

**TOWN OF WOLFEBORO
PLANNING BOARD
March 16, 2021
DRAFT MINUTES**

I. Call to Order: *Vice-Chair Mike Hodder opened the meeting at 7:00 PM.*

Mike Hodder read the following script:

Due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order #2020-04, this Board is authorized to meet electronically. **However, the Planning Board has jointly decided to proceed with a 'hybrid' meeting format allowing for members of the public and Board to attend and participate in the meeting in-person or virtually.**

In accordance with RSA 91-A: 2, III, the Board has one member joining the meeting remotely, which a public body has the authorization to allow.

At this time I would like to take a roll-call vote of ALL members present. For those participating virtually, please indicate why your attendance is not reasonably practical and if you have any other individuals present in the room with you.

Members Present (In-person): Roll call: Peter Goodwin – yes, attending remotely (acknowledged there is one present with him), Mike Hodder – yes, John Thurston - yes, Julie Jacobs, Alternate - yes.

Members Present (Virtual): Vaune Dugan – yes (indicated she is at her residence and no one is present).), Peter Goodwin – yes (indicated he is at his residence and no one is present).

Members Absent: Kathy Barnard, Chair, Brad Harriman, BOS Representative, Susan Replier, Member (all excused).

Staff Present: Tavis Austin, Director of Planning and Development, Lee Ann Hendrickson, Recording Assistant.

Votes taken during this meeting will be via roll call vote for all members.

In accordance with Emergency Order #12, for members of the public, this is to confirm that we are:

1. Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means through GoToMeeting. All members of the public and Board have the ability to communicate contemporaneously during this meeting through the GoToMeeting platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #+1 (646) 749-3122 followed by the audio access code 918-242-429, or by video following the directions on the Town of Wolfeboro Website posted on the home page under the Virtual Town Meeting Login Information page.

2. Providing public notice of the necessary information for accessing the meeting; we previously gave notice to the public of how to access the meeting in-person or using GoToMeeting and in, and instructions are provided on the Town of Wolfeboro website at wolfeboronh.us on the Virtual Town Meeting Login Information page.

3. Providing a mechanism for the public to alert the public body during the meeting if there are problems with access; If anybody has a problem accessing the meeting via phone or computer, please immediately call 603-391-8489 OR email planningdirector@wolfeboronh.us In the event that the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Mike Hodder appointed Julie Jacobs, Alternate, to sit in for Kathy Barnard, Member.

Others Present: Robin LeBlanc, PlanNH, Jamie Simchik, PlanNH, Maggie Stier, Heritage Commission, Anne Blodget, Heritage Commission, Suzanne Ryan, Heritage Commission.

II. Public Hearings

None.

III. Public Meetings

PlanNH – Community Design Charrette Presentation

Robin LeBlanc, Executive Director, PlanNH, reviewed the attached presentation.

Maggie Stier stated the proposal was brought forward when the use of the vacant MED and Railroad Station buildings were reviewed. She stated she is favor of the hybrid model for the charrette.

Anne Blodget recommended walking the area. She stated the charrette is the essence of planning and that as the pressure for density becomes greater, the plan will be in place for many years. She questioned whether the fall is workable for the hybrid model.

Jamie Simchik replied yes.

Anne Blodget asked who would publicize the event.

Robin LeBlanc stated there is a checklist for items the Town is responsible for; noting 3-4 months is necessary to prepare for the event.

Anne Blodget stated the Town has a large amount of summer residents and feels September would be more inclusive.

Robin LeBlanc stated that if the traditional model is chosen the team would require two nights lodging for 10-15 people therefore, recommended securing a date immediately.

John Thurston asked if any of the team members would produce a pre or post video CAD driving through the area.

Robin LeBlanc stated such has never been done and noted PlanNH does not have the resources to do such.

Tavis Austin stated there is a company in NH that can do a ‘pre” video however, he is not aware of the cost.

Vaune Dugan asked Ms. LeBlanc is she has a list of materials needed from the Town.

Robin LeBlanc replied yes.

Jamie Simchik stated the list includes plans and GIS.

