

TOWN OF MANILA
PLANNING AND ZONING MEETING MINUTES
DATE: SEPTEMBER 18TH, 2023
TOWN OFFICE: 145 EAST HWY 43
@ 5:30 P.M.
IMMEDIATELY FOLLOWED BY A WORKSESSION

MEETING CALLED TO ORDER: Regular meeting started at 5:33 P.M.

PLEDGE OF ALLEGIANCE: RECITED

PRESENT: Christijan Draper, Jason Kuhn, Brian Nelson, Dennis Andelin, Bill Rylander, and Samantha Reitz

EXCUSED:

GUESTS: Will Christensen

MINUTES OF PREVIOUS MEETING: JULY 10TH, 2023. No meeting was held in August. Minutes were approved unanimously.

NEW BUSINESS:

- **Lloyd Brooks – Wants to discuss with the commission, his plans for his property located at 490 E. State Line Road.** Mr. Brooks was unable to attend the meeting in able to have the discussion with the Planning and Zoning Commission. It was mentioned that Mr. Brooks would have to go through the Subdivision Procedure as required per ordinance.

NO ACTION WAS TAKEN. DISCUSSION ONLY

The Commission decided that since Will Christensen was the only one present and no other requesters were there; that they would allow him to move ahead on the agenda. Jason made a motion to allow him to be moved up on the agenda and the motion was seconded by Brian Nelson. All were in favor and the motion carried.

RESULT: APPROVED: UNANIMOUS: ALLOWING THE ONLY IN PERSON REQUESTOR TO MOVE TO THE FRONT OF THE AGENDA.

- **Will Christensen- Requesting a building permit for a dwelling to be built at his property located at 580 E. 100 N.-** This property still has an illegal structure on the lot. Samantha mentioned that Town Council had brought this back to their meeting and that they did not want this non-conforming structure to remain on the lot, they also did not want any building permits to be permitted until this lot is conforming to town ordinances. Samantha told them that they Mayor was going to be sending the Christensen's a notice giving them 30 days to become compliant before penalties and fees would be issued. Brian asked if the structure was gone if they would be permitted to have a building permit issued and Samantha said yes, if they were compliant. Will again reiterated that the structure was not part of his lot and that he would be trying to sell it. Brian said that until the structure was gone that we can not issue any building permits. Will said that he did have someone who wanted to buy it and stick it in a mobile home park. The commission was pleased to hear this, but still told Will that no permit could be issued until the structure was gone. Will said that he was going to move it onto the street and let the city deal with it. The commission did not respond. Will then said he needed to talk to Town Council and get this straightened out with them before he could come back and work with planning and zoning again. Sami told him that he could call the office to figure out when the next meeting was but that Town Council had already decided to issue a 30-day compliancy period, but he could try it again if he called the office to be on the agenda. Will left before a motion was made. The Chairman asked if they had a motion. Jason made a motion to deny the request for a building permit until the structure is removed. Bill seconded the motion and all were in favor and the motion carried.



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RESULT: DENIED: *UNANIMOUS: BUILDING PERMIT FOR A DWELLING. PROPERTY IS NON - CONFORMING DUE TO AN ILLEGAL STRUCTURE BEING PLACED ON LOT.*

- **Dean Borren-Requesting a building permit for an awning to be built at his property located at 290 N. Main Street.** The Commission reviewed the plot map that was provided. The setbacks, height, and usage were acceptable per town ordinances. This property was inspected by Matt for accuracy. Brian made a motion to approve the request for a building permit for the Awning Dennis seconded the motion. All were in favor and the motion carried.

RESULT: APPROVED: *UNANIMOUS: BUILDING PERMIT FOR AN AWNING*

- **Karen Teel - Requesting a building permit for an attached patio cover to be built at 272 N. and 5th E.** This plot map was reviewed and there is more than enough room. The setbacks, height, and usage were acceptable per town ordinances. Brian made a motion to approve the building permit request for a patio cover. The motion was seconded by Jason, all were in favor and the motion carried.

RESULT: APPROVED: *UNANIMOUS: BUILDING PERMIT FOR AN ATTACHED PATIO COVER*

- **Michael Baldassari – Requesting a building permit for an awning to be built at his property located at 215 N Dry Creek Lane.** This plot map was reviewed and there is more than enough room. The setbacks, height, and usage were acceptable per town ordinances. Brian made a motion to approve the building permit request for an awning. Brian made a motion to approve the building permit request for an awning. Dennis seconded the motion; all were in favor and the motion carried.

RESULT: APPROVED: *UNANIMOUS: BUILDING PERMIT FOR AN AWNING*

- **Shane Philbrick – Requesting a building permit for a garage to be built on their property located at 35 W. & 3rd N.** This property does not meet town ordinances because they want to put a garage on the front of the lot. The Commission could not approve this building permit and recommended that the new owners be informed that if they were to attach the garage to the roof that they could be approved, otherwise a variance would be required for approval. Brian made a motion to deny the request for a building permit for a garage. Bill seconded the motion.

RESULT: DENIED: *UNANIMOUS: BUILDING PERMIT FOR A GARAGE: NO ACCESSORY OR OUT-BUILDING MAY BE PLACED ON THE FRON OF A LOT*

- **Jost Bearden Requesting a business license for his Rogue Construction business. He is located out of Rock Springs.** The commission discussed the fact that they liked this guy's honesty and the fact that he was requesting a business license since he found himself doing more business out here even though this is not his main place of business. Brian made a motion to approve the business license and to give Mr. Bearden the option to pay and do work for the rest of the year before renewing his license or he can pay and start the business in January if his season has ended already. Dennis seconded the motion; all were in favor and the motion carried.

RESULT: APPROVED: *UNANIMOUS: BUSINESS LICENSE*

SCHEDULING THE NEXT MEETING AND ADJOURNMENT

Bill made a motion to adjourn the meeting, the motion was seconded by Dennis. All were in favor and the motion carried.

MEETING CALLED TO ORDER: At 6:06 PM

PRESENT: Christijan Draper, Jason Kuhn, Brian Nelson, Dennis Andelin, Bill Rylander, and Samantha Reitz

EXCUSED:

GUESTS: Aaron Averette

NEW BUSINESS:

- **New zoning map review-** Samantha went over the different zones on the map with the Commission. No action was taken, it was just a discussion.

NO ACTION WAS TAKEN. DISCUSSION ONLY

- **New zoning book update with Aaron from Sunrise-** No action was taken; this was mostly a discussion about what has already been changed and what still needed to be changed. Some of the main things that were discussed were terms such as domestic animals, domestic pets, mobile, modular, and manufactured homes. The use of roof-top decks, what constitutes as a utility building. There were also some concerns with permitted and non-permitted uses being listed in zones. The other main concerns were regarding consistency in all zones referring to the use of temporary structures and buildings. There was also a discussion on keeping a few ordinances separate in the book so that if the state were to change its requirements, which is common for the Subdivision ordinances, that we can easily change them. We are going to try to adopt the map and the new zoning book in November.

NO ACTION WAS TAKEN. DISCUSSION ONLY

MEETING ADJOURNMENT

The next meeting was scheduled for the October 2nd, 2023 if there is new business.

At 7:31 Brian made a motion to adjourn the meeting. It was seconded by Jason all were in favor and the motion carried.

P & Z CHAIRMAN

P & Z SECRETARY