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

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**Regular Session  
September 15, 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>**

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### **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 September 15, 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 September 2, 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. Public hearing on an application for an Amended Final Plat, known as Miller Property (210 N 825 E), located at approximately 210 N 825 E, American Fork City. The Amended Final Plat will be for approximately 0.29 acres and will be in the Residential (R1-9000) Zone.
  - b. Public hearing on an application for an Amended Final Plat, known as Miller Property (229 N 860 E), located at approximately 229 N 860 E, American Fork City. The Amended Final Plat will be for approximately 0.45 acres and will be in the Residential (R1-9000) Zone.
- 4. **Other Business**
  - a. Upcoming Projects
- 5. **Adjournment**

Dated this 4<sup>th</sup> day of September 2025

Patrick O'Brien

Development Services Director

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

## UNAPPROVED MINUTES

09.02.2025

## AMERICAN FORK CITY

## DEVELOPMENT REVIEW COMMITTEE REGULAR SESSION

**September 2nd, 2025**

The American Fork City Development Review Committee met in a regular session on September 2nd, 2025, at the American Fork Public Works Building, 275 East 200 North, commencing at 8:00 a.m.

## **Development Review Committee:**

Public Works Director: Sam Kelly

Development Services Director: Patrick O'Brien

Fire Chief: Aaron Brems

Staff Present:

Ben Hunter City Engineer

Cody Opperman      Planner II

Annalisa Reed Planner I

Mat Sacco Fire Marshall

### Others Present:

## **REGULAR SESSION**

## Roll Call

## **COMMON CONSENT AGENDA**

## Minutes of the August 18th, 2025, Development Review Committee Regular Session.

## UNAPPROVED MINUTES

09.02.2025

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

**Aaron Brems seconded the motion**

**Voting was as follows:**

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

**The motion passed**

## **ACTION ITEMS**

- a. **Review and action on an application for an Amended Final Plat, known as AF Crossings Plat A-1, located at approximately 850 S 700 W, American Fork City. The Amended Final Plat will be for approximately 1.40 acres and will be in the Public Facilities (PF) Zone.**

Ben Hunter reviewed the background information for action item letter a: Staff has initiated an Amended Final Plat Application, titled AF Crossings Plat A-1, to subdivide the property located approximately 850 South 700 W. The property that is being subdivided is owned entirely by American Fork City. With the subdivision, one parcel will continue to be owned by American Fork City, and the other parcel will be owned by UDOT to allow future projects throughout the City.

**Patrick O'Brien moved to approve the proposed Amended Final Plat, known as AF Crossings Plat A-1, located at approximately 850 S 700 W, American Fork City, UT 84003, in the Public Facilities (PF) Zone, subject to any conditions found in the staff report.**

## UNAPPROVED MINUTES

09.02.2025

**Aaron Brems seconded the motion**

**Voting was as follows:**

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

**The motion passed**

**b. Review and action on an application for an Amended Final Plat, known as AF Crossings Plat A-2, located at approximately 800 W 850 S, American Fork City. The Amended Final Plat will be for approximately 12.04 acres and will be in the Public Facilities (PF) Zone.**

Cody Opperman reviewed the background information for action item letter b: Staff has initiated an Amended Final Plat Application, titled AF Crossings Plat A-2, to subdivide the property located approximately 800 W 850 S. The property that is being subdivided is owned entirely by American Fork City. With the subdivision, one parcel will continue to be owned by American Fork City, and the other parcel will be owned by UDOT to allow future projects throughout the City.

**Patrick O'Brien moved to approve the proposed Amended Final Plat, known as AF Crossings Plat A-2, located at approximately 800 W 850 S, American Fork City, UT 84003, in the Public Facilities (PF) Zone, subject to any conditions found in the staff report.**

**Sam Kelly seconded the motion**

**Voting was as follows:**

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

**The motion passed**

## UNAPPROVED MINUTES

09.02.2025

- c. **Review and action on an application for an Amended Final Plat, known as AF Crossings Plat A-3, located at approximately 850 S 900 W, American Fork City. The Amended Final Plat will be for approximately 0.60 acres and will be in the Public Facilities (PF) and Planned Residential (PR-3.0) Zone.**

Cody Opperman reviewed the background information for action item letter c: Staff has initiated an Amended Final Plat Application, titled AF Crossings Plat A-3, to subdivide the property located approximately 850 South 900 W. The property that is being subdivided is owned entirely by American Fork City. With the subdivision, one parcel will continue to be owned by American Fork City, and the other parcel will be owned by UDOT to allow future projects throughout the City.

**Patrick O'Brien moved to approve the proposed Amended Final Plat, known as AF Crossings Plat A-3, located at approximately 850 S 900 W, American Fork City, UT 84003, in the Public Facilities (PF) and Planned Residential (PR-3.0) Zone, subject to any conditions found in the staff report.**

**Sam Kelly seconded the motion**

**Voting was as follows:**

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

**The motion passed**

## **Other Business**

There was no other business to discuss

## **Adjournment**

## UNAPPROVED MINUTES

09.02.2025

**Sam Kelly 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>
<b>Sam Kelly</b>	<b>AYE</b>

**The motion passed**

Meeting adjourned at 8:12 AM

Angie McKee

Administrative Assistant I

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

### Agenda Topic

Public hearing on an application for an Amended Final Plat, known as Miller Property (210 N 825 E), located at approximately 210 N 825 E, American Fork City. The Amended Final Plat will be for approximately 0.29 acres and will be in the Residential (R1-9000) Zone.

