

## 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:** July 17, 2018 6:00 PM

**Event End Date & Time:** July 17, 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 6:09pm
2. **Roll Call:** Members present:
  - Susanna Littell – Planning Commission Chair
  - Elizabeth Hora-Cook – Planning Commission Vice-chair
  - Robert Marshall– Planning Commission Alternate
3. **Presentations:** None.
4. **Consent Agenda:** None.
5. **Approval of 7/17/18 Agenda or Changes.** *Member Hora motions to approve, Member Littell seconds. Motion passes with all members voting Aye.*
6. **Approval of 6/6/18 Planning Commission Meeting Minutes.** *Member Littell moves to approve and Member Hora seconds the approval of the minutes for 6/6/18. All Members unanimously voted Aye to approve. Member Littell motions to table the approval of the 6/18/18 meeting minutes until the next meeting. Member Hora Seconds. All Members unanimously voted Aye to approve.*
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. *Member Littell noted that the Planning Commission is accommodating (of additional time requests). Bill Goodall stated that this statement reflects a slightly different attitude. S. Littell also indicated that the Town Council also extended their Public Comment time period to 4 minutes (per person).*
8. **Town Engineer – Epic Project Status Update.**

Open/New Building Permit Status.

  - Lot#112 - Daines Property Project Status. *Member Littell indicated:*
    - *The project will receive footing inspection for 7/5/18.*
    - *The project poured concrete last week.*
    - *Not much work was performed since the last PC meeting, but they did clean up concrete spilled on the road.*
  - Lot#115 – Howard Property Project Status. *Member Littell indicated:*
    - *The project has been staffed since 7/4/18 and they now have bathroom facilities.*
    - *No (new) complaints and the previous complaints (regarding bathroom and trailer parking across the street) had been addressed.*
  - Lot#102 – Connor Property Project Status. *Member Littell indicated:*
    - *The Final inspection is scheduled for 7/6/18.*
    - *The owner appears to be moving some articles inside the home and cleaning up the site.*
    - *S. Littell will follow-up with Epic Engineering to see if/when the CO will be issued.*

- Lot# 218 – Frank Property Project Status. *Member Littell indicated:*
  - *Drywall almost finished and the Owner is currently picking out the exterior siding.*
- Lot#203 - Simpkins Landscaping. *Member Littell indicated: Progressing, no changes (per Lisa Simpkins).*
- Lot# 11 - Sheldon Property Project Status.
  - *Member Littell indicated: Project is progressing, passing inspections, roads clean and in good condition.*
  - *Bob Marshall indicated that the site looks great.*
- Lot#12 - Southwick Property Project Status. *Member Littell indicated no Permit has been submitted yet, due to the owner is waiting for the final grading to be finished, since this information is needed for drawing preparation (so they can show the natural, existing, and final grading changes that have occurred on their property).*

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

- The draft General Plan was submitted to the Mayor and Town Council for review/comment on May 9<sup>th</sup>, 2018 and comments were received on June 15, 17, & 29, 2018. Member Littell indicated that the Planning Commission (PC) has assigned tasks, and we shall complete our assigned tasks and review and comments received by the Town Council. *Member Marshall asked when the General Plan (GP) Task Force will have the opportunity to review the Town Council (TC) comments to the General Plan. Member Littell indicated that the PC would like to review the comments received first. Member Hora stated that the PC also received feedback from MAG on 5/21/18 and would like to incorporate all comments into the draft GP and then send to the draft GP to the GP Task Force and to the Town Council for review/comment. Member Marshall indicated that it was his understanding that the TC felt the draft GP was too long, and as such the PC Chairman and the GP Task Force can condense the GP. Meeting Participant Bill Goodall felt it was not appropriate for the Town Council to condense the draft GP and suggested that the PC provide the GP Task Force enough (sufficient) time to review. Meeting Participant Lisa Simpkins stated the TC recommended that we work together (with the PC) on the GP so the TC can approve the GP (more expeditiously). Member Marshall agreed, but suggested that the next step is for the GP Task Force to take recommendations and comments and incorporate these into the draft GP. Meeting Participant Lisa Simpkins then disagreed. Member Littell clarified that the PC would run the new content/comments to the GP Task Force. Member Littell recommended removing redundant language (including repetitive Survey language).*
- Status of Planning Commission General Plan Review Assignments and next steps. *Member Hora stated that the PC will incorporate all comments/new content recommendations by the TC and MAG to the GP Task Force; the PC will solicit feedback and comment by the GP Task Force prior to finalizing the Draft General Plan. Member Marshall recommended that we do whatever we can to move the GP along. Member Hora stated the PC will have a draft GP to the Town Council and to the GP Task Force on 8/13/18 (by the next Town Council meeting), where the review period for this updated draft GP will be defined (by the TC) at this Town Council meeting. Then, following that, the comments will be incorporated into a Draft GP (Version 3). Member Hora then stated that she would like the Draft GP to be advertised with a 30-day public comment period (accommodation). The PC will then compile comments, will have a Public Hearing, will incorporate public comments into the final proposed GP, and present this to the TC. The Members and Meeting Participant then discussed some ideas on how to conduct the Public Hearing. Member Littell recommended reviewing this path with the TC at their next TC Meeting. Member Hora indicated that she would like to get MAG's assistance at the Public Hearing. Member Hora made a motion to rapidly prepare and finalize GP (Revision 2) by the 8/13/18 TC meeting, where the TC will propose an implementation schedule and will determine the length of the Public Comment period. She then proposed to open the Draft GP for Public Comment at that time, and request the Town Clerk (Bart Smith) to notify the Town of this Public Comment period on the Town's website at this time. The official public advertisement (of the Public*

*Comment Period and Public Hearing date) will then be made. A Public Hearing will then occur in approximately 30 days after public notification. The comments received in the GP Version 2 will be compiled, responded to (incorporated) by the PC in less than 30 days and presented to the TC. If the TC has comment, then the PC will incorporate their comments prior to final TC approval. If no further comments are received, then the TC may elect to approve the GP in their TC meeting and adopted. Member Littell Seconded this motion. All Members unanimously voted Aye to approve motion.*

- 10. Other Business.** *The Duer Property (Lot# Green house). Meeting Participant (Bill Goodall) asked if a Certificate of Occupancy (CO) was ever issued by Wasatch County for this home project. Meeting Participant (Lisa Simpkins) indicated that the Town Clerk will follow-up on this project, to see if the CO was issued. Member Littell stated that she will reach out to the Town Clerk regarding this matter.*

*Meeting Participant (Bill Goodall) stated that no Storm Water Pollution Prevention Plan (SWPPP) language is in the code yet, but draft code language is available (for PC use consideration). Member Littell recommended updating the Town Code so enforcement can be applied to stormwater concerns. The Members agrees to review available stormwater protection language and will also will look at minimum acreage thresholds for stormwater protection requirements prior to making final Code revision/addition recommendations to the TC.*

- 11. Action Item Update from Previous Meeting (see 6/6/18 and 6/18/18 minutes).** *No action Items*

- 12. Adjournment.** *Member Littell motioned for meeting adjournment at 7:08pm. Member Marshall Seconded it. All Members unanimously voted Aye to approve.*