

**Town of Northwood
Planning Board
October 23, 2014**

Chairman Robert Strobel calls the work session to order at 6:33 p.m.

PRESENT: Chairman Robert Strobel, Vice-Chair Lee Baldwin, Selectman Representative Timothy Jandebaur, Lucy Edwards, Joseph McCaffrey, Rick Wolf, Richard Bojko, Planner Mathew Sullivan, and Board Administrator Linda Smith. *Alternate Victoria Parmele arrives at 6:40 p.m.*

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

ABSENT: Alternate Ken Rick, and Alternate Adam Sprague.

MINUTES:

October 9, 2014

Mr. Jandebaur makes a motion, second by Mr. McCaffrey, to approve the October 9, 2014 meeting minutes, as written. Motion passes; 6/0/1. Mr. Bojko abstains as he was not at the meeting.

September 15, 2014

Mr. Jandebaur makes a motion, second by Mr. McCaffrey, to approve the September 15, 2014 meeting minutes, as written. Motion and second are withdrawn. These minutes will be addressed later in the meeting.

Ms. Parmele arrives at 6:40 p.m.

OLD CASES:

CASE: 14-05: 598 First NH Turnpike, 598 First NH Turnpike. Map 222/Lot 23. Applicant seeks minor subdivision to subdivide one new lot of 2.85 Acres from existing 5.4 acre lot. (*Application accepted 8/28/14*)

Letter from CMA, the town's engineer, is reviewed along with two emails from staff, which were emailed earlier today. Ms. Smith states that she sent the comments from Mr. Scott Frankiewicz to the engineer, Mr. Phil Corbett.

Mr. McCaffrey asks about the difference in timing of emails being sent out and forwarded to the engineer: day or two or just hours? Ms. Smith explains the information went to the town's engineer, William Straub, who forwarded along to Mr. Corbett as he was on vacation. Mr. McCaffrey states that he wants to make sure that there was ample time for all parties involved for the review.

A discussion is held regarding the traffic study report from CMA. Mr. Strobel provides a synopsis of the report. Mr. Fankiewicz states that the setback is actually 50' not 30' as indicated.

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Mr. Strobel states that there are two responses to the report, one from Mr. Frankiewicz noting that there is no mention of the grading as well as a question relative to the height of objects. Sight distances are further reviewed. He adds that there are two different standards (NHDOT and AASHTO - American Association of State Highway and Transportation Officials).

Mr. Frankiewicz states that another NHDOT driveway permit has been issued for the current location. This is the third location for the new lot, 50' off the property line location. He adds that the sight distances are increasing to 500' for stopping sight distance, for tree clearing. He explains that an easement has been proposed; the bank will be pulled back for a new septic system, which will open up the area better and there will be better sight distance. In addition, he states that this will also help out with Signal Ave., which also does not have the required sight distance. He further explains that there will be access points to Rte. 4 removed from the two garages located on the property, which will result in a reduction of accesses from 3 to 2, and pushing one access down the road further to obtain better sight distance. Mr. McCaffrey asks about the accesses. Mr. Frankiewicz explains the accesses and their locations.

Mr. McCaffrey asks about the re-grading. Mr. Strobel states that this item is addressed in the correspondence from Mr. Corbett, and Mr. Frankiewicz replies to the report.

Mr. McCaffrey asks about the sight distances, specifically 3.75 *height measurement*. Mr. Strobel explains that there are differing standards from NHDOT and from AASHTO.

Mr. Wolf notes that the grading will not matter relative to snowbanks. He states that he feels that the snow will impact the sight distance whereas the engineer does not. Mr. Strobel replies that CMA referenced this item for sight line easement as to what is allowed relative to the sight line. Ms. Smith states that Mr. Corbett indicated that he was hoping to see a chart relative to the grading, before and after, for known numbers. Mr. Frankiewicz states that the plans did show the grading.

Ms. Parmele states that perhaps the engineer is stating that it may be allowed but she does not feel it is clear to the engineer that it will. Mr. Frankiewicz states that he does not feel that it is clear to the engineer. Ms. Smith states that the board can request the engineer to attend a meeting.

