



May 19, 2023

Town of Richmond  
Attn: Tyler Machia, Zoning Administrator  
PO Box 285  
Richmond, VT 05477

RE: Eden Sand & Gravel, Co. – Kenyon Road Subdivision  
Conditional Use Application and Required Information

Dear Mr. Machia,

East Engineering is currently working with Eden Sand and Gravel Co, Inc. on a subdivision of their existing commercial sand pit on Kenyon Road (application submitted separately). Pending approvals, East Engineering would like to purchase one of the lots and is proposing a small professional office space. The lot is located in the A/R zoning area, which allows for conditional use approval for professional office spaces that are <2,500 s.f. (Zoning Regulation 3.1.2.j).

Conceptual elevation views of the structure are attached for reference to better visualize what is being proposed. The wood structure would consist of two stories, the bottom two being garage bays, with architectural/building details consistent with many other residential garages/structures in the area. I believe the proposed project is within the intent of the Zoning Regulation (3.1.2.j), will fit in with the general character of the area, and will not cause an undue adverse effect to resources, traffic, noise, or existing communities.

Attached to this letter are the following items, which are outlined in the Conditional Use Application:

- Town of Richmond - Conditional Use Application,
- The names/addresses of abutters,
- Stamped/addressed envelopes for each abutter,
- Conceptual site plan (to be finalized, if approved),
- Conceptual elevation views of proposed structure,
- Phasing/Schedule – if approved, East Engineering anticipates a 2024 construction schedule.
- Three copies of the application package,
- Conditional use application fee (\$300 application, \$60 recording)



Please review the include information and let me know if there are any other items that are required for the review of the Conditional Use Application.

Sincerely,

A handwritten signature in black ink that reads "Tyler Billingsley".

Tyler Billingsley  
Engineer

Cc: Eden Sand & Gravel Co. Inc.