

WOLFEBORO PLANNING BOARD

July 2, 2013

MINUTES

Members Present: Kathy Barnard, Chairman, Stacie Jo Pope, Vice-Chairman, Brad Harriman, Selectmen's Representative, Vaune Dugan, Paul O'Brien, John Thurston, Chris Franson, Members.

Members Absent: Dave Alessandroni, Chuck Storm, 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

June 4, 2013

Corrections:

Page 3, 14th paragraph; change "Chris Franson" to "Stacie Jo Pope"

Page 3, 20th paragraph; change "impertinent" to "appurtenant"

It was moved by Chris Franson and seconded by Paul O'Brien to approve the June 4, 2013 Wolfeboro Planning Board minutes as amended. Kathy Barnard, Stacie Jo Pope, Chris Franson, John Thurston, Vaune Dugan, Paul O'Brien voted in favor. Brad Harriman abstained. The motion passed.

June 18, 2013

It was moved by Stacie Jo Pope and seconded by Paul O'Brien to approve the June 18, 2013 Wolfeboro Planning Board minutes as submitted. All members voted in favor. The motion passed.

Public Comment

None.

Subcommittee Reports

TRC: 6/12/13; reviewed a Boundary Line Adjustment proposal for Townsend Shore Road

MPIC: No report

CIPC: 2013 schedule has not yet been established

Shoreland Protection Ordinance Committee: the Committee is hosting the State of NH Shoreland Advisory Committee meeting on 8/22/13, 1:30 PM at the Wolfeboro Public Library

Scheduled Appointments

Stephen & Laurie Deluca / Donald & Joann Moran

Boundary Line Adjustment

Agent: Kerry Fox, Fox Survey Company

TM #223-25, 224-5

Case #201305

Rob Houseman reviewed the Planner Review for July 2, 2013 stating the applicant proposes a boundary line adjustment for TM #'s 224-5 and 223-25; noting both lots are nonconforming lots of record since both lack the required road frontage and TM #224-5 is substandard in area. He stated the reconfiguration will bring lot 224-5 into area compliance. He stated the applicant is requesting a waiver from Sections 174-7 D (4) and 174-9.

Kerry Fox stated the proposal is to sever the back lot behind the Deluca property from the Moran tract. He stated the back lot was created in 1973 however, was acquired in later years by Mr. & Mrs. Moran. He stated the Mr. & Mrs. Deluca would now like to acquire the parcel of land and add it to their lakefront tract (TM #224-5). Referencing the waiver requests, he stated the Deluca lot is currently nonconforming but when the land from Moran is added, it will become a compliant lot of record with regard to lot area. He stated the remaining tract of land (Moran property) will be in excess of 16 acres. He stated no new lot is being created. He submitted a written waiver request and the Certificate of Monumentation.

It was moved by Stacie Jo Pope and seconded by Vaune Dugan to grant waivers for Section 174-7 D (4) and Section 174-9. All members voted in favor. The motion passed.

It was moved by Vaune Dugan and seconded by Paul O'Brien 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.

Rob Houseman reviewed the following recommended conditions of approval;

1. The following plan, as amended by the Planning Board approval, is incorporated into this approval:
Plan 1: Boundary Line Adjustment Plan Prepared for Stephen and Laurie Deluca and Donald and Joann Moran, Townsend Shore Road, Tax Map 223-25 and 224-5, Wolfeboro, NH, Prepared by Kerry Fox, LLS, PO Box 489, Sanbornville, NH 03872, Dated June 10, 2013.
2. The applicant shall submit a Mylar plan for recording at the Carroll County Registry of Deeds.
3. The applicant shall be responsible for the payment of all recording fees.
4. The applicant shall be responsible for monumentation and the submittal of the Certificate of Monumentation and update plans.

It was moved by Vaune Dugan and seconded by Stacie Jo Pope to approve the Stephen and Laurie Deluca / Donald and Joann Moran Boundary Line Adjustment application, Case #201305, subject to the conditions of approval and with a finding by the Board that the Boundary Line Adjustment has improved the overall configuration of the lots. All members voted in favor. The motion passed.

First Congregational Church of Wolfeboro

Site Plan Review

Agent: Ann Vivian, Guillot, Vivian, Viehmann Architects & Nicole Duquette, TFM

Case #201304

TM #218-148, 149

Kathy Barnard stated the Board conducted a site visit at 6:30 PM this evening. She stated the applicant has submitted a Site Plan Review application and a Lot Merger application for consideration by the Board. She stated there are no waivers being considered as part of the application and the public. She noted Ann Vivian will be in attendance via Skype.

