



**CITY OF ESSEX JUNCTION  
PLANNING COMMISSION  
REGULAR MEETING AGENDA**

Online & 2 Lincoln St.  
Essex Junction, VT 05452  
Thursday, September 14, 2023  
6:30 PM

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

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

Phone: 802-878-6944, ext. 1607

This meeting will be held in-person at 2 Lincoln Street and available remotely. Options to join the meeting remotely:

- **JOIN ONLINE:** [Join Zoom Meeting](#)
- **JOIN CALLING:** (toll free audio only): (888) 788-0099 | Meeting ID: 953 1240 7791; Passcode: 040339

1. **CALL TO ORDER** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **PUBLIC TO BE HEARD**
  - a. Comments from Public on Items Not on Agenda
4. **MINUTES**
  - a. August 10, 2023\*
5. **BUSINESS ITEMS**
  - a. Introduce Jennifer Marbl – new City Planner in Community Development Department
  - b. Global Foundries Solar installation\*
  - c. Rental Registry & Inspection Program
    - Review updated draft of Ordinance\*
    - Next steps
  - d. Housing Commission cross appointment
  - e. Village center renewal
6. **READING FILE**
  - a. Nothing this month
7. **MEMBERS UPDATES**
8. **STAFF UPDATES**
9. **ADJOURN**

\*attachments included in the packet

*This agenda is available in alternative formats upon request. Meetings of the Planning Commission, like all programs and activities of the City of Essex Junction, are accessible to people with disabilities. For information on accessibility or this agenda, call the City Manager's office at 802-878-6944 TTY: 7-1-1 or (800) 253-0191.*

**VILLAGE OF ESSEX JUNCTION  
PLANNING COMMISSION  
MINUTES OF MEETING  
AUGUST 10, 2023  
DRAFT**

**MEMBERS PRESENT:** Philip Batalion, Chair; Patrick Scheld, Vice Chair; Diane Clemens; Elijah Massey; Scott McCormick

**ADMINISTRATION:** Chris Yuen, Community Development Director

**OTHERS PRESENT:** Dan Marconi, Tolemi

**1. CALL TO ORDER**

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

**2. AGENDA ADDITIONS/CHANGES**

Mr. McCormick requested to add an update on a recent Capital Committee meeting. This will be discussed under Item 7, Members Updates.

**3. PUBLIC TO BE HEARD**

**a. Comments from Public on Items Not on Agenda**

None.

**4. MINUTES**

**a. July 12, 2023**

**MOTION by PATRICK SCHELD, SECOND by DIANE CLEMENS, to approve the minutes of July 12, 2023. Motion passed 5-0.**

**5. BUSINESS ITEMS**

**a. Rental Registry & Inspection Program**

**• Software demo by Tolemi**

Mr. Yuen said that he had seen several software demonstrations for tools that could help organize the Rental Registry program. He was impressed by one by a provider called “Tolemi”. He invited Mr. Maconi, from Tolemi, to do a presentation to the Planning Commission. Mr. Maconi said that Tolemi is a Boston-based software company that helps communities be more data-driven with their rental registries. Tolemi will extract existing public data and upload it to the rental registry for each community and can also be used for other purposes than rental registries. It can provide essential information on properties to identify potential rental properties and to make inspections easier and can also be used to provide information to the public. Potential tenants can use this search feature to learn more about the property prior to making a rental decision. Extensive search features can be used to determine compliance and other potential issues with properties. Single owners who use multiple LLCs can also be linked together using the data. In Rochester NY, Tolemi uses their database to calculate a score for each rental property owner. Higher scores result in a longer period between inspections. Mr. Maconi explained the backend of the system, and how the data can be viewed and used to determine a good route for inspections. He made some suggestions about how to implement this system, such as instituting higher fees for repeated failed inspections and instituting a system to ensure that high-quality properties are inspected less often than problematic ones.

Mr. Massey asked if Mr. Maconi saw a benefit to landlords when using this software. Mr. Maconi said that the application can allow landlords to sign up for specific alerts, such as a police incident at the property or other code violations. Mr. Yuen said that this would require the police to submit their data, and that he was unsure if this would be possible. Mr. Maconi said that most police departments can provide this type of data. Mr. McCormick asked if this would be adapted to each municipality, Mr. Maconi answered affirmatively and said that roll-out would take between 4-8 weeks. Mr. Maconi said that the City will have a dedicated Customer Success Manager to contact regularly if there are any issues. There is a development cost associated with Tolemi as well as an annual expense.

Mr. Yuen explained that Essex Junction is a small municipality and said that there is currently no software or database in place to manage code violations. He asked if Tolemi works with smaller municipalities that do not have fully digitized records. Mr. Maconi said that data can be data as rudimentary as a spreadsheet with addresses and a list of violations from the Planning department. Mr. Batalion asked who would host the data, Mr. Maconi said that it is cloud-based. Unlimited staff training would also be available. Mr. Scheld asked what the smallest cities are that Tolemi works with. Mr. Maconi said that they do not currently work with any Vermont communities and said that they do work with communities as small as 600-700 hundred people. He said that different sized cities use the software differently. Mr. Yuen asked if communities keep properties on the provisional status for a long time, as they gain the staff capacity to inspect. Mr. Maconi said that this is fairly typical and made some suggestions on how to select the properties to inspect first. Mr. Massey asked how many employees would be needed to run the rental registry program, Mr. Maconi said that it depends on the number and condition of the rentals. He also recommended multi-track enforcement, as this is best for a smaller community. Ms. Clemens asked if this system could tell if a landlord is in arrears in other communities. Mr. Maconi said that it would be possible if it was within the county. Mr. Massey asked if the software could be used to identify short-term rentals, Mr. Maconi said that it cannot currently tell the difference between long-term rentals and short-term rentals but it may be possible in the future with detailed analysis of water-meter data. Mr. Yuen asked if commercial properties can be included as well, Mr. Maconi answered affirmatively.

Mr. Yuen said that the full quote for Tolemi is \$27,000 per year. This could be reduced if Essex Junction decides to only use the Building Blocks program, which is a map-based application that connects and updates data held in different systems and formats across departments & agencies. Ms. Clemens expressed concern that based on the terms of the quotation, Essex Junction would lose all access to the data should they leave the vendor. Mr. Massey said that it is important to ensure that Essex Junction owns the data. He also said that the software choice seems like a staff decision, and asked what the role of the Planning Commission is in this process. Mr. Yuen said that this was intended to further explain the capabilities of such software to the PC to aid in the development of the ordinance. The PC discussed other software options, and what the best option would be for Essex Junction. Mr. Massey expressed a desire to learn more about the Building Blocks program, as it would help to understand the existing housing stock. Ms. Clemens encouraged the PC to think about what they wanted to accomplish, and how to get landlords on board.

- **Review first draft of Ordinance**

Mr. Yuen brought up the first draft of the Ordinance and went through all comments, which are as follows:

- Mr. McCormick suggested that the purpose and objective of the registry be clearly stated in the beginning. Mr. Massey suggested that “life and safety” be included as the priority.
- Ms. Clemens suggested that the role of the Health Officer be added to the definitions.
- The verbiage for the inspection schedule were discussed, and the public information process for such.
- Mr. Massey asked if a rental inspection would be triggered should a zoning permit requiring a Certificate of Occupancy be required, Mr. Yuen recommended that this not be the case. The PC discussed the cases in which this would be necessary, and the possibility of having this done at the discretion of the inspector.
- Multi-track inspections were discussed, and the ability to implement such. All properties will first have provisional status, and once a successful inspection occurs future inspections can occur less frequently. Ms. Clemens said that it is important to set rules to ensure that everyone is treated fairly.
- Mr. Yuen said that Winooski has verbiage in their code stating that inspections can occur should an emergency danger to health or safety be present. The PC discussed this and the definition for such.
- Mr. Yuen asked the PC when the fees should be determined and suggested using the fees set by Winooski as a starting point. Ms. Clemens suggested that the PC have a discussion with the City Council on this issue. Mr. Yuen noted that the fee schedule will be separate from the ordinance and can be finalized later than the ordinance.

• **Discuss potential inclusion of commercial rental properties**

The PC discussed the idea of creating a commercial property rental inspection program as a later phase of this project. Mr. Yuen said that, even if registration is free, there would need to be a benefit or consequence that would get landlords to register. Access to data and real-time alerts as benefits was also discussed.

• **Discuss potential inclusion of Short-Term Rentals**

Mr. Yuen and the PC discussed how other communities regulate short-term rentals. Mr. Yuen said that including them on the rental registry could also be used as a way for the City to capture revenue from short-term rentals or discourage such use if desired. The PC agreed that regulation of Short-Term rentals should be a separate discussion, and that to start, the program should treat short-term rentals and long-term rentals the same way.

• **Getting feedback from Council**

Mr. Yuen suggested getting feedback from the Council in October. He will present an updated version of this document at the next Planning Commission meeting.

• **Next steps**

Noted above.

**b. Housing Commission double appointment**

The City Housing has separated from the Town Housing Commission, and the City Council has passed a charter which includes seven members, and a quorum of four. Mr. Yuen asked if any PC members would be interested in serving on the Housing Commission, and there was some discussion on the ability of the PC members to serve on other commissions. Mr. Yuen will check the charter to determine



if this is the case. Mr. Yuen said that the Council intends to determine the priorities for both of these commissions in the next few months. Ms. Clemens suggested that the Council consider setting the committee size at five, to facilitate holding meetings easily. She also suggested that both Commissions have joint meetings in the future.

**c. Village center renewal / expansion**

Mr. Yuen said that he will be completing the renewal for the Village Center Designation. The state has asked if Essex Junction is interested in expanding the designation. He showed the PC a map showing potential future bounds of the Center, and asked if anyone knew how it was developed. After further discussion, it was determined that the expansion of VC district designation would not work but that these properties could possibly be a part of the Neighborhood Designation. Mr. Yuen will renew the Village Center designation and will have future conversations on the Neighborhood Designation with the PC.

**d. Global Foundries Solar installation**

Mr. Yuen said that Global Foundries is planning to install numerous solar arrays in the parking lot. They are willing to present the project to the Planning Commission if desired. Ms. Clemens brought up the Global Foundries Master Plan, and if it needed to be updated. She asked if this project would impact the water measurements that are being monitored throughout the property. Mr. Yuen said that he would pass the question along. The next meeting will be held on September 14, and Global Foundries staff will present this project at this time.

**6. READING FILE**

**a. Nothing this month**

**7. MEMBERS UPDATES**

Mr. McCormick said that the Capital Program Review Committee recently met and will meet again in September or October. The Local Options Tax (LOT) was discussed, as was its impact on the Capital and General Fund budget. The total estimated LOT income for Essex Junction is \$750,000 per year. Mr. McCormick said that the LOT could possibly be put towards the housing and rental registry. Mr. McCormick will mention this idea at the next Capital Program Review Committee. He also said that a sidewalk condition map will be posted on the City website shortly.

**8. STAFF UPDATES**

Mr. Yuen said that the Vermont Agency of Transportation has purchased access to big data, which municipalities can access. It can answer a variety of queries to gain transportation information. The City will be hiring Jennifer Marble as the new Planner. She will be moving to Vermont from Texas and starting the position in September.

**9. ADJOURN**

**MOTION by ELIJAH MASSEY, SECOND by PATRICK SCHELD, to adjourn the meeting at 9:10 PM. Motion passed 5-0.**

Respectfully submitted,  
Darby Mayville



August 1st, 2023

City of Essex Junction City Council  
City of Essex Junction Planning Commission  
Chittenden County Regional Planning Commission

Re: **Essex A North Lot Solar, LLC's 45-Day Notice to Persons and Entities Entitled to Notice Pursuant to Public Utility Commission Rule 5.402(A), for a Proposed 4.95 MW Solar Array to be located off Robinson Pkwy in Essex Junction, VT.**

Dear Sir or Madam:

Essex A North Lot Solar, LLC (the "Applicant"), is pleased to provide you with this 45-Day notice in advance of filing a petition for a Certificate of Public Good with the Vermont Public Utility Commission ("Commission" or "PUC"), for a 4.95 MW solar electric generation facility to be known as the "Essex A North Lot Solar Project" (the "Project"). The Applicant proposes to construct the Project on GlobalFoundries property located off Robinson Parkway in Essex Junction, Vermont (the "Site"). This notice is provided in accordance with 30 VSA § 248, Vermont Statutes Annotated ("Section 248"), and Public Utility Commission Rule 5.402.

Pursuant to Commission Rule 5.402, the following letter includes information sufficient to understand the overall Project including the location of the facility, a description of the proposed Project, construction plans and equipment to be used. This letter also describes the rights of the noticed parties to comment on the Project plans and participate in the Section 248 review process.

This letter contains descriptions of the following:

- I. 30 V.S.A. § 248 Process Information;
- II. Project Description;
- III. Site Selection and Consideration of Alternatives
- IV. Construction and Transportation
- V. Preliminary Assessment of Environmental and Aesthetic Impacts;
- VI. Project Benefits;
- VII. Expected Filing Date.

Included as attachments to this letter are:

- I. Location Map / Preliminary Site Plan
- II. Preliminary Natural Resources Map

II. Representative Equipment Specifications

**I. 30 V.S.A. Section 248 Petition and Notice**

The state permitting process for electric generation facilities requires the Applicant to provide notice to certain entities and persons 45-days prior to a formal filing with the PUC. These include:

- The affected municipal legislative bodies;
- The affected municipal and regional planning commissions; and
- The Public Utility Commission.

The Applicant has also provided this 45-day notice to:

- The Department of Public Service
- The Agency of Natural Resources

Per Commission Rule 5.402(A), the municipal and regional planning commissions shall make recommendations, if any, at least seven (7) days prior to the intended filing date, which filing date is expected to be 45 days from the date of this notice.

Affected municipal and regional planning commissions may also provide revised recommendations within 45 days of the date on which the Applicant files its petition with the Commission, if the petition contains new or more detailed information that was not previously included in the original filing with the municipal and regional planning commissions pursuant to Section 248(f).

Recommendations made to the Commission pursuant to Section 248(f), or the lack of such recommendations, shall not preclude municipal or regional planning commissions from presenting evidence during technical hearings if granted party status.

**Please send all recommendations during this 45-Day notice period to:**

Vermont Public Utility Commission  
c/o Clerk of the Commission  
112 State Street  
Montpelier, VT 05620-2701

AND

Encore Renewable Energy  
Attn: Phillip D. Foy  
P.O. Box 1072  
Burlington, VT 05402  
Tel: (802) 861-3023

[phillip@encorerenewableenergy.com](mailto:phillip@encorerenewableenergy.com)

For additional information regarding this process, including your commission's right to participate in the Public Utility Commission proceeding, please refer to the "Citizen's Guide to the Vermont Public Utility Commission's Section 248 Process," which can be found at <https://puc.vermont.gov/document/citizen-guide-public-utility-commission>.

## **II. Project Description**

The Applicant is proposing a 4.95 MW solar project on property located off Robinson Parkway in Essex Junction, Vermont. The array will occupy roughly 30 acres of the greater 228-acre parcel. The electricity generated by this Project will flow to GlobalFoundries' electric grid.

The Site location, array footprint, and approximate property boundaries are shown in the preliminary site plan attached as Exhibit 1. Vermont Route 117 is to the north of the Project. In summary, the Project will consist of:

- Approximately 12,000 solar panels installed on ground-mounted racking systems across roughly 30 acres of the Site:
  - Coated with non-reflective glazing;
  - Approximately 10-15 feet off the ground at their highest point.
  - Modules are to be mounted on fixed tilt racking systems with rows running east-west.
- A network of string inverters dispersed across the array connected with underground cables installed in protective conduit;
- A 7-8 ft agricultural style perimeter fence;
- Temporary laydown area for delivery and short-term storage of materials; and
- An approximate 850-ft extension of 3-phase power to the Site for interconnection into GMP's grid, from the existing distribution service on Robinson Parkway;
- Utilizing GlobalFoundries' existing road infrastructure for access for the projects

## **III. Site Selection and Consideration of Alternatives**

This site was selected because of the site's proximity to substation infrastructure, access to three phase transmission infrastructure, even topography, and limited environmental impacts.

