

**Town of Northwood
Planning Board
May 24, 2012**

Chairman Robert Strobel calls the meeting to order at 7:02 p.m.

PRESENT: Chairman Robert Strobel, Vice Chairman Tim Jandebour, Selectmen Representative Robert Holden, Joe McCaffrey, Babette Morrill, Rick Wolf, Alternate Adam Sprague, Town Planner Elaine Planchet, and Board Administrator Linda Smith. Alternate Victoria Parmele arrives at 8:05.

VOTING DESIGNATION: Robert Strobel, Tim Jandebour, Bob Holden, Joe McCaffrey, Babette Morrill, Rick Wolf, and Alternate Adam Sprague.

ABSENT: Herb Johnson

MINUTES

May 3, 2012

Mr. Jandebour makes a motion, second by Mr. McCaffrey, to approve the minutes of May 3, 2012, as written. Motion passes; 5/0/2. Mr. Holden and Mr. Wolf abstain.

NEW CASE

Case 12-05: Kimberly Mihelich; 362 Ridge Rd. Map 209; Lot 18.

Applicant seeks home business review application for an in home business for handcrafted soaps and lotions.

Mr. Holden makes a motion, second by Mr. Jandebour, to accept the application as complete. Ms. Planchet explains that the application materials include the original submission with a drawing to scale along with subsequent e-mails she has had with the applicant. She states that at her suggestion, the applicant spoke with the building department. She states that the applicant is currently asking for site plan approval for light manufacturing of soaps and related products; not retail at this time. **Motion passes unanimously; 7/0.**

Mr. Strobel opens the public hearing for this case at 7:12 p.m. and reads the list of abutters. No abutters are present.

Ms. Mihelich explains that she is proposing to make handcrafted soaps, lotions, and gift baskets; all from raw ingredients and that she would like to be a limited part time business out of her home. She states that she will sell her merchandise in local shops, through mail order, delivery, at farmer's markets, etc.

Ms. Morrill comments that the application is very well put together and easy to understand.

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Ms. Mihelich states that, in reference to the staff comment about adding the hours of operation to the site plan, she provided the proposed hours of operation; however, since she has removed the retail sales aspect from her proposal, perhaps it wasn't necessary to specify the hours.

Mr. Strobel asks about any state or local permits. Ms. Planchet notes that there is information provided from the secretary of state's office in the members' packets.

Ms. Morrill asks about the proposed sign. Ms. Mihelich states that she would like to place a small marker near the mailbox for purposes of deliveries.

Mr. Holden asks why the retail aspect was withdrawn. Ms. Mihelich states that she is off the main road and there are many retail stores in the area *that* are compliant with the regulations, and she does not want to subject her family to general public accessing her residence. She adds that she would like to be able to make her items around her schedule and provide it to other stores for commission sales.

Mr. McCaffrey makes a motion, second by Mr. Holden, to approve the application. Motion passes unanimously; 7/0. Mr. Strobel signs the plans, as presented.

OTHER BUSINESS

Application to Build on a Class VI Highway or Private Road

Thomas and Lorraine Horne; 124 Long Pond Rd. Map 212; lot 63.

Ms. Planchet explains the process of the Application to Build on a Class VI Highway or Private Road, per RSA 674:41. She notes that if the board members are familiar with the criteria involved they can consider this application tonight or hold off for 2 weeks to allow time for drive-bys to be done. Discussion ensues as to the process.

Mr. Holden refers to the map and the location of the lot. He states that he does not believe that by approving the permit it would create any additional hardship to the area.

Ms. Smith states that the zoning ordinance does not allow building on a Class VI road without improving it. The applicants did appear before the zoning board and a variance was granted. She states that the process allows a 30 day appeal time so the building permit cannot be issued for 30 days. She explains that the role of the planning board is to review the application and provide comment relative to the effect on the road,

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accessibility, etc. Mr. Strobel requests to address this item in two weeks to allow the board members to view the area.

Discussion ensues regarding the lot being grandfathered. Mr. Jandebour states that he believes that the road is being taken care of and is accessible throughout the year. Ms. Smith states that the lot is a lot of record and as far as grandfathering, all lots must meet the zoning regulations. She adds that the variance was approved at the zoning board meeting and there were no abutters present at that meeting.

Mr. Strobel states that the road is wide enough and the residents do take care of the road. He states that the lot abuts current use space and he provides an overview of the area.

Ms. Smith states that based on the size of this lot, there are 12' setbacks required and there is no encroachment in to the 12'.

Mr. McCaffrey states he believes that this is a major exception due to the lot size which is less than two acres. He states that if the board is to allow something for less than two acres, they should have criteria for that. Ms. Planchet states that the ZBA made their decision to grant the variance for lot size. She states that the planning board's role here is about the road. She adds that the ZBA decision does not take away the responsibilities of the planning board in the process of the BOS guidelines. Mr. Holden states that he feels that the planning board is out of order trying to discuss how the ZBA went through the process and made their decisions.

