

## 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:** May 18, 2020 @ 6:07 PM

**Event End Date & Time:** May 18, 2020 @ 6:29 PM

**Location:** Town Pump House, 236 Luzern Rd.

### Description/Agenda:

- 1. Call To Order.** Susanna Littell (S. Littell) Called the Planning Commission (PC) meeting to order at 6:07PM.
- 2. Roll Call.** S. Littell, PC Chair present, Diana Duer (D. Duer), PC Member present, Steve Wilson (S. Wilson), PC Member, present.
- 3. Presentations.** None.
- 4. Consent Agenda:** None.
- 5. Approval of 5/18/20 Agenda or Changes.** S. Littell noted that she distributed the Agenda prior to the meeting. S. Littell motions to approve the 5/18/20 Agenda, D. Duer Second this motion, All PC Members said Aye, approving the motion unanimously.
- 6. Approval of 4/27/20 and 5/1/20 Planning Commission Meeting Minutes.** S. Littell motions to approve the 4/27/20 Regular PC Meeting Minutes and S. Wilson Second this motion, with all PC Members saying Aye, approving the motion unanimously. S. Littell motions to approve the 5/1/20 Special PC Meeting Minutes and D. Duer Second this motion, with all PC Members saying Aye, approving the motion unanimously.
- 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.**  
**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. See TO Engineers Report Attached**  
Lot 112, 324 W. Burn Way - Daines Property Project Status. Final CO Inspection Approved by TO Engineers. S. Littell noted a temporary electric box and electric line (romac) was left onsite, and she requested that TO review this concern.  
Lot 115, 330 W. Burn Way - Howard Property Project Status. Ongoing, no new inspections by TO.  
Lot 198, 253 Interlaken Dr - Ball Project Status. Ongoing, S. Wilson noted that new sheetrock was installed in the last few days, so this would require an inspection by TO engineers prior to placement. S. Littell will ask TO Engineers to confirm inspection was performed. TO's Engineering Status Report update for this site indicates that "the Sheetrock Inspection passed", and "waiting exterior stucko Laythe Inspection and power to panel in near future".  
Lot 129, 333 Interlaken Dr. - Wilcox Project Status. TO Engineers Report status for this site indicate Ongoing, "4-way Inspection approved, insulation inspection approved, Stucko/Laythe inspection approved, awaiting Drywall Inspection". Also, the Town Mayor submitted a complaint regarding site garbage & debris blowing offsite. S. Littell notified the Owner & Contractor of this concern and the matter was satisfactorily addressed this within 24 hours.  
Lot 161, 252 Interlaken Dr. - Penman Remodel Project Status. Epic performed final Inspection. PC to make sure that all fees were paid, to be verified by the Town Clerk. No CO required for remodel.

Lot 39, 275 St. Moritz Rd. - New Osborne Home Expansion/Remodel Project Status. There is an outstanding inspection fee that must be paid to TO by the Owner. TO performed the following inspections: Footing Foundation, SWPP, Pollution Prevention, & Admin. Waiting for estimation of remaining inspections required by TO Engineers and verification there is sufficient fees paid to the town before TO can proceed with performing the remainder of project inspections.

Lot 172, 355 Bern Way - Ekstrom Project Pavement & Landscaping Project Status. Passed Final Inspection. PC identified the presence of spilled concrete in Town ROW, but has not re-inspected the site. S. Littell will reinspect the site before the TC's next (tomorrow's) TC meeting. S, Littell also noted that the building materials were being stored on-site, but this was not on Town ROW, so there is not much the PC can do regarding this (eyesore) concern.

Lot 065, 315 Jungfrau Rd. - Barton Deck Extension & Carport Project Status. S. Littell indicated that Building Permit was issued, but site is not progressing. No Update noted by TO.

Lot 111, 259 Matterhorn Circle – Kevin Parsons New Residence Project Status. The PC received Drawing Submission #4 for this project, which totally eliminates all retaining walls within the Town ROW. S. Littell reviewed this Drawing submission and noted 3 Comments now apply (1: building max height not presented properly, 2: landscaping notes not included, and 3: maximum square footage of area to be disturbed). Waiting for TO Engineer's to be received for this 4<sup>th</sup> Submittal.

Lot 135, 217 Interlaken Dr. – Chase Thornock New Residence Project Status. The PC has only received Preliminary Design. The TC requested the PC defer the review of drawings until the Permit Application is received by the town(with Fees).

**9. Other Business.** Dog pops being left along the road was discussed. S. Littell noted that she informed the TC of this concern.

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

- 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).

The above action items were addressed during our Special Meeting on 5/1/2020. S. Littell asked if any PC members have any changes proposed to the Code language to Titles 9 & 11. S. Wilson and Duer stated that they did not. S. Littell motions to recommend to the PC approve the proposed draft code revisions for Title 9 and Title 11 (prepared during the May 1<sup>st</sup>, Special PC meeting), as is for presentation during the next scheduled PC Land Use Public Hearing scheduled for 6/16/20. D. Duer Second this Motion. All members said Eye, and the motion was unanimously approved. See Attached Code Language Voted on in Attachment A

**11. Adjournment.** S. Littell motions to adjourn the 5/18/2020 meeting at 6:29PM. D. Duer Second this motion, with all members approving the motion unanimously.

**ATTACHMENT A**  
**The Specific Title 9 and Title 11 Code Changes Recommended by the Planning Commission for the 6/16/2020 PC Land Use Public Hearing Meeting**