

HOLLIS PLANNING BOARD MINUTES
September 17, 2019

PLANNING BOARD MEMBERS PRESENT: Bill Moseley – Chairman; Doug Cleveland – Vice Chairman, Chet Rogers, Cathy Hoffman, Jeff Peters, Ben Ming, Matt Hartnett, Rick Hardy (Alternate).

ABSENT: David Petry, Ex-Officio for the Selectmen.

STAFF PRESENT: Mark Fougere, Town Planner; Evan Clements, Assistant Planner

1. CALL TO ORDER: 7:00 PM

2. APPROVAL OF PLANNING BOARD MINUTES – Meeting of August 20, 2019 and Site Walk of August 20, 2019.

Meeting -2 corrections – (1) Motion to adjourn seconded by C. Hoffman and (2) Pg. 5, line 180 change to M. Hartnett (not B. Ming). C. Hoffman moved to approve the minutes of August 20, 2019, as amended. Motion seconded by D. Cleveland and unanimously approved.

Site Walk – D. Cleveland moved to approve the site walk minutes of August 20, 2019. Motion seconded by C. Rogers and unanimously approved. (J. Peters abstains).

3. DISCUSSION AND STAFF BRIEFING

- a. Agenda additions and deletions – None
- b. Committee Reports – None
- c. Staff Report –None
- d. Regional Impact - None

4. SIGNATURE OF PLANS –

Case 2018:10 – Yarmo – Commercial Subdivision. State subdivision approval received today.

Case 2019:01 – Remy – 3 Lot Subdivision, Proctor Hill Road.

J. Peters moved to approve signature for files 2018:10 and 2019:01. Motion seconded by D. Cleveland and unanimously approved.

5. HEARINGS –

a. Scenic Road Hearing – tree removal – Town of Hollis

i. Five (5) tree – 101 Richardson Road

ii. Two (2) trees – 131 Wheeler Road

Board reviewed memo from Asst. Planner Evan Clements. This work is initiated by the Town due to dead or decayed trees. Calls have been received from 2 residents of Wheeler Road supporting the tree removal. The trees on Richardson are already dead. This is a safety issue. B. Moseley noted stipulations from a prior case in April that stumps be no more than 3” above the ground, and that the landowner would be given the opportunity to keep any debris. If they do not want it, the cutting entity will move it within 30 calendar days of the work being done. There were no comments for the Public Hearing. D. Cleveland moved to approve the tree cutting/removal on Richardson and Wheeler Road subject to the above-noted conditions. Motion seconded by J. Peters and unanimously approved.

b. Scenic Road Hearing – tree trimming and removal: Eversource – Flagg Road, North Pepperell Road, Merrill Lane, Richardson Road, Ridge Road, Van Dyke Road and Worcester Road.

Rick Sullivan, arborist for Eversource, appeared to request the Town’s approval for scheduled trimming on the above roads. There roads are all on “circuit 24-w1”. Scheduled maintenance happens every 4 years to re-establish clearance. The specifications call for Asplundh to trim 10 feet below the primary conductor, 8 feet to the side, and 15 feet above; however, healthy trees and leaders can remain within that clearance zone. There are no removals within this time, only trimming. In some cases, smaller saplings (up to 5”) will be removed. J. Peters: How will debris be handled? R. Sullivan: Mostly all chipped. B. Moseley: Do you agree to the conditions that stumps will be taken down to within 3” of the ground; and that landowners will be given the option of keeping the logs; and that cleanup will occur within 30 days of the work? R. Sullivan: Yes to all. D. Cleveland: What do you do with the logs or chips? R. Sullivan: We are always looking for places to dump chips; landowners in the area of the work receive a letter informing them of the availability of the chips. The wood is hauled away to local small mills or tub grinders. Asplundh handles this part of the process. Public Hearing: Joe Garruba, 28 Winchester Drive, asked if the specification used for trimming trees on a scenic road differs from the specification used on a regular road. M. Fougere: There are no specifications on a standard road. R. Sullivan: No, but any planning board could adopt specifications. Consent from property owners is required for the tree work, and they can dictate how much trimming they will allow. The chairman closed the public hearing. C. Rogers moved to approve the tree trimming and removal on the above-referenced trees, subject to the above-stated conditions. Motion seconded by J. Peters and unanimously approved.

c. File PB2019:07 Minor Subdivision of an existing 25.75 acre lot into two lots, 5.7 ares and 19.9 acres. Map 32 Lot 45-5. Applicant: David O’Hara & Assoc., Owner: James & Judith Seager, 43 Howe Lane. Zoned R&A Residential and Agricultural. **Tabled from Aug. 20th; 65 day review period to expire; extension required.**

