



## EAGLE MOUNTAIN PLANNING COMMISSION SPECIAL SESSION MEETING MINUTES

April 23, 2024, 12:00 p.m.  
Eagle Mountain City, Community  
Development Conference Room  
3726 E Campus Dr, Ste D Eagle Mountain, UT 84005

COMMISSION MEMBERS PRESENT ELECTRONICALLY: Commissioners Jason Allen, Rod Hess, Robert Fox, Brent Strong, and Craig Whiting; and Alternate Commissioner Bryan Free.

ELECTED OFFICIALS PRESENT ELECTRONICALLY: Councilmember Brett Wright, Liaison to the Planning Commission.

CITY STAFF PRESENT ELECTRONICALLY: Brandon Larsen; Planning Director; Marcus Draper, City Attorney; and Elizabeth Fewkes, Recording Secretary.

### **12:00 P.M. – Eagle Mountain City Planning Commission Policy Session (Electronic)**

Commissioner Allen called the meeting to order at 12:00 p.m.

1. Declaration of Conflicts of Interest

None.

2. Action and Advisory Items

2.A. ACTION ITEM / PUBLIC HEARING – International Codes and Building Permits  
Amendment of Chapters 15.95 and 16.60.

*Items 2.A. and 2.B. were presented and discussed concurrently.*

Planning Director Brandon Larsen presented a proposal to update Eagle Mountain Municipal Code 15.95 and 16.60, related to International Fire Code, International Building Code, and building permits. Although the City has enforced the International Building Codes adopted by the State of Utah, it should be clarified in Municipal Code which codes are being enforced. This gives the City extra points towards better fire insurance rates for our residents and businesses. The codes also need to be updated to align with State Code related to construction timing and building permits. This proposal also deals with information related to building permit fee calculations.

Staff proposes simplifying Municipal Code standards through:

- Reference to the adoption of the State Construction and Fire Code, rather than listing out every international code
- Reference to the adoption of current codes
- Reference to current building permit fees in the Consolidated Fee Schedule
- Reference to the current Building Valuation Data (BVD) table for building permit fee calculation
- Reference to current International Fire Code Appendices

Staff proposes improving clarity on the following standards:

- Building permit site plan requirements
- Owner/builder or sole owner of property situations
- The signing and stamping of plans by engineers
- When a certificate of occupancy can be issued

*Commissioner Allen opened the public hearing at 12:38 p.m. As there were no comments, he closed the hearing.*

**MOTION:** *Commissioner Hess moved to recommend approval to the City Council of an amendment to Eagle Mountain Municipal Code Chapters 15.95 International Code and 16.60 Building Permits. Commissioner Allen seconded the motion.*

|               |                        |
|---------------|------------------------|
| Jason Allen   | Yes                    |
| Robert Fox    | Yes                    |
| Rod Hess      | Yes                    |
| Brent Strong  | Yes                    |
| Craig Whiting | Yes                    |
| Bryan Free    | Not Voting - Alternate |

*The motion passed with a unanimous vote.*

2.B. ACTION ITEM / PUBLIC HEARING - Amending the Consolidated Fee Schedule for Building Permit Fees

Mr. Larsen presented a proposal to update the Building Permit Fee table. He suggested updates to the Total Valuation and Fee columns and recommended adding a new note stating that the current International Building Code's Building Valuation Data (BVD) table will be used to generate building permit fees. This change aims to simplify the calculation of building permit fees as the City transitions to the OpenGov electronic permitting system.

Commissioner Whiting raised a concern about the potential financial impact of the updated consolidated fee schedule on City revenues, questioning whether the changes would increase or decrease the City's income.

Mr. Larsen clarified that the updates aim for accuracy with current costs rather than altering revenue streams and the Finance Director had been instrumental in determining the changes. The removal of the section referencing the expiration of building permits from the code is for conciseness, building permits will still expire after 180 days.

City Attorney Marcus Draper explained that as the expiration of building permits is addressed in the international codes, inclusion in Municipal Code is unnecessary.

Discussion touched on accessing and viewing the consolidated fee schedule and international code and the role of impact fees as the primary revenue source rather than building permit fees resulting in negligible financial impact of the adjustments.

*Commissioner Allen opened the public hearing at 12:39 p.m. As there were no comments, he closed the hearing.*

**MOTION:** *Commissioner Fox moved to recommend approval to the City Council of an amendment to the Consolidated Fee Schedule for building permit fees. Commissioner Allen seconded the motion.*

|               |                        |
|---------------|------------------------|
| Jason Allen   | Yes                    |
| Robert Fox    | Yes                    |
| Rod Hess      | Yes                    |
| Brent Strong  | Yes                    |
| Craig Whiting | Yes                    |
| Bryan Free    | Not Voting - Alternate |

*The motion passed with a unanimous vote.*

3. Adjournment

**MOTION:** *Commissioner Fox moved to adjourn at 12:42 p.m. Commissioner Strong seconded the motion.*

|             |     |
|-------------|-----|
| Jason Allen | Yes |
| Robert Fox  | Yes |
| Rod Hess    | Yes |

|                      |                               |
|----------------------|-------------------------------|
| <b>Brent Strong</b>  | <b>Yes</b>                    |
| <b>Craig Whiting</b> | <b>Yes</b>                    |
| <b>Bryan Free</b>    | <b>Not Voting - Alternate</b> |

*The motion passed with a unanimous vote.*

The meeting was adjourned at 12:42 p.m.

Approved by the Planning Commission on May 14, 2024.



Brandon Larsen  
Planning Director