

**VILLAGE OF ESSEX JUNCTION
PLANNING COMMISSION
MINUTES OF MEETING
February 2, 2012**

MEMBERS PRESENT: Liza Kilcoyne (Chairwoman); Diane Clemens, Nick Meyer, Aaron Martin, John Alden, David Nistico. (Andrew Boutin was absent.)

ADMINISTRATION: Robin Pierce, Development Director.

OTHERS PRESENT: Steven Kolvoord, Andy Rowe, Dave Grimm, Matt Stevens, Bob Jenkins, Chris Chiquoine, Brett Clay.

AGENDA:

1. Call to Order
2. Audience for Visitors
3. Additions/Amendments to the Agenda
4. Approval of Minutes
5. Public Hearing
 - Site Plan, Mini Storage Facility, 78 Lincoln Street, Steven Kolvoord
 - Site Plan, Clear/Regrade & Add Interior Gravel Drive, 105 Pearl Street, Champlain Valley Exposition
6. Other Planning Commission Items
7. Adjournment

1. CALL TO ORDER

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

2. AUDIENCE FOR VISITORS

There were no comments from the public at this time.

3. ADDITIONS/AMENDMENTS TO THE AGENDA

None.

4. APPROVAL OF MINUTES

November 3, 2011- Regular Meeting

MOTION by Nick Meyer, **SECOND** by Diane Clemens, to approve the minutes of 11/3/11 as written. **VOTING: unanimous (6-0); motion carried.**

January 12, 2012 – Special Meeting

MOTION by Nick Meyer, **SECOND** by Aaron Martin, to approve the minutes of 1/12/12 as written. **VOTING: unanimous (6-0); motion carried.**

5. PUBLIC HEARING

Site Plan to redevelop property at 78 Lincoln Street in the NLO District with a 375 unit mini storage facility, removal an existing warehouse building and storage shed, and retention of the existing office building by Steven Kolvoord, agent for Philip and Louise Kolvoord, owners

Steven Kolvoord appeared on behalf of the application.

STAFF REPORT

The Planning Commission received a staff report on the application, dated 2/2/12. An ortho photograph of the site was displayed. Robin Pierce noted a different approach on review of the application was taken in that staff questions/requests were addressed before the application was presented to the Planning Commission for action. The applicant's property is zoned for the type of use proposed. There was outdoor storage on the lot previously. The storage is now proposed to be inside. One of the two curb cuts to the lot will be closed and the hedgerow extended along the road. Storm water requirements (and permits) from the state must be met.

APPLICANT COMMENTS

Steven Kolvoord noted the following:

- The former construction site at 78 Lincoln Street was purchased in 1967.
- In 1970 Sherwin Electric moved in and left in 2011.
- Approval to use the lot for vehicle storage was granted in 1997-98.
- There is no municipal sewer or natural gas service to the site.
- Municipal water service is provided through a two inch water line.
- Mini-storage facility is the most viable use for the site.
- There will be a 24 hour kiosk and 100% coverage with security cameras for the state-of-the-art storage units.
- The existing warehouse and shed will be torn down. The existing office building (house) will remain and be leased.
- Rather than extend the hedgerow and hinder visibility of the site by police, a few pine trees will be relocated and new plantings added of deciduous and evergreen trees for screening.
- There is a six foot high chain link fence around the property which will remain.
- Six lights in the storage area will remain on all night. There will be lights on the ends of the buildings.
- A copy of the state Waste Water System and Potable Water Supply permit was submitted at the Planning Commission meeting on 2/2/12.
- A sign permit will be secured when appropriate.

There was discussion of screening. Nick Meyer stated the property is the beginning of the gateway to the village and should have more landscaping to screen the storage units. There are security cameras proposed on the site. All plantings must be on the approved list in the Land Development Code. The Planning Commission concurred, adding the screening should be a continuous mix of lasting vegetation and evergreens or groupings of landscaping in front of the storage units. Staff can review and confirm the plantings.

There was discussion of parking. Steven Kolvoord said he does not expect anyone to use the parking spaces within the fenced area, but rather will drive and park by the storage unit itself. The parking is per the requirement of the Code. There is parking for the office building which is separate from the storage units. Following further discussion the Planning Commission concurred a parking waiver can be granted to remove the parking

spaces for the storage units within the gated area which will reduce the amount of pavement. It was suggested the access to the kiosk be paved to meet ADA regulations, and an accessible parking space could be added by the ramp into the office building.

PUBLIC COMMENT

Chris Chiquoine, village resident, asked if the police will have access through the gate if necessary. Steve Kolvoord said access can be made available to the police.

