

**VILLAGE OF ESSEX JUNCTION
PLANNING COMMISSION
JANUARY 17, 2019
AGENDA
6:00 P.M.**

Revised Agenda

I. Audience for Visitors

II. Additions or Amendments to Agenda

III. Minutes

A. Regular Meeting – December 20, 2018

IV. Public Hearing

A. Final site plan review for 4 residential apartments within an existing single family dwelling and 1 residential apartment within an existing garage with 10 proposed parking spaces at **7 Park Terrace** in the VC District by Andrew Hood, owner.

V. Other Planning Commissions Items

VI. 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-Held 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
January 17, 2019**

- MEMBERS PRESENT:** David Nistico (Chair); John Alden, Amber Thibeault, Diane Clemens, Andrew Boutin, Steven Shaw, Kaitlin Hayes.
- ADMINISTRATION:** Robin Pierce, Development Director.
- OTHERS PRESENT:** Anne Whyte, Linda McKenna, Hugh Gibson, Jim Paulsen, Andrew Hood, Linda Letourneau, Frank Naef.
- AGENDA:**
1. Call to Order
 2. Audience for Visitors
 3. Additions/Amendments to the Agenda
 4. Minutes
 5. Public Hearing:
 - Final Plan, Five Apartment Units, 7 Park Terrace, Andrew Hood
 6. Other Planning Commission Items
 7. Adjournment
-

1. CALL TO ORDER

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

2. AUDIENCE FOR VISITORS

There were no comments from the public at this time.

3. ADDITIONS/AMENDMENTS TO THE AGENDA

None.

4. MINUTES

December 20, 2018

MOTION by Amber Thibeault, **SECOND** by Diane Clemens, to approve the minutes of December 20, 2018 with the global correction of the spelling of “Kaitlin Hayes” and clarification of the motion on the approval of the minutes that the discussion was of the Handy Pearl Street application. **VOTING: unanimous (7-0); motion carried.**

5. PUBLIC HEARING

Final Plan Review for five residential units within in an existing single family house with an accessory apartment and professional office within an existing garage with 10 proposed parking spaces at 7 Park Terrace in the VC District by Andrew Hood, owner

Andrew Hood appeared on behalf of the application.

STAFF REPORT

The Planning Commission received a written staff report on the application, dated 1/17/19. Robin Pierce said changes in elevation with the windows and the addition of a door are circled on the site plan. The number of openings in the garage is reduced.

APPLICANT COMMENTS

Andrew Hood explained the outside changes to the house include windows (similar design to the existing house) and restructuring the deck. The inside of the main building will be converted to four one-bedroom apartments. The third floor will not be in use. The garage will become a separate apartment unit. White vinyl siding will be put on the building. The fascia boards will be wrapped aluminum cladding. The front porch columns will either remain or be replaced with fiberglass replicas. Shrubs and a shade tree will be planted to block the view of the parking. Ten parking spaces are proposed. The roof has leaks and will likely have to be replaced. Asphalt shingles will be used. There are asphalt shingles on the building now.

Suggestions from the Planning Commission on the proposal include:

- Maintain as much of the significant detail and features on the historic building as possible to retain the character including material for the siding and trim.
- Have contrast of colors in the color scheme.
- Have new elements match as much as possible the existing elements.
- Eliminate parking space #10 that parallels School Street and add landscaping. Keep a greenbelt along the street.
- Fix the front steps to the front porch and eliminate the set of stairs proposed on the School Street side of the building.
- Ensure state requirements are met with regard to the change of use to a commercial building with five dwelling units.
- Remove the fire escape to the 3rd floor if it is not being used.

There was discussion of having green space in the parking area rather than all gravel. There was also discussion of dumpster location and screening. Andrew Hood said smaller trash bins will be used and can be located where parking space #10 was proposed.

PUBLIC COMMENT

Anne Whyte, School Street, said it is good the house is getting some needed attention. The dimensions are needed for the proposed parking to know if there is enough space for cars and pedestrians to maneuver. Parking spaces #4 and #7 seem tight. Parallel parking into space #7 will be a challenge. Snowbanks or a space for snow storage will make the space tighter. The parking area should be paved and striped. The distance from the Quonset building to the neighbor should be shown on the plan. There does not appear to be much space for a dumpster or maneuvering cars.

Linda McKenna, School Street, said the house is well built, old, and an important structure in the village. The water and sewer lines are a concern. The sewer line is very fragile. The village should consider requiring green construction or solar panels on the house.

Frank Naef, Park Terrace, said vinyl siding will take away from the building. A drawn color rendering would show what the building will look like. Mr. Naef asked if there is a setback requirement for business parking from the property line and if there is a required green buffer. Regarding vision lines, there have been many close calls at the parking garage entrance down the street. Bushes to screen the proposed parking will block the view of cars entering the street.

There were no further comments.

MOTION by Amber Thibeault, SECOND by Diane Clemens, to close the public portion of the proposal by Andrew Hood for 7 Park Terrace. VOTING: unanimous (7-0); motion carried.

DELIBERATION/DECISION

Final Plan, Five Apartment Units, 7 Park Terrace, Hood

MOTION by John Alden, SECOND by Diane Clemens, to table the application by Andrew Hood for 7 Park Terrace pending required information for Final Plan Review per the Land Development Code including, but not limited to:

- A survey
- Site plan with dimensions
- Landscape plan
- Lighting plan

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

6. OTHER PLANNING COMMISSION ITEMS

Three Minute Time Limit for Comments

The Planning Commission requested the three minute time limit for comments at meetings be noted on the published agenda, and agreed the time limit needs to be enforced. David Nistico said the Chair should be able to use discretion if a situation warrants more time for comments.

7. ADJOURNMENT

MOTION by Amber Thibeault, SECOND by Andrew Boutin, to adjourn the meeting. VOTING: unanimous (7-0); motion carried.

The meeting was adjourned at 7:15 PM.