



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, JULY 12, 2016 at 6:30 PM
LINCOLN HALL, 2 LINCOLN STREET, ESSEX JUNCTION, VT 05452

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS**
 - a. Comments from Public on Items Not on Agenda
 - b. Public Hearing on Land Development Code Updates – Robin Pierce
5. **EXECUTIVE SESSION/PERSONNEL/INTERVIEWS**
 - a. Bruce Murdough, Zoning Board of Adjustment
 - b. Eric Bowker, Bike/Walk Advisory Committee
6. **OLD BUSINESS**
 - a. Reappointments – Lauren Morrisseau
 - b. Note Renewal for Fire Dept. Ladder Truck – Lauren Morrisseau
7. **NEW BUSINESS**
 - a. None
8. **MANAGER’S REPORT**
 - a. Trustees meeting schedule
9. **TRUSTEES’ COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Minutes from Other Boards/Committees:
 - Planning Commission 6/16/16
 - Block Party Committee 6/27/16
 - c. Letter from Sen. Bernard Sanders re: Tree City USA
 - d. Memo from CCPRC re: Public Hearing on Transportation Improvement Program 7/20/16
10. **CONSENT AGENDA**
 - a. Minutes of Previous Meeting 6/28/16
 - b. Expense Warrant #16050 dated 6/30/16 in the amount of \$188,393.98
11. **ADJOURN**

Meetings of the Trustees are accessible to people with disabilities. For information on accessibility or this agenda, call the Village Manager’s office at 878-6944.

Agenda Addition
7/12/16

07/08/16
03:35 pm

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 17001 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 07/05/16 To 07/13/16 & Fund 2

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Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	06/27/16	VF def fluid 8193	210-42220.610 SUPPLIES	5.99	6227	07/08/16
V9429	AQUARIUS LANDSCAPE INC.	06/28/16	LH repair irrigation sys 541102	210-41940.434 MAINT. BUILDINGS/GROUNDS	608.39	6229	07/08/16
V9429	AQUARIUS LANDSCAPE INC.	06/28/16	LH spring opening 541103	210-41940.434 MAINT. BUILDINGS/GROUNDS	147.95	6229	07/08/16
V9429	AQUARIUS LANDSCAPE INC.	06/28/16	LH repair irrigation sys 541104	210-41940.434 MAINT. BUILDINGS/GROUNDS	390.01	6229	07/08/16
V9829	BARRY/MADELEINE//	07/01/16	AD longevity award 070116D	210-41320.291 HEALTH IMPROV PROGRAMS	25.00	6231	07/08/16
V0210	BLACKSTONE AUDIOBOOKS	06/01/16	BR materials 836643	210-49346.001 ADULT COLLECTION-PRINT &	10.61	6234	07/08/16
00530	BRODART CO	06/23/16	BL books B4579180	210-45551.640 ADULT COLLECTION-PRINT &	17.69	6235	07/08/16
00530	BRODART CO	06/27/16	BL books B4581043	210-49345.000 LIBRARY DONATION EXPENDIT	162.45	6235	07/08/16
02035	BURLINGTON FREE PRESS	07/05/16	AD water tech ad 0005792329	210-41320.550 PRINTING AND ADVERTISING	574.00	6236	07/08/16
09040	CHANNEL 17 TOWN MEETING T	06/06/16	AD channel 17 support 17 060616D	210-41320.530 COMMUNICATIONS	6000.00	6238	07/08/16
V10614	CHOICE COBRA, LLC	07/01/16	AD admin fee RC040307	210-41320.210 HEALTH INS & OTHER BENEFIT	30.00	6239	07/08/16
21565	COLLINS GUY	07/02/16	ED block party performer 070216D	210-41335.835 BLOCK PARTY EXPENSE	500.00	6243	07/08/16
24305	DEMCO INC	06/27/16	BL supplies 5903218	210-45551.610 SUPPLIES	75.81	6249	07/08/16
V9766	DEUTSCH/ALBERTA//	07/01/16	AD longevity award 07016D	210-41320.291 HEALTH IMPROV PROGRAMS	25.00	6250	07/08/16
V0653	DOUGLASS/PAUL//	07/01/16	AD longevity award 071116D	210-41320.291 HEALTH IMPROV PROGRAMS	30.00	6251	07/08/16
V10576	ECOPIXEL LLC	07/05/16	AD June web host, support 2195	210-41320.530 COMMUNICATIONS	99.00	6254	07/08/16
44980	FACE MANIA	07/02/16	ED face painting Blk Prty 070216D	210-41335.835 BLOCK PARTY EXPENSE	1000.00	6259	07/08/16
12685	FRONT PORCH FORUM INC	06/01/16	AD PPF custom access 8661	210-41320.530 COMMUNICATIONS	1320.00	6263	07/08/16
34895	GAUTHIER TRUCKING, INC.	07/01/16	LH June rubbish removal 1164433	210-41940.565 RUBBISH REMOVAL	155.72	6264	07/08/16
V1204	JOHNSON/WENDY L.//	07/01/16	AD longevity award 070116D	210-41320.291 HEALTH IMPROV PROGRAMS	50.00	6273	07/08/16
V9733	JOYCE/TOM//	07/02/16	ED block party performer 070216D	210-41335.835 BLOCK PARTY EXPENSE	300.00	6274	07/08/16
V10026	KELLY/MARCY M//	07/02/16	ED block party balloon 070216D	210-41335.835 BLOCK PARTY EXPENSE	475.00	6275	07/08/16
V10679	LISZT RESTORATION INC.	06/27/16	BL building maintenance 50095	210-45551.434 MAINT. BUILDINGS/GROUNDS	2650.00	6277	07/08/16
05010	LYNN PUBLICATIONS	06/02/16	AD public hearing ad wtr 113679	210-41320.550 PRINTING AND ADVERTISING	51.00	6279	07/08/16
05010	LYNN PUBLICATIONS	06/09/16	AD public hearing ad wtr 114158	210-41320.550 PRINTING AND ADVERTISING	55.25	6279	07/08/16

Additions to Consent Agenda
Expense Warrant #17001

07/08/16
03:35 pm

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05010 LYNN PUBLICATIONS	06/09/16	AD public hearing ad wtr 114159	210-41320.550 PRINTING AND ADVERTISING	55.25	6279	07/08/16
05010 LYNN PUBLICATIONS	06/23/16	AD public hearing AD-LDC 114160	210-41320.550 PRINTING AND ADVERTISING	55.25	6279	07/08/16
05010 LYNN PUBLICATIONS	06/23/16	AD public hearing ad wtr 114250	210-41320.550 PRINTING AND ADVERTISING	51.00	6279	07/08/16
05010 LYNN PUBLICATIONS	06/16/16	VW water tech ad 51258	210-41320.550 PRINTING AND ADVERTISING	36.00	6279	07/08/16
V9709 MCMAHON/JAMIE//	07/01/16	AD longevity award 070116D	210-41320.291 HEALTH IMPROV PROGRAMS	25.00	6280	07/08/16
V1793 PIERCE/SUSAN//	07/01/16	AD longevity award 070116D	210-41320.291 HEALTH IMPROV PROGRAMS	75.00	6288	07/08/16
18010 REYNOLDS & SON, INC.	06/07/16	VF flasher 3277222	210-42220.889 ROUTINE EQUIPMENT PURCHAS	90.00	6290	07/08/16
V10397 ROAMING RACEWAY & RAILROA	05/31/16	ED block party 7-16-16 006	210-41335.835 BLOCK PARTY EXPENSE	1400.00	6295	07/08/16
43320 SAMMEL SIGN CO	07/05/16	LH lawn sign repair 5228	210-41940.434 MAINT. BUILDINGS/GROUNDS	650.00	6297	07/08/16
29835 SHERWIN-WILLIAMS	06/01/16	ST acetone 36243BAL	210-43110.610 SUPPLIES	8.63	6300	07/08/16
V2121 STANNARD/JOYCE//	07/01/16	AD longevity award 070116D	210-41320.291 HEALTH IMPROV PROGRAMS	100.00	6306	07/08/16
V9713 TARRANCCIANO/TOM//	07/01/16	AD longevity award 07022016D	210-41320.291 HEALTH IMPROV PROGRAMS	25.00	6307	07/08/16
14800 TECH GROUP INC	07/01/16	DV computer replacement D 71055	210-41335.891 CAPITAL OUTLAY	1160.00	6308	07/08/16
V10145 THOMAS FREIHEIT (THE X-RA	07/02/16	ED block party music 070216D	210-41335.835 BLOCK PARTY EXPENSE	1400.00	6312	07/08/16
V9414 TOP HAT ENTERTAINMENT, IN	02/25/16	CD block party bounce cas 2527 7/16	210-41335.835 BLOCK PARTY EXPENSE	225.00	6313	07/08/16
36130 VERIZON WIRELESS	06/18/16	VA May 19-Jun 18 2016 9767225027	210-41970.535 TELEPHONE SERVICES	40.01	6315	07/08/16
36130 VERIZON WIRELESS	06/18/16	VA May 19-Jun 18 2016 9767225027	210-42220.535 TELEPHONE SERVICES	160.04	6315	07/08/16
V2403 VERMONT TENT COMPANY	07/16/16	ED balance block party 65107-2	210-41335.835 BLOCK PARTY EXPENSE	346.00	6316	07/08/16
30210 VLCT EMPLOYMENT RESOURCE	07/01/16	VA Q3 2016 unemploymnt 2039803	210-20215.000 STATE UNEMPLOYMENT PAYABL	445.00	6317	07/08/16
30210 VT LEAGUE OF CITIES & TOW	07/01/16	VA Semi ann PACIF w comp 07160195	210-20210.000 WORKERS COMP PAYABLE	33435.00	6320	07/08/16
30210 VT LEAGUE OF CITIES & TOW	07/01/16	VA Semi ann PACIF w comp 07160195	210-41320.522 PUBLIC OFFICIALS LIABILIT	3158.25	6320	07/08/16
30210 VT LEAGUE OF CITIES & TOW	07/01/16	VA Semi ann PACIF w comp 07160195	210-41970.522 PUBLIC OFFICIALS LIABILIT	3158.25	6320	07/08/16
30210 VT LEAGUE OF CITIES & TOW	07/01/16	VA Semi ann PACIF w comp 07160195	210-45551.521 LIABILITY & PROPERTY INS.	6394.74	6320	07/08/16
30210 VT LEAGUE OF CITIES & TOW	07/01/16	VA Semi ann PACIF w comp 07160195	210-41320.521 LIABILITY & PROPERTY INS.	4463.85	6320	07/08/16
30210 VT LEAGUE OF CITIES & TOW	07/01/16	VA Semi ann PACIF w comp 07160195	210-43110.521 LIABILITY & PROPERTY INS.	7685.27	6320	07/08/16

07/08/16
03:35 pm

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30210	07/01/16	VA Semi ann PACIF w comp	07160195	210-42220.521 LIABILITY & PROPERTY INS.	4130.85	6320	07/08/16
30210	07/01/16	VA Semi ann PACIF w comp	07160195	210-41335.521 LIABILITY & PROPERTY INS.	175.24	6320	07/08/16
30210	07/01/16	VA Semi ann PACIF w comp	07160195	210-41970.521 LIABILITY & PROPERTY INS.	1700.29	6320	07/08/16
30210	07/01/16	VA Semi ann PACIF w comp	07160195	210-41940.521 LIABILITY & PROPERTY INS.	3028.75	6320	07/08/16
30210	07/01/16	AD FYE 17 dues	17 AD038	210-41320.500 TRAINING, CONFERENCES, DU	800.00	6321	07/08/16
30210	07/01/16	VF insurance deduct fence	20160521A02	210-42220.889 ROUTINE EQUIPMENT PURCHAS	675.00	6322	07/08/16
07565	06/27/16	AD frames for emp awards	35622584	210-41320.610 SUPPLIES	87.92	6325	07/08/16
21570	07/07/16	SC petty cash acct start	070716D	225-10120.000 PETTY CASH	100.00	6287	07/08/16
12265	06/21/16	SC copier July lease	97063360	225-45122.610 OPERATIONAL SUPP/EXP	83.74	6291	07/08/16
V1491	06/19/16	RS fire truck note P&I	161160117276	231-47117.000 FIRE TRUCK LOAN PRINCIPAL	50000.00	6281	07/08/16
V1491	06/19/16	RS fire truck note P&I	161160117276	231-47217.000 INTEREST EXPENSE	1599.99	6281	07/08/16
23435	07/01/16	VA June water usage	063016D	254-43210.411 CWD WATER PURC - GF	192055.89	6237	07/08/16
23435	07/01/16	VA June water usage	063016D	254-43200.412 STATE WATER TAX	1007.87	6237	07/08/16
23435	07/01/16	VA June water usage	063016D	254-43200.411 CWD WATER PURCHASE	39871.41	6237	07/08/16
23435	07/01/16	VA June water usage	063016D	254-43210.412 STATE WATER TAX - GF	4854.80	6237	07/08/16
23435	06/28/16	VW FY16 consumer conf RPT	EJ CCR 2016	254-43200.550 PRINTING AND ADVERTISING	1317.72	6237	07/08/16
05010	06/16/16	VW water tech ad	114118	254-43200.572 INTERVIEW COSTS	36.00	6279	07/08/16
05010	06/16/16	VW water tech ad	114119	254-43200.572 INTERVIEW COSTS	36.00	6279	07/08/16
30210	07/01/16	VA Semi ann PACIF w comp	07160195	254-43200.521 LIABILITY & PROPERTY INS.	1758.30	6320	07/08/16
V1023	06/23/16	WW power quality eval	055224	255-43200.330 OTHER PROFESSIONAL SERVIC	230.00	6269	07/08/16
36130	06/18/16	VA May 19-Jun 18 2016	9767225027	255-43200.535 TELEPHONE SERVICES	97.74	6315	07/08/16
30210	07/01/16	VA Semi ann PACIF w comp	07160195	255-43200.521 LIABILITY & PROPERTY INS.	11168.97	6320	07/08/16
38955	06/27/16	SA portable pump setup	51401393	256-43200.434 PUMP STATION MAINTENANCE	45.86	6258	07/08/16
30210	07/01/16	VA Semi ann PACIF w comp	07160195	256-43200.521 LIABILITY & PROPERTY INS.	3747.24	6320	07/08/16

07/08/16
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				398010.99		

7/12/16

Additions to:
Public Hearing on
Land Development Code
Updates

LDC Amendments

Chapter 1:

- a. Added language clarifying the Land Development Code “represents the minimum required standards for development and land use in Essex Junction,” and that “It is the intent of the Village to meet or exceed these standards.”
- b. Removed incorrect reference to Chapter 13. Sound regulations are covered in Chapter 7. Following references to Chapter 12 or 13 as including sound regulations have been removed and updated to Section 718.B.
- c. Added language identifying the timeframe for readopting the Land Development Code

Chapter 2:

- a. Added new definitions for the following terms; Agriculture PUD, Commercial PUD, Dark Sky Compliant, Dead-end Street, Double Frontage Lot, Electronic Message Board, Freight Rail Distribution Center, Massage Therapy, New Unit, Public Street, Vehicle Sales, and Zero Lot Line.
- b. Revised language of the following definitions; Infiltration, Planned Unit Development.
- c. Removed definition of Planned Residential Development. Planned Residential Developments have been repealed from state statute, and therefore any reference in following chapters has been removed.

Chapter 3:

- a. As the Capital Review Committee is now responsible for preparing and reviewing the Capital Budget, this duty has been removed from Section 302: Planning Commission.
- b. All references to the Planning Department have been updated to Community Development Department.

Chapter 4:

- a. Clarified that “any building permit may be subject to additional state or federal permits,” in addition to approval from the Village.
- b. Clarified that demolition or alteration of a structure requires approval.
- c. Updated the term “noise” to “sound”. All references in following chapters have been updated.

Chapter 5:

- a. Updated reference to Vermont’s Open Meeting Law (1 V.S.A. §§ 310-314).
- b. Removed district-specific PUD subsections of Section 512. These references have been re-located in the appropriate specific district sections of Chapter 6 in order to make the Land Development Code more user-friendly.
- c. Clarified approval procedures for Master Plans.
- d. Added language detailing examples of “good urban design techniques.”
- e. Added language clarifying that a change of use requires a new Certificate of Occupancy.
- f. Added general review standards, specific review standards, and waivers for Planned Unit Developments to section 511.B. Districts allowed Planned Unit Developments in Chapter 6 now reference Section 511.
- g. Updated language regarding stormwater permits in Section 513.G.

Chapter 6:

- a. Removed language for general review standards, specific review standards, and waivers for Planned Unit Developments. As this was repeated verbatim in all districts, the review standards have been moved to section 511.B.
- b. Added district-specific PUD language to the appropriate districts.

Section 620 Use Chart:

- a. Added "C" for Construction Services Establishment in the TOD District.
- b. Added new use Freight Rail Distribution Center, and added "X" for the LI District.
- c. Added new use Massage Therapy.
- d. Added "X" for Home Office in the VC District.
- e. Removed "X" for Retail Sales w/ Drive-Through in the VC District.
- f. Added "X" for Transit Park and Ride in the PE District.

Chapter 7:

- a. Added off-street parking requirements for parallel parking.
- b. Added language regulating the parking of recreational vehicles on public property.
- c. Added language to the general lighting standards with the intention of discouraging light pollution.
- d. Village Engineer updated technical lighting standards to LED lamps as opposed to previously required metal halide or mercury vapor lamps.
- e. Added language stating that "new and redevelopment projects shall install utilities underground."
- f. Added Section 714.Q which contains exemptions for municipal departments.
- g. Adjusted landscape budgetary requirements based on the size of the project.
- h. Added Landscape Plan to Section 719, consisting of a preliminary site plan and a final landscaping plan.
- i. Added graphics with examples of screening and perimeter landscaping for parking areas.
- j. Added a list of publications to be used as resources for selecting plant material.
- k. Removed Section 722: Conversion of Public Schools.

Chapter 8:

- a. Removed Section 803: Termination of Non-Conforming or Non-Complying Status due to removal of language previously allowing a non-complying structure to be declared conforming with a conditional use approval.

Chapter 9:

- a. Added street design language to "encourage improved connectivity in the Village Center District and strike an appropriate balance between all modes of transit."
- b. Revised utility line language stating "above-ground utility equipment shall not be located within the visibility triangles and shall be hidden from view in the public Right-of-way."

Chapter 14:

- a. Removed language allowing a homeowners association to be considered as one user for private water lines.

Other Revisions:

- a. Added new guidance documents:
 1. Community Development Department Public Participation Guide

2. Flowchart depicting The Development Review Process in the Village
- b. Added a more detailed map of the Village Center District
 - b. Public Works Detail Drawings updated.
 - c. Appendix A: Public Works Specifications updated.

“When government officials, business leaders, and citizens come together to build communities that enrich people's lives, that's planning.”

– American Planning Association



Essex Junction Community Development Department

Public Participation Guide

April 2016

This Participation Guide identifies ways that residents can learn about and contribute to planning and zoning decisions in the Village of Essex Junction. Good planning relies on input from residents, so the Planning Commission, Zoning Board of Adjustment, and Community Development Department encourage everyone in Essex Junction to pay attention to and participate in the Village's planning and zoning work. **All Planning Commission and Zoning Board of Adjustment meetings are open to the public.**

When and where do the Planning Commission and Zoning Board of Adjustment meet?

	MEETING DATE	TIME	LOCATION
Planning Commission	1st and 3rd Thursday of each month (as needed)	6 p.m.	Village of Essex Junction Municipal Offices, 2 Lincoln Street
Zoning Board	3rd Tuesday of each month (as needed)	6 p.m.	Village of Essex Junction Municipal Offices, 2 Lincoln Street

How can I find out about development or subdivision applications, or other work the Planning Commission and Zoning Board of Adjustment are doing?

- The **Village website** contains meeting dates and agendas, plans for development proposals and staff reports about those proposals, and minutes from past Planning Commission and Zoning Board of Adjustment meetings. (www.essexjunction.org → Boards & Meetings)
- **The Essex Reporter** has legal notices with agendas for upcoming meetings.
- The **Town Offices, Village Offices, Brownell Library and Message Board** have bulletin boards posted with notices and agendas.
- **Zoning notices (white and red signs)** are displayed on properties that will be under review.
- **Mailings** are sent to immediate neighbors (aka **abutters**) of a property that will be under review; the mailings contain an agenda with the date of the hearing for the proposed project.
- **Front Porch Forum** (www.frontporchforum.com) emails contain information about upcoming meetings.
- **Community Development Department** (878-6950) staff can answer questions.
- Talk to your neighbors.

What does the Planning Commission do?

The Planning Commission performs two main functions: **long-range planning** and **development review**.

Long-range planning involves updates to the *Village Plan* (every five years), amendments to the *Zoning Regulations* and *Subdivision Regulations*, and special projects that focus on specific areas of planning. Recent examples of special projects include the *Design 5-Corners* and the *Crescent Connector*.

Development review involves site plan reviews and subdivision reviews that are guided by the Village Comprehensive Plan and regulated by the Land Development Code. (see “Glossary” for more details).

What does the Zoning Board of Adjustment do?

The Zoning Board of Adjustment handles **conditional use review** and **variances**, and hears **appeals** of decisions made by the Zoning Administrator.

Conditional use review takes place when proposed developments need more careful scrutiny because of their scale, intensity, and potential for off-site impacts.

When should I get involved with a specific project?

As soon as possible! Most **Site Plan Reviews** wrap up in one meeting. Most **Subdivision Reviews** take place over three meetings (**Sketch Review**, **Preliminary Review**, and **Final Review**).

When you show up to a meeting, write your name and address on the sign-in sheet, especially if you plan to comment on a project. By signing in and participating in the review process, you will earn “interested person” status, which gives you appeal rights. You will be mailed a copy of the Planning Commission’s final approval or denial.

When the Planning Commission or Zoning Board reviews an application, they are primarily looking to make sure the project conforms to the Zoning Regulations and/or Subdivision Regulations. The zoning and subdivision regulations are updated periodically and stem from the Village Plan, which is updated every five years. Participating in updates to the regulations and the Village Plan is the best way to influence future development.

When should I speak at a meeting?

- If you want to speak about an issue that is **not on the agenda**, please do so during Public Comments, which happens at the beginning of every meeting.
- If you want to speak to an issue on the **Consent Agenda**, please do so during Public Comments.
- If you want to speak about a **Site Plan or Subdivision (Sketch, Preliminary, or Final)** proposal, the Planning Commission will open a public hearing when they reach that item on the agenda. Be ready to speak – once the public hearing is closed, the Planning Commission will no longer accept comments.



When you speak, please say your name.

If you plan to speak about a Site Plan or Subdivision proposal on the agenda, you will be sworn in at the beginning of the meeting.

What if I can't make the meeting?

If you have **comments** that you want the Planning Commission or Zoning Board of Adjustment to consider when they review a project, email the comments to robin@essexjunction.org or terry@essexjunction.org. You can also write to the Village Community Development Department, 2 Lincoln Street, Essex Junction, VT 05452.

If you want to **watch** a meeting, Channel 17/Town Meeting Television (CCTV) tapes at least one Planning Commission meeting a month. For information about CCTV broadcasts, either on cable or online, visit www.cctv.org.

How can I learn more about individual Site Plan or Subdivision applications?

Hard copies of all applications are available for review in the Community Development Department at 2 Lincoln Street. Staff members are available to answer questions in person, by phone (802-878-6950) or by email (see below).

Plans and staff reports for individual applications are posted on the Village website prior to meetings, usually by the Friday before an upcoming meeting (www.essexjunction.org → Boards & Meetings → Planning Commission → Agendas).

What types of projects do NOT need to be reviewed by the Planning Commission or Zoning Board?

Minor projects, such as interior work on a home or an addition, shed, deck, garage, accessory apartments and boundary line adjustments, do not go before the Planning Commission or Zoning Board of Adjustment. Most small projects still require a zoning permit, which is issued by the Zoning Administrator. Zoning permits have a 15-day appeal period during which someone can appeal the proposed project.

Any other questions?

Please ask! Community Development staff will be glad to help. We're located at 2 Lincoln Street.

Community Development Department

Director	Robin Pierce
Asst. Zoning Administrator	Terry Hass
Community Relations Asst.	Darby Mayville

878-6950

robin@essexjunction.org

terry@essexjunction.org

darby@essexjunction.org

Glossary

(More details about these terms appear in the *Zoning Regulations* and the *Subdivision Regulations*)

Conceptual Review

A relatively informal meeting with the Planning Commission in which an applicant can discuss ideas for a project and receive feedback from commissioners prior to submitting a Sketch Plan or Site Plan application. Conceptual Review applications are not approved or denied.

Conditional Use Review

A review, conducted by the Zoning Board of Adjustment, of a project that warrants more careful scrutiny because of scale, intensity, and potential for off-site impacts. **Most Conditional Use applications are resolved in one hearing.**

Deliberative Session

A private meeting in which a quasi-judicial board – the Planning Commission or Zoning Board – may meet to rule on an application. Decisions can be made in deliberative session as long as a written decision becomes public record.

The Essex Junction Planning Commission and Zoning Board usually make their decisions in public. The boards have, on occasion, entered deliberative session to make a ruling on an application.

Master Plan

A master plan is to guide long-term development on larger properties and allow for public input early in the process as a means to limit negative impacts resulting from incremental planning and development. The master plan process is an opportunity to address the long-term vision and conceptual design for development of buildings, land uses, infrastructure and conservation/preservation through integrative design. Master plans are an opportunity to discuss early design concepts with the Planning Commission prior to the formal permitting process.

Planned Unit Development (PUD)

A Planned Unit Development (PUD) is a project that receives flexibility from the zoning regulations in order to encourage a higher level of design and amenity than under the usual land development requirements. A PUD encourages compact, pedestrian-oriented development or redevelopment, and to promote a mix of residential uses or nonresidential uses. PUDs that involve subdivision of land are reviewed as major subdivisions, **which require three hearings.**

PUDs that do not involve a subdivision must go through site plan review, **which requires a single hearing.**

Site Plan Review

Site Plan Review involves new commercial developments and significant changes to existing commercial sites. The Planning Commission holds Site Plan Reviews to make sure the layout and design of development projects conform to the *Village Plan*, the *Zoning Regulations*, and any conditions of any previous subdivision and conditional use approvals. During Site Plan review, the Planning Commission considers natural features (topography, water bodies, wetlands, etc.), access to and on the site, parking, landscaping, lighting, water and sewer, stormwater, and fire protection. **Most Site Plan applications are resolved in one hearing.**

Subdivision Review

The creation of any new lot in Essex Junction needs approval from the Planning Commission. Subdivisions are reviewed for conformance to the *Village Plan* and *Zoning Regulations*, traffic and pedestrian access, impacts on natural and historic resources, availability of water and sewer, stormwater control, and more. Subdivisions fall under one of four categories:

- Lot Consolidation or Boundary Adjustment – When boundaries between two lots are shifted, but no new lot is created. **Most Boundary Adjustment applications are reviewed and approved by staff.**

- **Minor Subdivision** – A subdivision that includes the platting of five (5) or fewer lots or minor adjustments to the lot lines of three (3) or more lots. **Most Minor Subdivision applications are resolved in two hearings: Sketch Review and Final Review.** The earlier residents become involved in the process, the more likely they are to have an impact on the final outcome.
- **Major Subdivision** – A subdivision is any proposal not classified as a Consolidation or Minor Subdivision. **Most Major Subdivision applications are resolved in three hearings: Sketch Review, Preliminary Review, and Final Review.** The earlier residents become involved in the process, the more likely they are to have an impact on the final outcome.

LEVELS OF SUBDIVISION REVIEW

Sketch Review – The first level of subdivision review, during which the applicant and the Planning Commission explore options for the overall subdivision concept and layout, taking into consideration the characteristics of the site and the surrounding area.

Preliminary Review – The second level of subdivision approval, during which the Planning Commission determines whether the latest plan addresses issues raised at Sketch Review, and ensures that all survey information, existing and proposed easements, and public infrastructure improvements are complete. Most engineering details are completed during Preliminary Plan Review. *Preliminary Review is only required for major subdivisions.*

Final Review – The last step of subdivision approval, during which the Planning Commission reviews the Final Plan and plat to ensure that all engineering, survey, and other data are complete, and that the proposed subdivision complies with all appropriate regulations and standards. Most of the technical and planning issues have been resolved by Final Review.

Village Comprehensive Plan

The *Village Comprehensive Plan* serves as a vision and a guide for the future of Essex Junction in the areas of growth, development, public services, and environmental protection. The *Village Plan* serves as the basis for zoning and subdivision regulations, and can be used to seek grant funding for priority projects. State law requires town/village plans to be updated every five years. The update process involves gathering data, updating statistics, holding visioning processes, and doing community outreach. Updates can enable the creation of new or different planning districts in the Village.

Use Permit

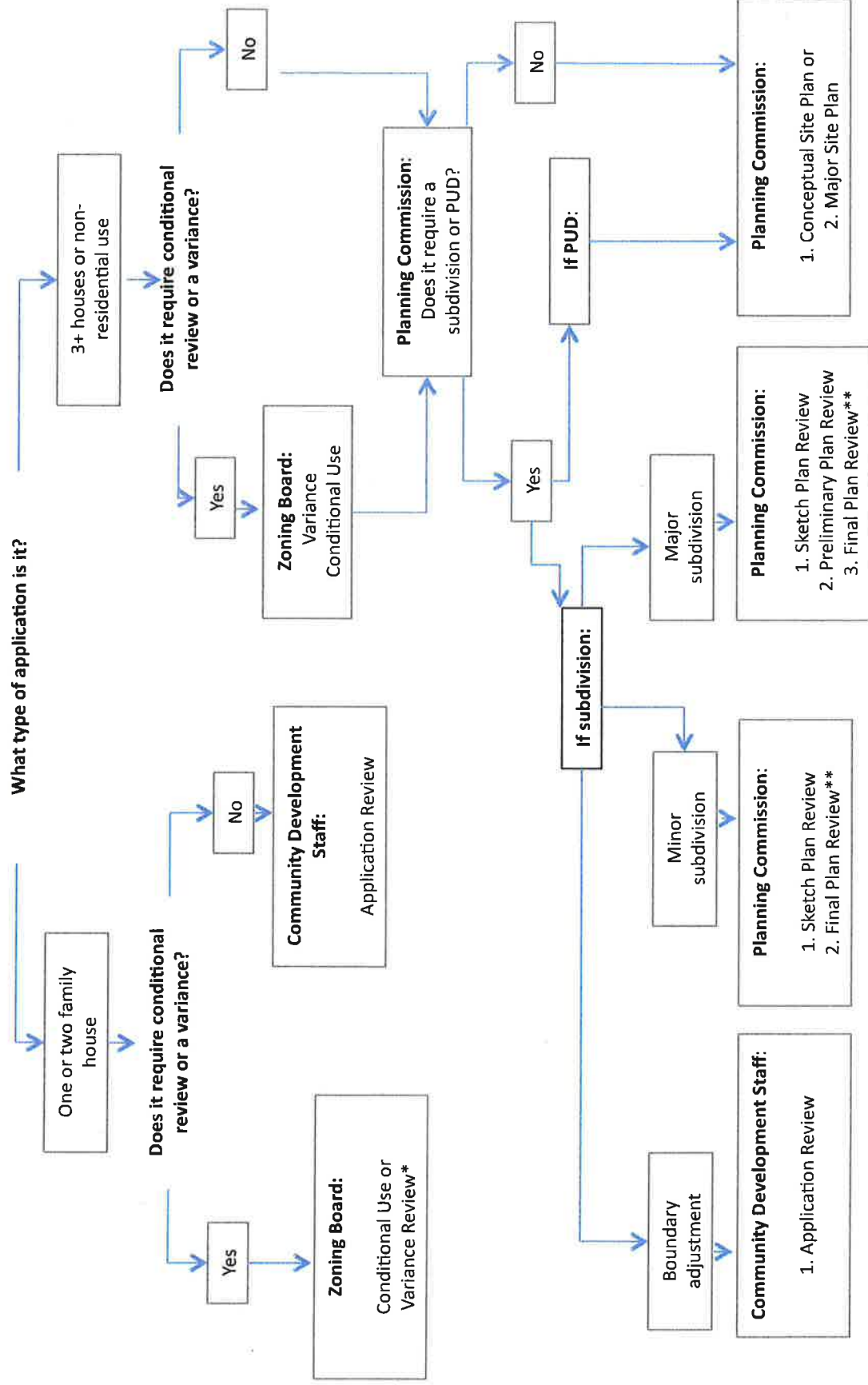
See “Zoning permit”

Zoning Permit

A permit required for most projects that involve any construction, additions or changes to existing buildings, making of any material change in the use of any structure or land or a change in the type of use on a property (i.e. office space converting to a retail shop).

The Development Review Process in the Village

For New Houses or New/Alterations to Non-residential Uses



*The Zoning Board of Adjustment also hears appeals of application decisions made by staff.
 ** Site Plan review is typically consolidated into one of these preceding subdivision steps. If it is not then the Planning Commission would require an application to go to Site Plan Review.

