

**TOWN OF WOLFEBORO
PLANNING BOARD
December 5, 2017
MINUTES**

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

Members Absent: Brad Harriman, Selectmen's Representative, Dave Alessandroni, Tom Brown, Alternates.

Staff Present: Matt Sullivan, Director of Planning and Development, Lee Ann Hendrickson, Administrative Secretary.

Others Present: Karen Janowski.

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

I. Introduction of Board Members

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

II. Public Comment

None.

III. Approval of Minutes

November 14, 2017

Corrections: Page 1, 8th paragraph, 1st line; change "over" to "overview."

It was moved by Mike Hodder and seconded by Paul O'Brien to approve the November 14, 2017 Wolfeboro Planning Board minutes as amended. All members voted in favor. The motion passed.

November 21, 2017

Corrections: Page 1, Unfinished Business, 4th paragraph; add new paragraph "Brad Harriman recommended adding "and amenities" following "dining services."
Page 2, 8th paragraph; strike "the base" & replace with "most affected"
Page 2, 10th paragraph, strike "he" & replace with "Mike Hodder"

It was moved by Mike Hodder and seconded by John Thurston to approve the November 21, 2017 Wolfeboro Planning Board minutes as amended. All members voted in favor. The motion passed.

IV. Action Item

Release of Financial Security, P&D Zimmerman Limited Family Partnership, TM #218-17

John Thurston recused himself.

Matt Sullivan stated a final inspection was conducted on 11/20/17; noting he recommends the replacement of any dead or diseased plantings at the owner's expense be a condition of the release of financial security. He recommended a full release of the financial security in the amount of \$56,153.70 subject to the following conditions;

1. Temporary erosion control measures shall remain in place until all site work is completed.

2. All disturbed areas shall be temporarily stabilized for winter in accordance with the recommendations noted on Sheet 8 of 8 in the Site Improvement Plans, Erosion Control Note #11.
3. Plantings shall be monitored until one year after planting as noted on Sheet 5 of 8.
4. Replacement of any dead or diseased plantings at the owner's expense.

It was moved by Paul O'Brien and seconded by Peter Goodwin to approve the full release of financial security for P&D Zimmerman Limited Family Partnership, Tax Map 218-17, in the amount of \$56,153.70 subject to the recommended conditions of approval. All members voted in favor. The motion passed.

V. Communications & Miscellaneous

The Board was provided the following communications/information; meeting memorandum, EDC minutes, letter from Kathy Eaton, Wayfinding Sign Committee minutes, TRC minutes and Notices of Decision.

VI. Unfinished Business

Master Plan; Steve Whitman, Resilience Planning & Design

Steve Whitman reviewed his professional experience, members of his team and previous projects with the Town.

Matt Sullivan stated the team would be working with the Planning Board with some interface opportunities with the subcommittees. He stated Planning Board members would chair the subcommittees and act as the liaison to the Board. He reviewed his memo, dated 12/1/17, which included outreach approach, kickoff meeting/community forum, chapter assignments, subcommittee chapter development schedule and final review and adoption process.

Mike Hodder stated consideration needs to be given on how to reach nonresident taxpayers who do not live in Wolfeboro year round.

Vaune Dugan recommended a forum in the summer.

Paul O'Brien recommended considering online dialogue (referencing the Pickering House website).

Steve Whitman stated there is no cost to create a Facebook page; noting content could be controlled and/or dialogue could be encouraged. He stated a vision statement would be drafted from review of the previous vision statement in the 2007 Master Plan and feedback at the public forum; noting the subcommittees need a common vision to guide them.

Matt Sullivan stated the individual chapters would also include a vision statement.

The Board discussed an energy and resilience chapter, sustainability, cogeneration and whether such a chapter is necessary. The Board agreed to include the idea and content of community resilience into related chapters however, not include as a title to the energy chapter.

The Board agreed to the following "next steps";

- Kick-off meeting/public forum scheduled for January 23, 2018 (location TBD)
- Staff to inquire about web design from other Town staff

The Board agreed to include the following at the 1/23/18 public forum (in addition to what is noted in Staff's memo, dated 12/1/17);

- Then/now data compilation
- Maps
- 1 page overview (include timeline)
- Copies of 2007 Master Plan chapters
- Copies of Cultural and Historic Resources Chapter from other communities

- Committee sign-up sheets

The Board agreed to the following subcommittee structure;

Housing, Economic Development, Population: Kathy Barnard, Mike Hodder

Natural Resources: Peter Goodwin

Cultural and Historical Resources (new chapter): Vaune Dugan

Public Infrastructure, Transportation: Brad Harriman, Paul O'Brien, John Thurston

Energy: Tom Brown, Paul O'Brien

Community Facilities: Mike Hodder, John Thurston

Sign Ordinance Amendment Review

Matt Sullivan reviewed the recommended revisions from the previous meeting.

The Board agreed to the following;

- Strike definition of Feathered Flag
- Combine documents (Staff edits and Town Counsel edits) for public hearing
- Section C. (1); add "commercial" between "a" and "permitted"
- Amend definition of Sign to include the following as the last sentence; "Devices such as harpoon type pole signs and banners are considered to be signs."

It was moved by Vaune Dugan and seconded by Peter Goodwin to amend Section C. (1) to include "commercial" and amend the definition of Sign as noted above. All members voted in favor. The motion passed.

It was moved by Mike Hodder and seconded by Paul O'Brien to move Sign Ordinance to public hearing. All members voted in favor. The motion passed.

Ineligibility for Subdivision Form

Matt Sullivan stated he discussed removing such from the ordinance with Town Counsel and agreed to leave the form in the ordinance without issue; noting the conversation focused on the Board's concerns relative to development of lots in North Wolfboro and other rural areas of the community. He stated the form was revised per the instruction of the Carroll County Registry of Deeds; noting he would forward such to the Board.

Inns/Bed and Breakfasts as a Permitted Use in the WFLBD and BSLBD (District Less Than 100 Properties)

Matt Sullivan stated such were incorrectly noticed as part of the 2017 Zoning Amendment process (RSA 675:7); noting individual property owners were not noticed. He noted there are no changes to the proposed ordinance language from the 2017 language and the language is in effect in all other zoning districts with greater than 100 properties.

It was moved by Paul O'Brien and seconded by Peter Goodwin to move Inns and Bed and Breakfasts as a Permitted Use in the Wolfboro Falls Limited Business District and Bay Street Limited Business District to public hearing. All members voted in favor. The motion passed.

Accessory Dwelling Units

Matt Sullivan stated such were incorrectly noticed as part of the 2017 Zoning Amendment process (RSA 675:7); noting individual property owners were not noticed.

It was moved by Paul O'Brien and seconded by Vaune Dugan to move Accessory Dwelling Units to public hearing. All members voted in favor. The motion passed.

VII. New Business

Planning Board Public Hearings for Town Warrant Articles

First public hearings scheduled for 12/19/17, second public hearings scheduled for 1/16/17

VIII. Planning Board Subcommittee Reports

None.

IX. Nonpublic Meeting

N/A

It was moved by Peter Goodwin and seconded by Paul O'Brien to adjourn the December 5, 2017 Wolfeboro Planning Board meeting. All members voted in favor. The motion passed.

There being no further business, the meeting adjourned at 9:15 PM.

Respectfully Submitted,

Lee Ann Hendrickson

Lee Ann Hendrickson

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