Draft Minutes - Town of Spring Lake

Planning Commission Meeting Agenda

Meeting to be Held

February 18, 2026 – 7:30 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 7:30 PM. JOIN US DIGITALLY AT
https://us06web.zoom.us/j/89531373008?pwd=a9ISIZCtLoh1r6kSbLqXRq2poOAtSU.1

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

Commissioners Present: Jason Knapp, Layne Batty, Ryan Moore, Joy Benson, and Richard Behling.
Alternates Present: Von Menlove and Greg McDavitt.
Staff Present: LAA, Spencer Foster, Town Recorder, Becca Batty, Town Treasurer, Carrie Knapp.
Chair Knapp: Conducted a roll call to start the meeting. The Planning Commissioners were all present for the pledge of allegiance and prayer. No need to have another.

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.

No Public Comment.

****AGENDA ACTION ITEMS****

TOWN PLANNING COMMISSION MAY TAKE ACTION ON THE FOLLOWING AGENDA ITEMS

2. DISCUSSION AND POTENTIAL ACTION – MOTION TO RECOMMEND THE ADOPTION OF THE INTERNATIONAL BUILDING CODES BY REFERENCE.

Chair Knapp: Asked if they also need to have in the action language that they want to recommend the adoption of Utah State building codes by reference.
Spencer Foster: Yea, you can by reference adopt the state of Utah's codes by reference. This also allows the commission and council to do this without a public hearing because they are adopting the Utah codes by reference. The planning commission also wouldn't do an ordinance, but they would do a motion to recommend to the council whatever they decide regarding this topic.
Chair Knapp: Unclear of what to adopt by reference. And what would be the impact of adopting all these codes.
Richard Behling: Helped clarify this for the commission as well.
Chair Knapp: Is this common for communities to adopt?
Spencer Foster: Yes this is common for communities to adopt by reference.
Von Menlove: Further clarification and an example shared.
Ryan Moore: Brought up the WUI code and what it means and how that would be adopted as well. This would be a different ordinance.
Chair Knapp: How will this affect current residents?

Richard Behling and Ryan Moore: Explained that citizens will have to abide by these codes no matter what when it's adopted.
Spencer Foster: Recommended that before the city adopts this WUI code they should learn more about it. They will have to adopt it but need to research before.
Chair Knapp: Does everyone have to adopt it anyway?
Spencer Foster: Should at least read through the ordinance before adoption.
Chair Knapp: Further clarification on this process.
Joy Benson: Should review the code so that the community knows what's going on.
Mayor Menlove: Clarified this agenda item and that the reason for this discussion would be to make it so they can recommend an amendment to the town's building moratorium.
Councilmembers Judd and Marsh: Gives guidance for existing structures.
Ryan Moore: Explains the rules for certain brush and vegetation up in the fire concern areas and what citizens must do no matter what with these.
Mayor Menlove: We were told to adopt the international building codes but also the Utah State amended code. Should the town reference the Utah Code amended code.
Greg McDavitt: Said that that Utah law must be followed and that the Town must follow these but can make harsher laws on top of the Utah Code.
Spencer Foster: Explained how the planning commission can make a motion to recommend adoption to the town council.
Greg McDavitt: Doing this doesn't stop us from going further and adopting more intense codes right?
Spencer Foster: You can go further but never go backward.
Chair Knapp: The town must follow this code no matter what.
Layne Batty: Does this mean the town has to adopt the international building code along with the Utah State code except for those that have already started or are already in place? How do you do that because if you adopt those what happens?
Spencer Foster: Technically they should already be following the state codes already, you're just putting in place something formally.
Mayor Menlove: It seems like the moratorium is where you'd address this.
Chair Knapp: Does anyone want to make a motion?
Spencer Foster: The alternates can't make the motion or vote. Voting members must do the motions.
Layne Batty: Made a motion to recommend the adoption of the international and state building codes for adoption to the town council.
Richard Behling: Seconded.
Vote: Unanimous. Passes.
Chair Knapp: So we wouldn't have to sign anything or pass an ordinance?
Spencer Foster: You are recommending that they pass an ordinance. The town council would then pass the ordinance if they agree.

