



**Minutes of Planning Board Workshop
18 January 2017**

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

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

Mr. Mattor reported that the Comprehensive Plan Review Committee has completed the background work, and will now be working on goals and procedures. He encouraged all Planning Board members to review the drafts that have been prepared to date. What is it that you would like to see for the future of Hollis? He noted that one area of concern is the interpretation of cluster subdivision requirements – is the Town of Hollis really getting the desired results from cluster subdivisions?

Proposed Zoning Ordinance Changes:

Under Section 2.2 Definitions, “Driveway.” Mr. Cyr emphasized the need to clarify that a driveway is a road, and must meet road construction standards. He noted that some existing driveways in Hollis are not wide enough to allow passage of emergency vehicles. Mr. Wishart expressed some concerns about defining a driveway as a road. Mr. Mattor emphasized that the proposed change in the language of the definition does not change any part of the ordinance; it only clarifies the existing requirements. Mr. Mattor suggested that at a future meeting the Planning Board might review the road standards currently contained in the Zoning Ordinance.

Under Section 2.2 Definitions, “Economic Development Overlay Zone (EDZ).” Mr. Cyr noted that term “EDZ” is no longer used, and is now referred to as EOZ (Economic Overlay Zone.) Suggestion is to change the first line of the definition to read “**Economic Development Overlay Zone (EOZ) (aka EDZ):**”. The rest of the definition would remain unchanged.



Under Section 2.2 Definitions, discussion of the differences between “flea markets” and “garage/yard sales.” Mr. Wishart asked how the ordinance is enforced, and Ms. Sullivan asked what happens if someone is in violation. Mr. Cyr replied that first he would send them a letter stating that they are in violation and subject to a fine. He would then observe, taking notes and photographs, over the next 6 months. If they continued to be in violation, he would bring the information to the Select Board. Mr. Mattor noted that the Town’s “Flea Market Ordinance” was adopted in 1993. Additional discussion was tabled for a future meeting.

Under Section 2.2 Definitions: “Home Occupation.” Question whether this definition has been updated since appearing on the town warrant. Further investigation needed.

Under Section 2.2 Definitions: “Land Locked” vs. “Lot, Rear”. Further research required; table for future discussion.

Under Section 2.2 Definitions, Mr. Cyr noted that the Town of Hollis does not have a definition of “nuisance”. Perhaps the State’s definition can be used. Further discussion tabled.

Under 2.2 Definitions, “Road” = Add one additional sentence: “A driveway is considered a road.”

Under Article 3, Section 3.2.3, “Building or Use Permit” – proposed to add a copy of the deed, as required for proof of ownership. The end of the paragraph to read: “the existing and intended use of each building or structure, a copy of the deed, and such other” etc.

Under Article 3, Section 3.2.5 can be deleted, as the expiration of permits is addressed in the Building Code.

Under Article 3, Section 3.6, the dollar amount of the fines needs to be updated to reflect the current State model land use statutes. Change to “not less than \$100.00 or more than \$2500.00.”



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Under Article 5, Section 5.12.1, EOZ Purpose, proposed to add the following sentence at the end of the paragraph: “The relaxation of Space and Bulk Requirements shall not apply to residential uses or residential developments.”

Under Article 5, Section 5.12.2, Space and Bulk Requirements, suggested to label this chart as “Table 5.12.2.”

Under Article 5, Section 5.12.3, Zone Boundaries, regarding Killick Pond Road, remove the phrase “Paved Section only” due to the fact that the entire road is now paved. Suggested new language: “Killick Pond Road (from Plains Road to Berube Lane) and not in the NHRCZ.

Under Article 6, Section 6.2, Accessory Dwelling Unit, change “500 square feet” to “600 square feet” as specified in the 2014 Accessory Dwelling Ordinance. Discussion of further proposed changes tabled for next meeting.

Next Meeting: Wednesday 25 January 2017, workshop at 6:00 PM, regular meeting 7:00 PM.

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

Minutes Submitted by Martha Turner, Secretary
Approved by Planning Board 25 January 2017