

**TOWN OF WOLFEBORO
PLANNING BOARD
May 16, 2017
MINUTES**

Members Present: Kathy Barnard, Chairman, Vaune Dugan, Vice-Chairman, Brad Harriman, Selectmen's Representative, Peter Goodwin, Mike Hodder, John Thurston, Paul O'Brien, Members.

Member Absent: Dave Alessandroni, Alternate.

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

Chairman Barnard opened the meeting at 7:01 PM at the Wolfeboro Town Hall Great Hall.

I. Scheduled Appointment

Goodhue & Hawkins Navy Yard

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

Site Plan Review

Tax Map #241-36

Case #2017-13

Kathy Barnard stated the application and public hearing was continued from 5/2/17.

Jim Rines reviewed his letter, dated May 9, 2017, see attached.

John Thurston questioned a relocation area if the steel tank should have to be relocated.

Jim Rines stated an area has not been designated however, the area would be located further from the lake and would need to be done in fifteen years.

Mike Hodder requested the applicant address the lighting issue (incorrect placement of ceiling mounted lights).

Jim Rines stated one internal light needs to be removed from the plan.

Mike Hodder asked if the retaining wall would be higher than four feet (if the wall is higher than 4', such would require a variance).

Jim Rines replied no.

Matt Sullivan stated he spoke with Tighe & Bond; noting the Town's consulting engineer is comfortable with the revised plans. Referencing signage, he stated there is no existing conforming signage therefore, the applicant is held to the existing size of the sign or, the applicant could seek a variance.

Referencing the note on the plan "Sewall Road Pavement Marking Note", Mike Hodder asked if such is recommended as a condition of approval.

Matt Sullivan replied no, rather it is only noted on the plan (Sheet 2 of 11 of the plan set). He expressed concern that if the BOS deny the request the Planning Board approval is vacated therefore, recommended language that would not vacate the approval. He stated a 20' wide cross-hatch has been proposed across Sewall Road; noting it states this element must be approved by the Public Works Director and Board of Selectmen.

Matt Sullivan reviewed the following conditions of approval;

1. The following plans, as amended to the date of this approval, are adopted by reference as part of this approval;

Plan 1. Existing Conditions Site Plan, Goodhue Hawkins Navy Yard, LLC., Owner/Applicant: Goodhue Hawkins Navy Yard, LLC, P.O. Box 853, Wolfeboro, NH, 03896, Project Location: 244 Sewall Road, Wolfeboro, NH, 03894, Tax Map 241 Lot 36 prepared by Jim Rines, P.E., L.L.S., C.P.E.S.C. White Mountain Survey & Engineering, Inc., P.O. Box 440, Ossipee, NH, 03864. Dated March 24, 2017. Revised May 9, 2017.

Plan 2. Proposed Development Site Plan, Goodhue Hawkins Navy Yard, LLC., Owner/Applicant: Goodhue Hawkins Navy Yard, LLC, P.O. Box 853, Wolfeboro, NH, 03896, Project Location: 244 Sewall Road, Wolfeboro, NH, 03894, Tax Map 241 Lot 36 prepared by Jim Rines, P.E., L.L.S., C.P.E.S.C. White Mountain Survey & Engineering, Inc., P.O. Box 440, Ossipee, NH, 03864. Dated March 24, 2017. Revised May 9, 2017.

Plan 3. Proposed Grading Plan, Goodhue Hawkins Navy Yard, LLC., Owner/Applicant: Goodhue Hawkins Navy Yard, LLC, P.O. Box 853, Wolfeboro, NH, 03896, Project Location: 244 Sewall Road, Wolfeboro, NH, 03894, Tax Map 241 Lot 36 prepared by Jim Rines, P.E., L.L.S., C.P.E.S.C. White Mountain Survey & Engineering, Inc., P.O. Box 440, Ossipee, NH, 03864. Dated March 24, 2017. Revised May 9, 2017.

Plan 4. Existing Conditions Drainage Plan, Goodhue Hawkins Navy Yard, LLC., Owner/Applicant: Goodhue Hawkins Navy Yard, LLC, P.O. Box 853, Wolfeboro, NH, 03896, Project Location: 244 Sewall Road, Wolfeboro, NH, 03894, Tax Map 241 Lot 36 prepared by Jim Rines, P.E., L.L.S., C.P.E.S.C. White Mountain Survey & Engineering, Inc., P.O. Box 440, Ossipee, NH, 03864. Dated March 24, 2017. Revised May 9, 2017.

