

**WOLFEBORO PLANNING BOARD
WORK SESSION
May 18, 2010
MINUTES**

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

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

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

Chairman Barnard opened the meeting at 7:04 PM.

➤ **Rules of Procedure**

Kathy Barnard stated the Rules of Procedure have been reviewed by Town Counsel.

Following further discussion, the Board agreed to the following;

- Page 1, Members, subparagraph 3, 2nd sentence to read as follows; Alternates are encouraged to attend all meetings and participate in discussions at all work sessions and hearings as appointed by the chairman.
- Page 1, Members, subparagraph 3, 3rd sentence; strike "the" between "time" & "final"
- Page 1, Officers, subparagraph 1; change "He/she" to "She/he"
- Page 2, Meetings, Disqualifications; change "himself/herself" to "herself/himself"
- Page 2, Applications, subparagraph c.; capitalize "planning board" and insert "shall" following "board"
- Page 2, Applications, subparagraph c.; include language relative to continuing the application to a date certain if deemed incomplete
- Page 3, Public Notice, subparagraph a.; strike "at the Town of Wolfeboro Town Hall" and insert "at two public locations"
- Page 3, Public Notice, subparagraph 3; move "e." to follow "b." and limit to discussion of waivers
- Page 4, Public Notice, subparagraph g.; insert "her/" prior to "his"
- Page 4, Public Notice, subparagraph l.; add language relative to the standard set by the ZBA.
- Page 4, Public Notice, subparagraph 4, last word; correct spelling of "therefor"
- Page 4, Records, subparagraph 3, 1st line; place an "s" on "meeting"

➤ **Purpose Statement for Zoning Ordinance**

Kathy Barnard stated the intent of the Purpose Statement is for such to be inserted in the beginning of the Zoning Ordinance.

Richard O'Donnell questioned the origin of the language relative to use of solar, wind or other renewable energy systems.

Kathy Barnard replied 674:17. She questioned the need for the last sentence.

Rob Houseman stated there is always a risk of scattered and premature development such as Collden Farms and noted the Town's ordinance is relatively silent on the issue.

Kathy Barnard questioned whether the Board has the authority to consider such and requested review of the last sentence by Town Counsel.

Chuck Storm stated the statement should be left since scattered and premature development imposes an economic hardship.

Following review by Town Counsel, Rob Houseman recommended the Board schedule a public hearing.

➤ **Master Plan Implementation Matrix**

Stacie Jo Pope stated the Planning Board is assigned 52 tasks; noting 17 have been completed, 14 are in progress, 15 are ongoing and 6 are for the future. She reviewed the outstanding tasks.

➤ **Wetlands Ordinance**

Kathy Barnard stated she and Stacie Jo Pope reviewed the amendments to the Wetlands Conservation Overlay District since 2000 and reviewed their findings. She stated the Conservation Commission is a major player in the process as the Commission reviews all Special Use Permits. She recommended the Board establish a subcommittee to include representation from the Conservation Commission to review the ordinance and report to the Planning Board recommended changes. She stated the Board received a letter from Clinton & Cynthia Johnson (Sheepshead Bay application), dated 4/27/10, in which they articulated issues with the ordinance.

Chris Franson stated the Board needs to decide what the purpose of the ordinance is; noting Ms. Haskell questioned a different standard for pre-2003 lots and recommended discussion regarding such (discussion to include representatives from the Conservation Commission).

Rob Houseman stated Dan Coons and Randy Tetreault have been appointed to serve if the subcommittee is established. He stated once the Natural Resources Chapter is completed, it will serve as a guide.

Chris Franson questioned when the chapter would be completed.

Rob Houseman stated he has requested the project be completed and ready for Public Hearing for the Board's June workshop. He stated the project is substantially complete and the Town is holding 1/3rd of the contract amount.

Richard O'Donnell questioned whether maps are being developed for Rust Pond.

