



Town of Mount Holly Planning Commission

Town Office & Remote Electronic – Regular Meeting

Tuesday, January 20, 2026
6:30 PM

Commission members present: Jon McCann, Jim Seward, Andy Schulz (via zoom), Andrew Seward, Stephen Michel

Also present: Faith Tempest, Ron Unterman, Alissa Chronert, Michael Chronert, Francis Devine

1. Chair called the meeting to order at 6.30pm
2. Changes to agenda: none.
3. Approval of minutes of the regular PC meeting of 18th December. With two minor amendments Commissioner Michel moved to accept the minutes, seconded by the Chair, approved unanimously. AO noted that minutes of the Kelley public hearing will be shared with Commissioners shortly.
4. Reports & Announcements
 - a. Administrative Officer. BCRS received from:
 - Rifleman Ranch, Sawyer Hill Road, single family residence; a wastewater permit was also submitted.
 - Cohen, Emu Lane, 24' x 45' storage shed.Steve McDonald asked about the possibility of dividing a parcel on Loop Road, Lake Ninevah, between the three current owners and enlarging three parcels contiguous to this each of which is owned by one of the three owners. It is not clear if this would be a subdivision or a boundary line adjustment. Commissioner Schulz said he would recuse himself from any decision. Chair asked the AO to ensure Mr McDonald speaks for all owners, and asked for a sketch plan review with all parties.
Chair asked for assurances that the Thrall boundary line adjustment (of December 4th) had been noted in the minutes.
 - b. Planning Commission Chair: The State is undertaking listening sessions on Vermont conservation issues, with the one in Rutland on the same day as Town meeting, others are in Randolph and Burlington.
5. Correspondence
 - a. Subdivision proposals
 - i. Gilbert status update: the wastewater permit is still in process, so the applicants have asked to wait to set the hearing date.
 - ii. The decision on the Wagner subdivision has been issued. The Gregory Kelley decision should be issued shortly.
 - b. Email / Other: none.
6. New Business
 - a. Adopt VLCT-based Rules of Procedure and Hearing Procedures: Chair noted that the existing rules of procedure for the PC are outdated, and include a conflict of interest policy, rules of procedure for hearings and procedures for meetings. and VLCT has recommended adopting its latest model. Chair noted that the Town



Town of Mount Holly Planning Commission

adopted a conflict of interest policy which applies to all commissions, so there is no need for a separate one solely for the PC, which may also lead to inconsistencies between the two. Commissioner Michel asked whether the SB needs to ask each town body to sign it? Chair responded that VT statutes state that Boards must have a policy and the Select Board version applies. The revised procedures are split into two separate documents, one on procedures for hearings and one for meetings. VLCT also suggests a handout for the public. Chair proposed addressing this through the website. Chair noted other revisions: the model does not include a secretary but the proposed draft does since this has proved to be useful in the past; the attendance rule of the previous rules has not been carried forward; a two-hour time limit in the previous rules has been dropped. Chair noted that the guidance from VLCT allows for a “non-meeting” if there is not a quorum, but he proposed not including this. Commissioner Michel asked about whether hearing deliberations should be closed as they have been in the past, although the proposed procedure allows for open deliberations. He also asked about rules of voting, in which decisions need to be made by a majority of the Commission. Chair clarified that all motions carry on the majority of the number of seats, not Commissioners present. Commissioner Andrew Seward asked if the section on public participation is based on the VLCT model? Chair confirmed they are except in the case of requiring (or not) speakers to state their name and/or give their address. Commissioner Andrew Seward acknowledged the benefits of separating the two aspects of public hearings and meetings, and made a motion to table the discussion to the next PC meeting, seconded by Jim Seward, approved by Jim Seward, Andrew Seward, Steve Michel.

- b. Form for documentation of subdivision process: Chair proposed a format for collation of documentation/ information to be completed by the AO before a subdivision hearing is held, and which would facilitate deliberations. It will also help to distinguish the roles of the AO in comparison with the PC. A number of suggestions for improvements were made including adding the legal owners name or title to the property; moving the service list to an appendix; requiring a copy of the deed; not requiring a mylar at the time of the hearing; and including copies of existing permits as well as the results of permit navigator. The AO noted the need for consistency across the subdivision regulations (once updated), the application form and the checklists. Commissioner Schulz moved to approve the checklist subject to the proposed changes, seconded by Commissioner Andrew Seward approved unanimously.
- c. Annual Report: Chair had submitted a draft of the annual report to the Town Auditors but asked if there were any suggestions for revision. Commissioner Michel suggested that the Housing study, was not fully a Planning Commission action, but a co-project between the Chair and the Select Board. No suggestions were made for changes.

7. Unfinished business

- a. Subdivision Regulations revision process: Chair received a document from Cavendish but proposed tabling it until the next meeting to allow more time for consideration of the first draft in comparison with final version. Commissioner Andrew Seward asked whether RRPC had provided any support. Chair responded no, but also noted that as a town without zoning, Mount Holly is an outlier in the region and is unlikely to get much support from the RRPC. Commissioners agreed to table to the next meeting.
- b. Chair noted that there is no additional discussion on the Belmont General Store.



Town of Mount Holly Planning Commission

8. Public comments: Alissa Chronert submitted a letter which she had submitted to the Select Board, and stated that she had answered all of the questions asked by the Act 250 Coordinator in a timely fashion, except for one case.
9. Upcoming meetings: next regular meeting 17th February 6.30pm.
10. Adjournment: 8.09pm

These minutes are in draft form until approved by the Planning Commission at the next regularly scheduled meeting.

A video of this meeting is available at: <https://okemovalley.tv/mount-holly-planning-commission-120-10>