Plan 5. Proposed Conditions Drainage Plan, Goodhue Hawkins Navy Yard, LLC., Owner/Applicant: Goodhue Hawkins Navy Yard, LLC, P.O. Box 853, Wolfeboro, NH, 03896, Project Location: 244 Sewall Road, Wolfeboro, NH, 03894, Tax Map 241 Lot 36 prepared by Jim Rines, P.E., L.L.S., C.P.E.S.C. White Mountain Survey & Engineering, Inc., P.O. Box 440, Ossipee, NH, 03864. Dated March 24, 2017. Revised May 9, 2017.

Plan 6. Proposed Landscaping and Lighting Plan, Goodhue Hawkins Navy Yard, LLC., Owner/Applicant: Goodhue Hawkins Navy Yard, LLC, P.O. Box 853, Wolfeboro, NH, 03896, Project Location: 244 Sewall Road, Wolfeboro, NH, 03894, Tax Map 241 Lot 36 prepared by Jim Rines, P.E., L.L.S., C.P.E.S.C. White Mountain Survey & Engineering, Inc., P.O. Box 440, Ossipee, NH, 03864. Dated March 24, 2017. Revised May 9, 2017.

Plan 7. Proposed Stormwater Management & Erosion Control Plan, Goodhue Hawkins Navy Yard, LLC., Owner/Applicant: Goodhue Hawkins Navy Yard, LLC, P.O. Box 853, Wolfeboro, NH, 03896, Project Location: 244 Sewall Road, Wolfeboro, NH, 03894, Tax Map 241 Lot 36 prepared by Jim Rines, P.E., L.L.S., C.P.E.S.C. White Mountain Survey & Engineering, Inc., P.O. Box 440, Ossipee, NH, 03864. Dated March 24, 2017. Revised May 9, 2017.

Plan 8. Proposed Erosion Control Plan, Goodhue Hawkins Navy Yard, LLC., Owner/Applicant: Goodhue Hawkins Navy Yard, LLC, P.O. Box 853, Wolfeboro, NH, 03896, Project Location: 244 Sewall Road, Wolfeboro, NH, 03894, Tax Map 241 Lot 36 prepared by Jim Rines, P.E., L.L.S., C.P.E.S.C. White Mountain Survey & Engineering, Inc., P.O. Box 440, Ossipee, NH, 03864. Dated March 24, 2017. Revised May 9, 2017.

Plan 9. Proposed Sitework & Drainage Details, Goodhue Hawkins Navy Yard, LLC., Owner/Applicant: Goodhue Hawkins Navy Yard, LLC, P.O. Box 853, Wolfeboro, NH, 03896, Project Location: 244 Sewall Road, Wolfeboro, NH, 03894, Tax Map 241 Lot 36, prepared by Jim Rines, P.E., L.L.S., C.P.E.S.C. White Mountain Survey & Engineering, Inc., P.O. Box 440, Ossipee, NH, 03864. Dated March 24, 2017. Revised May 9, 2017.

Plan 10. Proposed Driveway and Parking Details, Goodhue Hawkins Navy Yard, LLC., Owner/Applicant: Goodhue Hawkins Navy Yard, LLC, P.O. Box 853, Wolfeboro, NH, 03896, Project Location: 244 Sewall Road, Wolfeboro, NH, 03894, Tax Map 241 Lot 36 prepared by Jim Rines, P.E., L.L.S., C.P.E.S.C. White Mountain Survey & Engineering, Inc., P.O. Box 440, Ossipee, NH, 03864. Dated March 24, 2017.

Plan 11. Proposed Utilities Details, Goodhue Hawkins Navy Yard, LLC., Owner/Applicant: Goodhue Hawkins Navy Yard, LLC, P.O. Box 853, Wolfeboro, NH, 03896, Project Location: 244 Sewall Road, Wolfeboro, NH, 03894, Tax Map 241 Lot 36 prepared by Jim Rines, P.E., L.L.S., C.P.E.S.C. White Mountain Survey & Engineering, Inc., P.O. Box 440, Ossipee, NH, 03864. Dated March 24, 2017.

