

Rules of Procedure for the Town of Chester Planning Commission

A. PURPOSE.

The Planning Commission of Chester, is required by law to conduct its meetings in accordance with the Vermont Open Meeting Law. 1 V.S.A. §§ 310-314. Meetings of the Chester Planning Commission must be open to the public at all times, except as provided in 1 V.S.A. § 313.

B. APPLICATION.

This policy setting forth rules of procedure shall apply to the Chester Planning Commission, which is referred to below as “the body.” These rules shall apply to all regular, special, and emergency meetings of the body.

C. ORGANIZATION.

1. The body shall annually elect a chair and a vice-chair. The chair of the body or, in the chair’s absence, the vice-chair shall preside over all meetings. If both the chair and the vice-chair are absent, a member selected by the body shall act as chair for that meeting.
2. The chair shall preserve order in the meeting and shall regulate its proceedings by applying these rules and making determinations about all questions of order or procedure.
3. A majority of the members of the body shall constitute a quorum. If a quorum of the members of the body is not present at a meeting, no meeting shall take place.
4. No single member of the body shall have authority to represent or act on behalf of the body unless, by majority vote, the body has delegated such authority for a specific matter at a duly-noticed meeting and such delegation is recorded in the meeting minutes.
5. Motions made by members of the body require a second. The chair of the body may make motions and may vote on all questions before the body. A motion will only pass if it receives the votes of a majority of the total membership of the body.
6. There is no limit to the number of times a member of the body may speak to a question. A member may speak or make a motion without being recognized by the chair. Motions to close or limit debate will not be entertained.
7. Any member of the body may request a roll call vote. Pursuant to 1 V.S.A. § 312(a)(2), when one or more members attend a meeting electronically, a roll call vote is required for votes that are not unanimous.
8. Meetings may be recessed to a time and place certain.
9. These rules may be amended by a super majority (meaning 4 of 5 Commission members) vote of the body, and must be readopted annually.
10. The chair may be removed at any time by a super majority vote of the seated commissioners.

D. AGENDAS.

1. Each regular and special meeting of the body shall have an agenda, ~~with time allotted for each item of business to be considered by the body~~. Those who wish to be added to the meeting agenda shall contact the chair ~~and the recording secretary~~ to request inclusion on the agenda. The chair shall determine the final content of the agenda.
2. At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda shall be posted on the interior and exterior bulletin boards at the town hall and on the town website, chestervt.gov. The agenda must also be made available to any person who requests such agenda prior to the meeting.
3. All business shall be conducted ~~in the same order~~ as it appears on the noticed agenda, except that any ~~addition to or~~ deletion from the noticed agenda must be made as the first act of business at the meeting. No ~~additions to or~~ deletions from the agenda shall be considered once the first act of business at the meeting has commenced. Any other adjustment to the noticed agenda, for example, changing the order of business, postponing or tabling actions, may be made by a majority vote of the body.

E. MEETINGS.

1. Regular meetings shall take place on the first and third Mondays of the month at 6:30, at the Chester Town Hall and/or electronically.
2. Special meetings shall be publicly announced at least 24 hours in advance by giving notice to all members of the body unless previously waived; to an editor, publisher or news director, or radio station serving the area; and to any person who has requested notice of such meetings. In addition, notices shall be posted on the interior and exterior bulletin boards at the town hall and on the town website, chestervt.gov.
3. Emergency meetings may be held without public announcement, without posting of notices, and without 24-hour notice to members, provided some public notice thereof is given as soon as possible before any such meeting. Emergency meetings may be held only when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the body.
4. A member of the body may attend a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location, so long as the member identifies him or herself when the meeting is convened, and is able to hear and be heard throughout the meeting. Whenever one or more members attend electronically, voting that is not unanimous must be done by roll call. If a quorum or more of the body attend a meeting (regular, special, or emergency) without being physically present at a designated meeting location, the agenda for the meeting shall designate at least one physical location where a member of the public can attend and participate in the meeting. At least one member of the body, or at least one staff or designee of the body, shall be physically present at each designated meeting location.

