

1 **TOWN OF CHESTER**
2 **DEVELOPMENT REVIEW BOARD**
3 **DRAFT MINUTES**

4 *September 9, 2024*

5 **BOARD MEMBERS PRESENT:** Robert Greenfield, Harry Goodell, Scott MacDonald, Phil
6 Perlah and Gary Coger at the Town Hall.

7 **STAFF PRESENT:** Zoning Administrator Preston Bristow, Zoning Assistant Hugh Quinn and
8 Cathy Hasbrouck, Recording Secretary, at the Town Hall.

9 **CITIZENS PRESENT:** Kevin Corliss

10 **Call to Order**

11 Chair Bob Greenfield called the meeting to order at 6:00 PM. He led the group in the Pledge of
12 Allegiance. He introduced the members of the Development Review Board and staff.

13 **Agenda Item 1 Review minutes of the June 24, 2024 meeting**

14 1:55 Scott MacDonald asked for changes on page 2, lines 27 – 31. He wanted to clarify that he
15 only discussed the Vermont statutes about cannabis with Chipper Sullivan. He did not discuss
16 any details about the proposed permit in Chester. After some discussion it was resolved that
17 references to any part of the proposed project would be removed from the minutes. Harry
18 Goodell moved to strike the references to the Chester project from the minutes. Gary Coger
19 seconded the amendment. A vote was taken and the minutes were accepted as modified.

20 **Agenda Item 2 Citizen's comments**

21 There were no citizen comments.

22 **Agenda Item 3 Boundary Line Adjustment Hearing for 320 Amsden Hill Road**

23 Bob Greenfield swore in Kevin Corliss to give testimony.

24 Bob then entered the exhibits into evidence.

25 The first document was an application for a hearing before the Development Review Board for a
26 Boundary Line Adjustment dated August 2, 2024, signed by Kevin Corliss and Zoning
27 Administrator Preston Bristow. Harry Goodell moved to accept the application as Exhibit A.
28 Phil Perlah seconded the motion. A vote was taken, and the application was accepted as Exhibit
29 A.

30 The second document was a Town of Chester Notice of Hearing for a Boundary Line
31 Adjustment Permit dated August 14, 2024 from Zoning Administrator Preston Bristow. Harry
32 Goodell moved to accept the Notice as Exhibit B. Phil Perlah seconded the motion. A vote was
33 taken and the motion passed unanimously.

34 The third document was a 100-foot abutters map showing the parcels in question at the junction
35 of Amsden Hill Road and Maple Ridge Road. Harry Goodell moved to accept the map as

1 Exhibit C. Phil Perlah seconded the motion. A vote was taken and the motion passed
2 unanimously.

3 The fourth document was a 100-foot abutters list report. Notices of the hearing were mailed to
4 the nine property owners listed on August 14, 2024. Harry Goodell moved to accept the list as
5 Exhibit D. Phil Perlah seconded the motion. A vote was taken and the motion passed
6 unanimously.

7 09:58The fifth document was narrative explaining why Kevin Corliss wanted to adjust the
8 boundary between his property and that of Roy Amden. Harry Goodell moved to accept the
9 document as Exhibit E. Phil Perlah seconded the motion. A vote was taken and the motion
10 passed unanimously.

11 The sixth document was an 8 ½ x 11 copy of the survey dated May 29, 2024 prepared by Ethan
12 Gilmour showing the proposed changes to the boundary lines. Harry Goodell moved to accept
13 the survey as Exhibit F. Phil Perlah seconded the motion. A vote was taken and the survey was
14 accepted as Exhibit F.

15 11:25Bob Greenfield asked what zoning district the properties under consideration were in.
16 Preston Bristow answered they were in the Residential 120 district. Preston said he usually
17 reviews a draft of the survey before the surveyor makes copies for the meeting. This wasn't
18 arranged in this case. Preston said he discussed the survey with Evan Gilmour the surveyor and
19 they agreed to the following amendments:

- 20 (1) correct the format of parcel ID numbers,
- 21 (2) indicate 18" culvert at bottom of Corliss driveway,
- 22 (3) show the location of septic on Corliss property,
- 23 (4) depict the Amsden house, well and septic,
- 24 (5) indicate distance from new Corliss boundary to VT RT 10, depict the entire Amsden
25 property on location map,
- 26 (6) add the DRB endorsement block, and
- 27 (7) add Residential R120 Zoning District Dimensional Standards table.

