

**Town of Northwood
Planning Board
April 14, 2016**

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

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3 **PRESENT:** Chairman Robert Strobel, Vice-Chair Lucy Edwards, Selectmen
4 Representative Rick Wolf, Betty Smith, Hal Kreider, Joseph McCaffrey,
5 Alternate Ken Rick, Town Planner Matthew Sullivan, and Board Administrator
6 Linda Smith.

7

8 **Guests:** Town Administrator Joseph Gunter

9

10 **VOTING DESIGNATION:** Robert Strobel, Lucy Edwards, Rick Wolf, Alternate
11 Ken Rick, Betty Smith, Hal Kreider, and Joseph McCaffrey.

12

13 **MINUTES:** *Chairman states he will hold over until later in the meeting*

14 **HOME BUSINESS/HOME OCCUPATION SUBCOMMITTEE**

15 Matt Sullivan states that after discussion with staff, he is recommending the
16 board consider authorizing a subcommittee to review these two non-residential
17 uses (home business and home occupation) and make recommendations back
18 to the planning board. He states that he will meet with the subcommittee in the
19 coming weeks in an effort to streamline the application process, particularly for
20 home businesses. Mr. Sullivan states that the subcommittee will review
21 existing regulations and a potential fact patterns in relation to potential

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1 changes. The subcommittee would bring back their recommendations to the
2 full board. Mr. Sullivan adds that it may require looking at the definitions of
3 these two items in the zoning ordinance. After discussion on the merits, **a**
4 **motion is made by Joseph McCaffrey, second by Ms. B. Smith to establish**
5 **a subcommittee to review home business/home occupation regulations as**
6 **noted, and make recommendations to the planning board.** Hal Kreider asks
7 if there is any reason to reach out beyond the planning board for members. Mr.
8 Sullivan states he does not believe that is necessary. **Vote: 7/0. Hal Kreider**
9 **makes a motion to recommend B. Smith, Joe McCaffrey, and Robert**
10 **Strobel. Vote: 7/0.** Selectman Wolf states he will try and attend meetings if he
11 has the time available.

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13 **Master Plan Surveys**

14 Town Administrator Joe Gunter provides the Master Plan surveys that were
15 returned from Northwood School. He states that 400 were distributed and 77
16 were returned, an approximate 19% return rate. He states that the survey will
17 now be distributed town wide through the Suncook Sun. Mr. Strobel states he
18 will take the surveys that have been submitted and review. He notes that this
19 survey is going through a different distribution process than the first survey. A
20 total of 105 have been submitted to date, including the ones received during
21 Election Day.

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Motion is made by Ms. B. Smith, second by Mr. McCaffrey to accept the minutes of 3/24/16 minutes, as amended: Pg.6, line 3: minimal impact application. Vote 6/0/1 Ken Rick abstains as he was absent.

CASE: 15-07: John Ovadek, 1064 First NH Turnpike. Map 217/Lot 45.

Mr. Scott Frankewicz of Brown Surveying and Engineering is present on behalf of the applicant and he states that he has been working on finalizing all items that were raised by the town's engineer and that process was completed today. He states he made all edits Mr. Sullivan requested; a new drainage plan is also provided. Board members review new plans. Mr. Frankewicz states that Northwood has a regulation that requires a reduction in volume as well as peak rate in drainage runoff; because of the impervious surfaces there needs to be a way to put it into the ground without discharging it. He notes that he has added drip edges to the back side of buildings in the areas that are not traveled, which has satisfied CMA. Notes have been amended per Mr. Sullivan's requests. Mr. Strobel reads an e-mail he received today from Phil Corbett, P.E. of CMA Engineers noting that Mr. Frankewicz has responded to all of their comments relative to the drainage analysis. Discussion is held on hours of operation. Mr. Wolf states the plan still indicates 24 hours. Mr. Frankewicz

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1 states he will remove that note. He adds that the hours of operation are
2 proposed as 5 am to 11 pm; 11 am to 5 am for emergency only and must be
3 authorized by the property owner. Mr. Kreider asks if the driveways will be
4 gravel. Mr. Frankewicz explains how impervious surfaces are defined. Mr.
5 Kreider asks about maintenance of driveways. Mr. Sullivan explains that
6 maintenance is addressed in the drainage plan and maintenance and
7 operations plan. Ms. L. Smith asks the board to consider if there is a need for
8 an escrow/security for site work. Mr. Sullivan adds that it is common practice
9 to consider this for site work including the drainage features. Discussion is
10 held on the need for escrow accounts in general and why they are put in place.
11 Mr. Wolf states concern over the town holding funds on projects after they are
12 completed. After additional discussion, the board is in agreement that due to
13 the minimal amount of site work in the proposed development, an escrow will
14 not be required for site work.