The applicant worked with its consultants to configure the Project in a way that would maximize the potential energy generation benefits while minimizing environmental and aesthetic impacts. The Applicant will continue working with all stakeholders prior to filing the CPG petition and thereafter to address any concerns.

## **IV. Construction & Transportation**

The Applicant proposes to deliver materials for the Project using trucks and state and local roads, which are accustomed to the type of traffic representative of the proposed daily delivery of materials. Deliveries will be made to a temporary construction staging area on the Site, located off the proposed access drive. Most all transportation activity will occur during the construction phase, which would last between three and five months.

The Project is not expected to require oversize or overweight deliveries. Access to and from the Site will be restricted by perimeter fencing in order to secure the Site and prevent the public from entering the facility. All equipment associated with the Project will be installed in accordance with all applicable regulations and electrical codes.

## **V. Preliminary Impact Assessment**

### **i. Aesthetics**

The project would be setback approximately 345 feet from Route 117, which is north of the Project. From a preliminary review by Encore Renewable Energy, it is planned that screening plantings will be planted between the Project and Route 117.

In preparation for the CPG application for the Project, the Applicant will engage T.J. Boyle Associates of Burlington, Vermont to perform a review of potential aesthetic impacts resulting from the Project.

Overall, preliminary review by Encore Renewable Energy indicates that the Project would not result in undue impacts to the aesthetic and scenic and natural beauty of the area. The Applicant will continue to work with Essex Junction, adjoining property owners, and T.J. Boyle Associates in order to address any potential aesthetic impacts. The Applicant will file the complete TJ Boyle aesthetic report, and final mitigation measures, where warranted, with the complete petition.

### **ii. Environmental**

The Applicant has engaged VHB, Inc. to perform preliminary due diligence as well as detailed natural resource assessments and delineations, including both database and field surveys. Results of those studies will be provided in the final petition.

Given that the project is located within an existing agricultural field, parking lots, and previously disturbed mound of soil, the likelihood of impacts to most natural resources is low. VHB will conduct natural resource assessments, and impact analyses (where applicable) will be completed for criteria considered under Section 248 and as relevant to any additional necessary environmental permitting.

The Applicant will consult with state and federal agency staff as necessary pending results of detailed natural resource studies, which will inform Project design to avoid resources where possible and/or secure necessary permits, reviews, and approvals.

## **VI. Project Benefits**

The Project is being developed in cooperation with GMP to provide locally generated renewable energy to GlobalFoundries. As its own electric utility, the Project will contribute to GlobalFoundries' achievement of the requirements under the Vermont Renewable Energy Standards by creating new, locally generated renewable energy. In addition, the Project will generate a new source of property tax revenue for the municipality.

## **VII. Conclusion**

The Project is not expected to result in undue adverse impacts to the applicable criteria. The Applicant looks forward to submitting the full Section 248 petition package, which will contain all of the information required by the PUC to evaluate the merits of the Project for potential award of a Certificate of Public Good and inform others of the Project's impacts and value.

The Applicant intends to file a Section 248 Petition and supporting materials with the PUC soon after the expiration of this 45-day notice period, which is expected to be no sooner than October 5th, 2023.

We look forward to receiving any input or suggestions you may have as we move through the Section 248 process. If you have any questions you may direct them to the Applicant by phone at 802-861-3023 or by email at [phillip@encorerenewableenergy.com](mailto:phillip@encorerenewableenergy.com).

Sincerely,



Phillip D. Foy  
General Counsel  
Encore Renewable Energy

- Attachment 1 – Preliminary Site Plan
- Attachment 2 – Preliminary Natural Resources Map
- Attachment 3 – Representative Equipment Specifications

Copy to:

Vermont Public Utility Commission  
112 State Street  
Montpelier, Vermont 05620-2701

Agency of Agriculture and Food Markets  
Secretary Anson Tebbetts  
116 State Street  
Montpelier, Vt 05620-2901

Department of Public Service  
James Porter, Director for Public Advocacy  
112 State Street - Third Floor  
Montpelier, Vermont 05620-2601

Department of Historic Preservation  
Laura V. Trieschmann  
One National Life Drive  
Deane C. Davis Building, 6th Floor  
Montpelier, VT 05620-0501

Agency of Natural Resources  
Secretary's Office  
1 National Life Drive, Davis 2  
Montpelier, Vermont 05620-3901

Green Mountain Power  
163 Acorn Lane  
Colchester, VT 05446

GlobalFoundries  
1000 River Street  
Essex Junction, VT 05452

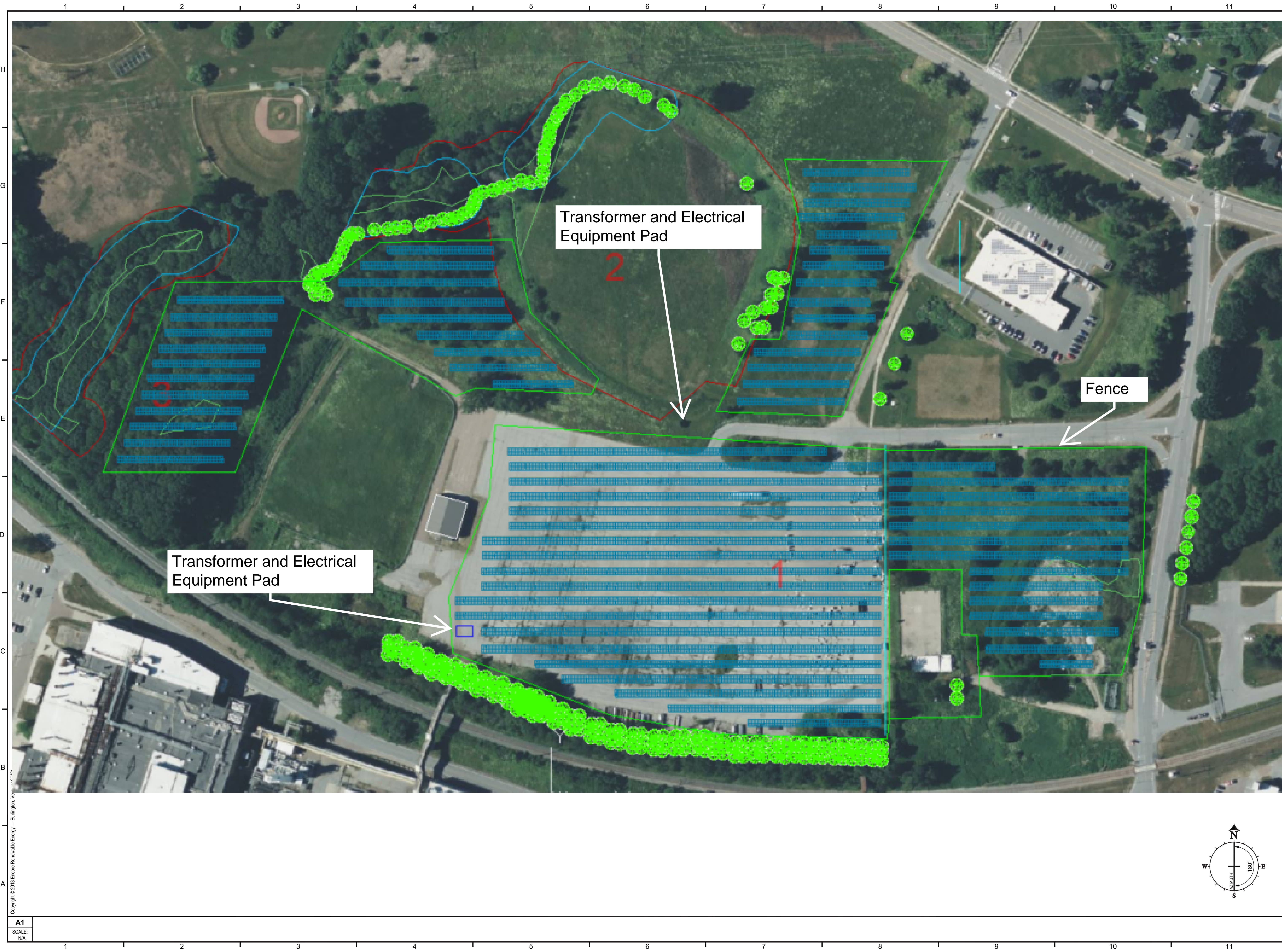
Chittenden County Regional Planning Commission  
110 W Canal St #202  
Winooski, VT 05404

City of Essex Junction City Council  
2 Lincoln St  
Essex Junction, VT 05452

City of Essex Junction Planning Commission  
2 Lincoln St  
Essex Junction, VT 05452

Natural Resources Board  
District #6 Environmental Commission  
10 Baldwin Street  
Montpelier, VT 05633-3201





PROFESSIONAL SEAL  
ENGINEER'S SEAL APPLIES TO DESIGN OF STRUCTURAL COMPONENTS ONLY

**Global Foundries IX Group A Concept Plan**

Type	Fenced Area	
FT	~30 acres	
Intrarow Spacing	Tilt	Azimuth
	25°	180°
Module Rating / Count		
540W 12,428 Modules		
DC Rating	AC Rating	
6.711 MW	4.95 MW	
Interconnection		
Existing line	Line Extension	Site Extension
x ft	y ft	z ft

RELEASE RECORD

DATE	DESCRIPTION
5 08/01/2023	45 Day Notice ZB
4 03/17/2023	
3 09/14/2022	
2 09/08/2022	
1 09/06/2022	

PROJECT INFORMATION

TITLE & ADDRESS:  
1040 Robinson Pkwy,  
Essex Junction, 05452

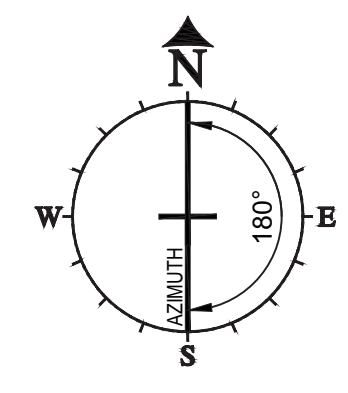
ER PROJECT No.:

DRAWN BY: ZB	REVIEWED BY:
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SHEET TITLE:  
**Concept Plan**

SHEET No.:

**P-102**



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### LEGEND

- Mapped Vernal Pools
- Rare Threatened and Endange
- RTE Animal
- RTE Plant
- Deer Wintering Areas
- Wetland - VSWI
  - Class 1 Wetland
  - Class 2 Wetland
  - Wetland Buffer
- Parcels (standardized)
- Stream
  - Stream
  - Intermittent Stream
- Roads
  - Interstate
  - US Highway; 1
  - State Highway
  - Town Highway (Class 1)
  - Town Highway (Class 2,3)
  - Town Highway (Class 4)
  - State Forest Trail
  - National Forest Trail
  - Legal Trail
  - Private Road/Driveway
  - Proposed Roads
- Town Boundary

1: 4,127  
July 21, 2023

### NOTES

Map created using ANR's Natural Resources Atlas

210.0 0 105.00 210.0 Meters  
 WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere 1" = 344 Ft. 1cm = 41 Meters  
 © Vermont Agency of Natural Resources THIS MAP IS NOT TO BE USED FOR NAVIGATION

DISCLAIMER: This map is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. ANR and the State of Vermont make no representations of any kind, including but not limited to, the warranties of merchantability, or fitness for a particular use, nor are any such warranties to be implied with respect to the data on this map.





# PREC BIFACIAL

## PV MODULE

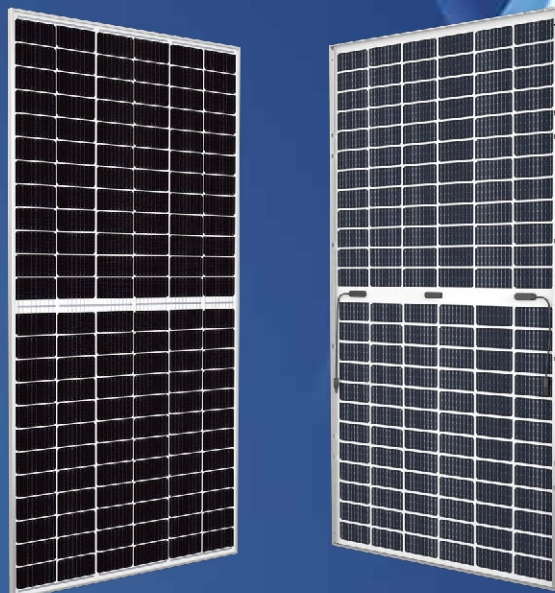
ET-M772BH525TW 530W

ET-M772BH530TW 535W

ET-M772BH535TW 540W

ET-M772BH540TW 545W

ET-M772BH545TW 550W



### KEY FEATURES



Enhanced safety by excellent fire resistance



Perfect for sandy, snowy and high latitude regions



Bifacial technology enables additional energy harvesting from rear side(up to 25%)

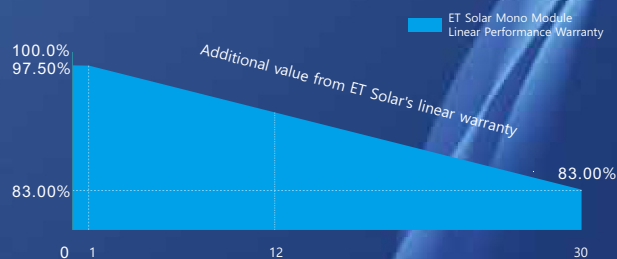


Lower operating temperature, more reliable



Cut cell, Less internal power loss, Less mismatch loss

### WARRANTY



IEC61215  
IEC61730  
UL61215  
UL61730



Guarantee on product material and workmanship



linear power output warranty

ET SOLAR  
support@etsolar.hk



M/ET-PD-EN-EU2021V1

## ELECTRICAL SPECIFICATIONS

Module Type	ET-M772BH530TW		ET-M772BH535TW		ET-M772BH540TW		ET-M772BH545TW		ET-M772BH550TW	
	ET-M772BH530TB		ET-M772BH535TB		ET-M772BH540TB		ET-M772BH545TB		ET-M772BH550TB	
Maximum Power $-P_{mp}$ (W)	530	398	535	401	540	405	545	409	550	349
Open Circuit Voltage $-V_{oc}$ (V)	49.30	46.20	49.45	46.24	49.60	46.28	49.75	46.32	49.90	46.16
Short Circuit Current $-I_{sc}$ (A)	13.72	11.29	13.79	11.38	13.86	11.46	13.93	11.54	14.00	11.20
Maximum Power Voltage $-V_{mp}$ (V)	41.31	37.18	41.47	37.24	41.64	37.30	41.80	37.36	41.96	37.12
Maximum Power Current $-I_{mp}$ (A)	12.83	10.69	12.90	10.77	12.97	10.86	13.04	10.94	13.11	11.03
Module Efficiency STC- $\eta_m$ (%)	20.5%		20.7%		20.8%		21.0%		21.3%	
Power Tolerance (W)	(0, +4.99)									
Pmax Temperature Coefficient	-0.350%/°C									
Voc Temperature Coefficient	-0.290%/°C									
Isc Temperature Coefficient	+0.048%/°C									

STC: Irradiance 1000 W/m<sup>2</sup> module temperature 25°C AM=1.5

## REAR SIDE POWER GAIN (ET-M772BH535TW)

Power Gain	10%	15%	20%	25%
Maximum Power $-P_{mp}$ (W)	589	615	642	669
Open Circuit Voltage $-V_{oc}$ (V)	49.06	49.06	49.06	49.06
Short Circuit Current $-I_{sc}$ (A)	15.13	15.81	16.50	17.19
Maximum Power Voltage $-V_{mp}$ (V)	42.67	42.67	42.67	42.67
Maximum Power Current $-I_{mp}$ (A)	13.79	14.42	15.05	15.68

## MECHANICAL SPECIFICATIONS

External Dimension	2279 x 1134 x 35mm
Weight	28kg
Solar Cells	PERC Mono crystalline 182 x 91 mm (144pcs)
Front Glass	3.2mm AR coating tempered glass
Frame	Anodized aluminium alloy
Junction Box	IP68, 3 diodes
Output Cables	4.0 mm <sup>2</sup> , Portrait:350mm(+)/250mm(-) Or customized
Connector	MC4 Compatible

## APPLICATION CONDITIONS

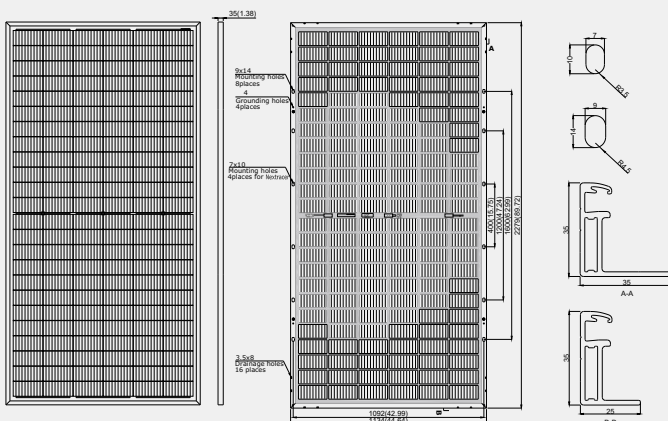
Maximum System Voltage	1500VDC
Maximum Series Fuse Rating	30A
Operating Temperature	-40~+85 °C
Nominal Operating Cell Temperature	45±2 °C

## PACKING MANNER

Container	40'HQ
Pieces per Pallet	31
Pallets per Container	20
Pieces per Container	620

## PHYSICAL CHARACTERISTICS

Unit:mm



# 100/125kW, 1500Vdc String Inverters for North America



**CPS SCH100/125KTL-DO/US-600**

The 100 & 125kW high power CPS three phase string inverters are designed for ground mount applications. The units are high performance, advanced and reliable inverters designed specifically for the North American environment and grid. High efficiency at 99.1% peak and 98.5% CEC, wide operating voltages, broad temperature ranges and a NEMA Type 4X enclosure enable this inverter platform to operate at high performance across many applications. The CPS 100/125kW products ship with the Standard or Centralized Wire-box, each fully integrated and separable with AC and DC disconnect switches. The Standard Wire-box includes touch safe fusing for up to 20 strings. The CPS FlexOM Gateway enables communication, controls and remote product upgrades.

