

## Staff Report

**To:** Development Review Board  
**From:** Jennifer Marbl, City Planner  
**Date:** 02/15/2024  
**Subject:** 4 Church Street – Conceptual Site Plan Review for converting a duplex into a triplex  
**File:** SP# 1.2024

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

**Project Location:** 4 Church Street

**Project Area Size:** 18,380 sq.ft.

**Lot Frontage:** 80.75 feet

**Existing Land Use:** Residential

**Surrounding Land Use:** Residential

**Zoning District:** Multi-family Residential 3

**Minimum Lot Size:** 5,000 sq.ft. (0.11 acres)

**Lot Coverage:** 19% Existing; 22% Proposed

#### **Project Description:**

The applicant proposes converting the existing residential duplex into a triplex. The building currently has one residential dwelling unit on the upper floor, and another encompassing the ground floor and basement. The new layout would split the latter dwelling unit, resulting in a separate dwelling unit on each floor. Additionally, the applicant proposes to add two gravel parking spots to the side of the property.

### **Section 502: Approval Procedures for Activities Requiring Review Under Chapters 6 and 7**

#### F. Approval of Site Plans

3. *Conceptual Site Plan. A Conceptual Site Plan Review is required for the proposal of three (3) or more housing units on a single lot. The purpose of the Conceptual Site Plan Review is to discuss initial project feasibility and to give the applicant the right to proceed.*

### **Section 603: Multi-Family Residential 3 (MF-3)**

#### B. Lot Size/Lot Coverage

1. *The minimum lot size shall contain seven thousand five hundred (7,500) square feet for the first dwelling unit plus three thousand (3,000) square feet for each additional*

*dwelling unit in the same structure or within an accessory structure existing on the effective date of this Code, as long as the existing accessory structure is not expanded.*

**The lot is 18,380 sqft and meets the lot size requirements for a three-dwelling-unit building.**

2. **The proposed lot coverage is 22%, which is below the maximum allowed lot coverage of 40%.**
- C. Setback Requirements
1. The minimum front yard setback is thirty feet. The front yard setback for single family buildings is established by the average setback of the principal structures on the two adjacent lots. Side and rear yard setbacks are both 10 feet.

**There is no proposed change to the front setback.**

- D. Maximum Number of Dwelling Units
- Under the provisions of the Vermont HOME Act of 2023, multiunit dwellings with four or fewer units are permitted uses in any district served by municipal sewer and water infrastructure. The applicant's proposal is within these limits.
- F. Parking Requirements
- See Section 703, below.

### **Section 703: Parking and Loading**

- C. Off-Street Parking Requirements
- A minimum of one parking space per residential unit is required. Existing parking spaces are not delineated, but there is sufficient space allotted for, at minimum, three vehicles.

**The applicant proposes to add two additional parking spaces, for a total of 5 spaces.**

- K. Other Parking Standards and Applicability
1. Surfacing: The LDC requires that parking areas be hard-surfaced, or gravel.

### **Section 705: Curb Cut and Access to Public Streets**

The subject property currently has 2 curb cuts, one of which is also used as an access drive to the adjacent 55 Main Street commercial property. Although Section 705.B.1 now allows for only one curb cut per lot, the property's two curb cuts are pre-existing and not proposed to change.

**Section 1102: Sewer Allocation**

The applicant should submit Sewer Allocation Request and Water Service Forms along with associated fees as a condition of final approval; the applicant has submitted the forms.

**Residential Building Efficiency Standards**

30 V.S.A. § 51 requires that altered portions of existing buildings comply with the Residential Building Energy Standards. The applicant will be required to provide RBES self-certification documentation prior to the issuance of a certificate of occupancy.

**Recommendations:**

Staff recommends the Development Review Board approve this conceptual site plan application.

**Proposed Conditions**

2. All staff comments are addressed to the satisfaction of staff and the DRB.
3. The applicant shall request and obtain additional sewer capacity allocations for this project from the City prior to the issuance of a zoning permit.
4. The proposed parking area shall be hard-surfaced or gravel.

