
Zoning Bylaws Town of Westminster Vermont



ZONING AND SUBDIVISION BYLAWS

Approved by the Planning Commission June 12, 2017
Adopted per VSA 24 § 4415 by the Westminster Selectboard July 12, 2017

Incorporated November 24, 1735: Township #1

Table of Contents

ARTICLE I: LEGAL FRAMEWORK	1
SECTION 110: INTRODUCTION	1
111 Enactment:	1
112 Purpose: The purpose of the Westminster Zoning Bylaws is to:.....	1
113 Applicability:	1
114 Effective Date:	1
115 Severability:	2
116 Zoning Administrator (ZA):	2
A. Appointment:	2
B. Duties: The Zoning Administrator shall:.....	2
117 Westminster Planning Commission:	2
A. Appointment:	2
B. Duties:.....	2
118 Development Review Board:.....	3
A. Appointment:	3
B. Alternates: Alternates shall be appointed by the Selectboard:	3
C. Duties:.....	3
ARTICLE II: ADMINISTRATION & ENFORCEMENT.....	4
SECTION 210: PERMITS.....	4
211 Purpose:	4
212 Land Use Permits & Approvals:	4
A. Permit Requirements:	4
1. Zoning permits.....	4
2. Site Plan approval.....	4
3. Conditional Use approval	4
4. Planned Unit Development (PUD) approval	4
5. Subdivision approval	4
6. Historic Preservation approval	4
B. No development permit	4
C. Other Permits & Approvals:.....	4
D. Coordinated Review:	5
E. Combined Review:	5

F. E911 Designations:.....	5
213 EXEMPTIONS	5
A. Bylaw Exemptions:.....	5
B. Statutory Exemptions	5
C. Home Occupations	6
214 Limitations on Municipal Bylaws.....	6
215 Zoning Permit Procedure:	6
A. Applicability:	6
B. Application Requirements	6
C. Zoning Administrator Review of Application	7
D. Authority of Zoning Administrator to Issue Zoning Permits	8
E. Issuance of Zoning Permits.	8
F. Effective Date of Permits:	9
216. Notice, Hearing and Decision Procedures of the DRB:.....	9
A. Public Notice:	9
B. DRB Hearing Procedures:	10
C. DRB Decisions:	11
D. Recording Requirements for Permits and Decisions:.....	12
217 Appeals:	12
A. Appeal from Zoning Administrator Decision:.....	12
B. Appeal From Development Review Board Decision:	13
218 Violations & Enforcement:	13
A. Violations:	13
B. Notice of Violation:	14
C. Limitations on Enforcement:	14
219 Revocation of Permit.	14
ARTICLE III: DEVELOPMENT BOARD REVIEW	15
SECTION 310 REVIEW	15
A. Types of DRB Review:.....	15
B. Application Requirements for DRB Review:.....	16
Section 311 Site Plan Review:.....	16
A. Purpose:	16
B. Site Plan Review Criteria:	16
Section 312 Waivers of Dimensional Requirements:	16
A. Purpose:	16

B. Waiver Criteria:	17
Section 313 Variances:	17
A. Purpose:	17
B. Variance Criteria:	17
C. Renewable Energy Structures.....	18
Section 314 Conditional Use:	18
A. Purpose:	18
B. Conditional Use Review Criteria:.....	18
C. Conditions:.....	18
ARTICLE IV: DISTRICT USE AND INTENSITY REGULATIONS	20
SECTION 410 ESTABLISHMENT OF DISTRICTS	20
411 Zoning Districts:	20
412 Overlay Districts:	20
413 Purpose of Zoning and Overlay Districts:	20
SECTION 420 ZONING AND OVERLAY MAPS.....	20
A. Maps:	20
422 District Boundaries:	21
423 Interpretation:.....	21
424 Lots in Two Districts:	21
SECTION 430 DESCRIPTION OF ZONING DISTRICT LOCATIONS.....	21
SECTION 440 ZONING DISTRICT USE AND DIMENSIONAL STANDARDS	21
441 General Standards and Definitions:	21
A. Buildings and Uses on Lots:	21
B. Building Height:	21
C. Setbacks:.....	21
D. Yards on Corner Lots:.....	22
E. Frontage:.....	22
F. Existing Small Lots:	22
442. Zoning District Listed Land Uses:.....	22
A. Uses Not Listed:	22
B. Uses Not Provided For:	22
C. Prohibited Uses:.....	23
SECTION 443 Uses and Dimensional Standards by District: (Sections 444-449)	23
444 Commercial/Industrial District (COM/IND).....	23
A.Purpose:	23

B. Permitted Uses:.....	23
C. Conditional Uses:	24
D. Area and Dimensional Requirements:	24
445 Village District (V)	24
A. Purpose:	24
B. Permitted Uses:.....	25
C. Conditional Uses:	25
D. Area and Dimensional Requirements:	25
446 Residential District (R)	25
A. Purpose:	25
B. Permitted Uses:.....	26
C. Conditional Uses:	26
D. Area and Dimensional Requirements:	26
447 Rural Residential District (RR).....	26
A. Purpose:.....	26
B. Permitted Uses:	26
C. Conditional Uses:	27
D. Area and Dimensional Requirements:	27
448 Resource Conservation District (RC)	27
A. Purpose:	27
B. Permitted Uses:.....	27
C. Conditional Uses:	27
D. Area and Dimensional Requirements:	27
449 Connecticut River Conservation District (CR)	28
A. Purpose:.....	28
B. Permitted Uses:	28
C. Conditional Uses:	28
D. Area and Dimensional Requirements:	28
E. Riparian Buffer:.....	28
ARTICLE V: GENERAL REGULATIONS	29
SECTION 510 GENERAL PERFORMANCE STANDARDS:	29
511 Standards:	29
SECTION 520 NONCONFORMING USES AND NONCOMPLYING STRUCTURES:.....	30
521 Continuation:.....	30

522 Nonconforming Use:.....	30
A. Change of a Nonconforming Use:	30
B. Reestablishment:.....	30
C. Reconstruction after a Disaster:.....	30
D. Approval.	30
523 Nonconforming Structures:.....	30
A. Extension or Enlargement:	30
B. Maintenance and Repair:	30
524 Reconstruction:	30
SECTION 530 TEMPORARY USES AND STRUCTURES	31
SECTION 540 LANDSCAPING REQUIREMENTS.....	31
541 Purpose:	31
542 Applicability:	31
543 Standards:	31
SECTION 550 OFF STREET PARKING REQUIREMENTS	32
551 General Parking Standards.....	32
552 Specific Parking Standards.	32
A. Residential Uses.	32
B. Agricultural Uses.....	32
C. Public Assembly/Facility Uses.....	32
D. Health Care Facility.....	33
E. Recreational Uses:	33
F. Non-Residential Office Uses	33
G. Commercial Uses.....	33
ARTICLE VI: SPECIAL REGULATIONS	34
SECTION 610 SPECIFIC STANDARDS FOR CERTAIN USES & AREAS	34
611 Automobile Service Station	34
A. Pumps,	34
B. All stored fuel	34
C. All automobile parts	34
D. Landscaping requirements	34
E. There shall be no more than two access	34
F. When located within the Flood Hazard Area Overlay District	34

612 Excavation/Quarry.....	34
A. Standards	34
613 Home Occupations, Home Businesses, and Cottage Industries.....	35
A. Protection of Home Occupations.....	35
B. Home Occupations.....	35
C. Home Business.....	35
D. Cottage Industries.....	35
614 Secondary Uses:.....	36
615 Light Industry.....	37
616 Childcare Homes and Facilities, Residential Care and Group Homes.....	37
A. Residential Care or Group Homes.....	37
B. Child Care Homes and Facilities.....	37
617 Ponds, Impoundments and Dams.....	38
618 Land Development in Wetland Areas and Along Surface Water Courses.....	38
A. Vermont Significant Wetlands Inventory Maps.....	38
B. Agency of Natural Resources Review.....	38
C. Buffer Strips around Wetlands and Surface Watercourses.....	38
619 Storage of Flammable Liquids.....	38
SECTION 630 MOBILE HOME PARKS.....	39
SECTION 640 TENT, TRAVEL TRAILER, RECREATIONAL VEHICLE, CAMPGROUND.....	39
A. Specific Standards:	39
B. Exceptions:	39
ARTICLE VII: PLANNED UNIT DEVELOPMENT	41
SECTION 710: Purpose.....	41
SECTION 720: MAJOR AND MINOR PUD.....	41
A. Authorized PUD Uses:	41
B. Applicable Review:	41
C. Concurrent Review:	41
D. Development Area:.....	41
E. Major PUD:	41
F. Minor PUD:	41
SECTION 730 APPLICATION AND REVIEW PROCEDURES FOR PLANNED UNIT DEVELOPMENT.....	42
731. Pre-application Hearing.....	42
732 Bylaw Modifications.....	42

733. Preliminary Development Plan Application and Review For Major PUD.....	42
A. Preliminary Plan Review Required:	42
B. Application Requirements:	42
C. Public Hearing:	43
D. Decision:	43
E. Effective Date.	43
734. Final Development Plan Application and Review.....	44
A. Final Development Plan Review Required.	44
B. Six Month Submittal.....	44
C. Application Requirements.	44
D. Public Hearing.	44
E. Decision.	44
F. Recording.....	44
735. PUD Specific Standards and Criteria.....	44
A. Coverage.....	44
B. Density.....	44
C. Usable Open Space.....	45
D. Common Open Space.	45
E. Privacy and Access.	45
F. Parking.....	45
G. Phased Development.	45
H. Setbacks.....	46
I. Protection of Agricultural Land.	46
J. Conformance with Town Plan.....	46
736. Revisions to an Approved Development Plan	46
A. Minor Amendments.....	46
B. Major Amendments.....	46
ARTICLE VIII SUBDIVISION OF LAND	47
SECTION 810 AUTHORIZATION AND PURPOSE.....	47
811 Statutory Authorization:.....	47
812 Purposes:	47
SECTION 813 DEVELOPMENT PERMIT REQUIRED.	47
SECTION 820 SUBDIVISION APPLICATION AND REVIEW PROCEDURES:	47
A. Informational Meeting:.....	48
SECTION 830 Minor Subdivision FINAL PLAT APPROVAL:	48

1. Public Hearing.....	48
2. Decision.....	48
SECTION 840 MAJOR SUBDIVISION:	48
A. Major Subdivision Preliminary Plat Approval:	48
B. Public Hearing.	49
C. Decision.	49
D. Effective Date.	49
841 Major Subdivision Final Plat Approval:	49
A. Six Month Submittal.....	49
B. Application Requirements.	49
C. Public Hearing.	50
D. Decision	50
E. Recording.....	50
842 CRITERIA FOR FINAL PLAT APPROVAL	50
A. General:	50
B. Character of the Land:	50
C. Lot Layout/Siting:.....	50
D. Preservation of Existing Features.	50
SECTION 850 Roads:.....	51
A. Layout.....	51
B. Traffic Management	52
C. Location and Design of Intersections	52
SECTION 860 Monuments.....	53
SECTION 870 SCHOOLS	53
SECTION 871 Open Space	53
SECTION 872 Power, Telephone and Cable	54
SECTION 873 Watersheds, Stormwater Drainage and Erosion Control	54
SECTION 874 Fire Protection.....	54
SECTION 875 LANDSCAPING.	54
A. Preservation of Buffer Area.....	54
SECTION 876 Site Preservation and Improvements.....	55
SECTION 877 Water Supply.....	55
SECTION 878 Sewage Disposal.	55
SECTION 879 Fire Hydrants.....	55
SECTION 880 Flood Hazard Areas.	55

SECTION 881 Agricultural Land Overlay District.....	55
SECTION 882 Historic and Special Town Features.....	56
SECTION 883 Disclosure of Subsequent Development Plans – No Land-Locked Parcels	56
SECTION 890 SUBDIVISION APPROVAL CONDITIONS.....	56
SECTION 891 Completion of Project.....	56
SECTION 892 Recording of Final Subdivision Plat	56
SECTION 893 Revision of Approved Plat.....	56
SECTION 894 Acceptance of Roads and Open Spaces	57
SECTION 895 Performance Security Requirements.....	57
SECTION 896 Revocation	57
ARTICLE IX: HISTORICAL PRESERVATION OVERLAY DISTRICT	58
SECTION 910 AUTHORIZATION AND PURPOSE.....	58
911 Statutory Authorization.....	58
912 Purpose.	58
SECTION 920 ESTABLISHMENT OF DISTRICT BOUNDARIES.....	58
SECTION 930 HISTORICAL REVIEW BOARD.....	58
A. Appointment.....	58
B. Organization:	58
C. Open Meetings:.....	58
D. Duties.....	58
SECTION 940 DEVELOPMENT PERMIT REQUIRED.....	59
SECTION 941 Application Requirements.....	59
SECTION 942 Review Process.....	59
A. Historical Board Review.....	59
B. Public Hearing	60
C. Decision.....	60
SECTION 950 CRITERIA FOR APPROVAL.....	60
SECTION 960 DEMOLITION.....	60
A. Application Requirements.....	60
B. Application Review.....	61
C. Demolition Approval Conditions.....	61
SECTION 961 Criteria for Non-Historic Structures.....	61
SECTION 962 Criteria for Historic Structures.....	61
SECTION 963 Technical Review.....	61
SECTION 970 ADDITIONAL GUIDELINES FOR REVIEWING APPLICATIONS.....	61

971 Additions and Alterations.	61
972 New Construction.	62
973 Signs	63
ARTICLE X: AGRICULTURAL LAND OVERLAY DISTRICT	64
SECTION 1010 Statutory Authorization.....	64
1011 Purpose.	64
1012 Establishment of District Boundaries.	64
SECTION 1020: DEVELOPMENT PERMIT REQUIRED.....	64
A. Permitted Uses.....	64
B. Conditional Use.....	64
SECTION 1030 Application Requirements.....	65
SECTION 1031 Criteria for Approval.....	65
A. Preservation of Continuous Farmland.	65
B. Development to be Compatible with Agricultural Uses.....	65
C. Development of Farmland.....	65
D. Preserve Not Less Than Sixty Percent of Farmland.....	65
SECTION 1032 Review Process.....	65
A. Public Hearing.....	65
B. Decision.....	65
ARTICLE XI: FLOOD HAZARD AREAS OVERLAY DISTRICT	66
SECTION 1110 AUTHORIZATION AND PURPOSE.....	66
SECTION 1111 Statutory Authorization.....	66
SECTION 1112 Purpose.....	66
SECTION 1120 ESTABLISHMENT OF DISTRICT BOUNDARIES.....	66
SECTION 1121 Base Flood Elevations and Floodway Limits.	66
SECTION 1130 DEVELOPMENT PERMIT REQUIRED.....	66
SECTION 1131 Permitted Uses.	67
SECTION 1132 Conditional Uses.....	67
SECTION 1133 Prohibited Uses.	67
SECTION 1140 PERMIT APPLICATION.....	67
SECTION 1141 Application.....	67
SECTION 1142 Application Requirements.....	67
SECTION 1143 Special Permit Application Requirements.....	68
A. State Review.....	68
B. Notification.....	68

C. State and Federal Approvals.....	68
SECTION 1150 CRITERIA FOR REVIEW.....	68
A. Floodway Areas.....	68
B. Development Within Floodway Fringe Areas.....	69
C. Residential Development.....	69
D. Non-Residential Development	69
E. Subdivisions.....	70
F. Enclosed Areas Below the Lowest Floor.	70
SECTION 1151 Recreational Vehicles.	71
SECTION 1152 Accessory Structures.....	71
SECTION 1153 Water Supply Systems.	71
SECTION 1154 Sanitary Sewage Systems.....	71
SECTION 1155 On-Site Waste Disposal Systems.....	71
SECTION 1156 Watercourse Carrying Capacity.	71
SECTION 1157 Variances to Flood Hazard Area Development Standards.....	71
SECTION 1160 ADMINISTRATION AND ENFORCEMENT.....	71
SECTION 1161 Duties of the Zoning Administrator.....	71
SECTION 1162 Annual Report to Federal Insurance Administration.....	72
SECTION 1163 Enforcement and Penalties.....	72
SECTION 1170 DISCLAIMER OF LIABILITY	73
SECTION 1180 INTERPRETATION.....	73
ARTICLE XII: WATER SUPPLY SOURCE PROTECTION OVERLAY DISTRICT.....	74
SECTION 1210 AUTHORIZATION AND PURPOSE.....	74
1211 Authority.....	74
1212 Purpose	74
SECTION 1220 ESTABLISHMENT OF DISTRICT BOUNDARIES.....	74
1221 Boundaries.	74
1222 Lots Divided by the Overlay District.....	74
SECTION 1230 DEVELOPMENT PERMIT REQUIRED.	74
SECTION 1231 Uses.....	74
A. Permitted Uses:.....	74
B. Prohibited Uses:.....	75
C. Conditional Uses.....	75
1240 REVIEW PROCESS.....	75
A. Public Hearing	75

B. Decision.....	75
1250 APPLICATION REQUIREMENTS.....	76
SECTION 1260 REVIEW CRITERIA.....	76
ARTICLE XIII: TELECOMMUNICATIONS FACILITIES.....	77
SECTION 1310 AUTHORITY AND PURPOSE.....	77
1311 Authority.....	77
1312 Purpose.....	77
1313 Consistency with Federal Law.....	77
SECTION 1320 PERMITTED AND PROHIBITED LOCATIONS.....	77
1321 Location.....	77
1322 Setbacks.....	78
1323 Temporary Wireless Communication Facilities.....	78
SECTION 1330 APPLICATION REQUIREMENTS.....	78
1331 Small Scale Facilities.....	78
1332 Application for Wireless Telecommunications Facilities not covered under Section 1331.....	79
1333 Site Plan Requirements for Wireless Telecommunications Facilities not covered under Section 311 Site Plan Review.....	80
1334 Amendments to Existing Zoning Permit.....	81
SECTION 1340 REVIEW PROCESS.....	81
A. Public Hearing.....	81
B. Decision.....	81
SECTION 1350 CRITERIA FOR APPROVAL.....	81
1351 Technical Review.....	81
1352 Collocation Requirements.....	81
1353 Access Roads and Above Ground Facilities.....	82
1354 Tower and Antenna Design and Screening Requirements.....	82
1355 Tower Lighting, Signs, and Noise Generated.....	83
SECTION 1360 MAINTENANCE, INSURANCE AND REMOVAL.....	84
1361 Continuing Obligations.....	84
1362 Facility Removal.....	84
1363 Maintenance Requirements.....	84
1364 Insurance Requirements.....	84
SECTION 1370 ADMINISTRATION AND ENFORCEMENT.....	84
1371 Enforcing Agent.....	84

ARTICLE XIV: RIDGELINE PROTECTION OVERLAY DISTRICT	85
SECTION 1410 AUTHORITY AND PURPOSE	85
1411 Authority.....	85
1412 Purpose	85
SECTION 1420 ESTABLISHMENT OF DISTRICT BOUNDARIES.....	85
1421 Boundaries.....	85
1422 PARCEL DIVIDED BY OVERLAY DISTRICT.....	85
SECTION 1430 DEVELOPMENT PERMIT REQUIRED.....	85
1431 Uses	85
1432 Pre-application Site Development.....	85
1433 Exemptions.....	85
SECTION 1440: APPLICATION REQUIREMENTS	86
1441 Pre-application Conference.....	86
1442 Development Plan Application and Review.....	86
SECTION 1460: CRITERIA FOR APPROVAL.....	86
A. Conditional Use Approval:.....	86
B. Placement of Structures.....	86
C. Height not to Exceed Canopy:.....	87
D. No Adverse Visual Impact:	87
E. Forest Cover.....	87
SECTION 1470: CONDITIONS OF APPROVAL:.....	87
ARTICLE XV DEFINITIONS	88
APPENDIX A HISTORIC DISTRICT	115
MAPS.....	117

Note: Bylaws on Zoning and Overlay Districts are authorized by:
24 VSA 117, Section 4414: Zoning: Permissible Types of Regulation

Order of Amendments

- Adopted Interim Zoning March 1969.
- Adopted permanent zoning March 3, 1970.
- Revised March 2, 1971: Sign Control, Bicycle, Dump Control, Acceptance requirements for New Roads
- Added Subdivision Regulations April 19, 1972.

-
- Revised March 5, 1974.
 - Added Flood Insurance Regulations July 25, 1975.
 - Revised March 2, 1976.
 - Revised March 1, 1977.
 - Revised March 3, 1978.
 - Revised March 6, 1979.
 - Revised March 6, 1990 Deleted reference to Act 250 in Subdivision Regulations.
 - Revised March 3, 1992:
 - Revised organization, added Administrative Procedure, added residential care and residential day care, revised District Use section with additions and deletions (one acre to two acres, add 5-acre zone), increased design control district with name change to historic district, revised entire General Regulations. Revised entire Special Regulations (added PUD to PRD, provisions for temporary ag sale stands), added Tent and Travel Trailer section), added Historic Preservation Overlay District, Agriculture Overlay District, deleted Subdivision Regulations, Bicycle, Dump Control, Acceptance of New Roads.
 - Revised March 1, 1994:
 - Reformatted entire bylaw, Commercial District changed max coverage to 50%, Village District called out 3 villages and added conditional uses, changed setbacks, added application and review requirements, Flood Hazard added review by State, and possible flood conditions attached to permit, re-establishment of non-conforming use; added - This does not apply to noncomplying structures, separated subdivision ordinance and others from the Zoning Ordinance.
 - Revised Subdivision Regulations as part of a separation from other items in the Zoning Ordinance. Approved by Selectboard January 23, 2001, approved by Australian Ballot March 6, 2001:
 - Revised format.
 - Revised and adopted by the Selectboard September 27, 2005:
 - Revised and reformatted Administration and Procedure, changed zoning district names, added Connecticut River Conservation District, added Group/Residential Care Home, Home Occupation to Industrial District, dropped and added conditional uses, dropped maximum coverage, Commercial District added child care, group homes, mini-marts, Conditional uses added: redemption center, home business, cottage industry, Telecommunications Facility, deleted maximum coverage, combined all villages into one district, added child care and group homes to permitted uses, added cottage industry and telecommunications to conditional uses, Residential 2 added group homes to permitted uses, deleted PRD from

permitted uses, increased from one acre to two acres. Reconfigured Commercial, Industrial and Residential Zoning Districts.

- Amended PUD Adding Section 424(b) June 12, 2007
- Amended Flood Hazard Overlay Ordinance September 11, 2007; Effective October 3, 2007.
- Adopted Ridgeline Protection Overlay District by the Selectboard April 8, 2008: Effective April 29, 2009
- Revisions Approved by the Planning Commission January 13, 2010
Adopted by the Selectboard March 30, 2010.
 - Codify the change in zoning permit review procedure. The Town has combined the review of zoning applications by the Planning Commission and the Zoning Board of Adjustment to a one entity review called the Development Review Board.
 - Added Exemptions: Filling of land with less than 42 cubic yards and/or under 30” grade change over a period of a year, Waivers of Dimensional Standards, changes to District Use and Intensity Regulations: added conditional uses, added PUD Density Bonus Incentives, added Permit Fees are doubled if applications are filed after construction begins, added maps: Ridgeline Protection Map, Road Name Map and Community Facilities/Utilities Map, and added to the definitions.
- Compiled Zoning Revisions 10/15/2013; proof 11/25/2013; Approved by Planning Commission June 17, 2013; Adopted by the Westminster Selectboard April 22, 2014.
- Compiled Zoning Revisions 9/12/2016; proof 11/14/2016; Approved by Planning Commission 6/12/2017; Adopted by the Westminster Selectboard 07/12/17.

ARTICLE I: LEGAL FRAMEWORK

SECTION 110: INTRODUCTION

111 Enactment:

In accordance with the Vermont Planning and Development Act Title 24 Chapter 117 (the Act) there are hereby established zoning, site plan review, subdivision and planned unit development bylaws for the Town of Westminster, Vermont. These Bylaws shall be known and cited as the “Westminster Zoning Bylaws.”

112 Purpose: The purpose of the Westminster Zoning Bylaws is to:

- A. Promote the health, safety, and general welfare of the residents of the Town of Westminster;
- B. Implement the Westminster Town Plan as most recently adopted;
- C. Promote the orderly growth of the Town;
- D. Further the goals and purposes in the Act; and to
- E. Integrate the land use regulations of Westminster into one unified document to promote a consolidated review and permitting process by the Development Review Board (DRB) and the Zoning Administrator (ZA) as enabled under the Act.

113 Applicability:

- A. The application of these Bylaws is subject to all provisions of the Act as most recently amended.
- B. In accordance with the Act, no land development including the subdivision of land, shall commence in the Town of Westminster except in conformance with these Bylaws. Any land development or subdivision of land not specifically authorized under these Bylaws (and other applicable municipal Ordinances), unless otherwise exempted under the Act or Section 213 of these Bylaws is prohibited.
- C. All development of land, uses and structures lawfully in existence as of the effective date of these Bylaws are allowed to continue indefinitely. Changes, alterations or expansions to pre-existing structures or uses shall be subject to all applicable requirements of these Bylaws, including provisions applying to pre-existing, nonconforming lots, nonconforming uses and structures under Section 520.
- D. These Bylaws are not intended to repeal, annul or in any way impair any permit or approval previously issued. Where these Bylaws impose a greater restriction on the use of land or a structure, than is required by any other statute, bylaw, rule, regulation, ordinance, permit, easement or agreement, the provisions of these Bylaws shall control.

114 Effective Date:

- A. In accordance with the Act, these Bylaws shall take effect twenty-one (21) days from the date of adoption by a majority of the members of the Westminster Selectboard, or immediately upon adoption as the result of a petitioned or warned Town Meeting vote via Australian ballot.
- B. All zoning Bylaws previously in effect for the Town of Westminster are repealed as of the effective date of these Bylaws.

115 Severability:

The provisions of the Bylaws are severable. In the event that any part of these Bylaws, or its application, is judicially determined to be invalid, such determination shall not affect the validity of any other part of these Bylaws or their applications.

116 Zoning Administrator (ZA):

A. Appointment: The Selectboard shall appoint a Zoning Administrator for a term of two (2) years. An acting Zoning Administrator and may be appointed by the Selectboard, if necessary, who shall have the same duties and responsibilities as the Zoning Administrator in his or her absence, in accordance with the Act.

B. Duties: The Zoning Administrator shall:

1. Administer the bylaws literally and strictly enforce the provisions of these Bylaws,
2. Provide interested persons with the forms and information required to obtain a permit,
3. Coordinate a unified effort on behalf of the town in administering development review programs,
4. Maintain records of municipal land use permits, and
5. Perform other related tasks as is necessary and appropriate to ensure implementation of the Zoning and Subdivision Bylaws in accordance with the Act.

117 Westminster Planning Commission:

A. Appointment: The Westminster Selectboard shall appoint no less than 3 and no more than 9 members to the Planning Commission in accordance with Section 4322 of the Act. A majority of members must be residents of the municipality according to State law. The term of Planning Commission members shall be established by the Selectboard. Any member of the Planning Commission may be removed at any time by a unanimous vote of the Selectboard. The Planning Commission shall adopt rules of procedure to guide its official conduct as required by the Act and Vermont's Open Meeting Law [1 V.S.A. §§310-314]. The Planning Commission shall act in accordance with a Conflict of Interest policy adopted by the Selectboard.

B. Duties: The Planning Commission shall have all of the powers and duties specified in the Act, including:

1. Prepare proposed amendments to these Bylaws, and consider proposed amendments submitted by others, including amendments submitted by petition;
2. Prepare and approve written reports on any proposed amendment to these Bylaws as required by the Act; and
3. Hold at least one public hearing after public notice on proposed amendments to these Bylaws, before submission of the proposed amendment and written report to the Selectboard, as required by the Act; Review applications for a Certificate of Public Good from the Public Service Board and respond appropriately.

118 Development Review Board:

- A. Appointment:** The DRB members and its alternates are appointed by the Westminster Selectboard for specified terms in accordance with Section 4460 of the Act. There may be no fewer than 5 and no more than 9 members. The DRB shall adopt rules of procedure and rules of ethics with respect to conflicts of interest to guide its conduct, as required under the Act and Vermont's Open Meeting Law [1 V.S.A. §§310-314]. Any member of the DRB may be removed for cause by the Selectboard upon written charges and after public hearing.
- B. Alternates: Alternates shall be appointed by the Selectboard:** Alternates on the DRB may participate in quasi-judicial proceedings when one or more members are disqualified according to its conflict of interest rules, or are otherwise unable to serve. Once an alternate begins serving in a proceeding before the DRB, that alternate shall participate until the conclusion of the proceeding and a decision is rendered.
- C. Duties:** The DRB shall have all powers, duties and quasi-judicial authority as set forth in the Act to implement and determine the provisions of these regulations, including but not limited to the power to hear and act upon the following:
1. Application for rights-of-way or easements for development lacking required frontage,
 2. Appeals from any decision, act or failure to act by the Zoning Administrator including referral of applications to the DRB.
 3. Application for Variance.
 4. Application for waiver of dimensional standards,
 5. Application for site plan approval,
 6. Application for conditional use approval,
 7. Application for minor and major subdivision approval,
 8. Application for planned unit development approval,
 9. Application for land development within historic district,
 10. Applications for general and special regulations,
 11. Application for land development within Agriculture Land Overlay District,
 12. Application for land development within Flood Hazard Overlay District,
 13. Application for land development within Water Supply Source Protection Area,
 14. Application for Telecommunication Facilities,
 15. Application for land development within the Ridgeline Protection Overlay District,
 16. Application for land development that includes a right of way or driveway on land with a slope greater than 20% (20 foot drop for 100 feet of run).
 17. Review of any other land development required by these Bylaws.

END OF ARTICLE I

ARTICLE II: ADMINISTRATION & ENFORCEMENT

SECTION 210: PERMITS

211 Purpose: Permits are required to assure the public and the Applicant that land development in the Town of Westminster is in conformance with these Bylaws and/or the Act which is 24 V.S.A. Chapter 117 of the Vermont State Statutes. Land development which is classified as "permitted" still requires a zoning permit prior to commencement of construction.

212 Land Use Permits & Approvals:

- A. Permit Requirements:** No development or subdivision of land, as both terms are defined in Article XV and definitions of these Bylaws, may begin in the Town of Westminster until all applicable Municipal and State land use permits and approvals have been issued as provided for in the Act and these Bylaws, unless the development is specifically exempted under Section 213 of these Bylaws. Such permits and approvals include:
1. **Zoning permits** issued by the Zoning Administrator under Section 214 for all development, including lot line adjustments.
 2. **Site Plan approval** issued by the Development Review Board (DRB) under Section 311 for all uses subject to site plan review;
 3. **Conditional Use approval** issued by the DRB under Section 314 for uses subject to conditional use review, including uses within any Overlay District;
 4. **Planned Unit Development (PUD) approval** issued by the DRB under Article VII, in association with subdivision approval when applicable;
 5. **Subdivision approval** issued by the DRB under Article VIII for the subdivision of land; and
 6. **Historic Preservation approval** issued by the DRB under Article IX with recommendations from the Historic Review Board including proposed signs within the Overlay District.
- B. No development permit** shall be issued except to the Owner of a property. However, an Owner may designate another party to act on his/her behalf during the permit application process. The Owner's signature, though, must be on the original application.
- C. Other Permits & Approvals:** The Zoning Administrator will notify Applicants that it is their obligation to obtain all necessary State permits prior to initiation of construction, and direct them on how to contact the regional permit specialist in accordance with the Act such as:
1. Wastewater Disposal (Septic) System Construction & Use Permits issued by the Vermont Agency of Natural Resources for any development;
 - a. The Town of Westminster prohibits initiation of any construction under a zoning permit unless and until a Wastewater and Potable Water Supply Permit is issued by the Vermont Department of Environmental Conservation under Chapter 64 of Title 10 of the Vermont Statutes Annotated.
 - b Commencement of construction without a Wastewater and Potable Water Supply Permit shall constitute a violation of these Bylaws.
 2. Energy Certificate as per State of Vermont guidelines.

-
- D. Coordinated Review:** The Zoning Administrator will coordinate the development review process on behalf of the Town of Westminster, refer applications for development to the appropriate Town Officials (DRB or Selectboard) and provide information to Applicants for development permits as appropriate in accordance with Act.
 - E. Combined Review:** If more than one type of review is required for land development, the reviews, to the extent feasible, shall be conducted concurrently.
 - F. E911 Designations:** Any new residence or new utility connections will require a new E911 designation.

213 EXEMPTIONS

- A. Bylaw Exemptions:** No zoning permit shall be required for the following activities unless they occur within an Overlay District:
 - 1. Modifications of building interiors if no change of use is proposed.
 - 2. Repairs and minor alterations (including chimneys, re-roofing or re-siding) to existing buildings not resulting in any change to the footprint or height of the building.
 - 3. A residential fence, wall, or any landscaping which does not interfere with sight distances for vehicular traffic.
 - 4. Installation of residential doors, windows, dormers and awnings.
 - 5. A doghouse, playhouse, tree house, pool, shed or similar structure for residential accessory use with a floor or land area of less than one hundred and fifty (150) square feet, not intended for human occupancy, and meeting setback requirements.
 - 6. Temporary uses and structures as per Section 530 of these Bylaws with a 30-day maximum.
 - 7. Filling of Land: (Subject to State guidelines) Filling of land with loam, rock, gravel, sand or other such material with a maximum of forty-two (42) cubic yards and/or maximum thirty (30”) inch grade change is allowed in all districts as a permitted use provided that:
 - a. Finish contours are graded and measures taken to prevent erosion; and
 - b. Natural drainage flows are not obstructed or diverted onto adjacent properties.
 - c. Filling of wetlands in any amount subject to review and approval by the Vermont Department of Conservation, Wetlands Division.
 - d. Filling of land greater than the exemption amount shall require a Conditional Use review.
- B. Statutory Exemptions** The following uses are specifically exempted from local land use and development regulations in accordance with Section 4413 of the Act. No zoning permit is needed but a “Notice of Intent” (NOI) must be filed with the Town and is good for 2 years of construction:
 - 1. Structures supporting Agricultural operations but not dwellings or tourist activities. Accepted Agricultural Practices (AAPs) and Accepted Management Practices, including farm structures but not dwellings, as defined by the Secretary of Agriculture, Food and Markets in accordance with the Act. However, a notice of intent (NOI), including a plan of the proposed structure showing setback distances from road rights-of-ways, property lines, and surface waters shall be made to the Zoning Administrator before beginning any construction, as required under AAPs. Failure to do so will result in the project being in violation and ordinary permit fees

will occur at the penalty rate of twice the fee. Such structures shall meet all setback requirements under these regulations, unless waived by the Secretary of Agriculture.

- a. **Exception:** Farm structures in the Flood Hazard Overlay District are required to obtain flood hazard review approval before construction.
 2. Accepted Management Practices for silviculture as defined by the Commissioner of Forest, Park and Recreation in accordance with the Act and forestry operations as defined by 10 V.S.A. 2602.
 3. Public utility power generating plants and transmission facilities regulated by the Vermont Public Service Board [30 V.S.A. §248], in accordance with the Act.
 4. Hunting, fishing and trapping on public or private land as specified within the Act. This specifically does not include facilities that support such activities, such as firing ranges and rod and gun or fish and game clubs, which are subject to these regulations.
- C. **Home Occupations** are exempt within permitted areas according to 24 V.S.A. §4412 (4) and per Section 613 of these Bylaws.

214 Limitations on Municipal Bylaws

In accordance with Section 4413 of the Act the following uses may be regulated only with respect to location, size, height, building bulk, yards, courts, setbacks, density of buildings, off street parking, loading facilities, traffic, noise, lighting, landscaping and screening requirements, and only to the extent that regulations do not have the effect of interfering with the intended use:

1. State or community-owned and operated institutions and facilities.
2. Public and private schools and other educational institutions certified by the State Department of Education
3. Churches and other places of worship, convents, and parish houses.
4. Public and private hospitals.
5. Regional solid waste management facilities certified under 10 V.S.A. 159.
6. Hazardous waste management facilities for which a notice of intent to construct has been received under 10 V.S.A. 6066a.
7. Except for State-owned and operated institutions and facilities, -a municipality may regulate each of the land uses listed above for compliance with the National Flood Insurance Program and for compliance with a municipal ordinance or bylaw regulating development in a flood hazard area or river corridor.

215 Zoning Permit Procedure:

- A. **Applicability:** No land development subject to these Bylaws shall commence in the Town of Westminster until a zoning permit has been issued by the Zoning Administrator in accordance with the Act, and these Bylaws. Failure to obtain a permit before commencement of construction shall constitute a violation of these bylaws which will be subject to enforcement as further outlined in Section 219 of these Bylaws.
- B. **Application Requirements:** The application for a zoning permit must be completed, signed and submitted to the Zoning Administrator on the required forms along with the appropriate application fees as established by the Selectboard. In addition, the following will be required, unless waived by the Zoning Administrator:
 1. Two copies of a site plan drawn to scale containing the following:

-
- a. Name and address of owner of property, of Applicant, if different from owner, and of owners of record of adjoining lands; name and address of person or firm responsible for preparation of the site plan.
 - b. Boundary lines, acreage, scale of map, north arrow and current date;
 - c. Location of potable water source and water system
 - d. Location of wastewater disposal system including septic tank and disposal fields;
 - e. Location of stormwater drainage system;
 - f. Existing and proposed structures and setbacks to property lines;
 - g. Existing and proposed grading with contours as determined by the administrator;
 - h. Location of roads, driveways, walkways, curbing, traffic circulation, parking spaces, points of vehicular access, including access for emergency vehicles, easements and rights-of-way;
 - i. Existing streams, water courses, and drainage swales
 - j. Existing trees, shrubs and other vegetation to be preserved on the site
 - k. Proposed landscaping and screening;
 - l. Proposed exterior lighting;
 - m. Other information as may be needed to determine compliance with these Bylaws.
 - n. m. Hard copies of plans are required. If plans are hand-drawn, graph paper is preferred.
2. Exceptions to site plan drawing requirements:
 - a. In limited circumstances, at the discretion of the Zoning Administrator, one or more of the site plan requirements listed in Section 215B above may be waived.
 - b. No site plan is required in cases for a Change of Use from residential to residential/home occupation, except for required parking spaces as per Section 552.
 - c. Commercial expansions within existing buildings except when otherwise directed by the DRB.
 3. All permit fees shall be established by the Selectboard. Fees are doubled if an application for a zoning permit is filed after commencement of construction.
 4. Additional copies of applications which require referral to a state agency, shall be provided by the Applicant and will be forwarded by the Zoning Administrator to the appropriate State agency within 30 business days of receipt of the application. This includes all applications for development within the Flood Hazard Areas Overlay District (see Article XI).

C. Zoning Administrator Review of Application

1. Within 30 days of receipt of a complete application, including all application materials and fees, the Zoning Administrator shall act to either issue or deny a zoning permit in writing, or refer the application to the DRB for review and approval. If the Zoning Administrator does not act with the 30-day period, an applicant may file an appeal with the Environmental Division of the Vermont Superior Court to seek a Declaration that the Zoning Administrator failed to act within the required 30 day period constituting a “deemed approval” of the application.

