

**CITY OF ESSEX JUNCTION  
DEVELOPMENT REVIEW BOARD  
PUBLIC HEARING AGENDA**

Online & 6 Lincoln St.  
Kolvoord Room at Brownell Library  
Essex Junction, VT 05452  
**Monday June 9<sup>th</sup>, 2025**  
**6:30 PM**

E-mail: [mgiguere@essexjunction.org](mailto:mgiguere@essexjunction.org)

[www.essexjunction.org](http://www.essexjunction.org)

Phone: 802-878-6944, ext. 1625

***This meeting will be held in-person at 6 Lincoln Street in the Kolvoord Room at Brownell Library and remotely. Available options to watch or join the meeting:***

- **WATCH:** The meeting will be live-streamed on [Town Meeting TV](#).
- **JOIN ZOOM MEETING:** [Click here to join the meeting](#)  
or visit [essexjunction.org](http://essexjunction.org) for meeting connection information
- **JOIN CALLING:** Join via conference call (*audio only*): 1(888) 788-0099 (toll free)  
Conference ID: 839 2599 0985 Passcode: 940993
- **PROVIDE FULL NAME:** For minutes, please provide your full name whenever prompted.
- **MUTE YOUR MIC:** When not speaking, please mute your microphone on your computer/phone.

**I. Additions or Amendments to Agenda**

**II. Public to be Heard**

**III. Minutes for Approval**

a. April 17<sup>th</sup>, 2025

**IV. 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.

**V. Other Development Review Board Items**

**VI. Adjournment**

Members of the public are encouraged to speak during the Public-To-Be-Heard agenda item, during a Public Hearing, or, when recognized by the Chair, during consideration of a specific agenda item. Public comments are limited to a three minute rule unless waived by the Development Review Board Chair.

This meeting will be held in the Kolvoord Room of the Brownell Library at 6 Lincoln Street, Essex Junction, VT, 05452, and on Zoom at the link above. Reasonable accommodation will be provided upon request to the City to assure that City meetings are accessible to all individuals regardless of disability.

**Plan documents will be available at [www.essexjunction.org/DRB](http://www.essexjunction.org/DRB) five days prior to the meeting.** For more information, please contact the Community Development Department from 8 am – 4:30 pm at 802-878-6944.

**CITY OF ESSEX JUNCTION  
DEVELOPMENT REVIEW BOARD  
MINUTES OF MEETING  
APRIL 17, 2025  
DRAFT**

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

**ADMINISTRATION:** Michael Giguere, City Planner

**OTHERS PRESENT:** Ryan Augustine, David Burton, Scott Homsted, Kris McEwing, Chris Vaughn, Chris Welch

**1. CALL TO ORDER**

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

**2. ADDITIONS OR AMENDMENTS TO AGENDA**

None.

**3. PUBLIC TO BE HEARD**

None.

**4. MINUTES**

**a. Regular Meeting – March 20, 2025**

**MAGGIE MASSEY made a motion, seconded by CRISTIN GILDEA, to approve the minutes of March 20, 2025. Motion passed 5-0.**

**5. PUBLIC HEARING**

**a. Final plat review for a three-lot subdivision for one residential lot and two lots for future development; road connection of Taft Street to Meadow Terrace in the R1 District by Center for Technology Essex, owners.**

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 May 15<sup>th</sup>, 2025. All votes that are not unanimous will be done via roll call.

All participants were sworn in.

Mr. Homsted, of Krebs & Lansing Consulting Engineers, and Mr. Welch, of the Center for Technology Essex (CTE) presented. Mr. Homsted said that most technical comments from staff have been addressed. He discussed changes to the roadway and the extension of a handicap access ramp to the proposed new sidewalk. This project is a continuation of the CTE homebuilding program and would permit for one new lot. Additional lots will be requested in future years. Answering a question from Ms. Gildea, Mr. Homsted said that additional stop signs have been added to address neighborhood concerns about traffic calming. No concerns have been raised by the Tree Advisory Committee regarding landscaping. Mr. Alden noted

that the lot design of Lot 7a is different. Mr. Homsted said that this has been done to keep the open space area contiguous. A “disconnected roof” will be used for stormwater purposes.

