

**Town of Northwood
Planning Board
February 12, 2015**

Chairman Robert Strobel calls the meeting to order at 6:45 p.m.

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

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

ABSENT: Alternate Victoria Parmele, and Alternate Ken Rick.

MINUTES:

January 22, 2015

Mr. Jandebaur makes a motion, second by Mr. McCaffrey, to approve the minutes of January 22, 2015, as amended with edits that do not alter the content of the wording. Motion passes 6/0/1. Mr. Bojko abstains as he was not at the meeting.

NEW CASE:

CASE: 15-02: Duane Helton, 124 Allen Farm Rd. Map 220/Lot 12.

Applicant seeks minor subdivision to create two lots from existing 4.59 acre lot: 2.30 acs. & 2.29 acs.

Mr. Sullivan provides an overview of the proposal. He explains that the proposal is for a minor subdivision to subdivide 4.59 acres into 2 lots. The applicant is proposing a driveway entrance from the south side of Allen Farm Road. He states that there are wetlands on the property. He notes that there is a temporary access from Rte. 202A and this will not be used should the lots be subdivided.

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

Mr. Sullivan states that a waiver has been requested for lot width; less than 100’.

- 3.01(E): No portion of a lot shall be less than 100-ft. in width. *Waiver Requested - See letter received 02/02/2015 regarding relationship between driveway entrance, wetlands, and lot width. Waiver, if granted, should be added as a note to the plan.*

Mr. Sullivan states that it is unclear as to why the lot is being proposed as a “pork chop lot”. Discussion ensues as to the location of the house and the

**Town of Northwood
Planning Board
February 12, 2015**

contiguous uplands on the property. Mr. Sullivan reads the waiver request explanation submitted from Berry Engineering.

Mr. Strobel asks why the driveway could not be proposed to come off of Rte. 202 A. Mr. Sullivan replies that he believes that there are sight distance issues. He adds that the applicant has not provided sight distance information for the proposed driveway. Mr. Strobel requests that the sight distance information be provided.

- 2.04(5)(a): Letters to appropriate town officials regarding town emergency services review, and connection to the municipal water supply system if applicable. *Letters have not yet been signed by Town Departments*

Mr. Sullivan states that the police and fire departments have not provided comments, to date. He states that these forms do need to be completed and provided as there are items within the check list that are related to emergency access.

- 2.04(5)(b): Copies of applications for state permits including but not limited to subdivision, wetlands, septic, driveway, site specific, and underground storage tank. *The Wetlands Permit Application has not been submitted; it is pending with NHDES*

Mr. Sullivan states that the applicant met with the ZBA for a special exception due to the wetland impact within the Wetland Conservation Overlay District. He explains that the applicant has submitted an application to NHDES for a wetland permit. He states that the permit must be received prior to the February 26 PB meeting.

- 3.01: Oddly shaped lots not permitted. *See item 3.01 (E)*

Mr. Sullivan states that the board should determine if this is an oddly shaped lot. He adds that a waiver may need to be requested.

- 3.03(A)(2): A permit is required from the road agent or selectmen's designee for any private driveway entering the right-of-way of a town road. *Will need permit from Town Road Agent - The Applicant should clarify whether the existing driveway entering proposed lot 220-12-1 from 202A will be closed.*
- 3.03.C(1): Driveway entrances onto town roads with speed limits of 30 mph or less shall have an all season safe sight distance of 250 ft. in each direction. *No sight distance information is shown.*

**Town of Northwood
Planning Board
February 12, 2015**

- 3.03.C(3): The applicant shall show a proposed location for a driveway for each lot and provide the sight distance in each direction for each lot.
- 3.06: Proper and complete survey monumentation shall be installed on the properties involved prior to final approval of the application.
Certificate of Monumentation will be required
- 3.08: All subdivisions shall demonstrate and provide adequate area for sanitary on-site sewage disposal. The sewage disposal location and its protective radius, if required by the state, shall be indicated on the plat.
Proposed leaching area is within 75 feet of the proposed dug well location.

