

**AMERICAN FORK CITY PLANNING COMMISSION  
FEBRUARY 17, 2021  
NOTICE OF ELECTRONIC MEETING  
REGULAR SESSION**

Notice is hereby given that the American Fork City Planning Commission will meet in regular session on February 17, 2021, commencing at 7:00 pm. Pursuant to changes in the Utah Open and Public Meetings Act and Covid-19 Guidelines, this meeting will be conducted electronically. Citizens may submit comments via email at [zoompubliccomment@afcity.net](mailto:zoompubliccomment@afcity.net) prior to 5:00 pm the day of the meeting and access a YouTube live stream of the meeting at [afcity.org](http://afcity.org).

The agenda shall be as follows:

1. Review and action on a site plan for an accessory structure located at 935 East 50 South in the R1-9,000 zone
2. Hearing, review and action on amendments to Section 17.4.608.6.B of the American Fork City Municipal Code regarding requirements to provide office and/or retail uses
3. Other Business
4. Site Plan Committee Report
5. Review and action on the minutes of the February 3, 2021 Planning Commission Regular Session
6. Adjournment

John H. Woffinden, P.G.,  
Planning Commission Chairman

*The order of agenda items may change to accommodate the needs of the commission, city staff and the public*

\*NOTICE OF ELECTRONIC MEETING\*

In accordance with Resolution No. 2020-07-20R, Chairman Woffinden has determined that conducting meetings of the Planning Commission with an anchor location, such as the City Council Chambers, presents a substantial risk to the health and safety of those who may be present there. The following are facts upon which this determination has been made:

- Utah has been in a declared state of emergency due to COVID-19 since March 6, 2020, a virus outbreak that has been recognized by the World Health Organization, federal, state and local leaders as a pandemic.
- The Centers for Disease Control and Prevention (CDC) has stated that COVID-19 is easily spread from person to person between people who are in close contact with one another through respiratory droplets when an infected person coughs, sneezes, or talks. This virus can also be spread by people who are non-symptomatic.
- As reported by the Utah Department of Health, reported COVID-19 cases in Utah County continue to rise at a rate higher than reported rates for the state.
- Federal, state, and local authorities recommend that individuals limit public gatherings, wear face masks, and follow social distancing guidelines.
- It is difficult to anticipate the number of attendees at any meeting in order to maintain social distancing to comply with State Phased guidelines. Further, regardless of the number of attendees, social distancing measures for Planning Commission, staff, and attendees will be difficult to maintain in the City Council Chambers.
- COVID-19 continues to pose an immediate threat to the health, safety, and welfare of American Fork City residents.
- American Fork City can provide a way for the public to hear, or hear and view, open portions of Planning Commission meetings and to provide a way to participate in public hearings.

For the next 30 days, all Planning Commission meetings will be conducted via electronic means. The meetings are broadcast live-streamed, and available at a later time, at <https://www.americanfork.gov/AgendaCenter>. To make a public comment, email comments to [zoompubliccomment@afc.city.net](mailto:zoompubliccomment@afc.city.net) prior to 5:00 p.m. the day of the meeting for the comment to be read into record. Please indicate in the subject line which item your comment refers to.

AGENDA TOPIC: Review and action on a site plan for an accessory structure located at 935 East 50 South in the R1-9,000 zone.

ACTION REQUESTED: Approval of the site plan.

BACKGROUND INFORMATION					
Location:		935 East 50 South			
Applicants:		Jeff Bishop			
Existing Land Use:		Residential			
Proposed Land Use:		N/A			
Surrounding Land Use:	North	Residential			
	South	Residential			
	East	Residential			
	West	Residential			
Existing Zoning:		R1-9,000			
Proposed Zoning:		N/A			
Surrounding Zoning:	North	R1-9,000			
	South	R3-7,500			
	East	R1-9,000			
	West	R1-9,000			
Land Use Plan Designation:		Residential Low Density (3 du/ac)			
Zoning within density range?		x	Yes		No

Background

The applicant requests site plan approval to construct a 2,400 square foot accessory structure at 935 E. 50 S. The proposed accessory structure will be located at the north end of the property. The adjacent property to the north is undeveloped. The property is slightly over half an acre (.56 ac.). Access to the structure will be from a gravel driveway on the west side of an existing dwelling, off of 50 South. The Development Code stipulates in Section 17.5.105 that an accessory structure consisting of 1,000 square feet or greater requires approval by the Planning Commission.

Consistency with the Land Use Plan:

The Land Use Plan designates this area as “Residential Low Density”. The site plan is consistent with the Land Use Plan designation.

### Section 17.6.101.B of the Development Code

Application for site plan approval shall be submitted on forms provided by the City and shall be accompanied by maps and drawings showing the following:

- a. 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.

The location of the proposed structure and the existing home, showing the distance between buildings and the distances from buildings to adjacent property lines has been illustrated on the site plan.

- b. The location of all parking spaces, driveways, and points of vehicular ingress and egress.

The location of driveways and points of vehicular ingress and egress has been illustrated.

- c. A landscaping plan showing the location, types and initial sizes of all planting materials to be used together with the location of fences, walls, hedges, and decorative materials.

A landscaping plan is not required.

- d. Preliminary elevations of main buildings showing the general appearance and types of external materials to be used.

Preliminary elevations have been provided.

- e. The location of solid waste receptacles and trash pick-up areas.

This is not required for an accessory structure.

### Section 17.5.105 of the Development Code

Approval of an accessory building 1,000 square feet or greater may be granted by the Planning Commission upon findings that:

1. The accessory building will be incidental to the primary use of the parcel.

The primary use of the parcel is residential. The accessory structure will be used for storage, and will be incidental to the primary use (residential).

2. The applicant has provided adequate assurance that neither the accessory building nor any portion thereof will be used or converted for use as living or sleeping quarters or for the conduct of a business.

Neither the structure, nor any portion thereof, will be used or converted for use as living or sleeping quarters, or for the conduct of business. It is strictly for personal storage and use.

3. The bulk, height, style and construction material of the accessory structure is compatible with dwellings in the immediate vicinity and will not result in an undue negative impact upon adjacent properties.

The bulk, height, style and construction material of the accessory structure—with possibly the exception of the corrugated metal roof—will be compatible with dwellings and accessory structures in the immediate vicinity and will not result in an undue negative impact upon adjacent properties. Adjacent properties are residential and undeveloped. Many adjacent properties have accessory structures.

