	-16.6%	81,557
TREASURER DEPARTMENT	681,592	684,888	-0.5%	3,296
RECORDER DEPARTMENT	249,616	378,037	-34.0%	128,421
ATTORNEY DEPARTMENT	755,033	851,206	-11.3%	96,173
JUSTICE COURT DEPARTMENT	405,677	420,933	-3.6%	15,256
NON-DEPARTMENTAL	1,069,762	1,365,130	-21.6%	295,368
GENERAL GOV'T BLDGS & GROUNDS	393,610	431,464	-8.8%	37,854
PLANNING AND ZONING DEPARTMENT	1,073,745	1,366,444	-21.4%	292,699
COMMUNITY DEVELOPMENT	392,141	490,193	-20.0%	98,052
POLICE DEPARTMENT	6,931,440	7,426,151	-6.7%	494,711
POLICE DEPARTMENT - BLUFFDALE	2,587,947	2,815,887	-8.1%	227,940
FIRE DEPARTMENT	5,383,219	5,676,822	-5.2%	293,603
BUILDING INSPECTION	1,298,767	1,759,079	-26.2%	460,312
GRANT EXPENDITURES	4,550	71,250	-93.6%	66,700
STREETS DEPARTMENT	1,398,638	1,774,976	-21.2%	376,338
PUBLIC WORKS DEPARTMENT	1,018,411	1,001,676	1.7%	(16,735)
ENGINEERING DEPARTMENT	907,690	936,204	-3.0%	28,514
INFORMATION TECHNOLOGY SERVICE	617,775	687,096	-10.1%	69,321
PUBLIC IMPROVEMENTS	603,612	793,128	-23.9%	189,516
PARKS & OPEN SPACES DEPT	2,600,298	3,060,411	-15.0%	460,113
RECREATION DEPARTMENT	1,185,543	1,278,864	-7.3%	93,321
PUBLIC RELATIONS & COMM OUTREACH	399,956	536,247	-25.4%	136,291
LIBRARY SERVICES	937,292	1,040,139	-9.9%	102,847
TRANSFERS	14,053,820	19,057,629	0.0%	5,003,809
TOTAL EXPENSES	47,914,582	57,090,619	-16.1%	9,176,037
NET REVENUE OVER EXPENDITURES	(1,053,929)			1,053,929

Revenue

Expenses

- 1) Legislative Department- Have not billed enterprise funds for their allocation of General Fund expenditures as of this date.

4th Quarter FY2025 Budget Analysis - Other Funds

All Other Funds			
Fund	YTD Actual Revenue	YTD Actual Expenses	YTD Net Revenue/(Expense)
ZONE 2 WATER IMPROVEMENT SID	86,263	80,476	5,787
STORM DRAIN-CAPITAL PROJ FUND	613,938	223,240	390,698
PARKS - CAPITAL PROJECTS FUND	4,122,954	5,107,959	(985,005)
ROADS - CAPITAL PROJECTS FUND	8,646,103	5,105,981	3,540,122
PUBLIC SAFE-CAPITAL PROJ FUND	1,007,452	1,339,923	(332,471)
CAPITAL PROJECTS FUND	10,588,001	5,203,796	5,384,205
DEBT SERVICE FUND	293,000	293,188	(188)
STREET LIGHTING FUND	1,079,272	353,656	725,616
WATER FUND	11,029,504	9,231,155	1,798,349
SEWER FUND	9,955,240	7,740,795	2,214,445
WASTEWATER CAPITAL PROJ FUND	1,425,718	667,923	757,795
STORM DRAIN UTILITY FUND	1,701,182	1,337,747	363,435
GARBAGE UTILITY FUND	2,315,007	2,118,460	196,547
CUL WATER CAPITAL PROJ FUND	3,234,864	3,053,416	181,448
2NDARY WATER CAPITAL PROJ FUND	3,745,765	5,446,048	(1,700,283)
WATER RIGHTS FUND	2,230,243	2,991,812	(761,569)

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

CITY OF SARATOGA SPRINGS
 FUND SUMMARY
 FOR THE 12 MONTHS ENDING JUNE 30, 2025

GENERAL FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
TAX REVENUE	24,433,189	23,563,000	(870,189)	103.7
LICENSES AND PERMITS	3,071,763	2,823,000	(248,763)	108.8
INTERGOVERNMENTAL REVENUE	2,295,951	2,234,507	(61,444)	102.8
CHARGES FOR SERVICES	7,198,320	6,613,200	(585,120)	108.9
OTHER REVENUE	5,398,961	5,162,745	(236,216)	104.6
ADMINISTRATIVE CHARGES	4,462,469	4,462,469	0	100.0
CONTRIBUTIONS & TRANSFERS	0	12,231,698	12,231,698	.0
	<u>46,860,654</u>	<u>57,090,619</u>	<u>10,229,965</u>	<u>82.1</u>
 <u>EXPENDITURES</u>				
LEGISLATIVE DEPARTMENT	256,446	236,120	(20,326)	108.6
ADMINISTRATIVE DEPARTMENT	2,297,335	2,458,421	161,086	93.5
UTILITY BILLING DEPARTMENT	410,667	492,224	81,557	83.4
TREASURER DEPARTMENT	681,592	684,888	3,296	99.5
RECORDER DEPARTMENT	228,481	285,537	57,056	80.0
ATTORNEY DEPARTMENT	755,033	851,206	96,173	88.7
JUSTICE COURT DEPARTMENT	405,677	420,933	15,256	96.4
NON-DEPARTMENTAL	1,069,762	1,365,130	295,368	78.4
GENERAL GOV'T BLDGS & GROUNDS	393,610	431,464	37,854	91.2
ELECTIONS DEPARTMENT	21,135	92,500	71,365	22.9
PLANNING AND ZONING DEPARTMENT	1,073,745	1,366,444	292,699	78.6
COMMUNITY DEVELOPMENT	392,141	490,193	98,052	80.0
POLICE DEPARTMENT	6,931,440	7,426,151	494,711	93.3
POLICE DEPARTMENT - BLUFFDALE	2,587,947	2,815,887	227,940	91.9
FIRE DEPARTMENT	5,383,219	5,676,822	293,603	94.8
BUILDING INSPECTION	1,298,767	1,759,079	460,312	73.8
GRANT EXPENDITURES	4,550	71,250	66,700	6.4
STREETS DEPARTMENT	1,398,638	1,774,976	376,338	78.8
PUBLIC WORKS DEPARTMENT	1,018,411	1,001,676	(16,735)	101.7
ENGINEERING DEPARTMENT	907,690	936,204	28,514	97.0
INFORMATION TECHNOLOGY SERVICE	617,775	687,096	69,321	89.9
PUBLIC IMPROVEMENTS	603,612	793,128	189,516	76.1
PARKS & OPEN SPACES DEPT	2,600,288	3,060,411	460,123	85.0
RECREATION DEPARTMENT	1,185,543	1,278,864	93,321	92.7
PUBLIC REL & COMM OUTREACH	399,767	536,247	136,480	74.6
COMMUNITY & ECONOMIC DEVELOPMT	189	0	(189)	.0
LIBRARY SERVICES	937,292	1,040,139	102,847	90.1
OTHER USES	6,000,000	10,982,809	4,982,809	54.6
TRANSFERS	8,053,820	8,074,820	21,000	99.7
	<u>47,914,573</u>	<u>57,090,619</u>	<u>9,176,046</u>	<u>83.9</u>
	<u>(1,053,919)</u>	<u>0</u>	<u>1,053,919</u>	<u>.0</u>

CITY OF SARATOGA SPRINGS
 FUND SUMMARY
 FOR THE 12 MONTHS ENDING JUNE 30, 2025

ZONE 2 WATER IMPROVEMENT SID

	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>	<u>PCNT</u>
<u>REVENUE</u>				
WATER SID REVENUE	74,713	140,000	65,287	53.4
INTEREST REVENUE	11,550	218,000	206,450	5.3
	<u>86,263</u>	<u>358,000</u>	<u>271,737</u>	<u>24.1</u>
<u>EXPENDITURES</u>				
WATER SID EXPENSES	80,476	358,000	277,524	22.5
	<u>80,476</u>	<u>358,000</u>	<u>277,524</u>	<u>22.5</u>
	<u>5,787</u>	<u>0</u>	<u>(5,787)</u>	<u>.0</u>

CITY OF SARATOGA SPRINGS
 FUND SUMMARY
 FOR THE 12 MONTHS ENDING JUNE 30, 2025

STORM DRAIN-CAPITAL PROJ FUND

	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>	<u>PCNT</u>
<u>REVENUE</u>				
INTERGOVERNMENTAL REVENUE	0	1,831,845	1,831,845	.0
CONTRIBUTIONS & OTHER SOURCES	0	1,000,000	1,000,000	.0
IMPACT FEES REVENUE	613,938	621,059	7,121	98.9
	<u>613,938</u>	<u>3,452,904</u>	<u>2,838,966</u>	<u>17.8</u>
<u>EXPENDITURES</u>				
CAPITAL PROJECT EXPENDITURES	223,240	2,586,129	2,362,889	8.6
TRANSFERS AND OTHER USES	0	866,775	866,775	.0
	<u>223,240</u>	<u>3,452,904</u>	<u>3,229,664</u>	<u>6.5</u>
	<u>390,698</u>	<u>0</u>	<u>(390,698)</u>	<u>.0</u>

CITY OF SARATOGA SPRINGS
 FUND SUMMARY
 FOR THE 12 MONTHS ENDING JUNE 30, 2025

PARKS - CAPITAL PROJECTS FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
INTERGOVERNMENTAL REVENUE	906,541	8,243,637	7,337,096	11.0
IMPACT FEES REVENUE	3,216,413	2,754,470	(461,943)	116.8
	<u>4,122,954</u>	<u>10,998,107</u>	<u>6,875,153</u>	<u>37.5</u>
<u>EXPENDITURES</u>				
CAPITAL PROJECT EXPENDITURES	5,107,959	7,788,670	2,680,711	65.6
TRANSFERS AND OTHER USES	0	3,209,437	3,209,437	.0
	<u>5,107,959</u>	<u>10,998,107</u>	<u>5,890,148</u>	<u>46.4</u>
	<u>(985,005)</u>	<u>0</u>	<u>985,005</u>	<u>.0</u>

CITY OF SARATOGA SPRINGS
 FUND SUMMARY
 FOR THE 12 MONTHS ENDING JUNE 30, 2025

ROADS - CAPITAL PROJECTS FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
SOURCE 33	936,391	12,610,460	11,674,069	7.4
IMPACT FEES REVENUE	7,709,712	16,065,858	8,356,146	48.0
	<u>8,646,103</u>	<u>28,676,318</u>	<u>20,030,215</u>	<u>30.2</u>
<u>EXPENDITURES</u>				
CAPITAL PROJECT EXPENDITURES	5,105,981	19,933,375	14,827,394	25.6
TRANSFERS AND OTHER USES	0	6,742,943	6,742,943	.0
LOAN TO OTHER FUNDS	0	2,000,000	2,000,000	.0
	<u>5,105,981</u>	<u>28,676,318</u>	<u>23,570,337</u>	<u>17.8</u>
	<u>3,540,123</u>	<u>0</u>	<u>(3,540,123)</u>	<u>.0</u>

