Planning Commission Agenda Packet - November 18, 2026

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Agenda Item 3: REVIEW MINUTES FROM OCTOBER 7, 2026.

Town of Spring Lake

Planning Commission Meeting Agenda

Meeting to be Held

October 7, 2026 – 7:30 P.M.

3744 West 12240 South
Spring Lake, Utah 84651

NOTICE IS HEREBY GIVEN THAT THE PLANNING COMMISSION OF THE TOWN OF SPRING LAKE WILL HOLD A COMMISSION MEETING ON WEDNESDAY, OCTOBER 7, 2026, AT 7:30 PM.

(1st Wednesday) JOIN US DIGITALLY AT https://zoom.us/j/91005248477?pwd=ekueejecuNp0Gv35bAXjSb4JbbO876.1

1. CALL THE MEETING TO ORDER/ROLL CALL: JASON KNAPP, CHAIR

Commissioners Present: Chair Knapp, Commissioner Batty, Commissioner Behling, Commissioner Benson, Commissioner Moore; Alternate Commissioner Menlove.
Commissioners Absent: Alternate Commissioner McDavitt.
Staff Present: Brenda Warner, Deputy Recorder; Carrie Knapp, Treasurer.
Staff Absent: Rebecca Batty, Recorder.
Chair Knapp: Conducted roll call to start the meeting.

PUBLIC COMMENT

THIS IS THE TIME SET ASIDE FOR THE PUBLIC TO BRING FORWARD ANY ITEM THAT THEY WISH TO DISCUSS. THESE ITEMS DIFFER FROM THOSE ON THE AGENDA CONSIDERED FOR PUBLIC HEARINGS. PLEASE KEEP COMMENTS TO THREE MINUTES MAXIMUM.

Chair Knapp: Opened the public comment section of the meeting. No additional comments were made.

PUBLIC HEARINGS

2. PUBLIC HEARING – REGARDING REZONING DESIGNATION OF PARCEL 29:025:0131 FROM AGRICULTURAL RESIDENTIAL TO RESIDENTIAL CLUSTER.

Chair Knapp: Opened the public hearing regarding Brett Thompson's application to rezone Parcel 29:025:0131, approximately 5.25 acres, from Agricultural Residential (AR) to Residential Cluster (RC). Chair Knapp explained that the parcel was located within an Agricultural Protection Area and had initially received an Agricultural Residential zoning designation when the Town adopted its zoning map because the property owner had not submitted a written request for Residential Cluster zoning. Mr. Thompson subsequently submitted an application requesting the zoning change. Chair Knapp reviewed the parcel's location and surrounding zoning designations, with additional input from those in attendance. No additional public comments were received, and Chair Knapp closed the public hearing.

3. PUBLIC HEARING – REGARDING ISSUING A CONDITIONAL USE PERMIT (CUP) FOR PARCEL 30:084:0019.

Chair Knapp: Opened the public hearing regarding the conditional-use permit application for Parcel 30:084:0019, located at 12388 South Spring Lake Road. Chair Knapp disclosed a personal conflict of interest related to the application and stated that he would recuse himself from the public hearing proceedings and the Commission's

discussion and decision-making on the item. He transferred responsibility for conducting the hearing to Vice Chair Layne Batty.

Vice Chair Batty: Assumed responsibility for conducting the hearing and invited the applicant to present the proposed project before receiving public questions and comments.

Jason Knapp, Applicant: Presented plans to restore the historic Spring Lake schoolhouse and convert the property into an event facility known as *Lakeside Gardens*.

Project History and Proposed Improvements: The applicant explained that the original school opened in 1923 and closed approximately in 1956 or 1957. The property was subsequently used for beekeeping and storage before falling into disrepair. The applicant's family purchased the property in 2025 and intends to restore the building and surrounding grounds, with an anticipated opening in 2027.

The restoration will preserve the existing brick structure, approximately 3,500 square feet, while incorporating event facilities and outdoor improvements, including gardens, walking paths, gazebos, ponds, and a recirculating stream.

The applicant clarified that the proposed water features would use recirculated water rather than groundwater.

Access, Parking, and Drainage: The applicant reviewed site-access and engineering plans, noting that the existing access from Spring Lake Road would remain. A previously proposed highway entrance had been removed after the State declined to approve the connection.

The site plan includes approximately 100 on-site parking spaces, which the applicant indicated would be sufficient for the proposed uses without requiring off-site parking.

Parking-lot drainage would be directed to an on-site collection box and sump system designed using engineering and percolation-test results.

Event Capacity and Operating Hours: The applicant estimated approximately 45–50 event bookings annually, with an architectural occupancy estimate of 154 people inside the building and anticipated outdoor seating for approximately 70–80 guests. The facility would generally accommodate one event per day, although separate morning and evening events could occasionally be scheduled.

The applicant proposed requiring guests to depart by 10:00 p.m., reducing outdoor music volume beginning at 9:00 p.m., and discontinuing amplified outdoor music by 9:30 p.m.

Sound Study and Proposed Mitigation: The applicant presented results from a sound study conducted at seven locations during morning, afternoon, and evening periods. Measurements included baseline ambient noise and readings taken while amplified music was played.

The reported baseline average near the dance area was approximately 59.3 decibels. Test music measured approximately 95–100 decibels near the source and approximately 74–78 decibels at a location on the dance floor. At other measurement locations, readings were generally described as remaining within approximately three decibels of baseline conditions.

The applicant outlined proposed sound-management measures, including a permanent sound system with multiple downward-directed speakers, restrictions on outside sound systems, and the exclusion of amplified subwoofer bass. DJs or other operators would be required to use the installed system and remain within established volume limitations. Landscaping, fencing, and berms were also proposed to help reduce sound impacts and screen the venue from neighboring properties.

Lighting, Safety, and Regulatory Approvals: The applicant described proposed pathway, landscape, and parking-area lighting, with fixtures directed inward and downward to limit impacts on surrounding properties. Lighting would be dimmed or turned off by approximately 10:00 p.m., consistent with safety requirements.

The project would also incorporate fire sprinklers, emergency lighting, and other required life-safety improvements. The applicant reported coordination with the fire department and indicated that the venue would not begin operations until the necessary building permits and regulatory approvals were obtained.

Vice Chair Batty: Then explained the purpose of the conditional-use public hearing and the Commission's responsibility to evaluate the application and appropriate conditions. He then invited comments and questions from those in attendance.

Public discussion included the projected number of events, financial feasibility, parking, sound, lighting, and potential impacts on neighboring properties.

Vice Chair Batty: Asked whether the anticipated number of annual bookings would generate sufficient revenue to support the property's restoration and ongoing maintenance. The applicant discussed potential annual revenue of

approximately $200,000$–250,000, while acknowledging that pricing had not been finalized and that operating expenses and property taxes would affect the project's financial performance.
Another attendee expressed concern regarding amplified music continuing late into the evening, citing experiences with another event facility. The applicant reiterated that amplified outdoor music would end by 9:30 p.m. and indicated that the restriction could be included as a firm permit condition.
Commissioner Behling: Asked whether neighboring property owners had received individual notice of the hearing.
Jason Knapp: Confirmed that the required public notices had been posted but acknowledged that the Town had not established a separate policy requiring individual notification of nearby property owners based on proximity to a proposed development. He indicated that the Town could further consider such a notification policy. Following public discussion and questions, the hearing concluded.

****AGENDA ACTION ITEMS****

TOWN PLANNING COMMISSION MAY TAKE ACTION ON THE FOLLOWING AGENDA ITEMS

4. DISCUSSION AND POTENTIAL ACTION – APPROVAL AND ISSUING OF CONDITIONAL USE PERMIT (CUP) FOR PARCEL 30:084:0019.

The commission advanced the application to a vote and it was initially approved unanimously.
Vice Chair Batty: Continued presiding over the item due to Chair Knapp's disclosed conflict of interest.
The Commission considered the conditional-use permit application for Lakeside Gardens, including the applicant's proposed site improvements, operating procedures, sound-management measures, and additional conditions intended to mitigate potential impacts on surrounding properties.
The Commission initially indicated unanimous approval of the application. Following that vote, clarification was requested regarding whether the approval incorporated the additional conditions proposed by the applicant.
Vice Chair Batty: Confirmed that the approval was intended to include the applicant's recommended conditions.
Commissioner Behling: Suggested a new motion to clarify the Commission's approval and formally incorporate the conditions proposed in the applicant's application.
Commissioner Behling: Moved to approve and issue the Conditional Use Permit for Parcel 30:084:0019, incorporating the applicant's proposed conditions as discussed.
Commissioner Moore: Seconded the motion.
Vote: Chair Knapp – **Recused**, Commissioner Batty – **Yes**, Commissioner Behling – **Yes**, Commissioner Benson – **Yes**, Commissioner Moore – **Yes,** Alternate Commissioner Menlove – **Yes**. Motion carried, and **permit approved**.
At the conclusion of the vote, alternate Von Menlove was released from his voting capacity, and Chair Knapp resumed his position as chair.

5. DISCUSSION AND POTENTIAL ACTION – RECOMMENDING REZONING DESIGNATION OF PARCEL 29:025:0131 FROM AGRICULTURAL RESIDENTIAL TO RESIDENTIAL CLUSTER.

Chair Knapp: Introduced Brett Thompson's application requesting that Parcel 29:025:0131, approximately 5.25 acres, be rezoned from Agricultural Residential (AR) to Residential Cluster (RC). Chair Knapp summarized the parcel's existing zoning, its inclusion within an Agricultural Protection Area, and the owner's subsequent written application requesting the change.
Commissioner Behling: Expressed concerns regarding two issues: 1) whether the Commission should proceed with recommending rezoning before the Town completed a separate ordinance addressing the Agricultural Protection Area; and 2) whether nearby property owners had received sufficient notice of the proposed change, particularly those whose properties were also located within the protection area.
Chair Knapp: Clarified that the Town had already adopted its Agricultural Residential zoning regulations, but that the separate Agricultural Protection Area ordinance was a distinct matter.
Commissioners: Discussed the public-notice procedures applicable to rezoning requests and if the Town was specifically required to notify neighboring properties.

