

**Town of Northwood
Planning Board
May 14, 2015**

Vice-Chair Lucy Edwards calls the meeting to order at 6:38 p.m.

PRESENT: Vice-Chair Lucy Edwards, Selectmen Representative Rick Wolf, Richard Bojko, Lee Baldwin, Betty Smith, Victoria Parmele, Alternate Ken Rick, Planner Matthew Sullivan, and Board Administrator Linda Smith. Chairman Robert Strobel arrives at 7:08.

VOTING DESIGNATION: Lucy Edwards, Rick Wolf, Richard Bojko, Lee Baldwin, Betty Smith, Victoria Parmele, and Ken Rick.

ABSENT: Alternate Joseph McCaffrey

MINUTES:

April 23, 2015

Mr. Bojko makes a motion, second by Ms. B. Smith, to approve the minutes of April 23, 2015, with the following amendments:

Page 3: ADD: ... Metropolitan Planning Organization...

Motion passes unanimously; 7/0.

CASES:

CASE: 15-04: Kristen and Simon Hales, 258 First NH Turnpike. Map 231/Lot 9. Applicants seek a minimal impact site plan to operate a dance studio within the existing Northwood Garage building. (Current property owner Piper Cove Properties, LLC.)

The applicants are present.

Mr. Sullivan states that he has very few issues with this application. He refers to the letter of intent and impact statement included with the application.

The board reviews the application and materials provided.

Mr. Sullivan explains that the proposal is to add a main entrance off the side of the building as a safety factor rather than using the front area for access and used as an emergency exit.

As the parking plan is reviewed a discussion is held relative to the traffic on site and the traffic flow. Mr. Sullivan states that if that is the intent, there will need to be additional information provided on how the cars will move on the site and what the proposed pedestrian flow will be. Mr. Wolf notes that there may be an issue with the cars backing out of the parking spaces along the side of the building.

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Mr. Bojko asks from an economic development perspective, what areas would the business attract patrons from; local only, or into areas of Rochester, Concord.

Mr. Rick asks for a plan showing square footage of the structure. Mr. Sullivan states that a plan showing the square footage can be requested.

Mr. Rick asks about the noise and music coming from the sight until 9 p.m. Mr. Sullivan explains that the maximum decibel level is 65 beyond 7 p.m. He adds that there is language provided relative to the noise ordinance.

Ms. Edwards notes that information relative to lighting should be provided.

Ms. L. Smith clarifies that this proposed dance business plan will be added to the existing site plan, not replace it.

Ms. Parmele asks if there is anything on the existing plan relative to pedestrian and car flow. Mr. Sullivan states that he does not recall any pedestrian flow on the previous plans; however, vehicular flow has been addressed and has been a concern. He adds that pedestrian flow is difficult to show. He states that the board could request that a vehicular and pedestrian flow be added to the plan.

Mr. Sullivan notes the list of items that need to be addressed, as follows:

- Vehicular and pedestrian flow to be added to the plan
- Confirmation and conformity to noise ordinance
- Lighting compliance
- Sign Ordinance Compliance

Ms. Parmele *inquires about* an increase in the water usage *expected* on the site.

Ms. B. Smith asks about removing the existing five diagonal spaces and using the parking spaces towards the southern portion of the lot. Mr. Sullivan states that this is a complex site and uses a flexible parking formula due to the variety of businesses on the property as well as the variations of businesses on site. If those spaces are removed, more may need to be added. He states that the site was approved with 41 spaces for the existing uses.

Ms. L. Smith explains the history of the property. She states that the parking spaces were actually spaces for cars waiting to be worked on at the garage. She states that the garage was also formerly a bus garage. She states that this current section was a video store.

Ms. Parmele asks if the parking could be realigned. Mr. Bojko suggests using the current front entrance rather than using the side entrance.

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Discussion ensues regarding the proposed entrance and compliance along with the side parking spaces and safety. The applicants indicated that the area is 40 ft. wide and is not an alley. Mr. Wolf states that there needs to be 18 ft. for vehicles to safely back out.

Mr. Strobel has joined the meeting at 7:08.

Lengthy discussion ensues relative to the traffic flow.

Ms. Parmele states that the owner should be included in this discussion. Mr. Sullivan states that the owner of the property has authorized this business. Also discussed is the amount of traffic as one class ends and another class begins. Mr. Strobel notes the parent drop offs as well. Further discussion ensued regarding the side entrance.

Mr. Sullivan notes that the board has identified the traffic concerns and states that the applicant should work with the owners and the planning board staff on potential solutions.

CASE: 15-03: Roberta Wallace Stearns, Catamount Rd. & Jenness Pond Rd. Map 212/Lot 30. Applicant seeks minor subdivision to create three lots from existing 7.6 acre lot with residence, Map 212; Lot 30, will become 2.32 acs. with frontage on Catamount Rd.; 212/30-1 will be 2 acs. with frontage on Catamount Rd.; and 212/30-2 will be 3.29 acs. with frontage on Jenness Pond Rd.

VOTING DESIGNATION: Robert Strobel, Lucy Edwards, Rick Wolf, Richard Bojko, Lee Baldwin, Betty Smith, and Victoria Parmele.

Mr. Sullivan reviews the plan and indicates that revised plans have been submitted.

Ms. Parmele notes that plan sheet 2 shows full existing conditions and proposed conditions. Note #7 shall be corrected.

