

**WOLFEBORO PLANNING BOARD**  
**October 19, 2010**  
**MINUTES**

**Members Present:** Kathy Barnard, Chairman, Stacie Jo Pope, Vice-Chairman, Chuck Storm, Selectman's Representative, Chris Franson, Richard O'Donnell, Members, Steve Buck, Alternate.

**Members Absent:** Dave DeVries, Jennifer Haskell, Members, Fae Moore, Dave Alessandroni, Alternates.

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

*Chairman Barnard opened the meeting at 7:00 PM.*

*Chairman Barnard appointed Steve Buck, Alternate, to sit in for Jennifer Haskell, Member.*

**Friends of Wolfeboro Town Hall**

Joyce Davis reviewed the history of previous renovation proposals for the Town Hall; noting the current proposal is a reduced scope renovation plan based on the plans prepared by McKinley Kalsow and Associates.

Richard O'Donnell reviewed the proposed renovations for the Town Hall, see attached presentation.

Bob MacArthur questioned the cost for such.

Richard O'Donnell replied \$3.9 million.

Judy Breuninger stated the vaulted area already exists and is not new construction.

**Kimball Family Realty Trust**

Paul Kimball stated he received approval in June 2004 for two outside storage areas at 26 Bay Street and questioned why there is no signed copy of the plan in the Town files. He requested a copy of the signed plan and an explanation as to why he hasn't received such.

**PUBLIC HEARING**

- **2011-2020 CIP**

Stacie Jo Pope thanked the CIP Committee and Staff for their efforts in developing the CIP.

Rob Houseman reviewed the 2011-2020 Capital Improvements Program, see attached.

*Chairman Barnard opened the public hearing.*

Richard O'Donnell agreed that maintenance should not be bonded and should be included in the CIP.

Rob Houseman reviewed the recommendations of the CIP Committee.

Steve Buck questioned whether \$500,000 should be set aside and included in the CIP for building maintenance for the Town Hall given the difficulties in the past regarding failed warrant articles related to renovations to the Town Hall.

Rob Houseman stated the CIP is a planning tool and not a budgeting tool; noting the CIP Committee reviews the recommended projects and prioritizes such over a ten year period.

Richard O'Donnell expressed concern that volunteer committees establish the information and present it to the BOS and Budget Committee; noting there is no promotional efforts for the warrant articles from the Town for Town Hall proposals.

Rob Houseman stated that if the BOS recommend the warrant article it is then the BOS, Town Manager and Department Head's responsibility to educate and inform the public. He stated the CIP should be viewed as a planning tool to assist the BOS and Budget Committee on the capital budget aspect of the process.

*There being no further questions or comments, Chairman Barnard closed the public hearing.*

***It was moved by Richard O'Donnell and seconded by Chuck Storm to adopt the 2011-2020 CIP including the recommendations of the CIP Committee. All members voted in favor. The motion passed.***

## **WORK SESSION**

- **Planning Board Rules of Procedure**

Referencing SB 448, Kathy Barnard stated the amendment allows for alternate members of land use boards to participate in meetings as nonvoting members and requires that the procedural rules of the board include when and how the alternate may participate. She questioned whether the Board would like to amend the newly adopted Rules of Procedure to reflect prior practice of the Board relative to alternate involvement.

Steve Buck stated it is difficult to have an alternate sit in the audience and continue to be engaged in the discussion

Following discussion, the Board agreed to amend the Rules of Procedure to reflect the Board's previous procedures regarding alternate member participation.

- **Paul Zimmerman's presentation ~ Vendors**

Kathy Barnard verified vendors are currently prohibited on private property.

Following discussion, the Board agreed that the ordinance does not need to be amended to include vendors and requested Staff write a letter to Mr. Zimmerman informing him of the Board's decision.

- **Sign Ordinance**

Kathy Barnard stated she and Stacie Jo Pope attended the Chamber of Commerce meeting in which the sign ordinance was reviewed. She reviewed the complaints with the current sign ordinance from that meeting.

Rob Houseman stated the Chamber of Commerce Board of Directors has not forwarded formal recommendations for changes to the ordinance. He reviewed the draft sign ordinance.

In regard to the color of the signs, Stacie Jo Pope stated that when the Board changed the ordinance in 2009, the Board was trying to go for a village community feel and chose the black and white color.

