

## Staff Report

**To:** Development Review Board  
**From:** Michael Giguere, City Planner  
**Meeting Date:** March 26<sup>th</sup>, 2026  
**Subject:** Sketch plan review for a seven-lot subdivision for future residential development at 11 Meadow Terrace in the R1 District by Center for Technology Essex, owners.  
**File:** SP# 1.2026

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### **PROJECT DESCRIPTION:**

Major subdivision of the Center for Technology, Essex's two (2) parcels located at the end Taft Street and Meadow Terrace for the continuation of the Residential Building Trades program. Existing Lot 8A, the southerly parcel, is a 2.69-acre lot proposed to be subdivided into four (4) lots for future residential development. Existing Lot 7A, the northerly parcel, is a 2.89-acre lot proposed to be subdivided into two (2) lots for future residential development and one (1) lot with unspecified plans that comprises CTE's remaining land north of the current Taft Street cul-de-sac.

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

Project Location	11 Meadow Terrace, Essex Junction, VT 05452
Project Area Size	5.58 acres
Lot Frontage	<ul style="list-style-type: none"><li>• Existing:<ul style="list-style-type: none"><li>○ Lot 7A: 256 feet</li><li>○ Lot 8A: 638 feet</li></ul></li><li>• Proposed:<ul style="list-style-type: none"><li>○ Lot 7A: 106 feet</li><li>○ Lot 8A: 156 feet</li><li>○ Lot 9A: 150 feet</li><li>○ Lot 10A: 115 feet</li><li>○ Lot 11A: 115 feet</li><li>○ Lot 12A: 252 feet</li><li>○ Lot 13A: n/a</li></ul></li></ul>
Existing Land Use	Undeveloped
Surrounding Land Use	Residential
Zoning District	Residential 1 (R1)
Minimum Lot Size	15,000 square feet

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## **SECTION 503: SUBDIVISIONS**

### B. Classification

#### 3. Major Subdivision

*“A major subdivision is any proposal not classified as a Consolidation or Minor Subdivision. A major subdivision requires approval of a Sketch Plan, Preliminary Plat, and Final Plat.”*

Any subdivision that proposes more than five (5) parcels is classified as a Major Subdivision. This subdivision proposes seven (7) total parcels.

### E. General Standards of Review

*“The Development Review Board shall generally review all applications for neighborhood compatibility, effect on adjoining undeveloped land, public infrastructure impact and the general public health, safety, and welfare.”*

## **SECTION 516: ACTIVITIES INVOLVING DEVELOPMENT WITHIN 200 FEET OF A WATERWAY, FLOODPLAIN OR WETLAND / WETLAND CONSIDERATIONS**

During the state permitting process for a prior phase of this project, the Vermont Wetlands Program flagged the presence of a potential significant wetland on the subject property. A field review conducted in fall 2025 by the District Wetland Ecologist determined that an isolated scrub-shrub wetland of approximately 0.6 acres is present on the site. The wetland was found to meet the categorical criteria for Class II designation under the Vermont Wetland Rules based on its type and size, despite not being mapped in the Vermont Significant Wetlands Inventory (VSWI).

The applicant has indicated that, because the wetland is not mapped in the current VSWI, Executive Order 06-25 (September 17, 2025) applies and no further state wetland analysis or permitting is required. Section 3.1 of that Executive Order limits wetlands permitting oversight to mapped Class II wetlands for residential housing projects in qualifying areas. Staff notes this is a state-level determination and defers to the applicant and their representatives to confirm with the Vermont Agency of Natural Resources whether the subject property and project qualify for the Executive Order's provisions, and whether all applicable federal wetland requirements have been addressed, as the Executive Order explicitly preserves federal compliance obligations.

Per Section 516.C of the Land Development Code, applications for development within 200 feet of a waterway, floodplain, or wetland must indicate the distance from the proposed activity to the wetland and the percent slope of the proposed site. In the event that the wetland is mapped in the VSWI prior to the final approval of the subdivision plan, the applicant should confirm on the plan set the distance from each proposed buildable area to the wetland boundary.

The City's Land Development Code, at Section 201.L.7, defines wetlands as areas directly regulated under State of Vermont and Federal regulations. Accordingly, the City defers to those authorities on questions of wetland jurisdiction, delineation, permitting, and required setbacks. **The applicant should provide confirmation of state and federal wetland review status prior to Final Plat Approval.**

**SECTION 713: STORM WATER MANAGEMENT**

Staff have noted that the proposed buildable area outlined on Lot 9A overlaps with the stormwater pond. Additionally, it is currently unclear how stormwater will travel from Lot 7A to the gravel wetland. The applicant should address these stormwater management topics prior to Final Plat Approval.

