

Town Council Agenda Packet - October 21, 2026

Notice of Public Hearing – Amending the Town’s Fee Schedule

Notice is hereby given that the Planning Commission of the Town of Spring Lake, Utah, will hold a public hearing to consider amending the Town’s Fee Schedule.

Public Hearing Details

Date: Wednesday, October 21, 2026

Time: 6:00 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 addition to and amendment of the town fee schedule, including the proposed municipal boundary adjustment fees and building permit fees.

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 General Plan 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

RESOLUTION NO. 26-22

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SPRING LAKE, UTAH, ADOPTING AN AMENDED TOWN FEE SCHEDULE AND BUILDING PERMIT FEES AND VALUATION TABLE, AND SUPERSEDING RESOLUTION NO. 26-06.

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

WHEREAS, the Town is authorized under Utah law to establish fees reasonably related to the administration of municipal services, land use and development applications, building permits, plan review, inspections, and other services provided by the Town; and

WHEREAS, on April 1, 2026, the Town Council adopted Resolution No. 26-06, *Adopting a Building Permit Fee Schedule and Valuation Table*, including the Building Permit Fee Schedule and Valuation Table attached thereto as Exhibit A; and

WHEREAS, Resolution No. 26-06 provided that the Town Council may amend the adopted fee schedule and valuation table from time to time by resolution, following any required public notice and hearing; and

WHEREAS, the Town has subsequently reviewed and revised its fees and administrative procedures relating to building permits, plan review, inspections, land use and development applications, and other municipal services; and

WHEREAS, the Town Council finds it appropriate to consolidate applicable municipal fees into a Town Fee Schedule and to adopt an amended Building Permit Fees and Valuation Table as an appendix thereto; and

WHEREAS, the amended Building Permit Fees and Valuation Table establishes construction valuations based upon specified construction areas and provides a valuation-based schedule for calculating building permit fees; and

WHEREAS, the Town Council finds that adoption of the amended Fee Schedule and Building Permit Fees and Valuation Table will promote consistency, transparency, and efficient administration of Town fees; and

WHEREAS, the Town Council desires that the documents adopted by this Resolution replace and supersede the fee schedule, valuation table, and related provisions previously adopted by Resolution No. 26-06.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SPRING LAKE, UTAH, AS FOLLOWS:

SECTION 1. – Adoption.

A. Adoption of Town Fee Schedule

The Town Council hereby adopts the **Town of Spring Lake Fee Schedule**, attached hereto as **Exhibit A** and incorporated herein by this reference.

The fees established in Exhibit A shall constitute the applicable Town fees for the applications, permits, reviews, inspections, and other services identified therein, unless otherwise established or amended by ordinance, resolution, or applicable law.

B. Adoption of Building Permit Fees and Valuation Table

The Town Council hereby adopts the **Building Permit Fees and Valuation Table**, attached hereto as **Appendix A to the Town of Spring Lake Fee Schedule** and incorporated herein by this reference.

Building permit fees shall be calculated in accordance with the valuation methodology and fee table contained in Appendix A. Project valuation shall be determined using the applicable construction-area valuations identified therein or, when appropriate, other valuation information determined applicable by the Building Official or Town's designated building-services provider.

C. Building Permit and Related Fees

Building permit applicants shall be responsible for the applicable application, building permit, plan review, re-review, plan-change, re-inspection, and other fees established in Exhibit A and Appendix A.

Building permit fees based upon project valuation shall be calculated according to Appendix A. Other applicable building-related fees shall be assessed according to the Town Fee Schedule.

SECTION 2. – Administration.

The Town hereby authorizes the Building Official, Town Recorder, and other authorized Town staff or designees, as applicable, to:

- Determine or verify project valuation;
- Calculate and collect applicable fees;
- Coordinate with contracted building officials, inspectors, plan reviewers, engineers, and other professional service providers;
- Apply the adopted Fee Schedule and Appendix A to applications and permits administered by the Town; and
- Take such administrative actions as are reasonably necessary to implement this Resolution.

SECTION 3. – Superseding Resolution No. 26-06.

Resolution No. 26-06, including Exhibit A thereto, is hereby superseded and replaced in its entirety by this Resolution, Exhibit A, and Appendix A.

From and after the effective date of this Resolution, all building permit fees, valuation calculations, plan

review fees, inspection-related fees, and other fees addressed by Resolution No. 26-06 shall instead be governed by this Resolution and the documents adopted herein.

To the extent of any conflict between Resolution No. 26-06 and this Resolution, this Resolution shall control.

SECTION 4. – Periodic Review and Future Amendments.

The Town Council may amend the Town Fee Schedule or Building Permit Fees and Valuation Table from time to time by resolution or other action as permitted by law, following any public notice, hearing, or other procedure required by applicable law.

SECTION 5. – Severability.

If any section, subsection, sentence, clause, phrase, provision, fee, or application of this Resolution, Exhibit A, or Appendix A 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.

SECTION 6. – Effective Date.

