



SPRINGVILLE CITY COUNCIL AGENDA
TUESDAY, SEPTEMBER 02, 2025
110 South Main Street
Springville, Utah 84663

NO FORMAL ACTIONS ARE TAKEN IN A WORK SESSION

5:30 P.M. - WORK MEETING - MULTI-PURPOSE ROOM

CALL TO ORDER

COUNCIL BUSINESS

1. Calendar

- Sep 16, 2025 - Work/Study Meeting 5:30 p.m., Regular Meeting 7:00 p.m.
- Oct 07, 2025 - Work/Study Meeting 5:30 P.M., Regular Meeting 7:00 p.m.

2. REVIEW OF THE 7:00 P.M. REGULAR COUNCIL MEETING AGENDA ITEMS

- a) Invocation - Councilmember Snelson

- b) Pledge of Allegiance - Councilmember Millsap

- c) Consent Agenda

2. Approval of the minutes for the August 05, 2025, Work and Regular meetings, the August 19, 2025 Regular meeting, and the August 20, 2025 Special Meeting

3. Approval of a Resolution setting criteria for land holding funds - Scott Sensanbaugh, Internal Services Director

4. Approval of the disposal or sale of unclaimed property from the Springville Police Department - Lance Haight, Public Safety Director

3. WORK MEETING DISCUSSIONS/PRESENTATIONS

- a) Museum Campus feasibility study update - Emily Larsen, Museum of Art Director

- b) Land Holdings Policy - Scott Sensanbaugh, Internal Services Director

- c) Communication and Outreach Policy - Brad Stapley, Public Works Director

MAYOR, COUNCIL, AND ADMINISTRATIVE REPORTS

ADJOURNMENT

CLOSED SESSION, IF NEEDED - TO BE ANNOUNCED IN MOTION

The Springville City Council may temporarily recess the meeting and convene in a closed session as provided by UCA 52-4-205.



SPRINGVILLE CITY COUNCIL AGENDA
TUESDAY, SEPTEMBER 02, 2025
110 South Main Street
Springville, Utah 84663

7:00 P.M. COUNCIL MEETING - CITY COUNCIL ROOM

CALL TO ORDER

INVOCATION

PLEDGE

APPROVAL OF THE MEETING'S AGENDA

MAYOR'S COMMENTS

CEREMONIAL AGENDA

1. Mayor Youth Awards - Jessica Maxwell, Community Health and Wellness Coordinator

PUBLIC COMMENT - Audience members may bring any item, not on the agenda, to the Mayor and Council's attention. Please complete and submit a "Request to Speak" form. Comments will be limited to two or three minutes, at the mayor's discretion. State Law prohibits the Council from acting on items that do not appear on the agenda.

CONSENT AGENDA - The Consent Agenda consists of items previously discussed or that are administrative actions where no additional discussion is needed. When approved, the recommendations in the staff reports become the action of the Council. The agenda provides an opportunity for public comment. If, after the public comment, the Council removes an item from the consent agenda for discussion, the item will keep its agenda number. It will be added to the regular agenda for discussion unless otherwise specified by the Council.

2. Approval of the minutes for the August 05, 2025, Work and Regular meetings, the August 19, 2025 Regular meeting, and the August 20, 2025 Special Meeting
3. Approval of a Resolution setting criteria for land holding funds - Scott Sensanbaugher, Internal Services Director
4. Approval of the disposal or sale of unclaimed property from the Springville Police Department - Lance Haight, Public Safety Director

REGULAR AGENDA

5. Consideration of an Ordinance amending Springville City Code Title 11, Chapter 6, Article 134, Accessory Dwelling Units, to allow Internal Accessory Dwelling Units in Single-Family Attached Dwellings - Carla Wiese, Planner/Economic Development Specialist
6. Consideration of a Resolution and Memorandum of Understanding for public improvements West of I-15 Exit 261 in Springville City - John Penrod, Assistant City Administrator/City Attorney

MAYOR, COUNCIL, AND ADMINISTRATIVE REPORTS

ADJOURNMENT - CLOSED SESSION, IF NEEDED - TO BE ANNOUNCED IN MOTION

The Springville City Council may temporarily recess the meeting and convene in a closed session as provided by UCA 52-4-205.

CERTIFICATE OF POSTING - THIS AGENDA IS SUBJECT TO CHANGE WITH A MINIMUM OF 24-HOURS NOTICE - POSTED 08/29/2025

In compliance with the Americans with Disabilities Act, the city will make reasonable accommodations to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please get in touch with the City Recorder at (801) 489-2700 at least three business days prior to the meeting.

Meetings of the Springville City Council may be conducted by electronic means pursuant to Utah Code Annotated Section 52-4-207. In such circumstances, contact will be established and maintained by telephone or other electronic means, and the meeting will be conducted pursuant to Springville City Municipal Code 2-4-102(4) regarding electronic meetings.

s/s - Kim Crane, MMC, City Recorder



MINUTES

2 MINUTES OF THE WORK/STUDY MEETING OF THE SPRINGVILLE CITY COUNCIL HELD ON
2 TUESDAY, AUGUST 05, 2025, AT 5:30 P.M. AT THE CIVIC CENTER, 110 SOUTH MAIN STREET,
SPRINGVILLE, UTAH.

Presiding and Conducting: Mayor Matt Packard

Elected Officials in Attendance: Craig Jensen
Logan Millsap
Jake Smith
Mike Snelson
Mindi Wright

Attended Via Phone
excused

City Staff in Attendance: City Administrator Troy Fitzgerald, Assistant City Administrator/City Attorney Bruce Riddle, City Recorder Kim Crane, Community Development Director Josh Yost, Internal Services Director Scott Sensanbaugher, Museum of Art Director Emily Larsen, Parks and Recreation Director Stacey Child, Power Director Jason Miller, Public Safety Director Lance Haight, Public Works Director Brad Stapley, and Assistant City Attorney Chris Creer.

CALL TO ORDER - Mayor Packard welcomed everyone and called the Work/Study meeting to order at 5:33 p.m.

COUNCIL BUSINESS

1. Calendar

- Aug 19 - Work Study Meeting at 5:30 p.m., Regular Meeting at 6:30 p.m. (if needed), Truth and Taxation Meeting at 7:00 p.m.
- Sep 01 - Labor Day Holiday Observed (Civic Center Closed Monday)
- Sep 02 - Work/Study Meeting 5:30 p.m., Regular Meeting 7:00 p.m.

Mayor Packard asked if there was any discussion about the upcoming calendar. There was none.

2. DISCUSSION ON THIS EVENING'S REGULAR MEETING AGENDA ITEMS

- a) Invocation - Councilmember Smith
- b) Pledge of Allegiance - Councilmember Snelson
- c) Consent Agenda
 - 1. Approval of the minutes for the July 15, 2025, work meeting and regular meeting
 - 2. Approval of a Resolution and adoption of the updated Springville City Emergency Operations Plan - Lance Haight, Public Safety Director

Mayor Packard asked if there was any discussion on the consent agenda. There was none.

3. WORK MEETING DISCUSSIONS/PRESENTATIONS

a) Parking on 300 South - Lance Haight, Public Safety Director

Chief Lance Haight reported on the existing city parking code Section 9-2-104. He explained that 300 South lacked a curb, which made parking enforcement difficult. He noted that if angled parking stripes were present, vehicles could park on an angle; otherwise, they were required to park parallel to the curb without obstructing the sidewalk. He stated that public education would be necessary prior to enforcement. Plans included placing door hangers on residences and vehicles with information on legal and illegal parking specific to 300 South and issuing warnings, with citations possible after one month. He also reported that Public Works was drafting new guidelines for on-street angle or perpendicular parking.

Administrator Fitzgerald stated that there were areas in direct violation of the ordinance that should be prioritized for education and enforcement, and possibly updating the city code with clearer language.

Councilmember Millsap stated that he would like the city to be proactive in educating residents about street parking.

b) Power Department Presentation - Jason Miller, Power Director

Director Jason Miller reported on key partnerships with the city, noting that Utah Associated Municipal Power Systems (UAMPS) was a full-service interlocal agency with 49 member cities and sixteen current projects.

Administrator Fitzgerald stated that the city was not limited to UAMPS projects.

Director Miller explained that UAMPS had undergone significant operational changes, resulting in a tight, regulated market due to PacifiCorp moving forward with entry by May 2026. He also stated that residential demand had decreased over the last year or two.

Councilmember Jensen expressed concern that these changes could reduce the city's ability to provide power at a reliable cost to its citizens and stakeholders. Director Miller agreed that this was a concern to consider when they receive the proposal.

Director Miller reported that another city partner was Southern Utah Valley Power Systems (SUVPS), an interlocal entity involving Springville, Spanish Fork, Payson, Salem, and the South Utah Valley Electric Service District (SESD). He stated that SUVPS was a non-profit organization focused on providing reliable electricity, with Springville accounting for about one-third of its power demand. He noted that a \$50 million bond was issued in 2025 to improve the 1600 South and Dry Creek Substation, which included upgrading transmission lines through Spanish Fork to create redundancy or a bypass when needed.

Mayor Packard asked for input on additional generators at the Whitehead Power Plant. Director Miller explained that staff had reviewed the run costs of the existing generators and found that new generators would have a much higher operating cost. He stated that the cost could be significant and that staff were preparing a proposal for the council's review.

