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PLANNING BOARD

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**Hollis Planning Board**

**Minutes of Site Walk 26 September 2018**

Site Walk at 53 Alcaide Lane, Map 3 Lot 50-1.

**Present:** Paul Mattor, Chair; Joe Ponzetti, Vice Chair; Bruce Wishart, Peter Lovell, Doug Alcaide, property owner. Martha Turner, Secretary

Site Walk began at 5:30 PM.

Members observed the existing 28 x 40 post and beam residence, which was constructed in 1978. Mr. Alcaide indicated the peak is 22'. The finished structure, including the new foundation, will not exceed the 35' limit in the Shoreland Zone. Mr. Alcaide stated that the riggers have indicated they may have to remove two trees, which have been marked. The new foundation will be placed under the house only, not under the deck.

As the entire property slopes toward Skelton Lake, erosion control measures will be of highest importance during the raising of the building and the construction of the foundation.

**Minutes of Planning Board Meeting 26 September 2018**

**Present:** Paul Mattor, Chair; Joe Ponzetti, Vice Chair; Heather Sullivan, Peter Lovell, Bruce Wishart, Jessica Brackett. Lee Jay Feldman, SMPDC; Tammy Munson, CEO; Martha Turner, Secretary.

A quorum being present, the meeting was called to order at 7:00 PM by Chair Paul Mattor at the Hollis Community Building.

**Minutes:** Ms. Sullivan made a motion to approve the minutes of 12 September 2018 as presented. Motion was seconded; motion carried 5-0-1.

**Correspondence:** Secretary distributed correspondence from Paul & Deborah Nadeau regarding Darbick Terrace Subdivision.

**Reports:** Ms. Munson reported that the Code Enforcement office is going live with a program from iWorQ that will allow all code enforcement permit applications to be completed online. This will also include "PEZ" projects – planning, engineering, and zoning projects.

Mr. Mattor reported that he has talked with Faith Plummer about the possibility of finishing up work on the Comprehensive Plan. He noted that a lot of time has been invested in this project.

**Public Hearing:** Motion was made and seconded to suspend the regular meeting and open the Public Hearing for Shoreland Permit #2201-4133. Motion carried. The Public Hearing was opened at 7:05 PM.

Mr. Mattor reported on the site visit held earlier this evening. Mr. Alcaide explained his plan to raise the existing post and beam house and construct a foundation underneath, to include a full walk-out basement. Mr. Mattor asked if there were members of the public who would like to offer comments on this project. Hearing none, he closed the public hearing at 7:10 PM, and the Planning Board meeting resumed.

**Old Business:** Doug Alcaide #2201-4133 Shoreland Permit. Mr. Mattor noted that the application was found to be complete at the last meeting, and no further documentation or comment has been received.

Mr. Ponzetti reviewed Shoreland Zoning Ordinance (SZO) Chapter 1 Section 1.4 items 1 through 8, as listed below including results of voting on each;

1. Will maintain safe and healthful conditions; members agreed that the new foundation will be safer than the old one (5-0-1)
2. Will not result in water pollution, erosion, or sedimentation; members agreed the project will follow SRCC guidelines as well as best management practices, which will be monitored by CEO (5-0-1)
3. Will adequately provide for disposal of wastewater; members agreed the existing wastewater treatment system is adequate (5-0-1)
4. Will not have adverse impact on fish, wildlife; members agreed best management practices will be followed to minimize the impact on Skelton Lake (5-0-1)
5. Will conserve shore cover and access; there will be no change (5-0-1)
6. Will protect archaeological and historic resources; there will be no impact, as disruption occurred during original construction in 1978 (5-0-1)
7. Will avoid problems associated with flood plain development; drainage will be improved (5-0-1)
8. Is in conformance with provisions of Chapter 17, Land Use Standards (see below).

Mr. Ponzetti reviewed SZO Chapter 17, Land Use Standards.

- 17.1 Minimum Lot Standards; this is an existing dwelling that is greater than 100 feet from the water;
- 17.2 This dwelling will not exceed 35' in height and will not exceed 20% of the lot coverage;
- 17.3 – 17.14 are not applicable;
- 17.15 Clearing or removal of vegetation; two trees may have to be removed;
- 17.16 – 17.18 Erosion and sedimentation control; best management practices during construction;
- 17.19 Archaeological Sites; none discovered during construction in 1978.

Mr. Ponzetti reviewed Hollis Zoning Ordinance (HZO) Article 3, Section 3.7.4.6, Factors Applicable to Conditional Use.

- a. Evaluation of immediate and long-range effects (voting results as follows)
- b. The use will not have adverse impact on spawning grounds, fish, bird or other wildlife habitat (5-0-1)
- c. The use will conserve shore cover and visual, as well as actual access to water bodies (5-0-1)
- d. The use is consistent with the Comprehensive Plan (5-0-1)
- e. Access is safe and adequate (5-0-1)
- f. Site design is in conformance with flood hazard protection regulations (5-0-1)
- g. Septic system for wastewater and solid waste disposal is adequate (5-0-1)
- h. There will be no hazardous materials (5-0-1)
- i. Storm water drainage system is adequate (5-0-1)
- j. Best management practices will be followed to control soil erosion and sedimentation (5-0-1)
- k. There is adequate water supply (5-0-1)
- l. Buffer strips and landscaping are adequate (5-0-1)
- m. All applicable performance standards in the Ordinance will be met (5-0-1)
- n. Use will not deplete or degrade water bodies or supplies (5-0-1)
- o. Use will not adversely burden existing municipal infrastructure (5-0-1)
- p. Fire protection is adequate (5-0-1)
- q. No input has been received from Hollis Conservation Commission (5-0-1)

**Motion** was made and seconded to approve Mr. Alcaide's application for Shoreland Permit #2201-4133. Motion carried 5-0-1.