-
2. If the Zoning Administrator notifies a State Agency of the permit application, the 30 day period will not commence until the time allowed for the State Agency to comment has elapsed.
 3. The Zoning Administrator shall not approve an application and issue a zoning permit that does not meet all applicable requirements and standards of these bylaws. In particular, the Zoning Administrator shall not approve an application and issue a zoning permit if the land development requires approval of the Development Review Board and the Applicant has not received such approval.
 4. The Zoning Administrator shall return to the Applicant any incomplete application and fee with a written notice explaining why the Application was deemed incomplete.

D. Authority of Zoning Administrator to Issue Zoning Permits

1. The Zoning Administrator is authorized to issue the following zoning permits for land development without further approval by the DRB:
 - a. Construction of one or two family dwellings, provided that such construction and access to the property is in conformance with the provisions of these Bylaws,
 - b. Additions, reconstructions and improvements to one or two family dwellings, provided that such construction is in conformance with these Bylaws,
 - c. Signs that conform with the Sign Ordinance
 - d. Residential accessory uses of 150 square feet in area or greater;
 - e. Lot/boundary line adjustments that do not result in the creation of new lots or non-conformities. A Zoning Administrator's approval of a boundary line adjustment will expire 180 days after the approval, unless a plat or property deed description is given to the Zoning Administrator for his or her signature prior to being filed or recorded in the Town Clerk's office,
 - f. Handicap accessibility and emergency access waivers. (Except for projects done in the Historic Preservation Overlay District),
 - g. Accessory dwelling units as defined by 24 V.S.A. 4412.
 - h. Change of use to a permitted use within an existing building where such change of use does not require additional parking.

E. Issuance of Zoning Permits. A zoning permit shall be issued by the Zoning Administrator only in accordance with these Bylaws and the Act, subject to the following provisions:

1. No zoning permit shall be issued by the Zoning Administrator for any use or structure that requires approval of the DRB until such approval has been obtained.
2. All zoning permits shall include a statement of time within which appeals may be taken and identify with whom the appeal shall be filed. The permit shall require the Applicant to post a notice of permit on a form prescribed by the town, on the property within view of the nearest public right-of-way until the time for appeal has expired under Section 216.
3. The Zoning Administrator shall, within three (3) days following the issuance of the permit, deliver a copy of the permit to the Listers, and post a copy of the permit at the town office for a period of 15 days from the date of issuance.

-
4. The Zoning Administrator shall provide copies of the Permit to all interested parties or in the case of administrative approval send copies to all abutters.
 5. Within thirty (30) days of the issuance of a zoning permit it shall be delivered to the Town Clerk for recording in the land records. The Permittee shall be responsible for payment of the recording fees in such amount as established by the State of Vermont schedule of fees.

F. Effective Date of Permits:

1. Zoning Administrator Approvals:

- a. No zoning permit issued by the Zoning Administrator shall take effect before the 15-day appeal period passes, or in the event that a notice of appeal is properly filed, until the appeal has been decided by the DRB.
- b. Permits shall remain in effect for two (2) years from the date of issuance. Development authorized by a zoning permit shall be substantially completed within this period or the zoning permit shall become null and void and reapplication and approval shall be required. A one (1) year extension of an administratively approved zoning permit may be granted by the Zoning Administrator if the extension request is filed with the Zoning Administrator before the zoning permit expires and if it is determined that there was reasonable cause for delay in beginning development.

2. **Development Review Board Approvals:** All approvals granted by the DRB, including site plan approval, conditional use approval, planned unit development approval, and subdivision approval shall remain in effect for two (2) years from the date of issuance. The DRB may grant a longer period of approval to accommodate phased development or other projects that reasonably require a longer period of time for project completion. In addition, the DRB may grant a one (1) year extension if the extension is requested prior to the permit expiration date, and the DRB determines that there was reasonable cause for delay for commencement of construction, and that the proposed development remains unchanged from the time of the initial approval.

216. Notice, Hearing and Decision Procedures of the DRB:

A. Public Notice: A duly noticed public hearing shall be required for all Development Review Board review as set forth below. No application shall be heard by the DRB unless a complete application is submitted to the DRB not less than 21 days before the hearing.

1. **Public Notice:** A public hearing shall be required for appeal from Zoning Administrator decision (Section 217) conditional use review (Section 314), variance (Section 313), and subdivision review (Article VIII) shall be given not less than 15 days prior to the date of the public hearing and shall include the following:
 - a. Publication of the date, place and purpose of the hearing in a newspaper of general circulation in the Town of Westminster;
 - b. Posting of the same information in three (3) or more public places by the Zoning Administrator within the municipality in conformance with the requirements of 1 V.S.A. § 312 (c)(2).
 - c. The Applicant shall post the hearing notice within view from the public right of way nearest to the property for which the application is being made;
 - d. Written notification by the Zoning Administrator to the Applicant and to Owners of all properties adjoining the subject property, without regard to

public right of way, which shall include a description of the proposed project, information that informs the recipient where additional information may be obtained, and notification that participation in the local proceeding is prerequisite to the right to take any subsequent appeal.

2. Public notice for all other types of DRB hearings, including site plan review, (Section 311), application for waiver (Section 312), Historic Preservation Review (Article IX) and Planned Unit Development (Article VII), shall be given not less than seven (7) days prior to the date of the public hearing, and shall include the following:
 - a. Publication of the date, place, and purpose of the hearing in a newspaper of general circulation in the Town of Westminster;
 - b. Posting of the same information in three (3) or more public places by the Zoning Administrator within the municipality in conformance with the requirements of 1 V.S.A. § 312 (c)(2);
 - c. The Applicant shall post the hearing notice within view from the public right of way nearest to the property for which the application is being made;
 - d. Written notification by the Zoning Administrator to the Applicant and to Owners of all properties adjoining the subject property, without regard to public rights-of-way, which shall include a description of the proposed project, information that informs the recipient where additional information may be obtained, and notification that participation in the local proceeding is prerequisite to the right to take any subsequent appeal.

B. DRB HEARING PROCEDURES:

1. **Development Review Board:** In accordance with the Act, all meetings and hearings of the DRB, except for deliberative and executive sessions, shall be open to the public. In addition:
 - a. A quorum of a majority of the members of the DRB is required for the conduct of any meeting. The concurrence of a majority of the duly appointed members shall be required to take binding action.
 - b. The DRB shall keep minutes of its proceedings, showing the vote of each member upon each question or, if absent or failing to vote, indicating this, and shall keep records of its examinations and other official actions which shall be filed immediately in the Town Office as public records. In accordance with 1 V.S.A. § 312 (f), written decisions issued by the DRB in connection with a quasi-judicial proceeding need not be adopted at an open meeting as the decision is a public record.
 - c. In any regulatory hearing of the DRB there shall be an opportunity for each person wishing to achieve status as an interested person to demonstrate that they satisfy the criteria of 24 V.S.A. 4465(b). The DRB shall keep a written record of the name, address, and participation of each person granted interested person status.
 - d. The DRB may conduct one or more site visits which shall be publically noticed and may precede a duly scheduled DRB hearing. The purpose of the site visit is intended to familiarize the DRB with existing site conditions and enable the DRB to more readily understand the context of evidence submitted at hearing.

-
- e. The DRB may continue a hearing provided that it announces the date, time and place of the continuation at the hearing. The DRB shall close the hearing after all evidence is submitted and parties have submitted any requested supplemental information. No member of the DRB shall communicate on any issue in an application, directly or indirectly, with any party, party's representative, party's counsel, or any person interested in the outcome of the proceeding while the proceeding is pending without additional notice and opportunity for all parties to participate. All ex parte communications received by DRB members, all written responses to such communications, and the identity of the person making the communication shall be entered into the hearing record.
 - f. Members of the DRB shall not participate in the decision on an application unless they have heard all the testimony and reviewed all the evidence submitted in the hearing. This may include listening to a recording, or reading the transcripts of testimony they have missed, site visits and reviewing all exhibits and other evidence prior to deliberation.
2. **Independent Technical Review:** The DRB may require an Applicant to pay for the reasonable cost of independent technical review(s) of a development application, including but not limited to engineering, traffic, or legal review. In the event that the DRB requests an independent technical review:
 - a. The DRB shall outline the scope of the technical review specific to the need for additional information and obtain an estimate of the costs.
 - i. The Applicant shall be responsible for paying the estimated costs of the review to the Town. The technical review will not take place until the Town receives the funds.
 - ii. The funds will be deposited into an interest bearing escrow account. The sum may be drawn against by appropriate town personnel for the payment of the technical assistance hired by the Town to review the project.
 - iii. Any balance remaining six (6) months after final action on the application by the DRB shall be returned to the Applicant along with the accrued interest. Should the review be more than the estimated cost, the Applicant shall be required to pay the additional fees.

C. DRB Decisions:

1. **Issuance of Decision After Close of Hearing:** In accordance with the Act, the DRB will close the hearing promptly after all parties have submitted requested information and shall issue a decision within 45 days after the close of the hearing. Failure to issue a decision within the 45-day period may be deemed approval and shall be effective the 46th day. If a decision is not issued within 45 days, an Applicant may file an appeal with the Environmental Division of the Vermont Superior Court to seek a declaration that the DRB failed to issue a decision within the requisite period thereby constituting "deemed approval" of the application.
2. **Findings of Fact and Conclusions of Law:** All decisions shall be issued in writing and shall separately state findings of fact and conclusions of law. Findings of fact shall state the underlying facts that support the decision based on evidence submitted

to or considered by the DRB. Conclusions of law shall be based on the findings of fact.

3. **Conditions:** For all DRB review under these Bylaws, DRB may impose reasonable conditions and safeguards as it deems necessary to protect the health, safety and general welfare of community and implement the purposes of the Act, these Bylaws, and the Town Plan currently in effect.
4. **Time for Appeal:** All decisions shall include a statement of the time within which an appeal may be filed with the Environmental Division of the Superior Court.
5. **Notice of Decision:** All decisions shall be sent by certified mail to the Applicant and to the appellant on matters of appeal. Copies of the decision also will be mailed, by regular mail, to every person or body appearing who was granted interested party status, and at the DRB's discretion, any other persons who were heard at the hearing. The decision shall be filed with the Zoning Administrator and Town Clerk as part of the public records of the municipality.

D. Recording Requirements for Permits and Decisions:

1. Within 30 days of the issuance of a municipal land use permit (including but not limited to zoning permits and DRB decisions) or notice of violation, the Zoning Administrator shall deliver either the original, a legible copy, or a notice of the municipal land use permit or notice of violation to the Town Clerk for recording in the land records of the town generally as provided in 24 V.S.A. §1154(c), and file a copy in the Town Office in a location where all municipal land use permits shall be kept in accordance with the Act. The Permittee shall be responsible for payment of recording fees in such amount as established by the State of Vermont fee schedule.
2. For development within the Flood Hazard Area Overlay District, the Zoning Administrator shall also maintain a record of all permits, elevation certificates, elevations, flood proofing certifications and variance actions issued for development within the district as required under Article XI of these Bylaws.

217 Appeals:

A. Appeal from Zoning Administrator Decision: An Applicant and an interested person as defined in the Act may appeal a decision or act of the Zoning Administrator to the DRB by filing a written notice of appeal with the secretary of the DRB or the Town Clerk, if no DRB secretary has been elected. This appeal must be filed within 15 days of the decision or act of the Zoning Administrator appealed from. The DRB Secretary or Town Clerk shall give a copy of the notice of appeal to the Zoning Administrator.

1. **Form of Notice of Appeal:** A notice of appeal shall be in writing and include the following information:
 - a. The name and address of the appellant,
 - b. A brief description of the property with respect to which the appeal is taken,
 - c. A reference to the regulatory provision applicable to that appeal,
 - d. The relief requested by the appellant, and
 - e. The alleged grounds as to why the requested relief is believed proper under the circumstances.
2. **Hearing:** The DRB shall hold a public hearing after public notice within 60 days of the filing of the notice of appeal. The public hearing notice shall be in accordance

with Section 216 A. of these Bylaws. The DRB shall also mail a copy of the hearing notice to the appellant not less than 15 days before the hearing date.

3. **Successive Appeals:** If the DRB considers the issues raised by the appellant in the appeal to have been decided in an earlier appeal or to be the same in substantially or materially the same facts by or on behalf of that appellant, the DRB may reject an appeal without hearing and render a decision. Such decision, including findings of fact, shall be rendered within 10 days of the filing of the appeal, in accordance with Section 4470 of the Act.
 4. **Hearing Procedure:** All appeal hearings shall be open to the public and the rules of evidence applicable at these hearings shall be the same as the rules of the evidence applied in contested cases in hearings before administrative agencies as set forth in state statutes, 3 V.S.A. § 810. The hearing procedure shall be in accord with Section 216B of these Bylaws. Any interested person or body may appear and be heard in person or be represented by an agent or attorney at the hearing. The hearing may be continued by the DRB, provided that it announces the date, time and place of the continuation at the hearing.
 5. **Decision:** The DRB shall issue a decision in regards to the appeal within 45 days after the close of the hearing. The DRB decision shall be in accord with Section 216D of these Bylaws. The decision shall be sent to the appellant, by certified mail; and a copy of the decision shall also be sent by regular mail to persons granted interested party status and the Town Clerk as part of the public records of the municipality. The decision shall include a statement of the time within which an appeal may be filed with the Environmental Division of the Superior Court.
- B. Appeal From Development Review Board Decision:** An Applicant, appellant, or an interested person who has participated in a municipal regulatory proceeding of the DRB may appeal a decision of the DRB, within 30 days of the decision, to the Vermont Superior Court, Environmental Division in accordance with Section 4471 of the Act, and 10 V.S.A. § 8504(b) and V.R.E.C.P. Rule 5(b) as may be amended.
1. Participation in the local municipal regulatory proceeding shall consist of offering, through oral or written testimony, evidence or a statement of concern related to the subject of the proceeding.
 2. Notice of the appeal shall be mailed by certified mail, with fees, to the Environmental Division and mailed to the Zoning Administrator, who shall supply a list of interested persons to the appellant within five working days. Upon receipt of the list of interested persons, the appellant shall, by certified mail, provide a copy of the notice of appeal to every interested person, and, if any one or more of those persons are not then parties to the appeal, upon motion the court may grant them leave to intervene.

218 Violations & Enforcement:

- A. Violations:** The commencement or continuation of any land development, subdivision or use that is not in conformance with the provisions of these Bylaws, or the failure to comply with the terms and conditions of any municipal land use permit shall constitute a violation. Violations may be pursued in accordance with Sections 4451-4454 of the Act. However, the Town reserves the right to seek enforcement by all other lawful means. Each day that a violation continues shall constitute a separate offense. The Zoning Administrator shall institute in the name of the Town, any appropriate action, injunction or other proceeding to

enforce the provisions of these Bylaws and the Act. All fines imposed and collected for violations shall be paid over to the Town.

- B. Notice of Violation:** No action may be brought under Section 4451 unless the alleged offender has had at least seven (7) days' notice by certified mail that a violation exists, as required under the Act. The warning notice shall state that a violation exists, that the alleged offender has an opportunity to cure the violation within the seven (7) days, and that the alleged offender will not be entitled to an additional warning notice for a violation occurring after the seven (7) days. Action may be brought without notice and opportunity to cure if the alleged offender repeats the violation of the Bylaws after the seven (7) day notice period and within the next succeeding 12 months. The Notice of Violation shall identify the Bylaw or municipal permit condition alleged to have been violated, the facts giving rise to the alleged violation, the panel to whom an appeal may be taken and period of time within which an appeal must be filed and that failure to appeal will render the Notice of Violation a final decision.
- C. Limitations on Enforcement:** An action, injunction or other enforcement proceeding relating to the failure to obtain or comply with the terms and conditions of any required or duly recorded municipal land use permit may be instituted against the alleged offender if the action, injunction or other enforcement proceeding is instituted within 15 years from the date the alleged violation first occurred, and not thereafter, in accordance with the Act. The burden of proving the date the alleged violation first occurred shall be on the person against whom the enforcement action is instituted. No enforcement proceeding may be instituted to enforce an alleged violation of a municipal land use permit unless the permit or a notice of the permit has been recorded in the land records of the municipality.

219 Revocation of Permit.

On petition by the municipality and after notice and opportunity for hearing, the Superior Court, Environmental Division may revoke a municipal land use permit on a determination that the permittee violated the terms or conditions of the permit or obtained the permit based on misrepresentation of material fact.

END OF ARTICLE II

ARTICLE III: DEVELOPMENT BOARD REVIEW

SECTION 310 REVIEW

A. Types of DRB Review:

1. **Applicability:** Development Board review procedures and related standards under this Article apply to land development that requires approval by the DRB before issuance of a zoning permit by the Zoning Administrator.
2. **Site Plan Review.** Site Plan approval under Section 311 is required for all development except for development exempted by Bylaw Exemptions of Section 213A, Statutory Exemptions of 213B, and development which can be approved by the Zoning Administrator under Section 215D. Uses listed as a conditional use do not require separate site plan approval as the site plan review criteria have been incorporated into conditional use review.
3. **Waivers to Dimensional Requirements.** Waivers of dimensional requirements of these Bylaws may be granted by the DRB after considering the waiver criteria of Section 312. A waiver may be granted to any of the dimensional requirements in the Zoning Bylaws, except as to minimum lot size and except where expressly prohibited.
4. **Conditional Use Review.** Conditional Uses and conversions to another conditional use as listed in Article IV shall be permitted only if the DRB determines, after public notice and hearing that the proposed use conforms to the general and specific standards contained in Section 314 of these Bylaws.
5. **Historic Review Board.** Land development within the Historic Preservation Overlay District shall require Historic Review Board review. Such proposals shall be permitted only if the DRB determines, after public notice and hearing that the proposal conforms to the Historic Review standards contained in Article IX of these Bylaws.
6. **Planned Unit Development Review.** A Planned Unit Development shall be permitted only if the DRB determines after public notice and hearing that the proposal conforms to the standards contained within Article VII of these Bylaws.
7. **Subdivision Review.** The division of land shall be permitted only if the DRB determines after public notice and hearing that the proposal conforms to the standards contained within Article VIII of these Bylaws. Subdivision review may be combined with Planned Unit Development review in accordance with these Bylaws.
8. **Flood Hazard Review.** Land development within the Flood Hazard Overlay District shall be permitted only if the DRB determines after public notice and hearing that the proposal conforms to the standards contained within Article XI of these Bylaws and State of Vermont's flood hazard regulations.
9. **Variance Review.** A variance from the requirements of these Bylaws shall be permitted only if the DRB determines after public notice and hearing that the application satisfies the criteria of Section 313 of these Bylaws.
10. **Right of Way Review.** Land development which does not have frontage on either a public road, Class 4 Town Highway, or public waters shall be permitted only if the DRB determines, after public notice and hearing, that access may be provided through a permanent easement or right of way

B. Application Requirements for DRB Review:

1. An application for DRB review must be submitted to the Zoning Administrator. The application shall meet the requirements and include all documentation required under Section 215B of these Bylaws, and all applicable fees. The Applicant must submit two complete sets of application materials if requested by the Zoning Administrator or DRB. An application will not be considered complete until all necessary materials have been submitted or expressly waived by the Zoning Administrator or the DRB, as outlined, below.
2. The Zoning Administrator or the DRB may waive part of the required application materials if it is determined that such information is unnecessary for a comprehensive review of the application. However, the Zoning Administrator or the DRB may request additional information as needed, or request independent technical review as provided for under Section 216B for comprehensive review and determination of compliance with these Bylaws.

Section 311 Site Plan Review:

- A. Purpose:** Site plan review is intended to ensure that site layout and design are functional, safe, and consistent with the purpose and character of the District or Districts in which the development is located. The DRB shall review and approve site plan applications.
- B. Site Plan Review Criteria:** The applicant shall submit a site plan which conforms with Section 215B of these Bylaws. In reviewing the site plan, the DRB may impose appropriate conditions and safeguards to protect the health, safety and general welfare of the community, including adjacent property, and the Zoning District within which the property is located. The DRB shall consider the following site plan review criteria:
 1. Traffic Access and safety of traffic between the site and the streets;
 2. Safety and adequacy of traffic circulation within the development, including pedestrian safety, and parking and loading facilities.
 3. Adequacy of landscaping, screening and setbacks to achieve greater compatibility and protection of adjacent property;
 4. The utilization of renewable energy resources;
 5. Adequacy of access for the use of emergency services, such as fire, rescue, and police;
 6. Exterior lighting;
 7. Whether the proposed development reflects the land's capability to support the intensity of the use given any constraints resulting from topography, soil types, geotechnical factors, drainage, and natural conditions; and
 8. Other matters as specified in the bylaws, including but not limited to Article V Performance Standards, and Article VI, Special Regulations.

Section 312 Waivers of Dimensional Requirements:

- A. Purpose:** Waivers of dimensional requirements, as authorized by Section 4414(8), of the Act, may be granted by the DRB upon a determination that the proposed waiver conforms with the waiver criteria set forth below. In granting a waiver, the DRB may attach reasonable conditions to protect the health, safety, and general welfare of the community, including adjacent property, and the Zoning District within which the property is located. Any waiver granted under this section shall be limited to the specific property to which it has been granted. A waiver on one property shall not be construed as a general guideline or standard

for any other property. The DRB may grant waiver of any dimensional requirement, except minimum lot size, except where prohibited.

B. Waiver Criteria: The DRB may grant waiver of dimensional requirements upon determination that the request for waiver satisfies each of the following criteria:

1. Strict conformance with the dimensional requirements of the Bylaws is not reasonably feasible and is impracticable due to dimensional constraints or conditions of the lot that were not caused or created by Applicant;
2. If the waiver is granted, the proposed land development will not alter the essential character of the neighborhood or Zoning District in which the property is located;
3. If the waiver is granted, the proposed land development will not have an undue adverse effect of the lawful use or development of adjacent property;
4. If the waiver is granted, the proposed land development will not be detrimental to public health, safety or general welfare;
5. If the waiver is granted, the proposed land development will continue to conform to the Town Plan;

Section 313 Variances:

A. Purpose: The DRB shall hear and decide requests for variances in accordance with the Act. In granting a variance, the DRB may attach reasonable conditions to protect the health, safety, and general welfare of the community including adjacent property, and the Zoning District within which the property is located.

B. Variance Criteria: The DRB may grant a variance upon determination that the request for variance satisfies each of the following criteria:

1. There are unique physical circumstances or conditions, including irregularity in the narrowness, or shallowness of lot size or shape, or exceptional topographical or other physical conditions peculiar to the particular property, and that unnecessary hardship is due to such conditions, and not the circumstances or conditions generally created by the provisions of the zoning bylaw in the neighborhood or district in which the property is located;
2. Because of these physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of the Zoning Bylaws and that the authorization or variance is therefore necessary to enable the reasonable use of the property;
3. Unnecessary hardship has not been created by the appellant;
4. The variance, if authorized, will not alter the essential character of the neighborhood or district in which the property is located, substantially or permanently impair the appropriate use or development of adjacent property, reduce access to renewable energy resources, or be detrimental to the public welfare;
5. The variance, if authorized, will represent the minimum variance that will afford relief and will represent the least deviation possible from the zoning bylaw and from the Town Plan.

C. Renewable Energy Structures: Where a variance is sought for a structure that is primarily a renewable energy resource structure (solar panel, wind facility, and other similar renewable energy structures), the DRB may grant such variance only if all of the following facts are found, and the findings are specified in the written decision:

1. It is unusually difficult or unduly expensive for the appellant to build a suitable renewable energy resource structure in conformance with the bylaws.
2. The hardship was not created by the applicant.
3. The variance, if authorized, will not alter the essential character of the neighborhood or District in which the property is located, substantially or permanently impair the appropriate use or development of the adjacent property, reduce access to renewable energy resources, or be detrimental to the public welfare.
4. The variance, if authorized, will represent the minimum variance that will afford relief and will represent the least deviation possible from the Bylaws and from the Town Plan.

Section 314 Conditional Use:

A. Purpose: Conditional Use review is intended to ensure compliance with standards addressing the potential impacts of the development on the community. A Conditional use may require reasonable conditions and limitations for protection of the health, safety, and general welfare of the community.

B. Conditional Use Review Criteria:

1. **Site Plan Review:** The proposed conditional use shall conform with the site plan review criteria of Section 311.
2. **General Standards:** The proposed conditional use shall not result in an undue adverse effect on each of the following:
 - a. The capacity of existing or planned community services or facilities;
 - b. The character of the area affected as defined by the purpose or purposes of the Zoning District within which the property is located and specifically stated policies, recommendations and goals of the Town Plan;
 - c. Traffic on roads and highways in the vicinity;
 - d. Any land use or land development regulations or Bylaws of the Town then in effect; and
 - e. Utilization of renewable energy resources.
3. **Specific Standards:** The proposed conditional use shall conform with the Specific Standards of these Bylaws including the District Use and Intensity Regulations of Article IV, the General Regulations of Article V, the Special Regulations of Article VI, and the requirements of any Overlay District in which the development may be located.

C. Conditions: In granting a Conditional Use permit, the Board may attach reasonable conditions to protect the health, safety, and general welfare of the community, including adjacent property, and the Zoning District within which the property is located. Such conditions may include, but are not limited to the following:

1. Increase the required lot size or setback requirements;
2. Limit the coverage or height of buildings;
3. Control the number and location of vehicular access points;
4. Increase the number of off-street parking spaces;

-
5. Limit the number of vehicles;
 6. Require suitable landscaping and screening to achieve greater compatibility with adjacent property;
 7. Require the installation of devices or methods to prevent or control the polluting of waters and the emission of fumes, gas, dust, smoke, odor, noise or vibration, except for agricultural uses;
 8. Limit hours of operation or intensity of use; and
 9. Any other conditions reasonably necessary or appropriate to protect and preserve the character of the area.

END OF ARTICLE III

ARTICLE IV: DISTRICT USE AND INTENSITY REGULATIONS

SECTION 410 ESTABLISHMENT OF DISTRICTS

The Town of Westminster is hereby divided into the following zoning districts and overlay districts as shown on the Westminster Zoning Map, the Westminster Flood Hazard Map, the Historic Preservation Overlay District Map, the Agricultural Land Overlay District Map, and the Water Source Protection Overlay District Map, the Ridgeline Overlay Map, and referenced herein.

411 Zoning Districts: The following districts are shown on the Zoning Map and constitute the underlying Zoning Districts for the Town of Westminster.

1. Commercial/Industrial District (COM/IND) (described in Section 444)
2. Village District (V) (described in Section 445)
3. Residential District (R) (described in Section 446)
4. Rural-Residential District (Ru) (described in Section 447)
5. Resource Conservation District (RC) (described in Section 448)
6. Connecticut River Conservation District (CR) (described in Section 449)

412 Overlay Districts: These Bylaws provide for the regulation of the Historic District, locally important agricultural lands, flood hazard areas, ridgeline overlays, and water supply areas through the use of special overlay districts. Descriptions of Overlay District locations, use and dimensional regulations and special procedures are defined in Articles IX, X, XI, XII, and XIV.

413 Purpose of Zoning and Overlay Districts: The purpose of these Districts is to further the public health, safety and welfare of the Town of Westminster. In addition, these districts seek to provide an orderly, attractive, compatible and logical growth pattern for the Town by allocating the various functional uses to areas best suited for them and by protecting environmentally sensitive areas, important agricultural resources, and historic structures. Furthermore, these districts are intended to protect the land use rights of residents and businesses within the parameters detailed within these Bylaws.

The purpose statements which accompany each District are intended to describe the character of uses to be encouraged in the District and guide the determination of appropriate land use development within each District.

SECTION 420 ZONING AND OVERLAY MAPS

A. Maps: The following maps are part of these Bylaws:

1. Westminster Zoning Map – Identifies the location of all zoning districts.
2. Water Resources Map – Identifies public water systems, wellhead protection areas, wetlands, and areas within the 100 and 500-year flood hazard areas.
3. Historic Preservation Overlay District Map - Showing the Westminster Historic District as established by the Commission in 1992.
4. Agricultural Land Overlay District Map – Identifies lands protected for agricultural use, such lands obtaining a score of 195 or higher in the “Summary Report: Agricultural Land Evaluation and Site Assessment, Westminster, Vermont, 1990.
5. Road Name Map.
6. Community Facilities/ Utilities.

-
7. Ridgeline Protection Overlay Map – Identifies ridgelines and visually important and environmentally sensitive areas.
 8. Natural Resources Map.
 9. Fluvial Erosion Map(s) when they become available.

422 District Boundaries: Boundaries between districts are, unless otherwise indicated, the center lines of streets or streams, or lines parallel or perpendicular thereto; or follow property boundaries or contour lines where indicated on the Maps or described in Section 420 or elsewhere in these Bylaws.

423 Interpretation: Where due to scale, lack of detail or illegibility of the maps, if there is any uncertainty, contradiction or conflict as to the intended location of any district boundary, the Zoning Administrator shall make the determination. The determination of the Zoning Administrator may be appealed to the DRB in accordance with these Bylaws.

424 Lots in Two Districts: Unless otherwise specified, where the boundary line between two Zoning Districts divides a lot, the provisions of the least restrictive district may be extended into the more restrictive District in an amount equal in area to the portion of the lot in the least restrictive District.

SECTION 430 DESCRIPTION OF ZONING DISTRICT LOCATIONS

A full description of the Zoning District boundaries is on file at the Westminster Town Hall.

SECTION 440 ZONING DISTRICT USE AND DIMENSIONAL STANDARDS

No land development as defined herein shall be permitted to commence except in conformance with the following regulations.

441 General Standards and Definitions:

- A. Buildings and Uses on Lots:** There shall be only one principal building with one principal use on a lot. Provisions are made for secondary uses in Section 614 and home occupations, home businesses, and cottage industries in Section 613, accessory dwelling units in Section 215 D, and Planned Unit Development in Article VII.
- B. Building Height:** The maximum building height in all districts is thirty-five (35) feet. Structures exempt from this section are: silos and other agricultural uses, church spires, renewable resource structures, cupolas, and bell, clock, and fire towers (see Article XV, Definitions). With the exception of these exemptions, and within the limitations established by State and Federal law, no structure in excess of 35 feet in height shall be constructed without prior approval of the DRB (see Section 313, Variances).
- C. Setbacks:** All side and rear yard setbacks are measured from the property line back to the closest point of the structure or setback object. Unless otherwise indicated for an individual Zoning District the front yard setback is 50 feet. All front yard setbacks are measured from the center of the traveled surface of the public or private road or right of way.

-
1. **Special Setbacks for Signs and Telephone Relay Interface Units.** The minimum front-yard setback requirement for signs and telephone relay interface units is 5 feet as measured from the edge of the road or 20 feet from centerline of road, whichever is greater.
 2. **Surface Water Courses and Wetlands.** No land development is permitted within 50 feet of a Class II wetland as identified on the Vermont Significant Wetlands Inventory or of the high water mark of a surface water course as identified by the Town of Westminster Water Resources Map. In cases of Subdivisions, the property line may be placed in the center or at the edge of a surface water course.
 3. **Minimum Setback Requirements:** For lot areas, lot frontage, lot depth and all yard setbacks, the requirements specified in the District are the minimum standards.
- D. Yards on Corner Lots:** All yards adjacent to a road shall be considered a front yard as it pertains to setback requirements of the Zoning Districts established by these Bylaws. The remaining sides of the lot will be held to the most stringent setback requirement for side or rear yard setbacks for the purpose of these Bylaws.
- E. Frontage:**
1. In accordance with the Act, no land development may be permitted on lots that do not have either frontage on a public road or public waters. With the approval of the DRB, access to such a road or waters can be achieved by a permanent easement or right-of-way, unless otherwise indicated for an individual Zoning District at least fifty (50) feet in width and capable of being traversed by a motor vehicle.
 2. The Subdivision of land constitutes development as defined in these Bylaws and therefore must have the required frontage or secure the approval of the DRB for access by permanent easement or right-of-way.
 3. The lot frontage requirement for the District shall serve as the lot width requirement for non-frontage lots.
- F. Existing Small Lots:** As per the Act, any lot lawfully in existence before March 1, 1970, the day Zoning was adopted in Westminster, may be developed for the purposes permitted in the district in which the lot is located and in accordance with all applicable requirements of these Bylaws, even though not conforming to minimum lot size requirements, if such lot is not less than one-eighth (1/8th) acre in area with a minimum width or depth dimension of forty (40) feet.

442. Zoning District Listed Land Uses: Land uses in each Zoning District are listed by category as permitted or conditional.

- A. Uses Not Listed:** Any use that is listed as a permitted or conditional use within a Zoning District that is not listed in a particular District is not permitted in that District.
- B. Uses Not Provided For:** Uses which are not listed as a permitted or conditional use in any District, or listed below as a prohibited use, may be authorized upon a determination by the DRB that:
 1. The proposed use is of the same general character as those permitted within the District; and
 2. The proposed use will not be detrimental to the other uses within the District or to adjoining land uses.

If a finding is made by the DRB that a use is of the same general character as a Permitted Use within the District, site plan approval and a zoning permit shall be required. If a finding is made by the DRB that a use is of the same general character as a Conditional Use within the District, conditional use approval, and a Zoning permit shall be required.

C. Prohibited Uses: Any use not designated as a permitted or conditional use within these Bylaws or not meeting the criteria established in Section 442 is prohibited.

SECTION 443 Uses and Dimensional Standards by District: (Sections 444-449)

444 Commercial/Industrial District (COM/IND)

A. Purpose: The purpose of the combined Commercial/Industrial District is to provide a centralized and accessible location for employment opportunities in manufacturing, warehousing, commercial, retail, light industrial and research and development. Combining uses traditionally authorized within Industrial and Commercial Districts enhances our “Development Growth Center” to promote and accommodate business opportunities within this Zoning District.

B. Permitted Uses: The following uses are permitted by right:

- | | |
|--|---|
| 1. Forestry | 17. Residence Office |
| 2. Agriculture | 18. Personal Service. |
| 3. Business Office | 19. Professional Office |
| 5. Automotive Service Station & Repair | 20. Bed & Breakfast |
| 6. Manufacturing | 21. Garden/Farm Supply or Nursery |
| 7. Agricultural Processing | 22. Boarding House |
| 8. Light Industry | 23. Restaurant |
| 9. Warehousing | 24. Retail Store |
| 10. Mini Storage | 25. Repair Service |
| 11. Public Utility Facility | 26. Public Assembly Facility |
| 12. Minor Subdivision | 27. Funeral Home |
| 13. Research & Development | 28. Automobile/Farm Vehicle Sales & Service |
| 14. Accessory Uses | 29. Mini Mart |
| 15. Industry | 30. Commercial |
| 16. Construction Company Office,
Storage & Repair | 31. Bank |

C. Conditional Uses: The following uses require a conditional use permit from the DRB:

- | | |
|-----------------------------------|-------------------------------------|
| 1. Truck/Bus Terminal | 15. Multi-Family Dwelling |
| 2. Truck Stop | 16. Indoor Recreation |
| 3. Car Wash | 17. Outdoor Recreation |
| 4. Bulk Storage | 18. Mobile Home Park |
| 5. Child Care Home | 19. Drive-Through Use |
| 6. Airport/Aircraft Landing Strip | 20. Veterinary Clinic |
| 7. Excavation/Quarry | 21. Health Care Facility |
| 8. Hotel, Motel, Inn | 22. Kennel |
| 9. Junkyards | 23. Therapeutic Community Residence |
| 10. Recycling Center | 24. One & Two Family Dwelling |
| 11. Home Business | 25. Planned Unit Development |
| 12. Cottage Industry | 26. Group/Residential Care Home |
| 13. Telecommunications Facility | 27. Childcare Facility |
| 14. Government Facility | 28. Secondary Use |
| | 29. Major Subdivision |

D. Area and Dimensional Requirements:

	<u>Non-Residential Uses</u>	<u>Residential Uses</u>
Minimum Lot Area		
Municipal Sewer	1 acre	1 acre/dwelling unit
On-Site Septic	2 acres	2 acres/dwelling unit
Minimum Lot Frontage	150 feet	150 feet
Minimum Lot Depth	150 feet	150 feet
Minimum Side and Rear Yard Setback	30 feet	30 feet
Minimum Front Yard Setback (if parking is in the front yard)	40 feet	40 feet
Minimum Front Yard Setback (if parking is in the side or rear yard)	25 feet	40 feet

445 Village District (V)

- A. Purpose:** The purpose of the Village District is to support the role of the village as the focus of many social and economic activities in the community and to provide for residential, commercial, and other compatible development that serves the needs of the community. Such development may occur at moderate to high density and include uses that will maintain the traditional economic, social and physical character of each village including its historic, agricultural, and scenic resources.

There are four “Village Districts” which include: Westminster Historic Village District, Westminster West Village District, Westminster Station Village District, and North Westminster Village District.

B. Permitted Uses: The following are permitted by right:

- | | |
|-------------------------------|---|
| 1. Agriculture | 7. Minor Subdivision |
| 2. Forestry | 8. Accessory Uses |
| 3. One & Two Family Dwellings | 9. Child Care Home |
| 4. Bed & Breakfast | 10. Group/Residential Care Home
(serving not more than 8 persons –
see Section 616) |
| 5. Professional Office | |
| 6. Cemetery | |

C. Conditional Uses: The following uses require a conditional use permit from the DRB.

- | | |
|-----------------------------|------------------------------------|
| 1. Multi-Family Dwelling | 10. Child Care Facility |
| 2. Planned Unit Development | 11. Public Assembly Facility |
| 3. Retail Sales & Service | 12. Garden, Farm Supply or Nursery |
| 4. Inn | 13. Home Business |
| 5. Boarding House | 14. Cottage Industry |
| 6. Personal Service | 15. Telecommunications Facility |
| 7. Health Care Facility | 16. Government Facilities |
| 8. Restaurant | 17. Secondary Use |
| 9. Veterinary Clinic | 18. Major Subdivision |

D. Area and Dimensional Requirements:

<u>Village/Developments</u>	<u>Min. Lot Size¹</u>		<u>Minimum Setback</u>			<u>Minimum Frontage</u>
	<u>Septic</u>	<u>Sewer²</u>	<u>Front</u>	<u>Side</u>	<u>Rear</u>	
Westminster Village	1 acre	-	50 ft.	25 ft.	25 ft.	150 ft.
Terrace Village	-	10,000 sf.	20 ft.	10 ft.	10 ft.	50 ft.
Kissell Hill	-	10,000 sf.	20 ft.	10 ft.	10 ft.	50 ft.
Westminster Station Village	1 acre	8,000 sf.	15 ft.	10 ft.	20 ft.	30 ft.
N. Westminster Village	1 acre	8,000 sf.	15 ft.	25 ft.	25 ft.	100 ft.
Westminster West Village	1 acre	-	35 ft.	25 ft.	25 ft.	100 ft.

¹ For Residential uses, each dwelling must meet the minimum lot size requirement.

²For the Purpose of these Bylaws, sewer means the municipal sewer system.

