



TOWN OF WAKEFIELD, NEW HAMPSHIRE
LAND USE DEPARTMENT

2 HIGH STREET
SANBORNVILLE, NEW HAMPSHIRE 03872
TELEPHONE 603.522.6205 x308 FAX 603.522.2295

MINUTES OF THE PLANNING BOARD MEETING
7 August 2014

Approved 8/21/14

| MEMBERS | | ALTERNATES | | OTHERS | |
|--|---|---------------------|--|--|---|
| Stephen Royle, Chairman | X | Doug Stewart | | Nathan Fogg, Land Use Clerk & Code Enforcement Officer | X |
| Tom Dube, Vice Chairman | X | Nancy Spencer-Smith | | Mike Garrepy, Planning Consultant | |
| Connie Twombly, Selectmen's Representative | X | John Blackwood | | | |
| David Silcocks, Member | | | | | |
| Dick DesRoches, Member | X | | | | |

Also present were: Jack Tandus, Charlie Karcher, John Boucher III, Joe Williams, Ryan Camp, Steve Brown, Kerry Fox, Angie Casperonis, Roger Roberge Jr, Relf Fogg, Donna Martin (videographer)

CALL TO ORDER

1. Chairman Royle called the meeting to order at 7:00pm following the Pledge of Allegiance.

PUBLIC COMMENT

2. None.

PUBLIC HEARINGS

3. S Royle opened the public hearing for the **John Boucher Subdivision Extension Application**. Charlie Karcher reviewed the history and noted that they had funding for the conservation easement in place, but that the final transfer would not take place for another month. Keeping the subdivision in place until after the completion of the conservation easement adds value to the property which was used to determine the value of the easement. Mr Karcher noted that he had the subdivision plan and that no changes had been made. The application was properly noticed and fees were paid. There have previously received an 18-month and 12-month extensions.

MOTION: To accept the Request for Subdivision Extension Application for the Boucher Subdivision, TM 205, Lot 2 as complete.

Made by: Tom Dube
Seconded by: Dick DesRoches
Discussion: None
Vote: 4-0 in favor of the motion.

4. S Royle opened the hearing up for public comment. Hearing none he closed the public input portion of the hearing.

MOTION: To approve the 12-month Request for Subdivision Extension Application for the Boucher Subdivision, TM 205, Lot 2.

Made by: Tom Dube
Seconded by: Dick DesRoches
Discussion: None
Vote: 4-0 in favor of the motion.

5. S Royle opened the public hearing for a **Boundary Line Adjustment between Burge and Stone Ridge Trust** on Weeks Drive, TM 93, Lots 8 & 10. Kerry Fox came forward and explained the proposed adjustment to the previously approved boundary line adjustment. The small triangular parcel is being transferred between the two parties to provide a small amount of buffer for the Stone Ridge property while still leaving an access point off from Weeks Drive for Mr Burge. T Dube asked if the application was complete. N Fogg confirmed that it was complete.

MOTION: To accept the Boundary Line Adjustment Application for the Burge & Stone Ridge, TM 93, Lots 8 & 10 as complete.

Made by: Tom Dube
Seconded by: Dick DesRoches
Discussion: None
Vote: 4-0 in favor of the motion.

6. S Royle opened the hearing up for public comment. Hearing none he closed the public input portion of the hearing.

MOTION: To approve the Boundary Line Adjustment Application for the Burge & Stone Ridge, TM 93, Lots 8 & 10.

Made by: Dick DesRoches
Seconded by: Connie Twombly
Discussion: None
Vote: 4-0 in favor of the motion.

7. Kerry Fox asked if the PB was willing to sign the plans for tonight and the previously approved boundary line adjustment. The PB noted that they would sign plans after the Wakefield School District.

8. **S Royle introduced the Preliminary Site Plan for the parking lot expansion at the Paul School.** Joe Williams and Steve Brown came forward to review the plan. Mr Williams noted that they planned to proceed with a design build concept for this project that an RFP had been sent out and the walk-through was on August 12th.
9. The design is one-way in off from Martin Lane and out onto Burroughs Avenue and Gary Roads. There would be 3 lanes of traffic. One for busses closest to the building, and two lanes for parent drop off and parking. This will help keep the fire lane accessible during events at the school. All parking will exit out onto Burroughs Avenue & Gary Road.
10. The existing garage/sheds on the newly acquired property are being utilized in place or moved for storage around the school property.
11. S Royle noted that the School District does not need PB approval, but they appreciated the School District presenting the plan to the PB. S Royle asked N Fogg to confirm that the Wakefield School District is exempt from town regulations.
12. Joe Williams explained where the drainage from the site flowed. T Dube wants to make sure that we know where the runoff is headed to make sure that we do not increase runoff onto abutting properties. S Royle feels that it is a good idea to have the PB review the design at a public hearing to give everyone a chance to look it over so there are no surprises to the public.
13. N Fogg noted that this much new impervious area would increase the runoff leaving the site unless it is controlled somehow. Currently there are no known runoff issues at the Paul School. Relf Fogg noted that there are fixed elevations that will control where the runoff goes. The existing driveway entrance into the parking lot is lower than Burroughs Avenue and will prevent runoff from running onto the roadway. Some of the runoff will reach an existing catch basin that outlets 20 or more feet from the Branch River. T Dube noted that stormwater runoff should not leave the site at a greater rate than exists today.
14. Relf Fogg noted that Harriman had drawn the conceptual design that the school board felt they could work with to move forward. Harriman is an architectural design group.
15. Several members agreed that the design-build plans should have backup to show that their design works, even if it is not stamped by a professional engineer.
16. Relf Fogg noted that there is a large root system along the boundary line that will not allow the grade to be cut down, which will be another existing fixed elevation to work with. T Dube noted that it looks like the runoff is going to sheet flow across the exit drive, which will be a problem during the winter.

