

**Town of Northwood
Planning Board
November 13, 2014**

Chairman Robert Strobel calls the work session to order at 6:40 p.m.

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

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

ABSENT: Richard Bojko, Alternate Victoria Parmele, and Alternate Adam Sprague.

MINUTES:

August 5, 2014

Ms. Baldwin makes a motion, second by Ms. Edwards, to approve the August 5, 2014 meeting minutes. Motion passes; 4/1/2. Mr. McCaffrey is opposed. Mr. Wolf and Mr. Rick abstain.

August 28, 2014

Mr. Jandebaur makes a motion, second by Mr. McCaffrey, to approve the August 28, 2014 meeting minutes, as amended, as follows:

Page 7: Add: *...in the context of the previous commercial application.*; Delete: He feels that the existing house is a much greater issue.

Motion passes unanimously; 7/0.

September 15, 2014

Mr. Jandebaur makes a motion, second by Ms. Baldwin, to approve the September 15, 2014 meeting minutes, as written. Motion passes unanimously; 7/0.

September 25, 2014

Mr. Jandebaur makes a motion, second by Mr. McCaffrey, to approve the September 25, 2014 meeting minutes, as written. Motion passes unanimously; 7/0.

October 23, 2014

Mr. Jandebaur makes a motion, second by Mr. McCaffrey, to approve the October 23, 2014 meeting minutes, as amended, as follows:

Page 2: Add: *...height measurement.*

Page 3: Add: *...for the driveway permit.*

Page 12: Change: *She amended the line from \$2,500 rather than \$1,800.*

Motion passes unanimously; 7/0.

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OLD CASES:

CASE: 14-11: Richard Chandler, Gulf Rd. Map 114; Lot 8. Applicant seeks to subdivide 34.25 Acs. into two lots: one lot of 19.860 Acs. and one lot with existing buildings of 14.391 Acs. (*Application accepted 7/24/14*).

Mr. Chandler is present.

Ms. Smith indicates that the 65-day time frame has passed. Mr. Chandler submits a request to continue from granting the board authority to continue with the case.

Ms. Smith states that Mr. Chandler was granted a variance by the Zoning Board of Adjustment (ZBA) on October 27, 2014, for the septic system within the structure setback on the boundary line lot (camp lot). She explains that this has now cleared up the zoning issue relative to the board's previous approval of the boundary line adjustment. She adds that the ZBA also granted a special exception for the existing woods road to remain in the 20' wetland buffer with the condition that the area of the driveway within the buffer remain unpaved.

Mr. Sullivan mentions that note 6 should be clarified indicating that lot 8 does or does not fall within the floodplain. He states that it does not appear that the property is within the floodplain; however, it should be clearly stated in the note. Mr. Sullivan also mentions that the steep slopes overlay district should be added on Sheet 1 under Zoning Requirements. He adds that the certification of monumentation also needs to be provided.

Mr. Jandebour asks about the waiver for the driveway for the 20' setback. Ms. Smith states that the applicant needs a waiver from the planning board as well. After further review, Ms. Smith states that the waivers have been approved.

Ms. Edwards asks about the status of the boundary line adjustment (BLA). Ms. Smith replies that the BLA was approved by the board and was not recorded. She states that the planner, upon review of the mylar, noted that the septic was in the setback. She states that the planning board chairman could not sign the mylar due to the fact that the plan was not in compliance with the zoning ordinance. She states that any approval of the subdivision should include a condition that the BLA plan be recorded prior to the subdivision plan.

A discussion is held regarding conditions of approval, as follows:

- Note 6 needs to be amended to indicate if the lot is not within the floodplain zone
- Add to sheet 1, under zoning requirements, that the lot is within the steep slope overlay district
- Certification of monumentation

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- Boundary Line Adjustment plan be recorded before the subdivision plan
- All plans must be recorded within one year.

Further discussion is held regarding the condition applied by the ZBA relative to the gravel driveway.

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

- **Note 6 needs to be amended to indicate if the lot is within the floodplain zone or not; and**
- **Add to sheet 1, under Zoning Requirements, that the lot is within the steep slope overlay district; and**
- **Certification of monumentation is to be provided to the town; and**
- **Boundary Line Adjustment plan must be recorded prior to the recording of the subdivision plan; and**
- **All plans must be recorded at the Registry of Deeds within one year of the date of approval of plan.**

Motion passes unanimously; 7/0.

