

**VILLAGE OF ESSEX JUNCTION
PLANNING COMMISSION
JULY 16, 2015
AGENDA
6:00 P.M.**

I. Audience for Visitors

II. Additions or Amendments to Agenda

III. Minutes

- A. Regular Meeting – June 18, 2015

IV. Work Session – Updates for Land Development Code

- A. Chapter 5: Development Review Procedures
- B. Chapter 6: Zoning Districts Regulations

V. Other Planning Commission Items

VI. Adjournment

This meeting will be held at 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

**VILLAGE OF ESSEX JUNCTION
PLANNING COMMISSION
MINUTES OF MEETING
July 16, 2015**

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

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

OTHERS PRESENT: None.

AGENDA:

1. Call to Order
2. Audience for Visitors
3. Additions/Amendments to the Agenda
4. Minutes
5. Work Session: Update Land Development Code
6. Other Planning Commission Items
7. Adjournment

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

None.

4. MINUTES

June 18, 2015

MOTION by John Alden, SECOND by Amber Thibeault, to approve the 6/18/15 minutes as written. VOTING: 4 ayes, one abstention (Nick Meyer); motion carried.

5. WORK SESSION: Update of Land Development Code

Robin Pierce noted plats are recorded in the town. The revision to the Land Development Code erroneously said plats are recorded in the village. The LDC has been corrected.

The Planning Commission continued review of Chapter 5 and Chapter 6 of the LDC. The following was noted:

- Suggestion was made to include a flowchart and timeline of the steps of an application review and the documents/forms required at each step for incorporation in Chapter 5. Staff will draft a flowchart for conceptual, preliminary, and final plan review, a timeline showing what materials need to be submitted and when in order to be warned for a hearing, and a checklist of what is needed for a complete application and to move forward through the review process.

- Section 502 appears to discuss uses versus procedures. Clarification is needed. A flowchart could show what is triggered at each step.
- A definition of “Planned Residential Development” or “PRD” is needed.
- Re: Section 509.B - it was confirmed the Board of Trustees grant curb cuts and can supersede the Planning Commission and Zoning Board.
- Re: Section 510 (issuance of a certificate of occupancy) - it was confirmed there is not a separate form to be completed for a certificate of occupancy. The CO is part of the application.
- In Section 510.B - language should be included to say a change of use requires a CO.
- In Section 511.C – language is needed to explain the advantages of a PUD and why a development is considered a PUD. A list of possible amenities with a PRD could also be included.
- In Sections 511.6.a & f – it was noted approval from the Planning Commission does not guarantee other approvals that may be required (i.e. zoning or Act 250 or others).
- Sections 512 & 513 regarding storm water will be reviewed by Jim Jutras.
- The heading of Section 515 needs to be reworked (“...one acre or more or more than one acre...” is awkward).
- In Section 515.A, first sentence – change “and” to “and/or”.
- Section 516 regarding development within 200’ of a waterway will be reviewed by Jim Jutras.
- In Section 516.A – add language to say check the appropriate federal and state agencies.
- In Section 516.H – comment was made the zoning permit should actually be called a development permit.
- Chapter 6 (zoning district regulations) – change “PUD” to “PRD”.
- In Section 601.G.1.2.b – change to read “Design compatibility with adjoining, developed properties.” Change to read the same in each subsequent occurrence of the sentence in the document.
- In Section 604 (village center) – language needs to be added saying the village center is a designated regional growth center. A balance must be found with being a growth center and the historic character of the area. One approach could be to allow development along the arterial routes within the designated village center. Current language saying “reinforces existing architectural design and layout” could hamstring the village to development that is not wanted.
- In Section 604.E, first sentence – change “overall village” to “regional economy” and clarify that the design review section applies to a development application.
- Globally in the document ensure formatting, style, and spacing are consistent and any typographical errors are corrected.

6. OTHER PLANNING COMMISSION ITEMS

Next Meeting

Next meeting: Monday, August 10, 2015 at 6 PM.

Agenda: Work Session on update of LDC – continue review of Chapter 6 (starting at Section 604.E).

7. ADJOURNMENT

MOTION by Amber Thibeault, SECOND by Diane Clemens, to adjourn the meeting, VOTING: unanimous (5-0); motion carried.

The meeting adjourned at 8:05 PM.

Rcdg Scty: MERiordan

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