17. Relf Fogg and Steve Brown believe that the existing drainage areas will handle the runoff. T Dube suggested that the RFP should include drainage calcs to prove the runoff will be adequately handled. S Royle noted that there had previously been a water issue in the basement of the school and that care should be taken to make sure that did not happen again. Joe Williams noted that changing the old bulkhead to an entrance with a door has solved the water in the basement issue.
18. Angie Casperonis is concerned with the traffic flow and her getting out of the driveway as well as the safety of the children walking home from the school with 3 lanes exiting the parking area. She also had concerns about all the parents that park along Burroughs Avenue and Gary Road to drop off and pick up their children. This creates traffic congestion in the area and poses a threat to walking school children.
19. T Dube suggested having one new exit to control traffic flow. Steve Brown feels that the only moves the problem. Any improvement to the flow of traffic would definitely be an improvement. T Dube noted that one less exit would be a traffic flow improvement and eliminating the exist that would be almost across from Ms Casperonis' driveway would be a benefit. It would also give more area for drainage/runoff control and snow storage.
20. Relf Fogg was concerned that the area for the new exit is between a hydrant and utility pole, which makes it a narrow exit lane.
21. There is flooding issues near the entrance to the school and water in some nearby basements. There are water table issues in the area. The fields take a while to dry out in the spring.
22. Relf Fogg feels that the planning board should do a site walk to observe the fixed elevations. An actual design will provide more answers. Once the contractor is chosen and more detailed design details are available the PB would like to the view the site and the proposed design.
23. Joe Williams noted that the Request For Proposals are due back on Sept 2nd and there is a school board meeting on Sept 3rd to review the bids. N Fogg asked that the school board give the PB a heads-up when they want to come back with their design.

BOARD BUSINESS

24. **Kerry fox presented 2 sets of plans for signing.** Lexington BLA (approved 7/17) and Burge-Stone Ridge BLA (approved 8/7.) The PB signed both mylars and paper plan copies. Kerry Fox will provide a check for recording to N Fogg shortly so that the plans can be recorded.

25. **Robert Roberge came forward to discuss zoning and how it applies to businesses.** He is an abutter to Chris Lamb and was unaware that there was a business next to his property. He asked if this is allowed and how it might have come to be. S Royle noted that a Home Enterprise can be operated from a primary residence without PB approval. N Fogg noted that quite often it is the need for a sign that would trigger someone to come in for PB approval of a Home Occupation.
26. There are three levels of Home Occupation based upon the type of business. No one can open a business on a vacant parcel without coming to the PB first. Mr Roberge asked if Mr Lamb could have been approved for what he has asked for. It was noted that it required a Home Occupation Approval plus a Conditional Use permit had been approved that he could have expanded his business. Mr Roberge appreciated knowing what could take place next door to his property and thanked the PB for the job that they are doing.
27. **Potential Zoning changes.** N Fogg would like to see Article 16; Private Campsites reduced to; cannot be a permanent residence and must properly dispose of solid waste and sewerage. T Dube asked N Fogg to provide suggested wording. If a camper has a water supply it must have a sewage disposal system.
28. Article 3, Table 3, Building Height of 35 feet. Superscript 7 & 8. Does both, one, or neither apply? 35 feet is still reasonable. A variance should be required to go above that height. A special exception is too easy to get.
29. Permitted uses, especially R-III and permitted uses. We said that we would look at the entire table to make sure that it makes sense. N Fogg suggested that parcels in non-business & commercial zones could have more options if the parcel is located next to an existing business. This could be handled with a superscript in the table. Home occupations should have more options than a strictly business type of business. We should encourage home businesses that allow small businesses to start and potentially expand as Lakes Region Septic and Howe Two have both done.
30. N Fogg noted that he is sending out letters to North Coast Construction and Howe Two Landscaping regarding extending or modifying their site plans.
31. The time is quickly approaching for budget review and CIP discussions. The PB wants to add money to the budget for the Lake Data input and update. It may be cost effective to update every lake once every two years, once we have all of the lakes in the report. Data is available about one year after it is collected.
32. Tumbledown Café is the only hearing on the agenda for the next meeting.
33. S Royle asked N Fogg to keep after Mike Garrepy regarding Tumbledown Café review and revising Site Plan Review Regulations.

APPROVAL OF MINUTES

34. Approval of minutes from July 10th & July 17th.

MOTION: To approve the minutes from July 10th & July 17th as presented.
Made by: Tom Dube
Seconded by: Connie Twombly
Discussion: None
Vote: 4-0 in favor of the motion

CORRESPONDENCE

35. NHDOT wants the Access Road driveway permit application to be signed by the town. N Fogg has presented the application for signature by the Board of Selectmen.

PUBLIC INPUT

36. None

SET MEETING DATE

37. The next regularly scheduled PB meeting will be Thursday, August 21st.

ADJOURNMENT

MOTION: To adjourn the meeting at 8:55 pm
Made by: Tom Dube
Seconded by: Connie Twombly
Discussion: None
Vote: 5-0 in favor of the motion

Respectfully submitted,
Nathan Fogg
Code Enforcement Officer
Land Use Clerk