

**AMERICAN FORK CITY
PLANNING COMMISSION REGULAR SESSION**

September 4th, 2024

The American Fork City Planning Commission met in a regular session on September 4th, 2024 at the American Fork City Hall, 31 North Church Street, commencing at 6:00 p.m.

Commissioners Present: Christine Anderson, Geoff Dupaix, Bruce Frandsen, Claire Oldham, Rodney Martin, Chris Christiansen

Commissioners Absent: David Bird, Harold Dudley,

Staff Present:

Travis Van Ekelburg	Senior Planner
Cody Opperman	Planner
JJ Hsu	Engineer
Angie McKee	Administrative Assistant I

Others Present:

REGULAR SESSION

Christine Anderson led the “Pledge of Allegiance”

Roll Call

COMMON CONSENT AGENDA

Minutes of the August 21st, 2024 Planning Commission Regular Session.

Geoff Dupaix motioned to approve the Common Consent agenda

Claire Oldham seconded the motion.

APPROVED MINUTES

09.04.2024

Voting was as follows:

Christine Anderson	AYE
Chris Christiansen	ABSTAIN
Rodney Martin	AYE
Geoff Dupaix	AYE
Bruce Frandsen	AYE
Clair Oldham	AYE

The motion passed

PUBLIC HEARINGS

- a. Public hearing, review, and recommendation on a proposed Code Text Amendment, known as Municipal Planning Organization, of the American Fork City Municipal Code. Amending Section 17.2, the Code Text Amendment plans to update the procedures for municipal planning organization.**

Travis Van Ekelenburg reviewed the background information for public hearing item letter a: Staff has initiated a Code Text Amendment to amend Section 17.2 of the American Fork City Municipal Code. The proposed amendment looks to update the procedures for municipal planning organization. Staff are proposing creating a Development Review Committee (DRC) where it will be similar in nature to a Planning Commission or City Council Meeting. The DRC meeting will meet once every week to make decisions on preliminary plans and final plats for large-scale developments and subdivisions. The appointed board members will include three people: the Development Services Director, the Public Works Director, and the Fire Chief. If one of those appointed board members is not available to meet at a meeting, they may designate a designee to take their position. The DRC will act upon preliminary plans and final plats for subdivisions and large-scale developments. Any applicant that does not agree with the committee's decision can appeal to the City Council for their decision. Christine Anderson

APPROVED MINUTES

09.04.2024

explained that these changes are designed to streamline the process. Geoff Dupaix asked what the planning commission's role will be if this DRC is making all the decisions. Cody Opperman explained that site plans will still come to the Planning Commission, and because the DRC meeting will be weekly, this will move these projects forward in a timelier manner. Claire Oldham asked for some clarification on how the current process is done in American Fork City, and Cody Opperman informed her of the review process, noting that due to state legislation, only the Development Services Director would be making recommendations on preliminary plans and final plats. This Code Text Amendment will allow a 3-person committee to make these recommendations instead of only one individual. Rodney Martin noted that this move is in line with what the state legislature has mandated, as the state was not satisfied with how long cities were taking to do plan reviews.

Public Hearing Opened

No Comments

Public Hearing Closed

Geoff Dupaix moved to recommend approval for the proposed Code Text Amendment, amending Section 17.2, titled Municipal Planning Organization, relating to updating the procedures for municipal planning organization, and providing an effective date for the ordinance.

Chris Christiansen seconded the motion.

Voting was as follows:

Christine Anderson	AYE
Chris Christiansen	AYE
Rodney Martin	AYE
Geoff Dupaix	AYE
Bruce Frandsen	AYE
Clair Oldham	AYE

The motion passed

- b. Public hearing, review, and recommendation on a proposed Code Text Amendment, known as General Provisions, of the American Fork City Municipal Code. Amending Section 17.1, the Code Text Amendment plans to update the designation of land use authority and appeal authority.**

Cody Opperman reviewed the background information for public hearing item letter b: Staff has initiated a Code Text Amendment to amend Section 17.1 of the American Fork City Municipal Code. As the new state code has passed, staff have proposed creating new land use authorities and appeal authorities for subdivisions, conditional uses, and site plans. For both subdivisions and large-scale development, staff are proposing to create a Development Review Committee (DRC) Board where they will act upon preliminary plans and final plans for both residential and commercial/industrial properties. As for site plans and conditional uses, planning commission, or such other individual or department specifically designated by the terms of code, will be the approval body. All appeals for preliminary plans, final plats, conditional uses, and site plans will be the City Council.

Public Hearing Opened

No Comments

Public Hearing Closed

Rodney Martin moved to recommend approval for the proposed Code Text Amendment, amending Section 17.1, titled General Provisions, relating to updating the designation of land use authority and appeal authority, and providing an effective date for the ordinance.

Bruce Frandsen seconded the motion.