CITY OF SARATOGA SPRINGS
 FUND SUMMARY
 FOR THE 12 MONTHS ENDING JUNE 30, 2025

PUBLIC SAFE-CAPITAL PROJ FUND

	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>	<u>PCNT</u>
<u>REVENUE</u>				
IMPACT FEES REVENUE	1,007,452	3,425,200	2,417,748	29.4
	<u>1,007,452</u>	<u>3,425,200</u>	<u>2,417,748</u>	<u>29.4</u>
<u>EXPENDITURES</u>				
CAPITAL PROJECT EXPENDITURES	1,339,923	3,425,200	2,085,277	39.1
	<u>1,339,923</u>	<u>3,425,200</u>	<u>2,085,277</u>	<u>39.1</u>
	<u>(332,471)</u>	<u>0</u>	<u>332,471</u>	<u>.0</u>

CITY OF SARATOGA SPRINGS
 FUND SUMMARY
 FOR THE 12 MONTHS ENDING JUNE 30, 2025

CAPITAL PROJECTS FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
TRANSFERS AND OTHER SOURCES	8,937,148	16,880,000	7,942,852	53.0
CONTRIBUTIONS & OTHER REVENUE	1,650,853	18,246,400	16,595,547	9.1
	<u>10,588,001</u>	<u>35,126,400</u>	<u>24,538,399</u>	<u>30.1</u>
<u>EXPENDITURES</u>				
CAPITAL PROJECT EXPENDITURES	5,203,796	20,375,150	15,171,354	25.5
TRANSFERS AND OTHER USES	0	14,751,250	14,751,250	.0
	<u>5,203,796</u>	<u>35,126,400</u>	<u>29,922,604</u>	<u>14.8</u>
	<u>5,384,204</u>	<u>0</u>	<u>(5,384,204)</u>	<u>.0</u>

CITY OF SARATOGA SPRINGS
 FUND SUMMARY
 FOR THE 12 MONTHS ENDING JUNE 30, 2025

DEBT SERVICE FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
ADMIN FEES	215,000	215,000	0	100.0
CONTRIBUTIONS AND TRANSFERS	78,000	78,000	0	100.0
	293,000	293,000	0	100.0
 <u>EXPENDITURES</u>				
DEBT SERVICE	293,188	293,000	(188)	100.1
	293,188	293,000	(188)	100.1
	(188)	0	188	.0

CITY OF SARATOGA SPRINGS
 FUND SUMMARY
 FOR THE 12 MONTHS ENDING JUNE 30, 2025

CDRA FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
SOURCE 38	1,775,820	1,775,820	0	100.0
	1,775,820	1,775,820	0	100.0
 <u>EXPENDITURES</u>				
DEPARTMENT 4000	896,650	1,775,820	879,170	50.5
	896,650	1,775,820	879,170	50.5
	879,170	0	(879,170)	.0

CITY OF SARATOGA SPRINGS
 FUND SUMMARY
 FOR THE 12 MONTHS ENDING JUNE 30, 2025

FUND 44

	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>	<u>PCNT</u>
<u>REVENUE</u>				
SOURCE 37	1,644,863	0	(1,644,863)	.0
TRANSFERS FROM OTHER FUNDS	3,200,000	3,200,000	0	100.0
SOURCE 39	0	37,090,090	37,090,090	.0
	<u>4,844,863</u>	<u>40,290,090</u>	<u>35,445,227</u>	<u>12.0</u>
<u>EXPENDITURES</u>				
GENERAL GOVERNMENT BUILDINGS	<u>26,607,221</u>	<u>40,290,090</u>	<u>13,682,869</u>	<u>66.0</u>
	<u>26,607,221</u>	<u>40,290,090</u>	<u>13,682,869</u>	<u>66.0</u>
	<u>(21,762,358)</u>	<u>0</u>	<u>21,762,358</u>	<u>.0</u>

CITY OF SARATOGA SPRINGS
 FUND SUMMARY
 FOR THE 12 MONTHS ENDING JUNE 30, 2025

STREET LIGHTING FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
STREET LIGHTING	1,006,740	871,000	(135,740)	115.6
FUND BALANCE	72,533	151,600	79,067	47.8
	<u>1,079,272</u>	<u>1,022,600</u>	<u>(56,672)</u>	<u>105.5</u>
<u>EXPENDITURES</u>				
STREET LIGHTING	353,655	591,119	237,464	59.8
STREET LIGHTING	0	341,481	341,481	.0
DEPARTMENT 5500	0	90,000	90,000	.0
	<u>353,655</u>	<u>1,022,600</u>	<u>668,945</u>	<u>34.6</u>
	<u>725,617</u>	<u>0</u>	<u>(725,617)</u>	<u>.0</u>

CITY OF SARATOGA SPRINGS
 FUND SUMMARY
 FOR THE 12 MONTHS ENDING JUNE 30, 2025

WATER FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
UTILITY OPERATING REVENUE	11,029,504	10,020,000	(1,009,504)	110.1
WATER	0	4,322,610	4,322,610	.0
	11,029,504	14,342,610	3,313,106	76.9
 <u>EXPENDITURES</u>				
WATER OPERATIONS	4,625,648	5,577,468	951,820	82.9
SECONDARY WATER OPERATIONS	4,605,507	5,965,142	1,359,635	77.2
DEPRECIATION	0	2,800,000	2,800,000	.0
	9,231,155	14,342,610	5,111,455	64.4
	1,798,349	0	(1,798,349)	.0

CITY OF SARATOGA SPRINGS
 FUND SUMMARY
 FOR THE 12 MONTHS ENDING JUNE 30, 2025

SEWER FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
OPERATING & NON-OPERATING REV	9,955,240	8,800,000	(1,155,240)	113.1
CONTRIBUTIONS & TRANSFERS	0	133,200	133,200	.0
FUND BALANCE	0	997,829	997,829	.0
	<u>9,955,240</u>	<u>9,931,029</u>	<u>(24,211)</u>	<u>100.2</u>
<u>EXPENDITURES</u>				
SEWER OPERATIONS	7,740,795	8,731,029	990,234	88.7
DEPRECIATION	0	1,200,000	1,200,000	.0
	<u>7,740,795</u>	<u>9,931,029</u>	<u>2,190,234</u>	<u>78.0</u>
	<u><u>2,214,445</u></u>	<u><u>0</u></u>	<u><u>(2,214,445)</u></u>	<u><u>.0</u></u>

CITY OF SARATOGA SPRINGS
 FUND SUMMARY
 FOR THE 12 MONTHS ENDING JUNE 30, 2025

WASTEWATER CAPITAL PROJ FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
SOURCE 33	26,982	0	(26,982)	.0
IMPACT FEES REVENUE	1,398,736	2,216,413	817,677	63.1
	<u>1,425,718</u>	<u>2,216,413</u>	<u>790,695</u>	<u>64.3</u>
 <u>EXPENDITURES</u>				
CAPITAL PROJECT EXPENDITURES	667,923	1,317,713	649,790	50.7
TRANSFERS AND OTHER USES	0	498,700	498,700	.0
DEPRECIATION	0	400,000	400,000	.0
	<u>667,923</u>	<u>2,216,413</u>	<u>1,548,490</u>	<u>30.1</u>
	<u><u>757,795</u></u>	<u><u>0</u></u>	<u><u>(757,795)</u></u>	<u><u>.0</u></u>

CITY OF SARATOGA SPRINGS
 FUND SUMMARY
 FOR THE 12 MONTHS ENDING JUNE 30, 2025

STORM DRAIN ENTERPRISE FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
OPERATING REVENUE	1,537,463	1,400,000	(137,463)	109.8
CONTRIBUTIONS & OTHER SOURCES	163,719	1,388,773	1,225,054	11.8
	<u>1,701,182</u>	<u>2,788,773</u>	<u>1,087,591</u>	<u>61.0</u>
<u>EXPENDITURES</u>				
STORM DRAIN OPERATIONS	1,337,747	1,541,059	203,312	86.8
DEPRECIATION	0	1,200,000	1,200,000	.0
TRANSFERS AND OTHER USES	0	47,714	47,714	.0
	<u>1,337,747</u>	<u>2,788,773</u>	<u>1,451,026</u>	<u>48.0</u>
	<u>363,435</u>	<u>0</u>	<u>(363,435)</u>	<u>.0</u>

CITY OF SARATOGA SPRINGS
 FUND SUMMARY
 FOR THE 12 MONTHS ENDING JUNE 30, 2025

GARBAGE UTILITY FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
OPERATING REVENUE	3,169,266	3,500,000	330,734	90.6
INTEREST REVENUE	65,598	36,000	(29,598)	182.2
	<u>3,234,864</u>	<u>3,536,000</u>	<u>301,136</u>	<u>91.5</u>
<u>EXPENDITURES</u>				
GARBAGE OPERATIONS	3,053,416	3,515,520	462,104	86.9
TRANSFERS AND OTHER USES	0	20,480	20,480	.0
	<u>3,053,416</u>	<u>3,536,000</u>	<u>482,584</u>	<u>86.4</u>
	<u><u>181,448</u></u>	<u><u>0</u></u>	<u><u>(181,448)</u></u>	<u><u>.0</u></u>

CITY OF SARATOGA SPRINGS
 FUND SUMMARY
 FOR THE 12 MONTHS ENDING JUNE 30, 2025

CUL WATER CAPITAL PROJ FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
SOURCE 33	606,719	1,500,000	893,281	40.5
CONNECTION FEES REVENUE	3,139,046	9,461,300	6,322,254	33.2
	<u>3,745,765</u>	<u>10,961,300</u>	<u>7,215,535</u>	<u>34.2</u>
<u>EXPENDITURES</u>				
CAPITAL PROJECT EXPENDITURES	5,446,048	6,773,810	1,327,762	80.4
TRANSFERS AND OTHER USES	0	2,987,490	2,987,490	.0
DEPRECIATION/AMORTIZATION	0	1,200,000	1,200,000	.0
	<u>5,446,048</u>	<u>10,961,300</u>	<u>5,515,252</u>	<u>49.7</u>
	<u>(1,700,283)</u>	<u>0</u>	<u>1,700,283</u>	<u>.0</u>

CITY OF SARATOGA SPRINGS
 FUND SUMMARY
 FOR THE 12 MONTHS ENDING JUNE 30, 2025

2NDARY WATER CAPITAL PROJ FUND

	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>	<u>PCNT</u>
<u>REVENUE</u>				
SOURCE 33	4,825	2,000,000	1,995,175	.2
CONNECTION FEES REVENUE	2,225,418	5,192,600	2,967,182	42.9
	<u>2,230,243</u>	<u>7,192,600</u>	<u>4,962,357</u>	<u>31.0</u>
<u>EXPENDITURES</u>				
CAPITAL PROJECT EXPENDITURES	2,991,812	4,023,346	1,031,534	74.4
TRANSFERS AND OTHER USES	0	1,969,254	1,969,254	.0
DEPRECIATION	0	1,200,000	1,200,000	.0
	<u>2,991,812</u>	<u>7,192,600</u>	<u>4,200,788</u>	<u>41.6</u>
	<u>(761,569)</u>	<u>0</u>	<u>761,569</u>	<u>.0</u>

CITY OF SARATOGA SPRINGS
 FUND SUMMARY
 FOR THE 12 MONTHS ENDING JUNE 30, 2025

WATER RIGHTS FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
WATER RIGHTS	9,168,986	9,200,000	31,014	99.7
INTEREST REVENUE	718,834	6,300,000	5,581,166	11.4
	<u>9,887,820</u>	<u>15,500,000</u>	<u>5,612,180</u>	<u>63.8</u>
<u>EXPENDITURES</u>				
WATER RIGHTS EXPENSES	9,344,826	15,500,000	6,155,174	60.3
	<u>9,344,826</u>	<u>15,500,000</u>	<u>6,155,174</u>	<u>60.3</u>
	<u>542,994</u>	<u>0</u>	<u>(542,994)</u>	<u>.0</u>

Title 11. PUBLIC PROPERTY AND BUILDINGS

Chapters:

[Chapter 11.03. City Cemetery.](#)

Chapter 11.03. City Cemetery.

