



---

## **AMERICAN FORK CITY DEVELOPMENT REVIEW COMMITTEE AGENDA**

---

**Regular Session**

**June 16, 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 June 16, 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 May 27, 2025, Development Review Committee minutes.
- 3. **Public Hearings** (Public Hearings is that class of DRC action that requires further discussion on some Amended Final Plats. Public Hearing items will have the chance for the public to speak upon.)
  - a. Review and action on an application for an Amended Final Plat, known as Lakeside Planned Industrial Park Plat “D”, located at approximately 1669 S 580 E, American Fork City. The Amended Final Plat will be for approximately 2.88 acres and will be in the Industrial (I-1) Zone.
- 4. **Other Business**
  - a. Upcoming Projects
- 5. **Adjournment**

Dated this 11<sup>th</sup> day of June 2025

Patrick O'Brien

Development Services Director

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

UNAPPROVED MINUTES

05.27.2025

**AMERICAN FORK CITY**

**DEVELOPMENT REVIEW COMMITTEE REGULAR SESSION**

**May 27th, 2025**

The American Fork City Development Review Committee met in a regular session on May 27th, 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

Fire Chief: Aaron Brems

**Staff Present:**

Ben Hunter	City Engineer
Annalisa Reed	Planner
Cody Opperman	Planner II
Angie McKee	Administrative Assistant I
Mat Sacco	Fire Marshall

Others Present:

**REGULAR SESSION**

**Roll Call**

**COMMON CONSENT AGENDA**

**Minutes of the April 28th, 2025, Development Review Committee Regular Session.**

**Patrick O'Brien motioned to approve the Common Consent agenda**

## UNAPPROVED MINUTES

05.27.2025

**Aaron Brems seconded the motion**

**Voting was as follows:**

<b>Patrick O'Brien</b>	<b>AYE</b>
<b>Aaron Brems</b>	<b>AYE</b>

**The motion passed**

## **ACTION ITEMS**

- a. Review and action on an application for a Final Plat, known as Mitchell Farms Plat E, located at approximately 780 W 930 N, American Fork City. The Final Plat will be approximately 6.97 acres and will be in the Residential (R1-12000) Zone.**

Cody Opperman reviewed the background information for action item letter a: The applicant has applied for a Final Plat to develop a 15-lot subdivision. The project looks to provide 15 single family detached lots within the R1-12000 Residential Zone. The R1-12000 Residential Zones has a requirement of lots being a minimum of 12,000 s.f., 100' of lot width at minimum setback, and 100' of lot depth. The project has a perimeter fence around the subdivision that will follow the final construction drawings. Ben Hunter informed the committee that there are no issues to address from engineering.

**Patrick O'Brien moved to approve the proposed Final Plat, located at approximately 780 W 930 N, American Fork City, in the Residential (R1-12000) Zone, subject to any conditions found in the staff report.**

**Aaron Brems Seconded the motion**

## UNAPPROVED MINUTES

05.27.2025

**Voting was as follows:**

<b>Patrick O'Brien</b>	<b>AYE</b>
<b>Aaron Brems</b>	<b>AYE</b>

**The motion passed**

### **Other Business**

There was no other business to discuss at this time.

### **Adjournment**

**Patrick O'Brien motioned to adjourn the meeting.**

**Aaron Brems seconded the motion.**

**Voting was as follows:**

<b>Patrick O'Brien</b>	<b>AYE</b>
<b>Aaron Brems</b>	<b>AYE</b>

**The motion passed**

Meeting adjourned at 8:05 AM

Angie McKee

Administrative Assistant I

## UNAPPROVED MINUTES

05.27.2025

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 an Amended Final Plat, known as Lakeside Planned Industrial Park Plat "D", located at approximately 1669 S 580 E, American Fork City. The Amended Final Plat will be for approximately 2.88 acres and will be in the Industrial (I-1) Zone.

