



PLANNING BOARD

Paul Mattor, Chair
Joe Ponzetti, Vice Chair
Peter Lovell
Heather Sullivan
Jessica Brackett
Bruce Wishart

Minutes of Planning Board Meeting 27 June 2018

Members Present: Paul Mattor, Chair; Joe Ponzetti, Vice Chair; Heather Sullivan, Bruce Wishart.

Absent: Peter Lovell, Jessica Brackett.

Others Present: See attached.

Call to Order: A quorum being present, the meeting was called to order at 7:05 PM by Chair Paul Mattor outside the Hollis Community Center. The Community Center is under repairs at this time and is not available for tonight's meeting. Ms. Sullivan moved to adjourn the meeting to the Hollis Fire Station at 405 Plains Road. Mr. Wishart seconded; the motion carried 3-0-1. The meeting resumed at 7:25 PM at the fire station.

Minutes: Motion was made and seconded to approve the minutes of 13 June 2018 as presented. Motion carried 3-0-1.

Correspondence: The secretary reminded members that MMA is conducting a workshop for members of Planning Boards and Boards of Appeal in Portland on Thursday 26 July 2018. Mr. Mattor noted that the MMA's annual training workshops always provide useful information, even if you have attended a workshop in the past.

Reports: Interim CEO Paul Goudreau reported that the town continues to review the safety of multi-family units within Hollis, with positive results. He reported that the town has hired a new Code Enforcement Officer to begin on 3 July 2018. Mr. Goudreau will continue as Deputy CEO.

At 7:30 PM a motion was made and seconded to close the regular meeting and open the public hearing for Day One Residential Treatment Program, C.U.P. #2201-4126. The motion carried 3-0-1, and the public hearing was opened for public comment. Mr. Mattor asked if there was anyone present who would like to offer any comments or ask any questions; hearing none, the public hearing was closed at 7:32 PM and the meeting resumed.

Old Business: Day One Residential Treatment Program, C.U.P. #2201-4126, presented by Lisa Munderback, Day One Director of Operations. Mr. Mattor reported on the site walk held at 6:00 PM tonight prior to this meeting. Ms. Munderback reviewed the history of the facility, noting that Day One did have a Conditional Use Permit in the 80's, which was supposed to be renewed every two years. There has been no renewal since then, and thus there is no existing permit for this facility. The building is for sale and under contract, with a closing date set for 16 July 2018. The new owners propose a residence for a similar but not identical clientele.

Mr. Mattor addressed the question of where this facility falls on the Use Table. A substance treatment facility is not specifically listed. Other possible uses that are similar: elderly housing facility with five or more units; assisted living facility with more than four units; rooming house with five or more units; or nursing home. Mr. Ponzetti made a motion to review the Day One CUP under the criteria for elderly housing facility greater than five units. Motion was seconded. Motion carried 2-1-1.



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Members discussed the question of permit transferability. Ms. Sullivan made a motion to consider this permit to be issued directly to Day One only, and not transferable to the new owners. The new owners will have to come to the Planning Board to apply for their own permit. Motion was seconded. Motion carried 3-0-1.

Mr. Ponzetti reviewed Factors Applicable to Conditional Use items "a" through "q" under Hollis Zoning Ordinance, Section 3.7.4.6.

- a) Required evidence presented
- b) n/a
- c) n/a
- d) Use is consistent with Comprehensive Plan
- e) Access is safe and adequate
- f) Not in a flood zone
- g) Septic system is adequate; dumpster on site for solid waste
- h) No hazardous materials are stored on site
- i) n/a
- j) n/a
- k) Existing well is adequate
- l) Landscaping is adequate
- m) This is an existing structure
- n) n/a
- o) n/a
- p) Fire protection is provided by sprinklers
- q) n/a

Mr. Ponzetti made a motion to approve the Conditional Use Permit for Day One, with two specific conditions:

1. This permit is issued directly to Day One only and is not transferable.
2. NFPA 101 Life Safety Inspection to be conducted by Code Enforcement prior to 16 July 2018.

The motion was seconded; motion carried 3-0-1.

Old Business: Darbick Terrace, subdivision revision application #2202-4240, presented by Jim Nadeau, Professional Land Surveyor, on behalf of Adam and Elizabeth Winslow, owners of 61 Darbick Terrace, Map 5 Lot 69-4, which is Lot 4 of the Darbick Terrace Subdivision. The Winslows would like to sell a portion of their property to be subdivided into four building lots. They would continue to reside on the remaining parcel. Each of the four new lots would be at least 80,000 square feet in accordance with the existing RR 2 zone. Mr. Mattor requested that the Winslows submit a letter to the Planning Board officially authorizing Jim Nadeau to represent them.

Mr. Nadeau read from the minutes of the Hollis Planning Board meeting of 12 July 2017 when the proposed division was first presented to the Planning Board. At that meeting, the Board approved a motion to review this as a minor subdivision.



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On the original Darbick Terrace Subdivision Plan, there is a restriction stating no division of lots will be permitted for the next 40 years; this time limit has now expired. However, Mr. Winslow's deed states as a restriction "No subdivision of lots." Mr. Mattor stated his belief that it is not the town's responsibility to enforce a deed restriction.

Several residents of Darbick Terrace who are neighbors of the Winslows stated tonight that they disagree with the boundaries and property lines shown on Mr. Nadeau's survey. Mr. Nadeau stated that his survey is an insured product and he is willing to defend his results to another professional surveyor if the board so desires. Mr. Mattor suggested that the rest of the Darbick Terrace residents might want to chip in to have a professional survey of the entire subdivision. There will be no resolution of the boundary line questions at this time. Abutters are welcome to submit to the Planning Board office any additional information they may have regarding the locations of their boundaries.

Motion was made and seconded to consider the application complete. Motion carried 3-0-1.
Motion was made and seconded to schedule the site walk for Wednesday 12 September at 5:30 PM, to be followed by the public hearing at 7:00 PM. Motion carried 3-0-1.

New Business: Marjorie MacDonald, C.U.P. #2201-4129 Shoreland Zone Permit. The application is for 42 Hemlock Cove Road, Map 25 Lot 14, to extend an existing ten-foot dock an additional six feet. Saco River Corridor Commission does not require a permit for a dock. However, the Hollis ordinance requires any dock longer than ten feet to be approved by the Planning Board.

Motion was made and seconded to consider the application complete. Motion carried 3-0-1.
Motion was made and seconded to schedule a site visit and public hearing for Wednesday 25 July 2018. Motion carried 3-0-1.

Public Comment: See above under Darbick Terrace discussion.

Plan for Next Meeting: The next meeting will be on Wednesday 11 July 2018, beginning with a site walk at 60 Waters Edge at 6:00 PM, followed by the public hearing and the regular meeting at 7:00 PM at the Hollis Fire Station, 405 Plains Road.

Adjourn: Meeting adjourned at 9:45 PM.

Minutes submitted by Martha Turner, Secretary
Approved by Planning Board 11 July 2018

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Agenda Item 1

Paul & Deborah McDonald

Jan Pong

Bruce Distant

Karen Puffer

Stephen C. Collins

Jan ~~McDonald~~ ^{McDonald}

Marjorie McDonald

Frances McDonald

James Nagaw

William City