Mr. Strobel asks about the class of the road for Rte. 107. Mr. Sullivan notes that the county is incorrect in Note #7. He adds that he requested to have the well and septic shown for Map 212, Lot 29. He states that the tree line will be shown on the plans. In addition, he notes a spelling error on note 10 on all sheets-sight distance. Mr. Sullivan states that there was a discrepancy with the acreage total, which has been corrected. He adds that Mr. Berry will be providing a corrected application page 1.

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Mr. Sullivan continues and states that there are limited wetlands on this site. He states that the proposed lot 30 is all contiguous upland.

Mr. Sullivan states that a waiver for lot width <100' has been requested for a triangular lot, proposed lot 30-2. He explains that this is less than 100' width.

Mr. Sullivan states that the subdivision approval is pending as well as the state and town driveway approvals. He adds that the certified wetlands scientist stamp is also pending.

Ms. Parmele asks about the requirement under 3.01(F) that the lot be rectangular. Mr. Sullivan states that he does not believe that this is an issue and would not require a waiver. He states that the board may ask for a waiver if they feel it is needed. Mr. Strobel agrees with Mr. Sullivan.

Mr. Sullivan states that he has not received any comments from the fire or police department. He adds that the fire pond is labeled.

Mr. Sullivan states that the soils types noted are either prime farmland soils or soils of statewide importance.

A discussion is held regarding the driveway sight distance. Mr. Sullivan states that the sight distances are not shown on the plan; however, he does not feel that there is an issue. Ms. L. Smith states that there should be some indication on the plan. Mr. Sullivan refers to note 10. The board agrees that note 10 is sufficient with distances being shown in both directions. Mr. Sullivan notes that he will request a change for Jenness Pond Road bi-directional sight distance to be corrected.

Mr. Strobel notes that the spelling of "utility" in the legend should be corrected. He suggests members drive by the area before the next meeting.

OTHER

Master Plan Update/Economic Development Committee

Mr. Strobel states that he met with members of the Economic Development Committee on May 6 relative to the Master Plan. Mr. Bojko states that Mr. Kreider has volunteered to be the writer of the summary of the meetings. He states that there has been some changes made with some expansions made to areas. He states that they are looking into adding visuals. Mr. Sullivan distributes a plan showing developed/undeveloped parcels.

Mr. Bojko states that infrastructure is a problem as well as constraints with property size.

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Mr. Sullivan states that the intent is to show environmental constraints such as steep slopes, conservation land, etc. and see what is available along Rte. 4. He states that the distributed plan is outdated; it is from 2008 data. He adds that the EDC is comfortable with the outline at this point and hopes to share content with the planning board relatively soon. Mr. Bojko adds that Mr. Kreider and Mr. Sullivan will be meeting in June and hope to present a preliminary package.

Ms. Parmele states that she has drafted information on transportation and would like to get together with EDC.

A discussion is held on future developments and what may be feasible for Northwood. Mr. Strobel expresses his opinion on what he feels the EDC should include. He explains that it should not be related to taxes but the services that have been identified. Further discussion ensues.

Ms. Parmele refers to the comments within the survey. Mr. Bojko replies that the survey had comments both pro and anti-development; however, no particular industry has been specified. He adds that there was discussion relative to meeting with developers for projects.

Mr. Wolf states that there is some confusion as to what *lots along Rte. 4 are* designated as; commercial or residential. Ms. L. Smith explains that for assessing purposes the lot may be considered residential; however, there is a commercial business so there is mixed use. Ms. L. Smith explains that there is an abandonment clause and discussion ensues. She adds that there are assessing categories relative to property values. Ms. Edwards notes that Northwood does not have the zoning districts that many other communities have and there have been attempts to talk with realtors in the area to explain this to them.

Discussion continues regarding the uses of properties and how a property could be either residential or commercial, mixed use, and the development along Rte. 4. Mr. Strobel mentions that the board can use this time of the redoing Master Plan to recommend changes to the regulations and zoning ordinance.

Ms. Parmele asks about improving access along Route 4. Mr. Bojko states that there was a brief discussion and it was just touched on, which is part of the complication. Mr. Strobel notes some small areas that can be bypassed.

Mr. Sullivan notes that the EDC is also interested in underutilized and infill development. Further discussion ensues relative to the lack of lodging

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accommodations. Discussion ensues as to what types of businesses would be utilized in town.

Mr. Strobel states that he has continued an outline on the housing chapter.

Office of Energy and Planning Conference

Ms. Parmele states that she attended the OEP conference. She explains that a presenter spoke about looking at the existing Master Plan, building on it, and using it as a basis to build from.

Staff Items

Rules of Procedures

Mr. Sullivan distributes a draft of the proposed update to the board's rules of procedure and application procedures. He provides a brief overview.

Grant Program

Ms. Parmele states that she attended a meeting and found out that there is a grant program for electric car chargers. She thought that this would be useful in town and suggested the park & ride to be offered as one location. Further discussion is held on other location options and locations that could offer the driver something to do while the car is charging; library, Hannaford, hardware store, etc.

Adjournment

Mr. Bojko makes a motion to adjourn. Second by Ms. Parmele. Motion passes unanimously at 8:50 p.m.

Respectfully submitted

Lisa Fellows-Weaver
Board Secretary