

**TOWN OF WOLFEBORO
PLANNING BOARD
March 7, 2017
MINUTES**

Members Present: Kathy Barnard, Chairman, Stacie Jo Pope, Vice-Chairman, Brad Harriman, Selectmen's Representative, Mike Hodder, John Thurston, Vaune Dugan, Paul O'Brien, Members, Dave Alessandroni, Alternate.

Staff Present: Matt Sullivan, Director of Planning and Development, Lee Ann Keathley, Secretary.

Chairman Barnard opened the meeting at 7:02 PM at the Wolfeboro Town Hall Great Hall.

I. Scheduled Appointment

Lone Wolfe Brewing Company

Agent: Randy Tetreault, Norway Plains Associates, Inc.

Site Plan Review; Brewery

Tax Map #71-4 and 86-8

Case #201702

Kathy Barnard stated the applicant has requested a continuance of the application and public hearing.

It was moved by Mike Hodder and seconded by Paul O'Brien to continue the Lone Wolfe Brewing Company Site Plan Review application and public hearing, Case #201702, Tax Map #71-4 & 86-8, to April 4, 2017. All members voted in favor. The motion passed.

Right Gully, LLC

Agent: Jim Rines, White Mountain Survey & Engineering, Inc.

Site Plan Review

Case #2017-05

Tax Map #175-6

Brad Harriman stated in 1987 he performed the original site work on the project and questioned whether the Board recommends his recusal.

Jim Rines stated he does not object to Mr. Harriman sitting on the application.

Jim Rines stated the property originally received site plan approval for a retail facility with an apartment on the second floor and storage in the basement. He stated the proposal will retain the second floor as a 3-bedroom apartment and half the basement as storage and the other half of the basement as a wood shop for Headwall Construction. He noted the latter triggers Minor Site Plan review and would ordinarily be reviewed by the TRC however, the conversion of the main floor to Lakeside Academy falls under the Governor Wentworth Regional School District umbrella. He stated the governmental use of a property does not require an approval however, does require a public presentation to the Planning Board to allow for advisory comments. He stated it was agreed by Staff, Ms. Barnard and he to submit the Minor Site Plan application to the Planning Board rather than the TRC to address both issues simultaneously. He requested the following waivers; Sections 175-15.E.4(d), (m) and 175-21; noting there are no physical changes being proposed to either the site or the exterior of the building and the pre and post development computation would be identical because the wetland drainage and soil is not being altered. He stated the students would be transported via a bus from the high school to the site. He noted 8 parking spaces are being provided for the proposed use (Lakeside Academy); noted additional parking is available at the SAU office adjacent to the property.

Matt Sullivan stated he sought legal opinion regarding the status of the school; noting Town Counsel opined that that Lakeside Academy is an “agent” of the school (GWRSD) and therefore, the application falls under RSA 674:54. He noted that all comments by the Board are advisory. He stated he believes the following waivers are also necessary because they are not shown on the plan; setbacks, impervious surface coverage, access way/parking dimensions, solid waste disposal areas, floodplain areas, lighting and snow storage. He noted the waivers do not reflect noncompliance.

Mike Hodder questioned additional signage for the site and whether the applicant has secured an agreement relative to shared parking of the SAU property.

Jim Rines stated an agreement could be submitted however, such is not needed or required because the project is exempt because it is a governmental use. Referencing the additional waivers, he stated Minor Site Plan Review applications submitted to the TRC are typically less comprehensive and therefore, questions the necessity of the additional waivers.

Kathy Barnard questioned the setbacks.

Jim Rines stated there are no exterior changes proposed therefore, the proposal doesn't affect the setbacks.

Paul O'Brien asked if there are changes to the impervious surface (parking lot).

Jim Rines replied no.

Matt Sullivan stated the waivers are not necessary however, wanted the Board to discuss such.

Mike Hodder stated he doesn't feel the waivers are necessary given that the proposal is a minor site plan review. He questioned if there is a change in the parking requirements with regard to the workshop area in the basement.

Matt Sullivan replied no.

Jim Rines stated he doesn't recall waivers being required at the TRC Minor Site Plan review level; noting that without the governmental use aspect the proposal would have been reviewed by the TRC. He stated topography and wetlands are not addressed because there are no changes to the exterior of the building or the site.

Vaune Dugan questioned fire code issues with regard to the change of use.

Jim Rines stated such is addressed through the building permit process.

Brad Harriman stated the applicant requested three waivers and recommended the Board grant such.

It was moved by Vaune Dugan and seconded by John Thurston to grant the following waivers; Sections 175-15.E.4(d), (m) and 175-21, setbacks, impervious surface coverage, access way/parking dimensions, solid waste disposal areas, floodplain areas, lighting and snow storage. All members voted in favor. The motion passed.

It was moved by Stacie Jo Pope and seconded by Mike Hodder to accept the application as complete. All members voted in favor. The motion passed.

Chairman Barnard opened the public hearing.

Mike Hodder questioned a change in lighting or signage.

Jim Rines replied no.

Jake Dube, Headwall Construction, stated any proposed sign would replace the existing 2'x3' existing sign.

