

**VILLAGE OF ESSEX JUNCTION
PLANNING COMMISSION
SEPTEMBER 3, 2015
AGENDA
6:00 P.M.**

I. Audience for Visitors

II. Additions or Amendments to Agenda

III. Minutes

- A. Regular Meeting – August 20, 2015

IV. Election of Officers

- A. Elect Chairperson and Vice-chairperson

V. Work Session – Updates for Land Development Code

- A. Chapter 7: General Development Standards

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
September 3, 2015**

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

ADMINISTRATION: None.

OTHERS PRESENT: Wayne Beebe.

AGENDA:

1. Call to Order
2. Audience for Visitors
3. Additions/Amendments to the Agenda
4. Minutes
5. Election of Officers
6. Work Session: LDC Update, Chapter 7
7. Other Planning Commission Items
8. Adjournment

1. CALL TO ORDER

Chairman David Nistico called the meeting to order at 6:02 PM. There were no announcements.

2. AUDIENCE FOR VISITORS

Wayne Beebe, Wilkinson Drive, inquired about language being added to the Land Development Code to cover temporary structures such as backyard hockey rinks. Mr. Beebe explained the situation with the hockey rink in the neighbor's backyard which is impacting his property. The rink is not fenced and pucks have hit his house. There are also lights at the rink to allow skating at night. Mr. Beebe suggested language be added to address hockey rinks in the same manner as backyard swimming pools (i.e. as a structure that requires a fence). The lighting with the neighbor's rink has been addressed (the lights are now shielded).

The Planning Commission will take the matter under consideration when updating the lighting section of the LDC.

3. ADDITIONS/AMENDMENTS TO THE AGENDA

None.

4. MINUTES

August 20, 2015

MOTION by Amber Thibeault, SECOND by John Alden, to approve the 8/20/15 minutes with the clarification that the discussion on screening dumpsters was relative to the visibility of the dumpster to the public right-of-way though the LDC indicates the issue is simply visibility of the dumpster. VOTING: unanimous (6-0); motion carried.

The Planning Commission requested staff follow up with Whitcomb Terrace Housing to confirm violations relative to dumpsters and the LP tanks are remedied.

5. ELECTION OF OFFICERS

Chair

MOTION by Andrew Boutin, SECOND by Amber Thibeault, to nominate Dave Nistico as Chairman of the Essex Junction Planning Commission. There were no other nominations. **VOTING: unanimous; motion carried.**

Dave Nistico is Chairman of the Essex Junction Planning Commission.

Vice Chair

MOTION by Amber Thibeault, SECOND by Dave Nistico, to nominate John Alden as Vice Chairman of the Essex Junction Planning Commission. There were no other nominations. **VOTING: unanimous; motion carried.**

John Alden is Vice Chairman of the Essex Junction Planning Commission.

6. WORK SESSION: LDC UPDATE, Chapter 7

The Planning Commission reviewed Chapter 7 of the Land Development Code and made the following revisions/comments:

- Ensure proper capitalization, spelling, spacing, and formatting throughout the document.
- Section 703.B (loading requirements) – delete “financial institutions, offices”.
- Section 703.B.3 (loading requirements, surfaces) – delete “based upon projected traffic counts”. Staff will investigate why loading area requirements are based on traffic counts.
- Section 703.B.7 (loading requirements, waivers) – wordsmithing is needed to clarify the waiver section.
- Section 703.C (off-street parking requirements) – staff will investigate industry standards in addition to federal and state regulations for loading spaces and parking spaces for electric cars and ADA accessibility and reference that in the LDC.
- Section 703.D.2 (drive-thru facilities, stacking requirements) – delete the word “should”.
- Section 703.E (parking or storage of junk vehicles) – wordsmithing is needed to clarify how a “junk vehicle” is allowed to be stored.
- Section 703.H (parking RVs on public property) – explanation is needed as to why this language is in the LDC because as written it appears CVE is being treated as public property.
- Section 703.I (vehicles for sale) – delete “except for sale of one personal vehicle by the owner of the vehicle”.
- Section 703.J (parking of storage trailers) – capitalize “Temporary Use Permit”.
- Section 703.K.2 (other parking standards, parking lot fund) – staff to investigate if the public parking lot improvement fund exists and if so what the current value is.

- Section 703.K.3 (other parking standards, surfacing) – insert “(5)” between “five” and “homes” in the second sentence. Staff will get an explanation from the Village Engineer on the paving requirement of 20’ beyond the edge of the public right-of-way. Staff will clarify if the waiver of the requirement is in accordance with Section 713 or Section 703.
- Section 703.K.4 (other parking standards, drainage) – Staff will investigate current standards for drainage calculations (i.e. 25 year storm may not be the current standard) and modify the language accordingly.
- Section 703.K.5 (other parking standards, accessible provisions) – staff will incorporate current standards for accessibility into the language.
- Section 703.K.8 & Section 703.K.9 (other parking standards, screening & landscaping) – staff will incorporate current standards for screening and landscaping into the language.
- Section 703.K.10 (other parking standards, pedestrian access) – staff will provide language to link to PUD/PRD standards (i.e. superior design, etc.).
- Section 703.K.11 (other parking standards, bicycle access) – staff will get input from the Bike/Walk Committee on the language.
- Section 703.K.15 (other parking standards, joint parking facilities) – add “site plan and” before “site plan amendments” in the second sentence.
- Section 703.K.16 (other parking standards, waivers) – add a colon (:) after “granting a wavier” in the sentence reading “The Commission shall determine that one or more of the following...”

7. OTHER PLANNING COMMISSION ITEMS

Next Meeting

Next meeting: September 17, 2015 at 6 PM

Agenda: LDC Work Session (Chapter 7 beginning with Section 704)

Revised LDC Chapters 1-6

Staff will send LDC Chapters 1-6 with the changes incorporated to the Planning Commission for the next work session.

8. ADJOURNMENT

MOTION by Amber Thibeault, SECOND by Nick Meyer, to adjourn the meeting.

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

The meeting was adjourned at 7:45 PM.

Rcdg Scty: MERiordan

