

MANILA TOWN OFFICE MEETING ROOM \*Recorder Error\*  
MONDAY, JULY 10, 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 6:04 P.M. by William Rylander, (Acting-Chairman).

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

**ABSENT:** N/A

**GUESTS:** Lynn Vadnais, Mel Richardson, & Sheri Richardson.

**MINUTES:** Minutes from the previous meeting/workshop for June 5th, 2017 were reviewed and approved. Jana made the first motion, followed by Randy with the 2<sup>nd</sup> motion, all were in favor. Minutes were approved.

**BUILDING INSPECTOR'S REPORT:** 6/12/17: Lund \*Footing\*, Weston \*Footing\*, Bassett \*Footings\*. 6/20/2017: Lund \*Foundation Inspection\*, Bassett \*Foundation\*, Weston \*Foundation\*. 6/26/17: Lund \*Damp-proofing\*, Weston \*Foundation\*, Gardiner \*Final\*. 7/03/17: Weston \*Damp-proof\*, Gardiner \*Re-final, close file, & issue CofO\*. 7/10/17: Weston \*Underground\*, Lund \*Progress\*, Bassett \*Progress/Framing\*

#### **NEW BUSINESS:**

- Mr. Rylander welcomed Scott Taylor to the Planning & Zoning Committee.
- Lynn Vadnais: Combing two lots into one.  
Mr. Vadnais addressed the P&Z Council. He stated that his intentions for combing the two lots were to be able to build another garage on his property. Since ordinance states that no lot may have a garage without a house, he would not be able to build the garage he wanted unless the two lots get combined into one. He asked about a lot line adjustment, and Matt Tate stated that a survey should be done for a lot line adjustment. Once he's had it surveyed, he should obtain mylar's, which get signed off and then the lot will be recorded as one. Once it has, he may bring this matter back to P&Z for review of the garage.
- Review a preliminary building permit application for Mel & Sheri Richardson. The Planning & Zoning reviewed the rough draft for the garage the Richardson's are planning on building on their lot. Randy said the set-back's and lit fill

percentages look fine. Every member looked the plans over and said it should work. No motion was made due to the fact that this is only preliminary, and the house that the Richardson's have needs to be completed and have the file closed before they can get an approval to start work on the garage.

- **Discuss the permit fee for Carl Fair.**  
This topic was put on the agenda because Mr. Fair had a disagreement over the fee that was assessed for an expired building permit for a deck on his property. The fee that was assessed was the cost for (1) one standard inspection from the Town of Manila's building fee schedule. It was discussed at the last meeting, but since it was being questioned the Planning & Zoning wanted to go over it again to be sure they agreed with the fee. After review and discussion Randy made a motion to leave the fee as it is stated, Jana made a second motion. Scott Taylor and Bill Rylander were in favor to keep the fee as is, and Dave Coombs recused himself. In order to make sure this topic is properly addressed, the Planning & Zoning will recommend this topic to be addressed at the next Town Council meeting.
- **Building permit for Eric Hiller (Brian Tinker) for a deck.**  
Plans for this project were reviewed, everything looked great. It was very detailed and complete. Randy made a motion to approve the building permit application, followed by Jana Franz with a second. All were in favor.
- **Building permit applications for the Town of Manila, for installation of furnaces.**  
A building permit for each furnace was turned in. They were installed in the Manila Town Office, and one at The Senior Center. Jana made a motion to approve, and Randy made a second motion to approve both permits. All were in favor, the motion carried.
- **Work on a rough draft for changes to the current set-back regulations.**  
Pages 77-79 were reviewed and a rough draft will be typed up by Jessica to show the changes that the P&Z will recommend to change the current P&Z book. A public hearing will be scheduled for our next meeting in regards to these proposed changes, as well as a public comment for short-term rentals so the public may come and express their opinions.

### **PUBLIC HEARING**

**MEETING CALLED TO ORDER:** The meeting was called to order at 5:00 P.M. by William Rylander, (Acting-Chairman).

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

**ABSENT: N/A**

**GUESTS: Lynn Vadnais.**

- **Dwelling size regulations**

There were no comments from the public. The Acting-Chairman read what the proposed addition to the P&Z ordinance book will be. It was read as follows:

**Recommended Modifications to the Town of Manila Planning & Zoning Ordinances: Article II, section 202, Rules and Definitions, found on pages 3-14, item 67 will be added as:**

**67. Dwelling Size Regulation:**

The minimum dwelling size to be twenty (20) body feet or more in width, and forty (40) body feet or more in length.

Everyone on the Planning & Zoning agreed and were in favor. Dave made a motion to approve and send to the Town Council for recommendation, followed by Jana for the second. All were in favor. This addition will be forwarded to the Town Council for final review and adoption of this new regulation.

**OLD BUSINESS/WORKSHOP:**

- **Short term rentals**

This topic was brought up, the P&Z will be discussing and working on this for a few months. They discussed the potential for fire concerns, and what some of the pro's and con's are. Whether they should even be allowed or not. What would the ramifications of short term vs. long term be? Jana said that she is leaning more towards a 30 day minimum. It was stated that single family residences are not designed for multi-family use. The majority of the committee is looking at more of a long term rental ordinance. Some of the topics that each member of the P&Z will research are: the business part of water, sewer, electrical rates, safety rates, possible crime, noise, and garbage. The Planning & Zoning has decided that each member research these and come back to the next meeting with 5 pro's to short term rentals and 5 con's to short term rentals, and talk about where they would go from there. The next Planning &


Zoning meeting will hold a Public Comment regarding town residents a chance to voice their opinions.


- Dwelling and lot set-back adjustments  
The Planning & Zoning Committee went over width requirements, and front yard regulations. They want to change width requirements to 60 feet, and add more of a definition front yard regulations regarding corner lots, as well as change rear yard regulations from 25 feet to 10 feet, and add to the description of #2 on rear yard regulations as well. Jessica will type up a rough draft and send it out to the P&Z for review. If it looks good, then it will be published in the Rocket Miner as a Public Hearing Notice, and have a public hearing next meeting to send a final recommendation for Town Council to adopt. Jana made a motion to move forward with this, followed by Randy for a second motion. All were in favor.

**NEXT MEETING:**

Next P&Z Meeting, Workshop, and Public Hearing is scheduled to be held August 7th 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 6:59 P.M. by William Rylander, (Acting-Chairman).

  
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William Rylander (Acting-Chairman)

  
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Jessica Campbell (Secretary)