

1 **12:00 – 2:00, 3:30 – 5:00**

2 **TOWN OF CHESTER**

3 **DEVELOPMENT REVIEW BOARD**

4 **DRAFT MINUTES**

5 *February 24, 2025*

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

8 **STAFF PRESENT:** Associate Zoning Administrator Hugh Quinn and Recording Secretary
9 Cathy Hasbrouck at the Town Hall.

10 **CITIZENS PRESENT:** Steve Mancuso, Roy and Renee Amsden at Town Hall.

11 **Call to Order**

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

14 **Agenda Item 1 Review the minutes of the January 27, 2025 meeting.**

15 00:44The DRB considered the minutes of the meeting on January 27, 2025. Harry Goodell
16 moved to accept the minutes. Phil Perlah seconded the motion. There was no discussion. A
17 vote was taken, and the minutes were approved as written.

18 **Agenda item 2 Citizens Comments**

19 There were no citizen comments.

20 **Agenda Item 3 Hearing #615 for a Boundary Adjustment at 322 Amsden Hill Road**

21 1:41The Board members had no conflicts of interest to report, and no board member had had any
22 ex-parte communication on the issue. Bob Greenfield swore in Steve Mancuso and Roy and
23 Renee Amsden to give testimony in the hearings.

24 Bob Greenfield then entered the exhibits presented into evidence.

25 3:04 The first document was an application for a Boundary Adjustment permit number 615 from
26 Steven Mancuso signed on January 27, 2025 by Zoning Administrator Preston Bristow. Harry
27 Goodell moved to accept the application as Exhibit A. Phil Perlah seconded the motion. A vote
28 was taken, and the application was accepted as Exhibit A.

29 The second document was a Notice of Hearing for a Boundary Line Adjustment issued on
30 January 30, 2025 by the Town of Chester. Harry Goodell moved to accept the notice as Exhibit
31 B. Phil Perlah seconded the motion. A vote was taken, and the notice was accepted as Exhibit
32 B.

33 The third document was a list of 100-foot abutters. Notices of the hearing were mailed to the
34 citizens on the list on January 31, 2025. Harry Goodell moved to accept the list as Exhibit C.
35 Phil Perlah seconded the motion. A vote was taken, and the list was accepted as Exhibit C.

1 04:30The fourth document was a portion of the tax map showing the parcel in question and the
2 abutting parcels. Harry Goodell moved to accept the map as Exhibit D. Phil Perlah seconded
3 the motion. A vote was taken, and the abutters' map was accepted as Exhibit D.

4 The fifth document was a narrative and e-mail from Steve Mancuso dated January 27, 2025
5 describing the Boundary Adjustment. Harry Goodell moved to accept the narrative and e-mail as
6 Exhibit E. Phil Perlah seconded the motion. A vote was taken, and the narrative and e-mail
7 were accepted as Exhibit E.

8 Phil Perlah explained that occasionally a memo from Preston Bristow to the members of the
9 DRB discussing aspects of the Chester Unified Development Bylaws as they apply to the hearing
10 is distributed with the DRB packet for a hearing. The memo is not an exhibit from the applicant
11 and is not accepted as evidence at the hearing nor circulated as part of the packet for the hearing.

12 The sixth document was a survey by Ethan Gilmour dated January 13, 2025 showing both the
13 boundary adjustment between Steve Mancuso and Roy and Renee Amsden and the subdivision
14 of parcel 23-20-17.100 belonging to the Amsdens. Harry Goodell moved to accept the survey as
15 Exhibit F. Phil Perlah seconded the motion. A vote was taken, and the survey was accepted as
16 Exhibit F.

17 6:40Bob Greenfield invited Steve Mancuso to make a statement about his application. Steve said
18 his neighbors had granted him a buffer zone between his property and theirs. The Amsdens
19 intend to sell part of their property. The buffer will protect Steve Mancuso's property if the
20 neighboring property is developed after it is sold.

21 Bob Greenfield then addressed the requirements for a boundary adjustment as set forth in Section
22 4.13 of the Chester Unified Development Bylaws. He read Section 4.13.A aloud:

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

- 26 1. It meets the definition of a Boundary Line Adjustment;
- 27 2. It does not create any new lot as a result of the adjustment;
- 28 3. The Plan must show the requirements of Section 4.12(F) of these Bylaws;
- 29 4. It does not substantially change the nature of any previous subdivision;
- 30 5. It will not adversely impact access to any parcel;
- 31 6. It will not result in the development on any portion of a parcel that has been designated as
32 open space as the result of a prior municipal permit or approval, or allow for the acreage
33 of any open space parcel to be applied to the maximum density or minimum lot size for
34 another parcel; and,
- 35 7. It will not create any nonconformities.

