

**TOWN OF WOLFEBORO
PLANNING BOARD
September 1, 2015
MINUTES**

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

Members Absent: Vaune Dugan, Member, 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 Vaune Dugan, Member.*

I. Scheduled Appointments

Gayle Washington

Agent: Randy Tetreault, Norway Plains Associates

Site Plan Review

TM #204-68

Case #201518

Rob Houseman reviewed the Planner Review for September 1, 2015 stating the applicant proposes to convert a tailor shop to retail sales (health food) and spa (including massages, hairstylists and acupuncture); noting the new use is proposed to be called "The Body Works Café". He stated in 2000 the lot was located in two zoning districts; the rear of the lot was located in the C1 Center Street District and the front portion of the lot was located in the GR1 District. He stated the tailor shop received a Special Exception in order to allow for the extension of the former C1 Center Street District. He stated a subsequent zoning change eliminated the C1 District and the tailor shop became a lawfully existing nonconforming use at that time. He stated the applicant received a Variance for the proposed use on August 3, 2015. He reviewed access, parking and circulation, landscaping, storm drainage, snow storage, utilities, lighting, protection of natural resources, zoning compliance, litter storage, flood plain, security for improvements, signage and design review. Referencing snow storage, he stated such has not been delineated on the plan however; noted that the plan demonstrates adequate area for compliance with the snow storage requirements. He recommended the Board clarify the following; proposed lighting, light wattage and hours of illumination and litter storage. He stated the applicant has requested the following waiver; Section 173-15 E. Referencing signage, he stated the applicant proposes one mounted sign on the building facing Route 109-A/Pine Hill Road.

Randy Tetreault, Norway Plains Associates, stated the applicant was contacted by Roger Murray III to submit a zoning survey sketch however; Mr. Houseman informed him that an existing features plan would be sufficient. Referencing the waiver request, he stated the plan is based on an actual survey of the parcel and located site detail; noting topography information was retrieved however, is not shown on the plan because it is not to the standard that is typically required for actual site development. He stated the corners of the lot have been located and surveyed; noting that since earth excavation or site development is not proposed the information is not necessary. He stated lighting includes several existing flood lights and sign lighting, all of which are down directed. He reviewed existing parking; noting there is no handicap parking space currently designated.

Kathy Barnard questioned whether there would be a dumpster on site.

Randy Tetreault replied no.

Gayle Washington, applicant, stated the wellness center would encompass a spa and health food store, including retail and services provided on site.

Stacie Jo Pope confirmed the business would be located only on the first floor of the building.

Gayle Washington replied yes and noted the second floor would be for residential use.

John Thurston questioned deliveries to the site.

Gayle Washington stated orders would be delivered via Fed Ex or by a similar smaller sized vehicle.

Mike Hodder questioned the hours of illumination.

Gayle Washington replied two outdoor flood lights are motion detected lights and one additional light would be on from 8am to 8pm.

It was moved by Stacie Jo Pope and seconded by Mike Hodder to grant a waiver from Section 173-15 E. 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.

Kathy Barnard questioned the undesignated handicap parking space.

Rob Houseman stated a condition of approval requests a letter from an engineer certifying compliance with the American's With Disabilities Act. He stated compliance would probably require striping of the ADA parking space.

Stacie Jo Pope asked if the business would be closed on Saturdays; noting the letter from the applicant states such.

Gayle Washington noted an error in the letter and stated the business would be open Saturdays from 8am-8pm. She stated operating hours are Monday through Saturday 8am-8pm and Sundays by appointment.

Rob 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, Existing Site Sketch, 19 Elm Street, Wolfeboro, Carroll County, NH, for Gayle Washington, Tax Map 201, Lot 68, owner of Record: Joanne Moody, PO Box 793, Wolfeboro Falls, NH 03896, Prepared by Norway Plains Associates, Inc., PO Box 249, Rochester, NH 03887, Dated July 2015.
2. The applicant shall be responsible for the payment of all recording fees.
3. The applicant's engineer shall submit a letter certifying compliance with the American's With Disabilities Act.

Kathy Barnard stated she feels the ADA parking space should be striped.

Rob Houseman stated the engineer will determine such.

Stacie Jo Pope asked the expected opening date for the business.

Gayle Washington replied November 1st.

