**Minutes of Planning Board Meeting 14 October 2015**

**Call to Order:** The regular meeting of the Town of Hollis Planning Board was called to order at 7:00 PM by Chairman Chris Roy.

**Roll Call:** Christopher Roy, Faith Plummer, Rita Perron, Joseph Ponzetti, Richard Fitzpatrick, Paul Mattor, CEO Bob Cyr, Secretary Martha Turner.

**Review of Minutes**: Ms. Plummer moved to accept the minutes of September 23 as written. The motion was seconded and carried unanimously.

**Correspondence:** None

**CEO Report**: Mr. Roy introduced Bob Cyr, the new Code Enforcement Officer for the Town of Hollis. Mr. Cyr reported that he has had an inquiry from someone interested in opening a laundromat in the old Deer Pond Variety store location. The applicant will also be checking with the State Fire Marshall’s office.

**Old Business:** Dawn Clemens and Greg Wilson are seeking CUP approval for Garrigue Restaurant and Goods. They are working with the office of the State Fire Marshall regarding final questions such as the type of brick being used in the brick oven, and the prevention of snow falling off the roof onto the ADA ramp.

 Regarding the septic system, they are using a Presby Maze system which allows for the use of a 30% smaller system under a recent Maine law change, thus the septic system will be larger than it needs to be. They have determined that the septic system will not be located close enough to the neighboring well to cause any problems. They expect to have a maximum of 12 employees total for the store and restaurant, including both full and part time. Their parking plan has been submitted. Waste disposal will be a 2-yard dumpster collected weekly from the rear of the restaurant by McCormick & Sons of Hollis. The dining area will be in one area only, total of 675 sq. ft., thus reducing egress requirements. The total area of both floors combined is 7200 sq. ft.

 Mr. Lee Jay Feldman, Southern Maine Planning and Development Commission, was present tonight as a consultant regarding the approval of this Conditional Use Permit. He stated it appears that the applicants’ submissions have satisfied all of the Town’s requirements.

 Mr. Ponzetti **moved to approve** the Conditional Use Permit for Garrigue Restaurant and Goods, with the conditions that all required fees have been paid, and approval is received from the State Fire Marshall’s office. **The motion was seconded, discussed, and passed unanimously**.

 At Mr. Feldman’s suggestion, the secretary will prepare the “Findings of Fact” to be reviewed by the Planning Board at the next regular meeting.

**New Business:** Regarding the subdivision application for Clark Farm Estates - the engineer discovered that the Lyman town line is within 325’ at its nearest point, thus requiring the notification of the Lyman Planning Board. The Lyman Planning Board has declined to be involved, deferring all decisions to the Hollis Planning Board. The engineer, Bill Thompson of BH2M, was present tonight to address any concerns. All other questions regarding this subdivision have thus been resolved.

 Ms. Plummer **moved to accept** the Preliminary Plan for Clark Farm Estates. The motion was seconded by Ms. Perron. During discussion of the motion, Mr. Mattor suggested reviewing the procedure step by step. Ms. Plummer reviewed the checklist, item by item, from the Hollis Subdivision Regulations, Section 7.2.B.

1. Clark Farm Estates, Map 4 Lot 1
2. Verification of right, title, or interest
3. Field survey of boundary lines of the tract
4. Existing covenants/easements/restrictions: none
5. Copy of proposed Homeowners Association bylaws
6. Contour lines
7. “Vegetative cover type” has not been addressed. Mr. Mattor **moved to waive** this documentation, as the entire parcel is forested open space. The motion was seconded and carried unanimously.
8. Subsurface sewage disposal, two test pits per lot
9. Private wells
10. Date, magnetic north point, name and address of owner and preparer
11. Names and addresses of adjacent property owners
12. Zoning boundaries – all within R3
13. Existing culverts
14. Existing and proposed streets: Route 202, Sara Vaughn Road, and a proposed private road
15. No public improvements present
16. Lot lines and lot areas
17. No land dedicated to public use
18. Open space management: Homeowners Association
19. Soil survey
20. No flood zones or Resource Protection Zones
21. Hydrogeologic survey
22. Traffic study
23. Traffic study
24. The Road Commissioner, Fire Chief, and Conservation Commission have been notified of these plans
25. Performance guarantees, in accordance with Article 13.

 Discussion of the various forms of performance guarantee, to make sure the new road is constructed as proposed. This could be an Escrow Account, a Letter of Credit, or a Performance Bond. This guarantee would cover the Town’s cost of finishing the road if the developer defaults, and could be included as a condition of Final Approval. The engineer will consult with the developer on this item. Mr. Fitzpatrick suggested that the CEO could keep track of the deadline for expiration of the performance guarantee.

 The motion on the floor is to approve the Clarks Farm Preliminary Plan with the condition of the provision of a performance guarantee for completion of the private road. The motion carried unanimously.

**Public Comment:** None

**Next Meeting:** The next regular meeting of the Hollis Planning Board will be on Wednesday, October 28, 2015, at 7:00 PM. For this meeting, the secretary will prepare a draft of the “Findings of Fact” regarding Garrigue Restaurant and Goods. Mr. Feldman discussed what the courts will look for in “Findings of Fact.” They do not want to read the minutes, just the facts. Mr. Feldman will provide the secretary with examples of recommended wording.

 In addition, review of the town’s Growth Ordinance will be on the agenda for the 28th. The Planning Board will also be meeting on Wednesday, November 11. Further review of the two proposed subdivisions, Clark Farm and Warren Farm, will be scheduled after the Final Plans have been received.

**Adjourn:** The meeting was adjourned at 8:20 PM.

Minutes Submitted by Martha Turner, Secretary

Approved by Planning Board 10-28-15