**SECTION 720: LOT FRONTAGE**

A. Lot Frontage

*“Within any District, a minimum frontage of sixty (60) feet is required at the street, unless specifically stated otherwise.”*

B. Required Frontage

*“In accordance with Section 4406 of Vermont Municipal Planning and Development Act (24 VSA, Chapter 117), no development shall be permitted on any lot which does not have either frontage on a public road or public waters or, without approval of the Development Review Board, access to such road or waters by a permanent easement or right-of-way at least twenty (20) feet in width.”*

All proposed lots have more than sixty (60) feet of frontage, meeting the minimum frontage requirements of Section 720.

**CHAPTER 9: SUBDIVISIONS - SECTION 905: GENERAL STANDARDS**

A. Conformity with Other Regulations

*“No land shall be subdivided except in conformity with the requirements of this Code.”*

Staff have noted that there is a small, unlabeled parcel currently attached to Existing Lot 8A southeast of Existing Lots 1A and 2A that will not have any street frontage should this subdivision plan be approved. Staff have added a recommended condition of approval requiring the applicant to address this parcel through a boundary line adjustment or other means prior to Final Plat Approval.

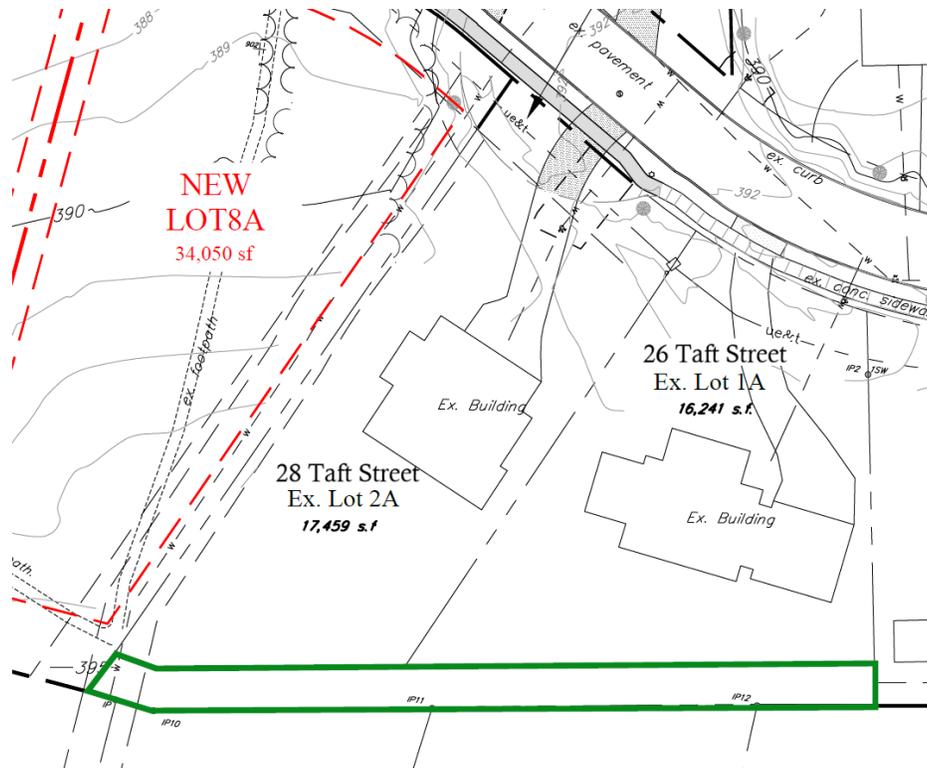


Figure 1: The small unlabeled parcel is shown with a green border. It is located behind the rear yards at 26 and 28 Taft Street.

Besides this discrepancy, the proposed subdivision appears to conform with all relevant sections of the LDC.

#### B. Site Suitability

*"No subdivision shall be approved on any land, which is unsuitable for development due to flood hazard, poor drainage, unstable soils, rock formations, slopes, or other conditions, which may be a hazard to the public health, safety or welfare unless sufficient measures are proposed to mitigate the identified risks."*

Staff are not aware of any reason for this lot to be unsuitable for the proposed development.

#### C. Public Facilities

*"All subdivision proposals shall demonstrate the adequacy of all public facilities and services including streets, drainage, stormwater treatment, water supply, sanitation facilities, lighting, emergency access, recreation facilities and similar services or facilities. All proposals shall include an analysis of any potential adverse impact of these services or facilities on adjacent land uses."*

The proposed lot for housing development will be served by existing municipal water and sewer, which the City has sufficient capacity for. The applicant will be subject to all applicable sewer connection and sewer capacity allocation fees, as well as all applicable water service fees prior to the issuance of a zoning permit.

