Minutes of the Development Review Board (DRB)
SPECIAL PUBLIC HEARING

June 5th ,2026

Members Present: Craig Powers (Chair)Donald Brodie (Vice Chair), Orland Campbell, Claudia Burns
Others Present: Terry Findeisen (Zoning Administrator), Ramsay Gourd, Applicant)

Call to Order: 10:01 AM by Powers.

Zoning Permit Application:

1. **Permit Number: 26-25**

   Previous Application 26-15 was retracted due property line location error. Subsequently two pins were found on east side; west side (street-side) pins missing. The rear property pins were located, and the surveyor established front corners and flagged southern boundary line to verify placement of garage within setbacks. Applicant proactively notified neighbors including Mrs. Ogden about the meeting, exceeding standard requirements

   a. 110 Franklin Ave (Sears house, likely 1930s construction) and proposed additions
      i. Southeast mudroom and northeast gym, filling in existing corners of footprint.
   b. Detached garage: 18x24 feet, positioned in southeast corner of building envelope to comply with required 20-foot setback from the side property line.
   c. Materials: White clapboard siding consistent with existing home; Marvin Ultimate double-hung and casement windows (white aluminum-clad, simulated divided light with spacer bar)

Motion: To Approve Zoning Permit 26-25
Motion made by Powers. Motion seconded by Burns.
Motion approved unanimously.

Other Business:
Board members raised concerns about current setback requirements:

- Current requirement: 20-foot side setback considered too large for typical village lots
- Historic pattern concern: Current setbacks don't align with historic village development patterns where working-class homes were built
- Suggested alternative: 5-foot setback proposed to allow property maintenance access while establishing lot edges
- Previous regulations: Former bylaws specified 10-foot side setback and 20 to 25 foot rear setback
- Discussion confirmed fences can be placed directly on property lines in the village, with no required setback from neighboring properties.

Administrative Issues Identified

- Outdated bylaws online: Old zoning regulations still appear in Google search results for "Village of Manchester zoning bylaws" and need archiving to prevent misinformation
- Form revisions ongoing: DRB working to correct missing information and inconsistencies in new forms

Motion: To adjourn.
Motion made by Campbell. Motion seconded by Burns.
Motion approved, unanimously.

Adjournment: 10:29 AM
Respectfully submitted,

Terry Findeisen
Zoning Administrative Officer