F. PUBLIC PARTICIPATION.

1. All meetings of the body are meetings in the public, not of the public. Members of the public shall be afforded reasonable opportunity to express opinions about matters considered by the body, so long as order is maintained according to these rules.
2. At the end of each agenda item, but before any action is taken by the body at each meeting. The chair may limit the time allotted for public comment. ~~By a majority vote, the body may increase the time for open public comment and its place on the agenda.~~
3. Comment by the public or members of the body must be addressed to the chair or to the body as a whole, and not to any individual member of the body or public.
4. Members of the public must be acknowledged by the chair before speaking.
5. If a member of the public has already spoken on a topic, he or she may not be recognized again until others have first been given the opportunity to comment.
6. Order and decorum shall be observed by all persons present at the meeting. Neither members of the body, nor the members of the public, shall delay or interrupt the proceedings or the peace of the meeting or interrupt or disturb any member while speaking. Members of the body and members of the public are prohibited from making personal, impertinent, threatening, or profane remarks.
7. Members of the body and members of the public shall obey the orders of the chair or other presiding member. The chair should adhere to the following process to restore order and decorum of a meeting, but may bypass any or all steps when he or she determines in his or her sole discretion that deviation from the process is warranted:
 - a. Call the meeting to order and remind the members of the applicable rules of procedure.
 - b. Declare a recess or table the issue.
 - c. Adjourn the meeting until a time and date certain.
 - d. Order the constable to remove disorderly person(s) from the meeting.

ADOPTED: ~~April 4, 2022~~ May 3rd 2023

_____ ~~Hugh Quinn~~ Catherine Hasbrouek, Chair

_____ ~~Tim Roper~~ Vice Chair ~~Peter Hudkins~~

_____ ~~Barre Pinske~~ John Cummings

_____ ~~Hugh Quinn~~ Catherine Hasbrouck

_____ ~~Tim Roper~~ Barre Pinske

UNIFIED DEVELOPMENT BYLAWS
TOWN OF CHESTER, VERMONT



ADOPTED MARCH 15, 2017 EFFECTIVE APRIL 5, 2017

AMENDED JUNE 1, 2022 EFFECTIVE JUNE 22, 2022

DRAFT FOR PLANNING COMMISSION HEARING OF FEBRUARY 22, 2023

Plus Draft Zoning District Amendments 04.13.2023

ARTICLE 2 – Establishment of Zoning Districts & District Standards

2.1 Classes of Districts

For the purposes of these Bylaws, the boundaries of districts are and shall be established as shown on the Zoning Map of the Town of Chester, which map is hereby declared to be part of these Bylaws, and the area of the Town of Chester is hereby divided into the following classes of districts:

VC - Village Center

VG - Village Green

RC - Residential/Commercial

CI - Commercial/Industrial

SV - Stone Village

N – Neighborhood *(note: R20 and R40 are merged into a proposed Neighborhood District)*

R40 - Residential 40,000 square foot lots *(note: some R40 remains outside of the N Dist.)* **A3 - Adaptive 3**

R120 - Residential 120,000 square foot lots

OS – Open Space District

CR - Conservation-Residential

F - Forest

APO - Aquifer Protection Overlay District

FDP - Flood Damage Prevention Overlay District

A full and detailed written description of the precise boundaries of all districts, which is a part of these Bylaws, is on file with the Town Clerk of the Town of Chester.

2.2 District Uses and Requirements

The following are district uses, lot size minimums, setbacks, frontage requirements and maximum coverage.

A. Permitted Uses

Permitted uses are those uses that can be approved by the Zoning Administrator (ZA), without action of the Development Review Board. All permitted uses shall comply with the Parking and Sign Requirements for the District.

B. Conditional Uses

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Specific Conditional Uses are permitted in each district only by approval of the Development Review Board provided that the general and specific standards and special criteria outlined in Section 4.7 of these Bylaws are met.

2.3 Village Center (VC) District

A. Purpose: To provide a mix of commercial, residential and civic uses that are consistent with the traditional compact Village Center as described in *the Chester Town Plan*. Development in this District shall be of the highest density in the Town, preserve historic character, and provide a pedestrian-friendly streetscape that accommodates public transportation.

B. Permitted Uses: The following land uses require a zoning permit issued by the Zoning Administrator (see Section 7.2):

1. Accessory Dwelling Unit
2. Accessory Structure
3. Accessory Use (e.g., Home Child Care Facility)
4. Family Childcare Home
5. Group Home
6. **Home Occupation**
7. Private Broadcast Facility
8. Residential – Single- and Two-**Household**
9. **Residential – Multi-Household (3- or 4-Units)**

Note: previously Home Occupation was under Accessory Use.

