

**Town of Northwood  
Planning Board  
August 9, 2012**

Chairman Robert Strobel calls the meeting to order at 6:40 p.m.

**PRESENT:** Chairman Robert Strobel, Vice-Chairman Tim Jandebour, Babette Morrill, Joe McCaffrey, and Town Planner Elaine Planchet. Rick Wolf arrives at 6:55 p.m.

**VOTING DESIGNATION:** Bob Strobel, Tim Jandebour, Babette Morrill, Joe McCaffrey, and Rick Wolf (6:55).

**ABSENT:** Selectmen Representative Scott Bryer, Herb Johnson, Alternate Victoria Parmele, and Alternate Adam Sprague.

**MINUTES**

**July 26, 2012**

**Mr. Jandebour makes a motion, second by Ms. Morrill, to approve the minutes of July 26, 2012, as written. Motion passes; 4/0.**

**OLD CASE**

**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 at the end of the last meeting, Mr. Landry, agent for Mr. & Mrs. Fernandes, announced that the applicants intended to withdraw their application. She states that written correspondence to this effect has now been received.

**Mr. Jandebour makes a motion to accept the request to withdraw for the Fernandes boundary line application, Case 12-07, without prejudice. Ms. Morrill seconds. Motion passes unanimous; 4/0.**

**Master Plan Update**

A discussion is held regarding the proposed budget including a proposal for a new laptop. Ms. Morrill asks if there was any discussion held regarding funding for the master plan. Mr. Strobel states that the board did not consider this during the previous discussion on the budget, but that this would be a good idea.

Ms. Planchet states that the board proposed a budget for 2013 in the amount of \$36,049. She explains that any additional changes suggested would be an amendment to the proposed budget. She suggests a directional decision first on the

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master plan update and then the board may suggest a budget based on the proposal of work involved with the master plan update.

Ms. Morrill asks Ms. Planchet if she has enough hours to work on the master plan update in addition to her other responsibilities. Ms. Planchet explains her hours and flexibility of her allocated 20 hours. Mr. Strobel states that the applications are the first priority. Discussion ensues as to how the planning board plans to update the master plan based on comments received from the surveys and community discussions.

Mr. Strobel states that additional visioning sessions could be held. Ms. Planchet notes that the board has a number of options and can hold additional work sessions, create subcommittees, hire consultants, and have her work on the master plan as her hours allow.

Ms. Morrill states that the more revisions done, the more it will cost for legal review.

*Rick Wolf arrives at 6:55 p.m. and is added to the voting designation.*

Mr. Strobel refers members to his charge of June relative to looking at the 2004 Master Plan Objectives and to see what direction to take, if it is still appropriate, how much has changed, etc.

Mr. McCaffrey states that he feels that there is 99 % overlap with the completed surveys and visioning sessions with the 2004 objectives. He states that there are some new additions, such as, the aging population of this and neighboring communities. He adds that transportation and Rte. 4 concerns are very similar to the 2004 Master Plan. He adds that there were comments heard regarding farming and agriculture, which is also in the 2004 plan. Mr. McCaffrey states that the demographic issue was not reflected in the previous master plans.

Mr. Strobel states that he too sees many similarities. He states that there was a high priority noted in the 2004 Master Plan regarding the idea of growth and managing growth which had an outcome of the Growth Management Ordinance being adopted, which has since expired. He states that the intent of managed growth is very good and really needs to have a place in the master plan. He states that perhaps de-emphasizing the growth part but continue the emphasis on the managed growth.

Mr. McCaffrey states that there was also discussion held regarding economic development. He states that people want to see small businesses encouraged.

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Mr. Jandebaur mentions that there was also concern regarding preserving water quality. He adds that Northwood does not have a central focal point, however; he feels that this is changing with the “4 corners” of Hannaford, the library, etc. He states that people would like to see *the 4 Corners as Town Center* continued, perhaps not so much for development but in certain areas that are already developed.

Mr. Strobel states that another recurring theme is whether or not Northwood should have a town center.

Ms. Morrill notes that there was a lot of emphasis reflected in the 2004 plan regarding “rural character”. She states that it wasn’t necessarily what was mentioned in the visioning sessions and the surveys; small business, yes, however, not old-fashioned businesses as stated in the 2004 Master Plan.

Ms. Morrill suggests that the board work on something regarding appearances of businesses. Mr. Strobel states this could possibly be addressed either by a subcommittee or via the regulations. Mr. McCaffrey states he does not believe this could be addressed by this board. Discussion ensues regarding survey responses, appearances, and tidiness of corridors.

