

**WOLFEBORO PLANNING BOARD  
REGULAR MEETING  
July 7, 2009  
MINUTES**

**Members Present:** Kathy Barnard, Chairman, Stacie Jo Pope, Vice-Chairman, Chris Franson, Jennifer Haskell, Richard O'Donnell, Fae Moore, Members.

**Members Absent:** Kristi Ginter, Selectman's Representative, Steve Buck, Dave Alessandroni, Alternates.

**Staff Present:** Rob Houseman, Director of Planning & Development, Lee Ann Keathley, Secretary.

*Chairman Barnard opened the meeting at 7:00 PM.*

**Consideration of Minutes**

**June 2, 2009**

**Corrections:**

Page 8, 8<sup>th</sup> paragraph; change "nothing" to "noting"

***It was moved by Chris Franson and seconded by Jennifer Haskell to approve the June 2, 2009 Wolfeboro Planning Board minutes as amended. All members voted in favor. The motion passed.***

**June 16, 2009**

**Corrections:**

Page 3, 2<sup>nd</sup> paragraph; add "for all proposed zoning districts" to the end of the sentence

***It was moved by Chris Franson and seconded by Fae Moore to approve the June 16, 2009 Wolfeboro Planning Board minutes as amended. All members voted in favor. The motion passed.***

**Informational Items**

Rob Houseman reviewed such.

**Public Comment**

Tom Fergus questioned the status of the Cove Enterprise, LLC project.

Rob Houseman stated no further subdivision application has been filed.

**Subcommittee Reports**

- **TRC**
  - 6/3/09; Minor Site Plan Review for a Home Occupation located at 113 North Main Street.
  - 6/10/09; Minor Site Plan Review for a medical office located at 646 Center Street.
  - 7/1/09; Special Use Permit approvals for 14 Beach Pond Road and 629 Pleasant Valley Road.
- **Master Plan Implementation Committee**

Stacie Jo Pope stated the Committee is receiving reports from departments and committees for review.

- **CIPC**  
Stacie Jo Pope stated the Committee's first meeting would be in the next two weeks.
- **Smart Growth**  
Kathy Barnard stated she and Chris Franson are reviewing the ordinance to determine how to simplify it. Following such, she stated they would meet with Staff to review the changes.

## ACTION ITEMS

### ➤ **Proposed disposition of Lot 52, Forest Road**

The Board reviewed the Town Manager's memo, dated 6/5/09, regarding the proposed disposition of Lot 52 Forest Road. He stated the strip of land exists as a result of the relocation of Forest Road; noting the lot serves as frontage for 3 waterfront lots. He stated the BOS has requested review and comment from the Planning Board and Conservation Commission.

Richard O'Donnell verified the carry still exists and is usable. He questioned whether the entrance to the carry is open to the public.

Rob Houseman replied yes.

**It was moved by Jennifer Haskell and seconded by Fae Moore to advise the Board of Selectmen to proceed with the disposition of Lot 52, Forest Road as proposed in the Town Manager's memo, dated 6/5/09. All members voted in favor. The motion passed.**

### ➤ **Proposed acquisition of parcel of land adjacent to existing water tower site**

The Board reviewed the Town Manager's memo, dated 6/5/09, regarding the proposed acquisition of land adjacent to the existing water tower site located off South Main Street.

Rob Houseman stated the acquisition of the land has been mutually agreed upon by both parties (the Town of Wolfeboro and the Governor Wentworth Regional School District).

**It was moved by Stacie Jo Pope and seconded by Fae Moore to advise the Board of Selectmen to proceed with the acquisition of land adjacent to the existing water tower site off South Main Street. All members voted in favor. The motion passed.**

## DISCUSSION ITEM

### ➤ **Annual Master Plan Implementation Progress Report**

Stacie Jo Pope stated the Master Plan Implementation Committee has simplified the implementation matrix to present such to the public. She noted that each department would fill out their action items and stated the Committee questions whether the Planning Board wants to be involved in the public outreach of such; noting the outreach would include the newspaper, cable television and public meetings at the library.

Kathy Barnard noted the Planning Board has held public hearings on proposed zoning changes and stated the Board would participate in the process as the Board is currently involved with several projects noted in the Master Plan.

## SCHEDULED APPOINTMENTS

Eastern Lakes Region Housing Coalition  
Pre-application Discussion  
Agent: Erin Reardon, Nobis Engineering  
Tax Map #170-21-1

Kathy Barnard recused herself.

Stacie Jo Pope stated the applicant has requested a pre-application discussion and noted such is a nonbinding and informal review between the Board and the applicant.

Rob Houseman stated the pre-application discussion precedes the submittal of a formal application; noting the application has not been submitted therefore, the application is not considered complete.

