



## Town of Mount Holly Planning Commission

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

**Oct 21 2025 6.30P.M.**

Commission Members Present: Jon McCann (Chair), Jim Seward (Vice Chair), Andrew Schulz (Secretary), Andrew Seward, Stephen Michel

Also present: Faith Tempest, David Johnson, Ron Unterman, Lisa Kelley, via Zoom John Wagner, Kaitlyn Golden

1. Chair called the meeting to order at 6.48 pm
2. Changes to agenda: none
3. Approval of minutes of meeting of September 16<sup>th</sup> 2025. Commissioner Andrew Seward moved to accept the minutes, seconded by Commissioner Michel. Approved unanimously.

#### **4. Reports & Announcements**

a. Administrative Officer:

i. BCRs received from:

Patch, Greenstand Road: 36'x28' house

Martin, Rte 103 South: 28x42' milking parlor and milk house. AO contacted Mr Martin to ask him for details of the specific location. Mr Martin confirmed the location is in the river corridor. He was combative and did not give the AO the chance to explain how this should be handled through a FHA/RC permit application. AO will send a letter to Mr Martin outlining the process.

ii. Garrow subdivision: the fire pond easement has been recorded, but there is a question from Mr Garrow's lawyer regarding the timing of the access easements also requested; the municipal permit has not yet been recorded, and so the mylars are not yet signed by the PC. The Chair confirmed that the access easement to Parcel 4 is not required before signing the mylars once the municipal permit is recorded, however the access easement would be required before any sale of the parcel. Commissioners agreed with this approach. AO will respond to Mr Garrow and his lawyer to clarify the process.

iii. Sawyer Hill Road highway access: a Town Highway permit has been issued to Rifleman Ranch LLC for an access to the parcel at the junction of Sawyer Hill Road and Rte 103 formerly owned by Trip and Debbie Pearce. AO conducted a site visit and confirmed the access is not in the portion of the parcel which is in the river corridor. No further information or BCR has been received.

b. Planning Commission Chair: none

#### **5. Correspondence**

a. Subdivision proposals

- i. Wagner sketch plan review: Commissioner Schulz recused himself due to his personal relationship to the applicants. Kaitlyn Golden presented the proposal, a three acre parcel to be subdivided by two siblings into two parcels. No construction is proposed and there is an existing permitted waste water system which serves the two residences on the parcel. Chair noted that the parcel spans Plymouth, although the larger portion is in Mount Holly. Ms Golden proposed working with Mount Holly first but the Chair asked the applicants to consult with the Town of Plymouth. Chair asked if the stone wall defining the town line still exists, Ms Golden confirmed it does. Ms Golden noted that some of the requirements noted in the subdivision checklist are not usually on a boundary survey, and the surveyor does not want to add details which would make it an engineering drawing. Chair clarified that there may be some points which may not need to be on the plat and reviewed the checklist. Items still required were noted: the survey should reference earlier surveys and/or subdivisions relied upon to prepare the survey; reference to the date of creation of the parcel through earlier subdivision; clarification of the names/ numbering of the blocks (which may come from the earlier subdivision); the correct date on the survey; and addition of a signature block for the PC. In the discussion it emerged that the WW permit was not recorded, which the Chair asked to be done. Chair also asked that the applicants get a statement from Plymouth that they have no objection to the subdivision. PC agreed to schedule a public hearing for November 18th at 5.30 pm.
- ii. Gregory Kelley subdivision: Lisa Kelley stated that the parcel was surveyed in 2023 and recorded with a proposed subdivision in it. Chair noted the recorded survey depicts a subdivision boundary not yet approved by the PC. The applicant intends to subdivide a 54 acre parcel into two equally sized parcels, one for each of his brothers. Chair asked about the class 4 road running alongside the parcel and whether there is any intention to improve it. Ms Kelley responded that the intention was to develop an access road within the property which would be a shared drive and be more private than improving the class 4 road; the deed will include easement language on shared access and utilities. A residence will be built on one parcel, though it is not clear that the other parcel would be developed. Ms Kelley noted that there are no wetlands or culverts. The Chair noted that in an attempt to create two equal parcels the proposed subdivision line is not well defined by existing features. Chair asked about WW permits. Ms Kelley responded that no permits have been sought yet and there has not been any perc testing. Chair stated that a decision to be made is whether to include language on deferral of ww permits in the deed or to seek a permit now. Ms Kelley noted the cost of doing this before property is theirs. Chair reviewed additional requirements to be shown on the survey: contours; a signature block for the PC; the revision date; the access from the town highway to be shown; and the proposed internal access to be included. Chair also noted that the applicant should seek a Town Highway permit from the Roads Foreman. Chair asked the applicant to ensure that all parcel ids are correctly identified on the application, and all abutters listed, including those on the other side of town highways. Commissioner Schulz asked if this would be a gift, which has different requirements, including less detail on issues such as access and wastewater. Ms Kelley confirmed that it will be a gift. Chair confirmed that even if it is a gift, a survey meeting the criteria noted would be required. Chair asked commissioners to review the gift exception in the regulations, and requested Ms Kelley to come back to the PC once the updated survey is completed.

b. Email/Other: none

**6. New Business:**

**7. Unfinished Business**

- a. Subdivision regulations: Chair had still not heard back from Cavendish and RRPC are only able to provide limited support. Chair proposed that the Commission could do the update without this assistance.

**8. Public Comments: None**

**9. Upcoming meetings**

- a. Siegordner Sub-division Deliberations: Tuesday 28<sup>th</sup> Oct 6pm
- b. Wagner Public hearing: 18<sup>th</sup> Nov 5.30 pm
- c. Regular meeting: 18<sup>th</sup> Nov at 6.30 pm

**10. Meeting adjourned 8.15pm.**

For the Commission,

Faith Tempest, Planning Commission Clerk

In draft form until approved at the next regularly scheduled Planning Commission meeting.

A video recording of this meeting can be found at: <https://okemovalley.tv/mount-holly-planning-commission->