**City of Essex Junction, VT  
Development Application**

For Office Use:  
SP/2024  
Permit #

<b>Planned Unit Development:</b>	Scale: <input type="checkbox"/> Minor <input type="checkbox"/> Major	Stage: <input type="checkbox"/> Conceptual <input type="checkbox"/> Preliminary <input type="checkbox"/> Final
<b>Site Plan:</b>	Scale: <input type="checkbox"/> Minor <input type="checkbox"/> Major	Stage: <input checked="" type="checkbox"/> Conceptual <input type="checkbox"/> Final
<b>Subdivision:</b>	Type: <input type="checkbox"/> Sketch <input type="checkbox"/> Preliminary	Other: <input type="checkbox"/> Variance <input type="checkbox"/> Conditional Use

Property description (address) for application

4 Church St, Essex Jct, VT 05452

**General Information**

Applicant John Giloux Day Phone# 802-879-0143  
 Address 5 TERRY LANE, ESSEX JCT, VT 05452  
 Email Address NONE

Owner of Record (attach affidavit if not applicant)

Name \_\_\_\_\_ Day Phone# \_\_\_\_\_  
 Address \_\_\_\_\_

Applicant's agents

Name \_\_\_\_\_ Day Phone# \_\_\_\_\_  
 Address \_\_\_\_\_

**Property information**

Zoning District M-F3 Current Use 2 Single Family Dwelling Tax Map # 29  
 Lot # 703 Lot size sf 18,380 s.f.

**Other Information**

Street frontage (public or private) 90.75 ft. Proposed height N/A  
 Proposed number of stories same Estimated completion date \_\_\_\_\_  
 Proposed Parking Spaces 2 Required spaces \_\_\_\_\_  
 Landscape cost \_\_\_\_\_

Lot coverage (include all structures and impervious surface)

Existing (sq ft.) 3541 plus proposed (sq. ft.) 400 equals 3941 total sq. ft.  
 Divided by 18,380 lot sq.ft. equals 21% percent of lot coverage

**Submit one (1) full size copies, a PDF copy, GIS and supporting documentation required by the Code and the appropriate completed checklist for initial review by Staff. After Staff determines the application is complete, attach one (1) full size copies and six (6) 18" x 24" copies of your proposal, forty-five (45) days prior to a scheduled meeting. Applications that are not complete cannot be accepted for review.**



Briefly describe your proposal (attach separate sheet if necessary)

see NALMATIV

Describe all waiver requests (if applicable)

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. In accordance with the Essex Junction City Council Policy for Funding Engineer Plan Review and Inspections, the applicant, by signing this form agrees to pay for the actual cost of engineering plan review and construction inspections by the City Engineer.

Applicant John Gilroy

Date Jan 4, 2024

Land Owner (if different) \_\_\_\_\_

Date \_\_\_\_\_

RECEIVED

Staff Action JAN 05 2024

Date received: City of Essex Junction

Meeting date: \_\_\_\_\_

Board Action Approved \_\_\_\_\_ Denied \_\_\_\_\_

Date: \_\_\_\_\_

Other approvals/conditions: \_\_\_\_\_

\*\*Fee based on sq.ft. of improved area per current Fee Schedule

Staff Signature \_\_\_\_\_

Date \_\_\_\_\_

Fee Amount: \*\*  
\$165.00  
Cash

Fee V ~~PAID~~  
JAN 05 2024  
City of Essex Junction



Property located at 4 Church St, Essex Vt is a 2 story duplex. The First Floor and Basement has 3 bedrooms and second Floor has Two Bedrooms.

I would like to divide the duplex into a triplex, ONE Apt per Floor.

Enclosed are drawings showing what exist and what I am proposing for the First Floor and Basement.

There are no changes on the outside except for the Bedroom window, maybe the Dining Room.

