

**Town of Northwood  
Planning Board  
January 14, 2016**

Chairman Robert Strobel calls the work session to order at 6:35 p.m.

**PRESENT:** Chairman Robert Strobel, Vice-Chair Lucy Edwards, Selectmen Representative Rick Wolf, Lee Baldwin, Betty Smith, Victoria Parmele, and Town Planner Matthew Sullivan.

**VOTING DESIGNATION:** Chairman Robert Strobel, Vice-Chair Lucy Edwards, Selectmen Representative Rick Wolf, Lee Baldwin, Betty Smith, and Victoria Parmele.

**ABSENT:** Richard Bojko, Alternate Joseph McCaffrey, and Alternate Ken Rick

**MINUTES:**

**December 17, 2015**

**Ms. Edwards makes a motion, second by Ms. B. Smith, to approve the minutes of December 17, 2015, as amended, as follows:**

Page 2: Add: ...*raised*...

**Motion passes; 6/0.**

**CASES:**

**CASE: 15-07: John Ovadek, 1064 First NH Turnpike. Map 217/Lot 45.**

Applicant seeks a major site plan review application for an 82 unit self-storage facility.

Mr. Sullivan reviews an updated checklist and provides an overview of the plan. He explains that the applicant is proposing a self-storage facility. There are three existing structures onsite, repair shop, moving and storage, and a residential structure. The proposal is for a multi-unit self-storage facility with 82 units that vary in size.

Mr. Sullivan reminds the board that the discussion of completeness was continued from the last meeting. A discussion is held regarding the turning radius and one-way traffic circulation plan. He adds that amendments have been made to the plan and a traffic circulation plan has been provided. The following items of within the review checklist were discussed:

*V-B.9 Impact Statement – not complete*

No traffic impact comments provided.

*VII-A(1)(c) Auto and Pedestrian Circulation Plan*

Applicant submitted a traffic circulation plan. The traffic circulation plan is designed based on a WB-40 truck. The applicant has proposed one-way traffic circulation throughout the site with corresponding signage.

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*VII-A(5)(k) Solid Waste Disposal*

A discussion is held as to location of the dumpster location and maintenance on site.

*Building numbers shown on the plan do not correspond to those shown in the table.*

*VII-A(5)(M)*

Existing and proposed tree line should be shown.

*Wetland Impacts*

The wetland areas likely need some form of protection, perhaps in the form of a berm

*VII-A(1)(e) Landscaping Plan*

Mr. Sullivan recommends that the board consider the waiver as he does not feel that a full landscaping plan is necessary for this type of facility.

*VII-A(5)(z) and VII-A(5)(bb) Erosion Control*

Mr. Sullivan states that the driveway is a gravel driveway; however, he recommends that the board consider having the town's engineer review the drainage analysis.

*VII-A(5)(aa) Fire alarms, cisterns and/or fire ponds*

Mr. Sullivan states that the fire infrastructure is not shown on the plan and there are no security gates shown on the proposed site. He notes that the fire department expressed concern with the need to access all building with 32' apparatus. In addition, the fire department has requested that a Knox Box be provided at the entrances along with a note to be added to the plan stating that no hazardous materials will be stored on site.

Mr. Sullivan states that this development has frontage on Canterbury Road, a Class VI Road; therefore, this project would require approval from the selectmen prior to the issuance of a building permit. He states that there is frontage and an approved driveway on Rte. 4. Mr. Sullivan explains that the driveway itself is on Canterbury Rd.

*IX-H(3)(d) Snow Storage*

Mr. Sullivan states that snow storage should be indicated on the plan.

*IX-I(1) and IX-I(2) Signage*

Mr. Sullivan states that the applicant should clarify whether signage will be changing in the event that sight distance could be obstructed.

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*IX-M(3) Lighting*

Mr. Sullivan states that there is no lighting shown along the west side of the site along the entrance to the units.

*IX-N Hours of Operation*

Mr. Sullivan states that the applicant is proposing the property to be 24 hours a day, 7 days a week.

*IX-P Noise*

Mr. Sullivan states there may be a concern with noise due to the hours of operation.

*Circulation Plan*

The board reviews the circulation plan. Mr. Sullivan explains that the traffic on site is one way only. The only enforcement of this one-way pattern is the do not enter signs. Discussion ensues regarding the circulation plan. Mr. Sullivan states that this is a common storage facility design.

