

**TOWN OF WOLFEBORO  
PLANNING BOARD  
September 19, 2017  
MINUTES**

**Members Present:** Kathy Barnard, Chairman, Vaune Dugan, Vice-Chairman, Brad Harriman, Selectmen's Representative, Mike Hodder, Peter Goodwin, John Thurston, Members, Tom Brown, Alternate.

**Members Absent:** Paul O'Brien, Member, Dave Alessandroni, Alternate.

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

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

**I. Introduction of Board Members**

Chairman Barnard introduced the members of the Planning Board and Staff.

**II. Public Hearings/Scheduled Appointments**

**Town of Wolfeboro Public Works Department**

**North Wolfeboro Road Scenic Road Tree Trimming/Cutting**

Chairman Barnard stated the public hearing for such has been cancelled.

**III. Public Comment**

None.

**IV. Approval of Minutes**

**September 5, 2017**

The Board tabled such.

**V. Communications & Miscellaneous**

The Board was provided the following information; CIP Committee minutes, dated 9/1/17, 2017 Zoning Amendment Calendar and OEP publications titled "Accessory Dwellings" and "Planning for Accessory Dwellings".

**VI. Unfinished Business**

**Architectural Design Standards**

Matt Sullivan stated the members of the Architectural Design Standards Committee are Vaune Dugan, Maggie Stier, John Thurston, Kathy Barnard and Staff. He stated the Committee reviewed guidelines from other communities (Meredith, Jaffrey, Durham and Wolfeboro); noting the draft presented to the Board includes text from those other communities which was consolidated by topic area. He stated the standards would be included in the Site Plan Review Regulations and therefore, would be waiverable.

Kathy Barnard stated the Town currently has voluntary design guidelines; noting such were established in the 1990's.

Vaune Dugan stated the Committee attempted to be succinct and brief without being overly regulatory and provide flexibility. She noted the document would also include photographs.

Mike Hodder stated he found the document to be unenforceable and arbitrary that include statements of value rather than statements that would guide a builder. He stated some of the language is subjective.

The Board agreed that the Architectural Design Standards would apply to all structures regardless of the square footage.

Matt Sullivan stated the adoption of the Architectural Design Standards would result in further zoning amendments.

The Board agreed to the following revisions;

- Add photographs to the document
- Remove all subjective language
- Correct section numbering
- Place Authority as Section II and Applicability as Section III
- Applicability, 3<sup>rd</sup> paragraph, 2<sup>nd</sup> line; review rationale for “and/or”
- Process, 1<sup>st</sup> paragraph; specify such i.e.: size, scale, # of copies, etc. and refer to Site Plan Review Regulations
- Process, 2<sup>nd</sup> paragraph, 1<sup>st</sup> line; change “feels” to “finds”
- Building Orientation, 2<sup>nd</sup> paragraph; strike “utmost”
- Building Scale and Proportion, 2<sup>nd</sup> paragraph; strike “the” prior to “proportion”
- Roofs, 4<sup>th</sup> paragraph; change “is” to “are” prior to “encouraged”
- Roofs, 3<sup>rd</sup> paragraph; add “Regionally appropriate roof materials are required.”
- Windows; add photographs of the Avery block (façade)
- Entrances; replace “sensitivity” with “intent”
- Materials, 1<sup>st</sup> paragraph; delete “indigenous”, delete “strongly discouraged” and replace with “required”
- Materials, 3<sup>rd</sup> paragraph; strike “are discouraged” and replace with “are prohibited”
- Renovations and Additions, 3<sup>rd</sup> paragraph; insert “designated” prior to “historic”
- Renovations and Additions, 3<sup>rd</sup> paragraph to read as follows; “should harmonize yet be differentiated and subservient to original structures.”

#### **Procedure For Public Comment**

The Board discussed such and agreed to acknowledge comment by the public regardless of the topic and to place such on the agenda following public hearings.

## **VII. New Business**

### **EDC**

Matt Sullivan stated the EDC is revisiting its Mission Statement and discussion regarding the hotel room cap. He stated the Town’s Economic Revitalization Zone has been reauthorized by DRED.

### **Master Plan RFP**

Matt Sullivan stated he received three proposals for the Master Plan review; noting he has scheduled interviews with qualified consultants for the first week of October. He stated he expects to award the project by the first week of November.

### **Walter W. Fischer 1993 Trust**

Matt Sullivan distributed and reviewed his memo to the ZBA prepared on behalf of the Planning Board, dated 9/6/17 (based on Planning Board discussion on 9/5/17).

### **2018-2027 Capital Improvements Program**

Matt Sullivan reviewed the upcoming schedule relative to such; Planning Board review draft CIP on 9/19/17, Planning Board review final CIP (public hearing) and adoption on 10/3/17 and BOS review and adoption on 10/4/17. He noted the CIP Committee has conducted site visits to the following facilities; Libby Museum, Library, Public Safety Building and Electric building. He reviewed the project spreadsheet.

Mike Hodder noted the Library project is scheduled for 2018 for \$5 million and the Public Safety Building project is scheduled for 2022 for \$5 million therefore, questioned whether there should be some kind of analysis as to which project should be addressed first. He noted that both properties are Town owned, contiguous with frontage on South Main Street and shared parking. He stated both projects are labeled as urgent within four years of each other and feels there is a lack of oversight.

Kathy Barnard stated the Library was determined to be a priority over the Public Safety Building; noting some repairs have been done to the latter.

Matt Sullivan stated an RFP for a space needs assessment of the Public Safety Building will be issued; noting such would determine the ability to utilize the existing building.

Kathy Barnard recommended Mr. Hodder present his concern at the 9/22/17 CIP Committee meeting.

The Board requested the following;

- Include comment section on project spreadsheet relative to explanation of funding sources
- Include the total cost for the Public Safety Building repair/replace architecture and engineering/construction and Library addition and renovation project
- 2018 Road Upgrades
- 2018 Tax Impact

### **VIII. Planning Board Subcommittee Reports**

None.

### **IX. Nonpublic Meeting**

N/A

**It was moved by John Thurston and seconded by Mike Hodder to adjourn the September 19, 2017 Wolfeboro Planning Board meeting. All members voted in favor. The motion passed.**

There being no further business, the meeting adjourned at 9:04 PM.

Respectfully Submitted,

*Lee Ann Hendrickson*

Lee Ann Hendrickson

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