

## WOLFEBORO PLANNING BOARD

April 2, 2013

### MINUTES

**Members Present:** Kathy Barnard, Chairman, Stacie Jo Pope, Vice-Chairman, Vaune Dugan, John Thurston, Paul O'Brien, Chris Franson, Members.

**Members Absent:** Brad Harriman, Selectmen's Representative, Dave Alessandroni, Alternate.

**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

March 5, 2013

##### **Corrections:**

Page 3, 5<sup>th</sup> paragraph; change "Hanson" to "Franson"

Page 3, 7<sup>th</sup> paragraph; change "water" to "storm water"

**It was moved by John Thurston and seconded by Chris Franson to approve the March 5, 2013 Wolfeboro Planning Board minutes as amended. All members voted in favor. The motion passed.**

March 26, 2013

**It was moved by Stacie Jo Pope and seconded by Chris Franson to table the March 26, 2013 Wolfeboro Planning Board minutes. All members voted in favor. The motion passed.**

#### Information Items

Kathy Barnard stated the public forum on 674:41 has been rescheduled to 4/23/13, 7 PM at the Wolfeboro Inn Ballroom.

#### Public Comment

None.

#### Scheduled Appointment

GI Plastek

Site Plan Review ~ Building Expansion

Agent: Scott Lawler, Randy Tetreault, Norway Plains Survey Associates Inc.

Tax Map #161-13

Case #201303

Kathy Barnard stated the Planning Board continued the public hearing for GI Plastek on 2/12/13; noting the Board agreed the discussion would only include the Alteration of Terrain permit.

Rob Houseman provided a brief overview of the proposal. He stated the applicant received the Alteration of Terrain permit today and the applicant submitted a revised landscaping plan which is now fully compliant.

*Chairman Barnard opened the public hearing.*

Scott Lawler stated a revised landscaping plan has been submitted, NHDOT driveway permit was obtained and the NHDES Alteration of Terrain permit was approved. He stated the only changes as part of the latter that were requested was a modification to the construction sequence notes and the addition of rip rap.

Kathy Barnard verified the snow storage, lighting and parking is adequate and the Board is comfortable with the proposed design of the building (design review guidelines).

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

Rob Houseman reviewed the following conditions of approval:

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

**Plan 1:** Title Sheet, Proposed Manufacturing Facility Expansion for GI Plastek, Wickers Road and Pine Hill Road, NH Route 109A, Wolfeboro, NH 03894, Plan prepared by Scott A. Lawler, PE, Norway Plains Survey Associates, Inc., PO Box 249, Rochester, NH 03867.

**Plan 2:** Existing Features Plan, 5 Wickers Road and Pine Hill Road, Wolfeboro, NH 03894, Tax Map 161, Lot 13, Prepared for GI Plastek, Plan prepared by Scott A. Lawler, PE, Norway Plains Survey Associates, Inc., PO Box 249, Rochester, NH 03867, Dated January 2013.

**Plan 3:** Demolition Plan, 5 Wickers Road and Pine Hill Road, Wolfeboro, NH 03894, Tax Map 161, Lot 13, Prepared for GI Plastek, Plan prepared by Scott A. Lawler, PE, Norway Plains Survey Associates, Inc., PO Box 249, Rochester, NH 03867, Dated January 2013.

**Plan 4:** Overall Site Plan, 5 Wickers Road and Pine Hill Road, Wolfeboro, NH 03894, Tax Map 161, Lot 13, Prepared for GI Plastek, Plan prepared by Scott A. Lawler, PE, Norway Plains Survey Associates, Inc., PO Box 249, Rochester, NH 03867, Dated January 2013.

**Plan 5:** Site Layout Plan, 5 Wickers Road and Pine Hill Road, Wolfeboro, NH 03894, Tax Map 161, Lot 13, Prepared for GI Plastek, Plan prepared by Scott A. Lawler, PE, Norway Plains Survey Associates, Inc., PO Box 249, Rochester, NH 03867, Dated January 2013.

**Plan 6:** Grading and Drainage Plan, 5 Wickers Road and Pine Hill Road, Wolfeboro, NH 03894, Tax Map 161, Lot 13, Prepared for GI Plastek, Plan prepared by Scott A. Lawler, PE, Norway Plains Survey Associates, Inc., PO Box 249, Rochester, NH 03867, Dated January 2013.

**Plan 7:** Utility Plan, 5 Wickers Road and Pine Hill Road, Wolfeboro, NH 03894, Tax Map 161, Lot 13, Prepared for GI Plastek, Plan prepared by Scott A. Lawler, PE, Norway Plains Survey Associates, Inc., PO Box 249, Rochester, NH 03867, Dated January 2013.

