



# Village of Manchester, Vermont

## **Minutes of the Regular Meeting of the Development Review Board Held November 2<sup>nd</sup>, 2022 at 10:00am**

**Members Present:** Chair Craig Powers, Donald Brodie, Orland Campbell, Dana McCloskey, Renee Waller

**Member(s) Absent:** Gordon McClellan, Jack Morris

**Others Present:** Zoning Administrative Officer Curan VanDerWielen, Margaret Pritchard, Owen Pritchard, Tom Hoffman, Ray Smith, Brock Jennings, Sarah McClintock, President of the Board of Trustees Tom Deck

The meeting was held both in person at the Village Offices and via Zoom.

Chair Craig Powers called the meeting to order at 10:00am.

### **Meeting Minutes Review:**

Powers began by introducing the first item of business, this being the review and approval of the draft meeting minutes for the regular September DRB meeting. Orland Campbell motioned to approve the meeting minutes and Donald Brodie seconded the motion. The DRB then unanimously approved the draft meeting minutes.

### **Applications:**

- 22-48** Brock Jennings, representative for the owner (Maple Street School) of 322 Maple Street. The application regarded the installation of a maintenance shed near the East side of the main structure and the replacement of playground equipment for the school's main playground.

Powers introduced the application and then Jennings began his presentation. Jennings introduced the scope of the project, describing the appearance of the replacement playground equipment and the grading work associated with installing it. Jennings added that the equipment was custom designed for Maple Street School. Jennings then described the new maintenance shed, consisting of a prefabricated building to be used as a facilities workshop and to mostly match the sample image provided as part of the application. Powers asked if an existing shed was being replaced, and Jennings indicated that no shed existed at present. Powers asked about setbacks and possible tree removal. Curan VanDerWielen indicated that the project should be compliant on setbacks and Jennings stated that he had already contacted Jim Lewis, the Tree Warden, about taking down one tree, who had okayed it. Powers asked VanDerWielen why there was no DAC recommendation tied to the permit. VanDerWielen responded that it had not been forwarded to them by accident. Campbell stated that he believed the permit did not need

DAC review before both he and Powers asked about the planned dimensions of the shed. Jennings confirmed that after some grading work, the planned dimensions were to be 12ft. by 10ft.

Campbell stated that while the planned placement would tuck it in the woods, he believed it would be visible from neighboring properties. Brodie concurred with Campbell. Jennings indicated that he thought the shed would be reasonably screened by the surrounding woods. Brodie then asked if this project would be in connection to a filing from a previous year concerning an addition for kindergarten classrooms. VanDerWielen responded that he had no open filings for such an addition. Jennings confirmed that it would not be tied to any such project. A short discussion ensued concerning this matter, which ended with an understanding that the two projects were not linked. Renee Waller then asked if neighbors had commented on anything concerning the project. Powers indicated that no comments had been received.

There being no further apparent discussion, Campbell motioned to approve the application and Brodie seconded the motion. The DRB then unanimously approved Zoning Permit 22-48.

- 22-50** Margaret Pritchard, Owen Pritchard, and Tom Hoffman, owner and representatives for the owner (respectively) of 3738 Main Street. The application regarded the construction of a new residential structure consisting of two attached condominium units, to replace a structure authorized by the DRB to be demolished under Zoning Permit 22-30.

Powers introduced the application before opening the floor to the Pritchards. Margaret Pritchard began, introducing herself and the other representatives present, walking through the site plan, depicting the planned elevations and concept sketch, and sample images for landscaping and design work. There was some confusion among DRB members about which elevation represented the street-facing character-defining side of the building. This was resolved after some discussion, with it understood that the West elevation faced the street.

