

Appeal Period Expires 6/21/22 **Town of Essex, Vermont**  
 Zoning District B1 **Application for Zoning Permit**  
 (Building Permit) Application Date 1/1  
 Permit Number 2022-47

- Contact State Permit Specialist Jeff McMahon (477-2241) to check for state permitting and/or setbacks.
  - Post permit card visible to the road immediately as Permit is appealable within 15 days of issuance.
  - Call the Zoning Administrator at 878-1343 to schedule a Certificate of Occupancy inspection if indicated below as required.
  - Call the Assessor at 878-1345 to schedule a re-assessment upon completion of work.
- Signed: *Kutter B W Matt J Kelly*

**A** Parcel Account Numb. (Map-Parcel-Lot) 2-047-012-832  
 Property Address: 1 Market Plau Unit 19, Essex Jct., VT 05452  
 Owner: MK Properties, LLC / 1 Towne Market Plau Unit 19, LLC  
 Owner Address: 24 Sunny View Drive, Jericho, VT 05465  
 Owner Phone: (work) (802) 879-9985 ext. 2 (home) \_\_\_\_\_  
 (cell) (802) 310-4435 (Email) matt@tntvermont.com  
 Tenants name: TNT, Inc. Phone: (802) 879-9985  
 Cell: \_\_\_\_\_  
 Estimated Construction Dates: Start: 4/28/22 Completion: 4/28/22  
 Sq. Feet: 880 sq. Estimated Cost (labor & materials): \$ \_\_\_\_\_

**G**

Check box(es) which describe proposed use or construction (circle choice in parenthesis).  
 N = New A = Addition R = Remodel

**Residential:** N A R  
 Single Family     
 Two-family (duplex)(other)     
 Multi-family     
 Condominium / Townhouse     
 Mobile home

**Inclusions or Additions:**  
 Garage (attached) (detached)     
 Porch (enclosed) (open)     
 Deck     
 Pool (in) (above) ground     
 Shed     
 Barn (residential) (agriculture)

**Non-residential:**  
 Commercial/ Industrial     
 Stormwater: *see attached + over*  
 Stormwater     
 Erosion Control     
 Other: *NO Fall off*  
 Change in use (Office Space)     
 Miscellaneous     
 Renewal

**B** Sewage Disposal (Please attach Sewer or Septic Application).  
 Public  Septic  Connection Fee \$ \_\_\_\_\_ Date Paid: 1/1  
 Proposed New Bedrooms: \_\_\_\_\_ Existing Bedrooms \_\_\_\_\_

**C** Water (Please attach Water Service Application).  
 Public  Well  Fee \$ \_\_\_\_\_ Date Paid: 1/1

**D** Driveway (Please attach copy of approved Curbcut / Utility Application).  
 Date of approval 1/1 *EXISTING*

**E** Stormwater no disturbance or impervious surface proposed  
 Project disturbs an area greater than or equal to 1 acre – Erosion Control Permit Required. Attach completed permit application.  
 Project creates new or expands existing impervious surface greater than or equal to 1/2 acre – Erosion Control Permit and Stormwater Management Permit required. Attach completed permit application.

**F** Diagram – Show a sketch of project on reverse of this application with property lines, building, and setbacks or attach separate sheet.

**G** TNT provides consulting to Trucking Industry and most of my consulting is done via phone, email or zoom. I have 2 part-time employees and on average I see around 15 clients per quarter in person, most interactions lasting around 1 hour.  
 - No interior or exterior renovations are proposed  
 - The water and sewer allocations for Unit 19 are sufficient for the proposed occupant (see L&D letter)  
 - There is no exterior construction proposed, and no increase in impervious surface

Signature of Tenant and Signature of Owner *Kutter B W Matt J Kelly*

**Office Use Only**

| Fees:              | Type | Amount        | Date Pd        |
|--------------------|------|---------------|----------------|
| Permit             |      | \$ <u>150</u> | <u>1/1</u>     |
| Recreation         |      | \$ _____      |                |
| Recording          |      | \$ <u>15</u>  | <u>4/19/22</u> |
| Certificate of Occ |      | \$ _____      | <u>1/1</u>     |
| Other              |      | \$ _____      | <u>1/1</u>     |

**Building Permit**  
 Approved  Rejected  Date 6/6/22  
 Issued to: MK Properties LLC  
 Zoning Administrator: *Sharon J Kelly*  
 Notes: \_\_\_\_\_  
 C.O. Required Yes  No

**THIS PERMIT VALID FOR TWELVE (12) MONTHS FROM DATE OF ISSUE  
 RENEW FOR 1 YEAR (FREE) IF NOT EXPIRED**

4/13/22

office space

1 full-time, 2 part-time

Monday - Friday - 8<sup>am</sup> - 4pm

see attached letter from Lamoureux &  
Dickinson dated 2/2/2022.



February 2, 2022

Sharon Kelley, Zoning Administrator  
Town of Essex Offices  
81 Main Street  
Essex Junction, VT 05452

RE: Towne Marketplace Unit #19  
Proposed Change of Occupancy and Ownership - Parking Analysis and Wastewater Flow Review

Dear Sharon:

We understand you have spoken with Matt Bush from Transportation Network Training, Inc. They are planning to purchase Unit #19 at the Towne Marketplace complex for office use. The current occupant is Signature Properties, who is currently using this space for office use related to their real estate business.

Typically two, but occasionally three employees are anticipated to occupy this unit during the weekdays, and it will be closed on weekends. It is also anticipated that there may be, on average, about 5 walk-in clients per month for consulting and/or drug or alcohol testing. As a result of this use, occupancy of this unit will decrease based on the change of ownership. We understand you have requested a review be performed to evaluate the water and sewer implications, as well as the potential impact on the parking capacity of the existing parking lot serving this complex.

In accordance with your request, we have provided the following parking analysis and summary of proposed wastewater and water flows associated with the proposed changes described above:

1.) *Parking Analysis:* This unit is approved for up to 6 office employees. Given the reduction in both employees in this unit and the number of walk-in clients, we anticipate the need for parking spaces to decrease. As a result, we have not performed a new shared parking analysis of the entire Towne Marketplace complex. Our previous analysis when Perfect Nails by Thu was proposing changes (in late 2020) indicated that the peak parking space need was 195 spaces with their new salon. As there are 199 existing parking spaces on-site, it is our opinion the existing parking lot has the capacity to accommodate this proposed use in unit #19. This analysis is likely conservative as it does not take into account the current vacancies and/or closures at the complex (i.e., Euro restaurant).

2.) *Sewer and Water Flow Analysis* – This unit is approved for 90 gpd based on six employees @ 15 gpd/employee. Since the proposed change of ownership will result in fewer employees, there is no need for additional sewer or water allocation, and the new owner will retain the current approved sewer and water flow allocation of 90 gpd.

*Summary –*

There are no exterior sitework improvements proposed with the change of ownership. As outlined above, this change of use does not result in any additional parking spaces being needed, or any additional sewer or water allocation. In our opinion, this change of ownership and use results in negligible impacts to the overall site operation of the Towne Marketplace complex.

Please feel free to call if you have any questions.

Sincerely,

Doug Goulette, P.E.

c: Matt Bush

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