

Town of Wolfeboro
Planning Board Minutes
Great Hall at Wolfeboro Town Hall - 84 South Main Street
Tuesday, April 18, 2023
7:00 PM

I. Chairman Barnard called meeting to Order 7:00 PM

II. Members Present: Chairman Kathy Barnard, Roger Murray, Vaune Dugan, John Thurston, Doug Breskin, Brad Harriman Selectmen's Representative, Julie Jacobs, Alternate, Steve Webster, Alternate

Absent: Peter Goodwin, Jane Nielsen, Alternate

Staff Present: Tavis Austin, Director of Planning and Development

III. Public Hearings: NONE.

IV. Discussion Items:

K. Barnard asked J. Jacobs to be a voting member in the absence of P. Goodwin. J. Jacobs accepted.

K. Barnard welcomed Steve Webster.

J. Jacobs asked if the Chair would be rotating through alternates. K. Barnard confirmed.

(a) Hunt Lot Merger: Tax Map 188-044 and 188-045

K. Barnard introduced the voluntary merger.

T. Austin summarized the Director's report and recommended conditions of approval.

R. Murray commented on the superfluous nature of draft deeds and related expenses.

T. Austin explained the nature of the requested deeds from Assessing office.

J. Thurston said it was unfortunate to lose a house lot.

T. Austin suggested a third condition of approval for the Board to consider related to RSA 674:39-a II.

D. Breskin motioned to approve the application as submitted subject to the three conditions of approval as follows:

- 1. Applicant shall submit copies of draft deeds, memorializing their respective change, prior to recordation at the applicant's expense.***
- 2. Applicant shall be responsible for recording fees for Notice of Merger.***
- 3. Applicant shall demonstrate compliance with RSA 674:39-a II; Town shall not record Notice of Merger until statute addressed.***

V. Dugan seconded the motion, which passed with a 6-1-0 vote.

(b) Clyne Merger: Tax Map 204-002 and 204-003

K. Barnard introduced the voluntary merger.

T. Austin summarized the Director's report and recommended conditions of approval and suggested a third condition of approval for the Board to consider related to RSA 674:39 (a) II.

D. Breskin motioned to approve the application as submitted subject to the three conditions of approval as follows:

- 1. Applicant shall submit copies of draft deeds, memorializing their respective change, prior to recordation at the applicant's expense.***
- 2. Applicant shall be responsible for recording fees for Notice of Merger.***
- 3. Applicant shall demonstrate compliance with RSA 674:39-a II; Town shall not record Notice of Merger until statute addressed.***

V. Dugan seconded the motion, which passed with a 6-1-0 vote.

(c) 2023 Work Plan Update

K. Barnard turned to discussing the work plan.

T. Austin explained the revised format submitted to the Board.

V. Dugan suggested that short term rental needs to be revisited. She also felt Conservation Subdivision update should occur.

K. Barnard stated priorities need to be established to guide the Board's work.

T. Austin suggested those amendments for statutory compliance should perhaps take precedence.

J. Thurston said the Board needs to be aware of and respond to what's going on in the State and that stormwater should be the top priority.

K. Barnard said the Road Standards were currently being reviewed, Wolfeboro waters would be commenting on shorefront residential changes, and the housing was still important to review. She added that the ADU discussion may come back but would require more discussion and explanation to the public.

J. Thurston suggested an overlay district in the downtown area for work force and other low-income options.

K. Barnard suggested work force was an overlay; perhaps needs to be formalized.

D. Breskin stated that the Board is currently operating in a bit of a vacuum as it's working without knowing what the public wants, adding that seemed difficult to move forward without understanding what the public is looking for.

V. Dugan suggesting grouping topics into categories to evaluate and explain, then using that discussion to touch on key points.

R. Murray recalled the public hearing on the 2023 warrant article for detached ADUs. He suggested focusing on the Shorefront residential. He restated his dislike of “attached by habitable space” or “by conditioned space.”

K. Barnard suggested public forums, like what the Board did in 2022 with respect to drive-thru restaurants.

J. Thurston said the Board needs to be clear on identifying the problem to solve and the logic behind proposed solutions.

V. Dugan recalled the history of “½ bath ground floor.” Suggested State RSA compliance changes should take priority over others changes.

R. Murray said that zoning enforcement should be on the workplan, stormwater, shorefront, and, perhaps later, a discussion of solar regulations to address those projects larger than 110kW. He added that the Board needs to see what the Wolfeboro Waters comments are; and needs to look at enforcement process to look for areas to improve.

