

**Town of Northwood
Planning Board
February 23, 2012**

Chairman Robert Strobel calls the meeting to order at 7:02 p.m.

PRESENT: Chairman Robert Strobel, Vice Chairman Tim Jandebour, Selectmen Representative Scott Bryer, Joe McCaffrey, Rick Wolf, Babette Morrill, and Alternate Adam Sprague, Board Administrator Linda Smith, Town Planner Elaine Planchet. *Alternate Victoria Parmele arrives at 7:07 p.m.*

VOTING DESIGNATION: Bob Strobel, Tim Jandebour, Scott Bryer, Joe McCaffrey, Rick Wolf, Babette Morrill, and Alternate Adam Sprague.

ABSENT: Herb Johnson and Alternate Pat Bell.

MINUTES:

January 26, 2012

Mr. Jandebour makes a motion, second by Mr. McCaffrey, to approve the minutes of January 26, 2012, as amended, as follows:

Page 2: Delete: ...on site. Replace with ...*in the building under consideration.*

Page 2: Delete: ...only.

Motion passes; 5/0/2. Mr. Wolf and Mr. Sprague abstain.

Ms. Parmele arrives at 7:07.

Mr. Strobel states that with Ms. Parmele present there are now two alternate members present; Mr. Sprague has been designated for voting, but according to recently revised rules of procedure, both alternates may participate in the discussion.

Mr. Strobel explains that according to the regulations, preliminary consultations are to be general discussions which are non-binding on the part of both the board and potential applicant.

PRELIMINARY CONSULTATION:

Holden Engineering for Dave Docko

Jeffrey Drive, Backland and First NH Turnpike, Map 211/Lots 2 (9.4 Ac), 14 (36 Ac), 15 (7.8 Ac), 16 (19 Ac), 17 (23 Ac) and Map 217/Lots 34(20 Ac) and 36 (8.6 Ac); *Property owned by Ledgewood Realty Trust; Dave Docko Trustee and Map 217/Lot 35 Millstone Realty Trust; Jacqueline Docko Trustee*

Peter Holden of Holden Engineering is present along with David Docko. Mr. Holden provides a plan with all lots involved. He presents an overview of the lot locations and the activities that have been ongoing on the site.

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Mr. Holden explains that there is a ZBA approval, and Mr. Docko plans to submit applications to the ZBA and conservation commission again for similar activities of excavation of stone further back on the properties, which will have impacts to the wetlands and the wetland buffers. He states that they will then seek an excavation permit from the planning board for the back properties.

Mr. Holden explains that there has been discussion regarding proposed businesses in the rear of the property and along the road; commercial and industrial. He explains that they are considering paving a strip of land to be the road leading to the back lots. Further discussion is held regarding a possible subdivision with frontage along Rte. 4. Mr. Holden states that there would be a wetland impact.

A discussion is held regarding potential road length. Mr. Holden states that the road would be approximately 1,100 ft. long and he notes that the requirement is for a single point of access to be no longer than 1,000 ft. He asks if this is something that could be waived. Ms. Planchet states that the length of the road is a subdivision regulation and it would be up to the planning board as to whether a waiver would be granted. Mr. Holden shows two other alternative subdivision configurations with longer road length options.

Mr. Jandebour asks what the area would be used for. Mr. Holden explains that the lots would be for industrial/commercial uses; no house lots. He explains that there could be buildings proposed on the lots.

Mr. Holden asks if the road would need to be a public road or could it be a road that was maintained by the industrial park. Ms. Planchet states that ordinance requires a lot to be a minimum size of two acres and to have 150 ft. of road frontage. General discussion of the road, local lot requirements and RSA 674:41 continues.

Ms. Smith states that one approach could be to apply for a variance from the ZBA and the lots could be created, and if the lots are on a plat signed by the planning board, then permits could be pulled per RSA 674:41. She explains that the subdivision process could then follow.

Mr. Strobel states that the fire department may have an issue with the road length. He states that the good thing is that the proposal is basically for light industrial style business, there would be quick evacuations.

Ms. Parmele expresses concern with the access issue on Rte. 4. Mr. Holden states that they would need to meet with NHDOT and have a traffic study completed. He adds that the gravel access entrance would also be moved 300

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ft. further away from the top of the hill, which helps the current situation as it adds additional sight distance.

Ms. Planchet states that safety is a major reason for the length and width road requirements for fire apparatus, etc. She states that if the applicant were to address safety needs in another manner, then those concerns perhaps could be met in a different way. Mr. Holden states that they will work on a proposal to address safety. Mr. Strobel also notes that the length of the road is also to limit the *number of buildings* should there be an emergency.