It was moved by Stacie Jo Pope and seconded by Mike Hodder to approve the Gayle Washington Site Plan Review application, Tax Map #204-68, subject to the recommended conditions of approval. All members voted in favor. The motion passed.

P&D Zimmerman Family Limited Partnership
Special Use Permit
Agent: Jeff Lewis, Northpoint Engineering, LLC
TM # 218-17
Case #201514

P&D Zimmerman Family Limited Partnership
Site Plan Review
Agent: Jeff Lewis, Northpoint Engineering, LLC
TM # 218-17
Case #201515

Mike Hodder stated he served on the ZBA for the Variance. He stated he does not feel he should recuse himself because the Planning Board addresses different standards than the Zoning Board of Adjustment.

Rob Houseman reviewed the Planner Review for a Special Use Permit for September 1, 2015 stating the applicant proposes to regrade and pave an area within the required 75' setback from very poorly drained wetlands. He stated the Code Enforcement Officer and Health Inspector has reviewed the proposal and have no objections. He stated the Conservation Commission reviewed the application and raised the following concerns; adequacy of stormwater management and snow storage impact on the wetlands.

Rob Houseman reviewed the Planner Review for Site Plan Review for September 1, 2015 stating the applicant proposes to construct two 4,000 SF (40'x100') prefabricated metal self-storage buildings with 28 storage units per building. He reviewed access, parking and circulation, landscaping, storm drainage, snow storage, utilities, lighting, protection of natural resources, zoning compliance, litter storage, flood plain, security for improvements, signage and design review. He noted a Town driveway permit, documentation of the flood hazard boundary and financial security is required. He stated the applicant does not propose litter storage. Referencing the protection of natural resources, he stated the proposed improvements include grading within the wetlands setback and buffer. He stated the proposal includes stormwater infiltration system, a sediment pool with a level lip spreader and the plan includes temporary erosion and sediment control measures.

Jeff Lewis, Northpoint Engineering, LLC, stated the applicant received a Variance on July 6, 2015; noting the plans have been slightly modified regarding drive circulation and less pavement to ensure proper emergency vehicle access. With regard to drainage, he stated the proposal adhered to the Town's Stormwater Management Regulations. He stated that he spoke to the Town's consulting engineer regarding their review and letter, dated 8/28/15; noting that he and Greg Halsey, Tighe & Bond, are in agreement as to how each of the items will be addressed. He stated the plans and calculations have been revised accordingly. He requested the Board consider approving the application subject to final engineering sign-off of the revised plans. With regard to the Conservation Commission's concerns, he stated proper treatment and control of stormwater will maintain the water quality of the wetlands and the area for snow storage is proposed to be pitched and graded toward the parking lot and drained back into the parking lot.

Mike Hodder verified the building footprint is unchanged from the ZBA submittal.

Jeff Lewis stated the buildings have been located further back from the wetlands (to the east).

Mike Hodder asked whether the pitch and grade would be sufficient to deter a snow removal operator from pushing the snow over the edge and into the wetlands.

Jeff Lewis stated a berm is proposed from the slope of the wetland and pitched back 2% toward the pavement; noting an operator would have to go 25' beyond the berm to push the snow into the wetlands. He noted plantings would also be located at the edge beyond the berm.

Mike Hodder requested Mr. Lewis address the Conservation Commission's concern relative to a 10 year storm event.

Jeff Lewis stated the intent is to mimic the existing infiltration of the site; noting the proposed system is sized to meet stormwater treatment. He stated the current drainage patterns are primarily overland sheet flow to the west; noting the proposal will increase impermeable surfaces but, will provide treatment through the use of an underground chamber system with an isolator row that will allow for suspended solids and particle to settle out. He stated the stormwater will be collected through deep sump catch basins with hoods and directed to an underground infiltration/detention system comprised of plastic chambers that will provide treatment and contain the runoff due to the increase in impervious surface.

John Thurston asked how much water comes from the hill onto the site.

Jeff Lewis replied a lot however, he would have to review the drainage report for the exact amount of flow.

John Thurston asked if the water is shedding away from the site.

Jeff Lewis replied no, the water currently comes through the site. He reviewed the issues noted in Greg Halsey's letter, dated 8/28/15, and his responses to those issues (see attached email). He noted that Mr. Halsey emailed Mr. Houseman on 9/1/15 confirming that the revisions to the plans and drainage study, as agreed upon with between he and Mr. Halsey, would adequately address Mr. Halsey's comments. He stated Mr. Halsey offered to review the revised material to verify that the revisions are complete.

