

**VILLAGE OF ESSEX JUNCTION
PLANNING COMMISSION
MARCH 17, 2016
AGENDA
6:00 P.M.**

I. Audience for Visitors

II. Additions or Amendments to Agenda

III. Minutes

- A. Regular Meeting – March 3, 2016

IV. Work Session – Updates for Land Development Code

- A. Continue updates starting with Chapter 8

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
March 17, 2016**

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

ADMINISTRATION: Will Hayden.

OTHERS PRESENT: None.

AGENDA:

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

1. CALL TO ORDER

Chairman Dave Nistico called the meeting to order at 6 PM.

2. AUDIENCE FOR VISITORS

None.

3. ADDITIONS/AMENDMENTS TO THE AGENDA

None.

4. MINUTES

March 3, 2016

MOTION by Amber Thibeault, SECOND by Diane Clemens, to approve the minutes of 3/3/16 as written. VOTING: unanimous (6-0); motion carried.

5. WORK SESSION: LAND DEVELOPMENT CODE UPDATE

Chapter 8 – Nonconformities

The following was noted:

- Section 801.A (Nonconforming Use) – change “occupy more floor area” to “occupy more land or floor area”.
- Section 801.B (Change of Use) – insert “not” after “use may” to read: “...nonconforming use may not be changed to another...”
- Enforcement is needed of the removal of nonconforming signs bylaw.

Chapter 9 – Subdivisions

The following was noted:

- Section 906.B.4 (Street Arrangement) – change “through traffic” to “improved connectivity”.
- Section 907 (Easements) – add “(25)” after the words “twenty-five” for the storm design.

Chapter 17 – Appeals

The following was noted:

- Section 1704 (Appeals of Staff Decisions to the Board) – change “Board” to “Zoning Board of Adjustment” in the heading.

Additional Items

The following items are needed/requested:

- Staff is asked to give an update on the status of chapters not yet received for review such as Chapters 11, 14, 16.
- Development Review Process flowchart should be included in the LDC. The flowchart should include a reminder to the applicant to cross-reference the Village Comprehensive Plan to better understand what the village is seeking.
- An expanded view (map) of the village center should be included in the LDC to show what the village center is.
- The complete LDC document with all the changes incorporated is needed for final review.
- Staff is asked to review the spreadsheet/chart that lists items wanted in the Comprehensive Plan and Land Development Code to determine if there are any outstanding items.

6. OTHER PLANNING COMMISSION ITEMSJoint Selectboard/Trustees Meeting on Planning

Nick Meyer reported he attended the joint meeting of the Essex Selectboard and Village Trustees that discussed combining the planning functions of the town and village. The report has been accepted. At the meeting George Tyler noted the Trustees do want to talk further with the Village Planning Commission.

There was discussion of the need for the Village Planning Commission to have better communication from the Trustees and staff in order to be fully informed on matters, especially since the community in general assumes the Planning Commission is aware of what is happening in the village. Following further discussion there was agreement the following item should be added to the regular agenda: “Staff Report on Village Happenings”.

Train Station Alternative

John Alden reported the selected alternative for the train station project reduces parking in the village center.

7. ADJOURNMENT

MOTION by John Alden, SECOND by Nick Meyer, to adjourn the meeting.

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

The meeting was adjourned at 7:10 PM.