Draft Minutes - Town of Spring Lake

Planning Commission Meeting Agenda

Meeting to be Held

February 11, 2026 – 5:00 P.M.

3744 West 12240 South

Spring Lake, Utah 84651

NOTICE IS HEREIN GIVEN THAT THE PLANNING COMMISSION OF THE TOWN OF SPRING LAKE WILL HOLD A COMMISSION MEETING ON WEDNESDAY FEBRUARY 11, 2026, AT 5:00 PM. JOIN US DIGITALLY AT https://us06web.zoom.us/j/89885875012?pwd=lvk2FzqmFWbuTsbsiMX6JZhD6g9s0N.1

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

Mayor Menlove Present.
Commissioners Present: Jason Knapp, Layne Batty, Ryan Moore, Joy Benson, and Richard Behling.
Alternates Present: Von Menlove and Greg McDavitt.
Staff Present: Temporary Town Recorder, Spencer Foster, Appointed Town Recorder, Becca Batty, Appointed Town Deputy Recorder, Brenda Warner, and Appointed Town Treasurer, Carrie Knapp.
Citizens Present: Sign-in sheet uploaded as attachment to the commission meeting minutes.

2. OPENING CEREMONIES

    a. PLEDGE OF ALLEGIANCE:

Mayor Menlove: Led those in attendance in the pledge of allegiance.

    b. PRAYER/MOMENT OF SILENCE: BY INVITATION

Richard Behling: Offered a prayer to start the meeting.

3. OATH OF OFFICE: PERFORMED BY MAYOR WADE MENLOVE

Mayor Menlove: Performed the swearing in for all Planning Commissioners and Alternative members.

PUBLIC COMMENT

THIS IS THE TIME SET ASIDE FOR THE PUBLIC TO BRING FORWARD TO THE COMMISSION ANY ITEM THAT THEY WISH TO DISCUSS. PLEASE KEEP YOUR COMMENTS TO THREE MINUTES MAXIMUM.

Public Comment: None
Mayor Menlove: Stated that he has already had some calls about building permits and individuals wanting to do projects. Citizens heard that there is a moratorium on building and called him. Two citizens in particular want to do projects. Mayor explained that the County is now sending people to the Town. One of the projects is seeking upgrading to their electrical. SDSD told the mayor that this project doesn't necessarily need a building permit, but they do recommend an inspection to do the electrical project. The mayor is going to tell this person to self-fund the inspection, and they can move forward with the project. He also brought up the project that he and Jason Knapp are going to need to get approval from the Town to finish up their project as well. Brought up concerns about whether people need to replace their septic tank and how the Town should approach those kinds of fixes. The Town will need to look at answers to these types of questions. The mayor doesn't want to keep people from doing their projects. An idea would be to adopt the county ordinances as is, somehow. The Town

also needs to look at getting legal council as soon as possible. The mayor would like to see every resident in Spring Lake get an opportunity to provide input on what Spring Lake's future and code needs to be.

All the Planning Commissioners took their spots in the front of the room.

****AGENDA ACTION ITEMS****

TOWN PLANNING COMMISSION MAY TAKE ACTION ON THE FOLLOWING AGENDA ITEMS

4. DISCUSSION AND POTENTIAL ACTION – ELECTION OF CHAIR AND VICE CHAIR.

Mayor Menlove: Asked Spencer to explain what the responsibilities of the Commission and the Chair and Vice Chair are.
Spencer Foster: Explained that they are going to do training on the responsibilities of the Commission tonight. Did explain what the roles of the Chair and Vice Chair are. Explained that the Planning Commission is laid back in its rules of order. They will do less resolutions and ordinances as those will be done by the Town Council usually.
Mayor Menlove: Wanted to know what the responsibilities of the chair are before the commission selected one.
Spencer Foster: Explained the process for selecting a Commission chair.
Layne Batty: Nominated Jason Knapp as the Commission Chair.
Richard Behling: Seconded the nomination.
Vote: Planning Commission voted unanimously for Jason Knapp to be the Chair. Vote passed and Jason Knapp is now the Planning Commission Chair.
Mayor Menlove: Stated that now the commission needs to nominate a Vice Chair.
Layne Batty: Nominated Richard Behling.
Richard Behling: Nominated Layne Batty.
Mayor Menlove: Any other nominations?
Jason Knapp: Asked if they are both willing to serve.
Richard Behling: Stated the reasons for his nominations and Layne Batty's experience. Made a motion to nominate Layne Batty as the Vice Chair.
Ryan Moore: Seconded the motion.
Vote: Planning Commission voted unanimously for Layne Batty to be the Vice Chair. Vote passed and Layne Batty is now the Planning Commission Vice Chair.
Mayor Menlove: Explained the Vice Chair's role.
Spencer Foster: Confirmed that this is the case.

