

**Town of Northwood  
Planning Board  
April 28, 2016**

Vice Chairman Rich Bojko calls the work session to order at 6:30 p.m.

**PRESENT:** Selectmen Representative Rick Wolf, Betty Smith, Vice-Chair Rich Bojko, Joseph McCaffrey, Hal Kreider, Lucy Edwards, Town Planner Matthew Sullivan, and Board Administrator Linda Smith.

**VOTING DESIGNATION:** Selectmen Representative Rick Wolf, Betty Smith, Vice-Chair Rich Bojko, Joseph McCaffrey, Hal Kreider, Lucy Edwards

**ABSENT:** Chairman Robert Strobel, and Alternate Ken Rick

**MINUTES:**

**April 14, 2016**

**Motion is made by Ms. B. Smith, second by Mr. Joe McCaffrey to approve the minutes of 4/14/2016 as printed. Vote: 5/0/1 Mr. Rich Bojko abstains as he was absent.** Joe McCaffrey adds that he likes the bold type for individual sections.

**NEW CASES:**

**Case 16:03 Brian Turcotte, Derti OCR Training LLC, 129 Rochester Route . Map 231/Lot 62.**

Mr. Bojko asks staff for a recommendation on completion. **Mr. Sullivan recommends the application as complete. Motion is made by Joe McCaffrey, second by B. Smith to accept the application as complete. Vote: 6/0.** Mr. Bojko states that this starts the 65-day decision making clock.

Mr. Bojko opens the public hearing and reads the abutters list. None are present. Brian Turcotte, Derti OCR Training LLC, introduces himself and gives a summary of his proposed business which is a fitness facility which involves training on obstacles; the course runs across his 10 acres of woods. He adds that there are no buildings being added.

Mr. Sullivan states that the application was reviewed by the board at their April 14 work session and there were a few outstanding/pending items, most of which have been submitted prior to tonight, or have been added to the plan. He notes that there is a waiver request letter (12 waivers) has been submitted with the new plan. Mr. Sullivan states that he provided a letter to applicant noting the remaining items to be addressed. He adds that the few items that he would like to see further clarification on include the NH DOT driveway permit/change of use which Mr. Turcotte has been in process with and several recommended edits to the plan based on the new plan submitted. Hal Kreider asks for clarification on the location of the garage. The applicant explains the difference

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between the vehicle garage and a workshop/garage. Hal Kreider asks about a vegetative buffer to the abutter to the south (Earl Strout). Mr. Turcotte states there are approximately 25 yards of natural woods along this property line. Mr. Turcotte states there will be only running trails in this area; there will be no obstacles within 20' of this property line. Mr. Turcotte states he spoke with Mr. James Hewitt at NH DOT. He has provided the DOT with a change of use application; he has not received his response in writing as Mr. Hewitt is on vacation this week. Mr. Sullivan adds that he spoke with Ms. L. Smith who confirmed that it has been common practice for the board to allow the NH DOT driveway change of use letter to be a condition of approval.

Mr. McCaffrey asks about the activity level and if it will concentrate at specific times, such as large groups coming in to complete a course, or is it spread out and scattered? Mr. Turcotte responds that it will likely be spread out during the regular hours of operation, rather than by appointment. He adds that the clients tend to train in pairs, not groups. Mr. Kreider asks about the driveway length. He expresses concern about vehicles trying to exit while others are trying to enter the site. Discussion is held on the ability to get off the road safely and the fact that the driveway is only 15' in width. Mr. Sullivan states that it is within the jurisdiction of the board to review this, including the state driveway permit and safe ingress/egress. He adds that he had previously expressed his concern about the lack of two cars able to pass each other (entering and exiting) due to the driveway width. Mr. Kreider states that he does not necessarily feel the entire driveway needs to be widened, but the curve to the driveway at the entrance being wide enough should someone want to enter when a car is in the driveway. Discussion is held on sight distance; it appears there is adequate sight distance. Mr. Sullivan states that NHDOT may review the sight distance as part of their review. Mr. McCaffrey states he is concerned about a person making a left turn out of the driveway sitting toward the middle of the driveway, even if the driveway is widened. Mr. Bojko states that if there was a high frequency level of activity this may be of greater concern, rather than the lower volume of traffic. Mr. Sullivan shows a view of the driveway entrance on his laptop to see an actual visual of the entrance. Mr. Kreider states that he would like to see the area to the right of the driveway kept clear. Mr. Sullivan suggests adding a condition of approval that the area around the driveway apron be kept clear of vegetation. Mr. Sullivan adds that vegetation itself does not seem to be affecting sight distance.

Mr. Bojko opens and closes the public comment period at 6:55. There are no members of the public present.

Mr. Bojko notes there is a list of waivers. Mr. Sullivan reads through the list of waivers; he notes the parking and loading waiver is being requested because

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there are no criteria for this use; snow storage may not be necessary because the site will not operate during winter months but has been included.