## Key Features

- NFPA 70, NEC 2014 and 2017 compliant
- Touch safe DC Fuse holders adds convenience and safety
- CPS FlexOM Gateway enables remote FW upgrades
- Integrated AC & DC disconnect switches
- 1 MPPT with 20 fused inputs for maximum flexibility
- Copper and Aluminum compatible AC connections
- NEMA Type 4X outdoor rated, tough tested enclosure
- Advanced Smart-Grid features (CA Rule 21 certified)
- kVA Headroom yields 100kW @ 0.9PF and 125kW @ 0.95PF
- Generous 1.87 and 1.5 DC/AC Inverter Load Ratios
- Separable wire-box design for fast service
- Standard 5 year warranty with extensions to 20 years



100/125KTL Standard Wire-box



100/125KTL Centralized Wire-box

Model Name	CPS SCH100KTL-DO/US-600	CPS SCH125KTL-DO/US-600
<b>DC Input</b>		
Max. PV Power	187.5kW	
Max. DC Input Voltage	1500V	
Operating DC Input Voltage Range	860-1450Vdc	
Start-up DC Input Voltage / Power	900V / 250W	
Number of MPP Trackers	1	
MPPT Voltage Range <sup>1</sup>	870-1300Vdc	
Max. PV Input Current (Isc x1.25)	275A	
Number of DC Inputs	20 PV source circuits, pos. & neg. fused (Standard Wire-box) 1 PV output circuit, 1-2 terminations per pole, non-fused (Centralized Wire-box)	
DC Disconnection Type	Load-rated DC switch	
DC Surge Protection	Type II MOV (with indicator/remote signaling), Up=2.5kV, In=20kA (8/20uS)	
<b>AC Output</b>		
Rated AC Output Power	100kW	125kW
Max. AC Output Power <sup>2</sup>	100kVA (111KVA @ PF>0.9)	125kVA (132KVA @ PF>0.95)
Rated Output Voltage	600Vac	
Output Voltage Range <sup>3</sup>	528-660Vac	
Grid Connection Type <sup>4</sup>	3Φ / PE / N (Neutral optional)	
Max. AC Output Current @600Vac	96.2/106.8A	120.3/127.0A
Rated Output Frequency	60Hz	
Output Frequency Range <sup>3</sup>	57-63Hz	
Power Factor	>0.99 (±0.8 adjustable)	>0.99 (±0.8 adjustable)
Current THD	<3%	
Max. Fault Current Contribution (1-cycle RMS)	41.47A	
Max. OCPD Rating	200A	
AC Disconnection Type	Load-rated AC switch	
AC Surge Protection	Type II MOV (with indicator/remote signaling), Up=2.5kV, In=20kA (8/20uS)	
<b>System</b>		
Topology	Transformerless	
Max. Efficiency	99.1%	
CEC Efficiency	98.5%	
Stand-by / Night Consumption	<4W	
<b>Environment</b>		
Enclosure Protection Degree	NEMA Type 4X	
Cooling Method	Variable speed cooling fans	
Operating Temperature Range	-22°F to +140°F / -30°C to +60°C (derating from +113°F / +45°C)	
Non-Operating Temperature Range <sup>5</sup>	-40°F to +158°F / -40°C to +70°C maximum	
Operating Humidity	0-100%	
Operating Altitude	8202ft / 2500m (no derating)	
Audible Noise	<65dBA@1m and 25°C	
<b>Display and Communication</b>		
User Interface and Display	LED Indicators, WiFi + APP	
Inverter Monitoring	Modbus RS485	
Site Level Monitoring	CPS FlexOM Gateway (1 per 32 inverters)	
Modbus Data Mapping	SunSpec/CPS	
Remote Diagnostics / FW Upgrade Functions	Standard / (with FlexOM Gateway)	
<b>Mechanical</b>		
Dimensions (WxHxD)	45.28x24.25x9.84in (1150x616x250mm) with Standard Wire-box 39.37x24.25x9.84in (1000x616x250mm) with Centralized Wire-box	
Weight	Inverter: 121lbs / 55kg; Wire-box: 55lbs / 25kg (Standard Wire-box); 33lbs / 15kg (Centralized Wire-box)	
Mounting / Installation Angle	15 - 90 degrees from horizontal (vertical or angled)	
AC Termination	M10 Stud Type Terminal [3Φ] (Wire range: 1/0AWG - 500kcmil CU/AL, Lugs not supplied) Screw Clamp Terminal Block [N] (#12 - 1/0AWG CU/AL)	
DC Termination	Screw Clamp Fuse Holder (Wire range: #12 - #6AWG CU) - Standard Wire-box Busbar, M10 Bolts (Wire range: #1AWG - 500kcmil CU/AL [1 termination per pole], #1AWG - 300kcmil CU/AL [2 terminations per pole], Lugs not supplied) - Centralized Wire-box	
Fused String Inputs	20A fuses provided (Fuse values of 15A or 20A acceptable)	
<b>Safety</b>		
Safety and EMC Standard	UL1741-SA-2016, CSA-C22.2 NO.107.1-01, IEEE1547a-2014; FCC PART15	
Selectable Grid Standard	IEEE 1547a-2014, CA Rule 21, ISO-NE	
Smart-Grid Features	Volt-RideThru, Freq-RideThru, Ramp-Rate, Specified-PF, Volt-VAR, Freq-Watt, Volt-Watt	
<b>Warranty</b>		
Standard <sup>6</sup>	5 years	
Extended Terms	10, 15 and 20 years	

1) See user manual for further information regarding MPPT Voltage Range when operating at non-unity PF

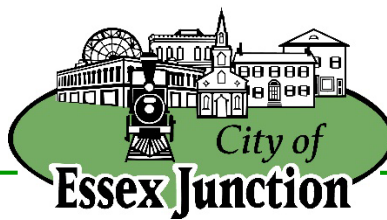
2) "Max. AC Apparent Power" rating valid within MPPT voltage range and temperature range of -30°C to +40°C (-22°F to +104°F) for 100KW PF ≥0.9 and 125KW PF ≥0.95

3) The "Output Voltage Range" and "Output Frequency Range" may differ according to the specific grid standard.

4) Wye neutral-grounded, Delta may not be corner-grounded.

5) See user manual for further requirements regarding non-operating conditions.

6) 5 year warranty effective for units purchased after October 1st, 2019.



## MEMORANDUM

**To:** City Council

**From:** Chris Yuen, Community Development Director

**Meeting Date:** 9/14/23

**Subject:** Rental Registry and Inspection Program next steps

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**Issue:** The development of the Rental Registry and Inspection Program will require further collaboration with other City Commissions and consideration by the City Council.

### **Discussion:**

Following discussion with the Planning Commission in August, I have updated the draft ordinance for the Rental Registry and Inspection Program. This draft is attached. In reviewing this document, Planning Commissioners should pay particular attention to Sections 20.04, 20.06, 20.07, and 20.08 as these sections have seen the most significant changes from the Winooski ordinance, which we have used as a template.

The Community Development Team has also begun data analysis to refine estimate the number and spread of rental units in the City and to create an address list of potential rental units that may be targeted for public engagement. Full results are not yet available, but staff will discuss the available interim findings.

City Council has expressed desire to expedite consideration of the Rental Registry and Inspection Program to enable hiring for the combined role of building inspector and bylaw enforcement officer as envisioned in the FY 2024 budget. The next step for this is a joint meeting between the Planning Commission, the Housing Commission, and Development Review Board, and the City Council where the draft ordinance will be presented. At that time, council may discuss the roles of the Planning Commission and the Housing Commission in for further development of the Rental Registry and Inspection program. This meeting is anticipated to be scheduled for October 2023.

**Cost:** None

### **Recommendation:**

The Planning Commission should consider whether the draft ordinance is ready to be presented to City Council.

### **Attachments:**

Draft EJ Rental Building Registry Ordinance 20230907



## Chapter 20 - Residential Rental Registry

### ARTICLE I - PURPOSE AND OBJECTIVES

It is the purpose of this ordinance to set forth the type of buildings, schedule, certificate(s) and fees required for those buildings subject to the Public Building Registry.

The objectives of the Rental Registry and Inspection program are to:

- A. Ensure the adequate life and safety of all residential rental properties.
- B. Develop inventory of residential rental properties in Essex Junction
- C. Improve opportunities to connect landlords to adequate resources for improving their properties.

### ARTICLE II - TABLE OF CONTENTS

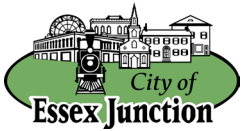
Article I	Purpose and Objectives
Article II	Table of Contents
Article III	Definitions
Article IV	Public Building Registry

Section 20.01	Registry Required
Section 20.02	Administration
Section 20.03	Registry Information Required
Section 20.04	Inspection Cycle
Section 20.05	Inspection Requirements
Section 20.06	Scheduling Inspection
Section 20.07	Certificate of Fitness
Section 20.08	Issuance of Certificates and Terms of Inspections
Section 20.09	Issuance of a Conditional Certificate
Section 20.10	Fees
Section 20.11	Fines and Penalties

### ARTICLE III - DEFINITIONS

BUILDING INSPECTOR shall mean the duly appointed building inspector of the City or his/her



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designated assistant.

CODE ENFORCEMENT OFFICER shall mean the Director of Code Enforcement or duly authorized municipal official.

HEALTH OFFICER shall mean the appointed municipal health official as defined in 18 V.S.A. § 613. The Health Officer may also serve as the Building Inspector and Code Enforcement Officer.

CERTIFICATE OF FITNESS shall mean the written approval, signed by the Code Enforcement Officer, or duly authorized municipal official, setting forth that the building, structure, and premises comply with duly adopted life safety and housing codes. This Certificate of Fitness is required prior to a dwelling unit, or a public building, to be occupied.

CERTIFICATE OF OCCUPANCY shall mean the written approval of the Zoning Administrator certifying that a newly constructed structure, addition and or alterations to an existing structure, or an existing structure undergoing a change in use is in full compliance with the zoning provisions of Municipal By-laws, Ordinances and Codes adopted under the authority of the City Charter.

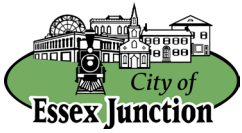
OWNER shall mean the owner or owners of the freehold of the premises or lessor estate therein, a mortgagee or vendee in possession, assignee of rents, receiver, executor, trustee, lessee or other person, firm, or corporation in control of a building or any duly authorized agent thereof.

RENTAL HOUSING means "all dwellings, dwelling units, rooming houses, rooming units, or mobile home lots let by the owner to one or more persons to be used as a regular residence, or as defined in the current version of Vermont Rental Housing Health Code.

SHORT TERM RENTAL (STR) shall mean a dwelling unit that is rented to guests for less than thirty (30) consecutive days and for more than 14 days per calendar year, is subject to the Vermont rooms and meals tax, and is either a: (a) Partial Unit, meaning a room located within a host's primary residence that is used primarily for sleeping purposes by human occupants and that contains at least seventy (70) square feet of floor area; or (b) Whole Unit, meaning an entire dwelling unit.

COMMERCIAL RENTAL UNIT shall mean all real estate units let by the owner to one or more businesses to be used as for commercial purposes or as a place of employment.





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**ARTICLE IV – RENTAL REGISTRY**

**SECTION 20.01 - REGISTRY REQUIRED**

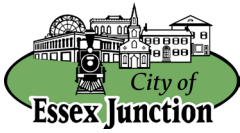
- A. The City of Essex Junction Code Enforcement Department is responsible for ensuring that all rental properties, as defined in 20 V.S.A. § 2730, in the City of Essex Junction are maintained at established and adopted standards to protect the health, safety, and welfare of the occupants.
- B. A Certificate of Fitness shall be issued prior to the occupancy of any residential rental dwelling unit within the city. All residential rental property owners shall file a yearly Registry Application identifying their properties subject to the inspection requirements in the City of Essex Junction.

**SECTION 20.02. - ADMINISTRATION**

- A. Administration and enforcement of the residential rental registry is the responsibility of the City of Essex Junction Code Enforcement Office. Enforcement will be provided by any duly authorized municipal official.
- B. All records, including inspection reports, records of complaints received and investigated, and plans for inspections of residential rental properties, shall be available for public inspection.

**SECTION 20.03 - REGISTRY INFORMATION REQUIRED**

- A. Residential rental property owners must provide the following information to the department:
  - 1. The address of the property.
  - 2. The number of units at that address.
  - 3. The mailing address of each unit.
  - 4. The number of bedrooms, if applicable.
  - 5. The name, address and phone number of the property owner, corporation, or registered corporate agent.
  - 6. The name, address and phone number of any managing agent.



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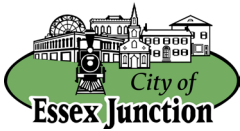
7. The name, address and phone number of a local emergency contact located in Chittenden County and/or a designated person within the state responsible for services on the property.
  
- B. Upon purchase or transfer of each property containing one or more residential rental units, the purchaser shall file a new landlord registration application within 60 days of assuming ownership.
  
- C. Prior to occupancy of any newly constructed rental unit, conversion of the use to a rental unit, or the addition or removal of new bedrooms and major renovations, the owner shall file a new or updated application for landlord registration with the community development department.
  
- D. It shall be a violation of City codes for an owner of any residential rental property within the city to fail to register as required by this section.
  
- E. Property owners shall have a continuing obligation to notify the City of any changes in the information required above during the periods between filings of the landlord registration application.

Commented [A1]: Add provision for "new bedrooms and major renovations"

**SECTION 20.04 - INSPECTION CYCLE**

- A. All residential rental properties are subject to inspection pursuant to this Chapter.
  
- B. All residential rental properties are subject to inspection pursuant to this Chapter. At least every five (5) years, a housing code inspection for each residential rental dwelling unit is required. A Certificate of Fitness will be issued based on the results of the inspection, as appropriate.
  
- C. Notwithstanding the existence of the valid Certificate of Fitness, the Community Development Department, Fire Chief, or health officer may cause the subject building to be inspected as often as may be necessary for the purpose of ascertaining and causing to be corrected any violations of the provisions of the laws, ordinances, or rules which they enforce.

