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# Enhanced 9-1-1 Addressing Ordinance for Vinalhaven

## Section 1. Title

This ordinance will henceforth be known as the "Addressing Ordinance."

## Section 2. Purpose

The purpose of this ordinance is to enhance the easy and rapid location of structures by law enforcement, fire, rescue, and emergency medical services personnel in the municipality of Vinalhaven.

## Section 3. Authority

This ordinance is adopted pursuant to and consistent with Municipal Home Rule Powers as provided for in Article VIII, Part 2, Section 1 of the Constitution of the State of Maine and Title 30-A M.R.S.A. Section 3001.

## Section 4. Administration

This ordinance shall be administered by the Code Enforcement Officer who is authorized to and shall assign road names and numbers to all properties, both on existing and proposed roads, in accordance with the criteria in Sections 5 and 6. The Code Enforcement Officer shall be responsible for maintaining the following official records of this ordinance:

- a. A municipal map(s) for official use showing road names and numbers.
- b. An alphabetical list of all property owners as identified by current tax records, by last name, showing the assigned numbers.
- c. An alphabetical list of all roads with property owners listed in order of their assigned numbers.

The Selectmen shall designate an Addressing Officer, who is responsible for and authorized to provide all required addressing and database information to the state agency responsible for the implementation of Enhanced 9-1-1 service.

The Board of Selectmen may designate the Code Enforcement Officer as the Addressing Officer.

## Section 5. Naming System

All roads that serve two or more structures shall be named regardless of whether the ownership is public or private. A "road" refers to any highway, road, street, avenue, lane, private way, or similar paved, gravel, or dirt thoroughfare. A road name assigned by the municipality shall not constitute or imply acceptance of the road as a public way.

The following criteria shall govern the naming system:

- a. No two roads shall be given the same name (ex. Pine Road and Pine Lane).
- b. No two roads shall have similar-sounding names (ex. Beech Lane and Peach Lane).
- c. Each road shall have the same name throughout its entire length or as originally adopted.

## **Section 6. Numbering System**

The following criteria shall govern the numbering system:

- a. Numbers shall be assigned every 50 (fifty) feet along both sides of the road, with even numbers appearing on the left side of the road and odd numbers appearing on the right side of the road, as the numbers ascend. A 25-foot or less interval may be applied in more densely structured areas.
- b. All number origins shall begin from the Maine State Ferry Terminal or that end of a road closest to the designated origin. For dead end roads, numbering shall originate at the intersection of the adjacent road and terminate at the dead end.
- c. The number assigned to each structure shall be that of the numbered interval falling closest to the front door or the driveway of said structure if the front door cannot be seen from the main road.
- d. Every structure with more than one principle use or occupancy shall have a separate number for each use or occupancy, i.e. duplexes will have two separate numbers; apartments will have one road number with an apartment number, such as 235 Maple Road, Apt 2.

## **Section 7. Compliance**

All owners of structures shall, by the date stipulated in Section 9, display and maintain in a conspicuous place on said structure, assigned numbers in the following manner:

- a. Number on the Structure or Residence. Where the residence or structure is within 50 (fifty) feet of the edge of the road right-of-way, the assigned number shall be displayed on the front of the residence or structure in the vicinity of the front door or entry.
- b. Number at the Road Line. Where the residence or structure is over 50 (fifty) feet from the edge of the road right-of-way, the assigned number shall be displayed on a post, fence, wall, the mail box, or on some structure at the property line adjacent to the walk or access drive to the residence or structure.
- c. Size, Color, and Location of Number. Numbers shall be of a color that contrasts with their background color and shall be a minimum of four (4) inches in height. Numbers shall be located to be visible from the road at all times of the year.
- d. Proper number. Every person whose duty is to display an assigned number shall remove any different number, which might be mistaken for, or confused with, the number assigned in conformance with this ordinance.
- e. Interior location. All residents and other occupants are requested to post their assigned number and road name adjacent to their telephone for emergency reference.

## **Section 8. New Construction and Subdivisions**

All new construction and subdivisions shall be named and numbered in accordance with the provisions of this ordinance and as follows:

a. New Construction. Whenever any residence or other structure is constructed or developed, it shall be the duty of the new owner to obtain an assigned number from the Code Enforcement Officer. This shall be done at the time of the issuance of the building permit.

b. New Subdivisions. Any prospective subdivider shall show a proposed road name and lot numbering system on the pre-application submission to the Planning Board. Approval by the Planning Board, after consultation with the Code Enforcement Officer, shall constitute the assignment of road names and numbers to the lots in the subdivision. On the final plan showing proposed roads, the applicant shall mark on the plan, lines or dots, in the center of the streets every 50 (fifty) feet so as to aid in the assignment of numbers to structures subsequently constructed.

## **Section 9. Effective Date**

This ordinance shall become effective as of approval at town meeting. It shall be the duty of the Code Enforcement Officer to notify by mail each property owner and the U.S. Postal Service of their new address at least 30 (sixty) days prior to the effective date of its use. It shall be the duty of each property owner to comply with this ordinance, including the posting of new property numbers, within 60 (sixty) days following notification. On new structures, numbering will be installed prior to final inspection or when the structure is first used or occupied, whichever comes first.

Adopted at Town Meeting April 20, 2004

**CODE ENFORCEMENT OFFICE  
Town of Vinalhaven  
Vinalhaven, Maine 04863**

**AUTOMOBILE GRAVEYARD AND JUNKYARD ORDINANCE**

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**ATTACHMENTS**

- Attachment 1 - Automobile Graveyard / Junkyard Permit Application**
- Attachment 2 - Automobile Recycling Business Permit Application**
- Attachment 3 - Conduct of Hearing**
- Attachment 4 - Permit to be Displayed on Premises**

## **Section 1. Purpose**

The purpose of this ordinance is to provide adequate controls to ensure that automobile graveyards, junkyards, and automobile recycling businesses do not have a deleterious impact on the public health, safety, and general welfare or on the natural environment.

## **Section 2. Authority**

This ordinance is enacted pursuant to Title 30-A M.R.S.A. § 3001 et seq. and § 3751 et seq.

## **Section 3. Applicability**

3.1. This ordinance shall apply to all automobile graveyards, junkyards, and automobile recycling businesses as defined in 30-A M.R.S.A. §3752 now existing or to be established within the Town of Vinalhaven.

3.2. This ordinance shall **not** apply to the Town of Vinalhaven Transfer Station.

## **Section 4. Definitions**

4.1. **Automobile Graveyard:** A yard, field or other outdoor area used to store 3 or more unregistered or uninspected motor vehicles, as defined in Title 29-A, section 101, subsection 42, or parts of the vehicles. "Automobile graveyard" includes an area used for automobile dismantling, salvage, and recycling operations.

4.2. **Automobile Recycling Business:** The business premises of a dealer or a recycler licensed under Title 29-A, sections 851 to 1112 who purchases or acquires salvage vehicles for the purpose of reselling the vehicles or component parts of the vehicles or rebuilding or repairing salvage vehicles for the purpose of resale or for selling the basic materials in the salvage vehicles, as long as 80% of the business premises specified in the site plan in section 3755-A, subsection 1, paragraph C is used for automobile recycling operations.

4.3. **Highway:** "Highway" means any public way.

4.4. **Junkyard:** A yard, field or other outside area used to store, dismantle or otherwise handle: (a) discarded, worn out or junked plumbing, heating supplies, electronic or industrial equipment, household appliances or furniture; (b) discarded, scrap and junked lumber; and (c) old or scrap copper, brass, rope, rags, batteries, paper trash, rubber debris, waste and all scrap iron, steel and other scrap ferrous or nonferrous material.

## **Section 5. Permit Required**

No person may establish, operate or maintain an automobile graveyard, junkyard or automobile recycling business without first obtaining a nontransferable permit from the municipal officers. The municipal officers may impose restrictions, limitations, and conditions in connection with the granting of the permit.

## **Section 6. Administration**

6.1. This ordinance shall be administered by the municipal officers. No automobile graveyard, junkyard or automobile recycling business permit shall be issued unless the provisions of this ordinance are met.

6.2. Upon receipt of an application, the municipal officers shall provide notice and hold a hearing in accordance with 30-A M.R.S.A. §3754. The applicant is required to provide proof of mailing the notice to abutting property owners of an application. Notice of the hearing will be posted at least 7 and not more than 14 days before the hearing in at least 2 public places in the municipality and published in one newspaper having general circulation in the municipality. Written notice of the application shall be mailed to the automobile dealer licensing section of the Department of the Secretary of State, Bureau of Motor Vehicles. Written notice shall also be given to the Vinalhaven Water District for any automobile graveyard, automobile recycling business or junkyard located within its source water supply area.

6.3. Permits issued to an automobile graveyard or junkyard are valid until the first day of October of the following year. Permits issued to an automobile recycling business shall be valid for 5 years from the date of issuance and are renewable as provided in 30-A M.R.S.A. §3753. The municipal officers shall annually inspect, or cause to be inspected, the site to ensure that the provisions of this ordinance and state law are complied with.

6.4. The appropriate fee shall be submitted with the permit application. The application fee for a permit for an automobile graveyard, or junkyard of which no portion is within one hundred (100) feet of a highway shall be fifty (\$50.00) dollars, plus the cost of posting and publishing the notice required in Section 6. The application fee for a permit for an automobile recycling business shall be two hundred fifty dollars (\$250) for a 5-year permit plus the cost of posting and publishing the notice required in Section 6.

## **Section 7. Submission Requirements**

Any application for an automobile graveyard, junkyard or automobile recycling business permit shall contain the following information:

7.1. The property owner's name and address and the name and address of the person or entity who will operate the site.

7.2. A site plan drawn to a scale not to exceed 1" - 100", on which is shown:

- a. the boundary lines of the property
- b. the soils
- c. the location of any sand and gravel aquifer recharge area, as mapped by the Maine Geological Survey, or a licensed geologist
- d. the location of any well that serves as a private or public water supply that is located within 300 feet of the proposed licensed site
- e. the location of any public building, public park, public playground, public bathing beach, school, church or cemetery located within 300 feet of the proposed licensed site
- f. the location of all roads within 1,000 feet of the proposed licensed site
- g. the location of any body of water or freshwater wetland within property boundaries of proposed licensed premises
- h. the boundaries of the 100-year flood plain

## **Section 8. Performance Standards**

The following performance standards are required of all automobile graveyards, junkyards and automobile recycling businesses, whether new or existing:

8.1 The site must be adequately screened, as provided by 30-A M.R.S.A. §3754-A(1). Man made fences will no longer be an acceptable screen. All new automobile recycling business licensed after July 2004 shall be screened from view from any portion of a road or any property not in the same ownership adjacent to the automobile recycling business by natural objects, plantings, or fences to form a screen that blends with the natural landscape so as to establish a natural appearance.

8.2 No automobile graveyard or junkyard may be located within 300 feet of a public building, public park, public playground, public bathing beach, school, church or cemetery or within ordinary view from the same.

8.3 No automobile graveyard, junkyard or automobile recycling business that handles junk, scrap metal, vehicles or other solid waste may be located within 300 feet of a well that serves as a public or private water supply, as provided by 30-A M.R.S.A. §3754-A(4).

8.4 A vehicle containing fluids may not be stored or dismantled within 100 feet of any body of water or freshwater wetland, as defined by 38 M.R.S.A. § 436-A(5)

8.5 A vehicle containing fluids may not be stored or dismantled with the 100-year floodplain.

8.6 A vehicle containing fluids may not be stored or dismantled over a mapped sand and gravel aquifer.

8.7 All fluids, including, but not limited to, engine lubricant, transmission fluid, brake fluid, battery acid, engine coolant, gasoline and oil, must be properly handled in such a manner that they do not leak, flow or discharge into the ground or into a body of water.

8.8. No junk, scrap metal, vehicles or other solid wastes may be placed or deposited, directly or indirectly, into the inland waters or tidal waters of the State or on the ice of inland waters or tidal waters or on the banks of inland waters or tidal waters in such a manner that they may fall or be washed into these waters.

8.9 No vehicle may be located closer than 100 feet from any lot line.

8.10 To reduce noise, all dismantling of motor vehicles shall take place within a building, and shall be done after 7 a.m. and before 6 p.m. Mondays through Saturdays.

## **Section 9. Enforcement**

- a. The Code Enforcement Officer and municipal officers shall enforce this ordinance in accordance with State law. Any violation of this ordinance shall also be deemed a nuisance within the meaning of 17 M.R.S.A. § 2802, or as littering under the Maine Litter Control Act, 17 M.R.S.A. § 2261, et. Seq. Violations of this ordinance shall be subject to the provisions of 30-A M.R.S.A. § 3758-A.
- b. The Code Enforcement Officer shall no less than annually inspect each automobile graveyard, junkyard or automobile recycling business to determine compliance with its permit, at anytime during reasonable business hours. A report of all visits by the CEO shall be forwarded to the Municipal Officers.
- c. Upon determination of the Code Enforcement Officer or complaint by an aggrieved party that the standards of this ordinance or applicable Federal, State or local ordinances are being violated and, after seven (7) days notice by certified mail return receipt requested or delivered in person to the owner or operator of an automobile graveyard, junkyard or automobile recycling business, the Municipal Officers may hold a public hearing to determine whether a permit issued to establish, operate or maintain an automobile graveyard, junkyard or automobile recycling business should be suspended or revoked. In determining whether a permit to establish, operate or maintain an automobile graveyard or junkyard should be suspended or revoked, the Municipal Officers shall consider the legality of the issuance of the permit as well as the overall operating and compliance record of the automobile graveyard, junkyard in question. Whether or not the junkyard is in compliance with all applicable laws and standards at the time of a suspension or revocation hearing shall not be the sole basis for determining whether or not to suspend or revoke a permit. A permit to establish, operate or maintain an automobile graveyard or junkyard may be suspended or revoked even if it is in compliance with all applicable laws and standards at the time of a hearing if it is determined that there has been repeated or serious violations of applicable laws and standards or damage to the environment such as noise, air, light, ground or surface water pollution.

### **Section 10. Effective Date and Amendment**

This ordinance shall become effective on the date of adoption, and may be amended by vote of the legislative body.

### **Section 11. Severability and Conflict**

In the event that any provision of this ordinance is ruled to be invalid by a Court of competent jurisdiction, the remaining provisions shall continue in full force and effect. In the event that any provision of this ordinance conflicts with State statute, the State statute shall govern.

### **Section 12. Appeals**

An aggrieved party may make an appeal within forty-five (45) days from a decision of the Municipal Officers to Knox County Superior Court in accordance with Rule 80B of the Maine Rules of Civil Procedure.

**Adopted at Special Town Meeting April 20, 2004**

**Town of Vinalhaven  
Budget Committee Ordinance**

**Section 1. Establishment.**

Pursuant to 30-A M.R.S.A. Section 3001, a Budget Committee is hereby established for the Town of Vinalhaven, Maine.

**Section 2. Composition; appointment; qualifications; terms; vacancies.**

The Committee shall consist of nine members who shall be appointed by the Board of Selectmen and who shall be registered voters of the Town. No other official or employee of the Town may be a member. Members shall serve for terms of three years, except that they shall continue in office until their successors are appointed. (For transition purposes, the initial terms shall be staggered so that, as nearly as possible, an equal number of terms shall expire annually.)

**Section 3. Officers; meetings; quorum; procedure.**

The Committee shall annually elect a Chairman and a Secretary from among its members. The Chairman shall call meetings as necessary or when so requested by a majority of members or the municipal officers. A quorum necessary to conduct business shall consist of at least a majority of members. The Chairman shall preside at all meetings. The Secretary shall maintain a record of all proceedings including all correspondence of the Committee. All meetings and records shall be subject to the Maine Freedom of Access Act, 1 M.R.S.A. Sections 401-410. The Committee may adopt rules of procedure not inconsistent with this ordinance.

**Section 4. Powers and duties; authority; recommendations; official cooperation.**

The Committee shall have the following powers and duties:

- A. To review and make recommendations on the annual operating budget as proposed by the Board of Selectmen;
- B. To review and make recommendations on annual capital expenditures as proposed by the Board of Selectmen;
- C. To review and make recommendations on supplemental appropriations and expenditures and other budgetary action whenever proposed by the Board of Selectmen;
- D. To make such other recommendations on fiscal matters as it may from time to time deem advisable.

The Committee's authority shall be advisory only. Any recommendation on a matter requiring town meeting action shall be printed with the article in the warrant and on the ballot, if any, along with such other recommendations as may be included by the Board of Selectmen or required by law. The Board of Selectmen and the Town Manager shall cooperate with and provide the Committee with such information as may be reasonably necessary and available to enable it to carry out its functions under this ordinance.

**This ordinance takes the place of the Budget/Budget Committee Ordinance adopted August 30, 1994.**

**The Town of Vinalhaven voted to adopt this Ordinance on November 14, 2003 at a Special Town Meeting.**

**Attest:**

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**Linda Oxtan, Town Clerk**

## **Disbursement Warrant Ordinance**

### **Section 1. Purpose.**

The purpose of this ordinance is to provide an alternative to the statutory procedure for the approval of warrants authorizing the treasurer to disburse money.

### **Section 2. Authority.**

This ordinance is enacted pursuant to 30-A M.R.S.A. § § 3001 (municipal home rule) and 5603(2)(A).

### **Section 3. Procedure for Approval.**

The treasurer may disburse money only on the authority of a warrant drawn for the purpose, either (a) affirmatively voted and signed by a majority of the municipal officers at a duly called public meeting, (b) seen and signed by a majority of them acting individually and separately, or (c) signed as otherwise provided by law for the disbursement of employees' wages and benefits and payment of municipal education costs.

Adopted: \_\_\_\_\_, 2003.

Municipal Officers:

Barbara W. Davidson \_\_\_\_\_

Eric N. Davis \_\_\_\_\_

Bodine M. Ames \_\_\_\_\_

James C. Moore \_\_\_\_\_

Kathi Young \_\_\_\_\_

# **TOWN OF VINALHAVEN**

## **Electronic Communications Policy**

While we intend to promote maximum creativity and flexibility for legitimate business use of our computer system, we must also be concerned with maintaining network security and limiting its exposure to damage from external sources. Uses which have no legitimate business purpose must be limited. Illegal or unethical use is prohibited, and can be grounds for disciplinary action including termination and legal sanctions under federal, state, or local laws. Compliance with any copyright restrictions and regulations is required.

Computer users should understand that e-mail and Internet activities on our network are not private. All messages on the e-mail system are considered the property of Vinalhaven. We reserve the right to monitor e-mail, including those on personal e-mail accounts and Internet use on workplace computers and disclose them to others. These are public documents under the Freedom of Access Law, 1 MRSA §§ 401-410, unless otherwise made confidential by law.

Although the computer network is intended for business use, incidental personal use of e-mail and the Internet while at work is permissible so long as:

- a) It does not involve more than a trivial amount of time and system resources.
- b) It does not interfere with your job performance or the productivity of other employees.
- c) It does not interfere with or interrupt the services we provide to Vinalhaven and its citizens.
- d) It does not involve personal business activities.
- e) It does not involve amusement, entertainment or political activities.

Uses or practices that are strictly forbidden include:

- a) Using the Internet or e-mail for any illegal or unethical purpose, or in violation of our harassment policy.
- b) Visiting Internet sites that contain illegal, obscene, pornographic or hateful content.
- c) Initiating or forwarding chain letters of any kind.
- d) Participating in "Chat Groups" not related to work.
- e) Making or posting indecent remarks, proposals, or materials on the Internet in e-mail or by way of other electronic communication.
- f) Uploading, downloading, copying or otherwise transmitting commercial software or any copyrighted materials without the approval of the system administrator.
- g) Downloading software from the Internet without prior approval of the system administrator.
- h) Instant messaging.
- i) Communications that may be defamatory or libelous, obscene, harassing or threatening, or that contain content of a sexual nature, or promote discrimination on the basis of race, religion, national origin, disability, sexual orientation, age, marital status, gender or political affiliation.
- j) Knowingly sending or receiving e-mail messages that contain a virus.

It is a crime under state law (21-A MRSA § 32(3)) to use a state computer system to prepare materials with the intent to expressly advocate the election or defeat of any candidate for federal office, a state constitutional office, or any elective municipal, county or state office, including leadership positions in the Maine House or Senate, or with the intent to solicit political contributions that are reportable under the state's campaign finance laws. All access to our computers and PC systems is controlled by user ID's and passwords. Passwords must be kept strictly confidential, and not shared with other except as authorized.

**Approved at the Selectmen's Meeting July 11, 2005.**

# Emergency Management Ordinance of the Town of Vinalhaven

1. **Short Title:** This Ordinance shall be known and may be cited and referred to as the “Emergency Management Ordinance of the Town of Vinalhaven”.  
Authorized under Title 37-B M.R.S.A., Section 782.
2. **Definition:** Emergency Management Director (EMD) shall be the appointed town official responsible for performing the four phases of Emergency Management (PREPAREDNESS, RESPONSE, RECOVERY, and MITIGATION) and for liaison with the Knox County Emergency Management Agency.
3. **Establishment:** The Vinalhaven Office of Emergency Management (OEM) and the position of Emergency Management Director for the Town of Vinalhaven is hereby created. The Selectmen may appoint a Deputy Emergency Management Director and additional OEM staff members, as needed.
4. **Appointment Term and Removal:** The Selectmen shall appoint the EMD. This appointment and all other OEM appointments shall be annual and made by July 1<sup>st</sup> of each year. The Selectmen may remove the EMD or other appointed OEM staff members for cause.
5. **Oath of the Emergency Management Director and OEM staff:** Once the EMD and/or OEM staff has been appointed, the EMD and/or OEM staff shall take an oath of office before assuming any duties, pursuant to Title 30-A M.R.S.A., Section 2526.
6. **Duties of the Emergency Management Director:** The EMD shall:
  - A. Prepare and update a Hazard Risk and Vulnerability Assessment.
  - B. Prepare and maintain the Vinalhaven Emergency Operations Plan.
  - C. Organize, activate, and operate the Vinalhaven Emergency Operations Center (EOC).
  - D. Prepare and maintain a list of disaster resources.
  - E. Develop procedures for the operation of the Vinalhaven EOC.
  - F. Coordinate and maintain written disaster mutual aid agreements with the approval of the Selectmen.
  - G. Provide Emergency Management training to town officials and responders.
  - H. Attend Knox County Local Emergency Directors Meetings.
  - I. Provide Disaster Preparedness information to Town residents.
  - J. Complete and report Damage Assessments to Knox EMA.
  - K. Complete and submit applications for FEMA disaster funds and grants.

7. **Membership of the Emergency Operations Center:** When directed by any one of the Selectmen, EMD, or Deputy EMD, the EOC will be established and manned. At the discretion of the Selectmen, EMD, or Deputy EMD, the following town officials may be included on the EOC staff:
- A. Selectmen
  - B. Town Manager
  - C. Emergency Management Director
  - D. Deputy Emergency Management Director
  - E. Code Enforcement Officer
  - F. Deputy Sheriff
  - G. Fire Chief or Deputy
  - H. Public Works Foreman
  - I. Animal Control Officer
  - J. EMS Service Chief or Deputy
  - K. ICMS Representative
8. **Establishment of the National Incident Management System:** The Town of Vinalhaven hereby establishes the National Incident Management System (NIMS) as the municipal standard for incident management. This system provides a consistent approach for Federal, State, and Municipal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. NIMS will utilize standardized terminology, standardized organizational structure, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters. The NIMS Incident Command System (ICS) will be utilized by all Vinalhaven emergency and First Responders for incident management.
9. **Training:** The EMD, Deputy EMD or other OEM staff may take necessary training as provided by the Knox County Emergency Agency, Maine Emergency Management Agency (MEMA) and FEMA.

**Adopted September 21, 2006**

## **TOWN OF VINALHAVEN CONSUMER FIREWORKS ORDINANCE**

### **SECTION 1: Purpose**

**1.1** This Ordinance regulates the use of consumer fireworks to ensure the safety of the residents and property owners of the Town of Vinalhaven and of the general public.

### **SECTION 2: Title and Authority**

**2.1** This Ordinance shall be known as the "Town of Vinalhaven Consumer Fireworks Ordinance." It is adopted pursuant to the enabling provisions of the Maine Constitution, the provisions of 30-A M.R.S.A. § 3001, and the provisions 8 M.R.S.A. § 223-A.

### **SECTION 3: Definitions**

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

**3.1** "Consumer Fireworks" has the same meaning as in 8 M.R.S.A. § 221-A(1-A) and does not include the following products which are illegal to sell, use, or possess in Vinalhaven and in the State of Maine:

- A. Missile-type rockets, as defined by the State Fire Marshal by rule;
- B. Helicopters and aerial spinners, as defined by the State Fire Marshal by rule; and
- C. Sky rockets and bottle rockets as defined by 8 M.R.S.A. 221-A(1-A)(C).

### **SECTION 4: Permit Required**

**4.1** No person shall use, display, fire, or otherwise cause to be exploded, consumer fireworks within the Town of Vinalhaven without a permit.

**4.2** An applicant must obtain a permit at the Town Office during regular office hours. Permits are available only for special, non-recurring one-day events, and are limited to a 4 hour block of time.

**4.3** Applicants must pay the permit fee established by the Board of Selectmen of the Town of Vinalhaven.

**4.4** Applicants who do not own the property on which they intend to use Consumer Fireworks must provide written, signed permission from the property owner at the time of application.

**4.5** No permit shall be issued:

- A. To any persons under the age of 21.
- B. For any day when fire danger conditions, as determined by the Maine Forest Service, are class 3, 4, or 5.

C. For Mondays, Tuesdays or Wednesdays.

D. For times before 12:00 p.m.

4.6 Permits requested for Saturdays or Sundays must be requested no later than the prior Friday. Permits requested for State or Federal Holidays must be requested no later than the business day immediately prior to that holiday.

4.7 The Town Office shall notify the Fire Chief and the Sheriff of all permits issued.

#### **SECTION 5: Exceptions**

5.1 No permit will be required on the following dates and during the following times:

A. July 3<sup>rd</sup> and July 5<sup>th</sup> beginning at 9:00am and ending at 10:00pm

B. July 4<sup>th</sup> beginning at 9:00am and ending at 12:30am the following day

C. December 31<sup>st</sup> beginning at 9:00am and ending at 12:30am the following day

5.2 This Ordinance does not apply to the display of fireworks conducted pursuant to a fireworks display permit issued by the State of Maine in accordance with 8 M.R.S.A §§ 227-A -237.

5.3 The Town of Vinalhaven is exempt from the provisions of this Ordinance.

#### **Section 6: Use of Consumer Fireworks Restricted**

6.1 Consumer Fireworks shall not be used or ignited under any conditions, if the fire danger conditions, as determined by the Maine Forest Service, are Class 3, 4, or 5.

6.2 A person may use Consumer Fireworks only on that person's property or on the property of a person who has consented, in writing, to the use of Consumer Fireworks on their property and must contain the debris from those fireworks to said property.

6.3 Means to extinguish spot fires resulting from the use of Consumer Fireworks must be available (such as a fire extinguisher or garden hose). Users of Consumer Fireworks must be able to access 911 by telephone.

6.4 No person shall use, display, fire, or cause to be exploded, consumer fireworks within 50 feet of any buildings or structures.

6.5 A person may not use, display, fire, or cause to be exploded consumer fireworks while intoxicated or impaired due to use of alcohol or drugs.

#### **SECTION 7: Violation and Enforcement**

**7.1 ENFORCEMENT:** This Ordinance may be enforced by the Knox County Sherriff or the Town of Vinalhaven acting through its Town Manager.

**7.2 PENALTY FOR VIOLATION:** In addition to the applicable penalties provided by 8 M.R.S.A. § 223-A, any person who violates the provisions of this ordinance shall be punished by a fine of not more than the following amounts for each violation plus costs and attorney's fees, which shall be recovered upon complaint to the use of the Town:

- A. 1<sup>st</sup> Offense: \$100
- B. 2<sup>nd</sup> Offense: \$300
- C. 3<sup>rd</sup> Offense: \$500

**7.4 INJUNCTION:** In addition to any other remedies available at law or equity, the Town of Vinalhaven, acting through its Town Manager, may apply to any court of competent jurisdiction to enjoin any planned, anticipated or threatened violation of this Ordinance.

**7.5 SEIZURE & DISPOSAL OF CONSUMER FIREWORKS:** The Town may seize consumer fireworks that the Town has probable cause to believe are used or sold in violation of this Ordinance and shall forfeit seized consumer fireworks to the State for disposal.

#### **SECTION 8: Severability**

**8.1** In the event that any section, subsection, or portion of this Ordinance shall be declared by any court of competent jurisdiction to be invalid for any reason, such decision shall not be deemed to affect the validity of any other section, subsection or portion of this Ordinance.

# **FLOODPLAIN MANAGEMENT ORDINANCE**

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## **ARTICLE I - PURPOSE AND ESTABLISHMENT**

Certain areas of the Town of Vinalhaven, Maine are subject to periodic flooding, causing serious damages to properties within these areas. Relief is available in the form of flood insurance as authorized by the National Flood Insurance Act of 1968.

Therefore, the Town of Vinalhaven, Maine has chosen to become a participating community in the National Flood Insurance Program, and agrees to comply with the requirements of the National Flood Insurance Act of 1968 (P.L. 90-488, as amended) as delineated in this Floodplain Management Ordinance.

It is the intent of the Town of Vinalhaven, Maine to require the recognition and evaluation of flood hazards in all official actions relating to land use in the floodplain areas having special flood hazards.

The Town of Vinalhaven has the legal authority to adopt land use and control measures to reduce future flood losses pursuant to Title 30-A MRSA, Sections 3001-3007, 4352, 4401-4407, and Title 38 MRSA, Section 440.

The National Flood Insurance Program, established in the aforesaid Act, provides that areas of the Town of Vinalhaven having a special flood hazard be identified by the Federal Emergency Management Agency and that floodplain management measures be applied in such flood hazard areas. This Ordinance establishes a Flood Hazard Development Permit system and review procedure for development activities in the designated flood hazard areas of the Town of Vinalhaven, Maine.

The areas of special flood hazard, Zones AE, and/or VE, are identified by the Federal Emergency Management Agency in a report entitled "Flood Insurance Study - Town of Vinalhaven, Maine, Knox County," dated **May 16, 2007** with accompanying "Flood Insurance Rate Map" dated **May 16, 2007**, which is hereby adopted by reference and declared to be a part of this Ordinance.

## **ARTICLE II - PERMIT REQUIRED**

Before any construction or other development (as defined in Article XIV), including the placement of manufactured homes, begins within any areas of special flood hazard established in Article I, a Flood Hazard Development Permit shall be obtained from the Code Enforcement Officer, except as provided in Article VII. This permit shall be in addition to any other permits which may be required pursuant to the codes and ordinances of the Town of Vinalhaven, Maine.

## **ARTICLE III - APPLICATION FOR PERMIT**

The application for a Flood Hazard Development Permit shall be submitted to the Code Enforcement Officer and shall include:

A. The name, address and phone number of the applicant, owner, and contractor;

- B. An address and a map indicating the location of the construction site;
- C. A site plan showing location of existing and/or proposed development, including but not limited to structures, sewage disposal facilities, water supply facilities, areas to be cut and filled, and lot dimensions;
- D. A statement of the intended use of the structure and/or development;
- E. A statement of the cost of the development including all materials and labor;
- F. A statement as to the type of sewage system proposed;
- G. Specification of dimensions of the proposed structure and/or development;

[Items H-K.3. apply only to new construction and substantial improvements.]

- H. The elevation in relation to the National Geodetic Vertical Datum (NAVD), or to a locally established datum in Zone A only, of the:
  - 1. base flood at the proposed site of all new or substantially improved structures, which is determined:
    - a. in Zones AE and VE from data contained in the "Flood Insurance Study - Town of Vinalhaven, Maine," as described in Article I.
  - 2. highest and lowest grades at the site adjacent to the walls of the proposed building;
  - 3. lowest floor, including basement; and whether or not such structures contain a basement; and,
  - 4. level, in the case of non-residential structures only, to which the structure will be floodproofed;
- I. A description of an elevation reference point established on the site of all developments for which elevation standards apply as required in Article VI;
- J. A written certification by a Professional Land Surveyor, registered professional engineer or architect, that the base flood elevation and grade elevations shown on the application are accurate;
- K. The following certifications as required in Article VI by a registered professional engineer or architect:
  - 1. a Floodproofing Certificate (FEMA Form 81-65, 01/03, as amended), to verify that the floodproofing methods for any non-residential structures will meet the floodproofing criteria of Article III.H.4.; Article VI.G.; and other applicable standards in Article VI;
  - 2. a V-Zone Certificate to verify that the construction in coastal high hazard area, Zone VE, will meet the criteria of Article VI.P.; and other applicable standards in Article VI;
  - 3. a Hydraulic Openings Certificate to verify that engineered hydraulic openings in foundation walls will meet the standards of Article VI.L.2.a.;

4. a certified statement that bridges will meet the standards of Article VI.M.;
  5. a certified statement that containment walls will meet the standards of Article VI.N.;
- L. A description of the extent to which any water course will be altered or relocated as a result of the proposed development; and,
- M. A statement of construction plans describing in detail how each applicable development standard in Article VI will be met.

#### **ARTICLE IV - APPLICATION FEE AND EXPERT'S FEE**

A non-refundable application fee of \$\_\_\_\_\_ for all minor development and \$\_\_\_\_\_ for all new construction or substantial improvements shall be paid to the Town Clerk and a copy of a receipt for the same shall accompany the application.

An additional fee may be charged if the Code Enforcement Officer and/or Board of Appeals needs the assistance of a professional engineer or other expert. The expert's fee shall be paid in full by the applicant within 10 days after the town submits a bill to the applicant. Failure to pay the bill shall constitute a violation of the ordinance and be grounds for the issuance of a stop work order. An expert shall not be hired by the municipality at the expense of an applicant until the applicant has either consented to such hiring in writing or been given an opportunity to be heard on the subject. An applicant who is dissatisfied with a decision to hire expert assistance may appeal that decision to the Board of Appeals.

#### **ARTICLE V - REVIEW STANDARDS FOR FLOOD HAZARD DEVELOPMENT PERMIT APPLICATIONS**

The Code Enforcement Officer shall:

- A. Review all applications for the Flood Hazard Development Permit to assure that proposed developments are reasonably safe from flooding and to determine that all pertinent requirements of Article VI (Development Standards) have been, or will be met;
- B. Utilize, in the review of all Flood Hazard Development Permit applications:
  1. the base flood and floodway data contained in the "Flood Insurance Study - Town of Vinalhaven, Maine," as described in Article I.;
  2. in special flood hazard areas where floodway data are not provided, the Code Enforcement Officer shall obtain, review and reasonably utilize any base flood elevation and floodway data from federal, state, or other technical sources, including information obtained pursuant to Article III.H.1; Article VI.K.; and Article IX.D., in order to administer Article VI of this Ordinance.

- C. Make interpretations of the location of boundaries of special flood hazard areas shown on the maps described in Article I of this Ordinance;
- D. In the review of Flood Hazard Development Permit applications, determine that all necessary permits have been obtained from those federal, state, and local government agencies from which prior approval is required by federal or state law, including but not limited to Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1344;
- E. Notify adjacent municipalities, the Department of Environmental Protection, and the Maine Floodplain Management Program in the State Planning Office prior to any alteration or relocation of a water course and submit copies of such notifications to the Federal Emergency Management Agency;
- F. If the application satisfies the requirements of this Ordinance, approve the issuance of one of the following Flood Hazard Development Permits, based on the type of development:
  - 1. A two part Flood Hazard Development Permit for elevated structures. Part I shall authorize the applicant to build a structure to and including the first horizontal floor only above the base flood level. At that time the applicant shall provide the Code Enforcement Officer with an Elevation Certificate completed by a Professional Land Surveyor, registered professional engineer or architect based on the Part I permit construction, “as built”, for verifying compliance with the elevation requirements of Article VI, paragraphs F, G, H, or P. Following review of the Elevation Certificate data, which shall take place within 72 hours of receipt of the application, the Code Enforcement Officer shall issue Part II of the Flood Hazard Development Permit. Part II shall authorize the applicant to complete the construction project; or,
  - 2. A Flood Hazard Development Permit for Floodproofing of Non-Residential Structures that are new construction or substantially improved non-residential structures that are not being elevated but that meet the floodproofing standards of Article VI.G.1.a.,b., and c. The application for this permit shall include a Floodproofing Certificate signed by a registered professional engineer or architect; or,
  - 3. A Flood Hazard Development Permit for Minor Development for all development that is not new construction or a substantial improvement, such as repairs, maintenance, renovations, or additions, whose value is less than 50% of the market value of the structure. Minor development also includes, but is not limited to: accessory structures as provided for in Article VI.J., mining, dredging, filling, grading, paving, excavation, drilling operations, storage of equipment or materials, deposition or extraction of materials, public or private sewage disposal systems or water supply facilities that do not involve structures; and non-structural projects such as bridges, dams, towers, fencing, pipelines, wharves, and piers.

For development that requires review and approval as a Conditional Use, as provided for in this Ordinance, the Flood Hazard Development Permit Application shall be acted upon by the Planning Board as required in Article VII.

- G. Maintain, as a permanent record, copies of all Flood Hazard Development Permit Applications, corresponding Permits issued, and data relevant thereto, including reports of the Board of Appeals on variances granted under the provisions of Article X of this Ordinance, and copies of Elevation

Certificates, Floodproofing Certificates, Certificates of Compliance and certifications of design standards required under the provisions of Articles III, VI, and VIII of this Ordinance.

## **ARTICLE VI - DEVELOPMENT STANDARDS**

All developments in areas of special flood hazard shall meet the following applicable standards:

**A. All Development** - All development shall:

1. be designed or modified and adequately anchored to prevent flotation (excluding piers and docks), collapse or lateral movement of the development resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy;
2. use construction materials that are resistant to flood damage;
3. use construction methods and practices that will minimize flood damage; and,
4. use 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 flooding conditions.

**B. Water Supply** - All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the systems.

**C. Sanitary Sewage Systems** - All new and replacement sanitary sewage systems shall be designed and located to minimize or eliminate infiltration of flood waters into the system and discharges from the system into flood waters.

**D. On Site Waste Disposal Systems** - On site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during floods.

**E. Watercourse Carrying Capacity** - All development associated with altered or relocated portions of a watercourse shall be constructed and maintained in such a manner that no reduction occurs in the flood carrying capacity of the watercourse.

**F. Residential** - New construction or substantial improvement of any residential structure located within:

1. Zone AE shall have the lowest floor (including basement) elevated to at least one foot above the base flood elevation.
2. Zone VE shall meet the requirements of Article VI.P.

**G. Non Residential** - New construction or substantial improvement of any non-residential structure located within:

1. Zone AE shall have the lowest floor (including basement) elevated to at least one foot above the base flood elevation, or together with attendant utility and sanitary facilities shall:
  - a. be floodproofed to at least one foot above the base flood elevation so that below that elevation the structure is watertight with walls substantially impermeable to the passage of water;
  - b. have structural components capable of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy; and,
  - c. be certified by a registered professional engineer or architect that the floodproofing design and methods of construction are in accordance with accepted standards of practice for meeting the provisions of this section. Such certification shall be provided with the application for a Flood Hazard Development Permit, as required by Article III.K. and shall include a record of the elevation above mean sea level to which the structure is floodproofed.
2. Zone VE shall meet the requirements of Article VI.P.

H. **Manufactured Homes** - New or substantially improved manufactured homes located within:

1. Zone AE shall:
  - a. be elevated such that the lowest floor (including basement) of the manufactured home is at least one foot above the base flood elevation;
  - b. be on a permanent foundation, which may be poured masonry slab or foundation walls, with hydraulic openings, or may be reinforced piers or block supports, any of which support the manufactured home so that no weight is supported by its wheels and axles; and,
  - c. be securely anchored to an adequately anchored foundation system to resist flotation, collapse, or lateral movement. Methods of anchoring may include, but are not limited to:
    - (1) over-the-top ties anchored to the ground at the four corners of the manufactured home, plus two additional ties per side at intermediate points (manufactured homes less than 50 feet long require one additional tie per side); or by,
    - (2) frame ties at each corner of the home, plus five additional ties along each side at intermediate points (manufactured homes less than 50 feet long require four additional ties per side).
    - (3) all components of the anchoring system described in Article VI.H.1.c.(1)&(2) shall be capable of carrying a force of 4800 pounds.
2. Zone VE shall meet the requirements of Article VI.P.

I. **Recreational Vehicles** - Recreational Vehicles located within:

1. Zone AE shall either:
  - a. be on the site for fewer than 180 consecutive days,
  - b. be fully licensed and ready for highway use. A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions; or,
  - c. be permitted in accordance with the elevation and anchoring requirements for "manufactured homes" in Article VI.H.1.
2. Zone VE shall meet the requirements of either Article VI.I.1.a. or b., or Article VI.P.

J. **Accessory Structures** - Accessory Structures, as defined in Article XIV, located within Zone AE shall be exempt from the elevation criteria required in Article VI.F. & G. above, if all other requirements of Article VI and all the following requirements are met. Accessory Structures shall:

1. be 500 square feet or less and have a value less than \$3000;
2. have unfinished interiors and not be used for human habitation;
3. have hydraulic openings, as specified in Article VI.L.2., in at least two different walls of the accessory structure;
4. be located outside the floodway;
5. when possible be constructed and placed on the building site so as to offer the minimum resistance to the flow of floodwaters and be placed further from the source of flooding than is the primary structure; and,
6. have only ground fault interrupt electrical outlets. The electric service disconnect shall be located above the base flood elevation and when possible outside the Special Flood Hazard Area.

