

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

Chairman Robert Strobel calls the meeting to order at 6:37 p.m.

PRESENT: Chairman Robert Strobel, Vice-Chairman Timothy Jandebour, Lucy Edwards, Lee Baldwin, Rick Wolf, Joseph McCaffrey, and Board Administrator Linda Smith.

VOTING DESIGNATION: Robert Strobel, Tim Jandebour, Lucy Edwards, Lee Baldwin, Rick Wolf, and Joseph McCaffrey.

ABSENT: Selectman Representative Scott Bryer, and Alternates Adam Sprague and Victoria Parmele.

MINUTES

February 27, 2014

Mr. Jandebour makes a motion, second by Mr. McCaffrey, to approve the minutes of February 27, 2014, as amended, as follows:

Page 3: Add: *...to review the application before the board hears it.*

Page 5: Add: *...as laid out by the applicant...*

Motion passes; 6/0.

OTHER

Mr. Jandebour asks about the work sessions being shown in the town report. Ms. Smith explains that per state statute the board is required to meet once per month. General discussion is held regarding posting locations of meetings, dates, and times. Mr. Strobel states that the board may or may not have business to conduct for work sessions and may not need to hold a work session.

Status of Master Plan Update (MPU)

Mr. Strobel states that the board was to review their sections and materials received relative to the Master Plan update process. He states that the information included in the Master Plan needs to come from the public via surveys, visioning sessions, meeting minutes, etc. He adds that *he found* only a few sections that did not connect back from doing a search. He feels that the board has done a good job in interpreting what the public wanted.

Mr. McCaffrey talks about weighing the comments based on the number of times a response was provided.

Mr. Strobel mentions that he was unable to locate form based code although he thought it was in the minutes.

Mr. Strobel suggests the board take some time to go through the information. Meeting reconvenes at 7:20 p.m.

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Mr. Strobel states that all of the MPU must be derived from public input. He notes that the items should be cross referenced to where it is coming from and where it appears. He emphasizes that the Master Plan is the public's Master Plan; it is not just coming from the planning board.

Mr. Strobel refers to the draft vision statement from June 27, 2013, and notes the following list of five points:

VISION FOR TOWN OF NORTHWOOD:

1. *Cherish, preserve and protect our rural small town atmosphere by protecting our natural resources, historical character/heritage and scenic beauty. Community Survey*
2. *Preserve and protect ground and surface water resources that are a main feature of our environment, for drinking, recreation, wildlife, agriculture and economic development. Community Survey*
3. ~~*Promote long term economic growth to maintain and improve our town as a well functioning community, dealing with the challenges we face and striving to create a good environment for both businesses and consumers.*~~ Unknown origin possibly Community Survey-agreed to include in goals section
4. *Promote a safe and effective transportation system in Northwood. Visioning Statement*
5. *Be a welcoming home for all age groups which encourages community spirit, involvement and volunteering. Create Town Center with Community Services/Business. Community Survey-needs work*

Mr. McCaffrey notes the desire for economic development and prosperity, all while maintaining the rural character of the community. Mr. Strobel references the percentages of people who responded to the survey.

WAY TO GET TO WHAT WE WANT: GUIDING PRINCIPLES/PRIORITIES/OBJECTIVES/GOALS....

1. *Develop an Economic Plan that will enhance its blossoming economic and service destination of surrounding towns while staying consistent with our rural atmosphere. Survey*
2. *Provide for all age groups by improving and maintaining community facilities and services. Visioning session*
3. *Encourage more community spirit, involvement and volunteering.*

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TransportationWork with NH DOT, regional planning commissions and other interested parties on Route 4 safety improvements in the short, medium and long term plans..... Visioning session-transportation

- 4. Identify high priority natural resource areas for water protection, recharge areas, wildlife corridors and pathways, agriculture....Natural Resource Inventory? Visioning session & survey*
- 5. Identify “commercial encouragement” areas in town to preserve the rural character of the town. Survey*
- 6. Encourage Economic Development that uses the town/resident resources efficiently, plans for the longer term in terms of food production, protection from storms, energy, viable transportation for all age groups and allows the town to adjust gracefully in good and bad economic times. Visioning session-Transportation & Agriculture*
- 7. Provide opportunities for employment and small-scale businesses consistent with our rural character. ~~Promote local businesses that would allow living wages so that residents could afford to live here and work here.~~ Survey*
- 8. Residential Housing... Well planned/reasonable development...56% of survey respondents wanted more single family homes Survey*
- 9. Move to goals: Provide outlets for all age groups by improving and maintaining community facilities and services. Support and integrate the creative community. Visioning session?-needs review*

Existing conditions: Mr. McCaffrey states that this is what the land use section represents. He adds that this should cover all aspects of what the planning board is doing. He mentions population, and economic development.

