

**VILLAGE OF ESSEX JUNCTION
PLANNING COMMISSION
JUNE 18, 2015
AGENDA
6:00 P.M.**

I. Audience for Visitors

II. Additions or Amendments to Agenda

III. Minutes

A. Regular Meeting – June 4, 2015

IV. Public Hearing

A. Final site plan review for a new maintenance building, additions to an existing maintenance building and gravel access path at 75 Maple Street in the Open Space District by the Essex Junction Parks & Recreation, agents for the Village of Essex Junction, owners.

V. Work Session

A. Updates to Land Development Code Chapters 5 and 6.

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-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
June 18, 2015**

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

ADMINISTRATION: Robin Pierce, Development Director; Will Hayden, intern.

OTHERS PRESENT: Mike Burke, Brad Luck.

- AGENDA:**
1. Call to Order
 2. Audience for Visitors
 3. Additions/Amendments to the Agenda
 4. Minutes
 5. Public Meeting/Hearing:
 - Final Plan, Maintenance Building, 75 Maple Street, Essex Junction Parks & Recreation
 6. Work Session: Update Land Development Code
 7. Other Planning Commission Items
 8. Adjournment
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1. CALL TO ORDER

Chairman David Nistico called the meeting to order at 6:04 PM.

2. AUDIENCE FOR VISITORS

None.

3. ADDITIONS/AMENDMENTS TO THE AGENDA

Robin Pierce announced the meeting on the State Transportation Plan is July 13, 2015 at 6:30 PM in the Lincoln Hall meeting room.

4. MINUTES

June 4, 2015

MOTION by Amber Thibeault, **SECOND** by Diane Clemens, to approve the 6/4/15 minutes as written. **VOTING:** 5 ayes, one abstention (Andrew Boutin); motion carried.

5. PUBLIC MEETING/HEARING

Final Plan for a new maintenance building, additions to an existing maintenance building and gravel access path at 75 Maple Street in the Open Space District by Essex Junction Parks & Recreation, agent for Village of Essex Junction, owner

John Alden recused himself from the Planning Commission and appeared on behalf of the application. Mike Burke with Krebs and Lansing Engineering and Brad Luck, EJPR, also appeared on behalf of the application.

APPLICANT COMMENTS

John Alden and Mike Burke reviewed the site plan noting the following:

- The existing maintenance garage will be slightly modified and converted to a large covered area for indoor rec program space. Work will begin in the fall and be complete by next year. Bathrooms and a kitchenette area will be added inside the building for use by the program participants.
- The space will be convenient and blend with the park.
- A small vestibule will be added with a small canopy on the side of the building.
- The camp style appearance of the building will not change. The overhead doors will be filled in with windows. The building will be insulated.
- The new maintenance garage will have three open bays, a single pitched roof, no floor drains, but there will be provision for plumbing in the future. There will be no water or sewer at the building, but there will be provision for connection at a future time.
- The building will be similar in appearance to the existing maintenance building (utility building architecture) with block on the outside and metal panel on top.
- The new maintenance building will be behind the tennis and basketball courts near the skate park. The building will be for maintenance equipment and vehicles serving the park. There will be no public space.
- Access to the building is a driveway at the end of the existing parking lot. There is a small apron for vehicles to maneuver in/out of the building. The drive will have two 3' wide gravel strips with a center crushed stone island between the wheel tracks and stone infiltration swales on each side.
- Grading will be away from the bank. There are infiltration chambers for roof runoff into the soil. The soils are sandy.
- Sewer connection is via the existing main owned by the Town of Essex (the gravity sewer on Maple Street is shallow and the pump station for the pool is not suitable for sewer). There will be gravity sewer to the converted maintenance building and gravity sewer stubs to the new building. Water connection will be from the existing building to the new building. The large nonrefundable connection fee will be paid once the permit process is complete.

There was mention of the work that is occurring at the park now. Robin Pierce explained the work was approval administratively and is for a change in use. The application for the new maintenance building was submitted a while ago, but was not complete.

Amber Thibeault asked if there is impact on the BMX jumps. John Alden said one bike trail will be relocated slightly away from the corner of the new maintenance building. Ms. Thibeault asked if any easements will be required and if there will be telecommunications in the new building. John Alden said there will likely be telephone and electricity to the building from the electric supply by the baseball fields. There will be water and potentially sewer connection in the future. Easements and right-of-way are by the sewer line.

Diane Clemens asked about parking in front of the building. John Alden stated there are parking spaces on the side of the building. The area in front of the building is cross-hatched. Ms. Clemens asked if there will be a gate on the access road and a barrier to

catch balls from the basketball court. Brad Luck said the access drive will not have a gate and the existing 6' high fence will be extended to the skate park. Ms. Clemens asked if the police had any comments. Brad Luck said nothing will change in terms of visibility to see into the park.

