

**TOWN OF WOLFEBORO  
PLANNING BOARD  
April 3, 2018  
MINUTES**

**Members Present:** Kathy Barnard, Chairman, Vane Dugan, Vice-Chairman, Brad Harriman, Selectmen's Representative, John Thurston, Mike Hodder, Members.

**Members Absent:** Peter Goodwin, Dave Alessandroni, Tom Brown Alternates.

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

None.

**III. Scheduled Appointment / Public Hearings**

**Bonomi NH Revocable Trust**

**Agent: Dan Coons, Ilex Wetlands Consultants**

**Special Use Permit**

**Tax Map #187-51**

**Case #2018-06**

Dan Coons stated the applicant proposes to construct a 440 SF addition to an existing home; noting the addition would consist of a garage with living space above. He stated wetlands make up half the property and the area the addition is to be constructed is currently a lawn. He stated the plan accommodates for a 5' buffer for construction; noting the area would be restored following construction. He submitted a construction sequence to include the following; install silt fence around the downslope perimeter of the work area, excavate for base for footings, excavate beneath hard pan layer, line excavation with appropriate stone layer, excavate and construct rain garden, install perimeter drains, connect perimeter drains to rain garden, erect concrete forms and construct addition, backfill, install gravel around foundation to allow for infiltration, stabilize soils and remove silt fence.

Matt Sullivan questioned the function of the wetland.

Dan Coons replied forested and now to become emergent. He stated the soil maps indicate hard pan.

Matt Sullivan asked Mr. Coons to speak to the criteria "no viable alternative location exists on the property" for placement of the addition.

Dan Coons stated there is no room to the front and right side of the house and there are wetland and buffer impacts to the rear of the house.

Kathy Barnard stated the Conservation Commission had no objection to the proposal.

Vaune Dugan asked if the garage would be one door or two doors.

Dan Coons replied one door garage.

Vaune Dugan questioned a turnout; noting the rain garden appears to be in the location of the turnout area.

Francis Bonomi stated at present there is no turnout and there is no intent to construct a turnout and noted the garage may consist of two doors.

Vaune Dugan verified backing onto the street would occur.

Mike Hodder asked if the driveway would be extended to the entrance of the garage.

Dan Coons replied yes. He noted the septic system is located to the rear of the house.

Mike Hodder asked how runoff would be captured.

Dan Coons stated the runoff is intended to go into the groundwater. He stated he spoke with Dave Ford regarding such and noted Mr. Ford is agreeable to the proposal. He stated the well-drained soils in the hard pan should accommodate roof runoff. He stated the runoff collected by the perimeter drains would be pumped to the rain garden.

John Thurston verified there would be a collection pipe.

Matt Sullivan stated the application is complete.

Referencing the Construction Sequence submitted by the applicant, Mike Hodder asked if such is adequate.

Matt Sullivan replied yes and noted he would request such be added to the plan.

John Thurston asked if the apron slope tilted toward the rain garden.

Dan Coons replied yes.

**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.*

John Thurston requested a condition include no stock piling of material onsite because there is not enough room.

Matt Sullivan reviewed the following recommended conditions of approval;

1. The following plans, as amended to the date of this approval are incorporated into the approval:  
**Plan 1.** Existing Conditions Plan, Owner/Applicant: Frank and Susan Bonomi, 29 Port Wedeln Road, Wolfeboro, NH, 03894, Tax Map 187 Lot 051 prepared by Ilex Wetlands Consultants, P.O. Box 2185, Wolfeboro, NH, 03894. Dated March 5th, 2018.  
**Plan 2.** Proposed Conditions Plan, Owner/Applicant: Frank and Susan Bonomi, 29 Port Wedeln Road, Wolfeboro, NH, 03894, Tax Map 187 Lot 051 prepared by Ilex Wetlands Consultants, P.O. Box 2185, Wolfeboro, NH, 03894. Dated March 5th, 2018.
2. The applicant shall be responsible for the payment of all recording fees.
3. 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. The applicant shall be responsible for the payment of all recording fees.
4. Storage of materials shall be limited and placed away from the wetlands; a note shall be added to the plan to reflect such.
5. Final large format copies to be provided including Certified Wetlands Scientist Stamp AND L.L.S OR P.E. Stamp.
6. Construction to occur during the dry time of the year.
7. An inspection by the Town shall be required of siltation devices prior to construction.
8. Final narrative letter to be stamped by Certified Wetlands Scientist.
9. The applicant shall be required to monument the edge of Wetlands in compliance with § 175-9.1 *Wetlands Boundary Monumentation*. This includes:
  - (1) Wetlands shall be delineated by a State of New Hampshire Certified Wetlands Scientist. Markers should be placed at 50'+/- intervals along the total wetland boundary following its general contour.
  - (2) Care shall be taken to insure that markers are placed with the appropriate spacing at points closest to any proposed or existing structure located on the property.
  - (3) The cost shall be borne by the applicant/developer or their successors in interest.

