



May 15th, 2024

Members Present: Richard Heilemann (Chair), Anthony Maclaurin, Nick Parks, Eric Dorsch [via Zoom], Keld Alstrup, Christie Bronstein

Members Absent: Tom Scarnecchia

Others Present: Curan VanDerWielen (Zoning Administrator)

Call to Order: 10:59 AM by Heilemann.

Changes to Agenda

Heilemann noted that the agenda mistakenly referred to the previous meeting as ‘special’, when in fact, it was a regular meeting. VanDerWielen noted that he would make the correction.

Approval of the Meeting Minutes

Parks noted that he attended the previous meeting via Zoom, although it was not noted as such in the draft meeting minutes. VanDerWielen acknowledged that he would correct the minutes to reflect the appropriate attendance status of Parks.

Motion: To approve the minutes with noted corrections for the Regular Meeting of the Planning Commission of April 17th, 2024.

Motion made by MacLaurin. Motion seconded by Parks.

Motion approved, with one abstention.

Discussion on Bylaw Modernization Grant Next Steps

Heilemann introduced the topic of discussion, noting that the date of June 17th at 5:00 had been selected from the surveying that VanDerWielen had performed with Commissioners and BCRC in the interim. VanDerWielen confirmed that that date and time had worked best for the maximum number of participants, but that a meeting location still needed to be selected by the Commission. Heilemann stated that he had spoken recently with Samantha Page at BCRC, who had noted that the suggestions at the last meeting may not work for the format of the meeting. MacLaurin asked why the Commission would not use the courthouse, as it does for most public meetings. VanDerWielen recapped the discussion of the Commission in its last meeting, noting that the Courthouse had been dismissed due to a concern about space should the format of the meeting be a workshop. Heilemann reiterated his belief that the Courthouse would be unsuitable for the meeting. Parks suggested using the library at the Maple Street School. Bronstein expressed her belief that a venue such as Ekwanok might not be appropriate for a public meeting and suggested instead the Belltower Room at Burr and Burton Academy (BBA). A short conversation ensued regarding booking the room at BBA, and it was decided Heilemann would arrange the booking.



Bronstein suggested that the Commission have alternate locations decided in advance, in case BBA was unable to facilitate the chosen location. A short discussion on the topic ensued. It was decided that the Inn at Manchester, Maple Street School, and Silver Fork would all serve as alternate locations, should the need arise. Heilemann noted that he would handle outreach regarding location booking.

Heilemann then introduced a list of stakeholders he had prepared for outreach, noting that each Commissioner would take certain stakeholder assignments to complete interpersonal outreach. Heilemann stated that he believed such an effort would lead to greater public involvement in the Bylaw Modernization process and would help fulfill the greater civic obligations of the Commission. Alstrup asked if a list of talking points could be provided ahead of time to assist with this outreach. VanDerWielen responded that he had a draft handout prepared for the Commissioners, who could either edit it as they saw fit and/or utilize it as a baseline for their outreach. Bronstein asked why the Village did not use social media to advertise the effort. VanDerWielen recapped recent discussions on the use of social media by Village and noted both the creation of a social media policy and capacity to implement as key challenges. MacLaurin advocated developing a policy and beginning social media use in the short term. Parks recalled that in the meantime, the collection of phone numbers and use of texting for outreach had been agreed on in the last meeting.

The discussion returned to the list of stakeholders, and a discussion on Commissioner assignments ensued. Assignments having been settled, MacLaurin asked how Commissioners might entice a broader audience to attend. Bronstein stated that she believed enough residents and stakeholders cared, and that the weight of the project might carry a broad enough audience as-is. VanDerWielen recapped the outreach efforts as a whole, noting that while Commissioners would handle interpersonal outreach, while he would finalize draft emails, a draft press release, a draft handout, and a draft postcard mailer. VanDerWielen noted that he would finalize materials for the end of the week, with distribution starting the following Monday.

Update on the Bike-Ped Grant with Manchester Center

Heilemann introduced the topic of discussion, noting that a bid had been received for the scoping services he had mentioned in the previous meeting. The bid had come in higher than expected, at \$95,000 relative to the \$60,000 grant that had been received to perform the work. Bronstein stated that the gap didn't appear to be insuperable to resolve. Heilemann noted that with the grant match and how this item had been budgeted out with Manchester Center, that the final number would need to be much closer to the \$60,000. Heilemann continued, stating that he had met recently with Gordon Black, Scott Murphy, Samantha Page (from BCRC), and Mark Anders (from BCRC) about the bid. The greatest weakness identified by the group regarding the bid was the overall cost, although the work proposal itself appeared to be well suited for the project's needs. Heilemann commented that Anders had mentioned in the meeting that an archaeological assessment listed in the bid might not be necessary, saving the project some \$20,000. The next meeting on the subject was to be arranged in late May.



Alstrup asked for some background on the project, noting that he had not been part of the Commission when this originally was discussed. Heilemann recapped the handful of traffic studies and surveys generated by BCRC on behalf of the Village, ultimately coalescing in the need for the Village and Manchester Center to coordinate the design of bicycle and pedestrian safety improvements along Main Street. Alstrup commented that there may be difficulty in any implementation, given the narrowness of Main Street and the presence of the Village's marble sidewalks. Bronstein commented that she believed the effort to be of great value, noting that she was a big advocate for cycling in general. Heilemann then noted that the project would eventually have a joint steering committee, with a membership including both representatives from Village and Manchester Center. Heilemann stated that he intended to be part of the committee and noted Parks's stated interest in a previous meeting. Bronstein asked whether non-Commissioner members of the community might get involved on the steering committee. Heilemann responded that the involvement of other community members was encouraged, although noting that too-large a membership might hinder the effectiveness of the committee.

Update From the Zoning Administrator on Short-Term Rental Registration

Heilemann opened the floor to VanDerWielen. VanDerWielen noted that the Commission had requested he update them on the status of Short-Term Rental (STR) registration past the May 6th deadline for registration. VanDerWielen stated that 7 STR Registration forms had been received, well-short of the 21 STRs he had identified as having advertised rooms and/or properties in calendar year 2024. VanDerWielen noted that this was not an unexpected phenomenon, as three ongoing challenges likely faced registration, including (1) operators not knowing about the new ordinance, (2) operators still preparing registration forms but struggling to gather long lead-time items such as certificates of insurance, and (3) operators being unfamiliar with the new ordinance, but testing whether enforcement would be utilized. VanDerWielen noted that he had given operators two additional weeks past the deadline, but starting Monday, he would begin sending warnings. Should issues persist past these warnings, violations and possible fines would begin being assigned.

New Business

No new business was brought before the Commission.

Other Business

No other business was brought before the Commission.



Motion: To adjourn.

Motion made by MacLaurin. Motion seconded by Alstrup.

Motion unanimously approved at 12:07pm.

The next regular meeting of the Planning Commission will be held at 11:00am on June 19th, 2024.

Respectfully submitted,

Curan VanDerWielen,
Zoning Administrative Officer

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