**Waivers requested:**

- **VII-B(1)(a) Existing Conditions Plan prepared by Licensed Land Surveyor**
- **VII-B(1)(b) Proposed Site Plan prepared by Professional Engineer**
- **VII-B(5)(a) Surveyed Property Lines**
- **VII-B(5)(p) Landscaping Plan**
- **VII-B(5)(u) Auto and Pedestrian Circulation Plan**
- **VII-B(5)(v) Fire alarms, cisterns, fire ponds**
- **VII-B(5)(w) Details and specifications for construction**
- **IX-E(3) Fire alarms, cisterns, fire ponds**
- **IX-H(2) Parking and Loading space requirements**
- **IX-K.2(2)(b) Minor Site Plan Landscaping**
- **IX-K.2(2)(c) Street Tree Planting**
- **IX-H(3)(d) Snow Storage**

**Motion is made by Ms. B. Smith, second by Joe McCaffrey that all 12 waiver requests be considered together in one vote.** Mr. Kreider asks for explanation on minor site plan landscaping. Mr. Sullivan notes that there are certain elements that are required under minor site plan which may not be appropriate for this particular development. Mr. Kreider states that it would be nice to leave a natural buffer near the abutter's property, allowing the woods to grow. Mr. Sullivan notes that Mr. Turcotte could ask for a waiver from all the landscaping requirements and the board could grant the waiver and still place a condition on the approval relative to a 20' buffer being retained between properties. Mr. Wolf adds that it would be no advantage for him to remove the existing buffer. **Vote on all waivers as one vote: 6/0.**

Mr. Bojko reads the criteria for granting the waivers.

- a. The granting of the waiver will not be detrimental to the public safety, health, or welfare; or injurious to adjacent property;
- b. The conditions upon which the request for a waiver is based are unique to the property for which the waiver is sought and are not generally applicable to other property;
- c. Because the particular surroundings, shape or topographical conditions of the specific property; a particular hardship to the owner will result as distinguished from a mere inconvenience If the strict letter of these regulations is carried out ;
- d. the waiver will not in an manner vary the provisions of the town ordinance or Master Plan

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**Motion is made by Ms. B. Smith, second by Ms. Edwards to grant the waivers. Vote: 6/0.**

Mr. Bojko asks about conditions of approval. Mr. Sullivan reads potential conditions of approval for the board to consider:

- **Receipt of all Federal, State & local permits**
- **Receipt of written confirmation of NH DOT regarding the driveway use change**
- **Remove years and days of operation that are currently shown on the plan; modifying to: April to November**
- **Driveway apron area entering Rochester Rd. to remain clear to allow safe ingress/egress**
- **20' vegetated buffer to be maintained along all property lines, except road right of way**

Mr. Kreider asks Mr. Turcotte if he is satisfied with the hours as currently presented. Mr. Turcotte states that he is comfortable with the hours of operation.

Mr. Bojko asks Mr. Turcotte for the specifics of the status of the driveway use change. Mr. Turcotte states that he has mailed out the change form to notify them of the change in use. Mr. Bojko asks if it is correct that there has not been a written confirmation received back. Mr. Turcotte states that it has not yet been received. Mr. Sullivan explains that in some cases we have required a written confirmation; it is usually for major site plans where there is a parking/circulation plan or issues related to traffic volume, etc. He adds that in this case it is appropriate to allow it to be a condition of approval.

**Motion is made by Mr. McCaffrey, second by Ms. B. Smith to approve the site plan with the 5 conditions as stated by Mr. Sullivan. No further discussion. Vote: 6/0.**

Internal Business:

1. Home Business/Home Occupation Subcommittee. Discussion is held on scheduling the first meeting of the subcommittee. It is agreed to meet at 4 pm on Monday, May 2<sup>nd</sup> with Mr. Sullivan, Ms. B. Smith, Mr. McCaffrey and Mr. Strobel.
2. Master Plan Update. Mr. Sullivan states that he does not have any update at this time; Mr. Strobel is working on reviewing the MP surveys.
3. Regular May Meeting date. Mr. Bojko states that Mr. Sullivan has a conflict with the May 26 meeting date. After discussion, is agreed to hold the May regular meeting/public hearing on Tuesday, May 24.
4. SRPC Annual Meeting. RSVP deadline is May 16.
5. NH OEP Conference registration deadline is May 27.

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6. Alternate position Discussion is held on posting for the position; it has not been completed but will be done this week.
7. Land Use Staff Ms. L. Smith states that our new staff person, Susan Jastremski-Pastor, will start next Monday.
8. Website Mr. Bojko notes that the planning board section on the website needs to be updated

**Motion is made by Ms. B. Smith, second by Mr. McCaffrey to adjourn at 7:30 pm**

Respectfully submitted,



Linda Smith, Board Administrator