



MINUTES – JOINT CITY COUNCIL AND PLANNING COMMISSION SPECIAL TRAINING SESSION

Wednesday, August 29th, 2018
City of Saratoga Springs Fire Station Training Room
995 W 1200 N, Saratoga Springs, UT 84045

MEETING MINUTES

Present:

Mayor: Jim Miller

Councilmembers: Shellie Baertsch, Michael McOmber, Ryan Poduska, Chris Porter

5 Commission Members: Kirk Wilkins, Bryan Chapman, Bryce Anderson, Christopher Carn, Troy Cunningham, Sandra Steele

Staff: Mark Christensen, City Manager; Dave Stroud, Planning Director; Owen Jackson, Assistant City Manager; Nora Shepard, Senior Planner; Kevin Thurman, City Attorney; Gordon Miner, City Engineer; Nicolette Fike, Deputy Recorder

10 Excused: Councilmember Stephen Willden, Commissioner Ken Kilgore.

1. Call to Order at 6:10 p.m. by Mayor Jim Miller

2. Roll Call – A quorum was present for both City Council and Planning Commission.

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3. Invocation/Reverence – Given by Commissioner Wilkins.

4. Pledge of Allegiance – Led by Assistant City Manager Owen Jackson.

20 TRAINING SESSION:

1. Overview of City Council Goals and Long Range Vision.

25 Mayor Miller advised that as a City Council they wanted to touch base with Planning Commission and wanted to make sure they were all on the same page as a lot of new developments are coming up and to help streamline the process.

Assistant City Manager Owen Jackson advised on Goals and projects upcoming from the City. This included:

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- Technology improvements in the City Council chambers.
 - Improve the image of the City to residents and developers pertaining to water fees.
 - Improve image of transportation safety.
 - Improve awareness to Council and residents of projects going through the process.
 - Improved availability of technology such as logging into city maps.
 - Increase the resort feel with marinas and programming.
 - 35 • Completion of Police and Court buildings, proceed with needs assessment and plans for Library and City hall.
 - Patriot Park grand opening and celebration.
 - Suicide prevention and outreach program.
 - Marketing and branding.
 - 40 • Solicitation permits.
 - Cleaning up the old Smith's building.
 - Connectivity with UDOT.
 - How we calculate Recreation programs and if they break even.
 - Connectivity with Planning Commission and training.
 - 45 • Long term financial planning for big items such as Fire Trucks.
 - Integrating sign-ups for new utility accounts.

- Website improvements.
- Naming of S.R. 73 and Pioneer Crossing.

50 2. Training

Discussion was led by Mayor Miller on best practices working with applications in Planning Commission and City Council meetings. Mayor Miller noted that it is a concern that we currently have a lot of residential buildable lots available in the city, and businesses need to be prioritized. Assistant City Manager Owen Jackson
55 noted that as the City and surrounding area has grown we have become a better area for businesses to locate here and there have been concerns from developers about the length of time it might take for them to move through the process.

Thoughts were shared for ways to move applications and meetings along at a better pace. Mayor Miller noted that it would be good to ask questions of staff ahead of time when possible to help move items forward more timely from Planning Commission to City Council. It was noted that we don't need to reiterate concerns that have already been shared by other members, we can note our agreement or disagreement and move along.

60 Council Member Baertsch noted that when something is part of code, it is not a legislative decision anymore and it doesn't need to be discussed again.

65 Commissioner Carn mentioned that work sessions are the appropriate time to share more of the concerns with developers and when it comes to action items we don't need to spend time voicing our personal opinions instead of whether it meets code. We don't need to make it hard on developers when it's not necessary.

70 It was noted that often Concept Plans are the levels that get caught up in detail discussions when that is not the place. City Manager Mark Christensen noted that as staff, they have tried to give developers a heads up to issues they may want to address before heading to Planning Commission or City Council, however, staff shouldn't micromanage at that stage. They should move things forward at the applicant's request, it is their
75 decision. We want them to have a good experience and refine the process.

