

**TOWN OF WOLFEBORO  
PLANNING BOARD  
February 20, 2024  
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; Roger Murray, Vaune Dugan, Peter Goodwin, Members; Julie Jacobs, Steve Webster, Alternates.

**Members Absent:** John Thurston, Member; Jane Nielsen, Alternate.

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

**III. Public Hearings: None.**

**IV. Discussion items:**

**Road Construction Regulations**

Tavis Austin stated Steve Randall, Director of Public Works for the Town of Wolfeboro, reviewed the current regulations and suggested changes. He reviewed the proposed changes and also recommended the Board set a public hearing for resident's input of such changes.

Brad Harriman suggested the following changes to the current road construction regulations:

- Page 2, section 3.4 – mention MUTCD guidelines which are listed in 3.5
- Page 3, section 3.8, second line down – add “by” after the word defined
- Page 3, section 3.11 – driveway 2 or 3 percent slope/swail regarding driveways that intersecting roadways
- Page 3, section 3.12 – water and sewer application will need to be approved by the Town Board of Selectman and Department of Public Works
- Page 4, section 3.15, second line should read: finish road grade to the 24 inch sub grade shown on the final profile.
- Page 4, section 3.15 – add “below the sub grade”
- Page 4, section 3.15 – remove “by” and add “of” to the sentence ending withing two feet
- Page 4, section 3.15 – language to include the subgrade being within two of the water table that underdrains be required
- Page 4, section 3.16 – to refer to the 2016 Standards for NH Department of Transportation
- Adding a chart or section that refers the gravel bases to define what the gravel specifications are

Julie Jacobs questioned using the most current Institute for Transportation Engineers Guidelines.

The Board briefly discussed the typos contained within the draft document.

Roger Murray questioned the proposed increase in right of ways from 50' to 60'.

Tavis Austin stated that recommendation came from the Department of Public Works.

Vaune Dugan stated the 50' right of way of the older streets in Town versus a new road of 60' will cause an increase in vehicle speed. She referenced a document by Chester Cheldman (sp?), a retired Horizons engineer, which addressed width of pavement (roadways) and increased vehicle speed. She suggested the Board review the document when proposing and approving edits to the current regulations.

Roger Murray stated he shares Vaune's concern of increased speed being a potential issue.

Peter Goodwin stated the former road supervisor suggested the Orchards development narrow their road by two feet, noting this would decrease traffic speed and cost less for materials.

Julie Jacobs mentioned a newer road attached to an older road would not be in keeping with the Town, neighborhood feel.

Vaune Dugan stated there is something to be said about keeping the continuous character of Town. She stated there should be language included that allows for flexibility in design.

Julie Jacobs questioned the new Town fire truck's width and that being a factor in the proposed increase.

Brad Harriman stated the Town firetrucks have a width of 10 feet. He requested Steve Randall be present at the public hearing to address the speeding concern and other potential questions. He addressed the question of increase in road width noting pavement and shoulder dimensions.

Tavis Austin suggested the Board invite Steve Randall to a Board meeting for discussion of the regulations.

Roger Murray suggested the following changes:

- Page one: figures one, two and three are missing
- Page 7 and 8: change word addition to edition
- Page 7: review the allowance of gravel road permitted for subdivisions
- Review the use of grade stakes
- Review road inspection provisions
- Page 6, second to last paragraph – review reporting being done on roadways
- Page 8, section 4.11: the language for minimum cul-de-sac diameter
- Town does not contain alleyways. Review language and strike if necessary.
- Traditional neighborhood design

Roger Murray asked Brad Harriman regarding road inspection provisions being sufficient for inspection.

Brad Harriman replied yes, noting the current language. He stated road inspections are required to be done by a third party.

Peter Goodwin stated the 201-1000 vehicles per day needs to be changed to 1-1000 vehicles per day.

Roger Murray stated they need a new draft with revisions

Tavis Austin stated he will provide the Board with a revised draft including current references and information.

Peter Goodwin stated the proposed regulations could be made simpler by using the current DOT standards language.

Kathy Barnard questioned the regulations affecting the Town's subdivisions.

Tavis Austin replied no.

Kathy Barnard asked the Board if they would like Steve Randall, Director of Public Works to attend a meeting prior to a public hearing for input.

The Board answered yes.

Tavis Austin stated he will ask Steve Randall to attend the March 2024 work session.

Steve Webster suggested the Board review the full spectrum lighting section.

Roger Murray questioned the lighting section compliance within the Town's current lighting regulations.

Tavis Austin replied he is unsure, noting streetlights could be a factor. He stated the current lighting regulations do not include language of full spectrum lighting.

The Board discussed the definition of full spectrum lighting.

Kathy Barnard questioned if Barry needs to review the lighting section.

