

**TOWN OF ESSEX  
DEVELOPMENT REVIEW BOARD  
DRAFT MINUTES  
JULY 17, 2025**

**These minutes may be amended prior to meeting.**

**Note: This meeting was held on Zoom and at Essex Jct. High School Cafeteria  
Essex, VT.**

**DEVELOPMENT REVIEW BOARD (DRB) PRESENT IN ROOM:** Ian Carroll, Chair; Sharon Zukowski, Vice-Chair; Hubert Norton; Nick Martin; Dustin Bruso and Trefor Williams.

**DRB ABSENT:** Stephanie Bixby, Clerk;

**OTHERS PRESENT IN ROOM:** Katherine Sonnick, Community Development Director; Sharon Kelley, Zoning Administrator; Kent Johnson, Planner; Allison Millar Barlow; James Dumont; Robert Lalancette; Anne Miller; Claire Veszpremy; Scotti Day; David Lee; David Skopin; Lee Braun; Betsy Dunn; Dana Sweeney; Michael Sweeney; Nicol LeBaron; Sarah Detweiller; Molly Grover; Rebecca Forder; Brec Norton; Duane Millar Barlow; Anthony Stout; Cheryl Van Epps; Daniel Contois; Bethany Veszpremy; Charlee Day; Christina Moore; Mary Post; Bruce S. Post; Thomas Titus; Su Ughetti; Kathy Cahill; Robin Worn; Rev. J. Baker; Amy Roth; Diana Wells; Kate McKlue; Alexx S. Dubef; R Munkoff; R. Muzhlke; BJ Aillaire; Wendy Marston; Isbeliz Bantley; Lisa Allen; Logan Allen; Marie Veal; Renee Reiner; Chris Halpin; Deb Levesque; Theo Packard; Jaclyn Lawler; Lily Kellogg; Julie Wolfgang; Mike Wolfgang; Steven Schumocher; Lisa Goodrich; Patty & Sam Davis; Joes Batley; Gina Halpin Barrett; Maeve McBride; Elisabeth Coleman; Joanna Grossman; Margaret Smith; Jeffrey Lovett; Kunaine Lovett; Denise Gaudieau; Nick Caiano; Katie DeSanto; Jeff Nicholson; and Community T.V.

**OTHERS VIRTUALLY:** JMo PRO; WVNY/WFFF Roy Santa Croce; Matt M; David Whitmore; frankjt; John Morris; Pam's iPhone; Sabrina Fouad; Rachael; Bill Silverstrim; Francine's iPhone; Nick Ovitt; Anna N; Mark; John Hill; Lisa Wartenberg Velez; 1.8E+10; Tim Shea; Jeanne Piro; Ella Ruehsen; Resa; Gretchen Owens; Brian Clifford; Taylor Wagner; jim; Pam's iPhone; Darcy; Mathew Bush; Dakotah; Missie Thurston; iphone; Jon's iPhone 14 Pro; Phoenix; jimwaite; Julie; Linda's iPad; C Morrissey; John Sonnick; Matt M; sshaw; Patrick; Tom; bcurrier; Tracey Delphia; Ryan Wallace Teamsters; Tim Miller; m.j.s.s.; Erin Duffy; Ella; Andrea; Addisan.Pound; desktop; johne; shiv; j(shiv); claudia's iPad; Maalteri; sharon illenye; Marlon V. Leadership for Sustainability; Natalee Braun; Julie; zack; Steve Dumont; David Skopin and Natalee Braun; Ryan Local 597; Phoenix Books; Eli Scheer; iPhone jeff.

**AGENDA ITEM 1: CALL TO ORDER:** Katherine Sonnick, C.D.D., called the meeting to order at 6:30 p.m. and advised the DRB that she would entertain a motion for officers or the DRB Members could have discussions amongst themselves. Sonnick noted that she did speak with DRB Member Bixby who was interested in retaining her position as Clerk and supported renewing the existing slate of officers.

**AGENDA ITEM 2: ELECTION OF OFFICERS:** Board Member Martin Moved and Board Member Bruso Seconded a MOTION to approve the existing slate of officers being Ian Carroll as Chair; Sharon Zukowski as Vice-Chair; and Stephanie Bixby as Clerk. The MOTION passed 6-0.

