

TOWN OF WOLFEBORO  
PLANNING BOARD  
March 6, 2018  
MINUTES

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

**Members Absent:** Dave Alessandroni, Alternate Member.

**Staff Present:** Matt Sullivan, Director of Planning and Development, Michele Chamberlain, Recording Secretary.

Chairman Barnard opened the meeting at 7:00 PM at the Wolfeboro Town Hall Great Hall.

**I. Introduction of Board Members**

Chairman Barnard introduced the members of the Planning Board and Staff.

**II. Scheduled Appointments – Public Hearings**

**David Houle – 661 Beach Pond Road – Tax Map #041-002 – Case #201805 – Subdivision – 3 Lots – Setback – Formal Submission/Public Hearing.**

This public hearing has been postponed until March 20, 2018 at 7:00 PM at the Great Hall.

**It was moved by Mike Hodder and seconded by Paul O'Brien to postponed the public hearing of David Houle, 661 Beach Pond Road, Tax Map #041-002, Case #201805. All members voted in favor. The motion passed (8-0).**

**Edgewood Realty Trust – 12 pEdgewood Terrace – Tax Map #232-017 – Case #201804 - Special Use Permit – Construction in Wetlands Buffer and Setback – Formal Submission/Public Hearing.**

Randolph Tetreault, Agent of Norway Plains Associates, Inc. addressed the Board. He stated this is a 30 foot wetland set back with a 25 foot buffer. Mr. Tetreault introduced the property owner, Stephen Jones. Mr. Tetreault stated Mr. and Mrs. Jones would like to put an addition onto the west side of their house. There was a zoning clarification that was needed to explain the difference between a 10 foot and a 20 foot side setback. This was one of the factors involved in changing the proposed 12 foot addition to a 10 foot addition. Because it would require a variants and it would be closer to the wetlands. It also allowed a two foot stone drip edge fence to be put in. The property is located at 12 Edgewood Terrace which is opposite of Kingswood Road and the Country Club. The

proposed addition is a 10' x 16' addition with a total area of 179 sq. ft. which is within the wetlands setback. There will be an installation of a rain garden for underdrain outlet drainage, overflow piping, and riprap outlet protection. A planting area will be established as a buffer between the addition and the wetlands boundary. The lot is serviced by municipal water but not municipal sewer.

Mr. Sullivan stated this lot will be serviced by municipal water and on-site sewer and is therefore part of the Residential (R) District not the VR District.

Mr. Tetreault stated a silt fence will be installed prior to construction and there will be storm water management. We feel these improvements will create a better situation than what currently exists and will improve impacts on the existing wetland values.

Ms. Barnard asked about an alternative location outside the setback.

Mr. Tetreault stated the Jones submitted a letter explaining their rational (see attached letter). The Jones felt the addition should be placed on the west side of the house.

Mr. Sullivan questioned if the riprap apron was part of the proposal.

Mr. Tetreault stated it was part of the proposal.

Chairman Barnard asked if the Conservation Commission had any concerns.

Mr. Tetreault stated they did not have any concerns.

Peter Goodwin questioned if the configuration of the interior rooms was why the addition was proposed to be on the west side of the house.

Mr. Tetreault stated correct.

Mr. Goodwin asked how difficult from a construction point of view would it be to rearrange the rooms so they wouldn't be infringing upon the wetlands.

Mr. Tetreault stated it would be a lot of interior work.

Mr. Goodwin stated interior walls are easier to move than outside walls.

Mr. Jones stated we can't go out the back because it drops off to the woods. We did not want to go out the front because of the driveway and we have a nice porch there. If we went to the other end of the house there is a short distance between the house and the garage which would make the two buildings too close together. Also, there is a nice apple tree there. The backyard is where the septic system is located. He stated he did not want to raise the house because it would spoil the look of everything.

Mr. Goodwin questioned the location of the silt fence. He asked if there would be activity outside the silt fence during the construction process.

Mr. Tetreault stated nothing is supposed to happen outside the silt fence.  
Mr. Goodwin asked the type of foundation that will be under the addition.

Mr. Tetreault stated a frost wall foundation will be under the addition so the owner can have heat. It will just be a crawl space area so heat can be run to insulate the floor.

John Thurston asked Mr. Tetreault to describe the area that was going to be dug up.

Mr. Tetreault stated it was fill and dirt.

Mr. Thurston asked if there was any cover.

Mr. Tetreault stated there was a little bit of grass on top of the fill.

Mike Hodder asked if there would be an increase in storm water run-off.