## FINDINGS OF FACT

After reviewing the application for site plan approval, the following findings of fact are offered for consideration:

1. The proposed site plan meets the review criteria as found in Section 17.6.101.B of the Development Code.
2. The proposed site plan meets the findings as outlined in Section 17.5.105 of the Development Code.

## POTENTIAL MOTIONS

### APPROVAL

Mr. Chairman, I move that we approve the site plan for an accessory structure with the findings listed in the staff report and subject to any findings, conditions and modifications listed in the Engineering Report.

### DENIAL

Mr. Chairman, I move that we deny the site plan for an accessory structure.

### TABLE

Mr. Chairman, I move that we table action on the site plan for an accessory structure.

# AMERICAN FORK CITY ENGINEERING DIVISION STAFF REPORT

Planning Commission Meeting Date: 2/17/2021

This report is a summary of the American Fork City Engineering Division plan review comments regarding the subject plan as submitted by the applicant for American Fork City Land Use Authority approval:

Project Name: Houle Residential Accessory Structure

Project Address: 935 E 50 S

Developer / Applicant's Name: David & Jamilyn Houle

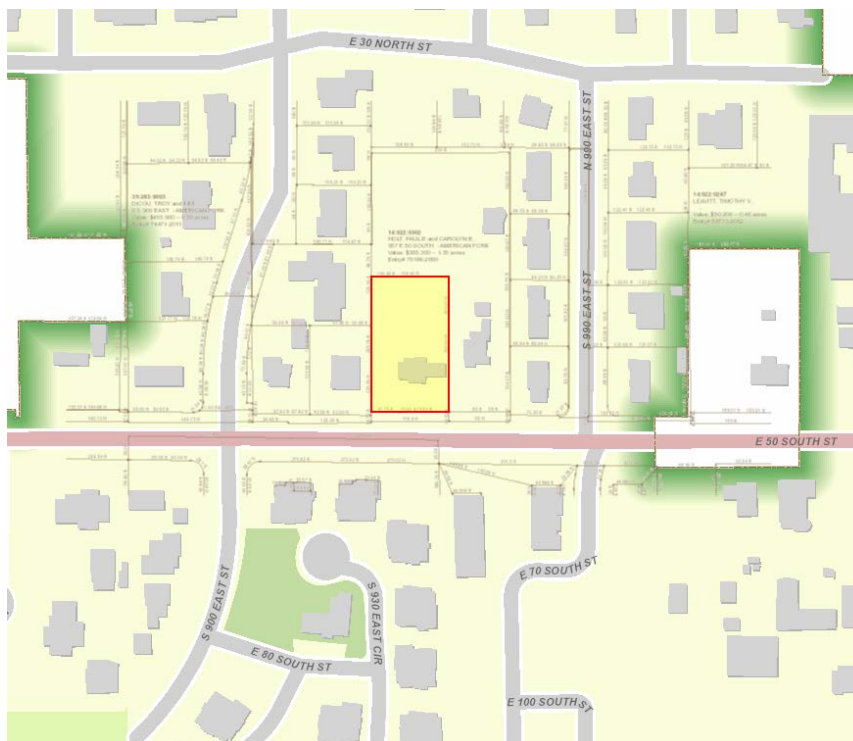
Type of Application:

- |   |   |                                      |
|---|---|--------------------------------------|
| <input type="checkbox"/> Subdivision Final Plat | <input type="checkbox"/> Subdivision Preliminary Plan                         | <input type="checkbox"/> Annexation  |
| <input type="checkbox"/> Code Text Amendment    | <input type="checkbox"/> General Plan Amendment                               | <input type="checkbox"/> Zone Change |
| <input type="checkbox"/> Commercial Site Plan   | <input checked="" type="checkbox"/> Residential Accessory Structure Site Plan |                                      |

**Engineering Division Recommendation:** The Engineering Division recommends APPROVAL of the proposed development subject to the following findings and conditions:

1. All Standard Conditions of Approval and items denoted as "Plan Modification(s) Required" in the 2/17/2021 Engineering Division Staff Report for the City Land Use Authority shall be addressed on all final project documents.

## **Project Map:**



## STANDARD CONDITIONS OF APPROVAL

### **Standard Conditions of Approval:**

APPLICANT is responsible and shall submit/post/obtain all necessary documentation and evidence to comply with these Standard Conditions of Approval prior to any platting, permitting, or any other form of authorization by the City including plat recording or other property conveyance to the City and prior to scheduling a pre-construction meeting. All recording shall take place at the Utah County Recorder's Office.

1. **Performance Guarantee:** Post a performance guarantee for all required public and essential common improvements.
2. **Easements and Agreements:** Submit/record a long-term Storm Water Pollution Prevention Maintenance Agreement signed and dated by the property owner and any required easement documentation.
3. **Land Disturbance Permit:** Obtain a Land Disturbance Permit.
4. **Compliance with the Engineering Division Plan Review Comments:** All plans and documents shall comply with all the Technical Review Committee comments and the City Engineer's final review.
5. **Fees:** Payment of all development, inspection, recording, street light, and other project related fees.