**AGENDA ITEM 3. ADDITIONS/CHANGES:** Chairman Carroll noted the changes in the Agenda as removing Item #5a (56 Tanglewood Drive); 6b (16 Leo Drive); and 7 (Other Business).

**AGENDA ITEM 4: APPROVE AGENDA:** DRB Member Martin Moved and DRB Member Bruso Seconded a Motion to approve the agenda with changes as noted. The MOTION passed 6-0.

**AGENDA ITEM 5a: PUBLIC HEARING: CONTINUED FROM 5/1/2025; 5/29/2025; 6/26/2025; & 7/1/2025- SITE PLAN: Scannell Properties, LLC - Proposed construction of an approximately 107,000 square foot distribution facility with associated parking located at 637 Kimo Drive (FKA Saxon Hill Industrial Park, Parcel B, Lot 13) Parcel ID 2-074-004-013 in the Resource Preservation District-Industrial (RPD-I). Included in the application is a waiver request for the RPD-I 50' buffer (ZR Table 2.14(9)(c)).**

Chairman Carroll read the structure of the meeting to the audience and provided the public oath to those planning to speak.

Kent Johnson, Planner, pointed out remaining issues from the last meeting, as follows:

- Working with the Town Tree Warden regarding the selected tree species.
- The DRB requested the applicant provide 3 comparable sites for the traffic study. He stated that he was informed by the applicant that the data was not available, however noted that the applicant will speak to this point and discuss the traffic impact statement and its review.

DRB Member Williams stated that he believes the ITE trip generation is inappropriate and does not understand why some other method can't be used. He said, "I am an expert at traffic engineering, so I am sticking to that." He stated that he does not believe the traffic information is satisfactory for what the DRB asked for with this application.

DRB Member Zukowski stated that she has the same concerns.

DRB Member Bruso asked if the application exceeds the total allocation approved for the entire approved subdivision. Planner Johnson reported that the DRB approved a certain number of trips for the approved subdivision and the application before the DRB will use approximately ½ that was allocated to the entire subdivision. DRB Member Bruso asked again if the current application would exceed the total trip ends approved for the subdivision. Johnson confirmed that it will not exceed what was previously approved.

DRB Member Norton agrees with DRB Member Williams, while noting that the use may not affect peak hours. He and felt the traffic study is incomplete and does not reflect the kind of

95 use expected for this business. He noted that a van delivery process has different impacts  
96 than what may be shown in the traffic study. He stated that there “has to be examples of  
97 other facilities and it surprises him that the applicant says there is no data for this type of  
98 facility.”

99  
100 Leo Leighton, Dave Gagon, Civil Engineer, Jeff Polubinski, Esq. (Gravel & Shea);  
101 Jonathan Greeley, Head of Economic Development for Amazon in New England; and  
102 Dan Clarey (Langan Engineering) all representing Scannell Properties, stated that they  
103 remain committed to the project and appreciate compromises. He stated that Lot 13 is  
104 not a part of future stages of development. He made the following points:

- 105 • The landowner has already received approval for the 4-lot subdivision and traffic has  
106 already been reviewed at the local and state level.
- 107 • They submitted the application 1/30/2025 and had the first meeting on 3/20/2025,  
108 again on 5/29/2025.
- 109 • The town hired an independent firm, Stantec, to review the traffic study and they  
110 ultimately verified the results in a letter dated 6/20/2025. He reported that his team  
111 have not had sufficient time to respond, however his traffic engineer can report on the  
112 reviewed study.

113  
114 Dan Cleary, Chief Traffic Engineer, reported that several additional documents have been  
115 provided since the onset of the application. He described the standard practice that has since  
116 been verified and referred to a memo dated 7/10/2025. He stated that the ITE increased by  
117 20% for the town and they are confident that this site will work.

118  
119 DRB Member Norton asked if VTrans did a study. Cleary replied that they have not yet  
120 reviewed that study. Cleary confirmed that their application will need to go through Act 250.

121  
122 DRB Member Williams felt the Stantec study was a regression analysis and does not think  
123 ITE gives a clear picture of the traffic.

124  
125 Cleary discussed how he reported his numbers and then added an additional 20% of traffic  
126 numbers.

127  
128 DRB Member Martin asked if the report was close to being accurate, why did they add an  
129 additional 20% traffic. Cleary replied that 20% got them to the am/pm peak and he did it as a  
130 precaution. He said, “in the afternoon it was not even close, practically none.” Cleary stated  
131 in his 40 years of traffic experience this method works.

