

**Town of Northwood
Planning Board
April 26, 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, Herb Johnson, Joe McCaffrey, Rick Wolf, Town Planner Elaine Planchet and Board Administrator Linda Smith. Alternate Adam Sprague arrives at 7:04 p.m.

VOTING DESIGNATION: Bob Strobel, Tim Jandebour, Scott Bryer, Herb Johnson, Joe McCaffrey, and Rick Wolf. Alternate Adam Sprague 7:04 p.m.

ABSENT: Babette Morrill and Alternate Victoria Parmele.

MINUTES

April 12, 2012

Mr. Johnson makes a motion, second by Mr. Jandebour, to approve the minutes of April 12, 2012.

Page 2: Add: ...*consider creating*...

Page 5: Delete: ...the...

Motion passes; 5/0/2. Mr. Sprague and Mr. McCaffrey abstain as they were not at the meeting.

NEW CASES

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

Chris Berry is present representing Loon Estates. Mr. Johnson recuses himself for this case and joins Mr. Berry as applicant representative. Mr. Berry notes that revised plans have been submitted.

Ms. Planchet explains that at the board's work session staff notes were reviewed and were forwarded to Mr. Berry and that he has made revisions to the plans based on the staff comments. Ms. Planchet states that the 2 ft. contours have been added to the plan's second sheet. She explains that answers to staff questions have also been provided and are in the members' packets.

Mr. Jandebour makes a motion, second by Mr. McCaffrey, to accept the application as complete. Motion passes unanimously; 6/0.

Mr. Strobel opens the public portion and reads the abutters list. Mr. Bryer is present representing the Town of Northwood as an abutter.

Mr. Berry provides an overview of the project. He explains that the proposal is to sell the existing commercial structure that is on the property. He states that they appeared before the zoning board requesting a variance; however, the ZBA did not approve the variance. He states that they are now requesting approval

**Town of Northwood
Planning Board
April 26, 2012**

under the subdivision requirements to transfer the rights to utilize the land, not the physical property. He states that this is still a subdivision and requires approval from the planning board. He explains that the proposal has been converted to a potential subdivision originally proposed to a condo subdivision where the buyer of the proposed structure and land (referred to on the plan as limited common area 2) will work with and be a part of loon estates.

Mr. Berry states that there are many mobile home units that sit on the property ranging from two and three bedrooms. He states that there are a few mobile homes that are on their own septic system but the majority pump to a new system that is situated behind the commercial structure. He states that they will need to go to the state for the subdivision and may need to place an additional septic system for the commercial structure.

Mr. Berry explains that the current commercial structure houses a contracted business and storage area. He states that this business use will continue on the site.

Mr. Berry states that the wetlands have been mapped on the site and there is a 20' buffer to the wetlands, shown on the revised plans. He adds that the setback lines have now been added to the revised plans.

The board reviews staff comments and applicant responses; general discussion ensues. Ms. Smith asks why the documents have not been reviewed by town counsel as previously required for a prior condominium. Ms. Smith states that this board would typically do this but it is not required. Mr. Berry replies that this proposal is not a typical condominium and does not propose a lot of new amenities or new construction; this is simply an ownership document. He states that in new construction the documents should be reviewed. Ms. Smith states that the plan is to sell the building and there is no septic system and asks if it could be sold. She states that this is a pre-existing non-conforming use. Ms. Smith states that the building department may have additional concerns depending on the proposed use; however, that would need to be addressed at a later time. Ms. Planchet states that there is nothing changing here on the land; just the ownership. She notes that if the business use were to change, then a site plan review would be required.

Mr. Bryer makes a motion, second by Mr. McCaffrey, to approve the application. Mr. Bryer amends the motion to include the condition that a state subdivision approval be obtained, if required and that the plan must be recorded within one year. Mr. McCaffrey seconds the amendment. Amendment passes unanimously; 6/0.

Mr. Johnson returns to the table as voting member.