In addition, Director Miller reported that a request for proposal was being issued to address fire risk on poles in Hobble Creek Canyon. He explained that the project had a lead time of six months or more and was expected to be in place by the following summer. He stated that the work would include installing a flame arrester on the poles to suppress sparks.

c) Administration Department Presentation - Patrick Monney, Director of Administration

Mayor Packard stated because of the time he would like to postpone this presentation to another date.

88 **MAYOR, COUNCIL, AND ADMINISTRATIVE REPORTS**

89 Mayor Packard asked if there was any further discussion.

90 Director Brad Stapley asked the council to approve naming Red Devil Drive at 620 South instead
91 of 900 South, noting that the new high school made the change possible. He also reported that 1470 East
92 would be renamed Arts Park Way, which would affect the addresses of two homes. Community
93 Development Director Yost explained that staff could implement the change.

94 Councilmember Snelson expressed concern that using street names instead of numbers could be
95 problematic and asked if both could be included on signage. Director Stapley agreed that both could be
96 used.

97 The council agreed by consensus to the proposed changes.

98 **ADJOURNMENT CLOSED SESSION IF NEEDED - TO BE ANNOUNCED IN MOTION**

100 *The Springville City Council may temporarily recess the meeting and convene in a closed session as
101 provided by UCA 52-4-205.*

102 **Motion:** Councilmember Jensen moved to adjourn the work meeting at 6:30 p.m. and go into a
104 closed meeting regarding property. Councilmember Smith seconded the motion. **Vote Yes:**
105 Councilmember Jensen, Councilmember Millsap, Councilmember Smith, Councilmember Snelson, and
106 Councilmember Wright. The motion **Passed Unanimously, 5-0**

108

110
111 *This document constitutes the official minutes for the Springville City Council Work/Study Meeting held on Tuesday, August 05, 2025
112 I, Kim Crane, do hereby certify that I am the duly appointed, qualified, and acting City Recorder for Springville City, Utah County, State
113 of Utah. I do hereby certify that the foregoing minutes represent a true, accurate, and complete record of this meeting held on Tuesday, August
114 05, 2025.*

115 **DATE APPROVED:** _____
116 _____
117 *Kim Crane
City Recorder*



MINUTES
Springville City Council Regular Meeting - August 05, 2025

MINUTES OF THE REGULAR MEETING OF THE SPRINGVILLE CITY COUNCIL HELD ON TUESDAY,
2 AUGUST 05, 2025, AT 7:00 P.M. AT THE CIVIC CENTER, 110 SOUTH MAIN STREET, SPRINGVILLE,
UTAH.

Presiding and Conducting: Mayor Matt Packard

Mayor Matt Packard

Elected Officials in Attendance:	Craig Jensen Logan Millsap Jake Smith Mike Snelson Mindi Wright
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Attended Via Phone

City Staff in Attendance: City Administrator Troy Fitzgerald, Assistant City Administrator/Finance Director Bruce Riddle, City Recorder Kim Crane, Community Development Director Josh Yost, Internal Services Director Scott Sensanbaugh, Library Director Dan Mickelson, Museum of Art Director Emily Larsen, Parks and Recreation Director Stacey Child, Power Director Jason Miller, Public Safety Director Lance Haight, and Public Works Director Brad Stapley.

CALL TO ORDER

Mayor Packard called the meeting to order at 7:02 p.m.

INVOCATION AND PLEDGE

24 Councilmember Smith offered the invocation, and Councilmember Snelson led the Pledge of Allegiance.

26 APPROVAL OF THE MEETING'S AGENDA

28 Motion: Councilmember Millsap moved to approve this evening's agenda as written.
Councilmember Wright seconded the motion. Voting **Yes**: Councilmember Jensen, Councilmember
30 Millsap, Councilmember Smith, Councilmember Snelson, and Councilmember Wright. The motion
Passed Unanimously, 5-0.

MAYORS COMMENTS

34 Mayor Packard welcomed the Council, staff, and those in attendance.

36 PUBLIC COMMENT

38 Mayor Packard introduced the Public Comment section of the agenda and inquired if there were any written requests to speak. There was none.

CONSENT AGENDA

1. Approval of the minutes for the July 15, 2025, work meeting and regular meeting.
2. Approval of a Resolution and adoption of the updated Springville City Emergency Operations Plan
- Lance Haight, Public Safety Director

48 **Motion: Councilmember Jensen moved to approve** the consent agenda as written.

49 **Councilmember Millsap seconded** the motion. **Roll Call Vote Yes:** Councilmember Jensen,
50 Councilmember Millsap, Councilmember Smith, Councilmember Snelson, and Councilmember Wright.
51 The motion **Passed Unanimously, 5-0. Resolution #2025-26 Adopted**

REGULAR AGENDA

3. Approval of an Ordinance amending Springville City Code Waste Water Pretreatment Title 4 Chapter 14 to comply with the State Division of Water Quality - Jake Nostrom, Assistant Public Works Director

52 Director Brad Stapley introduced Pretreatment Coordinator, Morgan Heiner. Morgan reported that
53 the Springville City Water Reclamation Facility (WRF) Pretreatment Program is audited every five years
54 by the Utah Division of Water Quality (DWQ). The Pretreatment Program and Pretreatment Ordinance
55 were reviewed. DWQ found several that required revisions to the City Code. The proposed revisions will
56 allow accuracy within Springville City Code, as well as being up to date with the Environmental Protection
57 Agency (EPA) and the Code of Federal Regulations (CFR) requirements.

64 **Motion: Councilmember Millsap moved to approve Ordinance #17-2025**, amending Springville

65 City Code Waste Water Pretreatment Title 4 Chapter 14 to comply with the State Division of Water
66 Quality. **Councilmember Wright seconded** the motion. **Roll Call Vote Yes:** Councilmember Jensen,
67 Councilmember Millsap, Councilmember Smith, Councilmember Snelson, and Councilmember Wright.
68 The motion **Passed Unanimously, 5-0, Ordinance #17-2025 Adopted.**

70 MAYOR, COUNCIL, AND ADMINISTRATIVE REPORTS

72 Mayor Packard asked for any further discussion. Mayor Packard allowed for public comment from
73 Emily Mills, a resident. She expressed that her children attend Cherry Creek Elementary, and she would
74 like pedestrian flashing lights at 200 South 200 East and 400 South 200 East. She stated that many
75 children use this route, and drivers speed through the area. She read some statistics on vehicle
76 pedestrian accidents. Mayor Packard suggested she talk with Public Works Director Brad Stapley.

78 CLOSED SESSION, AND ADJOURNMENT IF NEEDED - TO BE ANNOUNCED IN MOTION

79 *The Springville City Council may adjourn the regular meeting and convene into a closed session as
80 provided by UCA 52-4-205.*

82 ADJOURNMENT

83 **Motion: Councilmember Wright moved to adjourn the meeting at 7:15 p.m. and go into a closed**
84 **meeting regarding property. Councilmember Jensen seconded** the motion. **Voting Yes:** Councilmember
85 Jensen, Councilmember Millsap, Councilmember Smith, Councilmember Snelson, and Councilmember
86 Wright. **The motion Passed Unanimously, 5-0.**

90 *This document constitutes the official minutes for the Springville City Council Regular Meeting held on Tuesday, August*
92 *05, 2025.*

94 *I, Kim Crane, do hereby certify that I am the duly appointed, qualified, and acting City Recorder for Springville City, Utah*
96 *County, State of Utah. I do hereby certify that the foregoing minutes represent a true, accurate, and complete record of this*
100 *meeting held on Tuesday, August 05, 2025.*

98 DATE APPROVED: _____

100 Kim Crane
City Recorder

DRAFT





Springville City Council Regular Meeting - August 19, 2025

MINUTES OF THE REGULAR MEETING OF THE SPRINGVILLE CITY COUNCIL HELD ON TUESDAY,
2 AUGUST 19, 2025, AT 7:00 P.M. AT THE CIVIC CENTER, 110 SOUTH MAIN STREET, SPRINGVILLE,
UTAH.

Presiding and Conducting: Mayor Matt Packard

Mayor Matt Packard

Elected Officials in Attendance: Craig Jensen
Logan Millsap
Jake Smith
Mike Snelson
Mindi Wright

Excused

City Staff in Attendance: City Administrator Troy Fitzgerald, Assistant City Administrator/City Attorney John Penrod, Assistant City Administrator/Finance Director Bruce Riddle, City Recorder Kim Crane, Community Development Director Josh Yost, Director of Administration Patrick Monney, Internal Services Director Scott Sensanbaugher, Library Director Dan Mickelson, Museum of Art Director Emily Larsen, Parks and Recreation Director Stacey Child, Power Director Jason Miller, Public Safety Director Lance Haight, and Public Works Director Brad Stapley.

CALL TO ORDER

Mayor Packard called the meeting to order at 7:03 p.m.

INVOCATION AND PLEDGE

Councilmember Jensen offered the invocation, and Councilmember Wright led the Pledge of Allegiance.

APPROVAL OF THE MEETING'S AGENDA

Motion: Councilmember Snelson moved to approve this evening's agenda as written.