Chair Knapp: Explained that notices were posted through the required public channels, including the Utah Public Notice Website, Town website, and physical posting locations, and that the Town had not established an additional requirement to provide individualized notices to surrounding property owners.
Some commissioners expressed concern that residents affected by the proposed zoning change might not have been aware of the hearing.
Others emphasized that public notices were available through the established posting procedures.
Commissioner Behling: Referenced concerns expressed by nearby property owners who preferred maintaining larger, approximately five-acre residential lots.
Commissioners: Considered the proposed rezoning in relation to the surrounding properties and the Town's intended rural character. The discussion included the possibility that changing the parcel from Agricultural Residential to Residential Cluster could allow one additional residence on the property.
Some commissioners viewed the proposed designation as consistent with nearby Residential Cluster zoning; others expressed concern over increased density and the importance of preserving larger agricultural-residential parcels.
Commissioner Behling: Reiterated his preference to complete the separate Agricultural Protection Area ordinance before recommending the zoning change.
Commissioner Moore: Made a motion to recommend the rezoning of Parcel 29:025:0131 to the Town Council.
Commissioner Benson: Seconded the motion.
Vote: Chair Knapp – **Yes**, Commissioner Batty – **Yes**, Commissioner Behling – **No**, Commissioner Benson – **Yes**, Commissioner Moore – **Yes**. Motion carried 4-1; recommendation to the Town Council to rezone Parcel 29:025:0131 from Agricultural Residential to Residential Cluster **approved**.

6. DISCUSSION AND POTENTIAL ACTION – APPROVAL OF MINUTES FROM SEPTEMBER 16, 2026, MEETING.

Chair Knapp: Asked whether commissioners had reviewed the September 16, 2026, Planning Commission meeting minutes and whether any corrections or revisions were needed. No questions or requested changes were received.
Commissioner Batty: Made a motion to to approve the September 16, 2026, meeting minutes as presented.
Commissioner Benson: Seconded the motion.
Vote: Chair Knapp – **Yes**, Commissioner Batty – **Yes**, Commissioner Behling – **Yes**, Commissioner Benson – **Yes**, Commissioner Moore – **Yes**. Motion carried, and minutes approved.

REPORTS

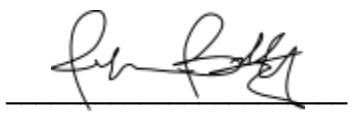
7. CHAIR/VICE CHAIR
8. COMMISSION MEMBERS
9. MAYOR/STAFF MEMBERS
10. OTHER

CLOSED MEETING (IF NECESSARY)

POSSIBLE MOTION TO ENTER INTO CLOSED MEETING FOR THE PURCHASE, EXCHANGE, OR LEASE OF PROPERTY; PENDING OR REASONABLY IMMINENT LITIGATION; THE CHARACTER, PROFESSIONAL COMPETENCE, OR THE PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL; OR THE DEPLOYMENT OF SECURITY PERSONNEL, DEVICES, OR SYSTEMS.

ADJOURNMENT

Commissioner Benson: Moved to adjourn the meeting.
Commissioner Moore: Seconded the motion.
Vote: Motion carried unanimously.
Chair Knapp: Adjourned the meeting.



Rebecca Batty, Town Recorder

In compliance with the Americans with Disabilities Act, persons needing special accommodations, including auxiliary communicative aids and services, for this meeting should notify the Town at 206-596-1488 or by email at recorder@springlakeutah.gov at least 48 hours in advance of the meeting.

CERTIFICATE OF POSTING

The Town does hereby certify that the above notice and agenda have been posted at the designated meeting place, the springlakeutah.gov website, and the Utah Public Notice Website.

Agenda Item 4: REVIEW MINUTES FROM SEPTEMBER 2, 2026.

Town of Spring Lake

Planning Commission Meeting Agenda

Meeting to be Held

September 2, 2026 – 7:30 P.M.

3744 West 12240 South

Spring Lake, Utah 84651

NOTICE IS HEREBY GIVEN THAT THE PLANNING COMMISSION OF THE TOWN OF SPRING LAKE WILL HOLD A COMMISSION MEETING ON WEDNESDAY, SEPTEMBER 2, 2026, AT 7:30 PM.

(1st Wednesday) JOIN US DIGITALLY AT https://zoom.us/j/91005248477?pwd=ekueejecuNp0Gv35bAXjSb4JbbO876.1

1. CALL THE MEETING TO ORDER/ROLL CALL: JASON KNAPP, CHAIR

Commissioners Present: Chair Knapp, Commissioner Batty, Commissioner Behling, Commissioner Benson, Commissioner Moore; Alternate Commissioner Menlove.
Commissioners Absent: Alternate Commissioner McDavitt.
Staff Present: Rebecca Batty, Recorder; Brenda Warner, Deputy Recorder; Carrie Knapp, Treasurer.
Chair Knapp: Conducted roll call to start the meeting.

PUBLIC COMMENT

THIS IS THE TIME SET ASIDE FOR THE PUBLIC TO BRING FORWARD ANY ITEM THAT THEY WISH TO DISCUSS. THESE ITEMS DIFFER FROM THOSE ON THE AGENDA CONSIDERED FOR PUBLIC HEARINGS. PLEASE KEEP COMMENTS TO THREE MINUTES MAXIMUM.

Chair Knapp: Opened the meeting for public comment. No public comments were received.

PUBLIC HEARINGS

2. PUBLIC HEARING – REGARDING REZONING DESIGNATION OF PARCEL 30:084:0019 FROM RESIDENTIAL CLUSTER TO COMMERCIAL.

Chair Knapp: Disclosed a conflict of interest relating to the rezoning application and recused himself from presiding over the hearing and participating in the Commission's deliberation and vote. He stepped away from the Commission and sat in the public seating area.
Vice Chair, Commissioner Layne Batty: Assumed responsibility for conducting the hearing, explained its purpose, and requested disclosure of any additional conflicts of interest.
Recorder Rebecca Batty: Confirmed Alternate Commissioner Menlove would serve in a temporary voting capacity.
Jason Knapp, Applicant: Described the proposed rezoning of Parcel 30:084:0019 from Residential Cluster (RC) to Commercial. The property contains the former Spring Lake school building, which the owners intend to restore and operate as a commercial event center. He explained that the historic structure had experienced significant deterioration, including damage to its interior floors and ceilings. The owners had invested in preserving the building and intended to establish a commercial use that would help support the restoration and ongoing maintenance of the property. He clarified that the current hearing concerned the proposed zoning designation only. A separate conditional-use permit application and public hearing would be necessary to review the proposed event-center operations and their potential impacts on neighboring properties.
Mayor Menlove: As a co-owner of the property, explained that the restoration project was intended to preserve an important historic building within the community. He emphasized the value of rehabilitating the former school rather

than allowing it to deteriorate further. He further explained that structural repairs already completed, including roof work, had been performed under a building permit issued by Utah County before Spring Lake's incorporation. Additional construction and restoration work would require permitting through the Town.

Commissioners: Discussed the importance of clarifying that the restored school would remain privately owned and would not become a public municipal facility.

The applicants confirmed that the property was owned by two families and that the proposed event center would operate as a private commercial venture intended to support the investment made in preserving the building. The applicants discussed preliminary site improvements, including engineered plans for landscaping, parking, drainage, and access. They described plans for approximately 103 parking spaces intended to accommodate visitors on-site and minimize parking along public streets. The proposed parking area would consist of approximately two-thirds paved surface and one-third gravel, with drainage directed toward a designated collection area or sump.

The applicants explained that they had explored obtaining direct access from the highway but that the Utah Department of Transportation (UDOT) had denied the request. Access from the existing local street remained available. Possible use of nearby Town property for additional parking was identified for consideration.

Commissioners: Questioned adequate water and wastewater services for the proposed commercial use.

Jason Knapp: Explained that the existing septic system would be removed or replaced and that the required wastewater improvements would be coordinated through Utah County.

Discussion also addressed available water resources, including a Spring Lake water share and Strawberry water rights, with approximately five to six acre-feet referenced during the discussion. The applicants indicated that less than one acre of the property would be actively developed or landscaped. Additional verification of the applicable water share was discussed, including follow-up with Steve Moon.

Commissioners and members of the public: Discussed the historical significance of the former school and the community's interest in preserving the building.

Commissioner Benson: Expressed appreciation for the restoration work and acknowledged the community interest.

Commissioners also raised questions regarding potential noise, traffic, parking, and impacts on surrounding residential properties. It was clarified that these operational considerations would be addressed in greater detail through the subsequent conditional-use permit process, rather than determined solely through the rezoning hearing.

Alternate Von Menlove: Made a motion to close the public hearing.

Commissioner Behling: Seconded the motion. Vote was unanimous.

****AGENDA ACTION ITEMS****

TOWN PLANNING COMMISSION MAY TAKE ACTION ON THE FOLLOWING AGENDA ITEMS

3. DISCUSSION AND POTENTIAL ACTION – RECOMMENDING REZONING DESIGNATION OF PARCEL 30:084:0019 FROM RESIDENTIAL CLUSTER TO COMMERCIAL.

Vice Chair Batty: Presided over the item, with Alternate Commissioner Von Menlove seated in a voting capacity. Chair Knapp remained recused from Commission deliberation and voting.

Commissioner Behling: Raised questions concerning the property's water resources and septic capacity. The applicants indicated that the proposed improvements and available resources were anticipated to accommodate the intended commercial use, subject to applicable permitting and review.

Alternate Commissioner Von Menlove: Asked whether the proposed parking area would be paved. The applicants explained that approximately two-thirds of the parking area would be paved, with the remaining one-third consisting of gravel to support drainage. Stormwater would be directed toward an engineered drainage collection area.

Commissioner Behling: Requested clarification regarding the number of parking spaces and the portion of the parking area proposed for paving.

Commissioners: Discussed the proposed change from Residential Cluster to Commercial and acknowledged that approval of the zoning designation would not independently authorize operation of the event center.

The applicants would still be required to complete the applicable conditional-use permit process and obtain the necessary building and site approvals.

Commissioner Moore: Made a motion to recommend the approval of the rezoning of Parcel 30:084:0019 from Residential Cluster to Commercial to the Town Council.

Commissioner Benson: Seconded the motion.
Vote: Chair Knapp – **Recused**, Commissioner Batty – **Yes**, Commissioner Behling – **Yes**, Commissioner Benson – **Yes**, Commissioner Moore – **Yes**, Alternate Commissioner Menlove – **Yes**. Motion carried; recommendation **passed**.
Following the vote, Chair Knapp returned to the meeting in his capacity as Chair.

