

**Town of Northwood
Planning Board
March 8, 2012**

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

PRESENT: Chairman Robert Strobel, Vice Chairman Tim Jandebeur, Selectmen Representative Robert Holden, Joe McCaffrey, Babette Morrill, and Town Planner Elaine Planchet.

VOTING DESIGNATION: Bob Strobel, Tim Jandebeur, Bob Holden, Joe McCaffrey, and Babette Morrill.

ABSENT: Rick Wolf, Herb Johnson, Alternates Pat Bell, Adam Sprague, and Victoria Parmele.

MINUTES:

February 23, 2012

Mr. Jandebeur makes a motion, second by Ms. Morrill, to approve the minutes of February 23, 2012, as amended, as follows:

Page 2: Delete: ...then(s).

Page 3: Change: ...population... to ...*number of buildings*...

Page 4: capitalizations; corrections of master plan

Motion passes; 4/0/1. Mr. Holden abstains.

Northwood Master Plan Update

Ms. Planchet presents an overview of the Master Plan process. The “What is a Master Plan?” video from the UNH Cooperative Extension website, is presented to the board. Ms. Planchet explains the statutory requirements and duties of the planning board and the previous efforts of the community for master plan updates. She states that the RSA had been changed after the 1998 Master Plan Update and that a visioning section was required for the 2004 update. She states that if the community prepares a master plan, it must include a visioning section and a land use section; other sections are identified in the statute that may be included. Ms. Planchet reviews the process of the subdivision and site plan regulations in relation to the master plan. She explains the upgrades that were included in the 2004 Master Plan. She states that the finalized document is the planning board’s master plan for the community. She explains the need to have input from the community in order for the whole process to be successful.

Discussion ensues on process and issues that should be considered and studied for inclusion in the master plan update.

A discussion is held regarding holding a visioning session and including members of the public to determine what the emphasis is for the residents. Dates suggested are May 3 and May 5. Ms. Planchet states she will look for available locations for the visioning sessions. Mr. Strobel states he will draft a

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handout regarding the board's plan for the master plan updates. Ms. Morrill states she will distribute handouts at voting.

The board considers scheduling. The consensus of the board is that the May work session will be on May 17 and will include time for the master plan discussions; that the scheduled May 10 work session will be held only if there are new applications; the regular meeting will be on May 24 as scheduled. Discussion is held regarding information gathering. Ms. Planchet states that she has already updated some of the tables from the 2004 Master Plan Update and that it would be good to have that data available for the visioning session. Mr. Strobel states that information received from community members via a questionnaire would be useful as well.

Discussion is held regarding methods to prepare and distribute a questionnaire including mail, website, local newspapers and Facebook. Ms. Planchet states she will work on a draft questionnaire in advance of the March 22 meeting.

Mr. Holden states that however the board decides to proceed, it is important to determine a timeline and stick to it in order for the task to be accomplished.

New Cases

Case 12-02: Douglas MacDonald, Map 105/Lot 16 and Jon Hendrick, Map 207/Lot 40, via Corson Drive/McClarren. Applicants seek boundary line adjustment with 1.74 acres proposed to be conveyed from 105/16 to 207/40.

Ms. Planchet provides an overview of the case. She explains that the area was presented to the zoning board for multiple issues and scenarios. She states that the request had been denied based on the fact that this is a private road and there is no road frontage.

Ms. Planchet explains that the proposal is to have the lot line of Mr. MacDonald adjusted so that there is access on the woods road.

The board reviews the application and plan. Staff notes are also reviewed and discussions are held. Mr. McCaffrey asks about the status of Corson Drive and reads RSA 674:41. A discussion is held regarding roads in town. Mr. Strobel explains the various types of roads in town along with frontage and private roads.

Ms. Planchet explains the steps of creating and approving roads in town. She references the processes of accepting the roads. She states that it is the recommendation of both herself and Ms. Smith that town counsel reviews the notes provided on these plans and that it is understood that this is a boundary line adjustment.

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Further discussion is held regarding the legal process of creating roads in town and the standard requirements.

The board requests that the staff notes be sent to the applicant and request that all revised or additional information be provided prior to the March 22 meeting.

Mr. Jandebaur makes a motion, second by Ms. Morrill, to adjourn at 8:21 p.m. Motion passes unanimously; 5/0.

Respectfully submitted

Lisa Fellows-Weaver
Board Secretary