- (4) The applicant shall be responsible for submitting a letter of certification of the posting to the Code Enforcement Office prior to the issuance of any building permit.

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

**It was moved by Mike Hodder and seconded by Vaune Dugan to approve the Bonomi NH Revocable Trust Special Use Permit application, Tax Map 187-51, Case #2018-06, subject to the recommended conditions of approval. All members voted in favor. The motion passed.**

**Ann D. Romney  
Agent: Jim Rines, White Mountain Survey & Engineering, Inc.  
Boundary Line Adjustment / Lot Reconfiguration  
Tax Map #243-22 & 23 and #250-1  
Case #2018-07**

Jim Rines reviewed his narrative letter, dated 3/13/18, see attached.

Kathy Barnard confirmed the existing lot off of Claflin Lane is a separate lot and not included in the open space preservation subdivision.

Jim Rines stated Tax Map #250-1 is not included in such and is a pre-existing nonconforming lot; noting the proposal makes the lot form factor compliant.

Referencing the Open Space development, Vaune Dugan stated it appears that the waterfront owners of the boathouse property are now part of the association.

Jim Rines confirmed such and noted the open space land was not altered.

John Thurston questioned how the "yellow" lot conformed with road frontage before and after.

Jim Rines stated that because the lot is part of the open space subdivision, it is not required to have road frontage.

Matt Sullivan noted the application consists of the reconfiguration of nonconforming lots. Referencing the waiver regarding the form factor provision, he stated the Board must find that the lots are being proposed in a way that is consistent with 175-53.2.B. He stated the Conservation Subdivision Ordinance does not clearly state that the lots created under it are exempt from compliance. However, he stated the ordinance does provide the Board the ability to find the lots are exempt if they feel the shape of the lots are compliant with best planning practices.

Jim Rines reviewed his waiver request, dated 4/2/18, see attached.

John Thurston questioned the surface area to the basketball courts.

Jim Rines stated such is to be removed; noting a note relative to such will be placed on the plan and recommended such be made a condition of approval.

Matt Sullivan stated that by removing the basketball court, a nonconformity is also removed.

Mike Hodder stated he is in favor of granting the waiver.

Kathy Barnard asked if the high intensity soil mapping waiver is required.

Matt Sullivan replied no, such is not applicable; noting the application is an improvement to the configuration of the lots.

**It was moved by Mike Hodder and seconded by John Thurston to grant a waiver to the form factor provisions. All members voted in favor. The motion passed.**

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

Chairman Barnard opened the public hearing.

Ron Bartlett, Greenleaf Drive and Secretary and Treasurer of the homeowners association, asked if the septic system is segregated from the center of the area. He stated the septic system was built to take care of 21 lots and questioned whether the systems would be flowing into Greenleaf.

Jim Rines stated Greenleaf has a municipal sewer system (gravity system to pump station). He stated he is working with Dave Ford regarding the proposal and noted the capacity of the municipal system is adequate.

Matt Sullivan stated Mr. Ford has expressed that he has no concerns regarding capacity.

Ron Bartlett asked if the green space would be maintained.

Jim Rines stated the green space parcel is isolated and currently exists; noting there is no proposal to alter such.