ECONOMIC DEVELOPMENT SECTION:

Economic development is a means to encourage nonresidential development to create job opportunities, provide goods and services and expand the tax base. ~~so as to mitigate ever increasing property taxes.~~

Mr. Strobel refers to the Economic Development section provided by Mr. Jandebeur and states that he would like to delete the “ever” referencing the increasing taxes. Discussion ensues. The board agrees to end the sentence at tax base, since the planning does not have any control over taxes. Ms. Edwards notes that this statement was also in the minutes. She adds that the minutes also reflect work of the planning board with the tax base in taking care of the lakes; if the qualities of the lakes degrade then there is an effect with the properties and property taxes.

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- *Work to support ~~and stabilize~~ current businesses that are in town including but not only those associated with Antique Alley. Survey & Visioning Session*
- *Develop a strategy to improve the mix of businesses. Visioning Session*
- *Identify businesses that residents have shown a need and desire for, such as a Laundromat, bakery, café, physician, auto parts and a small shopping plaza. Survey & Visioning Session*
- *A proactive approach in marketing the assets of Northwood in order to promote business growth. Survey & Visioning Session*
- *To encourage business growth that would increase the density of the two main business areas so as to create walking community shopping areas. Those would be at the Rtes. 4/9/20243 interchange and the area of Rtes. 4 and 107, Main Street and School Street. Survey & Visioning Session*
- *Explore any opportunity to develop a shared water system for a community shopping center using the Northwood Water District as a base. Further, to explore the possibility of a shared wastewater collection and treatment system. Comments of John Jacobsmeyer, Water District Commissioner 10/11/12 Minutes*
- *Promote local buying/selling market. Visioning Session*
- *Identify an inventory of available property located within the two main areas for commercial development and strategize ways to promote those properties to desirable target businesses. EDC-more research needed*

Mr. Strobel notes that there is mention in the visioning session of creating a chamber of commerce. Further discussion is held regarding the term “stabilize” relative to Northwood businesses. Mr. Jandebaur explains the business directory and states the directory is being redone and will help to stabilize and promote businesses. The board agrees to remove “stabilize”.

Mr. Strobel refers to “walking community” as mentioned in the survey and visioning sessions. Mr. McCaffrey states that there is not an overall plan. Discussion is held regarding the support of sidewalks, locations and the maintenance. Mr. Strobel states that the Master Plan refers to what the town wants not how these issues will be resolved. Further discussion is held between Mr. Strobel and Mr. McCaffrey about whether sidewalks should be included in the MPU.

Mr. Strobel states that promoting a local-buying business is noted in the visioning session. Discussion ensues regarding identifying real estate inventory. Mr. Jandebaur notes that this came from the EDC. Mr. Strobel

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states that this is not included in the survey or visioning statement; however, he did not check the minutes. Additional research to be done on this item.

WATER RESOURCES:

GOALS:

- *Address septic issues, especially in waterfront areas Visioning Session*
- *invasive species such as milfoil Visioning Session & 10/25/12 minutes*
- *Encourage the use of pervious surfaces Visioning Session & 10/25/12 minutes*
- *Educate landowners concerning best landscaping practices on lake and streamfront property Visioning Session & 10/25/12 minutes*

- *Protect our drinking water resources, wells and aquifers*
 - *Adopt most current groundwater protection ordinance drafted by DES 2010*
 - *Strictly enforce regulations to protect wellheads*
 - *Continue to control development and prohibit water mining in our aquifer areas*
 - *Work with local, regional and state organizations to conserve critical water resources*

Visioning Session & 10/25/12 minutes & Water Resources Subcommittee

- *Balance the needs of economic development with protecting the water resources that contribute to this development and upon which it ultimately depends*
 - *Improve Town owned waterfront property including town beaches, boat launches, and recreational areas, including plans for preventing damage from extreme precipitation events*
 - *Continue working with SRPC on local and regional water issues*
 - *Create an aquifer protection ordinance*

