

# WOLFEBORO PLANNING BOARD

August 7, 2012

## MINUTES

**Members Present:** Kathy Barnard, Chairman, Stacie Jo Pope, Vice-Chairman, Chuck Storm, Selectmen's Representative, Chris Franson, Vaune Dugan, John Thurston, Members.

**Members Absent:** Dave DeVries, Members, Fae Moore, Dave Alessandroni, Alternates.

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

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

### **Consideration of Minutes**

**July 17, 2012**

#### **Corrections:**

Page 4, 1<sup>st</sup> paragraph, 2<sup>nd</sup> sentence; insert "there is no HDC and an HDC is needed to hold a public hearing." And strike "the Historic District Commission is needed to disband the ordinance."

**It was moved by Chuck Storm and seconded by Chris Franson to approve the July 17, 2012 Wolfeboro Planning Board minutes as amended. All members voted in favor. The motion passed.**

### **Public Comment**

None.

### **Subcommittee Reports**

#### **TRC**

7/18/12: Nonbinding discussions for a boundary line adjustment for Cedar Crest NH Trust and Special Use Permit for Diane & John Foley.

#### **CIP**

The Committee has met twice and is reviewing CIP items with various Department Heads (Fire/Rescue and Parks and Recreation thus far).

### **Master Plan Implementation**

The Committee has met once and will again at a later date following receipt of feedback from various departments with regard to additional information.

### **Shoreland Protection Ordinance**

The Committee has met twice and will meet again in September, date to be determined.

John Thurston stated he was approached by a citizen who requested the meeting be scheduled prior to Labor Day.

Rob Houseman stated he would poll the members for availability and contact Jeff Schloss, UNH Cooperative Extension regarding the same.

### **Action Item**

**Eastern Lakes Region Housing Coalition / Harriman Hill**  
**Release of Financial Security**  
**Case #201019**  
**TM #170-20-1**

Kathy Barnard recused herself.

Rob Houseman stated he has not received confirmation from the agent for Harriman Hill that the conditions have been completed.

The Board agreed to table the Release of Financial Security for Eastern Lakes Region Housing Coalition / Harriman Hill.

### **Scheduled Appointments**

**Cedar Crest NH Trust**  
**Site Plan Review ~ Storage Building**  
**Agent: Scott Lees, White Mountain Survey Co. Inc.**  
**Tax Map #189-12**  
**Case #201207**

Rob Houseman reviewed the Planner Review dated August 7, 2012 stating the applicant proposes to construct a 16,000 SF, two story personal storage building. He stated the applicant has received a Variance to permit a use not permitted and a Special Exception to extend the Bay Street Limited Business District consistent with the zoning provisions. In regard to lighting, he stated the applicant proposes five, 150 watt dark sky compliant, ground directed, with shielded cutoffs (requested a catalog cut sheet) and in regard to security for improvements, he recommended a financial security in the amount of \$136,917.00. He stated the Town's consulting engineer forwarded their review of the drainage analysis and requested the applicant's agent to address the concerns noted in the review. He further stated the applicant has requested the following waiver; Section 173-21 A.

Scott Lees stated the proposed project is for the construction of a two story, 16,000 SF private storage facility with an 8,000 SF footprint located on a 1.87 acre parcel; noting the facility will be used for private off-site storage and some incidental private RV maintenance. He stated the proposal was previously approved in 2002 however; the applicant has changed the building to meet current zoning requirements. He stated a catalog cut sheet would be provided and noted there would be doors on three sides of the building and a light at each door. He stated 4 trees and 4 shrubs are proposed; noting the entire existing frontage, 40' in depth, would remain in its natural vegetative state. In regard to the concerns noted by the Town's consulting engineer, he stated he would contact them and resolve the concerns without impact to the project.

Chris Franson expressed concern regarding drainage into the wetlands and runoff to down gradient abutters.

John Thurston questioned the size of the septic tanks.

Scott Lees replied two 5,000 gallon tanks and one 2,000 gallon tank is proposed.

John Thurston questioned the length of time it would take for the tanks to fill up.

Scott Lees stated such has been calculated and would forward such to the Board.

Chris Franson questioned the comment relative to treatment with regard to clogging in the outlet pipes.

Scott Lee's stated he disagrees with the Town's consulting engineer regarding such and would discuss the concern with the engineer to resolve the issue.

Chris Franson questioned flooding of the building.

Scott Lees stated the engineer is concerned for the proximity of the detention basin and slope from the basin to the building. He stated the building will be sealed.

Vaune Dugan asked why a detention basin is needed.