Mr. Sullivan refers to Sheet 2 of the plan set and notes that the proposed dug well location on the non-developed lot and the proposed leaching area, the 75 ft. buffer from the dug well intersects with the leaching area. He states that the board may want to request a waiver.

Mr. Strobel states that if the current location of the dug well were to be moved there could be some issues with the intersection. Mr. Sullivan states that he does not believe that moving the leach field up the lot would work either due to the 20' setback of the road and boundary line.

Further discussion ensues regarding other locations for the wells and leach field. Mr. Sullivan notes that the contour lines are 1 ft. contours; it is a flat area.

Mr. Bojko notes that it appears that the driveway is following along a portion of an existing trail. Mr. Sullivan replies that it is a trail.

Mr. Sullivan reviews the outstanding and additional items requested from the applicant:

- Letters from police and fire departments;
- Wetland permit application and permit;
- Justification of lot configuration;
- Sight distance information;
- Well radius/septic system conflict;
- Plan sheets are mis-numbered;
- Revisions are provided that are not related to this case;
- Wetlands Conservation Overlay District should be noted on the plan;
- Existing buildings and driveways should be shown on the plan;
- Spelling errors within the locus map; and
- Request applicant to close the access off Rte. 202A as part of the subdivision for safety concerns.

Official as of February 26, 2015

**Town of Northwood
Planning Board
February 12, 2015**

Selectman Jandebaur states that a discussion was held at a recent selectmen meeting regarding a change to the processing of septic designs by the State of NH and how it may apply to Northwood. Ms. Smith states that the selectmen's general ordinances would be changed by the selectmen via a public hearing. She adds that in talking with the building department it may not be necessary to change. Mr. McCaffrey asks what the changes are. Ms. Smith states that the only board affected would be the ZBA due to potential conflicts with the zoning ordinances with a septic design. This is specific to electronic documents for the state rather than paper copies. Ms. Smith states that there is the potential that septic systems could be put in that would not be in compliance with the zoning ordinance. She adds that the planning board has made an effort to look into small lot development in town and recommended a special exception be included in the zoning ordinance, to be granted by the ZBA, for the purpose of local review for water quality. The criteria for the special exception, which were put in place by the planning board, allow development on the small lots relative to septic systems. She adds that the town would have no way to know if the state approved the permit. Once the state signs off, then the system can be installed. In the end, that system may not be in compliance with the town's zoning ordinance. She adds that if there were changes proposed, perhaps the planning board would like to be informed as there may be other potential zoning changes to consider.

Mr. Jandebaur asks why there is safety rail and other details shown on the plan. Ms. Smith states that the plan shows additional information for the conservation commission and zoning board.

OTHER

Master Plan Update (MPU)

A discussion is held relative to the Master Plan Subcommittee. Mr. Strobel recalls that a subcommittee was created; however, it was a water resource subcommittee and not a subcommittee relative to the MPU. Discussion ensues as to the survey completed and Mr. Strobel states that there was a subcommittee created for the master plan survey.

Ms. Sullivan has reviewed the existing Master Plan materials and has proposed a 5-step program for moving forward with the Northwood Master Plan. Discussions are held relative to the recommendations, as follows:

1. Establish a subcommittee for Master Plan development.

Mr. McCaffrey states that he does not agree with establishing a subcommittee. Mr. Sullivan suggests that the board agree to additional monthly meeting where it is solely for the purpose of the Master Plan Update.

**Town of Northwood
Planning Board
February 12, 2015**

Mr. Bojko feels that any subcommittee of the board should be a cohesive group that could formulate something to present to other board members. He feels it would be productive to separate the Master Plan from the regular business meeting of the planning board.

Mr. McCaffrey states that he feels that there was a perfectly viable Master Plan 10 years ago and when the surveys were done the sentiment from the town was that everything in the MP was what we have today. He adds that population has changed as well as demographics. Mr. Strobel adds that growth has changed and refers to the growth ordinance section and it still exists and needs to be changed. Mr. Sullivan adds that the economic development has also changed.

