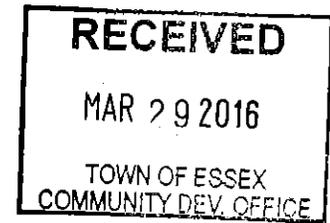




# O'Leary-Burke Civil Associates, PLC

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

March 28, 2016



Sharon Kelley  
Zoning Administrator  
Town of Essex  
81 Main Street  
Essex, VT

RE: 266 Colchester Road Parking Facility

Dear Sharon:

I am writing on behalf of Chris Paya to submit an application for Site Plan approval to the Planning Commission for a parking facility at 266 Colchester Road in the Town of Essex. The applicant is proposing to construct a gravel parking area to be used for automobile storage with an area of .9 acres.

### Roadways, Parking and Infrastructure

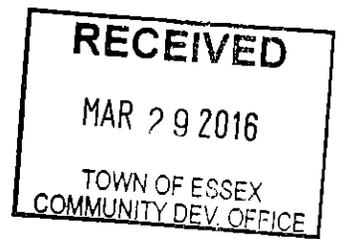
The parcel at 266 Colchester Road currently has two points of access, the first of which has a small driveway that leads to an existing house with a foot print of 1,340 sf. Both the house and driveway will remain. North of the driveway is a second entrance to the site which will provide access to the proposed parking area. As stated above the proposed drive and parking area will be gravel and will cover an area of .9 acres.

### Stormwater

The proposed gravel parking area will be graded so that the runoff from this surface will sheet into an infiltration swale located to the west of the gravel area.

### Landscaping

Street trees have been proposed in the public right-of-way along Colchester Road in order to satisfy the Essex Town Regulations which call for one street tree per 50 feet of frontage.



Water and Sewer

We do not anticipate that the proposed automobile storage lot will increase the sewer or water usage and so no water or sewer improvements are being proposed.

Lighting

No new lighting improvements are proposed for this project.

Enclosed please find the following materials for your review:

1. Application for Site Plan review signed by the applicant;
2. List of property abutters with mailing labels;
3. 4 full-size copies of Site Plan;
4. Application fee of **\$266.92**  
(\$230.00: Site Plan review, \$26.92: Abutters Fee (\$6.73 x 4), \$10: Recording Fee);

If you have any questions or require any additional information please do not hesitate to call.

Sincerely,

A handwritten signature in cursive script that reads "Graham Tidman".

Graham Tidman

## Gregory Duggan

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**From:** Paul O'Leary <poleary@olearyburke.com>  
**Sent:** Wednesday, May 04, 2016 3:09 PM  
**To:** Gregory Duggan  
**Cc:** Graham Tidman  
**Subject:** RE: 266 Colchester Road



Hi Greg –

We are trying to work out the access question with VTrans. They would like one of the accesses closed, we are close to agreement.

Paul

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**From:** Gregory Duggan [<mailto:gduggan@ESSEX.ORG>]  
**Sent:** Tuesday, May 03, 2016 4:20 PM  
**To:** Graham Tidman; Paul O'Leary  
**Subject:** 266 Colchester Road

Graham,

Do you have a letter of intent from VTrans to use the site at 266 Colchester Road as a parking facility?

Also, which species are being planted as street trees?

I'll let you know if I come across anything else.

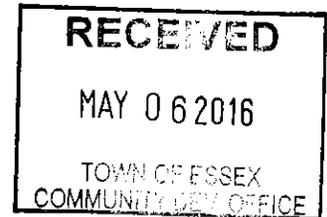
Thanks,  
Greg

Greg Duggan, Planner  
Town of Essex, 81 Main St.  
Essex Junction, VT 05452  
802-878-1343  
[gduggan@essex.org](mailto:gduggan@essex.org)

## Gregory Duggan

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**From:** Graham Tidman <gtidman@olearyburke.com>  
**Sent:** Friday, May 06, 2016 11:46 AM  
**To:** Gregory Duggan  
**Cc:** Paul O'Leary  
**Subject:** RE: Questions re: 266 Colchester Road



Hello Greg,

Below I have addressed the questions/comments you had on 266 Colchester Road. I am finalizing the updated plans and will bring copies over this afternoon.

