MINUTES – Planning Commission

Thursday, February 26, 2026
City of Saratoga Springs City Offices
319 S. Saratoga Road, Saratoga Springs, Utah 84045

PLANNING COMMISSION MEETING MINUTES

CALL TO ORDER - 6:00 p.m. by Vice Chair Doug Willden.

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

Present:
Commission Members: Scott A. Hill, Virginia Rae Mann, Colton Miles, NH Rather, Chris Roman, Doug Willden.
Staff: Sarah Carroll, Planning Director; Rulon Hopkins, Assistant City Attorney; AnnElise Harrison, Public Relations Manager; Dan McRae, Engineer; David Jellen, Senior Planner; Joel Temple, Planner I; Wendy Wells, Deputy Recorder.
Others: Emily Pulham.
Excused: Commissioner Rachel Sprosty Burns.

3. **Public Input** - Public input was opened by Vice Chair Doug Willden.

Emily Pulham, resident of Saratoga Springs, referred to comments she had made at the last Planning Commission meeting regarding the separation of bike lanes near the new high school. Her understanding following that discussion was that the City's hands were tied, and it would not be fair to ask the school district to build a street cross-section above what City code required. She expressed concern about the paved separated trail shown on map 9, which runs southwest through Brixton Park, but does not appear to connect along Ensign Drive near the new high school, and noted that she felt this gap was problematic. She inquired whether land outside the designated 60 acres for the school could be used to construct a trail separated from the roadway. She thought this type of connection could improve safe access to the new high school for additional neighborhoods.

Public Input Closed by Vice Chair Doug Willden.

PUBLIC HEARINGS

1. **Trails Master Plan General Plan Amendment to provide an update to the Trails chapter of the Parks, Open Space, and Trails Master Plan. Citywide, City-initiated.**
Planner I Joel Temple presented the item. This amendment includes updated city-wide maps of trails, trailheads, and bicycle lanes, and updated tables and figures to more accurately reflect these networks. He advised there had been requests from City Council, Planning Commission and citizens for a multimodal trail network. He pointed out that there were no trail connections between the City of Saratoga Springs and the Frontrunner Station, and explained the City wanted to collaborate with surrounding cities to finish the network and make sure there was access to amenities in the area. He reviewed the changes that had been made, and some of the future plans.

Public Hearing Open by Vice Chair Doug Willden. Receiving no public comment, the Public Hearing was closed by the Chair.

Commissioner Miles really liked the plans and mentioned that some of the trails were quite bumpy with root overgrowth, and wondered how the City managed trail maintenance.

Planner I Joel Temple explained that resurfacing and snow removal were handled through Public Works, but resurfacing of the trails happened less frequently than roads because there was typically less wear and tear on them. He noted that Staff could reach out to Public Works regarding the root overgrowth.

Commissioner Hill thanked Staff for all their hard work, and thorough plans. He noticed there were some gaps between some of the existing trails, and wondered if there was a cost estimate for linking the major trails together. He felt safe routes were important, and was glad those plans had been included. He noted the distance between the road and sidewalks at Westlake High School, and was hopeful the new high school would be planned and implemented in a similar way to provide safe walking routes for students.

Planning Director Sarah Carroll advised that the Staff Report did not include costs, and explained the project would take many years to complete, and costs could change as each project came online. She noted the General Plan amendment helped prioritize projects and also assisted with being able to apply for grants and funding to cover costs.

Commissioner Rather loved the trail network. He agreed with Commissioner Miles regarding the trail surfaces, and felt it was important to strike a balance between the cost of the trails and the quality of the surface. He noted that some trails in wooded areas may have issues with existing roots. With construction of new trails, he said he would like to see a level of quality that would help reduce some of the roughness.

Planning Director Sarah Carroll related that some of the trails that had been mentioned were county trails, and there would need to be requests submitted to the county for maintenance and improvement on those. She said the new trails that would be constructed had an engineering standard to adhere to.

Engineer Dan McRae further clarified the trails that typically had challenges with roots were asphalt trails. He explained the City-maintained trail standard was for 5-inch concrete trails with 8 inches of untreated base, and that type of surface typically had lower maintenance and tended to last a long time. He advised that some private trails in the City were maintained by developers and would be constructed with asphalt.

Commissioner Mann inquired about a specific segment of trail running through SSOA near the hot springs that has been experiencing ongoing drainage issues. She noted that, at times, standing water in the area had reached knee height, rendering approximately 20 feet of the trail impassable and had created accessibility issues. She asked if a solution had been planned to address the water issues.

Engineer Dan McRae advised there were some ongoing active projects in the area. He said they would follow up with Public Works on that specific area of concern, and look into it a little more.

Motion made by Commissioner Hill that the Planning Commission forward a recommendation for approval of the requested General Plan Amendment with the Findings and Conditions in the Staff Report. Seconded by Commissioner Miles.
Yes: Scott A. Hill, Virginia Rae Mann, Colton Miles, NH Rather, Chris Roman, Doug Willden.
No: None.
Absent: Rachel Sprosty Burns
Motion passed 6 - 0.