Kathy Barnard stated Mr. Halsey requested an analysis and recommendations on slope stability be provided prior to the start of construction.

Jeff Lewis confirmed such, however, following his conversation with Mr. Halsey it was agreed upon to include a note on the plan regarding such.

Kathy Barnard questioned sign off from the Municipal Electric Department and Fire Department.

Rob Houseman stated Public Works, Electric, Fire and Code Enforcement would review the issues during the building permit process and sign off at that time.

Kathy Barnard asked if a financial security has been submitted.

Jeff Lewis stated he would submit such once the final plans have been approved by the Town's consulting engineer.

Kathy Barnard questioned the documentation of the flood plain.

Jeff Lewis distributed the 2013 Flood Plain map; noting the location is identified as a Zone A 100-year flood plain. He stated there is no elevation attributed to such. He stated White Mountain Survey and Engineering conducted a survey that shows the location of Zone A Flood Plain and noted the flood line runs along the edge of wetlands and therefore, would make a determination that the property does not fall within the flood zone.

Rob Houseman stated the applicant received a Letter of Map Amendment (LOMA) in 2014 which established a floor elevation; noting the flood elevation noted in the LOMA could be verified.

Jeff Lewis requested conditional approval and would verify that any fill is outside the Flood Plain and whether filing a LOMA is necessary.

Paul O'Brien asked if the car wash is located in the flood plain.

Rob Houseman stated the ground is however, the building is not.

Paul Zimmerman stated the elevation of the pad at the car wash is 508.4 and the storage buildings would be at 520-526.

Paul O'Brien confirmed the clarification of such would be certified.

Kathy Barnard requested the applicant address design review guidelines.

Jeff Lewis reviewed the architectural renderings of the self-storage buildings.

Paul Zimmerman stated the buildings are 8'6" in height with a beige body and dark green trim.

Kathy Barnard requested the applicant address the letter from Denise Williams, an abutter to the property; noting Ms. Williams has requested a natural tree line buffer.

Jeff Lewis stated Ms. Williams' property sits well above the storage buildings and the site, which precludes a proper screen to those properties. He stated the ordinance provides an option that allows the Board to modify the buffer standards and noted he believes the criteria applies due to the existing topography and existing vegetative buffer on the abutting property. He requested the Board modify the buffer standards and determine that the existing buffer is suitable due to the topography of the site.

Paul Zimmerman stated there is a 25' ledge/drop off from Ms. Williams' property and shrubs and maple trees are located along the property line of the abutting property.

Mike Hodder stated it would be difficult to create a buffer.

Kathy Barnard stated Ms. Williams requested a natural tree line buffer.

Jeff Lewis stated such does not currently exist on site.

John Thurston verified that screening currently exists.

Jeff Lewis replied yes, however the existing buffer is located on the abutting property.

Rob Houseman questioned the elevation between the top of the slope and finished grade.

Jeff Lewis replied 25' from the ground of the adjacent house.

Mike Hodder requested further information regarding the plantings in front of the buildings.

Jeff Lewis stated there would be a row of blue spruce (staggered), couple of trees in the green space area, 2 trees in the parking area in addition to internal landscaping.

Kathy Barnard requested the applicant address the Special Use Permit criteria.

Jeff Lewis stated the site is very narrow therefore, the buildings have been pushed as far east as possible to minimize impact. He stated the ZBA plan located the buildings closer to the wetlands however, the Site Plan Review plans were revised to reduce impact to the wetlands. He stated the revised plan demonstrates the least impact to the buffer. He stated erosion control and a silt fence is proposed along the perimeter of the 25' buffer and noted there is no direct discharge to the wetlands, no impact to the wetlands or flood storage capacity of the wetlands and no impact to the stream or flood hazard area. He stated he is not aware of any habitat/wildlife using the previously disturbed lawn area; noting the property is a previously developed fill site. He stated the proposal does not impact the expenditure of municipal funds. He stated the drainage system is designed to

protect the wetlands and water supply and noted there is no degradation of the buffer. Referencing the Conservation Commission's comments, he stated the proposed drainage system is compliant with State and local stormwater requirements and there will be no direct snow melt into the wetlands.

Mike Hodder asked if a wetland function analysis has been done.