- Site Plan
    - Please update the narrative to indicate .99 acres of impervious surface Updated, see plans
    - Frontage – I'm measuring 350', but the plan shows 484' Corrected, see plans
    - Please show a fire access lane as requested by the fire chief.
      - We will make sure that cars are parked in a way that provides a lane for fire access through the parking facility.
    - Please send over hard copies of plans
  - How many cars can fit on the parking facility?  
Estimated number of cars will be between 100 and 140 cars depending on positioning.
  - Please confirm that the parking facility will be used solely for vehicle storage, and not for auto sales.  
Parking facility on 266 Colchester Road will be used for the storage of vehicles only, not for sales.
  - How will the existing house be used?  
Existing use of house is residential. House is currently rented and we feel the parking currently provided for the house will be adequate.
    - Depending on the use, please comment on the potential need for pedestrian facilities, employee parking, ADA parking, etc.
  - Please show additional landscaping as required for I1 zones. In addition to street trees, sites in I1 zones need landscaping for parking areas, lawn and building enhancements, and loading and storage areas. Please see Table 5.1 of the Zoning Regs for more details.
    - I'm also going to ask for more diversity of street trees, with one or two other types instead of all oak trees.
- We are only proposing street trees at this time. Please see plans for updated proposed species of street trees.

Thank you,

Graham Tidman  
O'Leary-Burke Civil Associates, PLC  
13 Corporate Drive  
Essex Junction, VT 05452  
email: [gtidman@olearyburke.com](mailto:gtidman@olearyburke.com)  
phone: (802) 878-9990 | fax: (802) 878-9989

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**From:** Gregory Duggan [<mailto:gduggan@ESSEX.ORG>]  
**Sent:** Wednesday, May 04, 2016 4:30 PM  
**To:** Graham Tidman <[gtidman@olearyburke.com](mailto:gtidman@olearyburke.com)>; Paul O'Leary <[poleary@olearyburke.com](mailto:poleary@olearyburke.com)>

Cc: [kyle.paya@payasauto.com](mailto:kyle.paya@payasauto.com)

Subject: Questions re: 266 Colchester Road

Hi Graham,

I'm looking for a few more items/information on the site plan for 266 Colchester Road:

- Site Plan
  - Please update the narrative to indicate .99 acres of impervious surface
  - Frontage – I'm measuring 350', but the plan shows 484'
  - Please show a fire access lane as requested by the fire chief.
  - Please send over hard copies of plans
- How many cars can fit on the parking facility?
- Please confirm that the parking facility will be used solely for vehicle storage, and not for auto sales.
- How will the existing house be used?
  - Depending on the use, please comment on the potential need for pedestrian facilities, employee parking, ADA parking, etc.
- Please show additional landscaping as required for I1 zones. In addition to street trees, sites in I1 zones need landscaping for parking areas, lawn and building enhancements, and loading and storage areas. Please see Table 5.1 of the Zoning Regs for more details.
  - I'm also going to ask for more diversity of street trees, with one or two other types instead of all oak trees.

Thanks,  
Greg

Greg Duggan, Planner  
Town of Essex, 81 Main St.  
Essex Junction, VT 05452  
802-878-1343  
[gduggan@essex.org](mailto:gduggan@essex.org)

Sent Chris paya &  
brahm Tidman  
4/1/16

**Jennifer Booker**

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**From:** Brad Larose  
**Sent:** Thursday, March 31, 2016 12:45 PM  
**To:** Jennifer Booker  
**Subject:** RE: 266 Colchester Road

Jenn –

The police department has no concerns regarding this site plan application.

Thanks.

**Chief Bradley J. LaRose**  
**Essex Police Department**  
**145 Maple Street**  
**Essex Junction, Vermont 05452**  
**[blarose@essex.org](mailto:blarose@essex.org)**  
**(802) 857-0093 direct**

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**From:** Jennifer Booker  
**Sent:** Tuesday, March 29, 2016 3:44 PM  
**To:** Aaron Martin; Allyson Vile; Brad Larose; Charlie Cole  
**Cc:** Sharon Kelley; Gregory Duggan  
**Subject:** 266 Colchester Road

New Site Plan Application for 266 Colchester road plans attached. Comments back by April 12, 2016.  
Hard copies in mailbox!

Thanks,  
Jenn Booker  
Community Development Secretary  
81 Main Street. Essex Junction VT 05452  
802-878-1343  
[jbooker@essex.org](mailto:jbooker@essex.org)

Sent to  
Graham & Payer  
Chris

# Memorandum

To: Sharon Kelley, Town Zoning Administrator  
Greg Duggan, Town Planner  
Cc: Dennis E. Lutz, P.E., Public Works Director  
From: Annie Costandi, E.I., Stormwater Coordinator  
Date: April 12, 2016  
Subject: 266 Colchester Road (VT RT 2A)  
Site Plan



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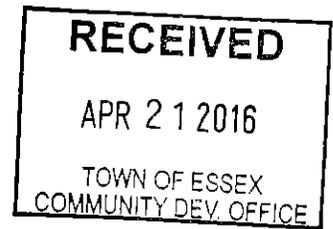
The Public Works department has reviewed the proposed site plan for 266 Colchester Road and offers the following comments on stormwater.

Under Section 10.20.015 of the Town Stormwater Ordinance, unpaved parking areas are considered impervious cover. The total lot coverage for this site plan is 1.02 acres and therefore a State stormwater Permit is required for this project. A copy of the State Permit must be submitted to Public Works for review prior to the initiation of construction. This should be made a condition of final approval.