2. **Amendments to Title 19 Land Development Code of the City of Saratoga Springs to add regulations for City-owned office trailers. Chapter 19.02 – Definitions; and 19.05 – Supplementary Regulations. Citywide. City-initiated.**
Senior Planner David Jellen presented the item. City Code does not currently address the use of trailers on city-owned property. An office trailer was approved as part of the site plan for the City Cemetery with the condition that City Code be amended to add regulations for the trailer. The proposed Code Amendment would provide regulations to address these structures.

Commissioner Hill received clarification regarding the lavatory and sewer set up for the cemetery trailer.

Public Hearing Open by Vice Chair Doug Willden. Receiving no public comment, the Public Hearing was closed by the Chair.

Motion made by Commissioner Mann that the Planning Commission forward a recommendation for approval of the proposed Code Amendment to Chapters 19.02 and 19.05, with the Findings and Conditions in the Staff Report. Seconded by Commissioner Roman.
Yes: Scott A. Hill, Virginia Rae Mann, Colton Miles, NH Rather, Chris Roman, Doug Willden.
No: None.
Absent: Rachel Sprosty Burns
Motion passed 6 - 0.

3. **Amendments to Title 19 Land Development Code of the City of Saratoga Springs to update regulations for Auto Repair uses and Car Washes. Chapter 19.02 – Definitions; 19.04 – Establishment of Land Use Zones and Official Map; and Chapter 19.05 – Supplementary Regulations. Citywide. City-initiated.**
Senior Planner David Jellen presented the item. The purpose of the proposed code amendment was to update definitions and clarify regulations related to auto repair shops and car washes. He explained that it wasn't always clear where to find additional regulations that may have been listed under definitions, so part of the amendment was to place those under Chapter 19.05.

Public Hearing Open by Vice Chair Doug Willden. Receiving no public comment, the Public Hearing was closed by the Chair.

Commissioner Rather appreciated the work to clarify the language, and said it was helpful to be really clear. He asked if there was anything in the code that regulated sound on the car washes.

Planning Director Carroll responded that there was not anything specific to sound, but there was something in code relating to distance and so the sound had been addressed through separation.

Commissioner Hill received clarification about the 5000-foot distance requirement between car washes.

Motion made by Commissioner Rather that the Planning Commission forward a recommendation for approval of the proposed Code Amendments to Chapters 19.02, 19.04, and 19.05, with the Findings and Conditions in the Staff Report. Seconded by Commissioner Mann.
Yes: Scott A. Hill, Virginia Rae Mann, Colton Miles, NH Rather, Chris Roman, Doug Willden.
No: None.
Absent: Rachel Sprosty Burns
Motion passed 6 - 0.

BUSINESS ITEMS

1. **North Marina Site Plan located at 1192 E. Saratoga Road. City-initiated.**
Planning Director Sarah Carroll presented the item. The marina will include a boat ramp, a floating dock, 30 long parking stalls for vehicles with boat trailers, 19 normal parking stalls (2 are ADA compliant), a toll booth, bathroom facilities (a portion of which will be used for storage), and trail connections. According to Chapter 19.09 of the Land Development Code for marina required parking, the parking standard will be determined by the Land Use Authority (City Council). There will be 44 stalls provided. The property is planned to be 5 acres in size. The only proposed buildings will be the toll booth and bathroom facilities.

Commissioner Miles received clarification that the trail through Northshore heading East towards American Fork would stay intact.

Commissioner Hill asked what the term "photometric" referred to in the packet.

Planning Director Sarah Carroll explained that the City typically required information on the level of light coverage provided by each individual fixture. She said a photometric plan showed the specific fixture, the

brightness produced, and the distribution and extent of its light coverage. She noted that the City had established standards that photometric plans must meet.

Commissioner Hill received clarification that City Staff were working on plans for tree lighting, parking, dumpsters and gates for the North Marina.

Commissioner Rather received information following a question about a barn shown on one of the maps. Staff clarified that it was a former scout camp that would be evaluated to see how it fit into future plans.

Motion made by Commissioner Hill that the Planning Commission forward a recommendation for approval of the requested Site Plan for the North Marina located at 1192 East Saratoga Road, with the Findings and Conditions in the Staff Report. Seconded by Commissioner Roman.
Yes: Scott A. Hill, Virginia Rae Mann, Colton Miles, NH Rather, Chris Roman, Doug Willden.
No: None.
Absent: Rachel Sprosty Burns.
Motion passed 6 - 0.

2. **Approval of Minutes: February 12, 2026.**

Motion made by Commissioner Miles to approve the minutes of February 12, 2026. Seconded by Commissioner Mann.
Yes: Scott A. Hill, Virginia Rae Mann, Colton Miles, NH Rather, Chris Roman, Doug Willden.
No: None.
Absent: Rachel Sprosty Burns.
Motion passed 6 - 0.

REPORTS

1. **Commission Comments.** No comments were given.

2. **Director's Report.** – Planning Director Sarah Carroll advised of upcoming agenda items for the next Planning Commission meeting.

CLOSED SESSION

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

ADJOURNMENT

Meeting Adjourned Without Objection at 6:52 p.m. by Vice Chair Doug Willden.

3.12.2026
Date of Approval

Planning Commission Chair

Deputy City Recorder

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