Planner Mark Fougere noted that the applicant wishes to proceed. There are two waivers pending: waive 2’ contours where no development is anticipated and a request to postpone design of the private way until the rear lot is built on. Dave O’Hara, LLS, noted that the frontage is very narrow in relation to the rear portion of the lot. The front portion will now be 7+ acres and the rear will be 18+ acres. The lot only has 57 feet of frontage. There is a spite strip that came about many years ago. The existing entrance to the property is paved. There is an existing 8-10’ wide gravel driveway accessing the lot and running back to the cell tower. Mr. O’Hara stated that in his opinion the rip-rap is a better situation than adding culverts because you get a sheet flow rather than an exact point where the water will run down the hill. There is a tiny brook (Bartemus Brook) on the western side of the property where the flow goes. The front field is disturbed yearly by agricultural work. Any proposed house on the front lot would be to the rear of the lot, about 900’ from Howe Lane, where the best soils are located. Mr. O’Hara reviewed the waiver requests. With respect to the waiver of 2’ contours, both lots have 3 acres of acceptable land as well as the required area for the building box and septic system. For the second waiver, a driveway design and drainage analysis for the back lot will have to be produced and approved if and when the lot is developed. The Seagers wish to keep the land in the family. State subdivision is not required because both lots are over 5 acres. M. Hartnett asked if the southeast portion of the rear lot is unbuildable; D. O’Hara confirmed that this is correct. J. Peters moved to approve the waiver for design of the driveway for the back lot until it is developed. Motion seconded by D. Cleveland and unanimously approved. J. Peters moved to approve the waiver of

94 the topo in the rear of the back lot. Motion seconded by D. Cleveland and unanimously
95 approved. M. Fougere reviewed proposed conditions of approval:

96 -All lot bounds shall be set prior to plan recording;

97 -Prior to the issuance of a C/O for any new home, a \$7,500 cistern fee shall be paid;

98 -Prior to any lot disturbance, wetland buffer areas shall be clearly marked and inspected by town
99 staff;

100 -Plan shall note the preservation of existing vegetation along Howe Lane;

101 -Prior to a building permit for the rear lot, the proposed private way for the rear lot shall be
102 reviewed and approved by the town engineer.

103 D. Cleveland asked if the cistern fee is a requirement of the Fire Dept. (yes) and if there is any
104 idea as to where a cistern may be built. M. Fougere noted that funds are collected for a specific
105 neighborhood if not enough development occurs in that area, the money is returned.

106 C. Rogers moved to approve File #PB2019:09 subject to the above conditions. Motion seconded
107 by J. Peters and unanimously approved.

108 **d. File PB2019:015** – Site plan relative to the installation of a ground mounted solar array.
109 Map 50 Lot 5. Owner: Hollis-Brookline Co-op School district, 25 Main Street, Zone TC Town
110 Center and Historic District. **Public Hearing.**

111 Staff noted that the Hollis Brookline Co-op is looking to build an eight-panel single stationary
112 pedestal solar array behind the Hollis-Brookline Upper Middle School to service their greenhouse
113 area. The array will be 13' tall. Visual impact will be minimal with no visibility from the street.
114 No landscaping is proposed. This is a public entity and all comments are advisory. Erin White
115 from the Hollis-Brookline Middle School stated that the solar array is to service the greenhouse
116 and also for data collection and analyzing for science students in the 7th and 8th grade. Noting that
117 the ordinance limits the height to 10', J. Peters questioned why this one is at 13'.(??? from the
118 Hollis-Brookline Rotary Club and the Hollis Energy Committee noted that the Rotary partially
119 funded the greenhouse and the solar array for educational purposes. The bottom is 6' to avoid
120 vandalism which brings it up to 13'. D. Cleveland: Is there any possibility of future expansion?
121 ??? – no plans to expand. Hoping in the future to make enough energy with heat exchangers to
122 run through winter. There is no battery. Public Hearing. J. Garruba, 28 Winchester Drive,
123 recalled an extensive discussion regarding lot line issues at a previous meeting, and asked if that
124 issue impacts this project. Planner M. Fougere responded that the Superintendent is aware of the
125 issue and will be talking to the co-op school board, and if there is consensus it will have to go on
126 the warrant for a vote. There being no other comments, the chairman closed the public hearing.
127 Board members agreed by consensus that it expects the border issues to be continued to be
128 discussed and resolved. D. Cleveland added that it is up to the Selectmen and the Co-op School
129 Board to resolve this issue. M. Fougere noted that it has already been addressed by Town
130 Meeting but it still needs to go on the warrant for the Co-op vote. Discussion concluded with
131 acknowledgement that while it is recognized that PB comments are advisory only, the Board
132 recommends that the momentum continue on resolving the border issue.