BACKGROUND INFORMATION		
Location:	1669 S 580 E	
Project Type:	Final Plat	
Applicants:	Ken Berg and Gary Maxwell	
Existing Land Use:	Design Industrial	
Proposed Land Use:	N/A	
Surrounding Land Use:	North	Design Industrial
	South	Design Industrial
	East	Institutional Lands, Schools and Public Facilities
	West	Design Industrial
Existing Zoning:	I-1	
Proposed Zoning:	N/A	
Surrounding Zoning:	North	I-1
	South	I-1
	East	Not Annexed
	West	I-1
Square Footage (By Use)	Two lots totaling 2.88 acres	
Total Number of Units	N/A	
Parking Requirement	N/A	

## **Background**

The applicant has applied for an Amended Final Plat to accommodate additions to the existing oil refinery. The project looks to create space for new equipment by adjusting the lot line between the business's two parcels. There is currently a site plan in review associated with the same property. The site plan does not propose any changes that would drastically impact the approval of the amended plat.

## **Sec 17.8.216 Amendments**

The plans, plats, documents, and statements may be amended by following the same procedure required for initial approval. No change shall be made which is contrary to the intent of the city's land use plan or the standards and requirements of this code. Any amendment of a recorded final plat shall not be approved or recorded except in conformance with the terms and conditions established by state law.

## **Sec 17.8.217 Amended Plats**

When major changes in a plat of a subdivision which has been recorded are made, approval of said subdivision shall be vacated and an amended plat thereof approved and filed in accordance with the requirements of this code. No change shall be made in approved plats unless approval thereof has been obtained by the planning commission and the city council.

## **Utah State Code 10-9a-608 – Subdivision Amendments**

- (1) (a) A fee owner of land, as shown on the last county assessment roll, in a subdivision that has been laid out and platted as provided in this part may file a written petition with the land use authority to request a subdivision amendment.
  - (b) Upon filing a written petition to request a subdivision amendment under Subsection (1)(a), the owner shall prepare and, if approved by the land use authority, record a plat in accordance with Section 10-9a-603 that:
    - (i) depicts only the portion of the subdivision that is proposed to be amended;
    - (ii) includes a plat name distinguishing the amended plat from the original plat;
    - (iii) describes the differences between the amended plat and the original plat; and

(iv) includes references to the original plat.

(c) If a petition is filed under Subsection (1)(a), the land use authority shall provide notice of the petition by mail, email, or other effective means to each affected entity that provides a service to an owner of record of the portion of the plat that is being vacated or amended at least 10 calendar days before the land use authority may approve the petition for a subdivision amendment.

(d) If a petition is filed under Subsection (1)(a), the land use authority shall hold a public hearing within 45 days after the day on which the petition is filed if:

- (i) any owner within the plat notifies the municipality of the owner's objection in writing within 10 days of mailed notification; or
- (ii) a public hearing is required because all of the owners in the subdivision have not signed the revised plat.

(e) A land use authority may not approve a petition for a subdivision amendment under this section unless the amendment identifies and preserves any easements owned by a culinary water authority and sanitary sewer authority for existing facilities located within the subdivision.

(2) The public hearing requirement of Subsection (1)(d) does not apply and a land use authority may consider at a public meeting an owner's petition for a subdivision amendment if:

- (a) the petition seeks to:
  - (i) join two or more of the petitioner fee owner's contiguous lots;
  - (ii) subdivide one or more of the petitioning fee owner's lots, if the subdivision will not result in a violation of a land use ordinance or a development condition;
  - (iii) adjust the lot lines of adjoining lots or between a lot and an adjoining parcel if the fee owners of each of the adjoining properties join in the petition, regardless of whether the properties are located in the same subdivision;
  - (iv) on a lot owned by the petitioning fee owner, adjust an internal lot restriction imposed by the local political subdivision; or

- (v) alter the plat in a manner that does not change existing boundaries or other attributes of lots within the subdivision that are not:
  - (A) owned by the petitioner; or
  - (B) designated as a common area; and
- (b) notice has been given to adjoining property owners in accordance with any applicable local ordinance.