Powers read aloud the DAC recommendations made during their review before asking about notes on signage and Electric Vehicle (EV) stations. Pritchard responded that they did plan on installing a sign to indicate the name of the complex and where to park, but that they would be filing a separate permit at a later date once the placement and design work had been settled. In terms of EV stations, Pritchard continued, the intention was to place one for every two parking spots. Powers then asked about the roofing material, to which Pritchard responded that they had not decided between metal or shingled roofing, adding that supply questions had kept them from deciding. Additional questions were addressed by the applicant about the color of the proposed structure, exterior lighting placement, and landscaping. Hoffman spoke briefly about the landscaping plan for the project, showing example images of the stonework, plants, brickwork, and other

landscape designs. Several questions about plant placement and tree species were addressed by Hoffman.

Dana McCloskey asked Margaret Pritchard as to the type of siding to be used on the structure. Pritchard responded that it would be a wood or composite, but not vinyl. McCloskey followed up with a question about the placement of street-facing trees in the right-of-way. Brodie and Campbell echoed McCloskey's question, asking if the tree roots would interfere in the long run with the sidewalk. Hoffman suggested that a deeper-rooted species of tree or artificial root stunter could be used to eliminate any potential impact, should the Board request it. Powers asked further questions on roofing material, building height, timeline, and exterior lighting, which were in turn addressed by the applicant. The applicant maintained that the structure would match the height of the existing structure and that all design elements were inspired by the nearby Taconic Hotel. The timeline was understood to be relatively quick, with project completion aimed for some time between Spring and Summer of 2023.

Brodie stated he was comfortable motioning to approve the permit, but it appeared there were open questions about roofing material and details concerning building-mounted exterior lighting. A short discussion among Board members ensued, during which VanDerWielen suggested to allow flexibility for the applicant given supply uncertainties, the DRB approve but condition the permit so that construction could not begin before the open questions were resolved. Pritchard protested this notion, stating that she would not commence the demolition without prior approval of this application. Powers and VanDerWielen clarified that legally, certain information had to be provided and approved before a permit application could be approved by the DRB. Pritchard reiterated that because the project was such a large investment, she would not proceed with the demolition unless the DRB approved the permit for the new construction. VanDerWielen stated that he believed there had been a miscommunication, as the permit would be approved but that the condition would have to be met before construction began. Pritchard indicated that she understood.

Campbell motioned to approved the permit application with the condition that additional information on the roofing material and building-mounted exterior lighting would have to be provided to and reviewed by the DRB before construction could begin. Brodie seconded the motion. The DRB then unanimously approved Zoning Permit 22-50.

**22-51** Ray Smith, representative for the owner (Equinox Mountain Home LLC) of 515 West Fields Road. The application regarded the installation of a Soake pool, the installation of downcast exterior lighting, and the installation of a fence to the rear of the main structure.

Powers introduced the application before opening the floor to Smith. Smith gave a presentation during which he covered the history of the property, the site plans, the features and design of the pool, the changes to landscaping, and the placement and style

of the exterior lighting pieces. The DRB discussed various aspects of the presentation with Smith throughout, emphasizing the limited use of exterior lighting and attractiveness/functionality of the Soake pool design. Powers then read aloud the DAC recommendations before asking about the fencing item noted on the agenda. Smith showed a sample image of the type of fencing and screening combination to be used and expanded on the logic of the pool's placement, landscaping, and intention with regard to the limited use of exterior lighting. Smith then took some time to give a personal anecdote and thanked the DRB for hearing his presentation. After a question from McCloskey, a short discussion then ensued concerning the heating mechanism for the pool. Smith described how the propane heating tanks would be kept in the basement of the main structure, in addition to any other equipment.

There being no further apparent discussion, Campbell motioned to approved the permit application. Waller seconded the motion. The DRB then unanimously approved Zoning Permit 22-51.

There being no further business before the Board, Powers closed the meeting at 11:09am.

The next regular meeting of the Development Review Board will be held on December 7<sup>th</sup>, 2022, at 10:00am.

Respectfully Submitted,  
Curan VanDerWielen, Zoning Administrative Officer