

**TOWN OF WOLFEBORO
PLANNING BOARD
August 2, 2016
MINUTES**

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

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

Staff Present: Rob Houseman, Director of Planning & Development, Lee Ann Keathley, Secretary.

Chairman Barnard opened the meeting at 7:01 PM at the Wolfeboro Town Hall Great Hall.

- I. **Scheduled Appointment / Public Hearing**
Kingswood Youth Center and MRNH Retreat, LLC
Boundary Line Adjustment
Agent: Randy Tetreault, Norway Plains Associates, Inc.
TM #148-16-T and 148-16-1
Case #201614

Vaune Dugan recused herself.

Rob Houseman reviewed the Planner Review for August 2, 2016 stating the applicant proposes a boundary line adjustment that will transfer 3.59 acres between Tax Map 148-16-T and 148-16-1. He stated the applicant has requested the following waivers; Sections 174-7.D.4 and 6, 174-9.A.1 and 2, a-f and 174-7.B.1-4.

Randy Tetreault, Norway Plains Associates, Inc., stated Tax Map 148-16-T will be reduced from 8.59 acres to 5 acres with 3.59 acres to be annexed to Tax Map 148-16-1; noting the latter lot would increase from 3 acres to 6.59 acres. He noted that both parcels are serviced by on site wells and septic systems and street access to both properties would remain the same. He stated there is no additional lot development proposed therefore, site feature details of topography, jurisdictional wetland delineation and soil suitability were not performed. He noted that Tax Map 148-16-T is an existing developed lot and Tax Map 148-16-1 is an existing undeveloped lot approved by the Town and State of NH through a previous subdivision approval. He stated there are no Variances or Special Use Permits associated with the proposal.

John Thurston asked if it is customary to not provide the topography for the entire lot.

Randy Tetreault replied yes, if the area that the land is being added to has already proved to be sufficient in size.

It was moved by Mike Hodder and seconded by Stacie Jo Pope to grant waivers for Sections 174-7.D.4 and 6, 174-9.A.1 and 2, a-f and 174-7.B.1-4. All members voted in favor. The motion passed.

It was moved by Stacie Jo Pope and seconded by Mike Hodder to accept the application as complete. All members voted in favor. The motion passed.

Chairman Barnard opened the public hearing.

John Thurston questioned whether the road access meets the setback from the rail trail.

Rob Houseman stated the applicant is not proposing a road rather, a building envelope and driveway location. He noted that if any improvements were to be made such would be a walking path.

Rob Houseman reviewed the following recommended conditions of approval;

1. The following plan, as amended by the Planning Board approval, is incorporated into the approval:
Plan 1: Lot Line Adjustment Plan, NH Route 28-Center Street, Carroll County, Wolfeboro, NH, For Kingswood Youth Center and MRNH Retreat LLC, Plan prepared by Randolph Tetreault, LLS, Norway Plains Survey Associates, Inc., Dated July 12, 2016.
2. The applicant shall be responsible for the payment of all recording fees.
3. The applicant shall submit a Mylar plan for recording at the Carroll County Registry of Deeds.
4. The applicant shall be responsible for monumentation and the submittal of the Certificate of Monumentation and updated plans.

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

It was moved by Mike Hodder and seconded by Stacie Jo Pope to approve the Kingswood Youth Center and MRNH Retreat, LLC Boundary Line Adjustment application, Tax Map #148-16-T and 148-16-1, subject to the recommended conditions of approval. All members voted in favor. The motion passed.

II. Action Item
Lot Merger
Ellen Drew
TM #33-27 & 28

Rob Houseman stated the applicant has requested a lot merger; noting such would result in the creation of one single 5.08 acre parcel with 670' of frontage on Penn Air Road. He noted the lot merger would eliminate one building lot.

It was moved by Mike Hodder and seconded by John Thurston to approve the Ellen Drew Lot Merger, Tax Map #33-27 and 33-28. The motion passed.

Zach Prior
Request for Building Permit on a Class VI Road
TM #254-4

Rob Houseman stated the applicant has requested a building permit on a Class VI Road, New Garden Road. He noted there are two year round dwellings beyond the lot.

Kathy Barnard asked if the Conservation Commission has reviewed the proposal.

Rob Houseman replied no, the Commission will be reviewing the request at their August 8th meeting.

Kathy Barnard asked if the Fire Department has reviewed the proposal.

Rob Houseman replied no, however the Board could recommend such.

Paul O'Brien asked if Dave Ford has reviewed the condition of the road.

Rob Houseman replied no.

Paul O'Brien requested such be recommended.

Rob Houseman stated he advised the applicant to reach out to both the Fire Department and Director of Public Works in order to expedite the application.

Kathy Barnard asked if the applicant has received septic approval.

Rob Houseman replied no, however the owner has data to support an area for a septic system.

Kathy Barnard asked if a driveway permit has been issued.

Rob Houseman replied yes.

Kathy Barnard asked if a building permit addresses drainage.

Rob Houseman replied no, the development of a single family dwelling does not include review of drainage however, the Department of Public Works reviews drainage associated with the construction of a driveway.

It was moved by Stacie Jo Pope and seconded by Paul O'Brien to recommend the issuance of a building permit on a Class VI Road for Zach Prior, Tax Map #254-4, subject to compliance with all zoning requirements and review by the Fire Department and Department of Public Works as previously advised by Rob Houseman. All members voted in favor. The motion passed.

III. Work Session

Master Plan Survey and Update

Rob Houseman provided the Board with the online survey (provided through Survey Monkey) and the phone survey to be administered by UNH Survey Center.

