

**TOWN OF WOLFEBORO
PLANNING BOARD
July 5, 2016
MINUTES**

Members Present: Kathy Barnard, Chairman, Stacie Jo Pope, Vice-Chairman, Brad Harriman, Selectmen's Representative, Mike Hodder, Vaune Dugan, John Thurston, 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 Town Hall Great Hall.

**I. Scheduled Appointment / Public Hearing
Church of Jesus Christ of Latter Day Saints
Site Plan Review
Agent: Jim Rines, White Mountain Survey Co., Inc.
TM #187-23
Case #201613**

Rob Houseman reviewed the Planner Review for July 5, 2016 stating the applicant proposes to add the final phase addition as presented in the 1983 approval; noting such includes a 2680 SF addition to the existing 9730 SF church. He stated the new space would result in 139 fixed seats and the reconfigured facility would include 2730 SF of unfixed seating space available in the basketball court area, which can be converted to worship space by opening a portable wall. He noted that all remaining space is used for "church related" activities. He stated the proposal also includes the expansion of the parking area; noting 62 parking spaces are required and 91 spaces are provided. Referencing storm drainage, he stated the proposed improvements include stormwater management designed to detain stormwater runoff from the existing building and the addition to the building in order to offset the increase in stormwater runoff from the new parking area. He stated this approach is being proposed because there is no room for stormwater treatment associated with the parking lot without impacting the no-touch wetlands buffer. Referencing lighting, he stated the applicant is proposing to relocate one existing light pole where the entrance to the expanded parking exists. He noted a Special Exception to permit the church was issued by the ZBA in 1982. He stated litter storage will be slightly relocated on a dumpster pad and screened. He recommended the posting of a financial security in the amount of \$270,082.

Jim Rines stated four handicap parking spaces are being proposed. He stated following Planning Board approval he would be contacting NHDOT and noted there would be no changes to the driveway entrance. He stated the existing sewage disposal system is functioning well however, an Enviro-Septic system would be designed; noting the latter does not have to be installed rather, only proof of the ability to construct such and compliance must be demonstrated.

John Thurston questioned a grease trap in the system.

Jim Rines stated a grease trap exists in the current system.

Kathy Barnard questioned whether the light to be relocated is down directed.

Jim Rines stated there would no changes to the lighting except for relocating the pole 20' from its existing location.

Vaune Dugan asked if there could be plantings in the stormwater detention basin.

Jim Rines recommended against such and noted the detention basin is designed with a slope to allow for mowing.

Mike Hodder asked if there would be any negative impact to the wetlands.

Jim Rines replied no.

Kathy Barnard questioned a timeline for the project.

Jim Rines replied September 2016 for the start of construction.

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

Chairman Barnard opened the public hearing.

Rob Houseman reviewed the following recommended conditions of approval;

1. The following plans, as amended by the Planning Board approval, are incorporated into the approval:
Plan 1: 2015 Existing Conditions Plan, Corp. of the Presiding Bishop of the Church of Jesus Christ of Latter Day Saints, 388 North Main Street, Wolfeboro, New Hampshire, Tax Map 187 Lot 23, Prepared by Randy Donckers, LLS, Wetlands Delineated by Timothy Ferwerda, CWS, Amerisite Land Survey LLC, 25 Oaktree Road, Auburn, NH 03032, Dated October 1, 2015.
Sheet 2 of 5: Proposed Site Plan, Prepared for the Church of Jesus Christ of Latter Day Saints, 388 North Main Street, Wolfeboro, New Hampshire, Tax Map 187 Lot 23, Prepared by Mark Lucy, PE, White Mountain Surveying and Engineering, Inc., PO Box 440, Ossipee, NH 03864, Dated June 15, 2016.
Sheet 3 of 5: Landscape and Buffer Plan, Prepared for the Church of Jesus Christ of Latter Day Saints, 388 North Main Street, Wolfeboro, New Hampshire, Tax Map 187 Lot 23, Prepared by Mark Lucy, PE, White Mountain Surveying and Engineering, Inc., PO Box 440, Ossipee, NH 03864, Dated June 15, 2016.
Sheet 4 of 5: Sitework Construction Plan, Prepared for the Church of Jesus Christ of Latter Day Saints, 388 North Main Street, Wolfeboro, New Hampshire, Tax Map 187 Lot 23, Prepared by Mark Lucy, PE, White Mountain Surveying and Engineering, Inc., PO Box 440, Ossipee, NH 03864, Dated June 15, 2016.
Sheet 5 of 5: Sitework Construction Details, Prepared for the Church of Jesus Christ of Latter Day Saints, 388 North Main Street, Wolfeboro, New Hampshire, Tax Map 187 Lot 23, Prepared by Mark Lucy, PE, White Mountain Surveying and Engineering, Inc., PO Box 440, Ossipee, NH 03864, Dated June 15, 2016.
2. Payment of all recording fees.
3. Receipt of NH DES and NH DOT approval and any conditions attached thereto.
4. A financial security based on the total cost of the site improvements, plus 10% (\$270,082).
5. The Temporary Erosion Control Structure Maintenance Notes and Sitework Sequencing requirements are hereby adopted by reference as a condition of approval.
6. The applicant's engineer shall submit a letter certifying compliance with the American's With Disabilities Act.
7. The applicant shall be required to monument the edge of Wetlands in compliance with § 175-9.1 Wetlands Boundary Monumentation.
8. 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.

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

It was moved by Stacie Jo Pope and seconded by Mike Hodder to approve the Church of Jesus Christ of Latter Day Saints Site Plan Review application, Tax Map #187-23, subject to the recommended conditions of approval. All members voted in favor. The motion passed.