5. DISCUSSION AND POTENTIAL ACTION – ANNUAL MEETING SCHEDULE AND EXPECTATIONS.

Mayor Menlove: Passed the responsibility of guiding the meeting to Jason Knapp.
Jason Knapp: Thanked the planning commission for their support. Every step they take is monumental. He stated that he looks forward to serving with all the commission to move things forward. Asked if the commission needs to set a meeting schedule now for the rest of the year.
Spencer Foster: Yes. Explained how the commission would do this.
Jason Knapp: Thinks the commission needs to meet more than once each week to start and this may change as time goes. The calendar may need to change later in the year.
Spencer Foster: Explained how any changes could work.
Jason Knapp: Discussion about frequency with how much work needs to be done for the town.
Layne Batty: Set it up to meet twice each month but if there's not enough business to discuss they can cancel the second meeting each month.
Joy Benson: Wants to meet before the Council so that they can be up to speed with things and can pass things on to them if needed. Doesn't want to hold back what needs to happen at the council meetings.
Greg McDavitt: Pointed out that meeting on alternative weeks as the council would be hard because sometimes there would be a meeting every single week of the month.
Jason Knapp: Asked if the commission met before the council meeting, could their items be put on the Council agenda as well if they approved them.

Spencer Foster: Explained how this process works and the noticing requirements for meetings under OPMA.
Mayor Menlove: Pointed out the way that this could maybe work.
Spencer Foster: Pointed out that there is some work that needs to be done to create ordinances and resolutions and research that takes time. If it's about not attending a meeting every week, that item the planning commission is discussing could be put at the next council meeting as an agenda item so you wouldn't have to come every week to the meeting.
Jason Knapp: More clarification about how the process works and how this would work. The town council wouldn't be able to hear items and then pass them on to the Town Council that same day at their meeting. Correct?
Spencer Foster: Correct.
Becca Batty: Requested that the Planning Commission meets after the Town Council meeting if the council can't really hear items from the P&Z anyway.
Brenda Warner: One of the commissioners has a conflict with that time.
Greg McDavitt: Twice a month would be a lot better and would minimize the time in changing schedules.
Von Menlove: Having the meeting on the same night as the council meeting may get more people involved from the community.
Carrie Knapp: Clarified that it would still be about a month to make decisions on items.
Becca Batty: That's why she requested the commission meets after the council. Asked if the commissioner's conflict will change at all in the coming months.
Layne Batty: He doesn't have a conflict if they do it with council meetings.
Mayor Menlove: Explained that doing them on the same date may be a challenge with the time length of the meetings if they went before the council.
Richard Behling: Can try this and if it doesn't work, they can switch the meeting.
Mayor Menlove: Pointed out that the commissioners don't need to be at all the council meetings.
Joy Benson: Asked if the backroom is big enough to have all seven commissioners in it.
Jason Knapp: It is but the meeting must be available to the public.
Layne Batty: Pointed out that meeting at 5 pm would make it hard to have the public attend as they are trying to get off work. If they wanted to attend after the council meeting and then commission meeting after that would work better.
Mayor Menlove: Stated that the council should be able to finish their meetings by 8:00 pm and they will do their best to make this happen. A two-hour meeting is two hours too long.
Becca Batty: Confident that when things are set up, things will flow better.
Spencer Foster: Just go eat while you wait.
Becca Batty: Will bring snack if people are worried about 4 hours of meetings.
Mayor Menlove: If the council meeting ends early the commission meeting can start early as well.
Jason Knapp: Asked Spencer if the notice could say 7:30 start time but could be delayed if the council is still in session.
Spencer Foster: Yep, it's up to them how they want to do this. It will make them follow the rules of procedure better if they have the meetings back-to-back. The meetings will start flowing as well. The planning commission is less formal, currently if someone wants to make a motion to adopt this schedule.
Jason Knapp: Any other concerns? Clarified the meeting schedule.
Ryan Moore: Motion to adopt the meeting schedule.
Richard Behling: Seconded this motion.
Vote: Unanimous all in favor vote. Vote passes and annual meeting schedule will be on the 1st and 3rd Wednesday of each month at 7:30 pm or to start when the Town Council meeting ends later if necessary.

