

**TOWN OF WOLFEBORO  
PLANNING BOARD  
March 5, 2024  
DRAFT MINUTES**

**I. Call to Order**

Chair Kathy Barnard called the meeting to order at 7:00PM.

**II. Introduction of Planning Board Members**

**Members Present:** Kathy Barnard, Chair; Doug Breskin, Vice-Chair; Brad Harriman, Selectmen's Representative; Roger Murray, Peter Goodwin, Members; Julie Jacobs, Jane Nielsen, Alternates.

**Members Absent:** John Thurston, Vaune Dugan, Members: Steve Webster, Alternate.

**Staff Present:** Tavis Austin, Director of Planning and Development; Michaela Beckwith, Recording Secretary.

*Kathy Barnard appointed Jane Nielsen and Julie Jacobs as voting members.*

**III. Public Hearings**

**Pine Hill Storage Realty, LLC – 18 Pine Hill Road – Site Plan Review**

Kathy Barnard questioned the stormwater runoff plan and the proposed building's use.

Scott Frankiewicz, New Hampshire Land Consultants, reviewed the submitted application and existing buildings on the property, noting the current stormwater runoff management plan includes infiltration trenches and ponds.

Chris Pograntz, owner, reviewed the submitted application.

Peter Goodwin expressed concern regarding the increase in impervious surface and the existing detention pond's capacity.

Chris Pograntz stated the existing pond has a larger capacity than was required previously.

Julie Jacobs questioned the number of restrooms in each proposed unit.

Chris Pograntz stated each building would contain two offices, two restrooms and two workspaces, noting flexibility regarding future tenants.

Kathy Barnard questioned the type of businesses that would be renting the proposed units.

Chris Pograntz stated businesses that serve other businesses, noting compliance with current bylaws.

Peter Goodwin asked if the units would contain office space.

Chris Pograntz replied yes.

Tavis Austin stated the application states business services which is defined as a business supporting a larger business.

Peter Goodwin questioned the restrictions regarding disposal of hazardous waste.

Tavis Austin stated enforcing such pertains solely with the building code and not with zoning regulations.

Doug Breskin questioned the expected amount of daily traffic.

Chris Pograntz stated minimal traffic is expected.

Doug Breskin questioned the use of road signage for advertising purposes.

Chris Pograntz replied he is currently unsure. He stated the current plan does not include signage but if signage is wanted in the future he would appear before the Board.

Kathy Barnard asked Tavis Austin for history of the property.

Tavis Austin stated the property currently contains storage units noting that a special exception permit was approved for storage in Bay Street district.

Roger Murray mentioned the current parking ordinance, noting the business services use is not meeting current requirement in the submitted plan.

Chris Pograntz stated he would add more parking if required or necessary for compliance.

Roger Murray stated the Board is unable to waive the parking zoning requirement, noting that 10 spaces would need to be added.

Julie Jacobs questioned the location for the required parking.

Roger Murray asked Tavis Austin for clarification regarding parking for the existing storage units.

Chris Pograntz stated the 13 new spaces are for the proposed buildings.

Peter Goodwin stated the site currently contains 23 spaces.

Tavis Austin asked Mr. Pograntz how many storage units are on the property.

Chris Pograntz replied there are under 200 total units.

Tavis Austin stated 30 spaces total are required.

Chris Pograntz stated the location is automated and does not contain a daily staffed office.

Kathy Barnard questioned the existing stormwater runoff pond's capacity and location.

Scott Frankiewicz explained using the site plan map.

Chris Pograntz stated the property and adjacent properties (which he owns) have never experienced any issues regarding drainage.

Roger Murray questioned the snow storage plan.

Scott Frankiewicz reviewed the proposed snow storage locations.

Chris Pograntz stated the property does not have snow storage issue and their contractor keeps the paved areas clear following each storm.

Brad Harriman stated the stormwater management plan seems adequate per the submitted plan.

Roger Murray questioned the location of the access door.

