

TOWN OF MANILA
PLANNING AND ZONING WORK SESSION MEETING MINUTES
DATE: FEBRUARY 7TH, 2022
TOWN OFFICE: 145 EAST HWY 43
@ 5:30 P.M.

MEETING CALLED TO ORDER: 5:35 P.M

PLEDGE OF ALLEGIANCE:

PRESENT: Jason Knight, Brian Nelson, Christijan Draper, (Randy Browning 5:50 p.m.), and Samantha Reitz

EXCUSED: Scott Taylor

GUESTS: Mike Maguire, Matt Tippets, Clint Roundy.

MINUTES OF PREVIOUS MEETING:

NEW BUSINESS:

- General plan review - The Commission continued reviewing the General Plan document and discussed changes we would like to see.

TOWN OF MANILA
PLANNING AND ZONING REGULAR MEETING MINUTES
DATE: FEBRUARY 7TH, 2022
TOWN OFFICE: 145 EAST HWY 43
IMMEDIATELY FOLLOWING THE WORK SESSION

MEETING CALLED TO ORDER: 6:08

PLEDGE OF ALLEGIANCE: Recited

PRESENT: Jason Knight, Brian Nelson, Christijan Draper, Randy Browning, and Samantha Reitz

EXCUSED: Scott Taylor

GUESTS: Mike Maguire, Matt Tippets, Clint Roundy, and Justin Von Eberstien

MINUTES OF PREVIOUS MEETING: Public hearing & Regular meeting minutes Approved

NEW BUSINESS:

- **Welcome Clint Roundy** as the new Public Works Director.
- **Justin Von Eberstien.** Requesting approval for a Digital Sign to be located at his commercial property located at 455 W. Highway 43- This was a difficult issue to make a ruling on. The ordinances don't have sign regulations for zones located in Central Development. There is sign regulations in other C-districts but we need more information clarifying that CD Zones are regulated under the other C- zones as it is not listed under the C- districts. The Commission was also uncertain of whether this would be considered a business sign or advertisement sign. Justin presented a well-made design of the sign as well as a miniature model. He explained how it is different from what was traditionally considered to be an intermittent and flashing sign. It was decided that this approval request should go to Town Council to make the final decision. A motion was not made.

No action was taken, The Commission recommend this be addressed with Town Council.

- **Stacey Maxfield-** Requesting a building permit for a barn-dominium located at 50th N. Haystack Lane, flag lot #1 in the new 3Z Flag lot subdivision – It was determined that the plot map was accurate. The setbacks were all acceptable per ordinances. Randy made a motion to approve the request. Brian seconded the motion. All were in favor and the motion carried.

RESULT: APPROVED~ Building Permit for Barn dominium style home. All in favor

- **Ivan Madsen -** Requesting a business license for a single business that will be ran from his home. Sales of fire arms and ammunition. The Commission has requested that he submit proof of FFL to be kept in his file. Christijan made a motion to approve under the condition that he submit more documentation. Brian seconded the motion. All were in favor and the motion carried.

RESULT: APPROVED~ Business License for retail of Fire Arms and ammo. All in favor.
CONDITIONS ~ FFL Verification

- **Short-Term rental cap recommendation for Town Council.** This has been an ongoing discussion for the meeting. Several answers were discussed. We have decided to place a cap of 15 as the number of Short-Term Rentals that are allowed. A little discussion was had with the guests explaining the background of this discussion. It was stated that they didn't think that a str cap would help with the housing issue. Randy made a motion to send a recommendation for a cap of 15 Short Term Rentals be sent to Town Council. This cap will be reevaluated and readjusted once it is reached. Christijan seconded the motion. All were in favor and the motion carried.

RESULT: The Commission recommends a cap for Short Term Rentals be set at 15 to Town Council.

- **Moratorium on ADU's.** This was a discussion about the moratorium that is in place. We have to allow the state approved ADU. Which are accessory dwelling units that are within the existing foot print of a single-family home. Our moratorium will prohibit unattached ones and any others not mentioned in state code from being approved until an ordinance is established

NO ACTION WAS TAKEN. DISCUSSION OF MORATORIUM.

- **ADU Introduction Discussion** - We discussed questions that we need to discuss in order to form these ordinance regulations. It was decided that this issue should be discussed with Town Council to see what direction they would like to go. The Planning Commission decided that they don't want to make a recommendation without having a discussion with Town Council.

NO ACTION WAS TAKEN. DISCUSSION OF ADU'S.

- **Discussion on issues with bonds applied to ordinances. Concurrent home and garage construction ordinance discussion.** The attorney wasn't really fond of this idea. There were many legal liabilities that the Town could be held accountable. The administration side of it would be hard to establish as well. We still want to help our citizens. Samantha purposed houses get built to a point of no return. A four-way inspection would be required for stick-built homes before a second building permit could be applied for. For modular and mobile homes, we would require that foundations are poured and inspected, proof of purchase of the home, and an estimated delivery date for no later than 90 days. The Commission liked this suggestion and decided to try one final attempt at changing this ordinance.

NO ACTION WAS TAKEN. DISCUSSION OF GARAGE AND HOME ORDINANCE.

SCHEDULING THE NEXT MEETING AND ADJOURNMENT

Due to several Commission members and the secretary being unavailable, March's meeting and work session were rescheduled for the 14th instead of the original scheduled date of the 7th. **The meeting was adjourned at 8:05 P.M.**

COMMISSION MEMBER
PRESENT AT THE MEETING

SAMANTHA REITZ
PLANNING & ZONING SECRETARY