

**TOWN OF WOLFEBORO
PLANNING BOARD
July 21st, 2020**

MINUTES

Chairman Barnard opened the virtual meeting at 7:00 PM.

Kathy Barnard read the following script:

Due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order #2020-04, this Board is authorized to meet electronically. **However, the Planning Board has jointly decided to proceed with a 'hybrid' meeting format allowing for members of the public and Board to attend and participate in the meeting in-person or virtually.**

In accordance with RSA 91-A: 2, III, the Board has one member joining the meeting remotely, which a public body has the authorization to allow.

At this time I would like to take a roll-call vote of ALL members present. For those participating virtually, please indicate why your attendance is not reasonably practical and if you have any other individuals present in the room with you.

Members Present: Roll call: Kathy Barnard – yes, Peter Goodwin – yes, attending remotely (acknowledged there is one present with him), Brad Harriman – yes, Susan Repplier – yes, Mike Hodder – yes, Vaune Dugan - yes, John Thurston - yes, Julie Jacobs (alternate) - yes.

Members Excused: None

Staff Present: Matt Sullivan, Director of Planning and Development, Mary Jane Shelton, Recording Assistant.

Votes taken during this meeting will be via roll call vote for all members.

In accordance with Emergency Order #12, for members of the public, this is to confirm that we are:

1. Providing public access to the meeting by telephone, with additional access possibilities by video or

other electronic means through GoToMeeting. All members of the public and Board have the ability to communicate contemporaneously during this meeting through the GoToMeeting platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #+1 (646) 749-3122 followed by the audio access code 918-242-429, or by video following the directions on the Town of Wolfeboro Website posted on the home page under the Virtual Town Meeting Login Information page.

2. Providing public notice of the necessary information for accessing the meeting; we previously gave notice to the public of how to access the meeting in-person or using GoToMeeting and in, and instructions are provided on the Town of Wolfeboro website at wolfeboronh.us on the Virtual Town Meeting Login Information page.

3. Providing a mechanism for the public to alert the public body during the meeting if there are problems with access; If anybody has a problem accessing the meeting via phone or computer, please immediately call 603-391-8489 OR email planningdirector@wolfeboronh.us In the event that the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Thank you.

Paul Zimmerman was present to discuss the following community issues:

Signage at docks – The map of the downtown is not a full representation of the Town and its amenities. Mr. Zimmerman would encourage the Town to upgrade photograph to include Center Street area as well as mentioning banks, liquor store, Foss Field, Wright Museum, rail trail, etc. Present more accurate, realistic view of community - gas stations, golf courses, hospital, etc.

Drive through restaurants – Mr. Zimmerman questioned what the reservations/objections and/or difficulty the Board has to allow drive through restaurants. Wolfeboro has a tremendous base of service industries and its workers have no place to have a quick lunch. Paul Zimmerman asked the board to identify if it is the concept or appearance of a drive through restaurant that they take issue with. Historically, Paul Zimmerman has twice proposed warrant articles for Town Meeting to garner support for drive through restaurants and in each case the Planning Board did not support said warrant article. He believes the voters respect and adhere to suggestions of the Planning Board. Paul asked that the Planning Board have a meeting to address their concerns with drive through restaurants and propose a warrant article that they would be willing to endorse, thereby letting the voters decide. Paul does not see any downside to having a drive through restaurants in Town and respectfully requests the Planning Board write him back and give input to a proposed warrant article on the ballot at Town Meeting that they can endorse. Paul used the example of pizza being served in the parking lot of Clark Plaza during the current COVID pandemic as being.

Mike Hodder was in agreement with Paul Zimmerman's comments and observations on the photograph depicting the Town of Wolfeboro business district. Mike further commented on Paul Zimmerman's drive through restaurant proposal by stating that the Planning Board does not

recommend warrant articles of the type proposed without first having a study of the town wide and district wide impact.

Vaune Dugan expressed concern over the results of the prior Master Plan town wide surveys which indicated the public was not in favor of drive through restaurants.

Peter Goodwin commented that the pizza being served in the Clark Plaza parking lot is a result of unusual circumstances and not an indication of how we should be dealing with things in the future. Due to COVID, outside dining areas are being treated differently at this time.

II. Action Items

CIP Committee Nomination

The Board considered the nomination of Bob Loughman to the CIP Committee as the representative from the Budget Committee. The Budget Committee has recommended that he be their representative to the CIP Committee.