(3) A petition under Subsection (1)(a) that contains a request to amend a public street or municipal utility easement is also subject to Section 10-9a-609.5.

(4) A petition under Subsection (1)(a) that contains a request to amend an entire plat or a portion of a plat shall include:

- (a) the name and address of each owner of record of the land contained in the entire plat or on that portion of the plat described in the petition; and
- (b) the signature of each owner described in Subsection (4)(a) who consents to the petition.

(5) (a) The owners of record of adjoining properties where one or more of the properties is a lot may exchange title to portions of those properties if the exchange of title is approved by the land use authority as a lot line adjustment in accordance with Subsection (5)(b).

(b) The land use authority shall approve a lot line adjustment under Subsection (5)(a) if the exchange of title will not result in a violation of any land use ordinance.

(c) If a lot line adjustment is approved under Subsection (5)(b):

- (i) a notice of lot line adjustment approval shall be recorded in the office of the county recorder which:
  - (A) is approved by the land use authority; and
  - (B) recites the legal descriptions of both the original properties and the properties resulting from the exchange of title; and
- (ii) a document of conveyance shall be recorded in the office of the county recorder.

- (d) A notice of approval recorded under this Subsection (5) does not act as a conveyance of title to real property and is not required in order to record a document conveying title to real property.
- (6) (a) The name of a recorded subdivision may be changed by recording an amended plat making that change, as provided in this section and subject to Subsection (6)(c).
  - (b) The surveyor preparing the amended plat shall certify that the surveyor:
    - (i) holds a license in accordance with Title 58, Chapter 22, Professional Engineers and Professional Land Surveyors Licensing Act;
    - (ii) (A) has completed a survey of the property described on the plat in accordance with Section 17-23-17 and has verified all measurements; or
    - (B) has referenced a record of survey map of the existing property boundaries shown on the plat and verified the locations of the boundaries; and
    - (iii) has placed monuments as represented on the plat.
  - (c) An owner of land may not submit for recording an amended plat that gives the subdivision described in the amended plat the same name as a subdivision in a plat already recorded in the county recorder's office.
  - (d) Except as provided in Subsection (6)(a), the recording of a declaration or other document that purports to change the name of a recorded plat is void.

### **Project Conditions of Approval**

1. Address all outstanding comments

### **Findings of Fact**

1. The Amended Final Plat meets the requirements of Section 17.8.217 of the American Fork Municipal Code, and staff recommends approval of the project due to compliance with all of the provisions outlined under the above sections.
  - a. When major changes in a plat of a subdivision which has been recorded are made, approval of said subdivision shall be vacated and an amended plat thereof

---

approved and filed in accordance with the requirements of this code. No change shall be made in approved plats unless approval thereof has been obtained by the Development Review Committee.

### Project Map



### Standards Conditions of Approval

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.

- 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.
- 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.
- Water Rights:** Submit evidence that all the required water rights have been conveyed to American Fork City.
- 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 Amended Final Plat meets the requirements of Section 10-9a-608 of the Utah State Code, and all provisions of the American Fork Municipal Code, related to subdivision amendments.

Staff recommends approving the application subject to the conditions outlined in the staff report.

**Potential Motions – Amended Final Plat**

**Approval**

I move to approve the proposed Amended Final Plat, located at 1669 S 580 E, American Fork City, in the (I-1) Industrial Zone, subject to any conditions found in the staff report.

**Denial**

I move to deny the proposed Amended Final Plat, located at 1669 S 580 E, American Fork City, in the (I-1) Industrial Zone.

**Table**

I move to table action for the proposed Amended Final Plat, located at 1669 S 580 E, American Fork City, in the (I-1) Industrial Zone and instruct staff/developer to.....



