



AMERICAN FORK CITY DEVELOPMENT REVIEW COMMITTEE AGENDA

**Regular Session
November 10, 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 November 10, 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 November 3, 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 Meadowbrook TOD Phase 4, located at approximately 800 W 620 S, American Fork City. The Final Plat will be for approximately 6.98 acres and will be in the Transit Oriented Development (TOD) Zone.

4. Adjournment

Dated this 6th day of November 2025

Patrick O'Brien

Development Services Director

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

UNAPPROVED MINUTES

11.03.2025

AMERICAN FORK CITY DEVELOPMENT REVIEW COMMITTEE REGULAR SESSION

November 3rd, 2025

The American Fork City Development Review Committee met in a regular session on November 3rd, 2025, at the American Fork Public Works Building, 275 East 200 North, commencing at 10:00 a.m.

Development Review Committee:

Public Works Director: Sam Kelly

Development Services Director: Patrick O'Brien

Fire Chief Designee: Aaron Brems

Staff Present:

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

Others Present:

Scott Williamson

Nancy Williamson

Roger Williams

REGULAR SESSION

Roll Call

COMMON CONSENT AGENDA

UNAPPROVED MINUTES

11.03.2025

Minutes of the October 20th, 2025, Development Review Committee Regular Session.

Sam Kelly motioned to approve the Common Consent agenda

Aaron Brems seconded the motion

Voting was as follows:

Patrick O'Brien	AYE
Sam Kelly	AYE
Aaron Brems	AYE

The motion passed

PUBLIC HEARING

- a. Public hearing on a proposed project, known as Harbor Village Slough Plat C, located at approximately 684 S and 240 W, American Fork City. The Amended Final Plat will be on approximately 1.02 acres and will be in the PR- 3.0.**

Scott Williamson began by asking whether the three property owners were seeking to annex the property or simply have the plat adjusted in their favor. He wanted clarification on the purpose behind their request. Scott then questioned whether the city would require the property owners to pipe the existing ditch or if they could simply fill it. Later in the discussion, he raised concerns about past right-of-way agreements, explaining that property owners originally gave up portions of land for road construction on the west side of the ditch. He stated that if property lines were now being moved, he would personally like to see the city restore what was originally given up for access.

Ben Hunter confirmed that the request involved incorporating HOA property into three private lots as part of a settlement agreement between the city and the property owners. At this stage, the proposal is limited to a plat adjustment—there are no engineering drawings or plans for piping or

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11.03.2025

other construction. Ben Hunter explained that if the owners later choose to pipe the ditch, they must still maintain water flow and provide legal access to all users with water rights. Any such work would require a separate approval process.

Ben Hunter also discussed the city's plans for the walking trail. The trail is intended to remain on the west side of the slough, on land that is still owned by the city. This alignment is consistent with the city's Master Plan, and the city does not plan to alter or transfer ownership of that portion. He noted that the width of the trail corridor varies, narrowing to about 20 feet in some areas. If, in the future, the ditch is piped or otherwise modified, the trail's exact location could change, but that is not yet determined. For now, the plat will remain as currently drawn, and the trail will stay on the west side.

Ben Hunter confirmed that the city does not currently own the slough area. Because of this the city cannot install or relocate the trail directly on the slough. He clarified that the corridor immediately west of the slough is the section being preserved for trail use in compliance with the city's Master Plan.

Patrick O'Brien closed Public Hearing and noted that an additional step – the review of an amended final plat will occur later.

ACTION ITEMS

- a. Review and action on an application for an Amended Commercial Site Plan, known as Liberty Addiction Recovery Center, located at 1088 E 390 S, American Fork City. The Amended Commercial Site Plan will be on approximately 1.29 acres and will be in the PO-1 Professional Office Zone.**

Cody Opperman explained that the project site for Liberty Addiction Recovery is located at the former Bel Air facility and has previously been reviewed by the Planning Commission to establish its permitted uses and parking requirements. The project is proceeding through the amended commercial site plan process, with conditions requiring all outstanding DRC (Development Review Committee) comments to be addressed in a follow-up review. The property lies within the PO-1 and complies with zoning and land-use regulations. No exterior changes are planned for the site. The main focus of review has been parking, with the Planning Commission approving a ratio of 0.6 parking stalls per bedroom, allowing for a maximum of 35 rooms given the 21 on-site stalls. Additional conditions include installing "no parking" signage along the street, as requested by the fire department.

