

Interlaken Town Planning Commission Meeting Agenda

Entity: Interlaken Town

Body: Interlaken Planning Commission

Subject: Business

Notice Title: Interlaken Town Planning Commission Meeting

Notice Type: Meeting

Event Start Date & Time: October 18, 2019 @ 6:15 PM

Event End Date & Time: October 18, 2019 @ 7:41 PM

Location: Town Pump House, 236 Luzern Rd.

Description/Agenda:

1. **Call To Order.** *Susanna (S) Littell (Member) Calls the meeting to Order at 6:15 pm.*
2. **Roll Call:** *Members Present: S. Littell, Planning Commission (PC) Chair, Steve (S) Wilson, PC Member, & Diana (D) Duer (PC Member) present.*
3. **Presentations:** *None.*
4. **Consent Agenda:** *None.*
5. **Approval of 10/18/19 Agenda or Changes.**
 - *S. Littell had previously emailed/distributed Agenda, and Agenda was reviewed by current attendees*
 - *S. Littell motions to approve, as-is, D. Duer seconds*
 - *S. Littell motions to add item 10.iii back to the agenda, regarding minimum landscaping square footage not requiring a building permit or site plan. S. Wilson Seconds.*
 - *S. Littell motions to strike out the first sentence of item 10.i., and S. Wilson seconds.*
 - *Discussion: no discussion vote: The motion was approved with the Commission Members unanimously voting Aye.*
6. **Approval of 9/16/19 Planning Commission Meeting Minutes.**
 - *S. Littell had previously distributed Minutes, and Minutes were reviewed by current attendees.*
 - *S. Wilson suggested removing the 3rd bullet in item #10, i.*
 - *S. Littell motions to approve, D. Duer seconds.*
 - *S. Littell motions to strike out the first sentence of item 10.i., and D. Duer seconds.*
 - *Discussion: no discussion vote: The motion was approved with the Commission Members unanimously voting 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 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. Epic indicated that they will continue to inspect currently-issued building permit projects until new engineering firm can perform this function, and will issue the permit for Barton project and the CO for the Gladwin Project. Epic's Inspector (Dave Colette) called into the PC meeting to provide a project update (on projects he has inspected in October 2019). A summary of this discussion is presented below.**
 - **Lot#112, 324 W. Burn Way - Daines Property Project Status. Epic (Dave Colette) performed & passed an Insulation Inspection and Sheetrock Inspection. Project progressing with now new issues of concern identified.**
 - **Lot#115, 330 W. Burn Way - Howard Property Project Status. No Update. S. Littell noted that the TC approved lifting the Stop Work Order (relating to ROW disturbance issue) in their previous TC meeting.**
 - **Lot# 11, 272 Jungfrau Hill Rd. - Sheldon Property Project Status. Fees paid. A letter has been submitted to Lot #12 Owner (by Sheldon) for Southwick's recording. Once the letter is recorded,**

and the town confirms that no additional fees are owed, Epic will issue the CO for the Sheldon project and approve the grading permit for the work performed at Southwick).

