

**Town of Northwood
Planning Board
June 11, 2015**

Chairman Robert Strobel calls the meeting to order at 6:30 p.m.

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

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

ABSENT: Alternate Ken Rick, and Alternate Joseph McCaffrey

MINUTES:

May 28, 2015

Mr. Bojko makes a motion, second by Ms. B. Smith, to approve the minutes of May 28, 2015, with the following amendment:

Page 2: Add: ... between the applicant and abutter Mr. Corning, ...

All other edits did not alter the content of the wording.

Motion passes unanimously; 7/0.

CASE:

Voluntary Merger

VM: 15-01: Wentzel, Fiore Rd. Map 116; Lot 36; Sublots 56 & 57.

Mr. Bojko states he drove by the Wentzel's property. Ms. L. Smith explains the merger is increasing the frontage; however, the variance is still required as the requirement of 150' of road frontage has not been met.

Mr. Wolf recalls a prior discussion relative to limiting the building in this area. Mr. Strobel states that the area of Gulf Road and the limited access have been discussed by many boards and committees in the past.

Ms. Edwards states that she is always glad to see the mergers of small lots near the lakes.

Ms. Parmele makes a motion, second by Ms. Edwards, to approve case VM: 15-01: Wentzel, Fiore Rd. Map 116; Lot 36; Sublots 56 & 57, and has no issues. Motion passes unanimously; 7/0.

Mr. Strobel states that he has a draft letter to the selectmen regarding further development in this area, and adds the need to address this issue.

This item to be added to a future agenda.

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OTHER:

Staff Items

Rules of Procedure ~ Review of Proposed Changes

Mr. Sullivan goes through each item that has been proposed to be changed/amended. Changes are shown as follows as italicized and underlined.

- Change amended/adopted date

MEMBERS

2. Selection, qualification, term, removal of members, and *filling of vacancies shall conform to RSA 673:12.*

MEETINGS

2. **Work sessions** shall be held on the second Thursday of the month at 6:30 pm at the Town Hall. The chair may cancel this meeting *at least 48 hours in advance* if deemed unnecessary given the current caseload of the board.

4. Agenda

- a. Town staff shall prepare an agenda for each *meeting.*
- b. An agenda shall be *finalized* at the close of business the *Monday* prior to the next meeting.
- c. An item may be added to the *finalized* agenda by the chair only if he or she determines that the item is minor in nature, is an emergency, or that a citizen of the community is aggrieved. Each member of the board shall be notified within 48 hours prior to the scheduled meeting of any addition.
- d. The town staff shall make the upcoming meeting agenda available to all members by the *Monday* before, either by e-mail or at the town hall.

9. Disqualification

If any board member finds it appropriate to be recused (or "disqualified") from hearing a case, per RSA 673:14, that member shall notify the Chair immediately so as to allow the designation of an alternate. The recusal shall be announced by either the chair or the recused member. The member shall leave the table during both the public hearing and during all application deliberation.

10. General Order of Business shall be as follows:

(The chair may change the order at his/her discretion.)

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- f. Citizen's Forum; (work session only - 3 minute limit per person at board's discretion)
- g. Communications =- ADD: town staff items
- i. DELETE: Chair report/ comments

DELETE: A motion; duly seconded, shall be carried by an affirmative vote of a majority of the members present and shall be recorded in the minutes.

APPLICATIONS

1. Applications for hearings before the board shall be made on forms provided by the Town and shall be submitted to the town offices in accordance with the relevant regulations by 10:00 a.m. on the first business day of the month.
4. All applications must be accompanied by plans, information, and documentation in accordance with the Northwood Development Ordinance, subdivision regulations, and site plan regulations. Land use and community development staff is directed by the board to advise applicants prior to submission of minimum requirements for completeness.
5. The land use staff as authorized by the board shall not process incomplete applications.
6. Applications accepted as completed shall be subject to a site walk of the property at the discretion of the board. Site walks are considered meetings of the board and must be posted and recorded with minutes. Members of the public may attend, but may be heard only at the discretion of the board.
7. A public hearing will not be scheduled, advertised, or held if an application is determined to be incomplete according to the board's requirements.

PUBLIC HEARINGS

1. The chair may place reasonable time limits on all speakers.

TECHNICAL REVIEW PROCESS

2. The town planner shall review applications, complete a review checklist, and provide written comments for the applicant, planning board, and file.

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3. DELETE: The board administrator shall review the application and provide written comments to the town planner for inclusion with the application materials.
4. A Technical Review Committee (TRC) composed of the town planner, code enforcement officer, and representatives from the highway department, fire department, and police department, shall review applications and convene on an as-needed basis. The town planner will work directly with TRC members to distribute application materials and accept comments in the most appropriate manner in the context of the application(s) being considered.

DELETE: Attendance by the aforementioned town staff is highly encouraged. The date and time of the meeting is to be established by the planner.

5. The town planner shall compile comments, opinions, concerns, and recommendations from the TRC members, planner, and board administrator. Written comments shall be provided to the planning board by the second Monday of the month.
6. The planning board shall meet in a work session prior to the regular monthly meeting. This work session is a public meeting and the applicant is encouraged to attend. Interaction with the applicant during this meeting is limited to clarification of application material. At this point in the process, the application has not been accepted and therefore public comment shall not be accepted.

