

**Town of Northwood
Planning Board
July 9, 2015**

Vice-Chair Lucy Edwards calls the meeting to order at 6:34 p.m.

PRESENT: Vice-Chair Lucy Edwards, Richard Bojko, Lee Baldwin, Betty Smith, Victoria Parmele, Planner Matthew Sullivan, and Board Administrator Linda Smith. *Town Administrator Joe Gunter arrives at 7:01 p.m.*

ABSENT: Chairman Robert Strobel, Selectmen Representative Rick Wolf, Alternate Ken Rick, and Alternate Joseph McCaffrey.

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

MINUTES:

June 25, 2015

Ms. B. Smith makes a motion, second by Ms. Baldwin, to approve the minutes of June 25, 2015, with the following amendment:

Page 1: Add: ... *that meet the statutory requirements....*

Motion passes; 4/0/1. Ms. Parmele abstains, as she was not at the meeting.

Mr. Sullivan explains that members do not need to abstain if not present at the meeting and may vote in favor; however, may abstain if they feel uncomfortable voting.

CASES:

Request to Build on a Class VI Road Form

Sauls Realty Trust, Bennett Bridge Rd. Map 218; Lot 29.

Ms. L. Smith explains that this is a request to build a home on a Class VI road. She states that with this case the applicant has frontage on a town road and therefore, meets that requirement. However, the request is to build and this proposal will minimize the impact to wetlands and a stream near the frontage. The location proposed to build is the least impact and is the rear of the parcel. Access to the parcel is being proposed through a Class VI section, a paved area. She adds that this portion of Bennett's Bridge Rd. was improved a few years ago as there was an emergency situation; it was addressed by FEMA as the town cannot expend funds on a private road.

Ms. L. Smith states that it was her understanding that board members were to conduct a drive-by of the property. She explains that the role of the planning board is to review case by case and then provide comment to the selectmen. She states that the board can sign off with no comment, table for further review, or provide comments based on the information provided.

Mr. Bojko asks for clarification relative to the access in the rear of the property and asks what the difference is with requesting a driveway or having a Class VI

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road. Ms. L. Smith refers to RSA 674:41, which states that no building permit is to be issued when the access is off of a Class VI portion. She adds that in order to meet that law, it is necessary for the applicants to meet specific requirements and conditions. She adds that if they were to place a driveway off of Bennett's Bridge Rd., it would need to be accessed through an area of wetlands.

The proposed plan is reviewed and discussions ensue on the location and topography of the land relative to the wetlands on site.

Ms. L. Smith notes that the board can provide comments relative to the application. She states that when the property was for sale, there were a number of people considering subdividing this lot. She adds that the board could comment relative to this being a single family residential lot, should there be a proposal in the future for a subdivision, the board is on the record that the access was considered based on a single building lot. In addition, should there be an application submitted to the zoning board, this statement would identify to the ZBA that the planning board was making comment relative to the access, which at this time was for a single family residential structure.

Ms. B. Smith makes a motion, second by Ms. Parmele, to sign the form adding the following comment: there is no objection to accessing this lot from a Class VI portion of Bennett Bridge Rd. for a single family residential lot. Motion passes unanimously; 5/0.

OTHER:

Staff Items

Rules of Procedure

Mr. Sullivan states that the minor edits suggested by Chairman Strobel that were read at the June meeting have been included in this version. He states that this reading will be the second and final reading of the proposed amendments to the board's Rules of Procedure and will make the changes official pending a board vote at the Regular Meeting on July 23rd. He reads the entire Rules of Procedures.

Ms. Edwards states that the second reading of the Rules of Procedure has been completed and the board will vote to consider the revisions to the new Rules of Procedures and at the July 23 meeting.

Town Administrator Joe Gunter arrives at 7:01 p.m.

Application Procedures

Mr. Sullivan states that the application procedures are considered to be a form and will be voted on at the July 23rd meeting along with the Rules of Procedure.

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Master Plan

Economic Development Committee Update (EDC)

Mr. Sullivan states that at the recent Economic Development Committee (EDC) meeting, members took sections and participated in creating content. A discussion followed relative to that content. He adds that at the upcoming meeting, discussions will continue regarding the findings and conclusions.

Mr. Bojko states that the committee is moving forward. He adds that he hopes businesses may get more involved when they see what the EDC is doing. Mr. Sullivan suggests the EDC bring their chapter to the planning board. The board concurs.

Discussion ensues as to the next steps. Mr. Sullivan states that in the future he hopes to see programs created to get more business owners involved with the EDC. He adds that there have been discussions relative to development strategies, the difficulties of attracting large industries and businesses without infrastructure-sewer and water; however, opportunities do exist.

Ms. Parmele states that she is stalled on the Transportation chapter and Mr. Sullivan offers to meet with Ms. Parmele regarding her Master Plan section.

Mr. Sullivan reminds the board that his personal goal is to complete three to four chapters by the end of the year. He states that he feels that with the recent productivity of the EDC that section will be completed. He adds that it is also possible that the housing, land use, and transportation section will be completed as well.

Ms. Edwards states that she would like to meet with Mr. Sullivan to work on natural resources later in the year. She adds that she is currently working on the Scenic Byway Committee.

Planner Items

Mr. Sullivan discusses the current status and potential future of the State Office of Energy and Planning.

Adjournment

Mr. Bojko makes a motion, second by Ms. B. Smith, to adjourn at 7:22 p.m. Motion passes unanimously; 5/0.

Respectfully submitted,

Lisa Fellows-Weaver
Board Secretary

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