



Town of Mount Holly Planning Commission

Remote Electronic – Regular Meeting Minutes

Wednesday June 16, 2021

7:00 P.M.

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

Absent:

Also Present: Renee Sarmiento (Clerk), Jeb Porter, Teresa and Andy Bolalek,

1. Jon McCann called the meeting to order at 7:03pm.
2. No changes to agenda.
3. Approval of minutes
 - a. The minutes from May 19th, 2021, were approved as distributed.
4. Reports & Announcements
 - a. Clerk Report: Renée mailed a letter to Mr. and Mrs. Whyte regarding the withdrawn Bolalek subdivision application.
 - b. Jon announced the official 2021 Tax Maps are now available to view in the town office.
5. Correspondence
 - a. Subdivision proposals
 - Porter (2021-02): Scheduling a site visit to familiarize PC members with the project.
 - a. Discussion about site visit: Jon stated he would like to better understand the access to the second parcel and to understand the relationship of the 1+ acre subdivision to the reserve field. Jim noted the reserve field should be marked on the plat Jeb stated the access to the second parcel can be viewed from the road, and explained where the access is located. Jeb stated the engineer had told him he needed to designate a reserve field that cannot be developed, so that if the system in the front yard fails then the owner of the house has the right to put a septic system on his land. Jeb stated he submitted printed version of the plat that has the information on it. Site visit will take place on July 7th, at 7pm.
2. Update provided by Jeb:
 - a. Jeb reported he spoke with the engineer who did the plat and Paul Greineder who was the surveyor of the plat, and discussed what is necessary to pass the Planning Commission. Jeb stated that both the engineer and Paul agreed that the presented plat should be adequate in

meeting Mount Holly standards. Paul is no longer licensed, but is willing to attend a meeting as a friend to explain the plat. Jeb also stated his neighbor, Kevin Hollebeek, is willing to use his electronic equipment to survey the land as a friend. Jeb will hire a professional if needed.

- b. Jeb received an email from the Planning Commission stating the plat was not sufficient. Jeb requested a written statement as to why the plat does not meet standards. Jeb stated he has spoken with printers, and to many professionals the certification block is nothing more than writing on the plat and then scanning it to get signatures. Jeb pointed out the subdivision checklist does not specify a certification block is needed.
3. Planning Commission members response: Bridget stated there were multiple things listed in the minutes from the May 19th meeting. Jon stated that if Jeb does want an official written document of what was missing from the plat, that it would be listed in the May 19th meeting minutes. Jon recognized the deficiency that the checklist does not specify that the signature block is a requirement.
4. Status of incomplete application
 - a. Need identification on the parcel B of the building footprint, perc test information, and signature block on plat. Need two copies of final plat before public hearing can be scheduled and eventually the mylar version of the plat that the owner would record. All lots require an approved septic system/permit or waiver to subdivide land in Mount Holly.
 - b. Jeb stated the future placement of the mobile home is just off the septic area on the plat. Test pits were done for back-up system, and not future system. There is a designated area for the future system that would support a four-bedroom home, but not a design. Jeb stated he does not want to mark test pits on a formal plat, but he can mark them on a copied plat. They have never been formally recorded. Jeb has received state approval for the existing septic system. Jeb described his future plans include building a giant roof to put his RV under, putting a root cellar under the roof, building a driveway, remotely transporting waste, water/composting, and pursuing sometime in the future an elaborate composting system or building a septic system. Jeb also mentioned possibly closing the roof in and having heat. Bridget questioned if both sites would need the location of where septic systems would go. Jeb stated he could qualify as a workshop or create a pumpable system. Jeb stated he has no intention of building a septic system, but at some point, if he does decide he would like to pursue a septic system, he will then return to the Planning Commission. Jon stated it

sounds like Jeb is seeking a deferral of permit. Jeb agreed.

5. Planning Commission discussion:

- a. Jon asked PC members what should be said to Jeb with respect to the application. Bridget responded, there are items listed in previous minutes that have not been addressed. Jim stated that nothing can be decided until the site visit. Jon expressed concerns about having a back-up septic system on another property. PC members reviewed the plat. It was noted on the plat a waste water permit on the larger parcel B is "to be deferred."-Jon spoke about the suitability of the map, and Jeb wanting to have a printer add a signature block. Jon stated he did not know if it was permitted to add a block that way. Decision made to contact VLCT to ask if anything can be added or changes made to the plat since the surveyor is no longer licensed.

- Bolalek (2021-01)

1. Voided permit 2021-01 - Planning Commission received letter withdrawing the subdivision application, and since the decision was not signed the permit is now null and void.
2. Schedule site visit and consultation
 - a. Mr. and Mrs. Bolalek are seeking a consultation before applying for a subdivision with a new design.
 - b. Stephen asked about a map he had seen in the town office of the Bolalek's property that had four subdivisions with markings for four septic systems. Jon clarified that a plat was never recorded, and it may have been related to the waste water permitting.
 - c. Stephen suggested checking with the surveyor as the lister information for property is 23.32 acres, but information provided indicates the property is 23.19 acres. Mr. Bolalek responded that this is recognized, and the newer instruments are more accurate than when it was originally done.
 - d. Site visit will tentatively happen the first week of August. Mr. and Mrs. Bolalek will contact Jon before the next meeting to report when they will be back in town. Site visit will be scheduled at the next regular meeting on July 21st.

b. Building Construction Registrations: None

c. Wastewater system and potable water supply permits: None

d. Email / Other: Emails received concern subdivisions discussed above.

e. Letter: Fire permit - Heads up to the town that public buildings (anything that is not a single family owner occupied home, registered home daycare, and some agricultural buildings), including rentals, will require a state issued fire safety permit.