3. DISCUSSION AND POTENTIAL ACTION – MOTION TO RECOMMEND AMENDMENTS TO THE MORATORIUM.

Chair Knapp: Purpose of this is to allow certain exemptions to the moratorium. Wanted to clarify how this would work and what would qualify. Examples given about tearing down a building and rebuilding it.
Richard Behling: All the town is trying to do is allow existing structures to keep going through the process.
Mayor Menlove: No.
Chair Knapp: Is the goal of the amendment to allow residents to do projects on their existing structures and to allow those to move forward.
Mayor Menlove: Also means things that haven't come up yet like sewer system failures and things the council and commission hasn't even thought about. There's a big difference between existing things and completely tearing down a building.
Chair Knapp: Discussion regarding what situations would fit in this circumstance.
Richard Behling: When should a permit be required. Talked about which situations should fit with being exempt versus what should be allowed to happen during the moratorium.

Chair Knapp: Any level of work on an existing structure or how intense do we want to go with these exemptions.
Mayor Menlove: Pointed out that a permit to upgrade would be simple, but a permit to demolish would be more complex. Civil engineering requirements need to be considered.
Councilmember Judd: Could we say minor versus major changes and these things could be
Becca Batty: Brought up the lack of permitting process by the town.
Mayor Menlove: The town could probably come up with a
Richard Behling: Could say at a certain cost they don't need a permit, but electrical, sewer, others they would need a certificate from the health department or STSD to go forward.
Greg McDavitt: Dollar value driven is difficult to enforce.
Becca Batty: This could be based on vendor as well.
Greg McDavitt: Looked at the most common exceptions to a moratorium.
Chair Knapp: Do we have example language we could recommend for the ordinance change?
Greg McDavitt: Yea, I have something right here.
Chair Knapp: Let's just start and Spencer Foster can speak up.
Spencer Foster: Sent an email to Jason over the week about permitting and its relevance to this conversation. That may lend to this conversation a bit.
Chair Knapp: Let's jump to that. (Conversation on this is item continued on agenda item 5).

4. DISCUSSION AND POTENTIAL ACTION – GENERAL PLAN SURVEY AND SURVEY INSTRUCTIONS.

Spencer Foster: Pointed out that he will be out of town in California next week. Becca also doesn't have access to the Utah Public Notice Website to post agendas and notices.
Chair Knapp: Asked if Spencer could post the notice tomorrow?
Spencer Foster: Could post it tomorrow. Becca would need to do the meeting on her own though.
Chair Knapp: The general plan survey is the only item
Spencer Foster: I also have a lot of other things I must do for other communities before I leave for California. He could do the posting but then the rest of the process would be Jason and Becca's responsibility. Becca would oversee the Zoom link and minutes for the meeting specifically.
Chair Knapp: Only concern is to do any motions correctly during the meeting if Spencer isn't present. Could he give the language for a motion to the town before leaving?
Spencer Foster: If he posted the meeting tomorrow, then he would be ok with that.
Becca Batty: Capable but doesn't know what she's doing yet.
Spencer Foster: Don't ask her any questions.
Mayor Menlove: What type of public notice does she need to be able for them to hold the survey meeting next week?
Becca Batty: Is that all the meeting next week is for?
Mayor Menlove: It must be posted on the Utah Public Notice Website, correct?
Becca Batty: If it must be moved anyway why not put it on the next town council meeting in March and make it an action item anyway? Is it to talk about the survey or to talk about the permitting? Instead of having an additional meeting next week for just the survey discussion, why not move that to the next council meeting and not have another meeting next week.
Chair Knapp: The hope is to get the survey going and out to the public. Thinks that most of the commission members were there during the council meeting discussion regarding the survey. Would anyone like Jason to repeat anything about the General Plan Survey and Instructions? No need. Any comments about the survey contents. None. There is no requirement that they do a meeting to tell the community what the plan is for the general plan survey. However, this is one of the things that should include the community. For this reason, he would like to have a meeting to tell the community about the survey. The survey would then go out, then they would meet to go over the results of the survey.
Layne Batty: How many people are going to show up to the meeting? Would it be better to send the survey out there first and then later do the meeting? Then the commission could talk about the results of the survey at the meeting later.
Von Menlove: Agreed and that more people will come afterwards.
Layne Batty: Proposed that they send the survey, and, in the survey, they say that they are planning to have a meeting to discuss the survey results at the meeting.
Chair Knapp: So, you are wanting to do the survey first and email people to come to attend to find out results.