4. DISCUSSION AND POTENTIAL ACTION – APPROVAL OF MINUTES FROM JUNE 17, 2026.

Chair Knapp: Reviewed the draft minutes from the June 17, 2026, Planning Commission meeting and identified a clarification needed in Section 2. The minutes had been reconstructed from available notes because the meeting recording was unavailable. Chair Knapp clarified that the individual previously referenced as "someone" in Section 2 was Jacob Ellsworth and requested that the minutes be amended accordingly.
Commissioner Benson: Made a motion to approve the minutes, with the correction.
Commissioner Moore: Seconded the motion.
Vote: Chair Knapp – **Yes**, Commissioner Batty – **Yes**, Commissioner Behling – **Yes**, Commissioner Benson – **Yes**, Commissioner Moore – **Yes**. Motion carried, and minutes approved.

5. DISCUSSION AND POTENTIAL ACTION – RECOMMENDING ADOPTION OF LAND USE AND DEVELOPMENT ADMINISTRATIVE DOCUMENTS.

Chair Knapp: Reviewed the proposed Land Use and Development Administrative Documents previously distributed to Commission members for consideration. He explained that the documents were intended to establish consistent administrative procedures for implementing the Town's adopted land-use ordinances, including application requirements, review responsibilities, and the steps involved in processing land-use and development requests. The documents were designed to provide a practical administrative framework for a municipality that does not maintain a traditional professional planning department. Chair Knapp clarified that the documents addressed administrative implementation rather than substantive changes to the Town's adopted land-use regulations.
Commissioner Behling: Asked whether changes had been made to the documents since they were distributed by email on August 15, 2026.
Chair Knapp: Confirmed that no revisions had been made since the documents were distributed. He invited members to identify any questions, concerns, or recommendations before forwarding them to the Town Council.
Members discussed the possibility of addressing additional refinements through future updates rather than delaying the current recommendation. No specific amendments were proposed for immediate incorporation.
Commissioner Batty: Made a motion that the Planning Commission forward a recommendation of approval for the “Land Use and Development Administrative Documents” to the Town Council.
Commissioner Benson: Seconded the motion.
Vote: Chair Knapp – **Yes**, Commissioner Batty – **Yes**, Commissioner Behling – **Yes**, Commissioner Benson – **Yes**, Commissioner Moore – **Yes**. Motion carried, and recommendation **passed**.

WORK SESSION

6. DISCUSSION – REVIEW NEXT STEPS.

Chair Knapp: Reviewed several outstanding land-use and development matters requiring additional research, policy consideration, or possible ordinance clarification. He then reported that Commissioner Moore was researching the circumstances under which fire-sprinkler systems should be required for new construction within the Town. The research would consider applicable building and fire-code requirements, available water resources, access for emergency services, and other local conditions affecting fire protection.
Commissioner Moore: Will continue researching potential fire-sprinkler requirements and considerations for future Commission discussion.
Chair Knapp: Reported that Commissioner Behling had previously provided information concerning agricultural protection regulations and related ordinances adopted by surrounding jurisdictions. He requested that Commissioner

Behling take the lead in developing additional research and potential recommendations concerning agricultural protection within Spring Lake.

Commissioner Behling: Agreed to continue researching agricultural protection provisions, including examples from Utah County and Saratoga Springs, and identify options that may be appropriate for the Town.

Chair Knapp: Referenced a question raised during the earlier Town Council meeting concerning the Town's accessory dwelling unit provisions. The issue involved whether a property owner could construct a larger primary residence while retaining an existing smaller residence as an accessory dwelling unit.

Members discussed whether the current ordinance clearly addresses the relationship between a primary dwelling and an ADU, particularly when the smaller residence predates the construction of the larger home.

Alternate Commissioner Von Menlove: Offered to obtain additional information regarding how other municipalities address similar circumstances.

Chair Knapp: Emphasized the need to review the Town's existing ordinance language carefully before providing interpretations or authorizing construction based on an uncertain provision.

Chair Knapp: Discussed the need to develop a clearer understanding of the Town's annexation and municipal boundary-adjustment procedures. Members discussed distinctions between annexation of unincorporated property and changes involving property already situated within another municipality. The Commission identified a need to review the applicable state-code requirements, administrative procedures, and possible implications for the Town's General Plan.

Commissioner Batty: Volunteered to assist with researching annexation procedures.

Chair Knapp: Offered to provide additional support in researching the applicable requirements and developing information for future Commission consideration.

Commissioner Benson: Discussed potential building-code provisions applicable to the rehabilitation of historic structures. Members raised questions regarding whether historic buildings might qualify for alternative standards or exceptions involving items such as stairways, bathrooms, accessibility, or other building improvements. The Commission discussed the possibility of historic-building provisions or an overlay that could assist in preserving older structures while addressing applicable safety requirements.

Commissioner Benson: Agreed to continue researching historic-building requirements and potential options for future consideration. She also asked about the Town's continued use of Chair Knapp's property and barn/building for municipal meetings.

Chair Knapp: Confirmed that the current arrangement remained acceptable and that he would notify the Town if the use became inconvenient or created a concern.

REPORTS

7. CHAIR/VICE CHAIR
8. COMMISSION MEMBERS
9. MAYOR/STAFF MEMBERS
10. OTHER

CLOSED MEETING (IF NECESSARY)

POSSIBLE MOTION TO ENTER INTO CLOSED MEETING FOR THE PURCHASE, EXCHANGE, OR LEASE OF PROPERTY; PENDING OR REASONABLY IMMINENT LITIGATION; THE CHARACTER, PROFESSIONAL COMPETENCE, OR THE PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL; OR THE DEPLOYMENT OF SECURITY PERSONNEL, DEVICES, OR SYSTEMS.

ADJOURNMENT

Commissioner Behling: Moved to adjourn the meeting.

Commissioner Moore: Seconded the motion.

Vote: Motion carried unanimously.

Chair Knapp: Adjourned the meeting.



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Rebecca Batty, Town Recorder

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CERTIFICATE OF POSTING

The Town does hereby certify that the above notice and agenda have been posted at the designated meeting place, the springlakeutah.gov website, and the Utah Public Notice Website.

Agenda Item 5: REVIEW MINUTES FROM AUGUST 13, 2026.

Town of Spring Lake

Planning Commission Meeting Agenda

Meeting to be Held

August 13, 2026 – 6:00 P.M.

3744 West 12240 South

Spring Lake, Utah 84651

NOTICE IS HEREBY GIVEN THAT THE PLANNING COMMISSION OF THE TOWN OF SPRING LAKE WILL HOLD A COMMISSION MEETING ON THURSDAY, AUGUST 13, 2026, AT 6:00 PM.

JOIN US DIGITALLY AT https://zoom.us/j/98280693509?pwd=qWHaa7jpsmuCywO2a3gTLt5E9UgKHB.1

1. CALL THE MEETING TO ORDER/ROLL CALL: JASON KNAPP, CHAIR

Commissioners Present: Chair Knapp, Commissioner Batty, Commissioner Behling, Commissioner Benson, Commissioner Moore; Alternate Commissioner Menlove, Alternate Commissioner McDavitt.
Staff Present: Rebecca Batty, Recorder; Carrie Knapp, Treasurer.
Staff Present Online: Brenda Warner, Deputy Recorder.
Chair Knapp: Conducted roll call to start the meeting.

2. OPENING CEREMONIES

   a. PLEDGE OF ALLEGIANCE: BY INVITATION

Patty Sutherland: Led those in attendance at the Pledge of Allegiance

   b. PRAYER/MOMENT OF SILENCE: BY INVITATION

Glenn Bushnell: Offered a prayer to begin the meeting.

PUBLIC COMMENT

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Members of the public raised questions regarding road construction, traffic, and development near 12000 South and 12240 South. Discussion concerned a planned road connection from a new residential development east and north of the meeting location to 12240 South.
Mayor Menlove: Explained that the developer anticipated completing the connection and addressing existing road damage during the second phase of construction, expected in October 2026. He expressed concern that delays could leave the road in poor condition through the winter. It was clarified that the additional roadway had been approved by Utah County before Spring Lake's incorporation and was therefore an existing development authorization inherited by the Town.
Residents also discussed proposed improvements to 12000 South associated with the new development. The anticipated work included roadway widening and additional turn lanes to improve traffic movement through the intersection.
Chair Knapp: Clarified that the available project correspondence did not indicate plans for a roundabout and that he did not believe one was currently proposed.

Discussion also addressed notification of affected property owners. A resident indicated that notices appeared to have been distributed primarily to properties whose driveways would be affected by the improvements. Chair Knapp acknowledged that a nearby resident had received such notice. Questions specifically related to the proposed zoning map were deferred until the scheduled public hearing.

PUBLIC HEARINGS

3. PUBLIC HEARING – OFFICIAL ZONING MAP OF SPRING LAKE.

Chair Knapp opened the public hearing and presented the revised Official Zoning Map of Spring Lake. He reviewed the proposed zoning classifications, residential density requirements, agricultural protections, and the implications of the map for existing and future development. He explained that most properties within Spring Lake were designated Residential Cluster (RC), which generally allows residential development at a density of one building lot per 2.5 acres. He explained that the Town's clustering provisions allow smaller individual building lots, potentially as small as one acre, provided the overall density requirements are maintained and remaining acreage is preserved as open space. A density bonus may allow one building lot per 2.25 acres when applicable clustering requirements are satisfied. Using a hypothetical 25-acre property, Chair Knapp explained that standard density would allow approximately 10 lots, while the clustering density bonus could theoretically allow 11 lots, subject to applicable requirements. He also explained that the ordinance does not establish a specific minimum acreage for initiating a cluster development, although practical limitations may affect smaller parcels.

A resident inquired about dividing an approximately 4.5-acre property among four children. Chair Knapp explained that the proposed density requirements would not permit four residential lots on that acreage. He discussed the potential for a smaller clustered subdivision, provided applicable density, access, and open-space requirements could be satisfied.

Additional discussion addressed frontage requirements and existing nonconforming lots. Chair Knapp clarified that legally established existing lots may retain their status even when they do not meet current frontage requirements. Newly created lots, however, must comply with applicable standards, including requirements for flag lots and private access lanes.

Chair Knapp: Reviewed revisions to the proposed map that designated certain properties Agricultural Residential (AR), generally requiring five acres per residential building lot. He explained that four property owners had submitted written requests for five-acre zoning and that those requests were reflected in the revised map. Properties subject to existing Agricultural Protection Area designations were also addressed in the proposed agricultural zoning classifications. He clarified that both RC and AR zoning permit agricultural activities, including farming and animal husbandry, under the Town's ordinances. The primary distinction discussed was the residential subdivision density permitted under each designation.

