

**Manchester Village Planning Commission
Regular Meeting
Wednesday, March 16th, 2022
Village Hall-Council Chambers
Unapproved Minutes**

1. CALL MEETING TO ORDER

Chair Brinkman called the meeting to order at 7:00 p.m.

MEMBERS PRESENT: William Brinkman, Marsha Chartrand, Laurie Brewis, John Hinkley

OTHERS PRESENT: Jeff Wallace (Manager), John Enos (CWA), Pat Vaillencourt (Village President), Sarah Simmons

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

A motion was made by Brewis, seconded by Hinkley, that the agenda be approved as amended. *Motion carried.*

4. APPROVAL OF MINUTES FOR PREVIOUS MEETING

A motion was made by Brewis and seconded by Chartrand to approve the minutes of the February 16th, 2022 regular meeting. *Motion carried.*

5. CORRESPONDENCE- Brinkman indicated the link to the latest issue of The Review magazine. The commissioners also confirmed that they would like to join the Michigan Association of Planning.

6. PUBLIC PARTICIPATION-Brinkman acknowledged the letter dated March 13, 2022 from Mr. & Mrs. Herbert Honer and Dave and Tamara Denby regarding the Conditional Use applied for by CJM Properties/Chris Moyle at 327 W. Main Street.

7. REPORTS-

- a. Administration- Moved to the end of the meeting.
- b. Chair- None

8. NEW BUSINESS

a. Conditional Use Permit-CJM Properties, 327 W. Main Street- Sarah Simons, representing Chris Moyles, presented the project details. The plan is to bring Biggby Coffee and ice cream to the community. The plan includes a drive-thru component. Simmons spoke to the Carlisle/Wortman review points. She presented additional information and plans to address the concerns raised.

John Enos, Village Planner, indicated that more detail is needed on the current site plan. He reported that the main concern is that adding a drive-thru may be a problem on such a small site.

The Planning Commissioners discussed the project. Simmons answered questions including that there will be seating for 12 inside which is limited by the parking situation. The distance between the building and the house on Man Street allows for 5 cars plus one between the sidewalk and street. She has multiple strategies to serve the drive-thru in a quick and efficient manner. Enos and Hinkley suggested changes to aid in the traffic patterns. Enos suggested that the Conditional Use can be revoked if it becomes unworkable.

A motion was made by Brewis, seconded by Chartrand, to approve the Conditional Use for the Village Council to consider noting that:

- Hours need to be set.

- A detailed final site plan will need to be developed to make sure the site is large enough for all the elements included on the hand drawing.
- That the drive-thru will be for coffee only, not ice cream.
- Bullet point concerns:
 1. Improved façade, insulated fencing
 2. Residential difficulties-exhaust, noise, headlights, traffic stacking, etc.
 3. Facilitate walk-up customers
 4. Storm sewer in rear parking lot
 5. Parking and traffic concerns need to be answered
- Harmonious and answering of all neighbor concerns.

Roll call vote: ayes-all. Motion carried.

9. OLD BUSINESS-None

10. PUBLIC PARTICIPATION- None

11. **REPORTS-Administration:** Vaillencourt reviewed plans for the project at Chi Bro Park including the plans for a disc golf course. She noted the funding from the chicken Broil. Vaillencourt also updated the Commission regarding the possible vacant building ordinance, dog park concerns and the Parks Commission planned Clean-Up Day on April 9th.

11. ADJOURN

There being no further business, Chair Brinkman adjourned the meeting at 8:40 pm. *Motion carried.*

Respectfully submitted – Jeff Wallace