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Mat Saco noted a concern after reviewing the parcel map for the Liberty Addiction Recovery site. He pointed out a small sliver of land on the east side, between the property and North County Boulevard, and asked whether it would need to be incorporated into the project. He explained that when reviewing the site plan, he had considered using access from North County Boulevard to extend fire hoses to portions of the building that are otherwise difficult to reach and expressed concern that a future property owner could install a fence that would block that access.

Cody Opperman clarified that the small eastern parcel is owned by a separate property owner and cannot be included in the project. It was confirmed that no changes are being made to the site's existing access, and the current conditions remain as they were. Matt acknowledged the clarification but maintained his concern about limited access to the southeast corner of the site.

Patrick O'Brien questioned Roger Williams regarding how existing parking availability determines the number of rooms that can be used.

Roger Williams plans to manage the surplus rooms and ensure they are not used for habitation, given the parking limitations tied to room usage.

Patrick O'Brien noted that the Planning Commission approved parking requirements based on the number of rooms, meaning the facility's use is limited by its existing parking capacity. The facility has a total of 55 rooms, but only a portion can be utilized due to parking constraints.

Roger Williams clarified that parking calculations include spaces for staff but not for clients, as residents are not allowed to have vehicles. The program operates as a strict residential inpatient facility where clients stay for approximately 60 days and cannot leave the premises without approval. He indicated that visitors are allowed only once a week, on Sunday afternoons, within a four-hour window. Visits are staggered so only about one-third of the allowed group has visitors at any given time, resulting in roughly 18 vehicles on-site at peak times, within the 21 available parking stalls. Roger clarified that the 18 vehicles include staff parking, leaving only a few open stalls. He then added that many residents do not receive visitors due to distance or personal circumstances, and some visits occur virtually instead.

Roger Williams made note that the total number of units listed in the agenda material should indicate 35 rooms being utilized, not 35 parking stalls, due to a documentation error.

Patrick O'Brien moved to approve the proposed Amended Commercial Site Plan, located at 1088 E 390 S, American Fork City, in the PO-1 Planned Office Zone, subject to any conditions found in the staff report and limiting the total number of bedroom usage to 35 based on the available parking.

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Sam Kelly seconded the motion

Voting was as follows:

Patrick O'Brien	AYE
Sam Kelly	AYE
Aaron Brems	AYE

The motion passed

Other Business

Adjournment

Patrick O'Brien motioned to adjourn the meeting.

Aaron Brems seconded the motion.

Voting was as follows:

Patrick O'Brien	AYE
Sam Kelly	AYE
Aaron Brems	AYE

The motion passed

Meeting adjourned at 10:21 AM

Carolyn Lloyd

Administrative Assistant II

UNAPPROVED MINUTES

11.03.2025

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 Meadowbrook TOD Phase 4 Final Plat (Residential), located at approximately 800 W 620 S, American Fork City. The Final Plat will be on approximately 6.9 acres and will be in the Transit Oriented Development (TOD) Zone.

BACKGROUND INFORMATION		
Location:		800 W 620 S
Parcel ID:		13:043:0245
Project Type:		Final Plat
Applicants:		Jim Clark, Ken Berg
Existing Land Use:		Transit Oriented Development
Surrounding Land Use:	North	Transit Oriented Development
	South	Residential Very Low Density
	East	Residential Low Density
	West	Residential Very Low Density and Residential Low Density
Existing Zoning:		TOD
Surrounding Zoning:	North	TOD
	South	PR 3.0 and RA-1 and Unincorporated
	East	RA-5 and Unincorporated
	West	TOD

Background

The applicant has applied for a Final Plat to develop a Residential Subdivision within the TOD Zone of the City. The project looks to provide 122 townhomes to the Meadowbrook Development. Phase 4 is the last phase of development for the overall townhome projects within the Meadowbrook area. As they provide 122 additional townhomes to the area, the overall project has provided a total of 362 homes to American Fork City.

