

ORDINANCE NO. 26-01

AN ORDINANCE ESTABLISHING INTERIM LAND USE CONTROLS AND PROVIDING EITHER (1) A TEMPORARY MORATORIUM ON DEVELOPMENT, OR (2) ADOPTION BY REFERENCE OF UTAH COUNTY LAND USE AND ZONING REGULATIONS

WHEREAS, the Town of Spring Lake was recently incorporated and is in the process of establishing its municipal governance structure, land use authority, and development regulations; and

WHEREAS, the Town Council finds that interim land use controls are necessary to protect the public health, safety, and welfare while the Town develops and adopts its own General Plan, zoning ordinances, and land use procedures; and

WHEREAS, Utah law authorizes municipalities to adopt interim land use measures, including development moratoria and adoption by reference of existing land use regulations; and

WHEREAS, the Town Council desires flexibility to either temporarily pause new development activity or rely upon existing county land use regulations during this transitional period.

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

1. – Purpose and Intent

The purpose of this ordinance is to establish interim land use controls for the Town of Spring Lake while permanent municipal land use regulations are prepared and adopted. This ordinance is intended to allow the Town Council, by motion at the time of adoption, to select **either** a temporary moratorium on development **or** adoption of Utah County's land use and zoning regulations, but **not both simultaneously**.

2. – Interim Land Use Options

At the time of adoption of this ordinance, the Town Council shall select **one** of the following options by motion and record that selection in the meeting minutes.

OPTION A. – Temporary Moratorium on Development

If the Town Council selects this option, the following provisions shall apply:

- 1. Moratorium Established.** A temporary moratorium is hereby placed on the acceptance, processing, approval, and issuance of permits, land use applications, or development approvals within the Town of Spring Lake.

2. **Scope of Moratorium.** The moratorium shall apply to, but is not limited to:
 - Building permits
 - Subdivision applications
 - Zoning approvals
 - Conditional use permits
 - Site plans and development approvals

3. **Duration.** The moratorium shall remain in effect for a period of _____ (__) **days/months**, commencing on the date of adoption of this ordinance, unless repealed or modified earlier by the Town Council.

4. **Exemptions.** The Town Council may, by motion, allow administrative exemptions for:
 - Emergency repairs necessary to protect life or property
 - Public infrastructure or utility projects
 - Other limited activities expressly approved by the Town Council

5. **Purpose of Moratorium.** The moratorium is adopted to allow the Town sufficient time to:
 - Establish administrative procedures
 - Adopt a General Plan
 - Adopt zoning and land use ordinances
 - Ensure orderly and lawful development

OPTION B. – Adoption of Utah County Land Use and Zoning Regulations

If the Town Council selects this option, the following provisions shall apply:

1. **Adoption by Reference.** The Town of Spring Lake hereby adopts by reference the **Utah County Land Use and Zoning Code**, as it exists on the date of adoption of this ordinance, to serve as the interim land use and development regulations for the Town.

2. **Administration.** Until otherwise provided by Town ordinance or interlocal agreement, the Town will administer land use and development regulations based on the **Utah County Land Use and Zoning Code**.

3. **Applicability.** All land use applications, permits, and approvals within the Town shall be reviewed and processed in accordance with the adopted Utah County regulations.

4. **Temporary Nature.** The adoption of Utah County regulations is intended to be temporary and shall remain in effect until amended, replaced, or repealed by the Town Council through adoption of Town-specific land use ordinances.

3. – Selection of Option

At the meeting at which this ordinance is adopted, the Town Council shall select either **Option A** or **Option B** by motion. The selected option shall be noted in the official minutes and shall control the Town's interim land use regulation.

4. – Severability

If any provision of this ordinance is held invalid, such invalidity shall not affect the remaining provisions.

5. – Effective Date

This ordinance shall take effect immediately upon its adoption.

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

Signed: _____

Wade Menlove, Mayor

Attest: _____

Spencer Foster, Temporary Town Recorder

TOWN COUNCIL VOTE AS RECORDED

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

JOB DESCRIPTION



Title:	City Recorder	Effective Date:	XXX
Range:	Volunteer / Unpaid Position	Last Revised:	January 5, 2026

General Purpose

Performs a variety of administrative, technical, and intricate clerical duties, which include the statutory responsibilities of the City Recorder, municipal elections, records management, and risk management. Coordinates activities and responsibilities with elected officials, outside agencies, and the public. Ensures compliance with the Open and Public Meetings Act. Provides complex staff support and serves as a technical resource for the City Council and other city personnel.

