



Village of Manchester, Vermont

Minutes of the Regular Meeting of the Planning Commission Held March 16th, 2022 at 11:00am

Members Present: Chair Audrey Kolloff, Anthony MacLaurin, Renee Waller, Eric Dorsch, Tom Scarnecchia

Member(s) Absent: Vice-Chair Rich Heilemann, Christie Bronstein

Others Present: Zoning Administrative Officer Curan VanDerWielen, President of the Board of Trustees Orland Campbell

The meeting was held both in person at the Village Office and via zoom.

Chair Kolloff called the meeting to order at 11:02am.

Minutes:

Approve the draft minutes of the February 16th, 2022, meeting.

Kolloff commented that several spelling and transcription errors would need to be resolved after the minutes' approval. MacLaurin motioned to approve the draft minutes and Waller seconded his motion. The draft minutes were then unanimously approved by the Commission.

Planned Business:

Review of proposed energy plan and screening ordinance from the most recent Board of Trustees meeting, held on March 7th, 2022.

Kolloff began by introducing the purpose of the Commission's review of the Board's recently approved energy plan and ongoing work regarding a screening ordinance. MacLaurin confirmed for the Commission that the energy plan had been approved during the Board of Trustees' most recent meeting, however, it had been determined that the draft screening ordinance required further discussion and review. Kolloff emphasized her intention to connect with the Bennington County Regional Commission (BCRC) on next steps regarding the energy plan. Kolloff also emphasized her intention to coordinate more closely with the Board of Trustees. At 11:08am, Scarnecchia joined the meeting and was welcomed to the meeting by the Commission.

Review of Cannabis policies and zoning as being developed by the Town of Manchester.

Kolloff then moved to discuss the recent approved Cannabis policies and zoning as recently developed by the neighboring Town of Manchester. The Commission began with a brief introduction of what these policies entailed, including guidelines and definitions concerning the cultivation, display, and sale of Cannabis products. MacLaurin commented he believed the

policies had good coverage regarding the topic and Kolloff agreed. Kolloff emphasized that the Commission's review of these policies was aimed largely at opening them to public comment, rather than discuss the Village's possible trajectories. MacLaurin commented he believed the definitions provided were especially well thought out, and the Village should use similar language if a need to develop such policies should arise. Kolloff pointed out that the policies clearly defined the zoning for different forms of Cannabis sale or cultivation, praising the limitations placed on retail sale as especially wise. Kolloff then expressed her hope that no requests to sell Cannabis products should arise in the Village, citing concern for ease of access to students at Burr and Burton Academy. MacLaurin and Waller both expressed agreeance with this sentiment. Waller went on to briefly discuss her concern that the opening of Cannabis retail businesses might affect traffic, public safety, her belief that its sale in the Town was largely connected to the generation of additional funds, and that, overall, she was against its sale in the Village. MacLaurin and Kolloff both expressed their having voted 'no' on the recent referendum which prompted the Town's creation of Cannabis policies and zoning.

Campbell asserted that the Town did not control the Village and emphasized that these policies had no bearing on the Village. Campbell expressed his belief that it seemed premature for the Village to concern itself with Cannabis policymaking and emphasized that in any future interaction concerning these policies that current zoning procedure and enforcement must be upheld. Campbell then emphasized again the need for future retail to comply with existing zoning bylaw before it could appear. Dorsch asked where possible zoning issues could arise. Campbell responded by claiming that Cannabis retail technically could be allowed in Business zones, but stated he had done no research except understanding that under state law a public vote was needed before any business could be opened in the Village. Campbell went on to claim that the sale of Cannabis was not yet a direct threat and speculated that even if it were to be sold in the Village, it would have to be limited to Business zones and be compliant with state law similar to liquor stores. There were no further comments or questions regarding the Town's Cannabis policies.

Review of existing Zoning Bylaw edits made to Chapters 3 and 4.

