

**VILLAGE OF ESSEX JUNCTION
PLANNING COMMISSION
SEPTEMBER 18, 2014
AGENDA
6:00 P.M.**

I. Audience for Visitors

II. Additions or Amendments to Agenda

III. Minutes

A. Regular Meeting – August 7, 2014

IV. Public Hearing

A. Major site plan amendment for a two-story addition, porch and walkway improvements of A.W. Rich Funeral Home at 57 Main Street in the RO District by Lamoureux and Dickinson, agent for John Workman, owner.

V. Other Planning Commissions Items

A. Presentation of the Town/Village Bike-Pedestrian Plan

VI. 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-Heard 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 Community Development Department from 8 – 4:30 at 878-6950 or the website www.essexjunction.org.

**VILLAGE OF ESSEX JUNCTION
PLANNING COMMISSION
MINUTES OF MEETING
September 18, 2014**

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

ADMINISTRATION: Robin Pierce, Development Director.

OTHERS PRESENT: John Workman, Mike Plageman, Guy Hunter, Lucy Gibson.

- AGENDA:**
1. Call to Order
 2. Audience for Visitors
 3. Additions/Amendments to the Agenda
 4. Minutes
 5. Public Hearing
 - Major Site Plan Amendment, Two Story Addition, Porch, Walkway Improvements, A.W. Rich Funeral Home, 57 Main Street, John Workman
 6. Other Planning Commission Items
 - Presentation: Town/Village Bike-Pedestrian Plan
 7. Adjournment
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1. CALL TO ORDER

Chairman David Nistico called the meeting to order at 6:05 PM.

2. AUDIENCE FOR VISITORS

None.

3. ADDITIONS/AMENDMENTS TO THE AGENDA

None.

4. MINUTES

August 7, 2014

MOTION by Nick Meyer, SECOND by Amber Thibeault, to approve the 8/7/14 minutes as written. VOTING: unanimous (5-0); motion carried.

5. PUBLIC HEARING

Major Site Plan Amendment for a two storey addition, porch, and walkway improvements at the A.W. Rich Funeral Home at 57 Main Street in the R-O District by Lamoureux and Dickinson, agent for John Workman, owner
John Workman and Mike Plageman appeared on behalf of the application.

STAFF REPORT

The Planning Commission received a written staff report on the application, dated 9/18/14. Robin Pierce stated the property owner needs extra space to keep his business

competitive. The addition will create a private room for families using the funeral service. Impervious surface is being decreased with the removal of an unused pathway and the nonconformity is being decreased with the proposed improvements. A proposed walkway will be made with permeable materials. Regarding the Village Engineer's suggestion to upgrade water and sewer lines, staff is recommending when any future improvements or upgrades are made to this building or the apartments behind the Funeral Home then the water, sewer and other utility lines must be brought into compliance with the Village LDC..

John Alden asked if there are two separate lots. The applicant confirmed there are two lots, 57 Main Street and 59 Main Street.

APPLICANT COMMENTS

John Workman stated as promised the structure will continue to appear as a residence as much as possible for the community and for his family (the family lives on the second floor over the funeral home on the first floor).

There was discussion of the increase in space and possible need for more parking. Mr. Workman explained the increase in space does not mean an increase in business activity. The extra room is to serve the families using the funeral home. Most likely there will only be one funeral at a time. It is difficult to have two calling hours. The existing parking will remain unchanged. In fact an extra parking space is gained with the improvements because an accessible ramp is being removed. The funeral home has a written agreement with the adjacent doctor's office for parking and there is a verbal agreement to exchange use of parking areas when needed between the nearby church and the funeral home (the church uses the funeral home parking when church services are held and the funeral home uses the church parking for funerals). On street parking is available, but this has not been used to date. There are parking attendants to direct guests to the parking areas.

The Planning Commission concurred the building addition will be very attractive. John Workman gave credit to Paula Duke and Mike Plageman for their involvement. The siding will be cedar. There was discussion of lighting. Staff will ensure all lighting is dark sky compliant. The new addition will have four small pillars replacing the existing pillars on the building. Lights will highlight the pillars. There is a small light pole in front of the entrance now which will remain and a lamp pole with a low wattage bulb will be added by the addition. It was noted the applicant must complete the State energy checklist before a Certificate of Occupancy is issued. There was mention of landscaping. John Workman said existing plantings will be saved and replanted.

