

Town Council Agenda Packet - September 23, 2026

RESOLUTION NO. 26-19

A RESOLUTION OF THE SPRING LAKE TOWN COUNCIL ADOPTING A CONFLICT OF INTEREST DISCLOSURE AND RECUSAL PROCEDURE FOR THE TOWN COUNCIL AND PLANNING COMMISSION

WHEREAS, the Spring Lake Town Council is the legislative and governing body of the Town and is authorized by Utah law to exercise administrative powers by resolution; and

WHEREAS, Utah Code Title 10, Chapter 3, Part 13, the Municipal Officers' and Employees' Ethics Act, establishes requirements concerning conflicts of interest and disclosure by municipal officers and employees; and

WHEREAS, Utah Code § 10-3-1307 requires certain municipal officers and employees having specified interests in a business entity doing or anticipating doing business with the municipality to publicly disclose the nature of the interest immediately before discussion of the applicable matter and requires the disclosure to be entered in the meeting minutes; and

WHEREAS, Utah Code § 10-20-301 requires each municipality to establish a Planning Commission by ordinance and requires that ordinance to include, among other matters, requirements governing when a Planning Commission member shall recuse from deliberating or voting on certain land-use applications and provisions addressing actual impermissible bias and an unacceptable risk of impermissible bias in administrative or quasi-judicial duties; and

WHEREAS, the Town Council finds that consistent procedures governing conflict-of-interest disclosure, recusal, substitution of Planning Commission alternate members, transfer of presiding authority, and documentation in meeting minutes will promote transparency, impartial decision-making, orderly administration, and public confidence in Town proceedings; and

WHEREAS, the Town Council intends that the procedure adopted by this Resolution supplement, and not replace or modify, disclosure, recusal, ethics, due-process, or other requirements imposed by applicable Utah law or Town ordinance;

NOW, THEREFORE, BE IT RESOLVED by the Spring Lake Town Council as follows:

SECTION 1. – Adoption.

The Spring Lake Town Council hereby adopts the “**Town Council & Planning Commission Conflict of Interest Disclosure and Recusal Procedure - v1.0,**” attached to this Resolution as **Exhibit A** and incorporated herein by this reference.

SECTION 2. – Application to Town Council.

The procedure contained in Exhibit A shall govern conflict-of-interest disclosure and recusal procedures applicable to members of the Spring Lake Town Council to the extent consistent with Utah law and duly enacted Town ordinances.

Nothing in this Resolution shall be interpreted to require an elected officer to recuse solely because the officer has made a disclosure required under Utah Code Title 10, Chapter 3, Part 13, unless recusal is independently required by law, Town ordinance, or another applicable legal standard.

SECTION 3. – Application to Planning Commission.

The procedure contained in Exhibit A shall govern the administrative implementation of conflict-of-interest disclosure, recusal, and the seating of authorized alternate members of the Spring Lake Planning Commission.

For land-use matters, the determination of whether a Planning Commission member is required to recuse shall be governed by applicable Utah law and the Spring Lake Town ordinance establishing and regulating the Planning Commission, including provisions adopted pursuant to Utah Code § 10-20-301.

Nothing in this Resolution shall be interpreted to expand the authority of a Planning Commission alternate beyond the authority provided by Utah law and Town ordinance.

SECTION 4. – Disclosure Distinguished From Recusal.

The Town Council expressly recognizes that:

1. A statutory or other required disclosure of an interest and a legal requirement to recuse are separate matters;
2. A member shall make all disclosures required by applicable law regardless of whether recusal is required;
3. A disclosure does not, standing alone, disqualify a member from participation unless applicable law or Town ordinance requires recusal or disqualification; and
4. When recusal is required, or a member voluntarily recuses, the procedure contained in Exhibit A shall govern the member's participation in the affected agenda item.

SECTION 5. – Administration.

The Town Recorder is authorized to administer the procedural requirements established by Exhibit A, including:

1. Receiving advance notice of potential conflicts or recusals;
2. Maintaining conflict-of-interest statements and disclosures required to be filed with the Town;
3. Ensuring that disclosures required by law to appear in meeting minutes are appropriately recorded;

4. Coordinating, when appropriate, with the Mayor, Mayor Pro Tempore, Planning Commission Chair, Planning Commission Vice Chair, Planning Commission alternates, Town staff, and Town attorney concerning the implementation of a recusal;
5. Maintaining the adopted procedure among the Town's administrative policies and official records; and
6. Ensuring that any disclosure required by Utah law to be posted on the Town website is posted and maintained as required by law.

The Recorder's administrative responsibilities under this section do not authorize the Recorder to make a binding legal determination regarding whether a conflict exists or whether a member is required to recuse.

SECTION 6. – Legal Interpretation.

If a question arises concerning whether a member is required to disclose an interest, whether recusal is legally required, whether a recused member may participate in a separate non-official capacity, or whether an alternate may be seated, the matter should be referred to the Town attorney when reasonably practicable.

If any provision of Exhibit A conflicts with a mandatory provision of Utah law or a duly enacted Town ordinance, the controlling law or ordinance shall govern.

SECTION 7. – Severability.

If any section, subsection, sentence, clause, or phrase of this Resolution or Exhibit A is determined by a court of competent jurisdiction to be invalid or unenforceable, the remaining portions shall remain in full force and effect to the extent they may lawfully do so.

SECTION 8. – Effective Date.

This Resolution shall take effect immediately upon its adoption.

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

Signed: _____
Wade Menlove, Mayor

Attest: _____
Rebecca Batty, Town Recorder / Brenda Warner, Deputy Town Recorder

TOWN COUNCIL VOTE AS RECORDED

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

EXHIBIT A

TOWN COUNCIL & PLANNING COMMISSION

CONFLICT OF INTEREST DISCLOSURE AND RECUSAL PROCEDURE

Purpose and Applicability

This procedure establishes a uniform process for the disclosure of conflicts of interest and, when required, the recusal of members of the Town Council and Planning Commission.

