



Minutes of Planning Board Meeting 14 September 2016

Call to Order: A quorum being present, the regular meeting of the Hollis Planning Board was called to order at 7:10 PM by Chair Paul Mattor.

Roll Call: Present: Paul Mattor, Chair; Joe Ponzetti, Vice Chair; Peter Lovell, Bruce Wishart, Heather Sullivan; CEO Bob Cyr; Martha Turner, Exec. Secretary. Absent: Kevin Flinner.

Others attending: Jamel Torres SMPDC; Roberta Ramsdell; Jeff Hobart; Tim Johnson.

Public Hearing: At 7:15 PM, Mr. Ponzetti made a motion to close the Planning Board meeting and open the Public Hearing. The motion was seconded, and carried unanimously.

Mr. Mattor opened the Public Hearing regarding a proposed 4-lot cluster subdivision to be called Cooks Brooks Estates. The developer, Tim Johnson, presented a review of his plans.

The total parcel is 16.6 acres. Eight test pits have been done, two on each lot. These locations were viewed at tonight's site visit. The plan includes common land open space and a private road to be maintained by the Homeowners' Association.

Roberta Ramsdell, a neighbor, asked questions concerning the history of cluster subdivisions in Hollis, particularly in the Clark's Mills area. Mr. Mattor explained that the provisions for cluster subdivisions are included in the town's Zoning Ordinance. He noted that the environmental impact of clustering is less than with individual house lots. The Hollis Growth Ordinance limits the number of new houses to a maximum of 50 per year. The CEO stated that the total so far this year is less than 20, and usually only averages around 10 per year.

Ms. Ramsdell asked about the design of the proposed homes. Mr. Mattor noted that the developer's plans do not include home design; this is not something the Planning Board reviews. The proposal is for four single family homes, plus a common area.

Mr. Wishart asked about DOT approval for the private way coming off the state road. The developer will be required to provide a letter from DOT approving the sight distances and the location of the private road.



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At 7:25, having heard all public input, a motion was made to close the public hearing and resume the Planning Board meeting. The motion was seconded, and carried unanimously.

Mr. Torres distributed copies of the Hollis Zoning Chart, and questioned whether cluster subdivisions are permitted within the RR3 zone. After discussion and review of the chart and the Zoning Ordinance, it was determined that the designation of "RR3C" permits cluster subdivisions in that zone. The characteristics of a "cluster subdivision" were discussed.

Mr. Ponzetti made a motion to consider Cooks Brook Estates a minor cluster subdivision as permitted within the RR3C Zone. The motion was seconded, and carried unanimously.

Mr. Johnson discussed his plans to construct a road that meets or exceeds the town's specifications for a private way. If he desires to have the road accepted by the town, it must be paved and approved by the Hollis Road Commissioner. In either case, an entrance permit must be obtained from the Maine Department of Transportation. There followed a lengthy discussion of road design standards, including installation of culverts and appropriate stormwater runoff management. At some point in the planning process, the design must be approved by a professional engineer, and then the completed road must be inspected and approved. Mr. Cyr pointed out that the ordinance refers to a "town engineer" and the Road Commissioner is not a professional engineer. Mr. Ponzetti pointed out that the subdivision regulations require paving the first 30 feet of all accesses, even if the entire road will not be paved.

Mr. Ponzetti reviewed the checklist from the Hollis Subdivision Regulations and emphasized several points. He noted that the developer must submit to the Planning Board a copy of the proposed Homeowners' Association document. He must also show on his plans the location of every test pit, every proposed house location, as well as the proposed locations of each well and septic system. Adequate water supply must be available to serve the needs of each residence. The developer could request a letter from a local well-drilling company that has drilled in the area and can attest to adequate water supply. Water tests will be required prior to the issuance of occupancy permits.



Review of Minutes: Motion was made to approve the minutes of 14 September 2016. The motion was seconded and discussed. An amendment was recommended. On page one, the next to last paragraph under “Public Hearing” the first two sentences will be amended to read as follows: “Mrs. Anderson questioned why someone should have to register a home occupation with the town. Mr. Cyr replied that the home occupation permit is not a requirement in all circumstances.” Motion to approve the minutes as amended carried unanimously.

Correspondence: Invitation from SMPDC to attend their Fall Workshop for Planning Board and Zoning Board of Appeals Members. This will be held on Thursday 20 October 2016 at 7:00 at the Sanford Town Hall. The fee is \$10. Mr. Mattor stated that the Planning Board will pay the fee for any members who wish to attend. He noted that he has attended similar SMPDC workshops in the past, and he highly recommends attending.

CEO Report: Mr. Cyr reported that Jason’s Garage has been expanded without receiving all necessary permits first, and this issue will be coming before the Planning Board, as it is an expansion of a conditional use. Mr. Cyr also reported that the Planning Board will be seeing an application from someone who wants to build in the Shoreland zone. He noted that all building permits for the Shoreland or resource protection zone must come before the Planning Board.

New Business:

Mr. Mattor reported that he is attending meetings of the committee that meets with Poland Spring regularly regarding traffic flow problems and trucks straying from the designated truck route. He noted that when the facility was approved, trucks were prohibited from traveling on minor roads without a special permit. Then Gov. Baldacci removed this restriction, thus allowing all trucks on all roads unless specifically posted otherwise. He stated that Poland Spring is passionate about resolving these issues, and is working on some solutions. They are meeting with DOT officials regarding improved signage.



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The secretary distributed copies of a sketch plan for “Red Barn Lane” a 5-lot cluster subdivision proposed for Map 5 Lot 58, off Deering Ridge Road. This subdivision will be the subject of an upcoming joint meeting with the Lyman Planning Board.

Old Business: Discussion of the Shoreland Zoning Ordinance will be on the agenda for the next meeting, and members are encouraged to review the document over the coming weeks.

Public Comment: None

Next Meeting: Wednesday 28 September 2016 at 7:00 PM.

Adjourn: Meeting adjourned at 9:45 PM.

Minutes Submitted by Martha Turner, Secretary
Approved by Planning Board 28 September 2016