



GEORGIA VERMONT

DRB MEETING

Tuesday, May 20, 2025 at 7:00 PM

Chris Letourneau Meeting Room and via Zoom

Agenda

Zoom Details:

<https://us02web.zoom.us/j/6165843896?pwd=STduU2JzTmpiVmE1MXZSaWZWVadz09>

Meeting ID: 616 584 3896 | Passcode: 5243524

Dial by your Location: 1 929 205 6099 (New York)

1. **CALL TO ORDER - 7:00 PM**
2. **ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA**
3. **PUBLIC HEARINGS**
 - [A.](#) SA-001-25, Webb Site Plan Amendment
 - [B.](#) SK-002-25, Rowley Two-Lot Minor Subdivision
4. **APPROVAL OF MINUTES**
 - [A.](#) DRB Meeting Minutes: May 6, 2025
5. **OTHER BUSINESS**
6. **PLAN NEXT MEETING AGENDA**
 - A. June 3, 2025: Meeting Cancelled, no hearings scheduled
7. **DELIBERATIONS**
 - [A.](#) FP-003-25, Gamache Decision Letter
8. **ADJOURN**

Posted to the Town website, four designated places within the Town of Georgia (Town Clerk's Office, Georgia Public Library, Maplefields & Georgia Market), and e-mailed to the local media.

Signed: Douglas Bergstrom, Zoning Administrator, DRB Coordinator

Phone: 802-524-3524 | Fax: 802-524-3543 | Website: townofgeorgia.com



Town of Georgia

47 Town Common Road North. • St. Albans, VT 05478
• Phone: 802-524-3524 • Fax: 802-524-3543 • website: townofgeorgia.com

Site Plan Application

Application #SA 7001-25 Original SP# PC-041-05

Submission Requirements: An application for Sketch Plan Review will consist of one set 11"x17" site plan maps plus a digital file in *.pdf format which includes scale, north arrow, legend, abutters, title block, with supporting data to include items listed on the attached checklist, and as approved in the original Site Plan. The application will not be deemed complete until all required materials have been submitted. Failure to submit a complete application, as defined herein, shall be grounds for denial of the application by the DRB.. Applicant must also submit a list for all abutters, including those across a public or private right of way. **Incomplete applications will be returned and will delay scheduling your hearing.**

SECTION 1: OWNER/APPLICANT INFORMATION (complete all)

Owner(s): <u>William Jay Webb Judy A. Webb</u>	Applicant(s): <u>William Jay Webb Judy A. Webb</u>
Address: <u>35 Hibbard Rd.</u>	Address: <u>35 Hibbard Rd.</u>
<u>Georgia, VT. 05468</u>	<u>Georgia, VT.</u>
Zip Code <u>05468</u> Telephone <u>1-802-343-0166</u>	Zip Code <u>05468</u> Telephone <u>802-343-0166</u>
Email <u>Jay Webb @ Comcast. Net</u>	Email <u>Jay Webb @ Comcast. Net</u>
Tax Parcel ID: <u>108200200</u> Zoning District: <u>AR-1</u> PUD <u>Yes</u> ☒ <u>No</u>	

CERTIFICATION OF APPLICANT(S)

AFFIRMATION: The undersigned hereby certifies that the information submitted in this application is true, accurate, and complete.

Signature of Applicant: William Jay Webb Date: 4/22/2025
Signature of Applicant: Judy A. Webb Date: 4-22-25

PROPERTY OWNERS' AUTHORIZATION

The undersigned property owner(s) hereby certify that the information submitted in this application regarding this property is true, accurate and complete and that the Applicant(s) have full authority to request approval for the proposed use of the property and any proposed structure(s).

Signature of Owner: William Jay Webb Date: 4/22/2025
Signature of Owner: Judy A. Webb Date: 4-22-25
Location of Property: 35 Hibbard Rd. Georgia, VT.
Parcel ID No.: 108200200 Zoning District: AR-1
Deed Reference: Volume 63 Page 45-46 Size of Parcel: 5 acres

Previous subdivision of parcel (if applicable)

Permittee name: PC-041-05

Date: 10/25/2005 Map # 259

Section 3. Item #A.

Previous Site Plan Approval (if applicable)

Permittee name: _____

Date: _____ Map # _____

If applicable:

Engineer: _____ Surveyor: _____

Phone: _____ Phone: _____

Email: _____ Email: _____

Description of proposed project: (Please describe here or attach a separate proposal)

Increase building envelope from previous decision

Names and addresses of abutting property owners:

James Cameron 453 Hibbard Rd. Milton VT 05468
Mathew LaBelle 155 Hibbard Rd Georgia

Existing and/or proposed means of access to the site:

approve driveway

List of plans, sketches, or other information submitted with this application:

Slide 137 map 259
PC-041-05

Location of parking and proposed number of spaces:

no additional

Existing and/or proposed road & driveway access to site:

none

Existing and/or proposed easements and rights-of-way:

none

Proposed and/or existing wastewater disposal and water supply:

Proposed drainage/storm water runoff (if required):
none

Proposed landscaping (if applicable):
none

Size and location of proposed and/or existing buildings:
Garage 40x30
existing house 77x30

State permits required and/or obtained for this project:
none

Proposed lighting (if any):
none

Notes

- 1) Narratives which summarize the purpose, scope and key proposed changes to the approved subdivision and/or site plan are encouraged & may be attached.
- 2) Application standards for subdivision approval appear in the Georgia Development Regulations as Article 4. Site Plan Review and Approval standards appear in Article 3.

Site Plan Review Checklist:

This checklist is intended to be used as an aid in developing a complete application for Site Plan Review before the DRB. An application for Site Plan Review will consist of eight (8) sets of site plan maps and supporting data which will include the following information, and such information as indicated in the Concept Plan Recommendation, if applicable. The DRB may require additional information as necessary to determine compliance with the regulations.

- 1. Address of subject property.
- 2. Name and address of the owners of record of the subject property
- 3. Name and address of the owners of record of adjoining lands.
- 4. Map or survey, drawn to scale, showing existing features, including contours, land use, structures, large trees, roads, easements, rights of way, deed restrictions, name and address of person or firm preparing the map, scale of map, north point, date of map/revisions, and legend.

5. Site Plan, 24" by 36" digital file in PDF format in size and drawn to an appropriate scale showing proposed land use areas including proposed structures, roads, driveways, traffic circulation, parking and loading spaces, and pedestrian walkways; landscaping plans including site grading, culverts, drainage, landscape design, screening, signs and lighting; name and address of person or firm preparing the map, scale of map, north point, date of map and revisions, legend, and name, address and interest of the applicant in the subject property.
6. The DRB may require that the map or survey and site plan be prepared by a landscape architect, registered land surveyor, registered civil engineer, or registered architect if the proposed project utilizes more than 3,500 square feet, including parking area, or is a complex proposal that could have impacts on surrounding property owners, major roads, or important resources.
7. Construction sequence and timing schedule for completion of each phase for buildings, parking spaces, and landscaped areas of the entire project.
8. Specifications of the materials and plantings to be used.
9. A site location map showing the location of the project in relation to nearby town highways and developed areas at scale of one inch equals one thousand feet.
10. Uses that will generate more than one hundred and fifty (150) vehicle trip-ends per day (estimates shall be based on the most recent rates provided by the Institute of Transportation Engineers) shall include a traffic study conducted by a professional traffic engineer. The study will include details of existing and proposed ingress and egress, expected traffic volumes, turning movements, existing, and resulting levels of service, and proposed traffic control measures. The DRB may require a traffic study for projects generating less than 150 vehicle trip-ends where it finds there is a potential traffic safety issue.
10. A letter from the Georgia Fire Chief indicating any fire and rescue concerns with the proposed project.
11. A lighting plan including the location and height of mountings and/or light poles, fixture type, lamp type, wattage, level of illumination (footcandles). The DRB may require that the lighting plan be developed by a qualified professional. This plan shall show light levels, evenness, and patterns of light distribution, and should also indicate the lamp type, wattage, and lamp loss factors applied.
12. Sign details including dimensions, height, material, and proposed lighting.
13. At the request of the applicant, the DRB may waive any of the above submission requirements, but only where it finds that the size and scope of the application is such that the requirements represent an undue burden on the applicant and are clearly not necessary for the Commission to make findings on the application consistent with the requirements of these Zoning Regulations.
14. All fees according to the Permit Fee Schedule on the website at:

Fee Schedule

Decisions

The DRB shall act to approve or disapprove Site Plan applications in writing within forty-five (45) days after closure of the public hearing. Failure to act within the 45-day period shall constitute deemed approval on the 46th day. The DRB may recess and continue a hearing pending receipt of requested information, and non-submittal of requested information shall constitute grounds for Site Plan denial. The DRB shall prepare written findings-of-fact and conclusions setting forth background and rationale for their decision. The DRB may attach conditions of approval to ensure the intent of applicable bylaws and the municipal plan are met.

Site Plan decisions shall be distributed per requirements in Title 24, Chapter 117, Section 4464(b) Vermont Statutes Annotated.

Section 3. Item #A.

(FOR TOWN USE ONLY):