K. **Floodways** -

1. In Zone AE riverine areas, for which no regulatory floodway is designated, encroachments, including fill, new construction, substantial improvement, and other development shall not be permitted in the floodway as determined in Article VI.K.3. unless a technical evaluation certified by a registered professional engineer is provided demonstrating that the cumulative effect of the proposed development, when combined with all other existing development and anticipated development:
  - a. will not increase the water surface elevation of the base flood more than one foot at any point within the community; and,

- b. is consistent with the technical criteria contained in Chapter 5 entitled "Hydraulic Analyses," *Flood Insurance Study - Guidelines and Specifications for Study Contractors*, (FEMA 37/ January 1995, as amended).
  - 2. In Zone AE riverine areas for which no regulatory floodway is designated, the regulatory floodway is determined to be the channel of the river or other water course and the adjacent land areas to a distance of one-half the width of the floodplain as measured from the normal high water mark to the upland limit of the floodplain.
- L. **Enclosed Areas Below the Lowest Floor** - New construction or substantial improvement of any structure in Zone AE that meets the development standards of Article VI, including the elevation requirements of Article VI, paragraphs F, G, or H and is elevated on posts, columns, piers, piles, "stilts," or crawl spaces may be enclosed below the base flood elevation requirements provided all the following criteria are met or exceeded:
- 1. Enclosed areas are not "basements" as defined in Article XIV;
  - 2. Enclosed areas shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of flood water. Designs for meeting this requirement must either:
    - a. be engineered and certified by a registered professional engineer or architect; or,
    - b. meet or exceed the following minimum criteria:
      - (1) a minimum of two openings having a total net area of not less than one square inch for every square foot of the enclosed area;
      - (2) the bottom of all openings shall be below the base flood elevation and no higher than one foot above the lowest grade; and,
      - (3) openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the entry and exit of flood waters automatically without any external influence or control such as human intervention, including the use of electrical and other non-automatic mechanical means;
  - 3. The enclosed area shall not be used for human habitation; and,
  - 4. The enclosed areas are usable solely for building access, parking of vehicles, or storage.
- M. **Bridges** - New construction or substantial improvement of any bridge in Zone AE shall be designed such that:
- 1. when possible, the lowest horizontal member (excluding the pilings, or columns) is elevated to at least one foot above the base flood elevation; and
  - 2. a registered professional engineer shall certify that:

- a. the structural design and methods of construction shall meet the elevation requirements of this section and the floodway standards of Article VI.K.; and
- b. the foundation and superstructure attached thereto are designed to resist flotation, collapse and lateral movement due to the effects of wind and water loads acting simultaneously on all structural components. Water loading values used shall be those associated with the base flood.

N. **Containment Walls** - New construction or substantial improvement of any containment wall located within:

1. Zones AE and VE shall:

- a. have the containment wall elevated to at least one foot above the base flood elevation;
- b. have structural components capable of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy; and,
- c. be certified by a registered professional engineer or architect that the design and methods of construction are in accordance with accepted standards of practice for meeting the provisions of this section. Such certification shall be provided with the application for a Flood Hazard Development Permit, as required by Article III.K.

O. **Wharves, Piers and Docks** - New construction or substantial improvement of wharves, piers, and docks are permitted in Zones AE and VE, in and over water and seaward of the mean high tide if the following requirements are met:

1. wharves, piers, and docks shall comply with all applicable local, state, and federal regulations; and
2. for commercial wharves, piers, and docks, a registered professional engineer shall develop or review the structural design, specifications, and plans for the construction.

P. **Coastal Floodplains** -

1. All new construction located within Zones AE and VE shall be located landward of the reach of mean high tide except as provided in Article VI.P.6.
2. New construction or substantial improvement of any structure located within Zone VE shall:
  - a. be elevated on posts or columns such that:
    - (1) the bottom of the lowest horizontal structural member of the lowest floor (excluding the pilings or columns) is elevated to one foot above the base flood elevation;

- (2) the pile or column foundation and the elevated portion of the structure attached thereto is anchored to resist flotation, collapse, and lateral movement due to the effects of wind and water loads acting simultaneously on all building components; and,
    - (3) water loading values used shall be those associated with the base flood. Wind loading values used shall be those required by applicable state and local building standards.
  - b. have the space below the lowest floor:
    - (1) free of obstructions; or,
    - (2) constructed with open wood lattice-work, or insect screening intended to collapse under wind and water without causing collapse, displacement, or other structural damage to the elevated portion of the building or supporting piles or columns; or,
    - (3) constructed with non-supporting breakaway walls which have a design safe loading resistance of not less than 10 or more than 20 pounds per square foot.
  - c. require a registered professional engineer or architect to:
    - (1) develop or review the structural design, specifications, and plans for the construction, which must meet or exceed the technical criteria contained in the *Coastal Construction Manual*, (FEMA-55/June, 2000); and,
    - (2) certify that the design and methods of construction to be used are in accordance with accepted standards of practice for meeting the criteria of Article VI.P.2.
- 3. The use of fill for structural support in Zone VE is prohibited.
- 4. Human alteration of sand dunes within Zone VE is prohibited unless it can be demonstrated that such alterations will not increase potential flood damage.
- 5. The area below the lowest floor shall be used solely for parking vehicles, building access, and storage.
- 6. Conditional Use - Lobster sheds and fishing sheds may be located seaward of mean high tide and shall be exempt from the elevation requirement in Article VI.G. only if permitted as a Conditional Use following review and approval by the Planning Board, as provided in Article VII, and if all the following requirements and those of Article VI.A., VI.K., and VI.L. are met:
  - a. The conditional use shall be limited to low value structures such as metal or wood sheds 200 square feet or less and shall not exceed more than one story.
  - b. The structure shall be securely anchored to the wharf or pier to resist flotation, collapse, and lateral movement due to the effect of wind and water loads acting simultaneously on all building components.

- c. The structure will not adversely increase wave or debris impact forces affecting nearby buildings.
- d. The structure shall have unfinished interiors and shall not be used for human habitation.
- e. Any mechanical, utility equipment and fuel storage tanks must be anchored and either elevated or floodproofed to one foot above the base flood elevation.
- f. All electrical outlets shall be ground fault interrupt type. The electrical service disconnect shall be located on shore above the base flood elevation and when possible outside the Special Flood Hazard Area.

## **ARTICLE VII - CONDITIONAL USE REVIEW**

The Planning Board shall hear and decide upon applications for conditional uses provided for in this Ordinance. The Planning Board shall hear and approve, approve with conditions, or disapprove all applications for conditional uses. An applicant informed by the Code Enforcement Officer that a Conditional Use Permit is required shall file an application for the permit with the Planning Board.

### **A. Review Procedure for a Conditional Use Flood Hazard Development Permit**

- 1. The Flood Hazard Development Permit Application with additional information attached addressing how each of the conditional use criteria specified in the Ordinance will be satisfied, may serve as the permit application for the Conditional Use Permit.
- 2. Before deciding any application, the Planning Board shall hold a public hearing on the application within thirty days of their receipt of the application.
- 3. If the Planning Board finds that the application satisfies all relevant requirements of the ordinance, the Planning Board must approve the application or approve with conditions within 45 days of the date of the public hearing.
- 4. A Conditional Use Permit issued under the provisions of this Ordinance shall expire if the work or change involved is not commenced within 180 days of the issuance of the permit by the Planning Board.
- 5. The applicant shall be notified by the Planning Board in writing over the signature of the Chairman of the Planning Board that flood insurance is not available for structures located entirely over water or seaward of mean high tide.

### **B. Expansion of Conditional Uses**

1. No existing building or use of premises may be expanded or enlarged without a permit issued under this section if that building or use was established or constructed under a previously issued Conditional Use Permit or if it is a building or use which would require a Conditional Use Permit if being newly-established or constructed under this Ordinance.

## **ARTICLE VIII - CERTIFICATE OF COMPLIANCE**

No land in a special flood hazard area shall be occupied or used and no structure which is constructed or substantially improved shall be occupied until a Certificate of Compliance is issued by the Code Enforcement Officer subject to the following provisions:

- A. For New Construction or Substantial Improvement of any elevated structure the applicant shall submit to the Code Enforcement Officer:
  1. an Elevation Certificate completed by a Professional Land Surveyor, registered professional engineer, or architect, for compliance with Article VI, paragraphs F, G, H, or P and,
  2. for structures in Zone VE, certification by a registered professional engineer or architect that the design and methods of construction used are in compliance with Article VI.P.2.
- B. The applicant shall submit written notification to the Code Enforcement Officer that the development is complete and complies with the provisions of this ordinance.
- C. Within 10 working days, the Code Enforcement Officer shall:
  1. review the required certificate(s) and the applicant's written notification; and,
  2. upon determination that the development conforms with the provisions of this ordinance, shall issue a Certificate of Compliance.

## **ARTICLE IX - REVIEW OF SUBDIVISION AND DEVELOPMENT PROPOSALS**

The Planning Board shall, when reviewing subdivisions and other proposed developments that require review under other federal law, state law or local ordinances or regulations and all projects on 5 or more disturbed acres, or in the case of manufactured home parks divided into two or more lots, assure that:

- A. All such proposals are consistent with the need to minimize flood damage.
- B. All public utilities and facilities, such as sewer, gas, electrical and water systems are located and constructed to minimize or eliminate flood damages.
- C. Adequate drainage is provided so as to reduce exposure to flood hazards.

- D. All proposals include base flood elevations, flood boundaries, and, in a riverine floodplain, floodway data. These determinations shall be based on engineering practices recognized by the Federal Emergency Management Agency.
- E. Any proposed development plan must include a condition of plan approval requiring that structures on any lot in the development having any portion of its land within a Special Flood Hazard Area, are to be constructed in accordance with Article VI of this ordinance. Such requirement will be included in any deed, lease, purchase and sale agreement, or document transferring or expressing an intent to transfer any interest in real estate or structure, including but not limited to a time-share interest. The condition shall clearly articulate that the municipality may enforce any violation of the construction requirement and that fact shall also be included in the deed or any other document previously described. The construction requirement shall also be clearly stated on any map, plat, or plan to be signed by the Planning Board or local reviewing authority as part of the approval process.

## **ARTICLE X - APPEALS AND VARIANCES**

The Board of Appeals of the Town of Vinalhaven may, upon written application of an aggrieved party, hear and decide appeals where it is alleged that there is an error in any order, requirement, decision, or determination made by, or failure to act by, the Code Enforcement Officer or Planning Board in the administration or enforcement of the provisions of this Ordinance.

The Board of Appeals may grant a variance from the requirements of this Ordinance consistent with state law and the following criteria:

- A. Variances shall not be granted within any designated regulatory floodway if any increase in flood levels during the base flood discharge would result.
- B. Variances shall be granted only upon:
  - 1. a showing of good and sufficient cause; and,
  - 2. a determination that should a flood comparable to the base flood occur, the granting of a variance will not result in increased flood heights, additional threats to public safety, public expense, or create nuisances, cause fraud or victimization of the public or conflict with existing local laws or ordinances; and,
  - 3. a showing that the issuance of the variance will not conflict with other state, federal or local laws or ordinances; and,
  - 4. a determination that failure to grant the variance would result in "undue hardship," which in this sub-section means:
    - a. that the land in question cannot yield a reasonable return unless a variance is granted; and,
    - b. that the need for a variance is due to the unique circumstances of the property and not to the general conditions in the neighborhood; and,

- c. that the granting of a variance will not alter the essential character of the locality; and,
  - d. that the hardship is not the result of action taken by the applicant or a prior owner.
- C. Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief, and the Board of Appeals may impose such conditions to a variance as it deems necessary.
- D. Variances may be issued for new construction, substantial improvements, or other development for the conduct of a functionally dependent use provided that:
  - 1. other criteria of Article X and Article VI.K. are met; and,
  - 2. the structure or other development is protected by methods that minimize flood damages during the base flood and create no additional threats to public safety.
- E. Variances may be issued for the repair, reconstruction, rehabilitation, or restoration of Historic Structures upon the determination that:
  - 1. the development meets the criteria of Article X, paragraphs A. through D. above; and,
  - 2. the proposed repair, reconstruction, rehabilitation, or restoration will not preclude the structure's continued designation as a Historic Structure and the variance is the minimum necessary to preserve the historic character and design of the structure.
- F. Any applicant who meets the criteria of Article X, paragraphs A. through E. shall be notified by the Board of Appeals in writing over the signature of the Chairman of the Board of Appeals that:
  - 1. the issuance of a variance to construct a structure below the base flood level will result in greatly increased premium rates for flood insurance up to amounts as high as \$25 per \$100 of insurance coverage;
  - 2. such construction below the base flood level increases risks to life and property; and,
  - 3. the applicant agrees in writing that the applicant is fully aware of all the risks inherent in the use of land subject to flooding, assumes those risks and agrees to indemnify and defend the municipality against any claims filed against it that are related to the applicant's decision to use land located in a floodplain and that the applicant individually releases the municipality from any claims the applicant may have against the municipality that are related to the use of land located in a floodplain.
- G. Appeal Procedure for Administrative and Variance Appeals
  - 1. An administrative or variance appeal may be taken to the Board of Appeals by an aggrieved party within thirty days after receipt of a written decision of the Code Enforcement Officer or Planning Board.

2. Upon being notified of an appeal, the Code Enforcement Officer or Planning Board, as appropriate, shall transmit to the Board of Appeals all of the papers constituting the record of the decision appealed from.
3. The Board of Appeals shall hold a public hearing on the appeal within thirty-five days of its receipt of an appeal request.
4. The person filing the appeal shall have the burden of proof.
5. The Board of Appeals shall decide all appeals within thirty-five days after the close of the hearing, and shall issue a written decision on all appeals.
6. The Board of Appeals shall submit to the Code Enforcement Officer a report of all variance actions, including justification for the granting of the variance and an authorization for the Code Enforcement Officer to issue a Flood Hazard Development Permit, which includes any conditions to be attached to said permit.
7. Any aggrieved party who participated as a party during the proceedings before the Board of Appeals may take an appeal to Superior Court in accordance with State laws within forty-five days from the date of any decision of the Board of Appeals.

#### **ARTICLE XI - ENFORCEMENT AND PENALTIES**

- A. It shall be the duty of the Code Enforcement Officer to enforce the provisions of this Ordinance pursuant to Title 30-A MRSA § 4452.
- B. The penalties contained in Title 30-A MRSA § 4452 shall apply to any violation of this Ordinance.
- C. In addition to any other actions, the Code Enforcement Officer, upon determination that a violation exists, shall submit a declaration to the Administrator of the Federal Insurance Administration requesting a denial of flood insurance. The valid declaration shall consist of;
  1. the name of the property owner and address or legal description of the property sufficient to confirm its identity or location;
  2. a clear and unequivocal declaration that the property is in violation of a cited State or local law, regulation, or ordinance;
  3. a clear statement that the public body making the declaration has authority to do so and a citation to that authority;
  4. evidence that the property owner has been provided notice of the violation and the prospective denial of insurance; and,

5. a clear statement that the declaration is being submitted pursuant to Section 1316 of the National Flood Insurance Act of 1968, as amended.

## **ARTICLE XII - VALIDITY AND SEVERABILITY**

If any section or provision of this Ordinance is declared by the courts to be invalid, such decision shall not invalidate any other section or provision of this Ordinance.

## **ARTICLE XIII - CONFLICT WITH OTHER ORDINANCES**

This Ordinance shall not in any way impair or remove the necessity of compliance with any other applicable rule, ordinance, regulation, bylaw, permit, or provision of law. Where this Ordinance imposes a greater restriction upon the use of land, buildings, or structures, the provisions of this Ordinance shall control.

## **ARTICLE XIV - DEFINITIONS**

Unless specifically defined below, words and phrases used in this Ordinance shall have the same meaning as they have at common law and to give this Ordinance its most reasonable application. Words used in the present tense include the future, the singular number includes the plural, and the plural number includes the singular. The word "may" is permissive; "shall" is mandatory and not discretionary.

**Accessory Structure** - means a small detached structure that is incidental and subordinate to the principal structure.

**Adjacent Grade** - means the natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

**Area of Special Flood Hazard** - means the land in the floodplain having a one percent or greater chance of flooding in any given year, as specifically identified in the Flood Insurance Study cited in Article I of this Ordinance.

**Base Flood** - means the flood having a one percent chance of being equaled or exceeded in any given year, commonly called the 100-year flood.

**Basement** - means any area of the building having its floor subgrade (below ground level) on all sides.

**Breakaway Wall** - means a wall that is not part of the structural support of the building and is intended through its design and construction to collapse under specific lateral loading forces, without causing damage to the elevated portion of the building or supporting foundation system.

**Building** - see **Structure**.

**Certificate of Compliance** - A document signed by the Code Enforcement Officer stating that a structure is in compliance with all of the provisions of this Ordinance.

**Code Enforcement Officer** - A person certified under Title 30-A MRSA, Section 4451 (including exceptions in subsection 4451, paragraph 1) and employed by a municipality to enforce all applicable comprehensive planning and land use laws and ordinances.

**Conditional Use** - means a use that because of its potential impact on surrounding areas and structures, is permitted only upon review and approval by the Planning Board pursuant to Article VII.

**Development** - means any man made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation, drilling operations or storage of equipment or materials.

**Elevated Building** - means a non-basement building:

- a. built, in the case of a building in Zone AE to have the top of the elevated floor, or in the case of a building in Zone VE, to have the bottom of the lowest horizontal structural member of the elevated floor, elevated above the ground level by means of pilings, columns, post, piers, or "stilts;" and
- b. adequately anchored so as not to impair the structural integrity of the building during a flood of up to one foot above the magnitude of the base flood.

In the case of Zone AE **Elevated Building** also includes a building elevated by means of fill or solid foundation perimeter walls with hydraulic openings sufficient to facilitate the unimpeded movement of flood waters, as required in Article VI.L. In the case of Zone VE, **Elevated Building** also includes a building otherwise meeting the definition of elevated building, even though the lower area is enclosed by means of breakaway walls, if the breakaway walls meet the standards of Article VI.P.2.b.(3).

**Elevation Certificate** - An official form (FEMA Form 81-31, 02/06, as amended) that:

- a. is used to verify compliance with the floodplain management regulations of the National Flood Insurance Program; and,
- b. is required for purchasing flood insurance.

**Flood or Flooding** - means:

- a. A general and temporary condition of partial or complete inundation of normally dry land areas from:
  - 1. The overflow of inland or tidal waters.
  - 2. The unusual and rapid accumulation or runoff of surface waters from any source.
- b. The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe

storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in paragraph a.1. of this definition.

**Flood Elevation Study** - means an examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations.

**Flood Insurance Rate Map (FIRM)** - means 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** - see **Flood Elevation Study**.

**Floodplain or Flood-prone Area** - means any land area susceptible to being inundated by water from any source (see flooding).

**Floodplain Management** - means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works, and floodplain management regulations.

**Floodplain Management Regulations** - means zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as a floodplain ordinance, grading ordinance, and erosion control ordinance) and other applications of police power. The term describes such state or local regulations, in any combination thereof, which provide standards for the purpose of flood damage prevention and reduction.

**Floodproofing** - means 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 contents.

**Floodway** - see **Regulatory Floodway**.

**Floodway Encroachment Lines** - mean the lines marking the limits of floodways on federal, state, and local floodplain maps.

**Freeboard** - means a factor of safety usually expressed in feet above a flood level for purposes of floodplain management. Freeboard tends to compensate for the many unknown factors, such as wave action, bridge openings, and the hydrological effect of urbanization of the watershed, that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions.

**Functionally Dependent Use** - means a use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities.

**Historic Structure** - means any structure that is:

- a. Listed individually in the National Register of Historic Places (a listing maintained by the Department of 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 of the Interior 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:
  1. By an approved state program as determined by the Secretary of the Interior, or
  2. Directly by the Secretary of the Interior in states without approved programs.

**Locally Established Datum** - means, for purposes of this ordinance, an elevation established for a specific site to which all other elevations at the site are referenced. This elevation is generally not referenced to the National Geodetic Vertical Datum (NGVD) or any other established datum and is used in areas where Mean Sea Level data is too far from a specific site to be practically used.

**Lowest Floor** - means 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 described in Article VI.L. of this Ordinance.

**Manufactured Home** - means a 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 connected to the required utilities. For floodplain management purposes the term manufactured home also includes park trailers, travel trailers, and other similar vehicles placed on a site for greater than 180 consecutive days.

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

**Mean Sea Level** - means, for purposes of the National Flood Insurance Program, the National Geodetic Vertical Datum (NGVD) of 1929, or other datum, to which base flood elevations shown on a community's Flood Insurance Rate Map are referenced.

**Minor Development** - means all development that is not new construction or a substantial improvement, such as repairs, maintenance, renovations, or additions, whose value is less than 50% of the market value of the structure. It also includes, but is not limited to: accessory structures as provided for in Article VI.J., mining, dredging, filling, grading, paving, excavation, drilling operations, storage of equipment or materials, deposition or extraction of materials, public or private sewage disposal systems or water

supply facilities that do not involve structures; and non-structural projects such as bridges, dams, towers, fencing, pipelines, wharves, and piers.

**North American Vertical Datum (NAVD)** - means the North American vertical datum, whose standard was established in 1988, which is used by the National Flood Insurance Program (NFIP). NAVD is based upon mean sea level in 1988.

**New Construction** - means structures for which the "start of construction" commenced on or after the effective date of the initial floodplain management regulations adopted by a community and includes any subsequent improvements to such structures.

**100-year flood** - see **Base Flood**.

**Recreational Vehicle** - means a vehicle which is:

- a. built on a single chassis;
- b. 400 square feet or less when measured at the largest horizontal projection, not including slideouts;
- c. designed to be self-propelled or permanently towable by a motor vehicle; and
- d. designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

**Regulatory Floodway** -

- a. means the channel of a river or other water course 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 foot, and
- b. when not designated on the community's Flood Insurance Rate Map it is considered to be the channel of a river or other water course and the adjacent land areas to a distance of one-half the width of the floodplain, as measured from the normal high water mark to the upland limit of the floodplain.

**Riverine** - means relating to, formed by, or resembling a river (including tributaries), stream, brook, etc.

**Special Flood Hazard Area** - see **Area of Special Flood Hazard**.

**Start of Construction** - means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, substantial improvement or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not

occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, or modification of any construction element, whether or not that alteration affects the external dimensions of the building.

**Structure** - means, for floodplain management purposes, a walled and roofed building. A gas or liquid storage tank that is principally above ground is also a structure.

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

**Substantial Improvement** - means any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the start of construction of the improvement. This term includes structures which have incurred substantial damage, regardless of the actual repair work performed. The term does not, however, include either:

- a. Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions; or
- b. Any alteration of a Historic Structure, provided that the alteration will not preclude the structure's continued designation as a historic structure, and a variance is obtained from the Board of Appeals.

**Variance** - means a grant of relief by a community from the terms of a floodplain management regulation.

**Violation** - means the failure of a structure or development to comply with a community's floodplain management regulations.

## **ARTICLE XV - ABROGATION**

This ordinance repeals and replaces any municipal ordinance previously enacted to comply with the National Flood Insurance Act of 1968 (P.L. 90-488, as amended).

60.3(e)

# TOWN OF VINALHAVEN

## Harbor Ordinance

### **SECTION 1: JURISDICTIONS**

The rules and regulations of the Vinalhaven Harbor Ordinance shall apply to activities occurring on the shores of Vinalhaven. Sections 5, 7, 8, and 9 shall apply only to activities occurring within or directly affecting the area within Vinalhaven Harbor as defined by Section 4.

### **SECTION 2: HARBOR COMMITTEE**

The Board of Selectmen shall appoint a committee of five (5) individuals and two (2) alternates, all of whom are Vinalhaven, voting residents. The Committee shall plan the development of and establish policy for the Vinalhaven harbor area, recommend rules and regulations for use of the harbor, and review the activities of the Harbor Master. They will meet periodically with the Board of Selectmen.

Each member shall be appointed by the Board of Selectmen in the following manner: One (1) member shall be appointed for a one (1) year term, two (2) members shall be appointed for a two (2) year term and two (2) members shall be appointed for a three (3) year term. Subsequently, all members will be appointed for three (3) year terms.

Committee decisions shall be made by vote of the majority of members present and voting. A majority of the members appointed to the committee shall constitute a quorum.

The Selectmen are ultimately responsible for the above responsibilities, and in the absence of a functioning harbor committee, will assume the above responsibilities.

### **SECTION 3: HARBOR MASTER**

**3.1 Appointment** The Harbor Master shall be appointed by the Board of Selectmen, with consideration of the recommendation of the Harbor Committee.

#### **3.2 Duties**

- 3.2.1 To enforce the Harbor rules and regulations as described in this ordinance
- 3.2.2 To assign temporary and permanent mooring locations within Vinalhaven Harbor.
- 3.2.3 To remove or cause to be removed obstructions to navigation within Vinalhaven Harbor.
- 3.2.4 To supervise use of the Town Wharf, Dock, Float, or Launch and shall be responsible for the neat and orderly use of the Town Wharf, Dock, Float, or Launch.
- 3.2.5 To perform other such duties as described in the Harbor Master's job description.
- 3.2.6 To provide advice to the Harbor Committee and report to said Committee on a quarterly basis.

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### Harbor Ordinance

- 3.3 **Term.** The Harbor Master shall serve at the pleasure of the Board of Selectmen for a one (1) year term.
- 3.4 **Compensation** The Harbor Master's compensation shall be set by the Board of Selectmen.

## SECTION 4: DEFINITIONS

**Commercial Fishing Vessel.** A commercial fishing vessel is a vessel used to harvest marine resources which provides a major portion of the vessel user's income.

**Commercial Passenger Vessel.** A commercial passenger vessel is a vessel which is licensed by the U.S. Coast Guard to carry passengers.

**Commercial Vessel.** A commercial vessel is any vessel not used as a commercial passenger vessel which is used in activities which produce a significant portion of the vessel user's income.

**Ferry Wharf.** The ferry wharf is the wharf that is adjacent to the ferry terminal

**Fish Plant Wharf.** The fish plant Wharf is on the property that is owned by the Town of Vinalhaven, Map 17, Lots 1, 2, & 3A at the site of the former processing plant.

**Float.** A platform resting on the surface of the water

**Float Moorings.** Floats that are used for business or recreation, not secured to the shore but held in place by mooring/moorings

**Mooring Field.** The area located within Carver's Harbor from a line beginning at the ferry terminal pen to Potato Island then easterly to the Lane's Island Bridge, then along the northern shores of the harbor to the ferry terminal, see Appendix B

**Non-residential Vessel for Pleasure.** A non-residential vessel for pleasure is any vessel belonging to a person neither renting nor owning real residential property in Vinalhaven.

**Parking Lot Wharf.** The parking lot wharf is on the property that is owned by the Town of Vinalhaven, Map 18, Lot 59, located across the street from the IGA.

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### Harbor Ordinance

**Part-time Commercial Fishing Vessel.** A part-time commercial fishing vessel is a vessel used to harvest marine resources which provides less than half of the vessel user's income.

**Pleasure Vessel.** A pleasure vessel is any vessel used for activities which do not produce a significant portion of the vessel user's income.

**Residential Vessel.** A residential vessel is any vessel belonging to a person owning or renting real residential property in Vinalhaven and who uses the property for his home for a substantial part of the year.

**Take Out Station.** A take out station is the space assigned to lobster dealers for operations on the Fish Plant Wharf.

**Vinalhaven Harbor.** All of the area inside a line from Powder House Island to Norton's Point; the area to include Carver's Harbor and Sand's Cove, and Indian Creek from Lanes Island Bridge to the outer mouth of the Creek.

**Wharf.** A structure built along or at an angle from the shore of navigable waters so that ships may lie alongside to receive and discharge cargo and passengers

**Wharfage Fee.** A fee charged for offload of product, based on volume.

#### **SECTION 5:           SPEED RESTRICTIONS**

- 5.1           The speed limit for this area shall be five (5) knots for all types of watercraft.
- 5.2           Appropriate signs shall be erected and maintained by the Harbor Master.

#### **SECTION 6:           ABANDONED BOATS, VESSELS, WRECKS, ETC.**

- 6.1           No person shall cause to be abandoned any boat, vessel, hulk, barge, float, lobster car or raft on the shores of any part of the Town of Vinalhaven.
- 6.2           Any boat, vessel, hulk, barge, float, lobster car or raft left on the shore of the Town and which has been unattended for a period of one (1) year shall be deemed to be abandoned.
- 6.3           The Harbor Master on complaint or upon his own complaint, shall order the last owner of record of any abandoned boat, vessel, hulk, barge, float, lobster car or raft to remove the same within a specified reasonable period of time; and upon his failure to do so, he shall cause its removal or destruction at the cost of said owner.

#### **SECTION 7:           MOORINGS**

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Harbor Ordinance

- 7.1     **Applications.** Applications for moorings shall be submitted to the Harbor Master by the applicant.
- 7.2     **Mooring Fees.** The selectmen shall set mooring fees.
- 7.3     **New Mooring assignment priorities.** Assignments for the privilege of maintaining a mooring in Vinalhaven Harbor shall be made in the order received according to the following ordered priorities:
1. Fulltime commercial fishing vessel
  2. Part-time commercial fishing vessel
  3. Commercial Vessel
  4. Pleasure Vessel
  5. Guest Mooring/Rental Mooring
  6. Lobster Cars/Floats
- Whenever practicable, request of riparian owners for moorings adjacent to their uplands shall be honored.
- 7.4     **Residential Vessels and Floating Businesses.** Residential vessels and floating businesses are not classified as water-dependent, since it is not their primary purpose to serve as a means of water transportation, recreation, or commercial fishing. The Town of Vinalhaven considers that the placement of houseboats and floating businesses in tidal waters as a low priority use of any coastal water body. Houseboats and floating businesses shall be assigned moorings in limited numbers and in specific areas designated by the Harbor Master.
- 7.5     **Assignment of Location.** On approval of an application, the Harbor Master shall mark a suitable location for the applicant vessel. The Harbor Master shall assign a mooring registration number for the mooring and advise the applicant of that number. Moorings must be set at the mooring locations designated by the Harbor Master. Initial placement and any relocation of moorings must be approved by the Harbor Master. Any change in the size of boat moored at a location must be approved by the Harbor Master.
- 7.6     **Waiting List Procedure.** The Harbor Master shall establish a waiting list whenever there are more applicants for a mooring assignment than there are mooring spaces available. The waiting list will be renewed on an annual basis and posted at the Town Office. In order to be placed on the waiting list, applicants must: a) provide documentation that they own a boat for which they seek a mooring; and b) not already be assigned a mooring in the area for which they seek a mooring assignment.
- 7.7     **Neglecting to remove, repair or replace moorings.** In case of the neglect or refusal of the master or owner of any vessel to remove his/her mooring or to replace it by one of different character when so directed by the Harbor Master, the Harbor Master shall cause the entire mooring to be removed or the buoy removed and the chain dropped to the bottom or shall make such change in the character of the mooring as required, and collect

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from the owner of that mooring the sum of \$100 for either of those services rendered and the necessary expenses.

- 7.8 **Rentals.** Mooring assignments may not be rented unless the provision for rental was approved by the Harbor Master in the original mooring application. In accordance with federal laws, all rental moorings or moorings that are use as part of a marine business for their own vessels or the vessels of customers (e.g. boat yards, marinas, etc.) as well as mussel rafts, bait floats, lobster cars, floats, docks and ramps must obtain approval from the US Army Corps of Engineers in addition to the Harbor Master.
- 7.9 **Transfers.** Mooring assignments may be transferred by the holder, but the Harbor Master must be notified of the transfer.
- 7.10 **Mooring Locations.** Mooring locations not used in the preceding year may be reassigned.

#### **SECTION 8: PERMITS REQUIRED FOR FISH PLANT WHARF**

- 8.1 The Selectmen shall set permit fees.
- 8.2 Permits can be obtained on request at the town office on a first come, first serve basis and renewed annually.
- 8.3 Permits will be issued, and must be displayed on the appropriate vehicle, for parking at the Fish Plant Wharf (9.3.3), punt tie up at the Fish Plant Wharf (9.3.4), and seafood dealers operating on the Fish Plant Wharf (section 10).
- 8.4 No company or individual shall be allowed to receive a permit or conduct business on the Vinalhaven Fishing Wharf if there are current or past debts in arrears to the Town for services received. This includes debts the Town has taken on for the removal of equipment or trash, etc., for which a company or individual was notified in advance and given the opportunity to take action to correct the situation or to pay outstanding debt.
- 8.5 There shall be no parking within the first 40 feet of the wharf face. This area shall be used for loading/unloading and short-term storage, as specified in Section 9.3, of lobster traps and equipment.

#### **SECTION 9: TOWN FLOATS AND WHARVES**

- 9.1 **General**
  - 9.1.1 No traps or fishing gear on Town floats.
  - 9.1.2 No boats to be left unattended on front side of float, with no boats to exceed 16' in length on sides or back, tied in such a manner as not to impede access to float front.
  - 9.1.3 A time limit of two (2) hours during a twenty-four (24) hour period is allowed for tie up at town wharves, unless other arrangements are made and previously approved by the Harbor Master.
  - 9.1.4 Punt tie up permits-only punts with a permit are allowed to tie up for periods in excess of 2 hours. They will be issued on a first come, first served basis and will be for the time period that floats can be left safely in

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the harbor, or a maximum of the period January 1 to December 31 of the calendar year.

- 9.1.5 Town ladders will be inspected bi-monthly at the town wharves and floats by the Harbor Master. Necessary repairs will be reported to the Town Manager.
- 9.1.6 Town wharves and floats to be used at own risk.
- 9.1.7 Appropriate signs for tie-up time limits, speed limits, and trap and equipment limits will be posted in clearly visible locations and monitored by the Harbor Master.
- 9.1.8 No trash shall be left improperly disposed of on town wharves or floats.
- 9.1.9 No seafood dealers shall operate from any wharf other than the Fish Plant Wharf.
- 9.1.10 All boats using Town floats need to be registered with the Town of Vinalhaven, other Municipality or State.

#### 9.2 **Ferry Wharf**

- 9.2.1 No lobster traps or equipment are to be unloaded on this float and wharf.
- 9.2.2 Punt tie-up- There will be limited number of punt tie-up permits available for this wharf/float available to commercial fishing license holders or residents of Vinalhaven's outer islands.

#### 9.3 **Fish Plant Wharf**

- 9.3.1 A time limit of 48 hours is allowed for lobster traps and equipment and any other items that are unloaded on this wharf.
- 9.3.2 Hoisting – Manual hoists are available for use by anyone on a first come, first serve basis
- 9.3.3 Parking- There shall be a 48-hour limit on parking vehicles at the wharf. For those looking to park for an extended period of time, they can obtain a permit from the Town Office. Permits will be issued on a first come, first served basis and are renewable annually.
- 9.3.4 Punt tie up – Only punts with a permit are allowed to tie up at the Fish Plant Wharf Float. A person possessing a current commercial fishing license, a commercial fishing industry license, or working for a company that supports the fishing industry may obtain a punt tie up permit for a dedicated spot by applying at the Town Office. They will be issued on a first come, first serve basis and will be for the time period that floats can be left safely in the harbor, or a maximum of the period January 1 to December 31 of the calendar year.

#### 9.4 **Parking Lot Wharf**

- 9.4.1 From September 16 until May 14, a time limit of 48 hours is allowed for lobster traps and equipment that is unloaded on the downtown wharf.
- 9.4.2 Punt tie-up- there will be limited number of punt tie-up permits available for this wharf/float available to commercial fishing license holders.
- 9.4.3 Between May 15 and September 15, only loading/unloading of traps and equipment will be allowed.

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**SECTION 10: SEAFOOD DEALERS OPERATING ON FISH PLANT WHARF**

- 10.1 The Selectmen shall set permit and wharfage fees.
- 10.2 The Selectmen have the right to limit the number of permits issued to seafood dealers.
- 10.3 A seafood dealer shall be allowed to obtain a permit to conduct business on a regular basis for the sole purpose of offload and onload of product and supplies.
- 10.4 The permit allows shared use of a takeout station and one dealer vehicle access. It does not allow bait coolers or other parking privileges.
- 10.5 The takeout station area of the pier shall be cleaned after each use by the dealer's employee(s).
- 10.6 The permit is for the period January 1 to December 31 of the calendar year.
- 10.7 The permit fee does not include the product itself. A wharfage fee will be charged for the product, billable based on the pounds shown on the dealer's bill of lading. The dealer will present the bill of lading to the Town for billing.
- 10.8 Each dealer shall provide a certificate of commercial general liability insurance in an amount of \$1,000,000 dollars and shall list the Town of Vinalhaven as an additional insured. If the dealer owns any vehicles then the dealer will provide the Town with a certificate of Auto Liability in the amount of \$1,000,000.

**SECTION 11: PROHIBITED ACTS**

The following are violations of this ordinance:

- 11.1 To refuse to conform to any Harbor regulation or ordinance.
- 11.2 To refuse to obey a lawful order of the Harbormaster.
- 11.3 To operate a vessel in the waters of Vinalhaven harbor so as to endanger persons or property.
- 11.4 To actively fish/tend lobster gear or other similar traps within the mooring field.
- 11.5 To abandon any boat, vessel, hulk, barge, float, lobster car or raft on the shores of any part of the Town of Vinalhaven.
- 11.6 To abandon lobster, crab, and shellfish cars or crates within the waters of the Town of Vinalhaven.
- 11.7 To park a motor vehicle so as to block or restrict access to a Town Landing/Boat Launch.
- 11.8 To place or tend to lobster gear in the mooring field.

**SECTION 12: PENALTY**

Penalties for violation of the Vinalhaven Harbor Ordinance are included on the fee schedule as set by the Selectmen. Any violation of the above sections shall be considered a misdemeanor and punishable by a fine not exceeding the amount on the fee schedule for each offense. Each day the

## TOWN OF VINALHAVEN

### Harbor Ordinance

violation is permitted to exist beyond the limits above described, shall be considered a separate offense. Fines shall be levied by the Harbor Master, payable to the Town of Vinalhaven. Unpaid fines shall be collected through Rockland District Court.

#### **SECTION 13: SEPARABILITY**

If any provision or clause of this Ordinance or application thereof to any person, persons or circumstances is held invalid, such invalidity shall not offset other provisions or applications of the Ordinance which can be given effect without the invalid provision or application, and to this end provisions of this Ordinance are declared to be separable.

**Enacted February 25, 2008, *Effective May 1, 2008***

**Amended May 13, 2019, *Effective May 15, 2019*** All heretofore enacted ordinances regulating the Harbor enacted by the Town of Vinalhaven are repealed upon enactment of this ordinance.

TOWN OF VINALHAVEN  
LAND USE ORDINANCE

Prepared by the  
Vinalhaven Planning Commission  
September 1993

Adopted by the  
Municipal Legislative Body  
25 October, 1993

Including revisions voted on:  
October 26, 1994  
April 29, 1999  
October 12, 1999  
November 28, 2001  
June 6, 2003  
May 2, 2005  
March 29, 2007  
September 14, 2009

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# **Land Use Ordinance for the Municipality of Vinalhaven, Maine**

## **Section 1. PURPOSES**

The purposes of this Ordinance are to further the maintenance of safe and healthful conditions; to protect the quantity and quality of the limited supply of fresh groundwater available on Vinalhaven for drinking and other domestic uses; to avoid its depletion with consequent saltwater intrusion into private wells; to protect aquifer recharge areas; to prevent and control water pollution; to protect fish spawning grounds, aquatic life, bird and other wildlife habitat; to protect buildings and lands from flooding and accelerated erosion; to protect archaeological and historic resources; to protect commercial fishing and maritime industries; to protect freshwater and coastal wetlands; to control building sites, placement of structures and land uses; to conserve shore cover, and visual as well as actual points of access to inland and coastal waters; to conserve natural beauty and open space; to anticipate and respond to the impacts of development; and to provide the means for assessing development proposals for their fiscal impacts on the municipality's ability to provide and improve necessary public facilities and services.

## **Section 2. AUTHORITY**

This Ordinance has been prepared in accordance with the provisions of Title 38 Sections 435-449 and Title 30A, Sections 3001 and Chapter 187, of the Maine Revised Statutes Annotated (M.R.S.A.). Any reference to the Maine Revised Statutes Annotated in this Ordinance shall refer to the Title and Section in effect as of the date of the adoption of this Ordinance, and any amendment or replacement thereto.

## **Section 3. APPLICABILITY**

This Ordinance applies to all land, offshore islands, and all structures under the jurisdiction of the Town of Vinalhaven. This Ordinance also applies to any structure built on, over or abutting a dock, wharf or pier, or other structure extending or located below the normal high-water line of a water body or within a wetland.

## **Section 4. EFFECTIVE DATE AND REPEAL OF FORMERLY ADOPTED ORDINANCES**

- A. This Ordinance shall be effective as of the date of adoption by the municipal legislative body. All provisions regarding the Shoreland Zone shall not be effective unless approved by the Commissioner of the Department of Environmental Protection. A certified copy of the Ordinance, or Ordinance Amendment, attested and signed by the Municipal Clerk, shall be forwarded to the Commissioner for approval. If the Commissioner fails to act on

this Ordinance or Ordinance Amendment within forty five (45) days of his/her receipt of the ordinance, or Ordinance Amendment, it shall be automatically approved. Any application for a permit submitted to the municipality within the forty-five (45) day period shall be governed by the terms of this Ordinance, or Ordinance Amendment, if the Ordinance, or Ordinance Amendment is approved by the Commissioner.

- B. Sections 16 (FF) and 16 (FF-1). Section 16 (FF) is repealed on the statutory date established under 38 M.R.S.A Section 438-A(5), at which time Section 16 (FF-1) shall become effective. Until such time as Section 16 (FF) is repealed, Section 16 (FF-1) is not in effect.
- C. Upon approval of this Ordinance, the Shoreland Zoning and Land Use Ordinances (Zoning and Subdivision) previously adopted on July 1, 1974 and subsequent revisions are hereby repealed.

## **Section 5. AVAILABILITY**

A certified copy of this Ordinance shall be filed with the Municipal Clerk and shall be accessible to any member of the public. Copies shall be made available to the public at reasonable cost at the expense of the person making the request. Notice of availability of this Ordinance shall be posted.

## **Section 6. SEVERABILITY**

Should any section or provision of this Ordinance be declared by the courts to be invalid, such decision shall not invalidate any other section or provision of the Ordinance.

## **Section 7. CONFLICTS WITH OTHER ORDINANCES**

Whenever the requirements of this Ordinance differ from the requirements of any other lawfully adopted rules, regulations, ordinances, or deed restrictions and covenants required by the municipality in the public interest, the most restrictive or that imposing the higher standard shall govern.

## **Section 8. AMENDMENTS**

### **A. Initiation**

The proposal for an amendment to this Ordinance may be initiated by:

1. The Planning Commission, by majority vote of the Commission;
2. The Selectmen,

3. The Planning Board, through a request to the Planning Commission;
4. A written petition of a number of voters equal to at least ten percent (10%) of the voters in the last gubernatorial election.
5. For provisions regarding the Shoreland Zone, copies of amendments, attested and signed by the Municipal Clerk, shall be submitted to the Commissioner of the Department of Environmental Protection following adoption by the municipal legislative body and shall not be effective unless approved by the Commissioner. If the Commissioner fails to act on any amendment within forty-five (45) days of his/her receipt of the amendment, the amendment is automatically approved. Any application for a permit submitted to the municipality within the forty-five (45) day period shall be governed by the terms of amendment, if such amendment is approved by the Commissioner.

