

**Town of Northwood  
Planning Board  
October 8, 2015**

Vice-Chair Lucy Edwards calls the meeting to order at 6:34 p.m.

**PRESENT:** Vice-Chair Lucy Edwards, Richard Bojko, Lee Baldwin, Betty Smith, and Town Planner Matthew Sullivan. Also in attendance is Town Administrator Joe Gunter. Victoria Parmele arrives at 6:45.

**ABSENT:** Chairman Robert Strobel, Selectmen Representative Rick Wolf, Alternate Joseph McCaffrey, and Alternate Ken Rick.

**VOTING DESIGNATION:** Lucy Edwards, Richard Bojko, Lee Baldwin, and Betty Smith. Victoria Parmele at 6:45 p.m.

**MINUTES:**

**September 24, 2015**

**Ms. B. Smith makes a motion, second by Mr. Bojko, to approve the minutes of September 24, 2015, with edits that do not alter the content of the wording. Motion passes; 4/0.**

**INTERNAL BUSINESS:**

***Staff Items***

***TIF District***

Mr. Gunter explains that the town has been looking into ways to create a village district in the Northwood Narrows area. He explains that there is a development tool that can assist with this project called a TIF District, (Tax Increment Finance District). He states that the town can use the TIF district and the funds generated from the district to develop infrastructure. He explains that his vision is the Narrows as he sees that as a natural place for a TIF district; historical, two main roads, and exiting businesses.

Mr. Sullivan distributes a map of the general area. Mr. Bojko describes Old Canterbury Road and provides a brief history of that road and the area behind the Parker French Antique shops.

*Ms. Parmele arrives at this time.*

Ms. Edwards notes that historical pictures of this village area are in Joanne Bailey's book.

Mr. Sullivan states that he has a presentation to explain a TIF district and to depict how to develop a TIF district. He explains that a TIF would be designed to stimulate economic development that normally would not occur otherwise as well as to expand the municipal tax base.

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Mr. Sullivan states that a TIF district does not change the zoning requirements or increase taxes in the district; it will not create any special fees or change property rights.

Mr. Sullivan refers to RSA 162-K regarding purposes for TIF districts. He states that the funds are flexible for public improvements. He provides examples as water supplies, upgrading streets and sidewalks, landscaping, and septic systems.

Mr. Sullivan states that a TIF District must be established by a town meeting. He refers to the map noting specific properties that could be included in the TIF district. He further explains assessment values of the TIF district. He notes that the revenues from increased assessed values can only be used for implementation within the district. He adds that once the improvements are paid off the district ceases to exist and funds will go to the general fund.

Mr. Sullivan states that the process to create a TIF district is rather complex. He explains that process to set up a district and notes that this will require town meeting approval. He refers to RSA 162:K and states that the town needs to adopt RSA 162-K as well as designating specific properties as the "district". In addition, he refers to RSA 162-K:6 and explains that the improvements that are proposed to be made must also be specific and the town must adopt a development program.

Mr. Sullivan states that the last step with setting up the district is for the town to adopt a Tax Increment Financing Plan, per RSA 162-K:9&10. He adds that public hearings also need to be done.

Mr. Sullivan states that the town will need to designate an administrator, per RSA 292. He adds that the town will also need to appoint an advisory board. He states that the planning board advises the town and administrator on planning, construction, implementation, maintenance and operation. He states if there are instances of disagreement between the advisory board and the administrator, the town has the final authority.

Mr. Sullivan reviews the rules for a TIF District. He explains that any funds raised in the district must be used to implement the plan directly within the district. He adds that after the district is established, there is a limit of five years to adjust the boundaries. Any funds to be spent will be determined at town meeting and the funds must be spent in accordance with the official TIF plan adopted at town meeting. He explains that no one TIF district may include more than 8% of a community's assessed value or more than 5% of

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community's land area. He adds that should the town have more than one TIF district, all TIF districts combined cannot exceed 16% of the community's assessed value or more than 10% of the community's land area.