Date received: 4/23/25 Fee paid: 250 Check # CC

Returned (incomplete) _____ Date: _____

Signed: _____

Douglas Bergstrom

Zoning Administrator

Planning, DRB & 911 Coordinator

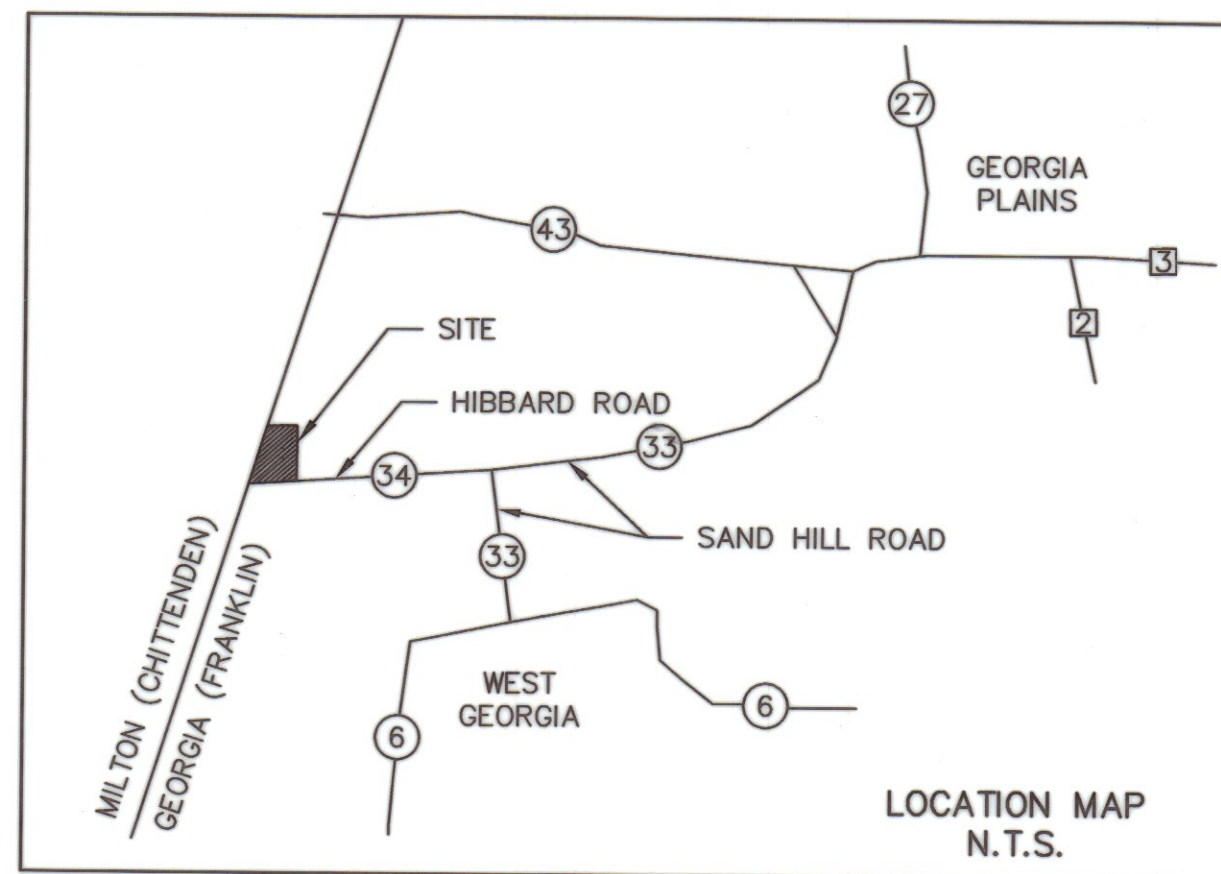
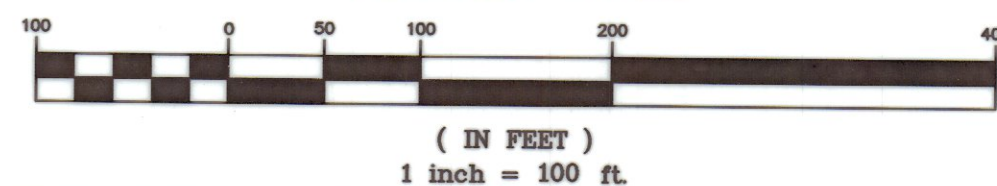
You will receive a written Decision and Finding of Fact within 45 days of the close of the hearing.

NOTES:

1. TO THE BEST OF MY KNOWLEDGE AND BELIEF, THIS SURVEY MEETS THE ACCURACY REQUIREMENTS FOR THE "SUBURBAN CLASS SURVEY" AS DESCRIBED IN "RULES OF THE BOARD OF LAND SURVEYORS, PART 5".
2. THE MILTON - GEORGIA TOWN LINE, ALSO THE CHITTENDEN - FRANKLIN COUNTY LINE, AS SHOWN HEREON IS BASED ON THE BEST FIT AVERAGE OF LOCALIZED FENCE LINE EVIDENCE. THE TWO IRON MONUMENTS FOUND IN THE PROXIMITY OF THE TOWN LINE AS SHOWN HEREON WERE NOT HELD SO AS TO CONFORM TO THE BEST AVERAGE FIT OF THE EXISTING BARB WIRE FENCE. THIS TOWN - COUNTY BOUNDARY AS SHOWN HEREON IS SUBJECT TO WHATEVER CHANGES MAY OCCUR IN THE EVENT OF A MORE COMPREHENSIVE SURVEY OF SAID BOUNDARY.
3. REFERENCE IS MADE TO A TWO SHEET WASTEWATER PLAN DEPICTING THE PRIMARY AND REPLACEMENT WASTEWATER DESIGNS FOR LOT 2 AS PREPARED BY JOHN H. STUART, P.E. DATED NOVEMBER 2005.
4. THIS SUBDIVISION IS SUBJECT TO STATE AND LOCAL PERMIT APPROVALS AS WELL AS A FINAL BOUNDARY SURVEY AND PLAT.
5. LOT 1 IS SUBJECT TO A SEWER EASEMENT AREA FOR THE PURPOSE OF A SEWER LINE AND REPLACEMENT AREA IN FAVOR OF LOT 2 AS SHOWN HEREON.
6. ALL DISTANCES ARE IN FEET.
7. NO ATTEMPT WAS MADE TO LOCATE AND IDENTIFY ANY RECORDED OR UNRECORDED EASEMENTS AS MAY EXIST EXCEPT AS SHOWN HEREON.
8. REFERENCE IS MADE TO THE WARRANTY DEED OF ALLEN S. & ROBERT A. DEVAUL TO ROBERT C. LABELLE, SR. & CECILE LABELLE DATED DECEMBER 19, 1986 AND OF RECORD IN BOOK 63 PAGES 45-46 OF THE GEORGIA LAND RECORDS. IN SAID DEED PARCEL 1 IS A 32.5 ACRE TRACT. SAID TRACT IS ALSO DESCRIBED BY THE WARRANTY DEED OF LUNA D. WITTERS, WIFE OF ALSON L. WITTERS, TO OLIVER C. WAIT DATED APRIL 9, 1879 AND OF RECORD IN BOOK 14 PAGE 587. CARLTON HIBBARD OWNED SAID TRACT FROM DECEMBER 9, 1904 UNTIL OCTOBER 5, 1909.
9. THE HIGHWAY LIMIT OF THE "HIBBARD ROAD" SHOWN HEREON IS BASED ON AN ASSUMED THREE ROD ROAD AND EXISTING CENTERLINE.
10. ALL BEARINGS REFER TO MAGNETIC NORTH 2005.
11. THE UTILITY LINE RUNNING ALONG THE "HIBBARD ROAD" AS SHOWN HEREON IS BASED ON EXISTING CENTERLINE, THE WIDTH OF THE UTILITY RIGHT OF WAY HAS NOT BEEN DETERMINED.
12. THIS PLAT IS FOR THE EXCLUSIVE USE OF WEBB AND LABELLE.
13. THIS SUBDIVISION IS LOCATED WITHIN THE "AGRICULTURAL/RURAL RESIDENTIAL (AR-1) ZONING DISTRICT.
14. THE PARENT PROPERTY OF THIS SUBDIVISION IS SHOWN ON TAX MAP SHEETS 19 & 6 BEARING # HD0110000.
15. LOT 1 BEING RETAINED BY LABELLE ABUTS LOT 2 ON THE NORTH AND WEST SIDES. DALE A. & KEVIN D. MARTIN ABUT LOT 1 ON THE NORTH AND WEST SIDES, NOT SHOWN HEREON, BY LAND ACQUIRED IN BOOK 39 PAGE 318. THE SOUTHEAST PORTION OF THE MARTIN PROPERTY ON THE NORTH SIDE OF LOT 1 AND THE WEST SIDE OF THE "HIBBARD ROAD" WAS SURVEYED BY STEVEN M. BROOKS, L.S. AND SHOWN ON A SUBDIVISION MAP RECORDED IN MAP SLIDE 196 OF THE GEORGIA LAND RECORDS.

LEGEND:

- WOOD STAKE SET
 ○ 5/8" DIAMETER IRS FLUSH, UNLESS NOTED
 △ CALCULATED POINT IN STANDING WATER
 ● IRON ROD OR IRON PIPE FOUND (IRF) OR (IPF)
 // // UTILITY LINE
 ⊕ UTILITY POLE
 ~~~~~ EDGE OF WOODS  
 x x x OLD BARB WIRE FENCE LINE  
 ⊙ BENCH MARK  
 [SWAMP] BEGINNING OF SWAMP TO THE WEST  
 [FENCE] BOARD FENCE  
 - - - - - BLAZED & PAINTED ORANGE-RED DEC 2005

**GRAPHIC SCALE****DEED REFERENCES  
GEORGIA LAND RECORDS**

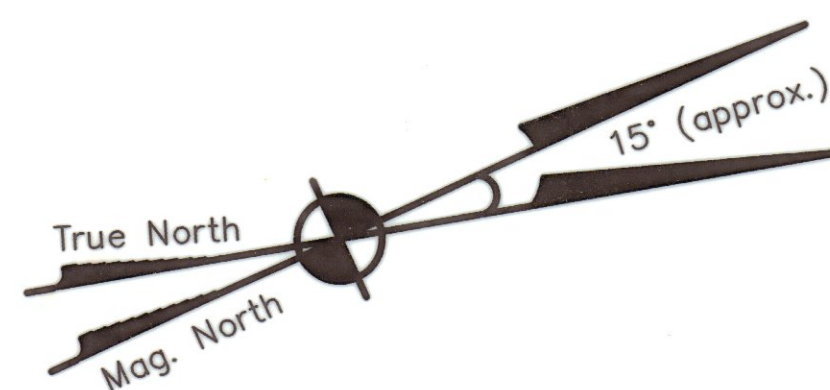
(WARRANTY DEED)  
 ALLEN S. & ROBERT A. DEVAUL  
 TO  
 ROBERT C. LABELLE SR. & CECILE LABELLE  
 BOOK 63, PAGES 45-46  
 DATED DECEMBER 19, 1986  
 (PARCEL 1)  
 (PARCEL 1 COMPRISES LOTS 1 & 2)  
 (ONLY A PORTION OF LOT 1 IS SHOWN HEREON)  
 (QUIT CLAIM DEED)  
 CECILE LABELLE  
 TO  
 ROBERT C. LABELLE SR.  
 BOOK 124, PAGE 470  
 DATED MARCH 8, 2000

THIS SUBDIVISION HAS BEEN APPROVED BY RESOLUTION OF THE PLANNING COMMISSION OF THE TOWN OF GEORGIA, VERMONT,

THIS 9th DAY OF May, 2006

TOWN OF GEORGIA  
 RECEIVED FOR RECORD  
May 10, 2006 AT 9:00 AM O'CLOCK  
 RECORDED IN MAP SLIDE map# 259, Slide # 137

ATTEST: Krissey Jenkins, Asst. TOWN CLERK



**LOT 1**  
**± 27.5 ACRES**  
 TO BE RETAINED BY  
**ROBERT C. LABELLE SR.**

(LOT 1 IS NOT SURVEYED.  
 ACREAGE IS BASED ON  
 ORIGINAL DEED CALL MINUS  
 THE FIVE ACRES IN LOT 2)

SEWER EASEMENT  
0.50 ACRES

**LINE TABLE**

| LINE | LENGTH | BEARING     |
|------|--------|-------------|
| L1   | 97.32  | N27°43'41"W |
| L2   | 719.42 | S05°28'21"E |
| L3   | 27.95  | N51°09'11"W |
| L4   | 713.32 | N05°28'21"W |
| L5   | 50.95  | N62°16'19"E |
| L6   | 92.32  | S27°43'41"E |
| L7   | 62.52  | S62°16'19"W |

**CURVE TABLE**

| CURVE | LENGTH | RADIUS |
|-------|--------|--------|
| C1    | 39.27  | 25.00  |

FINAL PLAT OF SUBDIVISION

**ROBERT LABELLE SR.**

TO

**WILLIAM J. & JUDY A. WEBB**

LOT 2 - 5.0 ACRES

LOCATED ON NORTHWEST SIDE OF HIBBARD ROAD  
ADJACENT TO MILTON - GEORGIA TOWN LINE

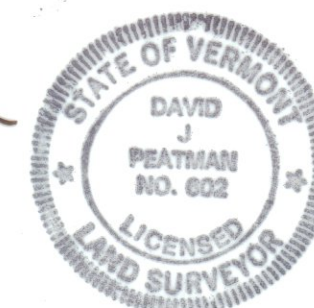
GEORGIA, VERMONT SCALE: 1" = 100'

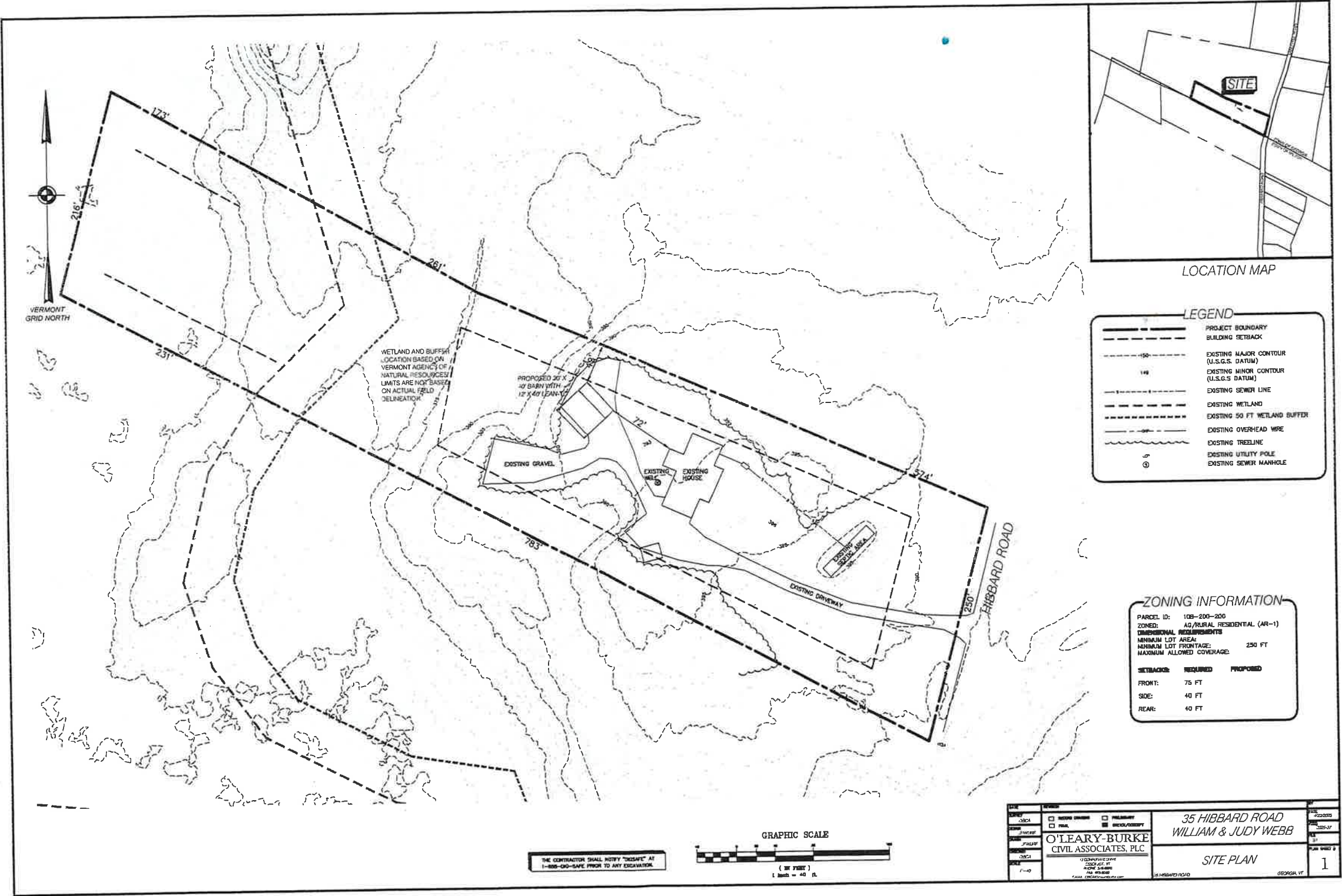
**E-911 ADDRESS 35 HIBBARD ROAD**

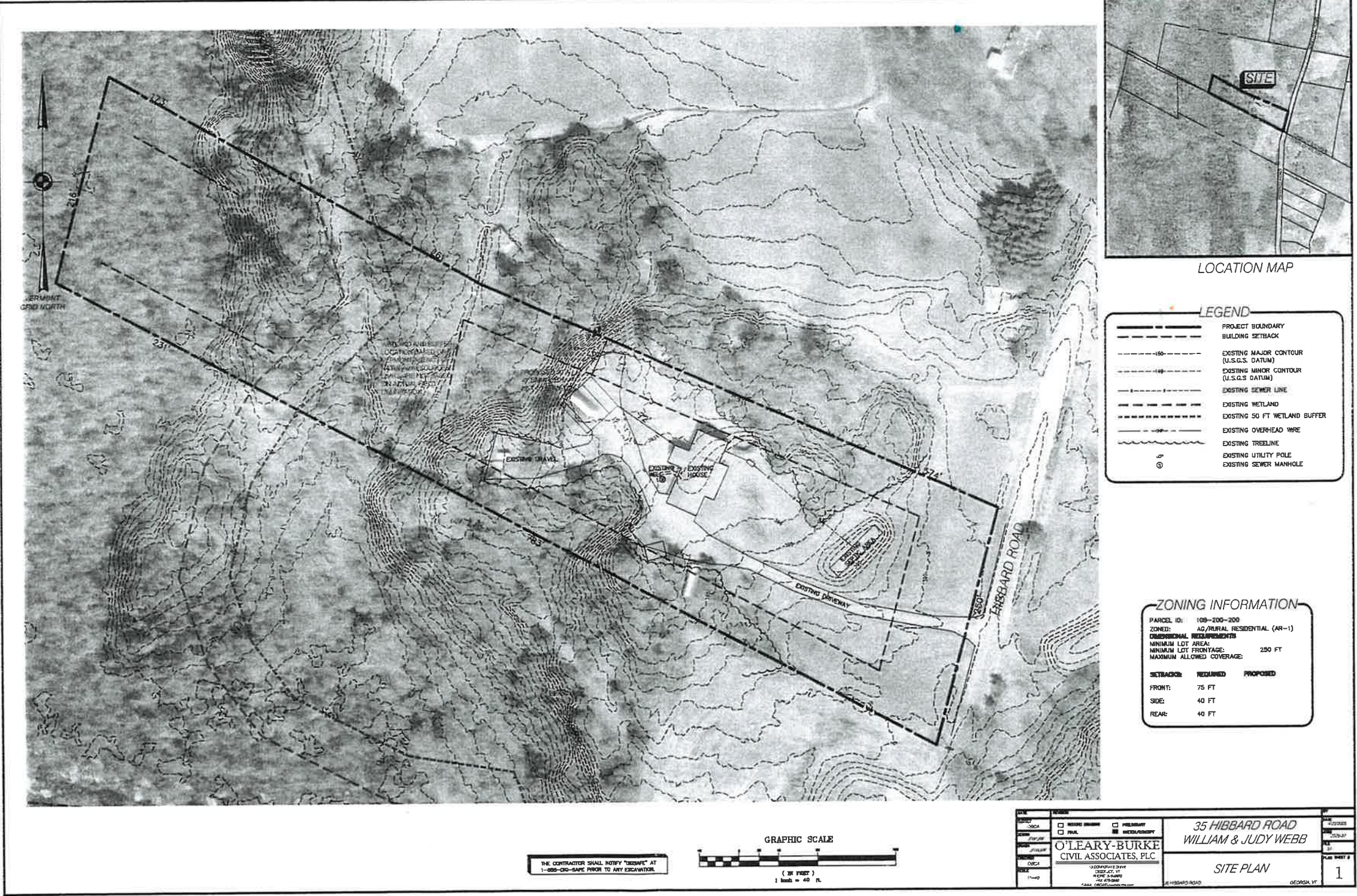
THIS SURVEY IS BASED ON A CLOSED TRAVERSE OF FIELD EVIDENCE, RESEARCH IN THE GEORGIA LAND RECORDS, ENGINEERING SITE PLAN PREPARED BY JOHN H. STUART, P.E., AS NOTED, AND INFORMATION FROM ROBERT LABELLE SR. & LLOYD GILBERT. THIS PLAT MEETS THE REQUIREMENTS OF 27 VSA 1403.

*David J. Peatman*

DECEMBER 1, 2005  
 REVISED 1-05-06  
 REVISED 1-30-06







**TOWN OF GEORGIA, VERMONT  
PLANNING COMMISSION DECISION**

**FINDING OF FACT IN RE APPLICATION OF:**

**Robert Labelle – Applicant/Owner  
Final Plat Hearing for a 2-Lot Subdivision  
Application PC-041-05**

**Background**

Sketch Plan Review for this project was held on October 25, 2005.

**Hearing**

A warned Public Hearing was held on December 13, 2005. Robert Labelle, Applicant/Owner was present together with Lloyd Gilbert as applicant's representative, and Jay Webb, a potential buyer of the newly created lot.

Planning Commissioners present were: George Bilodeau, Bill Butler, Paul Jansen, and Brian Biron. Planning Commissioners absent were: Tony Heinlein, Carrie Violette, and Fred Grimm.

**Application Submitted**

The application (PC-041-05) consists of the following:

1. An application form and appropriate fee.
2. A survey map by Peatman Surveying, Inc., entitled "Robert Labelle, Sr. and Cecile Labelle to William J. and Judy A. Webb" dated December 1, 2005, no revisions.

**Regulations in Effect**

Town Plan, last amended October, 2001

Zoning Regulations, last amended September, 2005

Subdivision Regulations, last amended September, 2005

**Findings**

1. The subject parcel is a 32.49 acre parcel located at 155 Hibbard Road in the AR1 zoning district. Applicants proposes the creation of two lots: proposed Lot 1, consisting of 27.49 acres and benefited by 850 feet of road frontage on Hibbard Road, contains applicant's existing single family residence; proposed Lot 2, consisting of 5 acres and benefited by 250 feet of frontage on Hibbard Road, is currently vacant.
2. The applicant stated at the public hearing (and on the survey plat) that the purpose of the subdivision is to convey Lot 2 to William J. and Judy A. Webb for the purpose of constructing a single family dwelling.
3. Applicant has applied for but not yet obtained a State Wastewater and Potable Water Supply

- Permit.
4. Applicant has applied for but not yet obtained a Driveway/Access Permit from the Town of Georgia Road Commissioner.
  5. The application is in conformance with the Zoning Regulations and Subdivision Regulations of the Town of Georgia, including the dimensional requirements of Section 3050.04.

**Decision**

Based on these findings, the Planning Commission approves the proposed two-lot subdivision with the following conditions:

1. The final survey must indicate the following:
  - Proposed subdivision name or identifying title, the name of the municipality, the name and address of the record owner, the name, license number and seal of the licensed land surveyor, the boundaries of the subdivision and its general location in relation to existing street, scale, date, and true north point.
  - The length of all straight lines, the deflection angles, radii, length of curves and central angles of all curves, tangent distance, and tangent bearings for Lot 2.
  - The location of all fire protection devices, utility poles, sewage disposal systems, and other devices and methods of draining the area if applicable.
  - Permanent reference monuments and lot corner markers shall be clearly indicated. Monuments shall be set at all corners and angle points of the boundaries of Lot 2 prior to conveyance.
  - Building envelope.
  - Deed reference, tax map reference.
  - Names of abutting landowners.
  - Signature blocks as follows:

This Subdivision has been approved by Resolution of the  
Planning Commission of the Town of Georgia, Vermont,  
This \_\_\_\_ day of \_\_\_\_\_, 2005.

Town of Georgia  
Received for Record  
\_\_\_\_\_, 2005, at \_\_\_\_\_ o'clock  
Recorded in Map Slide \_\_\_\_\_  
Attest: \_\_\_\_\_, Town Clerk

2. The applicant will submit to the planning office within 60 days of the signature following one 18" x 24" paper copy and one 18"x24" Mylar of the approved survey with revisions as noted. The final Mylar must be recorded within 90 days of the signature following.

- 3. Prior to submission of a Mylar of the survey, the applicant will obtain a Driveway Permit from the Georgia Road Commissioner for Lot2 and same will be indicated on the plan.
- 4. Prior to submission of a Mylar of the survey, the applicant will obtain the E-911 address for Lot 2 and same will be indicated on the plan.
- 5. The applicant shall obtain a State Wastewater and Potable Water Supply Permit within six months from the date of this approval and said permit will be recorded in the Land Records.
- 6. A septic easement is required for the placement of Lot 2's replacement septic system area on Lot 1 and shall be recorded in the Land Records. The deed for Lot 2 shall refer to the septic easement.

**Additional Conditions: All plans, drawings, and conditions/requirements etc. listed above or submitted at the hearing and used as the basis for the decision to grant permit shall be binding on the applicant, and his/her heirs and assigns. Projects shall be completed in accordance with such approved plans and conditions. Any deviation from the approved plans shall constitute a violation of permit and be subject to enforcement action by the Town.**

**You and any interested parties are entitled to appeal this decision to the Environmental Court within 30 days as per requirements of 24 VSA Ch 117, Section 4471.**

Members present and voting for approval: George Bilodeau, Bill Butler, Paul Jansen and Brian Biron.  
Members present and for against: None

Signed: \_\_\_\_\_, Board Chair                      Date: \_\_/\_\_/\_\_

**SITE PLAN AMENDMENT  
Change of Building Envelope  
SA-001-25**

|                                                                                                                                         |                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| <b>Owner:</b><br>William Jay Webb & Judy A. Webb<br>35 Hibbard Road<br>Georgia, VT 05468                                                | <b>Property Tax Parcel &amp; Location:</b><br>35 Hibbard Road<br>AR-1 Zoning District<br>Parcel #108200200 |
| <b>Engineer/Surveyor:</b><br>O’Leary -Burke Civil Associates, PLC<br>13 Corporate Drive<br>Essex Junction, VT 05452<br>PH: 802-878-9990 |                                                                                                            |

**BACKGROUND**

William Jay Webb and Judy A. Webb, hereafter referred to as Applicants, are requesting a Site Plan Amendment from the previous subdivision of property decision (PC-041-05) to increase the building envelope as filed in the mylar. The parcel is located at 35 Hibbard Road and within the AR-1 zoning district with the total acreage of ±5 acres in size.

**PROJECT NARRATIVE SUMMARY**

1. Applicants have submitted the following maps:
  - Final Plat of Subdivision Robert Labelle Sr. to William J. and Judy A. Webb, prepared by Peatman Surveying Inc. dated May 9, 2006.
  - Site Plan, 35 Hibbard Road William & Judy Webb Site Plan, prepared by O’Leary-Burke Civil Associates, PLC, dated 4/22/2025.
