



Town of Manila
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TOWN OF MANILA
PLANNING AND ZONING-REGULAR MEETING
145 E HWY 43- TOWN OF MANILA
MONDAY SEPTEMBER 8TH, 2025 AT 5:30 P.M.

MINUTES

MEETING CALLED TO ORDER: Rod called the meeting to order at 5:26 pm.

PLEDGE: Recited

PRESENT: Rod Alexander (vice-chairmen), Randall Despain, Bill Rylander, Brian Nelson, Chanda Brady (secretary)

ABSENT: Dennis Andelin (chairmen)

GUESTS: Kourtney Hawks, Justin Von Eberstein, Clark Olsen, Nancy Olsen, Teri Hudson (remote), Brooke Shreeve (remote).

MINUTES: Minutes from 8-4-25: Regular meeting and work session. **RESULTS:**

Approved; Brian made the motion, Bill seconded. Motion carried.

OLD BUSINESS:

- **Justin Von Eberstein** is requesting a conditional use permit for his lot Raven Cliffs located at 455 W hwy 43. In July, the board tabled Justin's request of 15 airstreams/camping units.
 - Justin requested to wait to approve his conditional use permit. The board tabled Justin's request of 15 camping units, most likely until the glamping ordinance has been either adopted or other final action has been made.

Tabled; Brian made the motion, Randall seconded. Motion carried.

NEW BUSINESS:

- **Brooke Shreeve** is requesting a build permit to construct a deck connected to their recently constructed house located at 280 N Dry Creek In.

Approved; Brian made the motion, Bill seconded. Motion carried.

- **Bill Zoumadakis** is requesting a build permit to construct a house, then later a garage on his lot located at serial number TM-06G (top of 4th E).
 - The board explained that Bill could get approval for both his house and garage setbacks as they have been presented, but want to state per article 5, section 503; 5; which states "No permit will be accepted under the parameters of this ordinance that asks for a permit for an unattached garage or outbuilding without the placement of a home or dwelling first." The house must be constructed and the permit file be closed out before Bill is allowed to be issued a permit and start construction of his garage. The setbacks presented are approved, if the garage setbacks change in the future Bill must re-submit a request for the garage build permit.

Approved; Brian made the motion, Randall seconded. Motion carried.

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- **The UBAOG self help housing program** has started the process of building in the Manila Bay subdivision. Three lots have been issued a Will Serve, and utilities have been paid for. One set of building plans has been turned in for Cordell McCracken located at 52 Hogs Back lane (lot 22). UBAOG, on behalf of Cordell, is requesting a building permit to construct a house.
 - The board approved the UBAOG setbacks, but want to reiterate that the setbacks are from the property line, not including the easement.

Approved; Brian made the motion, Rod seconded. Motion carried.

- **The UBAOG self help housing program** has started the process of building in the Manila Bay subdivision. Three lots have been issued a Will Serve, and utilities have been paid for. A second set of building plans has been turned in for Joseph Harrison located at 48 Hogs Back Lane (lot 1). UBAOG, on behalf of Joseph, is requesting a building permit to construct a house.
 - The board approved the UBAOG setbacks, but want to reiterate that the setbacks are from the property line, not including the easement.

Approved; Brian made the motion, Rod seconded. Motion carried.

- **The UBAOG self help housing program** has started the process of building in the Manila Bay subdivision. Three lots have been issued a Will Serve, and utilities have been paid for. A third set of building plans has been turned in for Brittany Asay located at 38 Hogs Back lane (lot 3). UBAOG, on behalf of Brittany, is requesting a building permit to construct a house.
 - The board approved the UBAOG setbacks, but want to reiterate that the setbacks are from the property line, not including the easement.

Approved; Brian made the motion, Rod seconded. Motion carried.

- **Teri Hudson** is requesting to re-zone a currently residentially zoned property located at 36 N 3rd, to commercial zoning. (If approved, schedule a public hearing.)
 - The board recommended to the Town Council to approve the lot zone change, with the condition that they need to buy the lot in front of 36 N 3rd W (TM-24A), and combine the lots. After further discussion with Gabby the following day, it was found that the board cannot require the property purchase as a condition. "Rather than conditioning the rezone on a specific purchase, she recommends the Town Council clarify they will not support the rezone unless commercial access is secured from the highway; whether that's through a purchase, partnership, easement, or other legal means." It will go before October Town Council. This will give the Planning commission to re-look at the conditions they are suggesting.

Recommendation to Town Council to approve with conditions; Brian made the motion, Randall seconded. Motion carried.

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- **The proposed “Glamping” ordinance** has been edited by the Town Council and has been sent back to Planning and Zoning for consideration and possibly an approval.
 - The board recommended the proposal back to the Town Council with the following edits: Removing the minimum acreage requirement, removing the amount of laundry services required, changing the minimum space between units required from 25ft to 15ft, clarifying each drive isle is all weather surfaces (no dirt), clarifying privacy fence meaning, and also removing the option of a shared bathroom facility.

Recommendation to Town Council to approve; Brian made the motion, Randall seconded. Motion carried.

- **The Pinnacle project** has been put on pause by Jerney, the Town Council is still moving forward and it is now projected to start spring of 2026.

No motion was made, the board is looking forward to continuing progress on the Pinnacle project.

- **The proposed ordinance changes of article 5, 10, 11,12 in the June 2024 ordinance book** have been approved by the Town Council and are scheduled to go to a public hearing later in September, then to be adopted by Manila in the next Town Council. It has been suggested to look over the proposed changes to verify these changes are supported by this board to go into effect.
 - The board had a few changes, one being that no breezeways will be allowed to be considered a connected garage. A garage is considered connected when the garage and house share a footing/foundation and/or a load bearing wall.

Recommendation to Town Council to approve; Brian made the motion, Randall seconded. Motion carried.

SCHEDULE NEXT MEETING AND ADJOURN: The board scheduled a regular meeting for October 6th (first Monday of the month), at 5:30 pm. Rod called the meeting to close, Brian made the motion, Randall seconded. The meeting adjourned at 7:25 pm.

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