



AMERICAN FORK CITY COUNCIL
OCTOBER 15, 2024
WORK SESSION AGENDA

Members Present:

Bradley J. Frost	Mayor
Staci Carroll	Council Member
Tim Holley	Council Member
Ryan Hunter	Council Member
Ernie John	Council Member
Clark Taylor	Council Member

Staff Present:

David Bunker	City Administrator
Camden Bird	Assistant City Administrator
Christina Tuiaki	Executive Assistant
Anna Montoya	Finance Director
Stephanie Finau	Deputy Recorder
Patrick O'Brien	Development Services Director
Sam Kelly	Public Works Director
Al Scott	Assistant Public Works Director
Dan Loveland	Chief Building Official
Cherylyn Egner	Legal Counsel
Cameron Paul	Police Chief
Aaron Brems	Fire Chief

Also present: Eileen Miller (HBA), Brittany Snow (Historic Preservation Committee), Liza Warren Carter (HPC), and Mr. Reagan.

The American Fork City Council held a work session on Tuesday, October 15, 2024, in the American Fork City Administration Conference Room, located at 51 E. Main Street, commencing at 4:04 p.m.

WORK SESSION

1. Report by the Chamber of Commerce on Steel Days 2024.

The mayor pulled this item from the agenda.

2. Discussion on the city's water conservation plan.

Sam Kelly reported that the Utah Water Conservation Plan Act, passed in 1998, requires water suppliers with more than 500 connections to repair, implement and update the

Water Conservation Plan every five years. The last one the city did was in 2019, and the city currently has a population of 38,000 plus with 11,496 connections.

Mayor Frost commented that this needs to be adopted at the next City Council meeting. Mr. Kelly mentioned that he does need to update a chart currently but will give the Council an update of the action plan.

Established Goals of Plans

- Reduce annual per capita culinary use by 10%
- Fully implement irrigation system citywide to increase public conservation awareness
- Continue emergency planning for system failures and droughts.
- Reduce the amount of water used by irrigation by at least 5% per year.

Best Management Practices

- System Operation, repair & maintenance options in the BMP. The city has worked hard to eliminate system losses and is currently tracking water usage versus water delivery. Since 2019, the city has reduced unmetered water or water loss by 1800-acre feet. Water usage did go up overall, but that is expected with population size, and it increased by 703-acre feet. Part of the operation was investing in a leak detection system, metering PI's and updated older and larger meters.
- User conservation options – use AMI to make residents aware of leaks and with the current billing codes use more water efficient fixtures.
- Regulatory & Rate options – Water Conservation Committee that consists of 5 members that meet quarterly. Suggestion for committee to discuss upcoming rate options, look at the data and provide the Council with recommendations.
- Behavioral and Education plans – Education mailers and coordinating with the division of water resources.

2019 Plan vs 2024 Plan

- 2018
 - 5,499-acre feet of water supply-Culinary
 - Metered usage – 2,84.1 acre-feet
 - Unmetered or losses – 2,658.1 acre-feet
- 2023
 - 4,388.8 acre-feet of water supply-Culinary
 - Metered usage – 3,544 acre-feet
 - Unmetered or losses – 844 acre-feet
- Same water rates

Historic Water Consumption

Discussion ensued in detail about the water consumption over the years regarding

Culinary Water, Secondary Water and Total Consumption.

Council Member Carroll arrived at 4:22 pm

3. Discussion on amendments to Title 15 (Buildings and Construction) and Title 17 (Development Code) of the city's municipal code.

Ms. Egner commented that she and Mr. O'Brien have had numerous conversations about the city code rewrite on what needs to be changed. She stated that she wanted some insight from the Council before moving forward. She stated that there are a lot of residential zones which create requests for spot zoning that can't be accommodated and create challenges on the backfill property because they still have to meet the requirements of specific zones and if the zones are adjusted a little bit, it might allow more flexibility to fill in some backfill areas in the city.

Code Rewrite Title 15 and 17

Chapter 17.3 – Zoning Districts

- Does the city want to keep current zones or minimize the number of zones
- Current Residential Agricultural
 - RA-1
 - RA-5 (3 areas on the south side of the city)
- Reduce to only RA-1?

Ms. Egner asked the Council if the areas on the south side want to develop, they have to come in at 5-acre lot and questioned if that what they want with that land, or if RA-1 was sufficient for that area. Mr. O'Brien commented that the development right is the same regardless of the RA-1 and RA-5 in terms of permitted uses.

Discussion ensued amongst the Council and staff about the RA zones. What does the Council want to see happen in that area? Do they want to reserve the agricultural field in that area and make sure that there's an area to be 5 acre lots or are they open to 1-acre lots. The decision was made to keep the RA-1 and RA-5 as is.

