

**CITY OF ESSEX JUNCTION
DEVELOPMENT REVIEW BOARD
MINUTES OF MEETING
NOVEMBER 20, 2025
DRAFT**

MEMBERS PRESENT: Maggie Massey, Vice-Chair; Luke Brockmeier; Dylan Zwicky

ADMINISTRATION/STAFF: Michael Giguere, City Planner

OTHERS PRESENT: Jeff Amato, Nick Daley, Tim Miller

Ms. Massey called the meeting to order at 6:39 PM.

1. ADDITIONS OR AMENDMENTS TO AGENDA

Mr. Giguere said that Item 3b, “Minutes for Approval: November 6th, 2025” will be omitted as quorum was not achieved.

2. PUBLIC TO BE HEARD

None.

3. MINUTES

a. September 18, 2025

DYLAN ZWICKY made a motion, seconded by LUKE BROCKMEIER, to approve the minutes of September 18, 2025, as amended. Motion passed 3-0.

Amendments:

-Mr. Giguere said that he will correct the spelling of names throughout the document.

~~b. November 6th, 2025~~

4. PUBLIC MEETING

a. Conceptual site plan application for the addition of two (2) apartments and one (1) commercial space within the existing mixed-use building with three (3) existing apartments and one (1) commercial space at 67 Lincoln Street in the MF-MU2 District by Lincoln Street Station, LLC, owner.

Mr. Giguere said that this is a hybrid meeting, and that staff are present at 2 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 December 18th, 2025. All votes that are not unanimous will be done via roll call. A roll call attendance was conducted.

Mr. Giguere swore in all participants.

Ms. Massey opened the public meeting.

Mr. Daley and Mr. Amato, of Lincoln Street Station, were present to answer questions. Mr. Giguere read comments from DRB Chair Mr. Alden regarding landscaping, lighting and existing compliance status. Mr. Alden also said that he would like to understand the full details of the requested waiver. In response to these comments, Mr. Giguere said the applicants have presented site plan changes since his staff report

was written. These satisfy previous comments and staff now recommend both conceptual and final approval at this meeting.

The site currently is an existing non-conformity regarding lot coverage. The applicant is required to bring the shed on the property boundary into compliance, which means that it be moved fully onto the property. A walkway is also proposed which will add to lot coverage. Mr. Giguere recommends a condition of approval requesting that the only square footage to be added to this application is for the walkway and shed. Comments were incorporated from the Tree Advisory Committee and the applicant is proposing planting additional trees. Mr. Brockmeier said that he would like to ensure that the applicant files a landscaping plan. Mr. Daley said that they hope to clean up the overgrowth to improve the property. Ms. Massey requested public comment, of which there was none.

LUKE BROCKMEIER made a motion, seconded by DYLAN ZWICKY, to close the public meeting. Motion passed 3-0.

DYLAN ZWICKY made a motion, seconded by LUKE BROCKMEIER, to approve the conceptual site plan with the caveat that the applicant revise their zoning permit to reflect the 70.4% lot coverage prior to the issuance of the zoning permit and other conditions as included in the staff report. Motion passed 3-0.

4. PUBLIC HEARING

a. Final site plan application for the addition of two (2) apartments and one (1) commercial space within the existing mixed-use building with three (3) existing apartments and one (1) commercial space at 67 Lincoln Street in the MF-MU2 District by Lincoln Street Station, LLC, owner.

Ms. Massey opened the public hearing.

Ms. Massey requested public input, of which there was none.

DYLAN ZWICKY made a motion, seconded by LUKE BROCKMEIER, to close the public hearing. Motion passed 3-0.

LUKE BROCKMEIER made a motion, seconded by DYLAN ZWICKY, that the DRB approve the final site plan for the addition of two (2) apartments and commercial space within the existing mixed-use building at 67 Lincoln Street in the MFMU2 District by Lincoln Street Station, LLC, owners, the following conditions:

- 1) All staff comments shall be addressed to the satisfaction of City staff.**
- 2) Applicant shall submit manufacturer's cutsheets or similar technical specifications of the proposed light fixture replacement(s) to City Staff to ensure compliance with Section 704 of the LDC prior to the issuance of a zoning permit.**
- 3) All new landscaping materials shall meet the Tree Selection Guide from the Vermont Urban and Community Forestry Program as specified in Section 719.F of the LDC.**
- 4) Applicant shall submit a Sewer Allocation Request form and pay all applicable sewer allocation fees prior to the issuance of a zoning permit.**
- 5) A waiver will be granted up to 70.4% lot coverage, as discussed.**

Motion passed 3-0.

6. OTHER DEVELOPMENT REVIEW BOARD ITEMS

Mr. Giguere said that the March meeting will need to be rescheduled.

7. ADJOURNMENT

DYLAN ZWICKY made a motion, seconded by **LUKE BROCKMEIER**, to adjourn the meeting.
Motion passed 3-0 at 7:06 PM.

Respectfully submitted,
Darby Mayville