Brett Clay, operator of the outdoor vehicle storage facility, said the code to open the gate to the vehicle storage area was given to local authorities because there was a problem with break-ins. There is key access for the gate for fire and police use.

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

DELIBERATION/DECISION

Site Plan, New Mini Storage Facility and Warehouse/Shed Removal, 78 Lincoln Street, Kolvoord

MOTION by David Nistico, SECOND by John Alden, to approve the site plan to redevelop property at 78 Lincoln Street in the NLO District with a 375 unit mini storage facility, removal of an existing warehouse and storage shed, and retention of an existing office building by Steven Kolvoord, agent for Philip and Louise Kolvoord, owners, with the following conditions:

1. The applicant shall submit a copy of the final wetlands permit to the Planning Office.
2. Snow shall not be stored in the storm water treatment facilities.
3. Daily storm water inspection reports shall be made available to the Water Quality Superintendent upon reasonable request and copies submitted to the Planning Office.
4. A copy of the state storm water discharge permit for the project shall be submitted to the Planning Office.
5. All material from demolished buildings shall be reused or taken to an appropriate approved disposal location.
6. New vegetation to form continuous screening shall be installed along the Lincoln Street side of the property and this vegetation shall be from the approved list of plantings in the Land Development Code.
7. The parking spaces within the gated area shall be removed from the site plan.
8. There shall be ADA accessibility to the kiosk and entrance to the office building.
9. There shall be an emergency access key to the storage area.

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

Site Plan to clear and regrade 10 acres of land at 105 Pearl Street (fairgrounds) in the PE District for an event staging area and to add a new interior gravel drive by Lamoureux & Dickinson, agent for Champlain Valley Exposition, owners

Andy Rowe with Lamoureux & Dickinson, Dave Grimm, Matt Stevens, and Bob Jenkins with CVE appeared on behalf of the application.

STAFF REPORT

The Planning Commission received a staff report on the application, dated 2/2/12. Robin Pierce explained the proposal to create a staging area and occasional/temporary overflow parking area by clearing and regrading a vegetated area of the fairgrounds. An interior gravel road will provide access. The parking area will be grass. Neighbors of the fairgrounds were notified about the proposal. The Town of Essex was notified, but residents of the town bordering the fairgrounds were not notified by village staff.

APPLICANT COMMENTS

Andy Rowe stated the staging area is behind the horse barns and the interior gravel road will come off the existing road for Gate B (runs from Pearl Street to Route 2A) and go by the horse barns. The road will be built in phases. It is greater than 200' to the closest disturbance and the property line. The storage and staging area is for events on the fairgrounds. There will be no utilities or lighting. A generator will supply temporary lighting when the area is used for parking. Of the 10 acres involved only eight acres are usable. Approximately 800 cars can be parked on 100 acres so less than 80 cars will fit on the proposed site. A state storm water permit and Act 250 permit will be secured. The area will be regraded to 5% or less where necessary.

There was mention of using an area that previously was not used or was under used. John Alden asked if there will be larger events due to more parking area. Bob Jenkins stated the proposed staging area will not have water or power service so any storage will be temporary. The area will accommodate trucks and vehicles before they are directed to their designated space on the grounds. The staging area replaces some of the lost parking by the grandstand and will help alleviate people parking off site, such as at the high school, and walking down the road to enter the fairgrounds.

PUBLIC COMMENT

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

DELIBERATION/DECISION

Site Plan, Event Staging Area and Interior Gravel Drive, 105 Pearl Street (fairgrounds), Champlain Valley Exposition

MOTION by Liza Kilcoyne, SECOND by Aaron Martin, to approve the site plan for clearing and regrading 10 acres at 105 Pearl Street (fairgrounds) for an event staging area and a new interior gravel drive by Champlain Valley Exposition with the following conditions:

- 1. The applicant shall comply with all Act 250 requirements.**
- 2. No permits shall be issued until all state and federal approvals are obtained by the applicant.**
- 3. The area shall be used as a staging area and for temporary parking only.**

- 4. If temporary lighting is used for parking the lighting shall meet the Land Development Code.**

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

6. OTHER PLANNING COMMISSION ITEMS

FEMA Flood Regulations

Robin Pierce reported the Board of Trustees approved the FEMA flood regulations with no changes. Within six weeks village residents can get flood insurance.

Committee Work

The Planning Commission will receive periodic updates on the work of the Heart and Soul Committee (John Alden), Building Healthy Communities Committee (Diane Clemens), and the Redevelopment Committee (Nick Meyer).

Next Meeting

March 1, 2012

7. ADJOURNMENT

MOTION by Liza Kilcoyne, SECOND by Nick Meyer, to adjourn the meeting.

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

The meeting adjourned at 7:15 PM.

RScty: M.E.Riordan