28 Bob Greenfield noted that the Corliss parcel, 23-20-19, is currently non-conforming and asked if
29 a non-conforming parcel could be changed. Preston Bristow said changes could be made that did
30 not increase the non-conformity. These proposed changes will not increase the non-conformity.
31 Harry Goodell asked if the entire Amsden parcel, 23-20-17.100, could be shown on the map.
32 Preston said he would discuss that with the surveyor. Parcel 23-10-17.100 is 84.66 acres. It
33 would be difficult to portray on a boundary adjustment map. As Evan had been engaged to
34 survey the entire Amsden property Preston said it was up to the DRB to decide whether this
35 survey needs to show the entire 85-acre parcel or whether it will be shown on subsequent
36 subdivision and boundary adjustment maps which will be recorded.

37 Bob Greenfield read section 4.13 of the Chester Unified Development Bylaws which define a
38 Boundary Line Adjustment:

39 A. In accordance with 24 V.S.A. §4464(c), these Bylaws authorize the Development Review
40 Board to review applications and issue permits for boundary line adjustments, provided that
41 the applicant satisfies all of the following standards:

- 1
- 2 1. It meets the definition of a Boundary Line Adjustment;
- 3 2. It does not create any new lot as a result of the adjustment;
- 4 3. The Plan must show the requirements of Section 4.12(F) of these Bylaws;

5

6 He noted that no new parcel was being created and this request met the requirement for a
7 boundary line adjustment.

8

9 He then turned to Section 4.12, the requirements for a preliminary plat.

10 F. Required Submissions

11 1. Preliminary Plat.

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

- 17 a. Proposed subdivision name or identifying title and the name of the Town.
18 Bob Greenfield saw the Town of Chester noted on the map.
- 19 b. Name and address of record owner, subdivider, and designer of Preliminary Plat.
20 Bob Greenfield saw the surveyor's name, Ethan Gilmour in the title block.
- 21 c. Number of acres within the proposed subdivision, location of property lines,
22 existing easements, buildings, water courses, and other essential existing
23 physical features.
24 Preston Bristow said it appeared to him to show culverts and brooks. Harry Goodell
25 asked if there were any culverts on the property. Kevin Corliss said there was a culvert at
26 the bottom of the driveway. The board noted more than one culvert on the map. Harry
27 Goodell said they should be labeled more clearly with their size.
- 28 d. The names of owners of record of adjacent acreage.
29 Bob Greenfield said the names were present.
- 30 e. The provisions of the zoning standards applicable to the area to be subdivided
31 and any zoning district boundaries affecting the tract.
32 Preston Bristow said the zoning district standards would be added.
- 33 f. The location and size of any existing sewer and water mains, culverts, and drains
34 on the property to be subdivided.
35 18:49 Harry Goodell said the well location should be added. Scott MacDonald pointed
36 out a well location behind the Corliss house. Bob Greenfield said that well was not the
37 active well. Preston Bristow verified that the well on the Amsden property should be
38 shown. Harry Goodell said the septic system and leach field should be shown.
39 Scott MacDonald said, since the surveyor was going to a second survey for a boundary
40 adjustment with the Mancuso property, the location of the Amsden house and septic
41 system will be determined and could be added to this map as well.

1 Preston verified that enough of the Amsden property should be shown to include the
2 location of the house, well and septic. Harry Goodell agreed and added that the septic
3 system on the Corliss property should also be shown.

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

7 Bob noted there are no new roads as a result of the boundary adjustment and Preston
8 confirmed that. Harry Goodell said the distance from the corner of Route 10 to this
9 property should be added. Preston agreed and board decided the distance should be
10 measured to the corner of the Corliss property on Amsden Hill Road.