2. Final Plat approval for Applicants’ subdivision project (PC-041-05) was issued in 2005.
3. The site plan revision is limited to expanding the building envelope. The previously approved building envelope cannot accommodate building outside of a small area close to the home (see 2006 Mylar). The proposed building envelope is larger and will accommodate future accessory buildings (See 2025 Site Plan). No other site plan changes are requested.
4. According to Town of Georgia Developmental Regulations (2/27/2023) Article 7.2: Farm and Forestland Preservation:  
*Within the AR-1, R-1 and N-1 districts, subdivision boundaries, lot layout, and building envelopes shall be located and configured to minimize or avoid adverse impacts to primary agricultural soils, productive farmland and forestland, and large tracts of forestland (>50.0 acres regardless of ownership).*

*Methods for avoiding adverse impacts include, but may not be limited to, clustering development, locating building envelopes at field, orchard, or forest edges and/or on the*

*least fertile/productive soils; designating vegetated buffer areas between agricultural and other proposed uses to minimize land use conflicts; designing access roads, driveways, and utility corridors to follow existing linear features; and sharing access to the extent feasible.*

Respectfully submitted,

Kollene Caspers  
Zoning Clerk  
Planning and DRB Clerk

cc: Applicant/Owner



# GEORGIA VERMONT

## Sketch Plan Review Application

Application #SK

☒ Minor (3 lots or less) ☐ Major (4 lots or more)

Submission Requirements: An application for Sketch Plan Review will consist of one set 11"x17" site plan maps plus a digital file in \*.pdf format which includes scale, north arrow, legend, abutters, title block, existing and proposed lots, existing and proposed structures, roads, driveways, easements and/or rights of way.

Applicant must also submit a list for all abutters, including those across a public or private right of way.

Incomplete applications will be returned and will delay scheduling your hearing.

### SECTION 1: OWNER/APPLICANT INFORMATION (complete all)

Owner(s): Lawrence, John Jr. & Thomas Rowley

Address: 501 Lake Road

Milton, Vermont

Zip Code 05468

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Applicant(s): Raymond Bosley & Katherine Rowley

Address: 501 Lake Road

Milton, Vermont

Zip Code 05468

Telephone (802) 238-0442

Email katerowley148@gmail.com

Tax Parcel ID: 117730000

Zoning District: Business

PUD ☐

Yes ☐

No ☒

### CERTIFICATION OF APPLICANT(S)

AFFIRMATION: The undersigned hereby certifies that the information submitted in this application is true, accurate, and complete.

Signature of Applicant: Katherine Rowley Date: 3/5/25

Signature of Applicant: Ray Bosley III Date: 3-5-25

### PROPERTY OWNERS' AUTHORIZATION

The undersigned property owner(s) hereby certify that the information submitted in this application regarding this property is true, accurate and complete and that the Applicant(s) have full authority to request approval for the proposed use of the property and any proposed structure(s).

Signature of Owner: Just Paul Tom Rowley Date: 2-27-25

Signature of Owner: John Rowley Date: 3-5-25

47 Town Common Road North • St. Albans, VT 05478

Phone: 802-524-3524 • Fax: 802-524-3543 • website: townofgeorgia.com

Location of Property:

Westerly side of U.S. Route 7 along Dee Road, Georgia, Vermont

Parcel ID No.: 117730000                      Zoning District: Business  
Deed Reference: Volume 378    Page 114                      Size of Parcel: 48.8                      acres

Previous subdivision of parcel (if applicable)

Permittee name: \_\_\_\_\_  
Date: \_\_\_\_\_                      Map # \_\_\_\_\_

Previous Site Plan Approval (if applicable)

Permittee name: \_\_\_\_\_  
Date: \_\_\_\_\_                      Map # \_\_\_\_\_

If applicable:

Engineer: Barnard & Gervais, LLC, Jason Barnard                      Surveyor: \_\_\_\_\_  
  
Phone: 802-482-2597                      Phone: \_\_\_\_\_  
  
Email: jason@barnardandgervais.com                      Email: \_\_\_\_\_

Description of proposed project: (Please describe here or attach a separate proposal)

Lawrence, John & Thomas Rowley propose to subdivide the 48.8 +/- acre parcel into two parcels. As a result of this subdivision, one new developable parcel will be created (Lot 2) and will be conveyed to Katherine Rowley & Raymond Bosley.

Number and size of lots proposed (including all building lots, common area lots, retained lots, and donated/ open space lots):

Lot 2 will be 2.5 +/- acres in size and improved with a 3-bedroom single-family residence and detached garage. The remaining land (Lot 1) will be 46.3 +/- acres and remain undeveloped at this time.

If a PUD, are you requesting waivers for proposed lot size & setbacks?

☐ Yes ☒ No (If yes please describe here)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List of plans, sketches, or other information submitted with this application:

Cover Letter, Completed Application, Application Fee (\$350 for Lot 1 + \$50 for Lot 2 = \$400.00,  
List of adjoining landowners and Sketch Plan SK-1.  
\_\_\_\_\_  
\_\_\_\_\_

Names and addresses of abutting property owners:

See attached list.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Existing and/or proposed road & driveway access to site:**

The existing gravel access for the solar array will be converted to a shared access, with the proposed gravel drive extending from the end of the existing drive. A 50' min. wide R.O.W. will be provided for the Lot 2 access and utility services.

**Existing and/or proposed easements and rights-of-way:**

1. A 50' min. wide R.O.W. will be provided on Lot for the Lot 2 access and utility services.
2. A wastewater easement and 20' wide force main easement will be provided on Lot 1 for the Lot 2 wastewater system.

**Proposed and/or existing wastewater disposal and water supply:**

The proposed Lot 2 residence will be served by an off-site mound wastewater system located within an easement on Lot 1 and will be provided water by an on-site drilled water supply well. Lot 1 will remain undeveloped at this time and will contain deferral language in the deed.

**Proposed drainage/storm water runoff (if required):**

All stormwater runoff will flow through a minimum 50' vegetated cover prior to entering receiving waters. Construction will be completed in accordance with the Low-Risk Handbook.

**Proposed landscaping (if applicable):**

No landscaping proposed.

**Size and location of proposed and/or existing buildings:**

Lot 2 proposed 3-bedroom single-family residence with a detached garage.

**State permits required and/or obtained for this project:**

This project will require a State of Vermont Wastewater System and Potable Water Supply Permit, and a VTTrans Highway Access Permit.

**Please Note:** *sketch plan review does not constitute approval of a proposed subdivision plat. Following the public meeting, Applicant will receive a letter classifying the project as a Major or Minor subdivision, with guidance regarding next steps for their application.*

For the purpose of classification and initial discussion, subdivision applicants, prior to submitting applicable Preliminary or Final Plat applications, shall submit Sketch Plan information as outlined below. Applications shall be submitted at least 15 days prior to a regularly scheduled meeting of the Development Review Board (DRB) and no meeting shall be scheduled until all application materials are received. Applicants will be notified in writing if application materials are missing following submission. Sketch Plan meetings shall be noticed to adjacent property owners and posted at the Georgia Municipal Building. Sketch plans shall not be publicly warned in the Town’s newspaper of general circulation, as they do not constitute Public Hearings. (Section 4.3 (C)(1), Town of Georgia Development Regulations 05.02.22).

A Sketch Plan meeting with the DRB is required for all subdivisions (Major or Minor). Following Sketch Plan review, the DRB, will send a letter to all applicants summarizing feedback provided at the Sketch Plan meeting.

Sketch Plan review is intended to be an informal meeting. Surveyed and/or engineered drawings are not expected. Instead, the intention is for the Applicant to provide scaled and accurate drawings indicating proposed subdivision layout and related improvements. The DRB can then provide verbal and subsequent written feedback about applicable regulations prior to the Applicant incurring investment in survey and engineering work. Sketch Plan review does not constitute approval of a subdivision plat and is merely authorization for the Applicant to file a preliminary plat or final plat application.

#### **APPLICATION SUBMITTAL REQUIREMENTS:**

- 1) Completed Sketch Plan application form.
- 2) Sketch Plan application fee. Fee schedule is on the website at [townofgeorgia.com](http://townofgeorgia.com).
- 3) A List for all adjacent property owners and current addresses, including all properties abutting the property proposed for subdivision and those properties across a street, highway, or other right-of-way
- 4) The Sketch Plan application shall consist 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 of not more than one hundred (100) feet per inch, showing or accompanied by the following information:
  - a) Proposed subdivision name or identifying title and the name of the town.
  - b) Name and address of the record owner and applicant (if different).
  - c) Boundaries and area of proposed subdivision.
  - d) Size of lots and number of proposed lots.
  - e) Existing and proposed layout of property lines, type, and location of existing and proposed restrictions on land, such as easement and covenants, buildings, existing septic systems, well, water courses and other essential existing physical features, including mapped wetlands and flood plains.
  - f) Type, location, and approximate size of existing and proposed streets, utilities, and open space, if applicable.
  - g) Date, true north arrow, and scale (numerical and graphic).
  - h) Location map showing relation of proposed subdivision to adjacent property and surrounding area. Page 4 of 4
  - i) Deed reference and parcel tax identification number.
  - j) Zoning district(s) designation of the area to be subdivided and any zoning district boundaries affecting the subject parcel.

#### **Please submit 11"x17" of sketch plans and a digital file of plans.**

The subdivider, or a duly authorized representative, shall attend the meeting of the DRB on the sketch plan to discuss the requirements of these regulations for streets, improvements, drainage, sewage, water supply, fire protection, and similar aspects, as well as the availability of existing services and facilities and other pertinent information.

The DRB shall study the sketch plan to determine whether or not it conforms to, or would be in conflict with, the town plan, zoning regulations, and any other by-laws then in effect, and shall, where it deems necessary, make specific recommendations for changes

in subsequent submissions, which recommendations shall be provided in writing to the Applicant/Owner.

Approval of a sketch plan shall not constitute approval of a subdivision plat and is merely authorization for the Applicant to file a preliminary or final plat application.

**(FOR TOWN USE ONLY):**  
Date received: \_\_\_\_\_ Fee paid: \_\_\_\_\_ Check # \_\_\_\_\_  
Returned (incomplete) \_\_\_\_\_ Date: \_\_\_\_\_  
  
Signed: \_\_\_\_\_  
  
Douglas Bergstrom  
Zoning Administrator  
Planning, DRB & 911 Coordinator  
**You will receive a written Decision and Finding of Fact within 45 days of the close of the hearing.**

# BARNARD & GERVAIS, LLC

*Land Surveyors, Licensed Designers, Environmental Consultants*

www.barnardandgervais.com



April 9, 2025

Douglas Bergstrom  
Zoning Administrator, Town of Georgia  
47 Town Common Road North  
Georgia, VT 05478

Subject: Lawrence Rowley, John Rowley Jr. & Thomas Rowley – Two-Lot Subdivision, Dee Road & U.S. Route 7, Georgia, Vermont – Sketch Plan Application.

Dear Douglas:

I am writing on behalf of Lawrence Rowley, John Rowley Jr. & Thomas Rowley, who are proposing a Two-Lot Subdivision of their 48.8± acre undeveloped property located on the westerly side of U.S. Route 7 and northerly side of Dee Road to create one (1) new developable lot (Lot 2). Lot 2 will be 2.5± acres and will be improved with a 3-bedroom residence and detached garage, with access from Route 7 via extension of the existing solar array access. The proposed Lot 2 residence will be served by an off-site mound wastewater system located within an easement on Lot 1, and will be provided water by an on-site drilled well; the remaining lands (Lot 1) will be 46.3± acres and will remain undeveloped at this time. A State of Vermont Wastewater System and Potable Water Supply Permit will be applied for as part of this project.

Included to facilitate your review of this permit application are the following:

1. Sketch Plan Application.
2. List of Adjoining Landowners.
3. Subdivision Sketch Plan Drawing SK-1, dated 04/08/2025.
4. Sketch Plan Fee (\$350+\$50 = \$400.00).

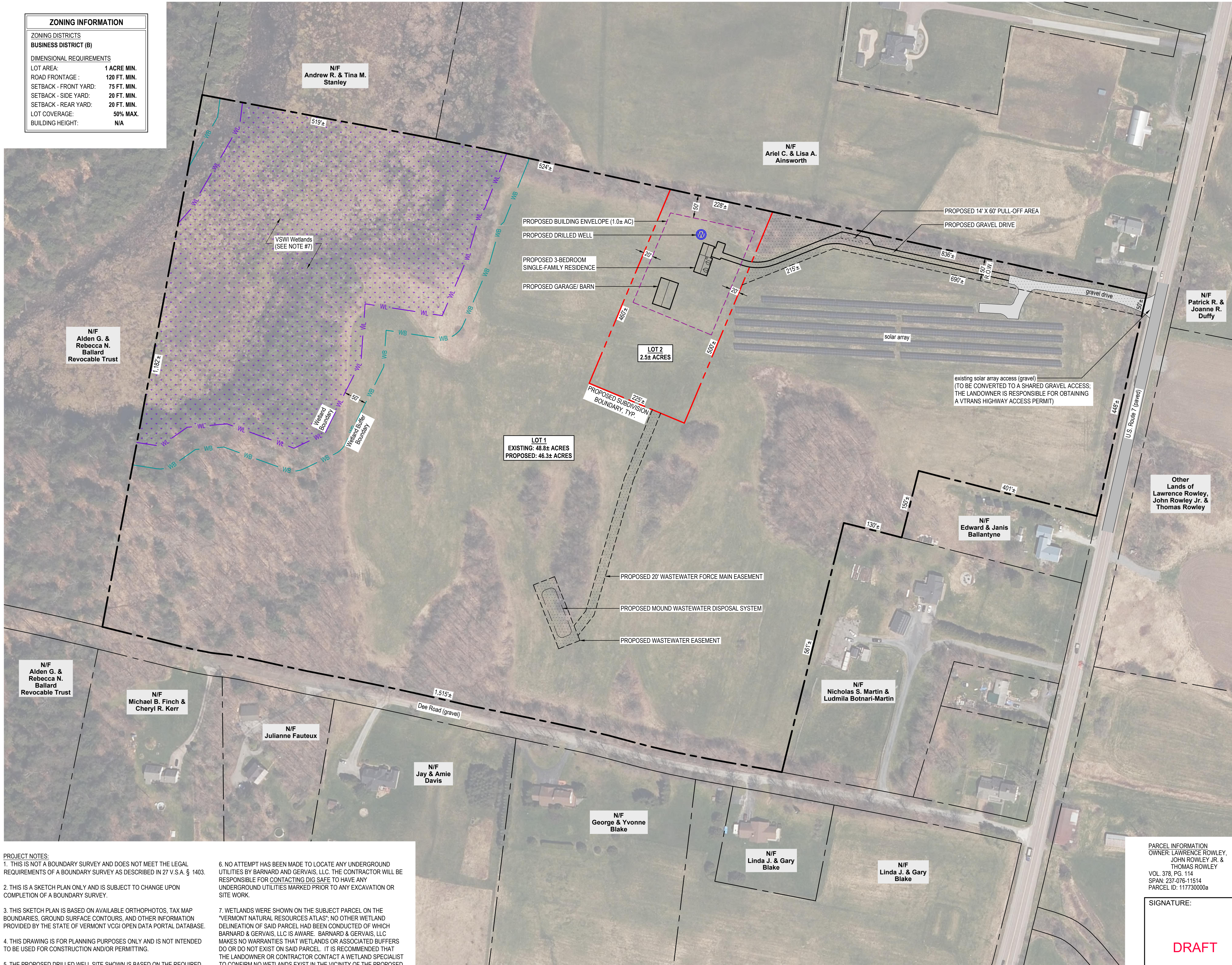
Should you have any questions or comments relative to the information submitted herein, please do not hesitate to call me at (802) 482-2597.

Sincerely,

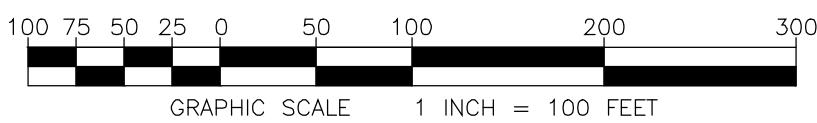
Jason S. Barnard  
Licensed Designer #126179

c: Lawrence Rowley, John Rowley Jr. & Thomas Rowley (Landowners)  
Katherine Rowley & Ray Bosley (Applicants)

| ZONING INFORMATION       |              |
|--------------------------|--------------|
| ZONING DISTRICTS         |              |
| BUSINESS DISTRICT (B)    |              |
| DIMENSIONAL REQUIREMENTS |              |
| LOT AREA:                | 1 ACRE MIN.  |
| ROAD FRONTAGE :          | 120 FT. MIN. |
| SETBACK - FRONT YARD:    | 75 FT. MIN.  |
| SETBACK - SIDE YARD:     | 20 FT. MIN.  |
| SETBACK - REAR YARD:     | 20 FT. MIN.  |
| LOT COVERAGE:            | 50% MAX.     |
| BUILDING HEIGHT:         | N/A          |



- PROJECT NOTES:
- THIS IS NOT A BOUNDARY SURVEY AND DOES NOT MEET THE LEGAL REQUIREMENTS OF A BOUNDARY SURVEY AS DESCRIBED IN 27 V.S.A. § 1403.
  - THIS IS A SKETCH PLAN ONLY AND IS SUBJECT TO CHANGE UPON COMPLETION OF A BOUNDARY SURVEY.
  - THIS SKETCH PLAN IS BASED ON AVAILABLE ORTHOPHOTOS, TAX MAP BOUNDARIES, GROUND SURFACE CONTOURS, AND OTHER INFORMATION PROVIDED BY THE STATE OF VERMONT VCGI OPEN DATA PORTAL DATABASE.
  - THIS DRAWING IS FOR PLANNING PURPOSES ONLY AND IS NOT INTENDED TO BE USED FOR CONSTRUCTION AND/OR PERMITTING.
  - THE PROPOSED DRILLED WELL SITE SHOWN IS BASED ON THE REQUIRED ISOLATION DISTANCES TO THE PROPOSED WASTEWATER DISPOSAL SYSTEM AND THE ASSOCIATED SYSTEM COMPONENTS. BARNARD & GERVAIS, LLC MAKES NO WARRANTY REGARDING THE WELL YIELD OR WATER QUALITY RELATIVE TO THE DRILLED WELL LOCATION SHOWN HEREON.
  - NO ATTEMPT HAS BEEN MADE TO LOCATE ANY UNDERGROUND UTILITIES BY BARNARD AND GERVAIS, LLC. THE CONTRACTOR WILL BE RESPONSIBLE FOR CONTACTING DIG SAFE TO HAVE ANY UNDERGROUND UTILITIES MARKED PRIOR TO ANY EXCAVATION OR SITE WORK.
  - WETLANDS WERE SHOWN ON THE SUBJECT PARCEL ON THE "VERMONT NATURAL RESOURCES ATLAS". NO OTHER WETLAND DELINEATION OF SAID PARCEL HAD BEEN CONDUCTED OF WHICH BARNARD & GERVAIS, LLC IS AWARE. BARNARD & GERVAIS, LLC MAKES NO WARRANTIES THAT WETLANDS OR ASSOCIATED BUFFERS DO OR DO NOT EXIST ON SAID PARCEL. IT IS RECOMMENDED THAT THE LANDOWNER OR CONTRACTOR CONTACT A WETLAND SPECIALIST TO CONFIRM NO WETLANDS EXIST IN THE VICINITY OF THE PROPOSED PROJECT PRIOR TO ANY EARTH WORK OR CONSTRUCTION.
  - FOR CLARITY, TEXT IDENTIFYING EXISTING ITEMS IS LOWER CASE; TEXT IDENTIFYING PROPOSED ITEMS IS UPPER CASE.

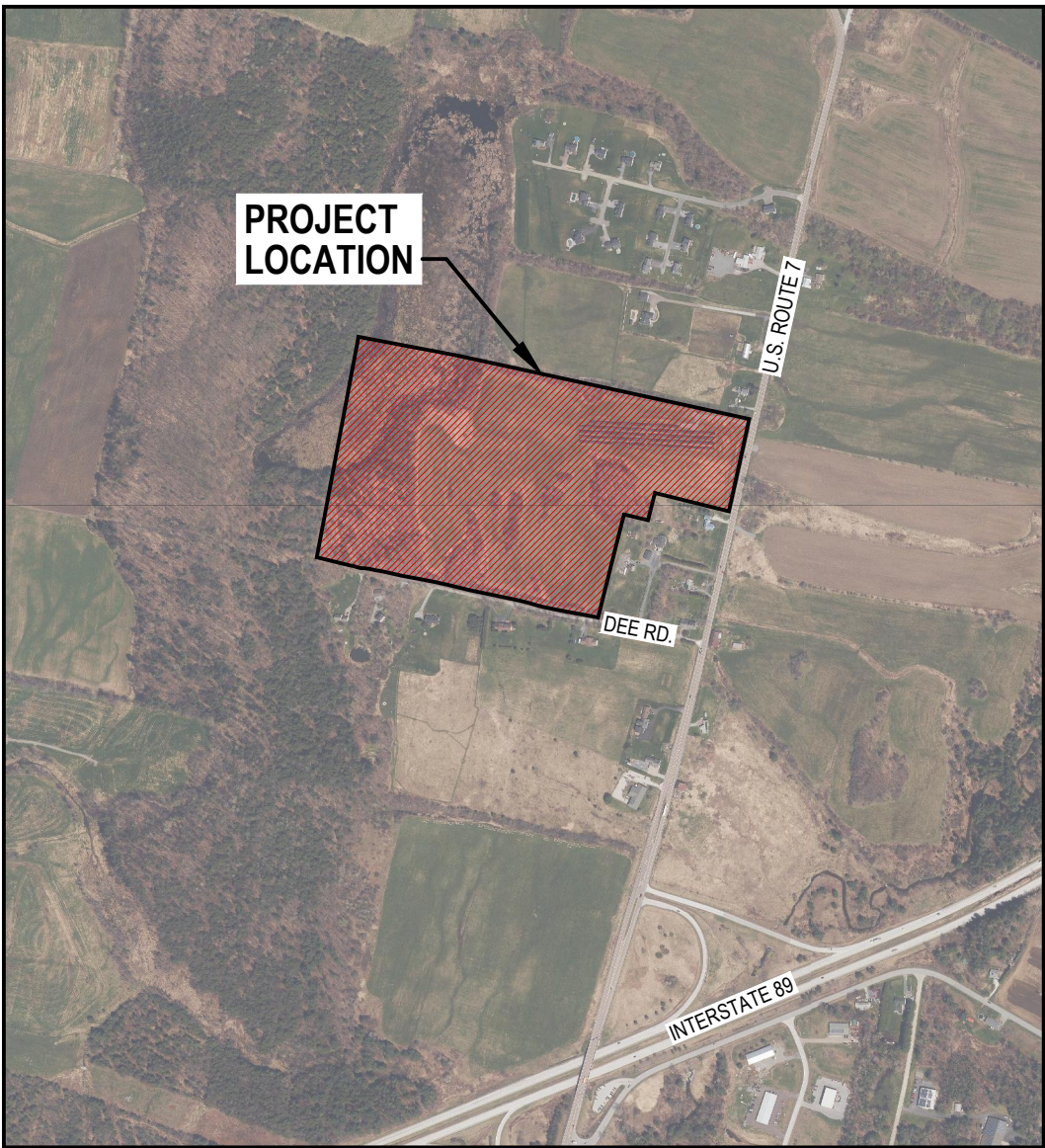


PARCEL INFORMATION  
OWNER: LAWRENCE ROWLEY,  
JOHN ROWLEY JR. &  
THOMAS ROWLEY  
VOL. 378, PG. 114  
SPAN: 237-076-11514  
PARCEL ID: 117730000a

SIGNATURE:

DRAFT

JASON S. BARNARD  
LICENSED DESIGNER #126179



Project Location Map  
Not to Scale

LEGEND

- BOUNDARY LINE/ R.O.W. (EXISTING)
- BOUNDARY LINE/ R.O.W. (PROPOSED)
- BOUNDARY LINE/ R.O.W. (ABUTTING)
- SIDELINE OF EASEMENT
- EDGE OF ROAD/DRIVE (SURFACE NOTED)
- BUILDING ENVELOPE
- S S GRAVITY SEWER (EXISTING)
- S S GRAVITY SEWER (PROPOSED)
- FM FM FORCE MAIN
- W W 1-INCH DIAMETER CL200 POLYETHYLENE PLASTIC WATER LINE (UNLESS OTHERWISE NOTED)
- WELL ISOLATION
- WASTEWATER ISOLATION
- WL WETLAND BOUNDARY
- WB WETLAND BUFFER
- UE UNDERGROUND ELECTRICAL CONDUIT
- chw UTILITY POLE/ OVERHEAD WIRES
- SURVEY TRAVERSE STATION
- TEMPORARY BENCHMARK (TYPE AND ELEVATION NOTED)
- TEST PIT (TP-01)
- SOIL BORING (SB-01)
- DRILLED WELL (UNLESS OTHERWISE NOTED)

| DATE                                                                                                                                                                                                                                                                                                                                                                                                                  | DESCRIPTION | BY                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------------|
| REVISIONS                                                                                                                                                                                                                                                                                                                                                                                                             |             |                   |
| <div><div><b>BARNARD &amp; GERVAIS, LLC</b><br/>167 Main Street, P.O. Box 820<br/>Enosburg Falls, VT 05450<br/>Telephone: (802) 933-5168</div><div>Land Surveying<br/>Water &amp; Wastewater<br/>Environmental Consulting<br/>10523 VT Route 116, P.O. Box 133<br/>Hinesburg, VT 05461<br/>Telephone: (802) 482-2597</div></div> |             |                   |
| PROJECT NO. 25213                                                                                                                                                                                                                                                                                                                                                                                                     |             |                   |