446 Residential District (R)

A. Purpose: The purpose of the Residential District is to provide for residential development and other compatible uses at moderate densities which are easily accessible to public roads, services, and commercial activity. It is anticipated that the bulk of new residential growth will take place within this district. Special care shall be taken to protect the rural character of this district and to locate proposed development off productive agricultural lands.

B. Permitted Uses: The following uses are permitted by right:

1. Agriculture
2. Forestry
3. Wildlife Refuge
4. One and Two-Family Dwellings
5. Group/Residential Care Home (Serving not more than 8 persons - see Section 616)
6. Cemetery
7. Minor Subdivision
8. Accessory Uses
9. Child Care Home

C. Conditional Uses: The following uses require a conditional use permit from the DRB:

1. Multi-Family Dwellings
2. Planned Unit Development
3. Mobile Home Park (see Section 630)
4. Bed and Breakfast
5. Professional Office
6. Inn
7. Boarding House
8. Home Business
9. Cottage Industry
10. Indoor Recreation
11. Outdoor Recreation
12. Campground
13. Resource Industry
14. Child Care Facility
15. Veterinary Clinic
16. Health Care Facility
17. Kennel
18. Public Assembly Facility
19. Public Utility Facility
20. Excavation/Quarry
21. Garden/Farm Supply or Nursery
22. Government Facilities
23. Secondary Use
24. Major Subdivision

D. Area and Dimensional Requirements:

<u>Lot Area</u>	<u>Non-Residential Use</u>	<u>Residential Use</u>
Municipal Sewer	1 acre	1 acre/unit
On-Site Septic	2 acres	2 acres/unit
Lot Frontage	200 feet	200 feet
Lot Depth	150 feet	150 feet
Front Yard Setback	50 feet	40 feet
Side and Rear Yard Setback	50 feet	30 feet

447 Rural Residential District (RU)

A. Purpose: The purpose of the Rural Residential District is to provide for agriculture, forestry, residential and other compatible uses at low densities appropriate to the physical capability of the land and the rural character of the Town. Development shall not harm any irreplaceable, unique, or rare resources or natural areas.

B. Permitted Uses: The following are permitted by right:

1. Agriculture
2. Forestry
3. Wildlife Refuge
4. One & Two-family Dwellings
5. Cemetery
6. Minor Subdivision
7. Accessory Uses
8. Child Care Home
9. Group/Residential Care Home (Serving not more than 8 persons, see Section 616)

C. Conditional Uses: The following uses require a conditional use permit from the DRB:

- | | |
|---------------------------------------|-----------------------------------|
| 1. Multi-Family Dwellings | 12. Child Care Facility |
| 2. Planned Unit Development | 13. Veterinary Clinic |
| 3. Mobile Home Park (see Section 630) | 14. Health Care Facility |
| 4. Bed and Breakfast | 15. Kennel |
| 5. Professional Office | 16. Public Assembly Facility |
| 6. Inn | 17. Public Utility Facility |
| 7. Boarding House | 18. Excavation/Quarry |
| 8. Indoor Recreation | 19. Garden/Farm Supply or Nursery |
| 9. Outdoor Recreation | 20. Home Business |
| 10. Campground | 21. Cottage Industry |
| 11. Resource Industry | 22. Major subdivision |
| | 23. Secondary Use |

D. Area and Dimensional Requirements:

Minimum Lot Area	5 acres
Minimum Lot Frontage	250 feet
Minimum Lot Depth	200 feet
Minimum Front Yard Setback	50 feet
Minimum Side and Rear Yard Setback	50 feet

448 Resource Conservation District (RC)

A. Purpose: The purpose of the Resource Conservation District is to preserve and protect the natural resource value of lands within the district. These areas are only suitable for low density and low intensity development and should be reserved primarily for outdoor recreation, forest management, wildlife habitat, and watershed protection.

B. Permitted Uses: The following uses are permitted by right:

- | | |
|--------------------|------------------------------|
| 1. Agriculture | 4. One & Two-Family Dwelling |
| 2. Forestry | 5. Accessory Use |
| 3. Wildlife Refuge | 6. Cemetery |

C. Conditional Uses: The following uses require a conditional use permit from the DRB:

- | | |
|--------------------------------|--------------------------------|
| 1. Public Utility Facility | 6. Home Business |
| 2. Limited Outdoor Recreation | 7. Cottage Industry |
| 3. Resource Industry | 8. Telecommunications Facility |
| 4. Major and Minor Subdivision | |
| 5. Planned Unit Development | |

D. Area and Dimensional Requirements:

	<u>Non-Residential Use</u>	<u>Residential Use</u>
Minimum Lot Area	12 acres	12 acres/dwelling unit
Minimum Lot Frontage	300 feet	250 feet
Minimum Lot Depth	300 feet	200 feet
Minimum Front Yard Setback	50 feet	50 feet
Minimum Side & Rear Yard Setback	50 feet	50 feet

449 Connecticut River Conservation District (CR)

A. Purpose: The purpose of the Connecticut River Conservation District is to protect and preserve the Connecticut River corridor as an essential floodplain with fertile agricultural soils and an important environmentally sensitive natural resource that is worthy of coordinated conservation efforts. Valuable agricultural soil and natural vegetation shall be protected so that the physical features and environmental qualities of the land along the Connecticut River is preserved.

B. Permitted Uses: The following uses are permitted by right:

1. Agriculture
2. Forestry
3. Wildlife Refuge

C. Conditional Uses: The following uses require a conditional use permit from the DRB:

1. Limited Outdoor Recreation
2. Major Subdivision
3. Minor Subdivision
4. Water Dependent Structures

D. Area and Dimensional Requirements:

Minimum Lot Area	50 acres
Minimum Lot Frontage	300 feet
Minimum Lot Depth	300 feet
Minimum Front Yard Setback	50 feet
Minimum side and Rear Yard Setback	50 feet

E. Riparian Buffer:

1. A riparian buffer shall be maintained within 150' of the top of the stream bank of the Connecticut River. The riparian buffer shall remain undisturbed and in natural vegetative cover. The DRB may permit a reduction in the riparian buffer pursuant to the Waiver criteria as set forth in these bylaws.
2. Within the riparian buffer the following provisions shall apply:
 - a. The clearing of trees that are dead, heavily damaged by natural events, or the clearing of invasive species is permitted. Any other clearing activity is permitted only in conjunction with DRB approval pursuant to the Waiver criteria as set forth in these Bylaws.
 - b. Stumps and their root systems which are located within 50' of the top of stream bank shall be left intact in the ground unless removal is authorized by the DRB pursuant to the waiver criteria set forth in these Bylaws.

END OF ARTICLE IV

ARTICLE V: GENERAL REGULATIONS

SECTION 510 GENERAL PERFORMANCE STANDARDS:

In all districts and for all uses, the following general performance standards must be met, together with any applicable state standards and specific standards as required under these Bylaws. For zoning permits issued by the Zoning Administrator, the Zoning Administrator shall determine whether the land development conforms with the standards. For all other permits and approvals issued by the DRB, the Applicant must demonstrate that the proposed land development conforms with the standards.

511 Standards:

These performance standards are intended to protect the health, safety, and general welfare of the community including the reasonable use and enjoyment of adjacent property, and the Zoning District within which the property is located. The Applicant shall demonstrate that the proposed land development will not cause or create any harmful condition as set forth below.

- A.** Offensive odor (odors from customary agricultural operations shall not be considered offensive under this provision).
- B.** Airborne contaminants including dust or other particulates that are harmful to health or unreasonably interfere with the reasonable use and enjoyments of nearby properties.
- C.** Smoke in excess of Ringelmann Chart No. 2.
- D.** Noxious gases that endanger the health, safety or general welfare of the community, or that have a tendency to damage property, business or vegetation.
- E.** Any activity which causes any noticeable or clearly apparent vibration of or upon the property of another landowner. Vibration that creates displacement of two one- thousandths (0.002) of one (1) inch shall be considered harmful.
- F.** Glare, light or reflection which could impair the vision of a driver of any motor vehicle, or is detrimental to the health, safety, and general welfare of the community including the reasonable use and enjoyment of adjacent property.
- G.** Any fire, explosive or hazard which significantly endangers public safety or the reasonable use of adjacent property.
- H.** Discharge of hazardous wastes into land or surface waters. Effluent disposal shall comply with all applicable health and wastewater disposal regulations.
- I.** Stormwater discharge that may create an unsafe condition, soil erosion, or cause damage to persons or adjacent property.
- J.** The improper storage or disposal of garbage, trash, rubbish, noxious substances, or other similar materials.
- K.** Improper storage or discharge of flammable liquids such as liquid propane gas, fuel oil, gasoline, or other similar hazardous materials.
- L.** Any activity which may cause or contribute to substantial soil erosion.
- M.** Any hazard obstructing recommended stopping sight distances as listed in the Vermont Agency of Transportation's Standards for Residential and Commercial Drives (B-71).
- N.** Noise which exceeds 70decibels at the property boundary. The DRB may require reduced noise levels for any activity which occurs more than eight (8) hours per day.

SECTION 520 NONCONFORMING USES AND NONCOMPLYING STRUCTURES:

521 Continuation: Any noncomplying structure, noncomplying lot, or any nonconforming use of a structure or land lawful on the effective date of these Bylaws shall continue to be a lawful structure, lot or use, subject to the provisions of this section, in accordance with Section 4412 of the Act. Any lawful nonconforming use or noncomplying structure may be continued indefinitely. A noncomplying structure shall not be moved, enlarged, altered, extended, reconstructed or restored, except as provided in Section 522. Any nonconforming use shall not be increased, expanded, or intensified except as provided in Section 522.

522 Nonconforming Use:

- A. Change of a Nonconforming Use:** A nonconforming use may be changed to another nonconforming use of equal or less intensity upon conditional use approval of the DRB, but such use shall not then be permitted to change back to a more intensive, more nonconforming use.
- B. Reestablishment:** A nonconforming use shall not be re-established or restored without conditional use approval of the DRB if such use has been discontinued in whole or in part for a continuous period of one (1) year, or has been changed to or replaced by a conforming use. If the nonconforming use has been changed to or replaced by a conforming use, the nonconforming use shall not be re-established or restored.
- C. Reconstruction after a Disaster:** If a structure housing a nonconforming use is destroyed, the reconstruction of that structure is permitted provided that the nonconforming use shall not be increased beyond its extent prior to the disaster and shall be made only in accordance with these Bylaws. A zoning permit shall be obtained for all demolition and/or reconstruction occurring under the provisions of this section.
- D. Approval.** A change or modification of a nonconforming use shall require conditional use approval by the DRB. A change of a nonconforming use to a permitted use shall require site plan approval by the DRB, unless a site plan is waived by the DRB.

523 Nonconforming Structures:

- A. Extension or Enlargement:** No extension or enlargement shall be made to any nonconforming structure, except that extensions or enlargements may be made to the complying portion of a nonconforming structure in accordance with all applicable requirements of these Bylaws.
- B. Maintenance and Repair:** Nothing in this Section shall restrict normal maintenance and repair of a nonconforming structure provided that such maintenance or repair does not increase the degree of nonconformity or create any new nonconformity with regards to the regulations of the district in which the structure is located.

524 Reconstruction: If any nonconforming structure is destroyed to an extent of more than seventy-five percent (75%) of its value as appraised by the Town, such repairs or reconstruction shall be made only in conformance with the requirements of these Bylaws. Where the cost of such repairs or reconstruction is less than seventy-five percent (75%) of the structure's appraised value, the structure may be repaired or restored, provided that such work is commenced within one

(1) year from the date of damage and is diligently pursued. A zoning permit shall be obtained for all demolition and/or reconstruction occurring under the provisions of this section.

SECTION 530 TEMPORARY USES AND STRUCTURES

A temporary permit may be issued by the Zoning Administrator for the uses listed below for a period of one (1) year, conditioned upon written agreement by the owner to remove the structure or cease the use upon expiration of the permit, except where otherwise indicated below. If the permitted activities have not been completed within this period, reapplication must be made for a new temporary zoning permit. The combined maximum duration for such a use shall not exceed two years or until the project is complete, whichever is sooner.

- A. Nonconforming uses (excluding residential uses) incidental to a construction project.
- B. Temporary roadside stands for sale of agricultural products raised on the property require a “Notice of Intent” for such a use and may be renewed annually.
- C. A mobile home constituting a seasonal employee farm dwelling. A permit may be renewed annually upon application to the Zoning Administrator, with proof of bona fide farm employee occupancy. Temporary mobile homes may not be located in Flood Hazard Areas as defined in Section 1121 or within the boundaries of the Historic District as defined in Section 920 of these Bylaws; they must also meet the dimensional regulations of Section 440, as well as all applicable state and local health regulations.
- D. A temporary dwelling for the purposes of providing a residence while a home is being built on the property.

SECTION 540 LANDSCAPING REQUIREMENTS

541 Purpose: Properly planned and installed landscaping and screening can reduce the potential for conflicts between different and/or adjoining land uses. Landscaping and screening can also help to reduce noise or glare and can provide privacy and separation. For all land development subject to DRB review, the DRB shall determine the adequacy of landscaping and screening required for the development.

542 Applicability: Landscaping, where required under these regulations, shall be installed and maintained in front, side and rear yards and shall take the form of shade trees, deciduous shrubs, evergreens, well-kept grassed areas, natural wooded areas, and/or ground covers. Plant materials shall, to the extent practicable, be of native plant species indigenous to the region in order to reinforce the spirit of natural surroundings. Plantings shall be of a type and size which serves to adequately buffer or screen uses, where needed, to serve the purposes outlined in Section 541 above. All required landscaping shall be installed within one-year of substantial completion of site construction activity, or as otherwise designated by the DRB.

543 Standards: Compliance with the following standards shall be considered to be the minimum landscaping necessary. Additional landscaping may be required to fulfill the intent of Section 541 above.

- A. Where any non-residential land use abuts a residential land use, a strip of land, at least twenty-five (25) feet in width shall be maintained as a landscaped area or natural wooded area, in the front yard, side yards and rear yard, unless waived or amended by the DRB.

-
- B. Commercial and industrial uses shall provide for a strip of land at least twenty-five (25) feet in width which shall be maintained as a landscaped area or a natural wooded area in the front, side and rear yards, unless waived or amended by the DRB. Parking facilities may not be located within this landscaped buffer area.
 - C. Where required by the DRB, additional landscaping shall be installed to screen outdoor storage areas from adjoining residential properties and roadways.
 - D. In any Planned Unit Development or subdivision, landscaping shall be installed as required by the DRB pursuant to Articles VII and VIII of these Bylaws.

SECTION 550 OFF STREET PARKING REQUIREMENTS

Off-street parking spaces shall be provided as set forth in Section 551. These requirements represent the minimum standards permitted under these Bylaws. The DRB may require more parking spaces or a different parking circulation and layout based on a review of the site and proposed use.

551 General Parking Standards.

- A. A parking space shall be at least nine (9) feet by eighteen (18) feet.
- B. A required driveway shall be not less than twenty (20) feet clear width, except for one and two-family dwelling units, where it may be smaller.
- C. Parking spaces shall not be within the required landscaped area and must be behind the front yard setback line.
- D. "Gross floor area" means the total floor area of the structure for which parking is to be used. This includes all public and nonpublic areas.
- E. Parking spaces shall not interfere with loading dock or emergency vehicle access.

552 Specific Parking Standards.

- A. **Residential Uses.**
 - 1. **One-family, two-family and multiple family dwelling units:** two (2) parking spaces for every unit.
 - 2. **Professional residence/office:** one (1) parking space, plus one (1) additional parking space for every three hundred (300) square feet of office space.
 - 3. **Bed and Breakfast, Tourist Home:** one (1) space per rented bedroom or sleeping room, plus one (1) space for the owner of the property.
 - 4. **Home Business and Cottage Industries:** there shall be two (2) parking spaces per dwelling unit plus one (1) additional parking space for each additional non-resident employee, plus a minimum of two (2) parking spaces for customers.
 - 5. **Residential Care Home, Group Home, Therapeutic Community Residence:** One (1) space per employee on the largest work shift, plus one space for every three (3) bedrooms or sleeping rooms.
- B. **Agricultural Uses.** Agricultural uses shall provide adequate off street parking necessary to meet the needs and ensure the safety of all residents, visitors and farm operators.
- C. **Public Assembly/Facility Uses.** One (1) space per three (3) patrons to the maximum capacity, plus one (1) space per employee on the largest work shift.

-
- D. Health Care Facility.** Two (2) spaces per three (3) patient beds, plus one (1) space per staff doctor and one (1) space per two (2) other employees on the largest work shift.
- E. Recreational Uses:** One (1) space per four (4) expected patrons at capacity, plus one (1) space per employee on the largest work shift.
- F. Non-Residential Office Uses.** One (1) space per two hundred (200) square feet of gross floor area.
- G. Commercial Uses.**
1. **General:** (All commercial uses except those identified below). One (1) space per two hundred (200) square feet of customer sales and service gross floor area, plus one (1) space per two hundred fifty (250) square feet of storage and/or office gross floor space.
 2. **Hotel, Motel, Lodge or Inn:** One (1) space per sleeping room, plus one (1) space for every three (3) employees on the largest work shift, plus one (1) space per three (3) persons to the maximum capacity of each public meeting and/or banquet room. In addition, accessory uses (e.g. bar, restaurant) must follow their respective standards.

END OF ARTICLE V

ARTICLE VI: SPECIAL REGULATIONS

SECTION 610 SPECIFIC STANDARDS FOR CERTAIN USES & AREAS

The uses below have specific standards they must meet in order to be considered as a permitted or a conditionally permitted use in a designated district. If there is a conflict between a standard in this section and a standard in another section of these Bylaws, the more restrictive standard shall apply.

611 Automobile Service Station. In all districts where permitted, automobile service stations, with or without repair garages, shall comply with the following:

- A. Pumps,** lubricating and other outdoor service devices shall be located at least fifty (50) feet from the front, side and rear lot lines.
- B. All stored fuel** and oil, including underground tanks, shall meet state fire codes and obtain all applicable state permits.
- C. All automobile parts** and dismantled vehicles shall be screened from public view.
- D. Landscaping requirements** as set forth in Section 540 of this Ordinance shall be met.
- E. There shall be no more than two access** driveways from the street(s), access driveways shall be clearly defined.
- F. When located within the Flood Hazard Area Overlay District,** the provisions of Article XI shall also be complied with.

612 Excavation/Quarry. Where permitted by these Bylaws, the removal of soil, sand, stone or gravel, except when incidental to construction of a building on the same premises, shall be permitted only after the DRB finds, following conditional use review, that the proposed activity meets the standards below in addition to any other applicable standards contained in these Bylaws. The Applicant for a conditional use permit for an excavation/quarry operation shall submit two (2) copies of a proposed Site Restoration Plan along with all other required documents.

A. Standards

- 1. Conforms to all performance standards in Section 511.
- 2. Will not cause an unreasonable inference with any existing water supply or water source.
- 3. Will not cause unreasonable soil erosion or reduction in the capacity of land to hold water.
- 4. Will not cause unreasonable highway congestion, unsafe conditions or excessive use with respect to highways existing or proposed in the area.
- 5. Will not have an undue adverse effect on the scenic or natural beauty of the area, other aesthetic values, historic sites, or rare and irreplaceable natural resources or areas.
- 6. Will not result, in an embankment with a slope steeper than one (1) foot vertical to two (2) feet horizontal upon completion of an area of work.
- 7. Will provide, in the form of a Site Restoration Plan, for restoration of the area excavated and/or quarried, including but not limited to necessary grading, drainage, replacement of loam or other suitable soil cover, erosion control measures, and planting or other beautification of the area disturbed. The DRB shall have the right to require from the Applicant, for the benefit of the Town, a performance bond in an amount sufficient to cover the full cost of implementing the Site Restoration Plan, such performance bond may be required as a condition of approval and must be

-
-
- submitted prior to commencement of excavation.
8. Will not undermine any adjacent street.
 9. Will not result in excavation or blasting activity within two hundred (200) feet of any street or other property line unless permitted by the State of Vermont.

613 Home Occupations, Home Businesses, and Cottage Industries.

- A. Protection of Home Occupations.** As per Section 4412 of the Act, no regulation may infringe upon the right of any resident to use a minor portion of a dwelling for an occupation that is customary in residential areas and that does not change the character thereof.
- B. Home Occupations.** A home occupation, as defined in Article XV, shall not require a permit. The Zoning Administrator shall determine whether the proposed use is a home occupation. Each home occupation shall meet the requirements below.
 1. The home occupation shall be carried on by a member, or members of the family who reside within the dwelling.
 2. The home occupation shall be carried on within a minor portion of the dwelling or accessory building.
 3. Exterior displays or signs other than those permitted in the district by the Sign Ordinance are not permitted.
 4. Exterior storage of materials used by or related to the home occupation is not permitted.
 5. No traffic shall be generated in substantially greater volumes than would normally be expected in the neighborhood.
 6. Processed products not grown or processed on the premises may not be sold directly to the general public. This limitation does not apply to a mail order home occupation.
- C. Home Business.** A home business, as defined in Article XV, shall comply with the following:
 1. A home business may be carried on within the dwelling and within an accessory building such as a garage or a barn.
 2. Home businesses require a zoning permit and site plan approval.
 3. Home businesses shall conform to all standards in Section 510, General Performance Standards.
 4. Off street parking shall be provided as required in Section 550. If it is determined that there will be no customer traffic associated with the Home Business, any required customer parking may be waived.
 5. A permit for a home business shall be personal to the occupant at that location only and shall not be transferrable.
- D. Cottage Industries.** Cottage industries, as defined in Article XV, are permitted in designated zoning districts subject to site plan review, conditional use review (when required) and the following additional standards:
 1. The business owner shall reside on the lot.
 2. The business shall be carried on within the principal dwelling unit and/or accessory structure(s), and shall occupy less than 50 percent of the combined floor area of all structures on the lot. However, the DRB may permit the use of floor space in excess of 50 percent of the combined floor area of all structures on the lot providing such space is limited to the storage of goods and materials associated with the operation of the Cottage Industry and that such storage occurs in an accessory structure.

-
3. The business shall not necessitate any change in the outward appearance of the dwelling unit or accessory structures on the lot other than the addition of one non-illuminated sign that meets the standards of the Westminster Sign Ordinance obtained by a separate permit.
 4. The residents of the dwelling unit and no more than six (6) non-resident employees may be employed on site at any one time.
 5. The business shall not generate traffic including, but not limited to, delivery truck traffic in excess of volumes that are characteristic of the neighborhood.
 6. Adequate off-street parking shall be provided for all residents, employees, and customers in accordance with Section 550. If it is determined that there will be no customer traffic associated with the Home Business, any required customer parking may be waived.
 7. There shall be no storage of hazardous waste or materials; fuel storage shall be limited to that needed for heating and the operation of equipment and vehicles associated with the business.
 8. The business shall be visually compatible with neighboring lots and uses; landscaping and screening may be required as appropriate. In addition, any outdoor storage of materials, including building or construction materials, unregistered vehicles or heavy equipment, firewood or lumber, must be completely screened year-round from the road and from neighboring properties.
 9. On-site wholesale and/or retail sales shall be primarily limited to products produced on the premises. The sale of products produced off-premises shall be of a similar nature to those produced on-premises and shall not exceed 35 percent of gross sales.
 10. The business shall not result in hazards to public safety and welfare or to neighboring properties and shall be subject to applicable performance standards under Section 510. Conditions may be placed on the hours of operation as appropriate.
 11. The permit for a cottage industry shall clearly state that the industry is a home-based business that is an accessory use to the principal residential use and shall be retained in common ownership and management.

614 Secondary Uses: Secondary Uses are permitted in most districts in order to provide for limited but sensible mixed use of properties within the community. In order for a use to be permitted as a secondary use, it must meet the standards below.

- A.** There shall be only one (1) secondary use permitted on a lot with the exception of Planned Unit Development.
- B.** The use must be permitted or conditionally permitted in the district. If permitted as a conditional use, a conditional use permit must be obtained from the DRB.
- C.** The use must meet all requirements for it as specified in the district and these Bylaws (e.g. parking, landscaping, etc.).
- D.** All other applicable state and local permits, including health permits, shall be obtained.
- E.** The secondary use shall comprise fifty percent (50%) or less of the structure(s), including attached garages and barns or other similar attached accessory structures, in which the primary use is located. The total floor area for each use should be compared to the total floor area for the structure(s). The use with fifty percent (50%) or less of the total floor area is the secondary use. Total floor area includes all areas used by persons engaged in the use, such

as hallways, bathrooms, areas for copiers and often-used storage space.

- F. Where the dimensional standards for the secondary use are more restrictive than those for the primary use, the more restrictive standards shall be met. Lot coverage by the primary and secondary uses combined shall not exceed the maximum allowable coverage for the most restrictive use.
- G. Site plan approval is required for any secondary use. The DRB shall consider the proposed uses of the entire property and may implement any conditions necessary for protection of the health, safety, and general welfare of the community including the reasonable use and enjoyment of adjacent property, and the Zoning District within which the property is located in this context.

615 Light Industry. In all districts where permitted, light industry uses shall comply with the following.

- A. All equipment, materials, and goods shall be stored within enclosed structures.
- B. The land development shall meet the performance standards of Article V, Section 511.
- C. Vehicular delivery and shipment activity to and from light industry uses shall not cause unreasonable highway congestion or unsafe conditions for vehicular or pedestrian traffic on any public or private road. The total number of deliveries or shipments per day shall be limited to a level which ensures such safety and is appropriate to the existing conditions and capacity of and level of traffic on the road(s) on which the proposed light industrial use is located.
- D. The total number of employees permitted on the largest shift shall be limited to a level which ensures the safe movement of vehicular and pedestrian traffic on public and private roads and which is appropriate to the existing traffic conditions on the road(s) on which the proposed light industrial use is located.

616 Childcare Homes and Facilities, Residential Care and Group Homes.

- A. **Residential Care or Group Homes.** Residential Care or Group Homes are permitted as allowed by Vermont Statute as codified at 24 V.S.A. §4412(1)(G), or as may be amended. A residential care home serving not more than eight (8) persons shall be considered to constitute a permitted single family residential use if not located within 1,000 feet of another Residential Care or Group home.
- B. **Child Care Homes and Facilities.**
 - 1. Pursuant to Section 4412(5) of the Act, a state registered or licensed family child care home serving six (6) or fewer children shall be considered to constitute a permitted single family residential use of property. A family child care home serving no more than six (6) full-time and four (4) part-time children, as defined in Title 33 Section 3511 of the Vermont Statutes, shall be considered to constitute a permitted residential use but shall require site plan approval. A family child care home serving more than six (6) full time and four (4) part time children shall be subject to all applicable Bylaws and regulations of the District in which the property is located. The Applicant shall provide the Zoning Administrator with a copy of any State Registration and licensure.
 - 2. State registered or licensed family child care homes serving more than six (6) full time and four (4) part-time children and non-residential child or day care facilities may be permitted in designated zoning districts as a Conditional Use. Conditional use approval, site plan approval, and a zoning permit shall be required.

617 Ponds, Impoundments and Dams.

As defined within these Bylaws, the construction of a pond or other impoundment, and the damming of a stream constitute “land development” and therefore require a zoning permit. No zoning permit shall be issued by the Zoning Administrator until the Applicant submits the following information:

1. Copies of all applicable State permits or approvals required by State or Federal regulations. Depending upon the size and nature of the impoundment, approvals may be required from various departments and authorities within the Department of Environmental Conservation.
2. Written certification from a certified engineer that the pond or impoundment conforms with State and Federal Regulations.

618 Land Development in Wetland Areas and Along Surface Water Courses.

- A. Vermont Significant Wetlands Inventory Maps.** Areas identified on the Vermont Significant Wetlands Inventory (VSWI) show the approximate location and configuration of protected wetlands. The VSWI maps are available for review at the Westminster Zoning Office. The actual boundaries of the wetlands shown on the VSWI maps or those wetlands identified through the results of a Town sponsored field investigation shall be determined in the field in accordance with the methodology set forth in the 1989 edition as updated of the Federal Manual for Identifying and Delineating Jurisdictional Wetlands. The location of all proposed land development must be reviewed relative to identified wetland areas, prior to the issuance of a zoning permit, in order to ensure compliance with applicable sections of the current Vermont Wetland Rules and Westminster Town wetlands regulations.
- B. Agency of Natural Resources Review.** In accordance with the Act, the Applicant is responsible for contacting the regional permit specialist employed by the Agency of Natural Resources to ensure timely action on any state related permits that may be required.
- C. Buffer Strips around Wetlands and Surface Watercourses.** Buffer strips help maintain water quality, protect wildlife habitat, and prevent soil erosion and pollution associated with surface runoff. No land development or vegetative manipulation shall be allowed within the buffer strip other than Accepted Agricultural Practices (AAPs) approved by the State of Vermont. Direct discharges into wetlands and surface water courses are prohibited.
 1. **Wetlands.** A naturally vegetated buffer strip at least 50 feet in width shall be maintained around all naturally occurring wetlands as identified on current Vermont Significant Wetland Inventory maps or through site investigation. The width of the buffer strip shall be measured from the wetland boundary.
 2. **Surface Watercourses.** A naturally vegetated buffer strip of at least 50 feet shall be maintained from the mean water mark of all lakes and ponds, and the top of the banks of all named streams and rivers, and at least 20 feet from all other streams and rivers, as identified on the Westminster Town Water Resources Map or from current U.S. Geological Survey maps.

619 Storage of Flammable Liquids.

- A.** Storage of flammable liquids including, but not limited to, petroleum and toxic, corrosive or other chemical substances, and flammable or combustible liquids or gases (other than bulk storage for commercial distribution) is permitted in any district, but shall require a zoning permit if the storage capacity is such that it requires a state permit. Bulk storage for commercial distribution is only permitted in the Commercial/Industrial District.

B. No zoning permit shall be issued by the Zoning Administrator for the installation of an above ground or of an underground storage tank until the Applicant submits proof that all applicable state permits and approvals have been secured. Permits may include, but may not be limited to, those required by:

1. The Vermont Department of Environmental Conservation, Underground Storage Tank Program.
2. The Department of Public Safety.

SECTION 630 MOBILE HOME PARKS

A mobile home park shall be developed in accordance with:

- A.** The procedures for a Planned Unit Development; and
- B.** The requirements of 10 V.S.A. Chapter 153. If there is a conflict between the provisions of these Bylaws and that of 10 V.S.A. Chapter 153, and the State regulations shall control.

SECTION 640 TENT, TRAVEL TRAILER, RECREATIONAL VEHICLE, CAMPGROUND

No person or persons shall construct or operate a campground for tents, travel trailers or recreational vehicles without first obtaining a zoning permit from the Zoning Administrator following site plan approval from the DRB and conditional use approval.

- A. Specific Standards:** In addition to the above requirements, the following specific standards must be satisfied.
 1. An individual access driveway and parking area, suitably surfaced, shall be provided for each campsite.
 2. Each site shall be at least 1500 square feet in area. Each travel trailer and recreational vehicle site shall have a compacted gravel surface at least twenty-five (25') feet in width.
 3. Each site shall be located in a clean, dry and well-drained area.
 4. There shall be an undeveloped area of not less than 100 feet in depth between all camping sites and the traveled portion of any adjacent highway and other boundaries of the campground. These areas shall be landscaped with existing or planted trees or other plant materials for screening purposes.
 5. Each site shall have access to water and sewage disposal in compliance with and approved by the State (Division of Protection, Agency of Environmental Conservation) and in conformance with any local health regulations.
 6. All roads within the campground shall be of sufficient grade and alignment so as to permit safe traffic flow at all times. The design of roads shall be adequate to provide for the utilization of police, fire, ambulance, and other emergency vehicles. Proper traffic control signs shall be established.
 7. All campgrounds shall keep at least 25% of the total ground area for recreation or open space purposes.

B. Exceptions: The owner of a travel trailer or recreational vehicle may park it on his or her

own property in the rear or side yards and no closer than six feet to any lot line. A travel trailer or recreational vehicle so parked shall not be permanently used as living quarters and shall not be permanently hooked up to any utilities.

END OF ARTICLE VI

ARTICLE VII: PLANNED UNIT DEVELOPMENT

SECTION 710: Purpose. In accordance with the Act, and within specified Districts in order to achieve land use planning objectives, the Zoning Bylaws may be modified by the DRB under an application for a Planned Unit Development. A Planned Unit Development (PUD) is provided in order to promote creative and efficient use of land with respect to topography, farmland and other natural features; encourage the preservation of open space; provide for the economic development of the site and the more efficient use of public facilities; promote an improved level of amenities, creative design, and a more attractive environment; and provide greater opportunities for varied, attractive and affordable housing, subject to the following standards and procedures.

SECTION 720: MAJOR AND MINOR PUD

- A. Authorized PUD Uses:** Planned Unit Developments are authorized in specific districts as Conditional Uses. Any use listed as a permitted or conditional use within the District in which the development is located may be developed as a Planned Unit Development including any uses determined to have the same general character of the listed permitted or conditional uses in the District pursuant to the “Uses Not Provided For” procedure outlined in Section 442B of these Bylaws. A PUD may include mixed uses and is not subject to the Secondary Use Limitations of Section 614. A PUD is also subject to the subdivisions regulations of these Bylaws and Applicant must obtain DRB approval of a final PUD plat.
- B. Applicable Review:** All PUDs shall conform to the criteria and requirements for Conditional Use (Section 314), Article VII, and shall also be subject to the criteria and requirements of the Subdivision Bylaws (Article VIII). An Applicant must obtain DRB approval of a final PUD plat.
- C. Concurrent Review:** All prerequisite reviews (conditional use, subdivision and PUD) shall be applied for and heard concurrently by the DRB.
- D. Development Area:** The proposed development area may be contiguous parcels or non-contiguous parcels, in common or separate ownership. An application for a development area consisting of multiple parcels and/or separate ownership shall be applied for jointly and heard as one application.
- E. Major PUD:** All Major PUD applications shall require preliminary and final development plan review and approval by the DRB. Major PUD approval shall be required for the following:
 - 1. Development of five or more residential units;
 - 2. Three or more non-residential uses on one parcel,
 - 3. Subdivision of land into four or more lots.
- F. Minor PUD:** All Minor PUD applications shall require final development plan review and approval by the DRB. Minor PUD approval shall be required for the following:
 - 1. Two non-residential uses on one parcel;
 - 2. Development of a PUD within an existing building on less than five acres.

NOTE: The subdivision of land into three or fewer lots does not require Minor PUD review but may be developed as a Minor PUD at the election of the Applicant.

SECTION 730 APPLICATION AND REVIEW PROCEDURES FOR PLANNED UNIT DEVELOPMENT

731. Pre-application Hearing.

- A. A pre-application hearing may be held by the DRB at the request of the Applicant. The purpose of this hearing is to familiarize the DRB with the proposed development at the conceptual stage. The pre-application hearing is an opportunity to exchange information and reach an understanding of the nature and scope of the proposed development, the requirements of these Bylaws, and to review the information and documents that will be necessary for application.
- B. For the purposes of pre-application discussions, the Applicant shall submit to the Zoning Administrator conceptual plans showing the following:
 - 1. Preliminary PUD plat showing location of all buildings, improvements, traffic circulation, and general layout,
 - 2. Land uses,
 - 3. Adjacent land uses,
 - 4. Density,
 - 5. The treatment of open/common space,
 - 6. Bylaw modification summary describing all proposed modifications of the zoning Bylaws.
- C. This information shall be submitted at least thirty (30) days prior to a regularly scheduled meeting of the DRB. A hearing shall be noticed in accordance with Section 216A of these Bylaws.
- D. Within forty-five (45) days of the close of the pre-application hearing, the DRB shall give the Applicant written comments and appropriate recommendations with respect to the pre-application hearing to inform and assist the Applicant in the preparation of the next step in the PUD review process. The comments associated with a pre-application hearing are a nonbinding determination of a development plan's conformance with the town plan and the provisions of these Bylaws. The completion of this initial step does not in any way imply formal approval of the development plan by the DRB.

732 Bylaw Modifications

In Planned Unit Development, the DRB may authorize modification of the Zoning Regulations to allow for clustering of dwelling units, commercial and industrial units, or any combination thereof, where such clustering is not otherwise permitted within the district and on lots where they do not conform in lot size, lot coverage, setbacks, and density.

733. Preliminary Development Plan Application and Review For Major PUD.

- A. **Preliminary Plan Review Required:** All applications for a Major PUD (Section 720C) shall require preliminary development plan review by the DRB.
- B. **Application Requirements:** The Applicant shall submit two copies of a complete preliminary development plan application to the Zoning Administrator for review by the DRB. It shall include the payment of fees and submission of all materials, and address all issues outlined in the pre-application hearing comments. The preliminary development plan application shall include:
 - 1. Name and address of the owner of record, Applicant, and designer of the

-
- preliminary development plan. Date, true north point, and scale.
2. A preliminary PUD plat drawn to scale showing the proposed development plan including proposed lot lines, and location, ground coverage, floor area size, and heights of all proposed buildings, structures, and improvements. The preliminary PUD plat or supplemental maps shall provide all information required for application site plans described in Section 215B of these Bylaws.
 3. A narrative statement by the Applicant describing the character of the development, types of dwelling units, description of uses, project density, and the reasons for the particular approach proposed, and its conformance with the Town Plan.
 4. A development schedule indicating the approximate date when construction of the PUD or phases of the PUD can be expected to begin and be completed.
 5. Quantitative data indicating the total number and type of dwelling units and non-residential uses, parcel size, proposed lot coverage of buildings and structures, approximate residential and nonresidential densities, and amount of usable open space.
 6. Maps of existing site conditions, including contours at five (5) foot intervals, water courses, drainage swales, flood plains, agricultural lands, wetlands, unique natural features, and forest cover. Maps over 12"x17" shall be submitted in triplicate with the application.
 7. The location and size of all land areas to be conveyed, dedicated, or reserved as common open space, parks, or recreational use areas.
 8. The existing and proposed pedestrian and vehicular circulation systems, including off-street parking areas, service areas, loading areas and points of access to public rights-of-way.
 9. Existing and proposed utility systems.
 10. Landscaping and screening plans.
 11. Grading plans.
 12. Stormwater discharge plans
 13. The proposed treatment of the perimeter of the PUD, including materials and techniques used for buffers.
 14. Any additional information required by the DRB, as specified in the pre-application conference, to enable it to evaluate the character and impact of the proposed PUD.
- C. Public Hearing.** Within 30 days of receipt of a complete preliminary development plan application, the Zoning Administrator shall notice a hearing of the DRB in accordance with Section 216A.
- D. Decision.** Within forty-five (45) days of the close of the preliminary development plan hearing, the DRB shall issue a decision with shall approve, approve with conditions, or disapprove the preliminary development plan. The decision shall identify any modifications to the Zoning Bylaws approved by the DRB. This decision shall include findings of fact, conclusions of law, and shall conform with the Act and Section 216C of these Bylaws.
- E. Effective Date.** Preliminary development plan approval shall be effective for a period of six (6) months from the date of issuance of the preliminary approval, unless otherwise approved or extended by the DRB. Approval of the preliminary development plan shall not constitute final approval.

