Town of Manila

Planning and Zoning Commission Meeting/ Workshop

Manila Town Office Meeting Room

Monday, June 20th, 2016 at 6:30 P.M.

Final

Minutes

Meeting called to order: The meeting was called to order at 6:30 P.M. by Tammy Twitchell, (Vice Chairman, acting Chairman in Layne's absence).

Present: Tammy Twitchell (Vice Chairman), Matt Tate (Building Inspector), Carol Force, Melna Coleman, and Jessica Wardle (Secretary).

Absent: Layne Ferrin, and Bruce Wilson.

Guests: Marlena Connor

Minutes of previous meeting:

   - Approve minutes for May 2nd, 2016. Melna made a motion to approve, and Carol seconded the motion to accept the minutes.

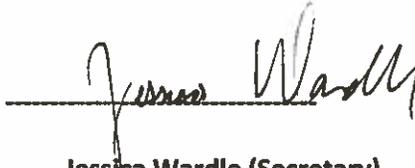   -Building Inspector's Report: No building inspector report.

New Business:

1. Building permit for Robert Larsen, 120 East 100 North Street, was reviewed. Melna made a motion to approve and Carol seconded the motion. All in favor, motion carried. Matt and Tammy signed, and dated the building permit.

2. Went over the building permit packet, and made adjustments. Jessica will work on the packet as time allows.

3. Spoke about ordinances regarding decks, and fences. Will address and speak about this more in depth in the next meeting.

4. Talked about complaint procedures, and chose to follow up with that in the next meeting.

5. Reviewed the time length change of Conditional Use Permits (pg 129, section E).The builder/owner needs to retain a set onsite, while one remains on file as well.

6. The Planning and Zoning Committee did discuss changing/amending the Ordinance from converting

 all R-1-12's to R-1-10's (pg 70) as the Town maps still show R-1-12 on them.

7. Went over the parking lot between the High School and Scott's Trailer Park. It was confirmed by Nancy at the Daggett County Office that the School does in fact own that, and that the P&Z Committee will not worry about it.

Adjournment: The meeting was adjourned at 8:40 P.M. by Tammy Twitchell, (Acting Chairman).

Tammy Twitchell (Acting Chairman)   **Jessica Wardle (Secretary)**