

Contact the Zoning Administrator westfieldzoning@westfieldvt.com or 802-715-3077 before submitting this form



TOWN OF WESTFIELD

38 School Street
Westfield, VT 05874
Phone: 802.744.2484
Fax: 802.744-6224
westfieldzoning@gmail.com
www.westfield.vt.gov

Town Clerk's Office, Westfield, Vermont 05874
 Received for Record 1/15
 At 9:00 o'clock A.M. Recorded in
 Land Records Book 64 Page 66-67
 Attest: *[Signature]* Asst. Town Clerk

ADMINISTRATIVE USE ONLY

43/8349
 150/1231
 Fee Rec'd/ Check #
 10/28/25
 Date submitted to Town
 11/14/25
 Date Posted
 2025-20
 Application Number
 11/6/25
 Date Complete to ZA
 1/15/26
 Date to record

Submit a plot or sketch to show locations of easements, rights-of-way, land alterations, waterways & wetlands, existing & proposed structures, water & sewage systems, driveways & roads.

APPLICATION FOR ZONING PERMIT

- CONSTRUCTION (OR DEMOLITION)
- CHANGE OF USE
- LAND SUBDIVISION
- BOUNDARY LINE ADJUSTMENT
- AGRICULTURAL STRUCTURE (recording fee only)

<p>OWNER</p> <p>Name: <u>DAVID L. VILLENUEVE Family</u></p> <p>Address: <u>Brenko J. Villeneuve Trust</u></p> <p>Email: <u>PO Box 360 Underhill, VT 05489</u></p> <p>Phone: <u>802-324-7472</u></p>	<p>APPLICANT</p> <p>Name: <u>SAM ROY MARBLE</u></p> <p>Address: <u>14 STAFFORD AVE MORRISVILLE, VT 05661</u></p> <p>Email: <u>M.MARBLEACTY@ATTN.COM</u></p> <p>Phone: <u>802-793-2793</u></p>
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PROJECT INFORMATION

Project Location: Bellground RD/LT7 Zoning District: Rural Agr. Dist
 Current use: woodland Proposed use: 5 Residential lots
 Warranty Deed Book 56 Page 293 Parcel ID: 06-010-01
 Abutting property owners: See Attached sheet
 Describe proposed development: Divide 52.2± Acres/Both sides of Bellground RD into 5 lots

PROPOSED ADDITION OR NEW STRUCTURE INFORMATION

Proposed structure: NEW Dimensions Length: _____
 ADDITION Width: _____
 REBUILD/RENOVATION Height at peak: _____

Setback from	Edge of right of way	Rear boundary	Left boundary	Right boundary

I hereby certify the information in this application (including attachments) is true and correct. Any changes or revisions after issue, or misrepresentations will automatically void such permit.

Signature: David Villeneuve Date: 10/28/2025

Application/Permit #: 2025-20 Administrative Decision: Approved Denied

Permit approval is subject to the conditions specified below and is valid (except if appealed) beginning on _____ and the project must be substantially commenced by _____

Signed: [Signature] Date of Decision: 1/15/26

Must comply with all applicable State and Federal regulations. Please use the permit navigator at <https://vermont.force.com/permitnavigator/s/> to determine what state permits your project will require, including potable and wastewater supply. All new construction projects are required to meet residential or commercial building energy standards under Act 89. Construction of a driveway on a State Highway requires an access permit from the Vermont Dept of Transportation. Construction of a driveway on a town road requires a permit from the Town Road Foreman. An E911 address is assigned after driveway is completed.

****An interested party may appeal any decision by the Administrative Officer, within 15 days of the date of such decision to the Zoning Board of Adjustment.****

Board hearing required: Y or N _____ Date of hearing: 1/21/2026 Board Decision: Approved Denied

Notes: MUST FOLLOW CONDITIONS OF DRB NOTICE OF DECISION DATED JANUARY 7, 2026



TOWN OF WESTFIELD
38 School Street ♦ Westfield, VT 05874

Office hours:
Monday-Thursday: 8 am to 4 pm
Phone: 802-744-2484 ♦ Fax: 802-744-6224

Email: townclerk@westfield.vt.gov
Website: www.westfield.vt.gov

AMENDED NOTICE OF DECISION
Development Review Board (DRB)
Application for Five Lot Subdivision
Findings and Decision

INTRODUCTION AND PROCEDURAL HISTORY

1. This proceeding reviews an application for change of use submitted by **David L. Villeneuve Family Trust, Brenda J. Villeneuve Family Trust and Roy Marble** under the Town of Westfield Zoning Bylaw:

- Application 2025-20 submitted by David L. Villeneuve Family Trust, Brenda J. Villeneuve Family Trust and Roy Marble for conditional use and site plan review; five lot subdivision on Ballground Road. The property is in the Rural/Agricultural District.

A subdivision into five lots requires a public hearing by the Development Review Board (DRB) in compliance with 24 V.S.A. §4464.

2. A completed application was received by the Zoning Administrator (ZA) on October 28, 2025. A copy of the application is available at the Westfield Town Office, 38 School Street, Westfield, VT.

3. On November 14, 2025, notice of a public hearing was published in the *Newport Daily Express*.

4. On November 12, 2025, notice of a public hearing was posted at the following places:
- A. The Westfield Town Clerk's office.
 - B. Westfield General Store bulletin board (24/7 access).
 - C. Recycling Center Town bulletin board (24/7 access)
 - D. Permit request sign was posted at the property for which the application was made, and within view of Ballground Road, the nearest public right of way.

5. On November 12, 2025, a copy of the notice of a public hearing was mailed to the applicant. On November 12, 2025, a copy of the notice of public hearing was mailed to the following owners of abutting properties:

- Keenyn Pombo
- William Salmon
- Richard & Lolita Allard
- Anthony Brault
- Terry & Jacqueline Bettis
- Denis & Elizabeth Bathalon
- Kirk Crosby
- Dan Backus
- Bunting Family V, LLC

6. The application was considered by the Development Review Board at a public hearing on December 2, 2025.

The hearing was adjourned at 7:03 pm.

