

**TOWN OF WOLFEBORO
PLANNING BOARD
April 7, 2015
MINUTES**

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

Member Absent: 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.

I. Scheduled Appointment

Town of Wolfeboro Parks and Recreation Department

Agent: Eric Dube, Casco Bay Engineering

Site Plan Review for Abenaki Lodge

TM #144-6

Case #201505

Vaune Dugan stated she was responsible for the preliminary and schematic design of the project however, does not feel she will be biased in her review and intends to participate in the discussion.

Rob Houseman reviewed the Planner Review for April 7, 2015 and stated the applicant proposes to replace the Abenaki Ski Lodge. He stated the proposal includes a new two story lodge (1620 SF per floor), redesign of the drive to incorporate a new drop off area and ADA parking and conversion of the existing lodge to storage. He recommended the applicant speak to the increase in square footage and the demand for parking, storm drainage analysis, lighting, change in impervious impact and change in the encroachment to the wetlands and signage.

Kathy Barnard questioned the number of parking spaces that will be eliminated and verified there would be two handicapped parking spaces added.

Eric Dube, Casco Bay Engineering, replied 8.

John Thurston asked if the septic system has been inspected.

Ethan Hipple replied yes, summer 2014 and noted test pits were done and there were no issues.

Rob Houseman noted it is a seasonal septic load and stated the system is designed for a certain flow. He stated Horizon Engineering analyzed the existing design for both the rink and the lodge; noting the existing system is compliant. He stated the Commission reviewed the proposal and has no objections however, the Commission requested the plan implement infiltration of roof and pavement stormwater drainage.

Referencing lighting, Eric Dube stated such would be building mounted cut off fixtures located at all the entrances.

Ethan Hipple stated any proposed signage would be similar to existing signage (wood sign).

Mike Hodder questioned the size of the sign and whether there would be lighting for such.

Ethan Hipple stated the sign has not yet been designed.

John Thurston expressed concern regarding the eave and drip line relative to icicles and safety.

Eric Dube stated the drawings have been upgraded to depict an overhang including adequate insulation in the design and a large canopy at the north entrance with a shed roof over the canopy. Referencing storm drainage, he stated the plans depict a chart of impervious area. He stated the existing parking lot will be utilized for the lodge and a new catch basin will be located next to the rear entrance.

Mike Hodder asked if there is a lot of runoff from the hill.

Eric Dube replied yes and noted the grade will be lowered at the north end of the building and a bump will be created for the runoff to flow east and west. He noted a small retaining wall is also proposed.

Mike Hodder asked if any additional flow into the pond is expected.

Eric Dube replied not from grading and noted the flow would be similar to the existing flow however, it would shed off earlier and the time of concentration would be longer. He noted the existing pond is a huge wetland area with a regulated outfall.

John Thurston questioned the elevation of the pond.

Ethan Hipple replied one inch higher than the existing parking area; noting the parking area would flood first.

Vaune Dugan verified the snow guns pull water from the pond.

Rob Houseman stated there is a net decrease in total impervious area.

Mike Hodder asked if a re-vegetation plan is proposed.

Eric Dube stated loam and seed is proposed for adequate erosion control. He stated there is a general landscape note on the plan.

Ethan Hipple noted that pine and blueberry have been planted at the gravel parking lot area.

Kathy Barnard asked if a Dredge and Fill application is necessary for the project.

Eric Dube stated they are going to try and pull the grading back and construct berms so not to impact the wetlands and to avoid having to file a Dredge & Fill application.

Kathy Barnard asked if the septic system requires State approval since the building is a new structure.

Rob Houseman stated the septic system is approved and on file at NHDES for both the rink and Abenaki.

Ethan Hipple stated the system, as designed, is sufficient for its current use.

Paul O'Brien asked if either the rink or Abenaki will be in operation year round.

Ethan Hipple stated that most likely the facilities would be open for stand-alone events.

Paul O'Brien asked at what point a new septic system would be required to accommodate growth.