Richard Behling: Would also want to see the survey already sent in and comments already been put down. That way the commission can address the survey itself. That way the meeting isn't an open forum with no direction. They address the results of the survey and then if anyone else has further comments let them bring forth those before the commission at that time.
Becca Batty: That's just an extension of what was talked about earlier and that they put together results for the first meeting.
Joy Benson: Thinks that what Layne and Richard proposed is a good idea.
Spencer Foster: Can you communicate your intentions with a different method rather than with a meeting? Because if you want them to attend a meeting how many people are going to show up?
Becca Batty: Thought Layne had a great idea. The questions for the survey will be raised in real time because they have the survey in hand to discuss the results. Have the date on the survey when it is sent out. After data is compiled, they go through the results of the survey with the public.
Councilmember Marsh: Stated that having the survey go out before is a good idea because otherwise what would be the purpose of the first meeting.
Mayor Menlove: Reminded everyone that if they have questions there will be a number on the surveys of someone they need to call. The survey goes out and then there's a number on it where people could get answers rather than having to attend a meeting.
Beccy Batty: Explained what Jason had talked to her about with the results of the survey and these being presented in a meeting before the community. However, during this meeting tonight the commission is talking about doing two meetings. One to explain the survey, and then one to provide the survey results to the public.
Mayor Menlove: The commission absolutely needs to show the results of the survey to the town. This will be interesting.
Spencer Foster: Asked how the town's Facebook following is and email lists? What the town could do is utilize these tools to market the survey and tell people about the meeting. They could then have a first meeting to discuss the survey and then the second to have the results this way.
Chair Knapp: The agendas for the meetings that have been put out to the public haven't allowed the public to comment on the questions that are in the survey. For this reason, he wants to hold the first introductory meeting to get this feedback from the community. So, what he is hearing tonight is that the commission wants to send the survey out first and they aren't going to give the community an opportunity to comment about what the questions in the survey are. Correct? His thought was that they would get the community together to talk about which questions are in the survey and which shouldn't be.
Richard Behling: He would rather talk about the accident after the fact than before. He would like to send the survey out and then have a meeting afterwards to go through the results. Just have one meeting to talk about the survey but leave time for the community to talk about anything else that was missing in the survey.
Becca Batty: Pointed out that this item was on the agenda tonight and they talked about this in the council meeting as well.
Chair Knapp: Didn't get the updated agenda.
Spencer Foster: Clarified which version this agenda was and that it was sent earlier in the week.
Becca Batty: Pointed out that people had an opportunity to make comments on the survey, the instructions, and give their input tonight.
Greg McDavitt: Thinks that they should just have one other question on the survey that says, "What else do you care about". That will help cover all other pertinent information that needs to be covered. He pointed out that people don't understand the consequences of one thing impacting the other and that some of these policies will impact others more than they think.
Beccy Batty: These things can be pointed out in the second meeting with the results of the survey.
Greg McDavitt: Is there any benefit to adding to the survey what the consequences are of choosing certain things?
Mayor Menlove: Stated that he misunderstood the purpose of the first meeting. That he thought it was simply to explain how the survey would work. But he would be asking for input on the actual questions.
Chair Knapp: Just like the town council did before this meeting.
Mayor Menlove: Thinks the survey is great and doesn't think they necessarily need input on what is included now. Thinks it's a good survey.
Chair Knapp: Asked if everyone is ok with just sending out the survey as is and getting this process going.
Joy Benson: Asked about plans for water infrastructure and what people want with those.
Richard Behling: Explained that the town will have other plans that they have to come up with as well.
Spencer Foster: This item is an action item on the agenda on the Utah Public Notice Website so they can take action on it tonight.

