

**Town of Northwood
Planning Board
April 24, 2014**

Chairman Robert Strobel calls the meeting to order at 6:31 p.m.

PRESENT: Chairman Robert Strobel, Selectman Representative Timothy Jandebaur, Joseph McCaffrey, Rick Wolf, Richard Bojko, Lucy Edwards, Town Planner Elaine Planchet, and Board Administrator Linda Smith. *Lee Baldwin arrives at 6:35 p.m. Alternate Victoria Parmele arrives at 6:45 p.m.*

VOTING DESIGNATION: Robert Strobel, Timothy Jandebaur, Joseph McCaffrey, Rick Wolf, Richard Bojko, and Lucy Edwards. Lee Baldwin at 6:35.

Approximately 10 members of the public are present.

MINUTES:
April 10, 2014

Mr. Jandebaur makes a motion, second by Mr. Bojko, to approve the minutes of April 10, 2014, as presented. Motion passes; 6/0.

OLD CASE:

Consideration of Applicant Request to Withdraw/Revocation

Case 13-04: Loon Estates Cooperative, Inc.; Lakeshore Drive & First NH Turnpike; Map 109/Lot 97; Applicant seeks a condominium subdivision.
Approved with conditions on 7/25/13.

Mr. Bojko recuses himself for this case and joins the audience.

VOTING DESIGNATION: Robert Strobel, Timothy Jandebaur, Joseph McCaffrey, Rick Wolf, and Lucy Edwards; Lee Baldwin at 6:35.

Ms. Planchet reads an e-mail from Ross Allen, President of the Loon Estates Cooperative, which is written authorization for Mr. Bojko to speak for Loon Estates Cooperative.

Ms. Baldwin arrives at 6:35 p.m. and is added to voting designation.

Ms. Planchet states that Loon Estates had a conditional approval and indicated they wanted to put it on hold; she had explained at the last meeting that they can either wait until the one year time frame for the *conditional* approval passes in July 2014 in which case the approval will lapse or they could begin the revocation process and pay the applicable notification fees associated with that process.

Mr. Bojko states that the intent of Loon Estates is to let the conditional approval lapse when the one year time requirement is done in July.

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Ms. Planchet states that when the time lapse comes then the board would take the necessary action at that time.

Mr. Bojko returns to table and is added back to the voting designation.

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

NEW CASE:

14-03: Mary and John Doane; 984 First NH Turnpike; Map 217/Lot 51.

Applicants seek site plan review for boarding and licensed quarantine facility for dogs. (*Property currently owned by Judith Mahoney and Kenneth D'Angelo*)

Ms. Planchet states that this is a new application that the board discussed at the work session two weeks ago. She states that currently the site is a residential use and the applicant is proposing some residential with some commercial. She states that the applicant has requested a waiver for requiring a minor site plan application and to complete a minimal impact instead. Ms. Planchet states that it is her opinion and recommendation that the application is not complete for a minor site plan application; however, it is complete for the minimal impact application. The board discusses the materials provided and the waiver request.

Ms. Smith states that typically staff would not recommend or encourage an applicant to file an application that was not the required application. She explains that this case is different in that the only thing that separates the need for any type of review at all is that the property was recently changed for assessing purposes. She states that if the use had not been changed then the applicant would not need to be here as the proposed use is similar to what previously occurred on the site. Further discussion ensues regarding the residential and commercial uses and the waiver request.

Ms. Parmele arrives at 6:48 p.m. and is not designated a voting member as all regular members are present.

Mr. McCaffrey makes a motion, second by Mr. Wolf, to grant the waiver request of a minor site plan application requirement to a minimal impact site plan application.

Mr. Jandebour states that the board has been continually reducing costs for applicants from one impact to the other. He states that there are costs involved for the board and these costs are continually being reduced and costs are continuously increasing. He states that other tax-payers are picking up the increasing costs.

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Mr. McCaffrey states that there is no distinction in the costs. He states that this property was previously a kennel and carried the same functions; less is being proposed now.