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

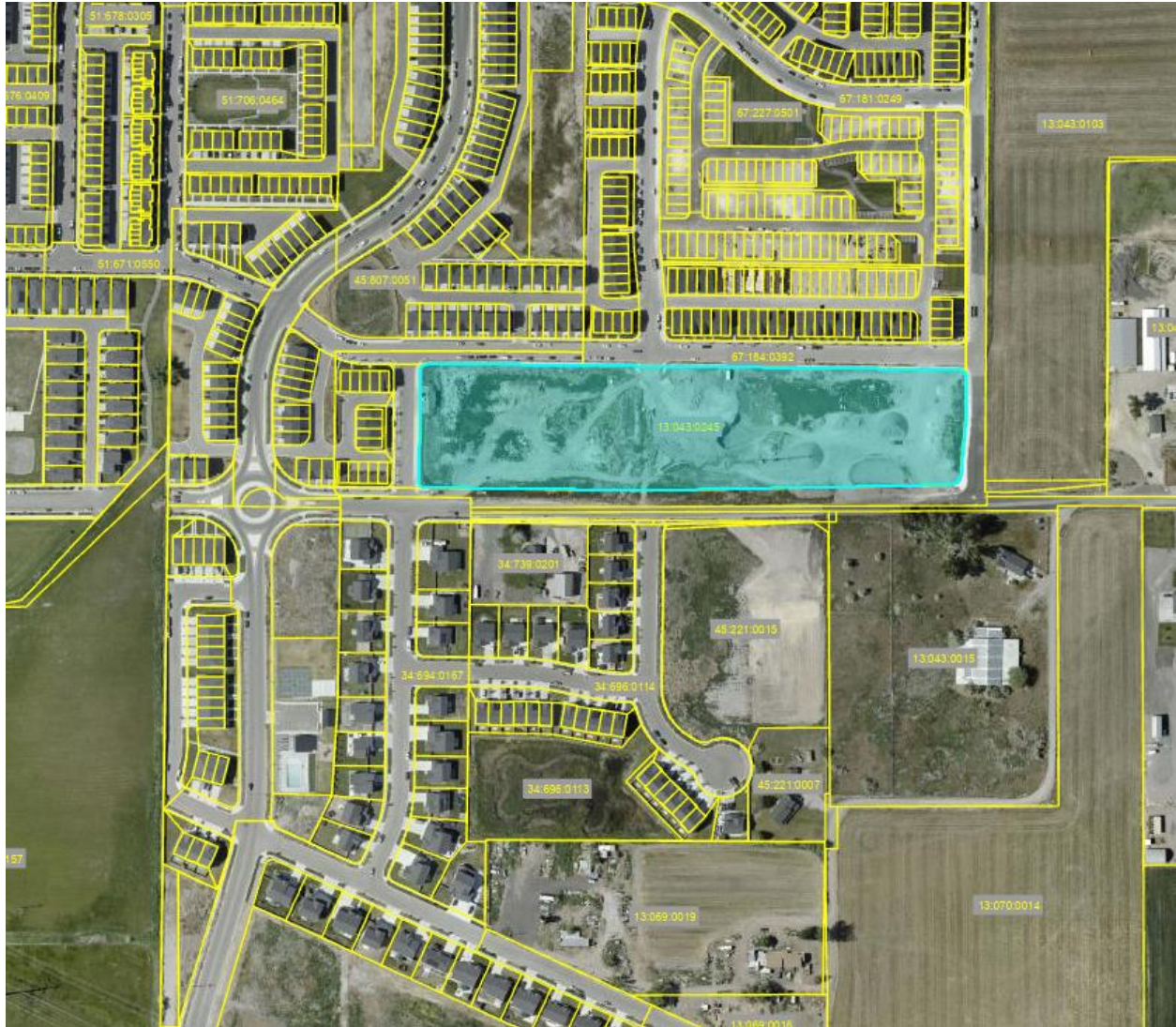
Project Conditions of Approval

1. N/A

Findings of Fact

1. The Final Plat meets the requirements of Section 17.4.608.
2. The Final Plat meets the requirements of Section 17.8.207.

Project Map



Engineering Development Checklist

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 17.8.211. Staff recommends APPROVING the application.

Potential Motions – Final Plat

Approval

I move to approve the proposed Final Plat, located at 800 W 620 S, American Fork City, in the Transit Oriented Development (TOD) Zone, subject to any conditions found in the staff report.

Denial

I move to deny the proposed Final Plat, located at 800 W 620 S, American Fork City, in the Transit Oriented Development (TOD) Zone.

