

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

**Members Present:** Kathy Barnard, Chairman, Stacie Jo Pope, Vice-Chairman, Brad Harriman, Selectmen's Representative, Mike Hodder, John Thurston, Paul O'Brien, Vaune Dugan, Members, Dave Alessandrone, Alternate.

**Member Absent:** Chuck Storm, Alternate.

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

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

**I. Work Session**

**2016 Work Program**

Following review of Rob Houseman's memo, dated 1/15/16, the Board agreed to include the following as part of their 2016 Work Program; Update Wayfinding Sign Ordinance, complete annual CIP update, Master Plan Update to commence in 2016, revise Inn definition to reflect an increase in bed capacity and revise ordinance to include Architectural Design Guidelines, accessory structures (SB 146), Wetlands Conservation Overlay District and reuse of historic buildings/historic building use conversion (Fire Code).

**Master Plan Survey; Request For Proposal**

The Board reviewed the Request For Proposal (RFP) to develop and construct a community survey for the Master Plan update.

**Inns; Architectural Design Guidelines**

Rob Houseman stated the City of Dover's guidelines have not yet been tested.

Kathy Barnard asked when the Dover guidelines were adopted.

Rob Houseman replied either 2012 or 2014. He stated the Board may not want to limit the requirements to the Central Business District and noted the guidelines are a "may" not a "shall".

The Board discussed such and agreed to include the Bay Street Limited Business District and Wolfeboro Falls Limited Business District.

Vaune Dugan stated a list of historic buildings is needed.

Paul O'Brien recommended the Board adopt said list in order to provide authority to the Planning Board.

Rob Houseman stated an inventory was conducted in the 1980's however, the inventory is incomplete.

The Board discussed limiting retail and commercial activities only on the ground floor; questioning whether such should be revisited. The Board agreed to request input from the EDC and Chamber of Commerce.

Kathy Barnard asked if an applicant could plant trees on Town property.

Rob Houseman replied yes.

Kathy Barnard expressed concern regarding such.

Following further review and discussion of the draft architectural guidelines, the Board agreed to the following;

- Page 1, A. Purpose and Intent; Include Bay Street Limited Business District and Wolfboro Falls Limited Business District
- Page 1, B.(1)(h); strike “facilitated” & replace with “encouraged”
- Page 2, (3)(a)(v); strike “Views are” & replace with “Building façade is”
- Page 2, (3)(a)(v); strike “urban” & replace with “village”
- Page 2, (3)(a)(ix); insert “of the neighborhood” following “character”
- Page 2, D. (1)(a)(i); strike “receives more attention than the rest of the building” & replace with is of primary importance”
- Page 2, D. (1)(a)(ii); strike entire section
- Page 2, D. (1)(a)(iii); strike entire section
- Page 2, D. (1)(b)(i); strike entire section
- Page 2, D. (1)(b); rename title to “Back Lots”
- Page 2, D. (1)(b)(i); rewrite section
- Page 2, D. (1)(c); determine if the section is necessary
- Page 3, D. (b)(ii); strike “required” & replace with “encouraged”
- Page 3, E., 1<sup>st</sup> paragraph; strike “are optional and”
- Page 3, E. (1)(a)(ii); strike “Dover’s” and replace with “Wolfboro’s”
- Page 3, E. (2)(a); strike “Dover’s” and replace with “Wolfboro’s”
- Revisit retail and commercial activities only on the ground floor
- Vaune Dugan to review and provide comment Section E. Architectural Standards

## **II. Public Comment**

None.

## **III. Informational Items**

Rob Houseman noted the following informational items; NH DES & NHANRS Draft Delineation and Classification of Wetlands and a memo from Dave Owen, dated 12/14/15, regarding Business Directional Signs.

Referencing the latter, Kathy Barnard stated the Board recently received the Town Manager’s memo. She stated the BOS have requested the Planning Board resolve issues relative to business directional signs and that the Board gives such top priority. She noted the Planning Board subcommittee is addressing such and the issue is being treated as a priority; noting the committee has discussed placing kiosks in additional locations, availability of paper maps, etc. She stated she would forward the BOS the subcommittee’s meeting minutes.

Vaune Dugan recommended a sign system that is more inclusive to all business owners.

John Thurston questioned whether Dave Ford is following the ordinance.

Rob Houseman stated that any action of the Town can be aggrieved by anyone through an appeals process. He stated Dave Ford is a Staff member of the Town and uses his professional and personal experience to interpret the ordinance. He stated that he yields to Mr. Ford’s decisions and a third party engineer’s review is being pursued. He stated it is difficult to address the issue in a public forum because some of the burden falls on Mr. Holden (by his placement of signs and sign posts without a permit or with a partial permit.

## **IV. Planning Board Subcommittee Reports**

None.

## **V. Approval of Minutes**

**January 5, 2015**

**Corrections:**

Page 1, Work Session, 2<sup>nd</sup> paragraph, 1<sup>st</sup> sentence; strike “Sign” & replace with “Wetlands”

Page 1, Work Session, 5<sup>th</sup> paragraph, 2<sup>nd</sup> sentence; strike “riparian” & replace with “lake”  
Page 2, SB146, 5<sup>th</sup> paragraph; strike “effective” & replace with “being voted on by the House”  
Page 4, 3<sup>rd</sup> paragraph; replace “John Thurston” with “Paul O’Brien” and replace “Paul O’Brien” with “John Thurston”

**It was moved by Mike Hodder and seconded by Paul O’Brien to approve the January 5, 2016 Wolfeboro Planning Board minutes as amended. All members voted in favor. The motion passed.**

**VI. New/Other Business**

**Heritage Commission**

Kathy Barnard stated Maggie Stier offered to attend a Chamber of Commerce meeting to present information pertaining to a Heritage Commission however, Ms. DeVries declined.

**Chamber of Commerce Meeting**

Kathy Barnard stated she attended a recent Chamber of Commerce meeting and requested the Commerce’s Board of Directors to forward issues that are brought to their attention to the Planning Board. She stated she also requested that new business owners be directed to the Planning Office.

**February 9, 2016 Planning Board Meeting Location**

The 2/9/16 Planning Board meeting location will be the Wolfeboro Public Library.

**Deliberative Session**

The Deliberative Session is scheduled for Tuesday, February 2, 2016 at the Great Hall, Brewster Building.

**It was moved by Mike Hodder and seconded by Paul O’Brien to adjourn the January 19, 2016 Wolfeboro Planning Board meeting. All members voted in favor. The motion passed.**

*There being no further business, the meeting adjourned at 9:06 PM.*

Respectfully Submitted,

*Lee Ann Keathley*

Lee Ann Keathley

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