Mike Hodder asked if the Town has received a proposal from PlanNH for the hybrid model v. the traditional model.

Tavis stated the Town has a contract however, it does not break down the costs of the hybrid v. traditional model.

Mike Hodder stated he is reluctant to go further without a full Board; noting he would like to review the minutes, proposal, Tilton information and presentation to further discuss with the Board at a later date. He stated the Board is aware of the time constraint however, believed it would be helpful if the Board met with the Heritage Commission to ensure that all interests and needs are understood.

Anne Blodget confirmed that a contract exists.

Suzanne Ryan stated the Heritage Commission has been discussing the matter for 1+ years. She stated lead time is needed by the Planning Board, Heritage Commission and PlanNH and recommended finalizing a date.

Robin LeBlanc stated the Town identified challenges 1 ½ years ago and reviewed such.

Mike Hodder recommended the Board review the contract, outline expectations and forward said expectations to PlanNH. He recommended scheduling a work session between the Board and the Heritage Commission for April 20th.

Robin LeBlanc stated April 20th would allow time to review the revised application.

Mike Hodder verified the proposal doesn't include the hybrid option.

Maggie Stier questioned the timeline.

Robin Leblanc stated a walk of the area would take place on Tuesday, September 14th followed by a stakeholder meeting on Monday, September 20th, a Zoom meeting on Wednesday, September 22th and in-person meeting on Saturday, September 25th to review the presentation.

Mike Hodder proposed that the chairs of the Planning Board and Heritage Commission meet on April 20th.

Peter Goodwin stated he feels that April 20th is too late for the process and doesn't believe there is a need to delay the matter. He recommended discussing the matter at the next Board meeting.

Anne Blodget asked if the Planning Board could meet at a Heritage Commission meeting.

Mike Hodder stated he is not trying to delay the matter rather, ensure that a full Board reviews the new contract. He urged the Board to err on the side of caution; noting that if the presenters do not feel there is an urgency then he doesn't feel there is urgency either.

Following further discussion regarding the Board's upcoming schedule, the Board agreed to meet with the Heritage Commission at the Planning Board's April 20th work session to discuss the proposal and recommend any changes to such.

Vaune Dugan asked if the team of 12-15 people have to be in the same hotel.

Robin LeBlanc stated such would be ideal but understands that it may not be possible.

Drive-Thru Committee Update

Mike Hodder stated the flyer is ready for insertion in the electric invoice mailing. He stated the Town has an Electric mailing policy that was implemented in 2018; noting the Town Manager feels that the Planning Board flyer wouldn't be allowed to be included in the mailing. He stated the Board is awaiting Town Counsel opinion regarding such; noting that if there is a favorable review the flyer would have to be approved by the BOS on

April 2nd; noting the tally date may need to be rescheduled to May. He stated no decision can be made until the Board receives an opinion from Town Counsel.

Anne Blodget questioned those who receive invoices online.

Mike Hodder stated the issue would be addressed; noting notices would be run in the paper and a survey monkey would be available.

Suzanne Ryan questioned the backup plan if the flyer cannot be placed in the electric bills.

Mike Hodder replied an announcement in the Granite State News and survey monkey.

Conservation Subdivision Regulations

The Board tabled discussion of such to the Board's April 20th work session.

Revised 2021 PB Work Plan – Implementation of the 2019 Master Plan

Tavis stated such was added by the Chair and could not speak to such.

Mike Hodder stated the Chair wanted to ensure that the Implementation of the Master Plan was included in the Board's work plan.

Viewshed Discussion

Peter Goodwin stated the Natural Resources Committee of the Master Plan requested having something on view space. He stated there was push back regarding having any regulation or ordinance related to such; noting it would be informational promoting being a nice neighbor. He stated there are things noted in the Town's regulations that address dark sky compliance.

Tavis Austin stated it is his understanding that the Planning Department would provide a How to be a Good Neighbor informational piece. He agreed to work with Peter Goodwin, Vaune Dugan and others to develop such.

John Thurston stated the Board discussed having information available at the Planning Office.

Vaune Dugan stated there have been viewshed and ridgeline cutting on the Board's agenda for years and recommended addressing such.

