

**VILLAGE OF ESSEX JUNCTION
PLANNING COMMISSION
MINUTES OF MEETING
November 18, 2010**

- MEMBERS PRESENT:** Liza Kilcoyne (Chair); Diane Clemens, Aaron Martin, Nick Meyer, Dan Kerin, Andrew Boutin. (John Alden was absent.)
- ADMINISTRATION:** Robin Pierce, Development Director; Terry Hass, Assistant Zoning Administrator.
- OTHERS PRESENT:** Jeff Arango (Arango Consulting), Norm and Nancy Charbonneau, Rob Charbonneau, Crissy Charbonneau.
- AGENDA:**
1. Call to Order
 2. Audience for Visitors
 3. Additions/Amendments to Agenda
 4. Minutes (11/4/10)
 5. Final Review: Land Development Code (LDC) Updates
 6. Other Business
 7. Adjournment
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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.

3. ADDITIONS/AMENDMENTS TO AGENDA

There were no changes to the agenda

4. APPROVAL OF MINUTES

November 4, 2010

MOTION by Nick Meyer, **SECOND** by Dan Kerin, to approve the 11/4/10 minutes as written. **VOTING: unanimous (6-0); motion carried.**

5. FINAL REVIEW: LAND DEVELOPMENT CODE UPDATES

Chapter 2 – Definitions: Section 201

Definitions in Section 201 were accepted as proposed.

Chapter 5 – Development Review Process: Sections 501, 502, 503

There was discussion of accessory apartments and past applications where garage space was converted into apartment space or additions were added to houses and then converted into accessory apartments. Staff will add language to specify that an accessory apartment must be within the existing footprint and/or envelope of the existing dwelling, if it is to be approved administratively. The language will also be clarified to indicate an accessory apartment application may be administratively approved provided the requirements are

met, such as setbacks and parking, but Planning Commission review may also be required.

Chapter 6 – Village Center: Sections 604 and 613

Demolition of structures was discussed and strengthening the Code to avoid a situation like the burned out building on Railroad Street. There was mention of encouraging the Trustees to establish an ordinance that allows levying fines if a dilapidated or damaged building is not addressed in a timely manner.

The language in Section 613 (Planned Agricultural) was accepted as proposed.

Chapter 7 – General Development Standards: Sections 703, 704, 714, 718, 719, 724

The language in Section 703 allows gravel driveways serving up to five houses. Section 714 deals with temporary signs. The Trustees are encouraged to develop a fee or fine system to avoid temporary signs being placed in the public right-of-way without permission. Section 718 deals with control of noxious weeds and applies to all zoning districts. The statement in Section 719 (landscaping) reading: “This may be waived in unusual circumstances.” will precede the statement that reads: “The Commission may permit or require improvements to the public right-of-way in part or in lieu of on-site landscaping...” The plantings lists as shown are acceptable.

There was discussion of Section 724 – Planned Residential Development and the suggested language from John Alden regarding ‘superior design’. The first paragraph (objective) drafted by Mr. Alden will be incorporated. The second paragraph will be added as well with the amendment to the language to say modifications to the application are allowed to achieve the desired end result (delete the wording “suspend application”). The added text will be incorporated before ‘A’ in Section 724.

There was lengthy discussion of undevelopable land being included in the density calculation (Section 724.C.4). The language will be clarified to allow Planning Commission discretion with regard to allowing a density transfer.

Chapter 9 – Subdivisions: Section 906, 908

Language pertaining to streets and recreation open space was acceptable as proposed.

Chapter 10 – Enforcement: Section 1001, 1002

Section numbers (502, 503, 506, 510) noted in Section 1001.C were deleted.

On The Record Review – Section 1708

The procedure at each meeting will include swearing in individuals to give testimony on applications before the Planning Commission.

Appendix D

The language as proposed is acceptable.

Zoning Changes

48 Park Street

MOTION by Nick Meyer, SECOND by Dan Kerin, to approve the change in zoning for 48 Park Street to LI-MCU. VOTING: unanimous (6-0); motion carried.

Grove Street/North Street

MOTION by Dan Kerin, SECOND by Nick Meyer, to maintain the current zoning on Grove Street and North Street and not make a change to MF-3. VOTING: unanimous (6-0); motion carried.

6. OTHER BUSINESS

Public Hearing on Code Update

A public hearing on the amendments to the Code is scheduled for December 16, 2010.

[Note: the public hearing has been rescheduled to December 28, 2010.]

Railroad Street Revitalization Meeting

Nick Meyer reported the recent meeting of the revitalization group included discussion of a vision for the community.

7. ADJOURNMENT

MOTION by Dan Kerin, SECOND by Aaron Martin, to adjourn the meeting.

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

The meeting was adjourned at 9 PM.

RScty: M.E.Riordan