This procedure is intended to supplement, and not replace, applicable requirements of Utah law, including the Municipal Officers' and Employees' Ethics Act, Utah Code Title 10, Chapter 3, Part 13, and, with respect to the Planning Commission, Utah Code § 10-20-301 and the Town's Planning Commission ordinance.

For purposes of this procedure, a **disclosure** of a conflict, potential conflict, financial interest, personal interest, or other interest does not automatically require **recusal**. A member shall recuse when recusal is required by applicable Utah law or Town ordinance. A member may also voluntarily recuse when the member reasonably determines that participation could impair the member's ability to act impartially or could reasonably call the fairness or integrity of the proceeding into question.

For Planning Commission matters, required recusal shall be determined in accordance with the Town's Planning Commission ordinance, including provisions adopted pursuant to Utah Code § 10-20-301 governing recusal from deliberation or voting on certain land-use applications and actual impermissible bias or an unacceptable risk of impermissible bias in administrative or quasi-judicial duties.

Advance Notice of Potential Conflict or Recusal

A member who becomes aware of a conflict of interest, potential conflict of interest, or circumstance that may require recusal is encouraged to notify the Mayor or Planning Commission Chair and the Town Recorder **in writing as soon as reasonably practicable**. Written notice may be provided by email, text message, letter, or other written communication accepted by the Town.

Advance notification under this procedure is administrative in nature. It does **not** replace any public disclosure, sworn statement, annual conflict-of-interest disclosure, or other filing required by Utah law.

When a member knows in advance that the member will be required to recuse from a matter, the member shall not use the member's official position to influence the scheduling, prioritization, procedural format, or timing of the matter, except as reasonably necessary to provide administrative information concerning the member's recusal, attendance, or the need to arrange for an alternate or substitute presiding officer.

The Town Recorder may communicate with the member, presiding officer, Town staff, Town attorney, and, when applicable, Planning Commission alternates as reasonably necessary to prepare for the meeting. The Recorder's administrative coordination does not constitute a determination that a legal conflict exists or that recusal is required.

Disclosure at the Meeting

Before substantive consideration of an agenda item, including any staff presentation, public hearing, deliberation, motion, recommendation, or vote, the Mayor or Planning Commission Chair should ask:

“Does any member have a conflict of interest, potential conflict of interest, or other interest requiring disclosure or recusal with respect to this agenda item?”

A member having an interest that is required to be publicly disclosed shall make the disclosure on the record at the time required by applicable law.

When Utah Code § 10-3-1307 applies, the disclosure shall be made **immediately before any discussion by the body concerning the matter relating to the affected business entity**, and the disclosure shall be entered in the meeting minutes.

The Town Recorder shall ensure that any disclosure required by law to be reflected in the minutes is recorded and shall process any separate sworn statement, written disclosure, website posting, or other filing required by Utah law.

After a disclosure is made, the member shall state whether the member is recusing from the matter. If uncertainty exists regarding whether recusal is legally required, the presiding officer may request guidance from the Town attorney or follow the applicable Town ordinance or previously adopted legal standard.

A member's disclosure, standing alone, shall not cause the member to lose voting status or cause a Planning Commission alternate to be seated unless the member is required to recuse, voluntarily recuses, or is otherwise legally disqualified from participating.

1. Recusal of a Regular Voting Member

When a regular voting member is required to recuse or voluntarily recuses, the following procedure shall apply.

A. Advance Recusal

If the member provides advance notice of the recusal, the Town Recorder shall:

1. Confirm receipt of the member's notice;
2. Notify the Mayor or Planning Commission Chair;
3. For a Planning Commission matter, notify the appropriate voting alternate or alternates, if necessary and authorized by Town ordinance; and
4. Confirm the availability of any necessary alternates before the meeting when reasonably practicable.

B. Disclosure and Recusal on the Record

Before substantive consideration of the affected agenda item, the Mayor or Planning Commission Chair shall introduce the agenda item and ask whether any member has a conflict, potential conflict, or other interest requiring disclosure or recusal.

The affected member shall:

1. Make any disclosure required by applicable law on the record;
2. State that the member is recusing from the agenda item; and
3. Refrain from further participation in the matter in the member's official capacity.

C. Conduct of the Recused Member

After announcing the recusal, the member shall:

1. **Leave the dais or voting table** and be seated with the public, or leave the meeting room, for the duration of the affected agenda item;
2. **Not participate as a member of the voting body** in any public hearing, deliberation, motion, recommendation, or vote concerning the matter;
3. **Not communicate privately with participating members concerning the substance of the pending matter during** the body's consideration of the item;
4. **Not make, second, or participate in a motion**, including a motion to recommend action to another public body;
5. **Not participate in the recorded vote** on the matter; and
6. **Not return to the dais, voting table, or official role** until consideration of the affected agenda item has concluded.

D. Participation in a Separate Non-Official Capacity

A recused member who is also the applicant, petitioner, property owner, representative, or other person having a direct non-official role in the matter may participate **solely in that separate capacity**.

Such participation shall be governed by the same procedural rules applicable to similarly situated applicants, petitioners, property owners, representatives, or members of the public.

The recused member shall not receive additional speaking time, opportunities to respond, access to deliberations, or other procedural advantages because of the member's public office.

If applicants or petitioners are permitted to answer questions from the voting body following a public hearing, the recused member may answer such questions solely in the member's capacity as applicant, petitioner, property owner, or representative. The questioning shall not convert the recused member back into a participant in the body's deliberations.

E. Continuation of Proceedings

After the member has recused and, for the Planning Commission, any authorized alternate has been seated, the Mayor or Planning Commission Chair shall proceed with the agenda item in the ordinary manner.

If absence, disqualification, or recusal causes the body to lack the quorum required by applicable Utah law or Town ordinance, the body shall not deliberate on or take official action on the matter and shall table or continue the matter as appropriate.

After final disposition of the agenda item, the recused member may return to the dais or voting table and resume the member's official role for the next unrelated agenda item.