Table

I move to table action for the proposed Final Plat, located at 800 W 620 S, American Fork City, in the Transit Oriented Development (TOD) Zone, and instruct staff/developer to.....



SYMBOLS

B NO BASEMENTS ALLOWED
SLAB ON GRADE

LEGEND

	SECTION CORNER
	PROPERTY CORNER
	SUBDIVISION MONUMENT
	BOUNDARY LINE
	LOT LINE
	CENTER LINE
	EASEMENT LINE
	FIRE HYDRANT
	STREET LIGHT
	PRIVATE AREA
	LIMITED COMMON AREA (P.U.E. & USES AS SPECIFIED)
	COMMON AREA (P.U.E. & USES AS SPECIFIED)

NOTES

- IT IS HEREBY STATED, UNDERSTOOD, AND DEDICATED THAT ALL UNITS HAVE A CROSS-EASEMENT WITHIN THE EXTERIOR WALLS, ATTIC SPACE, ALL COMMONDIVISION WALLS, AND BELOW THE BOTTOM FLOOR FOR THE PLACEMENT OF NECESSARY UTILITIES TO SERVE ADJACENT UNITS WITHIN A GIVEN BUILDING SHELL. IF THE ABOVE EASEMENT IS NOT UTILIZED DURING THE INITIAL BUILDING CONSTRUCTION FOR THE FIRST OCCUPANCY, THE EASEMENT SHALL BE VACATED WHERE FURTHER USE WOULD CAUSE AN ADJACENT OWNER RECONSTRUCTION FOR PLACEMENT OF AN ADDITIONAL UTILITY NOT ALREADY CONTAINED WITHIN THE SHELL. THERE SHALL BE NO VACATION OF THIS COMMON AREA AND CROSS-EASEMENT IN THE CASE OF ANY NECESSARY STRUCTURAL REMEDIATION OR REPAIRS TO UTILITIES ALREADY IN PLACE WITHIN A GIVEN AREA DEFINED HEREIN.
- NO SPECIFIC BUILDING PLAN IS INCLUDED WITH THE UNIT AREAS DEFINED ON THE PLAN. THESE PRIVATE UNIT AREAS CONTAIN NO OTHER ENCUMBRANCES THAN THOSE STATED WITHIN THE NOTES OR IN THE CC&R'S.
- OFFSET-PINS TO BE PLACED IN THE BACK OF THE CURB AND 5/8" BY 24" REBAR WITH NUMBERED SURVEY CAP TO BE PLACED AT ALL LOTS REAR CORNERS PRIOR TO OCCUPANCY.
- BUILDING PERMITS WILL NOT BE ISSUED FOR ANY HOME UNTIL FIRE HYDRANTS ARE INSTALLED, APPROVED BY THE FIRE MARSHAL AND CHARGED WITH CULINARY WATER.
- LOWEST FLOOR SLAB ELEVATION MUST BE A MINIMUM OF 3 FEET ABOVE WATER LEVEL MEASURED DURING SPRING SEASON.

RESERVATION OF COMMON AREAS & LIMITED COMMON EASEMENTS

THE OWNER, IN RECORDING THIS PLAT ("THE DEVELOPMENT") HAS DESIGNATED CERTAIN AREAS OF THE DEVELOPMENT AS COMMON AREAS AND LIMITED COMMON EASEMENTS, INTENDED FOR THE OWNERS OF MEADOWBROOK TOD FOR INGRESS, EGRESS, RECREATIONAL AND OTHER RELATED USES AS SET FORTH IN THE DECLARATION OF PROTECTIVE EASEMENTS, COVENANTS, CONDITIONS, AND RESTRICTIONS ("THE DECLARATION") PERTAINING TO THE DEVELOPMENT. THE DESIGNATED AREAS ARE NOT INTENDED, NOR ARE THEY DEDICATED, FOR USE BY THE GENERAL PUBLIC, BUT ARE RESERVED FOR THE COMMON USE AND ENJOYMENT OF THE OWNERS IN THE DEVELOPMENT, AS MORE FULLY PROVIDED IN THE DECLARATION RECORDED CONCURRENTLY WITH THE PLAT IN THE OFFICIAL RECORDS OF UTAH COUNTY, UTAH.

