

MEMORANDUM

To: Development Review Board
From: Michael Giguere, City Planner
Meeting Date: November 20th, 2025
Subject: Updates to 67 Lincoln Street application

Issue: To present and consider application updates for 67 Lincoln Street introduced after packet publication.

Discussion:

The property owner at 67 Lincoln Street has updated their site plan application materials to address outstanding staff comments. These updated materials have been received by staff on November 18th, 2025. Given that these updates are being presented after packet materials have already been distributed to DRB members and published online, this memorandum serves as an update to the delivered and published staff report and recommendations.

The following changes have been made to the application and site plan:

- The proposed relocation of the property's existing shed, which appears to currently straddle property boundaries, to be located fully within the property boundaries of 67 Lincoln Street.
- The proposed addition of a new paved walkway connecting to the existing paved walkway.
- A written waiver request of Section 607.B of the Land Development Code (LDC), which permits the DRB to consider increasing maximum permissible lot coverage from sixty-five (65) percent to eighty (80) percent for a project located in the MF-MU2 district.
 - This applicant attests that this waiver is necessary as the property's existing lot coverage (67.77%) already exceeds the district maximum, and a small increase in lot coverage is proposed with the relocation of the property's shed and the addition of a new front walkway.
- The addition of landscaping plan details to specify proposed species and quantities.
- The proposed relocation of short-term bicycle parking to the exterior of the northeastern corner of the building to anchor bicycle parking to the existing asphalt.
- The proposal of an updated striping plan for the parking area.
- The relocation of dumpsters and proposal of fencing to meet the screening requirements of Section 706.J.
- The inclusion of the existing accessibility ramp on the site plan.

Staff find that these application updates satisfy the outstanding comments outlined in the staff report for 67 Lincoln Street and have provided an updated recommendation and recommended motions below.

Cost:

There is no cost associated with this memorandum. It is for informational purposes only.

Recommendation:

Based on the updated materials presented, staff recommend that the Development Review Board approve the proposed conceptual and final site plan pending the determination of the following items:

- The Development Review Board should consider whether to grant a waiver increasing the maximum lot coverage from sixty-five (65) to eighty (80) percent using the submitted narrative and evaluation criteria of Section 607.B.2.
- The Development Review Board should determine landscaping requirements for final site plan approval using the standards outlined in Section 719.

Recommended Motions:

- Recommended Motion to approve Conceptual Site Plan:
 - a. I move that the DRB approve the conceptual site plan for the addition of two (2) apartments and commercial space within the existing mixed-use building at 67 Lincoln Street in the MF-MU2 District by Lincoln Street Station, LLC, owners, with conditions.
- Recommended Motion to approve Final Site Plan:
 - a. I move that the DRB approve the final site plan for the addition of two (2) apartments and commercial space within the existing mixed-use building at 67 Lincoln Street in the MF-MU2 District by Lincoln Street Station, LLC, owners, with conditions.

Proposed Conditions:

