

**TOWN OF MONTGOMERY, VERMONT**  
**MONTGOMERY DEVELOPMENT REVIEW BOARD**  
**UNAPPROVED MINUTES**

**Thursday, May 22, 2025 @ 5:30 pm**

**Board Members:** *Parma Jewett (Chair), John Kuryloski, Suzanne Wilson, Mary Garceau and Barry Kade*

**Applicants:** *Jamie Seeholzer and Spencer Kelley*

**Visitors:** *Peter Locher, Lynda Cluba, Clerk*

**Interested Parties:** *Marlene Hambleton, Jason Haddick*

Meeting came to order at 5:32 pm.

**1. DRB Hearing - Jamie Seeholzer and Spencer Kelley have submitted an application for Conditional Use Approval for a change of use, from a single family dwelling to a lodging establishment for short term rental. The application is for an existing structure on Parcel ID #242.067X of 5.04 acres at 824 Mountain Rd. This is in the Rural/Residential Zoning District. A lodging establishment in the Rural/Residential Zoning District requires Conditional Use Approval.**

**Evidence submitted by the Zoning Administrator noted as A1 includes:** Notice of Public Hearing, including abutting property owners posted in 3 places in town on May 2, 2025 and published in the St Albans Messenger; Application to the DRB dated 4/18/2025; Application for Building/Zoning Permit dated 4/18/2025; Vermont Agency of Natural Resources map of the property; Email communication between Zoning Administrator and the applicants; 10 page declaration of insurance by State Farm, effective dates 4/4/2025 - 4/4/2026; a copy of the lister card with a cost update as of 4/24/2024; a copy of the St of Vermont, Wastewater System and Potable Water Supply Permit for Glen Bartolomeo (previous land owner) effective 9/29/2007.

Applicant Spencer Kelley explains they purchased the property in April, 2025 for use as a second home and an investment for retirement. They plan on renting for 30 days or less when they are not here. They believe they can rent to 8 people. 2 persons for each bedroom and 2 others in the recreation room in the lower level. Parma explains the Board has previously approved 2 persons per bedroom, including children, in past applications for STR. Applicants state the bedroom on the lower level has a door with a family room, which they would use as a bedroom. They have ordered a code compliant egress window for the family room. The house was listed by the realtor as a 3 bedroom. Parma explains the Board refers to the lister card which states 2 bedrooms. All parking will be on premises.

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Parma ask if any interested parties have questions. Marlene Hambleton has concerns regarding parking. The bottom of the driveway is a right of way and is split at the bottom. She is concerned if the renters miss the driveway at bottom they would have to go up her driveway and turn around on her property. She enjoys her peace and quiet and can hear most any noises from the applicants property. If the Board approves the application she feels it should be for 4 people as the property has 2 bedrooms. She also asks who will enforce the conditions and can they be monitored. Parma answers that the Zoning Administrator can investigate if a complaint is made. Applicant responds that they would work with Marlene to address her concerns. They can put extra signing that can be illuminated at the bottom of the driveway. Applicants state they will not have parties or large events. She ask if anyone had comments before conclusion of the hearing. None were made.

Parma states the Board will go into deliberations and a decision will be made within 45 days. Hearing ends at 6:06 pm.

**2. Approve previous minutes** - Parma made a motion and was seconded to approve minutes of 8/22/24 and 9/26/24 as written. So moved 4-0 Barry was not present at those hearings. Parma made a motion and was seconded to approve the minutes of 10/24/24 as written. So moved 4-0. Barry was not present at the hearing .

Parma made a motion and was seconded to approve the minutes of 1/23/25 as written. Parma and Barry approved and will email Charlie Snedcor for approval, who was an alternate but not present at today's meeting. John, Mary and Sue recused themselves at the hearing.

Parma made a motion and was seconded to approve the minutes of 3/27/25 as written. So moved 3-0. Sue and Mary were not present at the hearing.

Parma made a motion and was seconded to approve the minutes of 4/24/25 as written. So moved 3-0. Sue and Mary were not present at the hearing.

**3. Reorganization of the Board** - Sue made a motion to nominate Parma Jewett as Chair of the DRB. Motion passed 5-0.

Mary made a motion to nominate John Kuryloski as Vice Chair of the DRB. Motion passed 5-0.

**4. Names for consideration of alternate DRB member** - No potential names have been submitted or considered for an alternate who would come to meetings and learn the process. Parma suggests Mark Brouillette should resign as he is very busy with other town business and often cannot attend as an alternate. Barry made a motion and was seconded to have the Selectboard post the position. So moved 5-0

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**5. Short-Term Rental ordinance drafted by Planning Commission** - Peter Locher was present as he was interested in discussion regarding the draft submitted. The board reviewed the draft and made recommendations, with Peters input, which they will submit to the Planning Commission. Barry suggests having a special DRB meeting to discuss these recommendations.

**1. DRB Hearing** John made a motion and was seconded to enter deliberations at 7:00 pm So moved 5-0. The Board exited at 7:18 pm

Based on the findings the Board **APPROVES** the application for Conditional Use at 824 Mountain Rd.

**Parma made a motion and was seconded to APPROVE the application for Conditional Use, to change the use from a single family dwelling, located at 824 Mountain Rd, to a lodging establishment for the purpose of short term rental with the following conditions:**

- a. **Maximum of 4 overnight guests, including children.**
- b. **Minimum of 3 parking spaces.**
- c. **Must provide proof of short term rental insurance.**
- d. **No overnight camping.**
- e. **Quiet hours between 10 pm and 6 am.**
- f. **House rules must be posted on the premises.**
- g. **911 location must be posted in a visual location.**
- h. **Property must be registered with the State of Vermont for rooms and meals tax, unless rentals are through an online platform that collects the tax.**
- i. **There must be a minimum of 1 fire extinguisher, smoke detector and CO detector on each level. Also a smoke/CO detector in each bedroom.**
- j. **A contact person must be available within a 25 mile radius at times when the property is rented. Contact information must be visibly posted on the premises.**
- k. **If renters have dog(s), Montgomery Town leash laws must be obeyed.**
- l. **No parties or large events.**
- m. **All parking signage must be visible at the junction of the driveways.**
- n. **All bedrooms must have egress according to Vermont Dept. of Health, short term rental regulations.**

**ROLL CALL VOTE: John - YES; Parma - YES; Sue - YES; Mary - YES; Barry - YES**  
**Motion passed 5-0**

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**6. Other Business** - No other business was discussed.

Barry made a motion and was seconded to adjourn at 7:29 pm. So moved 5-0

**Respectfully submitted : Lynda Cluba, Clerk**