2. Recusal of the Mayor or Planning Commission Chair

When the Mayor or Planning Commission Chair is required to recuse, or voluntarily recuses, the following additional procedure shall apply.

A. Advance Recusal

If the Mayor or Planning Commission Chair provides advance notice of the recusal, the Town Recorder shall:

1. Confirm receipt of the notice;
2. Notify the Mayor Pro Tempore or Planning Commission Vice Chair that the individual will be expected to preside over the affected agenda item;
3. Confirm the availability of the Mayor Pro Tempore or Vice Chair before the meeting when reasonably practicable; and

4. For a Planning Commission matter, arrange for an authorized voting alternate if the recusal also creates a vacancy in the voting membership for that agenda item, and an alternate may lawfully be seated.

B. Transfer of the Presiding Role

At the beginning of the affected agenda item, and **before substantive consideration of the matter**, the Mayor or Planning Commission Chair shall:

1. Identify the agenda item;
2. Make any disclosure required by applicable law;
3. State the recusal on the record; and
4. Announce that the Mayor Pro Tempore or Planning Commission Vice Chair will preside over the agenda item.

The Mayor Pro Tempore or Vice Chair shall then assume the presiding role for the **entire substantive consideration of the agenda item**, including:

1. Any staff report or presentation;
2. Any public hearing;
3. Questions permitted under the body's rules of procedure;
4. Deliberation by the voting body;
5. Motions and amendments;
6. Any recommendation to another public body; and
7. Any recorded vote.

C. Conduct of the Recused Mayor or Chair

After transferring the presiding role, the recused Mayor or Planning Commission Chair shall:

1. Leave the dais or voting table and be seated with the public, or leave the meeting room;
2. Not preside over or direct any portion of substantive consideration of the item;
3. Not participate in deliberation, motions, recommendations, or voting in an official capacity;
4. Not use the presiding office to control recognition of speakers, sequence of testimony, length of discussion, timing of motions, or other procedural matters relating to the item; and
5. Not return to the presiding role until the final disposition of the affected agenda item.

A recused Mayor or Chair who has a separate role as an applicant, petitioner, property owner, representative, or other directly affected person may participate only under the provisions governing non-official participation in Section 1(D) of this procedure.

D. Quorum

If absence, disqualification, or recusal causes the Town Council or Planning Commission to lack the quorum required by applicable Utah law or Town ordinance, the body shall not deliberate on or take official action on the matter and shall table or continue the matter as appropriate.

E. Resumption of Duties

After the affected agenda item has been concluded, the Mayor or Planning Commission Chair may return to the dais and resume the presiding role for the next unrelated agenda item.

3. Use of Voting Alternates During a Planning Commission Meeting

Planning Commission alternates shall be appointed, seated, and authorized to vote only as permitted by Utah law and the Town's Planning Commission ordinance.

A conflict disclosure by a regular Planning Commission member does **not**, by itself, authorize seating an alternate. An alternate shall be seated only when a regular voting member is absent, has recused, is legally disqualified from participating, or when another circumstance expressly authorized by Town ordinance exists.

A. Seating an Alternate

After all disclosures concerning the agenda item have been made and any required recusals or disqualifications have been determined, the Planning Commission Chair or Vice Chair shall identify the alternate to be seated.

If the Town's ordinance establishes a priority among alternates, that priority shall control.

If Voting Alternate 1 is unavailable, is required to recuse, voluntarily recuses, or is otherwise disqualified from the matter, Voting Alternate 2 may be seated in accordance with the Town's ordinance.

If two regular voting members are unavailable, recused, or disqualified, both authorized alternates may be seated if permitted by the Town's ordinance.

B. Status of a Seated Alternate

Once properly seated for an agenda item, a voting alternate shall have the voting authority provided by Town ordinance for the duration of that agenda item and shall participate in the matter in the same manner as a regular participating member, subject to the same conflict-of-interest, disclosure, recusal, procedural, and voting requirements.

An alternate who has been seated should remain seated for the **entire consideration of that agenda item**, including any public hearing, deliberation, motions, recommendation, and final vote, so that the composition of the decision-making body does not change during consideration of the matter.

C. Quorum

If, after authorized alternates have been seated, absence, disqualification, or recusal leaves the Planning Commission without the quorum required by Town ordinance or applicable Utah law, the Commission shall not deliberate on or take official action on the matter and shall table or continue the item as appropriate.

D. Completion of the Item

After final disposition of the agenda item:

1. Any alternate seated solely for that agenda item shall be released from voting status;
2. Any recused regular member may return to the voting table; and
3. The Planning Commission Chair shall resume or continue the meeting, unless the Chair was recused and the affected matter has not yet fully concluded.

CONFLICT OR RECUSAL DISCOVERED DURING CONSIDERATION OF AN ITEM

If a member first becomes aware during a public hearing, presentation, deliberation, motion, or vote of a conflict, potential conflict, interest requiring disclosure, circumstance requiring recusal, or circumstance that may create actual impermissible bias or an unacceptable risk of impermissible bias, the member shall disclose the matter **immediately and before participating further**.

The presiding officer shall suspend substantive consideration of the agenda item long enough to permit the disclosure to be made and the appropriate procedure to be determined and implemented.

If the member is required to recuse or voluntarily recuses, the member shall follow the applicable provisions of this procedure for the remainder of the agenda item.

If the recused member is the Mayor or Planning Commission Chair, the Mayor Pro Tempore or Vice Chair shall assume the presiding role as soon as reasonably practicable and shall preside over the remainder of the agenda item.

If a Planning Commission member recuses after consideration of the item has begun, an alternate may be seated only as authorized by applicable law and Town ordinance. The presiding officer should consider whether any portion of the hearing, evidence, presentation, or

deliberation must be repeated so that the newly seated decision maker has an adequate and lawful basis for participation in the decision.

If the issue is discovered while a vote is being taken but before the vote has been completed and announced, the presiding officer should suspend the vote so the disclosure or recusal issue can be addressed before proceeding.

Nothing in this section authorizes a member who should have recused earlier to continue participating merely because consideration of the agenda item has already begun.

