



# Village of Manchester, Vermont

## Minutes of a Regular Meeting of the Development Review Board Held on the 6th day of February, 2019

**Members Present:** Chair Craig Powers, Vice Chair Orland Campbell, Donald Brodie, Bob Johnston, Renee Waller, Dana McCloskey  
**Member(s) Absent:** Bill Mariano, Gordon McClellan  
**Others Present:** John Burnham, Taconic General Manager, Brian Knight, Eric Scott, Administrative Officer

Chair Powers called the meeting to order at 10:00 A.M.

Member Johnston announced that he would be resigning from the Board at the conclusion of this meeting. Mr. Johnston stated that he enjoyed Manchester and his time on the DRB and DAC, his wife's health issue are necessitating a move from the area.

Chair Powers reported that the Board of Trustees at their February 04 meeting appointed current DAC member Richard Moore to the DRB, Mrs. Audrey Kolloff to the Planning Commission and Mr. Larry Kolloff to the DAC.

### Minutes:

Approve the draft minutes of the January 02 meeting.

After a short review, Member Campbell moved to approve the minutes of the last meeting, Member Brodie seconded the motion and the motion passed unanimously.

### Applications:

19-01, 3835 Main LLC (Taconic Hotel), 3835 Main St., Other ([pergola](#))

Mr. John Burnham described the use the terrace has had since the Hotel opened and how a rain shower can change the outside event. Burnham provided the members with a number of photos showing the view from the street, roof open and roof closed. Members asked how rain would be handled, wind and snow impacts, color and material. The Chair polled each member if their questions had been answered. All affirmed they had no outstanding questions and commented what an improvement this would make.

Member Johnston reported that the DAC recommending approving the application. Vice Chair Campbell moved that the Board should accept the DAC's recommendation and approve the application. Member Brodie second the motion and it passed unanimously.

### Other Business:

Review possible changes to Village Bylaws;

Section 7.3. EQUINOX HISTORIC DISTRICT (EHD)

Changes to Bylaws Sections 7.3 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 10:55 A.M.

### 7.3. EQUINOX HISTORIC DISTRICT (EHD)

#### 7.3.1. PURPOSE

~~In order to~~To preserve the unique historic and architectural qualities of the Village Center, which serves as a vital regional resource, while enhancing its vitality and livability, an Equinox Historic District (EHD) has been established. The ~~Equinox Historic District (EHD)~~EHD constitutes a Planned Unit Development (PUD) under Section 8 of these bylaws.

Land development within this core area shall be in accordance with an overall development plan, and may include one or a variety of the uses enumerated in 7.3.3, provided that the general intent of the Village Plan is met.

#### 7.3.2. STANDARDS FOR DEVELOPMENT WITHIN THE ~~EQUINOX HISTORIC DISTRICT (EHD)~~EHD

Development in the ~~Equinox Historic District (EHD)~~EHD shall be approved by the Development Review Board. Such approval may be given simultaneously with Site Plan approval.

Before granting approval for development in the ~~Equinox Historic District (EHD)~~EHD, the Development Review Board may consult with an independent qualified professional planner and/or professional engineer and shall determine that the following standards are met:

- a. The proposed development is designed and landscaped so as to minimize any adverse effects on neighboring properties and the uses are arranged so as to be compatible and insure visual and aural privacy for residents of the project and neighboring properties.
- b. Development in the ~~Equinox Historic District (EHD)~~EHD shall be an effective and unified treatment of the development possibilities on the project site, and the development plan shall make appropriate provision for preservation of the unique historic and architectural qualities of the Village center.
- c. The overall residential density shall ~~be no greater than 3~~ not exceed three dwelling units per acre. However, this requirement may be met by the preservation of usable open land that may or may not be contiguous with the project parcel. Such land shall be in the Village of Manchester and shall not be within the Forest District. Development Review Board may establish such conditions on the ownership, use and maintenance of such property as it deems necessary to assure the preservation of such lands for their intended purpose, including conveyance of their development rights to the Village of Manchester.
- d. The placement and arrangement of structures, landscaping and other screening, and parking areas are disposed in such a way as to permit the flexibility needed for innovation while assuring that there is adequate light and privacy to protect residents of the development and neighboring properties.
- e. A retail business engaged in the sale of merchandise shall not contain more than 2000 ~~sq-~~ square ft.-feet of total area for a one story building, nor more than 3000 ~~sq-~~ square ft.-feet total in a multi-story building.
- f. A legal instrument setting forth the duties, responsibilities, and liabilities of the owners of all the individual residential units, commercial space, and all common facilities and other elements, in accordance with the laws of the State of Vermont, shall be approved by the Development Review Board. Such approval shall be based on the Board's satisfaction that the property shall be properly maintained and that the interests of the Village are protected.
- g. In the case of time sharing units, appropriate conditions may be established within the permit to protect the Village's interests, including but not limited to conditions determining the number of time sharing units, the procedures for assuring the payment of property taxes, and the duration cycle of the time shared ownership.
- h. All signs shall meet the requirements of the Village of Manchester Sign Regulations.

- i. The minimum setback for newly constructed buildings within the EHD shall be 50 feet from the boundaries of any adjacent property~~district boundaries~~. This shall not apply to the reconstruction of an existing historic structure on its original site.
- j. The maximum building height for newly constructed buildings within the ~~Equinox Historic District (EHD)~~EHD shall be 45 feet.
- k. All streets shall meet the requirements of the Village of Manchester Street Regulations.
- l. The Development Review Board may impose a minimum percentage of open or green space ~~(vegetative green space including ponds or lakes)~~ within the EHD, the boundaries of which shall be determined by the Board. However, in no instance shall the percentage of green space be less than 44% of the entire project parcel.
- m. The Board may impose such other reasonable conditions which it finds are necessary to protect the public health, safety and welfare and any other purpose of 24 VSA Chapter 117, and the Village's Plan of Development and the Zoning Bylaws.

7.3.3. ~~USES WITHIN THE EQUINOX HISTORIC DISTRICT (EHD)~~EHD

The ~~Equinox Historic District (EHD)~~EHD may consist of one or a variety of the following uses: retail, office, personal service, municipal, tourist oriented lodging and associated facilities.

7.3.4. PERMIT PROCEDURE

No permit shall be issued for a building or use in the ~~Equinox Historic District (EHD)~~EHD until a Site Development Plan pursuant to Section 3.8 has been approved by the Development Review Board.