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## PLANNING BOARD

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Paul Mattor, Chair  
Joe Ponzetti, Vice Chair  
Peter Lovell  
Heather Sullivan  
Jessica Brackett  
Bruce Wishart  
Max Kenney

### Minutes of Planning Board Meeting 9 January 2019

**Present:** Paul Mattor, Chair; Joe Ponzetti, Vice Chair; Heather Sullivan, Peter Lovell, Jessica Brackett, Max Kenney. **Absent:** Bruce Wishart. **Others present:** Martha Turner, Secretary; Dave McCubrey, Select Board; Eric Sanderson, SMPDC.

**Call to Order:** A quorum being present, the meeting was called to order at 7:00 PM by Chair Paul Mattor.

**Public Hearing:** Motion made, seconded, and carried to suspend the regular meeting and open the Public Hearing for Shoreland Zone permit application #2201-4134, 197 River Road. The applicant, Scott Danis, reviewed his plans for renovations to an existing residence. This project has been approved by the Saco River Corridor Commission.

No members of the public offered any input regarding this application. Motion made, seconded, and carried to close the Public Hearing and reopen the regular meeting.

**Minutes:** Motion made, seconded, and carried to approve minutes of 12 December 2018 as presented.

**Reports:** Mr. Mattor reported on the New Municipal Complex Committee, which will be holding two "visioning sessions" in February. These will be facilitated by WBRC Architects & Engineers. The Committee's website is: [www.hollistomorrow.org](http://www.hollistomorrow.org). Mr. Mattor also reported that the Long Range Planning Committee is being reorganized to resume working on the town's Comprehensive Plan.

**Correspondence:** Two items distributed to Planning Board members: one, email from CEO; two, postcard from New Municipal Complex Committee.

**Old Business:** Shoreland Zone Permit #2201-4134, Johanne & Scott Danis, 197 River Road. Review of Shoreland Zone Ordinance (SZO) Chapter 1.4; results of this review are as follows:

1. Will maintain safe and healthful conditions: residence is safe and healthful;
2. Will not result in water pollution, erosion, or sedimentation to surface waters: standard best practices will be followed during construction;
3. Will adequately provide for the disposal of all wastewater: existing septic system is adequate;
4. Will not have an adverse impact on spawning grounds, fish, aquatic life, bird or other wildlife habitat: no impact, plenty of buffer between residence and river;
5. Will conserve shore cover and visual, as well as actual, points of access to inland and coastal waters: no changes, no impact;
6. Will protect archaeological and historic resources as designated in the comprehensive plan: no impact, as the area is already developed;
7. Will avoid problems associated with flood plain development and use: not located in flood plain;
8. Is in conformance with the provisions of Chapter 17, Land Use Standards (see below).

#### Review of SZO Chapter 17.2:

1. Setback must be at least 100' from normal high-water line: existing setback is 280'
2. Shall not exceed 35' in height: residence will not exceed 35' in height
3. Elevation at least one foot above the one hundred year flood: not located in flood plain
4. Total footprint of all structures shall not exceed 20% of the lot: total will not exceed 20%
5. Stairways to shoreland access: none.

Review of Hollis Zoning Ordinance (HZO) Section 3.7.4.5. Factors Applicable to Conditional Use. Results of review are as follows:



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- a. The applicant shall present adequate evidence in order for the board to make findings of fact on the proposed use: application has been submitted. (5-0-1)
- b. Will not have adverse impact on fish, bird, or other wildlife habitat: no impact; adequate distance and buffer from river. (5-0-1)
- c. Will conserve shore cover and visual, as well as actual, access to water bodies: no changes. (5-0-1)
- d. Use is consistent with Comprehensive Plan: yes - residential use. (5-0-1)
- e. Access to the site is safe and adequate: existing driveway is safe and adequate. (5-0-1)
- f. Flood hazard protection: not located within flood zone. (5-0-1)
- g. Adequate provision for the disposal of all wastewater and solid waste: existing systems are adequate. (5-0-1)
- h. Adequate provision for hazardous materials: no hazardous materials will be generated. (5-0-1)
- i. Storm water drainage system: not required, single residence existing on property. (5-0-1)
- j. Control of soil erosion and sedimentation: best practices will be followed during construction. (5-0-1)
- k. Adequate water supply: existing well is adequate. (5-0-1)
- l. Buffer strips for protection of neighboring properties from detrimental features: no detrimental features. (5-0-1)
- m. All performance standards in the Ordinance will be met: yes, with oversight by Hollis CEO. (5-0-1)
- n. Use will not deplete or degrade adjacent water bodies or supplies: adequate distance/buffer between residence and river. (5-0-1)
- o. The use will not adversely burden existing municipal infrastructure: no impact. (5-0-1)
- p. Adequate provisions for fire protection for the intended use: no change. (5-0-1)
- q. Consideration of advice of the Conservation Commission where applicable: no input received. (5-0-1)

Mr. Ponzetti made a motion to approve the application for Shoreland Zone Permit #2201-4134, Johanne & Scott Danis, 197 River Road, as submitted. Motion was seconded; motion carried 5-0-1.

