

Staff Report

To: Development Review Board
From: Michael Giguere, City Planner
Date: April 17th, 2025
Subject: 34 Park Street – final site plan application to add three dwelling units to an existing three-story mixed-use building with two dwelling units and commercial space in the Village Center district by Park Street Ventures, LLC, owner.
File: SP# 1.2025.1

PROJECT DESCRIPTION:

The property owner is proposing the addition of three (3) single-bedroom dwelling units to the existing mixed-use building with two (2) existing apartments and several commercial spaces on the ground floor. Proposed exterior changes include new windows for all units.

EXISTING CONDITIONS AND GENERAL INFORMATION

Project Location: 34 Park Street, Essex Junction, VT 05452

Project Area Size: 2.60 acres

Lot Frontage: 580 feet

Existing Land Use: Mixed-Use (residential and commercial)

Surrounding Land Use: Mixed-Use (residential and commercial)

Zoning District: Village Center

Minimum Lot Size: 5000 square feet

Existing Lot Coverage: 79.12%

Proposed Lot Coverage: 79.12%

Lot Coverage Maximum: *"The maximum total lot coverage shall be determined by the Development Review Board as a part of Site Plan Review"*

SECTION 604: VILLAGE CENTER (VC)

A. Purpose

"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.”

The existing structure is a mixed-use building.

B. Lot Size/Lot Coverage

The existing lot size of square feet of 113,256 square feet exceeds the minimum required lot size of 5000 square feet.

Lot coverage maximums in the Village Center district are determined by the DRB. No lot coverage change is proposed by the applicant from the current coverage of 79.12%. During conceptual site plan approval, the DRB found that the proposed lot coverage is acceptable for this application.

The property owner attests that 34 Park Street is a “footprint lot”, meaning they own the property directly under the footprint of the building itself, but not the parcel immediately surrounding the building. The LDC provides guidance on how to apply zoning regulations to footprint lots in Section 201: Definitions:

““Footprint Lot” shall mean a lot created through the permit process that is generally designed to be contemporaneous with the footprint of a building or a portion of a building. Notwithstanding Section 201.C, a footprint lot is a form of ownership and conveyance but shall not be recognized for the purposes of zoning such as but not limited to lot coverage maximums, setbacks, and frontage and shall not be reviewed pursuant to the subdivision regulations.”

Thus, footprint lots are a valid land ownership structure, but for the purposes of zoning regulations, the footprint lot and the surrounding parcel are evaluated together as a single parcel.

C. Setback Requirements

There are no setback requirements for mixed use buildings in the VC District.

D. Permitted and Conditional Uses

A multi-family dwelling is a permitted use in the VC district.

E. Design Review and Historic Preservation

The DRB is authorized to undertake a special design review of proposed developments in the Village Center that propose exterior alterations as a part of their site plan review. The DRB may require additional information and documentation as it deems necessary to assist in this process.

The applicant is offering direct pedestrian access to the sidewalk for the new dwelling units, fulfilling one of the two required site feature requirements of Section 604.E.4.a.v. This leaves a pocket park, public art/mural/interactive game, and shade trees as the remaining choices.

During conceptual site plan review, the DRB found that the proposed development complies with the Design Review Standards of Section 604.E.4.a.

F. Parking

There are no minimum parking requirements established for the Village Center. Parking is further discussed below under Section 703.

H. Building Height

“...building heights shall not exceed four (4) stories or fifty-eight (58) feet, whichever is less.”

The building is three (3) stories tall with a height of thirty (30) feet and seven and seven sixteenths (7 7/16) inches, which meets district requirements.

SECTION 703: PARKING

The applicant has submitted site plans that show the parking spaces currently serving the entire mixed-use building with no proposed additional parking spaces. The applicant has labeled the proposed location of required accessible parking spaces that meet the requirements of Section 703.K.5.

L. Bicycle Parking

A minimum of eight (8) short-term bicycle parking spaces are required for this development, which can be served by four (4) hoop-style racks anchored to a hard surface. The applicant has proposed three (3) hoop style bike racks on their submitted site plans just to the north of the proposed pedestrian entrance for the new dwelling units. Staff have added amending site plans to meet the LDC’S minimum bike parking requirements as a condition of approval.

SECTION 704: LIGHTING

A. Purpose

“To provide appropriate outdoor lighting adjacent to buildings, streets, sidewalks, and within parking areas for public safety and to minimize glare on streets and adjoining properties while minimizing energy use through the use of efficient fixtures and minimizing the use of lighting during non-business hours or when activity is not occurring on-site.”

The applicant has submitted a lighting plan that shows the location of existing light fixtures and proposes no changes to these existing conditions. Upon review of these plans, staff have noted that there are eight (8) light fixtures on the building that are not dark sky compliant. Staff have added replacing these fixtures with dark sky compliant lighting as a condition of approval.

The DRB should determine if the proposed lighting requirements are adequate for final site plan approval given the limited scope of the project and future anticipated development of the surrounding area.

SECTION 706: ACCESSORY USES AND STRUCTURES

The applicant has included the location of the property's dumpster on their submitted site plan. Staff have added screening this from view or relocating it such that it is not visible from the public right-of-way as a condition of approval to meet the requirements of Section 706.J.

SECTION 719: LANDSCAPE AND TREE PLANTING REQUIREMENTS

Section 719 outlines regulations aimed at protecting and improving the community's environmental, economic, and aesthetic quality through landscaping improvements to promote public health, safety, and welfare.

The applicant has not submitted a landscaping plan and attests that because their project is primarily interior work, an alternative requirement should be considered. During conceptual site plan approval, the DRB found that a landscaping plan prorated to the project size would meet the requirements of Section 719.

The DRB should determine landscaping requirements for final site plan approval given the limited scope of the project.

Final Site Plan Recommendation:

Staff recommend that the Development Review Board approve the proposed final site plan pending the determination of the following items:

- The Development Review Board should determine lighting plan requirements for final site plan approval using the standards outlined in Section 704.
- The Development Review Board should determine landscaping requirements for final site plan approval using the standards outlined in Section 719.

Recommended Motion:

I move that the DRB approve the final site plan to add three dwelling units to an existing three-story mixed-use building with two dwelling units and commercial space in the Village Center district by Park Street Ventures, LLC, owner with the conditions as discussed.