**LUKE BROCKMEIER made a motion, seconded by DYLAN ZWICKY, that the DRB approve the boundary line adjustment for the proposed three-lot subdivision and road connection of Taft Street to Meadow Terrace at 11 Meadow Terrace in the R1 District with conditions. Motion passed 5-0.**

**DYLAN ZWICKY made a motion, seconded by CRISTIN GILDEA, that the DRB approve the final plat for the proposed three-lot subdivision and road connection of Taft Street to Meadow Terrace at 11 Meadow Terrace in the R1 District with the proposed conditions listed in the staff report. Motion passed 5-0.**

**b. Final site plan review to add three dwelling units to an existing three-story mixed-use building with two dwelling units and commercial space at 34 Park Street in the Village Center District by Park Street Ventures, LLC, owner.**

Mr. Augustine, of Trudell Consulting Engineers, and Mr. McEwing, of Park Street Ventures, presented. Mr. McEwing said that the building is existing, and that current site conditions have been documented. The only visual change is two exterior windows. Park Street Ventures does not own the entire building, and Mr. Giguere described this as a “commercial condominium.” The applicant has a footprint lot, but the parcel as a whole will be reviewed for the purposes of zoning. Mr. McEwing said that outdoor amenities, such as a picnic table, could be included to meet LDC requirements. Ms. Gildea said that aesthetic improvements could make the property more desirable to renters. Mr. Alden said that he is happy to see that the lighting will be replaced with dark sky compliant lighting. Mr. Giguere said that the review of the exterior lighting in the building was focused on due to the footprint lot. Regarding landscaping requirements, Mr. Alden said that he would like to see a focus on the front entrance. He suggested potted plants or greenery, and Ms. Gildea suggested creating a welcoming residential feel. Mr. Alden suggested adding a condition that some landscaping efforts, more residential in scale or nature, centered around the residential entry, be included. Mr. Giguere said that a condition of approval is screening the dumpster from view, Mr. McEwing said that the screening would need to be moved when the Chittenden Crossing master plan is implemented. Mr. Alden said that he does not believe that the dumpster will need to be screened until the rest of construction is complete. After some discussion, it was decided that, in the staff report, Condition #5 will be eliminated, as this will be addressed later.

**MAGGIE MASSEY made a motion, seconded by CRISTEN GILDEA, 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 adjusted. Condition #5 will be stricken, and the DRB requests that there will be some additional landscaping that is residential in nature but does not require concrete to be moved. Motion passed 5-0.**

**c. Site plan review for a pocket park at 1 Main Street by the City of Essex Junction, owner.**

All participants were sworn in.

Mr. Burton, of Ginkgo Design, presented on behalf of the applicant. He was hired to design a pocket park for the space at 1 Main Street. He said that the park was designed with potential changes to the Five Corners area in mind, using elements that could be moved if need be. Mr. Alden said that the site is

contaminated, as it was an old gas station. There is a desire not to disturb the underlying surface. Mr. Burton said that not as much remediation is required as was initially expected. Mr. Giguere said that the City hopes to plant street trees in the future, however trees will not be included in the initial phase of the project. The park will be maintained year-round. Easy to clean, graffiti-resistant surfaces will be included.

Mr. Giguere said that, in the deed, the park is to be named “The Gabe and Diane Handy Park.” Mr. Handy has requested a memorial plaque sign for the entrance of the park. This parcel also fulfills the Firebird Café property landscaping requirements, which is also owned by Mr. Handy. Mr. Alden expressed a desire to have the currently shown improvements in the park, but have additional greenery and features included in the future. He said that he would like to see the Firebird space improved, however this is not within the DRB’s jurisdiction as it is located on a separate parcel with private ownership. Mr. Giguere said that it is the City’s desire to have more pedestrian improvements included with future changes. Mr. Brockmeier said that he is concerned that residents and visitors will think that the park is seating for the Firebird Café and would like to see it connected with other municipal features. Mr. Brockmeier suggested that the signage match the color palate developed by the branding committee. Mr. Handy has proposed a 3x3 memorial sign above the archway. Planning staff needs to review this prior to implementation. The DRB discussed how to incorporate the new public park with other public spaces, such as Lincoln Hall and Memorial Park. Mr. Giguere discussed lighting, including filtering lights through the shades and said that the lights will be on timers.

- The Development Review Board should confirm the proposed 100% lot coverage limit for this application. **Confirmed.**
- The DRB should determine the applicability of evaluating this site plan application as a commercial or mixed-use building with no setback requirement. **No setback required.**
- The Development Review Board should evaluate the proposed development using the Design Review Standards outlined in Section 604.E.4.a. **Confirmed.**
- The Development Review Board should determine if the proposed lighting plan meets the requirements of Section 704. **Does not meet the requirements, however it is not possible for it to do so.**
- The Development Review Board should determine whether the proposed application meets the standards of visual impact in Section 718.G. **Mr. Alden suggested that wood facades be selected carefully to ensure that fading does not occur.**

Mr. Alden suggested that the applicant continue to work on the lighting and eliminate the hot spots. He also suggested that the boundary line between the park and Firebird Café be considered for improvement.