Sections:

<u>11.03.01</u>	<u>Definitions</u>
<u>11.03.02</u>	<u>Name Established</u>
<u>11.03.03</u>	<u>Cemeteries Covered</u>
<u>11.03.04</u>	<u>Hours</u>
<u>11.03.05</u>	<u>Burial of Human Remains</u>
<u>11.03.06</u>	<u>Vaults Required</u>
<u>11.03.07</u>	<u>Burial Rights and Ownership</u>
<u>11.03.08</u>	<u>Applicability of Traffic Regulations</u>
<u>11.03.09</u>	<u>Funeral Processions</u>
<u>11.03.10</u>	<u>Right to Maintain</u>
<u>11.03.11</u>	<u>Prohibitions</u>
<u>11.03.12</u>	<u>Grave Markers</u>
<u>11.03.13</u>	<u>Burials</u>
<u>11.03.14</u>	<u>Infant Burials</u>
<u>11.03.15</u>	<u>Disinterment</u>
<u>11.03.16</u>	<u>Disputes</u>
<u>11.03.17</u>	<u>Liability</u>
<u>11.03.18</u>	<u>Burials Outside the Cemetery</u>
<u>11.03.19</u>	<u>Animals Prohibited</u>
<u>11.03.20</u>	<u>Holiday Funerals</u>
<u>11.03.21</u>	<u>Fees</u>
<u>11.03.22</u>	<u>Resale Restricted</u>
<u>11.03.23</u>	<u>Damaging Property</u>
<u>11.03.24</u>	<u>Duties of Sexton</u>
<u>11.03.25</u>	<u>Duties of City Recorder</u>
<u>11.03.26</u>	<u>Additional Regulations and Authority</u>
<u>11.03.27</u>	<u>Abandonment/ Termination of Rights</u>

11.03.13. Burials.

1. **Duties of the City.** The City Manager shall designate a City employee responsible for burials for the City who will be responsible for maintaining all burial records. The City shall prepare a grave lot for burial upon request and after a burial receipt has been issued by the City. The City shall provide supervision for every interment and disinterment.
2. **Burial Request.** Before burying any human remains in the Cemetery, the relatives or other persons having charge or the human remains shall be required to furnish in writing to the Registrar a burial request, which shall be recorded in a record kept for that purpose by the Registrar. The request shall include the name of the decedent, the place of death, the date of death, the name and address of the funeral director or other person requesting the interment, and any other information the Registrar deems necessary. These records shall be open to public inspection.

3. **Restrictions.** Burials shall not take place sooner than forty-eight (48) hours after the information required in Subsection B has been received and the burial has been approved by the City. Weekends and City-observed holidays will not be counted in the 48-hour period. The City will not be held responsible for any errors in opening graves.
4. **Burial Days.** Burials shall be scheduled Monday through Friday, excluding City-recognized holidays. Burials shall never be scheduled on Sundays. On a limited basis, burials may be permitted on Saturdays under the following conditions:
 - a. **Qualifying Circumstances.** A Saturday burial may be approved by the Sexton if one or more of the following apply:
 - i. **Religious Observation.** The deceased's religious tradition requires burial within a specified time period that would otherwise necessitate a Saturday service.
 - ii. **Public Health or Emergency.** The burial is required for health, safety, or emergency reasons as determined by the City or local health authority.
 - iii. **Family Necessity.** Demonstrated hardship or scheduling necessity for immediate family members who cannot reasonably attend a weekday service.
 - iv. **Other Good Cause.** The Sexton (or designee) determines that other exceptional circumstances justify a Saturday burial.
 - b. **Advance Approval.** Requests for Saturday burials must be submitted to the Sexton (or designee) no later than 12:00pm on the preceding Thursday.
 - c. **Additional Fees.** An increased weekend service fee, as set forth in the City's Fee Schedule, will apply.
 - d. **Staff Availability.** Saturday burials are contingent upon availability of cemetery staff. If staff cannot be reasonably scheduled, the City reserves the right to deny a Saturday request.
 - e. **Time Restrictions.** Weekend burial shall be conducted only between the hours of 10:00 a.m. – 2:00 p.m.
 - f. **City Discretion.** The City reserves the right to approve or deny requests in accordance with these provisions to ensure proper cemetery operations and respect for the grounds.

(Ord. 25-40)

ORDINANCE NO. 25-60 (09-02-25)

**AN ORDINANCE ADOPTING AMENDMENTS TO THE
SARATOGA SPRINGS CITY CODE AND
ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, Chapter 11.03.13 of the City of Saratoga Springs City Code, entitled “Burials” has been enacted and may be amended from time to time pursuant to Utah Code § 10-3-707; and

WHEREAS, the City Council has reviewed Chapter 11.03.13 and finds that further amendment is necessary and desirable to further the legislative policies of the City Council; and

WHEREAS, the City Council, after careful consideration in a public meeting, has determined that it is in the best interest of the public health, safety, and welfare of the Saratoga Springs citizens that modifications and amendments to Chapter 11.03.13 be adopted; and

WHEREAS, pursuant to state law, the City Council has conducted a public meeting on the proposed fee amendments; and

NOW THEREFORE, the City Council of the City of Saratoga Springs, Utah does hereby ordain as follows:

SECTION I – ENACTMENT

Chapter 11.03.13 is hereby amended as attached hereto as Exhibit A.

SECTION II – AMENDMENT OF CONFLICTING ORDINANCES

If any ordinances, resolutions, policies, or zoning maps of the City of Saratoga Springs heretofore adopted are inconsistent herewith they are hereby amended to comply with the provisions hereof. If they cannot be amended to comply with the provisions hereof, they are hereby repealed.

SECTION III – EFFECTIVE DATE

This ordinance shall take effect upon its passage by a majority vote of the Saratoga Springs City Council and following notice and publication as required by the Utah Code.

SECTION IV – SEVERABILITY

If any section, subsection, sentence, clause, phrase, or portion of this ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such provision shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this ordinance.

SECTION V – PUBLIC NOTICE

The Saratoga Springs Recorder is hereby ordered, in accordance with the requirements of Utah Code §§ 10-3-710—711, to do as follows:

- a. deposit a copy of this ordinance in the office of the City Recorder; and
- b. publish notice as follows:
 - i. publish a short summary of this ordinance on the Utah Public Notice Website created in Utah Code § 63F-1-701 and on the City’s official website; and
 - ii. publish a short summary of this ordinance in in a public location within the City that is reasonably likely to be seen by residents of the City.

ADOPTED AND PASSED by the City Council of the City of Saratoga Springs, Utah, this 2nd day of September, 2025.

Signed: _____
Jim Miller, Mayor

Attest: _____
City Recorder

CITY COUNCIL VOTE AS RECORDED

Councilmembers:	Yes	No	Abstain	Excused
Audrey Barton	_____	_____	_____	_____
Christopher Carn	_____	_____	_____	_____
Michael McOmber	_____	_____	_____	_____
Lance Wadman	_____	_____	_____	_____
Stephen Willden	_____	_____	_____	_____
Mayor Jim Miller (tie only)	_____	_____		

EXHIBIT A

City Code Amendments



MINUTES – City Council Meeting

Tuesday, August 19, 2025

City of Saratoga Springs City Offices

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

CITY COUNCIL POLICY MEETING

CALL TO ORDER

6:00 p.m. by Mayor Jim Miller

5

1. **Roll Call** – A quorum was present

Present: Mayor Jim Miller, Council Members: Audrey Barton, Chris Carn, Michael McOmber, Lance Wadman Stephen Willden.

10

Staff: City Manager Mark Christensen, City Attorney Kevin Thurman, Assistant City Manager Owen Jackson, Planning Director Sarah Carrol, Senior Planner Tippe Morlan, Senior Planner Austin Roy, Community Development Director Ken Young, Public Works Director Jeremy Lapin, PR Manager AnnElise Harrison, City Recorder Nicolette Fike. Police Chief Andrew Burton, Fire Chief Jess Campbell, Assistant Fire Chief Kenny Johnson, Cemetery Sexton Colton Peart, Planner II Kendal Black, Senior Planner David Jellen.

15

Others: Officer Tyler Millner, Rob Taylor, Emma Wilson, Ginger Romriell, Kevin McMillan, Brian Papworth, Rachel Stein, Benj Becker, Jason Holker, Sean Robison, Shellie Baertsch, Bryce Ford, Alexa Wilson, Kevin McMillan, Tyler Tolley Cindy Coombs, Brian Ryan,

2. **Moment of Reflection** – given by Councilmember Carn.

3. **Pledge of Allegiance** – led by Councilmember McOmber.

20

4. **Oath of Office:** Officer Tyler Millner. Chief Burton introduced officer Millner.

Chief Burton led the audience in a moment of silence for the recent officer shootings in Tremonton, UT.

5. **Public Input:**

Rob Taylor spoke to the cemetery fees amendments proposed. He felt the Saturday fees were too high and seemed a burden to grieving families; and felt the City should accommodate those that want or need internment on the weekend.

25

Jason Holker noted his concern that residents in his neighborhood, Highridge, were not following city code for renters and IADUs. He felt those renters disregarding neighborhood standards and in some cases there was theft. Some owners were renting both the upstairs and downstairs without living there themselves, which is against code. He thought there were loopholes that undermined trust in the process.

30

Sean Robison wanted to bring awareness to the crosswalk on 400 S to Patriot Park. he submitted a list of persons who had signed an online petition in support.

35

Brian Ryan noted that the drinking fountain at the marina was not working. He shared concern about wildlife in the area of the North Marina and wanted to make sure that it was protected.

Shellie Baertsch wanted to update Council on the referendum that had been proposed earlier this year. They were unable to get the number of signatures needed to put it on the ballot and so the petition was rejected as insufficient.

40

REPORTS

1. **Mayor:** - no comments

45

2. **City Council:**

Councilmember Barton thanked the police officers for the work they do to keep the city safe. She wanted to let them know that the City Council stands behind them.

3. **Administration:**

50

City Manager Mark J. Christensen noted they are looking at parking for Sunrise Park as .

Public Works Director Lapin did a rough study to see if they could add parking to the park within the neighborhood on Buffalo dr. the estimate of parking lost was 80-90 spots with the widening of Mountain View Corridor. It would involve taking out the front park strip along Buffalo Dr.

55

Councilmember McOmber thanked staff and noted it was a concern because of the parking being taken out with the widening of the road City Recreation was no longer able to use it. He felt if this was successful that they could look at it for Neptune Park as well.

60

Councilmember Carn brought up the number of parking stalls it could add and with further discussion, it was closer to 50. He was concerned with the slope.

Councilmember Willden stated he was in support of looking into this.

65

Public Works Director Lapin noted he would need to bring back the cost estimates. He advised there were options for the slope they hadn't had time to look into yet. He could come back with a study cost.