PLANNING COMMISSION — IMPERMISSIBLE BIAS AND LAND-USE RECUSAL

Consistent with Utah Code § 10-20-301, the Town's Planning Commission ordinance shall establish requirements governing when a Planning Commission member must recuse from deliberating or voting on certain land-use applications.

The ordinance shall also address conduct involving an intent to influence a land-use decision or appeal of a pending land-use application in a manner that creates **actual impermissible bias or an unacceptable risk of impermissible bias** in the Commission member's administrative or quasi-judicial duties, as required by Utah law.

For administrative or quasi-judicial land-use matters, each participating commissioner shall approach the matter impartially and base the decision upon the applicable law, adopted standards, and properly received record or evidence.

Where the applicable Planning Commission ordinance requires recusal because of impermissible bias, an unacceptable risk of impermissible bias, a prohibited interest, or another specified circumstance, the commissioner shall not deliberate or vote on the affected application.

Nothing in this procedure shall be interpreted to make lawful conduct a basis for removal or recusal when Utah law expressly provides otherwise.

RECORDING DISCLOSURES AND RECUSALS IN MEETING MINUTES

The Town Recorder or Planning Commission secretary, as applicable, shall prepare minutes that accurately reflect conflict disclosures, recusals, substitutions, and votes.

When applicable, the minutes shall:

1. Identify the member making a conflict-of-interest disclosure;

2. Summarize the nature of any public disclosure required by Utah law;
3. State that the disclosure was made before substantive consideration of the affected matter when applicable;
4. State whether the member recused from the matter;
5. State that a recused member did not participate as a member of the voting body in deliberation, motions, recommendations, or voting;
6. Note whether the recused member left the dais or voting table and, if relevant to the proceeding, whether the member left the meeting room;
7. If the member participated separately as an applicant, petitioner, property owner, representative, or member of the public, identify that participation as being in the member's **non-official capacity**;
8. For the Planning Commission, identify any voting alternates seated for the agenda item;
9. Record the alternate's motions and vote in the same manner as those of other participating voting members; and
10. Identify when the recused member returned to the member's official role, if necessary, for clarity regarding subsequent agenda items.

The minutes need not contain unnecessary details concerning where in the audience a recused member sat, provided the record clearly establishes that the member ceased participating in an official decision-making capacity.

STATUTORY DISCLOSURES AND OTHER LEGAL REQUIREMENTS

This procedure does not replace or modify any independent disclosure or filing requirement imposed by Utah law.

Members remain individually responsible for complying with applicable requirements of Utah Code Title 10, Chapter 3, Part 13, including, when applicable:

- disclosure of qualifying interests in business entities regulated by the municipality;
- public disclosure immediately before discussion of qualifying matters involving a business entity doing or anticipating doing business with the municipality;
- filing of any required sworn conflict-of-interest statement;
- annual conflict-of-interest disclosure requirements applicable to elected municipal officers; and
- disclosure of personal interests or investments that create a conflict between the member's personal interests and public duties.

When Utah law requires a disclosure to be made publicly at a meeting, advance written notification to the Mayor, Chair, Recorder, staff, or Town attorney does not substitute for the required public disclosure.

INTERPRETATION

This procedure shall be interpreted consistently with applicable Utah law and the Town's ordinances.

If this procedure conflicts with a mandatory provision of Utah law or a duly enacted Town ordinance, the controlling law or ordinance shall govern.

Questions concerning whether a particular interest requires disclosure, whether a member must recuse, the participation of a recused member in a separate non-official capacity, or the seating of an alternate should be referred to the Town attorney when reasonably practicable.

This procedure is intended to promote transparent disclosure, impartial decision-making, a clear public record, and consistent administration of Town Council and Planning Commission proceedings.

ORDINANCE NO. 26-11

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SPRING LAKE, UTAH, APPROVING THE REZONING OF PARCEL NO. 30:084:0019 FROM RESIDENTIAL CLUSTER TO COMMERCIAL; AMENDING AND ADOPTING THE REVISED OFFICIAL ZONING MAP

WHEREAS, the Town of Spring Lake, Utah (the “Town”), is a municipal corporation duly organized and existing under the laws of the State of Utah; and

WHEREAS, pursuant to Utah Code §§ 10-20-501 through 10-20-503, the Town Council, as the legislative body of the Town, is authorized to enact and amend land use regulations, including amendments to zoning districts and the Official Zoning Map, by ordinance; and

WHEREAS, a request was submitted to amend the zoning designation of **Parcel No. 30:084:0019** from **Residential Cluster** to **Commercial**; and

WHEREAS, the proposed rezoning constitutes an amendment to the Town's Official Zoning Map and is therefore subject to review and recommendation by the Spring Lake Planning Commission and final legislative action by the Spring Lake Town Council; and

WHEREAS, notice of a public hearing before the Spring Lake Planning Commission regarding the proposed rezoning of Parcel No. 30:084:0019 from Residential Cluster to Commercial was provided in accordance with applicable Utah law and Town requirements; and

WHEREAS, on **September 2, 2026**, the Spring Lake Planning Commission held a duly noticed public hearing to receive and consider public comment regarding the proposed rezoning; and

WHEREAS, following consideration of the rezoning request, the public hearing, applicable land use regulations, and other information presented to the Commission, on **September 2, 2026**, the Spring Lake Planning Commission voted to recommend approval of the requested rezoning to the Spring Lake Town Council; and

WHEREAS, the Planning Commission thereafter forwarded its recommendation to the Town Council for consideration and final legislative action; and

WHEREAS, the Town Council has considered the Planning Commission's recommendation, the record relating to the proposed zoning map amendment, and the purposes and policies applicable to land use within the Town; and

WHEREAS, the Town Council finds that amending the zoning designation of Parcel No. 30:084:0019 from Residential Cluster to Commercial and revising the Official Zoning Map accordingly is appropriate

and in the public interest;

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

SECTION 1. – Rezoning Of Parcel No. 30:084:0019.

