

**TOWN OF MANILA
PLANNING AND ZONING COMMISSION MEETING
MANILA TOWN OFFICE MEETING ROOM
MONDAY, July 11, 2016 AT 6:30 P.M.**

MINUTES

MEETING CALLED TO ORDER: The meeting was called to order at 1832 hours (6:32 P.M.) by Layne Ferrin, (Chairman).

PRESENT: Layne Ferrin (Chairman), Tammy Twitchell (Vice Chairman), Melna Coleman, Carol Force, Bruce Wilson, Matt Tate, and Jessica Wardle (Secretary).

GUESTS: Allen Hackworth

MINUTES: Approve minutes for June 20th, 2016. Tammy made a motion to approve, and Melna seconded the motion to accept the minutes.

BUILDING INSPECTOR'S REPORT: Verbal report by Matt Tate: 6-13-16: E. Hiller (siding), C. Stoker (footing), G. Pallesen (final), D. Gardner, G. Petersen, and Vacation Inn (Framing). 6-20-16: C. Stoker (foundation), G. Pallesen (re-final). 6-23-16: B. Nelson (review). 6-27-16: D. Gardner (framing). 7-04-16: K. Gold (review). 7-05-16: E. Hiller (siding & final), C. Stoker (damp proofing), B. Nelson (footing), B. Wilson (sheeting & footing), D. Gardner (plumbing), Vacation Inn (final for deck). 7-07-16: B. Nelson (foundation). 7-11-16: B. Nelson (damp proofing), G. Petersen (re-framing & stucco), B. Wilson (siding).

NEW BUSINESS:

- Review the building permit for Kenneth Gold. – Rebuilding of his deck. 284 North 4th East. Permit was reviewed by all committee members. Tammy makes a motion to approve, Melna seconds the motion. Motion carries, motion approved.
- Review a building permit for Gary & Linda Petersen for a retaining wall. 355 West 2nd North. After review, Tammy made a motion to accept. Carol seconds the motion. Motion approved.
- Allen Hackworth/ Review current policies / Ordinances pertaining to rental properties
Allen spoke to the Committee expressing interest in purchasing property within the Town limits, and possibly renting it out. He's interested in this for tax purposes. Tammy did question the amount of time he wanted for renting, he said it depends. Tammy then stated that the Town is zoned residential, and if he wanted to rent property out for the time he was interested in, then the property would need to be zoned commercial. Carol did refer to the Guest House Ordinance, on page 7, and stated if he did try to rent it out, then he would need to ask for a Conditional Use Permit. Matt then stated that Allen should probably look for a commercially zoned piece of property.

OLD BUSINESS:

- Review ordinances and guidelines on fencing (pg. 77).

Carol created a rough draft for an ordinance pertaining to fences. The P&Z Committee went over this, and agreed that it looked great, and added a few adjustments to it. Carol stated that she would work on this, and when completed they would like to submit this, as well as new ordinances, and guidelines on decks to the Town Council. Tammy made a motion to approve, and Bruce seconded the motion, motion approved.

- Review ordinances and guidelines on decks.
Tammy spoke about possibly adding a definition on decks in the P&Z Ordinance book to state applicable codes IRC, and RBC, for residential, and/or commercial structures. Definitions of a deck need to be defined more thoroughly. Tammy volunteered to work on this, and should have a rough draft to present to the P&Z Committee next meeting on August 1st, 2016.
- Follow up on complaint procedures.
Complaint procedures will remain the same. They will be handled internally, having the Clerks, Mayor review, and if needed, the Building Inspector will look into them. Jessica will reach out to the Town Clerk, and the Mayor to ask if we could possibly add the complaint form onto the Town of Manila website.
- The changing / amending of Article XI Section 1101 converting R-1-12 District to R-1-10 District.
The Revised 2013 Ordinance book deleted the R-1-12 District. It has been absorbed or converted to the R-1-10 District on page 70. This will need to be addressed, and approved by the Town Council. This adjustment is not referenced in the ordinance book , but it is still on the map. Carol has volunteered to work on the rough draft, and will present to the P&Z Committee next meeting.
- Go over the progress of the building packet.
Jessica is quite busy learning her new job, and skills needed. The summer season has quite a bit of work to be done, and she has to prioritize her work accordingly. When there is free time she will work on it, and once it is finished she will send it out for the P&Z Committee to review and add adjustments where necessary. Once approved she will put it on the Agenda for the next meeting for the final approval.

ADJOURNMENT: The meeting was adjourned at 7:43 P.M. by Layne Ferrin, Chairman.

Layne Ferrin (Chairman)

Jessica Wardle (Secretary)