

Appeal Period Expires 4/7/17 **Town of Essex, Vermont** Application Date 3/23/17
 Zoning District MXDC + B-A **Application for Zoning Permit** Permit Number 2017-28
 www.essex.org

All construction is to be completed in accordance with the Town of Essex Zoning Regulations and any/all federal or state regulations now in effect. You are required to post this permit in a conspicuous location on the property during the appeal period and it must remain posted throughout the construction period. **You are required to contact the necessary state agencies to obtain state permits @ 477-2241 (Jeff McMahon, Permit Specialist).**

Any interested person may appeal the decision of the Zoning Administrator to the Zoning Board of Adjustment within fifteen (15) days of the permit's date of issuance. Commencing construction within this fifteen (15) day appeal period is prohibited by law.

Signed: [Signature]

A Parcel Account Num. (Map-Parcel-Lot) 2-091-001-002
 (found in Town Assessor's Office)
 Property Address: 2 Carmichael Street
 Owner: Secatogue Realty LLC
 Owner Address: 140 Adam Street Suite A8
 Owner Phone: (work) 631-231-5607 (home) _____
 (cell) _____ (Email) roseumlaust@yahoo.com
 Contractors name: Cedar Ledge Builders Phone: 802-372-6500
Joshua Nase Cell: 802-372-1501
 Estimated Construction Dates: Start: 4/3/17 Completion: 7/1/17
 Sq. Feet: 4,387 Estimated Cost (labor & materials): \$ 47,000

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Two-family (duplex)(other)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multi-family	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Condominium / Townhouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mobile home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inclusions or Additions:			
Garage (attached) (detached)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Porch (enclosed) (open)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pool (in) (above) ground	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barn (residential) (agriculture)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-residential:			
Commercial / Industrial	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Stormwater:			
Stormwater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Erosion Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:			
Change in use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Miscellaneous	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Renewal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B Sewage Disposal (Please attach Sewer or Septic Application).
 Public Private Connection Fee \$ _____ Date Paid: 1/1/17
 Proposed New Bedrooms: _____ Existing Bedrooms _____

C Water (Please attach Water Service Application).
 Public Private Fee \$ _____ Date Paid: 1/1/17

D Driveway (Please attach copy of approved Curbcut / Utility Application).
 Date of approval 1/1/17 **N/A**

E Stormwater **N/A**
 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 [Signature]
 Signature of Tenant and
 Signature of Owner [Signature]

Office Use Only

Fees:	Type	Amount	Date Pd
Permit		\$ <u>1410.00</u>	<u>3/23/17</u>
Recreation		\$ _____	<u>3/23/17</u>
Recording		\$ <u>20</u>	<u>1/1/17</u>
Certificate of Occ		\$ <u>75</u>	<u>1/1/17</u>
Other		\$ _____	<u>1/1/17</u>

Building Permit
 Approved Rejected Date 3/23/17
 Issued to: Secatogue Realty LLC
 Zoning Administrator: Sharon L. Kelley
 Notes: Energy code given
NO improvement to exterior
Signage needs a separate permit
 C.O. Required Yes No

THIS PERMIT VALID FOR TWELVE (12) MONTHS FROM DATE OF ISSUE

JBA
3/24/17

Narrative / Description of work

The proposed renovation to # 2 Carmichael Street is to include:

- The removal of existing carpet & tile
- " " of a couple of interior partition walls
- The elimination of one bathroom
- The ~~construction~~ construction of new partition walls
- The installation of new carpet and drywall
- New electrical components as needed
- The creation of a new break room
- The creation of new office & storage space
- New paint, fixtures, & cashwrap

The proposed renovation is in preparation for the moving of Phoenix book store from its current Essex Outlets location.

The bookstore will have an average of 6 employees working at a time.

The hours of operation are estimated to be 9AM - 8PM

The new location will not house the current cafe. No food or beverages will be served in the new location

Sharon Kelley

From: Paul O'Leary <poleary@olearyburke.com>
Sent: Monday, August 29, 2016 3:06 PM
To: Sharon Kelley
Cc: Aristotle Souliotis
Subject: Dunkin Donuts/Retail Space
Attachments: 20160829135007.pdf

Hi Sharon –

We recently updated the shared parking calculations for the Town Center to include the three-story Building “O” and Building “X”. The update assumed that Building “L” had 1,528 sf of “restaurant” space and 4,754 sf of “retail” space. With the updates, the shared parking calculations call for a total of 348 parking spaces during the peak month, December.

When Building “O” and Building “X” are completed, there will be a total of 365 parking spaces.

