



MINUTES – Planning Commission

Thursday, August 27, 2026

City of Saratoga Springs City Offices

319 S. Saratoga Road, Saratoga Springs, Utah 84045

PLANNING COMMISSION MEETING MINUTES

CALL TO ORDER - 6:08 p.m. by Vice Chair Doug Willden.

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

Present:

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

Staff: Sarah Carroll, Planning Director; Rulon Hopkins, Assistant City Attorney; AnnElise Harrison, Public Relations Manager; Jessica Horton, Media Specialist; David Jellen, Senior Planner; Sam Stout, Planner II, Caden Baines, Planner II; Ken Knight, Engineer; Wendy Wells, Deputy Recorder.

Others: Shauna Kirkham, Chase Kirkham, Sam Coburn, Scott Carlson, Levi Christiansen, Tim Jenson, Brayden Allsop.

Excused: None.

3. **Public Input** - Public input was opened by Vice Chair Doug Willden. Receiving no public comment, the public input was closed by the Vice Chair.

Commissioner Rather joined the meeting at 6:10 p.m.

CONSENT ITEMS

1. **Summerhill Phase 2 Amended Plat Amendment, located at 133 West Honeysuckle Drive. Shauna Kirkham as applicant.**
2. **Approval of Minutes: August 13, 2026.**
Motion made by Commissioner Harris to approve the Consent items. Seconded by Commissioner Hill.
Yes: Matt Harris, Scott A. Hill, Virginia Rae Mann, NH Rather, Chris Roman, Doug Willden.
No: None.
Absent: Rachel Sprosty Burns.
Motion passed 6 - 0.

Chair Rachel Sprosty Burns joined the meeting at 6:11 p.m.

BUSINESS ITEMS

1. **Annexation Policy Plan and Expansion Area Map Update. (Affected entities will be allowed time to provide input on the proposed Amendment).**
Planner II Sam Stout presented the item. One unincorporated land parcel is proposed to be added to the City's Annexation Policy Plan, and would eventually be annexed into the City as part of the Andover Property, located approximately northeast of the intersection of Clark Drive and Pony Express Parkway.

Affected Entity Input was opened by Chair Rachel Sprosty Burns. Receiving no Affected Entity input, the input time was closed by the Chair.

Commissioner Sprosty Burns received clarification regarding the size of the annexation area.

Motion made by Commissioner Willden that the Planning Commission forward a recommendation for approval of the requested Annexation Policy Plan Area Map Amendment for the City of Saratoga Springs, with the Findings and Conditions in the Staff Report. 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: None.

Motion passed 7 - 0.

2. Redwood Medical Preliminary Plat and Site Plan, located at 1843 North Redwood Road. Colton Burton as applicant.

Planner II Sam Stout presented the item. The proposed plan includes four lots and two new commercial buildings on 3.63 acres. The commercial building on Lot 1 would be 3,104 square feet in size. The commercial building on Lot 2 would be 17,890 square feet. Lot 3 would include the existing building containing a professional child development center – ABC Great Beginnings. Lot 4 would contain the open space and parking area for the development. The commercial building on Lot 1 would contain two take-out restaurants. The commercial building on Lot 2 would offer a take-out restaurant, medical offices, and retail.

Applicant Colton Burton and Sam Coburn of CIR Engineering were both in attendance to answer questions.

Commissioner Hill asked about the parking plan, specifically the ADA parking; in addition, he wanted more information regarding the Development Agreement with ABC Great Beginnings.

Planner II Sam Stout explained the “shall comply” listed for ADA parking was due to the fact that the type of medical use for the site was still unknown. He further explained that there were different standards depending upon the use, some of which may require additional ADA parking stalls. He advised that once the use was known, they would provide the required number of parking stalls. He reviewed a few things often in Development Agreements such as shared parking agreements, utilities, or other items the City may require.

Commissioner Sprosty Burns had concerns about parking areas next to Redwood Road, and received information that some grading would be done to raise the level at least three feet above Redwood Road, along with trees and shrubbery that would provide a natural barrier. She also asked how many additional parking stalls were being added to the site.

Sam Coburn of CIR Engineering responded that there would be 64 new stalls added - 16 stalls for the restaurant, and 48 stalls for the medical site.

Motion made by Commissioner Rather that the Planning Commission forward a recommendation for approval of the requested Preliminary Plat and Site Plan, located at 1843 N. Redwood Road, with the Findings and Conditions in the Staff Report. Seconded by Commissioner Harris.