2. The applicant shall enter into a Construction Observation Agreement with the Town's consulting engineer for site work. The cost shall be borne by the applicant.

3. The applicant shall be responsible for the payment of all recording fees.

4. A financial security based on the total cost of the site improvements, plus 10%. The financial security shall be reviewed by the Town or its designee.

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.
6. Favorable final review by Tighe and Bond of drainage and stormwater management plans and reports.
7. Receipt of all Federal, State, and local permits including but not limited to Town of Wolfeboro Driveway Permit, NHDES Shoreland Permit, NHDES Wetlands Bureau Permit, Town of Wolfeboro Shoreland Permit, and all conditions attached thereto are hereby incorporated into this approval.
8. A letter of ADA compliance shall be prepared by the applicant or their agent.
9. An as-built plan is to be provided to the Town of Wolfeboro following project completion.

Referencing #6, Jim Rines expressed concern for the term “favorable”.

The Board agreed to amend such by striking “favorable”; to read as follows; “*final review by Tighe and Bond of drainage and stormwater management plans and reports.*”

Mike Hodder recommended an additional condition (#10) to read as follows; “*Sewall Road pavement marking as per note on Sheet 2 of 11 of the plan set to be submitted for review by the Public Works Director and the Board of Selectmen.*”

The Board agreed to such.

There being no further questions or comments, Chairman Barnard closed the public hearing.

Kathy Barnard stated the applicant has taken the neighborhood into account in the development of the site plan and has improved safety of the site.

It was moved by John Thurston and seconded by Paul O'Brien to approve the Goodhue & Hawkins Navy Yard Site Plan Review application, Case #2017-13, Tax Map #241-36, subject to the recommended conditions of approval. All members voted in favor. The motion passed.

II. Action Items

Sale of Tax Deeded Property, 45 Elm Street

Matt Sullivan stated the Board has been requested to review and provide comment regarding the sale of tax deeded property located at 45 Elm Street (per the Town's policy). He stated the property has no strategic value as it relates to the Master Plan.

Kathy Barnard stated the property is located in a residential area and feels the best use of the property would be to place it back on the tax roll.

It was moved by Mike Hodder and seconded by Paul O'Brien to support the sale of tax deeded property located at 45 Elm Street, Tax Map 190-47. All members voted in favor. The motion passed.

III. Work Session

Energy Committee

Susan Fuller, Chairman, Energy Committee, requested (on behalf of the Energy Committee) a separate chapter related to such to be incorporated into the Master Plan update. She stated the 1980 Master Plan included an energy element and feels that there should be separate chapter rather than having it incorporated into many chapters. She stated the State of NH amended its statute in 2008 to allow and encourage Master Plans to include an energy section. She reviewed the rationale for a separate chapter; noting energy affects many areas of life of Wolfeboro residents, Town planning and impacts a majority of the chapters in the Master Plan. She reviewed energy costs, climate change, Wolfeboro's history relative to energy and changing technology.

Kathy Barnard asked if the Energy Committee would be willing to take the lead on such.

Susan Fuller replied yes.

Peter Goodwin questioned whether there should be a separate energy chapter or whether representatives of the Energy Committee should be on other chapter subcommittees.

Mike Hodder stated he supports an individual Energy Chapter however, is concerned for Master Plan fragmentation. He questioned how the chapter would be coordinated with other chapters and what the content would consist of.

Bruce McCracken noted the need for good communication with other chapter subcommittees.

Paul O'Brien noted the need to ensure that chapters don't spill over onto each other.

Peter Goodwin stated he would prefer each chapter include an energy segment.

It was moved by Vaune Dugan and seconded by Mike Hodder to support the inclusion of an Energy Chapter in the Master Plan. All members voted in favor. The motion passed.

Master Plan Update

Matt Sullivan reviewed his memo, dated 5/12/17, see attached.

Kathy Barnard noted the Master Plan kickoff is scheduled for August 2017.

Mike Hodder and Paul O'Brien expressed concern for such.

Wayfinding Signs

Matt Sullivan reviewed his memo, dated 5/12/17, see attached.

Lodging Forum

Paul O'Brien asked the feedback from the EDC regarding the forum.

Matt Sullivan stated the EDC felt that it was a positive event however, felt that the questions and lodging study should not have been included in the invitation. He stated the EDC feels there are questions that remain unanswered and questions whether the removal of the 50 room cap will be supported.