**Town of Northwood
Planning Board
April 26, 2012**

**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.**

Mr. Jandebour recuses himself for this case and leaves the table.

Scott Frankiewicz from Brown Engineering is here representing the applicant. Ms. Planchet explains that the staff notes had been provided to Mr. Frankiewicz prior to the work session two weeks ago and that revised plans were provided then. The revised plans and application materials are reviewed by the board.

Mr. Johnson makes a motion, second by Mr. Bryer, to accept the application as complete. Motion passes unanimously; 6/0.

Mr. Strobel opens the public hearing for this case and reads the abutters list. Abutter present is Mr. Stilson.

Mr. Frankiewicz provides an overview of the proposal. He states the existing lot is a 4+ acre parcel with approximately 956' of frontage on Upper Deerfield Rd. and 670' of frontage on Rte. 43. The property has two pockets of wetlands that slope to the west, which also has a small area of hydric A soils. He states that all of the soils are moderately well to well drained soils. He adds that two days ago they received state subdivision approval. He explains that they are proposing a two lot subdivision, 2 acres each and that both lots will have the ability to access Upper Deerfield Rd. or Rte. 43; these plans show access on Upper Deerfield Rd. He notes that the driveway locations are on the town road, with a sight distance of 200 ft.

Mr. McCaffrey asks about future access on Rt. 43. Mr. Frankiewicz states that the opportunity is there; however, DOT permits would be required. He adds that the access to Rt. 43 would be rather difficult.

Ms. Planchet states that the lot numbers had been corrected on the revised plans but that the corresponding lot numbers on the contiguous upland soil calculations should be changed on the top of the page.

A discussion is held regarding the sight distances, as shown on sheet 4. Mr. Frankiewicz explains that the calculations are based on the 3.5 ft. standard DOT elevation of an object and the town has a sight distance requirement of 200'. He states that he did the profiles of sight distances of where you would come out of the driveways. The tree line is discussed. Mr. Frankiewicz adds that if there is clearing required for the driveway permit, it will be done.

Abutter Mr. Stilson states they have reviewed the plan and do not have any issues or comments relative to the proposal.

**Town of Northwood
Planning Board
April 26, 2012**

Mr. Jandebaur states that he uses this road a lot and there is a sharp turn on the top of the road. He states that there have been many accidents at this area and many near misses. He describes the area and sight distance. He states that there is quite a canopy going deeper into Deerfield Rd. Mr. Jandebaur states that he would like to be sure that there is a clear viewing distance.

Mr. Strobel expresses concern regarding heading toward Welsh Road (from the lot to the west). He states that the speed limit is posted as 20 MPH. He adds that the issue as presented is that the sight distance from the driveway to the cutoff is about right. Ms. Planchet reads from the Site Plan Review Regulations that roads with speed limits of 30 mph or less shall have a 250' safe sight distance in all directions.

Further discussion is held regarding proceeding with a site walk or whether appropriate sight distance shown on the plan could be a condition of approval. Ms. Planchet states that typically the board would have as conditions something that could be determined with an administrative review as the item would either be provided or it wouldn't be and that something that would require the board's deliberation would not be done as a condition. She states that in this case, Mr. Frankiewicz would provide his stamp to the plan and that should be considered acceptable and an administrative matter. Mr. Jandebaur states that he would prefer 250' as it is a much better distance for this road. Mr. Frankiewicz states that another option could be to place the driveway to the right toward Ms. Gardner's driveway, which would allow another 30'. Mr. Jandebaur states that 250' is much better for the sight distance.

Mr. Johnson makes a motion, second by Mr. Bryer, to approve the application with the following conditions:

- **250' sight distance shown on plan**
- **All local, state, and federal permits be obtained.**

Mr. Johnson makes an amendment to the motion, second by Mr. Bryer, to add that the plan must be recorded within 12 months.

Mr. Johnson amends the motion, second by Mr. Bryer, to include that the pins will be set by the surveyor and certification of monumentation be provided to the town. Motion passes unanimously; 6/0.

