

Appeal Period Expires 1-15-15
 Zoning District B1

Town of Essex, Vermont
Application for Zoning Permit
 www.essex.org

Application Date
 Permit Number 2014-189

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 @ 879-5676.**

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: Scott Lancaster

A

Parcel Account Numb. (Map-Parcel-Lot) 2-047-012-811
 (found in Town Assessor's Office)

Property Address: 1 Market Place Unit 10 (1A)
 Owner: Stonewall Properties / Scott Lancaster
 Owner Address: (on file) 150 Dorset Street Suite 250 S. Burlington VT. 05403

Owner Phone: (work) 802-864-5600 (home) _____
 (cell) 802-777-3398 (Email) syllvan4601@yahoo.com

Contractors name: Stewart Construction Phone: _____
 Tenant: Sylvan Learning Cell: _____

Estimated Construction Dates: Start: 2/2/15 Completion: 3/13/15
 Sq. Feet: 2,474 Estimated Cost (labor & materials): \$73,000

B

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

C

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

D

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

E

Stormwater

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.

N/A

F

Diagram – Show a sketch of project on reverse of this application with property lines, building, and setbacks or attach separate sheet. (Instruction sheet available upon request.)
see attached

G

Signature of Tenant and Signature of Owner
By [Signature] Scott Lancaster
 Manager Stonewall Properties, LLC

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 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"/>

use permit 'Sylvan' + fit up.
(factoring personal service)