Proposed Conditions:

- 1) All staff comments shall be addressed to the satisfaction of City staff.
- 2) Applicant shall submit written approval on their submitted application from the surrounding property owner prior to the issuance of a zoning permit.
- 3) Applicant shall revise site plans to include eight (8) short-term bicycle parking spaces that meet the requirements of Section 703.L. prior to the issuance of a zoning permit.
- 4) Applicant shall submit revised lighting plans replacing all flood lights with dark-sky compliant light fixtures that meet the standards of Section 704 prior to the issuance of a zoning permit.
- 5) Applicant shall amend site plans to relocate or screen the proposed dumpster from view from the public right-of-way to meet the requirements of Section 706.J prior to the issuance of a zoning permit.

City of Essex Junction, VT
Development Application

For Office Use:

SP1-2025.1

Permit #

Planned Unit Development: Scale: ☐ Minor ☐ Major Stage: ☐ Conceptual ☐ Preliminary (optional) ☐ Final

Site Plan: Scale: ☐ Minor ☐ Major Stage: ☐ Conceptual ☐ Preliminary (optional) ☒ Final

Subdivision: Type: ☐ Sketch ☐ Preliminary Other: ☐ Variance ☐ Conditional Use

Property description (address) for application

General Information

Applicant Park Street Ventures, LLC Day Phone# 802-318-1535

Address PO Box 101, Essex Jct. VT 05453

Email Address Kam@onlinevt.com

Owner of Record (attach affidavit if not applicant)

Name _____ Day Phone# _____

Address _____

Applicant's agents

Name Ryan Augustine Day Phone# 802-613-7166

Address 478 Blair Park Rd. Williston VT 05495 ryan.augustine@bowman.com

Property information

Zoning District VC

Current Use Mixed

Tax Map # 29

Lot # 2/5

Lot size sf 113,256

Other Information

Street frontage (public or private) 261 ft.

Proposed height N/A

Proposed number of stories N/A

Estimated completion date N/A

Proposed Parking Spaces _____

Required spaces N/A (VC)

Landscape cost _____

Lot coverage (include all structures and impervious surface)

Existing (sq ft.) 78,851 plus proposed (sq ft.) 0 equals 78,851 total sq. ft.

Divided by 99,403 lot sq. ft. equals 79.12% percent of lot coverage.

Submit one (1) full size copies, a PDF copy, GIS and supporting documentation required by the Code and the appropriate completed checklist for initial review by Staff. After Staff determines the application is complete, attach one (1) full size copies and six (6) 18" x 24" copies of your proposal, forty-five (45) days prior to a scheduled meeting. Applications that are not complete cannot be accepted for review.



Briefly describe your proposal (attach separate sheet if necessary)

Addition of 3 - 1 bedroom units to current existing building.
There are no proposed exterior changes except for the addition of
• windows.

Describe all waiver requests (if applicable)

I certify that the information on this application is true and correct. I agree to abide by all the rules and regulations as specified in the land development code and any conditions placed upon approval of this application. In accordance with the *Essex Junction City Council Policy for Funding Engineer Plan Review and Inspections*, the applicant, by signing this form agrees to pay for the actual cost of engineering plan review and construction inspections by the City Engineer.

Applicant



Date

3/20/2025

Land Owner (if different)

Date

RECEIVED

Staff Action

MAR 20 2025

Date received: _____
City of Essex Junction

Meeting date: 4/17/25

Board Action Approved _____ Denied _____

Date: _____

Other approvals/conditions: _____

****Fee based on sq.ft. of improved area per current Fee Schedule**

Staff Signature

Date

Fee Amount: **

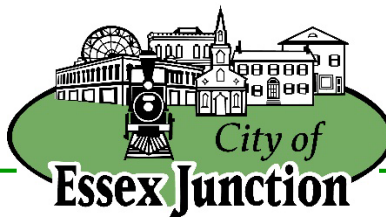
\$465.00

Fee ~~PAID~~ PAID:

MAR 20 2025

City of Essex Junction





April 3, 2025

Kristofer McEwing
McEwing Properties LLC
PO Box 417
Essex Junction, VT 05453

Re: 34 Park Street Site Plan Application

Dear Kristopher,

After reviewing the amended plans for your project to add three dwelling units at 34 Park Street, City staff offer the following comments:

Lighting

- Staff have noticed eight light fixtures on the included lighting plan that appear to be non-compliant as highlighted here:



The submitted lighting plan should be amended to bring the property into compliance. Lighting standards can be found in Section 704 of the Land Development Code for guidance.

Landscaping

- A landscaping plan was not included with the submitted site plan. During conceptual site plan approval, the DRB found that a prorated landscaping plan shall be required for final site plan approval. Depending on the proposal, this could also help fulfill the Village Center requirements for a site feature as discussed below.

Village Center standards

- This property is in the Village Center district, which requires development applications to include a site feature to promote walking, cycling, and transit. This would be satisfied by the submittal of plans for a pocket park, public art, mural, interactive game, or shade trees.

Dumpster

- Section 706.J of the Land Development Code requires the screening of any dumpster by non-transparent materials to a height of six feet if it is visible from the public right-of-way. Site plans should be amended to include this or relocate the dumpster such that it is not visible from Park Street.

Please let me know if you have any questions.

