

**Joint Moultonborough Planning Board & Master Plan Steering Committee**  
**P.O. Box 139**  
**Moultonborough, NH 03254**

**Workshop Meeting**

**March 30, 2016**

**Minutes**

Planning Board Present: Scott Bartlett, Chair, Rich Kumpf, Vice-Chair, Kevin Quinlan, Joanne Farnham, Norman Larson, Allen Hoch, Russ Wakefield (Selectmen's Representative)

Alternate: Rich Thorman

Steering Com. Present: Brian Sanford, Cristina Ashjian, Marie Samaha

Staff Present: Town Planner, Bruce W. Woodruff

**I. Pledge of Allegiance**

Chairman Bartlett opened the Workshop meeting at 6:03 PM.

**II. Recognition**

The chair took a moment to thank Mr. Woodruff for his outstanding service to the Planning Board and the Steering Committee and to wish him well in his retirement. A small token of the group's appreciation was presented.

**III. Business/Discussions**

- The latest revised draft of the Vision and Land Use chapters of the master plan were presented by the Planner and which incorporated all changes made to date. It was agreed that all the supporting analysis and data leading to the conclusions and recommendations are present in the draft chapters. Discussion took place regarding the need to make the document more user friendly through additional organizational editing and the development of an "Executive Summary". It was agreed by those present that the Steering committee will be asked to develop the matrix and the Executive Summary.
- The Planner presented the revised 2008 Master Plan Tasks list and noted all items which will be carried forward to the 2016 Master Plan. It was suggested that for posterity, each item marked "Not Recommended" should have a short reason attached under the comments to identify why.
- The Planner identified the need to develop "Appendix D" containing a matrix of the Implementation Tasks, estimated costs and Time Frames for completion. It was further agreed by those present that the Steering committee will be asked to develop this matrix.
- The Planner reviewed multiple large format maps that had recently been prepared with the support of Cartographic Associates to reflect the analysis of demographics for the Master Plan and the build-out potential for the Town in the future.

- The planner identified that source data for the Transportation Chapter of the Master Plan will have been identified and some analysis has been done. It was noted that the draft of this chapter still needs to be done. The group agreed this should be assigned to the new Town Planner as a priority as soon as that person is hired.
  
  - It was identified by the chair that the Planning Board has been working on proposed Zoning changes that correspond to the findings and recommendations of the Master Plan. It is the intent of the Planning Board to bring these forward for public hearing in November and to be voted on at the 2017 Town Meeting. They include;
    - Village plan alternative subdivision overlay district – Draft approved for public hearing.
    - Accessory Dwelling Units - Draft approved for public hearing.
    - Mixed Use overlay district – In development.
    - Village In-Fill ordinance – In development.
  
  - It was further identified that once the Master Plan chapter drafts are approved by the Planning Board, additional Public information and input sessions will be conducted, modification made if necessary and the completed chapters will be submitted to the BOS for adoption.
- IV. Adjournment:** Mr. Quinlan made the motion to adjourn at 7:35 PM, Seconded by Mrs. Farnham, carried unanimously.

Respectfully Submitted,  
Scott Bartlett  
Planning Board Chair