

**VILLAGE OF ESSEX JUNCTION
PLANNING COMMISSION
FEBRUARY 21, 2019
AGENDA
6:00 P.M.**

I. Audience for Visitors

II. Additions or Amendments to Agenda

III. Minutes

A. Regular Meeting – January 17, 2019

IV. Comprehensive Plan Updates

A. Process overview, updated data, natural resources

V. Public Hearing

A. Decision for final site plan review for 4 residential apartments within an existing single family dwelling and 1 residential apartment within an existing garage with 9 proposed parking spaces at 7 Park Terrace in the VD District, by Andrew Hood, owner. *Application postponed, not complete.*

VI. 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.

Public comments are limited to a three minute rule unless waived by the Planning Commission Chair.

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
February 21, 2019**

MEMBERS PRESENT: John Alden, Amber Thibeault, Diane Clemens, Andrew Boutin, Steven Shaw. (David Nistico and Kaitlin Hayes were absent.)

ADMINISTRATION: Robin Pierce, Development Director; Evan Teich, Municipal Manager.

OTHERS PRESENT: Melanie Needle.

- AGENDA:**
1. Call to Order
 2. Audience for Visitors
 3. Additions/Amendments to the Agenda
 4. Minutes
 5. Public Meeting:
 - Comprehensive Plan Update
 6. Other Planning Commission Items
 7. Adjournment

1. CALL TO ORDER

In the absence of Chairman David Nistico, John Alden facilitated the meeting and called to order at 6:02 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

January 17, 2019

MOTION by Amber Thibeault, SECOND by Andrew Boutin, to approve the minutes of January 17, 2019 as written. VOTING: unanimous (5-0); motion carried.

5. PUBLIC MEETING

Comprehensive Plan Update

Robin Pierce noted the village comprehensive plan is being updated to meet the requirements of Regional Planning. At some point the village plan will be merged with the town plan.

Melanie Needle, CCRPC Senior Planner, reviewed the process and schedule to update the plan, noting the village plan expires in August 2019 so there are two months to do the update then hold public hearings and forward the plan to the Board of Trustees for review and public hearings and finally adoption by August 2019. Zoning, ability to apply for grants, maintaining designations are all affected by not having an adopted plan in place.

Amber Thibeault mentioned the layout of comprehensive plans from other towns that are easier to read and contain pictures. Melanie Needle said due to the time constraint with the update and adoption of the village plan improving the readability and inserting pictures will have to be done after adoption. John Alden pointed out this will likely be the last update of the village comprehensive plan because by the next update the plan will be incorporated into the town plan, but this update in addition to meeting the requirements of Regional Planning should set the tone for what the village wants for development.

Melanie Needle noted the following updates to the plan:

- The focus of the updates is in Chapter 4.
- Reference to the river corridor was worked in on Page 38.
- In Section 6.12 language was added to encourage reading the tactical basin plan and integration with the village storm water functions, and to include strategies.
- The utilities and facilities sections are tied back to the natural resources section.
- Objective 1.9 can be removed (implement storm water discharge standards to be included in the LDC provisions).
- Indian Brook Flow Restoration Plan and Sunderland Brook Flow Restoration Plan should be referenced.
- Current state language to protect the river corridor will be used in the plan.
- Objective 6.7 was added on adopting a river corridor overlay.
- Significant wildlife habitat and forest integrity section includes language saying the village will continue to protect these areas as mapped per the Forest Integrity Act (Act 171).

John Alden said a list should be compiled of the updates to the LDC that are needed so development is compliant with the comprehensive plan.

The Planning Commission reviewed the number of structures in the river corridor. Amber Thibeault said a list of the areas that are impacted should be included in the plan. Melanie Needle will update the section with enhanced language and send river corridor model bylaw language to the Planning Commission to get a sense of the degree of regulation needed in the corridor. The river corridor language that was provided by Regional Planning is what the village is required to do.

Melanie Needle said the Planning Commission needs to decide if contiguous habitat units or the conservation design assessment best represent significant wildlife habitat and forest habitat in the village. Following discussion the Planning Commission agreed with the state language on high priority forest blocks (Objectives 4.4. and 4.5). Melanie Needle will identify the species that are present and research the level of protection.

John Alden questioned how prime ag soils in the center of the village can be shown on the map. Diane Clemens pointed out the reference is to the soil type. Melanie Needle will investigate ways to address ag soils in the village.

There was public comment on having language that emphasizes connectivity of habitat.

Next steps:

- Forward comments on the plan to Melanie Needle.
- March 21, 2019 is a meeting with the Town of Essex on the plan update.
- Next meeting will focus on energy, land use, and transportation in addition to items already discussed.

Melanie Needle will forward the model bylaw language on river corridors and identify how to deal with prime ag soils in the village. The power point presentation on the plan update will be forward to Robin Pierce along with the links to the maps.

Diane Clemens mentioned the education portion of the plan has to be reworked in light of the consolidated school district, and there are several housekeeping items to rectify, for example, Global Foundries is not formerly IBM as mentioned in the plan. Diane Clemens submitted her suggested updates to Melanie Needle.

6. OTHER PLANNING COMMISSION ITEMS

Robin Pierce reported:

- The application for 7 Park Terrace is not quite ready to come back before the Planning Commission.
- G&W railroad will start the rail crossing on the Amtrak line this year.
- The property on the corner of Park Terrance/Park Street has been sold.

7. ADJOURNMENT

MOTION by Andrew Boutin, SECOND by Steven Shaw, to adjourn the meeting.

VOTING: unanimous (5-0); motion carried.

The meeting was adjourned at 7:26 PM.

RScty: MERiordan. Minutes done from tape.