

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

Chairman Robert Strobel calls the meeting to order at 6:35 p.m.

**PRESENT:** Chairman Robert Strobel, Vice-Chair Lee Baldwin, Selectman Representative Timothy Jandebour, Richard Bojko, Lucy Edwards, Alternate Victoria Parmele, Alternate Ken Rick, Planner Matthew Sullivan, and Board Administrator Linda Smith. *Rick Wolf arrives at 6:40 p.m.*

**VOTING DESIGNATION:** Robert Strobel, Lee Baldwin, Timothy Jandebour, Richard Bojko, Lucy Edwards, Alternate Victoria Parmele, and Alternate Ken Rick.

**ABSENT:** Joseph McCaffrey

**VOTING DESIGNATION:** Robert Strobel, Lee Baldwin, Timothy Jandebour, Richard Bojko, Lucy Edwards, Alternate Victoria Parmele, and Alternate Ken Rick.

**MINUTES:**

**February 26, 2015**

**Mr. Bojko makes a motion, second by Mr. Jandebour, to approve the minutes of February 26, 2015, as written. Motion passes 7/0.**

*Mr. Wolf arrives during the case discussion.*

**CONTINUED 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. Helton is present.

Mr. Sullivan states that he has reviewed the revised plans that were submitted two weeks ago. He states that the only significant change was that the well radius was moved within the boundary of the proposed lot. He notes that he has had a discussion with Mr. Berry of Berry Surveying and Engineering relative to the conditions that were discussed at the public hearing. These conditions have been added to an updated set of plans, which were just received. Mr. Sullivan provides the updated plans for the board to review.

Mr. Sullivan reviews three significant notes that have been added to the plan as a result of the planning board's meeting on February 26:

- Note added to the plan listing the two approved waivers; and

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- Note added to the plan that the applicant or successor in title will close the existing driveway on Rte. 202A, with two large boulders; lot number is also added; and
- Note added to plan indicating that the proposed driveway location provides 380 linear feet of sight distance to the west where 250' is required. The applicant has provided 150' of intersection distance where 100' is required.

Mr. Sullivan reviews the list of items noted by the board at their February 26 meeting for a conditional approval and provides an update as to the status of each item, as follows:

- Certification of monumentation, *needs to be completed*;
- Modify note 5 to include that the project is within the wetlands conservation overlay district, *has been updated*;
- Add note to plan: Except for the driveway permit on Allen Farm Road, prior to the issuance of permits on lot 12-1, the driveway on Rte. 202A will be closed, *has been updated*;
- Driveway sight distance to be added to the plan, *has been updated*;
- Town driveway permit to be obtained, *needs to be completed*;
- Plans to be approved and signed by the chairman or his designee within one year from date of decision, *needs to be completed*;
- Note added to the plan listing approved waivers, *has been updated*;
- Note added to the plan: special exception details from the ZBA decision; this does not appear to be included.

Mr. Sullivan summarizes the items that are outstanding, as follows:

- Certification of monumentation;
- Town driveway permit to be obtained;
- Special exception details need to be added to the plan;
- Plans to be approved and signed by the chairman or his designee within one year from date of decision;
- Final plans need to be stamped by a Certified Wetlands Scientist;
- All required local, state and federal permits be obtained.

**VOTING DESIGNATION:** Robert Strobel, Lee Baldwin, Timothy Jandebaur, Richard Bojko, Lucy Edwards, Rick Wolf, and Alternate Ken Rick.

**Ms. Edwards makes a motion, second by Mr. Bojko, to approve the subdivision with the conditions as noted. Motion passes unanimously; 7/0.**

**Staff Items**

***Master Plan Update***

Mr. Sullivan provides a review of his Master Plan Outline and the implementations of each chapter.

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**Chapter 1. Introduction**

Mr. Sullivan states that this chapter should be 2-3 pages or less and is the vision chapter; it contains a vision statement. He adds that this chapter is required by RSA.

**Chapter 2. Land Use**

Mr. Sullivan states that the Land Use chapter is also required by RSA. He states that the future land use patterns and results is a very important section within this chapter. He suggests determining how many more lots can be built on in town or do some visioning exercises where the board looks at a map and determines what area may be developed and which types of development that the board may want to see in the areas.

**Chapter 3. Housing/Demographics**

Mr. Sullivan states that he has provided some suggestions that the board may want to look at. He feels that all of the items are necessary in order for it to be complete. He states that there are three categories for this section; Population Characteristics, Income and Employment Characteristics; and Housing Stock Characteristics. He states that this chapter contains fairly standard content that can be easily developed. He notes that the former planner compiled some of the housing information and he does not believe that this data has changed as it is based on the 2010 census.

