

**TOWN OF WOLFEBORO  
PLANNING BOARD  
March 3, 2015  
MINUTES**

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

**Members Absent:** Kathy Barnard, Chairman, Dave Alessandroni, Chuck Storm, Alternates.

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

*Vice-Chairman Pope opened the meeting at 7:00 PM at the Wolfeboro Public Library.*

**I. Scheduled Appointments**

**Town of Wolfeboro Parks and Recreation Department**

**Agent: Eric Dube, Casco Bay Engineering**

**Site Plan Review for Abenaki Lodge**

**TM #144-6**

**Case #201505**

Stacie Jo Pope stated that at the request of the applicant, the application has been continued to April 7, 2015.

**Andrew Swenson d/b/a Wolfeboro Car Wash & Executive Detail**

**Agent: Jim Rines, White Mountain Survey and Engineering**

**Site Plan Review for Auto Detail Shop with Retail**

**TM #218-99**

**Case #201506**

Rob Houseman reviewed the Planner Review for March 3, 2015 and stated the applicant proposes to raze the existing barn and construct a 1,616 SF structure containing two garage bays that will be used for vehicle detailing and installing accessories; noting 288 SF shall be used for office/retail space associated with the vehicle detail shop. He stated the second floor is proposed to contain an accessory apartment. He stated the parking area is sized to accommodate ten parking spaces, including one ADA compliant parking space; noting nine spaces are required. Referencing storm drainage, he stated the proposed improvements will provide a very minor decrease in peak discharge during all storm events; noting the proposal is a net decrease in impervious area and is therefore, exempt from the Stormwater Management Regulations. He recommended the Board clarify hours of illumination and light color. Referencing protection of natural resources, he stated the site plan improvements are completely contained within the limits of the existing improved area; noting the current limit of disturbance was addressed in 2010 as part of a wetlands restoration plan approved by NHDES. He stated the applicant is not proposing outdoor litter storage; noting a note on the plan addresses such and two 18 SF free standing signs on the property are proposed. He recommended the Board clarify the following with regard to signage; lighting height and placement as it relates to potential sight distance issues. He stated the applicant has a Purchase and Sales Agreement for the property.

Jim Rines stated the free standing signs have not yet been designed and noted the signs would be set back per NHDOT and ASHTO standards to avoid obstruction of sight distance. He stated the signs would be fully compliant with the sign regulations and sign illumination would comply with the lighting ordinance. Referencing

design review, he stated the applicant is proposing a gambrel style vinyl sided (color not chosen) structure. Referencing drainage, he noted a decrease in the amount of impervious surface and runoff; noting an under drain, drip edges, catch basin and grassed ditch would be installed.

Mike Hodder questioned whether the type, intensity and direction of the lighting will be as it is specified in the lighting note on the plan.

Jim Rines replied yes.

Mike Hodder questioned the hours of illumination for the building lighting and sign lighting.

Jim Rines stated lighting for the apartment would be typical residential outdoor lighting as needed.

Mike Hodder asked if the lighting would be downward cast.

Jim Rines replied yes and noted lighting would be located at the retail shop door.

Mike Hodder verified the lighting on the building would not be on 24/7. He asked if there would be lights on both sides of the sign.

Jim Rines replied yes.

Mike Hodder expressed concern regarding light spillage onto the Brockney property and asked if the proposed lighting would be color corrected white lights.

Jim Rines replied yes.

Vaune Dugan asked if there is a designated parking space for the apartment.

Jim Rines replied no, the only designated parking space is the handicap accessible parking space.

Vaune Dugan questioned access to the apartment on the second floor; noting there is no staircase depicted on the outside of the building.

Jim Rines stated that when the sketch was completed Mr. Swenson was researching the ability and cost related to an internal staircase to access the apartment.

Rob Houseman stated he spoke to the applicant regarding such; noting the applicant's goal is to have an internal staircase with a partition between the stairs and the shop.

John Thurston expressed concern regarding runoff and questioned whether such has been calculated.

Jim Rines replied yes and stated there is a reduction in runoff from the current condition.

Rob Houseman stated the Town's existing system is substandard; noting the proposal is to decrease the flow to the culvert. He stated the proposal includes a reduction in the amount of impervious surface; noting a substantial decrease to the compact gravel portion of the parking lot. He stated the applicant has addressed stormwater runoff.

Jim Rines stated there is no impact to jurisdictional wetlands.

Mike Hodder confirmed there is no further involvement with NHDES relative to the previous wetlands violation.

**It was moved by Mike Hodder and seconded by Paul O'Brien to accept the application as complete. All members voted in favor. The motion passed.**

Vice-Chairman Pope opened the public hearing.