**B. Adoption**

Any amendment to this ordinance shall be effective upon adoption by the municipal legislative body.

**Section 9. DISTRICTS AND ZONING MAP**

A. The areas to which this Ordinance is applicable are hereby divided into the following districts as shown on the Official Zoning Maps which are made a part of this Ordinance:

1. Stream Protection
2. Water District
3. Resource Protection
4. Residential Marine 1
5. Residential Marine 2
6. Residential Marine 3
7. Residential Commercial
8. Commercial Fisheries/Maritime Activities

B. Lots specifically zoned after March 1988 shall revert to their previous classification automatically after two years if the approved use is not implemented within that time. If a use is implemented and then discontinued for a period of five (5) years, the specific zoning of that lot is terminated.

C. The Official zoning map shall be drawn at a scale of not less than: 1 inch = 2000 feet. District boundaries shall be clearly delineated and a legend indicating the symbols for each district shall be placed on the map.

D. The Official Zoning Map shall be certified by the attested signature of the Town Clerk and shall be located at the Town Office.

E. If amendments to the Shoreland Zone, in accordance with Section 8, are made in the district boundaries or other matter portrayed on the Official Zoning Map, such changes shall be made on

the Official Zoning Map within thirty (30) days after the amendment has been approved by the Commissioner of Environmental Protection.

F. References in this Ordinance to map and lot numbers are to the Vinalhaven Assessor's maps on file in the office of the Town Assessor (Maps 1-30, Sewell and Co. 1992). The official Zoning Map and all future amendments thereto are hereby incorporated in and made a part of this Ordinance.

## **Section 10. LAND USE REQUIREMENTS**

Except as hereinafter specified, no building, structure or land shall hereafter be used or occupied, and no building or structure or part thereof shall hereafter be erected, constructed, expanded, moved, or altered and no new lot shall be created except in conformity with all of the regulations herein specified for the district in which it is located, unless a variance is granted.

## **Section 11. NON-CONFORMANCE**

### *A. Purpose*

It is the intent of this Ordinance to promote land use conformities, except that non-conforming conditions that lawfully existed before the effective date of this Ordinance shall be allowed to continue, subject to the requirements set forth in this section.

### *B. General*

1. Transfer of Ownership: Non-conforming structures, lots, and uses may be transferred, and the new owner may continue the non-conforming use or continue to use the non-conforming structure or lot, subject to the provisions of this Ordinance.

2. Repair and Maintenance: This Ordinance allows, without a permit, the normal upkeep and maintenance of non-conforming uses and structures including repairs or renovations which do not involve expansion of the non-conforming use or structure, and such other changes in a non-conforming use or structure as federal, state, or local building and safety codes may require. Nothing in this Ordinance shall prevent the strengthening or restoring to safe condition any part of any building or structure declared unsafe by the Code Enforcement Officer.

### *C. Non-conforming Structures*

1. Expansions: A non-conforming structure lawfully in existence as of the effective date of this amendment that does not meet the height, lot coverage, or setback restriction may be expanded or modified provided that:

- a. The resulting structure does not exceed the height restrictions of the district in which the structure is located.

- b. The resulting structure or structures do not exceed the prescribed maximum lot coverage, or in the case of an existing structure or structures that exceeded the prescribed maximum lot coverage as of the effective date of this amendment, the resulting structure or structures do not exceed the existing lot coverage.
- c. There is no increase in the non-conformity, except that during the lifetime of the structure a lawfully non-conforming structure may be expanded in volume and ground floor area by no more than thirty percent (30%) of the volume and ground floor area of that portion of the structure that was lawfully non-conforming as of the date of this amendment of the Ordinance, and provided that the resulting structure is no closer to the front, side, or rear lot line with respect to which the non-conformity exists, unless the resulting structure is allowed to be closer in accordance with other provisions of this Ordinance.

Further Limitations:

- a. After January 1, 1989 if any portion of a structure is less than the required setback from the normal high-water line of a water body or tributary stream or the upland edge of a wetland, that portion of the structure shall not be expanded in either floor area or volume, by 30% or more, during the lifetime of the structure. If a replacement structure conforms with the requirements of section 11 (C)(3), and is less than the required setback from a water body, tributary stream or wetland, the replacement structure may not be expanded if the original structure existing on January 1, 1989 had been expanded by 30% in floor area and volume since that date.
- b. Whenever a new, enlarged, or replacement foundation is constructed under a non-conforming structure, the structure and new foundation must be placed such that the setback requirement is met to the greatest practical extent as determined by the Planning Board, basing its decision on the criteria specified in Subsection 2. Relocation, (see below). If the completed foundation does not extend beyond the exterior dimensions of the structure, except for expansion in conformity with Section 11 (C) (1) above; and the foundation does not cause the structure to be elevated by more than three (3) additional feet as measured from the uphill side of the structure (from original ground level to the bottom of this first floor sill), it shall not be considered to be an expansion of the structure.
- c. No structure which is less than the required setback from the normal high-water line of a water body, tributary stream, or upland edge of a wetland shall be expanded toward the water body, tributary stream, or wetland.

2. Relocation: A non-conforming structure may be relocated within the boundaries of the parcel on which the structure is located provided that the site of relocation conforms to all setback requirements to the greatest practical extent as determined by the Planning Board, and provided that the applicant demonstrates that the present subsurface sewage disposal system meets the requirements of State law and the State of Maine Subsurface Wastewater Disposal Rules, or that a new system can be installed in compliance with the law and said Rules. In no case shall a structure be relocated in a manner that causes the structure to be more non-conforming. In determining whether the building relocation meets the setback to

the greatest practical extent, the Planning Board shall consider the size of the lot, the slope of the land, the potential for soil erosion, the location of other structures on the property and on adjacent properties, the location of the septic system and other on-site soils suitable for septic systems, and the type and amount of vegetation to be removed to accomplish the relocation. When it is necessary to remove vegetation within the water or wetland setback area in order to relocate a structure, the Planning Board shall require replanting of native vegetation to compensate for the destroyed vegetation. In addition, the area from which the relocated structure was removed must be replanted with vegetation. Replanting shall be as follows:

a. Trees removed in order to relocate a structure must be replanted with at least one native tree, three (3) feet in height, for every tree removed. If more than five trees are planted, no one species of tree shall make up more than 50% of the number of trees planted. Replaced trees must be planted no further from the water or wetland than the trees that were removed.

Other woody and herbaceous vegetation and ground cover that are removed or destroyed in order to relocate a structure must be re-established. An area at least the same size as the area where vegetation and/or ground cover was disturbed, damaged, or removed must be re-established within the setback area. The vegetation and/or ground cover must consist of similar native vegetation and/or ground cover that was disturbed, destroyed or removed.

b. Where feasible, when a structure is relocated on a parcel, the original location of the structure shall be replanted with vegetation which may consist of grasses, shrubs, trees, or a combination thereof.

3. Reconstruction or Replacement: Any non-conforming structure which is located less than the required setback from a water body, tributary stream, or wetland and which is removed, or damaged or destroyed, regardless of the cause, by more than 50% of the market value of the structure before such damage, destruction or removal, may be reconstructed or replaced provided that a permit is obtained within eighteen (18) months of the date of said damage, destruction, or removal, and provided that such reconstruction or replacement is in compliance with the water body, tributary stream or wetland setback requirement to the greatest practical extent as determined by the Planning Board or its designee in accordance with the purposes of this Ordinance. In no case shall a structure be reconstructed or replaced so as to increase its non-conformity. If the reconstructed or replacement structure is less than the required setback it shall not be any larger than the original structure, except as allowed pursuant to Section 11 (C) (1) above, as determined by the non-conforming floor area and volume of the reconstructed or replaced structure at its new location. If the total amount of floor area and volume of the original structure can be relocated or reconstructed beyond the required setback area, no portion of the relocated or reconstructed structure shall be replaced or constructed at less than the setback requirement for a new structure. When it is necessary to remove vegetation in order to replace or reconstruct a structure, vegetation shall be replanted in accordance with Section 11 (C)(2) above.

Any non-conforming structure which is located less than the required setback from a water body, tributary stream, or wetland and which is removed by 50% or less of the market value, or damaged or destroyed by 50% or less of the market value of the structure, excluding

normal maintenance and repair, may be reconstructed in place if a permit is obtained from the Code Enforcement Officer within one year of such damage, destruction, or removal.

In determining whether the building reconstruction or replacement meets the setback to the greatest practical extent the Planning Board or its designee shall consider in addition to the criteria in Section 11 (C) (2) above, the physical condition and type of foundation present, if any.

**4. Change of Use of a Non-conforming Structure:** The use of a non-conforming structure may be changed to another use permitted in the district if the Planning Board, after receiving a written application, determines that the new use will have no greater adverse impact on a water body, tributary stream, or wetland, on the subject or adjacent properties, on resources or the community than the existing use. A non-conforming structure cannot be converted to residential use if it is located within a required setback from normal high water. In determining that no greater adverse impact will occur, the Planning Board shall require written documentation from the applicant regarding the probable effects on public health and safety, erosion and sedimentation, water quality, fish and wildlife habitat, vegetative cover, visual and actual points of public access to waters, natural beauty, flood plain management, archaeological and historic resources, and commercial fishing and maritime activities, and other functionally water-dependent uses.

#### *D. Non-conforming Uses*

1. Expansions: In the Shoreland Zone, expansions of non-conforming uses are prohibited, except that non-conforming residential uses may, after obtaining a permit from the Planning Board, be expanded within existing residential structures or within expansions of such structures as permitted in Section 11(C) above. In all other zones, expansions of non-conforming uses require a permit from the Planning Board.

2. Resumption Prohibited: A lot, building or structure in or on which a non-conforming use is discontinued for a period exceeding one year, or which is superseded by a conforming use, may not again be devoted to a non-conforming use except that the Planning Board may, for good cause shown by the applicant, grant up to a one year extension to that time period. This provision shall not apply to the resumption of a use of a residential structure provided that the structure has been used or maintained for residential purposes during the preceding five (5) year period.

3. Change of Use. An existing non-conforming use may be changed to another non-conforming use provided that the proposed use has no greater adverse impact on the subject and adjacent properties and resources, including water dependent uses in the CFMA district, than the former use, as determined by the Planning Board. The determination of no greater adverse impact shall be made according to criteria listed in Section 11 (C) above.

#### *E. Non-conforming Lots*

1. Non-conforming Lots: A non-conforming lot of record which, as of the effective date of the adoption or amendment of this Ordinance, does not meet the area or dimensional

requirements, or both, of this Ordinance, may be built upon, provided that such lot is not contiguous with any other lot in the same ownership, and that all provisions of this Ordinance except lot area, lot width, and shore frontage can be met. Variances relating to setback or other requirements not involving lot area, lot width or shore frontage shall be obtained by action of the Board of Appeals.

2. Contiguous Lots – Vacant or Partially Built: If two or more contiguous lots or parcels are in the same ownership of record at the time of or since adoption or amendment of this Ordinance, and any of these lots do not individually meet the dimensional requirements of this Ordinance or subsequent amendments, and if one or more of the lots are vacant or contain no principal structure, the lots shall be combined to the extent necessary to meet the dimensional requirements.

This provision shall not apply to two (2) or more contiguous lots, at least one of which is non-conforming, owned by the same person or persons on the effective date of the Ordinance and recorded in the registry of deeds if the lot is served by a public sewer or can accommodate a subsurface sewage disposal system in conformance with the State of Maine Subsurface Wastewater Disposal Rules; and

a. Each lot contains at least 100 feet of shore frontage and at least 20,000 square feet of lot area; or

b. Any lots that do not meet the frontage and lot size requirements of Section 11 (E) are reconfigured or combined so that each new lot contains at least 100 feet of shore frontage and 20,000 square feet of lot area.

3. Lot Division: On or after the effective date of the adoption or amendment of this Ordinance, no division of a lot shall be made which reduces any dimension or area below the requirements of the Ordinance; and no lot shall be created which does not meet or exceed the area and dimensional requirements of the Ordinance, except for conveyance to an abutting owner, in which case the provisions of Section 11(E)(1) shall apply. Abutters owning undersized lots or parcels of record may change the location of common boundary lines and retain their status as undersized lots of record if and only if the square footage of each lot or parcel does not change. Variance of yard or other requirements involving area or dimensions shall be obtained only by action of the Board of Appeals.

4. Built Contiguous Lots: If two or more contiguous lots or parcels are in a single or joint ownership of record at the time of the adoption of this Ordinance, and if all or part of the lots do not meet the dimensional requirements of this Ordinance, and if a principal use or structure exists on each lot, the non-conforming lots may be conveyed separately or together, provided that the State Minimum Lot Size Law (12 M.R.S.A. Sections 4809-A through 4807-D) and the State of Maine Subsurface Wastewater Disposal Rules are complied with.

5. Lots for Commercial Fishing Activities: In order to promote commercial fishing, and notwithstanding the provisions in Section 11.E. above, an undersized lot of no less than ten thousand (10,000) sq. ft. of lot area and at least fifty (50) feet of tidal shore frontage may be created in the Residential Marine, Residential Commercial and CF/MA Districts if the use of this lot and structures thereon is limited solely to commercial fishing activities. Any other

use is prohibited on this undersized lot. Such lots may be improved by Planning Board permit with piers, docks, wharves, ramps and floats, and one building per lot. This building shall not be over twenty (20) feet in height, nor shall its footprint contain more than 750 square feet. In no case shall a lot or structure permitted under this subsection be used for residential purposes or include plumbing or kitchen facilities, nor shall any such lot or structure conflict with other provisions or intentions of this or any other duly adopted ordinance or the Comprehensive Plan, except provisions regarding lot size, shore frontage, and setbacks from the water.

## **Section 12. INTERPRETATION OF DISTRICT BOUNDARIES**

Unless otherwise set forth on the Official Zoning Map, district boundary lines are property lines, the centerlines of streets, roads and rights of way, and the boundaries of the Shoreland Zone, Resource Protection District, and the Airport Overlay District as defined herein. The depiction of the Shoreland Overlay Zone and the Water District boundaries on the Official Zoning Map is merely illustrative of their general location, as are areas designated Resource Protection because of wetlands and floodplain, hydric soils, or steep slope. The boundaries of the Shoreland Overlay District shall be determined by measurement of the distance indicated on the maps from the normal high-water line of the waterbody or the upland edge of wetland vegetation, regardless of the location of the boundary shown on the map. The boundaries of the Water District shall be determined by an on-site inspection of the direction of water flow. Where uncertainty exists as to the exact location of district boundary lines, the Board of Appeals shall be the final authority as to location.

## **Section 13. ESTABLISHMENT OF DISTRICTS**

### **I. Underlying Districts**

#### **A. Stream Protection District**

The purpose of this district is to protect from pollution and degradation fresh water brooks and streams, the areas through which they run, and into which they empty.

The Stream Protection District includes all land areas within seventy-five (75) feet, horizontal distance, of the normal high-water line of a stream, exclusive of those areas within two-hundred and fifty (250) feet, horizontal distance, of the normal high water line of a saltwater body, or within two hundred and fifty (250) feet, horizontal distance, of the upland edge of a freshwater or coastal wetland. Where a stream and its associated Shoreland Zone are located within two-hundred and fifty (250) feet, horizontal distance, of the above water bodies or wetlands, that land area shall be regulated under the terms of the Shoreland Zone associated with that water body or wetland.

#### **B. Water District**

The purpose of this district is to safeguard the quality and quantity of fresh water in the municipal water supply reservoirs (Round Pond and Folly Pond) and their watersheds.

The Water District includes the Water District reservoirs and their watersheds including all land and water sheds around Round and Folly Ponds as designated on the Official Zoning Map.

### C. Resource Protection District

The purpose of this district is to protect fragile shorelines and other lands of unique geologic and natural features, especially those that include steep slopes, unstable soils, wetlands, and flood plains, on which development would degrade water quality, disrupt productive habitats and biological ecosystems or destroy natural and scenic value.

The Resource Protection District includes areas in which development would adversely affect water quality, productive habitat, biological ecosystems, or scenic and natural values. This district shall include the following areas:

1. All town and state park areas;
2. Areas of two (2) or more contiguous acres supporting wetland vegetation and hydric soils, which are not part of a freshwater or coastal wetland as defined, and which are not surficially connected to a water body during the period of normal high water. These areas usually consist of forested wetlands abutting water bodies and non-forested wetlands;
3. Areas within 250 feet, horizontal distance, of the upland edge of freshwater wetlands, salt marshes and salt meadows, and wetlands associated with great ponds and rivers, which are rated "moderate" or "high" value waterfowl and wading bird habitat, including nesting and feeding areas, by the Maine Department of Inland Fisheries and Wildlife (MDIF&W) that are depicted on a Geographic Information System (GIS) data layer maintained by either MDIF&W or the Department as of May 1, 2006. For the purposes of this paragraph, "wetlands associated with great ponds and rivers" shall mean area characterized by non-forested wetland vegetation and hydric soils that are contiguous with a great pond or river, and have a surface elevation at or below the water level of the great pond or river during the period of normal high water. "Wetlands associated with great ponds or rivers" are considered to be part of that great pond or river.
4. In the Shoreland Zone, areas of two or more contiguous acres with sustained slopes of 20% or greater. (See #8 below.)
5. Land areas adjacent to tidal waters which are subject to severe erosion or mass movement, such as, but not limited to, steep coastal bluffs.
6. One-hundred year flood plains adjacent to tidal waters as shown on FEMA's Flood Insurance Rate Maps or Flood Hazard Boundary Maps, excepting densely populated areas as defined and shown on the official zoning map;
7. Islands of less than three (3) acres and Carver's Island, Crane Island, Saddleback Ledge, Smith Island, Garden Island, Big Garden Island, Ohio Island, Broom Island, Brown's Island, Stoddard Island, Halls Island, Sheep Island, Green Island (Eastside), Lane's Nubble, Brimstone Island, Little Brimstone Island, Otter Island, Roberts' Island, Big White Island,

Little White Island, Seal Island, Burnt Island, Spectacle Island, Hay Island, Bald Island, Little Hurricane Island, and shorebird nesting, feeding and staging areas and seabird nesting islands.

8. In areas zoned Resource Protection because of steep slopes, building permits may be issued if and only if the property owner can demonstrate that sufficient land area containing less than a 20% slope exists within the lot. This land area must contain at least ten thousand (10,000) square feet and the coverage of this area by structures including septic systems may not exceed fifty (50) percent.

9. Under certain conditions, variances may be granted to allow construction in the Resource Protection District, if and only if, there is no location on the property other than a location within the Resource Protection District where the structure can be built, and the lot on which the structure is proposed is undeveloped and was established and recorded in the registry of deeds of the county in which the lot is located before the adoption of the Resource Protection District. Permits granted with such variances must contain the following conditions, and the dimensional requirements of the Residential Marine 3 District shall be observed except as described below;

(a) There shall be no more than one structure per lot, which shall not be located on ground slopes of more than 20%;

(b) Structures are limited to one-story of no more than 14 feet in height, and may contain no more than 600 sq. ft. including decks and cantilevered or similar overhanging extensions. This limitation cannot be altered by variance;

(c) The installation of internal plumbing and septic systems is prohibited;

(d) Access to the permitted structure shall be provided by a footpath no greater than 10 feet wide;

(e) There shall be no below grade excavation allowed except for structure footings, and no clearing of vegetation except for allowed structures and uses, and

(f) In order to protect habitat for seasonal wildlife, on seabird nesting islands and areas designated Class A in the Penobscot Bay Conservation Plan (Maine Inland Fisheries and Wildlife, 1987 and Revisions) the construction and/or use of this structure shall be prohibited during specific times of the year, typically but not exclusively during nesting and/or breeding seasons of birds and mammals, and shall be posted to this effect. Further, structures shall be constructed so as to create the least disturbance to wildlife as is practical, which shall include limiting the size and altering the angles of reflective surfaces such as windows, and requiring that natural colors be used on all exterior surfaces of the structure.

#### D. Residential Marine 1 District

The purpose of this district is to provide acreage for residential use, uses similar to home occupations, structures accessory to allowed uses, small non-residential facilities for educational,

scientific or nature interpretation purposes, private and public recreation areas with limited structural development, boat houses and marine storage.

The Residential Marine 1 District includes all land on Vinalhaven excluding those areas in the Stream Protection, Resource Protection and Water Districts, and areas which are in the Residential Marine 2, Residential Marine 3, Residential Commercial or the Commercial Fisheries/Maritime Activities Districts. This District also includes the area around Carver's Pond bound on the northeast by the property identified as Map 4 Lot 26, and on the northwest by the property identified as Map 22 Lot 18.

#### E. Residential Marine 2 District

The purpose of this district is to provide for residential use, structures accessory to allowed uses, small non-residential facilities for educational, scientific or nature interpretation purposes, private and public recreation areas with limited structural development, boat houses and marine storage. The two acre minimum lot size is to protect tidal areas from pollution, soil erosion and sedimentation, and to decrease the density of development on the shore.

The Residential Marine 2 District includes Dyer's Island and all land areas within 250 feet horizontal distance of a pond or salt water body excluding areas in the Stream Protection, Resource Protection and Water Districts, and Residential Marine 1, Residential Marine 3, Residential Commercial and Commercial Fisheries/Maritime Activities Districts.

#### F. Residential Marine 3 District

The purpose of this district is as stated in E. above: the three acre minimum lot size is required to protect areas of regional wildlife significance as designated by the State of Maine's Inland Fisheries and Wildlife Department in its Penobscot Bay Conservation Plan of March 1987, and areas of scenic and recreational value as indicated in Vinalhaven's Public Access and Scenic Inventory of 1990.

The Residential Marine 3 District includes:

1. Green's, Leadbetter, Hurricane and Penobscot Islands;
2. Outlying islands of more than three acres not in the Resource Protection District;
3. All land areas within two-hundred fifty (250) feet, horizontal distance, of the normal high water line of the following: the Basin, Carver's Pond (except as described above in 13.I.D above, and G.2. below) Old Harbor Pond, Vinal Pond (the Meadow), Seal Bay, Winter Harbor, Long Cove, the Privilege, Perry's Creek, Crockett's River as designated on the Official Zoning Map, except those areas described in the Resource Protection District (See Section 13.C. above).

#### G. Residential Commercial District

The purpose of this district is to provide for areas of non-polluting, light industrial commercial and residential uses.

The Residential Commercial District includes:

1. The area around Carver's Harbor, from Lane's Island Bridge, the harbor side of Atlantic Avenue and Main Street, to and including Map 18 Lot 62A (the Mill Stream); and Sand's Cove, from and including Map 17/Lot 5 (the Ferry Wharf); the cove side of Sand's Road, to the intersection of Sand's Road with the Granite Island Road; and all area within 250 feet of normal high water of Sands Cove from Map 17/Lot 28 (Lettie Nelson's), to the tip of Norton's Point, including Sheep Pasture Point.
2. Also the area: bound on the south by Main Street, on the east by Net Factory Quarry Cliff, on north by the cliff and Map 23/Lot 2 and Carver's Pond, and on the west by the Mill Stream; and also the area 250 feet north of the center line of pavement of West Main Street from the Mill Stream to Sand's Road and the area 250 feet east of the center line of the pavement of Sand's Road from West Main Street to the Granite Island (Dogtown) Road, excepting those areas designated Residential Marine 3.
3. Also: Map 6A, Lots 10A through L, 14, 22; Map 7, Lots 24, 27 A through C, and 28 as subdivided; and Map 22, Lot 22.
4. Also the following properties specifically zoned for commercial use: Map 9/Lot 75 on Calderwood's Neck and Map 7/Lot 35B at the Poor Farm Road and Pequot Road for automobile graveyards; Map 29/Lot 3 on Pequot Road and Map 24/Lot 6A also on Pequot Road and Map 20/Lot 20 and 20A on Granite Island Road and Map 15/Lot 2A also on Granite Island Road for repair garages; Map 22/Lot 72 on East Mountain Street for processing shellfish; Map 3/Lot 17 on Robert's Cemetery Road for a restaurant; Map 23/Lot 90 on East Main Street for a motel, and Map 18/Lot 61 for a motel.
5. The front thirty (30) feet of the ground floor of structures facing the south side of Main Street from Water Street to the mill stream and facing the north side of Main Street from Water Street to High Street is restricted to commercial use except to provide adequate access to second floors.

#### H. Commercial Fisheries/Maritime Activities District

The purpose of this district is to provide marine related facilities and services in support of commercial fishing and other maritime activities.

The Commercial Fisheries/Maritime Activities District includes:

1. The area along Carver's Harbor from Map 18/Lot 62 A (the Mill Stream), the harbor side of West Main Street, to and including Map 17/Lot 4 (the Bickford Lobster Company).
2. The primary purpose of this district is to provide marine related facilities and services, together with protection of the waterfront in support of commercial fishing and other commercial marine activities. In order to promote the year-round economic viability of the district in the face of the fluctuating and seasonal needs of marine customers, a secondary purpose of the district is to provide commercial activities that serve the general public.

3. Permitted uses are:

a. Marine related facilities, activities, and services.

b. Other commercial activities.

4. Governmental and institutional uses are also permitted in this district.

5. Lodging and other residential uses are prohibited in the district.

6. The use of piers, docks wharves, floats and similar marine structures in the district is limited to commercial fishing and other commercial vessels, except that their use by recreational (non-commercial) boats other than rowboats, punts and dingys is permitted only while obtaining service, supplies, or repairs.

## II. Overlay Districts

### A. The Airport Overlay District (AOD)

The purpose of the AOD is to promote the compatibility of land uses in the vicinity of the airfield, to prevent interference with the safe and efficient operation of the airfield and to protect the public at large.

The AOD includes areas surrounding the airfield located on Round the Island Road. The boundaries of the AOD are as shown on the Official Zoning Map. The AOD is located within the Residential Marine 1 District.

**Permitted Uses:** All uses allowed in the Residential Marine District pursuant to this ordinance, as amended from time to time, are allowed in the AOD except as hereinafter limited.

**Limitations:** No building, pole, antenna, tower, wall, fence, vehicle, or other object, including the alteration of or addition to an existing object, shall be constructed, erected or placed within Zone A of the AOD unless such thing or object is designed and intended to be used to support air service to the airfield and is constructed, erected or placed pursuant to a permit issued by the Planning Board. This limitation shall not preclude construction, repair or replacement of a road or driveway, or the use of same for ingress and egress. The Planning Board shall consider the applicable criteria in the Residential Marine 1 District as well as the criteria set forth below in deciding whether or not to grant a permit.

In Zone B, no structure, pole, antenna, tower or object exceeding forty-five (45) feet in height shall be constructed, erected or placed.

**Criteria:** No use shall be permitted within the AOD which results in glare, smoke, steam, dust or other similar substance or phenomena that may impede a pilot's ability to land or take off from the airfield.

## B. The Shoreland Zone

The purpose of this district is to control activities near bodies of water.

The Shoreland Overlay District, which encompasses all land within two-hundred and fifty (250) feet, horizontal distance, of the normal high-water line of any saltwater body, pond or quarry; within two-hundred and fifty (250) feet, horizontal distance, of the upland edge of a non-forested coastal or freshwater wetland; and within seventy-five (75) feet, horizontal distance, of the normal high water line of a stream. This Ordinance also applies to any dock, wharf or pier, and any structure built on, over or abutting a dock, wharf or pier, or other structure extending beyond the normal high-water line of a water body or within a wetland.

## C. The Village Overlay District

The purpose of the Village Overlay District (VOD) is to promote consistency in the parameters of development in the area surrounding Carver's Harbor.

The VOD is defined as all lots contained in Tax Maps 17, 18, 22, and 23; Map 24, Lots 1, 2, 2A, 3, 4, 5, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 23A, 23B and 24.

Also: Map 21, Lots 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31; Map 19, Lots 5, 6, 7, 8, 9, 10, 11, 12, 12A, 13, 14, 15, 16, 18, 19, 20, 21.

In this district, minimum front, side and back yard setbacks will be the same as those in the RC District, except that the minimum lot size for the conversion of existing buildings into multi-family dwellings shall be 4,000 square feet per unit. The maximum coverage shall be 50%.

Laundromats and car wash facilities are prohibited in this district.

## Section 14. TABLE OF LAND USES

All land use activities, as indicated in Table 1, and Land Uses in the Shoreland Zone, shall conform to all of the applicable land use standards in Section 15. The district designation for a particular site shall be determined from the Official Shoreland Zoning Map together with actual measurements in accordance with Section 12 Interpretation of District Boundaries.

Key to Table 1: Yes - Allowed (no permit required but the use must comply with all applicable land use standards.)

No - Prohibited

PB - Requires permit issued by the Planning Board

CEO - Requires permit issued by the Code Enforcement Officer

LPI - Requires permit issued by the Local Plumbing Inspector

N/A - Not applicable

**Table 1. Uses**

	DISTRICTS							
	SP	RP	WD	RM-1	RM-2	RM-3	RC	CFMA
<b>A. LAND MANAGEMENT PRACTICES:</b>								
1) Non-intensive recreational uses not requiring structure, such as hunting, fishing & hiking	Y	Y	Y <sup>(10)</sup>	Y	Y	Y	Y	Y
2) Motorized vehicular traffic on existing roads & trails, snowmobiling	Y	Y	Y	Y	Y	Y	Y	Y
3) Forest mgmt. Activities except timber harvesting	Y	Y	Y	Y	Y	Y	Y	N/A
4) Fire prevention activities	Y	Y	Y	Y	Y	Y	Y	Y
5) Wildlife management practices	Y	Y	Y	Y	Y	Y	Y	Y
6) Soil & water conservation practices	N	N	N	Y <sup>(1)</sup>	PB	PB	Y <sup>(1)</sup>	Y <sup>(1)</sup>
7) Mineral Exploration*	Y	Y	Y	Y	Y	Y	Y	Y
8) Surveying & Resource Analysis	Y	Y	Y	Y	Y	Y	Y	Y
9) Emergency Operations	Y	Y	Y	Y	Y	Y	Y	Y
10) Agriculture*	Y	PB	N	Y	Y	Y	Y	Y
11) Aquaculture*	PB	PB	N	PB	PB	PB	PB	PB

Table 1. Uses (continued)		DISTRICTS							
		SP	RP	WD	RM-1	RM-2	RM-3	RC	CFMA
B. ACTIVITIES DISTURBING LAND:									
1) Filling & earthmoving of <30 cubic yards	CEO	CEO	CEO	Y	Y	Y	Y	Y	Y
2) Filling & earthmoving of >30 cubic yards	N	N	N	CEO	CEO	CEO	CEO	CEO	CEO
3) Clearing of vegetation for approved construction & other allowed uses	CEO	CEO	PB	Y	Y	Y	Y	Y	Y
4) Timber harvesting*	Y	CEO	PB	Y	Y	Y	Y	Y	N/A
5) Mineral extraction & processing, incl. sand & gravel extraction	N	N	N	PB	PB	PB	PB	PB	PB
6) Road & driveway construction									
a. Driveways	CEO	N <sup>(4)</sup>	N <sup>(4)</sup>	CEO	CEO	CEO	CEO	CEO	CEO <sup>(2)</sup>
b. Roads	PB	N <sup>(4)</sup>	N <sup>(4)</sup>	PB	PB	PB	PB	PB	PB <sup>(2)</sup>
C. MARINE USES									
1) Marinas	N/A	N	N	N	N	N	N	PB	PB
2) Boat houses & marine storage	N	N	N	PB	PB	PB	PB	PB	PB
3) Piers, docks, wharves, bridges & other structures & uses extending over or below the normal high water line or within a wetland:									
a. Seasonal	CEO	CEO	N	CEO	CEO	CEO	CEO	CEO	CEO
b. Permanent	PB	N*	N	PB	PB	PB	PB	PB	PB <sup>(2)</sup>
D. STRUCTURES:									
1) Principal structures									
a. One & Two-family residential	N	N	N	PB	PB	PB	PB	PB	N
b. Multi-unit residential	N	N	N	PB	PB	N	N	PB	N
c. Commercial	N	N	N	N	N	N	N	PB	PB <sup>(2)</sup>
d. Industrial	N	N	N	N	N	N	N	PB	PB <sup>(2)</sup>
e. Governmental & Institutional	N	N	N	PB	PB	PB	PB	PB	PB
f. Small nonresidential facilities for educational, scientific or nature interpretation purposes	N	N	N	PB	PB	PB	PB	PB	PB <sup>(2)</sup>
g. Place mobile home	N	N	N	PB	PB	PB	PB	PB	N
h. Decks and porches	N	N	PB	CEO	CEO	CEO	CEO	CEO	CEO

Table 1. Uses (continued)	DISTRICTS							
	SP	RP	WD	RM-1	RM-2	RM-3	RC	CFMA
i. Non-residential, non-commercial structures								
i. Less than 700 square feet in footprint	N	N	N	CEO	CEO	CEO	CEO	N
ii. Greater than 700 square feet in footprint	N	N	N	PB	PB	PB	PB	N
2) Structures accessory to allowed uses								
a. Guest houses	N	N	N	PB	PB	PB	PB	N
b. Non-residential structures								
i. Within Shoreland Zone	N	N	PB	PB	PB	PB	PB	PB
ii. Outside of Shoreland Zone	N	N	PB	CEO	CEO	CEO	CEO	CEO
3) Non-habitable structures under 160 square feet <sup>(9)</sup>	CEO	CEO	CEO	CEO	CEO	CEO	CEO	CEO
4) Relocation of structures								
a. Structures of a kind permissible to CEO	N	N	N	CEO	CEO	CEO	CEO	N
b. Structures of a kind permissible to PB	N	N	N	PB	PB	PB	PB	N
5) Conversions of seasonal residences to year-round residences	LPI	N	N/A	LPI	LPI	LPI	LPI	N/A
6) Ramp/access for handicapped <sup>(8)</sup>	CEO	CEO	CEO	CEO	CEO	CEO	CEO	CEO
<b>E. ACTIVITIES:</b>								
1) Home occupations	PB <sup>(6)</sup>	N	N	PB	PB	PB	PB	PB
2) Uses similar to home occupations*	N	N	N	PB	N	N	N/A	N/A
3) Campgrounds	N	N	N	N	N	N	PB	N
4) Public & private recreational areas involving minimal structural development	PB	PB	N	PB	PB	PB	PB	PB
5) Lodging facilities*	N	N	N	PB <sup>(6)</sup>	PB <sup>(6)</sup>	PB <sup>(6)</sup>	PB	N
6) Swimming/water activities involving body contact with water.	Y	Y	N	Y	Y	Y	Y	Y
7) Individual private campsites	CEO	CEO	N	CEO	CEO	CEO	CEO	CEO
8) Parking facilities for commercial use	N	N	N <sup>(4)</sup>	CEO	N	N	CEO	CEO
9) Junkyards & auto graveyards	N	N	N	N	N	N	PB	N
10) Laundromats	N	N	N	N	N	N	PB <sup>(12)</sup>	N
10) Car Wash	N	N	N	N	N	N	PB <sup>(12)</sup>	N

Table 1. Uses (continued)		DISTRICTS							
		SP	RP	WD	RM-1	RM-2	RM-3	RC	CFMA
<b>F. OTHER USES:</b>									
1) Private sewage disposal systems for allowed uses		LPI	LPI <sup>(5)</sup>	LPI <sup>(5)</sup>	LPI	LPI	LPI	LPI	LPI
2) Essential Services		CEO <sup>(3)</sup>	CEO <sup>(3)</sup>	CEO	CEO	CEO	CEO	CEO	CEO
3) Service drops as defined to allowed uses		Y	Y	Y	Y	Y	Y	Y	Y
4) Wells		CEO	CEO <sup>(7)</sup>	CEO	CEO	CEO	CEO	CEO	CEO
5) Signs – Commercial*		CEO	N	CEO	CEO	CEO	CEO	CEO	CEO
6) Uses similar to allowed uses		CEO	CEO	CEO	CEO	CEO	CEO	CEO	CEO
7) Uses similar to uses requiring CEO permit		CEO	CEO	CEO	CEO	CEO	CEO	CEO	CEO
8) Uses similar to uses requiring PB permit		PB	PB	PB	PB	PB	PB	PB	PB
9) Change of use		PB	PB	PB	PB	PB	PB	PB	PB

#### ABBREVIATIONS:

SP = Stream Protection  
 RP = Resource Protection  
 WD = Water District  
 RM-1 = Residential Marine-1  
 RM-2 = Residential Marine-2  
 RM-3 = Residential Marine-3  
 RC = Residential Commercial  
 CFMA = Commercial Fisheries/Marine Activities

Y – Allowed (no permit required but the use must comply with all applicable land use standards).  
 N – Prohibited  
 PB – Requires permit issued by the Planning Board  
 CEO – Requires permit issued by the Code Enforcement Officer  
 LPI – Requires permit issued by Local Plumbing Inspector  
 SF – Requires permit issued by State Forester  
 N/A – Not applicable

#### NOTES:

- 1 - Requires permit from CEO if more than 100 square ft. of surface, in total, is disturbed.
  - 2 - See Section 13.I.H.
  - 3 - See further restrictions in Section 16(L), Land Use Standards – Essential Services
  - 4 - Except to provide access to permitted uses within the district, or where no reasonable alternative route or location is available outside the Resource Protection of Water District areas, in which case a Planning Board permit is required.
  - 5 - Replacement private sewage systems only in Resource Protection and Water District areas.
  - 6 - Existing structures only
  - 7 - Dug wells only
  - 8 - Must meet setback requirements.
  - 9 - CEO may at his/her discretion refer any permit application to the PB for review and action.
  - 10 - Round Pond is closed to fishing and hunting.
  - 11 - Except for Water District structures and uses.
  - 12 - These activities are not permitted in the Village Overlay District
- \* - See specific land use standards

## Section 15. DIMENSIONAL REQUIREMENTS

	SP	WD	RP <sup>(7)</sup>	RM1	RM2	RM3	RC	CF/MA
Minimum lot size	120,000	120,000	120,000	40,000	80,000	120,000	30,000	30,000
Minimum lot area per use:								
Single & 2 family dwellings	NA	NA	120,000	40,000 <sup>(1)</sup>	80,000 <sup>(1)</sup>	120,000 <sup>(1)</sup>	30,000 <sup>(1)</sup>	NA
Multi family dwellings per unit:								
Conversion of existing bldg.	NA	NA	120,000	10,000 <sup>(1)</sup>	20,000 <sup>(1)</sup>	NA	10,000 <sup>(1)</sup>	NA
New building	NA	NA	120,000	20,000 <sup>(1)</sup>	40,000 <sup>(1)</sup>	NA	20,000 <sup>(1)</sup>	NA
Lots on Carver's Harbor and Sand's Cove	NA	NA	NA	40,000 <sup>(1)</sup>	NA	NA	30,000 <sup>(1)</sup>	NA
Lodging facilities per unit								
Conversion of existing bldg.	NA	NA	NA	3,000	3,000	NA	2,000 <sup>(10)</sup>	NA
New building	NA	NA	NA	NA	NA	NA	2,000 <sup>(10)</sup>	NA
Commercial and industrial	NA	NA	NA	NA	NA	NA	4,000	4,000
Pub. & priv. Recreational facil.	NA	NA	120,000	40,000	80,000	120,000	30,000	3,000
Minimum shore frontage	NA	NA	200	150 tidal 200 non-tidal	200	200	100 <sup>(3)</sup> 50 <sup>(4)</sup>	30
Minimum setback from NHW & Coastal Wetlands:								
Residences	NA	NA	125	100	100	125	75	NA
Non-residential/accessory	NA	NA	125	100	100	125	75	None
Recreational facility	NA	NA	125	100	100	125	75	None
Sewage drainage field	NA	NA	125	125	125	125	100	NA
Minimum setback from Freshwater Wetlands, non-tidal body of water:								
Residences	NA	NA	75	75	75	75	75	NA
Non-residential/accessory	NA	NA	75	75	75	75	75	NA
Recreational facility	NA	NA	75	75	75	75	75	NA
Sewage drainage field	NA	NA	125	125	125	125	100	NA

	SP	WD	RP <sup>(7)</sup>	RM1	RM2	RM3	RC	CF/MA
Minimum distance from edge of structure to road <sup>(6)(8)(9)</sup>	NA	NA	35	35	35	35	25	25
Minimum distance from lot line								
Residences	NA	NA	35	25	25	35	10	NA
Non-residential/accessory <sup>(2)</sup>	NA	NA	35	Min.10	25	35	10	10
Recreational facility	NA	NA	35	35	Min.20	35	10	10
Decks	NA	NA	35	15	15	15	10	10
Maximum structure height <sup>(5)</sup>	NA	NA	30	30	30	30	30	30
Max. lot coverage by structures	NA	NA	5%	20%	10%	5%	25%	70%

**Footnotes:**

- (1) May be reduced by density bonus (see Land Use Standards: Year-Round Rental Housing).
- (2) See Land Use Standards (Accessory Structures).
- (3) For lots with on-site sewerage disposal.
- (4) For dwellings with public or private discharge systems.
- (5) Features of new structures not intended for human habitation, such as chimneys, ventilators, towers, and spires may exceed these heights but shall be set back from all lot lines a distance not less than the height of such feature.
- (6) Where a proposal involves a structure which is abutted on the same street by another structure, or structures, whose setback is less than the required setback, the permitting authority may reduce the setback requirement for the proposed structure to the lesser setback of the abutting structure(s) but in no case shall the required setback be reduced to less than 10 feet.
- (7) In areas zoned RP because of steep slopes structures may be allowed (see Establishment of Districts: Resource Protection).
- (8) Construction within an established Right-of-way is prohibited.
- (9) New roads must meet this setback from structures to the greatest extent practical.
- (10) Excepting Map 18/Lot 61.
- (11) Municipal and quasi-municipal facilities are exempt from the lot size, setback and lot coverage requirements of the WD, RM1, RM2 RM3, RC and CF/MA districts provided they meet the requirements of Section 16.A.2
- (12) In the Village Overlay District, the minimum lot size for multi-family dwellings (conversion of existing buildings) is 4,000 square feet per unit.
- (13) Maximum lot coverage by structures: Village Overlay District: 50%.

