

Minutes of the Interlaken Planning Commission
Tuesday, 25 April 2017, 5:00 PM
236 Luzern Rd., Midway, UT

1. Call To Order.

Commission Chair Bill Goodall called the meeting to order at 5:07 PM.

2. Roll Call:

Bill Goodall, Commission Chair
Greg Cropper, Commission Vice-Chair
Bob Marshall, Commission Member (present by phone)
Bart Smith, Secretary

Josh Call (Client Liaison, 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 3/21/17 Planning Commission Meeting Minutes.

Motion: Commission Member Marshall moved to approve the 3/21/17 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: None.

8. Current Projects

- Open permit status – Epic
 - Connor redesign – the permit will be cancelled and a new permit will be issued due to removal of steel beams from the design. Recalcs were done, but John Riley at Epic is still reviewing the changes. Josh will verify that the project has been halted until review is complete.
 - Howard status – no work at present. Josh will track down current status.
 - Wilson status – 4-way inspection is done, still working.
 - Frank/Big Matterhorn status – The TC approved the PC recommendation to approve plans. They have an interim permit.
 - Interlaken Drive/Sprague Electric status (inspection only). Josh will investigate to find out if Epic has completed the inspection.
 - Pablo Tokarz road cut repair status – Josh will investigate – what is the status of the restoration of the road right of way.

- Duer/Branca – Branca moved in the Duers without a C.O. Joe Santos contacted Quinn Davis from Wasatch Cty and he said it's up to the town if we allow them to move in. Goodall noted that there is no C.O. requirement in our titles, and is pushing Branca for a completion date. The installed water meter will not support the fire suppression system – this will be handled by a future inspection by Wasatch County. Goodall will contact Branca to get a completion date.
- Swapp patio & road shoulder – no permit was issued. Original project was to add a patio under the deck. The improvement to the road right of way was not discussed at that time. A gas line was installed for the patio, 25-50 feet from the house. Goodall verified that a certified installer did the work and that they had proper gas flow. There was a long discussion about whether this project should have been permitted, and in the future, where do we draw the line for what requires a permit. Should we modify the IRC restrictions? For dangerous things, we may want to qualify that a certified installer does the work. There was concern about letting work happen in the road right of way. Topics included – gravel in the right of way, working/controlling traffic while working in the right of way, full dump truck loads – impact on roads, parking equipment in the right of way, skid steer damage to pavement. Should we get deposits for these smaller landscaping/excavation projects? What are the permit exemptions – what does the town want?
- Hawkins/St. Moritz – Goodall was concerned that the Hawkins project may include a large retaining wall or other eyesores, as this is a primary view point as you enter the town. This is a Wasatch County project. Smith will look for the Hawkins plans in his files and give them to Goodall, in particular, a landscaping plan. Recommendation that Hawkins receive a letter stating that if he changes his plans, he needs approval from the PC.

9. Town Engineer Issues - Epic

- Acquisition of Summit Engineering documents – this is necessary in order to develop a zoning map. The estimate for Summit's fees was \$600. Open issue is whether this allows unrestricted use of this data.
 - Motion:** Commission Member Marshall moved to recommend the town council allocate funds to transfer Interlaken data from Summit Engineering to Epic in order to create a zoning map and other documents.
 - Second:** Commission Member Cropper seconded the motion.
 - Discussion:** No Discussion.
 - Vote:** The motion was approved with the Commission Members unanimously voting Aye.

Smith will write a letter to the TC containing this motion.
- Geotech & soils analysis requirement – Epic's recommendation was to require this for all lots, costing about \$5000. Goodall thought this was too restrictive and an undo burden, especially for lots not on steep slopes. A cheaper soils analysis may be sufficient for these lots. Goodall will continue to discuss this with the Epic geotech.
- New Epic fee collection process – Goodall recommended we renegotiate the Epic contract. The Epic Admin fee is \$100 for plan review and \$100 for building inspection – this is in addition to the other fees associated with these tasks. With

the town taking over the receipt of the fees, should these fees be lowered?

Goodall will set up a meeting with Epic to clarify the billing.

- Project Tracking method – needs clarity. Goodall will discuss this with Epic along with the billing.
- Maximum building height definition method – building envelope follows natural grade, 35 feet up. Cropper expressed concern that this could create “mine shaft” type structures. The PC needs to re-open this discussion, to be added to another agenda.
- Land Use Permit document input – Goodall requested feedback from Marshall and Cropper on Title 2 and 9, and Land Use Permit Document checklist and to have a future discussion about Epic’s comments.

10. Meeting with Fire Marshals – Goodall. UWUIC & MOC needs language rev.

Goodall recommended we don’t sign this agreement. Park City didn’t sign it because it is too restrictive. For example, it requires the Town act as initial responders to a wild fire. Park City has another solution, crafting an interlocal agreement that covers the requirements. Goodall will speak with Park City to see how this was implemented.

Goodall also recommended we speak with our local fire marshal and ask how we can implement the Wildland Urban Interface Code in our town, given an abundance of conflicts – existing vegetation and decks. Cropper will research how other towns are implementing this.

11. Town Correspondence Repository

Smith recommended we use Dropbox to store emails and other docs related to permits and policies organized by lot numbers, property owners, lawyers, Epic, etc. Goodall asked that email subject lines include Lot# or Title# or other relevant sortable tags.

12. Permit Requirements – update to Town Council

Question was whether this made it on the previous TC agenda. Smith will investigate and place it on the next agenda if necessary.

13. DOPL 1% Tax – too much hassle?

Since this fee is so small, question was whether we are required to collect it. Goodall will contact our attorney to discuss this issue.

14. Title Revision Issues

- Garden size – 500 ft. was agreed upon by the commission.
- Boarding house prohibition. Goodall is looking at language for this.
- Variance – appeal charge and related code (future action). Rich Miller suggested we charge a fee for each variance request and appeal. Other towns charge \$250. Future revisions – update our fee schedule to include this.
- Title 2 and Title 9 changes – previously discussed.

15. Other Business. None.

16. Action Item Update from Previous Meeting (see 3/21/17 minutes).

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.
- Write the lot owner for the Jungfrau water tank stating the town's position on the disposition of that tank. Done.
- Contact the DNR to find out what is a suitable corridor size for wildlife movement. In progress.

Greg Cropper

- Follow up with Summit Engr/Mike Johnston about acquiring our files. Done.
- Draft a document that states we use the IRC for adoption with exceptions for minor work. In progress.

Epic Engineering

- Produce a letter saying there's no reason to have a different max height requirement for slopes >25%. In progress.

Bart Smith

- Write Chip Higgins a letter stating the town's position on his code revision request. Done.

17. Summary of Action Items from this meeting going forward.

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 >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

18. Adjournment

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

The meeting was adjourned at 7:14 PM.

The next PC meeting will be held on May 30, 2017 at 5:00 at the pump house.

Epic will bill the town for 1.5 hrs. time and .5 hrs. time to permit holders.