Discussion distinguished agricultural zoning, Agricultural Protection Area status, and greenbelt taxation.

Chair Knapp: Explained that Agricultural Protection Areas provide certain legal protections for agricultural operations, while greenbelt relates to the taxation and valuation of qualifying agricultural property.

Members discussed county administration of Agricultural Protection Areas, applicable renewal requirements, and acreage considerations associated with greenbelt eligibility. It was clarified that a property's zoning designation does not independently determine whether it qualifies for agricultural protection or greenbelt taxation.

Chair Knapp: Reviewed the limited Light Industrial designation shown on the proposed zoning map. He explained that the intent was to accommodate appropriate uses within a defined area while maintaining oversight of certain activities through conditional-use requirements.

Discussion also acknowledged that a property owner with land in an Agricultural Protection Area had verbally expressed interest in a possible future Light Industrial designation. No additional zoning change was made in response to that discussion.

Commissioner Benson: Made a motion to close the public hearing.

Commissioner Moore: Seconded the motion. Vote was unanimous.

Chair Knapp: Closed the public hearing

AGENDA ACTION ITEMS

4. DISCUSSION AND POTENTIAL ACTION – APPROVAL OF RESOLUTION NO. 26-15, RECOMMENDING ADOPTION OF AN OFFICIAL ZONING MAP.

Chair Knapp: Reiterated that both classifications allow agricultural uses, with the principal distinction being the minimum acreage and density requirements for residential subdivision: generally 2.5 acres per lot under RC zoning and five acres per lot under AR zoning.
Commissioner Moore: Discussed the proposed changes from RC to AR zoning and the implications for affected properties.
Commissioner Behling: Raised concerns regarding additional agricultural properties, particularly those west of the freeway and a parcel owned by Brigham Young University (BYU). He recommended that the BYU-owned parcel receive Agricultural Residential zoning because of its existing agricultural use, established tart-cherry orchards, and long-term agricultural lease. He explained that Bill Ferguson leases the property for tart-cherry production and that the lease and related contractual arrangements were expected to continue for approximately 25 years. He expressed the position that five-acre zoning would better reflect the property's existing agricultural character and demonstrate support for preserving larger agricultural parcels.
Commission Discussion: Members discussed whether the BYU-owned property should be changed from the proposed RC designation to AR without a formal request from its owner. Several members expressed concern about imposing a more restrictive zoning classification without direct input from BYU. It was noted that attempts to contact the property owner had not resulted in a request for a different designation.
Chair Knapp: Explained that the owner had previously been notified of the proposed 2.5-acre zoning and could request a zoning amendment after adoption of the map.
Todd Godfrey: Addressed the legal considerations associated with changing a property's zoning to a more restrictive classification without an owner's request. He explained that such a change could present potential legal concerns and that the Town could consider a future zoning amendment through the appropriate public process.
The Commission discussed the availability of future owner-requested or Town-initiated zoning amendments, which would require applicable public notice, Planning Commission review, and Town Council action. Following discussion, the Commission determined to retain the BYU-owned parcel's proposed Residential Cluster designation and proceed with the revised zoning map as presented.
Commissioner Behling: Made a motion to pass Resolution no. 26-15, Spring Lake Official Zoning Map (Revised).
Commissioner Moore: Seconded the motion.
Vote: Chair Knapp – **Yes**, Commissioner Batty – **Yes**, Commissioner Behling – **Yes**, Commissioner Benson – **Yes**, Commissioner Moore – **Yes**. Motion carried, and resolution approved.

5. DISCUSSION AND POTENTIAL ACTION – APPROVAL OF RESOLUTION NO. 26-16, RECOMMENDING ADOPTION OF BUILDING PERMIT AND REZONING APPLICATION DOCUMENTS.

Chair Knapp: Introduced the proposed Building Permit and Rezoning Application Documents previously provided to Commission members for review. He explained that the documents were developed to establish consistent administrative procedures for land-use and building-related applications, provide clear guidance to property owners, and assist Town staff and volunteers in implementing the Town's adopted ordinances. The proposed documents establish application requirements, supporting documentation, administrative review steps, and recordkeeping procedures. Chair Knapp clarified that some forms are intended for internal Town administration rather than direct completion by applicants. He further explained that the application documents would work alongside a broader Land Use and Development Administration Manual and additional administrative materials that remained under development, including procedures for conditional-use permits.
Discussion clarified that the documents establish administrative processes rather than technical building-code standards. Technical compliance would remain subject to review by qualified building professionals under applicable codes.

Mayor Menlove: Asked about the implications of adopting the documents by ordinance, noting that future amendments to documents adopted in that manner would also require ordinance amendments.
Todd Godfrey: Confirmed the implications of adopting the documents through an ordinance.
Commission members discussed the importance of establishing clear and consistent procedures while retaining appropriate flexibility for future administrative updates.
Commissioner Batty: Made a motion to pass Resolution no. 26-16 and recommend it to the Town Council.
Commissioner Benson: Seconded the motion.
Vote: Chair Knapp – **Yes**, Commissioner Batty – **Yes**, Commissioner Behling – **Yes**, Commissioner Benson – **Yes**, Commissioner Moore – **Yes**. Motion carried, and resolution approved.

6. DISCUSSION AND POTENTIAL ACTION – APPROVAL OF RESOLUTION NO. 26-17, RECOMMENDING AUTHORIZATION TO ADMINISTER LAND USE AND DEVELOPMENT (ROLES & RESPONSIBILITIES).

Chair Knapp: Introduced the proposed Land Use and Development Roles and Responsibilities recommendations, explaining the importance of clearly identifying the individuals or entities responsible for administering development applications, reviewing projects, issuing approvals, and considering appeals. He distinguished between legislative, administrative, and quasi-judicial land-use functions and reviewed the proposed allocation of responsibilities among the Town Council, Planning Commission, administrative staff, contracted professionals, and appeal authorities.
Commissioners: Discussed the following recommended assignments:
1. Legislative and Administrative Land-Use Authority
Chair Knapp: Explained that legislative land-use decisions, including zoning amendments and adoption of land-use ordinances, remain within the Town Council's authority, subject to required Planning Commission review and recommendations. Administrative land-use functions involve applying adopted ordinances and standards to individual applications. The Commission discussed utilizing a qualified part-time planning professional or outside planning firm to review development proposals, assist with subdivisions, and perform designated administrative land-use functions.
2. Conditional-Use Permits
Todd Godfrey: Recommended that the Planning Commission retain responsibility for reviewing and deciding conditional-use permit applications rather than assigning final decision-making authority to an outside consultant. He suggested that a qualified land-use professional or consultant could review applications, provide technical analysis, and prepare recommendations for Commission consideration.
Commission members discussed the importance of allowing professional review while retaining local oversight of proposed land uses and their potential effects on neighboring properties.
As an example, Chair Knapp discussed the possible restoration of the former Spring Lake school building for use as a commercial event center. He explained that commercial zoning would first be required and that a subsequent conditional-use review would address matters such as traffic, lighting, noise, and neighborhood compatibility. Chair Knapp indicated that he would recuse himself from Commission consideration of that particular application.
3. Building Official and Building-Code Administration
Commissioners: Discussed the role of a qualified building official in reviewing building plans, conducting required inspections, and ensuring compliance with applicable building codes.
Chair Knapp: Referenced the Town's arrangement with Staley's and Associates for building-related review and inspection services. He noted the importance of clearly defining responsibilities, required inspections, documentation, and reporting procedures within the applicable professional services agreement.
4. Designated Town Officials and Administrative Staff
Chair Knapp: Reviewed recommendations assigning routine administrative responsibilities to the Town Recorder and Assistant Recorder. These functions would include receiving applications, verifying the completeness of required materials, coordinating reviews, maintaining records, and communicating with applicants.
The Commission emphasized the distinction between administrative processing and decisions requiring professional review or action by an authorized land-use body.
5. Appeal Authority and Board of Adjustments

The Commission discussed establishing an independent appeal process for land-use decisions and variance requests. The proposed recommendations contemplated combining appeal authority and Board of Adjustments functions through a qualified professional hearing officer.

Todd Godfrey: Explained that a designated hearing officer would evaluate appeals and variances under applicable Utah law and Town ordinances. He indicated that he could recommend qualified individuals with relevant mediation, arbitration, or land-use experience to serve in this capacity.

Discussion clarified that decisions of the designated appeal authority would remain subject to applicable judicial review.

6. Professional Appointments and Implementation

Chair Knapp: Reviewed the recommended sources for filling the various administrative and professional roles.

Commissioners: Discussed potential outside planning firms, professional hearing officers, and individuals with relevant local experience.

No specific development-staff provider or appeal hearing officer was formally selected during the meeting. The recommendations were intended to establish a framework for future Town Council authorization and implementation.

Following discussion, the Commission reviewed the revised *Role Recommendations* document and considered its inclusion with Resolution No. 26-17.

Commissioner Batty: Made a motion to pass Resolution no. 26-17, including the updated "Role Recommendations."

Commissioner Moore: Seconded the motion.

Vote: Chair Knapp – **Yes**, Commissioner Batty – **Yes**, Commissioner Behling – **Yes**, Commissioner Benson – **Yes**, Commissioner Moore – **Yes**. Motion carried, and resolution approved.

REPORTS

7. CHAIR
8. VICE CHAIR
9. COMMISSION MEMBERS

Commissioner Behling: Informed the Commission that he would be accepting a position with SESD and asked whether that position could create a conflict of interest with his responsibilities as a Planning Commissioner.

Todd Godfrey: Responded to the inquiry regarding potential conflict-of-interest considerations.

10. STAFF MEMBERS

Mayor Menlove: Asked about the building permits….

CLOSED MEETING (IF NECESSARY)

POSSIBLE MOTION TO ENTER INTO CLOSED MEETING FOR THE PURCHASE, EXCHANGE, OR LEASE OF PROPERTY; PENDING OR REASONABLY IMMINENT LITIGATION; THE CHARACTER, PROFESSIONAL COMPETENCE, OR THE PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL; OR THE DEPLOYMENT OF SECURITY PERSONNEL, DEVICES, OR SYSTEMS.

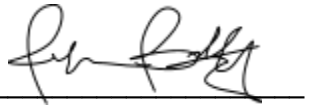
ADJOURNMENT

Commissioner Moore: Moved to adjourn the meeting.

