

**TOWN OF WOLFEBORO
PLANNING BOARD
March 15, 2016
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.

Member Absent: Dave Alessandroni, Alternate.

Staff Present: Rob Houseman, Director of Planning & Development, Lee Ann Keathley, Secretary.

Chairman Barnard opened the meeting at 7:00 PM at the Wolfeboro Public Library.

I. Scheduled Appointments

Alex Hunt

Pre-application Discussion

Agent: Jeffrey Lewis, NorthPoint Engineering, LLC

TM #148-10

Rob Houseman stated the applicant is exercising their right under RSA 676:4 and seeking a preliminary conceptual consultation of their proposal; noting that all comments are nonbinding on both the applicant and the Board. He recommended the Board address the following; parking and circulation, landscaping, lighting, storm drainage, utilities, signage, zoning compliance and protection of natural resources. He stated the property is currently owned by Weston Auto Body; noting the site has not been abandoned therefore, the proposal would continue to be a nonconforming use. He stated the proposal includes relocating the rental portion of Bradley's Hardware to the site in addition to retail, sales and small engine repair. He stated the use intensity decreases from four to two therefore, the use becomes more conforming.

Jeffrey Lewis, NorthPoint Engineering, stated the intent of the applicant is to purchase the property immediately and renovate the site in order to occupy it this spring. He stated a Site Plan Review application will be submitted for the April meeting. He noted the change of use is to a less nonconforming use; noting the parcel has been surveyed, waivers will be requested and stormwater improvements will be implemented. He reviewed the schematic plan; noting a wetland complex is located to the rear of the building and the intent is to install stormwater treatment such as a treatment swale and potentially remove the existing gravel area.

Alex Hunt stated he currently has a Purchase and Sales Agreement for the property.

Referencing the schematic plan, Vaune Dugan stated it appears that the driveway access is on another property and questioned if there is a right-of-way.

Alex Hunt stated he is unsure and would look into such.

Vaune Dugan stated a portion of the parking located to the front of the building appears to be located on the State highway.

Alex Hunt stated he is considering a drive-thru because one third of their customers have trailers. He noted there are 12 parking spaces to the front of the building.

John Thurston questioned whether the 12 parking spaced included handicap spaces.

Alex Hunt replied no.

Vaune Dugan requested access be improved to the front parking spaces to avoid backing out onto Route 28.

Brad Harriman recommended pushing the parking further in towards the grassed area. He noted there is a culvert in front of the building and recommended contacting NH DOT to determine whether it is a NH DOT culvert. He stated that if there is an increase in impervious area in the front of the building then stormwater associated with that culvert would need to be addressed.

John Thurston asked if tree plantings have been considered to add green space and if there is an opportunity for such, that it be incorporated into the plan.

Mike Hodder agreed with Vaune Dugan's concerns regarding the parking in front of the building; noting that it appears the State's right-of-way goes through the parking spaces. He asked if there are any mitigation issues currently on site.

Alex Hunt replied no.

Mike Hodder asked if pesticide and fertilizers would be stored on site.

Alex Hunt replied no.

Stacie Jo Pope expressed concern regarding driveway access and questioned lighting and signage.

Alex Hunt stated he proposes a sign that would meet the requirements of the ordinance; noting he would place the sign where the existing sign is located. He stated parking lot lighting would be installed.

John Thurston stated he is agreeable to leaving the gravel area to the rear of the building; noting he feels that such is a pervious surface. He asked the intent of the area if the gravel were to be removed.

Jeffrey Lewis replied a treatment swale or shallow protection area for the wetland.

Paul O'Brien asked what is proposed to be on the other side of the fence.

Jeffrey Lewis replied storage of inventory.

Alex Hunt stated the fence is in need of repair and could be moved. He stated he is considering a turn-around.

Stacie Jo Pope questioned whether the drive entrance would require a driveway permit.

Jeffrey Lewis stated he would review such.

Kathy Barnard questioned the number of parking spaces the previous use required.

