

Interlaken Town Planning Commission Meeting Minutes

Entity: Interlaken Town

Body: Interlaken Planning Commission

Subject: Business

Notice Title: Interlaken Town Planning Commission Meeting

Notice Type: Meeting

Event Start Date & Time: March 16, 2020 at *6:27 PM*

Event End Date & Time: March 16, 2020 at *6:50 PM*

Location: Town Pump House, 236 Luzern Rd.

Description/Agenda:

1. **Call To Order.** *Meeting was Called to Order by Susanna Littell (S. Littell) at 6:27PM*
2. **Roll Call:** *S. Littell, Member present, Steve Wilson (S. Wilson), Member present, Diana Duer (D. Duer), Member, Present*
3. **Presentations:** *None*
4. **Consent Agenda:** *None*
5. **Approval of 3/16/20 Agenda or Changes.** **S. Littell proposed a change to the Agenda date to the correct date.** *S. Littell motioned to approve Agenda with no changes, and D. Duer Second. Motioned Approved.*
6. **Approval of 1/6/20 & 2/18/20 Planning Commission Meeting Minutes.** *S. Littell motioned to approve the 1/6/20 Meeting Minutes. D. Duer Second. Motioned Approved. S. Littell motioned to approve the 2/18/20 Meeting Minutes. S. Wilson Second. Motioned Approved.*
7. **Public Comment:** Comments taken on land use topics not scheduled for a Public Hearing. Speakers please limit your comments to a few minutes. The Commission cannot act on items not listed on the agenda, so it may not be able to respond. Total time for public comments will be 10 minutes unless Commission agrees to extend. *None*
8. **Town Engineer Matters & Building Permit Project Status Update.** *Refer to the attached 2-page Engineering Report for status update.*
New Town Engineer on Contract is TO Engineers (Cameron Brown, P.E., Project Mgr.), 2211 W 3000 S Suite B, Heber, UT 84032, Office 435-315-3168, Cell 385-225-1722 (See attached Report)

Lot 112, 324 W. Burn Way - Daines Property Project Status. *Final CO Inspection is today. Town Council noted in their last meeting that the patio deck lighting did not meet Town Code requirements. S. Littell contacted the property owner who stated that they will address this matter. Trash and debris also require to be managed daily. Landscaping/reseeding of exposed areas is also required. A deposit may be required to be retained if the CO is to be issued prior to addressing this matter.*

Lot 115, 330 W. Burn Way - Howard Property Project Status. *Work is progressing intermittently.*

Lot 198, 253 Interlaken Dr - Ball Project Status. *Work is progressing. TO has taken over the inspections.*

Lot 129, 333 Interlaken Dr. - Wilcox Project Status. *Work is progressing. Review Concrete washout and road damage in front of the home. The road repair made across the street was actually performed by the Contractor – so the PC needs to keep an eye on how this is holding up.*

Lot 29, 308 Interlaken Dr. - McNaughton/Beebe Garage Project Status. *CO has been issued. Project Closed Out for PC.*

Lot 161, 252 Interlaken Dr. - Penman Remodel Project Status. *Final Inspection scheduled with Epic.*

Lot 39, 275 St. Moritz Rd. - New Osborne Home Expansion/Remodel Project Status. Progressing. *TO will take over future inspections.*

Lot 172, 355 Bern Way - Ekstrom Project Pavement & Landscaping Project Status. *Final Inspection scheduled with Epic (but No CO is Required).*

Lot 065, 315 Jungfrau Rd. - Barton Deck Extension & Carport Project Status. *Epic performed Plan Review & Footing & Foundations inspection and will issue the Building Permit. TO will perform all inspections moving forward.*

Lot 111, 259 Matterhorn Circle – Kevin Parsons New Residence Project Status. *Revised Drawings (relating to Retaining Wall design details) and Geotechnical Report (with Hazard Analysis) has been submitted. S. Littell motioned for PC to recommend TC approval of the project, pending receipt of TO Engineer’s approval of the drawing & Geotechnical Report submission. D.Duer Second motion. Motion Approved.*

Lot 135, 217 Interlaken Dr. – Chase Thornock New Residence Project Status. *Property Owner would like a Code Variance to build a garage – which encroaches the property line within 5-6 feet. The proposed construction cannot be rotated to prevent the need for a Code Variance. The PC is invited to attend the Code Variance, and can offer an opinion, but not a recommendation. A variance is required if a building or a roof or a roof foundation or building foundation encroaches the minimum setback. Note: a deck or deck foundation (alone) is not to be applicable to meet minimum setback requirements.*

