

HOLLIS PLANNING BOARD MINUTES

February 21st, 2017

“FINAL”

PLANNING BOARD MEMBERS PRESENT: Cathy Hoffman – Chairman, Doug Cleveland – Vice Chairman, Rick Hardy, Brian Stelmack, and David Petry, Ex-Officio for Selectmen, Alternates Bill Moseley and Jeff Peters

ABSENT: Dan Turcott; Chet Rogers; Ben Ming – Alternate.

STAFF PRESENT: Mark Fougere, Town Planner; Wendy Trimble, Assistant Planner

1. **CALL TO ORDER** – The Chairman Cathy Hoffman called the meeting to order at 7:00 PM

Cathy Hoffman appointed alternate Bill Moseley to vote on behalf of Dan Turcott, and alternate Jeff Peters to vote on behalf of Chet Rogers.

2. APPROVAL OF PLANNING BOARD MINUTES:

B. Moseley made a motion to approve site walk minutes December 3rd 2016, site walk at intersection of Lovejoy Lane and Richardson Road. Motion seconded by R. Hardy. All in favor none opposed. Jeff Peters and David Petry abstained.

D. Petry made a motion to approve site walk minutes January 7th 2017, site walk at 12 Jambard Road, Hollis. Motion seconded by B. Moseley. All in favor none opposed.

D. Petry made a motion to approve site walk minutes January 7th 2017, site walk at 81 Jewett Lane, Hollis. Motion seconded by B. Moseley. All in favor none opposed.

D. Petry made a motion to approve Planning Board Minutes January 17th 2017. Motion seconded by B. Moseley. All in favor none opposed.

3. DISCUSSION AND STAFF BRIEFING:

- a. Agenda additions and deletions – none.
- b. Committee Reports –

Cathy Hoffman explained to the Planning Board Members that the Land Use Board was being resurrected after a recent incident that had occurred with the Conservation Commission. Cathy Hoffman had informed the Conservation Commission about the proposed zoning change that was occurring with the Aquifer Protection Overlay Zone, and they were not happy about this, said they had not been informed and they had been unable to attend the meeting due to the bad weather. The Conservation Commission had been informed in a number of ways; the zoning change information was noticed appropriately with sufficient time for both verbal and written correspondence to be received stating all concerns. In light of these events, we are now going to resurrect the Land Use Board that became dormant in 2011. W. Trimble explained to the Planning Board members that previously this board was to facilitate sharing of information among the Chairpersons of the various boards and committees dealing with land use. Primarily it will be the Chairpersons in the board and Vice-Chairpersons will stand in the absence of Chairs. In the past the meetings were well attended and offered an opportunity to discuss pending applications and mutual issues of concern. Meetings may be held quarterly or half yearly. Each

48 Chairperson will be responsible to pass on their agenda to the group set up. Then any
49 concerns and/or opinions can be relayed. David Petry has volunteered to be the selectmen's
50 representative.

51 D. Petry also raised a concern he has after having been approached about the zoning change
52 to the Solar Ordinance. He feels the Planning Board needs to provide a fuller explanation as
53 to why we are suggesting the change to the acreage. The Energy Committee has created a
54 flyer to hand out at the polling station and we should have something to explain the
55 proposed change. Maybe we could post this on the website also.

- 56 c. Staff Report – none
- 57 d. Regional Impact – none

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59 **4. Signature of Plan:**
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61 **File #2825 – Proposed amendment to approved Lovejoy Lane Landscaping**
62 **plan associated with the subdivision plan. Flint Hill Real Estate Trust**
63 **(Elizabeth Wright) Map 14 Lot 37.**

64 D. Cleveland made a motion to authorize the Chairman to sign plan #2825. D. Petry
65 seconded. All in favor none opposed.

66 **5. Draft Subdivision & Site Plan Amendments**
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68 M. Fougere explained to the board he had sat with Attorney Drescher and drafted these
69 paragraphs to help address Phasing. These are consistent with State Statute.
70

- 71 1. Amend Subdivision Regulations, Section IV General Requirements For Land
72 Subdivision, by adding a new Section Phasing:

73 Per RSA 674:21 IV, (c) the Planning Board may require the phasing of a subdivision if
74 public or private improvements are required in order for the project to proceed. If said
75 improvements are required to be in place or other stipulations associated with the project as
76 required by the Planning Board in order to serve the subdivision, the Planning Board may
77 require that the subdivision be phased to ensure that all required improvements needed to
78 serve each phase are in place prior to the development of subsequent phases. The exact
79 phasing schedule will be determined based upon specific details of the proposed
80 subdivision, the size of the project and the extent of improvement required to serve the
81 proposed development.