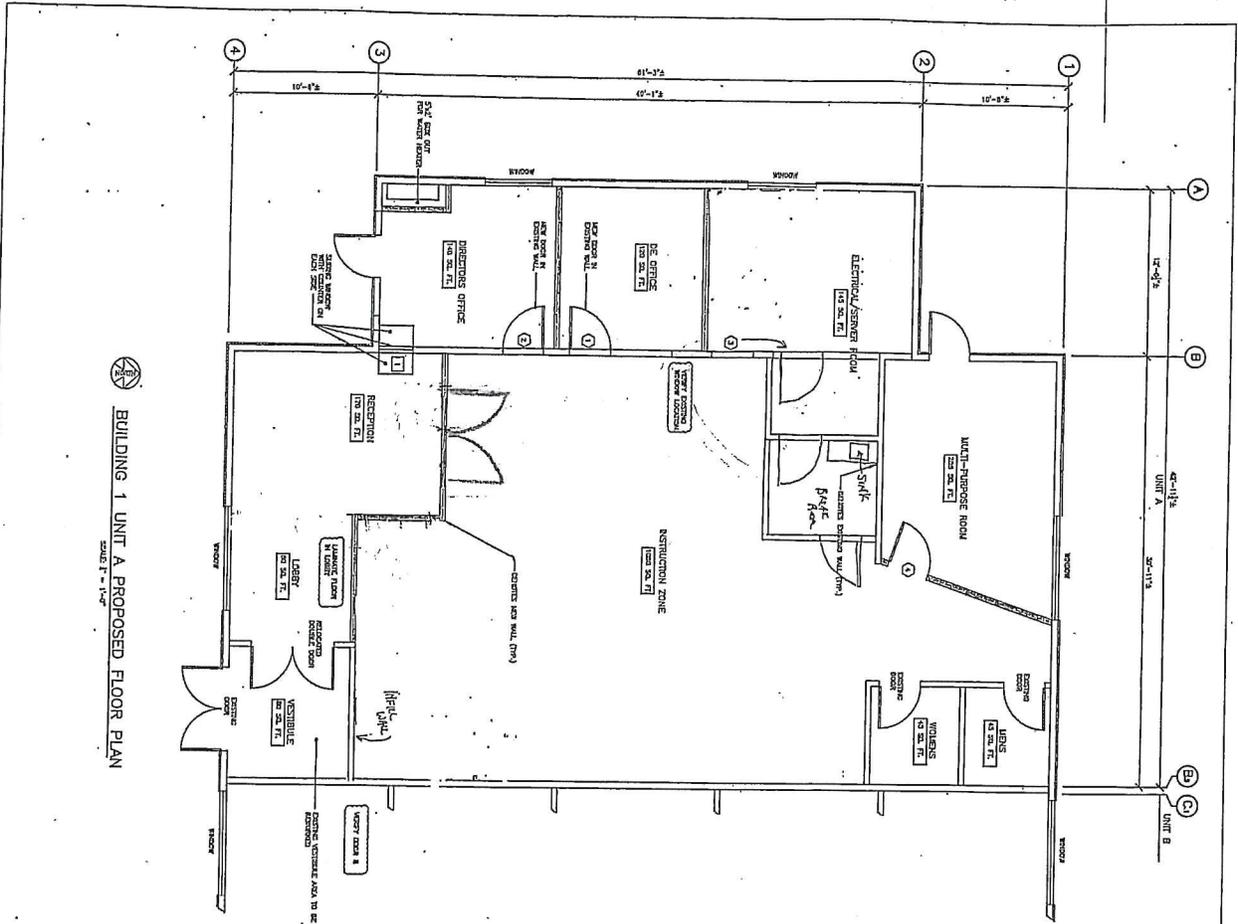
Office Use Only

Fees	Type	Amount	Date Pd
Permit		<u>\$10000</u>	<u>12/16/14</u>
Recreation		\$ _____	<u>1/1</u>
Recording		<u>\$100</u>	<u>12/16/14</u>
Certificate of Occ		<u>\$75</u>	<u>12/16/14</u>
Other		\$ _____	<u>1/1</u>

Building Permit
 Approved Rejected Date 12/31/14
 Issued to: Stonewall Properties / Scott Lancaster
 Zoning Administrator: Sharon Z. Kelley
 Notes: energy code given

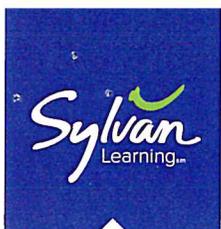
C.O. Required Yes No

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



BUILDING 1 UNIT A PROPOSED FLOOR PLAN
SCALE: 1/8" = 1'-0"

 <p>STEWART CONSTRUCTION Quality • Integrity • Service</p>	Drawn By: SOUM Checked By:
	<p style="text-align: center;">SYLVAN LEARNING CENTER</p> <p style="text-align: center;">Essex Towne Market Place One Towne Market Place Building 1 Unit A Essex Junction, Vermont</p>
Project: _____ Date: 02.11.2014 Sheet Number: _____	Issued/Revised: _____ Rev. Date: _____ No. Description: _____ By: _____ Checked: _____
Sheet Title: PROPOSED FLOOR PLAN	<div style="font-size: 2em; font-weight: bold; text-align: center;">B1</div>



Blue Mall
150 Dorset St., Suite 250
South Burlington, VT 05403

T) 802.864.5600
F) 802.864.5655
sylvan4601@yahoo.com
www.educate.com

December 15, 2014

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

Sharon,

Green Mountain Learning Systems, LLC, DBA Sylvan Learning Center of South Burlington, VT requests an Application for a Zoning Permit under **personal services use** in order to relocate to 1 Market Place Unit #10 (1A) Essex Junction, VT 05452. Sylvan Learning Center of South Burlington, VT is a franchise of Sylvan Learning Systems, Inc., a company that provides supplemental educational services to students in kindergarten-12th grade. Sylvan Learning focuses on meeting students academic needs where they are and helping them achieve mastery in the areas of Academic Reading, Math Essentials, Algebra, Geometry, Academic Writing, Study Skills, and SAT Prep. Green Mountain Learning Systems LLC, DBA Sylvan Learning has been operating in Vermont since February 2006. The hours of instructional delivery are Monday-Friday 4:00pm-8:00pm and Saturdays from 9:00am-4:00pm. During the summer months of June, July, and August we offer weekday morning hours from 9:00am to 1:00pm Monday through Friday in addition to our evening hours. During week day hours from September through May, the non-instructional hours of 9:00am-4:00pm have very little customer traffic and no more than 3 employees at any given time. During instructional hours the number of students averages between twelve to eighteen students on weekday evenings and between fifteen to twenty-one students on Saturday mornings. Sylvan Learning's average student to teacher ratio is 3:1. During weekday evening and summer morning hours the average number of part-time teaching staff is between four to six teachers and two director's. During Saturday morning instruction the average number of part-time teaching staff is 5 to 7 teachers and one director. Approximately 80% of our student base is dropped off and picked up after a one or two hour instructional session with only 20% of parents utilizing parking spaces during instructional time.

Proposed construction within the space includes the following:

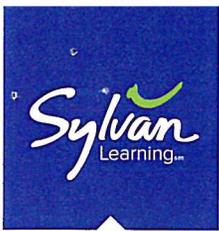
Vestibule: Double doors to be relocated, old door location to be filled in with a new wall, new carpet, and new paint throughout the entire vestibule.