Ethan Hipple stated an inspection was done last year to determine whether the system is adequate and the engineered signed off on the existing system. He stated the system is approximately 10-15 years old and noted the system consists of two leach fields that are alternated on an annual basis.

Vaune Dugan stated septic systems are designed for capacity and not for seasonal use. She stated that since the system is not taxed year round such helps with the longevity of the system.

Eric Dube stated the plan depicts snow storage areas.

Kathy Barnard verified 8 parking spaces are proposed to be relocated to the overflow gravel parking area.

Eric Dube noted a net loss of 4 parking spaces. He stated an erosion control silt fence was added down gradient to the work area.

Chairman Barnard opened the public hearing.

Rob Houseman reviewed the following recommendation;

1. Comply fully with all the Town regulations. Where existing encroachment exists, the Town should make changes to improve the conditions over the existing conditions (stormwater runoff/treatment, wetlands setback, impervious cover proximity to wetlands, ADA compliance, etc.).

Rob Houseman noted that with regard to stormwater runoff, the issue is water quality and not water quantity.

Kathy Barnard verified the facility is proposed to be a year round facility.

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

It was moved by Paul O'Brien and seconded by John Thurston to endorse the Abenaki Lodge project, as presented, for the Town of Wolfeboro Department of Parks and Recreation , Case #201505, subject to the recommendation noted above. All members voted in favor. The motion passed.

Ethan Hipple noted the Friends of Abenaki met their fundraising goal and the project is going out to bid on April 20, 2015.

II. Public Comment

None.

III. Action Item

Sale of Tax-Deeded Parcel Tax Map #267-4

Rob Houseman stated the Town owns TM #267-4; noting the property is a tax-deeded parcel of land located at 757 South Main Street. He stated the parcel consists of 3.5 acres and includes a cemetery on the lot. He noted an abutter is interested in purchasing the parcel.

Paul O'Brien asked if there would be any issue relative to the cemetery.

Rob Houseman stated a 25' setback exists from the cemetery and the descendants have a right to access in perpetuity; noting such is defined by State law.

Kathy Barnard verified there is no impact to wetlands and no potential municipal use of the parcel exists.

Vaune Dugan recommended the standard right-of-way be reserved; noting the right-of-way appears to be pinched along the Route 28 road frontage.

Rob Houseman stated South Main Street is a State of NH right-of-way; noting the Town does not own the road. He stated the right-of-way is 50' from its narrowest point.

It was moved by Mike Hodder and seconded by Stacie Jo Pope to recommend the sale of Tax Map #267-4, 757 South Main Street. All members voted in favor. The motion passed.

IV. Work Session

Bean Park Improvements

No additional information provided.

Wayfinding Signs/Sign Ordinance

Brad Harriman recused himself.

Rob Houseman stated the Board previously voted to organize a subcommittee, develop a scope of work for that committee and establish meeting dates. He stated the packets/binders are ready for the subcommittee members. He noted the meetings will be posted and open to the public.

Steep Slope Ordinance

Rob Houseman stated he provided the Board with a model ordinance and ordinances from the Towns of Laconia, Holderness and New Durham.

Mike Hodder stated New Durham's ordinance is stricter in its provisions however, is less complicated.

Brad Harriman expressed concern regarding the ordinance being too restrictive and being a burden on the property owner.

Vaune Dugan asked if there would be a limitation on engineering design.

Rob Houseman replied yes, no building can be built on any portion of a lot with 25% or greater grade.

Vaune Dugan stated she feels such is excessive.

Rob Houseman stated the Board could provide flexibility for engineered plans by including a provision related to such.

Mike Hodder stated that if the intent is to protect the environment then revising the ordinance to reflect such defeats the purpose of the ordinance.

Paul O'Brien stated that if such was the intent then the Board should reaffirm that intent.

Vaune Dugan stated that if erosion, view, wildlife, drainage, etc. is addressed then a property owner should be allowed to build on a 25% or greater grade.

