Town Council Agenda Packet - November 4, 2026

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Agenda Item 4: REVIEW MINUTES FROM OCTOBER 7, 2026.

Town of Spring Lake

Town Council Meeting Agenda

Meeting to be Held

October 7, 2026 – 6:00 P.M.
3744 West 12240 South
Spring Lake, Utah 84651

NOTICE IS HEREBY GIVEN THAT THE COUNCIL OF THE TOWN OF SPRING LAKE WILL HOLD A TOWN COUNCIL MEETING ON WEDNESDAY, OCTOBER 7, 2026, AT 6:00 PM.

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

1. CALL THE MEETING TO ORDER/ROLL CALL: MAYOR WADE MENLOVE

Councilmembers Present: Mayor Menlove; Councilmember Charles, Councilmember Judd.
Councilmembers Absent: Councilmember Bascom, Councilmember Marsh.
Staff Present: Brenda Warner, Deputy Recorder; Carrie Knapp, Treasurer.
Staff Absent: Rebecca Batty, Recorder.
Public Present: Sign-in sheet uploaded as an attachment to the minutes.
Mayor Menlove: Conducted roll call to start the meeting.

2. OPENING CEREMONIES

    a. PLEDGE OF ALLEGIANCE: BY INVITATION

Councilmember Judd: Led those in attendance at the Pledge of Allegiance

    b. PRAYER/MOMENT OF SILENCE: BY INVITATION

Mayor Menlove: 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.

Mayor Menlove: Opened the meeting for public comment. No public comments were recieved.

WORK SESSION

Mayor Menlove: Provided an update regarding the proposed municipal boundary adjustment between Payson City and the Town of Spring Lake. The adjustment involves properties located primarily within Payson but partially within Spring Lake due to an earlier annexation boundary that did not follow the property lines.
The property developer has requested an adjustment that would place the affected properties entirely within one municipality.
Mayor Menlove: Summarized guidance received from Town Attorney Todd Godfrey concerning the required boundary-adjustment process, including:

- Adoption of resolutions by both municipalities;
- Public hearings conducted by both municipalities;
- Approval of the proposed boundary documentation by the Utah County Surveyor;
- Submission of the required documentation to the Utah Lieutenant Governor's Office; and
- Adoption of the necessary final boundary-adjustment actions.

Mayor Menlove indicated that the attorney's guidance called for a public hearing date at least 60 days after adoption of the initiating resolution. Members discussed the timing and sequence of these requirements, including coordination with Payson City's process, and agreed that additional clarification was needed before proceeding.

Councilmember Charles, Jason Knapp, and other members: Discussed the proposed application process, administrative requirements, and costs associated with boundary adjustments.

The Town had adapted an application from Payson City, which Attorney Godfrey had reviewed and indicated was suitable for use. Members expressed support for requiring a formal application before initiating the adjustment process.

Discussion – Fees and Professional Review: Members discussed the $200 review fee charged by the Utah County Surveyor to each municipality participating in the boundary adjustment and expressed concern about requiring the Town to bear costs associated with a privately requested adjustment.

Council members also emphasized the importance of obtaining professional review of boundary documentation rather than relying solely on volunteer Town officials.

A proposed $2,500 refundable deposit, less actual survey-review costs incurred by the Town, was discussed as an initial approach to recovering expenses. Members considered whether to characterize the amount as a deposit or escrow and agreed that the terminology and final fee provisions required additional review.

The proposed amount was considered a starting point that could be adjusted as the Town gained experience administering boundary changes.

Discussion – Next Steps: Members discussed the possibility of holding a public hearing regarding fee-schedule amendments at the October 21, 2026, Town Council meeting. The discussion also included the potential adoption of a boundary-adjustment application and administrative process, with a subsequent resolution of intent to be considered once the developer submitted the necessary application and the legal requirements were clarified.

Mayor Menlove: Emphasized the importance of coordinating the developer's proposed adjustment with other boundary discrepancies involving the same developer.

Follow-Up: Mayor Menlove will seek clarification from Attorney Godfrey concerning the required timing and sequence of municipal boundary-adjustment actions. The Town will continue preparing the proposed fee provisions and application procedures for future Council consideration. No formal action was taken on the boundary adjustment.

3. DISCUSSION – UPDATES ON REVISED FRAUD RISK ASSESSMENT POLICIES.

Councilmember Charles: Provided an update on the revised Fraud Risk Assessment Policies and Internal Control Procedures. He reported that duplicate information had been removed, the document reorganized, and an approval matrix added. Remaining revisions included incorporating written comments from the previous Council meeting.

Councilmember Charles also acknowledged that some members had experienced difficulty accessing the shared document due to security restrictions and indicated that an accessible version would be provided.

Mayor Menlove: Discussed the possibility of adopting the revised policies by resolution at the next Town Council meeting, provided the remaining revisions were completed.

Follow-Up: Councilmember Charles will incorporate the outstanding comments and distribute the updated document for consideration at the next meeting.

4. DISCUSSION – UPDATES ON LAND USE STAFF AND APPEALS.

Mayor Menlove: Reported receiving recommendations from Town Attorney Todd Godfrey for professional land-use administration and appeals services. The recommendations included three potential land-use service providers and two potential appeals providers.

Council members discussed the need for professional assistance with future development applications, subdivisions, boundary adjustments, and other land-use matters. Sunrise Engineers was identified as one potential provider.

Discussion: Members emphasized the importance of finding a land-use professional who could provide local, timely assistance and conduct site visits when necessary. Appeals services were considered a less frequent need and could potentially be provided by a firm outside the immediate area.

Members also discussed obtaining information about each provider's services and fees before establishing related charges in the Town's fee schedule.

Follow-Up: The Town will continue evaluating potential land-use and appeals service providers. Adoption of a broader land-use fee schedule will be deferred until the Town has more information about professional service costs.

5. DISCUSSION – CREATING A TOWN LOGO OR SEAL.

Mayor Menlove: Revisited the idea of developing an official Town logo or seal and suggested that Councilmember Bascom might be interested in coordinating the project.
Councilmember Charles: Recommended inviting community participation by requesting design submissions from residents, potentially through a community contest that could include children.
Follow-Up: Mayor Menlove will contact Councilmember Bascom regarding her interest in coordinating the project. No formal assignment or program was approved.

6. DISCUSSION – UPDATES ON BUSINESS LICENSES; REVIEW OF FAIRFIELD ORDINANCE.

Councilmember Judd: Reported reviewing business-license ordinances from several municipalities, including the Fairfield ordinance identified for discussion; many municipal ordinances contained extensive definitions, regulations, and enforcement provisions, making it hard to create a simplified application/licensing process.
Mayor Menlove: Discussed the distinction between business licenses and home-occupation permits, noting that the Town's land-use regulations already address permitted home-based activities but do not necessarily replace the need for a separate business-license ordinance.
Members discussed examples of home-based businesses and occasional activities that other municipalities exempt from licensing requirements, including occasional sales and small neighborhood activities. These examples were discussed for comparison and were not adopted as Town policy.
Councilmember Charles: Recommended obtaining legal review from Town Attorney Todd Godfrey to ensure that any simplified ordinance complies with applicable requirements and remains consistent with the Town's adopted land-use regulations.
Discussion: Members considered adapting provisions from ordinances used by other municipalities, including Genola, while maintaining a straightforward licensing process appropriate for Spring Lake.
Mayor Menlove: Also reported that Utah County had referred two existing businesses to the Town for license renewals, including the Spring General Store and Stephen Pratt's firearms business, because business licensing now fell under the Town's jurisdiction.
Follow-Up: The Town will request attorney review of a simplified business-license ordinance and application process. Related business-license fees will be considered separately once the ordinance requirements are better established.

REPORTS

7. MAYOR/TOWN COUNCIL: UPDATES ON PAYSON-SPRING LAKE BOUNDARY ADJUSTMENT

This item was discussed earlier in the meeting, immediately following public comment.

8. STAFF MEMBERS

Treasurer Carrie Knapp: Reported that funds from Utah County had been received and deposited into the Town's checking account.
Members discussed the possibility of transferring funds to the Public Treasurers' Investment Fund (PTIF) to earn interest while awaiting future expenditures. No transfer was confirmed during the meeting.
Councilmember Charles: Asked about the status and anticipated timing of the Town's 2026 tax distributions from Utah County.
Mayor Menlove: Provided an update regarding the Town's law-enforcement services agreement with Utah County; the agreement had been signed by the Town and would be forwarded to the County Attorney for execution.
The agreement was described as covering 911, dispatch, and animal-control services for approximately 18 months. An estimated total cost of approximately $80,000 was discussed, although the precise contract amount was not confirmed during the meeting.
Treasurer Knapp: Explained that the County Auditor would provide an invoice once the agreement had been fully executed and submitted.

Discussion: Members discussed the importance of receiving the invoice and confirming the appropriate payment instructions. The continuation and future cost of dispatch services following the contract term were also discussed.
Follow-Up: Mayor Menlove will forward the agreement for the remaining signature and obtain confirmation regarding invoicing and payment instructions.

9. PLANNING COMMISSION
10. OTHER

a. Building-Permit Services Contract

Councilmember Charles: Requested an update regarding the contract with Staheli & Associates for building-permit and related services. Mayor Menlove discussed the status of the agreement and indicated that he would follow up regarding its execution and return.

b. South Utah Valley Electric Service District (SESD) Agreement

Councilmember Charles: Requested an update regarding the proposed SESD agreement.
Mayor Menlove: Discussed the potential agreement and the possibility of inviting an SESD representative to a future meeting to explain its terms and answer Council questions.
Jason Knapp: Discussed potential municipal revenue from taxes or charges on utility services, noting that municipalities may have revenue options that are unavailable to counties.
Discussion: Members considered the potential for a municipal utility or franchise-related charge involving services such as electricity, natural gas, telecommunications, and internet service.
Members acknowledged that such charges could provide additional Town revenue but would also increase costs for affected residents and businesses. No specific rate or estimated revenue for Spring Lake was established.
Follow-Up: Mayor Menlove will follow up regarding the SESD agreement and consider arranging a presentation for the Town Council before any decision is made.

c. Communication with Town Attorney

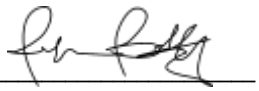
Mayor Menlove: Expressed concern regarding delays in receiving responses from Town Attorney Todd Godfrey, particularly concerning the proposed boundary-adjustment resolution and related legal questions.
Councilmember Charles: Suggested discussing communication procedures and expected response times with the attorney to help ensure that legal guidance is received in time for the Town's scheduled meetings and required actions. No formal action was taken.

