

**AMERICAN FORK CITY**  
**PLANNING COMMISSION REGULAR SESSION**  
**January 04, 2023**

The American Fork City Planning Commission met in a regular session on January 4th, 2023 at the American Fork City Hall, 31 North Church Street, commencing at 7:00 p.m.

Present: Chairman John Woffinden, Christine Anderson, Chris Christiansen, Bruce Frandsen, David Bird, Rodney Martin  
Absent: Jenny Peay

Staff Present:

Patrick O'Brien	Development Services Director
Travis Van Ekelenburg	Senior Planner
Cody Opperman	Planner 1
Ben Hunter	Engineer
Jeff Mortimer	Engineer
JJ Hsu	Engineer
George Schade	IT Director
Melissa White	Admin Assistant

Others Present: Andy Evans, Doug Page, Jack Young, Bonnie Lewis, Greg Cronin, Jeff Krantz

**REGULAR SESSION**

**Chairman John Woffinden led the “Pledge of Allegiance”**

Chairman Woffinden noted that David Bird will be a voting member in the absence of Harold Dudley and Jenny Peay.

## **Roll Call**

### **COMMON CONSENT AGENDA**

#### **1. Minutes of the December 07, 2022 Planning Commission Regular Session.**

**Bruce Frandsen motioned to approve the minutes. Rodney Martin seconded the motion.**

<b>John Woffinden</b>	<b>AYE</b>
<b>Christine Anderson</b>	<b>AYE</b>
<b>Chris Christiansen</b>	<b>AYE</b>
<b>Bruce Frandsen</b>	<b>AYE</b>
<b>David Bird</b>	<b>AYE</b>
<b>Rodney Martin</b>	<b>AYE</b>

### **PUBLIC HEARINGS**

Chairman Woffinden noted that public hearing items numbers 1 and 2 would be heard together and voted on separately.

#### **1. Public hearing and recommendation on a proposed land use map amendment for approximately 2.23 acres of land located at approximately 285 North County Road, from the Residential Low-Density designation to the Professional Office designation.**

Travis Van Ekelenburg reviewed the background information regarding public hearing item number 1: The applicant is applying for a land use map amendment for the property located at approximately 285 N County Blvd from the Residential Low-Density designation to the Professional Office designation. There are several parcels with this request that consist of 2.23 acres in total.

The proposed Professional Office Land Use Designation is being requested prior to one of the proposed properties annexation into American Fork City (parcel I.D. 14:017:0128).

#### **2. Public hearing and recommendation on a proposed zone change for approximately 1.31 acres of land located at approximately 285 North**

**County Road, from the Utah County Territory, R1-12000 and R1-9000 Residential Zones to the Professional Office (PO-1) Zone.**

Travis Van Ekelenburg reviewed the background information for public hearing item number 2: The applicant is applying for a Zone Change for several properties located at approximately 285 N County Blvd from the Utah County Territory, R1-12000 and R1-9000 Residential Zones to the Professional Office (PO-1) Zone. There are several parcels with this request that consist of 1.31 acres in total: 14:017:0128, 14:017:0265, 14:017:0246, and 14:017:0278.

As a condition of this Zone Map Amendment, the necessary right-of-way for 300 North and North County Boulevard shall be dedicated to American Fork City and UDOT, respectively, as generally shown in the exhibit, at no cost to the City or UDOT. Right-of-way dedication shall be shown on a subdivision plat or roadway dedication plat that is submitted to the city for review within 60 days of the approved zone change or shall be deeded to the city by deed within 60 days of the approved zone change.

**Public Hearing Opened for the Land Use Map Amendment**

No public comment

**Public Hearing Closed**

**David Bird motioned to recommend approval of the Land Use Map Amendment to Professional Office, for the property located in the area of 285 N County Blvd, subject to any findings, conditions, and modifications found in the Staff Report, or recommended by the Fire Marshal.**

**Chris Christiansen seconded the motion. Voting was as follows:**

<b>John Woffinden</b>	<b>AYE</b>
<b>Christine Anderson</b>	<b>AYE</b>
<b>Chris Christiansen</b>	<b>AYE</b>
<b>Bruce Frandsen</b>	<b>AYE</b>
<b>David Bird</b>	<b>AYE</b>
<b>Rodney Martin</b>	<b>AYE</b>

**The motion passed**

**Public Hearing Opened for the Proposed Zone Change**

No public comment

**Public Hearing Closed**

**Chris Christiansen motioned to recommend approval of the Zone Change to PO-1, for the property located in the area of 285 N County Blvd, subject to any findings, conditions, and modifications found in the Staff Report, or recommended by the Fire Marshal.**