The zoning designation of the real property identified as **Utah County Parcel No. 30:084:0019**, acreage of 2.49 acres, and located at 12388 S. Spring Lake Road, Spring Lake, Utah, is hereby amended from:

Residential Cluster (RC)

to:

Commercial (C).

The rezoning approved by this Ordinance shall apply to the entirety of Parcel No. 30:084:0019 as reflected in the records of the Utah County Recorder and Utah County Assessor.

SECTION 2. – Amendment And Adoption Of Revised Official Zoning Map.

The Official Zoning Map of the Town of Spring Lake is hereby amended to reflect the change in zoning designation approved in Section 1 of this Ordinance.

The revised Official Zoning Map reflecting the designation of Parcel No. 30:084:0019 as Commercial is hereby approved and adopted as part of the Town's official land use regulations.

A copy of the revised Official Zoning Map, or the applicable portion thereof depicting the amendment approved by this Ordinance, is attached hereto as **Exhibit A** and incorporated herein by this reference.

SECTION 3. – Administration And Implementation.

The Town Recorder and other authorized Town officials, staff, or consultants are hereby authorized and directed to take all administrative actions reasonably necessary to implement this Ordinance, including:

1. Updating the Official Zoning Map of the Town of Spring Lake to designate Parcel No. 30:084:0019 as Commercial;
2. Maintaining this Ordinance and the amended Official Zoning Map as part of the official records of the Town;
3. Publishing or otherwise making available the amended Official Zoning Map as required by Utah law; and
4. Making any non-substantive clerical, formatting, indexing, or mapping corrections necessary to accurately reflect the zoning amendment adopted by this Ordinance, provided that no such correction alters the zoning designation or substantive effect of this Ordinance.

The amendment authorized by this Ordinance changes only the zoning designation of the property described herein. Development or use of the property remains subject to all applicable provisions of the Spring Lake Municipal Code, conditions of approval, development standards, permitting requirements, and other applicable federal, state, and local laws.

SECTION 4. – Severability.

If any section, subsection, sentence, clause, phrase, or provision of this Ordinance is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such determination shall not affect the validity of the remaining portions of this Ordinance. The Town Council hereby declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase, and provision thereof, irrespective of the fact that any one or more portions may be declared invalid or unconstitutional.

SECTION 5. – Effective Date.

This Ordinance shall take effect upon adoption and completion of all publication, posting, deposit, and other requirements necessary for an ordinance to become effective under applicable Utah law.

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

Signed: _____
Wade Menlove, Mayor

Attest: _____
Rebecca Batty, Town Recorder / Brenda Warner, Deputy Town Recorder

TOWN COUNCIL VOTE AS RECORDED

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

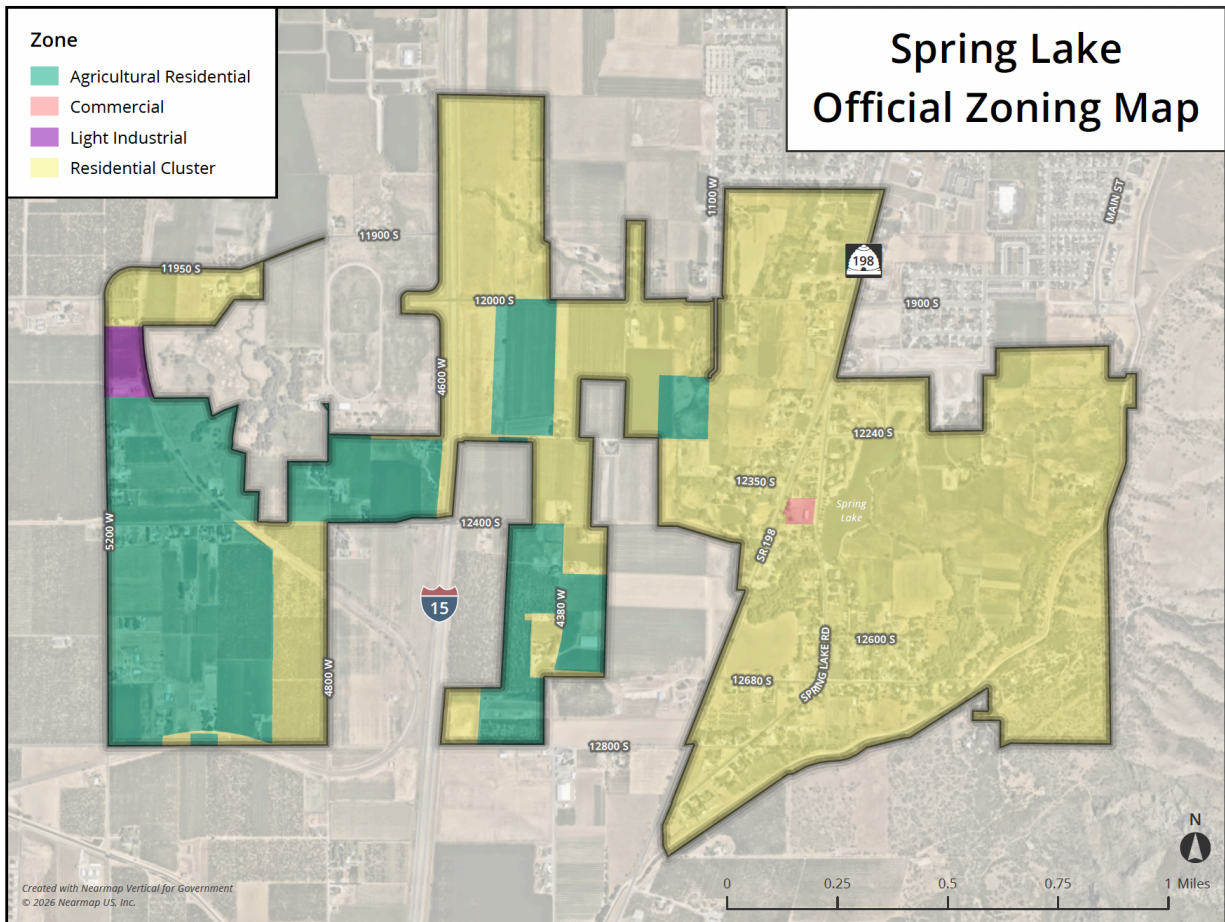
EXHIBIT A

REVISED OFFICIAL ZONING MAP

Parcel No. 30:084:0019

Previous Zoning Designation: Residential Cluster

New Zoning Designation: Commercial



The revised Official Zoning Map - v.3, including the portion of the Official Zoning Map depicting Parcel No. 30:084:0019 and its new Commercial zoning designation.