**SECTION 20.05 - INSPECTION REQUIREMENTS**



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- A. The Code Enforcement Officer shall make scheduled, periodic inspections of all residential rental properties buildings and/or residential rental dwelling units within the city.
- B. The following buildings may be excluded from periodic inspection with approval of the City:
  - 1. Public Buildings owned by a government agency that conducts annual inspections under the HUD (Housing and Urban Development) Program.
  - 2. Buildings owned by nonprofit organizations under housing requirements and inspected by another government authority.
  - 3. Buildings owned by individuals, corporations, partnerships or organizations that are subject to inspections by another government authority.
- C. All buildings that are excluded from this program as pursuant to Section 13.05(B) shall provide an inspection report, which has been performed by a Certified Fire Inspector I or equivalent, to the City for approval. The issuance of a Certificate of Fitness for these structures and such documents shall be recorded in the City Land Records.

**SECTION 20.06 - SCHEDULING INSPECTION**

- A. The Code Enforcement Office shall schedule with the property owner or their agent the date and time of the life safety and housing code inspection. The owner or the agent shall arrange for the inspection within sixty days of the initial request, and shall provide the occupant(s) with notice of an inspection not less than forty-eight (48) hours prior to the actual inspections as provided in 9 V.S.A. § 4460 for residential rental units. During the inspection, the owner shall provide access to the rental units and all common areas, including basements and other spaces.
- B. If an inspection does not occur within two months of the first (1<sup>st</sup>) request for any reason other than delay on the part of the Code Enforcement Office, it shall constitute a violation of this ordinance subject to forfeiture and / or



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withdrawal of any Certificate of Fitness.

- C. If the Code Enforcement Officer has reason to believe that an emergency situation exists tending to create an immediate danger to the health, welfare or safety of the occupants of any dwelling unit or the general public, he/she may enter, examine and inspect the public building unit at any time.
- D. Persons requesting inspections for buildings lacking a valid Certificate of Occupancy recorded in the land records in order to refinance or to transfer ownership of the property will do so in writing. These out-of-cycle inspections will be scheduled as soon as possible and no later than sixty (60) days from receipt of a written request.

**Commented [A2]:** How do we want to handle emergency when a Fire Marshall is required?

**Commented [A3R2]:** Health officers should have authority- but define emergency

**Commented [A4R2]:** If required, the City will request assistance by vermont....

**SECTION 20.07 - CERTIFICATE OF FITNESS**

- A. It shall be a violation of the Essex Junction Municipal Code for an owner of a residential property unit within the city that is subject to inspections pursuant to this chapter to rent or allow any person to occupy any residential unit without a valid Certificate of Fitness.
- B. Certificates of Occupancy will not be issued for residential rental properties without current Residential Rental Registry Applications and a current Certificate of Fitness on file in the land records.

**Commented [A5]:** What is this and does the City have one?

**SECTION 20.08 - ISSUANCE OF CERTIFICATES AND TERMS OF INSPECTIONS**

- A. All residential rental properties receive a Provisional Certificate of Fitness upon registration and are subject to inspection.
- B. A Certificate of Fitness will be issued based on the results of the inspection, as appropriate. The valid period of the certificate of fitness varies between one and five years, as determined by the Building Inspector, based on risk factors Including, but not limited to: inspection violation history, age of building, and out-of-state ownership.
- C. Upon expiry, the Certificate of Fitness returns to provisional status and the



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property is subject to re-Inspection.

- D. Upon completion of an inspection, if a residential rental property is found to be in compliance with the life safety and housing codes and all other adopted applicable Federal, State, and Municipal Codes, the Code Enforcement Officer shall issue a Certificate of Fitness. The valid period of the certificate of fitness varies between one and five years from the date of Issuance, as determined by the Building Inspector, based on risk factors Including, but not limited to: inspection violation history, age of building, and out-of-state ownership.
- E. Upon completion of an inspection of a residential rental dwelling, if an individual unit is cited for five (5) or less minor non life-threatening violations of the life safety and housing codes, and if violations have been corrected within the time set for compliance, the Code Enforcement Officer shall issue a Certificate of Fitness. The valid period of the certificate of fitness varies between one and five years from the date of Issuance, as determined by the Building Inspector, based on risk factors Including, but not limited to: inspection violation history, age of building, and out-of-state ownership.
- F. Upon completion of an inspection of a residential rental dwelling, if any individual unit is cited for more than five (5) minor non life-threatening violations of life safety and housing codes, and if violations have been corrected within the time set for compliance, the department shall issue a Certificate of Fitness, valid for one year.
- G. Inspection Requests. All properties in the city, including residential rental dwelling units, shall remain subject to inspection requests. The building department, fire department, and health department shall continue to inspect residential rental dwelling units based on tenant or resident requests or complaints.
- H. There shall be no fee for follow-up inspections for verification by the Code Enforcement Officer that corrective actions have been completed.
- I. Upon completion of the initial or any subsequent inspection of a residential rental property , if any individual unit is cited for any of the following



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conditions, the Code Enforcement Officer shall declare the dwelling unit uninhabitable and deny the issuance of a Certificate of Fitness:

1. The physical condition or use of the property constitutes a public nuisance;
  2. Any physical condition, use or occupancy of any public building or its appurtenances that is considered an attractive nuisance to children, including, but not limited to, abandoned vehicles, appliances, basements and unsafe fences and structures;
  3. Any public building that has unsanitary sewage or plumbing facilities;
  4. Any public building that is designated as unsafe for human habitation or use;
  5. Any public building that is manifestly capable of being a fire hazard or is manifestly unsafe or unsecured so as to endanger life, limb or property;
  6. Any public building dwelling from which the plumbing, heating, fire protection systems, fire detection systems, or other facilities required by law have been removed, or from which utilities have been disconnected, destroyed, removed, or rendered ineffective, or the required precautions against trespassers have not been provided;
  7. Any public building that is unsanitary or which is littered with rubbish or garbage, or which has an uncontrolled growth of weeds, or which has nests or exhibits insects, pests, or rodents;
  8. Any public building that is in a state of dilapidation, deterioration or decay; faulty construction; overcrowded; open, vacant or abandoned; damaged by fire to the extent of not providing shelter; in danger of collapse or failure and dangerous to anyone on or near the dwelling.
  9. Any public building that is determined to be a health hazard, i.e., high carbon monoxide levels, unmitigated lead paint hazard, poisons present, and improper storage of flammables.
- J. The department shall issue a Certificate of Fitness for a term of four (4) years for a newly constructed residential rental dwelling unit , upon final inspection of the duly authorized municipal official.



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- K. Nothing in this section shall preclude the inspection of said residential rental property more frequently than the term of the Certificate of Fitness.
- L. A Certificate of Fitness may be revoked if a subsequent inspection finds that any residential rental property is no longer in compliance with the provisions of the Minimum Housing Code.
- M. Prior to the issuance of a Certificate of Fitness, all registration and additional inspection fees shall be paid to the City.
- N. The City retains the right to require residential rental properties be subject to a more frequent inspection cycle for repeat violations and noncompliance.
- O. In Multi-unit residential rental buildings, the Building Inspection may waive the inspection of certain units within the building if there is satisfactory evidence from a representative sample of units that the condition of similar units has been ascertained.

**SECTION 20.09 - ISSUANCE OF A CONDITIONAL CERTIFICATE**

The City may issue a Conditional Certificate of Fitness whenever the Code Enforcement Officer is unable to inspect a residential rental property after the expiration of an existing certificate, or more time is required to remedy a minor code violation cited on an inspection report, when the inability to inspect is not due to obstruction by the property owner or agent.

**SECTION 20.10 - FEES**

As prescribed in Essex Junction Development Fee Schedule.



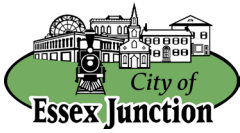
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**SECTION 20.11 - FINES AND PENALTIES**

- A. Unless otherwise stated, any violation of this Chapter shall be a civil violation and subject to civil penalties and enforcement as provided for in Chapter 9 of Essex Junction Municipal Code.
- B. In addition, if the City determines that a person has failed to pay the registration fee due under this section, the City of Essex Junction shall mail to such person a statement showing the balance due and shall add thereto a twenty-five (\$25.00) late payment fee plus interest at a rate of twelve (12%) percent per year. The unpaid balance and penalty shall be subject to interest at a rate of twelve (12%) percent per year from the due date until the date of payment.
- C. The charges levied in this chapter shall constitute a lien upon the property on which the rental unit is situated and may be enforced within the time and manner provided for collection of taxes on property.

**Commented [A6]:** Current fees are \$25/50/100 for first, second and third offences if recipient declines to contest the municipal complaint. Civil Penalties (if we issue tickets) are double





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Proposed Fee Schedule addition:

Example 1: from Winooski

- **Four Year Certificate of Fitness and Registry Application Fee: \$115 per unit per year**  
Pursuant to Section 20, the Registration and Inspection of all rental dwelling units including attached units subject to Rental Registry and Inspection program, will be required in order to issue a (4) Four Year Certificate of Fitness. To comply with the Minimum Housing Standards Inspection Program the property owner shall file the Registry Application each year and pay an annual fee of one hundred fifteen dollars (\$115.00) per unit. The fees are due by April 1st, of the programmed year.
- **Re-inspection fee for Noncompliance after 90 days: \$115 per re-inspection**  
Re-inspections for noncompliance to applicable standards shall be assessed a fee of one hundred fifteen dollars (\$115.00) per dwelling units each time they are inspected until they obtain a (4) year Certificate of Fitness except when an extension or variance has been granted in writing from the City.
- **Commercial Properties**

A. Certificate of Fitness:

Category I: under 2000 square feet	\$100.00/per year
Category II: 2,001-10,000 square feet	\$250.00/per year
Category III: 10,001-100,000 square feet	\$500.00/per year
Category IV high hazard/service station	\$1,000.00/per year
Category V industrial, manufacturing	\$1,250.00/per year

B. Multi-unit buildings: buildings having a common roof, common corridors, storage areas, exits, fire doors, fire alarms, and sprinkler systems, and which may include separate businesses, recreational areas, parking lots, and related premises, will undergo an annual inspection for the common area. All common areas inspected yearly with a random percentage of units inspected on a 4-year cycle. Other residential uses such as Inn, Boarding Housing Student Housing and Hotels with common areas shall apply based on number of units and mix uses.

Less than or equal to 10 units	\$50.00 per unit
More than 10 units	\$25.00 per unit
Annual inspection of common areas, fire protection systems, and garages/parking areas	\$300.00

Example 2: from Rochester NY

- A. Expirations are on a rolling basis from when applicants registered.



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**FEE SCHEDULE**

Unit	Fee
Single Family	\$60.00
Two Family	\$80.00
Three Family or more	\$100.00 + \$10/unit over 5
Rooming House	\$100.00 + \$10.00/unit over 5
Mixed Commercial/Residential	\$100.00 + \$10.00/unit over 5
Non-Residential 0 - 25,000 sq. ft.	\$100.00
Non-Residential 25,000 sq. ft. or more	\$150.00

DRAFT



August 1st, 2023

Town of Essex Junction Selectboard  
Town of Essex Junction Planning Commission  
Chittenden County Regional Planning Commission

Re: **Essex B1 Parking Lot Solar, LLC's 45-Day Notice to Persons and Entities Entitled to Notice Pursuant to Public Utility Commission Rule 5.402(A), for a Proposed 2.8 MW Solar Array to be located off Robinson Pkwy in Essex Junction, VT.**

Dear Sir or Madam:

Essex B1 Parking Lot Solar, LLC (the "Applicant"), is pleased to provide you with this 45-Day notice in advance of filing a petition for a Certificate of Public Good with the Vermont Public Utility Commission ("Commission" or "PUC"), for a 2.8 MW solar electric generation facility to be known as the "Essex B1 Parking Lot Solar Project" (the "Project"). The Applicant proposes to construct the Project on GlobalFoundries property located off Robinson Parkway in Essex Junction, Vermont (the "Site"). This notice is provided in accordance with 30 VSA § 248, Vermont Statutes Annotated ("Section 248"), and Public Utility Commission Rule 5.402.

Pursuant to Commission Rule 5.402, the following letter includes information sufficient to understand the overall Project including the location of the facility, a description of the proposed Project, construction plans and equipment to be used. This letter also describes the rights of the noticed parties to comment on the Project plans and participate in the Section 248 review process.

This letter contains descriptions of the following:

- I. 30 V.S.A. § 248 Process Information;
- II. Project Description;
- III. Site Selection and Consideration of Alternatives
- IV. Construction and Transportation
- V. Preliminary Assessment of Environmental and Aesthetic Impacts;
- VI. Project Benefits;
- VII. Expected Filing Date.

Included as attachments to this letter are:

- I. Location Map / Preliminary Site Plan
- II. Preliminary Natural Resources Map

## II. Representative Equipment Specifications

### **I. 30 V.S.A. Section 248 Petition and Notice**

The state permitting process for electric generation facilities requires the Applicant to provide notice to certain entities and persons 45-days prior to a formal filing with the PUC. These include:

- The affected municipal legislative bodies;
- The affected municipal and regional planning commissions; and
- The Public Utility Commission.

The Applicant has also provided this 45-day notice to:

- The Department of Public Service
- The Agency of Natural Resources

Per Commission Rule 5.402(A), the municipal and regional planning commissions shall make recommendations, if any, at least seven (7) days prior to the intended filing date, which filing date is expected to be 45 days from the date of this notice.

Affected municipal and regional planning commissions may also provide revised recommendations within 45 days of the date on which the Applicant files its petition with the Commission, if the petition contains new or more detailed information that was not previously included in the original filing with the municipal and regional planning commissions pursuant to Section 248(f).

Recommendations made to the Commission pursuant to Section 248(f), or the lack of such recommendations, shall not preclude municipal or regional planning commissions from presenting evidence during technical hearings if granted party status.

**Please send all recommendations during this 45-Day notice period to:**

Vermont Public Utility Commission  
c/o Clerk of the Commission  
112 State Street  
Montpelier, VT 05620-2701

AND

Encore Renewable Energy  
Attn: Phillip D. Foy  
P.O. Box 1072  
Burlington, VT 05402  
Tel: (802) 861-3023

[phillip@encorerenewableenergy.com](mailto:phillip@encorerenewableenergy.com)

For additional information regarding this process, including your commission's right to participate in the Public Utility Commission proceeding, please refer to the "Citizen's Guide to the Vermont Public Utility Commission's Section 248 Process," which can be found at <https://puc.vermont.gov/document/citizen-guide-public-utility-commission>.

## **II. Project Description**

The Applicant is proposing a 2.84 MW solar project on property located off Robinson Parkway in Essex Junction, Vermont. The array will occupy roughly 10 acres of the greater 228-acre parcel. The electricity generated by this Project will flow to GlobalFoundries' electric grid.

The Site location, array footprint, and approximate property boundaries are shown in the preliminary site plan attached as Exhibit 1. Robinson Parkway is on the north, west, and southern boundaries of the Project.

- Approximately 3,000 solar panels installed on ground-mounted racking systems across roughly 3 acres of the Site:
  - Coated with non-reflective glazing;
  - Approximately 10-15 feet off the ground at their highest point.
  - Modules are to be mounted on fixed tilt racking systems with rows running east-west
  - A 7-8 ft agricultural style perimeter fence;
- Approximately 4,000 solar panels installed on fixed, canopy mounted racking systems across roughly 7 acres of the Site:
  - Coated with non-reflective glazing;
  - Sloped at a fixed angle of 7 degrees; and
  - On canopy structures a minimum starting height of 10' in the air over the parking lot area
- A network of string inverters dispersed across the array connected with underground cables installed in protective conduit;
- Temporary laydown area for delivery and short-term storage of materials; and
- An approximate 120-ft extension of 3-phase power to the Site for interconnection into GMP's grid, from the existing distribution service on Robinson Parkway;
- Utilizing GlobalFoundries' existing road infrastructure for access for the projects.

## **III. Site Selection and Consideration of Alternatives**

This site was selected because of the site's proximity to substation infrastructure, access to transmission infrastructure, even topography, and limited environmental impacts.

The applicant worked with its consultants to configure the Project in a way that would maximize the potential energy generation benefits while minimizing environmental and

aesthetic impacts. The Applicant will continue working with all stakeholders prior to filing the CPG petition and thereafter to address any concerns.