Lobby/Reception: New walls as shown in the proposed floor plan, vinyl wood plank throughout, new paint throughout, a viewing window from the lobby into the instruction zone, a viewing window from the lobby into the Director's Office. Double doors with paned glass as listed on proposed floor plan and removal of the wall shelf and relocating it into the multi-purpose room.

Instruction Zone: Demolition and removal of the full height walls, half walls, and counter area. New carpet will be installed throughout entire instruction zone. All surfaces will be painted in the instruction zone. Wooden chair rails to be removed with any wall damage being reworked

Learning Should Be Personal™

SYLVANLEARNING.COM



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and relocated into Reception/Lobby. New acoustical ceiling and new lighting fixtures to be placed throughout the instruction zone except for the section of the instruction zone that already has an acoustical ceiling.

Director's Office: Water heater to be relocated to a location that has not yet been determined. A new wall will be added to separate the Director's office from DE office. A new heavy wood half-windowed door with metal frame will be added to lead Director's office into the Instruction Zone. All Current walls will be reworked in order to prepare for painting. New paint and Carpet throughout. New acoustical ceiling and light fixtures. One data drop.

DE Office: Current walls to be reworked in order to prepare for painting. New heavy wood half-windowed door with metal frame leading from DE office to Instruction Zone. The viewing with one-way glass to be removed from an office, the glass replaced and the window to be relocated to look out from the DE office into the Instruction Zone. New acoustical ceiling and new lighting fixtures. New carpet and paint throughout. One data drop.

Electrical/Server Room: Current walls to be reworked in order to prepare for painting. New door to be added to current opening leading into storage room. A new acoustical ceiling and lighting fixtures will be added. New paint throughout. One data drop.

Break Room: New cabinets to be installed. New heavy wood door with metal frame from Break Room into Storage Room.

Multi-purpose Room: New wall to separate Multi-purpose room from Instruction Zone. A new heavy wood half-windowed door with metal frame to be installed. Wooden chair rails to be removed with any wall damage being reworked and relocated into Reception/Lobby. New paint throughout. New acoustical ceiling and light fixtures. One data drop.

Bathrooms: No work

Storage Room: No work except new door already listed in the Break room.

All work will be within 1 Market place unit #10 (1A) and there will not be any setbacks.

Scott Rancourt

Executive Director

Sylvan Learning

150 Dorset Street Suite 250

South Burlington, VT 05403

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December 31, 2014

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

RE: Towne Marketplace Unit#10 (tax map #47, unit #811)
Proposed Sylvan Learning Center - Parking Analysis and Wastewater Flow Review

Dear Sharon:

We understand you have spoken with Scott Rancourt of Sylvan Learning, and have received a letter from Scott to you dated December 15, 2014. As the letter states, Sylvan Learning is proposing to relocate from their South Burlington location to Unit #10 at the Towne Marketplace. This unit is currently un-occupied, with the last tenant being Noonie's Deli.

As outlined in Scott's letter, Sylvan Learning will provide personal services in the form of supplemental educational assistance to students in kindergarten through 12th grade. The hours of operation during the school calendar are Monday-Friday 4:00 pm to 8:00 pm, and Saturday 9:00 am to 4:00 pm. During the summer break, the Monday-Friday schedule is 8:00 am to 1:00 am and 4:00 pm to 8:00 pm. Saturday hours remain the same. Students come for 1 or 2 hour sessions.

In accordance with your request to Scott, we have provided the following parking analysis and summary of proposed wastewater and water flows associated with this proposed change of use of Unit #10:

1.) *Parking Analysis:* Our office has performed a shared parking analysis of the entire Towne Marketplace complex including the proposed Sylvan Learning Center. The analysis considered the uses of all of the units and their current or previously approved uses (for the units which are currently vacant). For the purpose of this analysis, we have included the proposed square footage of the new use of Unit #10 under the Personal Services category, and similarly decreased the square footage of the High Turnover Restaurant category by the same area (2,330 sf) given that Noonie's will be replaced.

The results of the analysis indicate that the peak parking space need is 193 spaces with the new Sylvan Learning use. This is consistent with other recent analyses we've performed for this site. 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. As we've previously presented, this analysis is likely conservative for multiple reasons. First, it does not take into account the drop-off parking information presented in Scott's letter. Specifically, that approximately 80% of the students are dropped off and later picked up, leaving only 20% of the parents to utilize a parking space for the duration of the session. Secondly, for the 9 months the public schools are in session, Sylvan is only open 4:00 pm to 8:00 pm on weekdays. This means that when many of the commercial/office use employees are leaving or have left the site, the students are just arriving. This lack of a significant overlap in the need for parking spaces is not fully accounted for in the shared parking calculation.