WORK SESSION/TRAINING

6. OVERVIEW OF THE PLANNING COMMISSION'S ROLE AND OPEN AND PUBLIC MEETINGS ACT.

Jason Knapp: Next item is for quick training on roles, responsibilities, and OPMA. Turned the time over to Spencer Foster.
Mayor Menlove: Asked if the commission got the links to the training from ULCT for land use. The commissioners did get the link.

Spencer Foster: Explained the purpose of the training. Roles and authority, the commission has. The commission is an advisory body. The commission wants the council to make the best decision. The commission represents the whole town. Commission doesn't set policy. Council sets the policy. Zoning code discussed.
Brenda Warner: The council is the bad guys.
Richard Behling: Pointed out that sometimes the council is stuck.
Spencer Foster: Explained legislative vs. administrative actions and following the same process. Changing a bad policy is the way you avoid bad administrative actions.
Mayor Menlove: Asked about the process of adopting code and zoning. Clarification on how this works. The council gets a recommendation from the commission before adoption and then passes the code. Then gives the code to the commission to follow for administrative decisions.
Spencer Foster: Correct. Reminded the commission that right now everything is still in flux a bit. The planning framework will be one of the first tasks for the Planning Commission to consider. Commission also holds public hearings. Sometimes there are multiple public hearings before a decision is made. Types of decisions – Administrative vs. Legislative. General Plan and other plans. Pointed out appeals committee and how that works. Talked about the Planning Commission overseeing subdivision ordinance process. The town council will adopt a subdivision ordinance and then these decisions will only go to the planning commission for a final decision. Legal duties as a commissioner can't be biased in their decisions, follow the adopted ordinances, base decisions on evidence. Conflicts of interest discussed and recusal from decisions works.
Greg McDavitt: Asked about building permits and who's responsible for these and the process for recusals in this.
Spencer Foster: Clarification on this process with respect to the project Jason Knapp and Mayor Menlove are doing.
Jason Knapp: Explained the process they went through with the county to secure a building permit initially and that the finalization of the process will have to be done through the Town.
Mayor Menlove: Explained the phase 1 and phase 2 process with their specific building permit process.
Greg McDavitt: Concerned because they are in this grey area where there may have been individuals who have started projects and want to finish these, but the county is now telling the town they must do it.
Spencer Foster: Explained the difficulties of the current situation and that Utah County now won't finish these because of Spring Lake's incorporation and jurisdiction. Spring Lake now must come up with a permit process to be able to do this.
Layne Batty: We don't have any projects currently expect for Jason and Wade's.
Mayor Menlove: The County brought to his attention other buildings that were put up without permits, but otherwise there weren't any permits in process for Spring Lake. The town gets to decide if it starts fresh.
Spencer Foster: OPMA explained to the commission. Purpose for the act. Business must be discussed in a public meeting. Quorum explained and how it works with alternates. Types of meetings discussed. Careful communication via emails and texts. Serial meetings aren't allowed.
Joy Benson: Do alternates count as a quorum.
Spencer Foster: Yes, if three people are chatting, have one person walk away until you have finished talking.
Jason Knapp: Clarified what serial meetings are and how to avoid them.
Spencer Foster: Explained basics of agendas and noticing. Public should be allowed to attend. Votes must be in public.
Jason Knapp: Voting discussed.
Spencer Foster: Alternates aren't allowed to vote on items unless they are sitting in as a voting member.
Joy Benson: Clarified noticing and adding agenda items before the meeting.
Jason Knapp: Are alternate members allowed to debate on items.
Spencer Foster: Yes, and they should because they need to give you, their expertise. That's why they are there. Closed meetings discussed and the reasons for being able to go into those closed meetings.
Layne Batty: Clarified the rules regarding property purchase and things of that nature.
Jason Knapp: Asked if they must tell the public the reasons for going into a closed meeting.
Spencer Foster: Yes, the list of things you can go into a closed meeting for would be what you tell the public. Showed the commission the agenda and the language they would use to make a motion to go into a closed meeting. Use the template on the agenda. Affidavits and recordings for closed meetings. Work session and discussion sections of the meetings clarified.
Richard Behling (unclear on recording): Had question that had to do with passing zoning codes vs. building codes.
Brenda Warner: Notice must be done correctly.

