

**Bountiful City
Administrative Committee Minutes
December 16, 2019**

Present: Chairman – Francisco Astorga; Committee Member – Brad Clawson; Assistant Planner – Curtis Poole; Recording Secretary – Julie Holmgren

Absent: Committee Member – Dave Badham

1. Welcome and Introductions.

Chairman Astorga opened the meeting at 5:00 p.m. and introduced all present.

2. Consider approval of minutes for November 18, 2019.

Mr. Clawson made a motion to approve the minutes for November 18, 2019. Mr. Astorga seconded the motion.

 A Mr. Astorga
 A Mr. Clawson

Motion passed 2-0.

3. Consider approval of the 2020 Administrative Committee meeting schedule.

Julie Holmgren presented the staff report (the full staff report follows).

Under Utah Code Section 52-4-202 of the Utah Code (in the Open & Public Meetings Act), the Administrative Committee “shall give public notice at least once each year of its annual meeting schedule,” and “shall specify the date, time, and place of the scheduled meetings.”

The Administrative Committee is to meet as necessary to consider matters within its jurisdiction. Traditionally the Administrative Committee has met Monday evenings at 5:00 p.m., as needed. Staff recommends maintaining the current schedule.

The Public Notice given here announces that Bountiful City Administrative Committee meetings “shall take place Mondays as needed.” However, it notes that there will be no meetings on holidays designated by Bountiful City for its employees.

This Public Notice has been reviewed by the City Attorney.

It is recommended that the Administrative Committee approve the Public Notice of Bountiful City Administrative Committee Meetings in 2020, and meet on Mondays at 5:00 p.m, except holidays designated by Bountiful City for its employees.

Mr. Clawson made a motion to approve the 2020 Administrative Committee meeting schedule. Mr. Astorga seconded the motion.

A Mr. Astorga
A Mr. Clawson

Motion passed 2-0.

4. **Consider approval of a Lot Line Adjustment at 371 North 800 East and 377 North 800 East, Bountiful City and Elaine Steele, applicants.**

Todd Christensen, Bountiful City Staff Engineer, was present.

Curtis Poole presented the staff report (the full staff report follows).

Consider approval of a Lot Line Adjustment between 371 North 800 East and 377 North 800 East, Bountiful City and Elaine Steele, Applicants.

The Applicants, Bountiful City and Elaine Steele, are requesting a Lot Line Adjustment between their two properties located at 371 North 800 East and 377 North 800 East. Both properties, shown as Parcel 1 (Steele Property) and Parcel 2 (City Property), are located in the R-4 Single-Family Zone. The purpose of the adjustment is to convey a portion of Parcel 2 to Parcel 1. Parcel 2 will convey 551 square feet (0.0127 acres), shown as Parcel A, to Parcel 1. The adjustment will bring Parcel 1 to 11,456 square feet (.283 acres) and Parcel 2 to 12,197 square feet (.280 acres).

The property to be exchanged is a portion of the property formerly occupied by a culinary water reservoir which was operated by Bountiful City. Easements for both properties will remain as currently shown.

1. No new lots were created in this conveyance therefore an amended subdivision plat will not be necessary.
2. No new building permits have been issued or proposed.

Based on the above findings, Staff recommends approval of the Lot Line Adjustment, with the following conditions:

1. Complete any redline corrections required on the plat.
2. The approved Lot Line Adjustment shall be recorded with Davis County.

Note: Approval of the property line adjustment by the City does not act as a conveyance of real property and appropriate conveyance documents must be prepared by the applicant and recorded by the County.

Mr. Christensen noted that the sidewalk view of the property gives the appearance that the lot line has already taken place (i.e. power pole placement, side lot improvements by Ms. Steele, and a city-replaced tree), and the City's Engineering Department determined that the lot line adjustment will more accurately reflect this street view.

Mr. Clawson made a motion to approve a Lot Line Adjustment at 371 North 800 East and 377 North 800 East, Bountiful City and Elaine Steele, applicants. Mr. Astorga seconded the motion.

A Mr. Astorga
A Mr. Clawson

Motion passed 2-0.

5. Consider approval of a Conditional Use Permit, in written form, to allow for an Accessory Dwelling Unit at 66 East 1200 South, Todd Willey, applicant.

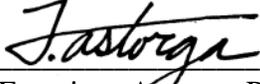
Mr. Clawson made a motion for approval of a Conditional Use Permit, in written form, to allow for an Accessory Dwelling Unit at 66 East 1200 South, Todd Willey, applicant. Mr. Astorga seconded the motion.

A Mr. Astorga
A Mr. Clawson

Motion passed 2-0.

6. Miscellaneous business and scheduling.

Mr. Astorga noted that the next meeting will be held on December 23, 2019 and ascertained there were no further items of business. The meeting was adjourned at 5:08 p.m.



Francisco Astorga, Planning Director