Mike Hodder questioned whether the sign could be 2'x2'.

Jake Dube stated the sign posts are 3' apart.

Mike Hodder expressed concern for overflow parking and the relationship with the SAU relative to such. He asked where all the students would park if the 8 spaces are exceeded.

A representative of Lakeside Academy stated that all 60 students are not on site at the same time; noting the largest classroom consists of 16 students.

Jim Rines submitted an email from Steve Guyer, dated 2/14/17, which states the following; *"The maximum parking we should require is 8 spaces and in the unlikely case we need more parking we would utilize the SAU lot."*

Matt Sullivan reviewed the following recommended conditions of approval;

1. The following plan, as amended to the date of this approval, is adopted by reference as part of this approval:
Plan 1. Sheet 1 of 1, Minor Site Plan, Owner: Right Gully, LLC, 1 Read Lane, Wolfeboro, NH, 03894, Project Location: 130 Pine Hill Road, Wolfeboro, NH, Tax Map 175 Lot 6, prepared by White Mountain Surveying and Engineering, Inc., PO Box 440, Ossipee, NH 03864, Dated February 14, 2017.
2. No modification to the exterior of the building shall be permitted in conjunction with this use including outdoor storage/display/sale of materials.
3. Payment of all recording fees.
4. All Federal, State and local permits to be received by the Town of Wolfeboro.
5. All of the documentation submitted in the application package by the applicant and any requirements imposed by other agencies are part of this approval unless otherwise updated, revised, clarified in some manner, or superseded in full or in part. In the case of conflicting information between documents, the most recent documentation and this notice herein shall generally be determining.

It was moved by Mike Hodder and seconded by Paul O'Brien approve the Right Gully, LLC Minor Site Plan Review application, Case #2017-05, Tax Map #175-6, in accordance with RSA 674:54 and subject to the recommended conditions of approval. All members voted in favor. The motion passed.

II. Public Comment

None.

III. Work Session

Lodging Forum

Matt Sullivan stated the WEDCO Board voted to release the Lodging Feasibility Study for Wolfeboro, New Hampshire to the Planning Board and the public. He stated the document is 450 pages in total; noting he only provided a snapshot for the Board however, would provide the report in electronic format.

Referencing the Forum Purpose document, Paul O'Brien questioned whether the questions noted in the document are the final questions to be considered/addressed at the forum or whether the EDC would produce their own questions.

Matt Sullivan stated he expects the EDC would present their own questions.

Paul O'Brien questioned whether the document has been shared with the EDC.

Matt Sullivan replied no.

Paul O'Brien questioned whether the Board would see the EDC's questions prior to the forum.

Matt Sullivan stated he would request such from the EDC. He stated the Forum Purpose would be noted as page 1 and the Planning Board Questions would be noted as page 2. He stated the next steps for the forum include creating a mailing list, creating a flyer and determining what information is distributed with the invitation.

Paul O'Brien requested Peter Goodwin speak to his recommendation at the 2/21/17 meeting relative to a survey being included in the invitation.

Peter Goodwin stated by sending the invitees a survey (survey monkey), such would provide initial responses to the questions.

Paul O'Brien stated he supports such.

Stacie Jo Pope expressed concern for the added burden on Staff. She questioned the format of the forum.

Paul O'Brien stated he is concerned that all the questions and issues will not be addressed at the forum and noted the results of the survey would serve as a baseline for focus points.

Matt Sullivan expressed concern regarding the time it would take for him to organize, process and tabulate the results prior to the forum.

Peter Goodwin recommended limiting the responses to 100 words or less.

Vaune Dugan stated the Study concludes that what the Town needs is a franchise hotel; noting the Study does not address existing hotels.

Mike Hodder stated he would like the format of the forum to be open ended and allow the discussion to happen organically. He stated all invitees would be provided the questions in advance of the forum; noting the issues would emerge from the receipt of the questions and Study.

Paul O'Brien stated he wants the forum to be civil and constructive; noting that placing structure and confining the discussion to the facts is beneficial. He stated he is in favor of more structure. He noted the Town either has a supply problem, a demand problem or a product quality problem.

Vaune Dugan stated the Town should encourage existing inn keepers to place their business on the Town's website.

It was moved by Paul O'Brien to adopt the survey tool Survey Monkey. There being no second, the motion fails.

It was moved by Vaune Dugan and seconded by Mike Hodder to include the Forum Purpose, Planning Board Questions and Lodging Feasibility Study Executive Summary to the invitees of the Lodging Forum. Kathy Barnard, Stacie Jo Pope, Vaune Dugan, John Thurston, Mike Hodder, Brad Harriman voted in favor. Paul O'Brien opposed. The motion passed.

The Board agreed to the following changes to the Forum Purpose/Planning Board Questions document;

- Page 1, Forum Purpose, 5th paragraph; becomes 1st paragraph on page 1
- Page 2, Planning Board Questions; strike #8
- Page 2, Planning Board Questions;
- Page 2, Planning Board Questions; move question #10 to become the new question #8
- Finalize format of the Lodging Forum at the Board's 3/21/17 meeting; tentative format to include unstructured discussions that address the issues, Planning Board facilitate, moderate and guide the forum (Planning Board & EDC stimulate the conversation through the Planning Board Chairman), allow for short presentations

Planning Board Rules of Procedure

The Board agreed to table review of such until following the Board's workshop with Town Counsel.

