



AMERICAN FORK CITY DEVELOPMENT REVIEW COMMITTEE AGENDA

**Regular Session
March 17, 2025
Monday 10:00 AM**

**American Fork City Public Works Building
275 East 200 North
American Fork City, UT 84003
<https://www.americanfork.gov/AgendaCenter>**

Development Review Committee Members

Patrick O'Brien, Dev. Services Director
Sam Kelly, Public Works Director
Aaron Brems, Fire Chief

Notice is hereby given that the American Fork City Development Review Committee will meet in regular session on March 17, 2025, at the American Fork City Public Works building, 275 East 200 North commencing at 10:00 AM. The agenda shall be as follows:

1. Regular Session

- a. Roll Call
- 2. **Common Consent Agenda** (Common Consent is that class of DRC action that requires no further discussion or which is routine in nature. All items on the Common Consent Agenda are adopted by a single motion unless removed from the Common Consent Agenda).
 - a. Approval of the March 4, 2025, Development Review Committee minutes.
- 3. **Action Items** (Action Items is that class of DRC action that requires further discussion on Preliminary Plans, Final Plats, and Site Plans. The Development Review Committee Board will have authority to approve Preliminary Plans and Final Plats but make a recommending action on Site Plans.)
 - a. Review and action on an application for a Final Plat, known as Holmes Gunther Final Plat for the proposed Ellen's 2 Subdivision, located at 490 N Mary Pulley Dr. (900 E), American Fork City, UT 84003. The Final Plat will be on approximately 5.16 acres and will be in the R1-9000 zoning designation.
- 4. **Other Business**
 - a. Upcoming Projects
- 5. **Adjournment**

Dated this 12th day of March 2025

Patrick O'Brien

Development Services Director

**The order of agenda items may change at the discretion of the Development Review Committee*

AMERICAN FORK CITY
DEVELOPMENT REVIEW COMMITTEE REGULAR SESSION

March 4th, 2025

The American Fork City Development Review Committee met in a regular session on March 4th, 2025, at the American Fork Public Works Building, 275 East 200 North, commencing at 8:00 a.m.

Development Review Committee:

Development Services Director: Patrick O'Brien

Public Works Director: Sam Kelly

Fire Chief: Aaron Brems

Staff Present:

Ben Hunter	Engineer
Travis Van Ekelburg	Senior Planner
Angie McKee	Administrative Assistant I
Mat Sacco	Fire Marshall

Others Present: Mike Robinson, Dan Gould

REGULAR SESSION

Roll Call

COMMON CONSENT AGENDA

Minutes of the February 24th, 2025, Development Review Committee Regular Session.

Sam Kelly motioned to approve the Common Consent agenda

UNAPPROVED MINUTES

03.04.2025

Patrick O'Brien seconded the motion

Voting was as follows:

Patrick O'Brien	AYE
Sam Kelly	AYE
Aaron Brems	AYE

The motion passed

ACTION ITEMS

- a. Review and recommendation on an application for a Commercial Site Plan, known as North Pointe Business Park, Building "F" (Application #3), located at approximately 1260 S 630 E, American Fork City, UT 84003. The Commercial Site Plan will be on approximately 6.05 acres and will be in the PI-1 (Planned Industrial) Zone.**

Travis Van Ekelburg reviewed the background information for action item letter a: The applicant has applied for a Commercial Site Plan to develop an office/warehouse development. The project looks to provide 10,990 square feet of office use and 98,900 square feet of warehousing to the area. This is the final piece to the North Pointe Business Park between E Bromley Drive and 1300 South.

Sam Kelly moved to approve for the proposed Commercial Site Plan, located at approximately 1260 S 630 E, American Fork City, in the PI-1 Zone, subject to any conditions found in the staff report.

Aaron Brems seconded the motion.

Voting was as follows:

UNAPPROVED MINUTES

03.04.2025

Patrick O'Brien	AYE
Sam Kelly	AYE
Aaron Brems	AYE

The motion passed

Other Business

There was no other business to discuss at this time.

Adjournment

Patrick O'Brien motioned to adjourn the meeting.

Sam Kelly seconded the motion.

Voting was as follows:

Patrick O'Brien	AYE
Sam Kelly	AYE
Aaron Brems	AYE

The motion passed

Meeting adjourned at 10:05 AM

Angie McKee

Administrative Assistant I

UNAPPROVED MINUTES

03.04.2025

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

Agenda Topic

Review and action on an application for a Final Plat, known as Holmes Gunther Final Plat for the proposed Ellen's 2 Subdivision, located at 490 N Mary Pulley Dr. (900 E), American Fork City, UT 84003. The Final Plat will be on approximately 5.16 acres and will be in the R1-9000 zoning designation.

BACKGROUND INFORMATION		
Location:		490 Mary Pulley Dr.
Project Type:		Final Plat
Applicants:		Daniel Herzog
Existing Land Use:		Residential Low Density
Surrounding Land Use:	North	Residential Low Density
	South	Residential Low Density
	East	Residential Low Density
	West	Residential Low Density
Existing Zoning:		R1-9000
Surrounding Zoning:	North	R1-9000
	South	R1-9000
	East	R1-9000
	West	R1-9000
Square Footage (By Use)		224,770
Total Number of Units		15
Parking Requirement		30

Background

The applicant has applied for a Final Plat to develop a 15-lot subdivision. The project looks to establish 15 residential lots that range from approximately 9,000 to 24,000 square feet in area. As the property is located within the R1-9000 residential zone, the minimum requirement of lots will need to be 9,000 s.f., 90' lot width at minimum setback, and 100' of lot depth.

