

1 **TOWN OF CHESTER**
2 **DEVELOPMENT REVIEW BOARD**

3 *April 13, 2026*

4 **BOARD MEMBERS PRESENT:** Robert Greenfield, Harry Goodell, Mark McKeon, Phil
5 Perlah and Gary Coger at the Town Hall,

6 **STAFF PRESENT:** Zoning Administrator Hugh Quinn and Recording Secretary Cathy
7 Hasbrouck at the Town Hall.

8 **CITIZENS PRESENT:** L. Sharon Baker, Michael Copping, Cassady Ludvigsen and Jared
9 Manasek at Town Hall, Drew Ludvigsen via Zoom.

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 and introduced the members of the Development Review Board and staff.

13 **Agenda Item 1 Annual Board Reorganization**

14 Bob Greenfield explained that the Development Review Board needed to reorganize annually.
15 Bob said he has been officially re-appointed to another three-year term on the board and was
16 willing to serve as Chair. Phil Perlah promptly nominated Bob to the position of Chair. Mark
17 McKeon seconded the motion. A vote was taken and Bob was elected Chair for the year. Mark
18 McKeon nominated Phil Perlah as vice-chair. Gary Coger seconded the motion. A vote was
19 taken and Phil Perlah was elected vice-chair.

20
21 **Agenda Item 2 Review the minutes of the March 23, 2026 meeting**

22 The DRB considered the minutes of the meeting on March 23, 2026. Harry Goodell moved to
23 accept the minutes. Gary Coger seconded the motion. There was no discussion. A vote was
24 taken, and the minutes were approved as written.

25 Hugh Quinn pointed out that the Board needed to adopt the Rules of Procedure as part of the
26 annual reorganization. Phil Perlah moved to accept the Rules of Procedure as included in the
27 meeting packet. Harry Goodell seconded the motion. There was no discussion. A vote was
28 taken and the Rules of Procedure were adopted as presented.

29 **Agenda item 3 Citizens Comments**

30 There were no citizen comments.

31 **Agenda Item 4 Hearing #624 for Sharon Baker Subdivision**

32 4:31 The Board members had no conflicts of interest to report, and no board member had had any
33 ex-parte communication on the issue. Bob Greenfield swore in Sharon Baker to give testimony
34 in the hearing.

35 Bob Greenfield then entered the exhibits presented into evidence.

1 5:38 The first document was an application for a Subdivision dated 3/26/2026, permit number
2 624 from L. Sharon Baker. Harry Goodell moved to accept the application as Exhibit A. Phil
3 Perlah seconded the motion. A vote was taken and the application was accepted as Exhibit A.
4 The second document was a Notice of Hearing for Subdivision Permit dated March 19, 2026.
5 Harry Goodell moved to accept the notice as Exhibit B. Phil Perlah seconded the motion. A vote
6 was taken and the Notice was accepted as Exhibit B.
7 The third document was a list of ten 100-foot abutters to the parcels being divided. Notices of
8 the hearing were mailed to the property owners on the list on March 20, 2026. Harry Goodell
9 moved to accept the list as Exhibit C. Phil Perlah seconded the motion.
10 The fourth document was a portion of the tax map showing the parcel in question and the 100-
11 foot abutters. Harry Goodell moved to accept the map as Exhibit D. Phil Perlah seconded the
12 motion.
13 7:12The fifth document was a narrative written by L. Sharon Baker explaining the details and
14 goals of the sub-division. Harry Goodell moved to accept the narrative as Exhibit E. Phil Perlah
15 seconded the motion. A vote was taken, and the narrative was accepted as Exhibit E.
16 The sixth document was an 8½ x 11-inch copy of the survey by DiBernardo Associates depicting
17 the sub-division of the parcel. Also submitted was a larger 24 x 18-inch copy of the survey.
18 Harry Goodell moved to accept the surveys as Exhibit F. Phil Perlah seconded the motion.
19 The seventh document was the proposed Amendment to the Right of Way Easement Agreement
20 for three properties: the property owned by L. Sharon Baker to be sub-divided, and the abutting
21 property currently owned by Cassandra and Kelsey Hattam Harry Goodell moved to accept the
22 proposed easement as Exhibit G. Phil Perlah seconded the motion.
23 8:58Bob Greenfield asked Sharon Baker to explain the purpose of the proposed sub-division.
24 Sharon asked if she could read the Exhibit E narrative aloud. Bob Greenfield agreed. Sharon
25 said she has occupied the property for 16 years and bought it in June of 2022. She then read
26 Exhibit F into the record.
27 8:05Bob Greenfield then addressed the requirements for a sub-division as set forth in Section
28 4.12 of the Chester Unified Development Bylaws.