132  
133 DRB Member Zukowski asked for a post monitoring report, noting that they stated that it can’t  
134 be done as there are no comparatives, while noting this is the first type of facility. She stated  
135 that they are providing “guess work”. Cleary stated that this is a brand-new facility known as  
136 the “last mile”. DRB Member Zukowski stated that it was guess work.

137  
138 John Gruely reported that they were investing 4 billion dollars to bring “last mile” service  
139 across the country and this application is a part of that plan. He reported that they do not  
140 have a lot of last-mile facilities and as an exercise, they want to be sure. He noted that they  
141 have a lot of experience, but the other facilities are not as small as the proposed facility. He

142 stated that they used the ITE numbers and tried to overestimate them to make sure of  
143 accuracy.

144  
145 DRB Member Zukowski asked if Vermont was the first. Gruely stated they have a number of  
146 facilities going through the process operation across the country. Zukowski stated that they  
147 asked for 3 companies. Gruely replied, "Respectfully, there is some ambiguity. The town  
148 has had a 3<sup>rd</sup> party review; Public Works is comfortable with the review, and at some point,  
149 two engineering firms and the Town attorneys agree with the numbers.

150  
151 Chairman Carroll stated that in April it was announced that Amazon will create these types of  
152 facilities, none of which are yet built. Gruely replied, "correct". Carroll understood that none  
153 of those buildings were of the proposed size which is why they did not get the comparable.

154  
155 Jef Polinski, Esq., reported that the State of VT will address the land use, not the name of the  
156 tenants. He reported that they stand by their application and that the applicant is comfortable  
157 with a condition holding to these numbers, and, if different, they will return to the DRB.

158 DRB Member Bruso noted that he did not see a condition for traffic study after 12 months  
159 and asked how they would process same. Kent Johnson replied that Public Works would  
160 review and require whatever mitigation necessary.

161  
162 The following people provided public comments:

163  
164 Tony (no last name OR listen to tape)  
165 Breck Norton,  
166 Dana Swans,  
167 Mable ?, 96 Skunk Hollow Road, Jericho, VT  
168 Bill Silverstrim, 36 Tanglewood Drive, Essex, VT  
169 Ken Signorello, Conservation & Trails Committee  
170 Su ?, Bashaw Drive, Essex, VT  
171 Al Senecal,  
172 Lisa Goodrich, 30 Hillside Circle, Essex, VT  
173 Michael Sweeney, 136 Sand Hill Rd. Essex, VT  
174 Betsy Dunn, 2 Cindy Lane, Essex, VT  
175 Taylor Packard, 67 No. Union Street, Burlington, VT  
176 Logan (did not provide last name), White Tail Lane, Essex, VT  
177 aker, 12 Sugartree Lane, Essex, VT  
178 Allison Millar Barlow, 12 Rosewood Trail, Essex, VT  
179 Ann Millary, Sydney Drive, Essex, VT  
180 Lilly Kellogg, 148 Sand Hill Road, Essex, VT  
181 Deb Gregory, 10 Kellogg Road, Essex, VT  
182 David Minkoff, 94 Bixby Hill Rd, Essex, VT

183  
184 At 8:30 p.m. Chairman Carroll Moved and DRB Member Bruso Seconded a Motion to move  
185 into private deliberative session. The MOTION passed 5-1 (Zukowski voted no)

186  
187 The DRB came out of Deliberative Session at 9:05 p.m.

188 **DRB Member Bruso Moved and DRB Member Martin Seconded a MOTION to close the**

**Public Hearing. The MOTION passed 6-0.**

**At 8:25 p.m., the DRB went into private Deliberative Session.**

**At 9:05 p.m., The DRB came out of private Deliberative Session.**

**At 9:08 p.m., Chairman Carroll recalled the meeting to order.**

**DRB Member Bruso Moved and DRB Member Martin Seconded a MOTION to close the Public Hearing. The Motion passed 6-0.**

**Chairman Carroll announced the DRB denied the application by majority, however its deliberations remain open as one DRB member is to vote on the application.**

The meeting adjourned at 9:10 p.m.

#### **DEVELOPMENT REVIEW BOARD**

By: \_\_\_\_\_

Ian Carroll, Chair

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