**Rodney Martin seconded the motion. Voting was as follows:**

<b>John Woffinden</b>	<b>AYE</b>
<b>Christine Anderson</b>	<b>AYE</b>
<b>Chris Christiansen</b>	<b>AYE</b>
<b>Bruce Frandsen</b>	<b>AYE</b>
<b>David Bird</b>	<b>AYE</b>
<b>Rodney Martin</b>	<b>AYE</b>

**The motion passed**

**3. Public hearing and recommendation on an Amendment to the American Fork General Plan, amending the Moderate-Income Housing Plan to conform to the requirements of the Utah State Code.**

Patrick O'Brien reviewed the background information for public hearing item number 3: The Utah State Legislature requires all cities above a certain size to include a moderate-income housing element within their general plan. The inclusion of this element demonstrates that the jurisdiction desires to create an opportunity for a variety of housing in order “to meet the needs of people of various income levels living, working, or desiring to live or work in the community” while also allowing “people of various incomes to benefit from and fully participate in all aspects of neighborhood and community life.”

A plan was prepared and adopted in September 2022 and submitted to the State of Utah. In November, American Fork City was notified of a number of deficiencies with the adopted plan, such as the language of the strategies not matching those

from the State Code, as well as not being specific enough in terms of outlining the implementation strategy of the different strategies.

Staff has prepared an update to the moderate-income plan which addresses the deficiencies of the previously adopted plan. A draft of the new plan was circulated to the State staff member responsible for reviewing the plans, and we have been notified that our changes are acceptable as they have addressed the previous deficiencies. Because these are changes to the General Plan, it must seek another recommendation from the Planning Commission and the City Council. This must be done by February 16, 2023 to get the approvals. The State representative has approved all changes and stated it meets all State requirements. The only major change was from Commissioner Frandsen, who asked that one of the items be brought forward a year and the change was approved.

Mr. Bird asked if any content was changed or if it was only the terminology. Mr. O'Brien clarified that the staff matched the language exactly from the State code instead of the training packet and included more detail in the implementation plan and how the city plans to implement each of the State's required strategies.

**Public Hearing Opened**

No public comment

**Public Hearing Closed**

**Chris Christiansen motioned to recommend approval of the amendment to the American Fork General Plan, and to adopt the American Fork Moderate Income Housing Plan as a component of the General Plan.**

**Christine Anderson seconded the motion. Voting was as follows:**

<b>John Woffinden</b>	<b>AYE</b>
<b>Christine Anderson</b>	<b>AYE</b>
<b>Chris Christiansen</b>	<b>AYE</b>
<b>Bruce Frandsen</b>	<b>AYE</b>
<b>David Bird</b>	<b>AYE</b>
<b>Rodney Martin</b>	<b>AYE</b>

**The motion passed**

Chairman Woffinden asked when the staff expected the item to go to City Council. Mr. O'Brien stated it would either be at the upcoming January 10<sup>th</sup>, 2023 meeting or after the standard two-week time period typically required for all projects. He noted that it will be ready on January 5<sup>th</sup>, 2023 for Council action.

## **ACTION ITEMS**

- 1. Review and action on a resolution indicating the intent of the City Council of American Fork, UT, to adjust the common boundary with Pleasant Grove City, Utah, located at approximately 1485 East 300 North, American Fork, for parcel number 14:018:0067 consisting of .0729 acres**

Patrick O'Brien reviewed the background information for action item number 1: This item was initiated through the City Recorder's office in Pleasant Grove. This is a landlocked parcel that, in the staff's opinion, is undevelopable without needing access through Pleasant Grove property. Due to the lack of accessibility to the parcel, staff does not see an issue with changing the boundary to give it to Pleasant Grove.

**David Bird motioned to recommend approval of the resolution indicating the intent of the City Council of American Fork, UT, to adjust the common boundary with Pleasant Grove City, Utah, located at approximately 1485 East 300 North, American Fork, for parcel number 14:018:0067 consisting of .0729 acres**

**Rodney Martin seconded the motion. Voting was as follows:**

<b>John Woffinden</b>	<b>AYE</b>
<b>Christine Anderson</b>	<b>AYE</b>
<b>Chris Christiansen</b>	<b>AYE</b>
<b>Bruce Frandsen</b>	<b>AYE</b>
<b>David Bird</b>	<b>AYE</b>
<b>Rodney Martin</b>	<b>AYE</b>

**The motion passed**

**2. Review and action on the Site Plan for Cost-U-Less Carpet, located in the area of 64 North 900 West, in the General Commercial (GC-2) Zone.**

Chairman John Woffinden noted that action item number 2 was removed at the request of the applicant.