Additional discussion is held regarding the existing buildings and the removal of the buildings and trees.

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Mr. Strobel states that the board is bound by NHDOT standards *for the driveway permit*. He states that there has been much discussion regarding the sight distance. Mr. Frankiewicz states that the town only requires a state permit. Mr. Jandebeur states that NHDOT has jurisdiction of any entrance onto Rte. 4. Discussion ensues. Ms. Smith notes that there are safety issues in the regulations.

Mr. Strobel opens the public hearing for this case at 7:08 p.m.

Ms. Smith states that a request was made by the board regarding traffic accidents. Mr. Jandebeur states that he sent a letter to the selectmen, end of September, requesting that the board read abutter Leigh Hanson's letter. He states that the town is going to look into this area and why there has been such a remarkable amount of accidents in this section of Rte. 4.

A member of the public asks why there are no stop lights in specific areas in town. He states that it is very tough to get through areas.

Police Chief Drolet is present. Chief Drolet states that he has had several meetings with concerned citizens regarding safety of Rte. 4. He states that he has spoken to Executive Councilor Chris Pappas and they are planning to have a meeting to discuss the issues with Rte. 4. He states that there are legitimate concerns regarding this area being addressed. He is not sure as to the resolutions. Chief Drolet also mentions other issues throughout town noting that some of these areas have been neglected by NHDOT. Chief Drolet states that he has provided statistics of accidents for this area as well as documentation from the State Police of other accidents that have occurred.

Mr. McCaffrey asks if there are any statistics relative to the severity of the accidents. Chief Drolet replies that the details are included in the specific accident report. Mr. Sullivan states that he has prepared an interactive map with crash data and he will provide the link to the board members. Discussion ensues as to the levels of severity of the accidents.

Mr. Strobel suggests that the board request CMA to recalculate the sight distances without the trees and the grading.

Ms. Parmele states that there are other items that should be addressed not just the sight distances. She explains that there are safety issues that are not resolved. She refers to a letter submitted by an abutter. Mr. McCaffrey states that sight distance is critical to this case. He states that he recalls hearing from abutters that the road is unusual with the curve, and ascending hill, and the effects of the weather. Ms. Parmele also adds that there is the slope there and

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the recreation fields. Discussion ensues as to safety issues and sight distances for this site.

A request to continue is provided by the applicant.

Mr. Jandebaur makes a motion, second by Mr. McCaffrey, for CMA to recalculate the sight distances without the trees and include the grading. Motion passes unanimously; 7/0.

Mr. McCaffrey makes a motion, second by Mr. Bojko, to approve the request from the applicant to continue this case to November 19, 2014, at 6:30 p.m. Motion passes unanimously; 7/0.

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*).

Mr. Bojko recuses himself from the case and has left the table.

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

Bill Wormell, LLS, is present along with Bill Tower. Mr. Wormell explains the additions and changes since the last meeting. He states that there was a parking space proposed along the Rte. 4 side, nearer to the coffee shop. He states that there was a conflict with the setback with that space so he has relocated that space behind the building. In addition, he has added arborvitae screening along the boundary line of the Elliot's boundary line, to Germaine's property and around the corner.

Mr. Wolf asks about the buffering. Mr. Strobel states that the fence is 80' of 6' high stockade fence. Mr. Wolf refers to the parking spot near #3 on the plan. He states that there is some issues with the way the spaces are located on the pavement as to how they are on the plan. Mr. Wormell states that he did speak to the property owner and thought that the issue had been resolved.

Mr. McCaffrey asks for clarification on the location of the stockade fence. Further discussion is held regarding the proposed fence, arborvitaes, and property lines.

Mr. Wormell states that the information has been provided to NHDOT. He is expecting responses within a few weeks.

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Mr. McCaffrey expresses concern with flood lights in the parking lot. Mr. Tower replies that lights are on the inside of the existing, internally lighted sign.

Ms. Smith asks about the parking spaces number along Rte. 4. Mr. Wormell replies that it is the same number as the previously approved site plan.