7. Present at the hearing were the following Development Review Board members:

- Brian Dunn
- Kitty Edwards
- Ellen Fox
- Loren Petzoldt - Acting Chair

Also present: Will Young, Zoning Administrator; Niki Dunn, DRB Clerk

8. At the outset of the hearing, the Development Review Board afforded those persons wishing to achieve status as an interested person an opportunity under 24 V.S.A. § 4465(b) to demonstrate that the criteria set forth in that statute could be met. The following are the interested parties that attended the hearing:

- Roy Marble (On Behalf of Applicant)
- William Salmon
- Jennifer Grace
- Rosemary Croizet
- Joe Flynn (Via Zoom)

9. During the course of the hearing the following exhibits were submitted to the Development Review Board:

Submitted by the Applicants:

- Permit Application 2025-20 (A)
- Narrative overview for subdivision application (B)
- List of property abutters (C)
- State of Vermont Wastewater System & Potable Water Supply Permit #WW-7-6781 (D)
- Survey plat for entire 52.2 +/- acres with 5 lots detailed thereon (E)

- Engineering plans detailing the 5 lots (F)
- Natural resources atlas sheet showing surface waters/ streams (G)
- Natural resources atlas sheet showing soils (H)
- Natural resources atlas sheet showing wetlands in the area (I)
- District 7 email addressing subdivision/ Act250 triggering question (J)
- Petition for Alteration of Certain Highways or Portions Thereof recorded in the Westfield Land Records book 17, page 63 (K)
- Report of the doings of the Selectmen of the Town of Westfield in regard to a petition for the discontinuance of certain highways or portions thereof recorded in the Westfield land records book 17, page 64 (L)
- 19 V.S.A. §702 Laying out, discontinuing and reclassifying highways (M)
- Westfield highway map 1944 (N)
- Westfield highway map 1957 (O)
- Survey subdivision plat map dated 12/31/2024 by O’Leary-Burke Civil Associates, PLC (P)
- Septic detail map for Lot 1 (Q)
- Septic detail map for Lot 2 (R)
- Septic detail map for Lot 3 (S)
- Septic detail map for Lot 4 (T)
- Septic detail map for Lot 5 (U)
- Site plan map for Lot 1 (V)
- Site plan map for Lot 2 (W)
- Site plan map for Lot 3 (X)
- Site plan map for Lot 4 (Y)
- Site plan map for Lot 5 (Z)

These exhibits are available at the Westfield Town Clerk’s office.

FINDINGS

Based on the application, testimony, exhibits, and other evidence, the Development Review Board makes the following findings:

1. The applicant seeks a five-lot subdivision on Ballground Road. The subject property is a 52.2-acre parcel located on Ballground Road in the Town of Westfield (tax map parcel number 06-010-01). [The property is more fully described in Warranty Deed Book 56, page 293 of the Town of Westfield Land Records].
2. The property is located in the Rural/Agricultural Zoning District as described on the Town of Westfield Zoning Map on record at the Westfield Town Clerk’s office and §301.01 of the Zoning Bylaw.
3. Five lot subdivisions are permitted in the Rural/Agricultural Zoning District.

4. The lots meet the minimum frontage, and the dimensions meet the minimum acreage for the Rural/Agricultural district.
5. The legal trail provides existing access by right of way that is 50 feet wide to all five lots.
6. Wastewater permit number WW-7-6781 has been recorded in the Westfield land records.
7. The site plan for the wastewater permit shows wetlands on lots 3, 4 & 5. Site notes number 4 states 'Wetland boundaries are shown as identified on the Natural Resources Atlas. Prior to any site work the landowner shall have wetlands delineated by a wetland ecologist'.
8. The application will not impact existing or planned community facilities.
9. The development proposed in the application will not have an impact on the character of the area where the property is located.
10. The application may cause an increase in traffic in this location if single family homes are built on the lots.
11. The application will have no effect on utilization of renewable energy sources.

DECISIONS AND CONDITIONS

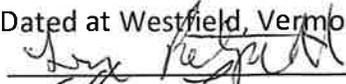
The proposed application for a subdivision into five single family dwelling lots is approved, based on the satisfaction of the conditional use and site plan review for a five-lot subdivision in the Rural/Agricultural Zoning District for general performance standards §501 of the Westfield Zoning Bylaw, and proof of access by right of way, and is subject to the following conditions:

1. The application will not have an undue adverse impact on the capacity of existing or planned community facilities.
2. The application will not have an undue adverse effect on the character of the area affected, as defined for the Rural/Agricultural Zoning District in the Town of Westfield Zoning Bylaw.
3. The application may have an impact on the access road (Ballground Road).
4. The application will not have an undue adverse effect on the current Westfield Zoning Bylaw.
5. The application will not have an undue adverse effect on utilization of renewable energy resources.
6. The proposed development meets the Performance Standards as defined in §501.

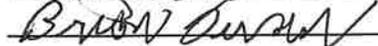
7. Road improvement must be approved by the Selectboard and follow the zoning bylaw standards.

8. If the mylar Plat map submitted for recording is identical to the survey map submitted as evidence in the hearing then it does not need approval by the DRB before being recorded in the Westfield Land Records.

Dated at Westfield, Vermont this 7th day of January 2026.


_____, Loren Petzoldt, Acting Chair

_____, Ellen Fox, Secretary

_____, Kitty Edwards

_____, Brian Dunn

NOTICE: This decision may be appealed to the Vermont Environmental Court by an interested person who participated in the proceeding(s) before the [planning commission/zoning board of adjustment/development review board]. Such appeal must be taken within 30 days of the date of this decision, pursuant to 24 V.S.A. § 4471 and Rule 5(b) of the Vermont Rules for Environmental Court Proceedings.