This Resolution shall take effect immediately upon adoption, except as otherwise required by applicable 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

Town of Spring Lake Fee Schedule

Table of Contents

General fees and taxes

Home Occupation.....\$50.00

Planning and Zoning - Development Fees

Municipal Boundary Adjustment

Application fee.....\$100.00
Review fee: deposit actual cost of contracted review\$2,500.00
County Surveyor Review: check payable to Utah County Surveyor.....\$200.00

Building Permit Fees

Residential application fee.....\$100.00
Commercial application fee.....\$300.00
Building permit fee.....see valuation table, appendix A
Residential plan review.....\$600.00
 Residential Repeat Plan Review.....\$200.00
 Changes to plan.....\$100.00
Commercial Plan Review.....\$800.00
 Commercial Repeat Plan Review.....\$200.00
 Changes to plan.....\$100.00
Inspection Fees: included in the building permit fee.....\$0.00
 Re-Inspection Fee (per inspection).....\$75.00

Appendix A

Building Permit Fees and Valuation Table

The following table is used to calculate building permit fees based on the valuation of the construction project. Utilize the square footage for the construction project and the dollar amounts below to calculate the project valuation.

Valuation (per square foot), based on 90% of the ICC building valuation data:

Construction Area	Fee
Porch	\$30.00 per sq. ft.
Carport	\$30.00 per sq. ft.
Garage	\$85.96 per sq. ft.
Unfinished Basement	\$28.35 per sq. ft.
Finished Basement	\$75.00 per sq. ft.
Main Level	\$183.44 per sq. ft.
2nd Level	\$183.44 per sq. ft.

For example, new construction on a home with 1800 square feet finished main level, 1800 square feet unfinished basement, and an attached garage of 600 square feet would have a valuation of \$432,798.00:

Main level:	1800 square feet x \$183.44 = \$330,192.00
Unfinished basement:	1800 square feet x 28.35 = \$51,030.00
Garage:	600 square feet x \$85.96 = \$51,576.00
Total valuation:	\$432,798.00

Based on the valuation, use the following table to determine the approximate building permit fee:

Total Valuation	Fee
\$1.00 to \$500.00	\$23.50 (minimum \$100 if inspection is required).
\$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00 or fraction thereof, to and including \$2,000.00 (minimum \$100 if inspection is required).

\$2,001.00 to \$25,000.00	\$69.50 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00 (minimum \$100 if inspection is required).
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00.
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00.
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00.
\$500,001.00 to \$1,000,000.00	\$3233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or fraction thereof, to and including \$1,000.00 or fraction thereof.
\$1,000,001.00 and above	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00.

The cost of the building permit is based on the valuation of the project.

Using the example above, if the valuation of the project is \$432,798.00, the building permit fee would be \$2,857.42, which is broken down as follows:

\$993.75 (for the first \$100,000.00);

\$1,863.66 (\$5.60 for each \$1,000.00 over the first \$100,000.00);

Total building permit fee: \$2,857.42.

The breakdown of total fees for this example project is as follows:

Building Permit Fee: \$2,857.42

Plan Review Fee: \$600.00

Application Fee: \$100.00

Total Permitting Fees: \$3,557.42

RESOLUTION NO. 26-23

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SPRING LAKE, UTAH, ADOPTING THE MUNICIPAL BOUNDARY ADJUSTMENT PROCESS AND APPLICATION.

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

WHEREAS, Utah law provides a process by which municipalities sharing a common boundary may adjust that boundary in accordance with applicable statutory requirements; and

WHEREAS, the Town Council finds it appropriate to establish a clear and consistent administrative process for receiving, reviewing, and processing requests for municipal boundary adjustments involving the Town of Spring Lake; and

WHEREAS, the Town Council desires to provide applicants, property owners, Town officials, and participating municipalities with standardized procedures and application materials identifying the information, documentation, fees, and other materials necessary to process a proposed municipal boundary adjustment; and

WHEREAS, the Town has prepared a **Municipal Boundary Adjustment Process and Application**, which establishes the Town's application and review procedures and includes applicable submittal requirements, applicant certifications, and acknowledgments of costs and fees; and

WHEREAS, the Town Council has reviewed the proposed Municipal Boundary Adjustment Process and Application, attached hereto as **Exhibit A**, and finds that its adoption will promote consistent administration, transparency, compliance with applicable law, and orderly consideration of municipal boundary adjustment requests; and

WHEREAS, the Town Council finds that adoption of the Municipal Boundary Adjustment Process and Application is in the best interests of the Town and its residents.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SPRING LAKE, UTAH, AS FOLLOWS:

SECTION 1. – Adoption.

The Town Council hereby adopts the **Municipal Boundary Adjustment Process and Application**, attached hereto as **Exhibit A** and incorporated herein by this reference, as the official process and application materials of the Town of Spring Lake for requests to adjust a common municipal boundary.

1. Application and Review Process

Applications for municipal boundary adjustments involving the Town of Spring Lake shall be submitted and processed substantially in accordance with Exhibit A and all applicable provisions of Utah law.

Applicants shall be responsible for submitting the information, documentation, acknowledgments, fees, plats, legal descriptions, and other materials required by Exhibit A or otherwise required by applicable law or reasonably necessary for the Town to review and process the proposed boundary adjustment.

Acceptance of an application or application materials by the Town shall not constitute a determination that the application is complete or that the proposed boundary adjustment has been approved.

2. Coordination with Participating Municipalities

Because a municipal boundary adjustment affects the common boundary between municipalities, applicants shall be responsible for coordinating with all participating municipalities as required by applicable law.

The Town's processing or approval of an application shall not constitute or substitute for any approval, action, notice, hearing, ordinance, certification, or other requirement that must be completed by another participating municipality or governmental entity.

