

WOLFEBORO PLANNING BOARD

February 12, 2013

MINUTES

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

Members Absent: Vaune Dugan, John Thurston, Dave DeVries, Member, 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

January 8, 2013

Corrections:

Pages 4 & 5; change "Ryan" to "Rines"

Page 4, 14th paragraph; insert "Chris Franson abstained."

Page 6, 7th paragraph; insert "Chris Franson voted in favor", strike "Chris Franson abstained."

It was moved by Chris Franson and seconded by Stacie Jo Pope to approve the January 8, 2013 Wolfeboro Planning Board minutes as amended. All in favor, the motion passed.

January 22, 2013

Corrections:

Page 1, 5th paragraph, last sentence; change "forwards" to "forward"

Page 4, 2nd paragraph; change "prevue" to "pervue"

It was moved by Chris Franson and seconded by Stacie Jo Pope to approve the January 22, 2013 Wolfeboro Planning Board minutes as amended. Chuck Storm- abstained all others in favor, the motion passed.

Information Items

Kathy Barnard reviewed such.

Public Comment

None.

Subcommittee Reports

Kathy Barnard stated the TRC reviewed a nonbinding application for site plan review for GI Plastek.

Scheduled Appointments

Piping Rock Motel Condominium Association

Subdivision ~ Separate one unit into two units

Agent: Jim Rines, White Mountain Survey Co., Inc.

TM #247-1

Case #201302

Rob Houseman referred to the Planner Review for 2/12/2013 stating the applicant proposes to separate the management office from the living space associated with Unit 23. He stated the 1987 approval created the unit as presently configured and

the applicant wishes to separate the office area and convert it to common area associated with the condominiums. He stated he was concerned that the application constituted the creation of an additional unit and therefore would require a variance as an expansion of a nonconforming use. However, he stated Town Counsel disagreed because no new area is being created nor would there be any different impact from the change.

Jim Rines stated the association, historically, has managed its own office and noted there is no proposed change in operation. He stated the door connecting the units currently will be closed off and the electric units will be separated; noting the office space of Unit 23 will become part of the common area. He requested a waiver from Section 174-9 noting there is no proposed change to the operation.

It was moved by Chuck Storm and seconded by Stacie Jo Pope to grant the waiver request from Section 174-9 based on the testimony of the applicant. 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.

Mike Hodder, abutter, expressed concern regarding the transient nature of the residents of Piping Rock Motel and questioned whether the operation is unchanged. He stated the management has been renting the units at lower rates during the off season and noted in December 2011 a renter died of a drug overdose and in January 2012 a renter attempted to burglarize his home. He asked if residential space is being increased and recommended the chairman and vice-chairman of the Board meet with public safety staff regarding its previous and current conditions.

Kathy Barnard asked Mr. Rines if anyone from the association was in attendance.

Jim Rines replied no and that he cannot speak to Mr. Hodder's testimony. He stated the existing residential space is being separated and there is no increase in such. He stated he is aware that only the motel units are inhabited year round and the cottages are seasonal.

Stacie Jo Pope verified there are no living quarters in the office.

Kathy Barnard questioned on site management.

Jim Rines stated it is his understanding the unit owners manages the operation and not a third party.

Mike Hodder stated there may be a public health and safety issue and expressed concern if no one is on the premises managing the operation.

Kathy Barnard asked if the Town has a definition for motel.

Rob Houseman replied yes and noted the application is considered a condominium.

Jim Rines stated all the units have been purchased by third parties and was condominiumized in 1987.

Kathy Barnard stated she is aware it is not operating as a condominium but, rather as a transient operation.

Chris Franson questioned the pervue of the Board regarding issues raised by Mr. Hodder.

Rob Houseman stated Staff can review the operation and determine whether it is in violation of the condominium documents and covenants to ensure that management is operating in an appropriate manner. He stated given Town Council's review and opinion, the proposal does not constitute an expansion. He stated he could seek further guidance regarding the Board's authority in the matter however, questioned whether the discussion is germane to the application. He stated it is his opinion that it is a site management issue.