## **Section 16. LAND USE STANDARDS**

All land use activities shall conform to the following provisions, if applicable:

### **A. Minimum Lot Standards**

1. Land below the normal high-water line of a body of water or upland edge of a wetland and land beneath roads serving more than two (2) lots shall not be included toward calculating minimum lot area.
2. Lots located on opposite sides of a public or private road shall be considered each a separate tract or parcel of land unless such road was established by the owner of land on both sides thereof after September 22, 1971.
3. The minimum width of any portion of any lot within one hundred (100) feet, horizontal distance, of the normal high-water line of a body of water or upland edge of a wetland shall be equal to or greater than the shore frontage requirement for a lot with the proposed use.
4. No structure shall be erected upon a parcel of land which does not constitute a lot as defined in this Ordinance.
5. If more than one residential dwelling unit or more than one principal commercial or industrial structure is constructed on a single parcel, all dimensional requirements shall be met for each additional dwelling unit or principal structure.
6. The water body or wetland setback provision shall neither apply to structures which require direct access to the water as an operational necessity, such as piers, docks and retaining walls, nor to other functionally water-dependent uses.
7. The Planning Board may increase the required setback of a proposed structure, as a condition to permit approval, if necessary to accomplish the purposes of this ordinance. Instances where a greater setback may be appropriate include, but not be limited to, areas of steep slope; shallow or erodible soils; or where an adequate vegetative buffer does not exist.
8. Principal or accessory structures and expansions of existing structures which are permitted in the Residential Marine, Residential Commercial, and Commercial Fisheries/Maritime Activities Districts shall not exceed thirty (30) feet in height. This provision shall not apply to structures such as transmission towers, windmills, antennas, and similar structures having no floor area.
9. The first floor elevation or openings of all buildings and structures including basements shall be elevated at least one foot above the elevation of the 100 year flood, the flood of record, or in the absence of these, the flood as defined by soil types identified as recent flood plain soils. In those municipalities that participate in the National Flood Insurance Program and have adopted the April 2005 version, or later version, of the Floodplain Management Ordinance, accessory structures may be placed in accordance with the standards of that ordinance and need not meet the elevation requirements of this paragraph.

10. Notwithstanding the requirements stated above, stairways or similar structures may be allowed with a permit from the Code Enforcement Officer, to provide shoreline access in areas of steep slopes or unstable soils provided; that the structure is limited to a maximum of four (4) feet in width; that the structure does not extend below or over the normal high-water line of a body of water or upland edge of a wetland, (unless permitted by the Department of Environmental Protection pursuant to the Natural Resources Protection Act, Title 38, Section 480-C); and that the applicant demonstrates that no reasonable access alternative exists on the property.

11. If all or any part of a principal or accessory structure, or all or any part principal or accessory use is located within two hundred (250) feet, horizontal distance, of a body of water those structures or uses must comply with all provisions contained in Section 13.I.E and F, (establishment of the Residential Marine 2 and 3 Districts), Section 13.II.B (Establishment of the Shoreland Zone), and Section 15 (Dimensional Requirements).

12. Municipal and quasi-municipal facilities may create lots which do not meet the requirements of Section 15 provided that:

- a. the maximum height of any structure is less than 10 feet.
- b. any structure will not be used for any type of human occupancy
- c. the facility cannot otherwise comply with the requirements of the ordinance because of its unique operating requirements
- d. the facility complies with all Maine state requirements regarding setbacks from highways
- e. the lot must be used for an essential service as defined, and must be recorded in the deed of transfer.

Owners of legal lots of record who convey property for municipal and quasi-municipal facilities will remain legal lots of record, even if their lots become non-conforming or become more non-conforming.

## **B. Accessory Structures and Uses**

1. No garage or other accessory structure shall be located in a required setback from a right of way. Accessory structures not exceeding eight (8) feet in height may be located not less than eight (8) feet from side or rear lot lines. Accessory structures exceeding eight (8) feet in height shall be located not less than one foot from the side or rear lot lines for each foot of height. Existing non-conforming accessory structures under eight (8) feet in height may be expanded by 50% as long as the footprint of the structure does not exceed sixty (60) square feet and as long as the structure extends no closer to the lot line.

2. In the Residential Marine Districts, an accessory use shall not be commercial in character, except for home occupations.

### **C. Agriculture**

1. All spreading of manure shall be accomplished in conformance with the *Manure Utilization Guidelines* published by the Maine Department of Agriculture on November 1, 2001, and the Nutrient Management Law (7 M.R.S.A. Sections 4201-4209).
2. Manure shall not be stored or stockpiled within seventy-five (75) feet, horizontal distance, of a body of water, tributary stream or wetland. All manure storage areas within the shoreland zone must be constructed or modified such that the facility produces no discharge or effluent or contaminated storm water.
3. Where soil is tilled in the Resource Protection District, or where soil in excess of 20,000 sq. ft. lying wholly or partially within the Shoreland, Residential Marine, or Residential Commercial Zones is tilled, such tillage shall be carried out in conformance with the provisions of a Conservation Plan which meets the standards of the State Soil and Water Conservation Commission and is approved by the appropriate Soil and Water Conservation District. The plan shall be filed with the Planning Board. Non-conformance with the provisions of said plan shall be considered to be a violation of this Ordinance.
4. Agricultural activities involving tillage of soil greater than forty thousand (40,000) square feet in surface area within the shoreland zone shall require a Conservation Plan to be filed with the Planning Board. Non-conformance with the provisions of said plan shall be considered to be a violation of this Ordinance.
5. There shall be no new tilling of soil within seventy-five (75) feet, horizontal distance, from a body of water or coastal wetlands; nor within twenty-five (25) feet, horizontal distance, of tributary streams and freshwater wetlands. Operations in existence on the effective date of this ordinance and not in conformance with this provision may be maintained.
6. Newly established livestock grazing areas shall not be permitted within seventy-five (75) feet horizontal distance of bodies of water and coastal wetlands, tributary streams and freshwater wetlands. Livestock grazing areas should be fenced at least at the seventy-five (75) foot setback from the normal high water line of a water body, tributary stream or the upland edge of a wetland. Livestock grazing associated with ongoing farm activities, and which are not in conformance with the above setback provisions may continue, provided that such grazing is conducted in accordance with a Conservation Plan.

### **D. Archaeological and Historic Sites**

1. Any proposed land use activity involving structural development or soil disturbance on or adjacent to sites listed on, or eligible to be listed on the National Register of Historic Places, or having historical importance as determined by the Planning Board, shall be submitted by the applicant to the Maine Historic Preservation Commission for review and comment, at least twenty (20) days prior to action being taken by the Planning Board. The Planning Board shall consider comments received from the Commission prior to rendering a decision on the application.

2. Any proposed land use activity that may disturb or otherwise impact adversely an archeological site shall be submitted to the state archeologist for comment.

**E. Beach Construction**

Beach construction on any coastal wetland shall require a permit from the Department of Environmental Protection.

**F. Campground Facilities**

Campgrounds shall conform to the minimum requirements imposed under State licensing procedures and the following:

1. Minimum area for a campground facility shall be 400,000 square feet.
2. Minimum area for each campsite shall be 20,000 square feet. Land supporting wetland vegetation, and land below the normal high-water line of a body of water shall not be included in calculating land area per site.
3. All structures in campgrounds shall comply with setback requirements. The areas intended for placement of a recreational vehicle, tent or shelter, and utility and service buildings shall be set back a minimum of one hundred (100) feet from the normal high-water line of a body of water and seventy-five (75) feet from the upland edge of a wetland.
4. Each campsite shall not exceed ten (10) persons.
5. For each three campsites there shall be one facility consisting of two sinks, two toilets, two urinals and two showers.
6. Toilet facilities shall not be a part of a campsite and must have a minimum area of 20,000 square feet.
7. No campsite border shall be closer than 200 feet from the center of any drainage field.
8. Drinking water shall be available and be maintained at a sufficient quantity.

**G. Campsites, Individual Private**

Individual, private campsites not associated with campgrounds are permitted provided the following conditions are met:

1. One campsite per lot existing on the effective date of this Ordinance, or thirty thousand (30,000) square feet of lot area, whichever is less, may be permitted.
2. Campsite placement on any lot, including the area intended for a recreational vehicle or tent platform, shall be set back one hundred (100) feet from the normal high-water line of a body of water, or seventy-five (75) feet from the upland edge of a wetland.

3. Only one recreational vehicle shall be allowed on a campsite. The recreational vehicles shall not be located on any type of permanent foundation except for a gravel pad, and no structure(s) except canopies shall be attached to the recreational vehicle.
4. The clearing of vegetation for the siting of the recreational vehicle, tent or similar shelter in a Resource Protection District shall be limited to one thousand (1000) square feet.
5. A written sewage disposal plan describing the proposed method and location of sewage disposal shall be required for each campsite and shall be approved by the Local Plumbing Inspector. Where disposal is off-site, written authorization from the receiving facility or land owner is required.
6. When a recreational vehicle, registered or otherwise, tent or similar shelter is located on a parcel of land for more than one hundred and twenty (120) days per year, all requirements for residential structures shall be met, including the installation of a subsurface sewage disposal system in compliance with the State of Maine Subsurface Wastewater Disposal Rules unless served by public sewage facilities. This provision does not apply to the storage of unoccupied vehicles.

#### H. Clearing of Vegetation for Development

1. In a Resource Protection District the cutting or removal of vegetation shall be limited to that which is necessary for uses expressly authorized in that district.
2. Except in areas as described in Section 16 (H) (1), above, and except to allow for the development of permitted uses, within a strip of land extending seventy-five (75) feet, horizontal distance, from the normal high water line of a body of water, tributary stream or the upland edge of a wetland, a buffer strip of vegetation shall be preserved as follows:
  - a. There shall be no cleared opening greater than 250 square feet in the forest canopy (or other existing woody vegetation if a forested canopy is not present) as measured from the outer limits of the tree or shrub crown. However, a footpath not to exceed six (6) feet in width as measured between tree trunks and/or shrub stems is allowed provided that a cleared line of sight to the water through the buffer strip is not created.
  - b. Selective cutting of trees within the buffer strip is allowed provided that a well distributed stand of trees and other natural vegetation is maintained. For the purposes of Section 16 (h) (2) (b) a "well-distributed stand of trees" adjacent to a body of water shall be defined as maintaining a rating score of 16 or more in any 25-foot by 50-foot rectangular area as determined by the following rating system.

Diameter of Tree at 4-1/2 feet Above ground level (inches)	Points
2 – 4 in.	1
>4 – 12 in.	2
>12 in.	4

For the purposes of Section 16 (H) (2) (b) “other natural vegetation” is defined as retaining existing vegetation under three (3) feet in height and other ground cover and retaining at least three (3) saplings less than two (2) inches in diameter at four and one-half (4 ½) feet above ground level for each 25-foot by 25-foot rectangular area. If three (3) saplings do not exist, no woody stems less than two (2) inches in diameter can be removed until three (3) saplings have been recruited into the plot.

Notwithstanding the above provisions, no more than 40% of the total volume of trees four (4) inches or more in diameter, measured at 4 1/2 feet above ground level may be removed in any ten (10) year period.

c. In order to protect water quality and wildlife habitat, existing vegetation under three (3) feet in height and other ground cover, including leaf litter and the forest duff layer, shall not be cut, covered, or removed, except to provide for a footpath or other permitted uses as described in Section 16 (P) paragraphs 2 and 2a above.

d. Pruning of tree branches, on the bottom 1/3 of the tree is allowed.

e. In order to maintain a buffer strip of vegetation, when the removal of storm-damaged, diseased, unsafe, or dead trees results in the creation of cleared openings, these openings shall be replanted with native tree species unless existing new tree growth is present.

f. Section 16 (H) (2) does not apply to those portions of public recreational facilities adjacent to public swimming areas as long as cleared areas are limited to the minimum area necessary.

3. In the Shoreland Zone, at distances greater than one hundred (100) feet, horizontal distance, from the normal high-water line of a body of water, and seventy-five (75) feet from the upland edge of a wetland, there shall be allowed on any lot, in any ten (10) year period, selective cutting of not more than forty (40) percent of the volume of trees four (4) inches or more in diameter, measured 4 1/2 feet above ground level. Tree removal in conjunction with the development of permitted uses shall be included in the forty (40) percent calculation. For the purposes of these standards volume may be considered to be equivalent to basal area.

In no event shall cleared openings for any purpose, including but not limited to, principal and accessory structures, driveways, lawns and sewage disposal areas, exceed in the aggregate, 25% of the lot area within the shoreland zone or ten thousand (10,000) square feet, whichever is greater, including land previously cleared. This provision shall not apply to the Residential Commercial or Commercial Fisheries/Maritime Activities District.

4. Legally existing non-conforming cleared openings in the Shoreland Zone may be maintained, but shall not be enlarged, except as allowed by this Ordinance.

5. Fields and other cleared openings in the Shoreland Zone which have reverted primarily to shrubs, trees, or other woody vegetation shall be regulated under the provisions of this section.

## **I. Commercial and Industrial Uses**

New commercial and industrial uses which employ or generate harmful or hazardous materials shall require a written plan for storage and disposal. Applicable State and Federal approvals and permits shall be submitted as part of the permit application to the Planning Board. The written plan shall become a condition of the permit.

## **J. Decks**

A deck, or structures such as stairs or ramps used for access, may be located within a required side or back yard setback if and only if it extends no closer to a lot line than the principal or accessory structure to which it is attached.

## **K. Erosion and Sedimentation Control**

1. In the Shoreland Zone, all activities which involve filling, grading, excavation or other similar activities which result in unstabilized soil conditions and which require a permit shall require a written soil erosion and sedimentation control plan. The plan shall be submitted to the permitting authority for approval and shall include, where applicable, provisions for:

- a. Mulching and revegetation of disturbed soil.
- b. Temporary runoff control features such as hay bales, silt fencing or diversion ditches.
- c. Permanent stabilization structures such as retaining walls or riprap.

2. In order to create the least potential for erosion, development shall be designed to fit with the topography and soils of the site. Areas of steep slopes where high cuts and fills may be required shall be avoided wherever possible, and natural contours shall be followed as closely as possible.

3. Erosion and sedimentation control measures shall apply to all aspects of the proposed project involving land disturbance, and shall be in operation during all stages of the activity. The amount of exposed soil at every phase of construction shall be minimized to reduce the potential for erosion.

4. In the Shoreland Zone, any exposed ground area shall be temporarily or permanently stabilized within one (1) week from the time it was last actively worked, by use of riprap, sod, seed, and mulch, or other effective measures. In all cases permanent stabilization shall occur within nine (9) months of the initial date of exposure. In addition:

- a. Where mulch is used, it shall be applied at a rate of at least one (1) bale per five hundred (500) square feet and shall be maintained until a catch of vegetation is established.
- b. Anchoring the mulch with netting, peg and twine or other suitable method may be required to maintain the mulch cover.

Additional measures shall be taken where necessary in order to avoid siltation into the water. Such measures may include the use of staked hay bales and/or silt fences.

5. On slopes greater than 25%, there shall be no construction, grading or filling within two hundred and fifty (250) feet of the normal high-water mark except to protect the shoreline and prevent erosion.

6. Natural and man-made drainage ways and drainage outlets shall be protected from erosion from water flowing through them. Drainageways shall be designed and constructed in order to carry water from a twenty five (25) year storm or greater, and shall be stabilized with vegetation or lined with rip-rap.

7. On slopes greater than 20%, development proposals are required to have a detailed erosion and sedimentation control and surface water runoff management plan before a permit can be granted.

#### **L. Essential Services**

1. In the Shoreland Zone, where feasible, the installation of essential services shall be limited to existing public ways and existing service corridors.

2. The installation of essential services other than road-side distribution lines is not allowed in or through a Resource Protection or Stream Protection District, except to provide services to a permitted use within said district, or except where the applicant demonstrates that no reasonable alternative exists. Where allowed, such structures and facilities shall be located so as to minimize any adverse impacts on surrounding uses and resources, including visual impacts.

3. Damaged or destroyed public utility transmission and distribution lines, towers and related equipment may be replaced or reconstructed without a permit.

#### **M. Exploration, Excavation, Extraction, Processing and Storage of Soil, Loam, Sand, Rocks, Gravel and Other Mineral Deposits**

Mineral exploration to determine the nature or extent of mineral resources shall be accomplished by hand sampling, test boring, or other methods which create minimal disturbance of less than one hundred (100) square feet of ground surface. A permit from the Code Enforcement Officer shall be required for mineral exploration which exceeds the above limitation, and which occurs in the Residential Marine 2 and Residential Marine 3 Districts. All excavations, including test pits and holes shall be immediately capped, filled or secured by other equally effective measures, so as to restore disturbed areas and to protect the public health and safety.

In the Shoreland Zone, mineral extraction may be permitted under the following conditions:

1. A reclamation plan shall be filed with, and approved by the Planning Board before a permit is granted. Such plan shall describe in detail procedures to be undertaken to fulfill the requirements of paragraph 3 below.

2. No part of any extraction operation, including drainage and runoff control features shall be permitted within one hundred (100) feet, horizontal distance, of the normal high-water line of a water body, and within seventy-five (75) feet of the upland edge of a wetland. Extraction operations shall not be permitted within seventy-five (75) feet of any property line, without written permission of the owner of such adjacent property.

3. Within twelve (12) months following the completion of extraction operations at any extraction site, which operations shall be deemed complete when less than one hundred (100) cubic yards of materials are removed in any consecutive twelve (12) month period, ground levels and grades shall be established in accordance with the following:

a. All debris, stumps, and similar material shall be removed for disposal in an approved location, or shall be buried on-site. Only materials generated on-site may be buried or covered on-site.

b. The final graded slope shall be two and one-half to one (2 1/2:1) slope or flatter.

c. Top soil or loam shall be retained to cover all disturbed land areas, which shall be reseeded and stabilized with vegetation native to the area. Additional topsoil or loam shall be obtained from off-site sources if necessary to complete the stabilization project.

4. In keeping with the purposes of this Ordinance, the Planning Board may impose such conditions as are necessary to minimize the adverse impacts associated with mineral extraction operations on surrounding uses and resources.

5. Finished slopes of excavations, except in rock, shall be two and one-half (2 1/2) ft. horizontally to one (1) foot vertically (2 1/2:1) and shall be loamed with not less than four (4) inches of topsoil and seeded to prevent erosion.

6. Removal of sod, loam or topsoil shall leave not less than four (4) inches of topsoil. Where sand, gravel, or other minerals are to be removed, sufficient topsoil shall be stockpiled to permit compliance with 7. above.

In all Zones:

7. Permits for excavation and extraction shall require an operational plan which shall show the location of the activity on the parcel, and which shall include provisions to minimize erosion and sedimentation, and preserve natural drainage ways. A plan and timetable for the restoration of the site shall be required at the time of application.

8. Restoration of the site shall take place concurrently with excavation and extraction operations.

9. Finished slopes of excavations, except in rock, shall be leveled as much as practical, cleared of slash and large obstructions and restored so that vegetation can be reestablished.

10. No below grade excavation shall occur within thirty (30) feet of any lot line, except for a permitted use. Natural vegetation shall not, to the greatest extent possible, be disturbed or removed within the thirty (30) foot setback from all lot lines.

11. No excavation, filling, or storage of materials shall occur within thirty (30) feet of the bank of any body of water. No excavation shall result in standing water unless in conformance with a final grading plan approved by the Planning Board.

12. The Planning Board may require other conditions, including hours of operation, routing of trucks, preparations of final grading plan, and posting of bonds or other financial arrangements sufficient to assure completion of the activity in conformance with conditions of approval.

13. Rock crushing activities are governed under this section.

#### **N.      Functionally Waterdependent Uses and Structures**

Any new structure located within a required setback from the water requires both Planning Board and DEP permits. Any change of use of an existing structure located within a required setback from the water requires a Planning Board permit.

#### **O.      Guest Houses**

Guest houses with plumbing must comply with all interior and exterior standards of the Maine Plumbing Code and with the dimensional requirements for a single-family dwelling. Guest houses without plumbing will be considered additional bedrooms to the principal dwelling unit and must meet plumbing code requirements.

#### **P.      Home Occupations**

A home occupation may involve wholesale production for delivery or sale through retail outlets and may include retailing of items produced or services provided on the premises by the residents, provided all other conditions of this Ordinance are met. A home occupation may include lodging facilities of up to and including five (5) rooms for rent. No nuisance, offensive noise, vibration, smoke, dust, odors, heat, glare, traffic or parking problems shall be generated.

Uses similar to home occupations are allowed in the RM 1 District except those portions of the RM 1 District within the Shoreland Overlay Zone. Such a use must meet the definition of a home occupation and the standards above, except that the residential requirement need not be met, and a residential structure need not be present on the lot upon which the activity takes place. Such a use may not employ more than four (4) persons, nor need the activity be carried on by the owner of the lot. All other provisions of this ordinance and section must be met, including but not limited to those dealing with nuisance, traffic, noise, setbacks, and parking.

#### **Q      Lodging Facilities**

##### **I.      General Requirements**

1. No parking or driveways shall be located within 10 feet of any lot line.
2. Off-street parking shall be provided in accordance with this ordinance. Public parking shall not be used to meet this requirement.

3. Room size shall be a minimum of 150 square feet for every two people.
4. There shall be a minimum of one complete bathroom for each three rooms, six persons or fraction thereof. Bathroom area shall not be included in the room area calculation.
5. A lounge area of a minimum of 150 square feet shall be available.
6. Where applicable, a dining area of 20 square feet per person shall be available.
7. The Planning Board may require other conditions to fit the lodging facility harmoniously into its neighborhood.
8. The new construction of hotels, motels and lodging facilities and conversion of existing structures is prohibited on the harbor side of Atlantic Avenue, Main Street, and Sand's Cove Road, and lots abutting Sand's Cove.
9. Where the lodging facility is located within 25 feet (R/C District) or 35 feet (RM 1 District) of the property line, a buffer or fence at least 4 feet high shall be constructed to provide a visual and sound control barrier. The Planning Board shall determine the nature of, the length and height of the buffer or fence.

II. Lodging facilities with six or more bedrooms or accommodating more than 10 people shall comply with Section 16.P.I and shall be located in the Residential Commercial District.

III. Lodging facilities with five or fewer bedrooms or accommodating 10 or fewer people shall comply with Section 16.P.I and may be operated in the Residential Commercial District or in the RM 1 District as a home occupation.

#### **R. Manufacturing, Warehousing, Research Facilities**

Where located adjacent to residential lots, manufacturing, warehousing and research facilities shall conform to the following:

1. Side and rear yard setbacks shall be not less than fifty (50) feet, of which not less than twenty (20) feet shall be maintained as yard space.
2. No parking or outdoor storage shall be located within the 20 foot yard area.
3. All outdoor storage of material, goods, or vehicles shall be screened from view from adjacent residential lots, as required for off-street parking and loading spaces.
4. The Planning Board may require other conditions to fit the facility harmoniously into its neighborhood.

#### **S. Multi-Family Dwellings**

1. Conversions

A single-family dwelling or other building may be converted to a multi-family dwelling, provided:

- a. Exterior alterations shall be limited to those required to comply with applicable health, building and fire safety codes and shall not substantially alter the appearance of the building.
- b. If not connected to a public or private sewerage system, the lot must contain sufficient area and suitable soil conditions for on-site disposal in accordance with the Maine State Plumbing Code.
- c. No parking shall be located within the required front yard areas.

2. New Construction

Multi-family dwellings shall conform to the following:

- a. The minimum setback from all lot lines shall be thirty (30) feet.
- b. Multi-family dwelling units shall meet all dimensional requirements.
- c. No building shall contain more than ten (10) dwelling units.
- d. All units shall be connected to a common water supply and distribution system, either public or private.
- e. All units shall be connected to a public sewerage system, if available, or to a central collection and treatment system in accordance with the Maine State Plumbing Code.
- f. No parking area shall be located within ten (10) feet of any lot line.

3. Each apartment unit shall contain the following minimum square feet of living area:

Efficiency or studio apartment	350
One bedroom apartment	450
Two bedroom apartment	600
Three bedroom apartment	750
Four bedroom apartment	900

4. On shore lots in the Residential Commercial District areas described in 13(G)(1), the same lot area per dwelling unit in multi-family dwellings shall be required as for single family dwellings (see Section 15).
5. The division of a new or existing structure into three or more dwelling units within a 5-year period may require subdivision review. (See Sect. 19.)

## **T. Off-Street Parking and Loading Requirements**

1. **Basic Requirements:** In any district where permitted, no use of premises shall be authorized or extended, and no building or structure shall be constructed or enlarged unless there is provided for such extension, construction or enlargement, off-street automobile parking space within 300 feet of the principal building, structure, or use of the premises, in accordance with the following schedule of parking requirements. An area of 200 square feet appropriate for the parking of an automobile, exclusive of maneuvering space, shall be considered as one off-street parking space. No required parking space shall, for the purposes of this Ordinance, serve more than one use. No off-street parking facility shall have more than two entrances and exits on the same street, and no entrance or exit shall exceed twenty-six (26) feet in width. Outlying islands may be exempted from this provision.
2. **Schedule of Minimum Off-Street Parking Requirements:**
  - a. Two spaces per dwelling unit.
  - b. One space for each sleeping room in a lodging facility.
  - c. One space for each recreational vehicle, tent, or shelter site in a campground.
  - d. One space for each four beds for institutions devoted to the board, care, or treatment of persons.
  - e. One space for each 150 square feet, or fraction thereof, of floor area of any retail, wholesale, or service establishment or office or professional building.
  - f. One space for every three seats, permanent or otherwise, for patrons use for restaurants and other places serving food or beverage and for theaters, auditoriums and other places of amusement or assembly.
  - g. One space for each person employed or anticipated to be employed on the largest shift for all types of commercial, industrial or other permitted use.
  - h. Adequate spaces shall be provided to accommodate customers, patrons, and employees at automobile service stations, drive-in establishments, open-air retail businesses and amusements and other permitted uses not specified.
3. **Off-Street Loading**

In any District where permitted or allowed, commercial or industrial uses shall provide, as necessary, off-street loading facilities located entirely on the same lot as the building or use to be served so that trucks, trailers, and containers shall not be located for loading on any public way.
4. **Landscaping**

The Planning Board may require that required parking and loading spaces for non-residential uses be effectively screened from view by a continuous landscaped area, except that driveways shall be kept open to provide visibility for vehicles entering and leaving.

#### 5. Parking Areas in the Shoreland Zone

- a. Parking areas shall meet the shoreline setback requirements for structures for the district in which such areas are located, except that in the Commercial Fisheries/Maritime Activities District parking areas shall be set back at least twenty-five (25) feet from the normal high-water line or the upland edge of a wetland. The setback requirement for parking areas serving public boat launching facilities, in Districts other than the Limited Commercial and Commercial Fisheries/Maritime Activities Districts may be reduced to no less than fifty (50) feet from the normal high-water line or upland edge of a wetland if the Planning Board finds that no other reasonable alternative exists.
- b. Parking areas shall be adequately sized for the proposed use and shall be designed to prevent storm water runoff from flowing directly into a body of water, and where feasible, to retain all runoff on-site.
- c. In determining the appropriate size of proposed parking facilities, the following shall apply:
  1. Typical parking space: Not less than ten (10) feet wide and twenty (20) feet long, except that parking spaces for a vehicle and boat trailer shall be forty (40) feet long.
  2. Internal travel aisles: Not less than twenty (20) feet wide.

#### **U. Piers, Docks, Wharves, Bridges and Other Structures and Uses Extending Over or Beyond the Normal High-Water Line of a Body of Water or Within a Wetland**

All applications for piers, docks, wharves and other marine structures, both permanent and seasonal, shall be reviewed by the Planning Board or CEO for conformance with the following standards, and after a site visit by the CEO. If the Planning Board or CEO is unable to reach a decision using the criteria below due to either inconclusive or conflicting information, the Planning Board or CEO will require the applicant to submit an environmental impact analysis assessing the proposal's impact on natural areas, including impacts of the proposed structure in conjunction with other adjacent or abutting structures or property.

The Planning Board or CEO may also require that the proposal be modified to ensure conformance with the standards set forth below. Mitigation measures may include, but are not limited to, changes in the design and construction of the marine structure, or changes in the magnitude, duration, and location of activities carried out at the marine structure.

The Board or CEO shall approve an application if and only if there is a finding that:

1. Access from shore shall be developed on soils appropriate for such use and constructed so as to control erosion. Whenever possible, access from the shore to the marine structure shall be placed on bedrock. Measures shall be taken to minimize soil erosion both during and after construction.

2. The location shall not unreasonably interfere with existing developed or natural beach areas, with access to existing marine structures or points of public access.
3. The marine structure shall be designed, sited, and constructed to avoid when possible adverse impacts on significant wildlife habitats or unique natural areas including, but not limited to: fin fish and shellfish fisheries, salt marshes, eel grass beds, shorebird feeding and nesting habitats, critical fish spawning and nursery areas.
4. The facility shall be no larger in dimension than necessary to accomplish the purposes for which it is designed. Its size and construction shall not change the intensity of the adjoining land use, and by no means shall exceed a total distance of more than 1/3 the width of the water body, when proposed for coastal or inland waterways, inlets and coves. Notwithstanding the dimensional limits below, in areas outside the CFMA zone where the horizontal distance from the normal high water line (NHW) to the normal low water line (NLW) is in excess of 110 feet, permanent structures will not be allowed beyond the NHW mark, except a permanent structure no more than 15 feet beyond NHW may be permitted if and only if no alternative for access to the water exists on the applicant's property.

	In RC and CFMA Zone	In all other Zones	Commercial Marine Struc. In Res. Zones
Max. length of all structures	160 ft.	160 ft.	160 ft.
Max. length of all piers	100 ft.*	100 ft.*	100 ft.*
Max. width of piers	12 ft.	6 ft.	12 ft.
Max. width of ramp	6 ft.	4 ft.	6 ft.
Max. sq. ft. per float	300 sq. ft.	300 sq. ft.	300 sq. ft.
Min. height of decking over normal high water	3 ft.	3 ft.	3 ft.
Max. length of wharf	No. max.	N/A	100 ft.
Max. width of wharf	100 ft.	N/A	25 ft.
Sideline setback of wharf	0 ft.	15 ft.**	15 ft.**
Sideline setback for piers	10 ft.**	15 ft.**	15 ft.**

\* Or length needed to obtain six feet of depth of water at normal low tide, whichever is less.

\*\* If pier or wharf is shared between property owners, no sideline setback required.

5. Permanent structures shall not be allowed in Resource Protection areas, excepting those areas zoned Resource Protection because of steep slopes.
6. Non-permanent structures may be affixed by fastening devices in rock which may be permitted by the Code Enforcement Officer.

7. No new structure shall be built on, over or abutting a pier, wharf, dock or other structure extending beyond the normal high-water line of a body of water or within a wetland unless the structure requires direct access to the water as an operational necessity.
8. No existing structures built on, over or abutting a pier, dock, wharf or other structure extending beyond the normal high-water line of a body of water or within a wetland shall be converted to residential dwelling units in any district. The installation of plumbing fixtures (including a toilet) which would render such structures readily usable as dwelling units and are not essential for a use requiring direct access to the water as an operational necessity is prohibited.
9. Unreasonable interference with the natural flow of any surface or subsurface waters, or impedance of the flow of the current of a channel shall be minimized during the construction and subsequent use of the marine structure.
10. The marine structure shall be designed, sited and constructed so as not to encroach upon Federally designated navigation channels or mooring areas or otherwise obstruct by any means whatsoever the free use of piers, docks, common landing areas, and commercial fisheries.
11. Except in the Residential Commercial and CF/MA Districts, structures built on, over, or abutting a pier, wharf, dock or other structures extending beyond the normal high-water line of a water body or within a wetland shall not exceed twenty (20) ft. in height above the pier, wharf or structure.
12. In the interest of public safety, the PB or CEO may require lights and/or reflective materials to be installed on piers, docks, wharves or floats.
13. Permanent structures projecting into or over bodies of water shall require a permit from the Department of Environmental Protection pursuant to State Law.

#### **V. Ponds**

Ponds created for any purpose must meet the specifications of the DEP or the University of Maine Soil and Water Conservation Commission. If a pond is to be used for the purpose of fire prevention, the local Fire Chief must approve location and design.

#### **W. Restaurants, Outdoor Sales and Storage**

1. Restaurants
  - a. No parking shall be located within ten (10) feet of any lot line.
  - b. Refuse containers not within a building shall be placed not less than thirty (30) feet from any lot line and shall be screened from view and maintained so as to prevent access by flies and vermin.

- c. Restaurants serving "take-out" food or providing outdoor dining on the premises shall provide suitable waste receptacles for use by customers.
- d. The Planning Board may require other conditions to fit the restaurant harmoniously into its neighborhood.

## 2. Outdoor Sales and Storage

- a. Lots shall meet all requirements for single family dwellings.
- b. No parking or storage shall be located within twenty (20) feet from any lot line.
- c. All outdoor storage of material, goods or vehicles shall be screened from view from adjacent residential lots, as required for off-street parking and loading spaces.
- d. The Planning Board may require other conditions to fit the facility harmoniously into its neighborhood.

## X. **Retail and Wholesale Business, Services, Business and Professional Offices**

Where located adjacent to residential lots, retail and wholesale businesses, services, business and professional offices shall conform to the following:

- 1. Side and rear yard setbacks shall be not less than thirty (30) feet, of which not less than ten (10) feet shall be maintained as yard space.
- 2. No parking or outdoor storage shall be located within ten (10) feet of any lot line.
- 3. All outdoor storage of material, goods, or vehicles shall be screened from view from adjacent residential lots, as required for off-street parking and loading areas.
- 4. The Planning Board may require other conditions to fit harmoniously into its neighborhood.

## Y. **Roads and Driveways**

- 1. The following standards shall apply to the construction of roads and/or driveways and drainage systems, culverts and other related features in the Shoreland Zone:
  - a. Roads and driveways shall be set back at least seventy-five (75) feet, horizontal distance, from the normal high-water line of bodies of water, tributary streams, or the upland edge of a wetland unless no reasonable alternative exists as determined by the Planning Board. If no other reasonable alternative exists, the road and/or driveway setback requirement shall be no less than fifty (50) feet horizontal distance upon clear showing by the applicant that appropriate techniques will be used to prevent sedimentation of the body of water, tributary stream, or wetland. Such techniques may include, but are not limited to, the installation of settling basins, and/or the effective use of additional ditch relief culverts and turnouts placed so as to avoid sedimentation of the body of water, tributary stream, or wetland.

On slopes of greater than twenty (20) percent the road and/or driveway setback shall be increased by ten (10) feet for each five (5) percent increase in slope above twenty (20) percent.

Section 16 (Y) (1) does not apply to approaches to water crossings or to roads or driveways that provide access to permitted structures, and facilities located nearer to the shoreline or tributary stream due to an operational necessity, excluding temporary docks for recreational uses. Roads and driveways providing access to permitted structures within the setback area shall comply fully with the requirements of Section 16 (Y) (1) except for that portion of the road or driveway necessary for direct access to the structure.

- b. Existing public roads may be expanded within the legal road right-of-way regardless of its setback from a body of water, tributary stream or wetland.
- c. New roads and driveways are prohibited in a Resource Protection District except that the Planning Board may grant a permit to construct a road or driveway to provide access to permitted uses within the district. A road or driveway may also be approved by the Planning Board in a Resource Protection District upon a finding that no reasonable alternative route or location is available outside the district. When a road or driveway is permitted in a Resource Protection District the road and/or driveway shall be set back as far as practicable from the normal high-water line of a body of water, tributary stream, or upland edge of a wetland.
- d. Road and driveway banks shall be no steeper than a slope of two (2) horizontal to one (1) vertical, and shall be graded and stabilized in accordance with the provisions for erosion and sedimentation control contained in Section 16 (K).
- e. Road and driveway grades shall be no greater than ten (10) percent except for short segments of less than two hundred (200) feet.
- f. In order to prevent road and driveway surface drainage from directly entering bodies of water, tributary streams or wetlands, roads and driveways shall be designed, constructed, and maintained to empty onto an unscarified buffer strip at least (50) feet plus two times the average slope, in width between the outflow point of the ditch or culvert and the normal high-water line of a body of water, tributary stream, or upland edge of a wetland. Surface drainage which is directed to an unscarified buffer strip shall be diffused or spread out to promote infiltration of the runoff and to minimize channelized flow of the drainage through the buffer strip.
- g. Ditch relief (cross drainage) culverts, drainage dips and water turnouts shall be installed in a manner effective in directing drainage onto unscarified buffer strips before the flow gains sufficient volume or head to erode the road, driveway or ditch. To accomplish this, the following shall apply:
  - 1. Ditch relief culverts, drainage dips and associated water turnouts shall be spaced along the road at intervals no greater than indicated in the following table:

Road Grade (%)	Spacing (Feet)
0-2	250
3-5	200-135
6-10	100-80
11-15	80-60
16-20	60-45
21+	40

2. Drainage dips may be used in place of ditch relief culverts only where the grade is ten (10) percent or less.
  3. On sections having slopes greater than ten (10) percent, ditch relief culverts shall be placed at approximately a thirty (30) degree angle downslope from a line perpendicular to the centerline of the road or driveway.
  4. Ditch relief culverts shall be sufficiently sized and properly installed in order to allow for effective functioning, and their inlet and outlet ends shall be stabilized with appropriate materials.
  - h. Where roads and driveways connect with public roads, ditches, culverts, bridges, dips, water turnouts and other storm water runoff control installations must be approved by the road commissioner and shall be maintained on a regular basis to assure effective functioning.
2. In all zones, the Planning Board shall insure that site distances, angle of intersection and steepness of slope shall be considered before a permit is granted.
- a. The minimum width for roads shall be no less than ten (10) feet with a total clearance width of sixteen (16) feet.
  - b. Turn outs on single lane roads will be provided every five hundred (500) feet.
  - c. At all intersections of roads and driveways with public roads a sight distance of two hundred fifty (250) feet on each side is required.
  - d. The minimum angle of intersection with public roads shall be sixty (60) degrees.
  - e. The maximum grade for roads is twenty-five (25) percent.

## **Z. Public and Private Institutional Structures**

In the case of public and private schools, public and quasi-public buildings, churches and other religious facilities and cemeteries, the Planning Board may require conditions to fit these uses harmoniously into their neighborhoods.

### **AA. Septic Waste Disposal**

1. Lots lawfully in existence as of the date of this ordinance are exempted from lot coverage requirements (see "Dimensional Requirements") for the purpose of wastewater disposal.
2. All subsurface sewage disposal systems shall be installed in conformance with the State of Maine Subsurface Wastewater Disposal Rules.
3. In the Shoreland Zone:
  - a. clearing or removal of woody vegetation necessary to site a new system and any associated fill extensions, shall not extend closer than seventy-five (75) feet, horizontal distance, from the normal high water line of a water body or the upland edge of a wetland and,
  - b. a holding tank is not allowed for a first-time residential use in the shoreland zone.

## **BB.Signs**

1. All signs shall require a Planning Board permits except the following:
  - a. Name signs: limited to two signs per premises and a sign area of two (2) square feet.
  - b. Signs relating to the sale, rental or lease of the property: limited to two signs per premises and a sign area of six (6) square feet.
  - c. Signs relating to trespassing and hunting: without restrictions as to number but limited to a sign area of two (2) square feet.
2. Outdoor signs in all Districts shall be governed by the following provisions:
  - a. No signs shall extend higher than twenty (20) feet above the ground.
  - b. No sign shall exceed eighteen (18) square feet in the Residential commercial and CF/MA Districts and six (6) square feet in all other districts.
  - c. Signs may be illuminated only by shielded non-flashing lights.
  - d. All signs shall be securely fastened so as to withstand all elements.
  - e. Signs and billboards not on the premises where the advertised goods or services are sold shall be limited to one sign with a maximum sign area of six (6) square feet.
3. Signs relating to public safety shall be permitted without restrictions.

## **CC. Soils**

All land uses shall be located on soils in or upon which the proposed uses or structures can be established or maintained without causing adverse environmental impacts, including severe erosion, mass soil movement, improper drainage, and water pollution, whether during or after construction. Proposed uses requiring subsurface waste disposal, and commercial or industrial development and other similar intensive land uses, shall require a soils report based on an on-site investigation and be prepared by state-certified professionals. Certified persons may include Maine Certified Soil Scientists, Maine Registered Professional Engineers, Maine State Certified

Geologists and other persons who have training and experience in the recognition and evaluation of soil properties. The report shall be based upon the analysis of the characteristics of the soil and surrounding land and water areas, maximum ground water elevation, presence of ledge, drainage conditions, and other pertinent data which the evaluator deems appropriate. The soils report shall include recommendations for a proposed use to counteract soil limitations where they exist.

**DD. Storm Water Runoff**

1. All new construction and development shall be designed to minimize storm water runoff from the site in excess of the natural predevelopment conditions. Where possible, existing natural runoff control features, such as berms, swales, terraces and wooded areas shall be retained in order to reduce runoff and encourage infiltration of stormwaters.
2. Storm water runoff control systems shall be maintained as necessary to ensure proper functioning.
3. The Stormwater Management Law (38 M.R.S.A. Section 420-D) requires a full permit to be obtained from the DEP prior to construction of a project consisting of one acre or more of developed area in a stream, coastal or wetland watershed. A permit-by-rule is necessary for a project with one acre or more of disturbed area, but less than one acre impervious area and less than 5 acres of developed area. Furthermore, a Maine Construction General Permit is required if the construction will result in one acre or more of disturbed area.

**EE. Swimming Pools**

1. Swimming pools shall meet the same setback requirements as residential structures.
2. Water source requires Planning Board approval. The Planning Board may require that an off-site water source be utilized to fill and maintain swimming pools.

**FF. Timber Harvesting**

1. Within the strip of land extending 75 feet inland from the normal high water line in a shoreland area zoned for resource protection abutting a great pond there shall be no timber harvesting except to remove safety hazards.
2. Except in areas as described in Section 16 (FF) (1) above, timber harvesting shall conform with the following provisions:
  - a. In the Shoreland Zone, selective cutting of no more than forty (40) percent of the total volume of trees four (4) inches or more in diameter measured at 4 1/2 feet above ground level on any lot in any ten (10) year period is permitted. In addition:
    - i. Within one-hundred (100) feet, horizontal distance of the normal high- water line of a great pond classified GPA or a river flowing to a great pond classified GPA, and within seventy-five (75) feet horizontal distance of the normal high-water line of other water bodies , tributary streams, or the upland edge of a wetland, there shall be

no clearcut openings and a well-distributed stand of trees and other vegetation, including existing ground cover, shall be maintained.