**SECTION 620
USE TABLE**

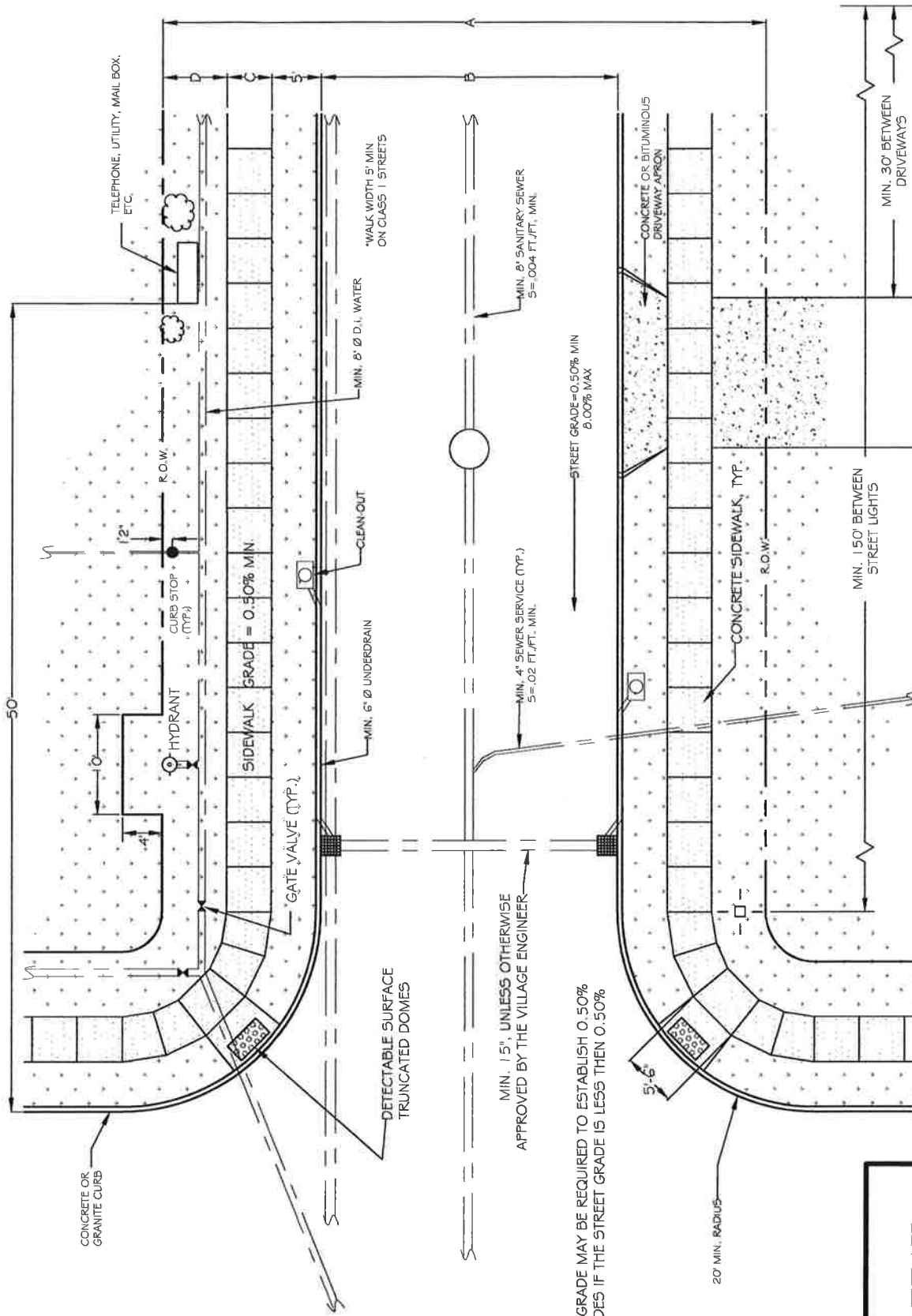
DISTRICT/ USE	R1	R2	MF1	MF2	MF3	MCU	LI	MF- MU1	MF- MU2	NLSO	TOD	HA	RO	VC	PE	PA	OS
SINGLE FAMILY DWELLING	X	X	X	X	X	X		X	X				X	X		X	
TWO FAMILY DWELLING			X	X	X	X		X	X				X	X		X	
THREE FAMILY DWELLING			X	X	X	X		X	X		X		X	X		X	
FOUR FAMILY DWELLING			X	X	X	X		X	X		X		X	X		X	
MULTI-FAMILY DWELLING			X	X	X	X		X	X		X	X		X		X	
AGRICULTURE																X	
AGRICULTURE PRODUCTS SALES															S	X	
ANIMAL BOARDING FACILITY															C	X	
ANIMAL EXHIBITS															S	C	
ANIMAL SHELTER	X	X	X	X	X	X	X			X			X		X	X	
ANTENNA TOWER							X										
BANK						X		X	X		X	X		X			
BANK W/ DRIVE THROUGH						X		X	X		X	X		X			
BED AND BREAKFAST	X	X	X	X	X	X		X	X		X	X	X	X		X	
BOARDING HOUSE	C	C	C	C	C	X		C	C		X	C	C	X			
BUILDING MATERIALS ESTABLISHMENT						X	X			X		X					
BUSINESS SERVICE						X		X	X		X	X	C	X		X	

DISTRICT/ USE	R1	R2	MF1	MF2	MF3	MCU	LI	MF- MU1	MF- MU2	NLSO	TOD	HA	RO	VC	PE	PA	OS
CAR WASH, INCIDENTAL															S		
CAR WASH												X					
CATERING SERVICES						X	C	X	X		X	X	C	X			
CHURCH	X	X	X	X	X	X		X	X		X	X	X	X	X	X	
CIRCUS, CARNIVAL						X									S		
CLINIC, MEDICAL						X	X	X	X	X	X	X		X			
CLINIC, VETERINARY						X		X	X		X	X				X	
CONGREGATE HOUSING	C	C	X	X	X	X		X	X		X		X	X		X	
CONSTRUCTION SERVICES ESTABLISHMENT						X	X				C						
CULTURAL FACILITY						X		X	X		X	X	S	X	S		
DAY CARE HOME	X	X	X	X	X	X		X	X		X	X	X	X			
DAY CARE FACILITY	C	C	C	C	C	X	C	X	X		X		C	C	C		
DORMITORY						X		X	X		S	X					
DRY CLEANER						X	X	X	X		X	X					
EATING ESTABLISHMENT DRIVE THROUGH											X	X					
EATING AND DRINKING ESTABLISHMENT						X	X	X	X		X	X		X	S		
FAMILY CARE HOME	X	X	X	X	X	X		X	X		X	X	X	X			
FAMILY CARE FACILITY	C	C	C	C	C	C	C	X	X		S	X	C	C	C		

DISTRICT/ USE	R1	R2	MF1	MF2	MF3	MCU	LI	MF-MU1	MF-MU2	NLSO	TOD	HA	RO	VC	PE	PA	OS
FLEA MARKET						X				X					X		
FREIGHT RAIL DISTRIBUTION CENTER							X										
FUNERAL HOME						X				X			C	X			
GAS PUMPS											C	C					
GROUP HOUSING	C	C	C	C	C	X				X				X			
HOME OCCUPATION	X	X	X	X	X	X		X	X		X	X	X	X			
HOTEL MOTEL - EXTENDED STAY						X		X	X		X	X		X	C		
HOTEL MOTEL						X		X	X		X	X		X	C		
JUNK YARD																	
LANDFILL COLLECTION SITE							C									C	
LANDSCAPE SERVICE						X	X			X						X	
MAIL SERVICES						X		X	X		X	X		X			
MANUFACTURING - LIGHT						C	X				X	X					
MANUFACTURING - HEAVY							C										
MESSAGE THERAPY	C	C	C	C	C	C		C	C		C	C	C	C	C	C	
MEDICAL AND DENTAL LAB						C	X	C	C		X	X	C	C	C		
MINI-WAREHOUSE						C	X			X							
MOTOR VEHICLE MAINTENANCE SERVICE							C			X		X					

DISTRICT/ USE	R1	R2	MF1	MF2	MF3	MCU	LI	MF- MU1	MF- MU2	NLSO	TOD	HA	RO	VC	PE	PA	OS
MOTOR VEHICLE REPAIR SERVICES							C					X					
NURSING, REST, CONVALESCENT HOME	C	C	C	C	C			X	X		X					C	
OFFICE, HOME	X	X	X	X	X								X	X		X	
OFFICE, PROFESSIONAL						X	X	X	X		X	X	C	X	S		
PARKING, COMMERCIAL						X	X				X			X	S		
PERSONAL SERVICES ESTABLISHMENT						X		X	X		X	X	C	X			
PRIVATE COMMUNITY USE	C	C	C	C	C	X		X	X		X	X		X		X	
RECREATION USE, LOW INTENSITY	X	X	X	X	X	X	X	X	X		X	X	X	X	S	X	X
RECREATION USE, HIGH INTENSITY						X		X	X		X	X			S		
RECREATION USE MEDIUM INTENSITY						X		X	X		X	X		X	S		
RECREATIONAL VEHICLE SITE										X					S		
RECYCLING CENTER							C			X					C	C	
REPAIR SERVICES ESTABLISHMENT							X	X	X	X	X	X					
RETAIL, SALES W/ DRIVE-THROUGH						C	X	X	X		X	X		X	S		
RETAIL SALES						X	X	X	X		X	X		X	S		
ROADSIDE SALE OF AGRICULTURAL PRODUCTS																X	C

DISTRICT/USE	R1	R2	MF1	MF2	MF3	MCU	LJ	MF-MU1	MF-MU2	NLSO	TOD	HA	RO	VC	PE	PA	OS
SALES, TEMPORARY						X		X	X		X	X		X	S		
SALES, OUTDOORS						X				X				X	S		
SCHOOLS	X	X	X	X	X	X		X	X		X	X	X	X	X	X	X
SHOPPING CENTER						X					X			X			
SMALL SCALE WIRELESS FACILITY						X	X	X	X	X	X	X	X	X	X		
SOLID WASTE COLLECTION POINT							C								C	C	
STABLE, PUBLIC															S	X	
STORAGE, OUTDOOR							X			X					S		
TAXI-CAB LIMOUSINE SERVICE						C	C			X				C	S		
TRANSIT PARK AND RIDE											X				X		
VEHICLE SALES												C			S		
WAREHOUSE						C	X			X		C					
WIRELESS TELE-COMMUNICATIONS FACILITY						C	C	C	C		C	C			C		



	A	B	C	D
MAJOR ARTERIAL	60'	32'	5'	4'
LOCAL RESIDENTIAL STREET	50'	28'	5'	1'

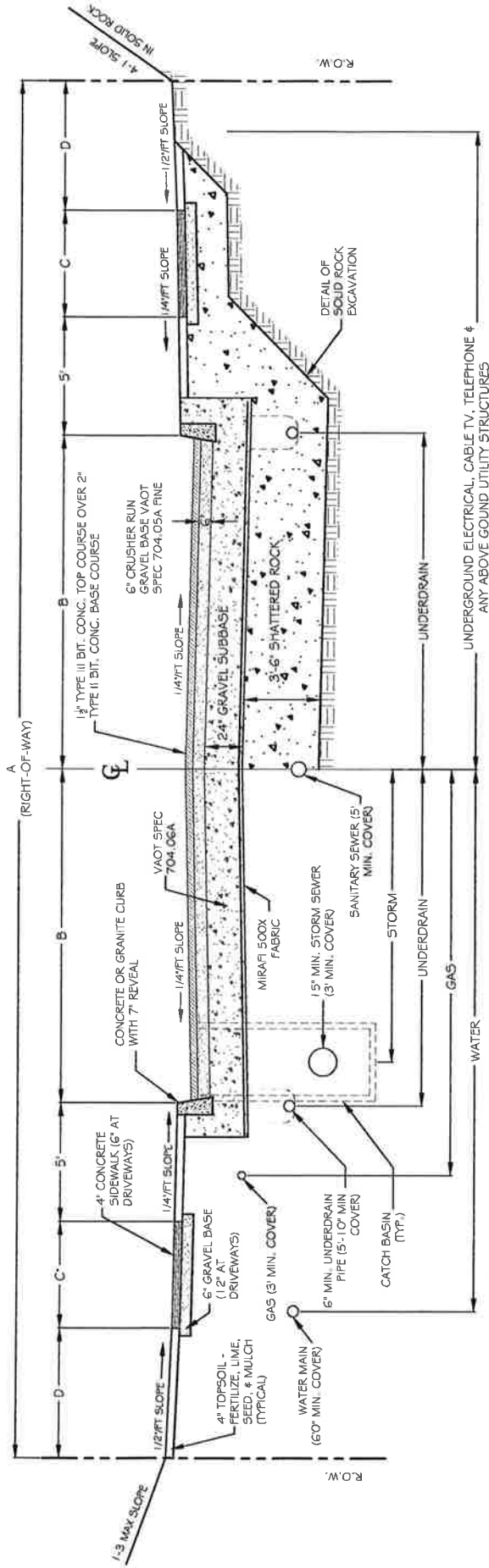
STREET DETAIL

NOT TO SCALE
TYPICAL PLAN

"ROLLING" THE SIDEWALK GRADE MAY BE REQUIRED TO ESTABLISH 0.50% MINIMUM SIDEWALK GRADES IF THE STREET GRADE IS LESS THAN 0.50%

MIN. 1.5", UNLESS OTHERWISE APPROVED BY THE VILLAGE ENGINEER

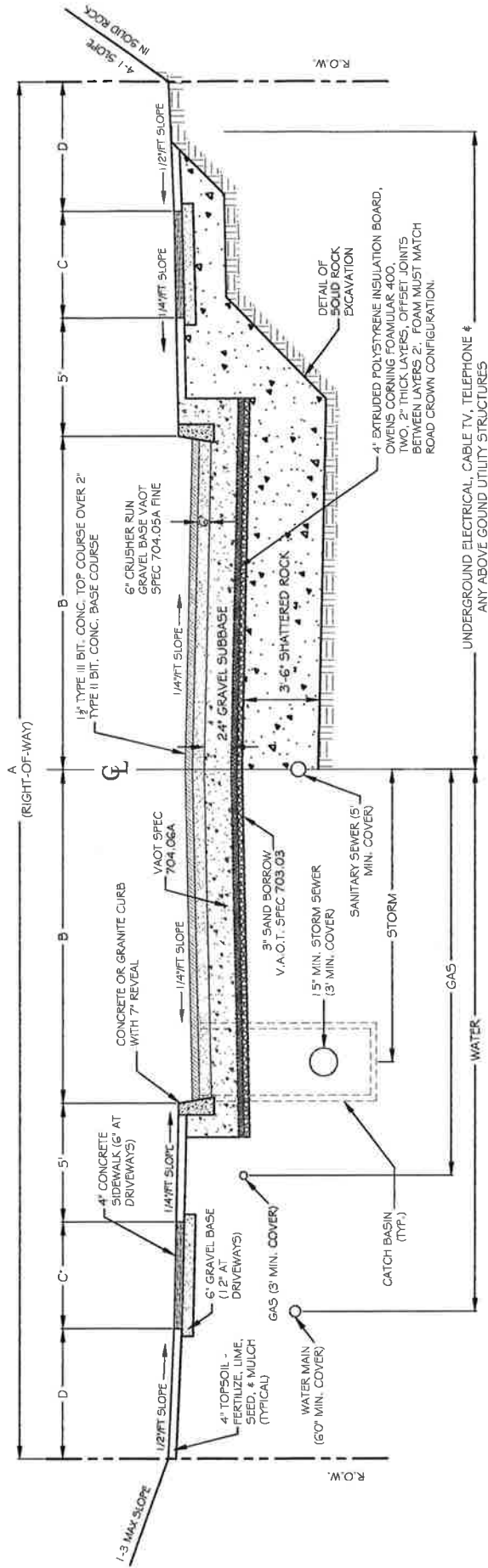
	A	B	C	D
MAJOR ARTERIAL	60'	16'	5'	4'
LOCAL RESIDENTIAL STREET	50'	14'	5'	1'



1. MINIMUM SLOPE OF DRAINAGE PIPES SHALL BE 0.2%.
2. ALL MATERIAL AND CONSTRUCTION SHALL BE IN ACCORDANCE WITH VILLAGE OF ESSEX PUBLIC WORKS SPECIFICATIONS.
3. MATCH EXISTING SLOPES AT PROPERTY LINES. MAXIMUM SLOPE 1 VERTICAL/3 HORIZONTAL.
4. SOME AREAS MAY REQUIRE WALKS OF GREATER WIDTH AT THE DISCRETION OF THE VILLAGE.
5. SOIL BORINGS AND TEST PITS MAY BE REQUIRED BY THE VILLAGE TO VERIFY PROPOSED DESIGN.
6. MIRAFLEX 500X FABRIC OR APPROVED EQUAL SHALL BE INSTALLED UNDER GRAVEL SUBBASE COURSE BENEATH THE STREET, CURB AND SIDEWALK UNLESS OTHERWISE APPROVED BY VILLAGE.
7. YELLOW OR ORANGE WARNING TAPE SHALL BE BURIED 15" ABOVE ALL GAS AND ELECTRIC LINES.
8. 26" MINIMUM WIDTH OF PAVEMENT MAY BE APPROVED BY VILLAGE FOR STREETS SERVING SINGLE FAMILY UNITS IF THE DESIGN AVERAGE DAILY TRAFFIC (ADT) IS LESS THAN 250 VEHICLES.

STREET DETAIL
 NOT TO SCALE
TYPICAL SECTION
 PAGE D-2
 04/21/2016

MAJOR ARTERIAL	A	B	C	D
LOCAL RESIDENTIAL STREET	60'	16'	5'	4'
	50'	14'	5'	1'



1. MINIMUM SLOPE OF DRAINAGE PIPES SHALL BE 0.2%.
2. ALL MATERIAL AND CONSTRUCTION SHALL BE IN ACCORDANCE WITH VILLAGE OF ESSEX PUBLIC WORKS SPECIFICATIONS.
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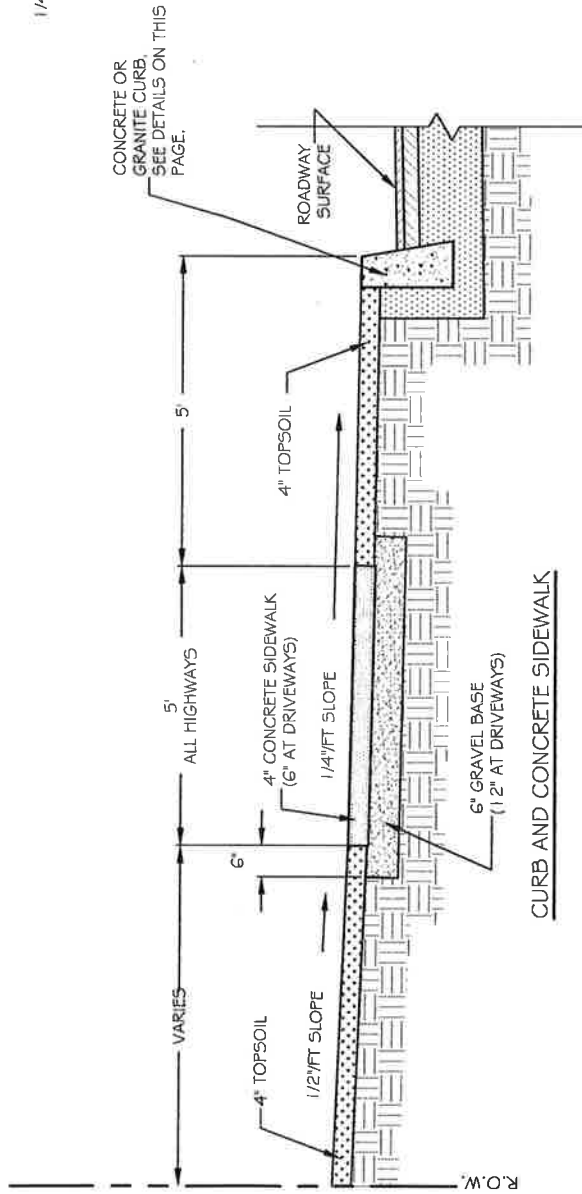
INSULATION REQUIREMENTS:
 Insulation shall be Owens Corning Rigid Foam Insulation: Foamular 400. Insulation shall be 2" thick, supplied in 2x 8' pieces with square edges. Compressive strength shall be a minimum of 40 pounds per square inch.

INSULATION INSTALLATION: The Contractor must prepare the sand bed so that all projections that interfere with placement of insulation boards are to be removed, formed to fit around or as specified by the engineer. The contractor may not move equipment onto foam until the first 12" minimum, of gravel has been placed.

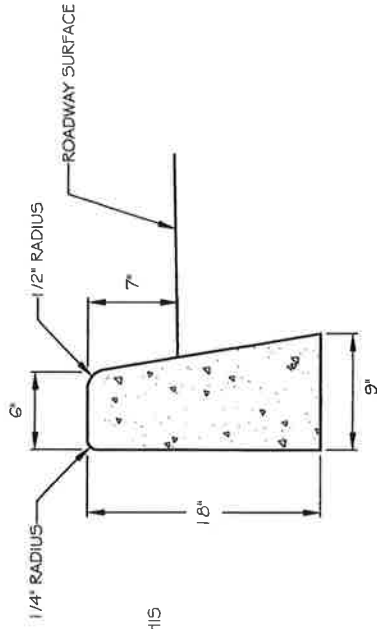
STREET DETAIL

NOT TO SCALE

TYPICAL SECTION WITH FOAM INSULATION

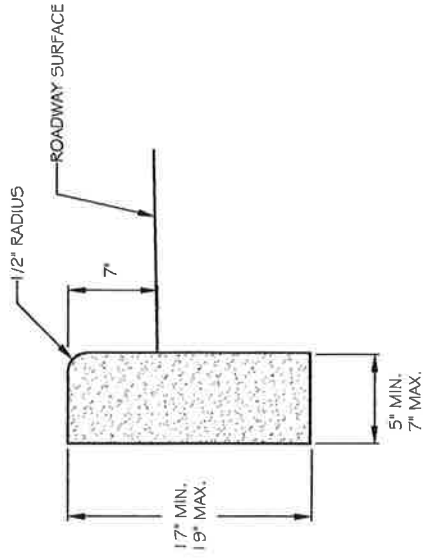


CURB AND CONCRETE SIDEWALK



END AREA OF 0.98 SQ. FEET

TYPICAL CONCRETE CURB



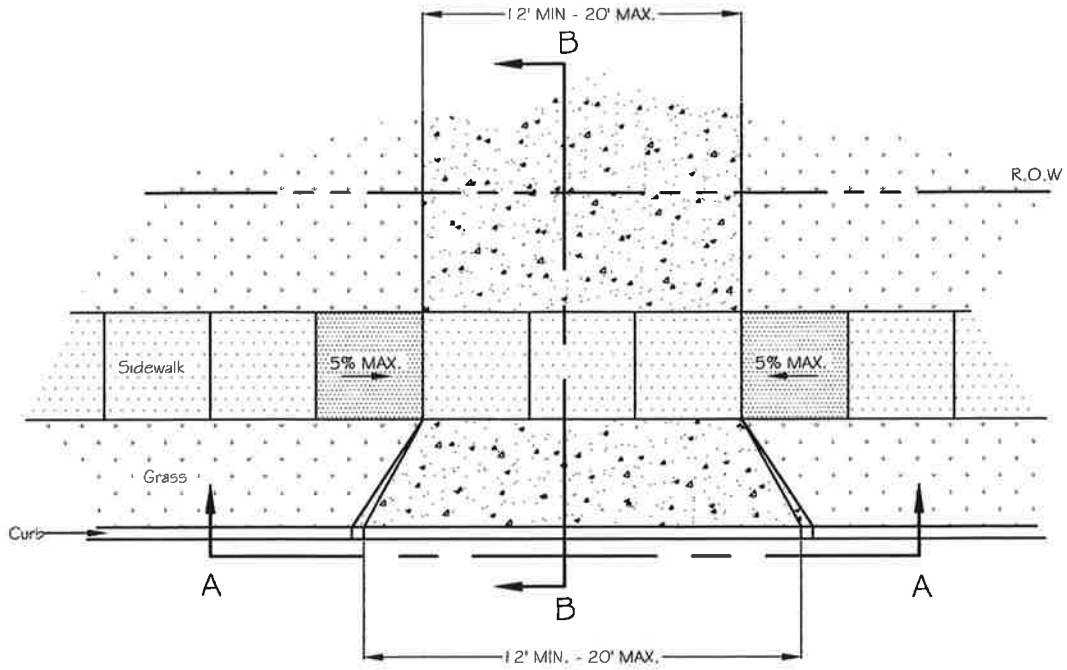
TYPICAL GRANITE CURB

1. ALL CURB RADII LESS THEN 200' SHALL BE FORMED USING FLEXIBLE FORMS.
2. CURB REVEAL AT DRIVEWAYS SHALL BE 1" MAX. AND 1/4" MAX. AT HANDICAP ACCESS RAMPS.
3. CURBING SHALL BE CONSTRUCTED IN 10 FOOT SECTIONS WITH 1/8" JOINTS BETWEEN SECTIONS.
4. SIDEWALK SHALL BE CAST IN 100' SECTIONS WITH NO EXPANSION JOINTS. CONNECTION TO EXISTING SIDEWALK AND BETWEEN 100 FOOT SECTIONS SHALL BE ACCOMPLISHED WITH STEEL DOWELS, SPACED 12" ON CENTER. SIDEWALK ADJACENT TO CURB SHALL BE SEPARATED BY 4 MIL POLYETHYLENE. SIDEWALK JOINTS SHALL BE SAW CUT AT 5' INTERVALS TO 1/3 THE SIDEWALK DEPTH. STRUCK TRANSVERSE FALSE JOINTS SHALL NOT BE UTILIZED.
5. ALL MATERIALS AND CONSTRUCTION TO BE ACCORDING TO SPECIFICATIONS.
6. SOME AREAS REQUIRE WALKS OF GREATER WIDTH OF THE DISCRETION OF THE VILLAGE.
7. CONCRETE WALKS SHALL BE 6" THICKNESS ACROSS DRIVES.
8. ALL SIDEWALKS SHALL BE TREATED WITH CERTI-VEX AC 1315, PER THE MANUFACTURER'S INSTRUCTIONS.

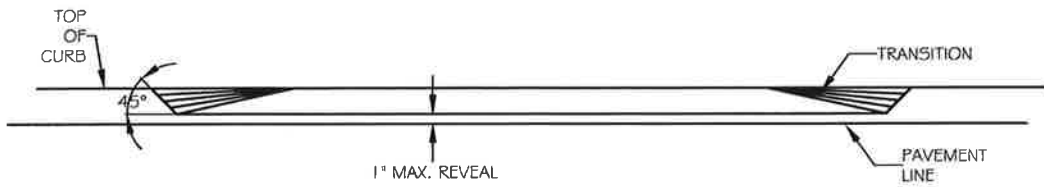
STREET DETAIL

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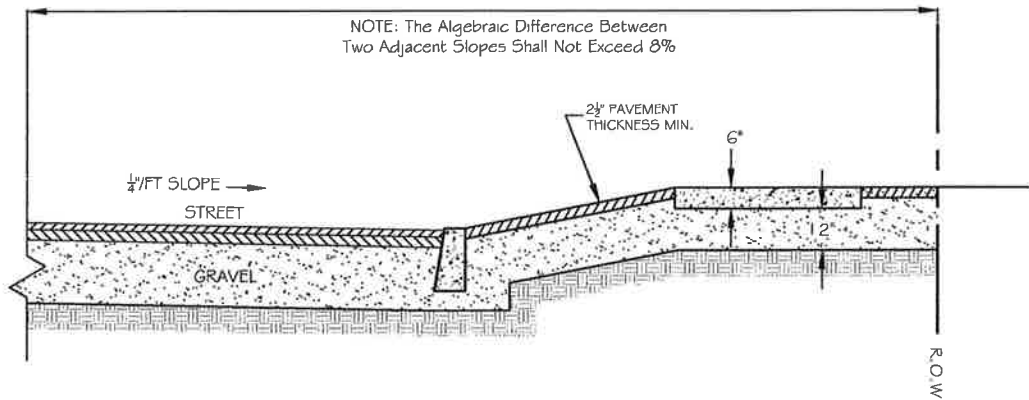
**CURB AND
CONCRETE SIDEWALK**



PLAN



SECTION A-A

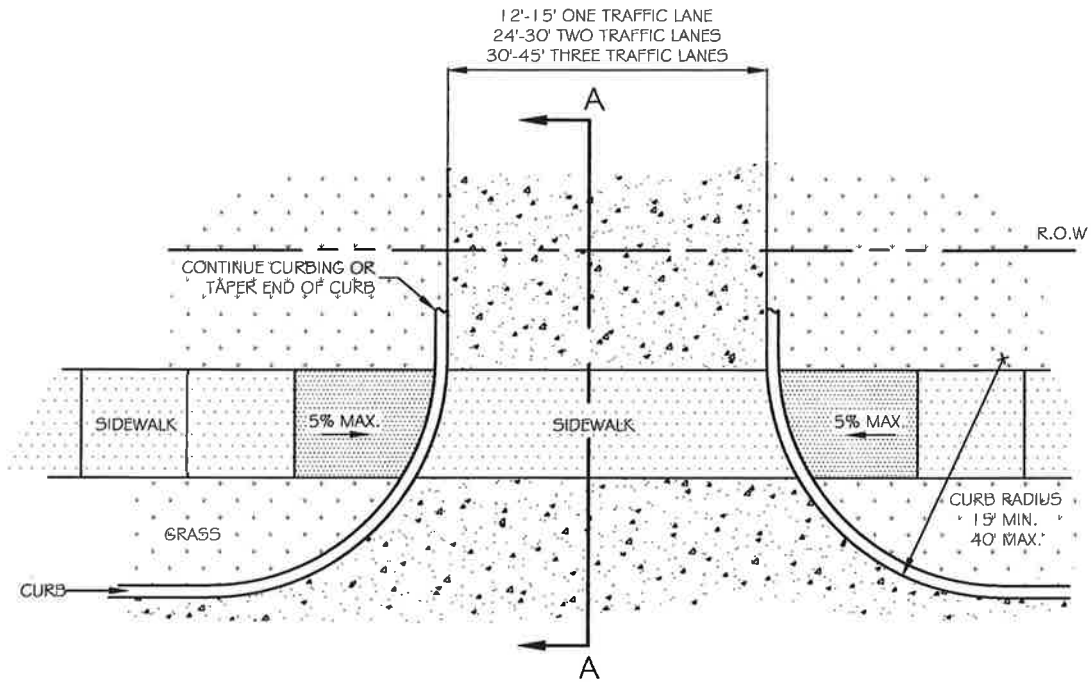


SECTION B-B

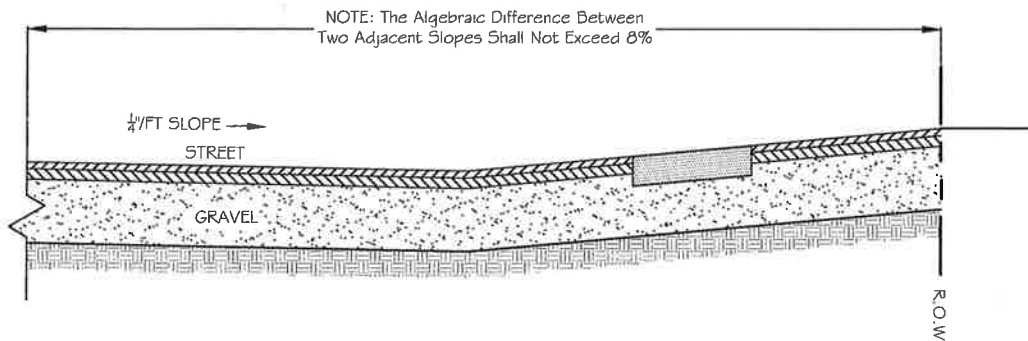
STREET DETAIL

NOT TO SCALE

***RESIDENTIAL
DRIVEWAY APRON***



PLAN

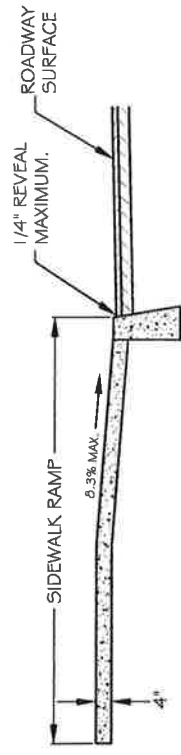
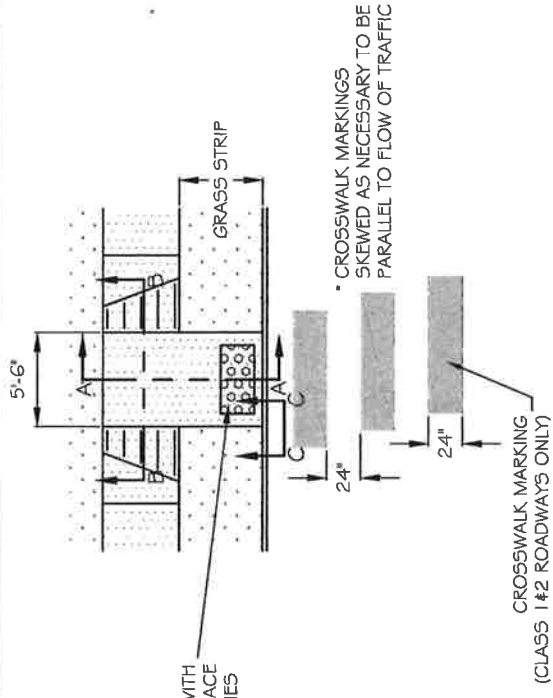
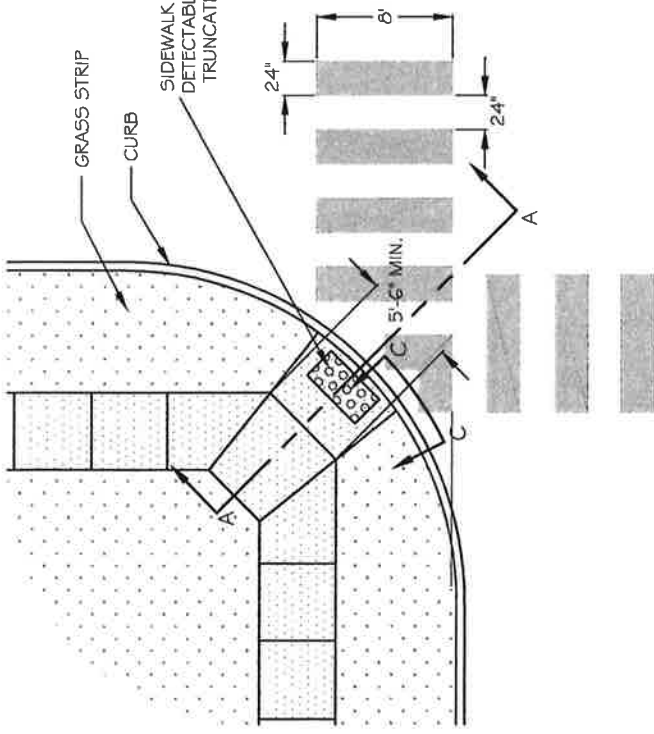


SECTION A-A

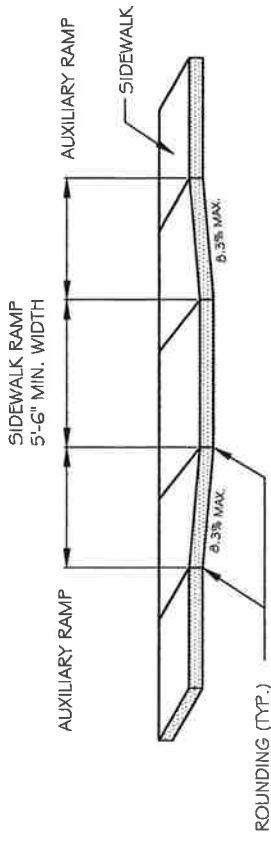
STREET DETAIL

NOT TO SCALE

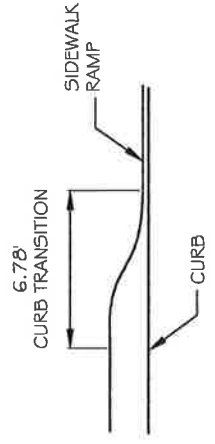
***COMMERCIAL/INDUSTRIAL
 DRIVEWAY APRON***



SECTION A-A

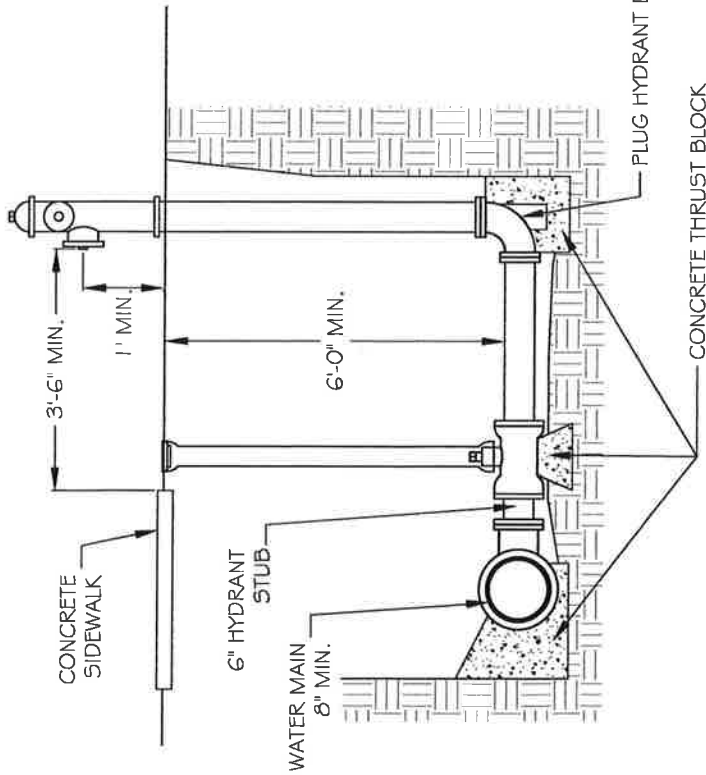


SECTION B-B

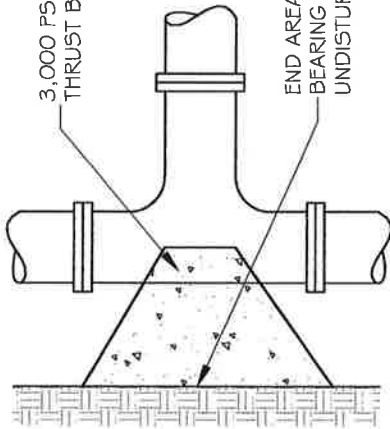


SECTION C-C

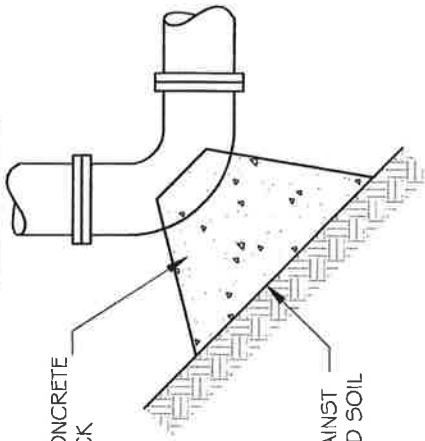
STREET DETAIL
 NOT TO SCALE
SIDEWALK RAMP



TYPICAL TEES AND CAPS



TYPICAL BENDS



THRUST BLOCKS

1. ALL FITTINGS AND JOINTS SHALL BE WRAPPED IN MINIMUM 9 MIL. POLYETHYLENE PLASTIC PRIOR TO POURING THRUST BLOCKING.
2. THRUST BLOCKS ARE NOT TO EXTEND PAST THE FITTINGS ON THE PIPES NOR FOUL FITTINGS LUGS, BOLTS, ETC.
3. THRUST BLOCK DESIGN SHALL BE BASED ON WATER PRESSURE EQUAL TO 200 PSI, SOIL BEARING CAPACITY EQUAL TO 2000 LBS/SQFT., AND THE APPROPRIATE SIZE PIPE AND TYPE OF FITTINGS TO BE RESTRAINED.
4. THRUST BLOCK MUST BEAR AGAINST UNDISTURBED SOIL.

HYDRANT SHALL BE ONE OF THE FOLLOWING:
KENNEDY K-81, MUELLER A-243, OR WATEROUS PACER

STEAMER CONNECTION SHALL BE A 5" STORZ CONNECTOR.

2-1/2" SPUD CONNECTION THREADS SHALL BE "DOUBLE START" STYLE.

ALL JOINTS BETWEEN MAIN AND HYDRANTS SHALL BE RESTRAINED WITH D.I. "GRIP-RING" TYPE CONNECTORS OR APPROVED EQUAL.