RESOLUTION NO. 26-20

A RESOLUTION OF THE SPRING LAKE TOWN COUNCIL ADOPTING THE LAND USE AND DEVELOPMENT ADMINISTRATIVE DOCUMENTS

WHEREAS, the Town Council is the legislative body of the Town and has adopted ordinances and other lawful measures governing land use, development, subdivision, zoning, and building administration within the Town; and

WHEREAS, on August 13, 2026, the Town Council adopted Ordinance No. 26-10, Adopting Building Permit and Rezoning Application Documents, establishing application documents for certain building permit and rezoning processes; and

WHEREAS, on August 13, 2026, the Town Council also adopted Resolution No. 26-18, Authorization to Administer Land Use and Development Roles & Responsibilities, addressing the administrative structure and assignment of responsibilities necessary to administer the Town's land use and development processes; and

WHEREAS, the Town has determined that additional administrative manuals, forms, checklists, review documents, decision documents, registers, and related materials are necessary to provide a clear, consistent, and practical system for administering the Town's adopted land use, development, subdivision, zoning, and building requirements; and

WHEREAS, the administrative system has been designed to recognize the size, staffing, and governmental structure of the Town by separating routine administration, professional review, land use decision-making, legislative action, building-code functions, and appellate functions among the appropriate Town officials, professionals, boards, commissions, and authorities; and

WHEREAS, the administrative documents are organized generally into the following categories:

1. **Governing Publications**, including the Land Use & Development / Building Administration Manual;
2. **Administrative Foundation Documents**, including the A Series relating to general application administration, the B Series relating to completeness review and routing, and the C Series relating to application and permit registers;
3. **Legislative Decision Documents**, including the R Series relating to rezoning and the SUB Series relating to subdivision review and action;
4. **Quasi-Judicial Decision Documents**, including the CUP Series relating to Conditional Use Permits and the VAR Series relating to variances and appeals; and
5. **Administrative and Ministerial Documents**, including the BP Series relating to building permits and the ADU Series relating to Accessory Dwelling Unit applications; and

WHEREAS, the documents are intended to provide administrative procedures and standardized records

for implementing existing Town ordinances and duly established assignments of authority, while maintaining the distinctions between administrative functions, professional review, legislative decisions, quasi-judicial decisions, building-code functions, and appellate functions; and

WHEREAS, Utah Code § 10-20-302 contemplates municipal application processes and appropriate delegation of authority to designated land use authorities and appeal authorities, subject to applicable state law and local ordinance; and

WHEREAS, on September 2, 2026, the Spring Lake Planning Commission reviewed the proposed Land Use and Development Administrative Documents and approved a motion recommending their adoption by the Town Council; and

WHEREAS, the Town Council has reviewed the Planning Commission's recommendation and finds that adoption of the administrative documents will promote consistent administration, clear recordkeeping, procedural transparency, and efficient processing of land use, development, subdivision, and building matters within the Town; and

WHEREAS, the Town Council intends by this Resolution to adopt administrative and procedural materials for implementation of existing law and does not intend through this Resolution to enact or amend any substantive land use regulation that Utah law requires to be adopted by ordinance.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the town of Spring Lake, Utah, as follows:

SECTION 1. – Adoption Of Land Use And Development Administrative Documents.

The Town Council hereby approves and adopts the **Land Use and Development Administrative Documents**, consisting of the administrative manuals, forms, checklists, registers, review documents, decision documents, and related materials presented to and reviewed by the Town Council, including the following document groups:

1. Governing Publications

- a. Land Use & Development / Building Administration Manual.

2. Administrative Foundation

- a. A Series — General Application Administration;
- b. B Series — Completeness & Routing; and
- c. C Series — Registers.

3. Legislative Decisions

- a. R Series — Rezoning; and
- b. SUB Series — Subdivision.

4. Quasi-Judicial Decisions

- a. CUP Series — Conditional Use Permits; and
- b. VAR Series — Variances and Appeals.

5. Administrative / Ministerial Processes

- a. BP Series — Building Permits; and
- b. ADU Series — Accessory Dwelling Units.

Collectively, these materials shall be referred to as the **“Land Use and Development Administrative Documents.”** Every individual A-, B-, C-, R-, SUB-, CUP-, VAR-, BP-, and ADU-series document, listed by file name and exact document title, is attached hereto as **Exhibit A, “Schedule of Adopted Administrative Documents.”**

A complete copy of the Land Use and Development Administrative Documents approved by this Resolution shall be maintained by the Town Recorder as part of the official administrative records of the Town.

SECTION 2. – Purpose And Use.

The Land Use and Development Administrative Documents are adopted to provide a practical and consistent administrative system for implementing the Town's duly adopted ordinances and other applicable laws governing land use, development, subdivision, zoning, and building matters.

The documents may be used for:

1. application intake and submission requirements;
2. administrative completeness review;
3. routing and coordination of applications;
4. professional planning review;
5. preparation and documentation of findings and decisions;
6. recordkeeping and maintenance of application and permit registers;
7. coordination of Planning Commission and Town Council review;
8. administration of building permit processes;
9. administration of variances and appeals; and
10. other procedural and ministerial functions necessary to carry out the Town's adopted laws and duly established assignments of authority.

SECTION 3. – Administrative Structure.

The Land Use and Development Administrative Documents shall be administered consistently with the Spring Lake Municipal Code, applicable ordinances and resolutions of the Town, and Utah law.