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

No: None.

Absent: None.

Motion passed 7 - 0.

3. SCI Wasatch Lawn Funeral Home Preliminary Plat and Site Plan, located at 877 West Peony Drive. Brayden Allsop as applicant.

Senior Planner David Jellen presented the item. The request is for a funeral home in Wildflower Village Plan 2. The property is 2.53 acres and will contain a single 8,168 square-foot building, along with the associated parking and landscaping for the building.

Applicant Brayden Allsop and Angela Morrison of SCI Wasatch Lawn were in attendance to answer questions, and shared they were excited to be a part of the community, and felt the funeral home was needed in the area.

Commissioner Sprosty Burns received clarification that there would be 77 parking stalls, and in most cases that would provide enough parking, although it was possible it may not be enough for a really large funeral.

Commissioner Rather noted that only 33 stalls were required per City ordinance, which he did not think sounded like a lot for a building the size and nature the funeral home would be. He appreciated that they were trying to plan adequately by providing more than double the number of required stalls.

Commissioners Rather and Sprosty Burns both thought 33 stalls was a fairly low number for the size of the business, and wondered if that should be further reviewed in general for other businesses of similar size.

Mr. Allsop said he was familiar with the area and thought there would be street parking available nearby to offer additional parking beyond what was provided at the funeral home.

Commissioner Harris received clarification that no parking could be added to the west due to code restraints.

Motion made by Commissioner Harris that the Planning Commission forward a recommendation for approval of the requested Preliminary Plat and Site Plan for SCI Wasatch Lawn Funeral Home located at 877 W. Peony Drive, with the Findings and Conditions in the Staff Report. Seconded by Commissioner Hill.

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

No: None.

Absent: None.

Motion passed 7 - 0.

PUBLIC HEARINGS

1. Andover Rezone from Agricultural to R1-9 (Residential Single Family, 9,000), located at approximately northeast of Clark Drive and Pony Express Parkway. Scott Carlson as applicant.

Planner II Sam Stout presented the item. Andover Investments LC owns 5.01 acres of undeveloped property within the Agricultural Zone. The proposed area for the rezone consists of one parcel – 13-028-0091, located approximately northeast of Clark Drive and Pony Express Parkway. There is an unincorporated parcel (13-028-0066) directly north of the proposed rezone area that is intended to be annexed to the City.

Planner II Sam Stout also advised that the developer had worked with Lehi and they were in agreement with the parcel being annexed into Saratoga Springs.

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

Applicant Scott Carlson was in attendance to answer questions. He explained that the roads on the east and west would provide connectivity, and noted that the request for R1-9 would give the whole area continuity.

Commissioner Rather received clarification that the mapped area in blue was not part of the rezone, and that the annexation needed to be completed before it could be zoned, but would be part of the development.

Commissioner Harris received clarification that a zigzag road was planned to connect Livi Lane and Clark Drive, providing connectivity for homes in the area.

Motion made by Commissioner Hill that the Planning Commission forward a recommendation for approval of the requested Rezone to R1-9 for the Andover Property located approximately northeast of Clark Drive and Pony Express Parkway, with the Findings and Conditions in the Staff Report. Seconded by Commissioner Willden.

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

No: None.

Absent: None.

Motion passed 7 - 0.

2. Amendment to Title 19 Land Development Code of the City of Saratoga Springs, Chapter 19.20 – Internal Accessory Dwelling Units (IADUs). Code Amendment for Detached Accessory Dwelling Units (DADUs) Citywide. City-Initiated. Senior Planners David Jellen and Kendal Black.

Senior Planner David Jellen presented the item. In accordance with recent changes to Utah State Code, the City is proposing a code amendment to Chapter 19.20 – Internal Accessory Dwelling Units (IADUs), to permit Detached Accessory Dwelling Units (DADUs).

Senior Planner David Jellen also noted that City Council had given the direction to review anything that may be unclear or ambiguous, and recommend ways to address those more effectively.

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

Commissioner Willden received clarification regarding setbacks, and that the minimum lot square footage for the primary dwelling must be at least 11,000 square feet in order to allow a DADU.

Commissioner Hill wondered if there were any current DADUs and did not think there were very many lots in the City that could accommodate them. He thought the rental restriction limit of not allowing a DADU less than 90 days should be increased to 180 days.

