



August 13th, 2025

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

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

Absent: Donna Cauly

Call to Order: 11:03 AM by Heilemann.

Changes to Agenda

Change Agenda #3 to Public Hearing and Vote

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

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 Parks. Motion made by MacLaurin.

Motion approved unanimously.

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

Heilemann suggested changing the topic headlines to be color coded for easier identification for each section, putting the appendices in for the maps at the end for easy reference, particularly online. Otherwise, the LU & DR are ready.

Parks inquired if there was any feedback from the public since updating the Board of Trustees.

VanDerWielen; no feedback per se, no review questions from the Board of Trustees either. Presumed they're going to take time to review between breaks.

Heilemann stated that that comment went for the DRB as well.

VanDerWielen commented that his impression that for individual questions, the harder questions have already been answered satisfactorily.

Motion: To approve the current draft for the Board of Trustees Public Hearing.

Motion made by Heilemann. So moved by MacLaurin. Motion seconded by Parks.

Motion approved unanimously.



New Business

No new business was brought before the Commission.

Other Business

Parks asked to review the next priorities to address after the new regulations.

Priorities in order as discussed

1. Helicopter pads: Parks has sent relevant information from other Towns
2. Cell Phone Towers siting coordination w/Plan of Development-long approval process, small change otherwise
3. Building Property Maintenance Ordinance- researching
4. Open/Close Flags Ordinance-left open
5. Local Hazard Mitigation- Overdue, in progress, Planning Commission
6. Short Term Rental Ordinance-data collection on number of registrants vs. non-registrants
7. Building and Yard Lighting Ordinance
8. Bike-Pedestrian Study Project
 - a. McLaurin asked if there would be a presentation to see what to take for the next steps.
 - b. Heilemann said the next steps would be to present to the Town of Manchester Select Board and Board of Trustees.

Re: 6. Short Term Rental Ordinance

Dorsch suggested obtaining data to get a sense of who has registered, and what complaints have been made. The more intrusive we are, the more push back from registrants.

Findeisen commented that it simple to identify how many properties are and are not listed by researching Manchester Village properties on the Airbnb website. Some are apartments which are more difficult to identify the owner. Public safety is concern within and outside the STR's. She is planning to reinstate conducting observation walk through for each registrant, as well as setting up internal reminders to STR owners to renew their applications.

Heilemann expressed concern considering the number of Village employees and time allocation and increased workload at this time is not appropriate and suggested to focus on the Priority list.

VanDerWielen noted a capacity crunch while working on the Bylaws. It will take a few more months to compile the data from 2024/2025 and will have a much clearer picture.

Deck stated that as a member of the community there must be publication on the restrictions on STR's that do not register with the Village that could be used as resource.



VanDerWielen commented that he has tried to address the violations directly with Airbnb; their response is that it is the user's matter. Following the local regulations and law is additionally a user matter.

Deck suggested levying a fine that is extremely significant.

VanDerWielen replied that this past year, the guidance he received was to not fine first-time registrants because of new law which has been in place for just over a year, further saying that the Village has the most punitive fees at \$800 a day for violations. What can be done differently enforcement wise, is to start assigning fines for implementation as a procedural standard.

McLaurin noted making sure that the Village Noise Ordinance was posted in the STR's and their listing in whichever STR agency the owners work with. Additionally, lighting is an issue. There have been complaints from Village Glen where people were leaving the flood lights on all night and shining into residences windows.

Heilemann followed saying that the new regulations address this, but enforcement will be a challenge.

Findeisen recommended timers and/or motion sensors as well a night sky compliant lighting.

Parks asked if there are lighting restrictions on the time of day that the new BBA field.

VanDerWielen noted that BBA had proposed a use schedule (until 8:30/9:00PM) for sound and light to the DRB; the DRB accepted as condition of the permit, further that it's in line with the noise ordinance.

Re: 5. Local Flood Hazard Mitigation

Heilemann questioned how the Planning Commission was going to prioritize going forward, adding that the flood hazard mitigation, one of our mandates, has become legally the most important.

VanDerWielen commented that the local flood hazard mitigation can be held off for a few months in that FEMA has been inactive in providing guidance for the past 6 months or more. This has led to difficulties identifying what an update might look like. Due to the delay in response from FEMA, this is less of a priority for the time being. Therefore, allowing time in the immediate term to act on, for example, Cell Towers and Property Maintenance where there are already legally tested languages/templates in place from other municipalities to work with. VanDerWielen noted that he would be contacting Dara Zink at BCRC to see if communications with FEMA have changed.

Re: 1. Helicopter pads

Parks commented that he had found a comprehensive example for the Helicopter restrictions from another town in Vermont that would shorten the development process. From his perspective, his biggest concern is a property owner deciding to put a helicopter pad in their backyard prior to having the Helicopter restrictions in place, making this ordinance a priority.



Re:2. Cell Tower siting

Parks noted that the specific language must be very thoughtful because it can be challenged in the Vermont Public Utilities Commission process. This is based on what the Town of Manchester has experienced. Annette Smith has offered to provide input on the ordinance. Parks has also reached out to non-profit organizations in NH that coordinate and provide advice to Municipalities and have worked on this topic.

VanDerWielen responded that the cell towers are a much more involved approval process, generally taking 60 days. They will need to be integrated into the Regional Plan. Getting in touch with the BCRC early on to advise them that we are looking into this ordinance. As well as VTPUC getting on their radar thereby getting it on our agenda.

Heilemann stated that it would be useful to obtain background information on all these items and that the ordinances need to be prioritized for September's meeting. It was agreed that the projects can be developed simultaneously.

VanDerWielen and Findeisen will start conducting research into sample ordinances from other communities and VCLT and will report back to the Planning Commission.

Re: 3. Building Maintenance

Heilemann asked VanDerWielen if he had the Maintenance Ordinance Bennington developed.

VanDerWielen said that Bennington doesn't do much on the enforcement side unless it's an extreme case. Their ordinance language is tight and worth looking into. VanDerWielen will send Woodstock's and Bennington's Maintenance Ordinances to the Planning Commission.

Heileman asked if there any other items; no other items were raised.

Motion: To adjourn.

Motion made by MacLaurin. Motion seconded by Parks.

Motion unanimously approved at 11:27 am.

The next regular meeting of the Planning Commission will be held at 11:00am on September 17th, 2025.

Respectfully submitted,

Terry Findeisen,
Zoning Administrative Officer