

**TOWN OF CHESTER**  
**DEVELOPMENT REVIEW BOARD**  
**DRAFT MINUTES**

*June 27, 2022*

**BOARD MEMBERS PRESENT:** Harry Goodell, Phil Perlah and Scott MacDonald at the Town Hall. Bob Greenfield via Zoom

**STAFF PRESENT:** Cathy Hasbrouck, Recording Secretary and Preston Bristow Zoning Administrator at the Town Hall

**CITIZENS PRESENT:** Walter (Bob) and Susan Turco, David Coleman, Jared Manasek, and Carly Kaslen

**Call to Order**

Bob Greenfield called the meeting to order at 6:00 PM. The group recited the Pledge of Allegiance. Bob introduced the members of the Development Review Board and staff.

**Agenda Item 1 Review draft minutes from the June 13, 2022 meeting.**

The Board considered the minutes from June 13, 2022. There was no discussion. Harry Goodell moved to accept the minutes as written. Phil Perlah seconded the motion. A vote was taken and the minutes were accepted as written.

**Agenda Item 2 Citizen comments.**

No citizen had any comments.

**Agenda Item 3 Subdivision Hearing for Walter and Susan Turco 1481 Flamstead Road, Case #578.**

Bob Greenfield began by swearing in Bob and Susan Turco, David Coleman, Jared Manasek and Carly Kaslen to give testimony. He asked if any member of the Development Review Board had any conflict of interest to report. None did. He asked if any member had had any ex-parte communication on these matters. None had. He then accepted the documents offered as exhibits.

The first document was a Town of Chester Development Review Board Application for a Hearing. The applicant name was Robert Turco. It was dated May 16, 2022. Phil Perlah moved to accept the application as Exhibit A. Harry Goodell seconded the motion. A vote was taken and the application was accepted as Exhibit A.

The second document was a Town of Chester Notice of Public Hearing for a Subdivision Permit dated June 2, 2022. Phil Perlah moved to accept the Notice as Exhibit B. Harry Goodell seconded the motion. A vote was taken and the Notice was accepted as Exhibit B.

The third exhibit was a list of abutting landowner names and addresses who were mailed a Notice of Hearing on 6/2/22. Phil Perlah moved to accept the list as Exhibit C. Harry Goodell seconded the motion. A vote was taken and the list was accepted as Exhibit C.

The fourth exhibit was an 11 x 17 copy of the preliminary subdivision plat from Paton Land Surveying dated 4/11/2022. Phil Perlah moved to accept the plat as Exhibit D. Harry Goodell seconded the motion. A vote was taken and the plat was accepted as Exhibit D.

The fifth exhibit was a Proposed Water and Wastewater Plan from Waysville Engineering dated June 22, 2022. Phil Perlah moved to accept the plan as Exhibit E. Harry Goodell seconded the motion. A vote was taken and the plan was accepted as Exhibit E.

Bob Greenfield then addressed the requirements for the plat in Section 4.12(F) on page 87.

#### **F. Required Submissions**

- 1. Preliminary Plat.** The Preliminary Subdivision Plat shall consist of a pdf copy as well as seven (7) copies of one or more maps or drawings which may be printed or reproduced on paper with all dimensions shown in feet or decimals of a foot, drawn to a scale or not more than one hundred (100) feet or more to the inch, showing or accompanied by information on the following points unless waived by the Development Review Board:

- a.** Proposed subdivision name or identifying title and the name of the Town.

This was found in the lower right corner of the map. Phil Perlah asked to have a house number added to the Flamstead Road address on the plat. Preston Bristow said there had been a mobile home on part of the land and a house number of 1481 had been assigned to it.

- b.** Name and address of record owner, subdivider, and designer of Preliminary Plat.

This was also found in the lower right corner of the map in the title block.

- c.** Number of acres within the proposed subdivision, location of property lines, existing easements, buildings, water courses, and other essential existing physical features.

Bob Greenfield said the only features he saw on the plat were a building and a well. Harry Goodell said there were no water courses. No one had any other features to add.