BACKGROUND INFORMATION		
Location:	210 N 825 E	
Project Type:	Amended Final Plat – Public Hearing	
Applicants:	Caryn Miller	
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)	R1-9000	
Total Number of Units	R1-9000	
Parking Requirement	R1-9000	

### Background

The applicant has applied for an Amended Final Plat Application to amend their current subdivision. The project looks to provide new property lines for the current properties owned by the applicant. 210 N 825 E and 229 N 860 E are currently going through an Amended Final Plat review with the Development Review Committee. This item on the agenda is the public hearing portion for the requirement to follow Utah State Code for amendments to a subdivision. As there

have not been all the signatures of property owners within the originally approved subdivision to sign the petition, it is required to hold a public hearing within 45 days of the petition being filed and accepted into review.

#### **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. As this is a public hearing, there are no project conditions for approval.

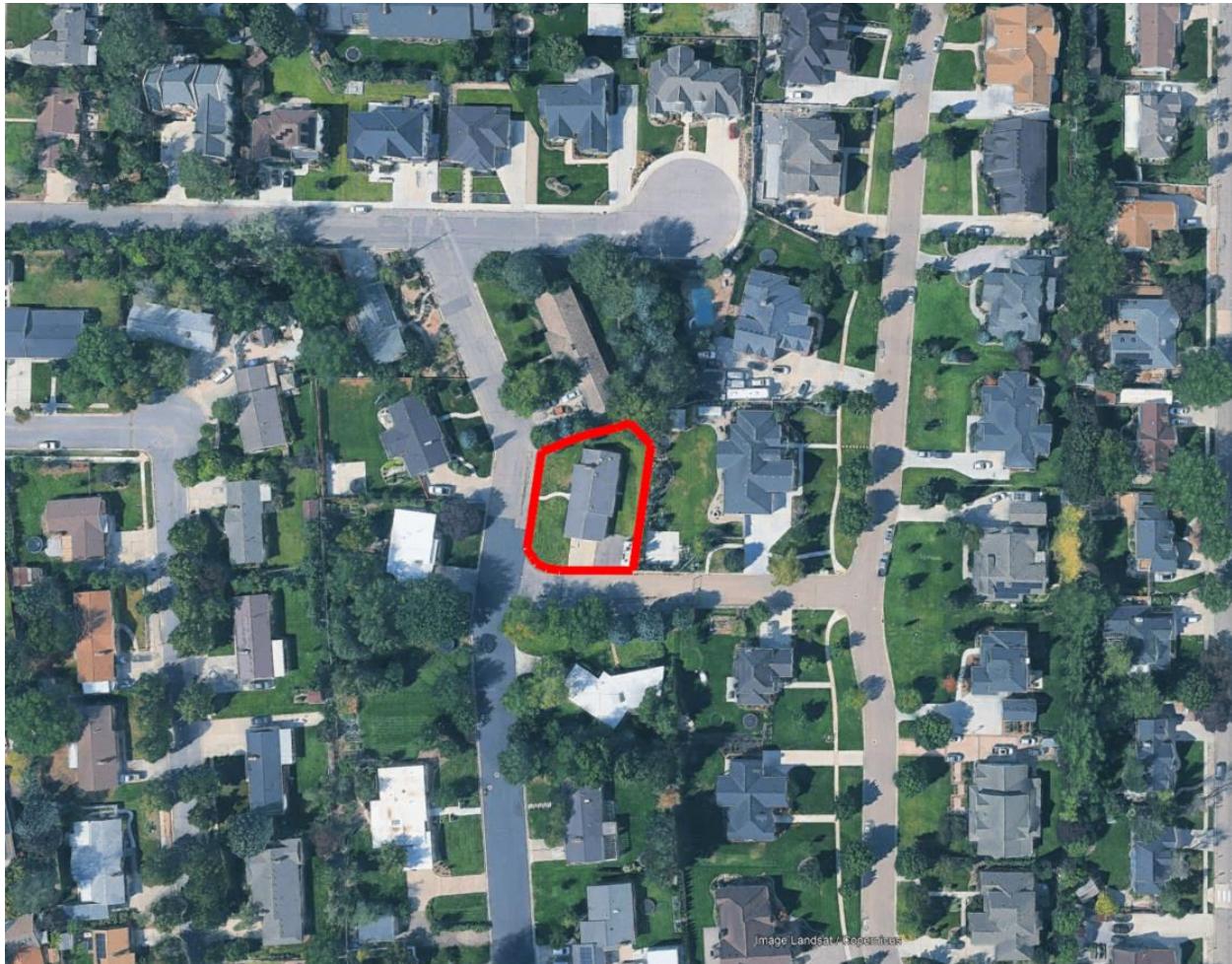
### **Findings of Fact**

1. The Amended Final Plat – Public Hearing **MEETS** the requirements of Utah State Code 10-9a-608 Subdivision Amendments.
  - a. The public hearing is being held within 45 days of the petition being filed and accepted into review.