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

14 Phil Perlah moved to waive the 5-foot contour requirement. Scott MacDonald seconded
15 the motion. A vote was taken the requirement was waived.

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

17 Bob Greenfield verified the location of the scale.

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

20 The board agreed that the information was present on the map.

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

23 This had been addressed earlier by the board.

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

26 Harry Goodell said the septic systems for both parcels would be added.

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

29 24:18 Harry Goodell said he didn't see anything that should be changed on the map other
30 than adding the size of the culvert. Bob Greenfield asked Kevin Corliss if his property
31 drained into the Chandler Meadow brook. Kevin said it formerly drained toward the
32 Amsden's driveway and down the bank, but now it all drains toward the brook.

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

34 No bridges are proposed.

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

37 There are no proposed lots.

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

42 Harry Goodell verified that Preston had a note on this item. Preston did.

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

3 No parcels are dedicated to public use.

4 r. Names identifying roads and streets; locations of street name signs and
5 description of design of street name signs.

6 Bob Greenfield said there are no new roads being proposed.

7 s. The Preliminary Plat shall be accompanied by:

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

15 Phil Perlah said the location map needed a scale. Preston said the location map was too
16 small and it was on the list of changes he would discuss with Evan Gilmour.

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

20 No permits were needed from the state.

21 u. Endorsement. Every Plat filed with the Town Clerk shall carry the following
22 endorsement:

23 "Approved by the Development Review Board of the Town of Chester, Vermont as per
24 findings of fact, dated ____ day of _____, ____ subject to all requirements and
25 conditions of said findings. Signed this ____ day of _____, _____ by
26 _____(5 signature lines)_____, Development Review Board"

27 Harry Goodell said a new deed would need to be filed in the Chester Land Records. Preston
28 Bristow agreed. Preston said he had a note that the endorsement needed to be added to the
29 survey.

30 The board members agreed a second hearing would not be necessary.

31 20:45 Bob Greenfield resumed the review of boundary adjustment requirements in Section 4.13:

32 4. It does not substantially change the nature of any previous subdivision;

33 The board agreed that it did not change the nature of the current subdivision.

34 5. It will not adversely impact access to any parcel;

35 The board agreed it did not affect access to any other parcel.

36 6. It will not result in the development on any portion of a parcel that has been designated
37 as open space as the result of a prior municipal permit or approval, or allow for the
38 acreage of any open space parcel to be applied to the maximum density or minimum lot
39 size for another parcel; and,

40 7. It will not create any nonconformities.

1 The board agreed these two conditions were met. Bob Greenfield continued reading the
2 requirements:

3 **B.** If any of these conditions are not clearly met to the satisfaction of the Development Review
4 Board, such boundary adjustments shall be subject to approval as a subdivision. In such cases,
5 the applicant shall be responsible for any additional fees or submittals needed for DRB review.

6 **C.** An applicant for a boundary line adjustment shall provide the Zoning Administrator with a
7 complete boundary line adjustment application and a map of the property, drawn to scale.

8 **D.** In accordance with the recording requirements in Section 4.12 of these Bylaws, the applicant
9 shall submit for recording a mylar and deeds within 180 days of the effective date of the permit
10 issued for the boundary line adjustment. If the applicant fails to submit a mylar within 180
11 days, the permit expires and the applicant must re-apply.

12 Preston Bristow explained that he would work with Ethan Gilmour on the requested changes.
13 When the changes were complete a mylar of the survey would be produced and the board
14 members would sign it, which would indicate the board approved the boundary adjustment.
15 Harry reminded the applicant the deeds must be changed.

16 Bob Greenfield said he did not see a need for a second hearing. Preston Bristow agreed.

17 Kevin Corliss discussed the application process and suggested some improvements, particularly
18 in view of the other boundary adjustments and possible subdivisions planned for this parcel.

19 Harry Goodell moved to close the hearing. Phil Perlah seconded the motion. A vote was taken
20 and the hearing was closed.

21 Harry Goodell moved to enter Deliberative Session at 6:35 PM. The Board returned from
22 Deliberative Session at 6:58 PM. The meeting was then adjourned.