| TWO-LOT SUBDIVISION                                                                                                                                                                                                                                                                                                                                                                                                   |             |                   |
| <b>LAWRENCE ROWLEY,<br/>JOHN ROWLEY JR. &amp;<br/>THOMAS ROWLEY</b>                                                                                                                                                                                                                                                                                                                                                   |             |                   |
| DEE ROAD & U.S. ROUTE 7, GEORGIA, VERMONT                                                                                                                                                                                                                                                                                                                                                                             |             |                   |
| <b>SKETCH PLAN</b>                                                                                                                                                                                                                                                                                                                                                                                                    |             |                   |
| THESE PLANS WITH LATEST REVISIONS SHOULD ONLY BE USED FOR THE PURPOSE SHOWN BELOW:                                                                                                                                                                                                                                                                                                                                    |             |                   |
| <input checked="" type="checkbox"/> PRELIMINARY DRAFT <input type="checkbox"/> FINAL STATE REVIEW                                                                                                                                                                                                                                                                                                                     |             |                   |
| DATE: 04-08-2025                                                                                                                                                                                                                                                                                                                                                                                                      |             | PROJECT NO. 25213 |
| SCALE: 1" = 100'                                                                                                                                                                                                                                                                                                                                                                                                      |             | DATE: 04-08-2025  |
| SURVEY: --                                                                                                                                                                                                                                                                                                                                                                                                            |             | SCALE: 1" = 100'  |
| DRAWN: CS                                                                                                                                                                                                                                                                                                                                                                                                             |             | SURVEY: --        |
| CHECKED: JB                                                                                                                                                                                                                                                                                                                                                                                                           |             | DRAWN: CS         |
| DRAWING NO. SK-1                                                                                                                                                                                                                                                                                                                                                                                                      |             | CHECKED: JB       |
| SHEET 1 OF 1                                                                                                                                                                                                                                                                                                                                                                                                          |             | DRAWING NO. SK-1  |

## SKETCH PLAN REVIEW Two-Lot Minor Subdivision SK-002-25

|                                                                                                                                 |                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Owners:</b><br>Lawrence Rowley, John Jr Rowley & Thomas Rowley<br>501 Lake Road, Milton VT 05468                             | <b>Applicants:</b><br>Raymond Bosley & Katherine Rowley<br>501 Lake Road<br>Milton, Vermont 05468<br>PH: 802-238-0442<br>Email: katerowley148@gmail.com                                                     |
| <b>Engineer/ Surveyor:</b><br>Jason Barnard<br>Barnard & Gervais<br>167 Main Street, Enosburgh Falls, VT 05450<br>#802-482-2597 | <b>Property Tax Parcel &amp; Location:</b><br>Located off Ethan Allen Highway on the westerly side of U.S. Route 7 and northerly side of Dee Road Georgia, VT 05454<br>Parcel#117730000,a<br>Zone: Business |

### BACKGROUND

Raymond Bosley & Katherine Rowley, hereafter referred to as Applicants, are requesting Sketch Plan review for a two-lot Minor Subdivision at of Lawrence Rowley, John Jr Rowley & Thomas Rowley, hereafter referred to as Owners,  $\pm 48.8$  acre undeveloped property located on the westerly side of U.S. Route 7 and northerly side of Dee Road to create one (1) new developable lot (Lot 2). These lots are located within the Business zoning district.

After subdivision, Lot 2 will be  $\pm 2.5$  acres and will be improved with a 3-bedroom residence and detached garage, with access from Route 7 via extension of the existing solar array access. The proposed Lot 2 residence will be served by an off-site mound wastewater system located within an easement on Lot 1, and will be provided water by an on-site drilled well; the remaining lands (Lot 1) will be  $\pm 46.3$  acres and will remain undeveloped at this time.

### COMMENTS

#### General Subdivision and Site Plan Review Requirements

- 1. Dimensional Requirements.** The dimensional requirements of the Zoning Districts and the proposed lot dimensions are as follows:

|                           | <b>Business</b> | <b>Lot 1</b>                                         | <b>Lot 2</b>                          |
|---------------------------|-----------------|------------------------------------------------------|---------------------------------------|
| <b>Minimum Lot Size</b>   | 1 acre          | $\pm 46.3$ acres                                     | $\pm 2.5$ acres                       |
| <b>Lot Frontage</b>       | 120 ft          | $\pm 1,515$ ft<br>Dee Road &<br>$\pm 448$ ft on Rt 7 | $\pm 50$ ft Rt 7 with<br>ROW easement |
| <b>Front Yard Setback</b> | 75 ft           |                                                      | $> \pm 75$ ft                         |
| <b>Side Setbacks</b>      | 20 ft           |                                                      | $> \pm 20$ ft                         |
| <b>Rear Setbacks</b>      | 20 ft           |                                                      | $> \pm 20$ ft                         |

- 2. Site plans.** Applicant has submitted one map titled, “Sketch Plan” prepared by Barnard & Gervais, LLC on 4/6/2025 and labeled SK-1.

3. **Lot layout.** The proposed layout will divide the current lot into two lots, where Lot 2 will contain the proposed future dwelling and Lot 1 will remain vacant land. Under the proposed application. Lot 2 will not have any road frontage and will be served by a right-of-way through Lot 1 to Route 7. Either a Waiver for road frontage will be necessary or a change in the lot layout will be needed to include road frontage on Route 7.
4. **Suitability for development.** The surrounding area includes residential homes, commercial businesses, solar fields, and vacant or farmed lands.
