

**Town of Northwood
Planning Board
January 22, 2015**

Chairman Robert Strobel calls the meeting to order at 6:37 p.m.

PRESENT: Chairman Robert Strobel, Vice-Chair Lee Baldwin, Selectman Representative Timothy Jandebaur, Rick Wolf, Joseph McCaffrey, Lucy Edwards, Planner Matthew Sullivan, and Board Administrator Linda Smith.

VOTING DESIGNATION: Robert Strobel, Lee Baldwin, Timothy Jandebaur, Rick Wolf, Joseph McCaffrey, and Lucy Edwards.

ABSENT: Richard Bojko, Alternate Victoria Parmele, and Alternate Ken Rick.

MINUTES:

January 8, 2015

Mr. Jandebaur makes a motion, second by Mr. McCaffrey, to approve the minutes of January 8, 2015, as written. Motion passes unanimously; 6/0.

OLD CASE:

CASE: 14-07: James & Linda Grant-Piper Cove Properties, 258 First NH Turnpike. Map 231; Lot 9. Applicants seek an amendment to an existing site plan to add an Aroma Joe's Drive-Up Window to existing business/retail complex. *(Application accepted 7/24/14). 65-days has passed.*

Mr. Strobel reads an email received today from William Tower, requesting to withdraw the Aroma Joes application as NHDOT is requiring too many modifications to the site.

Mr. Jandebaur makes a motion, second by Ms. Baldwin, to approve the request to withdraw the application, without prejudice. Motion passes unanimously; 6/0.

NEW CASE:

CASE: 15-01: Camp Yavneh, Inc., 18 Lucas Pond Rd. Map 124; Lot 15 and Map 125; Lot 1. Applicants seek minor site plan review to construct a new interior roadway and bridge *(Map 124; Lot 15)* and to utilize the residential structure on the newly acquired adjoining property *(Map 125; Lot 1)* as guest housing for the camp.

Mr. Jandebaur and Ms. Baldwin (abutter) recuse themselves and leave the table.

VOTING DESIGNATION: Robert Strobel, Rick Wolf, Joseph McCaffrey, and Lucy Edwards.

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Mr. McCaffrey makes a motion, second by Ms. Edwards, to accept the application, as complete. Motion passes unanimously; 4/0.

Mr. Strobel opens the public hearing and reads the abutters list. Abutters present are Ms. Lee Baldwin and Ms. Janet Fortin.

Charles Comtois, facilities manager for Camp Yavneh, is present and is representing Camp Yavneh.

Mr. Comtois states that the camp has purchased the neighboring property; Map 125/Lot 1. He states that the property is approximately 3.5 acres and consists of a house, garage, and barn. He explains that the proposal is to build a driveway from the existing camp lot to the back of the field of the new property.

Mr. Sullivan states that there were several waivers requested; however, the waiver requests were not applicable to this case. He states that the applicant provided a letter, received January 20, requesting to withdraw the waivers.

Mr. Sullivan states that there was an issue with showing the topography on the existing conditions plan. He states that the applicant has requested a waiver from showing the contours on the plan. He adds that the contours are included as part of the approved 2007 site plan.

Mr. Sullivan notes that there are some spelling errors on the plan, which have been mentioned to the applicant.

Mr. McCaffrey asks what they plan to do with the existing buildings on the new property. Mr. Comtois states that there is no proposal to build anything at this time. Mr. Wolf asks about the anticipated use of the existing home. Mr. Comtois replies that he believes that this year the house will be for the parents and grandparents, etc. when they come to visit or for the weekends. In the future, the use may be for campers with special needs.

Mr. Strobel asks about the waivers. Mr. Sullivan reads the waiver request for the contours; Section VII(B)(1)(a).

Mr. Strobel opens the public comment at 6:52 p.m.

Abutter Ms. Fortin asks about the proposed bridge, what type of bridge it will be, and the purpose. Mr. Comtois explains that the bridge is a 20' x 16' metal bridge with oak on top, and concrete abutments. There will be guardrails. The traffic along the bridge will consist of golf carts, tractors, lawn mowers, trucks.

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Ms. Fortin asks if there will be a foot-bridge alongside of the bridge. Mr. Comtois replies that there is no foot-bridge proposed.

