

**CITY OF ESSEX JUNCTION
DEVELOPMENT REVIEW BOARD
MINUTES OF MEETING
JUNE 9, 2025
DRAFT**

MEMBERS PRESENT: John Alden, Chair; Luke Brockmeier; Cristin Gildea; Maggie Massey; Dylan Zwickly

ADMINISTRATION: Michael Giguere, City Planner

OTHERS PRESENT: None

1. CALL TO ORDER

Mr. Alden called the meeting to order at 6:35 PM.

2. ADDITIONS OR AMENDMENTS TO AGENDA

None.

3. PUBLIC TO BE HEARD

Mr. Giguere noted that this is a hybrid meeting, and that staff are present at 6 Lincoln Street 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 on July 17th, 2025. All votes that are not unanimous will be done via roll call. Mr. Giguere took a roll call attendance of all members.

4. MINUTES

a. Regular Meeting – April 17, 2025

DYLAN ZWICKY made a motion, seconded by MAGGIE MASSEY, to approve the minutes of April 17, 2025, with corrections. Motion passed 5-0.

Corrections:

-The spelling of Mr. Alden's and Ms. Gildea's names will be corrected.

5. PUBLIC HEARING

a. Site plan review for the conversion of an existing duplex into a fourplex at 177 West Street by Adam and Eva Slocum, owners - waiver request for the paved driveway apron requirement of Section 703.K.3 of the Land Development Code.

Mr. Alden noted that the applicants are not present. Mr. Giguere stepped out of the meeting to call the applicants, who did not answer. He said that the DRB can proceed without the applicant present, which they chose to do. Mr. Alden said that the DRB had previously heard this application, and gave guidance that the project could be approved by staff if kept to the original footprint. Staff issued a zoning permit; however, the applicants have requested that they be exempt from the paving of the driveway and driveway apron. Mr. Alden noted that this was one of the few unpaved driveways in the area. Some vehicles appear to be parking on the grass. Mr. Giguere said that the Land Development Code (LDC) states that some of the driveway can be gravel, so long as the apron is paved. There is no explanation from the applicant as to the reasoning for the waiver request. Mr. Alden said that this would be a visual downgrade for the neighbors, and that it is important to maintain some control over the vehicle parking. All agreed. Mr.

Alden said that the applicant would be required to pave the apron, and that it is recommended that the entire parking area be paved. He also suggested that the front area appear neater than it currently is.

JOHN ALDEN made a motion, seconded by LUKE BROCKMEIER, to not allow the waiver for the paved apron, and that the apron complies with LDC requirements of a maximum 27 feet and may increase in size for the parking area as allowed by the LDC. No vote, motion failed.

JOHN ALDEN made a motion, seconded by MAGGIE MASSEY, to deny the waiver request for not paving the apron. Motion passed 5-0.

6. OTHER DEVELOPMENT REVIEW BOARD ITEMS

The board's findings on the pocket park have been presented to the landscape architect, who is working to implement the proposed changes. The train station upgrade project underway, and the roofing will absorb most of the project budget. A public forum on the project will be held in the summer or fall. The Brownell Library roofing project will begin immediately follow the Lincoln Hall renovations. Mr. Giguere said that the hotel construction project is almost complete and has a temporary certificate of occupancy. The City Council and Planning Commission has approved the regional planning commission's housing targets, with some concerns noted. Essex Junction will be requesting Tier 1b status. The Connect the Junction's finalized master plan should be available this week.

7. ADJOURNMENT

CRISTIN GILDEA made a motion, seconded by MAGGIE MASSEY, to adjourn the meeting. The motion passed 5-0 at 7:30 PM.

Respectfully submitted,
Darby Mayville