

**VILLAGE OF ESSEX JUNCTION
PLANNING COMMISSION
JUNE 4, 2015
AGENDA
6:00 P.M.**

I. Audience for Visitors

II. Additions or Amendments to Agenda

III. Minutes

A. Regular Meeting – May 21, 2015

IV. Public Hearing

A. Final site plan review for three additions to the Essex Town Offices total of 1,520 s.f. with exterior lighting, walkways, dumpster pad, car charging station, senior bus parking, lighted sign and reduction of impervious lot coverage at 81 Main Street in the Professional Office Development Overlay District by the Town of Essex, owners.

V. Work Session

A. Updates to Land Development Code Chapters 1 – 4.

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
June 4, 2015**

- MEMBERS PRESENT:** David Nistico (Chairman); John Alden, Diane Clemens, Amber Thibeault, Nick Meyer, Joe Weith. (Andrew Boutin was absent.)
- ADMINISTRATION:** Robin Pierce, Development Director; Will Hayden, intern.
- OTHERS PRESENT:** Aaron Martin, Mike Plageman, Doug Fisher, Paul O'Leary, Bob Landry.
- AGENDA:**
1. Call to Order
 2. Audience for Visitors
 3. Additions/Amendments to the Agenda
 4. Minutes
 5. Public Meeting/Hearing:
 - Final Plan, Renovation/Additions, 81 Main Street, Town of Essex
 6. Work Session: Update Land Development Code
 7. Other Planning Commission Items
 8. Adjournment

1. CALL TO ORDER

Chairman David Nistico called the meeting to order at 6 PM and introduced Will Hayden, UVM Engineering graduate who will be assisting with the update of the Land Development Code.

John Alden announced he will recuse himself from the Planning Commission in order to present the final plan for renovation of 81 Main Street.

2. AUDIENCE FOR VISITORS

None.

3. ADDITIONS/AMENDMENTS TO THE AGENDA

There were no changes to the agenda.

4. MINUTES

May 21, 2015

MOTION by Amber Thibeault, SECOND by John Alden, to approve the 5/21/15 minutes as written. VOTING: 5 ayes, one abstention (Joe Weith); motion carried.

5. PUBLIC MEETING/HEARING

Final Plan for three additions to the Essex Town Office building for a total of 1,520 s.f. with exterior lighting, walkways, dumpster pad, car charging station, senior bus parking, lighted sign, and reduction of impervious lot coverage at 81 Main Street in the Professional Office Development Overlay District by Town of Essex, owners

John Alden recused himself from the Planning Commission and appeared on behalf of the application. Paul O'Leary also appeared on behalf of the application.

APPLICANT COMMENTS

John Alden and Paul O'Leary reviewed the site plan with proposed renovations and additions to the building at 81 Main Street. The following was noted:

- A number of municipal functions will continue to be located in the building that was originally a gas station then converted to office space and a second floor was added. There have been no substantial upgrades to the building since then.
- With the proposed renovations the entrance will be modified to include a larger set of stairs and an elevator. Space formerly occupied by the police department will be used by Parks & Rec. There will be a separate entrance to the Parks & Rec space. Essex Town Clerk's Office will be expanded in the same location on the first floor. The meeting room will also remain. The Finance Department has expanded space in the back corner of the building and new vault space. The second floor will include a conference room, work areas, and offices.
- The outside of the building will be cement board panels and siding to match existing materials. The building will be repainted to enhance the new additions.
- The dumpster will be moved to the back of the building. Old storage sheds will be removed or relocated. The emergency generator at the corner of the building will remain.
- Some asphalt and gravel on the site will be removed and replaced with grass. New walks will be added at the front entrance and to the Parks & Rec entrance.
- The storm water treatment area is in the back of the building. Runoff will be collected by sheet flow. A catch basin has been added to the existing foundation drain so runoff can be treated before going into the brook
- There are two parking lot lights and lights on the building.
- There are areas with high readings of gasoline in the soil which will be monitored.
- The project has not yet been put out to bid for cost estimates.

Nick Meyer asked if there will be gravel or pavement on the south end of the parking lot. Paul O'Leary said at this point the area will be gravel.

Joe Weith asked for further explanation of the hazardous waste issue. Paul O'Leary explained petroleum hydrocarbons have been found because the site was a former gas station. Mountainview Environmental Services has been hired to handle the matter. Next steps depend on the volume of material found. The state oversees the situation. The site has a permit from the Agency of Natural Resources. Mr. Weith asked about lot coverage, noting even with the removal of pavement and gravel the lot coverage exceeds the 40% maximum by .2%. John Alden said the numbers will be rechecked. Robin Pierce pointed out if the easement is included then lot coverage is over 40%. The Planning Commission can provide a waiver for the .2% lot coverage.

Amber Thibeault asked about the landscape plan and planting more shrubs. Paul O'Leary said there is a lot of existing landscaping on the site so grass will be planted rather than

adding more shrubs. Nick Meyer suggested removing the tree planted too close to the building and the dead maple tree by the road and adding a couple replacement trees.

There was discussion of the sign. Nick Meyer suggested a pipe and banner sign rather than sandwich boards. John Alden said a new sign will be proposed. A message board that can be changed has been mentioned. The sign is separate from the current application. The applicant agreed to work with staff on the sign.