**3. Review and action on a Site Plan application for a pylon sign for Doug Smith Autoplex, located at 523 W Main St, in the Planned Shopping Center (SC-1) Zone**

Travis Van Ekelenburg reviewed the background information for action item number 3: The applicant is applying for a Site Plan approval for Doug Smith Autoplex, for a pylon sign in the SC-1 Zone, located in the area 523 W Main Street. The proposal consists of 1 lot intended for the pylon sign placement near I-15. The entire development parcel consists of approximately 6.99 acres. The new pylon sign is looking to add an electronic portion.

Jeff Krantz: I'm with Young Electric Sign Company and I represent Mike Smith and Doug Smith. We have been trying to dial in this sign upgrade for quite a while and have made concessions to make it work within your code.

John Woffinden: When do you expect to put the sign in use if it gets approved?

Jeff Krantz: Approximately 4 months.

David Bird: Are the parameters for the new sign larger or smaller?

Jeff Krantz: It is similar square footage and about six feet less in height. It is a little more of the LED screen and has less logos of the dealership.

John Woffinden: This is for visibility on I-15?

Jeff Krantz: Yes. Additionally, the other sign that is currently there is past its lifespan and needs to be updated.

**Rodney Martin motioned to recommend approval for the Site Plan for Doug Smith Autoplex, for a pylon sign in the SC-1 Zone, located in the area 523 W Main Street, subject to any conditions found in the Staff Report, or recommended by the Fire Marshal.**

**Chris Christiansen seconded the motion. Voting was as follows:**

**John Woffinden**

**AYE**

<b>Christine Anderson</b>	<b>AYE</b>
<b>Chris Christiansen</b>	<b>AYE</b>
<b>Bruce Frandsen</b>	<b>AYE</b>
<b>David Bird</b>	<b>AYE</b>
<b>Rodney Martin</b>	<b>AYE</b>

**The motion passed**

**4. Review and action on a Site Plan application for the DBN Tax Project, located at 34 West 100 North, in the Central Commercial (CC-1) Zone**

Travis Van Ekelenburg reviewed the background information for action item number 4: The applicant is applying for a Site Plan approval for DBN Tax Project, for a new commercial development in the CC-1 Zone, located in the area 34 W 100 N. The proposal consists of 1 lot intended for commercial development. The entire development parcel consists of approximately 0.47 acres.

Due to the development being in the CC-1 zone, the Planning Commission is the approval body for the Site Plan.

Action was previously taken on this and the project was recommended to be tabled. The issues previously raised have not been addressed.

**PROJECT CONDITIONS OF APPROVAL:**

1. Outstanding DRC comments still need to be addressed.

Mr. Mortimer stated that no new plans have been received from the applicant.

Greg Cronin: I am with UBA (Utah Business Alliance) and this project has not had any further communications from the city due to our explanation of the outcomes from the last meeting and the efforts of the client. The client has said that they are done and finished with the process as it has become too costly. They have asked us to cease operations as they wish to dispose of the property and do something else in another location. I wanted to show up tonight out of respect for the Commission's willingness to have us back on the agenda tonight. The issues that were brought to you last month have been addressed as sufficiently as we were willing to address them. The things that are being asked are beyond what we're willing to accommodate. Our opinions based on the code conflict with the city. It is an agree to disagree situation. To make those changes would be extremely costly. Therefore, we are where we are today. I just wanted to report on that and thank you

for your willingness to have us back today. I come without a client, and that is where I am today.

John Woffinden: Is it your understanding that the property is going up for sale?

Greg Cronin: I held [the property owner] out for over two months because we were going to be able to fulfill it. But after the last round with the city they decided they had an interested party and now it's listed. You will have a new person to deal with at that location. I felt it would be a courtesy to come back to the Commission and allow you to ask me any questions you may have.

John Woffinden: I appreciate you coming back and updating us on what is going on.

A brief discussion was held about which action should be taken: Withdraw, table, or deny.

**Chris Christiansen motioned to table action on the Site Plan application for the DBN Tax Project, located at 34 W 100 N, in the Central Commercial (CC-1) Zone.**

**David Bird seconded the motion. Voting was as follows:**

<b>John Woffinden</b>	<b>AYE</b>
<b>Christine Anderson</b>	<b>AYE</b>
<b>Chris Christiansen</b>	<b>AYE</b>
<b>Bruce Frandsen</b>	<b>AYE</b>
<b>David Bird</b>	<b>AYE</b>
<b>Rodney Martin</b>	<b>AYE</b>

**The motion was tabled**

Mr. Van Ekelenburg requested that Mr. Cronin update him as soon as possible if the client requests to be put back on the agenda in the future.

**5. Review and action on a Site Plan application for RCKM Medical Office, located at 118 South 1100 East, in the Professional Office (PO-1) Zone.**

Cody Opperman reviewed the background information for action item number 5: The applicant is applying for a Site Plan approval for RCKM Medical Office, for a medical office in the PO-1 zone, located in the area of 118 South 1100 East. The

proposal consists of 1 lot and the entire development area consists of approximately 0.38 acres. The medical office is 2796 square feet and requires 12 parking spaces for the development. The project provides 17 parking spaces, which is 5 over of what is required. The proposal consists of 53 percent of impervious area and 47 percent of landscaping area. The staff recommends approving the application with conditions.