**Old Business:** Status report from Darbick Terrace Subdivision #2202-4240. Thayer Engineering and Nadeau Land Surveyors are in the process of sharing information; no resolution at this time. No report from the town's attorney. Status update will again be on the agenda for the next meeting.

**New Business:** Bean Street Subdivision #2202-4237; submitted by Van Hertel, applicant, and presented by Bill Thompson BH2M, project manager. This subdivision includes a total of 136 acres located in the RR3 Zone, Hollis Tax Map 12. Some of these lots are vacant, and some have already been developed.

Mr. Mattor noted that this subdivision application is submitted to remedy an existing illegal subdivision that has been determined by the Hollis CEO to have been in violation for several years. This application is intended to cure this violation.

### Review of Hollis Subdivision Regulations, Article 4.8.A. Results of this review as follows:

1. Confirm that the application is complete, and that the fee has been paid, and that the Treasurer has established an escrow account: all fees have been paid; escrow account has been established.
2. Notification of abutters: list of abutters has been received; all abutters will be notified of site visit and public hearing.
3. Sketch plan showing the geometry of the development: sketch plan submitted as required.
4. Establish whether the development will be a cluster, PUD, or standard subdivision, or a combination thereof: this is a standard subdivision.
5. Confirm status as a major subdivision (defined as more than four lots): yes = 9 lots total.
6. Identify any major impacts that affect the planning, layout, and development of the land: to be determined.
7. Identify special submittals that will be required for the next level of application: USDA soils map.
8. Identify the level of review that will be required for the next level of application: preliminary plan.
9. Alternative development scenarios: not required.
10. Schedule onsite inspection: scheduled for 26 January 2019.

Review of Hollis Subdivision Regulations. Article 5. Sketch Plan for All Subdivisions. Results of this review are as follows:



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- A. Proof ownership or interest in the property. Deeds have been submitted by the applicant. Although some of the lots have been developed, the applicant originally owned the entire parcel, and the purpose of this application is to cure an existing violation.
- B. Sketch plan showing layout: sketch plan is complete.
- C. Copy of Assessor's Map: submitted as required.
- D. The Sketch Plan shall be accompanied by a copy of a portion of the U.S.G.S topographic map of the area showing the outline of the proposed subdivision: the topography provided on the sketch plan meets or exceeds the U.S.G.S. map.
- E. Copy of the soils map from the USDA Soil Conservation Service survey. Not yet submitted.
- F. All subsequent submissions shall contain annotations listing the revisions made. No revisions yet.
- G. Ten (10) copies of the sketch plan and all supporting materials. Submitted as required.
- H. Sketch plan shall be supplemented with a written project narrative. Submitted as required.

Mr. Sanderson commented on the locations of the test pits on each lot. He noted that the final plan must show a 100' radius for the well locations. Mr. Thompson stated that he will show the zones where no wells are allowed.

Board members discussed the status of Lots 9 and 10. Mr. Hertel noted that both lots are currently owned by Country Properties of Maine. Board members and Mr. Hertel all agreed to consider these together as one lot, thereby creating a 9-lot subdivision. Mr. Sanderson will look into the provisions for "back lots."

Ms. Sullivan moved to consider the sketch plan complete. Motion was seconded, and carried 5-0-1. Ms. Sullivan moved to find the application complete, with the addition of the USDA soils map. Motion was seconded, and carried 5-0-1.

Board members discussed at length the pros and cons of scheduling a site walk with snow on the ground. According to Article 4.4 of the Hollis Subdivision Regulations: "The site visit is intended to acquaint the Board with site conditions. Once the ground is covered with snow, site walks will not be performed." Mr. Mattor emphasized that the Subdivision Regulations are guidelines, not part of an ordinance. He noted that if a site walk is scheduled and then cancelled due to the weather, the applicant would be responsible for the additional expense involved with rescheduling. A public hearing will not be held until after the site visit has been completed.

Motion was made to schedule a site walk for Saturday 26 January 2019 at 9:00 AM. Motion was seconded and discussed. Motion carried 4-1-1.

Mr. Hertel and Mr. Thompson agreed with the choice to schedule a site walk as soon as possible, with the understanding that rescheduling might be required. The site walk is scheduled for Saturday 26 January 2019 at 9:00 AM. Notice will be sent by certified mail to all abutters, and will be advertised in the Smart Shopper for the next two weeks. Cancellation will be at the discretion of the Planning Board Chair.

Motion was made to schedule a public hearing for Wednesday 13 February 2019, if a site visit has been completed prior to that date. Motion was seconded and discussed. Motion carried 4-0-2.

**Public Comment:** None.

**Plan for Next Meeting:** The next Planning Board meeting will be Wednesday 23 January 2019.  
Meeting adjourned at 8:45 PM.

Minutes submitted by Martha Turner, Secretary  
Approved by Planning Board 23 January 2019