

**TOWN OF MANILA
PLANNING AND ZONING COMMISSION MEETING
MANILA TOWN OFFICE MEETING ROOM
MONDAY, NOVEMBER 7TH, 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, William Rylander, and Jessica Wardle (Secretary).

GUESTS: Cody Weston, Brent Weston, Melvin & Sheri Richardson, Jerry Taylor, Randy Browning, & Gretchen Northcott.

MINUTES: Approve minutes for October 3, 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: 10/17/2016: K.O.A. (final for roof, close file). Butch Hollis (Final, issue C-of-O), Brian Nelson (Final, issue C-of-O), Raddon (Foundation W #4 bar). 10/24/2016: Mark Olsen (Final progress), Daryl Gardiner (final electric, hand rail?), Darrell Johnson (Framing inspection), Mark Yeates (Progress check), Lavel Staley (Final porch/siding *close file*), Raddon (foundation *2nd half* W#4 bar).

NEW BUSINESS:

- Discuss future plans of building on lot parcel 01-0012-0011 for Cody Weston. Mr. Weston had drawn out a rough draft of what he would like to build on this lot in the future. The rough draft plans were reviewed by the P&Z Committee, and the plans are also going to be kept with the Minutes of this meeting so the P&Z Committee can look back to them, and refer to them in the future when a building permit application is filled out and sent in for review. Layne did state that the house would need to be moved over to the South a bit to make proper set back rules. Tammy did state that it would be helpful for them to add on the deck to the building permit at the same time. It would save them time and money to have it approved all together. The garage that Mr. Weston would like to build will have to go before the Board of Adjustments for approval. The P&Z are willing to consider it for approval even though it would be out of Ordinance, due to the hardship of the lot. It was noted that all water and sewer impact and connection fees will need to be paid in full before a building permit may be

submitted. Mr. Weston did state that he would probably move forward with this in the future, but not immediately. I also want to note that Jessica did reach out to the County to see what the rules and jurisdiction would be for the road that runs through part of his property. Carrie Poulsen did check, and stated that the Town of Manila had jurisdiction for that road, and that the Town may make the proper decisions that need to be made.

- Review/answer questions regarding future building plans for 396 N. 5th E. Mrs. Richardson had a rough draft plan drawn out of what she was considering for the future. She addressed the P&Z Committee, and the topic was opened for discussion. The specified lot is a corner lot, making it unique. The front of the house could be placed 2 different ways, Sheri & the P&Z Committee did talk about that. Easements were also discussed and clarified, and so was where the proper placement of where a garage would be. No final decisions were made, and it was noted that all water and sewer connection and impact fees will have to be paid before a building permit can be submitted for review.
- Review letter of Plat Vacation for Manila Bay Subdivision. Letter was reviewed, and a couple changes were made. The P&Z Committee did say that it looked great, and that it is ok to send it out to Mr. Pierce once the final corrections were made. *Letter was sent 11/08/2016.* A copy of the letter will be filed with these final, approved minutes.
- Jerry Taylor addressed the P&Z Committee. Mr. Taylor wanted to address the P&Z Committee to make sure that they were aware that he would be working with a group called the “Hands & Hands Project”. They will be replacing 2 small decks for Deputy Rasmussen at his home. Mr. Rasmussen is currently deployed and the Hands & Hands group and Mr. Taylor want to do something nice for Mr. Rasmussen to show appreciation for the commitment and sacrifices that Mr. Rasmussen is making for our country. The decks are not attached to the house, and are both under 200 square feet. There is no building application required for this to move forward and be completed. Mr. Taylor did state that they will begin work on November 11th, and should have the project completed by the 12th of November.
- Kyle Slaughter
Town Councilman Randy Browning addressed the P&Z Committee in regards to Mr. Slaughter. Randy thinks Mr. Slaughter would be helpful to the Committee and the Town to work with us on fixing and amending new and current ordinances. Randy thinks we could possibly qualify for CIB grants, which would help the Town pay for Mr. Slaughter’s service, knowledge, and time. Mr. Slaughter told Randy that the month of December is full for him, but that he would be happy to have a phone conference with Layne and Randy to initiate and begin this working process. Layne stated that he thought this was a great step in the right direction. He addressed the P&Z members and asked all of

them to go through the P&Z Ordinance book and find any topic that needs to be worked on, and to address any topic that has yet to be written about that needs to be created. The P&Z did speak about a few topics that they were currently wanting to work on, and Layne did take note of those. Mr. Slaughter has asked Randy for the P&Z's vision for all of the Ordinances, and a general plan for the Town of Manila. Layne and Randy will take the first initial steps needed to move forward with this process. After a vision is set, the P&Z Committee will then work on re-writing, changing, and creating ordinances. It was decided that November and December are very busy months, and that the P&Z Committee would be willing to spend their time working on this in January and February.

OLD BUSINESS:

- N/A

NEXT MEETING:

- Next P&Z meeting is scheduled to be held December 5th @ 6:30 P.M.

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

Layne Ferrin (Chairman)

Jessica Wardle (Secretary)