

**Town of Northwood
Planning Board
April 12, 2012**

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

PRESENT: Chairman Robert Strobel, Vice Chairman Tim Jandebour, Herb Johnson, Babette Morrill, Town Planner Elaine Planchet. Rick Wolf arrives at 6:37.

Selectmen Representative Scott Bryer arrives at 6:50 p.m.

VOTING DESIGNATION: Bob Strobel, Tim Jandebour, Herb Johnson, and Babette Morrill. Rick Wolf at 6:37; Scott Bryer at 6:50.

ABSENT: Joe McCaffrey and Alternates Adam Sprague and Victoria Parmele.

MINUTES:

March 22, 2012

Mr. Johnson makes a motion, second by Mr. Jandebour, to approve the minutes of March 22, 2012, as written. Motion passes; 4/0/1. Mr. Jandebour abstains.

Election of Officers

Mr. Johnson nominates Bob Strobel as chair. Mr. Jandebour seconds. The motion passes; 4/0/1. Mr. Strobel abstains.

Mr. Johnson nominates Tim Jandebour as vice-chair. Ms. Morrill seconds. The motion passes; 4/0/1. Mr. Jandebour abstains.

Economic Development Committee

Mr. Strobel mentions that since terms begin and at this time, it would be appropriate to discuss the planning board's representative to the economic development committee (EDC). He states that this position has been held by Mr. Jandebour. Mr. Jandebour states that he has enjoyed being on this committee and would be willing to continue serving in this manner.

Mr. Johnson nominates Tim Jandebour as the board's representative to the EDC. Ms. Morrill seconds. The motion passes; 4/0/1. Mr. Jandebour abstains. **Mr. Johnson recommends that the EDC term be for 3 years, through March 2015. Ms. Morrill seconds.** Mr. Strobel states that he would prefer that the term be for one year. **The motion passes; 3/1/1.** Mr. Strobel is opposed; Mr. Jandebour abstains.

Master Plan Update

Mr. Bryer arrives at 6:50.

Mr. Strobel mentions the unanimous vote of the board to update the master plan and the board's decision to handle this ourselves. He explains that he has reviewed some documents from the Office of Energy and Planning and states that this is a difficult process for the board to do this with applications, etc.;

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therefore, he suggests the board *consider creating* master plan steering committee. Discussion is held regarding the update process. Mr. Jandebour states that he does not believe that the board will have a busy year regarding applications and he believes that the board will have time to address the master plan if the board wants to do it, and not have a steering committee. Mr. Strobel states he agrees that this will not be a busy year with applications. He states that this is a good time to do the master plan update with an experienced board and minimum activity expected.

The board continues to discuss master plan update activities, including the visioning sessions and the need for public input. Mr. Strobel states that he provided a recommended community survey as a starting point for discussion. Ms. Planchet distributed a memo from Board Administrator Linda Smith who suggested that the Town Planner be directed to consolidate recommended questions, delete unnecessary questions and prepare a draft survey for the board to review. Board members make suggestions for survey questions to determine community preferences/opinions about overlay districts vs. zoning districts, natural resource protection, types of businesses, assessments of current regulations, commercial development, big box retailers, tax base, etc. Ms. Planchet states that it is important for the board to consider that the master plan is a guiding document for land use in the community and that the planning board may recommend and adopt changes to its local regulations (site plan, subdivision regulation) and recommend changes to the development ordinance which could address land use, but not some of the issues discussed.

Kyle Pimental from the Strafford Regional Planning Commission arrived.

Mr. Strobel proposes to place the survey in the Suncook Sun as an insert. He states that he checked on the cost and was told it would cost around \$150 to \$175 to put an insert in the Sun for Northwood residents. He also mentioned that he looked into the costs for survey analysis with Survey Monkey and that he was aware of other online options.

Ms. Planchet is directed to draft a survey and provide it to planning board members a few days prior to the April 26 meeting. Additional discussion is held regarding the timing of the survey and scheduling visioning sessions. Mr. Strobel asks Mr. Pimental from SRPC if he has any input on the process. Mr. Pimental states that it is a good idea to have the survey input prior to the visioning session. He advises the board not to rush the process and that community input is a very important part of the master plan update process.

The board discusses changed the dates of the visioning sessions to perhaps have one in the summer for the seasonal residents and then have one in September and merge the results. Mr. Jandebour states he disagrees with that

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approach and believes it is possible to do this with the visioning sessions scheduled for May 10 and May 12.

The board considers the scheduling and logistics of getting the survey out to people. Mr. Strobel mentions that if the board wants the survey in the Suncook Sun for the May 3 edition, then the inserts have to be to the paper by the Friday before, April 27. Mr. Jandebaur suggests that the board or a subcommittee of the board meet on the Tuesday, April 24 with the sole purpose of finalizing the survey. He states that this would give enough time to finalize the survey and provide copies to the paper. Ms. Morrill states that she disagrees with that approach.

Ms. Planchet states that the board has yet to consider authorization of the funds from the budget for the survey.

Ms. Morrill makes a motion to nominate a steering committee for the master plan update. No second is provided.

Mr. Jandebaur makes a motion for a subcommittee of the board to meet April 24 at 7:00 pm and complete the survey relative to the master plan.

Ms. Morrill seconds. Ms. Morrill states that she is unable to be at that meeting and she prefers to be part of that discussion and decision.

Motion carries. 4/2. Ms. Morrill and Mr. Wolf are opposed.

