

**TOWN OF WOLFEBORO
PLANNING BOARD
November 21, 2023
APPROVED MINUTES**

I. Call to Order

Chair Kathy Barnard called the meeting to order at 7:00PM.

II. Introduction of Planning Board Members

Members Present: Kathy Barnard, Chair; Doug Breskin, Vice-Chair; Brad Harriman, Selectmen's Representative; John Thurston, Roger Murray, Vaune Dugan, Members; Julie Jacobs, Alternate.

Members Absent: Peter Goodwin, Member; Steve Webster, Jane Nielsen, Alternates.

Staff Present: Tavis Austin, Director of Planning and Development, Michaela Beckwith, Recording Secretary.

Kathy Barnard appointed Julie Jacobs, Alternate, to sit in for Peter Goodwin, Member.

III. Discussion Items

a. Shorefront Residential Regulations

Tavis Austin reviewed the current draft and proposed changes.

The Board discussed such and agreed to the following:

- Page 3, strike the current "a." and replace with "g."
- Page 4, 175:67 A.(1)(h). (formerly i.), to read, "The reviewer has the option to request if during the course of application review a question of pre-project impervious area is raised, the applicant may be required to submit revised plans prepared by a licensed surveyor or engineer."
- Refer to "lot coverage" consistently throughout document (rather than surfaces)
- Page 3, (b); 3rd line; add "and maintained" following "implemented" and strike "etc." and add "among others, of sufficient capacity to infiltrate the increased stormwater generated by the increase in impervious coverage proposed by the project."
- Page 3, (c); add "in excess of 20%", 6th line; add "that" following "buffer"
- Page 3, (d) (formerly e.); delete 2nd sentence, add to 1st sentence "or decrease" following "change", change "stormwater management plan" to "stormwater control measures", add language relative to on-site inspection, capitalize "e" in "enforcement"
- Page 4, (f); strike last sentence
- Page 4; delete/strike (5) and (6)
- Page 5, (e); revise (1) as follows; "Four square feet of shrub: one point, ground cover area of at least fifty square feet: one point."
- Page 5, C. (2), 2nd line; change "cover" to "coverage", 4th line; strike "and sapling"
- Page 6, (5), 6th line; strike "and sapling(s)" in entire paragraph
- Page 6, (6), strike "determination" by the Tree Warden or their designee
- Additional change – see below

It was moved by John Thurston to delete (7) and (8) from page 6 of Article IX Shorefront Residential District. Roll call vote: Julie Jacobs – yes, Brad Harriman – no, John Thurston - yes, Kathy Barnard – no, Doug Breskin – no, Roger Murray – no, Vaune Dugan – yes. The motion failed. (3-4-0).

Tavis Austin stated the next step is to set a public hearing. He stated he will have an updated draft for the Board Members to review.

Rich Masse, Wentworth Watershed Association, requested Tavis Austin read the proposed changes to 175-67.A.(b) and (c).

Tavis Austin read such.

Rich Masse stated the two provisions do not say the same thing; nothing the first could be endorsed by Wentworth Watershed Association.

Tavis Austin recommended the Board use language from (b) and insert into (c).

Rich Masse agreed with Mr. Austin's recommendation. He asked the Board to further think about the proposed change to 175-67 A.(1)(d).

It was moved by Doug Breskin to hold a public hearing on the proposed Shorefront Residential Regulations on December 19, 2023 at 7:00PM as amended by the Board. Kathy Barnard seconded the motion. All members voted in favor. The motion passed (7-0-0).

b. Housing Discussion: follow up to public hearing on October 17, 2023

a. Short term rental

Kathy Barnard stated new information has been posted on the Town website. She noted she is working on additional housing information and definitions. She stated she attended the EDC meeting today; noting the Committee has scheduled a housing forum on April 24, 2024 and the Town of Wolfeboro Planning Board is invited to attend. She stated the Board needs to improve their proposal definitions and noted many concerns from the public specific to housing. She requested the Board's input.

Vaune Dugan stated other towns have definitions of short-term rentals; noting the public forum and such needs to be addressed prior to continuing on the matter. She suggested a handout be made available to the public that includes the exact definition. Roger Murray stated short-term rentals needs to be addressed in terms of the housing market, availability and crowding of houses with regard to septic systems that support such. He questioned how affordable housing will be possible without federal subsidizing.