29 **4.12.F. Required Submissions**

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

- 35 **a.** Proposed subdivision name or identifying title and the name of the Town.
36 Phil Perlah said the information was in the lower right corner of the plat.
- 37 **b.** Name and address of record owner, subdivider, and designer of Preliminary Plat.
38 Phil and Harry saw the information in the lower right corner.

- 1 c. Number of acres within the proposed subdivision, location of property lines,
2 existing easements, buildings, water courses, and other essential existing physical
3 features.
- 4 The board nodded agreement that all this information was shown.
- 5 d. The names of owners of record of adjacent acreage.
- 6 Gary and Mark confirmed these were on the plat.
- 7 e. The provisions of the zoning standards applicable to the area to be subdivided and
8 any zoning district boundaries affecting the tract.
- 9 Phil and Harry saw this information in Note 5, in the upper left corner.
- 10 f. The location and size of any existing sewer and water mains, culverts, and drains
11 on the property to be subdivided.
- 12 Phil saw the sewer and water lines on the plat.
- 13 g. The width and location of any existing roads within the area to be subdivided and
14 the width, location, grades, and road profiles of all roads or other public ways
15 proposed by the Subdivider.
- 16 The board noted no new roads and Common Street is shown.
- 17 h. Contour lines at intervals of five (5) feet of existing grades and of proposed
18 finished grades where change of existing ground elevation will be five (5) feet or
19 more.
- 20 Bob Greenfield noted there are no contour lines. Harry said contour lines are not
21 applicable in this case
- 22 i. Date, true north point, and scale.
- 23 Phil pointed out true north in the upper left corner and the date and scale in the
24 lower right corner.
- 25 j. Deed description and map of survey of tract boundary made and certified by a
26 licensed land surveyor tied into established reference points, if available.
- 27 Phil said this information is in the Notes and Reference deeds.
- 28 k. Location of connection with existing water supply or alternative means of
29 providing water supply to the proposed subdivision.
- 30 15:25Harry Goodell said this requirement was not applicable for this hearing.
- 31 l. Location of connection with existing sanitary sewage system or alternative means
32 of treatment and disposal proposed.
- 33 Phil pointed out the water and sewer lines on the map.
- 34 m. Provisions for collecting and discharging storm drainage, in the form of drainage
35 plan.

- 1 There was no drainage plan noted.
- 2 **n.** Preliminary designs of any bridges or culverts which may be required.
- 3 No culverts or bridges are required.
- 4 **o.** The proposed lots with surveyed dimensions, certified by a licensed land
- 5 surveyor, numbered and showing suggested building locations.
- 6 Bob said no new buildings were being proposed, existing buildings are shown.
- 7 **p.** The location of temporary markers adequate to enable the Development Review
- 8 Board to locate readily and appraise the basic layout of the field. Unless an
- 9 existing road intersection is shown, the distance along a road from one corner of
- 10 the property to the nearest existing road intersection shall be shown.
- 11 Common Street is shown on the plat. The boundary markers were clearly visible
- 12 at the site visit.
- 13 **q.** Locations of all parcels of land proposed to be dedicated to public use and the
- 14 conditions of such dedication.
- 15 Bob noted there were no parcels being dedicated to public use.
- 16 **r.** Names identifying roads and streets; locations of street name signs and
- 17 description of design of street name signs.
- 18 Harry said this was not applicable.
- 19 **s.** The Preliminary Plat shall be accompanied by:
- 20 1. A vicinity map drawn at the scale of not over four hundred (400) to the inch to
- 21 show the relation of the proposed subdivision to the adjacent properties and to
- 22 the general surrounding area. The vicinity map shall show all the area within
- 23 two thousand (2,000) feet of any property line of the proposed subdivision or
- 24 any smaller area between the tract and all surrounding existing roads,
- 25 provided any part of such a road used as part of the perimeter for the vicinity
- 26 map is at least five hundred (500) feet from any boundary of the proposed
- 27 subdivision.
- 28 The board saw the vicinity map in the upper right corner of the survey.
- 29 2. A list or verification of the applications for all required State permits applied
- 30 for by the Sub-divider. Approval of the subdivision application by the
- 31 Development Review Board may be conditioned upon receipt of these
- 32 permits.
- 33 The Board concluded no permits are needed for this sub-division.
- 34 **t.** Endorsement. Every Plat filed with the Town Clerk shall carry the following
- 35 endorsement:

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

4 Signed this ____ day of _____, _____ by

5 _____

6 _____, Development Review Board”

7
8 Phil Perlah said the endorsement is missing. Hugh Quinn said it will be added to the mylar by
9 the surveyor.

10
11 17:30 There being no further questions, Harry Goodell moved to close the hearing. Mark
12 McKeon seconded the motion. A vote was taken and the hearing was closed.

13
14 **Agenda Item 5 Hearing #625 for Jared Manasek Subdivision**

15
16 18:28 Bob Greenfield verified that the Board members had no conflicts of interest to report, and
17 no board member had had any ex-parte communication on the issue. Bob Greenfield swore in
18 Jared Manasek to give testimony in the hearing.

19 Bob Greenfield then entered the exhibits presented into evidence.

20 19:21 The first document was an application for a Subdivision from Donald B. Stein dated
21 3/5/2026, permit number 625. The property owners were Jared Manasek and Casey Kasten.
22 Harry Goodell moved to accept the application as Exhibit A. Phil Perlah seconded the motion.
23 A vote was taken and the application was accepted as Exhibit A.

24 The second document was a Notice of Hearing for Subdivision Permit dated March 19, 2026.
25 Harry Goodell moved to accept the notice as Exhibit B. Phil Perlah seconded the motion. A vote
26 was taken and the Notice was accepted as Exhibit B.

27 The third document was a list of 18 100-foot abutters to the parcels being divided. Notices of the
28 hearing were mailed to the property owners on the list on March 20, 2026. Harry Goodell
29 moved to accept the list as Exhibit C. Phil Perlah seconded the motion.

30 The fourth document was a portion of the tax map showing the parcel in question and the 100-
31 foot abutters. Harry Goodell moved to accept the map as Exhibit D. Phil Perlah seconded the
32 motion.

33 The fifth document was an 8 ½ x 11 copy of the survey showing the sub-division, dated March 5,
34 2026. Harry Goodell moved to accept the survey as Exhibit E. Phil Perlah seconded the motion.
35 A vote was taken, and the survey was accepted as Exhibit E.

1 21:06The sixth document was a septic design for the sub-divided parcel created by Hogg Hill
2 Design, LLC. Jared Manasek said the design also included a well. Harry Goodell confirmed
3 that. Phil Perlah said the plan was dated June 27, 2025 Harry Goodell moved to accept the septic
4 design as Exhibit F. Phil Perlah seconded the motion. A vote was taken, and the design was
5 accepted as Exhibit F.

6 22:03Bob Greenfield asked Jared Manasek to explain the purpose of the proposed sub-division.
7 Jared said the proposed lot was 5 acres and bordered VT Route 35. Access to the parcel was
8 from a driveway off Linden Way. The driveway is shared with the current owner of the abutting
9 parcel, Todd Spanger. The proposed house site is in the northwest corner of the lot with a
10 deeded Right of Way which continues off the deeded Right of Way which connects Ross
11 Spangler’s property to the cul-de-sac at the end of Linden Way.

12 25:03Bob Greenfield then addressed the requirements for a sub-division as set forth in Section
13 4.12 of the Chester Unified Development Bylaws.

