

# ***iTRaC Project Application Form***

Name of primary applicant: Hollis Planning Department and Department of Public Works

Affiliation (Town Board or group): Hollis Planning Board

Mailing Address: Town Hall, Hollis, NH

Phone: (Day): 603-465-3446 (Evening): \_\_\_\_\_ E-mail: planning@hollis.nh.us

**Please check the community boards and other groups actively supporting this application, and provide a contact name and phone number/e-mail address for each:**

- Conservation Commission \_\_\_\_\_
- Planning Board Mark Ledoux [mledoux@nai-online.com](mailto:mledoux@nai-online.com)
- Zoning Board \_\_\_\_\_
- Board of Selectmen \_\_\_\_\_
- Board of Aldermen \_\_\_\_\_
- Town/City Council \_\_\_\_\_
- Board Subcommittee \_\_\_\_\_  
(e.g. zoning revisions, master plan, etc.)
- Lake/River/Watershed groups \_\_\_\_\_
- OTHER (give details): Planning Staff – Virginia Mills [planning@hollis.nh.us](mailto:planning@hollis.nh.us) 465-3446  
Public Works Staff - Jeff Babel  
Members of the Conservation Commission and Zoning Board were invited to the introductory iTRaC presentation.

1. Has the iTRaC Coordinated Planning Audit been completed for your community? If not, when is it scheduled to be completed?

A Coordinated Planning Audit has not been completed.

2. Project Description (attach additional description pages if necessary, as well as photos or maps of the area):

This project aims to update the existing road standards to make them consistent with town policies. Currently the town does not have one document housing all of the road standards. They are located in the Site Plan Regulations, Subdivision Regulations and Minimum Road Standards document. This project will update the language as necessary for these documents and provide one comprehensive document, most likely included as an appendix to the Subdivision Regulations with all of the road standard regulations. This comprehensive document will also include graphic examples of desirable development.

3. What does the community hope to achieve through this project?

- 1. Facilitation between town boards and staff to develop consensus on road standards.
- 2. Updated road standards for the development of new roads throughout the Town of Hollis.
- 3. A guidebook for road standards that can be distributed to contractors and the public.
- 3. Implementation of the Master Plan which identified a need for establishing defined road standards.

4. How does this project integrate transportation, land use and environmental planning in the community? (iTRaC projects must address at least 5 of the principles set forth in the attached "Scoring Criteria")
1. **Maintain traditional compact settlement standards to efficiently use land, resources, and investments in infrastructure.** - The Planning Board has historically required narrower road widths than the existing road standards require. Hollis is a beautiful community with a bucolic mix of forest land and working farm land. The updated road standards aim to minimize the impact of paved surfaces and curbing on the landscape.
  2. **Foster traditional NH character - downtowns, neighborhoods, pedestrian & human scale development.** This update will provide graphic examples of desirable road design that will enhance the character of the community.
  3. **Preserve New Hampshire's working landscape.** – The Planning Board has historically required narrower road widths than the existing road standards require. Hollis is home to numerous farms and a working landscape. The updated road standards aim to minimize the impact of paved surfaces and curbing on the landscape.
  4. **Provide Choices and Safety in Transportation** – Sidewalks will be addressed in the update.
  5. **Protect Environmental Quality** – The Department of Public Works staff is interesting in pursuing more open drainage vs. closed drainage systems. They feel that open drainage systems distribute pollutants more efficiently than closed drainage systems, while promoting groundwater recharge.
  6. **Involve the Community** – During the development of this project, staff will work closely with Planning Board members to ensure that the sense of community and rural nature of the community is taken into consideration when developing regulations. One of the products will be a handout for developers and the public with a comprehensive list of all road standards and graphic examples of desirable development. This document will aim to maintain the existing character of the town as future development and redevelopment occur.
5. Through what method was this project identified? (*Through iTRaC Audit, Corridor Study, CSS Placemaking, or other study*)
- Local master planning process and town staff identified a need for revised road standards to make them consistent with town policies.
6. What is the expected timeframe for the project?
- Less than 1 year from February 2007 through November of 2007
7. Which types of public education and outreach has occurred about this issue, and what types of education and outreach should be utilized for this project?
- Amendments to the Site Plan and Subdivision Regulations require a public hearing at a Planning Board meeting prior to the board taking any action. If needed, a separate public meeting can be held prior to the public hearing.
8. iTRaC projects will be awarded in services ranging between \$3,000 to \$7,000. What is the estimated cost of the project, and which NRPC resources will be utilized in the completion of this project? (GIS, Land Use, Environmental, Transportation, other)
- Resources anticipated to be needed to include mainly transportation with some need for land use, environmental and legal.

9. Check the existing (and planned or in-progress) planning documents that your community already has, and give dates of completion/most recent update

✓	<b>Community Planning</b>	<b>Provide dates of:</b> <b>1. Most recent update,</b> <b>2. In-progress, or</b> <b>3. Planned in the near future</b>
✓	Most recent Master Plan update	Most Recent update 1998.
	Natural Resources Inventory	
	Corridor Study	
✓	Innovative zoning (specify which techniques)	GMO; Phased Development; Hollis Open Space Planned Development; Rural Character Ordinance.
✓	Open Space Plan/Conservation Plan	Master Plan identifies key areas to protect or purchase.
✓	Zoning Ordinance	Updated Annually
	Capital Improvements Program	
✓	Subdivision Regulations	2006
✓	Site Plan Review Regulations	2006
✓	OTHER (please describe)	

10. How did you hear about the iTRaC Program?

- From another community (which one?)
- Newspaper article
- iTRaC brochure
- iTRaC mailing
- Other: Directly through NRPC

**SEND COMPLETED APPLICATIONS TO:**

**Camille Pattison**  
**iTRaC Program Manager**  
**Nashua Regional Planning Commission**  
**115 N. Main Street, PO Box 847**  
**Nashua, NH 03061**

**phone: 883-0366 x. 14    e-mail: [camillep@nashuarpc.org](mailto:camillep@nashuarpc.org)**

## ***Working with iTRaC Community Responsibilities***

The iTRaC team will need assistance from community members to complete the project. Specific community responsibilities include:

**1. Select dates and reserve meeting facilities for the iTRaC presentation and any follow-up meetings.**

**2. Publicize the iTRaC Presentation**

The community is responsible for advertising the program and inviting community members to attend.

- Invite town or city officials (including select board, planning board, ZBA, conservation commission), and other local organizations via letters of invitation.
- Invite members of the public (newspaper articles, notices in public places, letters, and phone calls).

**3. Attend initial presentation of the iTRaC Planning Process Program** to discuss the iTRaC Planning process (presentation and follow-up), and to discuss local issues and concerns.

**4. Develop a subcommittee or work group with representation from each of the municipal boards and the public to work with the iTRaC team.** Involving your community's land use decision makers is key to the project's success.

**5. Schedule follow-up meetings** The follow-up team should involve all boards, and any interested residents. The follow-up meetings are facilitated by members of the iTRaC team.