



# Village of Manchester, Vermont

## Minutes of a Regular Meeting of the Development Review Board Held on the 30<sup>th</sup> day of May, 2018

**Members Present:** Chairman Donald Brodie, Vice Chair Craig Powers, Orland Campbell, Bob Johnston, Dana McCloskey  
**Member(s) Absent:** Gordon McClellan, Renee Waller  
**Others Present:** Brian Knight, Marian Haines, Richard Moore, Aileen Aberth Eric Scott, Administrative Officer

Chairman Brodie called the meeting to order at 09:28 A.M.

### Minutes:

Approve the draft minutes of the May 02, 2018, meeting

Member Powers moved that the draft minutes of the May 02, 2018, meeting be approved.  
Member Campbell seconded the motion and it passed unanimously.

### Other Business:

Review draft Historic Sub-District map.

Scott reminded the Board of the discovery of several Historic Core Sub-District maps in the *Plan of Development* and on the website. Scott point to similarity to the draft map and the 2/2/98 Design Review Districts map. This is the earliest Design Review District map found. The Board had no objections to Scott's interpretation of the map and thanked him for the long process of changing the boundaries. It is expected that the Planning Commission will adopt Scott's interpretation and update the *Plan of Development* during the regular update.

Review possible changes to Village Bylaws, Section 4-DESIGN CONTROL DISTRICTS. Sections 4.6-4.8 and Section 5.1.

Changes to Bylaws Section 4.6, 4.7, 4.8 were approved and are attached. Deleted passages have a ~~strikethrough~~ effect and insertions are underlined. Passages in **black** require further review.

There being no further business to come before the Board, the meeting was adjourned at 10:30 A.M.

## Sections 4.6-4.8

### 4.6 BUILDING PLANS

Development Review Board approval of "Building Plans" shall be required for:

- a. New construction as defined in Section 1.
- b. Additions as defined in Section 1.
- c. Alterations to structures as defined in Section 1.
- d. ~~Any change in exterior color.~~
- e. ~~Removal of trees over 6" diameter breast height (DBH) located forward of any principal building line in any yard fronting on, and within 150' of any street right-of-way, or removal of more than 20% of trees forward of the building line in any yard fronting a street. Removal of dead trees does not require a permit.~~
- f. ~~Razing or demolition of all or a portion of a building. See Section 9.~~

#### 4.6.1 A BUILDING PLAN SHALL INCLUDE:

- a. ~~a~~ A sSite dDevelopment pPlan of the property. See Section 3.7., showing drives and landscaping, building elevations showing door and window types, shutters and other exterior details.
- b. dDescription of exterior building materials and colors.
- c. lLocation and type of all exterior lighting.
- d. ~~landscaping details.~~
- e. ~~the~~ The Board may approve minor changes to the exterior of a structure, without submission of full "building plans," as long as the application for approval is clear and complete relative to such minor change.

#### 4.6.2 CRITERIA FOR APPROVAL

In its consideration of approval of "~~b~~ Building pPlans" the Development Review Board ~~or Administrative Officer~~ shall make the following findings:

- a. The basic design of the structure, alteration or addition is compatible with its surroundings and is appropriate for the particular Design Control Sub-district in which it is being proposed.
- b. The bulk of the structure is consistent with the lot size, and its neighbors, and the structure will not adversely affect its immediate neighbors.
- c. The sSite Development Plan and arrangement of facilities is not in conflict with adjoining uses of land.
- d. Building exteriors are compatible with traditional Village of Manchester Village structures.
- e. Roads, and driveways serving two or more dwelling units are designed to follow the natural contours of the land.
- f. Buildings are arranged at such angles to streets and roads that aesthetics of the environment are preserved.
- g. Landscaping is compatible with the surrounding area, and is appropriate for the particular Design Control Sub-district in which it is being proposed.
- h. The design, size, location, lighting and other aspects of signage are compatible with the Village setting, and conforms to all requirements of the Village Sign Regulations.

### 4.7 DESIGN ADVISORY COMMITTEE

A Design Advisory Committee, consisting of five residents of the Village, may be established and appointed by the Village Board of Trustees, to have such term of office as said Trustees determine. The Design Advisory Committee shall review all applications for Zoning Permits ~~seeking approval of New Construction, Alterations and Additions to existing properties, proposed Changes of Property Use,~~

and Signs, and shall make recommendations to the Development Review Board with respect to those applications.

#### 4.8 PROCEDURE

- a. Where the regulations of the Design Control Sub-District require Development Review Board approval, the Administrative Officer shall, upon receipt of a complete application, including a fee, provide the Development Review Board with all information required by the Board to schedule a hearing on the application, and render a decision thereon.
- b. ~~Within sixty (60) days after receipt of a complete "building plans," the Board, or Administrative Officer, where permitted, shall approve, approve with modifications, or deny approval of the "building plans". In case of denial, the Board or Administrative Officer shall notify the applicant in writing of the reason therefore, and all actions taken in connection with an approval shall be made a part of the permanent records of the Village.~~
- b. If the Administrative Officer fails to act with regard to a complete application for a permit within 30 days, whether by issuing a decision or by making a referral to the appropriate municipal panel, a permit shall be deemed issued on the 31st day.
- c. The Development Review Board or Administrative Officer may request advice from the Design Advisory Committee to assist in their consideration of approval of "building plans."~~an application.~~
- d. One copy of approved "building plans," appropriately endorsed, shall be returned to the applicant, and one copy shall be filed in the permanent records of the Administrative Officer. No changes from the approved plans shall be made during construction without prior approval applied and approved in accordance with the above procedure.