

TOWN OF WOLFEBORO

PLANNING BOARD

December 7, 2021

DRAFT MINUTES

Call to Order: Chair Kathy Barnard opened the meeting at 7:00 PM.

Members Present: Kathy Barnard, Chairman, Mike Hodder, Vice-Chairman, Brad Harriman, Selectmen's Representative, Vaune Dugan, Member, Peter Goodwin, Member, John Thurston, Member, Susan Repplier, Member, Julie Jacobs Alternate

Staff Present: Tavis Austin, Director of Planning and Development

I. Pre-Application Review

Willey Brook Campground

Tax Map & Lot #102-8

883 Center Street

Proposed 12 Site Expansion

Tavis spoke to the board regarding the proposed expansion of the Willey Brook Campground. They are proposing to expand by 12 sites. They had been approved by the ZBA for a Special Exception. The site has had the septic and well installed anticipation of the expansion. The only thing left to do would be to remove some trees, install the electric to the new sites and install the gravel pads. They wanted to come before the Board to make sure there was nothing else required. Then they can go ahead to submit the site plan application and schedule the public hearing.

Kathy said our regulations require a site plan review even though there would not be a lot of reasons to object.

Peter asked about the water quality the filtration of streams and or crossings.

Tavis said the sites are higher on the site away from the stream and the well is approved for capacity.

Mike Hodder asked about trash removal.

Vaune asked if there would be siltation control around the ditches to keep anything from getting into the brook.

Tavis informed the Board of the location of the new sites and told them it would take a sizable storm event for storm water issues to cause a problem.

Kathy asked if they would be asking for waivers.

Tavis said they can ask for a waivers from the site plan regulations to be added to the packet.

Kathy Barnard asked if there were any more questions or concerns seeing none she asked the applicant to submit their application so they can get on the agenda.

II. Public Hearings

A. Update to 2015 Building Codes

Amending §21.1 A-G, of the Town of Wolfeboro Regulation.

Kathy stated the RSA 674:51 1 regarding the requirements for a review of the building codes to be adopted. Which after our review it will be going to the Board of Selectmen for approval. After which the codes of the Town of Wolfeboro will be updates

Tavis said at this time the Town regulations state the Town is using the IBC & IRC building codes 2013 when, in fact we have been using the 2015 code since the state has adopted them. It was overlooked that we had not sited the 2015 codes in the book. In the Town of Wolfeboro, to amend the reference it requires a public hearing with the planning board and then the BOS can approve the changes.

Kathy asked if we can include the wording “and future”.

Tavis said to do so would require a Town Meeting vote.

Mike H asked if we can update them today if we put in the wording “as amended in the future”.

Tavis said he would put in the memo to BOS that a subsequent article is needed to amend the language to include those words.

Kathy and Mike agreed we should do this.

Kathy opened the public hearing.

Suzanne Ryan asked for an overview of the code and how it could or would affect the public.

Kathy read the list of codes that would be in effect.

IBC- International Building Codes, 2015 Edition

IEBC – International Existing Building Code, 2015 Edition

IECC – International Energy Conservation Code, 2015 Edition

IMC – International Mechanical Code, 2015 Edition

IPC – International Plumbing Code, 2015 Edition

IRC – International Residential Code, 2015 Edition

APSC- International Swimming Pool & Spa Code, 2015 Edition

NEC- National Electrical Code, 2017 Edition

State of New Hampshire Fire Code Saf-C 6000

Suzanne asked if any other department have commented on these changes.

Tavis said they are all working under these code requirements presently. If only relative to one department.

Kathy asked for a motion.

Mike Hodder made the motion the Planning Board recommend to the BOS the adoption of the 2015 codes in order to update our building codes.

Peter remarked that the motion did not include the 2017 Electric code.

Vaune said we wanted to add the language "as amended" She said as we have already been using this code.

