

**TOWN OF MANILA
PLANNING AND ZONING COMMISSION MEETING
MANILA TOWN OFFICE MEETING ROOM
MONDAY, APRIL 3RD, 2017 AT 6:00 P.M.**

FINAL

MINUTES

MEETING CALLED TO ORDER: The meeting was called to order at 6:00 P.M. by Layne Ferrin, (Chairman).

PRESENT: Layne Ferrin (Chairman), William Rylander, Bruce Wilson, Jana Franz, Jessica Wardle (Secretary), and Matt Tate.

ABSENT: Randy Browning

GUESTS: Gretchen Northcott, Brent Weston, Glade Montierth, Jarvis Bassett, Linda Anthon, and Tammy Twitchell

MINUTES: Approve minutes for March 6th, 2017. Bruce Wilson made a motion to approve, Bill seconded the motion to accept the Minutes. All in favor, motion carries.

BUILDING INSPECTOR'S REPORT: 3/12/17: Bruce Wilson (Re-final), Yeates (Compliance), 3/20/17: Lund (Electrical), Richardson (Footing), Robinson (Footing). 3/27/17: Robinson (Frame Inspection), Bruce Wilson (Final Re-Inspection), Mel Richardson (Foundation Inspection). 4/03/17: Mel Richardson (Coating Inspection), Robinson (Final *Garage*).

NEW BUSINESS:

- Discuss lot parcel 01-0012-0011
Committee members Layne Ferrin, Bill Rylander, Bruce Wilson, and Jana Franz went up to inspect this lot with Brent Weston and Glade Montierth. Matt Tate (Building Inspector) and Gretchen Northcott (Mayor) also attended. All above stated went up to inspect this lot to see if it could possibly meet set-back and lot fill requirements. Once everyone arrived Layne called Jessica and recorded the discussion over the phone and through the recorder. Mayor Gretchen Northcott stated that the state line road will probably be widened in the future because the road is set to be road chipped, and adjustments will probably be made. Measurements were taken while up at the site.

At 6:20 Jarvis Bassett, Linda Anthon, and Tammy Twitchell arrived.

At 6:30 everyone stated above who visited the site arrived back at the Manila Town Hall meeting room.

After approving minutes and the building inspector's report, Layne Ferrin opened up the Weston's lot for discussion. Bruce Wilson stated that he had some concerns about building on the lot. There was some discussion about the fire hydrant possibly being moved, and Mayor Gretchen Northcott stated that it could happen, but she is not sure where or if anything will be moved. Brent Weston said that he was told that this specific lot has been mentioned in past meetings that it is not buildable and requested old meeting minutes about this lot in the past. Jessica said she would work on that during business hours and gave Mr. Weston her business card. With the size of the lot, set-back requirements would need to be (for a main building) 25 feet front and back, and 6 feet on both sides. Chairman Lain Ferrin decided to table this topic for further discussion, and stated that it may need to be surveyed. Bill Rylander made a motion to table this topic, and Jana Franz made a second motion. All were in favor. Topic was tabled for the next meeting.

- **Discuss Don and Valerie Yeates, 224 N. 4th E.**
Layne opened this topic up for discussion. This residence has been brought up and discussed in previous meetings regarding the foundation requirements. Matt Tate, the current building inspector spoke about several different codes in the IRC and Utah Code that pertain to manufactured housing . He mentioned titles and chapters about compliance and standards for foundation requirements. Then Matt went into a little bit of detail on the Town of Manila Ordinances that require foundations also. Mr. Yeates stated that he feels like he was misled throughout this process and explained briefly the building inspections that he's had, and none of them say anything about his foundation. Matt Tate states that there needs to be a foundation on the Yeates' new home, and it can be concrete or masonry construction. Layne proposed an extended period of time of 365 days to allow the Yeates to put in a foundation. Matt stated that he was okay with that, and would be willing to sign off on a temporary C of O (certificate of occupancy) so they could move into their home while they work on the foundation. The Yeates will follow up with needed documentation in this process along with Matt Tate. It was noted that none of this is official until commitment is written and signed. After deliberation the Yeates verbally agreed to this, and it was stated that a written agreement should be made within a week. The Yeates will have 365 days to complete their foundation from the time the temporary C of O is signed. Bruce makes a motion to approve, Jana makes a second motion. All were in favor. Motion carries.
- **Business License for Sioux Falls *Telecommunications Contractor***
Business license was discussed, this will be needed for the maintenance for the T-mobile cell phone tower work approved in the last meeting. Layne stated that he would entertain a motion. Bill makes a motion to approve, followed by Bruce who seconded the motion. All members of the council were in favor. The business license was approved.
- **Bruce Wilson house East Ridge Circle 1st S. lot 14**

While reviewing the plans Layne questioned where the front of the house would be, and stated that the garage(s) may not be located in the front of the house. Bruce Wilson stated the garage(s) will not go in the front of the house, and recused himself from the decision due to the fact that he's building the house and owns the lot. Planning & Zoning looked plans over and Bill makes a motion to approve the house, and Jana seconds that motion. The house with attached garage is approved with a preliminary approval of the additional un-attached garage.

- **Building application for Jarvis Bassett at 60 N. 5th E.**
Planning & Zoning Committee review the building application submitted by Mr. Bassett. Mr. Bassett states that his lot was purchased in 2009 and he put a garage on it at that time. The Town of Manila ordinances state that a garage may not be built in front of a main dwelling. Layne did speak about the current structure on the property being non-conforming. Mr. Bassett stated that he thinks there have been other homes brought in behind garages since the new ordinance has been set in 2013. Current zoning states that this is not allowed. Bruce asked if there was a grandfather clause and Layne stated "no". If Mr. Bassett wanted to take it to the Board of Adjustments he would need to state that there was a hardship and ask for a grievance. Per current ordinance under section 603 the current building on this lot is non-conforming and non-compliant. If Mr. Bassett would like to work on finding some solutions to this problem then Layne stated that he could then bring this topic up before the Board of Adjustments. Tammy Twitchell stated that the BoA is brought up when a plan can state that there is a hardship like cost, ect. Layne stated that he will table this topic until further information is brought up.
- **Goodbye's and hello's**
Layne wanted to thank Tammy Twitchell for serving on the Planning & Zoning Committee since April of 2014. She has served and devoted a lot of time and it was very much appreciated. With Tammy leaving, Layne welcomed Jana Franz as a new member of the Planning & Zoning Committee.

OLD BUSINESS:

- **Discuss and work on updating and revising current ordinances.**

P&Z briefly touched base with this. Jessica will continue research on short term rentals and Layne and Jana will work on width and size requirements for houses. It was also noted to discuss changing the P&Z meeting to an earlier time on the next Agenda.

- Open Public and Meetings Act training.
Jessica brought this up. She stated that it is required for all members of the Planning & Zoning to watch the training on open and public meetings. She will gladly send out the link to anyone on this committee that needs it. All P&Z members in attendance agreed to watch it.

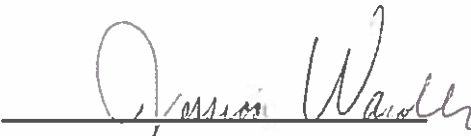
NEXT MEETING:

- Next P&Z meeting is scheduled to be held May 1st 2017, @ 6:30 P.M.

ADJOURNMENT: The meeting was adjourned at 8:53 P.M. by Layne Ferrin, (Chairman).



Layne Ferrin (Chairman)



Jessica Wardle (Secretary)