

TOWN OF MANILA
PLANNING AND ZONING WORK SESSION MEETING MINUTES
DATE: NOVEMBER 1ST, 2021
TOWN OFFICE: 145 EAST HWY 43
5:30 P.M.

MEETING CALLED TO ORDER:

PRESENT: Jason Knight, Christijan Draper, Brian Nelson, and Samantha Reitz

EXCUSED: Randy Browning and Scott Taylor

GUESTS: Mike Hansen

MINUTES OF PREVIOUS MEETING: SEPTEMBER

NEW BUSINESS:

- General Plan zoning map, survey discussion, and next step discussion – We discussed issues with our zones listed in the books and discussed the ones that we actually use. It was decided for the general plan we need to narrow down our zones to ones that are actually being used or intended to be used. A proposal to put out another survey for ideas and feed back from the public to see what kind of zones they would like to see being used.

SCHEDULING THE NEXT MEETING AND ADJOURNMENT

TOWN OF MANILA
PLANNING AND ZONING MEETING MINUTES
DATE: NOVEMBER 1ST, 2021
TOWN OFFICE: 145 EAST HWY 43
IMMEDIATELY FOLLOWING WORK SESSION

MEETING CALLED TO ORDER: 6:00

PLEDGE OF ALLEGIANCE:

PRESENT: Jason Knight, Christijan Draper, Brian Nelson, and Samantha Reitz

EXCUSED: Randy Browning and Scott Taylor

GUESTS:

MINUTES OF PREVIOUS MEETING: SEPTEMBER 13th Approved

NEW BUSINESS:

- Welcome Brian Nelson to the Planning and Zoning Commission!

**** Jason Knight wished to address The Commission and have it stated on record; that he is a full-time resident in the Town of Manila. This is his only residence. This is in response to some surveys claiming that leadership roles should be given to full-time residences only.**

- ***Lot line adjustment for the Town of Manila located at 130 E Highway 43***
- ***3Z Ranch Final Plat Approval of 1st North Subdivision.***
- ***3Z Ranch final Plat Approval of 50th North Subdivision.***

~There was no information or documentation brought forth for the Planning and Zoning Commission to review. Christijan made a motion to table all three agenda items. Brian seconded the motion all were in favor and the motion carried

RESULTS: <i>TABLED: NO DOCUMENTATION OR INFORMATION</i>
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- **Loren Mott** - Requested a building permit for an accessory building to be placed on his property at 471 N 5TH E. The Commission reviewed the information and everything met the requirements. He was well with in his required setbacks and total, and rear usage standards. Everything was satisfactory, Christijan made a motion to approve the building permit. Brian seconded the motion; all were in favor and the motion carried.

RESULTS: APPROVED: NO CONCERNS, ALL WERE IN FAVOR.

- **Sheril Provstgaard**- Requesting a building permit for an accessory building to be placed on his property at 525 E. Highway 43. The Commission reviewed the information and everything met the requirements. He was with in his required setbacks and total, and rear usage standards. Everything was satisfactory, Christijan made a motion to approve the building permit. Brian seconded the motion and it carried.

RESULTS: APPROVED: NO CONCERNS, ALL WERE IN FAVOR.

- **Ivan Madsen**- Requesting a building permit for an accessory building to be placed on property located at 40 E Glades Way. The House was set 1 foot in front of the dwelling which is against ordinances. The Commission is also concerned about how close the accessory building is to the dwelling. It was decided that the agenda item would be tabled until the pole barn was moved on the plot map, set-backs adjusted, and confirmation from Matt Tate stating the two structures could be that close were made. Brian made a motion to table the item and was seconded by Christijan. All were in favor and the motion carried.

RESULTS: TABLED: ORDINANCE VIOLATION, PLOT MAP AND SET-BACKS NEED READJUSTED. CONFIRMATION NEEDED ON DISTANCE BETWEEN STRUCTURES.

- **Brodie Wilson** - Requesting a building permit for a ground mounted solar panel to be placed on his property located at 265 N. Main Street. The Commission reviewed the information and everything met the requirements. He was well with in his required setbacks and total, and rear usage standards. Everything was satisfactory, Christijan made a motion to approve the building permit. The motion was seconded by Brian. All were in favor and the motion carried

RESULTS: APPROVED: NO CONCERNS, ALL WERE IN FAVOR.

- **Discussion on setting a time limit on submitting information and documentation in order to get on the planning and zoning agenda.** Samantha requested to the commission that she be allowed to have a time limit for excepting information and documentation for people to be placed on the agenda. She has had people come in hours before the agenda was about to be posted and request to be on the agenda. Also, some have requested to be on the agenda and don't have all the information required

submitted, so they get tabled. Samantha feels like having a time limit for submittals will help keep a more honest and open level transparency with the public. This will also help her to stay more organized and relay information more effectively with the Commission and the building inspector. Samantha has requested the Wednesday before the agendas are posted as the deadline. The Commission didn't think that was ample enough time and decided that the Monday before the Planning and Zoning meeting should be the new deadline. A motion was not made since this is an administration issue.

RESULTS: ADMINISTRATION WILL NOW HAVE A DEADLINE OF THE MONDAY BEFORE THE PLANNING AND ZONING MEETING TO ACCEPT AGENDA ITEMS. MUST HAVE ALL THE REQUIRED AND THE REQUESTED INFORMATION SUBMITTED TO THE SECRETARY TO BE ON THE AGENDA.

SCHEDULING THE NEXT MEETING AND ADJOURNMENT

The next meeting was scheduled for December 6th. A work session will be held at 5:30 p.m. with the regular meeting following immediately after. Meeting was adjourned at 6:58

Jason Knight
Planning & Zoning Vice-Chairman

Samantha Reitz
Planning & Zoning Secretary