36 09:20Bob then reviewed the standards for the preliminary plat.

37 **4.12.F. Required Submissions**

- 38 1. **Preliminary Plat.** The Preliminary Subdivision Plat shall consist of a pdf copy as well as seven (7)
39 copies of one or more maps or drawings which may be printed or reproduced on paper with all
40 dimensions shown in feet or decimals of a foot, drawn to a scale or not more than one hundred

1 (100) feet or more to the inch, showing or accompanied by information on the following points
2 unless waived by the Development Review Board:

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

4 Bob found Roy and Renee Amsden's names in the lower right corner of the plat.

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

6 Harry saw Steve Mancuso's name by his parcel and in Note 2.

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

9 Bob and Harry agreed the acres of each part of the boundary adjustment were
10 shown.

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

12 Harry confirmed these were on the plat.

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

15 10:26 Harry and Bob agreed this was on the survey in the center of the plat at the
16 top.

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

19 Bob Greenfield said there was no municipal sewer or water service to the
20 property.

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

24 Harry said Amsden Hill Road and Roland Road were shown.

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

27 Harry noted there were no contour lines on the map.

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

29 Harry and Bob agreed these were present.

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

32 Harry agreed the deed descriptions were there, Bob said the tract boundaries were
33 present.

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

1 12:11 Harry said this requirement wasn't applicable.
2
3 **l.** Location of connection with existing sanitary sewage system or alternative means of
4 treatment and disposal proposed.
5 Harry pointed out the location of the existing septic systems.
6
7 **m.** Provisions for collecting and discharging storm drainage, in the form of drainage plan.
8 Bob said there was none shown.
9
10 **n.** Preliminary designs of any bridges or culverts which may be required.
11 Bob said there were none.
12
13 **o.** The proposed lots with surveyed dimensions, certified by a licensed land surveyor,
14 numbered and showing suggested building locations.
15 Bob said no new buildings were being proposed.
16
17 **p.** The location of temporary markers adequate to enable the Development Review Board
18 to locate readily and appraise the basic layout of the field. Unless an existing road
19 intersection is shown, the distance along a road from one corner of the property to the
20 nearest existing road intersection shall be shown.
21 Bob said the DRB had seen the markers at the site visit.
22
23 **q.** Locations of all parcels of land proposed to be dedicated to public use and the
24 conditions of such dedication.
25 Bob and Harry said there were no parcels being dedicated to public use.
26
27 **r.** Names identifying roads and streets; locations of street name signs and description of
28 design of street name signs.
29 Bob and Harry said no new streets or roads are being proposed.
30
31 **s.** The Preliminary Plat shall be accompanied by:
32 1. A vicinity map drawn at the scale of not over four hundred (400) to the inch to show
33 the relation of the proposed subdivision to the adjacent properties and to the
34 general surrounding area. The vicinity map shall show all the area within two
35 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.
The vicinity map was seen in the lower left corner of the survey.
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.
Harry determined that there were no permits needed.

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

3 "Approved by the Development Review Board of the Town of Chester, Vermont as per
4 findings of fact, dated ____ day of _____, _____ subject to all requirements and
5 conditions of said findings.

6 Signed this ____ day of _____, _____ by

7 _____
8 _____, Development Review Board"

9 Harry confirmed the endorsement is present in the upper right quadrant.

10
11 15:14 There being no other questions, Harry Goodell moved to close the hearing. Phil Perlah
12 seconded the motion. A vote was taken, and the hearing was closed.

13 **Agenda Item 4 Hearing #616 for a Minor Subdivision at 37 Roland Road**

14 16:33 Bob Greenfield asked if any member of the Board had a conflict of interest to report. None
15 did. He asked if any member of the Board had had any ex parte communication about the topic.
16 None had. Bob Greenfield entered the exhibits into evidence.

17 17:07 The first document was an application for Subdivision permit number 615 dated January
18 24, 2025. Harry Goodell moved to accept the application as Exhibit A. Phil Perlah seconded the
19 motion. A vote was taken, and the application was accepted as Exhibit A.

20 The second document was a Notice of Hearing for Subdivision Permit dated January 30, 2025.
21 Harry Goodell moved to accept the notice as Exhibit B. Phil Perlah seconded the motion. A
22 vote was taken, and the notice was accepted as Exhibit B.