Tavis confirmed the wording to read Consideration of a separate warrant article to amend section 21 to allow the ordinance to update itself with the current state adoption of the codes. The new motion to read.

Mike Hodder made the motion the Planning Board recommend to the BOS the adoption of the 2015 codes and, recommends the 2017 National Electrical code as presented in order to update our regulations building code reference and a separate warrant article to amend Section 21 to allow the ordinance to update itself with the current state adoption of the codes. Seconded by Vaune Dugan. The Board voted 6 members to approve with Brad Harriman abstaining. The motion passed.

**B. Pine Hill Road Storage Realty, LLC
34 Land Bank Lane
Site Plan Review - 4 Storage Buildings**

**Tax Map & Lot 190-25
Case #2021-24**

Kathy Opened the Public Hearing and asked the presenter to speak about how they have diminished the lot coverage and the storm water management regulations and waivers as requested.

Scott Frankiewicz, NH Land Consultants introduced himself and Chris Pongratz-owner/applicant. He stated the application is for a 4 unit addition to the building site at 34 Land bank Lane, which has a structure on it for an office. It was previously used in 2004 as a trash truck storage and dispatch facility. The lot size is 1.64 acres there is no wetland on site as it was previously filled. Being proposed are 4 buildings. With 2 being 4800 sq. ft. and 2 being 3200 sq. ft. each. The aisle width will be 24' and the smaller building will have an apron for easier entry. We will be connecting to Land Bank Lane which will also connect into the Pine Hill Road storage facility that has a 20' wide drive. We are proposing 12 new parking space with 1 handicap van accessible space. The drainage is separated into 2 systems the building will all shed the water into infiltration trenches on the back side of the buildings. What doesn't infiltrate will get transported out the perforated pipe to a catch basin to a man hole which will have a multi-stage outlet structure. The pavement is contained to southeast corner that has a small detention area. All of our numbers are at or below required. For lighting will be the same type of lighting that has been used on the other buildings. For the 4200 sq. ft. building will have 3 lights along the front with one

light between the buildings. The 3200 sq. ft. building will have 2 lights and one pole light when you pull in to light parking spaces. Landscaping has trees & shrubs planned. For snow storage there is plenty of space for snow storage. This was one of the questions that Tavis had for us.

Kathy asked how the lot coverage was reduced.

Scott said it was reduced to 40%.

Vaune asked about an existing septic system on the site and asked if the relocation of the leach field is a condition of approval.

Tavis said it is not required, but you cannot have it under a building.

John T. asked what type of techniques are being used the storm water management areas.

Scott spoke about the proposed storm water plan.

Chris Pongratz spoke about the maintaining the facility and about the snow removal process.

Peter asked about the amount of impervious area and the retention pond.

Chris Pongratz spoke about the proposed storm water management plan for the storage facility. He said it is less than what is there now.

Mike asked about the requested waiver.

Scott said the waiver is for the new building to be conforming to what is there now.

Mike asked if the new building being shielded from the road by the existing building is why there is a waiver request.

Scott said the new building are farther back from the road.

Kathy asked about the traffic flow.

Chris P spoke about the traffic flow and does not expect many people from entering from Land Bank Lane. They use the Pine Hill Road entrance and exit. There might be a few using the Land Bank Lane but not much.

Mike Hodder made a motion to approve the waiver from the design review guidelines to allow this proposal to go forward as designed with metal siding on the storage structures. Seconded by Vaune Dugan. All in favor of the motion the motion passed.

Kathy asked for a motion for the application to be complete.

Mike Hodder made the motion to accept the application as complete; Seconded by John Thurston. The board voted all in favor. The motion passed.

Kathy opened the public hearing. As there was none. Kathy asked Tavis for the conditions of approval.

Tavis read the list of recommended conditions.