15
16 Discussion is held on the estimated time frame for completion. Ms. L. Smith
17 asks if the board intends the timeframe to indicate substantial completion of
18 the site work. Mr. Sullivan states it would be best to indicate the entire
19 completion of the project, including building construction, and suggests three
20 (3) years.

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1 **Mr. McCaffrey makes a motion, second by Ms. B. Smith to approve the**
2 **site plan with the following conditions:**

- 3 • **Completion of total site work and construction within three years**
4 **(3) of approval date**
- 5 • **LLS signature added to plan**
- 6 • **Note added to plan: Approval of the site plan is conditional upon**
7 **receiving approval of RSA 674:41 for building on a Class VI Road**
8 **(must be completed before signature of planning board chairman)**
- 9 • **All Federal, State & Federal Local Permits**

10 **Vote: 7/0.**

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12 **CASE: 15-07: Brian Turcotte, 129 Rochester Road, Map 231, Lot 62 Derti**

13 **OCR (Obstacle Course Racing) Training**

14 Mr. Sullivan provides an overview of the application. He states this is an
15 outdoor obstacle course which is currently in place but is not currently in use
16 by the public. He explains the location of the property on Rt. 202. He adds that
17 the site plan does not focus on the use of the property as an obstacle course,
18 the focus is on the egress to the site, parking configuration, addition of a
19 portable waste unit etc. He states he will be doing more research into what
20 permitting may be necessary or if the code enforcement officer may need to be
21 involved with the obstacle course once a plan is approved. The property is

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1 changing from a residential to a residential/mixed use-for recreation. He adds
2 because this is the initial development of the site, it is a minor site plan; the
3 applicant will be requesting a number of waivers. Mr. Rick asks if the town
4 assumes any liability for the use in approving the plan. Mr. Sullivan replies no,
5 but he expresses concern that the police and fire departments are notified in
6 case of emergency, and that is why he would like to address whether any
7 permitting will be required. Mr. McCaffrey asks if there is any way to know how
8 many parking spaces are needed. Mr. Sullivan states that the applicant has
9 proposed 14 spaces for the business, with additional parking spaces for the
10 residence within the garage. Mr. Kreider asks about maximum height of
11 structures within the course. Ms. L. Smith responds that there is a 35'
12 structure height limit. Mr. Strobel recommends board members take the time
13 to drive by the site before the next meeting.

14 Mr. Sullivan notes some of the areas that will need to be addressed:

- 15 • Formal waiver request letter needs to be provided
- 16 • Written scale
- 17 • Date of plan and revisions
- 18 • 15" width of driveway may be too narrow
- 19 • Solid waste-dumpster
- 20 • Sign to be added to tree; a sign permit will be required
- 21 • Adequate sight distance for driveway?

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- 1 • Layout of parking spaces; there may be more than needed
- 2 • Snow storage; will business operate during winter months; note to be
- 3 added
- 4 • Hours of operation
- 5 • Lighting on site? Location?
- 6 • Revised driveway permit to include new business use from NHDOT
- 7 District 6

8 Mr. Sullivan states this is a unique application but fairly simple use and low
9 intensity. Mr. Strobel notes consideration for site walk if members feel it is
10 necessary.

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12 **RSA 674:41**

13 Mr. Strobel states that he attended the ZBA meeting as a follow up to the small
14 lots subcommittee discussion. He states that one item that was discussed is
15 the appointment of an alternate to the subcommittee and he feels that may be
16 something the planning board would like to consider recommending to the
17 selectmen. Ms. L. Smith notes that the selectmen did appoint 2 members from
18 each board and one alternate. Mr. Rick offers to serve on the subcommittee.

19 **Motion is made by Hal Kreider, second by Joe McCaffrey to nominate Mr.**
20 **Rick to the position. Chairman Strobel states Mr. Rick will be**
21 **recommended to the board of selectmen as an alternate.**

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Ms. L. Smith distributes one page of the selectmen guidelines for processing building permits on Class VI and private roads, which contains the language recently updated regarding accessory structures and remodeling which will not result in additional occupancy. Ms. L. Smith explains the statute and its purpose; it affects building permits when the street giving access to the property is on a Class VI or private road that does not meet specific criteria in the statute. She notes the document is part of the guidelines adopted by the board of selectmen. She adds that the recent change in language was adopted in an effort to streamline and reduce the timeframe for the building permit process specifically for accessory uses such as sheds, swimming pools, kitchen remodels, etc. that fall under this statute. She gives a scenario of the potential time frame to wait for a permit based on meeting dates. Ms. L. Smith explains that the selectmen have given authority to the building inspector to issue permits under the specific situations noted in the guidelines; any permit that would add bedrooms or additional occupancy, or is new construction on a lot would still go through the existing review process of planning board and selectmen before issuance. She states that the only role the planning board has under the statute is to review and provide comments to the selectmen and because the selectmen no longer take action on the accessory uses, it makes

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1 sense for the planning board to eliminate providing comments for these same
2 permits.