Ms. Smith states that she believes that the commercial use was changed to residential this past fall and if that is the case there will be no effect to the taxes this year. She explains that if the board grants this application, the use will change back to commercial and will be picked up this year.

Ms. Planchet states that the tax status is not a factor according to the town's site plan review regulations and development ordinance. She states that this property is currently in a residential status.

Mr. Bojko states that he agrees with Mr. Jandebour and adds that each case that comes before the board must be addressed individually.

Motion passes; 6/1. Mr. Jandebour is opposed.

Ms. Edwards makes a motion, second by Mr. McCaffrey, to accept the application as a complete minimal impact application. Motion passes unanimously; 7/0.

Mr. Strobel opens the public hearing and reads the abutters list. Present are the property owners Kenneth D'Angelo and Judy Mahoney; applicants Mary and John Doane, along with their representative Jeanne Menard. No abutters are present.

Ms. Doane reads the following statement regarding the proposed business.

Mary's Dogs Rescue & Adoption Project Statement and Business Plan

Mary's Dogs Rescue and Adoption is an organization dedicated to saving the lives of homeless animals and educating the community on responsible pet ownership. Since its inception in early 2011, our rescue has established a tight knit community of people: adoptive families and rescue partners in southern states in an effort to make a difference in the lives of dogs and people. We've operated without our own physical location for nearly three years and now the timing is right for our new venture: a small inn and adoption center in Northwood, NH.

Mary's Dogs Inn and Adoption Center will be the only center in New Hampshire that is truly committed to serving both the needs of newly rescued dogs as well as settled dogs and their families. In that past 3 years, we have helped nearly 1,200 dogs and puppies find loving families here in New England. We've built quite a following of dogs and their people! We engage our adopters through extensive use of social media. We provide ongoing checkins by email and telephone. We have

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assembled a “rescue team” of 10 creative, energetic, caring individuals who offer support to our adopters. This is a growing and vibrant group!

Mary's Dogs Inn and Adoption Center will serve the “newly rescued” dog community with these services:

• Quarantine space for our dogs and puppies arriving in NH

Dogs and puppies who enter the state of New Hampshire must first be quarantined at a licensed facility for 48 hours, per state requirements under RSA 437. Our first and foremost priority in the opening of our own center is to allow us to house our own dogs and puppies for this period of time. Adult dogs are kept indoors except for very brief leash periods a few times a day, much like a typical veterinary hospital. Puppies remain indoors at all times. After the 48 hour period, our veterinarian, Dr. Fiona Reeve, will be onsite to perform a checkup and issue a NH State Health Certificate. Most of our dogs are “preadopted.”

A signed contract is already in place and appointments are scheduled where individuals arrive at the center, complete their adoption paperwork and take their dog home. The property at 984 First NH Turnpike fits our needs very well. As we all know, it is the former home of the Northwood Veterinary Hospital. There is ample space for our quarantine dogs and puppies. There is a space for adopters to meet their dog and complete their paperwork.

Mary's Dogs Inn and Adoption Center will serve the “settled” dog community with this service.

• Boarding for up to 10 dogs in a “home like atmosphere” without the use of outdoor kennel runs.

Dogs are social creatures — they love to be with people and other dogs. They like to play and run outdoors. Mary’s Dogs Inn will provide a secure and fun place for dogs while their owners are at work or traveling. We will keep our numbers small, roughly 10 dogs at any given time, in order to offer very personalized service. In addition, we will set up our daycare room much like a living room area: couches, chairs, carpeted areas for rest. We will utilize crates for rest time when necessary. Unlike other facilities in the area, we will not use traditional outdoor kennel runs. Our dogs will always be chaperoned while inside and outside.

Our competition

There are many wonderful day/night care facilities in So. NH. Most of them are full and expanding, due to the high demand for their services. Ironically enough, our adopters are utilizing these services all the time! We are opening our own facility with a well established reputation of care and commitment to nurturing the bond people have with their dog. We’ll draw on the resources we already have in place and are sure of steady traffic of paws and feet through our center doors. We are not a brand new business. We’re expanding to meet a growing need.