Ron Bartlett verified there would be no additional driveways.

Jim Rines stated Eg11 access is off of Claflin Lane.

Ron Bartlett stated the homeowners association has been accepted by the State and has bylaws and covenants.

Vaune Dugan asked if the new lot 13 is part of the association and noted on the plan.

Jim Rines replied no, Lot 13 is not noted beyond the fact that it will be part of the lot; noting such is subject to covenants.

Vaune Dugan verified there is no impact on wetlands however, questioned impacts to the buffer.

Jim Rines replied no.

Matt Sullivan reviewed the following recommended conditions of approval;

1. The following plan, as amended to the date of this approval is incorporated into the approval:  
Plan of Boundary Line Adjustment, Owner: Ann D. Romney, P.O. Box 81230, Wellesley Hill, MA, 03820, Project Location: Greenleaf Drive and Claflin Lane, Wolfeboro, NH, 03894, Tax Map 243-022, 243-023, 250-001, prepared by White Mountain Survey and Engineering, Inc., P.O. Box 440, Ossipee, NH 03864, dated March 3, 2018.
2. Reconfiguration shall be conditioned upon the granting of a building permit, Town Shoreland, and NHDES Shoreland Permit for the proposed newly created dwelling unit on Tax Map #243-23 and plans cannot be recorded until said building permits have been approved by the Town of Wolfeboro and State of New Hampshire.
3. The applicant shall be responsible for monumentation and the submittal of the Certificate of Monumentation and updated plans.
4. The basketball court to be removed from the site and shown as "TBR" on the final plan set (final plan set to reflect a revision date).
5. The applicant shall submit a Mylar plan for recording at the Carroll County Registry of Deeds and provide payment of all recording fees.
6. 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 Vaune Dugan and seconded by Mike Hodder to approve the Ann D. Romney Boundary Line Adjustment/Lot Reconfiguration application, Tax Map #243-22 & 23 and #250-1, Case #2018-07, subject to the recommended conditions of approval. All members voted in favor. The motion passed.**

Pine Hill Realty Trust, LLC  
Agent: Jim Rines, White Mountain Survey & Engineering, Inc.  
Site Plan Review; Storage Building  
Tax Map #190-20  
Case #2018-08

Matt Sullivan stated the ZBA approved a Special Exception on 4/2/18 to allow a nonconforming use to expand up to no more than 25% of the current conditions.

Scott Frankiewicz, Brown Surveying and Engineering, LLC, reviewed the existing conditions plan and stated the proposal includes adding one structure, access aisle and relocate an existing detention area on the property. He stated the proposed structure is 3,360 SF (35'x96') and is serviced by a 27' paved access to the west of the structure. He stated the east side of the structure will be accessed via the existing pavement located west side of the existing building #3. He stated the detention area will be relocated on the west side of the proposed building/access way. He stated the use is considered nonconforming in the district it now sits. He stated parking would be added, including an ADA parking space, and the parking would be redelineated. He stated an automatic kiosk is also included in the proposal.

Referencing drainage, Matt Sullivan stated he did not request a third party review of the analysis because he feels the impact is minimal to the watershed area.

Mike Hodder requested clarification of the Planner Review, specifically page 3, 1<sup>st</sup> paragraph.

Matt Sullivan stated that based on the improvements, the impacts are minor and do not result in an increase in runoff from the property.

Mike Hodder questioned the NHDOT permit and increase in traffic.

Matt Sullivan stated he does not feel that a traffic study is necessary for the increased use intensity.

Mike Hodder questioned lighting.

Christopher Pongatz stated currently there are no bollards however, the intent is to place bollards on the new building.

Matt Sullivan requested additional lighting detail.

Christopher Pongatz stated the plan shows three light fixtures however, only two light fixtures currently exist on the back sides of the buildings. He stated three light fixtures are proposed for the new building.

Kathy Barnard verified the lighting will be down directed and dark sky compliant. She questioned signage.

Matt Sullivan stated the applicant does not propose to change the location of the existing sign.