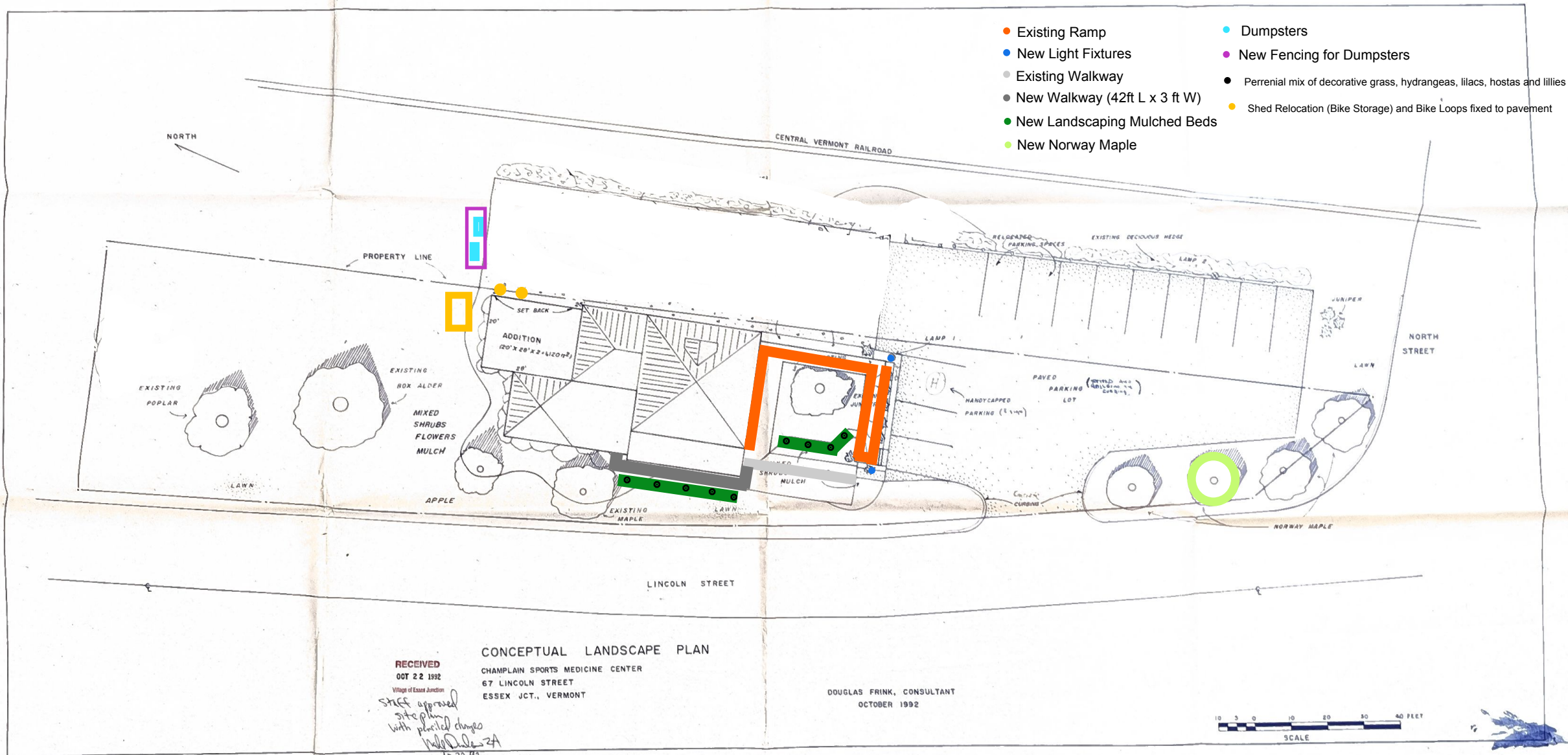
- 1) All staff comments shall be addressed to the satisfaction of City staff.
- 2) Applicant shall submit manufacturer's cutsheets or similar technical specifications of the proposed light fixture replacement(s) to City Staff to ensure compliance with Section 704 of the LDC prior to the issuance of a zoning permit.
- 3) All new landscaping materials shall meet the Tree Selection Guide from the Vermont Urban and Community Forestry Program as specified in Section 719.F of the LDC.
- 4) Applicant shall submit a Sewer Allocation Request form and pay all applicable sewer allocation fees prior to the issuance of a zoning permit.

CC:

Chris Yuen, Community Development Director
Nick Daley
Jeff Amato

Attachments:

1. Updated site plan for 67 Lincoln Street
2. Applicant's narrative requesting a waiver of Section 607.B of the LDC



Waiver Request Letter – Section 607.B Lot Coverage Increase

November 18, 2025

City of Essex Junction Development Review Board
c/o Michael Giguere, City Planner
2 Lincoln Street
Essex Junction, VT 05452

Re: Request for Waiver of Section 607.B – Lot Coverage Increase
Property Address: 67 Lincoln Street, Essex Junction, VT
Applicants/Owners: Nick Daley & Jeff Amato, Members of Lincoln Street Station, LLC

Dear Members of the Development Review Board,

We respectfully request a waiver of Section 607.B of the Essex Junction Land Development Code to permit an increase in total lot coverage from the standard maximum of sixty-five percent (65%) to accommodate a small accessory storage shed and a new pedestrian walkway, as shown on the submitted site plan.

This request supports the intent of the ordinance and meets the waiver criteria in the following ways:

1. Unique Physical Characteristics of the Site (Criterion a)

The property has limited buildable area, existing structures, and a narrow lot width, which reduces functional space for necessary accessory structures. Increasing lot coverage allows reasonable use of the property without adverse impact on neighboring parcels.

2. Superior Lot Layout, Building Design and Landscaping (Criterion b)

The proposed shed and walkway design improves the organization and use of the site, including:

- Centralizing storage functions to reduce visual clutter and improve property organization.
- Maintaining attractive building materials and screening consistent with neighborhood character.
- Landscaping improvements that will soften site appearance and manage runoff.

3. Enhanced Bicycle/Pedestrian Access (Criterion c)

The new pedestrian walkway provides safer, more accessible, and direct circulation from the driveway and public sidewalk to the primary entrance for one of the newly created units, reducing conflicts with vehicles.

4. No Adverse Impacts / Compatibility with Surroundings

The waiver will not result in stormwater, noise, lighting, or circulation impacts that negatively affect adjacent properties. The additional coverage area is minimal and remains fully internal to the site.

Conclusion

For the reasons stated above, we believe this request satisfies the criteria for a waiver under Section 607.B and respectfully ask the Development Review Board to approve an increase in lot coverage to allow relocation of the accessory shed and construction of the pedestrian walkway.

We appreciate the Board's consideration and welcome the opportunity to answer any questions.

Sincerely,



Nick Daley, Member
Lincoln Street Station, LLC