Commissioner Behling: Seconded the motion.

Vote: Motion carried unanimously.

Chair Knapp: Adjourned the meeting.



Rebecca Batty, Town Recorder

In compliance with the Americans with Disabilities Act, persons needing special accommodations, including auxiliary communicative aids and services, for this meeting should notify the Town at 206-596-1488 or by email at recorder@springlakeutah.gov at least 48 hours in advance of the meeting.

CERTIFICATE OF POSTING

The Town does hereby certify that the above notice and agenda have been posted at the designated meeting place, the springlakeutah.gov website, and the Utah Public Notice Website.

Agenda Item 6: REVIEW MINUTES FROM AUGUST 5, 2026.

Town of Spring Lake

Planning Commission Meeting Agenda

Meeting to be Held

August 5, 2026 – 6:00 P.M.

3744 West 12240 South

Spring Lake, Utah 84651

NOTICE IS HEREBY GIVEN THAT THE PLANNING COMMISSION OF THE TOWN OF SPRING LAKE WILL HOLD A COMMISSION MEETING ON WEDNESDAY, AUGUST 5, 2026, AT 6:00 PM.

JOIN US DIGITALLY AT https://zoom.us/j/91005248477?pwd=ekueejecuNp0Gv35bAXjSb4JbbO876.1

1. CALL THE MEETING TO ORDER/ROLL CALL: JASON KNAPP, CHAIR

Commissioners Present: Chair Knapp, Commissioner Batty, Commissioner Behling, Commissioner Benson, Commissioner Moore; Alternate Commissioner Menlove.
Commissioners Absent: Alternate Commissioner McDavitt.
Staff Present: Brenda Warner, Deputy Recorder; Carrie Knapp, Treasurer.
Staff Present Remotely: Rebecca Batty, Recorder; Councilmember Marsh.
Chair Knapp: Conducted roll call to start the meeting.

2. OPENING CEREMONIES

    a. PLEDGE OF ALLEGIANCE: BY INVITATION

Rod Newman: Led those in attendance at the Pledge of Allegiance

    b. PRAYER/MOMENT OF SILENCE: BY INVITATION

Bill Benson: Offered a prayer to begin the meeting.

PUBLIC COMMENT

THIS IS THE TIME SET ASIDE FOR THE PUBLIC TO BRING FORWARD ANY ITEM THAT THEY WISH TO DISCUSS. THESE ITEMS DIFFER FROM THOSE ON THE AGENDA CONSIDERED FOR PUBLIC HEARINGS. PLEASE KEEP COMMENTS TO THREE MINUTES MAXIMUM.

Chair Knapp: Opened the meeting for public comment. A question was raised regarding the purpose and content of Titles 7, 9, and 10 of the Spring Lake Municipal Code. Chair Knapp directed the discussion to the scheduled public hearing, where the proposed ordinances would be reviewed in greater detail.

PUBLIC HEARINGS

3. PUBLIC HEARING – PROPOSED ADOPTION OF TITLES 7, 9, AND 10 OF THE SPRING LAKE MUNICIPAL CODE.

Chair Knapp: Opened the Public Hearing portion of the meeting and invited public comment on the proposed adoption of Titles 7, 9, and 10, of the Spring Lake Municipal Code.
Commissioner Behling: Comment

Chair Knapp: Opened the public hearing and invited comments regarding the proposed adoption of Titles 7, 9, and 10 of the Spring Lake Municipal Code. He explained that the proposed regulations would implement the Town's General Plan and establish land-use and development requirements. The draft ordinances had been made available for public review.

Commissioner Batty: Mentioned his experience in residential construction, infrastructure development, and project management encouraged the Town to plan carefully for future growth while preserving Spring Lake's rural character. He recommended concentrating future development near existing infrastructure, preserving agricultural land and open space, maintaining larger residential lots, and identifying transportation and utility corridors before additional development occurs.

Commissioner Behling: Expressed concerns regarding proposed zoning designations west of the freeway and requested that the Town maintain five-and-one-quarter-acre zoning in that area. The resident presented letters and signatures described as representing approximately 80% of neighboring property owners supporting larger lot sizes. Concerns were also raised regarding future annexation, agricultural preservation, and the potential effects of smaller residential lots on surrounding properties.

Chair Knapp: Clarified that the proposed zoning map would be addressed separately at the August 13, 2026, Planning Commission meeting. He explained that the current map reflected five-acre Agricultural Residential zoning in certain agricultural protection areas and indicated that the submitted public comments would be considered during the upcoming zoning-map review.

Residents and Commissioners discussed agricultural protection areas, greenbelt classification, property valuations, and potential tax consequences associated with land development or changes in property use.

Commissioner Behling: Discussed greenbelt status and related considerations for agricultural properties.

Chair Knapp: Clarified that agricultural protection and greenbelt tax classification are separate matters. He explained that agricultural protection does not necessarily determine a property's tax treatment or guarantee that land will remain in agricultural use indefinitely.

Participants also discussed property-tax assessments, potential greenbelt rollback taxes, and the relationship between property values and municipal tax rates.

Chair Knapp: Further explained that changes to zoning affecting property within agricultural protection areas involve landowner consent and review through the Town's land-use processes. He noted that the Planning Commission makes recommendations on zoning amendments, while the Town Council is responsible for final legislative decisions.

Commissioner Benson and Councilmember Judd: Raised concerns regarding proposed nuisance regulations, particularly provisions addressing abandoned, dismantled, wrecked, or discarded vehicles. A concern was expressed regarding the interpretation of subjective standards, including visual blight, and the extent to which Town officials should regulate activities on private property.

Chair Knapp: Reviewed the proposed ordinance language, explaining that long-term accumulation of certain vehicles could be prohibited when creating a nuisance condition, such as a health hazard, safety concern, or visual blight. He also identified exemptions for lawful agricultural, commercial, industrial, and active vehicle restoration activities.

Discussion included enforcement authority, vehicle registration requirements, and the potential need for additional clarification regarding nuisance determinations. Discussion also addressed provisions governing existing uses that may not conform to newly adopted land-use regulations.

The proposed language would recognize lots, structures, and uses that were lawfully established under applicable regulations at the time of their establishment. It would not automatically legalize uses that were previously established without required authorization.

Alternate Councilmember Menlove: Questioned the burden placed on property owners to provide documentation demonstrating that an existing use was legally established, particularly when records may be unavailable to subsequent property owners.

Chair Knapp: Explained that the provisions were intended to distinguish legally established uses from uses that existed without required approvals. He noted that documentation such as permits, recorded plats, governmental approvals, and other records could be considered when determining lawful status.

Chair Knapp: Closed the public hearing following the discussion and receipt of public comments.

AGENDA ACTION ITEMS

4. DISCUSSION AND POTENTIAL ACTION – RESOLUTION NO. 26-14, RECOMMENDING THE ADOPTION OF TITLES 7, 9, AND 10 OF THE SPRING LAKE MUNICIPAL CODE. (REVIEW AND CONSIDERATION OF LAND USE AND DEVELOPMENT REVIEW & ADMINISTRATION MANUAL, INCLUDING POTENTIAL ACTION TO RECOMMEND THE MANUAL TO THE TOWN COUNCIL FOR ADOPTION.)

Chair Knapp: Opened discussion regarding the proposed adoption of Titles 7, 9, and 10, including revisions incorporated following Planning Commission, Town Council, and legal counsel review. The Commission reviewed amendments intended to clarify development standards, protect agricultural operations, and establish consistent administrative requirements. Discussion included the following proposed provisions:

a. **Public Infrastructure Protection:** Establishing development requirements intended to prevent unreasonable interference with public roads, rights-of-way, drainage systems, irrigation facilities, utilities, and other infrastructure while maintaining access for maintenance and emergency services.
b. **Agricultural Preservation and Open Space:** Clarifying that agricultural activities may continue within preserved open-space areas where compatible with preservation requirements, including farming, grazing, irrigation, fencing, and related agricultural operations.
c. **Subdivision Design and Agricultural Compatibility:** Encouraging development configurations that avoid unnecessary fragmentation of agricultural land and preserve existing irrigation systems and agricultural access. Provisions would also require notice to certain future residential property owners regarding neighboring agricultural activities.
d. **Existing and Nonconforming Uses:** Clarifying the protections applicable to lawfully established uses and identifying documentation that may be used to demonstrate lawful nonconforming status.

Commissioners: Discussed the proposed revisions and the importance of establishing land-use regulations that would support orderly development while preserving the community's rural and agricultural character.
Commissioner Batty: Made a motion to pass Resolution No. 26-14, Recommending the Adoption of Titles 7, 9, and 10, of the Spring Lake Municipal Code, as amended by the comments included in file "*Municipal Code Book - Spring Lake (DRAFT)(with Legal Comments Incorporated)(plus PC & TC Comments).*"
Commissioner Behling: Seconded the motion.
Vote: Chair Knapp – **Yes**, Commissioner Batty – **Yes**, Commissioner Behling – **Yes**, Commissioner Benson – **Yes**, Commissioner Moore – **Yes**. Motion carried, and resolution passed.

5. DISCUSSION AND POTENTIAL ACTION – REVIEW AND CONSIDERATION OF BUILDING APPLICATION FORMS, INCLUDING POTENTIAL ACTION TO RECOMMEND THE FORMS TO THE TOWN COUNCIL FOR ADOPTION.

Chair Knapp: Introduced draft building permit and rezoning application documents for Planning Commission review. He explained that the forms were intended to establish consistent administrative procedures, assist applicants in understanding submission requirements, and provide guidance to Town staff, the Planning Commission, and Town Council when reviewing applications. The forms would also help document applicable requirements, recommendations, and decisions. Additional administrative forms were anticipated for other land-use processes, including conditional-use permits, variances, accessory dwelling units, and subdivisions.
Commissioner Behling: Asked about the source of the proposed application and permit fee schedule and expressed concerns regarding ensuring that fees were appropriately established.
Chair Knapp: Clarified that the Town Council had previously approved the Town's fee schedule and that the application documents were intended to reflect those adopted fees.
Mayor Menlove: Explained that the fee schedule had been developed by comparing fees charged by neighboring municipalities and Utah County, with consideration given to anticipated administrative and inspection costs. Additional discussion addressed the importance of ensuring that permit fees reasonably correspond to applicable administrative responsibilities and expenses.

