

## Interlaken Town Planning Commission Meeting Agenda 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 27, 2018 6:00 PM

**Event End Date & Time:** August 27, 2018 7:00 PM

**Location:** Town Pump House, 236 Luzern Drive

### Description/Agenda:

1. **Call To Order.** Member Little called the meeting to order at 6:16pm
2. **Roll Call:** Members present
  - Susanna Littell – Planning Commission Chair
  - Elizabeth Hora-Cook – Planning Commission Vice-chair
3. **Presentations:** None.
4. **Consent Agenda:** None.
5. **Approval of 8/27/18 Agenda or Changes.** Member Hora motions to approve, Member Littell seconds. Motion passes with all members voting Aye.
6. **Approval of 6/6/18 and 7/17/18 Planning Commission Meeting Minutes.** Member Littell moves to approve and Member Hora seconds the approval of the minutes for 6/6/18 and 6/18/18. Members unanimously voted Aye to approve.  
Approval minutes for 7/17/18 will be deferred to September meeting.
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 – Epic Project Status Update.**
  - Lot#112 - Daines Property Project Status.
    - Footing inspection passed, erosion control remains problematic
  - Lot#115 – Howard Property Project Status.
    - Utility work underway, fully staffed. Pavement crack reported to Epic and Epic asked the contractor to rectify the crack (same day).
  - Lot#102 – Connor Property Project Status.
    - Final inspection occurred, Town Clerk to check on final certificate of occupancy.
  - Lot# 218 – Frank Property Project Status.
    - Drywall almost finished, siding to come.
  - Lot# 11 - Sheldon Property Project Status
    - Progressing, passing inspections
  - Lot#12 - Southwick Property Project Status.
    - Permit hasn't been submitted yet
  - Lot #43 – New - Gladwin Garage Project Status.
    - PC received plans at the end of July; Member Littell submitted one set of comments in late July, Planning Commission comments were responded to on Monday July 29. PC

has reviewed all changes and found them acceptable. Member Littell motions to recommend approval of the Gladwin project to the Town Council, Member Hora seconds, all members vote Aye and the motion passes.

## **9. General Plan Update.**

- The draft General Plan review comments received from the Mayor and Town Council on June 15, 17, & 29, 2018 were incorporated into the General Plan by the Planning Commission and presented to the Town Council on 8/13/18.
  - Member Littell will make minor revisions that were discussed at the last Town Council meeting (regarding Common Areas). The revised Draft General Plan will be submitted to Town Clerk for dispersal to the Town.
- Discussion of General Plan Public Comment Period and Planning Commission Public Hearing activities scheduling.
  - Town Clerk will receive all comments in writing, Clerk will forward compiled comments to Planning Commission for consideration.
  - Public Hearing is scheduled for after the September Planning Commission Meeting. Public Hearing will be held September 17<sup>th</sup> at 6pm; regular Planning Commission Meeting will occur immediately after.
    - Lisa Simpkins will invite MAG to moderate the Public Hearing, she will also send him a copy of the Draft General Plan.

## **10. Other Business.**

Planning Commission may want to revise applications for permits. Ms. Simpkins recommended that we look to Timber Lakes for a template/inspiration. Planning Commission will look into preparing a report to the Town Council regarding these revisions. No hard plans were made for when this report would occur.

## **11. Action Item Update from Previous Meeting (see 6/6/18, 6/18/18, and 7/17/18 minutes).**

None.

## **12. Adjournment.**

Member Hora moved to adjourn the meeting; Member Littell seconded the motion. All members voted Aye and the meeting adjourned at 7:01pm.