#### F. Lot requirements

The applicant has requested a waiver of Section 905.F.2 of the LDC, which specifies that lots cannot be more than twice as deep as the width of the lot. As proposed, Lots 8A, 10A, and 11A do not conform with this requirement. The criteria for requesting a waiver of this requirement are outlined in Section 917.A:

*a. The subdivision is consistent with the intent and purpose of all provisions of the Plan and this Code.*

The applicant attests that the proposed lots still align with the stated goals of the Plan and Code by providing residential development with lots that meet lot size and frontage standards in a manner consistent with the surrounding and adjacent properties. Furthermore, the added length to the lots will aid in the possibility of adding more density via the possibility of multiple units on the same lot.

Staff find that the subdivision is consistent with the purpose of the Comprehensive Plan and LDC.

*b. The waiver or modification would have no significant adverse impact on the public interest or on adjacent property.*

The additional length on the lots only adds additional buffer between the proposed development and adjacent lots, so there is no adverse impact.

Staff find that there is no adverse impact proposed to the general public or adjacent properties.

*c. A superior alternative is proposed which meets all the requirements of this Code.*

The applicant previously proposed an alternative arrangement consisting of shortened Lots 8A, 10A, and 11A meeting the 2:1 ratio limit, combined with an irregularly shaped lot 12A that includes ~50' strip behind the three lots. Staff did not find that alternative arrangement to be a superior solution to the requested waiver. It would have required the future owner of lot 12A to maintain a strip of land winding behind neighboring backyards, with no practical use or benefit. Staff would not have recommended approval of that configuration.

Staff notes that a fully conforming arrangement of three larger lots below the road would meet the 2:1 ratio without a waiver, though the lots would substantially exceed the minimum lot size requirement and reduce the number of homes that could be built. The applicant understandably prefers four lots to maximize the number of homes that can be constructed through the Residential Building Trades program.

On balance, staff agree with the applicant's assertion that the proposed configuration is superior to reasonable alternatives that attempt to conform with the 2:1 ratio limit of Section 905.F.A.

*d. The waiver or modification is necessary to protect or enhance significant existing natural or cultural features such as historic sites, scenic areas, or major tree groupings.*

The applicant attests that the waiver is not being requested due to natural or cultural features. Staff agree with this assertion.

*e. The strict application of the specific requirement would be technically impractical in terms of engineering, design and construction practices, due to specific characteristics of the property, which are unique and are not generally existent on other property. In no instance shall this be interpreted to allow the creation of non-conforming lots.*

The applicant attests that this is the primary reasoning for the waiver request. Because this project connects two pre-existing streets, there are existing limitations to what can be done with the lot geometry. The proposed lots do the best job of meeting adequate density while meeting zoning requirements to the greatest extent practicable.

Staff agree with this assessment. While a fully conforming three-lot arrangement is technically possible, it would produce lots substantially out of scale with the surrounding neighborhood. With a three-lot proposal, two of the three lots would exceed 46,000 square feet, more than three times the minimum lot size and significantly larger than adjacent residential parcels. The four proposed lots, though exceeding the 2:1 ratio, are still more than double the minimum lot size and are considerably more compatible with the existing character of the surrounding neighborhood. Given the constraints imposed by the existing street geometry connecting Taft Street and Meadow Terrace, staff find that strict application of the 2:1 requirement would be technically impractical if the goal is to produce lots of a scale reasonably suited to the site and consistent with the surrounding development pattern.

The proposed lots meet all other LDC requirements for lot arrangement, shape, and public road access.

**The DRB should determine whether to grant the requested waiver of Section 902.F.2 of the LDC requiring lots to not exceed a 2:1 depth to width ratio.**

**CHAPTER 11: SEWER REGULATIONS; CHAPTER 14 WATER SYSTEM MANAGEMENT AND USE**

Staff have noted that some of the proposed connections to municipal water and sewer systems are not aligned with the areas designated for future home building, such as the sewer connection drawn on the border of lots 7A and 9A. The applicant should address these utility connection topics prior to Final Plat Approval.