734. Final Development Plan Application and Review.

- A. Final Development Plan Review Required.** Major and Minor PUD applications require final development plan approval. The Applicant shall submit two (2) complete final development plan applications to the Zoning Administrator with the required fees.
- B. Six Month Submittal.** Within six (6) months of written approval of the preliminary development plan (Section 732. E), the Applicant shall submit, to the Zoning Administrator, a complete application for final development plan approval. If the final development plan application is not submitted within six (6) months of preliminary plan approval, the DRB may require resubmission of a preliminary development plan for reconsideration.
- C. Application Requirements.** The final development plan application shall include all information required for preliminary development plan approval, including all changes or modifications to the preliminary development plan as required by the DRB. The final development plan application shall also include:
 - 1. A final PUD plat in form suitable for recording containing a block legend for approval date and signature line by chairperson of the DRB. The PUD plat shall also include a list of the type of uses approved within the PUD and include a legend identifying any modifications to the Zoning Bylaws.
 - 2. Any additional materials, maps or information required by the applicable bylaws, including the criteria for subdivision and conditional use approval.
- D. Public Hearing.** Within 30 days of receipt of a complete application, the Zoning Administrator shall notice a hearing of the DRB in accordance with Section 216A.
- E. Decision.** Within forty-five (45) days of the close of the final development plan hearing, the DRB shall approve, approve with conditions, or disapprove the PUD. The decision shall include findings of fact, conclusions of law, and shall conform with the Act and Section 216C of these Bylaws.
- F. Recording.** Within one hundred eighty (180) days of the DRB approval, the PUD and subdivision plat, where applicable, shall be recorded, at the owner's expense, in the office of the Town Clerk. Failure to record will result in expiration of the permit.

735. PUD Specific Standards and Criteria.

- A. Coverage.** The total ground area covered by buildings, structures and other impervious surfaces shall not exceed forty percent (40%) of the total ground area within a residential PUD. In a mixed use PUD, the DRB may authorize coverage greater than forty percent (40%) to be determined by the DRB with due consideration given to of the purpose of the zoning district in which the proposed development is located, existing site conditions, and the proposed development plan.
- B. Density.** Total allowable dwelling units or non-residential uses shall equal the number which could be permitted, in the DRB's judgment, if the land were subdivided into lots in conformance with these Zoning Bylaws for the district in which such land is situated, and pursuant to the conditions identified below. Land areas within public and private road rights-of-way and utility easements shall not be included in the calculation of density.
 - 1. **Site Limitations/Reduction in Density.** The DRB may make reductions in the density allowed if, in its judgment, steepness of slope, shallow depth to bedrock, wet areas or other physical features limit the site's ability to support development. Land with a slope of 25% or more shall not be included in the calculation of density.

-
2. **Density Bonus Incentives.** The total allowable units may be increased by the DRB by up to twenty-five (25%) percent as an incentive for a development plan which provides one or more of the following:
- a. Grouping or clustering of buildings and structures which promotes the creative and efficient use of the land while preserving open spaces.
 - b. Affordable housing which meets the needs of the community's low and moderate income families;
 - c. Use of public water and wastewater infrastructure;
 - d. Permanent provisions for mass transportation;
 - e. Senior housing which meets the needs of the community.
3. **Exemptions.** Zoning district density requirements are waived for non-residential uses in structures constructed prior to September 27, 2005 within the Commercial/Industrial District.
- C. Usable Open Space.** Usable open space is required for PUDs involving residential uses and shall not be less than sixty percent (60%) of the total ground area of the property. Usable open space shall be accessible and available for the individual and collective use and benefit of the occupants of the development and shall be of a nature described in Section 734. In calculating usable open space, the DRB may determine that all or part of stream areas, bodies of water, wetlands, drainage easements, or slopes in excess of twenty-five percent (25%) may be included by considering:
1. The extent of these areas in relation to the total area of the PUD.
 2. The degree to which these areas contribute to the quality, livability and amenity of the PUD.
- D. Common Open Space.** All common open space development rights must be conveyed either to the Town (at the Town's discretion), or to a funded trust, or contained in to the covenants or deeds of the individual property owners in the PUD, or to a homeowner's association. The terms of the conveyance must include provisions for guaranteeing:
1. The continued use of the land for the intended purposes.
 2. Continuance of proper maintenance of the common open space.
 3. The availability of funds for proper common open space maintenance.
- E. Privacy and Access.** Dwelling units shall be assured reasonable visual and aural privacy and shall have access to a public street, walkway or other area dedicated to common use.
- F. Parking.** Parking shall be provided as required under Section 550 of these Bylaws. Screening of parking and service areas is required by use of landscaping, walls or fences. Traffic circulation and flow shall be designed to minimize both large-scale parking areas and through-traffic to other parking areas. Lighting in parking areas shall not reflect further than in the area itself.
- G. Phased Development.** The PUD may be proposed in phases over a reasonable period of time to ensure project conformity with the town plan and orderly development of the PUD, and/or to avoid overburdening municipal facilities and services. Each phase of the proposed development must contain the required parking spaces, landscaping, and utility areas necessary for creating and sustaining a desirable and stable environment. These amenities must be installed and completed for each phase prior to the issuance of a zoning permit for the commencement of construction of a subsequent phase, unless otherwise waived by the DRB in writing. If waived, the DRB may require the developer to secure a performance bond,

letter of credit, or equivalent surety in an amount sufficient to secure the full completion of such improvements.

- H. Setbacks.** The Zoning District requirements for lot size, yard setback and frontage are waived for the PUD. However, structures located on the perimeter of the development must be set back at least to the requirement of the underlying district and must be screened in a manner approved by the DRB.
- I. Protection of Agricultural Land.** Where a PUD involves land which meets the definition of “locally important farmland” (see Definitions), the development shall make provisions for the use of such land for agricultural purposes and/or for maintaining its open, scenic quality. Examples of such provisions include:
1. Minimizing the land that is developed by impervious surfaces,
 2. Placing the land in common/usable open space to facilitate lease-back for farming, and
 3. Annual mowing of meadowland (see Article X, Agricultural Land Overlay District).
- J. Conformance with Town Plan.** The PUD shall be consistent with the goals and policies of the Town Plan and all other applicable provisions of these Bylaws not modified under PUD review and approval.

736. Revisions to an Approved Development Plan. No changes, modifications, or revisions shall be made to the PUD unless approved by the DRB with the exception of minor amendments which may be approved by the Zoning Administrator as set forth below. Any changes to an approved PUD plan without review by the DRB or, if appropriate the Zoning Administrator, shall constitute a violation of these Bylaws.

- A. Minor Amendments.** Minor amendments to a PUD may be administratively approved by the Zoning Administrator. Minor amendments are changes which do not alter findings of fact or conclusions of law and preserve the essential character of the PUD with regard to uses, floor space, number of buildings, density, height, lighting, and the physical relationship of the PUD to the site.
- B. Major amendments.** Major amendments are changes which alter findings of fact, conclusions of law, or which alter the essential character of the PUD. Major amendments include but are not limited to:
1. An increase greater than 5% in floor area, site coverage or height;
 2. Any reduction in open space;
 3. Any additional or different uses;
 4. Any change in building location;
 5. Any change in traffic access, circulation, or parking.
 6. A determination by the Zoning Administrator that a change, modification or revision requires DRB review shall be conclusive and is not appealable.

END OF ARTICLE VII

ARTICLE VIII SUBDIVISION OF LAND

SECTION 810 AUTHORIZATION AND PURPOSE

811 Statutory Authorization. These Regulations are intended to be a part of a comprehensive planning process, to accommodate the subdivision of land in an orderly and deliberative process without undue burden on the Town or private property owners, to support the natural, as well as built environment. This section shall be referred to as “**Subdivision Bylaws**”.

812 Purposes. The purpose of this section of the Bylaws is to establish standards for the subdivision of land in a manner which will protect and promote the public health, safety and general welfare of the Town, its property owners and its inhabitants.

1. To insure that the subdivision of parcels conforms to and is in harmony with the policies set forth in the Westminster Town Plan. The DRB shall consider the specifically stated goals, objectives, and policies contained in the Westminster Town Plan in making determinations;
2. To insure conformity and compatibility of proposed subdivisions with other applicable Westminster land use regulations, including but not limited to the Westminster Zoning Bylaws and Ordinances;
3. To insure that all subdivisions are compatible with the ecology, topography, geology, natural drainage, surface water runoff, groundwater resources, and agricultural resources;
4. To protect the character and the social and economic stability of all parts of the Town, including historic resources;
5. To establish reasonable standards of design and procedures for subdivisions and re-subdivisions, in order to further the orderly layout and use of land, and to insure proper legal descriptions and documenting of subdivided land;
6. To make these Bylaws available to all Town officials, Applicants, citizens, and all other interested parties.

SECTION 813 DEVELOPMENT PERMIT REQUIRED.

A zoning permit is required for the division of land into two or more lots or parcels. No zoning permit shall be issued prior to review and approval of the subdivision by the DRB. A subdivision permit is required prior to:

1. Commencement of construction in furtherance of the division of land; or
2. Entering into any contract for sale of a proposed subdivided lot; or
3. Commencement of construction of any buildings or structures on the land to be divided; or
4. Filing of any Subdivision Plat for record with the Town Clerk.

SECTION 820 SUBDIVISION APPLICATION AND REVIEW PROCEDURES:

The Applicant shall file, as part of the application for any subdivision, a site plan drawn to scale in conformance with Section 215 B, two copies of all materials outlined in Section 215 of these Bylaws

and any other information requested by the Zoning Administrator. Maps shall be at scale no greater than 100 feet per inch.

- A. Informational Meeting:** Prior to submittal of an Application for Minor Subdivision, an Applicant may request a meeting with the DRB. The purpose of the meeting is to familiarize the DRB with the proposed development and exchange information regarding the nature and scope of the requirements of these Bylaws and review the information and documents that will be necessary for approval. An informational meeting shall be required prior to submittal of any application for Major Subdivision.

SECTION 830 Minor Subdivision FINAL PLAT APPROVAL:

A minor subdivision, as defined by Article XV shall not be approved by the DRB until the DRB has reviewed and approved a final subdivision plat prepared by a Vermont licensed surveyor which shows the boundaries of the subdivision parcels(s), acreage of each lot, acreage of the entire parcel which is being subdivided, location of building envelopes within which all improvements will be constructed, and location of all driveways and traffic access. In the event the subdivision is subject to any easement or rights-of-way, the Applicant must provide a copy of the easement deed or legal instrument which will be recorded in the land records.

1. **Public Hearing.** Within 30 days of receipt of a complete Minor Subdivision application, the Zoning Administrator shall notice a hearing of the DRB in accordance with Section 216 A.
2. **Decision.** Within forty-five (45) days of the close of the Minor Subdivision application hearing, the DRB shall issue a decision with shall approve, approve with conditions, or disapprove the Minor Subdivision plan. This decision shall include findings of fact, conclusions of law, and shall conform with the Act and Section 216C of these Bylaws.

SECTION 840 MAJOR SUBDIVISION:

A. Major Subdivision Preliminary Plat Approval:

1. All applications for a Major Subdivision shall require approval of a preliminary plat and approval of a final plat by the DRB. In addition to the site plan required by Section 820 and Section 215 B, the Preliminary Plat Application shall include all information listed below.
2. If certain information is not applicable to the subdivision in question, the Preliminary Subdivision Plat Application shall so state.
3. A statement detailing the proposed subdivision's compliance with the Westminster Town Plan, the Westminster Zoning Bylaws, including reference to any zoning variances, and other bylaws in effect.
4. A complete survey of the boundaries of the subdivision parcel by a Vermont licensed surveyor.
5. Description of proposed water supply system(s). If source is an existing community water supply system, evidence of the right to use such system and the adequacy of such a system to meet water supply requirements shall be shown. All design criteria shall be in accordance with applicable State and local health regulations.
6. Description of proposed sewage disposal system(s). If on-site sewage disposal is proposed, then a State Subdivision permit is required as part of the application.

-
7. If a community sewage disposal system is to be used, demonstrate that the institutional arrangements are in place addressing the legal relationships of parties responsible for the continued operation of a shared system and a financial mechanism to assure continued operation and maintenance/replacement in the event of failure.
 8. Preliminary grading plans showing areas of cut and fill and revised contours at a contour interval not greater than five (5) feet.
 9. Stormwater drainage plan, drawn at a contour interval not greater than five (5) feet, shall indicate the methods of collecting and discharging of drainage, as well as methods for temporary and permanent erosion control.
 10. All existing and proposed right-of-way boundaries, widths of roads, typical road profiles, dimensions of all lot lines and size of all lots, locations of all buildings, walkways, amenities, utilities and other manmade improvements.
 11. Calculation of stopping sight distances for new road or driveway intersections with Town or State highways.
 12. Landscaping plans showing plant types and size, ground cover, lighting and signage.
 13. All land proposed to be dedicated to open or public uses or to be reserved for screening and buffer purposes, and the methods for assuring and maintaining such dedication or reservation.
 14. Description of any proposed covenants, and/or deed restrictions which are intended to cover all or part of the subdivision.
 15. Description of the homeowner's association or other form of management organization, if such is proposed.
 16. In the event the subdivision grants an easement or right(s)-of-way, the Applicant must provide a recordable instrument delineating the responsibility for maintenance of easement or right(s)-of-way.
- B. Public Hearing.** Within 30 days of receipt of a complete application for preliminary plat approval, the Zoning Administrator shall notice a hearing of the DRB in accordance with Section 216 A.
- C. Decision.** Within forty-five (45) days of the close of the preliminary plat approval hearing, the DRB shall issue a decision with shall approve, approve with conditions, or disapprove the subdivision preliminary plat. This decision shall include findings of fact, conclusions of law, and shall conform with the Act and Section 216 C of these Bylaws.
- D. Effective Date.** Preliminary plat approval shall be effective for a period of six (6) months from the date of issuance of the preliminary plat approval, unless otherwise approved or extended by the DRB. Approval of a preliminary plat shall not constitute final subdivision plat approval.

841 Major Subdivision Final Plat Approval:

- A. Six Month Submittal.** Within six (6) months of written approval of the subdivision preliminary plat, the Applicant shall submit to the Zoning Administrator, a complete application for final subdivision plat approval. If the final development subdivision plat application is not submitted within six (6) months of preliminary plat approval, the DRB may require resubmission of the subdivision preliminary plat for reconsideration.
- B. Application Requirements.** The final plat application shall include all information required for preliminary plat approval, including all changes or modifications to the preliminary plat as required by the DRB. The final development plat application shall also include:

-
1. A subdivision final plat prepared by a Vermont licensed surveyor which shows the boundaries of the subdivision parcels(s), acreage of each lot, acreage of the entire parcel which is being subdivided, location of building envelopes within which all improvements will be constructed, and location of driveways and traffic access. In the event the subdivision is subject to any easement or rights-of-way, the Applicant must provide a copy of the easement deed or legal instrument which will be recorded in the land records.
- C. Public Hearing.** Within 30 days of receipt of a complete application for preliminary plat approval, the Zoning Administrator shall notice a hearing of the DRB in accordance with Section 216 A.
- D. Decision.** Within forty-five (45) days of the close of the preliminary plat approval hearing, the DRB shall issue a decision with shall approve, approve with conditions, or disapprove the subdivision final plat. This decision shall include findings of fact, conclusions of law, and shall conform with the Act and Section 216C of these Bylaws.
- E. Recording.** Within one hundred eighty (180) days of the DRB approval, the PUD and subdivision plat, where applicable, shall be recorded, at the owner's expense, in the office of the Town Clerk. Failure to record will result in expiration of the permit.

842 CRITERIA FOR FINAL PLAT APPROVAL

- A. General:** Subdivision development and the resulting lots shall conform to the Westminster Zoning Bylaws, Subdivision Bylaws, and the Act.
- B. Character of the Land:** All land to be subdivided shall be, in the judgment of the DRB, of such a character that it can be used for the intended purposes without danger to public health or safety, to the environment or to critical resources, as identified in the Town Plan. Land designated as flood hazard areas or characterized by poor drainage or steep slopes, or subject to other hazardous conditions shall not ordinarily be subdivided for development.
- C. Lot Layout/Siting:** The layout of lots and the siting of structures shall conform to the requirements of these Subdivision Bylaws and the Westminster Zoning Bylaws. Consideration of lot layout and siting, shall be given to topographic, soil conditions and compatibility with existing scenic conditions.
- D. Preservation of Existing Features.** Due regard shall be given to the preservation and protection of environmentally sensitive areas, wildlife habitat, surface waters, and existing features such as, but not limited to, trees, scenic points and roads, brooks, streams, rock outcroppings, water bodies, forest resources, other natural resources, wildlife habitat, historic resources, cultural resources, and prime agricultural soils. Specifically, the following areas shall be treated as follows:
1. **Wetlands.** Wetlands, as identified and defined by the State of Vermont, shall not be drained, filled or altered to accommodate subdivision. Proposals for the subdivision of a lot involving or adjacent to an identified wetland shall provide for adequate setbacks of roads, buildings, structures and sewage systems from the wetland. Setbacks in excess of those as specified by the Westminster Zoning Bylaw may be established by the DRB to protect the following wetland values:
 - a. Water quality control;
 - b. Groundwater supply;
 - c. Flood and erosion control;
 - d. Flora and fauna; and

-
- e. Education.
2. **Deeryards.** A Subdivision involving or adjacent to a deeryard identified and mapped by the State of Vermont shall be designed, sited and undertaken in a manner compatible with the continued viability of the deeryard. Applicants submitting proposals for subdivision of a lot involving or adjacent to an identified deeryard shall demonstrate they have consulted with or obtained approval from the Vermont Department of Fish and Wildlife.
Where subdivision takes place within a deeryard or includes part or all of a deeryard in the land base for the subdivision or the determination of its density, the remainder of the deeryard owned by the Applicant shall be managed in a manner compatible with the continued viability of the deeryard. This may include the preparation and implementation of a wildlife habitat plan or forest management plan approved by the Vermont Department of Fish and Wildlife.
 3. **Aquifer Recharge Areas.** A subdivision of land within an Aquifer Recharge Area shall not result in the pollution of ground or surface waters or an unreasonable reduction of the supply of groundwater. The DRB shall consider such factors as the amount and type of wastes to be generated by the proposed use and the adequacy of design for the proposed disposal system and the capability of the land and water to sustain such use without degradation. In considering the application, the DRB may require Applicant to provide appropriate certification by a registered professional engineer and the DRB may consult with the Vermont Department of Environmental Conservation, Ground Water Protection Division, or other applicable State Agency for technical assistance.
 4. **Scenic Roads.** Subdivision proposals adjacent to those Town or State roads officially designated as scenic highways or highways generally accepted as exhibiting exceptional scenic character or values shall be reviewed by the DRB to ensure that the siting of any proposed structure and any site alterations, including grading, filling, removal of trees, stone walls or other existing landscape features are consistent with the scenic quality of the road, roadside and area and to minimize an interference with views or vistas afforded from the scenic road. To accomplish this purpose, the DRB may guide the location of structure(s) by varying setbacks, height and other requirements of the district and may restrict or require landscaping or screening measures.

Energy Conservation. Energy efficient site planning and layout shall be encouraged in the review of a proposed subdivision.

SECTION 850 Roads:

All travel ways and roads within a subdivision shall be deemed to be private roads until such time as they have been formally dedicated by the Applicant and accepted by the Selectboard, in accordance with Vermont law and subject to Westminster Road Specifications. In order for a road to be accepted by the Town an Applicant must prepare and submit to the Selectboard a warranty deed for a fifty (50) foot wide right-of-way, including the necessary slope and drainage rights. Submission of said warranty deed does not commit the Selectboard to accepting the road.

- A. **Layout** All roadways and intersections shall be designed to insure the safe and efficient movement of vehicles, including but not exclusive to, all emergency vehicles, maintenance, and snow removal in accordance with VAOT standards and Westminster Road

Specifications. Roads shall be logically related to the topography so as to produce usable lots and reasonable road grades. Wherever extensions of proposed roads could rationally provide access to adjacent properties or connection to existing public State or Town highways, a right-of-way across the Applicant's property may be required.

1. In the event the subdivision grants an easement or right(s)-of-way, the Applicant must provide a recordable instrument delineating the responsibility for maintenance of easement or right(s)-of-way.

B. Traffic Management If, in the judgment of the DRB, a proposed subdivision presents the potential for significant traffic impact on Town or State roads, village centers, historic areas, or other significant features, a traffic impact study may be required. The purpose of such a study shall be to identify the traffic impact potential of a proposed subdivision and to identify necessary and appropriate mitigating measures. Such study shall be funded by the Applicant and shall be prepared by a qualified, licensed professional engineer, or transportation planner. Such study shall include:

1. A description of the general location of the project;
2. An analysis of existing traffic conditions and projected traffic conditions on all impacted roadway(s) for ten (10) years post-build;
3. An analysis comparing the operating Level of Service (LOS) of the impacted roadway(s) and/or intersection(s) at the opening date of the project and for ten (10) years post-build;
4. An analysis of any adverse traffic impacts of a proposed project, recommendations for mitigation measures, and the necessary improvements to mitigate impacts; and

The DRB shall have authority to impose reasonable conditions to avoid or mitigate any traffic congestion or safety problems associated with the proposed subdivision.

C. Location and Design of Intersections Proposed intersections with existing roadways shall be as close to ninety (90) degrees as possible. Approaches to intersections with existing roads shall be at a maximum grade of three (3) percent for a distance of fifty (50) feet from the edge of the travel lane. In its considerations, the DRB shall consider the following standards of the American Association of State Highway Officials:

1. Minimum Stopping Sight Distance

Design Speed of Roadway Section (<u>mph</u>)	Stopping Sight Distance (<u>feet</u>)
30	130
40	180
50	220

The DRB may recommend special intersection design or use.

Intersections with Town highways require a town access permit. Intersections with State highways require a State access permit. Approval of a subdivision permit shall not be construed as approval to access a Town or State highway.

2. **Design Standards for Town Roads**

All roads proposed for acceptance by the Town shall comply with the Westminster Road Specifications and any revisions made thereto, as adopted by the Selectboard. Road improvements shall be installed at the expense of the Applicant.

Any exceptions to the above standards shall be granted by written approval of the Selectboard and a copy shall be filed with the Town Clerk.

3. **Road Maintenance**

The Applicant shall demonstrate that all subdivision roads will be adequately maintained and repaired. Each such lot deed shall contain the provision that in accepting the conveyance, the purchaser accepts the obligation of his proportionate share of the expenses of maintaining such roads unless such roads are owned and maintained by a homeowner's association of which the lot owner is a member.

4. **Road Name Signs**

All roads shall be signed subject to the policies of the Town of Westminster. Road name signs shall be furnished and installed by the Applicant. The type, size and location shall be by the approval of the Road Commissioner and e911 coordinator.

5. **Easements and Rights-of-Way**

The DRB may require appropriate easements and rights-of-way for utilities and drainage facilities and for pedestrian access to schools, open space, parks, streets, and other public facilities.

The DRB's approval of any Applicant's right-of-way or easement in no way implies that the Town of Westminster is responsible or liable for any property or personal damage caused by a lack of maintenance or upgrading of same.

SECTION 860 Monuments.

- A. The DRB may require permanent monuments to be set at all corners and angle points of subdivision boundaries and at all road intersections and point of curve in accordance with Section 4417(4) of the Act.
- B. Monuments shall be of stone or concrete with a one-inch or greater diameter metal pipe at least two feet long set in the center and located in the ground at final grade level.
- C. The location of each monument shall be shown on the final plat.

SECTION 870 SCHOOLS

The Applicant shall provide information regarding the number of school aged children likely to reside within the subdivision and describe the potential impact on Westminster schools.

SECTION 871 Open Space

When a subdivision development will accommodate more than fifteen (15) dwellings, the DRB may require the Applicant to set aside an area not to exceed ten (10) percent of the total area being subdivided as a park or other recreation area, in accordance with Section 4417(5) of the Act. Each conveyance in such subdivisions shall include an undivided interest in said park or other recreation area vested in the purchaser, or a homeowner's association, in which the lot owner is a member. Each deed shall contain a provision that in accepting the conveyance, the purchaser, or the

homeowner's association in which the lot owner is a member, accepts the obligation to maintain the park or recreation area in a safe and functional condition.

SECTION 872 Power, Telephone and Cable

Poles, power lines and cable installations are to be approved by the local power company and the Town. The DRB may require underground installation of power, telephone lines and cable installations wherever it is necessary to maintain and protect the character of a highly sensitive area. A diagram showing location of utility lines shall be submitted with the final site plat.

SECTION 873 Watersheds, Stormwater Drainage and Erosion Control

When a stormwater drainage system is proposed or required under Department of Environmental Conservation Regulations the drainage system shall conform with all applicable stormwater and erosion control requirements and regulations.

- A. The DRB may require such temporary and permanent stormwater drainage and erosion control measures as may be necessary to control surface runoff. Factors to be considered in determining the types of controls necessary shall include, but not be limited to, vegetation and ground cover, slopes, soil types, percentage of land covered by impermeable surfaces, distances to streams and impact on adjacent properties.
- B. The DRB may require the phasing of construction to reduce the amount of land disturbed by construction at any one time and may stipulate deadlines for the installation of erosion control or soil stabilization measures.
- C. The DRB may require a program of soil stabilization and the establishment of appropriate, permanent vegetative cover following excavation or grading. The DRB may also require embankments to be planted with a stabilizing shrub or ground cover to prevent erosion.
- D. The DRB may require that the Applicant provide a determination of the effect of the subdivision on the existing watershed by a qualified hydrogeologist or hydrologist. Where the DRB may require the Applicant to modify the proposal to protect existing watersheds.

SECTION 874 Fire Protection.

The DRB may require the provision of facilities necessary for adequate fire protection. Such facilities shall be designed in consultation with the Chief of the Westminster Volunteer Fire Department.

SECTION 875 LANDSCAPING.

The DRB may require properly planned and installed landscaping to reduce the potential for conflicts between different adjoining land uses; it can also help to reduce noise, glare and can provide privacy separation. The DRB may require that suitable landscaping be established in areas where it does not exist. The DRB shall determine the minimum acceptable size of trees.

- A. **Preservation of Buffer Area.** Compliance with the following standards shall be considered to be the minimum landscaping necessary.
 - 1. Where any non-residential land use abuts a residential land use, a strip of land, at least twenty-five (25) feet in width shall be maintained as a landscaped area or natural wooded area in the front yard, side yards and rear yard, unless waived or amended by the DRB.
 - 2. Commercial and industrial uses shall provide for a strip of land at least twenty-five (25) feet in width that shall be maintained as a landscaped area or a natural wooded

-
- area in the front, side and rear yards, unless waived or amended by the DRB. Parking facilities may not be located within this landscaped buffer area.
3. Where required by the DRB, additional landscaping shall be installed to minimize the impact on adjoining residential properties and roadways.
 4. In any Planned Unit Development, landscaping shall be installed as required by the DRB.
 5. The DRB may require greater setbacks from property boundaries or changes in use in order to create buffer zones. Conditions for requiring buffer areas may include, but not be limited to, lack of dense vegetation, proximity to scenic highways, streams or waterways, heightened visibility due to differences in elevation, concentration of uses on the site, and incompatibility of adjacent uses or other aesthetic considerations. The DRB may require that the Applicant coordinate buffer zones on the parcel with buffer areas on adjoining parcels in order to provide a continuous system of greenbelts.

SECTION 876 Site Preservation and Improvements.

Land shall be subdivided and improved in reasonable conformity to existing topography in order to minimize grading, cut and fill, to retain, insofar as possible, the natural contours, limit stormwater runoff and conserve the natural cover and soil.

Topsoil removed in the process of grading the subdivision site shall be replaced, except in proposed roads, driveways, parking lots, and building locations.

SECTION 877 Water Supply.

A water supply shall be provided for each residential, commercial and industrial unit at the expense of the Applicant, designed and installed to conform to State and Town health regulations.

SECTION 878 Sewage Disposal.

Either individual septic systems or a public sewage disposal system shall be provided to service each residential, commercial and industrial unit at the expense of the Applicant, designed and installed to conform with State of Vermont Wastewater Disposal Regulations.

SECTION 879 Fire Hydrants.

Any fire hydrants required shall be installed at the expense of the applicant. The hydrants shall be designed and installed to conform to Vermont Fire Insurance Rating Organization specifications

SECTION 880 Flood Hazard Areas.

Development of any kind in flood hazard areas, as defined by the current National Flood Insurance Maps, must conform to the Flood Insurance Study for the Town of Westminster as designated by flood maps supplied by the Federal Emergency Management Agency (FEMA). This development also will require State permits from the Department of Environmental Conservation – Watershed Management Division.

SECTION 881 Agricultural Land Overlay District.

Subdivisions within the agricultural land overlay district shall conform to the requirements of the Westminster Zoning Bylaws.

SECTION 882 Historic and Special Town Features.

The Applicant shall plan the subdivision to be in harmony with the natural, scenic, archeological, and historical assets of the Town. The DRB may impose special restrictions to insure that this provision be met.

SECTION 883 Disclosure of Subsequent Development Plans – No Land-Locked Parcels

Whenever an Applicant submits a proposal for development on only a portion of a contiguous parcel, the DRB may require the Applicant to describe any plans for future development and may require the Applicant to make provision for adequate access to remaining lands. No subdivision shall result in the creation any land-locked parcel.

SECTION 890 SUBDIVISION APPROVAL CONDITIONS.

The DRB may impose conditions to protect the health, safety, and general welfare of the community including the reasonable use and enjoyment of adjacent property, and ensure conformance with the Zoning and Subdivision Bylaws and Town Plan.

- A.** No final zoning permit shall be issued until all roads or other improvements, including installation of utilities and sewage disposal systems, required by the subdivision plat have been installed in accordance with these Regulations, or until a performance bond has been posted, as provided for in Section 896.
- B.** The DRB reserves the right to condition approval of a final plat subject to final inspection and engineer's certification that all roads and infrastructure improvements were constructed and installed in accordance with these regulations and the approved development plans.

SECTION 891 Completion of Project

A final plat approval shall contain a time limit within which the entire project shall be substantially completed not to exceed three (3) years, unless extended by the DRB.

SECTION 892 Recording of Final Subdivision Plat

- A.** Final subdivision plats shall be submitted by the Applicant to the Town Clerk on a permanent recordable Mylar print(s) 18" x 24" in size. The plat shall contain a block legend setting forth date of DRB approval and signature line for chairperson of the DRB or Zoning Administrator.
- B.** Final subdivision plats must be recorded by the Applicant in the office of the Town Clerk within one hundred eighty (180) days of the date of the Final Subdivision Plat approval. One copy of the approved Final Subdivision Plat shall be filed with Town Clerk on a permanent recordable Mylar print(s) of 18" x 24" size. Failure to so timely record shall result in an expiration of the approval.

SECTION 893 Revision of Approved Plat

No changes, modifications, or revisions that alter a final plat shall be made unless an application for plat amendment is submitted to the Zoning Administrator and approved by the DRB following review and hearing.

SECTION 894 Acceptance of Roads and Open Spaces

- A.** Nothing in these Subdivision Bylaws shall be construed to constitute the acceptance by the Town of Westminster of any road, easement, utilities, park, recreation area, or other open space shown on the Final Subdivision Plat.
- B.** Consistent with the objectives of the Town Plan, and in accordance with 10 VSA, Chapter 155, the Town may accept less than fee interest in property to protect its open, scenic or resource value. Donation of a conservation easement to a qualified non-profit organization may also serve as a means of meeting the Westminster Town Plan objectives. There shall be no acceptance of private property without formal written approval of the Selectboard, satisfaction of all permit conditions, and conformance with the requirements of Vermont law.

SECTION 895 Performance Security Requirements

- A.** The DRB may require the Applicant to provide a performance bond or other instrument in an amount sufficient to cover the full cost of construction of any improvements that the DRB may require for subdivision approval. The performance bond shall be submitted prior to approval of the Final Subdivision Plat. Security as required, may be provided in one or more of the following forms as determined by the DRB in consultation with the Selectboard:
 - 1. A surety bond, issued by a surety company authorized to do business in Vermont, to be filed with the Selectboard in form and amount satisfactory to the DRB in consultation with the Selectboard;
 - 2. A letter of credit, cash, escrow account or savings bank book properly endorsed to the Town in an amount to be determined by the DRB in consultation with the Selectboard; or
 - 3. A performance bond from the developer or contractor in an amount to be determined by the DRB in consultation with the Selectboard
The performance guarantee shall not be released until a professional engineer provides certification that the improvements have been completed in substantial accordance with the approved Final Subdivision Plat. The performance bond shall run for a term to be fixed by the DRB.
 - 4. The DRB may also require surety covering the maintenance of said improvements for a period of five (5) years after completion of construction.

SECTION 896 Revocation

The DRB may, after a hearing, revoke subdivision approval if it finds that the Applicant or applicant's representative willfully or with gross negligence submitted inaccurate, erroneous, or materially incomplete information in connection with the permit application and that accurate and complete information may have caused the DRB to deny the application or require additional or different conditions.

END OF ARTICLE VIII

ARTICLE IX: HISTORICAL PRESERVATION OVERLAY DISTRICT

SECTION 910 AUTHORIZATION AND PURPOSE.

911 Statutory Authorization. As provided for in the Act, there is hereby established an Historical Preservation Overlay District (hereinafter the Historic District).

912 Purpose. The purpose of this overlay district is to preserve, protect, and enhance the historic character of Westminster Historical Preservation Overlay District.

SECTION 920 ESTABLISHMENT OF DISTRICT BOUNDARIES.

District boundaries are identified on the attached Historical Preservation Overlay District Map. A list of the structures located within the Historical Preservation Overlay District can be found at the Town Hall and a map of the structures can be found in these Bylaws.

SECTION 930 HISTORICAL REVIEW BOARD.

- A. Appointment.** The Selectboard shall appoint a Historical Review Board that shall be composed of at least three (3) persons having knowledge of and interest in design, architecture, historic development and/or the community. One member may live outside of the Historic district with at least two (2) residing within the Historic District. Members will serve a term of three (3) years each on a staggered schedule. The purpose of the Historical Review Board is to advise the DRB on applications considered under this Article.
- B. Organization:** The Historical Review Board, at its organizational meeting shall adopt by a majority vote of those present and voting the rules as it deems necessary and appropriate for the performance of its functions. It shall also annually elect a chairperson, a treasurer, and a clerk. The Historical Review Board shall keep a record of its activities that shall be filed with the Town Clerk as a public record of the Town. The Historical Review Board shall comply with the ethical conduct policy as per the Town of Westminster's Personnel Policy and/or Bylaws as adopted by the Town and its Selectboard.
- C. Open Meetings:** In accordance with the Act and Article IX of these Bylaws, meetings of the Historic Review Board to review an application under these regulations shall comply with Vermont's Open Meeting Law and are open to the public. Times and places of the meeting of the Historical Review Board shall be posted in the municipality. The meetings of the Historic Review Board are not hearings before a quasi-judicial body. The Review Board's recommendations may be presented in writing at or before DRB's public hearing on the application or may be presented orally at the public hearing.
- D. Duties.** The Historical Review Board shall have the following responsibilities:
 - 1. Advise and assist the legislative body, Planning Commission, and other entities on matters related to Historic Preservation; and
 - 2. Advise the DRB and Zoning Administrator in development review according to these Bylaws and the Act.

SECTION 940 DEVELOPMENT PERMIT REQUIRED.

- A.** An application for a zoning permit for development within the Historic District that proposes rehabilitation, substantial alteration, restoration, moving, demolition, or change of an existing structure, a change of use, or the construction of a new structure, shall be filed as set forth in Section 215 B of these Bylaws. With respect to external appearances only, and other than normal maintenance and minor repairs as defined in Article XV, no structure, fence, lamp post, or retaining wall within the Historic District as defined herein shall be rehabilitated, substantially altered, restored, moved, demolished or changed. Additionally, no new structure, fence, lamp post, sign, or retaining wall within the Historic District shall be erected without the recommendation of the plans by the Historical Review Board and the approval of the DRB.
- B.** Any proposed development in the Historic District shall satisfy all standards and meet the criteria for development in the underlying zoning district, and also conform with the requirements of this Overlay District. The requirements of the Historic District supersede those of the underlying district and may render otherwise permitted uses conditional uses. For example, when determining setback distance in the Historic District, the public right-of-way is wider than in most areas of town. The public right-of-way along U.S. Route 5 extends 49.5 feet from the center of the traveled right-of-way, while the public right-of-way along School Street measures 35 feet from the center of the travel way.

SECTION 941 Application Requirements. The Applicant shall file, as part of the zoning permit application as outlined in Section 215 B of these Bylaws, the following:

- A.** A statement of the proposed construction or alteration for which historic review approval is sought;
- B.** Illustrations of sufficient detail to illustrate clearly the proposed construction, alteration or change to the property;
- C.** A description of the location of the proposed construction or the building proposed to be altered;
- D.** A drawing showing existing conditions of any building proposed to be altered, including structural features and materials;
- E.** A site development plan as required pursuant to Section 311; and
- F.** Such other information as is relevant and necessary for proper consideration of the application. The application shall also include a statement of the degree to which the proposed scheme is compatible with the existing historic structures of the surrounding area and with the distinctive characteristics of the Historic District itself.

SECTION 942 Review Process.

- A. Historical Board Review.** Within 30 days of the receipt of a complete application for historic review, the Zoning Administrator shall refer the application for review to the Historical Review Board along with copies of application materials. The Historical Review Board shall review the application and provide comment and recommendations on each of the review standards within the Board's purview. This review shall be noticed as a regular or special meeting of the Board in accordance with Vermont's Open Meeting Law.
 - 1. If the Historical Review Board finds that the application fails to comply with one or more of the review standards, it shall inform the Applicant why the proposal does not conform with the standards and shall suggest remedies to correct deficiencies. These

comments and recommendations shall be provided to the Applicant prior to consideration of the application by the DRB so that the Applicant will have an opportunity to withdraw the application or prepare a response to the Board's recommendations. The comments and recommendations of the Historical Review Board shall be provided to the DRB for its consideration in connection with its review of the application.

2. To better understand the application, the Historical Review Board either as a group or independently, may meet with the Applicant, interested parties, or both, conduct site visits, and perform other fact-finding that enable the preparation of the comments and recommendations.
- B. Public Hearing.** Within 30 days of receipt of the comments and recommendations of the Historical Review Board, the Zoning Administrator shall notice a hearing of the DRB in accordance with Section 216 A of these Bylaws.
- C. Decision.** Within forty-five (45) days of the close of the DRB hearing, the DRB shall issue a decision with shall approve, approve with conditions, or disapprove the application. This decision shall include findings of fact, conclusions of law, and shall conform with the Act and Section 216 C of these Bylaws.

SECTION 950 CRITERIA FOR APPROVAL.