1. The following plans, as amended to the date of this approval are incorporated into the approval:

Plan Set: *"Proposed Site Plan for Pine Hill Road Realty Trust, LLC, Tax Map 190, Lot 25, 34 Landbank Lane, Wolfeboro, NH 3984, Carroll County"* consisting of sheets 1/11 through 11/11, as prepared by NH Land Consultants, and as received October 28, 2021.

2. The Applicant shall submit an as-built Mylar of the project to be recorded at the registry

of deeds.

3. Applicant shall coordinate with Town in establishing a Construction Observation Agreement consistent with Site Plan Review Regulations.
4. The applicant shall denote snow storage areas on the plan for recording.
5. The applicant shall be responsible for the 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.

Mike Hodder asked about the solid waste disposal plan.

Tavis stated they do not have a plan.

Mike asked for a construction bond.

Tavis said the board can ask for a bond. He then explained the Construction Observation Agreement which can be used to ensure the landscaping is completed.

Kathy said she is concerned that we are not following the regulations.

The Board discussed the need for a bond.

Mike Hodder made a motion to waive the requirement for a construction bond as a site plan review requirement in this case. Seconded by Kathy Barnard. The voted all in favor. The motion passed.

Scott asked if they have done all that is necessary.

Kathy closed the public hearing.

Mike Hodder made a motion to approve the Site Plan Review for Pine Hill Road Storage Realty, LLC for four (4) Storage Building with the conditions 1 – 6 as presented, it was seconded by Vaune Dugan. A vote was taken, all in favor, the motion passed.

**C. Taylor Community
Taylor Drive
Site Plan Review – Assisted Living Facility**

**Tax Map & Lot #203-47
Case #2021-25**

Kathy read the application into the record.

Mike Flariaty, President of Taylor Community spoke saying there are four people here to answer your questions. Mark Mouler, architect, Kirk Beswick, Vice President of Taylor Community, Nicholas Sceggell, Civil Engineer, & Jeff Downey from CCI.

Kathy said the Taylor Community was granted a Special exception in 1999 and the PB approved a special use permit in 2002. I would like to you speak on how you are going to meet the height regulations, storm water management regulations, how you are going to deal with the

landscaping of the parking lot, the architectural design regulations, the parking regulations and the screening of the mechanicals on the roof top.

Nick Sceggell, Engineer for DuBois & King for spoke to the board for the civil site design and the existing site plan as well as the redesigned site plan proposal. The site was approved for elderly housing with a cottage style units. The existing plan was revised. The site is on a plateau with the original drainage from the previous site plan. We use the storm water management Hydrograph analysis with the 1 year, 2 year and 25 year storm events for the calculations with catch basins. We are proposing to use fencing & sediment controls to control the site. We will be bring the grade to what it was before the driveway was installed. There are 61 beds and the regulations state there should be 1 parking space for every 3 beds. We have 31 parking spaces to accommodate both visitors and employees.

We have an existing 8" water line which will be capped and hydrant will be installed for fire protection. A new water line will be run to the building for water. There is sewer on Taylor Dr, we will also have a pump station. In the new building there will be a commercial kitchen and a grease trap will be installed. There has been a fire flow test today and the flow test 1982 per min which is a significant amount for fire protection. The site will be graded from north to south and the run off is directed to the catch basins and ends in a sand filtration unit. This is shown on the plans. We have a planned trash management system with trash compactor. The utilities will be underground.

For lighting & landscaping we have trees along the parking lot and island area. There is a tree buffer to screen the cottage near the project. We are trying to maintain the natural buffer around the site. If we have damage to any of these landscaping we would replant.

Kathy Asked about the landscaping in the parking area where none is shown.

Nick said they are trying to maintain areas for snow storage.

Tavis felt the landscaping has been satisfied.

Nick said they will have a buried a propane tank. We will be applying to the state for an Alteration of Terrain permit. This will be submitted to the state for review when we have completed all the required testing. We would like PB approval from the Town before we submit it to the state.

John Thurston discussed the drainage & snow storage.

Peter Goodwin asked about catch basins and snow removal.

