AMERICAN FORK CITY COUNCIL
OCTOBER 27, 2026
REGULAR SESSION AGENDA

Notice of Electronic Meeting

One or more City Council members may be physically absent from this meeting but may participate electronically.

The American Fork City Council will meet in a regular session on October 27, 2026, in the American Fork City Hall, 31 North Church Street, commencing at 7:00 PM. The agenda shall be as follows:

PUBLIC HEARING

1. Receiving public comments on the declaration of vehicles to be surplus.

REGULAR SESSION

1. Pledge of Allegiance; Invocation by Council Member Carroll; roll call.
2. Twenty-minute public comment period - limited to two minutes per person.
3. City Administrator's report.
4. Council reports.
5. Mayor's report.

COMMON CONSENT AGENDA

(*Common Consent* is that class of Council 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.)

1. Approval of the October 13, 2026, city council minutes.
2. Ratification of city payments (October 7, 2026, to October 20, 2026) and approval of purchase requests over $50,000.

ACTION ITEMS

1. Review and action on a resolution accepting the petition for the American Heritage Plat B Annexation, located at approximately 1200 East 700 North and consisting of approximately 0.91 acres.
2. Review and action on a resolution accepting the petition for the Christensen-Harbor Road Plat A Annexation, located at approximately 800 South 100 West and consisting of approximately 9.6 acres.
3. Review and action on approval of a reimbursement agreement with Rockport Industrial for sidewalk improvements on Storrs Avenue.
4. Review and action on the first amendment to the interlocal cooperation agreement 2024-385 between Utah County and American Fork City for the American Fork 200 South 300 West Intersection Project.
5. Review and action on an ordinance approving a Code Text Amendment, amending Section 17.7.602 - Planned Shopping Center Projects – of the American Fork City Municipal Code.

The Code Text Amendment plans to propose Veterinary Clinics as a permitted use with the SC-1 Zone.

6. Review and action on an ordinance approving a Code Text Amendment, amending Section 17.21.030 Landscaping Requirements. The Code Text Amendment plans to increase the lawn areas for Institutional Uses (churches, schools, etc.).
7. Review and action on an ordinance to amend Section 17.6.101 of the American Fork City Municipal Code. Amending Section 17.6.101, the Code Text Amendment plans to amend the Site Plan Approval Process.
8. Review and action on a resolution approving the declaration of property to be surplus and disposed of.
9. Review and action on approval of an ordinance amending Chapter 2.43 of the American Fork City Code titled "Policies and Procedures Manual."
10. Review and action on approval of updates to the American Fork City Policies and Procedures Manual.
11. Review and action on approval of a resolution revising the pressurized irrigation shareholders discount agreement.
12. Consideration and action on entering into a closed session to discussion pending or reasonably imminent litigation as described in Utah State Code 52-4-204 and 52-4-205.

ADJOURNMENT

Dated this 23rd day of October 2026.

/s/Terilyn Lurker, City Recorder

- In accordance with the Americans with Disabilities Act, the City of American Fork will make reasonable accommodations to participate in the meeting. Requests for assistance can be made by contacting the City Recorder at 801-763-3000 at least 48 hours in advance of the meeting.
- The order of agenda items may be changed to accommodate the needs of the City Council, staff, and the public.
- Persons addressing the Council during public comment may submit written materials to the City Recorder. When practicable, the Recorder shall distribute copies to the Council or provide them electronically after the meeting. Submission of written materials does not require the Council to review, discuss, or respond to the materials during the meeting. The presiding officer may impose reasonable, content-neutral limitations regarding the format, number of copies, or method of submission to ensure the orderly conduct of the meeting.

1

Request for Council Action
City of American Fork
October 27, 2026

DEPARTMENT: Finance
SUBMITTED BY: Terilyn Lurker

AGENDA ITEM: Review and action on a resolution accepting the petition for the American Heritage Plat B Annexation, located at approximately 1200 East700 North and consisting of approximately 0.91 acres.

SUMMARY RECOMMENDATION: Recommend denial of the petition

BACKGROUND:

The American Heritage Plat B Annexation petition was submitted to the Recorder's Office on October 1, 2026. The city subsequently determined that the applicants had not requested that the county mail the notices required by Utah Code 10-2-806(2)(b) to each real property owner within the proposed annexation area and within 300 feet of its boundary. The city cannot accept the petition until all requirements of Utah Code 10-2-806 are met. Once the applicant arranges for the county to mail the required notices and the city receives a certificate of mailing, the applicant may submit an annexation petition for city council consideration.

BUDGET IMPACT: NA

SUGGESTED MOTION:

I move to deny the American Heritage Plat B Annexation petition because the city has not received the certificate of mailing required by Utah Code 10-2-806(2)(b).

SUPPORTING DOCUMENTS:
4. Resolution accepting the Petition for Annexation - American Heritage.pdf

RESOLUTION NO. _____

A RESOLUTION ACCEPTING A PETITION FOR ANNEXATION OF 0.91 ACRES LOCATED AT APPROXIMATELY 1200 EAST 700 NORTH, KNOWN AS THE AMERICAN HERITAGE PLAT B ANNEXATION, FROM AMERICAN HEITAGE SCHOOLS INC, OWNER OF REAL PROPERTY OF LAND, INTO AMERICAN FORK CITY.

WHEREAS, on October 1, 2026, the owners of certain real property, American Heritage Schools, Inc., filed a petition with the city recorder requesting that property located at approximately 1200 East 700 North be annexed into the corporate boundaries of American Fork City; and

WHEREAS, the petitioners indicate that said property proposed for annexation lies contiguous to the present boundaries of American Fork City and the petitioners have caused an accurate plat or map of the real property proposed for annexation to be prepared by a licensed surveyor and have filed said plat or map with the city recorder; and

WHEREAS, the area proposed for annexation is within the proposed annexing municipality's Annexation Policy Declaration Expansion Area; and

WHEREAS, said petition contains the signature of the owner(s) of private real property that: 1) is located within the area proposed for annexation; 2) covers a majority of the private land area within the area proposed for annexation, covers 100% of all the rural real property within the area proposed for annexation, and covers 100% of all of the private land area within the area proposed for annexation if the area is within a migratory bird production area; and 3) is equal in value to at least 1/3 of the value of all the private real property within the area proposed for annexation.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF AMERICAN FORK, UTAH:

SECTION 1. American Fork City hereby acknowledges receipt of a written notice from the owners of real property requesting that their respective property be annexed into American Fork City in accordance with the terms of the State law relating to annexations (Utah State Code § 10-2-806). A copy of the request signed by the owners of the parcel requesting the annexation is set forth in Exhibit A.

Further, a map showing the location of the parcels included within the proposed annexation area and the boundary description of the proposed annexation area is set forth on Exhibit B, which exhibits are attached hereto and by this reference made part of this Resolution.

SECTION 2. The American Fork City Council hereby accepts for further consideration the petition to annex 0.91 acres of real property knowns as the American Heritage Plat B Annexation as set forth on Exhibit B under the provisions of Utah State Code and hereby refers the petition to the city recorder for review pursuant to Utah State Code § 10-2-807(1)(a)(B).

ADOPTED AND PASSED BY THE AMERICAN FORK CITY COUNCIL this ___ day of _____, 2026.

_____
Bradley J. Frost, Mayor

ATTEST:

_____
Terilyn Lurker, City Recorder

American Fork City
Recorder's Office
51 E. Main Street
American Fork, UT 84003
801-763-3000

Petition for Annexation

Petition Title: American Heritage Plat B Annexation

Property Location: 1203 E 700 N American Fork, UT Acreage: 0.91

Property Owner Names:	Property Address:	Parcel ID#:
American Heritage Schools Inc	1203 E 700 N	14:004:0222

(Attach Additional Sheets if needed)

Sponsor Name: Ken Berg Phone: _____

Address: _____

Email Address: ken@bergcivilengineering.org

Include with Petition:

- Petition for Annexation and signature page
- Accurate and recordable mylar map
  - Electronic copy of map emailed to tlurker@americanfork.gov and mwhite@americanfork.gov
  - One 24" x 36" map stamped by a licensed surveyor
- Copy of the Notice of Intent to File an Annexation Petition sent to affected entities, including the date notices were sent and a list of the affected entities notices were sent.
- On the date of filing with the city recorder, deliver copy of petition to Utah County Clerk

The personal data collected on this form is classified as a public record and may be made available to the public as provided by Utah Code §63G-2-201.

American Fork City
Recorder's Office
51 E. Main Street
American Fork, UT 84003
801-763-3000

Petition for Annexation Signature Page

Notice:

- There will be no public election on the annexation proposed by this petition because Utah law does not provide for an annexation to be approved by voters at a public election.
- If you sign this petition and later decide that you do not support the petition, you may withdraw your signature by submitting a signed, written withdrawal with the recorder of American Fork City. If you choose to withdraw your signature, you shall do so no later than 30 days after American Fork City receives notice that the petition has been certified.

We, the undersigned owners of private real property, hereby petition the area shown on the attached accurate and recordable map prepared by a licensed surveyor to be annexed into American Fork City. Each of the undersigned affirms that (a) each has personally signed this petition, (b) each is an owner of real property that is located within the area, and (c) each desire to be annexed into American Fork City. The petitioners hereby request this petition be considered by the American Fork City Council and that a resolution be adopted as required by law accepting this petition for further consideration.

Signature	Printed Name	Parcel ID
J. Beckwith	GRANT BECKWITH	14:004:0222

Address: AMERICAN HERITAGE SCHOOL, 736 N. 1100 E. AMERICAN FORK UT 84003

Telephone Number | Email Address

Signature	Printed Name	Parcel ID

Address

Telephone Number | Email Address

Signature	Printed Name	Parcel ID

Address

Telephone Number | Email Address

(Attach additional Sheets as needed)

CERTIFICATE OF AUTHORITY
CORPORATION

The undersigned hereby represents, warrants and certifies for the benefit of American Fork City and Utah County, and their respective elected officials (including, without limitation, the American Fork City Recorder and the Utah County Clerk), employees, agents and attorneys that the undersigned (a) is (and at all pertinent times has been) an officer of the corporation (the "**Corporation**") described below; (b) is duly authorized to execute and deliver on behalf of the Corporation the attached "Petition for Annexation" (the "**Petition**"); and (c) has duly executed and delivered the Petition on behalf of, and as a general partner of, the Corporation.

Dated this 7th day of OCTOBER, 2025.

G. Beckwith
(Officer's Signature)

GRANT BECKWITH
(Print Officer's Signature)

HEAD OF SCHOOL & CORP. SECRETARY
(Printer Officer's Title)

American Heritage Schools, Inc.

(Print Name of Corporation)

NOTICE:

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- **If you sign this petition and later decide that you do not support the petition, you may withdraw your signature by submitting a signed, written withdrawal with the recorder of American Fork City. If you choose to withdraw your signature, you must do so no later than 30 days after American Fork City receives notice that the petition has been certified.**

Request for Council Action
City of American Fork
October 27, 2026

DEPARTMENT: Finance
SUBMITTED BY: Terilyn Lurker

AGENDA ITEM: Review and action on a resolution accepting the petition for the Christensen-Harbor Road Plat A Annexation, located in the vicinity of 800 South 100 West and consisting of approximately 9.6 acres.

SUMMARY RECOMMENDATION: Staff would recommend denial of the petition at this time.

BACKGROUND: The Christensen-Harbor Road Plat A Annexation petition was submitted to the Recorder's Office on October 1, 2026.

The following are findings of fact for the Christensen-Harbor Road Plat A Annexation:

1. Geographic separation and river constraints.

The Council finds that the river corridor adjoining the subject property presents a significant physical consideration affecting the property's integration with surrounding development and the City's planned transportation network. Although the river does not necessarily preclude annexation or development, it creates geographic constraints that warrant coordinated consideration of future transportation improvements, pedestrian connections, infrastructure corridors, and the relationship between the property and adjoining lands.

The Council determines that these circumstances weigh against annexation at this time without greater certainty concerning the coordination of the surrounding development and transportation network.

2. Transportation network connectivity.

The Council recognizes that the subject property has frontage on Harbor Road and that the City's adopted Transportation Master Plan identifies Harbor Road and 100 West as minor collectors.

Nevertheless, the Council distinguishes existing roadway frontage from the broader objective of establishing a connected and coordinated transportation network. The planned 100 West collector and associated improvements must be considered in relation to the development and transportation facilities of surrounding properties.

The Council determines that the present uncertainty concerning the timing and coordination of these connections weighs against extending municipal boundaries at this time.

3. Uncertainty concerning northern development and the proposed Chipman Annexation.

The Council has considered the relationship between the subject property and potential future development to the north, including the proposed Chipman Annexation.

To the extent that the City's anticipated transportation network and development pattern rely upon improvements associated with those adjoining properties, the timing, configuration, and availability of such improvements remain important planning considerations.

Subject to confirmation in the Council record that the Chipman Annexation and relevant improvements remain unapproved, the Council determines that it would be premature to base the present annexation decision on anticipated connections that have not yet been established through approved development or infrastructure arrangements.

4. Coordination of municipal infrastructure and services.

The Council acknowledges that existing culinary water, sanitary sewer, and pressurized irrigation infrastructure is located within Harbor Road and that the property's General Plan designation contemplates low-density residential use.

The Council does not find that municipal services are categorically unavailable or that the property is inherently unsuitable for residential development.

Rather, the Council determines that the existence of nearby utilities does not fully resolve the broader municipal planning considerations associated with transportation-network development, the river corridor, emergency access coordination, and the timing of public improvements in relation to surrounding properties.

5. Orderly sequencing of municipal expansion.

The Council finds that the sequencing of annexation and adjoining development is an important legislative consideration in achieving cohesive municipal boundaries, coordinated transportation improvements, and efficient long-term infrastructure planning.

Given the property's geographic circumstances, the planned transportation facilities, and the uncertainties associated with surrounding development, the Council determines that accepting the proposed annexation at this time would be premature.

6. Overall legislative policy determination.

The Council has weighed the factors favoring potential annexation, including the property's General Plan designation, existing Harbor Road frontage, and nearby utility infrastructure, against the geographic, transportation, and development-sequencing considerations identified above.

Based on the circumstances presently existing, the Council determines that denial of the petition at the initial acceptance stage better advances its policy objectives concerning coordinated municipal growth and transportation planning.

Accordingly, the Council denies the Christensen Harbor Road Annexation petition rather than accepting it for further consideration.

This determination does not establish that the property is permanently unsuitable for annexation. Any future petition shall be evaluated independently under applicable law and the circumstances then existing.

The City Recorder is directed to provide the notices required by applicable Utah law.

BUDGET IMPACT: NA

SUGGESTED MOTION: ACCEPTANCE:
Move to adopt the resolution accepting the petition for the Christensen-Harbor Road Plat A Annexation located in the vicinity of 800 South 100 West and consisting of approximately 9.6 acres.

DENIAL:
I move that the American Fork City Council deny the petition for the Christensen-Harbor Road Plat A Annexation at the initial petition consideration state, pursuant to applicable Utah annexation law and American Fork Municipal Code § 17.20.050. In making this legislative determination, the Council has considered the October 13, 2026, staff report, the City's adopted planning documents, and the

geographic and infrastructure circumstances affecting the property.

SUPPORTING DOCUMENTS:

4. Resolution accepting the Petition for Annexation - Christensen-Boat Harbor Plat A Annex.pdf
Council Report.pdf

RESOLUTION NO. _____

A RESOLUTION ACCEPTING A PETITION FOR ANNEXATION OF 9.6 ACRES LOCATED AT APPROXIMATELY 800 SOUTH 100 WEST, KNOWN AS THE CHRISTENSEN-HARBOR ROAD PLAT 'A' ANNEXATION, FROM THE S & M CHRISTENSEN TRUST, OWNER OF REAL PROPERTY OF LAND, INTO AMERICAN FORK CITY.

WHEREAS, on October 1, 2026, the owners of certain real property, the trustees of the S & M Christensen Trust, filed a petition with the city recorder requesting that property located at approximately 800 South 100 West be annexed into the corporate boundaries of American Fork City; and

WHEREAS, the petitioners indicate that said property proposed for annexation lies contiguous to the present boundaries of American Fork City and the petitioners have caused an accurate plat or map of the real property proposed for annexation to be prepared by a licensed surveyor and have filed said plat or map with the city recorder; and

WHEREAS, the area proposed for annexation is within the proposed annexing municipality's Annexation Policy Declaration Expansion Area; and

WHEREAS, said petition contains the signature of the owner(s) of private real property that: 1) is located within the area proposed for annexation; 2) covers a majority of the private land area within the area proposed for annexation, covers 100% of all the rural real property within the area proposed for annexation, and covers 100% of all of the private land area within the area proposed for annexation if the area is within a migratory bird production area; and 3) is equal in value to at least 1/3 of the value of all the private real property within the area proposed for annexation.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF AMERICAN FORK, UTAH:

SECTION 1. American Fork City hereby acknowledges receipt of a written notice from the owners of real property requesting that their respective property be annexed into American Fork City in accordance with the terms of the State law relating to annexations (Utah State Code § 10-2-806). A copy of the request signed by the owners of the parcel requesting the annexation is set forth in Exhibit A.

Further, a map showing the location of the parcels included within the proposed annexation area and the boundary description of the proposed annexation area is set forth on Exhibit B, which exhibits are attached hereto and by this reference made part of this Resolution.

SECTION 2. The American Fork City Council hereby accepts for further consideration the petition to annex 9.6 acres of real property knowns as the Christensen-Harbor Road Plat "A" Annexation as set forth on Exhibit B under the provisions of Utah State Code and hereby refers the petition to the city recorder for review pursuant to Utah State Code § 10-2-807(1)(a)(B).

ADOPTED AND PASSED BY THE AMERICAN FORK CITY COUNCIL this ___ day of _____, 2026.

_____
Bradley J. Frost, Mayor

ATTEST:

_____
Terilyn Lurker, City Recorder

dotloop signature verification: dtlp.us/IJuB-MfTT-U88U

American Fork City
Recorder's Office
51 E. Main Street
American Fork, UT 84003
801-763-3000

Petition for Annexation

Petition Title: Christensen-Harbor Road Annexation

Property Location: 800 S Harbor Road Acreage: 9.6

Property Owner Names:	Property Address:	Parcel ID#:
The S&M Christensen Trust	803 S 100 West	13:066:0051

(Attach Additional Sheets if needed)

Sponsor Name: Dave Morton Phone: _____

Address: _____

Email Address: _____

Include with Petition:

- Petition for Annexation and signature page
- Accurate and recordable mylar map
  - Electronic copy of map emailed to tlurker@americanfork.gov and mwhite@americanfork.gov
  - One 24" x 36" map stamped by a licensed surveyor
- Copy of the Notice of Intent to File an Annexation Petition sent to affected entities, including the date notices were sent and a list of the affected entities notices were sent.
- On the date of filing with the city recorder, deliver copy of petition to Utah County Clerk

The personal data collected on this form is classified as a public record and may be made available to the public as provided by Utah Code §63G-2-201.

dotloop signature verification: dtlp.us/ijuB-MfTT-U88U

American Fork City
Recorder's Office
51 E. Main Street
American Fork, UT 84003
801-763-3000

Petition for Annexation Signature Page

Notice:

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We, the undersigned owners of private real property, hereby petition the area shown on the attached accurate and recordable map prepared by a licensed surveyor to be annexed into American Fork City. Each of the undersigned affirms that (a) each has personally signed this petition, (b) each is an owner of real property that is located within the area, and (c) each desire to be annexed into American Fork City. The petitioners hereby request this petition be considered by the American Fork City Council and that a resolution be adopted as required by law accepting this petition for further consideration.

The S&M Christensen Trust	Lynn S. Christensen, co-Trustee The S&M Christensen Trust	13:066:0051
Signature	Printed Name	Parcel ID
Lynn S Christensen		
Address		
Telephone Number	Email Address	

The S&M Christensen Trust	Karen Batty, co-Trustee The S&M Christensen Trust	13:066:0051
Signature	Printed Name	Parcel ID
Karen Batty		
Address		
Telephone Number	Email Address	

Signature	Printed Name	Parcel ID
Address		
Telephone Number	Email Address	

(Attach additional Sheets as needed)

dotloop signature verification: dtlp.us/ijuB-MfTT-U88U

CERTIFICATE OF AUTHORITY
TRUST

The undersigned hereby represents, warrants and certifies for the benefit of American Fork City and Utah County, and their respective elected officials (including, without limitation, the American Fork City Recorder and the Utah County Clerk), employees, agents and attorneys that the undersigned (a) is (and at all pertinent times has been) a trustee of the trust (the "**Trust**") described below; (b) is duly authorized to execute and deliver on behalf of the Trust the attached "Petition for Annexation" (the "**Petition**"); and (c) has duly executed and delivered the Petition on behalf of, and as a trustee of, the Trust.

