



Village of Manchester, Vermont

**Minutes of a Regular Meeting of the
Planning Commission
Held on the 18th day of August 2021.**

Members Present: Chair Audrey Kolloff, Vice-Chair Richard Heilemann, Renee Waller, Anthony MacLaurin

Member(s) Absent: Lu French

Others Present: Jennifer Woolf Administrative Officer and PC Clerk

Chair Audrey Kolloff called the meeting to order at 11:32 A.M.

Minutes:

Approve the draft minutes of the July 28, 2021 meeting

Contingent on the inclusion of the additions suggested by Kolloff, MacLaurin motioned with a second by Heilemann, and the Planning Commission voted to approve the draft minutes of the meeting of July 28, 2021. Motion passed unanimously.

Business:

Election of Chair and Vice Chair

Nominations:

For the position of Chair, MacLaurin nominated Kolloff, second by Heilemann. No other nominations, no opposition, Kolloff accepted.

For the position of Vice Chair, MacLaurin nominated Heilemann, second by Waller. No other nominations, no opposition, Heilemann accepted.

Review Community Outreach on MPG Study/Survey

Kolloff stated that the MPG postcard looks great. The Planning Commission needs to receive a price from Express Copy then get a check printed by Missy (which only occurs on Thursdays). By next Thursday, 8/26, the PC will have the final price and Heilemann will be able to pick up the check and bring it to Express Copy. The cost of the postcards will be reimbursed by BCRC. From Express Copy, the PC needs 590 postcards *with* postage and 60 postcards *without* postage. French is to slightly modify the postcards to make a memo to add to the Ekwanok newsletter which Donald Brodie will assist in sending to Ekwanok members.

MacLaurin agreed to reach out to the Manchester Journal and the Vermont Newsguide, so long as he is provided with a write up about the contents of the memo/study/survey. Kolloff will work on the requested press release for MacLaurin to send to the Manchester Journal and Vermont Newsguide. All commissioners present promised to take the survey. ([ManchesterVillageStudy - BCRC \(brcv.org\)](http://ManchesterVillageStudy-BCRC(brcv.org)))

Review and Discuss Energy Plan and Final Preferred Site Map

The commission reviewed the preferred sites map, created by Cat Bryars at BCRC, provided by Kolloff. Heilemann noted that the way the Historic Core District and Preservation District are placed on the map covers property lines and requests that it be edited. Kolloff agreed to contact Cat Bryars (BCRC) to adjust the map to fulfill those requests. Woolf (ZAO) suggested that the preferred sites map be layered onto the recently updated Zoning District map created by the BCRC.

Kolloff noted that the energy plan requires a total count of acreage and asked the commission for suggestions on how to accomplish that.

Review and Discuss Solar Screening Ordinance

Kolloff stated that she had looked at the energy plan and ordinance and adapted it to local constraints in addition to making it more simple and concise. Kolloff worked with Heilemann and the two believe it is ready to present to the Trustees; the pair has given the PC until next Wednesday (8/25) to review the document, which Heilemann specified is just a **DRAFT** at the present time, and raise concerns via email correspondence to the rest of the PC.

Kolloff and Heilemann will come up with some potential dates for a presentation of the energy plan to the Board of Trustees in which Cat Bryars, Heilemann, and Kolloff will discuss the Act 174 legislation and requirements to explain what things have to be included and why. After a successful presentation to the Board of Trustees, the PC will move on to Public Hearings regarding the energy plan and its adoption.

Other Business:

Verify the date and time of the next meeting of the Planning Commission

The Planning Commission will meet next on Wednesday, September 15th at 11:30am.

There being no further business to come before the Commission, the meeting was adjourned at 12:02 P.M.