

Interlaken Town Planning Commission Meeting Minutes

Entity: Interlaken Town

Body: Interlaken Planning Commission

Subject: Business Meeting

Event Start Date and Time: 6:11 pm November 29, 2017

Event End Date and Time: 7:55 pm November 29, 2017

Location: Interlaken Town Pump House, 236 Luzern Road

1. **Call To Order.** Meeting was called to order at 6:11 pm.
2. **Roll Call**
Elizabeth Hora-Cook ,member
Susanna Littell, member

Beth Overhuls was absent
3. **Presentations:** None.
4. **Consent Agenda:** None.
5. **Approval of Agenda or Changes.** Approval Motion by Susanna, Second by Elizabeth, all voted in favor - approved
6. **Approval of 9/20/17 Planning Commission Meeting Minutes** Approval motion by Susanna, second by Elizabeth, all voted in favor – approved.
7. **Planning Commission Organization Assignments**
 - a. identify who is Chair, Vice chair, and Secretary of the Commission
 - Chair – Susanna Littell
 - Vice Chair – Elizabeth Hora
 - Secretary – Beth Overhulls
 - b. identify planning Commission alternates
 - Bob Marshall
 - Greg Cropper
 - c. Identify current General Plan/ Land Use Task Force Volunteer Members and Organize/Add any new members to this task force, per volunteer interest
 - Bill Goodall
 - Bob Marshall
 - Susanna Littell
 - Elizabeth Hora
 - Michael Soper
 - Marc Hunter
 - John Dunty
 - Greg Cropper

8. Public Comment: No public comment

9. Town Engineer - Epic

- Open/New Building Permit Status
 - Susanna – PC extended the invite to Josh Call from Epic. He is preparing a status report of all on-going projects. Will be completed by the end of the week
 - No new building permits in the month of November
 - 2 Gas line permit associated with current building permits
 - Pavement related concerns – permit not fully approved yet
 - More details forthcoming in the progress report
- Epic Engineering, their role, how they can assist Planning Commission business
 - Bart talked about the value of Epic and the activities possible
 - Discussion of what the PC can do to consult with permittees, and what Epic will handle (which building codes)
 - Briefed on the Moratorium on Planning Commission consultation with Epic and with the Town lawyer
 - Epic may charge...
 - Against somebody's permit – issues arising from the permit. Town gets the bill, passed through to the individual/lot owner

Planning Commission and Epic Engineering - Duties

- Epic usually needs a week's notice to prepare building permit status reports
- If problems with someone's building project
 - Alert the permittee (need a porta potty, dumpster, etc)
 - Perhaps multiple alerts
 - Failure to resolve to result in a stop work order from Epic
 - Permittee would be charged for any fees incurred by the Town from Epic
- Site plan and building process
 - Site plan application and \$ goes to Town Clerk from the permittee
 - Town Clerk gives approval for submission of plans
 - Permittee uploads them to the Epic server (Epic will instruct)
 - Epic *should* pause, Epic and PC have the plans
 - PC should review the site plans and conduct an on-site assessment as needed
 - If issues, PC provides a written response to the permittee, CC Town Clerk and Epic
 - One week turn around time from PC to Epic

10. Other Business.

Communication:

- Open Meetings of the General Plan Committee, other committees, and ad hoc gatherings
 - Any two members of the Planning Commission constitutes a quorum, and is therefore a public meeting. Announce, notice it, take minutes of it.
 - General Plan Task force will make their minutes open to the public, at the very least
 - Elizabeth will consult with Bob Allen at MAG about what rises to the level of “decision making” when discussing the development and edits of a General Plan.
 - Susanna – Clarifying questions about communicating via email, and what is a “decision.”
- Land use hearing – December 11
 - Address Band-aid land use fixes
 - Set back (changing requirement for all buildings to 30 feet from the center of the ROW)
 - Height measurement (changing the height requirements from 35’ above natural/existing grade)
 - “Under no circumstances” language in driveway and landscape matter
- Moderately easy fixes
 - “When do I need a building permit?”
 - IRC suggests you need a building permit for everything, and our code references that
 - Certificate of occupancy delivered to Clerk prior to residency
 - Clear up definition of “accessory building” to address garages and carports attached to the side of extant buildings
- Large fix – hire a codifier, or ask MAG for assistance going through the code with a fine tooth comb
- Dec 1 – should send a notice to the Town announcing the land use hearing and outlining issues that will be addressed (just the 3 “Band-aid” fixes from above)
- Set a new meeting date. Third Monday of every month at 6pm in the Pump House.
 - This will be voted on at the Dec 11th meeting. It will be on the agenda

11. Action Item Update from Previous Meeting (see 9/20/17 minutes).

- a. Need to get Summit Engineering's map to complete General Plan (to supplement the maps we already have from Epic)
 - Follow up with Epic to see if they have received ROW data from Summit
- b. Close out PC open items– Greg Croppers, Bart Smith, Epic Engineering
- c. Will not address action items originated in the Town Council – TC will follow up on their own action items

12. Adjournment.

Commission Member Hora-Cook moved to adjourn the meeting. Commission Member Littell seconded the motion. The motion passed unanimously.

The meeting was adjourned at 7:55pm.