Further discussion is held regarding the town's regulations and the ZBA's process of granting variances. Ms. Smith explains that the ZBA acts on their own in the realm of the state laws. She states that the responsibility of the ZBA is to determine whether or not to grant relief of the zoning ordinance.

Ms. Planchet states that lot size relief was granted by the ZBA. She states that this matter before the board is whether to have that small lot on this private road, and that it is the board's role to comment to the selectmen regarding the information provided.

Mr. Strobel states that he believes that, as chair, it is his role to look at a summary of cases that the ZBA has decided to see if the variances being granted are in direct conflict with an ordinance to determine if the planning board needs to revisit the ordinances. He states that he has not found this, in this case.

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Mr. Holden makes a motion, second by Jandebaur, to comment to proceed with the application to build on a private road. Motion passes unanimously; 7/0.

Master Plan Update

Mr. Strobel provides an overview of the two visioning sessions held for the master plan update. He states that evening meetings may be better; there were about 45 people in attendance Thursday evening and only 9 on Saturday morning.

Ms. Planchet states that she has typed up the comments from the easel sheets. Mr. Strobel states that he will provide typed notes and comments from the two visioning sessions. Mr. Sprague states he will also provide his notes. Mr. Strobel explains that the only decision made was to skip the small group discussions that were to be held at both sessions. Mr. Jandebaur states that the only official vote was the location change to the town hall on Saturday.

Mr. Strobel comments that there is a definite interest in agriculture; retail or sale vs. self-gardening or stand. He states that there was a lengthy discussion regarding promotion of a CSA. Mr. Jandebaur adds that there was a discussion held regarding water quality.

Mr. Strobel reviews various items from the easel sheets: laundromat; traffic speeds are higher than what is posted; turning lanes; public transportation; sidewalks; water quality concerns. Mr. Strobel explains the comments noted on the easel sheets.

Ms. Parmele arrives at 8:05 p.m.

Mr. Jandebaur suggests that the board discuss the recent Anthony subdivision case as a training session based on comments at the visioning sessions. He states that the board needs to understand the open space development design. Ms. Smith states that the subdivision met the criteria. Mr. McCaffrey states that the cluster housing should be done in a better way. Further discussion is held regarding the development. Ms. Parmele states that she recalls that the board could not comment regarding the placements and setbacks. Ms. Planchet states that the design was proposed as open space due to the fact that there were agricultural soils on site; protection of those soils was the purpose of the open space. Discussion ensues. Mr. McCaffrey states that he thought that the design could have looked nicer and that nothing was accomplished. Mr. Strobel agrees that the board needs to have discussions regarding subdivision regulations.

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Mr. Strobel continues and reviews the ideas discussed at the visioning sessions.

Ms. Planchet states that there were over 100 surveys received and she suggests that the input from the two visioning sessions should be considered along with the survey responses. She states that about 20 businesses have returned surveys but the majority has been received from year-round residents. The board discusses extending the deadline for the master plan surveys; it is agreed to continue to receive completed surveys and hope for responses from summer residents.

Ms. Planchet asks, for project planning purposes, would it be acceptable to the board for her to compile the information from the surveys received now, and how long should she wait before finalizing? The consensus is that she will prepare a report for the next meeting.

Ms. Morrill suggests looking at the 2004 recommendations and see what has already been done so that the board could focus on what has not been done in the master plan update. Ms. Planchet states that she has reviewed the previous recommendations and has noted which have been implemented as far as she is aware. She states she will provide that information to the board at the next work session.

Ms. Parmele states the value of having additional visioning sessions on specific topics. Mr. Holden states that, on behalf of the board of selectmen, if there are to be any other visioning sessions, the selectmen recommend that the town planner be in attendance.

A discussion is held regarding the upcoming work session. Ms. Planchet states that the highway advisory committee will be attending at 8:00. Mr. Strobel states that he will chair the joint PB/HAC meeting. Ms. Planchet asks about placement of potential new applications on the agenda since the board has set the master plan discussion to take place from 6:30 to 8:00, and with the HAC discussion at 8:00. Mr. Strobel states to have the master plan discussion set from 6:30 to 7:30 with new applications at 7:30.

Ms. Parmele provides a report on issues from the SRPC: at her suggestion, Northwood has been included in the ITSSP, Intelligent Transportation System Strategic Plan, a strategic plan project that includes computerized data, access management and Route 4. She states that Strafford Regional Planning Commission has a culvert analysis available that will be done at no cost. She asks who from the town should receive this information. Mr. Strobel suggests sending it to Bob Young.

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Mr. McCaffrey motions to adjourn at 8:52 p.m.; seconded by Mr. Holden. Passes unanimously.

Respectfully submitted,

Lisa Fellows-Weaver
Board Secretary