Dated this 6 day of November, 2026

Lynn Christensen dotloop verified 10/07/26 10:40 PM MDT XGW7-A8UP-XEMQ-0D79, Trustee
(Trustee's Signature)

Lynn S. Christensen, co-Trustee
(Print Trustee's Signature)

The S&M Christensen Trust u/a dated August 22, 1991, amended September 26, 2008
(Print Name of Trust)

NOTICE:

- **There will be no public election on the annexation proposed by this petition because Utah law does not provide for an annexation to be approved by voters at a public election.**
- **If you sign this petition and later decide that you do not support the petition, you may withdraw your signature by submitting a signed, written withdrawal with the recorder of American Fork City. If you choose to withdraw your signature, you must do so no later than 30 days after American Fork City receives notice that the petition has been certified.**

dotloop signature verification: dtlp.us/iJuB-MfTT-U88U

CERTIFICATE OF AUTHORITY
TRUST

The undersigned hereby represents, warrants and certifies for the benefit of American Fork City and Utah County, and their respective elected officials (including, without limitation, the American Fork City Recorder and the Utah County Clerk), employees, agents and attorneys that the undersigned (a) is (and at all pertinent times has been) a trustee of the trust (the "**Trust**") described below; (b) is duly authorized to execute and deliver on behalf of the Trust the attached "Petition for Annexation" (the "**Petition**"); and (c) has duly executed and delivered the Petition on behalf of, and as a trustee of, the Trust.

Dated this 6 day of November, 2026

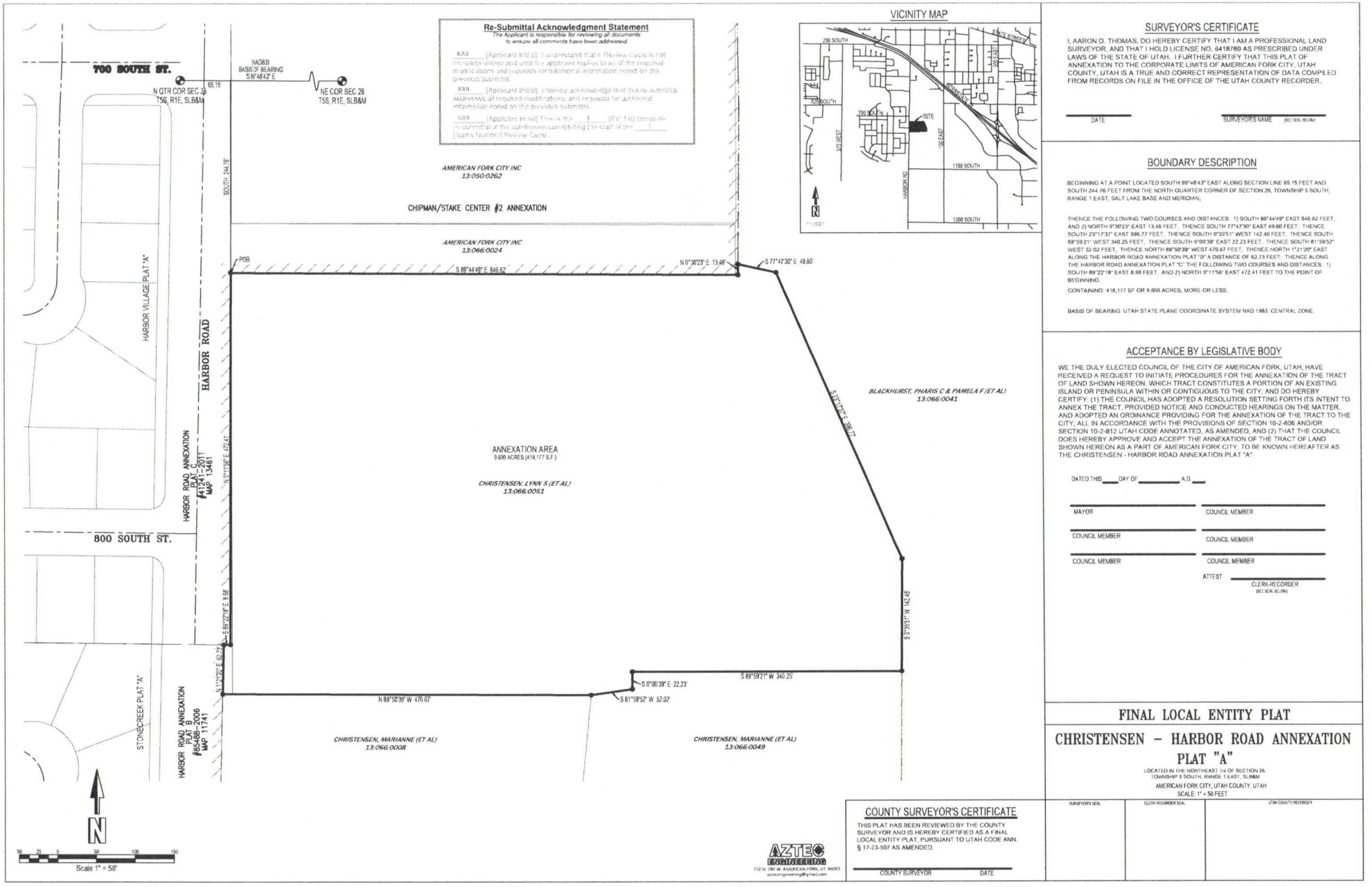
Karen Batty dotloop verified 10/08/26 1:51 PM MDT BFMW-12FT-DTX8-IZBQ, Trustee
(Trustee's Signature)

Karen Batty, co-Trustee
(Print Trustee's Signature)

The S&M Christensen Trust u/a dated August 22, 1991, amended September 26, 2008
(Print Name of Trust)

NOTICE:

- **There will be no public election on the annexation proposed by this petition because Utah law does not provide for an annexation to be approved by voters at a public election.**
- **If you sign this petition and later decide that you do not support the petition, you may withdraw your signature by submitting a signed, written withdrawal with the recorder of American Fork City. If you choose to withdraw your signature, you must do so no later than 30 days after American Fork City receives notice that the petition has been certified.**



SURVEYOR'S CERTIFICATE

I, AARON D. THOMAS, DO HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR, AND THAT I HOLD LICENSE NO. 6418780 AS PRESCRIBED UNDER LAWS OF THE STATE OF UTAH. I FURTHER CERTIFY THAT THIS PLAT OF ANNEXATION TO THE CORPORATE LIMITS OF AMERICAN FORK CITY, UTAH COUNTY, UTAH IS A TRUE AND CORRECT REPRESENTATION OF DATA COMPILED FROM RECORDS ON FILE IN THE OFFICE OF THE UTAH COUNTY RECORDER.

DATE

SURVEYOR'S NAME (SEE SEAL BELOW)

BOUNDARY DESCRIPTION

BEGINNING AT A POINT LOCATED SOUTH 89°48'43" EAST ALONG SECTION LINE 65.15 FEET AND SOUTH 244.76 FEET FROM THE NORTH QUARTER CORNER OF SECTION 26, TOWNSHIP 5 SOUTH, RANGE 1 EAST, SALT LAKE BASE AND MERIDIAN;

THENCE THE FOLLOWING TWO COURSES AND DISTANCES: 1) SOUTH 89°44'49" EAST 846.82 FEET, AND 2) NORTH 0°30'23" EAST 13.46 FEET; THENCE SOUTH 77°47'30" EAST 49.80 FEET; THENCE SOUTH 23°17'37" EAST 396.77 FEET; THENCE SOUTH 0°35'51" WEST 142.46 FEET; THENCE SOUTH 89°59'21" WEST 340.25 FEET; THENCE SOUTH 0°00'39" EAST 22.23 FEET; THENCE SOUTH 81°58'52" WEST 52.02 FEET; THENCE NORTH 89°50'39" WEST 476.67 FEET; THENCE NORTH 1°21'20" EAST ALONG THE HARBOR ROAD ANNEXATION PLAT "B" A DISTANCE OF 62.73 FEET; THENCE ALONG THE HARBOR ROAD ANNEXATION PLAT "C" THE FOLLOWING TWO COURSES AND DISTANCES: 1) SOUTH 89°22'18" EAST 8.68 FEET, AND 2) NORTH 0°11'56" EAST 472.41 FEET TO THE POINT OF BEGINNING.

CONTAINING: 418,177 SF OR 9.600 ACRES, MORE OR LESS.

BASIS OF BEARING: UTAH STATE PLANE COORDINATE SYSTEM NAD 1983, CENTRAL ZONE.

ACCEPTANCE BY LEGISLATIVE BODY

WE THE DULY ELECTED COUNCIL OF THE CITY OF AMERICAN FORK, UTAH, HAVE RECEIVED A REQUEST TO INITIATE PROCEDURES FOR THE ANNEXATION OF THE TRACT OF LAND SHOWN HEREON, WHICH TRACT CONSTITUTES A PORTION OF AN EXISTING ISLAND OR PENINSULA WITHIN OR CONTIGUOUS TO THE CITY, AND DO HEREBY CERTIFY: (1) THE COUNCIL HAS ADOPTED A RESOLUTION SETTING FORTH ITS INTENT TO ANNEX THE TRACT, PROVIDED NOTICE AND CONDUCTED HEARINGS ON THE MATTER, AND ADOPTED AN ORDINANCE PROVIDING FOR THE ANNEXATION OF THE TRACT TO THE CITY; ALL IN ACCORDANCE WITH THE PROVISIONS OF SECTION 10-2-806 AND/OR SECTION 10-2-812 UTAH CODE ANNOTATED, AS AMENDED, AND (2) THAT THE COUNCIL DOES HEREBY APPROVE AND ACCEPT THE ANNEXATION OF THE TRACT OF LAND SHOWN HEREON AS A PART OF AMERICAN FORK CITY, TO BE KNOWN HEREAFTER AS THE CHRISTENSEN - HARBOR ROAD ANNEXATION PLAT "A".

DATED THIS ___ DAY OF _____ A.D. ____

MAYOR

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

ATTEST: _____ CLERK-RECORDER (SEE SEAL BELOW)

COUNTY SURVEYOR'S CERTIFICATE

THIS PLAT HAS BEEN REVIEWED BY THE COUNTY SURVEYOR AND IS HEREBY CERTIFIED AS A FINAL LOCAL ENTITY PLAT, PURSUANT TO UTAH CODE ANN. § 17-73-507 AS AMENDED.

COUNTY SURVEYOR DATE

FINAL LOCAL ENTITY PLAT

CHRISTENSEN – HARBOR ROAD ANNEXATION PLAT "A"

LOCATED IN THE NORTHEAST 1/4 OF SECTION 26, TOWNSHIP 5 SOUTH, RANGE 1 EAST, SLB&M
AMERICAN FORK CITY, UTAH COUNTY, UTAH
SCALE: 1" = 50 FEET

SURVEYOR'S SEAL	CLERK-RECORDER SEAL	UTAH COUNTY RECORDER

AMERICAN FORK CITY **MEETING DATE: October 13, 2026**

Memo

TO: American Fork City Council

FROM: American Fork City Planning & Zoning Division and Engineering Division

RE: Staff Report for American Fork Heritage Plat B Annexation (Parcel ID: 14:004:0222)

Location:		1203 E 700 N
Parcel ID:		14:004:0222
Applicants:		American Heritage
Existing Land Use:		Residential Low Density
Surrounding Land Use:	North	Residential Low Density
	South	Residential Low Density
	East	Residential Low Density
	West	Institutional Lands, Schools and Public Facilities
Proposed Zoning:		R1-15000
Surrounding Zoning:	North	R1-15000
	South	R1-15000
	East	R1-15000
	West	RA-1

Section 17.20.050 of the American fork Municipal Code Outlines the following procedures for Annexation Applications:

1. The sponsor must schedule a pre-application meeting with the American Fork City Planning staff for review of the annexation request and an opinion as to whether or not the area proposed for annexation will create an unincorporated island or peninsula. If it is in the opinion of staff that the proposed annexation does not create an unincorporated island or peninsula, the sponsor will be advised to proceed with their application as an annexation by petition. If the Planning Staff determines that, in their opinion, the proposed annexation creates an unincorporated island or peninsula, the sponsor will be so advised and informed of alternative procedures to request annexation by resolution, if applicable.

2. A complete application for annexation shall be filed with the City Recorder.

3. The Planning Department will schedule the annexation request on the next available Development Review agenda.

4. City staff will review the application and prepare an annexation report for the Planning Commission and City Council. The report shall identify:

    a. Potential demand for City facilities and services;
    b. Consistency with the American Fork City General Plan, including the achievement of goals and policies of the American Fork City General Plan and identifying any revisions and amendments of the General Plan required by the annexation;
    c. The identification of the distance from existing city utility lines to the boundary of the annexing property;
    d. Zoning required or recommended;
    e. Distances to public schools, parks and shopping centers for traffic generated by the proposed land uses;
    f. Timetable for extending city provided utility lines and services to the area and how these services will be financed, if applicable

5. The City Council may decide to either accept the annexation application for further review or deny the application. Denial of an application for annexation will have the effect of ending any further review of the proposed annexation. In order to have the land annexed into American Fork City, the applicant will need to resubmit the proposed annexation as a new application and satisfy the requirements of this Chapter including the payment of all review fees.

6. If the annexation request is accepted for further review, proper notice shall be given in accordance with the annexation requirements contained in the Utah State Code.

7. A public hearing (10-day notice) will be scheduled with the Planning Commission for review and recommendation of the proposed zoning designation for the annexation.

8. Following the Planning Commission's review and recommendation on zoning and after al required notice has been met, a public hearing will be scheduled with the City Council for final approval of the annexation, including zoning designation.

9. An annexation agreement must be signed and applicable requirements met, including any water dedication requirements, prior to annexation plat recording and ordinance publication.

10. In order to provide accurate and current address information for EMS, fire, law enforcement, and utility services, any existing homes included in the annexation shall be assigned an American Fork City address. The new address will become effective at the time the annexation plat is recorded.

STAFF FINDINGS:

As required by Section 17.20.050(D), City Staff has met with the applicant, and having reviewed the proposed annexation, has the following findings to report:

1. **Potential demand for City facilities and services:**

    a. The applicant requires connections to sewer, water, and pressurized irrigation. The master plans project the following for the proposed annexation areas, 2.17 ERC for culinary water, 0.64 acres for pressurized irrigation, and 2.17 ERU for sanitary sewer. The applicant will also require storm drain management for the proposed annexation areas. The annexation area is adjacent to 700 North Street, which is identified on the transportation master plan as a Legacy Arterial.

2. **Consistency with the American Fork City General Plan, including the achievement of goals and policies of the American Fork City General Plan and identifying any revisions and amendments of the General Plan required by annexation:**

    a. The American Fork Land Use Map, as identified in the General Plan, highlights the use of this parcel as a Residential Low-Density designation. The Land Use designation informs the zoning that will be allocated to the property.

3. **The identification of the distance from existing city utility lines to the boundary of the annexing property:**

    a. The annexing property has access to public sewer and water, through the existing 8" sewer and 8" water lines, located in 700 North Street. Public sewer and water laterals do not exist. Pressurized irrigation service lateral exists on the north side of 700 North Street.

4. **Zoning required or recommended:**

    a. R1-15000; Residential Zoning

5. **Distance to public schools, parks, and shopping centers for traffic generated by the proposed land uses:**

    a. Schools:
        i. Polaris High School: ~ 2.32 miles
        ii. American Fork High School: ~ 0.86 miles
        iii. American Fork Junior High: ~ 1.79 miles
        iv. Greenwood Elementary: ~ 2.13 miles
        v. Forbes Elementary: ~ 1.61 miles
        vi. Barratt Elementary: ~ 0.89 miles

vii. Shelly Elementary: ~ 1.95 miles
viii. Legacy Elementary: ~ 1.76 miles

b. Parks:
   i. Boat Harbor: ~ 3.8 miles
   ii. Monarch: ~ 2.93 miles
   iii. Greenwood: ~ 2.27 miles
   iv. Rotary: ~ 2.05 miles
   v. Bicentennial: ~ 2.32 miles
   vi. Lions: ~ 2.49 miles
   vii. Robinson: ~ 1.94 miles
   viii. Chipman: ~ 1.68 miles
   ix. Easton Park: ~ 1.89 miles
   x. Bamberger: ~ 1.46 miles
c. Planned Shopping Centers (SC-1 Zones):
   i. Eastern SC-1 Zone: ~ 1.62 miles
   ii. Western SC-1 Zone: ~ 3 miles

6. Timetable for extending city provided utility lines and services to the area and how these services will be financed, if applicable:

a. Extension of city utilities will be driven by demand caused by growth/development. Minimum utility requirements will be paid by development with master planned upsizing paid through applicable impact fee funds.

Request for Council Action
City of American Fork
October 27, 2026

DEPARTMENT: Public Works
SUBMITTED BY: Terilyn Lurker

AGENDA ITEM: Review and action on approval of a reimbursement agreement with Rockport Industrial for sidewalk improvements on Storrs Avenue.

SUMMARY RECOMMENDATION: ROCKPORT LLC proposes a Reimbursement Agreement for the Rockport Industrial Commercial Development for Parcel 13:047:0027 which consists of approximately 1.43 acres.

BACKGROUND: ROCKPORT LLC has been working closely with the City's Public Works Department on a plan for the System Improvements at the required minimum size as required in City codes and standards.

A Reimbursement Agreement was drafted by the developer and reviewed by the City Engineering division. The agreement outlines the parameters for Road System Improvements.

As part of the improvements constructed for the development, a portion of 5' wide sidewalk were installed on City property for the benefit of the City on Storrs Ave.

The System Improvement will be reimbursed with Sidewalk system improvement funds that add up to $5,733.15 as outlined in the agreement.

BUDGET IMPACT:

An amount not to exceed $5,733.15 for the following System Improvements: $5,733.15 for Sidewalk improvements necessary to complete Storrs Ave. improvements to the fully improved cross-section standard. Collectively, these improvements are referred to as to System Improvements.

SUGGESTED MOTION:

Move to approve the Reimbursement Agreement with Rockport LLC for System Improvements for an amount no greater than $5,733.15 for Rockport Industrial Commercial Development.

SUPPORTING DOCUMENTS:
20260818 6 Reimbursement Agreement_Rockport Industrial RBurkhill FinalApproved.pdf

REIMBURSEMENT AGREEMENT

This Reimbursement Agreement ("*Agreement*") is entered into as of this 7th day August, 2026, by and between Rockport, LLC ("*Developer*") with its principal offices located at 284 S. 2000 W. Pleasant Grove, UT 84062 and American Fork City, a municipal corporation and political subdivision of the State of Utah with its principal offices located at 51 East Main Street, American Fork, Utah 84003 ("*City*").

RECITALS

WHEREAS, Developer owns and/or will develop certain parcels of property located in American Fork, Utah County, Utah, specifically Parcel 13:047:0027 which consists of approximately 1.4318 acres and is further described in Exhibit A attached hereto (the "*Property*").

WHEREAS, the parties have learned that there are certain mutually beneficial, cooperative and cost-cutting ways their respective properties can assist in the development of the other;

WHEREAS, pursuant to Section 13.80.030 of the American Fork Code of Ordinances and in compliance with Section 11-36a-402 of the Utah Code Annotated, the parties desire to provide for certain "system improvements," as that term defined in Section 11-36a-102 of the Utah Code Annotated, in conjunction with the development of the Property by Developer;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the City and Developer hereby agree as follows:

AGREEMENT

1. Sidewalk/Trail. Developer is proposing to construct a sidewalk at the required minimum size as required in City codes and standards. The City seeks to have some or all of the sidewalk within the development upsized to a approx. 555 square feet to accommodate additional off-site uses. Each upsized sidewalk is a system improvement. The additional work, associated materials and costs are set forth, and agreed to as shown, in the attached Exhibit B.

2. System Improvements Reimbursement. The public improvements described above are each a System Improvement and collectively the "System Improvements." The City agrees to reimburse Developer for the System Improvements in an amount equal to the actual costs of the System Improvements, not to exceed the amounts set forth in Exhibit B.

3. Time of Reimbursement. The City shall provide to Developer a single reimbursement payment within thirty days of completion of all system improvements for the Project. Completion shall mean completion of construction, inspection and acceptance by the City Council.

4. Choice of Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Utah.

5. Entire Agreement. This Agreement constitutes the entire agreement between the parties regarding the subject matter hereof and supersedes all prior understandings, written or oral, regarding the subject matter hereof.

6. Modification. This Agreement may only be modified or altered by a writing signed by both parties.

7. Attorney Fees. In the event either party seeks to enforce the terms hereof in a lawsuit or other proceeding, the prevailing party shall be entitled to an award of the costs incurred, including reasonable attorney fees.