Andrew Boutin asked about putting the addition on the back of the building. John Alden explained the goal is to move maintenance activity away from the park activity. Mr. Boutin asked if the gravel road is on the edge of the bank. Mike Burke stated the road is close to the edge, but there is about 15' to the breakpoint. The roadway has crushed stone infiltration between the wheel tracks and on the sides. There was discussion of having a public bathroom in the new building. Robin Pierce said bathrooms can be approved administratively.

STAFF REPORT

The Planning Commission received a written staff report on the application, dated 6/18/15. Robin Pierce explained the square footage of the building is why the application is being reviewed by the Planning Commission and not being handled administratively.

PUBLIC COMMENT

None.

MOTION by Diane Clemens, SECOND by Amber Thibeault, to close the public portion of the hearing on a maintenance building at 75 Maple Street by EJPR. VOTING: unanimous (5-0); motion carried.

DELIBERATION/DECISION

Final Plan, Maintenance Building, 75 Maple Street, EJPR

MOTION by Amber Thibeault, SECOND by Diane Clemens, to grant Final Plan approval to Essex Junction Parks & Recreation for a new maintenance building, additions to an existing maintenance building and a gravel access path at 75 Maple Street in the Open Space District with the following conditions:

1. **The new structure once constructed shall match the structure depicted and described in the application materials.**
2. **All staff comments shall be addressed and satisfied.**
3. **All work shall comply with the Village Land Development Code.**
4. **The applicant shall work with village staff on the possibility of a public bathroom in the new maintenance building in the future.**

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 5 of the LDC. The following was noted:

- Ensure consistent style, format, and spacing in the document. Ensure correct spelling, grammar, punctuation, and capitalization in the document.

- In Chapter 5, Section 501.B (Filing of Applications) – staff will further investigate with the Village Attorney the 45 day timeframe for a complete application.
- In Section 501.D – add language referencing the Open Meeting Law.
- In Section 501.D.3 – staff will check with the Village Attorney to determine if statute requires notification be sent to adjacent towns for projects that abut the boundary line.
- In Section 501.E.1 – Zoning Board and Trustees need to be mentioned as well as Planning Commission. The language in the section needs to be simplified to be easier to follow and understand. Separate sections listing the various permits needed and timelines should be drafted.
- In Section 502.A.2 – the development application given to applicants should be tied into this section.
- In Section 502.B.3 – rewrite last sentence to read: “Approval will be granted if staff determines that the use meets such standards.”
- In Section 502.B.4 – insert “(6)” after the word “six” in the first sentence. Do the same in other occurrences in the document.
- In Section 502.D.2 - add a semicolon after “Section 612”.
- In Section 502.E.2 – add “See Section 502.I” at the end of the first sentence.
- In Section 502.E.6.c.2 – delete reference to Chapter 13 (and subsequent references elsewhere in the document) because there is no Chapter 13 in the Land Development Code.
- In Section 502.F.1 – correct the reference to Section 604.G.
- In Section 502.I.3.4.g – curb cuts will be discussed when Section 705 is reviewed.
- In Section 502.I.4.c – end the first sentence at ‘easements’ and begin the second sentence with “This is only required for projects that...”
- In Section 502.I.4.s – change to read: “Location and type of all proposed signs.” and add Subsection (t) to read: “Other information requested by staff to provide a clear understanding of the project.”
- In Section 502.I.11 – delete “(except site changes in accordance with Section 502.I.11.b)”.
- In Section 502.K.2 – in the second sentence insert “location” between the words “sign” and “associated”.
- In Section 502.M.1 – change “Chapter Eight” to “Chapter 8”.
- In Section 502.Q – rewrite to reference the state 248 process for telecommunications.
- In Section 502.R – make the appropriate format changes.
- In Section 503.H.2 – insert the proper VSA section for boundary line adjustments (Village Attorney can assist with the information).
- In Section 503.H.3 – provide a reference for “good urban design techniques”.
- In Section 503.H.5.a – insert the proper VSA section.
- In Section 503.K – shall remain “**Town Clerk**” and “**Town Assessor**”.
- In Section 504.E – change “17054” to “1705”.
- In Section 506 – delete “CHAPTER 12 NOISE” in the heading and change “NOISE” to “SOUND”.

- In Section 507.B – change “private water line” to “public water line”.

7. OTHER PLANNING COMMISSION ITEMS

Next Meeting

Next meeting: July 16, 2015

Agenda: Work Session on update of LDC - finish Chapter 5 and begin Chapter 6.

8. ADJOURNMENT

MOTION by John Alden, SECOND by Diane Clemens, to adjourn the meeting.

VOTING: unanimous (6-0); motion carried.

The meeting adjourned at 8:07 PM.

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