**JOHN ALDEN made a motion, seconded by CRISTIN GILDEA, that the DRB approve the site plan application for a pocket park at 1 Main Street by the City of Essex Junction, owner, with conditions to improve the lighting scheme to be more intentional and to consider additional improvements along the boundary edge by the Firebird Café. Motion passed 5-0.**

The City has been in conversation with the owner of the Firebird Café.

**d. Variance application requesting relief from the 6-foot height requirement for a fence to construct a stockade fence 7’ – 7’ 6” at the rear property line at 120 Main Street in the R1 District by Chris Vaughn, owner.**

Mr. Vaughn discussed grade differences between his property and 35 Drury Drive. He would like to create a level fence line across the back to provide safety and privacy for his family. The current fence will not be removed.

In accordance with 24 V.S.A. § 4469, the Board may grant Variances if it finds that all the following standards of review are met, and such findings are included in its written decisions.

1. There are unique physical circumstances or conditions, including irregularity, narrowness, or shallowness of lot size or shape, or exceptional topographical or other physical conditions peculiar to the particular property, and that unnecessary hardship is due to these conditions, and not the circumstances or conditions generally created by the provisions of the bylaw in the neighborhood or district in which the property is located. **Confirmed.**
2. Because of these physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of the bylaw, and that the authorization of a variance is therefore necessary to enable the reasonable use of the property. **Confirmed.**
3. Unnecessary hardship has not been created by the appellant. **Confirmed.**
4. The variance, if authorized, will not alter the essential character of the neighborhood or district in which the property is located, substantially or permanently impair the appropriate use or development of adjacent property, reduce access to renewable energy resources, or be detrimental to public welfare. **Confirmed.**
5. The variance, if authorized, will represent the minimum variance that will afford relief and will represent the least deviation possible from the bylaw and from the plan. **Confirmed.**

**JOHN ALDEN made a motion, seconded by LUKE BROCKMEIER, that the DRB approve the variance request seeking relief from the 6-foot height requirement for a fence to construct a level stockade fence to a maximum of 7' 6" at the rear property line at 120 Main Street in the R1 District by Chris Vaughn, owner. Motion passed 5-0.**

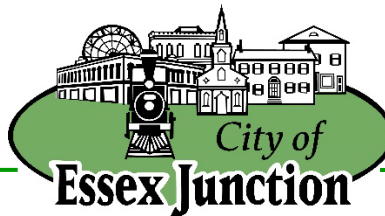
#### **6. OTHER DEVELOPMENT REVIEW BOARD ITEMS**

Mr. Giguere said that City staff will be reaching out to those whose terms are up for renewal. The City Council and Planning Commission will be holding a joint meeting on May 1<sup>st</sup>. Updates on the train station redesign should be available in the near future.

#### **7. ADJOURNMENT**

**MAGGIE MASSEY made a motion, seconded by LUKE BROCKMEIER, to adjourn the meeting. The motion passed 5-0 at 8:32 PM.**

Respectfully submitted,  
Darby Mayville



## Staff Report

**To:** Development Review Board  
**From:** Michael Giguere, City Planner  
**Meeting Date:** June 9<sup>th</sup>, 2025  
**Subject:** 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.

---

### **PROJECT DESCRIPTION:**

Adam and Eva Slocum propose to convert their existing duplex into a fourplex by converting the existing garage into living space and adding an additional dwelling unit above the garage. The proposed height of the converted home is thirty-two (32) feet.

Four-family dwellings are typically eligible for administrative approval; however, the applicants have requested a waiver of the paved driveway apron requirement of the Land Development Code (LDC), which requires DRB approval. The applicant has already been issued a zoning permit for the proposed development with a paved driveway, but now seeks DRB approval to waive the paved driveway requirement.

### **EXISTING CONDITIONS AND GENERAL INFORMATION:**

**Project Location:** 177 West Street, Essex Junction, VT 05452

**Project Area Size:** 14,810 square feet

**Lot Frontage:** 282 feet

**Existing Land Use:** Residential

**Surrounding Land Use:** Residential

**Zoning District:** Residential 2

**Minimum Lot Size:** 7500 square feet

**Current Lot Coverage:** 12.2% (buildings), 18.5% (total)

**Proposed Lot Coverage:** 12.9% (buildings), 20.8% (total)

**Permitted Lot Coverage:** 30% (buildings), 40% (total)

### **SECTION 619: RESIDENTIAL 2 (R2)**

#### **B. Lot Size/Lot Coverage**

The existing lot size is 14,810 square feet, which exceeds the district minimum lot size of 7,500 square feet.