Chris Pograntz responded yes, noting there will be a second egress door at the rear.

**It was moved by Doug Breskin to accept the application for Pine Hill Storage Realty, LLC - 18 Pine Hill Road - Site Plan Review as complete. Kathy Barnard seconded the motion. All members voted in favor. The motion passed (7-0-0).**

*Kathy Barnard opened the public hearing.*

Suzanne Ryan questioned the application being a formal submission rather than a conceptual review. She suggested the Board be specific with regard to the property's use. She expressed concern regarding traffic, lighting and business hours.

Chris Pograntz responded to Ms. Ryan's concerns, noting the units will not be storage units and will not contain outdoor storage. He stated the traffic will be minimal increase if any.

Suzanne Ryan expressed concern with the agenda description.

Doug Breskin noted the building dimensions from the submitted application.

Chris Pograntz stated the garage doors will be 12' x 12'.

Roger Murray stated the definition of business services.

Chris Pograntz stated the buildings' use will comply with all regulations.

The Board briefly discussed the buildings' use with regard to permitted uses.

Roger Murray stated he would like to see the additional parking spaces shown on the plan, noting for future use such would be helpful to the property owner.

Chris Pograntz asked if the Board's approval could include a stipulation for additional parking.

Tavis Austin suggested Mr. Pograntz and Mr. Frankiewicz add the additional parking to the plan and then the Board can approve if they wish.

Chris Pograntz explained the additional parking added to the site plan.

Tavis Austin stated the 30 spaces required have been met.

Peter Goodwin suggested the Board look at the revised physical plan and approve based on such.

Kathy Barnard expressed concern regarding the plan submitted not containing accurate information.

Chris Pograntz stated the final submitted plan will reflect the additional 6 spaces which will total 30 spaces.

Suzanne Ryan expressed concern regarding property use.

*Kathy Barnard closed the public hearing.*

Doug Breskin expressed concern with the garage doors regarding proximity of parking locations to such.

Tavis Austin reviewed the following Conditions of Approval:

1. The following plans, as amended to the date of this approval are incorporated into the approval:  
*"Proposed Site Plan for Pine Hill Road Realty Trust, LLC, Tax Map 190, Lot 20, 18 Pine Hill Road Wolfeboro, NH 03894, Carroll Co" 02/13/2024 including cover sheet (1/7, Existing Conditions (2/7), Proposed Site Plan (3/7), Proposed Grading Plan (4/7), Proposed Lighting Plan (5/7), Detail Sheet 1 (6/7) and Detail Sheet 2 (7/7) as received February 13, 2024.*
2. Applicant shall be responsible for the payment of all recording fees for Notice of Decision.
3. Applicant shall submit cost estimates for onsite stormwater improvements along with surety instrument in accordance with 173-16- 173-18. This shall be completed prior to the Planning Board's final signing of the Site Plan.
4. All 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 suspended 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 Doug Breskin to approve the application including the amendments from the Board as follows: the amended plan attached to final submission, 30 total parking spaces, no outdoor storage or heavy equipment storage and business services as the permitted use. All members voted in favor. The motion passed (7-0-0).***

**IV. Discussion items:**

**a. LRPC Commissioner: T. Austin 4-year term**

Roger Murray stated the recommendation letter needs to be edited to include "one of the Town's representatives."

***It was moved Doug Breskin moved to recommend Tavis Austin's appointment to the Lakes Region Planning Commission as one of the Town's representatives. Jane Nielsen seconded motion. All members voted in favor. The motion passed (7-0-0).***

**b. Planning Board Alternate: J. Jacobs**

**It was moved by Jane Nielsen to appoint Julie Jacobs as a Planning Board Alternate with a three-year term. Kathy Barnard seconded the motion. All members voted in favor. The motion passed (7-0-0).**

**c. Update on 16 Libby Street**

Tavis Austin stated the pending ZBA matter was dismissed. He stated he hasn't received an update from the Housing Appeals Board, noting next steps will be notification of a preliminary hearing then an ultimate hearing.