#### **IV. Construction & Transportation**

The Applicant proposes to deliver materials for the Project using trucks and state and local roads, which are accustomed to the type of traffic representative of the proposed daily delivery of materials. Deliveries will be made to a temporary construction staging area on the Site, located on the GlobalFoundries campus. Most all transportation activity will occur during the construction phase, which would last between three and five months.

The Project is not expected to require oversize or overweight deliveries. Access to and from the Site will be restricted by perimeter fencing in order to secure the Site and prevent the public from entering the facility. All equipment associated with the Project will be installed in accordance with all applicable regulations and electrical codes.

#### **V. Preliminary Impact Assessment**

##### **i. Aesthetics**

The Project is proposed in a parking lot and is encompassed by Robinson Parkway on every side except the east side of the Project, and it would be setback approximately 60 feet from Robinson Parkway at the closest point. From a preliminary review by Encore Renewable Energy, screening plantings are planned between the Project and Robinson Parkway on the east side of the Project. In preparation for the CPG application for the Project, the Applicant will engage T.J. Boyle Associates of Burlington, Vermont to perform a review of potential aesthetic impacts resulting from the Project.

Overall, preliminary review by Encore Renewable Energy indicates that the Project would not result in undue impacts to the aesthetic and scenic and natural beauty of the area. The Applicant will continue to work with Essex Junction, adjoining property owners, and T.J. Boyle Associates in order to address any potential aesthetic impacts. The Applicant will file the complete TJ Boyle aesthetic report, and final mitigation measures, where warranted, with the complete petition.

##### **ii. Environmental**

The Applicant has engaged VHB, Inc. to perform preliminary due diligence as well as detailed natural resource assessments and delineations, including both database and field surveys. Results of those studies will be provided in the final petition.

Given that the project is located within a parking lot, impacts to natural resources are low. VHB will conduct natural resource assessments, and impact analyses (where applicable) will be completed for criteria considered under Section 248 and as relevant to any additional necessary environmental permitting.

The Applicant will consult with state and federal agency staff as necessary pending results of detailed natural resource studies, which will inform Project design to avoid resources where possible and/or secure necessary permits, reviews, and approvals.

## **VI. Project Benefits**

The Project is being developed in cooperation with GMP to provide locally generated renewable energy to GlobalFoundries. As its own electric utility, the Project will contribute to GlobalFoundries' achievement of the requirements under the Vermont Renewable Energy Standards by creating new, locally generated renewable energy. In addition, the Project will generate a new source of property tax revenue for the municipality.

## **VII. Conclusion**

The Project is not expected to result in undue adverse impacts to the applicable criteria. The Applicant looks forward to submitting the full Section 248 petition package, which will contain all of the information required by the PUC to evaluate the merits of the Project for potential award of a Certificate of Public Good and inform others of the Project's impacts and value.

The Applicant intends to file a Section 248 Petition and supporting materials with the PUC soon after the expiration of this 45-day notice period, which is expected to be no sooner than October 5th, 2023.

We look forward to receiving any input or suggestions you may have as we move through the Section 248 process. If you have any questions you may direct them to the Applicant by phone at 802-861-3023 or by email at [phillip@encorerenewableenergy.com](mailto:phillip@encorerenewableenergy.com).

Sincerely,



Phillip D. Foy  
General Counsel  
Encore Renewable Energy

Attachment 1 – Preliminary Site Plan  
Attachment 2 – Preliminary Natural Resources Map  
Attachment 3 – Representative Equipment Specifications

Copy to:

Vermont Public Utility Commission  
112 State Street  
Montpelier, Vermont 05620-2701

Agency of Agriculture and Food Markets  
Secretary Anson Tebbetts  
116 State Street  
Montpelier, Vt 05620-2901

Department of Public Service  
James Porter, Director for Public Advocacy  
112 State Street - Third Floor  
Montpelier, Vermont 05620-2601

Department of Historic Preservation  
Laura V. Trieschmann  
One National Life Drive  
Deane C. Davis Building, 6th Floor  
Montpelier, VT 05620-0501

Agency of Natural Resources  
Secretary's Office  
1 National Life Drive, Davis 2  
Montpelier, Vermont 05620-3901

Green Mountain Power  
163 Acorn Lane  
Colchester, VT 05446

GlobalFoundries  
1000 River Street  
Essex Junction, VT 05452

Chittenden County Regional Planning Commission  
110 W Canal St #202  
Winooski, VT 05404

City of Essex Junction City Council  
2 Lincoln St  
Essex Junction, VT 05452

City of Essex Junction Planning Commission  
2 Lincoln St  
Essex Junction, VT 05452

Natural Resources Board  
District #6 Environmental Commission  
10 Baldwin Street  
Montpelier, VT 05633-3201





**GROUND MOUNT SYSTEM**  
 1,2 MWac = (12) 100kW INVERTERS  
 1,5 MWdc = (2782) 540W MODULES

PROPOSED  
ACCESS  
ROUTE

PROPOSED  
ACCESS  
ROUTE

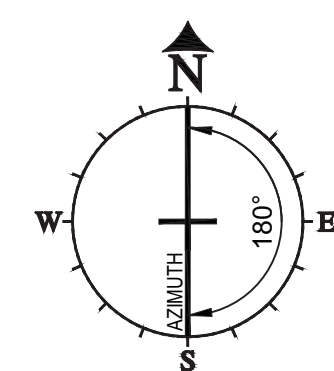
ELECTRICAL  
EQUIPMENT

FENCE LINE

5 CARPORTS  
6P X 54 ROWS

8 CARPORTS  
6P X 48 ROWS

**ENCORE RENEWABLE ENERGY  
 GLOBALFOUNDRIES VERMONT  
 IX GROUP B**  
 2,835 MWac TOTAL  
 3,621 MWdc TOTAL



PROFESSIONAL SEAL  
 ENGINEER'S SEAL APPLIES TO DESIGN  
 OF STRUCTURAL COMPONENTS ONLY

**Global  
 Foundries  
 Group B  
 Concept  
 Plan**

Type	Fenced Area	
FT	acres	
Intrawrow Spacing	Tilt	Azimuth
varies	varies	varies
Module Rating / Count		
VSun 540W 6706 Modules		
DC Rating	AC Rating	
3.62 MW	2.5 MW	
Interconnection		
Existing line	Line Extension	Site Extension
x ft	y ft	z ft

RELEASE RECORD

DATE	DESCRIPTION
1 3/17/2023	

PROJECT INFORMATION

TITLE & ADDRESS:  
 1040 Robinson Pkwy, Essex Junction, VT 05452

ER PROJECT No.:

DRAWN BY: LWK  
 REVIEWED BY:

SHEET TITLE:  
**Concept**

SHEET No.:

**P-102**





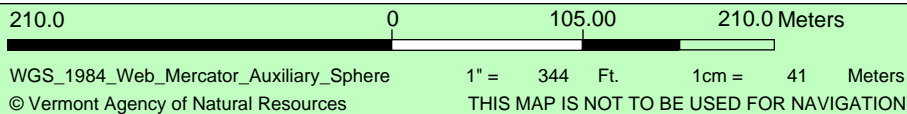
### LEGEND

- Mapped Vernal Pools
- Rare Threatened and Endange
  - RTE Animal
  - RTE Plant
- Deer Wintering Areas
- Wetland - VSWI
  - Class 1 Wetland
  - Class 2 Wetland
  - Wetland Buffer
- Parcels (standardized)
- Stream
  - Stream
  - Intermittent Stream
- Roads
  - Interstate
  - US Highway; 1
  - State Highway
  - Town Highway (Class 1)
  - Town Highway (Class 2,3)
  - Town Highway (Class 4)
  - State Forest Trail
  - National Forest Trail
  - Legal Trail
  - Private Road/Driveway
  - Proposed Roads
- Town Boundary

1: 4,127  
July 21, 2023

### NOTES

Map created using ANR's Natural Resources Atlas



DISCLAIMER: This map is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. ANR and the State of Vermont make no representations of any kind, including but not limited to, the warranties of merchantability, or fitness for a particular use, nor are any such warranties to be implied with respect to the data on this map.



# PREC BIFACIAL

## PV MODULE

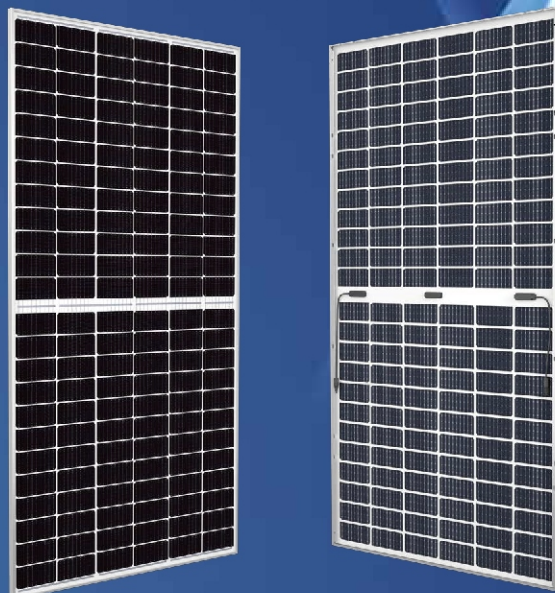
ET-M772BH525TW 530W

ET-M772BH530TW 535W

ET-M772BH535TW 540W

ET-M772BH540TW 545W

ET-M772BH545TW 550W



### KEY FEATURES



Enhanced safety by excellent fire resistance



Perfect for sandy, snowy and high latitude regions



Bifacial technology enables additional energy harvesting from rear side(up to 25%)

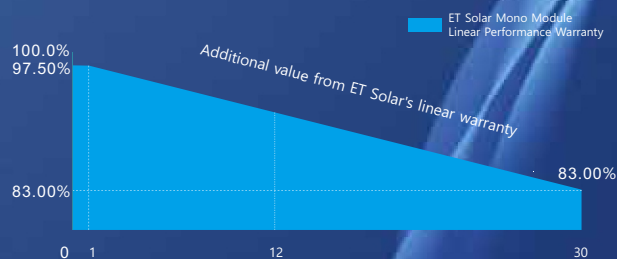


Lower operating temperature, more reliable



Cut cell, Less internal power loss, Less mismatch loss

### WARRANTY



IEC61215  
IEC61730  
UL61215  
UL61730



Guarantee on product material and workmanship



linear power output warranty

ET SOLAR  
support@etsolar.hk



M/ET-PD-EN-EU2021V1





# 100/125kW, 1500Vdc String Inverters for North America



**CPS SCH100/125KTL-DO/US-600**

The 100 & 125kW high power CPS three phase string inverters are designed for ground mount applications. The units are high performance, advanced and reliable inverters designed specifically for the North American environment and grid. High efficiency at 99.1% peak and 98.5% CEC, wide operating voltages, broad temperature ranges and a NEMA Type 4X enclosure enable this inverter platform to operate at high performance across many applications. The CPS 100/125kW products ship with the Standard or Centralized Wire-box, each fully integrated and separable with AC and DC disconnect switches. The Standard Wire-box includes touch safe fusing for up to 20 strings. The CPS FlexOM Gateway enables communication, controls and remote product upgrades.

## Key Features

- NFPA 70, NEC 2014 and 2017 compliant
- Touch safe DC Fuse holders adds convenience and safety
- CPS FlexOM Gateway enables remote FW upgrades
- Integrated AC & DC disconnect switches
- 1 MPPT with 20 fused inputs for maximum flexibility
- Copper and Aluminum compatible AC connections
- NEMA Type 4X outdoor rated, tough tested enclosure
- Advanced Smart-Grid features (CA Rule 21 certified)
- kVA Headroom yields 100kW @ 0.9PF and 125kW @ 0.95PF
- Generous 1.87 and 1.5 DC/AC Inverter Load Ratios
- Separable wire-box design for fast service
- Standard 5 year warranty with extensions to 20 years



100/125KTL Standard Wire-box



100/125KTL Centralized Wire-box



Model Name	CPS SCH100KTL-DO/US-600	CPS SCH125KTL-DO/US-600
<b>DC Input</b>		
Max. PV Power	187.5kW	
Max. DC Input Voltage	1500V	
Operating DC Input Voltage Range	860-1450Vdc	
Start-up DC Input Voltage / Power	900V / 250W	
Number of MPP Trackers	1	
MPPT Voltage Range <sup>1</sup>	870-1300Vdc	
Max. PV Input Current (Isc x1.25)	275A	
Number of DC Inputs	20 PV source circuits, pos. & neg. fused (Standard Wire-box) 1 PV output circuit, 1-2 terminations per pole, non-fused (Centralized Wire-box)	
DC Disconnection Type	Load-rated DC switch	
DC Surge Protection	Type II MOV (with indicator/remote signaling), Up=2.5kV, In=20kA (8/20uS)	
<b>AC Output</b>		
Rated AC Output Power	100kW	125kW
Max. AC Output Power <sup>2</sup>	100kVA (111KVA @ PF>0.9)	125kVA (132KVA @ PF>0.95)
Rated Output Voltage	600Vac	
Output Voltage Range <sup>3</sup>	528-660Vac	
Grid Connection Type <sup>4</sup>	3Φ / PE / N (Neutral optional)	
Max. AC Output Current @600Vac	96.2/106.8A	120.3/127.0A
Rated Output Frequency	60Hz	
Output Frequency Range <sup>3</sup>	57-63Hz	
Power Factor	>0.99 (±0.8 adjustable)	>0.99 (±0.8 adjustable)
Current THD	<3%	
Max. Fault Current Contribution (1-cycle RMS)	41.47A	
Max. OCPD Rating	200A	
AC Disconnection Type	Load-rated AC switch	
AC Surge Protection	Type II MOV (with indicator/remote signaling), Up=2.5kV, In=20kA (8/20uS)	
<b>System</b>		
Topology	Transformerless	
Max. Efficiency	99.1%	
CEC Efficiency	98.5%	
Stand-by / Night Consumption	<4W	
<b>Environment</b>		
Enclosure Protection Degree	NEMA Type 4X	
Cooling Method	Variable speed cooling fans	
Operating Temperature Range	-22°F to +140°F / -30°C to +60°C (derating from +113°F / +45°C)	
Non-Operating Temperature Range <sup>5</sup>	-40°F to +158°F / -40°C to +70°C maximum	
Operating Humidity	0-100%	
Operating Altitude	8202ft / 2500m (no derating)	
Audible Noise	<65dBA@1m and 25°C	
<b>Display and Communication</b>		
User Interface and Display	LED Indicators, WiFi + APP	
Inverter Monitoring	Modbus RS485	
Site Level Monitoring	CPS FlexOM Gateway (1 per 32 inverters)	
Modbus Data Mapping	SunSpec/CPS	
Remote Diagnostics / FW Upgrade Functions	Standard / (with FlexOM Gateway)	
<b>Mechanical</b>		
Dimensions (WxHxD)	45.28x24.25x9.84in (1150x616x250mm) with Standard Wire-box 39.37x24.25x9.84in (1000x616x250mm) with Centralized Wire-box	
Weight	Inverter: 121lbs / 55kg; Wire-box: 55lbs / 25kg (Standard Wire-box); 33lbs / 15kg (Centralized Wire-box)	
Mounting / Installation Angle	15 - 90 degrees from horizontal (vertical or angled)	
AC Termination	M10 Stud Type Terminal [3Φ] (Wire range: 1/0AWG - 500kcmil CU/AL, Lugs not supplied) Screw Clamp Terminal Block [N] (#12 - 1/0AWG CU/AL)	
DC Termination	Screw Clamp Fuse Holder (Wire range: #12 - #6AWG CU) - Standard Wire-box Busbar, M10 Bolts (Wire range: #1AWG - 500kcmil CU/AL [1 termination per pole], #1AWG - 300kcmil CU/AL [2 terminations per pole], Lugs not supplied) - Centralized Wire-box	
Fused String Inputs	20A fuses provided (Fuse values of 15A or 20A acceptable)	
<b>Safety</b>		
Safety and EMC Standard	UL1741-SA-2016, CSA-C22.2 NO.107.1-01, IEEE1547a-2014; FCC PART15	
Selectable Grid Standard	IEEE 1547a-2014, CA Rule 21, ISO-NE	
Smart-Grid Features	Volt-RideThru, Freq-RideThru, Ramp-Rate, Specified-PF, Volt-VAR, Freq-Watt, Volt-Watt	
<b>Warranty</b>		
Standard <sup>6</sup>	5 years	
Extended Terms	10, 15 and 20 years	

1) See user manual for further information regarding MPPT Voltage Range when operating at non-unity PF

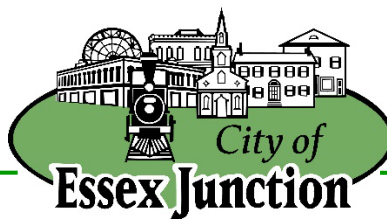
2) "Max. AC Apparent Power" rating valid within MPPT voltage range and temperature range of -30°C to +40°C (-22°F to +104°F) for 100KW PF ≥0.9 and 125KW PF ≥0.95

3) The "Output Voltage Range" and "Output Frequency Range" may differ according to the specific grid standard.

