



Town of Mount Holly Planning Commission

Town Office & Remote Electronic – Regular Meeting Minutes

Wednesday October 20, 2021

7:00 P.M.

Commission Members Present: Jon McCann (Chair), Jim Seward (Vice Chair), Stephen Michel, Brigid Sullivan, Andrew Schulz
Also Present: Renee Sarmiento (Clerk)

1. Jon McCann called the meeting to order at 7:27pm
2. Changes to agenda
 - a. Municipal resolution for municipal planning grant added to 7d
3. Approval of minutes
 - a. The minutes from September 15th regular meeting and October 6th special working meeting were approved as distributed. All aye, and one nay by Stephen.
4. Reports & Announcements
 - a. Clerk report: none
5. Correspondence
 - a. Subdivision proposals
 - b. Building Construction Registrations
 - i. Nicholas Turco – 797 Branch Brook Rd, accepted
 - ii. Richard & Laurel Darling – 1925 Belmont Rd, accepted
 - iii. John & Deborah Hunter – 337 Alpine Dr, accepted
 - iv. DC Knipes – 144 Crabapple Lane, accepted
 - c. Wastewater system and potable water supply permits: None
 - d. Email / Other
 - i. Email from Hayk Arustamyan Re: Lot#3 at 459 Okemo View Ln – asking what building regulations or limitations exist
6. Unfinished business
 - a. Building Construction Registrations review process and form:
 - i. Add FHA and stormwater
 1. Planning Commission has been asked to add the FHA and stormwater permits to the check box of permits that may be required. One reason is when the AO reviews and accepts the BCRs, it would be of interest to the AO if there is a statement that the type of construction requires a permit from the FHA regulations. The permit is something the AO would issue if needed. Stormwater is something the state is becoming more interested in. Stephen asked does the form have the septic

permit, wastewater permit, and water permit from the state as check boxes? Andy responded that at a previous meeting there was discussion about adding something that indicates applicant has either applied or received and if received they provide copies of state permits. Change was not made. By unanimous consent, PC will add FHA and Storm Water permit to the permit section.

2. PC resolved to add wastewater during last month's meeting, but did not decide on change. Brigid suggested adding if new add permit number. Jim stated that if it had been applied, but had not come through there would not be a permit number. For proposed wastewater system, if new, change "describe example" to "permit number". Andy brought up issue that applicant may not yet have a permit or permit number, but would only have an application number. Change to "application or permit number". By unanimous consent, Jon will change it from "describe example" to "project ID".
3. Brigid requested more specificity in the description. Where it reads "describe the structure" add "example: garage".

ii. Review by AO

1. Town attorneys have reviewed the Building Construction Registration ordinance and the forms. Suggestions sent to the Select Board in a letter. Planning Commission has been asked to no longer sign and review the forms, but to have the Administrative Officer do it. One reason for this is if there are any problems with handling or PC involved in assessing/collecting fees at the moment there is no appeal process. Appeals of PC decisions and actions at the moment go to the Environmental division of the Superior Court. If there are appeals of decisions or actions taken by the Administrative Officer they go to the Board of adjustment. Mount Holly does not currently have a Board of Adjustment, which is required by law. There will be discussions in the next few months about what this will look like, and who will sit on the board. Jon stated this is why the PC should not be handling BCRs in the future. The Select Board will ultimately decide who fills the seats on the Board of Adjustment. Jim stated he would still like to know the locations of the BCRs as he is on the Fire Department. Jon stated that it would still be okay review the BCRs as long as the PC is not making the decision. Motion made by Andy and seconded by Jim to make the Administer Officer accept the BCRs instead of the Planning Commission. This was unanimously agreed.
2. AO stated they would be fine with reviewing and accepting applications. AO will report on accepted BCRs during regular meetings in addition to scanning and uploading them to the Google Drive.

b. Utilities and Facilities plan: Fire department

- i. Specifics on the letter to the board. Jon emailed draft of letter to PC members. Brigid stated it was a broad ask of information regarding hydrants, station locations. Jon stated there is a map, but looking for information on which hydrants are functional. PC members reviewed

the letter and letter was approved as written – Chair will sign and Clerk will mail it to the fire department.

7. New business

a. Planning for Organizational Meeting / Rules of Procedure revisions

- i. Jon gave a reminder and asked about planning for the organizational meeting that will be held in November. Any revisions for rules or procedures will be completed during this meeting. There are two seats on the Planning Commission up for reelection.
- ii. Stephen asked if anyone had any thoughts on changing positions. There was no comment on changing positions. Jon mentioned discussing hybrid meetings.

b. Crown Point Road / Ray Farm tours

- i. Stephen reported Dennis agreed to take on one or two historical tours of the town that could also include members of the public. The Crown Point Road tour would be on one day and the Ray Farm tour would be on another day. Dennis would like to plan this before hunting/rifle season which begins during the second week of November. Andy stated he would be interested, but he might be heading south by then. The Planning Commission is interested in the Crown Point Road tour.

c. ARPA meeting: Tuesday, October 26th at 6:30 pm

- i. The Select Board is hosting an ARPA meeting with Eric Hall from the Regional planning commission who is a state expert in ARPA rules. Jon asked if PC members would like to officially participate as a Select Board/Planning Commission meeting. Brigid stated she thought the Planning Commission should officially participate. The meeting will be hybrid. Stephen stated he has no objections. Jim stated he did not object but was unsure if he could attend. There was unanimous support from the Planning Commission members for responding to the Select Board that the PC is interested in the ARPA meeting being a PC meeting as well.

d. Municipal resolution for municipal planning grant

- i. PC received a request to sign a resolution in support of the Municipal Planning Grant. Unanimously in favor of signing the municipal resolution for the municipal planning grant.

8. Public comments: none

9. Upcoming meetings

- a. November 17 – Regular meeting / Annual Organizational meeting (2 terms begin)
- b. Town plan work meeting - November 3rd at 7pm. Discussion will be about Rescue and facilities and utilities.

10. The meeting adjourned at 8:20pm

For the Commission,
Renee Sarmento, Planning Commission Clerk

In draft form until approved on October 20th, 2021

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