Mr. McCaffrey feels that updating the existing Master Plan would be sufficient. He feels that better graphics are needed; don't knock the entire house down, just rebuild it.

Mr. Jandebeur suggests that the planner take a section and work on it and then present that section to the board. He feels that he has all of the existing information from the focus groups and could do a good job.

Mr. Sullivan states that he always begins with what exists. He adds that at least 50% of the goals and recommendations still apply or have not been accomplished in the course of that specific Master Plan. He states that the existing plan needs to be reviewed and it needs to be determined as to what exists, what does not apply now, figure out what needs to be added, and what is or is not appropriate now.

Mr. Sullivan states that he has 40 hours per year to work on the Master Plan and asks for clarification if the board really wants his help with writing one section or to address the entire outline. Mr. Jandebeur requests that the planner address a section and adds that, if needed, he will meet with the selectmen regarding additional funding for this project.

Lengthy discussion is held relative on how the board should proceed with the Master Plan. Mr. Sullivan explains the differences between prior master plans and how the plans are typically done today.

Mr. Jandebeur states that Northwood is a small town and something needs to get done. He states that he is very confident with having Mr. Sullivan work on the Master Plan.

**Town of Northwood
Planning Board
February 12, 2015**

Ms. Edwards states that she is in favor of Mr. Sullivan setting up an outline. She adds that she feels an outline will create an order and an understanding for the board of what is needed and some direction to make decisions.

Mr. McCaffrey makes a motion, second by Mr. Jandebeur, to authorize Mr. Sullivan to create an outline for of the Master Plan for the board and the board will use the outline as a structure to work towards completion.

Mr. Sullivan states that he agrees with the motion; however, he requests to have support from a body to move forward once the outline is completed. Mr. Jandebeur states that he is in favor of having an additional meeting specifically to work on the Master Plan. Mr. Bojko suggests that once the outline is completed, perhaps a few members could work with Mr. Sullivan in smaller groups per topics.

Additional discussion is held as to how to proceed and how the content will be developed for each of the chapters.

Motion passes unanimously; 7/0.

Mr. Bojko asks about the Rte. 4 corridor being transportation or economic development. He states that it could be both included in both. Mr. Sullivan states that there could be a section in each devoted to Rte. 4. Discussion ensues.

Mr. Sullivan states that he hopes to present the outline at the next meeting. Mr. Strobel suggests that the outline be added to the March 12 meeting at which time the board members can pinpoint as to where their section would fit into the outline.

Staff Items

GIS

Mr. Sullivan explains plans he has created on GIS showing the 2014 planning board cases, which shows the parcels that were involved in these cases.

Technical Review Committee (TRC)

Mr. Sullivan states that the TRC subcommittee does not appear to be a feasible option. He states that it is important to have comments/feedback from other town professionals and departments. He explains the idea of changing these departmental forms and for applicants to submit PDF electronic plans to the town hall in addition to regular copies. He states that he will add his comments to these forms and then the forms would be forwarded to the necessary departments with the electronic plan for their comments. He states that sometimes there are no comments received from other departments.

**Town of Northwood
Planning Board
February 12, 2015**

Mr. Jandebeur suggests that a letter be written to the police commission and selectmen relative to their respective departments comments. He adds that he feels that perhaps there would be a better response from the departments if they understood the importance to the information.

Maps

Mr. Sullivan explains work done to reorganize the town's maps and he will be creating new maps, which will be laminated and brought to Northwood.

Economic Development District (EDD)

Mr. Sullivan explains that the Strafford Regional Planning Commission (SRPC) was recently designated as an Economic Development District (EDD) in the United States.

CASE: 14-16: Patricia and Kenneth Wilder, 683 First NH Tpke. Map 222; Lot 35. Plans are signed by the chairman.

Mr. McCaffrey makes a motion, second by Mr. Wolf, to adjourn. Motion passes unanimously at 8:45 p.m.

Respectfully submitted,

Lisa Fellows-Weaver
Board Secretary