

**Town of Northwood  
Planning Board  
December 18, 2014**

Vice-Chair Lee Baldwin calls the meeting to order at 6:34 p.m.

**PRESENT:** Vice-Chair Lee Baldwin, Lucy Edwards, Richard Bojko, Joseph McCaffrey, Rick Wolf, Alternate Victoria Parmele, Planner Matthew Sullivan, and Board Administrator Linda Smith.

**VOTING DESIGNATION:** Lee Baldwin, Lucy Edwards, Richard Bojko, Joseph McCaffrey, Rick Wolf, and Alternate Victoria Parmele.

**ABSENT:** Chairman Robert Strobel, Selectmen's Representative Timothy Jandebour, and Alternate Ken Rick.

**MINUTES:**

**November 19, 2014**

**Ms. Edwards makes a motion, second by Mr. McCaffrey, to approve the minutes of November 19, 2014, as written. Motion passes; 5/0/1.** Mr. Bojko abstains as he was not at the meeting.

**December 11, 2014**

**Ms. Parmele makes a motion, second by Mr. Bojko, to approve the minutes of December 11, 2014, as amended as follows:**

*Change: Voting Designation to add Mr. Wolf and omit Ms. Parmele.*

*Add: 6:25 as time of adjournment.*

**Motion passes unanimously; 6/0.**

**OLD CASES:**

**6:45-7:30**

**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*)

Scott Frankiewicz is present representing the applicant. He provides an update relative to the outstanding issues. He states that the easement deed language has been provided and some corrections have been made per the recommendation of the planner. He states that he believes that this is completed except for the owners name and address when the lot is sold.

Mr. Frankiewicz states that the last outstanding item is the sight distance. He states that a more definitive email was received from the town's engineers noting that all comments have been addressed.

Mr. Sullivan states that there were still a few items of concern after receipt of the email in relation to the intersection safe sight distance of 610'. He states that he did call Mr. Corbett at CMA to request additional information as to why

*Official as of January 8, 2015*

**Town of Northwood  
Planning Board  
December 18, 2014**

he had suggested that the plans were satisfying the 610 ft., when in fact, they were not. Mr. Sullivan reads Mr. Corbett's email received today noting the additional comments. He notes that the plans being reviewed are the plans received November 10.

Ms. Parmele states that the easement language in the last paragraph is vague. She references "allowing discretion" and that this is not a location where discretion is warranted. She believes that it was noted that the applicant may be willing to remove the garages in order to provide additional sight distance. She feels that it should be considered by the board.

Mr. McCaffrey states that he has also mentioned the matter with the garages. He asks if the sight distance will be improved if the garages are altered or removed. Mr. Frankiewicz states that by removing the garages the gain would be small; from 510' to 535'.

Mr. McCaffrey goes over the issues relative to the safety concerns of this sight that have all been previously mentioned and discussed. He states that the applicant has proposed changes that will improve the site and make it safer. He states that there is nothing being added that will change the elements that were brought up as concerns.

Ms. Parmele states that the board does not have applicable data to summarize. She states that even if the garages were removed it would not meet the 610' AASHTO standard and 535' is the maximum.

Mr. Wolf states that the board cannot ask the applicant to remove the buildings.

Discussion ensues regarding the intersection and intersection sight distance. Mr. Sullivan reads the definitions provided by the engineer. Ms. Parmele states the intersection sight distance is from the driveway.

Mr. Bojko asks if there can be some discussion regarding the NHDOT safety meeting. Further discussion ensues on what if anything can be done to mitigate the problems –curbing, slope.

Ms. Smith states that NHDOT has approved the permit for the driveway knowing the site and conditions. The board has an application. The board can ask the applicant to do something but cannot change the application, the board may approve with conditions. She states that the board should stay focused and act on the application. The board has asked for specific information from the engineer and that information has been provided. She

**Town of Northwood  
Planning Board  
December 18, 2014**

states that she believes that the board has everything they have asked for in order to make a decision.

Mr. Sullivan states that the town cannot require an applicant to construct curbing along a state road.

Mr. Wolf states that the board cannot continue to keep asking questions and changing direction.

Mr. McCaffrey notes his concerns over the property (previously) being proposed as commercial and the fairness over how people are allowed to use their property. He states that the sight distance is more than sufficient for this site and what is proposed will improve and make the area safer for the existing residents. He states that a new driveway will be added; however, it will be a low-intensity use and the changes will be an improved situation. He is making his judgment on the letter provided from the engineer and what the applicant has done.