Mr. Sullivan states that he will recommend the application as complete with a need for additional information for the traffic circulation and safety/security.

Additional discussion is held regarding a traffic study. Mr. Sullivan states that he feels that the proposed use and site design does not necessitate a traffic study.

Hours of operation are briefly discussed and board members express concern with the 24 hour/7 day operation. It is suggested that the facility close at 10 p.m. Mr. Strobel notes that the rear of the site is proposed to be open 24 hours yet the front of the site contains businesses with earlier closing times. Ms. Baldwin notes that there is a residence also on the property.

**VOLUNTARY MERGER:**

**VM: 16-01: LeCompte, 221 Long Pond Rd. Map 207; Lot 1 and Map 206; Lot 64.**

The voluntary merger information is provided and reviewed. Members will do a drive-by prior to the next meeting.

**APPLICATION to BUILD on a PRIVATE ROAD, RSA 674:41  
Petrin, 27 Ash St. Map 122; Lot 113.**

The application information is provided and reviewed. Members will do a drive-by prior to the next meeting.

**CASE: 16-01: Robert Graves, III, 284 First NH Turnpike.**

**Map 231/Lot 6.** Applicant seeks to amend the existing site plan to add food

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service with seating and relocate existing retail space.

Robert Graves, III is present.

Mr. Sullivan provides an overview of the project. He explains that the proposal includes reconfiguration of the site and an additional use. He states that there are two structures connected on site, a retail area and a residential area. The proposal will remove the connection and establish a one-way traffic pattern. He adds that the owner is in process with the building inspector relative to the addition of food truck (restaurant use).

Mr. Sullivan states that the first item to address is the parking spaces and traffic pattern.

Mr. Sullivan reviews the plan. He notes the retail and food service locations, along with seating areas of the new café.

Mr. Sullivan notes that the egress appears to be sufficient. Mr. Sullivan states that there are 25 parking spaces proposed and required to accommodate the capacity and use. He notes the ADA requirements have been met. He expresses concern with parking space #14 due to the reversing of vehicles. He explains that the property owner can make this space a compact car spot to allow for additional clearance. All compact spaces must have appropriate signage.

Site signage is discussed. Mr. Sullivan states that modification of the signage is a concern in the context of sight distance along Route 4.

Mr. Sullivan notes that a waiver may be needed for a professionally engineered/ professionally surveyed plan (VII-(B)(1)(a) VII-B(1)(b)).

Mr. Sullivan reads a memo received from the building inspector regarding the process to-date. Mr. Graves states that he has followed up with the Building Inspector in regard to these items.

Mr. Sullivan explains that there is proposed conditions plan provided, yet no existing conditions plan. This may necessitate a waiver.

Mr. Sullivan states that the acreage and square footage are not noted on the plan and should be added.

Mr. Sullivan notes that flood lights are proposed and are noted on the plan. Mr. Sullivan mentions that the arborvitae should be adequate for light shielding from the abutting property.

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Hours of operation are discussed. Mr. Sullivan states that the proposed hours are 6:00 A.M. to 10 P.M. He notes the noise ordinance.

Mr. Sullivan states that the property owner has been using an access way onto Green Street for plowing, tractor access, etc. This issue has been discussed and it has been suggested that boulders or railroad ties be installed on this existing driveway. Additional discussion is held regarding safety with having the two driveways. Mr. Strobel notes that the planning board's signed plan will be what the building inspector follows and holds the applicant accountable to so it should accurately represent the sites proposed and existing conditions.

**INTERNAL BUSINESS:**

**Staff Items**

***Site Plan Regulations***

Mr. Sullivan reviews a proposed schedule for the site plan regulations. He states that he is proposing a completion date for all revisions of February 25<sup>th</sup>, 2016 with implementation to begin March 1<sup>st</sup>, 2016.

General discussions are held as follows:

**Section II**

***Purpose***

Mr. Sullivan asks if a board member would consider volunteering to rewrite the purpose section. Additional discussion is held regarding re-wording the entire section. Ms. Edwards and Ms. Parmele offer to complete a re-write.