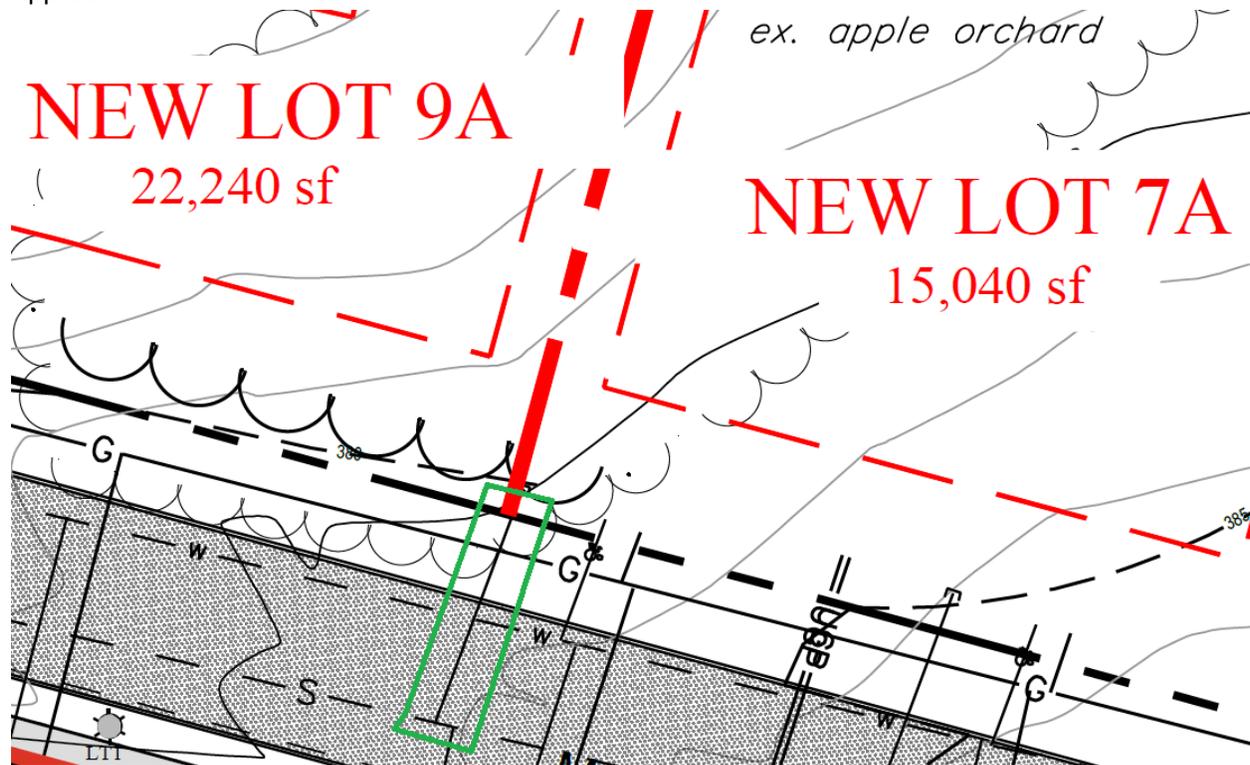


Figure 2: The sewer connection, highlighted in green, does not align with Lot 9A's buildable area as proposed.

**Subdivision Sketch Plan Recommendations:**

Staff recommends the Development Review Board approve the sketch plan application for a seven-lot subdivision pending determination of the following item:

- **The DRB should determine whether to grant the requested waiver of Section 902.F.2 of the LDC requiring lots to not exceed a 2:1 depth to width ratio.**

**Proposed Conditions**

- All staff comments shall be addressed to the satisfaction of City staff.
- All new utilities shall be installed underground per the LDC requirements in section 913.
- The unlabeled parcel southeast of Existing Lots 1A and 2A shall be addressed by the applicant prior to Final Plat Approval.

**Recommended Motion:**

I move that the DRB approve the sketch plan for the proposed seven-lot subdivision at 11 Meadow Terrace in the R1 District by the Center for Technology Essex, owners, with conditions as proposed or discussed.

Date: February 26, 2026  
To: Michael Giguere, City of Essex Junction  
From: Scott Homsted  
Re: CTE Corporation – Meadow Terrace Subdivision

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On behalf of our client, CTE Corporation we are submitting a concept plan and application for the proposed additional subdivision of Lots 7A and 8A at the previously approved Center for Technology Phase 3 project. Phase 3 building construction has started on the approved Lot 6A, and site infrastructure is planned to start in winter of 2026. Lot 6A and previously subdivided Taft Street lots have been used for the CTE building trades program. The previous application to create Lot 6A and extend Meadow Terrace to Taft Street specifically stated that there would likely be further subdivisions of Lots 7A and 8A. This application proposes to subdivide Lot 7A into three lots (7A, 9A and 13A), and Lot 8A into 4 lots (8A, 10A, 11A, and 12A). These lots will continue to be used by the Buildings Trades Program. It is possible that more than one building may be proposed on one lot. The final density would be 7-10 new units on 6 lots. The program typically takes two years to complete house construction. By creating the potential for 7-10 new units, this will ensure the viable options for the program well into the future. Lot 13A is not proposed for development at this time but could be in the future.

