



## Town of Mount Holly Planning Commission

### Remote Electronic – Regular Meeting Minutes

Wednesday March 17<sup>th</sup>, 2021

5:00 P.M.

Commission Members Present: Jon McCann (Chair), Jim Seward (Vice Chair), Stephen Michel, Brigid Sullivan, Lisa Terreri (Secretary)

Ex Officio Members Present: Jennifer Matthews (Select Board)

Also Present: Anna McGee Hanson, David Rose, (joined at 6:45) Renee Sarmiento (Clerk)

1. Jon McCann called the meeting to order at 7:02 pm
2. No changes to agenda.
3. Minutes:
  - a. The minutes from February 17th, were approved as distributed.
4. Reports and Announcements
  - a. Clerk's Report
    - Went back through Town Reports to 1990 listing those who have served on the Planning Commission and Select Board. Jennifer Matthews requested the list be provided to the Select Board as well as the PC.
  - b. Announcements: future meetings will be held at 7:00 on a regular basis.
5. Correspondence (order changed to accommodate those present)
  - a. Subdivision Proposals:
    - Bolalek sketch plan review -- David Rose, appearing on behalf of Bolaleks, indicated that a previously permitted driveway exists on a 3.18-acre pie shaped parcel with a cabin in the back of it. That parcel will be subdivided and the back part will be kept in Bolalek ownership with a driveway right of way. The adjoining 20.1-acre parcel (Lot 4) will be combined with the front "half" of the pie shaped parcel and be sold as one parcel. The documents were determined to be complete. The Commission decided the application is a Minor Subdivision. A public hearing will be required and abutters must be notified. Jon McCann moved that the Planning Commission hold a public hearing on the matter on April 21 at 6:30 pm. Seconded by Jim Seward. Approved unanimously.
  - b. Building Construction Registrations:
    - Russ and Joan Garrow - Maple Hill Road The sketch plan was missing the driveway location and lot dimensions. Also building dimensions and distance of the building to the four sides of the lot were not on the drawing. Jim Seward and Stephen Michel suggested it be sent back for those items and revisited at the April meeting.
    - Anna McGee Hanson spoke to the registration for 361 Tarbellville Road. An existing garage on the property is being converted to a house as soon as approval is received. They will be doing the work themselves and the plat sketch contained all necessary details. The listers may need to designate a house number. Accepted.

- Craig and Marie Fortier submitted plans for new house and barn with new water and waste systems within a 2.5 acre cleared area on the 40+acre property with all necessary details. Accepted and submitted to the file.
- c. Wastewater system and potable water supply permits:
- Fortier and McGee received.
6. Email/Other:
7. Unfinished Business: None.
8. New Business
- a. Property Line Changes and Survey Filing Guide – As of 1/2/20, a new state law requires that all boundary line adjustments and surveys must be filed with the State in addition to the official recording by the Town Clerk. Surveyors are required to submit file to the state as a PDF. The PC also requests a PDF copy of all surveys via email. Current and former Town Clerks recommended that we add information about these requirements to the subdivision packet given to the public. Jon McCann will complete and deliver to Town Clerk.
9. Public Comments: None.
10. Upcoming meetings
- a. Working meeting – April 7th, 7:00 pm (1st Wednesday)
  - b. Public Hearing on Bolalek Subdivision-- April 21st, 6:30 pm
  - c. Regular meeting – April 21st, 7:00 pm (3rd Wednesday)
11. Executive Session: Brigid Sullivan moved the PC go into executive session for 1 V.S.A. § 313(a)(1)(E) or 1 V.S.A. § 313(a)(1)(F). McCann seconded. The vote was 4 ayes and 1 abstention (Jim Seward).
12. The meeting adjourned at 6:59 pm.

For the Commission,  
Brigid Sullivan for Renee Sarmento, Planning Commission Clerk

In draft form until approved on April 21st, 2021