The administrative structure reflected in the documents is summarized as follows:

1. Town Administrative Personnel / Town Recorder and Deputy Recorder.

Responsible for application intake, completeness administration, coordination, records management, permit administration, and other routine or ministerial functions assigned by Town ordinance, resolution, or administrative procedure.

2. Development Staff / Planning Professional.

Responsible for professional planning review, technical assistance, and those administrative land-use

decisions for which Development Staff has been lawfully designated as the applicable Land Use Authority.

3. Planning Commission.

Responsible for those planning and land-use functions assigned to the Planning Commission by state law and Town ordinance, including recommendations on legislative land-use matters and those administrative or quasi-judicial decisions for which the Planning Commission has been designated as the Land Use Authority.

4. Town Council.

Responsible for legislative land-use decisions and other matters reserved to the Town Council by state law or Town ordinance.

5. Building Official.

Responsible for construction-code plan review, inspections, technical building-code determinations, and other functions assigned to the Building Official by applicable law and Town ordinance.

6. Professional Hearing Officer / Appeal Authority.

Responsible for variances, land-use appeals, and other functions assigned to the Town's Appeal Authority in accordance with applicable Town ordinance and Utah law.

Nothing in this Resolution shall independently confer authority upon any person or body beyond the authority established by applicable state law or duly adopted Town ordinance.

SECTION 4. – Relationship to Town Ordinances and Other Law.

The Land Use and Development Administrative Documents are administrative and procedural in nature and shall be interpreted and applied consistently with:

1. the Spring Lake Municipal Code;
2. Ordinance No. 26-10 and other applicable Town ordinances;
3. Resolution No. 26-18 and other lawful assignments of administrative responsibility;
4. applicable provisions of Utah law; and
5. any subsequently adopted ordinance or other controlling legal authority.

In the event of a conflict between an Administrative Document and an applicable ordinance, statute, or other controlling law, the ordinance, statute, or controlling law shall govern.

Nothing contained in the Administrative Documents shall be construed to:

1. create or amend a zoning district;
2. establish or amend a permitted, conditional, or prohibited land use;
3. create a substantive development standard not otherwise established by law;
4. change the person or body legally designated as a Land Use Authority or Appeal Authority;
5. modify substantive approval criteria established by ordinance;
6. alter an applicant's or adversely affected party's rights under applicable law; or

7. enact any other substantive land use regulation required by Utah law to be adopted by ordinance.

Any provision that would constitute a substantive land use regulation requiring adoption by ordinance shall have no independent regulatory effect unless and until properly adopted by ordinance.

SECTION 5. – Administration and Maintenance.

The Town Recorder, Deputy Recorder, Development Staff, Building Official, Planning Commission, Appeal Authority, and other authorized Town personnel shall use the Land Use and Development Administrative Documents in carrying out their respective duties, as applicable.

The Town Recorder shall maintain the official version of the adopted Administrative Documents and may maintain them in electronic form.

Non-substantive administrative revisions may be made as provided in Section 6 of this Resolution.

SECTION 6. – Administrative Revisions.

The Town Recorder, in consultation with the Mayor, Development Staff, Building Official, Town Attorney, or other appropriate Town professional, may make non-substantive revisions to the Administrative Documents when reasonably necessary for effective administration.

Permitted non-substantive revisions may include:

1. correcting typographical, grammatical, citation, numbering, or formatting errors;
2. updating statutory or ordinance citations when the underlying legal requirement has not substantively changed;
3. updating contact information, titles, department or position names, websites, addresses, or similar administrative information;
4. reorganizing or reformatting forms for clarity or ease of use;
5. adding explanatory instructions that accurately reflect existing legal requirements;
6. modifying internal routing, recordkeeping, or filing procedures that do not affect substantive rights or decision-making authority; and
7. making comparable clerical or ministerial changes that do not alter the substantive requirements applicable to an applicant or property owner.

A revision that would establish or modify a substantive application requirement, approval standard, land-use restriction, decision-making authority, appeal right, fee, or other matter requiring legislative action shall be presented to the Town Council for appropriate action before taking effect.

SECTION 7. – Periodic Review.

The Land Use and Development Administrative Documents shall be reviewed periodically to ensure continued consistency with:

1. amendments to Utah law;
2. amendments to the Spring Lake Municipal Code and other Town ordinances;
3. changes in assigned land-use, development, subdivision, or building responsibilities;
4. changes in professional or administrative staffing; and
5. practical experience gained through the administration of the Town's land-use and development

processes.

The Town Recorder, Development Staff, Planning Commission, Building Official, or other responsible Town officials may recommend amendments to the Administrative Documents when necessary.

Periodic review under this Section does not authorize an administrative officer, employee, consultant, commission, or other body to amend a substantive land use regulation or alter authority established by ordinance.

SECTION 8. – Prior Documents And Continuing Effect.

Nothing in this Resolution repeals or supersedes **Ordinance No. 26-10** or **Resolution No. 26-18** except to the extent an administrative document adopted herein expressly supplements a procedure established by those enactments in a manner consistent with their terms.

Application forms and administrative documents previously approved by the Town shall remain effective unless expressly replaced by an adopted document identified as its successor.

SECTION 9. – Severability.

If any section, subsection, paragraph, clause, or provision of this Resolution or any Administrative Document adopted herein is determined to be invalid or unenforceable, such determination shall not affect the validity of the remaining provisions, which shall remain in full force and effect to the extent permitted by law.

SECTION 10. – Effective Date.

This Resolution shall take effect immediately upon its adoption.

