

**TOWN OF WOLFEBORO  
PLANNING BOARD  
July 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.*

*Chairman Barnard appointed Chuck Storm, Alternate, to sit in for Paul O'Brien, Member, until his arrival.*

**I. Scheduled Appointments**

**Sandra Wing**

**Agent: Randy Tetreault, Norway Plains Associates**

**Condominium Expansion Plan**

**TM #236-2-12**

**Case #201510**

Rob Houseman reviewed the Planner Review for July 7, 2015 and stated the applicant proposes to add a set of stairs to the existing deck at Unit 12C of Point Breeze Condominiums. He stated that since condominium conversion is considered a subdivision of land and the proposal converts common land for use by Unit 25F. He noted that a portion of both lots fall within Flood Plain Zone AE. He stated the condominium association has approved the proposal.

Randy Tetreault noted the original condominium plan was done in the 1980's and stated there is more than adequate setback from the wetlands.

**It was moved by Chuck Storm 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.*

Rob Houseman reviewed the following recommended conditions of approval;

1. The following plan, as amended to the date of approval, is hereby incorporated into this approval:  
**Plan 1:** Proposed Condominium Expansion Plan, Unit 12C, "Point Breeze Condominiums" 30 Point Breeze Road, Carroll County, Wolfeboro, NH for Sandra M. Wing, Tax Map 236-2-12, Plan prepared by Randolph R. Tetreault, LLS, Norway Plains Survey Associates, Inc., PO Box 249, Rochester, NH 03867, Dated June 2, 2015.
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.

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

**It was moved by Stacie Jo Pope and seconded by Chuck Storm to approve the Sandra Wing application, Case #201510, subject to the recommended conditions of approval. All members voted in favor. The motion passed.**

Paul O'Brien, Member, arrived to the meeting.

**Collden Corporation**

**Subdivision**

**Agent: Peter Holden, Holden Engineering and Randy Walker, Esquire**

**TM # 77-20**

**Case #201511**

Rob Houseman reviewed the Planner Review for July 7, 2015 stating the applicant is proposing a 15-lot re-subdivision of Phases 2-5 of the Collden Farm Subdivision; noting the proposal is designed in conformance with the current Conservation Subdivision provision of the ordinance with 256.27 acres proposed as open space (318 acres total). He stated the applicant reviewed the proposal at the Board's in January 2015 and noted there would be no change in the elements conveyed as part of the first phase. He stated the proposed right-of-way and roads are designed to be located within the originally approved and partially developed right-of-way. He stated all 15 proposed lots are designed to have individual septic and wells. He reviewed the history of the Collden Farms Subdivision and noted the following; originally approved as a 61-lot open space subdivision on July 2, 1991, the approval included a mutually agreed upon phasing schedule for completion, the applicant completed Phase I (18 lots), the subdivision sat dormant for approximately 8 years until a new bond was posted which then triggered Town review of the Conditions of Approval, on June 15, 2004 the Planning Board determined that the Subdivision Agreement between the Town and Collden Corporation had lapsed and the Planning Board's decision was upheld by the NH Supreme Court. Referencing storm drainage, he stated the Town's consulting engineer is in the process of reviewing the plans and Dave Ford would review the plans following his return from vacation; noting the application requires an EPA Stormwater Permit, NH DES Subdivision Approval and NH DES Alteration of Terrain Permit for stormwater management and erosion and sediment control. He noted that the NH DES approval of the Alteration of Terrain permit would satisfy the Town's new Stormwater Management Regulations. He stated the applicant has not submitted a cost estimate for site improvements.

Randy Walker stated Phase I, Lots 1-18, was approved and constructed; noting the proposal includes the re-subdivision of the remaining 42 lots into 15 lots with additional limited use open space. He stated the applicant and his representatives have met with the homeowners of Phase I twice; noting the proposal does not change the ownership rights and title of those existing homeowners. He stated the covenants would be amended to address such. He stated the applicant proposes to repair the existing road and complete the existing loop road as originally laid out. He stated the original proposal included three cul-de-sacs; noting there is no intent to construct those cul-de-sacs (however, they would still exist as paper roads).

Vaune Dugan asked if there is any case law pertaining to reallocation of common areas and maintaining a particular percentage of ownership.

Randy Walker stated he is not aware of any case law.

Vaune Dugan expressed concern for setting precedent. She questioned the slopes and access for Lot #5 and whether there are any slopes beyond 25% to access the house site.

Peter Holden, Holden Engineering, replied no and noted a driveway has been designed to access the site.

John Thurston verified that all the proposed lots have predesigned driveways.

Stacie Jo Pope asked if the cul-de-sacs are paved.

Peter Holden replied no.

Vaune Dugan asked if the applicant intends the road to be a Town road.

Peter Holden replied yes.

Rob Houseman stated the applicant is constructing the road to Town standards and following such, will request the Town to take it over.

Stacie Jo Pope asked if there would be a chance that the applicant would return to the Board and request a community septic system.

Peter Holden replied no.

Vaune Dugan questioned drainage structures; noting one structure appears to be located in the middle of the cul-de-sac right-of-way.

Peter Holden located the fire pond and reviewed the direction of the drainage and the location of the detention areas on the plan.

Vaune Dugan questioned the proximity of the wetlands to the detention areas.

