



February 21st, 2024

Members Present: Richard Heilemann (Chair), Anthony MacLaurin, Eric Dorsch [via Zoom], Nick Parks [via Zoom]

Members Absent: Christie Bronstein, Tom Scarnecchia

Others Present: Curan VanDerWielen (Zoning Administrator)

Call to Order: 11:00 AM by Heilemann.

Changes to Agenda: None.

Motion: To approve the minutes for the Regular Meeting of the Planning Commission of January 17th, 2024.

Motion made by MacLaurin. Motion seconded by Parks.

Motion unanimously approved.

Discussion of next steps for Bylaw Modernization.

Heilemann introduced the discussion, noting that he and VanDerWielen had held a meeting with Janet Hurley of BCRC the week prior to discuss the implementation plan for the bylaw modernization project. Heilemann then noted that the next meeting, set for March 20th, would host the kickoff of the project, with BCRC staff offering a presentation and being available to answer questions from the public. MacLaurin stated that he believed the Commission should work to build as wide an attendance as possible for the meeting. MacLaurin suggested that each Commissioner should invite two to three people to come to the meeting. Heilemann noted that he, VanDerWielen, and Hurley had discussed some centralized outreach approaches too, such as mailing letters to residents, broadcasting on GNAT-TV in for meetings on the project, and distributing press releases. Heilemann commented that he believed the project was important enough to draw attention from stakeholders across the community.

Dorsch offered to reach out to residents of Equinox on the Battenkill and Friends of Hildene, with Parks adding that he would reach out to several businesses in the area whose owners' he knew, including Orvis, the Taconic Hotel, and SVAC. Heilemann noted that he wanted to try to involve Audrey Kolloff, as she had been connected to the process before. Heilemann also stated he would reach out to Burr and Burton Academy about the meeting. VanDerWielen stated that he would be reaching out to various local stakeholders using a list which Heilemann, he, and Hurley had produced earlier. MacLaurin offered to reach out to the Ekwanok, Perfect Piece, and Crooked Ram. MacLaurin also noted that members of other Village committees should look to attend too, especially those from the Development Review Board. VanDerWielen then stated that he would look to reserve the courthouse out for the date of the meeting, given the anticipated attendance.

Review and Possible Vote on Amendments to the Short-Term Rental Ordinance.

Heilemann introduced the topic by referring to the Commission's discussion on the need to amend the Short-Term Rental Ordinance in their last regular meeting. VanDerWielen then walked the Commission through a draft of the proposed amendments, which affected Sections 5.7 and 6.1 of the Ordinance. VanDerWielen noted that the proposed changes to Section 5.7 removed instances of 'Zoning Administrator' with 'Board of Trustees' to resolve a conflict in the appeal process. The proposed change to Section 6.1 added language borrowed from other Village Ordinances which designated enforcement agents for the Ordinance itself, including the STRO, Town of Manchester Police Department, and Sheriff's Office.

Dorsch asked a clarifying question about the nature of the appeal process, to which VanDerWielen clarified that issues in collecting and/or assigning fines usually were appealed to a court rather than dealt with through the Board of Trustees; the Board serves as the first stage in an appeal process so as to determine the validity of the existence of a violation.

Motion: To recommend the amended Sections 5.7 and 6.1 of the STR Ordinance as written to the Board of Trustees.

Motion made by MacLaurin. Motion seconded by Parks.

Motion unanimously approved.

Discussion of the BCRC Transportation Study and Next Steps.

Heilemann introduced the topic by offering context of the grant award and participation of BCRC in the transportation study being conducted in joint with the Town of Manchester. Heilemann noted that he had recently reconnected with those



involved and Mark Anders at BCRC had been given the go ahead by the Town to issue a Request for Proposals for firms to perform a scoping study, most likely to be sent out in March.

Heilemann then noted that BCRC had recommended forming a steering committee across both Village and Town stakeholders and noted that the Village should send 2-3 people to stay involved as the process unfolds, which could take several years. Parks volunteered to be involved in the process. MacLaurin suggested that the Commission find and send someone living on Ways Lane. Parks then asked if this was connected to the Village traffic study BCRC published in 2022, to which Heilemann answered that it consisted of the follow up to that study.

Discussion of FEMA BRIC 2020 Local Hazard Mitigation Plan Grant and Possible Next Steps.

VanDerWielen introduced the topic, noting that he had been reached out about a pool of ARPA monies through the FEMA BRIC Local Hazard Mitigation Plan Grant program, which the Village had applied for in 2020. Apparently, no follow up had been done with FEMA nor Vermont Emergency Management since then, and the latter had contacted him to ask if the Village would be withdrawing given that the funding period ended in December 2024. VanDerWielen stated that he had reviewed the state of the Village Hazard Mitigation Plan and what would need to be accomplished under the grant and suggested that it appeared to be an extensive project which would likely require BCRC support. VanDerWielen stated that he was uncertain that given the scope of the Bylaw Modernization project that the Village would have the capacity to complete the project within the time period allotted, especially given the assumption that BCRC would need time to mobilize and to develop a draft if brought in. VanDerWielen also stated that other regular funding opportunities would be available in future years, and as such, a withdrawal from the 2020 round would not restrict the Village's future options to develop updates to the plan. VanDerWielen noted that he intended to communicate the Village's withdrawal from the 2020 funding round unless the Commission believed it important to pursue for calendar year 2024.

Heilemann commented that he believed pursuing an update in 2025 made more sense than cramming the update into an already busy year. MacLaurin echoed Heilemann. VanDerWielen reiterated that he would keep the Commission apprised as new funding opportunities arose over the next year.

New Business

No new business was brought before the Planning Commission.

Other Business

Discussion on the Energy Committee

Heilemann noted that the membership of the Energy Committee was still an open topic from the January meeting and noted ~\$4,000.00 in available funds for items under the Committee's purview. Of noted was a consultation on energy improvements to be made to the Village's maintenance building. VanDerWielen commented that he could check in with BCRC and the Board of Trustees on this matter.

Motion: To adjourn.

Motion made by MacLaurin. Motion seconded by Dorsch.

Motion unanimously approved at 11:45am.

The next regular meeting of the Planning Commission will be held at 11:00am on March 20th, 2024.

Respectfully submitted,

Curan VanDerWielen,
Zoning Administrative Officer