8. Execution. This Agreement may be executed in multiple original counterparts, each of which shall be deemed to be an original and all of which, taken together, shall constitute one and the same Agreement.

9. Severability. The provisions of this Agreement shall be deemed to be severable, and if any provision of this Agreement is determined to be invalid or unenforceable by any court of competent jurisdiction, such invalidity or unenforceability shall not affect or limit the validity or unenforceability of the remaining provisions hereof.

10. Third-Party Beneficiary Interests. Nothing contained in this Agreement is intended to benefit any person or entity other than the parties to this Agreement and/or their respective successors and assigns; and no representation or warranty is intended for the benefit of, or to be relied upon by, any person or entity which is not a party to this Agreement and/or their respective successors and assigns.

11. Binding Effect. This Agreement shall inure to the benefit of, and be binding upon, the parties hereto and their respective heirs, representatives, officers, agents, employees, members, successors and assigns.

WHEREFORE, the parties have executed the foregoing to be effective on the date appearing above.

DEVELOPER

By: Nathan S. Heaps
Its: Manager

By: Tyson Williamson
Its: Manager

AMERICAN FORK CITY

Bradley J. Frost
Mayor, American Fork City

ATTEST:

City Recorder

Approved as to form:

City Attorney

Approved as to content:

City Engineer

EXHIBIT A
Parcel Legal Description

A PARCEL OF LAND LOCATED IN THE NORTHWEST ¼ OF SECTION 23, TOWNSHIP 5 SOUTH, RANGE 1 EAST, SALT LAKE BASE & MERIDIAN, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A NON-TANGENT CURVE AT THE INTERSECTION OF THE EAST RIGHT-OF-WAY LINE OF STORRS AVENUE AND THE NORTHERLY RIGHT-OF-WAY OF A RAILROAD, SAID POINT ALSO BEING S.89°49'09"W. ALONG THE SECTION LINE 1100.37 FEET AND NORTH 3411.95 FEET FROM THE SOUTH ¼ CORNER OF SAID SECTION 23;

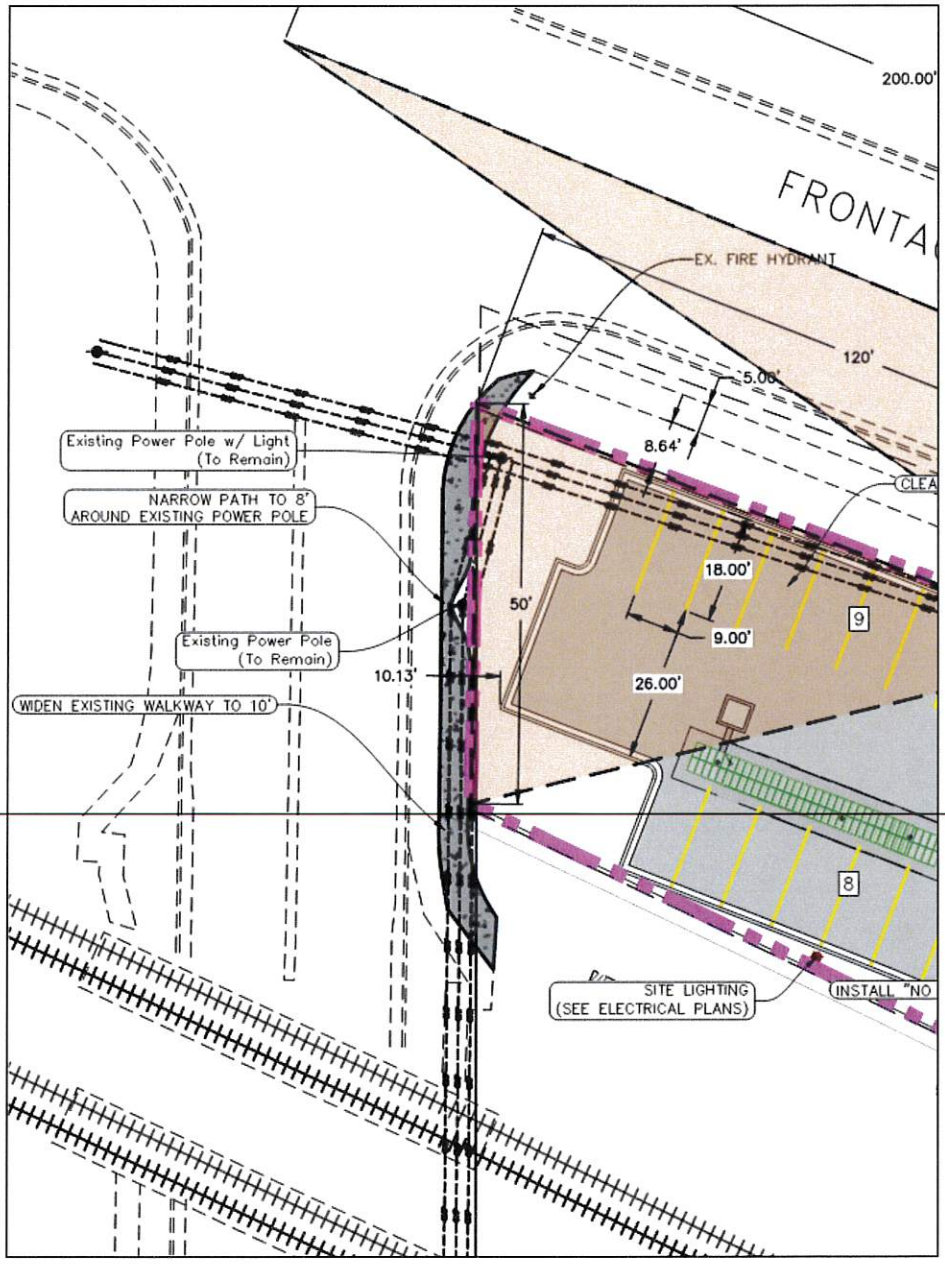
SAID CURVE TURNING TO THE RIGHT THROUGH AN ANGLE OF 10° 18' 53", HAVING A RADIUS OF 4160.00 FEET, AND WHOSE LONG CHORD BEARS S 64° 30' 03" E FOR A DISTANCE OF 747.91 FEET TO A POINT OF INTERSECTION WITH A NON-TANGENTIAL LINE; THENCE, SOUTH FOR A DISTANCE OF 11.38 FEET TO A POINT ON A LINE; THENCE, S 50° 13' 03" W FOR A DISTANCE OF 36.28 FEET TO A POINT ON A LINE; THENCE, S 33° 26' 48" W FOR A DISTANCE OF 62.83 FEET TO THE BEGINNING OF A NON-TANGENTIAL CURVE, SAID CURVE TURNING TO THE LEFT THROUGH AN ANGLE OF 08° 36' 55", HAVING A RADIUS OF 4675.50 FEET, AND WHOSE LONG CHORD BEARS N 60° 51' 22" W FOR A DISTANCE OF 702.37 FEET TO A POINT OF INTERSECTION WITH A NON-TANGENTIAL LINE; THENCE N 00° 46' 22" E A DISTANCE OF 66.94 FEET TO THE POINT OF BEGINNING

CONTAINS 1.43 ACRES (62,359± sq ft) AND 1 LOT

PROJECT BASED ON STATE PLANE COORDINATES, NAD83

EXHIBIT "B"
Description of Improvements and estimated cost (bid schedule)

Description	Quantity	Cost
SIDEWALK	555 SqFt	$5,733.15



Request for Council Action
City of American Fork
October 27, 2026

DEPARTMENT: Public Works
SUBMITTED BY: Terilyn Lurker

AGENDA ITEM:

Review and action on the first amendment to the interlocal cooperation agreement 2024-385 between Utah County and American Fork City for the American Fork 200 South 300 West Intersection Project

SUMMARY RECOMMENDATION:
Staff recommends approval of the **First Amendment to Interlocal Cooperation Agreement No. 2024-385**, providing an additional **$790,390** in funding for the **200 South and 300 West Intersection Improvements Project**.

BACKGROUND:

This First Amendment to Interlocal Cooperation Agreement No. 2024-385 between Utah County and American Fork City provides additional funding for the American Fork 200 South and 300 West Intersection Project. The project is substantially complete and the intersection is now open to traffic.

The project was originally approved in 2023 with an estimated cost of approximately **$958,871** and was scheduled for construction in 2024. As design advanced, additional project needs were identified, including approximately **$431,431** in right-of-way acquisition and building demolition costs. Construction was later delayed to 2026, resulting in significant increases in labor, material, and construction costs due to inflation and changing market conditions. Updated construction estimates exceeded **$1.2 million**, and contractor bids confirmed the increased costs. Combined with right-of-way acquisition, demolition, engineering, utility coordination, construction management, and contingency expenses, the total project cost increased to **$1,818,890**.

Funding Breakdown

Total Project Cost: $1,818,890

MAG / County Funding

- Original 2023 MAG Funding Award: **$1,028,500**

- Additional 2026 MAG Funding Allocation: **$790,390**
- Total MAG Funding Authorized: **$1,818,890**

Local Match Requirement

- Required Local Match (6.77%): **$123,139**
- Maximum Reimbursement Amount: **$1,695,751**

Cost Increase Breakdown

Item	Amount
Original Project Estimate (2023)	$958,871
Right-of-Way Acquisition & Demolition	$431,431
Construction Cost Escalation, Inflation, and Market Conditions	~$326,000
Engineering, Utility Coordination, Construction Management & Contingency	~$102,588
Total Project Cost	**$1,818,890**

The increase from approximately **$959,000** to **$1.82 million** was primarily driven by the addition of right-of-way acquisition and demolition costs, project delays that pushed construction from 2024 to 2026, construction inflation and market escalation, and increased engineering, utility, management, and contingency costs required to successfully deliver the project.

BUDGET IMPACT:
Funding for this contract has been included in the approved FY 2026 budget. The City's maximum local matching fund contribution is $123,139.

SUGGESTED MOTION:
Mr. Mayor, I move to approve the First Amendment to the Interlocal Cooperation Agreement No. 2024-385 between Utah County and American Fork City for the American Fork 200 South 300 West Intersection Project, which provides an additional $790,390 in funding for the Intersection Improvements Project, as presented; and authorize the City to execute all associated documents.

SUPPORTING DOCUMENTS:
2026.10 13 American Fork 200 South 300 West First Amendment Oct 2026.final.pdf

AGREEMENT NO. 2026-_____

FIRST AMENDMENT TO INTERLOCAL COOPERATION AGREEMENT 2024-385 BETWEEN UTAH COUNTY, UTAH, AND AMERICAN FORK CITY FOR THE AMERICAN FORK 200 SOUTH 300 WEST INTERSECTION PROJECT

On this day of October 2026, this First Amendment is made to the Interlocal Cooperation Agreement 2024-385 between UTAH COUNTY, a political subdivision of the State of Utah, with principle offices located at 100 East Center St, Suite 2300, Provo, Utah 84606 ("County" and "Program Manager") and AMERCIAN FORK CITY, a political subdivision of the State of Utah, with principle offices located at 51 East Main Street, American Fork, UT 84003 ("City" and "Project Sponsor"); and

WHEREAS, County and City entered into Agreement No. 2024-385; and

WHEREAS, County and City now desire to amend Agreement No. 2024-385 on account of additional funding and additional time needed for the American Fork 200 South 300 West Intersection Project.

NOW THEREFORE, in consideration of the foregoing, the mutual covenants made herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, County and City hereby amend Agreement No. 2024-385 as follows:

1. Section 4 of the Agreement is hereby amended to read as follows:

   Section 4: EFFECTIVE DATE; DURATION.

   This Agreement shall become effective and shall enter into force within the meaning of the Interlocal Cooperation Act, upon the submission of this Agreement to, and the approval and execution hereof by the governing bodies of the Program Manager and the Project Sponsor. The term of this Agreement shall be from the date of execution hereof until October 31, 2027.

2. Section 6, paragraphs 8, 8b, and 8c of the Agreement are hereby amended to read as follows:

Section 6: TERMS.

8) **Total Project Cost** - Both the Program Manager and Project Sponsor acknowledge that the Approved Project has been authorized by the Mountainland MPO Regional Planning Committee (Utah County Commission must also approve if county funds are used) to be funded at an amount not to exceed $1,818,890 (Total Project Cost) for the direct costs of the Approved Project.

8b) Multi-Year Funding - Some projects require funding across multiple fiscal years. Reimbursement for Approved Project activities can only be made up to the available amount identified in a single fiscal year. Any balance from a prior year where available funds have not been expended for the Approved Project are then advanced to the next fiscal year and are added to the funds available that fiscal year. Fiscal years for County Transportation Sales Tax Funds begin on January 1st. The Approved Project has been approved for $1,028,500 in 2023 and $790,390 in 2026.

8c) **Reimbursement** - The Project Sponsor, if desiring reimbursement for the direct costs of the Approved Project, will provide the Program Manager with quarterly or bi-annual itemized invoices detailing actual costs for the ROW acquisition, design, utility relocation, construction, or other approved elements of the project. Appropriate backup materials shall also be supplied. The Program Manager agrees to reimburse the Project Sponsor within 30 days of receiving acceptable itemized invoices establishing the validity of the direct costs of the Approved Project. The maximum amount of reimbursement from the Program Manager to the Project Sponsor shall not exceed $1,695,751 (Total Project Cost less Matching Funds). Any costs which exceed $1,695,751 shall be the sole responsibility of the Project Sponsor. The Program Manager will review and approve monthly each itemized invoice and will reimburse the total invoice amount less the required matching funds.

The remaining portions and all remaining paragraphs of Agreement No. 2024-385 shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Second Amendment to be duly executed on the date listed above.

BOARD OF COUNTY COMMISSIONERS,
UTAH COUNTY, UTAH

_____
SKYLER BELTRAN, Chair

ATTEST:
AARON R. DAVIDSON
Utah County Clerk

By: _____
Deputy

APPROVED AS TO FORM AND LEGALITY:
JEFFREY S. GRAY
Utah County Attorney

By: _____
Deputy County Attorney

AMERICAN FORK CITY
Authorized by Resolution No.
This day of October, 2026.

AMERICAN FORK CITY
UTAH COUNTY, UTAH

_____
Mayor

ATTEST:

_____
City Recorder

REVIEWED AS TO FORM AND
COMPATIBILITY WITH APPLICABLE
LAW:

By: _____
City Attorney

Request for Council Action
City of American Fork
October 27, 2026

DEPARTMENT: Development Services
SUBMITTED BY: Terilyn Lurker

AGENDA ITEM: Review and action on an ordinance approving a Code Text Amendment, amending Section 17.7.602 - Planned Shopping Center Projects - of the American Fork City Municipal Code. The Code Text Amendment plans to propose Veterinary Clinics as a permitted use with the SC-1 Zone.

SUMMARY RECOMMENDATION: Planning Commission recommended approval.

BACKGROUND: The applicant has applied for a Code Text Amendment to amend Section 17.7.602 of the American Fork City Municipal Code. The proposed amendment looks to include veterinary clinics (small animal care only, no outside runs, no overnight boarding) as a permitted use within the SC-1 zone.

BUDGET IMPACT: N/A

SUGGESTED MOTION:

Approval

I move to adopt the ordinance approving the proposed Code Text Amendment, amending Section 17.7.602, titled Planned Shopping Center Projects, relating to including veterinary clinics as a permitted use within the SC-1 zone and providing an effective date for the ordinance.

Denial

I move to deny the proposed Code Text Amendment, amending Section 17.7.602, titled Planned Shopping Center Projects, relating to including veterinary clinics as a permitted use within the SC-1 zone.

Table

I move to table action for the proposed Code Text Amendment, amending Section 17.7.602, titled Planned Shopping Center Projects, relating to including veterinary clinics as a permitted use within the SC-1 zone and instruct staff/developer to……..

SUPPORTING DOCUMENTS:

Ordinance Section 17.7.602 Sploot Vet Clinic CTA.pdf
10.07.2026 - PC Meeting - Sploot Veterniarian Minutes.pdf
1. COMMENTS (2026.08.26)
Reason_for_Code_Text_Amendment_Sploot_Veterinary_Care_20260817_v1.pdf
2. COMMENTS (2026.08.26) Statement_of_Compliance_Sploot_Veterinary_Care_20260817_v1.pdf
3. COMMENTS (2026.08.26) What_Changed Sploot_Veterinary_Care 20260817_v1.pdf
4. COMMENTS (2026.08.26)
Redline_of_Code_Text_Amendment_Sploot_Veterinary_Care_20260817_v1.pdf
5. Staff CTA - Section 17.7.602 - Sploot Rec. if Approved Redlines.pdf
6. Staff CTA - Section 17.7.602 - Sploot Rec. if Approved Final.pdf

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 17.7.602 TITLED PLANNED SHOPPING CENTER PROJECTS PROVIDING FOR THE ADOPTION AND ENFORCEMENT OF THE AMENDMENTS.

WHEREAS, American Fork City is authorized to enact ordinances as are necessary and proper to promote the health, safety, morals, convenience, order, prosperity, and general welfare of American Fork; and

WHEREAS, Utah Code §§ 10-20-501 and 503 of Utah Code Annotated, 1953, as amended grants the City authority to enact, adopt and amend land use regulations; and

WHEREAS, the Planning Commission held a public hearing on October 7, 2026, to consider a recommendation action to amend Section 17.7.602; and

WHEREAS, at its Recommendation meeting, the Planning Commission voted in favor of a positive recommendation to the City Council of American Fork on October 7, 2026; and

WHEREAS, it is in the best interest and general welfare of residents of American Fork City to amend Section 17.7.602 relating to Planned Shopping Center Projects.

WHEREAS, the City has considered the impact this ordinance may have on family, heath, stability, and formation;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF AMERICAN FORK, UT as follows:

PART I
TEXT OF ORDINANCE

SECTION 1. Section 17.7.602 of the American Fork Municipal Code is hereby amended to read as follows:

Sec 17.7.602 Planned Shopping Center Projects

A. Intent. The intent of this section is to:
    1. Promote the convenience of residents living beyond walking distance from the Central Business District in obtaining a variety of goods and services.
    2. Establish guidelines dealing specifically with the design, construction, and operation of shopping centers.

B. Permitted uses. Uses within the zone shall be limited to:

1. Retail and service outlets including customary food stores, supermarkets, drug and variety stores, cosmetic, clothing, fabric and shoe stores, stationary and office supply stores, confectionery and ice cream stores, hardware, garden and home supply stores, clinics, medical and dental and other professional offices, barber, beauty and hair style shops, banks and loaning agencies, radio, television and electronic equipment sales and service establishments, service stations, laundry pickup and similar retail and service establishments.
2. Driveways, off-street parking facilities, walks, utility systems, landscaped areas.
3. Signs and advertizing structures which conform with either:
    a. The provisions of Section 17.5.128 of the development code relating to signs; or
    b. The terms of an overall signage plan, where such plan is included as an element of an approved project plan.
4. Reserved.
5. Low power radio service antenna facilities, subject to the provisions of Section 17.6.112 of this code.
6. Specialty schools, subject to the approval of a site plan in accordance with the provisions of Section 17.6.101.
7. Residential dwelling units, when included as an integral part of the design of the project.

    Where a project includes a residential use, the residential component shall not exceed thirty percent of the total floor area of buildings within the project area and three and one-half dwelling units per acre of land within the project area. Any project that includes residential uses shall adhere to the city's "off-street parking standards". For multi-family residential units, not less than one of the required parking spaces, per unit, shall be covered and designated for the exclusive use of that specific unit.
8. Check cashing and similar businesses subject to the provisions of Section 17.6.114 of this code and Chapter 5.30 of the city code.
9. Veterinary clinic, small-animal (no commercial animal boarding, or kenneling, outdoor animal runs or holding areas, nor the treatment or boarding of livestock or other large animals).

C. Area and density and parking.
1. Minimum area. Each planned shopping center shall contain a project area of not less than six acres of land. At least ten percent of the project area shall be landscaped, part of which shall include a landscaped strip of land at least ten feet wide around the outside perimeter of the site except for driveways.
2. Off-street parking. Each planned shopping center shall include sufficient off-street parking to meet the anticipated demand for all uses within the project area, but not less than five spaces per one thousand square feet of building floor space used for

commercial and office uses and two spaces per dwelling unit. Where the project plan proposes that off-street parking is to be provided as a common project amenity (not for the exclusive use of a specific tenant or lot owner), the city may approve shared parking arrangements.

D. Approval procedure. The procedure leading to approval shall be the same as set forth in Section 17.7.200 of this code.

E. Required improvements. Same as for planned unit developments except that a common storage area shall not be required. However, the location and outside dimensions of buildings and the general nature of the commodities to be sold therein or the services to be rendered therein, shall be shown on the final plans.