Kolloff then moved to discuss the state of ongoing Zoning Bylaw edits to Chapters 3 and 4, as discussed in the Commission's most recent regular meeting. Kolloff confirmed she has spoken with the Chair of the Development Review Board (DRB), Craig Powers, about further coordination. Kolloff further introduced the difficulty involved in reconciling the differences between PDF and Microsoft Word documents which had both been saved under the same and date but contained separate edits. Kolloff went on to discuss her recent efforts with VanDerWielen to begin reconciling these documents and opened the floor to VanDerWielen to briefly comment. VanDerWielen introduced the documents by describing the eleven versions of Chapter 3 and 4 edits available. VanDerWielen went on to discuss briefly his process of reconciling the PDFs with the Word documents by making uniform notes onto a single copy which included all edits made across all documents. VanDerWielen claimed that the majority of discrepancies occurred around specifically highlighted sections and commented that it was likely, based on the state of the edits and the dates of the files being saved, that the PDFs were the most up to date versions of the edits. VanDerWielen recommended that the Commission and DRB work with either the PDFs or a

consolidated draft between the PDFs and Word documents as they continued their drafting process. Kolloff stated her intention to set up a future work session between her and VanDerWielen to work on consolidating these drafts further, which would be circulated among Commissioners and sent to the DRB for their next regular meeting.

Discuss the recent appointment of new Commissioners.

Kolloff then moved forward to briefly discuss the appointment of new Commissioners. These included Dorsch, Christie Bronstein, and Scarnecchia. Kolloff commented she did not yet know Scarnecchia and stated that she would be happy to speak with him along with Rich Heilemann to discuss his recent appointment, soon. Scarnecchia agreed.

Other Business:

Having completed their discussion(s) on the scheduled business, the Commission moved on to discuss the creation of an outreach postcard to encourage Village civic engagement, a subject which had been discussed too in their prior regular meeting, last month. Kolloff reminded the Commission of the text and image they had reviewed in their last meeting and stated that around March 8, Campbell had sent Kolloff an alternative text as an option. Kolloff stated she had synthesized the two to add language which made the card sound more positive and inviting. Kolloff then introduced a second alternative text submitted by the administrative office, which she described as more chatty and suggested that the Commission work with the drafts at hand as the inclusion of more submissions could drag the process of developing the card out. The first synthesized draft would appear on the first run of cards, and the second might be used on a future run. MacLaurin agreed, stating that he did not want the drafting process to last for a prolonged period. Waller and Dorsch also expressed agreeance.

Kolloff moved forward to discuss several possible images taken from the scenic resources inventory to use on the outreach cards. She briefly mentioned how a search among herself and VanDerWielen to find a repository of images already on file had turned up with nothing. Image one depicted a winter scene of a major downtown church, the second image of the Equinox Hotel entrance in the spring, the third of the Johnny Appleseed building set in front of Equinox Mountain during summer, and the fourth of flowers in the downtown. MacLaurin asked if the orientation of the image would prove problematic for printing. Kolloff confirmed that it would not. All members expressed some dislike for the third image initially. Waller expressed her support for using either the first or fourth images. Kolloff expressed her liking of the fourth image. Dorsch expressed his like of the first image but thought it might be out of season, and was open to using an image more indicative of spring. Scarnecchia expressed liking for all the images but opened the possibility of pulling an image already being used on the Village website. Renee expressed again her liking of the fourth image.

Kolloff then briefly introduced the scope of the outreach project, which was to include three runs of cards. She suggested that the first card be sent out using the fourth image, then use a different image on the second card. The Commission agreed to this, unanimously. Kolloff then stated she

intended to begin printing the cards soon, and that it could be wrapped up in the coming weeks. MacLaurin then asked VanDerWielen to display the images which appeared on the home page of the Village website, pointing specifically to an image which displayed to the top left of the home page. Campbell expressed his belief that the postcard image should be somewhat tailored to reflect the scene of the images selected for the card(s), which might better unify the card thematically. Waller agreed with Campbell. Kolloff too agreed, believing a prologue tying the image to the card text should be added.

The conversation on the outreach cards having ended, Dorsch requested a schedule of upcoming regular Commission meetings. Kolloff confirmed that all regular meetings moving forward would continue to be held on the third Wednesday of every month at 11:00am. Kolloff then stated her intention of following up with the Board of Trustees on the draft noise ordinance and appointments before the next regular meeting of the Commission.

There being no further business before the Commission, Chair Kolloff closed the meeting at 11:30am.

The next regular meeting of the Planning Commission will be held on April 20th, 2022, at 11:00am.

Respectfully Submitted,
Curan VanDerWielen, Zoning Administrative Officer