Sincerely,

Michael Giguere
City Planner

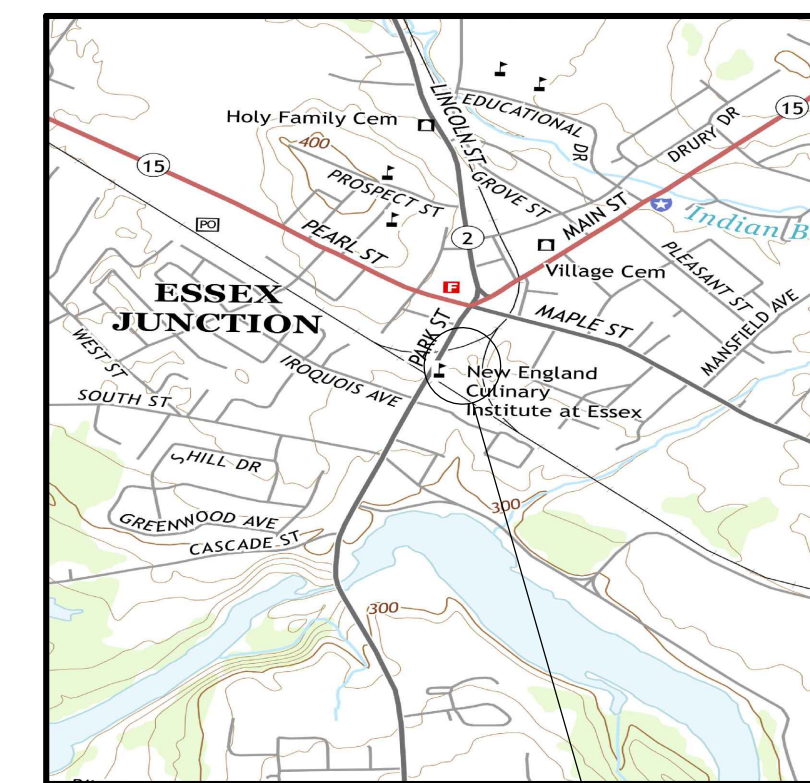
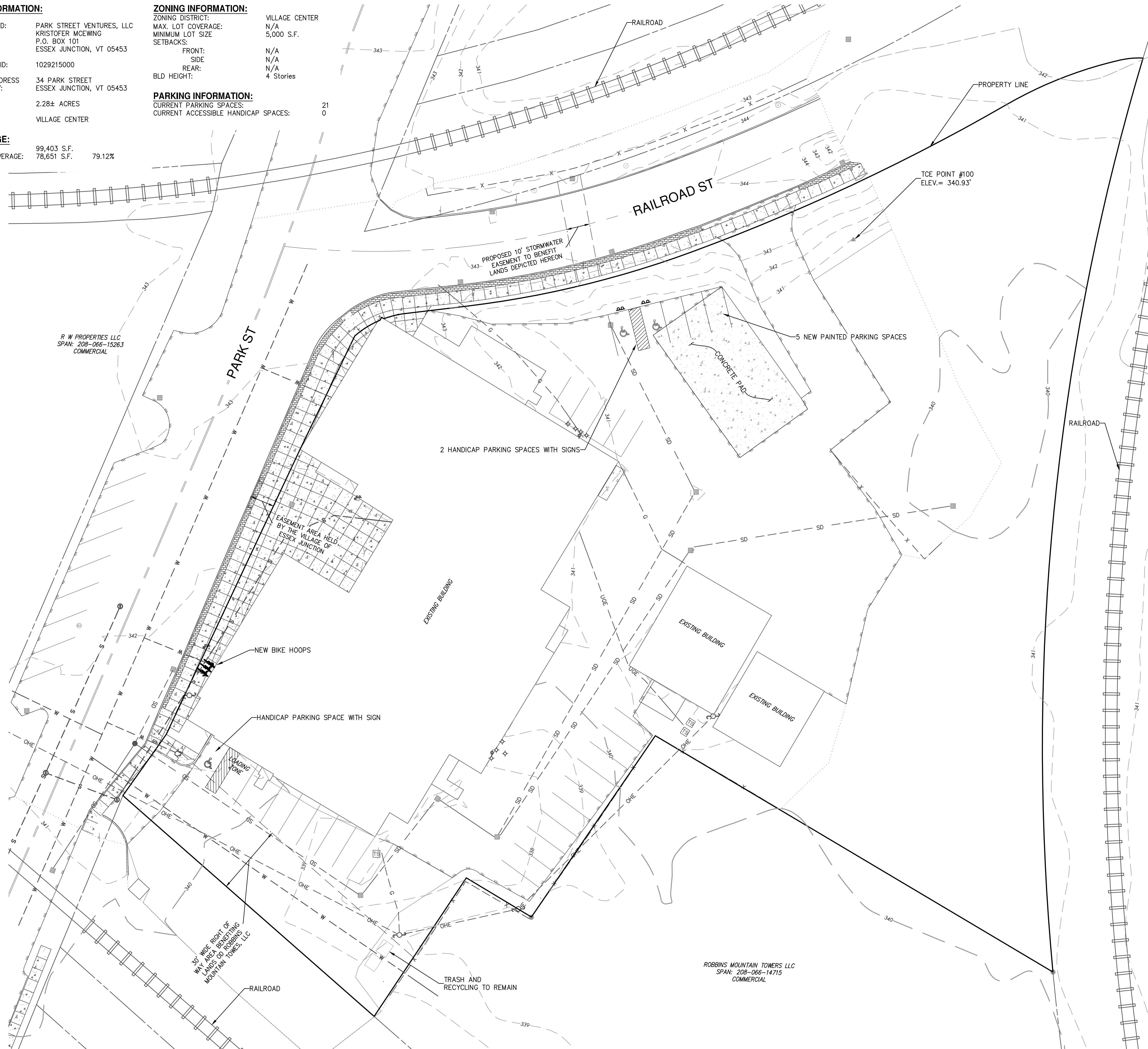
CC: Terry Hass
Ryan Augustine
Doug Goulette
Tim Mack
Alex McEwing
Michael – JRMA Design Studio

OWNER OF RECORD:	PARK STREET VENTURES, LLC KRISTOFER MCEWEN P.O. BOX 101 ESSEX JUNCTION, VT 05453
1. TAX PARCEL ID:	1029215000
2. PHYSICAL ADDRESS OF PROPERTY:	34 PARK STREET ESSEX JUNCTION, VT 05453
3. PARCEL SIZE:	2.28± ACRES
ZONING DISTRICT:	VILLAGE CENTER

MAX. LOT COVERAGE:	N/A
MINIMUM LOT SIZE	5,000 S.F.
SETBACKS:	
FRONT:	N/A
SIDE	N/A
REAR:	N/A
BLD HEIGHT:	4 Stories

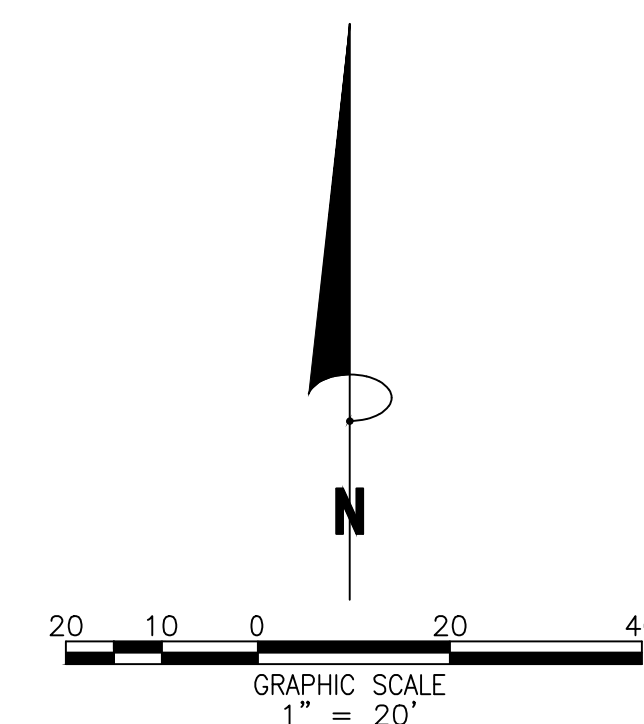
CURRENT ACCESSIBLE HANDICAP SPACES:

LOT SIZE:	99,403 S.F.	
EXISTING LOT COVERAGE:	78,651 S.F.	79.12%



PROJECT LOCATION

PAVED DRIVE OR ROAD	
GRAVEL DRIVE OR ROAD	
PAVED DRIVE OR ROAD WITH CURB	
TOPOGRAPHIC CONTOURS	
SEWER MAINS AND SERVICES	
WATER MAINS AND SERVICES	
STORM DRAINAGE	
LIQUID PROPANE OR NATURAL GAS	
OVERHEAD UTILITY	
UNDERGROUND UTILITY	
PROPERTY LINE	
EASEMENT	
ADJOINING PROPERTY LINE	
FENCE	
SIGN	
MANHOLE	
CLEANOUT (CO)	
CATCH BASIN (CB)	
CURB STOP (CS)	
FIRE HYDRANT (HYD)	
UTILITY POLE	
MTC, TRANSFORMER	
GAS OR ELECTRICAL METER	
BOLLARD LIGHT	
TCE CONTROL POINT	
STEEL REBAR	
IRON PIPE	



TCE, a BOWMAN Company
478 Blair Park Rd.
Williston, Vermont 05495

Phone: (802) 879-6331

www.tcevt.com

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SITE PLAN

MCEWING-MIXED USE

34 PARK ST, ESSEX JUNCTION, VT

24-216
PROJECT NUMBER

PLAN STATUS	
DATE	DESCRIPTION
3/19/2025	Plan Update

RAA DESIGN	FNL DRAWN	RAA CHKD
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SCALE	1" = 20'
DATE :	01/07/2025

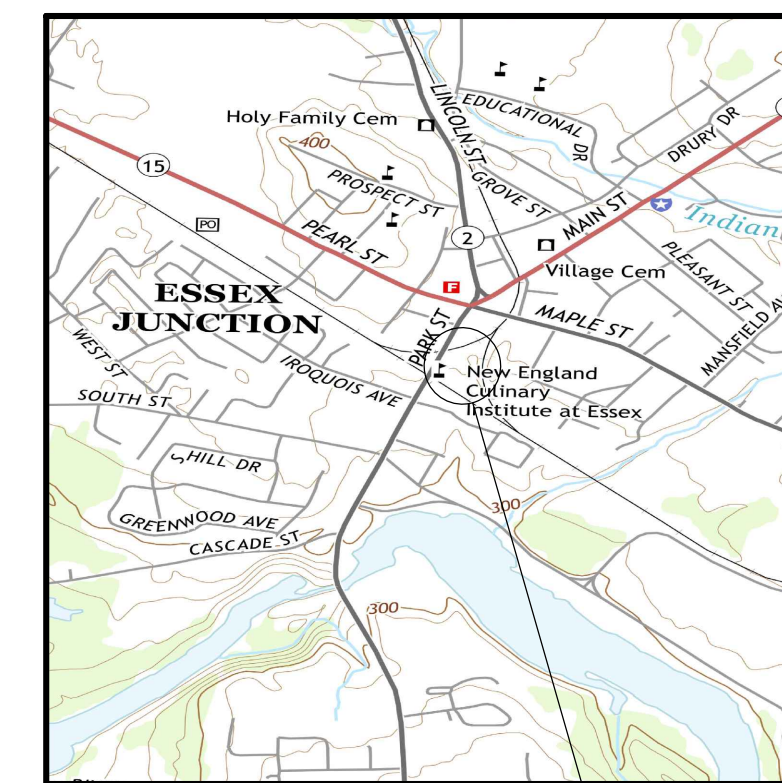
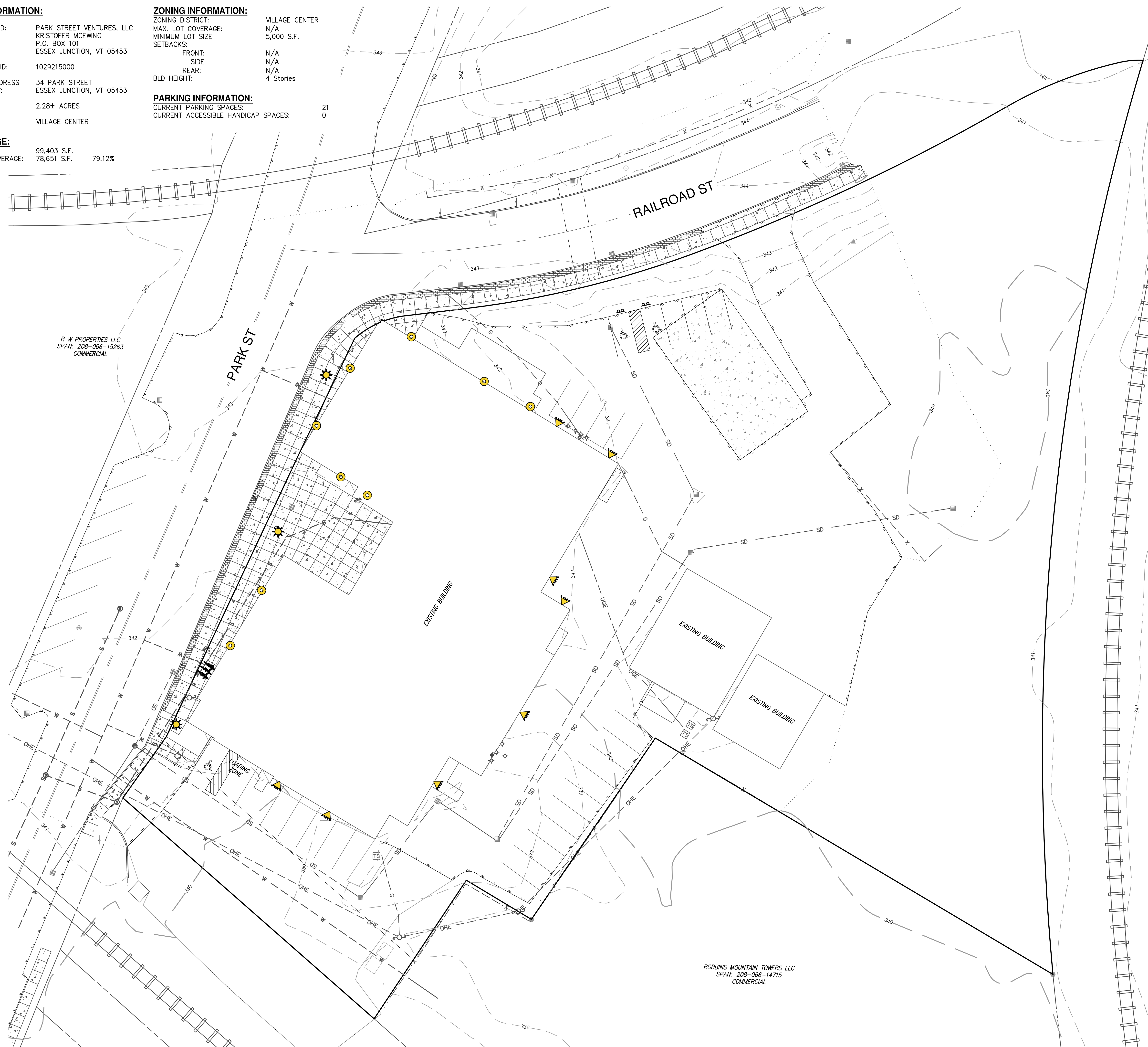
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OWNER OF RECORD:	PARK STREET VENTURES, LLC KRISTOFER MCEVING P.O. BOX 101 ESSEX JUNCTION, VT 05453
1. TAX PARCEL ID:	1029215000
2. PHYSICAL ADDRESS OF PROPERTY:	34 PARK STREET ESSEX JUNCTION, VT 05453
3. PARCEL SIZE:	2.28± ACRES
ZONING DISTRICT:	VILLAGE CENTER