Voting was as follows:

Christine Anderson	AYE
Chris Christiansen	AYE
Rodney Martin	AYE
Geoff Dupaix	AYE

APPROVED MINUTES

09.04.2024

Bruce Frandsen

AYE

Clair Oldham

AYE

The motion passed

- c. Public hearing, review, and recommendation on a proposed Code Text Amendment, known as Large Scale Development Overlay Zones, of the American Fork City Municipal Code. Amending Section 17.7, the Code Text Amendment plans to amend the approval procedure for the large-scale overlay zone.**

Cody Opperman reviewed the background information for public hearing item letter c: Staff has initiated a Code Text Amendment to amend Section 17.7 of the American Fork City Municipal Code. The Code Text Amendment plans to amend the approval procedure for the large-scale overlay zone. Rather than a large-scale overlay zone, staff are proposing to change it to large-scale development. Large Scale Development goes into details about the approval procedures for their preliminary plans and final plans when submitted to staff for review. Rather than going to the Planning Commission and the City Council for approval, they will go to the Development Review Committee (DRC) board to get approved. Any decisions that the DRC makes for denial may be appealed to the City Council for their determination.

Public Hearing Opened

No Comments

Public Hearing Closed

Claire Oldham moved to recommend approval for the proposed Code Text Amendment, amending Section 17.7, titled Large-Scale Development Overlay Zones, relating to amending the approval procedure for the large-scale overlay zone, and providing an effective date for the ordinance.

APPROVED MINUTES

09.04.2024

Chris Christiansen seconded the motion.

Voting was as follows:

Christine Anderson	AYE
Chris Christiansen	AYE
Rodney Martin	AYE
Geoff Dupaix	AYE
Bruce Frandsen	AYE
Clair Oldham	AYE

The motion passed

- d. Public hearing, review, and recommendation on a proposed Code Text Amendment, known as Subdivisions, of the American Fork City Municipal Code. Amending Section 17.8, the Code Text Amendment plans to amend the approval procedure for subdivisions.**

Travis Van Ekelenburg reviewed the background information for public hearing item letter d: Staff has initiated a Code Text Amendment to amend Section 17.8 of the American Fork City Municipal Code. The Code Text Amendment plans to amend the approval procedure for subdivisions. The subdivision process will only include the Development Review Committee (DRC). The DRC will review the preliminary plans and final plats associated with the development and ultimately act upon them once they are in an approvable form. Residential subdivision will have a three-time review process where the applicant will submit for the first time and have up to two resubmittals before an action is made by the DRC. Any denial the DRC makes can be appealed to the City Council to decide on the matter. Bruce Frandsen voiced his concerns that the public should be more involved when a subdivision is being considered, and removing the planning commission as the approval body takes away the option of the public being able to voice their opinions. Claire Oldham asked about the notification process once a subdivision request is filed. Travis Van Ekelenburg referenced the state minimums 10 day noticing requirement and reminded the commissioners that due to the State Code Change, only the Development Services Director would be making recommendations on subdivisions without this change to the code. He also noted that regardless of the approval body, the citizens will still receive the required notifications. Christine Anderson acknowledged the importance of Bruce Frandsen's concern and added that items in need of a public hearing such as zoning maps would

APPROVED MINUTES

09.04.2024

still come before the planning commission. She feels that once things get to an administrative level where someone is basically looking at the plan and checking off the boxes for American Fork City code requirements, she thinks that is something that can be handled by the DRC. Bruce Frandsen agreed and was appreciative of the discussion and clarifications. Rodney Martin noted that during his time on the Planning Commission, he has felt at times there was some redundancy, and he likes the idea of streamlining things as much as possible.

Public Hearing Opened

No Comments

Public Hearing Closed

Bruce Frandsen moved to recommend approval for the proposed Code Text Amendment, amending Section 17.8, titled Subdivisions, relating to amending the approval procedure for subdivisions and providing an effective date for the ordinance.

Rodney Martin seconded the motion.

Voting was as follows:

Christine Anderson	AYE
Chris Christiansen	AYE
Rodney Martin	AYE
Geoff Dupaix	AYE
Bruce Frandsen	AYE
Clair Oldham	AYE

The motion passed

Other Business

APPROVED MINUTES

09.04.2024

Cody Opperman informed the commissioners that code rewrite is still being worked on, along with the stationary and general plan amendments. He also mentioned that staff is working on an overlay map showing where developments are happening in the city, and possibly what Parcels are currently under review.

Adjournment

Geoff Dupaix motioned to adjourn the meeting.

Rodney Martin seconded the motion.

Meeting adjourned at 6:26PM

A handwritten signature in black ink, appearing to read 'Angie', with a stylized flourish extending to the right.

Angie McKee

Administrative Assistant I

The order of agenda items may change to accommodate the needs of the commissioners, public and staff.