
PLANNING BOARD



Minutes of Planning Board Meeting 8 June 2016

Call to Order: A quorum being present, the regular meeting of the Hollis Planning Board was called to order at 7:05 PM by Chair Paul Mattor.

Roll Call: Present: Paul Mattor, Chair; Faith Plummer, Vice Chair; Peter Lovell; Mike Seely; Joe Ponzetti; CEO Bob Cyr; Martha Turner, Executive Secretary; River Payne, Select Board.

Review of Minutes: Motion was made and seconded to approve the minutes of 13 April 2016 as presented. Motion carried unanimously.

Correspondence: Invitation to SMPDC Annual Meeting 22 June 2016 in Sanford.

CEO Report: (1) Mr. Cyr reported that over the Memorial Day weekend the Lil Mart septic system failed. The exact nature of the problem has yet to be determined, and in the interim the septic tank will be pumped every few days to prevent overflow. Septic system design changes may require the approval of the Planning Board. Due to public health concerns, Mr. Cyr is following this situation very closely.

(2) Mr. Cyr reported that he has recently attended a class regarding the state's new Shoreland Zoning Ordinance. The Town of Hollis must review its own Shoreland Zoning Ordinance to be in compliance with changes made by the state. He suggested perhaps a subcommittee could be formed to do the initial review of the changes required.

(3) Questions have been raised recently regarding required water tests. There is discrepancy between requirements for "primary" vs. "secondary" water tests: primary being health related, secondary being non-health related, such as color, taste, and odor.

(4) Jason's Garage on Cape Road has constructed an office addition and a second driveway. A review of the original CUP may indicate that he must come back to the Planning Board for approval of these changes.

New Business: Motion was made and seconded to take the agenda out of order and take New Business before Old Business. Motion carried unanimously.

Mr. Mattor welcomed three members of the Hollis Long Range Planning Committee: Ken Davis, Kevin Lafreniere, and Dana Gray, Chair. Mr. Gray reported on three main tasks before the committee: (1) amend the TIF agreement, (2) update the Comprehensive Plan, and (3) create a financial strategy to prepare the town for the expiration of the TIF. The committee has a contract with SMPDC to assist with all three projects.

Regarding the TIF, Mr. Gray noted that the current agreement can be extended from 25 to 30 years, giving both Poland Spring and the Town of Hollis another five years of tax benefits. He also noted that new TIF agreements in Maine contain more liberal guidelines on how the TIF money can be spent. He explained that some of the TIF money goes into the Town's General Fund, some goes into a dedicated TIF account, and some is returned to Poland Spring. The Town currently does not have a long range plan for how the TIF income will be spent.

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Mr. Gray noted that the emphasis is on spending the TIF money on projects that will encourage economic development in Hollis and will also benefit surrounding communities. For example, the money would not be appropriate for building a new town hall, but it could be used for an educational center that includes job development programs.

Part of the ongoing planning process must include education of Hollis residents regarding what the TIF is, and how the money has been spent thus far. Mr. Gray stated that the Long Range Planning Committee has regular meetings scheduled on July 19 and August 23, and in the fall they hope to schedule a combined meeting of all Hollis's boards and committees.

Old Business: Four Home Occupation documents: Definition, Use Table, Application Form, and Section 6.11 of the Zoning Ordinance. Motion was made to accept all four drafts as written in the format presented at tonight's meeting. The motion was seconded and discussed.

Mr. Mattor read aloud the proposed new definition of Home Occupation. He also read the proposed changes to Section 6.11 of the Zoning Ordinance. The Application Form and the Use Table revisions were reviewed, and no changes were suggested. Mr. Mattor recommended drafting a warrant article stating that all forms referenced in the Zoning Ordinance are not a part of the Ordinance, and can thus be revised at any time.

During discussion of Section 6.11, under #2, Mr. Ponzetti moved to amend the original motion to make a revision stating that the Home Occupation "must be a Permitted Use" according to the Use Table. The motion to amend was seconded and carried unanimously.

The original motion to approve all four documents carried unanimously. Next step will be to schedule a public hearing as soon as possible to assure inclusion on the November ballot.

Public Comment: Mr. Gray offered comments regarding his concerns about home occupations being located on the small lots in cluster subdivisions.

Next Meeting: Mr. Mattor noted that this will be Mr. Seely's last Planning Board meeting, due to his expected election to the Select Board, and he was thanked for his participation. The next Planning Board meeting will be on Wed., June 22, if there are any applications to be considered. If no applications to be considered, the next Planning Board meeting will be on Wed., July 13.

Adjourn: The meeting was adjourned at 9:00 PM.

Minutes Submitted by Martha Turner, Secretary.
Approved by Planning Board 22 June 2016.