

VILLAGE OF MANCHESTER
Manchester, Vermont

**Minutes of a Regular Meeting of the
Development Review Board / Planning Commission
Held on the 3rd day of September, 2014**

Members Present: Donald Brodie, Orland Campbell, Tom Deck, Julie Hanes, Al Michaels, Alternate DRB Member Jack Morris, Karen Walla

Members Absent: Joe Giolito,

Others Present: Ted Maddocks, Ramsay Gourd, Ellen Ogden, James Carter, Administrative Officer

Comm. Brodie called the meeting to order at 10:00 A.M., and welcomed Jack Morris, the Alternate Member of the Development Review Board, replacing regular DRB member Joe Giolito who is absent today, and Ellen Ogden, a new member of the Design Advisory Committee, also in attendance.

Comm. Brodie, in his capacity as Chairman of the Development Review Board, and a Notary Public, swore in Jack Morris and Ellen Ogden.

Minutes:

The members reviewed the minutes of the meeting of August 6, 2014. Comm. Campbell noted that the minutes were unclear with respect to his absence prior to the approval of the minutes, and his arrival at the meeting thereafter. The Administrative Officer advised that the issue would be clarified in the approved minutes.

After review, Comm. Michaels moved that the minutes of the meeting of August 6, 2014, as clarified, be approved. Comm. Campbell seconded. The vote was 6-0 in favor. Comm. Morris was not in attendance at the subject meeting, and did not vote.

Applications:

Application 14-30, Ekwanok Country Club, 3262 Main Street, for two additional tennis courts.

Ted Maddocks presented the application. He directed the Board's attention to a site plan of the Ekwanok property, and two GIS photographs, one showing the location of the existing tennis courts, and the second adding the location of the adjacent proposed courts.

He advised that the proposed location is well within the required setback requirements of the Zoning Bylaw, and not visible from adjacent roads.

All four courts will be resurfaced with a traditional red clay surface. There is no current lighting of the courts, nor any lighting proposed.

After discussion, Comm. Campbell moved that the application be approved. Comm. Hanes seconded. The vote was 7-0 in favor.

Application 14-29, David Cardoza, 116 West Union Street, for a residential addition, and to replace a roof.

Ramsay Gourd, Architect, presented the application. He presented a site plan, showing the location of the existing residence, and the additions thereto, as well as elevation drawings detailing the nature and extent of the proposed additions and alterations.

Mr. Gourd indicated that there are no setback issues, and the proposed additions and alterations, including window replacement, skylight installation, as well as other details, and a change in the basic color of the residence to a whitewashed finish, will serve to integrate the design ambience of the entire project.

After discussion, Comm. Hanes reviewed the report of the Design Advisory Committee, which unanimously recommended the approval of the application

Comm. Campbell moved that the Board adopt the recommendation of the Design Advisory Committee and approve the application. Comm. Michaels seconded. The vote was 7-0 in favor.

After application approval, Comm. Michaels opined that the agenda's project description could have been more detailed with respect to the extent of the proposed work. The Administrative Officer agreed. Comm. Campbell noted that the agenda is intended to alert interested persons regarding the general nature of a pending application, in the event they wish to have some input on the matter, and need not detail all aspects of the work proposed.

Application 14-26, Gregory & Joan McGinty, 627 West Fields, to install a swimming pool.

The Administrative Officer advised that Mr. McGinty was out of State, and that a representative of the company that will be installing the pool was expected to be present on the application. He showed the GIS overhead site plan indicating the proposed location of the pool, and its great distance from all other properties in the area, as well as the literature on the safety cover proposed for installation on the pool.

Comm. Hanes advised that the Design Advisory Committee had unanimously recommended approval of the application.

After discussion, Comm. Brodie moved to table the application until the October meeting, for the purpose of taking testimony from the applicant, or his representative, on the matter. Comm. Campbell seconded. The vote was 7-0.

DEVELOPMENT REVIEW BOARD ANNUAL GENERAL MEETING:

Comm. Brodie, the Chair of the Development Review Board, called the Annual General Meeting of the Board to Order, and opened the floor to nominations for Board Officers for the ensuing year.

Comm. Campbell nominated Comm. Brodie for the position of Board Chairman. Comm. Deck seconded. There were no further nominations. The vote was 7-0 in favor.

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Comm. Brodie nominated Comm. Deck for the position of Board Vice Chairman. Comm. Michaels seconded. There were no further nominations. The vote was 7-0 in favor.

Comm. Brodie nominated Administrative Officer James Carter for the position of Board Secretary. Comm. Hanes seconded. There were no further nominations. The vote was 7-0 in favor.

There being no further business to come before the Annual General Meeting, the meeting was closed.

PLANNING COMMISSION:

After concluding an Executive Session of the Manchester Village Board of Trustees, held on August 4, 2014, the following action was taken: Trustee James Lewis moved that:

A "Planning Commission be formed, consisting of five (5) members. Three (3) of the members will be members of the Development Review Board, and two (2) non-voting members will be Trustees. The Planning Commission will elect its own Chairperson, who will not be the Chairman of the Development Review Board, or the President of the Board of Trustees. Trustees Jim Lewis and Andrea Ross will be the Trustee members of the Planning Commission."

This Development Review Board's meeting agenda included, as a scheduled agenda item, the nomination of members of the Development review Board to the Planning Commission, as therein provided.

To better understand what was involved in the proposed change, the Board reviewed the November, 2010 through March 2011 minutes of the Trustee's, Planning Commission's and DRB's meetings that involved doing away with the then existent Planning Commission and ZBA, and creating the current DRB. A very lengthy discussion followed that review, and the Board moved unanimously to defer action on nominations of DRB members to the newly created Planning Commission, until such time as a meeting with the Trustees for the purpose of developing a full and clearer understanding of the reasons for proposed change can take place.

Administrative Officer's Report:

The Administrative Officer advised that the amended Land Use (Zoning) Map required for the recently enacted revised Zoning Bylaw has been completed, and was delivered this week. The Land Use map, together with the Design Review Districts Map; the List of Village Properties on the National List of Historic Places, and a Sketch Map showing Historic Building locations, will be added as an Appendix to the Bylaw, which can now be submitted for publication.

There being no further business to come before the Board, the meeting was adjourned at 11:15 AM

