

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

**Minutes of a Regular Meeting of the**  
**Development Review Board**  
**Held on the 1<sup>st</sup> day of October, 2014**

**Members Present:** Donald Brodie, Orland Campbell, Tom Deck, Joe Giolito, Julie Hanes, Al Michaels, Karen Walla

**Members Absent:** None

**Others Present:** Trustee President Brian Knight, Gregory McGinty, Julie Robertson, Ben Ross, Administrative Officer James Carter,

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

**Minutes:**

The members reviewed the minutes of the meeting of September 3, 2014.

After review, Comm. Campbell moved that the minutes of the meeting of September 3, 2014 be approved. Comm. Michaels seconded. The vote was 6-0 in favor. Comm. Walla had not yet arrived.

**Applications:**

**Application 14-26, Gregory and Joan McGinty, 627 West Fields, for a swimming pool.**

Mr. McGinty presented the application. A site plan of the McGinty property was provided. The pool is located on a large tract of property, and is not visible from any adjacent properties or nearby roads.

Mr. McGinty advised that it is the intention to keep the installation as simple as possible, with neither lighting, nor significant landscaping. In addition, the pool will be fitted with a strong safety cover that will be used to cover the pool, whenever it is not in use.

Comm. Hanes reported that the Design Advisory Committee had reviewed the application; had been assured that the proposed pool cover is sufficient to protect the area and the installation when in place. The DAC unanimously recommended DRB approval of the application.

Comm. Campbell then moved that the Board accept the recommendation of the DAC, and approve the application. Comm. Michaels seconded. The vote was 6-0 in favor.

**Application 14-32, 3777 Main Street, LLC, 3777 Main Street, for a Change of Use, to a hotel parking lot.**

Mark D'Angelo, construction superintendent for the applicant presented the application.

Mr. D'Angelo provided a site plan, not only of the proposed parking lot and property, but also of the adjacent property site upon which the new Taconic Hotel is being constructed. He advised that the owners of the hotel have acquired the subject property from the current owners. That acquisition, if the requested permit is granted, will allow all guest parking to be located adjacent to the hotel, and limit all parking across Route 7A (Main Street) to staff, and occasional bus use.

Mr. D'Angelo advised that the area will be heavily screened with fencing, and the same form of landscaping that will be employed on the hotel site. Proposed lighting will also be the same as on the hotel site. 10' lighting fixtures, with down lighting, will be employed, as permitted, and 40" bollard style lighting will be used after other lighting is required to be turned off.

The application, if approved, will allow one curb cut, currently providing access to the property, to be removed. All access will be provided through hotel property curb cuts.

A total of 48 parking spaces will be constructed, allowing the reduction of spaces across Main Street from 60 to 28.

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

Comm. Hanes reported that the Design Advisory Committee is of the opinion that the proposed realignment of guest parking is a significant safety benefit, and unanimously recommends approval of the application

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

**Application 14-33, Richard F. Heilemann, DDS, 774 Long View Drive, for a sign.**

Julie Robertson, Dr. Heilemann's office manager, presented the application for the proposed dental office sign.

Ms. Robertson provided a site plan, indication the proposed location of the sign on the property, an artist's representation of the sign, and a color chart showing the sign's proposed colors.

She explained that there is no existing sign, and patients often miss the office location.

The sign meets all Sign Regulation requirements, and, although the sign will be located on a private road, all setback requirements applying to a Village Road have been met, thus maintaining location consistency.

Comm. Hanes reported that the DAC found the sign to be tasteful and appropriate, and recommends approval of the application.

Comm. Campbell moved that the Board accept the recommendation of the DAC, and approve the application. Comm. Michaels seconded. The vote was 7-0 in favor.

**Application 14-36, H. Lawrence and Andrea Ross, 2330 River Road, for a Change of Use, to a Bed & Breakfast facility.**

Ben Ross Presented the application. He advised the Board that the Bed & Breakfast facility will be located in a portion of the restored coach house and barns on the property, and provided photographs of the buildings to be so used. There will be a total of six available bedrooms, with bathing and kitchen facilities on site.

