

**Town of Northwood
Planning Board
December 11, 2014**

Chairman Robert Strobel calls the work session to order at 6:03 p.m.

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

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

ABSENT: Alternate Ken Rick.

CASE: 14-19: Millstone Realty Trust, 1090 First NH Turnpike. Map 217; Lot 35.
Applicants seek minor site plan review to add construction scales for retail sales.

Mr. Sullivan provides an overview of the proposal. He explains that Mr. Docko is proposing to add in ground scales to the existing retail sales business. He states that this is the only item being added. He notes that there are items on the plan that have been previously proposed and some have been approved. He explains that he has addressed these items with Holden Engineering.

Mr. Sullivan reviews the checklist highlighting items of concern, what should be updated, and what should be provided by the applicant, as follows:

- V-B.9: Be accompanied by an impact statement, in narrative form, addressing the proposed project's purpose, scope of operation, and the impact on the immediate area of influence and the town in general (See Specifics in Regulations). *Impact statement letter should reference the impact of the proposed site plan on each of the items within V-B.9. Specifically the potential impact of the proposed conditions on Item B increase in vehicular traffic, Item F public safety should be addressed if traffic flows will be changed.* Mr. Sullivan notes that this item has been addressed.
- V-B.13(a): Information sufficient to determine whether the development complies with the Northwood Ordinances. *Letter of intent must be more specific about proposed modifications to existing site.*
- V-B.13(a): Request for waivers, if any. *Waiver requests indicated in checklist but were not provided; will be provided prior to the next meeting.*
- VII-B(3): North arrow and bar scale. *North Arrow will be added.*
- IX-H(1): All developments shall make adequate provisions for off-street parking and loading facilities. *Such facilities shall be designed to ensure the*
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safety and convenience of pedestrian and vehicular movement on the site.
Mr. Sullivan notes the driveway splits, loading areas, and overall direction especially in the rear of the site.

- VII-B(5)(u): Auto and pedestrian circulation plan for the interior of the lot. *Unclear as to how scale installation will alter traffic circulation within site.* Mr. Sullivan refers to the plan regarding safety specifically for pedestrian traffic and expresses concern regarding an increase in traffic on the site.
- IX-B(2)(a)(ii): For expansion or modification of existing sites, the Board shall require that the existing access to the site be modified to reduce disruption to traffic flow on the arterial road, and may impose such conditions on an approval as are necessary to accomplish this purpose. *Proposed stabilized construction entrance to handle higher class/volume vehicle traffic.* Mr. Sullivan states that the construction entrance exists and was installed a few years ago. He states that this should be amended on a revised plan set.

Mr. Sullivan states that he did speak to the applicant today regarding the issues of the proposed project. He states that Holden Engineering is taking steps to address them.

Mr. McCaffrey asks about the driveway. Mr. Sullivan explains that the driveway shown to the east, going through the stone wall, needs to be removed from the plan.

A brief discussion is held regarding the landscaping of the site; the existing tree line. Mr. Wolf notes that the board has previously required trees/shrubs to be planted on a prior site plan application.

Mr. Jandebaur states that he is not sure how much information is necessary relative to the scales. He states that all of the elevations are no longer accurate as to what exists today.

Mr. Jandebaur asks if the planner has reviewed other approved site plans for this parcel. Mr. Sullivan replies that he has not had the opportunity to do so; however, he notes that there is a list provided of all past approvals. He will be reviewing that information with the engineering firm.

Further discussion is held regarding the signage on site.

A discussion is held regarding if this application does/does not meet the requirement for a minimal impact application. Mr. Strobel states that the traffic could change. Mr. McCaffrey states that this proposal is to weigh materials and should not change the traffic on site. Ms. Smith states that the minimal impact

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application is for a change of use and that is not what the applicant is proposing. She states that the applicant has made a decision and applied with a minor site plan application. Mr. Sullivan feels that this does not meet the minimal impact application requirements as it is not a change or intensification of use. Further discussion ensues.

Ms. Parmele asks about the elevations and if there is an issue due to the fact that this site is changing. Mr. Sullivan states that he feels that it would be a burden to the applicant to request additional elevation information. He states that the site has changed; however, he does not believe that there is any change to what the applicant is doing.

Mr. Jandebaur states that he believes that in the future there will be a levelled place of business and there will be ongoing work throughout the site. He adds that he is not concerned about grade issues. Mr. Wolf states that he recalls that the future intent will be to utilize the lot for future business.

Mr. Strobel states that if the proposal is to now add a semi-permanent structure it does indicate future business and where it may be. He adds that the board needs to make sure that this site plan is in conjunction with the previously approved site plans; this is not a supplement and does not replace any previously approved site plans.

Mr. Sullivan states that he anticipates receiving amended plans tomorrow and will make additional comments to the applicant and board, as necessary.

MINUTES:

The minutes of November 19, 2014, are postponed to the next meeting.

OTHER:

Staff Items

MPU-Status

Mr. Sullivan has provided the board with an assessment of the town's Master Plan. This information will be discussed at the next meeting.

ADJOURNMENT

Mr. Jandebaur makes a motion to adjourn at 6:25 p.m. Mr. Wolf seconds. Motion passes unanimously; 7/0.

Respectfully submitted,

Lisa Fellows-Weaver
Board Secretary

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