

TOWN OF MANILA  
PLANNING AND ZONING COMMISSION MEETING  
MANILA TOWN OFFICE MEETING ROOM  
MONDAY, MAY 2<sup>nd</sup>, 2016 AT 6:00 P.M.

*Final*

MINUTES

**MEETING CALLED TO ORDER:** The meeting was called to order at 6:02 P.M. by Layne Ferrin, Chairman.

**PRESENT:** Layne Ferrin (Chairman), Tammy Twitchell (Vice Chairman), Melna Coleman, Carol Force, and Vanessa Hunter (Secretary)

**GUESTS:** Dave Coombs, Richard Ashton, Frank "Butch" Hollis

**MINUTES:** Minutes for March 7<sup>th</sup>, 2016 were approved conditionally with spelling corrections and #6 corrected. Minutes for April 4<sup>th</sup>, 2016 meeting were approved and all in favor.

**BUILDING INSPECTOR'S REPORT:** There was not a Building Inspector's report available.

**NEW BUSINESS:**

1. Time change for P&Z Meeting from 6pm to 6:30pm. Melna Coleman made a motion to approve. Carol Force seconded the motion. All were in favor. The motion carried.
2. Deck repairs for Vacation Inn on hold until the plot plan has been submitted. Carol Force made a motion to set aside. Tammy Twitchell seconded the motion. All in favor. Motion Carried.
3. Garage Extension for Gary Peterson has 15.7% coverage. Tammy Twitchell made a motion to accept. Carol Force seconded the motion. All in favor. Motion carried.
4. Richard Ashton submitted documentation from his attorney and neighbors stating that they approved of Richard building his garage. Richard Ashton officially asked the P&Z Committee for a variance. However, the P&Z Committee cannot approve of this garage as it stands due to the ordinances. It is P&Z Committee's recommendation to Town Council to create a Board of Adjustments for a variance on his non-conforming lot due to its uniqueness and hardship. Secretary to create this letter. Tammy Twitchell made a motion to create said letter. Carol Force seconded the motion. All in favor. Motion carried.

**OLD BUSINESS:**

1. To hold a workshop to reconfigure the Building Permit Packet.
2. Contact the building inspector to correlate a spreadsheet of inspections.

**ADJOURNMENT:** The meeting was adjourned at 7:36 P.M. by Layne Ferrin, Chairman.

  
Layne Ferrin (Chairman) *6/20/16*

  
Vanessa Hunter (Secretary)