Rob Houseman reviewed the Planner Review for July 2, 2013 and stated the applicant proposes to demolish the existing church (retaining the annex) and reconstruct it with an expanded footprint, reconfigure the parking lot (two letters documenting ADA compliance has been received), additional storm water management system that includes a rain garden and connection to the Town's closed storm water drainage system and new landscaping. He stated the applicant is also proposing a new entrance to the parking lot, eliminating the current exit only and relocating the driveway entrance and exit to the west of the current exit by approximately 35'; noting the applicant has received NH DOT approval. He stated the applicant is proposing to re-use the existing light poles and has submitted a site plan that includes lighting layout. With regard to Storm Drainage, he stated the June 26, 2013 revision to the site plan depicts a reduction in the increase of impervious cover from approximately 2,190 SF to 1,927 SF; noting such would reduce the peak discharge to the Main Street drainage system. He noted the following outstanding items; the plans have not been

updated to reflect snow storage, lighting; hours of illumination, cost estimate for site improvements, engineer and surveyor stamps and signatures on the plan, revisions to the plan sheet containing proposed improvements to reflect a property line change with symbol and note in addition to Note #2 on Plan Sheet 4. He stated the architect submitted a conceptual plan with a proposed sign up to 24 SF; noting the current sign is a grandfathered noncompliant sign and replacement in-kind would be permissible. He stated any expansion of the sign would require a variance and noted the 6/26/13 plan revision includes sign placement and bell placement. He stated the Public Works Department will be making sewer modifications and upgrades to address existing deficiencies and noted there would be no increase in sewer usage by the church. He stated the applicant received a variance for lot coverage and noted a condition of the variance included merging the two lots owned by the church.

Kathy Barnard asked whether the proposal has been reviewed by the Town's engineer.

Rob Houseman replied no, because Town Staff is conducting the review.

Kathy Barnard stated there are discrepancies in the number of seating between the site plan and the engineer's numbers.

Paul O'Brien asked who reviews traffic ingress and egress.

Rob Houseman replied NHDOT.

Paul O'Brien asked if the Town has done a traffic study for the Downtown area and questioned whether the traffic from the church will exacerbate the traffic problem.

Rob Houseman stated the applicant is not proposing a change to the net flow.

Paul O'Brien asked if the sanitary sewer stub is currently nonexistent.

Rob Houseman stated that when the sewer line was rebuilt, the manhole was supposed to have a stub adjacent to the property however, that stub does not exist. He stated Dave Ford feels that it is appropriate for the Town to conduct the improvements.

John Thurston asked if there are footing drains under the existing structure.

Nicole Duquette stated currently there are no foundation drains and noted that foundation drains do not collect roof runoff rather, the drains intercept groundwater to keep from the foundation and footings.

Rob Houseman stated there is no net increase in flow and the applicant is proposing to install/construct a relief culvert, rain garden and catch basin.

Nicole Duquette, TF Moran, reviewed ingress and egress; noting such was seen as an improvement by NHDOT and there is a slight reduction in queue entering the site. With regard to utilities, she stated a new water line connection and sprinkler system would be installed. She stated the increase in impervious surface is due to the building area and noted the increase as less than 1900 SF. She noted the following additional changes to the site; resetting floor at elevation of elevator stop, parking lot drainage will go to a detention area (catch basin) to the rear of the lot and roof runoff will be treated. She reviewed the architectural renderings and location of handicap parking spaces.

John Thurston asked how the roof runoff would be treated.

Nicole Duquette stated the runoff goes over the landscaped areas and empties into a swale and rain garden. She stated the runoff from the new roof area will be treated; noting pollutants will be filtered out.

Vaune Dugan questioned the nature of the retaining walls.

Nicole Duquette stated the retaining wall will consist of segmental block.

John Thurston recommended installing granite rather than cement blocks for the retaining wall.

Nicole Duquette stated modular blocks fit the aesthetics of the church and noted the blocks are textured base.

Vaune Dugan recommended consideration be given to constructing a stone retaining wall due to the view from the street.

Chris Franson requested the applicant address the differing numbers in the amount of seats.

Nicole Duquette stated the site plan is correct (289 seats).

Kathy Barnard stated seating cannot be increased due to the nonconforming use. She requested the applicant address snow storage, lighting and financial security for site improvements.

Nicole Duquette stated there are no proposed changes to snow storage and showed the location of such. She stated the general contractor will be submitting the cost estimate for site improvements.

Chris Franson stated Dave Ford, Director of Public Works, recommended a shim coat to the parking area.

Nicole Duquette stated she needs to review such with the applicant and noted such would affect the cost estimate.

Vaune Dugan expressed concern for the loss of parking spaces on South Main Street.

Rob Houseman stated NHDOT controls such and mandates site distance requirements. He stated the parking spaces must be 20' away from the sidewalk to maintain safe site distance and noted engineering standards require a 20' separation.