LOT SIZE:	99,403 S.F.	
EXISTING LOT COVERAGE:	78,651 S.F.	79.12%

ZONING DISTRICT:	VILLAGE CENTER
MAX. LOT COVERAGE:	N/A
MINIMUM LOT SIZE	5,000 S.F.
SETBACKS:	
FRONT:	N/A
SIDE	N/A
REAR:	N/A
BLD HEIGHT:	4 Stories

CURRENT PARKING SPACES:
CURRENT ACCESSIBLE HANDICAP SPACES:

21
0

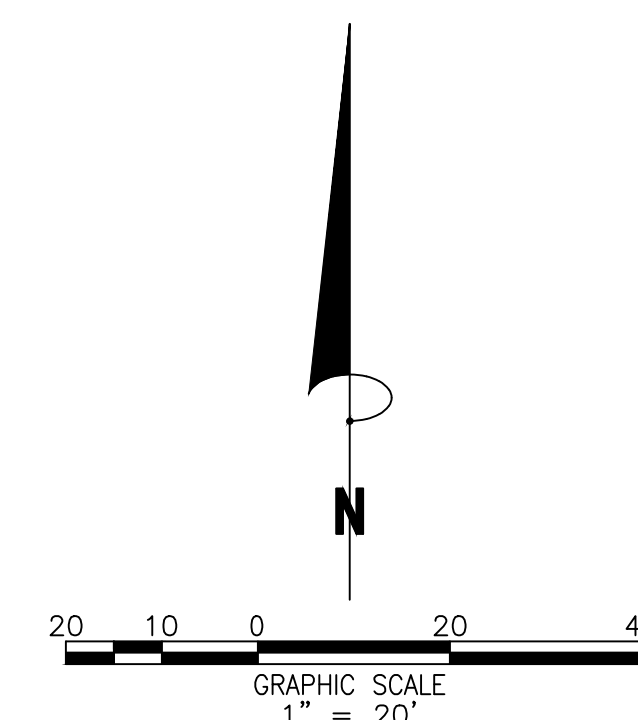
PROJECT LOCATION

LEGEND

- SOFFIT LIGHT
- FLOOD LIGHT
- STREET LIGHT

LIGHTING PLAN NOTES

1. ALL LIGHTS SHOWN ON THIS PLAN ARE EXISTING AND THE LOCATIONS ARE APPROXIMATE.
2. THERE ARE NO EXTERIOR LIGHTS PROPOSED AS PART OF THIS PROJECT.