In its consideration of a historic review application, the Historical Review Board and the DRB shall consider each of the following criteria when reviewing applications in the Historic District:

- A.** That the materials, their texture and arrangement, proposed for use in any rehabilitation, restoration, or substantial reconstruction project, or for any new structure, be compatible with the existing buildings with the Historic District, and most especially with the buildings and structures in the immediate vicinity of the project;
- B.** That the scale and general size of any proposed new building or structure be appropriate to the immediate surroundings;
- C.** That the overall height, width, number of stories, roof type, facade openings, architectural details, and street frontage of any proposed new building or structure be appropriate in relation to said new building's or structure's immediate surroundings, and to the nature and character of the Historic District itself;
- D.** That any new site plan, or any new arrangement of buildings or structures upon a given lot, not be in conflict with the adjoining uses of land, and
- E.** That any new buildings or structures be arranged at such angles to streets and roads that the aesthetics of the environment shall be preserved, and
- F.** That the sign design, size, location, lighting, and other aspects of any signage, be compatible with the village setting and conform to all requirements of the Sign Ordinance for the Town of Westminster.

SECTION 960 DEMOLITION.

- A. Application Requirements.** An application for the demolition or replacement of any structure, or portion thereof, within the Historic District shall conform with the Application Requirements of Section 941. In addition, the Applicant shall submit a demolition and site restoration plan which shall describe the intended use of the site and the manner in which the site shall be restored to grade, surfaced, and landscaped, and/or screened so as to minimize adverse visual impacts and to prevent hazards to public safety and the adjoining properties.

B. Application Review. The application shall be reviewed by the Historic Review Board and the DRB in accordance with the process in Section 942. In its consideration of the demolition plans, the Historical Review Board and the DRB shall also consider the demolition criteria of Sections 961 & 962.

C. Demolition Approval Conditions. When considering an application for the demolition of a historic structure listed on the National Register of Historic Places Inventory, the DRB may require that one or more of the following measures be undertaken to mitigate the loss of the structure:

1. A photographic, video, or drawn recordation of the property be compiled and turned over to the Town, the cost of said recordation to be borne by the Applicant;
2. That provision be made to salvage and preserve significant elements of the building or structure; and/or
3. That other reasonable mitigation measures be undertaken.

SECTION 961 Criteria for Non-Historic Structures. No demolition of a non-contributing structure shall occur unless the DRB determines that the demolition and site restoration plan minimizes adverse visual impact and prevents hazards to public safety and the adjoining properties.

SECTION 962 Criteria for Historic Structures. No demolition or partial demolition of a contributing structure listed on the National Register of Historic Places Inventory shall occur, unless the DRB determines that:

- A. That retention of the structure, or part thereof, is not feasible because the structure in question, or part thereof, is structurally unsound, or
- B. That rehabilitation of the structure, or part thereof, would cause undue financial hardship for said structure's owner or owners, or
- C. That there is a demonstrated public need for the proposed new use of the property in question which would outweigh any public benefit that could be obtained were the subject building or site to be preserved; and
- D. That the demolition and site restoration plan minimizes adverse visual impact and prevents hazards to public safety and adjoining properties.

SECTION 963 Technical Review. To aid determination of the alleged structural soundness, or lack thereof, of a building or structure, the DRB may require the structure to be inspected by licensed structural engineer who has had experience evaluating historic buildings or structures. The selection of such an engineer, should the DRB decide that one needs to be hired, shall be negotiated between the DRB and the Applicant, and the cost of the agreed upon engineer's services shall be borne by the Applicant, in accordance with Section 216 B 2 of these Bylaws.

SECTION 970 ADDITIONAL GUIDELINES FOR REVIEWING APPLICATIONS.

In order to achieve the purposes of the Historical Preservation Overlay District, the Historical Review Board and the DRB shall be guided in their determination by the stated purpose of the Historic District and by the further guidelines set forth below:

971 Additions and Alterations.

- A. A non-character defining elevation of an historic structure may be added to, provided that the addition does not dominate or detract from the historic appearance, nor diminish, conceal, or detract from the historic structure itself, nor the setting of this structure. Any addition to a

historic building or structure shall be compatible with that building or structure, and where feasible, shall be designed in such a manner as to be removable, if desired at some future date, with but minimal damage to the original historic building structure.

- B.** The materials used for additions shall be compatible with the materials used on the original building. For example, if the original existing building is clapboarded, then any additions to the building shall also be clapboarded. The new clapboarding shall have the same dimensions and orientation as the original siding.
- C.** Window additions shall be similar in pattern, proportion, and scale, to the existing or original windows.
- D.** The roof on any addition should have the same or similar pitch as the original or existing roof whenever possible.
- E.** Character defining elements of the original building shall be respected and shall be maintained whenever possible and shall not be altered unless absolutely necessary. Original window or door openings shall not be altered or covered over. Facade details shall not be obscured. The original building entrance shall be preserved.
- F.** New porches or entrances shall be located so as not to diminish the character of the existing structure to which they are attached, or for which they provide access. No new porch or entrance shall be constructed along or through the street facing façade of an historic building except as part of an accurate full or partial restoration of the building in question. Porches shall be designed to be compatible in size, scale, and style with the existing building to which they are to be attached.
- G.** Storm windows and doors may be added to an existing historic structure to increase energy efficiency. Any storm windows or storm doors so added shall be installed in such a manner as not to damage existing window casings or doorframes, or existing window sashes or doors.
- H.** Slate roofs shall be repaired in kind. No slate roof or the remnant thereof, located within the Westminster Historical Preservation Overlay District, shall be permanently removed or replaced without a permit from the DRB.
- I.** Transformers, meters, pipes, and mechanical or communication-related items shall be located as inconspicuously as possible.
- J.** Additions required for safety, or for accessibility, such as fire escapes or handicap entrances shall be designed so as to be as compatible as possible with the existing building or structure.

972 New Construction.

- A.** The heights of new buildings shall be similar to the heights of the existing buildings within the Historic District.
- B.** Building setbacks from the street shall be consistent with the setback distances of adjacent buildings.
- C.** Side setbacks from adjacent buildings shall recognize and compliment the spacing between existing buildings.
- D.** The architectural components of any projected new building shall in principle be similar in size, shape, and materials to those of the more significant historic buildings of the Historic District.
- E.** The scale and placement of windows in a new building shall relate to the surrounding buildings and to itself.
- F.** Exterior siding materials, textures, and colors shall complement the existing buildings.
- G.** Building width and mass of a proposed new building shall be compatible with the width and

mass of the existing buildings of the Historic District.

- H. The new building shall be positioned on the lot to preserve the pattern of front entrances facing the street.

973 Signs.

- A. The proportion and location of any sign shall compliment the building's composition and architectural details. Important architectural details such as the cornice, window and door trim, porch railings, etc. shall not be obscured. The location of freestanding signs shall not obscure the building's main façade or break patterns in the streetscape. The sign shall consist of colors, materials, sizes, and shapes, which are appropriate to the façade design, and materials.
- B. The design of the sign including lettering styles, size, and composition should relate to the architectural style of the building. The design shall also consider the conforming signs in the Historic District.
- C. Signs shall be illuminated externally and shall be the minimum to adequately light the sign.
- D. All signs will need a separate permit and must need to conform to the Town of Westminster's Sign Ordinance.

END OF ARTICLE IX

ARTICLE X: AGRICULTURAL LAND OVERLAY DISTRICT

SECTION 1010 Statutory Authorization. As provided for in the Act, there is hereby established a special overlay zoning district known as the Westminster Agricultural Land Overlay District.

1011 Purpose. The purpose of the Agricultural Land Overlay District is to protect and preserve “locally important farmland” for agricultural use by future generations. The Agricultural Land Overlay District has been created to foster patterns of land development, which shall:

- A. Preserve large, contiguous tracts of “locally important farmland” for existing and future food production;
- B. Maintain and encourage the future growth of Westminster’s agricultural base by protecting existing agricultural operations from incompatible land uses and by providing a stable agricultural land base for future agricultural uses;
- C. Maintain a sufficiently large amount of agriculture in Westminster in order to sustain the economic feasibility of necessary support services for the agricultural community.

1012 Establishment of District Boundaries. These Districts were identified using the Westminster Land Evaluation and Site Assessment System (LESA) and include all lands which meet the LESA threshold score of 195 or greater (as identified in the “Summary Report: Agricultural Land Evaluation and Site Assessment, Westminster, Vermont, 1990”)

Any proposed development located within this District must meet the requirements of this Article in addition to the requirements of the underlying zoning district. Where provisions of the Agricultural Land Overlay District regulations overlap or conflict with the provisions of the underlying zoning district, the provisions of the Agricultural Lands Overlay District regulations shall prevail.

SECTION 1020: DEVELOPMENT PERMIT REQUIRED. All land development within the Agricultural Land Overlay District including subdivision of land, siting of all non-agricultural buildings, including dwellings for farm workers and farm families within the Agricultural Overlay District, and agriculture tourism facilities requires DRB review and approval. All development within the District shall require Site Plan Review in accordance with Section 311 and shall meet all performance standards of Section 511.

- A. **Permitted Uses.** The following uses are Permitted Uses within the Agricultural Land Overlay District provided they are also permitted in the underlying district:
 - 1. Agricultural uses, buildings and customary agricultural accessory uses (e.g. barns, sugar houses, silos, etc.) and;
 - 2. Forestry and Wildlife Refuge uses.
- B. **Conditional Use.** The following uses are Conditional Uses within the Agricultural Land Overlay District and require approval from the DRB:
 - 1. All other uses which are either Permitted or Conditional Uses according to the underlying zoning district and;
 - 2. The Subdivision of land.

SECTION 1030 Application Requirements. The Applicant shall file all required application materials as outlined in Section 215 B and include:

- A. Narrative explaining why the location for buildings, roads, and infrastructure were selected; and
- B. Calculations describing the percentage of remaining land available for agriculture.

SECTION 1031 Criteria for Approval. The DRB shall consider the following criteria when determining an application for development in the Agricultural Land Overlay District:

- A. **Preservation of Continuous Farmland.** Lots shall be located and sized, and proposed development shall be designed and sited to preserve large blocks of contiguous farmland to the maximum extent possible.
- B. **Development to be Compatible with Agricultural Uses.** Land subdivision and development shall be compatible with agricultural land uses and operations and shall not interfere with accepted farming practices carried out on adjacent lands.
- C. **Development of Farmland.** Buildings and other structures, as well as roadways, shall not be sited upon productive farmland but shall be located to the extent practicable and feasible, in wooded areas, or at the edge of fields. Every effort shall be made to locate buildings, roads, and infrastructure upon land which is unsuitable or least productive for agricultural use and has the least impact on the agriculturally productive use of the remainder of the parcel.
- D. **Preserve Not Less Than Sixty Percent of Farmland.** Not less than Sixty Percent (60%) of farmland on any parcel shall be preserved for present and/or future agricultural use and shall not be built upon. Permanent conservation restrictions and/or covenants shall be established when feasible to protect and preserve the undeveloped portion of the property in order to keep it open and available for agricultural use.

SECTION 1032 Review Process.

- A. **Public Hearing.** Within 30 days of receipt of a complete application for development in the Agricultural Land Overlay District, the Zoning Administrator shall notice a hearing of the DRB in accordance with Section 216 A.
- B. **Decision.** Within forty-five (45) days of the close of DRB hearing, the DRB shall issue a decision with shall approve, approve with conditions, or disapprove the development. This decision shall include findings of fact, conclusions of law, and shall conform with the Act and Section 216 C of these Bylaws.
 - 1. The DRB may impose reasonable conditions to mitigate the impact of the development.

END OF ARTICLE X

ARTICLE XI: FLOOD HAZARD AREAS OVERLAY DISTRICT

SECTION 1110 AUTHORIZATION AND PURPOSE.

SECTION 1111 Statutory Authorization. As provided for in the Act, there is hereby established Flood Hazard Area Bylaws for the Town of Westminster.

SECTION 1112 Purpose. It is the purpose of these regulations to promote the public health, safety, and general welfare, to prevent increases in flooding caused by development of lands in areas of special flood hazard and to minimize losses due to floods by:

1. Restricting or prohibiting uses that are dangerous to health, safety, or property in times of flood or cause excessive increase in flood heights or velocities.
2. Requiring that uses vulnerable to floods, including public facilities that serve such uses, shall be protected against flood damage at the time of initial construction.

SECTION 1120 ESTABLISHMENT OF DISTRICT BOUNDARIES.

These Bylaws shall apply to all lands in the Town of Westminster, Vermont, identified as areas of special flood hazard in and on the most current flood insurance studies and maps published by the Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), National Flood Insurance Program (NFIP), as provided by the Secretary of the Agency of Natural Resources pursuant to 10 V.S.A. § 753, which are hereby adopted by reference and declared to be part of these Bylaws. The requirements of the Flood Hazard Areas Overlay District supersede those of the underlying District and may render otherwise permitted uses, conditional or not permitted at all.

SECTION 1121 Base Flood Elevations and Floodway Limits.

- A.** Where available, base flood elevations and floodway limits (or data from which a community can designate regulatory floodway limits) provided by the National Flood Insurance Program in the Flood Insurance Study and accompanying maps shall be used to administer and enforce the provisions of these Bylaws.
- B.** In areas where base flood elevations and floodway limits have not been provided by the National Flood Insurance Program in the Flood Insurance Study and accompanying maps (i.e., Zone A), base flood elevations and floodway data provided by FEMA or available from State or Federal agencies or other sources, shall be obtained by the Zoning Administrator and reasonably utilized to administer and enforce the provisions of these Bylaws.
- C.** Until a regulatory floodway is designated, no new construction, substantial improvements, or other development (including fill), shall be permitted unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing development and anticipated development will not increase the water surface elevation of the base flood more than one foot at any point within the community.

SECTION 1130 DEVELOPMENT PERMIT REQUIRED.

A permit is required, to the extent authorized by State law, for all proposed construction or other development, including agriculture buildings and the placement of manufactured homes, in areas of special flood hazard.

SECTION 1131 Permitted Uses. Upon issuance of a permit by the Development Review Board, the following land uses shall be permitted within the area of special flood hazards to the extent that they are not prohibited by any other Bylaw or by any other section of these Bylaws and also provided that they do not require the erection of structures, storage of materials or equipment, the borrowing of fill from outside the floodway area, or channel modification or relocation, and do not obstruct flood flows. The permit also can not result in any increase in flood levels during the occurrence of the base flood discharge, decrease the water-carrying capacity of the floodway or channel, or increase off-site flood damage potential:

- A. Agricultural uses, such as general farming, pasture, orchard, grazing, outdoor plant nurseries, truck farming and forestry.
- B. Recreation uses, such as parks, camps, picnic grounds, tennis courts, golf courses, golf driving ranges, archery and shooting ranges, hiking and riding trails, hunting and fishing areas, game farms, fish hatcheries, wildlife sanctuaries, nature preserves, swimming areas, and boat launching sites.
- C. Accessory residential uses, such as lawns, gardens, parking areas, and play areas.

SECTION 1132 Conditional Uses. All new construction, substantial improvement of existing buildings, and development in a floodway are permitted only upon the granting of a conditional use permit by the DRB in accordance with the development standards of Section 1150. All development and Subdivisions shall be reviewed to assure that such proposals minimize potential flood damage. Public facilities and utilities such as sewer, gas, electrical, and water systems are constructed so as to minimize flood damage, and adequate drainage is provided to reduce exposure to flood hazards.

SECTION 1133 Prohibited Uses. Junkyards, as defined herein, and storage facilities for chemicals, explosives, flammable liquids or other toxic materials shall be prohibited.

SECTION 1140 PERMIT APPLICATION.

SECTION 1141 Application. All zoning permit applications shall be filed with the Zoning Administrator, who shall determine, upon receipt of a complete application, whether or not the proposed development is located within the area of special flood hazard and whether or not the proposed use requires conditional use review. The Zoning Administrator shall transmit such application to the DRB for review as provided for by these Bylaws.

SECTION 1142 Application Requirements. In addition to the requirements of Section 215 B. of these Bylaws, an application for conditional use review in the Flood Hazard Areas Overlay District shall include:

- A. An Elevation Certificate prepared by a licensed surveyor;
- B. Mapping to include existing and proposed structures, including the elevation of the lowest habitable floor including basement, and certifications to whether such structures contain a basement;
- C. Proposed fill and/or storage of materials;
- D. The method and levels to which any structure will be flood proofed and certification by the Applicant's Engineer or Architect that the design and proposed methods of construction are in accordance with the flood proofing requirements of these Bylaws;
- E. The relationship of the proposal to the location of the channel;

-
- F. Base flood elevation data for Subdivisions and other proposed developments and;
 - G. Such additional information as the DRB deems necessary for determining the suitability of the particular site for the proposed use. This information in paper form shall include:
 1. Plans in duplicate, drawn to scale, showing the location, dimensions, contours, and elevation of the lot; the size and location of the site of existing or proposed structures, fill or storage of material; the location and elevations of streets, water supply, and sanitary facilities; and the relation of the above to the location of the channel, floodway and base flood elevation.
 2. A typical valley cross-section showing the channel of the stream, elevation of land areas adjoining each side of the channel, and cross-sectional areas to be occupied by the proposed development.
 3. A profile showing the slope of the bottom of the channel or flow line of the stream.
 4. Specifications for building construction and materials, flood proofing, mining, dredging, filling, grading, paving, excavation or drilling, channel improvements, storage of material, water supply and sanitary facilities.
 5. If a variance is required, a written decision of the variance from the State representative of National Flood Insurance Program shall be part of a complete application.

SECTION 1143 Special Permit Application Requirements.

- A. **State Review.** Prior to issuing a permit for any development in a flood hazard area, a copy of the application shall be submitted to the Vermont Department of Environmental Conservation and the District Floodplain Coordinator in accordance with Section 4424 of the Act. No permit may be issued until receipt of comments from the Department or the expiration of 30 days from the date the application was mailed to the Department.
- B. **Notification.** Adjacent communities and the Vermont Department of Department of Environmental Conservation and the District Floodplain Coordinator shall be notified at least 30 days prior to issuing any permit for the alteration or relocation of a watercourse and copies of such notification shall be submitted to the Administrator of the Federal Insurance Administration.
- C. **State and Federal Approvals.** The Applicant is responsible for contacting the regional permit specialist employed by the Agency of Natural Resources to determine which permits are required. A permit for development in the Flood Hazard Overlay District may only be issued after the Applicant submits a copy of any required Federal, State, or other Municipal permits to the Zoning Administrator.

SECTION 1150 CRITERIA FOR REVIEW.

All development and subdivisions shall be reviewed to ensure that such proposals minimize potential flood damage. Public facilities and utilities such as sewer, gas and water systems are constructed so as to minimize flood damage, and adequate drainage is provided to reduce exposure to flood hazards.

- A. **Floodway Areas.** Development within the regulatory floodway, as determined by Section 1140, is prohibited unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice by a registered professional engineer certifying that the proposed development will result in no increase in flood levels during the occurrence of the base flood.

B. Development Within Floodway Fringe Areas - All development shall be reasonably safe from flooding and:

1. Designed (or modified) and adequately anchored to prevent flotation, collapse, or lateral movement of the structure during the occurrence of the base flood,
2. Constructed with materials resistant to flood damage,
3. Constructed by methods and practices that minimize flood damage, and
4. Constructed with electrical, heating, ventilation, plumbing and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.
5. The preference is for little or no fill in fringe areas. Use stilts, pylons or floating structures instead.

C. Residential Development.

1. New construction and existing buildings to be substantially improved that are located in Zones A1-30, AE, and AH shall have the lowest floor, including basement, elevated to or above the base flood elevation. New construction and existing buildings to be substantially improved that are located in Zone AO shall have the lowest floor, including basement, elevated above the highest adjacent grade at least as high as the depth number specified in the feet on the community's Flood Insurance Rate Map (FIRM) conducted by FEMA or at least two feet if no depth number is specified.
2. Manufactured homes to be placed and existing manufactured homes to be substantially improved that are:
 - a. Located in a new manufactured home park or subdivision, outside of a manufactured home park or subdivision, in an expansion to an existing manufactured home park or subdivision, or in a manufactured home park or subdivision which has incurred substantial damage from a flood shall be elevated on a permanent foundation such that the lowest floor of the manufactured home is elevated to one foot above the base flood elevation and be securely anchored to an adequately anchored foundation system to resist flotation, collapse, and lateral movement during the occurrence of the base flood.
 - b. Located in an existing manufactured home park, where elevating a replacement home to or above base flood elevation is not possible, the lowest floor shall be supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than 48 inches in height above grade and be securely anchored to an adequately anchored system to resist flotation, collapse, and lateral movement.
3. Residential construction located within Zones AH and AO shall have adequate drainage paths around structures on slopes, to guide floodwater around and away from the proposed structures.

D. Non-Residential Development

1. New construction located in Zones A1-30, AE, and AH shall have the lowest floor, including basement, elevated to or above the base flood elevation. New construction located in Zone AO shall have the lowest floor, including basement, elevated above

-
- the highest adjacent grade at least as high as the depth number specified in the feet on the community's FIRM or at least two feet if no depth number is specified.
2. Existing buildings to be substantially improved located in Zones A1-30, AE, and AH shall have the lowest floor, including basement, elevated to or above the base flood elevation or together with attendant utility and sanitary facilities be designed so that below the base flood elevation the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. Existing buildings to be substantially improved located in AO zones shall have the lowest floor, including basement, elevated above the highest adjacent grade at least as high as the depth number specified in feet on the community's FIRM or at least two feet if no depth number is specified or together with attendant utility and sanitary facilities be designed so that below the base flood elevation the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy.
 3. A permit for a building proposed to be flood proofed shall not be issued until a registered professional engineer or architect has reviewed the structural design, specifications and plans, and has certified that the design and proposed methods of construction are in accordance with accepted standards of practice for meeting the provisions of this subsection.
 4. Non-residential construction located within Zones AH and AO shall have adequate drainage paths around structures on slopes, to guide floodwater around and away from the proposed structures.

E. Subdivisions.

1. New subdivision proposals and other proposed development (including proposals for manufactured home parks and subdivisions) shall include base flood elevation data.
2. Subdivisions (including manufactured home parks) shall be designed to assure:
 - a. Such proposals minimize flood damage within the flood-prone areas;
 - b. Public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage; and
 - c. Adequate drainage is provided to reduce exposure to flood hazards.

F. Enclosed Areas Below the Lowest Floor.

1. Enclosed areas below the lowest floor, which are subject to flooding, shall be used solely for parking of vehicles, building access, or storage.
2. New construction and existing buildings to be substantially improved with fully enclosed areas below the lowest floor that are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters.
3. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or meet or exceed the following minimum criteria: A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided. The bottom of all openings shall be no higher than one foot above grade. Openings may

be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

SECTION 1151 Recreational Vehicles.

Recreational Vehicles placed within special flood hazard areas shall either:

1. Be on the site for fewer than 180 consecutive days;
2. Be fully licensed and ready for highway use; or
3. Be permitted in accordance with the elevation and anchoring requirements for “manufactured homes” in section 1152.2 B. 2.

SECTION 1152 Accessory Structures.

A small accessory building (less than 150 square feet) that represents a minimal investment need not be elevated to the base flood elevation provided the structure meets the following:

1. The structure shall only be used for parking or storage;
2. Shall have the required openings to allow floodwaters in and out;
3. Shall be constructed using flood resistant materials below the Base Flood Elevation;
4. Shall be adequately anchored to resist flotation, collapse, and lateral movement; and
5. Shall have all utility equipment including electrical and heating equipment elevated or flood proofed.

SECTION 1153 Water Supply Systems. New and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the systems.

SECTION 1154 Sanitary Sewage Systems. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters.

SECTION 1155 On-Site Waste Disposal Systems. On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding. The lowest elevation of the wastewater distribution field shall be located at least 1 foot above the base flood elevation.

SECTION 1156 Watercourse Carrying Capacity. The flood carrying capacity within any altered or relocated portion of a watercourse shall be maintained.

SECTION 1157 Variances to Flood Hazard Area Development Standards. Variances shall be granted only in accordance with the criteria found in 44 CFR, Section 60.6, of the National Flood Insurance Regulations.

SECTION 1160 ADMINISTRATION AND ENFORCEMENT.

SECTION 1161 Duties of the Zoning Administrator. The Zoning Administrator shall maintain a record of:

- A. All permits issued for development in areas of special flood hazard;

-
- B. The elevation (consistent with the datum of the elevation on the NFIP maps for the community) of the lowest floor, including basement, of all new or substantially improved buildings;
 - C. The elevation (consistent with the datum of the elevation on the NFIP maps for the community) to which buildings have been flood proofed;
 - D. All flood proofing certifications required under this regulation; and
 - E. All waiver or variance determinations within designated flood hazard areas, including justification for their issuance.

SECTION 1162 Annual Report to Federal Insurance Administration. The Zoning Administrator shall submit the information required by the FIA annual report form with respect to the administration and enforcement of the flood hazard area regulations. A copy of the annual report shall be submitted to the state coordinating agency.

SECTION 1163 Enforcement and Penalties. It shall be the duty of the Zoning Administrator to enforce the provisions of these Bylaws. Whenever any development occurs contrary to these flood hazard area regulations, the Zoning Administrator shall institute appropriate action to abate the violation. The Zoning Administrator may use all lawful remedies including the provisions of 24 V.S.A. §1974(a) or pursuant to 24 V.S.A. § 4451 or 24 V.S.A. § 4452 to correct the violation.

No action may be brought pursuant to § 4451 unless the alleged offender has had at least a seven-day warning notice by certified mail. An action may be brought without the seven-day notice and opportunity to cure if the alleged offender repeats the violation after the seven-day notice period and within the next succeeding twelve months. The seven-day warning notice shall state that a violation exists; that the alleged offender has an opportunity to cure the violation within the seven days, and that the alleged offender will not be entitled to an additional warning notice for a violation occurring after the seven days. If the structure is still noncompliant after the opportunity to cure has passed, the Zoning Administrator shall submit a declaration to the Administrator of the NFIP requesting a denial of flood insurance.

Section 1316 of the National Flood Insurance Act of 1968, as amended, authorizes FEMA to deny flood insurance to a property declared by a community to be in violation of their flood hazard area regulations. The declaration shall consist of:

- (a) the name of the property owner and address or legal description of the property sufficient to confirm its identity or location,
- (b) a clear and unequivocal declaration that the property is in violation of a cited State or local law, regulation, or Bylaw,
- (c) a clear statement that the public body making the declaration has authority to do so and a citation to that authority,
- (d) evidence that the property owner has been provided notice of the violation and the prospective denial of insurance, and
- (e) a clear statement that the declaration is being submitted pursuant to Section 1316 of the National Flood Insurance Act of 1968, as amended.

SECTION 1170 DISCLAIMER OF LIABILITY

These Bylaws do not imply that land outside the areas of special flood hazard or land uses permitted within such districts will be free from flooding or flood damages. Nothing in these Bylaws or any administrative decision lawfully made there under shall create liability on the part of the Town of Westminster.

SECTION 1180 INTERPRETATION

The provisions of these Bylaws shall not in any way impair or remove the necessity of compliance with any other applicable Bylaws or State or Federal regulations. In the event these Bylaws conflict with any State or Federal Regulation, the more restrictive regulation shall control.

END OF ARTICLE XI

ARTICLE XII: WATER SUPPLY SOURCE PROTECTION OVERLAY DISTRICT

SECTION 1210 AUTHORIZATION AND PURPOSE.

1211 Authority. Pursuant to the Act there is hereby established a Water Supply Source Protection Overlay District for the Town of Westminster.

1212 Purpose. The purpose of the Water Supply Source Protection Overlay District is to protect, preserve, and maintain water source supplies that provide potable drinking water to the public and protect such water sources from adverse impacts that may result from inappropriate development or land use practices.

SECTION 1220 ESTABLISHMENT OF DISTRICT BOUNDARIES.

1221 Boundaries. The Water Supply Source Protection Overlay District is defined as the areas shown on the Westminster Water Resources Map as wellhead protection areas. The Water Supply Source Protection Overlay District consists of the wellhead protection locations from the Vermont Agency of Natural Resources Water Supply Division digital data. The Water Supply Source Protection Overlay District is an overlay district, which imposes additional requirements and restrictions to those in the underlying district. In all cases, the more restrictive requirement(s) shall apply.

1222 Lots Divided by the Overlay District. Where the boundary of the Water Supply Source Protection Overlay District divides a lot of record such that part of the lot falls within the Water Supply Source Protection Overlay District and part of the lot is outside of it, the provisions of this Article shall only apply to that portion of the lot within the boundary of the Water Supply Source Protection Overlay District.

SECTION 1230 DEVELOPMENT PERMIT REQUIRED.

A zoning permit is required for any development in the water supply source protection overlay district.

SECTION 1231 Uses.

A. Permitted Uses: The following uses are considered a permitted use provided that they are conducted in accordance with the intent of these Bylaws:

1. Any use listed as a permitted use in the underlying Zoning District, except uses prohibited by Section B or uses characterized as conditional uses by Section C of this Article.
2. Agricultural and forestry uses, provided that fertilizers, pesticides, manure and other leachable wastes are used according to the Accepted Agricultural Practices as prescribed by Vermont Agency of Agriculture, Food and Markets as applicable. All said leachable wastes must be stored under shelter.

B. Prohibited Uses: The list of prohibited uses below is not exhaustive. No use shall be permitted in this District which has the potential to cause pollution or contamination of ground water. The uses prohibited by this district are prohibited based upon the combined pollution experience of these uses. As technology advances, it may be appropriate in certain cases to authorize uses conditionally when it can be demonstrated that appropriate conditions and safeguards will prevent a pollution hazard. The following uses shall be prohibited in the Water Supply Source Protection Overlay District:

1. On-site disposal, bulk storage, processing or recycling of toxic or hazardous materials or wastes.
2. Underground storage tanks, except septic tanks as regulated and approved by the Vermont Department of Environmental Conservation, Wastewater Management Division.
3. Industrial uses which discharge contact-type process waters on site.
4. Unenclosed storage of road salt.
5. Dumping of snow carried from off-site.
6. Automotive uses: automobile service stations, repair garages, carwashes, junkyards, and truck stops.
7. The siting or operation of a wastewater or stormwater drainage lagoon.
8. Sale, storage, lease or rental of used and new cars or other motorized vehicles.
9. Laundry and dry cleaning establishments.
10. Landfills.

C. Conditional Uses. The following uses, if allowed in the underlying district, require conditional use approval:

1. Industrial and commercial land uses not otherwise prohibited by Section 1232.
2. Multi-family residential development.
3. Sand and gravel excavation and other mining if not carried out within six vertical feet of the seasonal high water table.
4. Animal feedlots and manure storage facilities provided the Applicant consults with the Vermont Natural Resource Conservation District before such uses are established.
5. Photography studios.
6. Printing and publishing establishments.
7. Hair salons.

1240 REVIEW PROCESS.

A. Public Hearing. Within 30 days of receipt of a complete application, the Zoning Administrator shall notice a hearing of the DRB in accordance with Section 216 A.

B. Decision. Within forty-five (45) days of the close of the hearing, the DRB shall issue a decision with shall approve, approve with conditions, or disapprove the application. This decision shall include findings of fact, conclusions of law, and shall conform with the Act and Section 216C of these Bylaws.

1250 APPLICATION REQUIREMENTS. The application shall include all materials required by Section 215B of these Bylaws. In addition to the above, the Applicant shall file as part of the application the following:

- A. A complete list of each type and volumes of any hazardous material (including fuel) used, stored, processed, handled or disposed of on-site other than materials associated with normal household use.
- B. Description of each type of waste generated and method of disposal including: solid wastes, hazardous wastes, sewage and non-sewage wastewater discharges.
- C. Identify location of all private drinking water supply wells within 200 feet of the property line.

SECTION 1260 REVIEW CRITERIA. No development shall be authorized within the water source protection overlay district unless each of the following criteria are satisfied:

- A. The proposed use complies with all other applicable provisions of this Article;
- B. The use will have no detrimental impact on the quality of potable water from the supply source, nor cause a significant long term reduction in the volume of water contained in the aquifer or in the storage capacity of the aquifer;
- C. The use will discharge no wastewater on-site other than a domestic wastewater disposal system approved by the State of Vermont; and
- D. If a parcel includes land partially outside of the Water Supply Source Protection Overlay District, potential pollution sources such as, but not limited to, on-site waste disposal systems shall be located outside and down gradient of the overlay district where possible.

END OF ARTICLE XII

ARTICLE XIII: TELECOMMUNICATIONS FACILITIES

SECTION 1310 AUTHORITY AND PURPOSE

1311 Authority. Pursuant to the Act, the Development Review Board is authorized to review, approve, conditionally approve, and deny applications for wireless telecommunications facilities, including sketch, preliminary and final plans, and installation. Pursuant to the Act, the Development Review Board is authorized to hire qualified persons to conduct an independent technical review of applications and to require the Applicant to pay for all reasonable costs thereof.

1312 Purpose. This Bylaw has been enacted to protect the public health, safety and general welfare of the Town of Westminster and to fulfill the following goals:

- A.** Preserve the character and appearance of the Town of Westminster while allowing adequate wireless telecommunications services to be developed.
- B.** Protect the scenic, historic, environmental, and natural resources of the Town of Westminster.
- C.** Provide standards and requirements for the operation, safety, siting, design, appearance, construction, monitoring, modification, and removal of wireless telecommunications facilities and towers.
- D.** Minimize tower and antenna proliferation by requiring the sharing of existing communications facilities, towers and sites where possible and feasible.
- E.** Facilitate the provision of telecommunications services to the residences and businesses of the Town of Westminster.
- F.** Minimize the adverse visual effects of towers and other facilities through careful design and siting standards.

1313 Consistency with Federal Law. In addition to other findings required by these Bylaws, the DRB shall find that its decision regarding an application is intended to be consistent with federal law, particularly the Telecommunications Act of 1996. This section does not:

- A.** Prohibit or have the effect of prohibiting the provisions of personal wireless services;
- B.** Unreasonably discriminate among providers of functionally equivalent services; or
- C.** Regulate personal wireless services on the basis of the environmental effects of radio frequency emissions to the extent that the regulated services and facilities comply with the Federal Communications Commission (FCC) regulations concerning such emissions.

SECTION 1320 PERMITTED AND PROHIBITED LOCATIONS.

1321 Location. Telecommunications towers and associated equipment, buildings, and infrastructure are allowed as Conditional Uses in the following zoning districts:

- 1. Commercial/Industrial District
- 2. Village District
- 3. Resource and Conservation District

Additionally, freestanding telecommunications towers over 20 feet in elevation and associated equipment, buildings, and infrastructure shall not be located in any of the following locations:

-
- A. Historic Preservation Overlay District as defined in the Town Plan and on the Official Zoning Map.
 - B. Closer than 300 feet horizontally, or twice the tower elevation, whichever is greater, to any residential structure, residential land, or school.
 - C. Within 100 feet horizontally, or twice the tower elevation, whichever is greater, of a State or Federal designated wetland.
 - D. Within 50 feet horizontally, or twice the tower elevation, whichever is greater, of any river or stream. Applicants are encouraged to locate antennas within existing tall structures such as church steeples or barn silos; in these instances, the above standards may be modified.
 - E. Ridgeline Protection Overlay District unless the strict provisions are met (see Article XIV).

1322 Setbacks. The minimum setback for any telecommunications facility or associated structure shall be as required in the applicable zoning district, plus an additional setback equal to the height of the tower, (the “fall zone”). The fall zone may be allowed to cross property lines where an alternative protection to abutting properties can be provided by way of easement. The area of the easement shall be shown on the site plan, the terms of the easement shall be provided as part of the conditional use application materials, and the easement shall be recorded in the Town of Westminster land records. Where a tower is mounted on an existing structure such as a barn silo, church steeple, or utility pole, and the tower does not increase the height of the structure more than ten feet, then the additional “fall zone” setback is not required.

1323 Temporary Wireless Communication Facilities. Any wireless facility designed for temporary use is subject to the following:

- A. Use of a temporary facility is permitted only if the owner has received a temporary use permit from the Town of Westminster.
- B. Temporary facilities are permitted for no longer than five days use during a special event.
- C. Temporary facilities are permitted as specified in Section 530 with a temporary permit for construction.

SECTION 1330 APPLICATION REQUIREMENTS

An application for a zoning permit shall be filed as set forth in Sections 214 (B) of these Bylaws. In addition to the above, the Applicant shall file, as part of the application the following:

- A. Fall Zone plan;
- B. Abutter permission, if applicable;
- C. Complete design profile of the proposed tower; and
- D. Proposal of Indemnity.

1331 Small Scale Facilities. The placement of the wireless telecommunications antennas, repeaters, or microcells on existing towers, buildings, structures, roofs, or walls, and not extending more than 10 feet from the same, and located no closer than 50 feet to an existing residence, or the installation of ground facilities less than 20 feet in height and located no closer than 50 feet to an existing residence, may be approved by DRB, provided the antennas, repeaters, or microcells meet the applicable requirements of these Bylaws, upon submission of:

- A. An application for a zoning permit accompanied with a site plan, elevations, and a building plan (if it is to be mounted on an existing tower, building, structure, or roof).

-
- B. A report by a qualified engineer indicating the structure's suitability for the telecommunications facility, and that the proposed method of affixing the antenna or other device to the structure complies with standard engineering practices. Complete details of all fixtures and coupling and the exact points of attachment shall be indicated.
 - C. For a facility to be installed on an existing structure, a copy of the Applicant's executed contract with the Owner of the existing structure.

1332 Application for Wireless Telecommunications Facilities not covered under Section 1331.

An Applicant for a permit must be a personal wireless provider or FCC licensee, or must provide a copy of its executed contract to provide land or facilities to such an entity, to the Zoning Administrator at the time that an application is submitted. A permit shall not be granted for a tower or facility to be built on speculation. No construction, alteration, modification (including the installation of antennas for new uses) or installation of any wireless telecommunications tower or facility shall commence without a Conditional Use approval first being obtained and a Site Plan Review approved by the Development Review Board. In addition to the information otherwise required in the Westminster Zoning Bylaw, Applicants for wireless telecommunications towers or facilities shall include the following supplemental information.

- A. The name and address of the Applicant, the record landowners and any agents of the landowners or Applicants as well as an Applicant's registered agent and registered office. If the Applicant is a business, the name and address of the business and the state in which it is incorporated and has its principal office shall be provided.
- B. The name, address, and telephone number of the person to be contacted and who is authorized to act in the event of an emergency regarding the structure or safety of the facility.
- C. The names and addresses of the record owners of all abutting properties, including those that fall within the property boundaries across a street or stream.
- D. A report from a qualified engineer(s) that:
 1. Describes the facility height, design, and elevation.
 2. Documents the height above grade for all proposed mounting positions for antennas to be collocated on a telecommunications tower or facility and the minimum separation distances between antennas.
 3. Describes the tower's proposed capacity, including the number, height, and type(s) of antennas that the Applicant expects to accommodate.
 4. In the case of new tower proposals, demonstrates that existing telecommunications sites and other existing structures, or structures proposed by the Applicant within 5 miles of the proposed site, including in New Hampshire, cannot reasonably provide adequate coverage and adequate capacity to the Town of Westminster as well as the intended service area. The documentation shall include, for each facility site or proposed site within such radius, the exact location, ground elevation, height of tower, and sufficient additional data to allow the independent reviewer to verify that other locations will not be suitable.
 5. Demonstrates that the Applicant has analyzed the feasibility of using "repeaters" or microcells to provide coverage to the intended service area.
 6. Describes potential changes to those existing facilities or site in their current state that would enable them to provide adequate coverage.