Paul O'Brien verified there is adequate site distance due to the existing hemlocks located in the front of the building.

Referencing the exterior of the building, Ann Vivian stated the intent is to minimize the vertical joints and express horizontal joints and noted the Board received samples of the proposed cement panel siding.

Vaune Dugan asked if the windows would be recycled.

Ann Vivian stated the large stain glass windows and the rectangular window in the rear of the sanctuary would be recycled. She stated the stain glass windows are interior lit (street side only) and turn on at dusk.

Rob Houseman questioned low landscape lighting.

Ann Vivian stated she is unsure of the status of such and hopes to have lighting behind the landscaping. She stated the lighting plan is being prepared and noted the carillon is digital.

Kathy Barnard verified the lighting would be dark sky compliant.

Paul O'Brien asked if the existing heating system will be retained.

Ann Vivian replied yes and noted the boilers would be refitted and the existing equipment would be reused.

John Thurston asked if the air exchanging units would be located outside the building.

Ann Vivian replied no.

John Thurston asked if there would be air conditioning.

Ann Vivian replied yes.

Vaune Dugan asked if there is a locking device on the bell.

Ann Vivian replied no however, such could be proposed. With regard to signage, she stated the sign would be a horizontal format and illuminated (dark sky compliant) with carved lettering. She stated the font type has not yet been selected. She stated litter storage is located in the building. She stated the occupancy load for the sanctuary and main floor is 288; noting the 430 reflects classroom and ancillary balcony flex seats.

Chris Franson recommended down directed lighting for the sign.

Vaune Dugan asked if the number of toilets is adequate.

Ann Vivian replied yes and noted such is being adapted for ADA access.

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.

Taylor Hudson stated he supports the proposal.

Bruce Terkelson stated he supports the proposal.

The Board recommended the applicant submit the following;

- revise plan to reflect snow storage, sidewalk/angled parking and engineer and surveyor stamps and signatures
- lighting plan to reflect timer lighting, low landscape lighting, hours of illumination
- cost estimate for site improvements
- fixed number of seating consistent among all plans
- securement of bell
- review/submit cost option for front stone retaining wall
- signage specifications
- address Dave Ford's comments

It was moved by Vaune Dugan and seconded by John Thurston to continue the public hearing for the First Congregational Church Site Plan Review application, Case #201304, to July 16, 2013, 6:30 PM at Anderson Hall, Brewster Academy. All members voted in favor. The motion passed.

Work Session

➤ Master Plan Population Chapter Update

The Board recommended the following changes;

- Page 1, title; change "udpdate" to "update"
- Page 1, Overview, 2nd paragraph, 1st line; strike "the Town remains concerned" & replace with "concerns have been raised"
- Page 1, Overview, 3rd paragraph, 3rd line; change "is" to "in"

It was moved by Stacie Jo Pope and seconded by Chris Franson to move the Master Plan Population Chapter 2012 Update, including the recommended changes noted above, to public hearing. All members voted in favor. The motion passed.

Referencing Page 1, Overview, 2nd paragraph, Paul O'Brien asked who in the Town is concerned about the population numbers being regularly undercounted in the census.

Rob Houseman replied Town officials.

Paul O'Brien asked if the BOS are the Town officials concerned and noted the statement is a generalization. He asked if the Town officials disagree with the counting methodology.

Rob Houseman replied yes.

Paul O'Brien recommended such be stated rather than "the Town remains concerned"; noting a difference of opinion adjudicated by counting methodology.

Vaune requested clarification with regard to the term "secondary housing".

Rob Houseman replied second home or retirement home. He requested the Board review the document and provide comments at the next meeting.

John Thurston questioned the outcome of the update.

Rob Houseman stated the Town provides an update to the Population Chapter that reflects an accurate population count; noting the Town could receive funding based on more accurate numbers.

➤ **Center Street Rezoning**

Kathy Barnard stated she feels strongly that parking in front of the building should not have been deleted at the Board's last meeting and noted the people who voted for the removal of such did not attend the site walk and recommended reconsideration of such.

Vaune Dugan stated parking in front of the building is not possible due to the setback therefore; there is no need to regulate such.

Paul O'Brien requested a site walk of the corridor.

John Thurston stated a secondary road has been established between Trites and Carroll County Glass. He stated Kennebunkport has handicap parking in the front of the buildings and general parking to the side of the buildings. He recommended the Board consider a landscape buffer.

Chris Franson stated she is in favor of handicap parking only in the front of the buildings.

It was moved by Stacie Jo Pope and seconded by Chris Franson to adjourn the July 2, 2013 Wolfeboro Planning Board meeting. All members voted in favor.

There being no further business, the meeting adjourned at 9:18 PM.

Respectfully Submitted,

Lee Ann Keathley

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