F. Required documents.
    1. Where the development is to be retained in one ownership, required documents shall include:
        a. Covenants, conditions, restrictions and management policies.
        b. Management agreement.
    2. Where the development has two or more owners or where an existing development is being divided into two or more ownerships, required documents shall include:
        a. Articles of incorporation for property owners' association.
        b. Corporation by-laws.
        c. Covenants, conditions, restrictions and management policies.
        d. Management agreement.

G. Special provisions. In view of the fact that shopping centers will be surrounded by residential uses, it shall be incumbent upon developers, lessors, and operators to construct amenities within the area covered by the development commensurate with the general conditions of the surrounding area.

PART II
PROVISIONS AND ADOPTION

Section 1. Severability
The sections, paragraphs, sentences, clauses and phrases of this Ordinance are severable. If any such section, paragraph, sentence, clause, or phrase shall be declared invalid or unconstitutional by the valid judgment or decree of a Court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of constitutionality of any of the remaining sections, paragraphs, sentences, clauses or phrases of this Ordinance.

Section 2. Amendments to be added to the American Fork City Code.
The City Council of American Fork hereby directs that the provisions enacted by this ordinance shall be made and placed in the American Fork City Code.

Section 3. Effective Date
This ordinance shall take effect immediately upon its passage and publication as required by law.

PASSED AND ADOPTED BY THE CITY COUNCIL OF AMERICAN FORK, STATE OF UTAH, ON THIS _____ DAY OF _____, 202__.

_____

Bradley J. Frost, Mayor

ATTEST:

_____
Terilyn Lurker, City Recorder

Text Amendment plans to increase the lawn areas for Institutional Uses (churches, schools, etc.).

Public Hearing Opened

No Comments

Public Hearing Closed

c. **Public hearing, review, and recommendation on a proposed Code Text Amendment, known as Administrative Site Plan Approvals, of the American Fork City Municipal Code. Amending Section 17.6.101, the Code Text Amendment plans to amend the Site Plan Approval Process.**

Public Hearing Opened

No Comments

Public Hearing Closed

ACTION ITEMS

a. **Public hearing, review, and recommendation on a proposed Code Text Amendment, known as Sploot Veterinary Clinic, of the American Fork City Municipal Code. Amending Section 17.7.602 Planned Shopping Center Projects, the Code Text Amendment plans to propose Veterinary Clinics as a permitted use with the SC-1 Zone.**

The applicant has applied for a Code Text Amendment to amend Section 17.7.602 of the American Fork City Municipal Code. The proposed amendment looks to include veterinary Cody Opperman reviewed the background information for Public Hearing Item letter a: The

clinics (small animal care only, no outside runs, no overnight boarding) as a permitted use within the SC-1 zone. The applicant is proposing to add veterinarian clinics into the shopping center zone. With the veterinarian clinic, it will be specific to small animal care and not large animals or any kind of commercial kenneling. Staff's recommendation if planning commission recommends approval, instead of providing it to be in the retail and service outlets area for permitted uses, we're recommending the use to be its own separate category as item number nine, as we want to keep the SC-1 zone focused more on retail sales to generate revenue for the city.

Geoff Dupaix asked for clarification on the concerns related to this request,

Cody Opperman explained that this type of business seems to be more appropriate in the PO-1 zone, which is the professional office zone, as the shopping center use is designed to generate retail sales.

Christine Anderson asked to see a map of the SC-1 zones.

Geoff Dupaix mentioned there is a PetSmart in the zone currently, that has both retail and dog grooming.

Chris Chritiansen asked if this use is permitted in any of the other zones.

Cody Opperman confirmed that there is a small animal hospital category in the PO-1 zone, as well as a veterinarian clinic - animal hospital use that is permitted in the I-1 zone.

Claire Oldham asked how one would categorize PetSmart as they are primarily retail, but then they do have the vet clinic and other groups.

Cody Opperman commented that with PetSmart being mostly retail, it is considered a retail use but noted that there is nothing in the code that addresses the incidental uses, so he apologized for not having a direct answer to that question.

Christine Anderson asked if there was a reason that a veterinary clinic would not fit in a GC-1 or GC-2 zone.

Cody Opperman explained that at this time they are not identified as a permitted use in the GC-1 or GC-2 zones.

Christine Anderson recalled the planning commission adding clinics to the SC-1 zone in years past, and that may need to be revised as she cannot picture a clinic in the Meadows shopping center area.

Harold Dudley asked about the zone designation for the current clinic at the corner of Pacific and State Road.

After looking at the zone map, it was determined that the current clinic is in the SC-1 zone possibly as a non-conforming use.

The applicant, Gil Baltine, introduced himself as the co-founder and co-CEO of Sploot Veterinary Care. He explained that they believe adding a veterinary clinic and updating the use would be very helpful for the community. Sploot Veterinary Care's model is urgent care and primary care for small animals, and in this area the only accessible urgent care or emergency care, is roughly a 25-minute drive. The operating hours are 8:00 a.m. to 8:00 p.m. 365 days a year with walk-in availability as well as pre-scheduled appointments. He confirmed as already mentioned, that they have identified three other clinics that are already operating in this zone, one of them being Petco, and although all of these are only primary care and vaccine clinics, Sploot Veterinary Care can extend care to pet parents. He hopes this is approved so they can serve the community here.

Christine Anderson noted that while she does not see a clinic fitting in The Meadows area, there are a lot of clinic spaces within this zone that work really well.

Claire Oldham thinks given that there are already some clinics there; they should move forward with the request.

Geoff Dupaix agreed that while the use is not listed in the code, there are several similar businesses currently operating in the zone, so it is hard to say 'no'.

Harold Dudley mentioned that as a dog owner, he does see a need within the community, and he is in favor of moving forward with a positive motion.

Chris Christiansen added that in looking at some of the other cities around, like Saratoga Springs and Pleasant Grove, this is a use allowed in their SC-1 zones but noted there seems to be some urgent care facilities that are closer than 25 minutes but they are only open a couple of days a week. He concluded that he does not think it is outside of the intent of the zone.

Christine Anderson wanted to amend what she said earlier as she was thinking of one specific area, but agrees there are many areas within the SC-1 zone that this use fits those certain parcels.

Harold Dudley moved to recommend approval for the proposed Code Text Amendment, amending Section 17.7.602, titled Planned Shopping Center Projects, relating to including veterinary clinics listed as item number 9 within the SC-1 zone and providing an effective date for the ordinance.

Claire Oldham seconded the motion.

Voting was as follows:

Christine Anderson	**AYE**
Chris Christiansen	**AYE**
Geoff Dupaix	**AYE**
Claire Oldham	**AYE**
Harold Dudley	**AYE**

The motion passed

b. Public hearing, review, and recommendation on a proposed Code Text Amendment, known as American Fork Hillcrest 2. 3. 6 Wards, of the American Fork City Municipal Code. Amending Section 17.21.020 Landscaping Requirements, the Code Text Amendment plans to increase the lawn areas for Institutional Uses (churches, schools, etc.).

Christine Anderson asked for clarification if schools should be included, or if they were considered separate.

Cody Opperman explained that the institutional uses would be considered schools as well.

Cody Opperman reviewed the background information for Action Item letter b: The applicant has applied for a Code Text Amendment to amend Section 17.21.020(D) of the American Fork City Municipal Code. The proposed amendment looks to change the current maximum lawn area requirement of 20 percent to 33 percent for institutional uses (churches, schools, etc.) The applicant has noted that leaders of local church units have determined that the 20 percent does not provide sufficient space for social gatherings and sports activities that occur on lawn areas.

Items to consider:

(1) What changed or changing condition supports the amendment under AFMC 17.11.200

(2) Why 33% is the appropriate number

(3) Existing versus proposed turf percentages for the affected meetinghouses and anticipated water savings

(4) Why the amendment should apply broadly to all institutional uses.

Proposed Development Code
Text Amendment

Address: 34 N 600 West #4, American Fork, Utah – Main Street Plaza
Date: August 17th, 2026

No comments

American Fork City
Development Review
Committee

Planning and Zoning
Reviewed
copperman 08/27/2026

Engineering Division
Reviewed
rburkhill 08/26/2026

Next Step:
Reviewed
Proceed to the Planning Commission Meeting on 09/16/2026

Contact Information

Landowner:
Waki Land Company LLC
2733 Parleys WY #300
Salt Lake City, Utah 84109-1661

Amendment Preparation/Authorized Representative:
Bloom Studio
989 Compass Drive
Erie, Colorado 80516
Contact Heather Richards
Email heather@bloomstudiollc.com
Phone 303.505.7647

Reason/Description for project:

We propose an amendment to the Text of the SC-1 Planned Shopping Center Zone Permitted Uses that would allow **Veterinary Clinics (household pets, no overnight boarding, no overnight kenneling)** to be added as a permitted use in this zone district.

Proposed Development Code
Text Amendment

Address: 34 N 600 West #4, American Fork, Utah – Main Street Plaza
Date: August 17th, 2026

American Fork City Development Review Committee

Planning and Zoning Reviewed copperman 08/27/2026

See comment on page 2.

No comments

Engineering Division Reviewed rburkhill 08/26/2026

Next Step:
Reviewed
Proceed to the Planning Commission Meeting on 09/16/2026

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Statement of Compliance with the American Fork City General Plan, including goals, policies, and land use and how the proposed Code Text Amendment will contribute to the achievement of the goals and policies of the general plan

This proposed text amendment is consistent with the goals, objectives, and policies of the general Permitted Uses in this SC-1 Zone:

Section 14.4.405 Intent. **The intent** in establishing the **SC-1 planned shopping center zone** is to **provide a way whereby residents in the surrounding areas can obtain daily household goods and services with maximum convenience and safety**. **The zone should be located adjacent to the residential uses**. The zone shall be characterized by a harmonious grouping of retail and service stores and shops which are architecturally designed as an integrated unit. Lighting shall be of a relatively low intensity and should be shielded to protect surrounding residential areas. Developers and owners of the stores and shops within the center should bear in mind that the privileges of providing the goods and services carries with it a corresponding responsibility to develop and maintain the facilities in harmony with the aesthetic qualities of the surrounding area.

This is a commercially zoned planning area and this community center features multiple shops and services that support the surrounding community by providing household services and products in close proximity. A Veterinary Clinic (small household pets) is a business integrative and supportive of the local community. Without a Veterinary Clinic in the vicinity, currently our potential patients must be driven many miles to obtain primary and urgent care services for pets. Veterinary Clinics are a partner with the local community in every regard, no different than Target, T-Mobile, Elase Laser/Body/Skin, Baskin Robbins, Sport Clips, Venus Nails and Spa, or other existing Main Street Plaza SC-1 businesses that support the surrounding community. Many view pets as part of their family and prefer to have a vet nearby in case of an unexpected health issue, for both routine and emergency care. As such, residents in the vicinity of these places will experience greater peace of mind due to this amendment. Additionally, it should be noted that modern animal hospitals and clinics provide care within a contained setting (indoor), where the level of noise is minimized.

The following criteria shall be considered by the Director for approval of an administrative amendment:

- The proposed Text Amendment is consistent with the development standards, commitments, and overall intent of the planned development.
  The amendment is consistent with the standards, commitments, and intent of the development by requesting an already established use in planning areas that are zoned SC-1 (three veterinary clinics already exist in this SC-1 zone).
- The proposed Text Amendment is consistent with the efficient development and preservation of the entire planned SC-1 zone.
  The amendment enhances the variety of community uses in the SC-1 zone by offering the community veterinary services. The use of Veterinary Clinic would warrant a building or other structures where animals are given medical and surgical treatment, on an outpatient basis..
- The proposed Text Amendment will not adversely affect the enjoyment of the adjacent land or the public interest
  A Veterinary Clinic (small household pets) would not permit the use of outdoor boarding facilities, which would moderate the effects to the adjacent areas. It would also not permit kenneling, which reduces noise pollution to the surrounding residential areas. The general public would have use of these facilities, adding economic benefits and veterinary specialization as well as local convenience
- The proposed Text Amendment does not confer a special benefit upon an individual.
  This amendment will help all the surrounding communities by providing more options for veterinary services.

Code Text Amendments are not adminstratively approved; they are legislative decisions. The City Council determines if a Veterinary Clinic shall be a permitted use after the recommendation of the Planning Commission. The Director cannot approve of a Code Text Amendment.

Sincerely,

Heather Richards, AIA
Bloom Studio

Proposed Development Code
Text Amendment

Address: 34 N 600 West #4, American Fork, Utah – Main Street Plaza
Date: August 17th, 2026

No comments

No comments

American Fork City Development Review Committee

Planning and Zoning Reviewed copperman 08/27/2026

Engineering Division Reviewed rburkhill 08/26/2026

Next Step:
Reviewed
Proceed to the Planning Commission Meeting on 09/16/2026

Contact Information

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989 Compass Drive
Erie, Colorado 80516
Contact Heather Richards
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Phone 303.505.7647

What changed or changing conditions make the proposed amendment reasonably necessary to promote the purposes of the American Fork City Development Code?

Changing market and community conditions support the need for community veterinary clinics serving household pets that provide outpatient examination, diagnostic, treatment, and minor procedural services *without* overnight boarding, kennel operations, outdoor animal runs, breeding, training, or other intensive animal-care activities.

The existing regulations group Veterinarian Services groups Veterinary Clinics with animal hospitals, kennels, animal boarding, breeding, training, and grooming uses. That grouping does not adequately distinguish a modern, daytime, appointment-based household-pet veterinary clinic from higher-intensity animal-care operations that may involve overnight animal occupancy, outdoor activity, extended hours, greater noise potential, and different parking or neighborhood-compatibility considerations.

The proposed amendment is reasonably necessary to promote the purposes of the American Fork City Development Code because it would allow a use (Veterinary Clinic) that fits well within the SC-1 zone. It allows the City to accommodate an increasingly common professional and personal service needed by residents while retaining appropriate standards for the uses that create greater operational impacts.

A Veterinary Clinic limited to household pets and without outdoor boarding nor overnight kenneling is comparable in land-use character to other appointment-based professional or medical-office uses that are approved already in this zone district: visits occur during regular business hours, animals remain indoors while receiving care, and the use does not include the continuing activity associated with boarding or kennel facilities. Clear operational limitations—including no overnight boarding, no outdoor runs, and compliance with applicable parking, building, noise, waste-disposal, and site-development requirements—ensure that the use protects public health, safety, welfare, and adjacent property owners.

The amendment would therefore advance orderly commercial development, improve consistency in administration of the Development Code, provide clear expectations for applicants and neighbors, and enable the zone to support low-impact veterinary clinics while excluding animal hospitals and boarding/kennel uses that may warrant more intensive review or additional conditions.

Proposed Development Code
Text Amendment

Address: 34 N 600 West #4, American Fork, Utah – Main Street Plaza
Date: August 17th, 2026



No comments

Address comments

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Next Step:
Reviewed
Proceed to the Planning Commission Meeting on 09/16/2026

Redline of the Code Text Amendment see highlighted section**:**

~~Sec 17.4.405~~ SC-1 Planned Shopping Center Zone

1. Intent. The intent in establishing the SC-1 planned shopping center zone is to provide a way whereby residents in the surrounding areas can obtain daily household goods and services with maximum convenience and safety. The zone should be located adjacent to the residential uses. The zone shall be characterized by a harmonious grouping of retail and service stores and shops which are architecturally designed as an integrated unit. Lighting shall be of a relatively low intensity and should be shielded to protect surrounding residential areas. Developers and owners of the stores and shops within the center should bear in mind that the privileges of providing the goods and services carries with it a corresponding responsibility to develop and maintain the facilities in harmony with the aesthetic qualities of the surrounding area.
2. Permitted uses. Uses within this zone shall be limited to uses permitted in shopping center developments which are constructed and maintained in accordance with the applicable provisions of Section 17.7.602 of this code and to temporary uses subject to the provisions of Section 17.5.122.
3. Special provisions. Special provisions shall apply in this zone in order to protect its essential characteristics.
    1. The space required around buildings and structures shall be kept free from refuse and debris.
    2. All buildings used for human occupancy shall be furnished with a public water supply and shall be constructed in accordance with the adopted building, plumbing, electrical, fire prevention and similar codes.
    3. All buildings and uses within this zone shall comply with all applicable supplementary development standards as set forth in this code.

<u>Sec 17.7.602 Planned Shopping Center Projects</u>

1. Intent. The intent of this section is to:
    1. Promote the convenience of residents living beyond walking distance from the Central Business District in obtaining a variety of goods and services.
    2. Establish guidelines dealing specifically with the design, construction, and operation of shopping centers.
2. Permitted uses. Uses within the zone shall be limited to:

1. Retail and service outlets including customary food stores, supermarkets, drug and variety stores, cosmetic, clothing, fabric and shoe stores, stationary and office supply stores, confectionery and ice cream stores, hardware, garden and home supply stores, clinics, medical and dental and other professional offices **including Veterinary Clinic (small animal care only, no outside runs, no overnight boarding)** barber, beauty and hair style shops, banks and loaning agencies, radio, television and electronic equipment sales and service establishments, service stations, laundry pickup and similar retail and service establishments.
2. Driveways, off-street parking facilities, walks, utility systems, landscaped areas.
3. Signs and advertizing structures which conform with either:
    1. The provisions of Section 17.5.128 of the development code relating to signs; or
    2. The terms of an overall signage plan, where such plan is included as an element of an approved project plan.
4. Reserved.
5. Low power radio service antenna facilities, subject to the provisions of Section 17.6.112 of this code.
6. Specialty schools, subject to the approval of a site plan in accordance with the provisions of Section 17.6.101.
7. Residential dwelling units, when included as an integral part of the design of the project. Where a project includes a residential use, the residential component shall not exceed thirty percent of the total floor area of buildings within the project area and three and one-half dwelling units per acre of land within the project area. Any project that includes residential uses shall adhere to the city's "off-street parking standards". For multi-family residential units, not less than one of the required parking spaces, per unit, shall be covered and designated for the exclusive use of that specific unit.
8. Check cashing and similar businesses subject to the provisions of Section 17.6.114 of this code and Chapter 5.30 of the city code.

Sec 17.7.602 Planned Shopping Center Projects

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~~8.~~9. Veterinary clinic, small-animal (no commercial animal boarding, or kenneling, outdoor animal runs or holding areas, nor the treatment or boarding of livestock or other large animals).

C. Area and density and parking.

1. Minimum area. Each planned shopping center shall contain a project area of not less than six acres of land. At least ten percent of the project area shall be landscaped, part of which shall include a landscaped strip of land at least ten feet wide around the outside perimeter of the site except for driveways.
2. Off-street parking. Each planned shopping center shall include sufficient off-street parking to meet the anticipated demand for all uses within the project area, but not less than five spaces per one thousand square feet of building floor space used for commercial and office uses and two spaces per dwelling unit. Where the project plan proposes that off-street parking is to be provided as a common project amenity (not for the exclusive use of a specific tenant or lot owner), the city may approve shared parking arrangements.

D. Approval procedure. The procedure leading to approval shall be the same as set forth in Section 17.7.200 of this code.

E. Required improvements. Same as for planned unit developments except that a common storage area shall not be required. However, the location and outside dimensions of buildings and the general nature of the commodities to be sold therein or the services to be rendered therein, shall be shown on the final plans.

F. Required documents.

1. Where the development is to be retained in one ownership, required documents shall include:
    a. Covenants, conditions, restrictions and management policies.
    b. Management agreement.
2. Where the development has two or more owners or where an existing development is being divided into two or more ownerships, required documents shall include:
    a. Articles of incorporation for property owners' association.
    b. Corporation by-laws.
    c. Covenants, conditions, restrictions and management policies.

d. Management agreement.

G. Special provisions. In view of the fact that shopping centers will be surrounded by residential uses, it shall be incumbent upon developers, lessors, and operators to construct amenities within the area covered by the development commensurate with the general conditions of the surrounding area.

Sec 17.7.602 Planned Shopping Center Projects

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    1. Promote the convenience of residents living beyond walking distance from the Central Business District in obtaining a variety of goods and services.
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G. Special provisions. In view of the fact that shopping centers will be surrounded by residential uses, it shall be incumbent upon developers, lessors, and operators to construct amenities within the area covered by the development commensurate with the general conditions of the surrounding area.

Request for Council Action
City of American Fork
October 27, 2026

DEPARTMENT: Development Services
SUBMITTED BY: Terilyn Lurker

AGENDA ITEM:

Review and action on an ordinance approving a Code Text Amendment, amending Section 17.21.020 Landscaping Requirements. The Code Text Amendment plans to increase the lawn areas for Institutional Uses (churches, schools, etc.).

