

**VILLAGE OF ESSEX JUNCTION
PLANNING COMMISSION
AUGUST 7, 2014
AGENDA
6:00 P.M.**

- I. Audience for Visitors**
- II. Additions or Amendments to Agenda**
- III. Minutes**
 - A. Regular Meeting – June 5, 2014
 - B. Regular Meeting – June 19, 2014
 - C. Regular Meeting – June 26, 2014
- IV. Review and Sign Ethics Policy**
 - A. Elect Chairperson and Vice-Chairperson
- V. Public Hearing**
 - A. Conceptual Master Plan for proposed and future use of an 8.47 acre parcel for 5 residential lots off Taft Street in the R1 District by U-46 School District, owner.
- VI. Other Planning Commissions Items**
 - A. Review Comprehensive Plan amendments from Village Trustees, amend Comprehensive Plan, draft revised written report to Village Trustees consistent with planning goals of 24 V.S.A. Section 4302, compliance with 24 V.S.A. Section 4382.
- VII. Adjournment**

Pursuant to 24 VSA Section 4464(a)(1)(C) Participation during the public hearing before the Essex Junction Planning Commission is a prerequisite to the right to take any subsequent appeal.

Members of the public are encouraged to speak during the Public-To-Be-Hard agenda item, during a Public Hearing, or, when recognized by the Chair, during consideration of a specific agenda item.

NOTE: The Planning Commission may choose to postpone consideration of any application not started before 10:00 P.M.

This meeting will be held in the conference room of the Essex Junction municipal building at 2 Lincoln St., Essex Jct., VT. Reasonable accommodations will be provided upon request to the Village, 878-6950, to assure that Village meetings are accessible to all individuals regardless of disability.

For information on subsequent meetings on the above mentioned applications, please contact the Planning Department from 8 – 4:30 at 878-6950 or the website www.essexjunction.org.

**VILLAGE OF ESSEX JUNCTION
PLANNING COMMISSION
MINUTES OF MEETING
August 7, 2014**

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

ADMINISTRATION: Robin Pierce, Development Director.

OTHERS PRESENT: Mike Burke, Bruce Murdough, Ron & Judy Frey, Alan Reed.

- AGENDA:**
1. Call to Order
 2. Audience for Visitors
 3. Additions/Amendments to the Agenda
 4. Minutes
 5. Review/Sign Ethics Policy
 6. Elect Chair and Vice Chair
 7. Public Hearing
 - Conceptual Review, Master Plan, 8.47 acres, Taft Street, U-46 School District
 8. Other Planning Commission Items
 - Comprehensive Plan Amendments from Village Trustees
 9. Adjournment

1. CALL TO ORDER

The meeting was called to order at 6 PM.

2. AUDIENCE FOR VISITORS

None.

3. ADDITIONS/AMENDMENTS TO THE AGENDA

None.

4. MINUTES

June 5, 2014

MOTION by John Alden, SECOND by David Nistico, to approve the 6/5/14 minutes as written. VOTING: 4 ayes, one abstention (Diane Clemens); motion carried.

June 19, 2014

MOTION by Nick Meyer, SECOND by David Nistico, to approve the 6/19/14 minutes as written. VOTING: 4 ayes, one abstention (John Alden); motion carried.

June 26, 2014

MOTION by Nick Meyer, SECOND by John Alden, to approve the 6/26/14 minutes as written. VOTING: unanimous (5-0); motion carried.

5. REVIEW/SIGN ETHICS POLICY

Commissioners signed the village ethics policy.

6. ELECT CHAIR and VICE CHAIR

Chair

MOTION by Amber Thibeault, SECOND by Nick Meyer, to nominate Diane Clemens as Chair.

MOTION by John Alden, SECOND by Amber Thibeault, to nominate David Nistico as Chair.

There were no further nominations.

VOTING on Diane Clemens as Chair: 2 ayes, 3 nays; motion to nominate Diane Clemens as Chair did not carry.

VOTING on David Nistico as Chair: 3 ayes, 2 nays; motion to nominate David Nistico as Chair carried.

David Nistico is Chairman of the Essex Junction Planning Commission.

Vice Chair

MOTION by Nick Meyer, SECOND by Amber Thibeault, to nominate Diane Clemens as Vice Chair.

MOTION by David Nistico, SECOND by Amber Thibeault, to nominate John Alden as Vice Chair.

There were no further nominations.

VOTING on Diane Clemens as Vice Chair: 2 ayes, 3 nays; motion to nominate Diane Clemens as Vice Chair did not carry.

VOTING on John Alden as Vice Chair: 3 ayes, 2 nays; motion to nominate John Alden as Vice Chair carried.

John Alden is Vice Chairman of the Essex Junction Planning Commission.

7. PUBLIC HEARING

Conceptual review of the master plan for proposed and future use of 8.47 acres to include five residential lots off Taft Street in the R-1 District by U-46 School District, owner Mike Burke with Krebs & Lansing Consulting Engineers, and Bruce Murdough, U-46 School District, appeared on behalf of the application.