Paul O'Leary Jr.
O'Leary-Burke Civil Associates
13 Corporate Drive
Essex Junction, VT
(802) 878-9990
poleary@olearyburke.com

**Shared Parking Calculations
Essex Town Center
Homestead Design, Inc.**

Date: 6-6-16
Project # 008
By: GRT

Use of Bldg Floor Area	Whittier Building	Building I	Building M	Building N	Building O	Building L	Building X	NET BANK	Total
Residential (Apts.)	44	3	0	2	20	0	4	0	73
Retail	14431	0	0	0	0	4754	1000	0	20185
Drive-In Bank	0	0	2400	0	0	0	0	3873	6273
Movie Theatre	0	0	0	0	0	0	0	0	0
General Office	0	11945	0	3777	2550	0	1500	0	19772
Medical Office	0	0	0	0	6446	0	0	0	6446
Restaurant	3673	0	0	2559	0	1528	1700	0	9460
TOTAL	18104	11945	2400	6336	8936	6282	4200	3873	56263

Use of Bldg Floor Area	Bldg Floor Area (sq.ft.)	Peak Parking Spaces Required
Residential (Apts.)	73	91
Retail - Shopping Ctr	20185	81
Drive-In Bank	6273	25
Movie Theatre	0	0
General Office	19772	79
Medical Office	6446	33
Restaurant	9460	101
Total	410	410

* Spaces based on 65 apts. at 1.25 spaces per apt.
 * Required spaces based on 250 sf per space
 * Required spaces based on 250 sf per space
 * Required spaces based on 250 sf per space
 * Required spaces based on 200 sf per space
 * Required spaces based on 1 space per 100 sf & 1 space per 4 outside seats
 *** Required spaces based on Town of Essex Zoning Regulations

Hourly Accumulation Adjustment of Peak Parking Requirements

Business Hours	% of Peak Spaces Required (Apts.)	Calculated Spaces Required (Apts.)	% of Peak Spaces Required (Retail)	Calculated Spaces Required (Retail)	% of Peak Spaces Required (Movie Theatre)	Calculated Spaces Required (Movie Theatre)	% of Peak Spaces Required (Office)	Calculated Spaces Required (Office)	% of Peak Spaces Required (Restaurant)	Calculated Spaces Required (Restaurant)	Total Parking Spaces Required
6:00 a.m.	100	91	0	0	0	0	3	3	0	0	94
7:00 a.m.	95	86	8	8	0	0	20	22	2	2	118
8:00 a.m.	90	82	18	19	0	0	63	71	5	5	177
9:00 a.m.	87	79	42	45	0	0	93	104	10	10	238
10:00 a.m.	85	77	68	72	0	0	100	112	20	20	281
11:00 a.m.	85	77	87	92	0	0	100	112	30	30	311
12:00 noon	85	77	97	103	10	10	90	101	50	51	332
1:00 p.m.	85	77	100	106	20	20	90	101	70	71	355
2:00 p.m.	85	77	97	103	30	30	97	109	80	81	350
3:00 p.m.	87	79	95	101	30	30	93	104	60	61	343
4:00 p.m.	87	79	87	92	30	30	77	86	50	51	308
5:00 p.m.	90	82	79	84	30	30	47	53	70	71	290
6:00 p.m.	92	84	82	87	80	80	23	26	90	91	288
7:00 p.m.	94	86	89	94	90	90	7	8	100	101	289
8:00 p.m.	96	87	87	92	100	100	7	8	100	101	288
9:00 p.m.	98	89	61	65	100	100	3	3	100	101	258
10:00 p.m.	99	90	32	34	100	100	3	3	90	91	218
11:00 p.m.	100	91	13	14	80	80	0	0	70	71	176
12:00 mid.	100	91	0	0	70	70	0	0	50	51	142

