

**CITY OF ESSEX JUNCTION
DEVELOPMENT REVIEW BOARD
MINUTES OF MEETING
MARCH 26, 2026
DRAFT**

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

ADMINISTRATION/STAFF: Michael Giguere, City Planner; Chris Yuen, Community Development Director

OTHERS PRESENT: Scott Homstead

Mr. Alden called the meeting to order at 6:31 PM.

1. ADDITIONS OR AMENDMENTS TO AGENDA

A revised agenda is available, however no additional changes need to be made.

2. PUBLIC TO BE HEARD

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 April 16th, 2026. All votes that are not unanimous will be done via roll call. All members are present in-person.

3. MINUTES

a. November 20, 2025

LUKE BROCKMEIER made a motion, seconded by CRISTIN GILDEA, to approve the minutes of November 20, 2025, as presented. Motion passed 5-0.

4. PUBLIC MEETING

a. Design review for the new residential construction at 40 Maple Street in the Residential 2 (R2) district by Ron Bushey, owner.

Mr. Giguere said that no one is available to present on behalf of the applicant. Mr. Alden said that there had been previous concerns about the quality of the drawings and information provided to the DRB earlier. He said that the project has already been built. Mr. Yuen said that there is an opportunity to hold developers to a higher standard for the quality of their submissions. Should this happen again, the DRB has the right to insist on a professional drawing or additional details.

Mr. Giguere said that the staff report discusses discrepancies between the submitted site plan and the actual construction. These include: window wells, a rear door, a second-story window, incorrectly sized first-story window, basement egress window and a size difference between the second-floor porch. A temporary certificate of occupancy (CO) has been issued as landscaping and driveway parking has not been finished. Mr. Alden said that he would be more in favor of stating that a CO could be issued after the work is finished. He noted that the applicant has a proposal to turn this property into a duplex. Mr. Yuen said that a temporary CO has been issued, which allows for the occupation of the property until it expires. The owner needed to sign a document stating that he is aware that the DRB may not be amenable

to the changes made since approval. Mr. Alden said that he would like to see steps on the back doors for fire safety purposes. He also encouraged the work to be completed as fast as possible. Mr. Brockmeier said that he agrees that the temporary CO should expire earlier. Mr. Yuen said that the date on the temporary CO cannot be changed.

Mr. Giguere read public comment from a neighbor, Kelly Adams. She said that she believes that the applicant is intentionally hiding what they intended to construct. Mr. Yuen said that duplexes can be staff approved. This item came to the DRB due to design review. He said that he believes that the applicant should have respected the previously approved plans. There is some uncertainty regarding the property line. Mr. Alden expressed concern about the driveway, asking if sufficient parking is available for a duplex. Mr. Giguere said that one parking place per dwelling unit will be provided. He said that the driveway is meant to swing around the west side of the home while using the existing curb cut. Mr. Alden said that he requests that staff ensure that the driveway is properly engineered and will not have undue impact on the road. The applicant was encouraged to use Kings Court as the entrance but chose not to do so.

Mr. Zwicky expressed concern about the window wells being a fall risk as they are three feet away from the road. Mr. Yuen said that the window well protrudes from the home, however he believes that the landscaping will provide a visual queue. He did not see snow piling up in the area when he did a site visit. Mr. Alden said that he believes that this needs to have attention called to it in some way. Window wells need to be clearly delineated for pedestrians, as there are no sidewalks in the area. Mr. Giguere said that the engineer did not mention safety concerns for pedestrians, however this could be brought back for his opinion. Essex Junction does not have a building inspector, however additional codes come into play in a rental unit. Mr. Alden said that he would like to see something acknowledging window wells as “pits” besides the road and suggested that some kind of fencing could be installed. Mr. Yuen said that the landscaping could be modified so that the bushes are securing this space. Mr. Alden said that he would like staff to modify the conditions so that they do not present a problem to the public or the renters. He said that the window well could be in the back of the building so that it is not protruding in the front. He proposed that the single-family home CO be issued, however the duplex CO should be issued until staff and the engineer agree that there is no safety risk to either residents or pedestrians. All agreed. Mr. Giguere said that he will ensure that this is properly noted in the Findings of Fact.

JOHN ALDEN made a motion, seconded by LUKE BROCKMEIER, to approve the application as discussed.

Discussion: Mr. Zwicky said that the permanent CO should be contingent on paving the driveway. Mr. Yuen said that this is already in place in the temporary CO agreement and will be reiterated in the conditions of approval. Mr. Alden said that the approved site plans were not complied with, and thus this is an as-built approval. He especially noted his concern with the property being built at the wrong part of the lot. He said that he does not want this to happen again in Essex Junction.

Voting: Motion passed 5-0.

b. 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.

Mr. Giguere swore in Mr. Homstead.

Mr. Homstead, of Krebs & Lansing Consulting Engineers, presented on behalf of the applicant. He discussed the work that has already been done for this project. At the prior meeting, one building lot was proposed so that construction could begin by Center for Technology, Essex (CTE) students. It takes the students two years to construct a home. A seven-lot subdivision could allow the program to be solvent for fourteen years. Answering a question from Mr. Giguere, Mr. Homstead discussed state wetland inspections on the property and changes to state guidelines. Ms. Gildea expressed her appreciation for the project. Mr. Giguere said that the CTE program director attended the 802 Homes presentation.

JOHN ALDEN made a motion, seconded by CRISTIN GILDEA, 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. Motion passed 5-0.

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.**

6. OTHER DEVELOPMENT REVIEW BOARD ITEMS

Mr. Giguere said that Essex Junction has several transportation projects occurring this summer. He said that potential striping changes on Ivy Lane may occur as a part of the Train Station work. Mr. Alden suggested signing up for city e-mail announcements to stay up to date on projects.

7. ADJOURNMENT

DYLAN ZWICKY made a motion, seconded by LUKE BROCKMEIER, to adjourn the meeting. Motion passed 5-0 at 7:08 PM.

Respectfully submitted,
Darby Mayville