

Minutes of the Interlaken Planning Commission
Tuesday, 27 June 2017, 6:00 PM
236 Luzern Rd., Midway, UT

1. Call To Order.

Commission Chair Bill Goodall called the meeting to order at 6:03 PM.

2. Roll Call:

Bill Goodall, Commission Chair
Greg Cropper, Commission Vice-Chair
Bob Marshall, Commission
Bart Smith, Secretary

Joe Santos, Epic Engr.

3. Presentations: None.

4. Consent Agenda: None.

5. Approval of Agenda or Changes.

Motion: Commission Member Cropper moved to approve proposed the agenda.

Second: Commission Member Marshall seconded the motion.

Discussion: No Discussion.

Vote: The motion was approved with the Commission Members unanimously voting Aye.

6. Approval of 4/25/17 Planning Commission Meeting Minutes.

Motion: Commission Member Marshall moved to approve the 4/25/17 minutes as written.

Second: Commission Member Cropper seconded the motion.

Discussion: No Discussion.

Vote: The motion was approved with the Commission Members unanimously voting Aye.

7. Public Comment:

Greg Cloward (Lot 174 owner) and Paul Brown (realtor) commented on a variance previously granted by Wasatch County. They requested that the town consider offering some relief for the front and rear setbacks in order to accommodate a building pad on this lot. They presented maps and documentation related to the Wasatch County variance. The council recommended they research the county documents related to the original variance and apply for a variance, through Rich Miller (Interlaken Town Appeal Authority). It was noted that it is not necessary to apply for a building permit prior to requesting a variance. It was also recommended that Mr. Cloward request to be on a future planning commission meeting agenda if he desires further discussion with the commission.

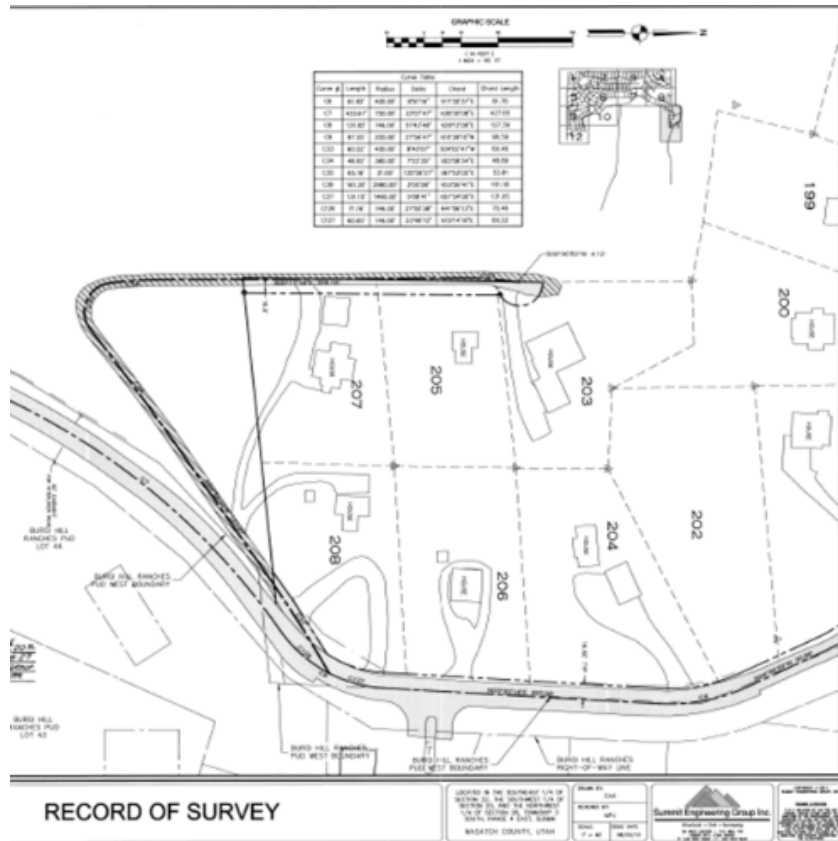
8. Review of pending permit requests with recommendations for the TC

- Sheldon garage (272 Jungfrau) – there is currently one dwelling and one outbuilding on this lot. According to Interlaken code, a lot may have only one dwelling unit and one accessory building unit. Because of the existing accessory building (a shed), the planning commission cannot recommend approval of this application. It was

recommended that the existing outbuilding be removed or attached to the main dwelling with an enclosed breezeway in order to satisfy the one dwelling, one accessory building restriction.