One and Two family residentials

Current

R-1-20,00, R-1-15,000, R-1-12,000
R-1-9000, R-1-7,500, R-2-7,500
PR-2.0, PR-2.3, PR-3.0

Consideration

R-1-7,500, R1-1-12,000
• Square footage being an average so long as certain amenities are included
R-2-7,500
Eliminate PR and add planned unit developments with average square footage

Ms. Egner asked the Council if they want to keep the many different zones or just have one general zone. Mr. O'Brien stated that having fewer residential zones streamlines it

for staff standards. It's a cleaner cut and looks better on the zoning map and in terms of allowing development, it is easier for development to occur for people trying to develop property.

Discussion ensued about general lots sizes and having a diverse community of lot sizes instead of everything looking the same.

Ms. Egner asked the Council if they were open to reducing or minimizing the number of zones, setting a minimum for each zone and then having flexibility within the zone. The Council wanted some clarification on the flexibility. Ms. Egner commented that once changes have been made it would still need to be approved by the Council.

Multifamily Residential

Current

R-3-7,500

R-4-7,500

Potential

MF-7,500

Retail Commercial, Office, Mixed Use

Current

CC-1, GC-1, CC-2, GC-2, SC-1,

PO-1, PC

Potential

Downtown, CC-1, GC-1, SC-1, PO-1

Ms. Egner asked the Council if they wanted to make a zone that is just downtown. Is there a strip of downtown that they want to preserve in a different way than the rest of the commercial? Do they want to simplify it the GC and CC that is for shopping centers and professional offices.

Discussion ensued regarding condensing and shifting downtown codes and what it entails for each code.

Commercial, Professional office, etc.

- Is there anything the Council knows they do not want in specific zones?
- Should permitted use remain the same.

Council Member Holley commented if they could skip to the **Historic Preservation Chapter 15.2** so that Brittany Snow can go to her son's game.

Ms. Snow commented that serving on the Historic Preservation Committee there have been issues brought up of where everything is at, such as where the preservation of city history is. She noted that there is a huge risk of preserving any history and not having a Historical Society.

Ms. Snow shared a brief history of the city and how it is in danger of losing its history. If a person wants to know where to find the city's history, they can go to the library, but

they have to dig for the information. She commented that the only historical data found within city limits besides the library is the “Daughters of Utah Pioneers” Relic Hall. Utah Valley University also has a collection online for American Fork City history with 99 images, but the city needs more.

She went over the risks of the city not establishing a Historical Society and a Historical Preservation Program:

- A city that lacks a historical society is at risk of losing its shared history
- Diminishing its sense of community identity
- Potentially neglecting valuable historical sites and stories

Currently there is a Historical Preservation committee, but it has fallen to the wayside she stated. Juel Anderson Belmont, who has recently passed away, was the chairperson, but she was the one who founded and started the committee. The committee needs to be more organized and up to date. She commented on some of the issues she sees in the downtown area. There are only a couple of historical markers that are the National Register or through the state. She added that with how old the city is, there is not an established Historical Society.

Historic Preservation Issues:

- The city’s website has listed 55 documented historical or home demolitions, when there have been hundreds of home histories currently lost. There's a significant gap in the preservation of American Fork's historical records and resources.
- As of today, the city’s website or city owned records database really has no resources of historical data for residents. The last time that American Fork had a physical and oral history compiled into an online database was 2005 due to an Eagle Scout project. There is a walking tour that is 19 years out of date.
- American Fork Historic District - Established with the State of Utah, July 1998 by Smith Architects. The district runs by 100-300 South and 300 West. There is only ONE resource found on the historic district and that is National Register Information Systems. The registrar states about the district “locally significant, both architecturally and historically, because it represents the social, economic and architectural history of American Fork.”

Ms. Snow commented that these issues could result in a loss of cultural heritage and a weakened connection to the past when making future development decisions, essentially causing the city to forget its own history and miss opportunities to preserve important landmarks and narratives. It is crucial for city council to help create a centralized location for preserving and sharing American Fork's history. This could help gather more historical records, artifacts, and written histories, ensuring that the city's rich past is well-documented and accessible to future generations.