FITTINGS	SIZE	6"	8"	10"	12"
1 1-1/4" OR 22-1/2"	45°	3.0	3.0	4.0	6.0
90°	90°	3.0	5.0	8.0	11.0
TEES OR END CAPS		6.0	10.0	14.0	20.0
VALVES		4.0	7.0	10.0	14.0
		2.0	2.0	2.0	2.0

**WATER
DISTRIBUTION
DETAILS**

NOT TO SCALE
MAINS & HYDRANTS

R.O.W.

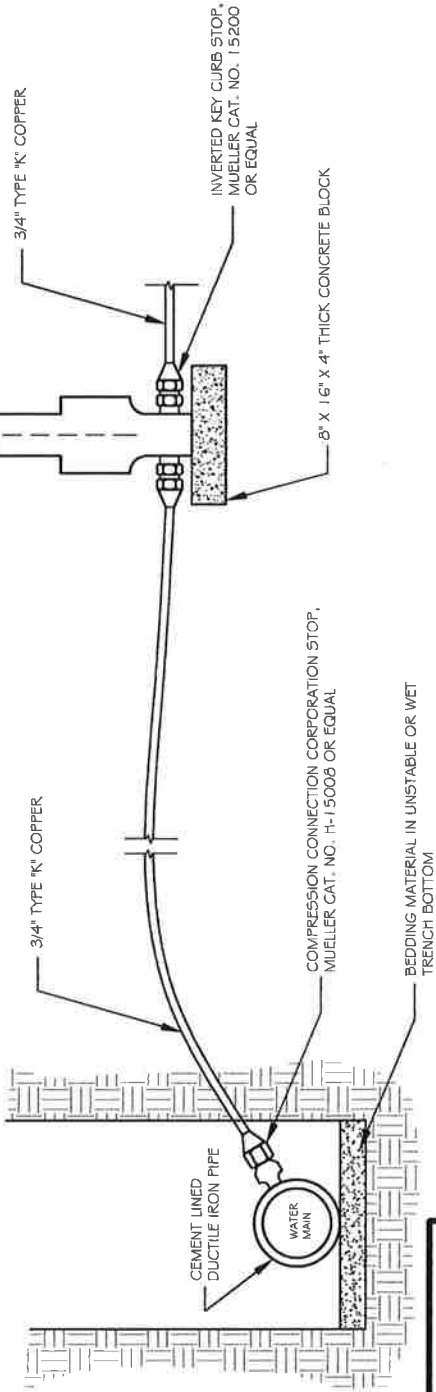
1" MIN.

TELESCOPIC CAST-IRON CURB BOX,
MUELLER CAL. NO. H-10334 OR EQUAL
(5' BURY WITH STATIONARY ROD AND
ARCH PATTERN BASE)

NO CURB STOP SHALL BE INSTALLED IN
A DRIVEWAY OR THROUGH A CONCRETE
WALK.

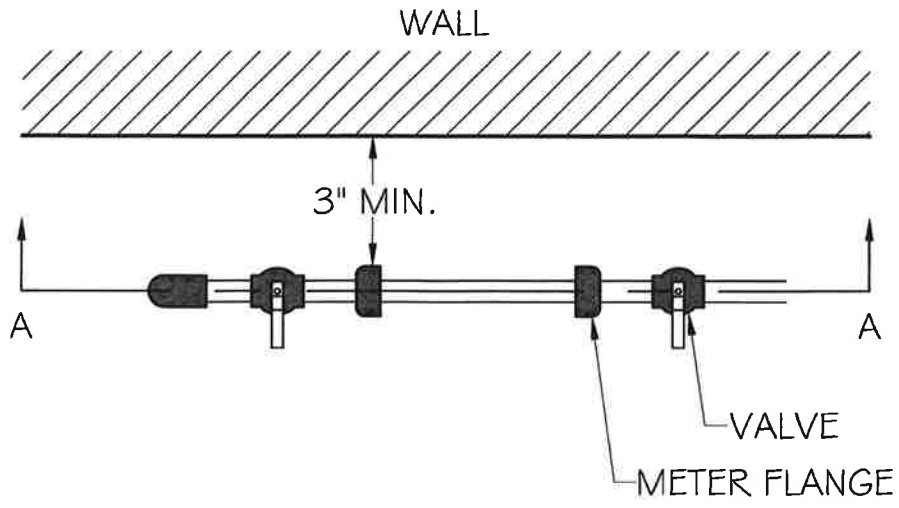
CONCRETE
SIDEWALK

STATIONARY ROD

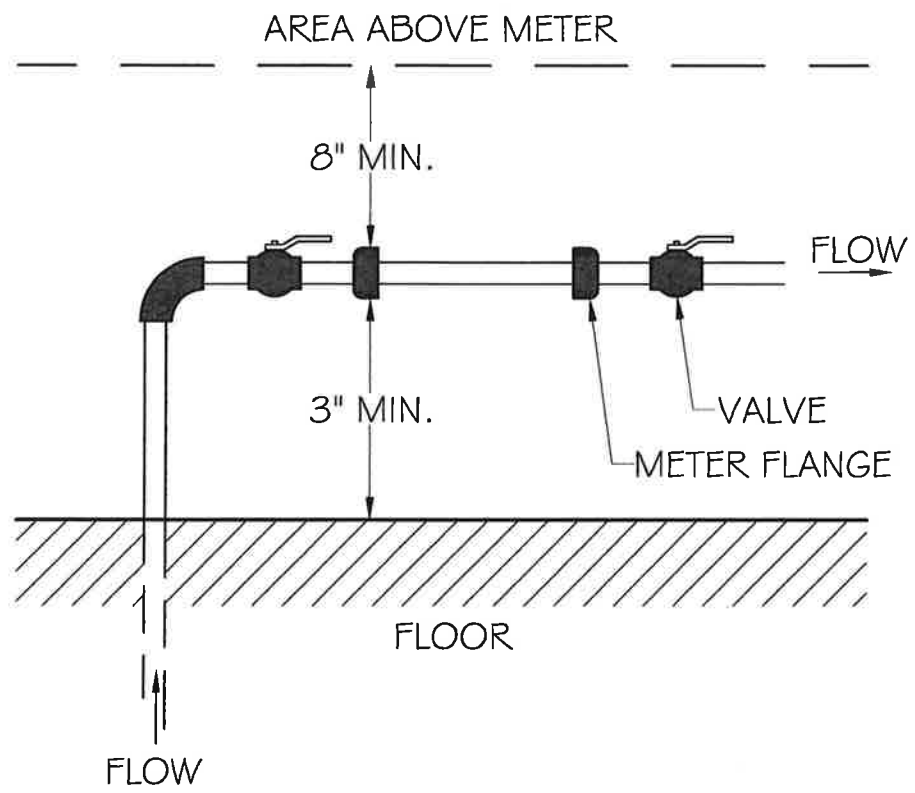


**WATER
DISTRIBUTION
DETAILS**
NOT TO SCALE

SERVICE CONNECTION



PLAN

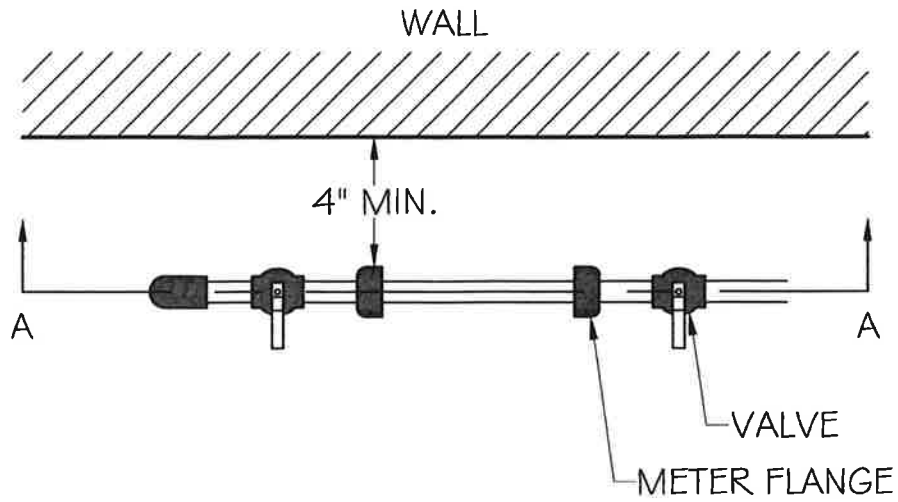


SECTION A-A

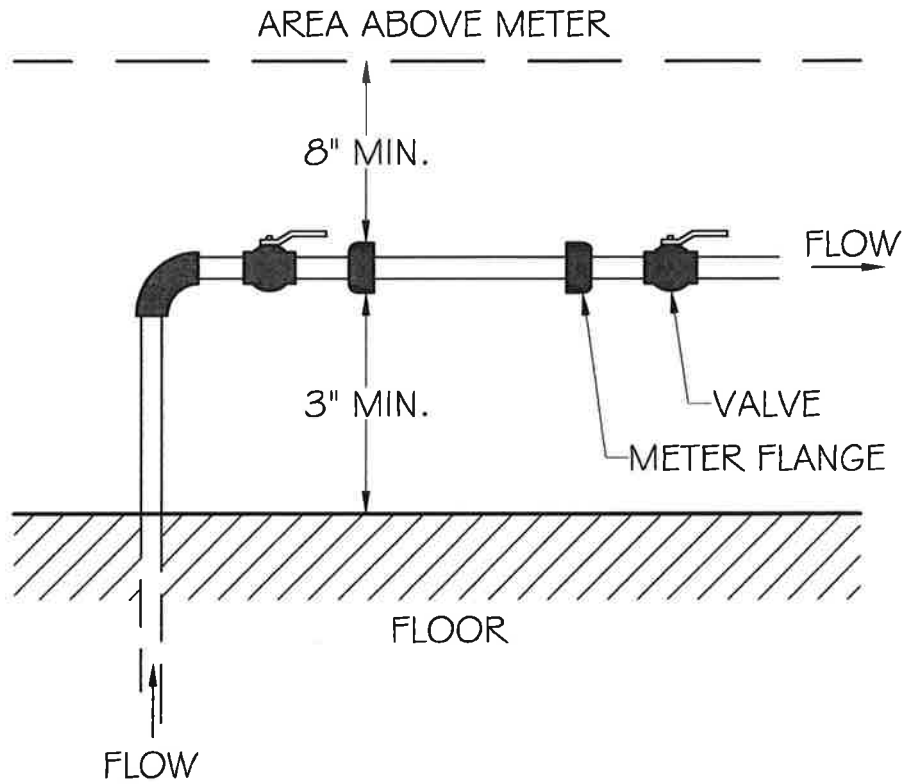
**WATER METER
MIN. CLEARANCES**

NOT TO SCALE

3/4" METER



PLAN

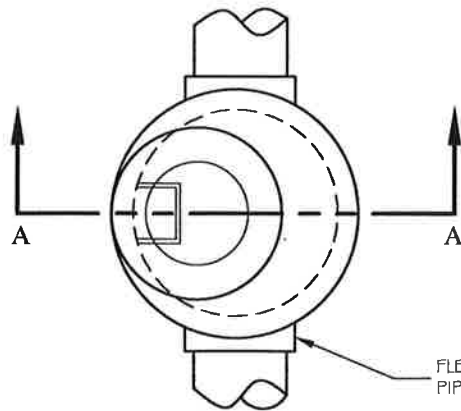


SECTION A-A

**WATER METER
MIN. CLEARANCES**

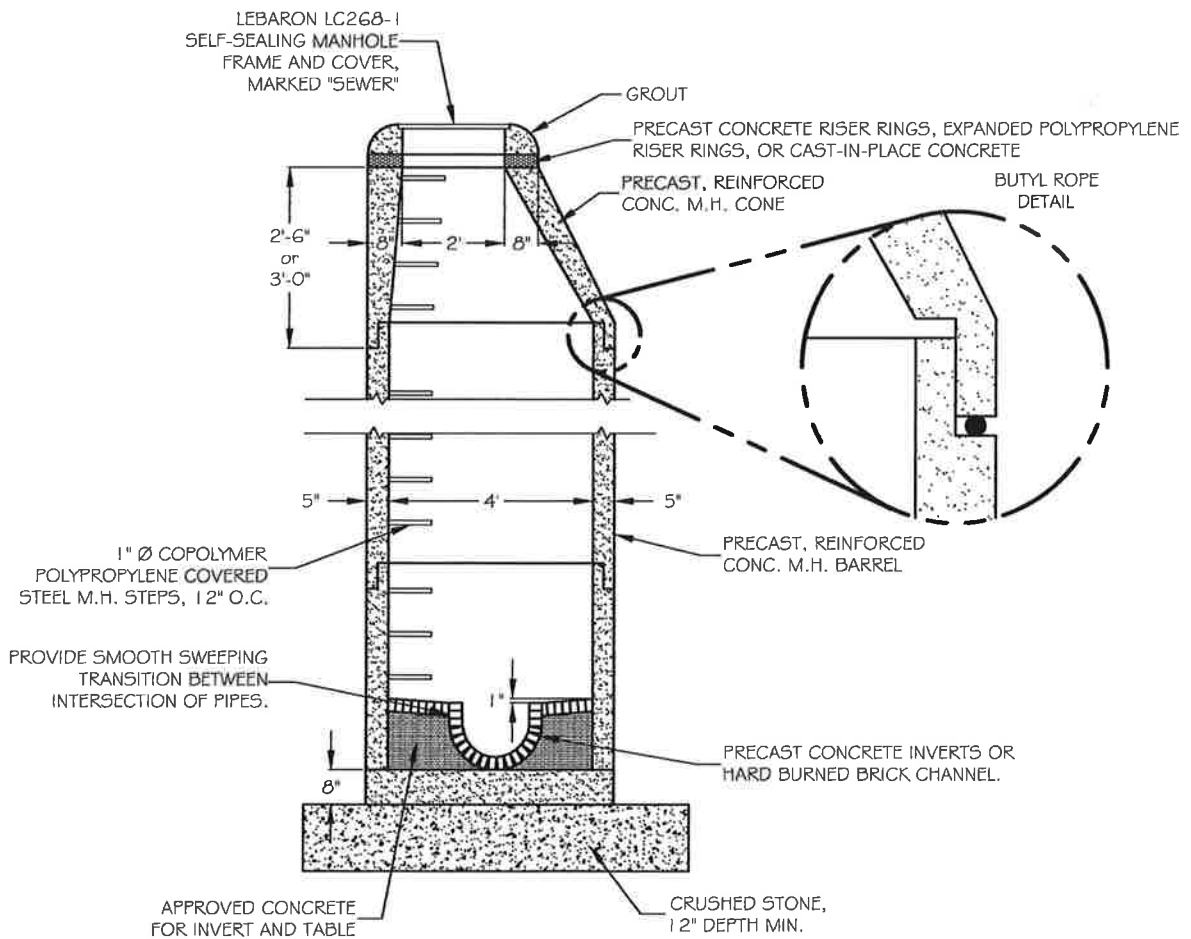
NOT TO SCALE

1", 1-1/2", & 2" METERS



FLEXIBLE MANHOLE BOOT AT PIPE CONNECTION, TYPICAL

PLAN
PRECAST M.H.



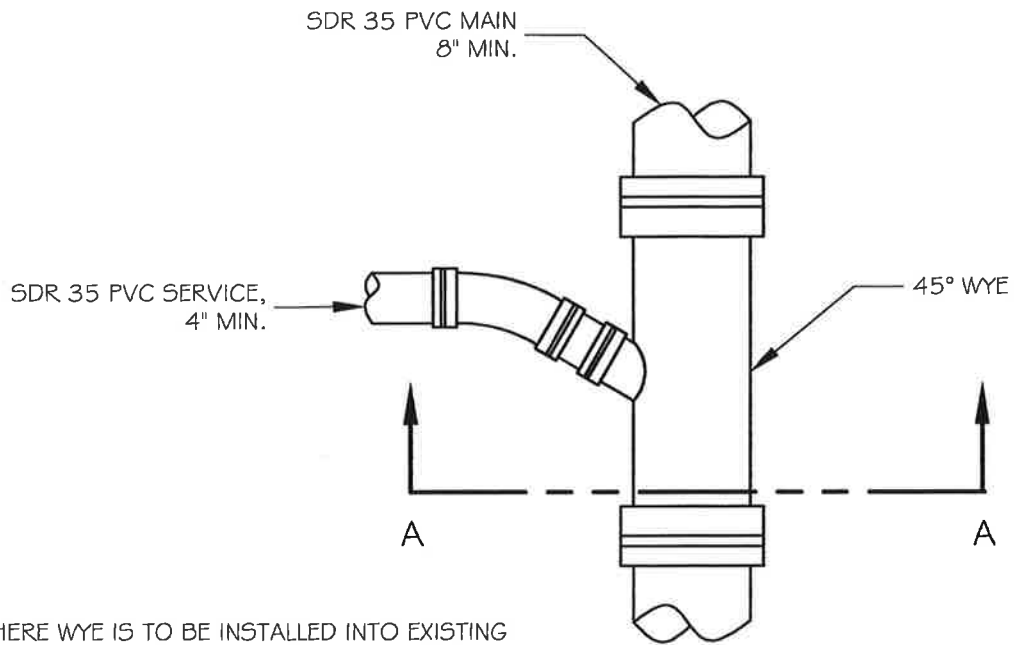
SECTION A-A

**SANITARY SEWER
DETAILS**

NOT TO SCALE

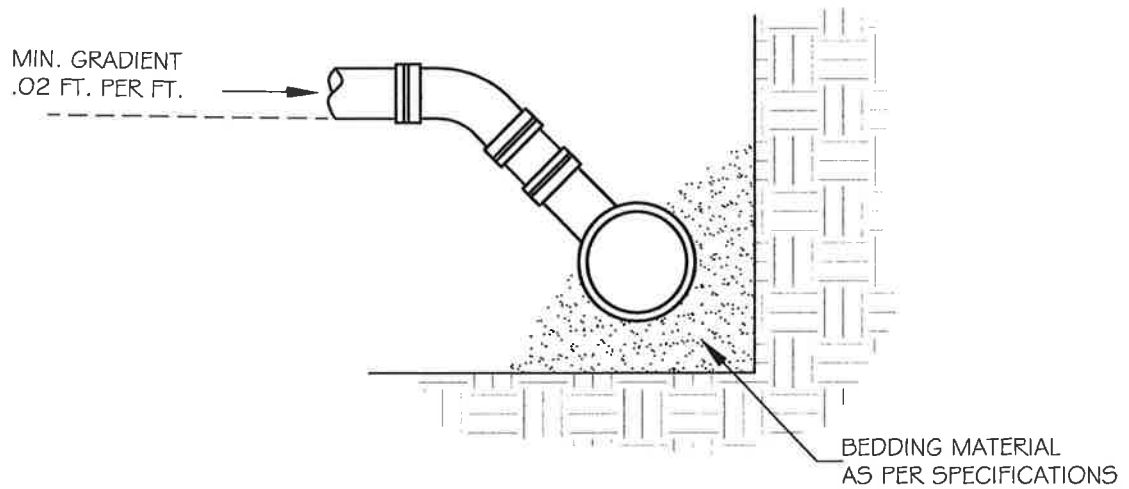
MANHOLES

1. PRECAST MANHOLE SECTIONS BUILT TO A.S.T.M. SPEC C472-72 WITH "O" RING JOINT.
2. STEEL REINFORCED TO A.S.T.M. SPECS.
3. 5,000 PSI CONCRETE
4. MONOLITHIC (58" Ø) BASE SECTION
5. MANHOLE STEPS SHALL BE COPOLYMER POLYPROPYLENE COVERED STEEL



PLAN

NOTE: WHERE WYE IS TO BE INSTALLED INTO EXISTING SEWER, INSTALLATION SHALL BE DONE WITH RIGID, GASKETED PIPE COUPLINGS. SADDLE CONNECTIONS OR FERNCO COUPLINGS, ARE NOT ACCEPTABLE.

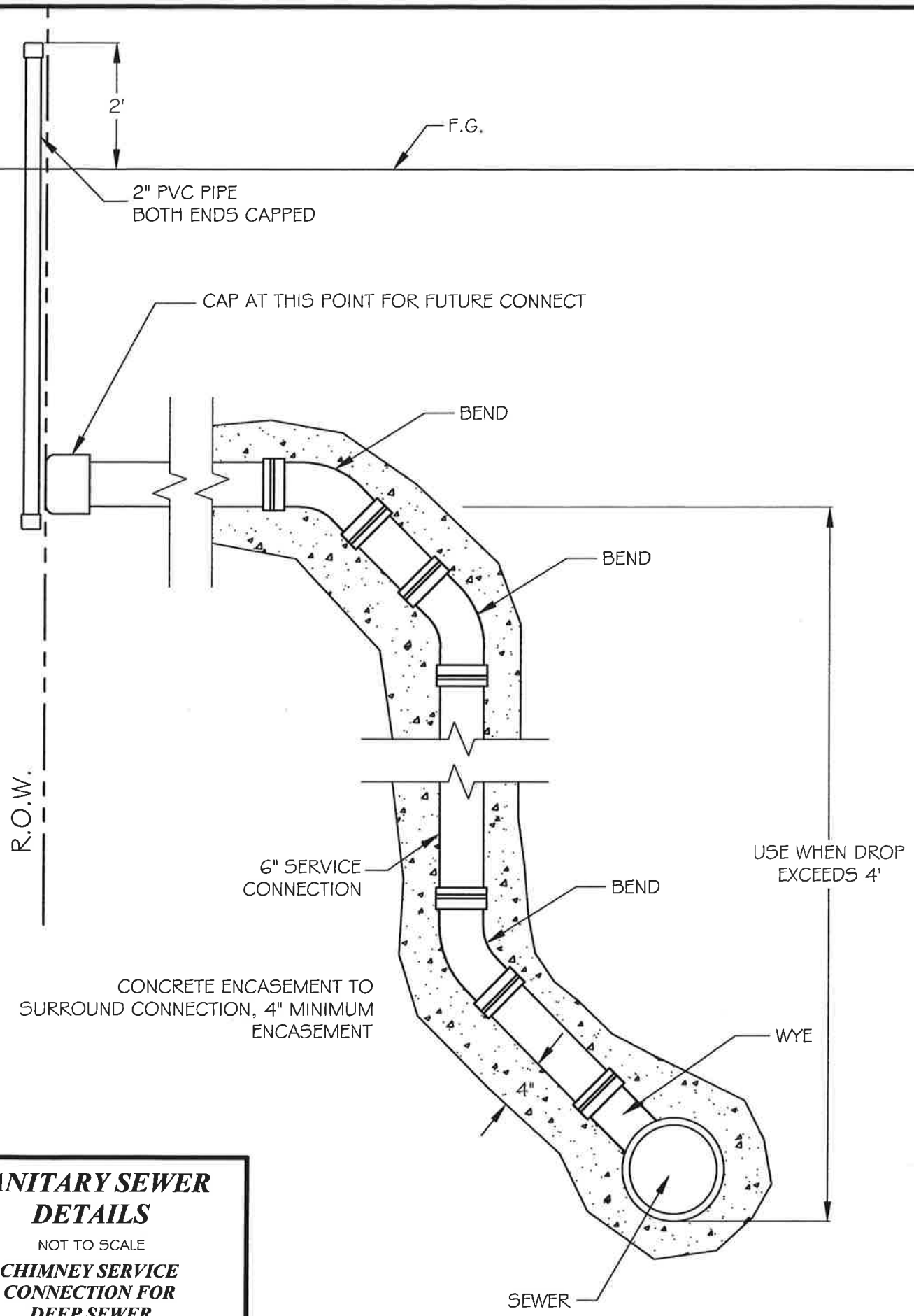


SECTION A-A

**SANITARY SEWER
DETAILS**

NOT TO SCALE

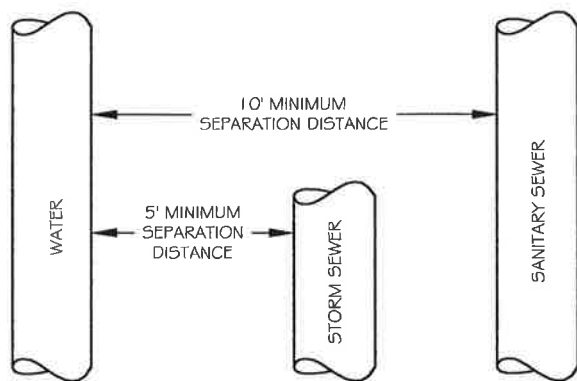
SERVICE CONNECTION



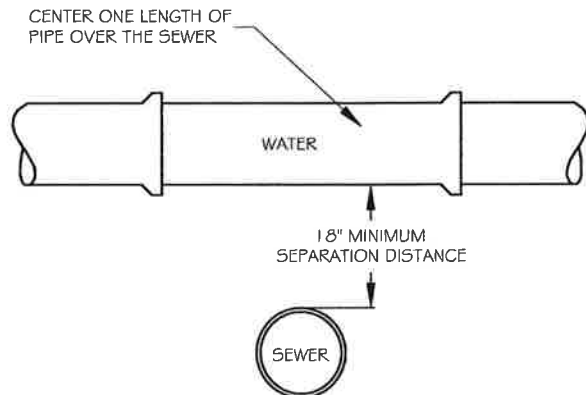
**SANITARY SEWER
DETAILS**

NOT TO SCALE

**CHIMNEY SERVICE
CONNECTION FOR
DEEP SEWER**



PARALLEL INSTALLATION



CROSSINGS

SEWER - WATER SEPARATION NOTES

HORIZONTAL SEPARATION

SANITARY SEWERS SHALL BE LAID AT LEAST TEN FEET HORIZONTALLY FROM ANY EXISTING OR PROPOSED WATER MAIN. THIS DISTANCE CAN BE REDUCED TO FIVE FEET FOR STORM SEWERS. THE DISTANCE SHALL BE MEASURED EDGE OF PIPE TO EDGE OF PIPE. WHERE IMPRACTICAL DUE TO LEDGE, BOULDERS OR OTHER UNUSUAL CONDITIONS, TO MAINTAIN HORIZONTAL SEPARATION BETWEEN SEWER AND WATER LINES, THE WATER LINE MAY BE IN A SEPARATE TRENCH OR ON AN UNDISTURBED EARTH SHELF IN THE SEWER TRENCH PROVIDED THAT THE BOTTOM OF THE WATER LINE IS AT LEAST 18" ABOVE THE TOP OF THE SEWER. WHEREVER IMPOSSIBLE OR IMPRACTICAL TO MAINTAIN 18" VERTICAL SEPARATION, THE SANITARY SEWER LINE SHALL BE CONSTRUCTED TO NORMAL WATERLINE STANDARDS AND PRESSURE TESTED TO 50 PSI FOR 15 MINUTES PRIOR TO BACKFILLING. NO LEAKAGE SHALL BE ALLOWED FOR THIS TEST.

CROSSING

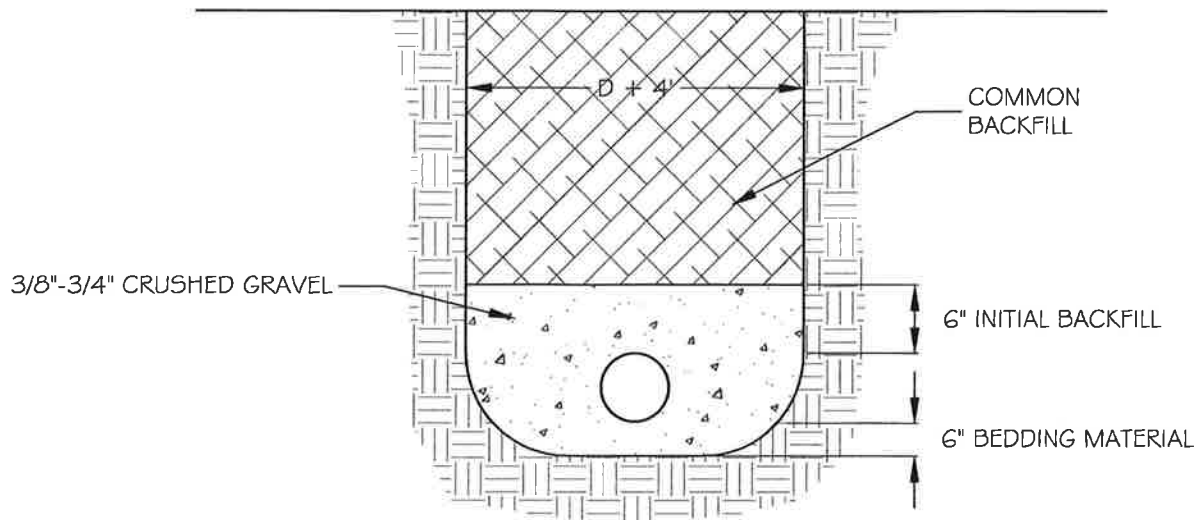
SEWER CROSSING WATER MAINS SHALL BE LAID BENEATH THE WATER MAIN WITH AT LEAST 18" VERTICAL CLEARANCE BETWEEN THE TOP OF THE SEWER AND THE BOTTOM OF THE WATER MAIN. WHEN IT IS IMPOSSIBLE TO MAINTAIN THE 18" VERTICAL SEPARATION OR WHERE THE SEWER MUST BE LAID ABOVE THE WATER MAIN;

- 1) THE CROSSING SHALL BE ARRANGED SO THAT ONE FULL LENGTH OF SEWER IS CENTERED ABOVE OR BELOW THE WATER LINE WITH SEWER JOINTS AS FAR AS POSSIBLE FROM WATER JOINTS;
- 2) THE SANITARY SEWER PIPE MUST BE CONSTRUCTED TO WATER MAIN STANDARDS FOR A MINIMUM DISTANCE OF 20 FEET EITHER SIDE OF THE CROSSING OR A TOTAL OF THREE PIPE LENGTHS, WHICHEVER IS GREATER;
- 3) THE SECTION CONSTRUCTED TO WATER MAIN STANDARDS MUST BE PRESSURE TESTED TO MAINTAIN 50 PSI FOR 15 MINUTES WITHOUT LEAKAGE PRIOR TO BACKFILLING BEYOND ONE FOOT ABOVE THE PIPE TO ASSURE WATER TIGHTNESS;
- 4) WHERE WATER MAIN CROSSES UNDER A SEWER, ADEQUATE STRUCTURAL SUPPORT SHALL BE PROVIDED FOR THE SEWER TO PREVENT DAMAGE TO THE WATER MAIN.

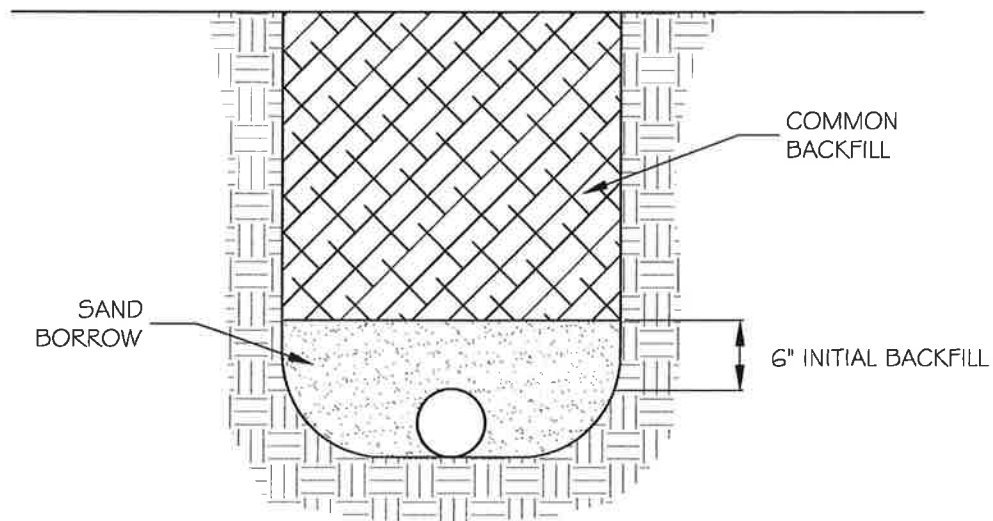
WATER & SANITARY SEWER

NOT TO SCALE

SEPARATION AND CROSSING DETAIL



**A. FLEXIBLE PIPE
(PVC, HDPE, ETC)**



**B. RIGID PIPE
(DI, RCP, GMP)**

RIGID PIPE NOTES:

1. PROVIDE POLYETHYLENE PROTECTIVE WRAP (BEETLE SKIN) AROUND PIPE IN CORROSIVE SOILS.
2. IF TRENCH BOTTOM IS FORMED BY CLAY SOILS, PROVIDE 6" (MIN.) BEDDING UNDER PIPE.

TRENCH DETAIL

NOT TO SCALE

FLEXIBLE & RIGID PIPE

FRAME AND GRATE FOR CLEAN
OUT SHALL BE LEBARON CAT.
NO. R505 OR APPROVED EQUAL

3000 PSI
CONCRETE

2'-6"

8"

INSTALL BLDG
PAPER BETWEEN
PIPE AND
CONCRETE

6" PIPE

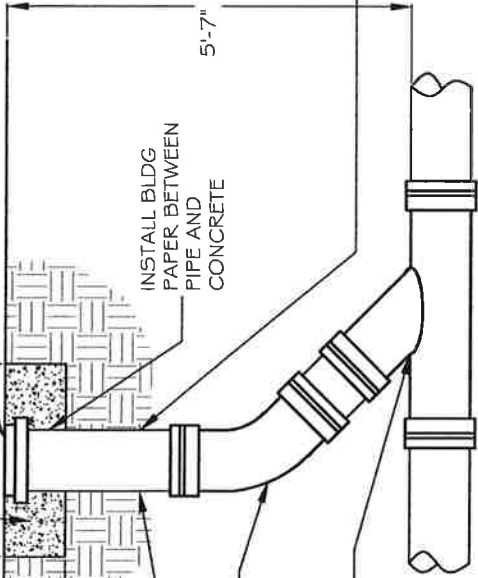
45° BEND

USE 45° ELBOW AT
BEGINNING OF RUN

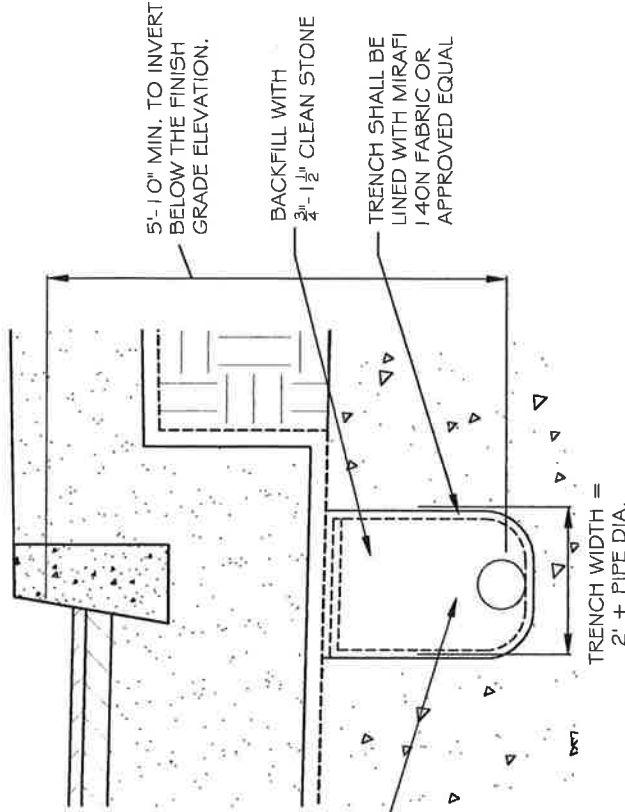
UNDERDRAIN PIPE SHALL BE
6" MIN. DIA. SDR 35 PVC
PERFORATED PIPE OR APPROVED
EQUAL

NOTE:
SEE STORM SEWER - PRECAST CONCRETE CATCH BASIN DETAIL
FOR UNDERDRAIN CONNECTION.

5'-7" MIN.



UNDERDRAIN CLEAN OUT DETAIL



5'-10" MIN. TO INVERT
BELOW THE FINISH
GRADE ELEVATION.

BACKFILL WITH
3/4-1 1/2" CLEAN STONE

TRENCH SHALL BE
LINED WITH MIRAFI
140N FABRIC OR
APPROVED EQUAL

TRENCH WIDTH =
2' + PIPE DIA.