- ii . At distances greater than one-hundred (100) feet, horizontal distance, of a great pond classified GPA or a river flowing to a great pond classified GPA, and greater than seventy-five (75) feet, horizontal distance, of the normal high-water line of other water bodies or the upland edge of a wetland, harvesting operations shall not create single clearcut openings greater than ten-thousand (10,000) square feet in the forest canopy. Where such openings exceed five-thousand (5000) square feet they shall be at least one hundred (100) feet, horizontal distance, apart. Such clearcut openings shall be included in the calculation of total volume removal. Volume may be considered to be equivalent to basal area.
  - iii . Harvesting operations shall be conducted in such a manner that a well-distributed stand of trees is retained.
  - iv . The Planning Board may approve timber harvesting within the Shoreland Zone in excess of the 40% limitation upon a clear showing, including a forest management plan signed by a Maine licensed professional forester, that such exemption is necessary for good forest management and is carried out in accordance with the purposes of the Shoreland Zoning Act. The Planning Board must notify the DEP of any permits issued for timber harvesting in excess of 40%.
- b. No accumulation of slash shall be left within fifty (50) feet of the normal high-water line of a body of water. In all other areas slash shall either be removed or disposed of in such a manner that it lies on the ground and no part thereof extends more than four (4) feet above the ground. Any debris that falls below the normal high-water line of a body of water shall be removed.
  - c. Timber harvesting equipment shall not use stream channels as travel routes except when surface waters are frozen, and the activity will not result in any ground disturbance.
  - d. All crossings of flowing water shall require a bridge or culvert, except in areas with low banks and channel beds which are composed of gravel, rock or similar hard surface which would not be eroded or otherwise damaged.
  - e. Skid trail approaches to water crossings shall be located and designed so as to prevent water runoff from directly entering the body of water or tributary stream. Upon completion of timber harvesting, temporary bridges and culverts shall be removed and areas of exposed soil revegetated.
  - f. Except for water crossings, skid trails and other sites where the operation of machinery used in timber harvesting results in the exposure of mineral soil shall be located such that an unscarified strip of vegetation of at least seventy-five (75) feet, horizontal distance, in width for slopes up to ten (10) percent shall be retained between the exposed mineral soil and the normal high-water line of a body of water or upland edge of a wetland. For each ten (10) percent increase in slope, the unscarified strip shall be increased by twenty (20) feet, horizontal distance. The provisions of this paragraph apply only to a face sloping

toward the body of water or wetland, provided, however, that no portion of such exposed mineral soil on a back face shall be closer than twenty five (25) feet, horizontal distance, from the normal high-water line of a body of water or upland edge of a wetland.

3. Harvesting operations shall be conducted in such a manner and at such a time that minimal soil disturbance results. Adequate provision shall be made to prevent soil erosion and sedimentation of surface waters.
4. Timber harvesting in the Water District:

A PB permit is required for timber harvesting in the WD. Permit applications must be accompanied by an approved permit from the State Forester, and a survey map showing property lines and indicating where harvesting is to take place. All trees to be cut shall be marked.

#### **GG. Towers**

Towers, antennas, windmills, and similar structures having no floor area, shall not exceed sixty-five (65) feet in height above natural grade. This section shall not apply to essential services.

#### **HH. Water Quality**

1. No activity shall locate, store, discharge, or permit the discharge of any treated, untreated, or inadequately treated liquid, gaseous, or solid materials of such nature, quantity, obnoxiousness, toxicity, or temperature that run off, seep, percolate, or wash into surface or ground waters so as to contaminate, pollute, or harm such waters or cause nuisances, such as objectionable shore deposits, floating or submerged debris, oil or scum, color, odor or taste, or unsightliness or be harmful to human, animal, plant or aquatic life.
2. All hazardous material storage or disposal and all solid and liquid waste disposal, except domestic sewage, is prohibited from bedrock aquifer recharge areas as mapped, excepting the current town landfill.
3. All underground storage tanks shall meet the requirements of the Maine Department of Environmental Protection's regulations in "Standards for Permitting Underground Oil Storage Facilities" for siting tanks over sand and gravel aquifers. All underground tanks shall be double-contained.
4. All commercial bulk petroleum sites shall have a spill prevention, countermeasures and control plan.
5. Only less persistent pesticides and herbicides (those with a half-life of less than twenty days in unsaturated soils) are permitted in aquifer recharge areas as mapped except in the Resource Protection Zone and the Water District Zone, where the application of all pesticides and herbicides is prohibited, except approved herbicides or pesticides for water treatment.

6. Salt and salt-sand stockpiles shall not be located in aquifer recharge areas as mapped unless they are covered and located on an impermeable base.
7. The following provisions apply to the Water District Zone only:
  - a. No borrow pit or quarry shall be permitted within the watershed.
  - b. No agricultural use or animal husbandry shall be permitted within the watershed.
  - c. No herbicides or pesticides shall be used within the watershed, except approved herbicides or pesticides used for water treatment.
  - d. Swimming and all water activities that involve body contact with the water are prohibited in the Water District.
  - e. Non-intensive recreational uses such as hunting, fishing and hiking are prohibited in and around Round Pond.
8. Where there is evidence of salt water intrusion into bedrock wells within 500' of a proposed well site, the Planning Board of CEO may require an impartial hydrogeological survey be done at the expense of the applicant for the well permit.

## **II. Year-round Rental Housing**

1. In order to alleviate the shortage of year-round rental housing, a density bonus of 100 % may be granted in return for providing such housing by conversion of existing buildings or new construction.
2. The density bonus shall not exceed 100 % percent over the minimum allowable lot area of 10,000 square feet per unit in the case of conversion of an existing building, or 20,000 square feet per unit for new construction (see section 15, Dimensional Requirements).
  - a. One hundred percent (100%) on lots shown on Tax Maps 17, 18, 19, 22, 23 and 24.
  - b. Fifty percent (50%) on lots shown on all other Tax Maps.
3. Proposals to create year-round rental housing under this section which are on lots or in structures served by the Vinalhaven Water District must include a written statement by the Water District approving the proposal.
4. The density bonus shall not be granted unless the following requirements are met:
  - a. The units shall be used or available for use as year-round rental residential dwellings and may not be used or available for use on a seasonal basis.
  - b. The proposed dwelling units must be decent, safe, and sanitary. They must be intended, designed, insulated, equipped and suitable for year-round use.

- c. Units created through new construction cannot exceed twelve hundred (1200) square feet.
- d. All units shall be equipped with water saving devices on all faucets and showers, and low-flow toilets.
- 5. The minimum lot area per unit shall be the only provision affected by the grant of a density bonus. All other provisions of the ordinance shall apply.
- 6. The density bonus shall not be granted if such bonus or any other aspect of the proposed project would conflict with any of the other provisions or the purposes of this or any other Vinalhaven ordinance or the Comprehensive Plan.
- 7. The burden shall be on the applicant to show by clear and convincing evidence, and the Planning Board shall not grant approval unless it finds that the proposed project with density bonus meets and will continue to meet all the foregoing requirements and that it will serve the purpose of this subsection as well as the other purposes of the ordinance.
- 8. Notwithstanding the provisions in Section 16. S., structures examined under this section shall require one (1) parking space per unit within five hundred (500) feet of the principal structure or use of the premises.

## **Section 17. ADMINISTRATION**

### **A. Administering Bodies and Agents**

#### **1. Code Enforcement Officer**

A Code Enforcement Officer (CEO) shall be appointed or reappointed annually by July 1st.

#### **2. Board of Appeals**

The Board of Appeals (BOA) shall consist of five regular members and two alternate members. Regular members shall be appointed by the Board of Selectmen for three year terms, and alternate members shall be appointed for one year terms. Appointments shall be staggered to provide that other than to fill vacancies, no more than two members are appointed for three year terms in each year.

#### **3. Planning Board**

The Planning Board (PB) shall consist of five regular members and two alternate members. Regular members shall be appointed by the Board of Selectmen for three year terms, and the alternate members shall be appointed for one year terms. Appointments shall be staggered to provide that other than to full vacancies, no more than two members are appointed for three year terms in each year.

#### 4. Planning Commission

There is established a Planning Commission (PC) which shall have the purpose of preparing and reviewing changes to the Comprehensive Plan and to Land Use Ordinances within the Town. The Planning Commission shall have all responsibilities of a local planning committee as set forth in Section 4324 of Title 30-A of the Maine Revised Statutes. The Planning Commission shall consist of not less than five (5) members. The Commission's members shall be appointed by the Board of Selectmen for three year terms, which shall be staggered to provide that other than to fill vacancies, no more than three members are appointed for three year terms in any one year.

5. All members of the Planning Board, Appeals Board and Planning Commission on the effective date of this ordinance shall continue to serve until the expiration of their terms, previously appointed to their positions by the Board of Selectmen.

#### **B. Permits Required**

1. A permit shall be required for: all new construction and alteration of structures, installation of modular and mobile homes, moving or changing use of existing structures and earth moving activities, including road construction. Such activity shall not take place within the Town of Vinalhaven unless a permit for such action has been issued by the Planning Board, LPI or CEO, except as permitted in Section 14.
2. This Ordinance allows, without a permit, the normal upkeep and maintenance of structures and uses including repairs and renovations which do not involve expansion of the use or structure. Nothing in the Ordinance shall prevent the strengthening or restoring to safe condition any part of a structure declared unsafe by the CEO.
3. In the Shoreland Zone, after the effective date of this Ordinance, no person shall, without first obtaining a permit, engage in any activity or use of land or structure requiring a permit in the district for which such activity or use would occur; or expand, change or replace an existing use or structure; or renew a discontinued non-conforming use. A person who is issued a permit pursuant to this Ordinance shall have a copy of the permit on site while the work authorized by the permit is performed.
  - a. A permit is not required for the replacement of an existing road culvert as long as:
    1. The replacement culvert is not more than 25% longer than the culvert being replaced;
    2. The replacement culvert is not longer than 75 feet;
    3. Adequate erosion control measures are taken to prevent sedimentation of the water, and the crossing does not block fish passage in the water-course.
4. A permit is not required for an archeological excavation in the shoreland zone as long as the excavation is conducted by an archeologist listed on the State Historic Preservation Officer's level 1 or 2 approved list, and unreasonable erosion and sedimentation is prevented by means of adequate and timely temporary and permanent stabilization measures.

5. Any permit required by the Ordinance shall be in addition to any other permit required by other law or ordinance.

#### **C. Fees**

1. Building permit and subdivision application fees shall be set by the Vinalhaven Board of Selectmen. Payment of any fee after a project has begun not in any way affect the imposition of any fines or court ordered payments. Application and permit fees are not refundable.
2. The fee for all appeals shall be set by the Vinalhaven Board of Selectmen.

#### **D. Permit Application**

1. Applications must be in writing, with all necessary information, and on forms provided by Town officials. Applications shall be accompanied by payment, valid plumbing permit or sanitary waste discharge permit if applicable, and any applicable Federal or State permits. Permits requiring PB approval shall be submitted to the CEO by 5 o'clock PM ten (10) days prior to the regularly scheduled Planning Board meeting.
2. A separate form shall be submitted for each activity for which the applicant is seeking a permit.
3. Applications must clearly show the exact dimensions and footprint of all structures and their relationship to wells, septic systems, lot lines, and water bodies.
4. All applications shall be signed by the owner or owners of the property or other person authorizing the work, certifying that the information in the application is complete and correct. If the person signing the application is not the owner or lessee of the property, then that person shall submit proof of authorization from the owner or lessee.
5. All applications shall be dated, and the Code Enforcement Officer shall note upon each application the date and time of its receipt.
6. If the property is not served by a public sewer, a valid plumbing permit or a completed application for a plumbing permit, including the site evaluation approved by the Plumbing Inspector, shall be submitted whenever the nature of the proposed structure would require the installation of a subsurface sewage disposal system.
7. In the Shoreland Zone, proof of an adequate fresh water source shall be submitted whenever the plans for the proposed structure call for the installation of plumbing fixtures.
8. Inspection and approval by the Town Fire Chief of materials, construction and installation of chimneys, fireplaces and woodburning stoves shall take place before usage. A written review by the Chief shall be placed on file in the Town Office after inspection.

9. There shall be no construction above the foundation of any structure until such time as the CEO inspects and approves the foundation for conformance with the provisions of this ordinance and appropriate building permits.
10. Applications for well permits must be accompanied by a septic system design. All wells must be located at least 100 feet from any existing or mapped septic system.

#### **E. Procedure for Administering Permits**

1. The Planning Board or the Code Enforcement Officer, as appropriate, shall approve, approve with conditions, or deny all permit applications within 35 days of receiving a completed application. An application is complete when all documents the PB requires are attached.
2. However, if the Planning Board has a waiting list of applications, a decision on the application shall occur within 35 days after the first available date on the Planning Board's agenda following receipt of the completed application, or within 35 days of the public hearing, if one is held.

#### **3. Quorum**

A quorum of the Planning Board shall consist of three (3) members. No meeting shall be held in the absence of a quorum, unless the absences are due to vacancies on the Board. A majority of the FULL BOARD is required to either approve or deny an application. If the vote is tied when the full Board is not present, the motion is tabled until such time as the full Board is present. If the vote is tied when the full Board is present, the motion fails.

#### **4. Continuances**

All Planning Board meetings or portions thereof may be continued or tabled for reasonable cause and reconvened as may be determined by a majority of the Board. Reasonable cause may include but is not limited to: incomplete testimony, or requests that an applicant or his or her representative be present at a meeting to address concerns of the Board. If such requests are not satisfied by an applicant for two consecutive meetings, the Board may deny the application.

5. Permits shall be approved if and only if the proposed use or structure is found to be in conformance with the purposes and provisions of this Ordinance. The applicant shall have the burden of proving that the proposed land use activity is in conformity with the purposes and provisions of this Ordinance.
6. After the submission of a complete application to the Planning Board or CEO, the Board or CEO shall approve an application or approve it with conditions if and only if it makes a positive finding based on the information presented that the proposed use:
  - a. Will not result in unsafe or unhealthful conditions;
  - b. Will not result in water pollution, erosion, or sedimentation to surface waters;

- c. Will not adversely effect the quality or quantity of fresh groundwater in the bedrock or elsewhere, or result in the depletion of the fresh groundwater so that saltwater intrusion into wells occurs, or adversely effect any groundwater recharge areas as mapped;
  - d. Will adequately provide for the disposal of all wastewater;
  - e. Will not have an adverse impact on spawning grounds, fish, aquatic life, bird or other wildlife habitat;
  - f. Will conserve shore cover and visual, as well as actual, points of access to inland and coastal waters;
  - g. Will protect archaeological and historic resources as designated in the comprehensive plan;
  - h. Will not adversely affect existing commercial fishing or maritime activities in a Commercial Fisheries/Maritime Activities district;
  - i. Will not have an unreasonable impact on natural beauty;
  - j. Will avoid problems associated with flood plain development and use; and
  - k. Is in conformance with the provisions of Section 16, Land Use Standards, as well as the other provisions and purposes of this Ordinance.
7. If a permit is either denied or approved with conditions, the reasons as well as conditions shall be stated in writing. No approval shall be granted for an application involving a structure if the structure is located in an unapproved subdivision or would violate any other local ordinance or regulation or any State law which the municipality is responsible for enforcing.
  8. When a permit issued by the PB is signed by three members of the Planning Board, it becomes valid.
  9. A notice of permit shall be prominently displayed at the site of the permitted structure or activity.
  10. No structure shall be occupied until the owner or occupant has obtained a Certificate of Compliance signed by both the Code Enforcement Officer and Local Plumbing Inspector, attesting to the complete and final installation of any required septic waste disposal system and compliance with the requirements of the ordinance.

#### **F. Expiration of Permit**

Permits shall expire one year from the date of issuance if a substantial start is not made in construction or in the use of the property during that period. In the Shoreland Zone, if a substantial start is made within one year of the issuance of the permit, the applicant shall have one additional year to complete the project, at which time the permit shall expire.

#### **G. Pending Applications for Building Permits**

Nothing in this Ordinance shall require any change in the plans, construction size, or designated use for any structure or part thereof for which application for a building permit has been made or a building permit has been issued prior to the adoption or amendment of

this Ordinance, provided a substantial start has been made on such structure within twelve (12) months after the issuance of such permit.

## **H. Installation of Public Utility Service**

No public utility, water district, sanitary district or any utility company of any kind may install services to any new structure unless written authorization attesting to the validity and currency of all local permits required under this or any previous Ordinance, has been issued by the appropriate municipal officials.

## **I. Appeals**

### **1. Powers and Duties of the Board of Appeals**

The Board of Appeals shall have the following powers:

- a. Administrative Appeals: To hear and decide administrative appeals, on an appellate basis, where it is alleged by an aggrieved party that there is an error in any order, requirement, decision, or determination made by, or failure to act by the Planning Board in the administration of this Ordinance, except those under Section 17, Subdivisions, and to hear and decide administrative appeals on a de novo basis where it is alleged by an aggrieved party that there is an error in any order, requirement, decision or determination made by, or failure to act by the Code Enforcement Officer in his or her review or and action on a permit application under this ordinance. Any order, requirement, decision or determination made, or failure to act, in the enforcement of this ordinance is not appealable to the Board of Appeals.
- b. Variance Appeals: To authorize variances upon appeal, within the limitations set forth in this Ordinance.
- c. A decision of the Code Enforcement Officer to take enforcement action for a violation of this ordinance or any permit issued pursuant to this ordinance is not appealable to the Board of Appeals. This Ordinance shall be enforced in accordance with 30-A MRSA Section 4452.

### **2. Variance Appeals**

Variances are granted only under the following conditions:

#### **a. General Variances**

(1). Variances may be granted only from dimensional requirements including but not limited to, lot width, structure height, percent of lot coverage, and setback requirements.

(2). The Board shall not grant a variance unless it finds that:

(a) The proposed structure would meet the provisions of Section 16 except for the specific provision which has created the non-conformity and from which relief is sought; and

(b) The strict application of the terms of this Ordinance would result in undue hardship as defined in this Ordinance.

b. Set Back Variances for single-family dwellings

Notwithstanding the provisions in a above, the BOA may grant a variance from a set back requirement only when strict application of the zoning ordinance to the petitioner and the petitioner's property would cause undue hardship. The term "undue hardship" as used in this subsection, and this subsection only, means:

(1). The need for a variance is due to the unique circumstances of the property and not to the general conditions in the neighborhood;

(2). The granting of a variance will not alter the essential character of the locality;

(3). The hardship is not the result of action taken by the applicant or a prior owner;

(4). The granting of the variance will not substantially reduce or impair the use of abutting property;

(5). That the granting of a variance is based on demonstrated need, not convenience, and no other feasible alternative is available.

This subsection is strictly limited to permitting a variance from a set-back requirement for a single-family dwelling that is the primary year-round residence of the petitioner. A variance under this subsection may not exceed 20% of a set-back requirement and may not be granted if the variance would cause the area of the dwelling to exceed the maximum permissible lot coverage.

c. Variances for Access for Persons with Disabilities

The Board of Appeals may grant a variance to an owner of a residential dwelling for the purpose of making that dwelling accessible to a person with a disability who resides in or regularly uses the dwelling. The Board shall restrict any variance granted under this subsection solely to the installation of equipment or the construction of structures necessary for access or egress from the dwelling by the person with the disability. The Board may impose conditions on the variance, including limiting the variance to the duration of the disability or to the time that the person the disability lives in the dwelling. The term "structures necessary for access to or egress from the dwelling" shall include railing, wall or roof systems necessary for the safety or effectiveness of the structure.

d. (1) The BOA may not grant a variance for a use otherwise prohibited by this Ordinance except as provided in this paragraph. The BOA may grant a variance allowing a low-

impact single-family dwelling in a Resource Protection District only if the BOA finds that:

- (i) There is no location on the applicant's property, other than in the Resource Protection District, where a single-family dwelling may be established; and
  - (ii) The strict application of the terms of this Ordinance would result in undue hardship as defined by 30-A M.R.S.A. 4353 (4) and this Ordinance; and
  - (iii) That the lot in question was created before 1 January 1993, and
  - (iv) That the lot in question does not lie within a wetland or the one-hundred year floodplain as shown on FEMA's Flood Insurance Rate Maps or Flood Hazard Boundary Maps.
- (2) The conditions incorporated into permits issued pursuant to variances granted under this Section are described in Section 13.I.C.8 (Establishment of Districts: Resource Protection) of this Ordinance.
- (3) Variances under this section shall not be granted without the review and written approval of the Maine Department of Inland Fisheries and Wildlife and the Maine Department of Environmental Protection.
- e. The Board of Appeals shall limit any variances granted as strictly as possible in order to insure conformance with the purposes and provisions of this Ordinance to the greatest extent possible, and in doing so may impose such conditions to a variance as it deems necessary. If the Board of Appeals grants a variance under this Section, a certificate indicating the name of the current property owner, identifying the property by reference to the last recorded deed in its chain of title and indicating the fact that a variance, including any conditions on the variance, has been granted and the date of the granting, shall be prepared in recordable form. This certificate must be recorded by the petitioner in the Knox County Registry of Deeds within ninety (90) days of final approval of the variance or the variance is void. The variance is not valid until recorded as provided in this subsection. The party receiving the variance shall comply with any conditions imposed.
  - f. Within the Shoreland Zone, a copy of each variance request, including the application and all supporting information supplied by the applicant, may be forwarded by the municipal officials to the Commissioner of the Department of Environmental Protection at least twenty (20) days prior to hearing by the Board of Appeals. Any comments received from the Commissioner prior to hearing of the Board of Appeals shall be made part of the record and shall be taken into consideration by the Board of Appeals.
  - g. A copy of all variances granted in the Shoreland Zone by the Board of Appeals shall be submitted to the Department of Environmental Protection within fourteen (14) days of the decision.

- h. Notwithstanding any other provision of this Land Use Ordinance, all provisions of the Floodplain Management Ordinance adopted by the Town shall apply and variances may not be granted except as provided therein.

### 3. Administrative Appeals

- a. When the Board of Appeals reviews a decision of the Code Enforcement Officer the Board of Appeals shall hold a “de novo” hearing. At this time the Board may receive and consider new evidence and testimony, be it oral or written. When acting in a “de novo” capacity, the Board of Appeals shall hear and decide the matter afresh, undertaking its own independent analysis of evidence and the law, and reaching its own decision.
- b. When the Board of Appeals hears a decision of the Planning Board, it shall hold an appellate hearing, and may reverse the decision of the Planning Board only upon finding that the decision was contrary to specific provisions of the Ordinance or contrary to the facts presented to the Planning Board. The Board of Appeals may only review the record of the proceedings before the Planning Board. The Board of Appeals shall not receive or consider any evidence which was not presented to the Planning Board, but the Board of Appeals may receive and consider written and oral arguments. If the Board of Appeals determines that the record of the Planning Board proceedings are inadequate, the Board of Appeals may remand the matter to the Planning Board for additional fact finding.

### 4. Appeal Procedure

#### a. Making an Appeal

(1) An administrative or variance appeal may be taken to the Board of Appeals by an aggrieved party from any decision of the Code Enforcement Officer or the Planning Board, except for enforcement related matters as described in Section 18 I above. Such an appeal shall be made within thirty (30) days of the date of the official written decision appealed from, and not otherwise.

(2) Applications for appeals shall be made by filing with the Board of Appeals a written notice of appeal which includes:

(a) A concise written statement indicating what relief is requested, which section of the Ordinance is involved, and why an appeal or variance should be granted.

(b) A sketch drawn to scale showing lot lines, location of existing buildings and structures and other physical features of the lot pertinent to the relief sought.

(3) Upon receiving an application for an administrative appeal or a request for a variance, the Code Enforcement Officer or Planning Board, as appropriate, shall transmit to the Board of Appeals all of the papers constituting the record of the decision appealed from.

(4) The Board of Appeals shall hold a public hearing on an administrative appeal or a request for a variance within thirty-five (35) days of its receipt of a complete written application, unless this time period is extended by the parties.

b. Decision by Board of Appeals

- (1) A majority of the full voting membership of the board shall constitute a quorum for the purpose of deciding an appeal.
- (2) The person filing the appeal shall have the burden of proof.
- (3) The Board shall decide all administrative appeals and variance appeals within thirty-five (35) days after the close of the hearing, and shall then issue a written decision on all appeals.
- (4) The Board of Appeals shall state the reasons and basis for its decision, including a statement of the facts found and conclusions reached by the Board. The Board shall cause written notice of its decision to be mailed or hand-delivered to the applicant and to the Department of Environmental Protection within seven (7) days of the Board's decision. Copies of written decisions of the Board of Appeals shall be given to the Planning Board, Code Enforcement Officer, and the municipal officers.
- (5) All decisions shall become a part of the record and shall include a statement of findings and conclusions as well as the reasons or basis therefor, and the appropriate order, relief or denial thereof.

5. Appeal to Superior Court Except as provided by 30-A M.R.S.A. Section 2691 (3) (F)

Any aggrieved party who participated as a party during the proceedings before the Board of Appeals may take an appeal to Superior Court in accordance with State laws within forty-five (45) days from the date of any decision of the Board of Appeals.

6. Reconsideration

In accordance with 30-A M.R.S.A Section 2691 (3) (F) the Board of Appeals may reconsider any decision within forty-five (45) days of its prior decision. A request to the Board to reconsider a decision must be filed within ten (10) days of the decision that is being reconsidered. A vote to reconsider and the action taken on that reconsideration must occur and be completed within forty-five (45) days of the date of the vote on the original decision. Reconsideration of a decision shall require a positive vote of the majority of the Board members originally voting on the decision, and proper notification to the landowner, petitioner, planning board, CEO, and other parties of interest, including abutters and those who testified at the original hearing (s). The Board may conduct additional hearings and receive additional evidence and testimony.

Appeal of a reconsideration decision to Superior Court must be made within fifteen (15) days after the decision on reconsideration.

**J. Enforcement**

1. Nuisances

Any violation of this Ordinance shall be deemed to be a nuisance.

## 2. Code Enforcement Officer

- a. It shall be the duty of the Code Enforcement Officer to enforce the provisions of this Ordinance. If the Code Enforcement Officer shall find that any provision of this Ordinance is being violated, he or she shall notify in writing the person responsible for such violation, indicating the nature of the violation and ordering the action necessary to correct it, including discontinuance of illegal use of land, buildings or structures, or work being done, removal of illegal buildings or structures, and abatement of nuisance conditions. A copy of such notices shall be submitted to the municipal officers and be maintained as a permanent record.
- b. The Code Enforcement Officer shall conduct on-site inspections to insure compliance with all applicable laws and conditions attached to permit approvals. The Code Enforcement Officer shall also investigate all complaints of alleged violations of this Ordinance.
- c. The Code Enforcement Officer shall keep a complete record of all essential transactions of the office, including applications submitted, permits granted or denied, variances granted or denied, revocation actions, revocation of permits, appeals, court actions, violations investigated, violations found, and fees collected. On an annual basis, a summary of this record shall be submitted to the Director of the Bureau of Land Quality Control within the Department of Environmental Protection.

## 3. Legal Actions

When the above action does not result in the correction or abatement of the violation or nuisance condition, the Municipal Officers, upon notice from the Code Enforcement Officer, are hereby directed to institute any and all actions and proceedings, either legal or equitable, including seeking injunctions of violations and the imposition of fines, that may be appropriate or necessary to enforce the provisions of this Ordinance in the name of the municipality. The municipal officers, or their authorized agent, are hereby authorized to enter into administrative consent agreements for the purpose of eliminating violations of this Ordinance and recovering fines without Court action. Such agreements shall not allow an illegal structure or use to continue unless there is clear and convincing evidence that the illegal structure or use was constructed or conducted as a direct result of erroneous advice given by an authorized municipal official and there is no evidence that the owner acted in bad faith, or unless the removal of the structure or use will result in a threat or hazard to public health and safety, will result in substantial environmental damage, or will result in substantial injustice.

## 4. Fines

Any person, including but not limited to a landowner, a landowner's agent or a contractor, who violates any provision or requirement of this Ordinance shall be penalized in accordance with 30-A,

5. Notwithstanding any other provision of this Land Use Ordinance, all provisions of the Floodplain Management Ordinance adopted by the Town shall apply and variances may not be granted except as provided therein.

## **Section 18. DEFINITIONS**

### **A. Construction of Language**

In the interpretation and enforcement of this Ordinance, all words other than those specifically defined in the Ordinance shall have the meaning implied by their context in the Ordinance or their ordinarily accepted meaning. In the case of any difference of meaning or implication between the text of this Ordinance and any map, illustration or table, the text shall control.

The word "person" includes firm, association, organization, partnership, trust, company or corporation as well as an individual or any other legal entity.

The words "shall" and "will" are mandatory, the word "may" is permissive.

The word "lot" includes the words "plot" and "parcel".

The words "used" or "occupied" as applied to any land or building, shall be construed to include the words "intended, arranged or designed to be used or occupied".

The word "town" means the town of Vinalhaven.

The words "governing authority" mean the voters of the town of Vinalhaven.

### **B. Definitions**

In this Ordinance, the following terms shall have the following meanings:

**Abutter** - one whose property abuts, is contiguous, or joins at a border or boundaries, including the property across a street, road, public or private way.

**Accessory Structure** - a structure which is incidental and subordinate to the principal structure, and which is detached from the principal structure but located on the same lot. A deck or similar extension of the principal structure or a garage attached to the principal structure by a roof or a common wall is considered part of the principal structure. A dwelling unit shall not be considered an accessory structure.

**Accessory Use** - a use which is clearly incidental and subordinate to the principal use of the lot. An accessory use, when aggregated with other accessory uses on the same lot, shall not subordinate the principal use of the lot.

**Affordable Housing** - dwelling units built, intended and equipped for year-round habitation for sale or rental at moderate price or rent. Affordable dwelling units may not exceed 1200 sq. ft. of living space.

**Aggrieved Party** – an owner of land whose property is directly or indirectly affected by the granting or denial of a permit or variance under this Ordinance, an abutter, any other person or group of persons who have suffered particularized injury as a result of the granting or denial of such permit or variance, or a group of five or more citizens of the municipality who represent an interest adverse to the grant or denial of such permit or variance.

**Agriculture** - the production, keeping or maintenance for sale or lease of plants and/or animals, including but not limited to: forages and sod crops; grains and seed crops; dairy animals and dairy products; poultry and poultry products; livestock; fruits and vegetables; and ornamental and green house products. Agriculture does not include forest management and timber harvesting activities.

**Alteration** - any exterior change, addition, or modification in construction other than cosmetic or decorative, which changes the square or cubic footage of a building.

**Animal Husbandry** - the keeping of any domesticated animals other than customary household pets.

**Aquaculture** - the growing or propagation of harvestable freshwater, estuarine, or marine plant or animal species.

**Authorized Agent** - anyone having written authorization, signed by the property owner, to act in behalf of a property owner.

**Automobile Graveyard** - a yard, field or other area used as a place of storage, other than temporary storage, by an establishment or place of business which is engaged primarily in doing auto body repair work for the purpose of making repairs to render a motor vehicle serviceable, or three or more unserviceable, discarded, worn out or junked motor vehicles.

**Automobile Repair Garage** - a place where, with or without the attendant sale of engine fuels, the following services may be carried out: general repair, engine rebuilding, rebuilding or reconditioning of motor vehicles, collision service, such as body, frame or fender straightening and repair, over-all painting and under coating of motor vehicles.

**Automobile Service Station** - a place where gasoline or any other automobile engine fuel, kerosene, motor oil and lubricants or grease are retailed directly to the public on the premises, including the sale of minor accessories and the servicing and minor repair of automobiles, not including storage of unlicensed vehicles and not including body, frame and fender straightening and repair.

**Basal Area** – the area of cross-section of a tree stem at 4 \_ feet above ground level and inclusive of bark.

**Basement** – any portion of a structure with a floor-to-ceiling height of 6 feet or more and having more than 50% of its volume below the existing ground level.

**Bed and Breakfast** - a single-family, owner-occupied dwelling in which lodging or lodging and meals are offered to guests for compensation.

**Boarding House** - any residential structure where lodging and meals are provided for compensation for a period of at least two weeks and where a family residing in the building acts as proprietor or owner and where there are no provisions for cooking in any individual room other than the main kitchen.

**Billboard** - a sign, structure or surface larger than four (4) square feet which is available for advertising purposes for goods or services rendered off the premises.

**Boat house** - a structure for the storage of boats and related marine equipment only.

**Boat launching facility** - a facility designed primarily for the launching and landing of watercraft, and which may include an access ramp, docking area, and parking spaces for vehicles and trailers.

**Boatyard** - a commercial facility with provisions for storage, building and/or repair of boats, boat engines and other marine related equipment.

**Body of water** - shall include the following:

Pond - any inland impoundment, natural or manmade, which collects and stores surface water, and which has a surface area in excess of one half acre.

Quarry - a man made impoundment of fresh water or flooded pit created during the extraction of stone that has a water surface area in excess of one-half acre.

Stream or brook - a free flowing drainage outlet, with a defined channel lacking terrestrial vegetation, and flowing water for more than three months of the year. Also a perennial free flowing body of water as depicted on the most recent edition of a U.S. Geological Survey 7.5-minute series topographic map, or a 15-minute series topographic map, to the point where the body of water flows into another water body or wetland within a shoreland zone.

Tidal - any area upon which tidal action occurs.

**Brook** - see body of water

**Building** - any structure and its attachments such as decks, breezeways and porches which is supported by columns or walls for the housing or enclosure of persons, animals or personal property excluding mobile homes (which have a separate definition).

**Bureau** – State of Maine Department of Conservation's Bureau of Forestry.

**Campground/Shoreland District** - any area or tract of land to accommodate two (2) or more parties in temporary living quarters, including, but not limited to tents, recreational vehicles or other shelters.

**Campground/Other Districts** - any premises established for camping for which a fee is charged.

**Campsite, Individual private** - an area of land which is not associated with a campground, but which is developed for repeated camping by only one group not to exceed ten (10) individuals and which involves site improvements which may include but not be limited to parking areas, fire places or tent platforms.

**Canopy** – the more or less continuous cover formed by tree crowns in a wooded area.

**Car Wash** – Any facility where boats and or motor vehicles are washed for hire or where facilities are made available for washing boats and motor vehicles for hire. This definition shall not apply to non-profit organizations providing occasional car and boat washing as a fund raising event, as long as that organization has obtained the permission of the Vinalhaven Water District to do so.

**Change of use** - a change from one use in the land use table to another use, or the addition of a new use to an existing use.

**Code Enforcement Officer** - a person duly appointed to administer this Ordinance. Reference to the Code Enforcement Officer may be construed to include Building Inspector, Plumbing Inspector and the like, where applicable.

**Commercial Use** - the use of lands, buildings, or structures, other than a "home occupation," defined below, the intent and result of which activity is the production of income from the buying and selling of goods and/or services, exclusive of rental of residential buildings and/or dwelling units.

**Constructed** - includes built, erected, altered, reconstructed, moved upon or any physical operations on the premises which are required for construction. Excavation, fill, paving, drainage and the like, shall be considered as part of construction.

**Construction Drawings** - drawings showing the location, profile, grades, size and type of drains, sewers, water mains, underground power and telephone ducts, pavements, cross section of roads, miscellaneous structures, drainage and other easements and similar items.

**Contiguous Lots** - lots in the same ownership which adjoin at any line or point, except that lots on opposite sides of a public road shall be each considered a separate tract or parcel unless such road was established by the owner of the land on both sides thereof.

**Cross-sectional area** – the cross-sectional area of stream or tributary stream channel is determined by multiplying the stream or tributary stream channel width by the average stream or tributary stream channel depth. The stream or tributary stream channel width is the straight line distance from the normal high water line on one side of the channel to the normal high water line

on the opposite side of the channel. The average stream or tributary stream channel depth is the average of the vertical distances from a straight line between the normal high water lines of the stream or tributary stream channel to the bottom of the channel.

**DBH** – the diameter of a standing tree measured 4.5 feet from ground level.

**Deck** - an open, unroofed porch or platform extending from a structure.

**Development** – a change in land use involving alternation of the land, water or vegetation, or the addition or alteration of structures or other construction not naturally occurring.

**Dock** - any structure, whether permanent or temporary, which acts as a landing place for watercraft. This includes any combination of piers, docks and floats.

**Dimensional Requirements** - numerical standards relating to spatial relationships including but not limited to setback, lot area, shore frontage and height.

**Disability** – any disability, infirmity, malformation, disfigurement, congenital defect or mental condition caused by bodily injury, accident, disease, birth defect, environmental conditions or illness; and also includes the physical or mental condition of a person which constitutes a substantial handicap as determined by a physician or in the case of mental handicap, by a psychiatrist or psychologist, as well as any other health or sensory impairment which requires special education, vocational rehabilitation or related services.

**Disruption of Shoreline Integrity** – the alteration of the physical shape, properties, or condition of a shoreline at any location by timber harvesting and related activities. A shoreline where shoreline integrity has been disrupted is recognized by compacted, scarified and/or rutted soil, an abnormal channel or shoreline cross-section, and in the case of flowing waters, a profile and character altered from natural conditions.

**District** - a specified portion of the municipality, delineated on the Official Land Use Map, within which certain regulations and requirements or various combinations thereof apply under provisions of this ordinance.

**Driveway** - a vehicular access-way less than five hundred (500) feet in length serving two single-family dwellings or one two-family dwelling, or less.

**Dwelling** - any building, structure or portion thereof designed or used for residential purposes.

Single family - a building containing only one (1) dwelling unit for occupation by not more than one (1) family.

Two-family - a building containing two (2) dwelling units for occupancy by not more than two (2) families.

Multi-family - a building containing three (3) or more dwelling units, such as buildings being designed for residential use and occupancy by three (3) or more families living independently of another, with the number of families not exceeding the dwelling units.

**Dwelling Unit** - a room or suite of rooms designed and equipped primarily for use as living quarters for only one family, including provisions for living and sleeping.

**Emergency Operations** - operations conducted for the public health, safety or general welfare, such as protection of resources from immediate destruction or loss, law enforcement, and operations to rescue human beings, property and animals from the threat of destruction or injury.

**Essential Services** - the construction, alteration or maintenance of gas, electrical or communication facilities; steam, fuel, electric power or water transmission or distribution lines, towers and related equipment; telephone cables or lines, poles and related equipment; gas, oil, water, slurry or other similar pipelines; municipal sewage lines, collection or supply systems; and associated storage tanks. Such systems may include towers, poles, wires, mains, drains, pipes, conduits, cables, fire alarms and police call boxes, traffic signals, hydrants and similar accessories, but shall not include service drops or buildings which are necessary for the furnishing of such services.

**Expansion of a structure** - an increase in the floor area or volume of a structure, including all extensions such as, but not limited to attached: decks, garages, porches and greenhouses.

**Expansion of use** - the addition of weeks or months to a use's operating season; or the use of more floor area or ground area devoted to a particular use; or the provision of additional seats or seating capacity.

**Family** - one or more persons occupying a premises and living as a single housekeeping unit.

**Filling** - depositing or dumping any matter on or into the ground or water.

**Flood Insurance Map** - the official map on which the Federal Emergency Management Agency has delineated both the areas of special flood hazard and the risk premium zones applicable to the Town.

**Flood hazard, special** - the land in the flood plain having a one-percent or greater chance of flooding in a given year.

**Flood plain** - the lands adjacent to a body of water that have been or may be covered by the base flood.

**Floor area** - the sum of the horizontal areas of the floor(s) of a structure enclosed by exterior walls, plus the horizontal area of any unenclosed portions of a structure such as porches and decks.

**Forest management activities** - timber cruising and other forest resource evaluation activities, pesticide or fertilizer application, management planning activities, timber stand improvement, pruning, regeneration of forest stands, and other similar or associated activities, exclusive of timber harvesting and the construction, creation or maintenance of roads.

**Forest Stand** – a contiguous group of trees sufficiently uniform in age class distribution, composition, and structure, and growing on a site of sufficiently uniform quality, to be a distinguishable unit.

**Foundation** - the supporting substructure of a building or other structure including but not limited to basements, slabs, sills, posts or frostwalls.

**Frontage** - the horizontal distance, measured in a straight line, between the intersections of the lot lines with the front lot line.

**Frontage, shore** - the horizontal distance, measured in a straight line, between the intersections of the lot lines with the shoreline at normal high water elevation.

**Frontage, subdivision** - shall be measured as the linear distance between the sidelines of a lot, measured along the line that borders upon whatever right-of-way serves as legal access to the lot.

**Frost wall** - a masonry foundation wall extending below the ground surface, supported by footings located below the frost-line to protect structures from frost heaves.

**Functionally water-dependent uses** - those uses that require, for their primary purpose, location on submerged lands or that require direct access to, or location in, coastal and inland waters and which cannot be located away from these waters. The uses include, but are not limited to commercial and recreational fishing and boating facilities, finfish and shellfish processing, fish storage and retail and wholesale fish marketing facilities, waterfront dock and port facilities, shipyards and boat building facilities, marinas, navigation aides, basins and channels, industrial uses dependent upon water-borne transportation or requiring large volumes of cooling or processing water and which cannot reasonably be located or operated at an inland site, and uses which primarily provide general public access to marine or tidal waters.

**Ground Cover** – small plants, fallen leaves, needles and twigs, and the partially decayed organic matter of the forest floor.

**Guest house** - a detached accessory dwelling unit located on the same lot with the principal dwelling unit.

**Harvest Area** – the area where timber harvesting and related activities, including the cutting of trees, skidding, yarding, and associated road construction take place. The area affected by a harvest encompasses the area within the outer boundaries of these activities, excepting unharvested areas greater than 10 acres within the area affected by a harvest.

**Height of a structure** - the vertical distance between the mean natural grade at the downhill side of the structure and the highest point of the structure, excluding chimneys, steeples, antennas, and similar appurtenances which have no floor area.

**Home occupation** - an occupation or profession which is customarily conducted on or in a dwelling unit or other structure accessory to a dwelling unit, clearly incidental and secondary to the residential use of the dwelling unit, carried on by residents of the dwelling unit, and employing not more than two people not residing on the premises.

**Increase in Non-conformity of a Structure** – In the Shoreland Zone, any change in a structure or property which causes further deviation from the dimensional standard(s) creating the non-conformity such as, but not limited to, reduction in water body, tributary stream or wetland setback distance, increase in lot coverage, or increase in height of a structure. Property changes or structure expansions which either meet the dimensional standard or which cause no further increase in the linear extent of non-conformance of the existing structure shall not be considered to increase non-conformity. For example, there is no increase in non-conformity with the setback requirement for water bodies, wetlands, or tributary streams if the expansion extends no further into the required setback area than does any portion of the existing non-conforming structure. Hence, a structure may be expanded laterally provided that the expansion extends no closer to the water body, tributary stream, or wetland. Included in this allowance are expansions which infill irregular shaped structures.

**Industrial** - The assembling, fabrication, finishing, manufacturing, packaging or processing of goods, or the extraction of minerals.