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LIGHTING PLAN

MCEWING-MIXED USE

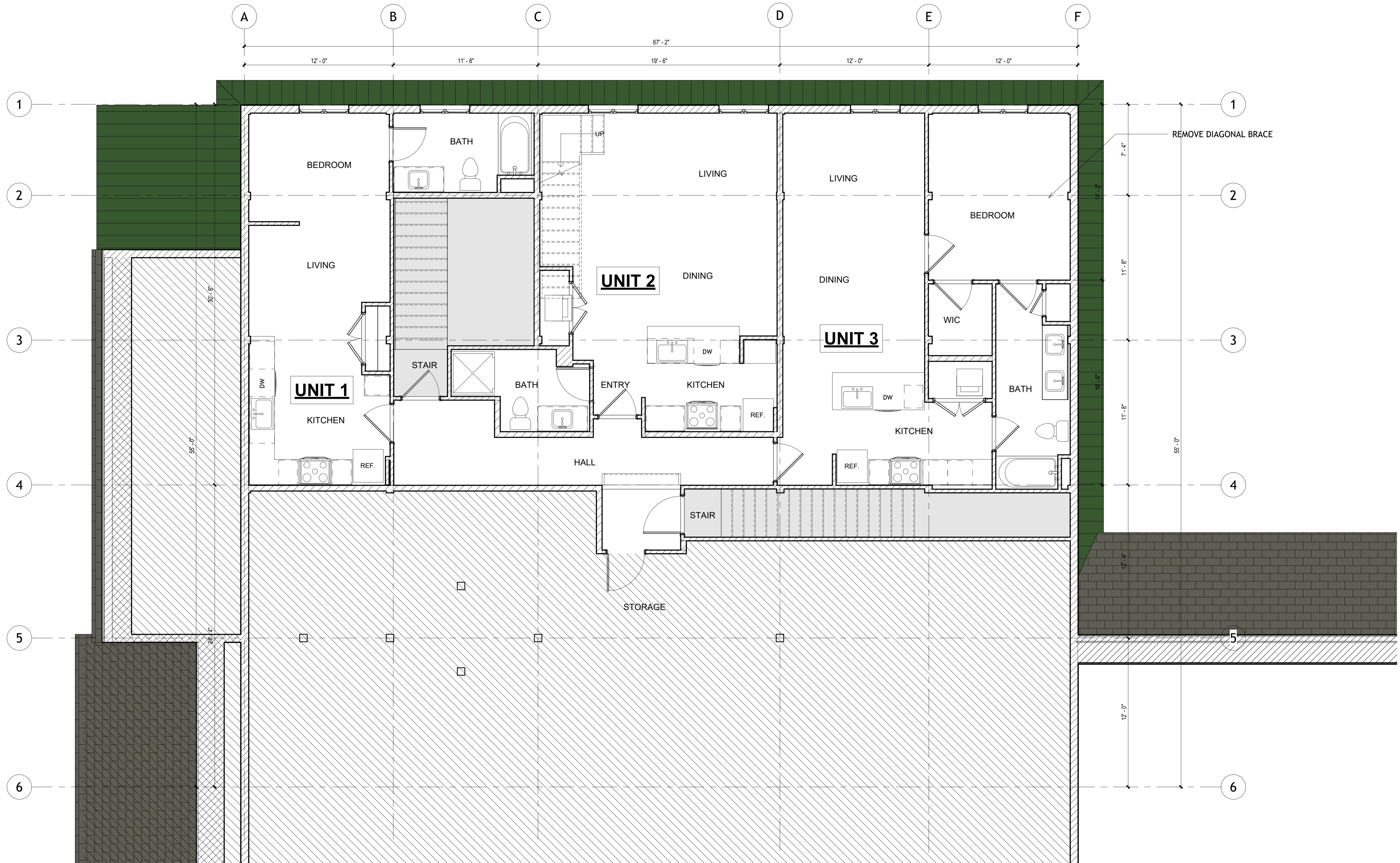
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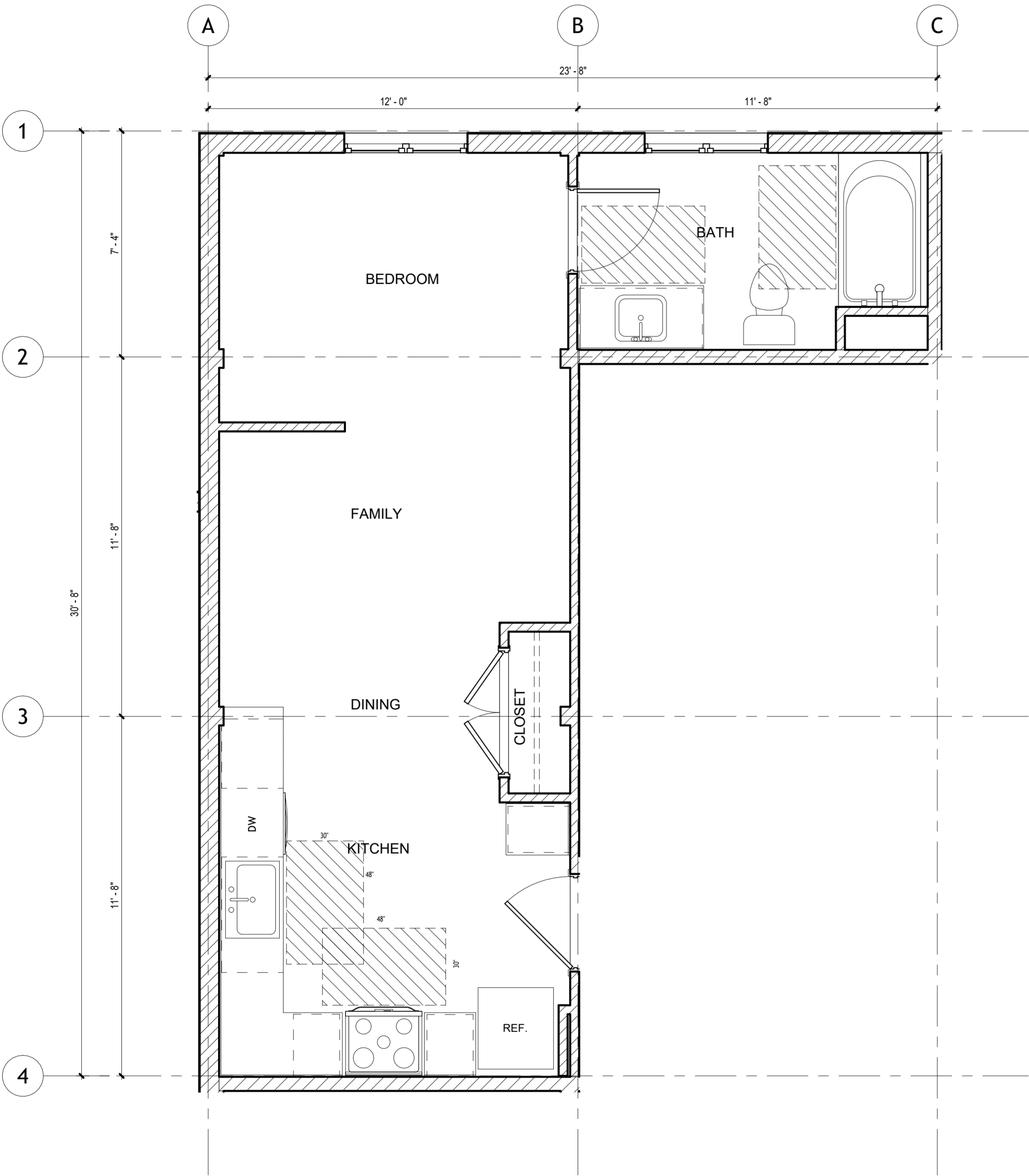
24-216
PROJECT NUMBER