Mr. Jandebaur returns to the board as a voting member at 8:14 p.m.

Review of Correspondence

Mr. Strobel reviews the correspondence file. No action is required.

**Town of Northwood
Planning Board
April 26, 2012**

Mr. Strobel states that the highway advisory committee will be meeting with the board June 14, at 8:00 p.m.

Other Business

Fee Schedule

Ms. Planchet explains that the selectmen have decided to review the town's entire fee schedule and invited all boards to do so. Mr. Strobel asks if costs are being covered. Ms. Smith states that the board is not keeping pace. The board's fees are reviewed and discussion ensues. **Mr. Johnson makes a motion, second by Mr. Jandebour, to recommend increasing the application fees for home business and minimal impact applications, from \$50 to \$100. Motion passes unanimously; 7/0.**

Additional discussion is held regarding the cost for plan copies. **Mr. Jandebour makes a motion, second by Mr. Jandebour, to recommend the cost of plan copies be amended from \$10 to \$25 per sheet. Motion passes; 6/0/1.** Mr. Wolf is opposed.

Proposed Language to Notice of Decisions

Ms. Planchet explains that the assessor has requested that a phrase be added to the board's notice of decisions stating that approvals for subdivisions are not effective until they are recorded at the registry of deeds. She explains that since this came up, she realized a note about site plan approvals may also be helpful as there have been misunderstandings recently about when they are effective. She states that proposed language has been provided to the board. A discussion is held regarding when to assess the best use of a property. Mr. McCaffrey states that the best valuable use cannot be assessed on the property prior to the project being completed. Mr. Bryer explains how the assessments are completed and the information provided to DRA.

Mr. Jandebour makes a motion, second by Mr. Johnson, to accept the proposed language to be added to the board's notices of decision. Motion passes unanimously; 7/0.

Master Plan Update

Mr. Strobel states that the survey has been completed and will be inserted in next week's Suncook Sun. He states that the article included a start time for the May 12 visioning session at 10:00 instead of the 9:30 the board had discussed. The consensus of the board is to begin the May 12 session at 10:00 a.m.

Publicity of the visioning sessions is discussed. Ms. Planchet recommends inviting town boards and committees. Mr. Strobel offers to notify town boards and committees to the two visioning sessions. Ms. Planchet states that staff will put the community survey on the town's website.

**Town of Northwood
Planning Board
April 26, 2012**

Mr. Strobel refers the board to the draft visioning session agenda which has been revised from the 2004 master plan update and states that names have to be placed on the blank lines this evening to begin planning for the visioning session.

Board members discuss schedules and the agenda and agree to the following assignments:

Sign In: *Rick Wolf/Adam Sprague*

Refreshments: *Joe McCaffrey*

Welcome: *Tim Jandebour*

Introduction of Program: *Joe McCaffrey/Bob Strobel*

Large Group Discussion: *Bob Strobel*

Small Group Discussions:

Housing: *Bob Strobel* to ask *Babette Morrill*

Economic Development: *Tim Jandebour*

Natural Resources: *Adam Sprague* or ask *Victoria Parmele*

Transportation: *Adam Sprague* or ask *Victoria Parmele*

Community Facilities and Services: *Scott Bryer – Thursday/Saturday*

Closure: *Bob Strobel*

Mr. Bryer states that he will be available for the Thursday session but possibly not for the Saturday one.

Work Session

The board agrees to schedule a work session May 3, at 6:30 to 8:00 to review new cases and to finalize plans for the visioning session. Mr. Strobel states that this meeting will take place at the Community Center. Mr. Jandebour suggests that the two schools place the visioning sessions on their message boards. Ms. Smith suggests contacting local businesses with marquis as well as adding the information to the town's recreation commission sign.

Mr. Johnson makes a motion, second by Mr. Bryer, to adjourn at 9:35 p.m. Motion passes unanimously; 7/0.

Respectfully submitted,

Lisa Fellows-Weaver
Board Secretary