

MEETING MINUTES  
SARATOGA PLANNING & ZONING COMMISSION  
March 12, 2024  
SARATOGA TOWN HALL

**REGULAR MEETING**

- Chairwoman Burau called the Planning & Zoning Commission regular meeting to order at 5:35 pm. The Pledge of Allegiance was recited.

**CALL TO ORDER**

- Planning Commissioners, Matt Baker, McCall Burau, Nancy Ford, JoDell Hone, Johnny Portillo, Chia Valdez, and Mayor Chuck Davis were present. Commissioner Johnny Portillo attended remotely via Chairwoman Burau's telephone.

**APPROVAL OF AGENDA**

- Commissioner Ford motioned to approve the March 12, 2024 Agenda. Commissioner Valdez seconded. The motion passed unanimously.

**APPROVAL OF MINUTES**

- Director Penner followed up on the conformity of the structure on the Arnold place near Rochester Avenue and 3<sup>rd</sup> Street. He stated the structure should be a primary building and not a shed. Commissioner Baker motioned to approve the February 13, 2024 Minutes. Commissioner Hone seconded. The motion passed unanimously.

**CORRESPONDENCE**

- There was no correspondence.

**ITEMS FROM THE PUBLIC**

- Kim Hytrek expressed concern about short term rentals. She spoke as both a resident and the general manager for the Riviera Motor Lodge. She stated that STRs brought too many vehicles into her residential neighborhood, including snow machines. She also mentioned that STRs have a negative effect on the town's hotels because they compete unfairly given income is earned without paying the same fees, or any at all, required by hotels, B&B's, and other lodgings. She expressed this is problematic especially for businesses that have put a lot of funds into renovating/updating as has the Riviera Motor Lodge.
- Jimmy Campbell brought an example of the March 2023 STR regulations for Scottsdale, AZ, in addition to its permitting process which includes an annual fee of \$250. When asked, Susan Mapich, a STR owner, felt \$250 was a little high, but when she stated she rents out her place 130 nights per year on average, most commissioners felt it was a reasonable amount.

**NEW BUSINESS**

- Variance Request—208 Saratoga Ave.
- Draft Ordinance No. 24-865

The Planning Commission discussed options regarding the Variance request at 208 Saratoga Ave., along with the proposed Ordinance No. 24-865 to amend Section 17.16.050 RESUBDIVISIONS of the Town Code. Upon taking an unofficial vote, most commissioners agreed that moving forward, lot lines should be changed to create conforming lots only.

## **OLD BUSINESS**

- TAPS Master Plan Update: OV Consulting is currently analyzing the numbers for the top priority projects desired by residents and will be presenting their findings to the P&Z Commission meeting on April 9, 2024. The information with recommendations will be presented to the public April 17, 2024.
- Brownfield Project update: Director Penner relayed his discussion with town attorney, Kylie Waldrip, who expressed there are no guarantees on what happens should the EPA identify contaminants in and around the building. Mayor Davis and others expressed they would not be in favor of leaving contaminants in the ground if found.
- USDA Affordable Housing: Chairwoman Burau posted USDA Fact Sheets to the Planning & Zoning website. They are easily accessible to the public. She will post information links from the USDA soon.

At 6:45 pm, Commissioner Valdez made a motion to give the Commission a 5-minute recess before reviewing the ordinances. Commissioner Baker seconded. The motion passed unanimously.

At 6:50 pm, Commissioner Hone made a motion to call the meeting back to order. Commissioner Baker seconded. The motion passed unanimously.

- Ordinance Review: Subdivisions: The Planning & Zoning Commission with Director Penner reviewed a little over two pages of Chapter 17 (17.12.010 to 17.16.020) and made various recommendations. Review of the ordinances will continue at the next meeting.

## **ZONING REPORT**

- Director Penner noted the town has a good system for building permit applications, and that fewer are being applied for at present.

## **ADJOURNMENT**

- Commissioner Baker motioned to conclude the meeting. Commissioner Valdez seconded. The motion passed unanimously. The meeting adjourned at 7:40 pm.

Submitted by Secretary Nancy Ford

The next Saratoga Planning and Zoning Commission Meeting will be on  
**Tuesday, April 9, 2023 at 5:30 PM**