

**TOWN OF WOLFEBORO
PLANNING BOARD
December 6, 2016
MINUTES**

Members Present: Kathy Barnard, Chairman, Stacie Jo Pope, Vice-Chairman, Brad Harriman, Selectmen's Representative, Mike Hodder, John Thurston, Vaune Dugan, Paul O'Brien, Members.

Member Absent: Dave Alessandroni, 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

Petition Warrant Article

Kathy Barnard stated the public hearing for the Petition Warrant Article is scheduled for 12/20/16; noting the Board cannot make changes to the language and will vote to either recommend or not recommend the article.

Matt Sullivan stated the language of the article as it is currently written impacts four zoning districts and questions whether such was intent by petitioner. He stated he could provide a memo outlining the issues that the proposal creates within the ordinance.

Definition of Hotels/Inns/Motels

Kathy Barnard stated the Board decided not to move forward to change the definition and remove the room limit because the Board was working on Architectural Design Review Guidelines to accompany the change in the definition however, the latter was not completed. She stated the Board is considering mandatory design guidelines for certain size buildings and agreed that such should be in place prior to the change to the definition of hotel.

Vaune Dugan stated there is a need for Wolfeboro to maintain its character.

Mary DeVries confirmed the architectural standards would be across the board. She noted the EDC felt great that the Planning Board and they were working together.

Kathy Barnard stated the Board is moving forward with permitting inns as a permitted use in the Bay Street Limited Business District and Wolfeboro Falls Limited Business District and Bed and Breakfasts as a permitted use in the Bay Street Limited Business District and Central Business District.

Accessory Dwelling Units

Staff reviewed Town Counsel's recommended changes to such.

The Board requested additional clarification from Town Counsel relative to the following;

- Page 1, #1; rather than striking such, should "property" be changed to "single family dwelling"
- Page 3, A.; the Board questioned the intent of Town Counsel's comment (Jg; This must be applied the same way it would if the "addition" was for a family room)

Referencing Town Counsel's review, the Board agreed to the following recommended changes;

- Page 1; definition to ADU
- Page 1; #'s 2, 3 & 4
- Page 2; #6
- Page 3; B.1
- Page 4; all changes to the Certificate of Use
- Page 5; 1st & 6th bullet
- Page 5; #3
- Page 6; 2nd, 3rd, 4th & 5th paragraphs
- Pages 8 & 9; striking both pages in its entirety

II. Informational Items

The Board received a letter from Dave Ford, Director of Public Works, regarding the Driveway and Excavation Permits for the Michael Simmons property on the Class VI portion of Stoneham Road.

Mike Hodder stated the letter from Dave Ford serves as a reason why a public hearing should be held before the BOS issue a building permit on a Class VI road. He stated the letter outlines issues not thought of or anticipated at the time the application was reviewed. He stated there should be a public hearing process.

Kathy Barnard stated the BOS decided not to hold a public hearing when considering an application for a building permit on a Class VI road.

John Thurston stated the Planning Board should perform a site visit when presented an application.

Stacie Jo Pope questioned whether the application should be reviewed by the TRC.

Kathy Barnard stated the application was brought to the Planning Board because it is a land use issue.

Brad Harriman noted that construction on a scenic road triggers a public hearing by the Planning Board.

Kathy Barnard questioned whether the Board should hold a public hearing as part of their review and comment of the application.

Mike Hodder recommended a public hearing be held.

Matt Sullivan noted the BOS has to create the standard.

III. Planning Board Subcommittee Reports

None.

IV. Approval of Minutes

November 15, 2016

It was moved by Mike Hodder and seconded by Paul O'Brien to approve the November 15, 2016 Wolfeboro Planning Board minutes as submitted. Kathy Barnard, Stacie Jo Pope, Brad Harriman, Mike Hodder, Paul O'Brien, John Thurston voted in favor. Vaune Dugan abstained. The motion passed.

V. Public Comment

None.

VI. New/Other Business

2017 Work Program

The Board agreed to add the following items to the work program; definition of schools, permit schools in the ROI District, review boarding school definition, permit Bed and Breakfasts in the South Wolfeboro Limited Business District.

Town of New Durham, Green Oak Excavation Permit

Kathy Barnard stated the New Durham Planning Board received an application for a gravel pit operation; noting such abuts the Town of Wolfeboro on Middleton Road. She questioned why the Board did not receive a regional impact notice.

Matt Sullivan stated the Town of Wolfeboro sent a letter regarding the project however, did not request consideration and determination of regional impact. He recommended sending a letter requesting such. He stated there could be a potential issue relative to nuisance and drainage into Rust Pond.

The Board requested Staff submit a letter requesting determination of regional impact.

It was moved by Mike Hodder and seconded by Paul O'Brien to adjourn the December 6, 2016 Wolfeboro Planning Board meeting. All members voted in favor. The motion passed.

There being no further business, the meeting adjourned at 8:52 PM.

Respectfully Submitted,

Lee Ann Keathley

Lee Ann Keathley

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