

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

**I. Audience for Visitors**

**II. Additions or Amendments to Agenda**

**III. Minutes**

A. Regular Meeting – February 21, 2019

**IV. Comprehensive Plan Updates**

A. Land Use, Transportation and Energy

**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 10 proposed parking spaces a 7 Park Terrace in the VC District, by Andrew Hood, owner.

*(Application tabled from January 17, 2019 meeting)*

**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](http://www.essexjunction.org).

**VILLAGE OF ESSEX JUNCTION  
PLANNING COMMISSION  
MINUTES OF MEETING  
March 21, 2019**

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

**ADMINISTRATION:** Robin Pierce, Development Director;

**OTHERS PRESENT:** Melanie Needle, CCRPC Senior Planner, Linda Letourneau, Andrew Hood and Dustin Brusco.

- AGENDA:**
1. Call to Order
  2. Audience for Visitors
  3. Additions/Amendments to the Agenda
  4. Minutes
  5. Comprehensive Plan Updates
    - Land Use, Transportation, Energy
  6. Public Hearing [*Application tabled from January 17, 2019 meeting*]
  7. Other Planning Commission Items
  8. Adjournment

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**1. CALL TO ORDER**

David Nistico facilitated the meeting and called to order at 6:02 PM.

There were no announcements or disclosures.

**2. AUDIENCE FOR VISITORS**

Dustin Brusco from the Town Planning Commission invited the Village Planning Commission to meet with the Town Planning Commission informally. Leadership would like to encourage collaboration between the two bodies to the extent that it does not impact regulatory rules. Town and Village Planning Commissions will plan to meet together at a future date to discuss ways in which they could collaborate.

**3. ADDITIONS/AMENDMENTS TO THE AGENDA**

Kaitlyn Hayes, former commission member, has relocated to South Burlington. There is now a vacant seat on the Planning Commission.

**4. MINUTES**

**Minutes from the February 21, 2019 meeting were not available for review. A motion to approve the February minutes was tabled until the April meeting.**

**5. PUBLIC MEETING**

*Comprehensive Plan Update – Land Use, Transportation, and Energy*

Melanie Needle, CCRPC Senior Planner, led a discussion on updates to the Village's Comprehensive Plan. She outlined the timeline and schedule for updates to the plan and future meetings and public hearings. She suggested the Planning Commission hold an additional meeting on April 4<sup>th</sup> to focus on updates to the energy and land use sections of the plan, in addition to other updates not discussed tonight. The Commission agreed and will meet on April 4<sup>th</sup>. The Village's website will launch a civic comment application on April 18<sup>th</sup> that will allow public feedback on the plan directly through the website. Melanie Needle noted that she would like to incorporate comments from the Town's Energy Planning Commission for this Commission's consideration before the May 23<sup>rd</sup> meeting. The plan will be sent to the Board of Trustees for approval at their June 6<sup>th</sup> meeting.

Melanie Needle then reviewed comments received on the plan, first focusing on updates to the plan's housing section and then reviewing other comments received on content throughout the plan. Housing section updates included new language based on the draft Essex Junction/Essex Town Housing Assessment. Updates to the value and transportation sections also included comments received by consulting firm DuBois & King (specifically on the Five Corners Design Project). Additionally, the transit section was updated to reflect Green Mountain Transit's proposed Next Generation plan.

#### Discussion:

Commission members discussed proposed changes by DuBois & King to the language in the objectives section of the plan, specifically around the Five Corners Design project. Amber Thibeault noted that Objectives 4.2 and 4.3 had conflicting language (the former recommends considering the pedestrianization of Main St and the latter recommends implementing the Five Corners Design project). David Nistico suggested receiving clarification from the Board of Trustees on language and the intent behind these two objectives prior to approving the plan. The Commission tabled the discussion around the wording of Objective 4.3 until clarification is received, and accepted the other proposed changes pertaining to the Five Corners Design Project.

Commission members reviewed in detail and discussed comments on content throughout the plan. John Alden suggested that the Commission seek guidance on putting language in the plan's vision statement to reflect the goal of increased collaboration between the Town and Village of Essex, and also suggested using language from the Village's annual report for consistency. Melanie Needle reviewed other comments received by Commission members and changes made throughout the plan:

- Changes to the Five Corners Design project language in the transportation section (p 70) were accepted.
- Language was added to the transportation section clarifying that the segments leading into the Five Corners are high crash locations, but that Five Corners itself is not.
- Updates were made to the transportation section to incorporate GMT's Next Generation plan.

- Data was updated in the housing section to incorporate the latest housing assessment, specifically around affordability.

John Alden brought up language in Objective 1.5 around considering zoning changes to preserve existing structures of historic village character, and was concerned that this type of language would restrict the village in terms of flexibility for development in future. Dustin Rousseau (member of the public and member of Town Planning Commission) suggested that appendix language in Chapter 3, Section 1.1 could be substituted for the current objective language. Commission members agreed to this suggestion.

Next steps:

- Commission will review revised sections prior to April 4<sup>th</sup> meeting.
- Melanie Needle will make changes to language in plan around appropriateness of historic preservation.
- Commission will seek clarification from Board of Trustees regarding implementation language in Objective 4.3 around the Five Corners Design Project
- April 4<sup>th</sup> meeting will focus on land use, in addition to any other updates that occur.

## 6. PUBLIC HEARING

[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 10 proposed parking spaces at 7 Park Terrace in the VC District, by Andrew Hood, owner.  
(Application tabled from January 17, 2019 meeting)

Robin Pierce reported:

All requested changes to the plan were made, including moving trash cans, removing several parking spaces on School St to increase vegetation, and showing a 3ft soften on the street lights.

**MOTION by John Alden, SECOND by Amber Thibeault to reopen public hearing to review the application for 7 Park Terrace. VOTING: unanimous (5-0); motion carried.**

John Alden asked about changes to the window replacement, siding materials, and trim. The original siding will be patched (previously the plan had been to replace it with vinyl siding). The new trim will be vinyl, and the structure will be painted. John Alden also asked whether it was required that the parking lot needed to be paved. Robin Pierce noted that LDC code will allow for compacted gravel, which is comparable to blacktop. David Nistico noted that compacted gravel will give more flexibility and negates the need for discussion around striping and marking the parking lot. Additionally, Robin Pierce noted that the number of parking spaces is reduced from the original.

There were no questions for the application from the Board nor from the public.

**MOTION by Amber Thibeault, SECOND by John Alden, to close the public portion of the meeting. VOTING: unanimous (5-0); Motion carried.**

**MOTION by Amber Thibeault, SECOND by John Alden, to approve the application with the proposed stipulations in the report dated March 21, 2019. VOTING: unanimous (5-0); Motion carried.**

**7. OTHER PLANNING COMMISSION ITEMS**

David Nistico noted that there will be another meeting in two weeks (on April 4<sup>th</sup>), and the Board will begin to meet once every two weeks on Thursdays.

**8. ADJOURNMENT**

**MOTION by Amber Thibeault, SECOND by Andrew Boutin, to adjourn the meeting. VOTING: unanimous (5-0); motion carried.**

The meeting was adjourned at 7:22 PM.

*RScty: AACoonradt*