

**VILLAGE OF ESSEX JUNCTION
PLANNING COMMISSION
MINUTES OF MEETING
January 20, 2011**

MEMBERS PRESENT: Liza Kilcoyne (Chairwoman); Diane Clemens, Aaron Martin, Nick Meyer, John Alden, Dan Kerin, Andrew Boutin.

ADMINISTRATION: Robin Pierce, Development Director.

OTHERS PRESENT: Ryan Edwards

AGENDA:

1. Call to Order
2. Audience for Visitors
3. Additions/Amendments to Agenda
4. Minutes (1/6/11)
5. Public Meeting/Hearing
 - Sketch & Final Plan, Two Lot Subdivision, 32 North Street, Ryan Edwards
6. Other Business
7. Adjournment

1. CALL TO ORDER

Chairwoman Liza Kilcoyne called the meeting to order at 6:30 PM.

2. AUDIENCE FOR VISITORS

There were no comments from the public at this point in time.

3. ADDITIONS/AMENDMENTS TO AGENDA

Add under Other Business: Comment on Sandwich Signs.

4. APPROVAL OF MINUTES

January 6, 2011

MOTION by Nick Meyer, SECOND by Aaron Martin, to approve the 1/6/11 minutes with the global correction of the spelling of "John Alden". VOTING: unanimous (6-0)[Andrew Boutin not present for vote]; motion carried.

5. PUBLIC MEETING

The hearing procedure was explained and individuals to give testimony on applications before the Planning Commission were sworn in.

Sketch and Final Plan for a two lot subdivision at 32 North Street in the R-2 District by Ryan Edwards, agent for William Kalanges and William Edwards, owners

Ryan Edwards appeared on behalf of the application.

APPLICANT COMMENTS

Mr. Edwards explained the proposal for a two lot subdivision at 32 North Street. The 18,355 s.f. parcel will be divided into two lots, one being 8,734 s.f. and one being 9,621

s.f. There is an existing house on the lot. The subdivision conforms to the Code in all aspects.

STAFF REPORT

The Planning Commission received a written staff report on the application, dated 1/20/11. Robin Pierce stated the application is one that he would have liked to be able to do administratively. Minimum lot size in the district is 7,500 s.f. All setbacks are met. There are two-storey houses on either side of the lot so the new house when constructed would fit well if it were one and a half or two stories in height. There is a mix of housing types on the street.

Diane Clemens noted an existing drainage swale and significant trees are not shown on the site plan. The final plat should depict existing conditions. Robin Pierce said he proposed the hardwood trees remain on the lot as a buffer. Ryan Edwards assured as many trees as possible will remain. There was mention of only cutting trees that are unhealthy or pose a safety hazard in the opinion of the property owner. Robin Pierce felt the Village should be part of the decision making process on which trees are to be removed/remain.

Liza Kilcoyne mentioned cleaning and maintaining the swale to avoid stagnant water. Ryan Edwards assured the swale will be cleaned out. Robin Pierce cautioned against increasing run off from the site. Any development cannot increase an existing problem, but the applicant should not be expected to fix the drainage situation for the neighborhood, noted Mr. Pierce.

PUBLIC COMMENT

Sharon Jendrazak and Jeff Bourdeau, 38-40 North Street, spoke in support of maintaining the character of the neighborhood with any new construction on the newly formed lot. Regarding the trees, most are 'trash trees' except the large butternut in the middle of the lot, said Mr. Bourdeau. Ms. Jendrazak and Mr. Bourdeau also mentioned a mold problem in their house and the need to cut back trees as much as possible to help dry out the area. The drainage swale used by several properties was also noted.

There were no further comments on the application. The evidentiary portion of the hearing was closed.

DELIBERATION/DECISION

Sketch and Final Plan, Two Lot Subdivision, 32 North Street, Ryan Edwards

MOTION by Liza Kilcoyne, SECOND by Nick Meyer, to grant sketch and final approval for a two lot subdivision at 32 North Street to Ryan Edwards with the following conditions:

- 1. Any new building on Lot #1 shall not exceed 25% lot coverage (the maximum lot coverage for Lot #1 shall be 40%).**
- 2. The new curb cut for Lot #1 shall conform to village standards.**
- 3. Prior to issuance of a building permit there shall be review with staff of site drainage and landscaping.**

4. It is recommended the new building on Lot #1 be one and a half or two stories to harmonize with the immediate buildings and the streetscape in general.
5. Final inspection shall not occur until acceptable record site plans have been provided to the Planning Department and record build plans if requested by the Fire Chief.
6. All work performed on these lots shall meet village, state and federal standards.

VOTING: unanimous (7-0); motion carried.

6. OTHER BUSINESS

Sandwich Signs

Robin Pierce submitted a written response to comment from the Trustees on the update to the Land Development Code pertaining to sandwich signs. There was discussion of businesses located away from the main road wanting sandwich signs along the roadside for more visibility. Robin Pierce said the signs are in the right-of-way and interfere with line of sight requiring removal by the Public Works Dept. which creates a lot of work. The area without the signs looks tidy. There is provision in the Code for temporary signs so businesses can advertise special events. Liza Kilcoyne commented the issue is benefit to the individual versus benefit to the village as a whole. Nick Meyer observed the situation stresses the need for a uniform sign listing all the businesses in the complex. Robin Pierce stated that already existed on the site and is permitted by the LDC. Dan Kerin stated vehicles advertising a business are essentially signs. The consensus of the Planning Commission is to support the written response as drafted by Robin Pierce.

Fair Housing Project Presentation at Echo Center

The Planning Commission will attend the event on 2/3/11.

7. ADJOURNMENT

MOTION by Dan Kerin, SECOND by Liza Kilcoyne, to adjourn the meeting.

VOTING: unanimous (7-0); motion carried.

The meeting was adjourned at 7:10 PM.

RScty: M.E.Riordan