

**TOWN OF MANILA
PLANNING AND ZONING COMMISSION MEETING
MANILA TOWN OFFICE MEETING ROOM
MONDAY, MAY 1ST, 2017 AT 6:30 P.M.**

FINAL

MINUTES

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

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

ABSENT: None.

GUESTS: Gretchen Northcott, Brent Weston, Cody Weston, Jarvis Bassett, Linda Anthon, Bob Warren, Bart McCoard, and Linda McCoard.

MINUTES: Approve minutes for April 3rd, 2017. Bruce Wilson made a motion to approve, Jana seconded the motion to accept the Minutes. All in favor, motion carries.

BUILDING INSPECTOR'S REPORT: 4/17/17: Richardson (electric), Robinson (final, close file), 4/23/17: Richardson (set up inspection), Raddon (inspection set up), Baird (Footing inspection), 5/01/17: Raddon (deck), Brown (Porch final), Baird (Framing), Richardson (Final).

NEW BUSINESS:

- Discuss possible, future building for Mr. McCoard at 72 N 5th E.
Mr. McCoard said that he had been hearing rumors that his plans that he had in mind for future building may possibly not be accepted by the Planning & Zoning due to new ordinances passed, and his lot, due to an existing structure, is non-compliant. He would like to know what he can and cannot do in the future with his lot. Bruce Wilson stated that the building must be in code, the current building (a garage) is non-compliant and non-conforming. Mr. Bassett said that he is also having the same problem. Council member Randy Browning stated that the Planning & Zoning recognizes that construction was build before the new ordinance was adopted *Ordinance Article 6 section 603, number's 6 & 7*. He stated that Mr. McCoard's building is non-conforming at this time, but due to the time it was built, it has been grandfathered in. Once an additional permit is desired to build on, add to, or fix anything the existing structure and lot will then need to become compliant. Mr. McCoard asked if he could go to the Board of Adjustments and ask for a variance, and he was told no, the BoA is not there to break ordinances, it is made to address problems like physical hardships, ect. Chairman Layne Ferrin then decided to close this topic for any further

discussion. The McCoards were told if they could come up with some plans that would make their structure compliant then they may work on that, and bring it to the next P&Z meeting for review.

- **Ross Catron building permit application**
Mr. Catron did not have his application and other paperwork turned in by this meeting. This topic was tabled until the next Planning & Zoning meeting.
- **Discuss a building permit application for Jarvis Bassett**
Layne opened the topic up for discussion. The re-drafted plans submitted looked like the addition would bring Mr. Bassett's non-conforming garage to a compliant structure with the addition of a house built on the side and back of the existing structure. Bruce Wilson recused himself to make any decisions on this due to the fact that he will be building the new addition. Other committee members do like the plans and move forward to entertain a motion. Randy Browning made a motion to approve the revised house plans, Bill Rylander made a second motion to approve the presented plans. Layne Ferrin and Jana Franz were also in favor. The motion carried, building permit application was approved.
- **Review building permit application for Nexius Solutions, Inc. for repair/maintenance on an existing cell tower located at 368 Main St. for AT&T.**
Planning & Zoning reviewed plans submitted for the work to be done on this existing tower. The building inspector said that this is a good example of a permit that does not necessarily need to go the P&Z for review, but rather it would be easier to just make Matt (the building inspector) responsible to look at it, approve it, assess the fee, and follow up on inspections himself. With that being said Layne entertained a motion. Jana Franz made a motion to approve, and Bruce seconded the motion. All P&Z members were in favor. Motion carries. Matt Tate will do a plan review and get a building fee assessed, and it was recommended that the P&Z council look into revising ordinances to help the building inspector gain authority with certain duties and applications.
- **Address Brent and Cody Weston and their lot, parcel 01-0012-0011**
Chairman Layne Ferrin addressed that the P&Z did jump out of role from "new business" to "old business" as to discuss the Weston's lot while the other items on the agenda could wait. The Weston's did bring a plot plan rough draft to the table, Chairman Layne Ferrin recognized the plot plan and opened the topic up for discussion. Planning & Zoning did bring up concerns about the size of the lot, whether or not set-back requirements could be met, concerns about water retention, sewer connection availability and a few other concerns with the Weston's. At approximately 7:21 the Weston's and the Planning & Zoning Council, along with Mayor Gretchen Northcott drove up to the lot parcel to measure the size and set-back requirements. Jessica Wardle (the P&Z

