



Town of Manila
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TOWN OF MANILA
PLANNING AND ZONING AND TOWN COUNCIL- JOINT WORK SESSION
SENIOR-COMMUNITY CENTER
165 E HWY 43
APRIL 6, 2026 AT 5:00PM

Minutes

MEETING CALLED TO ORDER: Dennis called the meeting to order @5pm.

PRESENT: Rod Alexander (Vice-chair), Dennis Andelin (Chairman), Randall Despain, Brian Nelson, Bill Rylander, Kourtney Hawks (Deputy Clerk)

GUESTS: Mayor Kathi Knight, Gretchen Northcott, Sara Mraz

EXCUSED: None

PLEDGE OF ALLEGIANCE: Re-sited

NEW BUSINESS:

- 2025 DRAFT ordinance book
- **Building Heights for All Structures:** The members recommended increasing the maximum building height from 25 feet to 30 feet across all applicable zones, including Residential-Rural, Residential-Low, and Residential-Medium. Additionally, the measurement standard should be clarified to specify that building height is measured from the average grade to the highest point of the structure for consistency and clarity.
- **Detached and attached garages:** The board agreed that detached garages needed to be separated and re-worded from attached garages to reduce confusion. A clear “**Detached Garages**” subsection stating: Not permitted between primary dwelling and front property line, except under state exceptions, and under those exceptions, max height **16 ft** and not taller than the primary structure. There will be a definition added of what a breezeway is “is a roof, open sided outdoor passageway/hallway that connects two buildings commonly or two halves of a building.” This is not allowed.
- **Utility Services:** In section 511 pg 5-8 under Utility services, Existing wording includes a requirement that no utility service shall be connected until a copy of the building permit is received. After that sentence adding “no fast tracks” (definition- where a customer gets utilities (water, sewer, power) without proceeding to build) and the definition so the term is clear in the ordinance.
- **Nonconforming Use of Land:** Section 703 and 707(1) are conflicting with each other. Members decided that the intent is nonconforming homes/owners should be able to

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repair and structurally alter existing structures and add onto them if the addition complies with current setbacks. The new work must be compliant with our ordinance book. Move the “interior remodeling and exterior restoration/renewal” language from 707 into 703 so it clearly fits under “Repairs/Alterations.”

- **Fencing Requirements:** The members agreed to increase the maximum allowable fence height in front yards from 3 feet to 4 feet. For corner lots, the group referenced Section 409 (Clear View of Intersections), which restricts obstructions within the triangular clear view area at intersections. To ensure consistency, relevant language from Section 409 will be incorporated into Section 903(E), Section 1003(4), and Section 1102(4).
- **Residential- Low Density:** Language from Article 5, Section 503 will be incorporated into the garage regulations section to consolidate all applicable standards in one location and improve clarity, eliminating the need to reference multiple sections throughout the ordinance..
- **Residential-Medium:** This Article was very similar to the low-density article. The group decided there are smaller lots that would benefit from being zoned Medium Density. Changing each newly created legal parcel shall have a minimum area of 6,500 square feet. Setbacks should be changed from 9,000 square feet to 8,000 square feet to accommodate the smaller lots. Language from Article 5, Section 503 will be incorporated into the garage regulations section to consolidate all applicable standards in one location and improve clarity, eliminating the need to reference multiple sections throughout the ordinance.
- **The board discussed adding Residential-High Density:** To accommodate the older part of Manila. Limiting the “non-conforming” in the smaller lots.
- **Commercial-General District:** Parking spaces required, the board wanted to look up the state requirements for how many handicapped spaces each commercial lot should have.

SCHEDULE NEXT MEETING AND ADJOURNMENT: The board scheduled their next Joint-Work session with Town Council starting at 5:00 p.m. on April 29, 2026. Dennis called the meeting to close, Brian made the motion, Randall Second. The meeting adjourned at 8:58 p.m.

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Dennis Andelin, Chairman

Kourtney Hawks, Deputy Clerk

APPROVED

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