

**TOWN OF HOLLIS
PLANNING BOARD
34 Town Farm Road
Hollis ME 04042**

12 February 2014

Minutes of Planning Board Meeting

Call to Order: The regular meeting of the Town of Hollis Planning Board was called to order at 7:00 PM on Wednesday, February 12, 2014, at the Hollis Community Building by David Goodwin, Chairman.

Roll Call: David Goodwin, Chris Roy, Faith Plummer, Victor Kirmes, CEO Peter Gordon.
Also present: Selectmen Brian Atkinson and David McCubrey

Review of Minutes: The minutes of the 1-8-14 regular meeting were unanimously approved as presented. The minutes of the 1-8-14 Public Hearing were approved with one amendment. Instead of "nor will employment levels change in any way," the sentence will read "employment levels are not expected to change." A copy of the amended minutes is on file.

Correspondence: none

CEO Report: Mr. Gordon reported that he has received several general inquiries regarding changes of ownership and use permits, but nothing in writing yet for the Board to Consider.

Old Business: none

New Business: Consideration of draft of Accessory Dwelling Ordinance.

Discussion of need for accurate and precise definitions for terms such as "kitchenette," and "neighborhood character" in order to prevent confusion and to aid enforcement. Emphasis on need for annual update by CEO regarding the occupants of the accessory dwelling.

CEO noted that a septic system design is based on the number of bedrooms, so the addition of a bedroom would require a new septic plan to be on file with the CEO in case the original system fails.

Any accessory dwelling would require a permit from the CEO, as would alterations such as addition of outside stairs. The final occupancy permit would not be granted until the construction is complete. The CEO emphasized that an accessory dwelling that is not within or attached to the original building must meet code.

Discussion of what is considered "hardship" when applying for accessory dwelling. The hardship may be physical or financial. Emphasis on the requirement that the occupants be family members, and the accessory dwelling is not to be used as a rental unit.

Review of the proposed accessory dwelling ordinance will continue at the next meeting.

Public Comment: none

Adjourn: With no further business to be considered tonight, the meeting was adjourned at 8:15 PM.

Minutes submitted by Martha Turner, Secretary