Layne Batty: Made a motion to send out this survey and then have a meeting to discuss the results after the survey is completed.
Richard Behling: Seconded the motion.
Becca Batty: Reminded the commission that there were several recommended changes to the survey that were discussed.
Layne Batty: Amended his motion to include in the survey a question at the end about any other items that citizens feel are pertinent to the survey. Final motion is to amend the survey with the last question being an open ended, "what else question" then the survey will be sent out and after the survey time frame, the community will have a meeting to present the results of the survey with the community.
Richard Behling: Seconded the amended motion.
Vote: Layne Batty = Yes, Richard Behling = Yes, Ryan Moore = Yes, Joy Benson = Yes, Jason Knapp = Yes. Unanimous. Vote passes.
Joy Benson: This is going to go out as soon as possible. How can the planning commission help with this.
Chair Knapp: This survey will go out to all the residents and landowners. He has the list of all these individuals. They just need to finalize the questions and get the supplies for the survey. They will then have a stuffing party to send the surveys out to the citizens.
Richard Behling: The town needs to get a bulk mailing permit.
Joy Benson: The bulk mailing permit would allow stamps and mailing to be cheaper for the town.
Spencer Foster: The mayor can do this whenever.
Mayor Menlove: The Council doesn't need to approve them sending out the survey?
Spencer Foster: No, this is a planning commission item for the General Plan, so they are ok.

WORK SESSION/TRAINING

5. DISCUSSION – BUILDING PERMIT PROCESSES AND EXAMPLES FROM OTHER COMMUNITIES IN UTAH COUNTY.

Chair Knapp: Asked Spencer to do some research on when cities require permits versus when cities don't require permits. Asked Spencer to walk the commission through what he was able to find on this subject.
Spencer Foster: Explained which cities he investigated. Explained when permits are required versus when they are not required. Went through his research and explained what he found for each community.
Chair Knapp: Where was he going with this in relation to the discussion on the moratorium?
Spencer Foster: Because the town doesn't have a permit process anyway, they may need to do something about this before they amend the moratorium.
Chair Knapp: So, should the town have something in place with a permitting process before they go forward amending the moratorium?
Spencer Foster: Yes, the town probably has something in place where they are going to provide evidence to the town that they did what they said they were going to do.
Chair Knapp: Is this just going to be an administrative process or does this have to be approved by the Town Council.
Spencer Foster: It can be an administrative process if the mayor wants to come up with something. It would be smart to have a resolution to put this in place from the council and a recommendation from the planning commission.
Mayor Menlove: Thinks they could come up with a process and copy and paste from another community. Kind of thinks this is to keep the town in the loop.
Spencer Foster: And liability for the town.
Mayor Menlove: Thinks that they can come up with a permit for simple things. For now, wants to require the building owner to go out and get their own inspector. Doesn't know if they will ever have someone in house doing this service anyway.
Ryan Moore: Was talking to an inspector and they said there are statutory timelines that are required for inspections.
Mayor Menlove: This might be different for different things.
Richard Behling: They might have a engineering part of the project that they are trying to take care of that requires more work and an inspection.
Councilmember Judd: Can we have a recommended list of approved inspectors?

