

HOLLAND PLANNING COMMISSION

Meeting Minutes

Wednesday, August 26, 2026 • 6:00 p.m.

Town Clerk's Office, Holland, Vermont

Planning Commission Members Present

Jim Davis, Liz Hager, Parker Castle, Estee Crawford, and Darrell Martin.

Garage Committee Members Present

Diane Judd and Mitch Wonson

Additional Attendance

Matt Giffin of Banwell Architects

1. Call to Order

The meeting was called to order at 6:04 p.m.

2. Adoption/Amendments to Agenda

There were no amendments to the agenda.

3. Approval of Minutes

Estee Crawford moved to approve the August 19, 2026 meeting minutes. Jim Davis seconded the motion. The motion passed.

4. Town Garage Project - Garage Workgroup / Banwell Meeting

Matt Giffin of Banwell Architects reported on his site walk with Jim Davis and outlined the first steps in the planning process. Banwell will formally review the existing spaces, the size of the town's equipment, and applicable code requirements based on the anticipated size of the building. Matt noted that repurposing the existing building could have a cost similar to constructing a new building, so both options should be evaluated. The location of the recycling center, the flow of work trucks, the possibility of a new curb cut, and potential locations for a new building on the property will also need to be considered.

- The group discussed the right-of-way identified as Old Turcott Road. Diane Judd will review town records to confirm whether its designation has changed.
- Darrell Martin raised concerns about rainwater flowing toward the existing building. Any future design should account for drainage and divert water away from the structures.
- Darrell suggested considering demolition of the existing building while potentially retaining and expanding the existing foundation. He also discussed traffic flow and structural features that could be beneficial in a future design.
- Matt requested a detailed list of the spaces and features the town wants included in the building, such as restrooms, meeting space, the number of rooms or bays, and desired sizes. He also requested a current equipment inventory so the proposed layout can be sized appropriately.
- Matt proposed using Zoom meetings to review schematics and make changes in real time. The group agreed. He recommended that committee members meet together at the Town Office while using individual laptops so everyone can clearly view the plans and discuss changes together.

- Matt asked whether the town wants a building designed around approximately a 15-year need or a 50-year need. Banwell typically plans for a 50-year building. The group expressed a preference for the 50-year approach while remaining open to reviewing both options.
- Matt asked whether original drawings of the existing building are available. Diane will look for them, although it is uncertain whether they exist.
- The equipment and materials inventory should include items such as snowplow blades, gravel and sand piles, culverts, and their sizes. Jim Davis will contact Adam Provost to obtain an inventory list.
- The requested information should be provided to Matt within approximately two weeks. The deliverable should include square-footage requirements for equipment and material piles. Jim Davis and Parker Castle will assist with measurements.
- Matt also raised Dave Jacob's suggestion of including a bay for a fire truck. The group was receptive to the idea and agreed it should be explored.

5. Executive Session

No executive session was held.

6. Next Meeting Date

The next meeting date is to be announced after coordinating schedules with Matt Giffin of Banwell Architects.

7. Adjournment

Liz Hager moved to adjourn. Parker Castle seconded the motion. The meeting adjourned at 7:47 p.m.