**Chapter 4. Economic Development**

Mr. Sullivan states that this chapter will include discussions regarding the unique aspects of the community of the town, Rte. 4 development, village district area, commercial tax base – or lack thereof, vacant property, and employment opportunities.

**Chapter 5. Natural Resources/Agriculture/Recreation**

Mr. Sullivan states that this chapter could be a challenge based on the large amount of information included within this one section. He states that these three sections tend to be more of an inventory than anything else. He adds that the goals and recommendations that come out of this chapter tend to be less prescriptive than others but it is a very important chapter with a lot of information. Mr. Sullivan reviews a variety of categories within these three sections, as well as the roles of each section.

**Chapter 6. Transportation**

Mr. Sullivan states that the transportation chapter is a very important chapter due to Rte. 4. He states that there will be challenges to address with transportation. He adds that there are funding resources available.

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**Chapter 7. Historic and Archeological Resources**

Mr. Sullivan states that Northwood has many resources to offer and this chapter will note them all. He states that this chapter may be short; however, it is very important.

**Chapter 8. Community Facilities, Departments, Utilities**

Mr. Sullivan provides a brief overview of the sub-titles within this chapter and what should be included.

In closing, Mr. Sullivan states that this outline will serve as a checklist to create the master plan and would be a solid start.

Mr. Bojko asks how much of a master plan is data/information and how much has to be created. Mr. Sullivan replies that it is typically a 50/50 split. He adds that to compare Northwood to other communities will create more work. He states that much of this information is readily available.

Mr. Rick asks what the usual time frame is for updating the Master Plan. Mr. Sullivan replies that it is typically 10 years for updates. He adds that some communities update a chapter every year. He recommends that the board focus on the chapters of the highest needs: Land Use, Transportation, and Demographics. Mr. Sullivan notes Mr. McCaffrey's interest in including maps/graphs/photos.

Ms. Parmele states that a master plan should be visually appealing and if placed on the website it will encourage new business and new people to come to Northwood. Mr. Sullivan states that a master plan can be a huge marketing tool.

Mr. Sullivan suggests committees throughout the town be considered for baseline information that can be reviewed and considered by the board.

Mr. Sullivan states that the board should establish the goals and recommendations for each chapter. He adds that the housing/demographics/land use should be addressed by the planning board as well as the transportation chapter. Discussion ensues regarding smaller groups. Mr. Sullivan suggests holding additional meetings with a specific focus for any subcommittees.

Mr. Strobel offers to help create data maps and suggests going back to past decades showing development over a period of time.

Mr. Sullivan suggests the following order for prioritizing:

1. Land Use
2. Housing/Demographics
3. Transportation

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4. Economic Development
5. Natural Resources
6. Historic and Archeological Resources
7. Community Facilities
8. Introduction

Ms. Edwards asks about developable land. Mr. Sullivan explains the build-out that was done in '06. Discussion is held regarding creating a map showing what is available for development without 2 acre lot size. Mr. Strobel notes the overlay districts in town.

Mr. Sullivan explains how information can be tracked or referred to other chapters so conflicts do not exist; however, there may be areas where conflicts will exist. He states that it is important to prioritize.

A discussion is held regarding reaching out to other departments, committees, and other resources outside of the planning board. Mr. Strobel states that he will reach out to the historical society. Mr. Bojko states that he will mention the topic at the next economic development.

Discussion ensues relative to assignments or directions for other committees, contacts. Mr. Sullivan explains the concept of charrettes, which is noting designated specific areas in town, and if the board wants to put that much effort into this Master Plan.

Further discussion is held regarding Housing/Demographics. Mr. Strobel states that there is a lot of data on population from the census, income, and employment. Mr. Sullivan adds that he can gather this information rather quickly. Mr. Strobel notes that there are similar towns around Northwood.

Discussion ensues with comparisons of Northwood to the neighboring towns. Mr. Sullivan suggests doing a subset of the information being compared. Ms. Parmele notes the aging population. Mr. Jandebour asks about school data. He mentions changes in population over 5 years in the 3 schools within the SAU.

Mr. Sullivan offers to create a spreadsheet of data for housing and demographics. All members agree for Mr. Sullivan to proceed with this spreadsheet.

Mr. Bojko will address the economic development committee for input with participating in the Master Plan. Mr. Strobel suggests asking them which sections they would like to be involved with.

Mr. Sullivan will provide his data relative to Housing/Demographics for the next meeting.

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Lee Baldwin expresses an interest in being the planning board representative to the conservation commission. RSA's are reviewed. Ms. Smith states that the selectmen would appoint a planning board member to the conservation commission.