Mike Hodder asked Mr. Austin whether he would draft a document for review by the Board and Conservation Commission.

Tavis Austin stated he would put together an email to the Conservation Commission, Ms. Dugan and Mr. Goodwin to pull together a consensus to prepare a draft document.

Vaune Dugan stated there is an existing draft that was developed by Peter Goodwin.

Peter Goodwin stated Kathy Barnard has such and the draft could be distributed to the Board.

TRC Report

Tavis Austin stated the TRC reviewed the following; site plan review for a gun smithing establishment and limited gun sales at 8 Anagance Lane, site plan review for a diesel fueling station from Eastern Propane accessed off Wickers Drive and a 2-lot subdivision in the Village Residential District.

Impact Fee Update

Tavis Austin stated he met with Mike Hodder and Kathy Barnard to discuss correspondence with Mr. Marberry; noting changes to Part Z were forwarded to Mr. Mayberry however, no final response has been received.

Lighting Committee Report

John Thurston stated the Committee was formed to address the concerns and types and uses of lighting in Wolfeboro. He stated the public raised concerns regarding regulations and new technology and uses; noting there are new and old technology lighting regulated through Site Plan Regulations and general regulations. He stated the Committee is making recommendations to transition to a single set of regulations and definitions. He stated dark skies/starry skies merit preservation. He stated the Town Lighting Survey finds a point where we request the Municipal Electric Department and the Recreation Department Heads meet with the Planning Board to discuss subcommittee findings for future lighting fixtures going forward. He stated the primary focus is the Parks and Recreation Department's parks and paths. He stated he compiled information from the survey and reviewed such.

Vaune Dugan recommended the survey being available during the boating season; noting lighting on the lake hasn't been considered.

John Thurston stated prioritized nonresidential and multifamily first.

Peter Goodwin expressed concern regarding the ratings and questioned the criteria relative to such.

John Thurston reviewed such.

Peter Goodwin expressed concern regarding scientific basis v. opinion relative to the criteria.

John Thurston stated he discussed such with Tavis Austin; noting the basis of the criteria comes down to two parts and stated that applications that go through the Site Plan Review process are non-offenders. He stated the contradiction occurs with older businesses.

Peter Goodwin expressed concern regarding judgement of some of those businesses.

Mike Hodder stated he sees the document as a working document and not a finished document that will aid in creating an ordinance.

Tavis Austin stated the intent of the document helps determine whether the regulations that are in place now or at the time of the approval of the lighting were adequate and whether the lighting that has been approved is the spirit and intent of the Board's direction. He stated the scientific study could then aid in further review once such has been determined.

Peter Goodwin expressed concern that a person will see the document and think they have bad lights and it should be made clear that the document is addressing the current regulations

John Thurston stated the document is a personal document he created; noting he wanted to provide documentation to the Board and noted the information is not the final product of the Lighting Committee.

Mike Hodder stated it is a working document inside a subcommittee of the Planning Board and not a final product. He stated eventually the Committee will provide a working document to the Planning Board.

Filterbed Road Committee Report

Mike Hodder stated the Committee has met several times; noting Filter Bed Road is not a Town road and the area is being reviewed for re-zoning as commercial. He stated business or residential input has not been sought. He recommended the Committee be an official subcommittee of the Planning Board and the membership be expanded to include three Planning Board members and two members of the public that would be appointed by the Planning Board. He requested a vote of such.

It was moved by Mike Hodder and seconded by Peter Goodwin to adopt the Filter Bed Road Committee as a subcommittee of the Planning Board and membership to include three Planning Board members and two members of the public to be appointed at a later date. Roll call vote: Mike Hodder - yes, John Thurston - yes, Peter Goodwin - yes, Vaune Dugan - yes, Julie Jacobs - yes. The motion passed unanimously (5-0).

Vaune Dugan questioned the current Planning Board members of the Committee.

Mike Hodder replied Julie Jacobs, John Thurston and he.

Stormwater Management Regulations Committee Report

Tavis Austin stated the Committee has met once (March 20th); noting the Committee reviewed the regulations that were adopted in 2014 in addition to the document presented in January 2021. He stated the regulations were discussed in tandem with the steep slope regulations.