6. Unfinished business

7. New business
8. Public comments
9. Upcoming meetings
 - a. Special working meeting - meeting will not occur In July. Site visit will occur in its place.
 - b. Regular meeting - July 21st at 7pm
 - Meeting will be hybrid (town office and zoom) depending on how the Select board's first hybrid meeting goes.
10. The meeting adjourned at 8:45pm.

For the Commission,
Renee Sarmento, Planning Commission Clerk

In draft form until approved on July 21, 2021



Department of Public Safety

Division of Fire Safety
Rutland Regional Office
56 Howe Street – Suite 200
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Firesafety.vermont.gov

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Susan Covalla
PO Box 248
Mount Holly, VT 05758

May 3, 2021

Dear Town Clerk/Select Board,

Your office is generally the first place your residents and business owners report to when proposing **new construction and/or renovations to existing buildings**. It is the Division of Fire Safety's responsibility to inspect all public buildings (20 V.S.A. § 2730) in your town and bring them into compliance with the Vermont Fire & Building Safety Code, 2015 edition. This process will be made easier if the local contractors and building owners are aware of their responsibilities regarding the contents of the code during the planning stages of projects rather than after the projects are completed. This pre-approval process will make the entire project run smoother and address any questions that may arise concerning any code issues. No one likes to be made aware of unexpected expenditures after a project's bottom line has been established.

With that said, we have included a Division of Fire Safety poster that will help outline when State of Vermont construction permits are required. The Division of Fire Safety would appreciate the included poster be displayed in a prominent location that is accessible to the public in your office. Our intent is to ensure that everyone is properly advised of the permitting requirements. If additional copies would be helpful, please let us know and we would be happy to make more available as needed. We ask that you please include a line item on any of your local municipal permits that direct the applicant to contact our Division and review any requirements that are needed on a State level.

The Division of Fire Safety looks forward to working with you and assisting you in any way that we can. If you should have any questions, please don't hesitate to contact our Regional Office.

Sincerely,

G.J. Gerald Garrow
Regional Manager

Chris Tuzzo
Regional Assistant
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VERMONT DEPARTMENT OF PUBLIC SAFETY
DIVISION OF FIRE SAFETY
OFFICE OF THE STATE FIRE MARSHAL, THE STATE FIRE ACADEMY AND THE STATE HAZMAT TEAM



firesafety.vermont.gov

STATE BUILDING PERMITS WHEN ARE THEY REQUIRED AND HOW TO OBTAIN THEM

The owner, or a designated representative, of a building or premises shall obtain a State Construction Permit before beginning any new construction, addition, alteration, modification, renovation, demolition or installation of fixed building equipment within a public building as defined by State Statute and the Vermont Fire and Building Safety Code.

Public Building definition—In its simplest terms, a public building can be defined as any building in the State of Vermont except single family owner occupied homes, registered home daycares, and some agricultural buildings. Some examples of structures that are considered public buildings are:

- ♦ Apt & Condo Buildings
- ♦ One & Two-Family Rentals
- ♦ Hotels & Motels
- ♦ Inns & B&B's
- ♦ Ski Houses
- ♦ Businesses
- ♦ Restaurant/Bars
- ♦ Schools
- ♦ Town & Municipal Buildings
- ♦ Store & Retail Buildings
- ♦ Storage Buildings
- ♦ Repair Garages

*For more information regarding the definition of a public building, please visit our website and refer to the Vermont Fire and Building Safety Code, or contact your regional Division of Fire Safety Office.

ADDITIONAL PERMIT AND LICENSING REQUIREMENTS

	State Construction Permit	State Electrical		State Plumbing	
		Permit	License	Permit	License
All Public Buildings Excluding One and Two-Family Rentals	Yes	Yes	Yes	Yes	Yes
One and Two-Family Rentals	Yes	Yes	No	Yes	Yes
Single Family Owner-Occupied	NO	NO	NO	Yes*	Yes*

* Permit **ONLY** required for those on Public Water and/or Sewer. Those on private systems are not required to obtain a State Permit.

HOW TO OBTAIN A STATE CONSTRUCTION PERMIT

- 1) Develop a project scope and construction documents, such as plans and specifications relating to the proposed construction work or equipment installation under consideration.
- 2) Fill out a State DFS Construction Permit Application form in its entirety and submit it to the DFS Regional Office with the required permit fee and above-mentioned plans and specifications.
- 3) The project will be reviewed by Division staff and work can commence on the proposed project once the applicant receives a plan review letter and permit poster back in the mail.
- 4) It is always important to consult with your local town office to ensure compliance with any required local permits.

firesafety.vermont.gov

This Town is served by the Rutland Regional Office of the Vermont Division of Fire Safety
 For additional information regarding permitting requirements, or to obtain information about programs offered by the Division such as inspections of rental properties, please contact us

56 Howe Street, Building A, Suite 200, Rutland Phone: 802-786-5867, Fax: 802-786-5872