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

Councilmember Charles: Moved to adjourn the meeting.
Councilmember Judd: Seconded the motion.
Vote: Motion carried unanimously.
Mayor Menlove: 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 5: REVIEW MINUTES FROM OCTOBER 21, 2026.

Town of Spring Lake

Town Council Meeting Agenda

Meeting to be Held

October 21, 2026 – 6:00 P.M.

3744 West 12240 South
Spring Lake, Utah 84651

NOTICE IS HEREBY GIVEN THAT THE COUNCIL OF THE TOWN OF SPRING LAKE WILL HOLD A TOWN COUNCIL MEETING ON WEDNESDAY, OCTOBER 21, 2026, AT 6:00 PM.

(3rd Wednesday) JOIN US DIGITALLY AT https://zoom.us/j/95517483913?pwd=Pybwa95aHcnSZ8KWSo6rj6PbbEj3aw.1

1. CALL THE MEETING TO ORDER/ROLL CALL: MAYOR WADE MENLOVE

Councilmembers Present: Mayor Menlove; Councilmember Bascom, Councilmember Charles, Councilmember Judd, Councilmember Marsh.
Staff Present: Rebecca Batty, Recorder; Carrie Knapp, Treasurer.
Staff Absent: Brenda Warner, Deputy Recorder.
Public Present: Sign-in sheet uploaded as an attachment to the minutes.
Mayor Menlove: Conducted roll call to start the meeting.

2. OPENING CEREMONIES

   a. PLEDGE OF ALLEGIANCE: BY INVITATION

Christine Behling: Led those in attendance at the Pledge of Allegiance

   b. PRAYER/MOMENT OF SILENCE: BY INVITATION

Councilmember Marsh: 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.

Richard Behling: Requested that his wife, Christine Behling, read his prepared public comment statement on his behalf. Christine Behling read Richard's statement opposing the proposed rezoning of Parcel No. 29:025:0131 from Agricultural Residential (AR) to Residential Cluster (RC), as outlined in Ordinance No. 26-12.
Richard expressed concern that the parcel was located within an existing agricultural protection area and questioned whether the proposed zoning change complied with applicable Utah Code requirements for obtaining written approval from affected landowners.
He requested that the Council table the ordinance until the Town could obtain a written legal determination, identify affected landowners, verify required approvals, and ensure the relevant documentation was included in the public record.
He also raised concerns regarding increased development density, water availability, infrastructure costs, and the Town's long-term planning needs. He recommended additional infrastructure planning and fiscal-impact considerations before approving zoning changes that could increase residential density.
Recorder Batty: Requested that Christine Behling email a digital copy of the prepared statement for inclusion in the Town's records.
Von Menlove: Expressed agreement with the recommendation that neighboring property owners receive written notification before public hearings involving zoning changes.

Mayor Menlove: Agreed that the Town should consider implementing courtesy notifications to affected neighboring property owners.
Jason Knapp: Agreed with Richard's recommendation that the Council table the proposed rezoning until the Town Attorney could review the applicable legal requirements.
Mayor Menlove: Asked Richard to elaborate on his concerns regarding the original annexation of property west of the freeway.
Richard Behling: Expressed concern that some properties within an agricultural protection area may have been incorporated into the Town without the written consent of all affected owners. He questioned whether this could create legal issues with the original annexation and recommended obtaining legal clarification.
Mayor Menlove: Agreed that the Town should consult its attorney regarding the potential agricultural protection area implications of both the proposed rezoning and the annexation.
A copy of Richard Behling's written statement has been retained with the meeting records.

PUBLIC HEARINGS

3. PUBLIC HEARING – RESOLUTION NO. 26-22, ADOPTING AN AMENDED TOWN FEE SCHEDULE AND BUILDING PERMIT FEES AND VALUATION TABLE, AND SUPERSEDING RESOLUTION NO. 26-06.

Mayor Menlove: Opened discussion regarding the proposed amendments to the Town Fee Schedule, including business-license fees, municipal boundary adjustment fees, and building-permit fees.

Business-License Fees

Mayor Menlove: Discussed the proposed $50 business-license fee. The Council reached a consensus to remove the fee from the proposed schedule until the Town established a formal business-license ordinance and application process.

Municipal Boundary Adjustment Fees

Mayor Menlove: Reviewed the proposed fees associated with municipal boundary adjustments, including the application fee, Utah County Surveyor fee, and outside professional-review fee.
Richard Behling: Noted that Payson City charged approximately $1,500 for a similar process, compared with Spring Lake's proposed $2,500 outside-review fee. Mayor Menlove explained that Payson employs staff to perform these reviews, while Spring Lake would need to contract with outside professionals.
Councilmember Marsh: Asked whether an applicant would receive a refund if the application was withdrawn after the process had begun. Mayor Menlove explained that the proposed $2,500 review fee would be nonrefundable because of the anticipated cost of engaging outside professionals and coordinating review with the adjoining municipality.
The Mayor also discussed an existing boundary discrepancy between Payson City and Spring Lake and explained how the proposed process would facilitate its resolution.

Building-Permit Fees and Valuation Table

Mayor Menlove: Reviewed proposed building-permit and plan-review fees, including the use of International Code Council (ICC) valuation data to establish permit valuations.
The discussion included proposed application, plan-review, reinspection, and repeat-review fees, as well as whether fees should be calculated using fixed amounts or percentages of construction valuation.
Mayor Menlove: Explained that the Town was considering contracting with Randy Spadafora to serve as Building Official rather than Staheli & Associates, whose proposed representative had not yet completed the training requirements necessary for that position.
Councilmember Charles: Asked whether Mr. Spadafora possessed the qualifications necessary to perform the functions of Building Official, plan reviewer, and inspector. Mayor Menlove confirmed that he did.
Mayor Menlove: Reviewed the proposed agreement with Mr. Spadafora, including a three-year term and compensation provisions. He explained that the original proposal included a retainer, which he declined due to the Town's anticipated limited number of building-permit applications.
Councilmembers Charles and Marsh: Discussed when plan-review fees would be collected and how fees would be handled if an applicant discontinued a project after initiating the review process.
Mayor Menlove, Jason Knapp, and Recorder Batty: Discussed how the building-permit application process and valuation table would establish appropriate charges for new construction.

The Council further reviewed ICC valuation-based fee calculations and discussed the distinctions between fees permitted under state law and fees established by the Town. Members considered alternative fee structures, including the proposed calculation of plan-review fees as a percentage of building-permit fees and the need to ensure adequate cost recovery. The Council also identified zoning-compliance reviews as an additional administrative responsibility for which the Town had not yet established a provider or associated fee.
Following extensive discussion, Council members determined that additional review and revisions were necessary before adopting the amended fee schedule.

AGENDA ACTION ITEMS

TOWN COUNCIL MAY TAKE ACTION ON THE FOLLOWING AGENDA ITEMS

4. DISCUSSION AND POTENTIAL ACTION – APPROVAL OF RESOLUTION NO. 26-22, ADOPTING AN AMENDED TOWN FEE SCHEDULE AND BUILDING PERMIT FEES AND VALUATION TABLE, AND SUPERSEDING RESOLUTION NO. 26-06.

Recorder Batty and Mayor Menlove: Discussed outstanding issues with the proposed fee schedule and the need for revisions before adoption.
The Council determined that additional review was necessary to clarify building-permit fees, plan-review charges, valuation calculations, and associated administrative costs.
Councilmember Marsh: Made a motion to **table Resolution No. 26-22** until the Council could further review and amend the proposed fee schedule.
Councilmember Charles: Seconded the motion.
Vote: Mayor Menlove – **Yes**, Councilmember Charles – **Yes**, Councilmember Bascom – **Yes**, Councilmember Judd – **Yes**, Councilmember Marsh – **Yes**. Motion carried unanimously; resolution **tabled**.

5. DISCUSSION AND POTENTIAL ACTION – APPROVAL OF RESOLUTION NO. 26-23, ADOPTING THE MUNICIPAL BOUNDARY ADJUSTMENT PROCESS AND APPLICATION.

The Council considered Resolution No. 26-23, establishing the Town's Municipal Boundary Adjustment Process and Application.
In light of the earlier discussion regarding municipal boundary adjustment fees under Resolution No. 26-22, the Council determined that the proposed process and its associated fees required further review before adoption.
Councilmember Charles: Made a motion to **Table Resolution No. 26-23**, based on the discussion of Resolution No. 26-22, pending revisions to the proposed Town Fee Schedule.
Councilmember Bascom: Seconded the motion.
Vote: Mayor Menlove – **Yes**, Councilmember Charles – **Yes**, Councilmember Bascom – **Yes**, Councilmember Judd – **Yes**, Councilmember Marsh – **Yes**. Motion carried; resolution **tabled**.

6. DISCUSSION AND POTENTIAL ACTION – APPROVAL OF RESOLUTION NO. 26-25, AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH A BUILDING OFFICIAL.

The Council considered Resolution No. 26-25, authorizing the Mayor to execute an agreement with Randy Spadafora to provide Building Official services.
As discussed during the public hearing, the Council identified the need to clarify the proposed contract's compensation provisions and ensure that they aligned with the Town's amended building-permit fee schedule.
Because Resolution No. 26-22 had been tabled for further review, the Council determined that action on the Building Official agreement should also be postponed.
Councilmember Charles: Made a motion to **table Resolution No. 26-25**, pending further revisions to the Town Fee Schedule and review of the agreement.
Councilmember Judd: Seconded the motion.
Vote: Mayor Menlove – **Yes**, Councilmember Charles – **Yes**, Councilmember Bascom – **Yes**, Councilmember Judd – **Yes**, Councilmember Marsh – **Yes**. Motion carried; resolution **tabled**.

7. DISCUSSION AND POTENTIAL ACTION – APPROVAL OF ORDINANCE NO. 26-12, APPROVING THE REZONING OF PARCEL NO. 29:025:0131 FROM AGRICULTURAL RESIDENTIAL TO RESIDENTIAL CLUSTER; AMENDING AND ADOPTING THE REVISED OFFICIAL ZONING MAP (V4).

The Council considered Ordinance No. 26-12, and considered the concerns raised during public comment regarding the parcel's agricultural protection area designation and whether additional written landowner approvals or other legal requirements applied to the proposed zoning change.
Council members agreed that the matter required further legal review before action could be taken.
Councilmember Charles: Made a motion to **table Ordinance No. 26-12**.
Councilmember Bascom: Seconded the motion.
Vote: Mayor Menlove – **Yes**, Councilmember Charles – **Yes**, Councilmember Bascom – **Yes**, Councilmember Judd – **Yes**, Councilmember Marsh – **Yes**. Motion carried; Ordinance **tabled**.