John Alden mentioned it is not clear if the roof is gable or hipped in the east elevation. Also, the stairway in back and landing with exterior stairs is not shown on the east elevation. The applicant will correct the site plan and architectural plans accordingly.

PUBLIC COMMENT

There were no comments from the public on the application.

MOTION by John Alden, SECOND by Andrew Boutin, to close the public portion of the application for an addition to the A.W. Rich Funeral Home at 57 Main Street by John Workman. VOTING: unanimous (5-0); motion carried.

DELIBERATION/DECISION

Major Site Plan Amendment, Two Story Addition, Porch, Walkway Improvements, A.W. Rich Funeral Home, 57 Main Street, John Workman

MOTION by John Alden, SECOND by Nick Meyer, to approve the site plan amendment to include a two-story addition, porch, and walkway improvements to the A.W. Rich Funeral Home at 57 Main Street by John Workman with the following stipulations:

- 1. All staff comments shall be addressed and satisfied prior to any permits being issued.**
- 2. All work shall comply with the Essex Junction Land Development Code.**
- 3. All exterior light fixtures shall be dark sky compliant.**
- 4. If further work is proposed for the property then water and sewer lines, all other utility lines and driveway access shall be brought into compliance with the Village code existing at the time of the application.**
- 5. Proposed landscaping shall meet staff approval before a Certificate of Occupancy is issued.**

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

6. OTHER PLANNING COMMISSION ITEMS

Presentation: Town/Village Bike-Pedestrian Plan

Lucy Gibson with Dubois & King presented the update of the bike-ped plan for the town and village (last update was 1994). The following was reviewed:

- Existing and funded networks in the plan;
- Pedestrian network (sidewalks/paths) and gaps to be filled;
- Neighborhood networks for bikes using techniques of shared streets, bike lanes, and protected lanes/paths;
- Bicycle boulevard network through neighborhoods with low speed streets;
- Sharing the street markers, such as “sharrows”, side lanes painted a different color from the vehicle lane;
- Traffic calming with landscape islands, speed humps, closure of a portion of the street;
- Future bike network to connect neighborhoods and to connect to paths;
- Bicycle parking;
- Signage to help find bike routes;
- Opportunities at Five Corners created by the crescent connector and possible closure of Main Street to vehicle traffic from just south of Railroad Avenue to Five Corners;

- Spreadsheet of significant “big ticket” projects where grants and federal funding is sought plus smaller, lower cost projects that can be done by the village and town.

Forward comments on the plan to Lucy Gibson. There was mention of the plan being posted on the village and town websites. David Nistico noted the village’s Capital Plan Committee can rank the projects in the bike-ped plan. Ms. Gibson asked for a copy of the criteria the committee uses to rank projects.

John Alden asked if the town/village bike-ped plan will be part of a regional mapping of bike paths. Lucy Gibson confirmed there is support at the regional level for paths and connections. Local Motion is creating an information pamphlet on bike paths. There are also apps (Trail Link) and Google Maps. John Alden commented the bike/path network map should be an overlay for any development project to see where possible connections can be made.

There was further discussion of bike/path connections relative to upcoming projects in the Village (Pearl Street “missing link”, Crescent Connector). Nick Meyer stressed the focus should be on traffic calming at the approach or entrance to residential areas so it is clear to drivers that they are entering a walkable/bikable village. The Planning Commission concurred. It was suggested the bike-ped plan be included in an information packet provided to anyone planning to develop their property so people are aware of the location (existing and planned) of paths/lanes for bicyclists and pedestrians. Robin Pierce suggested that an enlarged Map of the Bike-Ped Plan could be put up in the Village office so that possible residents and developers could see the potential for new paths and/or bike lanes on or close to a property they are considering buying. The PC agreed with this idea.

Train Hop

John Alden volunteered to staff a booth at the Train Hop to discuss the updated municipal plan, bike-ped map, Crescent Connector, and other projects in the village.

7. ADJOURNMENT

**MOTION by John Alden, SECOND by Andrew Boutin, to adjourn the meeting.
VOTING: unanimous (5-0); motion carried.**

The meeting adjourned at 7:23 PM.

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