Councilmember Wadman wanted to make sure neighbors were noticed. Public Works Director Lapin responded that it would be later in the process if they did that.

70

Councilmember Barton brought up that less parking was still beneficial to be able to use the park for some programming.

4. Other: Public Works – 400 S. Crosswalk Study.

75

Public Works Director Lapin gave an update on the transportation study from Avenue Consultants for an additional crosswalk to Patriot Park. The study received a score of 23 points falling into the "consider" range. The Engineer Estimate for this project is \$159,021. If the Council chooses to move forward with improvements, funding sources, project prioritization, and implementation timing would need to be addressed. He noted the majority of people crossing to the park are Legacy Farms and South.

80

Councilmember Carn felt it may be warranted and would like to see a budget amendment for this.

Councilmember McOmber felt it was warranted and would rather move forward with this now, making sure there was a budget amendment for also a crossing guard for school. He took the time to thank the police for being out at the crosswalks during this time of school starting.

85

City Manager Mark J. Christensen noted that if this does become a secondary safe walking route it could require an additional guard and expenses. We would work with the schools as well to define the route.

90

Councilmembers Willden and Barton also agreed to move forward and bring back to Council.

Councilmember Carn asked for a time estimate on the Amanda Lane trail portion on the lake.

95

Public Works Director Lapin noted the contractor is moving this week, UDOT's portion is out to bid now with the relatively same time frame; early spring. The plan is to let the subgrades stabilize for a few years with road base before they pave it to wait and watch for any settlement.

CONSENT ITEMS

100

1. Approval of Minutes: August 5, 2025

Motion made by Councilmember McOmber to approve the Consent items. Seconded by Councilmember Barton.

Vote:

105

Council Member Barton Yes

Council Member Carn Yes

Council Member McOmber Yes

Council Member Wadman Yes
Council Member Willden Yes
Motion passed 5-0.

110

BUSINESS ITEMS

- 115 1. **Lease Agreement with Vaix Inc. dba. SenaWave for conduit use along Pony Express Parkway. Resolution R25-40 (08-19-25).**

Public Works Director Lapin presented the item, noting this exchange will utilize conduit and micro ducting installed for the purpose and bring a new provider to the City. For now, this will lead to The Viviano development.

120

Motion made by Councilmember Willden to approve the Lease Agreement with Vaix Inc. dba. SenaWave for conduit use along Pony Express Parkway. Resolution R25-40 (08-19-25). With findings and conditions in the staff report. Seconded by Councilmember Carn.

Vote:

Council Member Barton Yes

125

Council Member Carn Yes

Council Member McOmer Yes

Council Member Wadman Yes

Council Member Willden Yes

Motion passed 5-0

130

2. **Intent to Annex North Lake Meadows 2, ~5.935 acres. Located approximately 9150 W 7350 North Street, Keaton Morton as applicant. Resolution R25-41 (08-19-25)**

Senior Planner Austin Roy presented the item. The property is part of the current annexation policy plan. The applicant has also submitted a Concept plan and Rezone/General Plan amendment application. It identifies possible zones for Low Density Residential as R1-40, R1-20, R1-10, and R1-9 and indicates that these areas are designated for single-family homes.

135

Motion made by Councilmember Carn to approve the Intent to Annex North Lake Meadows 2, ~5.935 acres. Located approximately 9150 W 7350 North Street, Keaton Morton as applicant. Resolution R25-41 (08-19-25). With findings and conditions in the staff report. Seconded by Councilmember McOmer.

140

Vote:

Council Member Barton Yes

Council Member Carn Yes

145

Council Member McOmer Yes

Council Member Wadman Yes

Council Member Willden Yes

Motion passed 5-0

150

3. **Amendments to Title 9–Animals, of the City Code, regarding animal control. City initiated. Ordinance 25-55 (08-19-25).**

Chief Burton presented the updates which had been determined by staff to be beneficial to the City and make enforcement more efficient.

155

Councilmember McOmer asked if it was clarified in the code to be per unit or structure, or by lot; taking into account products like townhouses. He liked the shift of class B to administrative offense.

City Attorney Kevin Thurman advised that it is per residential lot, not unit.

160

Councilmember Carn received clarification on how an officer would verify the noise complaints. He was advised they would rely on complainants to gather the data.

Councilmember Willden recalled a snow shoveling ordinance a long time ago that reminded him of if a one-time offender was just out of town or something. He would like to see something that it was being taken into consideration.

165

Councilmember Wadman received clarification on the penalty attached. Chief Burton noted where it was noted in the code and advised there were ways defined further in state code to help with follow-up.

170 City Attorney Kevin Thurman indicated there were provisions for when these could be brought as a criminal offense. He suggested subject to penalties in title 20.

175 **Motion made by Councilmember McOmber to approve Amendments to Title 9–Animals, of the City Code, regarding animal control. City initiated. Ordinance 25-55 (08-19-25). Including being subject to penalties in Title 20. With findings and conditions in the staff report. Seconded by Councilmember Wadman.**

Vote:

180 **Council Member Barton Yes**

Council Member Carn Yes

180 **Council Member McOmber Yes**

Council Member Wadman Yes

Council Member Willden Yes

Motion passed 5-0

185 4. **Amendments to Title 19 Land Development Code of the City of Saratoga Springs Chapters 19.02 - Definitions; and 19.16 - Site and Architectural Design Standards; regarding architectural standards. City-wide City initiated. Ordinance 25-56 (08-13-25).**

190 Senior Planner Austin Roy advised on the proposed changes to code. The amendment adds additional rendering, connectivity, 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. Planning Director Sarah Carroll reiterated the options presented and staffs concerns.

195 Councilmember Carn had a concern with the branding that may happen with oddly colored spouts and things.

200 Rachel Stein and Whitney Ward with VCBO Architecture gave a presentation showing different visual preferences and likes and dislikes previously shared from council and staff. Some items it included were loading areas, articulation, building height and roof, entryways, building materials, and colors.

205 Councilmember McOmber asked about the awning overhang requirements. The architects responded it was 2 feet recommended as an architectural element, not required. Five feet out would work for more of a protection if Council preferred.

205 Council received clarification that the front was what was facing the main roadway. And discussed the difficulties in different views of each side.

210 The architects noted they did include some articulation on the rear areas to help with those visual concerns. Planning Director Sarah Carroll noted some items in current code that would help as well.

Councilmember McOmber commented that the awnings did help to break up and improve the frontage look. He also asked staff look into helping replace trees along pioneer to help meet code.

215 **Motion made by Councilmember Barton to approve amendments to Title 19 Land Development Code of the City of Saratoga Springs Chapters 19.02 - Definitions; and 19.16 - Site and Architectural Design Standards; regarding architectural standards. City-wide City initiated. Ordinance 25-56 (08-13-25), and findings and conditions in the staff report. Seconded by Councilmember Carn.**

220 **Councilmember Barton amended the motion to include: To keep the rain gutters as stated in existing code. Seconded by Councilmember Carn.**

Vote:

Council Member Barton Yes

Council Member Carn Yes

Council Member McOmber Yes
Council Member Wadman Yes
Council Member Willden Yes
Motion passed 5-0

Motion was made to Reconsider the original motion by Council Member Barton to add the 5-foot requirement for awnings to the original motion. Seconded by Councilmember Carn.

Vote:

Council Member Barton Yes
Council Member Carn Yes
Council Member McOmber Yes
Council Member Wadman Yes
Council Member Willden Yes
Motion passed 5-0

5. **Amendments to Title 19 of the Land Development Code of the City of Saratoga Springs, Chapters 19.02, 19.04, and 19.09, related to Outdoor Seating Areas. City initiated. Ordinance 25-57 (08-19-25).** Planner II Kendal Black presented the item. Due to recent inquiries about restaurants providing outdoor seating, staff looked into amendments to provide definition, add a new use, parking standards, and specified allowed zones.

Councilmember McOmber thanked staff for bringing this forward. He noted adding a lot of outdoor seating would need to increase the parking. This would still allow a few tables and chairs without adding the extra parking.

Motion made by Councilmember McOmber to approve the amendments to Title 19 of the Land Development Code of the City of Saratoga Springs, Chapters 19.02, 19.04, and 19.09, related to Outdoor Seating Areas. Ordinance 25-57 (08-19-25). Including clarification that the outdoor seating is more than 12 seats. With findings and conditions in the staff report. Seconded by Councilmember Willden.

Vote:

Council Member Barton Yes
Council Member Carn Yes
Council Member McOmber Yes
Council Member Wadman Yes
Council Member Willden Yes
Motion passed 5-0

6. **Amendments to Title 19 Land Development Code of the City of Saratoga Springs Chapters 19.09 – Off-Street Parking and Chapter 19.16 – Site and Architectural Design Standards; regarding Grading Buffer, City-wide, City initiated. Ordinance 25-58 (08-19-25).**

Senior Planner David Jellen advised the proposed code amendments establish a setback requirement where drive-thru lanes are proposed adjacent to existing residential development (Chapter 19.09). Additionally, the proposed code amendments include requirements for a new buffer for proposed nonresidential developments that will be at a higher grade than adjacent existing residential development (Chapter 19.16).

City Attorney Kevin Thurman advised that this title would not be retroactive. If council would want staff to consider noise ordinance changes, staff can look at that.

Motion made by Councilmember Barton to approve amendments to Title 19 Land Development Code of the City of Saratoga Springs Chapters 19.09 – Off-Street Parking and Chapter 19.16 – Site and Architectural Design Standards; regarding Grading Buffer, City-wide, City initiated. Ordinance 25-58 (08-19-25). With all staff findings and conditions. Seconded by Councilmember McOmber.

Vote:

Council Member Barton Yes
Council Member Carn Yes
Council Member McOmber Yes
Council Member Wadman Yes

Council Member Willden Yes
Motion passed 5-0

285 7. **Updates to City Code Title 11 – Public Property Regulations, and the Consolidate Fee Schedule, regarding Cemetery, Ordinance 25-59 (08-19-25); And, the Cemetery Policies & Procedures Manual, Resolution R25-42 (08-19-25).**

290 City Manager Mark J. Christensen indicated that the proposed amendment to the City Cemetery Policies and Procedures Manual, Fee Schedule, and Title 11.03 of the City Code clarifies and updates requirements related to the management and regulation of the City Cemetery. These documents establish policies governing lot purchases, funeral services, permitted decorations, and define the responsibilities of the City, funeral service providers, and cemetery patrons.

295 Mayor Miller noted that as a new cemetery with limited staff it made sense at least for the first 2 years to not allow Saturday burials.

Councilmember McOmber thought we could establish a fee and still be cognizant of limited staff and give the Sexton some leeway.

300 Councilmember Barton related personal experience where Saturday was very important in some situations. Perhaps a couple years may work ok, we could address it later if needed. She wanted to know if we had actual numbers for a Saturday fee.

305 City Sexton Colton Peart gave some examples of when Saturdays could take full days of work often.

Councilmember Carn noted he could see the large cost to staff and the need to evaluate.

310 Councilmember Willden felt many cities were double fee and could see the benefit of setting a fee now, but leaving it up to the Sexton if the burial would be allowed.

Mayor Miller summed up the discussion that there would be no burials on Saturdays for at least 2 years; but set a fee in case of extenuating circumstances, left up to Sexton discretion.

