

**Town of Northwood
Planning Board
October 10, 2013**

Chairman Robert Strobel calls the meeting to order at 6:27 p.m.

PRESENT: Chairman Robert Strobel, Lucy Edwards, Lee Baldwin, Alternate Victoria Parmele, Board Administrator Linda Smith, and Board Secretary Lisa Fellows-Weaver. Vice-Chairman Timothy Jandebour arrives at 7:05 p.m.

VOTING DESIGNATION: Robert Strobel, Lucy Edwards, Lee Baldwin, and Alternate Victoria Parmele. Timothy Jandebour arrives at 7:05 p.m.

ABSENT: Selectmen's Representative Scott Bryer, Joseph McCaffrey, Rick Wolf, and Alternate Adam Sprague.

MINUTES

September 26, 2013

Ms. Edwards makes a motion, second by Ms. Parmele, to approve the minutes of September 26, 2013, as written. Motion passes; 4/0.

OTHER

Representative from Deerfield Planning Board, and others – Pleasant Lake Discussion

Lisa Wolford, member of the Deerfield Planning Board, is present along with Joe Farrely and Tom Brennan, to express concern of the health of Pleasant Lake.

Ms. Wolford explains that in 2007 the Town of Deerfield passed an ordinance designed to protect Pleasant Lake in a couple of critical ways; buffer requirements, use restrictions, as well as enforcement mechanisms. She states that the problem was that there was no way to enforce the ordinance and what they have is a well-intended, not unduly restrictive ordinance that will need to be re-addressed. She states that the planning board is working to revise and will present this to the voters in March 2015. Ms. Wolford states that they are reaching out to Northwood for a joint effort and to see if Northwood would be interested in adopting this ordinance with Deerfield within the timeframe.

Mr. Strobel explains that the planning board is currently working on a master plan update. He notes that the water resources committee will be interested in working with lake associations. Contact information will be provided.

Ms. Wolford introduces Joe Farrely who provides an overview of the lake history. He explains a survey was completed in the late 1990's and he wrote a request for a grant for an "on lake" study of the lake and watershed. The grant was awarded in the amount of \$9,000 for 24 consecutive months. A report was prepared by NHDES in 2002. He reads excerpts from the survey that indicates

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back in 2002 the lake showed signs of lake aging due to phosphorus and notes it is now 2013 and there are some very serious problems with the lake. He states that he went to the State of NH for ordinance examples and from this they created Deerfield's ordinance. He adds that there is a large amount of material in order to formulate a plan and an ordinance. He states that the towns need to work together to protect the lake for both towns.

Tom Brennan, president of the Deerfield Lake Association, provides additional data relative to the science of the lake noting the PH levels, and phosphorous loading. He states that it takes 2.8 years for Pleasant Lake before all of the water is replaced. In comparison, Northwood Lake only takes three months. He states that there are some problems with Pleasant Lake; the lake is in trouble.

Mr. Brennan states that he will provide his information along to the water resources committee as well. He explains what they have done for education for the ordinance.

Both Ms. Parmele and Ms. Edwards express an interest in participating and supporting the reorganization of the water resource committee. Discussion ensues relative to the time frame, participation, and enforcement.

Mr. Jandebaur arrives at 7:05 p.m.

NEW CASES

Technical Review of New Cases

Case 13-09: Kirsten MacArthur, 1130 First NH Turnpike. Map 216; Lot 79.

Applicant seeks a minimal impact site plan review to change the use of the property from a motel to a treatment/educational facility.
(Property currently owned by Gary & Kathy McLoughlin).

Ms. Smith states that the applicant has received the review notes. She states that she received a phone message from Ms. MacArthur indicating that the Intensive Outpatient Counseling (IOC), which was added after the consultation, was something that would not be done right off and could be removed if need be.

Mr. Strobel states that his initial concern with the IOC could change the criteria of the minimal impact application. He adds that the IOC could increase the traffic as it would be for Monday through Thursday and the original discussion was from Friday to Sunday only.

Ms. Parmele states that the location is a bit of a tricky area for sight distance.

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A discussion is held regarding the residential use. Mr. Strobel explains that the house is to be used as a conference area/center; units are to be for overnight/weekend housing for participants in the workshop.

Case 13-10: 598 First NH Turnpike, LLC, 598 First NH Turnpike. Map 222; Lot 23. Applicant is seeking a major site plan review to change the use of the existing structure from a residence to a holistic healing center and add parking.

Mr. Jandebour expresses concern with the sight distance as the area is right on a hill and a curve, and it is right near the ball field entrance/exit. Ms. Smith states that this is a major site plan and a traffic study is required. She adds that a waiver could be granted. She states that the prior owner had a small business, applied for a driveway permit from NHDOT, and was denied. She states that the board should determine if a traffic study is warranted.

Plans are reviewed alongside of review notes provided by Ms. Smith. Ms. Smith states that the applicant has received copies of the review notes. General discussions are held relative to the parking locations, drainage, and septic.