John Giroux

East. Sidewalk

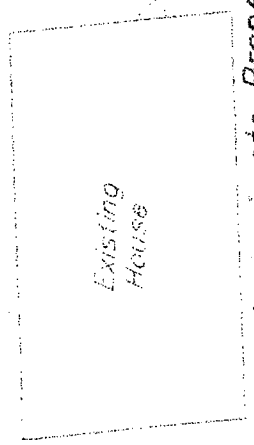
Exist. Sidewalk

4 Church Street

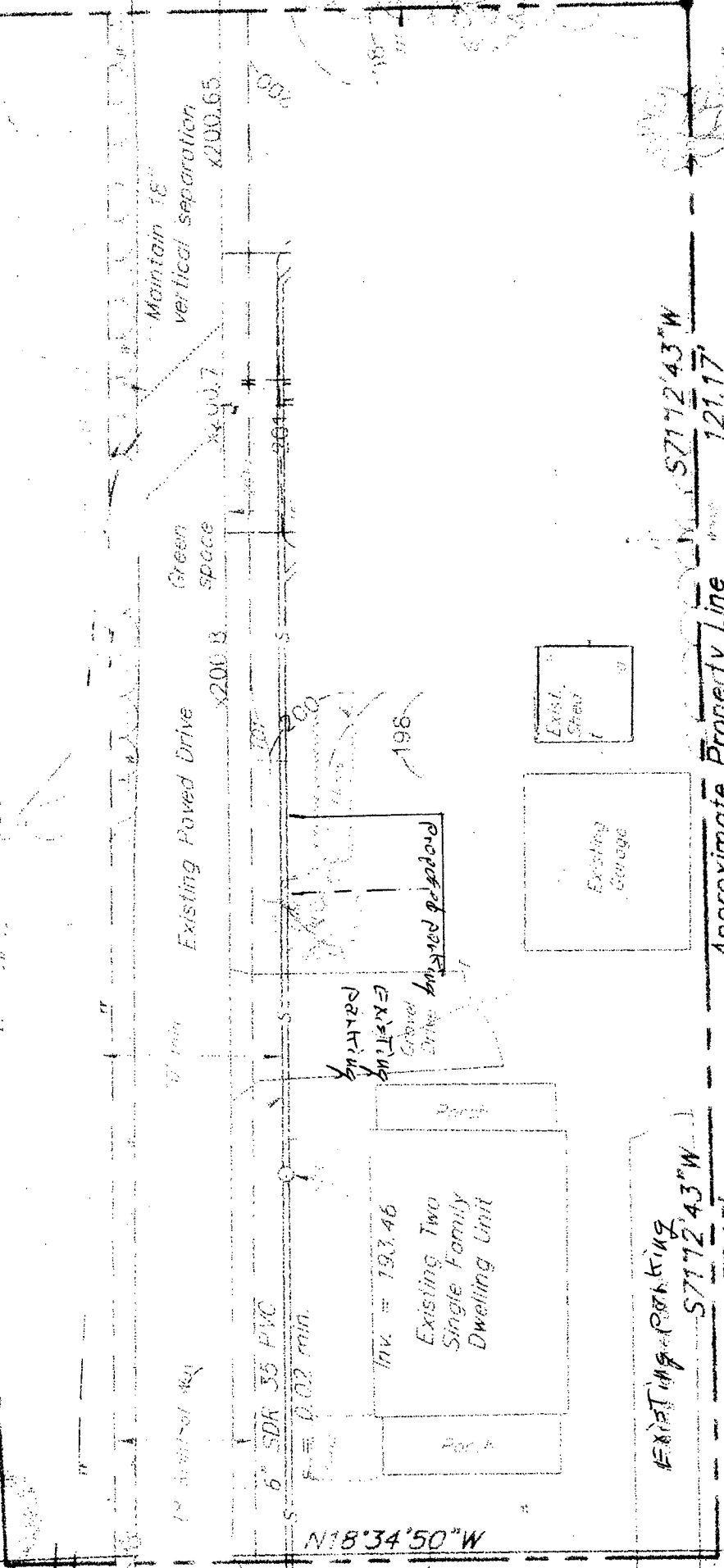
N/F  
Bickford  
6 Church Street

N/F  
Metz  
2 Church Street

N/F  
Hayden  
(Hamlin)  
53 Main Street



Approximate Property Line  
N69°51'24"E  
198.54'



EXISTING PARKING  
S71°12'43"W  
78.13'

Approximate Property Line  
S71°12'43"W  
121.17'

95.44'

N18°34'50"W  
80.75'

Maintain 18" vertical separation

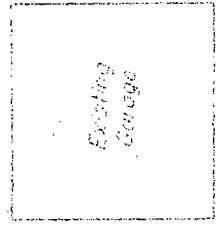
Existing Paved Drive  
x200.3

10' min

5" SDR 35 PVC  
E = 0.02 min

Inv. = 193.46  
Existing Two Family Dwelling Unit

EXISTING  
Gravel  
Drive  
Proposed  
paved



18"

