

**TOWN OF WOLFEBORO  
PLANNING BOARD  
June 21, 2016  
MINUTES**

**Members Present:** Kathy Barnard, Chairman, Stacie Jo Pope, Vice-Chairman, Brad Harriman, Selectmen's Representative, Mike Hodder, Vaune Dugan, Members.

**Members Absent:** John Thurston, Paul O'Brien, Members, Dave Alessandroni, Alternate.

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

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

**I. Action Item**

**Release of Financial Security  
Wolfeboro Camp School  
TM #253-7**

Rob Houseman stated the Town's consulting engineer recommends the partial release of financial security by 60%; noting the balance would be \$126,764.

**It was moved by Mike Hodder and seconded by Stacie Jo Pope to approve the partial release of financial security in the amount of \$190,020 with a remaining balance of \$126,764. All members voted in favor. The motion passed.**

**II. Work Session**

**Master Plan Survey**

Rob Houseman stated the Master Plan Survey being conducted by UNH will be a phone survey in which residents and property owners would be contacted. He stated he would provide a draft of the survey to the Board.

**Accessory Dwelling Unit Ordinance**

Rob Houseman stated he provided the Board with the final statute, revised ordinance, examples from other communities and an Application for Accessory Dwelling Unit Certificate of Use.

Referencing the latter and the requirement for a property owner to file the certificate annually, Brad Harriman asked how the issue would be addressed if the owner forgot to file the application.

Kathy Barnard stated that in her experience, a reminder letter would be sent annually to the property owners.

Mike Hodder questioned whether statutory authority exists for the application and renewal process.

Rob Houseman replied yes.

Vaune Dugan recommended forwarding the Certificate of Use to the Assessing Department so that taxes could be adjusted accordingly.

Rob Houseman stated the Notice of Restriction is intended to prevent condominium conversion.

Referencing Page 1, #6, Mike Hodder stated such does not address the requirement for the property to be the owner's principal dwelling unit. He stated if there is a concern that the ordinance will bring additional dwelling units to shorefront lots or more Air B&B's, the ordinance should reflect such as a requirement of the property owner.

Vaune Dugan disagreed with Mr. Hodder.

Stacie Jo Pope agreed with Mr. Hodder.

Kathy Barnard asked how such would be proven.

Rob Houseman stated a Home Occupation requires the residence to be the primary residence of the property owner for nine consecutive months of the year.

Kathy Barnard asked how the interior door issue would be addressed.

Rob Houseman stated the statute requires such however, it is conflictual. He stated that currently accessory apartments are permitted in all zoning districts except for the Shorefront Residential District. He noted that if the Board rescinds the current provision it would require property owners in all districts to apply for a Conditional Use Permit.

Referencing the OEP Planning for Accessory Dwellings publication, Kathy Barnard stated that if the Town's existing ADU ordinance is not in compliance with the requirements of the new ADU law, it would become ineffective and unenforceable as of June 1, 2017.

The Board requested Town Counsel review of such.

The Board reviewed the revisions to the Accessory Dwelling Unit Ordinance and requested/agreed to the following;

- Permit ADU's by Conditional Use Permit rather than a Special Exception
- Page 1, Section XXX-XX; strike "permitted or" and change "Special Exception" to Conditional Use Permit"
- Page 1, Section XXX-XX, 2., 3<sup>rd</sup> sentence; strike "construction of any access ways into the house and/or detached garage which are required for access"
- Page 1, Section XXX-XX, 3.; confirm proper reference to Building Code
- Page 2, Application for Accessory Dwelling Unit Certificate of Use; strike "Type of Accessory Dwelling Unit (circle one and provide area of existing structure and any proposed addition) and strike the four bullets following such
- Staff to provide the Board with criteria for a Conditional Use Permit
- Seek information from other communities as to how they address the primary residence issue
- Review by Town Counsel; Per the OEP Planning for Accessory Dwellings, if the Town's existing ADU ordinance is not in compliance with the requirements of the new ADU law, it would become ineffective and unenforceable as of June 1, 2017.
- Amend definitions

### **Architectural Design Guidelines**

The Board reviewed the revisions to such and requested/agreed to the following;

- Condense guidelines/regulation
- Design Regulations, Page 1; place "Findings" first
- Identify buildings constructed in the past 15 years that have triggered revisions to the Design Standards
- Questioned whether to impose such in the commercial districts
- Decrease to 4,000 SF
- Amend definition of Hotel (remove room limit) ~ Staff to redistribute his memo regarding such
- Staff and Vaune Dugan to work together to revise the documents

**III. Public Comment**

None.

**IV. Informational Items**

None.

**V. Planning Board Subcommittee Reports**

None.

**VI. Approval of Minutes**

None.

**VII. New/Other Business**

**Woodbine Senior Living**

Rob Houseman stated the applicant received an extension of the Variance to 7/1/17 for good cause because they are actively seeking compliance with their approvals and need additional time for permitting.

**It was moved by Mike Hodder and seconded by Vaune Dugan to adjourn the June 21, 2016 Wolfeboro Planning Board meeting. All members voted in favor. The motion passed.**

*There being no further business, the meeting adjourned at 8:48 PM.*

Respectfully Submitted,

*Lee Ann Keathley*

Lee Ann Keathley

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