4) Wye neutral-grounded, Delta may not be corner-grounded.

5) See user manual for further requirements regarding non-operating conditions.

6) 5 year warranty effective for units purchased after October 1st, 2019.



## MEMORANDUM

**To:** City Council

**From:** Chris Yuen, Community Development Director

**Meeting Date:** 9/14/23

**Subject:** Discussion and Consideration of Global Foundries' Solar Projects

---

**Issue:** Global Foundries is preparing to submit two Certificate of Public Good Petitions to the state Public Utility Commission (PUC) for solar projects. The City Council and Planning Commission may provide comments to the Public Utilities Commission if they so choose.

### **Discussion:**

#### Project Overview:

Encore Renewable Energy is the Burlington based solar developer which is proposing to develop and build these projects. They submitted the Advance Notices for the two separate solar projects on the Global Foundries Essex Campus to the City on 8/1/2023.

The scope of studies needed to compile the full Certificate of Public Good Petitions are still being worked on, but this can be a helpful time for the petitioners to hear any questions or comments that the Council might have. Encore is attending the meeting to introduce the projects in a more detailed manner and answer any questions the Planning Commission may have.

There were a few questions City Staff had after reviewing the projects. These questions and the Encore's answers here for your information:

1. Will the parking lots in the B1 project remain parking lots with the solar canopies above them? *Within the B array, the plan is to install some areas with typical fixed tilt (FT) racking, and other areas with parking canopies. We can share our detailed decision making process regarding the balance of parking canopies with fixed tilt racking.*
2. Where is the floodplain in relation to the panels in the B1 project? I don't see it in the legend on pg. 8. *I will have our natural resources advisor provide mapping for the floodplain in relation to that array. I am confident that the array is not within the floodplain. In any case the Agency of Natural Resources regulates floodplains and flood hazard areas, and if there are any panels planned in proximity to a floodplain, we will be required to procure a floodplain permit through the ANR.*
3. Will you be able to see the panels in the Group A project from Rte. 117? *Yes - the panels in Group A project are likely to be visible from 117. We are in the process of developing a vegetative screening plan to mitigate the visibility of that array. We are working with a landscape architect to assess visibility and to create a screening plan. I must also convey that vegetative screening is intended to break up the visibility of the array. The intent of screening plantings is to mitigate the visibility, the intent is never to screen the array from view completely.*

#### Alignment with Municipal Plans

While not required, the Planning Commission may review the plan and submit a letter to the Public Utilities Commission confirming the plan's alignment with existing municipal plans.

*Essex Community Enhanced Energy Plan*

The City and the Town has a joint Enhanced Energy Plan, which calls for an increase in local renewable energy production. The plan can be viewed here:

<https://www.essexvt.org/DocumentCenter/View/1751/Essex-Community-Energy-Plan-approved-by-Town-06172019-Village-08132019>

*Essex Junction Comprehensive Plan*

Essex Junction's 2019 Comprehensive Plan references the Enhanced Energy Plan and encourages local renewable energy production. It also identifies known and possible constraints, such as steep slopes, wetlands, and river corridors. The plan can be viewed here:

[https://www.essexjunction.org/fileadmin/files/Planning\\_Zoning/EssexJunction\\_2019Comp\\_Plan\\_FinalApproved\\_2\\_.pdf](https://www.essexjunction.org/fileadmin/files/Planning_Zoning/EssexJunction_2019Comp_Plan_FinalApproved_2_.pdf)

*North Quadrant Master Plan*

It is worth noting that the "Group B" solar installation are proposed to be sited within an area that was the subject of IBM's 2012 North Quadrant Master Plan. Solar arrays are proposed within areas previously envisioned for new industrial and office buildings. Given that much has changed since the site was purchased by Global Foundries, it is not surprising that some elements of the 2012 master plan may be out of date. Documents and a map from the master plan are attached.

**Cost:** None

**Recommendation:**

No formal action is needed by the Planning Commission. However, if the commission chooses, it may write a letter to the Public Utilities Commission confirming the plan's alignment with existing municipal plans. If directed to do so, staff will draft this letter before the October Planning Commission meeting.

**Attachments:**

Group A 45 Day Notice

Group B1 45 Day Notice

IBM North Quadrant Master Plan Documents

IBM North Quadrant Master Plan Map



2 Lincoln Street  
Essex Junction, VT 05452-3154  
www.essexjunction.org



P: 802-878-6944

F: 802-878-6946

E: admin@essexjunction.org

December 7, 2012

Andrew Snow  
IBM Corporation, Essex Campus  
1000 River Street  
Essex Junction, VT 05452

Re: North Quadrant Master Plan

Dear Andrew,

The Village of Essex Junction Planning Commission approved the master plan for the IBM proposed Essex Industrial Park at 1000 River Street in the Light Industrial District on November 15, 2012 with the following conditions:

1. All staff comments (#1-#18 in the staff report, dated 11/15/12) shall be addressed and satisfied prior to any permits being issued.
2. All future development proposals in the master plan area for the 300,000 s.f. build-out shall have Planning Commission approval prior to the issuance of any permits.
3. Specific parking and utility design requirements for any proposed future development shall meet the requirements of the Village of Essex Junction Land Development Code.
4. Storm water management shall be provided entirely on site. The Village Engineer will review the final plans for compliance.
5. All work shall comply with the Village of Essex Junction Land Development Code.
6. There is acknowledgement of the interest on both sides to reach agreement on the park land.
7. The nature of some general edge treatment buffer to the residential activity along Maple Street shall be further defined with the first development application.
8. The traffic study when triggered shall address the location as well as the need for a second access.
9. Steps shall be outlined for long term use of the park parcel.

Enclosed is a copy of the November 15, 2012 Planning Commission minutes. If you have any questions please do not hesitate to contact the Planning Department at 878-6950.

Sincerely,

Terry Hass  
Assistant Zoning Administrator  
SP8.2012

Cc: Martin Courcelle, Champlain Consulting Engineers

**VILLAGE OF ESSEX JUNCTION  
PLANNING COMMISSION  
MINUTES OF MEETING  
November 15, 2012**

**MEMBERS PRESENT:** Liza Kilcoyne (Chairwoman); Diane Clemens, Nick Meyer, Aaron Martin, David Nistico, Andrew Boutin, John Alden.  
**ADMINISTRATION:** Robin Pierce, Development Director; Richard Hamlin, Village Engineer, Jeff Kershner, Village Engineer.  
**OTHERS PRESENT:** Mike McGettrick, Martin Courcelle, Andrew Snow, David Libby, Curt Carter, Skip McClellan, Greg Morgan, Ryan Edwards, Gabe Handy, Diane Handy, David Burke, Michelle Dufresne, Cherie Robinson, Jim Boucher.

- AGENDA:**
1. Call to Order
  2. Audience for Visitors
  3. Additions/Amendments to the Agenda
  4. Approval of Minutes
  5. Public Meeting
    - Master Plan, Essex Industrial Park, 1000 River Street, IBM Corp.
  6. Public Hearing
    - Conceptual Plan, Planned Residential Development (PRD), 6 Units, 48 Maple Street, 48 Maple Street, LLC
    - Site Plan, Apartment Building, 17 Units, 243-245 Pearl Street, Franklin South, LLC
    - Conceptual Plan, Redevelopment, 10 buildings with 30 Units Each, 38 Thasha Lane, Jeffrey Rubman
  7. Other Planning Commission Items
  8. Adjournment

---

**1. CALL TO ORDER**

Chairwoman Liza Kilcoyne called the meeting to order at 6 PM.

**2. AUDIENCE FOR VISITORS**

There were no comments from the public at this time.

**3. ADDITIONS/AMENDMENTS TO THE AGENDA**

There were no changes to the agenda.

**4. APPROVAL OF MINUTES**

*July 19, 2012 – Regular Meeting*

**MOTION** by Nick Meyer, **SECOND** by Diane Clemens, to approve the minutes of 7/19/12 with the global correction of the name “Liza Kilcoyne”. **VOTING: unanimous (7-0); motion carried.**

**5. PUBLIC MEETING**

**Master Plan review for IBM proposed Essex Industrial Park at 1000 River Street in the L-I District by Champlain Consulting Engineers, agent for IBM Corporation**

Martin Courcelle with Champlain Consulting Engineers and Andrew Snow and David Libby with IBM appeared on behalf of the application.

**APPLICANT COMMENTS**

Martin Courcelle reviewed the IBM site at 1000 River Street with the existing uses and infrastructure (roads, parking, railroad) and proposed uses (office, light industrial), noting the following:

- The police facility will be subdivided from the IBM property. The police station will be the first development on the site.
- All roads and utilities in the industrial park will be private. A decision on access to the property from Maple Street has not been determined, but the access will have a gate. The second access may line up with the entrance drive to the ADL School. The Village Development Director is recommending no connection between the new second road and the new interior road.
- The site will be served by municipal water and sewer service, but the internal pipe network is owned by IBM.
- There will be sidewalk throughout the park for internal connectivity.
- Traffic generation for the 95,000 s.f. of professional office space and 205,000 s.f. of light industrial space per the ITE Manual is 359 AM peak trips and 352 PM peak trips. The traffic study will determine if a traffic signal is needed. The threshold of 75 trips beyond the peak number triggering further traffic analysis is acceptable.
- The first few buildings will be constructed by the existing parking lot, but will be market driven if the customer wants a different location. Access will be off Robinson Parkway until a second access is warranted.
- The lease with the village for the soccer field will continue. The request to deed the land to the village will be taken under discussion.
- There is existing sidewalk on Maple Street with a crosswalk to Robinson Parkway and some sidewalk down Robinson Parkway so there is adequate pedestrian access.
- Building height limit is 72'
- Lighting and parking schemes will meet village code.

Diane Clemens asked how the quadrant is reflective of the master plan for the entire IBM site (developed in 1957-1960). Andrew Snow and Dave Libby stated IBM did not have a master plan process at that time. Ms. Clemens asked if Building 961 is part of the master plan. Mr. Courcelle corrected the building number to 981 and said the building will be retained by IBM.

John Alden suggested the overall treatment at the borders between the uses in the master plan and the school, park, and residences neighboring the development should be shown on the plan. Some treatment ideas include a sidewalk or a fence.

Nick Meyer observed the two distinct uses, light industrial and professional office, may need different treatments. For example, light industrial may require fencing while the office space may need connectivity. Also, there is a transmission line through the property to consider. Landscaped berms may be an appropriate treatment at the borders. Others considerations for the

site include street trees, landscaping, fence, bus stop, being pedestrian friendly. Mr. Meyer asked if the entry to the complex will be gated. Robin Pierce stated the entry will be like it is now (gated). Mr. Meyer asked about traffic flow especially as the site builds out. Mr. Pierce stated the 75 tripend threshold will trigger more traffic analysis.

David Nistico asked if the office space will convert to light industrial space if the market driven conditions do not support the need for professional office space. Mr. Courcelle assured any change would require approval by the Planning Commission. David Nistico spoke in support of IBM deeding land (soccer field) to the village for Maple Street Park because the parcel is part of the community.

#### STAFF REPORT

The Planning Commission received a staff report on the application, dated 11/15/12. Robin Pierce noted office versus light industrial uses will have different parking and storm water requirements. The applicant is asking for 300,000 s.f. of light industrial space. If more space is needed, then the applicant will have to return to the Planning Commission. Development on each of the lots in the park will also be reviewed by the Planning Commission.

#### PUBLIC COMMENT

Curt Carter, GBIC, read a letter from GBIC in support of the north quadrant master plan proposed by IBM and provided in the power point presentation in light of the importance of industrial land in Chittenden County for jobs and tax base.

There were no further comments.

**MOTION by Liza Kilcoyne, SECOND by Andrew Boutin, to close the public portion of the hearing on the IBM master plan for 1000 River Street. VOTING: unanimous (7-0); motion carried.**

#### DELIBERATION/DECISION

Master Plan, Essex Industrial Park, 1000 River Street, IBM

**MOTION by John Alden, SECOND by Liza Kilcoyne, to accept the master plan by IBM for Essex Industrial Park at 1000 River Street with the following conditions:**

- 1. All staff comments (#1-#18 in the staff report, dated 11/15/12) shall be addressed and satisfied prior to any permits being issued.**
- 2. All future development proposals in the master plan area for the 300,000 s.f. build-out shall have Planning Commission approval prior to the issuance of any permits.**
- 3. Specific parking and utility design requirements for any proposed future development shall meet the requirements of the Village of Essex Junction Land Development Code.**
- 4. Storm water management shall be provided entirely on site. The Village Engineer will review the final plans for compliance.**
- 5. All work shall comply with the Village of Essex Junction Land Development Code.**

6. There is acknowledgement of the interest on both sides to reach agreement on the park land.
7. The nature of some general edge treatment buffer to the residential activity along Maple Street shall be further defined with the first development application.
8. The traffic study when triggered shall address the location as well as the need for a second access.
9. Steps shall be outlined for long term use of the park parcel.

**VOTING: unanimous (7-0); motion carried.**

#### **6. PUBLIC HEARING**

##### **Conceptual Plan for a PRD with six residential units at 48 Maple Street in the R-2 District by 48 Maple Street, LLC**

Ryan Edwards and Skip McClellan appeared on behalf of the application.

#### **STAFF REPORT**

The Planning Commission received a staff report on the application, dated 11/15/12. Robin Pierce explained the development is in-fill on a lot at 48 Maple Street that is shaped like an arrowhead (narrows at the back). The back portion of the lot can be used as open space. A duplex and several single units are proposed on the lot. According to the code a duplex is not a multi-family dwelling because there are less than three units in the structure. The access is acceptable to the fire department. A fire hydrant was installed per the request of the fire department. The proposal complies with setback and lot coverage requirements.

#### **APPLICANT COMMENTS**

Ryan Edwards stated the proposal is for six residential units on a vacant .93 acre lot. Setbacks are met. The first building will have two units (duplex) plus there will be four single units. The development will be served by municipal water and sewer service. Utilities will be buried. Skip McClellan noted the original proposal included duplexes instead of single units, but it was decided the single units may be more marketable.

Liza Kilcoyne commented the narrow strip between the buildings may be problematic for maintenance. Roof water will drain into the area. Also, combining the units may yield more open space. Mr. McClellan stated the space is providing a buffer between the buildings and allows for a window for light and ventilation. The windows are offset. Water will be drained away from the buildings.

John Alden stated the R-2 District supports the proposed density, but PRD requirements include innovative and superior design and landscaping considerations which need to be shown on the plan. Skip McClellan pointed out there is open area and shade trees to screen the project from the neighbors.

Nick Meyer suggested having a community garden in the open space and planting lower screening along the fence line to screen headlights.



Andrew Boutin asked about parking. Skip McClellan stated there is parking in each garage and driveway plus four guest parking spaces.

#### PUBLIC COMMENT

It was noted an email was received from Kelly Adams, 7 Kings Court, dated 11/15/12, expressing concern about the increased density with six units on a lot for one house.

Cherie Robinson, 5 Kings Court, echoed the concern about increased density and stated the development appears to be in her backyard.

Jim Boucher, 5 Kings Court, asked the square footage of the units. Ryan Edwards stated 1,600 s.f. per unit including the space over the garage, but not the garage itself.