**Development Review Committee Staff Report**  
**Meeting Date: September 15, 2025**

**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.

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).

### Agenda Topic

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Applicants:	Caryn Miller	
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	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)	~19,469 – Residential	
Total Number of Units	1 (existing)	
Parking Requirement	2 (existing)	

### Background

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portion for the requirement to follow Utah State Code for amendments to a subdivision. As there have not been all the signatures of property owners within the originally approved subdivision to sign the petition, it is required to hold a public hearing within 45 days of the petition being filed and accepted into review.

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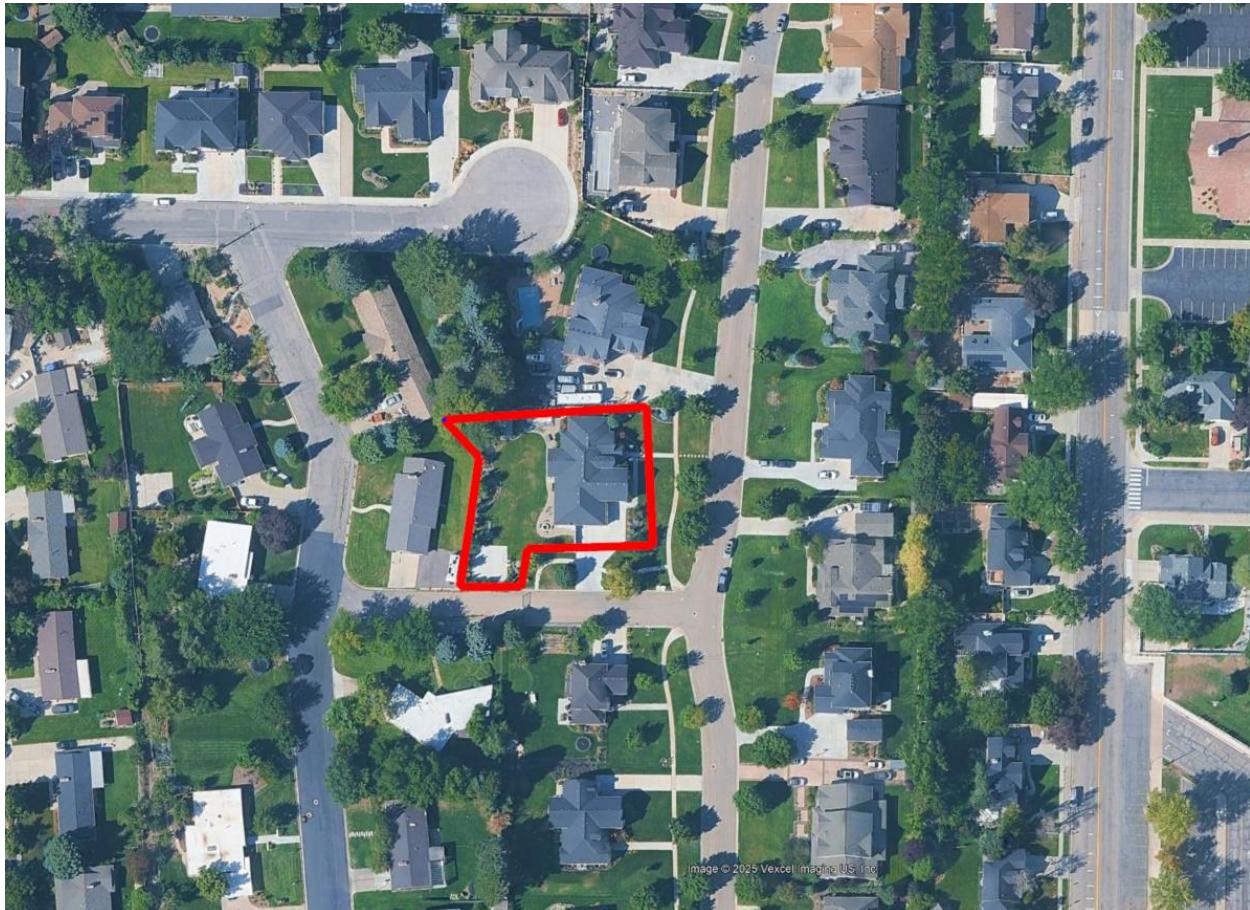
### **Project Conditions of Approval**

1. As this is a public hearing, there are no project conditions for approval.

### **Findings of Fact**

1. The Amended Final Plat – Public Hearing **MEETS** the requirements of Utah State Code 10-9a-608 Subdivision Amendments.
  - a. The public hearing is being held within 45 days of the petition being filed and accepted into review.

### Project Map



### Standards Conditions of Approval

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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).