

AMERICAN FORK CITY COUNCIL
NOVEMBER 15, 2022
WORK SESSION AGENDA

Notice of Electronic Meeting

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

Notice is hereby given that the American Fork City Council will meet in a work session on Tuesday, November 15, 2022, in the City Administration Conference Room, located at 51 East Main Street, commencing at 4:00 p.m. The agenda shall be as follows:

WORK SESSION

The purpose of City Work Sessions is to prepare the City Council for upcoming agenda items on future City Council Meetings. The Work Session is not an action item meeting. No one attending the meeting should rely on any discussion or any perceived consensus as action or authorization. These come only from the City Council Meeting.

1. Discussion on updates to the policies and procedures for PARC Tax funding.
2. Discussion on the Station Area Plan.
3. Review of development process workflow.
4. Adjourn.

Dated this 10th day of November 2022.



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.

CITY COUNCIL STUDY ITEM

City of American Fork
COUNCIL WORK SESSION
NOVEMBER 15, 2022

Department Recorder

Department Terilyn Lunken

STUDY ITEM Discussion on updates to the policies and procedures for PARC Tax funding.

BACKGROUND

The council will discuss possible updates to the policies and procedures for PARC Tax funding.

SUPPORTING DOCUMENTS

11.15.22 - PARC Tax discussion (PDF)

PARC

Membership & Policy Recommendations

November 15, 2022

Board Membership Changes

Name	1 st Appt	Last Appt	Limit	Next Rotation
Brian (chair)	2015	2021	2024	Rotate in 2024
Brandon	2021	2021	2030	
Nan	2015	2021	2024	Rotate in 2023
Laurel	2015	2021	2024	Rotate in 2023
Karen	2018	2021	2027	
Nate	2015	2021	2024	Rotate in 2023
Scott	2018	2021	2027	