The current lot coverage is approximately 12.2% for buildings and 18.5% total. Proposed lot coverage is 12.9% for buildings and 20.8% total, which meets the allowable district maximums of 30% and 40%, respectively.

#### C. Setback Requirements

The duplex is an existing non-complying structure that is built within the front setback on West Street Extension. However, Section 802.B.2 of the LDC permits for the expansion of such non-complying structures provided that the setback encroachment is not increased. Given that the fourplex conversion is proposed to be a vertical expansion located entirely within the existing footprint of the home, staff find that this application complies with the setback requirements of the LDC.

#### D. Maximum Number of Dwelling Units

The maximum number of dwelling units in the R2 district is four (4) per lot. The applicant proposes four dwelling units on the lot.

#### E. Permitted and Conditional Uses

A four-family dwelling is a permitted use in the R2 district.

#### F. Parking Requirements

Section 703 of the LDC requires one (1) parking space per dwelling unit. The applicant proposes four (4) parking spaces within the existing gravel driveway. Additional LDC parking requirements are discussed in more detail below.

#### G. Building Height

The maximum building height in the R2 district is three (3) stories or thirty-five (35) feet, whichever is less. The proposed height is two (2) stories and thirty-two (32) feet, which meets district requirements.

#### H. Special Standards

Section 619.H outlines special dimensional standards for driveways and parking in the R2 district. Staff find that the submitted site plan meets these requirements.

### **SECTION 703: PARKING AND LOADING**

The applicant proposes maintaining the existing gravel driveway surface and requests that the hard-surfaced requirement be waived.

#### K. Other Parking Standards and Applicability

##### 3. Surfacing

*"All parking areas shall be hard-surfaced. Residential driveways serving up to five (5) homes may be gravel, but the driveway apron and any portion in the public right-of-way must be paved*

*twenty (20) feet beyond the edge of the public right-of-way. The Development Review Board may waive this requirement for parking lots in accordance with Section 713."*

When Section 703.K.3 was originally added to the LDC, it used Section 713 (Stormwater Management) as its waiver evaluation criteria, allowing the Planning Commission to waive the requirement that driveway aprons be paved if it was determined that *"no significant drainage problems will result from the development"* with technical guidance from the Village Engineer.

Section 713 was updated in 2007 to modernize the Village's stormwater management practices. However, when this change was made, evaluation criteria for the paved driveway requirements were removed. Thus, the LDC allows applicants to request this waiver but does not provide further guidance on how it should be evaluated.

Notably, paved driveways are preferable for street maintenance as it prevents loose gravel from being tracked onto the road. Most other driveways on the street are paved and it is clear that new construction should generally be held to current standards. However, this project proposes the retrofit of an existing building which may suggest some leniency may be reasonable.