A discussion is held regarding the town's agriculture committee. Ms. Smith states that the committee has sunset.

Mr. Jandebour states that Selectman Bryer is the selectmen's representative to the recreation commission. He notes that Mr. Bryer has indicated that he would like to remain as the representative for that committee, although no decisions have been finalized.

Ms. Edwards suggests a map indicating trail networks, state parks, conservation areas, parks, playgrounds, athletic fields, water access sites; add in recreation department programs and community events as narrative. She notes that soils maps as well could be included. Mr. Jandebour offers to approach Mike Brieger relative to information.

Mr. Strobel mentions Bear Paw and NALMC.

Mr. Strobel asks for a brief narrative from the farmer's market regarding the history as it is a resource.

Mr. Strobel states that he will contact the highway advisory committee relative to transportation. He adds that SRPC could be a resource to utilize for information as well, at no charge.

Ms. Parmele notes that much is visionary: access point management, routes infrastructure, public transportation. Discussion ensues. Mr. Sullivan suggests looking at aerial inventory and adding a point to indicate every single access point. He suggests utilizing SRPC for this service. He states that it is funded through NHDOT for SRPC to provide these types of services to communities.

Mr. Strobel mentions the NHDOT Rte. 4 safety meeting. He suggests adding funding resources and list the programs that are available.

Mr. Strobel states that he will contact the historical society for any historic resources.

Mr. Wolf will contact the cemetery trustees.

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Ms. Edwards notes that there is a state committee that addresses large trees throughout the state. A discussion is held regarding the Northwood's large Hemlock tree and the Black Gum tree.

Ms. Edwards notes that the historical society has completed a historic barns inventory.

Mr. Jandebaur states that he would like to have the new town administrator gather the information for chapter 8-community facilities.

Ms. Parmele will contact SRPC regarding transportation.

Ms. Edwards will contact Bear Paw and NALMC.

Mr. Strobel introduces new member Betty Smith. Ms. B. Smith asks if transportation includes any private transport. Mr. Strobel replies yes.

***Rules of Procedure Discussion***

Mr. Sullivan states that at the last meeting there was a discussion regarding a "10-day rule". He explains that the 10 day rule does not exist in the board's Rules of Procedures and it is not in the state statutes. He states that it is not within the polices, regulations, or ordinances; however, there is a 15 day rule within the RSA's, which pertains to receiving materials prior to a case coming before the board. He adds that there is no regulation for new materials coming in to the board for a current case. He suggests a 5 day rule for new materials, which would require a change to the rules of procedure and application process.

Ms. Smith states that the board has discussed this item; however, they have never adopted a procedure.

Mr. Sullivan explains that 15 day timing is not reasonable for the applicant or to allow the planner ample time for review. Discussion ensues relative to the timing. He offers to draft language for this procedure.

**OTHER**

***Planner Hours***

Mr. Sullivan notes that planner's hours are incorrect on the planning board applications. The hours will be corrected accordingly.

***SRPC Appointment***

Ms. Parmele offers to continue to be the Northwood Planning Board Representative to SRPC. **Mr. Jandebaur makes a motion, second by Mr. Wolf, to recommend Victoria Parmele to be appointed to the Strafford Regional**

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**Planning Commission, with a four year term. Motion passes unanimously; 7/0.**

***TRC***

Mr. Sullivan explains that conversations have begun regarding TRC meetings. He states that he will be meeting David Wakeman regarding input from the fire department.

***Subdivision Regulations***

Mr. Sullivan explains that there are conflicts with the subdivision regulations and the development ordinances. He notes the well radii issue with the Helton plan. He states that this will need to be addressed.

A discussion is held regarding the more stringent requirement. Mr. Sullivan states that the subdivision regulations are the more stringent requirement; however, the ordinance addresses setback requirements.

Mr. Strobel suggests adding this item to the agenda for the next meeting.

***Vacancy***

Mr. Rick bids farewell to Mr. Wolf and sends regards. He welcomes new member Betty Smith. Mr. Strobel states that there will be a vacancy on the board and the board will need to address how to fill the vacancy at the next meeting.

***Lighting – Johnson’s Restaurant***

Ms. Parmele notes a lighting issue at Johnsons Restaurant. Mr. Jandebour states that he will address the matter.

***Hannaford Sign***

Mr. Rick suggests that the board re-visit the Hannaford sign. Ms. Smith states that Hannaford would need to apply to the board as the sign is a condition of approval.

**ADJOURNMENT**

**Mr. Bojko makes a motion, seconded by Mr. Jandebour to adjourn. Motion passes unanimously; 7/0.**

Respectfully submitted,

Lisa Fellows-Weaver,  
Board Secretary

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