Councilmember Wright seconded the motion. **Voting Yes:** Councilmember Jensen, Councilmember Millsap, Councilmember Smith EXCUSED, Councilmember Snelson, and Councilmember Wright. The motion **Passed Unanimously 5-0**.

MAYORS COMMENTS

Mayor Packard welcomed the Council, staff, and those in attendance. Mayor Packard explained that for those watching online and wanting to make a public comment during the public hearing, they can go to the Zoom link on the city website to join.

Mayor Packard expressed appreciation for the fire and police personnel for their assistance on the Buckley Draw Fire on the Provo Hillside.

PUBLIC HEARING AGENDA

44 1. Public Hearing for consideration of a Resolution regarding Truth in Taxation and adoption of the
46 Certified Tax Rate. A property tax increase would generate \$67,465 and would offset inflationary
cost increases in the general fund and provide a service level change in the Police Department -
Bruce Riddle, Assistant City Administrator/Finance Director

48 Finance Director Bruce Riddle explained the process and the adoption of the final budget. He
50 explained the taxing entities that levy a property tax, including Utah County, Nebo School District, Central
Utah Water Conservancy District, and explained the percentages broken down by each entity.

52 He reported that property tax is the second largest revenue source in the city's general fund.
Inflation has eroded the buying power of property tax dollars. Property tax within the state does not adjust
with inflation.

54 Councilmember Snelson asked why other councils have not raised property taxes. Director Riddle
surmised that with growth, we provide more services, and over the last few years, inflation has increased.

56 Director Riddle reported that the City Council held a budget strategy session on January 14, 2025,
followed by a budget retreat on April 29, 2025, where budget materials previously distributed were
58 presented and discussed. Taking input from the Council, the staff made changes to the
budget documents presented in the retreat, and on May 6, 2025, the Springville City Council adopted a
60 Tentative Budget for the 2025-2026 fiscal year. The Tentative Budget was made available for public
review for at least 10 days prior to a public hearing on June 17, 2025.

62 On June 17, 2025, the City Council opened a properly noticed public hearing to gather comments
on the proposed budget. After closing the public hearing, the City Council adopted the Tentative Budget
64 with its proposed property tax revenues to be effective July 1, 2025, and to remain in place until a Truth
in Taxation hearing was held.

66 Bruce explained that the Council can choose not to raise the property tax rate, but it must adopt
a final tax rate and adopt a balanced final budget by September 1, 2025. If the Council chooses not to
68 raise the property tax rate, reductions in the budget of approximately \$67,000 will need to be made in
order to balance the budget.

70 Mayor Packard opened the public hearing. There were no in-person or online comments.

72 Councilmember Snelson stated comments he has received from the public. The City discourages
74 business growth, so the property tax is increased.

76 Administrator Fitzgerald asked if this was public comment or council discussion. Councilmember
Snelson said both. Fitzgerald explained the council can close the public hearing and move to council
78 discussion if there was no further public comment.

80 **Motion: Councilmember Jensen moved to close the public hearing. Councilmember Snelson
82 seconded the motion. Voting Yes: Councilmember Jensen, Councilmember Millsap, Councilmember
Smith EXCUSED, Councilmember Snelson, and Councilmember Wright. The motion Passed
unanimously, 5-0.**

84 Mayor Packard asked Administrator Fitzgerald to proceed with his comment. Fitzgerald replied to
Councilmember Snelson's comment. He explained that all the city revenue sources except property tax
86 have increased by an inflationary amount, and all the city expenses have risen by an inflationary amount.
88 Staff recommended to the council to raise property taxes due to inflationary amounts instead of arbitrarily
raising fees and taxes by a rate more than inflation.



90 Councilmember Wright stated that even though it has been small amounts, we have raised taxes
92 multiple years, and it affects citizens. They see it as a tax increase. She suggested that information be
posted on the city website about truth and taxation.

94 Mayor Packard stated that citizens are polled every two years. Citizens want more services with
96 less funding. The city only has certain avenues to get revenues. The City must balance the budget and
project out a year ahead. It is easier to do a small amount over time versus a large amount in one swoop.

98 Councilmember Jensen expressed that he was not a fan of property taxes, but understands that,
as a city, we are very open and forthright and need to balance a budget.

100 Councilmember Millsap expressed that Springville does a good job attracting businesses. Many
102 cities struggle with the same thing. The city has sold some property to allow for businesses. We have
104 staff and employees striving to be more efficient. Each department is responsible for its budget, and the
106 staff does a great job.

108 Councilmember Snelson expressed that we also have staff that does a great job with grant writing,
110 where the city has received funds from grant money to save on tax dollars.

112 Mayor Packard encouraged those who want to be involved; we welcome attendance by citizens.

114 Councilmember Snelson asked for information about when budget meetings are held to be posted
116 on social media and the city website home page.

118 **Motion:** Councilmember Jensen moved to approve Resolution #2025-27 adopting the Certified
120 Tax Rate of 0.001079 (comprised of a tax rate of 0.000759 for General Operations of the City and a tax
122 rate of 0.000320 for Interest and Sinking Fund/Bond purposes) to be levied on all taxable property within
124 the corporate limits of Springville City in order to support the tax revenue in the General Fund and Debt
126 Service Fund **Councilmember Wright seconded** the motion. **Voting Yes:** Councilmember Jensen,
128 Councilmember Millsap, Councilmember Smith EXCUSED, Councilmember Snelson, and
130 Councilmember Wright. The motion Passed Unanimously, 4-0, 1 ABSENT Resolution #2025-27 adopted

116 REGULAR AGENDA

118 2. Consideration of a Resolution adopting a Final Budget for Springville City Corporation in the
120 amount of \$116,371,444 for Expenditures and Transfers in the 2026 Fiscal Year Ending June 30,
122 2026.

124 Finance Director Riddle stated that nothing has changed since the June budget presentation.

126 **Motion:** Councilmember Snelson moved to approve Resolution #2025-28 adopting a Final Budget
128 for Springville City Corporation in the amount of \$116,371,444 for Expenditures and Transfers in the 2026
130 Fiscal Year Ending June 30, 2026. **Councilmember Millsap seconded** the motion. **Roll Call Vote Yes:**
132 Councilmember Jensen, Councilmember Millsap, Councilmember Smith EXCUSED, Councilmember
134 Snelson, and Councilmember Wright. The motion Passed Unanimously, 5-0, Resolution #2025-28
136 Adopted.

130 MAYOR, COUNCIL, AND ADMINISTRATIVE REPORTS

132 Mayor Packard asked for any further discussion.

134 CLOSED SESSION, AND ADJOURNMENT IF NEEDED - TO BE ANNOUNCED IN MOTION

136 *The Springville City Council may adjourn the regular meeting and convene into a closed session as
provided by UCA 52-4-205.*



138 **ADJOURNMENT**

140 Motion: Councilmember Snelson moved to adjourn the meeting at 7:49 p.m. Councilmember
140 Jensen seconded the motion. Voting Yes: Councilmember Jensen, Councilmember Millsap,
142 Councilmember Smith EXCUSED, Councilmember Snelson, and Councilmember Wright. The motion
142 Passed Unanimously, 5-0.

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148 *This document constitutes the official minutes for the Springville City Council Regular Meeting held on Tuesday, August
19, 2025.*

150 *I, Kim Crane, do hereby certify that I am the duly appointed, qualified, and acting City Recorder for Springville City, Utah
County, State of Utah. I do hereby certify that the foregoing minutes represent a true, accurate, and complete record of this
meeting held on Tuesday, August 19, 2025.*

152

154

156

DATE APPROVED: _____

Kim Crane
City Recorder





MINUTES
Springville City Council Special Meeting - August 20, 2025

MINUTES OF THE SPECIAL MEETING OF THE SPRINGVILLE CITY COUNCIL HELD ON TUESDAY,
2 AUGUST 20, 2025, AT 1:00 P.M. AT THE CIVIC CENTER, 110 SOUTH MAIN STREET, SPRINGVILLE,
UTAH.

4 **Presiding and Conducting:** Mayor Matt Packard

6 **Elected Officials in Attendance:** Craig Jensen via Zoom
8 Logan Millsap via Zoom
10 Jake Smith via Zoom
11 Mike Snelson via Zoom
12 Mindi Wright via Zoom

14 **City Staff in Attendance:** Assistant City Administrator/City Attorney John Penrod, City Recorder Kim
14 Crane, and Assistant City Attorney Chris Creer

16 **CALL TO ORDER**

18 Mayor Packard called the meeting to order at 1:00 p.m.

20 **MAYORS COMMENTS**

22 Mayor Packard welcomed the Council, staff, and those in attendance.

24 **REGULAR AGENDA**

26 1. Consideration of a Resolution to protest an annexation petition for property immediately west of
24 Springville that is in Springville City's Annexation Policy Plan - John Penrod, Assistant City
26 Administrator/City Attorney

28 Assistant City Attorney Chris Creer presented to the council an annexation petition received by
the city from Spanish Fork City for a piece of property owned by Brent Money in the Springville City
28 Annexation Policy Boundary. He explained the deadline to protest the annexation petition was today.

30 Councilmember Wright expressed that she wanted to make sure Mr. Money has been contacted
about the position of the city council, and we are willing to work with him. Attorney Penrod said he has
32 been in discussions with Mr. Money. He notified him that the council was going to protest and work to
bring everyone together.