NO.	DESCRIPTION	BY	DATE

SHEET TITLE:  
**FRONT ELEVATION**

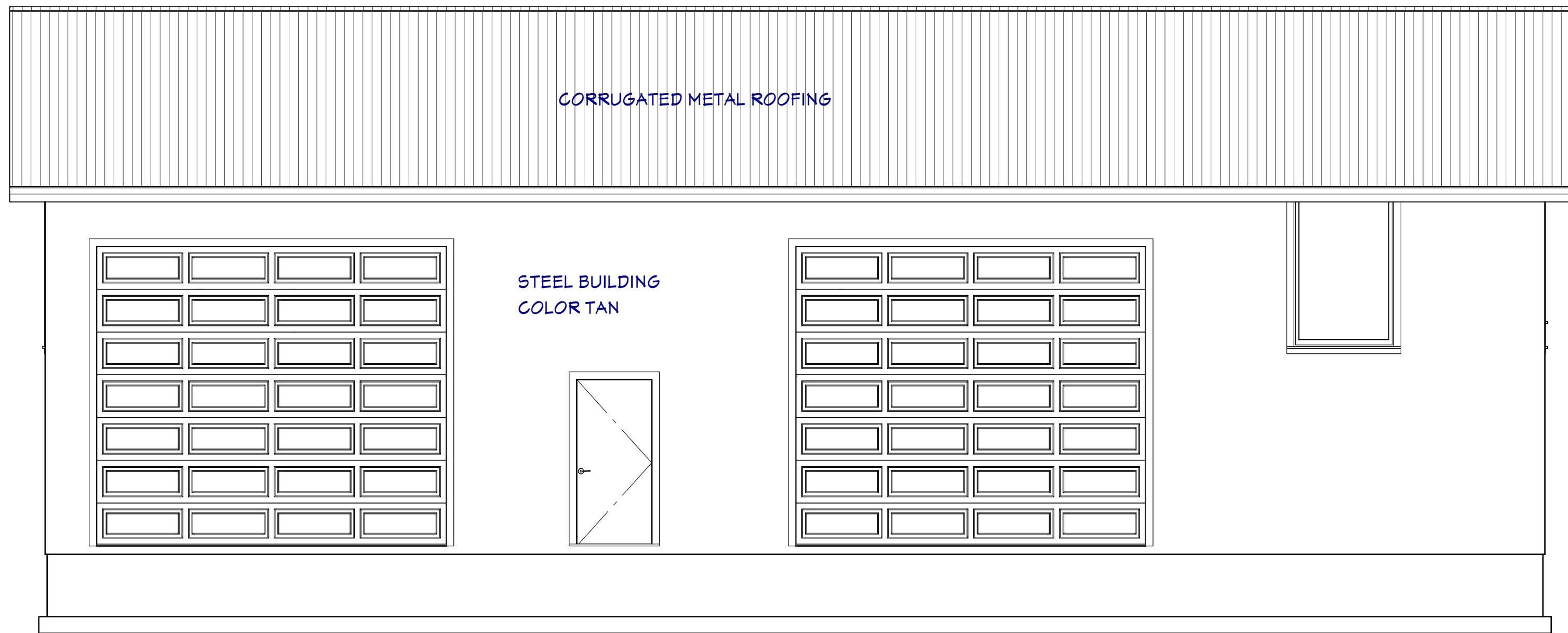
PROJECT DESCRIPTION:  
**935 EAST 50 SOUTH  
AMERICAN FORK, UT 84003**

DRAWINGS PROVIDED BY:  
**JAB CONSTRUCTION  
76 NORTH 900 EAST  
AF, UT 84003**

DATE:  
11/12/2020

SCALE:  
1/4" = 1'

SHEET:  
**A-1**



Elevation 1



DATE

BY

DESCRIPTION

NO.

SHEET TITLE:

**BACK ELEVATION**

PROJECT DESCRIPTION:

935 EAST 50 SOUTH  
AMERICAN FORK, UT 84003

DRAWINGS PROVIDED BY:

JAB CONSTRUCTION  
76 NORTH 900 EAST  
AF, UT 84003

DATE:

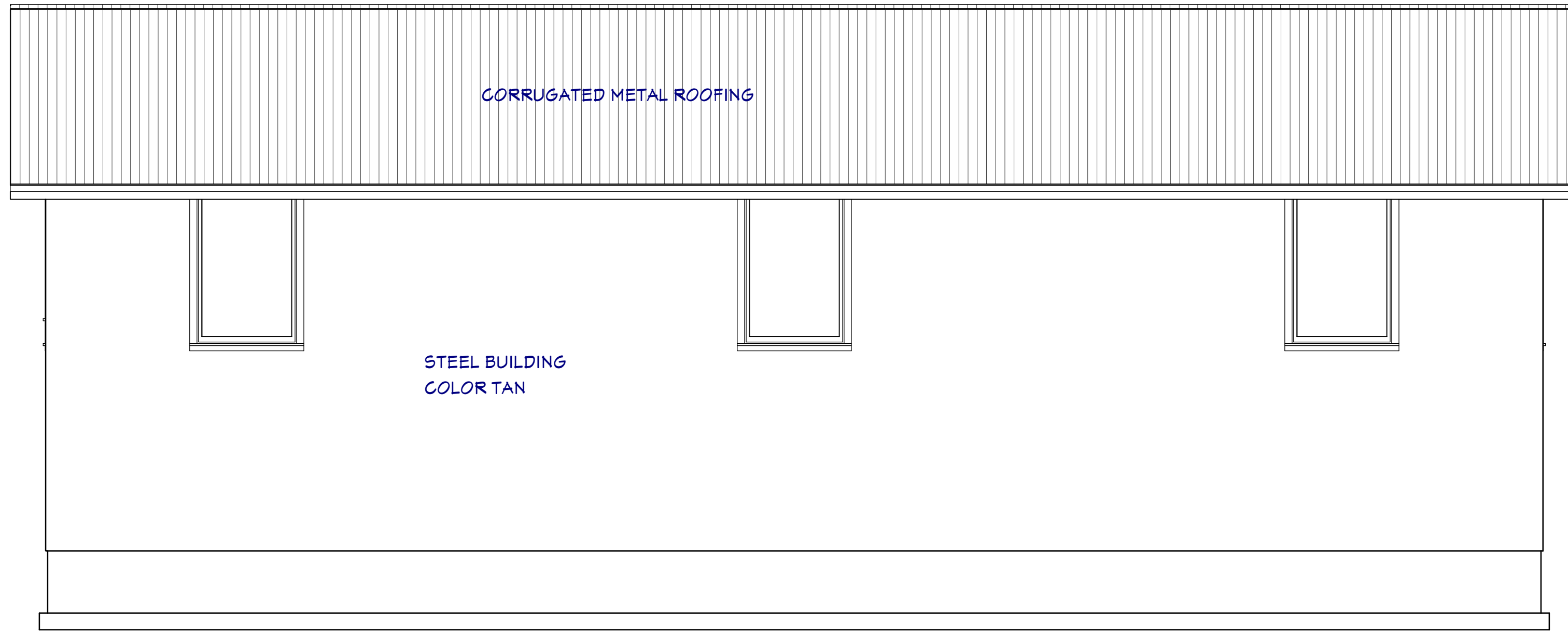
11/12/2020

SCALE:

1/4" = 1'

SHEET:

**A-2**



Elevation 2

DATE

BY

DESCRIPTION

NO.