5. **Existing aesthetic features such as trees, scenic points, streams, rock outcroppings, water bodies, wetlands, agricultural resources, other natural resources, and historical resources.** Lot 1 contains solar field with gravel driveway. Wetlands Boundary and Wetlands Buffer Boundary are located to the Northwest of Lot 1.
6. **Storm water and erosion control plan during construction.** N/A
7. **Conformance with Town Plan and Bylaws.** This project meets the minimum dimensional requirements for the Business zoning district.
8. **Compatibility with surroundings.** The proposed two-lot subdivision will conform with the existing zoning standards.
9. **Municipal Services.** Applicant will need to obtain an Ability to Serve letter from the Town of Georgia Fire Chief.
10. **Wastewater Disposal and Water Supply.** The proposed Lot 2 residence will be served by an off-site mound wastewater system located within a 20 foot wide force main easement on Lot 1. Lot 2 will be provided water by an on-site drilled water supply well.
11. **Vehicular Traffic.** The existing gravel access for the solar array will be converted to a shared access, with the proposed gravel drive extending from the end of the existing drive. A 50 foot right-of-way (ROW) will be provided for the Lot 2 access and utility services.
12. **Landscaping Plan and Lighting.** No landscaping proposed.
13. **State permits.** This project will require a State of Vermont wastewater system and potable Water Supply Permit and a VTrans Highway Access permit.

Respectfully submitted,

Kollene Caspers  
Zoning Clerk  
Town of Georgia

cc: Applicant



# GEORGIA VERMONT

**DRB MEETING**  
**Tuesday, May 06, 2025 at 7:00 PM**  
**Chris Letourneau Meeting Room and via Zoom**  
**Minutes**

**Zoom Details:**

<https://us02web.zoom.us/j/6165843896?pwd=STduU2JzTmpiVmE1MXZSaWZWVzVadz09>

**Meeting ID:** 616 584 3896 | **Passcode:** 5243524

**Dial by your Location:** 1 929 205 6099 (New York)

**1. CALL TO ORDER - 7:00 PM**

**DRB PRESENT**

Chair Charles Cross, Vice Chair James Powell, Leigh Horton, Gilles Rainville, Glenn Sjoblom

**DRB ABSENT**

Lisa Faure, Chris Caspers

**STAFF PRESENT**

Doug Bergstrom, Zoning Administrator; Kollene Caspers, Zoning Clerk

**PRESENT FOR VAR-002-25**

Bonnie Emonds, Applicant; Kay Krul, abutting landowner

**PRESENT FOR FP-003-25**

Justin Holmes, Engineer for Applicant

**PRESENT VIA ZOOM**

Sara LeBlanc

**2. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA**

- Mylars to examine and sign during deliberative session.

**3. PUBLIC HEARINGS**

A. VAR-002-25, Emond Variance Request

- Applicant Bonnie Emond present at the hearing to answer questions.
- Chair Cross presented the hearing application and reason for Variance request.

- The Applicant explained the septic system is on one side of the house, and utility lines (water and power) on the other side.
  - Asking ±47 feet instead of the 75 feet setbacks. Only one tree will be taken down to accommodate the new carport. All additional options for placement have been explored.
  - DRB members asked questions about the location for placement and size and materials for construction.
  - Kay Krul, abutting neighbor was present for the hearing. She had no questions.
- Motion to close the hearing at 7:08pm  
Motion made by Rainville, Seconded by Sjoblom.  
Voting Yea: Chair Cross, Vice Chair Powell, Horton, Rainville, Sjoblom

B. FP-003-25, Gamache 8 Unit PUD

- Justin Holmes, engineer with Pinnacle Engineering, was present to represent the project/Applicants.
- Chair Cross presented the Final Plat hearing application and details.
- J. Holmes further explained the project, Final Plat for the 4 duplex, 8 unit PUD. Presented site plans to explain the project to the DRB. The wetlands permit was received for the private road.
- An updated Ability to Serve letter will need to be submitted the Zoning office prior to the recording of the Mylar.
- The PUD will be rental units in the immediate future. Language in the deeds for future condo or footprint lots will need to be present in case of future sale of the units.
- The Applicant would prefer the road not be paved to save on costs. The DRB requires the road to be paved to A-76 standards, as has been common practice over the last few years.
- Paving the private road will eliminate the concern for the road receding over the years; a paved road is easier for emergency vehicles to navigate in case of emergency; there is potential for dust around the units and abutting property owners with a gravel road; the potential for future development behind the PUD will increase traffic and wear/tear on a gravel road; and the practical and legal ramifications to try to improve the road with potential multiple property owners in the future.
- Wastewater and Stormwater permits are still in-process. Applicant will need to submit the permits to the Zoning Administrator prior to the Mylar being filed.
- A landscaping plan is in place to shield the PUD from the existing houses on Georgia Middle Road and Bradley Hill Road.

Motion to close the hearing at 7:31pm  
Motion made by Sjoblom, Seconded by Horton.  
Voting Yea: Chair Cross, Vice Chair Powell, Horton, Rainville, Sjoblom

4. APPROVAL OF MINUTES

- A. DRB Meeting Minutes: April 15, 2025  
Motion to approve the minutes with no changes.  
Motion made by Rainville, Seconded by Vice Chair Powell.  
Voting Yea: Chair Cross, Vice Chair Powell, Horton, Rainville, Sjoblom

5. OTHER BUSINESS

6. PLAN NEXT MEETING AGENDA

86 A. May 20, 2025- Two hearings and decision letters.

87  
88 **7. DELIBERATIONS**

89 Motion to enter into deliberative session at 7:36pm

90 Motion made by Rainville, Seconded by Sjoblom.

91 Voting Yea: Chair Cross, Vice Chair Powell, Horton, Rainville, Sjoblom

92  
93 Motion to exit from Deliberative session at 8:05pm

94 Motion made by Sjoblom, Seconded by Rainville

95 Voting Yea: Chair Cross, Vice Chair Powell, Horton, Rainville, Sjoblom

96  
97 Action taken outside of Deliberative Session:

98 Motion for Chair Cross to sign the decision letters listed below:

99 Motion made by Rainville, Seconded by Sjoblom

100 Voting Yea: Chair Cross, Vice Chair Powell, Horton, Rainville, Sjoblom

101  
102 A. CU-003-25, Florucci Decision Letter- signed

103 B. SK-003-25, Letourneau Decision Letter- signed

104 C. SP-002-25 & CU-002-25, LeBlanc Decision Letter- signed

105 D. VAR-002-25, Emond Decision Letter- signed

106  
107 **8. ADJOURN**

108 Motion to adjourn at 8:33pm

109 Motion made by Rainville, Seconded by Vice Chair Powell.

110 Voting Yea: Chair Cross, Vice Chair Powell, Horton, Rainville, Sjoblom

111  
112 **Posted to the Town website.**

113 **Signed: Kollene Caspers, Zoning Clerk, DRB Clerk**

114 **Phone: 802-524-3524 | Fax: 802-524-3543 | Website: [townofgeorgia.com](http://townofgeorgia.com)**

**TOWN OF GEORGIA  
DEVELOPMENT REVIEW BOARD  
FINDINGS OF FACT, CONCLUSIONS & ORDER**

**NOTICE OF DECISION  
FP-003-25**

**Owner/Applicant: Anthony & Lillian Gamache  
Final Plat for a (4) Duplex/ (8) Unit PUD Duplex Development**

This matter came before the Georgia Development Review Board (DRB) on the application of Anthony & Lillian Gamache, hereafter referred to as Applicants, for Final Plat review of a four (4) duplex/eight (8) unit Planned Unit Development (PUD) duplex development located in the AR-2 zoning district. A Notice of Public Hearing was duly published on April 18, 2025, in the St. Albans Messenger, and all adjoining property owners were notified.

The DRB held a public hearing on May 6, 2025. Applicants’ engineer, Justin Holmes, Pinnacle Engineering, PLC, was present at the hearing.

Applicant has submitted two site plans titled “Detailed Site Plan” prepared Pinnacle Engineering, PLC dated 11/20/2024 (Revised 1/20/2025); and an “Overall Site Plan” prepared by Pinnacle Engineering, PLC dated 11/20/2024 (Revised 1/20/2025). Applicants have also provided a Grading and Utility Plan, Details & Specifications.

Based on the above-mentioned public hearing, plans submitted, and additional documents contained in the planning file for this proposal, the DRB enters the following Findings of Fact, Conclusions and Order.

**FINDINGS OF FACT**

NOTE: The application, any and all relevant evidence presented to the Development Review Board, and the minutes of the hearings conducted by the Town of Georgia DRB on March 18, 2025, January 7, 2025, and December 19, 2023, shall be considered part of the Findings of Fact and kept as part of the permanent record of the Applicants. This official record shall provide an additional basis for the DRB’s decision.

1. The applicant is requesting final plat approval for a four (4) duplex/eight (8) unit Planned Unit Development (PUD) duplex development on the property owned by Applicant near 147 Georgia Middle Road, Georgia, Vermont, and located in the AR-2 zoning district. Sketch plan review was conducted on December 17, 2024, and the associated sketch plan letter was mailed to the Applicant on January 8, 2025. Preliminary Plat review was conducted on March 18, 2025 and the associated preliminary plat decision letter was mailed on March 19, 2025.
2. The subject parcel is ±20.66 acres and is entirely located within the AR-2 zoning district. As proposed, the land meets the requirement for the PUD subdivision with acreage and use as required by the current Town of Georgia Development Regulations dated February 27, 2023.

