



O'Leary-Burke Civil Associates, PLC

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

November 19, 2025

Sharon Kelley
Zoning Administrator
Town of Essex, VT
81 Main St. Essex Jct., VT

RE: The Essex Resort
Site Plan Amendment & Boundary Line Adjustment
70 Essex Way

Dear Sharon:

O'Leary-Burke Civil Associates is writing on behalf of Essex Resort Holdings LLC c/o Peter Edlmann to apply for a site plan amendment and boundary line adjustment (dissolve one property line). The site plan amendment proposes the clearing of an 8 foot wide natural path on the southern portion of The Essex Resort parcel as well as the recently acquired abutting parcel to the south (parcel D-2). The trail is to be cleared of existing tree cover, with no gravel or pavement proposed. The proposed line to be dissolved is between the parent Essex Resort parcel and the newly acquired parcel D-2.

The proposal also includes several retreat amenities (zen garden style) behind the existing health spa as well as in place of two of the three existing tennis courts at the back of the property that are to be removed. A patio area with saunas and hot tubs is proposed behind the health spa. Landscape berms, a labyrinth, sculptures, greenhouses, patios and more zen garden amenities are proposed at the back of the property, where the tennis courts are to be removed. Please see the included plans for more details.

The following addresses Article 5.6, Site Plan Review, in the Essex Zoning Regulations:

5.6 (A) General Requirements:

The project is in conformance with the Town Plan. The project meets all dimensional limitations and will not adversely affect the public health, safety, and welfare.

5.6 (B) Natural & Scenic Features:

There are no known natural or scenic features where the site plan elements are proposed.

Topography:

The existing site is relatively flat (0-5 % slopes) with no steep slopes. From the center of the parcel, the slopes naturally fall to the west toward Essex Way and east toward the back of the parcel.

Surface Water & Wetlands:

There are no known delineated wetlands where the site plan elements are proposed. The wooded area where the trail is proposed also does not show up on the State ANR Atlas' wetland advisory layer.

Renewable Energy:

The project does not propose to use alternative/renewable energy currently however the site does have existing solar panels.

Aesthetics & Visual Impacts

The proposal improves site visuals & aesthetics, while the proposed path will help connect different areas of the parcel.

5.6 (C) Access:

There is no change to site access.

Traffic

There is no change in traffic as the proposed retreat elements are a part of the existing resort.

5.6 (D) Site Circulation:

There is no change to site circulation.

5.6 (E) Parking:

There is no change to parking.

5.6 (F) Landscaping & Screening:

Please see sheet 2, "Overall Site Plan." Landscape Architect Ken Mills has prepared an overlay for the retreat items with numerous proposed landscaping elements.

5.6 (G) Lighting:

No lighting is proposed.

5.6 (H) Utilities and Services:**Water & Sewage Disposal**

Water and sewer use will remain the same. An existing irrigation water line near the existing tennis courts is proposed to be extended to one of the greenhouses.

Stormwater

The proposal does not change stormwater. A net reduction in impervious surface is proposed with the removal of two tennis courts.

Utilities

The proposal does not change utilities.

Fire Protection

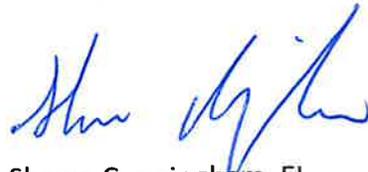
The proposal will not change fire protection on site.

Please find the following information attached:

- 1) Site Plan Amendment Review Fee: \$225.22;
 - a. \$200.00 Site Plan Amendment
 - b. \$15 Recording Fee
 - c. \$.073/abutter * 14 abutters: \$10.22
- 2) Boundary Adjustment Fee of \$165.00;
 - a. \$150.00 Boundary adjustment
 - b. \$15 Recording Fee
- 3) Six (6) plans;
 - a. Three (3) full size sets
 - b. Three (3) 11x17 sets
- 4) Set of mailing labels;
- 5) Signed Planning and Zoning Application.

If you have any question or need additional information, please let me know.

Sincerely,

A handwritten signature in blue ink, appearing to read "Shawn Cunningham".

Shawn Cunningham, EI