8. DISCUSSION AND POTENTIAL ACTION – APPROVAL OF RESOLUTION NO. 26-21, ADOPTING AMENDED FRAUD RISK ASSESSMENT POLICIES AND INTERNAL CONTROL PROCEDURES, AND SUPERSEDING RESOLUTION NO. 26-11.

The Council reviewed Resolution No. 26-21; the amended policies incorporated revisions from previous Council discussions and reorganized the document for improved clarity and reference.
Recorder Batty: Requested clarification regarding the Expense Reimbursement Form included as Appendix B, noting a discrepancy between versions previously discussed.
Councilmember Charles: Confirmed that the version included in the current draft was the correct form.
Councilmember Judd: Made a motion to adopt **Resolution No. 26-21**.
Councilmember Marsh: Seconded the motion.
Vote: Mayor Menlove – **Yes**, Councilmember Charles – **Yes**, Councilmember Bascom – **Yes**, Councilmember Judd – **Yes**, Councilmember Marsh – **Yes**. Motion carried; resolution **adopted**.

WORK SESSION

9. DISCUSSION – BUSINESS LICENCES.

The Council discussed establishing a formal business-license ordinance and application process for the Town.
Mayor Menlove: Reiterated that the proposed $50 business-license fee had been removed from the amended fee schedule because the Town had not yet adopted a business-license ordinance.
The Council discussed whether a higher fee, potentially $100, would more appropriately cover administrative costs. Fees charged by other municipalities were referenced for comparison.
Mayor Menlove: Suggested that the Council review a proposed business-license ordinance and application during a future work session, with potential formal action at a subsequent meeting. *No formal action was taken.*

10. DISCUSSION – PASSING A RESOLUTION REQUIRING NOTIFICATION OF NEIGHBORS.

Mayor Menlove: Expressed support for implementing a Town policy requiring courtesy notification to neighboring property owners regarding proposed zoning amendments and other land-use matters involving public hearings.
Council members, staff, and members of the public generally agreed that additional mailed notifications would improve public awareness and participation.
The Council discussed establishing notification requirements that could vary depending on the nature of the proposed land-use action and the properties potentially affected.
Discussion included identifying an appropriate notification radius, mailing notices sufficiently in advance of public hearings, and retaining documentation of mailed notices in the Town's application records.

Recorder Batty: Noted that some property owners had previously received notification too late to meaningfully participate in public hearings. The Council discussed mailing notices earlier than the minimum public hearing notice period to account for postal delays.
Mayor Menlove: Recommended formalizing the process through a Town resolution.
Follow-Up: Mayor Menlove stated that he would ask Town Attorney Todd to prepare an initial draft resolution establishing notification requirements. Recorder Batty would then revise the draft as necessary and prepare it for final Council review. *No formal action was taken.*

11. DISCUSSION – CREATING A TOWN LOGO.

Mayor Menlove: Discussed the Town's efforts to develop an official logo.
Recorder Batty: Had previously posted a notice on the Town website inviting submissions for a Town logo.
Mayor Menlove: Reported receiving a telephone call from an individual interested in assisting with the logo's creation. He also asked Councilmember Sharon Bascom to follow up on the matter, and she agreed.
Follow-Up: Councilmember Bascom will explore the potential logo-design opportunity and report back to the Council.

12. DISCUSSION – LAND USE STAFF AND APPEALS.

The Council previously identified the need to establish responsibility for zoning-compliance reviews and associated administrative fees as part of the Town's land-use and building-permit administration. (No separate discussion or decision under this agenda item is documented in the available recording.)

13. DISCUSSION – ENERGY TAX.

The Council discussed a proposed electrical-service agreement with South Utah Valley Electric Service District (SESD) and the possibility of establishing an additional municipal tax on electrical service.
Richard Behling: Addressed the Council as the SESD chairman, and encouraged the Town to finalize an agreement designating SESD as its electrical-service provider. He explained that the agreement would establish provisions for electrical-service responsibilities, repairs, and maintenance and would provide the contractual basis for the Town to consider collecting an additional tax.
Discussion included the possibility of assessing a fixed amount, such as approximately $5 per customer bill, rather than a percentage-based charge.
Mayor Menlove: Asked whether the proposed agreement would affect existing electrical connections within Town boundaries that were currently served by Rocky Mountain Power.
Richard Behling: Explained that any transfer of existing connections would require coordination between the electrical-service providers. He referenced arrangements used in neighboring municipalities involving compensation for existing infrastructure and connections.
Council members expressed concern regarding the potential impacts on residents currently receiving service from another provider. Members discussed the importance of communicating with affected customers before implementing any changes.
Richard Behling: Encouraged the Town to complete the agreement and recommended review by legal counsel.
Follow-Up: Mayor Menlove will provide the proposed SESD agreement to the Town Attorney for legal review.
No agreement was approved, and no additional energy tax was adopted.

14. DISCUSSION – MEETINGS IN NOVEMBER AND DECEMBER.

Mayor Menlove: Discussed the Town Council's upcoming November and December meeting schedule. He stated that he would be unable to attend the November 18, 2026, meeting and that cancellation of the meeting was under consideration. He emphasized the importance of addressing the resolutions and ordinance tabled during the October 21 meeting at the next scheduled Council meeting on November 4, 2026.
Given the anticipated workload, the Mayor suggested potentially moving the November 4 meeting to 5:00 P.M. to allow additional time for discussion and action.
The Council discussed the possibility of canceling the second December meeting, scheduled for December 16, 2026.

No final schedule changes were documented.
Recorder Batty: Indicated that any confirmed changes would be reflected in the Town's published meeting information. Committed to distributing Council meeting packets during the weekend preceding scheduled meetings to provide members with additional time to review materials.

REPORTS

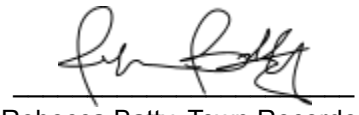
15. MAYOR/TOWN COUNCIL
16. STAFF MEMBERS
17. PLANNING COMMISSION
18. OTHER

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

Councilmember Judd: Moved to adjourn the meeting.
Councilmember Marsh: Seconded the motion.
Vote: Motion carried unanimously.
Mayor Menlove: 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: RESOLUTION NO. 26-22, ADOPTING AN AMENDED TOWN FEE SCHEDULE AND BUILDING PERMIT FEES AND VALUATION TABLE, AND SUPERSEDING RESOLUTION NO. 26-06.

RESOLUTION NO. 26-22

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SPRING LAKE, UTAH, ADOPTING AN AMENDED TOWN FEE SCHEDULE AND BUILDING PERMIT FEES AND VALUATION TABLE, AND SUPERSEDING RESOLUTION NO. 26-06.

WHEREAS, the Town of Spring Lake is a municipality organized and existing under the laws of the State of Utah; and

WHEREAS, the Town is authorized under Utah law to establish fees reasonably related to the administration of municipal services, land use and development applications, building permits, plan review, inspections, and other services provided by the Town; and

WHEREAS, on April 1, 2026, the Town Council adopted Resolution No. 26-06, *Adopting a Building Permit Fee Schedule and Valuation Table*, including the Building Permit Fee Schedule and Valuation Table attached thereto as Exhibit A; and

WHEREAS, Resolution No. 26-06 provided that the Town Council may amend the adopted fee schedule and valuation table from time to time by resolution, following any required public notice and hearing; and

WHEREAS, the Town has subsequently reviewed and revised its fees and administrative procedures relating to building permits, plan review, inspections, land use and development applications, and other municipal services; and

WHEREAS, the Town Council finds it appropriate to consolidate applicable municipal fees into a Town Fee Schedule and to adopt an amended Building Permit Fees and Valuation Table as an appendix thereto; and

WHEREAS, the amended Building Permit Fees and Valuation Table establishes construction valuations based upon specified construction areas and provides a valuation-based schedule for calculating building permit fees; and

WHEREAS, the Town Council finds that adoption of the amended Fee Schedule and Building Permit Fees and Valuation Table will promote consistency, transparency, and efficient administration of Town fees; and

WHEREAS, the Town Council desires that the documents adopted by this Resolution replace and supersede the fee schedule, valuation table, and related provisions previously adopted by Resolution No. 26-06.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF

SPRING LAKE, UTAH, AS FOLLOWS:

SECTION 1. – Adoption.

A. Adoption of Town Fee Schedule

The Town Council hereby adopts the **Town of Spring Lake Fee Schedule**, attached hereto as **Exhibit A** and incorporated herein by this reference.

The fees established in Exhibit A shall constitute the applicable Town fees for the applications, permits, reviews, inspections, and other services identified therein, unless otherwise established or amended by ordinance, resolution, or applicable law.

B. Adoption of Building Permit Fees and Valuation Table

The Town Council hereby adopts the **Building Permit Fees and Valuation Table**, attached hereto as **Appendix A to the Town of Spring Lake Fee Schedule** and incorporated herein by this reference.

Building permit fees shall be calculated in accordance with the valuation methodology and fee table contained in Appendix A. Project valuation shall be determined using the applicable construction-area valuations identified therein or, when appropriate, other valuation information determined applicable by the Building Official or Town's designated building-services provider.

C. Building Permit and Related Fees

Building permit applicants shall be responsible for the applicable application, building permit, plan review, re-review, plan-change, re-inspection, and other fees established in Exhibit A and Appendix A.

Building permit fees based upon project valuation shall be calculated according to Appendix A. Other applicable building-related fees shall be assessed according to the Town Fee Schedule.

SECTION 2. – Administration.

The Town hereby authorizes the Building Official, Town Recorder, and other authorized Town staff or designees, as applicable, to:

- Determine or verify project valuation;
- Calculate and collect applicable fees;
- Coordinate with contracted building officials, inspectors, plan reviewers, engineers, and other professional service providers;
- Apply the adopted Fee Schedule and Appendix A to applications and permits administered by the Town; and
- Take such administrative actions as are reasonably necessary to implement this Resolution.

SECTION 3. – Superseding Resolution No. 26-06.

Resolution No. 26-06, including Exhibit A thereto, is hereby superseded and replaced in its entirety by this Resolution, Exhibit A, and Appendix A.

From and after the effective date of this Resolution, all building permit fees, valuation calculations, plan review fees, inspection-related fees, and other fees addressed by Resolution No. 26-06 shall instead be governed by this Resolution and the documents adopted herein.