Stacie Jo Pope stated that if the Board revises the ordinance she would be in favor of including the recommendations noted in the Holderness ordinance.

Paul O'Brien questioned an appeals process.

Rob Houseman stated he believes the ordinance is considered an innovative land use control issue (RSA 674:21); noting uses under said statute are cannot be appealed. However, he stated he would clarify with Town Counsel.

Paul O'Brien recommended leaving the ordinance as written if there is an appeals process.

Brad Harriman stated he feels that 20,000 SF disturbance is too small.

Vaune Dugan asked if lots with pre-existing structures could rebuild.

Mike Hodder replied yes, on existing footprint.

Heritage Commission

Mike Hodder stated the powers and duty of an Heritage Commission are limited by State Statute (RSA 674:44-b); noting the Commission has no regulatory authority and acts in an advisory capacity to the Town and its boards in matters touching the Town's architectural, cultural and historical character and locations. He stated a Heritage Commission cannot regulate or delay a properly permitted building or development project but, could assist the Planning Board in its review process. He reviewed the following pros to establishing a Heritage Commission; acts in an advisory capacity only, ability to accept gifts which may offset expenses, assist other Town boards with aspects of the Master Plan, engage the public through educational meetings, accept gifts of property subject to BOS approval, conduct research and surveys of cultural and historical resources that a private historical society cannot be directed to do by the Town and adoption by vote of the legislative body. He reviewed the following cons to establishing a Heritage Commission; require some level base of funding, require some level of base staffing, gifts of property may incur expenses, research/survey work could be expensive, public perception may confuse a Heritage Commission with the regulatory mechanism of an Historic District Commission, may appear to be more "government" and may assume the powers and duties of an Historic District Commission by Town vote. He recommended further consideration regarding the establishment of a Heritage Commission.

Stacie Jo Pope asked if the Heritage Commission should be created prior to the Master Plan update.

Mike Hodder stated it should be created in parallel to the update.

Paul O'Brien expressed concern regarding the appearance of a conflict if a Planning Board member is a member of the Heritage Commission. He recommended the members of the Commission not include BOS or Planning Board members.

Mike Hodder stated it would be beneficial to have a Planning Board member on the Commission to act as a liaison.

Paul O'Brien requested Town Counsel opinion.

V. Informational Items

Rob Houseman reviewed the following informational items; NHMA FAQ sheet and Legal Q&A Local Regulation of Agricultural and Horticultural Operations. Referencing the NHMA FAQ sheet, he stated several NH communities are developing regulations regarding such and Laconia has adopted an ordinance. He stated the

facilities cannot be prohibited however; facilities can be regulated by developing an ordinance and outlining limitations.

Following further discussion, the Board agreed not to proceed with developing a regulation.

VI. Planning Board Subcommittee Reports

TRC: The Committee met on 4/1/15 and reviewed a Special Use Permit application and two nonbinding applications.

**VII. Approval of Minutes
March 24, 2015**

It was moved by Stacie Jo Pope and seconded by Mike Hodder to approve the March 24, 2015 Wolfeboro Planning Board minutes as submitted. Kathy Barnard, Stacie Jo Pope, Mike Hodder, John Thurston, Brad Harriman, Vaune Dugan voted in favor. Paul O'Brien abstained. The motion passed.

VIII. New/Other Business

- Election of Officers

It was moved by Mike Hodder and seconded by Brad Harriman to appoint Kathy Barnard as Chairman to the Wolfeboro Planning Board. All members voted in favor. The motion passed.

It was moved by Mike Hodder and seconded by Brad Harriman to appoint Stacie Jo Pope as Vice-Chairman to the Wolfeboro Planning Board. All members voted in favor. The motion passed.

It was moved by Paul O'Brien and seconded by Mike Hodder to adjourn the April 7, 2015 Wolfeboro Planning Board meeting. All members voted in favor. The motion passed.

There being no further business, the meeting adjourned at 8:56 PM.

Respectfully Submitted,
Lee Ann Keathley
Lee Ann Keathley

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