82 R. Hardy asked if we could provide a list of guidelines to go along with this so when the
83 next subdivision application comes in the Planning Board and applicant both have a
84 checklist to guide them. M. Fougere said this could be done, but each application would
85 have to be treated on a case by case basis. C. Hoffman agreed that a checklist of things to
86 consider would be a great idea. The board would also like an idea of the number of
87 properties built each year and the number of subdivisions available on the market for sale.

88

- 89 2. Amend Subdivision Regulations SECTION III. PROCEDURE, SECTION III.1.
90 SUBDIVISION PROCEDURE, APPLICATION as follows:

91 Before any subdivision is made, or before the transfer or sale of any part thereof, or before
92 the construction of streets, or before the installation of municipal services therein, or before
93 any application for a permit for the erection of a structure thereon shall be made, the owner
94 thereof or his authorized agent, shall apply in writing to the Planning Board of the Town of
95 Hollis, for approval of such subdivision. The application shall be made on the form provided
96 by the Hollis Planning Board **and shall be submitted at least 21 days prior to the**
97 **scheduled meeting.**

- 98
99
100 3. Amend Site Plan Regulations, SECTION III. PROCEDURE, SECTION III.1. SITE
101 PLAN REVIEW PROCEDURE as follows:

102 *APPLICATION.* Any applicant may submit a plat for consideration in site plan review by
103 submitting with the Office of the Planning Board, Town Hall, Hollis, New Hampshire,
104 an application for Site Plan Review. The application shall be on the form as
105 provided by the Hollis Planning Board **and shall be submitted at least 21 days**
106 **prior to the scheduled meeting.** A complete application includes conformance to
107 the specifications contained in the Site Plan Regulations, the presentation of all
108 required drawings, layouts, reports or other technical data, the payment of all fees
109 that may be imposed by the Board in accordance with their fee schedule and the
110 names and addresses of abutters (confirmed within five days of filing) as indicated
111 in town records on the Submission Date designated by the Planning Board. . The
112 Board may waive one or more provisions of Section III.2, below, when appropriate,
113 but only upon written request as provided for in Section 1M.

114
115 W. Trimble had included a new meeting date and submission deadline list was included in
116 the packets. This has been posted on the website also.

117
118

119 **OTHER BUSINESS**

120

121 **Non-public: RSA 91-A:2. III e. Review non-public draft minutes December 20**
122 **2016.**

123

124 D. Cleveland made a motion to enter non public session in accordance with RSA 91-A:2. III
125 (e) legal. B. Moseley seconded. Voting in favor of the motion were D. Petry, B. Moseley, D.
126 Cleveland, C. Hoffman, B. Stelmack, J. Peters and R. Hardy. No one was opposed. Motion
127 passed 7:0.

128

129 The board entered non-public at 7:30 PM.

130

131 D. Cleveland made a motion to come out of non public session in accordance with RSA 91-
132 A:2. III (e) legal. B. Moseley seconded. Voting in favor of the motion were D. Petry, B.

133 Moseley, D. Cleveland, C. Hoffman, B. Stelmack, J. Peters and R. Hardy. No one was
134 opposed. Motion passed 7:0.
135

136 D. Cleveland made a motion for the Planning Board to seal the minutes of the non public
137 session in accordance with RSA 91-A:2. III (e) legal. B. Moseley seconded. Voting in favor
138 of the motion were D. Petry, B. Moseley, D. Cleveland, C. Hoffman, B. Stelmack, J. Peters
139 and R. Hardy. No one was opposed. Motion passed 7:0.
140

141 D.Petry made a non-debatable motion to adjourn. J. Peters seconded. All in favor none
142 opposed.
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144 The meeting was adjourned at 7:45 PM
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148 Respectively submitted by,
149
150

151 Wendy Trimble
152 Assistant Planner
153 Town of Hollis, NH
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