

**TOWN OF MANILA  
PLANNING AND ZONING COMMISSION MEETING  
MANILA TOWN OFFICE MEETING ROOM  
MONDAY, August 1st, 2016 AT 6:30 P.M.**

**Final**

**MINUTES**

**MEETING CALLED TO ORDER:** The meeting was called to order at 1833 hours (6:33 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:** Randy Browning

**MINUTES:** Approve minutes for July 11th, 2016. Tammy made a motion to approve, and Carol seconded the motion to accept the minutes. Motion approves.

**BUILDING INSPECTOR'S REPORT:** Verbal report by Matt Tate: 7-15-16: Petersen & Ashton (plan review), 7-25-16: Stoker (framing), Nelson (marriage wall), Gardiner (electric). 8-01-16: Gardiner (electric re \*2\*), Stoker (electric, plumbing, & HVAC), Griffith (re-final \*garage\*).

**NEW BUSINESS:**

- **Review a house building permit for Mark and Valerie Yeates. 224 N. 4<sup>th</sup> E.**  
Application was reviewed by all committee members. Tammy made a motion to approve the permit. Melna seconded the motion. All are in favor. Motion stands.
- **Policy and procedures for building permits.**  
The Committee members will for now on need to go over and review building permit packets before each meeting. The information sent out is sensitive, and we must stress that it is kept secure, and must not be printed out, or shared to anyone. P&Z did talk about working on a spreadsheet. Layne has offered to help with this, and once it is set up, Jessica will work on keeping needed information recorded.
- **Open and public meeting trainings.**  
The Mayor has requested that the Planning & Zoning Committee watch the Open & Public Meetings Trainings by David Church. Jessica will send each committee member the link, and she will have a paper for each member to sign at the next meeting acknowledging that they have watched it. Committee members are able to watch it whenever they have time to do so.
- **Discuss working on revisions to the Planning & Zoning Ordinances.**  
Tammy requests that the P&Z Committee update specific areas in the Ordinance book. We need to make clarifications, and find and fix anything that is out of place, and make any updates that are necessary. The Mayor would like to have a professional work with The Town of Manila to go through the Planning & Zoning Ordinances. P&Z members did express that they would like to be notified on new ideas, or changes the Town Council, and Mayor have in mind for anything that pertains to Planning and Zoning. Randy Browning (Town Councilman) said that

the Town Council is trying to work with the Planning and Zoning Committee, and that he is going to be the Town Council Representative for the P&Z meetings. Everyone liked the idea to start including a brief update on P&Z meetings to be included at each Town Council Meeting. An idea to have one Planning & Zoning Committee Member attend each Town Council meeting was brought up as well. Nothing was set in stone, but it was an open invitation.

**OLD BUSINESS:**

- **Workshop on ordinances and guidelines for fencing & decks.**  
Carol did submit paperwork for revisions on fencing ordinances, Tammy did not submit any paperwork regarding revisions on the current deck ordinances. This topic was tabled until the next meeting.
- **Workshop on changing/amending of the ordinance from converting R-1-12's to R-1-10's.**  
Carol did submit a rough draft of this amended ordinance. P&Z did say it looked great, and will review it more in depth at our next meeting. P&Z plans on working on changing a few ordinances, and plans on submitting all changes together as a whole once finished.

**RESIGNATION:**

- Carol Force submitted her letter of resignation as of August 1, 2016.

**NEXT MEETING:**

- Next P&Z meeting is scheduled to be held September 6<sup>th</sup>, 2016 @ 6:30 P.M.

**ADJOURNMENT:** The meeting was adjourned at 7:45 P.M. by Layne Ferrin, (Chairman).

  
Layne Ferrin (Chairman)

  
Jessica Wardle (Secretary)

**Final**