Scott Lees replied to meet the Town's requirements with regard to discharge of peak flow.

John Thurston asked if there is another alternative to allow runoff further than 10' from the abutting property.

Scott Lees stated the no touch buffer limits the location of the pipe.

John Thurston asked if there is a building on the abutting property and whether the pipes could be relocated to an area where additional vegetation exists.

Scott Lees stated a building exists on the abutting property and stated there is an alternative location for the location of the pipe.

Stacie Jo Pope asked if signage is proposed.

Scott Lees replied no.

Stacie Jo Pope recommended the note on the plan referencing signage be removed.

Referencing the waiver request for Section 173-21 A., Scott Lees stated the request does not compromise the review because it provides adequate information for the Board to evaluate what impact the deviation from the standard would be. He stated the one year storm event which will be the most frequent storm event, while measurable through computer modeling, will be imperceptible and immeasurable in reality and the slightly larger fractional increase in the 10 year event would likely be imperceptible from a practical standpoint. He stated there would be a decrease with the 25 year storm event and since this information is available, he believes they have provided the information necessary to address abutters and the Board's concerns. He further stated the intent of the ordinance is to prevent downstream abutters from being harmed from increases in storm water runoff as a result of any proposed project; noting the fractional increases and the wetlands which they flow into, will be mitigated by the wetland complex downstream and that all downstream structures will be able to handle the flow.

**It was moved by Vaune Dugan and seconded by Stacie Jo Pope to grant waiver Section 173-21 A. All members voted in favor. The motion passed.**

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

Chairman Barnard opened the public hearing.

Chris Franson questioned whether the Special Exception and Variance approvals state the use cannot be for public storage.

Rob Houseman replied yes.

Vaune Dugan stated the building does not comply with the Voluntary Design Guidelines and does not believe the Board should endorse the design of the building. She recommended the applicant not seek approval under the requirement of the guidelines.

Kathy Barnard stated the Board would welcome compliance with such and requested the applicant review the relocation of the pipes with the Town's engineer.

Vaune Dugan stated she takes issue with the idea of the detention basin being higher than the floor elevation.

Scott Lees stated the structure is a two story building; noting the infiltration trenches would be higher than the entrance to the building.

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 Sheet 1 of 2:** Site Plan For Cedar Crest NH Trust, Bay Street, Wolfeboro, New Hampshire, Prepared by James Rines, PE, White Mountain Survey, PO Box 440, Ossipee, New Hampshire, 03864, Dated July 18, 2012.  
**Plan Sheet 2 of 2:** Site Plan Details for Cedar Crest NH Trust, Bay Street, Wolfeboro, New Hampshire, Prepared by James Rines, PE, White Mountain Survey, PO Box 440, Ossipee, New Hampshire, 03864, Dated July 18, 2012.
2. The approval is subject to the conditions of approval for both the Variance and Special Exception.
3. The applicant shall be responsible for the payment of all recording fees.
4. The applicant shall enter into a Construction Observation Agreement with the Town's consulting engineer. The cost shall be borne by the applicant.
5. The applicant shall submit a payment of financial security as specified in item #12 of the Planner Review dated August 7, 2012 (\$136,917).

The Board requested the following condition be included:

6. The applicant shall maintain existing vegetation and place a note on the plan relative to such.

**It was moved by Chuck Storm and seconded by Chris Franson to continue to the Cedar Crest NH Trust Site Plan Review application and public hearing to September 4, 2012 to allow for the applicant to address concerns by the Town's consulting engineer. All members voted in favor. The motion passed.**

**Brewster Academy  
Site Plan Review  
Agent: Sean Boyd, EIT, Gale Associates  
Tax Map #218-150  
Case #201208**

Rob Houseman reviewed the Planner Review dated August 7, 2012 stating the applicant proposes to replace an existing athletic field with a turf field, impervious surface associated with handicapped parking and a walkway. He stated the proposed site currently consists of a level grass playfield that is used for field hockey and lacrosse; noting the proposed turf will be designed for field hockey, lacrosse and soccer. He stated the turf field has received all NH DES permits (Site Specific and Shoreland Protection). He stated the engineer for the project needs to provide a cost estimate for site improvements.

Eric Royce, Gale Associates, reviewed storm drainage and drainage plans; noting a decrease in net flow at all design points.

John Thurston questioned the location of the parking area and questioned how such relates to drainage.

Eric Royce stated the parking area is located on the inside loop of Academy Drive. He stated a pipe and culvert would be installed to intercept existing drainage.

John Thurston questioned the material of the sidewalk and whether the sidewalk would be used seasonally.