34 Councilmember Wright asked if the council could change course if desired. Attorney Creer stated
yes, the council can make changes; however, the deadline to file a resolution protesting the petition was
today.

36 Councilmember Millsap had discussions with Mr. Money as well.

38 Attorney Creer stated that Spanish Fork will need to schedule a hearing with the Boundary
Commission within 60 days.

40 Mayor Packard asked if there had been discussions about utility access. Attorney Penrod
40 responded that there are utilities with Springville in the area.

42 Councilmember Smith asked if we had spoken to Spanish Fork. Attorney Penrod stated he had
reached out to Spanish Fork and has not received a call back.

44 Attorney Creer explained that the resolution will keep the timeline going for discussions.

46 **Motion: Councilmember Snelson moved to approve Resolution #2025-29** authorizing the filing of
47 a protest to the Utah County Boundary Commission in the matter of the Brent Money annexation petition.
48 **Councilmember Wright seconded** the motion. **Roll Call Vote Yes:** Councilmember Jensen,
49 Councilmember Millsap, Councilmember Smith, Councilmember Snelson, and Councilmember Wright.
50 The motion **Passed Unanimously, 5-0, Resolution #2025-29 Adopted.**

52 **MAYOR, COUNCIL, AND ADMINISTRATIVE REPORTS**

53 Mayor Packard asked for any further discussion.

54 **CLOSED SESSION, AND ADJOURNMENT IF NEEDED - TO BE ANNOUNCED IN MOTION**

55 *The Springville City Council may adjourn the regular meeting and convene into a closed session as
56 provided by UCA 52-4-205.*

58 **ADJOURNMENT**

60 **Motion: Councilmember Snelson moved** to adjourn the meeting at 1:13 p.m. **Councilmember**
61 **Smith seconded** the motion. **Voting Yes:** Councilmember Jensen, Councilmember Millsap,
62 Councilmember Smith, Councilmember Snelson, and Councilmember Wright. **The motion Passed
Unanimously, 5-0.**

64

66 *This document constitutes the official minutes for the Springville City Council Regular Meeting held on Tuesday, August
67 19, 2025.*

68 *I, Kim Crane, do hereby certify that I am the duly appointed, qualified, and acting City Recorder for Springville City, Utah
69 County, State of Utah. I do hereby certify that the foregoing minutes represent a true, accurate, and complete record of this
70 meeting held on Tuesday, August 19, 2025.*

72 DATE APPROVED: _____

74 Kim Crane
75 City Recorder





STAFF REPORT

DATE: September 2, 2025

TO: Honorable Mayor and City Council

FROM: Scott Sensanbaugher, Director of Internal Services

SUBJECT: Resolution __, governing the disposition of proceeds from the sales of real property

Recommended Motion:

Move to approve Resolution #2025-__ directing staff regarding the disposition of proceeds from the sale of real property.

Executive Summary:

This staff report recommends that the City Council approve a resolution formalizing the allocation of proceeds from land sales, as outlined in the Property Holdings Policy. The resolution ensures that, after covering any debts or costs associated with the property sold, 100% of the remaining proceeds are deposited into the Property Acquisition Fund. The policy reflects prior Council direction and is designed to provide clear financial guidance for future property transactions, with flexibility to amend priorities as the City's property portfolio evolves.

Focus of Action:

This proposed resolution directs staff on how to allocate proceeds from land sales and authorizes staff to do so.

Background:

On April 01, 2025, an early draft of the Property Holdings Policy was presented to the Council and discussed during the work session. During the discussion, the Council directed staff to ensure that the final policy includes the provision that proceeds from



property sales will be utilized in a specific order. The council specifically directed that the policy state that, after paying off any debts or costs associated with the purchase and use of the land, 100% of the remaining proceeds were to go into the Property Acquisition Fund.

This policy has been completed via the normal administrative process, but because the specific section of the policy will govern the allocation of funds, staff need to bring a formal Resolution to the Council that authorizes and directs the funds to be allocated accordingly.

Discussion:

The policy is included in the packet for this council action. The key provision is on page 4, Section V, "Sale Proceeds" and reads as follows:

Sale Proceeds: It is intended that proceeds from property sales will be utilized in the following order:

- A. Pay off any debts or costs associated with the purchase and use of the sold property.
- B. Increase the property acquisition fund by depositing 100% of the sale proceeds after the debts and costs are paid. As the City gets nearer to having all the property it needs, a lesser percentage of sales proceeds should be deposited into this Fund, and this policy will be amended appropriately at that time.
- C. Fund City Council projects as directed,
- D. Reinvest into property to maintain the current value of property holdings, or
- E. Fund top priority infrastructure and property project needs.

The priority list above shall be revisited as needed.

Staff is of the opinion that the above language reflects the will of the Council as discussed in the April 01, 2025, work session. But if the council wishes to make any adjustments to this priority list, staff is ready to make these changes.



Alternatives:

1. Approve the proposed Resolution, authorizing and directing the disposition of proceeds from sales as set forth in the Property Holdings Policy.
2. Adjust and amend the priority list as set forth in the policy via an amendment to this Resolution.
3. Disapprove of the proposed Resolution and provide a different direction to the staff.

Fiscal Impact:

All funds received from the sale of real property will be dispersed as set forth in the Property Holdings Policy. The amount deposited will vary from year to year, depending on what real property sales took place that year. The staff will report to the council, at least annually, the balance in the fund and the financial record of all transactions.

Scott Sensanbaugher

Scott Sensanbaugher

RESOLUTION #2025-__

A RESOLUTION ESTABLISHING THE DISPOSITION OF PROCEEDS FROM THE SALES OF REAL PROPERTY.

WHEREAS, the Springville City Council has expressed its priorities with regard to the disposition of proceeds resulting from the sales of real property; and

WHEREAS, these priorities have been detailed in the City's Property Holdings Policy; and

WHEREAS, these priorities need to be authorized by a formal Council Resolution;

NOW, THEREFORE, BE IT RESOLVED BY THE SPRINGVILLE CITY COUNCIL:

SECTION 1. The priorities set forth in the Property Holdings Policy (Exhibit A) governing the disposition of proceeds from the sales of real property are hereby approved through the end of Fiscal Year 2026. Staff is directed and authorized to follow these priorities with each sale and report to the Council regularly on the execution of this direction. Staff is also authorized to adjust the withholding percentage after the initial report is completed and presented to the City Council in late January.

SECTION 2. Effective Date. This Resolution shall take effect immediately upon its approval and execution.

PASSED AND APPROVED this 2nd day of September, 2025.

Matt Packard, Mayor

Attest:

Kim Crane, City Recorder

EXHIBIT A

Property Holdings Policy



PROPERTY HOLDINGS POLICY

Internal Services

Effective: June 27, 2025

Revised:

I. Purpose

Purpose: This policy establishes guidelines for the acquisition, disposition, maintenance, and oversight of property holdings owned or controlled by Springville City. The policy aims to ensure efficient stewardship of public assets, promote transparency, and maximize the value of municipal property for the benefit of the community.

Scope: This policy applies to all City ownership interests in real property, including, but not limited to:

- A. Land and buildings,
- B. Infrastructure and public facilities, and
- C. Leasehold interests.

Legal Authority: This policy is established to meet City Council direction, City ordinances, and State laws, which authorize the City to acquire and dispose of property for municipal purposes.

II. Definitions

"Acquisition" means the process of obtaining ownership or control of property through purchase, donation, eminent domain, or other legal means.

"Banked Property" refers to property that the City does not have a use for but is holding as part of an asset management plan.

"Disposition" refers to the sale, lease, exchange, or other transfer of property rights from the City to another entity.

"Remnant Property" refers to smaller pieces of land left over from a capital project or other activity that cannot be developed and are of no significant value other than to the adjacent property owners.

“Surplus Property” refers to land that has received an official determination by the City that it is no longer needed and is authorized to be sold or otherwise disposed of.

“Unused Property” refers to land that was bought for a specific purpose that has not yet come to fruition. Examples could be a future park or a fire station.

“Underutilized Property” refers to land that the City is using for a temporary purpose at present, but for which there are plans for a higher and better use envisioned in the future. Examples could include land currently being used for vehicle storage or grazing, but where a facility is planned in the future.

III. Property Inventory

Inventory Tracking: The City’s Internal Services (IS) Department shall maintain a comprehensive inventory of all property holdings, including:

- A. Physical location and acreage,
- B. Date of acquisition (if available),
- C. Original cost (if available),
- D. Estimated current fair market value, and
- E. Current use, and status, such as “surplus,” “unused,” “underutilized,” etc.
- F. Future plans and proposed plans for the property
- G. Information on any specific or unique maintenance needs.

The IS Department shall consult and work with the Finance Department to make sure that both departments have the correct property inventory information for the City’s property holdings master plan (as defined below) and the City’s property financial balance sheet.

This information shall be stored in the City’s GIS databases and include an interactive map available to appropriate city employees.