Rob Houseman replied 16. He stated NH DOT reviews any changes in use and determines whether changes to parking and legal access is required. He recommended contacting Dave Ford, Director of Public Works, regarding the two culverts located in the front of the building.

Kathy Barnard asked how much of the Bradley's Hardware Downtown business would be relocated to the site.

Alex Hunt replied rental and power equipment related businesses.

Kathy Barnard asked if a display area is proposed.

Alex Hunt replied yes, power equipment for sale and rental equipment

The Board agreed that the proposal conforms to the new ordinance and recommended review of the following for Site Plan Review application submittal;

- Lighting
- Stormwater management
- Landscaping/tree plantings
- Legal access to property/right-of-way
- Turning radius (Board in favor of turn-around area)
- NH DOT; culverts, parking, driveway permit

II. Public Comment

None.

III. Action Item

Sawmill Marina Boating Club

Disposition of Town Owned Property

Agent: Roger Murray III

Rob Houseman stated the Conservation Commission reviewed the proposal on 3/14/16 and has no objection to the transfer of 16 SF of Town owned property located on Woods Avenue.

Roger Murray III stated he represents the Sawmill Marina Boating Club and reviewed RSA 41:14A. He stated Sawmill Marina Boating Club is proposing to acquire a 16 square foot portion of Wood Avenue with 8 feet of frontage on Back Bay. He stated the docks at the marina are 30 years old and need to be rebuilt. He stated the boats are now wider than when the docks were originally constructed and there is no longer adequate space between the finger docks to accommodate the boats. He stated the intent includes increasing the distance between the finger docks from 18' to 20' and avoid extending the southwesterly dock further into Back Bay; noting the last finger dock and four slips would be removed and relocated to the northeasterly dock. He stated the marina wishes to acquire the small triangular portion of Wood Avenue in order to meet the setback of the northeasterly dock from the projection of the common boundary between Wood Avenue and the marina. He noted the triangular portion would become part of Sawmill Marina's existing property and would not constitute a separate lot of record. He stated the transfer of the portion of Wood Avenue would be contingent upon the Planning Board's approval of the boundary line adjustment.

Vaune Dugan verified the surface material of the 16SF is grass.

John Thurston verified the existing docks are on Town property.

Mike Hodder verified the park area is not affected by the proposal.

Vaune Dugan questioned whether the proposal precludes the Town from putting a launch on the property in the future and questioned whether the Town is giving up potential public use in the future.

Rob Houseman stated the current conditions would preclude a boat launch however, not a hand launch.

Stacie Jo Pope questioned whether the proposal would limit the Town's access.

Roger Murray replied no, a dock cannot be constructed by the Town because it would not meet current setback requirements. He noted the marina's existing dock is legally permitted.

Paul O'Brien verified that there is no existing encroachment and questioned whether there are any Town plans for the property.

Rob Houseman replied no.

John Thurston questioned whether language in the deed restricts the transfer of the property.

Roger Murray replied no.

John Thurston asked if the proposal impedes the abutter to the Town's property.

Mary Pinkham Lang replied no and stated she has discussed the plan with the abutter and there was no objection. She stated the boats are being forced into the docking space and is subsequently loosening the pilings and therefore, presenting an unsafe situation.

John Thurston stated he appreciates the cause for safety however, has an issue with the docks being in the Town's projection area.

Roger Murray stated such is not a factor for consideration. He stated the intent is to reconstruct the docks without extending further into Back Bay and meet NH DES requirements.

Paul O'Brien verified the marina maintains the park area and that there is no defined use of the property. He stated he has no issues with the proposal.

It was moved by Mike Hodder and seconded by Vaune Dugan to recommend to the Board of Selectmen the sale of Town owned property, specifically 16 SF on Woods Avenue, to Sawmill Marina Boating Club and the utilization of the property for public use. All members voted in favor. The motion passed.

IV. Work Session

Master Plan Survey RFP

The Board tabled such to the 4/19/16 Planning Board meeting.