Ms. Elliot asks about the fence along her property. She asks if the 80' proposed fence will fill in the entire yard. Mr. Strobel replies no and states that the applicant is proposing to add an 80' fence and then will add arborvitaes to the end of Green St. at a minimum of 5 ft. high and 8 ft. spacing. Mr. Jandebaur states that the back yard will be open and Ms. Elliot has stated that she would like the area enclosed, not exposed. He feels that this is a fair request and is not unreasonable. Mr. Wolf agrees. Ms. Smith states that the arborvitaes meet the regulations and the board has the ability to request the stockade fence based on the particulars of the site plan. Mr. McCaffrey comments that the fence is a fair request. Ms. Edwards states that of the abutters the Elliot's are the most impacted. She states that she understands the request for the fence as it may take years for the arborvitaes to make a good buffer and it is something that the board should consider. Mr. Strobel states that the applicant has met the regulations; however, the board's preference is to add a fence to the back of the Elliots.

Ms. Elliott states that she has requested the traffic accident data. Mr. Strobel reviews the accident data, provided in a report from Chief Drolet.

Mr. Martin asks about permeable surfaces. He states that permeable surfaces cannot be sanded. It is coarser than regular asphalt and cannot be plowed due to the fact that it has a tendency to catch on plows. He is concerned with safety during the winter months as this area cannot be sanded or salted. He feels that the traffic count is 1,000 cars per day and notes the chances of impact as compared to other sites in town. Mr. Martin notes that the entrances into the site are not flat, they are uphill. Mr. Strobel states that UNH permeable pavement storm water retention test site is at Durham and it is plowed. Discussion ensues regarding permeable surfaces. The applicant will provide information relative to permeable concrete surfaces.

A request to continue is submitted by the applicant.

Mr. Jandebaur makes a motion, second by Ms. Edwards, to continue to November 19, 2014. Motion passes unanimously; 7/0.

CASE: 14-16: Patricia and Kenneth Wilder, 683 First NH Tpke. Map 222; Lot 35. Applicants seek minor site plan review to change the existing garage into a retail/office space.

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Mr. Bojko returns to the table and is added to the voting designation.

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

Mr. Sullivan states that a new plan was received Tuesday. He states that the new plan is now at scale, 1" = 20'. He states that the new plan also indicates the parking lot spaces with the correct size. The dimension of all structures with the square footage has been added. A table indicating the parking spaces is provided. He adds that there should be 13½ spaces provided. Mr. Sullivan states that monumentation is not provided; neither is sanitary disposal. He reviews other items that have been updated/provided.

Mr. McCaffrey makes a motion, second by Mr. Jandebaur, to accept the application as complete.

Mr. Jandebaur asks about the waste removal or the septic. Mr. Sullivan states that the outstanding issue is the location of the dumpster.

Motion passes unanimously; 7/0.

Patricia Wilder is present and explains that the proposal is to change the use of the existing garage into two office spaces. This will result in adding a wall to divide the space and change the garage doors to french doors.

A discussion is held regarding the parking spaces. Mr. Sullivan states that the main building, which includes a studio apartment, will require 1.5 spaces. He states that there is also 936 sq. ft. of retail on the first floor, which requires 4 spaces; 5½ total for the main building. Mr. Sullivan continues and states the top floor of the garage building with the existing office space, requires a total of 4 spaces and 4 spaces for the bottom floor where it will change from storage to office/retail. Eight spaces total are needed for the garage building with the total of 13½ spaces required for the site.

Mr. Jandebaur asks if parking space #5 will be used or if it could be eliminated. Ms. Wilder states that it is a good space to have. She explains that the land in the area is flat. Discussion ensues regarding the parking and layout of the spaces. Mr. Jandebaur states that he feels that space #5 is dangerous as it limits the amount of space to drive through. Mr. Strobel states that the parking requirements have been met.

A discussion is held regarding the dumpster. Ms. Wilder explains that the tenants must remove their own waste and it is included in the lease.

