

**TOWN OF WOLFEBORO  
PLANNING BOARD  
March 21, 2017  
MINUTES**

**Members Present:** Kathy Barnard, Chairman, Brad Harriman, Selectmen's Representative, Mike Hodder, John Thurston, Vaune Dugan, Paul O'Brien, Peter Goodwin, Members.

**Member Absent:** Dave Alessandroni, Alternate.

**EDC Members Present:** Kathy Eaton, Chairman, Cindy Patten, Vice-Chairman, Linda Murray, BOS Representative, Alan Harding, Denise Roy-Palmer, Steve Durgin, Craig Gemmell, Members, Mary DeVries, Alternate.

**Staff Present:** Matt Sullivan, Director of Planning and Development, Lee Ann Keathley, Secretary.

*Chairman Barnard opened the meeting at 7:00 PM at the Wolfeboro Town Hall Great Hall.*

**I. Work Session**

**Joint EDC & Planning Board Work Session**

Kathy Barnard reviewed the roles and responsibilities of the Planning Board, its membership and the purpose of the Master Plan. She noted the Planning Board always has to consider the Zoning Ordinance when considering all proposed zoning changes and abide by its purpose statements.

Kathy Eaton stated the EDC serves the BOS in an advisory capacity and addresses the economic health of the Town.

Kathy Barnard questioned focus areas other than hotels that the EDC would like to see the Planning Board address.

Cindy Patten replied business signage.

Kathy Barnard stated the wayfinding signage subcommittee would be reconvening; noting the Planning Board was directed by the BOS that such is a top priority.

Matt Sullivan noted the primary issues regarding wayfinding signage are as follows; kiosks and enforcement of existing signage.

Cindy Patten asked how the EDC could assist with the Master Plan update.

Referencing the Master Plan update, Matt Sullivan stated the Planning Board is moving forward with such in an aggressive manner; noting the update is a phased process over two years and the subcommittees would be formed in June with Planning Board representatives serving as the chairs.

Craig Gemmell questioned whether strategies would be reviewed and developed.

Matt Sullivan replied yes, action items would be developed.

Kathy Eaton asked if the Town voted on the Master Plan.

Matt Sullivan replied no, the Planning Board adopts the Master Plan.

Kathy Eaton stated she hopes the kiosks would be improved.

Kathy Barnard questioned the EDC's priorities.

Kathy Eaton replied lodging and the removal of the 50 room limit; noting she is concerned for adding more regulations. She noted the Town's system does not have flexibility to respond quickly; noting the framework is cumbersome.

Paul O'Brien requested the documentation of specific issues so that those issues can be addressed.

Linda Murray stated some issues are zoning related while others are code and life safety issues.

Matt Sullivan stated the Planning Board is going to address moving some of the zoning to Site Plan Review Regulations which would simplify the process and provide relief to applicants; noting the Board can waive elements of Site Plan Review Regulations however, cannot waive zoning.

Craig Gemmell recommended review from a systems perspective (going back 5-10 years, morbidity/mortality).

Steve Durgin stated there needs to be some overarching principles on how to proceed; noting neither the EDC nor the Planning Board is solid in their beliefs. He recommended defining the perceived problems and recognize different ways to promote economic development.

Mike Hodder stated Rusty McLear's presentation at the EDC meeting that morning was illuminating and felt that Mr. McLear offered solutions to issues the Board seems to be struggling with. He stated the presentation appeals to a common understanding of the character of the Town. Relative to the 50 room count, he stated the number is arbitrary; noting he is reluctant to remove the limit without having standards in place.

Paul O'Brien noted the Planning Board is no record that the 50 room limit is not relevant.

Cindy Patten stated there is leakage from this community to other communities.

Vaune Dugan stated the 50 room limit is not material rather, it becomes a quality issue.

Denise Roy-Palmer noted the study determined the 50 room number is not a viable number.

Craig Gemmell stated it would be interesting to hold a joint meeting focusing on an economic development facilitated retreat.

Paul O'Brien noted scale and scope conflicts were noted in the meeting.

Referencing the lodging forum, Matt Sullivan stated the Planning Board is developing questions to forward to the attendees prior to the forum. He noted the forum would be a round table forum chaired by the Planning Board Chair.

Paul O'Brien questioned whether the EDC has generated questions.

Kathy Eaton replied no however, will do so following the Planning Board's final edits.

The Board scheduled the Lodging Forum for April 25, 2017 at the Great Hall.

#### **Master Plan Update**

Mike Hodder reviewed his email, dated 3/8/17. He stated subsections of the chapter will include data drawn from the following Town departments and tax-payer funded organizations: Police, Fire/Rescue, Solid Waste,

Library, Libby Museum and GWRSD in order to gain an understanding of where each is now and where it hopes to be in 5-10 years. He stated he and John Thurston would conduct interviews with Department Heads now and gather information in order to provide hard data to subcommittee members (once established).

Board consensus to authorize Mike Hodder and John Thurston to move forward with data gathering prior to the establishment of Master Plan subcommittees.

The Board discussed the Public Infrastructure and Utilities Chapter and agreed to move such to Phase I of the Master Plan update. The Board also discussed limiting the number of members serving on the subcommittees and focus area descriptions/delineations; noting further discussion of the latter is needed.

**II. Informational Items**

None.

**III. Planning Board Subcommittee Reports**

TRC; Reviewed and approved two Special Use Permit applications.

**IV. Approval of Minutes**

March 7, 2017

**It was moved by Mike Hodder and seconded by John Thurston to approve the March 7, 2017 Wolfeboro Planning Board minutes as submitted. All members voted in favor. The motion passed.**

**V. New/Other Business**

- Planning Board 4/18/17 meeting cancelled and rescheduled to 4/11/17
- Lodging Forum scheduled for 4/25/17

**It was moved by John Thurston and seconded by Paul O'Brien to adjourn the March 21, 2017 Wolfeboro Planning Board meeting. All members voted in favor. The motion passed.**

There being no further business, the meeting adjourned at 9:28 PM.

Respectfully Submitted,

*Lee Ann Hendrickson*

Lee Ann Hendrickson

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