Short Term Rental Committee Report

No report.

Zoning Amendments Adopted 3/9/21

Tavis Austin stated all warrant articles recommended by the Planning Board were passed; noting he is in the process of updating the codes book. He stated the parking amendment include other amendments to the Site Plan Review Regulations and noted he would discuss such with Mike Hodder. He stated none of the applications scheduled for the April 6th meeting trigger the parking regulations.

Mike Hodder stated the Board approved changes to the architectural guidelines in the ordinance and changed to reflect new terminology. He stated those changes were not reflected in the warrant article and asked Mr. Austin to review such.

Tavis Austin read Warrant Article #4.

Mike Hodder stated Note 2 doesn't refer to architectural design standards and recommended review of such privately.

IV. Public Comment

None.

V. Other Business/Discussion

Mike Hodder provided the following legislative update and noted there are no new bills to report:

- House Bill to allow for tiny homes was voted inexpedient to legislate on a 10-9 Committee vote and moved to the floor
- The bill relative to mandatory 4-unit zoning was voted inexpedient to legislate on a 10-9 Committee vote

- The bill relative to posting a bond prior to appeal of a Site Plan or Subdivision approval was voted inexpedient to legislate on an 11-8 Committee vote however, the minority voted to pass the bill and was sent to the floor for further debate.

Approval of Minutes

March 2, 2021

It was moved by Peter Goodwin and seconded by Mike Hodder to approve the March 2, 2021 Planning Board minutes as submitted. Roll call vote: Mike Hodder – yes, Vaune Dugan – yes, John Thurston – yes, Julie Jacobs – yes, Peter Goodwin – yes. The motion passed unanimously (vote 5-0).

It was moved by John Thurston and seconded by Vaune Dugan to adjourn the March 16, 2021 Wolfeboro Planning Board meeting. Roll call vote: Mike Hodder - yes, John Thurston - yes, Peter Goodwin - yes, Vaune Dugan - yes, Julie Jacobs - yes. The motion passed unanimously (5-0).

There being no further business, the meeting adjourned at 8:36 PM.

Respectfully Submitted,
Lee Ann Hendrickson

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

Plan NH Community Design Charrette Program

*Celebrating 25 years of working with communities
to help them see what is possible*



Our Mission



Vision of healthy and vibrant communities across the State



Mission: to foster excellence in planning, design, and development of New Hampshire's *built environment*



Strategy: by sharing information and inspiration for how community design and the built environment can contribute positively to where we live, work, and play

What is a (Plan NH) charrette?

- Brainstorming session of design ideas to address a community's challenge(s)
- Interdisciplinary team of volunteers
- In response to an application from the Municipality



What is the process?

- Municipality identifies a challenge, submits application to Plan NH
- Based on challenge, a team of professionals is built to address challenge
- Team comes to town, looks at target area, talks with townspeople, develops recommendations, presents findings



Wolfeboro application – request to

Form a vision for the “gap” corridor between traditional downtown, community uses and a critical commercial area

Looking for

- enhanced pedestrian connectivity
- Revitalization/redevelopment of municipal and other properties in area



How Plan NH will respond

Develop team of

- Landscape architects
- Architects
- Planners
- Historic preservationist
- Civil engineer
- Artist
- other















