

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

Final

MINUTES

MEETING CALLED TO ORDER: The meeting was called to order at 6:33 P.M. by Tammy Twitchell, (Vice-Chairman).

PRESENT: Tammy Twitchell (Vice Chairman), William Rylander, Bruce Wilson, Randy Browning, Jessica Wardle (Secretary), and Matt Tate.

ABSENT: Layne Ferrin arrived late at 6:59 P.M.

GUESTS: Mr. & Mrs. Richardson, Guy Gonder

MINUTES: Approve minutes for February 6th, and 28th, 2017. Randy made a motion to approve revised minutes, Bill seconded the motion to accept the Minutes. Motion carries.

BUILDING INSPECTOR'S REPORT: 2-09-2017 Dustin Lund (Plan Review). 2-13-17 Bruce Wilson (Final, requires re-inspection), Brisendine (Roof, close file), Gardner (Final, follow up requested). 2-19-17 Yeates (Grade). 3-06-17 Yeates (Compliance * foundation*), Bruce Wilson (Re-final Inspection), Carl Fair (Compliance Inspection), Mark Olsen (Final inspection needed), Gary Peterson (Compliance investigation),

NEW BUSINESS:

- Richardson house at 396 N. 5th E.
Mr. and Mrs. Richardson submitted a building permit application for a manufacture/modular house at the above stated property. The building permit application was reviewed and discussed. Tammy stated that the specified lot needed to have proof that the lot is recorded as one, Mrs. Richardson provided proof from the Daggett County Courthouse. This project has been on past Agenda's, and discussed during previous P&Z meetings. The Richardson's were given a preliminary approval on the rough draft plot map in the last meeting. The Richardson's sent in an official application, and added a proposed deck to the plans. The P&Z Council reviewed this information and Bruce made a motion to approve the application, followed by a second motion from Randy. All P&Z members were in approval, the motion carried.

- Mr. and Mrs. Gonder house siding alterations
Mr. Gonder attended the Planning & Zoning meeting in regards to his building permit application that Amy Gonder submitted for alterations on the siding of

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their house. There should be no structural change, and should be about 200 square feet of siding. The P&Z Committee reviewed it, and so did the Building Inspector. Bruce made a motion to approve, and Bill made a second motion. All were in favor, the motion carried. Matt Tate told Mr. Gonder he would have a building fee schedule to him by the next day.

- **Business License for Lori Hansen**
Lori Hansen submitted a business license for a cleaning business that she is interested in starting. P&Z Council reviewed the information and Randy made a motion to approve it, Bruce made a second motion. All were in favor, motion carried.
- **Cody Robinson for a garage**
A building permit application was submitted by Mr. Robinson for a new garage on his property. Proper set-backs were included, and it was noted that this lot is a "corner lot". P&Z stated that the garage will meet set-back requirements, and will also meet the back yard percentage requirements. Bruce made a motion to approve this application, followed by Randy with a second motion. All were in favor, motion carried.
- **Cell phone tower maintenance**
Maintenance for an existing cell phone tower was submitted to the P&Z department. There will be no new building structure; they are going to upgrade equipment. Bill made a motion to approve the upgrade on the existing cell phone tower for T-Mobile. Bruce seconded the motion, all were in favor. The motion carried. The Building Inspector signed an approval on this as well.

OLD BUSINESS:

- **Discuss lot parcel 01-0012-0011**
A rough draft letter was typed up and reviewed in regards to this particular lot. It expresses the concerns that have been brought up. Layne Ferrin stated that he would call the property owner, and then send out the letter.

OLD BUSINESS/WORKSHOP:

- **Over the counter permits**

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Over the counter issued building permits were discussed. The Building Inspector brought a list of items that in his opinion, could be issued over the counter. He gave a list, and a flat price that went with each specific item. Randy asked if there was any way to lower the fee prices. Matt stated that he is going off of the adopted fee schedule that the Town of Manila follows, and he stated that he thought the prices were fair. Matt also stated that he thinks a uniform evaluation is the best way to go.

*6:59 (Layne Ferrin walked into the meeting).

- The Building Inspector did state that no everyone is aware that they need a building permit for items such as water heaters, or furnaces. He said that the Mayor could add this information to the monthly newsletter sent out, so people are aware of the proper process.
- While the Planning & Zoning work on re-writing, and adjusting ordinances, it was stated that the Planning & Zoning is an advisory committee, and that final approval will need to be submitted to the Town Council for review and completion.
- The Planning & Zoning would like to remove the amended ordinance # 7-09-98, part 7. The current Planning & Zoning ordinances on page 43 are the direction in which the P&Z Committee would like to go. The P&Z made a motion to have Randy take this to the Town Council for their next scheduled meeting.
- 224 N. 4th E. red tag
The Building Inspector wanted to address a problem with the listed above address, and wanted to let the Planning & Zoning Committee know that due to complaints, Matt Tate had to red tag the property due to lack of foundation requirements. The new structure will require a block foundation. Matt also wanted to discuss and clarify manufactured, modular, single wide, and mobile homes. Matt stated that the Planning & Zoning Committee should try to work on possibly adding width restriction requirements to the P&Z Ordinance book. Layne asked if we could be more restrictive than the IRC Code, and Matt stated "yes".

NEXT MEETING:

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- Next P&Z meeting is scheduled to be held April 3rd @ 6:30 P.M.

ADJOURNMENT: The meeting was adjourned at 8:52 P.M. by Tammy Twitchell, (Vice-Chairman).



Layne Ferrin (Chairman)

Jessica Wardle (Secretary)