

**CITY OF ESSEX JUNCTION  
DEVELOPMENT REVIEW BOARD  
MINUTES OF MEETING  
MARCH 21, 2024  
APPROVED APRIL 18, 2024**

**MEMBERS PRESENT:** John Alden, Chair; Cristin Gildea; Maggie Massey; Robert Mount, Vice-Chair; Dylan Zwicky

**ADMINISTRATION:** Jennifer Marbl, City Planner

**OTHERS PRESENT:** Michele Arcovitch; Dean Bartlett; Ethan Bartlett; Brian Currier, O’Leary Burke Civil Associates; Michael Duggan, Architect; John Giroux; Brett

**1. CALL TO ORDER**

Mr. Alden called the meeting to order at 6:30 PM.

**2. ADDITIONS OR AMENDMENTS TO AGENDA**

No additions or amendments.

**3. PUBLIC TO BE HEARD**

None.

**4. MINUTES**

**a. Regular Meeting – February 15, 2024**

**MOTION by CRISTIN GILDEA, SECOND by MAGGIE MASSEY, to approve the minutes with changes. The motion passed 5-0.**

**Mr. Alden requested the following changes:**

**-On page two, when Mr. Alden stated a conflict of interest it should also be noted that he recused himself from the application, left the room, and re-entered the room as a presenter. On page three, it should be noted that Mr. Alden re-joined the meeting as Chair prior to the start of the next item.**

**-On page four, change “conducted” to “completed.”**

**5. PUBLIC MEETING**

Ms. Marbl noted that this is a hybrid meeting, and that staff are present at the City offices to ensure public participation. While efforts will be made to accommodate remote public participants, in-person participation is the only legally mandated form of public participation. If there are technical difficulties the meeting may be paused and resumed later.

Ms. Marbl swore in all individuals who intended to speak during this hearing under the following oath: “I hereby swear that the evidence I give in the cause under consideration shall be the whole truth, nothing but the truth so help me God or under the pains and penalties of perjury”

**a. Conceptual site plan for removal of building #14 at 5 Fuller Place to construct a 32-unit apartment building with underground parking at 5 Fuller Place in the MCU District by O’Leary-Burke Civil Associates, agents for 222 Franklin, Inc., owner**

Mr. Currier, of O’Leary-Burke Civil Associates presented on behalf of the applicant. This proposal is to tear down an existing six-plex and build a 32-unit apartment building with underground parking in its

place. This building will have 24 one-bedroom units and 8 two-bedroom units. The project will offer 730 parking spaces for all units on the property. The proposed building will be four-stories and similar in style to other recently constructed units. Mr. Alden said that this apartment complex appears to be very successful and that this is one of many replacements that will be developed. He suggested including a street-facing, expressed concerns about pedestrian-friendliness, and a desire to include more sidewalks. Mr. Currier noted concerns with the riparian buffer for stormwater which could prevent accommodations from being added. Mr. Zwicky asked what will happen to the current tenants. Mr. Currier said that they can be moved into the new building, or into other units in the complex.

The City is amenable to the current parking situation, which is considered to be “overparked” however this has not been reviewed by engineering staff. Mr. Alden requested public input, of which there was none. Mr. Alden closed the public hearing.

**JOHN ALDEN made a motion, seconded by DYLAN ZWICKY to approve the conceptual plan as submitted with the proposed conditions moving forward and a positive waiver of the 22-ft parking travel aisle as requested. Motion passed 5-0.**

## **6. PUBLIC HEARING**

### **a. Final site plan to convert an existing duplex into a tri-plex with two additional parking spaces at 4 Church Street in the MF3 District by John Giroux, owner**

Mr. Giroux described changes to the interior of the building. The DRB discussed the parking plan, and a desire to see the dimensions of the parking spaces. Ms. Marbl said that this will be added to the conditions. She said that she followed up with a neighbor regarding noise issues and found it to be a civil matter and not have any bearing on zoning applications. The parking area will be gravel. Mr. Alden requested that property drawings and the site plan meet the City standard and requested that this be a condition of approval. Mr. Alden requested that a condition be added to this application that a residential building energy standard and the VT Fire and Building Code be consulted to determine if this building is subject to those requirements. Mr. Alden requested public input, of which there was none.

Ms. Marbl said that trash regulations do not apply to tri-plexes. She said that a member of the Tree Advisory Committee reached out regarding a requirement for planting street trees. The technical review committee expressed concern about the planting regarding current site and utility conditions. Mr. Alden proposed a condition that would require the applicant to satisfy the landscaping requirement and work with the Tree Advisory Committee and staff to find a reasonable solution.

**JOHN ALDEN made a motion, seconded by ROBERT MOUNT to close the public hearing. Motion passed 5-0.**

The additional conditions are as follows:

- The applicant shall submit a final site plan meeting City requirement, including setbacks and the dimensions of the proposed parking area;
- The applicant shall confirm applicability of Vermont Fire and Safety Code and comply as required;
- The applicant shall meet all applicable requirements of the Vermont Residential Building Energy Standards.
- The applicant shall meet the landscaping requirement including street trees. The applicant shall work with staff including the Tree Advisory Committee to find an acceptable method of compliance.

**DYLAN ZWICKY made a motion, seconded by ROBERT MOUNT to approve the application with amended proposed conditions. Motion passed 5-0.**

**7. OTHER DEVELOPMENT REVIEW BOARD ITEMS**

Ms. Gildea asked about a recent sale between two developments in progress on Park and Pearl Streets. Ms. Marbl said that ownership changes would not typically require additional review; however, the owners would like to make modifications to these properties which would require review by the DRB.

**8. ADJOURNMENT**

**ROBERT MOUNT made a motion, SECONDED by CRISTIN GILDEA, to adjourn the meeting. The motion passed 5-0.**

The meeting was adjourned at 7:31 PM.

Respectfully submitted,  
Darby Mayville