3. Costs and Fees

Applicants shall be responsible for all application fees, review fees, publication expenses, surveyor costs, recording costs, and other costs associated with processing a municipal boundary adjustment to the extent provided in the Town's adopted fee schedule, Exhibit A, or applicable law.

Any deposit collected for contracted professional review shall be administered in accordance with the Town's adopted fee schedule and applicable Town policies.

4. Compliance with Applicable Law

Nothing in this Resolution or Exhibit A shall be interpreted to waive, modify, or supersede any requirement imposed by Utah law.

If a requirement contained in Exhibit A conflicts with subsequently enacted or amended state law, the applicable provision of state law shall control, and the remainder of Exhibit A shall continue in effect to the extent permitted by law.

SECTION 2. – Administration.

The Mayor, Town Recorder, and other Town officers, staff, consultants, or authorized agents are hereby authorized to administer the Municipal Boundary Adjustment Process and Application and to take such administrative actions as are reasonably necessary to process applications in accordance with this Resolution, Exhibit A, and applicable law.

Town administrative personnel may make non-substantive revisions to the application forms, checklists, instructions, contact information, statutory citations, formatting, or other administrative portions of

Exhibit A when necessary to maintain accuracy or facilitate administration, provided that any substantive change to the Town's adopted process, requirements, or policies shall require approval by the Town Council.

SECTION 3. – Severability.

If any provision of this Resolution or Exhibit A is determined to be invalid or unenforceable by a court of competent jurisdiction, such determination shall not affect the validity of the remaining provisions, which shall remain in full force and effect.

SECTION 4. – Effective Date.

This Resolution shall take effect immediately upon adoption, except as otherwise required by applicable 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

TOWN OF SPRING LAKE

MUNICIPAL BOUNDARY ADJUSTMENT PROCESS

Each step must be completed before moving on to the next step.

Step One:

1. Contact the town recorder to have the request added to the next town council meeting to discuss the proposed municipal boundary adjustment with staff to ensure it meets the requirements of state law and city ordinances.

Step Two:

1. Complete the Municipal Boundary Adjustment Application with each city, including all required documentation and fee payment.
2. Staff will review the Municipal Boundary Adjustment Application for completeness.
3. The adjustment will be considered (accept or deny) at a future regularly scheduled town council meeting. If accepted (resolution), the Development Services staff will schedule a public hearing on the proposed adjustment no less than 60 days after the adoption of the resolution. (UCA 10-2-903(4))
4. At or before the public hearing, written protests may be filed with the city recorder.
5. Upon conclusion of the public hearing, the city may adopt an ordinance approving the adjustment of the common municipal boundary. (UCA 10-2-903(5))
6. Following approval of the ordinance and finalization of the plat, documentation will be sent to the Lt. Governor's Office for issuance of a Certificate of Boundary Adjustment. (UCA 10-2-903(6))
7. Upon receipt of the Certificate of Boundary Adjustment, the City Recorder will provide the necessary documentation to the Utah County Recorder's Office for recording and send notice according to state law.

NOTE: Each city must complete the process simultaneously and within the designated time frames per state law. The applicant is responsible for ensuring all participating municipalities are contacted and are completing the required state processes.

Town of Spring Lake
Municipal Boundary Adjustment

Submittal Form

For Office Use Only	Review Fees: \$2500.00 deposit actual cost of contracted review Notifications (1) \$ 60 TOTAL (15-1) _____ NOTE: Plus, Utah County Surveyor cost.
Application # _____ CC Accept Date _____ Application Date _____ CC PH & Meeting Date _____ _____ Approval Date _____ Denial Date _____	

Adjustment Name: _____

Adjustment Location: _____

Utah County Parcel No(s): _____

Total Acreage: _____

TRANSFERRING PROPERTY Check if Applicant ☐

Property Owner: _____

Address: _____

Telephone: _____ Email: _____

ACQUIRING PROPERTY Check if Applicant ☐

Property Owner: _____

Address: _____

Telephone: _____ Email: _____

Name of Engineer or Licensed Land Surveyor:

Company Name: _____

Telephone: _____ Email: _____

Submittal Checklist (applicant – please ensure all items are included in this submittal)

- ☐ 1. Signatures from the owners of real property located in the area proposed for municipal boundary adjustment.
- ☐ 2. Accurate and recordable municipal boundary adjustment plat map in electronic format, scaled to 24” x 36” and 8.5” x 11”, prepared by a licensed surveyor of the area proposed for adjustment, identifying each parcel and labeling each parcel with the owner’s name, tax identification number, and acreage.
- ☐ 3. Completed Acknowledgment of Costs and Fees for Municipal Boundary Adjustment
- ☐ 4. Legal description in Word format of the area proposed to be adjusted.
- ☐ 5. Written acknowledgement from both city and non-city utility providers stating the provider either does or does not have utilities located along the existing or proposed municipal boundary line adjustment.
- ☐ 6. Flash drive or email with all plans and supporting documentation in PDF format.

Note: If the resolution is approved, the following may/will also need to be submitted.

- ☐ 1. Additional information required by staff, city code, and/or state code.
- ☐ 2. Appropriate legal documents for conveyance of any proposed adjustment property, public rights-of-way, streets, and other dedications.
- ☐ 3. Appropriate legal documents combining the additional property and the original property together into one parcel. (Acquiring property owner to him/herself as the owner of the combined property.)
- ☐ 4. Documentation of water rights associated with the property and/or conveyance of water rights.
- ☐ 5. Check payable to the Utah County Surveyor for \$200 for review of the annexation plat.
- ☐ 6. Mylar of Municipal Boundary Adjustment plat map.