200.05

x490.7

x204.1

100'

198

100'

100'

100'

100'

100'

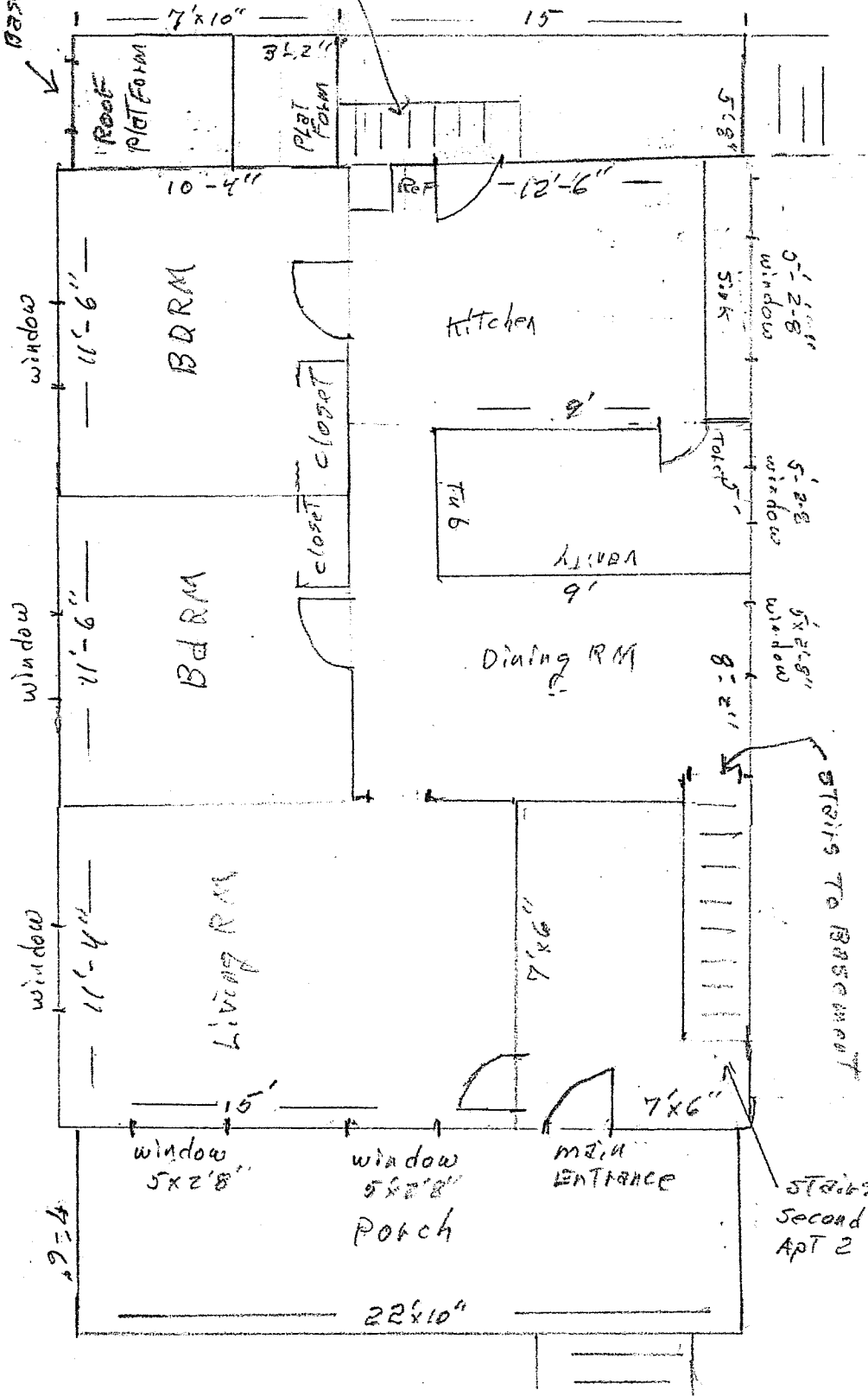
100'