We offer the following information in accordance with the Concept Plan Checklist:

1. The project is titled “Meadow Terrace Subdivision”.

The developer is:

CTE Corporation  
c/o Bob Travers  
3 Educational Drive, Essex Junction, VT 05452

Design Professional is:

Scott Homsted, P.E.  
Krebs and Lansing Consulting Engineers, Inc.  
164 Main Street, Colchester, VT 05446  
[Scott.homsted@krebsandlansing.com](mailto:Scott.homsted@krebsandlansing.com)

2. Lots 7A, 9A, and 9A are 13A are located on the west side of the approved Meadow Terrace extension. Lots 8A and 10A-12A will be located on the east side of the road. The following is a summary of the involved areas:

Lot 7A = 15,040 sf	Lot 11A = 31,575 sf
Lot 8A = 34,050 sf	Lot 12A = 19,580 sf
Lot 9A = 22,240 sf	Lot 13A = 88,742 sf
Lot 10 = 31,630 sf	

3. Depending on final architectural designs, the proposed residential unit will be 1 or 2 stories, likely with a walk-out basement. Building height will not exceed 35’.
4. We’ve included photos of previous residential units developed as part of the building trades program.
5. No new roads, sidewalks etc. are proposed. This subdivision was envisioned and accounted for when the Meadow Terrace extension was designed and permitted.
6. No landscaping plan is proposed as the project is for further subdivision only. If required, landscaping for each lot will be proposed as part of each individual lot building permit application.
7. Curb cuts will be 18’ wide located within the frontage of each lot. The exact location will be determined with each building permit application to preserve flexibility in the building design.
8. No common improvements are proposed.
9. The proposed single family dwelling units are projected to have 210 gpd/unit municipal wastewater flows, 360 gpd/unit municipal water flows. Based on ITE average trip ends, each new dwelling unit is projected to generate 1 AM peak hour trip, 1 PM peak hour trip and a daily average of 9.6 trips per single family dwelling unit.
10. Land use to the north is educational and the other surrounding land uses are residential. The property is zoned residential. Traffic patterns are along minor residential streets toward Route 15 and the Village of Essex Junction.
11. No signs or fencing are proposed for the project.
12. Stormwater from the proposed impervious surfaces on the lots will flow into the previously approved and permitted stormwater management system for the Meadow Terrace extension, including a gravel wetland. The design for the gravel wetland envisioned and accounted for future development and will not require construction changes. Stormwater management will be in conformance with Vermont Stormwater Rules and comply with Stormwater General Permit 3-9050. An
13. Setbacks will conform to Village of Essex Junction land development code for Residential 1 Zoning District. Minimum side yard setbacks will be 8ft minimum, front yard will be 20ft minimum, rear yard setbacks will be 25ft.
14. The project is requesting a waiver from the maximum 2:1 length to width ratio for Lots 8A, 10A, 11A, and 12A.  
 Pursuing this approach requires a waiver from Section 905.F.2 (the 2:1 ratio requirement), using the criteria listed in Section 917.A. We offer the following justifications for the waiver request per the criteria:

- a. *The subdivision is consistent with the intent and purpose of all provisions of the Plan and this Code.*

The proposed lots still align with the stated goals of the Plan and Code by providing residential development with lots that meet lot size and frontage standards in a manner consistent with the surrounding and adjacent properties. Furthermore, the added length to the lots will aid in the possibility of adding more density via the possibility of multiple units on the same lot.

- b. *The waiver or modification would have no significant adverse impact on the public interest or on adjacent property.*

The additional length on the lots only adds additional buffer between the proposed development and adjacent lots, so there is no adverse impact.

- c. *A superior alternative is proposed which meets all the requirements of this Code.*

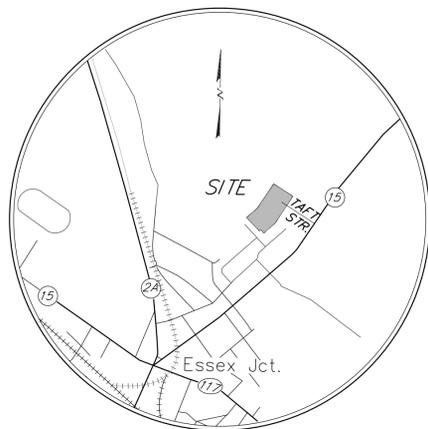
Configuring the lots in a manner that meets the strict length to width ratio requirements would require shortening the lot depth to double that of the lot width, even though frontage requirements are being met. This would create a very irregularly shaped lot where all of the remaining land would go with one lot, and likely not be maintained in the future.

