

**Manchester Village Planning Commission
Regular Meeting
Wednesday, August 10, 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

MEMBERS ABSENT: John Hinkley

OTHERS PRESENT: Michael Sessions (Manager) & Alissa Starling (CWA)

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

A motion was made by Brewis, seconded by Chartrand, 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 July 6, 2022 regular meeting. *Motion carried.*

5. CORRESPONDENCE- Brinkman indicated the link to the latest issue of The Review magazine.

6. PUBLIC HEARING- No public hearing(s).

7. PUBLIC PARTICIPATION-No further public participation occurred.

8. REPORTS-

a. Administration- None

b. Chair- None

c. CWA Planning: Starling mentioned that a draft sign ordinance was being presented to consider for future adoption after changes are made.

9. NEW BUSINESS

a. Site Plan Review for 327 W. Main Street- The applicant was not present for the review. It was agreed that the latest submittal was a regression from the first submittal and the Planning Commission decided it could not approve the latest submittal. Since the applicant was absent, it was agreed that the Planning Commission Chair would send a letter to the applicant stating that a new site plan needed to be submitted that was professionally sealed by a planner, engineer, or architect and that the new site plan should address the Village's ordinances and the CWA Planning document. Motion made by Chartrand, seconded by Brewis, to have the Planning Commission Chair send the letter.

b. Sign Ordinance- Starling reviewed with the Planning Commission the draft sign ordinance she brought with her. After review, it was agreed that Starling would make necessary changes and bring a new draft to the Planning Commission in September.

10. OLD BUSINESS- None.

11. PUBLIC PARTICIPATION- No public participation.

13. ADJOURN

There being no further business, Brewis motioned for adjournment, seconded by Chartrand. *Motion carried.* Meeting was adjourned at 8:20 p.m.

Respectfully submitted – Michael Sessions