Mike Hodder made a motion that the Planning Board appoint Bob Loughman to the CIP Committee as the Budget Committee representative for the 2021-2030 annual CIP cycle. The motion was seconded by Kathy Barnard. Roll call vote: Kathy Barnard - yes, Mike Hodder - yes; Peter Goodwin - yes; John Thurston - yes, Brad Harriman - yes, Vaune Dugan - yes, Susan Repplier - yes. Motion passes unanimously (7-0).

III. Public Comment: None

IV. Other Business/Discussion:

a. CIP Document Project Voting Process

Kathy Barnard explained that this was a continuation of the discussion begun at the last Planning Board meeting and that she, Matt Sullivan and Mike Hodder had met to discuss and prepare a proposal for the Board's consideration. Mike Hodder gave the following overview of that discussion:

- Three (3) criteria would be used to evaluate/recommend only those CIP proposals intended for implementation during 2021.
- Each proposal from a department would be either recommended or not recommended. This notation would appear within the document.
- Criteria for recommendation would be the following:
 - Were the data presented sufficient to establish the project's urgency,
 - Were the data presented sufficient to establish the project's needs, and
 - Were the data presented sufficient to establish the project's relation to the needs indicated in the Town's Master Plan.

These criteria are contained within the state statute establishing the CIP.

Starting this year, with the directly upcoming year's projects only, there will be under each proposal an indication of: recommended or not recommended, along with a poll -- i.e., recommended 10, not recommended - 1 -- for informational purposes only for the Selectmen and members of the Budget Committee. The entire Capital Improvement Plan will be voted up or down by the entire CIP Committee. The CIP Committee then presents the entire plan to the Planning Board who subsequently presents the same to the Budget Committee and the Board of Selectmen.

Matt Sullivan will be responsible for determining how the CIP is consistent with the Master Plan, and make a recommendation to the Committee for their consideration as well as working with the department heads as he has historically done.

Kathy Barnard expressed her feeling that she is now comfortable with the change being proposed and her belief that this change will be a positive one.

Mike Hodder questioned if the Rules of Procedure would need to be amended. Matt Sullivan responded that no change would be necessary.

Vaune Dugan requested clarification that the CIP Committee would be the one voting on the individual items on the CIP and that the Planning Board would be presented with and voting on the entire CIP package.

Mike Hodder made a motion that the Planning Board approve the change in the CIP Committee's procedures for analyzing each proposal by including the recommended/not recommended vote for upcoming year projects only by a vote of the members. Kathy Barnard seconded the motion. Roll call vote: Kathy Barnard - yes, Peter Goodwin - yes, Brad Harriman - yes, Mike Hodder - yes, Susan Repplier - yes, John Thurston - yes, Vaune Dugan - yes. All members voted in favor. The motion passed (7-0).

b. Proposed Parking Ordinance Revisions

Matt Sullivan reviewed recommendations for a zoning ordinance change in 2021 to the parking amendments. See attached proposed revisions to Article XXII, Off-Street Parking and Loading Requirements, §175-128 through §175-139.

Discussion ensued explaining the development process that went into the proposed revisions and addressing how those revisions will impact redevelopment in not only the downtown area but also Bay Street and Wolfeboro Falls Limited Business Districts.

Kathy Barnard recommended hosting a general public input session to hear the public's input on the proposed amendments.

c. Outdoor Lighting in Town

Discussion of public comment/complaint received via email regarding current signage and lighting, specifically in the central downtown area referencing Melanson Real Estate and Verani Real Estate

displays. Kathy Barnard stated that there was a debate over whether the complaint received should be addressed as a public signage versus a lighting issue.

Kathy Barnard explained that the special promotion section of the sign ordinance refers to only covering 25% of a business' windows with temporary advertisements as well as only allowing illumination during business hours. The neon light definition stated no neon light tubes. There is also a section which permits signs to be lit by exterior light sources.

John Thurston stated he had reached out to Mr. Melanson who informed him that his real estate sales display signs have been in existence since 2016 without any complaints and were approved by the Code Enforcement Officer. He also brought up examples of other signage issues within town over the years.

Julie Jacob also mentioned some downtown businesses that have large digital TV screens facing outward to the street that could be considered bordering on a possible sign and/or lighting violation.

Mike Hodder expressed his position that the signage being discussed are advertisements displaying products for sale and, although he does not care for them, believes they are not a violation of the signage or lighting ordinances.

Matt Sullivan suggested formation of a small task committee to review the signage ordinance and lighting regulations as complaints are getting more frequent. In addition, a public session to get input was recommended. Up to three (3) board members, a parks and rec member, as well as Patty Cooke representing the public be enlisted to serve on the committee.