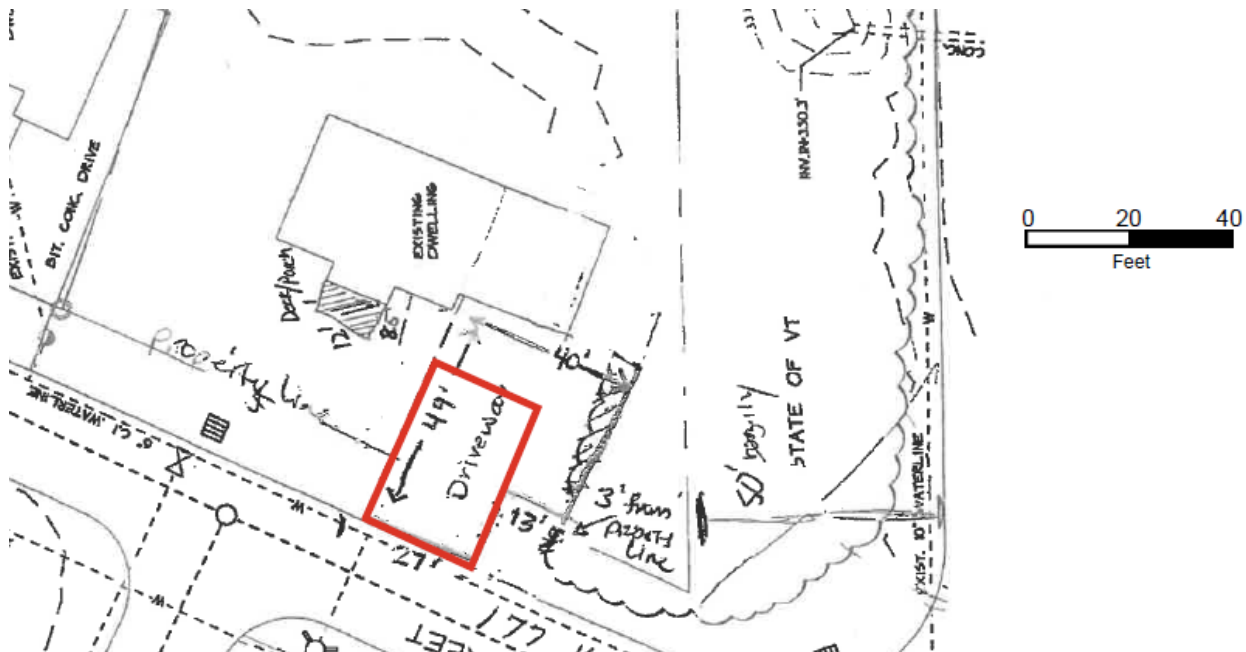


Figure 1: Site plan showing the portion of the driveway and apron that is required to be paved per Section 703.K.3.

**The DRB should consider whether to grant a waiver of the paved driveway requirement of Section 703.K.3.**

## **SECTION 802: NON-COMPLYING STRUCTURES**

A small portion of the eastern corner of the existing home is located within the front setback along West Street Extension. Staff have noted that the LDC allows for the expansion of an existing non-conforming building if the following criteria are met:



B. Maintenance, Repair and Expansion

*"1. Ordinary repairs and maintenance may be made to a non-complying structure, provided that the structure is not made more non-conforming. Staff shall determine what constitutes "ordinary repairs and maintenance". Appeals of such determinations shall be in accordance with Section 1701.*

*2. A non-complying structure may be enlarged or expanded provided that the following conditions are met:*

*(a) The enlargement or expansion, itself, conforms to all provisions of this Code except setbacks.*

*(b) The structure, as enlarged, does not diminish any required yard or setback areas except a setback line encroachment equal to the existing building line.*

*(c) The expansion does not exceed any maximum density, lot coverage, intensity or height limitations."*

On March 20<sup>th</sup>, 2025, the DRB confirmed staff's interpretation of Section 802.B allowing for the vertical expansion of an existing non-conforming structure. The setback encroachment on West Street Extension is not proposed to increase as a part of this application.

**Recommendation:**

Staff recommend that the DRB approve the proposed site plan for the conversion of an existing duplex into a fourplex pending a determination of the following item:

- The Development Review Board should consider whether to grant a waiver of the paved driveway requirement of Section 703.K.3.

**Recommended Motion:**

I move that the DRB approve the proposed site plan application for the conversion of an existing duplex into a fourplex at 177 West Street in the R2 district as discussed.

City of Essex Junction, Vermont

## ZONING PERMIT

No. 41 Date Issued: 5/16/25

Parcel Number: 104 00 38000

Location: 177 West Street

Issued to: Adam and Eva Slocum

FOR USE/CONSTRUCTION OF: Convert duplex to

fourplex: existing garage to  
one-bedroom unit, construct new  
one-bedroom unit above garage,  
pave driveway per Section 703.K.3

of the Code  
STAFF APPROVAL

C. YUEN

APPLICANT TO POST PERMIT IMMEDIATELY ON THE PROPERTY IN A LOCATION  
VISIBLE FROM THE STREET UNTIL THE DEVELOPMENT IS COMPLETE.

THIS PERMIT EXPIRES 12 MONTHS FROM DATE OF ISSUANCE.

An ENERGY CODE CERTIFICATE is required prior to a CERTIFICATE OF OCCUPANCY for  
new dwellings, residential additions, accessory apartments, commercial buildings and  
additions. Residential building energy standards webpage.

[http://publicservice.vermont.gov/energy\\_efficiency/rbes](http://publicservice.vermont.gov/energy_efficiency/rbes). Commercial building energy  
webpage. [http://publicservice.vermont.gov/energy\\_efficiency/cbes](http://publicservice.vermont.gov/energy_efficiency/cbes).

\*PERMIT IS NOT VALID UNTIL 15 DAYS AFTER DATE OF ISSUE, FOR APPEALS.