Lastly, we feel this shared parking evaluation is likely conservative in that the peak weekday period that the 193 spaces are needed for the overall Towne Marketplace complex is at 2:00 pm in the afternoon. During this period, the Center doesn't have students. The shared parking calculations are based on the time of day factors found in the "Shared Parking" manual published by the Urban Land Institute, for the use categories found at the Marketplace. The time factors were not adjusted by our office, but were taken directly from this source.

2.) *Sewer and Water Flow Analysis* - As this use is most closely associated with a school use, the design flows from the Town of Essex Sewer Ordinance Wastewater Flow Table 10.16.510 for "schools without gyms, cafeterias, or showers" was used to calculate the design flows for the Sylvan Learning Center. As the proposed occupancy is not that of a full day school, an equivalent full day student value was calculated using the occupancy on a Saturday, which is the busiest day at the Center. An estimated total of 36 students will visit the Center on a Saturday for a 1-2 hour session. Since a 2 hour visit is about $\frac{1}{4}$ of a full school day, 36 students for $\frac{1}{4}$ of a school day equates to 9 full day students. With a flow value of 12 gpd/student from the above table, the resulting water and wastewater design flow is 108 gpd (12 gpd/student x 9 students). For comparison, this unit has a purchased allocation of 1,141 gpd when Noonie's Deli was approved. Therefore, since the new use has a design flow of only 108 gpd, compared to the purchased allocation for this unit of 1,141 gpd, no new wastewater or water allocation is required.

Summary -

There are no exterior sitework improvements proposed with this change of use from a deli to a personal services business. 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 use results in negligible impacts to the overall site operation of the Towne Marketplace complex.

We have attached the shared use parking calculations. Please feel free to call if you have any questions.

Sincerely,



Doug Goulette, P.E.

Encl.

c: Scott Rancourt

Project: Towne Marketplace- updated for proposed Sylvan Learning in unit #10
Essex, VT

Date: Dec. 30, 2014
By: D. Goulette

Sources: Shared Parking, 2nd Ed., ULI
Essex Town Zoning Regulations

Existing & Proposed Land-Uses	Floor Area	Parking Ratio	# Req'd Spaces
General Retail	1,880	250	8
Professional Offices	24,187	250	97
Personal Service	9,021	200	46
Restaurant - Sit Down	2,980	100	30
Restaurant - High Turnover	950	100	10
Health Club	3,078		24
Total	42,106		215

* based on 12 students at each location (new yoga studio and Infinity Dance)

Weekday Shared Use Parking Hourly Ratios															
	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000
Retail	1%	5%	15%	30%	55%	75%	90%	100%	100%	100%	95%	85%	60%	75%	65%
Office	0%	1%	20%	60%	100%	45%	15%	45%	100%	45%	15%	10%	5%	2%	1%
Medical/Dental Office	0%	0%	90%	90%	100%	100%	30%	90%	100%	100%	90%	80%	67%	30%	15%
Restaurant - Fine/Casual	0%	0%	0%	0%	15%	40%	75%	75%	65%	40%	50%	75%	95%	100%	100%
Restaurant - Family	25%	50%	60%	75%	85%	90%	100%	90%	50%	45%	45%	75%	80%	80%	80%
Health Club	70%	40%	40%	70%	70%	80%	60%	70%	70%	70%	80%	90%	100%	90%	80%

Weekday Required Parking Spaces by Hour															
	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000
General Retail	1	1	2	3	5	6	8	8	8	8	8	7	7	6	6
Professional Offices	0	1	20	59	97	44	15	44	97	44	15	10	5	2	1
Personal Service	0	0	42	42	46	46	14	42	46	46	42	37	31	14	7
Restaurant - Sit Down	0	0	0	0	5	12	23	23	20	12	15	23	29	30	30
Restaurant - High Turnover	3	5	6	8	9	9	10	9	5	5	5	8	8	8	8
Health Club	17	10	10	17	17	20	15	17	17	17	20	22	24	22	20
Total	21	17	80	129	179	137	85	143	193	132	105	107	104	82	72
Maximum	193 spaces														

