



# Village of Manchester, Vermont

## Minutes of a Regular Meeting of the Planning Commission Held on the DATE day of MONTH, 2019

**Members Present:** Vice Chair Audrey Kolloff, Anthony MacLaurin, Renee Waller, Lu French, Richard Heilemann

**Member(s) Absent:** Consie West, Marian Haines

**Others Present:** Catherine Byrars, BCRC, Eric Scott, Administrative Officer and PC Clerk

The meeting was held electronically per 1 V.S.A. § 312 (2) (D) on the Zoom platform.

Vice-Chair Audrey Kolloff called the meeting to order at 11:38 A.M. Kolloff stated that Chair Brodie had resigned from the Planning Commission (PC) due to the extra duties he assumed at the Annual Meeting (Clerk, Treasure & Tax Collector). Kolloff thanked Brodie for his leadership and service to the PC over the years.

### Minutes:

Approve the draft minutes of the August 19 meeting.

On a motion by Kolloff, seconded by French, the PC voted to approve the draft minutes of the meeting of August 19, 2019, conditional upon correcting a misspelling. Motion passed unanimously.

### Business:

Catherine Bryars, BCRC discussing input and support for [Municipal Planning Grant](#) (MPG) funding application for a land use study in the Village.

Bryars explained the MPG funding and how the Village Center Designation would enhance the Village's chances of a grant from the State. Bryars provided a summary of the application the Board of Trustees completed earlier this spring and Bryars was asking for an approval from the PC. The MPG is to study the reuse of the buildings in the Village center and planning for related improvements, while integrating an analysis of alternative intersection designs.

Discussion followed regarding the scope of the study. There was a general consensus among the PC members that there was too much emphasis in the application to study the West Rd/Main St/Seminary Ave intersection rather than reuse of buildings, Village center traffic patterns, including bikes and pedestrians, and Village center parking. Bryars assured the members that there is a certain flexibility between the application text and the actual scope of the study. Bryars emphasized that public participation including the PC would steer the study.

Members Kolloff and French asked Bryars if the supporting motion by the PC could be tabled until the complete application was reviewed. Bryars stated that the application was due at the end of September and the next PC meeting was scheduled in October. Bryars committed to providing the full application and reviewing any comments from the PC as the application is finalized.

On a motion by Kolloff seconded by MacLaurin, the Planning Commission voted to support the MPG grant application, provided BCRC would provide the full application and review comments prior to submitting the MPG application. Motion passed unanimously.

#### Annual Election of Chair and Vice Chair

Vice Chair Kolloff opened the floor for nomination for Chair. On a motion by French, seconded by MacLaurin, the PC elected member Kolloff as PC Chair. Motion passed unanimously. Kolloff abstained.

Chair Kolloff opened the floor for nomination for Vice Chair. On a motion by, MacLaurin seconded by Kolloff, the PC elected member Heilemann as PC Vice Chair. Motion passed unanimously. Heilemann abstained.

#### Energy Chapter

Members reviewed the draft Energy Chapter for the Village's Plan of Development. The members reviewed area of the Chapter that needs local input. Maps were discussed, how current the data was and how to gather energy usage data from Village institutions and businesses. Members of the Energy Committee were assigned Village institutions and businesses to contact. Kolloff stressed that the members be prepared to discuss these voids in the current draft at the next PC meeting 10/14.

#### Sign Regulation Review

Chair Kolloff tabled Sign Regulation Review due to the late hour and the PC focus on the Energy Chapter.

There being no further business to come before the Commission, the meeting was adjourned at 1:05 P.M.