Gary Brockney, 19 Pine Street, stated he supports the application. He stated there is an existing split rail fence that he installed along the property line and questioned the location of the proposed tree plantings.

Referencing the plans, Jim Rines located such.

Rob Houseman reviewed the following recommended conditions of approval;

1. The following plans, as amended by the Planning Board approval on this date, are incorporated into the approval;  
**Plan 1: Existing Conditions Plan of Land for the P & D Zimmerman Family LTD Partnership**, Paul E Zimmerman, General Partner, 7 Pine Street, Wolfeboro, New Hampshire, Dated August 1, 2013, Prepared by James Rines, PE, White Mountain Survey and Engineering Inc., PO Box 440, Ossipee, NH 03864.  
**Plan 2: Proposed Site Plan for Wolfeboro Carwash & Executive Detail**, 7 Pine Street, Wolfeboro, New February 10, 2015, Prepared by James Rines, PE, White Mountain Survey and Engineering, Inc., PO Box 440, Ossipee, NH 03864.  
**Plan 3: Proposed Site Details for Wolfeboro Carwash & Executive Detail**, 7 Pine Street, Wolfeboro, New Hampshire, Dated February 10, 2015, Prepared by James Rines, PE, White Mountain Survey and Engineering, Inc., PO Box 440, Ossipee, NH 03864.  
**Plan 4: Drainage Plan for Wolfeboro Carwash & Executive Detail**, 7 Pine Street, Wolfeboro, New Hampshire, Dated February 10, 2015, Prepared by James Rines, PE, White Mountain Survey and Engineering, Inc., PO Box 440, Ossipee, NH 03864.
2. The applicant shall post a financial security in the amount of \$26,743.00 for the purpose of securing the required onsite improvements.
3. The applicant's engineer shall submit a letter certifying compliance with the American's With Disabilities Act.
4. The applicant shall be responsible for the payment of all recording fees.

There being no questions or comments, Vice-Chairman Pope closed the public hearing.

**It was moved by Vaune Dugan and seconded by Mike Hodder to approve the Andrew Swenson d/b/a Wolfeboro Car Wash & Executive Detail Site Plan Review application, Case #201506, subject to the recommended conditions of approval. All members voted in favor. The motion passed.**

## **II. Public Comment**

None.

## **III. Work Session**

### **2015 Work Program**

Vaune Dugan requested the following items be added to the Board's 2015 Work Program; allowing home occupations in a detached building and permitting an accessory structure without a primary structure in a residential zone.

### **Wayfinding Signs/Sign Ordinance**

The Board tabled discussion of such.

## Heritage Commission

**It was moved by Paul O'Brien and seconded by John Thurston to appoint Mike Hodder, Vaune Dugan and Maggie Stier to the Heritage Commission Subcommittee. All members voted in favor. The motion passed.**

### Scenic Roads

Rob Houseman stated such is on the Board's work program and noted scenic roads can include State highways. He stated any road that is designated a scenic road requires a public hearing for proposed improvements.

Mike Hodder stated he feels the current process is restrictive and coercive (Planning Board holding a public hearing and granting permission for improvements) and instead, recommended holding a stakeholder's meeting of the property owners to improvements such as review of road width and removal of trees.

Rob Houseman stated a road maintenance program does not warrant a public process and cautioned against creating a cost or potential hazard by slowing down the process.

Brad Harriman stated the Town currently has a department that instills policies; noting said policy is working well. He stated a policy should be in place.

#### IV. **Informational Items**

Rob Houseman reviewed the following informational items; Planning Board Notice of Decision.

#### V. **Planning Board Subcommittee Reports**

No reports.

#### VI. **Approval of Minutes**

**February 10, 2015**

##### **Corrections:**

Page 4, New/Other Business, 1<sup>st</sup> paragraph; strike "and Mike Hodder"

Page 4, New/Other Business, 2<sup>nd</sup> paragraph; insert "and Mike Hodder" following "Thurston"

**It was moved by Paul O'Brien and seconded by Mike Hodder to approve the February 10, 2015 Wolfeboro Planning Board minutes as amended. All members voted in favor. The motion passed.**

#### VII. **New/Other Business**

- OEP conference scheduled for 5/2/15 in Concord, NH

**It was moved by Paul O'Brien and seconded by Mike Hodder to adjourn the March 3, 2015 Wolfeboro Planning Board meeting. All members voted in favor. The motion passed.**

There being no further business, the meeting adjourned at 8:29 PM.

Respectfully Submitted,

Lee Ann Keathley

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