Select a new chair in 2023

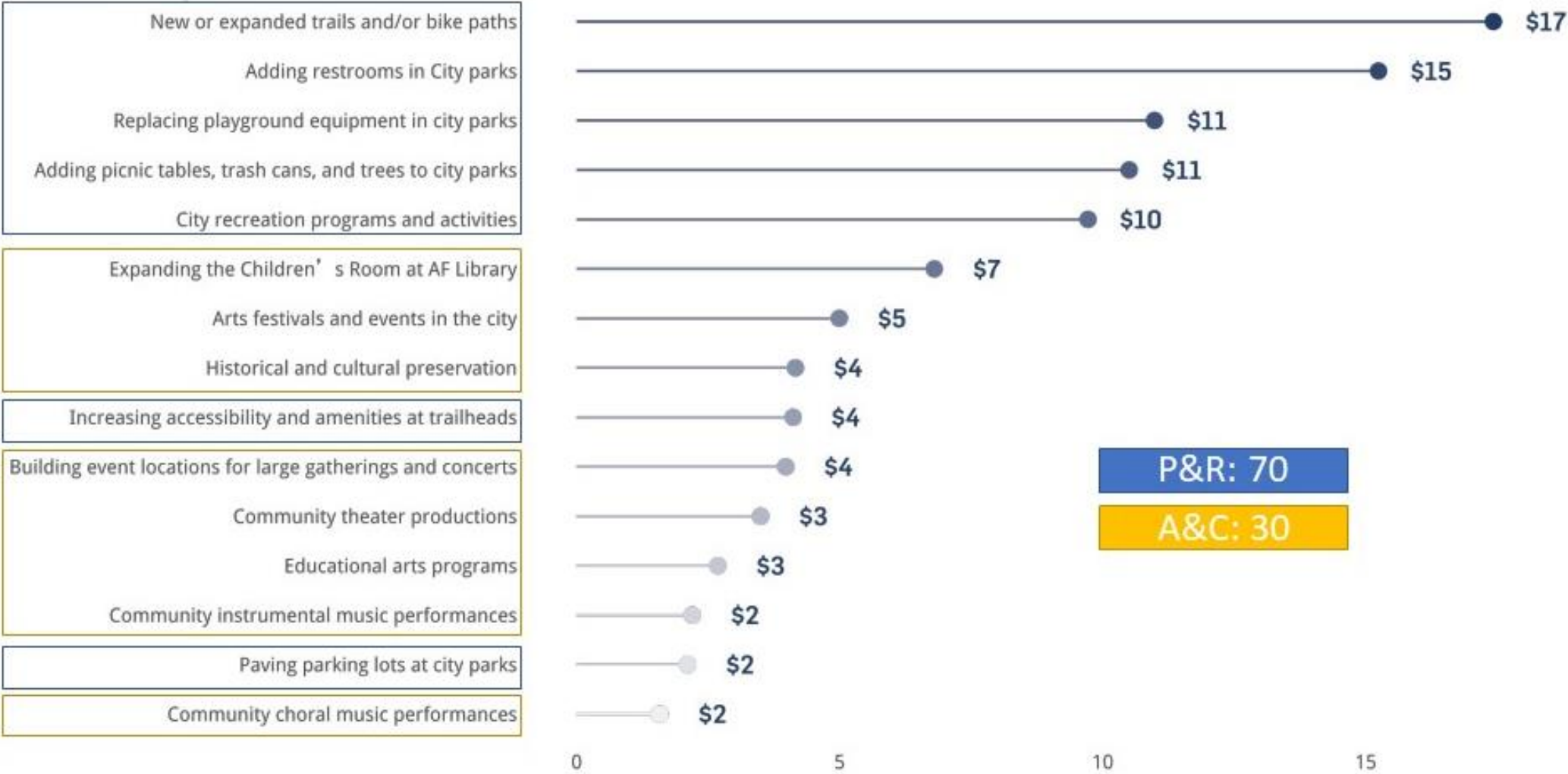
Policy Changes

- Non-Qualifying Operating Expenses
 - Add a section taken from state code that outlines non-qualifying operating expenses.
 - Provides more clarity for applicants
 - Provided in packet.

Policy Changes

- PARC Board Focus on Non-City Projects
- Benefits
 - This will allow the PARC board to take a deeper and more proactive look at the arts and culture projects, which have increased in number and complexity over the years.
 - Quarterly reports to PARC board rather than city council.
 - Untethered from city budget process. Have more time to review.
 - The city will work with the Parks, Trails, and Recreation Committee review city projects. Council still approves city projects.

Policy Changes | Y2 Survey



Policy Changes | Y2 Survey



Policy Changes

- Adopt 70/30 split (approximately).
 - 70% Parks and Recreation (including Art Dye bond)
 - 30% Arts and Culture
 - This will guarantee how much arts groups can receive and ensure the city does not overconsume funding. It will also ensure we are meeting resident funding expectations (survey said 70% parks & recreation).
 - Example: of \$1.5 million, A&C = \$450,000
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CITY COUNCIL STUDY ITEM

City of American Fork
COUNCIL WORK SESSION
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Department Recorder

Department Terilyn Lurken

STUDY ITEM Discussion on the Station Area Plan.

BACKGROUND

The Development Services Director will lead the discussion on the Station Area Plan.

SUPPORTING DOCUMENTS

11.15.22 - Station Area Plans HB 462 Presentation (PDF)

Station Area Plans – HB 462

Overall Objective

Advance shared goals by maximizing development potential in appropriate areas through a collaborative city-led planning approach, allowing cities to determine how best to meet shared objectives without mandating a specific approach or zoning.