**PROJECT CONDITIONS OF APPROVAL:**

1. Dumpster enclosure needs to be minimum of 6 feet in height.

Cody Opperman: We did receive new plans today for this approved as conditioned staff recommendation so we will be looking at those to ensure the conditions have been met.

Jeff Mortimer: We have minor comments for RCKM on this last round. We had a discussion directly with the engineer today and resolved those comments. We are comfortable with them moving forward with no difficulty as all remaining comments were minor.

**Christine Anderson motioned to recommend approval for the Site Plan application for RCKM Medical Office, located at 118 South 1100 East, in the Professional Office (PO-1) Zone, subject to any conditions found in the Staff Report, or recommended by the Fire Marshal.**

**Chris Christiansen seconded the motion. Voting was as follows:**

<b>John Woffinden</b>	<b>AYE</b>
<b>Christine Anderson</b>	<b>AYE</b>
<b>Chris Christiansen</b>	<b>AYE</b>
<b>Bruce Frandsen</b>	<b>AYE</b>
<b>David Bird</b>	<b>AYE</b>
<b>Rodney Martin</b>	<b>AYE</b>

**The motion passed**

**6. Review and action on an Accessory Structure for Greenwood Creek Lot 4, located at 997 North 680 West, in the R1-9000 Residential Zone.**

Cody Opperman reviewed the action item number 6: The applicant is applying for a Site Plan approval for an accessory structure for Greenwood Creek Lot 4, located

in the area of 997 North 680 West in the R1-9000 Residential Zone. The proposal consists of 1 lot for a pickle ball court. The entire development parcel consists of 0.57 acres.

This proposal is before the Commission as Section 17.5.105 requires that: an accessory building containing a building footprint of one thousand square feet or larger shall require approval of the planning commission. This proposal triggers this requirement. The staff recommends approving this application with conditions. The Planning Commission is the approving body for this item.

**PROJECT CONDITIONS OF APPROVAL:**

1. Retaining wall comments and grading slopes need to be addressed as well as any remaining DRC comments and the engineering development checklist items completed prior to building permit issuance.
2. Fire comments must be addressed before any permits are issued. Access or fire sprinklers issues must be corrected to meet code compliance. Fire code references are provided in the comments.

Jeff Mortimer: Some of the comments that were left were regarding the retaining walls on the property. We told them the retaining walls needed a separate permit and that they would need to be permitted through the building department. Their proposed location on the site was in the public utility easement which is why we told them they wouldn't be allowed to be in the easement. As long as their structure is not contingent on that retaining wall being in the easement, then we are fine with the site with the understanding that the wall cannot be in the easement.

**David Bird motioned to recommend approval for the Accessory Structure located at 997 North 680 West, in the R1-9000 Residential Zone, subject to any conditions found in the Engineering Staff Report, or recommended by the Fire Marshal.**

**Bruce Frandsen seconded the motion. Voting was as follows:**

<b>John Woffinden</b>	<b>AYE</b>
<b>Christine Anderson</b>	<b>AYE</b>
<b>Chris Christiansen</b>	<b>AYE</b>
<b>Bruce Frandsen</b>	<b>AYE</b>
<b>David Bird</b>	<b>AYE</b>
<b>Rodney Martin</b>	<b>AYE</b>

**The motion passed**

**OTHER BUSINESS**

**Development Services and Planning Commission 2022 Annual Review**

Mr. O'Brien handed out the Development Services 2022 Annual Report Summary and made a brief presentation on its contents (See Attachment #1).

**Upcoming Projects**

Patrick O'Brien: We are noticing a bit of a slow down on permitting on the Building Division side of things. However, we have not slowed down on the entitlement side. There is nothing major, we still have a lot of plans that are coming in. We have about 8 that are due at the end of this week. We still have a good workload ahead of us, and if anything starts to slow down, we will let you know. The TOD will keep us busy.

Chairman Woffinden announced his resignation and stated that this meeting would be his last as he wished to spend more time with family after 21 years of service.

Christine Anderson: I have to say you have put in so much time and attention to detail and the amount of care on every single item has always been inspiring. The amount of time you have given to American Fork City has been exemplary and amazing, thank you.

The Commission stated their agreement and thanks to Chairman Woffinden.

**Adjournment**

**Rodney Martin motioned to adjourn the meeting. Chris Christiansen seconded the motion.**

Meeting adjourned at 7:40 p.m.

Melissa White

Administrative Assistant II

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