315 Councilmember Carn received clarification on the language on needing to move a lot; staff advised it would be rare but could happen, they would do their best to accommodate the needs of the family. In addition, he received clarification on why increasing the reclaim time from 60 to 100 years. It was felt it would meet a lifespan better in cases such as grandparent buying a lot for a grandchild.

320 **Motion made by Councilmember Willden to approve the Updates to City Code Title 11 – Public Property Regulations, and the Consolidate Fee Schedule, regarding Cemetery; with no Saturday services and directing staff to bring back language for the administrative exceptions for the Sexton; also, leaving the two times the standard rate, Ordinance 25-59 (08-19-25); And, the Cemetery Policies & Procedures Manual, Resolution R25-42 (08-19-25). With all staff findings and conditions.**

Seconded by Councilmember Carn.

325 **Vote:**

Council Member Barton Yes

Council Member Carn Yes

Council Member McOmber Yes

Council Member Wadman Yes

330 **Council Member Willden Yes**

Motion passed 5-0

A break was taken at 7:53 p.m.

Meeting returned at 8:10 p.m.

335 **WORK SESSION**

1. Fire Department Strategic Plan.

340 Chief Campbell and Deputy Fire Chief Johnson discussed the strategic plan outline with Council. He explained their process and reviewed the ESCI Agency Evaluation. They reviewed the proposed timeframe for the 3rd fire station. It was noted that there will be double the number of emergencies over the next 5 years. Chief Johnson noted staffing challenges and response times. They gave an estimated financial forecast.

345 Council Members took part in the discussion.

345 **2. Three Canyons – Larry H Miller Group (LHM)**

Brad Holmes with LHM, Benj Becker with Piper Sandler, presented information on Public Infrastructure Districts (PID) and a Mill Levy. They discussed eligible improvements and their specific Three Canyons PID eligible costs. They presented perceived benefits to Saratoga Springs.

350 A discussion was held with the LHM group and among Council members.

355 City Manager Mark J. Christensen advised the City Council would need to set a PID policy that set parameters.

Councilmember McOmer felt this was the future in Utah and urged current and future council members to help dictate what this looks like and find a balance. We can become the lead in this policy area for the state, not just cookie cutter.

360 Councilmember Willden felt PIDs should be for large developments only that are contributing overall infrastructure to the City, like roads. If it helps improve the quality for the overall City and you aren't putting a burden on existing residents it is worth a consideration.

365 Mayor Miller and council members noted PIDs were not helping with affordable housing.

Councilmember Carn spoke with residents in a PID in SL county and noted their first bill was \$900 a year and could go to \$3,000 a year, that is not helping affordable housing.

370 City Manager Mark J. Christensen asked for clarification if they were going off the value of a home or per unit. If the value of the home goes up, do they pay off the bond sooner or do they pay more?

375 Benj Becker responded the overall bond payment is not increasing. Because home prices have increased, there's more revenue coming into the bond to pay off the bond quicker. So, it's not like there's excess money that goes off to the developer.

380 City Manager Mark J. Christensen advised it was not capped per unit basis, but as an assessed valued from day one. Early home owners will pay more and longer than later residents. He indicated if more of these came into the City there would be different rates all over the City. Theoretically that would impact future tax increases or bonds etc.

Mayor and Council felt we needed to start the discussions and set a policy in place.

CLOSED SESSION – No closed session was held.

385 **ADJOURNMENT**

Meeting Adjourned Without Objection at 9:39 p.m. by Mayor Jim Miller.

390 _____
Mayor Jim Miller

Date

395 _____
City Recorder



MINUTES – City Council/Board of Canvassers Meeting

Tuesday, August 26, 2025

City of Saratoga Springs City Offices

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

MEETING

BOARD OF MUNICIPAL CANVASSERS

1. **Call to Order/Roll Call.** – Meeting began at 6:00 p.m.

Present: Mayor Jim Miller, Council Members: Audrey Barton, Chris Carn, Lance Wadman.

Staff: City Manager Mark Christensen, City Attorney Kevin Thurman, Assistant City Manager Owen Jackson, City Recorder Nicolette Fike.

2. **2025 Municipal Primary Election Canvass; Resolution R25-43 (08-26-25).**

The Election Canvass was approved. Emma Watson, Rob Taylor, Kevin McMillan, and Tyler Tolley will move forward as nominees for the General Election. Total votes cast 7,087.

Motion by Council Member Barton to approve the Canvass of Election Results, Resolution R25-43 (08-26-25). Seconded by Council Member Carn.

Vote:

<u>Board Member Jim Miller</u>	<u>Yes</u>
<u>Board Member Chris Carn</u>	<u>Yes</u>
<u>Board Member Lance Wadman</u>	<u>Yes</u>
<u>Board Member Audrey Barton</u>	<u>Yes</u>
<u>Board Member Stephen Willden</u>	<u>Absent</u>
<u>Board Member Michael McOmber</u>	<u>Absent</u>

Motion carried 4-0.

Motion was reopened by Council Member Barton to ensure all Board Member votes were recorded.

Yes: Jim Miller, Chris Carn, Lance Wadman, Audrey Barton. Absent: Stephen Willden, Michael McOmber.

ADJOURNMENT – Meeting adjourned without objection at 6:00:37 p.m.

Mayor Jim Miller

Date

City Recorder



City Council Staff Report

Author: Spencer Quain, Budget Administrator
Subject: Budget Amendment
Date: September 2nd, 2025
Type of Item: Resolution

Summary Recommendation: Staff recommends approval of the following by resolution amending the budget for the fiscal year 2025-26.

Description

A. Topic

This is the first budget amendment for the fiscal year 2025-2026.

B. Background

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

C. Analysis

Additional budgeted expenditures are detailed in the attached spreadsheet.

Recommendation: Staff recommends approval of the resolution amending the budget for the fiscal year 2025-26.

2025-2026 Budget Amendment #1

G/L Account	Department	Description	Current FY 2026 Budget	New Budget Amount	Debit/Credit	Notes/Comments
Staff have determined that the following items do not create a substantial burden on future budgets (according to a 5-year budget analysis)						
General Fund						
Revenue						
10-3680-255	Other Revenue	Police Service Contract - Bluffdale	\$ 2,974,393	3,456,056	481,663	Updated Bluffdale Contract for FY 25-26.
Expenditures						
New GL	General Government	Utilities-Gas	\$ -	\$ 32,000	\$ 32,000	Centralizing gas utilities purchases into one GL. Funded with Fund Balance.
10-4210-110	Police	Salaries & Wages	\$ 3,563,216	\$ 3,648,458	\$ 85,242	The City is converting 3 PT Reserve Officer Positions into 1 regular officer. Funded with Salary savings and Fund Balance.
10-4210-130	Police	Employee Benefits	\$ 2,489,447	\$ 2,540,653	\$ 51,206	"
10-4210-132	Police	Salaries Part-time	\$ 580,186	\$ 492,910	\$ (87,276)	"
10-4210-620	Police	Animal Control	\$ 42,000	\$ 46,000	\$ 4,000	NUVAS has raised their participation fees. Funded with fund balance.
10-4215-110	Police-Bluffdale	Salaries & Wages	\$ 1,379,472	\$ 1,597,160	\$ 217,688	Updated Bluffdale Contract for FY 25-26. Funded by Bluffdale City.
10-4215-130	Police-Bluffdale	Employee Benefits	\$ 1,012,855	\$ 1,188,632	\$ 175,777	"
10-4215-132	Police-Bluffdale	Salaries - Part-Time	\$ 65,676	\$ 14,719	\$ (50,957)	"
10-4215-134	Police-Bluffdale	Overtime Pay	\$ 80,000	\$ 90,000	\$ 10,000	"
10-4215-140	Police-Bluffdale	Uniform Expenses	\$ 24,600	\$ 27,200	\$ 2,600	"
10-4215-145	Police-Bluffdale	Degree Allowance	\$ 3,000	\$ 3,000	\$ -	"
10-4215-305	Police-Bluffdale	Consumable Supplies & Electron	\$ 48,000	\$ 52,000	\$ 4,000	"
10-4215-330	Police-Bluffdale	Education/Training	\$ 11,000	\$ 14,700	\$ 3,700	"
10-4215-350	Police-Bluffdale	Professional Contract Services	\$ 223,515	\$ 263,764	\$ 40,249	"
10-4215-500	Police-Bluffdale	Cell Phone Expense	\$ 11,664	\$ 12,960	\$ 1,296	"
10-4215-744	Police-Bluffdale	Computer Software & Licenses	\$ 3,250	\$ 12,000	\$ 8,750	"
10-4455-501	IT	Evergreen Software Account	\$ 340,158	\$ 370,000	\$ 29,842	The City is purchasing new software as part of a 311 program. Funded with Fund Balance.
General Fund Total					\$ 16,613.13	
General Capital Projects Fund						
Expenditures						
35-4000-744	Capital Projects	Road Projects	\$ 1,500,000	\$ 1,700,000	\$ 200,000	Funding for a new crosswalk on 400 N. Funded with Fund Balance.
35-4000-758	Capital Projects	Capital Maintenance and Repair	\$ 250,000	\$ 399,000	\$ 149,000	The City is remodeling the bathrooms at the North Fire Station. Funded with Fund Balance.
35-4000-762	Capital Projects	Pelican Bay Frontage Landscaping	\$ 56,000	\$ -	\$ (56,000)	Project Finished. Defund Remainder.
General Capital Projects Fund Total					\$ 293,000	
Roads Capital Fund						
Expenditures						
33-4000-742	Roads Capital Projects	Traffic Signal at MVC & 400 N	\$ -	\$ 800,000	\$ 800,000	Widen Pony Express at Wander. Funded with Fund Balance.
Roads Fund Total					\$ 800,000	
Public Safety Capital Projects Fund						
Expenditures						
34-4000-712	Capital Projects	3rd Fire Station Design	\$ -	\$ 300,000	\$ 300,000	Initial monies needed for pre-design/design work on potential 3rd Fire Station. Funded with Fund Balance.

2025-2026 Budget Amendment #1

G/L Account	Department	Description	Current FY 2026 Budget	New Budget Amount	Debit/Credit	Notes/Comments	
Staff have determined that the following items do not create a substantial burden on future budgets (according to a 5-year budget analysis)							
Public Safety Capital							
Projects Fund Total					\$	300,000	
Water Fund							
Revenues							
51-3310-100	Grant Revenues	Grant Revenues	\$ -	\$ 1,394,465	\$ 1,394,465	The City will be receiving grant monies to fund lining ponds with concrete.	
Expenditures							
51-5105-601	Secondary Water	Water Capital Projects	\$ 1,287,548	\$ 1,437,548	\$ 150,000	The City will be lining ponds with concrete as part of a water saving program. Funded with Grant Monies.	
Water Fund Total					\$	(1,244,465)	
Total Funding Impact					\$	165,148	

RESOLUTION NO. R25-44 (09-02-25)

A RESOLUTION AMENDING THE CITY OF SARATOGA SPRINGS BUDGET FOR FISCAL YEAR 2025-2026 AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Saratoga Springs has found it necessary to amend the City's current 2025-2026 fiscal year budget;

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

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

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

1. The City of Saratoga Springs does hereby adopt the amended 2025-2026 fiscal year budget as set forth and attached hereto.

