



Exhibit F

Hillside Safety Measures and Reviews. Section 5-10-9

The Safety Section of the code is intended to reduce the negative impacts of hillside construction on neighboring properties and to promote public safety. Hillside properties are prone to natural hazards and the safety section of code is designed to protect lives and property from disasters resulting from hillside development and to mitigate the potential issues such as increased erosion, boulders rolling, rockfalls, landslides, construction traffic, and construction parking.

During the March 22nd Council work session, staff was directed to identify how the hillside safety checklist and safety process will work on a sample property. The scenario or example is the development of a new single-family residence on a one-acre previously undeveloped property. Since the application is for a new home, it requires a Concept Hillside Committee review and Formal Hillside Committee review.

Current Hillside Code Process

The applicant typically has a preliminary meeting with staff prior to hillside application submittal to discuss hillside code requirements and the hillside process. Once the application is submitted, reviewed, and deemed complete, it is forwarded to the Hillside Building Committee (HBC) for review. An application for a new hillside home has two Hillside Committee reviews: Concept review (similar to a work study session where direction is given but no action is taken) and a Formal review (where the Hillside Committee either denies, approves, or approves the application with stipulations). Neighbors located within a 1,500-foot radius are notified of the upcoming Committee review. Notices are mailed out three weeks before each HBC meeting. Staff reviews the plans for code compliance and completeness (including safety items such as a geotechnical report/seismic refraction survey and a drainage report). Once the application receives HBC approval at the Formal review, the applicant may apply for building permits. The current hillside process for a new home is approximately 6 months.

Draft Hillside Code Process

The applicant will submit a pre-application for preliminary review. Staff will advise the applicant of the hillside review process and the Safety Improvement Plan (SIP) requirements, Construction Staging Plan (CSP) requirements, and the insurance requirements. After pre-application, the applicant will submit for Concept review. The applicant may submit the SIP with the concept or formal hillside review; but must submit the SIP prior to the formal hillside meeting with the HBC. Staff will review the application for completeness and will forward the request to the HBC for the concept hillside review. After concept hillside review, the applicant will submit plans for formal hillside review (and will submit the SIP at this time if it was not submitted with concept hillside review).

Once the SIP is submitted, the applicant must notify all neighbors located within a 1,500-foot radius that:

- The safety plans were submitted to the Town.
- The plans are available for review at the Town.
- The neighbors have 45 calendar days to provide the Town with their review comments.
- Any comments regarding the safety plan must be sealed by a technical registrant.

Staff and the Town's Technical Advisory Board (TAB) will review the plans in accordance with the Hillside Safety Manual. After the first review is finished, staff will provide the applicant with the Town's review comments and the neighbor's review comments. The applicant will resubmit updated plans and documents in response to the review comments. Once the updated plans are reviewed and deemed complete, the application will be forwarded to the HBC for Formal review. During the Formal review, the HBC will approve, approve with stipulations, deny, or continue the application. Once approved, the applicant must submit building permit application within twelve months of the HBC approval. During the building permit process, the applicant will be required to submit a construction staging plan for Town Building Official and Town Engineer review. An approved construction staging plan will be issued as part of the building permit.

The new safety requirement may add 3 to 6 months to the hillside review process, depending upon the completeness of the application, the scope of work, and when the SIP is submitted. The estimated review time for a new home will take approximately 9 to 12 months.

Staff contact several contractors and a Geotech Engineer regarding the costs associate with a construction staging plan and Geotech Report & Seismic Refraction Survey. The cost for a construction staging plan varied from \$2,500 to \$5,000 and the estimated cost for Geotech report was approximately \$6,900.00

A copy of the Hillside Construction Staging & Safety Improvement Checklist and a Timeline Chart are also enclosed for reference.

Estimated Time Line Chart – Exhibit F

Estimated Review Times	2 Months	1 Day	7 Months	1 Day	6 Months	
Application Submittal & Concept Reviews	4 to 8-week review depending upon completeness and compliance					
HBC Concept Review	Once deemed complete, submittal goes to HBC for Concept Review	HBC reviews plans & receive neighborhood input. No action taken – input & direction given.				
Formal & SIP Plan Submittal & Reviews			2 to 7-month review depending upon: 1) when submitted and 2) completeness and compliance of plan.			
HBC Formal Review				HBC reviews and takes action – approve, approve with stipulations, deny, or continue.		
Building Permit Submittal with Construction Staging Plan					Applicant submits building permit and Construction Staging Plan after HBC approval. Town Bldg. Dept & Eng. Dept review for compliance and completeness.	15 business days per review. Depending upon completeness, new homes average 3 reviews. Average of 4 to 6 months to get Building Permit