

**Minutes of the Interlaken Town Planning Commission Regular Meeting
Tuesday, August 29, 5:00 – 6:32
Town Pump House, 236 Luzern Rd., Midway, UT**

1. Call To Order: Meeting called to order by Greg Cropper at 5:00 PM

2. Roll Call and acknowledgment that Commission members have been seated: Bob Marshall and Greg Cropper present. Bill Goodall on vacation so two yes votes required to pass any resolutions.

Also present: Josh Call from Epic Engineering

3. Presentations: None.

4. Consent Agenda: None.

5. Approval of Agenda or Changes: Approved

6. Approval of 7/25/17 Planning Commission Meeting Minutes: Approved

7. Public Comment: **Sheldon project. The Sheldons and their Architect came to our meeting with plans for a new home, including demolishing old dwelling but keeping present shed. Reference Andrew Foster, Park City Design Build, e-mail dated 8/28/17. They were asked to submit plans to Epic, and they indicated they would in the near future.** Note: shed can be retained only if built-in garage is not considered an accessory building. Requested clarity about total height measurement method.

8. Quorum of two: The Town council was asked to authorize a quorum of two for the PC in the 8/7/17 meeting. There has been no response. Bob contacted the League of Utah Towns and Cities for advice. They stated a quorum of two okay and working meetings (committees?) okay given we have no staff as long as all decisions are made in public meetings.

The town council will be requested to make a motion for a quorum to be a "simple majority" of the PC members. The PC will put this on a list of items to be changed in existing ordinances. The League indicated that the PC can have as many members as the TC chooses.

9. Status of projects with permits and currently under construction: Epic Engineering report link:

<https://mail.google.com/mail/u/0/?ui=2&ik=4d45c75066&view=att&th=15e8604fe7e97da4&attid=0.1&disp=safe&zw>

Pablo Tokarz Roadside Excavation: **Epic indicated nothing has changed from the last meeting. This item will be removed from the PC agenda and referred to the TC for any further action.**

Connor – **Ongoing**

Duer – there has been limited activity but still not complete. PC has been instructed not to get involved.

Frank – **Epic has made several contact attempts with the General contractor and the Franks without any response. PC said work crew present almost every day and Epic agreed to do a site visit to initiate contact with owner and/or contractor.**

Hawkins – 8/7/17 PC recommended to Town Council little action can be taken regarding Hawkins right-of-way encroachment, recommended TC request they pay for guardrail.

Hawkins installed retaining wall below house although not in plans and construction supervisor had said they would not. Continuing to install driveway retaining walls. Appearance of lot totally out of line with rest of neighborhood. Future Discussion: How can we keep others from copying this model?

Hawkins installed lighting totally noncompliant with Interlaken code. Only down-lighting is permitted. Discussion: Epic not involved, Wasatch County inspecting. Recommend TC notify requirement for dark skies and request lighting be corrected.

Howard – **Epic has made several contact attempts with without any response. PC to call Josh Call at Epic when we see anyone working so he can do a site visit.**

Wilson – nearing completion, estimating 10/17 completion date.

10. Status of building permit requests:

Simpkins landscaping – recommendations presented to Town Council 8/7/17. Epic has about \$300 cost into this project. Epic has approved the submitted site plan. Greg Cropper prefers any extraordinary costs for Epic or legal to be paid by property owner.

11. Water Rights: Conference call held with Epic and State Water Rights Engineer. Consensus of call was to move irrigation rights to Interlaken (specifically to the wellhead) and reclassify as municipal at an approximate cost of \$2,000. Leave domestic rights as is since they are already proofed (shown to require approved volume). Having some municipal rights will cover any landscape irrigation. Epic agreed to issue a report. This was reported to Town Council 8/7/17 with a recommendation they send Epic's report to Rick Knuth for verification.

