



---

## PLANNING BOARD

---

Paul Mattor, Chair  
Max Kenney, Vice Chair  
Peter Lovell  
Heather Sullivan  
Jessica Brackett  
Vacant Seat  
Vacant Seat

### Minutes of Planning Board Meeting 11 March 2020

**Present:** Paul Mattor, Chair; Max Kenney, Vice Chair; Peter Lovell, Heather Sullivan; Tammy Munson, Code Enforcement Officer; Martha Turner, Secretary; Eric Sanderson, Southern Maine Planning and Development Commission; Dave McCubrey, Select Board. **Absent:** Jessica Brackett.

**Call to Order:** A quorum being present, meeting was called to order at 7:05 PM by Chair Paul Mattor.

**Minutes:** Motion was made and seconded to approve minutes of 26 February 2020 as presented. Motion was discussed. Mr. Mattor suggested two corrections: (1) spelling out Southern Maine Planning and Development Commission, (2) specifying the page numbers referenced in the Shoreland Zoning Ordinance regarding items #22 and #36 in the Use Table. Motion carried as amended 3-0-1.

**Correspondence:** None

**Reports:** Ms. Munson reported that Code Enforcement is continuing to process applications, some of which will be appearing before the Planning Board in the near future. Mr. McCubrey reported that next week the Select Board will be holding a public hearing regarding the warrant articles for June. He also noted that the Select Board is continuously receiving updates on the coronavirus situation and will advise Hollis residents and town employees as necessary.

**Unfinished Business:** Rich McKinnon, Shoreland Zoning Permit #2201-4136, 18 George Connors Road. Mr. McKinnon presented the items requested by the Planning Board at the last meeting: copy of deed, statement authorizing the applicant to act as agent of property owner, copy of Shoreland Zoning Map, erosion and sediment control plan, aerial photo, DEP permit by rule, and Hollis tax map. Ms. Munson noted that two different copies of the tax map indicate two different lot numbers for this property, due to the recent revaluation and mapping changes. The old map shows Map 15 Lot 28, the new map shows Map 15 Lot 30.

Ms. Sullivan moved to consider the application complete. The motion was seconded, and carried 3-0-1. The application is complete.

Ms. Sullivan moved to forego a site visit and rely instead on the Code Enforcement Officer's observations, measurements, and photographs. The motion was seconded and discussed. Motion carried 3-0-1. There will be no site walk.

Ms. Sullivan moved to schedule a public hearing for the next meeting, March 25. Motion was seconded, and carried 3-0-1. The secretary will post the required notices.

**Public Comment:** Roslyn Landry, 15 George Connors Road. Ms. Landry expressed concerns regarding the location of property lines between her property and Mr. McKinnon's. Mr. Mattor advised that the CEO and the Planning Board do not deal with the resolution of boundary disputes. Both Ms. Landry and Mr. McKinnon stated that they each have a boundary survey, and they will provide the Planning Board with copies.



---

## PLANNING BOARD

---

Paul Mattor, Chair  
Max Kenney, Vice Chair  
Peter Lovell  
Heather Sullivan  
Jessica Brackett  
Vacant Seat  
Vacant Seat

**Unfinished Business:** Review of proposed changes to the Accessory Dwelling Unit Ordinance. Motion was made and seconded to recommend to the Select Board the proposed changes to appear on the June warrant. Motion carried 3-0-1.

**New Business:** Discussion of revised Shoreland Zoning Application form, specifically the list of required documents.

"The following must be provided with the application prior to Planning Board review:

- \_\_\_\_\_ Deed
- \_\_\_\_\_ List of abutters, including name and mailing address
- \_\_\_\_\_ Copy of the tax map showing property location
- \_\_\_\_\_ Copy of the Shoreland Zone Map showing property location
- \_\_\_\_\_ Aerial photo of property, showing surrounding area
- \_\_\_\_\_ Copy of DEP and/or Saco River Corridor Commission approval, if applicable
- \_\_\_\_\_ Location of septic system on the property
- \_\_\_\_\_ Erosion control plan
- \_\_\_\_\_ Statement authorizing applicant to act as agent, if the applicant is not the property owner

Additional documents may be requested by the Planning Board during the review process."

**Plan for Next Meeting:** The next regularly scheduled Planning Board meeting will be Wednesday 25 March 2020, 7:00 PM, beginning with Public Hearing for 18 George Connors Road.

Mr. Mattor asked members to review the Comprehensive Plan, especially regarding Land Use. Members are encouraged to bring comments and suggestions for Comp Plan revisions.

**Adjourn:** Meeting adjourned at 8:20 PM.

Minutes submitted by Martha Turner, Secretary

Approved by Planning Board 27 May 2020