**Shared Parking Calculations
Essex Town Center
Homestead Design, Inc.**

Date: 6-6-16
Project# 008
By: GRT

Monthly Adjustment, December

Business Hours	Spaces Required (Apts.)	Adjusted Spaces Required (Apts.)	Spaces Required (Retail)	Adjusted Spaces Required (Retail)	Spaces Required (Movie Theatre)	Adjusted Spaces Required (Movie Theatre)	Spaces Required (Office)	Adjusted Spaces Required (Office)	Spaces Required (Restaurant)	Adjusted Spaces Required (Restaurant)	Total Adjusted Spaces Required
6:00 a.m.	91	91	0	0	0	0	3	3	0	0	94
7:00 a.m.	86	86	8	8	0	0	22	22	2	2	118
8:00 a.m.	82	82	19	19	0	0	71	71	5	5	177
9:00 a.m.	79	79	45	45	0	0	104	104	10	9	237
10:00 a.m.	77	77	72	72	0	0	112	112	20	18	279
11:00 a.m.	77	77	92	92	0	0	112	112	30	27	308
12:00 noon	77	77	103	103	0	0	101	101	51	46	327
1:00 p.m.	77	77	106	106	0	0	101	101	71	64	348
2:00 p.m.	77	77	103	103	0	0	109	109	61	55	344
3:00 p.m.	77	77	101	101	0	0	104	104	61	55	337
4:00 p.m.	79	79	92	92	0	0	86	86	51	46	303
5:00 p.m.	82	82	84	84	0	0	53	53	71	64	283
6:00 p.m.	84	84	87	87	0	0	26	26	91	82	279
7:00 p.m.	86	86	94	94	0	0	8	8	101	91	279
8:00 p.m.	87	87	92	92	0	0	8	8	101	91	278
9:00 p.m.	89	89	65	65	0	0	3	3	101	91	248
10:00 p.m.	90	90	34	34	0	0	3	3	91	82	209
11:00 p.m.	91	91	14	14	0	0	0	0	71	64	169
12:00 mid.	91	91	0	0	0	0	0	0	51	46	137

Monthly Variations as Percentage of Peak Month

Month	Residential	Retail	Movie	Office	Restaurant
January	100	65	90	100	80
February	100	65	70	100	75
March	100	70	50	100	90
April	100	70	70	100	90
May	100	70	70	100	95
June	100	75	100	100	100
July	100	75	100	100	100
August	100	75	70	100	85
September	100	75	80	100	80
October	100	75	70	100	80
November	100	80	50	100	80
December	100	100	50	100	90

Sharon Kelley

From: joshnclb@gmail.com on behalf of Joshua Nase <joshn@cedarledgebuilders.com>
Sent: Friday, March 24, 2017 11:50 AM
To: Sharon Kelley; Cedar Ledge Builders
Subject: Fwd: Zoning Permit Application Signature Confirmation

Greetings Sharon,

Please see the email chain below regarding the owner's signature for the Phoenix Books zoning permit application. Please don't hesitate to call if you have any questions or needs for clarification.

Be well and we will talk soon.

Joshua Nase
Designer/Project Manager
Cedar Ledge Builders

Cell # (802) 372 - 1501

----- Forwarded message -----

From: **Rose Umlauf** <roseumlaft@yahoo.com>
Date: Fri, Mar 24, 2017 at 11:42 AM
Subject: Re: Zoning Permit Application Signature Confirmation
To: Joshua Nase <joshn@cedarledgebuilders.com>

As per our conversation , I am Rose Umlauf personal assistant to John Tosini owner and president to Secatogue Realty. We are the landlord to Phoenix Books. We are also the owners of 2 Carmichael Street in Essex Vermont. John Tosini did sign the permit in reference to the remodel of the site. If there is any questions please feel free to call me at [631-231-5353](tel:631-231-5353) or on my personal cell [631-300-5989](tel:631-300-5989) Thank you Rose Umlauf

On Friday, March 24, 2017 11:23 AM, Joshua Nase <joshn@cedarledgebuilders.com> wrote:

Greetings Rose,

This is Joshua Nase with Cedar Ledge Builders, the contractor who will be doing the renovation work in Essex, VT for Phoenix Books.

Thank you for your assistance with acquiring John's signature for our permit application. I have since submitted the application and have just received an additional request from the zoning administrator that I was hoping you could assist with.

Could you please reply to this email and confirm that the zoning permit application for renovations to #2 Carmichael Street in Essex,VT was signed by John?

The zoning administrator just wishes to ensure that the owner of the building is aware of the project and was in fact the person who provided the signature on the application.

Thank you in advance for your assistance with this. Please feel free to contact me if you have any questions.

Joshua Nase
Designer/Project Manager
Cedar Ledge Builders

Cell # (802) 372 - 1501

NOT A SURVEY

These plans represent approximate site conditions based on information from the home owner, existing documentation and field evidence found. The information provided in this document are for planning and permitting purposes only. They do not meet the legal requirements for a land survey and should not be used as such. All dimensions are +/-