K. Barnard suggested the Board could make recommendations to the Selectmen regarding enforcement.

J. Thurston stated enforcement and driveway standards should be addressed.

D. Breskin recalled the ongoing need to evaluate water and sewer capacity issues.

B. Harriman commented on the status of the report which he anticipated being complete this summer.

J. Thurston said knowing the capacity is critical.

T. Austin said remains unclear what parameters the engineer was asked to use in evaluating capacity. If each vacant lot was to be considered 1 unit, or if a unit with ADU was possible; did current potential density numbers factor into the evaluation?

V. Dugan noted that ADU or not, residential bedroom expansions can currently occur which would have an impact on capacity.

B. Harriman suggested Town can deny permits if adequate capacity doesn't exist.

J. Thurston brought up the D. Ford memo which decreed no more capacity.

T. Austin suggested the Board may elect to meet with the engineer who completed the capacity evaluation to have a better understanding of the report contents and its applicability to the Board.

K. Barnard moved on to discuss residential apartments on the first floor in the Bay Street and Wolfeboro Falls Limited Business Districts.

T. Austin spoke to recent ZBA discussions where they determined apartments on the first floor ‘illegal.’ He then asked if that was the Planning Board’s understanding of the language.

K. Barnard commented that the original goal was to preserve existing first floor businesses and shops but to allow upper floor residential. She noted that the multi-family section of the regulations makes that clear.

T. Austin suggested a simple minor change to the regulations to address the current potential conflict.

V. Dugan stated that prohibiting boat houses on Winnepesaukee is not a priority.

D. Breskin agreed.

J. Thurston said may not be a priority, but the environmental impacts of boathouses are known and should be considered.

V. Dugan asked the source of the alleged environmental concerns.

J. Thurston had no report to reference. He commented that not natural has impacts.

K. Barnard suggested a housing forum discussion in June.

V. Dugan said the Board needs to organize the discussion and be prepared to answer questions, suggest solutions, and look to explain potential impacts of short-term rentals in such a forum.

R. Murray said the Board will need clarity on questions.

K. Barnard brought up Road Design Standards.

R. Murray suggested a third-party reviewer of the standards.

J. Thurston asked what the third-party reviewer would be looking at.

V. Dugan concerned there were no smaller road options; no one-way streets or alternative roads.

B. Harriman declared his faith in Steve Randall reviewing the regulations. The board could then have third party review if it so desired.

K. Barnard suggested review by T. Austin, S. Randall, and B. Harriman continue.

T. Austin asked Board members with questions/comments to get those to T. Austin by 5/5/23 so that further dialogue could occur at the May work session.

K. Barnard suggested a housing forum for June 20, 2023.

J. Thurston asked to review water/sewer study in August.

B. Harriman stated that would depend on when the study is finalized.

D. Breskin stated the forum could proceed prior to review of the study.

T. Austin stated that he and V. Dugan would be working on the Conservation Subdivision revisions; potentially for review June/July.

K. Barnard turned to discussion of the emails received regarding code of ethics and rules for committee chairs. She noted that the materials appeared to apply only to Selectmen subcommittees and not the Planning Board. R. Murray stated in his discussions with a Selectmen, it was not the prerogative of the Selectmen to force the ethics onto the Planning Board.

V. Dugan recalled an earlier guidance document on ethics from the Planning Board's legal counsel which was much more detailed than what the Board had just received. Perhaps that guidance could be shared with the Selectmen.

K. Barnard likes the idea of having the Code of ethics.

D. Breskin stated he'd shared syntax and spelling corrections with Amy Muccio. He added that perhaps the Board could address the ethics with revision to the Rule of Procedure.

K. Barnard asked for another Board member to be part of the CIPC.

There were no responses.

(d) Public Comment

K. Barnard opened the floor to public comment.

Anne Blodgett commented on the Board's housing discussion. She offered to share her short-term rental materials with T. Austin to then be shared with the Board. She commented on the conflict-of-interest discussion noting a higher threshold from her experience in the cooperate world. She asked about tiny homes.

T. Austin explained current regulations require foundation; no houses on wheels.

A. Blodgett stated that cluster housing can be an attractive model for buyers.

V. Dugan agreed.

There were no other public comments.

J. Thurston asked about closed captioning for video viewers. T. Austin said that viewers control that option on their side of the video.

Members of the public commented on difficulty hearing Board members in Great Hall.

K. Barnard asked T. Austin to call a meeting with WKTV to see what options to pursue to address audio in Great Hall.

(e) REVIEW OF MINUTES

R. Murray and V. Dugan recommended some missing words.

D. Breskin motioned to approve the minutes as amended. V. Dugan seconded the motion which passed unanimously.

V. ADJOURN

D. Breskin motioned to adjourn the meeting at 9:00 PM. K. Barnard seconded the motion which passed with a unanimous vote. Meeting adjourned at 9:00PM.