



July 16th, 2025

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

Others Present: Curan VanDerWielen (Village Manager), Terry Findeisen (Zoning Administrator)

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 MacLaurin.

Motion approved unanimously.

Approval of the Meeting Minutes

Motion: To approve of the draft regular meeting minutes.

Motion made by MacLaurin. Motion made by Heilemann.

Motion approved unanimously.

Continued Review of Manchester Village Land Use & Development Regulations (LU&DR)

Heilemann briefly described the discussion with Nick Zaiac and Samantha Page of BCRC July 15th, 2025, reviewing their comments to the LU& DR.

VanDerWielen reviewed the BCRC comments on a page-by-page basis, propose articles during the July 15th, 2025 meeting was in red, articles highlighted were up for review. Pages 6, 15, 18,19, 20, 25, 28, 29, 38, 68 and 70 edits were accepted with the following outstanding items identified by the end of the review and to be resolved for June:

- P8 3.1 (6), (8) Struck
- P14 3.9.1 Discussion concluded to make the single sentence into two sentences for clarity.
- P32 4.7 (3) Dorsch suggested adding “or” after each item, suggestion approved.
- P35 Figure 4-1, line 12 d. was inadvertently omitted from review.
- P40 4.11.1 (3) Leave as-is.
- P56 Figure 5-1, last line, verbiage after “Note: Density...nearest to the whole.” is deleted.



- P62 7.4.5 (1) Add "or" after 19th the line, otherwise accepted.
P67 7.5.5 (7) Left as-is.
P71 (11) Waiting on Nick Zaiac's recommendations

VanDerWielen discussed the July 16th, 2025, Draft Summary and Report stating that it was and likely to be 25 pages total by the time of completion. The purpose of the Summary/Report was to set the tone and type of detail of the LU&DR document. Further, that the document doubles as PC Report to Department of Housing, summarizing and reporting all the changes to the Zoning Bylaws document.

VanDerWielen recited the schedule for LU & DR draft and Summary presentation and approvals:

July 18th: Share via email LU & DR draft and Summary with Board of Trustees and Development Review Board.

August 4th: Present LU & DR draft and Summary at informal Board of Trustees meeting

August 20th: Present LU & DR draft and Summary at Planning Commission Public Hearing

September 6th: Present LU & DR draft and Summary at regular Board of Trustees meeting

Providing the approval and adoption of the LU & DR draft, the LU & DR would go into effect early October 2025.

Presentation of slides for Manchester Village Land Use & Development Regulations

Heilemann presented his draft presentation for the August 20th PC Public Hearing.

During the presentation, regarding the first slide concerning the stated village goals, Parks wanted to confirm goals shown were from the Village Plan of Development, not ours personally. Heilemann confirmed that goals were that of Village Plan of Development.

It was proposed that each slide consistently show "old" on the right and "proposed" on the left. Dorsch suggested the same be applied to the maps.

VanDerWielen stated that the maps were difficult to see on the screen and proposed printing the maps in a large format. Heilemann suggested having the maps placed around the Court Room for the public to view.

Heilemann said the last slide would list the applicable Vermont Statutes by subject including the Flood Hazard and River Corridor Regulations.

Parks asked if there might be a slide for high level information regarding the sign regulations, discussion ensued, action inconclusive.

New Business

No new business was brought before the Commission.



Other Business

Re-up Terms for Planning Commission members.

Motion: To Reappoint

Motion made by Heilemann to recommend re-appointment to the Board of Trustees of himself and MacLaurin for another 2-year term. Motioned seconded by Parks

Motion approved unanimously.

Motion: To nominate

Motion made by Dorsch to nominate Parks as Vice-Chair. Motion seconded by MacLaurin.

Motion approved unanimously.

Motion: To adjourn.

Motion made by Dorsch. Motion seconded by MacLaurin.

Motion unanimously approved at 12:13pm.

The next regular meeting of the Planning Commission will be held at 11:00am on August 20th, 2025.

Respectfully submitted,

A handwritten signature in blue ink that reads "Terry Findeisen". The signature is fluid and cursive, with the first name "Terry" and last name "Findeisen" clearly distinguishable.

Terry Findeisen,
Zoning Administrative Officer