

**TOWN OF WOLFEBORO
PLANNING BOARD
February 18, 2020
MINUTES**

Members Present: Kathy Barnard, Chairman, Vaune Dugan, Vice-Chairman, Mike Hodder, Susan Repplier Peter Goodwin, Members.

Members Absent: Brad Harriman, Selectmen's Representative, John Thurston Member, Dave Alessandroni, Alternate.

Staff Present: Matt Sullivan, Director of Planning and Development.

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

I. Introduction of Board Members

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

II. Scheduled Appointments / Public Hearings / Public Forum

- a) **§ 173-35(A) Waivers; To revise the vote requirement for granting Site Plan Review Regulation waivers from existing two-thirds (2/3) to a proposed simple majority vote of the Planning Board.**

Kathy Barnard read the item into the record and noted a vote was not taken at the previous hearing in 2019.

Matt Sullivan noted with this change rather being a 5-7 requirement with the Board, it would now be a 4-7 majority required and echoed Kathy Barnard's comment regarding the vote.

Chairman Kathy Barnard opened the public hearing for comments.

There being no comments or questions from the public, Chairman Kathy Barnard closed the public hearing.

It was moved by Mike Hodder and seconded by Peter Goodwin to approve § 173-35(A) Waivers. All members voted in favor. The motion passed. 5-0.

- b) **§ 173-19(B) Design Review Guidelines; To repeal the existing Design Review Guidelines section of the Site Plan Review Regulations and replace with Architectural Design Review standards including the following sections, to be codified within 173-19 B.: Purpose, Authority, Applicability, Process, Building Orientation, Building Scale and Proportion, Roofs, Windows, Entrances, Mechanical and Utility Equipment, Materials, and Renovations and Additions.**

Kathy Barnard read the item into the record, noted a committee was formed to review the regulations and stated the Board has been using this as a voluntary component of the site plan review process and provided some history.

Vaune Dugan, a member of the subcommittee charged with drafting the regulations, stated Standards were developed to improve upon the existing Guidelines that were voluntary, not mandatory, and largely unenforceable. The subcommittee began compiling a list of rules and regulations from a variety of communities for guidance and developed architectural standards. Upon meeting with the EDC, the subcommittee changed its direction and begin to investigate modifying the existing Voluntary Guidelines. The subcommittee and Planning Board then held a Public Forum to collect input on the Guideline modification approach. Reacting to that input, the subcommittee convened to reexamine more structure standards, to be inserted into site plan review because it provides for a waiver option to allow the Board some flexibility. The committee began minimizing the size, scale and scope for the documents to ensure they were simple and understandable for applicants while also protecting the objective of preserving the character of the community. A series of 'design' samples were brought back to the Planning Board for review in the context of new draft standards, and ultimately the committee drafted the final version being considered that evening.

Matt Sullivan stated the majority of the zoning ordinances and site plan review ordinances are written to define what is permitted. This process however, allows the Board to work with the applicant against bad design when it sees it rather than defining specific elements. This will give the Board a great deal of flexibility while working to deal with the way the community looks i.e. character while enhancing the look and feel in the commercial zones. This is more support for the idea the Board should undertake these regulations and would also add, the Board held the adoption of these regulations until the Master Plan was completed in the interest of reaffirming the community still supported them. He read the proposed standards which are made up of 12 sections and noted they are available on the town website for review.

Mike Hodder questioned section 2, last line, and suggested inserting “2019 Master Plan”, which was approved by a unanimous vote of the Board.

Chairman Kathy Barnard opened the public hearing for comments.

Kathy Barnard noted there were no members of the public present possibly due to the weather and asked the Board if they’d be agreeable to continuing this item to March 3rd.

There being no comments or questions from the public, Chairman Kathy Barnard closed the public hearing.

It was moved by Mike Hodder and seconded by Peter Goodwin to continue the hearing for § 173-19(B) Design Review Guidelines to March 3, 2020 at 7:00 PM at the Great Hall. All members voted in favor. The motion passed.

5-0.

III. Public Comment

N/A

IV. Action Items

N/A

V. Communications and Miscellaneous

N/A

VI. Work Session

- Clifford Voluntary Lot Merger Update
 - Matt Sullivan noted he had several conversations with the applicant’s agent which resulted in them requesting some time to resolve the situation and to table this until a time that’s best for the applicant.
- Discussion of CIP Process and Bylaw Amendments
 - Mike Hodder noted concern for the level of details being heard, i.e. make recommendations and they don’t get passed through the process; would like to ensure the reason isn’t due to funds.
 - Matt Sullivan believes the CIP Committee’s recommendation is being tied to the project name, more than it is to the details of the project that do change throughout the process
 - Mike Hodder stated if that’s happening it will need to be raised to the Town Manager and Board of Selectmen.
 - Matt Sullivan agreed.
 - Mike Hodder stated GWSD cannot sit on the committee nor make recommendations without their representative either being a member of GWSD Board or an appointed member with a letter of authorization. He suggested starting earlier i.e. August with the first meeting discussing bylaws and the second meeting determining the way things will be done.
 - Matt Sullivan questioned keeping the language Mike Hodder had suggested removing.
 - Peter Goodwin felt the outlines are helpful.

- Kathy Barnard agreed.
- Matt Sullivan suggested removing membership/simplifying A and keeping B, C and D,
- Vaune Dugan suggested adding “the second member of the Planning Board on the CIP” to C.
- Mike Hodder stated under *Rules for Meeting* removing the first paragraph.

It was moved by Mike Hodder and seconded by Vaune Dugan to make the changes discussed by the Planning Board to the CIP Rules and Procedure’s. All members voted in favor. The motion passed. 5-0.

- ADA Ordinance Exemptions
 - Matt Sullivan noted no update is available.
- Update on Foundation Certification Policy
 - Matt Sullivan stated he met with 2 surveyors and discussed a few modifications.
 - Vaune Dugan suggested using the term “building footprint” instead of “structural” and stated setback issues include dripline.
 - Matt Sullivan agreed dripline should be included and explained why he used “structural”.
 - Vaune Dugan suggested using “footprint including dripline”.
 - Matt Sullivan suggested “as built Structure location plan”.
 - Vaune Dugan agreed and questioned “mystery leech field locations”.
 - Matt Sullivan will review.
 - Vaune Dugan questioned the scale; it should be 1"=20'.
 - Matt Sullivan agreed.
- Boundary Line Agreement – Tax Map 254-001 and 255-004 (No Action Needed)
 - Matt Sullivan noted this is informational.

VII. New Business

N/A

VIII. Approval of Minutes

N/A

IX. Planning Board Subcommittee Reports

N/A

It was moved by Peter Goodwin and seconded by Mike Hodder to adjourn the February 18, 2020 Wolfeboro Planning Board meeting. All members voted in favor. The motion passed.

There being no further business, the meeting adjourned at 8:17 PM.

Respectfully Submitted,

Cathleen LaPierre

Cathy LaPierre

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