



# Town of Mount Holly Planning Commission

## Town Office & Remote Electronic – Regular Meeting Minutes

Wednesday September 21, 2022

7:00 P.M.

Commission Members Present: Jon McCann (Chair), Jim Seward (Vice Chair), Brigid Sullivan, Andrew Schulz, Andrew Seward

Also Present: Renee Sarmiento (Clerk), Stephen Michel

1. Chair called the meeting to order at 7:03 pm.
2. Changes to agenda: none
3. Approval of minutes
  - a. August 17th, 2022 special meeting minutes were approved as distributed.
  - b. September 7th, 2022 regular meeting minutes will be approved during the next regular meeting.
4. Reports & Announcements
  - a. Administrative Officer
    - i. Administrative Officer now has an email address ([administrative.officer@mounthollyvt.org](mailto:administrative.officer@mounthollyvt.org))
    - ii. Update given on conversations with Yang Zhang about dividing approximately 24-acre property into seven lots on Old Turnpike Road. Administrative Officer referred Mr. Zhang to the Act 250 coordinator and provided a link to the Permit Navigator.
    - iii. Review of subdivision question for individual interested in subdividing lot on Greendale Road. Administrative Officer had provided information on the Town unofficial website.
  - b. Planning Commission Chair
    - i. The computer we had been using is now the land record kiosk set up in Town Office. Anyone may search the land records for free. There will be 40 years or records available to search and view.
    - ii. Commissioners discussed if the Planning Commission needs their own computer and new printer. This will be put on the next regular meeting agenda.
    - iii. Chair spoke about information that had been emailed to Commissioners about an upcoming flood webinar.
    - iv. Commission was sent Shrewsbury's notice regarding a public hearing on an update to their flood hazard area. Shrewsbury, like Mount Holly, has a stand-alone flood hazard area ordinance. They will be adding river corridor protections. They did not base their work on the latest DEC model ordinance because they began the process before the new model came out. In their zoning regulations they already have a 100-foot setback from all rivers and wetlands so the new update might not change very much. There is a hearing on October 11 and Commissioners are welcome to attend.
    - v. Chair read fact sheet about the West Central VT Comprehensive Economic Development Strategy (CCEDS). Chair had sent in email to Commissioners. It is a strategy driven plan for regional economic development. Chair stated he believes this is a way of unlocking federal money from one of the big acts from last year. This is for things like, water and waste water planning, water and waste water funding, EV charging, brown fields, data, and additional funding. Chair will find out more.
    - vi. Chair checked on the transportation plan with Devon Neary, and there is now a new transportation planner, Ethan Pepin. Ethan will officially take over for Devon. Chair asked

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Commissioners on having Ethan come back to a meeting to start the process again. Chair spoke of the Poultney transportation plan previously reviewed and how it was finalized yesterday and approved by the Regional Planning Commission. Chair will send email with link following the meeting. Devon questioned if there have been any changes since he was here last hear. Chair will talk to Conservation Commission again about scenic roads. Commissioner A. Seward asked if ash trees removal/hazardous tree removal should be included in the transportation section. Would put something about funding/grants for highway department to remove the trees. Commissioner Sullivan agreed it should be mentioned. Commissioner Schulz stated it might be good to have a budgetary allocation to put up pheromone traps to see when the boar ash arrives. Chair stated it would be nice to make a formal recommendation to the Select Board to put something into the budget. Commissioner A. Seward suggested Planning Commission make a formal recommendation to start saving money, talk to highway department to see where things are at. Commissioners agreed it would be beneficial to invite Ethan to a meeting to discuss the Transportation section.

- vii. Chair referred to conversation from a couple months ago about how it is unclear how the Commission handles BCRs when a subdivision in the past was approved with a waiver. For example, it says no development shall happen on the lot until some future event. It is unclear what would trigger an amendment to the subdivision permit. In many cases it may have something in the deed that states they need to get a waste water permit, but does not say they need to go back before the Planning Commission. It was common practice to come back in the past.

### 5. Correspondence

- a. Subdivision proposals: none
- b. Building Construction Registrations
  - i. McHugh, 65 Old Tiffany Road, 10x16 shed
  - ii. Dickinson, 174 Greendale Road, 24x24 pole barn
- c. Wastewater system and potable water supply permits: none
- d. Email / Other
  - i. Email from Mike Blais, Countryside Lock and Alarm, would like to come to a Planning Commission meeting. Mr. Blais is interested in affordable housing.

### 6. Unfinished business

- a. Update Subdivision application form (State highway requirements)
  - i. Two proposals made with updates. Commissioner Schulz reviewed the changes he had made to the application. It is important that applicants are aware of all the permits they will need. Added sentence with information about the Permit Navigator. Commissioner Sullivan stated she agreed with the change. Chair reviewed the original change about state highway access permitting and then the addition of the description. Commissioner Sullivan asked if the town has a state highway access permit. Answer is yes and no. Chair explained that there was one up until 2019. It was part of the road and bridge standards policy. Town lost highway access permitting when the policy was updated to the state template. Planning Commission can make a recommendation to the Select Board to reinstate it. Chair will follow-up with Ethan about drafting a Highway Access ordinance. Commissioner Sullivan made a motion to accept the new subdivision application form distributed by Commissioner Schulz. Commissioner A. Seward seconded the motion. Unanimously approved.
- b. Follow up on possible Tarbellville FHA structure (A. Seward)
  - i. Commissioner A. Seward stated he was unable to contact owners, and no more material has been added to the lot. Discussion about sending a friendly letter about seeing camper on the property and provide a copy of the ordinance. Administrative Officer would send letter. Commissioner A. Seward stated he agreed with sending a letter about

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the camper and informing owner that it is in a flood hazard area. Planning Commission is advising the administrative officer send a letter informing structure is in a FHA, regulations, and a map of the FHA to the owners. If fill is being spread in the FHA then owners would likely need a permit.

- c. Follow up on DEC 2022 model Flood Hazard Area Regulations
  - i. Think about where PC wants to go following conversations with Kyle and Barbara, and review of Shrewsbury. Discussion about next steps. Commissioner Sullivan stated she feels Planning Commission should move forward with the model. Commissioners agreed to put updated bylaw on the agenda for a future meeting.
7. New business: none
8. Public Comments: none
9. Upcoming meetings
  - a. Working meeting - October 5th, 6:00 pm (1<sup>st</sup> Wednesday) (collaborate with Conservation Commission on feedback on recreation and scenic roads)
  - b. Regular meeting – October 19th, 7:00 pm (3<sup>rd</sup> Wednesday)
10. Meeting adjourned at 8:26pm

For the Commission,  
Renee Sarmento, Planning Commission Clerk.

In draft form until approved on October 19, 2022