Paul O'Brien stated he learned a lot from the forum; that the largest hotel has only a 53% full rate, employment issues and the need for more diverse events.

Matt Sullivan noted a willingness on the part of the businesses and lodging facilities to coordinate with one another.

Kathy Barnard stated there is a need to focus on and support existing businesses/facilities and provide the ability to expand; noting the current zoning regulations hinder such because there are several lodging facilities located in residential zones. She recommended revising the nonconforming use section and educating the existing businesses at following meetings regarding what is permitted with the existing zoning.

John Thurston stated the public was not in favor of removing the cap.

Paul O'Brien stated that if the EDC feels it is important to remove the room cap then they could generate a warrant article related to such.

Brad Harriman recommended the Board resolve zoning issues that hinder the expansion of existing facilities.

The Board agreed to the following;

- Send a memo to the participants of the Lodging Forum regarding the direction of the Board
- Send a letter to existing businesses and facilities informing them of what is permitted through current zoning
- Revise Zoning Ordinance

Architectural Review Guidelines

Matt Sullivan stated the Committee has met twice and reviewed his memo, dated 5/11/17, see attached.

Recusal Workshop

Matt Sullivan stated the workshop will be scheduled for either May 23rd or May 25th.

IV. Informational Items

None.

V. Planning Board Subcommittee Reports

TRC; Special Use Permit application continued to 6/7/17, Site Plan Review for Depot Square Condominium Association

VI. Approval of Minutes

April 4, 2017

It was moved by Paul O'Brien and seconded by John Thurston to approve the April 4, 2017 Wolfeboro Planning Board minutes as submitted. All members voted in favor. The motion passed.

April 11, 2017

It was moved by John Thurston and seconded by Mike Hodder to approve the April 11, 2017 Wolfeboro Planning Board minutes as submitted. All members voted in favor. The motion passed.

April 25, 2017

It was moved by John Thurston and seconded by Mike Hodder to approve the April 25, 2017 Wolfeboro Planning Board minutes as submitted. All members voted in favor. The motion passed.

VII. New/Other Business

N/A

It was moved by Mike Hodder and seconded by Vaune Dugan to adjourn the May 16, 2017 Wolfeboro Planning Board meeting. All members voted in favor. The motion passed.

There being no further business, the meeting adjourned at 9:19 PM.

Respectfully Submitted,

Lee Ann Hendrickson

Lee Ann Hendrickson

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

May 9, 2017

Advance Copy via Email (KAMavrogeorge@tighebond.com)

Kenneth Mavrogeorge, P.E., Project Manager
177 Corporate Drive
Portsmouth, NH 03801-6825
Re: Goodhue Hawkins Navy Yard, LLC Peer Review
144 Sewall Road
Wolfeboro, New Hampshire
Tax Map 244, Lot 261

Dear Kenneth:

Please accept this letter and the accompanying drawings as our response to your April 28, 2017, review of the above referenced project.

To more readily coordinate our response to your review letter, I will restate your comments followed by our response.

General Comments:

1. The existing and proposed impervious area hatching make it difficult to see the existing and proposed features. The Applicant should consider showing this hatch only on Sheets 1, 2, and 7 of the plan set where the notes for impervious area are included. The Applicant should consider using a lighter hatch or different pattern to improve the clarity of the plans.

Although this is not a technical comment and more one of taste and approach, we did lighten the shading to make the plans more legible and we eliminated the shading on sheets 3 and 4 of 11.

Site Plan Comments:

Proposed Site Development Plan – Sheet 2 of 11

2. Per Article XXII, 175-136 of the Wolfeboro Planning and Zoning Ordinance, all snow storage locations shall be shown on the plan (i.e., remote parking areas) and a note should be added regarding the removal of snow that exceeds the designated snow storage areas.

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Project Manager
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We clarified the snow storage note to identify the "remote" area beyond the Cobalt Boat signs. Since the full site is not use during the winter months some of the parking areas are available for snow storage. We also added the note that excess snow will need to be removed from the site.

3. The Applicant should add a note prohibiting the dumping of snow into the lake.

Although this practice has never been employed, a note was added to the plan to prohibit dumping of snow into the lake.

