



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 25 October 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, Peter Lovell, Heather Sullivan, Trevor Hustus, Jessica Brackett, Bruce Wishart; Martha Turner, Secretary; Mike Seely, Select Board; Bob Cyr CEO.

Correspondence: Announcement from MMA regarding workshop for Planning Boards and Boards of Appeal, to be held in Lewiston. Mr. Hustus plans to attend.

Reports: Mr. Cyr reported that the Budget Committee has approved the necessary funding to begin repairs to the Town Hall. This work will primarily occur on weekends and other days the building is not open for business. Mr. Mattor will be coordinating a review of the 25-30 boxes of old Planning Board documents that were removed from the Town Hall attic.

Mr. Mattor announced that there are still openings available for any Hollis residents who would like to volunteer for the Long Range Planning Committee, the Conservation Commission, and the New Municipal Complex Committee.

Review of Minutes: Mr. Ponzetti recused himself from discussion of the minutes from 11 October 2017. Mr. Wishart filled his seat for this portion of the meeting. Mr. Hustus moved to approve the minutes of 11 October 2017 as presented. Mr. Flinner seconded. The motion carried 6-0-1.

Old Business: Ed Lenkiewicz, Shoreland Zoning Permit #2200-0200, 15 Moderation Street, Map 10 Lot 35. Mr. Ponzetti recused himself from this discussion. Mr. Wishart filled his seat for this portion of the meeting.

Mr. Cyr reported on a meeting with the town's attorney that he attended with Mr. Seely. At that meeting, the attorney indicated that it appears the variance granted by the Board of Appeals was based on the regular Zoning Ordinance rather than the Shoreland Zoning Ordinance. Therefore, the ruling by the Board of Appeals is null and void, and the appeal will have to be reheard under the correct ordinance.

Mr. Cyr also referred to the recent letter from the Hollis Fire Chief addressing the proximity of the buildings on Moderation Street. The Fire Chief consulted with the State Fire Marshall who stated that the buildings must be at least ten feet apart.

Mr. Mattor stated that the application cannot be considered complete until a new ruling is received from the Board of Appeals.



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Mr. Lenkiewicz reported that since he received the most recent letter from the Fire Chief, he has redesigned his plans so the buildings will be at least ten feet apart. The new plan would also result in coverage of only 19.8%. He stated that he believes he has met all of the board's requests.

Sam Snellings, the applicant's neighbor, questioned the source of the ten-foot separation ruling. Mr. Cyr emphasized that this ruling came from the State Fire Marshall's Office.

Ms. Sullivan made a motion to table this application until it has gone back to the Board of Appeals. The motion was seconded and discussed. Mr. Lenkiewicz would not have to fill out any new paperwork. The motion carried 6-0-1.

Old Business: Peter Snell, Conditional Use Permit #2201-4123, located at 214 Hollis Rd., Map 3 Lot 19-A. At this time, Mr. Ponzetti resumed his seat on the board. Mr. Snell was accompanied by his attorney, Bradley Morin. Mr. Morin referred to his most recent letter to the Planning Board, which answered several questions from the previous meeting.

The number of employees would be a maximum of four. The hours of operation would be 8:00 AM to 5:00 PM daily. A plan has been submitted showing the proposed location for parking as well as signage. Mr. Snell is applying specifically for a Conditional Use Permit for "Commercial or industrial facilities involving outside sales or storage of any kind" which is listed on the town's Use Table as "conditional" in the EOZ.

Mr. Ponzetti pointed out that the Hollis Zoning Ordinance, under space and bulk requirements in RR3 and the EOZ, requires a minimum of 100,000 sq. ft. of space for each use. This lot would be sufficient for only one use. Thus, a residence could not be included on the property. Mr. Cyr noted that the existing house on the property has never received an occupancy permit, and is not approved as a residence. However, this building could be used as a shop or office space as part of the commercial use.

Ms. Sullivan inquired about a definition of "outside sales and storage." This term does not have a specific definition in the town's ordinance. Mr. Lovell questioned whether "outside sales" refers to "outdoors" or "off premises."

Mr. Cyr stated that he considers this commercial use category as a catch-all for anything that is not specifically listed elsewhere in the Zoning Use Chart.

Discussion of what constitutes an automobile graveyard. The Hollis Zoning Ordinance defines an automobile graveyard as follows: "a yard, field or other area used as a place of storage for three (3) or more unregistered, discarded, worn-out or junked motor vehicles." Mr. Snell stated that all of the vehicles on his property have now been insured and registered.

Ms. Sullivan asked if Mr. Snell's CUP application can now be considered complete. Mr. Mattor noted that the Board has received Mr. Snell's original application dated 6 September 2017, plus the supplement letter dated 18 October 2017. Mr. Snell has provided a copy of his deed, a list of abutters, a plot plan, and a septic plan.

Mr. Ponzetti suggested reviewing each item on the CUP application, listed as "Attachment D," but he suggested that a vote on each individual item should not be necessary.



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Item #2 on the CUP application asks for a plot plan with a scale of not smaller than 1" = 50'. The scale of the plot plan submitted by Mr. Snell is 1" = 80'. Motion was made and seconded to waive the 1" = 50' requirement for Mr. Snell. Motion carried 6-0-1.

Item #4 regards signage. Mr. Ponzetti reminded Mr. Snell that all signs must adhere to the Hollis signage requirements.

Mr. Mattor emphasized that the Planning Board may ask for any or all of the items listed under #9, A – Y. He noted that if the applicant believes some of these do not apply, then he may request a waiver from those specific requirements.

Mr. Ponzetti made a motion to consider Mr. Snell's application as complete, with the inclusion of the letter dated 18 October 2017. The motion was seconded. Motion carried 6-0-1.

A site walk will be held on Saturday 2 December 2017 at 9:00 AM. A public hearing will be held on Wednesday 13 December 2017 at 7:00 PM. Abutters will be notified, and announcements will be placed in the Smart Shopper.

New Business: Review of the Hollis Planning Board ordinance. Ms. Sullivan questioned whether the ordinance needs to specify the frequency of meetings. Suggested wording might indicate a requirement of a minimum of twelve meetings per year, which can be scheduled as needed throughout the year. Language will also be added to include provisions for up to two alternates in addition to seven regular members. Mr. Wishart suggested including provisions for personal leave or medical leave if a member must miss several meetings. Further discussion tabled for next meeting.

New Business: Election of officers – tabled for next meeting.

Next Meeting: Wednesday 8 November 2017, 7:00 PM. A motion was made to skip the second meeting in November, which would be the night before Thanksgiving. The motion was seconded, and carried 6-0-1. Motion was made to skip the second meeting in December as well. Motion was seconded, and carried 6-0-1.

Adjourn: The meeting was adjourned at 9:15 PM.

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