Water Resources Subcommittee & 10/11/12 Minutes-Deerfield residents

- *Create a permanent water resources subcommittee of the Planning Board 7/12/12 minutes*

~~*Runoff from the greatly increased number of large precipitation events as our climate changes poses increased threats to the quality of our lakes, affecting*~~

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~~property values and our tax structure. The destruction of property, both public and private, by the flooding caused by these increased precipitation events also increases costs to residents and tax payers in town and affects economic development, as businesses looking for locations to start or continue their activities will be evaluating the resiliency of the local community.~~

Mr. Jandebaur reviews percentages from the table of precipitation. He comments that he does not want to include climate change as it is a political statement. Discussion ensues. Mr. McCaffrey states that these are trends and trends are short lived. Ms. Edwards states that recently there have been large precipitation events that have occurred here in Northwood. The board agrees to strike the climate change statement.

Mr. Strobel states that in the survey there was a question specific to protecting drinking water resources, wells, and aquifers. Discussion is held relative to a groundwater protection ordinance drafted by DES 2010 and enforcement of the regulations to protect wellheads which is included in the water resource committee minutes. Mr. Strobel adds that the visioning statement noted that there should be continuing to control the development and prohibit water mining in the town's aquifer areas, and working with organizations to conserve critical water resources was discussed in the 10/25/12 minutes. Mr. Strobel states that the water resources committee also discussed the balance of economic development with protecting the water resources that contribute to this development and upon which it ultimately depends. Ms. Edwards adds that the water resources committee also recommended that there be an aquifer protection ordinance created. Ms. Edwards states that from there was a planning board meeting in October regarding water resources and discussion were held relative to improving waterfront property, town beaches, boat launches, recreational areas, including plans for preventing damage from extreme precipitation events. Discussion ensues. Ms. Edwards also notes that comments were made at the October 11 meeting referencing that the planning board should continue working with SRPC on local and regional water issues. After further discussion, the board agrees to delete reference to SRPC.

- ~~Continue working with SRPC on local and regional water issues~~

Ms. Edwards indicates that the water resource committee recommended that the planning board create a permanent water resources subcommittee. She states that this was discussed at the July 12, 2012 meeting.
Mr. Strobel calls for a recess.

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AGRICULTURE SECTION:

Ms. Edwards leads additional discussion regarding the agriculture section. She states that the following topics were discussed and are noted as follows:

- *Food safety – 10/11/12 planning board minutes*
- *Food security – visioning session*
- *Economic development – 1/10/13 planning board minutes*
- Delete: ~~*“Small producers are more integrated with their communities and their landscape and less likely to pollute either”*~~, Ms. Edwards states that this should be removed as she does not recall as to where this statement was generated from.
- *Concerns about water pollution from agriculture Visioning sessions*
- *Need for community garden Visioning sessions*
- *Need to protect agricultural land from development Visioning sessions*
- *Promotion of Northwood as an agricultural center Visioning sessions*

Ms. Edwards refers to the goals section:

- *Working agriculture committee leading to an Ag Commission. 1/10/13 planning board meeting.*
- *Specific focus on preserving agricultural soils. Visioning session*
- *Working with code enforcement to help agricultural producers to minimize water pollution from their activities. Visioning session*
- *Community garden Visioning session*

Mr. McCaffrey feels that these items are a fair representation and the board is expressing these points and sections from a sense received from the surveys, comments, etc.

HOUSING SECTION:

Mr. Strobel addresses the housing section, and indicates where the comments/statements were derived from as follows:

- A. *Housing in Northwood should continue to emphasize single family residences as a continuation of our history and existing character. Survey*
- B. *That being said, creative options for development should be examined to help preserve the established character and promote a sense of community. Survey*
- C. *Revisit the open space subdivision regulations to ensure that they work as desired Visioning Comments*

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- D. *Foster creative reuse and redevelopment of existing structures and land while ensuring that new development fits within the rural and historic character of our town. Visioning Sessions*
- E. ~~*Consider form-based codes for specified areas of town where our rural and historic character may be threatened by standardized commercial development (e.g. structures which adopt a specific appearance based on corporate, not local, building standards). Mr. Strobel states that this can be deleted.*~~
- F. ~~*Determine areas of the Rt 4 viewshed where our rural and historic character is a high priority, and adopt form-based codes so that commercial development within those high priority zones is in keeping with our desired character.*~~ After discussion, this comment will be deleted.
- G. *Review the adopted architectural standards to ensure that they both preserve the historic character and remain achievable to our desired business development. Survey*

Mr. Strobel states that regarding commercial development, when asked, residents preferred to see the commercial developments in certain areas along Rt 4 rather than spread all along it.