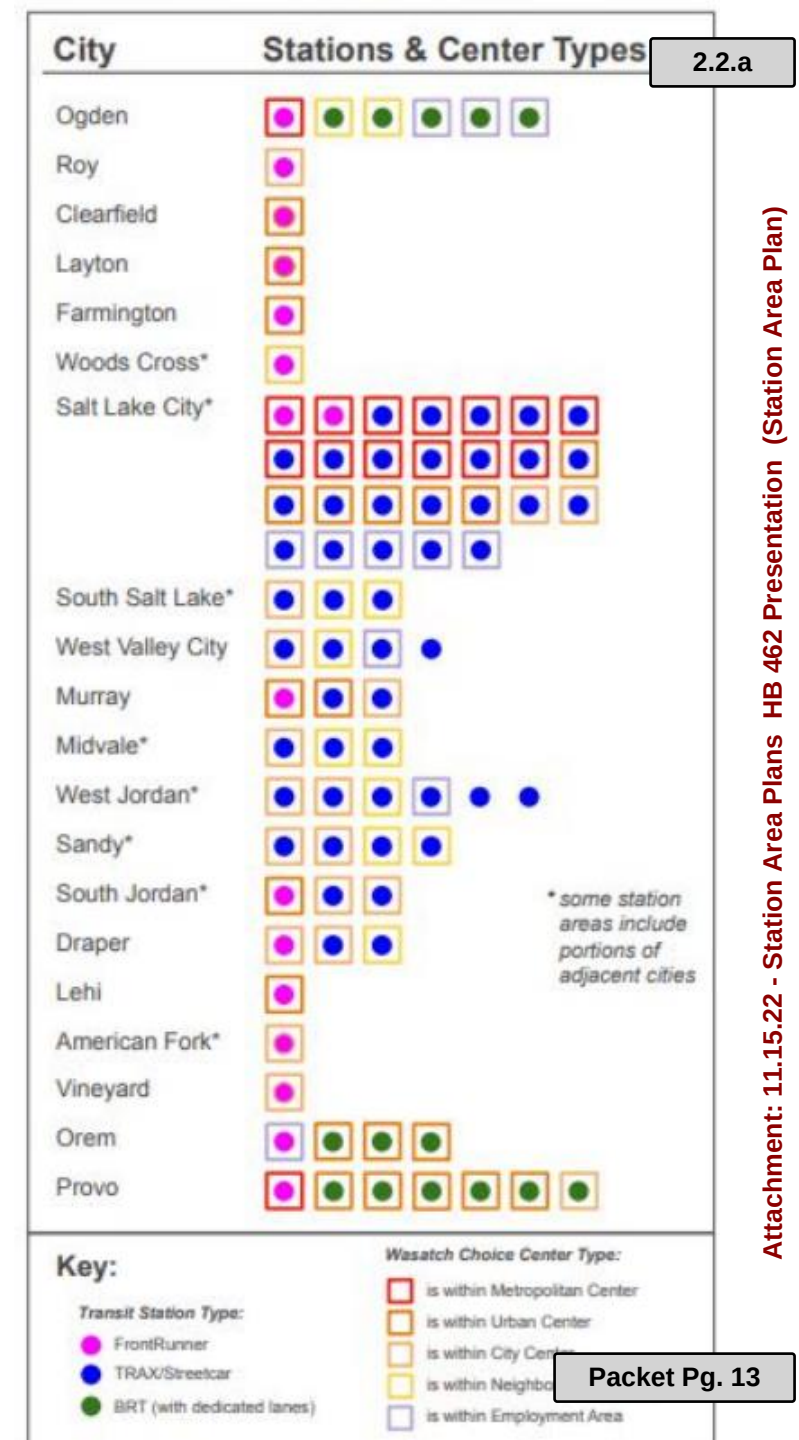
SAP - Objectives

- Increase the availability and affordability of housing
- Promote sustainable environmental conditions
- Enhance access to opportunities
- Increase transportation choices and connections

Why Do We Have To Do It?

20 cities with FrontRunner, TRAX / Streetcar, and Bus Rapid Transit Stations to develop SAPs