**Institutional** – a non-profit or quasi-public use, or institution such as a church, library, public or private school, hospital, or municipally owned or operated building, structure or land use for public purposes.

**Junkyard** - a yard, field or other area used as a place of storage for: discarded, worn out or junked plumbing, heating supplies, household appliances and furniture; discarded, scrap and junked lumber; old or scrap copper, brass, rope, rags, batteries, paper trash, rubber or plastic debris, waste and all scrap iron, steel and other scrap ferrous or non-ferrous material; and garbage dumps, waste dumps and sanitary landfills.

**Land Management Road** – a route or track consisting of a bed of exposed mineral soil, gravel, or other surfacing materials constructed for, or created by, the passage of motorized vehicles and used primarily for timber harvesting and related activities, including associated log yards, but not including skid trails or skid roads.

**Laundromat** – A business open to the public that provides washing, drying and/or ironing machines for hire to be used by customers on the premises.

**Licensed Forester** – a forester licensed under 32 M.R.S.A. Chapter 76.

**Lodging facility** - a motel, hotel, inn, rooming house, tourist home, bed and breakfast or like facility, accommodating temporary paying guests.

**Lot** - a parcel of land occupied or capable of being occupied by one building and the accessory buildings or uses customarily incidental to it, including such open spaces as are required by this Ordinance.

**Lot area** - The area of land enclosed within the boundary lines of a lot, minus land below the normal high-water line of a water body or upland edge of a wetland and areas beneath roads serving more than two lots.

**Lot, coverage** - the percentage of the lot covered by all buildings and paved surfaces including but not limited to driveways, walkways, parking areas and patios.

**Lot of record** - a parcel of land, a legal description of which, or the dimensions of which, are recorded on a document or map on file in the Knox County Registry of Deeds.

**Manufactured housing unit** - structures, transportable in one or more sections, which are constructed in a manufacturing facility and are transported to a building site and designed to be used as dwellings when connected to the required utilities, including the plumbing, heating air conditioning and electrical systems contained therein.

**Market value** - the estimated price a property will bring in the open market and under prevailing market conditions in a sale between a willing seller and a willing buyer, both conversant with the property and with prevailing general price levels.

**Marina** - a business establishment having frontage on navigable water and, as its principal use, providing for hire offshore moorings or docking facilities for boats, and which may also provide accessory services such as boat and related sales, boat repair and construction, indoor and outdoor storage of boats and marine equipment, boat and tackle shops and marine fuel service facilities.

**Mineral exploration** - hand sampling, test boring, or other methods of determining the nature or extent of mineral resources which create minimal disturbance to the land and which include reasonable measures to restore the land to its original condition.

**Mineral extraction** - any operation within any twelve (12) month period which removes more than one hundred (100) cubic yards of soil, topsoil, loam, sand, gravel, clay, rock, peat, or other like material from its natural location and to transport the product removed, away from the extraction site.

**Minimum lot width** - the closest distance between the side lot lines of a lot. When only two lot lines extend into the shoreland zone, both lot lines shall be considered to be side lot lines.

**Mobile home** - a structure designed as a dwelling unit, consisting of not less than 450 sq. ft, located on a permanent foundation and containing sleeping accommodations, a toilet, a tub or shower bath and kitchen facilities, with plumbing and electrical connections provided for attachment to outside systems; and designed to be transported after fabrication on its own wheels.

**Mobile home park** - a parcel of land under unified ownership approved by the municipality for the placement of three or more mobile homes.

**Municipal and quasi-municipal Facilities** – For purposes of this ordinance, municipal and quasi-municipal facilities are those facilities that are under direct municipal control or operate under a Maine State charter for the sole benefit of the municipality. Facilities include water, sewer, emergency power, community fire protection, community airfields and similar facilities but do not include any facilities operating on a for-profit basis.

**Native** – indigenous to the local forests.

**Net residential density** - the residential land available for development after subtracting roadways and land not suitable for building because of wetlands, substandard drainages or other natural impediments.

**Non-conforming Condition** – a non-conforming lot, structure or use which is allowed solely because it was in lawful existence at the time this Ordinance or subsequent amendment took place.

**Non-conforming lot of record** - a lot shown on a plan or deed recorded prior to the effective date of this Ordinance or amendment which does not meet the area, frontage, width or depth requirements of the district in which it is located.

**Non-conforming structure** - a structure which does not meet all of the following dimensional requirements; setback, height, and lot coverage, but which is allowed to remain solely because it was in lawful existence at the time this Ordinance or subsequent amendments took effect.

**Non-conforming use** - the use of buildings, structures, premises, land or parts thereof which is not allowed in the district in which it is located, or which does not meet the performance standards proscribed for it by this Ordinance, but which is allowed to remain solely because it was in lawful existence at the time this Ordinance or subsequent amendments took effect.

**Normal High-water line (non-tidal waters)** – that line which is apparent from visible markings, changes in the character of soils due to prolonged action of the water or changes in vegetation, and which distinguishes between predominantly aquatic and predominantly terrestrial land. Adjacent to tidal waters, setbacks are measured from the upland edge of the “coastal wetland”.

**Normal high-water mark of coastal waters** - along coastal or tidal waters, the elevations at which vegetation changes from predominantly salt tolerant to predominantly non-salt tolerant. In places where vegetation is not present, the high water mark shall be the identifiable debris line left by non-storm tidal action. On a sand dune, the high water mark shall be the mean seaward limit of salt tolerant vegetation.

**Normal high water mark of inland waters** - that line on the shores and banks of non-tidal waters which is apparent because of the different character of the soil or the vegetation due to the prolonged action of water. Relative to vegetation, it is the line where the vegetation changes from predominantly aquatic to predominantly terrestrial. In places where the shore or the bank is of such character that the high water mark cannot be easily determined (rockslides, ledges, rapidly eroding or slumping banks) the normal high water mark shall be estimated from places where it can be determined by the above method.

**Nursing home** - any facility which provides meals, lodging and nursing care for compensation.

**Official submittal date** - for Subdivisions, the date of written acknowledgment by the Planning Board of the receipt of an application at a regularly scheduled Planning Board meeting. This is for all three stages of a Subdivision application: Pre-application Plan, Preliminary Plan, and Final Plan.

**Person** - an individual, corporation, governmental agency, municipality, trust, estate, partnership, association, two or more individuals having a joint or common interest, or other legal entity.

**Piers, wharves, bridges and other structures and uses projecting into water bodies –**

Seasonal: Structures which remain in or over the water for less than seven (7) months in any period of twelve (12) consecutive months.

Permanent: Structures which remain in or over the water for seven (7) months or more in any period of twelve (12) consecutive months.

**Planning Board** - the Planning Board of the Town of Vinalhaven as created by 30-A M.R.S.A. Sections 3001, 4311, et. seq.

**Plat** - a map showing the location and boundaries of individual parcels of land subdivided into lots with roads, easements, etc. drawn to scale.

**Pond** - see body of water

**Porch** - an exterior appendage to a building forming a covered approach or vestibule to a doorway.

**Preliminary subdivision plan** - the preliminary drawings and supporting documents indicating the proposed layout of the subdivision.

**Principal structure** - a building other than one which is used for purposes wholly incidental or accessory to the use of another building or use on the same premises.

**Principal use** - a use other than one which is wholly incidental or accessory to another use on the same premises.

**Professional offices** - the place of business for doctors, lawyers, accountants, architects, surveyors, psychiatrists, psychologists, and counselors but not including financial institutions or personal services.

**Public facility** - any facility, including, but not limited to, buildings, property, recreation areas, and roads, which are owned, leased, or otherwise operated, or funded by a governmental body or public entity.

**Quarry** - see body of water

**Recreational facility** - a place designed and equipped for the conduct of sports, leisure time activities, and other customary and usual recreational activities, excluding boat launching facilities, and including tennis courts and swimming pools.

**Recreational vehicle** - a vehicle or an attachment to a vehicle designed to be towed, and designed for temporary sleeping or living quarters for one or more persons, and which may include a pick-up camper, travel trailer, tent trailer, camp trailer, and motor home. In order to be considered as a vehicle and not as a structure, the unit must remain with its tires on the ground, and must be registered with the State Division of Motor Vehicles, and have a self-contained tank within the vehicle, for the storage of human waste and gray water.

**Replacement system** - a system intended to replace: 1.) an existing system which is either malfunctioning or being upgraded with no significant change of design flow or use of the structure, or 2.) any existing overboard wastewater discharge.

**Residential dwelling unit** - a room or group of rooms designed and equipped exclusively for use as permanent, seasonal, or temporary living quarters for only one family at a time, and containing cooking, sleeping and toilet facilities. The term shall include mobile homes, and rental units that contain cooking, sleeping and toilet facilities regardless of the time-period rented. Recreational vehicles are not residential dwelling units.

**Residential use** - any land use which includes a dwelling unit.

**Residual stand** – a stand of trees remaining in the forest following timber harvesting and related activities.

**Resubdivision** - a division of an existing subdivision or any change in the plan for an approved subdivision which affected the lot lines, including land transactions by the subdivider not indicated on the approved plan, or the relocation of any street or lot line in a subdivision.

**Riprap** - rocks, irregularly shaped, and at least six (6) inches in diameter, used for erosion control and soil stabilization, typically used on ground slopes of two (2) units horizontal to one (1) unit vertical or less.

**Road** - a route or track consisting of a bed of exposed mineral soil, gravel, asphalt or other surfacing material constructed for or by the repeated passage of motorized vehicles, excluding a driveway as defined.

Road classification:

State or Town road - a strip of land held by the State or Town for the passage and use of the general public by motor vehicles and for which the State or Town has maintenance responsibility.

Private road - a way that the general public has no right to pass over by foot or vehicle, and for which the Town has no maintenance responsibility.

Public easement - an easement held by the town for the purposes of public access for which the town has no maintenance responsibility.

**Salt marsh** – Areas of coastal wetland (most often along coastal bays) that support salt tolerant species, and where at average high tide during the growing season, the soil is regularly

inundated by tidal waters. The predominant species is saltmarsh cordgrass (*Spartina alterniflora*). More open areas often support widgeon grass, eelgrass, and Sago pondweed.

**Salt meadow** – Areas of a coastal wetland that support salt tolerant plant species bordering the landward side of salt marshes or open coastal water, where the soil is saturated during the growing season but which is rarely inundated by tidal water. Indigenous plant species include salt meadow cordgrass (*Spartina patens*) and black rush; common threesquare occurs in fresher areas.

**Seasonal** - existing, occupied or in use for less than seven (7) months of the year.

**Seasonal dwelling** - a dwelling which existed on December 31, 1981, and which was not used as a principal or year-round residence during the period from 1977 to 1981. Evidence of use as a principal or year-round residence includes, but is not limited to the listing of that dwelling as an occupant's legal residence for the purpose of voting, filing a state tax return or automobile registration, and the occupancy of that dwelling for a period exceeding seven (7) months in the calendar year.

**Service drop** - any utility line extension which does not cross or run beneath any portion of a water body provided that:

1. in the case of electric service
  - a. the placement of wires and/or the installation of utility poles is located entirely upon the premises of the customer requesting service or upon a roadway right-of-way; and
  - b. the total length of the extension is less than one thousand (1,000) feet.
2. in the case of telephone service
  - a. the extension, regardless of length, will be made by the installation of telephone wires to existing utility poles, or
  - b. the extension requiring the installation of new utility poles or placement underground is less than one thousand (1,000) feet in length.

**Setback** - the nearest horizontal distance from a lot line or the normal high-water line of a water body or tributary stream, or upland edge of wetland to the nearest part of a structure, road, parking space or other regulated object or area.

**Shore frontage** – the length of a lot bordering on a water body or wetland measured in a straight line between the intersections of the lot lines with the shoreline.

**Shoreland zone** - the land area located within two hundred and fifty (250) feet, horizontal distance, of the normal high-water line of any great pond or river, ; within 250 feet horizontal distance, of the upland edge of a coastal wetland, including all areas affected by tidal action; within 250 feet of the upland edge of a freshwater wetland; or within seventy-five (75) feet, horizontal distance, of the normal high-water line of a stream.

**Significant wildlife habitat** - Habitats for animal species appearing on official State or Federal lists of endangered or threatened species. High and moderate value deer wintering and travel corridors, waterfowl and wading bird habitats (including nesting and feeding areas), shorebird

habitats (including nesting, feeding and staging areas) as defined by the Dept. of Inland Fisheries and Wildlife. Critical spawning and nursery areas for Atlantic sea run salmon, as defined by the Atlantic Sea Run Salmon Commission.

**Single family dwelling use** - a land use having its principal use that of a dwelling and its accessory uses those incidental and subordinate which are customarily associated with the principal use, such as home gardening and home occupations (e.g., doctor's office, lobstering, crabmeat preparations and sale). The permitted structures for this use are one principal dwelling unit and the appropriate structures for the accessory uses (e.g., garage, fishhouse, boathouse, tool shed, wood shop, studio, non-commercial entertainment, barn, guest house).

**Skid Road or Skid Trail** – a route repeatedly used by forwarding machinery or animal to haul or drag forest products from the stump to the yard or landing, the construction of which requires minimal excavation.

**Slash** – the residue, e.g., treetops and branches, left on the ground after a timber harvest.

**Specific zone change** - the change in the uses permitted on a lot or in the structures on it to a use not generally permitted in its district, such as residential use to commercial use, approved by town vote, transferable to subsequent owners of the property, but not interchangeable with any other commercial use. A lot shall revert to its previous classification automatically after two years if the approved use is not implemented within that time.

**Stream** - see body of water.

**Structure** - anything constructed or erected, the use of which requires a fixed location on or in the ground, or an attachment to something having a fixed location on the ground, including but not limited to: buildings, unregistered recreational vehicles, registered recreational vehicles if used as dwelling units, commercial park rides and games, carports, decks, porches and other building features. In the Shoreland Zone, this shall also include decks, patios, retaining walls and satellite dishes, but not fences and poles, wiring and other aerial equipment normally associated with service drops as well as guying and guy anchors.

Marine structure - any non-habitable structure, whether permanent or temporary, built on or over a water body, including but not limited to piers, docks, wharves, breakwaters, culverts, jetties, groins, bridges, soil erosion retaining walls, bait sheds, processing facilities, etc.

Permanent structure - a structure which is placed on or in the water or shore for a period of seven (7) months or longer in any twelve (12) consecutive month period, and is fixed permanently in position, either by method of construction or anchorage.

Seasonal structure - a structure which is placed on or in the water or shore for a period of no greater than seven (7) months, in any period of twelve (12) months (typically from April - October). These can be docks floats, ramps, etc.

Commercial marine structure – a pier or wharf constructed for the purpose of facilitating a commercial activity such as but limited to commercial fishing.

Pier – a permanent walkway oriented perpendicular to the shore to access the water.

Wharf – a permanent structure oriented parallel to the shore to provide working and storage space with access to water craft.

**Subdivider** - assessed owner or owners of land to be subdivided or person with documented title, right or interest in the land to be subdivided.

**Subdivider's agent or representative** - a person who has written authorization to act for the subdivider.

**Subdivision of land** - as defined in 30-A, M.R.S.A. 4401:

1. Subdivision means the division of a tract or parcel of land into three (3) or more lots of less than forty (40) acres each within any five (5) year period that begins after September 22, 1971. This definition applies whether the division is accomplished by sale, lease, development, buildings or otherwise, except that a division accomplished by devise, condemnation, order of court, gift to a person related by blood, marriage or adoption, unless the intent of such gift is to avoid the objectives of this section, or a division accomplished by a transfer of any interest in the land to the owner of abutting land, does not create a lot or lots for the purposes of this definition. The division of a tract or parcel into three (3) or more lots and upon all which lots permanent dwelling structures legally existed before September 23, 1971 is not a subdivision.

In determining whether a tract or parcel of land is divided into three (3) or more lots, the first dividing of the tract or parcel is considered to create the first two (2) lots and the next dividing of either of these first two (2) lots, by whomever accomplished is considered to create a third lot, unless:

- A. Both dividings are accomplished by a subdivider who has retained one of the lots for the subdivider's own use, a single-family residence for a period of at least five years before the second dividing occurs; or
  - B. The division of the tract or parcel is otherwise exempt under this section.
2. A lot of forty (40) or more acres shall be counted as a lot requiring Planning Board review in a subdivision if the parcel from which it was divided is located entirely or partially in the Shoreland Zone.
  3. The term subdivision also includes the division of a new structure or structures on a tract or parcel of land into three (3) or more dwelling units within a five (5) year period, the construction or placement of three (3) or more dwelling units on a single tract or parcel of land and the division of an existing structure previously used for commercial or industrial use into three (3) or more dwelling units within a five (5) year period.

**Substantial expansion of a building** - floor space increase of 30% of existing approved area or volume.

**Substantial expansion of use** - the use of new materials, systems or process not normally associated with the existing use.

**Substantial improvement** - any repair, reconstruction or improvement of a structure, the cost of which equals or exceeds 50% of the market value of the structure either before the improvement or repair is started or, if the structure has been damaged and is being restored, before the damage occurred. For purposes of this definition "substantial improvement" is considered to occur when the first alteration of any wall, ceiling, floor, or structural part of the building commences, whether or not that alteration effects the external dimensions of the structure. The term does not, however, include any project for improvement of a structure to comply with existing state or local health, sanitary or safety code specifications which are solely necessary to assure the safe living conditions or for any alteration of a structure listed on the National Register of Historic Places or a State Inventory of Historic Places.

**Substantial start** - In the Shoreland Zone, completion of thirty (30) percent of a permitted structure or use measured as a percentage of estimated total cost. In all other zones, the installation of the complete foundation or footings (permanently affixed to the ground,) of a structure shall constitute a substantial start.

**Subsurface sewage disposal system** – any system designed to dispose of waste or waste water on or beneath the surface of the earth; includes, but is not limited to: septic tanks; disposal fields; grandfathered cesspools; holding tanks; pretreatment filter, piping, or any other fixture, mechanism, or apparatus used for those purposes; does not include any discharge system licensed under 38 M.R.S.A Section 414, any surface waste water disposal system, or any municipal or quasi-municipal sewer or waste water treatment system.

**Sustained slope** - a change in elevation where the referenced percent grade is substantially maintained or exceeded throughout the measured area.

**Tidal waters** – all waters affected by tidal action during the maximum spring tide.

**Timber harvesting** - the cutting and removal of timber for the primary purpose of selling or processing forest products. The cutting or removal of trees in the shoreland zone on a lot that has less than two (2) acres within the shoreland zone shall not be considered timber harvesting. Such cutting or removal of trees shall be regulated pursuant to Section 15 (p), *Clearing or Removal of Vegetation for Activities Other Than Timber Harvesting*

**Timber harvesting and related activities** – timber harvesting, the construction and maintenance of roads used primarily for timber harvesting and other activities conducted to facilitate timber harvesting.

**Tributary stream**- a channel between defined banks created by the action of surface water, whether intermittent or perennial, and which is characterized by the lack of vegetation or presence of aquatic vegetation and by the presence of a bed devoid of topsoil containing waterborne deposits on exposed soil, parent material or bedrock, and which is connected hydrologically with other water bodies. This definition does not include the term "stream" as defined elsewhere in this Ordinance, and only applies to that portion of the tributary stream

located within the shoreland zone of the receiving water body or wetland. Water setback requirements apply to tributary streams within the shoreland zone.

**Undue hardship** - see Variance.

**Unique natural area** - areas registered as "Critical" pursuant to 5 M.R.S.A. 3314; areas designated as a National Natural Landmark; occurrence of endangered, threatened, or rare plants, animals and natural communities identified by the Maine Natural Heritage Programs.

**Upland edge of a wetland** - the boundary between upland and wetland. For purposes of a coastal wetland, this boundary is the line formed by the landward limits of the salt tolerant vegetation and/or the maximum spring tide level, including all areas affected by tidal action. For purposes of a freshwater wetland, the upland edge is formed where the soils are not saturated for a duration sufficient to support wetland vegetation; or where the soils support the growth of wetland vegetation, but such vegetation is dominated by woody stems that are six (6) meters (approximately twenty (20) foot) tall or taller.

**Variance** - a relaxation of the terms of the Ordinance, where such variance would not be contrary to the public interest and where, owing to conditions peculiar to the property, literal enforcement of this Ordinance would result in unnecessary and undue hardship. A financial hardship shall not constitute grounds for granting a variance. The term "undue hardship" means: (1) the land in question cannot yield a reasonable return unless a variance is granted; (2) the need for a variance is due to the unique circumstances of the property and not to the general conditions in the neighborhood; (3) the granting of a variance will not alter the essential character of the locality; and (4) the hardship is not the result of action taken by the applicant or a prior owner.

**Vegetation** - all live trees, shrubs, and other plants including without limitation, trees both over and under 4 inches in diameter, measured at 4 1/2 feet above ground level.

**Volume of a structure** - the volume of all portions of a structure enclosed by roof and fixed exterior walls as measured from the exterior faces of these walls and roof.

**Water body** - see body of water

**Water crossing** - any project extending from one bank to the opposite bank of a river stream, tributary stream, or wetland whether under, through, or over the water or wetland. Such projects include but may not be limited to roads, fords, bridges, culverts, water lines, sewer lines, and cables as well as maintenance work on these crossings. This definition includes crossings for timber harvesting equipment and related activities.

**Wetland** - a freshwater or coastal wetland.

- A. Freshwater wetland - freshwater swamps, marshes, bogs and similar areas, ponds and quarries other than forested wetlands which are:

1. Of two (2) or more contiguous acres; or of less than two (2) contiguous acres and adjacent to a surface water body, excluding any river, stream or brook such that in a natural state, the combined surface area is in excess of two (2) acres; and
2. Inundated or saturated by surface or ground water at a frequency and for a duration sufficient to support, and which under normal circumstances do support, a prevalence of wetland vegetation typically adapted for life in saturated soils.
3. Areas mapped on the Vinalhaven Freshwater Wetlands Map.

Freshwater wetlands may contain small stream channels or inclusions of land that do not conform to the criteria of this definition.

B. Coastal wetland - all tidal and subtidal lands; all lands with vegetation present that is tolerant of salt water and occurs primarily in a salt water or estuarine habitat; and any swamp, marsh, bog, beach, flat or other contiguous low land that is subject to tidal action during the highest tide level for the year in which an activity is proposed as identified in the tide tables published by the National Ocean Service. Coastal wetlands may include portions of coastal sand dunes. All areas below the maximum spring tide level are coastal wetlands. These areas may consist of rocky ledges, sand and cobble beaches, mud flats, etc. in addition to salt marshes and salt meadows.

C. Forested wetland - a freshwater wetland dominated by woody vegetation that is six (6) meters (approximately 19.7 ft.) tall or taller.

**Widow's walk** - an uncovered platform or walk atop a roof.

**Windfirm** – the ability of a forest stand to withstand strong winds and resist windthrow, wind rocking and major breakage.

**Woody vegetation** – live trees or woody, non-herbaceous shrubs.

**Section 19. WIRELESS TELECOMMUNICATIONS FACILITIES** – Text available upon request.

**Section 20. WIND POWER FACILITY** – Text available upon request.

## **Section 21: SUBDIVISIONS**

### **I. Purposes**

The purpose of this section of the Ordinance is to ensure the comfort, convenience, safety, health and welfare of the people of the town of Vinalhaven, to protect the environment and to promote

the development of an economically sound and stable community, as well as those purposes set forth in Section 1 of the Ordinance.

## **II. Review Criteria**

In approving subdivisions, the Planning Board shall, before granting approval, make written findings of fact that the provisions of this section of the Ordinance have been met, and that the proposed subdivision will meet the following review criteria:

### *A. Pollution:*

The proposed subdivision will not result in undue water or air pollution. In making this determination, it shall at least consider:

1. The elevation of the land above sea level and its relation to the flood plains.
2. The nature of soils and subsoils and their ability to adequately support waste disposal.
3. The slope of the land and its effect on drainage.
4. The availability of drainageways for disposal of effluents.
5. The applicable state and local health and water resource rules and regulations.

### *B. Sufficient Water:*

The proposed subdivision has sufficient water available for the reasonably foreseeable needs of the subdivision.

### *C. Municipal Water Supply:*

The proposed subdivision will not cause an unreasonable burden on an existing water supply, if one is to be used.

### *D. Erosion:*

The proposed subdivision will not cause unreasonable soil erosion or a reduction in the land's capacity to hold water so that a dangerous or unhealthy condition results.

### *E. Traffic:*

The proposed subdivision will not cause unreasonable highway or public road congestion or unsafe conditions with respect to the use of the highways or public roads existing or proposed.

### *F. Sewage Disposal:*

The proposed subdivision will provide for adequate sewage waste disposal and will not cause an unreasonable burden on municipal services if they are utilized.

*G. Municipal Solid Waste Disposal:*

The proposed subdivision will not cause an unreasonable burden on the municipality's ability to dispose of solid waste, if municipal services are to be utilized.

*H. Scenic, Cultural and Natural Values:*

The proposed subdivision will not have an undue adverse effect on the scenic or natural beauty of the area, historic sites, significant wildlife habitat identified by the Department of Inland fisheries and Wildlife or the municipality or rare and irreplaceable natural areas or any public rights for access to the shoreline.

*I. Municipal Services:*

The proposed subdivision will not create an adverse fiscal impact on local government or place an unreasonable burden on the ability of the local government to provide municipal or government services.

*J. Conformity with Local Ordinances and Plans*

The proposed subdivision conforms with this Ordinance, the Comprehensive Plan, and any other State or local development plan or land use plan, if any. In making this determination, the Planning Board may interpret these ordinances and plans.

*K. Financial and Technical Capacity:*

The subdivider has adequate financial and technical capacity to meet the standards of this section.

*L. Surface Waters; Outstanding River Segments:*

Whenever situated entirely or partially within the watershed of any pond or lake or within 250 feet of any wetland, pond or stream, the proposed subdivision will not adversely affect the quality of that body of water or unreasonably affect the shoreline of that body of water.

*M. Ground Water:*

The proposed subdivision will not, alone or in conjunction with existing activities, adversely affect the quality or quantity of ground water, freshwater wetlands, rivers, streams or brooks.

*N. Flood Areas:*

Based on the Federal Emergency Management Agency's Flood Boundary, Floodway Maps and Flood Insurance Rate Maps, and information presented by the applicant, the Planning Board will determine whether the subdivision is in a flood-prone area. If the subdivision, or any part of it, is in such an area, the subdivider shall determine the 100-year flood elevation and flood hazard boundaries within the subdivision. The proposed subdivision plan must include a condition of

plat approval requiring that principal structures in the subdivision will be constructed with their lowest floor, including the basement, at least one foot above the 100-year flood elevation.

O. *Freshwater Wetlands:*

All freshwater wetlands within the proposed subdivision have been identified on any maps submitted as part of the application regardless of the size of these wetlands. Any mapping of freshwater wetlands may be done with the help of the local soil and water conservation district.

P. *Stormwater:*

The proposed subdivision will provide for adequate storm water management.

Q. *River, Stream or Brook:*

Any river, stream or brook within or abutting the proposed subdivision has been identified on any maps submitted as part of the application.

### III: **Authority and Administration**

A. *Authority:*

This ordinance is enacted under the authority granted to the Town by the statutes of the State of Maine 30-A, M.R.S.A. 3001, and in accordance with the provisions of Title 30-A of Maine Revised Statutes Annotated, Sections 4401-4407.

B. *Applicability:*

The provisions of this section of the Ordinance shall apply to all proposed subdivisions, as defined below, within the boundaries of the Town of Vinalhaven and all islands under the jurisdiction of the Town of Vinalhaven.

C. *Administration:*

The provisions of this section of the ordinance shall be administered by the Town of Vinalhaven Planning Board, using application forms approved by the Vinalhaven Planning Board.

1. At each stage of the subdivision review process, an applicant shall request to be placed on the Planning Board's agenda at least seven (7) calendar days prior to the regularly scheduled meeting at which he wishes to be heard. Submission requirements shall be accompanied by the appropriate documentation as prescribed by the Planning Board and the application fee.
2. An application fee of \$100.00 is required for subdivisions at the time of initial application. A lot fee of \$100.00 per lot is required before final approval of the subdivision. Fees for subdivisions are not refundable.
3. The Planning Board may require the subdivider to engage independent experts acceptable to the Planning Board to aid in the review of the subdivision application at the expense of the subdivider.

#### **IV: Application; Procedure and Requirements**

##### **A. Procedure**

1. Upon receiving an application at a regularly scheduled Planning Board meeting, the Planning Board shall insure that all appropriate fees have been paid, issue the applicant a dated receipt, and instruct the CEO to notify by mail all property owners within 500 feet of the proposed subdivision, specifying the location of the subdivision and a general description of the project.
2. The applicant, or his duly authorized representative, shall attend all meetings of the Planning Board at which the subdivision application and plan are discussed.
3. Within thirty (30) days of receiving an application, the PB shall notify the applicant in writing either that the application is complete, or if the application is incomplete, the specific additional material needed to complete the application.
4. The Planning Board may schedule a site visit and preliminary public hearing before the complete application for subdivision is received.
5. The site visit of the land to be subdivided shall be scheduled so that at least a majority of the Planning Board members and the applicant or his or her agent will be in attendance. In addition the Chairman may also request that the CEO attend the on-site inspection.
6. After the Planning Board has determined that a complete application has been filed, it shall notify the applicant and begin its full evaluation of the proposed subdivision.
7. If the PB decides to hold a public hearing on an application for subdivision approval, it shall hold the hearing within thirty (30) days after determining it has received a complete application. The PB shall have notice of the date, time and place of the hearing:
  - a. Given to the applicant;
  - b. Published, at least two (2) times, in a newspaper having general circulation in the municipality in which the subdivision is proposed. The date of the first publication must be at least seven (7) days before the hearing.
8. Within thirty (30) days of the public hearing described in Subsection 7. above, or within sixty (60) days of determining it has received a complete application if no hearing is held, or within any other time limit that is otherwise mutually agreed to, the Planning Board:
  - a. must approve the proposed subdivision if it meets the review criteria and other local standards; or
  - b. must grant approval of the proposed subdivision upon terms and conditions it considers advisable to meet the review criteria and other local standards, and to ensure that the public's health, safety, and general welfare are protected; or

- c. deny the proposed subdivision if it fails to meet the review criteria.
- 9. At any point in the foregoing and following procedure, and prior to approval of the subdivision, the PB may require additional changes in the final plan as a result of substantial new information.
- 10. The Planning Board may request an additional site inspection to view the location of lot markers, proposed roads, or test pits prior to approval.
- 11. The Planning Board at its sole discretion may require a high intensity soil survey of the development site and a soil suitability assessment for all proposed uses.
- 12. The Planning Board shall notify the Road Commissioner and Fire Chief of the proposed subdivision including the number of lots proposed and the length of the roadways. The PB shall request, in writing, that the officials comment on the infrastructure necessary to service the proposed subdivision.

*B. Submission Requirements; Application for Subdivision*

- 1. Subdivision application form shall be complete and signed by applicant.
- 2. Copy of the Tax Map showing property to be subdivided and all portions of abutting properties, including those separated only by a public way or a water body, within 500 feet of any property line of the proposed subdivision.
- 3. A copy of the U.S. Geological Survey Topographical Quadrangle showing the property to be subdivided and the area within 500 feet of the proposed subdivision boundary.
- 4. A copy of the Vinalhaven Soils Map showing the property to be subdivided and the area within 500 feet of the proposed subdivision boundary.
- 5. A map, preferably an actual field perimeter survey of the property to be subdivided, giving complete descriptive data by bearings and distances, made and certified by a licensed land surveyor. The corners of the property shall be located on the ground and marked by monuments or rods as indicated on the map. The following information shall either be shown on the plan, or accompany the application:
  - a. names and addresses of all owners of abutting properties and property within 500 feet of any property line of the proposed subdivision;
  - b. boundaries of land use districts, where applicable;
  - c. names of existing and proposed roads or rights-of-way;
  - d. sketch of proposed lot lines with approximate dimensions and lot areas;
  - e. any river, wetland, stream, or brook within or abutting the proposed subdivision and all land defined as not suitable for development;

- f. location of existing buildings, wells, septic systems or soil tests or other existing physical features including all wells, septic systems and soil tests within 500 feet of the proposed subdivision;
  - g. indication of the type of water supply system(s) to be used in the subdivision and the proposed sites for wells located at least 100 feet from any septic system.
  - h. if any portion of the subdivision is in a flood prone area, the boundaries of any flood hazard area and the 100 year flood elevation shall be delineated.
6. An indication of the type of sewage disposal to be used in the subdivision:
    - a. If public sewer, a letter from the servicing sewer district confirming there is adequate capacity within the sewer district's system to transport and treat the sewage.
    - b. If subsurface sewage disposal systems, soil tests and analyses prepared by a licensed site evaluator. Location of all soil tests shall be shown.
  7. A copy of the deed to the property to be subdivided;
  8. A copy of any deed restrictions, covenants, easements, right-of-ways or other encumbrances currently affecting the property.
  9. The provisions governing a proposed subdivision will be those in effect on the date the Planning Board accepts a complete Preliminary Application for a subdivision.

*C. Subdivision Requirements; Complete Subdivision Application*

A complete subdivision application shall include a reproducible, stable based transparent original, and three copies of a map drawn to a scale of not more than 100 feet to the inch. The size of the sheets shall be 8 1/2 x 11 inches or a multiple thereof, but in no case larger than 34 x 44 inches, or as required by the Knox County Registry of Deeds. Submissions for the Final Plan shall include the following:

1. All the information presented in the original application and on the map and any amendments thereto as required by the Planning Board. The final survey map (Plan) shall include the following:
  - a. complete descriptive data by bearings and distances, made and certified by a licensed land surveyor, indicating corners of all proposed lots within the property to be subdivided. The corners of the lots shall be located on the ground and marked by monuments or rods as indicated on the map and permanently secured according to standards of Maine Board of Land Surveyors.
  - b. the name, registration number and seal of the land surveyor, architect, engineer or planning consultant who prepared the plan;

- c. road names, pedestrian ways, lot and utility easements, open spaces and other areas to be reserved for or dedicated to public use and/or ownership;
  - d. lots and blocks within the subdivision numbered in accordance with local practice;
  - e. provisions for utility placement;
  - f. proposed name of the subdivision or identifying title, if any, and date, north point, graphic map scale, number of acres within the proposed subdivision and within each proposed lot of the subdivision;
  - g. location and width of proposed right-of-way to each of the proposed lots and designation of lots as either house or wood lot;
  - h. space on the Plan for the approval of the Planning Board, conditions required by the Planning Board, certification by the Town Clerk and date of approval.
2. The following approvals, in writing, where appropriate:
    - a. Maine Department of Human Services, if the applicant proposes to provide a central water supply system;
    - b. the servicing sewer district, if an existing public sewage disposal system is to be used; and
    - c. Maine Department of Human Services, if a centralized or shared subsurface sewage disposal system(s) is to be utilized;
    - d. Road Commissioner's recommendations for specifications for roads within the subdivision;
    - e. Fire Chief concerning availability of fire hydrants and/or fire ponds and other matters affecting fire safety and any recommendations;
    - f. Vinalhaven Water District, if applicable, regarding availability of water supply and approving public water system to be installed by the subdivider.
  3. A copy of any covenants or deed restrictions proposed to cover all or part of the lots in the subdivision.
  4. In the interest of public safety, the PB may require a covenant or deed restriction providing for the maintenance of all private roads serving two or more lots in the subdivision.
  5. A soil erosion and sedimentation control plan and drainage plan, if required by the Planning Board.
  6. Construction drawings showing cross section of proposed roads and storm drains if required by the Planning Board.

7. A soils report identifying soils types and boundaries and locations of soil tests if the Planning Board required detailed soils information in accord with the USDA Soil Conservation Service National Cooperative Soil Classification or the Soil Suitability Guide for Land Use Planning in Maine.
8. If applicable, evidence that the subdivider has established some form of performance guarantee, if required, as described below.
9. Any assessments of environmental impacts or other evaluations by independent experts required and approved by the Planning Board to aid in review of the plan.
10. The character and extent of the required improvements for which waivers have been requested and/or which, in the opinion of the Planning Board, may be waived without jeopardy to the public health, safety, and general welfare;

D. *Subdivision Approval and Filing:*

1. No subdivision shall be approved by the Planning Board as long as the applicant is in default on any portion of application requirements.
2. Upon findings of fact and determination that all review criteria in 30-A, M.R.S.A. 4404 and all local regulations have been met, and upon voting to approve the subdivision, the Planning Board shall sign the Plan. The Planning Board shall specify in writing its findings of facts and reason for any conditions or denial. Any subdivision not recorded in the Registry of Deeds by the applicant within ninety (90) days of the date upon which the Plan is approved and signed by the Planning Board, shall be considered void and shall require resubmission, review and approval.
3. At the time the Planning Board grants subdivision approval, it may permit the Plan to be divided into two or more sections, subject to any conditions the Planning Board deems necessary in order to ensure the orderly development of the Plan.
4. No changes, erasures, modifications, or revisions shall be made in any Plan after approval has been given by the Planning Board and endorsed in writing on the Plan, unless the revised Plan is first submitted and the Planning Board approves any modifications. The Planning Board shall make findings that the revised plan meets the standards of 30-A, M.R.S.A. 4404, and this ordinance. In the event that a Plan is recorded without complying with this requirement, it shall be considered null and void, and the Planning Board shall institute proceedings to have the Plan stricken from the records of the Registry of Deeds.
5. The approval by the Planning Board of a subdivision shall not be deemed to constitute or be evidence of any acceptance by the Town of any road, easement, or other open space shown on the subdivision Plan. When a park, playground, or other recreation area shall have been shown on the Plan to be dedicated to the Town, approval of the Plan shall not constitute an acceptance by the municipality of such areas. The Planning Board shall require the Plan to contain appropriate notes to this effect. The Planning Board may also require the filing of a written agreement between the applicant and the Municipal Officers covering future deed

and title, dedication, and provision for the cost of grading, development, equipment, and maintenance of any such dedicated area.

*E. Revisions to Approved Subdivisions:*

1. An applicant proposing a revision to a previously approved subdivision shall, at least twenty-one (21) days in advance, ask to be placed on the Planning Board agenda. If the revision involves the creation of additional lots, the applicant shall follow the procedure for subdivision approval above.
2. The applicant shall submit one copy of the approved Plan, as well as a reproducible stable based original and three copies of the proposed revision.

**V: General Performance Standards**

In reviewing applications for subdivisions, the Planning Board shall consider the following general performance standards. In all instances the burden of proof shall be the responsibility of the applicant proposing the subdivision.

*A. Conformance with Comprehensive Plan:*

Any proposed subdivision shall be in conformity with the Comprehensive Plan of Vinalhaven and with the provisions of all pertinent State laws and local ordinances and regulations.

*B. Preservation of Natural and Historic Features:*

1. The Planning Board may require that the proposed subdivision include a landscape plan that will show how scenic, historic or environmentally sensitive areas will be preserved.
2. The road and lot layout shall be adapted to the topography.
3. Extensive grading and filling shall be avoided as much as possible. Except for surplus topsoil from roads, parking areas and building excavations, topsoil shall not be removed from the site.
4. Land in the subdivision to be reserved as open space or natural area shall be so labeled, with the notation, "Open space not to be developed," on the Plan. The open space so designated shall also be marked by metes and bounds.

*C. Land Not Suitable for Development:*

The following lands shall not be included in the calculations of lot area for the purpose of meeting the requirements of lot size:

1. Land which is situated below the normal high water mark of any water body.
2. Land which is located within the 100 year frequency flood plain as identified by the Federal Emergency Management Agency or the Department of Housing and Urban Development, Flood Insurance Administration, unless the subdivider shows proof through the submittal of

materials prepared by a Registered Land Surveyor which show that the property in question lies at least two feet above the one 100 year flood level. The elevation of filled or made land shall not be considered.

3. Land which is part of a right-of-way, or road easement, including right of ways for roads and utilities.
4. Land that has been created by filling or draining a pond or wetland.

D. *Lots:*

1. All lots shall meet the minimum requirements of the Vinalhaven Land Use Ordinance for the zoning district in which they are located. The lot configuration should be designated to maximize access to solar energy on building sites with suitable orientation whenever practical.
2. Where a tract is subdivided into lots substantially larger than the minimum size required by the Vinalhaven Land Use Ordinance, the Planning Board in its review may consider the potential effect of future subdivision.
3. If a lot on one side of a stream, road, or other similar barrier fails to meet the minimum lot size required, it may not be combined with a lot on the other side of the barrier to meet the minimum lot size or for the purpose of on-site waste disposal.
4. Odd-shaped lots in which narrow strips are joined to other parcels to meet minimum lot size requirements are prohibited. Lots of ten acres or more must have a lot length to lot width ratio of no more than 5:1.
5. Any proposed subdivision shall be so designed that every lot has frontage upon a roadway, granting legal access, and so that no part of the tract is landlocked. Such roadway shall be part of the construction plan of the subdivider. Minimum road frontage for each lot shall be 200 feet, except where accessed by an approved cul-de-sac, in which case the minimum road frontage shall be fifty (50) feet.

E. *Preservation of Natural Drainage Ways:*

Proposed drainage ways shall be designed in such a way as to preserve the existing water courses. When possible the natural lines of drainage should be used for site drainage.

F. *Utilities:*

The Planning Board shall encourage all utilities to be installed underground, but shall not require that utilities be installed underground.

G. *Monuments:*

1. Permanent monuments shall be set at all corners and angle points of subdivision boundaries.

2. All monuments shall be referenced on the plan. They shall be secured according to the standards of the Maine Board of Land Surveyors.
3. All corners shall be marked with iron rod not less than 5/8 inch in diameter. Such rods shall be driven securely so that removal or vandalism is discouraged. Rods shall extend at least 24" above the ground in wooded rural areas and be clearly painted or marked for ease of locating. In residential and village areas, rods may be driven flush with the finished grade. In ledge or stone, all rods will be set in borings.

#### H. *Required Improvements:*

It shall be the responsibility of the developer to insure that all required improvements, such as roads, sidewalks, storm water drainage systems, utilities, and where appropriate, centralized water supply and sanitary sewage systems, shall be installed.

#### I. *Piers, Docks, Wharves:*

If a marine structure, such as a pier, dock or wharf, is proposed by the applicant, he or she shall provide a community dock in lieu of the development of docks on individual lots. The applicant may request a waiver for additional community docks provided a demonstrated need can be shown for the additional facilities. A waiver may only be granted if the applicant demonstrates that an additional dock or docks is required because of excessive distance, safety considerations, the protection of natural or scenic areas, topography, or to minimize adverse impact on wetlands or wildlife habitat.