PUBLIC UTILITY EASEMENTS

IN ADDITION TO THE PUBLIC UTILITY EASEMENTS SHOWN ON THIS PLAT, ALL COMMON AREAS AND LIMITED COMMON EASEMENTS ARE PUBLIC UTILITY EASEMENTS AND WATER EASEMENTS, INCLUDING FULL RIGHT-OF-WAY ACCESS THERETO, IN FAVOR OF AMERICAN FORK CITY.

RC E QTR COR SEC 22
T35, R1E, SLB&M
FOUND MONUMENT
N 77°15'16" W
145.31'

N 0°333' E 2662.78'
BASIS OF BEARING
(NAD83)

SE COR SEC 22
T35, R1E, SLB&M
FOUND MONUMENT



SCALE 1"=30'

SURVEYOR

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aztecengineering@gmail.com

ENGINEER

berg
CIVIL ENGINEERING
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Alpine, UT 84004
office: (801) 462-1277
cell: (801) 616-1677

MEADOWBROOK TOD PLAT E
A TRANSIT-ORIENTED DEVELOPMENT
LOCATED IN THE SOUTHEAST QUARTER OF SECTION 22
TOWNSHIP 5 SOUTH, RANGE 1 EAST,
SALT LAKE BASE AND MERIDIAN,
AMERICAN FORK CITY, UTAH COUNTY, UTAH

SCALE: 1" = 30' FEET

SHEET 2 OF 4

SURVEYOR'S SEAL	CITY CLERK - RECORDER	COUNTY RECORDER



SYMBOLS

NO BASEMENTS ALLOWED
SLAB ON GRADE

LEGEND

- SECTION CORNER
- PROPERTY CORNER
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- BOUNDARY LINE
- LOT LINE
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NOTES

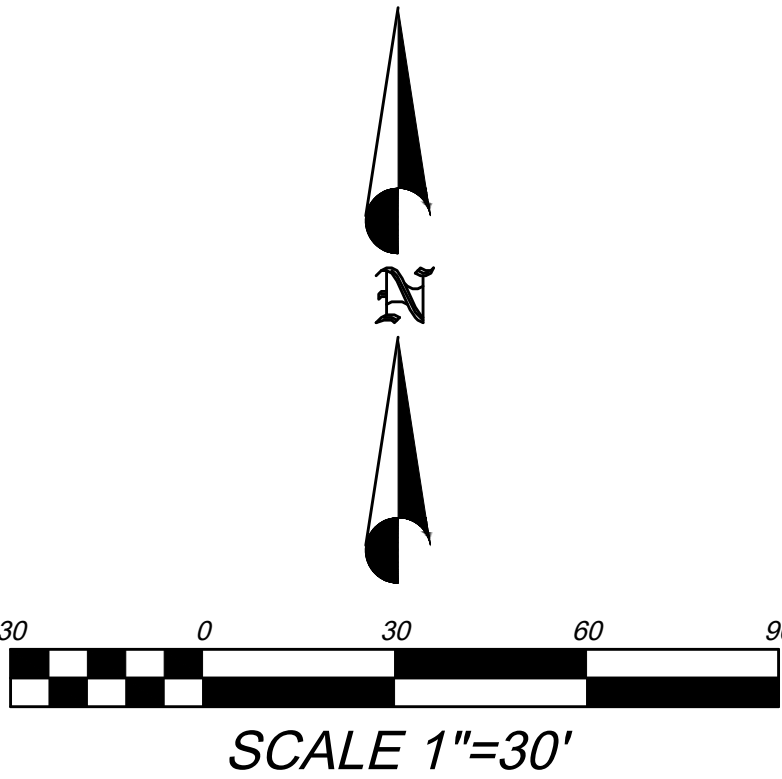
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SURVEYOR

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MEADOWBROOK TOD PLAT E

A TRANSIT-ORIENTED DEVELOPMENT
LOCATED IN THE SOUTHEAST QUARTER OF SECTION 22
TOWNSHIP 5 SOUTH, RANGE 1 EAST,
SALT LAKE BASE AND MERIDIAN.
AMERICAN FORK CITY, UTAH COUNTY, UTAH

SCALE: 1" = 30' FEET

SHEET 3 OF 4

SURVEYOR'S SEAL	CITY CLERK - RECORDER	COUNTY RECORDER