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Mr. Strobel opens the public hearing. With no comments the public hearing is closed.

A discussion is held regarding monumentation. Mr. Strobel states that if a former plan was approved and monumentation was provided at that time, then this plan could suffice as an amendment, otherwise a waiver is needed. Ms. Smith states that there is a survey on file.

Mr. Jandebaur makes a motion, second by Mr. McCaffrey, to approve the waiver request for Section 7(B)(1)(b) for a plan to be completed by a licensed land surveyor. Mr. Strobel reviews the waiver requirements. **Motion passes unanimously; 7/0.**

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

- **All necessary, local, state and federal permits be obtained; and,**
- **Required number of parking spaces to be corrected and shown on plan; and**
- **A note to be added to the plan: Tenants are required to remove their own waste as there is no on-site dumpster; and**
- **Plan to be completed and signed by the chairman within 6 months.**

Motion passes unanimously; 7/0.

CASE: 14-17: Paul and Stacey Burgess, 783 First NH Tpke. Map 222; Lot 47. Applicants seek a home business review for an automotive and truck repair business.

Mr. and Mrs. Burgess are present along with David Hickey, P.E.

Mr. Sullivan states that at the October work session the board expressed concern with the parking. He states that the applicant has moved the proposed parking spaces back 20' and has provided a parking detail. Mr. Sullivan states that minor edits were also made relative to the planner's notes and the board's comments. He adds that a title block has been added. He states that the applicant has provided all requested changes.

Ms. Edwards makes a motion, second by Mr. McCaffrey, to accept the application as complete. Motion passes unanimously; 7/0.

Mr. Strobel opens the public portion of the case. No abutters are present.

Mr. McCaffrey notes issues regarding sign lighting. Mr. Burgess states that he will be using lights only during his open hours; latest being 8 p.m. Mr. Sullivan asks if the information relative to lighting should be noted on the plan. A note relative to lighting will be added to the plan.

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Mr. Strobel asks about the hours of operation being on the plan. Mr. Sullivan states that the information is included in the file. Ms. Smith states that the hours of operation should be added to the plan.

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

- **Hours of operation to be added to the plan; and**
- **Note to be added to the plan: All lighting to be in compliance with the Town of Northwood Development Ordinance Section: V.B.(1)(d)(2); and**
- **Note to be added to the plan: Operation to be in compliance with NH Best Management Practices for the proper disposal of automotive fluids; and**
- **All necessary local, state, and federal permits be obtained; and**
- **Final plan to be signed by planning board chairman within 6 months.**

Motion passes unanimously; 7/0.

CASE: 14-18: Joseph Falzone, 37 Range Rd. Map 218; Lot 35. Applicant seeks a design review application to subdivide 20 acres into 8 new lots. Property owned by David Geer.

Mr. Sullivan reads the design review definition, Section 2.02 of the subdivision regulations.

Scott Frankiewicz is present along with the applicant, Joseph Falzone.

Mr. Frankiewicz states that he reviewed the board's comments from the work session and since that time the land has been surveyed and the topography has been done. They have looked at the wetlands and updated plans are provided for review. Mr. Frankiewicz states that originally there were 8 lots proposed and now there are 7 lots. All lots are proposed as 2 acres or more with 160' or more of frontage, with 1 acre or more of contiguous uplands. He adds that there is one area that will be transferred to an abutter. He notes that there is one steep slope area near Sherburne Hill Rd., which was taken out of the area calculations. He states that the test pits still need to be done. He states that there is an existing cottage and a few out-buildings. There is no water or septic to this seasonal cottage. He states that there is 600' of frontage on Sherburne Hill Rd. and 1,200' on Range Rd.

Mr. Strobel asks about driveways, specifically lot 3. Mr. Frankiewicz states that no driveways are shown. He states that on either side of the wetlands there is 20-30 ft. within the building setback so there is now an area to get the

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driveway in. He notes that for lot #7 on Sherburne Hill Rd. there is now room for the driveway.

