



O'Leary-Burke Civil Associates, PLC

CIVIL ENGINEERING | REGULATORY AND PERMIT PREPARATION | LAND SURVEYING | CONSTRUCTION SERVICES | LAND USE PLANNING

December 8, 2025

Sharon Kelley
Zoning Administrator
Town of Essex, VT
81 Main St. Essex Jct., VT

RE: Glenn & Ronalyn Cummings
Saxon Hill Industrial Park, Corporate Drive, Lot 22
Site Plan Application (# PC: 2022-15)

Dear Sharon:

We are writing on behalf of Glenn & Ronalyn Cummings to apply for Site Plan Review of an undeveloped parcel located at 22 Corporate Drive in the Saxon Hill Industrial Park. The 2.38-acre parcel is located within the Resource Preservation District – Industrial (RPD-I). Previously, a Site Plan Approval for this lot was granted on September 9, 2021 (#PC: 2021-25) and a Site Plan Amendment Approval (#PC: 2022-15) was issued on October 27, 2022. This Site Plan Approval was then extended until October 27, 2025 as part of #ZA: 2024-11 which has now passed.

The applicant is proposing the same project as approved in #PC: 2022-15; a 16,100 SF warehouse building served by municipal water and sewer services. No design changes have been made to the project. Sheet 4- EPSC Plan, Sheet 5 – Roadway and Stormwater Details, and Sheet 6 – Water and Sewer Details were revised to include the updated Town of Essex Public Works Details and Specifications.

22 parking spaces are proposed including two (2) handicapped accessible spaces for the 10 employees anticipated for the use. This is in conformance with the Town of Essex Parking Requirement of 2 spaces per 3 employees, yielding a requirement of at least seven (7) spaces. The expected water and sewer demand for the proposed building will be 150 gpd (15gpd x 10 employees).

The project will generate an estimated 4 PM peak hour trips and 3 peak AM hour trips according to the ITE Trip Generation Manual, 11th Edition. Please see the attached trip generation worksheets.

The stormwater runoff from the project will be collected by perimeter swales on-site and routed to the approved stormwater pond on Lot 13. The existing stormwater pond is permitted and sized to treat the stormwater runoff from Phase 2 of Corporate Drive. Lot 22 will be the last lot to connect to the stormwater pond. Please see the attached impervious area count for Phase 2 of Corporate Drive.

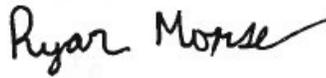
As part of the previous site plan approval, a waiver to clear the 50 ft buffer along Corporate Drive was granted. This was done to allow for a streetscape consistent with the current build-out of Corporate Drive Phase 2. As shown, 4 street trees are proposed within the front yard setback similar to the adjacent lots. A building permit (#2022-71) was obtained in 2022 for the clearing of this lot which has been completed.

Please find the following information attached:

- 1) Site Plan Application Review Fee: \$269.68;
 - a. \$200.00 Site Plan Amendment
 - b. \$15 Recording Fee
 - c. \$0.78/abutter * 6 abutters = \$4.68
- 2) Six (6) sets of plans;
 - a. Three (3) full size sets
 - b. Three (3) 11" x 17" sets
- 3) Abutter list & one (1) set of mailing labels;
- 4) Trip Generation Worksheet;
- 5) Signed Planning and Zoning Application.

If you have any question or need additional information, please let me know.

Sincerely,

A handwritten signature in black ink that reads "Ryan Morse". The signature is written in a cursive style with a long, sweeping underline.

Ryan Morse, EI.