- d.** The names of owners of record of adjacent acreage.

All abutters appeared to have been listed.

- e.** The provisions of the zoning standards applicable to the area to be subdivided and any zoning district boundaries affecting the tract.

Bob Greenfield pointed out the dimensional standards for the R-120 district in lower right quadrant of the map. Harry and Phil agreed.

- f.** The location and size of any existing sewer and water mains, culverts, and drains on the property to be subdivided.

Bob said there were no sewer or water mains on the parcel. Phil noted 2 15-inch culverts. He said a drainage ditch runs along the side of Flamstead Road and through those two 15-inch culverts. A stone culvert runs under Flamstead Road which allows a brook to pass.

- g.** The width and location of any existing roads within the area to be subdivided and the width, location, grades, and road profiles of all roads or other public ways proposed by the Subdivider.

There were no new roads in the area.

- h.** Contour lines at intervals of five (5) feet of existing grades and of proposed finished grades where change of existing ground elevation will be five (5) feet or more.

There were contour lines at 10-foot intervals. The applicant asked that the 5-foot requirement be waived. Phil Perlah moved to accept the 10-foot interval.
- i.** Date, true north point, and scale.

True north was found in the upper left corner. The scale and date were found in the lower right corner the plat.
- j.** Deed description and map of survey of tract boundary made and certified by a licensed land surveyor tied into established reference points, if available.

This information is found in Notes 1, 2 and 5.
- k.** Location of connection with existing water supply or alternative means of providing water supply to the proposed subdivision.

The Board decided there was no water supply on the map.
- l.** Location of connection with existing sanitary sewage system or alternative means of treatment and disposal proposed.

There was no existing sanitary sewer system on the map.
- m.** Provisions for collecting and discharging storm drainage, in the form of drainage plan.

Bob Greenfield asked if this refers to the culverts. Harry said yes, and the drainage plan was pre-existing.
- n.** Preliminary designs of any bridges or culverts which may be required.

No culverts or bridges will be required.
- o.** The proposed lots with surveyed dimensions, certified by a licensed land surveyor, numbered and showing suggested building locations.

Harry Goodell said the only building showing is the building now present on Lot 2. There is no building shown on Lot 1. The DRB accepted the lack of proposed locations.
- p.** The location of temporary markers adequate to enable the Development Review Board to locate readily and appraise the basic layout of the field. Unless an existing road intersection is shown, the distance along a road from one corner of the property to the nearest existing road intersection shall be shown.

The Board members who attended the site visit said they saw the temporary markers.
- q.** Locations of all parcels of land proposed to be dedicated to public use and the conditions of such dedication.

Phil Perlah said there were no parcels dedicated to public use.
- r.** Names identifying roads and streets; locations of street name signs and description of design of street name signs.

Phil Perlah said Flamstead Road was identified on the map.
- s.** The Preliminary Plat shall be accompanied by:

1. A vicinity map drawn at the scale of not over four hundred (400) to the inch to show the relation of the proposed subdivision to the adjacent properties and to the general surrounding area. The vicinity map shall show all the area within two thousand (2,000) feet of any property line of the proposed subdivision or any smaller area between the tract and all surrounding existing roads, provided any part of such a road used as part of the perimeter for the vicinity map is at least five hundred (500) feet from any boundary of the proposed subdivision.

Bob Greenfield pointed out the vicinity map in the upper right corner of the map.

2. A list or verification of the applications for all required State permits applied for by the Sub-divider. Approval of the subdivision application by the Development Review Board may be conditioned upon receipt of these permits.

Preston Bristow said the application for a septic design has been recently submitted to the state by Jason Waysville. Jason has never had a plan turned down by the state. Preston said the surveyor, Paton, could include the permit number on the final plat or indicate where the septic would be placed. Phil Perlah suggested acceptance of the plat be conditioned on the receipt of the septic permit number being added to the plat. Harry and Bob agreed to that condition.