- Simpkins landscaping (234 Edelweiss) – three issues concerned the planning commission regarding this project:
 1. The existing landscaping encroaches in the road right of way.
 2. The previous work was done without a permit.
 3. Governance issues related to consistency of applying municipal codes.

The Summit Engineering record of survey for the road in front of Simpkin’s house does not show Edelweiss extending beyond the house:



The planning commission is still reviewing options and recommendations to the town council for this project.

- Connor new construction (322 Jungfrau) – changes in the design prompted new structural calculations, which were approved by Epic Engineering. The role of the planning commission, confirmed through discussion, is to review the site plan and the “look” of proposed structures. Since structural calculations and other more technical aspects of design were reviewed and approved by Epic, it was deemed unnecessary for the planning commission to re-review and offer a recommendation to the council for this project. The previous commission recommendation to approve the permit stands intact. Further discussion regarding what prompts a second plan review by the commission will be discussed in the future.

- Hawkins new construction, under Wasatch County permit (255 St. Moritz) – the retaining wall encroaches on the road right of way. This was overlooked during inspection by Wasatch County, most likely because the inspector was not familiar with the Interlaken 33 foot road corridor in Interlaken. The commission agreed not to force deconstruction of the wall, but rather, to request Hawkins install a guardrail to mitigate the problem. The guardrail should meet the design and functional criteria of the town, and to allow for snow removal.
- Duer new construction, under Wasatch County permit (263 Interlaken) – he requested help from the town to pressure the builder (Branca) to complete construction. The Town Council’s recommendation was to not get involved, and let the owner work it out with Branca directly.

Another issue with the Duer house is the presence of living quarters above the garage. Since the garage is not connected to the main dwelling through an enclosed breezeway, the garage is considered an accessory building. Interlaken code does not allow accessory buildings to be used as living spaces. The code, as written, is somewhat vague – what constitutes a living space? Is it the presence of a bedroom, plumbing, a kitchen, 220 volt power? The commission agreed this issue should be revisited and clarified when revising the town’s municipal code.

9. Epic update on status of current building projects

Joe Santos, Epic Engr., present a spreadsheet showing updates for all permitted projects in Interlaken. Bob Marshall suggested that dates be provided along with the existing data. See the attachment to the minutes with this report.

10. List of open action items from previous meeting (4/25/17). Not discussed – for information only.

Bill Goodall

- Verify that Epic Engr is looking into the water rights issue with Lisa. In progress.
- Set up a meeting with Epic to discuss documents that pass back & forth between the town and Epic. In progress.
- Contact the DNR to find out what is a suitable corridor size for wildlife movement. In progress.
- Branca – get a completion date.
- Discuss geotech study requirement with Epic GeoTech Engineer.
- Meet with Epic to clarify billing and project tracking.
- Speak with Park City to see how they implemented UMUIC & MOC.
- Contact town attorney to see if we are required to collect the DOPL 1% tax.
- Research language to use for a boarding house prohibition.
- Add a fee for variance requests and appeals to our fee schedule.

Greg Cropper

- Draft a document that states we use the IRC for adoption with exceptions for minor work. In progress.
- Get feedback on Titles 2 & 9 revisions and Land Use Checklist to Goodall.
- Research how other towns are implementing the Wildland Interface Code.

Bob Marshall

- Get feedback on Titles 2 & 9 revisions and Land Use Checklist to Goodall.

Epic Engineering

- Produce a letter saying there's no reason to have a different max height requirement for slopes greater than 25%. In progress.
- Verify that Connor project is on hold until review is completed.
- Track down current status of Howard project.
- Check to see if CenturyLink/Sprague inspection is complete.
- Check status of Pablo Tokarz right of way repair.

Bart Smith

- Find Hawkins plans and give them to Goodall.
- Write the TC a letter containing the motion to request funding for the Summit file transfers to Epic.
- Add maximum building height discussion to next meeting agenda.
- Check to see if the PC permit requirements were discussed at the previous TC meeting

11. Path forward for the planning commission

The commission discussed issues around the relationship between the planning commission and the town council. All agreed that better communication and transparency would help the two bodies work together. It was suggested that one council member attend the planning commission meetings, and also to include a planning commission item on the town council meeting agendas, unless deemed unnecessary. It was noted that the planning commission's only legal required activity is to create a general plan. It was reaffirmed that this should be a top priority of the commission, and that the council should provide full support for this endeavor.

