

**TOWN OF WOLFEBORO  
PLANNING BOARD  
January 19, 2021  
DRAFT Minutes**

**Members Present:** Kathy Barnard, Chairperson; Brad Harriman; John Thurston; Mike Hodder; Susan Repplier; Peter Goodwin (remote with no one else present in the room), Vaune Dugan (remote with no one else present in the room), Julie Jacobs, Alternate.

**Members Absent:** None

**Staff Present:** Tavis Austin, Director of Planning and Development; Mary Jane Shelton, Recording Assistant

**I. Call to Order** - Chairman Barnard called the meeting to order at 7:00 PM.

**II. Introduction of Board Members :**

Chairman Barnard introduced the members of the Planning Board and Staff and called the meeting to order at 7:00 PM.

**III. Public Hearings:** Amendment to Shorefront Residential District (§175-67 (C)(1))

Kathy Barnard summarized this as an amendment to the storefront lot improvement standards and its purpose is to basically to put back the word “primary” which was previously removed at a public hearing. It was brought to the Board’s attention that the removal of the word “primary” would make any boathouse nonconforming and require the need for a variance for a boathouse which was not the intent of the change. This was not the intent of the proposed amendment. The objective was to improve water quality by encouraging focus on stormwater runoff with the development of properties in the storefront residential district. The wording of the amendment shall read: “All primary structures must be set back 50 feet from the reference line.”

Kathy Barnard announced that the proposed change will go on the 2021 Town Warrant and asked if there was any public comment. There was none.

**Mike Hodder made a motion, which was seconded by Susan Repplier, to move the proposed Amendment to the Shorefront Residential District as presented to the 2021 Town Warrant. Roll call vote: Mike Hodder - yes; Susan Repplier - yes; John Thurston - yes; Brad Harriman - yes; Vaune Dugan - yes; Peter Goodwin - yes; Kathy Barnard - yes. Motion passes unanimously by a vote of 7 - 0.**

**IV. Public Meetings:**

A. **Master Plan Implementation Committee**

Tavis Austin gave an update for the committee which consists of himself, Kathy Barnard and Susan Repplier. The goal was to take each of the Master Plan chapters and have each of the respective subcommittees select what the top three goals would be. The committee then took those top three goals from each subcommittee, ranking them by priority.

Kathy Barnard then inquired as to the process going forward from this point.

Tavis Austin suggested a procedure wherein common themes would be identified through the Implementation Committee and brought back to the Planning Board for further coordination. Mike Hodder stated that traditionally the Master Plan Implementation Matrix establishes specific goals which are assigned to specific groups. Although he feels the identification of overreaching themes is a good idea, he does not feel it should replace holding specific groups responsible for fulfilling the suggestions they made to specific chapters of the Master Plan.

Kathy Barnard asked Vaune Dugan to discuss the proposed plan of implementation for the top three goals submitted by the Heritage Committee, of which she is a member. Vaune indicated that they have at least two members working on each of the goals. Vaune stated her main question is how the process will address any overlap between goals of different groups and prevent duplication of efforts. Tavis Austin responded that items within a chapter of the master plan are primarily the responsibility of the group who created that chapter/goals and whose purview the chapter is in -- i.e., the Heritage Committee is ultimately responsible for goals set forth in the Arts and Culture chapter even if the EDC or BOS are mentioned within the goal description. Discussion ensued as to how responsibility is assigned when there is overlap of responsibility of groups for various goals, including the group which established the subject Master Plan goal. Tavis further suggested that a liaison be designated to coordinate efforts between the various groups. Mary DeVries, on behalf of the Chamber of Commerce, wanted the Board to be aware that the Chamber takes their role in implementation of the Master Plan very seriously and assured the Board that the Chamber will respond to any item wherein they are identified as a responsible party.

Mike Hodder shared that, historically, the Planning Board canvases the responsible parties asking for an update on their progress on implementation of goals established for the Master Plan.

The Board then reviewed implementation status of projects as shown on the spreadsheet outlining the top three goals prioritized by each of the other groups including Community Facilities, Housing, Natural Resources, Economic Development, Energy, Future Land Use, Transportation, Infrastructure.

Tavis reported that the next step would be to reconvene the Master Plan Implementation Committee to review the information received regarding goal priorities and refine the process for updating and tracking progress. Kathy Barnard stated there is a need to revisit the manner in which the responsible parties for each goal were identified and communicated.

Peter Goodwin shared that he felt restricted when asked to prioritize only 3 goals -- select what was easiest to achieve versus what is long term, etc. He felt it may be useful to review the chapter goals tying into what town boards are needed to accomplish them. Mike Hodder echoed his feeling of constraint in selecting only three recommendations. In the past, all of the chapter recommendations were listed in the implementation matrix. Kathy Barnard clarified that is still the situation and that the purpose of selecting the top three was to provide a starting point. Tavis Austin suggested that goals be further identified by ease of difficulty as well as priority level (including short term vs long term). John Thurston further suggested a method of rating that identified "wants" versus "needs".