A discussion is held regarding the back lot and how it will be handled for process. Mr. Strobel states that the subdivision and boundary line adjustment (BLA) applications could be handled simultaneously. Ms. Smith states that the BLA could occur first as a separate action.

Mr. Strobel refers to lot 7. Mr. Frankiewicz notes the steep slope areas on this site. Discussion ensues regarding the house and septic locations on this lot relative to the topography. Mr. Strobel notes that there could be similar issues on lot 6. Mr. Frankiewicz states that he could show the proposed house and septic system locations on the lots.

Mr. Strobel opens the public portion for this case.

Marty Nowland, abutter at 108 Range Road, asks if proper authorization has been provided from the property owner David Geer. Mr. Falzone replies that he has been authorized by Mr. Geer to speak and he provides documentation. Mr. Nowland expresses concern with drainage. He explains that anytime there is rain Range Road gets muddy and soft, especially near proposed lot 3. He states that the town does minimal maintenance on this road. He adds that these wet areas tend to freeze over to ice in the winter. He states that there are a few wetlands in this area. He explains that the area is mostly ledge and minimal soil. In addition, Mr. Nowland expresses concern with the potential of additional traffic for 8 new homes. He states that there will need to be significant improvements done to the road to accommodate this development and the town will need to maintain the road better. He asks if the road class would change with the development. Mr. Jandebour replies no, it will remain as a Class V.

Brian Winslow, abutter at 97 Range Road, believes that it is a mission of the planning board to enhance surrounding properties. He states that the proposal is out of character for Range Rd. He states that the average lot size on Range Rd. is 5.9 acres; with the Nicoletti lot included it brings it even higher. He asks that the developer protect the scenic nature of the road. He also requests that the hemlock forest be retained and perhaps use underground utilities. He requests that the board consider a subdivision with fewer lots of larger sizes.

Mr. Tufo of 59 Range Rd. states that the residents do not want telephone poles along the road, and suggests underground utilities.

Spike Bryant, Sherburne Hill Rd., states that he has lived on this road since 1945. He explains that this land is all ledge and the land cannot support any

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septic systems or leach fields. He states that Mr. Greer wanted to have his land surveyed to know the potential of what could be done as he is 79 years. He adds that the state should be involved due to the wetlands. He states that ditches come through his property and go along the area; they were all put in 1910-1920 due to the leaching of the wetlands. He suggests that the board take a look at the property as this is no place for any kind of a development. He states that Range Rd. is only a one access road similar to the Gulf Rd. situation. He states that the developer should be responsible to make the road a thruway and be responsible for the maintenance.

Mr. Strobel explains the design review application process. He states that this is not a subdivision application. This is only a chance for the applicant to explain, show a proposal, and receive comments. He states that a subdivision proposal will need to be submitted and approved before anything can be built.

A letter of authorization is read. Mr. Strobel states that Mr. Falzone and Mr. Frankiewicz have the property owner's signature on a letter granting authorization to appear before the planning board. Mr. Tufo comments that he will get a letter from Mr. Geer stating that he does not want to proceed with the proposal. Ms. Smith states that a letter would need to be provided stating that Mr. Geer is withdrawing his authority for Mr. Falzone to represent him.

Mr. Falzone states that he has a signed contract and authorization to proceed with the project. He states that he is here to obtain input from the board as to the proposal. He adds that everything that has been submitted is with the authorization of the property owner. He notes that a check has also been cashed.

Mr. Falzone refers to a prior comment regarding Range Rd. being a scenic road. Ms. Smith states that this is not a scenic road.

Mr. Falzone requests comments from the board relative to the road. Mr. Strobel states that there is a regulation regarding the 1,000 foot access. Mr. Falzone states that they are not building a new road per state RSA.

Mr. Strobel notes the potential to place houses towards the rear of the lots as noted by an abutter. He states that the staggering of wells and septic is good and allows for the back land to be open.

