

**VILLAGE OF ESSEX JUNCTION
PLANNING COMMISSION
MINUTES OF MEETING
April 3, 2014**

MEMBERS PRESENT: Diane Clemens (Chairwoman); Aaron Martin, John Alden, Nick Meyer, Amber Thibeault, David Nistico. (Andrew Boutin was absent.)

ADMINISTRATION: Robin Pierce, Development Director; Jim Jutras, Water Quality Superintendent.

OTHERS PRESENT: Regina Mahoney, Linda McKenna, Jessica Martin.

- AGENDA:**
1. Call to Order
 2. Audience for Visitors
 3. Additions/Amendments to the Agenda
 4. Minutes
 5. Work Session: Comprehensive Plan
 - Utilities/Facilities
 - Transportation
 6. Other Planning Commission Items
 7. Adjournment
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1. CALL TO ORDER

Diane Clemens called the meeting to order at 6 PM and noted a representative from CCTA will not be in attendance to discuss the public transit portion of the Transportation section of the village plan, but a copy of the presentation on CCTA's transit development plan and service planning process was submitted for review.

2. AUDIENCE FOR VISITORS

Jessica Martin mentioned the plan to solicit ideas for the village center area. Diane Clemens clarified there is a charette planned by the Trustees to discuss potential development ideas for the village downtown.

3. ADDITIONS/AMENDMENTS TO THE AGENDA

None.

4. MINUTES

March 20, 2014

MOTION by John Alden, SECOND by Amber Thibeault to approve the minutes of 3/20/14 with capitalization of proper names as noted (Main Street and Crescent Connector). VOTING: unanimous (5-0)[Nick Meyer not present for vote]; motion carried.

5. WORK SESSION: COMPREHENSIVE PLAN

Utilities/Facilities

Water Quality Superintendent, Jim Jutras, reviewed amendments to the Utilities section of the plan, noting the following:

- The waste water treatment system in the village is ranked at a “good” or better level. The system is old, but well-built and maintained.
- Infiltration into the system and ground water is constantly monitored and is within industry standards.
- Sludge and biosolids from the treatment plant are in a beneficial reuse program.
- The village is a MS-4 permit holder and working with the town for consistency in meeting flow objectives in the Sunderland Brook and Indian Brook watersheds. An ordinance is being drafted for both the village and town to bring expired permits into compliance.
- The plant has adequate capacity according to a build-out analysis done several years ago.

There was mention of on-site storm water management with developments and impact fees for infrastructure improvements. Jim Jutras stated impact fees have been discussed, but no action taken at this point in time. There was mention of a few on-site septic systems still in use in the village and querying the property owner about desire to connect to the municipal system.

The following edits were made to the Utilities/Facilities section of the plan:

- Section 6.2.2 Sludge, paragraph beginning “Dry weight basis...” – change “subcontractor high solids dewatering” to “on-site dewatering”.
- Section 6.4 Storm Water Drainage System – Jim Jutras will update the section with Robin Pierce and Regina Mahoney and add language on the Joint Storm Water Committee.
- Section 6.5 Streets/Sidewalks – move text to Transportation section.
- Section 6.6 Public Utilities - rewrite with generalized language rather than listing different providers and make a note of providing high speed connections.
- Section 6.9 Fire Department:
 - Rewrite first paragraph to read: “Essex Junction Volunteer Fire Department reviews all types of dwellings within the protection area to confirm fire protection needs.”
 - In the second paragraph note that the 2014 ladder truck was purchased.
 - In the paragraph beginning “In addition to equipment and building needs...”, sentence reading: “The adoption of a Build Code...” – change “Build” to “Building”.
- Section 6.10 Police – Update the text to reflect the current situation (i.e. new police station to be complete by 2015).
- Section 6.11 Rescue, paragraph beginning “Approximately 10 percent...”, sentence reading: “A new Subscription Plan...” – delete the word “new”.
- Section 6.11 Goal 1, Objective 1.8 (lease sewer capacity) – ask Trustees if this objective should be deleted.
- Section 6.11 Goal 1, Objectives 1.9 and 1.10, participation in Champlain Water District – Objection 1.9 may not be needed because this is occurring now and the Trustees need to confirm if voting membership is still being sought (Objective 1.10).
- Section 6.11 Goal 1, Objective 1.11 – delete the word “Future”.

- Section 6.11, Goal 4 – add as Objective 4.4 “Establish a committee to evaluate future location and needs of the Fire Department.”
- Section 6.11, Goal 3, Objective 3.2 – rewrite to read: “Continue to maintain assessments and inventory of sidewalks including handicap access, length, width, and deficiencies (heaving, drainage).”
- Section 6.11, Goal 5, Objective 5.2 – delete the sentence reading: “Keep statistics on the total number to equal or exceed the number in 2002.”
- Section 6.11, Goal 5 – add Objective 5.6 to read: “Continue and expand online resources.”
- Section 6.11, Goal 6 – insert “and municipal functions” between “buildings” and “in the village center” in the first sentence (sentence to read: “To maintain existing public buildings and municipal functions in the village center...”).
- Update all maps in the plan.

The Planning Commission will ask the Fire Chief to attend a future work session to discuss the language in Section 6.9 and ask the Police Chief if there are any police goals and objectives to be included in Section 6.11.

Transportation

The information from CCTA was reviewed. Clarification is requested on the following:

- How does the village fit in the transit development plan;
- What are the trigger points for alternate or additional routes (i.e. would 300 new housing units on Thasha Lane in the village trigger a change in route);
- What are the trigger points and how is information disseminated about upgrades, such as the latest technology being available;
- Would CCTA do a demonstration project at the fairgrounds for service on the second Sunday of the Champlain Valley Fair.

Add to Section 8.4 text about the vision being more public transportation that is easy to get to and acknowledge this requires more concentration and density of development. Recognize the existing relationships of CCTA trunk lines and development.

6. OTHER PLANNING COMMISSION ITEMS

Next meeting: April 17 (work session)

Agenda: Land Use
 Transportation
 Implementation
 Top five goals & priorities for the plan
 Maps

7. ADJOURNMENT

MOTION by David Nistico, SECOND by Nick Meyer, to adjourn the meeting.

VOTING: unanimous (5-0)[Amber Thibeault not present for vote]; motion carried.

The meeting was adjourned at 8:10 PM.