

Planning Commission Agenda Packet - September 2, 2026

TOWN OF SPRING LAKE

NOTICE OF PUBLIC HEARING – PLANNING COMMISSION RECOMMENDATION ON REZONING REQUEST

Notice is hereby given that the Planning Commission of the Town of Spring Lake, Utah, will hold a public hearing to consider a recommendation for a Rezoning Request for **Parcel 30:084:0019**.

Public Hearing Details:

Date: Wednesday, September 2, 2026

Time: 7:30 pm

Location: 3744 West 12240 South, Spring Lake, Utah 84651

Purpose of Hearing:

The purpose of this public hearing is to receive public comment regarding the rezoning designation of Parcel 30:084:0019 from Residential Cluster to Commercial.

A rezoning application requests an amendment to the Official Zoning Map that changes the zoning designation of one or more parcels of land. Rezoning is a legislative action that is considered by the Planning Commission and decided by the Town Council in accordance with the Spring Lake Municipal Code.

Following the public hearing, the Planning Commission may make a recommendation to the Town Council regarding the request for rezoning designation of Parcel 30:084:0019.

Public Comment:

Interested persons are invited to attend the public hearing and provide comments. Written comments may also be submitted before the hearing to:

Rebecca Batty, Town Recorder or Wade Menlove, Mayor

recorder@springlakeutah.gov or mayor@springlakeutah.gov

Availability of Documents:

A copy of the proposed document is available for public review at:

Springlakeutah.gov

Posting:

This notice is posted in accordance with Utah Code requirements, including:

- Utah Public Notice Website
- The Town's official website
- At least one public location within the Town

Public Note: Process of Rezoning Request for Parcel 30:084:0019:

Planning Commission Vice Chair, Layne Batty, will preside over this agenda item including the public hearing portion of the meeting; he will then run the vote and recommendation.

The vice chair will introduce the agenda item, and ask if there are *any conflicts under Utah Code 10-3-13*.

Chair Knapp will state his disclosure on the record, and that he is recused and will not participate as a commissioner for this agenda item. He will remain out of the chair role for the entire item: staff report, public hearing, applicant presentation, Commission questions, deliberation, and motion to recommend; he will not return to the chair role until the next unrelated item.

Alternate Von Menlove will be seated in voting capacity for the duration of this item.

Chair Knapp may present only as the applicant (if he chooses to present), and he will leave the room during the Commission's deliberation and the vote/recommendation.

Minutes will indicate that Chair Knapp recused, left the chair, and did not participate in discussion or the recommendation.

Alternate Von Menlove will be released from voting capacity concluding the vote.

Some of the following minutes may, in part or whole, be inaccurate as they were unrecorded due to a recording failure. These minutes have been recorded by hand to the best of the collective knowledge of the staff present at this meeting.

Town of Spring Lake

Planning Commission Meeting Agenda

Meeting to be Held

June 17, 2026 – 7:30 P.M.

3744 West 12240 South

Spring Lake, Utah 84651

NOTICE IS HEREBY GIVEN THAT THE PLANNING COMMISSION OF THE TOWN OF SPRING LAKE
WILL HOLD A COMMISSION MEETING ON WEDNESDAY, JUNE 17, 2026, AT 7:30 PM.

JOIN US DIGITALLY AT <https://zoom.us/j/95517483913?pwd=Pybwa95aHcnSZ8KWS06rj6PbbEj3aw.1>

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

Commissioners Present: Commissioners Knapp, Batty, Behling, Benson, Moore, Menlove, McDavitt.

Commissioners Absent: NA

Staff Present: Rebecca Batty, Recorder; Brenda Warner, Deputy Recorder; Carrie Knapp, Treasurer.

Public Present: Sign-in sheet uploaded as an attachment to the minutes.

PUBLIC COMMENT

THIS IS THE TIME SET ASIDE FOR THE PUBLIC TO BRING FORWARD ANY ITEM THAT THEY WISH TO DISCUSS. THESE
ITEMS DIFFER FROM THOSE ON THE AGENDA CONSIDERED FOR PUBLIC HEARINGS. PLEASE KEEP COMMENTS TO
THREE MINUTES MAXIMUM.

No public comments

****AGENDA ACTION ITEMS****

TOWN PLANNING COMMISSION MAY TAKE ACTION ON THE FOLLOWING AGENDA ITEMS

No agenda action items

WORK SESSION

2. DISCUSSION – REVIEW CHANGES TO THE REVISED VERSION OF THE GENERAL PLAN.

Commissioner Knapp: Reviewed changes, including a light industrial zone; an area to allow for limited use.

David Charles: Spoke with someone about use/zoning; confirmed that he would still do that.

Commissioner Knapp: Future annexation plan;

Commissioner Behling: Those who may be targeted for annexation may want different designations (i.e., west of I15 to only have 5 or more acres).

Name: Comment

Commissioner Behling: Made a motion to amend the annexation maps.....

Commissioner Moore: Seconded the motion.

Vote: Commissioner Knapp – No, Commissioner Batty – No, Commissioner Behling – Yes, Commissioner Benson – No, Commissioner Moore – Yes. Motion carried, and proposed amendment **denied**.

Commissioner Moore: Made a motion to amend the annexation maps.....starting at Spring Lake Road...ALLOWING FOR 1 ACRE LOTS in that area (**description of area not recorded**).