**Section III**

***Interpretation***

Mr. Sullivan asks if a board member would consider volunteering to rewrite paragraph two of the interpretation. The board discusses and the consensus is to remove the interpretation section. Mr. Strobel suggests adding wording that notes that the applicant may be required to meet other regulations, as appropriate.

**Section V**

***Application Types***

Mr. Sullivan states that the Town Administrator has asked if the board would consider increasing the size of the ground coverage in the Major Site Plan site plan application thresholds from 25% to 33%. Mr. Strobel states that increasing this may have significant impacts on the character of development. Further discussion ensues regarding proposing 30% coverage or limiting the square footage.

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Mr. Sullivan notes a small wording change to the gross area of buildings and structures. Further discussion is held regarding a commercial site. The board agrees to amend this section to state all commercial buildings and structures.

**Change of Use**

A discussion is held regarding adding additional criteria to the change of use definition. Mr. Sullivan states that should something not meet the criteria than an additional phrase would need to be added that would make it clear that application is by default then considered until minor/major site plan. Additional wording changes were discussed and amended accordingly.

**Home Business Application**

Mr. Sullivan states that the Town Administrator has requested that the board remove the Home Business Application. He adds that many towns do not regulate home businesses, or do so differently. However, Mr. Sullivan states that due to the high volume in Northwood, he feels that they should be regulated in some way.

Mr. Strobel states that he feels that there should be some type of notification and information provided to the selectmen. Discussion ensues regarding the type of use and potential traffic generation.

Mr. Sullivan stated that he would speak to the Town Administrator regarding the board's comments.

Other discussion ensues regarding determining impact to the character of a neighborhood. Mr. Sullivan states that he will be determining this and he notes that if there is any uncertainty in interpretation, he would bring it to the board.

**Exempt Site Plan Applications**

A discussion is held regarding amending this section due to the 100 square feet or less for ground coverage threshold. After discussion, this item will remain unchanged.

**Section VI**

**Application Procedures**

Minor changes are suggested that do not significantly alter the content of the regulation.

Further discussion is held regarding assistance to applicants and processing of waiver requests.

Additional discussion is held regarding the technical review committee. Mr. Sullivan states that he has been able to integrate all appropriate parties and

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feels that there are satisfactory communications between all applicable departments.

Other items are amended that do not alter the content of the regulation. Mr. Strobel recommends that driveway permit be moved to the beginning of item #12.

**Preliminary Consultation**

Mr. Sullivan states that the preliminary consultation is based on the development ordinance. He further explains that there are two different types of review that the board offers and describes the preliminary consultation and design review. Mr. Sullivan states that a design review must have standards clearly defined.

Discussion ensues relative to design review requirements and process.

The board resolved to allow the planner to draft design review language to be reviewed at the next board meeting.

**Application Submission and Review**

A discussion is held regarding the proposed language. Minor edits and sentence structures are proposed to be amended that do not alter the content. However, item #13 is amended to require additional documents as part of the site plan.

Item #15 is deleted.

**Action by the Planning Board**

A discussion is held regarding tabling applications. The board agrees to remove “tabling” as an option; it is to read approve or deny the proposed application.

Site conditions to be met are to be added along with additional language specific to site improvements. Discussion ensues and conditional approval will be added throughout this section.

Items #10 through #15 are deleted.

**Section VII**

**Public Notice**

The board discusses adding additional requirements to the public notice that include the specific type of site plan application.

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**Section VIII**

**Administration**

*Waivers*

A modification is suggested in this section to note that the hardship is specific to the applicant. Other changes made in this section do not affect the content.

*Fees*

A discussion is held regarding the fees, specifically inspection fees. Mr. Sullivan states that he will speak to Ms. L. Smith regarding the purpose of this item.

**Section IV**

**Performance Agreement**

*As-Built Plans*

Mr. Sullivan states that he does not feel that as-built plans should be required for a minor site plan.

**DEFINITIONS**

Definitions will be addressed at the next meeting. Mr. Sullivan notes that some definitions are also in the development ordinance, therefore changes may necessitate changes to the ordinance at a later time as well.

**ADJOURNMENT**

**Ms. B. Smith makes a motion, second by Mr. Wolf, to adjourn at 9:40 p.m.  
Motion passes unanimously.**

Respectfully submitted,

Lisa Fellows-Weaver  
Board Secretary