Town Clerk's Office, Westfield, Vermont 05874
Received for Record 1-15 2026
At 9:00 o'clock A M. Recorded in
Land Records Book 64 Page 80-90
Attest:  Asst. Town Clerk

Contact the Zoning Administrator westfieldzoning@vermont.gov or 802-715-3077 before submitting this form



TOWN OF WESTFIELD
38 School Street
Westfield, VT 05874
Phone: 802.744.2484
Fax: 802.744-6224
westfieldzoning@gmail.com
www.westfield.vt.gov

Town Clerk's Office, Westfield, Vermont 05874
received for Record 11/4 2025
11:38 o'clock A.M. Recorded in
Land Records Book 103 Page 040-045
Attest: *[Signature]* Asst. - Town Clerk

ADMINISTRATIVE USE ONLY	
\$55-#9978	2025-14
\$150-#9977	Application Number
8/20/25	9/8/25
Date submitted to Town	Date Complete to ZA
9/17/25	11/4/25
Date Posted	Date to record

APPLICATION FOR ZONING PERMIT

- CONSTRUCTION (OR DEMOLITION)
- CHANGE OF USE
- LAND SUBDIVISION
- BOUNDARY LINE ADJUSTMENT
- AGRICULTURAL STRUCTURE (recording fee only)

Submit a plot or sketch to show locations of easements, rights-of-way, land alterations, waterways & wetlands, existing & proposed structures, water & sewage systems, driveways & roads.

APPLICANT		OWNER (if different)	
Name:	Jay Peak Pacific, LLC	Name:	Scenic View Rural Edge LLC
Address:	830 Jay Peak Road Jay, Vermont 05859	Address:	48 Elm Street Lyndonville, VT 05851
Email:	thowell@jaypeakresort.com	Email:	
Phone:	802-988-2723	Phone:	

PROJECT INFORMATION

Project Location: 979 VT Route 100 Zoning District: Village

Current use: Rental Property - 55+ Proposed use: Employee Housing

Warranty Deed Book 53 Page 211 Parcel ID: 06-100-27

Abutting property owners: See Attached *MARTIN, COULTER, BERTHIAUME, DENBROS, TRATCHER, WILSON, DOYON, COULTER*

Describe proposed development: N/A

PROPOSED ADDITION OR NEW STRUCTURE INFORMATION

Proposed structure: NEW Dimensions Length: _____
 ADDITION Width: _____
 REBUILD/RENOVATION Height at peak: _____

Setback from	Edge of right of way	Rear boundary	Left boundary	Right boundary

I hereby certify the information in this application (including attachments) is true and correct. Any changes or revisions after issue, or misrepresentations will automatically void such permit.

Signature: *[Signature]* 8/19/25 Patrick M. Shattuck for RuralEdge dotloop verified 08/19/25 9:12 PM EDT BHDP-AMQI-FSMU-PU3J

Application/Permit #: 2025-14 Administrative Decision: Approved Denied

Permit approval is subject to the conditions specified below and is valid (except if appealed) beginning on: 11/4/25 and the project must be substantially commenced by 11/4/27

Signed *[Signature]* Date of Decision: 11/4/25

Must comply with all applicable State and Federal regulations. Please use the permit navigator at <https://vermont.force.com/permitnavigator/> to determine what state permits your project will require, including potable and wastewater supply. All new construction projects are required to meet residential or commercial building energy standards under Act 89. Construction of a driveway on a State Highway requires an access permit from the Vermont Dept of Transportation. Construction of a driveway on a town road requires a permit from the Town Road Foreman. An E911 address is assigned after driveway is completed.

****An interested party may appeal any decision by the Administrative Officer, within 15 days of the date of such decision to the Zoning Board of Adjustment.****

Board hearing required: Y or N Date of hearing: 10/17/2025 Board Decision: Approved Denied

Notes: CONDITIONS OF DRB NOTICE OF DECISION DATED OCTOBER 30 2025



TOWN OF WESTFIELD

38 School Street ♦ Westfield, VT 05874

Office hours:

Monday-Thursday: 8 am to 4 pm

Phone: 802-744-2484 ♦ Fax: 802-744-6224

Email: townclerk@westfield.vt.gov

Website: www.westfield.vt.gov

NOTICE OF DECISION

Development Review Board (DRB)

Application for Change of Use

Findings and Decision

INTRODUCTION AND PROCEDURAL HISTORY

1. This proceeding reviews an application for conditional use approval submitted by **Jay Peak Pacific, LLC** under the Town of Westfield Zoning Bylaw:

- Application 2025-14 submitted by Jay Peak Pacific, LLC for conditional use; change of use at 979 VT Route 100. The property is in the Village District.

A change of use to employee housing requires a public hearing by the Development Review Board (DRB) in compliance with 24 V.S.A. §4464.

2. A completed application was received by the Zoning Administrator (ZA) on August 20, 2025. A copy of the application is available at the Westfield Town Office, 38 School Street, Westfield, VT.

3. On September 18, 2025, notice of a public hearing was published in the *Newport Daily Express*.

4. On September 18, 2025, notice of a public hearing was posted at the following places:

- A. The Westfield Town Clerk's office.
- B. Westfield General Store bulletin board (24/7 access).
- C. Recycling Center Town bulletin board (24/7 access)
- D. Permit request sign was posted at the property for which the application was made, and within view of VT Route 100, the nearest public right of way.

5. On September 17, 2025, a copy of the notice of a public hearing was mailed to the applicant. On September 17, 2025, a copy of the notice of public hearing was mailed to the following owners of abutting properties:

- Donald & Christine Berthiaume
- Delpha Coulter
- Jacques & Pauline Couture
- Douglas Demers
- Pauline Doyon
- Shelley Martin

6. The application was considered by the Development Review Board at a public hearing on October 7, 2025.

The hearing was adjourned at 8:25 pm.

7. Present at the hearing were the following Development Review Board members:

- Brian Dunn
- Kitty Edwards
- Ellen Fox
- Loren Petzoldt - Acting Chair
- Pat Sagui – Chair

8. At the outset of the hearing, the Development Review Board afforded those persons wishing to achieve status as an interested person an opportunity under 24 V.S.A. § 4465(b) to demonstrate that the criteria set forth in that statute could be met. The following are the interested parties that attended the hearing:

- Thomas Howell (On Behalf of Applicant)
- Shelley Martin
- Mark English
- Rick Danforth
- Jan Degre
- Daniel McAvinney
- Mike Piper
- Dennis Vincent
- Don Berthiaume
- Lisa Deslandes
- Richard Degre
- Tony Distasi
- Farzana Leyva
- Justin Leyva
- Rob Trachtenberg (Via Zoom)
- Pauline Doyon (Via Zoom)
- Pete Koutros (Via Zoom)

9. During the course of the hearing the following exhibits were submitted to the Development Review Board:

Submitted by the Applicants:

- Copy of Zoning Permit Application
- Letter from Steve Wright, General Manager of Jay Peak Resort
- Copy of Survey Map from Truline Land Surveyors dated February 2016
- Copy of Parking Plan Survey from Ruggles Engineering Services, Inc dated June 10, 2021

These exhibits are available at the Westfield Town Clerk's office.