Sec 17.8.207 Subdivider Prepares And Submits Final Plats, Detailed Engineering Plans And Supporting Material And Submits To Staff

After receiving authorization to proceed, the subdivider shall prepare and submit to the Development Services Department a final plat submittal packet containing the following:

- A. Application for final plat approval.
- B. A reproducible drawing of the proposed final plat prepared in a format approved for recording at the office of the Utah County Recorder.
- C. Copies of the detailed engineering documents and other supporting materials.
- D. An itemized engineers estimate of the cost of constructing the required improvements.
- E. Evidence of payment of review and recording fee.
- F. Documents conveying water rights to city.
- G. Evidence that any boundary conflicts with adjacent properties are fully resolved.
- H. Other materials deemed by city staff to be essential for an adequate understanding of the proposed project.

Sec 17.8.208 DRC Reviews Final Plats, Detailed Engineering And Supporting Materials

Upon receipt of the submission from the subdivider the Development Services Director or assignee shall review the plans, documents, and statements for completeness. Upon determination of a complete application, the plans, documents and statements, or portions thereof, shall then be provided to the Development Review Committee and applicable public agencies for review of compliance with Federal, State and local laws and regulations, city requirements and standards, and the general plan.

Sec 17.8.209 Development Review Conference - DRC Reports - Results Of Review Of Final Plat, Detailed Engineering Plans And Supporting Materials To Subdivider

- A. The Development Review Committee shall conduct a Development Review Conference to review and discuss the materials submitted by the subdivider.
- B. Upon completion of review, the Development Review Committee shall provide the results of the review and comments to the Development Services Director or assignee. The results and comments shall be compiled and provided to the subdivider.
- C. The Development Review Committee may suggest changes to the submittal materials so that the final plat will conform with the development regulations and policies of the city and the terms of preliminary plan approval.

Sec 17.8.211 Development Review Committee Acts On Final Plat, And Supporting Materials

After considering the recommendation of all Development Review Committee members, the DRC, acting as the administrative land use authority, may table the matter, deny, or grant approval, including granting approval upon conditions stated. Approval of the final plat shall be made only upon a finding that:

1. The final plat conforms with terms of the preliminary plan approval.
2. The final plat complies with all city requirements and standards relating to subdivisions.
3. The detailed engineering plans and materials comply with the city standards and policies.
4. The estimates of cost of constructing the required improvements are realistic.
5. The water rights conveyance documents have been provided.

If approved, the City Manager, Community Development Director, and City Engineer shall sign the Final Plat upon completion of all conditions. If any conditions are attached, the Final Plat or construction drawings shall be amended to reflect such changes and an accurate Final Plat shall be submitted to the City, prior to signing

Project Conditions of Approval

1. N/A

Findings of Fact

1. The Final Plat meets the requirements of Section 17.8.207
2. Staff has determined that the plat conforms to the already approved preliminary plat.

Project Map



APPLICANT is responsible and shall submit/post/obtain all necessary documentation and evidence to comply with these Standard Conditions of Approval prior to any platting, permitting, or any other form of authorization by the City including plat recording or other property conveyance to the City and prior to scheduling a pre-construction meeting. All recording shall take place at the Utah County Recorder's Office.

1. **Title Report:** Submit an updated Title Report not older than 30 days or other type of appropriate verification that shows all dedications to the City are free and clear of encumbrances, taxes, or other assessments.
2. **Property Taxes and Liens:** Submit evidence that all the property taxes, for the current and/or previous years, liens, and agricultural land use roll over fees have been paid in full.
3. **Water Rights:** Submit evidence that all the required water rights have been conveyed to American Fork City.
4. **Performance Guarantee:** Post a performance guarantee for all required public and essential common improvements.

5. **Easements and Agreements:** Submit/record a long-term Storm Water Pollution Prevention Maintenance Agreement signed and dated by the property owner and any required easement documentation.
6. **Land Disturbance Permit:** Obtain a Land Disturbance Permit.
7. **Compliance with the Plan Review Comments:** All plans and documents shall comply with all the Technical Review Committee comments and the City Engineer's final review.
8. **Commercial Structure:** Record an Owner Acknowledgment and Utility Liability Indemnification if the proposed building is a multi-unit commercial structure served by a single utility service.
9. **Sensitive Lands:** Record all applicable documents required for compliance with the City's Sensitive Lands Ordinance.
10. **Utility Notification Form:** Submit a Subdivision Utility Notification Form.
11. **Professional Verification:** Submit final stamped construction documentation by all appropriate professionals.
12. **Fees:** Payment of all development, inspection, recording, streetlight, and other project related fees.
13. **Mylar:** Submit a Mylar. All plats will receive final verification of all formats, notes, conveyances, and other items contained on the plat by City staff (recorder, legal, engineer, GIS, planning).

Staff Recommendation

The Final Plat meets the requirements of Section 17.7.211. Staff recommends APPROVING the application.

Potential Motions – Final Plat

Approval

I move to approve the proposed Final Plat, located at approximately 490 E Mary Pulley Drive, American Fork City, UT 84003, in the R1-9000 Zone, subject to any conditions found in the staff report.

Denial

I move to deny the proposed Final Plat, located at approximately 490 E Mary Pulley Drive, American Fork City, UT 84003, in the R1-9000 Zone.

Table

I move to table action for the proposed Final Plat, located at approximately 490 E Mary Pulley Drive, American Fork City, UT 84003, in the R1-9000 Zone and instruct staff/developer to...

