

**VILLAGE OF MANCHESTER**  
**Manchester, Vermont**

**Minutes of a Meeting of the**  
**Development Review Board/Planning Commission,**  
**Held on the 4<sup>th</sup> day of June, 2014**

**Members Present:** Donald Brodie, Orland Campbell, Tom Deck, Joe Giolito, Julie Hanes  
**Members Absent:** Al Michaels, Karen Walla  
**Others Present:** Brian Knight, Trustee President, Marian Haines, Kate Monsour, Nina Mooney, Andrea Ross, Jay Venable, Jeremy Walker, James Carter, Administrative Officer

All expected participants being present, Comm. Brodie called the meeting to order at 9:59 A.M.

**Minutes:**

The members reviewed the minutes of May 7, 2014. After review, Comm. Giolito moved that the minutes be accepted as submitted. Comm. Brodie seconded. The vote was 4-0 in favor (Comm. Hanes did not vote. She did not attend the May 7<sup>th</sup> meeting.)

**Applications:**

**Application 14-12, Andrew Schmid, DDS,** 3962 Main Street, for a sign. Ms. Monsour presented the application. She provided color photographs of the sign which will be in placed at Dr. Schmid's new Manchester Village Office. The sign meets all size and design requirements of the Sign Regulations.

Comm. Giolito reviewed the report of the Design Advisory Committee recommending approval of the application, after which Comm. Campbell moved that the Board accept the DAC's recommendation and approve the application. Comm. Deck seconded. The vote was 5-0 in favor.

**Application 12-13, Jeremy Walker,** 3062 Main Street, to relocate the driveway of the property to the south of the residence. Mr. Walker presented the application. He provided a site plan, and photographs showing the requested relocation, indicated that the relocation would provide direct access to his garage, and advised that his neighbor to the south had no objection to the application, but requested that additional plantings be placed along the property line to prevent the use of both driveways for an illegal u-turn.

After discussion, and review of the Design Advisory Commission's report, Comm. Campbell moved that the Board accept the DAC's recommendation and approve the application. Comm. Giolito seconded. The vote was 5-0 in favor, subject to the approval, by the Board of Trustees, of the required curb-cut relocation.

**Application 14-14, David Mooney,** 123 Franklin Street, for a rear mud room addition. Nina Mooney presented the application. Mrs. Mooney provided a site plan, as well as a floor plan and elevation drawings, detailing the proposed addition, which will be built to match the design and scale of the existing residence. The same style of siding will be painted white, and the color

of the proposed standing seam metal roof will match the existing roof shingles. The existing deck will be removed, temporarily, but replaced after construction of the mud room.

Comm. Hanes reviewed the report of the Design Advisory Committee recommending approval of the application, after which, Comm. Campbell moved that the Board accept the DAC's recommendation, and approve the application. Comm. Hanes seconded. The vote was 5-0 in favor.

Comm. Campbell then moved to close the Development Review Board meeting. Comm. Deck seconded. The vote was 5-0 in favor. The meeting closed at 11:36 A.M.

### **Planning Commission:**

Comm. Brodie proceeded to open the Planning Commission's Public Hearing on the proposed, revised Zoning Bylaw, at 10:37 A.M.

At the direction of the Chair, the Administrative Officer briefly reviewed the nature and extent of the proposed Zoning Bylaw revisions, after which the Chair advised that a number of definitions of Bed & Breakfast facility were still under consideration by the Commission, directed that copies of the definitions be provided to those present and requested public comment thereon.

Discussion of the various proposed definitions proceeded. Marian Haines opined that any definition should provide that the premises be owner occupied, and that use as a B&B be limited to certain designated large and "historic" Village residences that lend themselves to such usage.

In that regard, Comm. Hanes noted that, in many cases, it is very difficult to maintain ones residence in a business property, and Comm. Campbell suggested a scenario in which more than one residence might be proposed for B&B use by the same owner, in which case owner occupation would not be possible.

After extended discussion, it was decided that the most appropriate definition for such a facility in Manchester Village would be the following:

"A small lodging establishment, usually in an owner occupied residence, that offers overnight accommodation and breakfast."

It was agreed that the above definition is sufficiently flexible that, when taken in conjunction with the inclusion of Bed & Breakfast Facilities as a *conditional use* in several of the Village's Zoning Districts, it will provide the Development Review Board with sufficient authority to consider and determine each application on its own merits, in full accord with the *conditional use* criteria set forth in the Zoning Bylaw.

Jay Venable stated her concern that the inclusion of a B&B provision in the proposed Bylaw would allow certain properties in the Village to be marketed as permitted B&B locations.

Comm. Campbell advised that such was not the case. A property could not be marketed as a B&B, since, in each case, such use is subject to approval of the DRB, and delimited by any conditions applied, in that particular case, by the DRB. The recent Duff property change of zone was cited as an example.

Although the Duff property is located in a Business zone, the specific nature of any future use to which it may be put is subject to DRB approval.

At the conclusion of Commission members' and public comment and inquiries, Comm. Brodie, on behalf of the entire Commission, thanked those present for their interest, concern and participation.

Comm. Campbell moved to close the Public Hearing. Comm. Deck seconded. The vote was 5-0 in favor.

Comm. Campbell then moved to reopen the Planning Commission meeting, to complete all remaining business. Comm. Hanes seconded. The vote was 5-0 in favor.

The Planning Commission being back in session, at 11:45 A.M., Comm. Campbell moved that the Commission approve addition of the agreed upon definition of "Bed & Breakfast Facility" to the Zoning Bylaw Definitions Section, as a minor change. Comm. Giolito seconded. The vote was 5-0 in favor.

Comm. Brodie then moved that the proposed, revised, Zoning Bylaw be recommended to the Board of Trustees for their review, public hearing, and enactment. Comm. Deck seconded. The vote was 5-0 in favor.

There being no further business to come before the Development Review Board, or the Planning Commission, the meeting was adjourned at 12:00 Noon.