## Gregory Duggan

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**From:** Sharon Kelley  
**Sent:** Thursday, April 21, 2016 3:49 PM  
**To:** Ann Costandi; Graham Tidman  
**Cc:** Paul O'Leary; Dennis Lutz; Gregory Duggan; Sharon Kelley  
**Subject:** RE: 266 Colchester Road Public Works Comments



These will be made conditions of PC approval. (Graham, please filter all comments through ComDev and we will pass along to the appropriate department. Please send us the revised PDFs).

SK

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**From:** Ann Costandi  
**Sent:** Thursday, April 21, 2016 3:39 PM  
**To:** Graham Tidman  
**Cc:** Paul O'Leary; Sharon Kelley; Dennis Lutz  
**Subject:** RE: 266 Colchester Road Public Works Comments

Hi Graham,

If that is the case, the applicant will still need to apply for an Erosion Control Permit and a Stormwater Management Permit through the Town. Requirements can be found on the Town's website.

The applicant will also need to verify the total impervious coverage at the end of the project. Any additional gravel will trigger a State Stormwater Permit and the Town will require the applicant to obtain a permit.

Thank you,  
Annie

Ann Costandi, E.I.  
Stormwater Coordinator/Staff Engineer  
Town of Essex, VT  
Public Works Department  
[acostandi@essex.org](mailto:acostandi@essex.org)  
Office: 802.878.1344  
Cell: 802.355.8818

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**From:** Graham Tidman [<mailto:gtidman@olearyburke.com>]  
**Sent:** Wednesday, April 20, 2016 12:15 PM  
**To:** Ann Costandi  
**Cc:** Paul O'Leary  
**Subject:** 266 Colchester Road Public Works Comments

Good Afternoon Annie,

After reading the comments from public works on the proposed parking facility at 266 Colchester Road in Essex I realized the coverage calculation were incorrect on the plans that were submitted. The plans have been updated in order to show recent changes. The total proposed coverage of the site is .99 acres as opposed to 1.02 acres. Please see the attached PDFs of the plans. Thank you.

Graham Tidman

**O'Leary-Burke Civil Associates, PLC**

13 Corporate Drive

Essex Junction, VT 05452

email: [gtidman@olearyburke.com](mailto:gtidman@olearyburke.com)

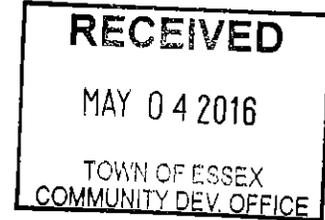
phone: (802) 878-9990 | fax: (802) 878-9989

Sent to  
Graham & Paul  
Payer

**Jennifer Booker**

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**From:** Essex Fire Chief <ccole183@comcast.net>  
**Sent:** Wednesday, May 04, 2016 1:06 PM  
**To:** Gregory Duggan  
**Cc:** Allyson Vile; Jennifer Booker  
**Subject:** Re: 266 Colchester Road



Greg,

This area sits in a non-hydrant zone, with the closest hydrant located in Colchester approximately 1 mile away. I would like to see the Applicant's request to leave the existing driveway in place as well as the proposed new gravel parking area. I would also like to see a dedicated fire lane through the property closer to the buildings to ensure access to the building and the rear portion of the parking area. The lane should be a minimum of 12 feet wide. The Applicant can lay out the lane as they see fit so long as they don't block access by stacking cars in the entire space.

Charlie

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**From:** "Gregory Duggan" <gduggan@ESSEX.ORG>  
**To:** "Allyson Vile" <avile@ESSEX.ORG>, "Charlie Cole" <ccole183@comcast.net>  
**Cc:** "Jennifer Booker" <JBooker@ESSEX.ORG>  
**Sent:** Wednesday, May 4, 2016 12:03:52 PM  
**Subject:** FW: 266 Colchester Road

Ally and Charlie,

Do you have any comments for 266 Colchester Road? Report is due by the end of the week.

Thanks,  
Greg

Greg Duggan, Planner  
Town of Essex, 81 Main St.  
Essex Junction, VT 05452  
802-878-1343  
[gduggan@essex.org](mailto:gduggan@essex.org)

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**From:** Graham Tidman [<mailto:gtidman@olearyburke.com>]  
**Sent:** Thursday, April 21, 2016 3:56 PM  
**To:** Sharon Kelley; Ann Costandi  
**Cc:** Paul O'Leary; Dennis Lutz; Gregory Duggan  
**Subject:** RE: 266 Colchester Road Public Works Comments

Hi Sharon,

Attached are PDFs of the revised plans.

Graham Tidman  
O'Leary-Burke Civil Associates, PLC  
13 Corporate Drive