**Plan 8:** Erosion and Sedimentation Control Plan, 5 Wickers Road and Pine Hill Road, Wolfeboro, NH 03894, Tax Map 161, Lot 13, Prepared for GI Plastek, Plan prepared by Scott A. Lawler, PE, Norway Plains Survey Associates, Inc., PO Box 249, Rochester, NH 03867, Dated January 2013.

**Plan 9:** Construction Details, 5 Wickers Road and Pine Hill Road, Wolfeboro, NH 03894, Tax Map 161, Lot 13, Prepared for GI Plastek, Plan prepared by Scott A. Lawler, PE, Norway Plains Survey Associates, Inc., PO Box 249, Rochester, NH 03867, Dated January 2013.

**Plan 10:** Drainage Details, 5 Wickers Road and Pine Hill Road, Wolfeboro, NH 03894, Tax Map 161, Lot 13, Prepared for GI Plastek, Plan prepared by Scott A. Lawler, PE, Norway Plains Survey Associates, Inc., PO Box 249, Rochester, NH 03867, Dated January 2013.

**Plan 11:** Gravelly Wetlands Basin System Detail, 5 Wickers Road and Pine Hill Road, Wolfeboro, NH 03894, Tax Map 161, Lot 13, Prepared for GI Plastek, Plan prepared by Scott A. Lawler, PE, Norway Plains Survey Associates, Inc., PO Box 249, Rochester, NH 03867, Dated January 2013.

**Plan 12:** Detention and Infiltration Basins Systems Details, 5 Wickers Road and Pine Hill Road, Wolfeboro, NH 03894, Tax Map 161, Lot 13, Prepared for GI Plastek, Plan prepared by Scott A. Lawler, PE, Norway Plains Survey Associates, Inc., PO Box 249, Rochester, NH 03867, Dated January 2013.

**Plan 13:** Temporary Erosion and Sedimentation Control Details, 5 Wickers Road and Pine Hill Road, Wolfeboro, NH 03894, Tax Map 161, Lot 13, Prepared for GI Plastek, Plan prepared by Scott A. Lawler, PE, Norway Plains Survey Associates, Inc., PO Box 249, Rochester, NH 03867, Dated January 2013.

**Plan 14:** Permanent Erosion and Sedimentation Control Details, 5 Wickers Road and Pine Hill Road, Wolfeboro, NH 03894, Tax Map 161, Lot 13, Prepared for GI Plastek, Plan prepared by Scott A. Lawler, PE, Norway Plains Survey Associates, Inc., PO Box 249, Rochester, NH 03867, Dated January 2013.

**Plan 15:** Site Lighting Plan, 5 Wickers Road and Pine Hill Road, Wolfeboro, NH 03894, Tax Map 161, Lot 13, Prepared for GI Plastek, Plan prepared by Scott A. Lawler, PE, Norway Plains Survey Associates, Inc., PO Box 249, Rochester, NH 03867, Dated January 2013.

**Plan 16:** Site Landscaping Plan, 5 Wickers Road and Pine Hill Road, Wolfeboro, NH 03894, Tax Map 161, Lot 13, Prepared for GI Plastek, Plan prepared by Scott A. Lawler, PE, Norway Plains Survey Associates, Inc., PO Box 249, Rochester, NH 03867, Dated January 2013.

**Plan 17:** Proposed Septic System Amendment Plan, 5 Wickers Road and Pine Hill Road, Wolfeboro, NH 03894, Tax Map 161, Lot 13, Prepared for GI Plastek, Plan prepared by Scott A. Lawler, PE, Norway Plains Survey Associates, Inc., PO Box 249, Rochester, NH 03867, Dated January 2013.

2. The applicant shall enter into a Construction Observation Agreement with the Town's consulting engineer. The cost shall be borne by the applicant.
3. The applicant shall submit a cost estimate and payment of financial security, as specified in item #12 of the Planner Review for April 2, 2013.
4. The following permits and or approvals, and any conditions attached thereto, are adopted by reference to this approval:
  - NHDOT Driveway Permit
  - NHDES Alteration of Terrain Permit
  - NHDES Subsurface Disposal Permit
5. The applicant's engineer shall submit a letter certifying compliance with the American's With Disabilities Act.
6. The applicant shall be required to monument the edge of wetlands in compliance with 175-10.2 Wetlands Boundary Monumentation.
7. 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.
8. The applicant shall be responsible for all recording fees.

**It was moved by John Thurston and seconded by Chris Franson to approve the GI Plastek Site Plan Review application, TM #161-13, subject to the conditions of approval. All members voted in favor. The motion passed.**

#### **Subcommittee Reports**

TRC: no report

Shoreland Protection Ordinance Committee: next meeting scheduled for 4/18/13

Master Plan Implementation Committee: no report

CIPC: no report

#### **Action Items**

- **Appointment of Chairman and Vice-Chairman**

**It was moved by Chris Franson and seconded by John Thurston to appoint Kathy Barnard as Chairman and Stacie Jo Pope as Vice-Chairman to the Wolfeboro Planning Board. All members voted in favor. The motion passed.**

- **Appointment of Alternate member**

Kathy Barnard stated Chuck Storm requested appointment to the Planning Board as an Alternate member.

