




## Staff Report

To: Planning Commission

From: Robin Pierce, Community Development Director 

Date: February 20, 2020

Re: Site plan review to convert a single family dwelling into a three unit dwelling in the M-F3 District.

**Project Location:** 8 Church Street  
**Project Area Size:** 15,203 square feet  
**Lot Frontage:** Church Street  
**Existing Land Use:** Single Family Home  
**Surrounding Land Use:** Residential.  
**Total Lot Size:** 15,203 sq. ft.  
**Minimum Lot Size MF3 District:** 7,500 Square Feet  
**Existing Lot Coverage:** 26.5%  
**Permitted Lot Coverage:** 40 %  
**Proposed Lot Coverage:** 28.7%

### Project Description.

The applicant proposes to convert the existing single family home into a three unit building with 2 units on the entry level and one unit on the upper floor. Note that the Plans as presented refer to the building as multi-family, Village records show this to be a single family structure. To do the proposed conversion some windows will be changed out and a change in size and location of windows on some elevations to accommodate the new interior design is proposed to occur. This building is not on the historic register but is in a Historic District. Generally speaking a Historic District is one where not all buildings are listed as historic but their inclusion in the District is important to the integrity of the whole. Most of the fenestration changes occur on the eastern and western elevations. The Church Street elevation does not contain any changes. All existing structures on the site, including the fence shall remain. The driveway is proposed to be widened to accommodate additional parking. No new lighting is proposed for the site.

### SECTION 603: MULTI-FAMILY RESIDENTIAL 3 (M-F3)

A. Purpose. To provide areas for low density multi-family dwellings and accessory residential uses.

B. Lot Size/Lot Coverage

1. The minimum lot size shall contain seven thousand five hundred (7,500) square feet for the first dwelling unit plus three thousand (3,000) square feet for each additional dwelling unit in the same structure or within an accessory structure existing on the effective date of this Code, as long as the existing accessory structure is not expanded. Any expansion to an existing accessory structure being used as a dwelling shall require seven thousand five hundred (7,500) square feet of lot size. Each new structure requires seven thousand five hundred (7,500) square feet for the first unit and three thousand (3,000) square feet for each additional unit in the same structure. One principal structure is allowed per lot. One single family home is allowed per lot unless reviewed as a Planned Development.
2. The maximum total lot coverage shall be forty (40) percent.

C. Setback Requirements

1. The minimum front yard setback shall be thirty (30) feet. The front yard setback shall be established by the average setback of the principal structures on the two adjacent lots (or the closest two lots on the same side of the same street) and the minimum setback requirement for the underlying zoning district. The principal structure shall have a setback between the established maximum and minimum setback as described above. Semi-attached accessory structures (such as a deck) shall be allowed if there is sufficient space between the principal structure and the minimum setback. Porches that are integrated into the principal structure shall be considered part of the principal structure. If a principal structure is not parallel to the front lot line the setback will be determined by the average setback at the two corners of the structure closest to the front lot line. The Planning Commission may waive this requirement if the following conditions are met:
  - (a) The proposed setback does not negatively impact the character of the neighborhood; and
  - (b) The proposed setback would be in keeping with the setbacks and character of anticipated future development of the area.
2. The minimum side yard setback shall be ten (10) feet.
3. The minimum rear yard setback shall be ten (10) feet.

D. Maximum Number of Dwelling Units. The maximum number of dwelling units on any individual lot shall be three (3).

E. Permitted and Conditional Uses. Permitted and Conditional uses are as indicated on the Use Chart in Section 620 of this Code.

F. Parking Requirements. Off-street parking requirements are as specified in Section 703 of this Code.

G. Building Height. Building heights shall not exceed three (3) stories or thirty-five (35) feet, whichever is less.

H. Planned Unit Development. The Planning Commission may approve a Planned Unit Development for use as a Multi-Family and/or Single-Family Residential Development. In

connection with such PUD approval, the Planning Commission may authorize the construction of structures and facilities to accommodate any of the uses allowed in the Multi-Family Residential 3 District. Any application for proposed development in the Multi-Family Residential 3 District may, at the applicant's request, be reviewed as a Planned Unit Development under the provisions of this Section. Any application for proposed development in the Multi-Family Residential 3 District which contains more than five (5) units shall be reviewed as a Planned Unit Development unless this requirement is specifically waived by the Commission. Refer to Section 601.G.1-3 for general and specific review standards in addition to waiver information for a PUD.

## **Staff Comments**

### General

- 1) The plans should be revised to depict the locations of all existing and proposed features on the lot. For example, if the existing fence adjacent to the garage is to remain, it should be shown on the site plan.
- 2) The Site Plan depicts a connection between the existing building and the existing garage. However, the Floor Plans do not depict a connection between the existing building and the existing garage. The applicant should provide clarification as to what is existing and/or proposed and revise the plans accordingly.

### Grading & Drainage

- 1) The plans should be revised to depict existing topography on the lot, as well as proposed grading for the new impervious area, to identify the direction of stormwater runoff. This project should not result in an increase in stormwater runoff from the lot onto adjacent properties.

### Water

- 1) The plans should be revised to depict the location of the existing water service serving the building.
- 2) The applicant should provide appropriate computations for the proposed water demand for the project.
- 3) The applicant should provide confirmation that the existing water service is adequately sized for the proposed water demand.

### Sewer

- 1) The plans should be revised to depict the location of the existing sewer service serving the building.
- 2) The applicant should provide appropriate computations for the proposed sewer demand for the project.
- 3) The applicant should provide confirmation that the existing sewer service is adequately sized for the proposed sewer demand.

### Lighting

- 1) The plans should be revised to depict the location and type of all existing and proposed exterior light fixtures.

## **Recommendations**

The Community Development Department recommends that the Planning Commission approve this Final Site Plan application with the following stipulations.

### **Proposed Stipulations**

1. All Staff comments in this Staff Report shall be addressed to the satisfaction of Village Staff prior to a Certificate of Occupancy approval.
2. Stormwater management will be provided entirely on-site. The Village Engineer shall review and approve the site prior to a CO.
3. All work shall comply with the Village of Essex Junction Land Development Code.
4. The Village reserves the right to require drainage improvements in the future if drainage problems arise as a result of this project.