Edie Desmarais stated the Harriman Hill Development is located on backland off Route 109A, consists of 35+ acres; noting the sewer line is located on the corner of Pine Hill Road and Bay Street. She stated the project would be developed in 3 phases and consist of a conservation cluster in which 50% of the land would be placed in conservation land (Town of Wolfeboro); Phase I – 24 rental units, Phase II – 24 rental units and Phase III – 20 ownership units. She stated the buildings would be constructed in the center of the property and the units would be restricted to people making 60% of the area median income. She stated they have received ZBA approval and has met with the Conservation Commission and TRC; expects to submit a formal application on 9/1/09.

Justin Dextradeur, Hartland Group, stated the site plan has been amended due to market changes and as such, modified the Special Exception for 48 rental units and 20 owner occupied units (original proposal consisted of 34 rental units and 34 owner occupied units). He stated there are no changes to the building design. He questioned whether the Board would be interested in a site visit and if so, recommended a joint site visit with the Conservation Commission. He requested guidance from the Board regarding a traffic impact analysis.

Erin Reardon, Nobis Engineering, noted two points of frontage for the property and located the 50' Right-of-Way. She stated Phase I would include the construction of the access and loop road, sewer construction and parking for Phase I only; noting sewer would be underground from Bay Street and water would run under the access road. She stated 900' of road would be constructed and built to Town standards to be accepted by the Town and the intersection would be designed to Town standards to meet the specifications for emergency vehicles; noting a 100' buffer area would remain undisturbed. She stated each rental building would consist of 4 units; 6 total buildings. Referencing the sewer system, she stated a step sewer system is proposed; low pressure septic system which alleviates deep sewer manholes, reduces the areas of impact and disturbance and limits filtration. She stated storm water controls are being designed to meet the Town and NH DES' Alteration of Terrain requirements. She noted the following applications would be filed; NH DES Wetlands, Alteration of Terrain, Special Use Permit and Site Plan Review.

Chuck Lief, Hartland Group, noted temporary and permanent impacts when constructing the sewer improvements. He stated at the scoping meeting, NH DOT did not require a daily traffic study however, questioned whether the Planning Board would request such.

Rob Houseman questioned recommendations from NH DOT regarding the project.

Erin Reardon stated there was no mention of specific improvements however, would follow up on the matter.

Richard O'Donnell questioned the number of parking spaces required in the design of the project.

Erin Reardon stated 2 parking spaces per unit have been provided; total being 96 spaces for 48 units. She stated 8 additional spaces have been allocated as part of the parking associated with the community center.

Richard O'Donnell questioned the availability of parking for guests.

Erin Reardon stated no parking has been designated for such and noted that visitors could park at the community center. She stated a landscaping plan has been provided related to the screening of the parking lot.

Richard O'Donnell questioned the type of plantings and whether fencing would be incorporated into the screening plan.

Erin Reardon replied a combination of trees and shrubs and no, a fence would not be installed.

Richard O'Donnell questioned the design standards and architectural guidelines.

Justin Dextrateur stated there are no changes in the architectural design as originally proposed; noting Energy Star certification.

Richard O'Donnell questioned exterior materials.

Justin Dextrateur replied fiber cement clapboard or shakes or a combination of both.

Rob Houseman questioned lighting.

Erin Reardon stated electric and phone would be installed overhead until the public road is terminated; the remainder being underground.

Rob Houseman questioned street lighting.

Erin Reardon stated street lighting is proposed however, such has not been designed.

Chris Franson requested area median income be explained to the public.

Chuck Lief defined such.

Rob Houseman questioned the timing of the phasing of the project.

Justin Dextrateur stated Phase I & Phase II is being driven by funding sources and the funding for Phase II would be secured for immediate development after the construction of Phase I.

Rob Houseman questioned which State permits have been applied for.

Erin Reardon replied none, to date and the applications for such would occur following the formal submittal to the Planning Board for Site Plan Review.

Chris Franson questioned a turning lane.

Chuck Lief stated NH DOT did not require a traffic study however, he would contact NH DOT potential recommendations.

Fae Moore questioned the size of the community center.

Erin Reardon stated approximately 1700-1800 SF to be included in the development of Phase II and would consist of an office and one large room.

Fae Moore questioned whether the community center would be restricted from public use.

Chuck Lief stated the building would be available for use by the residents as an amenity to the development.

Stacie Jo Pope expressed concern for the lack of visitor parking and recommended further review of such and consideration of additional parking.

Chris Franson agreed with Ms. Pope.

Rob Houseman questioned whether waivers would be sought.

Erin Reardon replied no.

In regard to the need for a traffic study, Jennifer Haskell requested the applicant receive further information from NH DOT and following such, the Board would determine whether a traffic study is necessary.

Richard O'Donnell expressed concern for site distance issues at the location of the access for the development.

Rob Houseman stated NH DOT has engineering standards related to such; noting such would be addressed at that level.