Work Program

Matt Sullivan recommended adding to the work program a review of the sign ordinance to determine compliance with federal law.

Kathy Barnard questioned whether such would affect wayfinding signage and the status of the committee.

Matt Sullivan recommended moving forward with the Wayfinding Sign Committee; noting the regulation of such could be amended.

The Board briefly discussed review of setbacks for properties with frontage on multiple roads and agreed to place such on the work program as well. The Board agreed to deprioritize viewshed protection.

Matt Sullivan stated he will be compiling a list of minor zoning revisions and requested the Board to consider moving sections of the lighting regulation out of zoning and place in Site Plan Review Regulations. He recommended definitions of all parking uses be included in the ordinance.

Master Plan Update

Mike Hodder requested the Board review his email, dated 2/22/17. He stated the Board appointed Planning Board members as co-chairs to the Master Plan subcommittees at its 2/21/17 meeting and requested the Board vote on such. He stated as co-chair to the Community Facilities Chapter, he would like to go into the June Master Plan kickoff meeting with data collected by the co-chairs to the other subcommittee members. He stated the Fire and Police Chiefs and Adam Tasker need to be interviewed to gather information on the current state of the facilities. He also noted issues of overlap between chapters.

Kathy Barnard expressed concern regarding the lack of organization of such; noting other Board members agreed to a specific format going into the June meeting.

Vaune Dugan recommended Staff provide an outline of the chapters as previously discussed.

Matt Sullivan expressed concern that all the co-chairs for Phase I have not been established; noting measures should be taken to avoid conflicts and overlap by providing an outline of the chapters prior to work being done by the subcommittees.

Paul O'Brien stated he finds no harm in allowing the co-chairs to begin work now.

It was moved by Paul O'Brien and seconded by Mike Hodder to appoint the following Planning Board members as co-chairs to the following Master Plan Chapters; Mike Hodder & John Thurston ~ Community Facilities, Vaune Dugan ~ Cultural & Historic Resources, Mike Hodder ~ Natural Resources, Paul O'Brien ~ Public Infrastructure. All members voted in favor. The motion passed.

Vaune Dugan recommended that each co-chair start with a basic outline.

Matt Sullivan stated the Board agreed to establish a structure for all chapters; noting there needs to be a general agreement of such prior to moving forward. He stated a consistent structure for all chapters should be established.

Paul O'Brien asked whether the Committee chairs could present to the Board and Staff an outline.

Matt Sullivan stated he would prefer to develop the outline however, he doesn't want to have the Board wait for such.

Kathy Barnard requested Mike Hodder to submit his thoughts to Staff for the Board to review at its next meeting.

Mike Hodder stated that he wouldn't be able to get started for another two weeks. He requested the co-chairs be permitted to gather data in advance of the structuring of the chapters; noting the data would be held in abeyance. He stated that once the structure is established the data would be included.

Kathy Barnard recommended the Board act on such at the next meeting.

The Board agreed to review the matter at the March 21, 2017 meeting following receipt of Mike Hodder's request to review such.

IV. Informational Items

The Board was provided the following information; The Zephyr (online publication).

V. Planning Board Subcommittee Reports

None.

VI. Approval of Minutes

February 14, 2017

It was moved by Mike Hodder and seconded by John Thurston to approve the February 14, 2017 Wolfeboro Planning Board minutes as submitted. All members voted in favor. The motion passed.

February 21, 2017

Corrections: Page 1, Work Session, 8th paragraph, 2nd sentence; include in 3rd paragraph

It was moved by Paul O'Brien and seconded by Mike Hodder to approve the February 21, 2017 Wolfeboro Planning Board minutes as amended. Kathy Barnard, Stacie Jo Pope, Vaune Dugan, Mike Hodder, John Thurston, Paul O'Brien voted in favor. Brad Harriman abstained. The motion passed.

VII. New/Other Business

The Board acknowledged Stacie Jo Pope's role on the Planning Board and expressed their appreciation and thanks for her commitment and passion throughout her years on the Board.

Scenic Road/Gravel Road Workshop

Dave Ford is hosting a scenic road/gravel road workshop on Thursday, April 6, 2017, 4-6 PM at the Great Hall.

Wolfeboro Water Summit

The Wentworth Watershed Association (WWA) is hosting a Wolfeboro Water Summit scheduled for Saturday, May 13, 2017, 9am-12pm at the Great Hall.

EDC Meeting

Matt Sullivan noted Rusty McClear is scheduled to attend the 3/21/17 EDC meeting.

It was moved by Stacie Jo Pope and seconded by Paul O'Brien to adjourn the March 7, 2017 Wolfeboro Planning Board meeting. All members voted in favor. The motion passed.

There being no further business, the meeting adjourned at 9:26 PM.

Respectfully Submitted,

Lee Ann Hendrickson

Lee Ann Hendrickson

*****Please note these minutes are subject to amendments and approval at a later date. *****