3. Applicant is proposing the four (4) duplexes on one parcel of land as a PUD project with common interest community language. The Open Space easement will include  $\pm 4.15$  acres at the western edge of the lot, half the lot is wooded and half will remain hayfield.
4. The units are proposed to be serviced by a private road located off Georgia Middle Road.
5. Applicant has requested three (3) Waivers: (1) Waiver to allow multiple principal structures/ uses on a single lot. (6.6.C.2, Georgia Development Regulations 2/27/2023). (2) Waiver to allow the reduction of front building setbacks to as little as 33' as measured from the centerline of the new private road to allow homes to be clustered. (3) Waiver to allow backing of motor vehicles into a private road to allow homes to be clustered. (5.2.B.2.d, Georgia Development Regulations 2/27/2023)
6. Applicant shall provide an "Ability to Serve" letter from the Town of Georgia Fire Chief indicating the ability to provide emergency services to the proposed subdivision.
7. Applicant shall submit an application for private road name to the Zoning Administrator for Town of Georgia and E911 compliance.
8. Applicant shall submit all necessary water/wastewater, stormwater discharge, and stormwater construction permits.
9. The following members of the DRB were present for the Final Plat public hearing on May 6, 2025, constituting a quorum: Charles Cross, Gilles Rainville Jr, James Powell, Glenn Sjoblom, and Leigh Horton. See meeting minutes for a list of others present.
10. The regulations in effect at the time of the decision: **Municipal Town Plan**, last amended January 6, 2025; **Town of Georgia Development Regulations**, approved February 27, 2023.

### CONCLUSIONS

1. The Applicant has submitted all relevant final plat information required by the Georgia Development Regulations.
2. This application was reviewed as a major PUD subdivision pursuant to the requirements and standards outlined in Article 4, Subdivision Approval; Article 2, Zoning Districts and Land Uses and Dimensional Standards; and Article 7, Planning and Design Standards, of the Town of Georgia Development Regulations. The application was deemed consistent with the above-mentioned standards and requirements.

3. The approval of the final plat based on all prior plans contained in the Gamache FP-005-23, SK-005-24 and PR-001-25 folders in the DRB files.

### **ORDER**

Based on the Findings of Fact and Conclusions set forth above, the Georgia DRB approves the Final Plat for a four (4) duplex/eight (8) unit Planned Unit Development (PUD) duplex development subject to the conditions listed below:

1. The submitted plans shall indicate the following:
  - a. Identifying information of the subdivision, boundaries, and general location in relation to existing streets; scale; date; true north point; zoning district designation; name and address of record owners; and the name, license number and seal of the licensed land surveyor and licensed engineer or site tech.
  - b. Lots within the subdivision shall be numbered.
  - c. Building envelopes showing proposed setbacks.
  - d. Calculated metes and bounds for all rights of way and easement areas.
  - e. Wastewater details with associated isolation areas, calculated metes and bounds of any easements.
  - f. Drilled wells and well isolation areas.
  - g. Drainage details.
  - h. Erosion control details.
  - i. Stormwater details.
  - j. Proposed contour lines at 5' intervals.
  - k. Existing and proposed utilities
  - l. Existing and proposed driveways.
  - m. Existing landscaping details.
  - n. Typical cross sections of the proposed grading of roadways.
  - o. Natural features of the proposed site including wetlands with associated required buffers, streams with associated required buffers, prime agricultural soils, rock outcroppings, and slopes > 25%.
  - p. Include the general outline of abutting properties to get the full scope of the location.
  - q. Town Clerk and DRB Chairperson signature blocks, a new version of this signature block is available on the Town of Georgia website (under Zoning Resources).
2. The final plat plan shall be accompanied by a vicinity map drawn at the scale of not over four hundred (400) feet to the inch to show the relation of the proposed subdivision to the adjacent properties and to the general surrounding area.
3. The Final Plat submitted on Mylar measuring 18" by 24" with signature, shall be filed by the subdivider with the Town Clerk within 180 days of the DRB's signed written decision. Final approval shall expire if the Final Plat is not filed by the subdivider within the 180-day period. One ninety (90) day extension may be granted pursuant to Title 24 Ch. 117, Section 4463(b)(1), Vermont Statutes Annotated.

- a. Final approval includes any provisions listed under PR-001-25.
  - b. Approval expires November 20, 2025.
4. All Waivers listed in number 5 in the Finding of Fact above have been approved.
5. In the future event of sale of units as condominiums or other lots, the Applicants shall submit draft deed and HOA language for the eight (8) units. All documents will require legal review by the Town of Georgia. The HOA Documents for this PUD shall include maintenance and use of the private road, shared well, septic, landscaping, and maintenance of open space. HOA documents should also include language restricting the use of motorized vehicles in the open space, as well as restricting the cutting of trees and mowing on the property wetlands and buffer.
6. Prior to the commencement of any construction of the units, Applicants shall obtain requisite zoning permit(s) from the Town Zoning Administrator. All structures shall meet the setback requirements of the zoning district as identified in the Dimensional Standards for Structures and Lots Section, 2.3 Town of Georgia Development Regulations.
7. Beyond what is noted in this letter, the Applicants are responsible for securing any and all necessary permits to complete this project and follow the orders as delineated in the permits.
8. This project shall be completed, operated, and maintained as set forth in the plans and exhibits as approved by the DRB and on file in the Town Office, and in accordance with the conditions of this approval.
9. The current proposed road is being handled as a private road. A 24-foot-wide private road will be paved and constructed to comply with the Town of Georgia Private Roads and Driveway Policy (February 28, 2020) and A-76 standards.
10. All general improvements shall be completed (road paving, screening, signage, E911, etc.) before the final Certificate of Occupancy will be issued or after three (3) years- May 6, 2028- whichever comes first or with an application for extension submitted to the Zoning Administrator.
11. Prior to issuance of any Certificate of Occupancy for any lot, Applicant shall submit to the Zoning Administrator a letter from a licensed engineer stating that the private road has been constructed to pursuant to Public and Private Road Standards as outlined in Section 7.11 Town of Georgia Development Regulations.
12. Prior to issuance of any Certificate of Occupancy for the last house to be built within this 8-unit PUD subdivision or 3 years from the date the Mylar is filed in the town records,

whichever comes first, a letter by a licensed engineer shall be submitted to the Zoning Administrator stating that the private road has been paved.

- 13. No changes, erasures, modifications, or revisions other than those required by this decision shall be made on the subdivision plat after Final Plat approval, unless said plat is first resubmitted to and approved by the DRB. In the event the subdivision plat is recorded without complying with this requirement, the plat shall be considered null and void.
- 14. All plans, drawings, and conditions/requirements etc. listed above or submitted at the hearing and used as the basis for the decision to grant this permit shall be binding on the applicants, and their heirs and assigns. Projects shall be completed in accordance with such approved plans and conditions. Any deviation from the approved plans shall constitute a violation of permit and be subject to enforcement action by the Town.

Dated at Georgia, Vermont, this 20<sup>th</sup> day of May, 2025.

By \_\_\_\_\_  
Charles Cross  
Georgia DRB Chair

DRB members participating in this decision: Charles Cross, James Powell, Gilles Rainville, Jr., Lisa Faure, Glenn Sjoblom, Chris Caspers and Leigh Horton.

Vote to approve: In favor - 0, Opposed - 0, Abstain – 0, Absent 0.

**30 Day Appeal Information:**  
An “interested person”, who has participated in this proceeding, may appeal this decision to the Vermont Environmental Court within 30 days of the date this decision was signed. Participation shall consist of offering, through oral or written testimony, evidence or a statement of concern related to the subject of the proceeding. See V.S.A. Title 24, Chapter 117, Section 4465b for clarification on who qualifies as an “interested person”.

Notice of the Appeal, along with applicable fees, should be sent by certified mail to the Vermont Environmental Court. A copy of the notice of appeal should also be mailed to the Town of Georgia.