Kirk Beswick, VP of Taylor community address the board to explain the process of their snow removal plan. He stated they have all their drivers/ plow drivers record the amount of sand and slat used. They then report this to the state. This is facility for elderly clients that could possibly slip and fall. We make sure that if it snows we are out there plowing a shoveling to make sure the roads and walkways are clear. We do a really good job at snow removal.

Mark Moular JSA design, Portsmouth, I would to go over and review the plan you have in regards to the height. This is three story building with a walk out basement. There are ground level porched to reduce the visual design. We are trying to make this a very visually appealing building with the material we are using. For the height requirement we have a C shaped building. With wings that are the same width. We had done our best to position the building on

the site within the existing grade or within 6" of the existing grade. The roof has a 10 x 12 pitch so we use the average to measure the grade plain to get the height. The height is 34' 9 3/4" for the building.

Vaune asked if this a flat roof as the requirements for a flat roof is different than a pitched roof.

Tavis asked how much lower is the flat deck then the 34'9".

Mark said the flat roof is slightly higher than 34' 9". That is because of the trusses to allow the mechanical equipment to fit.

Tavis said the building does meet the height requirement at this time. They did ask for a variance to have it go higher which was denied.

Peter asked with the woods on Pine Hill road will the building be seen from the road.

Mark said probably not, just from the residences.

There was a discussion about building materials. There will be a not visible rubber roof. The will be an architectural shingle. The trim will be side wall shingle (Polly Ash material). We will be using a veneer stone around the front. We are looking to exceed code where ever we can.

Nick said we are requesting a waiver for the site security bond.

Kathy asked why.

Nick said Taylor Community has should they will be building this facility through to finish.

Mike Hodder made the motion to approve the waiver for the construction bond.

Tavis said this project is much larger than the last one. It might be a good idea to have the application post a bond to make sure all parts of project is complete.

Mike Hodder said the landscaping is a small part.

Tavis said it would just to be for the completion of the project.

Mike Hodder made the motion to approve the waiver for the construction bond as the applicant requested.

John Thurston asked if we are going to do this for all applications.

The motion was seconded by John Thurston. The board voted all in favor. The motion passed.

The board then discussed the requirements for a bond.

John Thurston had more questions about the storm water management.

Nick Sceggell answered his questions in detail.

Mike Hodder asked about condition 3 in the planners review regarding the building materials to be review by the Planning Board. I would like to suggest that we suggest to the applicant apply for a waiver to the architect requirements.

Tavis said when the staff review was done we did not have all of the design review information. I would like to strike it or modify it.

Vaune said since this meets the standards she would not wave them.

Peter Goodwin made the motion that the application is complete. Seconded by Vaune Dugan. A vote was taken and it was all in favor. The motion passed.

Kathy Barnard opened the public hearing.

Suzanne Ryan, resident said she was disappointed that the board issued waivers before the public hearing.

Tavis said the board cannot open the public hearing unless the application has been deemed complete. Once it was complete the public hearing can be opened.

Suzanne said this was not a minor site plan. I am making the point that this not a minor site plan. I think this is a large project that it needs supervision to make sure it is done correctly. I am asking for the board opinion not the Planner opinion.

Sandra Wentworth, abutter stated she has a hearing lost and has some questions. April 19, 1999 the zoning board approved 37 unit. I don't know if there was another meeting. There ZBA said there should 28 acres dedicated to this project. Drainage is big concern of this project. I don't understand the drainage. The project could affect the water table. I have a sump pump that runs all the time. Wanted to know if all of the plans are complete and will the ZBA need to review this again. She asked if the sewer lines are complete, will the entrance from bay street be adequate, is there erosion control, what about medical waste, will a sewer pump station be constructed, was an impact study done to bay street for the proposed use. She asked about traffic, emergency services & signage.

She has concerns regarding the view of the building from her property.