Ms. Parmele asks about enforcement of the easement. Mr. Frankiewicz replies that this is the responsibility of the property owner as stated on the easement. He refers to the easement, which has been drawn up by a law firm. He notes what the easement covers and believes that the easement really does have as much protection as possible.

Ms. Parmele asks about cars parking in front of the garages. Mr. Frankiewicz states that the paving will come out of the area in front of the garages per the NHDOT permit.

Abutter Leigh Hansen states that this project will not improve the safety of this area. She explains that it has been mentioned that the front yard is to be graded to improve the line of sight. She provides Google maps, and also shows a map depicting the points of impact of recent accidents. In addition, she provides a picture noting a barrier and asks if it is possible to keep the berm at the edge for protection and still improve the line of sight. She states that the berm will do something for her safety and she will be fine with the approval of the project.

Mr. Wolf states that stopping traffic while making a turn into a driveway is a hazard. There will be a line of stopped cars. He states that there is really no way to stop people from going around the cars taking left hand turns.

Mr. Sullivan states that the engineer requested the grading. Mr. Frankiewicz explains the permit and how the property grade will be adjusted per the permit.

**Town of Northwood  
Planning Board  
December 18, 2014**

Mr. Sullivan comments regarding the low volume and residential driveways. He states that he is not sure if the construction of a hard berm would lend itself to a safer situation.

Mr. McCaffrey comments about Harmony Rd. and the traffic at various locations. He states that he feels that the grading and the sight line will be improved at this site. He notes that the accidents are typically from the curve coming from the Mobil station; this is not something the board can alleviate. Ms. Parmele notes that this property could change to a commercial use in the future.

Ms. Baldwin asks if it would be possible for NHDOT to add some signage for traffic turning. Mr. Sullivan states that NHDOT does all signage and he notes that Ms. Hansen had suggested adding stakes in the ground to prevent side passage and that is a decision for NHDOT. He adds that NHDOT can always be petitioned; however, you cannot always expect results.

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

- **A note to be added to the plan that the easement will be recorded at the registry of deeds along with the transfer deed;**
- **Certificate of monumentation;**
- **All local, state, and federal permits be obtain and provided to the town.**

**Motion passes; 5/1.** Ms. Parmele is opposed.

**Ms. Edwards makes a motion to reconsider the vote. Second by Mr. Bojko. Motion passes; 5/1.** Ms. Parmele is opposed.

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

- **Certificate of monumentation be provided; and**
- **A note to be added to the plan noting the easement and that the easement will be recorded at the registry of deeds along with the transfer deed; and**
- **Timeframe for recording of the mylar, signed by the planning board chair or his designee, to be within one year; and**
- **All local, state, and federal permits be obtain and provided to the town.**

**Motion passes; 5/1.** Ms. Parmele is opposed.

**Town of Northwood  
Planning Board  
December 18, 2014**

**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*). *65-days has passed.*

Ms. Smith reads an email requesting to continue the case to January 22, 2015. **Mr. Wolf makes a motion, second by Mr. McCaffrey, to continue this case to January 22 at the request of the applicant. Motion passes unanimously; 6/0.**

**NEW CASE:**

**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.

David Docko is present.

Mr. Sullivan states that there were a few outstanding items; the impact statement letter and a waiver request. Both have now been provided. He reviews other items that were missing and what items have been added to the plan, as follows:

- *Impact statement letter*, which has been provided and is distributed to members for review.
- *Letter of intent*, which has been provided and is distributed to members for review.
- *Request for waivers*, which have been provided and are distributed to members for review.
- *North arrow*, has been added to the plan.
- *Circulation plan for auto and pedestrian for the interior of the lot*. This has been addressed and updated on the plans. Mr. Sullivan states that the police chief asked if there would be an increase to traffic on site and he states that there will not be an increase in the volume of traffic entering and exiting the site.
- *Proposed stabilized construction entrance to handle higher class/volume vehicle traffic*. Mr. Sullivan states that this does exist and has been amended on a revised plan set.
- *Adequate provisions for off-street parking and loading facilities*. Mr. Sullivan states that this information has been provided.
- *Mobile office building*. Mr. Sullivan states that this building exists and has been amended on a revised plan set.

Mr. Sullivan states that the board indicated that they would like clear demonstration of what has been previously approved, what exists, and what is

*Official as of January 8, 2015*

**Town of Northwood  
Planning Board  
December 18, 2014**

proposed. He states that this request has been met, particularly the trees on Rte. 4, as they were previously approved.