Weekend Shared Use Parking Hourly Ratios															
	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000
Retail	1%	5%	10%	35%	60%	70%	85%	95%	100%	100%	95%	90%	80%	75%	65%
Office	0%	20%	60%	80%	90%	100%	90%	80%	60%	40%	20%	10%	5%	0%	0%
Medical/Dental Office	0%	0%	90%	90%	100%	100%	30%	0%	0%	0%	0%	0%	0%	0%	0%
Restaurant - Fine/Casual	0%	0%	0%	0%	0%	15%	50%	55%	45%	45%	45%	60%	90%	95%	100%
Restaurant - Family	10%	25%	45%	70%	90%	90%	100%	85%	65%	40%	45%	60%	70%	70%	65%
Health Club	80%	45%	35%	50%	35%	50%	50%	30%	25%	30%	55%	100%	95%	60%	30%

Weekend Required Parking Spaces by Hour															
	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000
General Retail	1	1	1	3	5	6	7	8	8	8	8	8	7	6	6
Professional Offices	0	20	59	78	88	97	88	78	59	39	20	10	5	0	0
Personal Service	0	0	42	42	46	46	14	0	0	0	0	0	0	0	0
Restaurant - Sit Down	0	0	0	0	0	5	15	17	14	14	14	18	27	29	30
Restaurant - High Turnover	0	0	0	0	0	2	5	6	5	5	5	6	9	10	10
Health Club	20	11	9	12	9	12	12	8	6	8	14	24	23	15	8
Total	21	32	111	135	148	168	141	117	92	74	61	66	71	60	54
Maximum	168 spaces														

		Professional	Personal	Quality	High-Turnover	General	Health		
		Offices	Service	Restaurant	Restaurant	Retail	Club	Total	
1	Weighless (now vacant)	1,456							
2	Essex Hair & Body		990						
3	Euro Restaurant			1,980					
4	Euro Restaurant								
5	Hair Graphix		990						
6	One Credit Union	4,420							
7	One Credit Union								
8	One Credit Union								
9	One Credit Union								
10	Sylvan Learning		2,330						
11	Stonewell Offices	1,300							
12	Village Copy					1,000			
13	Banana Winds			1,000					
14	Masterbuilt/Bottom Line	2,010							
15	Masterbuilt/Bottom Line								
16	Proposed Yoga Studio						1,400		
17	Infinity Dance Studio						1,678		
18	Signature Properties	2,480							
19	Signature Properties								
20	Stamp On It					880			
21	Thu Chau Nail Salon		880						
22	JKDZ Properties	1,920							
23	Strategic Wealth Coach	1,792							
24	The Napoli Group	1,920							
25	Spanish Tapas Bar (McGuines)					960			
26	Hair Salon		960						
27	Essex Aquatic & Rehab		960						
28	Blondin Insurance	960							
29	Sun Ray Assoc.	1,600							
30	Body le Bronze		1,911						
31	Richard Wheatley, CPA	1,209							
32	Bessette Insurance	1,209							
33	Essex Physical Therapy	1,911							
	Totals	24,187	9,021	2,980	960	1,880	3,078	42,106	

Sharon Kelley

From: Aaron Martin
Sent: Monday, January 05, 2015 10:47 AM
To: Sharon Kelley
Cc: Doug Goulette; Dennis Lutz
Subject: RE: Sylvan Learning - Unit #10 at Towne Marketplace - Parking and Sewer/Water Analysis
Attachments: 20150105104428625.pdf

Sharon

Public Works has reviewed the letter dated December 31, 2014 regarding the above referenced property and offers the following comments. Staff takes no exception to the parking or traffic generated by the new proposed use for Unit #10 at the Market Place complex. Staff agrees with the analysis of the water and sewer requirements. Unit #10 and #11 have a combined purchased sewer allocation of 1,200 GPD. The applicant will be using 108 GPD of sewer allocation for Unit #10. This will leave 1,092 of GPD remaining for a future use at Unit #11.

No further comment

Aaron K. Martin, P.E.
Utilities Director / Town Engineer
Town of Essex
81 Main Street
Essex Junction, VT 05452
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C: 802.363.5607
www.essex.org

From: Doug Goulette [mailto:DougG@LDEngineering.com]
Sent: Wednesday, December 31, 2014 1:19 PM
To: Sharon Kelley
Cc: Aaron Martin; 'Scott Rancourt'
Subject: Sylvan Learning - Unit #10 at Towne Marketplace - Parking and Sewer/Water Analysis

Hi Sharon- As you requested, I've attached our evaluation of the parking, sewer, and water at the Towne Marketplace associated with the proposed occupancy of Sylvan Learning Center at unit #10. Please feel free to contact us if you have any questions. Thanks, and have a great New Year's Eve!

Doug.

Doug Goulette
Lamoureux & Dickinson
1 Morse Drive
Essex Junction, VT 05452
802-878-4450