

**VILLAGE OF ESSEX JUNCTION
PLANNING COMMISSION
APRIL 18, 2019
AGENDA
6:00 P.M.**

- I. Audience for Visitors**
- II. Additions or Amendments to Agenda**
- III. Minutes**
 - A. Regular Meeting – April 4, 2019
- IV. Comprehensive Plan**
 - A. Review updates of Comprehensive Plan
 - B. Warn Public Hearing
- 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-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
April 18, 2019**

MEMBERS PRESENT: John Alden, Amber Thibeault, Andrew Boutin, Steven Shaw, Diane Clemens (David Nistico was absent)

OTHERS PRESENT: Robin Pierce, Melanie Needle, CCRPC Senior Planner

AGENDA:

1. Call to Order
2. Audience for Visitors
3. Additions/Amendments to the Agenda
4. Minutes
5. Comprehensive Plan Updates
 - Warn Public Hearing
6. Other Planning Commission Items
7. Adjournment

1. CALL TO ORDER

In the absence of David Nistico, John Alden facilitated the meeting and called it to order at 6:01 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

There were no additions or amendments to the agenda at this time.

4. MINUTES

April 4, 2019

Minutes from the April 4, 2019 meeting were not available for review. A motion to approve the April 4, 2019 minutes was tabled until a subsequent meeting.

5. PUBLIC MEETING

A. Review Comprehensive Plan Updates:

Melanie Needle, CCRPC Senior Planner, led a discussion on updates to the Village's Comprehensive Plan. The Planning Commission reviewed an entirely new draft of the Comprehensive Plan, a summary of all changes made to the Comprehensive Plan to date, a current draft of the enhanced energy plan, and updated maps.

Melanie Needle outlined accompanying documentation that staff have drafted for the Comprehensive Plan updates, which include:

1. A memo to planning/zoning commissions in adjacent communities (South Burlington, Town of Essex, Williston) as well as the Regional Planning Commission, Department of Housing/Community Development, to notify them that the Village is amending its Comprehensive Plan and will warn a public hearing on updates to the plan on May 23, 2019;
2. A public hearing notice, to be posted in the Village, which summarizes the proposed changes to the 2019 Comprehensive Plan, proposed Enhanced Energy Plan, and updated maps;
3. A Planning Commission report, which is required by statute and will be included in the notice when warning the public hearing on plan updates. This report outlines each statute requirement and how the updates to the plan meet these requirements. The report will be shared with adjacent communities at least 30 days prior to the public hearing.

Melanie Needle outlined the latest changes to the Comprehensive Plan, as follows:

- All data has been updated except for Table 11 in transportation section, which will be updated for the public hearing draft;
- All references and narratives have been included for studies (Green Streets Guide, Forest Integrity Requirements, Five Corners Design Study, Bike Pedestrian Plan, River Corridor Requirements);
- All recommendations from draft parking study and tactical basin plans have been incorporated;
- Education section has updated to reflect Essex/Westford School District, and additional information from school district that will be included in next draft;
- Enhanced Energy Plan has been drafted and has incorporated changes from the last meeting;
- Land Use section updated to reference neighborhood development area designation;
- Language has been added to the Plan regarding the following:
 - Accelerate Essex (incubator space in the Village)
 - Discussion of tourism as part of economic development in the Village
 - Public health discussion in Open Space Parks section
 - Historic preservation in the Village Center (balancing historic preservation and economic vitality).

Melanie Needle led a review of outstanding topics and components in the Comprehensive Plan, including the Housing and Land Use objectives and the implementation schedule. Minor adjustments were made to both the Housing and Land Use objectives language. Melanie Needle noted that she will ensure that any modifications made to goals or objectives are reflected in the implementation schedule. She will also propose how to fit new objectives into the implementation timeline for the draft to be reviewed at the public hearing. She also noted that as the public process continues, the Planning Commission can make modifications as needed.

In addition to the above feedback and edits, the Planning Commission made a number of adjustments to ensure internal consistency, as well as stylistic, grammatical, and typo corrections throughout the latest update to the Comprehensive Plan.

Next steps:

- Melanie Needle will draft a 1-2 page executive summary to summarize key policies, points, and data in the Comprehensive Plan update, which she will submit to this group for comment at its May 23rd meeting.
- Melanie will make the changes discussed tonight.

B. Warn Public Hearing

MOTION by John Alden, SECOND by Amber Thibeault, to warn public hearing for May 23rd at 6:00pm. VOTING: unanimous (5-0); motion carries.

6. OTHER PLANNING COMMISSION ITEMS

None at this time.

7. ADJOURNMENT

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

The meeting was adjourned at 7:35 PM.

RScty: AACoonrad