Mr. Tetreault stated there should not be an increase coming off the roof but how the water is being captured is much better for treatment and infiltration.

Mr. Hodder asked if there would be an impact to the abutters' property. He questioned if more water would be going onto their property.

Mr. Tetreault stated the water should be decreased because of the infiltration.

Mr. Sullivan questioned the buffer impact of 289. He asked if that was the buffer impact or the total setback.

Mr. Tetreault stated buffer impact.

Mr. Sullivan stated then the impact is 289 whether we measure by buffer or setback.

Mr. Sullivan stated the plans will need to be amended to state it is in the R District not the VR District.

**It was moved by Chairman Barnard and seconded by Paul O'Brien to accept the application from Stephen Jones for a Special Use Permit. All members voted in favor. The motion passed (8-0).**

Chairman Barnard opened the public hearing.

Chairman Barnard closed the public hearing.

Mr. Sullivan read ten conditions that needed to be met for the approval of the application.

Mr. Hodder stated the land is being protected better by having this addition.

Mr. Goodwin stated convenience is not why we should approve this.

**It was moved by Mike Hodder and seconded by Vaune Dugan that the Planning Board approve Case #201804, applicant Edgewood Realty Trust, 12 Edgewood Terrace, Tax Map #232-017, Special Use Permit with the ten conditions that Mr. Sullivan outlined in his March 1<sup>st</sup> Planning Review. All members voted in favor. The motion passed (8-0).**

### **III. Public Comment**

None

### **IV. Work Session**

#### **Master Plan**

##### **o Committee Signup List and Recruitment**

Mr. Sullivan provided the Board with a revised list and updated email addresses.

##### **o Forum Attendee Follow-Up Activities**

Mr. Sullivan stated we talked about having formal appointment of committees but he felt after reviewing the process this would not work well. It would be too inflexible and dynamic. He suggested establishing the six subcommittees formally and then allowing the membership to be open.

**It was moved by Mike Hodder and seconded by Paul O'Brien to establish the six subcommittees and allow the membership to be open. All members voted in favor. The motion passed (8-0).**

##### **o Review of Draft Master Plan Committee Guidance Document**

Mr. Sullivan addressed in great detail his Master Plan Chapter Development Guidance Memo. (See attached memo)

##### **o Data Requests**

All Committees will be provided with a set of existing information for their consideration.

##### **o Data Storage**

All files will be available for download via Google Drive here:

<https://drive.google.com/drive/folders/1xaDuvrKuzx2vQ7ZKAewH9ITVlrlrjklbX?usp=sharing>

##### **o Vision Statement**

The Board discussed that a preliminary vision statement is needed.

##### **o Claude Roessiger Letter**

Mr. Roessiger wanted the master plan to be clearly defined and have an explicitly stated vision. He felt without this it would be only a jumble of loose parts that would never assemble correctly.

### **Site Plan Review Regulation Revisions**

#### **○ Waivers**

Mr. Sullivan stated this site review plan needs a public hearing to make an amendment to the regulations by changing the language a two thirds vote to a majority vote.

**It was moved by Peter Goodwin and seconded by Paul O'Brien to hold a public hearing to amend the Site Plan Review Regulations. All members voted in favor. The motion passed (8-0).**

Mr. O'Brien asked for a new working agenda.

Mr. Sullivan stated he would get a new copy of the 2018 Planning Board working agenda and they could review it at their next meeting.

### **V. Informational Items**

Mr. Sullivan asked the Board if the May 1<sup>st</sup> meeting could be moved to May 8<sup>th</sup>.

The Board agreed.

### **VI. Planning Board Subcommittee Reports**

None

### **VII. Approval of Minutes**

None

### **VIII. New Business/Other Business**

**It was moved by Vaune Dugan and seconded by Paul O'Brien to adjourn the March 6, 2018 Wolfeboro Planning Board meeting. All members voted in favor. The motion passed.**

There being no further business, the meeting adjourned at 9:01 PM.

Respectfully Submitted,  
Michele Chamberlain

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

# **Master Plan Chapter Development Guidance Memo**

Dear Committee Chairs:

The Master Plan Kickoff Forum generated a great deal of interest from the community to work on your chapters. Attached please find the list of the committee members for all Committees based on sign-up sheets. Please note that some additional members may be added in the future.

Committee members may now recruit as they wish to add additional members. I will be posting an open recruitment message to the Town website, e-mailing attendees of the Forum, and sending some targeted e-mails as well to groups such as Heritage Commission, Conservation Commission, and Economic Development Committee.