Doug Breskin stated he agrees that short-term rental needs to be addressed; noting a definition needs to be determined first. He stated once a definition is decided and voted upon then the Board can determine how to effectively regulate short-term rentals.

John Thurston agreed however, recommended the definition be developed by a professional. He reviewed Troy Lucas' statements from the Board's public forum and the impact of such.

He reviewed the Town's sewer study that addressed capacity; noting public infrastructure will have to be addressed prior to increasing density with additional housing.

Brad Harriman agreed that short-term rental needs defining. He stated the Town's short-term rental market is a driving force in property values and investments. He commented on the sewer study completed in 2022 report as well as the water study; noting the Town hasn't seen an updated version yet. He also stated utilities are a major player for an increased flow and infiltration in the sewer system – potential for expansion if improved noting an increase in the current capacity could provide for an increase in density.

Julie Jacobs stated the public doesn't seem to understand what the Planning Board is permitted to act upon in regards to housing and agreed with Vaune Dugan's suggestion for a handout providing additional information. She recommended the Board explain their proposals in simpler terms. She asked Tavis Austin to provide the Board with more information regarding vacation rental information.

Tavis Austin stated the Town needs to adopt a definition of short-term rental. He stated he spoke with counsel regarding a health ordinance; noting it would not be done through the Planning Board. He stated he has spoken with the Town Manager regarding the business license issue; noting the Town's ordinance contains a model. He stated the Board should contemplate the zoning districts that short-term rentals are permitted.

Vaune Dugan questioned no more short-term rentals in regards to their effect on the housing stock and availability. She suggested limiting the number of new short-term rentals.

The Board discussed the State's short-term rental definition and regulating with such.

Doug Breskin recommended the Board move forward with a definition for short-term rental in preparation for Town voting.

Kathy Barnard noted the zoning ordinance currently includes Bed & Breakfasts and hotels/motels/inns.

The Board agreed to review a definition for short-term rentals at their December 19, 2023 work session and discussed a potential licensing process and the details of such.

Roger Murray stated the Alton zoning ordinance can be easily found on their website.

Vaune Dugan stated the town of Alton's Short-Term rental application is a document containing 5 pages; noting the document has a designated place to mark application denial or approval.

Julie Jacobs questioned the application pertaining to an approval or a license.

Vaune Dugan stated the short-term rental application is a document under the Board of Selectmen.

Tavis Austin stated he will have more information for the Board at their December 19, 2023 work session.

c. Voluntary Lot Merger - Mortgagee/Mortgager Information

Tavis Austin stated the Town does not have liability. He suggested adding checkboxes on the application form.

Kathy Barnard stated she spoke to Tavis Austin about amending ADU applications so applicants are aware of a site visit being required upon applying.

Tavis Austin stated there will be a new ADU application

Kathy Barnard questioned HISS mapping being required.

Tavis Austin stated he will gather more information regarding HSS mapping.

IV. Public Comment

None.

V. Approval of Minutes:

November 7, 2023

Corrections:

Page 3, Nicholas and Kelly Collopy; 2nd line: add colon after sewer, remove however. Due to the lack of water pressure in the Town water line, the applicant received a waiver from the Town to not tie into the line.

Page 3, last line: remove well and change to Town water.

Page 5, 3rd paragraph, 2nd sentence: change Village Residential District to Residential Zone.

Page 5, last paragraph: change Merton to Merten/Merten's to reflect correct spelling.

Page 9, The Nick; 10th paragraph: change grant application deadline from December 5, 2023 to November 30, 2023.

It was moved by Kathy Barnard to approve the minutes of the November 7, 2023 Planning Board meeting as amended. Doug Breskin seconded the motion. All members voted in favor. The motion passed (7-0-0).

It was moved by Doug Breskin to adjourn the meeting. Kathy Barnard seconded the motion. All members voted in favor. The motion passed (7-0-0).

The meeting was adjourned at 9:47PM.

Respectfully Submitted,
Michaela M. Beckwith
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*** Please note these minutes are subject to amendments and approval at a later date. ***