Public Lighting

Vaune Dugan stated she received an email from Patty Cooke regarding lighting regulations and concern for bright white LED lighting on the front exterior of Carpenter School, the church across the street from the Wolfeboro Inn and the expanded parking area behind the minister's house to the church. She stated she felt the Board should discuss the concern and respond to those concerns.

Rob Houseman stated he spoke to Ms. Cooke regarding her concerns 2-3 years ago. He noted the Town's ordinance does not address color temperature but, rather addresses lumen specifications.

Paul O'Brien questioned whether the Board wants to be that prescriptive.

Mike Hodder replied no.

Vaune Dugan stated she is in favor of adapting warmth to the existing ordinance.

Rob Houseman stated lighting requirements would be waiverable if such were placed in the Site Plan Review Regulations. He stated he would review the existing ordinance and regulations, survey lighting in the Town and speak to Barry Muccio and Christine Collins; noting Dave Ford, Barry Muccio and he are in the process of

reviewing the design for the Center Street improvements, including lighting options (the Town owns the street lights).

Brad Harriman stated NH DOT is conducting a statewide lighting survey.

Heritage Commission

Kathy Barnard stated Gene Denu, Director, Wolfeboro Historical Society, provided the Board and Staff (to distribute to Heritage Commission members) an up-to-date inventory.

Referencing an email from Maggie Stier, dated 3/15/16, he read the following recommendations regarding candidate qualifications for members appointed to the Heritage Commission;

1. Residents of the community with geographic representation among the different historic areas of the Town (Downtown, the Falls, North Wolfeboro, South Wolfeboro, Wolfeboro Center, lakeside camps).
2. People who have an ability to understand, appreciate and promote the purposes of a heritage commission.
3. People who have a background or demonstrated interest in one or more of these areas: architecture, education, history and local history, historic preservation (saving and re-using historic structures), municipal planning and tourism.

The Board reviewed such and agreed to the recommended candidate qualifications however, noting the following change to #2: "People who have an interest in promoting the Town's history and the purposes of the Heritage Commission."

It was moved by Mike Hodder and seconded by Stacie Jo Pope to convey to the BOS the following qualifications and guidelines for appointment to the Heritage Commission; 1. Residents of the community with geographic representation among the different historic areas of the Town (Downtown, the Falls, North Wolfeboro, South Wolfeboro, Wolfeboro Center, lakeside camps). 2. People who have an interest in promoting the Town's history and the purposes of the Heritage Commission. 3. People who have a background or demonstrated interest in one or more of these areas: architecture, education, history and local history, historic preservation (saving and re-using historic structures), municipal planning and tourism. All members voted in favor. The motion passed.

Wetlands Ordinance

The Board tabled such until fall 2016.

V. Informational Items

Rob Houseman reviewed the following informational item; NH Town and City Publication, LRPC Annual Meeting and correspondence regarding Collden Farm Subdivision; NH DES Approval For Subdivision of Land.

VI. Planning Board Subcommittee Reports

None.

VII. Approval of Minutes

March 1, 2016

Correction:

Page 1, Scheduled Appointments, 9th paragraph; insert ", Vaune Dugan AIA (agent for the applicant)," following "Dugan"

It was moved by Stacie Jo Pope and seconded by Mike Hodder to approve the March 1, 2016 Wolfeboro Planning Board minutes as amended. All members voted in favor. The motion passed.

VIII. New/Other Business

- Kathy Barnard sent a thank you letter to Chuck Storm following his resignation from the Board
- Planning Board has openings for Alternate positions
- Wayfinding Sign Committee; next meeting scheduled for 3/21/16

It was moved by Mike Hodder and seconded by Stacie Jo Pope to adjourn the March 15, 2016 Wolfeboro Planning Board meeting. All members voted in favor. The motion passed.

There being no further business, the meeting adjourned at 9:15 PM.

Respectfully Submitted,

Lee Ann Keathley

Lee Ann Keathley

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