I certify that this application and all the information submitted as part of this application are true, complete, and accurate to the best of my knowledge. I acknowledge that I have reviewed the applicable sections of the Town of Spring Lake Municipal Code, that items and checklists contained in this application are basic and minimum requirements only, and that other requirements may be imposed that are unique to individual projects or uses. I agree to comply with any and all applicable laws, ordinances, and resolutions in effect at this time. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that the Town of Spring Lake may rescind any approval or take any other legal or appropriate action. I also agree to allow the staff, town council, or appointed agents of the town to enter the subject property to make any necessary inspections thereof.

Signature of Transferring Property Owner

Date: _____

Signature of Acquiring Property Owner

Date: _____

NOTE:

1. Applications will not be accepted without ALL the required submittal materials. The Town will not hold partial submittals.
2. Acceptance of this submittal to the Town for review is not an acknowledgement by the Town of a complete application. This determination will be made by the staff.

Additional Information (Links)

Utah State Code 10-2-903 Annexation (Boundary Adjustment)

https://le.utah.gov/xcode/Title10/Chapter2/10-2-S903.html?v=C10-2-S903_2025050720250507

Utah Code 10-2-813 Annexation (Filing)

https://le.utah.gov/xcode/Title10/Chapter2/10-2-S813.html?v=C10-2-S813_2025050720250507

Town of Spring Lake

Acknowledgement of Costs & Fees for Municipal Boundary Adjustment (1)

Adjustment Name: _____

Applicant Name: _____

Mailing Address: _____

Telephone: _____

Email: _____

I understand that with the filing of a Municipal Boundary Adjustment, there are costs associated with the publication requirements for a Municipal Boundary Adjustment, Agreement, Utah County, and/or South Valley Electric Service District. I have been informed and understand that I am responsible for the costs of all required publications and fees for this request and that I will receive notice of required payment from the Town of Spring Lake. I understand that payment of all fees must be satisfied prior to the recording of the Municipal Boundary Adjustment.

Sponsor Signature

Date: _____

State of Utah)

§

County of Utah)

On this _____ day of _____, 20____, personally appeared before me, a Notary Public in and for the State of Utah, _____, the signer of the foregoing instrument, who duly acknowledge to me that he/she executed the same.

Notary Public

Town of Spring Lake

Acknowledgement of Costs & Fees for Municipal Boundary Adjustment (2)

Adjustment Name: _____

Applicant Name: _____

Mailing Address: _____

Telephone: _____

Email: _____

As conditions of a municipal boundary adjustment into or out of Spring Lake, the applicant will be responsible for the following, if applicable:

1. Determine if South Valley Electric Service District (SESD) has any facilities and/or customers within the proposed area of annexation.
2. Negotiate the cost of purchasing SESD facilities within the area of annexation.
3. Pay negotiated costs of purchasing facilities and deliver to Payson City a letter of satisfaction from SESD, a bill of sale to Payson City, along with a map showing the facilities purchased, a list of customers serviced by SESD, inventory lists of facilities purchased, and SESD's valuation calculations.
4. Pay all costs to SESD associated with buying out all customers served by SESD within the annexed area (gross annual revenues), along with the costs of converting these customers to Payson City Power. **OR** With the approval of the City Council, service for these customers may be left with SESD until the time of any new development, or 10 years, whichever is sooner.
5. If the second option under #4 is allowed, prior to approval of any proposed development within the adjusted area, determine and pay, or bond for, all costs of buying out any existing SESD customers within the annexed area for the balance of the ten (10) years remaining from the date of adjustment, and all costs related to converting these customers to service by Payson City Power.

I understand that with the filing of a Municipal Boundary Adjustment, there are costs associated with the publication requirements for a Municipal Boundary Adjustment, Agreement, Utah County, and/or South Valley Electric Service District. I have been informed and understand that I am responsible for the costs of all required publications and fees for this request and that I will receive notice of required payment from the Town of Spring Lake. I understand that payment of all fees must be satisfied prior to the recording of the Municipal Boundary Adjustment.

Sponsor Signature

Date: _____

State of Utah)
 §
County of Utah)

On this _____ day of _____, 20____, personally appeared before me, a Notary Public in and for the State of Utah, _____, the signer of the foregoing instrument, who duly acknowledge to me that he/she executed the same.

Notary Public

RESOLUTION NO. 26-25

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF
SPRING LAKE, UTAH, AUTHORIZING THE MAYOR TO EXECUTE
AN AGREEMENT WITH A BUILDING OFFICIAL.**

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

WHEREAS, the Town is responsible for the administration and enforcement of applicable building and construction codes within its jurisdiction and requires the services of a qualified Building Official to assist the Town in carrying out those responsibilities; and

WHEREAS, the Town has established procedures for the administration of building permits, plan review, inspections, and related construction-code functions pursuant to Spring Lake Municipal Code Title 9, the Utah State Construction Code, and applicable Utah law; and

WHEREAS, the Town Council desires to contract with a qualified Building Official to provide building-code administration, plan review, inspection, and related services on behalf of the Town; and

WHEREAS, the Town has negotiated a proposed **Building Official Contract** with **Randy Spadafora**, setting forth the scope of services, compensation, qualifications, term, insurance requirements, responsibilities, and other terms governing the provision of Building Official services to the Town; and

WHEREAS, under the proposed Agreement, the Building Official will perform or arrange construction-code plan review and inspections, maintain and provide required records, issue or authorize construction-code approvals and Certificates of Occupancy as appropriate, assist with enforcement and technical matters, and perform other Building Official functions authorized by the Agreement and applicable law; and

WHEREAS, the Town Council has reviewed the proposed Building Official Contract, attached hereto as **Exhibit A**, and finds that entering into the Agreement will provide for the efficient and professional administration of the Town's building-code responsibilities and is in the best interests of the Town and its residents.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SPRING LAKE, UTAH, AS FOLLOWS:

SECTION 1. – Approval of Building Official Contract.

