

**Town of Manchester  
Planning & Zoning Commission  
MINUTES  
July 15, 2025**

The Planning and Zoning Commission opened their meeting at 7:00PM. The following people were present: Planning Commission members Henry Leskinen, Larry Burbank, Chris D’Amario, and Dale Wilder. Also in attendance was Michelle Wilder, Zoning Administrator and Matt Leister, Town Administrator.

The Motion to approve June 17, 2025, meeting minutes was made by Commission member Larry Burbank and seconded by Commission member Chris D’Amario. Motion passed unanimously.

**Zoning Administrator Report:**

- No new movement on any of the Planning & Zoning items
- Zoning Amendments – Edits have been made to Chapter 250 – Commission to review after a few more updates

**Town Administrator Report:**

- Waste Water Treatment Plant – being reviewed by MDE
- PFAS Project waiting on MDE approval to begin design – end of the month
- Ordinance 267 was introduced – Definition Change to Agricultural
- Ordinance 268 was introduced – Combining Property Maint, Nuisances and Animals
- Ordinance 269 was introduced – Relocation of water meters from inside homes to outside homes.

**Council Report:**

- No Report

**CC Planning Dept:** - Andrew Gray

- Spring 2025 W/S amendments to Planning & Zoning July 31
- Still working on test amendments – Adequate Facilities, Solar
- W/S Spring Amendment in the works
- County Master Plan – Works groups are 50% and should be completed by end of summer

**WRE Water Resource Element**

Brenda Dinne from The Carroll County Dept of Planning & Land Management attended to share a presentation of the Water Resource Element portion pertaining to the Town of Manchester. The WRE is a state mandated requirement for the Comprehensive Plan. Background information was presented on how the WRE was developed and what was included. Action items that could possibly be done in the future and county wide actions items. She explained the discrepancy between the WRE water and sewer calculations verses the Water and Sewer Master Plan calculations. There is a large discrepancy in the numbers. She will be making edits to the Town of Manchester wording to describe and tell how the numbers are different. In addition, she will be adding actions items to show that the Town’s next comp plan update will be reducing the municipal growth area which reduces the buildable lot inventory and in turn will decrease the need to look for additional water sources. The commission will wait for her edits and then review again at the next meeting for approval to send out for the 60 day review.

**Ordinance 267 – Change in Definition in Chapter 250**

The commission reviewed the change in the definition of Agricultural and a motion was made by Commission member Dale Wilder to approve the revised definition of Agricultural in Chapter 250-125. A second was made by Commission member Chris D’Amario. Motion passed unanimously.

With no further business or public comment, the meeting was adjourned. Motion to adjourn by Commission member Chris D’Amario and seconded by Commission member Larry Burbank. Motion passed unanimously.

Respectfully Submitted, *Michelle Wilder*, Zoning Administrator