Our Staff

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Our staff will include 23 part time workers. When dogs reside with us overnight, we will have a person stay in the house on the property.

Personal Statement

Mary's Dogs has experienced phenomenal success as a rescue and adoption organization over the last 3 years. Success beyond what I would ever have imagined! Some might ask, "Why expand? Why venture into a building and other services?" The fact is, we could just go on doing what we're doing, over and over again: bring a steady flow of dogs to the northeast every few weeks, quarantine them, send them on their way. It surely matters for those dogs, right?

In addition to securing a "home" for our rescue and adoption group here in NH, Mary's Dogs Inn and Adoption Center can create a circle of compassion and community that reaches from the Northeast to the high kill areas of the south. One of the goals we have as a rescue is to reduce the overall numbers of dogs in high kill shelters in southern states through spay/neuter programs in targeted communities in the south. A physical location in Northwood gives us a means to help in this effort by offering boarding services to our "settled dogs" and utilizing a percentage of the profits to fund these programs in the south. In other words, income from "commercial" services...often derived from our own "settled" dogs provides aid to help curb overpopulation of dogs and puppies in the south. That's my model, my vision, for Mary's Dogs now and in the years to come.

There are several professionals outside of the Mary's Dogs dog community who are involved in this project and I would like to acknowledge them. They are all actively involved in helping us realize our goal of a facility in Rockingham County and are instrumental to our success as an organization.

Jeanne Menard, Parade Properties

Gary Schuppert, GSI

Jim Carrigan, Kennebunk Savings

Patricia Morris, Esq.

Patricia Morris, General Counsel and advisor to the Board

Allyson Laroche, Manager and Overseer of Mary's Dogs Rescue

John Doane, husband and bookkeeper.

Bradley Solomon, son and financial advisor for Mary's Dogs

Cynthia Heisler, NH Dept. of Agriculture

Dr. Fiona Reeve, Suncook River Vet Clinic

I want to say, "thank you" for considering this proposal. It is my sense that Mary's Dogs Inn and Adoption Center will become a small beacon of light among dog lovers in the communities in the Northwood area through the years. Our commitment to dogs and the people who love them will surely be strengthened through this opportunity to secure a "home."

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*Mary I. Doane, owner
Mary I. Doane, LLC
dba Mary's Dogs Rescue & Adoption*

Photos are circulated to the board which shows parking spaces in the front of the building. Ms. Doane explains that the fence on Jeffrey Drive does not allow traffic to enter from there. Ms. Planchet states that the additional information requested by the board has been provided and some minor changes were made to the title block for the address and public access hours. She states that the hours of operation are for the public access. Mr. Strobel states that there are five parking spaces shown on the right side of the plan with a fence along Jeffrey Dr. and he adds that the dumpster location has been added, by the barn.

Ms. Planchet states that there was a question from the board regarding the septic system. She states that she reviewed the property file and there is no information on a septic system in the file.

Mr. Strobel opens the public portion of the case.

Ms. Menard states that the potential purchasers have a contract for the property and the contract states that all necessary inspections would take place after this process, the granting of the site plan approval. She states that she is in receipt of a disclosure from the seller indicating that there were no issues or concerns with the septic system while living at the property and operating the business. She states that they do not have any concerns that the system would not service the proposed use and activity.

Mr. McCaffrey makes a motion, second by Ms. Edwards, to approve the application. A discussion is held regarding possible conditions.

Mr. McCaffrey amends the motion to include the following conditions:

- **State & local permits be obtained with copies to be provided to the town; and**
- **Business to be operational within twelve months.**

Second by Ms. Edwards.

Motion passes unanimously; 7/0

General discussion ensues regarding the overhead costs increasing, the fees, and fee schedule which is determined by the board of selectmen. Mr. Strobel states that application types could be a topic to be addressed at a future work session.

