

**TOWN OF WOLFEBORO
PLANNING BOARD
July 19, 2016
MINUTES**

Members Present: Kathy Barnard, Chairman, Stacie Jo Pope, Vice-Chairman, John Thurston, Paul O'Brien, Vaune Dugan, Members.

Members Absent: Brad Harriman, Selectmen's Representative, Mike Hodder, Member, Dave Alessandroni, Alternate.

Staff Present: Lee Ann Keathley, Secretary.

Staff Absent: Rob Houseman, Director of Planning & Development.

Chairman Barnard opened the meeting at 7:01 PM at the Wolfeboro Town Hall Great Hall.

**I. Work Session
Inns/Hotel**

The Board reviewed Rob Houseman's memo, dated 7/15/16, and agreed to the following changes;

- Proposed definition; change "HOTEL-INN-MOTEL" to "HOTEL/INN/MOTEL"
- Page 2, 3rd paragraph; strike "Inns" and change to "HOTEL/INN/MOTEL"
- Search the term "HOTEL/MOTEL" throughout the ordinance and change all references of such to "HOTEL/INN/MOTEL"

The Board requested the following information from and further discussion with Staff;

- Would the proposed definition conflict with the definition of Bed & Breakfast
- How was the number of sleeping rooms (5) in the proposed definition determined
- Consider permitting such in all districts (Site Plan Review) rather than permitting such by Special Exception
- Robert Shelton, Planning and Development Office Intern, research existing room rates, vacancy rates and seasonal fluctuation
- Review and compare uses in the Bay Street Limited Business District and the Wolfeboro Falls Limited Business District
- Consider permitting Bed & Breakfasts in the Bay Street Limited Business District
- Limit number of rooms
- Following the intern's research, include such in the analysis submitted for use in the update of the Economic Base Chapter of the Master Plan update

Wayfinding Signs

Kathy Barnard stated 3 micro kiosks would be installed next week and the mock directional signage would be installed thereafter.

Paul O'Brien verified the department/Board would actively seek comments regarding such and verified the signs will be placed on Town property.

The Board requested the following information from and further discussion with Staff;

- Robert Shelton, Planning and Development Office Intern, seek feedback regarding signage
- Submit a newspaper article to the Granite State News regarding such

Wetlands Ordinance

The Board reviewed the following proposed changes to the ordinance per Rob Houseman's memo, dated 7/15/16.

B. Lot redevelopment is permitted within the wetlands setback, wetlands buffer and wetlands when no alternative location on the parcel exists which has less detrimental impact on a wetland. Less detrimental impact on the wetlands shall include either/or:

1. *Development that is down gradient from the jurisdictional wetlands.*
2. *Development and/or redevelopment within a previously disturbed area and where the previously disturbed area provides no protection to the wetlands.*

The Board agreed to the following revisions;

- Page 1, B.; strike "either/or" and replace with "at least one of the following:"
- Page 3, (3) B.; strike "either/or" and replace with "at least one of the following:"
- Page 3, (3) B.; strike #3

It was moved by Paul O'Brien and seconded by Vaune Dugan to move the revisions to the Wetlands Ordinance to public hearing. All members voted in favor. The motion passed.

Master Plan

Kathy Barnard stated the survey was sent to UNH and would be conducted in August.

Stacie Jo Pope stated the online survey and paper survey would coincide with the phone survey.

The Board requested the following;

- Submit a newspaper article to the Granite State News regarding such

Accessory Dwelling Unit Ordinance

The Board reviewed the revisions to the Accessory Dwelling Unit Ordinance and Town Counsel's opinion relative to owner occupancy and requested/agreed to the following;

- ADU Ordinance; define owner occupancy or place burden of proof of ownership on the property owner
- ADU Ordinance, #3.; strike "300" and replace with "750" (required minimum SF per the NH Municipal Association's publication)
- ADU Ordinance, #3.; strike "and no greater than 1000 habitable square feet"
- ADU Ordinance, #7.; insert "RSA" prior to "485-A:38"
- ADU Ordinance, Application for ADU Certificate of Use; strike all references to "Applicant" and replace with "Agent"
- Conditional Use Permit Criteria; review formatting for consistency
- Conditional Use Permit Criteria, 1st paragraph, 1st line; strike "in appropriate cases and" and "appropriate conditions and safeguards" and insert "the following criteria" following "subject to"
- Conditional Use Permit Criteria, 1st paragraph, 6th line; strike "conditions" and replace with "criteria"

II. Public Comment

None.

III. Informational Items

The Board reviewed the following informational items; 2017 Budget Guidelines, HB 1590-FN-A-LOCAL and Notices of Decisions.

IV. Planning Board Subcommittee Reports

None.

V. **Approval of Minutes**

July 5, 2016

It was moved by Paul O'Brien and seconded by Vaune Dugan to approve the July 5, 2016 Wolfeboro Planning Board minutes as submitted. All members voted in favor. The motion passed.

VI. **New/Other Business**

Interim Town Planner/Planning Consultant

Kathy Barnard stated the Town has contracted John Krebs as a Planning Consultant for 14 hours per week.

The Board expressed concern regarding the number of hours contracted and feel that additional hours will be needed.

Master Plan Economic Base Chapter Analysis

Referencing the analysis submitted for use in the update of the Master Plan Economic Base Chapter, the Board recommended including/identifying General Contracting and Construction in Figure 3. (Page 4).

It was moved by Paul O'Brien and seconded by Vaune Dugan to adjourn the July 19, 2016 Wolfeboro Planning Board meeting. All members voted in favor. The motion passed.

There being no further business, the meeting adjourned at 9:12 PM.

Respectfully Submitted,

Lee Ann Keathley

Lee Ann Keathley

*****Please note these minutes are subject to amendments and approval at a later date.*****