Mr. Ross advised that on-site parking is plentiful, and no changes to the property will be required. There will be no signage or additional lighting. The owners' intention is to keep the operation very "low profile," and to fully protect the natural and historic environment of the property.

Comm. Campbell opined that since this is the first application for a B&B under the aegis of the newly enacted Zoning Bylaw, it is very important that all aspects of the application be carefully considered, and indicated that, although it is quite likely that there is adequate parking, and appropriate use of facilities, he would prefer to have a detailed property site plan available for record purposes and Board consideration.

Mr. Ross advised that he would be happy to provide such a site plan to the Board.

After discussion, Comm. Campbell moved that the hearing on the matter be recessed, pending receipt of the site plan. Comm. Deck seconded. The vote was 7-0 in favor, whereupon, the matter was recessed for the reasons stated.

#### **OTHER BUSINESS:**

#### **PRESENTATION:**

The Chair recognized Comm. Campbell, who proceeded to read a letter from all members of the Development Review Board, addressed to Jim Carter, the retiring Manchester Village Administrative Officer, honoring him, and thanking him for his years of service to the Village, and the Development Review Board.

Mr. Carter expressed his deep and sincere appreciation for the honor thus bestowed, and his enjoyment of the opportunity to work in and for the Village, and, most particularly, with the members of this Board, who have been extremely helpful and supporting.

#### **TRUSTEE REQUEST FOR PLANNING COMMISSION RECOMMENDATIONS FROM THE DRB:**

Chairman Brodie noted that Trustee President Brian Knight was present, and asked him for comments on the matter. Trustee Knight indicated that he had no immediate comments, but was present to answer any questions that the members had concerning the issue.

Comm. Campbell commented that if the Trustees' creation of a separate Planning Commission is intended to provide greater and more diverse input into the planning process, the reduction of membership from seven to five members would seem to belie that purpose.

Moreover, the creation of the joint Development Review Board / Planning Commission occurred only after an extensive and involved process, with significant input from many people, whereas, the now proposed change came out very quickly; without consultation, particularly with current DRB/PC members.

Comm. Campbell also opined that, although it is not his primary concern at this point, the manner in which the creation of a separate Planning Commission was accomplished may not actually pass legal muster.

In response, Trustee President Knight stated that it may be that the Planning Commission membership should be expanded, and encouraged discussion on that point. He noted, however, that most municipalities with which he has gained familiarity have separate DRB's and Planning Commissions, and he believes that to be a more appropriate situation.

Extended discussion followed, during which Mr. Knight made it clear that a separate Planning Commission has been created by the Board of Trustees, but that the number and source of membership is open to discussion.

Several other members echoed Comm. Campbell's concern with the creation of a separate Planning Commission, with neither consultation with, nor notification of, either the members, individually, nor the then existing Commission itself, particularly after the successful Planning Commission work that had been done on the substantially revised Zoning Bylaw.

It was submitted that that work demonstrated just how well a very capable, albeit diverse, group of individuals could work together to accomplish a laudable result.

Trustee President acknowledged the value of the work that had been accomplished, and agreed, with the consent of the Board of Trustees, to increase the membership of the Planning Commission, thus preserving and continuing the Village's ability to draw upon the knowledge and experience of the member of the DRB who make themselves available for such service.

After discussion, four members of the DRB did volunteer to serve on the Planning Commission. (A fifth member volunteered after the meeting.) Those members are: Donald Brodie, Tom Deck, Joe Giolito, Al Michaels and Karen Walla.

#### **Administrative Officer's Report:**

The Administrative Officer advised that three applications for the position of Administrative Officer/ Zoning Administrator have been received. Vermont statutes [24 V.S.A 4448(A)] provide for the Planning Commission to nominate, and the Trustees to make the appointment to that position.

There being no further business to come before the Board, the meeting was adjourned at 11:40 A.M.