



June 3rd ,2026

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

Others Present: Terry Findeisen (Zoning Administrator), Tom Deck (Board of Trustees President) Amelia Wiggins, David White, Chris Ponessi, Ken Bigley, Frank Parent, Eric Subik, Anharad Llewelyn

Call to Order: 10:00 AM by Powers.

1. Approval of the Draft Meeting Minutes for the Regular Meeting held May 6th, 2026

Motion: To approve minutes as corrected of the Regular Meeting of the DRB held Wednesday, May 6th, 2026.

Motion made by Brodie. Motion seconded by Burns.

Motion approved unanimously.

Zoning Permit Applications:

2. Permit Number: 26-18

a. Southern Vermont Art Center Sign

- i. **Decision: Approved (3–2)** Sign expansion from 6 sq ft to 8 sq ft permitted, inclusive of CurAte Café and Manchester Music Festival branding as a permanent element.
- ii. **Motion to table** was first proposed and defeated 2–3 (Brodie and Campbell proposed tabling; Zinberg and Burns voted against tabling).
- iii. **Final motion to approve** as presented passed with Aye votes from Chair, Burns, and Zinberg; Brody and Campbell opposed.
- iv. **Lighting condition:** Sign must be LED, battery-powered, with automated shutoff by 10:00 PM.
- v. **Sign dimensions:** 8 sq ft display area — does not exceed the prohibited threshold of 8 sq ft under the all-districts prohibition section (page 100, item 13 of the land use manual).
- vi. **Zoning complexity noted:** Property sits in two districts — Village Open Space (access road) and Rural (campus); no specific sign regulations exist for either district, making the 6 sq ft Village maximum technically inapplicable.
- vii. **Slippery slope concern** acknowledged but mitigated by the fact that virtually no other commercial properties exist in these zoning districts (only Hildene cited as comparable).
- viii. **Planning Commission** to be consulted to tighten sign regulations for these districts.

Motion: To Approve Zoning Permit 26-18

Motion made by Powers. Motion seconded by Burns.

Motion approved unanimously.



3. Permit Number: 26-19

a. 80 Union Street Pocket Park

- i. **Decision: Approved** with conditions reflecting design changes discussed at DAC and DRB.
- ii. **Conditions include:** two benches (rotated 90°, one each side of seating area); pet waste station relocated away from roadside/sidewalk, placed in a grassed area; park hours sign removed (not to be posted at entrance).
- iii. No lighting proposed; carry-in/carry-out waste policy; permanent perennial landscaping maintained by owner.
- iv. Historical interpretive sign for Manchester Music Hall sited at southwest landscaping area; Norway spruce retained in center island.

Motion: To Approve Zoning Permit 26-19

Motion made by Powers. Motion seconded by Burns.

Motion approved unanimously.

4. Permit Number: 26-20

a. 3372 Main Street

- i. **Decision: Approved** as presented.
- ii. Scope: French drain installation, driveway resurfacing with crushed white gravel, railroad tie edging, deck construction (Trex, Biscayne Bay color, charcoal black railings), and full exterior repaint in Benjamin Moore stark white.
- iii. Deck dimensions confirmed: 29 ft wide × 15 ft deep; French drain discharges to rear lawn area.
- iv. Setback confirmed adequate via GIS review (~210 ft available).

Motion: To Approve Phase 1 Zoning Permit 26-20

Motion made by Powers. Motion seconded by Burns.

Motion approved unanimously.

5. Permit Number: 26-21

a. BBA Parking Expansion (West Union Street and Propsect Street)

- i. **Decision:** Approved as presented.
- ii. **Scope:** Reopen closed lower curb cut as entrance-only; convert existing entrance to exit-only; widen narrow access road to 26 ft; expand sophomore lot ~6 ft; add new upper parking area (+59 total spaces); extend loop road at ~8% grade. Stormwater managed via new gravel wetland (2.5 ft deep) discharging to existing culvert behind Founders Hall.
- iii. Proceeding with Act 250 permitting, stormwater permit, and construction general permit.
- iv. Teacher parking to be incorporated in new upper lot to provide supervision.
- v. Trailhead access relocated to southwest corner, maintaining connectivity.
- vi. Emergency/fire access improved; road widening accommodates fire trucks and ambulances.
- vii. Brush clearance at reopened entrance to improve sight distance committed for this summer.
- viii. One-way circulation enforced via signage and student assembly orientation at start of school year.

Motion: To Approve Zoning Permit 26-21

Motion made by Powers. Motion seconded by Brodie.

Motion approved unanimously.



6. Permit Number: 26-24

a. 102 West Road Garage to Studio Conversion

- i. **Decision:** Conditionally approved — applicant may proceed with rehabilitation of existing structure at current footprint and current height only.
- ii. Approved elements: new vertical shiplap siding (white), new roof (gray architectural asphalt shingle), window/door updates, interior renovation — all within existing 12 ft x 20 ft footprint.
- iii. Height increase (approx. 2 ft to ridge height of 10'5") is NOT approved under this permit; requires a separate waiver process before the DRB at a specially warned public meeting.
- iv. Decorative cupola element may be permissible without waiver as it is a non-dimensional decorative element, but applicant must confirm with Zoning Administrator.

Motion: To Conditionally Approve Permit 26-24

Resubmission of drawings reflecting the existing building height required, with a waiver process required if the applicant wishes to increase the roof height.

Motion made by Zinberg. Motion seconded by Campbell.

Motion approved unanimously.

Other Business:

No other business presented

Motion: To adjourn.

Motion made by Campbell. Motion seconded by Burns.

Motion approved, unanimously.

Adjournment: 11:39 AM

The next regular meeting of the Development Review Board will be held at 10:00 AM on Wednesday, July 1st, 2026.

Respectfully submitted,

A handwritten signature in blue ink that reads "Terry Findeisen". The signature is fluid and cursive.

Terry Findeisen
Zoning Administrative Officer