



PLANNING BOARD

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

Minutes of Planning Board Meeting 23 February 2022

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

Others Present: Dave McCubrey, Select Board; Martha Turner, Secretary; Tammy Munson CEO; Chris Young, Fire Chief; Joe Carson.

Call to Order: With a quorum present, the meeting was called to order by Chair Paul Mattor at 7:04 PM.

Minutes: Motion was made and seconded to approve the minutes of 9 February 2022 as presented. Motion carried 5-0-2 (Mattor and Witkowski abstained).

New Business: Ms. Munson opened discussion of six proposed ordinance changes being considered for the June warrant.

1. Knox Box/emergency access requirement. The Planning Board has recently reviewed some business applications for which the Board has required emergency access to be provided via Knox Box. At the last meeting, Mr. McPherson submitted a copy of Buxton's requirement for "Rapid Entry System" prompting further input from Ms. Munson and Chief Young. Wording options were discussed at length; suggested as follows: "All occupancies (new, changing, or renovated) that require Planning Board review, with the exception of one- or two-family dwellings, shall be required to install a "KNOX BOX" rapid entry system as determined by the Fire-Rescue Chief, to allow for rapid, non-destructive entry into the building and/or property during an emergency." Chief Young explained that Hollis has bought into the Knox Box system as a municipality. Discussion of where to add this item; settled on Article 6, Performance Standards, adding 6.26 "Emergency Access" or "Rapid Entry Systems" or "Fire and Safety Provisions." Motions were made and seconded to approve the language and the location in the ordinance; both motions carried 6-0-1. (Later in the meeting, these votes were retracted).
2. Driveway Ordinance. Presented by Tammy Munson, as Deputy Road Commissioner. Introductory paragraph was suggested: "An entrance (or driveway) permit must be obtained from the Town of Hollis Road Commissioner. Any entrance requiring a culvert installation must follow the specifications outlined in this document. For further information regarding roads, driveways, or entrances, please see the Town of Hollis Road Ordinance." Several specific standards were then suggested, followed by discussion of whether or not the standards should be included in the ordinance. Motion was made and seconded to table further discussion pending meeting with Road Commissioner. Motion carried 6-0-1.
3. Clerical error correction. In the current Zoning Ordinance, Article 6.24.2.c. final sentence reads: Soil specifications as mentioned previously in Section 6.20.2.2." The referenced item 6.20.2.2 currently pertains to timber harvesting, not road construction. Although the source is unclear, the reference may have carried over from a previous version. Motion was made and seconded to table further discussion for next meeting; carried 6-0-1.
4. Proposed change to space and bulk requirements in RR3, Section 5.5.2. This change balances the requirements of the space and bulk standards regarding cluster and non-cluster subdivision requirements. Current language is as follows:



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“Maximum density of development is divided into three categories: single-lot (non-subdivision) development, non-clustered subdivision development and clustered subdivision development. See Hollis comprehensive Plan for diagrams and text.

1. For single-lot, non-subdivision development: 120,000 sq. ft.
2. For non-clustered subdivision development: 160,000 sq. ft.
3. For cluster development:
 - 40,000 sq. ft. individual lot size
 - Overall density not to exceed one lot or dwelling unit per 120,000 sq. ft. of net land area
 - Preservation of at least 50% of the gross land area as open space
 - All lots must have either direct access or deeded rights-of-way to open space.”

The proposed change would change (2) to 120,000 sq. ft. to be consistent. Motion was made and seconded to approve this proposed change. Motion carried 6-0-1. (Later in the meeting, these votes were retracted).

5. Officially adopt the shoreland zoning/land use map of the Town of Hollis dated December 1, 2008, which states that it is a draft, although it is being used as the official zoning map. Tabled for next meeting.
6. Proposed lighting ordinance. At the last meeting, Mr. McPherson submitted a copy of Buxton’s lighting ordinance, to which Ms. Turner added those from Limington and Standish for comparison. Suggested wording was discussed at length, including questions about definitions of “excessive” and “glare.” Members were asked to review this proposed ordinance and return to next meeting with their preferences for specific language.

Correspondence: None.

Reports: None

Public Comment: None

Long Range Planning: None

Plan for Next Meeting: Wednesday 9 March 2022, 7:00 PM. Public hearing for proposed ordinance changes will be held on Wednesday 23 March 2022 at 7:00 PM.

Adjourn: Meeting adjourned 9:10 PM.

Minutes submitted by Martha Turner, Secretary

Approved by Planning Board 9 March 2022