During this work session the planning board shall review new applications. The town planner shall present TRC member, planner, and board administrator's comments to the comments to the planning board. The planning board may provide non-binding comments which identify information that the applicant should provide for the Regular Meeting.

7. The town planner shall provide the applicant with work session, planner, and TRC comments which may include requests for more information to be provided for the regular meeting by the third Monday of the month.
8. All application revisions shall be submitted by the applicant or the agent five business days prior to the work session or regular meeting, in order to be considered by the board.

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Application Procedures

Mr. Sullivan goes through each item that has been proposed to be changed/amended. Changes are shown as follows and are italicized and underlined.

1. Refer to the Northwood Development Ordinance, Site Plan Review Regulations or Subdivision Regulations for your particular proposal. These regulations are available at the Town Hall for a fee of \$10.00 or at *www.northwoodnh.org*, at the Planning Board's link to "Documents and Forms."
2. Completed Site Plan Review and Subdivision Applications and all fees must be filed to the attention of the Planning Board Staff at the Town Hall during regular business hours. Deadline for complete applications is close of business on the *first business day of each month*.
3. Applicants may consult with either the Town Planner or Board Administrator prior to submitting an application. Hours for the Planning Board are Mondays from *9:00 AM - 4:00 PM*. The Town Planner is available for appointments at other times during the week; please *e-mail* to schedule. All questions on the application or the site plan process should be directed to the Town Planner AND Board Administrator.
7. *Applications* will be reviewed by the Town Planner, Board Administrator, Code Enforcement Officer, Fire Department and other appropriate town staff as part of the Technical Review Process *on an as-needed basis*. The results of their reviews will be provided to the planning board at its work session held on the ***second Thursday of the month***. The applicant is encouraged to attend; however, input is limited to clarification of materials. Comments from this meeting *and the TRC process* will be provided to the applicant so any missing information may be provided or any issues addressed for the regular meeting.
8. At the regular meeting, the Planning Board will first make a determination on whether the application is complete. If complete, the Board *will accept the application and open the public hearing*. The board will then either approve or *deny* the application within sixty-five (65) days of acceptance of the application.
9. The applicant shall receive a Notice of Decision from the Planning Board which states the approval or *denial* of the application with any conditions specified.

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Ms. L. Smith notes that the board's notices of decision are now recorded at the registry of deeds. This will now be noted within #9.

Master Plan Update

Mr. Strobel states that he has submitted his draft housing documents to Mr. Sullivan.

Economic Development Committee Update (EDC)

Mr. Bojko states that at the last meeting the EDC members were assigned duties relative to four specific components of the Economic Development Chapter. He states that the committee will review and discuss the current conditions.

Strafford Regional Planning Commission (SRPC)

Ms. Parmele states that she will be working with Cynthia Copeland at SRPC regarding transportation relative to the Master Plan.

Discussion of Public Hearing Process

Mr. Strobel reminds the board of the upcoming public hearing relative to the cutting of trees on Sherburne Hill Road, a scenic road. He encourages the members to drive the area.

Ms. Edwards explains that the large trees are marked in orange; the smaller trees are in yellow. The board is concerned with the orange marked trees.

Ms. Edwards goes over the process of the public hearing. She explains that a public hearing is more of a listening forum where the board will listen to the public's comments and concerns. She suggests a selectman be present at the hearing along with the road agent to provide a brief overview of the project and proposal to remove the trees.

Ms. Edwards asks the members how they would like to handle interactions and discussions with the public and the selectmen. Discussion ensues as to the process of the hearing.

Mr. Wolf states that he believes that there are about 12 abutters that are affected by these the trees. He explained that this issue was presented to the selectmen by the road agent. He adds that the town roads are on a plan and work to be done on Sherburne Hill Road is approximately one year overdue.

Mr. Strobel states that he believes that the town still has authority to cut any other trees that are necessary to allow the ditching to occur.

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Ms. L. Smith states that it is important for the board to understand that the selectmen can make their own decision. However, it is the planning board's responsibility to look at the project and make comments based on the need of the traveling public, comments and interests relative to the scenic road, and make comments based on the planning perspective. Discussion ensues regarding the board's role and how to determine the relationship of the trees to the road.

Ms. Parmele notes engineering issues and drainage. Ms. Edwards states that the planning board is only involved due to the fact that this road is a scenic road. She states that the board really needs to focus on making the decision about the character of a scenic road and these specific trees.

Ms. Parmele states that there may be some design issues that may be able to be changed. She states that these are planning issues. Mr. Strobel adds that this could be a recommendation to the selectmen.

Ms. L. Smith states that the planning board will not have any authority regarding the ditching or how the project is being done. She adds that the only obligation of the selectmen is to notify the property owners of the cutting and give them 30 days for the appeal process. The only role of the planning board is for the scenic road. Ms. Parmele states that she has seen hearings where the planning board has been involved. Mr. Sullivan states that the discussion included content. Ms. Edwards states that this discussion would be held after the public hearing.

Discussion ensues as to the process of allowing the public speaking.

Adjournment

Mr. Bojko makes a motion, second by Ms. B. Smith, to adjourn at 8:30 p.m. Motion passes unanimously; 7/0.

Respectfully submitted,

Lisa Fellows-Weaver
Board Secretary