Kathy Barnard asked Tavis Austin if the Board's attorney has needed documentation and such.

Tavis Austin replied yes.

**d. Other**

Doug Breskin made a statement regarding the Planning Board's warrant articles on the March 12<sup>th</sup> ballot. He urged voters to educate themselves with materials available in multiple locations both in printed and electronic versions.

Peter Goodwin noted the amount of work done to the Shorefront article.

Roger Murray stated Article 3 was submitted via petition which requires the Board to make a recommendation or not and add comments.

Kathy Barnard stated the proposed agenda items are for the Board's future work sessions.

Tavis Austin suggested the April 16<sup>th</sup> work session may be best to start the items.

Kathy Barnard stated the C2 district item needs to be completed by being brought to a public hearing.

Tavis Austin stated the amendment is for language only.

Doug Breskin stated the agenda items being discussed are not necessarily going to appear as warrant articles.

The Board reviewed the list of future work session agenda items and decided on the following dates:

- March 19 – Road construction discussion with Steve Randall
- April 16 – C2 district, Short Term Rental, Multifamily housing
- May 21 – Affordable/workforce/inclusionary zoning, Accessory Dwelling Unit
- June 18 – Impact fees, water/sewer issue
- July 16 – Solar ordinance, definition of duplex

**V. Public Comment**

Audrey Cline commented on the short-term rental issue, noting the sub-committee's work. Ms. Cline distributed a State informational spreadsheet regarding New Hampshire town's regulating Short Term Rentals to the Board. She stated the issue of creating a licensing program poses an extensive amount of work noting the program will require administrative work and resources that need allocation for such. She stated her belief is a simple zoning ordinance needs to be created and implemented. She also reviewed a self-made chart regarding housing terminology and the ordinances of such.

Roger Murray asked Ms. Cline how the Dover, NH development is operating.

Audrey Cline replied well, noting the owners of the property has done tremendous work and absorbed a lot of costs themselves.

Suzanne Ryan expressed concern regarding the Board using data, maps and other factual information to impact their decision making and review processes. She reviewed the past three years Town Reports, noting the amount of development and improvement regarding needed housing.

**VI. Approval of Minutes:**

**2/13/2024**

**Corrections:**

Page 4: Change (2026) to (2024) for Tavis Austin's LRPC appointment

Page 6, ½ way down page: Change the statement made by Tavis Austin to read, "Tavis Austin stated he will provide the Town Manager a rough draft short term rental licensing document for review."

**It was moved by Roger Murray to approve the February 13, 2024 minutes as amended. Kathy Barnard seconded the motion. Doug Breskin abstained. The motion passed (6-0-1).**

**2/20/2024**

**Corrections:**

Page 1, under Brad Harriman's suggestions: between Town Board of Selectman and Department of Public Works change 'of' to 'and'

Page 2, second line: Change Cheldman to Chellman, former owner of White Mountain Survey.

Page 2, under Roger Murray's suggestions, 1<sup>st</sup> bullet: change to read "figures one, two and three are missing"

Page 2, under Roger Murray's suggestions, 2<sup>nd</sup> bullet: change to read "change word addition to edition"

Page 3, 3<sup>rd</sup> line from top: change word effecting to affecting

Page 5, 5<sup>th</sup> line down: change to read "The Board members agreed ADU is worth further discussion although Roger Murray disagreed."

**It was moved by Roger Murray to accept the minutes of February 20, 2024 as amended. Kathy Barnard seconded the motion. All members voted in favor. The motion passed (7-0-0).**

Roger Murray questioned the Lifetime Green Homes application.

Tavis Austin stated he is unsure of Mr. Brem's appearance at the March meeting, noting he has been in contact with him regarding his application.

**It was moved by Doug Breskin and seconded by Roger Murray to adjourn the March 5, 2024 meeting.**

The meeting was adjourned at 8:38PM.

Respectfully Submitted,  
*Michaela M. Beckwith*  
Michaela M. Beckwith

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