SHEET TITLE:

SIDE ELEVATION

PROJECT DESCRIPTION:

935 EAST 50 SOUTH  
AMERICAN FORK, UT 84003

DRAWINGS PROVIDED BY:

JAB CONSTRUCTION  
76 NORTH 900 EAST  
AF, UT 84003

DATE:

11/12/2020

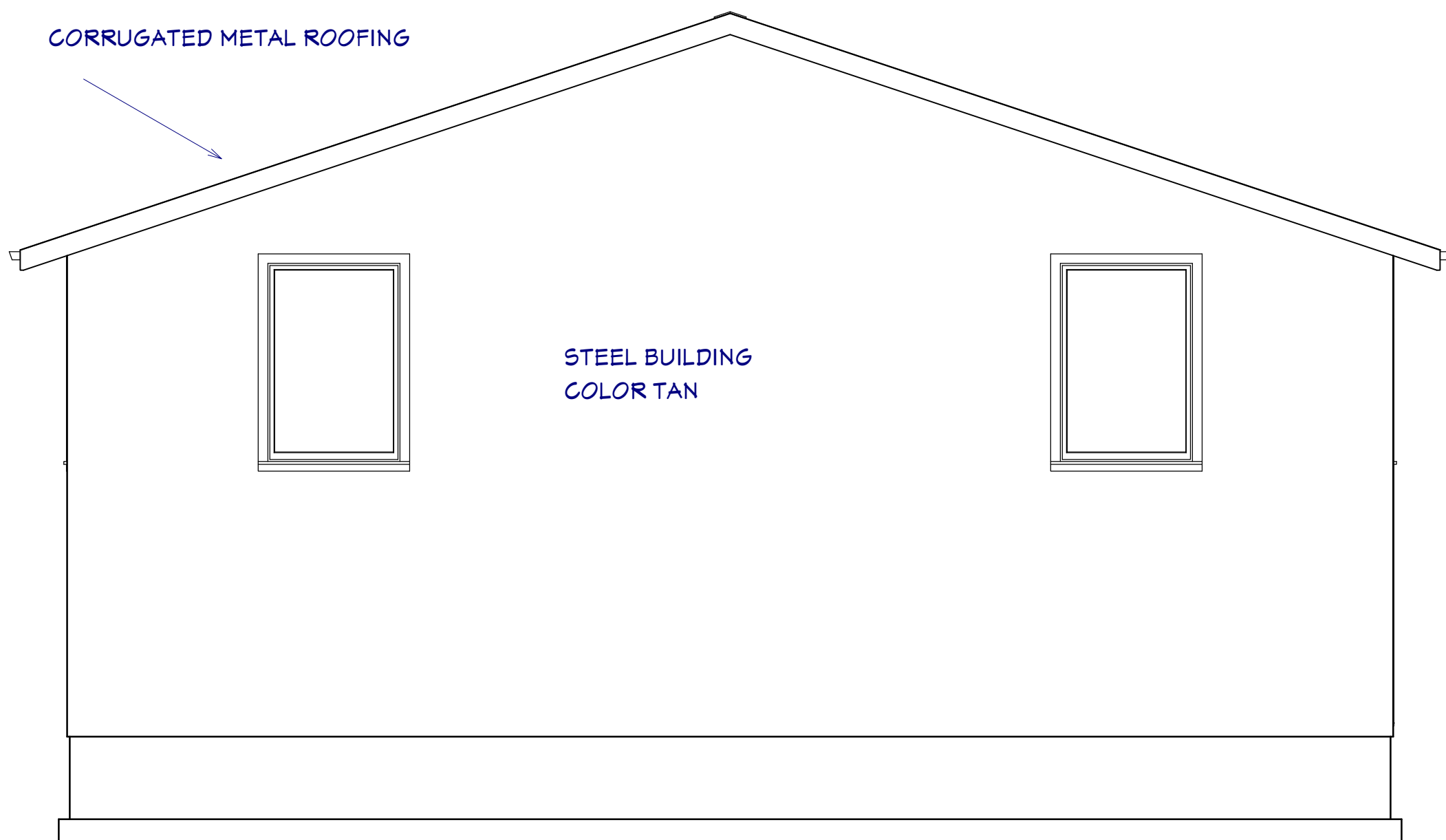
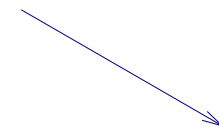
SCALE:

1/4" = 1'

SHEET:

**A-3**

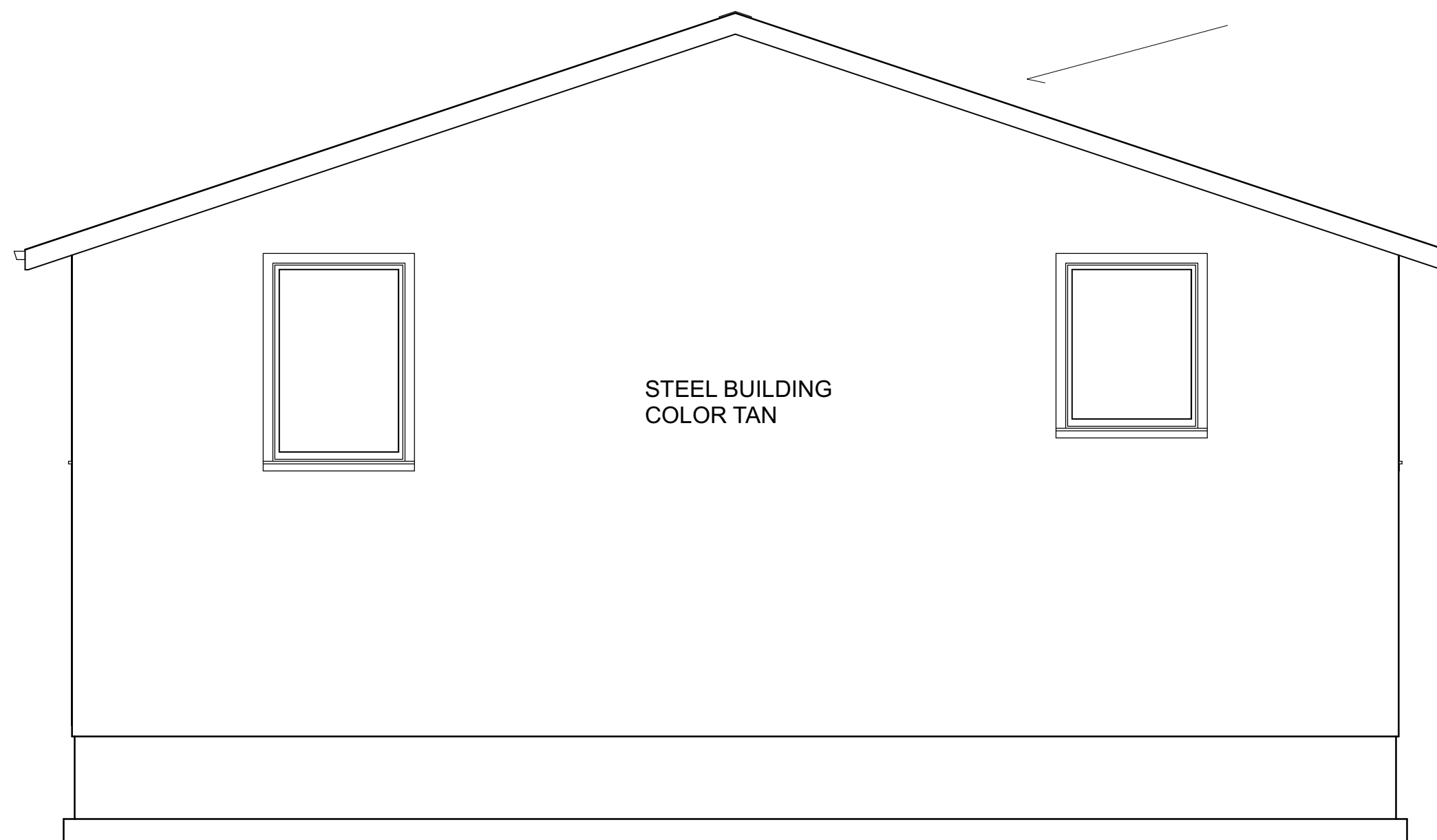
CORRUGATED METAL ROOFING



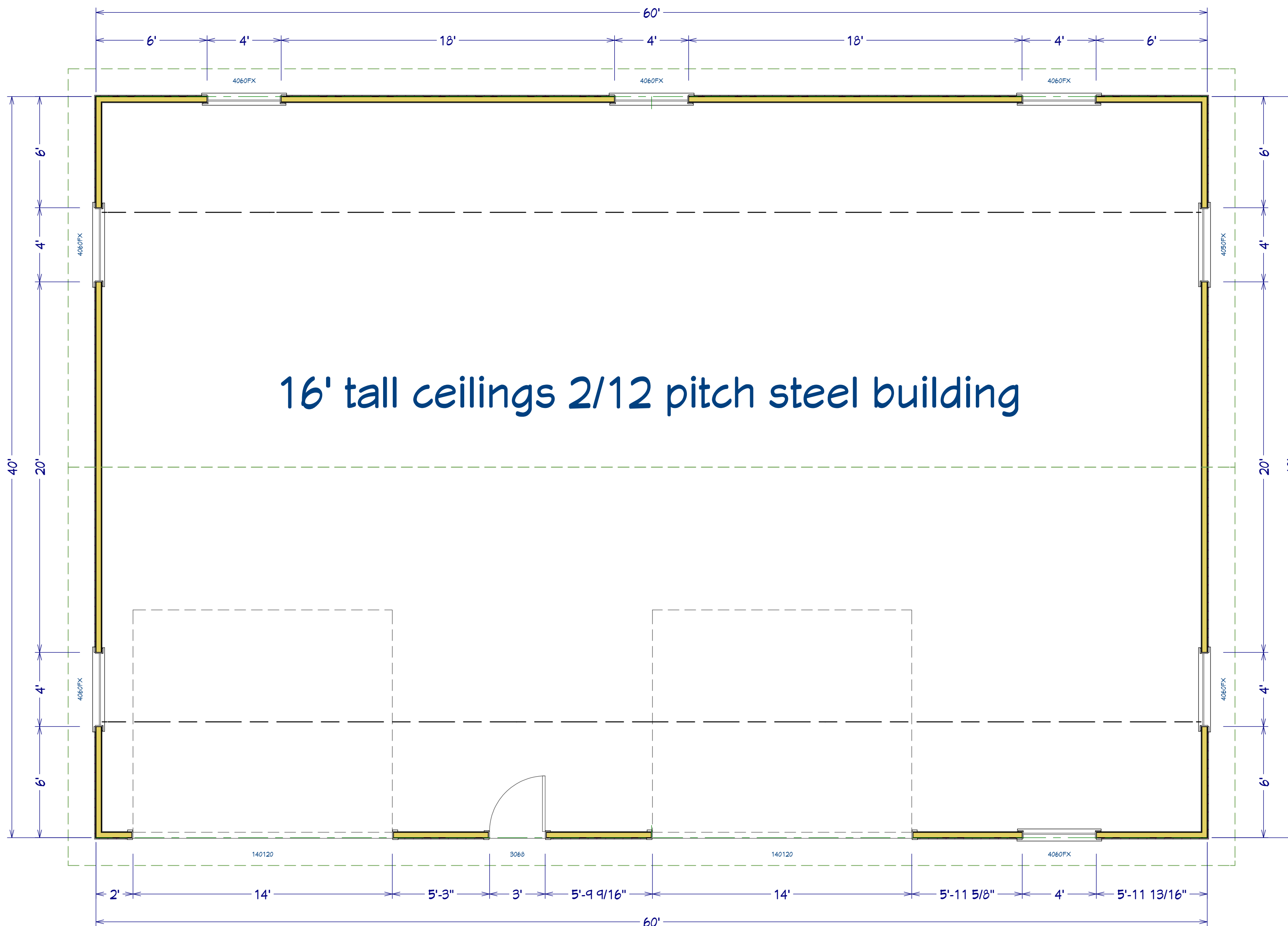
WEST SIDE ELEVATION

Elevation 3

CORRUGATED METAL ROOFING



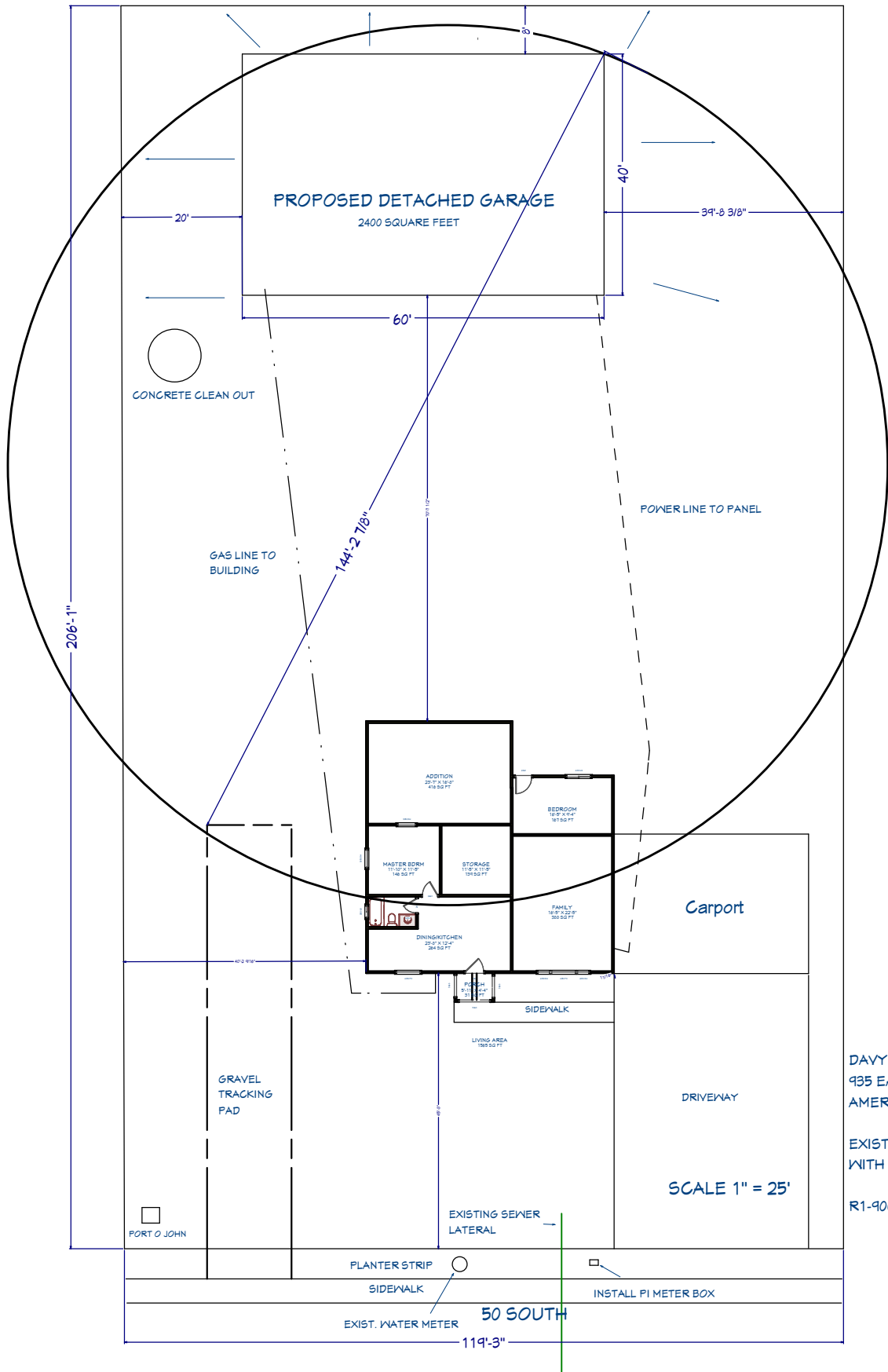
EAST SIDE ELEVATION



