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## PLANNING BOARD

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Paul Mattor, Chair  
Don Roth Jr, Vice Chair  
Peter Lovell  
Heather Sullivan  
Jessica Brackett  
Tom Witkowski  
Gregg McPherson

### Minutes of Planning Board Meeting 9 March 2022

**Members Present:** Heather Sullivan, Gregg McPherson, Peter Lovell. Via Zoom: Paul Mattor.

**Absent:** Tom Witkowski, Don Roth Jr.

**Others Present:** Dave McCubrey and Mary Hoffman, Select Board; Madison Moody and Doris Luther, Hollis Conservation Commission; Martha Turner, Secretary; David Galbraith SMPDC

**Call to Order:** Tonight's Chair was Heather Sullivan, who called the meeting to order at 7:00 PM.

**Change to Agenda:** Ms. Sullivan reported that the Planning Board will not be discussing a proposed ordinance change regarding eliminating cluster subdivisions because the proposal was not submitted in proper format through proper channels.

**Minutes:** Motion was made and seconded to approve the minutes of 23 February 2022 as presented. Motion carried 4-0-0.

**Correspondence:** None

**Reports:** None

**Public Comment:** Madison Moody, Chair of the Hollis Conservation Commission, stated that the Commission is against the idea of getting rid of cluster subdivisions, primarily because such development preserves 50% of the land for open space which cannot be developed in the future. He indicated that the Conservation Commission intends to become more involved in the subdivision review process. Doris Luther, member of the Commission, emphasized that their mission is to preserve open space in Hollis.

**Unfinished Business:** Discussion of proposed Zoning Ordinance changes to be included in the June warrant.

1. Driveway/entrance standards. Mr. Mattor read an email from Jay Stephens, engineer, regarding suggested changes to the proposed language. The Road Commissioner was not present at tonight's meeting. This proposal was tabled for further discussion pending further input from Road Commissioner.
2. Knox Box/emergency access. Language and location suggested at last meeting. No new discussion at this time.
3. Lighting Ordinance. Sponsored by Gregg McPherson. Mr. McPherson noted that the CEO has not been receiving lighting complaints, so there might not be a need for such an ordinance in Hollis. Mr. Mattor volunteered to sponsor this ordinance and move it forward for inclusion on the June warrant. Members recommended that the proposed ordinance shall begin with "In all zoning districts."
4. RR3 bulk & space (section 5.5.2). Change from 160,000 sq. ft. to 120,000 sq. ft. to be consistent.
5. Remove incorrect reference (Section 6.24.2.c.) Mr. Galbraith stated that the Planning Board has the authority to make this change without public hearings. Current language is as follows: "c. Roads serving two (2) or more dwelling units shall have a minimum of eighteen (18) inches of base or more as required and an eighteen (18) foot wide traveled surface or more as required. **Soil specifications as mentioned previously in Section 6.20.2.2.**" Section 6.20 of the current ordinance concerns timber harvesting, not road construction.

Ms. Turner reported that in the 1999 Zoning Ordinance, Section 6.20 concerned roads. Specifically, 6.20.2.2, under Construction Standards, stated as follows: "Roads serving one (1) dwelling unit shall have a minimum twelve (12) inch base or more as soils require, and a minimum of twelve (12) foot traveled surface. Said road shall be subject to soil tests after the removal of topsoils and prior to construction." Section 6.20.2.3 states "Roads serving two (2) or more dwelling units shall have a minimum of eighteen (18) inches of base or more as required and an eighteen (18) foot wide traveled surface or more as required. **Soil specifications as mentioned previously in Section 6.20.2.2.**" This appears to be the erroneous reference that was carried forward incorrectly into future ordinance revisions. Motion was made and seconded to remove the last sentence from 6.24.2.c. Motion carried 4-0-1.



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6. Shoreland Zoning Map. Discussion of when exactly the map marked "Hollis Official Land Use Zoning and Shoreland Zoning Map Draft December 1, 2008" was adopted by Town vote as the Official Zoning Ordinance, and further discussion of whether that map is correct. Further discussion tabled for next meeting, pending further input from Code Enforcement.
7. Memo from Select Board concerning a zoning change request from Hollis resident Joseph Carson regarding changing lot size in NHRCZ from five acres to three acres. Mr. Mattor noted that the area in question contains a valuable resource that needs to be protected; changes to this zone would be inconsistent with the Comprehensive Plan. Motion was made and seconded to reject the request for zoning change submitted by Joseph Carson. Motion carried 4-0-1. Mr. Mattor noted that there has been a bid from SMPDC to take over the revision of the Comp Plan.
8. Cluster subdivisions. Ms. Turner stated that this item should not have been added to the agenda because the proposed ordinance change was not submitted in proper format through proper channels. Discussion tabled.

**New Business:** None

**Long Range Planning:** None

**Plan for Next Meeting:** 7:00 PM Wednesday 23 March 2022 to include public hearing for ordinance changes.

**Adjourn:** Meeting adjourned 8:00 PM.

Minutes submitted by Martha Turner, Secretary  
Approved by Planning Board 23 March 2022