**B. Discussion of §175-145**

Tavis Austin advised the Board that his review of the subject Multi-Family Zoning Ordinance found it is in need of revision. Specifically, Tavis addressed Article XXIII Multi-Family Dwellings, and advised that Sections 175-143 through 175-145 have been superseded by other zoning amendments. Titles and districts which are referenced in those sections have changed and the reference to conversions of existing dwellings conflicts with other zoning ordinances, with the most restrictive ordinance not being updated since 2014. Tavis advised the Board that the base zoning district regulations cover these areas.

Kathy Barnard expressed her commitment to creating more housing opportunities and position that any revisions should be considered with a focus toward that end.

Mike Hodder stated that he had reviewed the sections 175-143 through 175-145 of Article XXII and feels that they should be retained because they provide opportunities for multi-family housing in districts where it is currently not allowed under current zoning. He suggested a renaming of districts referenced in the subject sections as well as a cross referencing of the various ordinances prior to making any revisions to Article XXIII. Mike further suggesting adding Article XXIII to the Board's planned work program discussion of inclusionary and workforce housing.

After discussion, the Board decided to take the suggestions made by Tavis under advisement and to give the matter further review and consider revisions.

**C. Discussion of NHDES Boathouse Regulation changes**

Kathy Barnard informed the Board she had asked Tavis to review the Boathouse regulation to ensure it was in consistent with state regulations. Previously, during a variance application, the Board had encountered an issue questioning the maximum square footage allowed, specifically the footprint with or without accounting for any overhang. Vaune Dugan confirmed that the question centered around the statute definition of square footage and overhang. Tavis will research and get back to the Board on this matter.

**D. Discussion of Stormwater Regulation updates**

Kathy Barnard reported that Matt Sullivan, the previous Planning Director, had identified areas of the Stormwater Regulations that needed to be revised and that she had asked Tavis Austin to review the same to ensure that they are effective and being followed by developers. Tavis Austin presented a new model for consideration by the Board and elaborated on the components and methodology behind it.

Mike Hodder suggested the Planning Board establish a subcommittee to study the stormwater revisions.

Vaune Dugan asked if it is possible to have an outline of the existing portions of the stormwater regulations that are not working.

John Thurston expressed caution in making the regulation too restrictive that it would be prohibitive for construction of affordable housing.

Tavis Austin added that one component that he feels is important is the regulation of private roads.

Brad Harriman expressed his concern about the Town's ability to perform follow up site reviews, both physical and administrative oversight. He feels the monitoring will be a major issue for the Town with respect to manpower and financing.

Kathy Barnard asked Tavis if there are sediment and erosion controls in the Town's regulations. Tavis responded that there are with respect to shoreland and wetlands only. Mike Hodder stated that in the Wetlands Conservation Overlay District the Planning Board does have responsibility for ensuring that any development not cause any further erosion nor siltation.

Kathy Barnard will share some further information with Tavis Austin prior to appointing a subcommittee.

E. Rules of Procedure update

Mike Hodder provided a written copy of the suggested changes. He noted that one substantive change is to the public notice requirements which would allow the use of the Town's website as well as a newspaper of general circulation for meeting the statutory requirement of noticing the general public. The change gives the flexibility to utilize another means of public notice. In general, he proposes updating the Rules of Procedure which are somewhat outdated. Mike also mentioned that discussion at this meeting could serve as a first public reading of the proposed changes. Kathy Barnard suggested that this flexibility in the method of public noticing would also apply to other Town boards and commissions. The consensus was that this discussion will count as the first reading and it will be discussed again at a future public meeting prior to adoption.

Mike Hodder made a motion, which was seconded by John Thurston, to perform a second reading of the proposed changes to the Rules of Procedure at the next scheduled Planning Board meeting.  
Roll call vote: Mike Hodder - yes; John Thurston - yes; Brad Harriman - yes; Peter Goodwin - yes; Susan Reppplier - yes; Vaune Dugan - yes; Kathy Barnard - yes. Motion was approved by a vote of 7-0.

V. Public Comment: None

IV. Other Business:

Approval of Minutes:

Kathy Barnard made a motion, which was seconded by Mike Hodder, to approve the minutes of the January 5, 2021 Planning Board meeting as submitted. Roll call vote: Kathy Barnard - yes; Mike Hodder - yes; John Thurston - yes; Brad Harriman - yes; Peter Goodwin - yes; Vaune Dugan - yes; Susan Reppplier - abstain. Motion was approved by a vote of 6 in favor, 1 abstaining.

**VII. Adjournment:**

Mike Hodder made a motion, which was seconded by Peter Goodwin, to adjourn the meeting.  
Roll call vote: Brad Harriman - yes; Peter Goodwin - yes; Vaune Dugan - yes; Susan Repllier - yes; Mike Hodder - yes; John Thurston - yes; Kathy Barnard - yes. Motion was approved by a vote of 7-0 in favor.

Meeting was adjourned at 9:12 PM.

Respectfully submitted,  
Mary Jane Shelton  
Recording Assistant