-
7. Describes the output frequency, number of channels, sector orientation and power output per channel, as appropriate for each proposed antenna.
 8. Includes a written explanation for use of the proposed facility, including reasons for seeking capacity in excess of immediate needs if applicable, as well as plans for additional coverage within the Town.
 9. Demonstrates the tower's compliance with the setback requirements of the Westminster Zoning Bylaws.
 10. Provides assurance that at the proposed site, the Applicant will establish and maintain compliance with all FCC rules and regulations, particularly with respect to radio frequency exposure.
 11. Includes other information requested by the DRB that is deemed necessary to evaluate the request.
 12. Includes a letter of intent committing the facility owner and his or her successors to permit shared use of the facility if the additional user agrees to meet reasonable terms and conditions for shared use.
 13. For a facility to be installed on an existing structure, a copy of the Applicant's executed contract with the Owner of the existing structure (to be provided to the Zoning Administrator at the time an application is submitted).
 14. To the extent required by the National Environmental Policy Act (NEPA) and the National Historic Preservation Act of 1966 (NHPA) as administered by the FCC, a complete draft or final report describing the probable impacts of the proposed facility. The Applicant shall submit the Environmental Assessment to the DRB prior to the beginning of the federal 30-day comment period.
 15. Includes a copy of the application or draft application for an Act 250 permit, if applicable.
 16. Includes a copy of the terms of any easements associated with the tower or facility.
 17. Includes studies of collocation opportunities as required by Section 1352 of this Article.
 18. Includes an itemized estimate of the current cost of complying with the requirements of Section 1362 ("Facility Removal").
- E. DRB may waive one or more of the application filing requirements of this section if they find that such information is not necessary for a thorough review of a proposed Facility.

1333 Site Plan Requirements for Wireless Telecommunications Facilities not covered under Section 311 Site Plan Review.

- A. In addition to site plan requirements found in Section 311, site plans for wireless telecommunications facilities shall include the following supplemental information:
 1. Location Map: a copy of a portion of the most recent USGS Quadrangle map showing the area within at least a two-mile radius of the proposed facility site.
 2. Vicinity Map showing the entire vicinity within a 2500-foot radius of the facility site, including the facility or tower, topography, public and private roads and driveways, buildings and structures, water bodies, wetlands, landscape features, historic sites and habitats for endangered species. It shall indicate the property lines of the proposed facility site parcel and all easements or rights-of-way needed for access from a public way to the facility.
 3. Proposed site plans of the entire development indicating all improvements including landscaping, utility lines, guy wires, screening, and roads.

-
4. Elevations showing all facades and indicating all exterior materials and color of towers, buildings, and associated facilities.
 5. Computer generated photo simulations of the proposed facility showing the facility from all public rights-of-way and any adjacent property from which it may be visible. Each photo must be labeled with the line of sight, elevation, and the date taken imprinted on the photo. The photos must show the color of the facility and method of screening.
 6. If the proposed site is forested, the approximate average height of the existing vegetation within 200 feet of the tower base.
 7. Construction sequence and time schedule for completion of each phase of the entire project.
 8. Balloon or crane test: If requested by the DRB, the Applicant shall fly a balloon or set up a crane (and provide photographic documentation of the balloon or crane test) on the date and time requested by the Development Review Board.
 9. Include any other information requested by the Zoning Administrator; Development Review Board that they judge is necessary to evaluate the application.
- B.** Site plans shall be drawn at a minimum at the scale of one inch equals fifty feet.
- C.** The DRB may waive one or more of the application filing requirements of this section if they find that such information is not necessary for a thorough review of a proposed Facility.

1334 Amendments to Existing Zoning Permit. An alteration or addition to a previously approved wireless telecommunications facility shall require a new zoning permit when any of the following are proposed.

- A.** A change in the number of buildings or facilities permitted on the site; or
- B.** The addition or change of any equipment resulting in greater visibility or structural wind loading, or additional height of the tower, including profile of additional antennas, not specified in the original application.

SECTION 1340 REVIEW PROCESS.

- A. Public Hearing.** Within 30 days of receipt of a complete application for telecommunication review, the Zoning Administrator shall notice a hearing of the DRB in accordance with Section 216A.
- B. Decision.** Within forty-five (45) days of the close of the hearing, the DRB shall issue a decision with shall approve, approve with conditions, or disapprove the application. This decision shall include findings of fact, conclusions of law, and shall conform with the Act and Section 216C of these Bylaws.

SECTION 1350 CRITERIA FOR APPROVAL.

1351 Technical Review. DRB is authorized to hire qualified persons to conduct an independent technical review of applications and to require the Applicant to pay for all reasonable costs thereof.

1352 Collocation Requirements

- A.** An application for a new wireless telecommunications facility shall only be approved if the DRB finds that the facilities planned for the structure cannot be accommodated on an existing or approved tower or structure, in either Vermont or New Hampshire, due to one of the following reasons:

-
1. The proposed antennas and equipment would exceed the structural or spatial capacity of the existing or approved tower or facility, as documented by a qualified engineer licensed to practice in the State of Vermont. Additionally, the existing or approved tower cannot be reinforced, modified, or replaced to accommodate planned or equivalent equipment, at a reasonable cost, to provide coverage and capacity comparable to that of the proposed facility.
 2. The proposed antennas and equipment would cause interference materially impacting the usefulness of other existing or permitted equipment at the existing or approved tower or facility as documented by a qualified engineer and such interference cannot be mitigated at a reasonable cost.
 3. The proposed antennas and equipment, either alone or together with existing facilities, equipment, or antennas would create excessive radio frequency exposure.
 4. Existing or approved towers and structures cannot accommodate the planned equipment at a height necessary to function reasonably or are too far from the area of needed coverage to function reasonably as documented by a qualified engineer.
 5. Aesthetic reasons make it unreasonable to locate the planned telecommunications equipment upon an existing or approved tower or structure.
 6. There is not an existing or approved tower in the area in which coverage is sought.
 7. Other unforeseen specific reasons make it unreasonable to locate the planned telecommunications equipment upon an existing approved tower or structure.
- B.** Towers must be designed to allow for future placement of antennas upon the tower and to accept antennas mounted at varying heights when overall permitted height allows. Towers shall be designed structurally and in all other respects to accommodate both the Applicant's antennas and additional antennas when overall permitted height allows.

1353 Access Roads and Above Ground Facilities. Where the construction of new wireless telecommunications towers and facilities requires construction or improvement to access roads, to the extent practical, roads shall follow the contour of the land, and be constructed or improved within forest or forest fringe areas, and not in open fields. Construction of the access roads shall not cause erosion. Access driveways shall be gated, where appropriate, to limit public access to the facility site. Utility or service lines shall be designed and located so as to minimize or prevent disruption to the scenic character or beauty of the area. The DRB may require that utility lines be buried.

1354 Tower and Antenna Design and Screening Requirements.

- A.** The Development Review Board shall conclude that the proposed telecommunications tower have used designs, materials, colors, textures, screening, and landscaping, and have been located to blend the towers with their natural setting and to the maximum extent possible. The least visually intrusive tower and facility shall be built.
- B.** It is recognized that most towers are, by the nature of their design, readily visible and cannot be completely screened from view. Their usefulness requires line of sight capability and some height above tree lines and nearby buildings. Height and mass of towers shall not exceed that which is essential for the intended use and public safety.
- C.** Towers, antennas, and any necessary support structures shall be designed to blend into the surrounding environment through the use of color camouflaging and architectural treatment, except in cases in which the Federal Aviation Administration (FAA), state, or federal authorities have dictated design requirements, including but not limited to color and lighting.

Designs that imitate natural features may be required by the DRB in visually sensitive locations.

- D. In order to protect public safety and to preserve the scenic character and appearance of the area, the height limit for towers, antennas, and tower-related fixtures shall be no more than 20 feet above the average height of the tree line measured within 100 feet of the highest vertical element of the telecommunications facility. Notwithstanding the above, additional height may be approved upon a finding that the additional height is necessary in order to provide adequate coverage in the intended service areas or to accomplish collocation of facilities and that the additional height will not cause an undue visual impact on the scenic character or appearance of the area.
- E. Protection of Prominent Ridgeline and Hilltops: Towers, antennas, and any necessary support structures shall be designed to avoid having an undue adverse visual impact on prominent ridgelines and hilltops. In determining whether or not a tower would have an undue adverse visual impact, the Development Review Board shall consider:
 - 1. The period of time during which the traveling public on a public highway would view the proposed tower;
 - 2. The frequency of the view experience by the traveling public;
 - 3. The degree to which the tower would be screened by existing vegetation, the topography of the land, and existing structures;
 - 4. Background features in the line of sight to the proposed tower that obscures the facility or makes it more conspicuous;
 - 5. The distance of the proposed tower from the view point and the proportion of the facility that is visible above the skyline;
 - 6. The sensitivity or unique value of a particular view affected by the proposed tower;
 - 7. Significant disruption of a view shed that provides context to a historic structure or district on the National Register or to a scenic resource;
 - 8. Whether the tower violates a clear, written community standard intended to preserve the aesthetics or scenic beauty of the area.

1355 Tower Lighting, Signs, and Noise Generated.

- A. Unless required by the Federal Aviation Administration (FAA), no lighting of towers is permitted. In any case where a tower is determined to need obstruction marking or lighting, the Applicant must demonstrate that it has or will request the least visually obtrusive marking and/or lighting scheme in FAA applications. The Applicant shall submit copies of required FAA applications. The DRB may require that heights may be reduced to eliminate the need for lighting or another location selected.
- B. No commercial signs or lettering shall be placed on a tower or facility. Signage shall be limited to that required by federal or state regulation.
- C. The DRB may impose conditions to minimize the effect of noise from the operation of machinery or equipment upon adjacent properties.

SECTION 1360 MAINTENANCE, INSURANCE AND REMOVAL.

1361 Continuing Obligations. Upon receiving a zoning permit, a Permittee shall annually demonstrate that the facility is in compliance with all FCC standards and requirements regarding radio frequency exposure and provide the basis for the representations.

1362 Facility Removal. Abandoned, unused, obsolete, or non-compliant towers or facilities governed under this section shall be removed as follows:

- A.** The Owner of the facility and tower shall annually, between January 15 and 30, file a declaration with the Town of Westminster Zoning Administrator certifying the continuing safe operation of every facility and tower installed subject to these regulations. Failure to file a declaration shall mean that the facility and tower is no longer in use and considered abandoned.
- B.** Abandoned or unused towers or facilities shall be removed within 180 days of cessation of operations at the site unless a time extension is approved by the DRB. In the event that the tower or facility is not removed within 180 days of the cessation of operations at a site, the Town shall notify the Owner and may remove the tower or facilities. Cost of removal shall be assessed against the property or tower Owner.
- C.** Towers and facilities which are constructed in violation of permit conditions or application representations shall be removed and disposed of and the site remediate within 180 days of notice of a violation by the Zoning Administrator unless a time extension is approved by the DRB as a Conditional Use. In the event that the tower and facilities are not removed and disposed of and the site remediate within 180 days of notification of such a violation, the Town may remove and dispose of the tower and facilities and remediate the site. All costs for removal, disposal, and remediation as well as all legal costs shall be assessed against the property and/or tower Owner.
- D.** An Owner who has failed to file an annual declaration with the Zoning Administrator between January 15 and 30 may, by February 15, file a declaration of use or intended use and may request the ability to continue use of the facility/tower.
- E.** The Applicant shall, as a condition of conditional use approval, provide a financial surety bond payable to the Town of Westminster and acceptable to the DRB to cover the cost of removal of the facility and remediation of the landscape, should the above clauses be invoked.

1363 Maintenance Requirements. The Applicant shall maintain all facilities. Such maintenance shall include, but not be limited to painting, structural integrity, and landscaping. In the event the Applicant fails to maintain the facility, the Town of Westminster may undertake such maintenance at the expense of the Applicant or Landowner.

1364 Insurance Requirements. The facility Owner shall maintain adequate insurance on all facilities.

SECTION 1370 ADMINISTRATION AND ENFORCEMENT.

1371 Enforcing Agent. The Zoning Administrator shall be the agent to enforce the provisions of these Bylaws.

END OF ARTICLE XIII

ARTICLE XIV: RIDGELINE PROTECTION OVERLAY DISTRICT

SECTION 1410 AUTHORITY AND PURPOSE

1411 Authority. Pursuant to the authority granted by the Act, a Ridgeline Protection Overlay District is hereby established.

1412 Purpose. The purpose of the Ridgeline Protection Overlay District is to protect Westminster's rural character and scenic landscape by ensuring that development is located and designed in a manner that protects the uninterrupted skyline and minimizes adverse visual impact on designated ridgelines, hilltops and adjacent slopes.

SECTION 1420 ESTABLISHMENT OF DISTRICT BOUNDARIES

1421 Boundaries. District boundaries are identified on the attached Ridgeline Protection Overlay District Map.

1422 PARCEL DIVIDED BY OVERLAY DISTRICT. The provisions of this Article shall only apply to that portion of a parcel located within the Overlay District.

SECTION 1430 DEVELOPMENT PERMIT REQUIRED.

1431 Uses. Within the District uses allowed as a permitted or conditional use, in the underlying Zoning District which are located in RPOD, shall require conditional use approval and the approval of the DRB in accordance with the standards set forth below and as specified in the Westminster Zoning Bylaws, unless specifically exempted under Subsection 1433 below.

1432 Pre-application Site Development. Forest management activities designed as pre-development site preparation shall be reviewed by the DRB to determine compliance with the standards set forth in these Bylaws. Such activities include, but are not limited to: road and driveway construction, excavation related to the upgrades and conversion of logging roads to development roads or driveways, clearing and/or grading for house-sites and septic systems, or any other development related site work.

Where a landowner fails to submit pre-development plans for review, the DRB may direct the Applicant to restore or revegetate the site and/or limit any further development pending final review and approval.

1433 Exemptions. The following uses are exempted from review:

- A. Agriculture and Forestry activities in compliance with "Acceptable Management Practices for maintaining Water Quality on Logging Jobs in Vermont" (published by Vermont Department of Forests, Parks and Recreation) with the exception of the following:
 1. Clearing of forest land for the purpose of further development within a 5-year period.
 2. Landscaping and/or screening associated with any other uses or development.

-
- B. Additions, exterior alterations, accessory structures, and additions to accessory structures that the Zoning Administrator determines will not be visible from a Town Road due to screening by an existing structure on the same property or by topography, regardless of vegetation and/or forest cover.
 - C. Uncovered decks attached to a one or two-unit dwelling.
 - D. Changes in use that do not involve any exterior alterations to a structure.

SECTION 1440: APPLICATION REQUIREMENTS

An application for development within the Ridgeline Protection Overlay District shall include all application materials required in Section 215 of these Bylaws.

1441 Pre-application Conference. Prior to the filing of an application, the DRB and the Applicant shall hold one or more pre-application conferences to exchange information and reach an understanding of the nature and scope of the proposal, municipal requirements, and other information necessary for a preliminary application.

- A. For the purposes of pre-application discussions, the Applicant shall file with the DRB sketch plans and basic site information. Such information shall first be filed with the Zoning Administrator at least fifteen (15) days prior to a regularly scheduled meeting of the DRB. The DRB shall meet with the Applicant at its next regularly scheduled meeting.
- B. Within thirty (30) days of the Applicant's pre-application meeting with DRB, the DRB shall furnish the Applicant with written comments and appropriate recommendations to inform and assist the Applicant in the preparation of the ridgeline development application.

1442 Development Plan Application and Review.

- A. **Development Plan Application:** Within one year of the DRB's written pre-application conference comments, the Applicant shall file a completed application to the Zoning Administrator for approval by the DRB. Failure to do so within one year shall require resubmission of the pre-application information for reconsideration.
Public Hearing. Within 30 days of receipt of a complete application, the Zoning Administrator shall notice a hearing of the DRB in accordance with Section 216A.
- B. **Decision.** Within forty-five (45) days of the close of the hearing, the DRB shall issue a decision with shall approve, approve with conditions, or disapprove the application. This decision shall include findings of fact, conclusions of law, and shall conform with the Act and Section 216C of these Bylaws.

SECTION 1460: CRITERIA FOR APPROVAL

- A. **Conditional Use Approval:** All Development within the Ridgeline Protection Overlay District shall require conditional use approval.
- B. **Placement of Structures.** The highest feature of all structures shall be located a minimum of 20 feet below the nearest identifiable ridgeline unless the DRB determines that an alternative location with less than the 20-foot minimum on the parcel would be less visible and better comply with these standards. However, this standard shall not prohibit development of any preexisting lot that is entirely within the 20 vertical feet of the nearest identifiable ridgeline. In such case, the structure shall be located in such a way as to minimize adverse visual impact.

-
- C. Height not to Exceed Canopy:** Structures shall be situated so that the height of any structure will not visually exceed the height of the tree canopy adjacent to or serving as the visual backdrop for the structure.
 - D. No Adverse Visual Impact:** Structures shall be situated so that they shall not result in an adverse visual impact, stand in contrast to the surrounding landscape patterns and features, or serve as a visual focal point. In determining whether a specific development would result in an adverse visual impact, the DRB shall consider the following:
 - 1. Degree to which view of the development is screened by existing vegetation, topography, and/or existing structures at all times of day or night.
 - 2. Contributing and detracting background features in the view of the proposed development.
 - 3. Visibility of development from off-site vantage points such as public roads, places of public assembly, and historic sites.
 - E. Forest Cover.** On wooded sites, forest cover shall be maintained or established adjacent to proposed structures to interrupt the visibility of structures, provide a forested backdrop to structures, and/or soften the visual impact of the development.

SECTION 1470: CONDITIONS OF APPROVAL: The DRB shall consider the location of proposed structures relative to existing vegetation and may impose conditions, including but not limited to the following:

- A.** Additional planting and/or limit the amount of clearing adjacent to proposed development to provide screening and maintain a forested backdrop.
- B.** A tree cutting, landscaping and/or forest management plan may be required to ensure that ridges and hill tops remain wooded, and to ensure that trees remain standing immediately adjacent to buildings to visually interrupt facades and reduce reflective glare, as viewed from off site. Such a plan shall address specific measures to be taken to ensure the survival and, if necessary, replacement of designated trees during or after site development and the installation of all site improvements.
- C.** Additional landscaping & screening to minimize the visibility of the structure as viewed from off-site and visually integrate the development site into the surrounding landscape.
- D.** Prohibit exterior lighting or provide for shielded or downward directed lighting.
- E.** Limit size or location of window illumination and utilization of building materials designed to minimize reflective glare.

END OF ARTICLE XIV

ARTICLE XV DEFINITIONS

Words and phrases contained herein shall have the following interpretations for the purpose of these Bylaws. Other words and phrases contained herein and not defined below shall be interpreted according to the definitions provided in the Act and the Town of Westminster's Town Plan.

Accepted Agricultural Practices (AAPs): Accepted practices for agriculture, including farm structures other than dwellings, as currently defined by the Commissioner of Vermont Department of Agriculture, Food and Markets in accordance with Section 4413(d) of the Act.

Accepted Silvicultural Practices (ASPs): Accepted silvicultural (forestry) practices as currently defined by the Commissioner of the Vermont Department of Forests, Parks and Recreation, including practices which are in compliance with Accepted Management Practices for maintaining water quality on logging jobs in Vermont accordance with Section 4413(d) of the Act, or as amended.

Accessory Apartment: A secondary dwelling unit established in conjunction with and clearly subordinate to the primary unit, contained within a single family detached dwelling or its garage.

Accessory Dwelling Unit: An efficiency or one-bedroom apartment that is clearly subordinate to a single-family dwelling, and has facilities and provisions for independent living, including sleeping, food preparation, and sanitation, provided there is compliance with all the following in accordance with Section 4412(1)(E) of the Act, or as amended:

- a. The property has sufficient wastewater capacity.
- b. The unit does not exceed 30 percent of the total habitable floor area of the single-family dwelling.
- c. Applicable setback, coverage, and parking requirements specified in these Bylaws are met.

Accessory Use or Structure: A use or building customarily incidental and subordinate to the principal use or building and located on the same lot. Accessory uses/structures do not include living quarters for human habitation.

Act: The Vermont Municipal and Regional Planning Development Act, 24 V.S.A., Chapter 117.

Adequate Capacity: Capacity for wireless telephony is considered to be “adequate” if the grade of service (GOS) is p.05 or better for median tele-traffic levels offered during the typical busy hour, as assessed by direct measurement of the facility in question. The GOS shall be determined by the use of standard Erlang B calculations. As call blocking may occur in either the land line or radio portions of a wireless network, adequate capacity for this regulation shall apply only to the capacity of the radio components. Where capacity must be determined prior to the installation of the personal wireless services facility in question, adequate capacity shall be determined on the basis of a 20% busy hour (20% of all offered traffic occurring within the busiest hour of the day), with total daily traffic based on aggregate estimates of the expected traffic in the coverage area.

Adequate Coverage: Coverage for wireless telephony is “adequate” within that area surrounding a base station where the predicted or measured median field strength of the transmitted signal is

such that most of the time, transceivers properly installed and operated will be able to communicate with the base station without objectionable noise (or excessive bit-error-rate for digital) and without calls being dropped. In the case of cellular communications in a rural environment, this would be signal strength of at least -90 dbm. It is acceptable for there to be holes within the area of adequate coverage as long as the signal regains its strength further away from the base station. The outer boundary of the area of adequate coverage, however, is that location past which the signal does not regain.

Administrator: The Federal Insurance Administration (when used in Article VII, Flood Hazard Areas).

Administrative Determination: Any decision made by the Town Zoning Administrator.

Adverse Visual Impact: A condition that results from development which stands in contrast to the surrounding area and is incompatible with surrounding features in terms of visual appearance, size, color, and height, and/or which serves as a focal point when viewed from a vantage points.

Affordable Housing: Housing that a family of four, with an income at or below 80 per cent of the median income level for the county, can afford without spending more than 30% of its income on monthly housing costs; housing costs for renters include rent and utilities, and condominium association fees, while housing costs for homeowners include mortgage payments, insurance, property taxes, and condominium association fees.

Agricultural Land: Land dedicated to agricultural uses.

Agriculture, Agricultural Use: Synonymous terms for the use of land for raising livestock, agricultural or forest products, including farm structures and the storage of agricultural products raised on the property. Agricultural uses include, but are not limited to, production of crops, vegetables and eggs; raising of cattle, sheep, fowl and similar animals; dairying; orchards; and maple syrup products. In addition, the sale, whether to the general public or not, of agricultural products, at least 50% of which are grown or grown and processed (primary processed) on the property, shall be considered an agricultural use. For example, a farmer selling goods grown on his own land would be an agricultural use, whereas a farm stand which brings in more than half of its saleable goods from other farmers would be considered a commercial use.

Alteration: Structural changes, rearrangement, change of location or addition to a structure; other repairs and modification in structure equipment.

Animal:

- A. Boarding: An establishment involving any structure, land, or combination thereof used, designed, or arranged for the keeping of five (5) or more domestic animals more than three (3) months of age for profit or exchange, inclusive of equines but exclusive of other livestock used for agricultural purposes in areas approved for agricultural uses. The keeping of four (4) or less such animals more than three (3) months of age for personal enjoyment shall not be considered “boarding” for the purposes of this ordinance.
- B. Domestic Animal: Any animal, including, but not limited to mammals, reptiles, birds,

livestock and domestic pets, that have been bred or raised to live in or about the habitation of humans, including, but not limited to mammals, reptiles and birds, and is dependent on people for food and shelter.

- C. Domestic Pet: Any canine, feline, or European ferret (*Mustela putorius furo*) and such other domestic animals as the Secretary of the Agency of Agriculture, Food and Markets shall establish by rule and that has been bred or raised to live in or about the habitation of humans, and is dependent on people for food and shelter.
- D. Livestock: Cattle, sheep, goats, equines (including, but not limited to, horses, ponies, mules, asses, and zebra.), fallow deer, red deer, American bison, swine, water buffalo, fowl and poultry, pheasant, Chukar partridge, Coturnix quail, camelids (including, but not limited to, guanacos, vicunas, camels, alpacas and llamas), ratites (including, but not limited to ostriches, rheas, and emus), and cultured fish propagated by commercial fish farms.
- E. Grooming: Any establishment where domestic pets are bathed, clipped, or combed for the purpose of enhancing their aesthetic value or health.
- F. Hospitals: An establishment for the care and treatment of the diseases and injuries of animals and where animals may be boarded during their convalescence. (See Veterinarian Office)
- G. Kennel: Accessory building or enclosure for the keeping of domestic pets.
- H. Barn or Coop: Accessory building or enclosure for the keeping of livestock.
- I. Shelter: A facility used to house or contain stray, homeless, abandoned, or unwanted domestic animals for the purpose of providing temporary kenneling and finding permanent adoptive homes and that is owned, operated, or maintained by a public body, an established Humane Society, Animal Welfare Society, Society for the Prevention of Cruelty to Animals, or other nonprofit organization devoted to the welfare, protection, and humane treatment of animals.
- J. Pet Store: A retail sales establishment primarily involved in the sale of domestic pets, such as dogs, cats, fish, birds, and reptiles, excluding exotic animals and farm animals such as horses, goats, sheep, and poultry.

Antenna: A device for transmitting and/or receiving electromagnetic waves, which is attached to a tower or other structure.

Appurtenance, Attached or Detached: Any visible, functional or ornamental objects accessory to a building, structure, or site, including, but not limited to, sheds, outbuildings, garages, landscaping features, walls, fences, light fixtures, steps, paving, sidewalks, shutters, awnings, solar panels, satellite dishes, and signs. (See Accessory Use or Structure).

Applicant: The Owner of land proposed to be developed, subdivided, or modified or his/her representative. Any party with a legal interest in the property may apply as co-applicant with the Owner of the property.

Approval: A decision made by the Zoning Administrator or the DRB in approval of an application. The form of approval shall be a written decision and attached to the application.

Assisted Living Residence: A facility which provides housing, health and supportive services for the support of resident independence and aging in place within a home-like setting as defined by 33 V.S.A. 7102(1) or as amended.

Aquifer: A consolidated or unconsolidated geologic formation or series of formations that are hydraulically interconnected and that have the ability to receive store or transmit water.

Automobiles Service Station and Repair Garage: Land and/or structures used for the sale of petroleum products, motor fuel, oil or other fuel for the propulsion of motor vehicles and the maintenance, servicing, repairing or painting of vehicles.

Automobile Service Station: Land and/or structures used for the sale of petroleum products, motor fuel, oil or other fuel for the propulsion of motor vehicles, which includes facilities for lubrication, washing or servicing motor vehicles.

Authorized Agent or Representative: A person or group of persons, who have been duly authorized, in writing filed with the DRB, by the Applicant to act in his or her behalf.

Base Flood Elevation (BFE): The height of the base flood elevation, usually in feet, in relation to the National Geodetic Vertical Datum of 1929, the North American Vertical Datum of 1988, or other datum referenced in the Flood Insurance Study report, or average depth of the base flood, usually in feet, above the ground surface.

Base Flood: The flood having a one percent (1%) chance of being equaled or exceeded in any given year.

Bed and Breakfast: A private Owner occupied business with no more than 7 guest rooms where overnight accommodations and a morning meal are provided to transients generally staying no more than 20 days for compensation and where the bed and breakfast is operated primarily as a business.

Boarding House (Rooming House): A single family dwelling where more than two, but fewer than six rooms are provided for lodging for definite periods of time. Meals may or may not be provided, but there is one common kitchen facility. No meals are provided to outside guests.

Bonus: A bonus is an incentive to a developer in the form of additional floor area or dwelling units, in exchange for a land use benefit or amenity that meets Town Goals.

Brewery: A brewery is a dedicated building for the making of beer, cider or craft beverage. A microbrewery, or craft brewery, is a brewery which produces a limited amount of beer. The maximum amount of beer a brewery can produce and still be classed as a microbrewery is 15,000 barrels (18,000 hectolitres/ 475,000 gallons) a year. A brewpub is a microbrewery which serves food or is combined with a pub.

Buffer: Any space between adjoining land uses or between a land use and a natural feature, which is intended and designed to reduce the impact of one use on the other use or feature. Buffers may

include open space, woodland, landscaped areas, undisturbed vegetated areas, or other types of physical, visual or sound barriers.

Building Envelope: A building envelope is the maximum three-dimensional space on a zoning lot within which a structure must be located as permitted by applicable height, setback and yard controls.

Building Front Line: The line parallel to the front lot line transecting the point in the structure face that is closest to the front lot line. This face includes porches, whether enclosed or unenclosed, but does not include steps.

Building Height: The vertical distance measured from the average elevation of the proposed finished grade at the front of the structure to the highest point of the roof for flat and mansard roofs, and to the average height between eaves and ridge for other types of roofs.

Bulk Storage: The storage of chemicals, petroleum products and other similar materials in above-ground containers for subsequent resale to distributors or retail dealers or outlets. Bulk Storage is a warehousing operation.

Bond: Any form of security including a cash deposit, surety bond or instrument of credit in an amount and form satisfactory to the DRB.

Camp: A lot on which is located a single cabin, travel trailer, recreational vehicle, shelter, houseboat or other recreation accommodation for seasonal or temporary living, and which meets all standards for residential development in the district, excluding mobile homes.

Campground: An area that is intended, designed or improved for occupancy by transients using tents, recreational vehicles, motor homes, or mobile trailers for dwelling, lodging, or sleeping purposes and is held out as such to the public.

Cemetery: Property used for interring the dead.

Child Care Facility: Any place operated under a State day care facility license as a business or service on a regular or continuous basis, whether for compensation or not. Its primary function is protection, care and supervision of children under sixteen (16) years of age outside their homes for periods of less than twenty-four (24) hours a day by a person other than a child's own parent, guardian or relative, as defined by 33 V.S.A. §3511, et seq, or as amended. See also: 24 V.S.A. §4412(5).

Child Care Home (Family): A home where the child care provider is to be licensed or registered by the State for child care within the caregiver's own residence of up to six full-time children and four part-time children. See 33 V.S.A. §3511(7), or as amended, see also 24 V.S.A. §4412(5), for important details.

Clinic: An office building used by members of the medical profession for the diagnosis and outpatient treatment of human ailments.

Club: A building or use catering exclusively to club members and their guests for recreational and/or social purposes and not operated primarily for profit. Includes YMCA, YWCA, fraternity, sorority, lodge, religious and similar clubs that may have dormitory accommodations.

Commencement of Construction: The undertaking of the first physical activity or land disturbance upon a tract of land, including work preparatory to construction such as clearing, the staking out or use of a right-of-way or in any way incidental to the altering of land according to a plan or intention to improve or to divide land by sale, lease, partition or otherwise transfer an interest in the land. Activities that are principally for the preparation of plans and specifications that may be required and necessary for making application for a permit such as test wells and pits, percolation tests and line of sight clearing for surveys are not commencement of construction.

Commercial Use: Activity carried out for pecuniary gain. This definition specifically excludes Agricultural Uses where more than 50% of sales are derived from items grown or made on the farm. See also, Agriculture.

Common Interest Community: Real estate described in a Declaration which creates a common interest community in accordance with the Vermont Common Interest Ownership Act, Title 27A, §1-101, et seq., or as amended.

Completed Construction: When the land development is complete, ready for occupancy, and permit conditions are satisfied.

Commercial Use: The provision of facilities, goods or services by a person to others in exchange for payment of a purchase price, fee, contribution, donation or other object have value.

Commission: The Westminster Planning Commission of the municipality of Westminster created under 24 VSA Chapter 117, Subchapter 2.

Community Sewage Disposal System: Any sewage disposal system, other than a municipal sewage disposal system, owned by the same person, that disposes of sewage created by two or more residential, commercial, industrial, or institutional sources.

Community Water System: Any water system owned by a single entity and which supplies water for residential, commercial, industrial, or institutional uses to two or more customers or users.

Conditional Use: Certain uses that may be allowed only by approval of the Development Review Board subject to affirmative findings under general and specific standards, as outlined in Article III of these Bylaws.

Conditions: Those requirements, as denoted or imposed in conjunction with the approval of a zoning permit, which must be satisfied as part of implementation of the zoning permit.

Condominium: A building or group of buildings in which units are owned individually, and accessory buildings, common areas and facilities are owned by all the owners on a proportional, undivided basis.

Conservation Restrictions: See Covenants.

Construction: See Commencement of Construction.

Contractor Yard: Storage yards operated by, or on behalf of, a contractor for storage of large equipment, vehicles, or other materials commonly used in individual contractor's type of business; storage of materials used for repair and maintenance of contractor's own equipment and vehicles.

Convalescent Home: A health center or home licensed by the State of Vermont where patients are given custodial or chronic medical, psychiatric, or psychological care but shall exclude acute care on a continuing basis. Also includes a Nursing Home as defined by 33 V.S.A. §7102(7).

Cottage Industry: A business use conducted within a residence, its accessory structures, or a subsidiary structure where the resident is the principal proprietor and which employs, in addition to the residents of the parcel on which the use is located, no more than six persons.

Covenants: A restriction on the use of land usually set forth in a deed. A restrictive covenant usually runs with the land and is binding upon subsequent owners of the property.

Coverage: That portion of a lot that is covered by structures and man-made improvements on the ground surface, such as paving, that prevent the absorption of storm water.

Cul-de-Sac: A road intersecting another road at one end and terminated at the other end by some form of vehicular turnaround.

Demolition: The destruction and physical removal of any structure or portion of a structure.

Demolition By Neglect: Any neglect in the maintenance and repair of a structure which results in the deterioration of the foundations, exterior walls, roofs, chimneys, doors, or windows; the lack of adequate waterproofing; or the deterioration of interior features which will or could result in permanent damage, injury, or loss of foundations, exterior walls, roofs, chimneys, doors, or windows or so as to create or permit a hazardous or unsafe condition to exist.

Density: Density refers to the intensity of development within a zoning district. In residence districts, density is measured by the maximum number of dwelling units permitted on a zoning lot. The maximum number of units is calculated by dividing the maximum residential floor area permitted on a zoning lot by the applicable factor for each zoning district. (Fractions equal to at least .5 are considered one unit.) The factors for each district are approximations of average unit size plus allowances for any common areas. Special density regulations apply to mixed buildings that contain both residential and community facility uses.

Development/Land Development: The construction, reconstruction, conversion, structural alteration, demolition, relocation or enlargement of any building or other structure, or of any mining, excavation or landfill, and any change in the use of any building or other structure, or land, or extension of use of land. Subdivision of land is considered development.

Direct Illumination: Illumination resulting from light emitted directly from a lamp or luminaire,

not light diffused through translucent signs or reflected from other surfaces such as the ground or building faces.

DRB: The Westminster Development Review Board of the municipality of Westminster created under 24 VSA Chapter 117, Subchapter 10.

Drive-Thru Use: A use involving window service to persons in automobiles requiring drive-in boxes or aisles to direct autos to a point of services. Such uses include, but are not limited to, drive-in restaurants, car washes, and financial institutions.

Driveway: A private way that provides access to a single lot or structure.

Private Road: Every way or place in private ownership used for vehicular travel by the Owner and those having express or implied permission from the Owner but not by other persons.

Dump: A land site used for the disposal by abandonment, dumping, burial, burning or any other means for whatever purpose of garbage, sewage, trash, refuse, junk, discarded machinery, vehicles or parts thereof, or waste material of any kind. Dumps do not include land sites used in a manner which complies with all applicable Vermont regulations (e.g., those governing the siting, construction and use of landfills, disposal of hazardous materials, junked vehicles, or septage, etc.).

Dwelling: A room or rooms connected together containing cooking, sanitary and sleeping facilities that constitute a separate, independent housekeeping establishment. It shall include prefabricated modular units, mobile homes and studio apartments, but shall not include a motel, hotel, boarding house, tourist home, shelter or similar structure.

Dwelling, Multiple-Family: A structure used as living quarters by three or more families living independently of one another.

Dwelling, One Family: A structure used as living quarters by one family. A one-family dwelling includes one accessory apartment.

Dwelling, Two-Family: A structure used as living quarters by two families living independently of one another.

Dwelling Unit: A room or rooms connected together containing cooking, sanitary and sleeping facilities that constitute a separate, independent housekeeping establishment. It shall include prefabricated modular units, mobile homes, and studio apartments, but shall not include a motel, hotel, boarding house, tourist home, shelter or similar structure.

Easement: The authorization by a property Owner of any designated part of his/her property for the use by another for a specified purpose.

Easement, Conservation: An easement intended to protect, preserve and conserve a natural feature, which may prohibit the construction of any buildings or structures within the easement and will prohibit physical disturbance and the removal of vegetation, except that which is

necessary for protecting the public health and safety and/or according to any approved forest management plan, where required.

Easement, Utility: An easement authorizing entities and companies to enter upon land and install sanitary sewer, water, storm water, gas, electric, telecommunication, cable television and other public utility services.

Effective Date: The date immediately after the appeal period has expired when a permit may be actively initiated.

Ethical Conduct Policy: Found in its entirety in the Personnel Policy for all employees and officials working for the town of Westminster. “All employees and officials are considered representatives of the Town and as such are expected to conduct themselves in a courteous, helpful and respectful manner in all their interactions with the public and within the work environment.”

Excavation/Quarry: The activity and location of extraction of soil, sand, gravel, stone and/or other materials. These activities usually involve heavy equipment and may cause high levels of noise and dust.

Existing Manufactured Home Park or Subdivision: A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

Expansion to an Existing Manufactured Home Park or Subdivision: The preparation of additional sites by the construction of facilities for servicing the lots on which the manufacturing homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

Family: One or more persons occupying a single dwelling unit and living as a single household unit.

Farm: Lands which are used for any purpose stated in 10 V.S.A. §6001(22), which are owned or leased by a person engaged in the activities stated in 10 V.S.A. §6001(22), if the lessee controls the leased lands to the extent that they would be considered to be the lessee’s own farm. Indications of such control include whether the lessee makes the day-to-day decisions concerning the cultivation of the leased lands, subject to incidental conditions of the lessor, and whether the lessee works the leased lands during the lease period. See Agriculture.

Farm Products: Products that are principally produced or grown on a farm, and which are stored, prepared or sold at the farm. Principally produced products grown or produced on a farm, and more than 50% (by volume or weight) of the agricultural products which result from the activities described in 10 V.S.A. §6001(22)(A) - (D).

Farm Structure: Any building for housing livestock, raising horticultural or agronomic plants, or

carrying out other practices associated with agriculture or accepted agricultural practices as defined by the Secretary of Agriculture, Food and Markets, in accordance with 24 V.S.A §4413(d), or as amended. This includes a silo or a farm stand for the sale of agricultural products principally produced on the farm, but specifically excludes other types of farm stands and dwellings for human habitation. See also Accepted Agricultural Practices.

FIA: Federal Insurance Administration.