- d. *The waiver or modification is necessary to protect or enhance significant existing natural or cultural features such as historic sites, scenic areas, or major tree groupings.*

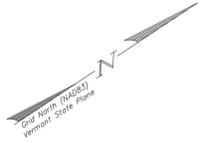
The waiver is not being requested due to natural or cultural features.

- e. *The strict application of the specific requirement would be technically impractical in terms of engineering, design and construction practices, due to specific characteristics of the property, which are unique and are not generally existent on other property. In no instance shall this be interpreted to allow the creation of non-conforming lots.*

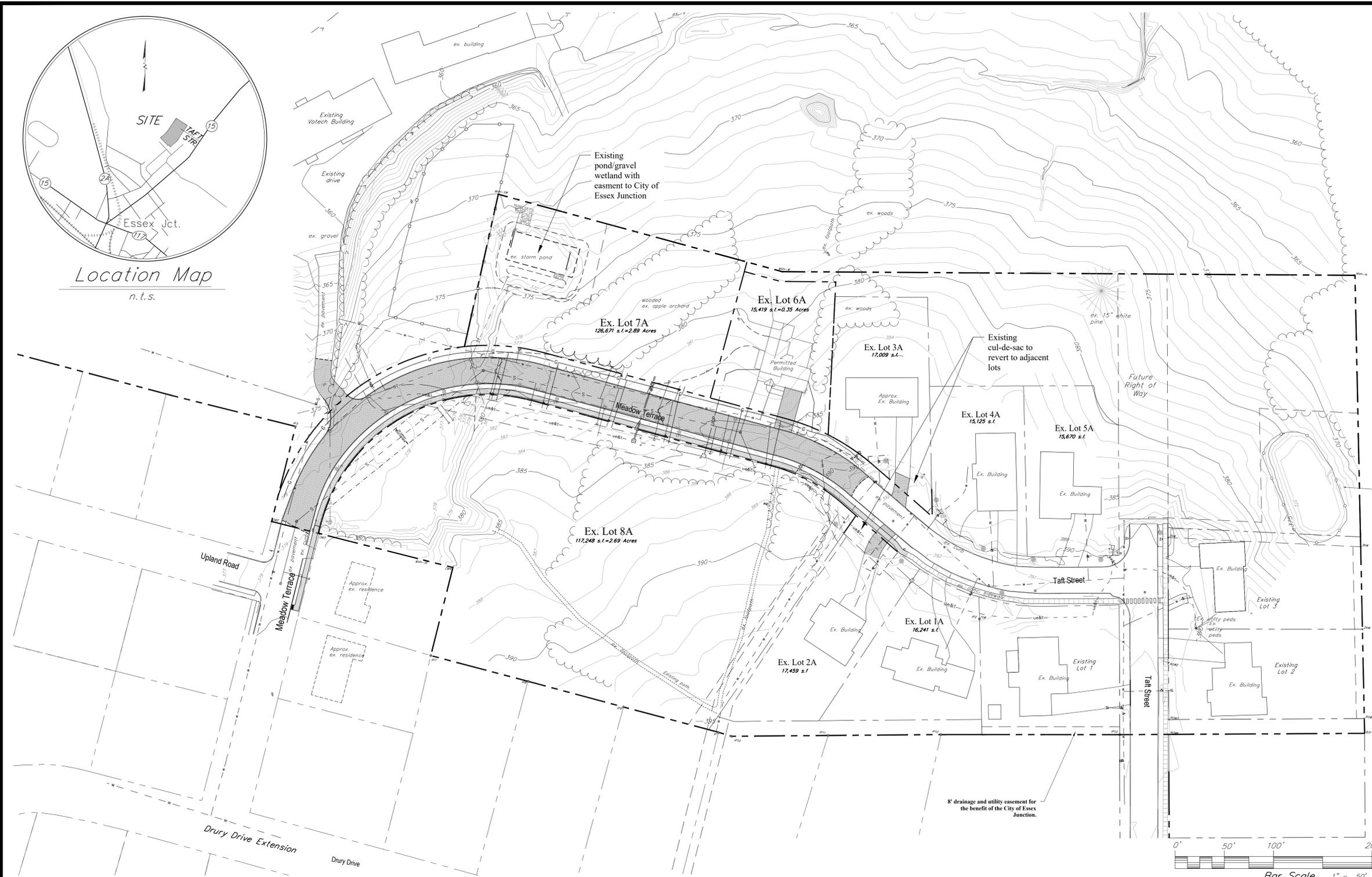
This is the primary reasoning for the waiver request. Because this project connects two pre-existing streets, there are existing limitations to what can be done with the lot geometry. The proposed lots do the best job of meeting adequate density while meeting zoning requirements to the greatest extent practicable.



