



April 16th, 2025

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

Members Absent:

Others Present: Curan VanDerWielen (Zoning Administrator), Jason Walla

Call to Order: 11:01 AM by Heilemann.

Changes to Agenda

No changes were made to the agenda.

Motion: To approve of the regular meeting agenda, as posted.

Motion made by Parks. Motion seconded by Heilemann.

Motion approved unanimously.

Approval of the Meeting Minutes

Motion: To approve of the draft regular and special meeting minutes, as warned and as written.

Motion made by Parks. Motion made by MacLaurin.

Motion approved unanimously.

Update on the Bike-Ped Grant

Heilemann introduced the topic of conversation and provided an update on a recent meeting with Town and Regional officials on the preliminary scoping of the project, although he noted that the conversation was at a very high level and did not afford much in the way of specific details on implementation, construction or siting scope, or budget. Among those attending were Scott Murphy and Gordon Black from Manchester Town and Mark Anders from BCRC. Heilemann provided a set of maps provided to him at the meeting for the Commission's consideration.

Parks asked about the merits and demerits of siting the cycling lanes on the East or West side of the road. A short discussion ensued regarding the matter, with Heilemann noting that the preservation (or movement) of the sidewalk remained the largest concern when siting the cycling lane. MacLaurin noted that he didn't believe the sidewalk should be lost, and that any proposal should allow for both cycling and pedestrian access along the road. Dorsch asked about the prospective cost of implementation, to which Heilemann answered that an estimate and a roadmap on potential grants etc. could be generated once scoping work had been completed. Heilemann also mentioned an upcoming public meeting on May 20th in Manchester Town to hear public input on the proposed project.



Continued Review of Draft Land Use Regulations for Manchester Village, Sign Regulations

Heilemann introduced the topic of discussion and opened the floor to VanDerWielen to present the draft sign regulations. The Commission then reviewed the sign regulations, passage by passage. Significant points of conversation and/or changes made included:

- Refinement of language and associated grammatical corrections under Section 9.2.2, Review Process.
- Removal of all instances of gendered language throughout the document.
- Amendment of language of Section 9.3.7, Color, to call out explicitly the need for subdued color and compatibility with the essential character of the area.
- Creation of Section 9.3.10 to further delineate requirements within the Historic Core, setting its own set of requirements distinct from the other General Requirements.
- Creation of Section 9.5.1(2)(d), allowing for an additional historic marker or identifying sign on residential structures, such as a National Register placard. The makeup and design of such a sign was left for further discussion.
- Discussion on master sign plans and multi-tenant businesses. Refinement of language in Section 9.5.2(a) and the creation of Section 9.5.2(a)1-4, which define the components and requirements for a master sign plan.
- Creation of Section 9.6.1(8), addressing temporary political campaign signs and setting both a numerical limitation and a limitation as to the period of their posting relative to an election.
- Discussion of open flags and signs, notably whether to continue prohibiting, allow for all, or allow one set Village-approved design of open flag. It was resolved to revisit the issue when a more definitive proposal of what a Village-approved open flag design could look like, could be provided.

New Business

No new business was brought before the Commission.

Other Business

No other business was brought before the Commission.

Motion: To adjourn.

Motion made by MacLaurin. Motion seconded by Parks.

Motion unanimously approved at 12:43pm.



The next regular meeting of the Planning Commission will be held at 11:00am on May 21st, 2025.

Respectfully submitted,

Curan VanDerWielen,
Zoning Administrative Officer

DRAFT