### VI: **Road Design and Construction Standards**

#### A. *General Requirements:*

1. The proposed subdivision shall provide for safe access to and from public and private roads. Safe access shall be assured by providing an adequate number and location of access points with respect to sight distances, intersections, schools and other traffic generators.
2. Provisions shall be made for providing and maintaining convenient and safe emergency vehicle access to lots.
3. The Planning Board shall not approve any subdivision plan unless proposed roads are designed in accordance with the specifications contained in this ordinance. Approval of a subdivision by the Planning Board, shall not be deemed to constitute or be evidence of acceptance by the Town of any road or easement.
4. Applicants shall submit to the Planning Board, as part of their Plan, detailed construction drawings showing the profile and typical cross-section of the proposed roads. The plans shall include the following information:
  - a. date, scale, and magnetic or true north point;
  - b. intersections of the proposed road with existing roads;

- c. roadway and right-of-way limits including edge of pavement, edge of shoulder, sidewalks, and curbs;
- d. complete curve data shall be indicated for all horizontal and vertical curves;
- e. turning radii at all intersections;
- f. center line gradients; and
- g. locations of all existing and proposed utilities.

**B. Road Design Standards:**

1. These design standards shall be met by all roads within subdivisions reviewed under this ordinance, and shall control the roadway, shoulders, sidewalks, drainage systems, culverts, and other appurtenances, subject, however, to any higher, stricter, or additional standards for roads and driveways in the Shoreland Zone as set forth in the land use standards section.
2. Roads shall be designed to discourage through traffic within a subdivision.
3. Any subdivision containing thirty lots or more shall have at least two road connections with existing public roads or roads on an approved development plan.
4. The following design standards apply according to whether the road is a public or private right of way, but are subject to the overriding requirement that safe and convenient emergency vehicle access to all lots shall be provided and maintained (see paragraph A above.)

Description:	Public Rights-of-Way	Private Rights-of-Way
Minimum Right-of-Way Width	60'	50'
Minimum Surface Width	18'	16' (10' for single track road)
Shoulder Width	4'	3'
Minimum Grade	0.5%	0.5%
Maximum Grade	12%	15%
Minimum Centerline Radius	200'	200' <sup>(1)</sup> (of Curvature)
Minimum Sight Distance	200'	200' (stopping distance)
Minimum Sight Distance at Intersections	400'	300' <sup>(2)</sup>
Roadway Crown	1/8 in. per ft.	1/8 in. per ft.
Minimum Angle of Road at Intersections	60 degrees	60 degrees
Maximum Grade Within 50' of Intersections	3%	3%
Height to which limbs are Cleared	14'	14'

Notes: (1) May be reduced by PB for private roads only if minimum sight distance is not obstructed by terrain, vegetation, structures, or other obstruction, and will remain unobstructed (pursuant to suitable easement(s) when necessary). Radius shall not be reduced below 100 feet. (2) 400' at intersection with public right-of-way carrying through traffic.

5. Dead End Roads - In addition to the design standards above, dead-end roads shall be constructed to provide a turn-around with the following requirements for radii: 65 ft. property line radii and 55 ft. outer edge of travel way radii. The Planning Board may require the reservation of a 20 ft., 50 ft., or 66 ft. easement in line with the dead end road to provide continuation of pedestrian traffic or utilities to the next road, or to access possible future subdivision or development.
6. Grades, Intersections, and Sight Distances:
  - a. Grades of all roads shall conform in general to the terrain, so that cut and fill are minimized while maintaining the grade standards above.
  - b. All changes in grade shall be connected by vertical curves to provide for at least the minimum sight distances.
  - c. Where necessary, corner lots shall be cleared of all growth and sight obstructions, including ground excavation, to achieve the required visibility.
  - d. Cross (four-cornered) road intersections shall be avoided. A minimum distance of two hundred feet shall be maintained between center lines of side roads.
  - e. Turnouts every four hundred (400) feet or more frequently if appropriate shall be required on single track roads or driveways. The Planning Board may require more frequent turnouts at its discretion if conditions warrant it.

#### *C. Preparation:*

Before any clearing has started on the right-of-way, the centerline of the new road shall be staked or flagged at 50 ft. intervals.

#### *D. Cleanup:*

Following road construction, the subdivider/applicant shall conduct a thorough cleanup of stumps and debris from the entire road right-of-way. If on-site disposal of the stumps and debris is proposed, the site shall be indicated on the Plan, and be suitably covered with fill and topsoil and seeded.

### **VII: Drainage Design and Construction Standards**

#### *A. General provisions:*

1. The storm drainage system should not adversely affect neighboring properties, downstream water quality, or cause soil erosion. Whenever possible, on-site absorption of run-off water shall be utilized to minimize discharges from the site.

2. Surface water run-off shall be minimized and detained on-site if possible. If it is not possible to detain water on-site, downstream improvements to the channel may be required by the applicant to prevent flooding caused by the project. The natural state of water courses, swales, floodways, or rights-of ways shall be maintained.
3. The subdivider shall provide for proper drainage systems to be installed by subsequent lot owner and contractors. This provision shall be by covenant or other appropriate written contract.
4. The drainage design and construction standards in this section are subject to any higher, stricter or additional standards for drainage systems, culverts and other related features in the Shoreland Zone as set forth in the land use standards section.

*B. Stormwater Management Design Standards:*

1. Adequate provision shall be made for disposal of all storm water generated within the development, and any drained ground water through a management system of swales, culverts, underdrain, and water courses. The storm water management system shall be designed to conduct storm water flows to existing water courses.
2. The minimum pipe size for any storm drainage pipe shall be twelve (12) inches. Maximum trench width at the pipe crown shall be the outside diameter of the pipe plus two feet. Pipe shall be bedded in a fine granular material, containing no stones larger than three inches, or organic matter, reaching a minimum of six inches below the bottom of the pipe extending to six inches above the top of the pipe, and covered with a minimum of an additional twelve inches of fine gravel.
3. Catch basins shall be installed where necessary and located at the curb line.
4. Inlets and outlets shall be stabilized against soil erosion by stone riprap or other suitable materials to reduce storm water velocity.
5. The storm water management system shall be designed to accommodate upstream drainage, taking into account existing conditions and approved or planned developments not yet built and shall include a surplus design capacity factor of twenty-five percent for potential increases in upstream runoff.
6. Downstream drainage requirements shall be studied to determine the effect of the proposed development. The storm drainage shall not overload existing or future planned storm drainage systems downstream from the development. The applicant shall be responsible for financing any improvements to existing drainage systems required to handle the increased storm flows.
7. Where soils require a subsurface drainage system, the drains shall be installed and maintained separately from the storm water drainage system.

## **VIII: Performance Guarantees Required**

### *A. Types of Performance Guarantees:*

1. A certified check payable to the Town of Vinalhaven;
2. A savings account passbook issued in the name of the Town of Vinalhaven.
3. An irrevocable letter of credit from a financial institution acceptable to the Planning Board;
4. A faithful performance bond running to the Town of Vinalhaven and issued by a surety company licensed to do business in the State of Maine.

### *B. Amount of Guarantees:*

The amount of the guarantee shall be 125 percent of the cost of furnishing, installing, connecting and completing in good working condition all of the road grading, storm drainage, utilities, and other similar improvements, as specified in the Plan. All guarantees shall be conditioned upon the completion of all such improvements within five years from the date of the approval of subdivision, as recorded on the subdivision plat. If a performance guarantee as described in paragraph (A) above has been satisfactorily filed with the Town, building permits may be issued for construction with the subdivision prior to completion of required improvements, but prior to occupancy of a building or dwelling unit, the improvements serving that building or dwelling unit shall be in place and serviceable.

### *C. Conditional Agreements:*

A conditional agreement, if acceptable in lieu of a performance guarantee, shall be endorsed by the Planning Board on the Plan, and shall provide that no lot or parcel of land may be conveyed, and that no permit may be issued by the Code Enforcement Officer or Planning Board, for any building or other permanent structure within the subdivision until the completion of the road construction, storm drainage, utilities, and other similar improvements specified by the Planning Board on the Plan. The agreement shall be conditioned upon the completion of all such improvements within five years from the date of the approval of the Plan, and recorded on the subdivision plat.

### *D. Inspection of Required Improvements:*

1. Completion of required improvements shall be determined by the Code Enforcement Officer to his or her satisfaction, who shall certify that all improvements assured by the performance guarantee or conditional agreement have been constructed in accordance with the Plan and all applicable codes and regulations. Before construction or required improvements begins, the subdivider shall provide the Code Enforcement Officer with adequate written notice and a proposed schedule of construction.
2. If a Code Enforcement Officer determines that construction standards are not being applied, then he or she shall take appropriate enforcement measures to insure compliance.

3. Monitoring by the Town shall not in any way cause the Town to be liable for the improvement. All grades, materials, engineering, and construction techniques are the responsibility of the applicant.

E. *Release of Guarantee:*

The performance guarantee shall be released by the Planning Board upon the request of the applicant only after:

1. The Board receives the certifications of completion required in paragraph D-1 (Inspection of Required Improvements) above.
2. The applicant has furnished the Town with an accurate record plan and profile (which may be the original reproducible drawing with corrections, provided the Town has been provided with a print of the unaltered originals [mylars] approved by the Planning Board) of all roads including drainage lines, sanitary sewerage lines, water mains, and all other utilities as actually installed, with sufficient ties for proper identification.

**IX: Appeals**

Any aggrieved party having proper standing may appeal any decision of the Planning Board under this Section 17, Subdivisions only, to the Superior Court of Knox County, within thirty days in accordance with Rule 80B of the Maine Rules of Civil Procedure.

**X: Enforcement**

A. *Violations and Enforcement:*

1. No person, corporation or other legal entity may sell or offer to sell any land in a subdivision that has not been approved by the Planning Board and recorded in the Registry of Deeds.
2. No public utility, water district or sewer district shall serve any lot in a subdivision for which a Plan has not been approved by the Planning Board and recorded in the Registry of Deeds.
3. No development of the infrastructure of a subdivision may begin until Plan approval by the Planning Board and recording in the Registry of Deeds. Development includes the grading and construction of roads, the grading of lots, and construction of buildings.

B. *Amendments After Approval:*

No changes, erasures, or modifications shall be made in a Final Plan after approval has been given by the Planning Board unless the plan is first resubmitted and the Planning Board approves any modifications. The applicant is not required to go through the complete review process of a new subdivision, unless, in the judgment of the Planning Board the amendment substantially alters the character of the original subdivision, or unless the change constitutes a resubdivision. If an amended Plan is recorded without complying with this requirement, it shall be null and void.

The Planning Board may institute proceedings to have the plan stricken from the Registry of Deeds.

## **VINALHAVEN PARKING ORDINANCE**

SECTION I. It shall be unlawful for any person to park a motor vehicle on the public ways or portion of public ways thereof, as herein described:

- On the northerly side of Sands Road from the intersection of West Main Street to the property owned by Fox Island Electric Coop;
- On the southerly side of Main Street, from the westerly side of the Town Parking Lot to Clam Shell Alley;
- On the southerly side of Main Street, within 26 feet of the intersection with Water Street;
- On both sides of Water Street, for its entire length;
- On both sides of Atlantic Avenue, from the intersection with East Main Street to the intersection with School Street;
- On the easterly side of Atlantic Avenue from the entrance to the Medical Center to the intersection with School Street;
- On the westerly side of Atlantic Avenue within 80 feet of the intersection with School Street;
- On the westerly side of Atlantic Avenue from the intersection of Water Street to the intersection of Round the Mountain Road;
- On both sides of Lane's Island Road for its entire length;
- On the southerly side of Round the Mountain road, for it's entire length;
- On both sides of East Main Street, from the intersection with Main Street to the intersection with Beaver Dam Road;
- On both sides of East Boston Road from the intersection with East Main Street to the intersection with School Street;
- On the northerly side of School Street, from the intersection of Atlantic Avenue to the Ballground;
- On both sides of School Street, from the intersection of Atlantic Avenue to the intersection with East Main Street;
- On both sides of Carver Street, within 110 feet of the intersection with East Main Street;
- On the northerly side of Main Street within 112 feet of the intersection with East main Street;
- On both sides of Cottage Street for its entire length;
- On the westerly side of Brighton Avenue for its entire length;
- On the easterly side of Chestnut Street, for its entire length;
- On the westerly side of Pleasant Street for its entire length;

- On both sides of Clam Shell Alley for its entire length;
- On both sides of High Street for its entire length;
- On both sides of Pumpkin Ridge Road, including Pond Street for its entire length;
- On both sides of Lakeview Road for its entire length;
- On the westerly side of Starr Street for its entire length;
- On the easterly side of Starr Street, 115 feet from the intersection with High Street;
- On both sides of Summer Street for its entire length;
- On both sides of Ingerson Street for its entire length;
- On both sides of North Haven Road from Lawson's Quarry to Tolman Road;
- On Washington School Road from the intersection of Summer Street to Town Office Parking Lot;

Vehicles parked in a manner such that no wheel is in contact with the pavement, shall not be in violation of the provisions of this section.

SECTION II. In order to properly remove snow and to provide safer travel conditions, the Town of Vinalhaven does implement parking bans during inclement weather. The Town Manager, or in his/her absence, the Road Crew Foreman, may decide to impose a parking ban when serious and extended snowfall is forecast. During an emergency parking ban, all vehicles are prohibited from parking on any street within the Town of Vinalhaven unless the ban is specifically described and advertised as being limited to a particular area. Once a parking ban has been imposed, notice will be posted in the usual places in Vinalhaven about the ban and of the estimated time frame that the ban will remain in effect. All vehicles in violation will be towed or otherwise removed, and placed in storage at the expense of the owner.

SECTION III. It shall be unlawful for any person to park a motor vehicle within 10 feet of a fire hydrant.

SECTION IV. It shall be unlawful for any person to park a motor vehicle on or across any sidewalk or portion thereof.

SECTION V. It shall be unlawful to park a motor vehicle in a manner that obstructs or impedes pedestrian use of a crosswalk.

SECTION VI. It shall be unlawful for any person to park a motor vehicle so as to block or impede entrance to and exit from any driveway or private way.

SECTION VII. It shall be unlawful to park an occupied motor vehicle in the Town Parking Lot between the hours of 11pm and 5am.

SECTION VIII. Any person charged with a violation of this ordinance, may waive all court action by payment to the Town of Vinalhaven of a \$25.00 (twenty-five dollars) fee, provided said fee is paid within 5 (five) business days of the infraction.

SECTION IX. Any person charged with a violation of this ordinance who fails to waive court action in accordance with Section X of this Ordinance shall be subject to a complaint to prosecute this traffic infraction in District Court.

SECTION X. Any duly authorized Law Enforcement Officer may cause any vehicle parked in violation of this ordinance to be towed, or otherwise removed, and placed in storage at the expense of the owner.

SECTION XI. A motor vehicle which is parked in violation of this ordinance shall be prima facie evidence of the unlawful parking of said vehicle by the person in whose name said vehicle is registered.

SECTION XII. All heretofore enacted ordinances regulating parking on public ways enacted by the Town of Vinalhaven are repealed upon enactment of this ordinance.

SECTION XIII. If any section, subsection or sentence of this ordinance is for any reason held invalid, the remaining portion hereof shall remain in full force and effect.

SECTION XIV. Reserved

SECTION XV. It shall be unlawful for any person to park a motor vehicle which does not bear a special registration plate or placard, issued under Title 29, Section 252, 252-A or 252-C, or a similar plate issued by another state, in that area on the North side of Main Street which is designated and marked as handicapped parking spaces. Notwithstanding the provision of Section X of this ordinance, any person charged with a violation of this section may waive all court action by payment of a \$50.00 (fifty dollars) fee to the Town of Vinalhaven, provided said fee is paid within 5 (five) business days of the infraction. Any person charged with violation of this Section shall be subject to a complaint to prosecute this traffic infraction in District Court.

ADOPTED BY BOARD OF SELECTMEN  
AUGUST 13, 1990

AMENDED AUGUST 31, 1993

AMENDED APRIL 14, 2008

## **PUBLIC CONDUCT ORDINANCE**

**SEC. 1.1 PROHIBITED CONDUCT AND ACTS-** The following acts undertaken within the Town of Vinalhaven, are hereby declared to be violations of this Ordinance, to wit:

**SEC. 1.2** Yelling, shouting, hooting, whistling, singing, or the production of any other unnecessary noise so as to annoy or disturb the quiet, comfort or repose of any persons located within or upon the premises of any dwelling, hotel, or other type of residence or business establishment.

**SEC. 1.3** Knowingly, intentionally, or unreasonably obstructing a public way, road, street or sidewalk is prohibited.

**SEC. 1.4** The riding of bicycles, skate boards, or use of roller blades on sidewalks within the areas set forth in Exhibit A attached hereto, is prohibited.

**SEC. 1.5** The playing, using or operating of any radio, receiving set, musical instrument, or other machine or device for the production or reproduction of sound in such a manner as to disturb the peace, quiet, comfort or repose of any other persons in the vicinity with a volume louder than is necessary for the reasonably convenient hearing for the person or persons or voluntary listeners thereto who are in the immediately vicinity, vehicle or chamber in which such machine or device is operated.

**SEC. 1.6** The sounding of any horn or signaling device for an unnecessary or unreasonable length of time or for a purpose not associated with the proper and legitimate signaling activity undertaken in conjunction with the operation of a motor vehicle.

**SEC. 1.7** It shall be unlawful for any person to undertake within the Town of Vinalhaven any of the following acts or conduct within any public place, street or public way, sidewalk, or park open to the public.

**SEC. 1.7.1** The consumption of any alcoholic beverage or possession of an open container containing alcoholic beverages.

**SEC. 1.7.2 To be intoxicated on a public street, sidewalk, park or any public owned or controlled property. Public intoxication shall be defined as being under the influence of intoxicating liquors or drugs to such a degree as to cause ones' facilities to be impaired so as to cause said person to walk, motivate or undertake other activities in public, in such a manner as to cause any substantial danger or annoyance to any other person or member of the public or in such a manner to endanger his or her self or public or private property, or so as to obstruct a public sidewalk to public way.**

**SEC. 1.7.3. Undertaking, in a public place, words, gestures, or comments directed toward any person who is not a voluntary social companion of the speaker/actor which said words, gestures or comments are, in fact, intended for or to, or are, threatening, taunting, harassing, insulting or sexually suggestive comment or actions.**

**SEC. 1.8. Burden of Proof – In enforcing the provisions of this Ordinance, it is not necessary that the complainant should make a complaint or necessarily testify; in a proceeding to enforce the provisions of this Ordinance, if, from a preponderance of the evidence presented, a court of competent jurisdiction is convinced that a violation of this Ordinance has occurred or has taken place, taking into account the totality of the evidence presented.**

## **SEC. 2.0 ENFORCEMENT PROCEDURE**

**SEC 2.1 Any violation of this Ordinance shall be a civil violation, which shall be prosecuted through the issuance of a civil summons by the Knox County Sheriff's Dept. in the same form and in the manner of prosecution as would be the case with a parking violation.**

**SEC. 2.2 For any first violation of this Ordinance by a minor, (17 and under) there shall be a certified letter sent to the parents notifying them of the infraction. First violation by an adult shall cause a certified letter to be sent to the offender as formal notice of warning. Each violation, by a minor or adult within a two year period from date of first violation shall carry with it a fine of twenty five dollars (\$25) and five (5) hours of community service which shall increase for each subsequent violation within said period by the amount of twenty five dollars (\$25) and five (5) hours to a maximum of one hundred dollars (\$100) and twenty (20) hours service.**

**SEC. 2.3 In addition to the civil penalties, for any violation hereof, the Court shall require the violator to pay the Town's reasonable attorneys fees incurred in connection with the enforcement action, not to exceed two hundred fifty dollars (\$250) plus, the violator shall be ordered to pay the Town's costs and filing fees reasonably incurred in the prosecution of this Ordinance. Actions shall be prosecuted by the Town Attorney in the Knox County District Court in Rockland.**

**SEC. 3. If any provision hereof shall be held to be illegal, it is the intent that all remaining provisions shall remain in full force and effect.**

**ENACTED JULY 20, 1995**

## **Town of Vinalhaven Ordinance**

### **Restricting Vehicle Weight on Posted Ways**

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#### **Section 1. Purpose and Authority**

The purpose of this "Ordinance Restricting Vehicle Weight on Posted Ways" (hereinafter, the "Ordinance") is to prevent damage to town ways and bridges in the Town of Vinalhaven which may be caused by vehicles of excessive weight, to lessen safety hazards and the risk of injury to the traveling public, to extend the life expectancy of town ways and bridges, and to reduce the public expense of their maintenance and repair. This Ordinance is adopted pursuant to 30-A M.R.S.A. § 3009 and 29-A M.R.S.A. §§ 2395 and 2388.

#### **Section 2. Definitions**

The definitions contained in Title 29-A M.R.S.A. shall govern the construction of words contained in this Ordinance. Any words not defined therein shall be given their common and ordinary meaning.

#### **Section 3. Restrictions and Notices**

The municipal officers may, either permanently or seasonally, impose such restrictions on the gross registered weight of vehicles as may, in their judgment, be necessary to protect the traveling public and prevent abuse of the highways, and designate the town ways and bridges to which the restrictions shall apply.

Whenever notice has been posted as provided herein, no person may thereafter operate any vehicle with a gross registered weight in excess of the restriction during any applicable time period on any way or bridge so posted unless otherwise exempt as provided herein.

The notice shall contain, at a minimum, the following information: the name of the way or bridge, the gross registered weight limit, the time period during which the restriction applies, the date on which the notice was posted, and the signatures of the municipal officers. The notice shall be conspicuously posted at each end of the restricted portion of the way or bridge in a location clearly visible from the traveled way

Whenever a restriction expires or is lifted, the notices shall be removed wherever posted. Whenever a restriction is revised or extended, existing notices shall be removed and replaced with new notices. No person may remove, obscure or otherwise tamper with any notice so posted except as provided herein.

#### **Section 4. Exemptions**

Vehicles that are exempt from the Maine Department of Transportation's (MDOT) "Rules and Regulations Restricting Heavy Loads on Closed Ways" dated December 31, 1996 and amended on March 4, 1998, a copy of which is attached hereto and is hereby incorporated as part of this Ordinance, are exempt from this Ordinance. In addition, any vehicle delivering home heating fuel and operating in accordance with a permit issued by the MDOT under 29-A M.R.S.A. § 2395 (4) and, when necessary during a period of drought emergency declared by the governor, any vehicle transporting well-drilling equipment for the purpose of drilling a replacement well or for improving an existing well on property where that well is no longer supplying sufficient water for residential or agricultural purpose and operating in accordance with a permit issued by the MDOT under 29-A M.R.S.A. § 2395 (4-A).

#### **Section 5. Permits**

The owner or operator of any vehicle not otherwise exempt as provided herein may apply in writing to the municipal officers for a permit to operate on a posted way or bridge notwithstanding the restriction. The municipal officers may issue a permit only upon all of the following findings:

- (a) no other route is reasonably available to the applicant;
- (b) it is a matter of economic necessity and not mere convenience that the applicant use the way or bridge; and
- (c) the applicant has tendered cash, a bond or other suitable security running to the municipality in an amount sufficient, in their judgment, to repair any damage to the way or bridge which may reasonably result from the applicant's use of same.

Even if the municipal officers make the foregoing findings, they need not issue a permit if they determine the applicant's use of the way or bridge could reasonably be expected to create or aggravate a safety hazard or cause substantial damage to a way or bridge maintained by the municipality. They may also limit the number of permits issued or outstanding as may, in their judgment, be necessary to preserve and protect the highways and bridges.

In determining whether to issue a permit, the municipal officers shall consider the following factors:

- (a) the gross registered weight of the vehicle;
- (b) the current and anticipated condition of the way or bridge;
- (c) the number and frequency of vehicle trips proposed;
- (d) the cost and availability of materials and equipment for repairs;
- (e) the extent of use by other exempt vehicles; and
- (f) such other circumstances as may, in their judgment, be relevant.

The municipal officers may issue permits subject to reasonable conditions, including but not limited to restrictions on the actual load weight and the number or frequency of vehicle trips, which shall be clearly noted on the permit.

## **Section 6. Administration and Enforcement**

This Ordinance shall be administered and may be enforced by the municipal officers or their duly authorized designee [such as road commissioner, code enforcement officer or law enforcement officer].

## **Section 7. Penalties**

Any violation of this Ordinance shall be a civil infraction subject to a fine of not less than \$250.00 nor more than \$1000.00. Each violation shall be deemed a separate offense. In addition to any fine, the municipality may seek restitution for the cost of repairs to any damaged way or bridge and reasonable attorney fees and costs. Prosecution shall be in the name of the municipality and shall be brought in the Maine District Court.

## **Section 8. Amendments**

This Ordinance may be amended by the municipal officers at any properly noticed meeting.

## **Section 9. Severability; Effective Date**

In the event any portion of this Ordinance is declared invalid by a court of competent jurisdiction, the remaining portions shall continue in full force and effect. This Ordinance shall take effect immediately upon enactment by the municipal officers at any properly noticed meeting.

**TOWN OF VINALHAVEN**  
**SEWER USE ORDINANCE**

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## APPENDIX A

Sewer Connection Application Forms

## APPENDIX B

Sewer Use Charge Ordinance  
User Fee Schedule  
System Development Charge

## APPENDIX C

Sewer Extension Design and Construction Standards  
Standard Construction Details (Exhibits A-W)  
Standard Plan and Profile Sheet (Exhibit X)

## **VINALHAVEN SANITARY TOWN SEWER USE ORDINANCE**

An ordinance regulating the use of public and private sewers and drains, private wastewater disposal, the installation and connection of building sewers, and the discharge of waters and wastes into the public sewer system; and providing penalties for violations thereof; in the Town of Vinalhaven, County of Knox, State of Maine.

This Ordinance is adopted pursuant to Home Rule Powers as provided for in Article VIII Part 2, Sec. 1 of the Maine Constitution and M.R.S.A. Title 30-A Section 3001.

This Ordinance shall be known as the “Sewer Ordinance” of the Town of Vinalhaven, Maine, enacted by vote of the Town Meeting.

The authority to act on behalf of the Town of Vinalhaven in all matters pursuant to the Town’s Wastewater Facilities shall be vested in the Board of Selectmen to the extent allowable by M.R.S.A Title 30-A Section 3402-3406, and Section 3422 and all other applicable statutes.

The Board of Selectmen may amend this Ordinance and adopt further requirements by ordinance following a public hearing and majority vote at an Annual or Special Town Meeting and may adopt such rules and regulations deemed necessary to clarify, supplement and implement this Ordinance, to establish the means to maintain and operate this sewer system and to carry out necessary billing and financial administration. Additional rules and regulations and administrative procedures include:

- Formation of a Sewer Commission of 3 to 5 members whose purpose is to advise the Selectmen on all issues involving this ordinance

- Sewer Use Charge Ordinance
  - Schedule of Equivalent Users
  - Annual Debt and Reserve Costs
  - Annual Operation & Maintenance Costs

- Application and Permit Forms and Fee Schedule for Individual Connections

- Design and Construction Standards and Fee Schedules for Connections, Extensions, and Charges related to future expansion

- System staffing and financial administration

- Long-term sewer maintenance program

- Sewer use violation monitoring plan

### **ARTICLE I - Definitions**

Unless the context specifically indicates otherwise, the meaning of the terms used in this Ordinance shall be as follow:

Sec. 1. "Annual Debt and Reserve Cost" - the fee established each year by the Selectmen to pay the Debt Retirement for the year and the established reserve account for future capital improvements and replacements. This cost shall be calculated according to the Sewer Use Charge Ordinance attached to this Ordinance, Appendix B.

Sec. 2. "BOD" (denoting Biochemical Oxygen Demand) shall mean the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five (5) days at 20 deg. C., expressed in milligrams per liter (mg/l).

Sec. 3. "Selectmen" shall mean the duly elected Selectmen of the Town of Vinalhaven.

Sec. 4. "Building Drain" shall mean that part of the lowest horizontal piping of a drain system which receives the discharge from soil, waste, and or other drainage pipes inside the walls of the building and conveys it to the building sewer, ending five (5) feet outside the inner face of the building wall.

Sec. 5. "Building Sewer" shall mean the extension from the building drain to the public sewer or other place of disposal.

Sec. 6. "Combined Sewer" shall mean a sewer receiving both surface runoff and wastewater.

Sec. 7. "Commercial Service" shall mean an extension of use of the public sewer to a commercial structure.

Sec. 8. "Contractor" shall mean the person, firm or corporation with whom the Owner has entered into an agreement to construct and/or start up a sewer extension.

Sec. 9. "Connection Fee" shall mean the lesser of the cumulative total of annual debt cost charges made since the start up of the sewer system or 10 (ten) times the debt cost charge for the year during which the connection permit is requested.

Sec. 10. "Contractor's Supervisor" shall mean the Contractor's construction project representative who is responsible for field supervision of the construction of the sewer extension project.

Sec. 11. "Domestic Wastewater" shall mean normal water-carried household and toilet wastes or wastes from sanitary conveniences of residences, commercial buildings, and industrial plants, excluding ground, surface, or storm water.

Sec. 12. "Drawings" shall mean the drawings that show the character and scope of the sewer extension work to be performed and which have been prepared by the Owner's Engineer and approved by the Town and/or its Consulting Engineer.

Sec. 13. "Easement" shall mean an acquired legal right for the specific use of land owned by others.

Sec. 14. "Economic Hardship" shall exist if a property owner qualifies for General Assistance under the guidelines established by the Town of Vinalhaven and the State of Maine. A subjective assessment may be made for unusual circumstances, such as hook up charges that exceed the average cost by 50% or more.

Sec. 15. "Engineer" (also "Consulting Engineer" and "Engineering Consultant") shall mean the professional engineer or engineering firm or corporation hired by the Owner to design and/or oversee the construction and start-up of the sewer extension project or hired by the Town to assist with review of the Sewer Extension design and oversight of construction of said project.

Sec. 16. "Equivalent User" is a measure used to quantify the wastewater flow at each location with a single-family dwelling unit being " one " and all other uses being multiples of that based on the anticipated maximum flow. The minimum Equivalent User per connection shall be one.

Sec. 17. "Floatable oil" is oil, fat, or grease in a physical state such that it will separate by gravity from wastewater by treatment in an approved pretreatment facility. A wastewater shall be considered free of floatable oil if it is properly pretreated and the wastewater does not interfere with the collection system.

Sec. 18. "Force Main" shall mean a line without access from individual properties, providing a connection from a pump station to a pump station, trunk, or a sanitary sewer main.

Sec. 19. "Garbage" shall mean solid wastes from the domestic and commercial preparation, cooking and dispensing of food, and from handling, storage, and sale of produce.

Sec. 20. "Grease" shall mean the material removed from a grease interceptor (trap) serving a restaurant or other facility requiring such grease interceptors. Also means volatile and non-volatile residual fats, fatty acids, soaps, waxes and other similar materials.

Sec. 21. "Gray water" shall mean that portion of the wastewater generated within a residential, commercial, or institutional facility that does not include discharges from toilets and urinals.

Sec. 22. "Natural Outlet" shall mean any outlet into a watercourse, pond, ditch, lake, or other body of surface or groundwater.

Sec. 23. "Industrial Service" shall mean an extension of use of the public sewer to an industrial structure.

Sec. 24. "Industrial Wastes or Non-Domestic Wastewater" shall mean the wastewater or waterborne wastes resulting from any process of industry, manufacturing trade or business or from development of any natural resources as distinct from domestic wastewater or unpolluted water. Industrial wastewaters may or may not be discharged separately from sanitary wastewaters. For a combined discharge, the Town shall determine if the discharge meets the definition of "industrial wastewater".

Sec. 25. "Operation and Maintenance Cost" - the fee established each year by the Selectmen to pay for the Operation and Maintenance (O & M) of the collection and transport system, reserve accounts and treatment facilities in Vinalhaven. This cost will be established by the Sewer Use Charge Ordinance attached to this Ordinance, Appendix B.

Sec. 26. "Original User" shall mean Users who were designated as Users within 180 days of the sewer becoming operational.

Sec. 27. "Owner(s)" shall mean the person, firm or corporation who (which) is financing and/or proposing to construct a Sewer Extension project, or the owner of property adjacent to a public sewer.

Sec. 28. "Person" shall mean any individual, firm, company, partnership, corporation, association, group or society, and includes the State of Maine and agencies, Towns and commissions and political subdivision created by or pursuant to State Law, federal agency or other legal entity.

Sec. 29. "pH" shall mean the logarithm of the reciprocal of the weight of hydrocarbon ions in grams per liter of solution.

Sec. 30. "Pollutant" shall mean to include but is not limited to dredged spoil, solid waste, junk, wastewater, sludge, munitions, chemicals, biological or radiological materials, oil, petroleum products or by-products, heat, wrecked or discarded equipment, rock, sand, dirt, industrial, municipal, domestic, commercial, or agricultural wastes of any kind.

Sec. 31. "Privy" shall mean a small building having a bench with holes through which the user may defecate or urinate.

Sec. 32. "Properly Shredded Garbage" shall mean the wastes from the preparation, cooking and dispensing of food that have been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particle greater than one-half (0.5) inch in dimension.

Sec. 33. "Public Sewer" shall mean a common sewer owned, operated, and maintained by public authority or governmental agency.

Sec. 34. "Resident Engineer" shall mean the authorized representative of the Town's Consulting Engineer who observes construction of the sewer extension and whose duties are defined in Section 2 of the Sewer Extension Design and Construction Standards.

Sec. 35. "Sanitary Sewer" shall mean a sewer that carries wastewater and to which storm, surface, and groundwaters are not intentionally admitted.

Sec. 36. "Wastewater Treatment Plant" or "Water Pollution Abatement Plant" shall mean any arrangement of devices and structures used for treating wastewater.

Sec. 37. "Sewage Works" shall mean all facilities for collecting, pumping, treating, and disposing of wastewater.

Sec. 38. "Sewer" shall mean a pipe or conduit for carrying wastewater.

Sec. 39. "Sewer Commission" shall mean the 3 to 5 member group duly appointed by the Selectmen of the Town of Vinalhaven to advise them on all issues pertaining to this ordinance. Commission members shall be appointed for three year staggered terms.

Sec. 40. "Shall" is mandatory; "May" is permissive.

Sec. 41. "Slug" shall mean any discharge of water, wastewater, or industrial waste in which concentration of any given constituent or in quantity of flow exceed for any period of duration longer than fifteen (15) minutes more than five (5) times the average twenty-four (24) hour concentration or flows during normal operation.

Sec. 42. "Storm Drain" (sometimes termed "storm sewer") shall mean a sewer which carries storm and surface waters and drainage, but wastewater and industrial wastes, other than unpolluted cooling water are intended to be excluded.

Sec. 43. "Substantial Change in Volume Discharged" means a change in volume that would increase or decrease the equivalent user number by at least one.

Sec. 44. "Suspended Solids" shall mean solids that either float on the surface of, or are in suspension in water, wastewater, or other liquids, and which are removable by laboratory filtering.

Sec. 45. "System Development Charge" shall mean a charge established by the Selectmen of the Town of Vinalhaven to provide funds to finance capital outlays for the expansion of the treatment facility and transmission system.

Sec. 46. "Town" shall mean the Town of Vinalhaven, Maine, acting through its Town Manager, Selectmen, superintendent, plant operator, employees, or other duly authorized agent.

Sec. 47. "Unpolluted Water" is water of quality equal to or better than the effluent criteria in effect or water that would not cause violation of receiving water quality standards and would not be benefited by discharge to the waste water treatment facilities provided.

Sec. 48. "User" shall mean all persons owning properties in the Town of Vinalhaven subject to the provisions of this ordinance specifically as outlined in Article II Section 5 and those persons with undeveloped lots who choose to be included.

Sec. 49. "Wastewater" shall mean a combination of water or water carried waste from residences, business buildings, institutions, and industrial establishments.

Sec. 50. "Watercourse" shall mean a channel in which a flow of water occurs, either continuously or intermittently.

## **ARTICLE II - Use of Public Sewers Required**

Sec. 1. It shall be unlawful for any person to place, deposit, or permit to be deposited in an unsanitary manner on public or private property within the town or in any lake, pond, stream or harbor or in any area under the jurisdiction of said town, any human excrement, wastewater, or other objectionable waste, except by means of an approved plumbing and drain system in accordance with the provisions of this Ordinance and the requirements of the State of Maine.

Sec. 2. It shall be unlawful to discharge within the Town of Vinalhaven, or in any area under the jurisdiction of said Town, any wastewater or polluted waters, except where suitable treatment has been provided in accordance with subsequent provisions of this ordinance.

Sec. 3. Except as hereinafter provided, it shall be unlawful to construct or maintain any privy, privy vault, septic tank, cesspool, or other facility intended or used for the disposal of wastewater.

Sec. 4. The connection of a building to a public sewer does not convey a right to use a building in a manner that is otherwise prohibited by any land use ordinance. A property owner shall have the responsibility to prove that the owner is in compliance with this provision.

Sec. 5. The owners of all buildings or properties who meet one of the following:

- (1) On which there is placed a residential, business or commercial building, institutional or industrial establishment and in which indoor plumbing fixtures are installed, or;;
- (2) Any building where wastewater is generated, or;
- (3) Any property that has an overboard discharge (licensed or otherwise);

and which abut any street, alley, right-of-way, or Town easement, in which there is located a public sanitary sewer within the Town shall connect these fixtures directly to the proper public sewer in accordance with the provisions of this ordinance, within one hundred and eighty (180) days after date of official notice to do so.

Sec. 6. Property owners who are not original users, may, at their own expense, extend sewer service to their properties provided that the extension is designed and constructed in accordance with the Town of Vinalhaven Sewer Use Ordinance and approved by the Board of Selectmen.

Sec. 7. Property owners on which there is a State of Maine approved subsurface gray water system may connect to the public sewer at their option, or owners of properties who are not required to do so but who wish to connect to the public sewer may connect to the public sewer at their own expense with approval of the Board of Selectmen.

Sec. 8. Any producer of waste water from process operations, industrial uses or commercial uses which do not have the same effluent characteristics as residential uses is prohibited from connecting to the public sewer unless the producer pre-treats the wastewater to standards acceptable to the Town. The producer may be required to pay for the technical evaluation of the effluent and/or pre-treatment process.

Sec. 9. Exceptions

- (1) A property owner may receive an exemption from connecting to the public sewer if economic hardship would result. The property owner must request in writing a deferral of this requirement, and the owner shall be required to demonstrate the nature and degree of hardship. The property owner must show that he or she has an existing wastewater treatment system serving his or her property designed to comply with all current Maine State rules. Subsequent owners of the exempted property must connect to the public sewer within 120 days of official notice to do so unless they apply for and receive an exemption because of economic hardship.
- (2) A property owner may defer connecting to the public sewer if the subsurface wastewater treatment system servicing their property is designed to comply with all current Maine State rules and is less than ten years old. The property owner may defer connecting to the public sewer until the subsurface wastewater treatment system has been in place for ten years, after which the property owner must connect to the public sewer. The property owner must show that the system meets this requirement by providing a copy of the system design by a Maine licensed site evaluator, or the property owner must show that the system has been permitted in the past 10 years and is functioning properly. This does not exempt the property owner from any debt charges. These property owners will be considered Original Users.
- (3) A property owner need not connect to the public sewer if the owner would be required to cross private property and with whom the property owner does not have an easement or agreement with the other property owner.

- (4) A property owner need not connect to a public sewer if the public sewer is more than one hundred fifty (150) feet from the nearest point of the structure to be served.

Sec. 10. A property owner who has received an exemption will be required to connect to the public sewer within 120 days after receiving notice if site conditions change.

Sec. 11. The Town of Vinalhaven is not obligated to provide service beyond the limits of the sewer collection system, or to systems with wastes, other than sanitary wastes, that could cause upsets excepting any provisions as in Article 6 of this Ordinance.

### **ARTICLE III - Private Wastewater Disposal**

Sec. 1. Where a public sanitary sewer is not available under the provisions of Article II, Section 5, the building sewer shall be connected to a private wastewater disposal system complying with the provisions of this article and the requirements of the State of Maine Subsurface Wastewater Disposal Rules, Chapter 241.

Sec. 2. Before commencement of construction of a private wastewater disposal system, the owner(s) shall first obtain a written permit signed by the licensed plumbing inspector. The application for such a permit shall be made on a form furnished by the Division of Health Engineering, Maine Department of Human Services, which the applicant shall supplement by any plans, specifications and other information as are deemed necessary by the plumbing inspector. A permit and inspection fee shall be paid to the plumbing inspector at the time the application is filed. The fee will be based on the current fee schedule as adopted by the Selectmen of the Town.

Sec. 3. A permit for private wastewater disposal system shall not become effective until the installation is completed to the satisfaction of the plumbing inspector. The plumbing inspector shall be allowed to inspect the work at any stage of the construction and in any event, the applicant for the permit shall notify the plumbing inspector when work is ready for final inspection and before any underground portions are covered. The plumbing inspector shall be given a minimum of three working days notice for such inspections.

Sec. 4. The type, capacities, location, and layout of a private wastewater disposal system shall comply with the State of Maine Subsurface Wastewater Disposal Rules 144A CMR 241 and the Minimum Lot Size Law (Maine Revised Statutes Annotated, Title 12, Chapter 423-A). No private wastewater disposal system shall be permitted to discharge to any natural outlet, unless so authorized and licensed by the State of Maine.

Sec. 5. At such time as a property served by a private wastewater disposal system connects to a public sewer, a direct connection from the building sewer to the public sewer shall be made. Any septic tanks, cesspools and similar private wastewater disposal facilities shall no longer be used. The septage shall be pumped out and disposed of at a facility licensed to receive septage. The septic tank, cesspool or disposal structure shall be removed or the top crushed and the void filled with suitable material approved by the Town.

Sec. 6. The owner shall operate and maintain the private wastewater disposal facilities in a sanitary manner at all times, at no expense to the Town. Septage removal from private systems shall be performed by licensed operators and disposed of in a facility licensed to receive septage.

Sec. 7. The connection of a building to a private wastewater disposal system does not convey a right to use a building in a manner that is otherwise prohibited by any land use ordinance. A property owner shall have the responsibility to prove that he or she is in compliance with this provision.

