

## 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:** June 17, 2019 @ 6:22 PM

**Event End Date & Time:** June 17, 2019 @ 6:51 PM

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

### Description/Agenda:

1. **Call To Order.** *Susanna Littell (SL) motioned the meeting call to order. Robert Marshall (RM) Seconded motion to call meeting to order. All voted aye*
2. **Roll Call:** *RM (Member) Present. SL (Chair) Present.*
3. **Presentations:** *None.*
4. **Consent Agenda:** *None.*
5. **Approval of 5/20/19 (changed 6-17-19) Agenda or Changes.** *RM motioned to change the address of McNaughton/Beebe Garage Project @ 308 Interlocken Dr. (to Interlaken Dr.) and to change the Agenda Date reference of this Agenda item to the correct date of 6/17/19. SL Seconded. All say aye.*
6. **Approval of 4/15/19, 5/8/19 and 5/20/19 Planning Commission Meeting Minutes.** *SL Requested to table/defer the approval of the 5/20/19 Minutes to the next PC Meeting and motioned to approve the 4/15/19 and 5/8/19 PC meeting minutes that were previously distributed to the PC. RM seconded with no changes. All voted aye.*
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.** *Review of Epic Engineering Report dated 6/17/19*
  - **Lot#112 - Daines Property Project Status.** *TC issued a ROW subsidence concern to property owner. The Owner is addressing matter. Work is progressing towards framing inspection – the owner hired a new General Contractor, so hopefully project will be completed by September. SL recently forwarded pictures to Epic regarding Bern Rd rocks/sand and lack of stormwater protection fencing (which is dismantled) concerns. Owner to address. RM also noted that he has walked by the site and these issues are still outstanding. RM also brought up the lack of a construction dumpster on site. SL indicated that the project has been using a dump truck to store and haul accumulated waste materials. SL indicated that she will follow up with Epic to ensure these matters are addressed.*
  - **Lot#115 – Howard Property Project Status.** *Owner addressed ROW dirt subsidence concerns caused by project activity. Project just completed pouring a concrete driveway. RM asked SL to check to see if this is permissible (per the Town Ordinance or is it in the International Plumbing Code) in the driveway section within Town ROW or is this only permissible per the International Building Code? RM suggested that we verify if a limitation exists or if a written notice is required to accommodate this construction. SL indicated there was a Town code requirement for the owner to submit a statement (letter or*

*on the permit plans) that acknowledges the owner (at their own expense) will move/relocate/replace any structure constructed in town ROW, if/when the Town requires use of the ROW, but she thought this statement was generally only required for concrete retaining walls and not concrete or asphalt pavement. **SL will add this as an action item to follow up on.***

- **Lot# 218 – Frank Property Project Status.** *Owner has satisfactorily addressed revegetation concern identified on the East side of the property (sloped area) and will be issued the Final CO and Deposits returned to them (once they pay \$214.50 for additional Epic engineering fee regarding this matter).*
- **Lot# 11 - Sheldon Property Project Status.** *Grading Permit submitted (on behalf of the Southwick Property). PC reviewed initial submission and they are addressing Site Plan concerns (need for original grade, natural grade and final grades to be provided on the plan). RM mentioned that he thought they were also working on the required testing.*
- **Lot#12 - Southwick Property Project Status.** *SEE ABOVE COMMENT*
- **Lot #43 – Gladwin New Garage Project Status.** *Ready for final inspection.*
- **Lot# 214 - Post Construction-related Exposed Graded Areas Concern Status.** *Not Discussed.*
- **Lot#198 – New Ball Project Status.** – *The TC conditionally approved Building Permit pending Epic’s approval of all concerns. Epic waiting for Owner to address Structural drawing concerns and resubmit drawing(s), but a conditional permit can be issued for grading activities only). SL noted materials blown from staging area within road ROW and placed materials back on property and called property owner to inform him of matter and to request materials be secured. RM suggested they should follow established town procedures.*
- **Lot# 165 – New Borg Project Status.** - *Fireplace/Gas line (only) project. PC review is not required.*
- **Lot# 129 - New Wilcox Project Status.** – *Started clearing & grubbing activities this week (today). RM noted no stormwater protection measures in place on property. RM requested that we inform Epic of this concern, as well as discuss when the required dumpster and portable toilet placement should be required for projects SL indicated the portable toilet should occur when workers are present, and the dumpster should be available as soon as construction debris piles begin to accumulate but recommended the PC should discuss this with Epic to clarify. Also, RM requested SL to check (with Epic) when the material /soil staging area is required to be established, but are required to conform to the area identified on the site plan.*
- **Other Projects -**
  - **McNaughton/Beebe Deck Project @ 308 Interlaken Dr.** –*SL clarified the original McNaughton project at this location entailed new decking (and windows replacement) construction activities (which passed their final inspection). This project will be removed from the Engineering Progress Report by the next PC meeting.*
  - **McNaughton/Beebe New Garage Project @ 308 Interlaken Dr.** *SL stated there is a new Building Permit project (Beebe-McNaughton Project) which entails the construction of a new garage (only). Fees have been paid to the Town Clerk. SL sent drawing to RM, which entails a simple 14’ x 22’ single story garage.*

*The PC has reviewed the plans submitted with their new Garage Construction Building Permit and only two (2) comments were identified for the owner to address, and these were forwarded to Epic. RM mentioned that due to the simplicity of the project, he recommended we make a motion for the PC to recommend TC conditionally approval of the project, pending Epic’s approval that all plan review comments have been addressed by the owner. RM then made the motion for the PC to recommend TC conditional approve the Building Permit at their next meeting, pending the project successfully*

*addressing all Epic and PC comments. SL seconded this motion. All voted aye.*

- **Osborne Project @ Lot 39** – *The PC will review project submittals once received by Epic. RM saw some type of submission but wasn't sure what this project status is. SL indicated that she saw an email from the Clerk regarding this project, but nothing from Epic. Project will be tabled until further info is received.*
- **Penman Residence Remodel** – *Epic informed of owner of remodel permit. No plans submitted (to Epic) yet.*

## **9. Other Business.**

- **Timeline on Construction Permits.** *SL indicated that she did ask the TC for their input and did bring several of the ideas (developed by the PC) to the TC for their input and SL can review this with RM. RM indicated that more recently during the last TC meeting (the meeting after the budget meeting), where RM asked the TC for specific direction by them and the PC will prepare a draft doc (for their review). During the TC's 4-1-19 meeting, the TC wanted:*

- *the PC to review the construction timeline requirements of Daniels and Hideout (towns). This was done.*
- *the PC to add a maximum time component to the Building Permit - i.e. requiring both construction and a minimum of one (1) inspection must occur within a 180-day period or the permit will be deemed inactive, and will be terminated, unless the property owner submits a petition for Town Council approval of an extension request (to approve any extension to the 180 inactivity period). If the TC does not approve this request, the permit will be terminated and any outstanding applicable deposits returned. The owner will then need to submit a new Building Permit application with all new fees and deposits for the project to proceed.*

*SL asked if the amount of feedback received by the TC was sufficient for the PC to develop Building Permit Timeline language for the TC to consider, and RM agreed this could be done by the PC. MATTER TO BE FURTHER ADDRESSED BY THE PC.*

## **10. Action Item Update from Previous Meetings (4/15/19 and 5/20/19 meeting minutes).**

*Addressed in item above.*

## **11. Adjournment.** *SL Motioned to adjourn. RM Second this motion at 6:51 pm.*