

**VILLAGE OF ESSEX JUNCTION  
PLANNING COMMISSION  
MINUTES OF MEETING  
March 3, 2011**

**MEMBERS PRESENT:** Diane Clemens, Aaron Martin, John Alden, Dan Kerin, Andrew Boutin. (Liza Kilcoyne and Nick Meyer were absent.)

**ADMINISTRATION:** Robin Pierce, Development Director.

**OTHERS PRESENT:** David Burke, Eric and Beth Aubin

**AGENDA:**

1. Call to Order
2. Audience for Visitors
3. Additions/Amendments to Agenda
4. Minutes (1/20/11)
5. Public Meeting/Hearing
  - Final Plan, Two Lot Subdivision, 19 Roscoe Court, Eric & Beth Aubin
  - Final Plan, 48 Unit Planned Residential Development (PRD), 216 Maple Street, Bouffard Family
6. Other Business
7. Adjournment

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**1. CALL TO ORDER**

In the absence of Chairwoman Liza Kilcoyne, Diane Clemens 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**

There were no changes to the agenda.

**4. APPROVAL OF MINUTES**

*January 20, 2011*

**MOTION by John Alden, SECOND by Dan Kerin, to approve the 1/20/11 minutes as written. VOTING: unanimous (5-0); motion carried.**

**5. PUBLIC MEETING**

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

**Final Plan for a two lot subdivision at 19 Roscoe Court in the R-2 District by O'Leary-Burke Civil Associates, agent for Eric and Beth Aubin, owners**

David Burke appeared on behalf of the application.

APPLICANT COMMENTS

Mr. Burke recalled the proposed subdivision received sketch plan approval on September 16, 2010. The existing house on Lot 1 will be rented and a new house will be built on Lot 2 as the Aubin's residence. There will be more spacing between the two lots than previously proposed. The shared access drive will be upgraded and pitched to direct storm water run off. Municipal water and sewer will serve both lots. There will be a walkway from the porch on the new house to the driveway for that house as well as a walkway from the existing house to the driveway. Lot coverage is not exceeded. The access road in front of Lot 1 is 60' wide and is common area (54,171 s.f. for Lot 2 includes 6,044 s.f. for the common area; the finding as stated needs to be revised to reflect the common area square footage). A small portion of existing trees in the northeast portion of Lot 2 will be impacted for the new house, but most of the wooded area is preserved. A street tree will be planted on Lot 1 and three shrubs on Lot 2. Total landscaping is 50% of the required amount. A waiver is requested in light of preserving most of the wooded area on Lot 2. Legal documents have been submitted for the right to use the access road for the Village Haven development and to connect to village water and sewer service. Mr. Burke said the comments from the Village Engineer per the letter of 2/2/11 have been addressed (response letter, dated 2/9/11).

John Alden observed the site plan shows the water connection cutting across the corner of Lot 1. David Burke noted the error and will correct the layout to be in the right-of-way. Mr. Alden asked what will be done with the existing on-site septic system. Mr. Burke stated the on-site system will be abandoned and connection made to municipal service at the clean-out point. Other houses in the area have made arrangements to connect to the sewer service as well.

#### STAFF REPORT

The Planning Commission received a written staff report on the application, dated 3/3/11. Robin Pierce stated an agreement for maintenance of the shared right-of-way (access drive) is needed (the applicant indicated this will be drafted). Mr. Pierce recommended all of the listed requirements by the Village Engineer be included in the decision on the application and the final plat be reviewed and confirmed by the Village Engineer. There was agreement any changes to new house on Lot 2 within the footprint can be handled administratively.

#### PUBLIC COMMENT

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

#### DELIBERATION/DECISION

Final Plan, Two Lot Subdivision, 19 Roscoe Court, Aubin

**MOTION by Dan Kerin, SECOND by Aaron Martin, to grant final approval for a two lot subdivision at 19 Roscoe Court by Eric and Beth Aubin with the following stipulations:**

- 1. The applicant shall ensure all work is performed to Village Code standards.**

2. The Village reserves the right to require modification of the proposed collection and filtration swale should storm water runoff not meet Village Code standards or runoff from the lots post-construction exceeds pre-construction levels.
3. The retained vegetation shall comply with the Permit application drawings.
4. The applicant shall provide an agreement acceptable to the Village for maintenance of the shared right-of-way.
5. The final plat for recording shall be modified to show Lot 2 as 54,171 s.f. which includes 6,044 s.f. common area and Lot 1 as 19,442 s.f. for a total of 73,613 s.f. (including the common area of 6,044 s.f.), and coverage calculations shall be adjusted to reflect the square foot totals.
6. The applicant shall comply with all the requirements of the Village Engineer's letter of 2/2/11 and as follows:
  - 1. Any work involving connection to the existing sewer and water mains shall be inspected by a representative of the Village of Essex Junction and the plans shall be revised to require a minimum of 48 hours notification to the Village of Essex Junction in advance of the need for inspection.
  - 2. The plans shall be revised to include a trench detail for the new sewer service lines.
  - 3. The 'sanitary sewer service connection' detail shown on Sheet #3 shall be revised to require the connection to the existing sewer main using a new "wye" fitting with rigid, gasketed couplings (saddle type fittings or flexible connectors are not acceptable).
  - 4. The plans shall be revised to present proposed grading in order to confirm the drainage from new impervious areas, and the applicant shall address storm water runoff from new impervious areas to ensure there will be no increase in storm water runoff onto adjacent properties.
  - 5. The plans shall be revised to depict the locations of proposed erosion prevention and sediment control measures.
  - 6. On Sheet #4, the 'water distribution specification', Note 1.2, regarding PVC pipe for water lines shall be revised to remove the reference to PVC water lines as the Village Land Development Code requires ductile iron pipe for all new water lines; Type K copper water service pipes shown on the applicant's plan are acceptable for water service in accordance with the Land Development Code.
  - 7. On Sheet #4, the 'water distribution specification', Note 1.6, regarding hydrants, shall be removed or revised to reflect the requirements of Section 113.B.6 of the Land Development Code relative to the color of the top of hydrants if/when there are hydrants in place.

- 8. The 'water service' detail shown on Sheet #4 shall be revised to depict the new corporation stop connected to the water main at positions "2 o'clock" or "10 o'clock" rather than "3 o'clock" or "9 o'clock".
- 9. The 'typical water trench' detail shown on Sheet #4 refers to PVC pile and this detail shall be revised to remove reference to PVC pipe as PVC pipe is not allowed for water lines per the Land Development Code.
- 10. The plan appears to depict gates across the emergency access onto Oneida Avenue and the applicant shall confirm access to the lots will be through the Village Haven development and not via the emergency access onto Oneida Avenue.

**VOTING: unanimous (5-0); motion carried.**

**Final Plan for a 48 unit Planned Residential Development (PRD) at 216 Maple Street in the R-1 District by Sheppard, Brogna, Gardner Essex LLC and O'Leary-Burke Civil Associates, agents for the Bouffard Family, owners**  
Postponed.

#### **6. OTHER BUSINESS**

Board of Trustees Meeting 3/8/11

Robin Pierce reported the Trustees will review the update of the Land Development Code and the crescent connector road at the 3/8/11 meeting. All are urged to attend.

#### **7. ADJOURNMENT**

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

**VOTING: unanimous (5-0); motion carried.**

The meeting was adjourned at 6:55 PM.

*RScty: M.E.Riordan*