SUMMARY RECOMMENDATION: Planning Commission recommended approval.

BACKGROUND:

The applicant has applied for a Code Text Amendment to amend Section 17.21.020(D) of the American Fork City Municipal Code. The proposed amendment looks to change the current maximum lawn area requirement of 20 percent to 33 percent for institutional uses (churches, schools, etc.) The applicant has noted that leaders of local church units have determined that the 20 percent does not provide sufficient space for social gatherings and sports activities that occur on lawn areas.

Items to consider:

1. What changed or changing condition supports the amendment under AFMC 17.11.200
2. Why 33% is the appropriate number
3. Existing versus proposed turf percentages for the affected meetinghouses and anticipated water savings
4. Why the amendment should apply broadly to all institutional uses.

BUDGET IMPACT: N/A

SUGGESTED MOTION:

Approval

I move to adopt the ordinance approving the proposed Code Text Amendment, amending Section 17.21.020(D), titled Landscaping Requirements, relating to increasing the maximum lawn area within the total landscaped area from 20 percent to 33 percent for institutional uses (churches, schools, etc.) and providing an effective date for the ordinance.

Denial

I move to deny the proposed Code Text Amendment, amending Section 17.21.020(D), titled Landscaping Requirements, relating to increasing the maximum lawn area within the total landscaped area from 20 percent to 33 percent for institutional uses (churches, schools, etc.).

Table

I move to table action for the proposed Code Text Amendment, amending Section 17.21.020(D), titled Landscaping Requirements, relating to increasing the maximum lawn area within the total landscaped area from 20 percent to 33 percent for institutional uses (churches, schools, etc.) and instruct staff/developer to……..

SUPPORTING DOCUMENTS:

Ord_CTA_Section 17.21.020_American Fork Hill Crest.pdf
10.07.2026 - PC Meeting - Hillcrest Landscaping Minutes.pdf
1. COMMENTS (2026.09.02) CodeTextAmendmentRequest_Hillcrest236_20260817_v1.pdf
2. REVIEWED (2026.09.02) Statementofcompliance Hillcrest236 20260817 v1.pdf
3. COMMENTS (2026.09.02) OrdinanceRedLines Hillcrest236_20260819_v1.pdf
4. Staff CTA - Section 17.21.020 (AF Hillcrest 2, 3, 6) Rec. if Approved Redlines.pdf
5. Staff CTA - Section 17.21.020 (AF Hillcrest 2, 3, 6) Recommendation if Approved Final.pdf

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 17.21.020 TITLED LANDSCAPING REQUIREMENTS PROVIDING FOR THE ADOPTION AND ENFORCEMENT OF THE AMENDMENTS.

WHEREAS, American Fork City is authorized to enact ordinances as are necessary and proper to promote the health, safety, morals, convenience, order, prosperity, and general welfare of American Fork; and

WHEREAS, Utah Code §§ 10-20-501 and 503 of Utah Code Annotated, 1953, as amended grants the City authority to enact, adopt and amend land use regulations; and

WHEREAS, the Planning Commission held a public hearing on October 7, 2026, to consider a recommendation action to amend Section 17.21.020; and

WHEREAS, at its Recommendation meeting, the Planning Commission voted in favor of a positive recommendation to the City Council of American Fork on October 7, 2026; and

WHEREAS, it is in the best interest and general welfare of residents of American Fork City to amend Section 17.21.020 relating to Landscaping Requirements.

WHEREAS, the City has considered the impact this ordinance may have on family, heath, stability, and formation;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF AMERICAN FORK, UT as follows:

PART I
TEXT OF ORDINANCE

SECTION 1. Section 17.21.020 of the American Fork Municipal Code is hereby amended to read as follows:

17.21.020 Landscaping Requirements

A. Lawn shall not be less than 8 feet wide at its narrowest point.
B. Lawn shall not be installed in park strips, parking lot islands, or on slopes greater than 25% or 4:1 (4’ horizontal to 1’ vertical) grade. However, park strips shall conform to all street tree planting requirements including proper irrigation. If existing lawn is being removed from park strips to conform to these requirements, all existing street trees compliant with the municipal code and associated irrigation systems shall remain.
C. For single-family residential landscapes, lawn shall not exceed 35% of the Total Landscaped Area (as defined in this Chapter).

1. Small residential lots, which the total landscaped area is less than 250 square feet, are exempt from the 8 feet width requirement and the maximum of 35% lawn requirement.
2. Corner lots that are 8,000 square feet or less are exempt from the maximum of 35% lawn requirement for the side yard area adjacent to the street.

D. For multi-family landscapes and common areas, lawn shall not exceed 20% of the Total Landscaped Area (as defined in this Chapter).
E. For institutional (churches, schools, etc.) landscapes and common areas, lawn shall not exceed 33% of the Total Landscaped Area (as defined in this Chapter).
F. For commercial and industrial landscapes, lawn shall not exceed 20% of the Total Landscaped Area (as defined in this Chapter).

PART II
PROVISIONS AND ADOPTION

Section 1. Severability
The sections, paragraphs, sentences, clauses and phrases of this Ordinance are severable. If any such section, paragraph, sentence, clause, or phrase shall be declared invalid or unconstitutional by the valid judgment or decree of a Court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of constitutionality of any of the remaining sections, paragraphs, sentences, clauses or phrases of this Ordinance.

Section 2. Amendments to be added to the American Fork City Code.
The City Council of American Fork hereby directs that the provisions enacted by this ordinance shall be made and placed in the American Fork City Code.

Section 3. Effective Date
This ordinance shall take effect immediately upon its passage and publication as required by law.

PASSED AND ADOPTED BY THE CITY COUNCIL OF AMERICAN FORK, STATE OF UTAH, ON THIS _____ DAY OF _____, 202__.

_____

Bradley J. Frost, Mayor

ATTEST:

_____
Terilyn Lurker, City Recorder

Christine Anderson	**AYE**
Chris Christiansen	**AYE**
Geoff Dupaix	**AYE**
Claire Oldham	**AYE**
Harold Dudley	**AYE**

The motion passed

b. Public hearing, review, and recommendation on a proposed Code Text Amendment, known as American Fork Hillcrest 2. 3. 6 Wards, of the American Fork City Municipal Code. Amending Section 17.21.020 Landscaping Requirements, the Code Text Amendment plans to increase the lawn areas for Institutional Uses (churches, schools, etc.).

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Cody Opperman explained that the institutional uses would be considered schools as well.

Cody Opperman reviewed the background information for Action Item letter b: The applicant has applied for a Code Text Amendment to amend Section 17.21.020(D) of the American Fork City Municipal Code. The proposed amendment looks to change the current maximum lawn area requirement of 20 percent to 33 percent for institutional uses (churches, schools, etc.) The applicant has noted that leaders of local church units have determined that the 20 percent does not provide sufficient space for social gatherings and sports activities that occur on lawn areas.

Items to consider:

(1) What changed or changing condition supports the amendment under AFMC 17.11.200

(2) Why 33% is the appropriate number

(3) Existing versus proposed turf percentages for the affected meetinghouses and anticipated water savings

(4) Why the amendment should apply broadly to all institutional uses.

Cody Opperman also noted that the current code indicates that it's for institutional, churches, and multifamily landscapes. This proposal just incorporates taking the institutional uses out from the combination of institutional uses and multifamily, leaving multifamily still at 20% of water efficiency or 20% maximum lawn area, but creating a new section to say, 33% is specific to just institutional uses.

Christine Anderson asked what other things fall under institutional uses.

Cody Opperman informed that churches, places of worship, and private schools would be included.

Christine Anderson asked that it be clarified that when we say the total landscape area, that means minus the building, and minus parking.

Cody Opperman provided the definition in the code as the definition for total landscaped area is part of the improved areas of the property that incorporate all the completed features of the landscape, for the landscaped area does not include footprints of buildings or structures, sidewalks along the street, but does include internal walking paths, driveways, and other non-irrigated areas intentionally left undeveloped.

Harold Dudley asked if the water efficiency portion of the code existed before 2023.

Cody Opperman explained that this was a complete creation of the code back in 2023 so it did not exist prior to 2023.

Christine Anderson asked how they came up with the 20% at that time.

Cody Opperman noted that was a good question, and to his recollection, he believes there were recommendations from the Central Utah Water Conservancy District. He recalls additional recommendations for drought-tolerant plants as well, but the city was not looking to specifically require drought-tolerant plants but does encourage people to consider them.

Christine Anderson asked if parks are also held to the 20% standard.

Cody Opperman confirmed that he believes any new park would be required to follow the 20% standard.

Claire Oldham asked if parks are considered institutional and not just open space.

Cody Opperman apologized that he could not confirm, but his understanding is that a soccer field at a park would be taken into consideration for the 20% requirement, meaning that if the soccer field pushes over 20% they can't have the soccer field.

Christine Anderson thinks it might be smart to allow outdoor gathering places a higher percentage, but she was not sure what that number should be.

Cody Opperman noted that it can be hard to determine exact usable space, so that would be something that would need a specific definition.

Harold Dudley mentioned that while he does not remember specifically the discussion when this was put in place, he thinks 20% seems applicable to the current watering situation. He added that governmental entities need to encourage less water intensive uses, and he wishes the ordinances gave more flexibility to reason.

Chris Christiansen feels that what is being proposed is separating all commercial spaces from gathering areas, but he was surprised that the residential areas have a 25% maximum usable space because he has homes in his neighborhood that have been built in the last few years that do not comply with this.

Harold Dudley added that this is difficult because in some places there is way too much grass.

Christine Anderson invited the applicant to address the commissioners and apologized for there being so much discussion before he was invited to speak.

Eric Lyman informed them that these are the same kind of these his team has been talking about. He is with EA Lyman Landscape Architects, and he showed the commissioners 3 different landscape models to help visualize the different landscaping options that he has used over the last 20 years on over 200 chapels across the intermountain area while trying to decrease water usage. He added that going forward, their goal is to reduce the water usage of all buildings by 50%.

Christine Anderson asked the applicant if he was doing this presentation in every City.

Eric Lyman informed the commissioners that American Fork is the only city where he has had an issue. He continued that while there are some great people here and he has had some fabulous interactions with some of the staff, their hands are tied because of some of the ordinances that are in place, so it makes it very difficult to get approval on some of these projects.

Christine Anderson asked how he came up with the 33% he is requesting.

Eric Lyman explained that they started out asking for a smaller percentage with the original approach, but the church leadership came back saying they need a little bit more lawn area, so they decided on the 33%.

Harold Dudley noted that he understands doing incremental improvements, but this is a large jump from 20% to 33% which doesn't seem to improve the churches' water usage. He added that he respects that the applicant is a professional in this field and thanked him for his comments.

Eric Lyman stated that he has been working with American Fork City on the tabernacle landscaping project, and they have removed a substantial amount of the lawn out on the

North side in order to comply with the 20% requirement. He noted that when people come out of Stake Conference, the lawn is where they are going to go to socialize.

Christine Anderson asked staff if it was possible to allow partial landscaping improvements for institutional uses. She wondered if there was a way to craft the code so that they could do half of a project but still ensure that eventually the water efficiency would be reached.

Cody Opperman explained that in the code it states that if you are building any addition that is 10% greater than the original structure, the project would require a full commercial site plan application. He added that if you want a stricter landscaping code, the percentages seem to be the best way to go.

Chris Christiansen stated that while thinking through this, he doesn't think they need to change the 20% because what is being presented here is saving water as he only has to be at 20% of the portion that is changing. He added that it is very rare to require the whole project to be considered, it is usually just the part the applicant is changing.

Eric Lyman explained that he tried to take that approach initially, saying if they just take the area that's in the scope of the of the project, it's 0% lawn, but he was told that he could not go that way because of the way that the ordinance was set up. He noted that it is also an issue with new construction.

Christine Anderson requested that staff explore some options on the landscaping requirements and the idea of making incremental improvements. She added that it probably wouldn't be involved in the motion tonight regarding this specific proposal.

Geoff Dupaix noted that Christine's request should be addressed separately. However, he agreed that the code needs greater flexibility. He said the intent is sound, but the language should be revised to allow more flexibility in how the code is interpreted and applied to unique situations.

Chris Christiansen explained that his interpretation of the verbiage provided would allow this project to move forward with the current 20% requirement.

Christine Anderson spoke to her interpretation being that the 20% doesn't work for this project because it does not differentiate between improvements for new builds; this would be for all projects, at any point in their development or construction.

Geoff Dupaix explained that the way he sees this being interpreted, is that any change to a parcel of property, in this case, it's a church; That 20% applies to the entirety of the parcel. What's being requested is to change that to 33% of the entirety of the parcel. That is the challenge.

Chris Christiansen noted that if that is the case, in his mind, it makes sense to move forward on this project, and the 33%, but then you are establishing the standard for future.

Geoff Dupaix agreed and added that this is a blanket change, so if the code is changed to 33%, that applies to anything new that comes in.

Christine Anderson reminded the commissioners that the change is just for institutional projects.

Geoff Dupaix noted that covers churches, schools, etc. and wondered why the commissioners can't approve a variance on this parcel, and request that staff reexamine the code and address some very valid issues that have been brought up in this discussion.

Cody Opperman explained that it does not say anywhere in this section of code that a variance or deviation from the code is allowed by going to the planning commission or the city council. He explained that there are sections of code that specifically state that the requirements can be modified by the planning commission or the city council, but there is nothing in our water efficiency standards that has that language.

Geoff Dupaix suggested that the unintended consequences of the way the ordinance is currently written is prohibiting this from moving forward.

Chris Chistiansen agreed, noting that it prohibits conservation.

Paul Harward, who is with the church, wanted to explain that when they first started this code text amendment process, it was done because it was suggested by the staff. He added that if it could have been crafted differently, earlier on, that would have been much better, as they thought this was the vehicle they had to use.

Claire Oldham asked if the commissioners could modify the proposed code text amendment to allow 33% for today, and then have staff review the landscaping requirements so this project can move forward today.

Cody Opperman informed them that they can make that recommendation, and the city council can take that into consideration as they are the final determining body for this amendment.

Harold Dudley asked where in the code it says this requires a full site plan approval, as he would like to see if there is a loophole where they as the planning commissioners could recommend that there was a misinterpretation, with all due respect to staff.

Cody Opperman explained that they do go through an administrative approval process, but ultimately, that administrative approval body would be the DRC board rather than planning commission for amended site plan applications. He further explained that after whatever decision is made on this code text amendment, their application goes through an amended site plan approval, as already indicated to the applicant at the concept plan meeting, they had with staff.

Harold Dudley referenced a portion of the code that says minor amendments including modifying existing landscaping to water efficiency standards, can be allowed, and he feels they are meeting the water efficiency standards.

Cody Opperman explained that what this section of code indicates is that if the applicant is meeting those minor requirements, instead of doing a full commercial site plan application, they can do an amended site plan application, as determined by staff. He further explained that if the applicant is only making minor changes to the landscaping for water efficiency standards, then it can be determined by staff to only require the amended site plan instead of a full commercial site plan application. So, for example, a full site plan application would ultimately entail a geotechnical report, a site plan application, a full landscaping plan, building elevations, traffic impact study, and so on and so forth. The section of code referenced states that if the applicant is just changing landscaping, staff can allow the applicant to only provide landscaping plans to amend their current commercial site plan.

Geoff Dupaix noted that it looks to him like the applicants did that.

Cody Opperman further explained that while they did provide the landscaping plans, the plans do not meet the 20% requirement, so they are required to go through this code text amendment to see if they can get the approval to increase the requirement to 33%, If the code is amended to the 33%, the applicant will go through the DRC board for the amended site plan approval.

Christine Anderson clarified that if the plans met the 20% requirement, the applicants would have gone through the DRC board already.

Eric Lyman, the applicant, explained to the planning commissioners that they are going through the process for the tabernacle, and it was 2-3 months for the reviews and approval, and now they are working to provide the bonding, which is something he finds very unique to American Fork City as the projects they have in Park City, Draper, and Sandy have not required a bond for landscaping when they are not going into the city roads. He added that the tabernacle project would be completed by now if there was not this extra process to go through.

Cody Opperman clarified that the DRC review and DRC board approval for the Tabernacle Landscaping Plan has been approved. He explained that any project going through the DRC process is in the hands of city staff for a 2-week time frame only. After that 2-week review process, if the applicant waits an extended period of time to resubmit, American Fork City staff has no control over that.

Chris Christiansen noted that there are specific areas of the lawn on this parcel, that they are not asking to change, and he feels that maybe this should be looked at based on just the areas the applicant is changing. He asked how long the process would take if the applicant resubmitted this code text amendment to only incorporate what is being improved.

Cody Opperman explained that it would have to be written, reviewed by legal, and reviewed by staff, so the best-case scenario would be a month or two.

Christine Anderson stated that for tonight, she would be in favor of recommending approval for the 33% but requesting staff to explore options for language in the code for progressive improvement options like maybe renovation rather than new build, so it is easier in the future. She informed the commissioners that her reasoning for this is feeling the need for communities to have third spaces, there is work, and home and she feels there is a need for these gathering spaces as well. She also thanked the applicants for their extensive work for water efficiency.

Chris Christiansen reminded the commissioners that they are only the recommending body on this, so ultimately the council will have the opportunity to weigh in. He added that he feels this project matches the intent of what the city is trying to do, so it makes sense for this to move further into the process. He concluded by saying he really hopes the city council will read these minutes and understand that the way the code is structured right now, prohibits the very thing they are trying to accomplish, and that needs to be addressed.

Geoff Dupaix added that while he is not saying this would apply to a residential lot, but if there is a partial reduction to the property that makes it a little more water wise, he does not believe they should have to start over at zero in order to meet the code. He also really wanted to emphasize the importance of reviewing this and all of the unintended consequences that this could create and is creating. He concluded by stating that someone making a small modification to their existing ground, to make it more water wise, should be able to do it without too much weight.

Christine Anderson noted that the code also needs to have a measure of accountability, especially with the institutional type properties.

Geoff Dupaix wanted it to be clear that this could also apply to residential law as well, so he wants to make sure that is also being looked at in addition to the institutional assurance.

Chris Christiansen agreed and added that the majority of landscaped areas in the city are on residential parcels, so he agrees the city is missing the mark.

Chris Christiansen moved to recommend approval for the proposed Code Text Amendment, amending Section 17.21.020(D), titled Landscaping Requirements, relating to increasing the maximum lawn area within the total landscaped area from 20 percent to 33 percent for institutional uses (churches, schools, etc.) as written by planning staff and providing an effective date for the ordinance.

Harold Dudley seconded the motion.

Voting was as follows:

Christine Anderson	**AYE**
Chris Christiansen	**AYE**
Geoff Dupaix	**AYE**
Claire Oldham	**AYE**
Harold Dudley	**AYE**

The motion passed

c. **Public hearing, review, and recommendation on a proposed Code Text Amendment, known as Performance Guarantee, of the American Fork City Municipal Code. Amending Section 17.9, the Code Text Amendment clarifies improvements, public or private, required to be included in the performance guarantee that applicants provide to the City and clarifies expiration requirements.**

Agenda Item C. related to Section 17.9 Performance Guarantee has been pulled from the agenda.

d. **Public hearing, review, and recommendation on a proposed Code Text Amendment, known as Administrative Site Plan Approvals, of the American Fork City Municipal Code. Amending Section 17.6.101, the Code Text Amendment plans to amend the Site Plan Approval Process.**

Cody Opperman reviewed the background information for Action Item letter d: Staff has initiated a Code Text Amendment to fix a clerical error within the code. He showed the planning commissioners the small clerical changes that are identified in red and noted the changes are due to spelling errors, moving one word to a different place, as well as changing one ‘and’ to an ‘or’.

E. A. Lyman

American Fork Hillcrest 2, 3, 6
Landscape Improvements
Code Text Amendment Request
August 17, 2026

Prepared by: Eric Lyman

We request that American Fork City consider making a change to their Landscape requirement of 20% maximum lawn area to 33% maximum lawn area. There are lawn areas at every Church Meetinghouse where the youth and members of the ward congregate for social gatherings and sports activities. Leaders of the local units have determined that 20$ maximum lawn does not provide sufficient space for these gatherings and activities. The Church of Jesus Christ of Latter-Day Saints is committed to reducing water usage across the state of Utah and is looking at reducing lawn at several church meetinghouses in American Fork.