Chuck Storm recommended review of the covenants. He stated the management needs to be made aware of the issues and allowed to respond. He recommended the chairman and vice-chairman speaks to the public safety officials prior to action on the application.

Stacie Jo Pope stated she does not feel Mr. Hodder's issues are connected to the application.

Jim Rines stated he feels the Board is getting hung up on the name "Motel" when it is a condominium and believes the issue is an enforcement issue that should be reviewed. He stated the proposal does not have an impact on the issues raised by Mr. Hodder.

Stacie Jo Pope requested the Board separate the issues and continue with review of the application.

Rob Houseman stated he would review the documents and determine whether a violation has occurred and seek guidance from Town Counsel with regard to how to proceed if such a determination is made.

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

Rob Houseman reviewed the following conditions of approval:

1. The office shall remain as "common area" and not a separate unit.
2. The following plans, as amended to the date of approval, are hereby incorporated into this approval:
 - Plan 1:** As-Built Site plan and Condominium Site Plan Amendment Prepared for the Piping Rock Motel Condominium, NH Route 109, Wolfeboro, New Hampshire, Prepared by James F. Rines, LLS, White Mountain Survey Co., Inc., PO Box 440, Ossipee, New Hampshire 03864, Dated 1/16/13 and revised 1/29/13.
 - Plan 2:** Floor Plan – Unit 23, Prepared for the Piping Rock Motel Condominium, NH Route 109, Wolfeboro, New Hampshire, Prepared by James F. Rines, LLS, White Mountain Survey Co., Inc., PO Box 440, Ossipee, New Hampshire 03864, Dated 1/16/13 and revised 1/29/13.
 - Plan 3:** Subdivision Amendment Application Plan, Prepared for the Piping Rock Motel Condominium, NH Route 109, Wolfeboro, New Hampshire, Prepared by James F. Rines, LLS, White Mountain Survey Co., Inc., PO Box 440, Ossipee, New Hampshire 03864, Dated 1/16/13 and revised 1/29/13.
 - Plan 4:** Subdivision Amendment Application Plan, Prepared for the Piping Rock Motel Condominium, NH Route 109, Wolfeboro, New Hampshire, Prepared by James F. Rines, LLS, White Mountain Survey Co., Inc., PO Box 440, Ossipee, New Hampshire 03864, Dated 1/16/13 and revised 1/29/13.
3. The applicant shall submit Mylar plans for recording at the Carroll County Registry of Deeds.
4. The applicant shall be responsible for all recording fees.

It was moved by Chris Franson and seconded by Stacie Jo Pope to approve the Piping Rock Motel Condominium Association application, TM #247-1. All members voted in favor. The motion passed.

GI Plastek

Site Plan Review ~ Building Expansion

Agent: Jim Rines, White Mountain Survey Co., Inc.

Tax Map #161-13

Case #201303

Rob Houseman referred to the Planner Review for 2/12/2013 stating the applicant proposes two additions, 26,610 sq ft to the front of the building (Wickers Drive side) and 12, 980 sq ft to the rear of the building. In addition, he stated the applicant proposes parking lots with 79 parking spaces, a second entrance off of Wolfeboro Oil Drive, new shipping and receiving loading docks, new impervious of approximately 52,272 sq ft (1.2 acres), modification to the existing septic system (reduction in size), new storm water management of open and closed drainage, gravel wetlands basin, infiltration basin and detention basin and landscaping. He stated the lighting layout includes 10 pole mounted lights and both the lighting layout and the storm drainage analysis to the Town's consulting engineer for review. He requested the applicant's agent to speak to the engineer's review. He noted the applicant has not submitted a cost estimate for site

improvements and the plan does not depict a note regarding flood hazard boundary. He recommended the Board request clarification regarding signage and noted the following outstanding State permits; NH DOT Driveway, NH DES Subsurface Disposal and NH DES Alteration of Terrain. He stated he does not recommend approval until the Board receives the State permits since the Alteration of Terrain permit could impact the design of the application.

Kathy Barnard asked if a loading zone currently exists.

Rob Houseman replied yes.

Kathy Barnard requested Staff to review the elevations and topographical changes.