PLAN STATUS		
DATE	DESCRIPTION	
RAA DESIGN	FNL DRAWN	RAA CHKD
SCALE 1" = 20'		
DATE : 3/19/2025		

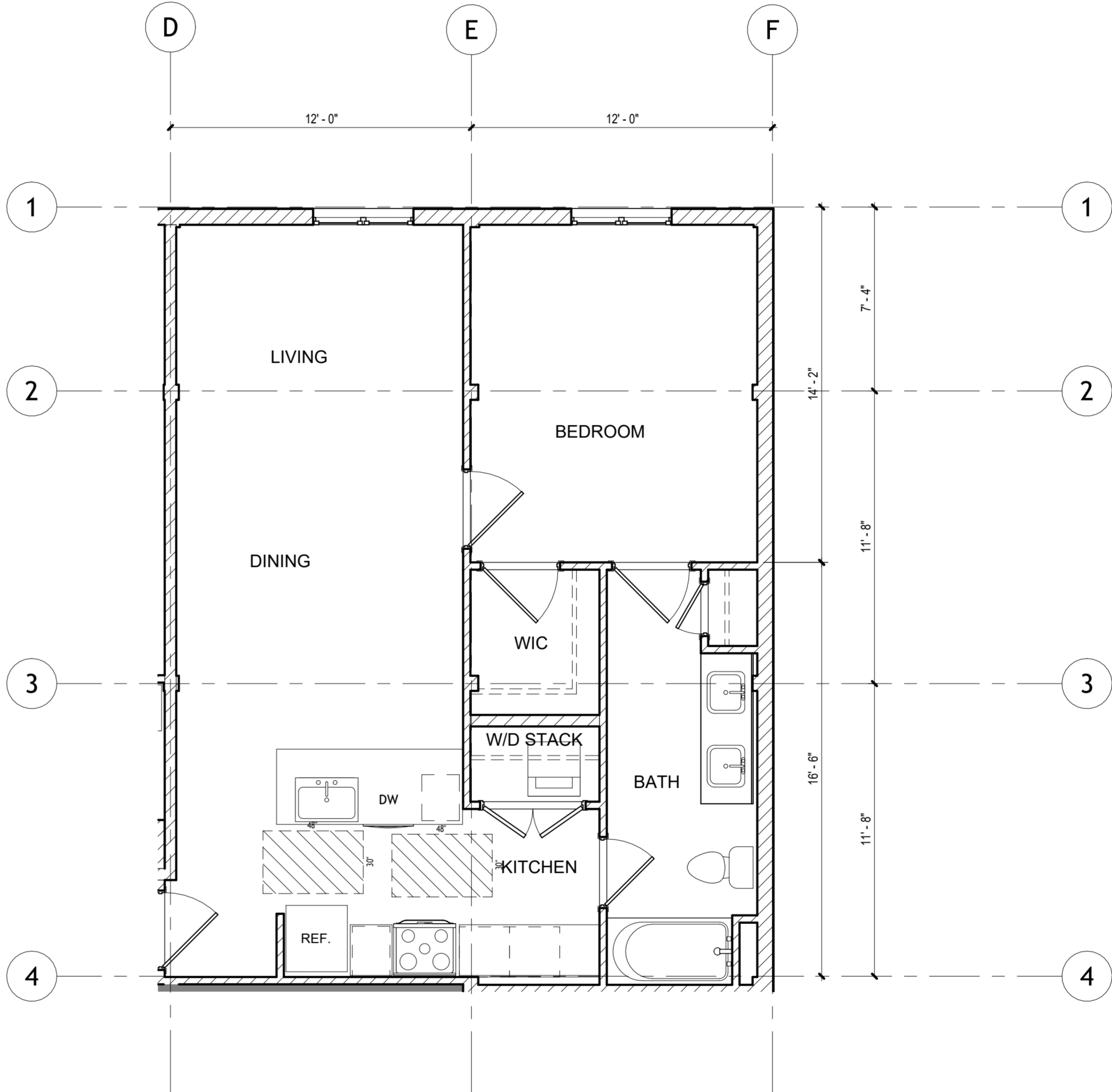
C2-02

2/11/2025 3:28:46 PM





① UNIT 1 - STUDIO - ENLARGED PLAN
3/8" = 1'-0"



② UNIT 3 - 1 BED - ENLARGED PLAN
1/4" = 1'-0"

architect

JRMA design studio
architecture - planning - development
www.jrmaestudio.com

PROJECT MANAGER
Mr. Michael Alvaros
175 Summit Circle
Shelburne, Vermont 05482
ph. 802-734-3813
Email: Michael@JRMAestudio.com

owner/client

CONTACT: KRIS MCEWING / TIM MACK

civil

34 PARK STREET

architectural stamp

No.	Description	Date
1	SD/PERMIT	05/24

34 PARK STREET

ENLARGED
PLANS

Project number	2024 316
Date	05/12/2024
Drawn by	M.A
Checked by	J.R
Scale	As indicated

A6.1

2/11/2025 3:28:47 PM

architect

JRMA design studio
architecture - planning - development
www.jrmaestudiostudio.com

PROJECT MANAGER
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owner/client