16' tall ceilings 2/12 pitch steel building

LIVING AREA  
2400 SQ FT

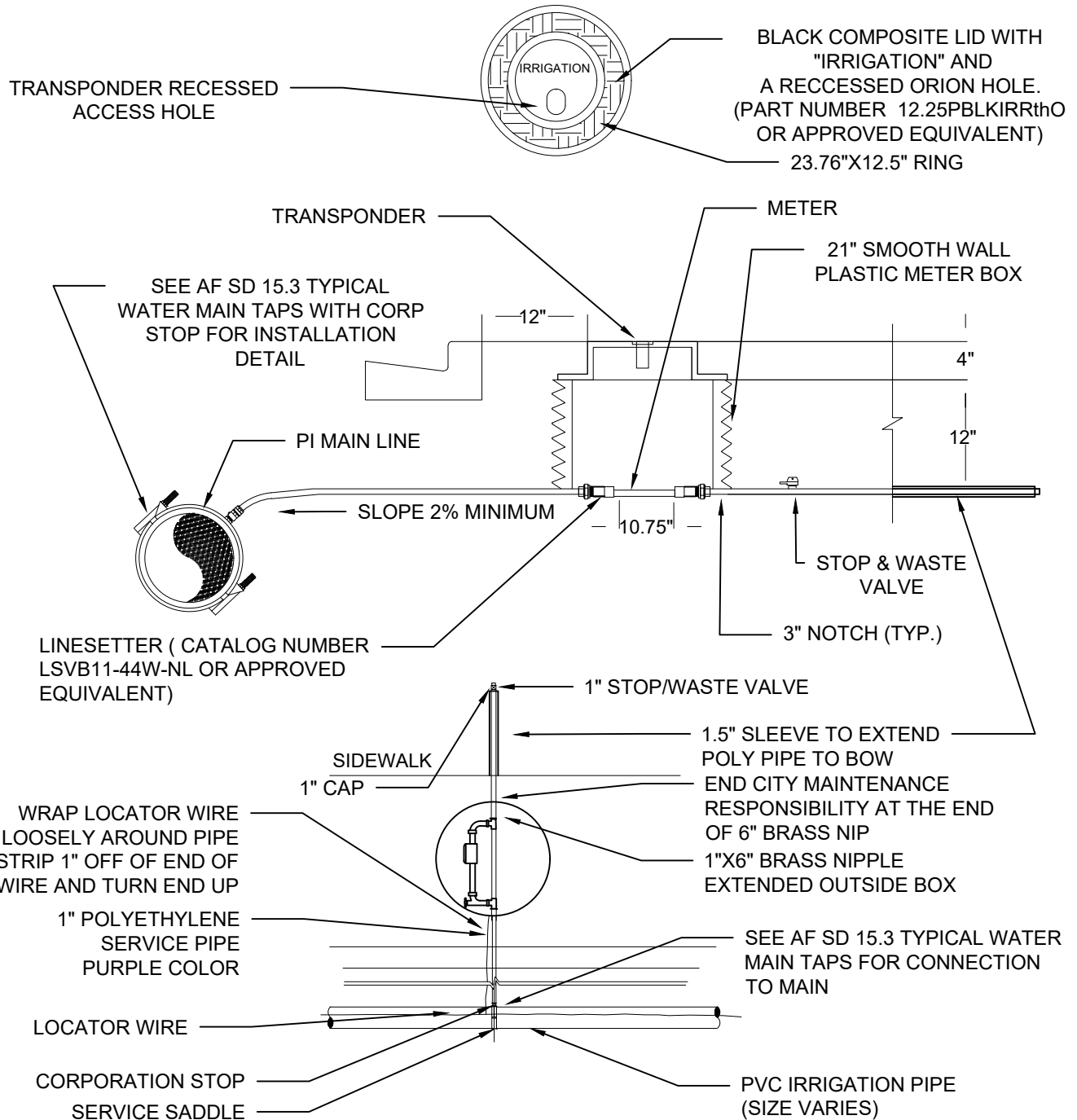
1st Floor



DAVY & JAMI HOULE RESIDENCE  
 935 EAST 50 SOUTH  
 AMERICAN FORK, UT

EXISTING HOUSE 1249 SQ. FT.  
 WITH ADDITION 1565 SQ. FT.


