



**SALT LAKE  
COUNTY**

**COUNTY COUNCIL**

Max Burdick, Chair  
District #6

Randy Horiuchi  
At-Large A

Richard Snelgrove  
At-Large B

Jim Bradley  
At-Large C

Arlyn Bradshaw  
District #1

Michael H. Jensen  
District #2

David A. Wilde  
District #3

Jani Iwamoto  
District #4

Steven L. DeBry  
District #5

May 3, 2011

Ms. Linda Hamilton, Chair  
Steering Committee  
Rm. N2100, Government Center  
Salt Lake City, Utah

Dear Ms. Hamilton:

The Salt Lake County Council, at its meeting held this day, approved the following amended Countywide Policy & Procedure:

**#1016 – Review Committee**

Pursuant to the above action, you are hereby authorized to distribute the same.

Respectfully yours,

SALT LAKE COUNTY COUNCIL

SHERRIE SWENSEN, COUNTY CLERK

By \_\_\_\_\_  
Deputy Clerk

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## COUNCIL ~ VOTE SLIP

Date: <b>MAY 03 2011</b>	Absent	Motion	2 <sup>nd</sup>	Aye	Nay	Abstain
Council Member RANDY HORIUCHI		/		/		
Council Member RICHARD SNELGROVE				/		
Council Member JIM BRADLEY				/		
Council Member ARLYN BRADSHAW				/		
Council Member MICHAEL H. JENSEN			/	/		
Council Member DAVID WILDE				/		
Council Member JANI IWAMOTO				/		
Council Member STEVE DEBRY				/		
<b>Council Chair MAX BURDICK</b>				/		

Other Action:

App.

13.2



13.2

**PETER M. CORROON**  
Salt Lake County Mayor

2001 South State Street  
Suite N-2100  
Salt Lake City, UT 84190-1020

801 / 468-2500  
801 / 468-3535 fax

April 26, 2011

Max Burdick Chair  
Salt Lake County Council  
2001 South State, N2200  
Salt Lake City, Utah 84190-1010

Re: Approval of Countywide Policy & Procedure # 1016, *Review Committee*

Dear Councilman Burdick:

The above-referenced policy has been reviewed by the Council Legislative Subcommittee and I am forwarding it for adoption by the Salt Lake County Council.

This policy has been completely rewritten to make the process for submitting and reviewing requests for feasibility studies, incorporation petitions, annexation petitions, township petitions, withdrawal and dissolution petitions, and other boundary related actions more efficient.

Sincerely,

Linda Hamilton, Chief Administrative Officer  
Salt Lake County Office of the Mayor

Attachment

SALT LAKE COUNTY  
COUNTYWIDE POLICY  
ON  
**REVIEW COMMITTEE**

**Purpose –**

The County has provided for the creation of a review committee to review requests for feasibility studies, incorporation petitions, annexation petitions, township petitions, withdrawal and dissolution petitions, and other boundary related actions. The procedures set forth in this policy are for the purposes of governing the internal operation of the review committee and its review of requests for boundary actions that are received or filed with Salt Lake County. This policy does not modify or alter any of the requirements found in the Utah Code governing boundary actions.

**References**

Utah Code, Title 10, Chapter 2, Parts 1, 4 - 7; Title 17, Chapter 27a, Section 306; Chapter 2.92, Salt Lake County Code of Ordinances, 1986.

**1.0 Policy**

It is the policy of Salt Lake County to provide a standardized procedure to process and review requests for feasibility studies, incorporation petitions, annexation petitions, and other boundary related actions that are received or filed with Salt Lake County pursuant to state statute. A review committee has been created by County ordinance to conduct this review and to provide recommendations to the County Council. It is the intent of the County to establish procedures and guidelines for this committee.

**2.0 Procedures**

2.1 Request for Boundary Action – A request for a boundary action includes a request for a feasibility study, an incorporation petition, an annexation petition, a disconnection petition, a consolidation request or petition, a dissolution petition, a township petition, a township withdrawal petition, a township dissolution petition, a city-sponsored annexation or any other request for a boundary change as permitted by statute. A request for boundary action may be initiated by petition or municipal resolution as set forth by statute.

2.2 Unless otherwise directed by statute, when a request for boundary action is filed with the Salt Lake County Clerk, the following procedures shall guide the processing of the request:

2.2.1 The Clerk's Office shall stamp each page of the request indicating the date of receipt.

- 2.2.2 The Clerk's Office shall require the person or group filing the request to designate in writing when the filing is complete and acknowledge the County's time period to process the request.
- 2.2.3 Upon receipt of a request for boundary action, the Clerk shall notify the Review Committee and coordinate how the request shall be handled by the Committee.
- 2.2.4 The Review Committee shall address all issues associated with the request. The Review Committee shall request that the District Attorney make a legal review of the request to ensure compliance with statute.
- 2.2.5 When the filing of the request for boundary action is complete, the Clerk's office will provide copies of the following as indicated to the member offices of the committee for review (as necessary):
  - 2.2.5.1 County Council – Map, description, and petition pages (as applicable);
  - 2.2.5.2 Mayor – Map, description, and petition pages (as applicable);
  - 2.2.5.3 District Attorney – Map and description and any other data relevant to a legal review of the request.
  - 2.2.5.4 Assessor – Map, description, and petition pages (as applicable);
  - 2.2.5.5 Recorder – Map and description;
  - 2.2.5.5 Surveyor – Map and description.
- 2.2.6 Upon completion of the filing of a request for a boundary action, the Review Committee shall coordinate to establish time frames for completion of each member's review.
- 2.2.7 Once each member of the Review Committee completes its assigned portion of the review, the member shall notify the Committee Chair of its findings. The Committee Chair shall forward the conclusions of the Committee to the County Clerk.
- 2.2.8 The County Clerk shall certify the request, reject the request, or take whatever action is required by statute. The County Clerk may not reject a petition or other request if it complies with all the statutory requirements. If the statute governing a request allows, the Clerk may allow the petitioners of a rejected filing to correct the deficiencies. Upon receipt of a corrected petition or other request, the Review Committee shall coordinate review consistent with the review procedures set forth herein.

The Clerk shall either certify or reject the modified filing within all statutory time periods.

- 2.3 Recommendation to the County Council – When the action of the County Council is required to process a request for boundary action, the Review Committee shall make recommendations regarding the request to the Council. The Council shall take whatever action it deems appropriate consistent with statutory requirements.

APPROVED and PASSED this 3<sup>rd</sup> day of May, 2011.

SALT LAKE COUNTY COUNCIL



Max Burdick, Chair

ATTEST:



Sherrie Swensen, County Clerk  
CHIEF DEPUTY COUNTY CLERK

APPROVED AS TO FORM:



District Attorney's Office      Date