CONTACT: KRIS MCEWING / TIM MACK

civil

34 PARK STREET

architectural stamp

No.	Description	Date
1	SD/PERMIT	05/24

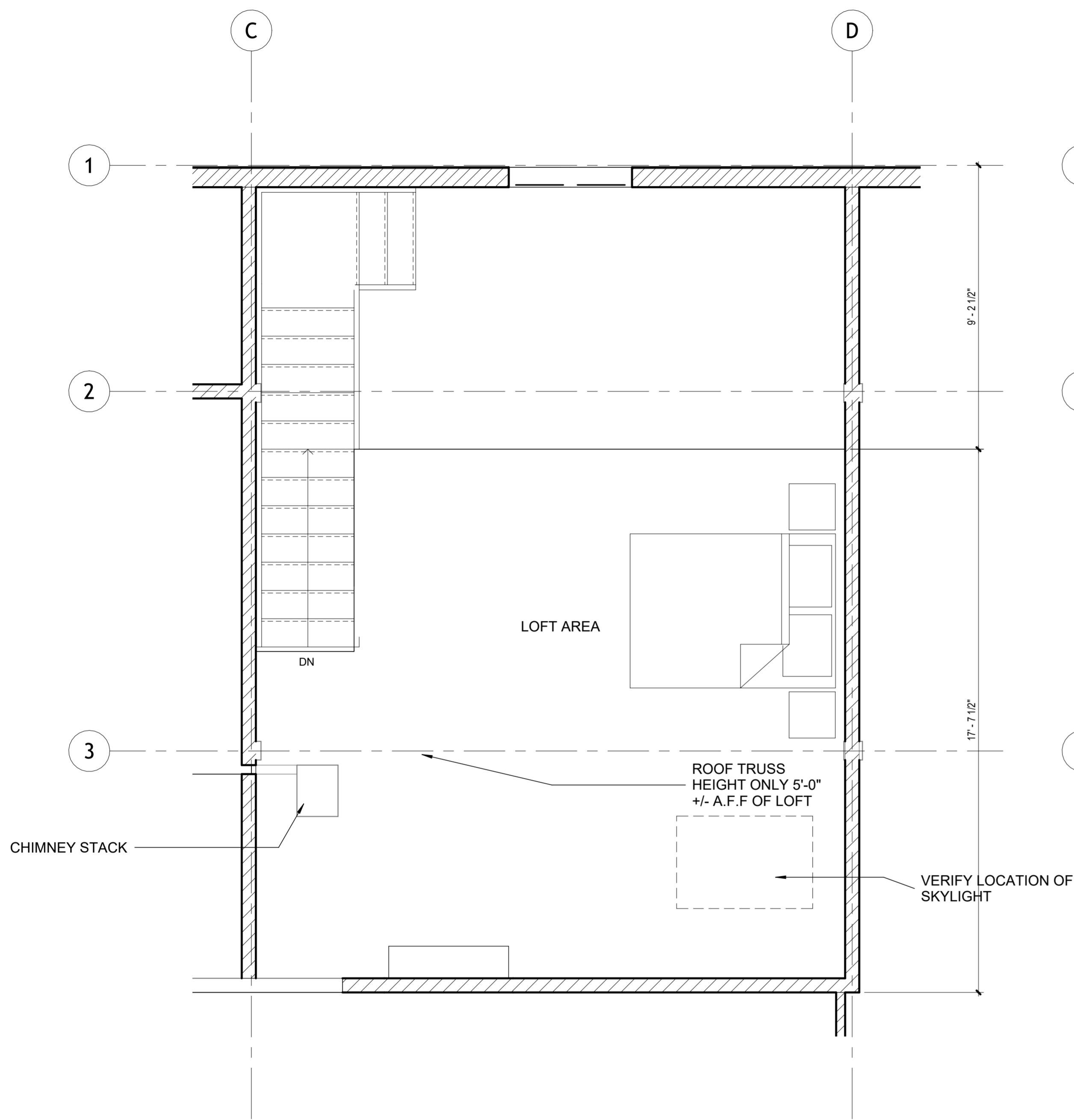
34 PARK STREET

ENLARGED
PLANS

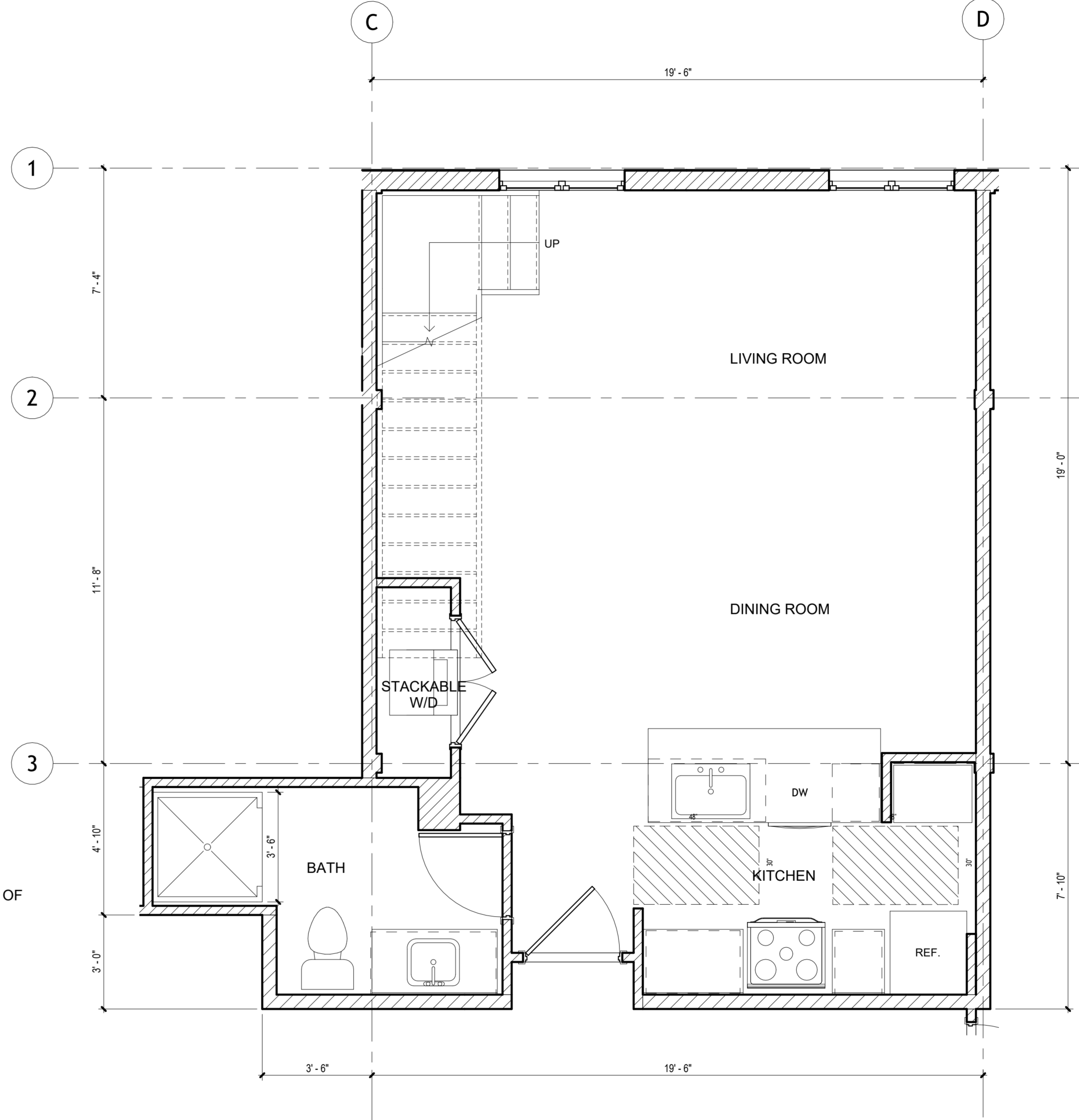
Project number	2024 316
Date	05/12/2024
Drawn by	M.A.
Checked by	J.R.
Scale	3/8" = 1'-0"

A6.2

2/11/2025 3:28:47 PM



③ UNIT 2 - LOFT AREA - ENLARGED PLAN
3/8" = 1'-0"



② UNIT 2 - 1 BED - ENLARGED PLAN
3/8" = 1'-0"

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architecture - planning - development
www.jrmadesignstudio.com

PROJECT MANAGER
: Mr. Michael Alvanos
175 Summit Circle
Shelburne, Vermont 05482
ph. 802-734-3613
Email: Michael@JRMAdesignstudio.com

CONTACT: KRIS MCEWING / TIM MACK

34 PARK STREET

[illegible]

PARK ST ELEVATION	
Project number	2024 316
Date	05/12/2024
Drawn by	Author
Checked by	Checker
Scale	1/4" = 1'-0"

A3.0

2/11/2025 3:28:52 PM