

Draft-Plan for Re-Addressing NSL Properties Using Bountiful Address System

Phase 1: Committee Formation & Charter City Council Review of Proposed Address Committee (Aug)

- **8/4/26 City Council Work Session**
 - Review proposed timeline and plan
 - Direct Staff to prepare resolution for 9/1/26 CC Meeting
 - Request letters of interest to serve on committee-deadline 8/24/26
- **Suggested Committee Members:**
 - City Council Member Liaison (Chair)
 - Staff
 - Community Development Director
 - Police Chief, or designee
 - Fire Chief, or designee
 - Public Works Director, or designee
 - Community:
 - 2 Local Business Owner(s)
 - 2 Neighborhood Representatives
- **9/1/26 City Council Resolution with Committee Charter and Scope of Work**
 - Approval of Resolution forming an advisory committee to City Council with limited timeframe and scope regarding re-addressing properties within North Salt Lake currently using the Bountiful address system
 - Define the scope of review
 - Estimate of probable costs
 - Physical change to building numbers
 - City expenditures-street signs
 - Identification of other expenses by residents and businesses
 - Public Communications Plan
 - Open House
 - Identification of potential impacts
 - Develop property owner transition packets (list of contacts and methods for updating: voter registration, driver's license, DMV, bank accounts, deeds, etc.)
 - Recommendations to City Council
 - Street Names
 - Reimbursement of associated expenses for residents and businesses
 - Timeline for implementation
- **Mayor Recommendation-** community appointments for City Council Advise and Consent

Phase 2: Committee Meetings-Technical Assessment, Evaluation, & Implementation (Sept-Nov)

- **Meeting Schedule:**
 - Wednesdays-9/9, 9/23, 10/7, 10/21, (6-8 p.m.)?
- **Review Address Changes:** All impacted parcels, duplicates, non-standard numbering, and grid irregularities.
- **Review Proposed Street Names/Coordinates**
- **Meet with representatives**
 - County Clerk (voter registration changes)
 - County Recorder (official records changes)
 - USPS: Bountiful Postmaster (address change process for mail delivery)
 - City Communications Director
 - Others as identified
- **Assess implementation expenses**
- **Timeline**
- **Plan for Management of Public Feedback**
 - Determine date/location for open house(s)
 - Define process for property owners to submit specific concerns
- **11/4/26-City Council Work Session with Committee**
 - Review Recommendations
 - Direct Committee regarding public comment/schedule open house(s)
- **Public Comment-**Advertise public open house(s) & public comment period

Phase 3: Stakeholder Engagement & City Council Approval (January-February)

- **Committee Review of Specific Concerns Received**
- **Open House(s):** workshops for affected residents and business owners
 - *Why*, the change is happening
 - *When*, timeline for change
 - *How*, review processes and helpful tips
 - *Respond*, address public comments received
- **Recommendation to City Council:** Draft and present a formal resolution to the City Council to legally authorize the address changes.
- **2/2/27-City Council Adopt Resolution & Establish Budget for Property Owner Reimbursement**

Phase 4: Data Integration & Database Synchronization (February-March)

- **Update Municipal Databases:** Map the old addresses to the new addresses in the city's internal systems (GIS, Permitting, Utilities,).
- **Notify External Agencies:** Send the validated data conversion tables to external partners:
 - **Property Owner/Tenant Notification** (Formal notification of effective dates to both owners and tenants, date effective, timelines for compliance, remedies for failure to comply, etc.)
 - **USPS**
 - **Emergency Infrastructure** (911 database).
 - **County/State** (Voter Registration)
 - **Utility Providers** (Power, water, gas, telecom).
 - **Private Logistics** (Google Maps, Apple Maps, FedEx, UPS).

Phase 5: Implementation, Signage, & Support (April-May)

Execute the physical changes and support the community through the transition.

- **Issue Official Notices:** Mail certified "Notice of Address Change" letters to property owners containing their official transition date and legal documentation.
- **Prepare and Record Address Affidavits**
- **Install Physical Signage:** Replace street signs and intersection markers overnight or across a coordinated weekend.
- **Provide Resident Transition Kits:** Distribute packets detailing how to update driver's licenses, deeds, bank accounts, and commercial registries.
- **Run a Dual-Addressing Window:** Maintain a 3-month grace period where both old and new addresses are recognized by emergency services and mail carriers.