Kirk Beswick asked if Mrs. Wentworth is an abutter. He spoke about the approval for the Taylor home. The plan for the Taylor home included the cottage and a proposed building. The amenities building is now being constructed and the original plan had the 8 cottages which were more damaging to the wetlands and the new building will be better for the site. There should be less impact to the area with this building. For the parking issue the Taylor Home provide transportation for the residents. He spoke about the water table issues and did not feel there would be any. There has been studies to make sure the water, sewer, cable & utilities will be sufficient. We did not address the entrance on filter bed it was an oversight and we will address it with the board.

Kathy asked if the filter bed road paving is part of this project.

Kirk said everything that goes into the front entrance should not have any problems. We are working with Construction Company, engineers, bank and other agencies that oversees these projects. He spoke about traffic, parking, alarms, and transportation for residents, security & lighting, existing retention pond maintenance.

Kathy asked about the amount of new employees.

Mark said he thinks there would be 12 employees.

Nick clarified the need for EPA to be involved during the project. The project has a discharge permit issued from the EPA.

Kirk said he would like to go on record about clearing the buffer and we would happy to do some planting to correct that.

The Board discussed with Taylor home about loading and unloading, trash removal & access for the vehicles, food service vehicles and times for the delivery and Filter Bed road access.

Tavis review the recommended conditions of approval,

1. The following plans, as amended to the date of this approval are incorporated into the approval:
Plan Set: *Taylor Community Assisted Living Facility, 11 Taylor Drive, Wolfeboro, NJ 03984, Carroll County*, Nov.2021; Consisting of Sheets T-1; G-1- 2; and C-1-13, and related narrative, prepared by DuBois & King, Inc., as Received November 16, 2021. And Sheets AP1.00-4.00 from *JSA Architects, Interiors Planners*, as received on November 16, 2021.
2. The Applicant shall submit a as built for recording at the Carroll County Registry of Deeds.
3. At the time of building permit application, applicant shall submit a complete exterior lighting detail/cut-sheet.
4. Applicant shall coordinate with Town in establishing a Construction Observation Agreement consistent with Site Plan Review Regulations.
5. The applicant shall be responsible for the 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.

Kathy closed the Public Hearing.

Mike Hodder made a motion to approve case #2021-25 Tax Map & Lot 203-47 Taylor Community for construction of Assisted Living Facility with conditions 1 through 6 from the Planners Review, it was seconded by Peter Goodwin. A vote was taken all in favor the motion passed.

III. Discussion Items:

(a) Lot Merger

**Justin Devaney
40 Island View**

Tax Map & Lots #222-4 & 222-5

Kathy read the Lot merger information into the record.

Tavis read the condition of approval for the record.

Condition(s) of Approval:

1. Applicant shall be responsible for recording fees for Notice of Merger.

Mike Hodder made a motion to approve the Lot Merger for 40 Island View Tax Map 222-4 & 222-5, it was seconded by Kathy Barnard. A vote was taken all in favor the motion passed.

(b) Wolfeboro Bay Grant

Tavis said Wolfeboro Waters encouraged an application for a loan for a Watershed Management Plan. The Town was not awarded the grant but received a \$100,000 grant to complete the plan.

Kathy asked if Tavis will now do the application.

Tavis said a warrant article to remove the ½ bath on the ground floor. When would you like me to schedule this for public hearing?

Kathy said she would like it on the January schedule.

IV. Public Comment: none

V. Other Business

a. Approval of November 16, 2021 Minutes

The minutes will tabled until the January meeting.

Tavis said the stormwater regulation have been sent out to the engineers and they will be ready for review at the next meeting.

Kathy asked for a motion to adjourn.

Mike Hodder made a motion to approve the minutes from November 16, 2021, it was seconded by Vaune Dugan. A vote was taken, all in favor the motion passed.

The meeting adjourned at 9:50 PM.

Respectfully Submitted,

Terry Tavares

Terry Tavares

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