

**VILLAGE OF ESSEX JUNCTION
PLANNING COMMISSION
AUGUST 10, 2015
AGENDA
6:00 P.M.**

I. Audience for Visitors

II. Additions or Amendments to Agenda

III. Minutes

- A. Regular Meeting – July 16, 2015

IV. Review and Sign Ethics Policy

- A. Elect Chairperson and Vice-chairperson

V. Work Session – Updates for Land Development Code

- A. Chapter 6: Zoning Districts Regulations

VI. Other Planning Commission Items

VII. 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
August 10, 2015**

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

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

OTHERS PRESENT: Mark Thibeault.

- AGENDA:**
1. Call to Order
 2. Audience for Visitors
 3. Additions/Amendments to the Agenda
 4. Minutes
 5. Review/Sign Ethics Policy
 6. Elect Chair and Vice Chair
 7. Work Session: Update Land Development Code
 8. Other Planning Commission Items
 9. Adjournment
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1. CALL TO ORDER

In the absence of Chairman David Nistico, John Alden called the meeting to order at 6:04 PM.

2. AUDIENCE FOR VISITORS

None.

3. ADDITIONS/AMENDMENTS TO THE AGENDA

None.

4. MINUTES

July 16, 2015

MOTION by Amber Thibeault, SECOND by Diane Clemens, to approve the 7/16/15 minutes as written. VOTING: unanimous (5-0); motion carried.

5. REVIEW/SIGN ETHICS POLICY

The Ethics Policy was reviewed and signed.

6. ELECT CHAIR AND VICE CHAIR

Postponed to the next regular meeting.

7. WORK SESSION: Update of Land Development Code

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

- Globally in the document ensure formatting, style, and spacing are consistent and any typographical errors are corrected.

- The language in the LCD for re-use of large historic single family houses in the village center or on the edge of the village center was discussed.
- Staff is drafting language for inclusion in the LCD to recognize the “Designated Village Center District”.
- There was discussion of reference to six stories or 84’ and that there are already four story and five story buildings in the village, but over six stories is not anticipated. The Trustees will have to grant a waiver for heights greater than four stories.
- It was suggested a waiver for height could be one of the bonuses with a PUD.
- In Section 604.J regarding landscaping being compatible with existing quality and quantity in the village center, the language should say that the landscaping shall enhance new structures within the Village Center District such as by emphasizing street trees. The idea is to encourage a vision of what landscaping can do for all, not for just one property.
- In Section 604.J.3 (Waivers) insert the word “height” in the sentence.
- There was discussion of Section 604.H (Building Height) and the language saying the Board of Trustees may grant a height waiver over four stories up to 84’. Mark Thibeault, 16 Villa Drive, questioned how the Board of Trustees from a legal standpoint can approve a development proposal instead of the Planning Commission. Following further discussion the Planning Commission agreed building height waiver should be under Section 604.G (Planned Unit Development).
- In Section 605.F delete “six stories or 72’ whichever is less”.
- In Section 605.G.3 insert the word “height” in the sentence.
- In Section 606.A (Multi-Family Mixed Use) under ‘Purpose’ delete the sentence reading: “Development within this district should be designed...”
- In Section 606.F.3 insert the word “height” in the sentence.
- In Section 607 (Multi-Family Mixed Use 2 District) under ‘Purpose’ delete the sentence reading: “Development within this district should be designed....”
- There was discussion of Section 608 (Transit Oriented Development). Mark Thibeault said the TOD was to ease the transition to the Village Center District. The TOD area coming into the village center should not have buildings that are higher than those in the village center otherwise it appears the village center is moving to the TOD.
- In Section 608.F (Building Height) there should be language to allow building height up to four stories with a waiver to go to six stories, and under ‘Waivers’ add “height” to the list of waivers.
- In Section 608.J (Street and Sidewalk Regulations) there should be language indicating compliance with current engineering policies or as modified and required by the State of Vermont.
- There was discussion of requiring bike paths with all projects rather than just with major redevelopment projects (Section 608.J.1.d). The Bike/Walk Committee is developing a map to show where bike paths should be located in the village. The map could be an overlay in the LCD or referred to with development proposals. The message is to have a project plan for connectivity to paths and trails.

Comment on Section 608.J.1.d will be solicited from the Bike/Walk Committee. Mark Thibeault cautioned against making it so difficult to develop in the village that developers go elsewhere.

- In Section 608.L (Special Uses) inset “(Section 620)” after “use chart”.
- In Section 612.E (Planned Exposition) write out “Square Foot of Gross Floor Area” for SFGFA.
- The sentence in Section 613.G.1.b.4 reading: “Use of innovative techniques...” should be in each PUD section of the LDC. Explanation of what the village is trying to achieve with “unique design” and “innovative design” is needed. Maximizing open space is the main goal in addition to connectivity to surrounding developments with paths and trails.
- In Section 613.G.2.a.3 delete “solar energy” and simply say “renewable energy sources”.
- In Section 614 (Floodplain) add “current engineering policies or as modified and required by the State of Vermont”.
- Jim Jutras, Water Quality Director, will review and update language in Section 614.B.2 as needed.
- In Section 615 (Mixed Commercial Use District) change the building height to “six stories or 72 feet” and add under the PUD section language about granting a waiver to building height up to six stories or 84’.
- In Section 620 (Use Chart):
 - Delete Retail Sales Drive-Thru under VCD
 - Add Home Office under VCD
 - Add Construction Services Establishment under TOD as a conditional use
 - Add Transit Park-and-Ride under Planned Exposition (PE)

8. OTHER PLANNING COMMISSION ITEMS

Next Meeting

Next meeting: Monday, August 20, 2015 at 6 PM.

9. ADJOURNMENT

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

The meeting adjourned at 8 PM.

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