

**Bountiful City
Administrative Committee Minutes
August 26, 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 5:05 p.m. and introduced all present.

2. Consider approval of minutes for August 12, 2019.

Mr. Clawson made a motion for approval of the minutes for August 12, 2019 as written. Mr. Astorga seconded the motion.

 A Mr. Astorga
 A Mr. Clawson

Motion passed 2-0.

3. Consider approval of a Lot Line Adjustment at 3345 Canyon Estates Drive, Lot #3 and Lot #4, Kathy Mask, applicant.

Kathy Mask, applicant, was present.

Mr. Poole presented a summary of the staff report (the full staff report follows).

The applicant, Kathy Mask, is requesting a Lot Line Adjustment between her two properties located at 3345 Canyon Estates Drive and 3373 Canyon Estates Drive. Both properties, shown as Lot 3 and Lot 4, are located in the R-3 Single-Family Zone. The purpose of the adjustment is to convey a portion of Lot 4 to Lot 3. Lot 4 will convey 1,350 square feet (0.031 acres) to Lot 3. The adjustment will bring Lot 3 to 43,344 square feet (1.018 acres) and Lot 4 to 48,395 square feet (1.111 acres).

The original plat map shows a 15 foot public utility easement which runs between the two (2) properties. It also shows 10 foot easements on the front and rear property lines and 7.5 foot easements on the opposite side property lines from those being adjusted. The City Engineer suggested the easement between Lots 3 and 4 could be vacated; however, this would be a City Council action.

1. No new lots were created in this conveyance so 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. Obtain City Council approval for any easement release, or modification of the existing PUE, a recorded copy of which shall be placed in the City's building permit file.
3. 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. Astorga inquired regarding the process for obtaining City Council approval for the easement release, and Mr. Poole briefly explained the process and noted that the City Engineer would provide detailed instructions for Ms. Mask.

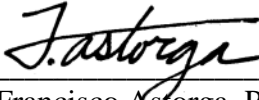
Mr. Clawson made a motion to approve a Lot Line Adjustment at 3345 Canyon Estates Drive, Lot #3 and Lot #4, Kathy Mask, applicant. Mr. Astorga seconded the motion.

A Mr. Astorga
A Mr. Clawson

Motion passed 2-0.

4. Miscellaneous business and scheduling.

Mr. Astorga noted that the next meeting would be held on September 9, 2019, and he ascertained there were no further items of business. The meeting was adjourned at 5:10 p.m.



Francisco Astorga, Planning Director