Kathy Barnard asked who would be preparing the budget.

Rob Houseman stated he would be submitting the budget prior to his departure and recommending \$30,000 for the Master Plan update process. He noted he bid the project in the spring however, there was no response.

Master Plan Economic Base Chapter

Rob Houseman stated the information previously provided to the Board was revised to reflect the Board's comments and reviewed those revisions. He noted he would seek clarification because it appears that the Town and schools are absent from the analysis.

Vaune Dugan stated the construction industry/trades is also absent from the analysis.

Online Business Assessment

Rob Houseman presented Robert Shelton's analysis of the Downtown businesses websites as it relates to the Google program "Get Your Business On The Map". He stated the analysis assists with the implementation of one of the recommendations of the Business Expansion and Retention Program; noting the analysis has been forwarded to the EDC.

Kathy Barnard stated there is a need to follow up on the analysis.

Accessory Dwelling Unit Ordinance

Rob Houseman stated the Senate Bill precluded limiting the size to greater than 750 SF; noting that by changing the square footage to 750, the base size of the house would have to be at least 1500 SF. He stated the language in the proposed ADU Ordinance relative to "no less than 300 SF" reflects Building Code requirements. Therefore, he recommended deleting 700 SF and reinserting 300 SF.

John Thurston stated the NHMA advised not less than 750 SF.

Rob Houseman stated the Town is not requiring ADU's rather, the Town is allowing such.

Kathy Barnard noted the Senate Bill states that Towns may impose a minimum and maximum area.

Mike Hodder asked how to address properties owned by an LLC and questioned whether Town Counsel opined on principle primary residence.

Rob Houseman replied yes to the latter question however, noted that #6 does not reflect the requirement.

The Board discussed requiring one of the dwellings to be the property owner's principle dwelling.

Rob Houseman stated that if an entity owns a property, one of the principles of the entity must occupy one of the dwelling units; noting one of the principles must demonstrate proof of occupancy.

Mike Hodder questioned how to establish proof of residency.

The Board agreed to the following;

- Page 1, #3; change "750" to "300"
- Page 1, #6; add "and demonstrate proof of occupancy." following "units"
- Page 1, #6; add new second sentence as follows; "The owner occupied unit cannot be sublet."
- Page 4 (checklist); add language from #6 on Page 1
- Page 4 (checklist), 6th paragraph; strike "and no greater than 1,000 square feet" and add "An accessory dwelling unit shall occupy no more than 30% of the FLOOR AREA of the SINGLE FAMILY DWELLING, including the ADU"
- Seek Town Counsel guidance relative to proof of residency

Hotels/Inns

Kathy Barnard questioned whether fifty sleeping room should be inserted into the definition. She noted the definition does not conflict with the definition of Bed and Breakfasts.

Paul O'Brien stated such would create a disadvantage for small businesses.

Rob Houseman noted 124 Airbnb's are listed online for Wolfeboro.

Kathy Barnard recommended the EDC review the definition.

Vaune Dugan recommended that the research and findings by Robert Shelton be forwarded to the EDC.

Paul O'Brien recommended the data be presented to the EDC on existing hotels and Airbnb's and requested that the EDC advise the Board as to the direction to pursue.

Kathy Barnard noted that Bed and Breakfasts are not permitted in the Bay Street Limited Business District (BSLBD) and the South Wolfeboro Limited Business District (SWLBD).

Rob Houseman confirmed that Bed and Breakfasts are not permitted in the Pine Hill Road Development District, BSLBD, SWLBD and the Central Business District.

The Board agreed to the following;

- Schedule a joint work session with the EDC
- Allow Bed and Breakfasts as a permitted use in the BSLBD, SWLBD and Central Business District

IV. Public Comment

None.

V. Informational Items

None.

VI. Planning Board Subcommittee Reports

None.

VII. Approval of Minutes

July 19, 2016

It was moved by Stacie Jo Pope and seconded by Mike Hodder to approve the July 19, 2016 Wolfeboro Planning Board minutes as submitted. All members voted in favor.

VIII. New/Other Business

Lighting

Kathy Barnard stated the Site Plan Regulations prohibit LED lights and noted the ordinance was developed in 2009. She requested such be placed on the next agenda for further discussion.

Rob Houseman stated such could be addressed by a color spectrum requirement.

Wayfinding Signs

Rob Houseman presented examples of two sided wayfinding signs; noting such includes QR codes for a directory website and a survey. He stated a four sided is currently in production. He stated the signs would be placed in whiskey barrel type planters with flowers so that the signs could be moved. He stated the signs would consist of the business name and would be updated and laminated annually and recommended the cost of such be included in the Economic Development budget.

Town Dock Committee

Kathy Barnard stated a Committee has been established to explore options for expansion of the Town docks and dock related issues; noting Paul O'Brien has volunteered to be a member of such.

John Thurston requested appointment to the committee.

Parking Meter Analysis

Rob Houseman recommended the parking meter analysis provided to the Board should be considered as the Board moves forward with Downtown development as part of the Master Plan. He stated a meter system may be appropriate during peak times and would create a revenue stream for maintenance of the meters.

It was moved by Vaune Dugan and seconded by Stacie Jo Pope to adjourn the August 2, 2016 Wolfeboro Planning Board meeting. All members voted in favor. The motion passed.

There being no further business, the meeting adjourned at 9:07 PM.

Respectfully Submitted,

Lee Ann Keathley

Lee Ann Keathley

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