Christopher Pongatz confirmed Matt Sullivan's comment regarding signage however, noted that a more aesthetically pleasing logo is currently being worked on.

John Thurston verified there will be no runoff onto the road when the area is repaved.

Scott Frankiewicz reviewed the flow pattern of the site.

Referencing the financial security, Matt Sullivan noted the Board has the ability to waive the provision based on the scope of the proposed development.

**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.*

Peter Sullivan, 10 Pine Hill Road, stated he is comfortable with the proposal and has been assured that the new owner will be at the property daily. He questioned the timetable for improvements.

Christopher Pongatz replied 2018-2020; noting the intent is to remodel the existing buildings that sit perpendicular to the street (Buildings 1 & 2) and then construct the new building.

Matt Sullivan reviewed the following recommended conditions of approval;

1. The following plans, as amended to the date of this approval are incorporated into the approval:  
Plan 1. Cover Sheet, Pine Hill Storage, Owner/Applicant: Pine Hill Road Realty Trust, LLC, 18 Pine Hill Road, Wolfeboro, NH 03894, Tax Map 190 Lot 020 prepare by Brown Surveying and Engineering, LLC, 683C First NH Turnpike, Northwood, NH 03261. Dated March 29, 2018.  
Plan 2. Existing Conditions Plan, Pine Hill Storage, Owner/Applicant: Pine Hill Road Realty Trust, LLC, 18 Pine Hill Road, Wolfeboro, NH 03894, Tax Map 190 Lot 020 prepare by Brown Surveying and Engineering, LLC, 683C First NH Turnpike, Northwood, NH 03261. Dated March 29, 2018.  
Plan 3. Proposed Site Plan, Pine Hill Storage, Owner/Applicant: Pine Hill Road Realty Trust, LLC, 18 Pine Hill Road, Wolfeboro, NH 03894, Tax Map 190 Lot 020 prepare by Brown Surveying and Engineering, LLC, 683C First NH Turnpike, Northwood, NH 03261. Dated March 29, 2018.  
Plan 4. Proposed Grading Plan, Pine Hill Storage, Owner/Applicant: Pine Hill Road Realty Trust, LLC, 18 Pine Hill Road, Wolfeboro, NH 03894, Tax Map 190 Lot 020 prepare by Brown Surveying and Engineering, LLC, 683C First NH Turnpike, Northwood, NH 03261. Dated March 29, 2018.  
Plan 5. General Details, Pine Hill Storage, Owner/Applicant: Pine Hill Road Realty Trust, LLC, 18 Pine Hill Road, Wolfeboro, NH 03894, Tax Map 190 Lot 020 prepare by Brown Surveying and Engineering, LLC, 683C First NH Turnpike, Northwood, NH 03261. Dated March 29, 2018.  
Plan 6. General Details, Pine Hill Storage, Owner/Applicant: Pine Hill Road Realty Trust, LLC, 18 Pine Hill Road, Wolfeboro, NH 03894, Tax Map 190 Lot 020 prepare by Brown Surveying and Engineering, LLC, 683C First NH Turnpike, Northwood, NH 03261. Dated March 29, 2018.  
Plan 7. Lighting Plan, Pine Hill Storage, Owner/Applicant: Pine Hill Road Realty Trust, LLC, 18 Pine Hill Road, Wolfeboro, NH 03894, Tax Map 190 Lot 020 prepare by Brown Surveying and Engineering, LLC, 683C First NH Turnpike, Northwood, NH 03261. Dated April 3, 2018.
2. The applicant shall be responsible for the payment of all recording fees.
3. Plan 7. Lighting Plan shall be amended to reflect two lights on Buildings 1 and 2.
4. 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. The applicant shall be responsible for the payment of all recording fees.
5. The approval is subject to the receipt of all Federal, State and local permits including NHDOT Driveway Permit.
6. An As-Built plan signed and stamped by a Licensed Land Surveyor is to be provided to the Town of Wolfeboro following project completion.
7. 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.
8. Installation of erosion control measures and inspection by the Town prior to any construction activities.
9. Removal of plan note #11 as a waiver has not been requested and landscaping is provided.
10. The applicant's engineer shall submit a letter certifying compliance with the American's with Disabilities Act.
11. Revision of ADA van parking space as shown on the plan set.
12. Bollards to be added to the proposed new storage building and Plan 3. Proposed Site Plan.
13. All conditions of the ZBA approval are incorporated into this approval.

