

WOLFEBORO PLANNING BOARD

May 6, 2014

MINUTES

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

Scheduled Appointments

Rob West

Site Plan Review ~ Auto Body Shop

Case #201406

TM #176-20

Brad Harriman recused himself.

Kathy Barnard stated she is an abutter to the property (President of Eastern Lakes Region Housing Coalition) however, feels that she can review the project in a fair manner.

Rob Houseman reviewed the Planner Review for May 6, 2014 and stated the applicant proposes to convert an existing contractor's yard/garage into an auto body shop; noting the applicant received a variance from the ZBA on 4/7/14. He stated there will be two work bays; one for body work and the other designated as a spray booth. He stated the applicant has not delineated snow storage however, the submitted plan demonstrates adequate area for compliance with the snow storage requirements. He stated the property is currently serviced by Town water. He recommended the Board clarify lighting. He stated the applicant has requested the following waivers; Section 173-15.E.(3)a through e and (4)a, b, d, e, j, q, u.

Referencing the waiver requests, Rob West stated he does not propose any change to the property. He stated there would be one employee (himself) and hours of operation include Monday through Saturday 8am-6pm.

Mike Hodder asked if there would be lighting after dark.

Rob West stated there would be lighting on the sign and noted there is no need for security lighting. He stated he will be cleaning up the property (removing old tires and equipment).

Brad Harriman stated the gas pumps and fuel storage have been removed and the underground tanks were removed in the 80's.

Kathy Barnard questioned the disposition of the shed.

Rob West stated he intends to repair the shed, if possible, or demolish the shed.

Stacie Jo Pope questioned outdoor vehicle storage.

Rob West stated the only vehicles on site would be those being repaired.

Kathy Barnard verified the existing curb cut onto Beck Drive and asked if there would be repairs to the building.

Rob West stated one of the bays would be adapted for the paint booth.

Mike Hodder questioned the use of the rear portion of the lot.

Rob Houseman stated the lot consists of five acres however, the applicant received a variance for use of the front portion of the lot only.

Vaune Dugan requested the Tax Map number be depicted on the sketch.

John Thurston questioned screening of vehicles on the property.

Rob West stated the vehicles will be stored behind the building.

Rob Houseman stated the proposal does not trigger new screening because there is no new construction being proposed.

It was moved by John Thurston and seconded by Vaune Dugan to grant the following waivers; § 173-15.E. (3) (a), (b), (c), (d), (e), 173-15 E. (4) (a), (b), (d), (e), (j), (q), (u). All members voted in favor. The motion passed.

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

Chairman Barnard opened the public hearing.

John Thurston stated he feels the proposal is an improvement to the property.

Rob Houseman asked if a sign on the building exists.

Brad Harriman replied no, the sign is located on the street.

Kathy Barnard asked if the Board wishes to impose a limit on the number of vehicles at the site.

Mike Hodder replied no.

John Thurston agreed with Mr. Hodder.

Mike Hodder verified existing lighting will be used.

Rob Houseman reviewed the following recommended conditions of approval;

1. The following plan, as amended by the Planning Board approval, is incorporated into the approval:
Plan 1: Sheet 1, Change of Use Lot Sketch, Prepared by Norway Plains Associates, Inc., PO Box 249, Rochester, NH 03887, Dated April 11, 2014. Base data from the Boundary Line Adjustment Plan between Town of Wolfeboro and Jean Harriman, Plan Prepared by Same.
2. The applicant shall be responsible for all recording fees.
3. The use area shall be restricted to the front portion of the parcel, as depicted on the plan. No use of the rear portion of the parcel shall be permitted as part of this auto body repair shop.
4. The applicant shall revise the plan/sketch to include the Tax Map number.
5. This approval is subject to the following approval and any conditions attached thereto:
 - a. Town of Wolfeboro ZBA Variance, Case #08-V-14, dated 4/7/14
6. Signage shall conform to the Town's regulations.

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

It was moved by Stacie Jo Pope and seconded by Paul O'Brien to approve the Rob West Site Plan Review application, Case #201406, subject to the recommended conditions of approval. All members voted in favor. The motion passed.

Christopher and Nancy Runnals / Jen and Kevin French
Boundary Line Adjustment
Agent: Frank Yerkes, Yerkes Surveying Consultants
Case #201407
TM #143-12, 127-05

Rob Houseman reviewed the Planner Review for May 6, 2014 and stated the applicant proposes a boundary line adjustment between TM #143-12 (reduced from 52.57 acres to 32.9 acres) and TM #127-5 (increased from 18.03 acres to 37.7 acres). He stated the applicant has submitted the Certificate of Monumentation and has requested the following waivers; Sections 147-7 B.(4)g, 174-7 D. and 149-9.A.

Referencing the waiver requests, Frank Yerkes stated the basis for the request is the size and nature of the lots before and after the boundary line adjustment; noting both lots would continue to be used for residential and agricultural purposes. He stated 19.67 acres is being transferred from the Runnals' lot to the French's lot. He stated the 19.67 acres was surveyed.