To the extent of any conflict between Resolution No. 26-06 and this Resolution, this Resolution shall control.

SECTION 4. – Periodic Review and Future Amendments.

The Town Council may amend the Town Fee Schedule or Building Permit Fees and Valuation Table from time to time by resolution or other action as permitted by law, following any public notice, hearing, or other procedure required by applicable law.

SECTION 5. – Severability.

If any section, subsection, sentence, clause, phrase, provision, fee, or application of this Resolution, Exhibit A, or Appendix A is determined to be invalid or unenforceable, such determination shall not affect the validity of the remaining provisions, which shall remain in full force and effect.

SECTION 6. – Effective Date.

This Resolution shall take effect immediately upon adoption, except as otherwise required by applicable law.

PASSED AND ADOPTED by the Town Council of the Town of Spring Lake, Utah, this ____ of _____, 20_____.

Signed: _____
Wade Menlove, Mayor

Attest: _____
Rebecca Batty, Town Recorder / Brenda Warner, Deputy Town Recorder

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TOWN COUNCIL VOTE AS RECORDED

Councilmembers:	Yes	No	Abstain	Excused
Wade Menlove	_____	_____	_____	_____
Sharon Bascom	_____	_____	_____	_____
Robert Judd	_____	_____	_____	_____
Robert Marsh	_____	_____	_____	_____
David Charles	_____	_____	_____	_____

Town of Spring Lake Fee Schedule

Table of Contents

General Fees and Taxes

Planning and Zoning – Development Fees

Municipal Boundary Adjustment

Application Fee…… $100.00
Review Fee: *deposit actual cost of contracted review*……... $2,500.00
County Surveyor Review: *check payable to Utah County Surveyor*…….... $200.00

Building Permit Fees

Residential Application Fee……... $100.00
Commercial Application Fee…….. $300.00
Building Permit Fee…….. *based on valuation table, see Appendix A*
Plan Review…… *65% of building permit fee, see Appendix A*
Repeat Plan Review…… $200.00
Changes to Plan…….. $100.00
Inspection Fees: *included in building permit fee*……..…….. $0.00
Inspection Fees: *not included in permit fee*…….… *see Appendix A*, $75.00
Re-Inspection Fee (*per inspection*)……. $75.00
Utah State Surcharge…..……... *1% of building permit fee, see Appendix A*

Appendix A

Building Permit Fees and Valuation Table

Valuation

The following table is used to calculate building permit fees based on the valuation of the construction project. Utilize the square footage for the construction project and the dollar amounts below to calculate the project valuation.

Valuation (per square foot), based on 100% of the ICC building valuation data:

Construction Area	Fee
Porch	$30.00 per sq. ft.
Carport	$30.00 per sq. ft.
Garage	$71.79 per sq. ft.
Unfinished Basement	$31.50 per sq. ft.
Finished Basement	$63.00 per sq. ft.
Main Level	$177.63 per sq. ft.
2nd Level	$177.63 per sq. ft.

Example 1: New construction on a home with 1800 square feet finished main level, 1800 square feet unfinished basement, and an attached garage of 600 square feet would have a valuation of $419,508.00, based on the table above:

Main Level:	1800 square feet x $177.63 = $319,734.00
Unfinished Basement:	1800 square feet x $31.50 = $56,700.00
Garage:	600 square feet x $71.79 = $43,074.00
Total Valuation:	**$419,508.00**

Building Permit Fees

The cost of the building permit fee is based on the valuation of the project, multiplied by 0.0075.

Using the scenario above, the building permit fee would be $419,508.00 x 0.0075 = **$3,146.31**.

Plan Review Fees

The cost of the plan review fee is 65% of the building permit fee.

Using the same scenario, the plan review fee would be $3,146.31 x 0.65 = **$2,045.10**.

Utah State Surcharge

The State of Utah requires a 1% Building Permit Surcharge on building permits issued by municipalities. This surcharge is collected by the Town and paid to the State. The cost of the surcharge is 1% of the building permit fee. The surcharge applies *only* if a permit fee is actually charged. If a project is minor enough not to require a building permit under the state code, no permit is issued, and no state fee is applied.

Again, using the project scenario above, the surcharge would be $3,146.31 x 0.01 = **$31.46**.

Based on Example 1, the total cost of permitting fees to build this new home would be:

Application Fee:	$100.00
Building Permit Fee:	$3,146.31
Plan Review Fee:	$2,045.10
State Surcharge:	$31.46
Inspection Fee:	$0.00 (*most inspection fees included in building permit fee*)
Total Permitting Fees:	**$5,322.87**

Remodels and Additions

Remodels and additions should use the valuation table above when possible. When the valuation tables are not applicable, the building permit will be based on the *actual cost* of the project. The Town may work with the applicant to determine the actual cost of the project. The Town may request a cost breakdown of the construction materials to help determine the valuation.

Inspection Fees: Most inspection fees are included in the building permit fee. In the case that the building permit is not enough to cover the cost of required inspections, the Town may add inspection fees to the building permit to cover those costs.

Example 2: If the actual cost to reroof a home is $5,000, the building permit fee would be $37.50 ($5,000 x 0.0075). The State Surcharge would be $0.38 ($37.50 x 0.01). No plan review is required, but it does require two inspections: one for the underlayment and one for a final inspection. Inspection costs would be $75 each, for a total of $150.00. The building permit fee of $37.50 is not enough to cover the inspections. In this case, an inspection fee of $112.50 ($150.00 - $37.50) would be added to the total building permit fees.

Based on Example 2, the total cost of permitting fees to reroof this home would be:

Application Fee:	$100.00
Building Permit Fee:	$37.50
State Surcharge:	$0.38
Inspection Fees:	$112.50
Total Permitting Fees:	**$250.38**

Agenda Item 7: RESOLUTION NO. 26-23, ADOPTING THE MUNICIPAL BOUNDARY ADJUSTMENT PROCESS AND APPLICATION.

RESOLUTION NO. 26-23

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SPRING LAKE, UTAH, ADOPTING THE MUNICIPAL BOUNDARY ADJUSTMENT PROCESS AND APPLICATION.

WHEREAS, the Town of Spring Lake is a municipality organized and existing under the laws of the State of Utah; and

WHEREAS, Utah law provides a process by which municipalities sharing a common boundary may adjust that boundary in accordance with applicable statutory requirements; and

WHEREAS, the Town Council finds it appropriate to establish a clear and consistent administrative process for receiving, reviewing, and processing requests for municipal boundary adjustments involving the Town of Spring Lake; and

WHEREAS, the Town Council desires to provide applicants, property owners, Town officials, and participating municipalities with standardized procedures and application materials identifying the information, documentation, fees, and other materials necessary to process a proposed municipal boundary adjustment; and

WHEREAS, the Town has prepared a **Municipal Boundary Adjustment Process and Application**, which establishes the Town's application and review procedures and includes applicable submittal requirements, applicant certifications, and acknowledgments of costs and fees; and

WHEREAS, the Town Council has reviewed the proposed Municipal Boundary Adjustment Process and Application, attached hereto as **Exhibit A**, and finds that its adoption will promote consistent administration, transparency, compliance with applicable law, and orderly consideration of municipal boundary adjustment requests; and

WHEREAS, the Town Council finds that adoption of the Municipal Boundary Adjustment Process and Application is in the best interests of the Town and its residents.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SPRING LAKE, UTAH, AS FOLLOWS:

SECTION 1. – Adoption.

The Town Council hereby adopts the **Municipal Boundary Adjustment Process and Application**, attached hereto as **Exhibit A** and incorporated herein by this reference, as the official process and application materials of the Town of Spring Lake for requests to adjust a common municipal boundary.

1. **Application and Review Process**

Applications for municipal boundary adjustments involving the Town of Spring Lake shall be submitted and processed substantially in accordance with Exhibit A and all applicable provisions of Utah law.

Applicants shall be responsible for submitting the information, documentation, acknowledgments, fees, plats, legal descriptions, and other materials required by Exhibit A or otherwise required by applicable law or reasonably necessary for the Town to review and process the proposed boundary adjustment.

Acceptance of an application or application materials by the Town shall not constitute a determination that the application is complete or that the proposed boundary adjustment has been approved.

2. **Coordination with Participating Municipalities**
   Because a municipal boundary adjustment affects the common boundary between municipalities, applicants shall be responsible for coordinating with all participating municipalities as required by applicable law.

   The Town's processing or approval of an application shall not constitute or substitute for any approval, action, notice, hearing, ordinance, certification, or other requirement that must be completed by another participating municipality or governmental entity.

3. **Costs and Fees**
   Applicants shall be responsible for all application fees, review fees, publication expenses, surveyor costs, recording costs, and other costs associated with processing a municipal boundary adjustment to the extent provided in the Town's adopted fee schedule, Exhibit A, or applicable law.

   Any deposit collected for contracted professional review shall be administered in accordance with the Town's adopted fee schedule and applicable Town policies.

4. **Compliance with Applicable Law**
   Nothing in this Resolution or Exhibit A shall be interpreted to waive, modify, or supersede any requirement imposed by Utah law.

   If a requirement contained in Exhibit A conflicts with subsequently enacted or amended state law, the applicable provision of state law shall control, and the remainder of Exhibit A shall continue in effect to the extent permitted by law.

SECTION 2. – Administration.

The Mayor, Town Recorder, and other Town officers, staff, consultants, or authorized agents are hereby authorized to administer the Municipal Boundary Adjustment Process and Application and to take such administrative actions as are reasonably necessary to process applications in accordance with this Resolution, Exhibit A, and applicable law.

Town administrative personnel may make non-substantive revisions to the application forms, checklists, instructions, contact information, statutory citations, formatting, or other administrative portions of

Exhibit A when necessary to maintain accuracy or facilitate administration, provided that any substantive change to the Town's adopted process, requirements, or policies shall require approval by the Town Council.

SECTION 3. – Severability.

If any provision of this Resolution or Exhibit A is determined to be invalid or unenforceable by a court of competent jurisdiction, such determination shall not affect the validity of the remaining provisions, which shall remain in full force and effect.

SECTION 4. – Effective Date.

This Resolution shall take effect immediately upon adoption, except as otherwise required by applicable law.

PASSED AND ADOPTED by the Town Council of the Town of Spring Lake, Utah, this ____ of _____, 20_____.