Further discussion is held regarding vehicle traffic. Mr. Comtois explains the traffic patterns around the house, back of the field, and to the proposed road. He states that the road is internal only; there is no exit other than the horseshoe driveway that is on Lower Deerfield Rd. Ms. Fortin asks if the corral gate will be open. She states that it appears that all of the traffic will be contained within the camp's property. Mr. Comtois replies affirmatively.

Ms. Fortin notes that she does have some concerns over the future plans of the property; however, these items cannot be addressed at this time as there are no definite plans presented by the camp. Ms. Fortin reviews the plans.

Mr. Strobel states that should there be a change of use for Map 125; Lot 1, they would need to reapply to the planning board. Mr. Comtois states that the property is remaining as is. Ms. Smith states that the use of the structures is residential; however, like Map 124; Lot 15, (Camp Yavneh) the new property would need to be changed to a non-residential use as well. Ms. Smith explains the camp uses. She states that Camp Yavneh is a non-residential use; however, the cabins where the campers stay are residential structures. She states that the new parcel is also non-residential with some residential structures.

Ms. Fortin notes the spelling error of Wayne Fortin.

With no additional comments, Mr. Strobel closes the public portion of this case.

Mr. Strobel reads the requirements of what must be met to approve a waiver.

Mr. McCaffrey makes a motion, second by Mr. Wolf, to approve the waiver request for showing topography on the existing conditions plan., Section VII(B)(1)(a). Motion passes unanimously; 4/0.

Mr. Sullivan notes that the zoning board of adjustment has granted a special exception; however, it was a conditional approval, with the following conditions:

- *A note on the plan that indicates that the private roadway remain a gravel road 20 ft. back from edge of the wetland buffer on either side (approach to the wetland buffer); and*
- *The certified wetland scientist who flagged the wetland and buffer provide his/her stamp and signature on the approved plan.*

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Mr. Comtois states that he will have the conditions added to the new plans along with the certified wetland scientist stamp. Ms. Smith states that the planning board chair will sign the plans when all conditions are met and then a building permit for the bridge can be obtained.

Additional discussion is held regarding timeframes and escrow accounts. Ms. Smith states that when a site plan application is approved there is a certain amount of time for completion. The site plan must be vested relative to any subsequent changes to the zoning ordinances or site plan regulations. The applicant is then able to move forward with their project without being subject to the changes. Mr. Sullivan agrees and states that this is typically how to address this matter. Ms. Smith adds that this is protection for the applicant to vest their subdivision as well as a protection for the planning board so that someone is not exempt from changes for years with their project. She refers to RSA 674:39 for timelines for the planning board for 5 years.

Mr. McCaffrey makes a motion, second by Ms. Edwards, to approve the site plan with the following conditions:

- **Spelling errors to be corrected on the plans;**
- **Add waiver for Section VII(B)(1)(a) to be note #10 on the plan;**
- **Wetland Scientist signature and stamp to be added to the final plan;**
- **Completion to be within 5 years; and**
- **All local, state, and federal permits to be obtained, as necessary.**

Motion passes unanimously; 4/0.

Ms. Baldwin and Mr. Jandebaur return to the table and are added to the voting designation.

VOTING DESIGNATION: Robert Strobel, Lee Baldwin, Timothy Jandebaur, Rick Wolf, Joseph McCaffrey, and Lucy Edwards.

OTHER

Final PB Annual Report – Bob Strobel

The final annual report is distributed for the boards review. Ms. Smith suggests adding graphics, charts, pictures, etc. to the report. Chairman Strobel suggests Mr. Sullivan create a map showing 2014 approved cases. Mr. Sullivan agrees to complete this and will provide to Ms. Smith.

Staff Items

Land Use Books

The updated Land Use books are distributed to members.

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Master Plan

Mr. Sullivan requests that discussion of the Master Plan be placed on next month's agenda. The board agrees to discuss the Master Plan at the next meeting.

Geographic Information System (GIS)

Mr. Sullivan provides an update to the board regarding GIS. He explains that a basis license has been purchased for the town along with a new laptop to do the GIS work. He states that this will be incorporated into the planning board process, along with basic environmental analyses. He states that during his office time, when not reviewing applications, he will begin to create an informational GIS plan for the town detailing layers or data sets that the board should have access to.

ADJOURN

**Mr. McCaffrey makes a motion to adjourn. Seconded by Ms. Baldwin.
Motion passes unanimously at 7:37 p.m.**

Respectfully submitted

Lisa Fellows-Weaver
Board Secretary