C. Conditional Uses: The following land uses require conditional use review by the Development Review Board (see Section 4.8) and a zoning permit issued by the Zoning Administrator (see Section 7.2):

1. Arts & Entertainment
2. Civic/Institutional
3. Commercial Broadcast Facility
4. Family Child Care Facility
5. Health Care Facility
6. Home Business
7. Light Industry
8. Mixed Use
9. Personal Service Shop
10. Professional Office
11. Recreation
12. Residential – Multi-**Household (5 or More Units)**
13. Restaurant

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- 14. Retail Store
- 15. Tourist Lodging

Removed Building and Construction Trades as a conditional use

D. Dimensional Standards:

	Proposed	Existing VC
Minimum Lot Size	1/8 acre (5,445 sq. ft.)	20,000 sq ft
Minimum Lot Frontage	50 ft.	100 ft
Minimum Front Yard Setback	10 ft.	20 ft
Minimum Side Yard Setback	5 ft.	15 ft
Minimum Rear Yard Setback	10 ft.	15 ft
Maximum Lot Coverage	80%	35%
Maximum Building Height	35 ft.	35 ft

E. Supplemental Standards:

1. Building Orientation. Buildings shall front toward and relate to frontage streets, both functionally and visually, and not be oriented toward parking lots.

2. Character of Development. New buildings and modifications of existing buildings shall be of a similar building mass and orientation as buildings in this District, and shall not unduly detract from the existing character of the Village. Where there are conflicts with existing adjoining buildings, building modifications or expansions of uses shall not increase the degree of conflict.

3. Landscaping and Screening. The Development Review Board shall require landscaping or other screening between incompatible uses or structures.

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2.7 Neighborhood (N) District

A. Purpose: To provide higher-density residential neighborhoods with a mix of housing types and compatible commercial and civic uses that are consistent with the Chester Town Plan.

B. Permitted Uses: The following land uses require a zoning permit issued by the Zoning Administrator (see Section 7.2):

1. Accessory Dwelling
2. Accessory Structure
3. Accessory Use (e.g., Home Child Care Facility)
4. Agricultural/Forestry (See Sec. 4.3 Exemptions)
5. Family Child Care Home
6. Group Home
7. Home Occupation
8. Private Broadcast Facility
9. Residential – Single- and Two-Household
10. Residential – Multi-Household (3- or 4-Units)

C. Conditional Uses: The following land uses require conditional use review by the Development Review Board (see Section 4.8) and a zoning permit issued by the Zoning Administrator (see Section 7.2):

1. Civic / Institutional
2. Commercial Broadcast Facility
3. Family Child Care Facility
4. Home Business
5. Mixed Use
6. Professional Office
7. Recreation
8. Residential – Multi-Household (5 or more units)
9. Retail Store
10. Tourist Lodging

Deleted Building and Construction Trades. D.

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Dimensional Standards:

	Proposed	R20	Proposed	R20	R40
	Class 1	Class 1	Class 2	Class 2	
Minimum Lot Size	1/5 Acre (8,712 sq. ft.)	20,000 Sq ft	30,000 sq. ft.	30,000 Sq ft	40,000 Sq ft
Minimum Lot Frontage	60 ft.	120 ft	150 ft.	150 ft	120 ft
Minimum Front Yard Setback	15 ft.	25 ft	25 ft.	25 ft	40 ft
Minimum Side Yard Setback	10 ft.	20 ft	20 ft.	20 ft	30 ft
Minimum Rear Yard Setback	10 ft.	20 ft	20 ft.	20 ft	30 ft
Maximum Lot Coverage	50%	20%	20%	20%	20%

Draft of 04/13/23

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Maximum Building Height	35 ft.	35 ft.	35 ft	35 ft	35 ft
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NOTES:

Class 1 = Municipal Water & Sewer Services

Class 2 = On-Site Water and/or Wastewater

E. Supplemental Standards:

1. Character of Development. New development in this District shall be consistent with residential neighborhoods that are within walking distance of the village, and should be compatible with a circulation system to accommodate pedestrians and other non-motorized travel.