Mr. Strobel states that he would like more emphasis on business development and controlled development along Route 4. He states that he has written down the subjects mentioned and attempting to provide the list based on amount of work involved in possible updates. He states that there was a lot of emphasis placed on how to deal with aging populations; referred to as the “silver tsunami”. He states that he would like to see more emphasis on small business growth; water quality (review water subcommittee - previously done); “Town Center”; “controlled development,” rural character wording/revisions.

Ms. Morrill states that she feels that it would not take much to re-work the 2004 language for 2012. She states that she would like to see work done on more community services and different retail businesses. She states that there may not be a need for a whole committee. She asks if the visioning statement is an appropriate place to address these items.

Mr. Jandebaur states that he would like to have the planner research “silver tsunami” and what the board can do on how to deal with an aging population on a local level.

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**Mr. Jandebaur makes a motion, second by Mr. McCaffrey, for the following items as the topic areas and emphasis for the master plan: controlled growth and a town center, “silver tsunami,” water quality, community services & retail/business suggestions, and transportation.**

**Motion passes unanimously; 5/0.**

Mr. Strobel states he will address controlled growth and a town center;  
Mr. Jandebaur states he will look into “silver tsunami”;  
Ms. Morrill states she will address water quality and community service/specific retails and businesses mentioned; and  
Mr. McCaffrey states he will address transportation. Mr. Strobel states that Ms. Parmele would probably be willing to assist with transportation.

Mr. Strobel requests that the board review the Master Plan Update Technical Bulletin on the OEP website.

**Budget**

Discussion is held regarding adding funds to the budget for the Master Plan Update project and legal reviews required. **Mr. Strobel makes a motion to amend the 2013 proposed budget to add \$4,000 to the planning board budget to include \$2,000 legal review; \$500 for printing and supplies; \$1500 for staff time above what’s otherwise allocated, specifically for the master plan. Ms. Morrill seconds.**

*Mr. Jandebaur leaves the meeting at 7:57 p.m.*

**Motion passes unanimously; 4/0.**

**NEW CASE**

**Case 12-10: Michael Magoon; 43 Main St; Map 216/Lot 17.**

Applicant seeks Home Business Review for Therapeutic Massage.

Ms. Planchet reviews the proposal and refers to Staff Review Notes. Members review the material. Mr. Wolf mentions that an item that should be added to the plan is the street name. Ms. Planchet states she will forward staff notes and the request for the street name to the applicant.

**OTHER**

***Multi-Family Dwellings***

Ms. Planchet explains that she had an inquiry regarding multi-family dwellings. She asks how to direct an applicant for this and what would each apartment need for

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the frontage requirements, etc. She asks how the regulations would be applied to a multi-family multi-building proposal. In addition, she mentions work-force housing requirements and how that relates to the town's protection of specific areas via overlay districts.

Discussion ensues regarding cluster housing.

The board reviews sections IV(B)(4), Table IV-1 & IV.B.(1)[3], of the Northwood Development Ordinance relative to if 30 units were proposed. Ms. Morrill states that this type of proposal would be a major subdivision. General discussion continues regarding frontage and height requirements along with the town's road length regulations.

***November Meeting***

**Mr. Strobel makes a motion to change the November meeting schedule to one meeting only, November 15 at 6:30; and the December regular monthly meeting will be December 20 at 7:00 p.m. rather than December 27. Ms. Morrill seconds the motion. Motion passes unanimously; 4/0.**

Mr. Strobel states that for the November meeting, cases will be scheduled to begin at 6:45 p.m. followed by the master plan discussion. Ms. Planchet states that she will forward any review notes directly to the applicant when compiled.

***Possible Development Ordinance Changes***

A discussion is held regarding looking into possible changes to the development ordinances. Items mentioned for consideration are as follows:

1. *Workforce Housing*
2. *Multi-Family Units (re: workforce)*
3. *Wellhead Protection*
4. *Frontage Requirement: restrictive of work force housing as opposed to lot size*
5. *Windmill Ordinance*
6. *Outdoor Wood Boilers*
7. *Blasting Ordinance (Code Enforcement/BOS)*
8. *Check with Code Enforcement; Fire/Rescue; Highway Advisory Committee*

**Adjournment**

**Motion to adjourn is made by Mr. McCaffrey, second by Mr. Wolf. Motion passes unanimously at 8:50 p.m.**

Respectfully submitted,  
Lisa Fellows-Weaver Board Secretary

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