Supervision Received

Works under the general direction of the Mayor.

Supervision Exercised

None.

Essential Functions

Manages the Office of the City Recorder and related activities and services; prepares agendas and packets for official legislative and executive meetings of the city; arranges public notices for meetings and actions as required by Utah State Code; attends council and board meetings; prepares resolutions and ordinances for adoption by the city council and may work closely with the City Attorney in drafting language and preparing documentation; records, publishes, and files new ordinances and resolutions; oversees codification of ordinances.

Serves as custodian of the city seal; acts as a notary public and attests to signatures on official documents, agreements, and contracts; acts as auditor for the city assuring compliance with laws and guidelines regarding city code, agreements, and public access to city records; maintains city records management system; catalogs and references documents and information for easy identification and location; establishes and monitors retention

schedules on documents and assures timely archiving or purging of records according to law, ordinance, or practice.

Receives and responds to GRAMA requests; assures compliance with state laws related to public access following established regulations and guidelines; collects material, redacts protected information, and delivers documentation in a timely manner; collects fees and issues results with hard copies or via electronic communication.

Attends and participates in professional and community meetings; stays current on issues relative to the role of City Recorder, elections, financial disclosures, conflicts of interest, public meetings, public records, purchasing, and risk management.

Serves as staff to the City Council; records and maintains minutes; imports minutes into permanent records, files, and cross-references; maintains any electronic or permanent hard copy records in minute books; maintains permanent record of all original documents, copies, and reference books for resolutions and ordinances; maintains bonds, contracts, and personnel files.

Administers oaths to city officers and maintains an index of all oaths; certifies authenticity of municipal corporate documents for public officials, government agencies, and the general public.

Demonstrates an understanding of applicable laws, policies, procedures, and methods related to assigned duties; responds to questions and concerns from the public; provides information when appropriate and helps resolve public complaints; establishes positive working relationships with representatives of community organizations, state and local agencies, staff, and the public; communicates clearly and meets with the public in situations requiring diplomacy and tact; deals constructively with conflict and develops effective resolutions.

Performs other duties as required.

Minimum Qualifications

Education and Experience

Graduation from high school or G.E.D.

AND

Four (4) years of responsible experience performing duties of a City Recorder or a closely related field;

OR

Graduation from college with a bachelor's degree in accounting, finance, public administration or a closely related field;

AND

Two (2) years of responsible experience performing duties of a City Recorder;

OR

An equivalent combination of education and experience.

Knowledge, Skills, and Abilities

Working knowledge of:

Laws governing records retention, archiving, management and access (GRAMA); modern office practices and procedures; coding, classifying, and indexing methodology related to recording city ordinances, laws, contracts, and documents; city government and the inter-relationship of various city functions; technical writing; general research methods, sources, and procedures; public agency purchasing requirements and best practices; various software applications (word processing, spreadsheets, presentations, etc.).

Ability to:

Interpret, explain, and apply applicable laws and ordinances governing the operation of the City Recorder; produce clear and accurate reports on a variety of subjects; acquire considerable knowledge of state and local statutes pertaining to city council meetings; exercise initiative, independent judgment, and act resourceful under varying conditions; maintain strict confidentiality related to sensitive administrative information; operate a personal computer in utilizing various programs to produce or compose formal documents, reports, and records; operate the city's records management system; establish and maintain comprehensive records and files; work with the public and develop effective working relationships; communicate effectively verbally and in writing; operate standard office equipment; meet with the public in situations requiring diplomacy, sensitivity and tact.

Special Qualifications

Must be bondable to a dollar amount prescribed by statute.

Licensed in the State of Utah as a Notary Public or ability to obtain license within six (6) months of employment.

Certified Municipal Clerk (CMC) certification preferred but not required.