Filling of Land: Filling of land with loam, rock, gravel, sand or other such material with a maximum of forty-two (42) cu. yds. and/or maximum thirty (30") inch grade change within a one-year period is allowed in all districts as a permitted use provided that:

- (1) Finish contours are graded and measures taken to prevent erosion; and
- (2) Natural drainage flows are not obstructed or diverted onto adjacent properties.

Final Subdivision Plat: The final plat prepared by a licensed surveyor which shows the subdivision boundaries, lot boundaries, access, and plan of subdivision presented to the DRB for approval and which, if approved, shall be filed for record.

FIRM: Flood Insurance Rate Maps (FIRM) designed to locate and determine a properties flooding potential and severity according to elevations and location to water. FEMA regulates these determinations and allocates letters to distinguish appropriate action.

Flood Hazard Area: Those lands subject to flooding from the one hundred (100) year flood, as defined in the existing or subsequently revised "Flood Insurance Study for the Town of Westminster, Vermont," and the: "Flood Insurance Rate Map" (FIRM), published by the federal Emergency Management Agency (FEMA), and available at the Zoning Office at the Town Hall, in accordance with and as defined by 24 V.S.A. §4303(8), or as amended.

Special Flood Hazard Area: The land in the floodplain within a community subject to a 1 percent or greater chance of flooding in any given year. The area may be designated a Zone A on the Flood Hazard Boundary Map (FHBM). After detailed ratemaking has been completed in preparation for publication of the Flood Insurance Rate Map (FIRM), Zones are created with specific demands. For purposes of these regulations, the term "special flood hazard area" is synonymous in meaning with the phrase "area of special flood hazard". See 24 V.S.A. §4303(8)

Flood Insurance Rate Map (FIRM): An official map of a community, on which the Federal Insurance Administrator has delineated both the special hazard areas and the risk premium zones applicable to the community.

Flood Insurance Study: An examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations or an examination, evaluation and determination of mudslide (i.e., mudflow) and /or flood related erosion hazards.

Flood Proofing: Those methods that are adequate to withstand the flood depths, pressures, velocities, impact and uplift forces and other factors associated with the 100-year flood. Any

combination of structural and non-structural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.

Floodway: The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one (1) foot, in accordance with 24 V.S.A. §4303(8).

Floor Area: The floor area of a building is the sum of the gross area of each floor of the building, excluding mechanical space, cellar space, floor space in open balconies, elevators or stair bulkheads.

Fluvial Erosion: Stream channel erosion instability.

Foot-candle: A unit of measure for illuminance. A unit of illuminance on a surface that is within a one (1) foot radius from a uniform point source of light of one (1) candlepower and equal to one (1) lumen per square foot.

Footprint, Building: Area of the building that covers the ground plus the roof overhang.

Funeral Home: A structure used for preparation of the deceased for burial, for display of the deceased and for ceremonies connected therewith before burial or cremation.

Garage Sale: Any sale entitled “garage sale,” “lawn sale,” “moving sale,” “rummage sale” or any similar casual sale of tangible personal property which is advertised by any means whereby the public at large can be aware of such sale. More than six days of sales within a 12-month period is considered commercial retail sales for the purposes of these Bylaws. See Yard Sale.

Garage Repair: Any structure, premises and/or land in which or upon which a business, service or industry involving the maintenance, servicing, repair or painting of vehicles is conducted or rendered.

Garden/Farm Supply or Nursery: A retail business or commercial activity concerned with the sale of tools, small equipment, plants, shrubbery, and related goods used in gardening or farming. Related goods are defined as only those used on the plant or in its soil to preserve the life and health of the plants sold (e.g., fertilizers, fungicides, peat moss and mulches).

Glare: Stray, unshielded light striking the eye that may result in (a) nuisance or annoyance such as light shining into a window; (b) discomfort causing squinting of the eyes; (c) disabling vision by reducing the ability of the eyes to see into shadows; or (d) reduction of visual performance.

Grade Finished: The completed surface grade of grounds, lawns, walks, paved areas and roads.

Groundwater: All the water below the land surface in the zone of saturation or in rock fractures capable of yielding water to a well.

Group Home Facility: A residential facility providing shelter and/or rehabilitation for more than

eight (8) persons who are developmentally disabled or physically handicapped. Twenty-four-hour-a-day supervision is mandatory and professional supervision and consultations are available to these people. The purpose of these homes is to provide a service for people who do not present a threat to the community and are not institutional candidates. Group Home Facilities must be licensed or registered with the State of Vermont and/or must be court-sanctioned.

Group Home: A residential facility providing shelter and/or rehabilitation for not more than eight (8) persons who are developmentally disabled or physically handicapped. Twenty-four-hour-a-day supervision is mandatory and professional supervision and consultations are available to these people. The purpose of these homes is to provide a service for people who do not present a threat to the community are not institutional candidates. Groups Homes must be licensed or registered with the State of Vermont and/or must be court-sanctioned. As provided in Section 4412(1)(G) of Chapter 117, 24 V.S.A. a Group Home is considered by right to constitute a permitted single-family residential use of property. See also Residential Care Home.

Habitable: Premises that are safe, clean, and fit for human habitation, and which comply with the requirements of applicable building, housing and health regulations.

Hazardous Materials: Shall be as defined in 10 V.S.A. Chapter 159.

Health Care Facility: A facility or institution, whether private or public, principally engaged in providing services for health maintenance and for the diagnosis and treatment of human ailments, that has equipment and facilities for extensive testing and provisions for extended periods of 24-hour care by full-time certified medical staff and duly licensed by the State of Vermont.

Highest Finished Grade: The highest point on the completed ground surface.

Historic Site: The location of an event of historic significance or a structure, whether standing or ruined, which possesses historic, architectural, archeological, or cultural significance and is listed or eligible for listing on the State or National Register of Historic Places.

Historic Structure: Any structure that is:

(a) Listed individually in the National Register of Historic Places (a listing maintained by the Department of the Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;

(b) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;

(c) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or

(d) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:

- (i) By an approved state program as determined by the Secretary of the Interior or
- (ii) Directly by the Secretary of the Interior in states without approved programs.

Home Business: A business use conducted within a residence or its accessory structures where the resident is the principal proprietor. In addition, two employees who are not family members are permitted.

Home Occupation: Any use customarily conducted entirely within a dwelling or accessory structure thereto and carried on by the occupants thereof, which use is clearly incidental and secondary to the use for dwelling purposes. It must not have an undue adverse effect upon the character of the area in which the dwelling is located. 24 V.S.A. 4412(4).

Homeowners Association: A community association that administers and maintains common property and common elements.

Horizontal Illuminance: The measurement of brightness from a light source, usually measured in foot-candles or lumens, which is taken through a light meter's sensor in a horizontal position.

Hospital: See Health Care Facility.

Hotel: See Motel.

Housing, Senior: Housing that is designed for, and is occupied primarily by, those persons fifty-five (55) years of age or older.

Impervious Surfaces: A surface composed of materials which substantially impedes or prevents the natural infiltration of water into the soil. Impervious surfaces include, but are not limited to graveled or paved streets, roads, sidewalks, walkways, parking areas or driveways, and structures.

Impoundment: A body of water, such as a pond, confined by a dam, dike, floodgate or other barrier.

Improvement: All infrastructure including, but not limited to, street pavements or resurfacing, curbs, gutters, sidewalks, water lines, sewer lines, drains, street lights, flood control and drainage facilities, utility lines, landscaping, parks and all infrastructure normally associated with the development of undeveloped land.

Industry, Heavy: A use engaged in:

- A. Processing and manufacturing of materials or products predominately from extracted or raw materials,
- B. Storage of, or manufacturing processes using, flammable or explosive materials,
- C. Storage and manufacturing processes that potentially involve hazardous or commonly recognized offensive conditions, or
- D. Any other industrial use that does not meet the definition of 'Light Industry'.

Industry, Light: Research and development activities, the manufacture, fabrication, processing or warehousing of previously prepared materials, which activities are conducted wholly within an enclosed structure. Finished or semi-finished products may be stored outdoors pending shipment.

Industry: An activity primarily concerned with enclosed manufacturing, fabrication, processing or warehousing of an article, substance or commodity.

Inn: A residential dwelling in design and/or previous use, now used for commercial purposes wherein the patronage is of a transitory nature, the guests being provided accommodations from day to day. Such use may include food service for guests within the structure and may include a restaurant with or without a lounge.

Interested Person: A person, as defined in 24 V.S.A. §4465(b), who has participated in a municipal regulatory proceeding authorized under 24 V.S.A. Ch. 117 who may appeal a decision rendered in that proceeding by an appropriate municipal panel to the Environmental Division of the Vermont Superior Court. Participation in a local regulatory proceeding shall consist of offering, through oral or written testimony, evidence or a statement of concern related to the subject of the proceeding.

Junkyard/Salvage Yards: Any place of storage or deposit, whether in connection with a business or not, which is maintained, operated or used for storing, keeping, processing, buying or selling junk or as a scrap metal processing facility. Salvage yard also means any outdoor area used for an automobile graveyard. It does not mean a garage where wrecked or disabled motor vehicles are stored for less than ninety (90) days for inspection or repairs. See: 24 V.S.A. §2241, et seq.

Kennel: Any establishment in which more than six dogs, more than one-year-old are housed, groomed, bred, boarded, trained or sold.

Land Development: See Development.

Leachable Waste: Waste materials including without limitation, solids, sewage sludge and agricultural residue capable of releasing contaminants to the surrounding environment.

Level of Service: The operating conditions that a driver will experience while traveling on a particular street or highway, including frequency of stops, operating speed, travel time, traffic density.

Light Trespass: Light emitted by a luminaire that shines beyond the boundaries of the property on which the luminaire is located.

Lighting Fixture: See luminaire. An assemblage of ballast, lamp receptacles, wiring, reflectors, refractors, prisms, lenses, etc., all contained within a single housing or casing, and designed to be mounted as a single unit. A fixture may be designed to accept one (1) or more lamps. One (1) or more fixtures may be mounted to a single support.

Limited Outdoor Recreation: See Recreation, Outdoor.

Loading Space: The off-street space, used for the temporary location of licensed motor vehicles for loading and unloading purposes.

Locally Important Farmland: Agricultural land which meets the threshold criteria set forth by the Westminster Land Evaluation Site Assessment system.

Lot Area: The total area within the property lines, excluding any part thereof lying within the boundary of a Town Highway or proposed public road.

Lot Coverage: The total at grade area or footprint of all structures and impervious surfaces, including but not limited to, structures, parking areas, walkways, drives, as expressed as a percent of the total lot area.

Lot Frontage: The length of any lot line abutting a public road or private right of way, measured at the street right-of-way line.

Lot Line Adjustment: The relocation of a common property boundary where an additional lot is not created and where an existing lot is reduced in size by the adjustment which complies with the Zoning District.

Lot Merger: The combination of two or more lots into one single lot.

Lot, Corner: A lot or parcel of land abutting upon two or more streets at their intersection, or upon two parts of the same street forming an interior angle of less than one hundred thirty-five degrees (135). The front lot line for corner lots shall be found from the line parallel to the front of the structure or the street used to identify the lot.

Lot Improvement: Any building, structure, infrastructure or other object or improvement of the land on which they are situated.

Lot: A designated parcel, tract, or area of land established by deed, plat or subdivision or created by survey or plot plan, to be used, developed or built upon as a unit. A lot shall be of sufficient size to meet minimum zoning requirements for use, coverage and area, and to provide such yard and other open spaces as are herein required. Such lot shall have frontage on an improved public street, or other means of access approved by the DRB. In no case shall the division or combination of land result in the creation of a parcel which does not meet the requirements of these Bylaws.

Lowest Floor: The lowest floor of the lowest enclosed area, including basement. An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; provided, that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of 44 CFR 60.3.

Lumen: A unit of measure of the quantity of light that falls on an area of one square foot every point of which is one foot from the source of one candela. A light source of one candela emits a total of 12.57 lumens.

Luminaire: Means the complete lighting system, including all necessary mechanical, electrical, and decorative parts.

Major Subdivision: Any residential subdivision containing three or more lots, or requiring any new road in excess of eight hundred (800) feet in length, or any commercial, industrial or commercial recreational project, multifamily housing project, or planned unit development (PUD), or a series of minor subdivisions of a tract of land occurring over a period of five years creating three or more lots.

Manufactured Home: A pre-fabricated structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term “manufactured home” does not include a “recreational vehicle”.

Manufactured Home Park with a Subdivision: A parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

Manufacturing: Any process whereby the nature, size or shape of articles or raw materials is changed, or where articles are assembled and packaged.

Medical Office: An office used by a licensed health care professional for the conduct of that profession. See also Office and Health Clinic.

Mini-Mart: A small retail establishment usually located within or associated with another use that offers for sale convenience goods, such as prepackaged foods items, tobacco, periodicals, and other household goods.

Mini-Storage: A structure containing separate storage spaces of varying sizes leased or rented on an individual basis for the enclosed storage of such items including, but not limited to household furnishings, tools, equipment, household goods, recreation vehicles, and antique cars, and excluding the storage of hazardous, toxic, explosive or otherwise dangerous materials. Spaces shall not be used for any retail, assembly, or manufacturing uses, or as a music rehearsal hall.

Minor Repair: In reference to a structure in the Historic Preservation Overlay District, the replacement of a minor portion (fascia), door jam, small rotten area, or damaged area, to be replaced in kind.

Minor Subdivision: Any residential subdivision creating two lots, and which does not include any of the following: any new road in excess of eight hundred (800) feet in length, any multifamily housing project, planned unit developments, or a series of minor subdivisions of a tract of land occurring over a period of five years creating three or more lots.

Mixed Use: Land Development that includes both residential and non-residential uses.

Mixed Use Building: A building that contains any combination of residential and non-residential uses is a mixed-use building. Conditional use approval is required for two uses within a single building. PUD approval is required for three or more uses within a building.

When a building contains more than one use, the maximum number of uses permitted on the zoning lot is two with a conditional use review and more if allowed by PUD review.

Mobile Home Park: A parcel of land under single or common ownership or control which contains or is designed, laid out or adapted to accommodate two or more mobile homes.

Mobile Home: A structure, transportable in one or more sections, which is at least eight (8) feet in width and thirty-two (32) feet in length, which is built on a permanent chassis and designed to be used as a dwelling unit, with or without a permanent foundation when connected to the required utilities.

Monument: A permanent marker to indicate a boundary point or other point for measurement purposes.

Motel: A structure containing rooms which are rented as a series of sleeping units for transients, each sleeping unit consisting or at least a bedroom and a bathroom, wherein the patronage is of a transitory nature, the guests being entertained from day to day as opposed to having an express contract at a certain rate for a certain length of time, such as a boarding house.

Motor Vehicle Sales: The use of any structure, land area or other premises for the display and sale of more than one new or used automobiles, trucks, vans, trailers, farm machinery or recreational vehicles, and including any warranty repair work and other repair service conducted as an accessory use.

Mounting Height: The height of a light fixture or lamp above the finished grade.

New Construction: Means, for the purposes of determining insurance rates, structures for which the “start of construction” commenced on or after the effective date of an initial FIRM or after December 31, 1974, whichever is later, and includes any subsequent improvements to such structures. For floodplain management purposes, new construction means structures for which the start of construction commenced on or after the effective date of the floodplain management regulation adopted by a community and includes any subsequent improvements to such structures.

Non-Conforming Lot or Parcels: Lots or parcels that do not conform to the present bylaws covering dimensional requirements but were in conformance with all applicable laws, ordinances, and regulations prior to the enactment of the present bylaws, including a lot or parcel improperly authorized as a result of error by the administrative officer.

Non-Conforming Structure: A structure or part of a structure that does not conform to the present bylaws but was in conformance with all applicable laws, ordinances, and regulations prior to the enactment of the present bylaws, including a structure improperly authorized as a result of error by the administrative officer.

Non-Conforming Use: Use of land that does not conform to the present bylaws but did conform to all applicable laws, ordinances, and regulations prior to the enactment of the present bylaws, including a use improperly authorized as a result of error by the administrative officer.

Nonconformity: A nonconforming use, structure, lot or parcel.

Office Building: A building used primarily for conducting the affairs of one or more businesses, professions, services, industries, studios or governmental agencies.

Office, Professional: The office of a member of a recognized profession maintained for the conduct of that profession. A studio, as defined herein, shall be considered a professional office.

Office, Residence: The portion of one's residence used as a business, professional, service, industrial or governmental office. *See Home Occupation.*

Office: A room or group of rooms used for conducting the affairs of a business, profession, service industry, or government, provided that no merchandise or merchandising services are sold on the premises, except such as are incidental and subordinate to the principal permitted use.

Open Space: Land not occupied by structures, buildings, roads, rights-of-way, recreational facilities and parking lots.

Open Space, Common: Land or area of water or combination of land and water within a Common Interest Community or PUD reserved for the use and enjoyment of the residents and owned and maintained in common by them or a homeowners or condominium association. Common open space does not include street rights-of-way or off street parking areas.

Open Space, Usable: Land area devoted to open area, plantings (natural and landscaped), patios, walkways and recreational areas, excluding all land covered by impervious surfaces, but including any land so determined by the Development Review Board.

Overlay District: An overlay district is a district superimposed upon another district which supersedes, modifies or supplements the underlying Bylaws. Historic Preservation, Agricultural, and Flood Hazard Overlay Districts are examples of Overlay Districts.

Owner: Any person, firm, partnership, association, joint venture, corporation or other entity or combination of entities who alone, jointly or severally with others hold(s) legal or equitable title to any real property.

Owner Occupied: Where Owner occupancy is required by these Bylaws, Owner occupancy shall mean occupancy of premises by an Owner for at least 50% of the year.

Parcel: Any contiguous land owned or controlled by the same person(s). Tracts or lots of land owned by a person(s) which have in common one or more points on any boundary or which are divided only by easement or interest consisting of less than fee simple ownership shall be deemed to be contiguous land for purposes of these Bylaws except that:

-
- A. Tracts or lots of land which are divided by State or Municipal highway rights-of-way or surface waters with a drainage area greater than ten (10) square miles shall not be deemed contiguous;
 - B. Tracts or lots of land may be conveyed with the same boundaries as acquired by their Owners and shall not be deemed contiguous to any other tract or lot owned by that person.

Parking Space: An off-street space available for the parking of one motor vehicle, and which complies with the standards set forth in these Bylaws.

Performance Standard: A minimum requirement or maximum allowable limit on noise, vibration, smoke, odor and other effects of uses listed in each Zoning District.

Person: Any individual, partnership, corporation, association, unincorporated organization, trust or other legal or commercial entity, including a joint venture or affiliated ownership, which owns or controls the tract or tracts land to be developed. The word "person" also means any municipality or State agency.

Personal Service: A business establishment primarily engaged in the provision of frequent or recurrent needed services of a personal nature. Includes a barbershop, hairdresser, beauty parlor, laundry, laundromat, dry cleaner, or other business providing similar services.

Planned Unit Development (PUD): An area of contiguous land or a building controlled by a person to be developed as a single entity for dwelling units and/or commercial or industrial uses, if any, the plan for which does not correspond in lot size, density, intensity, parking, lot coverage, open space, or other standards. See 24 V.S.A. §4303(19).

Plat: A site plan drawn to scale showing boundaries, buildings, infrastructure, and physical features.

Pre-Existing Non-Conforming Lot or Parcels: See: Non-Conforming Lot or Parcels.

Pre-Existing Non-Conforming Structure: See Non-Conforming Structure.

Pre-Existing Non-Conforming Use: See: Non-Conforming Use.

Preliminary Plat: A preliminary site plan showing the proposed layout of a subdivision or PUD to be submitted to the DRB for its consideration.

Public Assembly Facility: A building or structure used primarily for general public gatherings such as public meetings, education, or worship.

Public: Open to general public use, whether or not under public ownership.

Public Improvement: Any improvement which shall be owned or maintained by the Town of Westminster, the Town School District, or the Town Fire District.

Public Utility: A business organization performing some public service and subject to governmental utility regulations.

Public Utility Facility: Structures used by utilities in the generation, distribution or collection of their products, including but not limited to electrical generating and transforming substations; satellite dish or antenna receivers and senders; pumping facilities; gas tanks; and similar mechanisms. Poles, cables, pipes, mains and exchange boxes occupying no more than fifteen (15) square feet are not included.

Quarry: See Excavation/Quarry.

Quasi-Judicial: Having a partly but essentially judicial character by possession of the right to hold hearings on and conduct investigation into items dealing with rules and regulations and to make decisions in the general manner of courts. The Development Review Board is a quasi-judicial body.

Recreation: Land uses designed and used for play, relaxation and amusement.

Recreation, Indoor: Recreation uses conducted inside a building, such as indoor bowling alley, theater, table tennis facility, pool hall, skating rink, gymnasium, swimming pool or similar place of indoor recreational activities.

Recreation, Limited Outdoor: Recreation uses conducted outside a building which require minimal development, such as activities such as cross-country skiing, hiking, picnicking and other similar, low-intensity recreational activities.

Recreation, Outdoor: Recreation uses conducted outside a building such as a trap, skeet and/or archery range, golf course, swimming pool, amusement park, outdoor concert area, tennis court, skiing facility or similar higher intensity development recreational activities.

Recreational Vehicle: A vehicle which is: (a) Built on a single chassis; (b) 400 square feet or less when measured at the largest horizontal projection; (c) Designed to be self-propelled or permanently towable by a light duty truck; and (d) Designed primarily not for use as a permanent dwelling but as a temporary living quarters for recreational, camping, travel, or seasonal use.

Religious Institution: A place of worship or religious assembly, with related facilities such as offices, school, playground, etc. See Public Assembly/Facility.

Repair Service: Activities concerned with the repair and/or maintenance of small equipment, such as residential lawn mowers, small engines, appliances and other similar items.

Repeater: A small receiver/relay transmitter and antenna of relatively low power output designed to provide service to areas which are not able to receive adequate coverage directly from a base or primary station.

Residence: See Dwelling.

Residential Care Home: A place, however named, excluding a licensed foster home, which provides, for profit or otherwise, room, board and personal care to three (3) or more adults unrelated to the home manager. Personal care is defined as assistance with meals, dressing, movement, bathing, grooming or other personal needs, or general supervision of physical well-being, including nursing overview, supervision and administration of medications, but not full-time nursing care. Pursuant to Section 4412(G) of Chapter 117, 24 V.S.A., a Residential Care Home serving not more than eight (8) persons who are developmentally or physically handicapped shall be considered by right to constitute a permitted single-family residential use of property. See also Group Home and 33 V.S.A. §7102(10).

Residential Child Care Facility: A residential child care facility is a place, however named, which provides a planned program aimed at behavioral change, administered by qualified staff, for children in a 24-hour residential setting, and licensed by the Vermont Department of Social and Rehabilitation Services. This definition does not include family foster homes, or summer camping programs.

Resource Industry: An activity involved in the primary processing of agricultural or forestry products, including saw mills, dairies, and slaughter houses, but excluding those activities identified in the definition of Agriculture and Agricultural Use.

Restaurant: A structure for public eating in which the primary business is the preparation and serving of food for consumption on the premises.

Retail Store: A personal service shop, department store or shop or store for the retail sale of goods, excluding any freestanding retail stand.

Ridgeline: A line at ground level located at the highest elevation of a connected series of hills and mountains.

Right-of-Way, Private: Any deeded or recorded right of way that is not publicly owned.

Right-of-Way, Public: A deeded or recorded right of way for use of the general public, or established by local, state or federal proceedings for a public purpose or which has been dedicated by the Owner of the land and accepted for public use by the proper authorities.

Right-of-Way: A public or private area that is reserved, through ownership, easement or deed restriction, solely for a means of ingress and egress, highway, trail, water line, or other passageway or for utility infrastructure.

Ringelmann Chart Number 2: This chart is a National Standard used for determining whether emissions of smoke are within permissible regulatory limits. See information circular 8333(Revision of IC 7718), Bureau of Mines.

Road: A highway, street or other way which exists for vehicular travel, exclusive of a driveway serving no more than one single family residential use or lot. The word "road" shall mean the entire right-of-way.

Road, Private: A private way intended for vehicular traffic that is not dedicated to the public.

Road, Public: A public way, typically bounded between property lines, intended for vehicular traffic, dedicated to the public and improved to public standards.

Roadside Stand: A temporary structure not affixed to the ground and which is readily removable in its entirety, that is used solely for the display and sale of farm products, and which is less than 200 square feet in area.

School, Private: Elementary through high school, college and university education, including accessory uses, operated by a parochial or private institution. See Public Assembly/Facility.

School, Public: A Town or State facility for public education. See Public Assembly/Facility.

Screen(ing): A method of shielding the visibility of a structure, space, or use with vegetation, fencing, walls, berms, or other natural or man-made landscape elements.

Secondary Use: See: Use, Secondary.

Setback: The minimum distance by which any structure must be separated from a road, right-of-way, lot line, wetland, or other feature. The open, unobstructed area required to be provided between the furthestmost projection of a building and the adjacent property line. See *Yard, Front, Rear & Side Setbacks*.

Shopping Center: A group of commercial retail establishments planned, developed and managed as a unit with off street parking provided on the property.

Sign: Any object, device, display or structure, or part thereof, situated outdoors or indoors, which is used to advertise, identify, display, direct or attract attention to an object, person, institution, organization, business, product, service, event or location by any means, including words, letters, figures, design, symbols, fixtures, colors, illumination or projected images. Westminster has a separate sign ordinance.

Site Plan: The plan for the development, including change in use, of one or more lots or buildings, prepared in accordance with the requirements of Section 311 of these Bylaws.

Site Plan Review: Review of the spatial layout and proposed content of a parcel of land or building shown on a site plan in accordance with the authority, limitations and procedures set forth in the municipal development plan, 24 V.S.A. §4416, and Section 311 of these Bylaws, all as amended.

Silviculture: Is the art and science of controlling the establishment, growth, composition, health, and quality of forests and woodlands to meet the diverse needs and values of landowners and society such as wildlife habitat, timber, water resources, restoration, and recreation on a sustainable basis.

Source water: Water drawn to supply drinking from an aquifer by a well or by a surface water body by an intake, regardless of whether such water is treated before distribution.

Store, Retail: A commercial enterprise that provides goods and/or services directly to the consumer, where such goods are available for immediate purchase and removal from the premises by the purchaser.

Start Date of Construction: The “Start Date of Construction” means the start date of a permitted project after the applicable appeal period is over. This period may be 15 days or 30 days depending on the type of approval. See Article II – *Permits*, for clarification of the time period for your project.

Street: A public traveled way including the complete right of way limits determined by the State or Town for the purpose of vehicular traffic as well as pedestrian traffic.

Street/Road Classification: Streets and roads have road classifications through the Town or State. There are three classifications owned and maintained by the Town. They are Class 2, 3, and 4 Town roads. The State of Vermont owns and maintains Class 1 highways. There are also private streets and roads with no classification at all.

Streetscape: The physical elements that combine to create a public street and together define its character, including but not limited to, building frontages, landscaping, signs, and lighting.

Structure: For floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home. Structure, for insurance purposes, means: (a) A building with two or more outside rigid walls and a fully secured roof, that is affixed to a permanent site; (b) A manufactured home (“a manufactured home,” also known as a mobile home, is a structure: built on a permanent chassis, transported to its site in one or more sections, and affixed to a permanent foundation); or (c) A travel trailer without wheels, built on a chassis and affixed to a permanent foundation, that is regulated under the community’s floodplain management and building ordinances or laws. For the latter purpose, “structure” does not mean a recreational vehicle or a park trailer or other similar vehicle, except as described in (c) of this definition, or a gas or liquid storage tank.

Structurally able: The determination that a tower or structure is capable of carrying the load imposed by the proposed new antenna(s) under all reasonable predictable conditions as determined by professional structural engineering analysis.

Studio: A building or portion of a building used as a place of work by a person providing a professional service and persons such as an artist, photographer, or artisan. *See Professional Office.*

Studio Apartment: A dwelling unit consisting of not more than one habitable room together with kitchen or kitchenette and sanitary facilities. *See Dwelling.*

Subdivision: The division of a lot, tract, or parcel of land into two or more lots, tracts or parcels

or other division of land. The term includes amended subdivisions and re-subdivisions. The term also includes the development of land as a Planned Unit Development. *See definitions of Major and Minor Subdivisions.*

Substantial Improvement: Repair, reconstruction or improvement of a structure, the cost of which equals or exceeds fifty percent (50%) of the market value of the structure either (a) before the change or repair is started, or (b) if the structure has been damaged and is being restored, before the damage occurred. Substantial improvement includes substantial change. However, the term does not include either of the following:

1. Any project or improvement of a structure to comply with existing state or local health, sanitary, or safety code specifications that are solely necessary to assure safe living conditions.
2. Any alteration of a structure listed on the National Register of Historic Places or a State inventory of historic places.

Substantial Damage: Damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

Substantially Completed Construction: A permitted project with only incidentals remaining to be finished before occupancy can be achieved or on non-occupancy projects, only minor punch-list items remain to be finished, such as, minor repairs or painting.

Telephone Relay Interface Unit: A structure constructed and maintained by a telecommunications company for the purpose of housing relays and related equipment, and which is less than 20 square feet in area and has special setback requirements.

Temporary Structures: A building or structure intended for removal or demolition within a prescribed time.

Therapeutic Community Residence: A transitional facility providing individualized treatment to three or more residents in need of a supportive living arrangement to assist them in their efforts to overcome a major life adjustment problem, such as alcoholism, drug abuse, emotional disorders, mental illness, family dysfunctions and abuse, and delinquency. Therapeutic community residences tend to be small and characterized by a sharing of common life. See: 33 V.S.A. §7102(11)

Trailer: A vehicle capable of being used as a seasonal sleeping or living quarters, not exceeding three hundred (300) square feet in floor area, whether self-propelled or towed, or a camper body mounted on a motor vehicle. Trailer shall also include any vehicle that may be towed or used for carrying goods, equipment, machinery or recreation vehicles, or as a site office.

Trailer Camp: See Campground

Truck stop: Any structure, premises or land in which or upon which a business, service or industry involving the maintenance, servicing, storage or repair of commercial vehicles is conducted or

rendered including the dispensing of motor fuel or other petroleum products directly into motor vehicles, the sale of accessories or equipment for trucks and similar commercial vehicles. A truck stop also may include overnight accommodations and restaurant facilities solely for the use of truck crews.

Trucking Terminal: An area and structure where cargo is stored and where trucks load and unload cargo on a regular basis.

Town Plan: A plan adopted by the Town pursuant to 24 VSA, Section 4384 and 4385.

Usable Open Space: Any lot area(s) or portion thereof, which enhance utility and amenity by providing space for active or passive recreation including improvements such as: recreational facilities, walkways, plazas, tennis courts, bikeways, and boardwalks.

Use: An activity or performance of a function or operation, on a site or within a building, structure or facility.

Use, Accessory: A use that is subordinate in extent and purpose to the principle use, contributes to the comfort, convenience or necessity of the principal use, and is located on the same lot as the principal use.

Use, Change of: The substitution of one use of a parcel for another or the addition of a use to a parcel.

Use, Commercial: An enterprise or activity at a scale greater than home industry involving retail or wholesale buying and/or selling of goods and activities, except for Agricultural Uses.

Use, Conditional: A use which may require reasonable conditions and limitations for protection of the health, safety, and general welfare of the community, and to maintain the integrity of the town plan. A conditional use is authorized in a particular zoning district only upon a finding by the DRB that such use in a specified location will comply with the conditions and standards for the location or operation of such use as specified in Section 314 of these Bylaws.

Use, Permitted: A use allowed in a Zoning District upon satisfaction of the standards and requirements of these Bylaws.

Use, Primary: The main use to which the parcel is devoted and the primary purpose for which the premises exist.

Use, Residential: The use of a structure as a one-family, two-family or multiple-family dwelling. Includes residential accessory uses and structures.

Use, Secondary: A use that is conducted on the same premises as a primary use, and which meets the requirements established in Section 614 of these Bylaws which is different from and incidental to the primary use. An example includes rental of the third floor of a primarily retail-use structure for dwelling purposes. The rental of an apartment or any second dwelling unit on a lot which

contains a single-family dwelling as a principle use, however, does not constitute a secondary use. Instead, such a use on a lot would be considered a multi-family use which, in most districts, is a permitted primary use.

Utilities, Private: This term shall include telephone, cable, television, electric light and power, and gas lines, wind and solar power systems, water and sewage systems not owned or operated by the Town, whether installed on, above, or beneath the surface of the ground located entirely within the lot being serviced.

Vantage Point: The location on a public or private road or property used by the general public from which a viewer sees a ridgeline which has been identified as being within the Ridgeline Protection Overlay District as defined in these Bylaws.

Variance: A variance may be granted, after a public hearing, when unique conditions on a specific parcel of land would cause the Property Owner practical difficulty and undue hardship if it were developed pursuant to all applicable provisions of these Bylaws. A variance is limited by State Law and is very difficult to obtain at the local level. The legal requirements for variances are set forth at Section 313 of these bylaws.

Veterinary Clinic: The use of structures and the property on which they are located for the care of animals, including boarding, major surgery and all other veterinary services.

Violation: The failure to comply with any Zoning Bylaws, Ordinances, or regulation adopted by the Town of Westminster, or failure to comply with the terms and conditions of any land use permit.

Water Course: A natural or artificial open channel in which a flow of water occurs, either continuously or intermittently with some degree of regularity.

Water Dependent Structure: Any structure for which its primary use depends on being located adjacent, within, or upon surface water.

Waiver: A waiver is a discretionary action by the DRB which grants relief from the dimensional requirements of these Bylaws to permit a reasonable and practical use of land which is not detrimental to the public welfare. A waiver is intended to provide greater flexibility than a variance. The legal authority for waiver is set forth at 24 V.S.A. §4414(8) and Section 312 of these Bylaws.

Waiver of Development Rights: Any easement, restrictions, covenants or condition attached to a deed and running with the land, wherein the right to certain types of development of a parcel or parcels is waived.

Walkway: A passage designed for use by pedestrians.

Warehousing: Facilities for handling freight and/or goods for daily use or storage, with or without maintenance facilities.

Watershed: The land areas from which water drains to a given discharge point and the drainage basin in which development is located.

Wetlands: Those areas of the State that are inundated by surface or groundwater with a frequency sufficient to support significant vegetation or aquatic life that depend on saturated or seasonally saturated soil conditions for growth and reproduction. Such areas include but are not limited to marshes, swamps, sloughs, potholes, fens, river and lark overflows, mud flats, bogs, ponds and vernal pools, but exclude such areas as grow food or crops in connection with farming activities. All activities within or adjacent to wetlands and buffer areas are regulated by the State of Vermont, Wetlands Division of the Department of Environment Conservation.

Wildlife Refuge: An area set aside for the conservation of plants, animals and general environment within it. These are noncommercial areas usually without any structures on them. A single parking area and walking trails are characteristic of a wildlife refuge.

Wireless Telecommunications Facility: All equipment (including repeaters) and the locations of equipment with which a telecommunications provider transmits and/or receives the waves which carry their services and their support structures. This facility may be sited on one or more towers or structure(s) either owned by the provider or owned by another entity.

Yard: Space on a lot not occupied with a structure or structures.

Yard, Front: The yard area extending across the full width of the lot between any structure and the road (front lot) line, and measured perpendicular to the structure at the closest point to the road (front lot) line.

Yard, Rear: The yard area extending across the full width of the lot between the principal structure and the rear lot line, and measured perpendicular to the structure to the closest point of the rear lot line.

Yard, Side: A space extending from the front yard to the rear yard between the principal structure and the side lot line, and measured perpendicular to the structure to the closest point to the side lot line.

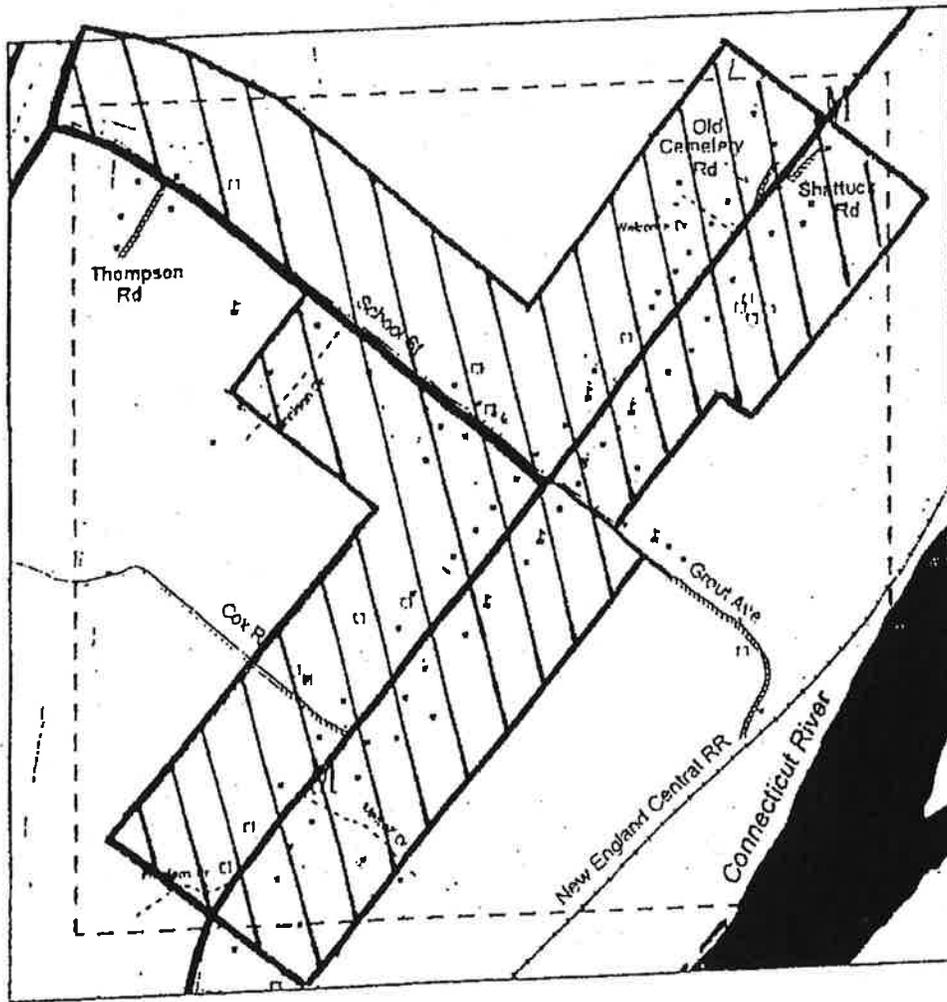
Yard Sale: A temporary event for the surplus of more than three unwanted items as an accessory use to a residence or business, in which the event does not exceed 3 days in duration or occur more than three times per calendar year. A yard sale is considered to be occurring whenever goods are on display for public viewing and purchase, and/or there is a sign that announces or publicizes a yard sale. The term “yard sale” includes garage sales, patio sales, estate sales, and moving sales. “Yard sales” do not include flea markets, junkyards, second hand stores, auction houses, and yard sale events not meeting the terms of this definition. Sales in excess of the above criteria are considered a commercial use.