Mr. Sullivan summarizes the process as follows:

1. Define the TIF District
2. Determine the needs
3. Create a warrant article
4. Hold public hearings
5. Obtain Town Meeting approval for:
  - A. Adoption of RSA 162-K
  - B. Establishment of Advisory Board
  - C. TIF District Development Plan
  - D. Tax Increment Plan
6. Appoint Advisory Board
7. Develop and Revise documents as needed
8. Implementation

General discussions ensue. Mr. Bojko states that he feels that the location is the correct spot; however, expresses concern with Johnson's Restaurant and the variety of buildings on Main Street. He adds that getting the right businesses and access to the lake may also be an issue. Mr. Sullivan states that it is worth exploring.

Mr. Sullivan briefly explains the bond process. Discussion ensues as to the location.

Ms. Edwards notes a presentation that she and Ms. Parmele attended and mentions that one speaker explained how communities grew incrementally pre automobile, *and infrastructure investments and repairs.*

Mr. Bojko notes the location and if there would be support from the residents on the west end that may want this and the people on the east end of town may not support it.

Other locations are noted as potential opportunities. Mr. Gunter notes that there are a few parcels that will be of some value in the future.

A discussion is held regarding the implementation. Mr. Gunter requests that the board think about this proposal for the next few weeks and discuss other options, ideas, and locations at the board's next meeting.

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Ms. Parmele refers to the east end and feels that there could be some small service businesses. She feels that it needs to be looked into. Mr. Gunter states that the general area of the east end of Northwood is commercial. Mr. Sullivan expresses concern with access issues that need to be rectified; however, there is a potential for a village district in the area. He adds that he agrees with Mr. Gunter as far as the commercial feel of the east end. Ms. Parmele comments that there is the library and sidewalks. Discussion ensues. Mr. Sullivan states that there may be some potential for industrialization in the Rte. 43 area and feels that it would be a good area for a sewer/water infrastructure project. He does not feel that the area is the cozy, comfy downtown area. He adds that it is a major thoroughfare for trucking. Ms. Parmele feels that the area could have a village district just on a different scale and would service different residences.

Ms. Edwards feels that the widening of the road changed the character of the east end of town and the sense of a small town environment was gone.

Further discussion is held regarding water infrastructure.

Mr. Bojko requests property information of town owned parcels in the proposed area.

***Site Plan Regulations***

Mr. Sullivan requests that the board formally endorse the process of him rewriting the site plan regulations. Mr. Bojko states that he is comfortable with Mr. Sullivan undertaking the project. He adds that it is a project that needs to be done. Ms. Baldwin agrees. Mr. Sullivan states that he will keep track of any changes for further discussions. He notes that the zoning will not be changing. Mr. Sullivan states that he will be streamlining the Minimum Impact Application to a Change of Use Application. **Ms. B. Smith makes a motion to authorize Mr. Sullivan to update the Northwood Site Plan Regulations. Ms. Parmele seconds. Motion passes unanimously; 5/0.**

***Meetings/Work Sessions***

The regular scheduled monthly meeting for November will be November 19 at 6:30 p.m. rather than November 26 due to the Thanksgiving holiday and the work session will be the regular second Thursday of the month, November 12. The December meetings will be December 10 and December 17.

***Master Plan Update***

Mr. Sullivan states that he has spoken with Ms. L. Smith regarding the Master Plan Update. He states that it may feel that the process has stagnated. He adds that he will be meeting with Mr. Strobel next week and will begin to develop the

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Vision section and the existing Land Use chapter independently with time that the town has given him when there are no applications before the board.

Mr. Sullivan explains that his goal is to have one chapter completed by the end of the year and hopes to have two more done by February. Mr. Bojko states that the EDC is making progress on their section.

**OTHER**

***Scenic Byway Committee***

Ms. Edwards states that the Scenic Byway Committee will be meeting at the town hall, November 5 at 6:30 p.m. She states that she is looking for suggestions of who to invite for awareness of the project. She feels that out of the towns involved, Northwood has more to offer. She suggested members from NALMC, recreation, EDC, and the conservation commission be invited to attend.

Mr. Gunter notes that Ms. L. Smith is attending a NHDOT meeting tonight. He notes that there should be some progress with the lights at the intersection at Rte. 43.

**ADJOURNMENT**

**Ms. B. Smith makes a motion, second by Ms. Baldwin, to adjourn. Motion passes unanimously.**

Respectfully submitted,

Lisa Fellows-Weaver  
Board Secretary