

**Town of Northwood
Planning Board
August 23, 2012**

Chairman Robert Strobel calls the meeting to order at 7:04 p.m.

PRESENT: Chairman Robert Strobel, Vice-Chairman Tim Jandebour, Selectmen Representative Scott Bryer, Babette Morrill, Rick Wolf, Joe McCaffrey, Board Administrator Linda Smith, Board Secretary Lisa Fellows-Weaver. Alternate Victoria Parmele arrives at 8:00 p.m.

VOTING DESIGNATION: Chairman Robert Strobel, Vice-Chairman Tim Jandebour, Selectmen Representative Scott Bryer, Babette Morrill, Rick Wolf, and Joe McCaffrey. Alternate Victoria Parmele (8:00 p.m.)

ABSENT: Herb Johnson, and Alternate Adam Sprague.

MINUTES

August 9, 2012

Mr. McCaffrey makes a motion, second by Mr. Wolf, to approve the minutes of August 9, 2012, as amended as follows:

Page 3: Add: ...*the 4 Corners as Town Center...*

Motion passes; 5/0/1. Mr. Bryer abstains as he was not at the meeting.

NEW CASE:

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

Applicant seeks Home Business Review for Therapeutic Massage.

Ms. Weaver states that as a result of the work session, the applicant has provided updated information. The board reviews the materials submitted.

Mr. McCaffrey makes a motion, second by Mr. Jandebour, to accept the application as complete. Motion passes unanimously; 6/0.

Mr. Strobel opens the public portion of this case and reads the abutters list. No abutters are present.

Mr. Magoon explains that the proposal is to open a therapeutic massage business in the home. He states that his wife, Katherine, is a licensed massage therapist with the state as well as nationally certified. He explains that they feel that there is a need in the area and the footprint of the property would allow for his wife to utilize her skills and talents on an as needed basis for friends, family members, and neighbors.

A discussion is held relative to hours of availability and hours of operation. Additional discussion is held regarding amending the hours in the future. Ms. Smith explains that the process would be to re-apply to

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the planning board and there would be costs involved. Mr. Magoon states that he would like to expand the hours to be broader and proposes Sunday through Saturday, 9 a.m. – 9 p.m.

Mr. Strobel refers to the updated plan and notes that the wetlands overlay district is now delineated on the plan.

A discussion is held regarding the parking area as it appears the plan shows that cars would be pulling in head first and backing out onto Main St. Mr. Magoon explains that the length of the driveway is 45' and there is sufficient room to turn around. Ms. Smith states that the site plan is always the final approval and should be accurate. Mr. Magoon states that he will amend the sketch to better delineate the driveway and turnaround. Mr. McCaffrey notes that Main Street should also be designated on the plan.

Signage is noted on the plan indicating that there will be no additional signage on the property.

Ms. Smith asks about the sight distance. After review of the regulations, Ms. Smith states that per the regulations for this type of application, sight distance is not required to be met.

Mr. Strobel requests that the applicant sketch out the edge of parking or the edge of the developed area.

Mr. Bryer explains that the approval of the planning board is not the only step. He states that there may be additional requirements from other departments.

Ms. Smith states that the fire department has not commented on this application. She adds that she has also spoken to the building inspector who stated that before a certificate of occupancy can be issued, an inspection will be required by the fire department and the building inspector.

Mr. Magoon asks if family and friends can utilize the services prior to the approvals. Ms. Morrill replies that it would still be operated as a business and the owners would need to comply with all of the standards of the town before any business can take place on the property.

Mr. Bryer states that he has been working with the economic development committee (EDC). He explains that the EDC is working on better communication between departments so that an applicant is fully

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aware of all of the requirements before they begin the process. He suggests that the fire inspector visit the property prior to filing an application and spending any funds. Ms. Smith states that the land use department suggests that applicants meet with the fire and building departments ahead of time. Mr. Magoon states that he did meet with the building inspector prior to the application process for the planning board.

Mr. Bryer states that applicants get frustrated because they complete the planning board process then find out that there are additional requirements through other departments.

Mr. Strobel explains the conditional approval process. Ms. Smith suggests that the applicant contact Mr. Hickey regarding the certificate of occupancy.