Jeff Lewis stated North Country Soil Services delineated the wetlands in 2008.

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

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

Chairman Barnard opened the public hearing for the Special Use Permit application.

Jim Rouillard, 4 Olsen Lane, objected to the statement that the previously disturbed site does not impact wildlife; noting ants, beetles, chipmunks, squirrels, turtles, etc. live on the site therefore, the proposal does impact wildlife.

Kathy Barnard stated she feels the applicant addressed the criteria of findings for the Special Use Permit.

Mike Hodder stated he feels the proposal provides adequate protection of the wetlands and water quality.

It was the consensus of the Board that the applicant addressed the concerns noted by the Conservation Commission.

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: SPECIAL USE PERMIT APPLICATION EXHIBIT, SITE PLAN, Prepared for Self-Storage Clarke Plaza, 24 Pine Street (Tax map 218, Lot 17), Wolfeboro, NH, Engineering: Jeffrey Lewis, Professional Engineer, Northpoint Engineering, LLC, 5 Sheep David Drive, Suite F, Pembroke, NH 03275, Dated August 7, 2015.
2. The applicant shall comply with the pre-construction siltation and erosion control measures and construction sequence as shown on the plan.
3. An inspection by the Town shall be required of siltation devices prior to construction.
4. The applicant shall be responsible for all recording fees.
5. The applicant shall be required to monument the edge of Wetlands in compliance with § 175-9.1 Wetlands Boundary Monumentation.

There being no further questions or comments relative to the P&D Zimmerman Family Limited Partnership Special Use Permit application, Chairman Barnard closed the public hearing.

It was moved by Chuck Storm and seconded by Mike Hodder to approve the P&D Zimmerman Family Limited Partnership Special Use Permit application, Tax Map #218-17, subject to the recommended conditions of approval. All members voted in favor. The motion passed.

Referencing the Site Plan Review application, Kathy Barnard expressed concern with the one sentence email response from the Town's consulting engineer with regard to agreement of the proposed revisions to the plan by Mr. Lewis.

Rob Houseman stated that customarily the Board receives confirmation from the Town's consulting engineer that the proposed changes are in compliance. However, the Board is being asked to approve an application prior to sign off from the Town's consulting engineer. He stated that if there is a change or deviation to the plan that is approved by the Board, the applicant must come back to the Board for review and approval of those

changes. He recommended approving the application subject to administrative review for compliance with the Town's consulting engineer's recommendations.

Mike Hodder stated he is concerned there is no proposed dumpster on site.

Paul Zimmerman stated the lease of the storage units will include that the renters will be 100% responsible for rubbish removal. He stated a dumpster attracts litter however, he proposes disposable containers for trash.

Stacie Jo Pope questioned lighting.

Jeff Lewis stated the lighting plan notes dark sky compliant down cast security lighting on the buildings; noting there will not be any projecting light.

Paul Zimmerman stated he is proposing 25 watt LED 300 softness on timers and motion detectors. He stated the lights would be flush on the buildings and illuminate directly below.

Mike Hodder questioned the number of lights per building.

Paul Zimmerman replied 8 on each building; 3 on each side and one on each end.

Mike Hodder requested the lighting facing the plaza be on timers to minimize the visual impact of the storage buildings.

Paul Zimmerman stated there would also be plantings.

Mike Hodder questioned the height of the plantings.

Paul Zimmerman replied 6-8' when planted.

Mike Hodder questioned the height of the lights.

Paul Zimmerman replied 8'.

It was the consensus of the Board that the applicant addressed Denise Williams' letter, dated 8/26/15.

Chairman Barnard opened the public hearing for the Site Plan Review application.

Jim Lowry stated he owns a self-storage building in Town that does not provide a dumpster on site and he does not have an issue with litter.

