



September 16th, 2026

Members' Present: Nick Parks (Chair), Donna Cauley (Vice-Chair), Richard Heilemann, Anthony McLaurin
Others Present: Curan VanDerWielen (Village Manager), Dara Zink (BCRC) Callie Freshburn (BCRC)

Call to Order: 11:04 AM by Parks.

Approval of the Regular Meeting Agenda

Motion: To approve of the regular meeting agenda.

Motion made by Heilemann. Motion seconded by Cauley.
Motion approved unanimously.

Approval of the Meeting Minutes

Motion: To approve of the draft regular meeting minutes.

Motion made by Heilemann. Motion seconded by Cauley.
Motion approved unanimously.

Agenda Item No. 3. 2027 Hazard Mitigation Planning

3.1 Hazard Mitigation Planning work sessions underway.

Hazard Mitigation Planning meetings notes will be submitted separately as an attachment.

Agenda Item No. 4. Review of Village Main Street Master Plan

4.1 Draft Outline prepared by Findeisen was briefly introduced. The outline summarized the philosophy, intent, and components of the proposed Main Street Master Plan, drawing on presentation materials from Nick Zaiac (BCRS) from several months prior.

1. The Commission did not have enough context to discuss it fully — members will review the document offline and revisit it at the next meeting with Findeisen present.
2. Zaiac is currently working on a Municipal Planning Grant application to fund the project. He is expected to present an update at the October 21st, 2026, Planning Commission meeting, covering the grant application status and traffic study work.
3. Traffic studies are planned for the area being considered for a roundabout, as part of the feasibility study for that project.
4. Grant awards are typically announced in December — meaningful project footwork is not expected until the next calendar year.
5. The Board of Trustees has already authorized the project, so no further trustee approval is needed to proceed.



Agenda Item No. 5. AT&T Communications Manchester Village Site Location Proposal

5.1 Proposal Overview: AT&T has submitted an engineering proposal for a communication antenna to be installed behind the BBA football field on village-owned right-of-way. Key specifications:

Detail	Existing	Proposed
Pole Height	23 feet	46 feet
Antenna on Top	—	~1 foot (stubby antenna sections)
Total Structure	23 feet	~47 feet
Carrier	—	AT&T only

5.2. Concerns Raised

1. The proposed 46-foot pole is double the height of the existing structure and would dramatically alter the viewscape — particularly the scenic mountain views visible from the BBA football field sidelines, the Equinox Hotel, and the school bell tower.
2. Recent clearing of vegetation around the poles makes the existing structure more visually prominent already; a doubled pole would be even more so, especially during fall and winter sports seasons.
3. AT&T has justified the increased height by arguing the site is farther from their target coverage area than earlier proposed locations, requiring greater elevation for equivalent coverage.

5.4 Commission's Agreed Response

1. **Consensus Position:** Respond to AT&T stating that the Commission has concerns about doubling the pole height and its impact on viewscape. The Commission's opening position is that AT&T is welcome to install their equipment at this location, but the pole height must remain at the existing 23-foot height with the ~1-foot antenna added to the top.
2. **The Village** will initiate the call with AT&T's Attorney the following week. All Commission members are welcome to join. *Subsequently, communications between the PC chair and the Village attorney have been initiated to discuss the PC's position and determine the next steps.*
3. The call is not intended to be a negotiating session — the goal is simply to communicate the Commission's feedback clearly and hear AT&T's reaction, then reconvene internally before providing any follow-up.



5.5. Follow-Up Actions

1. Village to locate and distribute the old engineering report that may indicate the existing pole height is sufficient for AT&T coverage. *Original location: (3729 Main Street) existing pole, 29'-6" +/- proposed replacing w/40' pole. The feasibility study submitted March 17th, 2026, the current selected facility location notes proposed heights, not existing.*

5. Action Items Summary

HMP

- ☐ Review the 2017 Hazard Mitigation Plan goals and consider tweaks for Manchester Village.
- ☐ Add and update the stakeholder list in the Google Docs folder (Manchester Village HMP).
- ☐ Finalize hazard mitigation survey questions at the next Planning Commission meeting.
- ☐ Set up the Google Docs folder and share it with the Planning Commission.
- ☐ Draft simple flyers with QR codes linking directly to the hazard mitigation survey.
- ☐ Integrate the hazard mitigation survey link directly on the Manchester Village website.
- ☐ Reach out to Scott Swinnerton and Sean Harrington for potential focus group input.

VMSP

- ☐ Review the Main Street Master Plan draft offline; revisit with Findeisen at the next meeting.
- ☐ Confirm Zaiac's attendance and presentation for the October Meeting
- ☐ Lead the AT&T call next week (Findeisen/VanDerWielen) and report findings back to the Commission.

Other Business

A. Political Sign Regulations

A brief discussion prior to the start of the meeting was sparked by the Town of Manchester's review of Manchester Village's political sign ordinance. The Town appreciated the regulations overall but raised concerns about the 30-day pre-election window, stating that it is too short given the prevalence of mail-in and early in-person voting.

Key points raised during the discussion:

1. Manchester Village's original intent was to mitigate visual pollution from political campaigning while still giving property owners a reasonable window to express support for candidates.
2. The 30-day window is already the longest permitted duration for any class of temporary sign in the Village — all other temporary signs are typically limited to the day of an event.
3. Enforcement has historically been contentious — a more aggressive enforcement effort in 2024 was described as "an absolute disaster," in part because a fee was charged at the time.
4. Village noted that a memo explaining the rationale behind the sign regulations was prepared for the Board of Trustees and offered to print copies for Planning Commission members with the possibility of being revisited at future meeting.
5. Action Item: Print and distribute the political sign rationale memo to Planning Commission members.



Next Regular Planning Commission Meeting

- The next Regularly Scheduled meeting is October 21st, 2026

Motion: To adjourn.

Motion made by McLaurin. Motion seconded by Heilemann.

Motion unanimously approved at 12:32 pm.

NOTE:

The preceding meeting minutes utilized the recorded Zoom meeting, VanDerWielen's notes and Zoom AI.

Respectfully submitted,

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

Terry Findeisen,
Zoning Administrative Office

Hazard Mitigation Planning notes attached.