Commissioner Behling: Mentioned that the main development in Spring Lake “proper” is not large enough for potential development.

Commissioner Knapp: Concerned about the unfairness of giving the “ok” to some and not to others.

Commissioner Behling: Seconded the motion.

Vote: Commissioner Knapp – No, Commissioner Batty – No, Commissioner Behling – Yes, Commissioner Benson – No, Commissioner Moore – Yes. Motion carried, and proposed amendment **denied**.

Commissioner ALTERNATE McDavitt: Made a recommendation for a motion to amend the annexation maps.....

Commissioner Behling: Made a motion to

Commissioner Moore: Seconded the motion.

Vote: Commissioner Knapp – No, Commissioner Batty – No, Commissioner Behling – Yes, Commissioner Benson – No, Commissioner Moore – Yes. Motion carried, and proposed amendment **denied**.

3. DISCUSSION – REVIEW AND DISCUSS CODE ORGANIZATION, POTENTIAL CODE CONSIDERATIONS, AND OVERALL APPROACH.

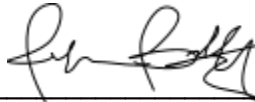
REPORTS

4. CHAIR
5. VICE CHAIR
6. COMMISSION MEMBERS
7. STAFF MEMBERS
8. OTHER

CLOSED MEETING (IF NECESSARY)

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

ADJOURNMENT



Rebecca Batty, Town Recorder

In compliance with the Americans with Disabilities Act, persons needing special accommodations, including auxiliary communicative aids and services, for this meeting should notify the Town at 206-596-1488 or by email at recorder@springlakeutah.gov at least 48 hours in advance of the meeting.

CERTIFICATE OF POSTING

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

Land Use and Development Administrative Documents

Please see the August 15, 2026, email and related documents from Commission Chair Jason Knapp.

“The documents are organized into five folders. Together, they are intended to provide a practical system for administering the Town's adopted ordinances without creating a traditional planning or development department. The system separates routine administration, professional review, decision-making, and building-code functions so that each matter is handled by the appropriate person or body.

1 – Governing Publications

Land Use & Development / Building Administration Manual

The Manual is the governing administrative guide for how the Town will implement its adopted land-use, development, and building requirements. It explains the overall process, roles and responsibilities, records, application workflow, decision procedures, and use of the associated forms.

2 – Administrative Foundation

A, B, and C Series

These documents provide the basic administrative infrastructure for the system.

- **A Series – General Application Administration:** cover sheets, general instructions, applicant submission checklist, and owner authorization.
- **B Series – Completeness & Routing:** administrative completeness review and the routing of applications through the Town's review process.
- **C Series – Registers:** simple master registers for land-use/development applications and building permits.

These are intended to make the system manageable for Spring Lake's part-time and volunteer administrative personnel without creating unnecessary paperwork.

3 – Legislative Decisions

R and SUB Series

These documents address matters in which the Town's legislative or ordinance-assigned authorities are involved.

- **R Series – Rezoning:** the Planning Commission reviews and makes a recommendation; the Town Council makes the final legislative decision.

- **SUB Series – Subdivision:** the Code establishes different authorities at different stages. The Planning Commission reviews and acts on preliminary major and Residential Cluster subdivision applications, while Development Staff conducts the final subdivision review and action required by the Code.

4 – Quasi-Judicial Decisions

CUP and VAR Series

These documents address decisions requiring a formal record of findings, evidence, and decision-making.

- **CUP Series – Conditional Use Permits:** the Planning Commission acts as the Town's **Designated Land Use Authority** for Conditional Use Permits. Development Staff provides professional planning review and support but does not make the CUP decision.
- **VAR Series – Variances and Appeals:** the **Professional Hearing Officer** serves as the Town's **Appeal Authority** and performs the functions assigned to the Board of Adjustment. Spring Lake is not creating a separate Board of Adjustment with additional members.

5 – Administrative / Ministerial

BP and ADU Series

These documents address routine administrative and ministerial processes.

- **BP Series – Building Permits:** the planning side of the process addresses land-use/zoning compliance; the **Building Official** handles construction-code review, inspections, and related technical functions; and the **Town Recorder or Deputy Recorder**, acting as the **Designated Town Official**, handles permit issuance after the required approvals are complete.
- **ADU Series – Accessory Dwelling Units:** ADUs are administrative land-use applications. **Development Staff serves as the Designated Land Use Authority for ADU applications**, while building-code matters remain with the Building Official and permit administration remains with the Designated Town Official.

The organizational structure at a glance

The system can be summarized simply:

Town administrative personnel / Recorder & Deputy Recorder

→ intake, completeness, coordination, records, and other routine administration

Part-time planning professional / Development Staff

→ professional planning review and DLU for administrative land-use applications

Planning Commission

→ planning responsibilities assigned by the Code, including preliminary subdivision decisions and serving as DLU for CUPs

Town Council

→ legislative land-use decisions

Part-time Building Professional / Building Official

→ construction-code review, inspections, and related building functions

Professional Hearing Officer / Appeal Authority

→ variances and appeals, including the functions assigned to the Board of Adjustment

The intent throughout is to keep the system **proportional to Spring Lake's size and structure**: use volunteers for the decisions assigned to them, keep routine administration simple, and use professional expertise where professional expertise is actually needed.”