

**MANILA TOWN OFFICE MEETING ROOM
MONDAY, AUGUST 7, 2017 AT 5:00 (OLD BUSINESS/WORKSHOP/PUBLIC HEARING/PUBLIC
COMMENT) & 6:00 (MEETING) P.M.**

Final

MINUTES

MEETING CALLED TO ORDER: The meeting was called to order at 6:04 P.M. by William Rylander, (Acting-Chairman).

PRESENT: William Rylander (Acting- Chairman), Dave Coombs, Jana Franz, & Jessica Campbell (Secretary).

ABSENT: Randy Browning, Scott Taylor, and Matt Tate.

GUESTS: Lynn Vadnais, & Hank Gutz.

MINUTES: Minutes from the previous meeting/workshop for July 10th, 2017 were reviewed and approved. Jana made the first motion, followed by Dave with the 2nd motion, all were in favor. Minutes were approved.

BUILDING INSPECTOR'S REPORT: A written building inspector's report was sent in by Matt Tate, and read out loud by Jessica. It read as follows: 7-10-2017: Weston (underground inspection), Lund (framing inspection), and Bassett (framing inspection). 7-17-2017: Bassett (4way inspection), Catron (deck footing inspection), T-Mobile (electric inspection), Lund (framing inspection), Town of Manila (furnace inspection). 7-24-2017: Bassett (re-4way inspection), Catron (deck framing inspection), T-Mobile (electric inspection). 7-31-2017: Bassett (insulation inspection), Catron (deck framing inspection), T-Mobile (final inspection), Weston (framing inspection), Town of Manila (furnace re-inspection).

NEW BUSINESS:

- **Vote on final recommendation for changes to dwelling & lot set-back requirements.**
Jana made a motion to approve the recommendation, Dave made a second motion. All were in favor.
- **Lynn Vadnais: Combing two lots into one.**
Mr. Vadnais came to the meeting with mylar's to join both lots into one. He was not on the agenda, so no decisions were made. A special meeting will be held on Thursday, August 10, 2017 at 2:00 to review his mylar's.
- **Business License for Vinally Inked, for art.**

Jana made a motion to approve, Dave made a second motion. All were in favor. The business license was approved.

- **Business License for John Weaver for paddle board & rafting rentals, discuss if a conditional use permit would be required.**
Jana stated that if this was a business ran out of a building that was intended for business alone, it should be considered a commercial building and would require inspections and a conditional use permit. This topic was tabled because the actual application was never tuned in.
- **Building Permit application for electrical installation for Cody Carlson at 260 N. 3rd E.**
The building permit application was reviewed. Matt Tate signed off on it Monday afternoon before the meeting. Jana made a motion to approve, Dave made a second motion, and all were in favor. The application was approved.
- **Combing 3 adjoining lots into one for Mike Demas at 318 N. 1st E.**
The lots were reviewed, and Jana made a motion to approve it, Dave made a second motion to approve, and all were in favor. Jessica will call Mr. Demas and let him know he may continue with this process.
- **Business License application for The Snak Shak for RaNae Johnson.**
Hank Gutz stated that there will be many vendors who are planning on coming out to the Rodeo arena and intend on participating. Hank stated that he did not think that vendors would need a business license application for this event. He said to call Brian Raymond and ask about a new house bill that just passed. Jessica said that she would call Mr. Raymond and inquire about this. The Planning & Zoning stated that they do believe that a business license will be needed. The Town of Manila does not have any sort of temporary permit, so a regular business license should be necessary.
- **Voting in a Chairman and Vice-Chairman.**
This subject was tabled due to the absence of two P&Z Committee members. It will be added to next month's agenda.

ADJOURNMENT & SCHEDULE NEXT MEETING

The next meeting was scheduled for September 11th, 2017 at 6:00. The meeting was adjourned at 7:00, Jana made a motion, Dave made a second motion, and all were in favor.

PUBLIC HEARING/PUBLIC COMMENT

MEETING CALLED TO ORDER: The meeting was called to order at 5:05 P.M. by William Rylander, (Acting-Chairman).

PRESENT: William Rylander (Acting- Chairman), Dave Coombs, Jana Franz, and Jessica Campbell (Secretary).

ABSENT: Randy Browning, Scott Taylor, and Matt Tate.

GUESTS: Matt and Emily Tippetts.

- Recommended revisions to the Planning & Zoning Ordinance book, changes to dwelling & lot set-back requirements.

There were no comments from the public. The Acting-Chairman read what the proposed addition to the P&Z ordinance book will be. Changes will be made in the following areas:

Recommended Modifications to the Town of Manila Planning & Zoning Ordinances: Article XI, sections 1105, 1107, & 1108. Residential & Multiple Residential Districts, found on pages 77 & 78 will be modified, and attachment of the changes will be included in the minutes.

- Comments regarding short-term rentals within the Town of Manila.
The Planning & Zoning Commission started discussing the topic speaking about pro's and con's to short-term rentals. Some of the pro's that were discussed were that short-term rentals could possibly bring in transient taxes, increase permanent home sales, improvement of house sights and businesses. Some of the con's discussed were lack of adequate space, noise, and garbage. Dave Coombs stated that this sounded like a big issue, and wanted to know if the Town could look into seeking advice of a professional to work with the Planning & Zoning and possibly even the Town Council to make sure the best recommendations for the Town would be made. Jessica stated that she thought that Daggett County was possibly seeking advice from a professional for their work on short-term rentals, and said she would contact the Planning & Zoning Clerk at the County and inquire about this. The Planning & Zoning Commission made a decision to recommend hiring a professional to help write ordinances regarding short-term rentals. The P&Z Commission will send this recommendation to Town Council. Guests Matt & Emily Tippetts made the comment that they were present to the meeting because they were interested in what the Town of Manila thought. They stated that when they vacation, they generally use short-term rentals, and they find the idea of short-term rentals convenient for them at times.

OLD BUSINESS/WORKSHOP:

- **Short term rentals**
The Planning & Zoning Commission made a decision to send a recommendation to the Manila Town Council to seek professional advice and help to write up an ordinance that specifically fits the Town of Manila. Jessica will notify the Mayor in regards to the recommendation.
- **Addressing smaller lots**
Jana stated that the P&Z should work on making smaller lots buildable. Some lots in Manila are considered too small to meet building requirements, and it would be helpful to work on ordinances to help these particular lots. It would bring growth to the community. Jana stated that she would work on this, and send a rough draft to Jessica, and the P&Z could work on this in future workshops.

NEXT MEETING:

Next P&Z Meeting/Workshop is scheduled to be held September 11th starting at 5:00.

ADJOURNMENT: The meeting was adjourned at 6:04 P.M. by William Rylander, (Acting-Chairman).

William Rylander (Acting-Chairman)

Vicky Walters (Secretary)