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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  
Vacant Seat

### Minutes of Planning Board Meeting 8 September 2021

**Members Present:** Paul Mattor, Chair; Don Roth Jr, Vice Chair; Peter Lovell, Heather Sullivan.  
(Absent: Jessica Brackett, Tom Witkowski)

**Others Present:** Dave McCubrey, Select Board; Martha Turner, Secretary; Eric Sanderson SMPDC; Bennet Flinner, Select Board Office Assistant; Ralph Ruel, Dan Yarumian, Joe Carson, Jack McGarry, Shannon Clark, Nancy Chamberlain, Jim Costa.

**Call to Order:** Quorum present; meeting called to order at 7:00 PM by Chair Paul Mattor at the Hollis Community Building.

**Minutes:** Motion was made to approve minutes of 25 August 2021. Motion was seconded and discussed. Mr. Mattor suggested two changes in the first paragraph under "Unfinished Business" re: Point of View Subdivision. First: to change the word "clarification" to "guidance." Second: to change the phrase "can be required" to "are preferred by the Town." Motion was made to add these two changes to the minutes. Motion was seconded; carried 3-0-1. Motion was made to approve the minutes of 25 August 2021 with these two changes. Motion was seconded; carried 3-0-1.

**Correspondence:** Two memos from Select Board: one re: stone monuments; one re: marijuana businesses.

**Reports:** Mr. McCubrey reported that the Select Board has scheduled an in-person town meeting for Wednesday 29 September 2021 at 7:15 PM at the Hollis Community Building. A public hearing regarding the warrant for the meeting will be held at 7:00 PM Wednesday 15 September 2021 during the regular Select Board meeting.

**Public Hearing:** Motion was made and seconded to suspend meeting and open public hearing for the proposed Remote Participation Policy. Motion carried 3-0-1. Public hearing opened at 7:10 PM. No public comments were offered. Motion was made and seconded to close public hearing and resume Planning Board meeting. Motion carried 3-0-1. Meeting resumed at 7:12 PM.

**Remote Participation Policy:** Members discussed the draft policy which is based on the policy previously approved by the Select Board and the Board of Appeals. Mr. McCubrey noted that this is a state-mandated policy, and the template was provided by the town's attorney. Mr. Mattor recommended adding the title "Hollis Maine Planning Board Remote Participation Policy." Other changes were suggested and discussed. Motion was made and seconded to accept the policy as proposed, with the addition of the title. Motion carried 3-0-1.

**Unfinished Business:** Point of View Subdivision #2202-4250, Dan Yarumian and Ralph Ruel. Mr. Ericson noted that a Shoreland Zone Permit is required for this subdivision, due to the location of a large freshwater wetland area. Discussion of monumentation: stone monument vs. iron stake. Motion was made and seconded to accept iron stakes for all subdivisions going forward. Motion carried 3-0-1.

Memo was received from Civil Consultants re: Point of View subdivision preliminary plans. Mr. Yarumian noted that he has not yet received this memo. Motion was made and seconded to authorize Dan Yarumian to work directly with Jay Stephens at Civil Consultants. Motion carried 3-0-1. Once all engineering changes are submitted, both the subdivision application and the SZO permit could be considered as complete at the same meeting. If a public hearing is desired, that would be scheduled after both applications are found to be complete.



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**New Business:** McGarry Tea House SZO #2201-4149, presented by Jack McGarry, property owner. Address of property is 315 East Old Alfred Road, Map 3 Lot 1. The building was previously the "Tea House Antique Reproductions." He noted that this is not really "new" business, but was originally reviewed by the Planning Board five years ago. Since that time, a new SRCC permit has been received, space for parking one vehicle has been confirmed, a new septic system has been planned, as well as plans to dig a new well. Mr. McGarry plans to remove the existing commercial building and replace it with a single-family cottage. Setbacks must be confirmed to ensure that the new building will be set back from the river to the greatest extent possible.

Motion was made and seconded to accept the McGarry SZO application as complete. Carried 3-0-1. The SZO application is complete. Motion was made and seconded to schedule a site visit at this location at 6:00 PM on Wednesday 22 September 2021. Carried 3-0-1. Motion was made and seconded to schedule a public hearing during the regular Planning Board meeting at 7:00 PM on Wednesday 22 September 2021 at the Hollis Community Building. Carried 3-0-1.

**Public Comment:** Joe Carson, Hollis resident, commented on two issues. First, he would like to resolve the problem of his lot being divided between two different zones (RR3 and NHRCZ). Second, he questioned the need for five-acre lots in the NHRCZ. Mr. Mattor referred him to the Comprehensive Plan for information on why each zone has its own specific characteristics. Mr. Carson will work with Code Enforcement regarding how to handle lots that are split between two different zones. Mr. Mattor noted that he is working with a committee to revise the Comprehensive Plan, so this is a good time for board members to review each zone for possible changes.

Jim Costa, Hollis resident, voiced concerns about the Totem Pines subdivision which was recently approved by the Planning Board. He is concerned that he will not have access to Old Grassy Road, although he has a deeded right of way. He questioned why he was not notified about this subdivision. Mr. Mattor explained that Mr. Costa's property does not abut the Totem Pines parcel. Mr. Mattor talked about the cluster subdivision process. He emphasized that the Planning Board invested a lot of time and effort in determining that the property owner does have the right to relocate the right of way through her property, but she is not permitted to deny access to the right of way. Mr. Mattor noted that a decision of the Planning Board may be appealed through the courts.

**Plan for Next Meeting:** Wednesday 22 September 2021, 6:00 PM site visit at 315 East Old Alfred Road. Regular meeting Wednesday 22 September 2021, 7:00 PM, at the Community Building, to include public hearing for McGarry Tea House SZO #2201-4149.

**Adjourn:** Meeting adjourned 9:05 PM.

Minutes submitted by Martha Turner, Secretary  
Approved by Planning Board 22 September 2021