UNDERDRAIN TRENCH DETAIL

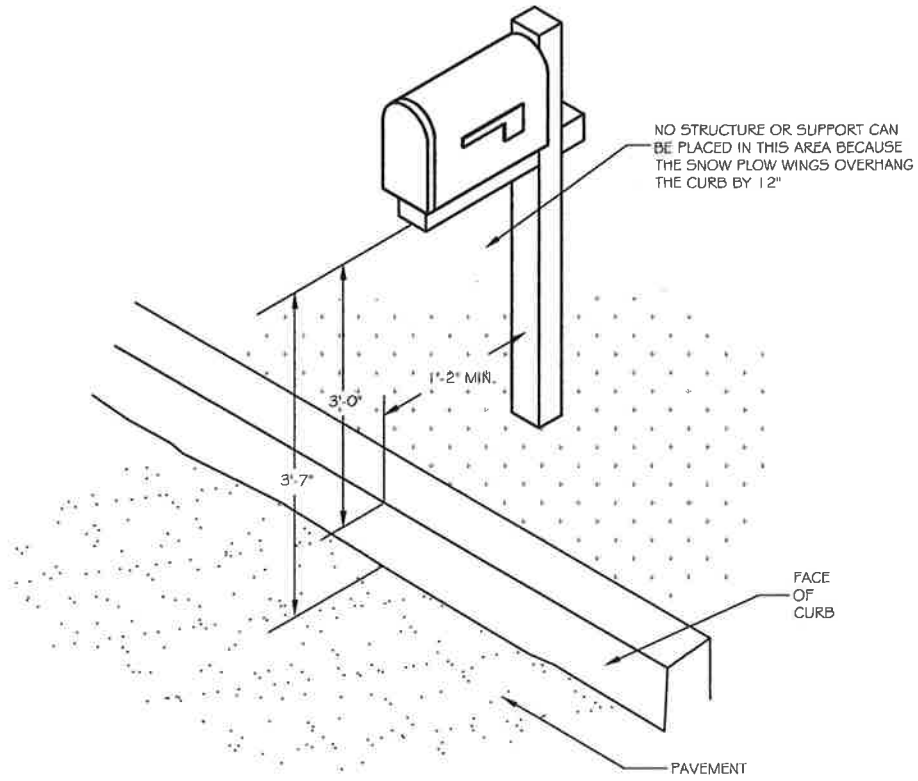
GENERAL NOTES:

1. GRADE FOR UNDERDRAIN SHALL BE PARALLEL WITH THE ROAD GRADE UNLESS OTHERWISE APPROVED BY THE VILLAGE MINIMUM GRADE IS EQUAL TO 0.005 FT/FT.
2. CLEAN OUTS SHALL BE LOCATED IN THE GRASS STRIP BETWEEN THE CURB AND THE SIDEWALK. CLEAN OUTS SHALL BE LOCATED AT THE BEGINNING OF EACH RUN OF UNDERDRAIN. THE MAXIMUM DISTANCE BETWEEN CLEAN OUTS SHALL BE 500'.
3. UNDERDRAINS SHALL OUTLET INTO STORM CATCH BASINS OR AT OTHER SUITABLE FREE OUTLET. THE CROWN OF THE UNDERDRAIN PIPE ENTERING A CATCH BASIN SHALL NOT BE LOWER THAN THE CROWN OF THE OUTLET PIPE.

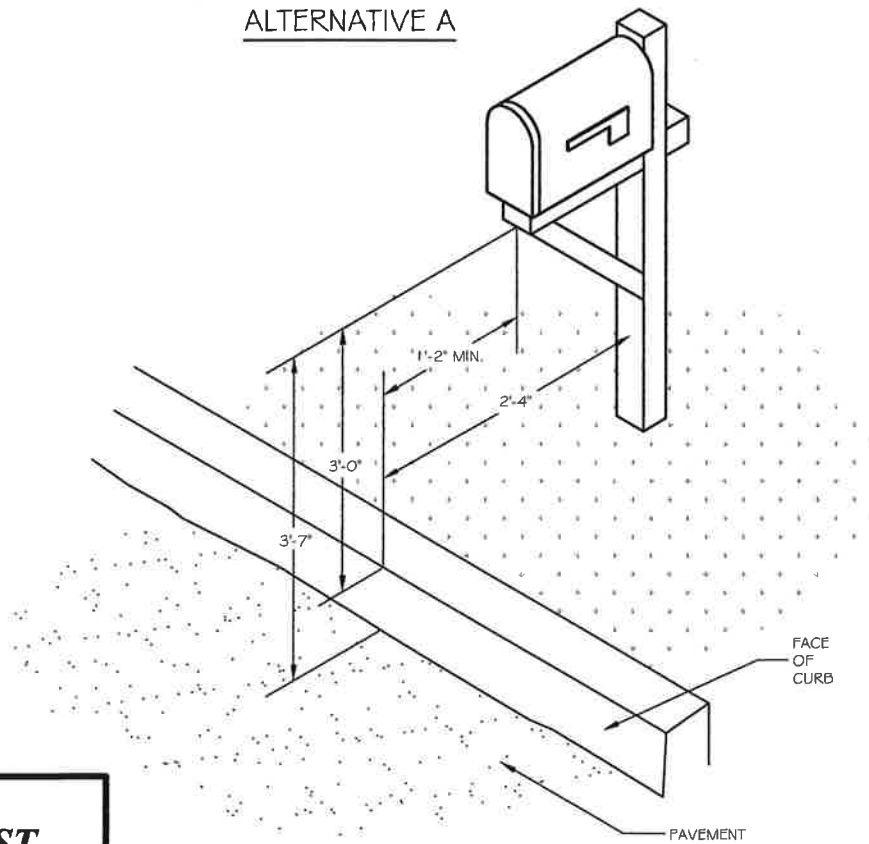
STORM SEWER DETAIL

NOT TO SCALE

UNDERDRAIN DETAIL



ALTERNATIVE A



ALTERNATIVE B

**MAIL BOX POST
DETAIL**

NOT TO SCALE

MAIL BOX

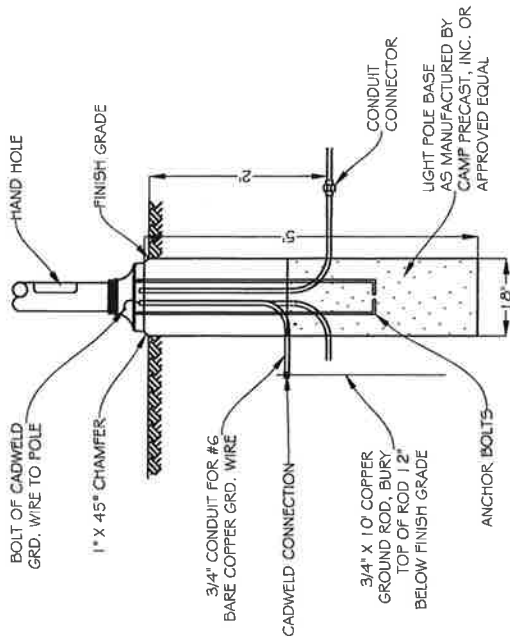
A. THESE LIGHTS SHALL BE THE STANDARD FOR THE FOLLOWING STREETScape CORRIDORS:

1. PEARL STREET
2. LINCOLN STREET
3. MAPLE STREET
4. MAIN STREET
5. PARK STREET

B. THESE LIGHTS SHALL BE THE STANDARD FOR A DOWNTOWN AREA WHICH IS ENCOMPASSED BY THE ABOVE NOTED CORRIDORS AND THE FOLLOWING STREETS:

1. RAILROAD AVENUE
2. RAILROAD STREET
3. THE CRESCENT CONNECTOR
4. PARK PLACE
5. SCHOOL STREET
6. LINCOLN PLACE
7. CENTRAL STREET

C. STREET LIGHTING FOR ALL OTHER LOCATIONS SHALL BE AS DESCRIBED IN SECTION 704(F) OF THE LAND DEVELOPMENT CODE, OR APPROVED BY THE PLANNING COMMISSION.

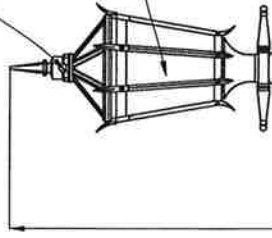


TYPICAL LIGHT POLE BASE DETAIL

NTS

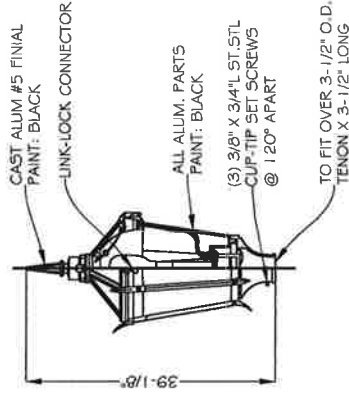
STREET LIGHTING DETAILS
 NOT TO SCALE
LIGHT POLE, LIGHT BASE & LIGHT FIXTURE

ELECTRIC EYE IF NOT ON COORDINATED CIRCUIT



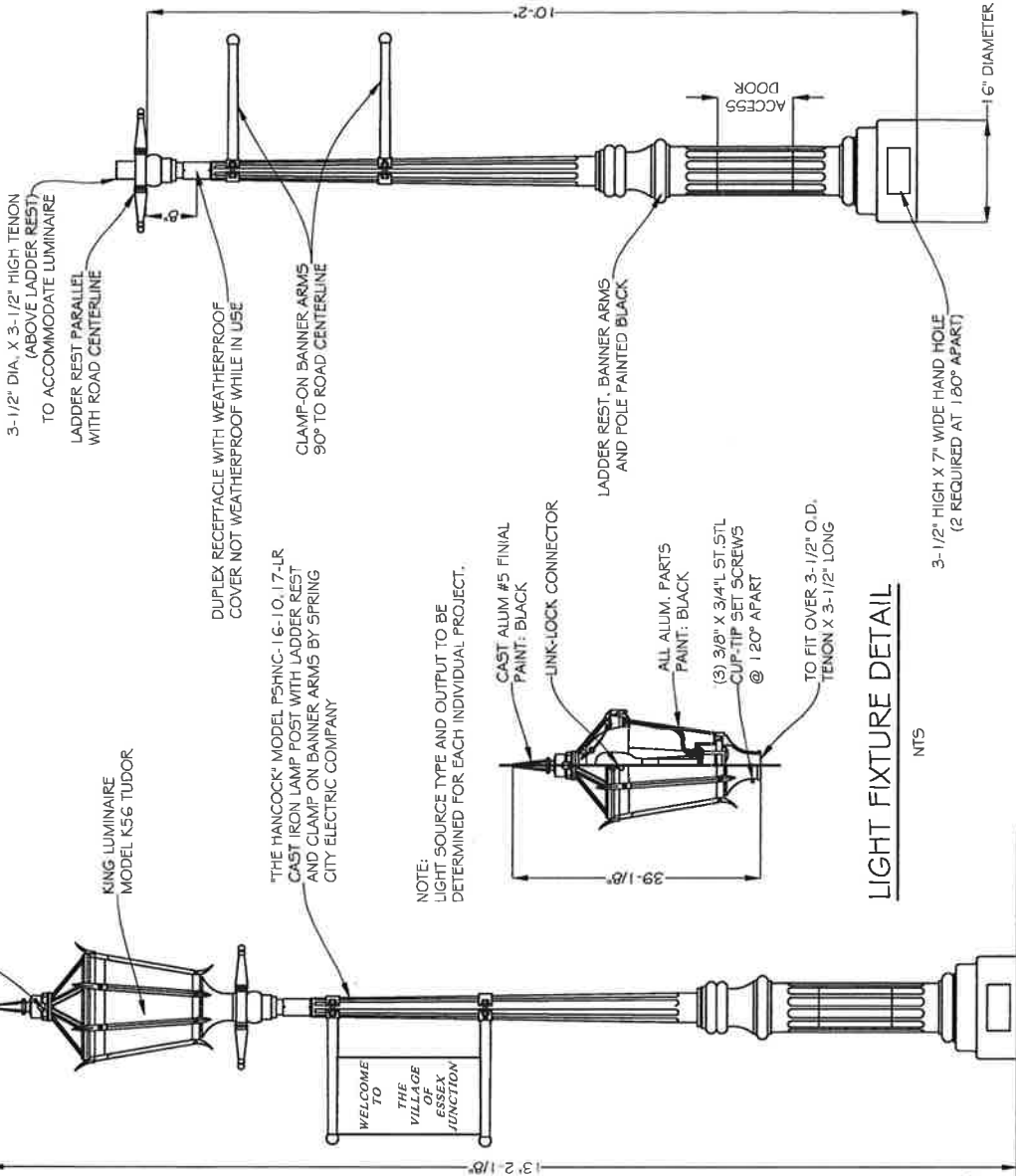
"THE HANCOCK" MODEL F5HNC-16-10-17-LR CAST IRON LAMP POST WITH LADDER REST AND CLAMP ON BANNER ARMS BY SPRING CITY ELECTRIC COMPANY

NOTE: LIGHT SOURCE TYPE AND OUTPUT TO BE DETERMINED FOR EACH INDIVIDUAL PROJECT.



LIGHT FIXTURE DETAIL

NTS



LIGHT ASSEMBLY DETAIL

NTS

LIGHT POST DETAIL

NTS

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES MEETING
TUESDAY, JULY 12, 2016
6:30 PM**

AGENDA

**PUBLIC HEARING
LAND DEVELOPMENT CODE UPDATES**

This meeting will be held in the meeting room at the Village Municipal Building, 2 Lincoln Street, Essex Junction, VT. Meetings of the Trustees are accessible to people with disabilities. For information on accessibility and/or this agenda, call the Village Manager's office at 878-6944.

Planning Department will be changed to Community Development Department; Village Plan changed to Comprehensive Plan; Planned Residential Development changed to Planned Unit Development; Sight Triangle to Visibility Triangle and Noise to Sound throughout the Code. Clerical changes and formatting will be corrected throughout the Code.

CHAPTER 1: PURPOSE, APPLICATION AND SEVERABILITY

SECTION 102: PURPOSE.

This Code represents the minimum required standards for development and land use in Essex Junction. It is the intent of the Village to meet or exceed these standards.

SECTION 103: AUTHORITY.

~~G. — Chapter 13: Noise Regulations — 24 V.S.A., Chapter 61 and Village Charter, Article I.~~

SECTION 104: SEVERABILITY.

~~The Land Development Code shall be readopted, with revisions as necessary, within five (5) eight (8) years after the last published update.~~

CHAPTER 2: DEFINITIONS AND RULES OF CONSTRUCTION

SECTION 201: DEFINITIONS. (General Definitions, Flood Plain Management Determinations, Sewer Regulation Definitions, Sign Regulations Definitions). Words as defined herein shall be used to interpret provisions of this Code. Interpretation of any words not herein defined shall be made in accordance with the standards specified below.

- B. Official Plan. The Village **Comprehensive** Plan as adopted by the Village Trustees and filed with the Village Clerk is the Official Plan of the Village of Essex Junction. It is the clear intent of this Code to implement the provisions of the **Comprehensive** Plan and the **Comprehensive** Plan shall be consulted to determine the intent of any provisions of this Code. Ordinances, bylaws, or regulations enacted which are in clear conflict with the **Comprehensive** Plan shall not be adopted until and unless the **Comprehensive** Plan is amended.
- C. General Definitions:
3. *"Accessory Apartment"* shall mean a small apartment created within an existing single family dwelling unit, **as defined by state statute.**
 5. *"Accessory Use"* shall mean any use or structure which clearly meets **all** the following **conditions:**
 - (a) It is clearly incidental and customarily found in association with the principal use; **and**
 - (b) It is subordinate in area, purpose and extent to the primary structure and use of the lot; **and**
 - (c) It is not identified in the zoning district as a permitted or conditional principal use.
 12. *"Agriculture PUD"* shall mean a **Planned Unit Development (PUD) located in the Planned Agriculture District.**

38. "Cemetery" shall mean a parcel of land use for the burial of the dead for cemetery purposes, including ~~columbariums columbaria~~, crematories, mausoleums, and mortuaries.
44. "Commercial PUD" shall mean a Planned Unit Development (PUD) located in the Village Center, Highway Arterial, or Transit Oriented Development Districts.
50. "Comprehensive Plan", "Village Plan" or "Plan" shall mean the **Village** Comprehensive Plan for the Village of Essex Junction as adopted pursuant to Title 24, Chapter 119, Section 4385 of Vermont Statutes and filed with the Village Clerk.
58. "Dark Sky Compliant" shall mean hooded or shielded outdoor lighting fixtures that allows no light emission above a horizontal plane.
61. "Dead-end Street" shall mean a street open at one end only without provision for a turnaround and which may be extended into adjoining property.
69. "Double Frontage Lot" shall mean a lot with street frontage on two boundaries.
93. "Freight Rail Distribution Center" shall mean a facility or a group of facilities that perform consolidation, warehousing, packaging, decomposition and other functions linked with handling freight. Their main purpose is to provide value-added services to freight. They can also perform light manufacturing activities such as assembly and labeling. They can accommodate warehouses designed to store goods for longer periods of time.
127. "Massage Therapy" shall mean the scientific manipulation of the soft tissues of the body for the purpose of normalizing those tissues and consists of manual techniques that include applying fixed or moveable pressure, holding, and/or causing movement of, or to, the body to enhance health and healing when undertaken by a Massage Therapist that is certified or registered through the National Certification Board for Therapeutic Massage and Bodywork's certification program, or an approved alternative certification body, for example AMA-VT.
133. "New Unit" shall mean a dwelling unit approved and constructed pursuant to the Land Development Code without credit or consideration for whether it replaces any pre-existing dwelling unit. With respect to any section of this code, there shall be no credit or reduction of any kind for an existing dwelling unit that is replaced by a new unit.
148. "Planned Unit Development" or "PUD" shall mean one or more parcels of land to be developed as a single entity, the plan for which may propose any authorized combination of density or intensity transfers or increases, as well as the mixing of land uses in non-residential Districts. This plan, as authorized, may deviate from bylaw requirements that are otherwise applicable to the area in which it is located with respect to the area, density or dimensional requirements or allowable number of structures and uses per lot as established in any one or more districts created under the provisions of these regulations. The specific requirements of a PUD and the area, density and dimensional provisions that may be modified are further defined in each district in which PUDs are allowed. ~~an area of land to be developed as a single mixed-use entity for a number of dwelling units and commercial and industrial unit uses, if any; the plan for which does not correspond in lot size, bulk, or type of dwelling, commercial or industrial use,~~

~~density, lot coverage, and required opens space under these regulations except as a planned unit development. The number of dwelling units approved shall not exceed the number of dwelling units permitted under Village subdivision regulations unless a waiver is granted under Section 723.~~

- 158. *"Public Meeting"* shall mean any duly noticed meeting at which a quorum (a majority) is present to conduct business.
- 159. *"Public Street"* shall mean a street owned by the municipality.
- 201. *"Temporary Structure"* shall mean any structure in place greater than six months in any 12 month period shall not be considered a temporary structure.
- 209. *"Vehicle Sales"* shall mean the sale of cars, sport utility vehicles and light trucks.
- 218. *"Zero Lot Line"* shall mean a piece of real estate in which the structure comes up to, or very near to the edge of the property line.

G. Sign Regulation Definitions. For the purposes of Section 714 of this Code, the following special definitions shall apply:

- 3. *"Electronic Message Board"* shall mean a sign with a message copy or other display that is produced and periodically changed electronically or electrically that is attached to another sign, or to the support structure. The message copy or display shall be limited to public service announcements, time and temperature, and goods or services available on the premises, and shall consist of words, letters, numbers and punctuation only. Illumination shall be of a constant intensity, and shall not blink, flash or give the appearance of movement.

H. Stormwater Regulation Definitions. For the purposes of Section 713 of the Code, the following special definitions shall apply:

- 8. *"Infiltration"* shall mean the process ~~of percolating storm water into the subsurface soil without an underdrain~~ through which stormwater runoff penetrates into soil from the ground surface.

I. Riparian Buffer District Definitions. For the purposes of Section 5164 of the Code, the following special definitions shall apply:

CHAPTER 3: DECISION MAKING AND ADMINISTRATIVE BODIES

SECTION 301: BOARD OF TRUSTEES. The duly elected Village Board of Trustees shall have all the authority granted it by general law of the State of Vermont and the Village Charter, including, but not limited to, the following:

- A. To adopt the ~~Village Comprehensive~~ Plan and any amendments thereto.
- E. To act pursuant to Section 506 on requests for waivers from the noise standards in ~~Chapter 13 and~~ Section 718.
- H. To act and approve requests regarding access to Rights-of-way and curb cuts pursuant to Sections 509 and 705.

SECTION 302: PLANNING COMMISSION

B. Powers and Duties. The Planning Commission shall have all powers granted municipal planning commissions under the general laws of the State of Vermont, including, but not limited to, the following:

~~4. To prepare, cause to be prepared, or review a Capital Budget and present findings to the Trustees.~~

CHAPTER 4: REGULATION OF LAND USE ACTIVITIES

SECTION 401: APPROVALS REQUIRED. No person shall commence any of the following activities without first obtaining the required approval from the Village. Any building permit may be subject to additional state or federal permits.

A. Approval required for the construction, ~~demolition, or alteration~~ of any structure, the making of any material change in the use of any structure or land, the making of a change in the intensity of use of a structure or land, or the filling of land pursuant to Section 502.

CHAPTER 5: DEVELOPMENT REVIEW PROCEDURES

This Chapter establishes procedures for review of any activity that requires approval under the Land Development Code.

SECTION 501: PROCEDURES OF GENERAL APPLICABILITY

D. Notice of Public Hearings and Public Meetings. Notice of public hearings or meetings required under this Code shall comply with this Section ~~and with Vermont's Open Meeting Law (1 V.S.A. §§ 310-314)~~ unless otherwise specified.

SECTION 502: APPROVAL PROCEDURES FOR ACTIVITIES REQUIRING REVIEW UNDER CHAPTERS 6 AND 7

A. Zoning Permit Requirement. A zoning permit is required for the construction of any structure, the making of any material change in the use of any structure or land, the making of a change in the intensity of use of a structure or land, or the filling of land. For the purpose of this Code, the activities identified in this section are referred to as "development activities".

1. Approval Required. Issuance of a zoning permit shall require review and approval under one or more of the following review procedures, as determined by the staff:

- (a) Permitted Use - Section 502.B
- (b) Conditional Use - Section 502.C
- (c) Temporary Use - Section 502.D
- ~~(d) Exposition Center PUD - Section 502.E~~
- ~~(e) Commercial PUD - Section 502.F~~
- (d) Professional Office Development - Section 502.E
- ~~(g) Agriculture PUD - Section 502.H~~
- (e) Site Plans - Section 502.F

- (f) Home Occupation - Section 502.G
- (g) Signs - Section 502.H
- (h) Accessory Apartments - Section 502.I
- (i) Nonconforming Use - Section 502.J
- (j) Noncomplying Structure - Section 502.K
- (k) Existing Small Lots - Section 502.L
- (l) Planned ~~Residential~~ Unit Development (PUD) - Section 502.M
- (m) Telecommunications – Section 502.N
- (n) Master Plans – Section 502.O

B. Approval of Permitted Uses

3. Approval Standards. Staff shall review an application for a permitted use to determine if it meets the dimensional requirements of Chapter 6 and the development standards of Chapter 7. ~~If Staff Approval will be granted if staff determines that the use meets such standards, it will approve the use.~~

~~E. — Exposition Center PUD. Development activity involving an Exposition Center PUD shall be reviewed under the provisions of this Subsection. For the purposes of this Code, an Exposition Center PUD shall be defined as the development of a parcel of land with multiple buildings, vehicle parking areas and appurtenant facilities for the purpose of conducting indoor and outdoor exhibits, carnivals, fairs, concerts, trade shows and similar events.~~

~~1. — Approval of an application for an Exposition Center PUD requires approval of a Conceptual Plan by the Commission in accordance with the requirements of Section 511.C.~~

~~2. — If the application involves the construction of new buildings or the alteration of existing buildings or facilities, Site Plan approval is also required; see section 502.I.~~

~~3. — Submittal Requirements. In addition to the requirements for submittal of a Conceptual Plan specified in Section 511.C below, a Conceptual Plan for an Exposition Center PUD shall contain the following:~~

- ~~(a) The location and type of all permanent signs.~~
- ~~(b) The location of areas proposed for temporary and permanent signs which are visible from any public street.~~
- ~~(c) The general location of areas to be used for specific purposes or events, including parking.~~
- ~~(d) The general location of permanent fencing, screening and landscaping, including a description of types of plant materials.~~
- ~~(e) The general location of areas to be occupied by temporary structures, including distances between buildings and from structures to property lines. Temporary structures are those not staying in one location for more than two consecutive weeks or not served by water, sewer, and electric power connections.~~
- ~~(f) The approximate location of any proposed roads, sidewalks or bike paths.~~
- ~~(g) A proposed phasing schedule and map.~~
- ~~(h) A description of methods used to estimate the impact of the proposed development on public infrastructure.~~

~~4. — Standards of Review. The Commission shall review the proposed Exposition Center PUD in accordance with the standards specified in Section 612 of this Code.~~

~~5. — Conditions. The Commission may approve the proposed Exposition Center PUD with conditions designed to meet the standards established in Section 612 of this Code.~~

~~6. — Classification and Approval of Activities. Plans for specific activities in an Exposition Center PUD shall be classified by the Community Development Department as permitted activities, temporary activities or major activities, and shall be reviewed in the following manner:~~

~~(a) Permitted activities. Permitted activities require no permits, provided that no new or temporary structures are proposed. The applicant shall notify Staff in writing, not less than two (2) days, excluding weekends and holidays, prior to the activity to ensure that additional review is not necessary. The following are permitted activities:~~

~~(i) Agriculture shows or exhibitions and related sales.~~

~~(ii) Educational workshops.~~

~~(iii) Special training, including driver's education, surveying techniques and similar training activities.~~

~~(iv) Reunions.~~

~~(v) Low intensity recreation activities.~~

~~(vi) Offices directly related to the Fairground's activities.~~

~~(vii) Storage facilities for equipment to be used for maintenance of any approved event or as a seasonal use.~~

~~(viii) Horse boarding.~~

~~(b) Temporary Activities. Temporary activities require staff review and approval. An application for a Temporary Use Permit shall be submitted in accordance with Section 502.D of this Code. In addition to the Temporary Use Permit standards, Staff shall review a temporary activity under the standards in Section 612.~~

~~(i) An application for a temporary activities permit may be submitted for a series of events over a one-year period (an annual permit application) or for individual events. Approval of an annual permit application shall not preclude application for and receipt of any number of single permits for events during the same year.~~

~~(ii) Annual permit applications shall be reviewed within twenty-one (21) days of receipt.~~

~~(iii) Single permit applications shall be reviewed within forty-eight (48) hours receipt.~~

~~(iv) The following shall be deemed temporary activities:~~

~~(aa) Antique shows;~~

~~(bb) Dog shows;~~

~~(cc) Car shows;~~

~~(dd) Craft shows;~~

~~(ee) Group sales (retail associations, car dealerships, clearance sales or similar events);~~

~~(ff) Sales of products associated with another temporary or permitted event;~~

~~(gg) Concerts; and~~

~~(hh) Trade shows.~~

~~(c) Major Activities. The Planning Commission shall hold a public meeting in connection with review of a major activity, and may require a public hearing.~~

~~(i) Standards of review. The Commission shall review each application for a major activity permit on its individual merits. Special consideration shall be given to mitigation efforts proposed to reduce potential community impacts. In granting such a permit, the Commission may impose conditions regarding:~~

~~(aa) Time of the events;~~

~~(bb) Parking and traffic control measures;~~

~~(cc) Temporary off-site parking of recreational vehicles on public property;~~

~~(dd) Noise mitigation;~~

~~(ee) Location of the event within the District; and~~

~~(ff) Impacts which, in the opinion of the Commission, are reasonable and will mitigate adverse impacts.~~

~~(ii) The following shall be deemed major activities;~~

~~(aa) Any event for which a permit has been denied by Staff;~~

~~(bb) Events which last more than five (5) days (excluding set-up and take-down);~~

~~(cc) Any event which exceeds the performance standards specified in Section 718 of this Code, or which exceeds the standards specified in Chapter 13 of this Code.~~

~~(iii) Annual agricultural exhibitions shall be reviewed by staff on an annual basis and are classified as a major use. Staff may approve all activities specified below. The Commission shall review any activity denied by Staff.~~

~~(aa) Normal Activities. Daily shows (other than grandstand shows), education workshops, product demonstrations, agricultural events, food services, booths, carnivals, and any activity within enclosed structures shall be considered as normal activities and shall not be individually reviewed.~~

~~(bb) Cumulative Effects. The cumulative effects of fair activities shall be reviewed annually with Staff, the Police Department and the applicant. Review is restricted to traffic control, lighting, parking, and noise abatement plans. Reasonable efforts shall be made to reduce potential adverse impacts of annual events. In the event that agreement is not reached, the Commission shall consider the outstanding issues at a public meeting on the next Commission agenda.~~

~~(cc) Special Events. Special events, including, but not limited to, concerts, demolition derbies, tractor pulls and other grandstand events shall be reviewed for compliance with standards for noise, dust control, parking and traffic flow. Staff may not grant waivers to any standard included in this Code. If it is expected that noise standards may be exceeded, application shall be made to the Trustees for a waiver in accordance with Section 506 of this Code.~~

~~Staff may approve any special event which does not exceed standards and may impose reasonable conditions regarding control of traffic, noise and dust. In addition, Staff may stipulate hours of operation to ensure conformance with adopted standards.~~

~~7. Signs. Signs in the Planned Exposition Center PUD shall be approved by the Commission as part of Conceptual and/or Site Plan review.~~

~~(a) The Commission shall consider the following:~~

~~(i) Compatibility with the Conceptual Plan.~~

~~(ii) Compatibility with the adjoining property.~~

~~(iii) Visual design.~~

~~(iv) Landscaping.~~

~~(v) Location and size.~~

~~(b) Specific types of signs which may be approved subject to the above, including a single sign with changeable messages to advertise events and signs near the streets to direct pedestrian, bicycle and vehicular traffic to appropriate entrances. The general location and type of Temporary signs shall be reviewed by the Commission.~~

~~8. Expiration of Approvals. Approval for an Exposition Center PUD or approvals for any activities to be conducted at such PUD shall expire in accordance with terms set forth in the approval.~~

~~9. Appeals:~~

~~(a) Any interested person may appeal a decision of the Planning Commission regarding an Exposition Center PUD or conduct of a major activity at an Exposition Center PUD in accordance with the procedures set forth in Section 1707 below.~~

~~(b) Any interested person may appeal a decision of the Staff classifying an activity at an Exposition Center PUD to the Planning Commission in accordance with the procedures set forth in Section 1704 below.~~

~~F. Commercial PUD.~~

~~1. Activities involving a Commercial PUD shall be reviewed in accordance with the procedures of this Section. Commercial PUD's are authorized in the Village Center District pursuant to Section 604.G, Highway Arterial District pursuant to Section 605.G and in the Transit Oriented Development District pursuant to Section 608.K.~~

~~2. Application Requirements. An application for a Commercial PUD shall be submitted and reviewed in accordance with the procedures of Section 511.~~

~~3. Review Standards. An application for a Commercial PUD shall be reviewed under the applicable standards of Section 604.G, Section 605.G and Section 724.~~

~~4. Expiration of Approval. An approval for a Commercial PUD shall expire in accordance with terms set forth in the approval.~~

~~5. Appeals. Any interested person may appeal a decision of the Commission regarding a Commercial PUD in accordance with the procedures set forth in Section 1707.~~

~~H. Agriculture PUD~~

~~1. Development activities involving Agriculture PUDs shall be reviewed under the~~

~~provisions of this Subsection. Agriculture PUDs are allowed in the Planned Agriculture District pursuant to Section 613.~~

~~2. Applications shall be reviewed in accordance with the procedures set forth in Section 511. If the proposed Agriculture PUD includes new or altered buildings or facilities, Site Plan approval and/or Subdivision approval may be required.~~

~~3. Submittal requirements. In addition to the submittal requirements established in Section 511, applications for an Agriculture PUD shall include the following:~~

~~(a) The location and acreage of land to be reserved for agricultural purposes.~~

~~(b) Draft legal documents to ensure the continued availability of said lands for agricultural purposes in the future.~~

~~(c) A description and map of areas to receive transferred development rights, if any.~~

~~(d) A description of methods used to preserve agricultural lands other than the transfer of development rights, if applicable.~~

~~(e) Other information as needed to demonstrate compliance with the purpose of Section 613 of this Code.~~

~~4. A Conceptual Plan shall be submitted which includes, at a minimum, the following information:~~

~~(a) Location and acreage of all prime agricultural lands in single ownership.~~

~~(b) Location and acreage of all land proposed to be developed.~~

~~(c) Sending and receiving areas of all land proposed for transfer of development rights.~~

~~(d) Location of all land proposed for conservation of prime agricultural lands.~~

~~(e) Location and acreage of land proposed to be preserved as open space in perpetuity.~~

~~(f) Location and acreage of any lands to be transferred to qualified land trusts or non-profit organizations.~~

~~(g) Proposed phasing schedule.~~

~~(h) Proposed methods of preserving agriculture land.~~

~~5. Standards of Review. The Commission shall review the proposed Agriculture PUD in accordance with the standards specified in Section 613 of this Code. Generally, the Commission shall consider the effect of the proposed development on the Community, public infrastructure and adjoining development. Mitigation efforts, including noise control, traffic control and landscaping shall be considered.~~

~~6. Conditions. The Commission may approve the proposed Agriculture PUD with conditions designed to meet the standards established in Section 613 of this Code.~~

~~7. Expiration of Approval. An approval for an Agriculture PUD shall expire in accordance with terms set forth in the approval.~~

~~8. Appeal. Any interested person may appeal a decision of the Commission regarding an Agriculture PUD in accordance with the procedures set forth in Section 1707 below.~~

F. Approval of Site Plans

4. Site Plan Application Requirements. The applicant shall submit a Site Plan, drawn to scale (including a north arrow) and documentation to include the following:

(c) A survey of the property prepared by a Land Surveyor licensed to practice in

the State of Vermont which shows existing or proposed rights-of-way and easements. This is **only** required for projects that involve new buildings.

(s) **Location and type of all proposed signs.**

(t) Other **additional** information requested by Staff to provide a clear understanding of the project.

11. Site Plan Amendments/Minor Developments. Amendments to approved Site Plans (~~except site changes in accordance with Section 502.I.11.B~~) shall be classified by Staff as a major or minor amendment based upon the following criteria:

H. Approval of Signs

(d) **Sign** Permit Applications:

SECTION 506: APPROVAL OF WAIVERS TO STANDARDS OF ~~CHAPTER 12 NOISE~~ SECTION 718.B

D. Appeals/Waivers. The Trustees shall review all waiver requests. Waivers may be granted for one event or for multiple events. The Trustees may authorize waivers for the same activity on one or more occasions, or for one or more years.

1. Upon written request, the Trustees may grant a waiver from the provisions of ~~Chapter 13 Noise~~ **Section 718.B** for any activity which has received approval required herein, and:

2. When granting a waiver under this Section, the Trustees may attach reasonable conditions to minimize the impact of the waiver on adjoining properties. Such conditions may include but are not limited to:

(d) Requirements to use particular equipment or procedures to minimize **noise sound**.

E. Appeals. An individual who proposes an activity which Staff determines will result in **noise sound** in excess of the standards of ~~Chapter 13~~ **Section 718.B** may appeal such decision to the Board of Trustees in accordance with the procedures of Section 1705.

SECTION 513: APPROVAL OF ACTIVITIES INVOLVING THE CONSTRUCTION OF A STORMWATER SYSTEM

G. — ~~Properties greater than one (1) acre will require a state stormwater permit in accordance with the Agency of Natural Resources Rules, as covered by permit 3-9020 Construction General Permit. Permits for Stormwater Discharges Associated with Construction Activities.~~ Under the National Pollutant Discharge Elimination System (NPDES), construction projects involving one (1) acre or more of land disturbance require a stormwater permit to discharge stormwater runoff from construction activities, as covered by Construction General Permit 3-9020, which is overseen by The Vermont Department of Environmental Conservation's Watershed Management Division.

CHAPTER 6: ZONING DISTRICTS REGULATIONS

SECTION 601: MULTI-FAMILY RESIDENTIAL 1 (M-F1)

C. Setback Requirements

(b) The proposed setback would be in keeping with the setbacks and character of anticipated future development of the area.

~~Applicants may apply for a variance if they do not meet the criteria above but believe they cannot meet the requirements of this Section.~~

G. Planned Unit Residential Development. ~~Pursuant to 24 V.S.A. §4407(12),~~ The Planning Commission may approve a Planned Unit Development for use as a Multi-Family and/or Single-Family Residential Development.

of a specific proposal.

2. Specific Review Standards

(b) ~~Structural design and~~ Design compatibility with adjoining developed properties.

(g) Use of innovative techniques, including but not limited to, clustering, Zero Lot Lines development, purchase/leaseback arrangements, and the provision of amenities including biking and hiking trails.

3. Waivers. The Commission may waive requirements for lot coverage, setbacks, parking and ~~lot coverage,~~ height based upon the merits of the specific proposal.

SECTION 602: MULTI-FAMILY RESIDENTIAL 2 (M-F2)

C. Setback Requirements

(b) The proposed setback would be in keeping with the setbacks and character of anticipated future development of the area.

