

**VILLAGE OF ESSEX JUNCTION
PLANNING COMMISSION
MAY 21, 2015
AGENDA
6:00 P.M.**

I. Audience for Visitors

II. Additions or Amendments to Agenda

III. Minutes

A. Regular Meeting – May 7, 2015

IV. Public Meeting

A. Sketch plan review for a six lot subdivision for 5 residential lots on an 8.47 acre parcel of land at the end of Taft Street in the R-1 District by Center for Technology Essex and U-46 School District, owners.

V. Public Hearing

A. Final plan review for a six lot subdivision for 5 residential lots on an 8.47 acre parcel of land at the end of Taft Street in the R-1 District by Center for Technology Essex and U-46 School District, owners.

B. Final site plan review for new front entry way, front offices, reception area, front steps and walkway improvements for Summit School at 17 Summit Street in the R-2 District by Essex Junction School District, owners.

VI. Other Planning Commissions Items

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-Held 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
May 21, 2015**

- MEMBERS PRESENT:** David Nistico (Chairman); John Alden, Diane Clemens, Amber Thibeault, Nick Meyer. (Andrew Boutin was absent.)
- ADMINISTRATION:** Robin Pierce, Development Director.
- OTHERS PRESENT:** Al & Dottie Bergendahl, Russell Mills, Ronald Frey, Bruce Murdough, Mike Burke.
- AGENDA:**
1. Call to Order
 2. Audience for Visitors
 3. Additions/Amendments to the Agenda
 4. Minutes
 5. Public Meeting/Hearing:
 - Sketch & Final Plan, Six Lot Subdivision with Five Residential Lots, Taft Street, Center for Technology Essex/U-46 School District
 - Final Plan, Office Space and Entryway Improvements, Summit Street School, 17 Summit Street, Essex Junction School District
 6. Other Planning Commission Items
 7. Adjournment
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1. CALL TO ORDER

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

2. AUDIENCE FOR VISITORS

None.

3. ADDITIONS/AMENDMENTS TO THE AGENDA

There were no changes to the agenda.

4. MINUTES

May 7, 2015

MOTION by Nick Meyer, SECOND by Diane Clemens, to approve the 5/7/15 minutes with correction of any typographical errors. VOTING: 4 ayes, one abstention (John Alden); motion carried.

5. PUBLIC MEETING/HEARING

Sketch and Final Plan for a six lot subdivision with five residential lots on an 8.47 acre parcel of land at the end of Taft Street in the R-1 District by Center for Technology Essex (CTE) and U-46 School District, owners

Bruce Murdough, Director of Property Services for the School District, and Mike Burke, with Krebs & Lansing Consulting Engineers appeared on behalf of the application.

Robin Pierce noted the applicant requests both sketch and final plan review of the proposal.

APPLICANT COMMENTS

Mike Burke reviewed the site plan and noted the following:

- The 8.47 acre parcel is owned by CTE Corp. and will be used in the Vo-Tech Building Trades curriculum. There will be six lots with five lots built for residential and the 6th lot being the remaining land. Build-out of the lots at a rate of one lot every two years is 10 years.
- The existing cul-de-sac on Taft Street will be removed and the road extended 300' ending in a new cul-de-sac. There will be a 15' wide gravel emergency access road from Meadow Terrace to the cul-de-sac. The road will be gated and maintained by the school district year round.
- Sewer service will be extended from the manhole on Taft Street to the new cul-de-sac.
- Storm water will drain to an existing storm water basin that will be enlarged. Runoff from the roadway will go to a basin in the southwest corner of the parcel. The project has a storm water discharge permit for collection and treatment and has used low impact collection methods where possible (i.e. grassland swales).
- Existing gas service to the cul-de-sac will be extended to the new lots.
- Telephone and electric service are already in place (underground) for the first three lots on the street and will be extended to the new lots.
- The existing water line (in place for the past 30 years) controls the alignment of the road. The line will be incorporated into the project.
- The segments of land for the turnaround easements are no longer needed because the right-of-way is now uniform so the land will be restored to grass and revert to the property owner(s).
- The road width is proposed at 26' with parking on one side (same side as the sidewalk) leaving an 18' wide travel lane. A road of 28' wide with parking on both sides only allows a 16' travel lane so the 26' width is preferred.

There was discussion of the road width at 26' and monitoring the parking on one side only. Signs will be posted with regard to the parking. The new cul-de-sac will be the same as the existing one to be removed.