R1-9000 ZONE



**1" PLAN VIEW**  
NTS

**NOTES:**

1. CITY MAINTENANCE RESPONSIBILITY ENDS AT THE END OF THE 6" BRASS NIPPLE.
2. STOP/WASTE VALVE IS THE PROPERTY OWNER'S VALVE TO ISOLATE SPRINKLER SYSTEM.
3. REFER TO SECTION 7.6 OF AMERICAN FORK STANDARDS FOR SECONDARY WATER SERVICE LATERAL CONNECTION.
4. LATERALS SHALL BE OF ONE CONTINUOUS LENGTH OF PIPE FROM MAIN TO SETTER.

DRAWN: MVU		<b>AMERICAN FORK CITY</b> PUBLIC WORKS 275 EAST 200 NORTH (801) 763-3060	STANDARD DETAIL FOR <b>1" PI METER PLACEMENT</b>	DRAWING NO. <b>15.5D</b>
REVISED: KKS				
DATE: JAN 2021				
SCALE: VARIES				

# **10' PUE LEGAL DESCRIPTION:**

**BEGINNING AT A POINT WHICH IS SOUTH 508.66 FEET AND EAST 126.33 FEET FROM THE NORTHWEST CORNER OF SECTION 19, T5S, R2E, SLB&M; THENCE NORTH 00 DEGREES 15'09" EAST 10.00 FEET; THENCE SOUTH 89 DEGREES 37'02" EAST 43.75 FEET; THENCE SOUTH 89 DEGREES 55'21" EAST 75.58 FEET; THENCE SOUTH 10.00 FEET; THENCE NORTH 89 DEGREES 55'21" WEST 75.61 FEET; THENCE NORTH 89 DEGREES 53'02" WEST 43.73 FEET TO THE POINT OF BEGINNING.**

**Hearing, review and action on various amendments to Section 17.4.608.B of the American Fork City Development Code.**

The proposed revisions will allow clustering of commercial use on streets other than 200 South, within the TOD “mixed use core” area. The 25% equivalent remains in effect; however, clarification is given that the 25% may be clustered into one building or dispersed in separate buildings. Staff recommends a timing structure be placed in the ordinance to ensure delivery of commercial elements (no later than 50% build-out of residential).

**Potential Motions**

**APPROVAL**

Mr. Chairman, I move that we recommend approval of the proposed amendments.

**DENIAL**

Mr. Chairman, I move that we recommend denial of the amendments.

**TABLE**

Mr. Chairman, I move that we table action on the amendments.

For buildings within the Mixed use Core sub-district, all buildings abutting 200 south shall have an equivalent of 100% ground floor area designated for office and/or retail use (Table 6E-Building Use). For all buildings **within project areas** abutting streets other than 200 South, an equivalent of 25% ground floor area shall be designated for office and/or retail use (Table 6E-Building Use). **The 25% equivalent may be satisfied collectively in one building, or dispersed throughout the project area in various buildings. Delivery of the office/retail use shall occur no later than at completion of 50% build-out of any residential portions of the project area.**



# UNAPPROVED MINUTES

1  
2  
3 AMERICAN FORK CITY  
4 PLANNING COMMISSION MINUTES  
5 FEBRUARY 3, 2021

6 The American Fork City Planning Commission met in a regular session on February 3, 2021 in  
7 an electronic meeting on the Zoom platform, viewable on the City's YouTube link, commencing  
8 at 7:00 p.m.  
9

10 Present: Chairman John Woffinden  
11 Christine Anderson  
12 Chris Christiansen  
13 Ryan Hunter  
14 Rod Brocious  
15

16 Absent: Geoff Dupaix  
17 Harold Dudley  
18

19 Staff Present: Adam Olsen, City Planner  
20 Wendelin Knobloch, Planner  
21 Lisa Halversen, Administrative Assistant  
22

23 Others Present: Jake Horan  
24

25 Public Comments Received: None  
26

27 Chairman Woffinden read the "Notice of Electronic Meeting." He added that agenda items 1 and  
28 2 would be discussed together but voted on separately.  
29  
30

31 1. Hearing, review and action on a Land Use Map Amendment at approximately 50 East 1100  
32 South from the Low-Density Residential designation to the Design Industrial designation  
33

34 Mr. Olsen stated that the applicant proposes to amend the land use and zone map designations at  
35 approximately 50 E. 1100 S. from the low-density residential designation (R1-20,000 zone) to the  
36 design industrial designation (PI-1 zone). The property lies north of the future Vineyard Connector  
37 and abuts the south side of 1100 South. The newly constructed Amazon distribution facility lies  
38 approximately ½ mile to the east. If approved, the applicants will submit an application to  
39 construct an office/warehouse development (concept enclosed in application materials).  
40 Surrounding zoning consists of a mix of City and County zoning; City zoning being PF (Public  
41 Facilities) and RA-5.

42 Mr. Jake Horan, applicant, stated that White Horse Development, Keystone Construction, and Red  
43 Pine Excavation are all companies located in the same office in Lehi. They have outgrown the

# UNAPPROVED MINUTES

1 space and need another location to build another office warehouse complex. They love American  
2 Fork and envision building something similar to what they have in Lehi. This site is in close  
3 proximity to the Amazon warehouse and they feel this would be a great fit with the neighborhood.  
4

5  
6 **Public Hearing Opened** – No comments received  
7

8  
9 **Public Hearing Closed**  
10

11  
12 **Mr. Brocious moved to approve the land use map amendment.**  
13

14 **Ms. Anderson seconded the motion. Voting was as follows:**  
15

16	<b>Chairman Woffinden</b>	<b>Aye</b>
17	<b>Christine Anderson</b>	<b>Aye</b>
18	<b>Chris Christiansen</b>	<b>Aye</b>
19	<b>Ryan Hunter</b>	<b>Aye</b>
20	<b>Rod Brocious</b>	<b>Aye</b>