Eric Royce replied asphalt and year round.

John Thurston questioned salt use on the sidewalk; expressing concern for the use of salt and drainage into the lake.

Eric Royce stated he wouldn't recommend such.

Kathy Barnard questioned the reason for installing asphalt.

Eric Royce stated the area serves as an apron, pedestrian circulation and spectator viewing.

**It was moved by Chuck Storm 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.*

Lisa Beveridge, Chief Financial Officer, stated the area is not a through traffic area and salt is currently used to treat the sidewalks however, the school has been exploring options for an alternative salt use the past couple of years. She stated the fence around the field is to protect the field from dogs and foot traffic.

Rob Houseman questioned the color of the chain link fence.

Eric Royce replied black vinyl.

Kathy Barnard questioned the height of the fence.

Eric Royce replied 4'; noting the fence cannot be seen from the lake.

Stacie Jo Pope asked if the fence encompasses the field or the parking lot.

Eric Royce replied the field.

Stacie Jo Pope requested the applicant address snow storage if the field is proposed to be used year round.

Eric Royce stated the field is designed to be plowed and the snow will be stored to the south; noting there are sliding gates in the fence to allow for plowing. He stated the snow will not have contaminants.

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

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:** Cover Sheet, Brewster Academy, Brown Field Synthetic Turf Project, Wolfeboro, NH, Site Plan Review, Prepared for Brewster Academy, 80 Academy Drive, Wolfeboro, NH 03894, Engineer: Gale Associates, 163 Libbey Parkway, Weymouth, MA 02189, Dated July 18, 2012.
  - Plan 2:** Existing Conditions, Brewster Academy, Brown Field Synthetic Turf Project, Wolfeboro, NH, Site Plan Review, Prepared for Brewster Academy, 80 Academy Drive, Wolfeboro, NH 03894, Engineer: Gale Associates, 163 Libbey Parkway, Weymouth, MA 02189, Dated July 18, 2012.
  - Plan 3:** Demolition and Erosion Control Plan, Brewster Academy, Brown Field Synthetic Turf Project, Wolfeboro, NH, Site Plan Review, Prepared for Brewster Academy, 80 Academy Drive, Wolfeboro, NH 03894, Engineer: Gale Associates, 163 Libbey Parkway, Weymouth, MA 02189, Dated July 18, 2012.
  - Plan 4:** Notes Plan, Brewster Academy, Brown Field Synthetic Turf Project, Wolfeboro, NH, Site Plan Review, Prepared for Brewster Academy, 80 Academy Drive, Wolfeboro, NH 03894, Engineer: Gale Associates, 163 Libbey Parkway, Weymouth, MA 02189, Dated July 18, 2012.
  - Plan 5:** Layout and Materials Plan, Brewster Academy, Brown Field Synthetic Turf Project, Wolfeboro, NH, Site Plan Review, Prepared for Brewster Academy, 80 Academy Drive, Wolfeboro, NH 03894, Engineer: Gale Associates, 163 Libbey Parkway, Weymouth, MA 02189, Dated July 18, 2012.
  - Plan 6:** Grading Plan, Brewster Academy, Brown Field Synthetic Turf Project, Wolfeboro, NH, Site Plan Review, Prepared for Brewster Academy, 80 Academy Drive, Wolfeboro, NH 03894, Engineer: Gale Associates, 163 Libbey Parkway, Weymouth, MA 02189, Dated July 18, 2012.
  - Plan 7:** Detail Sheet 1 of 7, Brewster Academy, Brown Field Synthetic Turf Project, Wolfeboro, NH, Site Plan Review, Prepared for Brewster Academy, 80 Academy Drive, Wolfeboro, NH 03894, Engineer: Gale Associates, 163 Libbey Parkway, Weymouth, MA 02189, Dated July 18, 2012.
  - Plan 8:** Detail Sheet 2 of 7, Brewster Academy, Brown Field Synthetic Turf Project, Wolfeboro, NH, Site Plan Review, Prepared for Brewster Academy, 80 Academy Drive, Wolfeboro, NH 03894, Engineer: Gale Associates, 163 Libbey Parkway, Weymouth, MA 02189, Dated July 18, 2012.
  - Plan 9:** Detail Sheet 3 of 7, Brewster Academy, Brown Field Synthetic Turf Project, Wolfeboro, NH, Site Plan Review, Prepared for Brewster Academy, 80 Academy Drive, Wolfeboro, NH 03894, Engineer: Gale Associates, 163 Libbey Parkway, Weymouth, MA 02189, Dated July 18, 2012.
  - Plan 10:** Detail Sheet 4 of 7, Brewster Academy, Brown Field Synthetic Turf Project, Wolfeboro, NH, Site Plan Review, Prepared for Brewster Academy, 80 Academy Drive, Wolfeboro, NH 03894, Engineer: Gale Associates, 163 Libbey Parkway, Weymouth, MA 02189, Dated July 18, 2012.
  - Plan 11:** Detail Sheet 5 of 7, Brewster Academy, Brown Field Synthetic Turf Project, Wolfeboro, NH, Site Plan Review, Prepared for Brewster Academy, 80 Academy Drive, Wolfeboro, NH 03894, Engineer: Gale Associates, 163 Libbey Parkway, Weymouth, MA 02189, Dated July 18, 2012.