There were no further comments.

**MOTION by Aaron Martin, SECOND by Diane Clemens, to close the public portion of the hearing for the proposal at 48 Maple Street. VOTING: unanimous (7-0); motion carried.**

#### DELIBERATION/DECISION

Conceptual Plan, PRD, 6 Units, 48 Maple Street, 48 Maple Street, LLC

**MOTION by Liza Kilcoyne, SECOND by Nick Meyer, to approve the conceptual plan by 48 Maple Street, LLC for a PRD with six residential units in the R-2 District at 48 Maple Street with the following stipulations:**

1. All staff comments shall be addressed and satisfied prior to any permits being issued.
2. Storm water management shall be provided entirely on site. The Village Engineer will review the final plans for compliance.
3. Homeowners documentation shall be approved by the Village Attorney at Final Plan application.
4. The applicant shall meet the criteria of a PRD as outlined in the Land Development Code including improvements to the landscape plan.

**VOTING: 6 ayes, one nay (John Alden); motion carried.**

**Site Plan review for a 17 unit apartment building with underground parking at 243-245 Pearl Street in the MF/MU-1 District by O'Leary-Burke Civil Engineering Associates, agent for Franklin South, LLC**

Gabe and Diane Handy, David Burke and Peter Heil with O'Leary-Burke Civil Engineering Associates, and Michelle Dufresne with Innovative Design appeared on behalf of the application.

#### APPLICANT COMMENTS

David Burke reviewed the site at 243-245 Pearl Street and the proposal to build a 4,993 s.f. three story apartment building with 17 one bedroom (675 s.f.) units and underground parking on a .58 acre lot. The rear of the parcel has slope and wetlands. The parking lot will be between the proposed new building and an existing single family house. Setbacks are met. Lot coverage is 36.8% (allowed maximum is 65%). Two existing single family houses will be removed. The site will be served by municipal sewer and water service. There are storm water components to

handle storm water runoff. There are two accessible parking spaces. A bus shelter is proposed. There will be three 116 watt LED light fixtures, one at the entrance to the site, one at the entrance to the garage, and one on the building. Mr. Burke noted the proposal was submitted for staff review on June 11, 2012 and based on the review revisions have been made.

There was discussion of parking. David Burke noted a decrease in the parking requirement is requested because the building is on the public bus corridor, one space per unit is adequate since there is available parking for overflow in the adjacent parking lot (both parcels are owned by the applicant), and there will be a walkway connection from the building to the sidewalk along Pearl Street for easy access by pedestrians and bikes. Field research showed that there was plenty of available parking. Gabe Handy noted parking spaces are assigned to the units. John Alden mentioned a formalized agreement for parking. David Burke stated the waiver for parking could be attached to the shared parking. Liza Kilcoyne calculated the average across the three buildings is one space per unit, leaving 35 undesignated parking spaces for visitors.

Michelle Dufresne reviewed the building, noting the following:

- 675 s.f. units
- Cement board (taupe colored) on the bottom of the building and vinyl siding on top (rust colored)
- Parapet on three sides
- Roof slopes to the back with drains to carry water to the ground
- Drainage system on the ground
- Railing in front of the sliding glass doors on the units
- First floor is 3' higher than grade
- Parking garage is 7' below grade
- Parking garage entrance not visible from Pearl Street
- Building style is contemporary with roof gable
- There is continuity with the adjacent building

Gabe Handy noted the building at 241 Pearl Street is two stories along Pearl Street and three stories in the back.

Diane Clemens asked about a boundary line adjustment. David Burke confirmed this already was done.

Nick Meyer suggested the hardscape be softened with landscaping and the cedar hedge be removed because the trees are not healthy. Spruces and longer lasting more aesthetic, lower profile shrubs should be planted by the parking lot, especially in the southwest corner. David Burke pointed out the existing wood line is unchanged and there is a hedgerow shown on the plan between the buildings. Foundation plantings can be done. The Fire Chief cautioned against impacting access to the building.

#### STAFF REPORT

The Planning Commission received a staff report on the application, dated 11/15/12.

#### PUBLIC COMMENT

There were no comments from the public on the application.

**MOTION by Liza Kilcoyne, SECOND by Andrew Boutin, to close the public portion of the hearing for the development at 243-245 Pearl Street. VOTING: unanimous (7-0); motion carried.**

**DELIBERATION/DECISION**

Site Plan, 17 unit Apartment Building, 243-245 Pearl Street, Franklin South, LLC

**MOTION by Liza Kilcoyne, SECOND by Nick Meyer, to approve the site plan for a 17 unit apartment building with underground parking at 243-245 Pearl Street in the MF/MU-1**

**District by Franklin South, LLC with the following stipulations:**

1. All staff comments shall be addressed and satisfied prior to any permits being issued.
2. Storm water management shall be provided entirely on site. The Village Engineer will review the final plans for compliance.
3. All work shall comply with the Essex Junction Land Development Code.
4. The recommendation shall be implemented to approve a waiver for 19 parking spaces based on a proposed parking agreement to share parking with the adjacent building.
5. The applicant shall work with staff on landscaping adjustments based on the comments from the Planning Commission.

**VOTING: unanimous (7-0); motion carried.**

Conceptual Plan for redevelopment of Green Meadows Apartments (122 units), construction of 10 buildings (30 units each) with underground parking at 38 Thasha Lane in the MF-2 District by Rabideau Architects, agent for Dr. Jeffrey Rubman

The application was postponed.

**7. OTHER PLANNING COMMISSION ITEMS**

Joint Meeting with Board of Trustees

Thursday, November 29, 2012, at 5:30 PM.

Neighborhood Meeting

Potential dates for the Heart & Soul neighborhood meeting are 12/20/12 or 1/24/13.

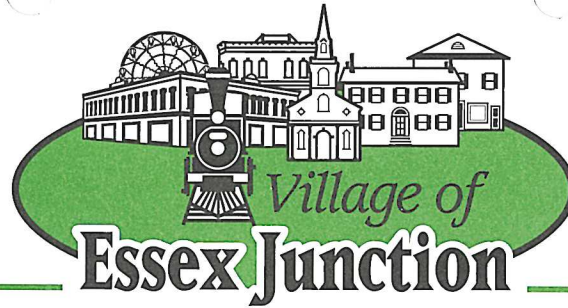
**8. ADJOURNMENT**

**MOTION by Liza Kilcoyne, SECOND by John Alden, to adjourn the meeting. VOTING: unanimous (7-0); motion carried.**

The meeting adjourned at 8:30 PM.

RScty: M.E. Riordan *SMK*





## Staff Report

To: Planning Commission

From: Robin Pierce, Development Director

*R.P.*

Date: November 15, 2012

Re: Master Plan Review for a 300,000 square foot Light Industrial Development in the Light Industrial District by Champlain Consulting Engineers, agent for IBM owner.

**Project Location:** 1000 River Street

**Project Area Size:** 60 Acres

**Lot Frontage:** 213 feet on Maple Street

**Existing Land Use:** Manufacturing and Office

**Surrounding Land Use:** Residential & Industrial

**Total Lot Size:** 10,585,080 square feet.

**Minimum Lot Size Light Industrial District:** 10,000 Square Feet.

**Existing Lot Coverage:** 47.53%

**Permitted Lot Coverage:** 65%

**Proposed Lot Coverage:** 50.7%

The Plan reviewed for this applicant is titled, IBM North Quadrant Master Plan Proposed Layout by Champlain Consulting Engineers C-1 revised 10/10/12. The applicant proposes to create a Master Plan for uses permitted in the Light Industrial District. The Plan is a broad brush conceptual Master Plan which lists possible uses as light industrial, professional office and police station. All of these uses are permitted in the Light Industrial District. Currently specific square footages and parking spaces numbers are not stated as this will depend on the market demand for the area. However, the applicant has stated that this Master Plan site shall have up to 300,000 square feet of development that complies with the uses approved in the Light Industrial District. Currently 1,060 permitted parking spaces exist on the site.

### Section 502: R. Master Plans

1. Purpose. To guide long-term development on larger properties and allow for public input early in the process as a means to limit negative impacts resulting from incremental planning and development. The master plan process is an opportunity to address the long-term vision and conceptual design for development of buildings, land uses, infrastructure and conservation/preservation through integrative design. Master plans are an opportunity to discuss early design concepts with the Planning Commission prior to the formal permitting process. No formal approval of the master plan by the Planning Commission is required, but the Planning

Commission may vote in support of the master plan. The master plan shall address the following:

- Land Uses
  - Land Subdivision
  - Streets, Parking and Open Space
  - Preservation of Significant Natural, Historical or Cultural Features
  - Stormwater Management
  - Urban form and Urban Design including the relationships between buildings, streets, open spaces and parking areas.
  - Connections to adjacent areas and networks
  - Significant Natural and/or Historic Features
  - Development Phasing
2. Review Procedures. All Master Plans shall be reviewed by the Commission at a public meeting. Approval of a master plan is not a guarantee of future development approvals on the site.
3. Submittal Requirements:
- (1) A map in plan view that addresses the items listed above.
  - (2) Supporting documentation to include:
    - a. Land uses by gross building square footage
    - c. Amount of open space and uses
    - d. Building Typologies
    - e. Amount and location of parking
    - f. Description of stormwater management system and utilization of Low-Impact Development
- Vignettes, sketches, 3D models or other visual media to assist in representing the master plan proposal (optional or as required by the Planning Commission).
  - A statement describing the design intent for the master plan including the important physical relationships that influenced the proposed design including, but not limited to, natural features, connections, urban form, views, nodes, public transit, access and pedestrian mobility and connection to adjacent areas.

### **Section 611: Light Industrial (LI)**

- A. Purpose. To provide areas for manufacturing, warehousing, research and development while maintaining high air and water quality.
- B. Density/Lot Coverage.
1. The minimum lot size shall be 10,000 square feet.
  2. The maximum total lot coverage shall be sixty-five (65) percent.
- C. Setback Requirements.
1. The minimum setback from a public street shall be one hundred (100) feet.
  2. The minimum setback from an adjoining property line shall be fifty (50) feet.
- D. Permitted and Conditional Uses. Permitted and Conditional uses are as indicated on the Use Chart in Section 620 of this Code.
- E. Parking Requirements. Off-street parking requirements are as specified in Section 703 of this Code.
- F. Building Heights. The height of any structure shall not exceed seventy-two (72) feet. The Commission may waive this requirement upon clear determination that the waiver is necessary for proper functioning of any permitted industrial use and that it will not adversely impact any surrounding properties.

### **Section 708: Screening/Buffering**

- A. Purpose. To provide sufficient screening and buffering to mitigate the potential negative impact of adjoining incompatible land uses.
- B. Standards.
1. Any Industrial District located adjacent to a residential District shall provide a buffer not less than fifty (50) feet. The buffer **shall be landscaped and fenced** in such a manner as to minimize impact on the adjoining Residential District. *The applicant has not shown any required fencing. They have proposed several landscaped berms long Maple Street closing some sight lines from the Master Plan site to the street.*
  4. Parking lots located adjacent to public streets shall be screened to minimize glare and vehicle light encroachment on street. Screening may include berms and landscaping.

### **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. The Commission may waive this requirement in unusual circumstances.

### **Protection of Significant Features**

The Master Plan area is part of the larger IBM complex.

### **Streets**

No new public streets are proposed.

### **Pedestrian and Bikeway Standards.**

No new sidewalks are proposed. *It may be beneficial to require the applicant to provide a sidewalk and striped bike lane along the front of the property to the Robinson Parkway intersection with the main road.*

### **Other Infrastructure Improvements/Public Facilities.**

None planned. *Currently IBM lease a portion of land to the Village of Essex Junction for use by Essex Junction Parks and Recreation at their Maple Street Park site. It may be beneficial to have IBM deed this leased piece of land to the Village.*

### **Monuments and Lot Corner Markers.**

The required lot corners are shown on the plans.

### **Staff Comments.**

#### General

1. The applicant has indicated that their "intent is to obtain permits, develop and perform improvements to the site. IBM will then market land leases to tenants who will obtain the required municipal and state permits to construct their own buildings." The applicant has indicated that roads, walks, and lighting would be privately owned and maintained, sewer and water utilities should also be privately owned. While no specific phasing limits were presented, the applicant stated that the first development project is anticipated to be the "Police Station" in the northeast corner. Absent of specific phasing requirements for this project, we recommend that there be a plan for the initial construction of the various roadways and utilities serving the project.

The Proposed Layout plan depicts a second access onto Maple Street for this development. The timing of when that second access should be constructed is something that should be discussed and agreed upon; whether it is once certain buildings are constructed or when a certain amount of building square footage is constructed, etc. We believe that this discussion should be part of the Master Plan process. The sewer and water utilities also fall under this item, especially as they are proposed to be turned over to the Village for ownership and maintenance. The Village should know up front what they will be accepting in terms of utility layout and composition.

2. Once the Master Plan process has concluded, the applicant will need to provide detailed design plans for the initial infrastructure proposed for construction. This information should include, at a minimum, roadways, sidewalks, grading, drainage, utilities (water, sewer, electric, gas, communication, etc.), lighting, and erosion control.

### Site Layout – Roads & Parking

3. There are two existing pedestrian/utility bridges over the railroad tracks connecting the project site with the IBM Main Site that are not reflected in the Proposed Layout plan. Will these features remain as part of the project development?

4. The Proposed Layout plan does not depict any sidewalks, bike paths, or other pedestrian/bicycle facilities on the project site. The applicant has stated that they intend to "limit access to the industrial park to tenants and those having business with the tenants of the park." They further indicate that automatic security gates will be installed at any of the industrial park entrances as "...privacy and security is an important aspect of the industrial park." While we certainly understand and respect the privacy and security concerns of this site, having no sidewalks or bicycle accommodations to/from or within the park does not seem practicable. In today's world of multi-modal transportation, it would seem very possible that at least a portion of the prospective tenants of the park would elect to travel to work via walking, via bicycle, or public transportation. Accordingly, having at least one sidewalk/pathway connection to Maple Street or even Robinson Parkway at a minimum would seem prudent. In addition, once inside the park, internal walks/paths would provide routes between buildings without having to travel through parking areas and in roadways.

5. We recommend that the Master Plan depict the location of any proposed security gates discussed above.

6. With the above discussions regarding security and privacy, will there be any perimeter fencing proposed? **If so, the location and style of fencing would be helpful to know prior to any individual development application for a specific business, which is required by LDC.**

7. It is unclear from the information provided as to the intention of the applicant with regard to the construction of the second project access to Maple Street across from the Albert D. Lawton school. Will this access be part of the initial construction or will it be constructed at some point in the future?

8. The applicant has indicated that the third project access to Maple Street across from Rivendell Drive is anticipated to be restricted to law enforcement, with public access to the Police Station limited as appropriate

9. While the third project access to Maple Street across from Rivendell Drive generally maintains its current location, it does not line up with Rivendell Drive. We recognize the applicants intention for this to be a limited access to primarily serve the Police Station. However, in its current alignment, we see a potential for conflicts with left turning vehicles that may present a safety hazard. We recommend that this access be relocated slightly to the west to align with Rivendell Drive. **Done.**

#### Grading & Drainage

10. The discussion regarding drainage is related to the phasing of the development construction. The applicant has indicated that they intend to make improvements to the site prior to marketing land leases. Presumably, these improvements will consist of roadways and utility infrastructure construction. The Proposed Layout plan depicts the location of three Stormwater Treatment Areas. Furthermore, the applicant has indicated that they envision various Low-Impact Development strategies for stormwater management on each of the sites as they are developed. However, in consideration of this master plan process, we feel that overall stormwater management planning for the project site should be developed early in the process. While the Low-Impact Development strategies discussed by the applicant can be effective for stormwater treatment and control, these and other Best Management Practices for stormwater management require adequate space for their construction. Accordingly, careful planning for their location and how they interact with the site development features is of utmost importance. Key elements of the designs should include, at a minimum, pretreatment, diversion for off-line practices, and emergency overflow provisions, each of which should be integrated into not only the individual site layout and grading designs, but also into the overall project development as a whole.

#### Utilities – Water & Sewer

11. The water and sewer infrastructure constructed as part of this project need to be constructed in full compliance with the Land Development Code. The water and sewer infrastructure shall remain private. Where the private water line from the site meets the Village system a master meter shall be installed by the applicant.