Rob Houseman reviewed the following recommended conditions of approval;

1. The following plans, as amended to the date of approval, are hereby incorporated into this approval:
Plan 1: : Coversheet, Prepared for Self-Storage Clarke Plaza, 24 Pine Street (Tax map 218, Lot 17)Wolfeboro, NH, Engineering: Jeffrey Lewis, Professional Engineer, NorthPoint Engineering, 5 Sheep David Drive, Suite F, Pembroke, NH 03275, Dated August 7, 2015.
Plan 2: Sheet 1 of 11, Existing Conditions, Prepared for Self-Storage Clarke Plaza, 24 Pine Street (Tax map 218, Lot 17)Wolfeboro, NH, Engineering: Jeffrey Lewis, Professional Engineer, NorthPoint Engineering, 5 Sheep David Drive, Suite F, Pembroke, NH 03275, Dated August 7, 2015.
Plan 3: Sheet 2 of 11, Overview Plan, Prepared for Self-Storage Clarke Plaza, 24 Pine Street (Tax map 218, Lot 17)Wolfeboro, NH, Engineering: Jeffrey Lewis, Professional Engineer, NorthPoint Engineering, 5 Sheep David Drive, Suite F, Pembroke, NH 03275, Dated August 7, 2015.
Plan 4: Sheet 3 of 11, Site Plan, Prepared for Self-Storage Clarke Plaza, 24 Pine Street (Tax map 218, Lot 17)Wolfeboro, NH, Engineering: Jeffrey Lewis, Professional Engineer, NorthPoint Engineering, 5 Sheep David Drive, Suite F, Pembroke, NH 03275, Dated August 7, 2015.

Plan 5: Sheet 4 of 11, Grading and Drainage Plan, Prepared for Self-Storage Clarke Plaza, 24 Pine Street (Tax map 218, Lot 17)Wolfeboro, NH, Engineering: Jeffrey Lewis, Professional Engineer, NorthPoint Engineering, 5 Sheep David Drive, Suite F, Pembroke, NH 03275, Dated August 7, 2015.

Plan 6: Sheet 5 of 11, Landscape Plan, Prepared for Self-Storage Clarke Plaza, 24 Pine Street (Tax map 218, Lot 17)Wolfeboro, NH, Engineering: Jeffrey Lewis, Professional Engineer, NorthPoint Engineering, 5 Sheep David Drive, Suite F, Pembroke, NH 03275, Dated August 7, 2015.

Plan 7: Sheet 6 of 11, Lighting and Utilities Plan, Prepared for Self-Storage Clarke Plaza, 24 Pine Street (Tax map 218, Lot 17)Wolfeboro, NH, Engineering: Jeffrey Lewis, Professional Engineer, NorthPoint Engineering, 5 Sheep David Drive, Suite F, Pembroke, NH 03275, Dated August 7, 2015.

Plan 8: Sheet 7 of 11, Erosion Control Plan, Prepared for Self-Storage Clarke Plaza, 24 Pine Street (Tax map 218, Lot 17)Wolfeboro, NH, Engineering: Jeffrey Lewis, Professional Engineer, NorthPoint Engineering, 5 Sheep David Drive, Suite F, Pembroke, NH 03275, Dated August 7, 2015.

Plan 9: Sheet 8 of 11, Construction Details, Prepared for Self-Storage Clarke Plaza, 24 Pine Street (Tax map 218, Lot 17)Wolfeboro, NH, Engineering: Jeffrey Lewis, Professional Engineer, NorthPoint Engineering, 5 Sheep David Drive, Suite F, Pembroke, NH 03275, Dated August 7, 2015.

Plan 10: Sheet 9 of 11, Construction Details, Prepared for Self-Storage Clarke Plaza, 24 Pine Street (Tax map 218, Lot 17)Wolfeboro, NH, Engineering: Jeffrey Lewis, Professional Engineer, NorthPoint Engineering, 5 Sheep David Drive, Suite F, Pembroke, NH 03275, Dated August 7, 2015.

Plan 11: Sheet 10 of 11, Construction Details, Prepared for Self-Storage Clarke Plaza, 24 Pine Street (Tax map 218, Lot 17)Wolfeboro, NH, Engineering: Jeffrey Lewis, Professional Engineer, NorthPoint Engineering, 5 Sheep David Drive, Suite F, Pembroke, NH 03275, Dated August 7, 2015.

Plan 12: Sheet 11 of 11, Construction Details, Prepared for Self-Storage Clarke Plaza, 24 Pine Street (Tax map 218, Lot 17)Wolfeboro, NH, Engineering: Jeffrey Lewis, Professional Engineer, NorthPoint Engineering, 5 Sheep David Drive, Suite F, Pembroke, NH 03275, Dated August 7, 2015.