12. What projects should require a building permit? Discussed with Town Council 7/10/17 and 8/7/17.
No feedback to date

13. Encroachment: Encroachment research and example agreement presented to Town Council 8/7/17.
No feedback to date

14. Current Code limit of one accessory building: PC suggested to Town Council 8/7 amending the definition of the main dwelling to include a built-in garage or a carport connected to the house. Marshall would prefer the town allow 2 accessory buildings, for example, a shed plus a freestanding garage. **No feedback to date**

15. FFSL and Wasatch MOU and Cooperation Agreement: Lisa Simpkins has assumed responsibility for this item as of 8/7 Town Council meeting. **Will no longer be a PC action item.**

16. General Plan Status: Initial task force meeting held 7/17. Work started on survey questionnaire for all town members. Good community representation. Next meeting 9/9.

17. Bart Smith 8/8 e-mail: I've decided to resign my post as Planning Commission Secretary effective today. I will continue to act as a liaison between the planning commission and the town in my role as town clerk, but I will no longer serve on the commission or attend meetings. I feel as though there are other areas I can better serve the town.

Discussion: What should we do? **The PC was concerned about immediate resignation with no notice or offer to assist with a transition. The PC suggests two alternatives for the TC to consider. 1. Purchase a projector to be used at the meeting which will be used to create minutes during the meetings or 2. Hire a secretary, with the saved money from Town Clerk reduction, to take notes and forward the results to the PC, similar to what Bart has done in the past. Also we feel it wouldn't be effective for him to be the liaison if he doesn't attend the meetings.**

18. Request for feedback from Town Council: during 8/7 TC meeting, the PC once again reiterated need for and formally requested feedback for the numerous recommendations that have been made to the Town Council. To date there have been none and the PC has become gridlocked as a result. Most Council members expressed better understanding of need and willingness to provide feedback. No council member has ever attended a PC meeting nor filled in as an alternate when requested..

19. List of action items from previous two meetings:

Bill Goodall:

- Contact Sheldons regarding garage permit application. – **Complete**, redesigning house & garage as presented in this meeting.
- Make recommendation to town council not to discuss permit requirements with prospective applicants. – **Complete** at 8/7 TC meeting
- Make recommendation to town council to allow the PC to engage Rick Knuth to meet with the PC and TC members to evaluate and make recommendations regarding conversion to municipal water rights and moving irrigation rights to the town. – **Complete**, the TC indicated it would be okay for Greg to contact Rick Knuth if necessary.
- Make recommendation to town council to bill \$500 to the Schneiders for Epic inspections, costing \$400, and a town admin fee of \$100. – **Complete** at 8/7 TC meeting
- Contact Summit Engineering to transfer electronic records to Epic – **Open** M. Johnston now back from Boy Scout Jamboree so expected completion is by the end of September. Note: this is not holding up the General Plan task force.

Greg Cropper:

- Contact Tim Bywater to research the town's oversight obligation – how much can we abdicate and remain in good legal standing? **No progress**

Bart Smith:

- Find out Bywater's charges for review of the Simpkins ROW issue. **Still looking into it.**
- Review Epic's bills for charges against Simpkins projects and other projects. **Still looking into it.**

- Post a full-sized survey map of the town in the pump house. **Still looking into it.**

Planning Commission (as a whole)

- Continue review of Simpkins landscaping project. – **Complete, recommendation submitted to TC 8/7**
- Offer recommendation to Town Council regarding Hawkins encroachment, request for guardrail. - **Complete, recommendation submitted to TC 8/7**
- Discuss what conditions prompt a second planning commission review of a permit application. **Low priority future agenda item**
- Discuss changes to code to clarify what constitutes “living quarters,” e.g. what living amenities are allowed in an accessory dwelling? **On going**
- Make completion of a General Plan a top priority. – **first meeting held, second meeting scheduled**
- Measure ROW for Simpkins landscaping project. - **Complete**

Epic Engineering:

- Include dates in the monthly status report. **Complete**
- Provide update on Frank project. **Attempting to contact.**

20. Other Business: None

21. Adjournment: Meeting adjourned at 6:32

<https://mail.google.com/mail/u/0/?ui=2&ik=4d45c75066&view=att&th=15e8604fe7e97da4&attid=0.1&disp=safe&zw>