~~Applicants may apply for a variance if they do not meet the criteria above but believe they cannot meet the requirements of this Section.~~

G. Planned Unit Residential Development. ~~Pursuant to 24 V.S.A. §4407(12),~~ The Planning Commission may approve a Planned Unit Development for use as a Multi-Family and/or Single-Family Residential Development. In connection with such PUD approval, the Planning Commission may authorize the construction of structures and facilities to accommodate any of the uses allowed in the Multi-Family Residential 2 District. Any application for proposed development in the Multi-Family Residential 2 District may, at the applicant's request, be reviewed as a Planned Unit Residential Development under the provisions of this Section. Any application for proposed development in the Multi-Family Residential 2 District which contains more than five (5) units ~~of housing~~ shall be reviewed as a Planned Unit Residential Development unless this requirement is specifically waived by the Commission. Refer to Section 601.G.1-3 for general and specific review standards in addition to waiver information for a PUD.

~~General Review Standards:~~

~~(a) — Physical characteristics of the site and relation to surrounding properties.~~

~~(b) — Relationship to major transportation facilities, including mass transit, walkways and bike paths.~~

~~(c) — Design characteristics of the proposal and compatibility to adjoining developed land.~~

~~(d) — Unique design or land planning characteristics.~~

~~(e) — Methods used to provide a transition between adjoining uses and proposed uses including, but not limited to, setbacks, screening, fencing, building design~~

~~and parking design.~~

~~(f) — The preservation of unique natural physical characteristics.~~

~~(g) — Building design compatibility with adjoining structures.~~

~~(h) — Other criteria, as deemed necessary by the Commission to evaluate the merits of a specific proposal.~~

~~2. — Specific Review Standards~~

~~(a) — Proposed traffic flow and circulation design.~~

~~(b) — Structural design and compatibility with adjoining developed properties.~~

~~(c) — Scale and design of proposed structures.~~

~~(d) — Location and setbacks of all proposed structures.~~

~~(e) — Unique physical characteristics of the proposed use.~~

~~(f) — Unique characteristics of the proposed use.~~

~~3. — Waivers. The Commission may waive requirements for setbacks, parking and lot coverage, based upon the merits of the specific proposal. Waivers shall be based upon the following criteria and may include specific conditions.~~

~~(a) — Unique physical characteristics of the site proposed for development.~~

~~(b) — Superior building design, lot layout and landscaping design.~~

~~(c) — Provision of public open spaces or superior bicycle and pedestrian access.~~

~~(d) — Joint or combined vehicular access with adjoining properties.~~

SECTION 603. MULTI-FAMILY RESIDENTIAL 3 (M-F3)

C. Setback Requirements

(b) The proposed setback would be in keeping with the setbacks and character of anticipated future development of the area.

~~Applicants may apply for a variance if they do not meet the criteria above but believe they cannot meet the requirements of this Section.~~

G. Planned Unit Residential Development. Pursuant to ~~24 V.S.A. §4407(12)~~, The Planning Commission may approve a Planned Unit Development for use as a Multi-Family and/or Single-Family Residential Development. In connection with such PUD approval, the Planning Commission may authorize the construction of structures and facilities to accommodate any of the uses allowed in the Multi-Family Residential 2 District. Any application for proposed development in the Multi-Family Residential 2 District may, at the applicant's request, be reviewed as a Planned ~~Unit Residential~~ Development under the provisions of this Section. Any application for proposed development in the Multi-Family Residential 2 District which contains more than five (5) units ~~of housing~~ shall be reviewed as a Planned ~~Unit Residential~~ Development unless this requirement is specifically waived by the Commission. Refer to Section 601.G.1-3 for general and specific review standards in addition to waiver information for a PUD.

~~General Review Standards:~~

~~(a) — Physical characteristics of the site and relation to surrounding properties.~~

~~(b) — Relationship to major transportation facilities, including mass transit, walkways and bike paths.~~

~~(c) — Design characteristics of the proposal and compatibility to adjoining developed land.~~

~~(d) — Unique design or land planning characteristics.~~

- (e) ~~Methods used to provide a transition between adjoining uses and proposed uses including, but not limited to, setbacks, screening, fencing, building design and parking design.~~
 - (f) ~~The preservation of unique natural physical characteristics.~~
 - (g) ~~Building design compatibility with adjoining structures.~~
 - (h) ~~Other criteria, as deemed necessary by the Commission to evaluate the merits of a specific proposal.~~
2. ~~Specific Review Standards~~
- (a) ~~Proposed traffic flow and circulation design.~~
 - (b) ~~Structural design and compatibility with adjoining developed properties.~~
 - (c) ~~Scale and design of proposed structures.~~
 - (d) ~~Location and setbacks of all proposed structures.~~
 - (e) ~~Unique physical characteristics of the proposed use.~~
 - (f) ~~Unique characteristics of the proposed use.~~
3. ~~Waivers. The Commission may waive requirements for setbacks, parking and lot coverage, based upon the merits of the specific proposal. Waivers shall be based upon the following criteria and may include specific conditions.~~
- (a) ~~Unique physical characteristics of the site proposed for development.~~
 - (b) ~~Superior building design, lot layout and landscaping design.~~
 - (c) ~~Provision of public open spaces or superior bicycle and pedestrian access.~~
 - (d) ~~Joint or combined vehicular access with adjoining properties.~~

SECTION 604: VILLAGE CENTER (VC)

A. Purpose. ~~To provide for a compact commercial center, having a mix of commercial, governmental, cultural and residential uses, and which reflects and reinforces the existing architecture, design and layout. It is the intent of this district to allow as new structures only those structures which are designed and constructed to be visually compatible with the historic character of the Village Center and similar to existing structures. To provide a compact commercial center having a mix of commercial, governmental, cultural and mixed use buildings that are consistent with the purpose of a designated Village Center District, and a neighborhood development area as both are defined by the State of Vermont. The Village Center shall be the core for an ongoing revitalization that will improve the community's vitality and livability and the goal of having a Center that accommodates growth. Due to the historic nature of the residential neighborhoods surrounding the Five Corners area the design and layout of any new developments or infill projects shall acknowledge the importance of the existing streetscape and enhance the area through an architectural design and site layout that enhances pedestrian connectivity to adjacent properties. It is the intent of this district to allow as new structures only those structures which are designed and constructed to enhance the streetscape and add value aesthetically, economically and socially to the Village Center. All applicants should be aware of the fact that the Village Trustees have voted to study the closing of vehicular traffic from a short section of Main Street, extending from the southernmost boundary of 1 Main Street and the War Memorial to the northernmost points of 17 and 18 Main Street. This may affect all properties within this quadrant.~~

C. Setback Requirements. No requirements for commercial or mixed use buildings. ~~The~~

For single family buildings the front yard setback shall be established by the average setback of the principal structures on the two adjacent lots (or the closest two lots on the same side of the same street) and the minimum setback requirement for the underlying zoning district.

~~Applicants may apply for a variance if they do not meet the criteria above but believe they cannot meet the requirements of this Section.~~

E. Design Review and Historic Preservation. ~~Because of the unique and historic qualities of the Village Center District and the special role that it plays in the over-all Village, the Commission is hereby authorized to undertake a special review, as part of its site plan review. Because of the important role the Village Center plays in the regional economy and the unique historic qualities of some of the existing buildings, the Commission is hereby authorized to undertake a special review, as part of its site plan review.~~ 1. Purpose. The purpose of this section is to protect ~~the historic character of the Village Center District including~~ those buildings listed or eligible for the State or Federal Register of Historic Places while accommodating new and appropriate infill and redevelopment supporting increased density and multi-modal development. New buildings and modifications to existing ones shall be subject to design review. ~~be compatible with the historic character of the Village Center District as represented by the design review standards listed in Section 604.E.4.~~

4. District Design Requirements.

(a) Design Standards for the Village Center

(i) The relationship of building mass and architectural detail to open space and to the relative size of a person shall be reviewed by the Commission in this District. ~~shall be compatible with such established relationships in the district.~~

(ii) The predominant direction of structural shape, of placement of openings and architectural details at the front façade shall be harmonious with the core principles of a designated Village Center District. ~~shall be consistent with such established conditions in the district.~~

(v) The following architectural elements or features shall be **harmonious compatible** with existing buildings and significant, predominant or established patterns in the district:

(b) Secretary of the Interiors Standards for the Rehabilitation of Historic Structures:

(i) **An existing** property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

5. Demolition of Historic Structures. The demolition of **listed, or properties eligible for historic listing, historic structures** is discouraged and it is the intent of this section to limit the demolition of historic structures unless the following standards are met.

(iv) Any building in non-compliance with the design requirements for historic structures as a result of a fire, flood or similar unforeseen event shall apply within six months of the date of the event for an application to ~~demolition of demolish~~ the building or approval of a plan for restoration.

(c) Approval for Demolition. Historic buildings that are approved for demolition

require the applicant to comply with the following:

(ii) Assurance from the applicant that the redevelopment plan as approved will be implemented if the historic structure demolition is approved based on the community benefit of the redevelopment plan. In addition, structures approved for demolition based on the community benefit shall not be demolished until construction of the entire project has **been** received all financial resources and regulatory permits.

6. Formula-Based Retail and Restaurants.

(c) Review Standards. In addition to the conditional use review standards, the following criteria pertain to all proposed formula-based retail and restaurant establishments and the expansion of existing ones:

~~(ii) Signage shall be original and not used at other locations of the formula based business.~~

~~(iii) Two or more formula based businesses shall not locate on the same lot or parcel.~~

G. Planned Unit Development. ~~Pursuant to 24 V.S.A. §4407(12)~~, The Planning Commission may approve a Planned Unit Development in the Village Center District. In connection with such PUD approval, the Planning Commission may authorize the construction of structures and facilities to accommodate any of the uses allowed in the Village Center District. Any application for proposed development in the Village Center District may, at the applicant's request, be reviewed as a Planned Unit Development under the provisions of this Section.

1. Commercial PUD.

~~(a) Activities involving a Commercial PUD shall be reviewed in accordance with the procedures of this Section. Commercial PUD's are authorized in the Village Center District pursuant to Section 604.G.~~

~~(b) Application Requirements. An application for a Commercial PUD shall be submitted and reviewed in accordance with the procedures of Section 511.~~

~~(c) Review Standards. An application for a Commercial PUD shall be reviewed under the applicable standards of Section 511.B.1-3.~~

~~(d) Expiration of Approval. An approval for a Commercial PUD shall expire in accordance with terms set forth in the approval.~~

~~(e) Appeals. Any interested person may appeal a decision of the Commission regarding a Commercial PUD in accordance with the procedures set forth in Section 1707.~~

~~1. General Review Standards~~

~~(a) Physical characteristics of the site and relation to surrounding properties.~~

~~(b) Relationship to major transportation facilities, including mass transit, walkways and bike paths.~~

~~(c) Design characteristics of the proposal and compatibility to adjoining developed land.~~

~~(d) Unique design or land planning characteristics.~~

~~(e) Methods used to provide a transition between adjoining uses and proposed uses including, but not limited to, setbacks, screening, fencing, building design and parking design.~~

~~(f) The preservation of unique natural physical characteristics.~~

- ~~(g) — Building design compatibility with adjoining structures.~~
- ~~(h) — Other criteria, as deemed necessary by the Commission to evaluate the merits of a specific proposal.~~
- ~~2. — Specific Review Standards~~
 - ~~(a) — Proposed traffic flow and circulation design.~~
 - ~~(b) — Structural design and compatibility with adjoining developed properties.~~
 - ~~(c) — Scale and design of proposed structures.~~
 - ~~(d) — Location and setbacks of all proposed structures.~~
 - ~~(e) — Unique physical characteristics of the proposed use.~~
 - ~~(f) — Unique characteristics of the proposed use.~~
- ~~3. — Waivers. The Commission may waive requirements for setbacks, parking and lot coverage, based upon the merits of the specific proposal. Waivers shall be based upon the following criteria and may include specific conditions:~~
 - ~~(a) — Unique physical characteristics of the site proposed for development.~~
 - ~~(b) — Superior building design, lot layout and landscaping design.~~
 - ~~(c) — Provision of public open spaces or superior bicycle and pedestrian access.~~
 - ~~(d) — Joint or combined vehicular access with adjoining properties.~~

H. Building Height. Building heights shall not exceed four (4) stories or fifty-eight (58) feet, whichever is less.

- 1. Building Height Waiver – The Planning Commission may grant a height waiver up to six (6) stories or eighty-four (84) feet, whichever is less if the Commission determines that the proposed building and site design would not negatively impact the character of the neighborhood. The Commission may place conditions on any building height waiver to ensure that the proposed project does not adversely affect the surrounding neighborhood.

SECTION 605: HIGHWAY-ARTERIAL DISTRICT (HA)

B. Density/Lot Coverage.

- 2. The maximum total lot coverage shall be sixty-five (65) percent, the sixty-five (65) percent lot coverage may be increased up to eighty (80) percent through a waiver process granted by the Planning Commission using the same criteria outlined in Section ~~605601~~.G.3.

F. Building Height. Building height shall not exceed four (4) stories or fifty-eight (58) ~~feet, six stories or seventy-two (72)~~ feet, whichever is less.

G. Planned Unit Development. ~~Pursuant to 24 V.S.A. §4407(12)~~, The Planning Commission may approve a Planned Unit Development in the Highway Arterial District. In connection with such PUD approval, the Planning Commission may authorize the construction of structures and facilities to accommodate any of the uses allowed in the Highway Arterial District. Any application for proposed development in the Highway Arterial District may, at the applicant's request, be reviewed as a Planned Unit Development ~~under the provisions of this Section~~. Refer to Section 511.B.1-3 for general and specific review standards in addition to waiver information for a PUD.

- ~~1. — General Review Standards.~~

- (a) ~~Physical characteristics of the site and relation to surrounding properties.~~
 - (b) ~~Relationship to major transportation facilities, including mass transit, walkways and bike paths.~~
 - (c) ~~Design characteristics of the proposal and compatibility to adjoining developed land.~~
 - (d) ~~Unique design or land planning characteristics.~~
 - (e) ~~Methods used to provide a transition between adjoining uses and proposed uses including, but not limited to, setbacks, screening, fencing, building design and parking design.~~
 - (f) ~~The preservation of unique natural physical characteristics.~~
 - (g) ~~Building design compatibility with adjoining structures.~~
 - (h) ~~Other criteria, as deemed necessary by the Commission to evaluate the merits of a specific proposal.~~
2. ~~Specific Review Standards~~
- (a) ~~Proposed traffic flow and circulation design.~~
 - (b) ~~Structural design and compatibility with adjoining developed properties.~~
 - (c) ~~Scale and design of proposed structures.~~
 - (d) ~~Location and setbacks of all proposed structures.~~
 - (e) ~~Unique physical characteristics of the proposed use.~~
 - (f) ~~Unique characteristics of the proposed use.~~
3. ~~Waivers. The Commission may waive requirements for setbacks, parking and lot coverage, based upon the merits of the specific proposal. Waivers shall be based upon the following criteria and may include specific conditions:~~
- (a) ~~Unique physical characteristics of the site proposed for development.~~
 - (b) ~~Superior building design, lot layout and landscaping design.~~
 - (c) ~~Provision of public open spaces or superior bicycle and pedestrian access.~~
 - (d) ~~Joint or combined vehicular access with adjoining properties.~~
1. Commercial PUD.
- (a) Activities involving a Commercial PUD shall be reviewed in accordance with the procedures of this Section. Commercial PUD's are authorized in the Highway-Arterial District pursuant to Section 605.G.
 - (b) Application Requirements. An application for a Commercial PUD shall be submitted and reviewed in accordance with the procedures of Section 511.
 - (c) Review Standards. An application for a Commercial PUD shall be reviewed under the applicable standards of Section 511.B.1-3 ~~604.G, Section 605.G and Section 724.~~
 - (d) Expiration of Approval. An approval for a Commercial PUD shall expire in accordance with terms set forth in the approval.
 - (e) Appeals. Any interested person may appeal a decision of the Commission regarding a Commercial PUD in accordance with the procedures set forth in Section 1707.

SECTION 606: MULTI-FAMILY/MIXED-USE-1 DISTRICT (MF-MU1)

A. Purpose. The Multi-Family/Mixed-Use-1 District is intended to allow high density multi-family development along low intensity commercial uses along major transportation and public

transit corridors. High Density, Mixed Use developments and affordable housing with parking below grade or on the first floor of the building are encouraged. Development in the MF-MU1 District should support alternative modes of transportation, while accommodating the automobile. ~~Developments within this district should be designed in such a way as to build upon the village character found in the core areas of the Village.~~

B. Density/Lot Coverage.

1. The minimum lot size in the MF-MU1 District shall be fifteen thousand (15,000) square feet. The MF-MU1 District shall not have a maximum allowable density. The maximum number of dwelling units shall be determined by the ability to meet the standards of the Land Development Code including, but not limited to, parking, setbacks, lot coverage and building height.
2. The maximum total lot coverage shall be sixty-five (65) percent, the sixty-five (65) percent lot coverage may be increased up to eighty (80) percent through a waiver process granted by the Planning Commission using the same criteria outlined in Section ~~605601~~.G.3.

G. Planned Unit Development. ~~Pursuant to 24 V.S.A. §4407(12),~~ The Planning Commission may approve a Planned Unit Development for use as a MF-MU1 District. In connection with such PUD approval, the Planning Commission may authorize the construction of structures and facilities to accommodate any of the uses allowed in the Multi-Family Mixed-Use-1 District. Any application for proposed development in the Multi-Family Mixed-Use-1 District may, at the applicant's request, be reviewed as a Planned Unit Development ~~under the provisions of this Section~~. Refer to Section 511.B.1-3 for general and specific review standards in addition to waiver information for a PUD.

1. ~~General Review Standards:~~

- ~~(a) Physical characteristics of the site and relation to surrounding properties.~~
- ~~(b) Relationship to major transportation facilities, including mass transit, walkways and bike paths.~~
- ~~(c) Design characteristics of the proposal and compatibility to adjoining developed land.~~
- ~~(d) Unique design or land planning characteristics.~~
- ~~(e) Methods used to provide a transition between adjoining uses and proposed uses including, but not limited to, setbacks, screening, fencing, building design and parking design.~~
- ~~(f) The preservation of unique natural physical characteristics.~~
- ~~(g) Building design compatibility with adjoining structures.~~
- ~~(h) Other criteria, as deemed necessary by the Commission to evaluate the merits of a specific proposal.~~

2. ~~Specific Review Standards~~

- ~~(a) Proposed traffic flow and circulation design.~~
- ~~(b) Structural design and compatibility with adjoining developed properties.~~
- ~~(c) Scale and design of proposed structures.~~
- ~~(d) Location and setbacks of all proposed structures.~~
- ~~(e) Unique physical characteristics of the proposed use.~~
- ~~(f) Unique characteristics of the proposed use.~~

- ~~3. — Waivers. The Commission may waive requirements for setbacks, parking and lot coverage, based upon the merits of the specific proposal. Waivers shall be based upon the following criteria and may include specific conditions:~~
- ~~(a) — Unique physical characteristics of the site proposed for development.~~
 - ~~(b) — Superior building design, lot layout and landscaping design.~~
 - ~~(c) — Provision of public open spaces or superior bicycle and pedestrian access.~~
 - ~~(d) — Joint or combined vehicular access with adjoining properties.~~

SECTION 607: MULTI-FAMILY/MIXED-USE-2 DISTRICT (MF-MU2)

B. Density/Lot Coverage

2. The maximum total lot coverage shall be sixty-five (65) percent, the sixty-five (65) percent lot coverage may be increased up to eighty (80) percent through a waiver process granted by the Planning Commission using the same criteria outlined in Section ~~605601~~.G.3.

G. Planned Unit Development. ~~Pursuant to 24 V.S.A. §4407(12),~~ The Planning Commission may approve a Planned Unit Development for use as a MF-MU1 District. In connection with such PUD approval, the Planning Commission may authorize the construction of structures and facilities to accommodate any of the uses allowed in the Multi-Family Mixed-Use-1 District. Any application for proposed development in the Multi-Family Mixed-Use-1 District may, at the applicant's request, be reviewed as a Planned Unit Development ~~under the provisions of this Section~~. Refer to Section 511.B.1-3 for general and specific review standards in addition to waiver information for a PUD.

~~1. — General Review Standards.~~

- ~~(a) — Physical characteristics of the site and relation to surrounding properties.~~
- ~~(b) — Relationship to major transportation facilities, including mass transit, walkways and bike paths.~~
- ~~(c) — Design characteristics of the proposal and compatibility to adjoining developed land.~~
- ~~(d) — Unique design or land planning characteristics.~~
- ~~(e) — Methods used to provide a transition between adjoining uses and proposed uses including, but not limited to, setbacks, screening, fencing, building design and parking design.~~
- ~~(f) — The preservation of unique natural physical characteristics.~~
- ~~(g) — Building design compatibility with adjoining structures.~~
- ~~(h) — Other criteria, as deemed necessary by the Commission to evaluate the merits of a specific proposal.~~

~~2. — Specific Review Standards~~

- ~~(a) — Proposed traffic flow and circulation design.~~
- ~~(b) — Structural design and compatibility with adjoining developed properties.~~
- ~~(c) — Scale and design of proposed structures.~~
- ~~(d) — Location and setbacks of all proposed structures.~~
- ~~(e) — Unique physical characteristics of the proposed use.~~
- ~~(f) — Unique characteristics of the proposed use.~~

~~3. — Waivers. The Commission may waive requirements for setbacks, parking and lot~~

~~coverage, based upon the merits of the specific proposal. Waivers shall be based upon the following criteria and may include specific conditions:~~

- ~~(a) — Unique physical characteristics of the site proposed for development.~~
- ~~(b) — Superior building design, lot layout and landscaping design.~~
- ~~(c) — Provision of public open spaces or superior bicycle and pedestrian access.~~
- ~~(d) — Joint or combined vehicular access with adjoining properties.~~

SECTION 608: TRANSIT ORIENTED DEVELOPMENT (TOD)

- B. Applicability. Development proposals that involve ~~more~~ more than thirty (30) percent or more of the existing building(s) square footage on the effective date of this ordinance shall be in full compliance with the standards of the TOD District.
1. The use chart in Section 620 identifies the allowed uses in the TOD District, which shall apply on effective date of this code. Non-conforming uses shall comply with the standards in Chapter 8 regarding non-conforming uses.
 - ~~2. The Commission shall not approve any project which does not comply with the regulations established for the TOD District.~~
- F. Building Height. The maximum allowable building height shall be ~~6 four (4)~~ four (4) stories or ~~eighty-four~~ fifty-eight (58) feet ~~(84')~~, whichever is less.
- a. Building Height Waiver – The Planning Commission may grant a height waiver up to six (6) stories or eighty-four (84) feet, whichever is less if the Commission determines that the proposed building and site design would not negatively impact the character of the neighborhood. The Commission may place conditions on any building height waiver to ensure that the proposed project does not adversely affect the surrounding neighborhood.
- H. Access to Public Streets. Curb cuts onto major arterial streets shall be minimized; shared curb cuts and joint access ~~is~~ are strongly encouraged.
- K. Planned Unit Development. ~~Pursuant to 24 V.S.A. §4407(12),~~ The Planning Commission may approve a Planned Unit Development for use as a mixed use development. In connection with such PUD approval, the Planning Commission may authorize the construction of structures and facilities to accommodate any of the uses allowed in the TOD District. Any application for proposed development in the TOD District may, at the applicant’s request, be reviewed as a Planned Unit Development. ~~under the provisions of this Section 604.G. Refer to Section 511.B.1-3 for general and specific review standards in addition to major transportation facilities, including public transit, walkways and bike paths.~~ waiver information for a PUD.
1. Commercial PUD.
 - (a) Activities involving a Commercial PUD shall be reviewed in accordance with the procedures of this Section. Commercial PUD's are authorized in the Transit Oriented Development District pursuant to Section 608.K.
 - (b) Application Requirements. An application for a Commercial PUD shall be submitted and reviewed in accordance with the procedures of Section 511.
 - (c) Review Standards. An application for a Commercial PUD shall be reviewed under the applicable standards of Section 511.B.1-3.

(d) Expiration of Approval. An approval for a Commercial PUD shall expire in accordance with terms set forth in the approval.

(e) Appeals. Any interested person may appeal a decision of the Commission regarding a Commercial PUD in accordance with the procedures set forth in Section 1707.

~~1. General Review Standards:~~

~~(a) Physical characteristics of the site and relation to surrounding properties.~~

~~(b) Relationship to major transportation facilities, including mass transit, walkways and bike paths.~~

~~(c) Design characteristics of the proposal and compatibility to adjoining developed land.~~

~~(d) Unique design or land planning characteristics.~~

~~(e) Methods used to provide a transition between adjoining uses and proposed uses including, but not limited to, setbacks, screening, fencing, building design and parking design.~~

~~(f) The preservation of unique natural physical characteristics.~~

~~(g) Building design compatibility with adjoining structures.~~

~~(h) Other criteria, as deemed necessary by the Commission to evaluate the merits of a specific proposal.~~

~~2. Specific Review Standards~~

~~(a) Proposed traffic flow and circulation design.~~

~~(b) Structural design and compatibility with adjoining developed properties.~~

~~(c) Scale and design of proposed structures.~~

~~(d) Location and setbacks of all proposed structures.~~

~~(e) Unique physical characteristics of the proposed use.~~

~~(f) Unique characteristics of the proposed use.~~

~~3. Waivers. The Commission may waive requirements for setbacks, parking and lot coverage, based upon the merits of the specific proposal. Waivers shall be based upon the following criteria and may include specific conditions:~~

~~(a) Unique physical characteristics of the site proposed for development.~~

~~(b) Superior building design, lot layout and landscaping design.~~

~~(c) Provision of public open spaces or superior bicycle and pedestrian access.~~

~~(d) Joint or combined vehicular access with adjoining properties.~~

L. Special Uses. Uses identified with an “S” on the Use Chart in ~~the use chart in~~ Section 620 of this Code for the TOD District shall only be allowed on the first story.

SECTION 609: RESIDENTIAL-OFFICE (R-O)

H. Special Standards for Office Conversions. Proposed conversions to non-residential uses shall require Conditional Use and Site Plan approval. In addition to Site Plan standards, the Commission shall review the following special standards:

1. The proposed use shall not cause significant ~~noise sound~~ or traffic impacts on adjoining properties.

SECTION 612: PLANNED EXPOSITION (P-E)

A. Purpose. To provide an area for special events and exposition facilities while minimizing adverse traffic, ~~noise sound~~ and visual impacts. It is the intent of this district to encourage innovation in design and to encourage pedestrian, bicycle and bus access to such events.

G. Exposition Center PUD. ~~Pursuant to 24 V.S.A. §4407(12)~~, The Planning Commission may approve a Planned Unit Development for use as an Exposition Center. In connection with such PUD approval, the Planning Commission may authorize the construction of structures and facilities to accommodate any of the uses allowed in the Planned Exposition District.

~~Development activity involving an Exposition Center PUD shall be reviewed under the provisions of this Subsection. For the purposes of this Code, an Exposition Center PUD shall be defined as the development of a parcel of land with multiple buildings, vehicle parking areas and appurtenant facilities for the purpose of conducting indoor and outdoor exhibits, carnivals, fairs, concerts, trade shows and similar events.~~

- ~~1. Approval of an application for an Exposition Center PUD requires approval of a Conceptual Plan by the Commission in accordance with the requirements of Section 511.C.~~
- ~~2. If the application involves the construction of new buildings or the alteration of existing buildings or facilities, Site Plan approval is also required; see section 502.F.~~
- ~~3. Submittal Requirements. In addition to the requirements for submittal of a Conceptual Plan specified in Section 511.C, a Conceptual Plan for an Exposition Center PUD shall contain the following:
 - ~~(a) The location and type of all permanent signs.~~
 - ~~(b) The location of areas proposed for temporary and permanent signs which are visible from any public street.~~
 - ~~(c) The general location of areas to be used for specific purposes or events, including parking.~~
 - ~~(d) The general location of permanent fencing, screening and landscaping, including a description of types of plant materials.~~
 - ~~(e) The general location of areas to be occupied by temporary structures, including distances between buildings and from structures to property lines. Temporary structures are those not staying in one location for more than two consecutive weeks or not served by water, sewer, and electric power connections.~~
 - ~~(f) The approximate location of any proposed roads, sidewalks or bike paths.~~
 - ~~(g) A proposed phasing schedule and map.~~
 - ~~(h) A description of methods used to estimate the impact of the proposed development on public infrastructure.~~~~
4. Standards of Review of Exposition Center PUD.
 - (a) Physical characteristics of the site and relation to surrounding properties;
 - (b) Relationship to major transportation facilities, including mass transit, walkways and bike paths;
 - (c) Design characteristics of the proposal and compatibility to adjoining developed land;
 - (d) Unique design or land planning characteristics;
 - (e) Methods used to provide a transition between adjoining uses and proposed

uses including, but not limited to, setbacks, screening, fencing, building design and parking design;

- (f) The preservation of unique natural physical characteristics;
- (g) Building design compatibility with adjoining structures; and
- (h) Other criteria, as deemed necessary by the Commission, to evaluate the merits of a specific proposal.

5. Standards for Review of Temporary Activities in an Exposition Center PUD.

- (a) The size of the event;
- (b) The location of the event within the Planned Exposition District;
- (c) Anticipated traffic impacts;
- (d) Proposed hours of operation; and
- (e) Conformance with performance standards in Section 718 of this Code.

6. Conditions. The Commission may approve the proposed Exposition Center PUD with conditions designed to meet the standards established in Section 612 of this Code.

7. Classification and Approval of Activities. Plans for specific activities in an Exposition Center PUD shall be classified by the Community Development Department as permitted activities, temporary activities or major activities, and shall be reviewed in the following manner:

(a) Permitted activities. Permitted activities require no permits, provided that no new or temporary structures are proposed. The applicant shall notify Staff in writing, not less than two (2) days, excluding weekends and holidays, prior to the activity to ensure that additional review is not necessary. The following are permitted activities:

- (i) Agriculture shows or exhibitions and related sales.
- (ii) Educational workshops.
- (iii) Special training, including driver's education, surveying techniques and similar training activities.
- (iv) Reunions.
- (v) Low intensity recreation activities.
- (vi) Offices directly related to the Fairground's activities.
- (vii) Storage facilities for equipment to be used for maintenance of any approved event or as a seasonal use.
- (viii) Horse boarding.

(b) Temporary Activities. Temporary activities require staff review and approval. An application for a Temporary Use Permit shall be submitted in accordance with Section 502.D of this Code. In addition to the Temporary Use Permit standards, Staff shall review a temporary activity under the standards in Section 612.

- (i) An application for a temporary activities permit may be submitted for a series of events over a one-year period (an annual permit application) or for individual events. Approval of an annual permit application shall not preclude application for and receipt of any number of single permits for events during the same year.
- (ii) Annual permit applications shall be reviewed within twenty-one (21) days of receipt.
- (iii) Single permit applications shall be reviewed within forty-eight (48)

hours receipt.

(iv) The following shall be deemed temporary activities:

- (aa) Antique shows;
- (bb) Dog shows;
- (cc) Car shows;
- (dd) Craft shows;
- (ee) Group sales (retail associations, car dealerships, clearance sales or similar events);
- (ff) Sales of products associated with another temporary or permitted event;
- (gg) Concerts; and
- (hh) Trade shows.

(c) Major Activities. The Planning Commission shall hold a public meeting in connection with review of a major activity, and may require a public hearing.

(i) Standards of review. The Commission shall review each application for a major activity permit on its individual merits. Special consideration shall be given to mitigation efforts proposed to reduce potential community impacts. In granting such a permit, the Commission may impose conditions regarding:

- (aa) Time of the events;
- (bb) Parking and traffic control measures;
- (cc) Temporary off-site parking of recreational vehicles on public property;
- (dd) ~~Noise~~ Sound mitigation;
- (ee) Location of the event within the District; and
- (ff) Impacts which, in the opinion of the Commission, are reasonable and will mitigate adverse impacts.

(ii) The following shall be deemed major activities;

- (aa) Any event for which a permit has been denied by Staff;
- (bb) Events which last more than five (5) days (excluding set-up and take-down);
- (cc) Any event which exceeds the performance standards specified in Section 718 of this Code.

(iii) Annual agricultural exhibitions shall be reviewed by staff on an annual basis and are classified as a major use. Staff may approve all activities specified below. The Commission shall review any activity denied by Staff.

(aa) Normal Activities. Daily shows (other than grandstand shows), education workshops, product demonstrations, agricultural events, food services, booths, carnivals, and any activity within enclosed structures shall be considered as normal activities and shall not be individually reviewed.

(bb) Cumulative Effects. The cumulative effects of fair activities shall be reviewed annually with Staff, the Police Department and the applicant. Review is restricted to traffic control, lighting, parking, and ~~noise~~ sound abatement plans. Reasonable efforts

shall be made to reduce potential adverse impacts of annual events. In the event that agreement is not reached, the Commission shall consider the outstanding issues at a public meeting on the next Commission agenda.

(cc) Special Events. Special events, including, but not limited to, concerts, demolition derbies, tractor pulls and other grandstand events shall be reviewed for compliance with standards for noise sound, dust control, parking and traffic flow. Staff may not grant waivers to any standard included in this Code. If it is expected that sound standards may be exceeded, application shall be made to the Trustees for a waiver in accordance with Section 506 of this Code. Staff may approve any special event which does not exceed standards and may impose reasonable conditions regarding control of traffic, noise sound and dust. In addition, Staff may stipulate hours of operation to ensure conformance with adopted standards.

8. Signs. Signs in the Planned Exposition Center PUD shall be approved by the Commission as part of Conceptual and/or Site Plan review.

(a) The Commission shall consider the following:

- (i) Compatibility with the Conceptual Plan.
- (ii) Compatibility with the adjoining property.
- (iii) Visual design.
- (iv) Landscaping.
- (v) Location and size.

(b) Specific types of signs which may be approved subject to the above, including a single sign with changeable messages to advertise events and signs near the streets to direct pedestrian, bicycle and vehicular traffic to appropriate entrances. The general location and type of Temporary signs shall be reviewed by the Commission.

9. Expiration of Approvals. Approval for an Exposition Center PUD or approvals for any activities to be conducted at such PUD shall expire in accordance with terms set forth in the approval.

10. Appeals:

(a) Any interested person may appeal a decision of the Planning Commission regarding an Exposition Center PUD or conduct of a major activity at an Exposition Center PUD in accordance with the procedures set forth in Section 1707 below.

(b) Any interested person may appeal a decision of the Staff classifying an activity at an Exposition Center PUD to the Planning Commission in accordance with the procedures set forth in Section 1704 below.

SECTION 613: PLANNED AGRICULTURE (P-A)

G. Agriculture PUD. Pursuant to ~~24 V.S.A. §4407(12)~~, The Planning Commission may approve a Planned Unit Development for an Agriculture PUD, and in connection with such PUD approval, approve the structures and facilities to accommodate any of the uses allowed in the Planned Agriculture District.

4. Standards of Review. ~~The Commission shall review the proposed Agriculture PUD in accordance with the standards specified in Section 613 of this Code.~~ Generally, the Commission shall consider the effect of the proposed development on the Community, public infrastructure and adjoining development. Mitigation efforts, including noise sound control, traffic control and landscaping shall be considered.

~~1. Review Standards. The Commission shall consider the following:~~

5. Density Bonuses. The Commission may approve density increases for any Planned Agricultural proposal. Density shall be calculated on an overall project basis and allowable bonus density on developable land that is preserved may be applied elsewhere in a development.

(a) Standards. The Commission shall consider the standards as specified below:

(iii) The proposal includes amenities, including but not limited to, pedestrian and bikeways, passive and active open spaces, energy efficient designs and alternative energy sources including solar renewable energy sources.

Any proposed development under Section ~~610~~ 613.G.2 - Exceptions shall not qualify for density bonuses.

SECTION 614: FLOOD PLAIN (F-P)

B. Base Flood Elevations and Floodway Limits

2. In areas where base flood elevations and floodway limits have not been provided by the National Flood Insurance Program, ~~i.e., Zone A~~ base flood elevation and floodway information available from State or Federal agencies or other sources shall be obtained and reasonably utilized to administer the provisions of these regulations.

