

**TOWN OF WOLFEBORO
TECHNICAL REVIEW COMMITTEE
November 7, 2018
MINUTES**

Members Present: Kathy Barnard, Planning Board Representative, Dave Ford, Public Works Department, Mark Livie, Wolfeboro Police Department, Corey Ryder, Code Enforcement Officer, Tom Zotti, Wolfeboro Fire Department.

Member Absent: Barry Muccio, Municipal Electric Department.

Staff Present: Matt Sullivan, Director of Planning & Development, Lee Ann Hendrickson, Administrative Secretary.

Matt Sullivan opened the meeting at 9:31 AM.

**Susan E. Crimp-Marcet / Sean & Stacy Gilpatrick
Minor Site Plan Review; Home Occupation
TM #130-18
Case #2018-26**

Susan Crimp-Marcet stated she has operated a counseling practice for seven years in Gorham, ME; noting her clients would be following her to Wolfeboro. She stated the practice is low impact and she works with adults and older teens primarily affected by anxiety. She stated she has ascertained the need for more counselors in the Wolfeboro area. She stated that because she has a home office she screens her clients very carefully.

Dave Ford asked if she would be providing drug and alcohol counseling.

Susan Crimp-Marcet replied no.

Matt Sullivan confirmed the office would consist of 143 SF and clients would enter through the front of the building. He reviewed on-site parking and questioned the hours of operation.

Susan Crimp-Marcet replied Tuesday – Friday 9am-5pm by appointment only.

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.

Matt Sullivan opened the public hearing.

Shelly Ispan Liang, 4 June Bug Lane, stated she has young children, one with Down Syndrome and expressed concern for the safety of her children and the children in the neighborhood. She stated she wanted to ensure that a residential program was not being established.

Susan Crimp-Marcet stated the only other person living in the home with she and her husband would be her 90 year old mother. She noted that in the seven years she has been practicing there has not been one call for emergency services.

Shelly Ispan-Liang stated there is very little traffic in the neighborhood and requested that the clients be cautious when driving in the neighborhood.

Gary Marcet noted there would not be signage; noting privacy is valuable to the clients.

Dave Ford commended the application on the quality of the submitted application.

Matt Sullivan questioned ADA accessibility.

Susan Crimp-Marcet stated a stair glide is being installed from the basement level to the main level however, the home would not be accessible by a wheelchair. She noted she is subletting space in Biddeford, ME that is fully handicap accessible.

Dave Ford stated the road is a private road with no homeowners association; noting the residents have petitioned the BOS to take over the road. He asked the applicant if they are aware of such.

Gary Marcet replied yes.

Dave Ford stated there would be a special assessment associated with such.

There being no further questions or comments, Matt Sullivan closed the public hearing.

Matt Sullivan reviewed the following recommended conditions of approval;

1. 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.
2. All on site activities shall conform to noise provisions of Section 100.5 of the Code of the Town of Wolfeboro.
3. Any signage shown in the application requires conformance with Sign Ordinance via a Town of Wolfeboro sign permit.
4. Review and approval of the business shall be in compliance with the NH Fire Code and the Town Building Codes.
5. No modification to the exterior of the building shall be permitted in conjunction with this use, including outdoor storage/display/sale of materials.
6. This application is subject to all federal, state, and local permits and any conditions attached thereto.

Gary Marcet stated he needs to install a pocket door to the office and asked whether a building permit is necessary.

Corey Ryder asked if there are windows in the room.

Gary Marcet replied yes, two existing oversized windows.

Corey Ryder stated there would be no issue with installing the door.

It was moved by Dave Ford and seconded by Kathy Barnard to approve the Susan E. Crimp-Marcet / Sean & Stacey Gilpatrick Minor Site Plan Review application, Tax Map 130-18, subject to the recommended conditions of approval. All members voted in favor. The motion passed.

There being no further business before the Committee, the meeting adjourned at 9:47 AM.

Respectfully Submitted,
Lee Ann Hendrickson
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