FINDINGS

Based on the application, testimony, exhibits, and other evidence, the Development Review Board makes the following findings:

1. The applicant seeks a change of use to change from 55 and older housing to employee housing at 979 VT Route 100. The subject property is a 2.2 acre parcel located at 979 VT Route 100 in the Town of Westfield (tax map parcel number 06-100-27). [The property is more fully described in Warranty Deed Book 53, page 211 of the Town of Westfield Land Records].
2. This change of use constitutes development according to §401.01 as a change or expansion of use.
3. The property is located in the Village Zoning District as described on the Town of Westfield Zoning Map on record at the Westfield Town Clerk's office and §301.01 of the Zoning Bylaw.
4. Multi-unit dwellings in the Village Zoning District require Conditional Use Review and Approval by the Development Review Board.
5. The Development Review Board Change of Use considers impact on:
 - A. capacity of existing or planned community facilities
 - B. character of the area affected, as defined by the purpose of the Zoning District in which the project is located, and specifically stated policies and standards of the Town Plan
 - C. traffic on roads and highways in the vicinity
 - D. utilization of renewable energy
 - E. performance standards as defined in §501.
6. The development proposed in the application will not impact existing or planned community facilities.

7. The development proposed in the application will not have an impact on the character of the area where the property is located.

8. The development proposed in the application will cause a decrease in traffic in this location due to employees not having personal vehicles.

9. The development proposed in the application will have no effect on utilization of renewable energy sources.

10. The development described in the application meets the Performance Standards of §501 with no excessive noise, vibration dust, glare, disposal of refuse, fire or explosive hazard.

11. Abutting property owners may contact Jay Peak Pacific, LLC to request a copy of the Jay Peak Resort Employee Handbook and Housing Conduct Policies. These policies are what the employees housed at this property will need to abide by to continue to retain housing.

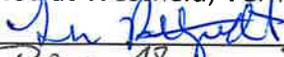
DECISIONS AND CONDITIONS

The proposed application is approved, based on the satisfaction of the conditional use review for employee housing in the Village Zoning District for general performance standards §501 of the Westfield Zoning Bylaw, and subject to no conditions.

1. The application will not have an undue adverse impact on the capacity of existing or planned community facilities.
2. The application will not have an undue adverse effect on the character of the area affected, as defined for the Village Zoning District in the Town of Westfield Zoning Bylaw.
3. The application will not have an impact on the access road (VT Route 100).
4. The application will not have an undue adverse effect on the current Westfield Zoning Bylaw.
5. The application will not have an undue adverse effect on utilization of renewable energy resources.
6. The proposed development meets the Performance Standards as defined in §501.

The Development Review Board approves the permit application with no conditions:

Dated at Westfield, Vermont this 30th day of October, 2025.


_____, Loren Petzoldt, Acting Chair

_____, Pat Sagui, Chair

_____, Ellen Fox, Secretary

Kitty Edwards, Kitty Edwards
Brian Dunn, Brian Dunn

NOTICE: This decision may be appealed to the Vermont Environmental Court by an interested person who participated in the proceeding(s) before the [planning commission/zoning board of adjustment/development review board]. Such appeal must be taken within 30 days of the date of this decision, pursuant to 24 V.S.A. § 4471 and Rule 5(b) of the Vermont Rules for Environmental Court Proceedings.

Town Clerk's Office, Westfield, Vermont 05874
Received for Record 11/4, 2025
At 11:38 o'clock A M. Recorded in
Land Records Book 63 Page 640-645
Attest: Brian Dunn Asst. Town Clerk

révisé
11/4/25
11:30 AM

11/4/25

11/4/25
11:30 AM

Contact the Zoning Administrator westfieldzoning@gmail.com or 802-715-3077 before submitting this form



TOWN OF WESTFIELD
38 School Street
Westfield, VT 05874
Phone: 802.744.2484
Fax: 802.744-6224
westfieldzoning@gmail.com
www.westfield.vt.gov

ADMINISTRATIVE USE ONLY

150.219 + 55.220
Fee Rec'd/ Check #
7128/25
Date submitted to Town
8/11/25
Date Posted
2025-10
Application Number
7131125
Date Complete to ZA
Date to record

APPLICATION FOR ZONING PERMIT

- CONSTRUCTION (OR DEMOLITION)
- CHANGE OF USE
- LAND SUBDIVISION
- BOUNDARY LINE ADJUSTMENT
- AGRICULTURAL STRUCTURE (recording fee only)

Submit a plot or sketch to show locations of easements, rights-of-way, land alterations, waterways & wetlands, existing & proposed structures, water & sewage systems, driveways & roads.

APPLICANT **OWNER (if different)**

Name: Vermont Peak Properties LLC
Address: 29 Swan Street Palisades NY 10964
Email: Petekoutros@yahoo.com
Phone: 845-709-4969

PROJECT INFORMATION

Project Location: 232 Forest Haven Pl
Current use: Seasonal Camp
Warranty Deed Book 62 Page 75 Parcel ID: 03-003-10
Zoning District: ~~Recreation~~ Residential R04C1A
Proposed use: Change of Use of Road
Abutting property owners: Shelly Fenning, Todd Draper, Jethro + Kenneth Nisson, Durwood Blay
Describe proposed development: Replacing Camp with Tiny Home for Year round Use

PROPOSED ADDITION OR NEW STRUCTURE INFORMATION

Proposed structure: NEW
 ADDITION
 REBUILD/RENOVATION
Dimensions Length: _____
Width: _____ > TBD
Height at peak: _____

Setback from	Edge of right of way	Rear boundary	Left boundary	Right boundary

I hereby certify the information in this application (including attachments) is true and correct. Any changes or revisions after issue, or misrepresentations will automatically void such permit.