Vaune Dugan noted a discrepancy regarding the acreage noted on the plan (a loss of acreage).

Rob Houseman stated such is a typographical error.

It was moved by Mike Hodder and seconded by John Thurston to grant the following waivers; §147-7 B.(4)g, 174-7 D. and 149-9.A. All members voted in favor. The motion passed.

It was moved by Stacie Jo Pope 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.

Judy Breuninger, abutter, questioned the purpose of the boundary line adjustment.

Jen French stated the boundary line adjustment provides an opportunity to expand their boundaries and reacquire the original farm land; noting they own the former Hersey Farm. She stated the land will be used for farming, logging and maple sugaring.

Rob Houseman reviewed the following recommended conditions of approval;

1. The following plan, as amended by the Planning Board approval, is incorporated into the approval:
Plan 1: Boundary Line Adjustment, Survey Plan of Land For Chris and Nancy Runnals, Kevin and Jennifer French, Waumbeck Road, Wolfeboro (Carroll Co.), NH, February 28, 2014, Prepared by Frank P. Yerkes, LLS, Yerkes Surveying Consultants, PO Box 38, Laconia, NH 03247-0038, Dated February 28, 2014.
2. The applicant shall be responsible for monumentation and the submittal of the monumentation certification and updated plans.
3. Submittal of a Mylar plan for recording at the Carroll County Registry of Deeds.
4. Payment of all recording fees.
5. The applicant shall revise the plan to accurately reflect the acreage.

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

It was moved by Stacie Jo Pope and seconded by Vaune Dugan to approve the Christopher and Nancy Runnals and Jen and Kevin French Boundary Line Adjustment application, Case #201407, subject to the recommended conditions of approval. All members voted in favor. The motion passed.

Action Item

**First Congregational Church
Release of Financial Security
TM #218-148, 149
Case # 201304**

Rob Houseman stated the applicant has requested a partial release of the financial security and noted the Town's consulting engineer has recommended the reduction of the security by 30% to a value of \$95,043.00.

It was moved by Stacie Jo Pope and seconded by John Thurston to approve the partial release of financial security for First Congregational Church, Case #201304, in the amount of \$40,433.00, amount to be retained being \$95,043.00. All members voted in favor. The motion passed.

Kathy Barnard verified the expected date of completion of the project is July 2014.

Consideration of Minutes

April 1, 2014

Corrections: Page 1, Members Present; delete "Chris Franson" and replace with "Mike Hodder"
Page 3, 2nd paragraph; strike "Vaune Dugan" and replace with "A Board member"

It was moved by Stacie Jo Pope and seconded by Brad Harriman to approve the Wolfeboro Planning Board April 1, 2014 minutes as amended. All members voted in favor. The motion passed.

April 15, 2014

Corrections: Page 1, Members Present; add "Mike Hodder"

It was moved by Vaune Dugan and seconded by Stacie Jo Pope to approve the Wolfeboro Planning Board April 15, 2014 minutes as amended. Kathy Barnard, Stacie Jo Pope, Vaune Dugan, Mike Hodder, John Thurston voted in favor. Brad Harriman, Paul O'Brien abstained. The motion passed.

Information Items

Kathy Barnard stated the Board was forwarded a copy of a letter from Claude Roessigner however, the copy didn't include the last page of the letter. Therefore, she requested staff email the complete letter and the Town Manager's response to that letter to the Board.

Rob Houseman stated the letter includes an individual's perception as to what is considered attractive and rural; noting that Mr. Roessigner feels the Town hinders the rural character and attractiveness of the Town.

Paul O'Brien verified there is no action required by the Board.

Kathy Barnard stated other informational items include the Chamber Connection and a Notice of Decision.

Mike Hodder stated he attended the Planning & Zoning Conference, specifically the workshop related to wireless cell towers, and noted the presentation documents are available online.

Rob Houseman stated Suzanne Ryan also attended the conference and has requested the Board receive copies of the workshop documents.

Public Comment

Cindy Patten, EDC member, stated the EDC members are making an effort to attend other Town committee meetings to be more aware of issues that other boards/committees are addressing.

Subcommittee Reports

TRC reviewed a boundary line adjustment between the Runnals and French properties and will be reviewing on 5/7/14 a site plan review application for a church at the former Hampshire Pewter site.

Work Session

➤ **EDC, Chamber of Commerce and Planning Board Joint Meeting**

Kathy Barnard stated the Chamber of Commerce, at the joint meeting on 4/25/14, made it clear to the Board that the elimination of office space located on the first floor of buildings in the Downtown area not be considered. She questioned allowing inns in the Downtown area.

Mike Hodder expressed concern for parking issues associated with inns.

Paul O'Brien asked if a traffic study or data exists for such.

Kathy Barnard recommended the Board review the Town's parking ordinance.

Paul O'Brien asked if parking data was generated for the proposed increase in use of the Town Hall following the renovation.

Rob Houseman stated volume of traffic was not analyzed because the proposed uses would occur during evenings and weekends.

Paul O'Brien stated traffic and parking load should be understood.

Vaune Dugan stated the issues need to be addressed by the proponents for inns. Relative to the Town Hall parking lot, she stated the issue is use by school employees.