**Old Business:** Martha Smith, Highland Ridge Subdivision #2202-4241. Map 5 Lot 51-14 has been divided into three lots (51-14A, 51-14B, 51-14C) which creates a minor subdivision. This division must be approved by the Planning Board in order to be registered with the York County Registry of Deeds as a legal subdivision.

The Subdivision Application items 1 – 31 were reviewed. All fees have been paid. Under Hollis Subdivision Regulations, Article 6, the applicant has requested several waivers. Each waiver was addressed individually as follows.

Applicant requested a waiver of item 6.3.B.10, soil survey. Motion was made and seconded as follows: to deny the requested waiver and to find that the soils information previously submitted during the original approval of the Highland Ridge Subdivision is adequate. Motion was seconded; motion carried 5-0-1.

Applicant requested a waiver of item 6.3.B.14, hydrogeologic assessment. Motion made and seconded to grant the waiver as requested. Carried 5-0-1.

Applicant requested a waiver of item 6.3.B.15, soil erosion and sedimentation control plan. Motion made to grant the waiver as requested. Carried 5-0-1.

Applicant requested a waiver of item 6.3.B.16, storm water management plan. Motion made and seconded to grant the waiver as requested. Carried 5-0-1.

Applicant requested a waiver of item 6.3.B.17, road construction design. Motion made and seconded to grant the waiver as requested, as there will be no new road construction. Carried 5-0-1.

Applicant requested a waiver of item 6.3.B.18, performance guarantees. Motion was made and seconded to grant the waiver as requested, as there will be no road construction other than driveways. Carried 5-0-1.

Applicant requested a waiver of the requirement for a letter from a well driller or hydrologist on ground water supply. Motion was made as follows: to deny the requested waiver, and to find the requirement has already been met by receipt of a letter from Randy Dyer. Motion was seconded; motion carried 5-0-1.

Applicant requested a waiver of the requirement to identify the location of trees more than 24” in diameter. Motion made and seconded to grant the waiver as requested. Motion carried 5-0-1.

Applicant requested a waiver of the requirement to provide vehicular trip generation rates. Motion made and seconded to grant the waiver as requested, as there will be no new road. Carried 5-0-1.

Applicant requested a simplified review process, as identified in the Subdivision Regulations, p. 81, Checklist for Minor Subdivisions. Motion was made and seconded to deny the request for a simplified review process. Motion carried 5-0-1.

**Motion** made and seconded to find Martha Smith’s application complete. Motion carried 5-0-1. Site visit and public hearing will be scheduled for Wednesday 10 October 2018. **Motion** made and seconded to table further discussion of subdivision application #2202-4241. Motion carried 5-0-1.

**New Business:** Fourth Dimension Properties LLC, 408 Bar Mills Road, C.U.P. #2201-4132, presented by co-owners Justin Reid and Gary Lamson. Mr. Lamson explained that they have purchased the property previously owned by Day One, and would like to open an adult residential 12-Step recovery retreat.

Ms. Sullivan asked if this would be medication-assisted treatment. Mr. Lamson replied that there will be no medication-assisted treatment; this will be a spiritual-based treatment plan, following the 12-Step process. Residents would spend 28 days immersed in the 12-Step program doing the step work and learning how to live sober.

The applicants are using the same plot plan that was submitted by Day One previously. Ms. Sullivan made a motion that this plan is satisfactory. Motion was seconded; carried 5-0-1.

Discussion followed concerning anticipated number of residents and staff. Ms. Munson will review the existing septic plan and the building code to determine maximum number permitted.

Mr. Lamson noted that parking needs will be minimal, as residents will not have their own vehicles; a van will be available for transportation as needed. He also noted that they have had to remove two dead trees from the property. There are no other plans to alter the grounds of the existing building. They plan to use the same sign post and location; specific sign plan will be submitted.

**Motion** made and seconded to consider the 408 Bar Mills Road application complete, with the exception of two items: signage plan, and total number of residents and employees. CEO will assist with submission of those two items. Motion carried 5-0-1.

Question was raised concerning need for inspection by State Fire Marshall. The answer is that no state inspection is required, as this is not considered a public building. Ms. Munson noted also that the total cost of construction upgrades will be less than \$100,000. Inspection by the Hollis Fire Chief will be required.

Applicants will provide written documentation of the formation of their LLC. Deeds have already been provided.

Site visit and public hearing scheduled for Wednesday 10 October 2018. Motion to table further discussion of CUP #2201-4132. Motion was seconded; carried 5-0-1.

**Other:** Mr. Mattor reported that he has consulted with the Hollis Select Board as well as Lee Jay Feldman concerning procedures for handling applications for various types of marijuana-related businesses. At this time, a Planning Board subcommittee will not be created. The Select Board may create a warrant article concerning marijuana policy.

**Public Comment:** None

**Plan for Next Meeting:** Wednesday 10 October 2018, to begin with site walk at 54 Highland Ridge at 5:30 PM, followed by site walk at 408 Bar Mills Road. Regular meeting will begin at 7:00 PM with two public hearings.

Meeting adjourned at 9:10 PM.

Minutes submitted by Martha Turner, Secretary  
Approved by Planning Board 24 October 2018