**It was moved by Stacie Jo Pope and seconded by Chris Franson to appoint Chuck Storm as Alternate to the Wolfeboro Planning Board. All members voted in favor. The motion passed.**

- **Subcommittee Appointments**

TRC: Kathy Barnard

Shoreland Protection Ordinance Committee: Vaune Dugan, Kathy Barnard, John Thurston

Master Plan Implementation Committee: Stacie Jo Pope

Capital Improvement Program Committee: Stacie Jo Pope, Paul O'Brien requested additional information.

- **Lot Merger Applications**

**Kenneth W. & Margaret L. Marschner**  
42 & 44 Friar Tuck Way  
TM #278-21, 278-22

Rob Houseman reviewed the lot merger request.

John Thurston asked if the lot can revert back to two lots in the future.

Rob Houseman replied no.

The Board agreed the lot merger would produce a more conforming lot.

**It was moved by Paul O'Brien and seconded by Stacie Jo Pope to approve the Kenneth W. & Margaret L. Marschner Lot Merger, TM #278-21 and 278-22; noting the resulting lot will be more conforming. All members voted in favor. The motion passed.**

**Schottland Revocable Trust**  
147 Springfield Point Road & Delings Cove Road  
TM #259-27, 259-28

Rob Houseman reviewed the lot merger request. He stated the applicant has submitted a Shoreland Impact Permit application for the merger of the lots, demolition of two existing dwelling units and the construction of a new dwelling unit. He stated the shoreland permit was approved by Staff with conditions. He recommended the approval of the lot merger be subject to issuance of a Raze permit and Town certification that the dwellings have been removed.

John Thurston verified the owner intends to put grass and loam in an area that cannot be fertilized.

Rob Houseman stated the area is already grassed.

John Thurston asked if trees will be removed.

Rob Houseman stated not within the shoreland buffer zone.

Kathy Barnard stated 30% impervious surface seems substantial (referenced in the Shoreland Permit application).

John Thurston noted it is 30% of a double lot.

**It was moved by Stacie Jo Pope and seconded by Chris Franson to approve the Schottland Revocable Trust Lot Merger, TM #259-27 and 259-28, subject to the issuance of a Raze permit and Town certification that the dwellings have been removed. All members voted in favor. The motion passed.**

## **Work Session**

- **2013 Work Program**

The Board reviewed Staff's memo, dated 3/25/13, relative to the 2013 Work Program. The Board agreed to review and prioritize the list of work items to discuss at a subsequent work session. The Board included Storm Water Management Regulations to the work program.

➤ **Letter of Support**

Kathy Barnard stated the Board received an email from Roger Murray requesting a letter of support from the Planning Board. She stated the Friends of Town Hall and the Town of Wolfeboro is submitting a grant application (\$10,000 Mooseplate Grant) for the restoration of two of the three arch doors at the Town Hall. She stated the Board submitted a letter of support last year for the Town Hall clock restoration project.

The Board agreed to submit a letter of support (to be written by Kathy Barnard).

➤ **Storm Water Management Regulations**

Kathy Barnard stated the Storm Water Management Regulations are proposed to be inserted into the Town's Site Plan Review and Subdivision Regulations.

Rob Houseman stated he reviewed a range of communities and noted the Board cannot regulate single family dwellings. He reviewed the Town of Derry's regulations and noted 99% of the applications reviewed are exempted from local review if an Alteration of Terrain permit is received (Alteration of Terrain permit supersedes Town review). Referencing the model ordinance, he stated such recommends the exemption and recommends LID solutions to drainage since the Town is not a Phase II Storm Water Management Community. He stated the model ordinance also addresses raw land versus developed land. He questioned the level of oversight the Board wishes to have and questioned how to create a regulatory structure that accomplishes water quality across the board. Once such is completed, he recommended review of the regulations by an engineer or the UNH Storm Water Management Center.

Chris Franson questioned if an impact fee for such exists.

Rob Houseman replied no, the State considered adopting a Storm Water Utility but did not.

Chris Franson recommended the model ordinance definition and the Town's definition be consistent and noted the definitions need clarity.

Kathy Barnard recommended careful review of redeveloped sites.

Following further discussion, the Board agreed to the following;

- Board review model ordinance for further discussion
- Definitions be consistent
- Review redeveloped sites

**It was moved by Paul O'Brien and seconded by Chris Franson to adjourn the April 2, 2013 Wolfeboro Planning Board meeting. All members voted in favor.**

*There being no further business, the meeting adjourned at 9:07 PM.*

Respectfully Submitted,

*Lee Ann Keathley*

Lee Ann Keathley