

MEETING MINUTES
SARATOGA PLANNING & ZONING COMMISSION
November 14, 2023
SARATOGA TOWN HALL

PUBLIC HEARING

- Chairwoman Burau called the Public Hearing to order at 5:32 pm. Public Works Director and Planning & Zoning Administrator, Emery Penner, presented a staff report on the variance application. The hearing was closed at 5:35 pm.

REGULAR MEETING

- Chairwoman Burau called the Planning & Zoning 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. Commissioners Baker and Portillo attended remotely.

APPROVAL OF AGENDA

- Commissioner Ford motioned to approve the November 14, 2023 Agenda. Chairwoman Burau seconded. The motion passed unanimously.

APPROVAL OF MINUTES

- Chairwoman Hone motioned to approve the October 10, 2023 Minutes. Chairwoman Burau mentioned the need for the Minutes to reflect the separate meeting time openings and closings for both Public Hearing and Regular Meeting. Commissioner Valdez seconded. The motion passed unanimously.

CORRESPONDENCE

- No correspondence was presented.

ITEMS FROM THE PUBLIC

- Joshua Wood presented his thoughts on Short Term Rentals (STR) as expressed in his October 19, 2023 Saratoga Sun editorial. Recommended was a committee to be formed on STRs that would reflect various perspectives.

NEW BUSINESS

- Variance Request 1702 S. Veterans: Commissioner Ford made a motion to accept the variance request. Commissioner Valdez seconded. All were in favor of the motion.
- Meat Processing Plant in Town Limits: Several questions arose about the prospect of a meat processing plant within town limits. Currently, no ordinance addresses this type of business. Chairwoman Burau believes it should go under Special Use. Highway-Business and Light Industrial are other possibilities depending on the desires of the

community. Director Penner will draft a line in the ordinance for Special Use to be reviewed at a future meeting.

- Brown Field Project: Chairwoman Burau reported on her communication with the EPA about the former water treatment plant on River Street. Community Assessment Grants are available with a no match requirement to assess environmental risks for repurposing the building. Phase 1 would consist of researching the property with the environmental assessment in Phase 2 along with community engagement. Ayres Consulting Ltd. would be the consultants for the natural resource analysis and the EPA would take care of filling out all forms. Mayor Davis made a motion that Chairwoman Burau address the town council concerning this feasibility study. Commissioner Hone seconded. All were in favor of the motion.
- OV Consulting – TAPS Master Plan Update: Chairwoman Burau gave an overview of the accomplishments on the TAPS Master Plan to date. As of the end of October 2023, 47 surveys were completed with 316 page views of the project. An inventory of existing sidewalks will be taken. Chairwoman Burau will check with the consultant to confirm they are invoicing for completed work.
- 2024 Goals Discussion: A discussion ensued on potential goals for the Planning & Zoning Commission. Several goals mentioned included an update of the definitions in the town code and forming Adopt a “ “ groups. 2024 goals will be further discussed and adopted in January 2024.

OLD BUSINESS

- Action Items for Ordinance Updates: Mayor Davis noted that he and Director Penner are making a list of inconsistencies within the town code they have identified. These issues will eventually be brought back for the Planning & Zoning Commission to discuss and vote on. Chairwoman Burau will remove this item from Old Business.
- Town Website - Planning & Zoning Board Page Update: Chairwoman Burau discussed looking at the Page and the Civics Plus and E Code software. She will work with the website folks to get “permission” to change content of the P&Z Page.
- FDA Affordable Housing. Director Penner will follow up about a workshop and a survey on community goals.

ZONING REPORT

- Director Penner noted the town saw the same amount of development so far this year as in 2023 – 15 units.

ADJOURNMENT

- Commissioner Hone motioned to conclude the meeting. Commissioner Valdez seconded. The motion passed unanimously. The meeting adjourned at 6:45 pm.

Submitted by Secretary Nancy Ford

The next Saratoga Planning and Zoning Commission Meeting will be on
Tuesday, December 12, 2023 at 5:30 PM