SECTION 615: MIXED COMMERCIAL USE DISTRICT

B. Lot Size/Lot Coverage

2. The maximum total lot coverage shall be sixty-five (65) percent; the sixty-five (65) percent lot coverage may be increased up to eighty (80) percent through a waiver process granted by the Planning Commission using the same criteria outlined in Section ~~615601.G.3.~~

G. Planned Unit Development. ~~Pursuant to 24 V.S.A. §4407(12),~~ The Planning Commission may approve a Planned Unit Development for use as a Commercial or Multi-Family Residential Development. In connection with such PUD approval, the Planning Commission may authorize the construction of structures and facilities to accommodate any of the uses allowed in the Mixed Commercial District. Any application for proposed development in the Mixed Commercial District may, at the applicant's request, be reviewed as a Planned Unit Development. ~~under the provisions of this Section 604.G.~~ Any application for proposed development in the Mixed Commercial District which contains more than two thousand five hundred (2,500-sq.-ft.) square feet of commercial space shall be reviewed as a Planned Unit Development or Multi-Family Residential Development unless this requirement is specifically waived by the Commission. ~~Review standards and waiver requirements for a PUD are set forth in Section 511.B.1-3.~~

~~1. General Review Standards.~~

- (a) — ~~Physical characteristics of the site and relation to surrounding properties.~~
 - (b) — ~~Relationship to major transportation facilities, including mass transit, walkways and bike paths.~~
 - (c) — ~~Design characteristics of the proposal and compatibility to adjoining developed land.~~
 - (d) — ~~Unique design or land planning characteristics.~~
 - (e) — ~~Methods used to provide a transition between adjoining uses and proposed uses including, but not limited to, setbacks, screening, fencing, building design and parking design.~~
 - (f) — ~~The preservation of unique natural physical characteristics.~~
 - (g) — ~~Building design compatibility with adjoining structures.~~
 - (h) — ~~Other criteria, as deemed necessary by the Commission to evaluate the merits of a specific proposal.~~
2. — ~~Specific Review Standards~~
- (a) — ~~Proposed traffic flow and circulation design.~~
 - (b) — ~~Structural design and compatibility with adjoining developed properties.~~
 - (c) — ~~Scale and design of proposed structures.~~
 - (d) — ~~Location and setbacks of all proposed structures.~~
 - (e) — ~~Unique physical characteristics of the proposed use.~~
 - (f) — ~~Unique characteristics of the proposed use.~~
3. — ~~Waivers. The Commission may waive requirements for setbacks, parking and lot coverage, based upon the merits of the specific proposal. Waivers shall be based upon the following criteria and may include specific conditions:~~
- (a) — ~~Unique physical characteristics of the site proposed for development.~~
 - (b) — ~~Superior building design, lot layout and landscaping design.~~
 - (c) — ~~Provision of public open spaces or superior bicycle and pedestrian access.~~
 - (d) — ~~Joint or combined vehicular access with adjoining properties.~~

SECTION 617: NORTH LINCOLN STREET OVERLAY DISTRICT NLSO

- B. Permitted Uses. Uses allowed in the ~~NLOD~~ NLSO shall be those uses identified in Section 620 Use Chart, including all uses identified in both the ~~NLOD~~ NLSO and the underlying zoning district.
- C. Dimensional Standards. Development within the ~~NLOD~~ NLSO shall meet the dimensional requirements of the underlying zoning district including setbacks, lot coverage and building height.
- D. Density. The allowable residential density in the ~~NLOD~~ NLSO shall be established by the underlying zoning district.

SECTION 620: USE CHART

- A. District Abbreviations. For the purposes of this Code, and for the chart presented in this Section, the zoning districts shall have the following abbreviations:
14. Flood Plain District (FP). ~~For information on uses, see Section 611 Flood Plain~~

~~District.~~

16. Professional Office Overlay District ~~For information on uses, see Section 502.G Professional Office Overlay District~~

CHAPTER 7: GENERAL DEVELOPMENT STANDARDS

SECTION 703: PARKING AND LOADING

B. Loading Requirements. All uses shall provide off-street loading spaces except residential uses, ~~financial institutions, offices,~~ or other uses specifically waived by the Commission in accordance with Subsection 7 below.

3. Surfaces. All loading areas shall be hard-surfaced and clearly marked with painting to designate the loading area. This requirement may be waived by Staff or the Planning Commission ~~based upon projected traffic counts.~~

C. Off-Street Parking Requirements.

1. All required parking spaces, ~~with the exception of parallel parking spaces,~~ shall have a minimum width of nine (9) feet and a minimum length of eighteen (18) feet. ~~Parallel parking spaces shall have a minimum width of eight (8) feet and minimum length of twenty-two (22) feet.~~

D. Drive-through Facilities.

2. Stacking requirements. A minimum of six (6) vehicles ~~shall should~~ be accommodated in each stacking lane.

I. Vehicles For Sale. Any vehicle advertised for sale within any District and not in an approved car lot shall obtain a Temporary Use Permit except as specified below and shall meet the following standards:

3. No vehicle for sale may be parked in any public Right-of-way in any district for more than twenty-four hours. ~~except the sale of one personal vehicle by the owner of the vehicle.~~

K. Other Parking Standards and Applicability

1. The Commission may waive the ~~required number of off-street spaces on-site parking requirements~~ for a proposed development only if sufficient alternative parking is available or if a waiver is granted in accordance with Section 703.K.15.

10. Pedestrian access. The design of all parking lots shall incorporate measures to minimize safety hazards to pedestrians. Pedestrian paths shall be designated and clearly marked. Separation of vehicle and pedestrian traffic shall be included in all parking lot plans where possible. The Commission may waive this requirement due to unique characteristics of the lot ~~such as small lots, underground parking~~ or innovative alternative designs.

12. Striping. Hard surfaced parking spaces shall be clearly striped and maintained and shall meet standard parking dimensional requirements as specified in Section 703. ~~or as specifically approved by the Commission.~~

15. Joint Parking Facilities. Joint parking arrangements may be approved by the Commission, provided that the applicant has submitted legal documentation to guarantee continued long-term availability of said parking. Within any shopping center or other

areas where joint parking has been established, the Commission may not approve any **site plan and** site plan amendments or other use changes which would increase parking needs, or any waivers of parking requirements, until the applicant has submitted proof of notice to all tenants or shared parking participants of the proposed change.

16. Waivers. The Commission may waive some or all parking requirements and may place conditions on a waiver as necessary to guarantee adequate parking. The Commission may require any change in use on any property where a waiver has been granted to be reviewed for parking impacts, and the change shall be prohibited if it is deemed to generate a parking deficiency. The Commission shall determine that one or more of the following standards are met at a specific location prior to granting a waiver:

(a) The proposed uses have staggered business hours with minimal overlap in business hours **which allow for shared use of parking spaces.**

SECTION 704: LIGHTING

B. General Standards. Lighting is allowed in required yards and shall be subject to the following regulations:

3. **All light fixtures shall be hooded or shielded and directed downward at sixty (60) degrees to horizontal, unless otherwise approved, and shall have concealed light sources.**

7. **All private residential exterior light sources shall be Dark Sky Compliant.**

C. Review of Lighting Plans

4. For all parking areas, drives, and walkways an analysis and illuminance level diagram showing a numerical grid of lighting levels, in foot candles, and a table of lighting statistics verifying that the proposed installation conforms to the lighting standards in this section, ~~a waiver for unusual circumstances~~; and building elevations with fixtures, portions of wall to be illuminated.

D. Parking Lot Illumination

5. Energy saving ~~metal halide or mercury vapor~~ LED lamps with a correlated color temperature not exceeding four thousand three hundred (4,300) Kelvin (K) shall be used. ~~except that high pressure sodium may be used in the Light Industrial District and Planned Commercial developments.~~ Special alternatives may be approved by the Commission upon determination that the purposes of this Section are achieved.

9. Lighting shall conform to the Chittenden County Regional Planning Commission "Outdoor Lighting Manual for Vermont Municipalities" or as otherwise approved by the Village Engineer. The minimum lighting level shall be at least two tenths (0.2) foot candles, but not exceed four tenths (0.4) foot candles and the uniformity ratio (~~minimum~~ average to minimum ~~maximum~~) shall be ~~20~~ 10:1, unless otherwise approved by the Village Engineer.

E. Illumination of Building Facades and Landscaping:

2. When allowed lighting fixtures shall be located and shielded so the light is directed only on to the building facade. Lighting fixtures shall not be directed towards adjacent streets or ~~roads-properties.~~

3. ~~To the extent practicable, lighting fixtures shall be directed downward.~~

F. Roadway Lighting:

1. New or replacement light fixtures on arterial and non-residential collector streets, shall be of cut-off cobra type fixtures with ~~metal halide~~ LED bulbs with a correlated color temperature not exceeding four thousand three hundred (4300) Kelvin, mounted no more than forty (40) feet above grade. Specific alternatives may be approved by the Commission upon determination that the purposes of this Section will be achieved.
2. On other existing Village streets, new or replacement light fixtures, shall match existing styles unless alternatives are approved by the Commission. Fixtures shall have concealed ~~metal halide or mercury vapor~~ LED bulbs with a correlated color temperature not exceeding four thousand three hundred (4300) Kelvin and the height shall match that of existing street lights in the area.
3. On new residential streets, street lights shall use "shoe box" style fixtures on black or bronze anodized poles up to thirty (30) feet in height with ~~metal halide~~ LED bulbs with a correlated color temperature not exceeding four thousand three hundred (4300) Kelvin, unless alternatives are approved by the Commission.
3. The spacing of street lighting fixtures shall be as required by Section 912 of this Code.
4. The selection and location of roadway and street lights shall achieve the recommended illuminance per the American National Standards Institute (ANSI)/Illuminating Engineering Society of North America (IESNA) RP-8, American National Standard Practice for Roadway Lighting. The standards summarized in the table below shall be utilized unless otherwise approved by the Village Engineer.

Street Type	Average Illuminance	Average to Minimum	Maximum Mounting Height, ft
Major	0.9	3	30
Collector	0.6	4	30
Residential	0.4	6	25
Pedestrian Areas	0.4	4	to match street

New and replacement fixtures shall be fully cutoff, fully shielded fixtures to minimize glare and light trespass.

New and replacement fixtures shall be light emitting diodes (LEDs) with a maximum correlated color temperature of 4300K.

SECTION 705: CURB CUT AND ACCESS TO PUBLIC STREETS

C. Commercial and Industrial. All commercial and industrial development shall be designed to meet the following minimum standards.

1. One traffic lane – Twelve (12) to fifteen (15) foot curb-cut
2. Two traffic lanes – Twenty four (24) to thirty (30) foot curb-cut
3. Three traffic lanes – Thirty (30) to forty five (45) foot curb-cut

The Commission shall review proposed curb cuts and the closure or relocation of existing curb-cuts based upon anticipated traffic, turning movements and need to accommodate buses and trucks. The applicant must provide information supporting a request for more than one ~~ten~~ **twelve (12)** foot wide entry and one ~~twelve (12)~~ foot wide exit.

D. General Standards

1. No more than one curb cut is allowed for each seventy-five (75) linear feet of frontage. Lots containing one (1) or two (2) family dwellings shall have only one (1) curb cut unless a second is specifically approved by the Commission upon determination that special ~~exceptions~~ conditions justify the exception.

E. Alterations Within Public Right-of-way.

The Trustees shall have authority to approve a change within the Public Right-of-way which is not specifically delegated to the Staff by Section 705.B and to the Commission in Section 705.C. Closure or relocation of an existing curb cut (with the exception of the closure or relocation of an existing curb-cut as stipulated by the Planning Commission through Site Plan Review) shall require a Public Meeting by the Trustees. Closure or relocation review may be by written request or may be initiated by the Trustees. The Trustees shall notify by mail all property owners abutting the ~~proposed site proposal~~ and all property owners with a legal interest in the curb cut.

SECTION 706: ACCESSORY USES AND STRUCTURES

C. Set-back Exceptions

2. Utilities. Public utilities and infrastructure may be located within any setback, provided that above ground structures are not located within any required Visibility Triangle. Above-ground utility structures shall be screened with vegetation when said screening does not interfere with the functional characteristics of the structure. To the extent possible above ground structures shall be designed and painted to match the characteristics of adjacent development. ~~To the extent possible, utilities shall be underground.~~ **New and redevelopment projects shall install utilities underground.**

4. Heating, ventilation and air conditioning equipment. Equipment for heating, ventilation or air conditioning which encroaches into a setback by not more than twelve (12) inches shall not be deemed to violate this Code. Equipment placed upon the roof of any commercial or residential structure shall not be deemed a violation of this Code if:

(c) It generates no additional ~~noise~~ **sound** discernable at the adjoining property line.

7. ~~Handicapped Accessible~~ ramps constructed to ~~provide handicapped~~ **provide handicapped** accommodate disabilities ~~access~~ are exempt from setback provisions provided that no reasonable alternative is available and the encroachment is the minimum necessary to provide access. Covered or enclosed ramps shall meet all setback requirements.

D. Satellite Dish Antenna. No satellite dish or other antenna may be erected or placed within any District except in compliance with this Section and with Conditional Use approval.

4. All antenna dishes shall be permanently ground-mounted unless specifically approved otherwise by the **Zoning Board of Adjustment**.

J. Dumpsters or Other Trash Containers:

No dumpster or trash container shall be located or used in any District except in conformance with these standards or approval of a Site Plan.

1. All dumpsters or trash containers located within any District shall be screened from view **from the public Right-of-way** by a nontransparent fence and/or landscaping materials to a height of six (6) feet.

K. Tennis, Basketball or Volleyball Court. These facilities, or similar private recreation facilities, **such as outdoor skating rink facilities**, may be located in rear or side yard setbacks within five (5) feet of any property line; provided, however, they may not be located in any drainage or utility easement.

SECTION 707: FENCES

C. Exceptions.

1. Property located in a Planned Agriculture District may use barbed wire for fencing purposes, provided that said fencing is utilized strictly for agricultural purposes. Properties in the Light Industrial District may also use barbed wire fencing. However conditions may be imposed upon approval to provide **minimize minimal** impacts on neighboring properties.

SECTION 709: PRIVATE STREETS

A. Standards. The Commission may approve a Private Street only as a part of a Planned Development application. The following conditions shall apply to any Private Street:

6. The following streets must be provided as Public Streets and dedicated to the **town Village**, unless waived by the Planning Commission upon determination the waiver would be consistent with the provisions of Section 917 of the Land Development Code:

SECTION 711: HOME OCCUPATIONS. Nothing in this Code shall infringe upon the right of any resident to use a minor portion of a dwelling for an occupation which is customary in residential areas and which does not change the character thereof.

A. Purpose:

1. To protect residential areas from potential adverse impact of excessive traffic, nuisance, **noise sound** and other effects of occupational activities within residential neighborhoods.

B. Review Criteria. All Home Occupations shall meet the following review criteria and standards:

3. The area utilized for the Home Occupation shall not exceed twenty (20) percent of the floor area of the residence, including **attached** garages.
8. No activity shall be conducted on the premises which would interfere with radio or television transmission, nor shall there be any offensive **noise** sound, smoke, dust or heat noticeable at the property line.

SECTION 712: OPEN SPACE REGULATIONS.

Except as specified in this Code, no building, structure or vehicles shall encroach upon any required setback or designated Open Space area. All required setbacks shall be maintained ~~in~~ **grass in vegetative cover** and shall not be covered with any impermeable surface materials except in Commercial Districts where the Commission may approve specific alternatives.

SECTION 714: SIGN STANDARDS.

E. Number of Wall Signs

1. In Commercial and Industrial Districts, the overall number of wall signs shall not be restricted as long as the total square footage of all wall signs does not exceed the size limitation as listed in Section 714.D.~~23~~.
2. In lieu of a freestanding sign an additional twenty (20) square feet of wall signage shall be allowed. However, in no case may a single wall sign exceed the size limitations in Section 714.D.~~23~~.

G. Window Signs

3. Village Center District – Businesses in the Village Center District shall be allowed one (1) internally lit or neon window sign. All internally lit or neon window signs shall not to exceed three (3) square feet and shall require approval of a sign permit. Businesses on a corner lot shall be allowed to have two (2) internally lit or neon window signs, one (1) facing each street frontage. A business that has over one hundred and fifty (150) feet of street frontage shall be allowed two (2) internally lit or neon window signs subject to the size restrictions. All other internally lit permanent, temporary or window signage is expressly prohibited in the Village Center District unless otherwise provided in this ~~article~~ **Chapter**.

I. Freestanding Signs

5. Businesses with Drive-Through Facilities may have one (1) menu board sign in addition to one (1) free-standing sign. A menu board sign shall not exceed forty-eight (48) square feet and shall be screened from ~~view~~ **the public Right-of-way**.

J. Number of Freestanding Signs

2. If a development is located on a lot that is bordered by two (2) Public Streets that do not intersect at the lot's boundaries (Double Frontage Lot) then the development may ~~have~~ not have more than one (1) freestanding sign on each side of the development bordered by such streets.

L. Location and Height Requirements

Unless otherwise allowed in this Chapter, the following shall be required for all free-standing signs and permanent signs.

1. Front Yard Setbacks. Signs must meet the following minimum front yard setbacks:
 - (a) In all ~~Commercial, Residential/Office, Industrial, Exposition and Neighborhood Commercial Districts~~ districts, signs shall be set back no less than

ten (10) feet from the property line.

~~(b) — In all other districts, signs shall be set back no less than ten (10) feet from the property line.~~

M. Sign Illumination and Signs Containing Lights.

Unless otherwise prohibited, signs may be illuminated as specified below:

1. Unless specifically provided for elsewhere in the code, internally illuminated signs are prohibited in Flood Plain, Residential/Office ~~and Neighborhood Commercial Districts~~ and Village Center District. Internally lit signs in the Village Center District may be allowed with approval of the Planning Commission upon determination that the internally lit sign meets the intent of Section 502.~~KH~~.1.

9. String lights may be used in connection with commercial premises except as specifically ~~prohibited within this Section. provided herein.~~

N. Miscellaneous Restriction and Prohibitions.

1. Signs located off the lot of the business, except those specified in ~~SECTION~~ Section 714: ~~SIGN STANDARDS~~, are prohibited

Q. Exemptions. The provisions and regulations of this Ordinance shall not apply to the following signs. However, said signs shall be subject to the provisions of Section 502.H:

1. One or two-sided free-standing signs for municipal departments which are used to provide public information, and are deemed to meet the intent of Section 502.H.1. Such signs must be approved by the Planning Commission, may not exceed thirty (30) square feet per side, must be at least fifteen (15) feet from the pavement of any public Right-of-way, must not be located within any Right-of-way, and may not exceed ten (10) feet in height. Such signs may include an Electronic Message Board not exceeding ten (10) square feet on each side of the sign, which may only be used between the hours of 7:00 A.M. and midnight. Information may be displayed on the message board on an intermittent basis, provided each display is at least five (5) minutes in duration. Each department shall be limited to one (1) sign.

SECTION 715: TELECOMMUNICATIONS

B. Criteria For Approval And Conditions. An application for a Wireless Telecommunication Facility permit shall be approved after a hearing when the Planning Commission finds all the following criteria have been met:

4. The Facility will not be illuminated by artificial means and will not display any lights or signs except for such lights and signs as required by Federal Aviation Administration, federal or state law, or this ~~bylaw~~ Code.

14. The Facility will not generate undue ~~noise~~ sound.

D. Removal of Abandoned or Unused Facilities. Unless otherwise approved by the Planning Commission, an abandoned or unused Wireless Telecommunication Facility shall be removed within ninety (90) days of abandonment or cessation of use. If the Facility is not removed within ninety (90) days of abandonment or cessation of use, the Planning Commission may cause the Facility to be removed. The costs of removal shall be assessed against the Facility owner.

Unused portions of a Wireless Telecommunication Facility shall be removed within one hundred and eighty (180) days of the time that such portion is no longer used. Replacement of portions of a Facility previously removed shall require a new permit, pursuant to Section 502.N.5-6 ~~Section V.~~

SECTION 717: DAY CARE AND FAMILY CARE FACILITIES

A. Purpose. To allow for the provision of ~~child and/or adult day care facilities~~ **Day Care and Family Care Facilities** within all Districts and to provide criteria for the review of such facilities.

C. Day Care Facility Standards:

3. A fenced outdoor play area shall not be required if a child care center exclusively provides preschool instruction for not more than three (3) hours per ~~shift day~~, and children are not permitted to play outside.

D. Standards of Review. The Zoning Board shall review all applications for Family and Day Care Facilities as Conditional Use Permits. In addition, review shall include the following:

7. Existing or potential levels of air and ~~noise sound~~ pollution in the area.

SECTION 719: LANDSCAPE AND TREE PLANTING REQUIREMENTS

D. Landscaping.

There shall be a sufficient amount of landscaping and screening, as may be reasonably determined by the Planning Commission, to insure protection of and enhance the quality of the project in question and adjacent properties. The landscape plan must be drawn by a landscape architect, landscape designer, or competent landscape professional, and the landscaping requirement will be a minimum of three (3) percent of the total construction cost for new construction up to \$250,000. For new construction projects above \$250,000, the landscape requirement shall be a minimum of two (2) percent of the total construction cost. In the case of construction projects above \$1,000,000, a landscape architect, licensed by the State of Vermont's Office of Professional Regulation, will be required to prepare a landscape plan. This may be waived in unusual circumstances. The Commission may permit or require improvements to the public Right-of-way in part or in lieu of on-site landscaping to be used to improve the pedestrian environment including street trees, plantings, stormwater retention and pedestrian amenities. With a new use on existing development or renovation on existing property, the applicant must provide landscaping adequate to provide screening and environmental enhancement to the satisfaction of the Planning Commission.

1. **Landscape Plan:**

(a) **Preliminary Site Plan**

(i) **A general concept of the landscaping, in both written and graphic form.**

(ii) **A list of existing vegetation, with the location, type, and size of existing trees of six (6) inches or greater in caliper.**

(iii) **A written plan to preserve and protect significant existing vegetation during and after construction. Such plan will be sufficient detail that the Village of Essex Junction will be able to inspect the site during construction to ensure that the existing vegetation is protected as per plan.**

(iv) The location of existing natural features, such as streams, wetlands, and rock outcroppings.

(b) Final Landscape Plan

(i) All proposed physical improvements, such as buildings, walls, parking areas sidewalks, etc.

(ii) Proposed landscaping materials, including vegetation to remain, types of new plant materials, identified by common name and botanical name, sizes of all new plant materials by height and/or diameter at time of planting and at maturity, quantities of each of the planting materials, and treatment of the ground surface (paving, seeding, or groundcover).

(iii) Methods of controlling erosion and protecting landscaped areas.

(iv) A landscape phasing plan. Construction phasing shall be shown on the landscape plan with landscape and construction activities correlated.

2. Landscaping Requirements:

(a) ~~A minimum of fifty percent (50%) of the required landscaping shall be located within twenty (20) feet of the parking lot.~~ All required landscaping shall comply with the intent and purpose of these regulations.

4. General Requirements

(a) Installation: All landscaping shall follow accepted horticultural practices.

(b) Maintenance: ~~The owner of the building or agent shall be responsible for the maintenance of all landscape areas. Landscaped areas shall be maintained in a healthy, neat, and orderly appearance at all times. All dead plant materials shall be replaced.~~ All planting shown on an approved site plan shall be maintained by the property owner in a vigorous growing condition throughout the duration of the use. Plants not so maintained shall be replaced with new plants at the beginning of the next growing season. Trees with a caliper of less than five (5) inches may be replaced on an inch-by-inch basis with trees of at least two and a half (2.5) inches caliper preferably of the same genus.

(c) Failure to maintain: ~~If landscaping or plant materials installed as a condition of Site Plan approval die, they shall be replaced according to the approved landscape plan.~~ Failure to replace materials per approved plans shall be a violation of this Code.

45. Design Standards:

(d) When planters are used in parking lot interiors, a surface area should be made available for aeration and water infiltration of at least twenty-five (25) square feet per tree. ~~Islands may be graded and planted to serve as collection and treatment areas for stormwater management. It is recommended that sections of curb cut be no more than five (5) feet in length.~~

(k) ~~Grass~~ Vegetative areas should be planted with species normally found in the area.

6. The Planning Commission shall require compliance with any Tree Ordinance or Landscape Design Standards enacted by the Village of Essex Junction, subsequent to the effective date of these regulations.

7. Applications utilizing municipally owned land must be reviewed by the Village of Essex Junction Tree Advisory Committee. The Planning Commission, at their discretion, may ask the Tree Advisory Committee and or the Village of Essex Junction Tree Warden to comment on any landscape plan with regard to tree species selection and location.

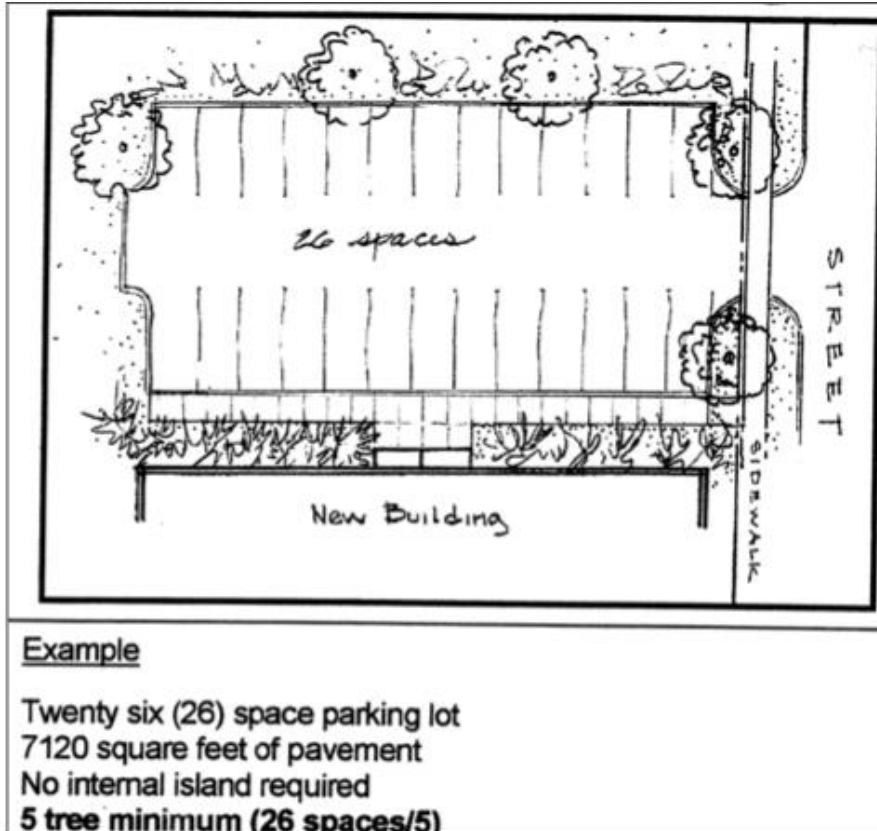
8. Example Schematics:

Figure 8.1 Parking Area Landscaping/Screening



From Landscape Guide for Vermont Roadways & Transportation Facilities

Figure 8.2 Perimeter Landscaping for Parking Areas



Example

Twenty six (26) space parking lot
7120 square feet of pavement
No internal island required
5 tree minimum (26 spaces/5)

Illustration by Kathleen Ryan, ASLA

Figure 8.3 Internal and Perimeter Landscaping for Parking Areas

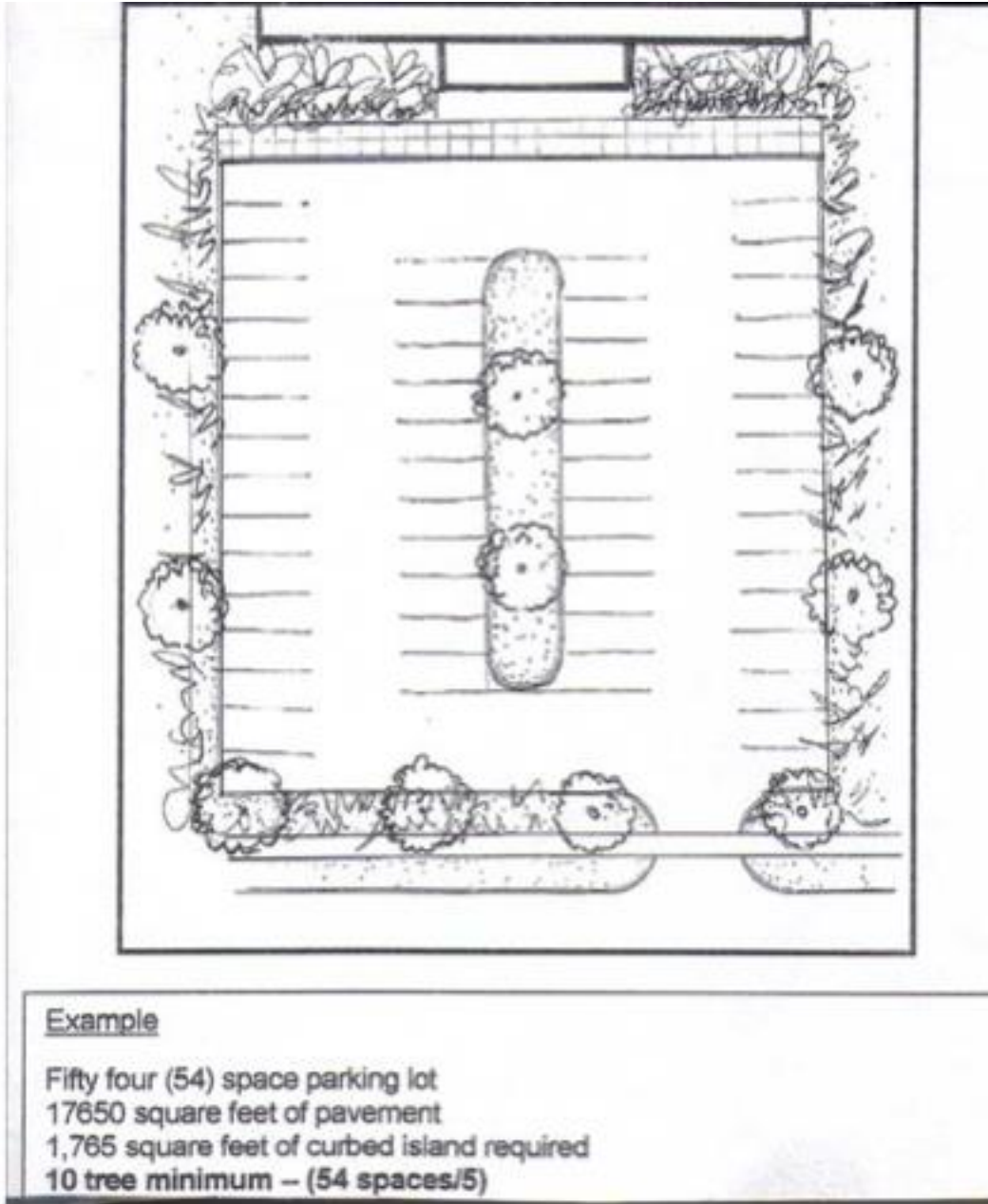


Illustration by Kathleen Ryan, ASLA

E. Approved Plant Materials. An emphasis shall be placed on selecting plant material species shall be native species to Vermont and the Champlain Valley. Trees and plantings that are close to driveways, sidewalks and roads shall be salt tolerant. Generally, plants shall be from the most current tree species list recommended by the Vermont Urban Community and Forestry Program and those listed in the Village Land Development Code. following suggested species list unless waived by the Planning Commission based on the appropriateness of the species for the particular application, but still accordance with intent of this section to require the use of

~~native species.~~ The Planning Commission may refer to any or all of the following publications as resources:

1. Recommended Tree Species for Vermont Communities: A guide to Selecting and Purchasing Street, Park, and Landscape Trees, published by Urban and Community Forestry Program.
2. Planting Sustainable Landscapes- A Guide for Plan Reviewers, prepared by Department of Forests and Parks and the Vermont Chapter of the American Society of Landscape Architects- Section-111.
3. Street Tree Fact Sheets- Published by the Municipal Tree Restoration Program with support from the USDA Forest Service, Northeastern Area State and Private Forestry.

List of Suggested Example Species:

Medium and Large Deciduous Trees

~~White Ash (Fraxinus americana)~~

~~Green Ash (Fraxinus pennsylvanica)~~

F. Minimum Planting Specifications. All plantings are required to be healthy nursery-grown stock and maintained. ~~with bark mulch)~~

SECTION 721: ACCESSORY APARTMENTS

A. Purpose. To allow the provision of small apartments within existing single family dwellings to improve the ability of households to provide housing. ~~for family members.~~

~~SECTION 722: CONVERSION OF PUBLIC SCHOOLS.~~

~~Existing public school facilities may be converted to elderly housing with Site Plan approval. Emphasis shall be placed upon maintaining existing open space and recreation facilities. No more than ten (10) percent of the gross floor area of each existing school building may be converted to school offices or administrative facilities without Site Plan review and approval. Other public uses may be considered upon application for a Conditional Use Permit and Site Plan. In addition to the standards above, other public uses shall meet the following criteria:~~

~~A. All proposals must preserve existing open space and recreational facilities.~~

~~B. The proposed use shall not generate neighborhood traffic in excess of the traffic volume generated by the existing school.~~

~~C. The proposed use shall serve a local, state or Federal governmental agency.~~

~~D. The proposed use shall conform to the Zoning District within which the school is located.~~

SECTION 7234: ~~PLANNED RESIDENTIAL DEVELOPMENT (PRD) and PLANNED UNIT DEVELOPMENT (PUD)~~

Planned Residential Development changed to Planned Unit Development throughout section.

B. Design Considerations. The Commission shall review an application for innovative land and building design techniques. The Commission may determine that the design is not innovative and that standard District requirements shall apply. The Commission may authorize the following modifications to requirements of the underlying Zoning District.

5. Amenities and Quality of Design. To be granted the flexibility permitted under these regulations, the ~~PRD or~~ PUD must demonstrate a level of design and amenity exceeding that typical of conventional development. Features that exhibit a strong level of design include, but are not limited to:

- (a) Amount and quality of landscaping;
- (b) Amount, quality, and interconnectedness of common space; and
- (c) Varied building massing or other measure to reduce monotony in design.

At a minimum, up to fifteen (15) percent of the gross PRD or PUD area shall be developed with passive and active amenities. Examples of amenities include ~~common recreation facility such as~~ but are not limited to:

1. Jogging/exercise track;
2. Off-street bicycle paths;
3. Playgrounds;
4. Tennis court;
5. Athletic fields;
6. Wooded areas; and
7. Open fields that may be in active agricultural production.

The type of amenities required will vary with each individual project. For example, projects designed for seniors, ~~ages fifty five (55) and above, (55 plus)~~ will have different types of amenities than a project designed for young families.

SECTION 7254: RAISING, KEEPING, OR HARBORING LIVESTOCK

The raising, keeping, or harboring of livestock, wild animals or other domesticated farm animals for personal use or commercial purposes shall be prohibited in all Zoning Districts, except for the PA and PE Districts. The raising, keeping or harboring or livestock, wild animals or other domesticated farm animals shall require a minimum lot size of ten acres. ~~Refer to the Municipal Code for exceptions.~~

CHAPTER 8: NONCONFORMITIES

SECTION 801: NON-CONFORMING USES. Any use of land or buildings legally existing on the effective date of this Code which has become non-conforming as a result of this Code shall be considered as a Non-Conforming Use and may be maintained subject to the provision of this Section.

B. Change of Use. A non-conforming use may be changed to a Permitted Use or Conditional Use for the district in which it is located. A non-conforming use ~~shall not may not~~ be changed to another non-conforming ~~use unless the change is~~ use. ~~specifically approved as a Conditional Use.~~

SECTION 802: NON-COMPLYING STRUCTURES. Any structure, existing on the effective date of this Code, which does not conform to the dimensional requirements of this Code

shall be considered as a non-complying structure. Such structure may continue to be occupied, subject to the following:

C. Reconstruction.

2. Non-conforming structures on properties with one single family dwelling may be rebuilt as long as the new structure is not more non-conforming than the existing structure. However, if staff determines the structure could reasonably be rebuilt in conformance with the existing regulations the applicant will be required to comply with the existing regulations. Appeal of staff decisions may be made in accordance with Section 1701. ~~Also, any non-complying structure may be declared conforming with conditional use approval in accordance with Section 803.~~

~~**SECTION 803: TERMINATION OF NON-CONFORMING OR NON-COMPLYING STATUS.**~~

~~The provisions of Sections 801 and 802 regarding the continuation, restoration, reconstruction, expansion or extension of non-conforming uses or non-complying structures notwithstanding, a non-conforming use or non-complying structure may be formally declared to be conforming or complying upon Conditional Use approval.~~

SECTION 8045: NON-CONFORMING SIGNS

1. Subject to the remaining restrictions of this Section, non-conforming signs that were otherwise lawful on the effective date of this ~~article~~ Code may be continued until they are required to be removed under Section 714 of this Code.

SECTION 8056: REMOVAL OF NON-CONFORMING SIGNS

3. If the message portion of a sign is removed, leaving only the supporting "shell" of a sign (or the supporting braces, anchors, or similar components) the owner of record shall, within thirty (30) days of the removal of the message portion of the sign, either replace the entire message portion of the sign or remove the remaining components of the sign. This subsection shall not be construed to alter the effect of Section 8056.1, above which restricts the replacement of a nonconforming sign. Nor shall this subsection be construed to prevent the changing of the message of a sign.

CHAPTER 9: SUBDIVISIONS

SECTION 906: STREETS

B. Arrangement

3. Street design shall include measures to discourage through traffic in Residential Districts.
4. Street design shall include measures to encourage improved connectivity in the Village Center District and strike an appropriate balance between all modes of transit.
5. Access for emergency vehicles shall be considered in the layout of any street.

D. Dead-end Streets.

Waiver. The commission may waive the requirement that a Dead-end Street be temporary if, in the opinion of the Planning Commission, all of the following standards are met:

3. The street connection is not required to provide a secondary access point to the

proposed Subdivision, future development on adjacent parcels, or for the properties now served by the Dead-end Street, in accordance with 90~~53~~.F.3.