Spencer Foster: Before you adopt the county zoning codes, you must do a public hearing for the public.
Jason Knapp: Thinks the commission needs to wait to adopt this and think hard about how to do it and what specifically to adopt. Also wants to get attorney opinion from a contracted attorney for the town.
Spencer Foster: Reminded the commission that they have a moratorium to protect them until they figure these things out.
Greg McDavitt: Asked about scheduling additional meetings as needed.
Spencer Foster: If the town notices 24 hours in advance the council or planning commission can have a meeting whenever they want to. The town doesn't have to wait if they can get a quorum together.
Jason Knapp: Pointed out again that an attorney's opinion would be very helpful.
Joy Benson: Emphasized that they want to have a general idea of what the commission expects before they just start letting citizens build whatever they want.
Mayor Menlove: Can the commission hold emergency meetings?
Spencer Foster: The commission can hold them, but they are for emergency things. They are even more rare for planning commission. They can't be held for routine things that the planning commission normally does. Conflicts of interest further discussed. Pointed out that the alternates are there for these types of things. Chuck Norris meme. Alternates members once again discussed. How to run a fair public meeting and give the public enough time to make comments. Can do time limits on speaking in the meeting. You can introduce procedural rules that make the public hearing fair. Give the same rights to everyone.
Mayor Menlove: Difference between public comments and public hearings.
Spencer Foster: Clarified this.
Mayor Menlove: Public hearing rules?
Spencer Foster: Public hearings do have rules and time frames.
Jason Knapp: Questioned their need to be involved in budget hearings and meetings.
Spencer Foster: Emphasized that they will have budget needs as a commission for training and supplies and things.
Mayor Menlove: Why would a public hearing be required.
Spencer Foster: Code amendments and land use hearings and budget hearings.
Mayor Menlove: Clarification on the two-week notices.
Spencer Foster: Explained the need for ordinances and resolutions as commissioners and council members.
Richard Behling: Does the commission have to wait for the council to adopt the code for them to do things with it.
Spencer Foster: The commission doesn't have to wait. They can look at the county code while the council is still considering and adopting an ordinance that recommends the council adopt this code. Emphasized things that will get the commission in trouble and the need for conversations vs. writing things down unless they absolutely need to. Don't let feelings get in the way of the administrative process. Rights of citizens. Pointed out the town's support system and final takeaways from the presentation. Will send these slides to Jason. He can send them to the commission members.
Jason Knapp: Will send them out and do a BCC.

7. PLANNING COMMISSION GOALS AND EXPECTATIONS FOR THE NEXT FEW MONTHS.

Spencer Foster: Just put this on there as a placeholder. They can do whatever they want with this at this time.
Jason Knapp: This is good because they need to have some conversations. They want to understand what's coming and the framework they should be following when setting up those things in the future. What will this look like and what they should consider. They want to meet with a lawyer. They must wait for the town council to select who this person may be.
Richard Behling: The state of Utah has adopted the international building code. Suggested that the planning commission recommend to the town council that the town adopt the international building code in advance so individuals that have work being done have to follow it. He also suggested an overlay over the town that would mean the town requires these codes. Wants to keep the residents safe. This has nothing to do with zoning, just building.
Spencer Foster: Explained that Genola adopted the international building code and international fire code. Fairfield did the same as well.
Jason Knapp: Adopting this code wouldn't allow the town to issue a building permit, correct?
Richard Behling: Nope, still has a moratorium for six months.
Jason Knapp: It would be helpful for the individuals wanting to upgrade their panel service.
Richard Behling: What we're doing is making sure that the work that is being done will be up to a certain standard.

