

**TOWN OF MANILA
PLANNING AND ZONING COMMISSION MEETING
MANILA TOWN OFFICE MEETING ROOM
MONDAY, OCTOBER 3RD, 2016 AT 6:30 P.M.**

MINUTES

MEETING CALLED TO ORDER: The meeting was called to order at 6:38 P.M. by Layne Ferrin, (Chairman).

PRESENT: Layne Ferrin (Chairman), Tammy Twitchell (Vice Chairman), Melna Coleman, Bill Rylander, Matt Tate, and Jessica Wardle (Secretary).

GUESTS: Mayor Gretchen Northcott, Tim & Wendy Hollinger.

MINUTES: Approve minutes for September 6, 2016. Tammy made a motion to approve the Final Minutes, Melna seconds the motion to accept. All in favor, motion carries.

BUILDING INSPECTOR'S REPORT: Verbal Building Inspector's Report: 9-19-16: Raddon (Footing), Nelson (Re-final), K.O.A. (Roof), Stoker (Deck final). 9-23-16: Raddon (Foundation), Wilson (Dry Wall).

NEW BUSINESS:

- Welcome Mr. Rylander to the Planning & Zoning Committee.
The Planning & Zoning welcomed Mr. Rylander to the Planning & Zoning Committee. Layne welcomed him, and said he was very happy to have him as an addition to the group.
- Review building permit application for the K.O.A. regarding a new roof.
Committee did review the application. There is no new building, just a new roof. Tammy did make a motion to approve, and Bill seconded the motion. All were in favor, motion carries. Wendy Hollinger did address the Planning & Zoning Committee about questions she had regarding the ordinance we had that pertains to reflective roofing. The ordinance's were reviewed and discussed briefly. I do want to note that on the Agenda that was posted the address stated 72 N. 4th W. This address is the Hollinger's house, the correct address is 320 W. Hwy. 43.
- Review business license for Karinda Henry for permanent cosmetics. 260 E. Hwy 43.
Planning & Zoning reviewed application turned in by Karinda Henry. Tammy made a motion to approve, and Melna seconds the motion. Business license is approved on

the stipulation that Karinda send the Planning & Zoning Secretary approval from the Tri-County Health Department before issuing the permit.

- Review building permit for Mel Berry for a garage. 215 N. Main St. Mr. Berry at the time of this meeting had yet to submit his application for the garage. The topic was tabled until documentation has been submitted.
- Review power meter building permit for Dustin Lund. 365 N. Clark St. Committee opens this topic up for review and discussion. After review the P&Z Committee will approve the permit to have a power meter installed. Noting: any further building will be required to provide additional building permit applications with necessary documentation. Matt did add additional notes to the application. After review Tammy did make a motion to approve, Layne seconds the motion. Motion carries.
- Review building permit for a cell phone tower for Blake Hansen. Committee did not receive a building permit application at this time. The P&Z Ordinance book does state specific height requirements. This was discussed with Blake, so his plans are on hold at this time. Matt did state that professional engineered plans would need to be included once Mr. Hansen does decide to proceed with the application. Layne did table this topic for the time being.

OLD BUSINESS

- Review Manila Bay subdivision revision
Mr. Pierce would like to vacate Plat A on the Manila Bay subdivision. Planning & Zoning did want Matt's input on this. Matt stated that if Mr. Pierce would like to vacate this part of the subdivision that would be acceptable if certain requirements are met. If Mr. Pierce decides to vacate the Plat A section he needs to be aware that it is considered no longer. He would have to start from step one of the entire process if he were ever interested in sub-dividing what is now considered "Plat A" in the future. He needs to be aware that all rules, regulations, guidelines, ordinances, agreements, and processes will have to follow what is current and relevant. The owner must submit a letter of intent to vacate the specified part of his current subdivision. He must then have written permission of acceptance (a petition) by every adjoining land owner that they are aware to the vacating of the subdivision. After these steps are completed they must be submitted to the Planning & Zoning Committee and the Town Council for review & final approval.

OLD BUSINESS:

- Workshop on ordinances and guidelines for fencing & decks.
The Planning & Zoning Committee benched this topic for another time.

These items need to be reviewed and worked on with a consultant.

- 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. These items need to be reviewed and worked on with a consultant.

OTHER TOPICS

- Ordinances for rentals.
The topic of short term rentals was brought up as a concern. Matt said that we need to look over our ordinances and see what the rules are. Layne stated that he would look into this further and find specific instruction on how to go about addressing the matter.
- Mobile homes.
Matt did bring up that Daggett County is working on re-vamping their mobile home ordinances, and wanted to let us know about that.
- Tiny homes.
The tiny homes movement was brought up also. It was debated and talked about. Further discussion will need to be done in the future.
- Kyle slaughter.
Mayor Northcott did state that she has been talking to a man by the name of Kyle Slaughter. He works for a rural planning group. He told the Mayor that he would be willing to help the Town to work on re-writing and amending new ordinances. That would go through funding through the CIB, and we could possibly get his help with potential acquired grant money.
- Cody Weston, potential house building permit.
Rough drafts of a lot up by state line road were sent over. Mr. Weston is possibly interested in building a house and a garage, but wanted the P&Z Committee to review to see if it would or could be possible. Part of the lot crosses onto the County road, making the lot unique. The P&Z Committee said that it looks like a potential house and garage could be possible, but the lot fill and set-backs will need to be within code.

NEXT MEETING:

- Next P&Z meeting is scheduled to be held November 7, 2016 @ 6:30 P.M.

ADJOURNMENT: The meeting was adjourned at 8:03 P.M. by Layne Ferrin, (Chairman).

Layne Ferrin (Chairman)

Jessica Wardle (Secretary)