Mr. Holden states that there are wetland impacts; they are very small impacts. He states that in the rear of the property they are avoiding the wetlands. Mr. Holden states that the area will be reclaimed as work progresses and there is no plan to do anything else in the area other than trees.

Ms. Parmele asks what types of uses are proposed. Mr. Docko replies that there could be small companies which do underground boring; heating systems; and builders. He states that these are large lots, not near any houses, and the area is a central location.

Discussion ensues regarding the surrounding lots. Mr. Docko states that these lots seem to be about 3,000 ft. from anything. He states that the total acreage is approximately 150 acres.

Mr. McCaffrey expresses an interest in conducting a site walk of the area. Ms. Planchet explains that an opportunity for a site walk would be available once an application has been filed.

Master Plan Update

Mr. Strobel states that updating the Master Plan is the responsibility of the planning board and this was last updated in 2004. He states that on average the Master Plan is updated every 8-10 years and Northwood is currently on year 8. He explains that updating the Master Plan has been mentioned over the past three years. He adds that the Master Plan is the guiding document for planning and he would like to see the board work on updating the Master Plan.

Mr. Strobel states that it had previously been considered to update different sections of the master plan at different times, but that to really do it right, the visioning section should be done first. Discussion ensues as to the visioning section and need to gather opinions from the citizens. Ms. Planchet states that the gathered information goes back to the board for input and analysis. She states that the master plan is adopted by the planning board after a public hearing.

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Ms. Planchet provides an overview of the previous updates. She also explains that there will need to be a formal vote taken by the board if it wants to take on this responsibility and duty of the board. She states that it is prudent that the visioning statement be looked at again. Ms. Parmele states that this information should come from the citizens.

Mr. McCaffrey asks about a time frame in the statute that the updates should occur. Mr. Strobel states that the plan could be updated more often than mentioned in the statute if the town wanted.

Mr. Jandebour states that there is a lot of information in the 2004 plan that could be updated regarding the town, such as the demographics.

Ms. Parmele asks how to address the recommendations. Ms. Planchet states that she has updated some tables. She states that the board may need to look at what has been accomplished and what has not, then determine the priority of what needs to stay or removed.

Mr. McCaffrey states that he would like to see a greater overview of the community's input into the process. A discussion is held regarding the process of how the planning board reaches the citizens. Options mentioned are survey design, Strafford Regional Planning Commission, Suncook Sun mailings, etc.

Ms. Parmele states it is also important to be able to come to a consensus about community centers and access issues along Rte. 4.

Mr. Jandebour makes a motion, second by Mr. Bryer, to pursue updating the 2004 Master Plan, in the coming year, starting immediately. Motion passes unanimously; 7/0.

Mr. Bryer states that the board should keep the regular business at the regular monthly meetings and keep the work sessions to address the work. Mr. Strobel suggests that members read the existing master plan, look at the changes and be thinking about what interests the members have and how they would like to be involved in this process.

Further discussion is held regarding whether the work may be completed by the planning board during the work sessions or to create a master plan committee. Mr. Bryer suggests starting the work sessions at 6:30 to work specifically on the master plan. Discussion ensues; consensus is to work on the master plan update at work sessions from 6:30 to 8:00 with remaining business scheduled after 8:00. Ms. Parmele states that she believes the planner should have a leadership role in this process.

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2012 Capital Improvements Program (CIP) update

Ms. Smith states that the department head meeting was held this morning. She states that the information would be forwarded to the selectmen to discuss at a future meeting.

Correspondence from Road Agent

Mr. Strobel states that letters have been received from the road agent, Jim Wilson regarding paving on Pender Hill Road and Knowles Way. A discussion is held regarding the drainage of these roads and the process of accepting roads. Mr. Strobel states that it is important that the board continue to include the road agent in the process when a road is proposed. Ms. Planchet will send a letter in response to the road agent's letter citing the state regulations and the town's subdivision regulation, along with reference to the rules of procedure for the TRC process which include the road agent for the staff reviews.

Planner's Items

Ms. Planchet mentions that she received an inquiry from a property owner about whether or not a 10 year old site plan approval is still good even though the use was not implemented. She states that she has not found anything specific yet, but in her review found that it may be a good idea to include a provision in site plan regulations that states the timeframe that an approval is good. She states there is a provision in the RSA's for situations when site plans are recorded at the registry of deeds, but that is not a requirement here. Additional discussion is held regarding the possibility of adding timeframes of completion for site plans.

Adjournment

Mr. McCaffrey makes a motion, second by Mr. Jandebeur, to adjourn at 9:00 p.m.

Respectfully submitted,

Lisa Fellows-Weaver
Board Secretary