



MINUTES – Planning Commission

Thursday, July 30, 2026

City of Saratoga Springs City Offices

319 S. Saratoga Road, Saratoga Springs, Utah 84045

PLANNING COMMISSION MEETING MINUTES

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

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

Present:

Commission Members: Rachel Sprosty Burns, Matt Harris, Scott A. Hill, NH Rather, Chris Roman, Doug Willden.

Staff: Rulon Hopkins, Assistant City Attorney; AnnElise Harrison, Public Relations Manager; Jessica Horton, Media Specialist; Austin Roy, Senior Planner; Caden Baines, Planner II; Caden Baines, Kyle Kingsbury, Engineer; Wendy Wells, Deputy Recorder.

Others: Susan Reyes, Forrest Gaskill, Paul Kuhn, Dale Bennett.

Excused: Virginia Rae Mann.

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

BUSINESS ITEMS

1. **MiniMint Preschool Home Occupation Class 3, located at 87 E. Baltic Rush Avenue. Susan Reyes as applicant.**

Planner II Caden Baines presented the item. The applicant is requesting approval to operate a preschool. The operating hours will be Monday, Wednesday, and Friday from 9:00 a.m.- 2:00 p.m. The applicant has proposed a maximum number of ten (10) students per class and a maximum of twenty (20) students per day. There will be no non-family member employees. Due to the number of students at a given time and total for the day, this use is classified as a Class 3 Home Occupation and the Planning Commission is the Land Use Authority.

Applicant Susan Reyes was in attendance to answer questions.

Commissioner Hill received clarification that the business license application was in progress and that the neighbor approval requirement no longer applied. He noted that the neighboring property owners were nevertheless supportive of the preschool, with approximately 50% having family members enrolled.

Commissioner Willden inquired about the green outlined area shown in the staff report and received clarification that the business could not occupy more than 40% of the home's total finished square footage. The green outlined area represented the portion of the home dedicated to the preschool and was in compliance with that requirement.

Commissioner Sprosty Burns was concerned about safety at drop-off and pick-up and wanted to remind the applicant to caution parents to be mindful of slowing down at those extra busy times. She was supportive of the business and thought it would bring a good benefit to the City. She was also informed that the City did not require background checks, as those were regulated by the State of Utah.

Motion made by Commissioner Willden that the Planning Commission approve the requested Class 3 Home Occupation for MiniMint Preschool located at 87 East Baltic Rush Avenue, with the Findings and Conditions in the Staff Report. Seconded by Commissioner Roman.
Yes: Rachel Sprosty Burns, Matt Harris, Scott A. Hill, NH Rather, Chris Roman, Doug Willden.
No: None.

Absent: Virginia Rae Mann.

Motion passed 6 - 0.

2. Jacob Ranch Marketplace Lot 10 Site Plan, located at 1805 S. Redwood Road. Forrest Gaskill as applicant.

Senior Planner Austin Roy presented the item. The applicant is seeking approval of the site plan for a commercial building at Jacob Ranch Marketplace. The lot is approximately 0.98 acres and will contain a single 6,054 square-foot building, divided into four separate units. The proposed uses for the building are one restaurant and three retail spaces. 40 parking spaces are required based on the proposed uses, with 42 total parking spaces being provided, thus meeting the requirement.

Applicant Forrest Gaskill, was in attendance to answer questions. He clarified that the brick shown in the staff report had had to be changed due to a long delay in the manufacturing time for the brick originally chosen.

Commissioner Hill expressed support for the modern design and received clarification that the CC&Rs included language providing for reciprocal cross-access easements among all lot owners. He also asked whether a tenant had been identified for the drive-thru space.

Mr. Gaskill responded that a tenant had been secured, but explained that their policy was that tenants were not announced by the developer, allowing each business to make its own location announcement. He also noted that there was not a tenant secured for a patio lot location yet, but he was excited for a tenant to commit to that space, as it was a great location with excellent views.

Commissioner Harris wondered how many vehicles could be accommodated in the drive-thru, and if there were any issues with the drive thru ending in front of an entrance. He was also advised that the building was designed for four tenants and included five storefronts, with one tenant occupying two storefronts.

Senior Planner Austin Roy advised that the code required a minimum stacking capacity of five vehicles in the drive-thru lane, and confirmed the proposed design was in compliance. He further explained the drive-thru configuration had been in response to a staff recommendation to align the drive aisles from north to south.

Motion made by Commissioner Hill that the Planning Commission forward a recommendation for approval of the requested Site Plan for Jacob Ranch Marketplace Lot 10 located at 1805 S. Redwood Road, with the Findings and Conditions in the Staff Report. Seconded by Commissioner Rather. Yes: Rachel Sprosty Burns, Matt Harris, Scott A. Hill, NH Rather, Chris Roman, Doug Willden. No: None.

Absent: Virginia Rae Mann.

Motion passed 6 - 0.

3. Taco Bell Major Site Plan Amendment, located at 27 West Crossroads Boulevard. Ashley Wagner as applicant.

Planner II Caden Baines presented the item. The applicant is requesting a Major Site Plan Amendment for Gateway at Saratoga Springs Lot 1, Taco Bell. The proposed amendment would add a purple accent color to the south, east, and west façade of the building. The lot is 0.85 acres and contains a single 2,083 square foot building. The original site plan was approved August 6, 2013, and no changes are proposed to the site itself.

Motion made by Commissioner Willden that the Planning Commission forward a recommendation for approval of the requested Major Site Plan Amendment for Taco Bell, located at 27 West Crossroads Boulevard, with the Findings and Conditions in the Staff Report. Seconded by Commissioner Harris.