PERMIT VALID: 5/31/25

\*Certificate of Occupancy required  
upon completion



City of Essex Junction, VT  
Zoning Permit Application

For Office Use:

Permit # 41

Property description (address) for application

177 West Street, Essex Jct, VT 05452

General information

Applicant Adam and Eva Stacum Day Phone 802-488-0065

Address 177 West Street, Apt. A Essex, Jct VT 05452

Email Address Eradam2017@gmail.com

Owner of Record (attach affidavit if not applicant)

Applicant \_\_\_\_\_ Day Phone \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Property information

Zoning District R2 Current Use (Duplex) Residential Tax Map Page # 40

Lot # 38 Lot size sf 14810

Street frontage (public or private) 282 feet

Proposed number of stories Two Proposed height 32 feet

Lot coverage (include all structures and impervious surface)

Existing (sq.ft.) 3514 plus proposed (sq.ft.) 0 equals 3514 total sq.ft.

Divided by 14810 lot sq.ft. equals 0.237 percent of lot coverage

Source of size information ( ) Deed, ( ) Survey, (☒) Tax Map, ( ) Other. If other, explain: \_\_\_\_\_

Describe proposed new use(s) and or structure(s)

- ① Turn existing garage into a one bedroom apartment
- ② Add a new one bedroom/one bath apartment above existing garage

Dimensions or areas of proposed new structures(s) or new uses(s): \_\_\_\_\_

Estimated starting date May 26<sup>th</sup> 2025

Estimated completion date November 2025

Attach a site plan that clearly indicates the location of the structure or use, distance to all property lines, and all other information as specified on the zoning permit application checklist or in the Land Development Code. Provide an explanation for any items not submitted.

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.

Applicant

Date

Land Owner (if different)

Date



RECEIVED

Staff Action

MAY 07 2025

Date received \_\_\_\_\_

Approved ☒

Denied ☐

City of Essex Junction

Permit Valid Date 5/31/25

Explain (if denied) \_\_\_\_\_

Other approvals/conditions (note type/attach other signed approvals): \* Certificate of  
Occupancy required upon completion. Pave driveway  
per Section 703.K.3 of Code

Staff Signature

C. YUEN

Date

May 16, 2025

Fee Amount:

\$680.00  
2 new  
units  
\$ CO

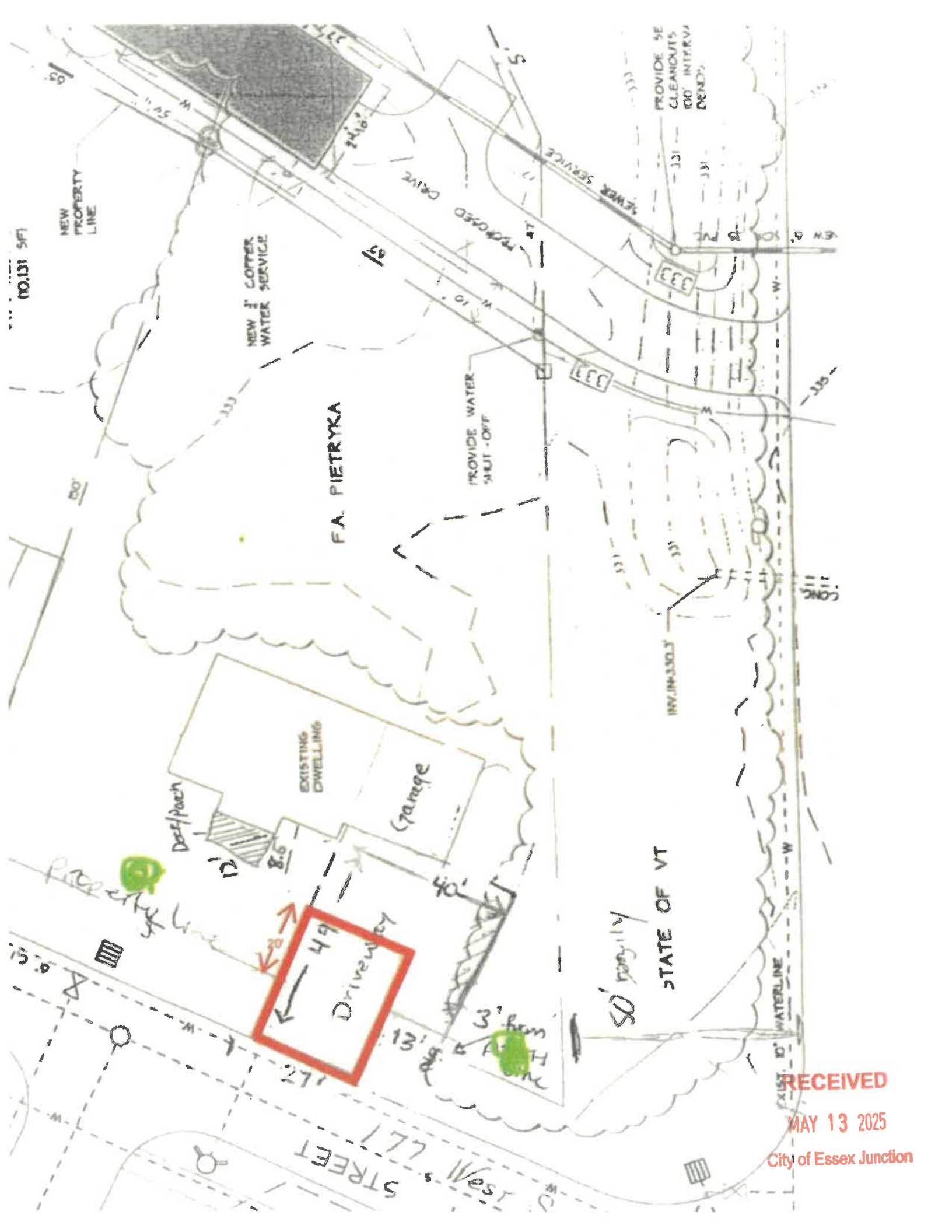
Fee Verified:

**PAID**

**MAY 07 2025**

City of Essex Junction





10,131 SFT

NEW PROPERTY LINE

NEW 2" COPPER WATER SERVICE

F.A. PIETRYKA

PROVIDE WATER SHUT-OFF

PROVIDE SE CLEANOUTS 100' INTERVALS DEMOS

STATE OF VT

50' roughly

STREET

RECEIVED

MAY 13 2025

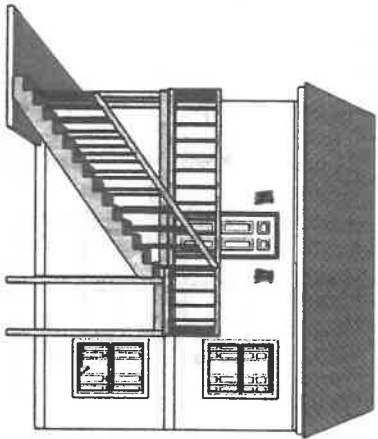
City of Essex Junction



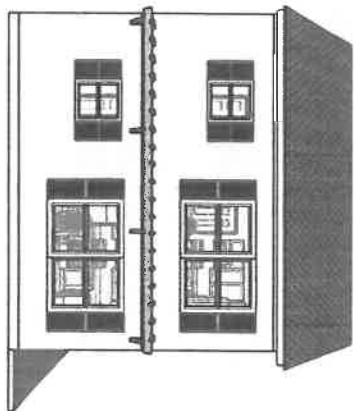


"177 West St. Essex Jct. - Apt Addition" - Perspective Street View Rendering  
**Draft 2** - Completed: May 1, 2025