END OF ARTICLE XV

APPENDIX A

HISTORIC DISTRICT

TOWN OF WESTMINSTER HISTORIC DISTRICT



Boundaries are 600' from the centerline of the road, except for a portion of Groat Avenue, as shown.

Established by the Planning and Development Commission 1992

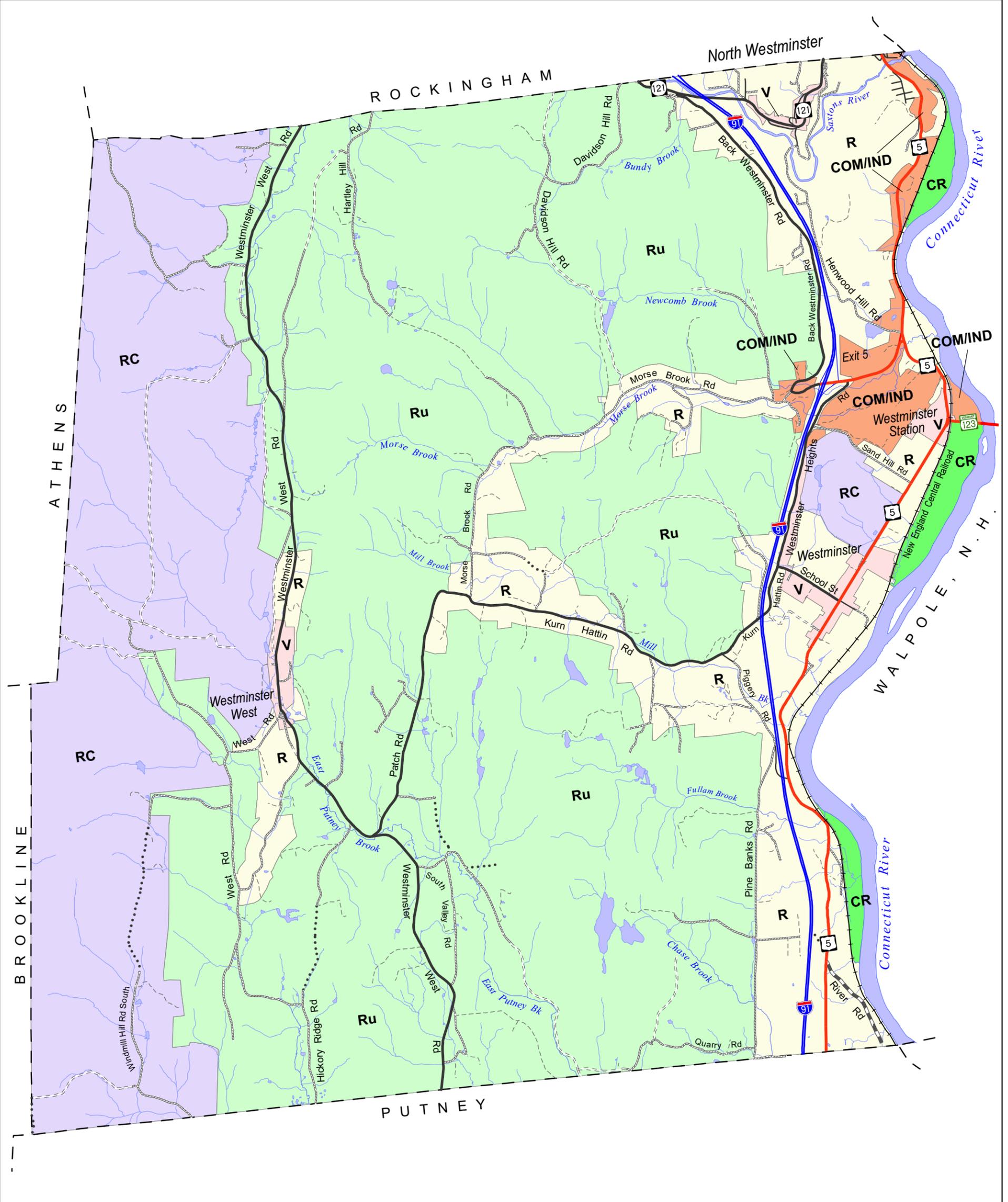
There is another map

APPENDIX A

The following structures, located within the Westminster Historic Preservation Overlay District, are designated as contributing structures and are specifically subject to Article V. The map numbers and building names are taken from the National Register of Historic Places Inventory for the Westminster Village Historic District. The locatable address is current as of 2004 and taken from the Vermont E-911 database.

<u>Building Name</u>	<u>Map Number</u>	<u>Locatable Address</u>
Barber House	1	58 Shattuck
Pumphouse	1A	located at 58 Shattuck
Workshop-Garage	3A	located at 3892 Route 5
Hillard House	4	3870 Route 5
Farr House	5	3826 Route 5
Nichols House	6	3806 Route 5
Holton House	7	3784 Route 5
Garage	7A	located at 3784 Route 5
Barn	7B	located at 3784 Route 5
Gates House	8	3766 Route 5
West Corncrib	8A	located at 3766 Route 5
East Corncrib	8B	located at 3766 Route 5
Garage	8D	located at 3766 Route 5
Harlow House	9	3738 Route 5
Barn	9A	located at 3738 Route 5
Lane House	10	3712 Route 5
Lane House Shed	10A	located at 3712 Route 5
Barn House	11	3690 Route 5
S House	13	3646 Route 5
Aldrich House	14	3630 & 3628 Route 5
Garage	14A	located at 3630/3628 Rte 5
Barn	14B	located at 3630/3628 Rte 5
Metcalf & Calahane Store	15	3608 Route 5
May House	16	23 Grout Avenue
Driscoll House	17	103 Grout Avenue
Westminster Institute	19	3534 Route 5
D. Arnold Hills House	20	3510 Route 5
Congregational Church	21	3470 Route 5
Parsonage	22	3432 Route 5
Burton House	24	3366 Route 5
Rowley House	28	3280 Route 5
Barn	28A	located at 3280 Route 5
Banks House	29	63 Harrison
Barn	29A	64 Harrison
Dickinson House	33	3247 Route 5
Barn	33A	located at 3247 Route 5

MAPS



Proposed Land Use

Town of Westminister, Vt.
July 2015

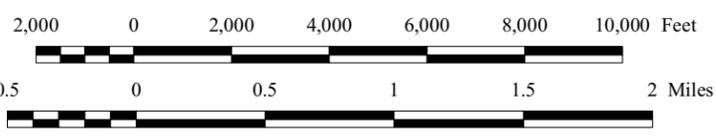


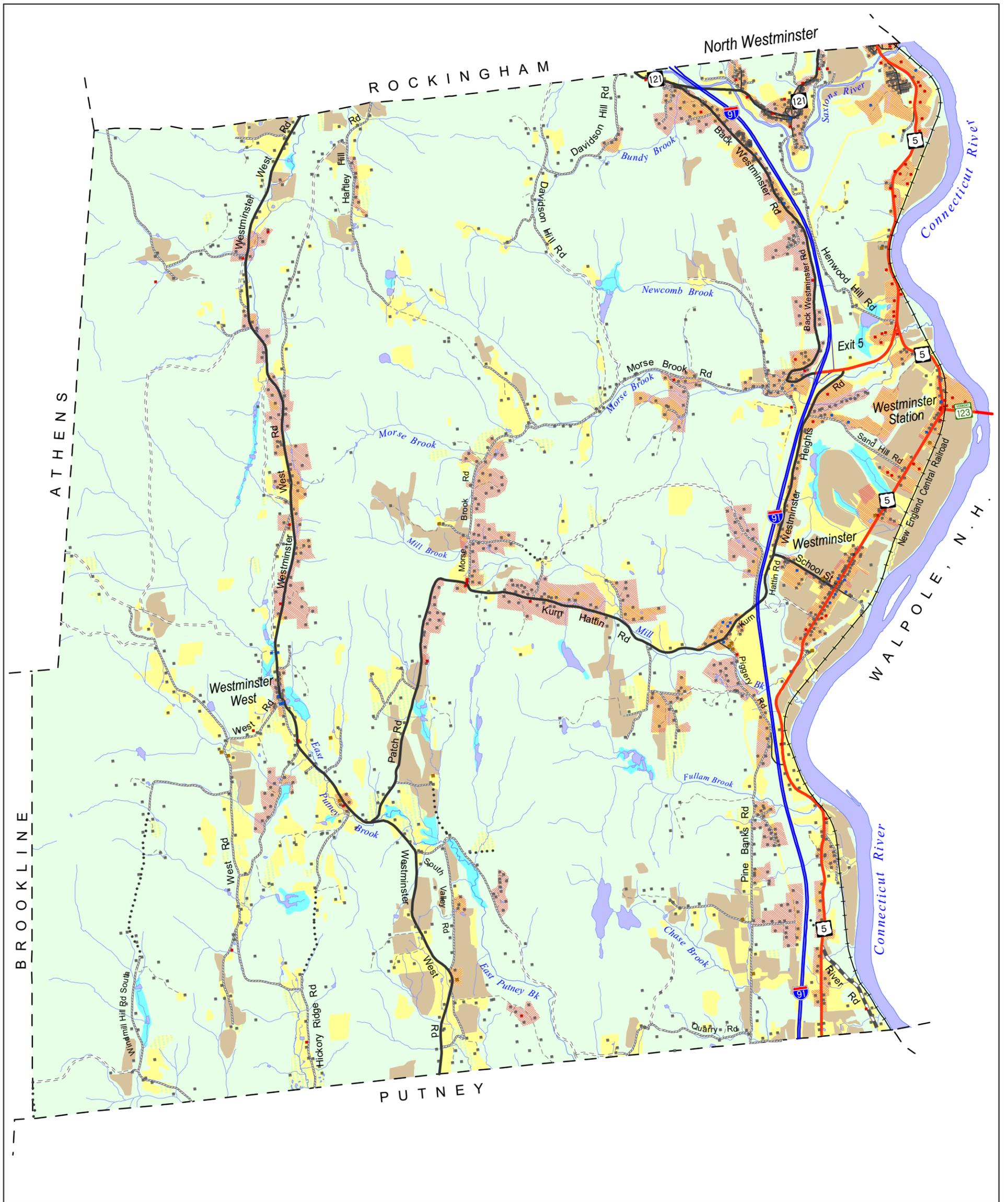
GIS
Vermont Geographic Information System

WINDHAM REGIONAL COMMISSION
139 Main St • Suite 505 • Brattleboro, VT 05301
(802) 257-4547 www.windhamregional.org

- RC** Resource Conservation
- CR** Connecticut River Conservation
- Ru** Rural Residential
- R** Residential
- V** Village
- COM/IND** Commercial/Industrial

Data sources:
- Proposed land use district boundaries are nearly identical with Westminister's zoning districts adopted on September 27, 2005. District boundary data for this map was developed by Windham Regional Commission using various base GIS data, including roads and 1994 parcel boundaries.





Existing Land Use / Land Cover (2011-2012)

Town of Westminister, Vt.

July 2015



- | | |
|--|-----------------------------------|
| | Forest |
| | Brush/transitional |
| | Open |
| | Agricultural |
| | Wetland |
| | Water |
| | Residential or commercial cluster |

Structures:

- Residential
- Commercial
- Public/Institutional
- Farm/Commercial

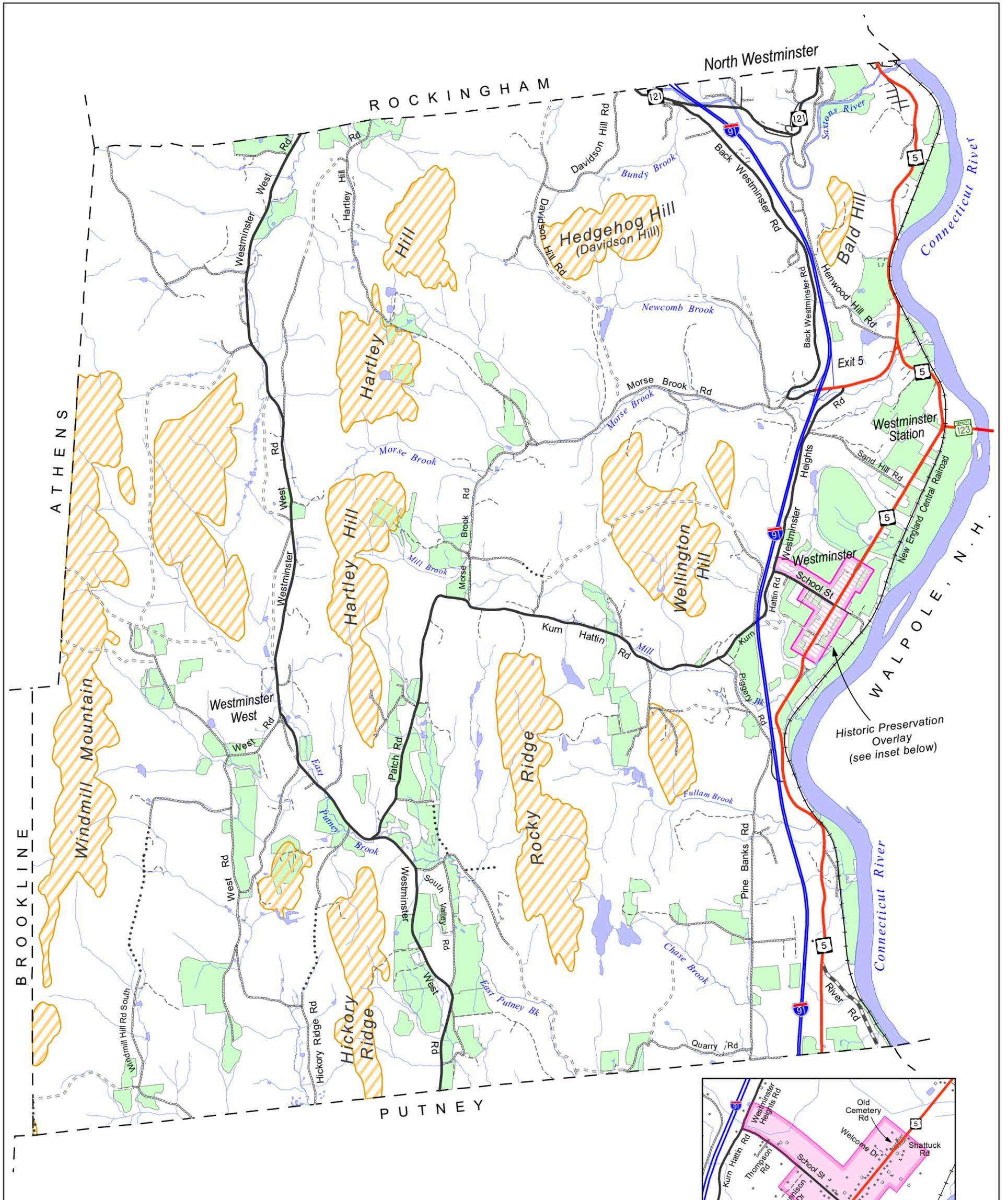
Data sources:

- Land cover data were developed by Windham Regional Commission using 2010 Vermont digital orthophotos, 2011 National Agricultural Imagery Program orthophotos, 2011 Bing imagery, structures data, National Wetlands Inventory data, and other sources.

- Primary structure locations are from a Windham Regional Commission database created using primarily data from Vermont's Enhanced 9-1-1 program data (VGIS data layer ESITE). Locations have been edited in 2005 and 2012 using current orthophotos.

2,000 0 2,000 4,000 6,000 8,000 10,000 Feet

0.5 0 0.5 1 1.5 2 Miles



Special Sites and Areas

Town of Westminister, Vt.

July 2015

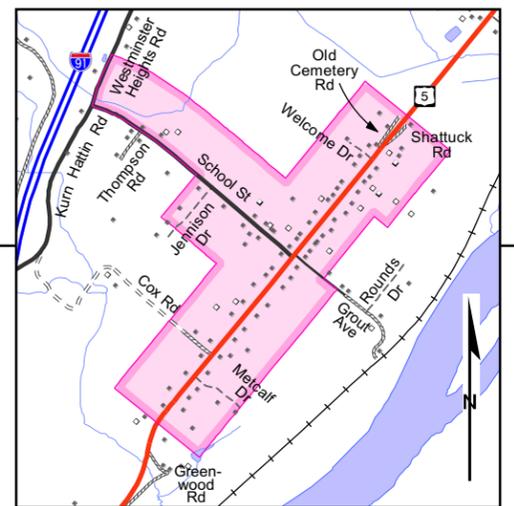


- Historical Preservation Overlay District
- Ridgeline Protection Overlay District
- Agricultural Land Overlay District

Data sources:

- The Ridgeline Protection Overlay District is a zoning overlay district effective April 29, 2009. District boundaries were defined by the Town of Westminister and digitized by Windham Regional Commission. Boundaries are in some cases based on elevation, following contours generated from USGS 1:24000 Digital Elevation Models.

- The Agricultural Overlay District is a zoning overlay district which includes lands protected for agricultural use, such as lands obtaining a score of 195 or higher in the "Summary Report: Agricultural Land Evaluation and Site Assessment, Westminister, Vermont, 1990. Lands were digitized by Windham Regional Commission from Vermont orthophotos.



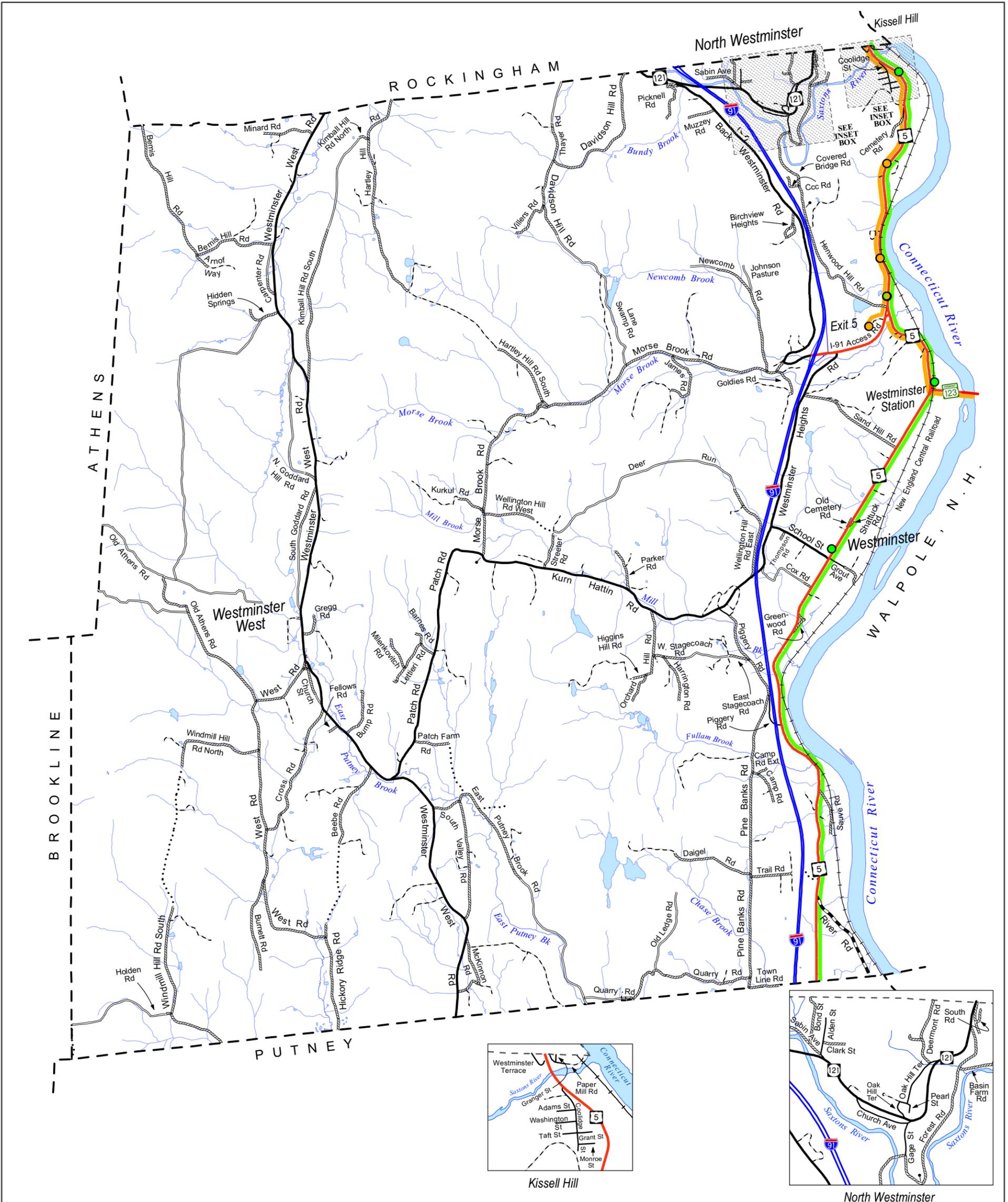
**Historical Preservation Overlay
Westminister Village**

0 1,000 2,000 3,000 4,000 Feet

- The Historical Overlay District is a zoning overlay district that is, with one exception, lands 600 feet from the centerline of certain roads in the village of Westminister. The boundary was digitized by Windham Regional Commission.

2,000 0 2,000 4,000 6,000 8,000 10,000 Feet

0.5 0 0.5 1 1.5 2 Miles



Transportation System

Town of Westminster, Vt.
July 2015



- Interstate highway
- Federal or state highway
- Class 2 town highway - paved
- Class 2 town highway - unpaved
- Class 3 town highway - paved
- Class 3 town highway - unpaved
- Class 4 town highway *
- Legal Trail *
- Private road/drive
- Railroad
- Stream
- River or pond

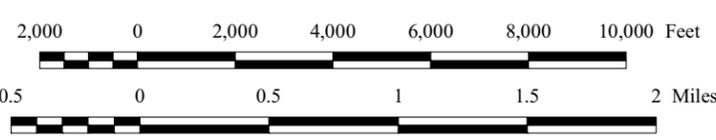
- Bellows Falls-Brattleboro commuter bus route and scheduled stop
- Bellows-Falls in-town bus route and scheduled stop

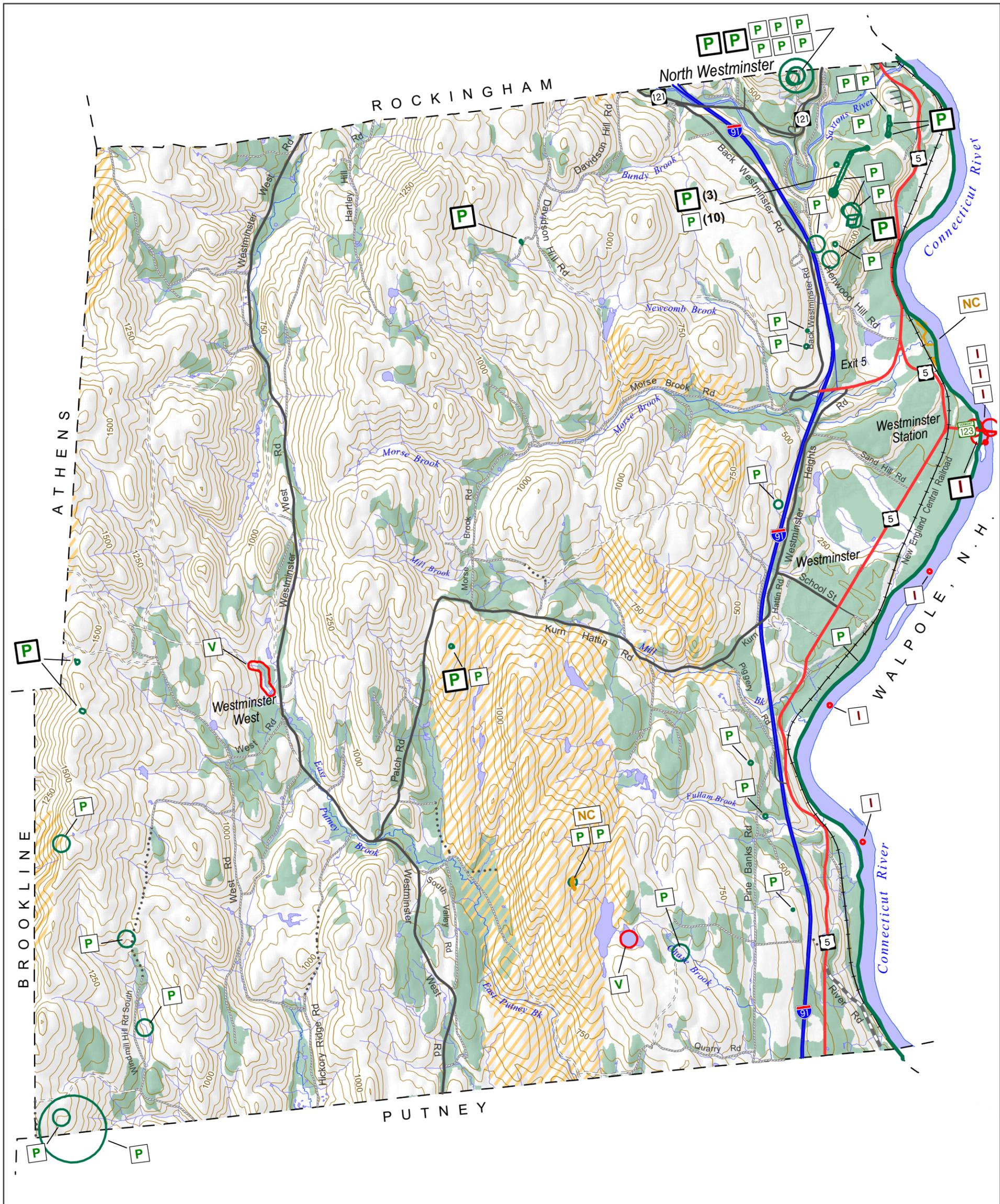
note: buses may stop to pick up or discharge passengers most places along the route

Data sources:

- Highway data are from Vt. Agency of Transportation sources (VGIS data layer RDSnnnnn). Data were corrected and updated by Windham Regional Commission in 2006 using Vermont digital orthophotos and information provided by the Town of Westminster. Updates were again made in 2015 to town highways.
- Highway attributes (i.e. class and pavement) are from AOT highway maps. These data were corrected by WRC GIS staff in 2006 using information provided by the Town of Westminster.
- Information on bus routes and stops is from the current schedule of Connecticut River Transit.
- Railroad data were taken from VGIS data layer RR. These data were developed by digitizing railroad centerlines from 1:5000 orthophotos.

* - portions may be impassable to autos





Natural Resources

Town of Westminister, Vt.

July 2015



- invertebrate
 - I I V
- vertebrate
 - O
- Animal, rare or uncommon
 - P P
- Plant, rare or uncommon
 - NC
- Significant Natural Community
 - O
- threatened or endangered
 - O
- Generalized 50-foot contours (elevations shown in feet)
 - 1250
- Deer wintering area
 - Diagonal hatching
- Important farmland soil * (Natural Resources Conservation Service rating)
 - Green shaded area

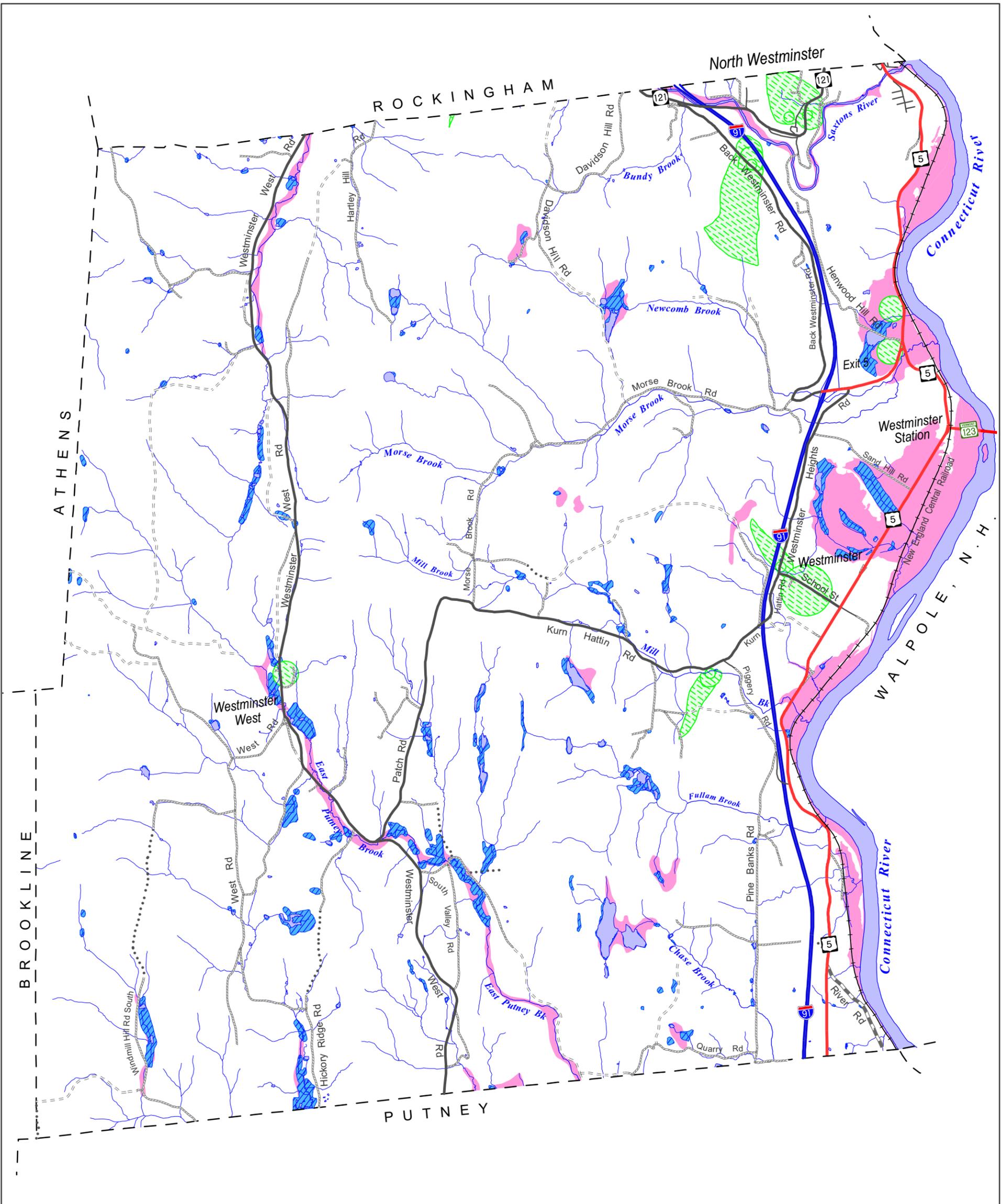
* - these soils qualify as Primary Agricultural Soils under Act 250

Data sources:

- Locations of rare species and significant natural communities, along with uncommon species and other features, are from VT ANR Department of Fish and Wildlife, Nongame and Natural Heritage Program's Natural Heritage database (VGIS data layer RTENATCOM AND UNCOMSPOF), updated in 2015. Some locations are approximate, but generally within 200 meters.
- Deer wintering areas delineated by VT ANR, Department of Fish and Wildlife. Digital data (VGIS data layer DEERWV) released in 2010 were used.
- Contour lines were generated from USGS 1:24000 Digital Elevation Models by VCGI and edited by WRC. They are intended to portray the general hypsography of the area and should not be used to determine actual elevations.
- Agricultural soil delineations are derived using soils data. Soil boundaries were digitized from 1:20,000 orthophotos for the Windham County Soil Survey.

2,000 0 2,000 4,000 6,000 8,000 10,000 Feet

0.5 0 0.5 1 1.5 2 Miles



Water Resources

Town of Westminster, Vt.

July 2015



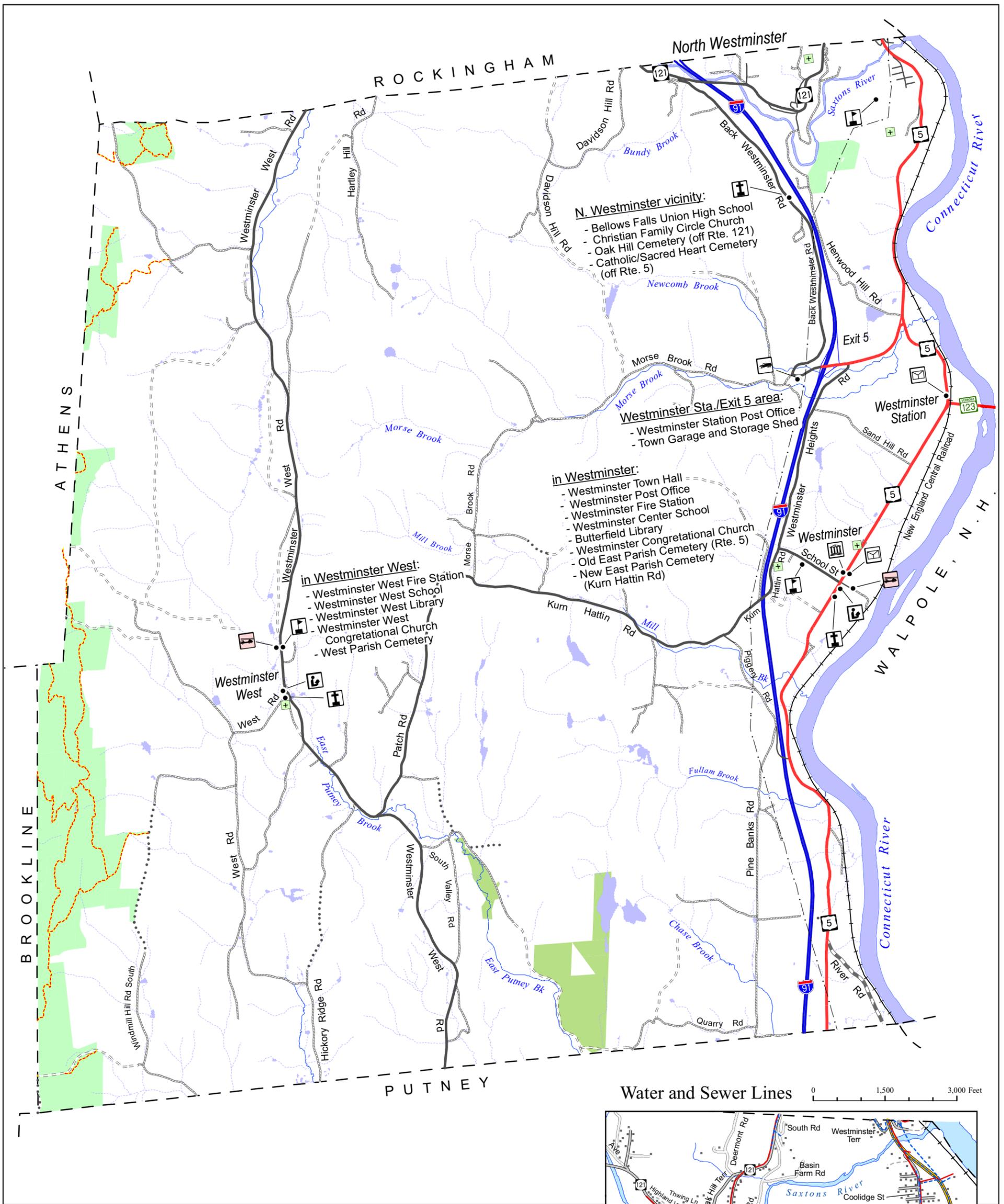
- Stream
- River or pond
- Wetland (from Vermont Significant Wetlands Inventory)
- Special Flood Hazard Area (100-year floodplain)
- Groundwater source protection area (includes active, inactive, and proposed)
- ANR-defined River corridor

2,000 0 2,000 4,000 6,000 8,000 10,000 Feet

0.5 0 0.5 1 1.5 2 Miles

Data sources:

- The wetlands shown are those included in the Vermont Significant Wetlands Inventory (VGIS data layer VSWI). For the most part, these data were derived from US Fish and Wildlife Service's 1:24000/1:25000 scale National Wetlands Inventory (NWI) maps. These maps show approximate locations of wetlands that are generally 3 acres or larger in size.
- Groundwater source protection area data are from VT ANR Water Supply Division GIS files. These data are current to 2011.
- Surface waters are from the Vermont Hydrography Dataset. The dataset was generated at a scale of 1:5000 and was developed using digital orthophotos, topographic maps, color infrared aerial photography and other ancillary data sources.
- Special Flood Hazard Area data boundaries are from FEMA (Federal Emergency Management Agency) D-FIRM (Digital Flood Insurance Rate Map) data created on July 27, 2007.
- River Corridors encompass the area of land surrounding a river that provides for the meandering, floodplain, and the riparian functions necessary to restore and maintain the naturally stable or least erosive form of a river thereby minimizing erosion hazards over time. Data were developed by Vt. Agency of Natural Resources for streams with a drainage area of 2 square miles and greater. Data provided by the Secretary of Natural Resources pursuant to 10 V.S.A. Sec. 1428(a).



N. Westminister vicinity:

- Bellows Falls Union High School
- Christian Family Circle Church
- Oak Hill Cemetery (off Rte. 121)
- Catholic/Sacred Heart Cemetery (off Rte. 5)

Westminister Sta./Exit 5 area:

- Westminister Station Post Office
- Town Garage and Storage Shed

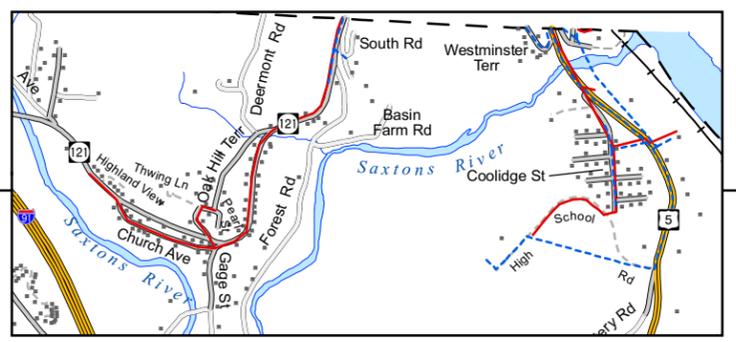
in Westminister:

- Westminister Town Hall
- Westminister Post Office
- Westminister Fire Station
- Westminister Center School
- Butterfield Library
- Westminister Congregational Church
- Old East Parish Cemetery (Rte. 5)
- New East Parish Cemetery (Kum Hattin Rd)

in Westminister West:

- Westminister West Fire Station
- Westminister West School
- Westminister West Library
- Westminister West Congregational Church
- West Parish Cemetery

Water and Sewer Lines 0 1,500 3,000 Feet



Community Facilities and Utilities

Town of Westminister, Vt.
July 2015



- Primary recreational trail
- Electric transmission line
- Cemetery
- Church
- Fire station
- Library
- Post Office
- School
- Town Office
- Town Garage
- Conservation land, non-profit ownership
- Conservation land, public ownership



- Water line
- Sewer line