9. Other Business. *None*

10. Action Item Update from Previous Meetings (12/16/19 meeting minutes). *Tabled*

11. *i. Review Proposed Draft Code Revision Language for Maximum Building Height definition (for Public Hearing)*
 - ii. Review Proposed Draft Code Revision Language for Minimum (Landscaping) Disturbance (for Public Hearing), to increase the minimum sq-ft area (from 100 to 500 sq-ft).*
 - iii. Schedule Public Hearing for “Timeline on Construction Permits” code language revision and “Minimum (Landscaping) Disturbance” code language revisions (this Draft Code Language has been prepared).*
12. **Adjournment.** *S. Littell Motioned to adjourn tonight’s meeting at 6:50PM, D. Duer Seconded Motion. Motion approved @ 6:30 PM*

Interlaken Town Building Permit & Grading Permit Projects & Status Update

New Town Engineer on Contract – T-O Engineers (Contact Ryan Taylor, P.E., Project Mgr.), 2211 W 3000 S Suite B, Heber, UT 84032, 435-315-3168

Lot #	Project Address/ Owner	Project Type & Project #	Permit Fees & Deposits Paid	Permit Issued	Project Status Update	Requires Town Clerk Assistance (i.e., Check on Fee & Deposit payments, Outstanding TO/Epic Invoice Status Payment, etc.)?	CO Issued	Comments
112	324 W. Burn Way - Daines Property	New Residence (Epic # 18IKB001)	Yes	Yes	Project progressing and near completion. Owner Contacted Epic to schedule their final inspection.			Ready for Final Inspection on 3/16/20. The customer must address noncompliant lighting an NE side of property (on deck) prior to CO issuance.
115	330 W. Burn Way - Howard Property	New Residence (Epic # 16IKB002)	Yes	Yes	Ongoing. Contractors were identified to be working on project in March.			
198	253 Interlaken Dr - H.M. Ball Property	New Residence (Epic # 19IKB003)	Yes	Yes	Project progressing.			
129	33 Interlaken Dr. - Chris Wilcox Property.	New Residence (Epic# 19IKB002)	Yes	Yes	Project progressing. Inspection that have been completed by Epic are: Pre-Construction, Temp Power, Footing & Foundation, SWPPP, & Admin. Epic paid and TO will take over this project moving forward. TO to estimate remaining fees for their inspection and submit this to town. If estimated fees > curent paid fees, then town will request additional fee payment by Owner.	1) Check on Road Pavement Repair Bill (for future road deposit deduction)		PC to review 2 issues: 1) concrete washout (non-compliance) issue as soon as the snow melts; 2) slight road damage at edge of pavement next to property.
29	308 Interlaken Dr. - McNaughton/Beebe	Remodel Project (Epic # 19IKB004)	Yes	Yes	COMPLETED	Verified	Yes (by Epic)	Has Outstanding \$500 Fee that requires payment. CO Issied on 1/20/2020 by Epic
161	252 Interlaken Dr. - Nick Penman	Remodel Project Epic # 19IKB005	Yes	Yes	have scheduled the final inspection with Dave Colette/ Epic. Once Final inspection is performed, Epic will invoice			Epic to complete remaining CO inspection.

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39	275 St. Moritz Rd. Mason Osborne	Remodel Project (Epic # 19IKB007)	Yes	Yes	Progressing. Epic has performed the following inspections: footings, foundation, SWPP, and Admin.			Epic paid in full. TO will take over all remaining inspections & will calculate what their cost will be for remaining inspections. Since the customer has a positive Fees balance, we will wait to receive TO's estimated inspection fees before requesting any additional fees be paid by the owner.
172	355 Bern Way Ekstrom Project	Pavement & Landscaping Project (Epic #19IKB006)	Yes	Yes	Progressing - Final Inspection planned for March		N/A	No CO is required for pavement/Landscaping projects). Epic stated that the \$750 balance was paid at last Interlaken payment, and they show no outstanding balance.
65	315 Jungfrau Rd. John Barton	Deck Extension & Carport Project (Epic# 19IKB009)	NO	NO	Epic Performed (\$800) Plan Review, and (\$375) Footing & Foundation Inspection. Barton to Pay \$1,175 for Epic services performed. TO estimated that the remaining inspections required (to be performed by them moving forward) will be \$300. Once Barton pays the \$1175 + \$300 (to Town), Epic will issue the building Permit and TO will proceed with the remaining inspections required for this project.	Bart to verify John Barton's payment of deposits & Inspection Fees.		
111	259 Matterhorn Cir. Kevin Parsons	New Residence (Project # to be issued by TO Engineers)	??	NO	Owner submitted Revised Drawing (Retaining Wall Details) & Geotechnical Report with Hazard Analysis < 3 Years Old.	Verify Permit Fees & Deposits been paid.		PC Sent 2nd Plan Review Comments to the Architect on 2/10/2020 (for 2 nd Drawing Submission). Only 2 outstanding comments apply.