OTHER:

Letter to Selectmen – Means of Egress

Mr. Strobel states that he is in the process of drafting a letter to the board of selectmen regarding the status of Gulf Road and a means of egress. Discussion ensues relative to other roads in town with only one means of egress, or that are or have been unpassable due to emergencies, storm events, etc.

Letter of Resignation

Mr. Strobel reads a letter of resignation received from alternate member Adam Sprague. **Mr. Jandebeur makes a motion, second by Mr. McCaffrey, to accept the letter of resignation received from Mr. Sprague, with regret. Motion passes unanimously; 7/0.**

A discussion is held regarding appointing another alternate to the board. Mr. Jandebeur suggests that a notice be placed on the town's website, as well as the bulletin board, and other posting areas.

Master Plan

Ms. Smith states that the Master Plan update has been on the board's agenda for many months and there are varying opinions as to how it will be completed. She suggests that the board pull together and proceed with the Master Plan update. She states that the problems have been voiced; however, not much time has been spent on solutions to complete the project.

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Ms. Smith states that she has spoken to Mr. Sullivan who is qualified to review what has been put together and provide an assessment. She asks that the board look at the options and come to a decision to pursue one of the options, or set it aside; however, she adds that there has been much ground work done over the past few years.

Mr. Sullivan gives an overview of his background and experience working on Master Plans. He offers assistance to work with the board to help them move forward with the update. He explains that he has a great deal of experience with different demographic data sets as well as environmental data sets.

Mr. McCaffrey states that he appreciates the offer from Mr. Sullivan and comments that his assistance may be very useful and help the board to produce not just the written portion but also assist with the data sections. Mr. Sullivan replies that many communities are mentioning that they are searching for ways to engage the public with the master plan process; charts, graphs, pictures, etc.

Ms. Smith states that the contract with Mr. Sullivan has been approved by the selectmen through December 31, 2014. She asks if the board would support having Mr. Sullivan begin to review the Master Plan if there were no planning board case reviews or business for the number of contracted hours.

Mr. Jandebour states that he is bothered that it has been 2³/₄ years since this update process began and he does not believe that anything has been approved. He states that the board had help from a professional planner and a survey was completed. He states that he believes that the board knows what the community wants. He adds that he does not have any problems with having Mr. Sullivan assist the board. Mr. Jandebour states that the selectmen approved the \$1,800 for the Master Plan; however, the budget still needs to be approved by the town. He notes that there are funds available in the current budget for the SRPC services.

Mr. Rick states that he would like to see that if Mr. Sullivan begins the Master Plan update process he will complete it. Discussion ensues regarding the survey and the comments received.

Ms. Smith states that there are funds available in this year's budget that may be available for this purpose. She states that she would like to encourage the board to make a decision so that there could be some effort by Mr. Sullivan over the next 6 weeks.

Mr. Sullivan asks for clarification as to what the board is looking for. Mr. Strobel replies that he would like to see an assessment of the sections that have been drafted. Ms. Smith adds that the former planner did a summary and a

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recommendation which could be provided to Mr. Sullivan. Mr. Sullivan states that he will provide examples.

The general consensus of the board is for Mr. Sullivan to do an assessment of the Master Plan.

Traffic Issues

Members note that there was a segment on WMUR relative to dangerous intersections in NH and Rte. 152 was mentioned in the segment. A discussion continues regarding the traffic and speed limits throughout Northwood. Additional discussion is held regarding an upcoming meeting with NHDOT regarding the Rte. 4 and Rte. 152 matters and inviting state representatives.

SIGNATURE FILES

The following plans are signed by Mr. Strobel:

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

Case: 14-04: Richard M. Chandler; 19 & 25 Gulf Rd; Map 114/ Lots 7 & 8.

CASE: 14-10: Lake Shore Farm, LLC., 275 Jenness Pond Rd. Map 203; Lot 2.

ADJOURNMENT

Mr. McCaffrey makes a motion to adjourn, second by Mr. Wolf. Motion passes unanimously; 7/0.

Respectfully submitted,

Lisa Fellows-Weaver
Board Secretary