Chair Knapp: Explained that the documents were intended to assist the Town in administering building permits and rezoning requests consistently. He also noted that additional review was necessary before the Commission could make a formal recommendation. Chair Knapp requested that Commissioners review the proposed documents before the next Planning Commission meeting on **August 13, 2026**, at which time the forms could be considered for recommendation to the Town Council.

WORK SESSION

6. DISCUSSION – REVIEW OF BUILDING PERMIT PROCEDURES DRAFT.

The review of draft building permit procedures was addressed in conjunction with the discussion of building permit and rezoning application forms under Agenda Item 5.

REPORTS

7. CHAIR
8. VICE CHAIR
9. COMMISSION MEMBERS
10. STAFF MEMBERS

CLOSED MEETING (IF NECESSARY)

POSSIBLE MOTION TO ENTER INTO CLOSED MEETING FOR THE PURCHASE, EXCHANGE, OR LEASE OF PROPERTY; PENDING OR REASONABLY IMMINENT LITIGATION; THE CHARACTER, PROFESSIONAL COMPETENCE, OR THE PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL; OR THE DEPLOYMENT OF SECURITY PERSONNEL, DEVICES, OR SYSTEMS.

ADJOURNMENT

Commissioner Moore: Moved to adjourn the meeting.
Commissioner Batty: Seconded the motion.
Vote: Motion carried unanimously.
Chair Knapp: Adjourned the meeting.

Rebecca Batty, Town Recorder

In compliance with the Americans with Disabilities Act, persons needing special accommodations, including auxiliary communicative aids and services, for this meeting should notify the Town at 206-596-1488 or by email at recorder@springlakeutah.gov at least 48 hours in advance of the meeting.

CERTIFICATE OF POSTING
The Town does hereby certify that the above notice and agenda have been posted at the designated meeting place, the springlakeutah.gov website, and the Utah Public Notice Website.

Agenda Item 7: REVIEW MINUTES FROM JULY 20, 2026.

Town of Spring Lake

Planning Commission Meeting Agenda

Meeting to be Held

July 20, 2026 – 6:00 P.M.

3744 West 12240 South

Spring Lake, Utah 84651

NOTICE IS HEREBY GIVEN THAT THE PLANNING COMMISSION OF THE TOWN OF SPRING LAKE WILL HOLD A COMMISSION MEETING ON MONDAY, JULY 20, 2026, AT 6:00 PM.

JOIN US DIGITALLY AT https://zoom.us/j/95517483913?pwd=Pybwa95aHcnSZ8KWSo6rj6PbbEj3aw.1

1. CALL THE MEETING TO ORDER/ROLL CALL: JASON KNAPP, CHAIR

Commissioners Present: Chair Knapp, Commissioner Batty, Commissioner Behling (arr. apprx. 6:42 pm), Commissioner Benson, Commissioner Moore; Alternate Commissioner Menlove.
Commissioners Absent: Alternate Commissioner McDavitt.
Staff Present: Brenda Warner, Deputy Recorder; Carrie Knapp, Treasurer.
Staff Present Remotely: Rebecca Batty, Recorder.
Chair Knapp: Conducted roll call to start the meeting.

2. OPENING CEREMONIES

    a. PLEDGE OF ALLEGIANCE: BY INVITATION

Mike Stauffer: Led those in attendance at the Pledge of Allegiance

    b. PRAYER/MOMENT OF SILENCE: BY INVITATION

Mark Marvin: Offered a prayer to begin the meeting.

PUBLIC COMMENT

THIS IS THE TIME SET ASIDE FOR THE PUBLIC TO BRING FORWARD ANY ITEM THAT THEY WISH TO DISCUSS. THESE ITEMS DIFFER FROM THOSE ON THE AGENDA CONSIDERED FOR PUBLIC HEARINGS. PLEASE KEEP COMMENTS TO THREE MINUTES MAXIMUM.

Chair Knapp: Opened the meeting for public comment. No public comments were made.

PUBLIC HEARINGS

3. CONSIDERATION OF THE TOWN'S GENERAL PLAN AND RECOMMENDATION TO THE TOWN COUNCIL FOR ADOPTION.

Chair Knapp: Opened the public hearing and introduced the revised General Plan, noting that this was the second public hearing held to consider the Plan. He summarized revisions made following the May 20, 2026, public hearing and subsequent review by the Town's legal counsel. The primary revisions included:

a. **Legal Review:** Following the incorporation of previous public comments, legal counsel reviewed the General Plan for compliance with state requirements. One minor correction was made to update a statutory reference from Chapter 9 to Chapter 20.

b. **Industrial Area:** The Plan includes a designated industrial area along 5200 West, identified as Industrial. Chair Knapp explained that the area was intended to provide a limited location for certain commercial or industrial activities, including businesses subject to state land-use requirements. The designation was anticipated to have limited application, potentially involving only one parcel.
c. **Annexation Map:** The potential annexation area was extended west beyond 5200 West, toward Janula, between Payson and Santaquin. Chair Knapp clarified that inclusion within the potential annexation area does not automatically incorporate properties into Town boundaries but allows property owners to pursue annexation through the appropriate process.
d. **Commercial Properties:** The former Spring Lake school and general store properties were removed from the proposed commercial designations. Property owners seeking commercial zoning or uses would instead be required to pursue the Town's established land-use application and approval processes.

Chair Knapp invited public comments regarding the revised General Plan. No public comments were received.
Commissioner Benson: Made a motion to close the public hearing.
Commissioner Moore: Seconded the motion.
Vote: Motion carried unanimously, and public hearing closed.
Chair Knapp: Closed the public hearing portion of the meeting.

****AGENDA ACTION ITEMS****

TOWN PLANNING COMMISSION MAY TAKE ACTION ON THE FOLLOWING AGENDA ITEMS

4. DISCUSSION AND POTENTIAL ACTION – APPROVAL OF RESOLUTION NO. 26-12, RECOMMENDING ADOPTION OF THE GENERAL PLAN

Chair Knapp: Introduced Resolution No. 26-12, clarifying that the Planning Commission's role was to recommend adoption of the General Plan to the Town Council, which would make the final adoption decision. He reviewed the process used to develop the General Plan, beginning with community discussions before the Town's incorporation. Public engagement included resident and property-owner surveys, Town Council and Planning Commission meetings, a town hall featuring proposed land-use maps, and two public hearings. He emphasized that the Plan reflected feedback received throughout the process and was intended to establish a foundation for future land-use decisions while allowing for amendments as the Town's needs evolve.
Chair Knapp: Read correspondence submitted by absent Commissioner McDavitt, who proposed simplifying the Plan's land-use provisions and postponing a recommendation to allow further consideration. Commissioner McDavitt's proposal included establishing a minimum lot size of one-half acre, incorporating green-space requirements for new development, and requiring Town review of new subdivisions to preserve open space without permanently restricting future land use. His proposal raised concerns regarding the existing approach to clustered development, minimum lot sizes, and permanent open-space easements.
Commissioners: Discussed the proposed revisions and the implications of the General Plan's land-use designations.

a. **Minimum Lot Sizes and Development:** Members considered the differences between existing smaller residential lots and proposed minimum lot sizes for future development. Discussion included the availability of one-acre lots through clustered development and the standard two-and-one-half-acre minimum for certain residential properties.
b. **Permanent Open-Space Easements:** Commissioner Moore and others expressed concerns about permanently restricting development on portions of private property. Members discussed whether easements could be limited in duration or modified in the future. Chair Knapp clarified that clustered development and its associated easements would be voluntary options for property owners.
c. **Roads and Infrastructure:** Commissioner Behling expressed concerns that certain development patterns, particularly combinations of smaller residential lots and larger agricultural parcels, could complicate future road placement, access, and infrastructure development.
d. **Property Rights and Flexibility:** Commissioners discussed balancing open-space preservation with individual property rights. Members acknowledged the importance of allowing property owners flexibility while maintaining the rural character identified as a community priority.

e. **Geographic Representation:** Commissioner Behling observed that survey responses had not been compiled by geographic area and questioned whether the preferences of residents in existing developed areas adequately reflected the interests of property owners in potential development or annexation areas.
f. **Future Amendments:** Commissioner Benson emphasized that the General Plan should reflect current community priorities without permanently determining the Town's future. Chair Knapp agreed that the Plan should remain a living document, subject to periodic review and amendment as circumstances change.

Chair Knapp: Noted that state law requires periodic reconsideration of the General Plan and that the Town Council could request additional reviews or amendments as needed. He encouraged continued public involvement in future planning decisions.

Commissioner Behling: Arrived during the discussion at approximately 6:42 p.m. Chair Knapp summarized the proceedings for him before the Commission considered Resolution No. 26-12.

Chair Knapp: Asked respondents if anyone would like to make a motion or recommendation to make any changes to the General Plan before they vote to pass the Resolution 26-12. He asked if anyone has questions or comments about the verbiage or language of the resolution itself. No motion or recommendation to make changes was made.

Commissioner Batty: Made a motion to vote on the approval and recommendation of Resolution no. 26-12.

Commissioner Benson: Seconded the motion.

Vote: Chair Knapp – **Yes**, Commissioner Batty – **Yes**, Commissioner Behling – **No**, Commissioner Benson – **Yes**, Commissioner Moore – **Yes**. Motion carried, 4-1, and Resolution No. 26-12 passed.

5. DISCUSSION AND POTENTIAL ACTION – APPROVAL OF MINUTES FROM MAY 20, 2026, MEETING.

Chair Knapp: Presented the minutes from the May 20, 2026, Planning Commission meeting and invited corrections or amendments. No changes were requested.

Commissioner Behling: Made a motion to approve minutes.

Commissioner Moore: Seconded the motion.

Vote: Chair Knapp – **Yes**, Commissioner Batty – **Yes**, Commissioner Behling – **Yes**, Commissioner Benson – **Yes**, Commissioner Moore – **Yes**. Motion carried, and minutes approved.

WORK SESSION

6. DISCUSSION – LAND USE ORDINANCES

The Planning Commission discussed proposed land-use ordinances, including accessory-structure setbacks, the expiration of the Town's temporary building moratorium, and the need to establish land-use regulations.

Commissioner Moore: Presented research regarding setback requirements in neighboring municipalities and other jurisdictions. Members reviewed several examples, including:

a. Payson regulations identifying five-foot setbacks for certain accessory buildings on interior lots, greater setbacks for corner lots, and height restrictions.
b. Santaquin and other municipal standards generally requiring approximately ten-foot setbacks for certain accessory structures.
c. Other jurisdictions allowing reduced setbacks when additional fire-resistance standards are satisfied.
d. Utah County standards discussed as potential comparisons, including setbacks varying according to structure size, use, and placement.