Work Environment

Tasks will be completed in a normal office environment; physical demands may occur in activities related to walking, standing, stooping, sitting, and reaching; job functions require seeing, talking, hearing, operating office and computer equipment and communicating in person, by phone, or through email; a significant amount of time is spent viewing computer screens and keyboarding for data input and analysis; mental application utilizes memory for details, emotional stability, adaptive thinking, and creative problem solving.

JOB DESCRIPTION



Title:	City Treasurer	Effective Date:	XXX
Range:	Volunteer / Unpaid Position	Last Revised:	January 5, 2026

General Purpose

Performs a variety of administrative and technical duties related to receiving, controlling, and investing city funds. Serves as the custodian of the city treasury, processes payroll, and handles accounts receivables. Manages all aspects of utility billing and utility collection functions.

Supervision Received

Works under the general direction of the Mayor.

Supervision Exercised

None.

Essential Functions

Serves as the designated city treasurer as defined in Utah State Code 10-6-141; organizes the treasury processes, procedures, and methods as needed to assure compliance with legal requirements of the office of city treasurer as defined in Utah Code and the Utah Money Management Act; recommends policies as the custodian of all money.

Coordinates the receiving, receiving, and investing of all city revenues; manages and directs investments in accordance with state laws and regulations; assures secure and safekeeping of investment certificates; assures investments comply with the city's established investment policy;

Assures the receipt of all monies into appropriate accounts; determines cash flow requirements to maximize the investment of city funds; assures availability of sufficient funds to cover financial needs and issued checks; makes funds transfers as needed; prepares daily deposits and monitors running daily balances.

Processes payroll for all employees; uses software to maintain payroll reports, employee attendance records and payroll deductions reporting; reconciles payroll general ledger

accounts; completes and files payroll reports with employees and entities as required by local, state, and federal regulations.

Generates accounts receivable invoices; maintains accounts receivable accounts and performs and oversees collection duties as needed.

Manages processes of issuing utility billings and receiving payments; handles frequent conversations with customers about the status of their utility accounts; coordinates utility billing functions with Public Works Director; handles building permits, business licenses, and billing developers for services; assures accuracy and quality of utility and billing record keeping functions; continually reviews processes for improvement.

Monitors and tracks tax revenues; maintains and submits state and federal reports.

Performs other duties as required.

Minimum Qualifications

Education and Experience

Graduation from college with a bachelor's degree in accounting, finance, business management or a closely related field;

AND

Three (3) years of responsible experience performing duties of a City Treasurer or a closely related field;

OR

An equivalent combination of education and experience.

Knowledge, Skills, and Abilities

Working knowledge of:

Municipal investment practices and options; laws and regulations governing receiving, accounting and investing of municipal funds; managing an investment portfolio; monitoring rates of return compared to an investment baseline and/or objective; municipal and uniform accounting principles, practices, and procedures; bond requirements; municipal organizations and department operations including applicable laws and regulations; the Utah Money Management Act; payroll processing and management practices; city utility billing procedures; report writing and record keeping; computer software programs including creating and operating spreadsheets, financial reports, etc.

Ability to:

Analyze a variety of financial problems and make recommendations; manage an investment portfolio and provide recommendations; report on rates of return compared to an investment baseline and/or objective; analyze complex accounting problems and make standard adjustments; appropriately handle confidential personal and financial information and documents; operate a personal computer and standard office equipment; utilize various software programs to produce formal documents, reports, records, charts, and graphs; complete tasks in a timely manner and meet specific and recurring deadlines; follow current policies and procedures and develop and implement new policies and procedures; communicate effectively verbally and in writing; develop effective working relationships with fellow employees, the public, and city leadership; deescalate, calm, and provide solutions to customers while maintaining proper etiquette while representing the city in a professional manner at all times.

Special Qualifications

Must be bondable to a dollar amount prescribed by statute.

Certified Municipal Treasurer and/or Certified Public Finance Administrator (CPFA) certification preferred but not required.

Work Environment

Tasks will be completed in a normal office environment; physical demands may occur in activities related to walking, standing, stooping, sitting, and reaching; job functions require seeing, talking, hearing, operating office and computer equipment and communicating in person, by phone, or through email; a significant amount of time is spent viewing computer screens and keyboarding for data input and analysis; mental application utilizes memory for details, emotional stability, adaptive thinking, and creative problem solving; considerable exposure to high stress may occur as a result of stringent payroll and utility billing processing and reporting deadlines.