Nick Meyer asked about future plans for the remaining lot after the houses are built. Mike Burke said after 10 years there will still be some opportunity for additional development on Lot 6 (remaining land), but a sewer pump station will be needed. Nick Meyer referred to the tree plantings and suggested due to the heavy soils and proximity to the road sugar maples should not be planted. Silver/red ("Autumn Blaze") maple would work well though.

John Alden asked if the emergency access road will eventually be transformed into a public street. Mike Burke said the access has the proper geometry and width for a public street. The access road at 15' wide is adequate for fire trucks according to the Fire Department, but the road should be locked with a Knox lock. John Alden mentioned lighting and questioned the need for a light at the cul-de-sac with a 10 year build-out

period; the light may not be needed immediately because there will not be any houses at the cul-de-sac. Mike Burke said they will work with Green Mountain Power on the light (down shielded). Dave Nistico pointed out if the road is built there may be a safety issue without the light.

Diane Clemens asked for clarification on the following:

- Sidewalk ramp to the access road - Mike Burke explained the sidewalk is meeting the paved apron flush and the paved apron extends to the gravel access.
- Drainage pipe size – Mike Burke explained 15” is considered the minimum pipe size for the project. There are discrepancies in the diagrams and the wording in the LDC.
- Driveway grade – Mike Burke confirmed the driveway will be 6% slope.
- Frame and grate or manhole for the catch basin – Mike Burke said in retrospect a frame and grate will be installed rather than a manhole because there is a storm water drain in the street.
- Access drive to pond #2 when built – Mike Burke said the area is dry and accessible by the necessary machinery so an access drive is not needed.
- Location of the emergency access road to the existing apple orchard and removal of trees (only cut down trees that must be removed for the current house construction rather than cut down the trees for the five planned houses) – Mike Burke said the trees are shown on the site plan as a design guide and so they can be avoided.

STAFF REPORT

The Planning Commission received a written staff report on the application, dated 5/21/15. Robin Pierce noted the Planning Commission approved a reduction of road width in Roscoe Court. The proposed project is only five houses and will take 10 years for build-out so there is no problem with a 26’ wide road. Mr. Pierce said he had discussion with CTE about local architects providing energy efficient house types for the project. There are four architects willing to do the work pro bono. Mr. Pierce also mentioned the bike/ped scoping study being done on Main Street and the opportunity to have a path connection from the high school to Meadow Terrace to Taft Street to the crosswalk on Main Street so students do not have to walk up Main Street.

PUBLIC COMMENT

Al & Dottie Bergendahl, 17 Taft Street, asked who will do the driveway work when the existing cul-de-sac is removed since their driveway connects to the cul-de-sac. Also, the retaining pond behind the house is slated to receive half of the runoff from the new development and will likely be dug deeper. The backyard is already damp. Mike Burke said the driveway work will be done once the permit is secured for the project. The cul-de-sac will be squared up first and then the driveway realigned. Ms. Bergendahl asked about snow plowing and storage at the end of the cul-de-sac. Mike Burke said the Public Works Department asked for a 50’ extension of the road for a maintenance buffer.

Ronald Frey, 16 Taft Street, expressed concern about their property being disrupted for a long time period. Mike Burke said the project should start by mid-June with the cul-de-sac as the first work to be done. A month is slated for this work.

Russ Mills, Meadow Terrace, asked if the long range plan is for the emergency access to become a street which will be a different traffic pattern. Research shows a cul-de-sac is safer than a through street. David Nistico said there are no plans at this time to convert the access road to a street, but what happens after the build-out is complete in 10 years is not known.

There were no further comments.

MOTION by John Alden, SECOND by Amber Thibeault, to close the public portion of the hearing for a six lot subdivision on Taft Street by CTE/U-46 School District. VOTING: unanimous (5-0); motion carried.

DELIBERATION/DECISION

Sketch & Final Plan, Six Lot Subdivision with Five Residential Lots, Taft Street, Center for Technology Essex/U-46 School District

Diane Clemens pointed out the path appears to end at the Frey property. Further discussion is needed in the future on continuing the connectivity. Robin Pierce will mention the path to the Bike/Walk Committee.

MOTION by Nick Meyer, SECOND by Diane Clemens, to grant Sketch and Final Plan approval to Center for Technology Essex/U-46 School District for a six lot subdivision with five residential lots on an 8.47 acre parcel of land at the end of Taft Street in the R-1 District with the following conditions:

1. All staff comments shall be satisfied.
2. All work shall comply with the Village Land Development Code.
3. The formal path/route from Meadow Terrace via the emergency access drive and Taft Street shall be acknowledged as becoming part of the Essex Junction Bike and Pedestrian Master Plan.
4. Removal of foliage and trees shall be restricted to Lots 1A-5A, leaving the remaining parcel until final build-out.
5. The new road can be 26 foot wide with parking restricted to the side of the road with the pedestrian sidewalk installed.
6. The applicant shall work with staff on the street tree selection.