Annual Report: The inventory shall be updated annually and reported to the City Council by January 31 of each year. Each Department Director shall assist Internal Services in preparing the annual report as needed, including providing all relevant information listed below no later than September 30 of each year. The annual report shall also include:

- A. A baseline of current property needs, including excess real property holdings. This will serve as a property master plan that will be updated annually.
- B. An estimate of remaining needed property for build out to meet long-term Council and master plan goals;
- C. The strategies to purchase such property. Each department director is responsible for this section of this report, as it pertains to his or her department. The directors shall

provide the IS Department with details of the strategy the department intends to follow regarding acquisitions, surpluses, or sales.

D. For surplus, unused, and underutilized properties, a description of maintenance activities and other work done to ensure that the property has not become a nuisance or eyesore.

The IS Department will include each department's property information in the annual report.

Once the annual report is created, the report shall function as a property holdings master plan. Directors shall be responsible for working with the IS Department to update the plan annually and as necessary to meet their department's property acquisition and disposition needs.

IV. Property Acquisition

Criteria for Property Acquisition: City staff shall consider the following factors when evaluating potential property acquisitions for the City Council's consideration:

- A. City Council direction;
- B. City's general plan, master plans, ordinances, and strategic objectives;
- C. Public needs or benefits;
- D. Financial feasibility;
- E. Long-term cost implications and sustainability;
- F. Potential legal or regulatory constraints;
- G. Economic returns.

Donations. City staff will notify the Council regarding all real property donations offered for the Council's consideration. The City shall develop a city-wide donation policy regarding naming rights and other benefits.

Property Acquisition Fund. The City will strive to keep a fund for opportunities for property acquisitions. The fund should be started with either reserves or revenues received from a property sale. The City will strive to keep in the property acquisition fund an amount that equals 10% or more of the estimated total purchase price for all of the City's future property needs (the "Base Acquisition Fund Amount"). Once the base Acquisition Fund Amount is determined, the City will fund the amount through proceeds of property sales, reimbursements from purchases related to impact fee projects, and other project funding sources, and any excess budget funds at the end of a fiscal year that are not earmarked for other funding.

IV. Property Disposition

Methods of Disposition: The City may only dispose of property in accordance with City and State laws. Staff will use the best strategy to get the highest return on a property sale. The strategies may include:

- A. Sealed bid process,
- B. Request for proposals,
- C. Negotiated sale, or
- D. Lease agreement.
- E. Direct sole-source selling of remnant property as described in Section II.

All property sales must be considered and approved by the City Council.

Sale Proceeds: It is intended that proceeds from property sales will be utilized in the following order:

- A. Pay off any debts or costs associated with the purchase and use of the sold property.
- B. Increase the property acquisition fund by depositing 100% of the sale proceeds after the debts and costs are paid. As the City gets nearer to having all the property it needs, a lesser percentage of sales proceeds should be deposited into this Fund, and this policy will be amended appropriately at that time.
- C. Fund City Council projects as directed,
- D. Reinvest into property to maintain the current value of property holdings, or
- E. Fund top priority infrastructure and property project needs.

The priority list above shall be revisited as needed.

V. Property Maintenance

- A. Maintenance of the property should be arranged by the Grounds Division of Parks and Recreation, but with funds provided by the user department. This work could be done through a contract with an outside company overseen and managed by Grounds.
- B. This maintenance work is not limited to mowing and vegetation control. It might also include trash pickup, securing/fencing it if there are natural hazards, etc.



STAFF REPORT

DATE: 7/30/2025

TO: Honorable Mayor & City Council

FROM: Chief Lance Haight

SUBJECT: Evidence and Found Property for Disposal or Sale

RECOMMENDATION

Approve and accept this list of items to dispose of or sell from the Springville City Police Department Evidence Room.

DISCUSSION

Each year Springville City Police Department comes into possession of thousands of items of property by way of criminal cases, found property or property seized in connection with a case that cannot be returned to its owner. We cannot return the items to the original owner because for one of several reasons:

1. They may not legally possess the item.
2. The person we seized the property from was not the rightful owner and we cannot find the rightful owner.
3. The property was found and the rightful owner cannot be located.

All property on this list, if it was involved in a criminal case, was released for disposal by the City Attorney or Utah County Attorney's Office. We have complied with all reporting and public listing to try and find the rightful owners of the property.

Items from the Springville Police Department Property and Evidence Room that cannot be returned to the owner for one of the reasons listed above is disposed of in one of the following manners as permitted by Utah State law (77-11a-d):

1. The item is auctioned off and the proceeds are returned to Springville City.
2. The item may be donated to a non-profit organization.
3. The item is deemed to have no monetary value and is disposed of.
4. The item may contain private information and the release may expose a citizen to risk. The item is destroyed at an appropriate recycler. (This is usually computers, tablets and cellphones, other electronic devices or biohazards.)
5. The item may be released to Springville City use.
6. In the case of firearms, we get competitive bids from at least three reputable firearms dealers and sell the guns to the highest bidder. We do not sell firearms through a regular auction house.



For auctions, we plan to continue to use Public Surplus for all items of value.

ALTERNATIVES

1. Do not dispose of any items. This option will overcrowd our evidence room.
2. The council has the option to not auction, donate, or dispose of any or all items as they see fit.

FISCAL IMPACT

The money obtained from the sales of this property will be deposited in the Springville City General Fund.

ATTACHMENTS

Lists of general items that have been approved by the appropriate authority for disposal.

Name: Lance Haight

Title: Director of Public Safety/Chief of Police

Name: Samantha Morgan

Title: Evidence Technician

Approved by the City Council

Date

Case Number	Property Number	Item Description
18SV09586	SV040040;	Baseball cards,
	SV040052;	Nikon camera kit,
	SV040035;	tools, knives,
	SV040034	Jewelry
23SV03838	SV053680;	Toys, hand tools,
	SV053682;	Household items,
	SV053684	clothing
24SV01698	SV055942	Phone cases, smart camera
19SV05968	SV041958;	
	SV051957;	
	SV041959;	
	SV041960;	Power tools
	SV041961	
	SV041962;	
19SV010472	SV041963;	
	SV041964	
19SV010472	SV043415	Ryubi drill
18SV04134	SV040272	Soft Rifle Case
20SV06966	SV045698	Screw drivers
21SV06571	SV048513	Milwaukee saw
10SV11804	SV015574	Crescent tool set
20SV08733	SV046155	2 pocket knives
23SV04195	SV053826	Pocket knife
19SV01611	SV040922	Kershaw pocket knife
21SV08093	SV048977	Machete
23SV01749	SV053074	Mossy Oak knife
15SV09755	SV031575	Knives, baton
21SV00346	SV046730	Milwaukee tools
21SV08285	SV049949	Collapsible wagon
23SV00845	SV052779	Milwaukee saw
23SV06437	SV054393	Hart tool set
19SV09618	SV043119;	
	SV043120;	Vaccum, drill, hitch
	SV053121	
21SV08244	SV049028	electronics, car and phone accessories, fishing reels, dash cam.
17SV00678	SV034707;	
	SV034708	video games, tools
23SV00294	SV052522	Santa Suit
11SV00569	SV015961	DeWalt Drill

22SV01907	SV049988	Mavic 2 Drone
		Samsung tablet,
	SV031111;	DVD, video game,
15SV07825	SV031130;	2 tablet cases; 2
	SV031157	iPod touch,
		Samsung Gear S
		watch
22SV05771	SV051195	Ring
21SV06287	SV048621	Crossbow
22SV02044	SV050338;	power cord & haul
	SV050339	master
	SV048262;	
21SV05641;	SV045966;	
20SV07894;	SV049915;	
22SV01586;	SV045965;	Skate/longboards
23SV00366;	SV045964;	
24SV04603	SV052668;	
	SV056546	
17SV01112	SV034838;	
	SV034839	Baseball bats
19SV06502	SV042085;	
	SV042084	Drill, husky tool set
20SV07103	SV045723;	Craftsman Drill,
	SV045721	wrench
23SV00366	SV052669	Duffle with
		cosmetic items.
23SV06601	SV054425	airpods
25SV00510	SV057605	Blanket
23SV04826	SV053949	Axe
23SV06824	SV054487	BB gun
	SV049548;	
22SV00398	SV049558;	Splat guns
	SV049564	
24SV02165	SV056018	BB gun
24SV05229	SV056676	Bag/Purse
	SV048741;	
	SV048742;	
	SV048743;	
21SV07213	SV0048744;	Paddle boards, tool
	SV048745;	boxes, water
	SV048750;	pump, home
	SV048823;	accessories
	SV048824;	
	SV048851	