Ms. Parmele references the characteristics of the lots and what action to take in respect to the application. She states that a point was made relative to the size of the lots proposed being out of character. Mr. Falzone states that he will take this into consideration as well as having the houses back as far as they can be; however, sometimes there are constraints with the land. He states that

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the zoning controls the size of the lots and he will note the comments from tonight and take them into consideration. Ms. Parmele states that the proposal is out of character as to what exists and requests that the developer appeal to the neighbors.

Mr. McCaffrey reiterates the rural character expressed that residents want to maintain. The board needs to follow the regulations approved by the people.

Ms. Parmele asks about the ledge. Mr. Falzone states that the ledge may force them to do some reconfiguring. He states that the information provided is the best information they have at this time.

Mr. Nowland expresses concern with the wetlands. He requests that the wetlands be delineated and evaluated by a third party. Mr. Frankiewicz states that the wetlands were delineated and located by Jim Gove of Gove Environmental Services, who is a licensed professional.

Mr. Strobel states that he feels that this is a difficult lot to develop due to the ledge, and wetlands. He states that there will be an impact to the lots due to the raised mounds required for the septic systems.

Ms. Parmele notes a traffic impact analysis may be suggested by the board. Mr. Strobel states that the lots may generate a total of 72 trips per day at the intersection of Range Rd. and Sherburne Hill Rd.

Mr. Falzone indicates that there are electric poles on the existing roads. He states that they would continue poles on the existing roads and underground utilities to the lots. Mr. Strobel states that the poles would need to be added along Range Rd. Mr. Frankiewicz states that there is currently a pole at the cottage and another pole at the end of Sherburne Hill Rd. at the intersection. He states that there is approximately 1,000 ft. without any poles.

Mr. Falzone asks for comments relative to the road improvements. Mr. Strobel notes similar roads throughout town. He states that the board would be concerned with road widths, culverts, and sight distances. Mr. Jandebour suggests contacting the road agent for input.

Mr. Strobel calls for a recess. Session resumes at 10:05 p.m.

OTHER
Budget

Mr. Strobel explains that the selectmen requested that the board review the proposed budget again due to the fact that the board may now want to provide

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additional comments as the salary for the planner is now under contracted services not under salaries.

A discussion is held regarding funds that were previously approved for contracted services for the master Plan Update. Ms. Smith states that the board agreed \$2,500 for some resolve of the Master Plan through contracted services. *She amended the line from \$2,500 rather than \$1,800* as the original discussion was for only \$1,750 for the survey so she felt that \$1,800 would be sufficient if they chose this option, or if planning consultant services are utilized.

Mr. Strobel explains that UNH Cooperative Extension does surveys and work sessions with the public and other out reach for similar questions. He adds that the board has stalled on the productivity of the Master Plan and he feels that there is a need for some assistance, whether used for a professional consultant, a planner, or whomever. He states that the proposed \$1,800 would cover that cost.

Ms. Smith states that the reason she added \$1,800 to the line is the contract this year and next year that the board of selectmen agreed to is for 10 hours per week and any additional items such, as the master plan is a separate contractual agreement with SRPC. She explains that the duties of the planner are for month-to-month reviews; feedback on applications that the board receives.

Mr. McCaffrey asks where the funds are incorporated for the services of a planner. Ms. Smith states that the funds are incorporated into the contracted services line. Mr. McCaffrey states that this is not the board's money to spend. He states that he does not feel that the board needs any help as the board has already invested time and money with the survey conducted, sessions held, etc. He states that a lot of work has been done and the board has dragged this out. He suggests that the feedback received, which is almost identical to the existing Master Plan, the board should just repeat it except update the data for population and traffic.

Ms. Smith states that the \$1,800 suggested would be used when the planning board proceeds with the project. She states that this would be for review from an outside party. She adds that the former planner wrote in her final analysis that the planning board needs assistance to complete the project.

Ms. Parmele states that this discussion has already occurred. She states that there needs to be a professional to assist the board with this project.

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Mr. Strobel states that the board has voted on this item and the vote passed with five members in favor. He states that the issue is the amount; \$1,800 or \$2,500.

