

**TOWN OF HOLLIS  
PLANNING BOARD  
34 Town Farm Road  
Hollis ME 04042**

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

**Call to Order:** A quorum being present, the workshop meeting of the Hollis Planning Board was called to order at 6:00 PM by Chair Paul Mattor.

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

**Proposed Zoning Ordinance Changes:**

Under Section 6.15.2. "Schedule of Minimum Off-Street Parking Requirements," (a.) reads "Two (2) spaces per dwelling unit." Mr. Cyr questioned whether this is intended to mean even single family homes? Discussion of this interpretation, but no decision at this time.

Under Section 6.19.4: Temporary Signs. The language requires a maximum 30 day limit, except for real estate signs. Mr. Cyr noted that contractors have their signs out for months during construction of a new home, additions, etc. Technically, such signs are in violation. Mr. Cyr stated that if he gets a complaint regarding such a sign, he would have to enforce it. Mr. Feldman noted that you cannot discriminate regarding the content of signs. He suggested changing the requirement to exempt signs under a certain size.

Under Section 6.19.6: Special Exceptions. Regarding business signs displayed on the interior side of a fence surrounding an outdoor recreation facility, such as a ball field. Mr. Cyr questioned whether there is really a need to limit the number of these signs if they are not for roadway advertising. Further discussion was tabled.

Under Section 6.23.5, recreational vehicles. Discussion of the need for a definition of the word "nuisance." Mr. Cyr also raised questions about limiting the length of time someone might use a recreational vehicle on a property they own to build their house, with stipulation they have a well and septic they can connect to. This was tabled for future discussion.

Under Section 6.24 "ROADS," subsection 6.24.1 "General," suggested to add the word "driveway." Proposed to amend the second sentence to begin as follows: "Road" shall mean any public way, driveway, or private road providing access...." This would be clarification that a driveway is a road.

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Under Section 7.2 “Review of Development.” Suggested to delete items d, e, and f, as they pertain to home occupations, which do not require Planning Board review and are covered under the 2016 revision of Section 6.11.

Under Section 7.4.2, suggested to remove the specific dollar amounts, and change the sentence to read as follows: “The application fee shall be as set by the Select Board.”

Under Section 7.4.4, suggested to remove all references to home occupations, as they do not require Planning Board review.

Under Section 7.4.5, correct typo, so sentence reads: “At the time of determination that the application is complete, and the Board has determined that a public hearing will be held.....”

Discussion of need to exclude all forms, applications, sample letters, and checklists from the Ordinance. This has been discussed in the past, but no vote was taken at the time. Mr. Mattor emphasized the need to make it clear that such documents referenced in the Ordinance are NOT part of the Ordinance, and thus may be revised by action of the Planning Board without a warrant item.

The workshop was adjourned at 7:00 PM.

Minutes submitted by Martha Turner, Secretary  
Approved by Planning Board 6 February 2017