Mr. McCaffrey makes a motion, second by Mr. Bryer, to approve the home business application with the following conditions:

- **Addition of road name added to the plan**
- **Hours of operation to be amended to 9:00 a.m.-9:00 p.m., 7 days a week, and added to the plan**
- **Driveway turnaround added to the plan**
- **All local, state, and federal permits be obtained**
- **All conditions of approval be met within 1 yr.**

Motion passes unanimously; 6/0.

OTHER BUSINESS

Master Plan Update

Mr. Strobel states that at the August 9th meeting the board set up specific topic areas for each member to review. Mr. Bryer offers to address retail business and he will work with the EDC.

Master Plan Survey and Summary Report

A discussion is held regarding the surveys received. Mr. Strobel states that the idea of statistical significance does not apply to this case as nothing is being tested; there is no right answer. He refers to the planner's master plan survey response summary and states that the document is interesting reading; it provides good information and summaries, and the numbers will be beneficial with the survey responses along with the input from the visioning sessions.

Ms. Morrill states that she feels that the information should be compared to the original master plan.

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Mr. McCaffrey states that the responses were provided by a group of people that were interested, 10%, and we are unclear as to what the other 90% would choose.

Discussion ensues. Mr. Bryer states that he feels that there were not enough responses.

Ms. Parmele arrives at 8 p.m.

A very lengthy discussion is held regarding the intersection of Rte. 4, 202, and 9 as it is noted on the SRPC long range transportation plan project list provided. Members express concern with the design of the intersection, accidents, and feel that there are major malfunctions with the intersection. Further discussion ensues regarding accident reports and working with NHDOT.

Ms. Parmele states that there has been discussion at the TAC meetings for geographical locations. She states that traffic flows are also being tested and monitored in order to measure traffic flows. She states that this information will all be made into map form and be available within a year.

Suggestions are discussed. Mr. Jandebour states that he feels that there are two issues with this intersection; the lights need to be adjusted and the police should make this area a priority. Mr. Wolf suggests a turning lane and explains that there is equipment used for monitoring intersections. Mr. Bryer states that enforcement is the key.

Strafford Regional Planning Commission (SRPC) Long Range Transportation Planning

Mr. Strobel states that a spreadsheet has been received from SRPC showing the results of the joint meeting with the highway advisory committee, planning board, and SRPC. General discussion is held as the information is reviewed. Mr. Strobel states that the planning board should provide comments on the project list.

Mr. Strobel states that he noted that SRPC listed the bridge on Old Canterbury Road as not being a high priority. He states that he disagrees with this as this project has already been budgeted in the capital improvement plan.

Ms. Parmele asks about the sidewalk issues due to maintenance issues. She states that the town needs to be clear as to what Northwood wants. She adds that this is a 30 year plan and she feels that sidewalks should

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remain on the plan. She states that perhaps the maintenance issue can be addressed over time. Mr. Strobel agrees and adds that sidewalks are in the 2004 Master Plan, in the regulations, and have been addressed many times. Mr. Bryer notes that the state has indicated that if the town is going to have sidewalks, the town will need to maintain them. Additional discussion ensues regarding the drainage of sidewalks and construction designs.

Mr. Strobel makes a motion, second by Mr. Jandebour, to send the board's comments to SRPC noting the only change suggested is to strike "not a high priority" for Canterbury Road bridge. Motion passes unanimously; 7/0.

Ms. Parmele states that there have been discussions with COAST regarding bus service along Rte 4 to allow people to get to area doctors appointments, etc. Discussion ensues as to the need for this service throughout the surrounding towns.

Ms. Parmele asks if the selectmen are okay with SRPC's list. Mr. Bryer replies that the list has not been submitted to the selectmen. He states that he will bring this to the board and adds that he does not see a real problem with the suggestions.

Correction to Survey Summary

Page 3: Town roads: items to choose from are *speed and conditions*
Mr. Strobel states that ...36.1% should be the *speed* of town roads

Mr. Strobel states that there is now a lot of information that has been distributed to members regarding the master plan. He requests that members begin working on areas in the existing master plan and specific sections to see if it correlates or not, if it is going in the same direction or not, etc., for the next meeting.

Mr. Bryer requests that binders be provided to members for the master plan update project.