Location Map  
n.t.s.



**CIVIL ENGINEER**  
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 CONSULTING ENGINEERS  
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 Colchester, Vermont 05446  
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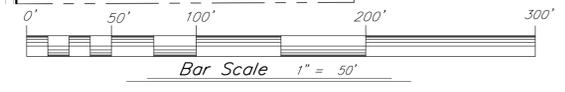


**Notes:**

- This is not a boundary survey. Refer to plan entitled "Boundary Line Adjustment, Property of Essex Community Educational Center Union School District No. 46", dated January 16, 2008, prepared by Krebs & Lansing Consulting Engineers, Inc. Also see the current final plat on file for this project.
- Portions of the water lines depicted on plan were referenced from plan titled, "Water System Village of Essex Junction", by Donald Hamlin Consulting Engineers Inc., dated Feb. 2007 and field location of water lines by the Essex Junction Public Works Department.
- Gas Line information shown in plan was provided by Vermont Gas Systems Inc. Gas lines shown on this plan are based on visible evidence found in the field, record drawing information provided by VGS, and communication with representatives from VGS. Underground gas lines are not warranted to be exact of complete. Seek a VGS professional and contact Digsafe prior to commencing any work.
- Underground utilities shown on this plan are not warranted to be exact of complete. Contact Digsafe prior to commencing any work.
- Krebs and Lansing completed field work in August 2014 as part of this plan.

**Legend**

.....	Existing path	-----	Existing Tree Line
112	Survey Control Point	-----	Existing Chain Link Fence
+	Existing Sign	X-----	Existing Barbed Wire Fence
o	Existing Light Pole	uwp-----	Existing Underground Power
o	Existing Deciduous Tree	-----	Existing Water Line/Hydrant/Valve/Shutoff
o	Existing Evergreen Tree	-----	Approximate Property Line
314.7	Existing Spot Grade Elevation	-----	Existing Easement
150	Existing Contour	-----	PREVIOUSLY PERMITTED LOT LINE/RIGHT OF WAY
g	Existing Gas Line/Valve	-----	PREVIOUSLY PERMITTED PAVEMENT
o	Existing Sewer Line/Manhole	-----	PREVIOUSLY PERMITTED CONCRETE SIDEWALK
lm	Existing Sewer Force-main	-----	PREVIOUSLY PERMITTED SEWER LINE/MANHOLE
o	Existing Storm Line/Manhole/Basin	-----	PREVIOUSLY PERMITTED WATER LINE/HYDRANT/VALVE/SHUTOFF
o	Existing Overhead Electric Line/Power Pole	-----	PREVIOUSLY PERMITTED STORM LINE/MANHOLE/BASIN
ue&t	Existing Underground Electric & Telephone Line	-----	
lite	Existing Site Lite Line	-----	



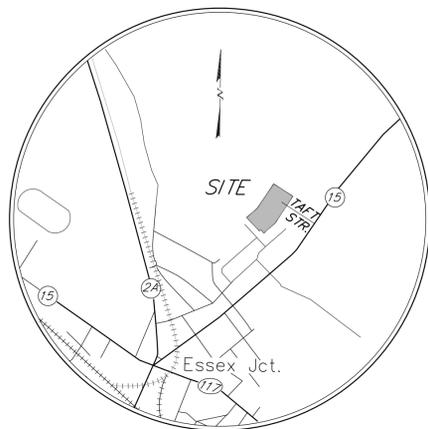
Project:  
**MEADOW TERRACE  
 SUBDIVISION**  
 CENTER FOR  
 TECHNOLOGY ESSEX  
 Taft Street & Meadow Terrace  
 Essex Junction, Vermont

Project No. 22351  
 Scale 1"=50'  
 Drawn by SWH  
 Checked by  
 Date 02/26/2026

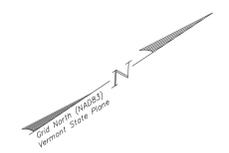
Revisions	No.	Date

Drawing Title  
**Existing Conditions  
 -Previously Permitted  
 Site Plan**

Drawing No.  
**C-2**



Location Map  
n.t.s.