Record List - Total:41

Number	Incident	Item	Type	Stat	Description	Location
SV039284	18SV06102	11	EVI	ACT	camera	SV21-6
SV039426	18SV06102	46	EVI	ACT	cellphone	SV21-5
SV039293	18SV06102	20	EVI	ACT	cellphone	SV21-5
SV039292	18SV06102	19	EVI	ACT	cellphone	SV21-5
SV039291	18SV06102	18	EVI	ACT	cellphone	SV21-5
SV039425	18SV06102	45	EVI	ACT	cellphone	SV21-5
SV039439	18SV06102	59	EVI	ACT	cologne	SV21-5
SV039440	18SV06102	60	EVI	ACT	cologne	SV21-5
SV039438	18SV06102	58	EVI	ACT	cologne	SV21-5
SV039437	18SV06102	57	EVI	ACT	I watch	SV21-5
SV039296	18SV06102	23	EVI	ACT	I-watch	SV21-5
SV039290	18SV06102	17	EVI	ACT	I-watch	SV21-5
SV039429	18SV06102	49	EVI	ACT	laptop	SV21-5
SV039431	18SV06102	51	EVI	ACT	laptop	SV21-5
SV039428	18SV06102	48	EVI	ACT	laptop	SV21-5
SV039434	18SV06102	54	EVI	ACT	laptop	SV21-4
SV039424	18SV06102	44	EVI	ACT	laptop	SV21-5
SV039423	18SV06102	43	EVI	ACT	laptop	SV21-5
SV039435	18SV06102	55	EVI	ACT	laptop	SV21-4
SV039436	18SV06102	56	EVI	ACT	laptop	SV21-4
SV039422	18SV06102	42	EVI	ACT	laptop	SV21-5
SV039430	18SV06102	50	EVI	ACT	laptop	SV21-5
SV039421	18SV06102	41	EVI	ACT	laptop	SV21-5
SV039295	18SV06102	22	EVI	ACT	laptop	SV21-5
SV039294	18SV06102	21	EVI	ACT	laptop	SV21-5
SV039276	18SV06102	3	EVI	ACT	laptop	SV21-6
SV039277	18SV06102	4	EVI	ACT	laptop	SV21-6
SV039278	18SV06102	5	EVI	ACT	laptop	SV21-6
SV039279	18SV06102	6	EVI	ACT	laptop	SV21-6
SV039280	18SV06102	7	EVI	ACT	laptop	SV21-6
SV039282	18SV06102	9	EVI	ACT	laptop	SV21-6
SV039281	18SV06102	8	EVI	ACT	laptop	SV21-6
SV039285	18SV06102	12	EVI	ACT	laptop	SV21-6
SV039286	18SV06102	13	EVI	ACT	laptop	SV21-6
SV039287	18SV06102	14	EVI	ACT	laptop	SV21-5
SV039288	18SV06102	15	EVI	ACT	laptop	SV21-5
SV039289	18SV06102	16	EVI	ACT	laptop	SV21-5
SV039283	18SV06102	10	EVI	ACT	laptop	SV21-6
SV039275	18SV06102	2	EVI	ACT	laptop	SV21-6
SV039297	18SV06102	24	EVI	ACT	TV	SVFLOOR
SV039432	18SV06102	52	EVI	ACT	watch	SV21-5



STAFF REPORT

DATE: 08/28/2025

TO: Honorable Mayor and City Council

FROM: Carla Wiese, Planner/Econ Dev Specialist

SUBJECT: **Springville Community Development requests an amendment to Title 11, Chapter 6, Article 134, Accessory Dwelling Units, to allow Internal Accessory Dwelling Units in Single-Family Attached Dwellings.**

RECOMMENDED MOTION

Motion to amend Title 11 Chapter 6 Article 134 to allow Internal Accessory Dwelling Units in Single-Family Attach Dwellings.

SUMMARY OF ISSUES/FOCUS OF ACTION

- Is the proposed amendment consistent with the Moderate-Income Housing element of the General Plan?
- Is the proposed amendment consistent with the original purpose of Springville City Code Title 11 Chapter 6 Article 1 Section 134 Accessory Dwelling Units?

BACKGROUND

Springville City amended Title 11 Development Code in July of 2021 to permit accessory dwelling units (ADUs) in single-family detached homes in all residential zones. This included internal and detached ADUs. This amendment was an important component of the Moderate-Income Housing Plan required by the state. Since adopting this ordinance, the city has issued 54 ADU certificates.

In reviewing the existing ordinance, staff determined that permitting ADUs in single-family attached homes could help the city make progress on its Moderate Income Housing Plan strategies and further efforts to increase affordable housing options throughout the city. The proposed ordinance is before you tonight.

DISCUSSION

The Planning Commission reviewed the proposed amendment and discussed potential impacts to neighborhoods with the potential for increased traffic and additional on street parking. The requirement to provide at least one additional off-street parking space in addition to the off-street parking required for the single-family dwelling has not changed and would not burden a neighborhood more than an ADU as part of a single family detached dwelling.

The benefit to homeowners and renters should not be predicated on whether you own a detached single- family home or a twin home or townhouse. Any challenges associated with monitoring owner occupancy are the same regardless of the home-type and by extending the ability to utilize an ADU in an attached structure, the city encourages compliance rather than attempts to circumvent the code.

The proposed amendment is consistent with the implementation plan of the Moderate-Income Housing Plan, specifically **Strategy E-Create or allow for, and reduce regulations related to internal or detached accessory dwelling units in residential zones.**

PLANNING COMMISSION REVIEW

The Planning Commission considered the proposed amendment on August 12, 2025 in a duly noticed public hearing.

COMMISSION ACTION:

Commission Vote

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>
Genevieve Baker	X	
Ralph Caldwell	X	
Hunter Huffman	X	
Ann Anderson	EXCUSED	
Brett Nelson	EXCUSED	
Peter Pratt	EXCUSED	
Tyler Patching	X	

ALTERNATIVES

Motion to deny the amendment to Title 11 Chapter 6 Article 134 to allow Internal Accessory Dwelling Units in Single-Family Attach Dwellings.

Motion to continue the proposed amendment to Title 11 Chapter 6 Article 134 to allow Internal Accessory Dwelling Units in Single-Family Attach Dwellings.

Carla Wiese
Planner II/Econ Dev Spec

Attachments

cc:



ORDINANCE NO. ____-2025

AN ORDINANCE AMENDING TITLE 11, CHAPTER 6, ARTICLE 134, ACCESSORY DWELLING UNITS, TO ALLOW INTERNAL ACCESSORY DWELLING UNITS IN SINGLE-FAMILY ATTACHED DWELLINGS.

Be it ordained by the City Council of Springville, Utah:

WHEREAS, Springville City Development Code governs land use within Springville City in fulfillment of the recommendations of the General Plan, as well as the future vision of the City as established by the Mayor and City Council; and

WHEREAS, Springville City may from time to time, examine the regulatory provisions of the zones within the Code and amend such provisions; and

WHEREAS, the City has allowed internal accessory dwelling units in single-family detached homes in all residentially zoned areas of the city; and

WHEREAS, the City has adopted the Moderate-Income Housing Plan that includes the strategy of reducing regulations related to internal accessory dwelling in residential zones;

NOW, THEREFORE, BE IT ORDAINED by the City Council of Springville, Utah:

SECTION 1: SECTION ADOPTED. Section 11-6-134 Accessory Dwelling Units of Springville City Code is hereby amended to read as shown in Exhibit A

SECTION 2: EFFECTIVE DATE. This Ordinance shall take effect upon publication or posting as required by law.

PASSED, ADOPTED, AND ORDERED POSTED by the City Council of Springville, Utah, this 2nd day of September, 2025.

Matt Packard, Mayor

ATTEST:

Kim Crane, City Recorder

EXHIBIT A

11-6-134 Accessory Dwelling Units.

(1) Purpose Statement. The purposes of this Section are to:

- (a) Create new housing units to meet increased growth while maintaining the residential character of single-family neighborhoods;
- (b) Provide more housing choices in residential zones;
- (c) Allow more efficient use of existing single-family dwellings and public infrastructure;
- (d) Offer a means for residents to remain in their homes and neighborhoods, and obtain extra income, security, companionship, and services; and
- (e) Broaden the range of affordable housing throughout the City.

(2) Owner Occupant. For the purposes of this title, “owner occupant” shall mean the following:

- (a) An individual who:
 - (i) Possesses, as shown by a recorded deed, fifty percent (50%) or more ownership in a dwelling unit; and
 - (ii) Occupies the dwelling unit with a bona fide intent to make it his or her primary residence; or
- (b) An individual who:
 - (i) Is a trustor of a family trust that:
 - (A) Possesses fee title ownership to a dwelling unit;
 - (B) Was created for estate planning purposes by one (1) or more trustors of the trust; and
 - (C) Occupies the dwelling unit owned by the family trust with a bona fide intent to make it his or her primary residence. Each living trustor of the trust shall so occupy the dwelling unit except for a trustor who temporarily resides elsewhere due to a disability or infirmity. In such event, the dwelling unit shall nevertheless be the domicile of the trustor during the trustor’s temporary absence.

(3) Applicability. Accessory dwelling units shall be permitted as specified in the “Land Use Matrix” found in Section 11-4-301.

(4) Types of Accessory Dwelling Units. An ADU may be one (1) of the following:

- (a) Within Single-Family Detached Dwelling. A property owner may:
 - (i) Convert a portion of the existing living area within a single-family dwelling into an ADU;
 - (ii) Construct an addition onto a single-family dwelling for an ADU; or
 - (iii) Include an ADU as part of new construction of a single-family dwelling; or
- (b) Within a Single-Family Attached Dwelling. A property owner may:
 - (i) Convert a portion of the existing living area within a single-family attached dwelling into an ADU
 - (ii) Include an ADU as part of a new construction of a single-family attached dwelling; or

~~(b)~~~~(c)~~ Detached Accessory Building. A property owner may:

- (i) Convert a portion of an area within an existing detached accessory building into an ADU;
- (ii) Construct an addition onto an existing accessory building for an ADU; or
- (iii) Include an ADU as part of a newly constructed accessory building.