- t. Endorsement. Every Plat filed with the Town Clerk shall carry the following endorsement:

"Approved by the Development Review Board of the Town of Chester, Vermont as per findings of fact, dated \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_ subject to all requirements and conditions of said findings.

Signed this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by

\_\_\_\_\_

\_\_\_\_\_, Development Review Board"

Bob Greenfield pointed out the endorsement block found in the upper left corner of the map. Harry Goodell noted two more signature lines were needed.

Phil Perlah suggested that the DRB could sign a finding which noted that the septic permit has been applied for but was not yet issued. He said the surveyor could add the permit number to the plat when he adds the street number to it. Harry and Bob agreed to the plan. Harry said he was willing to sign a mylar that Preston Bristow had inspected for the two missing pieces of information without another hearing. Bob agreed.

There were no questions from the audience or the board members. Harry Goodell moved to close the hearing. Phil Perlah seconded the motion. The hearing was closed.

#### **Agenda Item 4 Subdivision Hearing for Robert and Stephanie Holland 931 Dodge Road, Case #579.**

Bob Greenfield accepted these documents offered as exhibits.

The first document was a Town of Chester Development Review Board Application for Sub-Division, DRB case #579. The applicant name was Robert & Stephanie Holland. Zoning Administrator Preston Bristow signed the application on June 13, 2022. Phil Perlah moved to accept the application as Exhibit A. Harry Goodell seconded the motion. A vote was taken and the application was accepted as Exhibit A.

The second document was a Town of Chester Notice of Public Hearing for a Subdivision Permit dated June 2, 2022. Phil Perlah moved to accept the Notice as Exhibit B. Harry Goodell seconded the motion. A vote was taken and the Notice was accepted as Exhibit B.

The third exhibit was a list of abutting landowner names and addresses who were mailed a Notice of Hearing on 6/2/22. Phil Perlah moved to accept the list as Exhibit C. Harry Goodell seconded the motion. A vote was taken and the list was accepted as Exhibit C.

The fourth exhibit was an 11 x 17 copy of the preliminary subdivision plat from Coleman Surveys Inc. dated April 27, 2022. Phil Perlah moved to accept the map as Exhibit D. Harry Goodell seconded the motion. A vote was taken and the plat was accepted as Exhibit D.

Bob Greenfield then addressed the requirements for the map in Section 4.12(F) on page 87.

#### **F. Required Submissions**

- 1. Preliminary Plat.** The Preliminary Subdivision Plat shall consist of a pdf copy as well as seven (7) copies of one or more maps or drawings which may be printed or reproduced on paper with all dimensions shown in feet or decimals of a foot, drawn to a scale or not more than one hundred (100) feet or more to the inch, showing or accompanied by information on the following points unless waived by the Development Review Board:
  - a.** Proposed subdivision name or identifying title and the name of the Town.  
Bob Greenfield found this in the lower right corner of the map.
  - b.** Name and address of record owner, subdivider, and designer of Preliminary Plat.  
This was also found in the lower right corner of the map in the title block.
  - c.** Number of acres within the proposed subdivision, location of property lines, existing easements, buildings, water courses, and other essential existing physical features.  
Bob Greenfield said he did not see any water courses on the plat. Harry Goodell no one saw any at the site visit either.
  - d.** The names of owners of record of adjacent acreage.  
Bob said all abutters appeared to have been listed on the plat. Harry Goodell agreed.
  - e.** The provisions of the zoning standards applicable to the area to be subdivided and any zoning district boundaries affecting the tract.  
Bob Greenfield said the dimensional standards were in the Notes.
  - f.** The location and size of any existing sewer and water mains, culverts, and drains on the property to be subdivided.  
Bob said there were no sewer or water mains on the parcels.
  - g.** The width and location of any existing roads within the area to be subdivided and the width, location, grades, and road profiles of all roads or other public ways proposed by the Subdivider.

There were no new roads in the area, only a proposed right of way.

- h.** Contour lines at intervals of five (5) feet of existing grades and of proposed finished grades where change of existing ground elevation will be five (5) feet or more.

