

**TOWN OF WOLFEBORO  
PLANNING BOARD  
August 16, 2016  
MINUTES**

**Members Present:** Kathy Barnard, Chairman, Stacie Jo Pope, Vice-Chairman, Brad Harriman, Selectmen's Representative, Mike Hodder, Member.

**Members Absent:** John Thurston, Paul O'Brien, Vaune Dugan, Members, Dave Alessandroni, Alternate.

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

**Others Present:** Cindy Patten, Mary DeVries.

*Chairman Barnard opened the meeting at 7:02 PM at the Wolfeboro Town Hall Great Hall.*

**I. Work Session**

**Joint Work Session with the EDC**

The Board tentatively scheduled a joint work session with the EDC for 9/20/16 at 7 PM at the Great Hall. Agenda to include Master Plan process, Hotels/Inns and review of the information compiled by Robert Shelton for the update to the Master Plan Economic Base Chapter.

**Accessory Dwelling Unit Ordinance**

Mike Hodder stated that since the Board does not have the ability to enforce proof of residency and to require an affidavit (per Town Counsel's email) would be unfriendly, he has changed his opinion and does not feel the Board should require proof of residency.

The Board reviewed the revisions to the Accessory Dwelling Unit Ordinance and Town Counsel's opinion relative to owner occupancy and requested/agreed to the following;

- ADU Ordinance, #6., 1<sup>st</sup> sentence to read as follows; "The property owner must demonstrate proof of occupancy of one of the two dwelling units."

**It was moved by Mike Hodder and seconded by Stacie Jo Pope to move Accessory Dwelling Unit Ordinance to Public Hearing as amended. All members voted in favor. The motion passed.**

**Lighting Ordinance (Site Plan Review Regulations)**

Rob Houseman stated the existing Zoning Ordinance does not prohibit LED lighting however, the Town's Site Plan Review Regulations do.

Following review of the Site Plan Review Regulations, the Board agreed to amend 173-27.2.(6)(e) as follows; "Light-emitting diode (LED) lights unless the lighting falls within the range of 2,000 Kelvin and 4,500 Kelvin."

**It was moved by Stacie Jo Pope and seconded by Mike Hodder to move revisions to the Site Plan Review Regulations, specifically Section 173-27.2. (6)(e) to public hearing. All members voted in favor. The motion passed.**

**II. Public Comment**

None.

**III. Informational Items**

The Board reviewed the following informational items; BOS Class VI Road Policy and Notice of Decision.

**IV. Planning Board Subcommittee Reports**

None.

**V. Approval of Minutes**

**August 2, 2016**

**It was moved by Stacie Jo Pope and seconded by Mike Hodder to approve the August 2, 2016 Wolfeboro Planning Board minutes as submitted. Kathy Barnard, Stacie Jo Pope, Mike Hodder voted in favor. Brad Harriman abstained. The motion passed.**

**VI. New/Other Business**

**Upcoming Planning Board Applications**

Rob Houseman reviewed the following upcoming Planning Board applications; Huggins Hospital (Lighting Plan), 22-24 North Main Street Trust (condominium conversion), Goodhue & Hawkins (amendment to previous Site Plan approval to include relocation of the drive entrance and consolidation of two buildings), 1810 House (Site Plan Review for a winery and tasting), Brewster Academy (Site Plan Review for a new dormitory building) and new building at the Sunoco site (Site Plan Review to demolish existing building and construct a new bank).

**Interim Town Planner/Planning Consultant**

The Board expressed concern regarding the number of hours contracted (14 hours/week) and feel that additional hours and time in the office are needed.

Rob Houseman stated he recommended 21 hours/week however, the Town Manager decreased the hours to 14.

**Simmons; Application for a Building Permit on a Class VI Road**

Rob Houseman stated Suzanne Ryan and Polly Greene filed an objection to the BOS regarding the approval of the Simmons' application for a building permit on a Class VI Road because there was no public hearing process. He stated the BOS upheld the approval.

**Master Plan**

Rob Houseman recommended \$40,000 for the Master Plan update in the 2017 budget and recommended considering phasing the update over two years; Phase I to include Greater Downtown, Transportation, Economic Base and Historical/Heritage, Phase II to include Recreation and Community Facilities. He stated the paper survey (via Survey Monkey) is ready for release however, will not be until UNH begins the phone survey. He stated he would develop a press release regarding such. He stated the Board could expect results from the phone survey at the end of September. He noted the Population Chapter was updated and the Natural Resources Chapter was created in 2010. He recommended looking at the Master Plan to determine if there is a way to integrate all areas with economic development.

Kathy Barnard recommended review of the chapters to determine which chapters would be updated.

**It was moved by Mike Hodder and seconded by Stacie Jo Pope to adjourn the August 16, 2016 Wolfeboro Planning Board meeting. All members voted in favor. The motion passed.**

There being no further business, the meeting adjourned at 8:28PM.

Respectfully Submitted,

*Lee Ann Keathley*

Lee Ann Keathley

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