Rob Houseman stated the Natural Resources Chapter is town wide and not watershed specific. He stated the Lake Wentworth Association is applying for EPA funds for a Watershed Management Grant and Rust Pond Association with some assistance from the Town received EPA 319 funds (mitigation grant) to deal with northern inlet outlet that has been created and with the impact of the boat launch on Route 28. He stated a detailed diagnostic study exists for Rust Pond. Relative to the Wetlands Ordinance, he stated the Board needs to frame out priorities such as whether to maintain the current buffers system, establish a standard that differentiates the pre-2003 lots vs. post-2003 lots (noting pre-2003 lots are typically nonconforming), and recommended some level of analysis and generate data. He

stated he would provide information relative to vacant lots and occupied lots. He stated the issue is how to create an ordinance that doesn't create mass takings.

Stacie Jo Pope stated the Board needs to determine a direction prior to the establishment of the subcommittee and following receipt of data.

Richard O'Donnell agreed with Ms. Pope and recommended discussing such at a work session dedicated only to the issue. He stated the Conservation Commission representative's input could be valuable to the establishment of guidelines.

The Board requested Staff to provide additional data and last year's comments from the Conservation Commission relative to the issue. The Board decided to review both the data and comments prior to establishing the subcommittee.

➤ **Parking**

Rob Houseman stated the Parking Subcommittee consists of David DeVries, Jen Haskell and Kathy Barnard. He stated the current parking standards are in the Zoning Ordinance and because of such there is no deviation from the process; noting the impracticality of such (a fixed number based on a square foot calculation). He stated the current ordinance is not flexible and does not provide a reasonable approach to seasonal uses, mixed uses, use overlap in addition to creating parking issues in the Central Business District. He stated the concept is to remove the current parking standards out of zoning and place such in the Site Plan Review Regulations and to develop a baseline standard. He reviewed buyout options, creating an incentives system and maintaining an exemption provision for the village core.

Richard O'Donnell stated the decision of Site Plan Review would be subjective and questioned whether such would create disharmony.

Rob Houseman stated the review would be based on some quantitative analysis.

Kathy Barnard stated there are no shared parking standards or mixed uses; noting it would be good to review during the Board's discussion of zoning changes.

Rob Houseman recommended a subcommittee review the draft Parking Standards for Site Plan Review Regulations.

Chris Franson requested a cross reference to all applicable issues such as landscaping, lighting, etc.

➤ **2010 Work Program**

Following review of such, the Board scheduled a public hearing for Impact Fees on July 20th; requesting outreach via the Granite State News prior to such, added Historic District to the work program and scheduled a public hearing on the Natural Resources Inventory Chapter of the Master Plan for June 15th.

➤ **Historic District**

Kathy Barnard questioned how the Board should proceed with such.

Rob Houseman questioned whether the Board should engage in discussion with the North Wolfeboro Area Association (NWAA).

Chris Franson stated the NWAA's annual meeting is in August and questioned whether the Board should approach the association following their annual meeting to determine whether the association has consensus on the issue.

Rob Houseman questioned whether the Board should contact the association prior to their annual meeting

➤ CIP

Chuck Storm informed the Board there has been a placeholder figure placed in the CIP for renovations to Town Hall.

Rob Houseman stated the amount being \$400,000.

➤ GreatWaters Bank

➤ Appeal of Administrative Decision to ZBA

Kathy Barnard informed the Board Suzanne Ryan appealed the Planning Board's decision on the New Cingular Wireless Wireless Communications application (water tank location).

Richard O'Donnell questioned the basis of the appeal.

Rob Houseman stated Ms. Ryan claims the Board misinterpreted the ordinance related to the height of the tower and use of the SCADA tower.

Richard O'Donnell questioned whether there has been any communication with Steve Buck relative to his concerns for snow load.

Rob Houseman stated Dave Ford reviewed such and submitted comment to the Town Manager.

It was moved by Chris Franson and seconded by Stacie Jo Pope to adjourn the May 18, 2010 Wolfeboro Planning Board meeting. All members voted in favor.

There being no further business, the meeting adjourned at 8:54 PM.

Respectfully Submitted,

Lee Ann Keathley

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