

**WOLFEBORO PLANNING BOARD
WORK SESSION
April 21, 2009
MINUTES**

Members Present: Kathy Barnard, Chairman, Stacie Jo Pope, Vice-Chairman, Fae Moore, Richard O'Donnell, Chris Franson, Jennifer Haskill, Members, Steve Buck, Alternate.

Members Absent: Kristi Ginter, Selectmen's Representative, Dave Alessandroni, Alternate.

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

The Planning Board conducted a site walk (Varney Road and Mill Street) at 7:00 PM.

Chairman Barnard opened the meeting at 7:43 PM.

WORK SESSION

➤ **Economic Development Strategic Plan**

Kathy Barnard stated the Economic Development Committee (EDC) placed an item on the Town Warrant for the funding of an Economic Development Strategic Plan however, such was defeated. She stated the EDC is trying to obtain grant funding and private donations to fund the study. She stated several places within the Master Plan support such and noted that if the study is completed this year, the results of such could be useful to the Planning Board in its revision of the commercial zoning districts. She recommended the Board write a letter to the BOS in support of the study.

Richard O'Donnell questioned whether the Chamber of Commerce supports the study.

Jennifer Haskell stated she is unaware if the Chamber of Commerce has taken an official position on the matter however, has spoken to several members who are in support of study.

Rob Houseman stated Mary DeVries is a member of the EDC.

It was moved by Chris Franson and seconded by Jennifer Haskell to endorse a letter to the BOS in support of the Economic Development Committee's efforts in obtaining funding for the Economic Development Strategic Plan. All members voted in favor. The motion passed.

➤ **CIP**

Rob Houseman stated the BOS have set forth the following guidelines for the CIP; attempt to phase large projects, increase the funding level of the Town Roads Upgrades Article (noting that with the substantial increase in the cost of asphalt, the Town does less road improvements with only \$400,000) and maintain a focus on achieving ADA compliance in all Town facilities.

Jennifer Haskell questioned whether an Asset Inventory has been completed.

Rob Houseman replied no. He reviewed the project request form and noted the Town Manager is now required to review and sign off on such.

➤ **HE Bergeron / Engineering Services**

Rob Houseman stated Josh McAllister has requested the Town sign a blanket contract for 2009 to cover engineering services provided by HE Bergeron. He stated the Board has never had a formal written contract with HEB since they began utilizing their services and became the Planning Board's consultant in 2002. He questioned whether the Board is interested in sending out an RFQ (Request for Qualifications) to review other agencies.

Jennifer Haskell questioned the fee structure.

Rob Houseman reviewed the current fee structure.

Steve Buck questioned the Town's bidding policy.

Rob Houseman stated the policy relates to a dollar amount contract.

Following further discussion, the Board requested Mr. Houseman pursue a Request for Qualifications for engineering services.

➤ **Special Use Permit**

Referencing the Walker application, Richard O'Donnell stated the building design was driving the issue of the Special Use Permit. He stated the Board should have more information regarding the proposed structure as it relates to the site. He stated there is a need for basic information and doesn't believe the Board should be mitigating the issues.

Rob Houseman stated the goal of the process is to have the applicant's seek approval prior to the design phase and noted the Board should not be concerned with the design of the building rather, the Board should determine what is best for the lot.

Steve Buck questioned the Conservation Commission's legal authority to provide comment.

Rob Houseman stated the purpose of the Commission is to provide guidance to the Board.

Kathy Barnard questioned whether the Technical Review Committee could perform a nonbinding preliminary review of the SUP applications.

Rob Houseman replied yes, however recommended a set of guidelines be provided to the TRC and noted the TRC reviews the recommendations of the Conservation Commission. He recommended the Board meet with the Conservation Commission to discuss the criteria (such as for a no cut buffer).

➤ **Master Plan Implementation**

Rob Houseman stated the BOS have such on their agenda to review.

Kathy Barnard recommended the Board meet with the EDC and Chamber of Commerce to review items noted in the implementation matrix that pertain to them.

➤ **Commercial Zoning**

Rob Houseman reviewed the existing C1 & C2 District boundaries and commercial growth of such; scope and limits of proposed commercial zoning. He reviewed the uses of the districts and recommended rewriting that provision of the ordinance.

Stacie Jo Pope read Master Plan recommendation ED 5 ("change zoning to require the first floor space be used for commercial purposes only in the Downtown areas").

Rob Houseman questioned whether commercial is the correct term to be used or whether the term should be retail; questioning whether the Board considers professional office as commercial and if so, does the Board want to allow the loss of retail for the benefit of commercial offices.

Chris Franson recommended the Board discuss the uses first (prior to reviewing the boundaries).

Rob Houseman recommended drafting a model ordinance and noted the following change; C1 to CBD, C2 to be removed / renamed. He stated he is not a proponent of the CBD's intensity and density.

Steve Buck noted a transportation circle from Friend Street to Mill Street.

Chris Franson questioned whether the Bay Street Limited Business District could be extended.

Rob Houseman replied yes.

Following further discussion, the Board agreed to the following;

- include Hampton Pewter and all of Mill Street
- refine permitted uses
- compare similar communities

➤ **Green Subdivision**

Kathy Barnard stated the proposed ordinance is complicated and has requested Rob Houseman to review and provide recommendations on how to improve the Town's existing Open Space Subdivision Ordinance.

It was moved by Chris Franson and seconded by Jennifer Haskell to adjourn the April 21, 2009 Wolfeboro Planning Board meeting. All members voted in favor.

There being no further business, the meeting adjourned at 9:48 PM.

Respectfully Submitted,

Lee Ann Keathley