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4 Mr. Strobel asks about septic systems and if there is any concern relative to
5 the planning board. Ms. L. Smith replies no; septic designs are reviewed by the
6 building inspector only and permitted by the state. Mr. Kreider asks what the
7 definition is for accessory residential; he notes that he has not yet received his
8 set of ordinances/regulations. Ms. L. Smith reads the definition from the
9 zoning ordinance. Mr. McCaffrey asks about the term “accessory residential
10 structure”. He expresses concern over the language. Ms. L. Smith states that
11 the language has been adopted by the selectmen. She adds the intent tonight is
12 for the board to consider relinquishing the planning board’s review from the
13 process because the selectmen no longer review and issue permits for these
14 specific permits. **Motion is made by Hal Kreider to provide a parallel**
15 **exemption with the wording to be determined by Mr. McCaffrey.** Mr.
16 McCaffrey continues to state his dislike of the wording that the selectmen have
17 adopted. Ms. L. Smith states that the selectmen have given authority in their
18 procedures to the building inspector and the language is something he would
19 understand. She adds that the decision for the planning board is whether to
20 withdraw their review and comment. **Hal Kreider states he would like to**
21 **amend his motion to withdraw the planning board’s review and comment**

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1 **that follow the selectmen's procedures.** Mr. Wolf states he does not believe
2 the language is the same as the one that was voted on last week at the board of
3 selectmen meeting. Ms. L. Smith states that these procedures were adopted
4 previously and the action before the selectmen 2 days ago was for a permit
5 which increases occupancy/living space, which does require the selectmen to
6 issue a permit under RSA 674:41. She notes that the planning board had
7 previously commented on the application and Mr. Strobel's signature was on
8 the form. **Ms. Edwards seconds the motion.** Mr. Strobel summarizes that
9 approval of the motion would mean that the board would not review/comment
10 on applications to build per RSA 674:41 on those applications defined in the
11 selectmen's procedures as accessory residential structures, that are issued
12 directly by the building inspector without selectmen approval. Mr. McCaffrey
13 asks if we are striking the last part of the sentence. Mr. Strobel states that the
14 planning board cannot strike as this is the selectmen procedures. Ms. L. Smith
15 states the selectmen may choose to strike this language after the planning
16 board vote. **Vote on the motion: 5/0/2** Mr. Wolf, Mr. McCaffrey and Mr. Rick
17 abstain. Chairman Strobel asks for reason of abstentions. All three state
18 ambiguity as the reason for abstaining. Mr. Rick asks about modifying the
19 language. Additional discussion is held on changing the language and
20 understanding that the planning board is not changing the language; the

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1 motion that passed is to relinquish authority to review and comment under
2 RSA 674:41 in the specific areas noted in the paragraph.

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4 **Master Plan Surveys**

5 Discussion is held on processing the surveys; Mr. Sullivan will stamp the
6 surveys received from Election night.

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8 **Pleasant Lake Watershed Association**

9 Mr. Sullivan states that staff met with representatives of the watershed
10 association who worked with the Town of Deerfield to create an overlay district
11 for the protection of the Pleasant Lake Watershed. He notes that they are
12 interested in working with Northwood to consider doing the same. He states
13 that staff has been in discussion with the Deerfield group; this could be an
14 area to be explored by the small lots subcommittee. He states that more review
15 will be done before bringing to the planning board.

16

17 **OEP Conference**

18 Ms. L. Smith states that the OEP NH Planning and Zoning Conference will be
19 held on Saturday, June 4 and the deadline for registrations is May 27. She
20 encourages members to register early if you want specific classes, as classes fill
21 up quickly. She adds that the Town pays for the cost of the conference;

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1 members are responsible for transportation and car-pooling is encouraged.

2 Additional discussion is held on the details of registration and the conference.

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4 **SRPC Annual Meeting**

5 The meeting is scheduled for Thursday, May 26 at 11:30 at UNH. Mr. Sullivan

6 will provide an update of the meeting details when they are available.

7

8 **ADJOURNMENT**

9 **Mr. McCaffrey makes a motion, second by Mr. Rick to adjourn at 8:22 pm.**

10 **Motion passes unanimously; 7/0.**

11

12 Respectfully submitted,

13

14 Linda Smith

15 Board Administrator