%



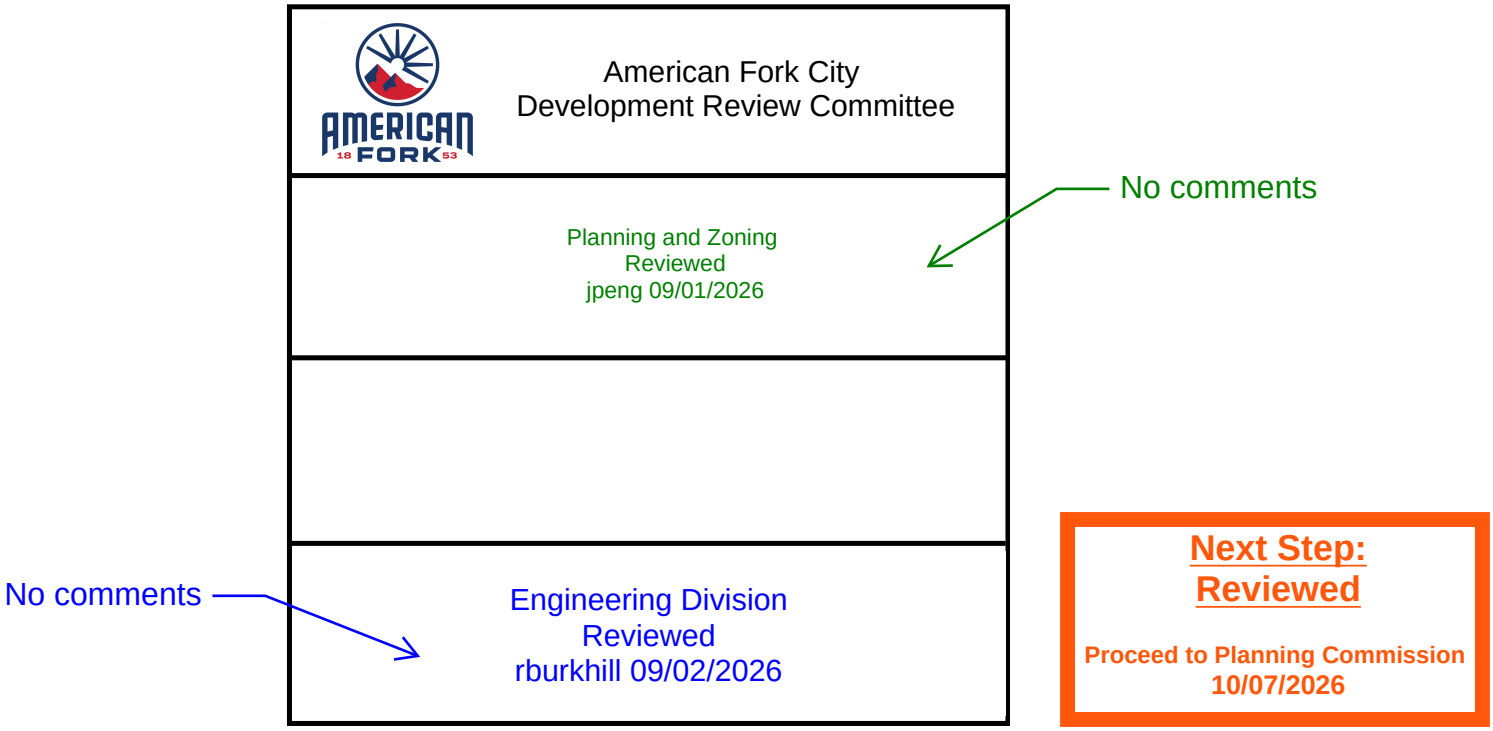
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E. A. Lyman

American Fork Hillcrest 2, 3, 6
Landscape Improvements
Statement of Complicance
August 17, 2026

Prepared by: Eric Lyman

The Church of Jesus Christ of Latter-Day Saints is committed to reducing water usage across the state of Utah and is looking at reducing lawn at several church meetinghouses in American Fork. To require the Church to reduce their lawn to 20% on Landscape Improvement projects, disincentivizes them to initiate these projects.



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E. A. Lyman

American Fork Hillcrest 2, 3, 6
Landscape Improvements
Ordinance Red Lines
August 19, 2026

Prepared by: Eric Lyman

"Landscaped"

Requested Ordinance Text Amendment:

17.21.020 Landscape Requirements

D. For Institutional (churches, schools, etc.) and multi-family landscapes and common areas, lawn shall not exceed 20% of the Total Landscaped Area (as defined in this Chapter).

Suggested Amendment:

D. For Institutional (churches, schools, etc.) lawn areas shall not exceed 33% of the Total Landscape Area (as defined in this chapter). For multi-family landscapes and common areas, lawn shall not exceed 20% of the Total Landscaped Area (as defined in this Chapter).

American Fork City Development Review Committee
Planning and Zoning Reviewed jpeng 09/01/2026
Engineering Division Reviewed rburkhill 09/02/2026

See comment on page

No comments

Next Step:
Reviewed

Proceed to Planning Commission
10/07/2026

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17.21.020 Landscaping Requirements

A. Lawn shall not be less than 8 feet wide at its narrowest point.

B. Lawn shall not be installed in park strips, parking lot islands, or on slopes greater than 25% or 4:1 (4' horizontal to 1' vertical) grade. However, park strips shall conform to all street tree planting requirements including proper irrigation. If existing lawn is being removed from park strips to conform to these requirements, all existing street trees compliant with the municipal code and associated irrigation systems shall remain.

C. For single-family residential landscapes, lawn shall not exceed 35% of the Total Landscaped Area (as defined in this Chapter).

    1. Small residential lots, which the total landscaped area is less than 250 square feet, are exempt from the 8 feet width requirement and the maximum of 35% lawn requirement.
    2. Corner lots that are 8,000 square feet or less are exempt from the maximum of 35% lawn requirement for the side yard area adjacent to the street.

~~D. For institutional (churches, schools, etc.) and multi-family landscapes and common areas, lawn shall not exceed 20% of the Total Landscaped Area (as defined in this Chapter).~~

D. For multi-family landscapes and common areas, lawn shall not exceed 20% of the Total Landscaped Area (as defined in this Chapter).

E. For institutional (churches, schools, etc.) landscapes and common areas, lawn shall not exceed 33% of the Total Landscaped Area (as defined in this Chapter).

~~E.~~F. For commercial and industrial landscapes, lawn shall not exceed 20% of the Total Landscaped Area (as defined in this Chapter).

17.21.020 Landscaping Requirements

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    1. Small residential lots, which the total landscaped area is less than 250 square feet, are exempt from the 8 feet width requirement and the maximum of 35% lawn requirement.
    2. Corner lots that are 8,000 square feet or less are exempt from the maximum of 35% lawn requirement for the side yard area adjacent to the street.
D. For multi-family landscapes and common areas, lawn shall not exceed 20% of the Total Landscaped Area (as defined in this Chapter).
E. For institutional (churches, schools, etc.) landscapes and common areas, lawn shall not exceed 33% of the Total Landscaped Area (as defined in this Chapter).
F. For commercial and industrial landscapes, lawn shall not exceed 20% of the Total Landscaped Area (as defined in this Chapter).

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Request for Council Action
City of American Fork
October 27, 2026

DEPARTMENT: Development Services
SUBMITTED BY: Terilyn Lurker

AGENDA ITEM:

Review and action on an ordinance to amend Section 17.6.101 of the American Fork City Municipal Code. Amending Section 17.6.101, the Code Text Amendment plans to amend the Site Plan Approval Process.

SUMMARY RECOMMENDATION: Planning Commission recommended approval.

BACKGROUND:

The Code Text Amendment fixes clerical errors within the code.

BUDGET IMPACT: N/A

SUGGESTED MOTION:

Approval

I move to adopt the ordinance approving the proposed Code Text Amendment, amending Section 17.6.101, titled Administrative Site Plan Review, relating to DRC Site Plan approval for Site Plan amendments and providing an effective date for the ordinance.

Denial

I move to deny the proposed Code Text Amendment, amending Section 17.6.101, titled Administrative Site Plan Review, relating to DRC Site Plan approval for Site Plan amendments.

Table

I move to table action for the proposed Code Text Amendment, amending Section 17.6.101, titled Administrative Site Plan Review, relating to DRC Site Plan approval and instruct staff/developer to……..

SUPPORTING DOCUMENTS:

Section 17.6.101 Ordinance for a Code Text Amendment.pdf
1. Section 17.6.101 - Redlines.pdf
10.07.2026 - PC Meeting - Site Plan Minutes.pdf
2. Section 17.6.101 - Final.pdf

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 17.6.101 TITLED ADMINISTRATIVE SITE PLAN REVIEW PROVIDING FOR THE ADOPTION AND ENFORCEMENT OF THE AMENDMENTS.

WHEREAS, American Fork City is authorized to enact ordinances as are necessary and proper to promote the health, safety, morals, convenience, order, prosperity, and general welfare of American Fork; and

WHEREAS, Utah Code §§ 10-20-501 and 503 of Utah Code Annotated, 1953, as amended grants the City authority to enact, adopt and amend land use regulations; and

WHEREAS, the Planning Commission held a public hearing on October 7, 2026, to consider a recommendation action to amend Section 17.6.101; and

WHEREAS, at its Recommendation meeting, the Planning Commission voted in favor of a positive recommendation to the City Council of American Fork on October 7, 2026; and

WHEREAS, it is in the best interest and general welfare of residents of American Fork City to amend Section 17.6.101 relating to Administrative Site Plan Review.

WHEREAS, the City has considered the impact this ordinance may have on family, heath, stability, and formation;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF AMERICAN FORK, UT as follows:

PART I
TEXT OF ORDINANCE

SECTION 1. Section 17.6.101 of the American Fork Municipal Code is hereby amended to read as follows:

Sec 17.6.101 Administrative Site Plan Review

A. **When Required**. Site plans shall be required for any proposed development, construction upon, revision or addition to or other improvement to a property or site in a nonresidential zone, a nonresidential use in a residential zone, or to obtain a conditional use permit in any zone. Additionally, a site plan shall be required whenever the terms of the American Fork Municipal Code otherwise require. No development, construction, revision, or additions shall take place on the site until the site plan has been approved by the City, final plats if required have been recorded, the necessary bonds have been posted, and the appropriate permits have been obtained. All applicable development,

construction, revisions, or additions shall take place in compliance with an approved site plan for that specific property.

No proposed development, construction, revision or additions, or other improvements to a property or site shall be placed over property lines. Any proposal that does so, shall seek a final plat, or an amended final plat approval prior to a site plan approval.

B. **Submittal**. Site plan applications shall be submitted to the Development Services Department on the forms provided by the City and shall be accompanied by maps and drawings, to scale, showing the following, unless otherwise required by City Engineer or Development Services Director:

1. ALTA Survey (identify Geodetic Datum used)
2. Civil Engineering Design Plan Set using NAVD 88 vertical datum and including the following:
    a. Cover sheet, General Notes, Site Plan, Grading and Drainage Plan, Utility Plan showing all existing and proposed wet and dry utilities (including street lights), Plan and Profile sheet for all proposed public utilities, Erosion Control Plan, American Fork Standard Details.
3. Application Fees
4. Drainage Report identifying drainage sub-basins
5. Phasing Plan
6. Timpanogos Special Service District Form
7. Title Report (Dated within 60 days of date of application)
8. Zoning Clearance Letter
9. The location of all existing and proposed buildings and structures on the site with full dimensions showing the distance between buildings and distances from buildings to adjacent property lines.
10. The location of all parking spaces, driveways, and points of vehicular ingress and egress.
11. A landscaping plan showing the location, types, percentages, and initial sizes of all planting materials to be used together with the location of fences, walls, hedges, and decorative materials.
12. Preliminary elevations of main buildings showing the general appearance and types of external materials to be used and including dimension height.
13. The locations of solid waste receptacles and trash pick-up areas. Include preliminary elevations of solid waste receptacles showing the general appearance, types of external materials to be used, and dimensions.
14. Geotechnical Report (require each phase being planned to have test pits identified within the specific phases that will be brought forward). Geotechnical Report must be dated within 3 years of date of application, or a new Geotechnical Report is required. Geotechnical report shall include percolation rates, identify liquefaction hazards, wetlands, groundwater elevations and information required to confirm the existence or non-existence of sensitive lands as identified in the Sensitive Lands Ordinance. Boring depths up to 70’ deep may be required as per the Sensitive Lands Ordinance.

15. A traffic study prepared by an independent, professional traffic engineer if a site plan proposes any of the following: i) seventy-five (75) or more parking stalls; ii) a drive-up window; iii) more than two drive approaches from dedicated streets; iv) a corner lot where one or more of the streets is a collector or arterial street; or as required based on requirements set forth in the Traffic Impact Study requirements
    a. The final approving authority may impose traffic mitigation requirements based on the impacts identified by a traffic study prepared by the applicant, the City or any qualified independent traffic consultant. Nothing in this Section shall preclude the City from performing its own traffic study.
    b. The Development Services Director, after consultation with the Public Works Director, may waive the requirements of a traffic study if a new traffic study would be unnecessarily cumulative or otherwise not add to the information already available to the Development Services Director.

    Upon determination of a complete submittal, the site plan application shall be provided to the Development Review Committee for review.

C. **Determination of Required Documents**.

1. Required Documents. Required submittal documents as outlined in Section 17.6.101.B shall be determined by the Development Services Director and Public Works Director after the mandatory Concept Plan Meeting is held.
    a. Upon determination of a complete submittal, the application shall be provided to the Development Review Committee for full review and determination of the appropriate approval process as outlined in Subsection D.

D. **Approval**. After full review of the site plan application, the DRC shall take action to (1) administratively approve the site plan application, or (2) move the proposed site plan to the final approval authority, as applicable. DRC shall only administratively approve or move forward a proposed site plan if it complies fully with the American Fork General Plan and the American Fork City Code, City ordinances, resolutions, and policies.
1. DRC Administrative Approval. A concept plan meeting shall be scheduled through the Development Services Department to determine if proposed modifications to a site qualify for an amended administrative site plan approval process. The Development Review Committee may exercise administrative approval authority for amendments to existing site plans, or for site or structure alterations to existing buildings and sites that do not have a site plan under the following conditions:
    a. The proposed amendments to the existing site plan are minor in nature and enhance the overall site, as determined by the DRC. Minor amendments include, but are not limited to, the following:
        (1) Increasing the amount of parking;
        (2) Restriping the parking areas;
        (3) Reducing building size;
        (4) Change of use in an existing building;

(5) Building additions, including new structures, where the proposed additions do not exceed 10% of the original approved site plan's building footprint(s) approved by Planning Commission;
(6) Relocating on site utility services;
(7) Installing new utility services;
(8) Minor modifications to on-site grading;
(9) Altering the exterior site lighting;
(10) Increasing the amount of landscaping;
(11) Modifying existing landscaping to water efficient standards;
(12) Altering or relocating covered parking stalls;
(13) Changing the exterior finishing materials from one acceptable material to another;
(14) Additions to an existing building that do not increase the Gross Floor Area of the building such as awnings, canopies, decks, patios, and architectural features designed solely to enhance the aesthetic appeal of the building provided that the value of the proposed addition does not exceed five percent (5%) of the replacement value of the building;
(15) Increase in internal floor area by introducing additional floors lofts, mezzanines, etc. in an existing structure or shell;
(16) Cell tower upgrades; or
(17) As determined by the Development Services Director, in consultation with the Public Works Director to be a minor enough amendment as to not constitute a full site plan review.

2. **Planning Commission to Approve**. Except as otherwise specified in this subsection D.1, the Planning Commission, acting in an administrative capacity, shall be the final approval authority for all proposed site plans forwarded by the Development Review Committee and shall have the power to approve, approve with conditions if granted the authority by City ordinance, or deny a proposed site plan.

E. **Considerations**. The recommending authority and approval authority for the site plan shall consider all of the following items when reviewing a proposed site plan:
   1. Whether the proposed site plan complies with the American Fork City General Plan, the American Fork City Code, ordinances, resolutions, and policies.
   2. Whether the proposed site plan promotes the health, safety and welfare of the community. In making this determination, the recommending authority and the final approving authority for the site plan, shall consider, among other things, the overall safety of the site, the impact the site will have on traffic and on surrounding properties, and the adequacy of police, fire, and utility services that can be provided to the site.

F. **Appeals permitted**. Any person aggrieved by a determination of the Development Review Committee or the Planning Commission may request a hearing before the city

council who shall have the authority to reverse, affirm or modify any decision of the underlying approval authority. Any such appeal shall be filed within ten days of the decision being appealed.

G. **Issuance of a permit**. A building permit shall not be issued for any building or structure or external alterations thereto until the provisions of this section have been complied with. Any construction not in conformance with an approved site plan shall be considered a violation of this code. Any building permit issued shall ensure that development is undertaken and completed in conformity with the plans as approved.

H. **Expiration of Site Plan Approval.**
   1. An application for site plan approval shall expire if the application has not been approved or scheduled for review and approval by the approving authority within twelve (12) months after the date it was submitted.
   2. A site plan approval issued pursuant to this section shall expire and have no further force or effect if the building, activity, construction, or occupancy authorized by the approval is not commenced within twelve (12) months of the date of the approval. The approval authority that granted the original site plan approval may, at its discretion and upon written request submitted prior to the expiration date, grant an extension of up to six (6) months of the site plan approval.

PART II
PROVISIONS AND ADOPTION

Section 1. Severability
The sections, paragraphs, sentences, clauses and phrases of this Ordinance are severable. If any such section, paragraph, sentence, clause, or phrase shall be declared invalid or unconstitutional by the valid judgment or decree of a Court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of constitutionality of any of the remaining sections, paragraphs, sentences, clauses or phrases of this Ordinance.

Section 2. Amendments to be added to the American Fork City Code.
The City Council of American Fork hereby directs that the provisions enacted by this ordinance shall be made and placed in the American Fork City Code.

Section 3. Effective Date
This ordinance shall take effect immediately upon its passage and publication as required by law.

PASSED AND ADOPTED BY THE CITY COUNCIL OF AMERICAN FORK, STATE OF UTAH, ON THIS _____ DAY OF _____, 202__.

_____

Bradley J. Frost, Mayor

ATTEST:

_____

Terilyn Lurker, City Recorder

Sec 17.6.101 Administrative Site Plan Review

A. **When Required**. Site plans shall be required for any proposed development, construction upon, revision or addition to or other improvement to a property or site in a nonresidential zone, a nonresidential use in a residential zone, or to obtain a conditional use permit in any zone. Additionally, a site plan shall be required whenever the terms of the American Fork Municipal Code otherwise require. No development, construction, revision, or additions shall take place on the site until the site plan has been approved by the City, final plats if required have been recorded, the necessary bonds have been posted, and the appropriate permits have been obtained. All applicable development, construction, revisions, or additions shall take place in compliance with an approved site plan for that specific property.

   No proposed development, construction, revision or additions, or other improvements to a property or site shall be placed over property lines. Any proposal that does so, shall seek a final plat, or an amended final plat approval prior to a site plan approval.

B. **Submittal**. Site plan applications shall be submitted to the Development Services Department on the forms provided by the City and shall be accompanied by maps and drawings, to scale, showing the following, unless otherwise required by City Engineer or Development Services Director:

   1) ALTA Survey (identify Geodetic Datum used)
   2) Civil Engineering Design Plan Set using NAVD 88 vertical datum and including the following:
      a. Cover sheet, General Notes, Site Plan, Grading and Drainage Plan, Utility Plan showing all existing and proposed wet and dry utilities (including street lights), Plan and Profile sheet for all proposed public utilities, Erosion Control Plan, American Fork Standard Details.
   3) Application Fees
   4) Drainage Report identifying drainage sub-basins
   5) Phasing Plan
   6) Timpanogos Special Service District Form
   7) Title Report (Dated within 60 days of date of application)
   8) Zoning Clearance Letter
   9) The location of all existing and proposed buildings and structures on the site with full dimensions showing the distance between buildings and distances from buildings to adjacent property lines.

10) The location of all parking spaces, driveways, and points of vehicular ingress and egress.
11) A landscaping plan showing the location, types, percentages, and initial sizes of all planting materials to be used together with the location of fences, walls, hedges, and decorative materials.
12) Preliminary elevations of main buildings showing the general appearance and types of external materials to be used and including dimension height.
13) The locations of solid waste receptacles and trash pick-up areas. Include preliminary elevations of solid waste receptacles showing the general appearance, types of external materials to be used, and dimensions.
14) Geotechnical Report (require each phase being planned to have test pits identified within the specific phases that will be brought forward). Geotechnical Report must be dated within 3 years of date of application, or a new Geotechnical Report is required. Geotechnical report shall include percolation rates, identify liquefaction hazards, wetlands, groundwater elevations and information required to confirm the existence or non-existence of sensitive lands as identified in the Sensitive Lands Ordinance. Boring depths up to 70' deep may be required as per the Sensitive Lands Ordinance.
15) A traffic study prepared by an independent, professional traffic engineer if a site plan proposes any of the following: i) seventy-five (75) or more parking stalls; ii) a drive-up window; iii) more than two drive approaches from dedicated streets; iv) a corner lot where one or more of the streets is a collector or arterial street; or as required based on requirements set forth in the Traffic Impact Study requirements
    a. The final approving authority may impose traffic mitigation requirements based on the impacts identified by a traffic study prepared by the applicant, the City or any qualified independent traffic consultant. Nothing in this Section shall preclude the City from performing its own traffic study.
    b. The Development Services Director, after consultation with the Public Works Director, may waive the requirements of a traffic study if a new traffic study would be unnecessarily cumulative or otherwise not add to the information already available to the Development Services Director.