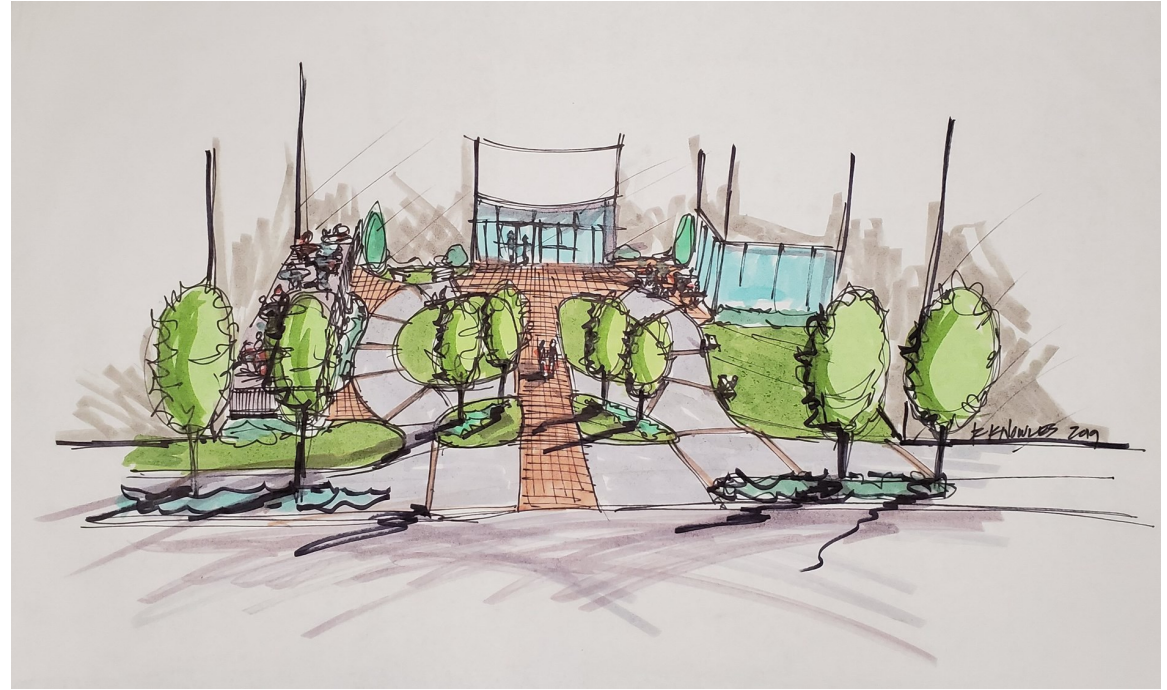
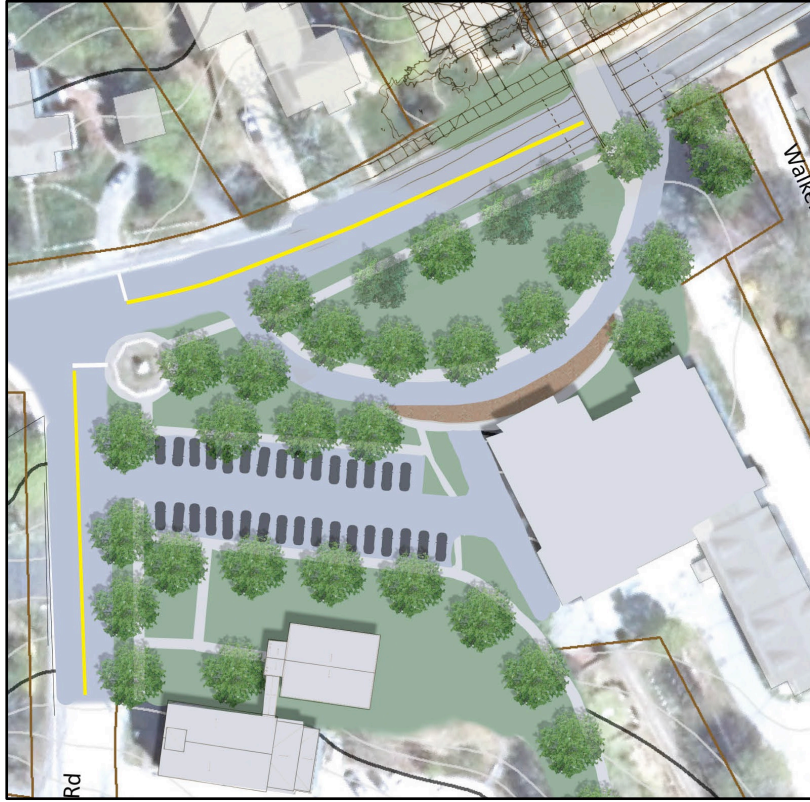














"I love these small NH towns and helping them to thrive."

A volunteer traffic engineer