14 **4.12.F. Required Submissions**

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

- 20 **a.** Proposed subdivision name or identifying title and the name of the Town.
21 Harry Goodell said the information was in the lower right corner of the plat.
- 22 **b.** Name and address of record owner, subdivider, and designer of Preliminary Plat.
23 Phil, Gary and Harry saw the information in the lower right corner.
- 24 **c.** Number of acres within the proposed subdivision, location of property lines,
25 existing easements, buildings, water courses, and other essential existing physical
26 features.
27 Phil said the number of acres is in the upper left corner of the plat.
- 28 **d.** The names of owners of record of adjacent acreage.
29 There was no response to this item.
- 30 **e.** The provisions of the zoning standards applicable to the area to be subdivided and
31 any zoning district boundaries affecting the tract.
32 Phil saw this information in the lower left corner.
- 33 **f.** The location and size of any existing sewer and water mains, culverts, and drains
34 on the property to be subdivided.
35 Phil and Harry noted that the culvert seen at the site visit was not on the survey.
36 Jared said he would ask the surveyor to add it.

- 1 **g.** The width and location of any existing roads within the area to be subdivided and
2 the width, location, grades, and road profiles of all roads or other public ways
3 proposed by the Subdivider.
4 Bob said there are no new roads.
- 5 **h.** Contour lines at intervals of five (5) feet of existing grades and of proposed
6 finished grades where change of existing ground elevation will be five (5) feet or
7 more.
8 Bob Greenfield saw 5' contour lines on the parcel.
- 9 **i.** Date, true north point, and scale.
10 Phil said these were at the top and in the middle of the survey.
- 11 **j.** Deed description and map of survey of tract boundary made and certified by a
12 licensed land surveyor tied into established reference points, if available.
13 Phil said this information is in the Notes.
- 14 **k.** Location of connection with existing water supply or alternative means of
15 providing water supply to the proposed subdivision.
16 27:38 Bob said there was no well yet.
- 17 **l.** Location of connection with existing sanitary sewage system or alternative means
18 of treatment and disposal proposed.
19 Bob said there was no septic system yet.
- 20 **m.** Provisions for collecting and discharging storm drainage, in the form of drainage
21 plan.
22 Phil said there was no drainage plan on the survey.
- 23 **n.** Preliminary designs of any bridges or culverts which may be required.
24 No culverts or bridges appeared to be required. Phil noted the existing culvert
25 needs to be added to the survey.
- 26 **o.** The proposed lots with surveyed dimensions, certified by a licensed land
27 surveyor, numbered and showing suggested building locations.
28 There was no answer to this requirement.
- 29 **p.** The location of temporary markers adequate to enable the Development Review
30 Board to locate readily and appraise the basic layout of the field. Unless an
31 existing road intersection is shown, the distance along a road from one corner of
32 the property to the nearest existing road intersection shall be shown.
33 The boundary markers were clearly visible at the site visit.
- 34 **q.** Locations of all parcels of land proposed to be dedicated to public use and the
35 conditions of such dedication.

1 Bob noted there were no parcels being dedicated to public use.

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

4 Bob said there were no street name signs.

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

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

14 The board agreed vicinity map was seen in the upper right corner of the
15 survey.

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

20 The Board said the applicant had a wastewater permit.

- 21 t. 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
24 as per findings of fact, dated ____ day of _____, _____ subject to all
25 requirements and conditions of said findings.

26 Signed this ____ day of _____, _____ by

27 _____
28 _____, Development Review Board"

29 The board saw the endorsement at the top of the lower right quadrant.

30 29:20 Bob asked for questions from the board and citizens. Cassady Ludvigsen said she just
31 wanted to be sure there was no change to the Right of Way on the Ludvigsen parcel at 1260
32 Grafton Street and she saw there was not. Hugh said the parcel was southwest of the parcel
33 being sub-divided.

34 Hugh explained how the needed changes will be put on the mylar. There being no further
35 questions, Phil Perlan moved to close the hearing. Harry Goodell seconded the motion. A vote
36 was taken and the hearing was closed.

- 1 Phil Perlah moved to enter deliberative session. Mark McKeon seconded the motion, and the
- 2 board entered deliberative session at 6:33 PM. No votes were taken in deliberative session. The
- 3 board returned from deliberative session at 6:42 PM.
- 4 Mark McKeon moved to adjourn the meeting. Harry Goodell seconded the motion. A vote was
- 5 taken and the meeting was adjourned.