

**VILLAGE OF ESSEX JUNCTION
PLANNING COMMISSION
MINUTES OF MEETING
December 28, 2010**

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

ADMINISTRATION: Robin Pierce, Development Director.

OTHERS PRESENT: George Dunbar, III.

AGENDA:

1. Call to Order
2. Audience for Visitors
3. Additions/Amendments to Agenda
4. Minutes (11/18/10)
5. Land Development Code (LDC) Amendments
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': Update on project on Maple Street.

4. APPROVAL OF MINUTES

November 18, 2010

MOTION by Nick Meyer, SECOND by Diane Clemens, to approve the 11/18/10 minutes as written. VOTING: unanimous (5-0)[Dan Kerin not present for vote]; motion carried.

5. LAND DEVELOPMENT CODE AMENDMENTS

PUBLIC COMMENTS

George Dunbar, III, Juniper Ridge Road, commented on the Code amendments as follows:

- Maintain the requirement to notify interested parties within 150' of a project which is more in line with the appeals document that requires notifying anyone in the neighborhood.
- There is question as to why the zoning for the Village Center is basically being redone when there are planned activities happening now.
- Under Section 201 (Definitions), subsection E.13 – the italicized word '*Provided*' should have a small letter '*p*'.
- Under Section 604 (Village Center), subsection F.1 – the reference to Section 604.E.2 should be 604.E.4.

- Under Section 502.L and Section 721.C relative to accessory apartments – the qualifications of when the zoning administrator can approve the accessory apartment need to be listed.
- Under Section 721.C and deferring approval of an accessory apartment to the Planning Commission – insert the words “for review and approval”.
- Under Section 719.E – correct the spelling of “plants”.
- Under Section 724.A – the affordability standard should be specified. (It was noted federal HUD standards for Chittenden County is the benchmark used in the village.)
- Under Chapter 10, Section 1002 (Enforcement Through the Judicial Bureau) – a definition of “judicial bureau” is needed in the definition section.
- Under Section 1002.A – insert “may” before “enforce zoning violations”.

Mr. Dunbar also inquired as to why applicants no longer are required to supply the list of names of abutting property owners. Robin Pierce explained general practice has been for staff to do the notification because applicants do not always know who owns neighboring properties. George Dunbar asked about lighting levels (Section 704.D) and the reference to Regional Planning’s lighting manual rather than listing minimum and maximum levels. Robin Pierce stated the wording provides flexibility in determining the lighting.

PLANNING COMMISSION COMMENTS

Minor edits were made to the document (spelling corrections, re-lettering, addition of closing quotation marks, and such). John Alden noted the language he submitted relative to the objective and superior design of PRDs has not been added and should be included under Section 724 as a statement of intent (prefacing subsection A). There should be tie in to PRDs and PUDs. Robin Pierce noted the two have been combined into one. Mr. Alden suggested Section 511 direct the applicant to the intent or objective statement in Section 724 or the same statement of intent should preface Section 511. A copy of the report titled “Historic Preservation and Design Control Standards for the Village Center” mentioned in Section 604.E.3 (Village Center) must be available to the applicant. (Staff will research to determine if the report exists.). There was discussion of the Agricultural PUD and the need for clarity that agricultural PUDs are allowed in the Planned Agricultural District versus a residential PUD. Also, language is needed in the Code to clarify that the Planning Commission has discretion with regard to allowing a density transfer.

Staff will incorporate the suggestions and refresh the document.

6. OTHER BUSINESS

Community Forum

Robin Pierce reported budget constraints may impact the ability to host a community forum, but public meetings on the Comprehensive Plan update could be combined with a community forum. The Plan update is not due until 2012. Grant applications for the update are being submitted. John Alden expressed concern about losing momentum and suggested holding a community forum on a smaller scale than the first one. Mr. Pierce explained the forum combined with the Plan update would focus on a vision for the

future of the village in general rather than on a specific neighborhood or district in the community.

Update on Project on Maple Street

Robin Pierce mentioned the proposal for a mixed use redevelopment of the auto parts building off Maple Street (by the railroad tracks). Some windows will be added to the façade, but the footprint and roof will not change. The Planning Commission stressed all applications must be held to the same standard of review.

7. ADJOURNMENT

MOTION by Liza Kilcoyne, SECOND by John Alden, to adjourn the meeting.

VOTING: unanimous (6-0); motion carried.

The meeting was adjourned at 7:35 PM.

RScty: M.E.Riordan