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

Signed: _____
Wade Menlove, Mayor

Attest: _____
Rebecca Batty, Town Recorder / Brenda Warner, Deputy Town Recorder

TOWN COUNCIL VOTE AS RECORDED

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

EXHIBIT A

SCHEDULE OF ADOPTED ADMINISTRATIVE DOCUMENTS

1. Governing Publications

- a. Land Use & Development / Building Administration Manual
 - i. Administration Manual - v1.0

2. Administrative Foundation

- a. A Series — General Application Administration
 - i. Form A-1 - v1.0: Application Cover Sheet
 - ii. Form A-2 - v1.0: General Application Instructions
 - iii. Form A-3 - v1.0: Application Submission Checklist
 - iv. Form A-4 - v1.0: Owner Authorization Form
- b. B Series — Completeness & Routing
 - i. Form B-1 - v1.0: Completeness Review Checklist
 - ii. Form B-2 - v1.0: Land Use & Development Application Routing Sheet
- c. C Series — Registers
 - i. Form C-1 - v1.0: Land Use & Development Application Register
 - ii. Form C-2 - v1.0: Building Permit Register

3. Legislative Decisions

- a. R Series — Rezoning
 - i. Form R-1 - v1.0: Rezoning Application
 - ii. Form R-2 - v1.0: Rezoning Information Guide
 - iii. Form R-3 - v1.0: Rezoning Application Requirements
 - iv. Form R-4 - v1.0: Rezoning Administrative Review Checklist
 - v. Form R-5 - v1.0: Planning Commission Deliberation Record
 - vi. Form R-6 - v1.0: Planning Commission Recommendation to Town Council
 - vii. Form R-7 - v1.0: Town Council Decision Record
 - viii. Form R-8 - v1.0: Notice of Decision
- b. SUB Series — Subdivision
 - i. Form SUB-1 - v1.0: Subdivision Information Guide
 - ii. Form SUB-2 - v1.0: Subdivision Application
 - iii. Form SUB-3 - v1.0: Subdivision Application Requirements
 - iv. Form SUB-4 - v1.0: Administrative Review Checklist
 - v. Form SUB-5 - v1.0: Planning Commission Review Record
 - vi. Form SUB-6 - v1.0: Planning Commission Findings and Preliminary Action
 - vii. Form SUB-7 - v1.0: Final Action Record

4. Quasi-Judicial Decisions

- a. CUP Series — Conditional Use Permits
 - i. Form CUP-1 - v1.0: Conditional Use Permit Information Guide
 - ii. Form CUP-2 - v1.0: Conditional Use Permit Application

- iii. Form CUP-3 - v1.0: Conditional Use Permit Application Requirements
- iv. Form CUP-4 - v1.0: Conditional Use Permit Administrative Review Checklist
- v. Form CUP-5 - v1.0: Conditional Use Permit Deliberation Record
- vi. Form CUP-6 - v1.0: Conditional Use Permit Official Decision Record
- vii. Form CUP-7 - v1.0: Conditional Use Permit Notice of Decision & Continuing Compliance Record

b. **VAR Series — Variances and Appeals**

- i. Form VAR-1 - v1.0: Variance Information Guide
- ii. Form VAR-2 - v1.0: Variance Application
- iii. Form VAR-3 - v1.0: Variance Application Requirements
- iv. Form VAR-4 - v1.0: Variance Administrative Review Checklist
- v. Form VAR-5 - v1.0: Variance Deliberation Record
- vi. Form VAR-6 - v1.0: Official Variance Decision Record
- vii. Form VAR-7 - v1.0: Notice Of Decision & Administrative Record

5. Administrative / Ministerial Processes

a. **BP Series — Building Permits**

- i. BP Admin Content v1.0: Building Permit Administration
- ii. Form BP-1 - v1.0: Building Project Inquiry & Screening Form
- iii. Form BP-2 - v1.0: Building Project Zoning Compliance Review
- iv. Form BP-3 - v1.0: Building Permit Application
- v. Form BP-4 - v1.0: Building Permit
- vi. Form BP-5 - v1.0: Building Permit Final Approval & Closeout Record

b. **ADU Series — Accessory Dwelling Units**

- i. Form ADU-1 - v1.0: Accessory Dwelling Unit (ADU) Information Guide
- ii. Form ADU-2 - v1.0: Accessory Dwelling Unit (ADU) Administrative Review Application
- iii. Form ADU-3 - v1.0: Accessory Dwelling Unit (ADU) Application Requirements
- iv. Form ADU-4 - v1.0: Accessory Dwelling Unit (ADU) Administrative Review Checklist
- v. Form ADU-5 - v1.0: Accessory Dwelling Unit (ADU) Administrative Approval Record

RESOLUTION NO. 26-08

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SPRING LAKE, UTAH, AUTHORIZING THE MAYOR TO ENTER INTO AN INTERLOCAL COOPERATION AGREEMENT WITH UTAH COUNTY SHERIFF FOR LAW ENFORCEMENT SERVICES

WHEREAS, the Town of Spring Lake is a municipal corporation organized under the laws of the State of Utah; and

WHEREAS, pursuant to the Interlocal Cooperation Act, public agencies may enter into agreements to provide joint or cooperative services; and

WHEREAS, the Town of Spring Lake does not currently maintain its own police department and must provide for law enforcement services; and

WHEREAS, the Utah County Sheriff's Office is authorized to provide law enforcement services within Utah County and is willing to provide such services to the Town of Spring Lake under an interlocal agreement; and

WHEREAS, the Town Council finds that entering into an interlocal agreement with Utah County for law enforcement services is necessary to ensure public safety and effective enforcement of laws within the Town of Spring Lake; and

WHEREAS, the Town Council desires to authorize the Mayor to negotiate, finalize, and execute such an agreement on behalf of the Town.

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

1. – Authorization.

The Mayor is hereby authorized and directed to negotiate, approve, and execute an Interlocal Cooperation Agreement with Utah County Sheriff for the provision of law enforcement services within the Town of Spring Lake.

2. – Terms

The agreement may include terms related to service levels, personnel, response expectations, compensation, duration, termination, and other provisions necessary to carry out the intent of this Resolution.

3. – Effective Date

This Resolution shall take effect immediately upon adoption.

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

Signed: _____
Wade Menlove, Mayor

Attest: _____
Rebecca Batty, Town Recorder / Brenda Warner, Deputy Town Recorder

TOWN COUNCIL VOTE AS RECORDED

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