JOB DESCRIPTION



Title:	Planning Commissioner	Effective Date:	XXX
Range:	Volunteer / Unpaid Position	Last Revised:	January 5, 2026

General Purpose

Serves as a volunteer member of the Planning Commission and acts in an advisory capacity to the Town or City Council on matters relating to land use, zoning, development, and long-range planning. Performs statutory duties as established under Utah State Code, including reviewing land use applications, making recommendations on land use policies and ordinances, and helping guide the orderly growth and development of the community in accordance with the General Plan.

Supervision Received

Works under the general direction of the Town or City Council, with administrative support provided by staff as designated by the Mayor or Council.

Supervision Exercised

None.

Essential Functions

Serves as a member of the Planning Commission as established by Utah State Code and local ordinance; attends regular and special Planning Commission meetings and hearings; participates in discussions, deliberations, and votes on matters properly before the Commission.

Reviews and makes recommendations to the Town or City Council on land use matters, including but not limited to zoning ordinances, subdivision applications, site plans, conditional use permits, variances (where applicable), annexation-related land use issues, and amendments to the General Plan or land use regulations, in accordance with Utah law and adopted local procedures.

Assists in the development, review, and periodic update of the General Plan and land use ordinances to ensure consistency with community goals, state laws, and sound planning principles.

Conducts public hearings as required by Utah law and local ordinance; reviews staff reports, application materials, maps, and supporting documentation prior to meetings; considers public testimony and evidence presented during hearings.

Applies adopted ordinances, plans, and policies in a fair, impartial, and consistent manner; bases decisions and recommendations on the factual record, applicable standards, and the public interest.

Participates in training opportunities related to land use law, planning practices, ethics, and public meeting requirements, including compliance with the Open and Public Meetings Act.

Demonstrates professionalism, integrity, and respect in interactions with applicants, staff, elected officials, and members of the public; discloses conflicts of interest as required by law and abstains from participation when necessary.

Performs other related duties as required or assigned by the Town or City Council consistent with Utah law.

Minimum Qualifications

Education and Experience

No formal education or planning experience is required, but prior planning experience is preferred.

AND

Must be a registered voter of the municipality, unless otherwise permitted by local ordinance and Utah law.

Knowledge, Skills, and Abilities

Working knowledge of:

General principles of land use planning, zoning, and community development; the purpose and function of a General Plan; basic understanding of Utah land use laws and local ordinances governing planning and zoning; public hearing procedures and quasi-judicial decision-making.

Ability to:

Read and understand planning documents, maps, and development proposals; apply adopted ordinances and policies objectively and consistently; listen to public testimony and evaluate evidence presented at hearings; ask thoughtful questions and engage in respectful deliberation; communicate effectively and professionally in a public meeting setting; work collaboratively with fellow commissioners, staff, and elected officials; comply with ethics requirements, conflicts-of-interest rules, and public meeting laws.

Special Qualifications

Must be willing and able to attend scheduled meetings, training, and hearings, which may occur during evenings or occasional weekends.

Must complete any training required by Utah law or local ordinance during the term of appointment.

Work Environment

Duties are primarily performed in a public meeting or office setting. Physical demands may include sitting for extended periods, standing during meetings or hearings, and reviewing documents. Job functions require the ability to see, hear, speak, and communicate effectively in person and electronically. Mental application includes judgment, attention to detail, ethical reasoning, and the ability to consider complex and sometimes controversial issues in a public forum.

Things to do	Timing	Code
File for collecting property tax. (We've been warned this is a big one and we don't want to miss this date)	No later than Jan 1 st 2026.	?
Filing of notice and approved final local entity plat with lieutenant governor.	After elect Leaders take office Jan 2026 - 30 days after the canvass of municipal officers	10-2a-217. (5/14/19)
LG's office will issue certification of incorporation - send copy of the applicable certificate and approved final local entity plat to various gov depts.	10 days after receiving a notice of an impending boundary action	67-1a-6.5 on 7/1/2021
Division of municipal service revenues -- County may provide startup funds.	After LG certifies Incorp & Elected leaders are in charge in 2026.	10-2a-219.
Repay LG's office for cost of incorporation	After LG certifies Incorp & Elected leaders are in charge 2026. Not to exceed 5 yrs	10-2a-220.