100'

FIRST FLOOR APT 1  
EXISTING

ENTRANCE TO  
BASEMENT APT

STAIRS TO  
SECOND FLOOR  
APT 2

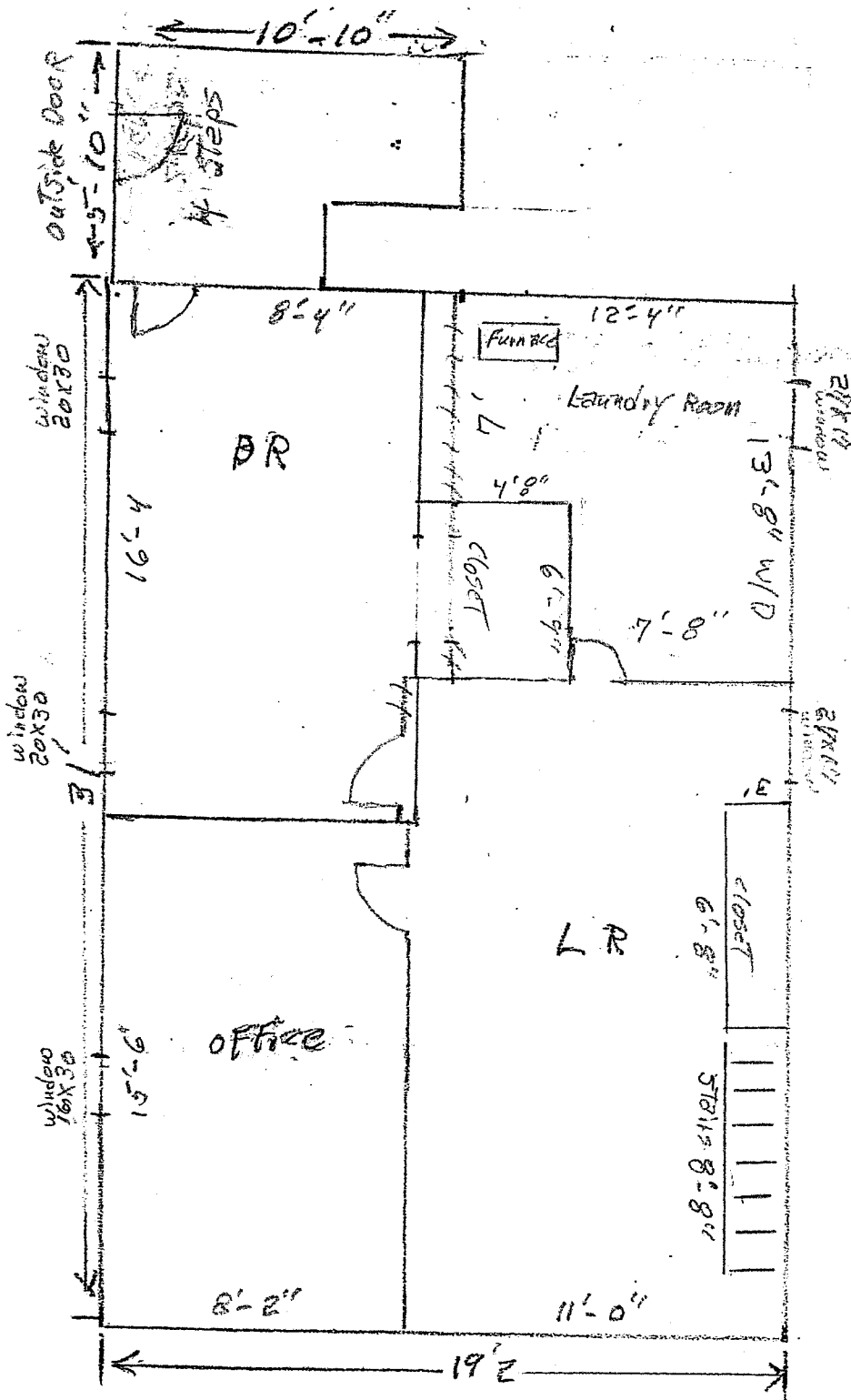


STAIRS TO  
BASEMENT

STAIRS TO  
SECOND FLOOR  
APT 2



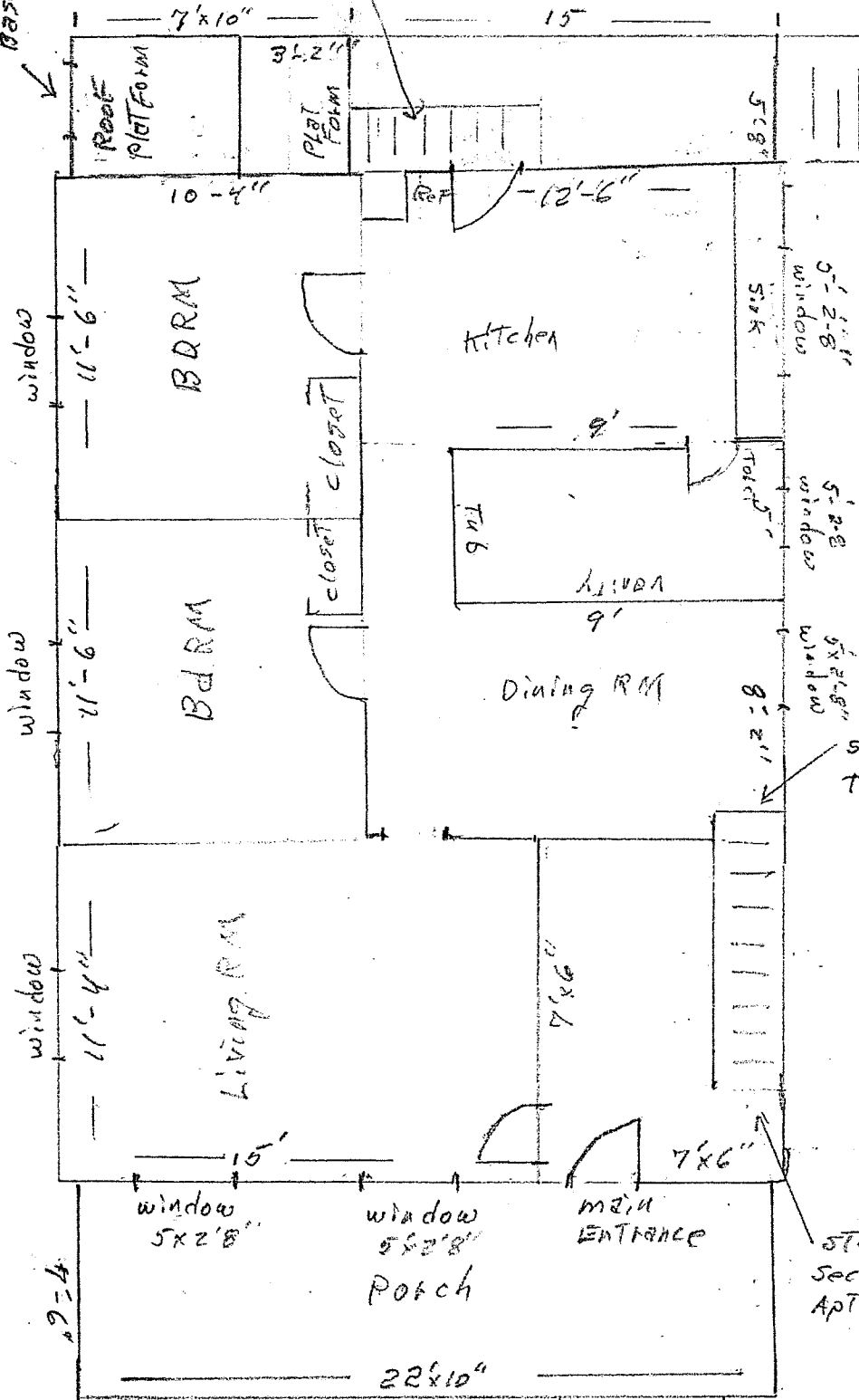
# EXISTING BASEMENT



First Floor Apt 1  
Proposed \*

Entrance to  
Basement Apt

Stairs to  
Second Floor  
Apt 2



Stairs blocked off \*  
to Basement

Stairs to  
Second Floor  
Apt 2

9'-4"

22' x 10'

# Propose Basement

