

**Town of Northwood
Planning Board
June 14, 2012**

Chairman Robert Strobel calls the meeting to order at 6:32 p.m.

PRESENT: Chairman Robert Strobel, Vice Chairman Tim Jandebeur, Joe McCaffrey, Babette Morrill, Alternate Victoria Parmele, and Town Planner Elaine Planchet.

Selectmen Representative Scott Bryer arrives at 6:55; Rick Wolf arrives at 7:17 p.m.

VOTING DESIGNATION: Bob Strobel, Tim Jandebeur, Joe McCaffrey, Babette Morrill, and Alternate Victoria Parmele. Scott Bryer at 6:55; Rick Wolf at 7:17 p.m.

ABSENT: Herb Johnson and Alternate Adam Sprague

MINUTES

May 24, 2012

Mr. Jandebeur makes a motion, second by Mr. McCaffrey, to approve the minutes of May 24, 2012, as amended as follows:

Page 1: Add: *...that...*

Page 3: Change: *...inaccessibility...* to *...accessibility...*

Page 3: Delete: *...throughout the lot...*

Page 5: Add: *ITSSP, Intelligent Transportation System Strategic Plan,; Ms. Parmele states the value of having additional visioning sessions on specific topics.*

Motion passes; 5/0.

Master Plan Update

Community Survey Report to Date

Ms. Planchet states that she has the survey data tabulated for 91 year-round residents' responses and 16 businesses that are owned by year-round residents. She states that she has more surveys to review that were received after the initial May 22 deadline. She states that she has not included results from one seasonal resident and one survey from a business owned by a non-resident. She states she has an additional 10 surveys that still need to be tabulated as the deadline was extended.

Ms. Planchet states that as far as survey comments, she explains that she intends to categorize them by items that the planning board has control over and items they do not.

Mr. Strobel states that he believes that there were 1800 surveys sent. Ms. Planchet states that 107 have been received with 12 coming in after the extension was given, about two weeks ago. Ms. Parmele suggests that there needs to be more advertising. Ms. Planchet states that she doubts that will

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generate many more as they last few trickled in over the last two weeks. She states that most of the surveys received were the yellow ones from the newspaper.

Further discussion ensues regarding the survey and survey report to be prepared for the next meeting.

Ms. Planchet provides copies of visioning session notes drafted by Ms. Parmele. She states that additional notes are anticipated to be provided by Mr. Sprague. Ms. Planchet suggests that members review these notes and reach some conclusion as to whether they represent the visioning session discussions. She states that the board should decide how to address the input received from the surveys and the visioning sessions and how it will coordinate that into the master plan update. She states that for a master plan to be effective, more people should be involved with the update process for listening, support, and assistance. Further discussion ensues regarding guidelines and input as well as community involvement for the visioning session.

Mr. McCaffrey states that there are some inconsistencies relative to the master plan and implementation. Ms. Planchet states that the lawyers do review the materials and a change in the regulations *should be* consistent with the changes in the master plan. The way the ZBA or code enforcement department interprets that is something the planning board does not have any control over but the adoption of the regulations is when the planning board acts in *its* regulatory capacity, those regulations are consistent with the master plan.

Mr. McCaffrey states that the planning board's obligation is to try to reflect the town as fairly and as representative as possible. Mr. Strobel states that the board needs some kind of basis to create, support, revise, and craft regulations and this is where the master plan comes in. Ms. Parmele states that there are some things that the planning board votes for based on the fact that the board has been planning and determined what the town needs, which come from a well-planned master plan.

The board further reviews Ms. Parmele's notes. Ms. Parmele states she is willing to revise the notes based on Mr. Sprague's notes and to listen to the beginning of the tapes from the visioning sessions. Ms. Morrill suggests the board review the visioning session notes and the community survey results and cross reference this information with the Status of the 2004 Implementation Steps. She states this would give the board an idea of where to begin the update.

Mr. Wolf arrives at 7:17 p.m.

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A discussion is held regarding suggestions for the next work session. Ms. Parmele suggests that the board begin work sessions from items noted in the 2004 Master Plan that nothing occurred that may seem important now. Mr. Strobel agrees with the approach and states that the board needs to cross reference the statements from the visioning session with the survey results. Ms. Planchet states she will have that report for next month. Mr. McCaffrey asks her to e-mail the report to members.