II. Action Item

Release of Financial Security Wolfeboro Camp School TM #253-7

Rob Houseman stated the applicant has requested a release of the balance of the financial security because the school has deferred any additional infrastructure construction of Phase I to a date no sooner than fall 2017. He noted that all infrastructure associated with the construction and occupancy of Cabins #1 and #2 has been completed. He stated the request is being made with the understanding that any subsequent development shall require the posting of a new financial security. He stated the change in phasing remains consistent with the applicant's approvals.

It was moved by Mike Hodder and seconded by Paul O'Brien to approve the release of financial security in the amount of \$126,764, including surety and all interest, for Wolfeboro Camp School, Tax Map 253-7. Further, the applicant acknowledges that any subsequent development within Phase I shall require the posting of an adequate financial security prior to receiving any additional building permits associated with Case #201604. Paul O'Brien, Brad Harriman, Stacie Jo Pope, Mike Hodder, John Thurston, Kathy Barnard voted in favor. Vaune Dugan abstained. The motion passed.

Release of Financial Security 280 South Main Street, LLC / The Lake Motel TM #231-82

Rob Houseman stated the applicant has requested a release of the financial security; noting Phase II of The Lake Motel project has been completed. He stated the Town's consulting engineer performed a site inspection and confirmed completion of Phase II and recommended the release of the balance of the financial security in the amount of \$4,158.90.

It was moved by Mike Hodder and seconded by John Thurston to approve the release of financial security in the amount of \$4,158.90, including surety and all interest, for 280 South Main Street, LLC / The Lake Motel, Tax Map 231-82. All members voted in favor. The motion passed.

III. Work Session

Disposition of Town Owned Property

Rob Houseman stated the Planning Board previously adopted protocol when considering the sale of Town owned property and referenced the Board's 2011 memo to the BOS.

Stacie Jo Pope recommended forwarding such to the Conservation Commission.

Kathy Barnard reaffirmed that the Planning Board would be reviewing the issues noted in the September 7, 2011 memo to the BOS when the Board is reviewing the disposition of Town owned property.

It was moved by Mike Hodder and seconded by Stacie Jo Pope to reaffirm the criteria to be reviewed, as outlined in the Board's 9/7/11 memo to the BOS, by the Planning Board when reviewing the disposition of Town owned property. All members voted in favor. The motion passed.

Approval Process For Municipal Use Of Property

Kathy Barnard stated the Board previously sent memos (2007 & 2014) to Department Heads and the BOS regarding approval for municipal use of property. She stated the Board previously agreed that all Town proposals should have a nonbinding hearing held by the Planning Board in order to allow the public and abutters to participate in the process and comment on the proposal. She recommended the memo be resent to Department Heads and the BOS.

It was moved by Paul O'Brien and seconded by John Thurston to forward the 2014 memo to the Department Heads and BOS requiring the Town to comply with RSA 674:54. All members voted in favor. The motion passed.

Master Plan Survey

The Board discussed issues related to landline and cell phones to include more people in the survey.

Rob Houseman noted the previous phone survey was available online (Survey Monkey) and on paper (located at the Library and Town Hall). He noted the survey would be reviewed by the Heritage Commission and Economic Development Committee to ensure adequacy of the questions.

Accessory Dwelling Unit Ordinance

The Board reviewed the revisions to the Accessory Dwelling Unit Ordinance and requested/agreed to the following;

- Page 1, Section XXX-XX; strike "permitted or" and insert a space between "Conditional" & "Use"
- Page 1, #3; insert "habitable" following "300" and "1000"
- Page 1, #5, 6th line; strike "in" & replace with "at"
- Page 1, #7; add RSA that addresses such
- Staff to develop Conditional Use Permit standards
- Strike renewal fee
- Seek Town Counsel guidance as to whether to include language prohibiting boarding houses and summer rentals
- Amend definitions
- Town Counsel develop language relative to owner occupied/proof of residency clause (provide flexibility for ownership being an LLC or Corporation

IV. Public Comment

None.

V. Informational Items

Rob Houseman reviewed the following informational items; Letter from David & Sylvia Countway, dated 6/22/16, June 8, 2016 TRC minutes and Notices of Decision.

VI. Planning Board Subcommittee Reports

None.

VII. Approval of Minutes

June 7, 2016

It was moved by Vaune Dugan and seconded by Mike Hodder to approve the June 7, 2016 Wolfeboro Planning Board minutes as submitted. All members voted in favor.

June 21, 2016

It was moved by Mike Hodder and seconded by Stacie Jo Pope to approve the June 21, 2016 Wolfeboro Planning Board minutes as submitted. Kathy Barnard, Stacie Jo Pope, Vaune Dugan, Brad Harriman, Mike Hodder voted in favor. John Thurston, Paul O'Brien abstained. The motion passed.

VIII. New/Other Business
Interim Town Planner

Rob Houseman stated he has solicited a quote from LRPC for a Circuit Planner and from an independent contractor to act as an interim Town Planner. He noted the position of Director of Planning and Development is being advertised with a deadline of 8/15/16. He recommended the following individuals to serve on the interview panel; Kathy Barnard, Stacie Jo Pope, Vaune Dugan, 1 BOS member and Town Manager.

It was moved by Mike Hodder and seconded by Vaune Dugan to adjourn the July 5, 2016 Wolfeboro Planning Board meeting. All members voted in favor. The motion passed.

There being no further business, the meeting adjourned at 8:48 PM.

Respectfully Submitted,
Lee Ann Keathley
Lee Ann Keathley

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