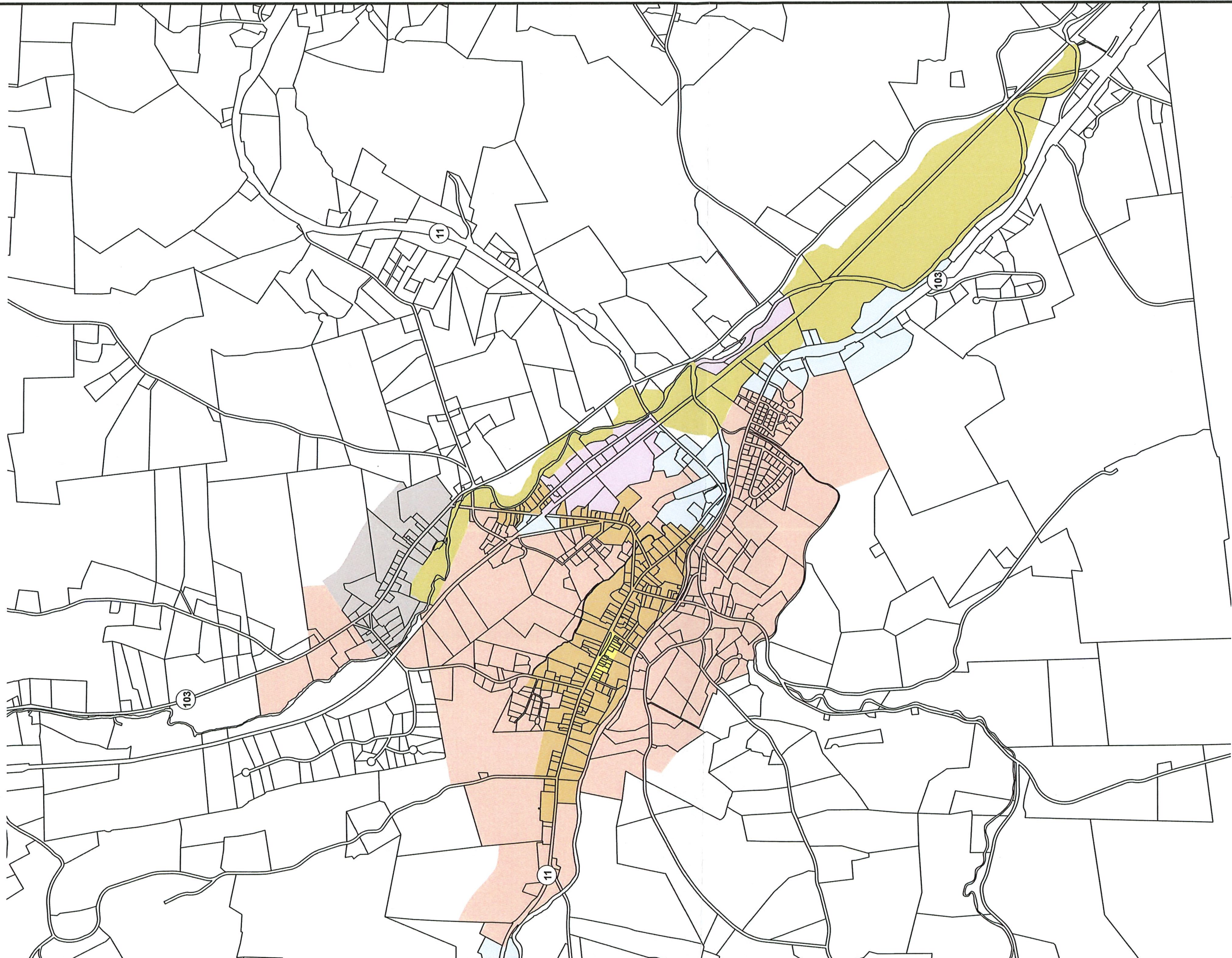
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Draft of 04/13/23

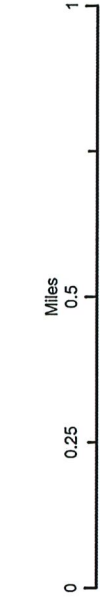
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**Town of Chester
Draft Zoning Districts**

Draft: March 30, 2023



- Parcels
- General Business
- Mixed Use
- Stone Village
- Village Green
- Open Space
- Village Center
- Neighborhood



Data sources: Zoning (Place Sense 2020 and RPC 2023),
Parcels (VCGI 2022), Road names (VTrans 2021)

VT State Plane. Meters, NAD 83

For planning purposes only.
Not for regulatory interpretation.

Map drawn: April 24, 2023



**Mount Ascutey
Regional Commission**

P.O. Box 320, Ascutey, VT 05030
802-674-9201 www.marctv.org