Ms. Parmele explains Granite State Futures to the board. She states that this is a federal grant to update the regional master plans all around the state. She states that she believes that Northwood has not yet signed on to this program and it would be a great opportunity for the town to do regional planning then everything is funneled into the state's master plan. She states that overall it is a three year process.

Ms. Parmele states that she will email additional information regarding this opportunity and the Granite State Futures.

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Staff Items

Packet Pickups

Ms. Smith states that staff will no longer be making phone calls to members regarding member's packets. She states that all packets of information will be ready on the Monday prior to the Thursday meeting. If there should be a problem with providing the materials members will be contacted.

Mr. Jandebaur states that he is having some difficulty picking up his packet. Ms. Smith notes that typically there is another board meeting during the week and the packets could be left out for evening pickups.

Discussion ensues regarding other options of how to obtain the materials including scanning the information and emailing. Mr. Strobel requests that an email still be sent out to members notifying them that the packets are available to include any other meetings that may be going on at town hall during that week.

Zoning Ordinances

Ms. Smith reminds the board of the process of proposing zoning ordinances. She suggests scheduling an additional meeting for the sole purpose to discuss zoning ordinances.

Budget

Mr. Bryer extends an invitation to the chair to attend the selectmen's annual department head budget meeting, August 28, 2012.

Strafford Regional Planning Commission – Membership & Dues

Ms. Smith mentions Northwood's membership with SRPC. She explains that there was some discussion held at last year's budget meetings regarding the dues as well as discussions at prior years' meetings. She asks if the town wants to continue to be a member of SRPC; there are several options. She explains that the town can stay with SRPC and continue to pay the annual dues or we can become non-dues paying members; which would not allow votes or participation. She states that another option would be to drop out and potentially join another planning commission. Mr. Bryer states that the town is statutorily required to *be with* SRPC. Ms. Smith states that joining another commission would require action of the state.

Mr. Bryer feels that Northwood has more affiliation with Strafford than other counties.

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Ms. Smith states that this is certainly a topic that needs to be discussed by the board and a consensus as to whether the board feels that they want to stay with SRPC or make some changes.

Ms. Smith states that the dues are currently \$4,800. Ms. Parmele states that she attended the SRPC Executive meeting last week and indicated that there will be no increase to the dues this year.

A discussion is held regarding the roles of SRPC. Mr. Strobel states that SRPC reviews regulations and master plans. Ms. Smith notes that legal review will still be required for updates to the master plan and town's regulations.

Mr. Bryer states that SRPC membership needs a lot of discussion.

Mr. McCaffrey states that he does not feel that the board will be making any substantial changes and does not feel that there will be substantial legal costs involved *to update the master plan*. He asks what benefits are received from SRPC. Mr. Strobel states that SRPC can be a facilitator and he mentions a letter of services *from dues* and what is an additional cost through SRPC.

Ms. Parmele states that dues for SRPC were addressed this past year and she asks if the issue needs to be addressed each year. Ms. Smith explains that this is a substantial cost to the town. Mr. Bryer states that information needs to be provided to the budget committee. Mr. McCaffrey states that SRPC does not take a legal responsibility with the reviews; whereas town counsel does take responsibility. He adds that SRPC *would* only provide an informed review.

Ms. Smith states that the budget committee needs to be informed and the planning board needs to be prepared with the merits of having SRPC and provide the information and recommendations to the budget committee.

Mr. Jandebaur states that he does not have a problem with having to defend paying the dues for SRPC. He adds that the makeup of the budget committee has changed significantly from last year.

Ms. Smith states that there are ways to have the information available to quantify costs, should the need arise. She states that staff will gather information and she notes that the board should make use of SRPC as a resource whenever possible.

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Ms. Parmele states that Northwood is receiving services and is willing to provide input for the budget committee. Ms. Parmele and Mr. Strobel agree to gather information as to what Northwood has received for services this year from SRPC and provide to staff.

Mr. Strobel suggests members create a list of ordinances that are a priority or concern to them to be discussed at the next meeting.

**Mr. Bryer makes a motion, second by Mr. Jandebeur, to adjourn.
Motion passes at 9:05 p.m.**

Respectfully submitted,

Lisa J. Fellows-Weaver
Board Secretary