Mayor Menlove: If the town can come up with a permit and make people responsible for their own inspections, the town can get something in place so people can move forward with the project they are seeing. Talking about Fairfield's processes as well.
Chair Knapp: Seems like the commission should recommend that the town put a permit process in place.
Joy Benson: Asked if they can vote on this.
Spencer Foster: If it hasn't been noticed that the commission is going to act, they must wait until the next meeting to act and vote on this item.
Chair Knapp: He is eager to get something in place to allow Nate to work on his project. Do they need to make a motion on the building moratorium first or do they want to wait and make a motion on this permit process first before they do that?
Spencer Foster: It's up to the commission.
Mayor Menlove: If they met before us could we do it?
Becca Batty: It requires 24 hours' notice to act.
Mayor Menlove: For the council to act on a permitting process, does it have to come as a recommendation from the planning commission? Does the council have to wait for the commission?
Spencer Foster: The council doesn't have to have a formal recommendation from the commission to be able to put a permitting process in place.
Mayor Menlove: Doesn't want it to seem like the council isn't using the commission for their recommendation on this, but in this case feels like they are already kind of doing that anyway.
Greg McDavitt: There's no downside to the commission doing a recommendation on the moratorium tonight.
Becca Batty: They can't make a recommendation tonight.
Spencer Foster: They can make a recommendation on the moratorium item but can't on the permit process item.
Greg McDavitt: Recommended timing for the meetings so they won't have to come to attend another meeting.
Richard Behling: Made a motion to recommend to the council changes to the Moratorium. Read the wording for the ordinance that they would recommend allowing exemptions for.
Layne Batty: Seconded the motion.
Spencer Foster: Asked if what Richard read out loud was what Greg sent him via email.
Greg McDavitt: Confirmed that this was correct.
Richard Behling: Went over the ordinance language a bit slower.
Spencer Foster: Highlighted how the ordinance change would work.
Mayor Menlove: Where did this language come from.
Greg McDavitt: From the internet, he offered to read it again if everyone wanted him to so they could go through it one more time.
Richard Behling: Pointed out that because they don't have a permit process yet, no matter what they end up doing they'll have to wait on some things anyway.
Jason Knapp: Told Greg to go ahead and reread the ordinance language for the commission to hear again.
Greg McDavitt: Read the recommended language for the amendment to the moratorium to allow work on existing structures. Read the exceptions to the moratorium.
Mayor Menlove: Clarified what the language is saying.
Greg McDavitt: These are just the exceptions to the moratorium that are allowed.
Mayor Menlove: Do they require a permit?
Greg McDavitt: We'll get there. Kept reading the ordinance language. Pointed out the outside versus inside responsibilities of any inspections. Minor versus major changes addressed (for a more detailed explanation of this language and its reading, feel free to listen to the audio recording found on the Utah Public Notice Website).
Chair Knapp: This ordinance language doesn't define when a building permit is required versus when it isn't.
Mayor Menlove: That's what he was looking for as well.
Chair Knapp: That's probably separate and will be a separate step.
Spencer Foster: You'll put your building permit processes in place that define when you need one.
Greg McDavitt: This gets the town to the point where they know what the exceptions are, they don't have a permit process, but they'll figure it out next.
Chair Knapp and Mayor Menlove: Specified that this is the level of clarity that they are looking for in an exemption and language changes to the Moratorium.

Vote: Did a roll call vote. Unanimous. Motion passed in favor.
Spencer Foster: We'll put this on the March 4 meeting for the council to adopt an ordinance to amend the moratorium based on the recommendation of the planning commission.
Mayor Menlove: Pointed out that the actual motion is just to amend the moratorium and that the substance of the ordinance will be included in the ordinance language.
Spencer Foster: Greg basically read what the ordinance for us. Greg wrote the ordinance for the town.
Becca Batty: Asked if the language will be emailed to Spencer and herself.

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

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

ADJOURNMENT

Richard Behling: Motion to adjourn
Layne Batty: Seconded
Vote: All in favor say I. Unanimous. Meeting adjourned.



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.