- *Lot#12, 281 St. Moritz Rd. - Southwick Property Project Status. See Sheldon project status.*
- *Lot #43, 267 W. St. Moritz Rd. - Gladwin Garage Project Status. The PC inspected the project ROW, and no issues identified. Since there are no outstanding fees. The PC will notify Epic that they can issue the CO.*
- *Lot#198, 253 Interlaken Dr. - Ball Project Status. Progressing. No Issues identified.*
- *Lot# 129, 333 Interlaken Dr. - Wilcox Project Status. Footing Inspection passed. The PC became aware of a problem (serious pothole) in the town road 2-3 sq-ft,. The TC sent the property owner and the contractor an email requesting a resolution to correcting this deficiency be prepared and submitted to the PC prior to the Oct. TC meeting. Two (2) PC members (S. Littell and S Wilson) and a TC member (Chuck Onan) met with the Contractor onsite to review deficiency. While on-site, the PC noted there was no portable toilet on site or now was a concrete washout station was provided and concrete was improperly washed out onto the ground. Subsequent to this meeting, the contractor did satisfactorily address these last two matters. The Contractor indicated that he will work with Eccles to perform a temporary repair before the snow season or excessive rain event.*
- *Lot# 29, 308 Interlaken Dr. - McNaughton/Beebe Garage Project Status. Dave Colette indicated insulation and drywall inspections passed.*
- *Lot 161, 252 Interlaken Dr. - Penman Remodel Project Status. Dave Colette indicated that he performed (and they passed) a Shower Pan Inspection. S. Littell also noted that she observed the contractor unloading a steel tracked backhoe onto the town street (Interlaken Dr.), and informed him that this activity cannot occur on the town road without protecting the road with steel or wood plates, and if he didn't have these, he needs to reload the vehicle on the Owners property (and not on the Town road). This equipment looks like it could have been used to set new rock retaining wall (for landscaping) not associated with the approved drawing submission. No road damage was noted.*
- *Lot 39, 275 St. Moritz Rd. - New Osborne Home Expansion/Remodel Project Status. No Issues, Progressing. A small pothole was observed on their gravel driveway, but doesn't currently effect town road. PC to take a photo and will keep an eye on this.*
- *Lot 172, 355 Bern Way – Ekstrom Project Pavement & Landscaping Project Status. Dave Colette noted a footing and foundation Inspections performed. The foundation for the higher wall was not passed, due to no drawing details submitted for this wall height (which was indicated on the approved drawing to be < 4 feet tall (and not 8 feet tall). This wall also has no constructed “Weep Holes” designed, as typically required (to ensure proper drainage). The 2nd wall section (closer to the home) was Inspected & approved by Dave Colette (but not the retaining walls closer to the road). Dave Colette recommended updated drawing be submitted by the Owner to Epic and Josh Call is aware of this deficiency and for the need of updated drawings to be submitted prior to final project approval (CO sign-off). PC to also send the Owner a request to address these issues.*
- *Lot 065, 315 Jungfrau Rd. - Barton Deck Extension & Carport Project Status. This project submitted the updated drawings (with structural calculation) to Epic today. The Owner also notified the PC that their Contractor (John Bingham) wanted to pour concrete footers today. The PC immediately informed the Owner that this activity cannot happen without a Footer Rebar Inspection and Concrete Inspection (by Epic) and provided Dave Colette's contact info to the Owner. The Owner also indicated that they have paid all of their fees; but the Town Clerk informed the Property Owner that we have not yet received their fees. The PC informed the property Owner that work (outside simple grading & footer prep work) cannot commence without payment of all required fees & deposits.*
- ~~Lot 111~~ *Lot 211, 259 Matterhorn Circle – Kevin Parsons New Residence Project Status. The Property Owner contacted the PC indicating they would like to submit their Building Permit submission and that they have paid all Town fees to the Town Clerk. S. Littell informed the Owner that they can submit their drawings once the new Town Engineer is on Contract (within the next week or so).*

9. Other Business.

- Lot 136, 400 Luzern Rd. (vacant lot) inquiry regarding Town Road & ROW access
- **Action Item Update from Previous Meetings (9/16/19 meeting minutes).**

10. i. Review Maximum Building Height definition to possibly include:

- Structures without walls, or structures w/<4 walls. Building permit is not currently required for an enclosed building of fewer than 200 sq-ft. This matter opens up concerns of large, 1-, 2-, & 3-sided buildings that do not conform to code. Many communities limit accessory building height to not exceed 10-16 feet, with the 16 feet limitation most common (for non-permitted buildings). and not be higher than the existing primary structure.
 - ~~Large roof/shed/structure overhangs (with & without support structures) be included in the square footage requirement, excluding a specified linear feet of overhang (to not be included in the square footage requirement).~~ Overhang Limitations - Many Towns include a limit for Overhangs to not exceed a certain amount. Some communities apply requirements for the Overhang to not exceed 70% of the total structure sq-footage amount, so for a 200-sq-ft limitation, this would correspond to a 2-3 foot overhang, and any exceedances of the maximum overhang limitation requires engineering wind load calculations & Engineering review/approval by the Town's Engineer. The PC feels the 3-foot overhang extension is a good limitation for code inclusion public comment discussion.
 - Requirements for structures <200 sq-ft. Many communities apply the 200-sq-ft limit, and a max height limit (10-16 feet height limit), and not be higher than the existing primary structure and include a roof overhang limitation (see item above).
 - Provisions to prevent a remodel or new garage project from obstructing the "views" of an existing residence. Many communities apply a maximum height limit (28 feet) due to Class A RV height requirements, and not be higher in elevation than the existing primary structure. *S. Willson volunteered to prepare modified code language for this item (i).*
- ii. Schedule Public Hearing for "Timeline on Construction Permits" code language revisions and "Minimum (Landscaping) Disturbance" code language revisions. This Draft Code language has been prepared.*
- iii. Revision of minimum (Landscaping) disturbance code language for Public Hearing. S. Littell indicated in the 8-22-19 new draft code language was proposed to increase the minimum sq-ft area (from 100 to 500 sq-ft). Diana Duer to prepare modified code language for this item.*

11. Adjournment. *S. Littell motions to adjourn the meeting. S. Wilson seconds. The motion was approved with the Commission Members unanimously voting Aye, meeting adjourned at 7:41 pm.*