12. Other Business. None.

13. Summary of Action Items from this meeting

Bill Goodall

- Contact Sheldons regarding garage permit application.

Planning Commission (as a whole)

- Continue review of Simpkins landscaping project.
- Offer recommendation to Town Council regarding Hawkins encroachment, request for guardrail.
- Discuss what conditions prompt a second planning commission review of a permit application.
- Discuss changes to code to clarify what constitutes "living quarters," e.g. what living amenities are allowed in an accessory dwelling?
- Make completion of a General Plan a top priority.

Epic Engineering

- Include dates in the monthly status report.

14. Adjournment

Commission Member Marshall moved to adjourn the meeting. Commission Member Cropper seconded the motion. The motion passed unanimously.

The meeting was adjourned at 7:07 PM.

The next PC meeting will be held on July 25, 2017 at 5:00pm at the pump house.

Interlaken Planning Commission Report Thru 2017-06-27

To: Interlaken Planning Commission

From: Epic Engineering (Joe Santos)

General Comments:

1. Meeting(s)

1.1. Planning Commission Meeting June 27, 2017

2. Key Task(s)

2.1. Approval of Permit Requests

2.2. Update members of outstanding permits

3. Key Schedule(s)

3.1. N/A

4. Item(s)

4.1. N/A

Project / Task(s)	Description	Initiation Date	Status	Responsible Party	Projected Completion Date	Completion Date
Modified/Changed Dates in Red		Required/Requested Information in Orange		Completed/Old Tasks in Grey		
General	Water Rights					
		2016/2017	Preparing update on transfer recommendation.	Epic		
General	Code Update					
	Mapping	5/4/2017	Basemaps built and sent to PC/TC	Epic		6/7/2017
		6/7/2017	Review and awaiting comments	PC/TC		
General	CenturyLink Electrical Box					
	Inspection		Century Link Box inspected and approved	Epic		6/1/2017
General	Pablo Road Excavation					
	Notification		Epic Geotech Josh White inspected the site and wrote a memo for how to fix the site. Memo was sent to Pablo and PC, Pablo's response to PC did not address the violation of the ROW. Table this until attorney looks at ROW issue or what is PC next step.	PC/TC		
16IKB001	Lot 202- Wilson Residence					
	Building Permit		Approved and issued 6/8/2016	Epic		6/8/2016
	Inspections	6/8/2016 6/21/2017	Initial Inspections Pre-final	Epic		6/8/2016 6/21/2017
			Construction nearing completion		8/1/2017	



Project / Task(s)	Description	Initiation Date	Status	Responsible Party	Projected Completion Date	Completion Date
16IKB002	Howard Residence					
	Building Permit		Approved and issued 6/29/2016	Epic		6/29/2016
	Stop Order		Issued stop order due to missing dumpster and porta-potty.	Epic		
	Stop Order Lifted		Issues resolved and work to resume.	Epic		
	Inspections	8/8/2016 10/11/2016	Initial Inseptions Underslab Plumbing			8/8/2016 10/11/2016
16IKB003	Lot 102- Connor Residence					
	Building Permit	7/18/2016	Approved and issued	Epic		8/17/2016
	Building Permit Revoked	12/1/2016	Revoked due to structural changes and errors	Epic		
	Inspections	9/1/2016	Initial Inspections			9/1/2016
	Building Permit Reinstated		Lee Ewell, the new contractor from Ewell Enterprises picked up building permit, construction to resume.			6/13/2017
	Inspections	6/23/2017	Temp power			6/23/2017
16IKB004	Lot 202- Frank Residence					
	Building Permit		Approved and issued	Epic		3/23/2016
	Inspections		Footing Underground Temp power			12/6/2016

Project / Task(s)	Description	Initiation Date	Status	Responsible Party	Projected Completion Date	Completion Date
17IKB001	Lot 11- Sheldon Garage					
	Building Permit		Approved and recommended to PC for Approval, with Geotech study.	PC		6/16/2017
17IKB002	Lot 203- Simpkin's Landscaping					
	Landscape Permit		Epic sent memo regarding proposed approval on 6/16/2017 with understanding no work to be performed in ROW. Previous ROW work to be examined after attorneys look at it.	PC		6/16/2017

~End of Report~