2. The applicant shall submit cost estimate for site improvements to be reviewed by the Town's consulting engineer and post a financial security, as required in item #12 of the Planner Review.
3. The following permits and or approvals, and any conditions attached thereto, are adopted by reference to this approval:
 - a. Wolfeboro Special Use Permit
 - b. Wolfeboro Driveway Permit
4. The applicant's engineer shall submit a letter certifying compliance with the American's With Disabilities Act.
5. The applicant shall be required to monument the edge of Wetlands (wetlands as it relates to this project and not the entire wetlands complex) in compliance with § 175-10.2 *Wetlands Boundary Monumentation*.
6. The plan set will be revised in accordance with the recommendations of the Town's consulting engineer.
7. The applicant's engineer shall certify that the work being performed is not within the 100 year Flood Plain or, shall and submit to the Planning Board a FEMA Letter of Map Amendment.
8. All of the documentation submitted in the application package by the applicant and any requirements imposed by other agencies are part of this approval unless otherwise updated, revised, clarified in some manner, or superseded in full or in part. In the case of conflicting information between documents, the most recent documentation and this notice herein shall generally be determining.
9. The applicant shall be responsible for the payment of all recording fees.

There being no further questions or comments relative to the P&D Zimmerman Family Limited Partnership Site Plan Review application, Chairman Barnard closed the public hearing.

It was moved by Mike Hodder and seconded by Stacie Jo Pope to approve the P&D Zimmerman Family Limited Partnership Site Plan Review application, Tax Map #218-17, subject to the recommended conditions of approval. All members voted in favor. The motion passed.

At the request of the applicant, the Windrifter Resort Association Site Plan Review application has been continued to October 6, 2015.

II. Public Comment

None.

III. Work Session

Heritage Commission

Rob Houseman stated the presentation to the BOS has been scheduled for 9/16/15.

Mike Hodder stated he researched Center Harbor and Moultonborough's warrant article language, compared it to Town Counsel's language and provided recommendations to the Board for the proposed language, see attached.

Paul O'Brien recommended eliminating redundancies and includes more comprehensible language for the voters rather than for the select body in order to create clarity.

Brad Harriman agrees with Mr. O'Brien in that the voters need to be made aware of more than what the statute states. He expressed concern regarding the creation of a Heritage Commission and the impact on property owners and creation of hardships.

Rob Houseman stated the BOS typically request Town Counsel to review and structure the language of the warrant article. He stated there is real concern regarding perception by the public.

IV. Informational Items

Rob Houseman reviewed the following informational items; CIP Committee and Heritage Commission Committee minutes and Notice of Decision for Patricia A. Clement 2000 Trust.

V. Planning Board Subcommittee Reports

None.

VI. Approval of Minutes

August 4, 2015

Corrections:

Page 1, 2nd paragraph, last sentence; add "and will be using an alternative method for compliance."

It was moved by Chuck Storm and seconded by Paul O'Brien to approve the August 4, 2015 Wolfeboro Planning Board minutes as amended. All members voted in favor. The motion passed.

August 18, 2015

It was moved by Mike Hodder and seconded by Stacie Jo Pope to approve the August 18, 2015 Wolfeboro Planning Board minutes as submitted. All members voted in favor. The motion passed.

VII. New/Other Business
None.

It was moved by Chuck Storm and seconded by Paul O'Brien to adjourn the September 1, 2015 Wolfeboro Planning Board meeting. All members voted in favor. The motion passed.

There being no further business, the meeting adjourned at 9:24 PM.

Respectfully Submitted,
Lee Ann Keathley
Lee Ann Keathley

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

DISCUSSION OF WORDING FOR A WARRANT ARTICLE AUTHORIZING A HERITAGE COMMISSION FOR WOLFEBORO

SUGGESTIONS

1. FROM OUR ATTORNEY:

"To see if the town will vote to establish a Heritage Commission pursuant to RSA 674:44-a through 44-d and to create a heritage fund pursuant to RSA 674:44-d with monies from said fund allowed to accumulate from year to year and to be expended from the fund by the Heritage Commission for its purposes without further action by town meeting. If passed, the Heritage Commission shall be separate and distinct from the Historic District Commission."

Comment [1]: Suggest deletion here to end, text is near verbatim quote from language of 674:44-d.

Comment [2]: Suggest deletion of yellow text. If the town later votes for a new HDC the warrant article will cite 674:44-c to keep it separate from the HC.