The Commission distinguished between ordinary accessory structures, such as equipment sheds, and agricultural structures used to house animals or store hay. Members expressed concern regarding fire hazards, odors, nuisances, and the potential effects of animal-related structures on neighboring properties. They also recognized that larger setbacks could be difficult to accommodate on smaller residential lots.

Chair Knapp and Commissioners: Agreed that further research and comparison of municipal standards would be necessary before establishing specific setback requirements.

Chair Knapp: Reported that the Town's six-month building moratorium had expired on July 6, 2026. He stated that legal counsel had advised that the moratorium could not be renewed.

The Commission discussed the regulatory challenges created by the expiration of the moratorium before adoption of the Town's land-use ordinances.

Chair Knapp: Emphasized the need to establish clear standards governing building permits, development applications, and land-use enforcement. He outlined three possible approaches:

1. Continue operating without new land-use ordinances until the Town completes its review and adoption process.
2. Adapt existing Utah County land-use ordinances, recognizing that the County's provisions include administrative procedures and references that may not apply to Spring Lake.
3. Consider adopting an initial set of Town-specific land-use ordinances, subject to legal review and subsequent amendments.

Chair Knapp: Explained that a preliminary draft of the Town's land-use ordinances had been developed using the General Plan, state requirements, and examples from neighboring municipalities, with assistance from artificial intelligence. The draft contained approximately 100 pages and was undergoing legal review. Chair Knapp acknowledged that the proposed ordinances would require further refinement but suggested that establishing an initial regulatory framework could address the Town's immediate administrative needs.

Commissioners: Discussed whether the ordinances should be considered as a single document or divided into separate sections for review and adoption. Members generally recognized the urgency of establishing land-use standards while also emphasizing the importance of identifying significant deficiencies before proceeding.

Chair Knapp: Explained that adoption of land-use ordinances would require proper public notice and a Planning Commission public hearing. Subject to legal counsel's review and the Commission's readiness to proceed, a public hearing could potentially be scheduled for August 5, 2026, following the required notice period. He then agreed to distribute the preliminary draft ordinances to Planning Commission and Town Council members for review. He requested that members prioritize identifying major concerns or omissions, recognizing that additional refinements could be addressed through future amendments.

REPORTS

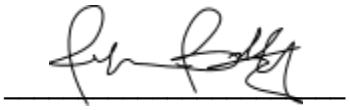
7. CHAIR
8. VICE CHAIR
9. COMMISSION MEMBERS
10. OTHER

CLOSED MEETING (IF NECESSARY)

POSSIBLE MOTION TO ENTER INTO CLOSED MEETING FOR THE PURCHASE, EXCHANGE, OR LEASE OF PROPERTY; PENDING OR REASONABLY IMMINENT LITIGATION; THE CHARACTER, PROFESSIONAL COMPETENCE, OR THE PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL; OR THE DEPLOYMENT OF SECURITY PERSONNEL, DEVICES, OR SYSTEMS.

ADJOURNMENT

Commissioner Behling: Moved to adjourn the meeting.
Commissioner Moore: Seconded the motion.
Vote: Motion carried unanimously.
Chair Knapp: Adjourned the meeting.



Rebecca Batty, Town Recorder

In compliance with the Americans with Disabilities Act, persons needing special accommodations, including auxiliary communicative aids and services, for this meeting should notify the Town at 206-596-1488 or by email at recorder@springlakeutah.gov at least 48 hours in advance of the meeting.

CERTIFICATE OF POSTING

The Town does hereby certify that the above notice and agenda have been posted at the designated meeting place, the springlakeutah.gov website, and the Utah Public Notice Website.

Agenda Item 8: APPLICATION FOR SUBDIVISION OF PARCEL 29:024:0037.

Application details provided separately due to inclusion of personal information.

Agenda Item 10: AGRICULTURAL PROTECTION AREAS: DISCUSSION OF STATE LAW REQUIREMENTS AND NEEDED TOWN DECISIONS.

TOWN OF SPRING LAKE, UTAH

Agricultural Protection Areas (APAs) State-Law Requirements & Town Decisions

Planning Commission pre-meeting discussion paper

Prepared October 2026 | For review and working-session discussion—not a legal opinion

Purpose of this paper

This paper summarizes the principal Utah statutory requirements relevant to Agricultural Protection Areas (APAs) and identifies the policy and administrative choices Spring Lake must make. It is intended to help the Planning Commission review the framework before a working session. It is not a proposed ordinance and does not resolve questions reserved for the Town Attorney.

Important municipal point: Spring Lake is a town, not a city, but Utah Code § 10-7-88 expressly applies to a "municipality." It requires a municipality to comply with specified parts of Title 17, Chapter 81 in the same manner as a county. The APA framework therefore applies to Spring Lake; the Town should not assume that county procedures apply automatically unless the statute makes them applicable.

Executive summary

- State law requires Spring Lake to administer APA proposals and changes under Utah Code Title 17, Chapter 81, Part 2, and to comply with the applicable protections in Parts 3, 4, and 5. The main APA creation provisions are §§ 17-81-201 through 17-81-207.
- A proposal is landowner-initiated and must satisfy statutory owner-support and information requirements. The Town does not create an APA merely by placing land in an agricultural zoning district. A multi-property APA is a legally created geographic area that may include separately owned parcels; it is not created merely by zoning land agricultural or by grouping neighboring properties on a Town map.
- **The Town must establish a minimum number of continuous acres for an APA**. For discussion, the current draft assumes 20 continuous acres. That is a proposed Spring Lake policy choice—not a county rule that automatically binds the Town.
- The process has mandatory notice and response steps, referral to both the required advisory board and Planning Commission, written reports, a public hearing, a Council decision deadline, and post-action recording and state notification.
- Once land is in an APA, state law constrains local regulations that unreasonably restrict agricultural practices and generally requires written approval from all affected APA landowners before a zoning designation or zoning regulation affecting APA land is changed, subject to the statutory language and exceptions. *The Town is currently working with our legal counsel to help with specific interpretations of statutory language that may not be clear.*
- The Town needs to decide its local minimum acreage, application form and fee policy, required advisory-board structure, staff responsibilities and deadline controls, and whether existing zoning,

nuisance, and subdivision provisions need amendments. The ordinance and administrative process should also distinguish additions to an existing APA, an individual owner's statutory removal petition, continuation of the remaining APA, and the legislative body's periodic authority to modify or terminate an entire APA.

1. The statutory framework

Utah Code	What it does	What it means for Spring Lake
§ 10-7-88	Municipal compliance requirement	A town must comply with the specified provisions of Title 17, Chapter 81 as though it were a county.
§ 17-81-101	Definitions	Use the current statutory definitions; do not create conflicting local definitions.
§ 17-81-102	Advisory board framework	Attorney must confirm the required municipal application and whether the Town must establish or use a particular advisory-board structure.
§§ 17-81-201–207	Proposal, notice, review, hearing, decision, changes, periodic review	These sections form the core APA administrative process.
§ 17-81-302	Limits on local regulations; zoning-change approval	Avoid unreasonable restrictions on qualifying agricultural practices; written approval is generally required from all APA landowners affected by a zoning change. *Legal interpretation pending.*
§ 17-81-304	Nuisance-law protections	Town nuisance ordinances must exclude qualifying agricultural activity conducted using sound agricultural practices, subject to the statutory public-health-and-safety exception.
§ 17-79-716	Subdivision notice near protection areas	Contains a statutory plat-notice requirement for new subdivision development located within 300 feet of an established agriculture protection area.
Parts 4 and 5 of Chapter 81	Vested mining use and open land/working agricultural land use	§ 10-7-88 incorporates these parts too; Town Attorney should assess whether and how any provisions are relevant to Spring Lake's code and administration.

2. What state law requires when an APA is proposed

A. Landowner proposal and minimum acreage — § 17-81-201

A proposal to create an APA is submitted to the applicable legislative body. To be accepted for processing, the statutory owner-support threshold must be met: a majority in number of all owners of real property and owners of a majority of the land area in agricultural production within the proposed area. The statute uses county-recorder ownership records to determine owners. The proposal must identify boundaries, any limits on

agricultural production, and for each parcel the record owner, parcel/tax account number, and acreage. A legislative body must establish the minimum number of continuous acres for an APA.

Town decisions / discussion:

- Should Spring Lake set the minimum at 20 continuous acres, as assumed in the working draft and as currently required by Utah County for unincorporated areas, or choose another number after considering local circumstances and statutory limits?
- How will the Town measure continuous acreage and verify parcel ownership, acreage, and the statutory signature thresholds?
- Will the Town adopt a standard application form and checklist? Will it charge a reasonable processing fee, if authorized by state law?

B. Notice and response period — § 17-81-202

The Town must provide the statutory Class B notice for at least 15 days, covering the proposed APA boundary and the area extending 1,000 feet beyond it. Notice must state that a proposal has been filed and is available for inspection; explain the 15-day period for affected persons to file written objections or requests to modify the proposal; identify referral to the advisory board and Planning Commission; and provide the public-hearing information required by statute. Requests to add or remove land and objections must be written and timely.

Town decisions / discussion:

- Which official will prepare and serve/publish notices, maintain the recipient list, and retain proof of notice?
- What notice template and deadline tracker will ensure the full 1,000-foot notice area, statutory content, and 15-day response period are handled correctly?

C. Referral and written reports — §§ 17-81-102 and 17-81-203

After the 15-day notice period, the legislative body refers the proposal, objections, and requested modifications to the required advisory board and Planning Commission. Each must provide a written report within 45 days after receipt. The Planning Commission report must evaluate the effect on municipal planning policies and objectives, apply the statutory criteria in § 17-81-205, consider possible modifications and objections, and recommend whether to accept, accept with modifications, or reject the proposal. The advisory board has a statutory report role as well.

Town decisions / discussion:

- What advisory-board structure is legally required for a town under the current statute? The Town Attorney should answer this before the Town finalizes the ordinance.
- Will the Planning Commission handle APA reviews through its ordinary agenda, a dedicated work session, or another lawful process?
- Who tracks the 45-day report deadline and what happens if a report is late under the statute?

