



O'Leary-Burke Civil Associates, PLC

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

July 18th, 2025

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

RE: Ely Family, LLC – Mixed Use Development
Prelim/Final Minor Subdivision/Site Plan Amendment
45 River Road, Essex, VT

Dear Sharon:

We are writing on behalf of Ely Family, LLC (c/o Ray Ely) to request a combined preliminary/final review of a Minor Subdivision at 45 River Road, specifically to create footprint lots associated with a proposed duplex and around the existing commercial building. The application also includes a minor Site Plan Amendment to construct a small 18' x 55' addition to the River Road Beverage & Redemption building in the rear.

The parcel is 1.39 acres and is located in the Mixed-Use District, where duplexes are a permitted use. The parcel is subject to a HOMES ACT required 5 units/acre of density due to municipal water and sewer connections to the parcel. Coverage requirements have been met for both project uses. By dividing the uses and calculating coverage, the residential component results in 20% coverage which is below the required 40% in the R2 District. The commercial component results in 68% coverage which is below the required 70% in the B1 District. The project received sketch plan approval in April 2024 for (2) triplex buildings in the rear of the property, where a single duplex is now being proposed.

The Town Regulations for convenience store parking are 1 space per 150 SF of 'usable floor area'. With the proposed addition, the River Road Beverage & Redemption use will be approximately 3,060 SF. By making the conservative assumption that the entire building square footage is 'usable floor area', the use would require 21 parking spaces. The lot includes 21 parking spaces as shown on the project site plan. The proposed duplex structure includes garages and spaces in front of the garages within the shared driveway, separate from the commercial parking lot. Town regulations also require 250 SF of loading area per 3,000 SF of interior floor area, therefore a 250 SF loading area has been provided to serve the convenience store.

Access to the parcel will remain unchanged with the eastern curb cut acting as the entrance and the western as the exit, with circulation running counterclockwise around the convenience store. Exhibit P – Parking & Circulation outlines this circulation pattern. The duplex will be accessed by a 20-foot-wide shared driveway at the back of the existing convenience

store parking area. A Highway Access Permit was issued for a total of 6 units. The duplex will utilize municipal water and sewer, connecting to the existing sewer service for River Road Beverage and the existing 10" D.I. CWD transmission main on the adjacent property to the west.

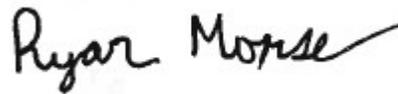
Exhibit P – Parking & Circulation illustrates the proposed traffic pattern, clear distances, and proposed signage. The turning movement shown was produced from fire truck turning radius dimensions given by the Fire Department. A 20' wide fire lane around the project has been achieved.

An existing 8' bicycle lane easement is shown along the frontage of the property. This easement is for a bicycle lane only – not a sidewalk, rec path, or other pedestrian feature. The easement was originally taken during a site plan application for River Road Beverage in the 1980's.

Please find the following attached information:

1. Signed Planning & Zoning Application;
2. \$1,443.70 Total Application Fee;
\$940.00 Minor Subdivision Fee – Final (\$300/lot x 4 lots + \$15 + \$25)
\$203.70 Site Plan Amendment Fee (\$200 + \$0.74/Abutter x 5 Abutters)
3. Three (3) full and three (2) reduced copy of Final Plans;
4. Abutters List & Mailing Labels;
5. Highway Access Permit;

Sincerely,

A handwritten signature in black ink that reads "Ryan Morse". The signature is written in a cursive, flowing style.

Ryan Morse, EI