A discussion is held regarding creating a subcommittee. **Mr. Johnson makes a motion, second by Mr. Bryer, that the master plan subcommittee be authorized to approve the master plan survey. Motion passes unanimously; 6/0.**

The board discusses the subcommittee and the members. **Mr. Johnson makes a motion, second by Mr. Bryer, that the master plan survey subcommittee consist of Mr. Jandebaur, Mr. Bryer, Mr. Wolf, and Mr. Strobel; and that three of the four members present will make the final decision on the survey. Motion passes unanimously; 6/0.**

Master Plan Revision Sign Up Sheet

Ms. Planchet states that she had been provided with a sign-up sheet for the master plan that had been completed on election day. She states that if members of the public are to be requested to assist, it should be a public notice where all are invited to participate. Mr. Strobel states that there should be a public notice drafted for publication at the normal places regarding the master plan update, visioning sessions and survey.

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Kyle Pimental offers for SRPC to assist the board with data needs relative to the master plan. He states that SRPC has information from the census regarding population, housing, income stats, etc. He adds that SRPC has some data regarding transportation, curb cuts and they will be beginning to work on time travels. He states that SRPC has a lot of compiled data available to the board.

Scenic Byway Project with SRPC

Mr. Pimental explains that SRPC is looking for 6 areas of characteristics and qualities for a scenic byway to include: recreational, natural, scenic, historical, cultural, and architectural. He states that SRPC is looking for feedback from the board. He states that the Scenic Byway Project has been initiated by the Southern New Hampshire Regional Planning Commission and they have been asked to assist for communities within their region.

Mr. Pimental shows the board a map that has been prepared which shows that the proposed Northwood route includes Routes 4 and 43. He distributes spreadsheets which show some of the desired characteristics which are available. He states they are looking for input from the board and community for features which could assist in seeking approval from DOT of this project.

Mr. Strobel states that the area of Rte. 107 North includes the location of the founder of Northwood, Samuel Johnson. He states that there used to be a marker identifying this area but it has been removed. He adds that this area includes an old cemetery, the old post office, old library, and this is a nicer area in town.

A discussion is held regarding the lakes in town as shown on the materials. Mr. Bryer states that Northwood Lake Beach is only available to Northwood residents and the form should be corrected.

Additional discussion ensues regarding other areas in town that should be considered for the map. Mr. Pimental further explains that the project is for input as to where the town would like to see the routes to be included in the project.

Mr. Strobel states that he has been trying to reach the town historian, Joann Bailey, for her valuable input into the process. Mr. Pimental states that he will leave the map for her review and anyone else who has opportunity prior to the April 18 meeting. He states that the board should also make a decision as to the routes prior to the meeting in Deerfield next Wednesday. Mr. Strobel states that he plans to attend the meeting.

Mr. Strobel suggests Rte. 4 from Nottingham through to Epsom. Ms. Planchet asks about the Rte. 107 option. Discussion ensues as the board reviews the

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map provided. Mr. Pimental states that there have been some areas that have had data collected already and once the route is finalized they will be a part of an appendix used by towns for brochures. He appreciates the comments and states that this was helpful. He encourages all to be involved and attend the meeting.

NEW CASES:

12-04: Welsh Family Irrevocable Trust; Deerfield Rd., Map 243/Lot 25; Minor Subdivision of one 4.02 acre lot into two 2.01 acre lots.

Ms. Planchet states that revised plans have been provided and she explains to the board the revisions that have been made as a result of her review notes. Sight distance is discussed. Mr. Wolf states that this is a bad area. Mr. Jandebeur states he is also familiar with this road and he questions whether there is 200 ft of sight distance from that location.

12-03: Loon Estates Cooperative, Inc.; Lakeshore Drive & First NH Turnpike; Map 109/Lot 97; Proposed Condominium Development

Ms. Morrill leaves the meeting at this time. Mr. Johnson recuses himself for this case. Mr. Strobel states that Mr. Johnson is present representing the applicant.

VOTING DESIGNATION: Bob Strobel, Tim Jandebeur, Rick Wolf and Scott Bryer.

The board reviews the plan and the staff notes. Ms. Planchet provides an overview of the project. She states that this is a proposal for a condominium conversion which is a change in ownership and is treated as a subdivision in the regulations. She explains that there is no change in physical appearance at all; only to separate the lot and change the ownership.

Mr. Strobel references Staff Review Notes regarding the contours and agrees that either the contours would have to be provided or a waiver request provided. Ms. Planchet states that she included a comment about whether or not there would be a need for town counsel to review the condominium documents.

A discussion is held regarding the location of the septic system. Ms. Planchet states that the plan will need to be reviewed by NHDES subsurface for subdivision approval and this could be a condition of approval. The board directs Ms. Planchet to send the staff notes to the applicant.

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OTHER

Mr. Strobel explains a letter from the highway advisory committee (HAC). He explains his role as a contractor and states that he would need to have permission from the board to speak as the planning board chair. Ms. Morrill suggests that the HAC attend a planning board meeting for the discussion requested. Ms. Planchet states that she has spoken to Steve Bailey and suggested that there be a joint meeting scheduled should the HAC wish to discuss subdivision regulations as the chair cannot do this alone. She states that she could discuss regulations with them at any time and she offered to attend a HAC meeting. She states that she believes that the HAC should attend a planning board meeting for the purposes they mentioned in the letter. The consensus of the board is in agreement and suggests that the HAC meet with the planning board May 10 at 8:00 p.m.

Mr. Jandebaur makes a motion, second by Mr. Bryer, to adjourn at 9:40 p.m. Motion passes unanimously; 6/0.

Respectfully submitted

Lisa Fellows-Weaver
Board secretary