**Plan 12:** Detail Sheet 6 of 7, Brewster Academy, Brown Field Synthetic Turf Project, Wolfeboro, NH, Site Plan Review, Prepared for Brewster Academy, 80 Academy Drive, Wolfeboro, NH 03894, Engineer: Gale Associates, 163 Libbey Parkway, Weymouth, MA 02189, Dated July 18, 2012.

**Plan 13:** Detail Sheet 7 of 7, Brewster Academy, Brown Field Synthetic Turf Project, Wolfeboro, NH, Site Plan Review, Prepared for Brewster Academy, 80 Academy Drive, Wolfeboro, NH 03894, Engineer: Gale Associates, 163 Libbey Parkway, Weymouth, MA 02189, Dated July 18, 2012.

2. This facility is approved for use by Brewster Academy as part of its education facilities. This approval in no way permits new or expanded non-Brewster Academy activities.
3. The applicant shall be responsible for the payment of all recording fees.
4. The applicant shall enter into a Construction Observation Agreement with the Town's consulting engineer. The cost shall be borne by the applicant.
5. The applicant shall submit a payment of financial security as specified in item #12 of the Planner Review dated August 7, 2012.

**It was moved by Stacie Jo Pope and seconded by Vaune Dugan to approve the Brewster Academy Site Plan Review application, Case #201208, subject to the recommended conditions of approval. All members voted in favor. The motion passed.**

## **Work Session**

### **A. 2012 Work Plan**

- **Adopt National Flood Insurance Standards for Site Plan Review & Subdivision Regulations**  
Completed; public hearing and adoption of such on 5/1/12.
- **Remove TRC requirements for changes to commercial uses in all commercial districts**  
The Board moved such to public hearing.
- **Center Street Zoning**  
The Board is scheduled to review comments from the consultant of the Lake Wentworth Crescent Lake Watershed Management Plan in September.
- **Update Master Plan Population Chapter**  
Staff will review tax data for the completion of the update.
- **Implement recommendations of the Natural Resources Plan**  
Matrix for the recommendations completed; recommendations to be addressed over the next 2-3 years.
- **Shoreland Protection Ordinance**  
Committee formed and currently reviewing and addressing issues.
- **Update Site Plan Review and Subdivision Regulations relative to Hazard Mitigation Plan**  
Rob Houseman stated no language is available to use; noting there is no guidance available on the issue.
- **Develop Architectural Standards for large scale development**  
Rob Houseman stated he would speak to Richard O'Donnell regarding his thoughts since Mr. O'Donnell had requested the Board review such.

- **Steep Slope/Ridgeline Protection**  
The Board agreed to proceed with such.
- **Conservation Preservation Overlay District**  
The Board requested guidance and direction from the Conservation Commission.
- **Historic District**  
Chris Franson will attend the annual North Wolfeboro Area Association meeting.
- **674:41; Lots With No Frontage On A Private Way Not Shown On A Planning Board Approved Subdivision**  
Following review of such, the Board agreed to the following revisions;
  - 2<sup>nd</sup> paragraph, Review of conditions for grant of permit, begin sentence with “Zoning Board of Adjustment” and strike “The Board”
  - Section a.(3); strike “with regard” & replace with “including”

The Board agreed to forward the document to the ZBA for review following the above revisions.

The Board agreed to add Design Review Guidelines & Historic Resources to the 2012 Work Program.

#### **New Business**

- **Planning Board 8/21/12 meeting**  
The Board agreed to cancel the 8/21/12 meeting; next meeting scheduled for 9/4/12.

**It was moved by Chris Franson and seconded by Chuck Storm to adjourn the August 7, 2012 Wolfeboro Planning Board meeting. All members voted in favor.**

*There being no further business, the meeting adjourned at 9:09 PM.*

Respectfully Submitted,  
*Lee Ann Keathley*  
Lee Ann Keathley