Mr. Sullivan reads the following waivers requested by the applicant:

- *Names addresses and tax map numbers for abutting property owners to be shown on the plan.* The information is included in the abutters list.
- *The type and screening of solid waste disposal facility.* None are proposed.
- *A buffer zone shall consist of a strip of land at least 10 ft. wide, densely planted or have an equivalent of natural growth with shrubs or trees at least 4 ft. high at the time of planting of a type of planting that will form a year round dense screen at least 6 ft. high within three years, or an opaque wall, barrier or fence of uniform appearance 6 ft. high and extend into within 6 in. of ground level.*

**Ms. Edwards makes a motion, second by Mr. McCaffrey, to accept the application as complete. Motion passes unanimously; 6/0.**

Mr. Docko explains that the proposal is to add a set of truck scales for another means to measure the product, rather than by the yard; it is more accurate.

Mr. McCaffrey asks about the contour lines on the plans. Mr. Docko replies that the contours noted on the plans are of the property in its original state; they have all changed.

Mr. McCaffrey asks if all trucks getting weighed will be purchasing materials or if other additional trucks will enter the property. Mr. Docko states that there will be no change to the traffic or the number of trucks that enter the property.

Waiver Requests:

Mr. Sullivan states that the waiver relative to the buffer zone is not necessary as this project does not abut a residential property. Mr. Docko notes that there is a 50' buffer (on the east boundary). Mr. Docko states that he will withdraw the waiver request relative to the buffer zone because it is not needed; buffer exists.

A discussion is held regarding the waiver to add abutters. Mr. Sullivan notes that an abutters list has been provided. Mr. Docko states that this is a working plan and the abutters were added to the original site plan. Ms. Smith states that the board can add a condition of approval for abutters to be added to the plan and stamped new plans will need to be provided.

**Town of Northwood  
Planning Board  
December 18, 2014**

**Ms. Edwards makes a motion, second by Mr. McCaffrey, to deny the waiver request for Section VII-b(5)(b), to not include the abutters. Motion passes unanimously; 6/0.** The waiver is denied.

**Ms. Edwards makes a motion, second by Mr. Wolf, to approve the waiver request for Section VII-b(5)(j), regarding the solid waste disposal facilities. Motion passes unanimously; 6/0.**

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

- **Stamped plans be provided;**
- **A note listing all abutters with map and lot numbers be added to the plans;**
- **Project improvements be completed within 2 years to vest the site plan; and**
- **All local, state, and federal permits be obtained, and provided to the town.**

**Motion passes unanimously; 6/0.**

*Ms. Baldwin calls for a recess at 8:30 p.m. Session resumes at 8:40 p.m.*

**OTHER**

***Master Plan Update (MPU)***

Mr. Sullivan provides an overview of the MPU and discussion is held with board members. He states that he has made a few specific recommendations.

Ms. Parmele asks for clarification of his suggested structural audit. Mr. Sullivan explains that a structural audit is to think about the proposals, look at other options and other sources, and see how the chapters are working together. He states that it is a process and a structural visioning.

Mr. McCaffrey mentions design and structure. Mr. Sullivan explains how he creates a document and adds that the first item should be a detailed outline of every section, chapter, etc.; it is a fluid document. He states that this helps and also assists with the developing of the content of the document.

Mr. Bojko states that the economic development committee (EDC) has also discussed the Master Plan process and the update. He asks if there is a timeframe for completion. Mr. Sullivan suggests a phasing approach and the timing can be 1-3 years depending on the content, trends, etc. Mr. Bojko states that this is not going to be a quick process. Discussion ensues. Mr. Sullivan states that the goal is to get something done and get a product completed; it may be better to do one thing at a time.

**Town of Northwood  
Planning Board  
December 18, 2014**

Ms. Parmele comments that she likes the phasing approach and she mentions that the EDC may be able to assist with some specific chapters. Mr. Sullivan states that the five most important chapters are population, transportation, land use, economic development, and housing. Ms. Parmele states that there are other factors that should be added; agriculture, natural resources, and water resources. Mr. Sullivan continues to offer suggestions noting how other towns have developed their master plans.

A discussion is held regarding the timeframe.

Discussion continues regarding forming a subcommittee or having others getting involved. General discussion ensues regarding the information needed and the progress. Mr. Sullivan states that the structure of the current Master Plan is very good. He adds that the board should be careful with who is on the subcommittee. He adds that strong advocates for a particular issue may not be the right choice. He states that an extensive outreach effort has already been completed. Ms. Parmele states that the key is to have planning board members that will be objective.

**ADJOURNMENT**

**Mr. McCaffrey makes a motion, second by Mr. Bojko to adjourn at 9:06 p.m. Motion passes unanimously; 6/0.**

Respectfully submitted,

Lisa Fellows-Weaver  
Board Secretary