Tavis Austin suggested the last sentence of the lighting section read, "Residential subdivision lighting shall be of pedestrian scale with a maximum height of 15 feet and comply with the lighting provisions of the Town of Wolfeboro."

**a. Pending Planning Board Projects**

Kathy Barnard asked the Board if they would like to revisit these pending items. She stated the intent of reviewing the list is to set work session dates.

Roger Murray stated the following items need to be reviewed: the removal of the C2 district and the conservation subdivision.

Kathy Barnard asked about holding another committee meeting.

Roger Murray replied yes. He stated a final draft could be distributed to the Board for revision and approval.

Tavis Austin stated the latest version he has is from the 12/21/23 meeting.

Peter Goodwin stated the Orchards subdivision contains five separate conservation easements, noting the current regulation isn't functional.

Roger Murray reviewed conservation subdivision versus regular subdivision.

Tavis Austin stated he will send the 12/21/2023 version for the Board's review.

Kathy Barnard questioned discussing this topic in March.

Roger Murray suggested waiting for the zoning amendment season to be over.

Vaune Dugan stated each topic on the pending list should be discussed and revisited.

Julie Jacobs stated revisiting each topic then providing the public with additional information on each.

### **Short term rental**

Peter Goodwin stated definition of short-term rental. Residents asked for. Expressed concern as the problem it is created.

Julie Jacobs mentioned the Board's Attorney stated a definition is required for the Board and/or Town to regulate and enforce a specific item.

Doug Breskin stated a definition determines a use, noting regulation then becomes a requirement.

Roger Murray suggested the first step be to draft a short-term rental licensing agreement. He suggested the Board prepare a draft document for the Board of Selectman to review and adopt. He stated the second step would be to create a definition then regulations to follow.

Vaune Dugan stated the definition is missing from the current document.

Roger Murray stated the ballot is impossible to understand.

Kathy Barnard questioned the Board proceeding with sending a licensing draft to Board of Selectman.

The Board agreed to discuss the short-term rental topic at the next meeting.

Tavis Austin stated the warrant articles aren't presented with clear language or additional information. He suggested the licensing adoption document be a complete draft for the Board of Selectman to review. He recommended a short-term rental subcommittee be created to draft a document.

Julie Jacobs asked if a definition is required.

Tavis Austin stated yes, noting the definition needs to be included in the licensing agreement draft.

The Board discussed the process of a short term rental licensing program and a definition of the term.

Kathy Barnard stated Roger Murray, Doug Breskin, Kathy Barnard are on the Short Term Rental subcommittee.

Roger Murray questioned the licensing program use for all rentals or solely short-term rentals.

Vaune Dugan stated her belief was any rental under 30 days.

Tavis Austin stated that may be a question for the Board of Selectman.

### **Accessory Dwelling Unit**

The Board briefly discussed the accessory dwelling unit topic regarding the prior year's ballot.

Tavis Austin suggested the Board review each of the zoning districts regarding allowance of a duplex versus a detached ADU.

Peter Goodwin suggested the list be prioritized to mark items complete. He stated he believes the detached dwelling unit is a good idea.

The Board agreed ADU is worth future discussion however Roger Murray, Member, disagreed.

### **Multifamily dwelling/Inclusionary zoning**

Kathy Barnard suggested this topic be reviewed at an April meeting.

Tavis Austin suggested the Board consider workforce housing with regard to inclusionary zoning.

Roger Murray stated the ordinance does include workforce housing.

Tavis Austin stated the current ordinance contains minimal language regarding affordable housing.

Julie Jacobs stated this topic needs to be reviewed and completed.

### **Impact fees**

Kathy Barnard stated this topic will be on a summer meeting agenda.

The Board discussed impact fees briefly.

### **Master Plan**

Peter Goodwin reviewed the Master Plan rating system, noting the process used and its progress.

Kathy Barnard questioned using the same system this year.

Peter Goodwin stated yes.

### **Water/sewer issue**

Vaune Dugan questioned an updated report.

Brad Harriman stated the Board of Selectman is still waiting on an updated report.

Vaune Dugan questioned expansion within existing properties that use Town services.

Brad Harriman stated he is unable to answer at the present.

Vaune Dugan questioned the solar ordinance.

Kathy Barnard stated she is waiting for an update from Nancy Hirshberg. This will be an agenda item for later in the year.

V. **Public Comment: None.**

VI. **Approval of Minutes:**  
**2/13/2024 minutes were unavailable for amendment and/or approval.**

**It was moved by Roger Murray and seconded by Doug Breskin to adjourn the meeting.**

The meeting was adjourned at 8:39PM.

Respectfully Submitted,  
*Michaela M. Beckwith*  
Michaela M. Beckwith

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