



# Town of Mount Holly Planning Commission

## **Town Office & Remote Electronic – Regular Meeting Minutes**

Wednesday October 19, 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, Jessica Metcalfe, Jeff Chase

1. Chair called the meeting to order at 7:02 pm.
2. Changes to agenda: Remove 6 a, Transportation Plan with guest Ethan Pepin (RRPC) – to be rescheduled
3. Approval of minutes
  - a. September 21st special meeting minutes were approved as distributed.
  - b. August 21st, 2022 regular meeting minutes were approved as distributed.
  - c. October 5th, 2022 special meeting minutes were approved with a correction made following a suggestion by Commissioner Schulz to change “Ninevah prohibits cutting trees unless tree poses risk to person or property.”, to “Some communities prohibit cutting trees unless tree possess risk to person or property.”
4. Reports & Announcements
  - a. Administrative Officer
    - i. Email sent to Kyle Medash asking for input on two potential cases of development in an FHA.
  - b. Planning Commission Chair
    - i. Chair reported that there was a tragedy at the recent Rutland Regional Planning Commission regular meeting. Longtime RRPC staff member Steven Schild had a medical issue and passed away.
    - ii. Chair reported Shrewsbury had held two public hearings. One for an update to their flood hazard area ordinance, adding river corridor protections, and the other was related to changes to their zoning ordinance. Chair noted that their public notice was very descriptive of the changes they had made. Chair attended both hearings. There was a good question regarding the definition of junkyards.
    - iii. Chair had sent around information to the Planning Commission from FEMA about the Otter Creek Discovery Report. Town was informed in 2019. The discovery process has proceeded and there is now a discovery report. The end result will be new FIRM panels for Mill River and related drainages.
    - iv. Chair referred to last month's talk about the Kiosk - now have 40 years of land records online.
    - v. Chair's term is expiring.
5. Correspondence
  - a. Subdivision proposals: None.
  - b. Building Construction Registrations
    - i. Isidro, 2012 Hortonville Road, post and beam wood shed
    - ii. McLellan, 1199 VT Route 103N, Garage
    - iii. Koponen, 169 Stewart Road N, Guest cabin

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- iv. Johnson, 2762 Shunpike Rd, Tiny house to be used as office
  - v. Watson, 21 Okemo View Lane, 3 Bedroom, 3 1/2 bath house
  - c. Wastewater system and potable water supply permits: None.
  - d. Email / Other: None
6. New business
- a. Transportation Plan with guest Ethan Pepin (RRPC) - will be rescheduled
  - b. Recommend purchase of new computer and printer
    - i. One option is an all in one computer
    - ii. Printer would be helpful. (laser/black and white)
  - iii. Commissioner Sullivan made a motion to recommend the Select Board purchase a computer and printer for the Planning Commission not more than \$1500. Commissioner Andrew Seward seconded the motion. **Unanimously approved.**
    - 1. Commissioner Schulz asked if the computer would be able to be accessed remotely. Chair asked what might be done remotely. Most common uses are for scanning, printing, and meeting videos. It would be helpful to print from outside the office. For example, if needing to print materials to be ready for meetings. Will be looked into further.
    - 2. Mr. Michel asked if laser printers scan. Chair stated there are all-in-one printer/scanners. Mr. Michel asked how the computer could be connected to the town network. Chair explained possible ways this could take place.
    - 3. Commissioner Andrew Seward stated for security purposes you should not be able to log on to the network from outside the office.
7. Unfinished business
- a. Flood Hazard and River Corridor Bylaw (guest Jeff Chase)
    - i. Planning Commission has draft of an ordinance that is based on the 2022 DEC model that was discussed with Kyle Medash. Chair described the process: the Planning Commission makes decision to move forward, we are advised to have a special meeting to invite feedback from landowners and make changes to draft as needed, the draft and a reporting form are then submitted to the state, then there is at least one public hearing held by the Planning Commission, changes are incorporated into the draft if needed, the Select Board would receive the Planning Commission's report and draft, Select Board would hold their own public hearing, and vote on the adoption.
    - ii. Jeff Chase spoke about updating current FHA bylaw to include river corridors so we can increase the amount of money we get from the State in event of disaster, and that our existing regulations could benefit from an update.
    - iii. Chair recapped previous discussion with Barbara Noyes-Pulling and Kyle Medash regarding FEMA funding: FEMA provides 75%, State ERAF provides up to 17.5% if river corridors are included. Another incentive is that by adopting this bylaw we are told we will get preferential treatment for other grant funding.
    - iv. Commissioner Andrew Seward stated he would like more information on who would be affected by the new river corridors.
    - v. Chair stated that the Local Hazard Mitigation adopted by the Select Board in 2021 includes the recommendation to add this kind of protection.
    - vi. Commissioner Schulz spoke about changing weather patterns and said he does not see a downside to pursuing this.

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- vii. Jeff Chase wanted to see the river corridors on a map. Chair pulled up map with river corridors. Discussion on how many properties would be affected and benefit of added protection.
  - viii. Jeff Chase spoke about how federal funds would be easier to access with a bylaw like this in place.
  - ix. Discussion of draft bylaw based on DEC model. Chair provided copies to Commissioners and guests. Review of changes proposed. Chair reviewed changes made to the model.
  - x. Mr. Michel asked about conditional use permits and stated our existing regulations do not include them. Mr. Michel stated it seems this would make things harder as conditional use review has similar requirements for a subdivision hearing (newspaper notice etc.). Chair explained that our current regulations do include conditional use review and approval, and read from the text describing conditional use permit requirements. Mr. Michel asked why are certificate of occupancy is required. Chair replied that it is needed to ensure compliance with the terms of the permit.
  - xi. Outstanding questions will be answered by Kyle Medash next week.
  - xii. Chair proposed the Commission make the draft bylaw the subject of the next special meeting and invite landowners directly affected by the change.
  - xiii. Chair proposed taking action on the reporting form. Reporting form is a required part of any public notice. Chair read the form aloud. Commissioner Sullivan moved approval of the reporting form. Commissioner Schulz clarified if move forward with the bylaw, this would be the form used, not approving anything else. Discussion had about the reporting form and its purpose/when it is used. Commissioner Schulz seconded the motion.  
**Unanimously approved.**
  - xiv. Chair proposed the Commission move forward with a special meeting and then a public hearing and will get a list of property owners affected by river corridors. Chair will produce a map for people to see if they are affected.
  - xv. Commissioner Andrew Seward made a motion to approve the draft bylaw with the condition there is a special meeting held to hear from affected property owners before a public hearing. Chair seconded the motion. **Unanimously approved.**
8. Public Comments: none
  9. Upcoming meetings
    - a. Working meeting November 2nd at 7:00pm (1st Wednesday)
    - b. Regular meeting – November 16th, 7:00 pm (3<sup>rd</sup> Wednesday)
  10. Meeting adjourned at 9:10pm.

For the Commission,  
Renee Sarmiento, Planning Commission Clerk.

In draft form until approved on November 16, 2022