Secretary) stayed at the Town meeting hall room and answered the phone when Chairman Layne Ferrin called and recorded their conversation from the phones onto the recorder. They closed the on-site meeting at approximately 7:37. The meeting resumed shortly after everyone met back down at the Town meeting hall at approximately 7:39. Randy Browning states that after going up and measuring the lot it looks like there is enough room for the Weston's to build on the lot. The Planning & Zoning said that they could approve a preliminary approval of the proposed rough draft building plans on a contingency that sewer and water can properly be connected and paid for before the building starts. The Weston's will also need to fill out a building application permit, and fill out and complete everything needed in the building permit packet. It was noted that proof of property of recorded easement rights will need to also be included in the building permit application process to follow through with potential approval. Water retention was again addressed as being a big concern. French drains were mentioned. Matt Tate the building inspector stated that he would watch for proper drainage set up, and that he would inspect and sign off on the sewer lateral work going in as well.

- **Voting in a Vice-Chairman**
Layne recommended that Mr. William Rylander be nominated as Vice-Chairman of the Planning & Zoning Committee. Randy made a motion in approval, and Jana seconded that motion. All P&Z members were in favor, the motion carried. Mr. William Rylander is now the Town of Manila's Planning & Zoning Committee's new Vice-Chairman.
- **Changing Planning & Zoning meeting time.**
This topic was discussed. Work sessions will be held on the first Monday of every month at 5:00 until 6:00, regular meetings will now start at 6:00 and end when appropriate. Randy Browning made a motion to approve, and Jana made a second motion. All were in favor, the motion carries. Jessica will notify Tim Havens and Linda Petersen and have them update this information in appropriate places. The next Planning & Zoning meeting will be held at the times listed above.
- **Set-back and easement ordinances and regulations**
Jana Franz wanted to bring this up because she said that due to the set-back ordinances and regulations a majority of the lots in Manila are very hard to sell. She said that most lot sizes are either 75 by 200, or 60 by 300, with front and back yard set-back regulations being at least 25 (for a main dwelling) that equals out to 50 feet added together, therefore not leaving very much room to put a house on these types of lots. Jana also presented what she thought should be added to the Planning & Zoning Ordinance Book. It was defining modular homes, perimeters, and adding dwelling size and perimeter regulations as well. Jessica will file a copy of this to this meeting's minutes. Layne said that he

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thought these would be beneficial and that he will go home and format this into a rough draft form and present it at the next P&Z meeting. It was stated that the Planning & Zoning Committee needs to work on giving the building inspector approval over certain permits, and working on creating a list for over the counter permits. The set-back ordinances will need to be worked on, but Layne said they are not top priority.

OLD BUSINESS:

- Follow up on Yeates' house
Jessica presented the P&Z with a letter that the building inspector, Matt Tate wrote and upon agreement and signatures of the Yeates' Matt will be willing to move forward and issue the temporary CofO. The P&Z are now aware of the progress, and approved of the letter.
- Open Public and Meetings Act training.
Jessica brought this up. Every member, except Jana Franz did watch it. Jana said she will watch it this week, and sign the paper at the next meeting.

NEXT MEETING:

- Next Meeting:
The next Planning & Zoning meeting will be on June 5th, 2017 at 6:00 P.M. with a workshop starting at 5:00 P.M.

ADJOURNMENT: The meeting was adjourned at 8:30 P.M. by Layne Ferrin, (Chairman).

Layne Was absent

Layne Ferrin (Chairman)

Bill Rylander
(Co-CHAIRMAN)

Bill Rylander
signed as acting
Chairman

Jessica Campbell

Jessica Wardle (Secretary)
Campbell