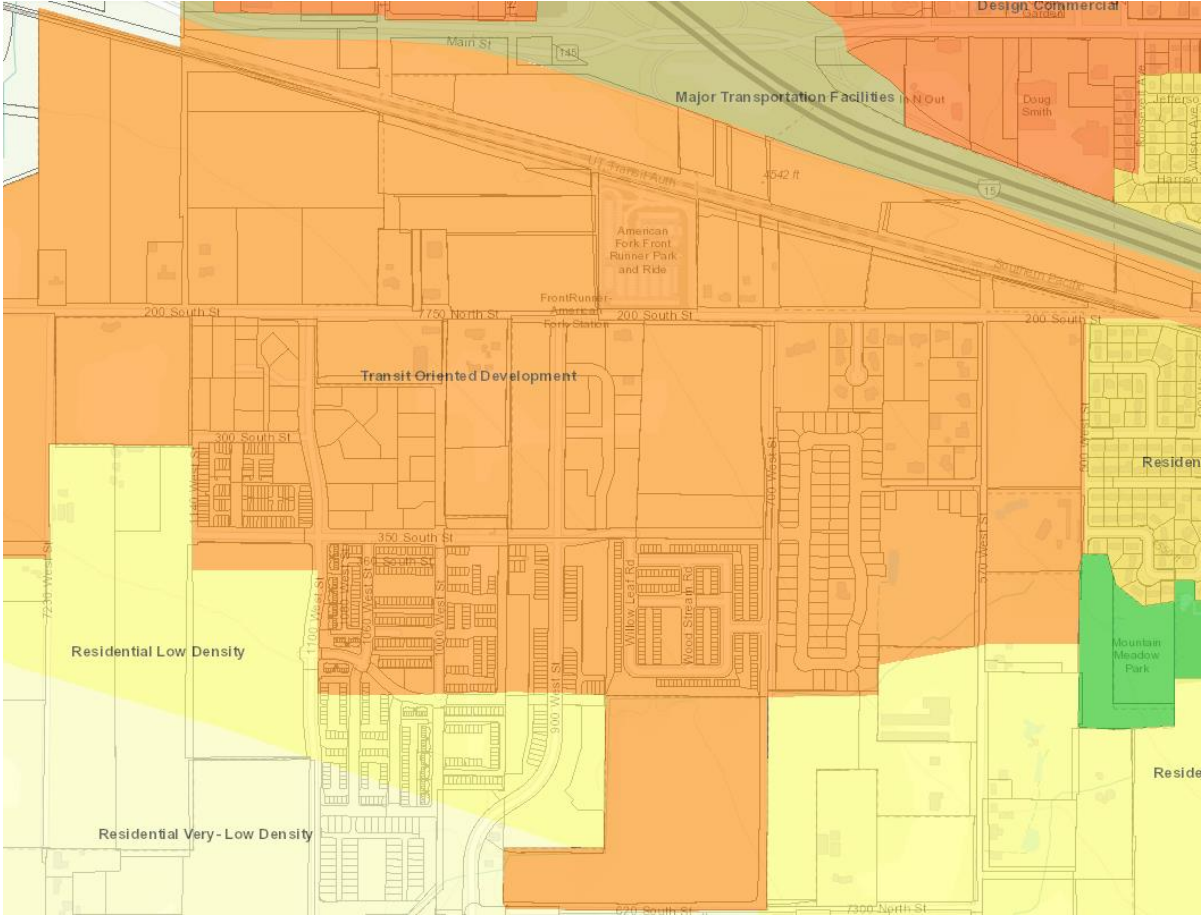
- ½ mile around Rail stations
- ¼ mile around BRT stations



Components of SAP

1. Vision
2. 2Map
3. 5-Year Implementation Plan
4. Statement Promoting 4 Objectives
5. Public Involvement and Stakeholder Engagement (MPOs, UTA, etc.)

Constraints and Hardships



Actions to be taken by City

- Adopt SAP, Land Use Regulations, and Resolution by 12/31/25*
- Seek MPO Certification
- Include the MPO Certification in the City's report to the Dept. Workforce Services

CITY COUNCIL STUDY ITEM

City of American Fork
COUNCIL WORK SESSION
NOVEMBER 15, 2022

Department Recorder

Department *Terilyn Lurken*

STUDY ITEM Review of development process workflow.

BACKGROUND

The development process workflow will be reviewed.