There were contour lines at 20-foot intervals. The applicant asked that the 5-foot requirement be waived. Phil Perlah moved to accept the 20-foot interval. Harry Goodell seconded the motion. A vote was taken and the motion passed.

- i.** Date, true north point, and scale.

True north was found in the upper left corner. The scale and date were found in the lower right corner the map.

- j.** Deed description and map of survey of tract boundary made and certified by a licensed land surveyor tied into established reference points, if available.

This information is found in Notes 3 and 4 on the right side of the plat.

- k.** Location of connection with existing water supply or alternative means of providing water supply to the proposed subdivision.

The Board decided there was no water supply on the map.

- l.** Location of connection with existing sanitary sewage system or alternative means of treatment and disposal proposed.

There was no existing sanitary sewer system on the map.

- m.** Provisions for collecting and discharging storm drainage, in the form of drainage plan.

Bob Greenfield saw no drainage plan on the plat.

- n.** Preliminary designs of any bridges or culverts which may be required.

No culverts or bridges will be required.

- o.** The proposed lots with surveyed dimensions, certified by a licensed land surveyor, numbered and showing suggested building locations.

There are no building locations on the plat.

- p.** The location of temporary markers adequate to enable the Development Review Board to locate readily and appraise the basic layout of the field. Unless an existing road intersection is shown, the distance along a road from one corner of the property to the nearest existing road intersection shall be shown.

The Board members who attended the site visit said they saw the temporary markers.

- q.** Locations of all parcels of land proposed to be dedicated to public use and the conditions of such dedication.

Bob Greenfield said there were no parcels dedicated to public use.

- r.** Names identifying roads and streets; locations of street name signs and description of design of street name signs.

Bob Greenfield said Dodge Road was identified on the map.

- s.** The Preliminary Plat shall be accompanied by:

3. A vicinity map drawn at the scale of not over four hundred (400) to the inch to show the relation of the proposed subdivision to the adjacent properties and to the

general surrounding area. The vicinity map shall show all the area within two thousand (2,000) feet of any property line of the proposed subdivision or any smaller area between the tract and all surrounding existing roads, provided any part of such a road used as part of the perimeter for the vicinity map is at least five hundred (500) feet from any boundary of the proposed subdivision.

Bob Greenfield pointed out the vicinity map in the upper right corner of the map.

4. A list or verification of the applications for all required State permits applied for by the Sub-divider. Approval of the subdivision application by the Development Review Board may be conditioned upon receipt of these permits.

Phil Perlah said Note 3 on the left side of the plat addresses the issue of the proposed subdivided parcels having no wastewater permits.

- t. Endorsement. Every Plat filed with the Town Clerk shall carry the following endorsement:

"Approved by the Development Review Board of the Town of Chester, Vermont as per findings of fact, dated \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_ subject to all requirements and conditions of said findings.

Signed this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by

\_\_\_\_\_

\_\_\_\_\_, Development Review Board"

Bob Greenfield pointed out the endorsement block found in the lower left corner of the map.

Phil Perlah said he thought the distance to the nearest intersection was required. Bob Greenfield said the nearest intersection was Dodge Road and High Street. Phil Perlah said he couldn't find it on the map. Phil asked whether the existing septic system for the existing house should be shown. He noted the well is shown. Harry Goodell agreed that at least an approximate location of the septic system should be shown.

Harry Goodell said the right of way should be 50 feet wide, not the 30 feet shown as this is not a grandfathered right of way. Dave Coleman said the three changes would not be a problem. Bob Greenfield asked whether the right of way was flat enough to meet the grade requirement of 15 degrees. Harry Goodell said the land was quite flat there and it met the requirement.

Phil Perlah suggested that the Final Plat hearing be waived. Zoning Administrator Preston Bristow could verify that the plat changes requested were made. Bob Greenfield agreed. Phil Perlah moved to close the hearing. Harry Goodell seconded the motion. A vote was taken and the hearing was closed.

#### **Agenda Item 5 Deliberative Session to review previous or current matters**

All other agenda items being complete, the meeting went into deliberative session and was adjourned at the end of it.