



PLANNING BOARD

Paul Mattor, Chair
Joe Ponzetti, Vice Chair
Peter Lovell
Kevin Flinner
Heather Sullivan
Trevor Hustus
Jessica Brackett
Bruce Wishart, Alternate

Minutes of Planning Board Meeting 13 September 2017

Call to Order: A quorum being present, the regular meeting of the Hollis Planning Board was called to order at 7:00 PM by Chair Paul Mattor.

Roll Call: Present: Paul Mattor, Chair; Joe Ponzetti, Vice Chair; Kevin Flinner, Trevor Hustus, Jessica Brackett; Martha Turner, Secretary; Mike Seely, Select Board; Bob Cyr CEO.
Absent: Heather Sullivan, Peter Lovell, Bruce Wishart.

Review of Minutes: Motion was made and seconded to approve the minutes of 26 July 2017. Motion carried.

Correspondence: The secretary distributed copies of the newest fee policy, recently signed by the Select Board. The Planning Board's fees will require a larger escrow payment up front, although any unspent funds will be returned to the applicant. The secretary and the treasurer are working together to assure that each active project has sufficient funds on hand.

Reports: Mr. Cyr reported that everyone in his office continues to be extremely busy, including the deputy CEO and the new administrative assistant.

Old Business: Discussion of warrant article for a proposed amendment to Hollis Zoning Ordinance, presented by Mr. Seely. Following is the wording of the Article as it was presented at last week's public hearing:

Article 4: "No application shall be received or processed for any applicant that has a known unresolved violation within the Town of Hollis, unless the application is to resolve an existing violation, and this Article shall be retroactive to 1 January 2017."

Mr. Mattor suggested that perhaps the article should not be made retroactive. Members and the CEO discussed at length the implications of including or not including retroactivity. Discussion also covered the issue of when the applicant is "vested." Section 5.4 of the Hollis Subdivision Regulations reads as follows: "5.4 Rights not Vested. The submittal or review of the Sketch Plan shall not be considered the initiation of the review process for the purposes of bringing the plan under the protection of Title 1 M.R.S.A., §302." Mr. Seely emphasized that the retroactive clause was written by the town's attorney, and suggested that therefore it should be included in the ordinance.

Mr. Ponzetti made a motion to include "retroactive to 1 January 2017" in the wording of Article #4 to appear on the ballot in November. Mr. Flinner seconded the motion. Motion carried 4-0-1.



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Old Business: Milo Farm Subdivision #2202-4238, Final Plan, presented by Bill Thompson BH2M, Project Manager.

Members discussed the final plan presented tonight, as well as the draft Findings of Fact. Mr. Ponzetti noted that all of the items previously requested by the Board have been included on the plan. Mr. Mattor suggested some minor changes for the Findings of Fact (such as grammar and punctuation).

Mr. Ponzetti made a motion to accept the Milo Farm Final Plan as presented tonight, including the Findings of Fact. Mr. Flinner seconded the motion. The motion carried 3-0-2.

New Business: Peter Snell, Conditional Use Permit Application #2201-4123. Mr. Snell was present at tonight's meeting, as well as his attorney Brad Morin, who has been authorized by Mr. Snell to act as his representative in this matter. Mr. Snell's property is located at 214 Hollis Road, Map 3 Lot 19-A, where he has had a business for many years.

Mr. Cyr presented some background for this application, referring to a letter he sent to Mr. Snell on June 30, 2017, citing several violations. A copy of this letter is on file. Mr. Cyr also referred to records indicating violations that were never resolved dating as far back as 1991.

Mr. Snell has presented an application listing five proposed uses: antique shop, single family residence, automobile graveyard, junkyard, and commercial facilities involving outside sales or storage. According to the Hollis Zoning Use Table, the first two are permitted uses and will not be considered by the Planning Board, while the last three are conditional uses.

Mr. Snell will resubmit a more detailed CUP application and a plot plan with professional survey showing the location of all buildings, trailers, and storage areas. The plan must indicate the scale, and must include the North arrow. Mr. Mattor also suggested including an aerial photo of the property. The CUP application must include number of employees (e.g., one employee plus the owner), the hours of operation, the details of all signage, and plans for waste management.

At the suggestion of the Planning Board, the Select Board will send this file to the town's attorney for interpretation of whether the property is to be considered as a junkyard, an automobile graveyard, or a commercial property with outside sales and storage; and can it legally be classified as including more than one use.

The Planning Board will reconsider this CUP application in October, with additional documents to be provided.

Public Comment: None.

Next Meeting: Wednesday 27 September 2017 at 7:00 PM.

Adjourn: The meeting was adjourned at 9:03 PM.
Minutes Submitted by Martha Turner, Secretary
Approved by Planning Board 27 September 2017