

**TOWN OF HOLLIS
PLANNING BOARD
34 Town Farm Road
Hollis ME 04042**

Minutes of Planning Board Meeting 11 November 2015

Call to Order: The regular meeting of the Town of Hollis Planning Board was called to order at 7:00 PM by Vice Chair Faith Plummer.

Roll Call: Faith Plummer, Joseph Ponzetti, Richard Fitzpatrick, Peter Lovell, Paul Mattor, CEO Bob Cyr, Secretary Martha Turner. Select Board: River Payne

Election of Chair: Mr. Fitzpatrick nominated Peter Lovell. Mr. Lovell declined. Mr. Lovell nominated Paul Mattor. The motion was seconded, and carried 4-0-1. The meeting continued under the new Chair, Paul Mattor.

Review of Minutes: Mr. Lovell moved to accept the minutes of October 28 as written. The motion was seconded and carried unanimously.

Correspondence: The secretary announced that the first meeting of the Hollis Budget Committee is scheduled for Nov. 30, in case any PB members would like to view or attend.

CEO Report: Mr. Cyr reported Garrigue restaurant has begun work on septic system. Nothing received yet from State Fire Marshall. Mr. Cyr reported that a resident has expressed interest in opening a home brewery in Hollis, but the applicant first has to consult with the State.

Old Business:

1. Garrigue Letter. Mr. Ponzetti moved to approve the letter to Garrigue restaurant, granting the Conditional Use Permit and listing the conditions of approval. The motion carried unanimously. The letter was signed by Faith Plummer, Vice Chair, and will be mailed to the applicants tomorrow.

2. Growth Ordinance. Ms. Payne reported that the Long Range Planning Committee is looking into the creation of a document to replace the current Growth Ordinance. There is a question of whether everything covered by the Growth Ordinance is also covered in other documents, such as Zoning Ordinance or Subdivision Regulations.

3. Performance Guarantee. Mr. Thompson has provided a letter from Gorham Savings Bank regarding Mr. Hertel's ability to complete the subdivisions as required. The Select Board will be consulted to determine whether this letter is sufficient. Mr. Thompson noted that in most towns he has found that the bank will not issue a letter of credit before final approval.

Mr. Thompson stated that he still has not had a response from the Hollis Fire Chief regarding the proposed locations of the fire tanks for the two subdivisions. Ms. Payne noted that the Select Board members were not aware of this situation.

Mr. Ponzetti moved that the two subdivision applications are not considered complete at this time, pending receipt of the bank's letter of credit and the fire chief's letter approving the fire tanks. The motion was seconded and carried unanimously. The Final Plans will be reviewed at the next Planning Board meeting.

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4. Review of Planning Board Bylaws. Ms. Plummer moved to change all references to “Chairman” and “Vice Chairman” to “Chair” and “Vice Chair.” The motion was seconded and carried unanimously.

Members discussed changing the number of PB members from seven to five. Decided to leave the membership wording as is: “The Board shall consist of seven (7) regular members and two (2) alternate members.” Discussion of need to fill all nine (9) seats.

Discussion of duties of “Secretary/Vice Chair” as opposed to “Executive Secretary.” Discussion of changing annual meeting to be scheduled during the month of July.

The Executive Secretary will prepare a marked-up draft of the revised bylaws to be considered at the next regular Planning Board meeting.

5. Review of Home Occupation definition. Secretary will provide all members with copy of the Planning Board’s previously approved new definition. This would replace the current definition in both the Zoning Ordinance and the Subdivision Regulations.

Discussion of the possibility of requiring all Home Occupation applications to be brought before the Planning Board, to allow for public input and to eliminate the need for CEO to have to make judgment calls regarding home occupation approvals or disapprovals. Perhaps there could be a reduced application fee, lower than the regular Conditional Use Permit, to encourage more residents to consider home occupations.

6. Review of Board’s tasks, goals, and other outstanding items. Mr. Ponzetti moved to delete the “loitering ordinance” and the “noise ordinance” from the list of outstanding items. The motion was seconded and carried 4-0-1.

The “Use Table” in the Zoning Ordinance needs to be reviewed regarding Home Occupations, as well as some potential uses that are not yet addressed anywhere in the table, such as laundromat and home brewery. In the Hollis Comprehensive Plan, there is a list of 36 items designated as “Planning Board Actions” which also need to be reviewed.

New Business: None

Public Comment: None

Next Meeting: December 9. On the agenda will be the final approval of two subdivisions. Other items to be reviewed: amended bylaws, home occupations, Use Table, and Comprehensive Plan items for Planning Board.

Adjourn: The meeting was adjourned at 9:00 PM.

Minutes Submitted by Martha Turner, Executive Secretary
Minutes approved as amended on 12/9/15