Chris Franson stated she is not opposed to changing the color; noting colors may be easier to identify businesses.

Richard O'Donnell stated different colors would be distracting and difficult to read. He questioned the purpose of the signs and stated he disagrees with the material of the posts; noting such wears easily.

Rob Houseman read the purpose and intent and referencing the posts, he stated the issue is one of maintenance and cost; noting such is borne by the applicant.

Stacie Jo Pope stated the directional signs were placed in the ordinance because the signs were nonconforming.

Rob Houseman noted that signs placed on State highways are uniform in color.

Richard O'Donnell stated he is opposed to the existing allowance for signage and questioned the number of signs needed for a business.

Steve Buck questioned whether the 2'x3' includes the ornamental and logo of the business.

Rob Houseman reviewed the definition of sign size; noting the size speaks to the face of the sign without supportive structures.

Richard O'Donnell questioned whether there is a code that requires fire retardant materials be used for the sign.

Rob Houseman stated the sign has to be code compliant however, is unaware if fire retardant material is required.

Following further discussion the Board agreed to the following;

- 175-44 E.b.; leave signs as black and white in color
- Clarify material of sign
- Page 2, E., 2<sup>nd</sup> sentence; change "with" to "within"
- Page 6, 1<sup>st</sup> (c), 2<sup>nd</sup> sentence; strike "be limited to," and "to" between "not" & "exceed"
- Page 6, (d); strike "Temporary sale or event" & replace with "Special commercial promotion"
- Page 7, 1<sup>st</sup> paragraph; change "principle" to "principal"

- Page 7, N., 3<sup>rd</sup> sentence; strike “abate the violation by application for injunction or other lawful means.” & replace with “take enforcement action.”
- No marquee signs for shopping centers

- **Wetlands Ordinance**

Kathy Barnard stated the subcommittee used the model NH DES ordinance for the basis of the changes to the ordinance.

Rob Houseman reviewed the draft changes to the Wetlands Ordinance. He stated Randy Tetreault, member of the subcommittee stated he could schedule Rene Pelletier, NH DES, to attend a Planning Board meeting to review future changes at the State level regarding buffering and setbacks.

Chris Franson stated the Committee felt it was important to have regulations for pre-2003 lots.

**It was moved by Stacie Jo Pope and seconded by Chuck Storm to move Wetlands Ordinance to public hearing. All members voted in favor. The motion passed.**

- **Parking Ordinance**

Roger Murray expressed concern for provision 175-138; noting that when outside of the business district businesses should be required to meet parking requirements and the Board should not grant waivers. He stated the provision will place the Town in a difficult position and would be unenforceable.

Rob Houseman stated changes of use will occur; questioning how new uses would be created and reutilization of existing buildings (such as Wickers or Huggins Hospital) occur without the provision.

Roger Murray stated the provision applies to everything and not just Wickers or Huggins Hospital. He stated that if the parking standards are accurate and correct then why does the waiver standard exist.

Rob Houseman stated there are a range of parking requirements and use changes.

Chris Franson stated she doesn't agree with the school multipliers.

Rob Houseman stated schools don't comply; noting the Governor Wentworth School District is exempt.

Steve Buck questioned who develops the Parking Management Plan.

Rob Houseman replied the applicant's engineer.

Steve Buck verified the waiver is nontransferable and ends with the change of use or sale of the building.

Following further review of draft ordinance, the Board made the following changes;

- "addition" to include decks
- Page 1, 175-128; strike "Objective" & replace with "Purpose and Intent"
- 175-130(b); change "principle" to "principal"
- Page 2, 175-131, A.; rewrite
- Page 3, 175-132, 2.; strike last sentence "This provision shall not apply to the CBD District."
- Page 3, Minimum Parking Space & Aisle Dimensions for Parking Lots table; change "122" to "12"

**It was moved by Chuck Storm and seconded by Richard O'Donnell to move Parking Ordinance to public hearing. All members voted in favor. The motion passed.**

**It was moved by Chris Franson and seconded by Stacie Jo Pope to adjourn the October 19, 2010 Wolfeboro Planning Board meeting. All members voted in favor.**

*There being no further business, the meeting adjourned at 10:41 PM.*

Respectfully Submitted,  
***Lee Ann Keathley***  
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