Richard O'Donnell expressed concern regarding the screening of the parking area. He questioned whether an allowance has been made for the parking of recreational vehicles.

Justin Dextradeur replied no for the rental units and noted the ownership units would be governed by condominium documents.

Jennifer Haskell stated the units have been designed to face away from the parking areas.

Rob Houseman noted the following outstanding items; drainage, erosion and sediment control plan, lighting, utilities, landscaping and storm water.

Jennifer Haskell questioned whether an alternative source of power is being considered.

Justin Dextrateur replied solar hot water and supplemental solar hot air is being considered however, a specific design has not been committed to.

Richard O'Donnell questioned whether active or passive mechanical systems have been proposed.

Justin Dextrateur replied active.

Robert & Michelle Walker  
Special Use Permit  
Agent: Sherrie Trefry, NH Soils Consultants  
Tax Map #266-7  
Case #200906

**It was moved by Stacie Jo Pope and seconded by Richard O'Donnell to continue the Robert & Michelle Walker Special Use Permit application, Case #200906, to August 4, 2009. All members voted in favor. The motion passed.**

Kingswood Youth Center  
2 Lot Subdivision  
Agent: Randy Tetreault, Norway Plains Survey Associates, Inc.  
Tax Map #161-14-1-1  
Case #200908

Rob Houseman reviewed the Planner Review for July 7, 2009 by stating the applicant proposes a 2 lot subdivision in which Lot 1 shall consist of 8.59 acres and have over 390' of frontage on Center Street (noting the lot is fully developed) and Lot 2 shall consist of 3.00 acres and have 233' of frontage on Center Street (noting the lot is undeveloped). He stated the applicant has requested the following waivers; Section 174-7.(4),(6), Section 174-9.B.(1),(2) & Section 174-9.E.

Referencing the waiver request for Section 174-7.(4),(6), Randy Tetreault stated the Site Plans depict the mapping of the parcel as part of the original Site Plan Review application. Referencing Section 174-9.B.(1),(2), he stated the State requires a 200' separation of driveways however, the Town requires a 600' separation; noting plans have been submitted to the State however, approval has not yet been received. He stated the State allows 3 entrances for parcels having over 500' of frontage and two entrances for parcels having less than 500' of frontage. He stated Subdivision approval has been received and noted that taking 3 acres from the Kingswood Youth Center site would not hinder any future expansion.

Chris Franson stated the Master Plan speaks to fewer curb cuts on major gateways.

Randy Tetreault stated an option could include a common entrance with the Kingswood Youth Center site to access the lot.

**It was moved by Jennifer Haskell and seconded by Fae Moore to grant the following waivers; Section 174-7.(4),(6), Section 174-9.B.(1),(2) & Section 174-9.E. All members voted in favor. The motion passed.**

**It was moved by Stacie Jo Pope and seconded by Jennifer Haskell to accept the application as complete. All members voted in favor. The motion passed.**

*Chairman Barnard opened the public hearing.*

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

Richard O'Donnell questioned whether there is a potential location in the front of the lot due to the slope.

Randy Tetreault replied yes.

Rob Houseman reviewed the following recommended conditions of approval;

1. The following plans, as amended to the date of approval, are hereby incorporated into this approval;  
**Plan 1:** Subdivision Plan, Main Street/NH Route 28 – Center Street, Carroll County, Wolfeboro, NH, For Kingswood Youth Center, Plan prepared by Randolph Tetreault, LLS, Norway Plains Survey Associates, Inc., Wetlands Delineated by Cynthia Balcius, CWS, PO Box 249, Rochester, NH 03867, Dated June 16, 2009.  
**Plan 2:** Topographic Subdivision Plan, Main Street/NH Route 28 – Center Street, Carroll County, Wolfeboro, NH, For Kingswood Youth Center, Plan prepared by Randolph Tetreault, LLS, Norway Plains Survey Associates, Inc., Wetlands Delineated by Cynthia Balcius, CWS, PO Box 249, Rochester, NH 03867, Dated June 16, 2009.
2. The applicant shall submit a Mylar plan for recording at the Carroll County Registry of Deeds.
3. The applicant shall be responsible for monumentation and the submittal of the monumentation certification and updated plans.
4. The applicant shall be responsible for the payment of all recording fees.

**It was moved by Fae Moore and seconded by Stacie Jo Pope to approve the Kingswood Youth Center 2-Lot Subdivision application, Case #200922, subject to the recommended conditions of approval. All members voted in favor. The motion passed.**

**It was moved by Fae Moore and seconded by Chris Franson to adjourn the July 7, 2009 Wolfeboro Planning Board meeting. All members voted in favor.**

*There being no further business, the meeting adjourned at 8:50 PM.*

Respectfully Submitted,

Lee Ann Keathley