Rob Houseman reviewed such.

Randy Tetreault reviewed the history of the property and stated the original NH DOT Driveway permit secured by the Town was submitted to the State; noting the permit has not been approved. He stated a construction cost estimate would be submitted.

Scott Lawler, Norway Plains Survey Associates, Inc., stated the Alteration of Terrain permit has been submitted, received and logged in as complete by NH DES. He stated revised landscaping plans were submitted today to reflect compliance. With regard to lighting, he stated the facility runs 24 hours/day, 5 days/week therefore, timers will be programmed to shut off one hour following closing (lights would be off for two days). He stated 10 pole mounted lights are proposed to provide adequate lighting for the parking areas and loading area. He stated the flood hazard boundary is noted in Note #14 on the plan and the existing business sign will be shifted/relocated 5' due to the changes to the proposed parking lot; noting small directional signs will be located on the property as well. He stated construction would begin following receipt of State permits.

Chris Franson questioned the placement of wall pack lights.

Scott Lawler stated such is not necessary due to the pole mounted lights.

Kathy Barnard questioned phasing of the project.

Bob Meader stated the front entrance and loading docks cannot be shut down therefore, the project will not be phased.

Scott Lawler stated the current water line comes off of the Town's water main. He stated he consulted with the structural engineer and the engineer has developed a design that would allow for the existing water main to remain underneath the building. He stated there would be no impact to the water line and the Town's Water Department has no issues with such. He stated there are no wetland impacts and all setbacks have been maintained and delineated on the plan.

Stacie Jo Pope requested the applicant address paving Wolfeboro Oil Drive.

Scott Lawler stated the Town owns Wolfeboro Oil Drive in fee and the road is currently gravel. He stated such is being left to the Town's discretion relative to paving.

Randy Tetreault stated Wolfeboro Oil Drive is a Class V gravel road built to Town standards. He stated the issue was discussed at the TRC meeting and discussed with Mr. Bean; noting Mr. Bean gave a verbal agreement for an easement for permanent access.

Rob Houseman stated the Town never sold the right-of-way when the lots were sold to Bean Brothers Partnership because a portion of the road crosses over a portion of the previous Town landfill; noting potential liability issues. He stated the development of the road will be phased.

Kathy Barnard verified the road will be constructed to Town standards, including paving.

Scott Lawler reviewed comments from the Town's consulting engineer and stated a request to amend the approval for the leach field to reduce the field and meet current standards has been submitted.

Kathy Barnard questioned the number of jobs created from the expansion.

Daniel Mills, President, stated the intent of the expansion is to consolidate storage from three buildings into one; noting product is currently being stored at Wickers and Pak 2000. He stated additional presses and larger presses will be purchased and they hope to increase sales from \$20 million to \$43 million over a period of time. He stated as the operation builds assemblers will be needed.

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

Chairman Barnard opened the public hearing.

Bob Meader stated the building is a steel structural industrial building with a flat EPDM rubber roof with internal roof drains; noting the roof material is superior to asphalt or metal roof material. He stated the snow bay is adjacent to the existing building.

It was moved by Stacie Jo Pope and seconded by Chris Franson to continue the GI Plastek Site Plan Review application and public hearing, Case #201303, to March 5, 2013. Public hearing shall be limited to the discussion of outstanding State permits. All members voted in favor. The motion passed.

Work Session

- **Engineering & Survey Standards Policy**
Rob Houseman stated he sent the policy to NH DES and engineering/surveying firms; noting the engineers and surveyors he has spoken to are pleased the Board has taken the position noted in the policy.
- **HB 113**
Schedule discussion of such on February 19, 2013.
- **674:41**
Schedule discussion of such and review map of lots affected by the proposal on February 19, 2013.
- **Master Plan Population Chapter**
Review of such to be scheduled at a later work session.

It was moved by Chuck Storm and seconded by Chris Franson to adjourn the February 12, 2013 Wolfboro Planning Board meeting. All members voted in favor.

There being no further business, the meeting adjourned at 9:12 PM.

Respectfully Submitted,

Lee Ann Keathley

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