    Upon determination of a complete submittal, the site plan application shall be provided to the Development Review Committee for review.

C. **Determination of Required Documents**.

1. Required Documents. Required submittal documents as outlined in Section 17.6.101.B shall be determined by the Development Services Director and Public Works Director after the mandatory Concept Plan Meeting is held.
    a. Upon determination of a complete submittal~~submittall~~, the application shall be provided to the Development Review Committee for full review and determination of the appropriate approval process as outlined in Subsection D.

D. **Approval**. After full review of the site plan application, the DRC shall take action to (1) administratively approve the site plan application, or (2) move the proposed site plan to the final approval authority, as applicable. DRC shall only administratively approve or move forward a proposed site plan if it complies fully with the American Fork General Plan and the American Fork City Code, City ordinances, resolutions, and policies.
    1. DRC Administrative Approval. A concept plan meeting shall be scheduled through the Development Services Department to determine if proposed modifications to a site qualify for an ~~a~~ amended administrative site plan approval process. The Development Review Committee may exercise administrative approval authority for amendments to existing site plans, or for site or structure alterations to existing buildings and sites that do not have a site plan under the following conditions:
        a. The proposed amendments to the existing site plan are minor in nature and enhance the overall site, as determined by the DRC. Minor amendments include, but are not limited to, the following:
            (1) Increasing the amount of parking;
            (2) Restriping the parking areas;
            (3) Reducing building size;
            (4) Change of use in an existing building;
            (5) Building additions, including new structures, where the proposed additions do not exceed 10% of the original approved site plan's building footprint(s) approved by Planning Commission;
            (6) Relocating on site utility services;
            (7) Installing new utility services;
            (8) Minor modifications to on-site grading;

(9) Altering the exterior site lighting;
(10) Increasing the amount of landscaping;
(11) Modifying existing landscaping to water efficient standards;
(12) Altering or relocating covered parking stalls;
(13) Changing the exterior finishing materials from one acceptable material to another; ~~and~~
(14) Additions to an existing building that do not increase the Gross Floor Area of the building such as awnings, canopies, decks, patios, and architectural features designed solely to enhance the aesthetic appeal of the building provided that the value of the proposed addition does not exceed five percent (5%) of the replacement value of the building; ~~.~~
(15) Increase in internal floor area by introducing additional floors lofts, mezzanines, etc. in an existing structure or shell; ~~.~~
(16) Cell tower upgrades; or
(17) As determined by the Development Services Director, in consultation with the Public Works Director to be a minor enough amendment as to not constitute a full site plan review.

2. **Planning Commission to Approve**. Except as otherwise specified in this subsection D.1~~C.1~~, the Planning Commission, acting in an administrative capacity, shall be the final approval authority for all proposed site plans forwarded by the Development Review Committee and shall have the power to approve, approve with conditions if granted the authority by City ordinance, or deny a proposed site plan.

E. **Considerations**. The recommending authority and approval authority for the site plan shall consider all of the following items when reviewing a proposed site plan:
1. Whether the proposed site plan complies with the American Fork City General Plan, the American Fork City Code, ordinances, resolutions, and policies.
2. Whether the proposed site plan promotes the health, safety and welfare of the community. In making this determination, the recommending authority and the final approving authority for the site plan, shall consider, among other things, the overall safety of the site, the impact the site will have on traffic

and on surrounding properties, and the adequacy of police, fire, and utility services that can be provided to the site.

F. **Appeals permitted**. Any person aggrieved by a determination of the Development Review Committee or the Planning Commission may request a hearing before the city council who shall have the authority to reverse, affirm or modify any decision of the underlying approval authority. Any such appeal shall be filed within ten days of the decision being appealed.

G. **Issuance of a permit**. A building permit shall not be issued for any building or structure or external alterations thereto until the provisions of this section have been complied with. Any construction not in conformance with an approved site plan shall be considered a violation of this code. Any building permit issued shall ensure that development is undertaken and completed in conformity with the plans as approved.

H. **Expiration of Site Plan Approval.**

1. An application for site plan approval shall expire if the application has not been approved or scheduled for review and approval by the approving authority within twelve (12) months after the date it was submitted.
2. A site plan approval issued pursuant to this section shall expire and have no further force or effect if the building, activity, construction, or occupancy authorized by the approval is not commenced within twelve (12) months of the date of the approval. The approval authority that granted the original site plan approval may, at its discretion and upon written request submitted prior to the expiration date, grant an extension of up to six (6) months of the site plan approval.

Harold Dudley seconded the motion.

Voting was as follows:

Christine Anderson	**AYE**
Chris Christiansen	**AYE**
Geoff Dupaix	**AYE**
Claire Oldham	**AYE**
Harold Dudley	**AYE**

The motion passed

c. **Public hearing, review, and recommendation on a proposed Code Text Amendment, known as Performance Guarantee, of the American Fork City Municipal Code. Amending Section 17.9, the Code Text Amendment clarifies improvements, public or private, required to be included in the performance guarantee that applicants provide to the City and clarifies expiration requirements.**

Agenda Item C. related to Section 17.9 Performance Guarantee has been pulled from the agenda.

d. **Public hearing, review, and recommendation on a proposed Code Text Amendment, known as Administrative Site Plan Approvals, of the American Fork City Municipal Code. Amending Section 17.6.101, the Code Text Amendment plans to amend the Site Plan Approval Process.**

Cody Opperman reviewed the background information for Action Item letter d: Staff has initiated a Code Text Amendment to fix a clerical error within the code. He showed the planning commissioners the small clerical changes that are identified in red and noted the changes are due to spelling errors, moving one word to a different place, as well as changing one ‘and’ to an ‘or’.

Christine Anderson asked if a small spelling error is always required to go through this process to make the change.

Cody Opperman explained that even something very minor would need to come through planning commission for recommendation, and then city council for approval because even a minor thing is now legislative.

Geoff Dupaix moved to recommend approval for the proposed Code Text Amendment, amending Section 17.6.101, titled Administrative Site Plan Review, relating to DRC Site Plan approval for Site Plan amendments and providing an effective date for the ordinance.

Claire Oldham seconded the motion.

Voting was as follows:

Christine Anderson	**AYE**
Chris Christiansen	**AYE**
Geoff Dupaix	**AYE**
Claire Oldham	**AYE**
Harold Dudley	**AYE**

The motion passed

Other Business

Christine and Cody spoke about not having a 2nd meeting in October, and the November meeting dates not interfering with the holiday.

Adjournment

Geoff Dupaix motioned to adjourn the meeting.

Chris Christiansen seconded the motion.

Sec 17.6.101 Administrative Site Plan Review

A. **When Required**. Site plans shall be required for any proposed development, construction upon, revision or addition to or other improvement to a property or site in a nonresidential zone, a nonresidential use in a residential zone, or to obtain a conditional use permit in any zone. Additionally, a site plan shall be required whenever the terms of the American Fork Municipal Code otherwise require. No development, construction, revision, or additions shall take place on the site until the site plan has been approved by the City, final plats if required have been recorded, the necessary bonds have been posted, and the appropriate permits have been obtained. All applicable development, construction, revisions, or additions shall take place in compliance with an approved site plan for that specific property.

   No proposed development, construction, revision or additions, or other improvements to a property or site shall be placed over property lines. Any proposal that does so, shall seek a final plat, or an amended final plat approval prior to a site plan approval.

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   3) Application Fees
   4) Drainage Report identifying drainage sub-basins
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14) Geotechnical Report (require each phase being planned to have test pits identified within the specific phases that will be brought forward). Geotechnical Report must be dated within 3 years of date of application, or a new Geotechnical Report is required. Geotechnical report shall include percolation rates, identify liquefaction hazards, wetlands, groundwater elevations and information required to confirm the existence or non-existence of sensitive lands as identified in the Sensitive Lands Ordinance. Boring depths up to 70' deep may be required as per the Sensitive Lands Ordinance.
15) A traffic study prepared by an independent, professional traffic engineer if a site plan proposes any of the following: i) seventy-five (75) or more parking stalls; ii) a drive-up window; iii) more than two drive approaches from dedicated streets; iv) a corner lot where one or more of the streets is a collector or arterial street; or as required based on requirements set forth in the Traffic Impact Study requirements
    a. The final approving authority may impose traffic mitigation requirements based on the impacts identified by a traffic study prepared by the applicant, the City or any qualified independent traffic consultant. Nothing in this Section shall preclude the City from performing its own traffic study.
    b. The Development Services Director, after consultation with the Public Works Director, may waive the requirements of a traffic study if a new traffic study would be unnecessarily cumulative or otherwise not add to the information already available to the Development Services Director.

    Upon determination of a complete submittal, the site plan application shall be provided to the Development Review Committee for review.

C. **Determination of Required Documents**.

1. Required Documents. Required submittal documents as outlined in Section 17.6.101.B shall be determined by the Development Services Director and Public Works Director after the mandatory Concept Plan Meeting is held.
    a. Upon determination of a complete submittal, the application shall be provided to the Development Review Committee for full review and determination of the appropriate approval process as outlined in Subsection D.

D. **Approval**. After full review of the site plan application, the DRC shall take action to (1) administratively approve the site plan application, or (2) move the proposed site plan to the final approval authority, as applicable. DRC shall only administratively approve or move forward a proposed site plan if it complies fully with the American Fork General Plan and the American Fork City Code, City ordinances, resolutions, and policies.
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            (3) Reducing building size;
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            (6) Relocating on site utility services;
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(9) Altering the exterior site lighting;
(10) Increasing the amount of landscaping;
(11) Modifying existing landscaping to water efficient standards;
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(14) Additions to an existing building that do not increase the Gross Floor Area of the building such as awnings, canopies, decks, patios, and architectural features designed solely to enhance the aesthetic appeal of the building provided that the value of the proposed addition does not exceed five percent (5%) of the replacement value of the building;
(15) Increase in internal floor area by introducing additional floors lofts, mezzanines, etc. in an existing structure or shell;
(16) Cell tower upgrades; or
(17) As determined by the Development Services Director, in consultation with the Public Works Director to be a minor enough amendment as to not constitute a full site plan review.

2. **Planning Commission to Approve**. Except as otherwise specified in this subsection D.1, the Planning Commission, acting in an administrative capacity, shall be the final approval authority for all proposed site plans forwarded by the Development Review Committee and shall have the power to approve, approve with conditions if granted the authority by City ordinance, or deny a proposed site plan.

E. **Considerations**. The recommending authority and approval authority for the site plan shall consider all of the following items when reviewing a proposed site plan:
    1. Whether the proposed site plan complies with the American Fork City General Plan, the American Fork City Code, ordinances, resolutions, and policies.
    2. Whether the proposed site plan promotes the health, safety and welfare of the community. In making this determination, the recommending authority and the final approving authority for the site plan, shall consider, among other things, the overall safety of the site, the impact the site will have on traffic

and on surrounding properties, and the adequacy of police, fire, and utility services that can be provided to the site.

F. **Appeals permitted**. Any person aggrieved by a determination of the Development Review Committee or the Planning Commission may request a hearing before the city council who shall have the authority to reverse, affirm or modify any decision of the underlying approval authority. Any such appeal shall be filed within ten days of the decision being appealed.

G. **Issuance of a permit**. A building permit shall not be issued for any building or structure or external alterations thereto until the provisions of this section have been complied with. Any construction not in conformance with an approved site plan shall be considered a violation of this code. Any building permit issued shall ensure that development is undertaken and completed in conformity with the plans as approved.

H. **Expiration of Site Plan Approval.**

1. An application for site plan approval shall expire if the application has not been approved or scheduled for review and approval by the approving authority within twelve (12) months after the date it was submitted.
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Request for Council Action
City of American Fork
October 27, 2026

DEPARTMENT: Finance
SUBMITTED BY: Terilyn Lurker

AGENDA ITEM: Review and action on a resolution approving the declaration of property to be surplus and disposed of.

SUMMARY RECOMMENDATION: Staff would recommend approval of the resolution.

BACKGROUND: American Fork City Code § 3.32.010 authorizes the City to declare property surplus and dispose of items that are no longer needed. City staff has prepared a list of personal property identified in the resolution and determined that the items are not needed and are not expected to be needed in the foreseeable future. Public notice of the proposed surplus property was published in the Daily Herald on October 16th, which is at least ten days before the public hearing where public comments will be received and considered. The City Council will consider declaring the listed items surplus and authorizing their disposal in accordance with City ordinances.

BUDGET IMPACT: NA

SUGGESTED MOTION: Move to adopt the resolution approving the declaration of property to be surplus and disposed of.

SUPPORTING DOCUMENTS:
10.27.26 - Surplus Property - Vehicles.doc

RESOLUTION NO. _____

A RESOLUTION DECLARING PROPERTY TO BE SURPLUS

WHEREAS, pursuant to American Fork City Code § 3.32.010, the City has the authority to declare property to be surplus and to dispose of said surplus; and

WHEREAS, a list of the property to be surplused is attached hereto as Exhibit A.

WHEREAS, the City Administrator or designee has prepared Exhibit A; and

WHEREAS, the City Administrator or Designee has determined no use can be made of the Property included on Exhibit A nor will there be any use expected to be made within the reasonably foreseeable future; and

WHEREAS, American Fork City published notice of a public hearing regarding the proposed surplus of property in the Daily Herald at least ten (10) days prior to the hearing, in compliance with American Fork City Code § 3.32.010, and such public hearing was held on the 27th day of October 2026, at which public comment was received and considered; and

WHEREAS, the City Council of American Fork has found that the property listed on Exhibit A should be surplused and disposed of as provided herein.

NOW THEREFORE, BE IT RESOLVED by the City Council of American Fork, Utah as follows:

1. **Declaration of Surplus**. The personal property included in Exhibits A , incorporated herein by reference, is declared surplus and no longer needed by the City.

2. **Other Personal Property** – Exhibit A. Property listed on Exhibit A shall be disposed of in accordance with American Fork City Code § 3.32.010. Disposal methods may include, but are not limited to, public auction, sealed bids, sale for scrap, negotiated sale, donation to qualifying entities, or disposal of no-value items, as determined by the City Administrator, the requirement for property valued at $1,000 or more being approved by the City Council having been met by this Resolution.

3. **Authority to Act**. City staff, under the direction of the City Administrator, is authorized to carry out the disposal of property in accordance with the provisions of this Resolution, Utah Code, and American Fork City ordinances.

4. **Effective Date**. This Resolution shall become effective immediately upon its passage.

PASSED by the American Fork City Council this 9 day of September 2025.

ATTEST: _____ Bradley J. Frost, Mayor

_____
Terilyn Lurker, Recorder

Exhibit A

Year	Make	Model	VIN
2016	Ford	Explorer	1FM5K8AR9GGD17262
2016	Ford	Explorer	1FM5K8AT5GGB74277
2017	Ford	Explorer	1FM5K8AT0HGC35424
2017	Ford	Explorer	1FM5K8AT9HGC35423
2017	Ford	Explorer	1FM5K8AR6HGE40069
2017	Ford	Explorer	1FM5K8AT2HGE01457
2017	Ford	Explorer	1FM5K8AT4HGE01461
2017	Ford	Explorer	1FM5K8AT7HGC35422
2019	Ford	Explorer	1FM5K8AR0KGA13039
2020	Ford	Explorer	1FM5K8AB0LGB43293
2020	Ford	Explorer	1FM5K8AB8LGB43297
2017	Ford	Escape	1FMCU9G94HUC82072
2018	Ford	Escape	1FMCU9GD2JUD60777
2018	Ford	Escape	1FMCU9GD2JUA32694
2017	Ford	Explorer	1FM5K8AT9HGC07802
2019	Kia	Optima	5XXGU4L15KG372224
2014	Ford	Taurus	1FAHP2L82EG155116
2014	Ford	Taurus	1FAHP2L87EG155113
2015	Ford	Taurus	1FAHP2L87FG170261
2008	Ford	F-150	1FTRF12248KB29935
2008	Ford	F-150	1FTRF12268KB29936

Request for Council Action
City of American Fork
October 27, 2026

DEPARTMENT: Finance
SUBMITTED BY: Terilyn Lurker

AGENDA ITEM: Review and action on approval of an ordinance amending Chapter 2.43 of the American Fork City Code titled "Policies and Procedures Manual."

SUMMARY RECOMMENDATION: Staff would recommend approval.

BACKGROUND: Historically, the American Fork City Policies and Procedures Manual has been adopted by ordinance and incorporated into the City Code. Because the Manual primarily governs internal personnel matters and administrative operations, the proposed amendment removes the Manual from the City Code and recognizes the City Administrator's existing authority under Section 2.22.020 to maintain, revise, and implement administrative policies and procedures. The existing Manual will remain in effect as an administrative document until amended or replaced by the City Administrator. Matters requiring City Council approval, including applicable budgetary and compensation decisions, will remain subject to that approval.

BUDGET IMPACT: NA

SUGGESTED MOTION: Move to adopt the ordinance amending Chapter 2.43 of the American Fork City Code titled "Policies and Procedures Manual."

SUPPORTING DOCUMENTS:
10.27.26 - Personnel Policies and Procedures.docx
10.27.26 - Personnel Policies and Procedures - Redlined.docx

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 2.43 OF THE AMERICAN FORK CITY CODE TITLED PERSONNEL POLICIES AND PROCEDURES MANUAL AND PROVIDING AN EFFECTIVE DATE FOR THE ORDINANCE.

WHEREAS, the American Fork City Council has the authority to make laws for the efficient governance and operation of the City;

WHEREAS, the American Fork City Code establishes the executive and administrative framework for the management and operation of City government; and

WHEREAS, the City Council recognizes that the development, implementation, and maintenance of internal personnel policies and procedures are generally administrative functions, subject to applicable law and the authority reserved to elected municipal officials; and

WHEREAS, Section 2.22.020 of the American Fork City Code vests administrative powers, authority, and duties in the City Administrator and designates the City Administrator as the chief administrative officer of the City; and

WHEREAS, Section 2.22.020 assigns the City Administrator responsibility for managing the City's internal affairs and for developing, recommending, and implementing City policies, rules, regulations, and procedures, including policies relating to personnel; and

WHEREAS, the City Council desires to provide the City Administrator with the authority and flexibility necessary to administer personnel policies efficiently, consistently, and in compliance with applicable law; and

WHEREAS, the City Council desires to clarify that the Policies and Procedures Manual is an administrative document, rather than a component of the American Fork City Code, while preserving the authority of the Mayor and City Council over matters reserved to them by applicable law and ordinance;

WHEREAS, the City Council finds that establishing the Personnel Policies and Procedures Manual as an administrative document will promote efficient municipal operations, consistent personnel administration, and clear lines of governmental authority**;** and

WHEREAS, the City has considered the impact this ordinance may have on family, heath, stability, and formation.

NOW THEREFORE, be it ordained by the City Council of American Fork, Utah, that:

1. Chapter 2.43 of the American City Code is hereby amended to read as follows:

Sec. 2.43.010 Policies and Procedures Manual

A. Purpose and Administrative Nature

The City of American Fork Personnel Policies and Procedures Manual ("Manual") is hereby recognized as an administrative policy document governing personnel practices, employment procedures, workplace standards, and the internal administration of City employees.

The Manual shall be maintained separately from the American Fork City Code and shall not constitute an ordinance or legislative enactment of the City Council. Amendments to the Manual shall not require adoption by ordinance or resolution except as otherwise required by applicable law or this Code.

B. Administrative Authority.

Consistent with the executive and administrative powers established under Title 2 of the American Fork City Code and applicable provisions of Utah law, the City Administrator is authorized to develop, adopt, amend, revise, interpret, implement, and maintain the Manual as necessary for the efficient and effective administration of City operations. The City Administrator shall establish procedures for the review, approval, amendment, publication, and implementation of the Manual.

The City Administrator may establish administrative procedures governing recruitment, hiring, employee conduct, performance management, discipline, leave administration, workplace practices, and other personnel matters within the scope of the Administrator's lawful authority.

The authority granted under this section shall be exercised subject to the powers and responsibilities reserved to the Mayor, City Council, and other municipal officers by state law or the American Fork City Code.