SECTION 912: STREET LIGHTS. Streetlights shall be located at each intersection and at approximately ~~four hundred (400)~~ one hundred fifty (150) foot intervals between intersections. Streetlights shall be located at the corner to provide light at the intersection, where possible.

CHAPTER 14: WATER SYSTEM MANAGEMENT AND USE

SECTION 1416: WATER SUPPLY

- C. Private Water Lines. Private water lines may be approved and connections to existing private water lines may be approved, if the following conditions are met:
1. A private water line shall serve no more than three (3) separate users. ~~A homeowners association can be considered one user if proper documentation is submitted and approved by the Village for the maintenance of the private water line.~~

CHAPTER 17: APPEALS

SECTION 1704: APPEALS OF STAFF DECISIONS TO THE ~~PLANNING COMMISSION ZONING BOARD OF ADJUSTMENT~~

- B. Notice of Appeal. Any interested person who believes that Staff has committed an error in making a decision or taking an action may appeal such act or decision to the ~~Planning Commission Zoning Board of Adjustment~~ by filing a written Notice of Appeal with the ~~clerk of the Commission Village Clerk~~ within fifteen (15) calendar days of the subject action or decision. The Notice of Appeal must identify the decision or action appealed and state why such decision or action is erroneous.
- C. Action by the ~~Planning Commission Board.~~ The ~~Commission Board~~ shall conduct a duly warned public hearing at which it will take testimony and receive evidence from the applicant, interested parties and Staff. The ~~Commission Board~~ shall consider all relevant evidence before it. It shall issue its decision in writing with findings of fact and conclusions within forty-five (45) days of the final public hearing. Failure to act within this time shall result in granting the appeal.

SECTION 1708: ON THE RECORD REVIEW

As provided for in 24 V.S.A. § 4471 (b) the use of on the record review procedures will be followed for all development applications that require review by the Planning Commission or Zoning Board of Adjustment. The procedures outlined in the Municipal Administrative Procedure Act (MAPA) shall govern all Planning Commission and Zoning Board of Adjustment application reviews. Evidence provided and recorded at public meetings and hearings shall follow the Vermont Rules ~~for~~ of Evidence as outlined in 24 V.S.A. § 1206 (b).

APPENDIX A: PUBLIC WORKS SPECIFICATIONS

SECTION 102: STREET SPECIFICATIONS

C. Preparation of Subgrade. Objectionable and unsuitable materials shall be removed and replaced with approved material as directed by the Village Engineer. Subgrade shall meet the lines and grades shown on the drawings.

1. Sand shall be deposited and spread so as to distribute the material in uniform layers, compacted ~~at optimum moisture content~~ to a density of ninety five (95) percent of the maximum dry density using the Standard Proctor Test, according to ASTM D698.

SECTION 103: GRAVEL BASE - BOTTOM COURSE

G. Materials. All materials shall be secured from approved sources. Such gravel shall consist of hard, durable stones, which show uniform resistance to abrasion and which are intermixed with sand or other approved binding material as directed by the Engineer.

All bottom course material shall be deposited and spread so as to distribute the material in uniform layers, compacted ~~at optimum moisture content~~ to a density of ninety five (95) percent of the maximum dry density using the Standard Proctor Test, according to ASTM D698.

SECTION 104: CRUSHER RUN - TOP COURSE

A. Description. This item shall consist of an upper course of crusher run gravel to be placed over the gravel base - bottom course, ~~of bank run gravel~~, which will have been prepared in accordance with these specifications.

B. Materials. All materials shall be secured from approved sources. This gravel shall consist of angular and round fragments of hard durable rock of uniform quality throughout, reasonably free from thin, elongated pieces, soft or disintegrated stone, dirt or other objectionable matter. The grading requirements shall conform to the following table:

Sieve Designation	Percentage by Weight Passing Square Mesh Sieve
2"	100
1 ½"	90-100
No. 4	30-60
No. 100	0-12
No. 200	0-6

This upper course of crusher run gravel shall be deposited and spread in a uniform layer, and compacted ~~at optimum moisture content~~ to a density of 95% of the maximum dry density using the Standard Proctor Test, according to ASTM D698.

SECTION 105: BITUMINOUS CONCRETE PAVEMENT

C. Construction Methods. Equipment for spreading and finishing the mixture shall be a mechanical spreading and finishing machine provided with an activated screed and heated if required. The machine shall be capable of spreading the mixture without segregation and shall be approved by the Village Engineer before being used.

Application of bituminous concrete pavement shall conform in all respects to Vermont Standard Specifications Section 406. These requirements shall include but not be limited to the following:

~~6. — and shall be approved by the Village Engineer. After placement, the material shall be thoroughly compacted with rollers or other equipment approved by the Village Engineer.~~

SECTION 106: CEMENT CONCRETE CURB

C. Materials. All concrete used in the construction of roadway curbs shall be Air Entrained five percent plus or minus one percent ($5.0\% \pm 1\%$) so determined by an air meter approved by the Village Engineer. This concrete shall have a twenty eight (28) day compressive strength of four thousand (4000) psi and meet State of Vermont Standard Specifications for Class ~~B~~ **A** concrete, Section ~~501~~ **541**.

SECTION 108: CEMENT CONCRETE SIDEWALK

D. Construction Methods:

4. Placing and Finishing Concrete - Just prior to placing the concrete, the sub-base shall be moistened. The concrete mixed to the proper consistency shall be placed in the forms and thoroughly tamped in place so that all honeycombs will be eliminated and sufficient mortar will be brought to the surface. ~~There shall be a one hundred foot (100') maximum pour length between dowelled joints unless otherwise approved by the Village.~~ Unless otherwise approved by the Village, sidewalk shall be cast in one hundred (100) foot sections with no expansion joints. Connection to existing sidewalk and between one hundred (100) foot sections shall be accomplished with steel dowels, spaced twelve (12) inches on center. Sidewalk adjacent to curb shall be separated with four (4) millimeter polyethylene. After this, the surface shall be brought to a smooth even finish by means of a wooden float. The surface shall be broom finished. All faces adjacent to the forms shall be spaded so that after the forms are stripped, the surface of the faces will be smooth, even and free of honeycombs. All edges shall be tool rounded with an edger having a quarter (0.25) inch (~~3"~~) radius.

5. Scoring Concrete - ~~Sidewalks shall be scored to a depth of one (1) inch every five (5) feet. Connections to existing concrete requires minimum 1/2" rebar dowels and shall be installed by drilling.~~ Sidewalk joints shall be saw cut at five (5) foot intervals to one third (1/3) the sidewalk depth. Struck transverse false joints shall not be utilized.

Connections to existing concrete requires minimum one half (1/2) inch smooth steel dowels, spaced twelve (12) inches on center, and shall be installed by drilling.

6. Curing Concrete - ~~Same as for Cement Concrete Curb.~~ All sidewalks shall be treated with Certi-Vex AC 1315, per the manufacturer's instructions.

E. Accessible Access. Sidewalk ramps shall be constructed as shown in these specifications and located in accordance with the approved plans at all intersections. ~~Detectable surface shall be truncated domes constructed of cast iron.~~ Saw cutting, exposed aggregate, or scoring sidewalk ramps is not acceptable. ~~Detectable surface shall be truncated domes.~~

SECTION 112: WATER DISTRIBUTION SPECIFICATIONS

D. Construction Methods.

14. Chlorination - ~~The contractor shall furnish sufficient high test Hypochlorite (HTH) and all equipment and labor, and shall chlorinate the water main with a minimum solution of 50 PPM to A.W.W.A. Standard C601. This is to be done under the supervision of the Engineers and great care is to be exercised to ensure that all valves are closed against flow of the heavily chlorinated water back into the in-service mains. The solution of HTH and water shall be mixed in a barrel or drum and pumped into the mains with a hand pump or small unit controlled in such a manner that the HTH solution enters the mains at a uniform rate, with the correct concentration to completely saturate the water to obtain a minimum uniform concentration of 50 PPM through the main to be tested. The HTH solution must be added continuously until the chlorinated water reaches the end of the section being tested. When the HTH solution reaches the end of the hydrant, the valve controlling the inflow of water to the test section shall be closed. After a 24-hour retention period, the treated water shall contain no less than 25 PPM of chlorine throughout the length being tested. The contractor shall then thoroughly flush and dechlorinate while flushing the original chlorination the main to completely remove all the chlorinated water and shall take a test sample to ensure absence of coliform organisms before putting the main into service. Chlorination of the water main shall be conducted only after the main has been satisfactorily pressure and leakage tested and flushed and a clean stream is obtained, as determined by the Engineer. The Contractor shall furnish all labor, equipment, materials, and tools necessary to disinfect the pipe and appurtenances in accordance with AWWA Standard for Disinfecting Water Main C651, latest revision. The continuous feed method shall be performed under the supervision of the Engineer. The Contractor shall thoroughly flush and dechlorinate while flushing the original chlorination of the main to completely remove all the chlorinated water. The Contractor shall coordinate with the Village of Essex Junction Wastewater Treatment Facility on the disposal of heavily chlorinated water flushed from the main. The disinfection process shall be deemed acceptable only after two samples of water from the flushed, disinfected main, collected twenty-four (24) hours apart, show no evidence of bacteriological contamination, as determined by the Health Department or other approved lab.~~

15. Protection of Water Supplies - ~~Water mains shall be laid at least 10 feet, horizontally, from any existing or proposed sewer, in accordance with State standards.~~

~~Whenever sewers cross under water mains, the water main shall be laid at such an elevation that the bottom of the water main is at least 18 inches (18") above the top of the sewer. This vertical separation shall be maintained for that portion of the water main located within 10 feet horizontally of any sewer it crosses. When it is impossible to obtain horizontal and vertical separation, both the water main and sewer shall be constructed with watertight joints and pressure tested to assure water tightness before backfilling. No water main shall pass through, or come into contact with any part of a sewer manhole.~~

~~There shall be no physical connection between the distribution system and any pipes, pumps, hydrants or tanks which are supplied or may be supplied with water that is, or may be contaminated.~~ Water mains shall be laid at least ten (10) feet horizontally from any existing or proposed sanitary sewer. This distance can be reduced to five (5) feet for storm sewers. The distance shall be measured edge of pipe to edge of pipe. Where impractical due to ledge, boulders, or other unusual conditions, to maintain ten (10) foot horizontal separation between water and sewer lines, the water line may be in a separate trench or on an undisturbed earth shelf in the sewer trench provided that the bottom of the water line is at least eighteen (18) inches above the top of the sewer. Wherever impossible or impractical to maintain eighteen (18) inches vertical separation, the sanitary sewer line shall be constructed to normal waterline standards and pressure tested to fifty (50) psi for fifteen (15) minutes prior to backfilling. No leakage shall be allowed for this test.

Sewer crossing water mains shall be laid beneath the water main with at least eighteen (18) inches vertical clearance between the top of the sewer and the bottom of the water main. When it is impossible to maintain the eighteen (18) inches vertical separation or where the sewer must be laid above the water main;

- (a) The crossing shall be arranged so that one full length of sewer is centered above or below the water line, with sewer joints as far as possible from water joints;
- (b) The sanitary sewer pipe must be constructed to water main standards for minimum distance of twenty (20) feet either side of the crossing or a total of three (3) pipe lengths, whichever is greater;
- (c) The section constructed to water main standards must be pressure tested to maintain fifty (50) psi for fifteen (15) minutes without leakage prior to backfilling beyond one (1) foot above the pipe to assure water tightness; and
- (d) Where water main crosses under a sewer, adequate structural support shall be provided for the sewer to prevent damage to the water main.

No water main shall pass through, or come into contact with, any part of a sanitary sewer manhole. There shall be no physical connection between the distribution system and any pipes, pumps, hydrants, or tanks, which are supplied or may be supplied with water that is, or may be, contaminated.

SECTION 115: SANITARY SEWER SPECIFICATIONS. Sewer Mains Polyvinyl Chloride (PVC)

D. Construction Methods

3. Backfill - Backfill shall consist of approved material placed in six (6) inch layers with each layer being thoroughly compacted ~~at or near optimum moisture content to a density of 95% of the maximum dry density using the Standard Proctor Test, according to ASTM D698.~~ Debris, frozen material, large clods or stones, organic matter, or other unstable materials shall not be used for backfill. No stones in excess of one and one half (1.5) inch diameter shall be placed within two (2) feet of the outside of the pipe. Particular precautions shall be taken in placement and compaction of the backfill material in order not to damage and/or break the pipe. The backfill shall be brought up evenly on both sides of the pipe for its full length. Walking or working on the completed pipeline except as may be necessary in tamping or backfilling, shall not be permitted until the trench has been backfilled to a height of at least two (2) feet over the top of the pipe. During construction all openings to the pipe lines shall be protected from contamination by earth or other materials.

4. Manholes - Manholes shall be installed at the end of each line, at all changes in grade, size or alignment of pipe, at all pipe intersections, and at distances not greater than three hundred (300) feet. Pre-cast Reinforced Concrete Manholes shall have the top section set at a grade that will place the riser a minimum of three (3) inches and a maximum of twelve (12) inches from the top of the pre-cast manhole cone. Adjustments shall be made using pre-cast concrete riser rings, expanded polypropylene riser rings, or cast-in-place concrete. Bricks shall not be used. All joints shall be grooved type and shall be fully bedded with mastic seal when setting sections. Lifting holes in all ~~pipe~~ manhole sections shall be filled solid with mortar.

6. Leakage and Testing - If inspection of the completed sewer or any part thereof shows any pipe, manhole, or joint which allows infiltration of water, the defective work, or material, shall be replaced or repaired as directed by the Engineer. After the sewer has been completed, the contractor shall furnish all labor and materials necessary, and in general, assist the Engineer to conduct such leakage tests at such times and at such locations as the Engineer deems necessary.

(c) Manholes - All manholes shall be tested for leakage. Manholes shall be tested for leakage in accordance with one of the following:

(i) Water Test - After the manhole has been assembled in place, all lifting holes and exterior joints shall be filled and pointed with an approved non-shrinking mortar. All pipes and other openings into the manhole shall be suitably plugged and the plugs placed to prevent blowout.

(ii) Each manhole shall be checked for exfiltration by filling with water to the top of the cone section. A stabilization period of one (1) hour shall be provided to allow for absorption. At the end of this period, the manhole shall be refilled to the top of the cone, if necessary, and the measuring time of at least six (6) hours begun. At the end of the test period, the manhole shall be refilled to the top of the cone measuring the volume of water added. This amount shall be converted to a twenty-four (24) hour rate and the leakage determined on the basis of depth. The leakage for each manhole shall not exceed one (1) gallon per vertical foot for a twenty-four (24) hour period for exfiltration and there shall be no visible ~~filtration~~ infiltration.

SECTION 117: STORM SEWER SPECIFICATIONS - STORM DRAINS

2. Catch Basins or Manholes: A pre-cast (or cast in place) concrete catch basin or manhole shall be installed at the end of each line, at all changes in grade, size or alignment of pipe, at all pipe intersections, and at distances not greater than three hundred (300) feet.

(a) Catch Basins - The catch basins shall conform to requirements for precast risers and base sections found in ASTM C913, latest edition. The cast iron frame and grate shall be Type D LeBaron #LF 248-2, or equal with a minimum weight of four hundred and eighty (480) pounds. For steep grades, a Type E LeBaron #LK 120A, or equal may be supplemented with a minimum weight of four hundred and thirty (430) pounds. There shall be either a manhole or a catch basin every three hundred (300) feet on normal slopes to allow for proper cleaning of the lines.

b) Manholes - The manholes and manhole frames and covers shall conform to the specifications as set forth under Sanitary Sewer Specifications.

c) Booted connections shall be used for ~~24" in~~ **thirty-six (36) inch** pipe and smaller.

4. Installing Catch Basins and Manholes - All construction of sewer manholes must be carried out to ensure watertight work. Any leaks in manholes shall be completely repaired to the satisfaction of the Village Engineer or the entire structure shall be removed and rebuilt. All manhole lift holes shall be grouted inside and out with expandable grout. The pipe opening in the precast manhole riser shall have a cast-in-place flexible gasket or an equivalent system for pipe installation, as approved by the Village Engineer. Joints between manhole risers shall be soft butyl joint sealer (rope form). Joints between pipes and catch basin base sections shall be sealed with boots for pipes ~~24" in~~ **thirty-six (36) inch** diameter or smaller and with cement mortar for pipes larger than ~~24" in~~ **thirty-six (36) inch** diameter, smoothed on the inside and built up with a heavy bed of excess mortar on the outside.

SECTION 120: FINAL INSPECTION CHECK LIST

A. Streets, Curbs, and Sidewalks:

2. All required monuments and front boundary ~~lines~~ **lines** ~~line~~ **line markers** installed.

C. Sewer System

5 Material testing results, lab reports, manufacturer's certificate, leakage test results for pipe and manholes, and ~~mandrel~~ **mandrel** deflection tests complete and on file.

E. As Built Plans

1. One set of mylars and two paper copies of plans showing all as built utilities, and water and sewer house connections must be submitted to the Village Engineer by the developer in accordance with Chapter 9. In addition, the developer shall provide to the Village the record drawings in an AutoCAD™ compatible electronic format; **as well as a complete set of the record drawings in PDF format.**




Patrick Scheidel
Municipal Manager
PatS@essexjunction.org

2 Lincoln Street
Essex Junction, VT 05452
www.essexjunction.org

Office: (802) 878-6944
Fax: (802) 878-6946

MEMORANDUM

TO: Village Trustees
FROM: Lauren Morrissette, Assistant Manager/Finance Director 
DATE: July 12, 2016
SUBJECT: Reappointments to Bike/Walk Advisory Committee
and CCRPC Planning Advisory Committee

Issue

The issue is whether or not the Trustees reappoint a citizen to the Bike/Walk Advisory Committee and representatives on the Chittenden County Regional Planning Commission (CCRPC) Planning Advisory Committee (PAC).

Discussion

Eric Bowker expressed interest in being reappointed to the Bike/Walk Advisory Committee (see attached.)

Robin Pierce is current Representative and John Alden is Alternate on the Planning Advisory Committee. The PAC requires that the Representative is the Community Planner. John Alden indicated his willingness to be reappointed.

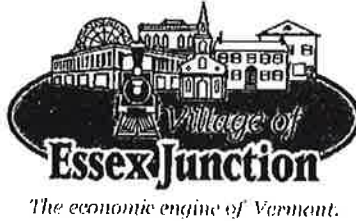
Cost

There is no cost associated with this issue.

Recommendation

It is recommended that the Trustees reappoint Eric Bowker to the Bike/Walk Advisory Committee for a three-year term ending June 30, 2019.

It is also recommended that the Trustees reappoint Robin Pierce as Representative and John Alden as Alternate to the CCRPC Planning Advisory Committee for the period July 1, 2016 through June 30, 2018.



MEMORANDUM

TO: Village Trustees and Pat Scheidel, Municipal Manager
FROM: Susan McNamara-Hill, Clerk/Treasurer and Lauren Morrissette, Finance *JM*
Director/Assistant Manager
DATE: July 12, 2016
SUBJECT: Fire Truck Note Renewal

Issue

The issue is whether or not the Trustees will adopt the Resolution for Current Expense Borrowing and sign the Current Expense Note and the Resolution for the renewal of the Fire Truck Note.

Discussion

The Trustees approved a one year note in FYE13 in the amount of \$250,000 to help pay for the fire ladder truck. The plan was to pay \$50,000 principal each year for five years and to renew the note annually. The Warrant dated 7/8/16 that the Trustees will consider for approval includes a check for \$51,599.99 to pay \$50,000 principal and \$1,599.99 of interest which is our fourth payment. The Merchants Bank has agreed to issue another one year note for \$50,000. The cost of the fire truck has been paid in full in the amount of \$829,736 (the Village saved \$30,000 by prepaying for the truck). The funds to purchase the truck came from:

Village Rolling Stock	\$529,736 (includes note for \$250,000)
Town of Essex contribution	\$300,000

Cost

The interest on the \$50,000 note is 1.65%, which will result in an interest charge of approximately \$825.

Recommendation

It is recommended that the Trustees adopt the Resolution for Current Expense Borrowing and sign the Current Expense Note and the Resolution.

Documents
coming Mon.
from the
bank.



MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Municipal Manager
DATE: July 12, 2016
SUBJECT: Trustees Meeting Schedule

TRUSTEES MEETING SCHEDULE/EVENTS

July 16, 5-10 PM – Block Party & Street Dance

July 21, 3-5 PM – Employee Appreciation Party

July 25 at 6:30 – Joint Meeting with PC and ZBA re: TGIA (July 26 meeting is cancelled)

August 9 at 6:30 – Regular Trustees Meeting

- Public Hearing and Adoption of Land Development Code

August 23 at 6:30 – Regular Trustees Meeting

September 13 at 6:30 – Regular Trustees Meeting

September 27 at 6:30 – Regular Trustees Meeting

**VILLAGE OF ESSEX JUNCTION
PLANNING COMMISSION
MINUTES OF MEETING
June 16, 2016**

- MEMBERS PRESENT:** David Nistico (Chairman); John Alden, Amber Thibeault, Diane Clemens, Andrew Boutin. (Joe Weith and Nick Meyer were absent.)
- ADMINISTRATION:** Robin Pierce, Development Director; Will Hayden, intern.
- OTHERS PRESENT:** Karen Roberts, Daniel Blankenship, David Viau, Amy Vensel, Stuart Timmons, Katie Rick, Patricia Eno, Rich Garimen, Daniel Heil, David Burke, Donny Morgan, Marcy Morgan.
- AGENDA:**
1. Call to Order
 2. Audience for Visitors
 3. Additions/Amendments to the Agenda
 4. Minutes
 5. Public Hearing
 - Land Development Code Amendments
 6. Public Meeting
 - Conceptual Plan & Final Plan, Planned Residential Development (PRD), Three Single Family Houses, 32 Lamoille Street, Donald and Marcy Morgan
 7. Other Planning Commission Items
 8. Adjournment

1. CALL TO ORDER

Chairman David Nistico called the meeting to order at 6:03 PM.

2. AUDIENCE FOR VISITORS

None.

3. ADDITIONS/AMENDMENTS TO THE AGENDA

Robin Pierce noted an email from Jerry Firkey was received 6/16/16 re: buildings in the Village Center District (VCD) over 40' in height and having design review in the VCD.

4. MINUTES

May 19, 2016

MOTION by Amber Thibeault, SECOND by John Alden, to approve the minutes of 5/19/16 as written. VOTING: 4 ayes, one abstention (Andrew Boutin); motion carried.

5. PUBLIC HEARING

Land Development Code Amendments

The public hearing on amendments to the Land Development Code (LDC) was opened at 6:05 PM. Amendments were made to Chapters 1-6, Sections 620, 703.K, 704.B, 714.Q,

719.E, 722, 803, 906, 913, 1416, Chapter 17, Appendix A, Public Works Detail Drawings. Added documents include the Community Development Public Participation Guide and Flowchart Depicting Development Review Process.

The following comments from the Planning Commission were made:

- “Temporary structure” and “temporary use” should have separate definitions in the LDC.
- Section 503.H.2 should include the statute notation confirmed by the Village Attorney.
- Confirm that the corrected section has been added in Section 506.
- Confirm “y” is removed in Section 511.
- The paragraph re-work (“Permits for storm water discharge....”) needs to be inserted in Section 513.G.
- Section 604.a (Purpose) should be reworded to say the Trustees voted to study the closing of Main Street.
- Subsections ii & iii are not necessary in Section 604.e.6.
- The building height subsection in Section 608 needs to be confirmed as either “e” or “f”.
- There should be three figures in Section 719.
- Professional Office Overlay should be Section 722.
- The “4” should be deleted in “Section 7234”.
- Section 104.B shows the same deletion as in “A”.
- In Section 115 (Sanitary Sewer Specs) the three paragraphs that follow the section appear to be missing.

There were no comments from the public. The public hearing was closed.

MOTION by John Alden, SECOND by Diane Clemens, to approve the updated LDC with the changes noted on 6/16/16 and forward the document to the Board of Trustees for adoption. VOTING: unanimous (5-0); motion carried.

6. PUBLIC MEETING

Conceptual Plan and Final Plan for a Planned Residential Development (PRD) to retain an existing single family dwelling and add two single family units at 32 Lamoille Street in the R-2 District by Donald and Marcy Morgan

Daniel Heil and David Burke with O’Leary-Burke appeared on behalf of the applications.

STAFF REPORT

The Planning Commission received a written staff report on the application, dated 6/16/16. It was noted the applicant choose to have both conceptual and final plan review. Robin Pierce pointed out the affordable unit will be perpetually affordable through Housing Vermont which has very strict standards.

John Alden asked about the request for a waiver for 1,751 s.f. Robin Pierce explained the 20% density bonus is met with the affordable house so the waiver is not needed.

APPLICANT COMMENTS

Daniel Heil reviewed the proposal for a three unit PRD at 32 Lamoille Street that includes an existing single family house plus two new houses. The existing garage will be removed. The staff notes and recommendations have been addressed. The recommendation to access from Mansfield Avenue for Unit #3 was considered, but the decision was made to have access to all three units off Lamoille Street. To minimize the number of curb cuts one driveway will serve all three houses and allow an open area between Unit #2 and Unit #3 which is an important amenity for the PRD. Having access from Mansfield Avenue will add impervious area and require a waiver because more than 15% lot coverage for impervious area would be exceeded.

John Alden questioned if the proposal qualifies as a PRD with innovative design. Dan Heil pointed out there is open area between Unit #2 and Unit #3 with planter boxes and a pervious paver path from Unit #1 to the common area. David Burke noted the first iteration was a duplex, but staff said this is not allowed so the proposal was redesigned working with staff to the current layout. The area is a high density zone. There is an affordable unit as part of the development. The proposal is .23 unit short on density so an 8.3% bonus is requested for the affordable unit (33% of the development is affordable housing). There is 68.1% open/green space on the parcel less 14.5% for the driveway and walkway. The open space will be shared use and maintained by the homeowners. There is an abundance of landscaping proposed. Staff agreed that with the proximity to village parks a playground area on the lot is not needed. With regard to innovative design, the proposal is different from a straight three lot development.

There was continued discussion of access off Mansfield Avenue rather than Lamoille Street and the nearness of the units to each other. David Burke said the back of Unit #3 would be in the open space if access is from Mansfield Ave. and staff gave direction to focus on open space. Unit #3 is approximately 50' from Mansfield Avenue and trees screening the road will be planted. Regarding Unit #3 essentially having two front doors, a gable end can be added on the deck to make the back porch look conventional, said Mr. Burke. There was further discussion of different layouts to allow access to Unit #3 from Mansfield Avenue.

John Alden asked about a path to Mansfield Avenue to allow pedestrian access. Dave Burke said the open space is common land available to the unit owners, but the property is privately owned so a public path would not be wanted.

PUBLIC COMMENT

Karen Roberts, 28 Lamoille Street, asked about the easement on the lot and impact on the total square footage used to calculate lot coverage. Dave Burke explained an easement is still part of the lot and considered in the calculation. Karen Roberts made the following comments:

- The PRD is a win for the village with increased taxes for two units because the water and sewer is private and a win for the Morgans who get a new house plus revenue from the two additional houses, but there is not a win for the neighbors. The Morgan could expand their existing house and add one more house.

- Lower income housing will lower property values. Affordable housing should be in high density development with other units.
- The PRD is out of step with the rest of the neighborhood. Calling picnic tables and planters amenities is questionable. The parcel may not be appropriate for a PRD.
- There is impact on the infrastructure. The street is narrow. Water pressure is bad. More houses may create more of an issue.

Stuart Timmons, 12 Lamoille Street, mentioned his choice to live on a quiet, dead-end street which has already seen two additional houses built on the backside of lots. The current proposal will add two more houses. Mr. Timmons made the following comments:

- The street is not wide so adding more cars on a daily basis is a concern.
- Granting a density bonus in this part of the village should be reconsidered. There is much multi-family housing being built on Park Street.
- Residents are paying more for utilities (water, sewer) to cover additional housing and people moving to the area.
- Having conceptual plan and final plan review of the proposal in one meeting is a concern.
- The PRD does not seem to have met the requirements. Proximity to parks does not make sense to give waivers for on-site land usage.
- Repositioning the two new houses to access Mansfield Ave. would alleviate impact on Lamoille Street

Patricia Eno, 16 Lamoille Street, said there have been no upgrades to the water and sewer service on the street. The sewer system is overtaxed. The street is a cul-de-sac and there is lots of traffic with rubbish trucks, UPS, FedEx, and residents. The street is like a washboard and not scheduled for upgrade any time soon. There are many children less than 10 years old on the street and no sidewalks. Adding more cars because of more houses is a concern. There will be construction vehicles on the street when the new houses are built.

Katie Rick, 7 Lamoille Street, echoed prior comments about the proposal.

A gentleman asked about ingress/egress by emergency response vehicles. Robin Pierce explained the proposal is reviewed by department heads (engineering, public works, storm water, fire department). Comments are included in the staff report. Private infrastructure must be built to village standards. David Burke further explained private utility means the resident is responsible for the infrastructure from the curb to the house. The service is connected to public works.

Amy Vensel, 30 Lamoille Street, said she is not opposed to subdivision of the lot, but the property owner needs to be responsible to the environment and the neighbors. Ms. Vensel said the proposed Unit #2 will impact outdoor use of her house. There is lots of traffic on the street. The proposal is not in scale with the rest of the area and does not go with the aesthetics of the neighborhood the Morgans sought out to live in.

Daniel Blankenship, 27 Lamoille Street, agreed with the comments about the street and traffic and new development. Mr. Blankenship said car headlights shine in their living room now. If there are two cars parked on the street an emergency vehicle cannot get through. The proposed affordable unit lot has no garage and no land, and is smaller than any lot in the village.

David Viau, 27 Lamoille Street, asked if there will be a homeowners association. David Burke said there will be a homeowners association. There will be common maintenance, no unregistered vehicles allowed, rubbish must be kept inside and there will be one rubbish truck for pickup. Unit #2 and Unit #3 (market rate units) have two car garages and space to park two cars in the driveway. Unit #1 (affordable unit) has two parking spaces and no garage.

Mr. Burke stated the Morgans will live on the site and want to have a nice project. The proposal meets the LDC regulations. Minimum lot size requirement is 7,500 s.f. so the Morgan lot has much more development potential than two additional houses. No variance has been issued and only an 8.3% density bonus is requested. The LDC states 20% bonus for 10% affordable housing in the development. The request is for 8.3% bonus for 33% of the development being affordable housing. Regarding PRD requirements, the lot is smaller so it is harder to meet the PRD requirements that are geared toward larger parcels. With the proposal 53% will remain open space. A large number of amenities are not needed because there are fewer users. The village is encouraging affordable housing and affordable housing is being provided. The amount and quality of landscaping is met. There are no outbuildings proposed. If a two lot subdivision was done the second house would be larger so the density would be similar and there would be no common maintenance requirements. The protections are higher with the PRD proposal than with a straight two lot subdivision. The raised garden beds, picnic table, and common space are PRD components.

Dave Nistico explained the Planning Commission applies the Land Development Code to applications and if a proposal meets the regulations then the proposal moves forward. Regarding the condition of street and utilities, the village has a committee that ranks capital projects such as streets and sidewalks for inclusion in the Capital Budget.

There were no further comments.

MOTION by Amber Thibeault, SECOND by Diane Clemens, to close the public portion of the hearing on Conceptual Plan and Final Plan review for a PRD at 32 Lamoille Street by Donald and Marcy Morgan. VOTING: unanimous (5-0); motion carried.

DELIBERATION/DECISION

Conceptual Plan & Final Plan, PRD, Three Single Family Houses, 32 Lamoille Street, Donald and Marcy Morgan

There was discussion of the project meeting the rules and discussion of the PRD elements of superior design, creation of open space, amount and quality of landscaping,

connectivity, and massing. There was discussion of a path connection to Mansfield Avenue being worked out with staff and adding landscaping on the property line by the Vensel side.

MOTION by John Alden, SECOND by Diane Clemens, to accept the proposal as a PRD based on amenities and quality design including the amount and quality of landscaping, interconnectivity of common space, and non-monotonous design. VOTING: unanimous (5-0); motion carried.

MOTION by Diane Clemens, SECOND by Amber Thibeault, to approve the conceptual design for a three unit PRD at 32 Lamoille Street by Donald and Marcy Morgan. VOTING: unanimous (5-0); motion carried.

MOTION by Diane Clemens, SECOND by Andrew Boutin, to approve the Final Plan for a three unit PRD at 32 Lamoille Street by Donald and Marcy Morgan with the following conditions:

1. The sewer system and access drive shall be private.
2. All staff recommendations shall be complied with prior to issuance of any permits.
3. Post-development storm water runoff from the site shall not exceed pre-development storm water runoff from the site.
4. A new 5" Storz connection on the existing hydrant shall be installed by the applicant.
5. All development work on the site shall meet Essex Junction Land Development Code standards.
6. All easements to the Village of Essex Junction shall be approved and recorded prior to the issuance of any permits.
7. Homeowner documents shall be approved by village staff prior to the issuance of any permits.
8. No Certificates of Occupancy shall be issued until all village requirements have been met by the applicant, heirs, and/or assigns.
9. The affordable house shall meet Section 724.H of the Land Development Code and include that the affordable house shall be sold or rented in line with the affordability standards stated by Vermont Housing Finance Agency and tied to the 80% median (low income level) and purchase price levels for the greater Burlington area. If rented, the affordable house shall be rented at the rates stated by Vermont Housing Finance Agency and rented to those who qualify at 80% median income level for Chittenden County.
10. It is suggested the applicant consider repositioning Unit #3 to allow access from Mansfield Avenue and free up more internal space for common use and reduce driveway coverage. The Planning Commission must approve the additional curb cut as part of the application approval if the applicant chooses to modify the design.
11. The applicant shall ensure an unimpeded pedestrian connection between Lamoille Street and Mansfield Avenue via the site.

12. The applicant shall work with staff on additional landscaping on the northwest side of the property and to satisfy view issues from the neighboring parcel.

13. The applicant shall correct Sheets 1, 2, and 3 to say "Maple Street", not "River Road", Sheet 1 to change the building height from three story to two story, and Sheet 3 to change "brass" to "grass".

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

7. OTHER PLANNING COMMISSION ITEMS

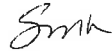
Robin Pierce said a proposal to do a pilot study on Park Terrace that temporarily closes the one way portion to traffic to see the effect will be brought to the Trustees for approval. Many complaints have been received about cars going the wrong way on the one-way section to get to the two-way portion of the road. Essex Police agreed the one-way section should be closed to vehicles and opened to bikes and pedestrians.

8. ADJOURNMENT

MOTION by Amber Thibeault, SECOND by Andrew Boutin, to adjourn the meeting. VOTING: unanimous (5-0); motion carried.

The meeting was adjourned at 8:18 PM.

Rcdg Scty: MERiordan



**VILLAGE OF ESSEX JUNCTION
MINUTES OF BLOCK PARTY COMMITTEE MEETING
JUNE 27, 2016**

PRESENT: Sam Jackson
ADMINISTRATION: Patty Benoit, Administrative Assistant; Darby Mayville,
Community Relations Assistant.

The meeting was called to order at 3:30 PM.

1. Update on Vendors, Participants and Sponsors

It was noted on the participant list that there are fewer non-profit community organizations this year. Essex CHIPS, the Farmer's Market, Essex Eats Out and the historical society indicated they couldn't be at the block party. There are a good number of food vendors though and the Hornet's Nest Pub is making hamburgers and hot dogs. Some new vendors this year include Loretta's Italian Take Out, Nepali Kitchen and Green Mt. Nutrition, who makes smoothies. We encouraged all food vendors to keep prices low and portions small. Darby will approach the Pork & Pickle to see if they're interested in attending.

We're \$350 over budget from sponsors and it was decided to use that to have the poster printed in color in the Essex Reporter. Darby will create an event Facebook page for the block party, naming all the sponsors and groups/vendors that will be present at the block party, and tagging their own Facebook pages. Darby will advertise on social media multiple times with a special thank you for the premier sponsors.

2. Review Site Plan and Poster

The site plan was discussed and approved as presented, but will likely have a few last minute changes.

We haven't received the poster yet, as our contractor just had a baby but she indicated she could have it to us later this week.

Patty will reach out to Star 92 to see if they would like to broadcast again from the block party.

The meeting adjourned at 4:05 PM.

Minutes respectfully submitted by Patty Benoit



UNITED STATES SENATE
WASHINGTON, D.C. 20510

RECEIVED

JUN 27 2016

Village of Essex Junction

BERNARD SANDERS
VERMONT

June 24, 2016

Mr. George Tyler
Essex Junction Village President
2 Lincoln St
Essex Junction, VT 05452

Dear George:

I would like to extend my warmest congratulations to you and the entire town of Essex Junction on being recognized as a Tree City USA by the National Arbor Day Foundation.