ORGANIZATIONAL MATTERS

Consideration of Alternates/Process, etc.

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Ms. Planchet states that two letters have been received expressing interest for alternates on the planning board; Adam Sprague and Ken Rick. A discussion is held regarding how many alternate members can be on the board. Ms. Planchet states that the statute allows for five alternate members of the board; however, the board's rules of procedures state that there may be up to three alternates. She explains that this board recently decided that there is no need for three alternates and has limited the members to two, based on need.

Mr. McCaffrey makes a motion, second by Mr. Jandebour, to accept both applicants as alternates, Adam Sprague and Ken Rick. Ms. Planchet states that the statute indicates that terms of the alternates are to be staggered and that should be determined in the motion. Ms. Planchet states that Ms. Parmele's term ends 2016. Discussion ensues. **The motion and second are withdrawn.** The consensus of the board is for staff to contact Mr. Rick and Mr. Sprague to see if they have a preference for length of term.

OTHER

Vote on Amendment to Rules of Procedure

Ms. Planchet states that the proposed changes have been read into the record at two consecutive meetings and now is the time for the board to vote on the proposed amendments to the procedures.

Ms. Planchet explains that staff recently participated in a webinar which referenced rights to speak at a public hearing. She explains the clarification that the item regarding "others may speak" refers to the order of the speakers and that in item #5, it is clear that the board would first decide on those to be allowed to speak.

Mr. Jandebour makes a motion, second by Mr. Wolf, to adopt the Rules of Procedure, as amended. Motion passes unanimously; 7/0.

Master Plan Update Work Session

Mr. Strobel states that he has revised the housing section; but will wait until after he attends the housing sessions of the Office of Energy and Planning conference in early May before distributing his revised draft.

Mr. Bojko states that he has worked with Ms. Parmele to provide a draft Transportation Outline; copies are distributed.

Mr. Bojko states that they propose four tables to be updated from the 2004 master plan. Ms. Parmele states that many of the transportation issues discussed with the current master plan update activities are the same issues that were identified in the 2004 master plan. She states they believe they should

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be looked at in order to improve new business development along Rt. 4. Mr. Bojko states that many of the items listed in the 2004 master plan are included here because they are still pertinent. Ms. Parmele states that they should include discussion of some type of public transportation or bus to and from other communities. She suggests the possibility of creation of potential access roads that could promote business or be beneficial to other people. She mentions roadway designs, which was also mentioned in the prior master plan. In addition, she mentions the aging population. Mr. Bojko adds that there needs to be some discussion relative to implementation strategies. He adds that medical issues and people with disabilities are not indicated in the master plan and needs to be addressed.

Mr. Bojko states there are other issues regarding traffic problems/truck traffic, etc. that should be addressed. He explains that speed is a huge problem along Rte. 4 and there should be more enforcement. Mr. Strobel suggests that the matter be mentioned to the police department. Mr. Jandebour states that he is planning to attend the next police omission meeting and he will mention this point. Mr. Wolf notes that the state police do not do much in town because of the town's police department and the number of residents. He states that the state police may be called in with the approval of the police chief. H feels that there should be outside help added. Mr. Strobel suggests leaving the enforcement issues to the professionals; however, the board can express the interest.

Ms. Planchet explains the revised tables that have been distributed this evening. She states that the large spreadsheet includes data from the Northwood and surrounding communities' community profiles from the NH Department of Employment Security website. She states it includes information from the American Community Survey which is a compilation or average of data over a five year period which is not quite the same as the census data.

Mr. Jandebour asks for these charts to be e-mailed to him. Ms. Planchet states that she will provide the documents to the whole board.

Mr. Bojko asks how the process goes forward. Mr. Strobel explains that there will be goals and an implementation section of the master plan update. He states that he would like to see implementation steps included in all sections.

Mr. Jandebour motions to adjourn. Second by Mr. Wolf. Motion passes, 8:43 p.m.

Respectfully submitted
Lisa Fellows-Weaver
Board Secretary

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