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135 e. **File PB2019:013** - Proposed lot line relocation among three adjoining properties, Map 13
136 Lots 6,7,8. Applicants P.S. King Rev. Trust, McCaffrey Rev. Living. Trust & Armstrong
137 Family Rev. Trust, 9 & 11 Pepperell Road and 5 North Pepperell Road; Zoned R & A
138 Residential/Agricultural. **Application Acceptance and Public Hearing.**

139 This is a lot line relocation between three adjoining lots. Lot 13-6 will decrease from 2.9
140 acres to 2; lot 13-7 will increase from 3.31 to 3.38 and lot 13-8 will increase from 17.3 to
141 18.3 acres. There are no other changes.

142 D. Cleveland moved to accept PB2019:013 for consideration. Motion seconded by C.
143 Hoffman and unanimously approved. Randy Haight, Meridian Land Services, provided an
144 explanation of the exchanges. Parcel A is primarily field and will be added to 8; parcel B
145 will move the lot line to put the pond on one lot; parcel C will come from 8 and go to 7 to
146 accommodate the 35' setback from the garage corner. An existing 40' wide access easement
147 will remain. Mr. Haight noted that the lot configuration is driven by topography. Public
148 Hearing. Joe Garruba, 28 Winchester Drive, asked for clarification on the access to the 18
149 acre lot (lot 8). R. Haight explained that the loop driveway to lot 7 crosses lot 8; both lots are
150 served by the 40' easement. James Seager, 467 High Street, Hampton, NH, indicated that as
151 a longtime resident of Hollis he is in favor of this lot line change, noting that the applicants
152 are "fine outstanding citizens of this town". There being no further comments, the chairman
153 closed the public hearing. D. Cleveland noted that the acreage calculations do not appear to
154 add up exactly. R. Haight explained that lot 8 and lot 7 have an irregular common boundary
155 of the brook and that is why the lot areas are +/- and it is not exact. Mr. Haight requested
156 that the planning board waive the 30-day waiting period and sign the plan as soon as the
157 bounds are set. D. Cleveland moved to approve the waiver of the 30-day waiting period.
158 Motion seconded by J. Peters and unanimously approved. J. Peters moved, seconded by C.
159 Hoffman, to approve PB2019:013, subject to all bounds being set prior to recording. The
160 motion is approved unanimously.

161 f. **File PB2019:014** – Conceptual site plan review relative to a proposed addition to existing
162 veterinary hospital, a 138 sq. ft. addition to the front and a 400 sq. ft. addition to the back.
163 Map 52 Lot 26, 11 and 11A Silver Lake Road. Applicant Hollis Veterinary Hospital. Owner
164 Graham-Evelyn Property Holdings, LLC. Zoned Agriculture-Business & Historic District.
165 **Public Hearing.** (C. Rogers recuses himself for this application; R. Hardy takes his place
166 for this case.)

167 This is a proposal to construct two small additions to the existing Hollis Veterinary Hospital,
168 a 138 sq. ft. addition along the front of the building and a single story 400 sq. ft. addition to
169 the rear. The existing parking lot has 13 parking spaces (12 are required). The applicant has
170 obtained HDC approval. No other changes are proposed. The applicant has a pending
171 application with the ZBA for the proposed front addition which is within the front setback.

172 Nathan Chamberlain, P.E., Fieldstone Land Consultants, noted that this is a two-story
173 structure with an apartment above. The veterinary hospital is on the lower level. The front
174 addition is for a better entryway and the back is for additional kennel space and another exam
175 room. There is no additional traffic, but just to make the existing facility better. There are
176 no site improvements. Given the scope of this, the applicant would like to go right to final
177 application. The chairman opened the public hearing; there being no comments he closed the

public hearing. C. Hoffman moved to allow the applicant to submit for final application, with the stipulation of ZBA approval. Motion seconded J. Peters and unanimously approved.

D. OTHER BUSINESS

-Amendments to Workforce Housing Administration, Compliance and Monitoring Rules (minor changes recommended by Town Counsel.)

Planner Mark Fougere noted that Town Counsel has suggested some minor changes to the workforce housing rules. These include referencing the CUP criteria in the ordinance and removing the 30-year affordability section, which may conflict with federal lending requirements. He also suggests attaching a sample covenant restriction agreement for reference. M. Hartnett noted that he likes the idea of it resetting because the town is required to have a certain amount of workforce housing and if it does not reset there are not many other areas for workforce housing. Does town counsel have any recommendations for a way to preserve that feature? M. Fougere noted that 30 years is the norm nationwide.

C. Hoffman moved to accept the changes to the Workforce Housing Administration, Compliance and Monitoring Rules. Motion seconded by B. Ming and unanimously approved.

E. ADJOURN

There being no further business, J. Peters moved to adjourn. Motion seconded by C. Rogers and unanimously approved. Meeting adjourned at 8:?? PM.

Respectfully submitted,

Virginia Mills
Secretary *pro tem*