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

Passed on the 2nd day of September, 2025

CITY OF SARATOGA SPRINGS
A UTAH MUNICIPAL CORPORATION

Signed: _____
Jim Miller, Mayor

Attest: _____
City Recorder



City Council Staff Report

Author: Jeremy Lapin, City Engineer & Public Works Director

Subject: DW Booster Station #8 @ MVC/Pony Express Pkwy

Date: September 2, 2025

Type of Item: Resolution

Description: Change Orders 1-7 with Condie Construction

A. Topic:

This item is for approval of change orders with Condie Construction for drinking water booster station 8 – MVC/Pony.

B. Background:

This project is part of the City’s Drinking Water Capital Facilities Plan to provide a source of drinking water in the upper zones in areas of the City south of Pony Express Parkway.

C. Analysis:

This project has been a part of the City’s Capital Facilities Plans for several years. This booster station will connect to the waterlines recently completed from Pony Express Parkway to Beacon Point (Hallmark Drive). During construction there have been a variety of changes that have necessitated amendments to the contract amount with Condie Construction. Up until Change Order 7, the changes had resulted in a net decrease in the contract amount however Change Order 7 is an increase that requires Council Approval.

Change Order 7 is the result of Tariffs imposed on the surge tank for the project. The surge tank is manufactured in France and was submitted on by the Contractor, accepted by the Engineer, and ordered by the Contractor before the most recent changes in Tarriff Policy. A summary of Change Orders 1-7 is provided in the table below and represents a 1.2% increase in the project cost.

CHANGE ORDERS	COST CHANGE	CHANGE ORDER RUNNING TOTAL	CONTRACT PRICE
CO #1 - Surge Tank Sizing and ULDC Canal Fee	\$12,141.51	\$12,141.51	\$4,013,811.51
CO #2 - VFDs and Pump Credit	(\$38,088.00)	(\$25,946.49)	\$3,975,723.51
CO #3 - SD Box	\$13,373.26	(\$12,573.23)	\$3,989,096.77
CO #4 - RMP & Surge Tank Delivery Delays	\$0.00	(\$12,573.23)	\$3,989,096.77
CO #5 - RMP Pull Box & Remobilization	\$12,477.75	(\$95.48)	\$4,001,574.52
CO #6 - Lightning, Lighting & Special Inspections	\$9,662.21	\$9,566.73	\$4,011,236.73
CO #7 - Surge Tank Tariff	\$41,456.00	\$51,022.73	\$4,052,692.73
TOTAL	\$51,022.73		
ORIGINAL CONTRACT COST	\$4,001,670.00		
CONTRACT COST WITH CHANGE ORDERS	\$4,052,692.73		

D. Fiscal Impact:

The funding for this project has been previously appropriated by the City Council with the approval of FY2024 budget. No budget amendment is needed currently

E. Recommendation

Staff recommend the City Council approve change orders #1-7 with Condie Construction for the Drinking Water Booster Station #8 project in the amount of \$51,022.73.

Condie Construction Company, Inc.
325 North 900 West
Springville, UT 84663
(801) 489-3070

Proposed Change Order #07rev1 - Surge Tank Tariff

PROJECT NAME & NUMBER: Drinking Water Booster #8 - Saratoga Springs

OWNER: Saratoga Springs

SUBMITTED TO: Mark Atencio

DATE: 8/20/2025

CHANGE PROPOSAL NUMBER: 7rev1

CHANGES TO BE MADE TO ORIGINAL CONTRACT: Yes

Item	Description	Quantity	Units	Price	Total
1	Tariff due to unforeseen government actions	1	LS	\$41,456.00	\$41,456.00

This additional cost due to unforeseen government circumstances could go up or down by the time it hits the port here in the US.

Subtotal	\$41,456.00
Markup (0%)	\$0.00
TOTAL	\$41,456.00

Original contract: \$4,001,670.00
Previous change orders: \$0.00
Total this change order: \$41,456.00
Adjusted contract: \$4,043,126.00

Added contract time: *Additional contract time could be needed based on response time agreeing to pay the additional costs*

Requested and Approved by Owner /Engineer:

Name: _____ Title: _____ Signature: _____

Accepted and Approved by Condie Construction Company, Inc.

Name: **Christian Wagner** Title: **Project Manager** Signature: **Christian Wagner**

Digitally signed by Christian Wagner
 DN: cn=US, e=cwagner@condieconstruction.com,
 o=Condie Construction Company, CN=Christian Wagner
 Reason: I am the author of this document
 Date: 2025.08.20 10:14:26 -0600



Subject: 50% Tariff on Steel and Aluminum imports

Date: June 5, 2025

Dear customer:

As you may be aware, the government of the United States has increased the tariff rate applied to all steel and aluminum products, and all steel and aluminum derivatives, imported into the U.S., irrespective of origin. The new rate of 50% will be applied effective 12:01 a.m., June 4, 2025. This includes goods already in transit at the time the tariffs go into effect. As you know, Charlatte's manufacturing facility is in France thus our tank imports are subject to this tariff.

This has of course caused significant pricing changes.

- 1) Effective immediately, Charlatte will invoice the tariff rate that is in effect at the time of arrival at US ports. Please ensure that the tariff is recuperated as it falls under "Force Majeure" under most contracts. If you have open orders and do NOT want them to ship, notify us immediately. Otherwise, we will proceed with shipping and invoice tariff rate accordingly.
- 2) We will quote every new project made in France and made in the USA to evaluate which option is most cost effective and offer our best pricing.
- 3) On all quoted projects (budgetary or bid) we will requote the project, upon request, to account for tariff that is currently in place at time of requote.

Note that this letter does not apply to projects quoted as made in America (AIS/BABA compliant).

We appreciate your support and understanding.

If you have any questions, feel free to reach out to me.

Regards,

Gwenn Phalempin – National Accounts Manager

PH: (276) 326-1510

Cell: (276) 970-6460

gwennphalempin@charlatteus.com

A handwritten signature in black ink, appearing to be "Gwenn Phalempin". The signature is fluid and cursive, with a long horizontal stroke at the end.



**ROCKY MOUNTAIN
VALVES & AUTOMATION, INC.**

1310 S SWANER ROAD
SALT LAKE CITY, UT 84104
801-438-1038
ar@rockymtvalves.com

INVOICE

Invoice Number: 003801

Invoice Date: 07/28/25

Bill To:
HD FOWLER - BELGRADE PO BOX 160 BELLEVUE, WA 98009

Ship To:
CONDIE CONSTRUCTION COMPANY 131 S FOOTHILL BLVD SARATOGA SPRINGS, UT 84045

Purchase Order #	Payment Terms	Shipping Method	Required Date	Ordered By:	
P2948507	NET 30 DAYS	FFA	02/28/25	KALEB MILLER	
Customer #	F.O.B.	Freight Terms	Order Date	Weight LBS	Page #
HD7-BO	Jobsite	FFA	SEP 16 2024		1

Line	OR'D	Ship	B/O	Product	Unit	Item Description	Price/Unit	Total
	1.00	1.00		CH-SO	EACH	CHARLOTTE SURGE TANK FILLS ITEMS ON ORD# 00002278 YOUR PO# P2948507		
	1.00	1.00		CH-SO	EACH	TARIFF SURCHARGE	41456.00	41,456.00

Inside Sales: 12
Outside Sales: 13

Subtotal	
Sales Tax	
Total	

RESOLUTION NO. R25-45 (09-02-25)

**A RESOLUTION APPROVING CHANGE ORDERS #1-7 WITH CONDIE
CONSTRUCTION FOR CONSTRUCTION SERVICES FOR THE
DRINKING WATER BOOSTER #8 PROJECT**

WHEREAS, in 2023 the City awarded contract to Condie Construction for the Drinking Water Booster #8 Project located on the south east corner of Mountain View Corridor and Pony Express Parkway; and

WHEREAS, the City Council of the City of Saratoga Spring has found it necessary for Condie Construction to provide additional project construction services for the Project; and

WHEREAS, the City of Saratoga Springs requested and was provided a cost for services as itemized in the scope and fee modifications C.O.#1-7 in the amount of \$51,022.73; and

WHEREAS, a City committee reviewed the modified scope of work and costs for services submitted for the Drinking Water Booster #8 Project by Condie Construction; and

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

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

The City of Saratoga Springs does hereby approve the modified scope of work and costs for construction services submitted for the Drinking Water Booster #8 Project by Condie Construction in the amount of \$51,022.73 for Change Orders #1 -7

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

APPROVED AND ADOPTED this 2nd day of September, 2025.

Mayor Jim Miller

ATTEST:

Nicolette Fike, City Recorder



Code Amendments

Amending Sections 19.02, 19.04, and 19.13

September 2, 2025

Public Meeting

Applicant:	City-Initiated
Owner:	City-Initiated
Location:	City-Wide
Type of Action:	Legislative
Land Use Authority:	City Council
Planner:	David Jellen, Senior Planner

A. Executive Summary and Request:

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:

On August 14, 2025, the Planning Commission recommended approval of the proposed amendments with a unanimous vote, and included a recommendation to approve the application. Draft minutes are attached (Exhibit 2).

Staff recommends that the City Council conduct a public meeting on the application, review and discuss the proposal, and choose from the options in the Recommendation and Alternatives Section of this report. Options include approval with or without conditions, denial, 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. 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. The application was reviewed by the Planning Commission and received 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 E and 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 19.13 for a public hearing.
Complies. Please see Section D of this report.

D. Community Review:

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.

E. 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.

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.*
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.

G. Recommendation and Alternatives:

Staff recommends that the City Council conduct a public meeting, discuss the application, and choose from the following options.

Option 1 – Approval

“I move that the City Council approve the 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 E 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 F of the staff report, which section is incorporated by reference herein.

Conditions:

- 1. Any other conditions or changes as articulated by the City Council:

_____.

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 – Denial

"I move that the City Council deny the proposed 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. _____.

H. Exhibits:

1. Proposed Code Amendments
2. Draft Planning Commission Meeting Minutes

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.

1

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, August 14, 2025

City of Saratoga Springs City Offices

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

PLANNING COMMISSION MEETING MINUTES

CALL TO ORDER - 6:03 p.m. by Chair Rachel Sprosty Burns.

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

Present:

10 Commission Members: Rachel Sprosty Burns, Scott A. Hill, Virginia Rae Mann, Doug Willden.
Staff: Sarah Carroll, Planning Director; David Jellen, Senior Planner; Rulon Hopkins, Assistant City Attorney; Wendy Wells, Deputy Recorder.

Excused: Charlie Carn, Jack K. Mangum, Colton Miles.

- 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, 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 presented the item.** In conjunction with recent State Legislation, the proposed code amendments 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.

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

30 Commissioner Hill received clarification the amendment was due to SB (Senate Bill) 179. He asked if it was in line with how the City wanted to do business at the local level.

Senior Planner David Jellen advised it was fairly similar to what the City already did in regard to new businesses coming in. He explained this outlined the process; provided more clarity; and established that City Council would be the Land Use Authority.

35 Planning Director Sarah Carroll clarified the amendment provided formal language and codified it.

Commissioner Willden was concerned the amendment wasn't business-friendly, and could delay a business from opening. He thought Staff could make some decisions, rather than referring to City Council as the Land Use Authority for new businesses.

40 Commissioner Hill noted that due to SB 179, every city would need to follow the same process.

Commissioner Willden expressed that he didn't think City Council was required to be the Land Use Authority, and wondered if a member of Staff could make the determination.

