

**TOWN OF WOLFEBORO  
PLANNING BOARD  
April 2, 2024  
DRAFT 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, Peter Goodwin, Vaune Dugan, Members; Julie Jacobs, Alternate.

**Members Absent:** Steve Webster, Member; Jane Nielsen, Alternate.

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

*Kathy Barnard appointed Julie Jacobs to sit for Steve Webster, Member.*

**III. Public Hearings**

None.

**IV. Discussion items:**

**Election of Planning Board Officers**

Kathy Barnard nominated Doug Breskin for the position of Chairman.

Doug Breskin stated he happily accepts, noting however he works full time and occasionally travels for work.

***Vaune Dugan seconded the nomination. All members voted in favor. The Motion passed (7-0-0).***

***Doug Breskin nominated Steve Webster for the position of Vice Chairma. Julie Jacobs seconded the motion. All members voted in favor. The Motion passed (7-0-0).***

Peter Goodwin questioned the requirement of a Secretary position.

Kathy Barnard stated the Board has a Recording Secretary.

**Appointment of Capitol Improvement Plan members**

Kathy Barnard stated she has contacted the existing members which were appointed by the Planning Board: Tim Cronin, Suzanne Ryan, Chuck Sumner, Paul Whelan, noting they are all interested in re-nomination.

***Doug Breskin seconded the nomination. All members voted in favor. The Motion passed (7-0-0).***

**Bay Street Business Limited District**

Kathy Barnard asked Roger Murray to explain this discussion item.

Roger Murray stated he believes the prohibition of first floor residential apartments doesn't make sense in the Bay Street Business Limited district. He also stated the following issues need further review: the 20' front yard setback, permitted uses need to include ADUs, commercial districts may require higher residential space due to demand and a conversion provision may need amending to preserve existing historic building in Town.

Julie Jacobs stated she agrees with the revision needed for first floor residences.

Kathy Barnard stated the Bay Street district is currently mixed commercial and residential use.

Vaune Dugan questioned the shortage of commercial space in Town. She stated the current regulation was written to preserve the downtown area aesthetic with no residential space on the first floor.

The Board discussed commercial space needing to be protected.

Roger Murray questioned a surplus of commercial space, noting there is high residential demand currently. He stated the Bay Street district has been improved immensely.

Doug Breskin suggested a brief survey of commercial versus residential. He also suggested seeking public input.

Kathy Barnard suggested including this item in the multifamily housing discussion at next meeting.

Vaune Dugan stated the issue of short term rentals needs to be addressed by the Board and the term needs an adopted definition.

Roger Murray stated the Short Term Rental subcommittee has a draft license agreement which includes and definition.

Vaune Dugan questioned the Short Term Rental license proposal.

Roger Murray explained the program would become adopted and regulated by the Board of Selectman noting the program would include an enforceable health and life safety and health ordinance.

Vaune Dugan stated the term needs to be defined first then a license program could be created second.

Doug Breskin stated both a definition and licensing program are needed.

The Board briefly discussed the short term rental licensing program, the regulations included and the purpose of a definition.

Roger Murray stated the definition should be the same in the regulations and licensing program.

Peter Goodwin questioned the Board of Selectman's ability to define short term housing.

Tavis Austin replied yes, noting the Board of Selectman would need to define what they are regulating.

Vaune Dugan questioned the Board needing to adopt a definition.

Tavis Austin replied yes, noting the language would be similar to the hawkers and peddlers definition and corresponding regulations.

Doug Breskin stated the Planning Board can propose a definition to the Board of Selectmen.

Tavis replied yes.

Doug Breskin stated the Board needs to move back to the Bay Street district discussion item.

Roger Murray suggested removing the prohibition of first floor apartments.

Doug Breskin questioned the need for a warrant article?

Tavis Austin stated the item would need

Roger Murray stated the following language be removed: “not permitted on the first floor”.

Julie Jacobs questioned the Wolfeboro Falls District be included as the two districts mirror one another.

Doug Breskin replied that is a future decision for the Board.

Tavis Austin stated the Board needs to decide the language for one district, the other or both.

Doug Breskin suggested this be added to calendar for a future work session.

Vaune Dugan questioned the current status of commercial use on ground floor, noting a survey would be useful.

Doug Breskin asked Tavis Austin if there is any way the Board can get an inventory.

Tavis Austin replied he is unsure.

Brad Harriman expressed concern regarding the license agreement being solely the responsibility of the Board of Selectmen. He stated his belief is to have the Planning Board propose an agreement for the BOS to review.

Vaune Dugan agreed the issue is one for the Planning Board.

Roger Murray stated the Board doesn’t address issues of overcrowding, Town sewer and water capacities and cannot regulate via zoning ordinances.

Kathy Barnard stated this is a zoning issue and needs to be addressed.

Doug Breskin stated both licensing and zoning need to be addressed. He suggested prioritizing one ahead of the other.

Vaune Dugan stated the short term rental problem has caused a vast decrease in the rental stock.

Peter Goodwin stated he agrees with Vaune's statement. He stated the Board needs to provide housing in Town noting the BOS be responsible for systematic capacities and the regulation of such which gives the Planning Board the ability to address the housing needs.

Doug Breskin suggested the solution can include both licensing and regulations in the ordinances.

#### **Capitol Improvement Plan**

Kathy Barnard requested to be the Board's member on the CIP.

It was moved by Doug Breskin to appoint Kathy Barnard as the Planning Board's CIP representative. Roger Murray seconded the motion. All members voted in favor. The motion passed (7-0-0).

#### **Technical Review Committee**

Kathy Barnard gave the Board a brief overview of the Technical Review Committee's duties and responsibilities.

Doug Breskin stated he will attend meetings when he is able and will ask Steve Webster if he is interested in the appointment.

Kathy Barnard asked Tavis Austin for the requirements of the TRC.

Tavis Austin stated he is unsure if the TRC requires a Planning Board member, noting he will find the information.

#### **V. Public Comment**

None.

#### **VI. Approval of March 19, 2024 Minutes: Corrections:**

**It was moved by Roger Murray to approve the March 19, 2024 minutes as amended. Doug Breskin seconded the motion. The motion passed (5-0-2).**

Kathy Barnard asked Tavis Austin for information the State's bill for apartments.

Tavis Austin stated he will provide more information at the next meeting.

The Board briefly discussed the new ADU bill.

Roger Murray stated the bill will take effect in July 2025.

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

The meeting was adjourned at 7:45PM.

Respectfully Submitted,  
*Michaela M. Beckwith*

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