~~(e)~~~~(d)~~ Recreational vehicles and mobile homes shall not be used as an ADU. All ADUs in detached accessory buildings shall be on a foundation that meets the building code requirements.

(5) Standards. Accessory dwelling units shall conform to the following requirements:

(a) General Requirements Applicable to All Accessory Dwelling Units.

- (i) Single-Family Dwelling. Accessory dwelling units shall only be allowed on lots that have only one (1) single-family detached or attached dwelling structure and no other dwelling structures.
- (ii) Thirty (30) Day Rental. Accessory dwelling units shall not be rented for any period of time less than thirty (30) days.
- (iii) One (1) per Lot. Only one (1) ADU shall be allowed on a lot that contains a single-family dwelling. A property owner's vesting in a detached ADU shall end should the property owner apply for and/or start using an ADU within the property owner's single-family detached dwelling. Likewise, a property owner who currently has an ADU within their single-family detached or attached dwelling cannot also start to make use of an ADU in a detached accessory building without first discontinuing the usage of the ADU within their single-family detached dwelling.
- (iv) Density. Accessory dwelling units shall not be considered a dwelling for calculating block density standards or as part of density bonus calculations under an overlay that allows for density bonuses.
- (v) Ownership. An ADU shall not be sold separately or subdivided from the principal single-family dwelling unit.
- (vi) Owner Occupancy. An ADU shall only be permitted on a property when an owner occupant lives on the property within either the principal single-family dwelling or the ADU. Exceptions to owner occupancy may be permitted if the property owner has resided on the property for at least one (1) year and applies to have the occupancy requirement suspended if any of the following reasons exists:
 - (A) The owner has a bona fide, temporary absence of three (3) years or less for activities such as a temporary job assignment, sabbatical, or voluntary service. Indefinite periods of absence from the dwelling may not qualify for this suspension. City staff may require written documentation verifying the need for the suspension.
 - (B) The owner is placed in a hospital, nursing home, assisted living facility or other similar facility.
- (vii) Number of Residents. The total number of residents that reside in an ADU may not exceed the number allowed for a "family" as defined under Section 11-3-402.
- (viii) Home Occupation Businesses. Home occupation businesses shall be restricted to a home office use which creates no customer traffic.
- (ix) Separate Living Areas. An accessory dwelling unit must provide eating, sleeping and sanitation facilities separate from the principal dwelling unit.
- (x) Registration. An ADU must be registered with the Community Development Department and receive a zoning certificate as required by this Section.

- (xi) Building Codes. An ADU shall meet all of the requirements of local, State and Federal building and fire codes.
- (xii) Utility Meters. A single-family dwelling with an accessory dwelling shall have one (1) but no more than two (2) meters for each water, gas, and electricity utility service, and each meter shall be in the property owner's name. Impact fees may be required when adding a detached accessory dwelling unit.

(b) Additional Requirements – Single-Family Dwelling. Accessory dwelling units located within a single-family dwelling shall comply with the following standards:

- (i) Land Use Regulations. Any addition to the single-family dwelling for an ADU shall comply with the building height, yard requirements, and building coverage requirements of the underlying zoning ordinance and other applicable land use regulations.
- (ii) Entrance Locations. Entrances to an ADU that is located within a single-family dwelling shall be designed in a manner that does not change the appearance of the primary dwelling as a single-family dwelling.
- (iii) Parking. A property owner shall provide at least one (1) additional on-site parking space for an ADU, which parking space shall be in addition to the required number of parking spaces for the single-family dwelling. The parking space for the ADU shall be at least nine feet (9') by eighteen feet (18'). Tandem parking spaces may be used to satisfy this requirement.

(c) Additional Requirements – Detached Accessory Building. An accessory dwelling unit located in a detached accessory building or as an addition to an existing accessory building shall comply with the following standards:

- (i) Setbacks. Accessory dwelling units located in a detached accessory building shall comply with all applicable setbacks for accessory use structures found in Sections 11-4-405 and 11-4-406.
- (ii) Height. An accessory building with an ADU located within it shall be limited in height to twenty feet (20').
- (iii) All “residential site development regulations” applicable to accessory use structures found in Article 4 of this Chapter, any other applicable sections of this Code, and any other zoning or land use regulations for the underlying zoning district or any applicable overlay zoning district.
- (iv) Size Requirements. The maximum area of an ADU within a detached accessory building shall be the maximum square footage allowed for an accessory building under the City’s land use regulations.
- (v) Entrance Locations. The entrance to an ADU unit in a detached accessory building shall be located:
 - (A) Facing an alley, public street or facing the rear facade of the single-family dwelling on the same property;
 - (B) Facing a side or rear property line provided the entrance is located a minimum of ten feet (10') from the side or rear property line;
 - (C) Exterior stairs leading to an entrance shall be located a minimum of ten feet (10') from a side or rear property line unless the applicable side or rear property line is adjacent to an alley in which case the minimum setback for the accessory building applies to the stairs.
- (vi) Parking.
 - (A) In the R1-10 and R1-15 zones, a property shall provide a minimum of two (2) additional on-site parking spaces for an ADU, which two (2) parking spaces are in addition to the required number of parking spaces for the single-family dwelling. Each parking space for the ADU shall be at least nine feet (9') by eighteen feet (18') in area. Tandem parking spaces may be used to satisfy this requirement.

(B) In all other zones, a property owner shall provide at least one (1) additional on-site parking space for an ADU, which parking space shall be in addition to the required number of required parking spaces for the single-family dwelling. The parking space for the ADU shall be at least nine feet (9') by eighteen feet (18'). Tandem parking spaces may be used to satisfy this requirement.

(vii) Floodplain. Accessory dwelling units located in a detached accessory building are prohibited within a floodplain.

(6) ADU Zoning Certificate. Property owners seeking to establish an ADU shall first apply for a zoning certificate for the ADU by filling out an application with the Community Development Department and paying any required fees. In the event that the ADU meets all of the requirements of this Section, the Community Development Department will provide the property owner with a zoning certificate for the ADU.

(7) Building Permit. A property owner shall apply for and meet all requirements to obtain a building permit for the proposed ADU, regardless of method of creation.

(8) Certificate of Occupancy. A property owner must obtain certificate of occupancy for an ADU. A certificate of occupancy shall not be issued until a zoning certificate is issued. A zoning certificate may be issued at the same time as the certificate of occupancy.

(9) Proof of Owner Occupancy. An application for an ADU shall include documentation that demonstrates an owner occupant resides on the property.

(10) Recorded Notice. A lot approved to have an ADU shall have a recorded notice, the form of which shall be approved by the City Attorney, and shall be filed with the Utah County Recorder's Office. The form shall state that the owner occupant must occupy the property as required within this Section. Such deed restriction shall run with the land until the ADU is abandoned or revoked.

(11) Abandonment. If a property owner is unable or unwilling to fulfill the requirements of this Section, the owner shall remove those features of the ADU that make it a dwelling unit. Failure to do so will constitute a violation of this Section.

(Ord. No. 17-2020 § 6, 08/04/2020; Ord. No. 22-2021 § 1, 08/17/2021)



STAFF REPORT

DATE: August 27, 2025

TO: Honorable Mayor and City Council

FROM: John Penrod, City Attorney

SUBJECT: **CONSIDERATION OF A MEMORANDUM OF UNDERSTANDING WITH BUC-EE'S FAMILY TRAVEL CENTER TO OUTLINE SPRINGVILLE'S PARTICIPATION FOR NEEDED SYSTEM PUBLIC INFRASTRUCTURE WEST OF I-15 EXIT 261 IN SPRINGVILLE CITY.**

RECOMMENDED MOTIONS

Motion to approve a Resolution that approves a Memorandum of Understanding between Springville City and Buc-ee's, Ltd. regarding reimbursements for public improvements associated with needed public infrastructure to be installed west of the I-15 Exit 261 in Springville City.

EXECUTIVE SUMMARY

Besides a small amount of power infrastructure for street lights and a signal, there is no city public infrastructure located west of I-15 immediately off of Exit 261 in northwest Springville City. Buc-ee's is a popular family friendly travel center that is planning to be the first development west of Exit 261. The proposed MOU is to outline the public infrastructure that Buc-ee's will install for its project and the public infrastructure Springville will reimburse Buc-ee's that serves utility system improvements beyond Buc-ee's needs.

BACKGROUND

Over the past several years, Springville has seen a lot of growth throughout the city. One area that has not had any growth is immediately west of Exit 261 off of I-15. This area has almost no public utilities and needs a lot of public road work to make it a functional, thriving area for businesses and development.

Recently, Buc-ee's Family Travel Center has decided to enter the Utah market. One of the areas this business would like to develop is west of Exit 261. As part of developing in this area, Buc-ee's will be responsible to provide public improvements for its project. There are also system wide public improvements that will need to be installed as well. A developer is generally not responsible for installing system public improvements for new development that is beyond the project's impact.

Buc-ee's and staff engineers and planners have been working to develop a plan regarding what public improvements Buc-ee's will install and which of those improvements are considered system public improvements and should be reimbursed by Springville City.

