

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

MINUTES

MEETING CALLED TO ORDER: The meeting was called to order at 6:30 P.M. by Layne Ferrin, (Chairman).

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

GUESTS: Mayor Gretchen Northcott, Don & Karen Brisendine, Mike Pierce, Barbara & Jim Briggs, Blake Hansen, Bob Ford, and Braxton Ferrin.

MINUTES: Approve minutes for August 1, 2016. Tammy made a motion to approve revised Minutes, and Melna seconded the motion to accept the revised minutes. Motion carries.

BUILDING INSPECTOR'S REPORT: Matt Tate was absent, but he sent a written report. It was read out loud by Jessica. Report states as follows: 8/08/2016: Gardner (re-plumbing), Stoker (plumbing). 8/15/2016: Gardner (insulation), Stoker (mechanical), Nelson (frame). 8/21/2016: Nelson (lag), Stoker (re-insulation), Gardner (drywall). 8/26/2016: Plan reviews for Raddon & Yeates. 8/29/2016: Gardner (downstairs), Stoker (drywall / insulation), Nelson (final), Wilson (4 way), Raddon (footing), Larsen (final). 9/06/2016: Wilson (re-4 way), Raddon (footing plan, and design questions), Stoker (upstairs drywall / siding)

NEW BUSINESS:

- Review Mylar's on a lot to combine / separate lots for Bob Ford. 476 N. 5th E.
Planning & Zoning Committee reviewed the Mylar's brought in by Mr. Ford. Jim & Barbara Briggs are selling land to Mr. Ford and Mr. Hansen. On the Mylar's the land is referenced as "Parcel 1 and Parcel 2. After reviewing the Mylar's and listening to Mr. Ford, Melna made a motion to approve, Tammy seconded the motion. All were in favor, motion carries. Mylar's will be forwarded to the next Town Council meeting for final approval.
- Review John Stoker building permit for a deck. 112 N. 500 E.
Planning & Zoning reviewed the building permit for John Stoker. Tammy made a motion to approve the building permit, Melna then seconded the motion. All in favor, motion carries.
- Review building permit for Karen Brisendine regarding roof repair. 295 N. 2nd E.
The Brisendine's are replacing part of the roofing on an existing garage. There are no additions. After review Tammy made a motion to accept, Layne seconded the motion. The motion carries.
- Discuss and review Manila Bay subdivision revision.
Mr. Pierce wants to vacate Plat A of Manila Bay Subdivision, this did raise a concern that if this did happen it could remove the 2nd exit out of the subdivision, only leaving one exit possibly creating a safety hazard. Tammy stated that most newer subdivisions do require 2 exits. Mayor Gretchen Northcott stated that she had some concerns when it came to amending/vacating this current plat, she wanted to know if Mr. Pierce planned on re-zoning it back to its subdivided

state in the future, and he wasn't sure. Tammy said that she would like Matt Tate to review it, and give his opinion on this. It was decided that more research would need to be done, this topic was benched, and we will review this again at the next Planning & Zoning meeting.

- **Review Open & Public Meetings training.**
Jessica & Tammy both watched The Open & Public Trainings online. Melna has already watched the online training, therefore she did not need to re-watch it. Layne and Bruce did not get a chance to watch it. Jessica & Tammy both signed a form, and they will be filed with the final minutes.
- **Mayor Gretchen Northcott spoke to the Planning & Zoning Committee.**
Mayor Northcott did address the Planning & Zoning Committee. She said that she and the Town Council felt like the Committee is doing a great job. She said that the Committee is encouraged to make changes. She spoke about Matt Cazier who specializes in Planning & Zoning code writing, she wants the P&Z Committee to work with him, and she said that he wants to work with the P&Z Committee to make the Town of Manila Planning & Zoning Ordinance Book better. She stated that some of the rules and ordinances could be adjusted and/or re-written. Some examples were: What building permits need to be reviewed by the P&Z Committee, and what could just be signed by the building inspector, and not have to go to the P&Z Committee for review and approval or denial (ex: roof repairs). The book could be re-read, and the P&Z Committee could emphasize on the discrepancies and problems, and work on fixing them. Mayor Northcott stated that having a professional work on this will be costly, but there are grants that the Town could apply for to try and get funding for this specific work.

OLD BUSINESS:

- **Workshop on ordinances and guidelines for fencing & decks.**
The Planning & Zoning Committee benched this topic for another time.
- **Workshop on changing/amending of the ordinance from converting R-1-12's to R-1-10's.**
The Planning & Zoning Committee benched this topic for another time.

NEXT MEETING:

- **Next P&Z meeting is scheduled to be held October 3, 2016 @ 6:30 P.M.**

ADJOURNMENT: The meeting was adjourned at 8:08 P.M. by Layne Ferrin, (Chairman).

Layne Ferrin (Chairman)

Jessica Wardle (Secretary)