



Village of Manchester, Vermont

Minutes of a Special Meeting of the Development Review Board Held on the 20th day of July, 2016

Members Present: Chairman Donald Brodie, Vice Chair Craig Powers, Orland Campbell, Bob Johnson
Members Absent: Al Michaels, Gordon McClellan
Others Present: Linn Heaton, Heaton Companies, John Burnham, Taconic Hotel, Chris Ponessi, Mance Engineering, Brian Knight

Chairman Brodie called the meeting to order at 10:00 A.M.

Applications:

16-09, Mance Engineering for Taconic Hotel, 3835 Main Street, Alteration-Parking

Mr. Ponessi presented the plan to expand the parking currently located across the street from the Taconic Hotel. The expansion is needed due the higher than anticipated use of the Cooper Grouse restaurant. The expansion complies with the Bylaws regarding parking. Per Mr. Ponessi, the green space meets the requirements set forth in the Bylaws and referenced a letter dated July 12, 2016, regarding *Taconic Parking Calculations* (attached). Member Campbell moved that the application be approved, Member Powers seconded and the motion passed unanimously.

There being no further business to come before the board, the meeting was adjourned at 10:20 A.M.

Mance Engineering Partners, P.C.
Engineering and Land Surveying

July 12, 2016

Village of Manchester
Development Review Board
45 Union Street
P.O. Box 482
Manchester, VT 05254

**RE: Taconic Parking Calculations
Response to DRB Questions**

Dear Board Members;

As you know, Mance Engineering Partners, P.C. (MEP) is working with the owners of the Taconic Hotel to permit changes to the East Parking Lot, to expand to the previously permitted sizing. After the two meetings that have been held, a list of questions has been issued by the Board, in which responses were offered by John Burnham, the General Manager of the hotel, which are also attached with this correspondence.

Furthermore, we have completed a parking analysis utilizing this information, along with the other permitting information submitted to the Village, Town and State, which were the basis for the water and sewer allocations for the site.

Overall, there are 87 rooms, which include the main hotel and cottages. The restaurant was permitted for 109 indoor seats and 76 outdoor seats (185 total), which is similar to the response by Mr. Burnham of 180 seats total, 105 indoor and 75 outdoor. Overall the analysis uses the lower numbers to be conservative. Mr. Burnham also has a more specific amount of employees, which may cover more than one shift or event, so for a normal shift, we have accounted for only 30 employees at this time, to cover the hotel, restaurant, and event space. The event space and pavilion was permitted for up to 200 guests, which is only utilized when events or weddings are booked.

The Village requires the following parking requirements per the zoning bylaw.

Hotel – 1 space per room plus 1 per employee
Restaurant – 1 space per every 3 seats, plus 1 per employee
Event Space/Pavilion – 1 space per every 3 seats

Northshire Office:
114 Cemetery Avenue, Suite A-2
P.O. Box 1446
Manchester Center, VT 05255

Southshire Office:
125 Elm Street
Bennington, VT 05255

The calculations are as follows:

30 Employees x 1 Space Per Employee = 30 Spaces

87 Rooms x 1 Space Per Room = 87 Spaces

105 Indoor Restaurant Seats x 1 Space Per Every 3 Seats = $105/3 = 35 \times 1 =$ 35 Spaces

200 Event/Pavilion Seats x 1 Space Per Ever 3 Seats = $200/3 = 66.6 = 67 \times 1 =$ 67 Spaces

Total = 30 Spaces + 87 Spaces + 35 Spaces + 67 Spaces = 219 Spaces

The site has been permitted over multiple iterations through the Village and State, with a final total of 123 permitted parking spaces, of which, 119 parking spaces have been constructed, with 4 being deleted due to miss-striping, or miss construction of the Nickel White Lot (50 permitted, 46 striped). This does include the 24 spaces on the current East Parking Lot. Please note, that of this 119 spaces, 7 are handicapped and 2 are electric vehicle, leaving only 110 general spaces.

When originally permitted, it was assumed to have a large number of shared uses/spaces from the multiple uses on the site, however, during the operation of the facility, the management and owners have realized a much lower number of shared uses/spaces. During peak times and events, the hotel has had to make arrangements to have parking in satellite lots such as Orvis, which is only a temporary solution. A more permanent solution is to construct additional parking in the East Parking Lot, which meets all zoning regulations for green space, setbacks, etc.

The proposed expansion of the East Parking Lot will bring the amount of spaces from 24 to 61, for an addition of 37 spaces. This will bring the total amount of spaces for the hotel from 119 to 156 spaces, please again note, that there would be 7 handicapped, 2 electric vehicle and 147 general spaces.

Green space over the entire project has been calculated and is 1.73 acres, which is 42.4% of the total project acreage of 4.08 acres, more than the B-1 requirement of 30%.

Therefore, with this information and the information provided from John Burnham, General Manager of the Taconic Hotel, we feel that the additional parking in the East Parking Lot is required, and should be granted as it meets all zoning regulations.

If you have any comments, concerns or questions regarding this transmittal, please feel free to contact me at 802.375.3567 or at cpnessi@meppc.com at your earliest convenience. Thank you.

Sincerely,

Christopher M. Ponessi

Christopher M. Ponessi, P.E.
Partner