Signed: _____
Wade Menlove, Mayor

Attest: _____
Rebecca Batty, Town Recorder / Brenda Warner, Deputy Town Recorder

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TOWN COUNCIL VOTE AS RECORDED

Councilmembers:	Yes	No	Abstain	Excused
Wade Menlove	_____	_____	_____	_____
Sharon Bascom	_____	_____	_____	_____
Robert Judd	_____	_____	_____	_____
Robert Marsh	_____	_____	_____	_____
David Charles	_____	_____	_____	_____

EXHIBIT A

TOWN OF SPRING LAKE

MUNICIPAL BOUNDARY ADJUSTMENT PROCESS

Each step must be completed before moving on to the next step.

Step One:

1. Contact the town recorder to have the request added to the next town council meeting to discuss the proposed municipal boundary adjustment with staff to ensure it meets the requirements of state law and city ordinances.

Step Two:

1. Complete the Municipal Boundary Adjustment Application with each city, including all required documentation and fee payment.
2. Staff will review the Municipal Boundary Adjustment Application for completeness.
3. The adjustment will be considered (accept or deny) at a future regularly scheduled town council meeting. If accepted (resolution), the Development Services staff will schedule a public hearing on the proposed adjustment no less than 60 days after the adoption of the resolution. (UCA 10-2-903(4))
4. At or before the public hearing, written protests may be filed with the city recorder.
5. Upon conclusion of the public hearing, the city may adopt an ordinance approving the adjustment of the common municipal boundary. (UCA 10-2-903(5))
6. Following approval of the ordinance and finalization of the plat, documentation will be sent to the Lt. Governor's Office for issuance of a Certificate of Boundary Adjustment. (UCA 10-2-903(6))
7. Upon receipt of the Certificate of Boundary Adjustment, the City Recorder will provide the necessary documentation to the Utah County Recorder's Office for recording and send notice according to state law.

NOTE: Each city must complete the process simultaneously and within the designated time frames per state law. The applicant is responsible for ensuring all participating municipalities are contacted and are completing the required state processes.

Town of Spring Lake

Municipal Boundary Adjustment

Submittal Form

For Office Use Only	Review Fees: **$2500.00** deposit actual cost of contracted review
Application # _____ CC Accept Date _____	Notifications (1) $ 60
Application Date _____ CC PH & Meeting Date _____	TOTAL (15-1) _____
Approval Date _____ Denial Date _____	NOTE: Plus, Utah County Surveyor cost.

Adjustment Name: _____

Adjustment Location: _____

Utah County Parcel No(s): _____

Total Acreage: _____

TRANSFERRING PROPERTY Check if Applicant ☐

Property Owner: _____

Address: _____

Telephone: _____ Email: _____

ACQUIRING PROPERTY Check if Applicant ☐

Property Owner: _____

Address: _____

Telephone: _____ Email: _____

Name of Engineer or Licensed Land Surveyor:

_____

Company Name: _____

Telephone: _____ Email: _____

Submittal Checklist (applicant – please ensure all items are included in this submittal)

☐ 1. Signatures from the owners of real property located in the area proposed for municipal boundary adjustment.
☐ 2. Accurate and recordable municipal boundary adjustment plat map in electronic format, scaled to 24" x 36" and 8.5" x 11", prepared by a licensed surveyor of the area proposed for adjustment, identifying each parcel and labeling each parcel with the owner's name, tax identification number, and acreage.
☐ 3. Completed Acknowledgment of Costs and Fees for Municipal Boundary Adjustment
☐ 4. Legal description in Word format of the area proposed to be adjusted.
☐ 5. Written acknowledgement from both city and non-city utility providers stating the provider either does or does not have utilities located along the existing or proposed municipal boundary line adjustment.
☐ 6. Flash drive or email with all plans and supporting documentation in PDF format.

Note: If the resolution is approved, the following may/will also need to be submitted.
☐ 1. Additional information required by staff, city code, and/or state code.
☐ 2. Appropriate legal documents for conveyance of any proposed adjustment property, public rights-of-way, streets, and other dedications.
☐ 3. Appropriate legal documents combining the additional property and the original property together into one parcel. (Acquiring property owner to him/herself as the owner of the combined property.)
☐ 4. Documentation of water rights associated with the property and/or conveyance of water rights.
☐ 5. Check payable to the Utah County Surveyor for $200 for review of the annexation plat.
☐ 6. Mylar of Municipal Boundary Adjustment plat map.

I certify that this application and all the information submitted as part of this application are true, complete, and accurate to the best of my knowledge. I acknowledge that I have reviewed the applicable sections of the Town of Spring Lake Municipal Code, that items and checklists contained in this application are basic and minimum requirements only, and that other requirements may be imposed that are unique to individual projects or uses. I agree to comply with any and all applicable laws, ordinances, and resolutions in effect at this time. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that the Town of Spring Lake may rescind any approval or take any other legal or appropriate action. I also agree to allow the staff, town council, or appointed agents of the town to enter the subject property to make any necessary inspections thereof.

_____ Date: _____
Signature of Transferring Property Owner

_____ Date: _____
Signature of Acquiring Property Owner

NOTE:

1. Applications will not be accepted without ALL the required submittal materials. The Town will not hold partial submittals.
2. Acceptance of this submittal to the Town for review is not an acknowledgement by the Town of a complete application. This determination will be made by the staff.

Additional Information (Links)

Utah State Code 10-2-903 Annexation (Boundary Adjustment)
https://le.utah.gov/xcode/Title10/Chapter2/10-2-S903.html?v=C10-2-S903_2025050720250507
Utah Code 10-2-813 Annexation (Filing)
https://le.utah.gov/xcode/Title10/Chapter2/10-2-S813.html?v=C10-2-S813_2025050720250507

Town of Spring Lake

Acknowledgement of Costs & Fees for Municipal Boundary Adjustment (1)

Adjustment Name: _____

Applicant Name: _____

Mailing Address: _____

Telephone: _____

Email: _____

I understand that with the filing of a Municipal Boundary Adjustment, there are costs associated with the publication requirements for a Municipal Boundary Adjustment, Agreement, Utah County, and/or South Valley Electric Service District. I have been informed and understand that I am responsible for the costs of all required publications and fees for this request and that I will receive notice of required payment from the Town of Spring Lake. I understand that payment of all fees must be satisfied prior to the recording of the Municipal Boundary Adjustment.

_____ Date: _____
Sponsor Signature

State of Utah)
§
County of Utah)

On this _____ day of _____, 20___, personally appeared before me, a Notary Public in and for the State of Utah, _____, the signer of the foregoing instrument, who duly acknowledge to me that he/she executed the same.

_____
Notary Public

Town of Spring Lake

Acknowledgement of Costs & Fees for Municipal Boundary Adjustment (2)

Adjustment Name: _____

Applicant Name: _____

Mailing Address: _____

Telephone: _____

Email: _____

As conditions of a municipal boundary adjustment into or out of Spring Lake, the applicant will be responsible for the following, if applicable:

1. Determine if South Valley Electric Service District (SESD) has any facilities and/or customers within the proposed area of annexation.
2. Negotiate the cost of purchasing SESD facilities within the area of annexation.
3. Pay negotiated costs of purchasing facilities and deliver to Payson City a letter of satisfaction from SESD, a bill of sale to Payson City, along with a map showing the facilities purchased, a list of customers serviced by SESD, inventory lists of facilities purchased, and SESD's valuation calculations.
4. Pay all costs to SESD associated with buying out all customers served by SESD within the annexed area (gross annual revenues), along with the costs of converting these customers to Payson City Power. **OR** With the approval of the City Council, service for these customers may be left with SESD until the time of any new development, or 10 years, whichever is sooner.
5. If the second option under #4 is allowed, prior to approval of any proposed development within the adjusted area, determine and pay, or bond for, all costs of buying out any existing SESD customers within the annexed area for the balance of the ten (10) years remaining from the date of adjustment, and all costs related to converting these customers to service by Payson City Power.

I understand that with the filing of a Municipal Boundary Adjustment, there are costs associated with the publication requirements for a Municipal Boundary Adjustment, Agreement, Utah County, and/or South Valley Electric Service District. I have been informed and understand that I am responsible for the costs of all required publications and fees for this request and that I will receive notice of required payment from the Town of Spring Lake. I understand that payment of all fees must be satisfied prior to the recording of the Municipal Boundary Adjustment.

_____ Date: _____
Sponsor Signature

State of Utah)
§
County of Utah)

On this _____ day of _____, 20___, personally appeared before me, a Notary Public in and for the State of Utah, _____, the signer of the foregoing instrument, who duly acknowledge to me that he/she executed the same.

_____
Notary Public

Agenda Item 8: RESOLUTION NO. 26-25, AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH A BUILDING OFFICIAL.

RESOLUTION NO. 26-25

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SPRING LAKE, UTAH, AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH A BUILDING OFFICIAL.

WHEREAS, the Town of Spring Lake is a municipality organized and existing under the laws of the State of Utah; and

WHEREAS, the Town is responsible for the administration and enforcement of applicable building and construction codes within its jurisdiction and requires the services of a qualified Building Official to assist the Town in carrying out those responsibilities; and

WHEREAS, the Town has established procedures for the administration of building permits, plan review, inspections, and related construction-code functions pursuant to Spring Lake Municipal Code Title 9, the Utah State Construction Code, and applicable Utah law; and

WHEREAS, the Town Council desires to contract with a qualified Building Official to provide building-code administration, plan review, inspection, and related services on behalf of the Town; and

WHEREAS, the Town has negotiated a proposed **Building Official Contract** with **Randy Spadafora**, setting forth the scope of services, compensation, qualifications, term, insurance requirements, responsibilities, and other terms governing the provision of Building Official services to the Town; and

WHEREAS, under the proposed Agreement, the Building Official will perform or arrange construction-code plan review and inspections, maintain and provide required records, issue or authorize construction-code approvals and Certificates of Occupancy as appropriate, assist with enforcement and technical matters, and perform other Building Official functions authorized by the Agreement and applicable law; and

WHEREAS, the Town Council has reviewed the proposed Building Official Agreement, attached hereto as **Exhibit A**, and finds that entering into the Agreement will provide for the efficient and professional administration of the Town's building-code responsibilities and is in the best interests of the Town and its residents.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SPRING LAKE, UTAH, AS FOLLOWS:

SECTION 1. – Approval of Building Official Agreement.

The Town Council hereby approves the **Building Official Agreement** between the **Town of Spring Lake** and **Randy Spadafora**, in the form attached hereto as Exhibit A and incorporated herein by this

reference.

SECTION 2. – Authorization to Execute Agreement.