Peter Holden stated the detention areas meet the setback requirements for drainage facilities.

Paul O'Brien asked if the subdivision would be governed by one homeowners association.

Randy Walker replied yes, noting the homeowners association was created in 1993 and the covenants associated with such were recorded. He stated the association and covenants will continue to exist; noting the covenants will be amended to reflect the owners of Phase I having 1/60<sup>th</sup> ownership and the owners of Phase II would have 3/60<sup>th</sup> ownership.

Rob Houseman stated the Board is awaiting the Town's consulting engineer's analysis of the existing fire pond; noting there is a depth issue.

Peter Holden reviewed the original plan for the fire pond.

Paul O'Brien asked how the fire pond would be accessed during the winter.

Peter Holden replied via a dry hydrant. He stated at the Technical Review Committee meeting he offered to pump out the fire pond to ensure that it still works.

Stacie Jo Pope asked if the existing paved roadway is at Town standards.

Peter Holden replied no and reviewed the existing conditions of the road. He stated repairs to the roadway include gravel shoulders, crack seal and a new top coat.

Stacie Jo Pope questioned the condition of the existing drainage.

Peter Holden stated the existing drainage is ok.

Rob Houseman stated Dave Ford would inspect the existing drainage.

**It was moved by Vaune Dugan 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.

Robert Cullison, 32 Village Corner Road, stated he represents 12 of the 18 members of the homeowners association; noting those 12 members support the proposal however, request assurance that the existing paved roadway for Phase I is repaired and brought to Town standards. He requested such is a condition of their support.

Lynn Hinchee, 28 Village Corner Road, stated the addition of the new lots is an asset to the existing homeowners and the Town; noting it is a beautiful community that has upheld the standards of the Town with minimal impact to the Town. She stated the proposal will discourage trespassers, illegal dumping, hunting, etc. and will preserve property values. She stated Collden Corporation and its representatives have been responsive.

Stacie Jo Pope asked if Village Corner Road is currently considered a private road.

Rob Houseman replied yes.

Randy Walker requested the Board continue the application to September.

Kathy Barnard verified that if the application is approved the developer is responsible for bringing the new roadway to current Town standards and noted that the roadway for Phase I was constructed to the then current Town standards. She verified the deficiencies of the Phase I roadway would have to be addressed.

Stacie Jo Pope questioned whether the applicant intends to have the road become a Town road.

Rob Houseman replied yes. He stated Dave Ford and the Town's consulting engineer would review the plans and provide comment.

Peter Holden stated the Alteration of Terrain permit is being filed tomorrow.

Mike Hodder asked if an EPA Stormwater Permit is required on the project.

Rob Houseman stated such is required at the time of construction.

John Thurston questioned the acreage of the road.

Randy Walker stated the original acreage of the road is 11.93 however; it would now be less because the cul-de-sacs are not being built.

The Board noted the following outstanding issues related to the application;

- NH DES Alteration of Terrain Permit
- NH DES State Subdivision Approval
- Town of Wolfeboro Fire Department Approval
- Review by Dave Ford
- Review by Town's consulting engineer
- Construction Cost Estimate for site improvements

**It was moved by Stacie Jo Pope and seconded by Paul O'Brien to continue the Collden Corporation application and public hearing to September 1, 2015. All members voted in favor. The motion passed.**

## **II. Public Comment**

None.

**III. Informational Items**

Rob Houseman reviewed the following informational items; Notice of Decision for Richard O. Hawkins Trust and HE Bergeron Field Report for Marshfield Realty Trust, TM #118-1. Referencing the latter, he stated the road has deteriorated and a comprehensive punch list has been created by Dave Ford and HE Bergeron to address the roadway failures. He stated the Town maintained a financial security; noting the issues need to be addressed prior to consideration of final pavement or ownership of the roadway.

**IV. Planning Board Subcommittee Reports**

**TRC:**

Reviewed a Minor Site Plan Review for a Home Occupation on Trotting Track Road on 7/1/15 and reviewed a nonbinding discussion with Woodbine Senior Living, LLC on 7/8/15.

**CIP Committee:**

CIP submittal deadline is Friday, 7/10/15 and meetings will begin at the end of July.

**Wayfinding Signs Committee:**

The next meeting is scheduled for 7/13/15.

**V. Approval of Minutes**

**June 16, 2015**

**It was moved by Mike Hodder and seconded by Paul O'Brien to approve the June 16, 2015 Wolfeboro Planning Board minutes as submitted. Kathy Barnard, Stacie Jo Pope, Vaune Dugan, Mike Hodder, John Thurston, Paul O'Brien voted in favor. Brad Harriman abstained. The motion passed.**

**VI. New/Other Business**

Rob Houseman stated a concern was noted at the most recent ZBA meeting regarding enforcement of Planning Board approvals relative to screening/landscaping at Your Extra Room and screening at the Balboni site on Route 28. Regarding the latter, he noted that screening was not required because the Board did not approve the application for a contractor's yard light. He stated the property is currently being used as a personal landing/helicopter site.

Kathy Barnard stated a public forum for Dockside Improvements is scheduled for 7/28/15, 2PM at the Wolfeboro Inn 1812 Room.

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

*There being no further business, the meeting adjourned at 8:45 PM.*

Respectfully Submitted,

*Lee Ann Keathley*

Lee Ann Keathley

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