D. Hearing, decision, and legal effect — § 17-81-204

The Town Council must provide the statutory hearing notice, hold the hearing at the noticed time and place, and receive oral or written testimony. Notice must contain the information specified in the statute, including hearing details, a description of the proposed area, proposed modifications, summaries of the advisory-board and Planning Commission recommendations, and an invitation for public comment. The legislative body must approve, modify and approve, or reject the proposal within 120 days of submission. Under the statute, an APA can become effective at approval or, in specified circumstances, 120 days after submission if the legislative body has not approved or rejected a compliant proposal. The precise current statutory operation should be confirmed by the Town Attorney before any application is accepted.

Town decisions / discussion:

- Who will calendar the 120-day deadline from the correct statutory trigger?

- What findings and record will the Council need to document the statutory criteria and action?
- What escalation process will alert the Mayor/Council and Town Attorney well before the deadline?

E. Recording and state notification — § 17-81-204

Within 10 days of creation, the legislative body must file an executed document containing the legal description with the County Recorder and the affected planning commission. Within 10 days of recording an agriculture protection area, it must send written notice to the Utah Commissioner of Agriculture and Food with the number of landowners, total acreage, approval date, and recording date. The statute states that failure to record or notify does not invalidate creation, but these are still statutory duties and should be calendared.

Town decisions / discussion:

- Which official is responsible for preparing the executed legal-description document and ensuring it is recorded?
- Who sends the state notification and verifies that all required information is included?
- Where will the permanent APA register, maps, approvals, and proof of recording/notification be maintained?

3. Statutory criteria and ongoing consequences

A. Evaluation criteria — § 17-81-205

The Council, Planning Commission, and advisory board must apply the statutory criteria when evaluating a creation proposal. The Town should use the current official text of § 17-81-205 to create a report template that lists each criterion and summarizes the relevant evidence. This helps ensure the decision is based on the statutory framework rather than only general preferences about growth or agriculture.

B. Additions and removals — § 17-81-206

Utah Code § 17-81-206 establishes separate procedures for adding land to and removing land from an existing agriculture protection area. These procedures are distinct from the initial creation process and should be addressed separately in the Town's ordinance, forms, and records system.

A. Adding land to an existing APA. An owner may propose adding land to an existing APA by filing a proposal with the applicable legislative body and obtaining that body's approval. For land within a municipality, the proposal is filed with the municipal legislative body. In deciding whether to accept the proposal, the legislative body must comply with the statutory provisions for creating an APA. The Town should therefore use the applicable creation criteria and procedures when reviewing an addition. The Town Attorney should confirm how those requirements apply to the particular addition, including the required ownership information, notice, referrals, reports, hearing, decision, and recording.

B. Removing an individual owner's land. An owner of land within an APA may remove any or all of that owner's land by filing a petition for removal with the applicable legislative body. Under § 17-81-206(2), the applicable legislative body must grant the petition. The statute requires the legislative body to grant the removal even if doing so leaves the remaining APA below the minimum acreage established for creation. The legislative body may not charge a fee in connection with the removal petition.

C. What happens to the remaining multi-property APA. The statute expressly provides that, when a removal petition is granted, the remaining land continues to be an APA. The departure of one owner therefore does not, by itself, terminate the APA or eliminate the protections applicable to the remaining participating properties. The remaining area may continue even if its acreage falls below the minimum acreage that would otherwise apply to creation of a new APA.

D. Revised boundaries and public records. When an individual removal is granted, the legislative body must file a legal description of the revised APA boundaries with the County Recorder and the affected Planning Commission to provide constructive notice. The Town should update its official APA map and register, retain the petition and decision, and verify that the recorded legal description accurately depicts the remaining APA.

E. Modification or termination of an entire APA. Termination or modification of an entire APA is addressed separately under § 17-81-207. In the twentieth calendar year after creation, the applicable legislative body reviews the APA. During that review, it may request recommendations from the Planning Commission and advisory board, hold the required public hearing with statutory notice, and then continue, modify, or terminate the APA. If the legislative body does not affirmatively act during the twentieth calendar year, the APA is considered reauthorized for another 20 years. An individual owner's petition to remove that owner's land under § 17-81-206 is not the same as termination of the entire APA under § 17-81-207.

Town decisions / discussion:

- Will the Town establish separate forms and checklists for additions and individual removal petitions?
- Who will verify ownership, parcel boundaries, acreage, and the legal description for a proposed addition or removal?
- How will the Town process an addition using the applicable APA-creation requirements, including statutory notice, review, hearing, and approval steps?
- How will the Town promptly grant a qualifying individual removal petition, without charging a fee, and record the revised APA legal description?
- Who will update the Town's APA register, maps, owner/parcel list, and statutory review calendar after an addition or removal?
- How will the Town calendar the twentieth-year review and coordinate any decision to continue, modify, or terminate an entire APA?

C. Periodic review — § 17-81-207

The Town must calendar the statutory review in the 20th calendar year after an APA is created and follow the required hearing-notice and review process. The statute provides for automatic reauthorization if the legislative body does not affirmatively act during the review year. The Recorder should maintain an APA register and schedule internal reminders well before statutory notice deadlines. This is the statutory process for the legislative body to consider continuation, modification, or termination of the APA as a whole; it is distinct from an individual owner's removal petition under § 17-81-206.

D. Limits on local regulations and zoning changes — § 17-81-302

A political subdivision with an APA must encourage the continuity, development, and viability of agriculture by avoiding local laws or regulations that unreasonably restrict farm structures or farm practices, except for regulations bearing a direct relationship to public health or safety. The statute also says a political subdivision may not change the zoning designation of or a zoning regulation affecting land within an APA unless it receives written approval for the change from all landowners within the APA that are affected by the change. The Town Attorney should review proposed zoning amendments affecting APA land before the Town schedules legislative action.

E. Nuisance provisions — § 17-81-304

The Town must ensure that its nuisance laws exclude agricultural activity or operations within an APA conducted using sound agricultural practices, unless the activity or operation bears a direct relationship to public health or safety. The Town Attorney should compare the existing nuisance code with this provision and propose a conforming amendment if needed.

F. Subdivision notice — § 17-79-716(2)

The statute includes a requirement for a new subdivision development located in whole or in part within 300 feet of the boundary of an established agriculture protection area to include the statutory notice on the plat filed with the County Recorder. The Town should put the exact statutory notice into its subdivision checklist and verify the current required wording with counsel.

4. Decisions Spring Lake should make during the working session

Decision	Choices / question for discussion	Statutory anchor	Suggested output from session
Minimum acreage	Discuss 20 continuous acres (working-draft assumption) versus another lawful local minimum.	§ 17-81-201(6)	Commission recommendation to Council; attorney confirmation of measurement.
Application form and fees	Adopt a standard application and completeness checklist? Charge a fee for creation/addition processing if authorized? Note: state law prohibits a fee for an individual removal petition.	§§ 17-81-201, 17-81-206(2)	Direction to prepare forms and fee analysis; ensure no fee is charged for removal petitions.
Advisory-board structure	What structure does current law require for a town, and how should Spring Lake implement it?	§§ 17-81-102, 17-81-203	Attorney answer and recommended structure before ordinance finalization.
Commission review method	How will proposals be evaluated and reported, including statutory criteria and objections?	§§ 17-81-203, 17-81-205	Written report template and process.
Notice and deadlines	Who owns notices, response logging, 45-day reports, 120-day Council deadline, recording, and state notification?	§§ 17-81-202–204	Named primary/backup roles and deadline-control sheet.
Existing APA mapping and records	How will the Town verify existing APA boundaries and maintain an authoritative register?	§§ 17-81-204, 207	Records protocol and verification task.
Zoning amendments	How will staff identify affected APA land and document required written landowner approval?	§ 17-81-302(2)	Required APA screen before zoning action.
Nuisance code	Does the current code require an amendment for § 17-81-304 compliance?	§ 17-81-304	Attorney/code review assignment.
Subdivision review	How will the 300-foot trigger and exact plat notice be checked?	§ 17-79-716(2)	Updated application and plat checklist.

Periodic review	Who tracks the 20th-year review and advance notice dates? How will the Town evaluate continuation, modification, or termination of an entire APA, distinct from an individual owner's removal?	§ 17-81-207	APA register, annual calendar review, and documented whole-APA review procedure.
APA additions and individual removals	How will the Town process additions under the creation provisions and individual removal petitions? How will it update revised boundaries and preserve the remaining APA?	§ 17-81-206	Separate forms/checklists, no-fee removal workflow, recording responsibility, and updated APA register/map.

5. Proposed working-session agenda

1. Review the statutory framework and what is mandatory versus a local policy choice (10 minutes).
2. Discuss minimum continuous acreage and the proposed 20-acre assumption (10 minutes).
3. Resolve what information the Town Attorney must provide about the advisory-board requirement and municipal procedure (10 minutes).
4. Walk through creation workflow and deadlines: application, notice, response, referral, reports, hearing, decision, recording, notification (15 minutes).
5. Discuss continuing implications for zoning, nuisance provisions, subdivision plats, additions to existing APAs, individual-owner removal petitions, continuation of the remaining APA, and the twentieth-year review for possible modification or termination of an entire APA (15 minutes).
6. Assign follow-up tasks and identify which items return to the Planning Commission versus Town Council (10 minutes).

6. Official references for advance reading

- **Utah Code § 10-7-88 — Municipalities to approve, protect certain protection areas:** https://le.utah.gov/xcode/Title10/Chapter7/10-7-S88.html
- **Utah Code Title 17, Chapter 81, Part 2 — Proposal and Approval of a Protection Area:** https://le.utah.gov/xcode/Title17/Chapter81/17-81-P2.html

Utah Code § 17-81-206 — Adding land to or removing land from a protection area:
https://le.utah.gov/xcode/Title17/Chapter81/17-81-S206.html

Utah Code § 17-81-207 — Review of protection areas:
https://le.utah.gov/xcode/Title17/Chapter81/17-81-S207.html

- **Utah Code § 17-81-302 — Limitations on local regulations:** https://le.utah.gov/xcode/Title17/Chapter81/17-81-S302.html
- **Utah Code § 17-81-304 — Nuisances:** https://le.utah.gov/xcode/Title17/Chapter81/17-81-S304.html
- **Utah Code § 17-79-716 — Subdivision notice:** https://le.utah.gov/xcode/Title17/Chapter79/17-79-S716.html
- **Utah Department of Agriculture and Food — Agricultural Protection Areas overview:** https://ag.utah.gov/conservation/agricultural-protection-areas/