PROPOSED FLOOR P

$\frac{1}{8}'' = 1'$ SCALE

Proposed

Retail: 3,245 SF

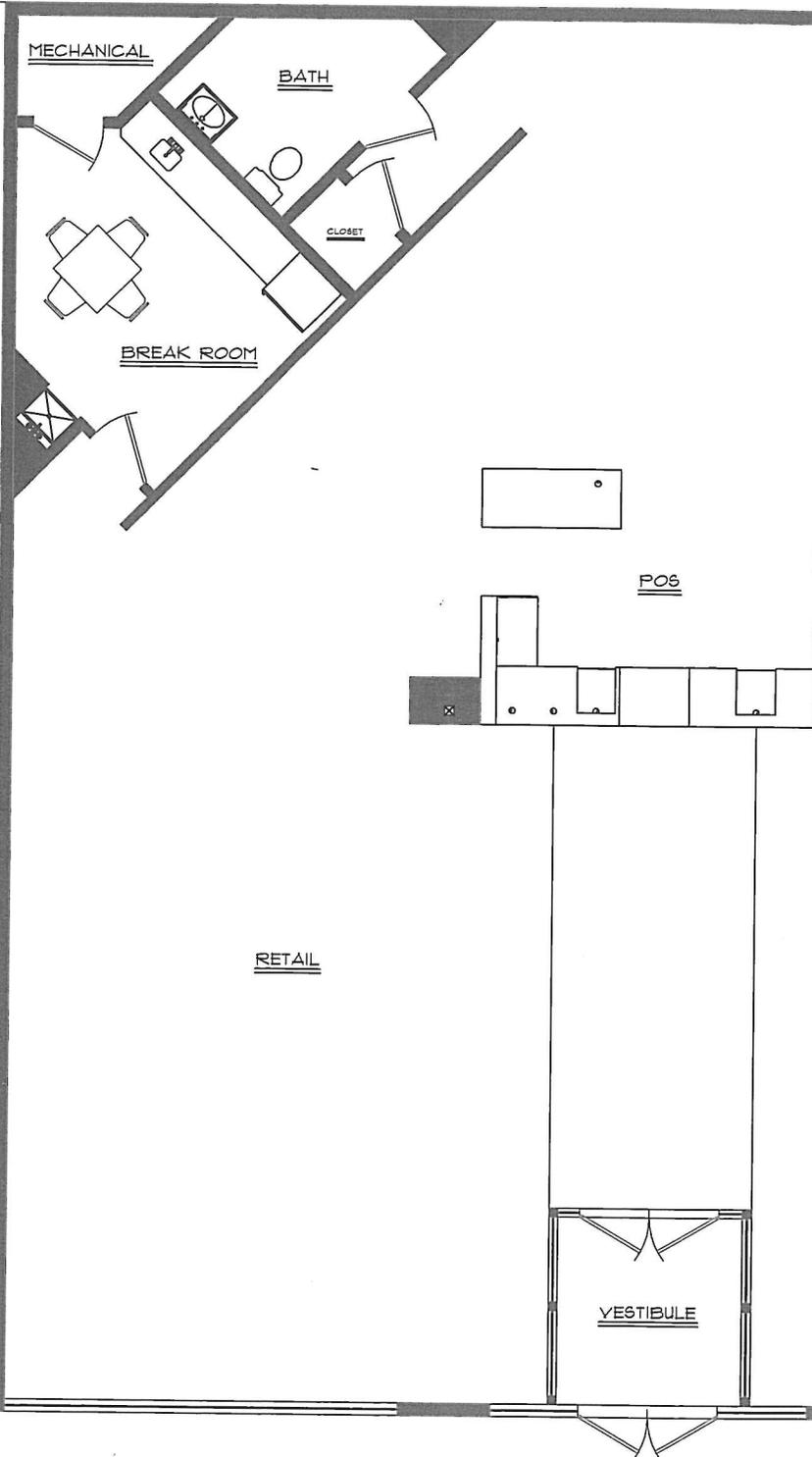
- POS: 16'10" x 10'11" = 182 SF

Offices/Storage: 923 SF

- Receiving: 13' x 13.75' = 165 SF
- Storage: 13' x 17' = 221 SF
- Office 1: 13' x 10' = 130 SF
- Office 2: 7.5' x 5' = 37 SF
- Office 3: 7.5' x 5' = 37 SF
- Office 4: 7.5' x 5' = 37 SF
- Workstations: 12'10" x 5' = 64.5 SF
 - Each station: 3'2" x 5' = 16 SF
- Conference: 9.5' x 12'10" = 124 SF

Bath/Break/Mech: 316 SF

Vestibule: 72 SF



1911

1912

1913

1914

1915

1916

1917

1918

1919

1920

1921

1922

1911

1912

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1914

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1918

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1920

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1922

1923

1924

NOT A SURVEY

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EXISTING FLOOR PLAN

$\frac{1}{8}'' = 1'$ SCALE