2. MOULTONBOROUGH 2009 TOWN MEETING

Article 8

To see if the Town will vote, as a block, to:

A. Establish a Heritage Commission (the "Commission"), under the authority of RSA Ch. 673:1 II, for the proper recognition, use and protection of community historic resources as defined in RSA Ch. 674:44-a.

Comment [3]: Redundant. Cited by reference in 674:44-a.

Comment [4]: The authorizing statute.

B. Authorize the Board of Selectmen to appoint five citizens as members and two citizens as alternate members, whom shall be sworn to the faithful performance of their office by the Town Clerk, to such a Commission, pursuant to the provisions of RSA Ch. 673:4-a and with terms pursuant to the provisions of

RSA Ch. 673:5 The Commission shall exercise such powers as are set forth at RSA Ch. 674:44-b I and II and RSA Ch. 674:44-c and RSA Ch. 674:44-d, and shall file an annual report of their activities with the Town.

(Recommended by Selectmen 5 - 0)

(Recommended by Advisory Budget Committee 5 - 0)

Comment [5]: Membership requirements for an HC.

Comment [6]: Terms of office for land board members.

Comment [7]: I: powers generally; II: power to hold property. Note: III omitted (allows morphing on vote of town into an Historic District).

Comment [8]: Allows a town to have both an HC and an HD.

Comment [9]: Authorizes town appropriations for an HC; places funds in custody of the treasurer.

This article was voted in the affirmative by a majority voice vote.

Robert Houseman

Subject: FW: Self-Storage Clarke Plaza, Wolfeboro

From: Greg W. Halsey [<mailto:GWHalsey@tigheBond.com>]

Sent: Tuesday, September 01, 2015 1:23 PM

To: Robert Houseman

Cc: Jeff Lewis

Subject: RE: Self-Storage Clarke Plaza, Wolfeboro

Rob,

I can confirm that Jeff and I discussed the review letter referenced below. It is my understanding that the plans and drainage study will be revised per the responses in bold below, which should adequately address our comments. We would be happy to review the revised submittal materials to verify the revisions are complete if requested to do so by you or the Planning Board.

Regards,

Greg Halsey, P.E. | Project Engineer

Tighe & Bond | 177 Corporate Drive | Portsmouth, NH 03801 | 603.294.9233

From: Jeff Lewis [<mailto:jeff@northpointeng.com>]

Sent: Tuesday, September 01, 2015 12:36 PM

To: Robert Houseman <planningdirector@wolfeboronh.us>; Greg W. Halsey <GWHalsey@tigheBond.com>

Subject: Self-Storage Clarke Plaza, Wolfeboro

Hi Rob,

I am just updating you on a phone conversation that I had with Greg Halsey of Tighe & Bond this morning. Greg and I went through all of the items in his review letter dated August 28, 2015. We are in agreement as to how each of these items will be addressed - I am currently working on the revisions to the plans and calculations and I will be bringing them to the Planning Board meeting tonight. Knowing that Greg will not be able to review the revised material prior to this evening, I am confident, based on our phone conversation this morning, that any remaining items can be worked out subsequent to conditional approval. I would request that the Board please consider approving the application subject to a final engineering sign-off of the revised plans. I have asked Greg to please respond to this email with his concurrence and/or additional thoughts.

With respect to the specific comments in his letter, Greg and I discussed the following:

Site Plan – Sheet 3 of 11

1. The net increase in impervious area listed in General Note #8 is not consistent with the information provided in the Stormwater Report.

Agreed. There was a typo on note 8 that will be corrected.

2. *The Wetland Delineation Certification should be signed by the NH Certified Wetland Scientist who completed the work. The wetland scientist should confirm that the wetland delineation completed in 2009 is still valid.*

Agreed. The wetland scientist did stamp the original plan that was submitted to the Town and is on file. We will ensure that final plan also contains the proper certification.

3. *The Applicant should provide a sign indicating the proposed accessible parking space and provide a sign/post detail.*

Agreed. A sign will be added.

4. *The Applicant should provide signage to show the proposed one-way vehicle circulation around the site.*

Agreed. Signage will be added.

5. *The Applicant should provide a stop sign, line, and legend exiting the driveway at the intersection with Pine Street and provide details.*

Agreed. Signage and striping will be added.

6. *Dumpsters are not proposed by the Applicant in efforts to prevent illegal dumping. The Applicant should clarify their plan for waste management.*

The applicant is not proposing onsite dumpster and will be prepared to discuss with the Board this evening.

