

**TECHNICAL REVIEW COMMITTEE**  
**February 9, 2011**  
**MINUTES**

**Members Present:** Tom Zotti, Wolfeboro Fire Department, Barry Muccio, Director of Operations, Electric Department, Dave Ford, Director of Public Works,.

**Members Absent:** Stu Chase, Wolfeboro Police Department, Audrey Cline, Code Enforcement Officer.

**Planning Board Representative Present:** Kathy Barnard.

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

**Rollins Upholstery / Steve Rollins**  
**Minor Site Plan Review – Home Occupation**  
**Case #201104**  
**TM #85-1**

Steve Rollins stated he wishes to relocate his existing business, currently located at 92 Bay Street, to his residence located at 61 Tibbetts Road (in the garage). He stated the reason for the request is due to the economy and his inability to afford the rent at the current location. He stated his business consists of upholstery of furniture and some canvas work for boats. He stated supplies and fabric is delivered by UPS and he picks up and delivers all furniture.

Rob Houseman questioned whether there would clients at the house.

Steve Rollins replied rarely.

Rob Houseman questioned the need for outdoor storage.

Steve Rollins stated only a boat would be stored outside until he completes the canvas cover.

Dave Ford verified the Town does not maintain the gravel section of Tibbetts Road.

Kathy Barnard questioned signage.

Steve Rollins stated he believed that signage was a separate issue.

Rob Houseman stated he would review the ordinance regarding off premise sign with the applicant.

Kathy Barnard stated two parking spaces for the dwelling and two parking spaces for the home occupation are required.

Rob Houseman questioned whether adequate parking exists.

Steve Rollins replied yes.

**It was moved by Kathy Barnard and seconded by Dave Ford to accept the application as complete. All members voted in favor. The motion passed.**

*Rob Houseman opened the public hearing.*

*There being no questions or comments, Mr. Houseman closed the public hearing.*

Kathy Barnard questioned hours of operation.

Steve Rollins replied 9 AM – 5 PM.

Rob Houseman reviewed the following recommended conditions of approval;

1. No modification shall be permitted to the exterior of the building or to the site shall be permitted in conjunction with this use, including outdoor storage, display or sale of materials beyond what is currently permissible.
2. Review and approval of the business shall be in compliance with the NH Fire Code and Town Building Codes.
3. All signage shall conform to the Wolfeboro Sign Ordinance.

**It was moved by Kathy Barnard and seconded by Tom Zotti to approve the Rollins Upholstery / Steve Rollins Minor Site Plan Review application, Case #201104, subject to the recommended conditions of approval. All members voted in favor. The motion passed.**

Respectfully Submitted,  
*Lee Ann Keathley*  
Lee Ann Keathley