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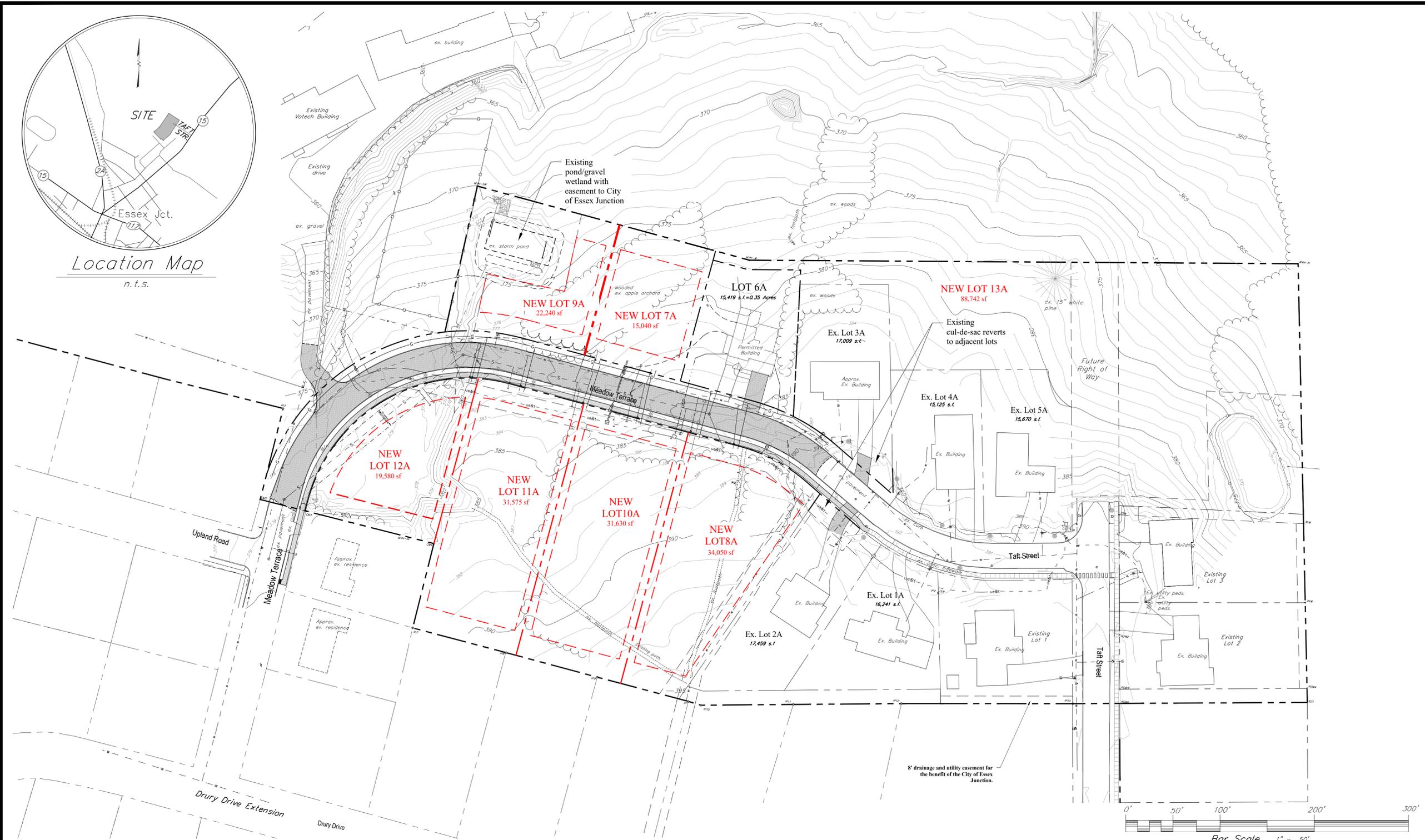
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**MEADOW TERRACE SUBDIVISION**  
 CENTER FOR TECHNOLOGY ESSEX  
 Taft Street & Meadow Terrace  
 Essex Junction, Vermont

Project No. 22351  
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 Date 02/26/2026

Revisions No.	Date

Drawing Title  
**SKETCH PLAN MEADOW TERRACE**

Drawing No.  
**C-1**



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—ue&t—	Existing Underground Electric & Telephone Line	---	CONCEPT LOT LAYOUT
—lite	Existing Site Lite Line	---	CONCEPT BUILDING ENVELOPE

