

TOWN OF MANILA  
PLANNING AND ZONING COMMISSION Workshop  
MANILA TOWN OFFICE MEETING ROOM  
TUESDAY, FEBRUARY 28TH, 2017 AT 6:30 P.M.

**FINAL**

**MINUTES**

**MEETING CALLED TO ORDER:** The meeting was called to order at 6:56 P.M. by Layne Ferrin, (Chairman).

**PRESENT:** Layne Ferrin (Chairman), Tammy Twitchell (Vice- Chairman), Bruce Wilson, Randy Browning, and Jessica Wardle (Secretary).

**ABSENT:** Mr. Rylander

**GUESTS:** None

**MINUTES:** N/A

**BUILDING INSPECTOR'S REPORT:** N/A

**NEW BUSINESS:**

- Work on recommendations to update the Planning & Zoning Ordinances. Tammy made a suggestion to work on re-forming section numbers and article page numbers, Layne did say that while the book is being revised he will adjust this problem so article page numbers are by section number, and that if adjusted the computer should be able to automatically add a section specifically.
- Streamline permits  
Matt Tate the Building Inspector, sent in a rough draft of a list of permits that could possibly be processed in the same day, over the counter. They would be basic repairs, and would have a set price already on them. The customer would just fill out their application, pay the standard fee, and walk out with the permit. The specified repairs noted were:
  1. Re-roof
  2. Electric meters
  3. Decks (deck repairs only)
  4. Furnaces
  5. Water HeatersIt was noted that any permit requiring a plan review, plans or structural review by Building Official/Inspector will be subject to a square footage valuation and calculated building fee will be done by the building inspector.

Randy did want to ask about whether or not the Planning & Zoning could somehow streamline the process for fences as well. Tammy stated that there are no permits required for fencing, but there are rules regarding height, and set-backs. Randy said he will bring this price list to the next Town Council meeting.

- **Building Inspector Reviews**

It was brought to the P&Z Committee's attention that the Building Inspector will need to be able to review, approve, and issue a fee for all incoming building permit applications within a two week time. Matt Tate said that the state has legislation pending to make plan reviews be a maximum of a two week time frame. The Planning & Zoning ordinance book prohibits this as it states that every application must be reviewed by the P&Z Commission before it can go to the Building Inspector for his approval. With this information being stated, the Planning & Zoning Commission would like to eliminate or revise the ordinance where every building permit application needs to go through the P&Z. It needs to be specified what will need to go the P&Z Committee, and what can be left to just the Building Inspector and Planning & Zoning Secretary. Specifications should be made in the P&Z Ordinance Book, and to the fee schedule as well.

- **Adjustments**

Bruce stated that he would like to go through the Planning & Zoning Ordinance Book and find problematic Ordinances and rules, and work on them as they are found. Layne stated that he would prefer to start from the beginning of the book, and go through everything section by section to be sure that everything has been covered. Tammy asked how long we had to work with Kyle Slaughter before the funds that the Town has to pay for his services expire. Layne said that he wasn't sure, and that he would call Mr. Slaughter and ask him.

**OLD BUSINESS:**

- N/A

**NEXT MEETING:**

- Next P&Z Meeting and Workshop is scheduled to be held March 6th @ 6:30 P.M.

**ADJOURNMENT:** The meeting was adjourned at 8:34 P.M. by Layne Ferrin, (Chairman).

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**Layne Ferrin (Chairman)**

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**Jessica Wardle (Secretary)**