

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: September 23, 2020 @ 6:02 PM

Event End Date & Time: September 23, 2020 @ 6:28 PM

Location: Interlaken Town Pump House, located at 236 Luzern Drive

Description/Agenda:

- 1. Call To Order.** *Meeting was called to order by Susanna Littell (S. Littell), Planning Commission (PC) Member at 6:02 PM*
- 2. Roll Call.** *S. Littell, PC Member, present, and Steve Wilson (S. Wilson) PC Member, present.*
- 3. Presentations.** *None.*
- 4. Consent Agenda:** *None.*
- 5. Approval of 9/23/20 Agenda or Changes.** *S. Littell indicated that she sent out the 9/23/20 PC Meeting Agenda in advance of tonight's PC meeting. S. Littell motioned to approve the 9/23/20 Agenda with no changes, and S. Wilson Second this motion. Motion unanimously approved.*
- 6. Approval of 8/10/20 Planning Commission Meeting Minutes.** *S. Littell sent out Agenda in advance of tonight's PC meeting. Bob Marshall (PC Alternate Member) attended the 8/10/20 PC Meeting and had no comments to the Meeting Minutes. S. Littell motioned to approve the 10/10/20 Agenda with no changes, and S. Wilson Second this motion. Motion unanimously 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.**
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. *S. Littell noted that Cameron Brown is no longer with TO Engineers, and Ryan Taylor is now the Town's point of contact regarding Engineering Projects.*

Lot 112, 324 W. Burn Way - Daines Property Project Status. *No update regarding the outstanding issues required to receive deposits held by town: (reseeding exposed areas, performing driveway concrete work and removal of Temporary Electric Service box from the property).*

Lot 115, 330 W. Burn Way - Howard Property Project Status. *No Engineering Update. But S. Littell noted activity on site, and community complaint received regarding the improper placement of materials on town ROW in front of the property, and not properly containing materials and wastes. S, Littell sent Property Owner an Email requesting they address this matter.*

Lot 198, 253 Interlaken Dr - Ball Project Status. *TO's Report indicated: "4-way, Insulation, Solar, and Power to Panel inspections have taken place. Awaiting completion to perform final inspection."*

Lot 129, 333 Interlaken Dr. - Wilcox Project Status. *TO's Report indicated: "Final inspection performed and interior life/safety items complete. Awaiting some exterior guard railing and stairs to be completed. TO Engineer's issued a Temporary Certificate of Occupancy (CO) to allow family to move in until other items are complete. Contractor states final items will be complete within the next two weeks." S. Littell was informed by contractor (on 9/23/20) that this outstanding guard railing and stair work was completed today on 9/23/20. S. littell also received a complaint regarding the use of a Wood Fire Pit on the property and contacted the Contractor regarding this. The Contractor indicated the fire pit is a gas fire pit, as allowed per town code, and was constructed as presented on the approved plans. S. Littell also clarified for TO-Engineering that the*

Town is the entity to issue the Final CO for town projects, and will typically hold the Final CO issuance upon completion of all required project requirements, including site landscaping, landscaping-related rockery work and paving work presented on the site plans, OR will issue a Final CO and hold some of the project deposits until all work is performed. S. Littell also requested (directly with Ryan Taylor) that TO please coordinate final CO issuance with the town to ensure all outstanding issues on the project /required actions are addressed prior to CO issuance.

Lot 39, 275 St. Moritz Rd. - New Osborne Home Expansion/Remodel Project Status. TO's Report noted: "Roof nailing and shear wall inspection complete and approved." S. Littell noted that this project is progressing slowly.

Lot 065, 315 Jungfrau Rd. - Barton Deck Extension & Carport Project Status. TO's Report indicates: "Footings inspections complete for most of building. Carport only partially complete."

Lot 111, 259 Matterhorn Circle – Kevin Parsons New Residence Project Status. TO's Report noted: "Footings, foundation and sub-rough plumbing inspections complete and approved." The PC notes for this project are: Concrete washout spillage onto town road ROW concerns still require addressment by the Contractor. Spilled rock from concrete truck was addressed by contractor. Intermittent waste management concerns required PC to watch closely for compliance." S. Littell noted that some of the concrete materials spilled in the ROW requires to be broken up and removed. Outstanding waste management is improving, and the contractor will provide a dumpster will be provided once construction wastes are generated.

Lot 023, 295 Jungfrau Hill Rd – Vermazen Remodel Project Status. TO's Report noted: Footings and foundation approved.

Lot 172, 355 Burn Way, New 2nd Ekstrom Landscaping Project. Project only requires a Site disturbance Permit. Proposed poured concrete retaining walls will require inspection by TO Engineers. Note: No CO is required for Landscaping projects. Project submitted a drawing showing a rockery retaining wall in town ROW, which requires a ROW Utilization Agreement. S. Littell sent the Agreement to the Contractor (for Owner completion and signature), and the agreement was sent to the town Mayor for signature (and this document was signed).

S. Littell noted that the Town Code indicates that the Town Planner has the authority to approve Site Disturbance Permits, and also states that the Town Planner is the Town Engineer (so in this case, TO Engineers appears to have the authority to approve Site Disturbance Permits on behalf of the Town). TO Engineer has reviewed all plans submitted for this project Site Disturbance Permit, has no concerns preventing Permit Issuance and recommends Site Disturbance Permit issuance for this project. S. Littell then discussed the appropriateness of the procedure for the PC to make a recommendation (on behalf of the Town) for the Town Engineer to approve the Site Disturbance Permit issuance. S. Wilson agreed that it was appropriate for the PC to make a recommendation prior to Site Disturbance Permit issuance. Given this feedback from the PC, S. Littell made a motion for the PC to recommend Site Disturbance Permit approval by the Town Engineer and/or Town Council, and S. Wilson Second this motion. This motion was unanimously approved by the PC.

Lot 135, Thornock Residence Renovation Project. No Update from TO Engineers. There has been no official building Permit Application or Drawing Submission submitted for this site (only preliminary site drawing submission).

9. Other Business. *None.*

10. Action Item Update from Previous Meetings. *Two outstanding items discussed in the 8/10/20 PC meeting: 1) S. Littell 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).*

2) S. Littell should ask the TC if they (or the Mayor) have the legal authority to issue a notice to proceed with planned site disturbance activities in advance of the official TC approval of the Building Permit. This situation has occurred two (2) times (with S. Littell noting typically when TO Engineering's approval of the final plan submission is planned to occur prior to the next scheduled TC Meeting (when TC Permit Approval is expected).

11. Adjournment. *S. Littell motions to adjourn the PC meeting at 6:28PM. S. Wilson Second motion. Motion was unanimously approved by all PC members.*