4. The snow storage appears to be located on top of the proposed catch basins. The Applicant should clarify how these basins will function during the spring snow melt should snow be piled on top of them.

Living in the north country, our experience both professionally and personally has been that plowed snow is often on top of catch basins. However, when the weather warms to the point where there is runoff or there is the occasional winter rain storm, the water is able to enter the catch basins. For this reason, no change has been made.

Proposed Grading Plan – Sheet 3 of 11

5. The grading of vegetated depressions appears to indicate that stormwater will be ponding adjacent to the parking lots. The Applicant should provide more information as to how the stormwater will exit these depressions since no drainage structures or details are shown on the plans and due to the fact that they are located on group D soils.

Although not modeled, some exfiltration will undoubtedly occur. Beyond that, additional spot grades were added to the vegetated depressions to clarify the design intent along with dashed lines to depicting the depression location. The intent is that if the storm event is such that the vegetated depressions fill, the low point is the adjacent to the pervious paver system and the overflow will pass through those.

Existing Conditions Drainage Plan – Sheet 4 of 11

6. No comments.

Proposed Conditions Drainage Plan – Sheet 5 of 11

7. The contributing area flowing to each of the pervious paver systems appears to be larger than the actual area flowing to the system. We recommend the Applicant adjusting the boundary to reflect the actual area contributing to the pervious pavers.

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Project Manager

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To this sheet we added narrower subcatchment lines to identify that portion of the subcatchment draining to the pervious pavers. Rather than unnecessarily complicating the stormwater model, we simply created a separate model for the pervious pavers which was submitted with the initial submittal. We also added additional shading on sheet 7 of 11 to assist in understanding the contributing areas.

It is important to also understand that some areas in the drainage model include off-site area (such as 3a). The HydroCAD models use total contributing areas (on-site and off-site) in their computations, whereas, our impervious area calculations only count the on-site area.

8. The contributing areas to each of the proposed pervious paver systems appears to be greater than the maximum 5:1 ratio allowed by the NHDES Alteration of Terrain Env-Wq 1508.06 (p)(5). We recommend the Applicant increase the area of pervious pavers to meet the NHDES standard.

Because we do not trigger the need for an Alteration of Terrain permit, we concentrated on designing to the redevelopment standards making improvements to the maximum extent practicable (MEP) as defined by the Wolfeboro Stormwater Management Regulations, while incorporating many of the AoT concepts. To that end all filter strip areas meet the AoT ratio of 5:1 or less with the exception of the one from Subcat 3a which has a ratio of 5.5:1. Since we are not required to meet the AoT requirement, it was our engineering judgment that this was the MEP and therefore satisfied the regulations.

Proposed Landscaping & Lighting Plan – Sheet 6 of 11

9. Not reviewed.

Proposed Stormwater Management & Erosion Control Plan – Sheet 7 of 11

10. We recommend the Applicant identify the disconnected impervious cover areas, totaling 10,042 SF, using a unique hatch. See Comment #7 for more information.

As mentioned in the response to item #7 above, we created an improved hatch/shading pattern to improve the understanding of those areas of disconnected impervious and verified our numbers.

11. The Applicant should show rim and invert elevations for each drainage structure on site as well as the length and slope of drainage pipe.

On sheet 2 of 11, we added the length of pipes and slopes to the existing inverts on that sheet so that the contractor could find all information on a single sheet.

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Project Manager

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Proposed Erosion Control Details – Sheet 8 of 11

12. No comments.

Proposed Sitework & Drainage Details – Sheet 9 of 11

13. We recommend the Applicant show a minimum 6" crushed stone bedding surrounding the base of the drainage structures.

We added the crushed stone bedding to the detail on this sheet.

14. We recommend the Applicant provide a detail for the proposed vegetated depression areas.

We added a vegetated depression to the detail on this sheet.

Proposed Driveway & Parking Details – Sheet 10 of 11

15. We have concerns that the provided pervious paver detail will not provide the stated treatment as there is no filter course proposed. We recommend the Applicant revise the Typical Permeable Paver Strip Detail to be consistent with NHDES recommendations (NHDES Stormwater Manual, Volume 2).

The section through the pavers in our detail show a 2" thick No. 8 aggregate bedding course.