Diane Clemens asked if the buckled sidewalk by Main Street will be replaced. Robin Pierce said the sidewalk is on village property. A scoping study for sidewalk on Main Street is being done. Ms. Clemens asked if the shrubs by the parking lot will be saved. Paul O'Leary said the public works department will try to remove and then relocate the shrubs. Diane Clemens asked about the "observation wells" noted on the site plan. John Alden explained there are eight monitoring wells shown in the documents available to the bidders. There is a specification section on the environmental monitoring. The documents can be made available to the Planning Commission.

Amber Thibeault asked about impact on traffic in the area during construction. John Alden said work will begin after school is out for the summer and wrap up in November. If the project is phased the contractor will have to ensure public access and safety. If the project is not phased then the site will not be open to the public during construction.

STAFF REPORT

The Planning Commission received a written staff report on the application, dated 6/4/15. Robin Pierce commented on the building elements and elevations as nice additions and the choice of colors created a depth of field that broke up the building, gave it an updated look, and broke up the boxes that form the totality of the structure.

PUBLIC COMMENT

Bob Landry, 80 Main Street, asked about having a traffic light at the intersection due to the excessive speed of cars on Main Street and danger to pedestrians trying to cross the road (there was a fatality years ago when a pedestrian was trying to cross the street). Mr. Landry mentioned shortening the parking lot will make it difficult for delivery trucks, such as UPS and FedEx, to maneuver. Also, when taxes are due the lot will be full of cars coming and going.

There were no further comments.

MOTION by Amber Thibeault, SECOND by Diane Clemens, to close the public portion of the hearing on the building renovation/additions at 81 Main Street by the Town of Essex. VOTING: unanimous (5-0); motion carried.

DELIBERATION/DECISION

Final Plan, Building Renovation/Additions, 81 Main Street, Town of Essex

MOTION by Diane Clemens, SECOND by Amber Thibeault, to approve a waiver of .2% lot coverage if the applicant cannot reduce the lot coverage to 40% with the proposal. VOTING: unanimous (5-0); motion carried.

MOTION by Amber Thibeault, SECOND by Joe Weith, to grant Final Plan approval to Town of Essex for renovation/additions to the building at 81 Main Street with the following conditions:

- 1. All staff comments shall be addressed and satisfied prior to issuance of a zoning permit.**
- 2. All work shall comply with the Village Land Development Code.**
- 3. The applicant shall work with the Village Planner on a landscape plan for plantings in the open spaces noted on the site plan and replacement of dead and removed trees.**

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

John Alden returned to the Planning Commission.

6. WORK SESSION: Update of Land Development Code

The Planning Commission reviewed revisions to Chapters 1-4 of the LDC. The following was noted:

- Indicate where the reference to the noise regulations are now (Chapter 7, Section 718.B).
- Have consistent style and format in the document. Ensure correct spelling, grammar, punctuation, and capitalization throughout the document.
- In Chapter 1 and Chapter 2 change “Village Plan” to “Village Comprehensive Plan” and then subsequently throughout the document to “Comprehensive Plan”. The Comprehensive Plan is the official plan.
- Add some text about the timeframe for update of the LDC (i.e. every five years, date of last update, and such).
- In Section 201.C.5 (Accessory Use) – add “and” at the end of each item a-c and add “and as defined by state statute” as item d.
- In Section 201.C.63 (Domestic Vehicle) – delete the word “car”.
- Insert the definition for “Accessible Parking” in proper alphabetical order.
- Discussion of the definition of “Hotel, motel” and “Extended stay” is tabled at this time.
- The definition of “Massage Therapy” as drafted is fine.
- Add the definition of “Public Street” as “A street owned by the municipality.”
- In Section 201.C.150 (Public meeting) – add “(a majority)” after the word “quorum”.
- In Section 201.E.22.b (Structure) – delete the text in parentheses that repeats the definition of “manufactured home” which appears earlier in the list of definitions.
- In Section 201.F.6 (Industrial Wastes) – insert the word “or” before the word “business”.
- In Section 201.H.8 (Infiltration) – staff will research the current definition of storm water infiltration.

- In Section 301 (Board of Trustees) – add language about the Board of Trustees approving curb cuts or any activity in the village right-of-way.
- In Section 302.B.4 – remove language about the capital budget.
- In Section 302.C.F (Quorum) – staff will get a legal opinion on “quorum” and “majority”.
- In Section 3.04 – The Community Development Director has administrative duties and planning and development activities, but the list in the LDC is of duties relative to the bylaws.
- In Section 401 (Approval Required) – note that a permit is needed for demolition of a structure.
- In Section 401.A – change “Section 502” to “Section 503”.
- The Planning Commission will discuss Section 401.A and Section 401.H after review of Section 503 and Section 510.

MOTION by Diane Clemens, SECOND by Amber Thibeault, to accept the revisions to Chapters 1-4 of the LDC with the understanding there are items still to be addressed. VOTING: unanimous (6-0); motion carried.

7. OTHER PLANNING COMMISSION ITEMS

Next Meeting

Next meeting: June 18, 2015

Agenda: One application and the work session on update of the LDC, Chapters 5 & 6.

8. ADJOURNMENT

MOTION by Amber Thibeault, SECOND by Nick Meyer, to adjourn the meeting. VOTING: unanimous (6-0); motion carried.

The meeting adjourned at 7:50 PM.

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