



Town of Mount Holly Planning Commission

Town Office & Remote Electronic – Regular Meeting

Tuesday, March 17, 2026

6:30 PM

Commission members present: Jon McCann, Jim Seward, Andy Schulz (via Zoom), Stephen Michel, Ron Unterman.

Also present: Faith Tempest, Jeff Chase, Lisa Kelley.

- 1) Call to order: 6.49 pm
- 2) Changes to agenda: none
- 3) Approval of minutes of February 17th Regular meeting. Approved, Chair abstained.
- 4) Reports & Announcements
 - a) Administrative Officer: On behalf of the Town Clerk, the AO asked if applicants (for approved subdivisions or boundary line adjustments) could provide their own copies of ledger size plats for Town records since there are limited options for the Clerk to have them made from the mylars as a back up. Chair noted that this would then require a second signature from the PC, and that an electronic copy of the mylar is better as a back up; ultimately this is a decision for the Town Clerk.
 - b) Planning Commission Chair: An ADU seminar is taking place and may be of interest to PC members and the community. Chair reported he had completed open meeting law training and a course on the new Community Housing and Infrastructure Program (CHIP). He also noted that Cavendish passed their new subdivision regulations.
- 5) Development review
 - a) Review of Gregory Kelley Final Plat changes: Chair had found discrepancies between the final approved plat and the mylar submitted for signatures which he could not accept unilaterally. He noted that the colors are different, that the elevation data is missing and that the paper copy was not signed and the mylar is. Chair asked if Lisa Kelley could get the mylar updated. Chair asked Commissioners if they expect a signed paper copy; to which they agreed. Commissioners also agreed that the Chair could sign the updated mylar with the changes as agreed. Given the delay, Commissioners also agreed to waive the 30 day limit for signature and completion.
 - b) Status of McDonald/Huylar/Carney land division: Mr McDonald has confirmed that a survey is being prepared. AO has sent again the subdivision application to Mr McDonald with a request for completion. Commissioner Unterman asked why this cannot be considered as a Boundary Line Adjustment. Chair noted that BLAs are part of the subdivision regulations,

and that since this project would also extinguish a lot it should have the scrutiny of the Planning Commission.

6) New business

- a) Welcome Ron Unterman as replacement for Andrew Seward: Chair welcomed Commissioner Unterman and stated that despite recent difficulties, he hopes that the PC can work collaboratively going forward in the interests of the entire community. He confirmed that Commissioner Unterman had received the rules of procedure and conflict of interest policy.
- b) Confirm Town's recently readopted Conflict of Interest Policy: Chair identified the section of the Town Col policy which binds the PC to this Town policy. Commissioner Michel noted that the Town policy does not mention perceived conflict of interest; Chair noted that this is referenced in Article 7. All Commission members confirmed they agreed with the content and that there were no questions of issues to refer to the Select Board. Commissioner Schulz stated that as public officers Commissioners should avoid situations where there is an appearance of conflict of interest. All Commissioners agreed to abide by the Town's Col policy.
- c) Review and discuss Housing Needs Assessment action plan: Chair noted that the final report is available and that the assessment notes that there is limited ability to build homes of the type required due to septic constraints particularly in the Village center (Belmont) but also in Mount Holly and Hortonville. The report also notes the need for local champions for action in this area. Also noted is the effect of subdivision regulations, including incentives for year round residence through revised subdivision regulations, and different approaches to construction eg ADUs/ back-lots. The lack of zoning is potentially positive to encourage development in Mount Holly, in comparison with other towns. Lisa Kelley commented that engineers need to be educated on options for shared septic or for systems which can be expanded in the future to accommodate additional residences, for example multi-generational households. This shared services approach is cheaper but requires clear articulation at the outset. Chair agreed that this is a good approach to addressing need and that bylaws can support/encourage this kind of development through eg subdivision regulations.
- d) Establishment of Belmont Village Wastewater Planning Committee: In response to the Housing Needs Assessment, Chair proposed establishing a committee to consider the potential options for a Belmont Village Wastewater system. Chair noted that funding may be available. Chair read a statement to establish the committee, and requested Commissioner Unterman and Faith Tempest to identify 5-7 prospective members for a committee to bring to the next meeting. Commissioner Unterman asked how a community system would help with housing and proposed that the first thing to consider is where housing could be built in larger numbers. Chair responded by noting that funding is available for village centers, and that there is potential for ADU development in Belmont where septic systems are at capacity; the survey undertaken for the Belmont Village Plan found community support. Commissioner Michel noted limited land availability in the Village but Chair responded that

there is potentially more land than may be initially obvious and the Act 250 exceptions may also support further development. Questions of what area a system would serve, where a system could be located, where land is available, etc would be considered by the committee. Jeff Chase noted that this is a long term plan, and should take a forward looking view. Chair noted that focusing on Belmont is partly because of funding, but also the documented need over the last 40 years which supports the kind of work which is required. Other parts of Mount Holly may have such systems in the future. Commissioner Unterman again asked where land for housing development is in Belmont. Chair responded that we should go ahead with a study to be able to make an informed decision before discounting it. Jeff Chase confirmed he would join the committee. The Committee was asked to report back at the next meeting on potential members of the committee.

7) Unfinished business

- a) Subdivision Regulations revision process: tabled. Chair asked Commissioners to read Cavendish's regulations. Chair noted he will also circulate other examples including those with zoning, and in ski areas.

8) Public comments: none

9) Upcoming meeting: April 21st 6.30 regular meeting.

10) Adjournment: 8.35pm

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

A video of this meeting is available at: <https://okemovalley.tv/mount-holly-planning-commission-317-7>