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

Final Plan for a new front entryway, front offices, reception area, front steps and walkway improvements at Summit Street School, 17 Summit Street, in the R-2 District by Essex Junction School District, owners

John Alden recused himself from the Planning Commission. Bruce Murdough, Director of Property Services for the School District, Mike Burke, Krebs & Lansing Consulting Engineers, and John Alden, Scott + Partners, appeared on behalf of the application.

APPLICANT COMMENTS

Mike Burke explained the proposal for an addition to Summit Street School to include office space inside the building and an accessible access at the entrance to the school. The soils are sandy so infiltration will be used to handle runoff from the sidewalk and the new walkway. Pervious pavers will be installed on the first landing (for the existing stairs) and

sidewalk will be built on the north side to the existing set of stairs. There are two small infiltration basins on each side of the paver walkway. Runoff from the new roof at the entryway will drain into the roof drainage system on the building then to a collection system and to the street. The water line will be relocated to the south and the gas line will be relocated to the north. The existing cables will remain as is.

John Alden described the building addition that includes a small tower on the front of the building and office space inside for the school principal, guidance office, and conference and test taking space. The addition will project out from the existing building approximately 15'. The building is nicely set back from the street. The horseshoe ramp for accessible access and the new set of stairs address the four foot grade change from the street to the front door of the building. There are cam lights under the entry soffit and an existing streetlight on a pole by the sidewalk. If additional lighting is needed a downcast, fully shielded building light can be added to the face of the building. The applicant will work with staff on lighting.

Diane Clemens asked about a light at the corner where the offices are located. John Alden said the principal wants to see and hear what is happening on that side of the building and wanted windows. Bruce Murdough recalled there was a light at the bottom of the stairs at one time, but the light was removed in consideration of the house next to the school. Lighting can be further discussed with staff. Diane Clemens asked if the lilac bush in front of the school will be retained. Bruce Murdough said the tree will be retained if possible and the bushes will be replanted.

Amber Thibeault asked when construction will begin. John Alden said the work will begin in June after school is done for the summer.

STAFF REPORT

The Planning Commission received a written staff report on the application, dated 5/21/15. Robin Pierce commented the addition is well engineered and a simple, joyful architectural solution.

PUBLIC COMMENT

None.

MOTION by Diane Clemens, SECOND by Amber Thibeault, to close the public portion of the hearing on office space and entryway improvements at Summit Street School. VOTING: unanimous (4-0); motion carried.

DELIBERATION/DECISION

Final Plan, Office Space and Entryway Improvements, Summit Street School, 17 Summit Street, Essex Junction School District

Nick Meyer asked if a landscape plan is needed. Robin Pierce said there are exemptions in the LDC if there is existing landscaping equal to the landscape plan for the project. Also, the applicant indicated existing bushes will be replanted.

MOTION by Amber Thibeault, SECOND by Nick Meyer, to grant Final Plan approval to the Essex Junction School District for a new front entryway, front offices, reception area, front steps and walkway improvements at Summit Street School, 17 Summit Street, in the R-2 District with the following conditions:

1. All staff comments shall be satisfied.
2. All new exterior lighting shall be down shielded and dark sky compliant.
3. All work shall comply with the Village Land Development Code.
4. If existing landscaping cannot be saved the plantings shall be replaced with appropriate species.
5. The applicant shall consult with staff on appropriate lighting for safety purposes on the stairs.

VOTING: unanimous (4-0); motion carried.

John Alden returned to the Planning Commission.

6. OTHER PLANNING COMMISSION ITEMS

Intern to Assist with LDC Update

Robin Pierce said a request has been submitted to the Board of Trustees for approval of a UVM engineering graduate to assist with the LDC update. There is money in the budget for the work.

Construction Grant for Multi-Use Path

Robin Pierce reported a grant application will be submitted (if Trustee approval for same is granted) for a multi-use path from West Street past the community gardens and dog park crossing over the railroad tracks to Pearl Street opposite Harley Davison.

New Planning Commission Member

Robin Pierce reported an individual has applied for a position on the Planning Commission. The Trustees will conduct the interview and make the appointment.

Next Meeting

Next meeting: June 4, 2015

Agenda: One application and the work session on update of the LDC, Chapters 1-4.

7. ADJOURNMENT

MOTION by Diane Clemens, SECOND by Nick Meyer, to adjourn the meeting.

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

The meeting adjourned at 7:34 PM.

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