

**WORK SESSION – DECEMBER 5, 2019**  
**BUILDING PERMIT PROCESS**

**Minutes of the Huntsville Town Council Work Session, held at the Huntsville Town Hall, 7309 East 200 South at 6:00 PM regarding the building permit process for 2020.**

**Attending:** Mayor Truett, Bill Morris, Rex Harris, Beckki Endicott/Recorder, Doug Allen, Liz Poulter, Kay Larrison

Mayor Truett started the meeting by explaining that Weber County is not renewing their contract with Huntsville Town for building inspection services. When the Mayor received a letter with this information, he called Weber County. Weber County told him that Huntsville is the only municipality that Weber County has a contract with. It is up to Huntsville to contract with someone to do the building permitting and inspections.

Mayor Truett received several recommendations from other cities for Sunrise Engineering. He stated they had received a bid from Sunrise for \$79 a day. Mayor Truett asked Bill Morris and the Town Council to look at the bid.

Mayor Truett also had Beckki put together a spreadsheet of fees that compare Land Use Fees for other cities. He explained that Rex had been hired to conduct a lot of service that is done prior to the land owners going to the Planning Commission. This has made the process at the Planning Commission very smooth. However, the process of review that Rex goes through costs the Town money because Huntsville charges minimal fees. He asked those in attendance to review the spreadsheet and comment on what they thought of the fees. He feels that the Town should be reimbursed for the services it provides.

Blake Bingham was not in attendance but contacted Sunrise Engineering and talked to James about a plan review service. Bill Morris explained a little more about the plan review, building permit and inspection process. Bill Morris stated that Pleasant View uses Sunrise entirely.

Beckki wanted to know if our Ordinances needed to be adjusted. Rex stated that our Ordinances stated our Ordinances specify the most updated code would be the standard.

Bill Morris explained there is a table of fees for plan checks and permitting according to the International Building Code. Bill explained the plan check fee is charged in addition to the building permit fees.

Bill Morris explained that the resolution that was presented with the Land Use fees references zoning and other fees associated with Land Use. It is separate from the building permit fees. Bill stated there wasn't a need to put the building permit fees and the land use fees together in the same resolution. Bill Morris recommended they present the resolution and adopt land use fees.

Attorney Morris recommended adopting a worksheet to work the building permit fees. Bill Morris advised Huntsville Town to remember to collect the receipt for Weber Fire District. The building permit will also have to be filed at the County Assessor's Office. Bill will send

Beckki some samples for the worksheets. He recommended that the Mayor and Beckki meet with Sunrise Engineering some time next week. Bill would like to be in on that meeting to hear how their process work.

Doug wanted to ask questions about the Fire District and permits. Doug cited some examples of some of the communications break downs that he perceived with Weber County. Doug stated that any time there was a commercial building with a change of use, there should be a new business license. Bill Morris asked Beckki if notifying the Fire District is part of the Business Licensing Process. Beckki responded that she hasn't done that in the past. Doug expressed concern over the final occupancy permitting. He doesn't believe the process has been consistent in the past.

Doug wanted everyone to have a flow chart that was produced by Ron Gault that shows the permitting process with Huntsville Town and Weber Fire.

Bill Morris explained that business licensing is part of the building permitting process on a commercial property. Huntsville Town needs to include that in the future. Beckki and Bill discussed the current code regarding the business licensing. They will start working on updating this together.

Kay commented that she wanted a consolidated fee schedule for the Town.

Mayor Truett reviewed the Land Use Fees and asked the group if they had questions or comments regarding the fees. Rex asked the Mayor about the Engineering Research Fee. Mayor Truett asked how this fee would be used. Beckki responded that this would be a fee that wasn't associated with an application or approval process. Beckki cited the example of Land Use Research for an appeal or a final occupancy permit that wasn't ever issued this last year.

Rex doesn't want to charge for a Land Use Permit. He believes we need to make it easy to come before the Planning Commission. Rex would consider a nominal fee. Bill Morris recommended changing the site plan review fee on our sheet to a Land Use Permit and making that a nominal fee. The other cities site review plan at \$250 usually refers to a commercial property. The suggestion was made to charge \$50 for any Land Use Permits.

Rex wanted to ask a question regarding the home-based businesses. He wanted to know about how the Allowable Use Table applies to home-based businesses. Bill Morris responded that the residents must still abide by the code.

Bill Morris will look at the building code to see if there needs to be some updates. In the mean time he advised the Town Council to look at the Land Use Fee Resolution. Bill will send some forms to Beckki. Beckki will produce the forms and set up a meeting with Sunrise Engineering.

**Meeting was adjourned at 6:49 p.m.**

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Beckki Endicott, Recorder