

**VILLAGE OF ESSEX JUNCTION
PLANNING COMMISSION
NOVEMBER 19, 2015
AGENDA
6:00 P.M.**

I. Audience for Visitors

II. Additions or Amendments to Agenda

III. Minutes

- A. Regular Meeting – November 5, 2015

IV. Work Session – Updates for Land Development Code

- A. Chapter 9: Subdivisions
- B. Chapter 10: Enforcement
- C. Chapter 17: Appeals
- D. Chapter 11: Sewer Regulations
- E. Chapter 14: Water System Management and Use
- F. Appendix A: Public Works Specifications

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
November 19, 2015**

MEMBERS PRESENT: Dave Nistico (Chairman); John Alden, Amber Thibeault, Nick Meyer, Diane Clemens, Andrew Boutin. (Joe Weith was 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: LDC Update
6. Other Planning Commission Items
7. Adjournment

1. CALL TO ORDER

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

2. AUDIENCE FOR VISITORS

None.

3. ADDITIONS/AMENDMENTS TO THE AGENDA

None.

4. MINUTES

November 5, 2015

MOTION by Amber Thibeault, SECOND by Nick Meyer, to approve the 11/5/15 minutes as written. VOTING: unanimous (6-0); motion carried.

5. WORK SESSION: LDC UPDATE

Robin Pierce clarified questions and information requested at the last meeting as follows:

- Section 905.F (lot requirements), definition of “double frontage lots” - Double frontage lot is a lot with street frontage on two boundaries. [The Planning Commission reiterated the definition needs to be included in the LDC.]
- How the village center is envisioned to look was outlined in the charrette and Design Five Corners work. [John Alden noted a mechanism is needed to tie the design into the LDC. Staff will draft language to be included in the Village Center District. Nick Meyer suggested an interesting exercise would be to revisit projects approved by the Planning Commission that are now complete to assess if what was approved is working or if changes should be made to the code. John Alden noted the process of communicating and outreach to the community needs to be outlined. A flowchart will help. Robin Pierce will forward the flowchart from Growth in Action as an example.]

- Section 906.C.7 (streets, design) –the numbers in the table are current and in compliance with ‘complete streets’.
- Section 906.D (streets, dead-ends) – the definition of “dead-end street” will read: “A street open at one end only without provision for a turnaround and which may be extended into adjoining property.”
- Section 907 (easements) – Jim Jutras will confirm current design standards for storm events.
- Section 913 (utility lines) – the word “shall” is used in the text.
- Section 1001 (enforcement, violations) – enforcement is always being done.
- Sewer penalties and violations are handled the same as other violations in that a letter is sent to the offender and if compliance does not occur then the matter is sent to the Village Attorney.
- Residential trumps commercial with noise level when residential is bordering commercial.
- Jake brake use in residential neighborhoods is decided by the Board of Trustees.
- Section 503 (development review process) cannot be consolidated into Chapter 9.
- The text in Chapter 9 outlines state requirements.
- Waste Water (Jim Jutras), Public Works (Rick Jones), and the Village Engineer will review the technical chapters in the LDC pertaining to storm water, waste water, streets, utilities.
- Board of Trustees set the fee schedule.

The Planning Commission reviewed Chapter 17 Appeals. The following was noted:

- In Chapter 17 - replace each incidence of “clerk of the commission” or “clerk of the board” with “Village Clerk”.
- In Section 1704 (appeals of staff decisions to the Planning Commission) – staff will get a legal opinion on whether Section 1704 can be removed or changed to reflect the appeal process in practice.

Chapter 11 (sewer regulations), Chapter 14 (water system management and use), and Appendix A (public works specifications) will be reviewed by the appropriate department heads.

“To Do” list for staff:

- Add the definition of “double frontage lots” to the LDC to read: “Double frontage lot is a lot with street frontage on two boundaries.”
- Draft language to be included in the Village Center District section that incorporates the work of the charrette and Design Five Corners.
- Forward the flowchart from Growth in Action as an example of the process of communicating and outreach to the community.
- Add the definition of “dead-end street” to the LDC to read: “A street open at one end only without provision for a turnaround and which may be extended into adjoining property.”
- Change each incident of “clerk of the commission” or “clerk of the board” in Chapter 17 to “Village Clerk”.

- Get a legal opinion on whether Section 1704 (appeals of staff decisions to the Planning Commission) can be removed from the LDC or changed to reflect the appeal process in practice.

6. OTHER PLANNING COMMISSION ITEMS

Thoughtful Growth Update

John Alden reported a straw poll of the Thoughtful Growth group was in support of moving toward a single planning commission for the village and town. The group also discussed having independent review boards (planning commission and zoning board) or following the development review board concept where the development review board (DRB) handles development applications and zoning issues and the planning commission does planning. The group would like to recommend moving in this direction in stages. Planning commissions and planning strategies should not see a border.

Nick Meyer asked if the municipal plans will be merged into one. Robin Pierce said if there is a single planning commission for the community then eventually the municipal plans will be merged. How the village center should look will be an interesting discussion.

Next Meeting & Agenda

Next meeting: December 3, 2015 at 6 PM (only meeting in December)

Agenda: Work Session: LDC Update

7. ADJOURNMENT

MOTION by John Alden, SECOND by Amber Thibeault, to adjourn the meeting.

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

The meeting was adjourned at 6:35 PM.

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