



# Town of Mount Holly Planning Commission

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

Wednesday November 16, 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, Ethan Pepin (RRPC), Jeff Chase (Select Board)

1. Chair called the meeting to order at 7:02pm.
2. Changes to agenda: Move up Transportation Plan (8a) to between 3 and 4.
3. Approval of minutes
  - a. October 19<sup>th</sup>, 2022 regular meeting minutes and November 2<sup>nd</sup>, 2022 special meeting were approved as distributed.
4. Transportation Plan with guest Ethan Pepin (RRPC)
  - a. Ethan Pepin said he has taken over for Devon Neary as transportation planner at RRPC. Ethan reviewed the process: Laying out the framework, talking with Planning Commission, meeting with individual stake holders (road foreman, Select Board), filling in any data gaps, sending a draft to Planning Commission to review, attending Planning Commission meeting after and take comments/feedback, making revisions and send back to PC to approve final version and add any last additional edits.
  - b. Ethan reviewed the recently approved Poultney Transportation Plan. It starts out with a brief overview introduction and important planning goals. Then list of assets which is data information that Ethan will take care of. The next part is a traffic volume and safety study which looks at where crashes are happening and high concern. Next section, is the meat of the plan where Poultney laid out three main categories they want to focus on (MRGP, alternative transportation, complete streets, and planning for parking). The last section starts on the goals, and that is where the previous categories are broken down into actionable goals for the next five year with specific projects. Ethan stated, looking at the existing Mount Holly plan and policies and goals section it might be work organizing it the way the Poultney Plan does. Thinking about tangible and actionable goals that would like to accomplish in the next five years. Ethan noted that these goals and actions are important for receiving grant funding. VTrans, in particular, loves to see a prior existing planning document which identifies a project as a need. It scores huge points if it does, and loses points without it.
  - c. Ethan asked Planning Commission what they see as goals for the plan. Ethan stated he could send plans to the Planning Commission with similar development patterns to come up with ideas. MRGP – transferrable, so could be included. Access management permitting and driveway could also be included.
  - d. Chair stated he would like to see something measurable in the goals rather than just aspirational.
  - e. Ethan suggested reconvening in January and presenting a draft to the Planning Commission.
  - f. Jeff Chase stated culverts in Poultney plan could be used in Mount Holly's Town Plan. Commissioner Andrew Seward suggested including anything the road crew is looking at installing.
  - g. Chair stated there has been unusual data from VTrans about traffic data (i.e. crashes). Report is saying there have only been two crashes at the intersection at the flashing light in

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the last 10 years. Chair and Commissioner Jim Seward agreed this does not sound correct. It was agreed we will try to find out what is going on. Jeff Chase suggested looking at all the bridges, needing inspections.

### 5. Reorganization

- a. Election of officers (Chair, Vice-Chair, Recording Secretary)
  - i. Commissioner Sullivan nominated Jon McCann for Chair, Commission Schulz seconded the motion. No other nominations were made. **Elected unanimously.**
  - ii. Chair nominated Jim Seward for Vice Chair, Commissioner Sullivan seconded the motion. No other nominations were made. **Elected unanimously.**
  - iii. Chair nominated Andrew Schulz for Recording Secretary, Commissioner Sullivan seconded the motion. No other nominations were made. **Elected unanimously.**
- b. Adopt Rules of Procedure and Conflict of Interest Policy
  - i. Chair reviewed two proposed changes. (1. Meetings not virtual only – virtual/hybrid. 2. Added acknowledgement that email communication is used) Commissioner Sullivan made a motion to approve the proposed draft with changes made. Commissioner Schulz seconded the motion. **Unanimously approved.**

### 6. Reports & Announcements

- a. Administrative Officer
  - i. Public Hearing notice has been posted in the Vermont Journal (November 16<sup>th</sup>), three locations in town (Town Office, Belmont Post Office, Mount Holly Post Office), and the web site and News Flash.
- b. Planning Commission Chair
  - i. Chair reported the cell tower has been working (AT&T).

### 7. Correspondence

- a. Subdivision proposals: None
- b. Building Construction Registrations
  - i. Saccardo, 3890 Route 155, concrete foundation, 2x6 walls
  - ii. Cram, 3270 Old Turnpike Road, addition
  - iii. Rogers, 484 Dawley Road, 2x6 stick
  - iv. Boyle, 78 Gates Road South, Storage/garden shed
- c. Wastewater system and potable water supply permits: None
- d. Email / Other: Fair number of support emails for the Flood Hazard and River Corridor bylaw.

### 8. New business

### 9. Unfinished business

- a. Transportation Plan with guest Ethan Pepin (RRPC) (Moved up between 3 and 4)
- b. Flood Hazard and River Corridor Bylaw updates
  - i. Public Hearing has been noticed in the Vermont Journal, posted in three public locations, Chair sent email to adjoining municipalities (received receipt from three out of seven) – Chair will call Town Clerks to verify receipt. If this is unsuccessful, will send a certified letter.
  - ii. Chair gave update on emails and phone calls to affected landowners (so far, 12 full support, 8 no concerns with an expectation of 3 more).

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- iii. The bylaw was discussed at the Select Board meeting. Jeff Chase stated he provided an update to the other Select Board members in terms of progress and the meeting was upcoming for public comment. Chair stated there were a couple interesting comments and questions from the audience:
  1. Will there be an agenda for the Public Hearing? Chair reached out to the Regional Planning Commission asking if there was a typical agenda. As discussed there are two hearings: Planning Commission and Select Board. The Planning Commission meeting will take no specific action in the meeting. Commission will open the meeting and hear comments and then come together at the next Regular Meeting to address those comments. Kyle Medash will hopefully be joining the meeting. Chair stated it would be good to have a Q&A section with Kyle. Chair will present fact sheet review, Kyle have five minutes to provide information, and then do a Q&A.
  2. What is the process going forward? Planning Commission will incorporate any changes want to make to the bylaw after the public hearing. At regular meeting decide on handing something to the Select Board. Select Board will then schedule a public hearing. Barbara Noyes-Pulling stated at Select Board public hearing, they typically take formal action, but do not have to. Select Board is able to close the meeting and address questions, do that work or have a joint meeting with the Planning Commission to prepare the final draft to vote on/adopt.
  3. How do we tell people how to access details about the corridors? Discussion about putting information into the December issue of the Chit Chat. Discussion was had about what information should be included in the Chit Chat. Chair volunteered to work with Jeff Chase to develop something for the Chit Chat. Chair volunteered to produce a map for anyone that wants to see where the river corridors are. Suggestion to look at Flood Ready website. Chair stated that on A&R Atlas, it is important to de-select small streams less than 0.5 square miles of drainage as Planning Commission does not propose to regulate this. Chair will ask Kyle Medash if river corridors are included in the Permit Navigator.
10. Public Comments: None.
11. Upcoming meetings
  - a. Public Hearing - December 7th at 6:00pm (1st Wednesday)
  - b. Regular meeting – December 21<sup>st</sup> at 7:00 pm (3<sup>rd</sup> Wednesday)
12. Meeting adjourned at 8:12pm

For the Commission,  
Renee Sarmiento, Planning Commission Clerk.

In draft form until approved on December 21, 2022