Layne Batty: This would be a standard, a minimum standard.
Jason Knapp: Would we still need a building permit to do things. Just adopting the building code doesn't solve the permit problem yet.
Richard Behling: As far as permits go, this isn't really going to happen until down the road. His opinion is that the only reason we would issue a permit at this time is if there was already work being done prior to the town becoming a town. Brought up the Payson historical overlay for historic buildings and that the Town should consider doing this later. Should at least have a basic standard.
Jason Knapp: Aren't people required to follow a standard code no matter what.
Richard Behling: If we don't have it, they're not required to follow it.
Layne Batty: The town can go beyond the basic standards and require heavier standards.
Spencer and Becca: Discussed how the permits will be transferred from Utah County to Spring Lake because of the jurisdictional issues of Spring Lake becoming a town now.
Jason Knapp: Would like to consider adopting the code.
Spencer Foster: Will put it on the agenda and if we need to move it we will.
Mayor Menlove: What requires a building permit and what a moratorium stops. Septic system example brought up. International building code and how that would work. What would require a building permit.
Spencer Foster: As of right now the town doesn't even have a building permit process. The town has got to decide how this will work. Certain projects require a permit and the town will decide.
Mayor Menlove: The County still must deal with things on their end at times, right?
Spencer Foster: No matter what there are still other agencies that will require certain things.
Mayor Menlove: Not sure what to tell Nate for his project currently. Not sure how the permit process would work with this.
Becca and Greg: Just went through this and had to have a permit for upgrading their electricity. They had to get a permit from the county.
Mayor Menlove: Went to STSD and they already have work they are doing and told him what he needs to do. Does he have to have a permit in hand to be able to do this project.
Greg McDavitt: Purpose of the permit explained.
Mayor Menlove: Inspection discussed and potential form for the town.
Jason Knapp: Asked Spencer if he would be willing to look at the ordinances of the other towns in the area to see when they require building permits to be issued and when they don't.
Richard Behling: Suggested looking in towns that are of comparable size and population.
Becca Batty: When Spencer is gone, who is supposed to do this research?
Spencer Foster: The recorders can and the planning commissioners and council can as well.
Brenda and Becca: Asked if they can get Spencer's business card as they will be the ones who will need the training. These requests will come to the recorders and treasurer. Pointed out that the council and commissioners can also do the research.
Member of Commission (recording unclear): Asked if the County can continue to do the permitting if Spring Lake pays them to.
Spencer Foster: We asked them and they don't have permitting abilities for other cities and towns. They don't have staff capabilities to do this.
Mayor Menlove: The Town can steal forms from the County or other communities and use these to create a permitting process for Spring Lake. Once again brought up if someone's septic system needs to be repaired, how does the town deal with this type of thing during a moratorium? They must go to the County health department anyway, but is the town going to require a permit to do this?
Jason Knapp: We can look at what Genola and Fairfield are doing and use them as examples. Similar sized communities.
Mayor Menlove: Reached out to Fairfield. She didn't reply to all his questions, but she did say that they should come on a field trip and see how they are doing things.
Spencer Foster: Fairfield is the most recently incorporated town before Spring Lake in Utah County.
Jason Knapp: Asked Spencer if we can get a report back regarding this at the next meeting next week.
Spencer Foster: Said that he would be happy to provide a report about this at the next meeting.
Von Menlove: Explained the County Health Department process.
Jason Knapp: Discussed a recommendation to the town council that they amend the moratorium for certain things.

Mayor Menlove: Discussed having an applicant provide a paper form as proof that they went to the county health department or an inspector or whatever else and then they would bring this to the town.
Jason Knapp: On the administrative side, you'd have to have the recorder or treasurer, or someone take these and file these in the town's records.
Joy Benson: Talked about a newer citizen and when they moved in and had their septic system done.
Richard Behling and Von Menlove: Talked about the septic system permit process and how this works.
Jason Knapp: Will we need to do an ordinance or how will that process work.
Spencer Foster: Will prepare anything that needs to be done for the next meeting.
Jason Knapp: Asked if the town wants to consider the international fire code as well.
Ryan Moore: Explained what this would mean if they did.
Spencer Foster: Genola has passed this, but they also have a fire department.
Jason Knapp: What about Fairfield?
Spencer Foster: They use the County or Payson EMS, I think.
Mayor Menlove: We are talking about building code vs. fire code.
Ryan Moore: Suppression systems and such.
Mayor Menlove: There are certain state codes that will supersede anything we might say as well.
Layne Batty: The state requires certain things to be done. Example was a 2" water line versus an 8". We need to be aware of state codes when we adopt anything.
Mayor Menlove: Once we hire a civil engineer, they will be aware of everything we need to do as well and will tell us.
Brenda Warner: A step at a time.
Jason Knapp: Anything else?

CLOSED MEETING (IF NECESSARY)

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

REPORTS

Jason Knapp: No reports at this time because nobody has been given an assignment.

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

ADJOURNMENT

Richard Behling: Motion to adjourn.
Layne Batty: Seconded the motion.
Vote: All in favor. Unanimous. Vote passes and the meeting is adjourned at 6:52 pm.



Spencer Foster, Temporary Town Recorder

In compliance with the Americans with Disabilities Act, persons needing special accommodations, including auxiliary communicative aids and services, for this meeting should notify the Town at 801-310-9632 or by email at sfoster@magutah.gov at least 48 hours in advance of the meeting.

CERTIFICATE OF POSTING

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