23 The third document was a list of 100-foot abutters. Notices of the hearing were mailed to the
24 citizens on the list on January 31, 2025. Harry Goodell moved to accept the list as Exhibit C.
25 Phil Perlah seconded the motion. A vote was taken, and the list was accepted as Exhibit C.

26 The fourth document was a portion of the tax map showing the parcel in question and the
27 abutting parcels. Harry Goodell moved to accept the map as Exhibit D. Phil Perlah seconded
28 the motion. A vote was taken, and the map was accepted as Exhibit D.

29 The fifth document was a narrative from Roy and Renee Amsden explaining the plans for a
30 subdivision. Harry Goodell moved to accept the narrative as Exhibit E. Phil Perlah seconded
31 the motion. A vote was taken, and the narrative was accepted as Exhibit E.

32 The sixth document was a document showing the Amsden's Mobile Home Park listed in the
33 2024 Registry of Vermont Mobile Home Parks. Harry Goodell moved to accept the listing as
34 Exhibit F. Phil Perlah seconded the motion. A vote was taken, and the listing was accepted as
35 Exhibit F.

36 18:40 The seventh document was an E-911 map showing the parcel among the surrounding
37 parcels with power and telephone lines drawn in. Harry Goodell moved to accept the map as

1 Exhibit G. Phil Perlah seconded the motion. A vote was taken, and the map was accepted as
2 Exhibit G.

3 The eighth document was a survey of the proposed boundary adjustment and two-lot subdivision
4 by Ethan Gilmour dated January 13, 2025. Harry Goodell moved to accept the survey as Exhibit
5 H. Phil Perlah seconded the motion. A vote was taken, and the survey was accepted as Exhibit
6 H.

7 21:35 Bob Greenfield asked if there were any people living in the mobile home park. Renee and
8 Roy Amsden said there were. Roy Amsden said they are asking the state to begin closing the
9 park down. Roy said it takes about 18 months to close it out.

10 22:17 Bob Greenfield turned to Article 4 page 15, Subdivision Review Procedures and read them
11 as follows:

12 A. Preliminary Plat Review

- 13 1. **Application and Fee.** The Subdivider shall file an application for the consideration of
14 a Preliminary Plat of the proposed subdivision in the form described in subsection F
15 using the approved application blank available from the Zoning Administrator. The
16 Preliminary Plat shall, in all respects, comply with the requirements set forth in the
17 provisions of these Bylaws. The application for review of the Preliminary Plat shall be
18 accompanied by a fee, as established by the Legislative Body, payable by check to the
19 Town of Chester, Vermont, seven (7) copies of the Preliminary Plat with a vicinity map
20 as well as a pdf copy shall be submitted to the Zoning Administrator at least twenty-
21 one (21) days prior to a regular meeting of the Development Review Board.
22
- 23 2. **Public Hearing.** Within forty-five (45) days of the Official Submittal Date for the
24 Preliminary Plat, the Development Review Board shall hold a public hearing at which
25 time the Subdivider, or their duly authorized representative, shall discuss with the
26 Development Review Board the details of their proposal and both shall respond to
27 comments from the public. Notice of the hearing shall be given in accordance with
28 §4447 of the Act, and a copy of the notice shall be sent to the Regional Planning
29 Commission and to an adjacent municipality in accordance with §4414 of the Act.
30
- 31 3. **Action on Preliminary Plat.** Within forty-five (45) days after the adjournment of the
32 public hearing, the Development Review Board shall take action to approve, approve
33 with conditions, or disapprove the Preliminary Plat. Failure of the Development Review
34 Board to act within forty-five (45) days shall constitute approval. Notice of the decision
35 shall be sent to the Subdivider by certified mail along with a statement of the grounds
36 for denial or conditions of approval supported by findings of fact, and specific
37 changes required in the Final Plat. If no public hearing was held, the 45-day period
38 shall begin with the Official Submittal Date for the Preliminary Plat. A copy of the
39 decision shall be sent to the Legislative Body. Approval of a Preliminary Plat shall not
40 constitute approval of the subdivision, but rather it shall be deemed an expression of
41 approval of the design submitted on the Preliminary Plat as a guide to the preparation
42 of the Final Plat, which shall be submitted for approval of the Development Review
43

1 Board and for recording upon fulfillment of the requirements of these Bylaws and the
2 conditions of the Preliminary Plat approval. Prior to approval of the Final Plat, the
3 Development Review Board may require additional changes as a result of further
4 study of the subdivision in final form.

