



**TOWN OF MANILA
PLANNING AND ZONING COMMISSION MEETING/WORKSHOP
MANILA TOWN OFFICE MEETING ROOM
MONDAY, JUNE 5TH, 2017 AT 5:00 (OLD BUSINESS/WORKSHOP) & 6:00 (MEETING) P.M.**

FINAL

MINUTES

MEETING CALLED TO ORDER: The meeting was called to order at 6:00 P.M. by William Rylander, (Vice-Chairman).

PRESENT: William Rylander (Vice- Chairman), Dave Coombs, Randy Browning, Jana Franz, Jessica Campbell (Secretary), and Matt Tate (Building Inspector).

ABSENT: Layne Ferrin

GUESTS: William Warren, Ross Catron, Brent Weston, Cody Weston, and Tanner Weston.

MINUTES: Minutes from the previous meeting/workshop for May 1st, 2017 were reviewed and approved. Randy made the first motion, followed by Jana with the 2nd motion, all were in favor.

BUILDING INSPECTOR'S REPORT: 5/08/2017: Raddon *final, issue CofO, close file*, Richardson *final, not ready*, Yeates *finish perimeter foundation out of concrete or masonry, 356 days to finish, issue a temp. CofO*, Baird *progress*. 5/15/2017: Lund *electrical, close file*. 5/30/2017: Richardson *final, not ready*, Baird *electrical*. 6/05/2017: Richardson *final, not complete*, Baird *close file*.

NEW BUSINESS:

- Mr. Rylander welcomed David Coombs to the Planning & Zoning Committee, and thanked Bruce Wilson for the time he served on the P&Z Committee.
- William Warren building permit application.
Mr. Warren submitted an application for a permit to extend an existing garage on his property. He would be adding to the front of his existing pole barn. His back yard and lot percentages are well under the percentages, which means he has plenty of room to expand. Randy made a suggestion to approve the permit. Jana made a motion, followed by Dave with the second. All were in favor. The building permit was approved.
- Review a building permit application for a single family dwelling for Brent & Cody Weston.
This lot and the plans to build on it have been in question for quite some time. Past meetings contain trips out to this specific piece of land, and the Planning &

Zoning Committee have done their due diligence with this topic. The plans submitted were reviewed. Set back's look appropriate, the lot percentage looked good. Cody Weston stated that he spoke with Jerry Muir (the Public Works Director) about his sewer and water connection hook up's and Cody stated that Jerry said sewer and water should both be able to be connected from the Town of Manila's utility easement. It was stated that the Weston's have a recorded easement enabling them to go through other properties in order to connect to the Town of Manila's connection. The Weston's are responsible for that part. Matt Tate asked about the sewer laterals and who would be responsible for inspecting those, Jessica Campbell responded and said that the building inspector will be the one responsible for inspection. After months of review and questions the building permit application was approved. Dave Coombs made a motion to approve, and Randy Browning made a second motion. All were in favor, the motion carried.

- **Review a building permit application for Ross Catron**
This topic was opened up for discussion. Mr. Catron stated that the deck will be on the eastern side of his house. Part of it would be covered, and some of the deck would remain open. The set back's were okay as well as the lot use percentage. Matt Tate did ask Ross for a bit more paperwork with a little more detail, and Ross said he would be sure to get that to Mr. Tate. Randy made a motion to approve the permit for a deck, and Jana made a 2nd motion. All were in favor, the permit was approved.
- **Discuss a building permit for a garage for Mel Berry.**
Mr. Berry did not submit any plans in time for the meeting. This topic was tabled by Jana Franz for the time being. Randy made a second motion, and all were in favor.
- **Business License application for Roy Mast**
The business license permit was written out for wood bundling, lawn care, and handyman work. Randy made a motion to approve the license, Dave made a 2nd motion, all were in favor. The business license was approved.
- **Review an building license permit for Carl Fair**
The permit was reviewed and opened up for discussion. The original building permit application was approved in July of 2015. Building permits are good for 180 days, they will expire unless an extension is filed with the building inspector before the 180 days are up. The building license application was turned in to be considered an extension. Matt Tate did state that he has made an effort to close this permit out. The Planning & Zoning Committee did agree that since the original permit was expired, Mr. Fair would need to pay an inspection fee. Matt stated that a standard inspection fee was \$100.00 plus Utah tax at \$1.00. The Planning & Zoning Committee and the building Inspector all agreed that a

standard inspection fee would be assessed and 180 days will be given to complete the building permit for a deck. Jana made a motion to approve and Randy made a second motion to approve. Dave recused himself from the vote, Mr. Rylander was in favor.

- **Open public meetings video**
Jana did state that she did watch the Open Public Meetings video.

OLD BUSINESS:

- **The workshop/old business meeting**
The meeting was called to order at 5:00 by William Rylander.
- **Set back requirement review**
Jana opened this topic explaining that there are quite a few lots within the Town of Manila that are very small and the current set back regulations make it difficult to place a structure on them. Jana suggested that the P&Z look at possibly amending current ordinance set-back regulations, and make them more flexible. Jana suggested that the back yard possibly have the same set-back requirements as the side yard footage set-backs (6 feet). The P&Z committee also recommended that the ordinance book define that the front of the yard be facing the street, and that the front of the yard will remain to have a 25 foot set-back requirement. Corner lots would still be an exception, and property owners would be able to pick which side of the road would be considered the front of the dwelling. A public hearing will be needed in order to move on and forward a recommendation to the Town Council for this topic. Randy made a motion to accept this and Jana made a second motion. All were in favor.
- **Dwelling size regulations**
P&Z talked about adding in a length and width regulation to dwellings in the P&Z ordinance book. In past ordinance rules for the Town of Manila it stated that the minimum dwelling size be at least 24 feet in width and at least 48 body feet in length. Currently the Town of Manila's P&Z Ordinance book has no length or width requirements. After discussion the P&Z decided to move forward with these topics, and make a motion to add length and width restrictions back to the P&Z ordinance book. The minimum width requirement is recommended to be 20 feet or more, and the recommended length requirement is to be 40 feet or longer. A public hearing will be needed in order to move forward with this motion. Randy made a motion to accept these regulations, followed by a second motion from Jana. All were in favor.

- **Short term rentals**

Short term rentals were brought up due to the fact that they have been brought up many times before, and currently, the Town of Manila P&Z Ordinance book does not specifically state any requirements, definitions, or permits needed for short term rentals. This topic is becoming increasingly popular the Planning & Zoning Committee decided to take a vote and send in an official recommendation to the Town Council to enact a moratorium for short-term rentals at their next meeting so that the P&Z Committee can take time to figure out some reasonable ordinances and regulations. Jana made the first motion, followed by Randy with a second motion. All were in favor to move forward with the recommendation.

NEXT MEETING:

- Next P&Z Meeting and Workshop is scheduled to be held July 10th starting at 5:00 for the old business/workshop, public hearing, and the regular meeting at 6:00 P.M.

ADJOURNMENT: The meeting was adjourned at 7:25 P.M. by William Rylander, (Vice-Chairman).



William Rylander (Acting-Chairman)



Jessica Campbell (Secretary)