Mr. Strobel suggests a work session on each topic with more structure for the visioning section. Mr. Strobel suggests and members agree to review the 2004 Master Plan and implementation information for the next meeting.

NEW CASES

Technical Review of New Cases

Case 12-06: Thomas Albright; 49 Lucas Pond Rd. Map 124; Lot 1.

Applicant seeks home business review application for a nano-brewery. (Property currently owned by Lee Baldwin).

The board reviews staff comments and general discussion is held regarding the proposal.

A discussion is held regarding the size of the business and at whether there would be a size of expansion that should trigger a return to the board.

Mr. Wolf asks if there is a state approved septic system on file. He states that *there* is a rebuild approved by the health officer. Mr. Jandebour notes that there were improvements and an approval in 1999. Mr. Wolf asks about the hours of operation proposed to be seven days a week given this is within a residential area. He asks if this would be ok with the neighbors. Discussion is held regarding the expected increase in water use for the brewing operation. The board asks Ms. Planchet to ask the applicant what the expected amount of water would be to include cleaning, sanitizing, product, etc.

Ms. Planchet states that the applicant told her that there is a permit required from the state for this business. She states she will forward the staff review notes with the board's additional questions to the applicant.

Case 12-07: John & Karen Fernandes; North River Lake Rd. Map 233; Lots 5 & 6. Applicants seek boundary line adjustment to adjust the lot line of Map 1; Lot 37 in Nottingham and Map 233; Lot 6 in Northwood; lots 5 & 6 proposed to be consolidated.

Ms. Planchet states that the board has included in its packet the application materials and staff notes. She explains that the board administrator and she request that the application be sent to town counsel for review and direction as

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to how to proceed. She provides a plan copy and explains the proposal. She explains that the proposal is for a boundary line adjustment. She adds that there was a ZBA case in 2011 with a question as to how many lots there are. She states that the last surveyed plan in May of 2008 states that there is only one lot with acreage in Northwood and Nottingham. She states that the ZBA case was withdrawn and these are new owners. She states that staff would like to know how many lots there are so that the application can be administered correctly.

General discussion ensues as the board reviews the materials provided and the plan.

Mr. Jandebaur makes a motion, second by Mr. McCaffrey, to send the application to town counsel to request direction as to how to proceed with the information. Motion passes unanimously; 7/0.

OTHER

Highway Advisory Committee

Mr. Strobel calls for a recess at 8:00 p.m. to wait for the highway advisory committee (HAC) members to join the meeting. Session resumes at 8:15 p.m. with no members of the highway advisory committee present.

The Correspondence File is reviewed by the board.

During the recess members of the planning board attempted to contact members of the HAC. Mr. Strobel explains that he spoke with the secretary who understood that members of the HAC were planning to attend the meeting and were aware that it was at the town hall.

Mr. Strobel explains that since he is a private contractor with the HAC sometimes the HAC asks him about planning board regulations. He states that he explains that he is not authorized to speak for the planning board which has led to the request for this joint meeting. Mr. Strobel reviews the HAC minutes which had been provided to the planning board and includes discussions of some of the concerns expressed at recent highway advisory committee meetings.

Mr. Jandebaur makes a motion, second by Mr. Bryer, for Mr. Strobel to reschedule the meeting with the highway advisory committee.

Discussion ensues. Mr. Jandebaur states that since it was the HAC who requested this meeting, and they did not show up, then the board should do nothing. The motion and second are withdrawn.

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Public Input

Michael Sullivan is present and requests to discuss a letter he received from the building inspector regarding retail sales of farm items. Ms. Planchet states that the letter was just reviewed by the board in the Correspondence File and she explains that the planning board is not involved with the enforcement of the town's regulations so there is no role for the board in discussion at this time. She adds that there is no public comment on tonight's agenda.

Mr. Bryer reviews the letter and states that Mr. Sullivan should contact staff and complete the proper site plan application and follow the application process to appear before the planning board.

Staff Items

Ms. Planchet states that the Ovadek site plan has been signed.

**Mr. Bryer motions to adjourn at 9:06 p.m.; seconded by Mr. McCaffrey.
Motion passes unanimously.**

Respectfully submitted,

Lisa Fellows-Weaver
Board Secretary