



Village of Manchester, Vermont

Minutes of a Regular Meeting of the Planning Commission Held on the 15th day of February 2023.

Members Present: Chair Richard Heilemann, Vice-Chair Audrey Kolloff, Anthony MacLaurin, Christie Bronstein, via zoom – Eric Dorsch, Tom Scarnecchia.

Member(s) Absent: Renee Waller

Others Present: Curan VanDerWielen ZAO
Intermittently - Tom Deck, President Board of Trustees

Chair Richard Heilemann called the meeting to order at 11:02 A.M.

Minutes:

Approve the draft minutes of the January 18, 2023 meeting

Kolloff motioned with a second by MacLaurin. The Planning Commission voted to approve the draft minutes of the meeting of January 18, 2023. Motion passed unanimously.

Departure of ZAO:

Chair Heilemann introduced the topic of ZAO Curan VanDerWielen's upcoming departure to take a new position with Northshire Housing. The commissioners expressed appreciation for Curan's excellent work during his tenure with the Village and Curan expressed his appreciation for the opportunity to work with the Village of Manchester. The commissioners wished him well.

Discussion ensued regarding the job description and having it circulated among commissioners along with being posted on the VLCT website. It was confirmed that this would be done with the help of Village clerk, Missy Johnson who will email the job description to the commissioners.

Bicycle path grant:

Chair Heilemann discussed the subject of the grant for the bicycle path between the Village and Town of Manchester and advised that Mark Anders from BCRC is taking the lead on this project.

Energy Subcommittee:

Chair Heilemann then asked A Kolloff to lead discussion on the Energy Subcommittee. Appreciation for T Scarnecchia and his role in collaborating on the subcommittee charter. Drafts of the Energy Subcommittee charter and a notice to property owners had been circulated to the commissioners prior to the meeting. R Heilemann asked A Kolloff to be sure the referenced documents had been uploaded to the new Village website. T Scarnecchia suggested outreach to BBA and C Bronstein offered to connect with her network at BBA to engage students who may be interested in supporting some of the initiatives of the Energy Subcommittee. After discussion of points raised by A MacLaurin and R Heilemann, the commissioners voted to accept both documents. It was confirmed that both documents will be forwarded to the Board of Trustees for their final approval. Upon that approval, A Kolloff will oversee the mailing of the notice to property owners by Express Copy, as has been done in the past.

On a motion duly raised, Heilemann, seconded by Dorsch the Planning Commission voted to accept the Energy Subcommittee charter and the notice to property owners.

Bylaw updates:

Chair Heilemann introduced the subject of Bylaw updates, specifically a review of edits from J Hurley at BCRC. The document had been circulated among the commissioners prior to the meeting.

Discussion ensued on the first section, Definitions.

It was generally agreed that a number of the definitions should be discussed with the DRB, and that J Hurley needed to reference existing state guidelines and statute when editing the bylaws.

It was also generally agreed to add several definitions including, Housekeeping Unit, Short Term Rental, Dormitory, Cluster Development.

C VanDerWielen suggested reviewing the sign regulation which is currently in the bylaws.

The commissioners concluded the review of Definitions, and plan to review section 5 of the Bylaws in the next regular meeting.

The next regular meeting will be held on March 15, 2023 at 11 am in the Village of Manchester offices.

Planned Business:

There being no further business to come before the Commission, the meeting was adjourned at 12:30 P.M.