45 Assistant City Attorney Rulon Hopkins advised that Planning Staff had done a great job of listing definitions, and had been hard-pressed to think of a business that would not fit somewhere in the definitions. He noted that language in SB 179 stated the approving authority would be the legislative body of the City.

50 Commissioner Willden felt the process was flawed, and wondered if there was another alternative.

Senior Planner David Jellen responded Staff was constantly trying to evaluate definitions to accommodate different uses, and how they fit within the City. He said Staff worked to be preemptive, and he felt most
55 businesses would work within an existing definition without having to go through a formal classification request process.

Commissioner Sprosty Burns wondered if there had been any businesses at the State level that may have triggered the code amendment. She thought the process seemed labor intensive and didn't feel that there were
60 any businesses she could think of that would need to apply for a classification request.

Staff responded they were not aware of any businesses that would have triggered the code amendment.

Motion made by Commissioner Mann 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. Seconded by Commissioner Hill.

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

No: None.

Absent: None. Charlie Carn, Jack K. Mangum, Colton Miles.

Motion passed 4 - 0.

70

BUSINESS ITEMS

1. Approval of Minutes: July 31, 2025.

Motion made by Commissioner Hill to approve the minutes of July 31, 2025. Seconded by Commissioner Willden.

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

No: None.

Absent: Charlie Carn, Jack K. Mangum, Colton Miles.

Motion passed 4 - 0.

80

REPORTS

1. **Commission Comments.** Commissioner Hill shared that August 19th at noon was an APA program via Zoom where the City's downtown area would be highlighted by Saratoga Springs Economic Director Doug Meldrum. He noted the APA fall conference was October 9th and 10th at the Gateway in Salt Lake City, and that October 10th was the day the Planning Commissioner classes would take place.

Commissioner Sprosty Burns expressed appreciation for all the work that Commissioner Hill was doing with the APA, and how much Commissioners and Staff benefitted from his work.

2. **Director's Report.** – Planning Director Sarah Carroll advised of upcoming agenda items and recent City Council actions. She advised that Mountain View Corridor was now open, and that Lake Trail Improvements through the Saratoga Springs development would be starting again

95

CLOSED SESSION

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

ADJOURNMENT

100 Meeting Adjourned Without Objection at 6:23 p.m. by Chair Rachel Sprosty Burns.

Date of Approval

Planning Commission Chair

105

ORDINANCE NO. 25-61 (09-02-25)

**AN ORDINANCE OF THE CITY OF SARATOGA SPRINGS,
UTAH, (“CITY”) ADOPTING AN AMENDMENT TO TITLE
19 OF THE SARATOGA SPRINGS CITY CODE AND
ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, pursuant to Utah Code § 10-3-707, the City Council of the City of Saratoga Springs, Utah (“City Council”) previously adopted ordinances codified in Title 19; and

WHEREAS, pursuant to authority granted in Utah Code Annotated § 10-3-701 et seq., the City Council may adopt and amend laws, ordinances, regulations, and codes that comprise the regulatory, penal, and administrative ordinances of the City of Saratoga Springs; and

WHEREAS, the City Council has reviewed the City Code and finds that further amendment to the City Code is necessary to accomplish the purposes in Utah Code Annotated § 10-3-701 et seq.; and

WHEREAS, pursuant to Utah Code Chapter 10-9a, a municipal legislative body such as the City Council may enact or amend land use regulations so long as such advances the purposes in Chapter 10-9a and a duly-noticed public hearing was first held by the planning commission; and

WHEREAS, the Saratoga Springs Planning Commission held a public hearing, after the required public notice, on August 14, 2025, and forwarded a recommendation to the City Council with or without amendments; and

WHEREAS, the City Council has reviewed the Planning Commission’s recommendation and all public comment received at the Planning Commission public hearing; and

WHEREAS, the City Council hereby finds that the amendments attached as Exhibit A advance the purposes of Utah Code Chapter 10-9a and further the public health, safety, and welfare of Saratoga Springs residents.

NOW THEREFORE, the City Council ordains as follows:

SECTION I – ENACTMENT

The amendments to Title 19 of the City Code attached as Exhibit A, incorporated herein by this reference, are hereby enacted.

SECTION II – AMENDMENT OF CONFLICTING ORDINANCES

If any ordinances, resolutions, policies, or zoning maps of the City of Saratoga Springs heretofore adopted are inconsistent herewith they are hereby amended to comply with the provisions hereof. If they cannot be amended to comply with the provisions hereof, they are hereby repealed.

SECTION III – EFFECTIVE DATE

This ordinance shall take effect upon its passage by a majority vote of the Saratoga Springs City Council and following notice and publication as required by the Utah Code.

SECTION IV – SEVERABILITY

If any section, subsection, sentence, clause, phrase, or portion of this ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such provision shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this ordinance.

SECTION V – PUBLIC NOTICE

The Saratoga Springs Recorder is hereby ordered, in accordance with the requirements of Utah Code § 10-3-710–711, to do as follows:

- a. deposit a copy of this ordinance in the office of the City Recorder; and
- b. publish notice as follows:
 - i. publish a short summary of this ordinance on the Utah Public Notice Website created in Utah Code § 63F-1-701 and on the City’s official website; and
 - ii. publish a short summary of this ordinance in a public location within the City that is reasonably likely to be seen by residents of the City.

ADOPTED AND PASSED by the City Council of the City of Saratoga Springs, Utah, this 2nd day of September, 2025.

Signed: _____
Jim Miller, Mayor

Attest: _____
Nicolette Fike, City Recorder

CITY COUNCIL VOTE AS RECORDED

Councilmembers:	Yes	No	Abstain	Excused
Audrey Barton	_____	_____	_____	_____
Chris Carn	_____	_____	_____	_____
Michael McOmber	_____	_____	_____	_____
Lance Wadman	_____	_____	_____	_____
Stephen Willden	_____	_____	_____	_____
Mayor Jim Miller (tie only)	_____	_____		

EXHIBIT A
Title 19 Amendments



Author: David Jellen, Senior Planner
Memo Date: Tuesday, August 26, 2025
Meeting Date: Tuesday, September 2, 2025
Re: Planning Department Fee Schedule Update

Executive Summary:

City staff have prepared an update to the Community Development application fees to reflect changes made at the recent State Legislative Session. In the attached document, there are proposals for an update to the previous Lot Line Adjustment fee and a new application type and fee for New or Unlisted Business Uses.

Background/Proposed Changes:

A comprehensive update to the Community Development Fee Schedule was adopted in October 2024. Staff identified the need to update the Fee Schedule in response to changes made to Community Development applications as part of the 2025 State Legislative Session.

Analysis:

The proposed fees consist of two updates:

1. Updating the application name from Lot Line Adjustment to Boundary Adjustment, consistent with changes made to City Code. No change in application fee is proposed as part of this update.
2. Updating the Fee Schedule to include a new application type for New or Unlisted Business Uses. Staff is proposing an application fee of \$2,400, consistent with a Code Amendment application.
3. Updating the Fee Schedule to include a new applications type for Classification Requests. Staff is proposing an application fee of \$1,200, consistent with half the cost of a Code Amendment application.

Recommendation:

Staff recommends that the Council review and discuss the proposed changes to the fees and adopt the proposed amendments.

Attachments:

- A. Proposed Update to the Community Development Fees
- B. Ordinance for Amended Fees

Community Development Fee Schedule Update

The following table shows the current fee charged by the City, the average calculated fee, and the new proposed fee to be charged for each fee category.¹

TABLE 1: CALCULATED FEE BY CATEGORY

Fee Category	Current Fee	Average Calculated Fee	Proposed Fee	Included Reviews	Add'l Review
<i>Calculated Fees</i>					
<u>Classification Request</u>	<u>New</u>	<u>N/A</u>	<u>\$1,200</u>	<u>Staff Reviews – 2</u> <u>Commission – 1</u> <u>City Council – 1</u>	<u>\$400</u>
<u>New or Unlisted Business Use</u>	<u>New</u>	<u>\$2,401.46</u>	<u>\$2,400</u>	<u>Staff Reviews – 2</u> <u>Commission – 1</u> <u>City Council – 1</u>	<u>\$1,300</u>
Lot Line <u>Boundary Adjustment</u>	\$750	\$2,065.57	N/A	Staff Reviews - 3	\$750

¹ It is important to note that the calculated average fee is based on an average of the time spent by employees, meaning that some applications will exceed the calculated average fee, while others will be lower than that amount. This results in a proposed fee, in a few instances, that slightly exceeds the average calculated fee.

ORDINANCE NO. 25-62 (09-02-25)

AN ORDINANCE AMENDING THE CITY OF SARATOGA SPRINGS CONSOLIDATED FEE SCHEDULE FOR FISCAL YEAR 2025-2026 AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Saratoga Springs has found it necessary to amend and adopt various fees in the City’s current Consolidated Fee Schedule; and

WHEREAS, pursuant to state law, the City Council has conducted a public meeting on the proposed fee amendments; and

WHEREAS, the City Council has determined that an amendment to the Consolidated Fee Schedule is in the best interests of the public, will further the public health, safety, and welfare, and will assist in the efficient administration of City government.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUCIL OF THE CITY OF SARATOGA SPRINGS, UTAH, THAT:

1. The City of Saratoga Springs does hereby impose a new fee in the attached Exhibit A as the Community Development Fee Schedule in the Consolidated Fee Schedule.
2. City Staff is directed to update the Community Development Fee Schedule in the Consolidated Fee Schedule consistent by Utah Law.
3. This Ordinance and amended fees shall take effect after publication as provided by Utah law.

ADOPTED AND PASSED by the City Council of the City of Saratoga Springs, Utah, this 2nd day of September, 2025.

Signed: _____
Jim Miller, Mayor

Attest: _____
Nicolette Fike, City Recorder

CITY COUNCIL VOTE AS RECORDED

Councilmembers:	Yes	No	Abstain	Excused
Audrey Barton	_____	_____	_____	_____
Christopher Carn	_____	_____	_____	_____
Michael McOmber	_____	_____	_____	_____
Lance Wadman	_____	_____	_____	_____
Stephen Willden	_____	_____	_____	_____
Mayor Jim Miller (tie only)	_____	_____	_____	_____

EXHIBIT A

Fee Schedule



**Right-of-Way Dedication Plat
Pony Express Connector
September 2, 2025
PUBLIC MEETING**

Report Date:	August 26, 2025
Applicant:	City Initiated, Jeremy Lapin, CFM, PE
Owner:	City of Saratoga Springs
Location:	Pony Express Parkway, North of bridge
Parcel Number(s) & Size:	Portions of parcels 58:036:0190 (1.53 acres) and 58:037:0068 (0.48 acres)
Current Use of Parcel:	Road
Previous Meetings:	N/A
Previous Approvals:	N/A
Type of Action:	Legislative
Land Use Authority:	City Council
Future Routing:	N/A
Planner:	Kendal Black, Planner II

A. Executive Summary:

The Pony Express Connector Right-of-Way Dedication Plat is proposed on a cumulative of 1.93 acres and consists of 2 parcels. The extension will connect Pony Express Parkway with Saratoga Road and continue Pony Express Parkway east.

Staff recommends that the City Council conduct a public meeting on the Right-of-Way Dedication Plat, 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 Pony Express Connector has been shown on the Transportation Master Plan since 2016 and the General Plan since 2012.

C. Specific Request: This is a request for preliminary and final plat approval of the Pony Express Connector Right-of-Way Dedication Plat which includes 1.93 acres of public right-of-way.

