February 4th ,2026

Members Present: Craig Powers (Chair)Donald Brodie (Vice Chair), Orland Campbell, Claudia Burns and Andrew Zinberg

Others Present: Terry Findeisen (Zoning Administrator), Lisa Wright (Ekwanok), Mark Breen (Breen Builders)

Call to Order: 10:05 AM by Powers.

1. Approval of the Draft Meeting Minutes for the Regular Meeting held November 5th, 2025

Motion: To approve minutes as corrected of the Regular Meeting of the DRB held Wednesday, November 5th ,2025.

Motion made by Brodie. Motion seconded by Burns.

Motion approved unanimously.

Zoning Permit Application:

1. Permit Number: 25-47
   a. Ekwanok Country Club Tennis Pavilion
      i. Approved construction of new tennis pro shop to replace existing prefabricated structure.
      ii. Building will be white with black shingles, 14' by 30', matching the Club aesthetics.
      iii. Will include desk space for tennis pro and equipment sales area.
      iv. Bathroom facility to be added with septic system modifications pending state approval

Motion: To Approve Zoning Permit 25-47

Motion made by Powers. Motion seconded by Burns.

Motion approved unanimously.

2. Permit Number: 26-01
   a. 523 Westfield Road (HOA) residence demolition
      i. Demolition of severely deteriorated 1998 house on Lot 7
      ii. Property owned by Donna Walker (Equinox Mountain Homes), part of lots 6, 7, and 8
      iii. House has significant structural issues: frost heaving, settling, roof leaks, black mold, and unheatable conditions
      iv. Hunter Excavation to complete work within 2 weeks, targeting completion before summer season
      v. Site will be regraded and stabilized with grass; future building planned for upper portion of lot
      vi. Existing driveway, septic system, service entrance, and well to be preserved.

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b. HOA Coordination
   i. Nick Parks (HOA secretary and design review head) reviewed and approved the project
   ii. Letter sent to all Westfield property owners notifying them of demolition plans
   iii. Andrew Simon (neighboring property owner) confirmed approval
c. Board clarifications on interactions with Home Owners Associations:
   i. HOAs have no legal standing in DRB decisions
   ii. Board approvals are based solely on Village of Manchester Land Use and Development Regulations
   iii. DRB will not enforce HOA regulations or become involved in HOA disputes
   iv. Applicants should be informed to check with their HOAs, but HOA approval is not a DRB requirement
   v. Board members expressed concern about potential conflicts between municipal approvals and HOA requirements

Motion: To Approve Zoning Permit 26-01

Motion made by Powers. Motion seconded by Burns.

Motion approved unanimously.

Other Business:

Adjournment: 10:35 AM

Motion: To adjourn.

Motion made by Campbell. Motion seconded by Burns.

Motion approved, unanimously.

The next regular meeting of the Development Review Board will be held at 10:00 AM on Wednesday, March 4th ,2026.

Respectfully submitted,

Terry Findeisen
Zoning Administrative Officer

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