Senior Planner David Jellen noted there had previously not been any legally permitted DADUs.

Commissioner Harris asked several questions regarding DADU size, setbacks, parking, utilities, fees, and taxes. He received clarification that a DADU exceeding one story would be subject to an additional setback based on the height of the structure and that a DADU could not exceed the height of the primary dwelling. He noted that the language may need to specify that two additional parking stalls would be required for DADUs 650 square feet or larger. He expressed support for establishing a maximum size for DADUs rather than limiting their size only in relation to the primary dwelling, noting concerns that this could otherwise allow for potentially large structures. He also appreciated Staff's work on language addressing the review of impacts to utilities and noted that ensuring adequate utility capacity was a concern.

Planning Director Sarah Carroll clarified that taxes were based on property valuation and that construction of a DADU would likely increase the property's valuation.

Commissioner Rather asked how the proposed regulations would interact with existing HOA requirements and Development Agreements. He noted there might be situations where requirements could differ and asked which rules would take precedence in those circumstances.

Senior Planner David Jellen explained that the amendment was to follow the parameters given by the state, and the City did not enforce CC&Rs or HOA rules.

Assistant City Attorney clarified that as long as the HOA direction did not conflict with code given by the City or State, there would be no issue.

Commissioner Sprosty Burns received clarification that the City's IADU map showing permitted IADUs remained relevant and active. She asked how many lots were 11,000 square feet or larger, shared her feeling that landlords with rental homes should be required to obtain a business license, and inquired about the process for addressing rental violations.

Senior Planner David Jellen advised there were about 2800 lots that were 11,000 square feet or larger, which would be about 1/4 - 1/3 of the total lots in the City.

Planning Director Sarah Carroll explained that the City had not established a rental licensing program, and doing so would require additional staffing and programming. She shared that the code enforcement process took care of rental violations, but was mainly complaint-based at this point.

Commissioner Sprosty Burns thought it would be good to consider regulations such as requiring both business licenses, and insurance so that action could be taken when needed.

Motion made by Commissioner Willden that the Planning Commission forward a recommendation for approval of the requested Code Amendment to Chapter 19.20, with the Findings and Conditions in the Staff Report, and an added condition that the 2-parking stall requirement be equal or greater than 650 feet for a DADU. Seconded by Commissioner Mann.

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

No: Matt Harris, Chris Roman.

Absent: None.

Motion passed 5 - 2.

Commissioner Harris commented that his vote was based on his belief that there should be more regulations, such as longer rental time stipulations, and maximum size limitations.

3. Amendment to Title 18, Building and Construction Code, Chapter 18.02 – Flood Damage Prevention. Citywide. City-Initiated.

Engineer Ken Knight presented the item. With recent changes to the FEMA flood maps with regards to Utah Lake that took effect June 23, 2026, FEMA is requiring the City to update its code accordingly. Staff has also identified recommended changes to the City's Flood Damage Prevention Code to ensure consistency of process, minimize the risk of flooding to existing and proposed developments within the City, and to ensure the City meets the minimum standards of the National Flood Insurance Program (NFIP).

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

Motion made by Commissioner Willden that the Planning Commission recommend approval of the Amendment to Title 18, Building and Construction Code, Chapter 18.02 – Flood Damage Prevention. 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: None.

Motion passed 7 - 0.

REPORTS

1. Commission Comments.

Commissioner Hill shared that there would be a presentation September 23rd at 10 a.m. hosted by Larry H. Miller Real Estate in Salt Lake City. More information would be given as the date gets closer.

2. Director's Report. – Planning Director Sarah Carroll advised of upcoming agenda items and recent City Council actions. She reminded Commissioners that there would be no meeting held on September 10th due to a conflict with the APA conference. The next meeting would be held September 24th.

CLOSED SESSION

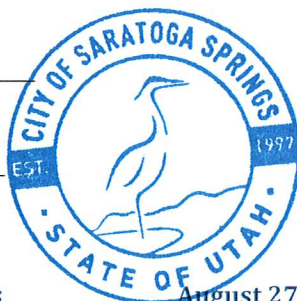
Possible motion to enter into closed session – No closed session was held.

ADJOURNMENT

Meeting Adjourned Without Objection 7:25 p.m. by Chair Rachel Sprosty Burns.

9.24.26
Date of Approval

Nemyl Nelly
Deputy City Recorder




Planning Commission Chair