- 5
6 4. **Disclosure of Subsequent Development Plans.** Whenever an applicant submits a
7 proposal for subdivision that has the potential for further subdivision, the
8 Development Review Board will require a general indication of the intended uses or a
9 master plan of the remaining portion of land. Such an indication or master plan shall
10 include access, type of use, intensity of use and phasing. began examining the
11 standards for a preliminary plat.

12 26:19Bob Greenfield then reviewed the standards for the preliminary plat.

13 **4.12.F. Required Submissions**

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

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

20 Harry Goodell found this in the lower right corner of the plat.

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

22 Bob Greenfield said these items were present.

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

25 Harry Goodell noted that the acreage for Parcel 1 was present, and the map said
26 Parcel 2 would not be surveyed, being 69.5 acres.

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

28 Bob confirmed these were on the plat.

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

31 The zoning standards were present in the upper right quadrant.

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

34 Bob confirmed there is no municipal water or sewer service available to this
35 parcel.

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

- 1 Bob said there are none.
- 2 **h.** Contour lines at intervals of five (5) feet of existing grades and of proposed finished
3 grades where change of existing ground elevation will be five (5) feet or more.
- 4 27:49 There are no contour lines on the map. Roy and Renee Amsden requested a
5 waiver for contour lines. Harry moved to waive the contour line requirement.
6 Phil seconded the motion. A vote was taken, and the contour line requirement
7 was waived.
- 8 **i.** Date, true north point, and scale.
- 9 Phil said these were present.
- 10 **j.** Deed description and map of survey of tract boundary made and certified by a licensed
11 land surveyor tied into established reference points, if available.
- 12 These were present.
- 13 **k.** Location of connection with existing water supply or alternative means of providing
14 water supply to the proposed subdivision.
- 15 Bob said there is none. Harry said the wells and septic fields for all existing
16 buildings on the parcels were drawn. There are no plans at present to further
17 develop the subdivided lot, so this requirement is not applicable.
- 18 **l.** Location of connection with existing sanitary sewage system or alternative means of
19 treatment and disposal proposed.
20 Bob Greenfield said there is none.
- 21 **m.** Provisions for collecting and discharging storm drainage, in the form of drainage plan.
22 Bob Greenfield said there is none.
- 23 **n.** Preliminary designs of any bridges or culverts which may be required.
- 24 Bob Greenfield said there is none
- 25 **o.** The proposed lots with surveyed dimensions, certified by a licensed land surveyor,
26 numbered and showing suggested building locations.
- 27 Bob Greenfield said there is none
- 28 **p.** The location of temporary markers adequate to enable the Development Review Board
29 to locate readily and appraise the basic layout of the field. Unless an existing road
30 intersection is shown, the distance along a road from one corner of the property to the
31 nearest existing road intersection shall be shown.
- 32 Harry Goodell pointed out the notation of 775 feet to Route 10 in the lower left
33 quadrant near the title block.
- 34 **q.** Locations of all parcels of land proposed to be dedicated to public use and the
35 conditions of such dedication.
- 36 Bob said there were no lands being dedicated to public use.

1 r. Names identifying roads and streets; locations of street name signs and description of
2 design of street name signs.

3 Bob said no new streets or roads are being proposed.

4 s. The Preliminary Plat shall be accompanied by:

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

12 Phil said the vicinity map was in the lower left corner.

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

16 Harry Goodell said no additional permits are required.

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

19 "Approved by the Development Review Board of the Town of Chester, Vermont as per
20 findings of fact, dated ____ day of _____, ____ subject to all requirements and
21 conditions of said findings.

22 Signed this ____ day of _____, _____ by

23 _____
24 _____, Development Review Board"

25 This text is in the upper right quadrant of the map.

26 Harry Goodell asked the record to show that the 69.5 acres of Parcel 2 was not surveyed.

27 32:50 Harry Goodell moved to close the hearing. Phil Perlah seconded the motion. A vote was
28 taken, and the hearing was closed.

29 Harry Goodell moved to go into deliberative session. Phil Perlah seconded the motion. A vote
30 was taken, and the meeting went into deliberative session. Deliberation ended at 7:39 PM. No
31 vote was taken during deliberation. Harry Goodell moved to adjourn the meeting. Phil Perlah
32 seconded the motion. A vote was taken, and the meeting was adjourned.