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

**It was moved by Mike Hodder and seconded by Vaune Dugan to approve the Pine Hill Road Realty Trust, LLC Site Plan Review application, Tax Map #190-20, Case #2018-08, subject to the recommended conditions of approval. All members voted in favor. The motion passed.**

#### **IV. Action Items**

N/A

#### **V. Approval of Minutes**

March 20, 2018

Corrections: Page 4, Vision Statement, 4<sup>th</sup> paragraph; strike "short circuit the" and replace with "accommodate the growing"

Page 5, 2<sup>nd</sup> paragraph; change “Calgary” to “Calvary” and strike “four families” & replace with “many families have”  
Attachments; replace John Thurston’s handwritten aspirational statement with typed statement and include Paul O’Brien’s aspirational statement

**It was moved by Mike Hodder and seconded by John Thurston to approve the March 20, 2018 Wolfeboro Planning Board minutes as amended. All members voted in favor. The motion passed.**

**VI. Communications & Miscellaneous**

The Board received information regarding the 2018 Planning & Zoning Conference.

**VII. Unfinished Business**

**Master Plan Forum**

**Vision Statement (revised)**

Matt Sullivan stated the Vision Statement dominated the discussion at the first meeting of the Housing, Economic Development and Population Chapter Committee. He noted it is the Committee’s recommendation the Planning Board should finalize the Vision Statement early in the process.

Kathy Barnard stated members of the committee felt the Vision Statement should be more inclusive.

Matt Sullivan stated the members feel that “premier” is exclusionary therefore, recommended replacing such with “strives to be leading” and, the members noted they are very uncomfortable with the language “retirement living” in the Vision Statement.

Kathy Barnard stated it was the consensus of the committee for it to be all inclusive.

Mike Hodder stated it the general consensus of the Planning Board is subsequent to the final drafts of the subcommittees.

**Kickoff Forum Summary**

Matt Sullivan stated he provided the Board a summary of the forum notes.

**Master Plan Chapter Outline**

Vaune Dugan noted Arts and Culture is not included in such.

**2007 Master Plan Review**

Matt Sullivan stated he provided the Board with a review and summary of the 2007 Master Plan.

**Committee Updates**

Matt Sullivan stated the Cultural and Historic Resources Chapter Committee feels strongly that the title of the chapter does not capture the arts and is recommending a change in the name to Arts and Heritage.

Vaune Dugan noted arts and heritage would be discussed in combination and not as two separate ideas and would be integral with one another.

**Architectural Design Regulations Stakeholder Meeting**

Public Forum scheduled for 4/17/18, Great Hall at 7:15 PM.

The Board reviewed the forum flyer and agreed to the following revisions;

- Change time of forum to 7:15 PM
- Strike “Purpose”

- Strike 1<sup>st</sup> sentence (following Purpose)
- 8<sup>th</sup> line; change “give” to “provide” and add “/flexibility” following “ability”

**Site Plan Public Hearing (173:35a)**

Scheduled for 4/17/18 Planning Board meeting.

**VIII. New Business**

Kathy Barnard stated she sent a letter to Paul O'Brien, on behalf of the Board, thanking him for his service on the Planning Board.

**IX. Planning Board Subcommittee Reports**

TRC 3/7/18; reviewed Pine Hill Storage Site Plan Review application

TRC 3/21/18; reviewed Special Use Permit on Port Wedeln Road

**X. Nonpublic Meeting**

N/A

**It was moved by Mike Hodder and seconded by John Thurston to adjourn the April 3, 2018 Wolfeboro Planning Board meeting. All members voted in favor. The motion passed.**

There being no further business, the meeting adjourned at 8:47 PM.

Respectfully Submitted,

*Lee Ann Hendrickson*

Lee Ann Hendrickson

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