



PLANNING BOARD

Minutes of Planning Board Meeting 22 February 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; Bruce Wishart, Peter Lovell, Kevin Flinner, Heather Sullivan; Bob Cyr, CEO; Martha Turner, Secretary; Mike Seely, Select Board; Lee Jay Feldman SMPDC; Bill Thompson BH2M.

Public: Nancy Conway, Rita Anderson, Vera Littlefield.

Public Hearing: Motion was made and seconded to suspend the meeting and open the public hearing regarding proposed Zoning Ordinance changes. Motion carried unanimously. Public Hearing was opened at 7:03 PM.

Rita Anderson asked about the Cape Road Economic Overlay Zone. Mr. Mattor explained that the EOZ runs along both sides of the entire length of Cape Road. Nancy Conway asked for the definition of "NHRCZ" which Mr. Mattor explained stands for "North Hollis Resource Conservation Zone." He noted that the full description of this zone can be found in the Zoning Ordinance, Article 5, Section 5.7.

Mrs. Anderson asked about designating driveways as roads. Mr. Mattor explained that the changes currently being proposed are actually just changes in language, in an effort to clarify the original intent of the ordinance. He noted that driveways have always been considered as roads in the Town of Hollis. The original intent of the ordinance in this case was to ensure that all driveways are constructed to be accessible to fire and rescue vehicles.

Mr. Mattor asked for any additional questions or comments. Hearing none, he asked for a motion to close the public hearing. The motion was made and seconded, and carried unanimously. The hearing was closed at 7:18 PM.

Review of Minutes: Motion was made and seconded to approve the minutes of 8 February 2017. Motion carried unanimously.

Correspondence: The secretary distributed copies of the draft of a questionnaire being developed by the New Municipal Complex Planning Committee. The Committee intends to distribute this to all Hollis residents as a direct mail piece, so everyone in the town will have an opportunity to provide input regarding the plans for a new municipal complex. The Committee is asking for input from Planning Board members regarding the format and content of the questionnaire.

CEO Report: Mr. Cyr stated that he will no longer be attending every Planning Board meeting on a regular basis, but will continue to be available when needed, such as reviewing a Conditional Use Permit application. Mr. Wishart and Mr. Mattor expressed concern about not having access to valuable information from Mr. Cyr at every meeting. Mr. Feldman noted that every town is different – in some towns the CEO attends, in some towns the Town Planner attends. Mr. Seely indicated that the CEO's primary responsibility is enforcing the building codes. Mr. Cyr will continue to be available to the Board whenever needed for CUP's or other similar concerns.



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Old Business:

Members discussed the proposed Zoning Ordinance changes. Motion was made and seconded to approve the proposed changes as presented, to be included on the June 2017 Town Warrant. The motion carried unanimously.

Regarding Red Barn Lane Estates subdivision, Mr. Feldman reported that he has been in touch with the Lyman CEO and was informed that the developer has not yet submitted all necessary plans to Lyman for their review. He emphasized that he works for Hollis, not for Lyman, and maintains contact with the Lyman CEO regarding the status of the subdivision. It is up to the developer to provide Lyman with all the information they require.

New Business: Bill Thompson, BH2M, presented the sketch plan for a five-lot cluster subdivision on Sarah Vaughn Road, to be called Harmon Farm Estates. The property is located adjacent to Clark Farm Estates. Mr. Thompson stated that he has talked to the Hollis Fire Chief about water access, and was assured that the new subdivision is within 3000 feet of the Clark Farm Estates fire tank. He will provide a letter from the Fire Chief for the file. Mr. Thompson will also provide a letter from the property owner, Van Hertel, authorizing Mr. Thompson to act on his behalf.

Mr. Feldman noted that this proposed subdivision, with the open space located in the back, appears to be more like a traditional subdivision rather than a cluster. He referred to the Hollis Subdivision Regulations, Article 11, Section 11.7, which refers to "innovative concepts of housing development."

Mr. Ponzetti pointed out that the intent of the rural three-acre zone is to minimize the number of road cuts. The proposed design might be interpreted as an attempt to circumvent the subdivision requirements. Mr. Thompson stated that he can come up with an alternative design.

Mr. Mattor expressed concern about the costs of maintaining so many culverts, including the ongoing need to clear sand and debris on a regular basis. Mr. Lovell noted that having shared driveways would cut down on the number of road cuts.

Mr. Mattor stated that a site walk will be scheduled after the snow melts, and emphasized to Mr. Thompson that everything must be staked and flagged prior to the site walk.

Public Comment: None.

Next Meeting: Wednesday 8 March 2017, to begin with Public Hearing regarding amended Conditional Use Permit for Deer Pond Safe Storage.

Adjourn: The meeting was adjourned at 9:10 PM.

Minutes Submitted by Martha Turner, Secretary
Approved by Planning Board 8 March 2017