The Mayor is hereby authorized, on behalf of the Town of Spring Lake, to execute the Building Official Contract attached as Exhibit A and any documents reasonably necessary to effectuate the Agreement.

The Mayor may approve non-substantive or administrative modifications to the Agreement prior to execution, provided that such modifications do not materially alter the scope of services, compensation, term, or other substantive obligations approved by the Town Council.

Any material amendment to the Agreement following its execution shall be subject to approval by the Town Council as required by applicable law and the terms of the Agreement.

SECTION 3. – Building Official Designation and Authority.

Upon execution and during the effective term of the Agreement, **Randy Spadafora is authorized to serve as the Building Official for the Town of Spring Lake** and to perform the duties and exercise the authority assigned to the Building Official under the Agreement, Spring Lake Municipal Code Title 9, the Utah State Construction Code, and applicable Utah law.

Such authorization is limited to building-code and construction-code functions lawfully assigned to the Building Official and shall not independently confer authority to make land-use, zoning, subdivision, or other determinations reserved to another Town officer, body, or authority.

SECTION 4. – Administration.

The Mayor, Town Recorder, and other appropriate Town officers, officials, employees, consultants, and authorized agents are authorized and directed to take such administrative actions as are reasonably necessary to implement and administer the Agreement.

Town officials shall coordinate with the Building Official regarding building permit applications, plan reviews, inspections, construction-code approvals, Certificates of Occupancy, records, and other matters within the scope of the Agreement.

Such administration shall include coordination of third-party inspections, maintenance of the Town's approved third-party inspection firm list, processing of inspection reports, and administration of payment responsibilities, as required by the Agreement and applicable Utah law.

SECTION 5. – Compensation.

Compensation for services performed by the Building Official under the Agreement shall be paid in accordance with the terms of Exhibit A and subject to applicable Town financial policies, budgetary requirements, and approval procedures.

Payments to approved third-party inspection firms shall be administered separately from compensation owed to the Building Official and in accordance with the Agreement and applicable Utah law.

SECTION 6. – No Expansion of Authority.

Nothing in this Resolution or the Agreement shall be construed to delegate to the Building Official any legislative, land-use, zoning, subdivision, administrative, or other governmental authority that may not lawfully be delegated or that has not been expressly assigned pursuant to applicable law, Town ordinance, or duly authorized Town action.

SECTION 7. – Severability.

If any provision of this Resolution is determined to be invalid or unenforceable by a court of competent jurisdiction, such determination shall not affect the validity of the remaining provisions, which shall remain in full force and effect.

SECTION 8. – Effective Date.

This Resolution shall take effect immediately upon adoption. The Building Official's authority and contractual obligations shall commence in accordance with the effective date of the executed Agreement.

PASSED AND ADOPTED by the Town Council of the Town of Spring Lake, Utah, this ____ of _____, 20_____.

Signed: _____
Wade Menlove, Mayor

Attest: _____
Rebecca Batty, Town Recorder / Brenda Warner, Deputy Town Recorder

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TOWN COUNCIL VOTE AS RECORDED

Councilmembers:	Yes	No	Abstain	Excused
Wade Menlove	_____	_____	_____	_____
Sharon Bascom	_____	_____	_____	_____
Robert Judd	_____	_____	_____	_____
Robert Marsh	_____	_____	_____	_____
David Charles	_____	_____	_____	_____

EXHIBIT A

Town of Spring Lake

Building Official Agreement

This Agreement, dated effective _____/_____/_____, is between Randy Spadafora (herein referred to as "Building Official") and the Town of Spring Lake (herein referred to as "Spring Lake" or "Town"), a Utah municipal corporation, with its office located at 3744 W. 12240 S. in Spring Lake, Utah (collectively referred to as the "Parties"), for the services listed below as the Building Official for the Town of Spring Lake, and shall perform the building-code administration, plan review, inspection, and related services assigned to the Building Official by Spring Lake Municipal Code Title 9, the Utah State Construction Code, applicable Utah law, and this Agreement.

In consideration of the mutual covenants and promises herein, the Parties hereto agree as follows:

1. **Building Official Services (Scope of the Work).** During the term of this Agreement, Building Official shall provide the following building inspection services:

    a. **Work Hours**: The Building Official shall be generally available Monday through Friday from 9:00 a.m. – 5:00 p.m. to perform the Services ("Work Hours"). The Building Official may perform the Services on evenings and weekends as arranged between the Building Official and the Town staff and/or the builders, but the primary time during which the Services are expected to be performed is during Work Hours. The Building Official will need to be available to work on an as-needed basis. The hours will fluctuate from day to day and from year to year based upon the level of growth Spring Lake experiences and the number of buildings under construction at any given time.

    b. **Construction-Code Review:** The Building Official shall review building permit plans and other submitted materials for compliance with applicable construction codes; identify required corrections; perform or arrange required inspections; review inspections; and perform or authorize final construction-code approval as required by law. The Building Official should develop a reputation for caring about the safety, health, and welfare of people and being helpful by explaining the Building Codes rather than a reputation for acting as a dictator who issues edicts.

    c. **Stop Work Orders:** The Building Official may issue Stop Work Orders as authorized by Spring Lake Municipal Code §9-1-12 and applicable law. The Building Official shall promptly provide the Town with a copy of each Stop Work Order and material-related documentation.

    d. **Land-Use Boundary:** The building official may identify and communicate potential zoning or land-use issues observed during its work, but shall not make or represent that it has made a land-use, zoning, subdivision, or other Title 10 determination unless the Town separately and lawfully assigns that authority.

    e. **Records:** The building official shall maintain complete and accurate records of plan reviews, correction notices, inspections, re-inspections, Stop Work Orders, final approvals, Certificates of Occupancy, and other material building-code actions and shall transmit copies to the Town promptly in a format reasonably acceptable to the Town. The Building Official shall issue or authorize Certificates of Occupancy and other construction-code authorizations for occupancy when required by applicable law or the adopted construction codes.

f. Cooperation: The building official shall reasonably cooperate with the Town in appeals, enforcement matters, and other proceedings arising from building-code services performed under this Agreement, including providing relevant records and factual or technical testimony when reasonably requested.

g. Plan Reviews: The Building Official will review building plans submitted with building permit applications and any changes to such plans. The Building Official may assist the town in calculating building permit fees as per the Land Use & Development Review & Administration Manual, section 1.9 (D). Plan reviews shall be completed promptly and without undue delay, and the building official shall perform the plan review always within ten business days after the Town's applicable screening/completeness process has been completed, subject to any different period or exception required by applicable Utah law.

h. Building Inspections: The Building Official shall perform or arrange for all required building inspections in accordance with applicable Utah law, including Utah Code §§ 10-20-909 and 15A-1-105. Inspections shall be completed within three (3) business days after the day on which the Town receives the inspection request, unless the building permit applicant requests a later inspection date, in which case the inspection shall be conducted on the requested date as required by applicable law.

The Building Official shall identify and explain any violations of the State Construction Code or State Fire Code discovered during an inspection and the corrections necessary to achieve compliance. When violations are identified, the inspector shall provide the permit holder with written notification identifying each violation on the same day the inspection occurs. Upon request by the permit holder, the notification shall include references to the applicable code provisions. Written notification may be delivered electronically or in hard copy.

The Building Official shall assist the Town in maintaining a list of at least three (3) approved third-party inspection firms that meet the qualifications established by Utah Code § 15A-1-105. Nothing in this Agreement shall restrict the rights of a building permit applicant to engage a third-party inspection firm as provided by applicable Utah law.

The following conditions shall apply:

1.h.1. Third-Party Inspections and Applicant Responsibilities. When the Town cannot provide a requested inspection within three (3) business days after the day the inspection request is received, the building permit applicant may engage a third-party inspection firm from the Town’s approved list, in accordance with Utah Code § 15A-1-105. The applicant shall first notify the Town of the firm selected. The Town shall pay the third-party inspection firm upon receipt of its completed inspection report, as required by applicable law. The Town shall not be required under § 15A-1-105 to pay for inspection services exceeding the scope of the original inspection request.

1.h.2. Applicant-Elected Third-Party Inspections. When the Building Official is available to perform an inspection within the required statutory timeframe, but the applicant elects to engage a third-party inspector, the Town shall determine and administer its payment obligations in accordance with Utah Code § 15A-1-105 and other applicable law. Privately commissioned inspections outside the statutory third-party inspection process shall be at the applicant’s expense unless otherwise agreed upon in writing and authorized by law. The Building Official shall not receive the standard inspection fee for an inspection performed entirely by another inspector, unless compensation for separate administrative or coordination services is expressly authorized under this Agreement.

1.h.3. Building Official Unavailability and Compensation. If the Building Official is unable to perform or arrange a required inspection within the statutory timeframe, the Building Official shall promptly notify the Town and coordinate with the Town's designated representative to facilitate a timely inspection through an approved, qualified third-party inspection firm. The Town shall be responsible for payments required under Utah Code § 15A-1-105. The Building Official shall not receive the standard inspection fee for an inspection performed by a third-party firm in place of the Building Official, unless otherwise expressly provided in the agreed compensation schedule for services actually rendered. The Town and Building Official shall coordinate scheduling and payment procedures to avoid duplicative inspection charges.

All third-party inspection reports shall be submitted to the Town and incorporated into the applicable building permit records. The Building Official shall assist the Town in processing inspection results and issuing any required approvals, certificates of occupancy, or letters of completion in accordance with Utah Code § 15A-1-105 and other applicable law.

i. Other Inspections. At the request of the Town, and when applicable to the proposed activity, the Building Official may conduct inspections for compliance with applicable construction codes in connection with home occupations or other proposed uses. The Building Official may also investigate building-code violation complaints, unsafe or hazardous buildings, and demolition plans. Coordination with the Fire Authority or other agency shall occur when required or appropriate.

j. Records: The Building Official shall make, keep, and maintain consistent and thorough records of plan reviews and building inspections, and provide the Town reports and information about the Official's activities, plan reviews, and inspections. The Building Official will closely coordinate with Town staff on the issuance of building permits and certificates of occupancy.

k. Consultation: The Building Official may assist Town personnel with technical construction-code questions related to plats, subdivisions, or other land-use applications when requested by the town.

l. Other: The Building Official shall perform such other duties as may be specifically agreed to between the Town of Spring Lake and the Building Official as are necessary to comply with the provisions of the Utah Uniform Building Standards Act.

