

**VILLAGE OF ESSEX JUNCTION
PLANNING COMMISSION
AUGUST 20, 2015
AGENDA
6:00 P.M.**

I. Audience for Visitors

II. Additions or Amendments to Agenda

III. Minutes

A. Regular Meeting – August 10, 2015

IV. Public Hearing

A. Final site plan review for construction of 20 parking spaces at 128 – 136 West Street in the Multi-Family 2 District by Whitcomb Terrace Housing, LP, owners.

V. 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
August 20, 2015**

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

ADMINISTRATION: Robin Pierce, Development Director.

OTHERS PRESENT: Scott Homsted, Miranda Lescaze.

- AGENDA:**
1. Call to Order
 2. Audience for Visitors
 3. Additions/Amendments to the Agenda
 4. Minutes
 5. Public Hearing
 - Final Plan, Parking (20 spaces), 128-136 West Street, Whitcomb Terrace Housing, LP
 6. Other Planning Commission Items
 7. Adjournment
-

1. CALL TO ORDER

Chairman David Nistico called the meeting to order at 6 PM. It was noted election of officers will be held at the next meeting to allow for proper warning on the agenda.

2. AUDIENCE FOR VISITORS

None.

3. ADDITIONS/AMENDMENTS TO THE AGENDA

None.

4. MINUTES

August 10, 2015

MOTION by Nick Meyer, SECOND by Diane Clemens, to approve the 8/10/15 minutes as written. VOTING: 5 ayes, one abstention (David Nistico)[Amber Thibeault not present for vote]; motion carried.

5. PUBLIC HEARING

The hearing procedure was explained and individuals to give testimony on applications before the Planning Commission were sworn in.

Final Plan review for construction of 20 parking spaces at 128-136 West Street in the MF-2 District by Whitcomb Terrace Housing, LP

Scott Homsted with Krebs & Lansing Engineering and Miranda Lescaze with Cathedral Square appeared on behalf of the application.

STAFF REPORT

The Planning Commission received a written staff report on the application, dated 8/20/15. Robin Pierce said the approval would have been done administratively if possible.

APPLICANT COMMENTS

Scott Homsted noted the following:

- Since the construction of the Whitcomb Terrace building in early 2000 Cathedral Square has found the parking to be insufficient for the number of visitors and caregivers to the site so people have been parking on the grass.
- Cathedral Square is repaving the lot and felt the parking spaces on the grass should be formalized.
- The spaces intrude into the 10' setback, but a variance was granted from the Zoning Board. The Zoning Board also agreed to parking space width of 8'.
- The existing storm water system on the site is adequate to handle the additional parking.
- There have been no complaints from neighbors about the parking. Cathedral Square contacted the adjoining property owners and received only positive response to the parking.
- The lighting on the site is not changing and the parking lot is not new. No additional lights are proposed. The parking spaces are mostly empty at night so lights are not needed. There are bollard lights by the sidewalk. With the proposed parallel parking spaces the shine from car headlights onto the adjacent houses will be eliminated.

Diane Clemens asked about the following:

- Comments from residents about a “skating rink” that forms in winter by the western entrance - Scott Homsted stated the yard drain is buried and will need to be restored.
- Paving over the storm water chambers - Mr. Homsted assured the storm water chambers are designed to handle vehicle traffic.
- Tree trimming that will be done for the parking spaces and removal of some sizable trees (oak tree in parking space #57, several trees by the porch of Whitcomb Terrace) - Scott Homsted stated the intention with the parking is not to cut down any major trees. The applicant will work with staff on the matter.
- Screening for the dumpsters and the LP tank – Robin Pierce said per the code the dumpsters must be screened if visible to the public.
- Accessible parking spaces being marked – Miranda Lescaze assured visitor and residential spaces will be appropriately marked as well as the required number of accessible parking spaces. Some residential spaces are accessible. New parking spaces will be marked for visitors or non-visitors (caregivers) depending on their use. The parking will be marked in accordance with the original approval.

John Alden asked about removing some pavement by Building D and adding green space. Scott Homsted agreed there is a wide area of paving by Building D which may be for a turnaround for emergency vehicles. Miranda Lescaze will ask the Director of

Maintenance about the space. Mr. Alden urged maintaining the existing vegetation on the site which is attractive.

Nick Meyer suggested a buffer to tree roots be created when excavating for the parking. Scott Homsted said the depth of the subbase can be decreased to preserve the trees. Mr. Meyer asked about space for snow storage. Scott Homsted said the storage areas are the access easement for the church and between buildings.

Joe Weith asked for clarification of the action by the Zoning Board to grant a variance and approve the parking space width. Robin Pierce explained the Zoning Board took the width of the parking spaces into consideration with the variance to the side setback for parking.

Andrew Boutin asked if the pavement will be crowned. Scott Homsted said the existing grade will be maintained. There is a slight pitch toward the grass. The surrounding yards are flat.

PUBLIC COMMENT

None.

MOTION by Diane Clemens, SECOND by Amber Thibeault, to close the public portion of the hearing for 20 parking spaces at 128-136 West Street by Whitcomb Terrace. VOTING: unanimous (7-0); motion carried.

DELIBERATION/DECISION

Final Plan, Parking (20 spaces), 128-136 West Street, Whitcomb Terrace, LP

MOTION by John Alden, SECOND by Amber Thibeault, to waive the requirement for the parking space width and allow 8' wide spaces since industry standards indicate 8' wide spaces are adequate for parallel parking spaces.

DISCUSSION: There was mention of clarifying language in the LDC on the parking space width requirement for parallel parking spaces.

VOTING: unanimous (7-0); motion carried.

MOTION by John Alden, SECOND by Amber Thibeault, to grant Final Plan approval of 20 parking spaces at 128-136 West Street by Whitcomb Terrace, LP as submitted and with the following conditions:

- 1. A waiver is granted for the parking space width to be 8'.**
- 2. The applicant shall comply with staff comments noted in the Staff Report for the application, dated 8/20/15, with the exception of the comment on lighting.**
- 3. The applicant shall protect existing significant trees including root structure with field observation, revised layout, and staff supervision during construction, and if a tree is lost the tree shall be replaced on-site or a donation made to the Tree Advisory Committee for a new tree.**
- 4. The parking lot shall be striped for required accessible ADA spaces.**

5. **The applicant shall ensure all yard drains are uncovered and functional.**

VOTING: unanimous (7-0); motion carried.

6. OTHER PLANNING COMMISSION ITEMS

Next Meeting

Next meeting: September 3, 2015 at 6 PM

Agenda: Election of Officers
LDC Work Session (Chapter 7)

7. ADJOURNMENT

MOTION by John Alden, SECOND by Andrew Boutin, to adjourn the meeting.

VOTING: unanimous (7-0); motion carried.

The meeting was adjourned at 6:45 PM.

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