C. Fiscal Impact Requiring City Council Approval.

Any amendment to the Manual that would result in a fiscal impact requiring the appropriation of additional City funds, modification of employee compensation or benefits, creation of a new financial obligation, or amendment to the City's adopted budget shall be submitted to the City Council for approval prior to becoming effective.

D. Transition of Existing Manual.

Upon the effective date of this ordinance, the City's existing Policies and Procedures Manual shall cease to be incorporated into the American Fork City Code but shall remain in full force and effect as an administrative policy document until amended or replaced by the City Administrator. The Manual shall not have the force or effect of an ordinance and shall remain subject to applicable law and the American Fork City Code.

SEVERABILITY. If any provision or clause of this chapter or its application thereof to any person or circumstances is held to be unconstitutional or otherwise invalid by any court of competent jurisdiction, such invalidity shall not affect other sections, provisions, clauses, or applications which can be implemented without the invalid provision, clause, or application. To this end, the provisions of this chapter are declared to be severable.

EFFECTIVE DATE. This ordinance shall take effect immediately upon its passage and publication as prescribed by law.

PASSED AND ADOPTED BY THE CITY COUNCIL OF AMERICAN FORK CITY, STATE OF UTAH, ON THIS THE ___ DAY OF OCTOBER 2026.

AMERICAN FORK CITY

_____

By Bradley Frost, Mayor

ATTEST:

_____

By: CITY RECORDER

CHAPTER 2.43 POLICIES AND PROCEDURES MANUAL

~~Sec 2.43.010 Policies And Procedures Manual Adopted By Reference~~

1. ~~Chapter 2.43 of the American City Code is hereby added to incorporate the attached "City of American Fork Policies and Procedures Manual - 2023".The terms of the Policies and Procedures Manual shall replace any and all contradictory terms previously adopted by the American Fork City Council.~~
2. ~~The city recorder may make any formatting and numbering revisions to the Policies and Procedures Manual so that it is consistent with the numbering and formatting in American Fork City Code.~~

Sec. 2.43.010 Policies and Procedures Manual

A. Purpose and Administrative Nature
The City of American Fork Personnel Policies and Procedures Manual ("Manual") is hereby recognized as an administrative policy document governing personnel practices, employment procedures, workplace standards, and the internal administration of City employees.

The Manual shall be maintained separately from the American Fork City Code and shall not constitute an ordinance or legislative enactment of the City Council. Amendments to the Manual shall not require adoption by ordinance or resolution except as otherwise required by applicable law or this Code.

B. Administrative Authority. Consistent with the executive and administrative powers established under Title 2 of the American Fork City Code and applicable provisions of Utah law, the City Administrator is authorized to develop, adopt, amend, revise, interpret, implement, and maintain the Manual as necessary for the efficient and effective administration of City operations. The City Administrator shall establish procedures for the review, approval, amendment, publication, and implementation of the Manual.

The City Administrator may establish administrative procedures governing recruitment, hiring, employee conduct, performance management, discipline, leave administration, workplace practices, and other personnel matters within the scope of the Administrator's lawful authority.

The authority granted under this section shall be exercised subject to the powers and responsibilities reserved to the Mayor, City Council, and other municipal officers by state law or the American Fork City Code.

C. Fiscal Impact Requiring City Council Approval.
Any amendment to the Manual that would result in a fiscal impact requiring the

appropriation of additional City funds, modification of employee compensation or benefits, creation of a new financial obligation, or amendment to the City's adopted budget shall be submitted to the City Council for approval prior to becoming effective.

D. Transition of Existing Manual.
Upon the effective date of this ordinance, the City's existing Policies and Procedures Manual shall cease to be incorporated into the American Fork City Code but shall remain in full force and effect as an administrative policy document until amended or replaced by the City Administrator. The Manual shall not have the force or effect of an ordinance and shall remain subject to applicable law and the American Fork City Code.

Request for Council Action
City of American Fork
October 27, 2026

DEPARTMENT: Administration
SUBMITTED BY: Terilyn Lurker

AGENDA ITEM: Review and action on approval of updates to the American Fork City Policies and Procedures Manual.

SUMMARY RECOMMENDATION: Staff would recommend approval.

BACKGROUND: The recommended changes reflect existing practices. Additionally, most of these updates have already been discussed with council through various budget meetings as part of the most recent budget adoption. The two most notable updates are that one time dollars given to employees who are at the max of their range will be distributed quarterly rather than at the beginning of the fiscal year.

The other notable change is the creation and implementation of Longevity Pay. The purpose of longevity pay is to reward employees who choose to build their careers with American Fork while helping the City remain competitive—not only in attracting employees with competitive starting wages, but also in retaining experienced employees throughout their careers.

BUDGET IMPACT: While longevity pay can happen throughout the year depending on the employee's start date anniversary, it will be budgeted for accordingly and adopted by Council as part of the approved budget.

SUGGESTED MOTION: Move to approve the updates to the American Fork City Policies and Procedures Manual.

SUPPORTING DOCUMENTS:
Compensation Policy Revision 9-16-26.pdf

CHAPTER 4

COMPENSATION

A. COMPENSATION PHILOSOPHY

1. It is the City's goal to provide meaningful services to its population in a cost-effective and professional manner. This requires that the City attract, retain, and motivate skilled and customer-service-oriented employees. In support of its goal, the City sets forth the following guiding principles for its employee compensation program:

   a. Market Competitiveness

      Since the City expects superior contribution levels and customer service from its employees, it is important that the City establish and maintain pay programs and practices that target ~~at a minimum the 103rd percentile of the~~ midpoint or above market for organizations (both municipal government and general industry) of comparable size and scope. Generally, the City will target the local market for non-supervisory positions, the Central Utah market for supervisory positions, and a statewide market for management positions.

   b. Job Description and Pay

      Each employee position has its own description and specified pay range.

   c. Performance-Based Pay

      The success of the City organization is closely linked to the contribution levels of managers and staff. The City pay program, then, will recognize performance first and foremost. Specifically, the City's employees may be eligible to receive increases in base pay based on their individual performance throughout the performance year.

   d. Flexibility

      The City recognizes that it needs to be flexible in responding to internal and external compensation issues. The City will, however, exercise flexibility in ways that respect the principles of fairness and equity for all.

   e. Appropriate Mix of Compensation Elements

      The City's total compensation package will incorporate some or all of the elements available in the external market (base pay, non-cash recognition, benefits, etc.). The City will attempt to use an appropriate mix of elements to

ensure that compensation programs are competitive, while reinforcing and enhancing worker performance.

f. Ease of Understanding

The City knows that compensation will be perceived as reasonable and fair only if it is understood by employees, potential employees, and residents. This does not mandate that the program be simple in design; the program will, however, be effectively communicated.

g. Budget Approval

Any compensation increase is contingent upon budget approval, available funding, and any required City Council approval.

h. Legal Compliance

The City's program will be in compliance with all federal, state, and local legislation regarding compensation of employees.

B. GENERAL POLICY

1. The City of American Fork will pay at least minimum wages and overtime to all employees except those who are specifically exempt from minimum wage and overtime under the Fair Labor Standards Act (FLSA) of 1938.

2. Pay Ranges

   a. The City has developed, either internally or through its paid consultants, a description and pay range for each employee position at the City.

   b. The City may use any method it deems necessary, including third party consultants, to periodically review and update its employee position descriptions and pay ranges.

3. Compensation Increases

   a. Salary advancement is based on performance first and foremost. Specifically, on an annual basis, employees will be eligible to receive increases in base pay based on their individual performance throughout the performance year.

   b. Newly hired employees on probation will be evaluated during standard employee evaluations and receive pro-rated pay increases based on the amount of time they have been employed with the city.

c. Department directors and supervisors may recommend changes to an employee's salary.

d. Pay increases shall be reviewed by the Human Resources Manager, Finance Director, and the City Administrator. All compensation increases shall be approved by the City Administrator.

e. ~~Employees that are at the maximum of their range are not eligible for a salary increase. In lieu of a salary increase full-time employees may receive a one-time bonus every other year equal to the approved merit pay increase for that year. Any compensation shall be subject to a satisfactory performance evaluation. Employees may receive a salary increase when pay range evaluations of their position is deemed to increase. Onetime bonus pay shall not be given when an increase in pay due to range adjustment is provided.~~

e. Full-time employees who have reached the maximum of their salary range are not eligible for a salary increase. In lieu of a salary increase, employees may receive an annual bonus equal to the approved range/merit increase for that year. The bonus shall be based on the employee's current salary and the approved range/merit increase percentage. The annual bonus is subject to review and approval each year.

The annual bonus shall be paid in four equal installments on a quarterly basis during the applicable fiscal year, subject to satisfactory performance and all other eligibility requirements. Employees must be actively employed and in good standing at the time each installment is paid to be eligible for that installment.

4. Longevity Pay

a. **Purpose**

The City recognizes that the retention of experienced and dedicated employees is essential to providing high-quality services to the community. Longevity Pay is established to recognize and reward eligible full-time employees for their continued service and commitment to the City of American Fork.

b. **Eligibility**

Full-time employees are eligible for Longevity Pay upon completing qualifying years of continuous service with the City, subject to the provisions of this policy.

c. **Longevity Increases**

Eligible full-time employees shall receive the following increases to base pay upon completion of the applicable service milestone:

1. **Three-Year Longevity Increase:** A three percent (3%) increase in base pay upon completion of three (3) full years of qualifying continuous service with the City.
2. **Six-Year Longevity Increase:** A three percent (3%) increase in base pay upon completion of six (6) full years of qualifying continuous service with the City.

d. **Service Anniversary**

Beginning with the City's regular implementation of the Longevity Pay program, longevity increases shall be awarded on or following the employee's service anniversary date and upon completion of the applicable service milestone.

e. **Relationship to Merit and Range Adjustments**

Longevity Pay is a separate compensation component from annual merit increases and pay range adjustments. Eligibility for a Longevity Increase shall not eliminate or reduce an employee's eligibility for an annual merit increase or an adjustment resulting from a pay range modification, provided the employee otherwise meets the applicable eligibility requirements.

Longevity Pay shall be calculated as an increase to the employee's base pay and shall become part of the employee's ongoing base salary, subject to the City's applicable pay policies and procedures.

Request for Council Action
City of American Fork
October 27, 2026

DEPARTMENT: Finance
SUBMITTED BY: Terilyn Lurker

AGENDA ITEM: Review and action on approval of a resolution revising the pressurized irrigation shareholder discount agreement.

SUMMARY RECOMMENDATION:

Staff would recommend approval of the revised agreement.

BACKGROUND: As mandated by the State of Utah, American Fork City is required to adopt a tiered water usage rates for pressurized irrigation water. After undergoing a water rate study and meeting in several work sessions to review the proposed tiered rate structure, City Council adopted Resolution 2026-06-28R Pressurized Irrigation Water Fees on June 23, 2026.

American Fork Irrigation Company shareholders who currently have a shareholder agreement with the City receive a discount on their base rate based on the size of their property and the number of shares they own. These agreements were implemented when the irrigation system was installed in 2010. The proposed agreement revisions will codify changes that have already been in practice, allowing shareholders a continued discount on the base rate. New language is also added codifying the conveyance requirements for delivery of water that was already used in the base rate calculations and to allow for annual shareholder water usage allotments under the Tier 1 usage rate using the following formula:

1 Share = 2 acre feet of water annually
1 acre foot is used by the city for conveyance & 1 acre foot is applied to shareholder tier 1 usage
1 acre foot = to 325,850 gallons annually.

Usage over monthly Tier 1 allotments will be billed at Tiers 2-4 based on the current fee schedule in usage increments as adopted on the fee schedule.

If revisions are approved, staff will begin communicating the change to shareholders and request that new agreements be signed before the tiered rate structure becomes effective on January 1, 2027.

BUDGET IMPACT:

Shareholders receive a discount on their pressurized irrigation utility base and usage rates.

SUGGESTED MOTION: I move to adopt the resolution addressing shareholder discounts agreements for American Fork Irrigation Company shareholders and authorize staff to execute revised shareholder discount agreements to apply shareholder Tier 1 usage discounts effective January 1, 2027, upon receipt of signed agreements.

SUPPORTING DOCUMENTS:
Resolution - Pressurized Irrigation Shareholder Discount v.3.docx
AFPI Shareholder Discount Agreement October 2026 v3.docx

RESOLUTION NO.

A RESOLUTION OF THE AMERICAN FORK CITY COUNCIL ADDRESSING SHAREHOLDER DISCOUNT AGREEMENTS FOR AMERICAN FORK IRRIGATION COMPANY SHARES

WHEREAS, American Fork City (the "City") has the authority to operate water systems and set water rates pursuant to applicable Utah law; and

WHEREAS, the "City" provides pressurized irrigation water to meet the outdoor irrigation needs of the residents, businesses, and institutions in the City; and

WHEREAS, the City's pressurized irrigation system, and the water it supplies are valuable resources for all residents and water users; and

WHEREAS, the City and the American Fork Irrigation Company executed an agreement in 2007 which provides for the delivery of irrigation water to shareholders in the American Fork Irrigation Company (the "AFIC"); and

WHEREAS, since 2007 the City has received offers from shareholders to assign shares to the City irrigation system in consideration for discounted user fees and also offers for long-term rental of shares owned by shareholders to the City; and

WHEREAS, since 2007 the City has accepted two types of voluntary agreements from shareholders in the American Fork Irrigation Company ("AFIC"):

(1) Shareholder discount agreements, under which the shareholder assigns water shares to the City's irrigation system and receives a reduced secondary water fee, subject to compliance with applicable City ordinances and the continued ownership and assignment of the shares to the served property; and

(2) Long-Term rental agreements, under which the shareholder rents surplus water shares to the City for general system supply; and

WHEREAS, the shareholder discount agreements and long-term rental agreements are voluntary contracts between the shareholder and the City and the agreements' terms apply only to the specific shareholders and the City; and

WHEREAS, as the City established the requirements for shareholder irrigation discount rates per Resolution 2012-10-27R.

WHEREAS, as the City has continued to grow, its water system and resources continue to change requiring a reexamination of the City's irrigation system's financial structure; and

WHEREAS, as the City has adopted a tiered conservation rate schedule pursuant to the requirements of Utah State Code 73-10-33; and

WHEREAS, existing shareholder discount agreements do not address the water usage for shareholders under the adopted tiered rate structure.

WHEREAS, the City desires to revise the language on the existing shareholder agreements to establish discount requirements for shareholder irrigation usage.

NOW THEREFORE BE IT RESOLVED, by the City Council of American Fork City as follows:

SECTION 1. QUALIFICATION OF SHAREHOLDER PRESSURIZED IRRIGATION DISCOUNT
The City shall honor shareholder discounts for shareholders with a currently executed discount agreement and long-term rental agreements executed prior to the passage of Resolution 2026-03-11R. Nothing in this Section shall be construed to confer shareholder discount eligibility in long-term rental agreements.

SECTION 2. BASE FEE DISCOUNT
Section 2.1 To qualify for the residential irrigation shareholder discounted base rate, one share per acre of lot size, or equivalent ratio, must be owned by the lot owner (1 share per 43,560 square feet lot.)

Section 2.2 The base fee shall be one half the base rate of non-shareholder pressurized irrigation users as adopted on the General Fee Schedule.

Section 2.3 Partial excess shares are eligible for a proportionate discount on the base fee. However, the additional discount cannot be used to achieve a monthly base fee of less than zero.

Section 2.4 All base fees charged for pressurized irrigation are in addition to assessments made by AFIC. Shareholders must have at least one share per acre (43,560 square feet) or an equivalent ratio.

Section 2.5 AFIC shareholders who retain shares committed to the American Fork water system are entitled to the discounted rate; however, if the AFIC shareholder sells or otherwise conveys its interest in the committed water shares to another person or entity, the AFIC shareholder shall no longer qualify for the discounted rate provided herein.

SECTION 3. WATER CONVEYANCE
Section 3.1 Shareholders authorize delivery of the irrigation shares listed above to American Fork City through the AFPI System. Each American Fork Irrigation Company share equates to two acre-feet of water. One acre foot or 0.50 shares will be credited to the AFPI system for transmission conveyance. The remaining 0.50 shares (one acre foot) will be delivered to the property listed on the discount shareholder agreement.

Section 3.2 Properties listed on the discount shareholder agreements must be within legacy service boundaries on parcels originally serviced through the irrigation ditch system prior to the construction and operation of the American Fork irrigation system in 2007.

SECTION 4. USAGE FEE DISCOUNT
Section 4.1 Allocated shares shall be applied to the property(ies) listed in the executed discount shareholder agreement in the amounts as designated over the six-month watering season and shall be applied to Tier 1 allotments. Any usage above the Tier 1 monthly allotment will be subject to adopted tiered rates.

Section 4.2 An annual shareholder usage Reconciliation Form per property address may be submitted to the City by December 31 of the same billing year for an adjustment on monthly

overage charges provided that the total usage does not exceed shares allocated per property. Adjustments will be applied to irrigation usage charges by April 15 of the following year.

SECTION 5. SEVERABILITY
The sections, paragraphs, sentences, clauses and phrases of this Resolution are severable. If any such section, paragraph, sentence, clause or phrase shall be declared invalid or unconstitutional by the valid judgment of decree of a Court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any of the remaining sections, paragraphs, sentences, clauses or phrases of this resolution.

SECTION 6. EFFECTIVE DATE
This Resolution shall take effect January 1, 2027 in correlation to the effective date of the adopted tiered conservation rate schedule.

PASSED AND ADOPTED BY THE CITY COUNCIL THIS 27TH DAY OF OCTOBER 2026.

Bradley J. Frost, Mayor

ATTEST:

Terilyn Lurker, City Recorder

American Fork City Pressurized Irrigation
Irrigation Shareholder Discount Agreement
for Residential User

Property Owner Name: _____

Total number of irrigation shares owned: _____

Irrigation Certificate Numbers: _____

A. Property Address*: _____ Shares Allocated: _____

B. Property Address*: _____ Shares Allocated: _____

C. Property Address*: _____ Shares Allocated: _____

D. Property Address*: _____ Shares Allocated: _____

*Properties listed above must be within irrigation service boundaries as of 2007.

In consideration for receiving a discounted user fee for the American Fork Pressurized Irrigation System (AFPI System) I agree to the following:

1. I authorize delivery of the irrigation shares listed above through the AFPI System.
2. Each American Fork Irrigation Company share equates to two acre-feet of water. One acre foot or 0.50 shares will be credited to the AFPI system for transmission conveyance.
3. The remaining 0.50 shares (one acre foot) will be delivered to the property(ies) listed above. A discounted pressurized irrigation base rate fee for use of the AFPI System is subject to the following:
    a. Discounted fee is equal to one-half of the current residential non-shareholder base rate fee provided that a minimum of one irrigation share per acre is owned by the property owner.
    b. If less than the minimum number of shares is owned to receive the full discount on the base rate fee, then the discount will be pro-rated based on the proportionate number of shares owned.
    c. If more than the minimum number of shares is owned, then an additional prorated discount will be applied to the base rate fee, provided that the minimum monthly base rate fee is no less than $0.00.
    d. Allocated shares shall be applied to the property(ies) listed above in the amounts as designated over the six-month watering season and shall be applied to Tier 1 allotments. Any usage above the Tier 1 monthly allotment will be subject to adopted tiered rates.
    e. An annual shareholder usage Reconciliation Form per property address may be submitted to the City by December 31 of the same billing year for an adjustment on monthly overage charges provided that the total usage does not exceed shares allocated per property. Adjustments will be applied to irrigation usage charges by April 15 of the following year.
    f. Rates are subject to change as adopted by City Council in the General Fee Schedule.
4. I agree that I will use my irrigation shares only on the property(ies) designated above. Ownership of the certificate must remain with the property on record for the discount to be applied.

American Fork City Pressurized Irrigation
Irrigation Shareholder Discount Agreement
for Residential User

5. If I sell or transfer my irrigation shares to another party, I may no longer be eligible for the shareholder discount if minimum shares are not maintained.
6. A new shareholder discount agreement shall be required for any change in property address or allocated shares as listed above.

By signing this agreement, I certify that I am the legal owner of the irrigation shares as evidenced by the attached share certificate copy or that I am the beneficiary of a family trust as certified below.

Signed (Property owner) _____ Date _____

If shares are owned by a family trust, I certify that the property owner listed above is an authorized beneficiary of the trust and the number of shares owned as stated will be assigned to the property designated above.

Trust Name _____ Trust Date _____

Signed (Trustee) _____ Date _____

FOR OFFICE USE ONLY

For properties A – D listed on page 1:

Property	Utility Account	Parcel Square Footage	Base Rate Discount Applied	Tier 1 Annual Usage Allotment
A				
B				
C				
D				

Accepted by: _____ Date: _____

Calculated by: _____ Date: _____

Verified by: _____ Date: _____