Mr. McCaffrey makes a motion to withdraw \$2,500 from the budget. Mr. Strobel states that the funds were voted on previously where 5 members voted to approve these funds for professional assistance to work on the Master Plan. Ms. Smith notes that this is a proposed number for the 2015 budget. Mr. Jandebour states that a motion can be made to reconsider. He states that relative to the selectmen, he pointed out that this is not the budget that the planning board voted on, which is why it is coming up again before the board. He states that as far as he is concerned someone could vote to reduce the \$1,800. In addition, the decision of the selectmen is to utilize SRPC and the contract is through 2014. He states that there has been a suggestion made that the town continue to contract with SRPC for planning services for 2015. He states that the selectmen have discussed the matter and at least two selectmen are concerned that the planning services are being traded from 20 hours to 10 hours. He states that he is unsure about reducing the salary line. He states that the selectmen have discussed this and he feels the planning board should be included in these budget discussions with the selectmen relative to this matter. He states that it is the selectmen that delayed the issue of hiring a planner and that is the reason for staff falling behind as well as the planning department ended up becoming very busy. He adds that he did not vote for this proposed budget because he does not agree with spending the tax payer's money for something that has already been done.

Mr. McCaffrey withdraws his motion. He states that he feels that the board needs to do their work.

Ms. Smith states that the selectmen voted on the planning board's budget in the amount of \$35,177 and it passed 2/1. They have sent it back to the planning board for approval or for a change.

Ms. Edwards makes a motion, second by Mr. Bojko, to recommend \$35,177 as the proposed 2015 budget. Motion passes; 4/3. Mr. Jandebour, Mr. Wolf, and Mr. McCaffrey are opposed.

TRC & EDC Processing

Mr. Strobel states that he has had discussions with the fire and police chiefs as well as with the building and code enforcement officer regarding receipt of comments for planning board applications. He states that each has expressed concern with the fact that many times the applicant is not aware that there are additional processes to go through for other departments throughout town. He

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states that the information and materials need to be provided to other town departments for technical review.

Ms. Smith states that there has been much effort from staff to relay information to the public, applicants, and other town departments. Meetings have been held with the land use department and code enforcement and typically fire and police are not present. She adds that there is excellent communication with the building/code enforcement and land use departments. She adds that she feels that the concept with the technical review committee is something that will become routine in the near future.

Mr. Wolf states that there has been much effort to reach out to other departments for comments. He feels that adequate information has been provided and nothing has been returned to the board.

Ms. Smith states that she did contact Chief Drolet regarding the traffic criteria, he was very cooperative to provide the information and did appear tonight to present.

Mr. Jandebaur states that the chief is doing a lot of things now within the community.

Zoning Changes

Mr. Bojko states that he feels that the economic development committee (EDC) is lost as to what needs to be presented. He states that there are three members and asks what the board is looking for input from the EDC. Mr. Jandebaur replies that there have been members, past and present, that have complained about the rules and regulations of the town. He asks what the complaints are.

Mr. Strobel states that he would like to revisit subdivision regulations specifically designation as to the lot and locations of houses, septic systems, driveways, etc. Discussion ensues. Mr. Wolf states that the board should really only make suggestions as to where to place the house on a lot.

Ms. Smith suggests working on the changes and wait until next year.

Change of Use

Ms. Smith provides a change of use request from Moonlight Maples requesting to remove the commercial use from the assessment and change to residential use only. The chair signs the form.

Strafford Regional Planning Commission (SRPC)

Ms. Smith provides a request from SRPC for appointment to the commission. She explains that the appointment for the town's representative, Scott Martin,

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will be expiring. **Ms. Edwards makes a motion, second by Mr. Jandebeur, to recommend Scott Martin to the selectmen as the Northwood's representative to Strafford Regional Planning Commission. Motion passes unanimously; 7/0.**

Boundary Plat

Ms. Smith provides a boundary plat to the board for review.

ADJOURNMENT

Motion to adjourn is made by Mr. Jandebeur, second by Mr. Wolf. Motion passes unanimously 7/0, at 10:50 p.m.

Respectfully submitted,

Lisa Fellows-Weaver
Board Secretary