



February 4<sup>th</sup>, 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 5<sup>th</sup>, 2025**

**Motion: To approve minutes as corrected of the Regular Meeting of the DRB held Wednesday, November 5<sup>th</sup>, 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.



**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,

A handwritten signature in blue ink that reads "Terry Findeisen". The signature is written in a cursive style.

Terry Findeisen  
Zoning Administrative Officer