Solution:

- Comprehensive Archival System – Centralized Location for the Historical Society – Preservation Commission. A “homebase” place for documenting and storing records, archives and artifacts: Public access to records on American Fork City’s website using an outsourced database with a yearly subscription.
- Location Ideas
 - The City Hall
 - The Harrington Building
 - The Apollo
 - A Suite on Main Street (rented by the city)
 - Online Database Archiva plugs into the city website and residents who log in can see it and Ancestry will scan for free. The cost to Archiva is \$6,000/year.
- Municipal Historian (town) responsible for preserving, collecting, and interpreting the history of a town or city by:
 - Research: Researching and writing about the history of the town or city
 - Teaching: Teaching the public about the history of the town or city
 - Preservation: Helping with the preservation of historic sites and structures
 - Promotion: Promoting tourism and awareness of the community's history
 - Assistance: Helping individuals and the city or town with research on various topics
 - Distribution: Distributing historical artifacts, news, stories, and structures
 - Answering questions: Answering questions and providing information
 - Inspiring: Inspiring others to become involved in history
- Grants and Funding
 - PARC Tax: Implemented by Lehi City to create a city tax to help fund historical projects.
 - CLG Program: Certified Local Government Program is a state and national grant to fund up to \$10,000 for historic preservation. (American Fork City was de-certified in 2023 due to not maintaining regulations. Cannot recertify until 2026 due to loss of certification.
 - Grants: Grants can be submitted to the state and national registrar and the city can match those grants. Grants can range from \$10,000 to \$30,000. National Historic Trust, Stewardship and Preservation Utah.
 - Donations and Private Funders
 - Establish the historical society as a non-profit to be eligible for more funding.
 - Fundraising opportunities such as heritage festivals, galas, walking tours, film nights and antique swaps. etc.

Ms. Snow mentioned that Lehi hired a historian at \$65,000/year and for the amount of work that will be going into putting everything back together will take years and a director is going to be needed. She added using social media would be a big help for the Historic Committee.

Mayor Frost commented on the importance of the history of the city and that it would be an investment that would have to come through a budget session. He also stated that it would be good to reorganize the committee and go through the proper procedures in picking the committee, follow the bylaws and recruit to get people on the committee.

Ms. Snow mentioned that if there is a place where all the history is stored and archived that she would like it to be named after Juel since she's done so much for the city, and it would be a great way to honor her.

Mayor Frost commented that the first thing that needs to be done is to establish a committee with a chairperson with term commitments just like other committees. Ms. Snow replied that they do have 5 members on the committee along with 2 professionals as required.

Ms. Egner continued with the code rewrite presentation.

Chapter 17.5.112 – Additional height allowed

- Additional height permitted for public buildings and churches in residential zones
 - 1' set back for each additional foot or height (*Is this the Council's desire*)
- The Council agreed with this code to stay the same.

Chapter 17.5.126 – Minimum level of improvements

- For purposes of application of this provision, a major expansion shall be deemed to include one or more of the following:
 - The addition of additional story to the existing structure increased the habitable area of the structure by an amount greater **than twenty five percent** of the main floor area. Provided that this provision shall not be applicable in the instance of an interior finish permit for a pre-existing residential basement.
 - The construction of improvements to the existing primary structure and/or addition or improvement of accessory buildings wherein the estimated cost of the proposed improvements is **more than five times the estimated cost** of the required full lot improvements required under paragraph A
 - The proposed activity on site constitutes a **change in use** or is sufficient in scope to require submission and approval of a site plan by the planning commission.

Ms. Egner asked the Council at what point does the city expect that people will complete the frontage improvements on their properties. What is the threshold they would like to see to make sure those improvements are put in or is the Council okay with how the code sits.

Discussion ensued on who is responsible for finishing the frontage whether it's a new or an existing build whether it's sidewalk or asphalt Ms. Egner suggested that if the Council is into modifying it, she can come back with different proposals that other cities are

utilizing. Council Member Ryan suggested coming back with a process of how that would be done.

Chapter 17.9 – Performance Guarantee

- 117.9.200 Type of guarantee allowed
 - Cash deposit
 - Escrow account
 - Secured letter of credit
 - Surety bond – Ms. Egner suggested getting rid of this because it causes the most complication with staff.

Does the council want to keep all four options? The Council agreed to drop the surety bond.

Chapter 15.2 Historic Preservation

- What is the purpose of the historic preservation committee?
- What is historic?
 - Current
 - Historic property – prior to 1950
 - Historic site and landmark – 50+ years
- What procedures for designation?
- What procedure for demolition/alteration?

Ms. Egner asked what the Council wants to do. She suggested doing a rewrite of how they're going to move forward with the Historic Preservation and having a policy discussion. The mayor suggested moving this topic to another agenda but will organize a Historic Preservation Committee as it should be according to the bylaws and to get that organized and functioning. He referred to Dan Loveland about demolition process and how that works and if there anything that we can be better at to streamline it. Mr. Loveland stated that the procedure and process is dated and added that a clean procedure would help with that.

Council Member Clark stated that there was a procedure and policy done in the 90's that was clear about that process. Discussion ensued on the procedure and policy and also committee members serving and reaching out to volunteers who have collected the history and artifacts of the city that would like to be part of the committee.

4. Adjourn.

The meeting adjourned at 6:01 PM.



Stephanie Finau
Deputy Recorder