The Town Council hereby approves the **Building Official Contract between the Town of Spring Lake and Randy Spadafora**, substantially in the form attached hereto as **Exhibit A** and incorporated herein by this reference.

SECTION 2. – Authorization to Execute Agreement.

The Mayor is hereby authorized, on behalf of the Town of Spring Lake, to execute the Building Official Contract attached as Exhibit A and any documents reasonably necessary to effectuate the Agreement.

The Mayor may approve non-substantive or administrative modifications to the Agreement prior to execution, provided that such modifications do not materially alter the scope of services, compensation, term, or other substantive obligations approved by the Town Council.

Any material amendment to the Agreement following its execution shall be subject to approval by the Town Council as required by applicable law and the terms of the Agreement.

SECTION 3. – Building Official Designation and Authority.

Upon execution and during the effective term of the Agreement, **Randy Spadafora is authorized to serve as the Building Official for the Town of Spring Lake** and to perform the duties and exercise the authority assigned to the Building Official under the Agreement, Spring Lake Municipal Code Title 9, the Utah State Construction Code, and applicable Utah law.

Such authorization is limited to building-code and construction-code functions lawfully assigned to the Building Official and shall not independently confer authority to make land-use, zoning, subdivision, or other determinations reserved to another Town officer, body, or authority.

SECTION 4. – Administration.

The Mayor, Town Recorder, and other appropriate Town officers, officials, employees, consultants, and authorized agents are authorized and directed to take such administrative actions as are reasonably necessary to implement and administer the Agreement.

Town officials shall coordinate with the Building Official regarding building permit applications, plan reviews, inspections, construction-code approvals, Certificates of Occupancy, records, and other matters within the scope of the Agreement.

SECTION 5. – Compensation.

Compensation for services performed under the Agreement shall be paid in accordance with the terms of Exhibit A and subject to applicable Town financial policies, budgetary requirements, and approval procedures.

SECTION 5. – No Expansion of Authority.

Nothing in this Resolution or the Agreement shall be construed to delegate to the Building Official any legislative, land-use, zoning, subdivision, administrative, or other governmental authority that may not

lawfully be delegated or that has not been expressly assigned pursuant to applicable law, Town ordinance, or duly authorized Town action.

SECTION 5. – Severability.

If any provision of this Resolution is determined to be invalid or unenforceable by a court of competent jurisdiction, such determination shall not affect the validity of the remaining provisions, which shall remain in full force and effect.

SECTION 6. – Effective Date.

This Resolution shall take effect immediately upon adoption. The Building Official's authority and contractual obligations shall commence in accordance with the effective date of the executed Agreement.

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

Building Official Contract

This Agreement, dated effective September __, 2026, is between Randy Spadafora, (“Building Official”) and the Town of Spring Lake, a Utah municipal corporation (“Spring Lake”), with its office located at 3744 W. 12240 S. in Spring Lake, Utah (collectively referred to as the “Parties”), for the services listed below as the Building Official for the Town of Spring Lake and shall perform the building-code administration, plan review, inspection, and related services assigned to the Building Official by Spring Lake Municipal Code Title 9, the Utah State Construction Code, applicable Utah law, and this Agreement.

In consideration of the mutual covenants and promises herein, the Parties hereto agree as follows:

1. **Building Official Services (Scope of the Work).** During the term of this Agreement, Building Official shall provide the following building inspection services:
 - a. **Work Hours:** The Building Official shall be generally available Monday through Friday from 9:00 a.m. – 5:00 p.m. to perform the Services (“Work Hours”). The Building Official may perform the Services on evenings and weekends as arranged between the Building Official and the Town staff and/or the builders, but the primary time during which the Services are expected to be performed is during Work Hours. The Building Official will need to be available to work on an as-needed basis. The hours will fluctuate from day to day and from year to year based upon the level of growth Spring Lake experiences and the number of buildings under construction at any given time.
 - b. **Construction-Code Review:** The Building Official shall review building permit plans and other submitted materials for compliance with applicable construction codes; identify required corrections; perform or arrange required inspections; review inspections; and perform or authorize final construction-code approval as required by law. The Building Official should develop a reputation of caring for the safety, health and welfare of people and being helpful by explaining the Building Codes rather than a reputation of acting as a dictator who issues edicts.
 - c. **Stop Work Orders:** The Building Official may issue Stop Work Orders as authorized by Spring Lake Municipal Code §9-1-12 and applicable law. Staheli shall promptly provide the Town with a copy of each Stop Work Order and material related documentation.

