

TOWN OF MANILA
PLANNING AND ZONING WORK SESSION & REGULAR MEETING MINUTES
DATE: April 17th, 2023
TOWN OFFICE: 145 EAST HWY 43
@ 5:30 P.M. WITH THE REGULAR MEETING IMMEDIATELY FOLLOWING

MEETING CALLED TO ORDER: *Work session called to order at 5:33 PM*

PRESENT: Christijan Draper, Brian Nelson, Jason Kuhn, & Samantha Reitz

EXCUSED: Marty Kennedy & Bill Rylander

GUESTS:

NEW BUSINESS:

- **Planning and Zoning Ordinance review-** The commission is still reviewing the changes to the ordinance book and making comments on the shared drive.
- **STR ordinance ~ Discussion-** The commission discussed the biggest changes to the short-term rental ordinance, which includes no RV's and campers can be permitted as STR's and compliancy inspections which were to happen every 2 years. The commission said that they would prefer for it to be a yearly requirement.
- **Noise ordinance ~ Discussion** – This is an entirely new ordinance that specifies the hours of permitted noise activity. It was given to the commission to review as a handout.
- **Penalty ordinance ~ Discussion-** This to was provided as a handout. It remains largely the same as what we currently have in place, but it does lay out a clearer procedure for dealing with penalties. It also offers a more clearly stated compliancy period to allow residence to conform to ordinances before a fee is charged.
- **Adjournment** – At 5:46 Brian made a motion to adjourn the meeting and the motion was seconded by Jason. All were in favor and the meeting was adjourned.

Result: *Approved: Meeting adjourned: Unanimous approval*

MEETING CALLED TO ORDER: *The regular meeting was called to order at 5:46*

PLEDGE OF ALLEGIANCE: recited

PRESENT: Christijan Draper, Brian Nelson, Jason Kuhn, & Samantha Reitz

EXCUSED: Marty Kennedy & Bill Rylander

GUESTS:

MINUTES OF PREVIOUS MEETING: Minutes from March 6th were approved unanimously.

NEW BUSINESS:

- **Blake Dunkley - Requesting approval for a short-term rental located on his property at 48E & 2N.** – Blake's file is considered complete. He has passed all the required inspections and has submitted all the required documentation. Jason made a motion to approve the short-term rental. Brian seconded the motion; all were in favor and the motion carried.

Result: *Approved: Business license & C.U.P. for a Short-term rental: Unanimous approval*

- **Harry Roberts – Requesting a building permit for a home to be built on his property located at 259 N 5th E. They currently have a home on the property, but it will be replaced by the new dwelling.** – The commission reviewed the plans that were submitted and there were no areas of concern everything looked good and complied with ordinances. Brian made a motion to approve the building permit request. The motion was seconded by Jason. All were in favor and the motion carried.

Result: *Approved: Building Permit for a dwelling: Unanimous approval*

- **Cory Larsen - Requesting a building permit for a home to be built on his property located at 75 Sheep Creek Circle lot 17.** – The commission reviewed the plans that were submitted and there were no areas of concern everything looked good and complied with ordinances. Brian made a motion to approve the building permit request. The motion was seconded by Jason. All were in favor and the motion carried.

Result: *Approved: Building Permit for a dwelling: Unanimous approval*

- **Scott Nemelka – Requesting a building permit for a home to be built at 80 Sheep Creek Cir. lot 18–** The commission reviewed the plans that were submitted and there were no areas of concern everything looked good and complied with ordinances. Jason made a motion to approve the building permit request. The motion was seconded by Brian. All were in favor and the motion carried.

Result: *Approved: Building Permit for a dwelling: Unanimous approval*

- **Josh Ziegrowsky Requesting an approval for his boundary line adjustment for his 3 properties.** Josh provided a Mylar that showed the lots that previously ran from North to south now shall run east to west. The size of the property has not changed. Everything looked good and there were no issues. Jason made a motion to approve the plat and the motion was seconded by Brian. All were in favor and the motion carried.

Result: *Approved: Boundary line adjustment: Unanimous approval*

- **Franz Investments LLC - Requesting approval for a concrete pad for her store and a wood working shop located on her property at lot 18 East Ridge Subdivision.** – A permit is not required for a concrete pad. The commission was a little uncertain of what they were looking at. Christian made a motion that the commission is not taking any official action on the approval of this concept, but we do note that the setbacks meet ordinance requirements. Jason seconded that motion. All were in favor and the motion carried.

Result: *No action taken, noted setbacks met ordinance requirements: Unanimous approval*

SCHEDULING THE NEXT MEETING AND ADJOURNMENT The next meeting was scheduled for May 1st, 2023. Town Council is expected to come to the work-session. At 6:24 P.M. Brian made a motion to adjourn the meeting and the motion was seconded by Jason. All were in favor and the motion carried.

Christijan Draper
P & Z Chairman

Samantha Reitz
P & Z Secretary