Paul O'Brien asked if the Town has spoken to the school regarding such.

Rob Houseman replied yes, the BOS spoke to the previous superintendent of schools. He stated the Town does not currently enforce the two hour parking limit. He stated the teachers feel that since they are residents and taxpayers of the Town and the lot is a public parking lot that they can park there. He questioned how to impose a restriction on a public parking lot.

John Thurston stated Downtown parking limits are enforced and vehicles are ticketed; noting the same should be done for the parking lot.

Rob Houseman stated customers and/or employees of businesses abutting the Town Hall park their vehicles in the lot. He stated a two hour limit may be inappropriate and feels the issuance of tickets is the wrong approach.

Paul O'Brien agreed with Mr. Houseman's latter comment.

Stacie Jo Pope asked if there is a limit on the Foss Field or Glendon Street parking lots.

Rob Houseman replied no. He stated the school implemented bus route pattern changes. He stated Carpenter School is a key component to the Downtown area.

Kathy Barnard requested Staff provide a map of parking areas in Town including capacity of such.

Rob Houseman stated the school has an agreement for parking with the First Congregational Church however, due construction the parking is not currently available.

Kathy Barnard stated another issue brought up at the joint meeting included the perception of the process; noting the perception is that such is unfriendly. She questioned a FAQ sheet.

Rob Houseman stated the “Doing Business in Wolfeboro” guide is located on the Economic Development webpage of the Town’s website; noting the Chamber of Commerce is in the process of updating such. He stated the guide includes FAQ, hot links to small business development and checklists.

Paul O’Brien questioned the outcome of the Planning Department questionnaire and if the questionnaire continues to be distributed.

Rob Houseman stated the questionnaire remains in effect and noted the feedback is very positive.

Paul O’Brien questioned the disconnect in the process.

Stacie Jo Pope stated the comment was made by the Chamber of Commerce however, no specific information was provided.

Mike Hodder stated the process is not that obscure for starting a business.

Cindy Patten stated a lot of the telephone contact with the public is done by volunteers. She encouraged cross sharing of information.

Vaune Dugan recommended the Chamber of Commerce record and provide a list of specific issues and problems.

Paul O’Brien stated the EDC engaged in focus groups with local business owners and asked if the EDC continues to do such.

Cindy Patten stated a task of the EDC includes revisiting the issues discussed at those meetings.

The Board agreed to schedule a meeting with the Chamber of Commerce in the fall.

➤ **Windmill Farms on Hilltops**

Kathy Barnard stated the Board should respond to Dave Bowers email regarding the prevention of windmill farms on hilltops.

Rob Houseman stated there are issues that need to be addressed that were raised by Mike Hodder and Paul O’Brien. He stated he could provide Mr. Bowers the Town’s ordinance and inform him that there is no commercially viable wind.

Mike Hodder stated the ordinance protects the Town however, recommended language be crafted to allow for growth and allow for more flexibility for modern technology.

The Board agreed to the following;

- Include such on the 2014 work program
- Staff prepare a response letter to Dave Bowers

➤ **Planning Board Rules of Procedure**

It was moved by Vaune Dugan and seconded by Mike Hodder to move Planning Board Rules of Procedure to public hearing. Public Hearing scheduled for June 3, 2014. All members voted in favor. The motion passed.

➤ **Nonconforming Use**

Rob Houseman stated the Board requested Staff research the notification process of other communities; noting he has not found one example of a process that provides notice to property owners that nonconforming use rights lapse after a use is abandoned. He noted the perceived downside of such would come from the abutters and noted the abutters would not be aware of the incremental changes.

Kathy Barnard reviewed the ordinance and requested the Board continue discussion of such to the next meeting.

Following further review of such, the Board agreed to and requested the following;

- Review other communities regarding notification issue

Other Business

Rob Houseman informed the Board that an applicant received a variance from the ZBA for a 58-bed Alzheimer facility and a 76-bed assisted living facility (two buildings, 140 bed total capacity) located on Route 109A behind Imecom. He stated the applicant intends to submit a site plan review application to the Planning Board following the appeal process. He stated the facility is a privately owned for profit facility.

Kathy Barnard stated the property is located in the Lake Wentworth watershed, abuts conservation land and includes wetlands.

Paul O'Brien asked if there has been a conversation regarding the former nursing home facility in Ossipee.

Rob Houseman stated the applicant/owner doesn't believe the nursing home model is an appropriate model.

Mike Hodder stated Hospice would be on the premises.

Kathy Barnard asked if the Board has the authority to request the applicant provide affordable units.

Rob Houseman stated the Board has the authority to request such when the applicant is seeking an incentive.

It was moved by Paul O'Brien and seconded by Vaune Dugan to adjourn the May 6, 2014 Wolfeboro Planning Board meeting. All members voted in favor. The motion passed.

There being no further business, the meeting adjourned at 8:51 PM.

Respectfully Submitted,

Lee Ann Keathley

Lee Ann Keathley

*****Please note these minutes are subject to amendments and approval at a later date.*****