This washed stone is essentially 3/8" and smaller stone similar to the "Filter Blanket" shown on page 120 in Volume 2 of the NHDES Stormwater Manual. While this will not provide the same filter as 12" or more of sand, some filtering will take place. Our detail is based on page 10 of the attached Eco-Stone brochure, page 10, where it speaks to construction over soil with low or no permeability, but reads that it "...still allows for infiltration of stormwater and some filtering of pollutants..." As stated in the Wolfboro Stormwater Management Regulations, this is to the maximum extent practicable (MEP), in this redevelopment situation and a dramatic improvement over the existing condition.

Proposed Utilities Details – Sheet 11 of 11

16. Not reviewed.

Site Plan Review Application

17. The Applicant should revise the site plan narrative to state the correct references (Page 3 of 5):

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a. "We have prepared our drainage analysis and design under paragraph X, Redevelopment Project Requirements."

b. "...through stormwater mitigation techniques addressed in paragraph X.1 though X.3,..."

I attach the section of the Stormwater Management Regulations which demonstrate the cited paragraphs are the correct citation and this was confirmed with Matt Sullivan.

Stormwater Management Narrative and Drainage Analysis Calculations

18. The Applicant should provide a copy of the NRCS Web Soil Survey map.

I attach a copy of the NRCS Web Soil Survey map.

19. The Applicant should reference the plan which shows the area that is being treated by the permeable paver strips.

The plan that depicts the areas being treated by the permeable pavers has been identified on sheet 7 of 11.

20. We have concerns with the way the Applicant is modeling the stormwater attenuation in the post-development HydroCAD model. We recommend that the Applicant combine the pervious paver analysis with the post-development drainage model to more accurately reflect the effects of stormwater flowing through a pervious paver system that includes treatment.

It was our opinion that to continue to complicate the drainage model and reduce the subcatchment areas to even smaller subcatchments would result in a drainage model that is overly complex with no greater accuracy than the mathematical subtraction of the attenuation from the base model. The permeable paver strip model clearly and simply determines how much attenuation of the peak flow the strips cause. We simply mathematically subtracted these values from the model with no filter strips for the comparison. This is especially true when the predevelopment condition versus the post development condition results in only an additional 80 sf of impervious coverage, exclusive of the permeable paver strips.

21. It is unclear from the narrative which type of treatment systems are formal vs. informal. The Applicant should clarify the difference between the two.

We have added language in the Stormwater Management Narrative as well as the shading on sheet 7 of 11 to clarify the difference between the formal and informal treatment.

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22. The HydroCAD calculations show an increase in impervious area of approximately 2,600 SF (+0.06 ac) from existing to proposed conditions while the narrative states only an 80 SF increase in impervious area. The Applicant should clarify which number is correct.

The HydroCAD model calculations include both on-site and off-site impervious area, but our

impervious computations only include the on-site areas. Also, gravel areas with a CN of 96 are not counted as impervious and ledge is impervious in HydroCAD. Our computations follow NHDES Shoreland regulations which include gravel as impervious and natural conditions like ledge as not being impervious. Therefore, the clarified notes on sheets 2 and 7 of 11 are correct.

Stormwater Management BMP Sizing & Analysis Calculations (Permeable Pavers)

23. We have concerns on the sizing of the pervious paver systems. See Comment #8 for more information.

Please see our response to #8 above.

24. We recommend the Applicant model the proposed vegetated depressions with an outlet structure or other method to mitigate stormwater ponding. See Comment #5 for more information.

By clarifying the design intent of having the outlet control drain to the pervious pavers we believe this issue has been addressed.

Stormwater Best Management Practices Operation and Maintenance Manual

25. We recommend that Applicant provide specific maintenance practices for the deep sump catch basins, pervious pavers and vegetative depressions.

We provided that information in the O & M Manual, appendix C & D. Perhaps you were not provided that with your review and so we include the O & M Manual with this response.

With this letter and the attached plans and documents, we believe that we have demonstrated compliance with the paragraph X of the Wolfeboro Stormwater Management Regulations and designed this redevelopment with significant improvements over the existing condition to the MEP (maximum extent practicable).

We have made no changes to the prior submitted HydroCAD computations. Please refer to those as you review this response.

Kenneth Mavrogeorge, P.E.

Project Manager

Tighe and Bond

May 9, 2017

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Additionally, I have included an opinion of probable cost at the request of Matt Sullivan. I understand that he will be including a review of this as this project progresses.

