

TOWN OF MANILA
PLANNING AND ZONING PUBLIC HEARING/ REGULAR MEETING
TOWN OF MANILA CONFERENCE ROOM

145 E HWY 43
AUGUST 6TH, 2026 @ 6:00PM

MINUTES

MEETING CALLED TO ORDER: Chairman Dennis Andelin called the meeting to order at 6:01pm.

PRESENT: Chairman Dennis Andelin, Vice Chairman Rod Alexander, Randall Despain, Brian Nelson, Sara Mraz and Mattee Forbes

GUESTS: Mayor Kathi Knight, Gretchen Northcott, Gary and Linda Farnsworth, Clerk and Nancy Olsen, Tracy Frost, Brandon Woods and Keith Salmon

EXCUSED: All were Present

RMF OVERLAY: Chairman Dennis Andelin presented the Pinnacles proposed RMF Overlay for public comment:

Public Concerns: Kevin Salmon is concerned that the pinnacle won't be able to afford all that is being done.

- **Proposed units:** Up to 153 units total, capped by the Developer's Agreement, even though the overlay could allow more. Project will be built in 6 phases. The developer must fully complete and meet conditions for each phase before moving to the next. The town will inspect each phase (public works + engineers) before accepting it and releasing bonds.
- **If project stalls:** The overlay reverts back to the original zoning. The town will rely on performance bonds and the Developer's Agreement to protect itself from unfinished work or extra costs.

Public Concerns: Kevin Salmon is concerned about what utilities the Pinnacle is paying for, what is the town of Manila paying for and what happens if they max out their water and sewer usage?

- **Developer pays for:** All on-site infrastructure (water, sewer, internal systems, roads required for the project). Attorney and engineering costs associated with the project.
- **Town responsibilities:** Install and read a master water meter; bill the developer, who then bills end users.
- **Capacity safeguards:** Town has an adequate utility ordinance: If systems reach capacity, the developer may have to fund upgrades, or the town can shut off service if it cannot safely support more. A fourth sewer lagoon has been built, increasing sewer capacity.

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Deb Brown
Sara Mraz

Public Concerns: Tracy Frost is concerned about what the traffic will be like, and will the neighbors be impacted by this?

- **Traffic, Access, and Neighbor Impacts:** The developer will add left- and right-turn lanes from the highway into the project and widen the road as needed.

Public Concerns: Keith Salmon is concerned about the town's ability to support more growth, given past difficulty sustaining businesses.

- Because they are building in phases it'll bring guests gradually. The Pinnacle is going to provide more lodging units and visitor amenities (pool, gym, conference space, restaurant, convenience store). They will also be providing additional pickleball courts on public property for tournaments. While phase one is being built, workers will be living in the units that are already on the property, which will be helping with the local worker housing shortage.

Adjournment: After discussion of all public concerns, Rod Alexander motioned to conclude the public hearing on the RMF Overlay, Randall Despain seconded the motion. All were in favor. Motion carried. Chairman Dennis Andelin adjourned the public hearing at 6:39pm.

MEETING CALLED TO ORDER: Chairman Dennis Andelin called the regular meeting to order at 6:40pm.

PRESENT: Chairman Dennis Andelin, Vice Chairman Rod Alexander, Randall Despain, Brian Nelson, Sara Mraz and Mattee Forbes

GUESTS: Mayor Kathi Knight, Gretchen Northcott, Gary and Linda Farnsworth, Clerk and Nancy Olsen, Tracy Frost, Brandon Woods and Keith Salmon

EXCUSED: All were Present

MINUTES FROM PREVIOUS MEETING: Review and approval of minutes from July 2nd, 2026: Regular Meeting

Results:

Approved: Rod made the motion to approve July 2nd, 2026 minutes, Brian second. Motion carried

OLD BUSINESS:

The board members discussed Gretchen Northcott's request for a building permit for her lot located on 77 N Main Street.

Brian Nelson stated that the Shipping Container needs to be at least 10 feet from propane tank on Gretchens property. Other than that, he had no other issues with Gretchens request for the shipping container on her property.

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Results:

Approved: Brian made the motion to approve the building permit if it follows the correct setbacks from the propane tank on the property. Dennis seconded the motion. All in favor. Motion carried.

NEW BUSINESS:

Kevin Clegg is requesting a building permit for an outbuilding (Garage) on 35 E Glades Way.

Results:

Approved: Brian made the motion to approve the building permit, it follows all correct setbacks and easements. Rod seconded the motion. Motion carried.

The Pinnacle is requesting a lot re-zone: The lot is currently zoned Central Development District (CDD) and is proposed to be re-zoned to RMF Overlay.

Recommended to Town Council. Brian made the motion to send it to Town Council. Sara seconded the motion. Motion carried

SCHEDULE NEXT MEETING AND ADJOURN: The board scheduled their regular meeting for September 3rd @ 5:30pm (First Thursday of the month). Dennis called the meeting to close, Brian made the motion, Rod seconded. The meeting adjourned at 6:48pm

Dennis Andelin Chairman

Mattee Forbes Deputy Clerk

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