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: August 10, 2020 @ 5:40 PM
Event End Date & Time: August 10, 2020 @ 6:12 PM
Location: Interlaken Town Pump House, located at 236 Luzern Drive

Description/Agenda:

1. **Call To Order**. *Susanna Littell (S. Littell) called the Planning Commission (PC) meeting to order at 5:40PM.*

2. **Roll Call.** *S. Littell, PC Chair present, Robert (Bob) Marshall (B. Marshall), PC Alternate Member, present.*

3. **Presentations.** *None.*

4. **Consent Agenda:** *None.*

5. **Approval of 8/10/20 Agenda or Changes.** *S. Littell motioned to approve the 8/10/2020 Agenda, with the following listed change: On page 2 of Agenda – to correct the incorrect spelled word "iff" to "if" (for the Barton Deck/Extension project). Bob Marshall Second this motion, with all members approving the motion unanimously.*

6. **Approval of 7/21/20 Planning Commission Meeting Minutes.** *S. Littell motioned to approve the 7/21/2020 Meeting Minutes, R. Marshall Second this motion, with all members 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. (A review of the 7/21/2020 meeting minutes was performed since an updated Report by TO Engineers was not received) 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 112, 324 W. Burn Way - Daines Property Project Status. *No update since last report. No landscaping or temporary electric panel removal activities has occurred since last PC meeting date.*

   Lot 115, 330 W. Burn Way - Howard Property Project Status. *Some contractor site activities are occurring, but site inspection update has not been received by TO Engineers.*

   Lot 198, 253 Interlaken Dr - Ball Project Status. *Site Stormwater mitigation materials were placed by contractor and site materials were restaged/contained by contractor, as requested by the PC. Site work is progressing.*

   Lot 129, 333 Interlaken Dr. - Wilcox Project Status. *Town Water line is located under the proposed driveway, and the Town Council voiced concern regarding the need for special activities to protect the town water line during proposed driveway installation activities. S. Littell met the Contractor on site, who indicated that site compaction activities were already completed, and no new compaction activities will be needed to install the pavement/concrete in the driveway. Since there is no observed leak to our town water line, this matter appears to be resolved with no concern regarding the completion of the new driveway for this site.*

Lot 39, 275 St. Moritz Rd. - New Osborne Home Expansion/Remodel Project Status. *TO has taken over project by Epic. Fees are sufficient for TO to move forward with this project. Project is progressing. We are not aware if TO has performed any inspections since the last Status Report submitted by TO-Engineers. Project progressing.*

Lot 065, 315 Jungfrau Rd. - Barton Deck Extension & Carport Project Status. *Some site work has commenced. Not sure if TO Engineers has performed any inspections since the last Status Report submitted by TO-Engineers. Project progressing. S. Littell to ask Owner if he is scheduling the required inspections by TO Engineers.*

Lot 111, 259 Matterhorn Circle – Kevin Parsons New Residence Project Status. *The missing stormwater mitigation materials (required for this project) were provided by the Contractor w/in 24 hours of PC's request. Also received a complaint that trash (lunch bags & water bottles) is blowing from the site. The PC reached out to the Contractor and to the Owner regarding this concern. The contractor will provide a trash container to mitigate this minor (lunch bags, water bottles) concern until a Construction Dumpster can be placed on site (to occur when waste site construction material need to be contained and when the driveway can be sufficiently be graded to support construction dumpster placement). Also, we (the PC) should research and verify if the Town Mayor has the authority to approve a notice to proceed with "site grading activities" in advance of Building Permit issuance.*

Lot 023, 295 Jungfrau Hill Rd – Vermazen Addition (Extension) Project Status. *The 1ˢᵗ Building Permit plan submission was reviewed by both TO-Engineers and by the PC. The 2nd revised pans were received at the end of July, with the required updated Geotechnical Report. All PC comments were satisfactorily addressed. Cameron Brown of TO-Engineers called into the meeting at 5:59PM stating that the 2ⁿᵈ plans submission for this project had fully addressed all of TO Engineer's comments and now recommends Building Permit approval. Considering this, S. Littell made a motion for the PC to recommend Building Permit Approval at the next Town Council meeting. B. Marshall seconded motion, and with all PC Members approving the motion unanimously.*

Lot 172, 355 Burn Way, New 2ⁿᵈ Ekstrom Landscaping Project. *Project is proposing a landscaping project with several 4-ft height rock retaining walls and poured concrete retaining walls. A Site Disturbance Permit will be needed and a Road Damage Deposit will be required for this project (since poured concrete is being proposed for this project). Application has not been received.*

Lot 135, Thornock Residence Renovation Project. *Only conceptual plans have been submitted to date for this project. Waiting for full Plans Submittal with Building Permit application*

9. **Other Business.** *None.*

10. **Action Item Update from Previous Meetings.** *S. Littell would like to ask the Town Council (TC) during their next meeting the status of obtaining a consultant to review/augment the current Land Code and Building Code, as previously discussed with the TC. PC will also like to request the TC please consider approving (as is or with changes) the Building Code changes recommended by the PC during our June 16, 2020 Regular Meeting (changes for Landscaping exemptions (for permit requirement) and proposed changes to Timelines for Construction Permits).*

    D. Duer had requested that the PC please bring up adding more speed bumps near the existing speed bump on Interlaken Dr.

11. **Adjournment.** *Bob Marshall motioned to adjourn the meeting at 6:12 PM. S. Littell second this motion, with all members approving the motion unanimously.*