- d. **Land-Use Boundary:** The building official may identify and communicate potential zoning or land-use issues observed during its work but shall not make or represent that it has made a land-use, zoning, subdivision, or other Title 10 determination unless the Town separately and lawfully assigns that authority.
- e. **Records:** The building official shall maintain complete and accurate records of plan reviews, correction notices, inspections, re-inspections, Stop Work Orders, final approvals, Certificates of Occupancy, and other material building-code actions and shall transmit copies to the Town promptly in a format reasonably acceptable to the Town. The Building Official shall issue or authorize Certificates of Occupancy and other construction-code authorizations for occupancy when required by applicable law or the adopted construction codes.
- f. **Cooperation:** The building official shall reasonably cooperate with the Town in appeals, enforcement matters, and other proceedings arising from building-code services performed under this Agreement, including providing relevant records and factual or technical testimony when reasonably requested.
- g. **Plan Reviews:** The Building Official will review building plans submitted with building permit applications and any changes to such plans. The Building Official will calculate building permit fees. Plan reviews shall be completed promptly and without undue delay, and the building official shall perform the plan review always within ten business days after the Town's applicable screening/completeness process has been completed, subject to any different period or exception required by applicable Utah law.
- h. **Building Inspections:** The Building Official will perform or arrange required building inspections not more than three business days from the inspection request, unless the permit holder requests a later inspection date. Nothing in this Agreement shall limit any right of a building permit applicant to engage a third-party inspection firm as provided by applicable Utah law. Payment of third party inspections is the responsibility of the owner unless said inspection is due to the town inspector not being able to conduct the inspection within 72 hours as allowed for in state law. In the case that the owner chooses to hire a third party inspector despite the town inspector being available within 72 hours, the town will agree to pay the town inspector the usual inspection fee. In the case that the town inspector is not available to conduct the inspection within 72 hours, the town will pay the inspection fee of a third party inspector and the town inspector will forfeit the inspection fee. As necessary, the Building Official shall explain the code violations and needed corrections identified from the inspections to the builder. When an inspection identifies a violation of the State Construction Code or State Fire Code, the Building Official shall provide the permit holder written notification of each violation in the manner and within the time required by applicable Utah Law.
- i. **Other Inspections.** At the request of the Town, and when applicable to the proposed activity, the Building Official may conduct inspections for compliance with applicable construction codes in connection with home occupations or other proposed uses. The Building Official may also investigate building-code violation complaints,

unsafe or hazardous buildings, and demolition plans. Coordination with the Fire Authority or other agency shall occur when required or appropriate.

- j. Records:** The Building Official shall make, keep and maintain consistent and thorough records of plan reviews and building inspections and provide the Town reports and information about Official's activities, plan reviews and inspections. The Building Official will closely coordinate with Town staff on the issuance of building permits and certificates of occupancy.
 - k. Consultation:** The Building Official may assist Town personnel with technical construction-code questions related to plats, subdivisions, or other land-use applications when requested by the town.
 - l. Other:** The Building Official shall perform such other duties as may be specifically agreed to between the Town of Spring Lake and the Building Official as is necessary to comply with the provisions of the Utah Uniform Building Standards Act.
- 1. Records.** The Building Official shall maintain adequate records of all business conducted on behalf of the Town of Spring Lake so that information and records are available for use as needed by the Town and its officials, its employees, and members of the public. Records required to be maintained by the Town as part of the official building-permit file shall be provided to the Town in accordance with Section 1(e) and applicable records-retention requirements. The Building Official shall be available to pick up physical documents from the Town offices upon 24-hour notice. The Building Official shall establish and maintain an office with a mailing address, a telephone number, and an email address for the regular correspondence with Town Staff and scheduling of inspections.
 - 2. Compensation.** The Town of Spring Lake agrees to compensate the Building Official for services rendered 1- \$75 per inspection, and 2- a plan review fee equal to 65% of the building permit fee as allowed by state law. The town will not pay for overhead, travel time or related expenses. The Building Official will provide monthly invoices, which will include a detailed description of all the work performed.
 - 3. Qualifications.** The Building Official designated under this Agreement shall satisfy all qualifications required by applicable Utah law to serve as a qualified building official, including applicable experience, licensing, certification, and training requirements. Any individual performing inspection, plan review, or other regulated services under this Agreement shall maintain the licenses and certifications required by applicable Utah law for the services performed.
 - 4. Term and Termination.** The initial term of the contract is three years, with an option for Spring Lake to renew the contract for an additional three years. The Town may terminate the contract for any reason within the first year; thereafter, the Town may terminate upon thirty days notice of a performance issue or breach of the contract. The Parties may terminate the Agreement immediately upon mutual consent.
 - 5. Liability and Indemnification.** The Building Official agrees to indemnify, defend, and hold harmless Spring Lake, its officers, agents, employees, and representatives

from and against any and all claims, liabilities, damages, losses, costs, expenses, judgments, or settlements, including but not limited to reasonable attorney's fees, arising out of or in connection with any activities conducted by the Building Official within the jurisdiction of Spring Lake, including claims made under the Americans with Disabilities Act (ADA). This hold harmless provision shall also expressly include any and all attorney fees, legal costs, or litigation expenses, however and wherever incurred by Spring Lake in relation to the Building Official. Spring Lake's loss to which the Building Contractor shall indemnify includes, but is not limited to, any liability, loss, claim, settlement payment, cost and expense, interest, award, judgment, damages (including punitive damages), fines, fees, and penalties or other charges.