If you have any questions or concerns regarding this matter, please feel free to contact me directly at (603) 539-4118, extension 315. In thanking you for your consideration and in hopes that we can soon earn your business, I remain

Sincerely,

White Mountain Survey & Engineering, Inc.

James F. Rines, P.E., L.L.S., C.P.E.S.C.

MEETING MEMORANDUM

DATE: May 12, 2017

TO: Planning Board Members

FROM: Matt Sullivan, Director of Planning and Development

SUBJECT: May 2nd, 2017 General Meeting Memo

Dear Planning Board Members,

Please find general updates to pending Planning Board tasks/work program/discussion items below:

BR&E Report

Per the Planning Board's request, the Business Retention and Expansion (BR&E) program's final report was posted to the Planning and Development Department's webpage. Survey sheets from businesses were not included as the information compromised anonymity.

Master Plan Survey

The full Master Plan Survey Report was posted to the Planning and Development Department's webpage.

Master Plan

It has been decided the Master Plan Kickoff will take place in late August rather June of 2017. After discussion with the chair and vice-chair, it was decided that a June start would result in a June/July/August gap during which meetings are difficult to coordinate and limited progress would be made. At the 05/16 meeting the Planning Board shall assign the remaining year-one chapters (Recreation, Economic Development, and Cultural & Historical Resources) to unassigned Board members. The Energy Committee has requested an appointment with the Planning Board at the 05/16 meeting to further discuss the potential for an Energy Chapter.

Rules of Procedure Amendments

A draft of minor rules of procedure amendments will be presented to the Board at the 05/16 meeting.

Lodging Forum

The Lodging Forum took place on 04/25 with approximately 40 individuals in attendance. A follow-up discussion will be placed on the 05/16 meeting agenda.

Recusal Training

Laura Spector-Morgan has confirmed that she is available for a recusal workshop any night May 22nd – May 26th. I will confirm a date with the Board at the 05/02 meeting.

Architectural Standards

The Architectural Design Standards Subcommittee met on March 30th and April 27th. The Subcommittee is working to review Wolfeboro's existing design guidelines for pertinent content as well as review the guidelines/standards of other communities such as Meredith and Durham for relevant content and concepts. Information related to the work of that subcommittee will be presented at the 05/16 Planning Board meeting.

Wayfinding Signs

The Wayfinding Sign Committee is scheduling a mid-May meeting. The signs have officially been returned to Town Hall and placement/next steps will be discussed as part of that meeting.

MEETING MEMORANDUM

DATE: May 11, 2017

TO: Planning Board Members

FROM: Matt Sullivan, Director of Planning and Development

SUBJECT: Architectural Design Standards Subcommittee Update

Dear Planning Board Members,

The Architectural Design Standards subcommittee has convened two (2) meetings in this course of the past two (2) months. Those meetings have resulted in a proposal to draft Architectural Design Standards, to be codified in the Site Plan Review Regulations, and applied to ALL projects subject to site plan review. The original directive from the Planning Board included only commercial buildings of >4,000 sq. ft. in size as subject to the standards. However, after lengthy discussion, the group has resolved that universally applying the regulations to all site plan review projects, with standards for retro-fitting and the waiver capability, is a stronger approach.

The subcommittee has developed the following Architectural Design Standards outline. Next steps of the subcommittee include working to review the existing Design Review ordinance language, existing Voluntary Design Guidelines, and the design regulations of multiple New Hampshire communities for content to be included in Wolfeboro's new regulations.

The regulations will focus on simplicity and visual representation to ensure that they are both clear and concise. Please review the following proposed outline, subject to adjustment by the subcommittee:

- *Purpose*
- *Findings*
- *Authority*
- *Applicability*
- *Process*
 - *Materials*
 - *Plans*
 - *Renderings*
 - *Waivers*
- *Building Orientation*
- *Building Scale and Proportion*
- *Roofs*
- *Massing/Scale*
- *Windows & Shutters*
- *Entrances*
- *Mechanical Equipment*
- *Courtyards*
- *Franchise Design*
- *Materials/Colors*
- *Building Facades*
- *Additions and Renovations*
- *Use-Specific Standards*
 - *Gas Stations*
 - *Drive Thru's*