



Town of Mount Holly Planning Commission

Town Office & Remote Electronic – Regular Meeting

Tuesday, June 16, 2026

6:30 PM

Attendance: Jon McCann, Jim Seward, Andrew Schulz, Stephen Michel, Ron Unterman,

Also: Faith Tempest, Christine Pratt, Julie Parsells.

1. Call to order at 6.32pm
2. Changes to agenda: none
3. Approval of minutes of 19th May. Commissioner Unterman and Commissioner Schulz asked for changes to the minutes, and with those changes the minutes
4. Reports & Announcements
 - a. Administrative Officer:
 - i. BCRs:

Geoghegan, Dawley Road 60'x30' single family residence; wastewater permit to be submitted.

Pikkarainen, Rte 155, 7'x14' woodshed.
 - ii. Commissioner Michel asked for an update on the Raseyevich property on Belmont Road. The Chair had received an ENB notice of application for shoreland and wetland permit. AO confirmed that Shoreland Permit and Wetlands Permit applications have been made, with the Shorelands permit under consideration and the Wetlands incomplete. .
 - iii. Commissioner Schulz asked about Longobardo on Sawyer Hill. AO noted that she still has not received confirmation from Mr Longobardo that he has been in contact with the Act 250 Coordinator. AO will follow up with the owner and if necessary the Act 250 coordinator. Commissioner Unterman asked about the obligations of the AO in following up on Act 250 compliance, or on other regulations such as those enforced by the Fire Marshall. AO noted that there is a responsibility to support property owners to comply with State regulations.
 - b. Planning Commission Chair: Chair noted the last training session on Essentials of Land Use Planning is to take place this week; with recordings available of the previous sessions. The Regional Plan was adopted by the Regional Planning Commission.
 - c. Belmont Village Wastewater Planning Subcommittee (Jeff Chase). Tabled.
5. Development review
 - a. McDonald/Huyler/Carney set date for deliberation: Chair asked for a brief meeting after the regular meeting, and proposed he could then share a draft decision. Commissioners agreed this approach.
6. New business
7. Unfinished business
 - a. Review, revise, and possible approval of a final draft updating and replacing the current Building Construction Registration (BCR) Ordinance for referral to the Selectboard. Chair had circulated a revised draft reflecting the previous discussion including removing redundant language, clarifying concepts including temporary residence and renaming the document issued to a certificate. Chair noted this should bring the advantages of information which zoning would require without the burden of regulation and that such information helps to move forward on the objectives of the Housing needs assessment, and on implementation of the Town Plan. Chair asked Commissioners if this addressed their concerns. Commissioner Unterman stated that it does not address the fundamental concern of whether the Town wants such a system and while there are reasons to collect information to help town residents develop their property within the regulations, does the town want to collect the other information? Commissioner Unterman asked about the legal basis for making these changes, ie is it contrary to the law for construction to start immediately on submission of a BCR. Chair confirmed it violates Chapter 117 of the Land Use Act, and the current process is not based on adequate legal authority. Commissioner Unterman stated that other Towns also rely on a registration rather than a permit. Chair noted the Rutland Town had a similar process and was advised to update it. Chair noted that



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registration is often associated with short term rental registration and is a permit. Commissioner Michel rejected this, saying it is simply a statement; Chair noted that all the examples he has read have a permission element.

- b. Commissioner Schulz responded to Commissioner Unterman by noting the responsibility of the PC is to consider the future, plan for changes, thrive in the future and putting forward proposals is part of this; if gathering data will aid the Town in understanding what is happening and will help the Town to undertake effective planning. The question of whether Town residents want this is one for the Select Board but if the Planning Commission thinks this proposal or something similar would help in good planning, then it can be sent to the Select Board. Commissioner Seward noted good inputs from Commissioners Unterman and Schulz but felt the proposal should not go too far. Commissioner Schulz noted substantial changes to the current draft but that further amendments or exemptions can be outlined. Chair agreed with Commissioner Schulz noting that if nothing is done to address the housing issue, we are failing the Town.
 - c. Julie Parsells asked about short term rental, referring to Ludlow's permit system, asking if this would be similar. Chair responded that this is solely disclosure and does not impose any other obligation. Chair noted that the housing study suggested tracking short-term rentals and there are few if any ways in which to monitor this. Ms Parsells asked if the Planning Commission wants to see a STR registry. Chair responded that this is an issue for the Select Board and would be separate to this ordinance.
 - d. Commissioner Unterman asked why not change the existing BCR form which does remind applicants of the need to comply with State or other ordinances or bylaws. AO responded that the ordinance needs to provide the legal authority to support the form. Commissioner Unterman again stated he did not want to make this a permitting process. He also asked about the benefits vs burden of the proposed form. Chair noted that the form that is proposed is very similar to the current BCR and noted it is beneficial to have a form with legal authority which is of benefit to the Town.
 - e. Chair asked about ways forward given the difference of opinion. Commissioner Michel stated the ordinance and form is extreme overreach, and the only focus should be on what should be done before work starts. He proposed a separate ordinance on details of use and occupancy, or a separate annual data collection exercise on that. Commissioner Schulz responded that annual studies are impractical and more intrusive than if people are not making any changes and that having two ordinances to accomplish two things is more difficult than one ordinance. He stated that the concerns he hears are that this proposal is too detailed and has too many objectives. Commissioner Schulz suggested reviewing the proposal again and making more explicit what is exempted and what is included. Chair stated the need for this information for grant applications, with funds available if we are monitoring and tracking this information. The proposal asks for the minimum information needed, and by focusing only on changes it is less invasive. If there is no monitoring of what happens, then the data of the housing study becomes stale.
 - f. Christine Pratt stated that the proposal implies that any development would need to be approved. Chair responded that the only change from the current process is that the AO would review applications to ensure that there are not any other permits that might be required. Commissioner Schulz reiterated that this would not be approval it would be review and assistance to the public. Commissioner Michel concurred with Commissioner Schulz. Chair proposed that the discussion be continued at the next meeting.
8. Public comments: none
 9. Upcoming meetings: 21st July regular meeting
 10. Adjournment: 7.58 pm

A recording of this meeting can be found at: okemovalley.tv/mount-holly-planning-commission-616-6

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