Signature: Date: 7/25/25

Application/Permit #: _____ Administrative Decision: Approved Denied

Permit approval is subject to the conditions specified below and is valid (except if appealed) beginning on: _____ and the project must be substantially commenced by _____

Signed _____ Date of Decision: _____

Must comply with all applicable State and Federal regulations. Please use the permit navigator at <https://vermont.force.com/permitnavigator/s/> to determine what state permits your project will require, including potable and wastewater supply. All new construction projects are required to meet residential or commercial building energy standards under Act 89. Construction of a driveway on a State Highway requires an access permit from the Vermont Dept of Transportation. Construction of a driveway on a town road requires a permit from the Town Road Foreman. An E911 address is assigned after driveway is completed.

****An interested party may appeal any decision by the Administrative Officer, within 15 days of the date of such decision to the Zoning Board of Adjustment.****

Board hearing required: Y or N _____ Date of hearing: 9/2/2025 Board Decision: Approved Denied

Notes:



TOWN OF WESTFIELD
38 School Street • Westfield, VT 05874

Office hours:
Monday-Thursday: 8 am to 4 pm
Phone: 802-744-2484 • Fax: 802-744-6224

Email: townofwestfield@comcast.net
Website: www.westfield.vt.gov

TOWN OF WESTFIELD
Development Review Board (DRB)

Application for Change of Use
Findings and Decision

In re: Conditional Use; Change of Use
Permit Application No.: 2025-10

Town Clerk's Office, Westfield, Vermont 05874
Received for Record 10-8, 2025
At 9:05 o'clock AM M. Recorded in
Land Records Book 63 Page 508-513
Attest: Deborah Asst. Town Clerk

INTRODUCTION AND PROCEDURAL HISTORY

1. This proceeding reviews an application for change of use submitted by **Peak View Properties** under the Town of Westfield Zoning Bylaw:
∞ Application 2025-10 submitted by Peak View Properties for conditional use; change of use at 232 Forest Haven Road. The property is in the Rural Agricultural District.

A change of use from camp to year-round dwelling at this address requires access by right of way to be obtained prior to the application being approved. Access by right of way is subject to conditional use review and requires a public hearing by the Development Review Board (DRB) in compliance with 24 V.S.A. §4464.

2. A completed application was received by the Zoning Administrator (ZA) on July 28, 2025. A copy of the application is available at the Westfield Town Office, 38 School Street, Westfield, VT.

3. On August 15, 2025, notice of a public hearing was published in the *Newport Daily Express*.

4. On August 11, 2025, notice of a public hearing was posted at the following places:
A. The Westfield Town Clerk's office.
B. Westfield General Store bulletin board (24/7 access).
C. Recycling Center Town bulletin board (24/7 access)

D. Permit request sign posted at the property for which the application was made, and within view of Kennison Road, the nearest public right of way.

5. On August 11, 2025, a copy of the notice of a public hearing was mailed to the applicant. On August 11, 2025, a copy of the notice of public hearing was mailed to the following owners of abutting properties:

- Durwood & Deborah Blay
- Todd & Vicki Draper
- Jethro & Kenneth Nisson
- Shelly Pfenning

6. The application was considered by the Development Review Board at a public hearing on September 2, 2025.

The hearing was adjourned at 7:06 pm.

7. Present at the hearing were the following Development Review Board members:

- Brian Dunn
- Kitty Edwards
- Ellen Fox
- Loren Petzoldt - Vice Chair
- Pat Sagui – Chair

8. At the outset of the hearing, the Development Review Board afforded those persons wishing to achieve status as an interested person an opportunity under 24 V.S.A. § 4465(b) to demonstrate that the criteria set forth in that statute could be met. The following are the interested parties that attended the hearing:

- Deborah Blay
- Kyle Blay
- Shelly Pfenning
- Pete Koutros (Applicant)
- Dennis Partridge II (Applicant)

9. During the course of the hearing the following exhibits were submitted to the Development Review Board:

Submitted by the Applicants:

- Copy of Zoning Permit Application
- Realist.com aerial view map of the parcel
- Warranty Deed from Westfield Land Records book 62, page 75
- Right of Way Plan
- Copy of survey map showing parcel and abutting properties

Submitted by Deborah Blay:

- Letter from Deborah and Durwood Blay
- Letter from Dennis Partridge II and Pete Koutros to Deborah and Durwood Blay
- Warranty Deed from Westfield Land Records book 29, page 191
- Warranty Deed from Westfield Land Records book 21, page 364

These exhibits are available at the Westfield Town Clerk's office.

FINDINGS:

Based on the application, testimony, exhibits, and other evidence the Development Review Board makes the following findings:

1. The applicant seeks a change of use to change from camp to year-round dwelling at 232 Forest Haven Road. The subject property is a 10.4 acre parcel located at 232 Forest Haven Road in the Town of Westfield (tax map parcel number 03-003-10). [The property is more fully described in Warranty Deed Book 62, page 75 of the Town of Westfield Land Records].
2. This change of use constitutes development according to §401.01 as a change or expansion of use.
3. The property is located in the Rural Agricultural Zoning District as described on the Town of Westfield Zoning Map on record at the Westfield Town Clerk's office and §301.01 of the Zoning Bylaw.
4. Single household dwelling is permitted use in the Rural Agricultural Zoning District.
5. The Dimensional Standards in the Zoning Bylaw require 150 feet of frontage in the Rural Agricultural Zoning District for a parcel to be developed (Table 2 Dimensional Standards). This frontage must be on a town road or navigable waterway (§801.01).
6. The property is located on Forest Haven Road, which is a private road. The dimensions of the right of way are described in properly recorded deeds of abutting property owners.
7. Being situated on a private road, the parcel at 232 Forest Haven Road has no frontage on a town road or navigable waterway.
8. In lieu of the minimum frontage, a development may be permitted on lots without adequate frontage if access through a permanent easement or right of way has been recorded in the deed of each affected property and approved as access by right of way by the Development Review Board under Conditional Use approval in §502 and according to the following standards:
 - A. Access easement or right of way shall not be less than 25 feet in width.
 - B. If serving more than two lots or uses, the Development Review Board may require a right of way up to 50 feet in width to ensure public safety and orderly development.