#	Start up planning	Order	Role	Department	inhouse vs. cont	Due Dates	Code
	Admin	Admin					
	Admin activities	Admin					
1	Admin Identify initial staffing requirements; set up process for interviews, employment offers, compensation schedules, job descriptions, benefits, etc.	-1	Comm/Cntrct Administrator	Admin	I		10-3-818
2	Admin Research - Contract Manager/Admin	-1	Sponsor Committee	Admin	I		
3	Admin Hire Contract Manager/Admin	1	Sponsor Committee	Admin	I		
4	Admin Workers Compensation Insurance	3	Cntrct Admin	Admin	C		
5	Admin Human Resources	2	Cntrct Admin	Admin	Either / C		
6	Admin Procure office space, supplies, and services (office equipment, utilities, internet/email, security, etc..)	2	Cntrct Admin	Admin	C		
7	Admin Identify startup expenses and revenue sources - timing of taxes and fees	1	Cntrct Admin	Admin	I		
8	Admin Get funding for start up activities	-1	Sponsor Committee	Admin	I		
9	Admin Verify road miles within the city for class C road miles and funds	2	Cntrct Admin	Admin	I		
10	Admin Remaining surface life study (from Utah county)	3	Cntrct Admin	Admin	I		
11	Admin Notify census bureau of incorporation	4	Cntrct Admin	Admin	I		
12	Admin Adopt basic employee policy and procedure manual	4	Cntrct Admin	Admin	I		
13	Admin Emergency Preparedness plan	5	Cntrct Admin	Admin	I		
14	Admin Establish a regular meeting schedule per Utah Code	1	Comm/Cntrct Admin	Admin	Either / I		52-4-202, 10-3-502
	IT	IT					
	Information Technology	IT					
15	IT Determine requirements	1					
16	IT Third Party Vendor	1	Cntrct Admin	Admin	C		
17	IT Website	2	Cntrct Admin	Admin	C		
	Cont Serv	Cont Serv					
	Negotiate Contract Service Provision	Cont Serv					