STAFF REPORT

The Planning Commission received a written staff report on the application, dated 8/7/14. Robin Pierce stated the master plan for the nearly 8.5 acre parcel had rigorous review by the Village Engineer. The applicant and property owner (U-46 School District) was last before the Planning Commission with a proposal to build a house on school property and at that time the Planning Commission requested a master plan for the entire parcel when another application for development is submitted.

APPLICANT COMMENTS

Mike Burke reviewed land uses in the vicinity of the 8.47 acre parcel owned by the school district and noted the following:

- Center for Technology Essex (CTE) uses the land and house construction as a teaching tool. The program takes two years to build-out a lot.
- The master plan shows five residential lots proposed on a short extension of Taft Street. There is potential for six additional lots on the parcel.
- Build-out of the five lots will be 10 years through the CTE program.
- The houses will likely be single story colonial style of 2,000 s.f. to 2,500 s.f. in size. There is potential for 11 houses at build-out on the 8.47 acre parcel.
- CTE students in the house construction program built the houses on Drury Drive Extension and Taft Street.
- A secondary emergency access off Meadow Terrace to Taft Road is proposed. The limited access gravel road extension will be for emergency use only, but access will be maintained year round. Students can use the gravel road as a link to the classroom site (i.e. building lots).
- There is an existing water line and a pedestrian right-of-way on the edge of the parcel and setback reserves on the perimeter.
- There is a large sized water main running through the eight acre parcel now.
- Sewer service will be gravity feed to a manhole on Meadow Terrace.
- There is storm water management on the parcel as well as grass swales, sheet drainage, and retention ponds.
- There is a nearby area under forestry management through the CTE forestry program.
- The unique aspect and driving force of the subdivision of lots from the eight acre parcel is the lots are used in the CTE program to teach students how to build houses and it takes about two years to complete each house so CTE would like to make the infrastructure investment as compact as possible because the school does not have the resources to build-out the entire development at once. Five houses will be built over the next 10 years and there is potential in the future to build-out six more lots.

Robin Pierce briefly explained the review process. The conceptual plan is for the entire 8.47 acre parcel and shows potential development to include up to 11 lots. Next step for the school district is to submit an application to subdivide five lots from the 8.47 acre parcel for residential development. Thereafter further application can be made for additional subdivision of lots from the remaining land.

PUBLIC COMMENT

Alan Reed, 12 Taft Street, asked how cars will be prevented from using the emergency access. Bruce Murdough said a gate will likely be installed to block the road.

There were no further comments.

MOTION by Diane Clemens, SECOND by John Alden, to close the public portion of the review of the master plan for 8.47 acres off Taft Street owned by U-46 School District. VOTING: unanimous (5-0); motion carried.

DELIBERATION/DECISION

Conceptual Review, Master Plan, Residential lots, Taft Street, U-46 School District

MOTION by John Alden, SECOND by Diane Clemens, to accept the master plan for 8.47 acres off Taft Street to include subdivision of five residential lots and potentially more lots in the future by U-46 School District with the following stipulations:

1. All staff comments shall be satisfied.
2. All work shall comply with the Land Development Code.

VOTING: unanimous (5-0); motion carried.

8. OTHER PLANNING COMMISSION ITEMS

Comprehensive Plan Amendments from Village Trustees

The Planning Commission reviewed proposed changes to the comprehensive plan forwarded by the Trustees. The following comments were made:

- Diane Clemens mentioned there are inconsistencies, errors and omissions in the draft document. For example, Heart & Soul and ECOS goals are not included in some sections of the plan, specifically Open Space. Ms. Clemens said she emailed her notations to staff.
- The Planning Commission had concern about the wording suggested by the Trustees relative to building height in Section 9.4.11 (Village Center Land Use) in that the wording could have adverse impact on potential development in the village center with high land prices and developers not being able to build a substantial enough building to recoup investment. There was agreement projects should be judged on their merit and the village should try to avoid granting waivers. The Planning Commission concurred the second sentence in the Intent section of 9.4.11 should read: "It is not anticipated any building greater than four stories in height would be built in the Village Center."
- Nick Meyer noted the building proposal for 4 Pearl Street was a lightning rod of sorts for some village residents, and comments were received from other village residents besides adjacent neighbors to the building about the height of the building.
- It was mentioned that there has not been development in the village center as is proposed for 4 Pearl Street in the past 20 years.
- Robin Pierce suggested going forward master plans for the village center show open spaces and linkages to open spaces.
- It was noted language about having a representative from the village on the Champlain Water District board was eliminated from the comprehensive plan because there can only be one representative from the Essex community (village and town). The current representative is a village resident.

MOTION by Diane Clemens, SECOND by John Alden, to accept the comprehensive plan changes from the Board of Trustees with the notes and suggested amendments as discussed by the Planning Commission on 8/7/14. VOTING: unanimous (5-0); motion carried.

Next Planning Commission Meeting

The next meeting of the Planning Commission will be announced. With no applications pending it is likely the next meeting will be in September.

9. ADJOURNMENT

MOTION by Nick Meyer, SECOND by Amber Thibeault, to adjourn the meeting.

VOTING: unanimous (5-0); motion carried.

The meeting adjourned at 7 PM.

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