2. Records. The Building Official shall maintain adequate records of all business conducted on behalf of the Town of Spring Lake so that information and records are available for use as needed by the Town and its officials, its employees, and members of the public. Records required to be maintained by the Town as part of the official building-permit file shall be provided to the Town in accordance with Section 1(e) and applicable records-retention requirements. The Building Official shall be available to pick up physical documents from the Town offices upon 24-hour notice. The Building Official shall establish and maintain an office with a mailing address, a telephone number, and an email address for regular correspondence with Town Staff and scheduling of inspections.

3. Compensation. The Town of Spring Lake agrees to compensate the Building Official for services rendered: 1) $75 per inspection; and 2) a plan review fee equal to 65% of the building permit fee, as allowed by Utah State Code § 10-20-904. The town will not pay for overhead, travel time, or related expenses. The Building Official will provide monthly invoices, which will include a detailed description of all the work performed.

4. **Qualifications.** The Building Official designated under this Agreement shall satisfy all qualifications required by applicable Utah law to serve as a qualified building official, including applicable experience, licensing, certification, and training requirements. Any individual performing inspection, plan review, or other regulated services under this Agreement shall maintain the licenses and certifications required by applicable Utah law for the services performed.

5. **Term and Termination**. The initial term of the contract is one year, with the option for Spring Lake to renew the contract for an additional three years. The Town may terminate the contract for any reason within the first year; thereafter, the Town may terminate upon thirty days' notice of a performance issue or breach of the contract. The Parties may terminate the Agreement immediately upon mutual consent.

6. **Liability and Indemnification.** The Building Official agrees to indemnify, defend, and hold harmless Spring Lake, its officers, agents, employees, and representatives from and against any and all claims, liabilities, damages, losses, costs, expenses, judgments, or settlements, including but not limited to reasonable attorney's fees, arising out of or in connection with any activities conducted by the Building Official within the jurisdiction of Spring Lake, including claims made under the Americans with Disabilities Act (ADA). This hold harmless provision shall also expressly include any and all attorney fees, legal costs, or litigation expenses, however and wherever incurred by Spring Lake in relation to the Building Official. Spring Lake's loss to which the Building Contractor shall indemnify includes, but is not limited to, any liability, loss, claim, settlement payment, cost and expense, interest, award, judgment, damages (including punitive damages), fines, fees, and penalties or other charges.

7. **Insurance**. The Building Official shall carry not less than the following insurance and shall provide verification to Spring Lake upon request:

    a. Professional Liability Errors and Omissions Insurance in an amount of at least $500,000 single limit coverage, covering all personnel employed by the Building Official in the capacity of acting as the Agent of the Town/Building Official.

    b. General Liability Insurance in an amount of at least $1,000,000 single-limit coverage, covering all personnel employed by the Building Official in the capacity of acting as the Agent of the Town.

    c. Workers' Compensation on a state-approved policy form providing statutory benefits as required by law for all employees and business owners.

    d. Business Auto Coverage.

8. **Review of Work**. The Mayor or his/her representative or designee shall at all times have the right to inspect the work, services, or performance of the Building Official.

9. **Amendments**. This Agreement may not be amended, changed, modified, or altered except by an instrument in writing which shall be executed by a duly authorized official of each of the Parties.

10. **Third Party**. Nothing herein expressed or implied is intended or shall be construed to confer upon or give any person, board, or entity, other than the Parties hereto and their successors, any right or remedies of this Agreement, as a third-party beneficiary or otherwise.

11. **Severability**. It is understood and agreed upon by the Parties hereto that if any provision of this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalid, illegal, or unenforceable provision shall not affect any other provision of this Agreement, and

this Agreement shall be construed as if such invalid or illegal or unenforceable provision had never been contained herein.

12. **Non-Exclusivity**. This agreement is non-exclusive between the Parties. Each party has the right to enter into similar relationships with any other entity.

IN WITNESS WHEREOF, the Parties have executed this Agreement, effective as of the date first written above. Signatures may be in counterparts and may be provided by electronic means.

TOWN OF SPRING LAKE	**RANDY SPADAFORA**
SIGNED: Wade Menlove, Mayor	SIGNED: Randy Spadafora, Building Official
	Date
ATTEST: Rebecca Batty, Town Recorder	
Date	

Agenda Item 9: ORDINANCE NO. 26-12, APPROVING THE REZONING OF PARCEL NO. 29:025:0131 FROM AGRICULTURAL RESIDENTIAL TO RESIDENTIAL CLUSTER; AMENDING AND ADOPTING THE REVISED OFFICIAL ZONING MAP (V.4).

ORDINANCE NO. 26-12

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SPRING LAKE, UTAH, APPROVING THE REZONING OF PARCEL NO. 29:025:0131 FROM AGRICULTURAL RESIDENTIAL TO RESIDENTIAL CLUSTER; AMENDING AND ADOPTING THE REVISED OFFICIAL ZONING MAP (V4)

WHEREAS, the Town of Spring Lake, Utah (the "Town"), is a municipal corporation duly organized and existing under the laws of the State of Utah; and

WHEREAS, pursuant to Utah Code §§ 10-20-501 through 10-20-503, the Town Council, as the legislative body of the Town, is authorized to enact and amend land use regulations, including amendments to zoning districts and the Official Zoning Map, by ordinance; and

WHEREAS, a request was submitted to amend the zoning designation of **Parcel No. 29:025:0131** from **Agricultural Residential** to **Residential Cluster**; and

WHEREAS, the proposed rezoning constitutes an amendment to the Town's Official Zoning Map and is therefore subject to review and recommendation by the Spring Lake Planning Commission and final legislative action by the Spring Lake Town Council; and

WHEREAS, notice of a public hearing before the Spring Lake Planning Commission regarding the proposed rezoning of Parcel No. **29:025:0131** was provided in accordance with applicable Utah law and Town requirements; and

WHEREAS, on **October 7, 2026**, the Spring Lake Planning Commission held a duly noticed public hearing to receive and consider public comment regarding the proposed rezoning; and

WHEREAS, following consideration of the rezoning request, the public hearing, applicable land use regulations, and other information presented to the Commission, on **October 7, 2026**, the Spring Lake Planning Commission voted to recommend approval of the requested rezoning to the Spring Lake Town Council; and

WHEREAS, the Planning Commission thereafter forwarded its recommendation to the Town Council for consideration and final legislative action; and

WHEREAS, the Town Council has considered the Planning Commission's recommendation, the record relating to the proposed zoning map amendment, and the purposes and policies applicable to land use within the Town; and

WHEREAS, the Town Council finds that amending the zoning designation of Parcel No. **29:025:0131** from Agricultural Residential to Residential Cluster and revising the Official Zoning Map accordingly is appropriate and in the public interest;

NOW THEREFORE, the Town Council of the Town of Spring Lake, Utah, hereby ordains as follows:

SECTION 1. – Rezoning Of Parcel No. 29:025:0131.

The zoning designation of the real property identified as **Utah County Parcel No. 29:025:0131**, acreage of 5.2467 acres, and located at 5106 W. 12800 S. Spring Lake, Utah, is hereby amended from:

Agricultural Residential (AR)
to:
Residential Cluster (RC).

The rezoning approved by this Ordinance shall apply to the entirety of Parcel No. 29:025:0131 as reflected in the records of the Utah County Recorder and Utah County Assessor.

SECTION 2. – Amendment And Adoption Of Revised Official Zoning Map.

The Official Zoning Map of the Town of Spring Lake is hereby amended to reflect the change in zoning designation approved in Section 1 of this Ordinance.

The revised Official Zoning Map reflecting the designation of Parcel No. 29:025:0131 as Residential Cluster is hereby approved and adopted as part of the Town's official land use regulations.

A copy of the revised Official Zoning Map, or the applicable portion thereof depicting the amendment approved by this Ordinance, is attached hereto as **Exhibit A** and incorporated herein by this reference.

SECTION 3. – Administration And Implementation.

The Town Recorder and other authorized Town officials, staff, or consultants are hereby authorized and directed to take all administrative actions reasonably necessary to implement this Ordinance, including:

1. Updating the Official Zoning Map of the Town of Spring Lake to designate Parcel No. 29:025:0131 as Residential Cluster;
2. Maintaining this Ordinance and the amended Official Zoning Map as part of the official records of the Town;
3. Publishing or otherwise making available the amended Official Zoning Map as required by Utah law; and
4. Making any non-substantive clerical, formatting, indexing, or mapping corrections necessary to accurately reflect the zoning amendment adopted by this Ordinance, provided that no such correction alters the zoning designation or substantive effect of this Ordinance.

The amendment authorized by this Ordinance changes only the zoning designation of the property described herein. Development or use of the property remains subject to all applicable provisions of the Spring Lake Municipal Code, conditions of approval, development standards, permitting requirements,

and other applicable federal, state, and local laws.

SECTION 4. – Severability.

If any section, subsection, sentence, clause, phrase, or provision of this Ordinance is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such determination shall not affect the validity of the remaining portions of this Ordinance. The Town Council hereby declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase, and provision thereof, irrespective of the fact that any one or more portions may be declared invalid or unconstitutional.

SECTION 5. – Effective Date.

This Ordinance shall take effect upon adoption and completion of all publication, posting, deposit, and other requirements necessary for an ordinance to become effective under applicable Utah law.

PASSED AND ADOPTED by the Town Council of the Town of Spring Lake, Utah, this ____ of _____, 20_____.