Yes: Rachel Sprosty Burns, Matt Harris, Scott A. Hill, NH Rather, Chris Roman, Doug Willden.

No: None.

Absent: Virginia Rae Mann.

Motion passed 6 - 0.

4. Riverwalk Phase 1 Preliminary Plat, located approximately at Northeast of Riverside Drive and Thrive Drive. Dan Ford as applicant.

Senior Planner Austin Roy presented the item. The proposed plat consists of 10.6 acres of land and will be subdivided into 25 lots, ranging in size from 9,000 to 14,511 square feet. The plat includes 1.1 acres of open space, split between a trail corridor accessing the subdivision to the north and the Jordan River Trail Corridor and associated amenity area. He also advised that a data table needed to be corrected, and the Jordan River plan needed to be updated.

Commissioner Sprosty Burns wanted to know if there were any concerns with the traffic study.

Engineer Kyle Kingsbury addressed the traffic study, noting that initial concerns regarding traffic routing had been mitigated through discussions with the project's traffic engineer. The primary concern had been that connectivity to Dalmore Meadows may result in increased traffic through the neighborhood. Because vehicles exiting Dalmore Drive onto Redwood Road are limited to right turns (northbound), the analysis indicated that most traffic traveling to other destinations would likely use Riverside Drive to access Pioneer Crossing. He also noted that UDOT continues to implement planned improvements along Pioneer Crossing, which are anticipated to further improve traffic mobility.

Applicants Paul Kuhn, property owner; and Dale Bennett, Engineer were both in attendance to answer questions.

Commissioner Hill received clarification regarding the number of lots in each phase of Riverwalk, and that the flood plain, sewer and water plans would all be part of the Jordan River stabilization plan.

Commissioner Roman had a concern that there was no stop sign for westbound traffic on Thrive Drive, and wondered if there were plans to resolve that, as he had witnessed several near misses.

Senior Planner Austin Roy explained that stop signs were installed when warranted and noted that the area had not previously experienced significant activity; however, the new development could change traffic conditions. He clarified that the area in question was not part of the applicant's property, but acknowledged that it was helpful to have the concern brought to the City's attention.

Commissioner Sprosty Burns received clarification regarding the property amenities.

Motion made by Commissioner Rather that the Planning Commission approve the requested Preliminary Plat for Riverwalk Phase 1 located northeast of Riverside Drive and Brookshire Drive, with the Findings and Conditions in the Staff Report. Seconded by Commissioner Willden.
Yes: Rachel Sprosty Burns, Matt Harris, Scott A. Hill, NH Rather, Chris Roman, Doug Willden.
No: None.
Absent: Virginia Rae Mann.
Motion passed 6 - 0.

5. Approval of Minutes: July 16, 2026.

Motion made by Commissioner Willden to approve the minutes of July 16, 2026. Seconded by Commissioner Roman.
Yes: Rachel Sprosty Burns, Matt Harris, Scott A. Hill, Virginia Rae Mann, NH Rather, Chris Roman, Doug Willden.
No: None.
Absent: Virginia Rae Mann.
Motion passed 6 - 0.

PUBLIC HEARINGS

1. Amendment to Title 19 Land Development Code of the City of Saratoga Springs, Chapter 19.13 – Development Review Processes for new or unlisted business uses. City-Initiated. Citywide.

Senior Planner Austin Roy presented the item. In accordance with recent changes to Utah State Code, the City is proposing a code amendment to Chapter 19.13 – Development Review Process, to update regulations related to new or unlisted business uses.

Assistant City Attorney Rulon Hopkins provided clarification regarding Utah Senate Bill (SB) 284. He explained that the City had amended its code the previous year in response to the legislation, but the resulting process proved cumbersome and needed refinement. The proposed amendment was intended to clean up the City's code and streamline the process moving forward.

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

Commissioner Hill liked that the development process was being streamlined and appreciated Staff for working so hard to be sure City Code was clear.

Motion made by Commissioner Hill that the Planning Commission forward a recommendation for approval of the requested Code Amendment to Chapter 19.13, with the Findings and Conditions in the Staff Report. Seconded by Commissioner Harris.

Yes: Rachel Sprosty Burns, Matt Harris, Scott A. Hill, NH Rather, Chris Roman, Doug Willden.

No: None.

Absent: Virginia Rae Mann.

Motion passed 6 - 0.

REPORTS

1. Commission Comments.

Commissioner Harris wondered if there were any plans or any existing code for more EV charging stations.

Commissioner Hill asked if there was any data regarding what other communities were doing regarding EV charging stations.

Senior Planner Austin Roy advised there was nothing in current code that required developments to provide EV charging stations.

Engineer Kyle Kingsbury responded that he was not aware of any empirical data regarding what other communities were doing related to EV charging stations, but noted he would discuss the matter with Public Works Director Jeremy Lapin.

2. Director's Report.

Senior Planner Austin Roy advised of upcoming agenda items and recent City Council actions.

Commissioner Sprosty Burns received clarification about boat slips and long-term storage at the marina.

Assistant City Attorney Rulon Hopkins reminded Commissioners to complete their required training and advised them that he had sent an email regarding changes to the Planning Commission bylaws and Title 3. He noted that there were no significant changes, but that revisions had been made to improve clarity. Assistant City Attorney Rulon Hopkins also encouraged Commissioners to attend National Night Out on August 4 from 6:00–8:00 p.m. at Walmart, and support the Saratoga Springs Police Department.

CLOSED SESSION

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

ADJOURNMENT

Meeting Adjourned Without Objection 6:53 p.m. by Chair Rachel Sprosty Burns.

8.13.26

Date of Approval

Wendy Neuf
Deputy City Recorder



Rachel Sprosty Burns
Planning Commission Chair