21 **The motion passed.**  
22  
23

24 2. Hearing, review and action on a Zone Map Amendment at approximately 50 East 1100 South  
25 from the R1-20,000 Residential to the PI-1 (Planned Industrial) zone  
26  
27

28 **Public Hearing Opened** – No comments received  
29

30  
31 **Public Hearing Closed**  
32  
33

34 **Mr. Brocious moved to approve the zone map amendment.**

35 **Mr. Christiansen seconded the motion. Voting was as follows:**  
36

37	<b>Chairman Woffinden</b>	<b>Aye</b>
38	<b>Christine Anderson</b>	<b>Aye</b>
39	<b>Chris Christiansen</b>	<b>Aye</b>
40	<b>Ryan Hunter</b>	<b>Aye</b>
41	<b>Rod Brocious</b>	<b>Aye</b>

42 **The motion passed.**

# UNAPPROVED MINUTES

## 3. Discussion on the area and limits of the CC-1 zone

Mr. Olsen displayed the zone map of the downtown area, he said he has given commissioners the minutes from the council meeting discussion. The council discussion was back and forth whether the limits of the CC-1 zone should be expanded, and if so, should the boundaries be at the front of the properties along the street or at the rear of properties off the street, in particular those properties along 100 South between 100 East and 100 West. There was also council discussion regarding the property on the east and south sides of Main Street and 100 East. They discussed leaving it in the CC-2 zone or including it in the CC-1 zone as well.

Mr. Olsen gave commissioners a couple of options. If they feel that the limits of the CC-1 zone should be expanded or contracted, they can do that. The other option is to leave the current map as an overlay and wait for property owners to initiate the zone change as opposed to city-initiated change. Most zone changes are property-owner initiated. He said that this might be better as the city can negotiate needed right-of-way or easements at that time.

Chairman Woffinden asked for input from the commissioners regarding whether they felt that boundaries should be at the street or at the rear of the property, and if the building heights should be “feathered” at the edges of the zone.

Mr. Brocious said it seems to make sense to have the boundaries be at the front of road rather than back of lots, this seems more uniform and consistent with land use. Moving forward with a city initiative in making the zone change instead of waiting for property owners to make a request makes sense to him.

Mr. Christiansen agreed that Mr. Brocious’s position makes a lot of sense, but he can see the point of having boundaries at back of properties, he could go either way.

Ms. Anderson says that there is a tendency to want to make a tidy map, but when you’re down at street level it may be a different view. What would be most desirable to the people living in the area? We want to preserve their neighborhood without having the CC-1 zone come straight up to their front door.

Mr. Ryan Hunter agreed with Ms. Anderson, he believes that if an individual wants a change they can apply. Keeping the zone as constituted for now and possibly altering it later would allow neighbors to be more involved and voice their opinions. He pointed out some new twinhomes on the map that really wouldn’t make sense to include in the CC-1 zone.

Mr. Olsen stated that that there is nothing wrong with leaving the boundaries as they are and using this map as an overlay, at the wishes and discretion of property owners.

Mr. Brocious wondered if the boundary isn’t changed to the front of road, would that exclude a zoning change for those residential properties that front 100 South? If a zone change is needed, and you use the map as an overlay, wouldn’t the zone have to go to the road?

Mr. Olsen replied that a zone change could go to the road at the property owners’ request.

# UNAPPROVED MINUTES

1 Chairman Woffinden added that he thinks it is better to let property owners decide on their own.  
2 Residential housing is allowed in the CC-1 zone, he also asked about the feathering aspect  
3 (lowering height along the edges of zone).

4 Mr. Olsen said that could be discussed as a future change, there is no current requirement for a  
5 certain height at the edges. He said it sounds like the consensus is to leave boundaries as they are,  
6 using the map an overlay as property owners request changes.

7 Chairman Woffinden asked if they will be discussing the CC-2 zone tonight, or making the entire  
8 downtown area CC-1.

9 Mr. Olsen responded that this is not a discussion for tonight, the purpose of the CC-2 zone is to  
10 keep a historic residential feel in buildings as they switch over to commercial uses.

11 Ms. Anderson asked what zone the tabernacle is in.

12 Mr. Olsen replied that the tabernacle is currently in the CC-2 zone, along with the houses that face  
13 100 East on the east side. He then referenced an email that he had previously sent commissioners  
14 regarding possible future discussion items and said that if they want to discuss anything referenced  
15 in the email it can be put on a future agenda.

16

17 4. Review and action on the election of Planning Commission Officers

18

19 **Ms. Anderson motioned to keep Planning Commission officers as presently constituted.**

20 **Mr. Christiansen seconded the motion. Voting was as follows:**

21	<b>Chairman Woffinden</b>	<b>Aye</b>
22	<b>Christine Anderson</b>	<b>Aye</b>
23	<b>Chris Christiansen</b>	<b>Aye</b>
24	<b>Ryan Hunter</b>	<b>Aye</b>
25	<b>Rod Brocious</b>	<b>Aye</b>

26

**The motion passed.**

27

28

29 5. Other Business

30

31 Mr. Knobloch displayed the meeting schedule for 2021.

32

# UNAPPROVED MINUTES

1       6. Site Plan Committee Report  
2

3 Mr. Knobloch reviewed the items for the upcoming Planning Commission meeting to be held on  
4 Wednesday, February 17, 2021. It will be a short meeting with continuation of the discussion from  
5 a couple weeks ago regarding flexibility in office/retail uses code. There will also a site plan  
6 brought forward.

7

8

9       7. Review and action on the minutes of the January 20, 2021 Planning Commission Regular  
10 Session  
11

12 **Mr. Christiansen moved to recommend approval of the minutes of the January 20, 2021**  
13 **Planning Commission Regular Session.**

14 **Mr. Ryan Hunter seconded the motion. Voting was as follows:**

15	<b>Chairman Woffinden</b>	<b>Aye</b>
16	<b>Christine Anderson</b>	<b>Aye</b>
17	<b>Chris Christiansen</b>	<b>Aye</b>
18	<b>Ryan Hunter</b>	<b>Aye</b>
19	<b>Rod Brocious</b>	<b>Aye</b>

20 **The motion passed.**

21

22

23       8. Adjournment  
24

25 **Mr. Ryan Hunter motioned to adjourn.**  
26

27 **Mr. Christiansen seconded the motion. All voted in favor.**  
28

29 Meeting adjourned at 8 pm.  
30  
31  
32  
33

34 Lisa Halversen,  
35 Administrative Assistant