C. Development on lots with access by right of way is subject to the setback requirements for the Zoning District.

To approve the change of use, the parcel requires access by right of way, which requires a public hearing by the Development Review Board in compliance with §801.01 and 24 V.S.A. §4464.

9. The Development Review Board finds that 232 Forest Haven Road has a right of way of at least 25 feet in width according to the abutting property owner's deeds, from Kennison Road to the applicant's property. Lots 5, 12, 9 and 6 show right of way access in their properly recorded deeds, leading to the applicant's property, which is lot 8. This meets the requirements for deeded access by right of way as stated in §801.01 of the Westfield Zoning Bylaws.

10. The Development Review Board Conditional Use Review of access by right of way considers impact on:

- A. capacity of existing or planned community facilities
- B. character of the area affected, as defined by the purpose of the Zoning District in which the project is located, and specifically stated policies and standards of the Town Plan
- C. traffic on roads and highways in the vicinity
- D. utilization of renewable energy
- E. performance standards as defined in §501.

11. The application will not impact existing or planned community facilities.

12. The development proposed in the application will have an impact on the condition and upkeep of the right of way access on Forest Haven Road.

13. The application will cause an increase in traffic in this location due to year-round use of the dwelling. It will also cause additional ongoing road maintenance and repairs.

14. The application will have no effect on utilization of renewable energy sources.

15. The development described in the application meets the Performance Standards of §501 with no excessive noise, vibration dust, glare, disposal of refuse, fire or explosive hazard.

DECISIONS AND CONDITIONS

The proposed application is approved, based on the satisfaction of access by right of way requirements of §801.01 of the Westfield Zoning Bylaw, and subject to conditions below.

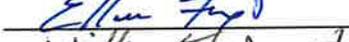
1. The application will not have an undue adverse impact on the capacity of existing or planned community facilities.

2. The application will not have an undue adverse effect on the character of the area affected, as defined for the Rural Agricultural Zoning District in the Town of Westfield Zoning Bylaw.
3. The application will impact the access road. The improvement and maintenance of a private road is at the discretion of the property owners whose properties are abutting the private road.
4. The application will not have an undue adverse effect on the current Westfield Zoning Bylaw.
5. The application will not have an undue adverse effect on utilization of renewable energy resources.
6. The proposed development meets the Performance Standards as defined in §501.

The Development Review Board approves the permit application subject to the following conditions:

- A. Road maintenance, repairs and upgrades comply with all Federal and State regulations.

Dated at Westfield, Vermont this 7th day of October, 2025.

	Pat Sagui, Chair
	Loren Petzoldt, Vice Chair
	Ellen Fox, Secretary
	Kitty Edwards
	Brian Dunn

NOTICE: This decision may be appealed to the Vermont Environmental Court by an interested person who participated in the proceeding(s) before the [planning commission/zoning board of adjustment/development review board]. Such appeal must be taken within 30 days of the date of this decision, pursuant to 24 V.S.A. § 4471 and Rule 5(b) of the Vermont Rules for Environmental Court Proceedings.



TOWN OF WESTFIELD
 38 School Street
 Westfield, VT 05874
 Phone: 802.744.2484
 Fax: 802.744-6224
westfieldzoning@gmail.com
www.westfield.vt.gov

ADMINISTRATIVE USE ONLY	
Fee Rec'd/ Check #	Application Number
#2057001	2024-19
Date submitted to Town	Date Complete to ZA
10/21/24	10/22/24
Date Posted	Date to record
10/25/24	11/6/25

APPLICATION FOR ZONING PERMIT

- CONSTRUCTION (OR DEMOLITION)
- CHANGE OF USE
- LAND SUBDIVISION
- BOUNDARY LINE ADJUSTMENT
- AGRICULTURAL STRUCTURE (recording fee only)

Submit a plot or sketch to show locations of easements, rights-of-way, land alterations, waterways & wetlands, existing & proposed structures, water & sewage systems, driveways & roads.

APPLICANT	OWNER (if different)
Name: <u>Cyrus Eastman / Anastasia Rousseau</u>	Name: <u>Rousseau</u>
Address: <u>922 Crawford Trail</u>	Address: <u>P.O. Box 87 Troy, VT</u>
Email: <u>src5091@gmail.com</u>	Email: <u>05868</u>
Phone: <u>609-617-4851</u>	Phone: _____

PROJECT INFORMATION

Project Location: 922 Crawford Trail Zoning District: Rural-Agricultural
 Current use: Camp Proposed use: Year Round Dwelling
 Warranty Deed Book 61 Page 220 Parcel ID: 06-011-04
 Abutting property owners: Denis & Eliz. Bathalon, Timothy & Bradley Austin,
 Describe proposed development: Wayne Chalker & Jennifer Grimaldi, Dean
See attached Porter, Gerard & Rosemary Croziet

PROPOSED ADDITION OR NEW STRUCTURE INFORMATION

Proposed structure: NEW ADDITION REBUILD/RENOVATION

Dimensions Length: _____ Width: _____ Height at peak: 3:15 o'clock M. Recorded in Land Records Book 63 Page 5763

Setback from	Edge of right of way	Rear boundary	Left boundary	Right boundary
<u>N/A</u>				

I hereby certify the information in this application (including attachments) is true and correct. Any changes or revisions after issue, or misrepresentations will automatically void such permit.

Signature: [Signatures] Date: 10/20/24

Application/Permit #: 2024-19 Administrative Decision: Approved Denied

Permit approval is subject to the conditions specified below and is valid (except if appealed) beginning on: 11/3/25 and the project must be substantially commenced by 11/3/27

Signed [Signature] Date of Decision: 11/6/25

Must comply with all applicable State and Federal regulations. Please use the permit navigator at <https://vermont.force.com/permitnavigator/es/> to determine what state permits your project will require, including potable and wastewater supply. All new construction projects are required to meet residential or commercial building energy standards under Act 89. Construction of a driveway on a State Highway requires an access permit from the Vermont Dept of Transportation. Construction of a driveway on a town road requires a permit from the Town Road Foreman. An E911 address is assigned after driveway is completed.