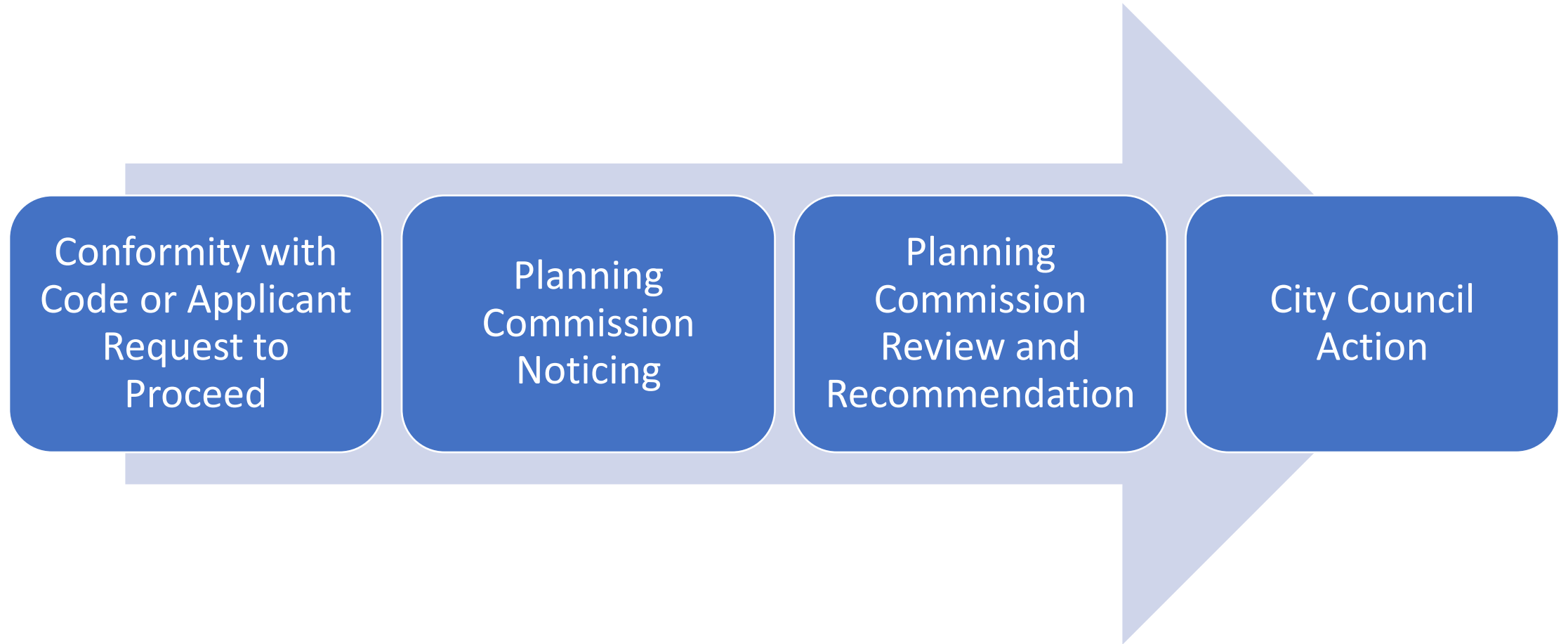
SUPPORTING DOCUMENTS

11.15.22 - Development Process Workflow (PDF)

Process Overview – Initial Submission



Process Overview – Recommendation and Action



Process Overview – Permit Review



Concept Plan

- Research site constraints
- Understand zoning
- Verify permitted uses
- Identify existing features, services, utilities etc.
- Identify required features, services, utilities etc.
- Outline submission process and requirements

Formal Submission

A formal application includes:

- Application form
- Required fees
- Checklist of required plans
- Scheduled for review
- Details input in Cityworks for record keeping and project tracking purposes

Staff Review

- Planning & Zoning
 - Engineering
 - Fire Marshal
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- Reviewed for conformity with municipal code, zoning, and fire code.

Example Process Timeline

November 17th - Plans Submitted

November 21st – Plans Scheduled for Review by Staff Review Team. Projects Assigned to Staff.

December 8th – Comments for Revised Plans Sent to Applicant

2 Weeks Average – Plans Revised by Applicant. Revised Plans Submitted for Review.

December 22nd – Plans Resubmitted

December 27th – Plans Scheduled for Review

January 5th – Revised Plan Review Complete – Further Comments = Send to Developer. No Further Comments = Schedule for Planning Commission Recommendation (Public Hearing Notice is 10 days)

January 18th – Planning Commission Meeting

February 7th – City Council Meeting

Issues That Result in Delays

- Not submitting a complete application
- Plans with a plan set do not match
- Not meeting code
- Not addressing staff comments
- Amending the layout of a project