This distinction recognizes the Essex Junction community's excellent work to improve its air and water quality and promote environmental stewardship. As you know, global climate change is the greatest environmental issue of our time. To my mind, bold action is necessary to avoid the worst consequences of climate change, and I am so pleased that Essex Junction was recognized for its efforts to preserve its environment. I have no doubt that Essex Junction's efforts have been an inspiration for countless communities throughout Vermont.

I join with your friends, family, and community in congratulating you on receiving this award and wishing you all the best in your future endeavors.

Sincerely,

A handwritten signature in cursive script that reads "Bernard Sanders".

BERNARD SANDERS
UNITED STATES SENATOR



RECEIVED

JUN 29 2016

Village of Essex Junction

Mr. Patrick Scheidel, Vlg. Mgr
Village of Essex Junction
2 Lincoln Street
Essex Jct., VT 05452

DATE: June 28, 2016
TO: CCRPC Member Municipalities
FROM: Bernadette Ferenc, Transportation Business Manager

PUBLIC HEARING NOTICE

The Chittenden County Regional Planning Commission (CCRPC) will hold a public hearing on **Wed., July 20, 2016 at 6:00 p.m.** in its offices at 110 West Canal Street, Suite 202; Winooski, to consider the proposed FY17-20 Transportation Improvement Program (TIP) for adoption. A copy of the proposed document is enclosed.

Since we are noticing this less than 30 days prior to the hearing, we will leave the comment period open until Friday, July 29, 2016. The CCRPC Executive Committee will ratify the adoption at its meeting on August 3, 2016 after all comments are received.

This public hearing is also intended to satisfy the program of project's public involvement requirements of the FTA's Federal Funding Programs (5307, 5309, 5310, 5311, 5316, 3037, etc.) for the Chittenden County Transportation Authority (CCTA). The CCTA items funded through this program are contained in the draft TIP and will become final unless amended.

Please notify your CCRPC representative of any concerns. Written comments on the proposed document may be submitted by mail to the address above or by telephone or email to Christine Forde (cforde@ccrpevt.org) or phone, ext. *13.

Additional copies of this notice and draft TIP have been sent to each municipal clerk for posting on the public bulletin board.

bf

Attachments

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
June 28, 2016**

BOARD OF TRUSTEES: George Tyler (Village President); Dan Kerin, Andrew Brown, Lori Houghton, Elaine Sopchak.
ADMINISTRATION: Pat Scheidel, Municipal Manager; Lauren Morrisseau, Finance Director/Assistant Manager; Robin Pierce, Development Director; Darby Mayville, Community Relations/Economic Development Assistant.
OTHERS PRESENT: Rick Hamlin, Hugh Gibson, John Audy, Janet Wilson, Darren Connelly, Martin Hughes, Diane Clemens, Frank Naef, Judy Naef, Robert Mann, Reed Parker, Sue Cook, Irene Wrenner.

[Note: Minutes reflect the order of the published agenda.]

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

Village President, George Tyler, called the meeting to order at 6 PM and led the assemblage in the Pledge of Allegiance.

2. EXECUTIVE SESSION/PERSONNEL

MOTION by George Tyler, **SECOND** by Lori Houghton, to find that premature disclosure of personnel matters would place the village and individuals involved at a substantial disadvantage. **VOTING: unanimous (5-0); motion carried.**

MOTION by George Tyler, **SECOND** by Elaine Sopchak, to go into Executive Session to interview candidates for positions on village boards, commission, and/or committees, and to invite the Municipal Manager and Assistant Manager to attend. **VOTING: unanimous (5-0); motion carried.**

Executive Session was convened at 6:01 PM.

MOTION by George Tyler, **SECOND** by Dan Kerin, to adjourn Executive Session and reconvene the regular meeting. **VOTING: unanimous (5-0); motion carried.**

Executive Session was adjourned and the regular meeting reconvened at 6:30 PM.

3. AGENDA CHANGES/APPROVAL

The following changes to the agenda were noted:

- Add to Old Business – Revised List of Appointments
- Add to Manager's Report – Memo on Essex Senior Center
- Add to Reading File – Letter of Resignation, Library Board of Trustees
- Add to Consent Agenda – Warrant #16049 and Minutes of Joint Meeting with Rec Committee, Prudential Committee, Selectboard and Trustees, 6/22/16

MOTION by Lori Houghton, SECOND by Elaine Sopchak, to accept the agenda as amended. VOTING: unanimous (5-0); motion carried.

4. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

1. Comments from Public on Items Not on Agenda

None.

2. Public Hearing: FYE17 Water/Sewer/Sanitation Rates

The public hearing was opened at 6:32 PM. Lauren Morrisseau briefly reviewed changes in the user rates: increase of 1% in water user rate, decrease of 7% in the waste water user rate, increase of 5% in the sanitation user rate, and increase of 6% in the large user rate for Global Foundries. The combined rates show a decrease of .7%. There were no further comments.

The public hearing was closed at 6:35 PM.

3. Presentation by John Audy, Jr., Winooski Code Enforcement Director

John Audy discussed the landlord registry and inspection program in the City of Winooski. Residential, commercial, and business inspections are done. The program operates under the Town Health Officer Manual and the city's ordinances, and partners with other local and state agencies to deal with health and safety issues. Departments within the town also work together with inspections and follow up. Mr. Audy showed examples of electrical, fire/CO alarm, egress, paint, mold, and trash violations, and reviewed the process followed by the inspection program. The property owner receives a Certificate of Fitness if the inspection is passed. Residential certificates are for four years. Commercial certificates are for one year. Fees are paid every year by the property owner whether an inspection takes place or not.

Lori Houghton asked the source of the initial data. Mr. Audy said assessing records were used and it took time to compile the information. Lori Houghton asked about parking enforcement. Mr. Audy said the city had meters before the enforcement program.

Elaine Sopchak asked about startup costs for the program and how the department is funded. Mr. Audy said the city made the initial investment for one employee. The department is an enterprise fund supported by the fees/fines collected. Elaine Sopchak asked if there was reasonable compliance in the first year of the program. Mr. Audy said much education had to be done. Many letters were sent out announcing and explaining the program.

4. OLD BUSINESS

MOTION by Lori Houghton, SECOND by Dan Kerin, to amend the agenda to advance discussion of the pilot study for Park Terrace on the agenda. VOTING: unanimous (4-0)[Elaine Sopchak not present for vote]; motion carried.

1. Appointments to Boards, Commissions, Committees

MOTION by George Tyler, SECOND by Lori Houghton, to make the following appointments:

- **Bruce Murdough – Zoning Board of Adjustment through 6/30/19**
- **Martin Hughes – Zoning Board of Adjustment through 6/30/19**
- **Diane Clemens – Planning Commission through 6/30/19**
- **Richard Hamlin – Bike/Walk Advisory Committee through 6/30/19**
- **Raj Chawla – Bike/Walk Advisory Committee through 6/30/19**
- **Rich Boyers – Tree Advisory Committee through 6/30/19**

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

2. Set FYE17 Water/Sewer/Sanitation Rates

MOTION by Andrew Brown, SECOND by Elaine Sopchak, to approve the FYE17 utility rates as follows:

- | | |
|---|-----------------------------------|
| • Water Usage Rate | \$0.0157 per cubic foot |
| • Quarterly Fixed Charge | \$22.66 per quarter |
| • Waste Water Treatment Usage Rate | \$0.0092 per cubic foot |
| • Waste Water Treatment Quarterly Fixed Charge | \$24.53 per quarter |
| • Sanitation Usage Rate | \$0.0054 per cubic foot |
| • Sanitation Quarterly Fixed Charge | \$22.97 per quarter |
| • Large Water User Rate (Global Foundries) | \$0.085 per 1,000 gallons |
| • Waste Water Treatment Wholesale Rate | \$2.7306 per 1,000 gallons |

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

3. Agreement with Essex Junction School District

George Tyler reported legal counsel saw no reason to nullify the agreement with the Prudential Committee. Amendment to the agreement may be necessary with regard to the union municipal recreation district.

4. Recommendation to Form Union Municipal Recreation District with Essex Town

Lori Houghton reported the name of the new recreation entity is “Essex Community Recreation & Parks”.

MOTION by Lori Houghton, SECOND by Andrew Brown, that the Board of Trustees support the creation of a Union Municipal District between the Village of Essex Junction and the Town of Essex to promote plans for more efficient and economical operation of local government services specifically related to establishing, maintaining, and conducting a system of public recreation. VOTING: unanimous (5-0); motion carried.

6. NEW BUSINESS

1. Pilot Study: Closure of Park Terrace

Robin Pierce explained following complaints from residents and discussion with the Essex Police Safety Officer (Officer Hall) and Street Department Superintendent, Rick Jones, regarding traffic going the wrong way on Park Terrace suggestion was made to close Park Terrace to through traffic at the School Street intersection for a four month trial period. Residents on School Street will access School Street from Pearl Street.

Residents on Park Terrace can use Park Street to access Park Terrace. It can be publicized that tickets will be issued if the intersection of Pearl/School Street is blocked.

COMMENTS

Janet Wilson, 2 School Street, spoke against the closure, noting the situation of people using her driveway to turnaround will only get worse and traffic congestion will get worse. It is punitive to the residents on School Street to close the street and will add another measure of frustration. The neighbors (Diems) who could not attend the meeting are also against closing the street. Ms. Wilson mentioned the notice of the item on the agenda was only received yesterday and was short notice for the neighborhood to discuss the matter together or make plans to attend the meeting.

Frank Naef, 4 Park Terrace, recalled Captain Nadeau suggested at a neighborhood gathering that people call and send photos of the wrong way drivers. Closing the street will not solve the situation and will create other problems. There are questions as to the type of barrier and who will monitor the traffic.

Hugh Gibson, 6 School Street, spoke against closing the street for the reasons cited by others, adding none of the residents on School Street support closing the intersection. Nothing will be gained other than stopping a few cars from going down Park Terrace, but a host of other problems is produced.

Robert Mann, 7 School Street, spoke against changing the current configuration and pointed out to enter School Street from Pearl Street coming from Five Corners will require crossing two lanes of traffic on Pearl Street which will cause a backup of traffic through Five Corners. Enforcement is needed to find the individual(s) who are the constant (i.e. consistently going the wrong way on the road). Cameras could be installed and violations sent in the mail. Also, the new connector road once built may alleviate some traffic problems.

Darren Connelly, 5 School Street, said the state plans to start the Five Corners project this summer so there may be opportunity to do something rather than close the street (i.e. signage).

George Tyler stated the pilot study was proposed to help the residents, but it appears the change is not wanted. The offer will remain open if the residents decide they want to try the change for four months and evaluate the effectiveness.

Dan Kerin expressed concern about non-local drivers not knowing the proposed configuration and causing accidents. Mr. Kerin also noted emergency vehicles need access. Speed tables or bump-outs should be considered first rather than closing the street.

Elaine Sopchak asked what the anticipated outcome is from the study and how results will be measured. Robin Pierce said stopping the cut-through traffic is the outcome. The Trustees would have to decide what to do going forward.

Lori Houghton suggested having a police presence and enforcing the one-way traffic rule for a period of time. Robin Pierce said the focus could be on the hours when the violations are most likely happening. Tickets could be issued.

Andrew Brown asked staff to research the cost of cameras to monitor the traffic (staff time and materials) and suggested summer interns working for the village could count the cars using Park Terrace. Pat Scheidel will check with Essex Police on the camera and Rick Hamlin on the availability of an intern.

Pat Scheidel asked why the traffic pattern was changed to one-way. Frank Naef said the change was made 25 years ago to decrease traffic using the road as a shortcut when there were lots of schoolchildren in the area.

Lori Houghton asked that the policy for notifying neighbors be reviewed. Twenty-four hour notice may need to be changed.

MOTION by Elaine Sopchak, SECOND by Lori Houghton, that the Board of Trustees does not approve the closure of Park Terrace as set forth in the memo from Robin Pierce, dated 6/28/16. VOTING: unanimous (5-0); motion carried.

2. Conversion of Streetlights to LED

Reed Parker, Essex Energy Committee, and Darby Mayville reported on the plan to convert 417 high pressure sodium and mercury vapor streetlights in the village to LED lights for energy savings (over \$2,000 per year), energy reduction, and aesthetics. Efficiency Vermont will provide \$39,139.45 collected through fees on Green Mountain Power electric bills.

Sue Cook, Energy Committee, mentioned the breakthrough to create white light for LED.

Lauren Morrisseau asked if Efficiency Vermont pays the village directly and then the village pays Green Mountain Power when the project is done. Reed Parker confirmed this, adding Green Mountain Power will fit the work into their work schedule.

MOTION by Dan Kerin, SECOND by Lori Houghton, to approve the plan to convert 417 existing high pressure sodium and mercury vapor streetlights in the village to LED lights under a program offered by Efficiency Vermont and Green Mountain Power, and to authorize the Municipal Manager to enter into an agreement with Efficiency Vermont and Green Mountain Power to effect this change with a commencement of the conversion to LED lights to begin no later than summer 2016. VOTING: unanimous (5-0); motion carried.

3. Appointment of Independent Auditor

Lauren Morrisseau reported the Trustees requested having a new set of eyes look at the village books for audit. The town has been using Kittell, Brannagan & Sargent for years and is pleased with the work. Elaine Sopchak asked if the audit will look different due to

the consolidation of public works services. Pat Scheidel said when consolidation into one department occurs then the municipality will go out to bid for audit.

MOTION by Andrew Brown, SECOND by Elaine Sopchak, to appoint Kittell, Brannagan & Sargent to perform the next three village audits. VOTING: unanimous (5-0); motion carried.

4. Transfer of Funds between General Fund Departments

Lauren Morriseau explained the recommendation to use surpluses in department budgets to cover deficits in other budgets.

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to approve use of surpluses in the FY16 Community Development and Brownell Library budgets to cover deficits in other general fund budgets. VOTING: unanimous (5-0); motion carried.

7. **MUNICIPAL MANAGER'S REPORT**

1. Meeting Schedule – Regular Trustees Meetings @ 6:30 PM

- July 12, 2016
- July 26, 2016 (potentially may be cancelled)
- August 9, 2016
- August 23, 2016

*Special Events/Meetings

- July 16, 2016 @ 5 PM – Block Party & Street Dance
- July 21, 2016 @ 3 PM – Employee Appreciation Party
- July 25, 2016 – Joint meeting with Planning Commission and Zoning Board of Adjustment

2. Essex Area Senior Center, Inc.

Pat Scheidel reported the Essex Area Senior Center, Inc. voted to dissolve and accept the premise of senior center activities run by Essex Junction and Essex Town. The MOU outlines details of the agreement, responsibilities of the village and town, and level of service.

The Trustees concurred with the contents of the MOU and authorized the Municipal Manager to report the board's position on the matter.

8. **TRUSTEES COMMENTS/CONCERNS & READING FILE**

1. Board Member Comments

None.

2. Reading File

- Minutes
 - Tree Advisory Committee 6/7/16
 - Bike/Walk Advisory Committee 6/13/16
- Memo from Susan McNamara-Hill re: Employment Law Updates

-
- Memo from Vermont Public Service Board re: Comment Period and Amendments pursuant to Act 130
 - Letter of Resignation from Daisy Benson, Brownell Library Trustee, dated 6/2/16, due to relocation out of the village.

9. CONSENT AGENDA

MOTION by Andrew Brown, SECOND by Elaine Sopchak, to approve the consent agenda as follows and with the addition of Warrant #16049 and minutes from the joint meeting with the Rec Committee, Prudential Committee, Selectboard and Trustees:

- 1. Approve Minutes of Previous Meetings 6/14/16**
- 2. Approve Minutes from Joint Meeting with Recreation Governance Study Committee, Prudential Committee, Selectboard, and Trustees, 6/22/16**
- 3. Expense Warrant #16048 dated 6/16/16 in the amount of \$49,178.62.**
- 4. Expense Warrant #16049 dated 6/24/16 in the amount of \$430,149.76.**

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

10. ADJOURNMENT

MOTION by Dan Kerin, SECOND by Andrew Brown, to adjourn the meeting.

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

The meeting was adjourned at 8:14 PM.

RScty: M.E.Riordan

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	06/21/16 ST wire and toggle switch	210-43110.610	18.07	6100	06/30/16
		3508	SUPPLIES			
V9376	BENOIT/PATRICIA//	06/27/16 AD mileage May-June	210-41320.580	24.84	6109	06/30/16
		062716D	TRAVEL			
00530	BRODART CO	06/13/16 BF books	210-49345.000	58.35	6114	06/30/16
		B4570345	LIBRARY DONATION EXPENDIT			
00530	BRODART CO	06/14/16 BF books	210-49345.000	16.30	6114	06/30/16
		B4571820	LIBRARY DONATION EXPENDIT			
00530	BRODART CO	06/15/16 BL books	210-45551.640	43.50	6114	06/30/16
		B4572988	ADULT COLLECTION-PRINT &			
00530	BRODART CO	06/15/16 BL books	210-45551.610	0.60	6114	06/30/16
		B4572988	SUPPLIES			
00530	BRODART CO	06/15/16 BL books	210-45551.610	5.40	6114	06/30/16
		B4573042	SUPPLIES			
00530	BRODART CO	06/15/16 BL books	210-45551.641	63.37	6114	06/30/16
		B4573042	JUVEN COLLECTION-PRNT & E			
00530	BRODART CO	06/15/16 BL books	210-45551.641	7.18	6114	06/30/16
		B4573157	JUVEN COLLECTION-PRNT & E			
00530	BRODART CO	06/15/16 BL books	210-45551.610	1.80	6114	06/30/16
		B4573157	SUPPLIES			
00530	BRODART CO	06/16/16 BL books	210-45551.640	1402.05	6114	06/30/16
		B4574203	ADULT COLLECTION-PRINT &			
00530	BRODART CO	06/16/16 BL books	210-45551.610	73.80	6114	06/30/16
		B4574203	SUPPLIES			
00530	BRODART CO	06/16/16 BL books	210-45551.640	30.25	6114	06/30/16
		B4574420	ADULT COLLECTION-PRINT &			
00530	BRODART CO	06/16/16 BL books	210-45551.610	1.80	6114	06/30/16
		B4574420	SUPPLIES			
00530	BRODART CO	06/16/16 BL books	210-45551.610	3.60	6114	06/30/16
		B4574423	SUPPLIES			
00530	BRODART CO	06/16/16 BL books	210-45551.640	70.32	6114	06/30/16
		B4574423	ADULT COLLECTION-PRINT &			
00530	BRODART CO	06/21/16 BL books	210-45551.640	21.08	6114	06/30/16
		B4576669	ADULT COLLECTION-PRINT &			
00530	BRODART CO	06/22/16 BF books	210-49345.000	16.82	6114	06/30/16
		B4577379	LIBRARY DONATION EXPENDIT			
23525	CLARK'S TRUCK CENTER INC	06/23/16 VF 8E21 service	210-42220.432	1615.33	6124	06/30/16
		58254	VEHICLE MAINTENANCE			
04940	COMCAST	06/12/16 TV cable svc	210-43125.610	29.98	6126	06/30/16
		061216ST	WINTER MAINTENANCE			
04940	COMCAST	06/12/16 TV cable svc	210-43110.610	129.98	6126	06/30/16
		061216ST	SUPPLIES			
35260	EAST COAST PRINTERS INC	06/22/16 VF dept shirts	210-42220.612	291.50	6135	06/30/16
		06818632	UNIFORMS,BOOTS,ETC			
V0723	EMPLOYEE DATA FORMS OF MO	06/15/16 AD leave calendars	210-41320.610	27.25	6138	06/30/16
		1611801	SUPPLIES			
01010	ESSEX AGWAY	06/24/16 BL program supplies	210-45551.837	17.98	6140	06/30/16
		320616	CHILDRENS PROGRAMS			
23215	ESSEX EQUIPMENT INC	06/22/16 ST safety glasses	210-43110.612	6.30	6142	06/30/16
		106096290001	UNIFORMS,BOOTS,ETC			

07/07/16
09:04 am

Town of Essex / Village of EJ Accounts Payable
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For Check Acct 01(GENERAL FUND) All check #s 06/30/16 To 06/30/16 & Fund 2

Page 2 of 6
LMorrisseau

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V0795	06/29/16	ESSEX TOWN OF Q4FYE16 Sr Ctr director 865	210-45300.150 DIRECTOR CONTRACT	2776.14	6144	06/30/16
38955	06/15/16	F W WEBB COMPANY ST spigot RR Ave 51237267	210-43161.000 STREETSCAPE MAINT./IMP	27.78	6146	06/30/16
V9473	06/23/16	FARRELL-LEA FARM AD living holiday tree 2803	210-41320.835 HOLIDAY EXPENSE	925.00	6148	06/30/16
12955	06/18/16	FIRST NATIONAL BANK OMAHA ADFN conf exp GFOA 061516D	210-41320.500 TRAINING, CONFERENCES, DU	9.12	6152	06/30/16
12955	06/15/16	FIRST NATIONAL BANK OMAHA BL postage suppllies 061716D	210-45551.610 SUPPLIES	65.54	6153	06/30/16
12955	06/15/16	FIRST NATIONAL BANK OMAHA BL postage suppllies 061716D	210-45551.436 ALARM SYSTEM MAINTENANCE	95.75	6153	06/30/16
12955	06/17/16	FIRST NATIONAL BANK OMAHA AD VHRA meeting smh/lm 1606176416	210-41320.500 TRAINING, CONFERENCES, DU	40.00	6155	06/30/16
V10226	06/15/16	G & K SERVICES ST rags and hand soap 1295430899	210-43110.610 SUPPLIES	68.43	6157	06/30/16
14665	06/22/16	GALLAGHER, FLYNN & COMPAN AD pay classification stu 1014261	210-41320.330 OTHER PROFESSIONAL SERVIC	5700.00	6158	06/30/16
V0943	06/27/16	GRAF/MARY L.// BL chidren program suppli 262716MG	210-45551.837 CHILDRENS PROGRAMS	154.75	6160	06/30/16
V0943	06/24/16	GRAF/MARY L.// BL program supplies 62416MG	210-45551.837 CHILDRENS PROGRAMS	14.96	6160	06/30/16
07010	06/29/16	GREEN MOUNTAIN POWER CORP VA June consolidated bill 02062000001	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	478.01	6161	06/30/16
07010	06/29/16	GREEN MOUNTAIN POWER CORP VA June consolidated bill 02062000001	210-41940.622 ELECTRICAL SERVICE	556.79	6161	06/30/16
07010	06/29/16	GREEN MOUNTAIN POWER CORP VA June consolidated bill 02062000001	210-43160.622 STREET LIGHTS - ELECTRICI	10052.55	6161	06/30/16
07010	06/29/16	GREEN MOUNTAIN POWER CORP VA June consolidated bill 02062000001	210-42220.622 ELECTRICAL SERVICE	556.79	6161	06/30/16
07010	06/29/16	GREEN MOUNTAIN POWER CORP VA June consolidated bill 02062000001	210-45551.622 ELECTRICAL SERVICE	1350.59	6161	06/30/16
07010	06/29/16	GREEN MOUNTAIN POWER CORP VA June consolidated bill 02062000001	210-43110.622 ELECTRICAL SERVICE	297.02	6161	06/30/16
V10402	06/23/16	MAYVILLE/DARBY// DV mileage reimburse 062316D	210-41970.500 TRAINING,CONF,DUES	30.67	6178	06/30/16
12965	06/29/16	MCNAMARA-HILL SUSAN AD mileage , exp reimb 160629D	210-41320.580 TRAVEL	10.80	6180	06/30/16
12965	06/29/16	MCNAMARA-HILL SUSAN AD mileage , exp reimb 160629D	210-41320.500 TRAINING, CONFERENCES, DU	43.85	6180	06/30/16
V1539	06/28/16	MORRISSEAU/LAUREN// AD mileage reimb 062816D	210-41320.580 TRAVEL	3.78	6181	06/30/16
V1539	06/28/16	MORRISSEAU/LAUREN// AD mileage reimb 062816D	210-41320.500 TRAINING, CONFERENCES, DU	37.80	6181	06/30/16
18010	06/14/16	REYNOLDS & SON, INC. VF fire boots 3277665	210-42220.612 UNIFORMS,BOOTS,ETC	305.90	6193	06/30/16
18010	06/16/16	REYNOLDS & SON, INC. VF hoods credit 3277915	210-42220.612 UNIFORMS,BOOTS,ETC	-663.00	6193	06/30/16
26250	06/19/16	SCOTT'S LINE STRIPING, IN ST traffic paint 16039	210-43120.444 STREET MARKINGS	1300.00	6200	06/30/16

Check Warrant Report # 16050 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01 (GENERAL FUND) All check #s 06/30/16 To 06/30/16 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
29835	06/23/16	SHERWIN-WILLIAMS ST acetone 3624-3	210-43110.610 SUPPLIES	182.10	6201	06/30/16
29835	06/23/16	SHERWIN-WILLIAMS ST bir paint 3625-0	210-43110.610 SUPPLIES	58.98	6201	06/30/16
29835	06/28/16	SHERWIN-WILLIAMS LH paint for Lincoln Hall 388660	210-41940.610 SUPPLIES	18.99	6201	06/30/16
29835	06/15/16	SHERWIN-WILLIAMS ST acetone 4640	210-43120.444 STREET MARKINGS	182.10	6201	06/30/16
29835	06/16/16	SHERWIN-WILLIAMS ST paint brushes 6528-4	210-43110.610 SUPPLIES	6.27	6201	06/30/16
40840	06/15/16	SOVERNET COMMUNICATIONS ST telephone 120576	210-43110.535 TELEPHONE SERVICES	35.80	6203	06/30/16
21540	06/10/16	THE FRIENDS OF DOROTHY CA BL supplies DCF61016	210-45551.610 SUPPLIES	12.00	6206	06/30/16
V9968	06/16/16	VISION SERVICE PLAN- VA July vision ins 071630023622	210-14301.000 PREPAID EXPENSES	257.14	6213	06/30/16
V10238	06/24/16	VT AIR TESTING SVC DV noise Mon relay for li 345	210-15101.000 EXCHANGE - GENERAL	430.00	6214	06/30/16
29825	06/22/16	VT GAS SYSTEMS VA group billing June 14863	210-42220.623 HEATING/NATURAL GAS	55.85	6216	06/30/16
29825	06/22/16	VT GAS SYSTEMS VA group billing June 14863	210-41940.623 HEATING/NATURAL GAS	98.75	6216	06/30/16
29825	06/22/16	VT GAS SYSTEMS VA group billing June 14883	210-43110.623 HEATING/NATURAL GAS	68.97	6216	06/30/16
29825	06/22/16	VT GAS SYSTEMS VA group billing June 14883	210-45551.623 HEATING/NATURAL GAS	121.24	6216	06/30/16
07565	06/22/16	W B MASON CO INC LHAD supplies 35527460	210-41970.610 SUPPLIES	181.66	6222	06/30/16
07565	06/22/16	W B MASON CO INC LHAD supplies 35527460	210-41940.610 SUPPLIES	203.35	6222	06/30/16
07565	06/22/16	W B MASON CO INC LHAD supplies 35527460	210-41320.610 SUPPLIES	368.83	6222	06/30/16
07565	06/22/16	W B MASON CO INC LHAD supplies 35527460	210-41335.835 BLOCK PARTY EXPENSE	7.99	6222	06/30/16
10120	06/21/16	BROADREACH PLANNING & DES VR invoice for Main St 5	230-46801.011 MAIN ST. SDWLK SCOPING ST	2807.49	6112	06/30/16
36240	05/26/16	DUBOIS & KING, INC. VR May Cres cntr design 516142	230-46801.008 CRESCENT CONNECTOR	6923.10	6133	06/30/16
V10679	06/06/16	LISZT RESTORATION INC. VR LH restoration PAYAPP11CORR	230-46801.010 LINCOLN HALL RESTORATIONS	50.00	6175	06/30/16
31275	06/27/16	DON WESTON EXCAVATING INC VWVB Briar ln thru 6/24 PAYAPP #6	253-46801.005 BRIAR LANE RD/SDWK/WTR LI	68842.51	6132	06/30/16
05290	06/22/16	ADVANCE AUTO PARTS VW hydraulic hose 3406	254-43200.570 MAINTENANCE OTHER	49.92	6099	06/30/16
31275	06/27/16	DON WESTON EXCAVATING INC VWVB Briar ln thru 6/24 PAYAPP #6	254-43330.005 SERIES 3 BOND INTEREST	10974.89	6132	06/30/16
38955	06/16/16	F W WEBB COMPANY VW pressure gage 51291661	254-43200.610 SUPPLIES	14.94	6146	06/30/16
38955	06/17/16	F W WEBB COMPANY VW pvc piping 51309984	254-43200.610 SUPPLIES	8.24	6146	06/30/16

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
07010	06/29/16	GREEN MOUNTAIN POWER CORP VA June consolidated bill 02062000001	254-43200.622 ELECTRICAL SERVICE	54.41	6161	06/30/16
38760	06/17/16	TI-SALES INC WW 2" meter head , bolts 0065998	254-43330.002 METER REPLACEMENT PROGRAM	338.39	6208	06/30/16
V9968	06/16/16	VISION SERVICE PLAN- VA July vision ins 071630023622	254-14301.000 PREPAID EXPENSES	37.97	6213	06/30/16
29825	06/22/16	VT GAS SYSTEMS VA group billing June 14883	254-43200.623 HEATING/NATURAL GAS	1474.37	6216	06/30/16
29825	06/22/16	VT GAS SYSTEMS VA group billing June 14883	254-43200.623 HEATING/NATURAL GAS	36.46	6216	06/30/16
V10735	06/08/16	AQUA-AEROBIC SYSTEMS INC WW filter seals 1007289	255-43200.570 MAINTENANCE OTHER	2293.98	6105	06/30/16
11375	06/09/16	CASELLA WASTE SYSTEMS INC WW 1.18 ton grit removed 1089	255-43200.565 GRIT DISPOSAL	98.35	6118	06/30/16
11375	06/20/16	CASELLA WASTE SYSTEMS INC WW 1.53 ton 1100	255-43200.565 GRIT DISPOSAL	127.53	6118	06/30/16
23455	06/23/16	CHITTENDEN SOLID WASTE DI WW cake and land ap 022869	255-43200.568 SLUDGE MANAGEMENT	26182.99	6122	06/30/16
21210	06/17/16	CINTAS CORP #2 WW safety supplies 5005332616	255-43200.570 MAINTENANCE OTHER	361.16	6123	06/30/16
35260	06/15/16	EAST COAST PRINTERS INC WW aasrd uniform stock 05201649	255-43200.612 UNIFORMS,BOOTS,ETC	302.50	6135	06/30/16
V10261	06/10/16	EASTERN INDUSTRIAL AUTOMA WW ras coupling 4249725	255-43200.570 MAINTENANCE OTHER	69.70	6136	06/30/16
V0710	06/21/16	ENDYNE, INC. WW weekly tkn 204342	255-43200.577 CONTRACT LABORATORY SERVI	25.00	6139	06/30/16
01010	06/21/16	ESSEX AGWAY WW hardwood stakes 320704	255-43200.570 MAINTENANCE OTHER	19.98	6140	06/30/16
01010	06/23/16	ESSEX AGWAY WW chem sprayer 320735	255-43200.570 MAINTENANCE OTHER	26.99	6140	06/30/16
23215	06/07/16	ESSEX EQUIPMENT INC WW quick connect coupling 106078820001	255-43200.570 MAINTENANCE OTHER	76.25	6142	06/30/16
V10616	06/10/16	EVOQUA WATER TECH LLC WW odor control 902667024	255-43200.619 CHEMICALS	9224.25	6145	06/30/16
07010	06/17/16	GREEN MOUNTAIN POWER CORP WW 5/19-6/20/16 062116D	255-43200.622 ELECTRICAL SERVICE	7398.69	6162	06/30/16
09050	06/13/16	HACH COMPANY WW hach supplies and cell 9971276	255-43200.570 MAINTENANCE OTHER	637.12	6164	06/30/16
09050	06/13/16	HACH COMPANY WW hach supplies and cell 9971276	255-43200.618 SUPPLIES - LABORATORY	267.85	6164	06/30/16
09050	06/14/16	HACH COMPANY WW sample container 9973137	255-43200.618 SUPPLIES - LABORATORY	65.00	6164	06/30/16
09050	06/15/16	HACH COMPANY WW cl 17 reagents 9976312	255-43200.570 MAINTENANCE OTHER	460.89	6164	06/30/16
V1093	06/15/16	HOLLAND CO., INC. WW split load busulfite 104145	255-43200.619 CHEMICALS	2864.14	6165	06/30/16
V1210	06/23/16	JUTRAS/JAMES// WW mileage 062316D	255-43200.500 TRAINING, CONFERENCES, DU	63.48	6170	06/30/16
V9769	06/28/16	KEMIRA WATER SOLUTIONS WW partial load sod alumi 901505743	255-43200.619 CHEMICALS	3469.90	6171	06/30/16

07/07/16
09:04 am

Town of Essex / Village of EJ Accounts Payable
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For Check Acct 01(GENERAL FUND) All check #s 06/30/16 To 06/30/16 & Fund 2

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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
V6590	06/13/16	NORTHEAST AIR SOLUTIONS WW filters and materials S10007070400	255-43200.570 MAINTENANCE OTHER	180.44	6185	06/30/16
12775	06/20/16	PRATT & SMITH ELECTRICAL WW assorted repair troubl 6276	255-43200.570 MAINTENANCE OTHER	1819.75	6191	06/30/16
12265	06/21/16	RICOH USA, INC WW June copier 97062518	255-43200.610 SUPPLIES	115.94	6195	06/30/16
V2093	06/15/16	SLACK CHEMICAL COMPANY IN WW pallet return 140407	255-43200.619 CHEMICALS	-12.00	6202	06/30/16
V2093	06/15/16	SLACK CHEMICAL COMPANY IN WW hydrated lime 326730	255-43200.619 CHEMICALS	494.60	6202	06/30/16
V2124	06/18/16	STAPLES ADVANTAGE WW office supplies 3305720198	255-43200.610 SUPPLIES	8.99	6204	06/30/16
V2124	06/18/16	STAPLES ADVANTAGE WW stool 3305720203	255-43200.610 SUPPLIES	93.69	6204	06/30/16
V2159	06/17/16	SURPASS CHEMICAL CO INC WW bulk bleach 297249	255-43200.619 CHEMICALS	4233.31	6205	06/30/16
V9968	06/16/16	VISION SERVICE PLAN- VA July vision ins 071630023622	255-14301.000 PREPAID EXPENSES	78.52	6213	06/30/16
07565	06/14/16	W B MASON CO INC WW paper 135321424	255-43200.610 SUPPLIES	47.99	6222	06/30/16
12955	06/17/16	FIRST NATIONAL BANK OMAHA WWTF various 0124-0617WW	256-43200.570 MAINTENANCE OTHER	242.35	6151	06/30/16
12955	06/17/16	FIRST NATIONAL BANK OMAHA WWTF various 0124-0617WW	256-43200.500 TRAINING, CONFERENCES, DU	68.38	6151	06/30/16
12955	06/17/16	FIRST NATIONAL BANK OMAHA WWTF various 0124-0617WW	256-43200.612 UNIFORMS,BOOTS,ETC	92.95	6151	06/30/16
07010	06/29/16	GREEN MOUNTAIN POWER CORP VA June consolidated bill 02062000001	256-43220.002 WEST ST PS COSTS	586.93	6161	06/30/16
07010	06/29/16	GREEN MOUNTAIN POWER CORP VA June consolidated bill 02062000001	256-43220.001 SUSIE WILSON PS COSTS	363.43	6161	06/30/16
07010	06/29/16	GREEN MOUNTAIN POWER CORP VA June consolidated bill 02062000001	256-43200.622 ELECTRICAL SERVICE	790.07	6161	06/30/16
12775	06/13/16	PRATT & SMITH ELECTRICAL SA Maple St HLA 6273	256-43200.434 PUMP STATION MAINTENANCE	354.14	6191	06/30/16
38760	06/17/16	TI-SALES INC WW 2" meter head , bolts 0065998	256-43330.002 METER REPLACEMENT PROGRAM	676.77	6208	06/30/16
V9968	06/16/16	VISION SERVICE PLAN- VA July vision ins 071630023622	256-14301.000 PREPAID EXPENSES	36.46	6213	06/30/16
29825	06/22/16	VT GAS SYSTEMS VA group billing June 14883	256-43220.001 SUSIE WILSON PS COSTS	39.88	6216	06/30/16
29825	06/22/16	VT GAS SYSTEMS VA group billing June 14883	256-43220.002 WEST ST PS COSTS	40.99	6216	06/30/16
29825	06/22/16	VT GAS SYSTEMS VA group billing June 14883	256-43200.623 HEATING/NATURAL GAS	42.89	6216	06/30/16
VI0152	05/26/16	WINOOSKI NRCD WW P eta stream buffer mi 052616D	256-43200.434 PUMP STATION MAINTENANCE	1842.58	6224	06/30/16

07/07/16
09:04 am

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 16050 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 06/30/16 To 06/30/16 & Fund 2

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
		Report Total		188393.98		