****An interested party may appeal any decision by the Administrative Officer, within 15 days of the date of such decision to the Zoning Board of Adjustment.****

Board hearing required: Y or N Date of hearing: 11/12/24 Board Decision: Approved Denied

Notes: CONDITIONS OF DRB DECISION DATED 11/3/25



TOWN OF WESTFIELD
38 School Street • Westfield, VT 05874

Office hours:
Monday-Thursday: 8 am to 4 pm
Phone: 802-744-2484 • Fax: 802-744-6224

Email: townofwestfield@comcast.net
Website: www.westfield.vt.gov

TOWN OF WESTFIELD
Development Review Board (DRB)

Application for Change of Use
Findings and Decision

In re: Conditional Use; Change of Use
Permit Application No.: 2024-19

INTRODUCTION AND PROCEDURAL HISTORY

1. This proceeding reviews an application for a change of use submitted by **Cyrus Eastman & Anastasia Rousseau** under the Town of Westfield Zoning Bylaw:
∞ Application 2024-19 submitted by **Cyrus Eastman & Anastasia Rousseau** for a change of use under Bylaw 801.01 at 922 Crawford Trail. The property is in the Rural Agricultural District.
A change of use from camp to year-round dwelling at this address requires access by right of way to be obtained prior to the application being approved. Access by right of way is subject to conditional use review and requires a public hearing by the Development Review Board (DRB) in compliance with 24 V.S.A. §4464.
2. A completed application was received by the Zoning Administrator (ZA) on October 21, 2024. A copy of the application is available at the Westfield Town Office, 38 School Street, Westfield, VT.
3. On October 25, 2024, notice of a public hearing was published in the *Newport Daily Express*.
4. On October 25, 2024, notice of a public hearing was posted at the following places:
 - a. The municipal clerk's office.
 - b. Westfield General Store bulletin board (24/7 access).
 - c. Recycling Center Town bulletin board (24/7 access)
 - d. Permit request sign posted at the intersection of Crawford Trail and Ballground Road which is within view of Ballground Road, the nearest intersection with a town road.
5. On October 25, 2024, a copy of the Public Hearing notice was mailed to the applicant.
On October 25, 2024, a copy of the Public Hearing notice was mailed to the following owners of abutting properties:
 - Denis and Elizabeth Bathalon

- Wayne Chalker
- Bruce and Heather Johnson
- Craig C. and Seth B. Colby
- Porter Family Trust
- Richard and Lolita Allard
- Timothy and Bradley Austin
- Rosemary and Gerard Croizet

6. The application was considered by the Development Review Board (DRB) at a public hearing on November 12th, 2024, with a continuance on December 3rd, 2024. The hearing was adjourned on December 3rd, 2024, at 8:51 pm.

7. Present at the hearing were the following DRB members:

- Brian Dunn
- Kitty Edwards
- Ellen Fox – Secretary
- Pat Sagui – Chair
- Loren Petzoldt – Vice Chair

8. At the outset of the hearing, the DRB afforded those persons wishing to achieve status as an interested person an opportunity under 24 V.S.A. § 4465(b) to demonstrate that the criteria set forth in that statute could be met. Members of the public and town officials who were sworn in to give testimony on either November 12th, 2024, or December 3rd, 2024, were:

- Dennis Vincent, Selectboard
- Jacques Couture, Selectboard Chair
- Richard Degre, Selectboard
- Rosemary Croizet
- Gerard Croizet
- Mike Piper
- Will Young, Zoning Administrator
- Tim Austin
- Wayne Chalker
- Jennifer Grimaldi

9. During the course of the hearing the following exhibits were submitted to the DRB:

- Exhibit A: Information packet which includes the permit application, letter from Cyrus Eastman and Anastasia Rousseau, site visit summary from Wheeler Environmental Services, Eastman/ Rousseau Deed, Bathalon Deed, town maps, certificate of highway mileage 1990, certificate of highway mileage 2023, Crawford deed, Austin deed, photos of road work, letter from Dan Pepin Excavating and Trucking, letter from Wayne Chalker and Jennifer Grimaldi, letter from Dorothy Sheltra and Dennis Fournier, VT Statute Title 19, Letter from Beth and Joe Berchick, Town Attorney legal opinion
- Exhibit B – Daigle Deed, Book 19, Page 364

deed of each affected property and approved as access by right-of-way by the Development Review Board under Conditional Use approval in §502 and according to the following standards:

- A) Access easement or right of way shall not be less than 25 feet in width.
- B) If serving more than two lots or uses, the Development Review Board may require a right-of-way up to 50 feet in width to ensure public safety and orderly development.
- C) Development on lots with access by right-of-way is subject to the setback requirements for the Zoning District.

To approve the change of use, the parcel requires access by right of way, which requires a public hearing by the Development Review Board in compliance with section 801.01 and 24 V.S.A. §4464.

9. According to 19 V.S.A. §702, the right of way for a highway or trail shall be three rods unless otherwise properly recorded. There is some variation in the language describing the dimensions of the right of way as it crosses each parcel from Ballground Road to the subject property. The right of way is described as 50 feet, 25 feet on one side, or is silent on the dimensions and states "excepting and reserving any highway rights in said parcel" with a depiction of Town Highway 11. The language in each deed is described in detail in Exhibit E, Opinion from town attorney regarding right of way for Crawford Trail.

10. The DRB finds that Crawford Trail has a public right of way of 50 feet in width based on the opinion given by the town attorney in Exhibit E. This right of way mentioned in the deeds of abutting property owners extends from Ballground Road to the applicants' property and meets the requirements for deeded access by right of way as stated in section 801.01 of the Westfield Zoning Bylaws.

11. The DRB Conditional Use Review of access by right of way considers impact on:

- A) capacity of existing or planned community facilities
- B) character of the area affected, as defined by the purpose of the Zoning District in which the project is located, and specifically stated policies and standards of the Town Plan
- C) traffic on roads and highways in the vicinity
- D) utilization of renewable energy
- E) Performance Standards as defined in §501.

12. The application will not impact existing or planned community facilities.

13. The development proposed in the application will have an impact on the condition and upkeep of the right of way access, Crawford Trail.

14. The application will cause an increase in traffic in this location due to year-round use of the dwelling. It will also cause additional ongoing road maintenance/repairs.