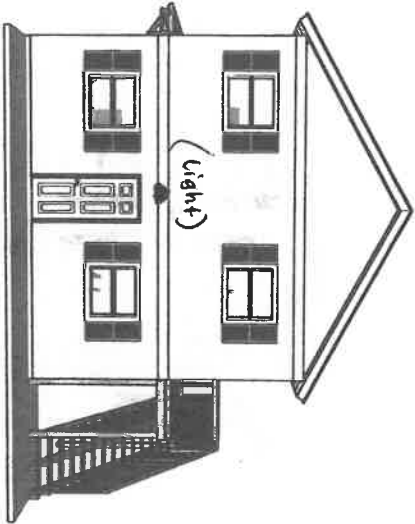




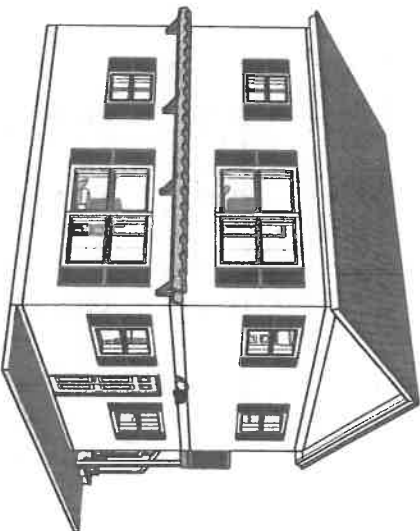
North East Perspective



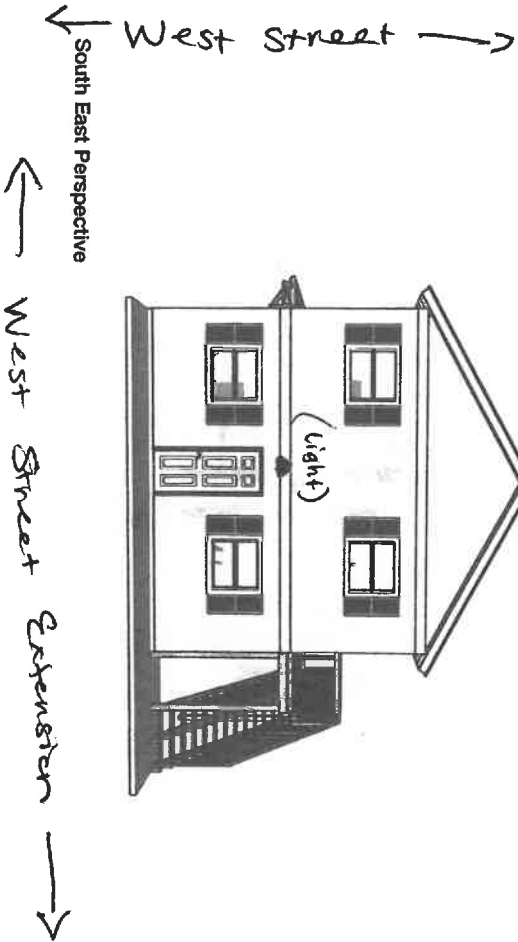
South West Perspective



South East Perspective

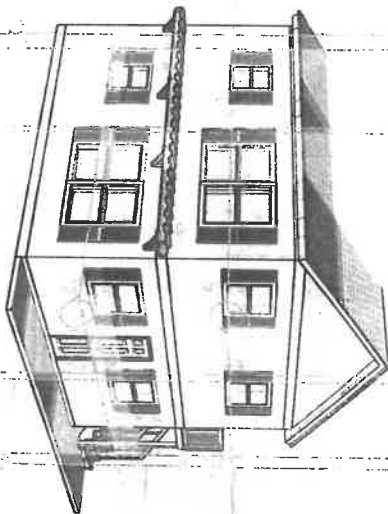


South Perspective

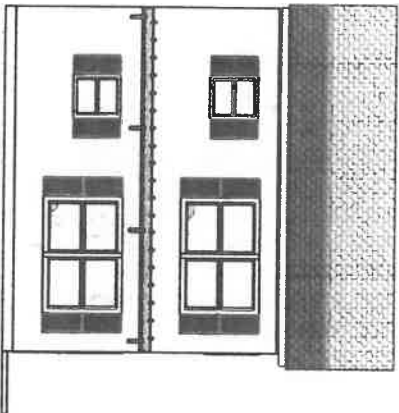
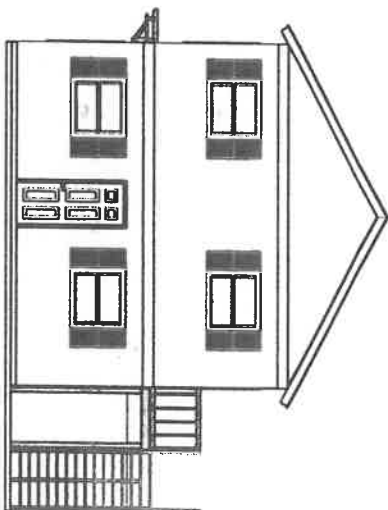


West Street Extension

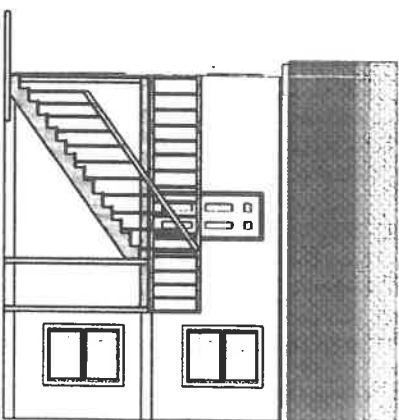
"177 West St. Essex Jct. - Apt Addition" - Exterior Perspectives  
 Draft 2 - Completed: May 1, 2025



South East Elevation



South West Elevation



North East Elevation