#### **ARTICLE IV - Building Sewers and Connections**

Sec. 1. No unauthorized person shall uncover, make any connections with or opening into, use, alter, or disturb any public sewer or appurtenance thereof without first obtaining a written permit from the Town. Any person proposing a new discharge into the system or a substantial change in the volume or character of pollutants that are being discharged into the system shall notify the Town at least forty-five (45) days prior to the proposed change or connection, and shall comply with the Town Sewer Use Ordinance and all applicable Maine Statutes.

Sec. 2. Only persons licensed by the Plumbers Examining Board as a Master Plumber, Journeyman Plumber or Apprentice, in accordance with all applicable Maine Statutes as revised or amended, shall be permitted to make the connection.

Sec. 3. There shall be two (2) classes of sewer permits: (a) for residential service and commercial service, and (b) for industrial service (significant industrial users may not be allowed to connect to the public sewer system). In either case, the owner or his or her agent shall make an application on a special form furnished by the Town. The permit application shall be supplemented by any plans, specifications, or other information considered pertinent in the judgment of the Town. A permit and inspection fee shall be paid to the Town at the time the application is filed. The fee shall be based on the current fee schedule as adopted by the Town. One copy of the permit shall be available for inspection at all times at the site of the work.

Sec. 4. In addition to the permit inspection fee, the Town shall charge a Connection Fee and System Development Charge. Original Users will be exempt from these fees.

Sec. 5. All costs and expense incident to the installation and connection of the building sewer shall be borne by the owner. The owner shall indemnify the Town from any loss or damage that may directly or indirectly be occasioned by the installation of the building sewer.

Sec. 6. A separate and independent building sewer shall be provided for every building except where one building stands at the rear of another or an interior lot and no private sewer is available or can be constructed to the rear of the building through an adjoining alley, courtyard, or driveway; the building sewer from the front building may be extended to the rear building, if approved by the Town. For commercial or industrial connections, the Town may require the installation of a sewer manhole to access the service for wastewater monitoring purposes, or the Town may require the commercial/industrial user to connect directly to a manhole in the sewer main.

Sec. 7. Old building sewers may be used only when they are found, on examination and testing by the Town, to meet all requirements of this ordinance.

Sec. 8. The size and slope of a gravity building sewer shall be subject to the approval of the Town, but in no event shall the diameter be less than four (4) inches. The slope of the pipe shall not be less than one-eighth (1/8) inch per foot. The building sewer shall be laid at uniform grade and in straight alignment insofar as possible. Changes in direction shall be made only with manholes or pipe fittings, as approved by the Town. A clean out shall be located a minimum of four (4) inches above the basement

floor. Also, clean-outs shall be provided at bends greater than forty-five (45) degrees or at 50-foot maximum intervals.

Sec. 9. Pressure sewers may be used only when approved by the Town. Force mains shall be sized in accordance with pump station manufacturers' recommendations but in no instance shall be less than 2" in diameter. Pressure sewers shall be laid at a positive grade to avoid intermediate high points. Bends in the pipe should be avoided and alignment changes should be made with gradual sweeps.

Sec. 10. The depth shall be sufficient to afford protection from frost, but in no event less than three (3) feet deep. Insulation may be used to decrease depth if approved by the Town. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, a wastewater lift station and force main shall be used.

Sec. 11. The building sewer shall be ductile iron soil pipe, with rubber gasket joints, ASTM Specification A74 or Polyvinylchloride (PVC) pipe conforming to ASTM D2665 or D3034 and the strength requirements of SDR 35. Any part of the building sewer that is located within five (5) feet of a water service pipe shall be constructed of ductile iron soil pipe. The Town may require ductile iron pipe where the building sewer is exposed to damage by tree roots. If installed in filled or unstable ground, the building sewer shall be of ductile iron soil pipe, except if laid on a suitable concrete bed or cradle.

Sec. 12. All excavations required for the installation of a building sewer shall be open trench work unless otherwise approved by the Town. All excavations for a building sewer installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. Street, sidewalks, parkways, and other public property disturbed in the course of the work shall be restored by the property owner in a manner satisfactory to the Town.

Sec. 13. The connection of the building sewer into the public sewer shall conform to the requirements of the building and plumbing code or other applicable rules and regulations of the Town, or procedures set forth in appropriate specifications of the A.S.T.M. and W.P.C.F. Manual of Practice no. 9. Before installation, the Town must approve any deviation from the prescribed procedures and materials.

Sec. 14. All joints and connections shall be made watertight and gas tight and of flexible design for exterior pipe runs. The first flexible joint shall be within two (2) feet of the outside face of the building wall.

Sec. 15. The connection of the building sewer into the public sewer shall be made at the "Y" or "T" branch, if such branch or tee is available at a suitable location. If no branch or tee is available, a connection may be made by tapping the existing sewer by the approved method (see Sec. 16.), then inserting an approved saddle.

Sec. 16. The procedure for tapping the main will include completion of the application to tap the main. The application must be approved by the company managing the waste treatment facility, the Commissioners, and the Selectmen, and the tap must be overseen by the company managing the waste treatment facility.

Sec. 17. No person shall have or make connections of roof drains, downspouts, foundation drains, areaway drains, basement drains, sump pumps, or other sources of surface runoff or groundwater, to a building sewer or building drain, which in turn is connected to a public sewer.

Sec. 18. The applicant for the building sewer permit shall notify the Town at least twenty-four (24) hours before beginning the work and also when the building sewer is ready for inspection and

connection to the public sewer. The connection shall be made under supervision of the Town or its representative.

Sec. 19. The alignment of sewer piping shall be selected to avoid privately owned drinking water wells. Maintain a minimum of 10' clearance between wells and sewer piping.

Sec 20. Notification of the completion of the work with certification that all conditions of the Sewer Ordinance have been complied shall be filed in writing with the Town within twenty-four (24) hours after the completion of the work covered by each permit. Each installation shall have a completed House Service form. At a minimum, this form shall include a sketch of the installation (plan view) with three (3) points of reference of the exit point from the house, changes in direction, clean-outs, connection point to the sewer service stub provided by the Town or Owner (Developer) and connection point to the sewer. It shall provide the depth of cover at all reference points and also shall provide the size and material of pipe.

## **ARTICLE V - Use of the Public Sewer**

Sec. 1. No person shall discharge or cause to be discharged any unpolluted waters such as stormwater, surface water, groundwater, roof runoff, subsurface drainage, uncontaminated cooling water, or unpolluted industrial process waters to any sanitary sewer, including, but not limited to, perimeter drains, basement drains, and sump pumps.

Sec. 2. Stormwater and all other unpolluted drainage shall be discharged to such sewers as are specifically designated as storm sewers, or to a natural outlet approved by the Town.

Sec. 3. No person shall discharge or cause to be discharged any of the following described waters or wastes to any public sewers:

- a. Any gasoline, benzene, MTBE, naphtha, fuel oil, or other flammable or explosive liquid, solid or gas;
- b. Any waters or pollutants containing iron, chromium, copper, zinc, and similar objectionable or toxic substances in such quantities or concentrations that any such material received in the composite wastewater at the wastewater treatment plant exceeds limits established by the Town for such materials;
- c. Any waters or pollutants containing odor-producing substances exceeding limits which may be established by the Town;
- d. Waters or wastes containing toxic, infectious or poisonous solids, liquids, or gasses in sufficient quantity, either singly or by interaction with other wastes, to injure or interfere with any wastewater treatment process, constitute a hazard to humans or animals, create a public nuisance, or create any hazard in the receiving waters of a wastewater treatment plant;

- e. Waters or wastes having a pH lower than 6.0, or having any other corrosive property capable of causing damage or hazard to structures, equipment and personnel of the wastewater treatment plant;
- f. Solid or viscous substances in quantities or of such size capable of causing obstruction to the flow in sewers, or other interference with the proper operation of wastewater treatment plant such as, but not limited to stone, gravel, ashes, cinders, sand, concrete, paving materials, mud, straw, sticks, plaster, cement, mortar, shavings, metal, glass, rags, feathers, tar, plastics, wood, synthetic or organic cleanup rags, paunch manure, hair and fleshings, entrails, paper dishes, cups, milk containers, diapers, sanitary napkins, etc, either whole or ground by garbage grinders;
- g. Any waters or pollutants, including oxygen-demanding pollutants (BOD, etc.), which are released in quantities of flow or concentrations or both constitute a "slug" as defined herein.
- h. Any heated waters or pollutants in amounts which will inhibit or interfere with biological activity in the wastewater treatment plant but in no case waters or pollutants in such quantities that the temperature at the wastewater treatment plant influent exceeds 104° Fahrenheit (40° Celsius); unless the wastewater treatment plant is capable of accommodating such heat.

Sec. 4. No person shall discharge or cause to be discharged the following described substances, materials, waters, or wastes if it appears likely in the opinion of the Town that such wastes can harm either the sewers, flows and velocities in the sewers, wastewater treatment process, or equipment, have an adverse effect on the receiving stream, or can otherwise endanger life, limb, public property, or constitute a nuisance. In forming their opinion as to the acceptability of these wastes, the Town will give consideration to such factors as the quantities of subject wastes in relation to flows and velocities in the sewers, materials or construction of the sewers, nature of the wastewater treatment process, capacity of the wastewater treatment plant, degree of treatability of wastes in the wastewater treatment plant, and other pertinent factors. These substances include:

- a. Liquids or vapor having a temperature higher than one hundred fifty (150) degrees Fahrenheit (65 degrees Celsius);
- b. Water or waste containing fats, wax, grease, or oils, whether emulsified or not, in excess of twenty-five (25) mg/L or containing substances which may solidify or become viscous at temperatures between thirty-two (32) and one hundred fifty (150) degrees Fahrenheit (0 and 65 degrees Celsius);
- c. Garbage that has not been properly shredded. The installation and operation of any garbage grinder equipped with a motor of three-fourths (3/4) horsepower or greater or in any commercial establishment or business shall be subject to the review and approval of the Town;
- d. Waters or wastes containing strong acid iron pickling wastes, or concentrated plating solutions whether neutralized or not;
- e. Waters or wastes containing iron, chromium, copper, zinc, and similar objectionable, or toxic substances; or wastes exerting an excessive chlorine requirement, to such degree

that any such material received in the composite wastewater at the wastewater treatment plant exceeds the limits established by the Town for such materials;

- f. Waters or wastes containing phenols or other taste or odor-producing substances, in such concentrations exceeding limits which may be established by the Town as necessary, after treatment of the composite wastewater, to meet the requirements of the State, Federal, or other public agencies or jurisdiction for such discharge to the receiving waters;
- g. Radioactive wastes or isotopes of such half-life or concentrations as may exceed limits established by the Town in compliance with applicable State or Federal regulations;
- h. Waters or wastes having pH in excess of 8.5;
- i. Materials which exert or cause:
  - 1. Unusual concentrations of inert suspended solids such as, but not limited to, fullers earth, lime slurries, and lime residues, or of dissolved solids such as, but not limited to, sodium chloride and sodium sulfate;
  - 2. Excessive discoloration such as, but not limited to, dye wastes and vegetable tanning solutions;
  - 3. Unusual BOD, chemical oxygen demand, or chlorine requirements in such quantities as to constitute a significant load on the sewer treatment plant;
  - 4. Unusual volume of flow or concentration of wastes constituting "slugs" as defined herein.
- j. Wastewater from cesspools or other receptacles storing organic wastes;
- k. Steam exhausts, boiler blowoffs, sediment traps, or pipes carrying hot circulating water;
- l. Waters or wastes containing substances which are not amenable to treatment or reduction by the wastewater treatment process employed, or are amenable to treatment only to such a degree that the sewer treatment plant effluent cannot meet the requirements of other agencies having jurisdiction over discharge to the receiving waters;
- m. Solid or viscous substances in quantities or of such size capable of causing obstruction to the flow in sewers, or other interference with the proper operation of the wastewater facilities such as, but not limited to, ashes, bones, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, underground garbage, whole blood, paunch manure, hair and fleshings, entrails, and paper dishes, cups, milk containers, etc., either whole or ground by garbage grinders.

Sec. 5. If any waters or pollutants are discharged, or are proposed to be discharged to the public sewers, which waters contain the substances or possess the characteristics enumerated in Section 4 of this Article, and which in the judgment of the Town may have a deleterious effect upon the wastewater facilities, processes, equipment, or receiving waters, or which otherwise create a hazard to life or constitute a public nuisance, the Town may:

- a. Reject the waters or pollutants,
- b. Require pretreatment to an acceptable condition for discharge to the public sewers, and/or
- c. Require control over the quantities and rates of discharged, and/or
- d. Require payment to cover the added costs of handling and treating the wastes.

When considering the above alternatives, the Town shall give consideration to the economic impact of each alternative on the discharger.

If the Town permits the pretreatment or equalization of waste flows, the design and installation of the pretreatment or equalization plants and equipment shall be subject to the review and approval of the Town, and subject to the requirements of all applicable codes, ordinances, laws, and the municipal discharge permit.

Sec. 6. Grease, oil and sand interceptors shall be provided when, in the opinion of the Town, they are necessary for the proper handling of liquid wastes, sand, or other harmful ingredients; except that such interceptors shall not be required for private living quarters or dwelling units, unless otherwise determined by the Town. All interceptors shall be of a type and capacity approved by the Town, and shall be located as to be readily and easily accessible for cleaning and inspection. In the maintaining of these interceptors the owner(s) shall be responsible for the proper removal and disposal by appropriate means of the captured material and shall maintain records of the dates and means of disposal which are subject to review by the Town. Any removal and hauling of the collected materials not performed by the owner(s)' personnel must be performed by currently licensed waste disposal firms.

Sec. 7. Where preliminary treatment or flow-equalizing facilities are provided for any waters or wastes, the owner at his/her expense shall maintain them continuously in satisfactory and effective operation.

Sec. 8. When required by the Town, the owner of any property serviced by a building sewer carrying industrial pollutants shall install a suitable structure together with such necessary meters, and other appurtenances in the building sewer to facilitate observation, sampling, and measurement of the wastes. Such structure, when required, shall be accessibly and safely located, and shall be constructed in accordance with plans approved by the Town. The structure shall be installed by the owner at his/her expense, and shall be maintained by the owner so as to be safe and accessible at all times.

Sec. 9. The Town may require a user of sewer services to provide information needed to determine compliance with this Ordinance. These requirements may include:

- a. Wastewater discharge peak rate and volume over a specified time period;
- b. Chemical analyses of wastewaters;
- c. Information on raw materials, processes, and products affecting wastewater volume and quality;
- d. Quantity and disposition of specific liquid, sludge, oil, solvent, or other materials important to sewer use control;

- e. A plot plan of sewers of the user's property showing sewer and pretreatment facility location.
- f. Details of wastewater pretreatment facilities.
- g. Details of systems to prevent and control the losses of materials through spills to the municipal sewer.

Sec. 10. All measurements, tests, and analyses of the characteristics of the waters and wastes to which reference is made in this ordinance shall be determined in accordance with federal regulation found at 40 CFR Part 136 or alternative methods approved by the United States Environmental Protection Agency (USEPA) and the Maine Department of Environmental Protection (MEDEP) in accordance with procedures set forth in 40 CFR Part 136, and shall be determined at the control manhole provided, or upon suitable samples taken at said control manhole. In the event that no special manhole has been required, or another specific sampling point, the control manhole shall be considered to be the nearest downstream manhole in the public sewer to the point at which the building sewer is connected. Sampling shall be carried out by customarily accepted methods to reflect the effect of constituents upon the sewage works and to determine the existence of hazards of life, limb, and property. The particular analyses involved will determine whether a twenty-four (24) hour composite of all outfalls of a premise is appropriate or whether a grab sample or samples should be taken. Normally, but not always, BOD and suspended solids analysis are obtained from twenty-four (24) hour composites of all outfalls whereas pH's are determined from periodic grab samples.

- a. All commercial establishments and industries discharging into a public sewer shall perform and pay for such monitoring of their discharges as the Town may reasonably require, including installation, use, and maintenance of monitoring equipment, keeping records, and reporting the results of such monitoring to the Town. Such records shall be made available upon request by the Town to other agencies having jurisdiction over discharges to the receiving waters.

Sec. 11. A Special Sewer Use Charge shall be assigned to any commercial establishment, industrial firm or organization that, by virtue of the volume, strength or unusual characteristic of their waste alone, would overload or upset the capacity or efficiency of the wastewater treatment facilities or any part thereof if such waste entered the public sewer. The Selectmen, after appropriate study, which might include advice from the Town's consulting engineer, shall assign a Special Sewer Use Charge to the commercial establishment, industrial firm or organization by separate agreement with the user. The applicable portions of the preceding sections, as well as the equitable rights of the public and users shall be the basis for such an arrangement.

Sec. 12. Sewer Use Charge rates shall be established by the Selectmen on a yearly basis. The Sewer Use Charge will be computed according to the Sewer Use Charge Ordinance, Appendix B of this ordinance. Such charges will be billed at regular intervals throughout each calendar year, as established by the Selectmen

Sec. 13. The Selectmen reserve the right, from time to time, to change Sewer Use Charges assigned to any property owner.

## **ARTICLE VI - Sewer Extensions**

Sec. 1. All sewer extensions must be approved by the Board of Selectmen by the Town of Vinalhaven. The Board reserves the right to refuse proposals for sewer extensions.

Sec. 2 Sewer Extension Design and Construction Standards are to be used as guidance for all sewer extensions to the existing sewer system in Vinalhaven. The intent of these standards is:

- a. To provide uniform design of all sewer extensions;
- b. To assure quality in the sewer construction; and
- c. To attain adequate as-built and operation and maintenance information on new sewers and pump stations.

Sec. 3. All extensions to the existing sewer system shall be designed and constructed in accordance with these standards and, if necessary, must be approved by the Maine Department of Environmental Protection prior to Town acceptance.

Sec. 4. Sewer extensions, including individual building sewers from the sewer to the property line, may be constructed by the Town under public contract, if, in the opinion of the Selectmen, the number of properties to be served by such extension warrants its cost, including possible expansion of the treatment facilities. Under this arrangement the property owner shall pay for the installation of the building sewer from the property line to his or her residence or place of business in accordance with the requirements of Article IV. Property owners may propose sewer extensions within the Town by drafting a written petition, signed by a majority of the benefiting property owners, and filing it with the Town. The cost of such extensions may be assessed to the benefited property owners in any manner determined by the Town.

Sec. 5. If the Town does not elect to construct a sewer extension under public contract, the property owner, building, contractor, or developer may construct the necessary sewer extension, if such extension is approved by the Town in accordance with the requirements of Article VI, Section 1. He, she, or they must pay for the entire installation, including all expenses incidental thereto. Each building sewer installed must be installed and inspected as previously required and the inspection fees shall be paid. Design of sewers shall be as specified in Appendix C. The installation of the sewer extension must be subject to periodic inspection by the Engineer chosen by the Town and the expenses for this inspection shall be paid for by the owner, building contractor, or developer. The Engineer's decisions shall be final in matters of quality and methods of construction. The sewer, as constructed, must pass the leakage test required in Appendix C.

Sec. 6. All sewer extensions shall require the payment of fees described in Article IV Sec. 4.

## **ARTICLE VII - Protection from Damage**

Sec. 1. No unauthorized person shall maliciously, willfully, or negligently break damage, destroy, uncover, deface or tamper with any structure, appurtenance, or equipment which is a part of the sewage works. Any person violating this provision shall be subject to immediate arrest under the charge of criminal mischief as set forth in M.S.R.A., Title 17-A, Chapter 33§ 806.

## **ARTICLE VIII - Powers and Authority of Inspectors**

Sec. 1. The Town and other duly authorized employees of the Town bearing proper credentials and identification shall be permitted to enter all properties at reasonable times for the purposes of inspection, observation and measurement, sampling and testing in accordance with the provisions of this ordinance.

Sec. 2. The Town or its representative is authorized to obtain information concerning industrial processes that have a direct bearing on the kind and source of discharge to the wastewater facilities. The industry may request that such information be kept confidential. The industry must establish that the revelation to the public of the information in question might result in an advantage to competitors.

Sec. 3. While performing the necessary work on private properties referred to in Article VIII, Section 1 above, the Town or duly authorized employees of the Town shall observe all safety rules applicable to the premises established by the company and the company shall be held harmless for injury or death to the Town employees and the Town shall indemnify the company against loss or damage to its property by Town employees and against liability claims and demands for personal injury or property damage asserted against the company and growing out of the gauging and sampling operation, except as may be caused by negligence or failure of the company to maintain safe conditions as required in Article V, Section 8.

Sec. 4. The Town and other duly authorized employees of the Town bearing proper credentials and identification shall be permitted to enter all private properties through which the Town holds a duly negotiated easement for the purposes of, but not limited to, inspection, observation, measurement, sampling, repair and maintenance of any portion of the sewage works lying within said easement. All entry and subsequent work, if any, on said easement, shall be done in full accordance with the terms of the duly negotiated easement pertaining to the private property involved.

## **ARTICLE IX - Penalties**

Sec. 1. Any person found to be violating any provision of this Ordinance except Article VII, shall be served by the Town with written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof. The offender shall, within the period of time stated in the notice, permanently cease all violations.

Sec. 2. Any person who shall continue any violation beyond the time limit provided for in Section 1 of this Article, shall be guilty of a misdemeanor, and on conviction thereof shall be fined for each violation. The upper and lower limits of the fine shall be as defined in the fee schedule adopted by the Selectmen. Each day in which any such violation shall continue after the period of time stated in the notice shall be deemed a separate offense.

Sec. 3. Any person violating any of the provisions of the Ordinance shall become liable to the Town for any expense, loss, or damage occasioned by the Town by reason of such offense.

Sec. 4. Notwithstanding any of the foregoing provisions, the Board of Selectmen may institute any appropriate action including injunction or other proceedings to prevent, restrain, or abate violations hereof.

Sec. 5. There shall be a lien to secure the payment of sewer charges legally assessed on real estate within the Town, which shall take precedence over all other claims on such real estate, excepting only claims for taxes.

The Treasurer of the Town shall have the authority and power to sue for and collect the sewer charges in accordance with MRSA Title 38, Chapter 11, Section 1208.

#### **ARTICLE X - Validity and Authority**

Sec. 1. All ordinances or parts of ordinances in conflict with this Sewer Use Ordinance are hereby repealed.

Sec. 2. The invalidity of any section, clause, sentence or provision of this ordinance shall not affect the validity of any other part of this ordinance, which can be given effect without such invalid parts, or parts.

Sec. 3. The Town of Vinalhaven Selectmen shall and are hereby authorized to adopt from time to time rules and regulations, consistent with the existing Sewer Ordinance, pertaining to the maintenance and operation of the wastewater facilities.

#### **ARTICLE XI - Ordinance in Force**

Sec. 1. The ordinance shall be in full force and effect when adopted by the legislative body of the Town of Vinalhaven.

Sec. 2. The Town of Vinalhaven voted to adopt this Ordinance on September 14, 2009.

Attest:

(signed) \_\_\_\_\_ (Clerk)

## **APPENDIX A**

### **APPLICATION AND PERMIT FORMS**

*[THIS SECTION WILL INCLUDE APPLICATIONS FOR THE CONNECTION OF  
RESIDENTIAL/COMMERCIAL/INDUSTRIAL BUILDING SEWERS TO THE TOWN'S SYSTEM  
AND WILL BE ADOPTED AND MODIFIED AS NEEDED BY THE SELECTMEN]*

## **APPENDIX B**

### **SEWER USE CHARGE ORDINANCE**

#### **SECTION 1**

The following terms as used in this article shall have the following meanings:

“Annual Debt and Reserve Cost” - the fee established each year by the Selectmen to pay the retirement of the Debt costs of the wastewater collection, transportation, and treatment facilities owned by the town of Vinalhaven and the established reserve account for future capital improvements and replacements. This cost shall be calculated by dividing the yearly debt and reserve by the anticipated number of Equivalent Users for the year

“Connection Fee” shall mean the lesser of the cumulative total of annual debt cost charges made since the start up of the sewer system or 10 (ten) times the debt cost charge for the year during which the connection permit is requested

"Equivalent User" is a measure used to quantify the wastewater flow at each location with a single-family dwelling unit being " one " and all other uses being multiples of that based on the anticipated maximum flow. The minimum Equivalent User per connection shall be one. Equivalent User numbers more than one will be calculated to the nearest one-half ( .5 ).

“Operation and Maintenance Cost” - the fee established each year by the Selectmen to pay for the Operation and Maintenance (O & M) of the collection and transport system, reserve accounts and treatment facilities in Vinalhaven. This cost will be established in two parts. One part is a fixed rate per Equivalent User and the other part is a rate per gallon of wastewater generated by the property. Water usage records of the Vinalhaven Water District shall be used as the measure of wastewater generated unless abated by the Selectmen as authorized below in Section 9 of this Sewer Use Charge Ordinance. The O & M Cost for each property shall be the total of the costs of both parts.

“Original User” shall mean Users who were designated as Users within 180 days of the sewer becoming operational.

"System Development Charge" shall mean a charge established by the Selectmen of the Town of Vinalhaven to provide funds to finance capital outlays for the expansion of the treatment facility and transmission system.

#### **SECTION 2**

Residents or businesses outside the Sewer Service Area may, at their own expense, extend sewer service to their properties provided that the extension is approved by the Board of Selectmen of the Town of Vinalhaven and is designed and constructed in accordance with the Town of Vinalhaven Sewer Use Ordinance.

### SECTION 3

The Town shall charge a Permit and Inspection fee, a Connection Fee, and a System Development Charge for all hook ups. Original Users will be exempt from the Connection Fee and System Development Charge.

### SECTION 4

The source of revenue for retiring debt costs of the wastewater collection, transport and treatment facilities plus the establishment of a reserve account for future capital improvements and replacements shall be recovered by assessing the Annual Debt and Reserve Cost to the users of the facilities on an Equivalent User basis. The O & M Costs will be recovered from Sewer Use Charges assigned to the residences and places of business connected to the public sewer system based on a combination of fixed fees per Equivalent User plus water usage.

### SECTION 5

Sewer Use Charge rates shall be established by the Selectmen on a yearly basis. The Sewer Use Charge will be computed and billed at regular intervals throughout each calendar year, as established by the Selectmen. For the interval so established, the charges for the Operating & Maintenance Costs and the charges for the Debt and Reserve Costs will be included in one bill. Additional amounts for Development Fees, System Development charges, hookup loan repayment charges, penalty charges, or other assessments may be included when authorized by the Selectmen. All Users will contribute to the annual Debt and Reserve costs, whether or not they are connected to the sewer system (Refer to Sewer Use Ordinance Article I, Section 48 and Article 2, Section 5 and Section 9). User charges for seasonal customers will not be prorated based on part-time occupation for either the Annual Debt and Reserve Cost or the Operations & Maintenance Cost.

a. An Equivalent User number will be established for each property that is hooked up to the sewer or required to hook up by the articles of this ordinance. The method for assessing the Equivalent User number is described below in Section 11 of this Sewer Use Charge Ordinance, Appendix B. The Equivalent User number will be reviewed each year.

b. Operating & Maintenance Costs: The O & M assessment for each property shall be the total of two costs, a fixed cost and a variable cost. The fixed cost portion of the O & M costs approximates the fixed costs of operations. It will be assessed on each property by a fixed fee for each interval or period established by the Selectmen multiplied by the Equivalent User number assigned to the specific property. The variable cost portion of the O & M cost shall be the actual usage of wastewater for the interval or period as measured by the Vinalhaven Water District water usage records multiplied by the variable usage rate established by the Selectmen. . The Selectmen shall establish a flat rate use charge to be applied on a yearly basis to those users not serviced by a water meter. This flat rate charge shall be based on the Equivalent User number assigned to the specific property multiplied by the average residential user (1 Equivalent User) charge in the Town of Vinalhaven.

b. Debt and Reserve Accounts: Retirement of debt costs and establishment of reserve accounts: A minimum Sewer Use Charge shall be established by the Selectmen to allow equitable allocation of debt costs and the reserve account to all system Users. This minimum charge shall also be billed to Users (Refer to the Sewer Use Ordinance Article 1, Section 48 and Article 2, Section 5 and Section 9), but are not currently connected to the sewer system. This rate charge shall be based on the Equivalent User number assigned to the specific property.

## SECTION 6

The Sewer Use Charge assigned to any property owner who contributes a significant quantity of commercial or industrial wastes to the public sewers, or who contributes a combination of sewage and industrial wastes to the public sewers, shall be determined on a special rate structure based on water consumption where possible or set by the Selectmen. The Sewer Use Charge to be charged in this manner will be determined on a year-to-year basis.

## SECTION 7

A Special Sewer Use Charge shall be assigned to any commercial establishment, industrial firm or organization that, by virtue of the volume, strength or unusual characteristic of their waste alone, would overload or upset the capacity or efficiency of the wastewater treatment facilities or any part thereof if such waste entered the public sewer. The Selectmen, after appropriate study and advice from the Town's consulting engineer, shall assign a Special Sewer Use Charge to the commercial establishment, industrial firm or organization by separate agreement with the user. The applicable portions of the preceding sections, as well as the equitable rights of the public and users shall be the basis for such an arrangement.

## SECTION 8

The Selectmen reserve the right, from time to time, to change Sewer Use Charges assigned to any property owner.

## SECTION 9

Selectmen may consider abatements of Sewer Operation and Maintenance Costs. In the event that a property owner discharging wastes into the collection system produces evidence, satisfactory to the Selectmen, demonstrating that a substantial portion of the total amount of metered water does not reach the collection system, the Selectmen shall: a) establish a percentage of the total metered water to be used as a basis for computations of any credit to be allowed, b) determine a specific quantity to be used as a basis for computing a credit for a single non-reoccurring use, or c) direct the installation of appropriate flow measuring (and totalizing) devices to measure and record the actual amount of flow into the collection system in order to adjust the Sewer Operation and Maintenance Costs. Abatements shall be granted only for the O & M portion of the Sewer Use Charge.

## SECTION 10

There shall be a lien to secure the payment of sewer charges legally assessed on real estate within the Town, which shall take precedence over all other claims on such real estate, excepting only claims for taxes.

The Treasurer of the Town shall have the authority and power to sue for and collect the sewer charges in accordance with MRSA Title 38, Chapter 11, Section 1208.

## SECTION 11

Estimated flow for one equivalent user is 110 gallons per day, based on water meter data provided by the Vinalhaven Water District for the year 1999. Design flow for the sewer system was established at 165 gallons per day. Based on appropriate growth and peaking factors.

All properties will be assessed an equivalent user number based upon the following chart.

**SCHEDULE OF EQUIVALENT USERS**

TYPE OF ESTABLISHMENT	UNIT MEASUREMENT	EQUIVALENT USERS
Single Family Dwelling	Each	1
Additional Dwelling Unit	each	1
High School	15 students	1
Jr. High School	20 students	1
Elementary School	24 students	1
Motel, Hotel, B & B	2 rooms	1
-Conventional Restaurant		
3 meals/day	6 seats	1
2 meals/day	10 seats	1
1 meal/day	12 seats	1
Disposable Utensil Restaurant	12 seats	1
Church		
dining seats	30 seats	1
assembly seats	50 seats	1
Club	40 members	1
Day care w/ meals	9 children	1
Public Meeting/ Assembly Hall		
w/o food service	50 seats	1
w/ food service	30 seats	
Commercial/Industrial facility	5 employees	1
Government facility	5 employees	1
Ferry terminal	60 passengers	1
Gas Station	1 pump island	2
Theatre or Playhouse	40 seats	1
Laundromat	1 machine	2
Cocktail Lounge	10 seats	1
Beauty/Barber Shop	2 sinks	1

Car Wash (w/ recycle)	1 bay	1
Hospital or Nursing/Boarding Home	2 bed	1

Store with Public Restroom	Each	2
Store w/o Public Restroom	each	1
Store w/ food service	each	2
additional for seating	12 seats	1
Multi-Use Buildings Business of 1-2 employees = 1 employee equivalent More than 2 employees count alone	5 employees	1

Equivalent User numbers for types of establishments not listed shall be based on establishments with similar functions and/or estimated wastewater production. Estimated wastewater design flows are listed in the State of Maine Subsurface Wastewater Disposal Rules, 144A CMR 241.

All properties will be evaluated as closely as possible to the chart. Annually, the Sewer commission and Selectmen shall review the properties to determine the appropriate Equivalent User number for the ensuing year. The review shall consider the present use of the property and the actual usage during the previous year. If there is reason to believe that the present use is different from the use upon which the Equivalent User number was assigned, the property owner may be requested to provide information sufficient to determining the appropriate Equivalent User number from the above chart. In addition, if, during the past calendar year, the daily use during the highest use quarter, as measured by the water bills of the Vinalhaven Water District, exceeded the estimated usage for that property (estimated usage equals 110 gallons per day times the equivalent user number assessed by using the chart), that property shall be assessed an additional one-half ( .5 ) equivalent user for each additional 110 gallons per day that the usage exceeded the estimated usage for that property. As an example, if a property with an equivalent user number of one (1) used 175 gal per day in a quarter of the previous calendar year, the amount that the usage exceeds the estimated usage of 110 ( estimated usage equals 110 times 1 equivalent user) would be 65 gal per day. Since this is less than 110 gal per day the property would remain assessed at one (1) equivalent user. If that property used 250 gal per day in a quarter of the previous calendar year, that property would exceed the estimated usage by 140 gal per day. Since that is over 110 gal per day but under 220 gal per day the property would be assessed an additional one-half (.5) equivalent user and would be assessed 1.5 equivalent users for the ensuing year. Any property that has been assessed additional equivalent users under this paragraph will be review annually using the methodology of this paragraph to determine whether the additional assessment should continue.

In addition, each year, properties will be reviewed to determine whether the equivalent user evaluation based upon the chart is too high. If 150% of the daily use (based on the highest use quarter of the previous calendar year) divided by 110 gallons per day is less than the schedule indicates, the calculated amount will be used to determine their “equivalent users” for the ensuing year. The minimum equivalent user is 1 and is always rounded up to the next one-half (.5). Any reduction pursuant to this paragraph will be reviewed each year to determine if the property continues to qualify for the reduction for the next year.

### Example

One equivalent user is projected to use 110 gallons per day.

Suppose Business A has been evaluated on the schedule as 5 equivalent users, or 550 gallons per day. Business A presents its water bills for the previous year, and it is show that in the 3<sup>rd</sup> Quarter (the highest use period) they used only 210 gallons per day. Therefore, 210 gallons per day @ 150% is 315 gallons per day – divided by 110 gallons per day = 2.86 equivalent users, rounded up to 3 equivalent users. Therefore, this business would be charged as 3 equivalent users for the coming year rather than 5 equivalent users.

USER FEE SCHEDULE AND  
SYSTEMS DEVELOPMENT CHARGE  
WILL BE ADOPTED AND MODIFIED AS NEEDED BY THE SELECTMEN

## **APPENDIX C**

SEWER EXTENSION DESIGN AND CONSTRUCTION STANDARDS  
STANDARD CONSTRUCTION DETAILS  
STANDARD CONSTRUCTION FORMS  
WILL BE ADOPTED AND MODIFIED AS NEEDED BY THE SELECTMEN

**TOWN OF VINALHAVEN**  
**SOLID WASTE, COMPOSTING & RECYCLING ORDINANCE**

***SECTION 1: TITLE***

This Ordinance shall be known and may be cited as the “Solid Waste, Composting & Recycling Ordinance for the Town of Vinalhaven”.

***SECTION 2: GENERAL STATEMENT OF PURPOSE & AUTHORITY***

A) Declaration of Purpose

This Ordinance is designed to control solid waste material in the Town of Vinalhaven by providing for the establishment and enforcement of rules and regulations, establishing limitations, prohibiting certain acts causing solid waste disposal problems and providing for fines for violation of the provisions of this Ordinance.

The implementation of this Ordinance supports the following desired outcomes: to preserve and protect environmental resources, to protect the health, safety and welfare of the citizens of Vinalhaven, and to maximize recovery and reuse of valuable resources currently being wasted in traditional disposal practices.

B) Statement of Authority

This Ordinance is adopted pursuant to the Home Rule powers granted in the Maine Constitution, 30-A MRSA Section 3001 et seq., and 38 MRSA Section 1301 et seq.

***SECTION 3: RULES FOR GOVERNING SOLID WASTE MANAGEMENT***

- A. The Board of Selectmen is hereby authorized to establish detailed operating rules and regulations for all municipal solid waste collection and disposal facilities. The rules and regulations shall be reviewed and revised as required to satisfy the needs of the municipality, changes in state and federal regulations and economics of municipal solid waste disposal. The rules and regulations will become effective July 1, 1995. These rules and regulations shall be prominently displayed at the transfer station site and be on file at the Municipal Office.
- B. The use of the facility by any person shall be in compliance with the rules and regulations. Any person who violates any of the rules and regulations set forth by the Board of Selectmen shall be denied access to the facility until the person complies with the rules and regulations and or until the Board of Selectmen has had the opportunity to hear the complaint.
- C. The Operations Manual for the solid waste and recycling facility shall be incorporated as part of the rules.

#### ***SECTION 4:           PROHIBITED WASTES***

The following types of wastes and refuse shall not be accepted as part of the household refuse stream:

1. Hazardous and special wastes as defined in Section 10;
2. Sewage treatment plant and septic
3. Animal and agricultural wastes such as manure and crop residues.
4. Tanks, vehicle fuel tanks, heating oil tanks, propane tanks, pesticides containers, and hazardous material containers.
5. Dead animals or animal parts, other than kitchen waste.
6. Motor vehicles, auto body parts, and truck parts.
7. Hazardous substance containers unless adequately cleaned and approved by the attendant.
8. Paints, thinners, poisons and oils.
9. All stumps and all wood over 10” in diameter.

#### ***SECTION 5.           SELECTMEN’S RIGHTS***

The Board of Selectmen has the right to:

1. Set standards on the acceptance of wastes generated by businesses which waste is not similar to General Refuse as defined herein.
2. Refuse to accept industrial wastes which waste is not similar to general refuse.

#### ***SECTION 6.           RECYCLING***

1. Solid wastes generated within the Town should be separated into recyclables and property deposited at the recycling center.
2. The following components shall be separated:
  - Corrugated cardboard  
Must be corrugated cardboard – plain cardboard not accepted. Corrugated cardboard must be flattened and dry.
  - Newsprint  
Complete including any inserts (black, white and colored). Large quantities shall be bagged or tied.
  - Glass Bottles (all colors)  
Common glass bottles and jars shall be separated by color (clear, green brown), rinsed and tops removed. Broken glass is not accepted.
  - Aluminum  
Cans, pie plates, cake tins, and foil. Items will be rinsed with labels removed.
  - Steel / Tin Cans  
Same as aluminum
  - Plastics  
Plastic items #2, rinsed with caps removed and crushed, screw caps only.
3. The Board of Selectmen have the authority to mandate additional recyclable components by rule.

## ***SECTION 7. WASTE DISPOSITION***

1. Wastes will be deposited in appropriate areas as designated by the Operating Manual. The following areas will initially be provided for waste deposition. These areas may change as State regulation and market conditions dictate.
  - a. Recycling area
  - b. Transfer station
  - c. White goods storage area
  - d. Demolition storage area
  - e. Tire storage area
  - f. Junk car area
2. Recyclables: recyclables must be separated and handled according to Section 6, of this Ordinance.
3. Household Refuse: Household refuse or domestic waste shall be disposed in 33 gallon plastic bags not exceeding 40 pounds. Each bag deposited at the transfer station shall have an appropriate disposal sticker attached to it in a visible location. Stickers shall be purchased at the Municipal Office and transfer station. Bags without stickers will not be accepted.
4. White Goods / Metals: White goods shall be placed in the appropriate container.
5. Tires: Tires shall be piled neatly at the designated storage area. Wheel rims must be removed from all tires prior to placement on-site.
6. Junk Vehicles – Junk vehicles shall be deposited in the designated area.
7. Demolition: Building materials excluding hazardous or special waste will be placed at designated storage areas.
8. Trees / Brush: Trees and brush shall be disposed in the designated area.
9. Paints, Poisons and Thinners: Paints, poisons and thinners will be collected semi-annually on designated special waste collection days as determined by the Board of Selectmen

## ***SECTION 8: FEES***

The Board of Selectmen shall establish fees (see attachment for fees effective with adoption of the Ordinance) for the deposition of:

1. White goods and/or appliances, furniture and TV's
2. Demolition debris
3. Automobile / truck tires up to and including 16"
4. Truck / tires over 16"
5. Household trash (cost per bag)
6. Paints, poisons, thinners

**SECTION 9: VIOLATIONS, ENFORCEMENT AND PENALTIES**

1. The Transfer Station Attendant and Code Enforcement Officer shall enforce this Ordinance and shall inform the Town Manager of any violations of this Ordinance. The Town Manager shall take any action necessary to enforce the Ordinance, and upon authorization of the Board of Selectmen, may institute legal or equitable proceedings to enforce this Ordinance.
2. At the discretion of the Board of Selectmen, any person violating any provision of this Ordinance shall commit a civil violation, punishable by a fine of not less than \$50 and not more than \$500. Each day a violation continues shall constitute a separate violation. Any fines collected shall accrue to the Town of Vinalhaven.

**SECTION 10: DEFINITIONS**

1. Attendant – the person(s) employed by the Municipality to supervise the solid waste facility and operate any necessary equipment.
2. Facility – the Town of Vinalhaven Solid Waste, Composing & Recycling Facility.
3. Hazardous Waste – a substance designated as hazardous by the State Department of Environmental Protection, also as defined by MRSA 38, par. 1303 (5).
4. Person – shall include, but not limited to, individuals, partnerships, corporations and their agents.
5. Special Waste – waste designated by the State Department of Environmental Protection as Special Wastes.
6. Household Refuse – Ordinary solid wastes generated by normal household operations except: (1) wastes identified in this Ordinance; or (2) other wastes identified by rules which include but are not limited to white goods, appliances furniture, mattresses, tires, construction debris, brush, leaves and rock and masonry materials.
7. Town – Town of Vinalhaven, Maine

**SECTION 11: CONFLICT AND SEVERABILITY**

1. The provisions of this Ordinance shall supersede all other local laws, ordinances, resolutions, rules, or regulations contrary thereto, or in conflict therewith.
2. Should any section, paragraph, sentence, clause or phrase of this Ordinance be declared invalid for any reason, the remainder of said Ordinance shall not be affected thereby.

**SECTION 12: AMENDMENTS**

This Ordinance may be amended by the Board of Selectmen after notice and public hearing.

**SECTION 13: EFFECTIVE DATE**

The effective date of this Ordinance shall be July 1, 1995.

Dated: July 20, 1995

Amended: August 5, 1996

New Fees voted February 9, 1999

New Fee Schedule voted March 29, 2004 effective July 1, 2004.