



May 21st, 2025

Members Present: Richard Heilemann (Chair), Nick Parks, Anthony MacLaurin

Members Absent: Eric Dorsch

Others Present: Curan VanDerWielen (Zoning Administrator)

Call to Order: 11:05 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 MacLaurin.

Motion approved unanimously.

Approval of the Meeting Minutes

Motion: To approve of the draft regular meeting minutes, with one addition.

Motion made by MacLaurin. Motion made by Heilemann.

Motion approved unanimously.

Review of Possible Nomination of Terry Findeisen as Village Zoning Administrative Officer

Heilemann introduced the topic of discussion, noting his recent participation in the interview of Findeisen and the Search Committee's unanimous recommendation to the Planning Commission of her candidacy. VanDerWielen echoed Heilemann, adding details as to Findeisen's experience with local public bodies and a projected starting date if accepted by the Planning Commission and Board of Trustees. A short discussion ensued regarding Findeisen's resume and the scope of the Zoning Administrative Officer role.

Motion: To nominate Terry Findeisen as Village Zoning Administrative Officer

Motion made by Parks. Motion seconded by MacLaurin.

Motion approved unanimously.



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

Heilemann introduced the topic of discussion before the Commission reviewed the draft document on a page-by-page basis. Most edits were accepted as drafted, with the following outstanding items identified by the end of the review and to be resolved for June:

- General review for grammatical and formatting errors.
- Character examples in Sections 5 and 6 needed to be reformatted.
- Check how Section 8.4.3 should be implemented by DRB.
- Add detail to Section 8.9(e), including the definition and design regulations associated with “green screens”.
- Add definition to the term “service provider” or find replacement.
- Follow up research on how to best implement a standardized historic places sign, suggested through Manchester Historical Society.
- Check if the language under Section 9.6.1(8) is operable under state and federal law.
- Check if the language under Section 10.2 contradicts Section 4.1 .
- Check if possible to require town vote or referendum in order for the Development Review Board to issue a permit for a PUD and/or PRD.
- Add definition to “townhouse” under Section 12.

Update on the Bike-Ped Grant

Heilemann introduced the topic and noted a meeting held the night prior during which a presentation on the scoping study had been made at a Manchester Center Selectboard meeting. Heilemann recapped the proceedings of the meeting, stating that it appeared most commenting agreed with the scoped Western placement of the bicycle lane, although much of the sidewalk along the route would still be disturbed. Heilemann also noted additional considerations raised, such as project cost and the possible moving of utility connections underground as part of the work.

Parks asked if it was possible to narrow the proposed lane to avoid disturbing the sidewalk, and a short conversation ensued regarding the suitability of moving either the sidewalk or the cycling lane itself. Heileman noted that many of these questions would be answered more practically with further design and study. Heilemann then covered the next couple of upcoming meetings on the subject and possible next steps. A short discussion ensued regarding the scope of the project within Manchester Center and the outcome of the options proposed under the scoping study.

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 Parks. Motion seconded by MacLaurin.

Motion unanimously approved at 12:48pm.

The next regular meeting of the Planning Commission will be held at 11:00am on June 18th, 2025.

Respectfully submitted,

Curan VanDerWielen,
Zoning Administrative Officer