Grading and Drainage Plan – Sheet 4 of 11

1. *The proposed site grading around the perimeter of the site has steep cut and fill slopes that vary from 3:1-1:1. There is also an underground stormwater detention/infiltration basin proposed directly adjacent to a 1:1 fill slope. We recommend the Applicant retain the services of a licensed geotechnical engineer to provide analysis and recommendations on slope stability.*

A note will be added to the plans stating that a Geotechnical Engineering shall inspect the slope work during construction and make a final determination/recommendation for the treatment method needing to properly stabilize the slopes.

2. *The drain pipe inverts at the (3) proposed catch basins have less than 4' of cover over the top of the pipe. We recommend the Applicant lower the inverts in the drainage structures to provide 4' of cover or provide some other method of frost protection (e.g. insulation).*

Agreed. Inverts will be lowered accordingly.

3. *DMH #1 has been designed to be both an inlet and out for the proposed underground detention/infiltration basin. The Applicant should revise the drainage design to provide dedicated inlet and outlet structures to and from the underground detention/infiltration basin such that all incoming stormwater can be treated by the "isolator row".*

The isolator row was incorrectly identified on the plan and will be corrected. The connection from DMH#1 to the isolator row will be accomplished with an eccentric HDPE header to ensure that the first flush storm is always directed into the isolator row.

4. *The proposed pavement slope along the parking lot perimeter is less than 1% in several locations. The Applicant should revise the grading or provide additional*

drainage structures to prevent ponding on the pavement surface.

Agreed. There are some flat slopes along the curb at the back of the site. We will revised the grades to steepen the slope so that additional catch basins are not needed.

5. The Applicant should provide proposed drain pipe lengths and slopes.

Agreed. Lengths and slopes will be added to the drain pipes accordingly.

6. The Applicant should provide spot grades to clarify the design of the level spreader.

Agreed. Additional spot grades will be provided as noted.

Lighting & Utilities Plan – Sheet 6 of 11

1. The proposed underground electric service appears to be shared with the existing residence. The Applicant should coordinate with the Town of Wolfeboro Electric Department to determine if a separate electric service is required.

Agreed. The applicant will coordinate with the Town of Wolfeboro Electric Department.

2. The Applicant has indicated that water will not be provided to the proposed storage units. The Applicant should confirm with the Town of Wolfeboro Fire Department and Building/Code Department that fire suppression is not required.

Agreed. The applicant will coordinate with the Town of Wolfeboro Fire Department and Building Department.

Construction Details – Sheet 9 of 11

1. The Applicant has proposed to use an isolator row in the Stormtech system, but has not provided an upstream manhole/weir to divert incoming flow to it as recommended by manufacturer. We recommend the Applicant review this design with the manufacturer and revise as necessary, so the stormwater runoff is treated.

The isolator row was incorrectly identified on the plan and will be corrected. The plans include an eccentric headed that will direct first flush runoff into the isolator row.

Stormwater Report

1. The Applicant has proposed to construct a 6" underdrain at the base of the underground detention/infiltration basin stone reservoir course, which will bypass the outlet control structure (DMH #1) and outlet directly at HW#1. The HydroCAD model should be revised to take into account the flow from the underdrain, which will increase peak runoff rates.

Agreed. The underdrain will be included the HydroCAD model and adjustments made accordingly to ensure that there are not any increases to peak flows.

2. The Applicant has taken credit for a groundwater recharge volume of 8,006 CF, which is the total volume of the Stormtech system below the 15" HDPE invert out of DMH#1. As stated in the comment above, the 6" underdrain will drain the system prior to infiltration. Common design practice does not allow credit to be taken for groundwater recharge volume above the underdrain.

Agreed. The underdrain will be raised so that it is not located at the bottom of the infiltration practice. This will allow for more than adequate GRV volume but still provide for a secondary

means of discharge. The HydroCAD model will be updated accordingly to ensure that there are not any increases to peak flows.

3. The exfiltration rate proposed in the underground detention/infiltration basin is 0.50 in/hr, but the Drainage Report does not include design infiltration rate calculations. The Applicant should clarify how the design infiltration rate was determined.

Agreed. We will revise the text of the Drainage Report to document the method for determining the design infiltration rate.

-Jeff

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