18	Cont Serv	Roads/Snow/Maintenance	1	Cntrct Admin	Admin	C		
19	Cont Serv	Engineering, P&Z, Building Inspector	1	Cntrct Admin	Admin	C		
20	Cont Serv	Law Enforcement	1	Cntrct Admin	Admin	C		
21	Cont Serv	Animal Control	1	Cntrct Admin	Admin	C		
22	Cont Serv	Weed Department	1	Cntrct Admin	Admin	C		
23	Cont Serv	Garbage Collections	1	Cntrct Admin	Admin	C		
24	Cont Serv	Business Licensing and Land use divisions (or discuss creating city's own staff)	1	Cntrct Admin	Admin	Either		
25	Cont Serv	Discuss and define court service function including prosecution and indigent defense	1	City Atty	Legal	C		78a-7-105, 78a-7-120, 78a-7-102
26	Cont Serv	Consideration of admin law services	3	City Atty	Legal	Both		
	Legal	Legal activities	Legal					
27	Legal	Hire legal support	-1	Cntrct Admin	Admin	C		
28	Legal	Obtain commitment for bonds for council and recorder, treasurer. File with city recorder and treasurer	-1	City Atty	Legal	Either / Both		10-3-822, 10-3-825, 10-3-828, 52-1-4
29	Legal	Identify municipal code requirements	1	City Atty	Legal	I		
30	Legal	Adopt policies and procedures for operation of council-elect and council	5	Cntrct Admin	Admin	I		
31	Legal	Research and buy Insurance (liability protections)	1	Cntrct Admin	Admin	C		
32	Legal	Propose comp schedules for elected officials and statutory officers	5	City Atty	Legal	C		
	Recorder	Recorder activities	Recorder					
33	Recorder	Research - recorder service	-1	Cntrct Admin	Admin	I		
34	Recorder	Hire recorder	1	Cntrct Admin	Admin	Either		
35	Recorder	Set up recording/transcription service	1	Recorder	Admin	Either		52-4-202
36	Recorder	Prepare agenda template, posting regimen (building, Utah Public Notice Website, one local paper)	1	Recorder	Admin	Either		52-4-202, 63f-1-701
37	Recorder	Internal policies and procedure, and rule of ethics for Council-elect (Roberts rules, etc)	3	Recorder	Admin	Either		
38	Recorder	Consider adopting a city seal	3	Recorder	Admin	Either		10-1-202
	FM	Financial management activities	FM					
39	FM	Hire accountant services (K&C CPAs)	-1	Cntrct Admin	Admin	C		
40	FM	Negotiate with county on revenue and expenses (break out each line item [revenue/expense], understand the lifecycle, source, how can it be use, who will act on the money, and define how that will transition)	-1	?			Start working on this Q2 25	
41	FM	Hire Audit Services	1	Cntrct Admin	Admin	C		
42	FM	Hire financial advisor services if necessary (LRB, Zion's)	2	Cntrct Admin	Admin	C		
43	FM	Set up financial administration code to include: procurement process, disposal of surplus property, protests, and claims	1	Cntrct Admin	Admin	C		
44	FM	Determine how to fund gap (Utah County bridge financing, tax anticipation notes)	-1	Sponsor Committee	Admin	I		
45	FM	Timing schedule of property taxes, sales taxes, other revenues	1	Cntrct Admin	Admin	I		
46	FM	Propose budget for transition period (Nov 24 - January 26)	1	Comm/Cntrct Admin	Admin	I		10-6-111, 10-6-112, 10-6-113
47	FM	Propose budget for Jan '26 thru June '26 (see timeline)	2	Cntrct Admin	Admin	I		10-6-111, 10-6-112, 10-6-113
48	FM	Propose budget for June '26 thru June '27	3	Cntrct Admin	Admin	I		10-6-111, 10-6-112, 10-6-113
49	FM	Obtain federal tax identification number	-1	Cntrct Admin / Accountant	Admin	I		
50	FM	Establish banking relationship	-1	Cntrct Admin / Accountant	Admin	I		
51	FM	Establish Public Treasurer's Investment Fund account	1	Cntrct Admin / Accountant	Admin	I		
52	FM	Business permitting and licensing software	1	Cntrct Admin / Accountant	Admin	I		
53	FM	Financial Software Package	5	Cntrct Admin / Accountant	Admin	C		

54	FM	Establish routine for comparing retail outlets in City with Utah State Tax Commission report	3	Cntrct / Accountant	Admin	I		
55	FM	Consider adopting a telecommunications license tax	1	Comm / Cntrct Admin	Admin	I		10-1-401
56	FM	Consider adopting a municipal energy sales and use tax	5	Comm / Cntrct Admin	Admin	I		10-1-301
57	FM	Consider adopting 1% local sales and use tax and agreement with State Tax Commission for administration	1	Comm / Cntrct Admin	Admin	I		59-12-201
58	FM	Consider adopting a transient room tax	2	Comm / Cntrct Admin	Admin	I		59-12-352
59	FM	Consider granting franchise agreements for cable television	3	Comm / Cntrct Admin	Admin	I		
	Planning/zoning	Planning and zoning	Planning/zoning					
60	Planning/zoning	OV General Plan - review and recommend changes	1	Comm / Cntrct Admin / Atty	Admin	I		
61	Planning/zoning	Zoning ordinances - review and recommend changes	1	Comm / Cntrct Admin / Atty	Admin	I		
62	Planning/zoning	Zoning map - consider revising	1	Comm / Cntrct Admin / Atty	Admin	I		
63	Planning/zoning	Consider moratorium	1	Comm / Cntrct Admin / Atty	Admin	I		10-9a-504
64	Planning/zoning	Impact fee consideration, adoption and conduct of fee study	1	Comm / Cntrct Admin / Atty	Admin	I		11-36a-101
65	Planning/zoning	Set up Planning Commission and appeal authority rules and procedures	1	Comm / Cntrct Admin / Atty	Admin	I		
66	Planning/zoning	Other applicable portions of the Utah County Code	1	Comm / Cntrct Admin / Atty	Admin	I		