- D. Process:** According to Utah State Code Section 10-9a-103(66)(c)(viii), a road, street, or highway dedication plat is not a subdivision and would not be required to adhere to Section 19.13.04 of the Land Development Code, also meaning that this does not need to go before the Planning Commission. This road dedication plat is going before City Council because it is a dedication of the property to the City that will require ongoing maintenance obligations.
- E. Community Review:** A public hearing is not required for preliminary or final plats per Code Section 19.13.04. No public input has been received regarding this plat.

At least 24 hours' public notice of this item was published on the City website and the Utah Public Notice Website. A copy of the proposed Right-of-Way Dedication Plat is also posted on the City website and Utah Public Notice Website. As of the date of this report no public input has been received.

- F. General Plan:** Section 6 of the General Plan discussed transportation and connectivity. The stated vision in this section is "Transportation and Connectivity will support the Saratoga Springs General Plan Vision by creating access to opportunities." The General Plan references the Transportation Master Plan which includes the proposed highway.

Staff conclusion: consistent. The proposed right-of-way dedication follows the route proposed in the Transportation Master Plan and will meet the vision and goals described in the General Plan by providing opportunities for the proposed land uses.

- G. Code Criteria:** For full analysis please see the attached Planning Review Checklist.
- 19.04, Land Use Zones: **Complies.**
 - Utah State Code 10-9a-103(66)(c)(viii): **Complies.**
 - A subdivision does not include a road, street, or highway dedication plat.
 - Utah State Code 10-9a-607: **Complies.**
 - The road dedication plat is being presented to the City Council because it will require ongoing maintenance obligations.

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

Option 1 –Approval

"I move that the City Council approve the requested Right-of-Way Dedication Plat for the Pony Express Connector, located on parcels 58:037:0068 and 58:036:0190, 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 sections 19.04 of the Land Development Code and sections 10-9a-103(66)(c)(viii) and 10-9a-607 of the Utah State Code, as articulated in Section G of the staff report, which section is incorporated by reference herein.

Conditions:

1. All conditions of the City Engineer shall be met, including but not limited to those in the attached Engineering Staff Report.
2. All requirements of the Fire Chief shall be met.
3. The Right-of-Way Dedication Plat is approved as shown in the attachments to the Staff report. Any remaining redlines shall be corrected before the plans are stamped for construction.
4. All other Code requirements shall be met.
5. Any other conditions or changes as articulated by the City Council:
_____.

Option 2 – Continuance

“I move to **continue** the requested Right-of-Way Dedication Plat for the Pony Express Connector, to another meeting on [DATE], with direction to the applicant and Staff on information and/or changes needed to render a decision, as follows:

1. _____
2. _____

Option 3 – Denial

“I move that City Council deny the requested Right-of-Way Dedication Plat for the Pony Express Connector, located on parcels 58:037:0068 and 58:036:0190, with the Findings below:

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

J. Exhibits:

1. Location & Zone Map
2. Planning Review Checklist
3. Right-of-Way Dedication Plat

Exhibit 1: Location and Zone Map





SARATOGA
SPRINGS
PLANNING

APPLICATION REVIEW CHECKLIST

Updated 4.10.25

Application Information

**Road Dedication Plat
Pony Express Collector**

Applicant: City of Saratoga Springs / Jeremy Lapin
Owner: City of Saratoga Springs
Location: Intersection of Pony Express Pkwy and western portion Saratoga Road
Project Acreage: 1.53 acres
Current Use: Road
Adjacent Uses: Agriculture and multi-family housing
Past Action and Date: Not Applicable
Type of Action: Administrative
Land Use Authority: City Council
Planner: Kendal Black, Planner II

Date Received: 1st submittal: January 31, 2023

2nd submittal: April 7, 2025

3rd submittal: July 22, 2025

Date of Review: 1st submittal: February 14, 2023

2nd submittal: April 11, 2025

3rd submittal: July 25, 2025

Parcel Number(s) and size: Parcel: 58:036:0190 / 1.53 acres

Section 19.13 – Application Submittal

- Application Complete (Date of Payment): April 7, 2025
- Rezone Required: No
- General Plan Amendment required: No
- If Preliminary Plat, is Site Plan also required? Not Applicable Submitted?: Not Applicable
-

Section 19.13.04 – Process

- Required Meetings: Planning Commission and City Council
- Planning Director Approval: No
- Public Hearing Required – check 19.13.04 process table: No
- Neighborhood Meeting Required: No
 - Required for any multi-family or non-residential development proposal adjacent to developed property in a residential zone.

- **Inform the applicant via email with the steps in the code;** this should be completed prior to approval by the Land Use Authority - preferably before PC.
 - **Email Sent:** Not Applicable **Date:** Not Applicable

Code Review

General Provisions		
Drainage across property lines shall follow International Residential Code (IRC) and International Building Code (IBC), as of 2024 (shall drain onto own property).	Item.	

19.12 Subdivision		
Preliminary Plat Requirements		
Regulation	Compliance	Findings
Standard Plat Format followed.	Complies.	<i>See plat</i>
Name and address of property owner and developer.	Complies.	<i>See plat</i>
Name of land surveyor.	Complies.	<i>Chad A. Poulson</i>
The location of proposed subdivision with respect to surrounding property and street.	Complies.	<i>See plat</i>
The name of all adjoining property owners of record, or names of adjoining developments.	Complies.	<i>See plat</i>
The names and location of ROW widths of adjoining streets and all facilities within 100' of the platted property.	Complies.	<i>See plat</i>
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).	Complies.	<i>See plat</i>
Subdivision name cleared with Utah County.	Complies.	<i>See plat</i>
North arrow.	Complies.	<i>See plat</i>
A tie to a permanent survey monument at a section corner.	Complies.	<i>See plat</i>
The boundary lines of the project with bearings and distances and a legal description.	Complies.	<i>See plat</i>
Layout and dimensions of proposed lots with lot area in square feet.	Complies.	<i>84,207 sf</i>
Location, dimensions, and labeling of roads, structures, irrigation features, drainage, parks, open space, trails, and recreational amenities.	Complies.	<i>See plat</i>
Location of prominent natural features such as rock outcroppings, woodlands, steep slopes, etc.	N/A.	
Proposed road cross sections.	Complies.	<i>See page C-903</i>
Proposed fencing.	N/A.	
Vicinity map.	Complies.	<i>See plat</i>
All required signature blocks are on the plat.	Complies.	<i>See plat</i>
Prepared by a professional engineer licensed in Utah.	Complies.	<i>LEI</i>
Proposed methods for the protection or preservation of sensitive lands.	N/A.	
Location of any flood plains, wetlands, and other sensitive lands.	Complies.	<i>See page C-501</i>
Location of 100-year high water marks of all lakes, rivers, and streams.	Complies.	<i>See page C-501</i>
Projected Established Grade of all building lots.	Complies.	<i>See page C-501</i>
A data table. <ol style="list-style-type: none"> 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; 	Complies.	<i>See plat</i>

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).		
Final Plat Requirements		
Subdivision name and location.	Complies.	<i>See plat</i>
Standard Plat Format followed.	Complies.	<i>See plat</i>
Name and address of property owner and developer.	Complies.	<i>See plat</i>
Name of land surveyor.	Complies.	<i>Chad A. Poulsen</i>
The location of proposed subdivision with respect to surrounding property and street.	Complies.	
The name of all adjoining property owners of record, or names of adjoining developments.	Complies.	
The names and location of ROW widths of adjoining streets and all facilities within 100' of the platted property.	Complies.	
North arrow.	Complies.	
A tie to a permanent survey monument at a section corner.	Complies.	
The boundary lines of the project with bearings and distances and a legal description with total project area in SF and acres.	Complies.	
Layout and dimensions of proposed lots with lot area in square feet and acres. Lot boundaries shall include dimensions and bearings.	Complies.	<i>See plat</i>
Lot Numbers.	N/A.	
Location, dimensions, and labeling of roads, structures, irrigation features, drainage, parks, open space, trails, and recreational amenities.	Complies.	<i>See C-201, C-401, and C-501</i>
Location of prominent natural features such as rock outcroppings, woodlands, steep slopes, etc.	Complies.	<i>See page C-101, if any</i>
Proposed road ROW widths.	Complies.	<i>See plat</i>
Vicinity map.	Complies.	<i>See plat</i>
All required signature blocks are on the plat.	Complies.	<i>See plat</i>
Prepared by a professional engineer licensed in Utah.	Complies.	<i>LEI</i>
Proposed methods for the protection or preservation of sensitive lands.	N/A.	
Fencing plans.	N/A.	
Location of any flood plains, wetlands, and other sensitive lands.	Complies.	<i>See page C-501</i>
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.	Complies.	<i>See page C-501</i>
Existing and Proposed easements.	Complies.	<i>See page C-101</i>
Street monument locations.	Complies.	<i>See plat</i>
Lot and road addresses and addresses for each intersection. Road names shall be approved by the City GIS department before being added to the subdivision plat.	N/A.	
A data table. 1. total project area; 2. total number of lots, dwellings, and buildings; 3. where buildings are included, square footage of proposed building footprints and, if multiple stories, square footage by floor; 4. for multi-family developments, the number of proposed garage parking spaces and number of proposed total parking spaces; 5. percentage of buildable land; 6. acreage of sensitive lands and percentage sensitive lands comprise of total project area and open space area;	Complies.	<i>See plat</i>

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).		
Developer shall ensure all rollback taxes are paid prior to recordation.	Shall Comply.	<i>If applicable</i>
Subdivision Layout		
Trails Master Plan: Shows required trails	Complies.	<i>See page C-201</i>
Connectivity: The City shall require the use of connecting streets, pedestrian walkways, trails, and other methods for providing logical connections and linkages between neighborhoods.	Complies.	<i>See page C-201</i>
Street Connectivity		
Connect to all existing vehicular and pedestrian access points on adjacent developed properties; and	Complies.	<i>See page C-201</i>
Install and connect public trails into all adjacent public open space, parks, and trails, which includes but is not limited to connections to trail corridors with public access easements; and	Complies.	<i>See page C-201</i>
Connect or stub into all adjacent master-planned rights-of-way, sidewalks, trails, and public transportation stops, stations, and facilities.	Complies.	<i>See page C-201</i>
Circulation Plan. A circulation plan shall be provided as part of a preliminary subdivision plat or site plan application.	Complies.	<i>See page C-201</i>
The circulation plan shall include connections to adjacent parcels and shall address street, sidewalk, and trail connectivity and shall include facilities shown on the City's adopted Master Plans.	Complies.	<i>See page C-201</i>
The circulation plan shall show the connectivity, block length dimensions, cul-de-sac length dimensions, bike and pedestrian trails, and any proposed traffic calming features.	Complies.	<i>See page C-201</i>
The circulation plan shall include proposed connections to and across adjacent properties.	Complies.	<i>See page C-201</i>

19.21 Agricultural Protection Overlay		
19.21.09. Removing Land from an Agriculture Protection Area		
Regulation	Compliance	Findings
Is the property located in an Agricultural Protection Area in the map located at Utah Agricultural Protection Areas Utah Agricultural Protection Areas Utah's State Geographic Information Database (AGRC) ?	N/A.	<i>Not in Ag. Protection area</i>
Fiscal Impact		
Regulation	Findings	
Is there any City maintained open space?		
What is the anticipated cost to the City?		
When will City maintenance begin?		