6. **Insurance.** The Building Official shall carry not less than the following insurance and shall provide verification to Spring Lake upon request:
 - a. Professional Liability Errors and Omissions Insurance in an amount of at least \$500,000 single limit coverage, covering all personnel employed by the Building Official in the capacity of acting as the Agent of the Town/Building Official.
 - b. General Liability Insurance in an amount of at least \$1,000,000 single-limit coverage, covering all personnel employed by the Building Official in the capacity of acting as the Agent of the Town.
 - c. Worker's Compensation on a state-approved policy form providing statutory benefits as required by law for all employees and business owners.
 - d. Business Auto Coverage.
7. **Review of Work.** The Mayor or his/her representative or designee shall at all times have the right to inspect the work, services or performance of the Building Official.
8. **Amendments.** This Agreement may not be amended, changed, modified or altered except by an instrument in writing which shall be executed by a duly authorized official of each of the Parties.
9. **Third Party.** Nothing herein expressed or implied is intended or shall be construed to confer upon or give any person, board or entity, other than the Parties hereto and their successors, any right or remedies of this Agreement, as a third-party beneficiary or otherwise.
10. **Severability.** It is understood and agreed upon by the Parties hereto that if any provision of this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalid, illegal, or unenforceable provision shall not affect any other provision of this Agreement, and this Agreement shall be construed as if such invalid or illegal or unenforceable provision had never been contained herein.
11. **Non-Exclusivity.** This agreement is non-exclusive between the Parties. Each party has the right to enter into similar relationships with any other entity.

IN WITNESS WHEREOF, the Parties have executed this Agreement, effective as of the date first written above. Signatures may be in counterparts and may be provided by electronic means.

TOWN OF SPRING LAKE

RANDY SPADAFORA

By: Wade Menlove
Its: Mayor

By:

Its:

ATTEST:

By: Rebecca Batty
Its: Town Recorder

ORDINANCE NO. 26-12

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SPRING LAKE, UTAH, APPROVING THE REZONING OF PARCEL NO. 29:025:0131 FROM AGRICULTURAL RESIDENTIAL TO RESIDENTIAL CLUSTER; AMENDING AND ADOPTING THE REVISED OFFICIAL ZONING MAP (V4)

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. 29:025:0131** from **Agricultural Residential** to **Residential Cluster**; 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. **29:025:0131** was provided in accordance with applicable Utah law and Town requirements; and

WHEREAS, on **October 7, 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 **October 7, 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. **29:025:0131** from Agricultural Residential to Residential Cluster 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. 29:025:0131.

The zoning designation of the real property identified as **Utah County Parcel No. 29:025:0131**, acreage of 5.2467 acres, and located at 5106 W. 12800 S. Spring Lake, Utah, is hereby amended from:

Agricultural Residential (AR)

to:

Residential Cluster (RC).

The rezoning approved by this Ordinance shall apply to the entirety of Parcel No. 29:025:0131 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. 29:025:0131 as Residential Cluster 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. 29:025:0131 as Residential Cluster;
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	_____	_____	_____	_____