The proposed MOU is to outline which public improvements the city will reimburse Buc-ee's for installing. The MOU requires that the parties will enter into a future agreement with accurate amounts agreeable to both sides as planning progresses.

Here's some of the pertinent parts of the MOU:

- Installation and Plans. Buc-ee's will develop construction plans for its project and install public improvements to serve the area west of Exit 261 in Springville.
- Road Construction. Springville and Buc-ee's will share equally in the costs of installing 1400 North and 2600 West from curb to curb. Buc-ee's will be solely responsible for the costs of installing the sidewalk and park strip on Buc-ee's side of the streets.
- Traffic Signals. Springville will be responsible for installing any needed future traffic signal that may need to go in at the intersection of 1400 North and 2600 West. If a traffic signal is needed into Buc-ee's west entrance off of 2600 West to serve Buc-ee's customers, Buc-ee's will be responsible for the costs to install that traffic signal.
- Bore Across I-15. A water line is needed to serve the Exit 261 west area, which will require a bore under I-15. Springville will be responsible for the costs for boring this water line.
- Upsizing. Springville will pay for any required upsizing costs for upsizing utilities beyond what Buc-ee's needs. This includes a water line from 10 inches to 12 inches and a sewer line from 8 inches to 12 inches.
- Sewer Lift Station. The Exit 261 area will need a sewer lift station to pump the sewer from this area to the city's waste water treatment plant. Buc-ee's will install the lift station, and Springville will reimburse Buc-ee's in the amount up to \$625,000.
- Impact Fees. Given the location of the Exit 261, Springville will reduce or cover the transportation and storm drain impact fees up to \$600,000 and \$400,000 respectively.

The MOU requires that both parties agree to the actual costs of the above public improvements before entering into a final agreement for reimbursement payments Springville will make to Buc-ee's for the improvements.

Buc-ee's will be solely responsible for all improvements not mentioned in the MOU.

FISCAL IMPACT

The majority of the public improvements Springville City will reimburse Buc-ee's for installing are system improvements for which the city has funding sources.

Attachments: Proposed MOU

RESOLUTION #2025-__

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING
REGARDING PUBLIC INFRASTRUCTURE IN THE AREA WEST OF I-15 EXIT 261.**

WHEREAS, Buc-ee's Family Travel Center desires to develop property immediately west of I-15 Exit 261 (the "Exit 261 Area"); and

WHEREAS, the Exit 261 Area has little to no city public infrastructure in the area, requiring streets and all utilities to be constructed for development of that area; and

WHEREAS, the attached Memorandum of Understanding ("MOU") addresses what public improvements Springville City will reimburse Buc-ee's for installing so that the Exit 261 can develop for Buc-ee's and other businesses; and

WHEREAS, the City Council finds that the MOU aids in the orderly development of the City, follows the City's master plans, and is in the best interests of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SPRINGVILLE CITY, UTAH:

SECTION 1. MOU Approval. The MOU, substantially in the form attached as Exhibit A is approved and shall be executed by Springville City. The Mayor may make minor revisions to the MOU.

SECTION 2. Development Agreement. The Mayor may also approve and execute a development agreement as contemplated in the MOU as long as: (1) the development agreement follows the MOU, (2) the development agreement contains no land use regulations, and (3) all reimbursement amounts in the development agreement are budgeted.

SECTION 3. Effective Date. This resolution shall become effective immediately upon passage.

PASSED AND APPROVED this 2nd day of September 2025.

By _____
Matt Packard, Mayor

ATTEST

Kim Crane, City Recorder

EXHIBIT A
Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING

(Public Infrastructure)

This Memorandum of Understanding ("MOU") is entered into this ____ day of _____, 2025, between Buc-ee's, Ltd. ("Developer"), a Texas limited partnership, 327 FM 2004, Lake Jackson, TX, 77566, and SPRINGVILLE CITY ("City"), a Utah political subdivision, 110 South Main, Springville, Utah, 84663. Developer and City are referred to in this MOU collectively as the "parties," or individually as a "party."

BACKGROUND

- A. Developer desires to develop an approximate 74,000 square foot Buc-ee's Family Travel Center on property located immediately west of the I-15 Freeway Exit 261 (the "Project"). The property currently is identified with parcel nos. 23:024:0059 and 23:024:0060 (the "Property"), and Developer is the contract purchaser under a separate agreement (the "Purchase and Sale Contract").
- B. Public improvements in Springville immediately west of Exit 261 have not been installed, hindering development in this area of the city (the "Exit 261 Area").
- C. City and Developer desire to enter into this MOU in order to provide the parties' responsibilities for installing public improvements for the Exit 261 Area. This will allow the Project to be constructed and other new development to occur.

NOW, THEREFORE, this MOU provides the parties' mutual understanding and responsibility concerning the construction of public improvements in the Exit 261 Area.

1. **Buc-ee's**. This MOU will immediately terminate and have no effect should Developer for any reason terminate the Purchase and Sale Contract.
2. **Installation of Public Improvements**. Developer will be required to prepare detailed construction plans, drawings, and specifications (collectively, the "Construction Plans") that meet all, and receive all necessary approvals required by, City and State land use laws, rules, and regulations for all public improvements that are required to be installed for the Project (the "Public Improvements"). After receiving all necessary governmental approvals for the Construction Plans, Developer will pursue installing the Public Improvements (a) with due diligence, (b) in a good and workmanlike manner, and (c) in conformance with the Construction Plans and approval of all plans necessary to construct the Public Improvements in compliance with all applicable land use regulations.
3. **City's Public Improvement Obligations**. After Developer installs all of the Public Improvements in compliance with Section 2, City agrees to reimburse

Developer the costs for installing a portion of the Public Improvements, as follows:

- a. Road Construction.
 - i. *Curb-to-Curb Street Improvements.* City will reimburse Developer 50% of Developer's actual construction costs to install curb-to-curb street improvements for 1400 North and 2600 West immediately adjacent to Developer's property, which improvements include the curb, gutter, and asphalt within these two streets per the Construction Plans.
 - ii. *Sidewalk and Park Strip.* Developer will be 100% responsible for the construction costs of installing the park strip and sidewalk improvements on the south side of 1400 North and east side of 2600 West per the Construction Plans.
- b. Traffic Signals.
 - i. City will be responsible for the costs of any future traffic signal infrastructure including, but not limited to, land modifications and signalization, required to be installed for the intersection of 1400 North and 2600 West.
 - ii. The parties do not anticipate a need for a traffic signal at the Project's West entrance off of 2600 West. However, if a future traffic study, as required by additional development, indicates the Project's existing traffic warrants the additional signalization, Developer will be responsible for the costs of that traffic signal.
- c. Bore Across I-15 Freeway. City will reimburse Developer for the actual costs of boring and installing an eighteen-inch (18") water line sleeve under the I-15 Freeway per the Construction Plans.
- d. Water Line Upsizing. In the event that the water line to serve the Exit 261 Area needs to be upsized from a ten-inch (10") water line to a twelve-inch (12") water line, City will reimburse Developer the difference in actual costs for upsizing the line from a 10" line to a 12" line.
- e. Sewer Lift Station. A lift station is needed for the Exit 261 Area.- Developer shall build the lift station, per the Construction Plans, and, City will accept the ongoing maintenance of the lift station and reimburse Developer \$625,000 towards the lift station construction costs.
- f. Sewer Upsizing. Developer will install all gravity sewer lines for the Property. City will reimburse Developer upsizing costs in an amount of the actual costs for upsizing sewer gravity lines in the Exit 261 Area from an eight-inch (8") to a twelve-inch (12") gravity line.
- g. Impact Fees. Given the location of the Property and the improvements Developer will install to develop the Property, which also helps develop the Exit 261 Area, City will reduce and/or cover Developer's

transportation impact fees up to an amount of \$600,000 and Developer's storm drain fees up to an amount of \$400,000.

4. **Development Agreement**. Prior to the closing of the Purchase and Sale Contract ("Property Closing"), Developer and City shall execute a development agreement that clearly defines the scope of the Project, the Construction Plans, the Public Improvements, costs and schedules for the Project, and the rights, duties, and obligations of Developer and City as contemplated in this MOU ("Development Agreement"). The Development Agreement must be mutually acceptable to both parties.
5. **Other Public Improvements**. Developer will be 100% responsible for all construction costs and expenses for any and all of the Public Improvements that are on the Construction Plans. City will only reimburse Developer for the Public Improvements as described in this MOU and more particularly defined in the Development Agreement.
6. **Actual Costs**. Developer must provide the City engineers with the costs for installing any of the Public Improvements for which City is to reimburse Developer pursuant to this MOU before Developer starts construction on the improvements. In the event City's engineers and Developer do not agree on the costs, the parties will meet to confer and reach a mutual agreement as to actual costs before construction begins. In no event shall Developer or City be obligated to the terms and conditions set forth in this MOU, unless and until, the Development Agreement has been fully executed by the Developer and the City.
7. This MOU contains the entire understanding between the parties with respect to reimbursement obligations City has to Developer.

The below individuals have authorization to sign this MOU on behalf of the entities they represent.

Buc-ee's, Ltd.

By: _____
Joe O'Leary, Vice President

SPRINGVILLE CITY

By: _____
Matt Packard, Mayor