12. The Proposed Layout plan depicts two proposed pump stations. The sewer network should be configured in such a manner as to minimize the number of pump stations inasmuch as possible. Given the natural topography of the project site, we believe that one pump station may be able to be utilized. We recommend that additional details pertaining to the sewer network be provided to ensure all work is done to Village standards.

13. The existing gravity sewer line crossing the project site belongs to the Town of Essex and any connection work in the Town right-of-way may also be subject to the Town of Essex standards and review.

14. We recommend that additional details pertaining to the water network, such as proposed water valves and hydrants, be provided.



15. The applicant presented estimates of the "Probable allocation required" for sewer and water design flows for the project. However, in the applicant's Water and Sewer Statement, they utilized estimated square footage figures for the proposed uses approximately half of that shown on the Proposed Layout plan. In addition, no information was presented to correlate the estimated design flows with the square footage figures (i.e. number of employees per square foot, flow per employee, etc.). We recommend that the applicant revise the water and sewer use computations to include all of the square footage proposed for the various uses as shown on the Proposed Layout plan and to provide backup information for the determination of design flow estimates based on the square footage for each use. **Applicant modified their Plan to show a gradation of possible allocation rather than specific numbers. The specific numbers will be addressed at each application to the Planning Commission for a specific purpose when it is known.**

#### Traffic

16. We recognize that the IBM facility has in the past had more employees (and corresponding vehicle trip ends) than they currently have; and that IBM could increase their employment numbers up to these past amounts. However, we also recognize that IBM has varying work shifts for their employees and that there are three access points available to employees for accessing the site. These work shifts and multiple access points aid in the traffic management to/from the facility.

In the applicants Traffic Statement, they estimate 424 vehicle trip ends accessed the current North parking area on the project site via the existing Maple Street entrance in the past. The applicant has indicated that there are 596 proposed parking spaces as part of the current Master Plan and that the "...new Master Plan will increase the total number of Maple Street vehicle trips by 172 over the trips which would occur if the North parking lot was re-opened to IBM employees." This is approximately a 140% increase in vehicle trips accessing the project site from Maple Street in the past. We note that we count a total of 670 parking spaces shown on the Proposed Layout plan. **The Master Plan has been revised to show possible parking spaces. When a tenant is obtained the number of parking spaces for a specific use will be determined and presented to the Planning Commission for review for each new use.**

17. No information has been presented by the applicant with regard to estimate trip generation for the proposed North Quadrant development or how the proposed Master Plan meets the parking requirements of the Land Development Code. Based on the 363,000 square feet of professional office space and 410,000 square feet of light industrial space shown on the Master Plan Proposed Layout plan, we estimate the PM peak hour trip generation for the proposed development to be approximately 939 vehicles per hour. As all of these vehicle trip ends would access the project site via Maple Street, this is a significant increase over that presented by the applicant. Regarding the number of parking spaces, using the square footage figures presented for the proposed uses, we estimate the parking requirements for the project to be 1,927 parking spaces; significantly more than the number of parking spaces currently proposed. We recommend that the applicant provide basic traffic computations addressing the estimated trip generation from the proposed project and how it relates to the past traffic levels at the site, with due regard to varying work shifts and multiple access points to the IBM facility. In addition, we recommend that the applicant address the proposed parking for the project as it relates to the parking requirements of the Land

Development Code. **The applicant has stated that they will provide parking in conformance with the Village Land Development Code when they apply for a Permit for individual buildings once the needs of prospective tenants are defined.**

18. Based on the size of the proposed development, it is possible that a traffic signal may be warranted at the project's second access on Maple Street. We feel that knowing whether a traffic signal may ultimately be required as a part of this development is a very important component in the overall project design and Master Plan process. We recommend that the applicant provide appropriate computations addressing the potential need for a traffic signal at the project's second access on Maple Street as a result of the proposed project. In light of the potential for a traffic signal at this second access, we recommend that consideration be given to the location of this second access point. We would welcome the applicant's thoughts with regard to which school drive the signalized intersection should line up with. **When project development reaches the point where it would add more than 75 peak hour trips to any surrounding intersection, which is the threshold utilized by the State of Vermont in determining if more analysis is warranted, the applicant shall undertake said analysis prior to any future development applications for the Master Plan site to determine if a new traffic signal is required.**

#### **Recommendations**

The Planning Department recommends that the Planning Commission approve the application for a Master Plan with the following stipulations..

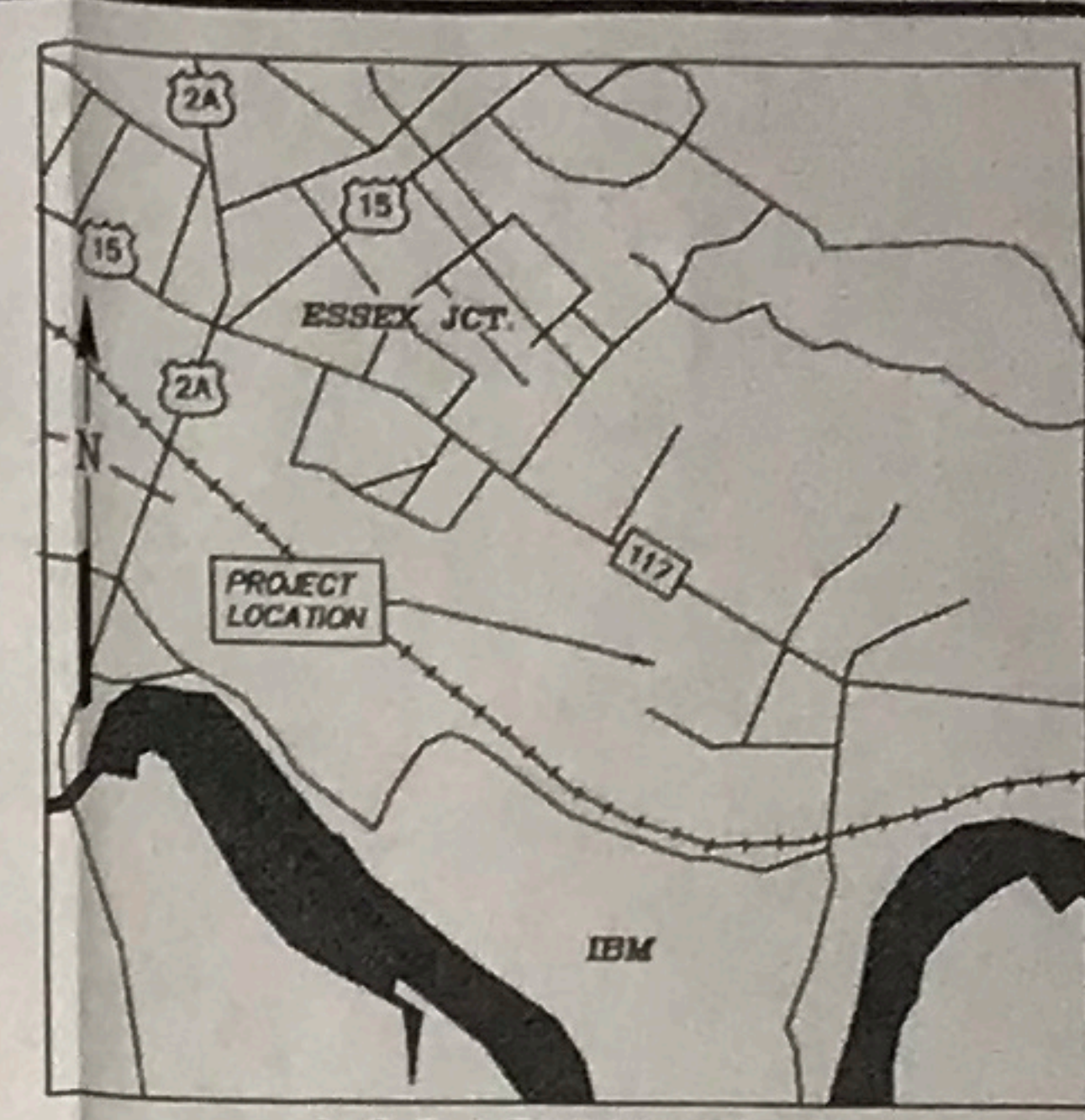
#### **Proposed Stipulations.**

1. All Staff comments 1 Through 18 shall be addressed and satisfied prior to any Permits being issued.
2. All future development proposals in the Master Plan area for the three hundred thousand square foot build out shall have Planning Commission approval prior to the issuance of any Permits.
3. Specific parking and utility design requirements for any proposed future development shall meet the requirements of the Village Land Development Code.
4. Stormwater management will be provided entirely on-site. The Village Engineer will review the final plans for compliance.
5. Deed currently leased parkland to the Village and/or build a sidewalk and stripe a bike lane along the Maple Street side of the property.
6. All work shall comply with the Village of Essex Junction LDC.



**ZONING INFORMATION:**  
LIGHT INDUSTRIAL DISTRICT (LI)

ITEM	VALUE
LIGHT INDUSTRIAL	205,000 SQ. FT.
PROFESSIONAL OFFICE	95,000 SQ. FT.
EXISTING PARKING SPACES	1,080 SPACES
REQUIRED PARKING (PER VILLAGE LDC)	
MANUFACTURING (LIGHT)	1 SPACE PER 1,000 S.F. G.F.A. UP TO 20,000 S.F.
PROFESSIONAL OFFICE	1 SPACE PER 2,000 S.F. G.F.A. ABOVE 20,000 S.F.
EXISTING IMPERVIOUS AREA	12.9 ACRES ±
PROPOSED IMPERVIOUS AREA	20.1 ACRES ±



**DESIGN SUMMARY:**

1. PROJECT DESCRIPTION:  
MASTER PLAN FOR THE NORTHERN QUADRANT PARCELS OF THE CHAMPLAIN VALLEY TECHNOLOGY AND INNOVATION PARK AT IBM IN THE VILLAGE OF ESSEX JUNCTION, VERMONT.

2. PROJECT CONTACTS:  
OWNER: IBM  
1000 RIVER STREET  
ESSEX JUNCTION, VERMONT 05452  
CONTACT: ANDREW SHOW  
(802) 768-9878

CVL ENGINEER: CHAMPLAIN CONSULTING ENGINEERS  
85 PRIM ROAD, P.O. BOX 453  
COLCHESTER, VERMONT 05448  
CONTACT: MARTIN E. COURCELLE, P.E.  
(802) 963-8060

**REFERENCE MAPS:**

1. APPROXIMATE PROPERTY BOUNDARIES TAKEN FROM VILLAGE OF ESSEX JUNCTION TAX MAP #2.

2. VERMONT DEPARTMENT OF TAXES, VERMONT MAPPING PROGRAM, ORTHOPHOTO B104220, YEAR TAKEN 2004.

3. VERMONT DEPARTMENT OF TAXES, VERMONT MAPPING PROGRAM, BARE EARTH CONTOURS, DRAWING FILE B104220, YEAR TAKEN 2004.

4. APPROXIMATE UTILITY LOCATIONS SHOWN DERIVED FROM IBM MASTER UTILITY PLAN.

**NOTES:**

1. PROPOSED WATER AND SEWER MAINS AND SERVICES SHALL COMPLY WITH VILLAGE OF ESSEX JUNCTION REGULATIONS AND ALL STATE OF VERMONT REGULATIONS.

2. MAXIMUM BUILDING HEIGHT NOT TO EXCEED 72'.

3. PARKING REQUIREMENTS SHALL COMPLY WITH VILLAGE OF ESSEX JUNCTION REGULATIONS.

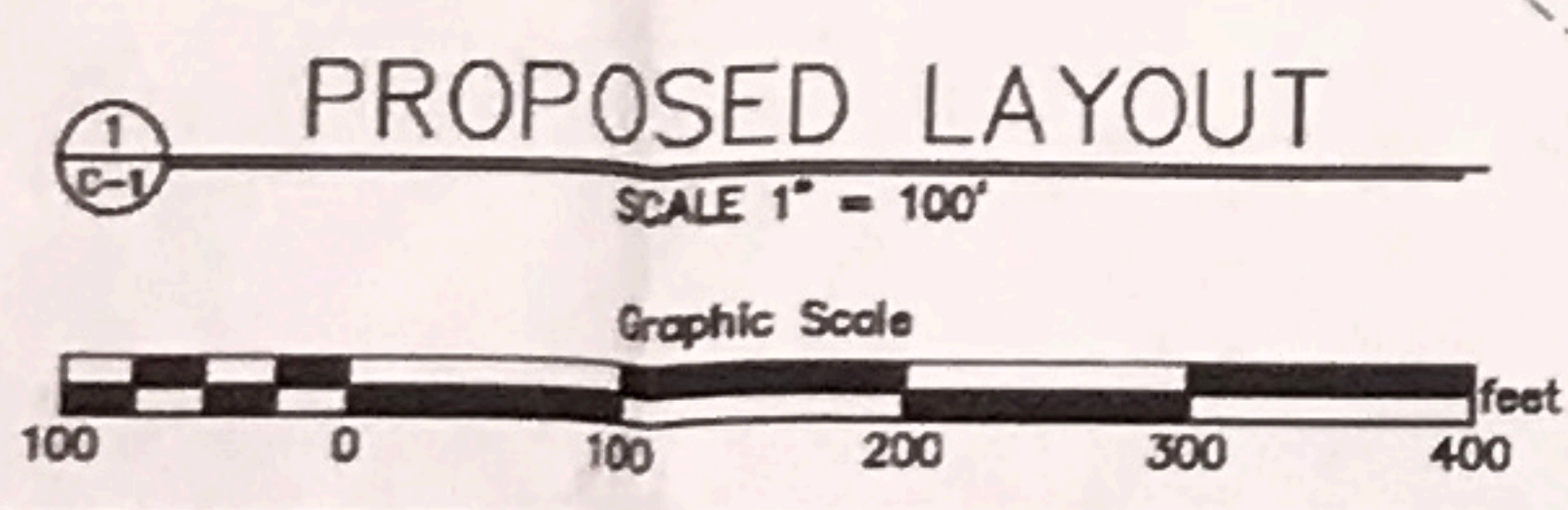
4. LOT AND BUILDING COVERAGES SHALL COMPLY WITH VILLAGE OF ESSEX JUNCTION REGULATIONS.

5. SETBACKS SHALL COMPLY WITH VILLAGE OF ESSEX JUNCTION REGULATIONS.

6. SUBJECT PARCEL IS LOCATED IN THE LIGHT INDUSTRIAL ZONING DISTRICT (LI).

**LEGEND**

	PROPERTY LINE
	EXISTING R.O.W./EASEMENT LINE
	EXISTING SETBACK LINE
	EXISTING EDGE OF PAVEMENT
	EXISTING CONTOUR
	O.H.U. EXISTING OVERHEAD UTILITY LINE
	EXISTING WATER SERVICE
	EXISTING BUILDING
	PROPOSED BUILDING ENVELOPE
	PROPOSED LANDSCAPED BERM
	PROPOSED WATER LINE
	PROPOSED SEWER LINE & MANHOLE
	PROPOSED FORCE MAIN & PUMP STATION



REVISION DATE & DESCRIPTION BY

DATE	REVISION	BY
08/28/12	REVISED PER TOWN COMMENTS	MEC
10/10/12	REVISED PER STATION LAYOUT	MEC

**Champlain Consulting ENGINEERS**  
85 PRIM ROAD, P.O. BOX 453  
COLCHESTER, VERMONT 05448  
(802) 963-8060

**FOR PERMITTING NOT FOR CONSTRUCTION**  
DATE 11/15/12  
Champlain Consulting ENGINEERS

**IBM**  
NORTH QUADRANT MASTER PLAN  
PROPOSED LAYOUT  
ESSEX JUNCTION  
VERMONT

DRAWN CCE  
CHECKED MEC  
SCALE 1" = 100'  
DATE 07/30/12  
JOB NO. 11108  
SHEET

**APPROVED**  
Date 11/15/12  
Planning Director  
Village of Essex Junction, Vermont

**C-1**  
OF 1 SHEETS

RECEIVED  
OCT 15 2012  
Village of Essex Junction