Please contact your respective committee members and provide them with the time and place of your first meeting, which should be scheduled before the end of March.

## **Suggested Meeting Schedule:**

- Meeting #1:
  - Review Committee Rules
  - Review Applicable 2007 Chapters
    - What is still current and valid?
    - Are there portions that should be discarded?
    - Are there portions that should be added?
  - Discuss chapter(s) topics
  - Review preliminary Vision Statement from Planning Board (to be drafted)
  - Discuss data and information request needs
- Meeting #2: Review Existing Conditions data and information
- Meeting #3: Identify critical existing conditions statements
- Meeting #4 - #5: Development of Goals and Recommendations
- Meeting #6 - #7: Refine Chapters and Recommend chapter to Planning Board

## **Required Chapter Structure:**

All chapters should be structured in the following subsections:

- Existing Conditions and Trends
- Goals
- Actions/Recommendations

## **Committee Meeting Rules:**

- Committees will be led by a Chair (or Co-Chair) that is a member of the Planning Board
  - This member shall be responsible for reporting on Committee progress at Planning Board worksession meetings. This will provide the committee co-chairs and the Planning Board the opportunity to discuss the status of your chapter and impacts on/integration into the other master plan chapters.
- All meeting dates and times shall be coordinated with Matt Sullivan, Planning Director so that meetings can be posted and spaces reserved.

- All committees shall establish a Secretary responsible for recording meeting minutes for the Committee
- Committee membership will be open throughout the duration of the process. No formal appointment is necessary from the Planning Board.
- Meeting minutes shall be submitted to Matt Sullivan within five (5) days after the Subcommittee meeting
- Subcommittee meeting minutes will be provided to the Planning Board as available
- All Subcommittee communications via e-mail should include a "cc" of the Planning Director
- Please note that meeting agendas must be posted at least 24 hours in advance of every meeting. Therefore, agendas shall be provided to staff at least 48 hours in advance.
- All meetings must be held in public locations that are ADA accessible.

### **Requests for Data and Information:**

- All Committees will be provided with a set of existing information for their consideration.
- Specific information or data requests shall be directed to the Director of Planning and Development when possible.

### **Document and Resource Organization:**

- Meeting Agendas and Minutes shall be provided to the Planning Department staff and will be available on the Town Planning Board Website.
- All other files will be available for download via Google Drive here:  
<https://drive.google.com/drive/folders/1xaDuvrKuzx2vQ7ZKAewH9ITVllrjklbX?usp=sharing>
- Materials will be organized by chapter and will be largely read-only PDFs, with some exceptions.
- Access to Google Drive materials will be controlled by e-mail.

Please let me know what support and materials you will need to commence. Copies of the 2007 chapters can be obtained from the Planning Department and will be posted to the Google Drive location. If you have any questions about this information please contact Matt Sullivan at 603-569-5970.

Thanks for your continuing interest and support.



Matt Sullivan  
Director of Planning and Development



①

1/22/18

DEAR SIRs,

WITH 2<sup>18"</sup> OVER-HANG

THE REASON I'D LIKE TO BUILD THIS <sup>10</sup>12x16 ROOM ON THE WEST END OF OUR CABIN IS AS FOLLOWS.

WE DON'T WANT TO RAISE THE CABIN, I DON'T NEED A FULL BASEMENT, AND WE THINK IT WOULD SPOIL THE LOOK OF EVERYTHING.

WE CAN'T ADD TO THE FRONT, TOO EXPENSIVE, AND IT WOULD GET TOO CLOSE TO THE DRIVEWAY, TOO COMPLICATED.

\* EAST END, HAS MY BULKHEAD TO BASEMENT, SEPTIC OUT REAR CORNER, LAWN AND APPLE TREE TO REAR YARD AREA, ~~BEHIND~~ BACK YARD IS ALSO, OUR SEPTIC SYSTEM.

\* OUT BACK IS ONLY 4' AWAY FROM DROP-OFF TO WOODS (WETLAND).

\* THE NOW EXISTING, SIDE DOOR WOULD BE PERFECT DOOR WAY INTO NEW ROOM. (THIS WOULD BE A SITTING ROOM, NOT A BED ROOM.) A PLACE FOR MY WIFE'S GRANDMOTHERS OLD FURNITURE.

IN TWO YEARS MY WIFE RETIRES AND WE WILL BE PERMANENT RESIDENTS OF WOLFEBORO.

THANK YOU.

STEVE + CANNIE JONES  
12 EDGEWOOD TERR.