

**CITY OF ESSEX JUNCTION
PLANNING COMMISSION SPECIAL MEETING
MINUTES OF MEETING
NOVEMBER 18, 2025
APPROVED DECEMBER 4, 2024**

PLANNING COMMISSIONERS PRESENT: Diane Clemens, Vice-Chair; Elena Juodisius; Scott McCormick; Kirstie Paschall

ADMINISTRATION: Chris Yuen, Community Development Director; Michael Giguere, City Planner

OTHERS PRESENT: Chris Cochrane, Jeff Dube, Matthew Littell, Zoë Mueller, Alex Davis, Camille Wimpe, Samantha Dunn, Jeff Kershner, Chris Welch, Darren Schibler

1. CALL TO ORDER

The meeting was started by Zoë Mueller, the project manager for 802 Homes for the selected consultant (Utile) at 8:00 am.

2. BUSINESS ITEMS

a. Zoë previewed the meeting agenda and noted that Utile will facilitate the discussion using Google My Maps to track notes and map locations relevant to the project.

The group discussed Essex Junction's physical development patterns and real estate market conditions to help the consultants understand existing factors influencing the potential for infill development. Jeff noted that a pump station analysis is being conducted by the City and that while the wastewater treatment facility has capacity for additional housing, sewage treatment capacity may need to be increased depending on the rate of residential growth.

Staff and commission members shared insights into the City's regulatory and permitting landscape, including zoning bylaws and dimensional standards, the technical review process for site plan and zoning permit approval, and challenges observed in recent infill development applications. Consultants and state staff offered potential solutions and considerations to strengthen these areas, such as creating a developer project checklist to clarify the technical review process and timeline. Commission members shared direct perspectives as residents of the City, including dimensional challenges of typical properties, community demographics, and past housing policy initiatives such as evaluating a rental registry program.

The group also identified several areas for further exploration of infill potential, including West Street; Church and East Street; Summit Street/School Street; and specific parcels on Maple Street and Pearl Street.

3. ADJOURNMENT

The meeting was concluded at 10:00 am.