- H. *Determine areas of the Rt 4 viewshed where our rural and historic character is high priority. This should take into consideration the long views to Epsom Mountain from near Johnson Fields. Survey results and visioning sessions.*
- I. ~~*Adopt form-based codes so that commercial development within those high priority zones is in keeping with our desired character.*~~ This comment will be deleted.
- J. *Consider historic overlay zones where development must meet revised architectural standards in keeping with the desired appearance of structures. Survey*
- K. *Identify areas within town where various types of commercial development is feasible, desirable, and develop methods to encourage it. Survey*

Mr. Strobel states that relative to the aging population with decreasing mobility, Northwood is currently well-situated for providing some of the basic required services for seniors provided they have vehicular transportation.

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- L. *Northwood should examine what services are needed for residents to age gracefully in their homes, where those services are located in the region, and work with the Economic Development Committee to encourage those services to locate here. Visioning session-Transportation*
- M. *Mixed use subdivisions with commercial services desirable for walking – distance Survey*
- N. *Duplexes or multi-family residences should be considered for areas of town where higher density development is desired Survey*
- O. *Creative options for development should be examined Survey*
- P. *~~Consider a varied minimum lot size proportional to the straight-line distance from Rt 4 (other major roadways may be added; e.g. Rt 202/9). This would help to preserve open space and increase density within existing developed areas. It also will concentrate development along Rt 4 which will decrease the costs of a possible expansion of the Ridge Water District. General discussion is held and after discussion, it was determined that this section will be deleted as there was no public discussion held.~~*

NATURAL RESOURCES SECTION:

Mr. Strobel states the next section is natural resources and notes the following:

- Q. *~~Adopt energy use codes for building design (LEED and similar), or encourage their voluntary use through incentives (e.g. increased density or other means, tax deductions for weatherization, etc.).~~ Mr. Strobel states that he does not believe that this topic was discussed. This comment is to be deleted.*
- R. *Adopt the recommendations from the Natural/Water Resources section for water/wetland setbacks, non-point source remediation methods, and possibly other best management practices (BMPs) into the development code. Water resources subcommittee*
- S. *Review development within the Conservation Overlay zones to verify that these areas are being conserved, and consider modifications to land use regulations to ensure that conservation is occurring. Survey-Community Development*
- T. *~~Develop a recreation overview map of trails and recreational areas within town.~~ This comment is to be deleted as its derivative was not determined.*

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OTHER

Change in Time for Application Deadline – Site Plan Regulations {Section V.B.(4)}

Mr. Strobel states that staff has recommended to change the time deadline for application submittals from close of business to 10 a.m. He states that the board approved this and it has been read once. He states that he needs to read this again for the public record as it only goes into effect by reading twice.

Consideration of Changes to Rules of Procedure - Application/Staff Technical Review Changes

Mr. Strobel states that with the new members coming on, the board should be looking into updating the rules of procedures.

15 Day vs. 7 Day Law

Mr. Jandebaur requests that staff look into the 15 and 7 day rules. Ms. Smith states that 15 days is an RSA and is relative to the filing of the application. She believes that the 7 day rule that was referenced by an applicant recently is based on another town board's procedures. Discussion ensues on the impracticality of trying to make a decision on materials unless they are received in a timely manner. Ms. Smith states that the staff is looking into this matter.

Resignation

Mr. Jandebaur submits a letter of resignation, effective at the end of the meeting tonight as he was elected as a selectman. He states that he has enjoyed being a member of the board as well as serving as the vice-chairman for the past few years.

Mr. McCaffrey makes a motion, second by Mr. Wolf, to accept the resignation with extreme regret. Motion passes; 5/0/1. Mr. Jandebaur abstains.

Mr. McCaffrey makes a motion to adjourn at 9:20. Mr. Wolf seconds. Motion passes unanimously; 5/0.

Respectfully submitted,

Lisa Fellows-Weaver
Board Secretary