Ms. Smith notes that a drainage report has not been provided, but is not required. She adds that no waivers have been provided for the items listed that are lacking waivers. She states that the application may be considered premature based on the amount of information that has been provided.

After review, Mr. Strobel states that the applicant should be contacted relative to the lack of information. Ms. Smith states that she will contact the surveyor relative to lack of information.

Mr. Strobel calls for a recess at 7:50 p.m. Session resumes at 7:55 p.m.

Mr. Strobel suggests that members review the site plan regulations and determine if the application is complete or not, what makes the application complete, and if that information has been provided.

Case 13-11: 153 Jenness Pond Rd., LLC, 153 Jenness Pond Rd. Map 206; Lot 26. Applicant is seeking to subdivide 4.7 +/- acres into two lots with a common driveway. New lot will consist of 2.5 Ac. with 150' frontage on Jenness Pond Rd. Remaining lot to consist of 2.2 Ac. with 150' frontage on Jenness Pond Rd.

Plans are reviewed alongside of review notes provided by Ms. Smith. General discussions are held regarding the steep slope and shared driveway. Ms. Smith states that the review notes have been provided to the applicant. She adds that

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the special exception has not been submitted to the ZBA. In addition, she notes that there is no maintenance agreement for the easement provided. She indicates that no waivers have been submitted.

Case 13-12: 168 Granite Street Properties, LLC, 1520 First NH Turnpike. Map 108; Lot 102. Applicant is seeking design review for 18 lot subdivision and roadway, within the wetlands conservation overlay district and steep slope protection overlay district.

Ms. Smith states that she has provided the review notes to the applicant.

Mr. Jandebour states that he likes the proposed design.

Ms. Smith explains that the application is a design review; it is a midpoint between a preliminary conceptual consultation (PCC) and an application submittal. She states that the design review process allows the applicant to speak in more detail, and get feedback from the board before any large investment with infrastructure. She notes that the application is noticed and abutter's notices are sent out; however, it is a non-binding review.

Plans are reviewed as well as the review notes from Ms. Smith. She adds that 5 lots will be proposed to be accessed via Old Turnpike Rd.

Ms. Smith states that a bond would need to be provided for the road prior to receiving building permits.

Ms. Smith states that she will request additional plans be provided for the meeting.

Ms. Smith states that the developer is looking for confirmation as far as the design of the road relative to the access point, 1000 ft. She states that the board will need to make a determination as to the access point. She adds that this could make an impact to the design as to how the board addresses this. She references other area similar in town and discussion ensues. Ms. Smith states that it is an item that can be waived. She adds that (since the regulation was added) there has not been a waiver granted to allow for additional lots, with the exception of one case with a minimal footage. Ms. Smith states that the board also should consider the steep slope and wetlands.

Ms. Smith suggests color coding the overlay districts could be very helpful.

Ms. Smith states that the subdivision regulations have formulas approved regarding the amount of unbuildable land allowed in the lot design, which the board should consider.

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Mr. Strobel states that lots 8 & 9 could be candidates for open space as well as the lots that are wet on the west end.

OTHER

Staff Items

Ms. Smith requests feedback from the board regarding the approved site plan for the Community Resources for Justice building, which is across the street. She states that the owner has contacted her wanting to rent out the commercial space for a pet photography studio, in the front area of the building in the location of where office space was approved in 2002. She states that the owner is requesting to open the studio without submitting a new site plan based on the fact that a site plan was previously approved there for an art studio. She notes that the office site plan was the most current site plan on file. She explains that she suggested that a minimal impact application be submitted, which was questioned by the owner so she is requesting that the board decide how to proceed.

Ms. Smith provides the board with the overview of the proposed studio provided by the business owner. She also provides a copy of the notice of decision that was approved for the office building, which indicates that the board approved the office building and any changes would require further site plan approval. She states that there were some concerns by the board relative to the specifics of the previously approved site plan. Discussion ensues.

Ms. Smith states that there is currently one residential rental unit in the building. She states that the additional types of site plan applications (minimal impact and home business) were not available at the time of the previous approval.

Mr. Jandebaur makes a motion, second by Ms. Edwards, for staff to notify the interested party that the planning board has requested they proceed with the site plan application process. Motion passes unanimously; 5/0.

CIP Update

Mr. Strobel states that he still has to follow up on the highway advisory CIP. Ms. Smith states that she did contact the police chief, who is still working on the safety complex project. She will follow up with him.

Mr. Strobel requests staff to send a memo to the budget committee.

OLD BUSINESS

Master Plan Update Discussion

The board agrees to schedule a meeting Monday, November 4, 6:30 p.m. specifically for discussions relative to the master plan update.

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OTHER

REMINDER - November Meeting Schedule

Work Session - November 14

Regular Monthly Meeting - November 21.

**A motion to adjourn is made by Mr. Jandebeur, seconded by Ms. Baldwin.
Motion passes unanimously at 9:03 p.m.**

Respectfully submitted,

Lisa Fellows-Weaver
Board Secretary