Signed: _____
Wade Menlove, Mayor

Attest: _____
Rebecca Batty, Town Recorder / Brenda Warner, Deputy Town Recorder

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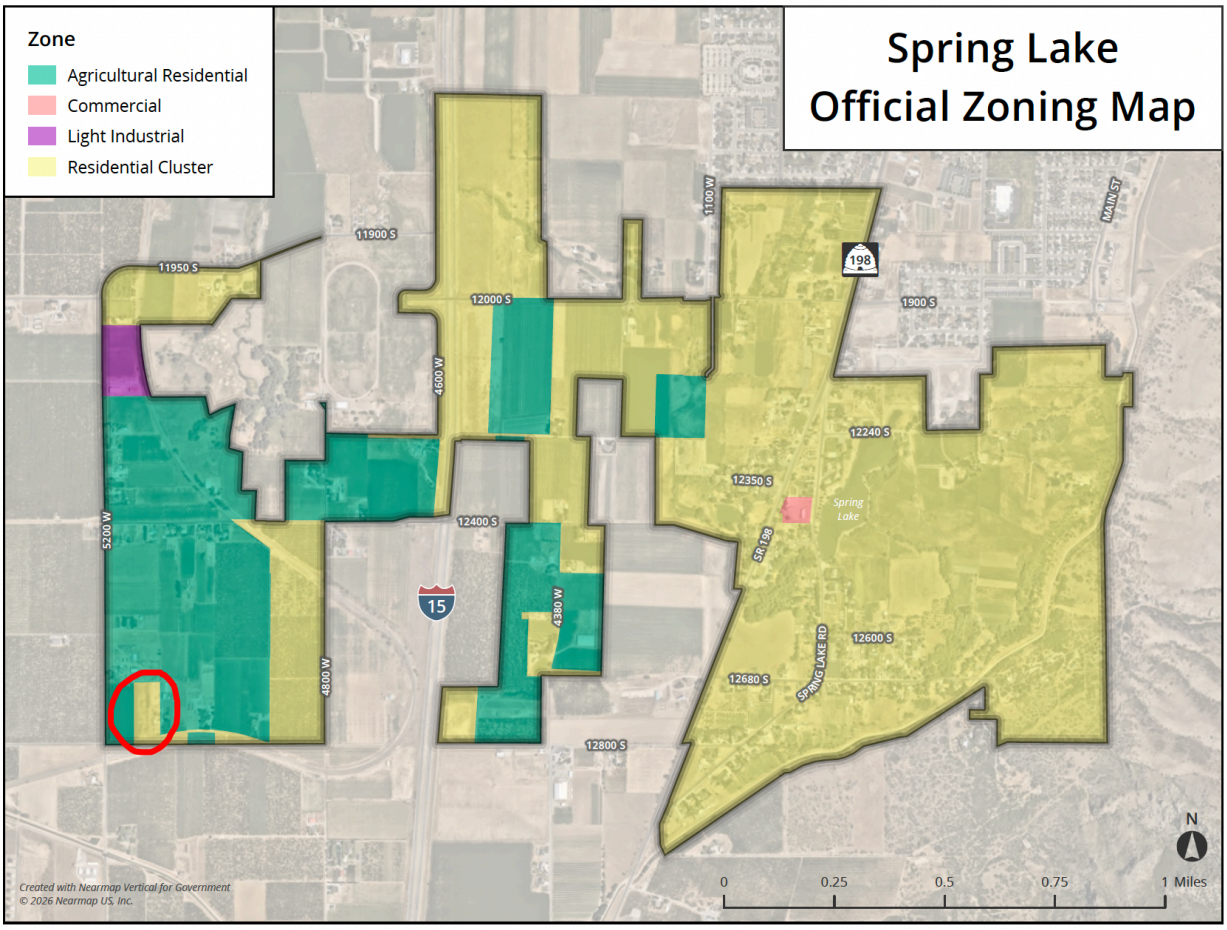
TOWN COUNCIL VOTE AS RECORDED

Councilmembers:	Yes	No	Abstain	Excused
Wade Menlove	_____	_____	_____	_____
Sharon Bascom	_____	_____	_____	_____
Robert Judd	_____	_____	_____	_____
Robert Marsh	_____	_____	_____	_____
David Charles	_____	_____	_____	_____

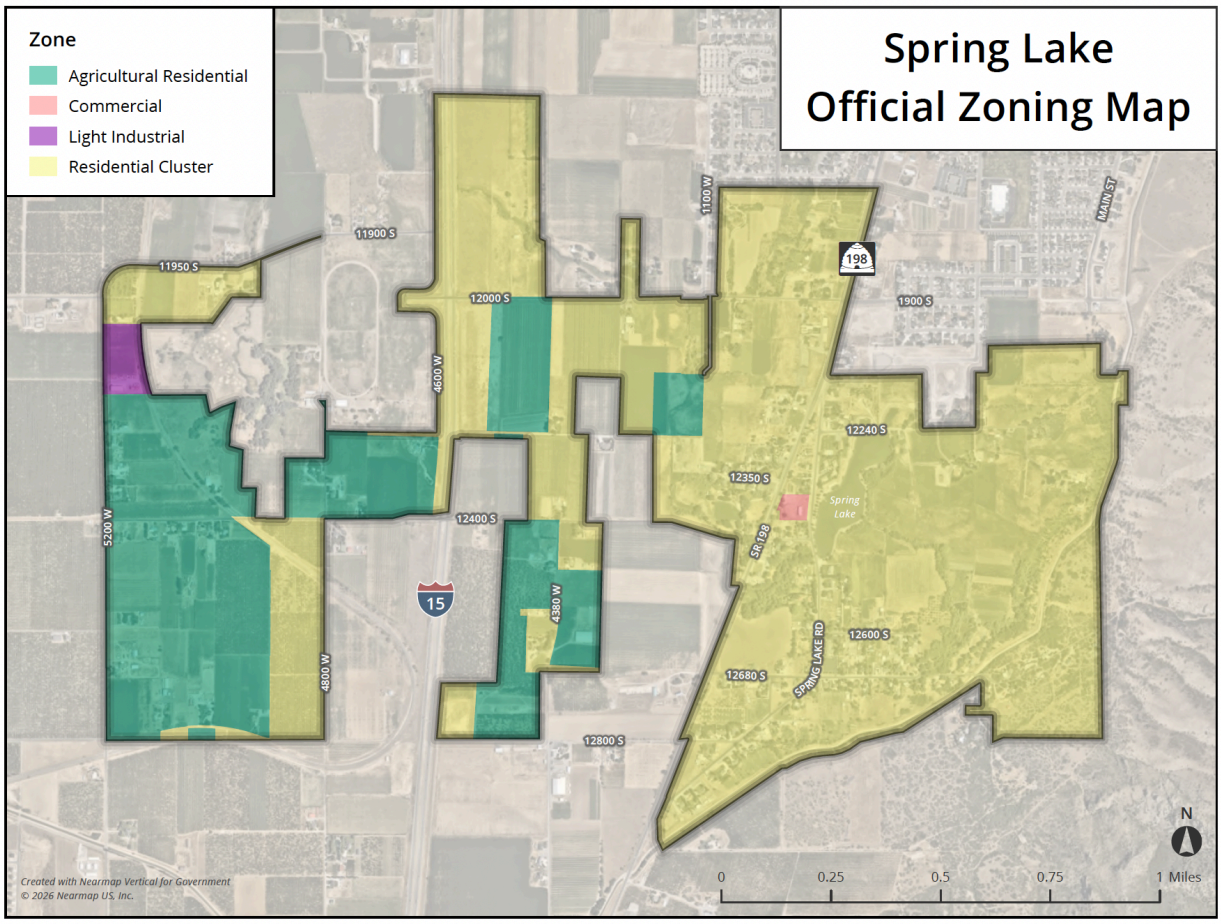
REVISED OFFICIAL ZONING MAP

Parcel No. 29:025:0131

Previous Zoning Designation: Agricultural Residential
New Zoning Designation: Residential Cluster



The revised Official Zoning Map - v.4, including the portion of the Official Zoning Map depicting Parcel No. 29:025:0131 and its new Residential Cluster zoning designation.



The previous Official Zoning Map - v.3, showing the portion of the Official Zoning Map depicting Parcel No. 29:025:0131 and its prior Agricultural Residential zoning designation.

Agenda Item 10: RESOLUTION NO. 26-24, INTENT TO ADJUST THE PAYSON-SPRING LAKE MUNICIPAL BOUNDARY.

RESOLUTION NO. 26-24

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SPRING LAKE, UTAH, INITIATING PROCEEDINGS TO ADJUST THE COMMON BOUNDARY LINES BETWEEN THE TOWN OF SPRING LAKE AND PAYSON CITY AND PROVIDING FOR A PUBLIC HEARING THEREON

WHEREAS, Spring Lake and Payson wish to adjust their common boundaries; and

WHEREAS, pursuant to *Utah Code Ann.* § 10-2-903, municipalities may adjust their common boundaries; and

WHEREAS, Utah law requires that a public hearing be held on the proposed adjustment and that notice of such hearing be given by publication as provided herein; and

WHEREAS, owners of private real property located within the area proposed for adjustment are entitled to file written protests to the proposed adjustment if they oppose the same; and

WHEREAS, the City Council of Spring Lake desires to initiate proceedings to effect the proposed boundary adjustment as provided herein;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SPRING LAKE, UTAH, AS FOLLOWS:

SECTION 1. – Statement of Intent.

The Spring Lake Town Council intends to adjust certain boundaries that are common between Spring Lake and Payson. The areas proposed to be adjusted are more particularly described in Section 3 of this Resolution.

SECTION 2. – Public Hearing.

The Spring Lake Town Council will hold a public hearing on the proposed adjustment on the sixth (6) day of January, 2027, at the hour of 6:00 p.m. at the Spring Lake offices, located at 3744 West 12240 South, Spring Lake, Utah 84651.

SECTION 3. – Notice of Public Hearing.

The Spring Lake Town Council hereby directs the City staff to cause the following notice to be published as a Class B Notice for **at least three (3) weeks** before the day of the hearing. The form of the notice shall be as follows:

NOTICE OF PUBLIC HEARING

A public hearing will be held on **January 6, 2027, at 6:00 p.m.** at Spring Lake Town, 3744 West 12240 South, Spring Lake, Utah 84651, to discuss and consider approving an ordinance to make the proposed municipal boundary adjustment with Payson City. The Town Council will make the proposed municipal boundary adjustment unless at or before the public hearing, written protests to the boundary adjustment are filed with the Town Recorder by owners of real property that is located with the proposed adjustment area that: (1) covers at least 25% of the private land area within the proposed area for adjustment; and (2) is equal in value to at least 15% of the value of all private real property within the area proposed for adjustment.

Anyone interested in reviewing the resolution proposing the above municipal boundary adjustment may do so at the Town's office, at 3744 West 12240 South, Spring Lake, Utah 84651, or via email, at recorder@springlakeutah.gov.

SECTION 4. – Severability.

If any provision of this Resolution is determined to be invalid or unenforceable by a court of competent jurisdiction, such determination shall not affect the validity of the remaining provisions, which shall remain in full force and effect.

SECTION 5. – Effective Date.

This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the Town Council of the Town of Spring Lake, Utah, this ____ of _____, 20_____.

Signed: _____
Wade Menlove, Mayor

Attest: _____
Rebecca Batty, Town Recorder / Brenda Warner, Deputy Town Recorder

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TOWN COUNCIL VOTE AS RECORDED

Councilmembers:	Yes	No	Abstain	Excused
Wade Menlove	_____	_____	_____	_____
Sharon Bascom	_____	_____	_____	_____
Robert Judd	_____	_____	_____	_____
Robert Marsh	_____	_____	_____	_____
David Charles	_____	_____	_____	_____