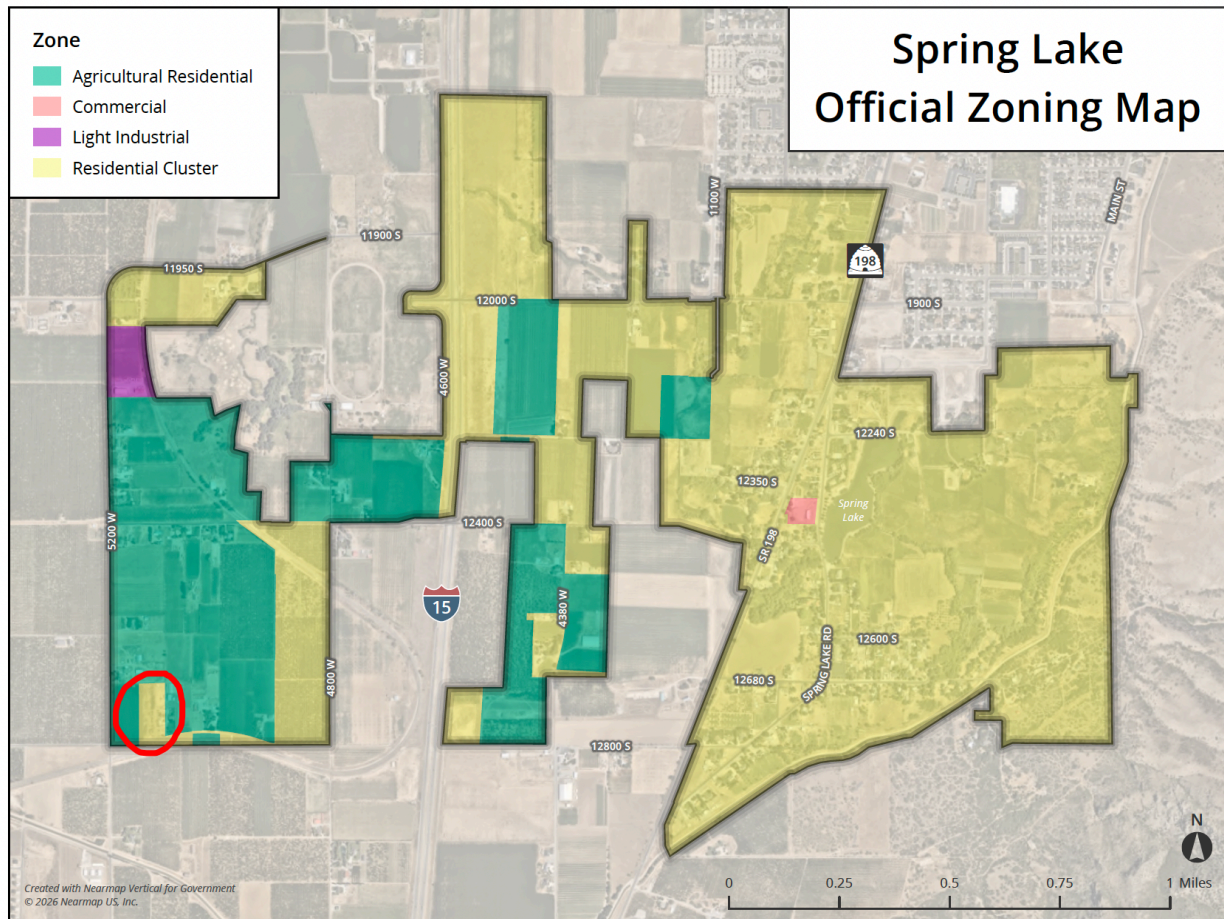
EXHIBIT A

REVISED OFFICIAL ZONING MAP

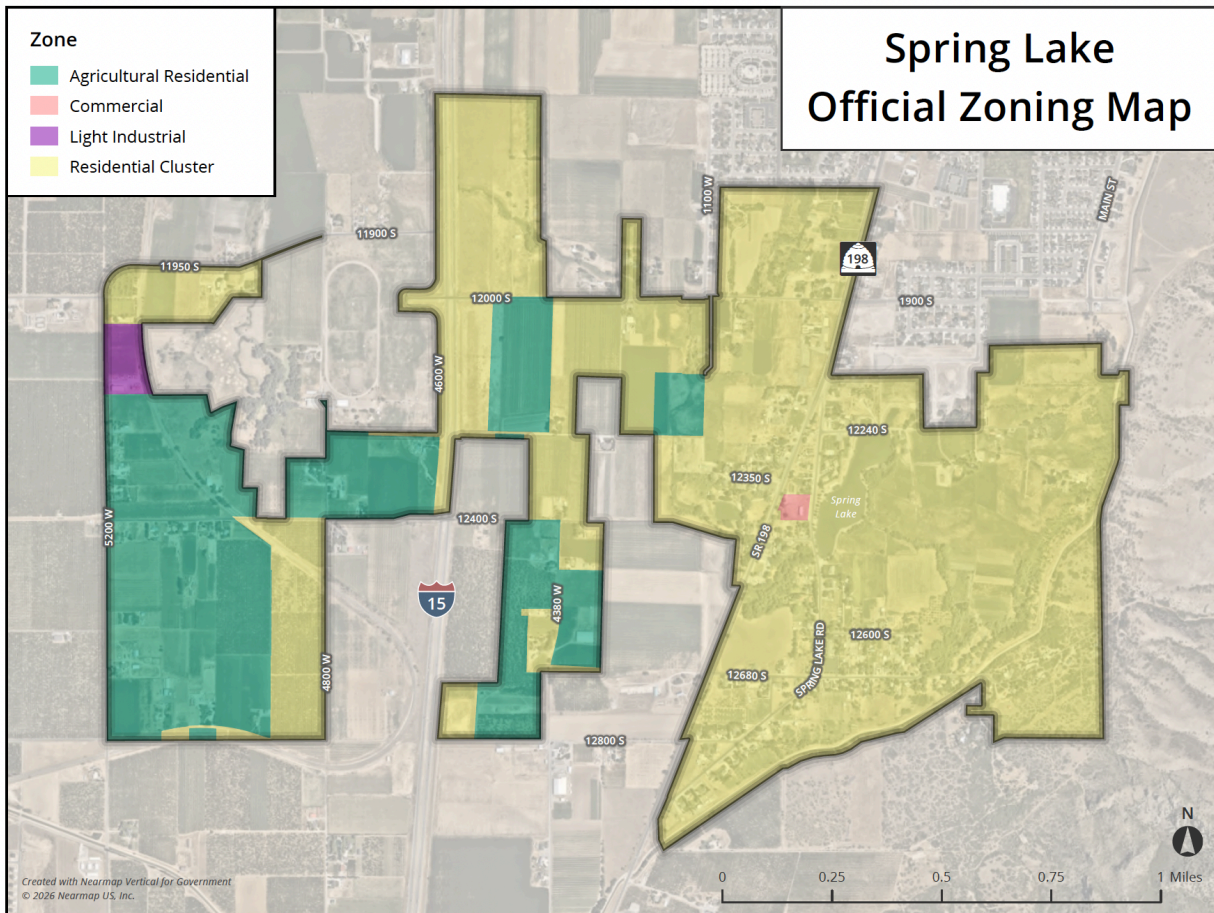
Parcel No. 29:025:0131

Previous Zoning Designation: Agricultural Residential

New Zoning Designation: Residential Cluster



The revised Official Zoning Map - v.4, including the portion of the Official Zoning Map depicting Parcel No. 29:025:0131 and its new Residential Cluster zoning designation.



The previous Official Zoning Map - v.3, showing the portion of the Official Zoning Map depicting Parcel No. 29:025:0131 and its prior Agricultural Residential zoning designation.