Further discussion ensued about the brightness of town (MED) lighting, specifically around Foss Field, which is akin to noise pollution.

d. 2021 Affordable Housing Overlay District Recommendations

Matt Sullivan reported that he spoke with the Board's legal counsel to discuss an issue with the Town's affordable housing overlay district and inclusionary district. Specifically, the issue concerned compliance with the New Hampshire statutes as to what percentage the town is supposed to permit workforce housing. In house counsel's track change version of the inclusionary zoning ordinance was presented and discussed. Discussion of adding the rural residential and residential agricultural districts to the areas for workforce housing. Water and sewer accessibility are limiting factors.

Mike Hodder expressed his interest in working closely with Matt Sullivan on these affordable housing issues. One of his main focus/concerns is ensuring there is affordable housing for the workforce which will be needed for the hospital, caregivers for Wolfeboro's aging population that are not part of local multi-generational families, etc.

Kathy Barnard shared that inclusionary zoning has worked in other New Hampshire communities.

g. Viewshed/Ridgeline Protection District

Matt Sullivan asked if the Board would like him to draft an ordinance regarding viewshed protection. The subjective bias in doing such was identified as a concern. One method would be to base such on topography.

Vaune Dugan shared a viewshed protection ordinance prepared for Newfound Lake.

Further discussion focused on defining a public versus private viewshed. Alternatively, Peter Goodwin suggested that possibly addressing the color of buildings could have a significant impact versus controlling clear cutting. Having a viewshed protection was also identified as being in the Master Plan in the Natural Resources section.

At this point, establishing a viewshed/ridgeline protection district was not identified as a pressing issue but will remain an open issue and Kathy Barnard will gather some historical information on same.

h. **Plan NH Charrette**

Matt Sullivan identified Friday, October 2nd and Saturday, October 3rd as dates for the Charrette which will be handled as a hybrid activity. It may include Thursday, October 1st as well, if necessary. Matt Sullivan gave an overview of what the Charrette will entail.

i. **Non-Conforming Structures Update**

Matt Sullivan consulted with legal counsel and reported that there is no issue with the manner in which the Planning Board addresses special exceptions for non-conforming structure expansion, specifically for dimensional changes.

j. **Upcoming Projects**

Matt Sullivan updated the Board on projects to be discussed at the August Planning Board meeting, specifically Carry Beach stormwater management/parking lot improvement project, further boundary line adjustment for Romney properties, and an accessory dwelling unit application for 49 Central Street. The Brewster Academy Rogers Center project will be discussed at the September meeting. Matt Sullivan also shared that the Watertown Village (Village Corner Road) development project is proceeding.

Kathy Barnard suggested having a public input meeting for the drive thru restaurant and the parking ordinance issues. After further discussion, the consensus was that there should be a separate public meeting for each.

I. Approval of Minutes

June 2, 2020 Minutes:

Mike Hodder requested the following changes: Page 3, paragraph with Mike Hodder stated....change “application” to “applicant”; Page 6, Mike Hodder asked...insert ROW “was”.

Mike Hodder made a motion to approve the June 2, 2020 minutes as amended, and Kathy Barnard seconded the motion. Roll call vote: Kathy Barnard - yes, Mike Hodder - yes, John Thurston - yes, Brad Harriman - yes, Vaune Dugan - yes; Peter Goodwin - yes; Susan Repplier - yes. Minutes were approved (7-0).

July 7, 2020 Minutes:

Mike Hodder requested the following changes: Page 7, change “veto” to “not to recommend”. Kathy Barnard noted the correct spelling of Richard “Masse” on page 4.

Kathy Barnard made a motion to approve the July 7, 2020 minutes as amended. Mike Hodder seconded the motion. Roll call vote: Kathy Barnard - yes, Mike Hodder - yes, John Thurston - yes, Brad Harriman - yes, Vaune Dugan - yes, Peter Goodwin - yes, Susan Repplier - abstain. Minutes were approved (6-0).

It was moved by Kathy Barnard and seconded by Mike Hodder to adjourn the July 21, 2020 Wolfeboro Planning Board meeting. Roll call vote: Kathy Barnard – yes, Peter Goodwin – yes, Brad Harriman – yes, Mike Hodder – yes, Susan Repplier - yes, John Thurston - yes, Susan Repplier - yes. All members voted in favor. The motion passed (7-0).

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

Respectfully Submitted,
Mary Jane Shelton

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