Commissioner Wilkins shared a few points that he felt would be good practice. To act in a friendly manner; Have code references ready to share for concerns; Discuss only the item level before us, not to spend time on other details; Maintain professionalism, remove personal emotion and stick to facts; Don't waste time with
80 grammar errors. City Manager Mark Christensen advised that grammar problems could be taken care of with an email. City Attorney Kevin Thurman advised that non-substantive changes in typos and grammar could be made after action is taken. City Manager Mark Christensen advised that we need to be careful to not interject our own preference and make sure we are asking the questions Does it meet code? and Does it work here?

85 Senior Planner Nora Shepard shared that it has worked well elsewhere to have short 15 minute appointments one afternoon a week where developers can come in before they submit an application to have a quick overview of things like zone, rules, what might apply there, and give them appropriate application forms. A planner and an Engineer might be present. She said notes were kept of those meetings to cut down on repeating with different planners. Commissioner Steele concurred that something similar to that worked for
90 her in the past also, it can save time in the long run.

City Manager Mark Christensen brought up the questions of if we are asking too much of the developing community, are there places that might be holding up the process, slowing it down, or costing them time and money. Applicants are pulling out when they don't get their approvals in a timely manner. There is concern
95 when we require something at a phase of the process it needn't be done at yet. It was noted that there are times when developers have other agreements that are based on having City approvals.

Mayor Miller felt staff should be able to speak freely and remind council and planning members when something can be saved for discussion at another level of the process. He noted that he has received feedback
100 from developers that a lot of time is spent restating comments. If you agree with someone, you can note you agree and not spend time reiterating what has been said.

105 Council Member Poduska had asked businesses what cities they liked to work with and the answer was Lehi, noting that they have streamlined things better. City Manager Mark Christensen noted that our new development processes will help us with the streamlining, it comes down to behavior at that point. The best meeting is one where everyone is prepared.

110 Council Member Porter commented that when there may be a code issue, but a development meets code, they can approve the item (or not) and make a note to staff to look at that piece of code for another time, not take time out of that item to discuss it or write code. It's not something that the developer needs to be part of in that meeting. It was suggested that meetings are not the place to spend time belaboring a point and then go ahead and approve it because it meets code anyway. City Manager Mark Christensen advised that they can let staff know a code needs to be addressed and they could come in and meet with staff to go over it. Work together if the policy needs to be changed.

115 It was shared that rarely there may be times when City Council may be aware of something they are not able to share with Planning Commission but that may necessitate moving an application forward quickly. Staff can help inform Planning Commission when a recommendation (positive or negative) needs to be made to move something ahead. There can be times when Planning Commission can note what code says or share concern, but make the recommendation and move it forward understanding that City Council will be making the policy decision. Staff can help articulate conditions when needed, especially when there may be a code change tied into an application approval. Sometimes applicants want to push something through knowing their can-complies will be completed.

120 Council and Planning members should inform staff of non-compliance items they see and not remonstrate an applicant during a meeting. Let Code Enforcement and staff work to rectify the situation. They are working to hire new code compliance inspectors which will not be part of the police department.

125 Council Member McOmber thought it would be helpful to document the time it takes to process each application. He noted that City Council was not having as many Public Hearings anymore due to the new process.

130 Mayor Miller expressed that this meeting was part of the process to help continue to streamline the process. There will continue to be improvements. Communication is key, help check each other. We want to make sure we are on the same page.

135 Assistant City Manager Owen Jackson noted that they are going ahead with a new push to talk lights where the mayor or chair will recognize the speakers.

140 City Manager Mark Christensen shared that he has been working with affordable housing committees with the State. Changes may be coming soon to legislation that could impact our ability to make some decisions.

CITY COUNCIL CLOSED SESSION:

145 No Closed Session was held.

ADJOURNMENT:

150 Meeting Adjourned without objection at 7:50 p.m.

155 Sept. 9, 2018
Date of Approval

Cindy Holcomb
City Recorder



[Signature]
Jim Miller, Mayor

[Signature]
Kirk Wilkins,
Planning Commission Chair