15. The application will have no effect on utilization of renewable energy sources.

- Exhibit C - Book 17 Petition for Alteration of Certain Highways and Report of the Doings of the Selectmen, 1961
- Exhibit D - Testimony from Rosemary Croizet as well as photographs and copies of newspaper articles from 1997 flood
- Exhibit E - Opinion from town attorney regarding right of way for Crawford Trail submitted after viewing additional information found in the Westfield land records

These exhibits are available at: Westfield Town Clerk office.

FINDINGS:

Based on the application, testimony, exhibits, and other evidence the DRB makes the following findings:

1. The applicant seeks a change of use to change from camp to year-round dwelling at 922 Crawford Trail. The subject property is an 18.5-acre parcel located at 922 Crawford Trail in the Town of Westfield (tax map parcel no. 06-011-04). [The property is more fully described in Warranty Deed Book 61, page 220 of the Town of Westfield Land Records].
2. This change of use constitutes development according to section 401.01 as a change or expansion of use.
3. The property is located in the Rural Agricultural Zoning District as described on the Town of Westfield Zoning Map on record at the Town of Westfield municipal office and described in section 301.03 of the Town of Westfield Zoning Bylaw.
4. Single household dwelling is a permitted use in the Rural Agricultural Zoning District.
5. The Dimensional Standards in the Zoning Bylaw require 150 feet of frontage in the Rural Agricultural Zoning District for a parcel to be developed (Table 2 Dimensional Standards.) This frontage must be on a town road or navigable waterway (section 801.01)
6. Crawford Trail was formerly Town Highway 11 and reclassified as a Town Trail in 1961. The width of the Trail is described as "...of the width now evident by past travel." This change is recorded in a Report of the Selectmen recorded November 20, 1961. The dimensions of the right of way are described in properly recorded deeds of abutting property owners and the conversion of the Town Highway to a Town Trail did not specifically change the dimensions of the right of way of the resulting Crawford Trail.
7. Being situated on a Town Trail, the parcel at 922 Crawford Trail has no frontage on a town road or navigable waterway.
8. In lieu of the minimum frontage, a development may be permitted on lots without adequate frontage if access through a permanent easement or right of way has been recorded in the

16. The development described in the application meets the Performance Standards of §501 with no excessive noise, vibration, dust, glare, disposal of refuse, fire or explosive hazard.

17. Crawford Trail crosses wetlands According to section 810.02 of the Zoning Bylaw, wetland areas and buffers are regulated by the State of Vermont. The applicants consulted with a wetlands specialist and had a wetland delineation prior to their application (Exhibit A Wheeler Environmental Services.)

18. Crawford Trail is hydrologically connected to Mill Brook. Abutting property owners Rosemary Croizet and Jennifer Grimaldi provided written and oral testimony that water flows in this upland area impacts stormwater flows and erosion on downstream properties. Site visits by the Development Review Board members and the Selectboard confirm existing erosive conditions. §811 of the Zoning Bylaw calls for "stormwater management and erosion control practices... to ensure that the project and subsequent development does not result in soil erosion, the degradation of surface waters and/or hazards to properties within the vicinity."

19. Section 811.03 states "The DRB shall require the submission of stormwater management and erosion control plans with the application materials, prepared by a licensed professional, for all phases of development that disturb an area of one-half (1/2) an acre or more. Such plans shall incorporate accepted management practices as recommended by the Handbook and identify the person or organization responsible for system maintenance."

20. The area of Crawford Trail plus the ROW is an area of more the one-half an acre. The application under consideration by the DRB is not for the development or disturbance of the area itself since that area is a Town Trail and under the jurisdiction of the Westfield Selectboard. The DRB is to consider if the subject parcel meets the requirements of deeded access by right of way.

DECISIONS AND CONDITIONS

The proposed application is approved, based on satisfaction of the access by right of way requirements of Section 801.01 of the Westfield Zoning Bylaw, and subject to conditions below.

1. The application will not have an undue adverse impact on the capacity of existing or planned community facilities.
2. The application will not have an undue adverse effect on the character of the area affected, as long as the use of Crawford Trail as access to a single household dwelling does not diminish or prohibit use of the Town Trail by the general public.
3. The application will impact the access road. The improvement and maintenance of Town Trails is under the jurisdiction of the Westfield Selectboard with recommendations from the Road Commissioner. The DRB approves the application dependent upon the applicants having an agreement with the Westfield Selectboard regarding initial upgrades and ongoing maintenance on Crawford Trail.

4. The development described in the application will increase traffic in the vicinity and opens the area of Crawford Trail to further development. The DRB recognizes the need for a safe intersection at Crawford Trail and Ballground Road where visibility is currently very limited.

5. The application will not have an undue adverse effect on utilization of renewable energy resources.

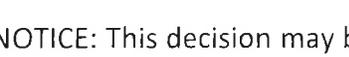
6. The proposed development meets the Performance Standards as defined in §501.

Conditions

1. The applicants shall not diminish or prohibit access by the general public to the Town Trail.
2. The applicant shall have a written agreement with the Selectboard prior to improvements and maintenance of Crawford Trail. The Development Review Board recommends the Selectboard follow Zoning Bylaw sections 801.03 Road Construction Standards and §811 Stormwater Management and Erosion Control which calls for a professional consultant to help create a management plan that protects public safety and avoids damage to adjoining properties, waterways, and downstream drainage areas.
3. The Agreement with the Selectboard shall include considerations for traffic safety at the entrance of Crawford Trail to Ballground Road.
4. The travelled way shall be managed according to guidance from the Vermont Wetlands Program in all areas that cross a wetland or are within the 50 foot buffer surrounding a wetland.

The DRB approves the permit application for access by right of way, with these Conditions.

Dated at Westfield, Vermont this 13th day of January 2025.

	Pat Sagui, Chair
	Loren Petzoldt, Vice Chair
	Ellen Fox
	Kitty Edwards
	Brian Dunn

NOTICE: This decision may be appealed to the Vermont Superior Court Environmental Division by an interested person who participated in the proceeding(s) before the Development Review Board. Such appeal must be taken within 30 days of the date of this decision, pursuant to 24 V.S.A. §4471 and Rule 5(b) of the Vermont Rules for Environmental Court Proceedings.