

**Town of Northwood  
Planning Board  
August 22, 2013**

Vice-Chairman Timothy Jandebaur calls the meeting to order at 6:32 p.m.

**PRESENT:** Vice-Chairman Timothy Jandebaur, Lucy Edwards, Lee Baldwin, Rick Wolf, Joseph McCaffrey, Alternate Victoria Parmele, Town Planner Elaine Planchet, and Board Administrator Linda Smith. Selectmen's Representative Robert Holden arrives at 7:10 p.m.

**VOTING DESIGNATION:** Tim Jandebaur, Lucy Edwards, Lee Baldwin, Rick Wolf, Joe McCaffrey, Victoria Parmele, and Selectmen's Representative Robert Holden at 7:10 p.m.

**ABSENT:** Chairman Robert Strobel and Alternate Adam Sprague.

**MINUTES**

**August 8, 2013**

**Mr. McCaffrey makes a motion, second by Mr. Wolf, to approve the minutes of August 8, 2013, as written. Motion passes; 5/0/1. Ms. Parmele abstains.**

**NEW CASES:**

**Case 13-05: David Kingston, 442 First NH Tpke. Map 230; Lot 2.**

Applicant seeks minimal impact site plan review to add outdoor merchandise display area to front of property. (*Property currently owned by Stephen Soucy, Big Dog Productions, LLC.*)

David Kingston is present.

Ms. Planchet states that a new site plan sketch has been provided; the one in the packets does not have the title block, but it has been added to the one in the file.

**Ms. Edwards makes a motion, second by Mr. McCaffrey, to accept the application as complete. Motion passes unanimously; 6/0.** Mr. Jandebaur opens the public hearing and reads the abutters list. Abutter David McDermott is present.

Mr. Jandebaur explains that the proposal is for outdoor merchandise display areas. Ms. Planchet states that there are four specific areas that the applicants are requesting for display areas and refers to the locations on the plans.

Mr. Kingston explains that they are requesting permission to have an outdoor merchandise display area for golf carts, occasional snow machines, or motorcycles, and possibly cars on the lawn. He states that he plans to move the vehicles off the grass at the end of each day and other items will be locked up inside overnight.

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Mr. McDermott asks how many vehicles there will be. Mr. Kingston states that the amount will vary as the business fluctuates and is seasonal. He states that when he has about 20 cars at this location, they would be displayed back to back or in a horseshoe shape. He states that he will not be selling any heavy equipment; his interest is snowmobiles, ATV's, golf carts, motorcycles, and jet skis. He states that there is a specific outdoor location that belongs to him as part of his rental agreement. Ms. Planchet explains that the landlord and tenant have discussed specific locations with her, and based on her explanation, they have added additional display areas.

A discussion is held regarding whether or not the applicant would need to re-apply should the display items change. Ms. Planchet states that there is not really a limit in the regulations as to what would be included in the merchandise display area. Mr. Dermott states that he would be concerned if there were a display area with heavy equipment as well as if the usage and display areas were changed. Further discussion is held regarding the display areas.

Ms. Planchet states that if the display areas are approved as proposed, there would be no limit as to what would be on site. She states that if there are concerns from board members regarding what is placed on display within the designated display areas then the board could address such concerns with conditions. She explains that the board should be looking at the site's conditions and if the proposed items that would be on display would cause some type of problem or concern and that limit would be noted specifically on the plan.

Ms. Parmele states that if the items on display were to change, then she believes that the plan should come back to the board for review. Mr. and Mrs. McDermott agree and add that they feel that any display areas and item changes should be brought up before the board again. Mr. Wolf states that he does not have a problem with the proposal; however, he feels that the board needs to know what is going to be located on the display area.

Mr. Jandebour closes the public comment portion at 6:55 p.m.

Ms. Parmele asks how the display area is distinguished vs. a parking area. Ms. Planchet states that a display area would be noted for outdoor merchandise.

Ms. Parmele asks how many carts will be outside. Mr. Kingston states that 20 carts would be on the higher end for outdoor display during peak season; on average he would like a dozen or so. He explains that this many carts show that they are truly a legitimate business rather than someone selling a few golf carts. He states that this is a minimal impact to the property.

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Ms. Planchet explains that, based on the board's request at the work session, she provided for the board a summary sheet noting which items with waiver requests that she believes are "not applicable" and which would require waiver requests. She states that these determinations are at the board's discretion. Discussion ensues regarding the summary sheet recommendations.

*Bob Holden arrives at 7:10 p.m.*

Ms. Edwards states that she recalls that the original site plan was approved before the planning board was asking for hours of operation. Ms. Planchet states that if the board would like to place limits on the operation then the applicant would make a specific request. She states that the regulations do not have specific hours listed; the board responds to what the applicant provides.

Ms. Smith states that consideration of the hours of operation would only be specific to what is being proposed for this application which is the outdoor display area. She states that she feels that the board may set limits on the proposed amendment. Further discussion is held on hours and the activity within the display areas. Ms. Smith states that this amendment or expansion being proposed is solely based on the display areas.

Mr. Kingston states that the display area would be open 24 hours per day, seven days per week. He states that the outside activity that would occur would be moving carts around; it is a very inactive display. He proposes that the hours of operation would end at dusk.

Mr. Kingston states that there will be no lighting changes to the property; he will use what exists.

The consensus of the board is that other waivers are not needed. Mr. Jandebour states that nothing else needs to be waived.

Mr. McCaffrey asks about signs. Mr. Kingston explains that there are two concrete pads where the approved sign was. He states that the new sign will go where the sign was approved and that there will not be any temporary signs. He adds that the signage is the owner's responsibility.

Ms. Parmele asks about the intention of any future expansions. Mr. Kingston states that he would like to rent the entire building in the future and use it for storage and have a showroom if possible. Mr. Wolf mentions having limits for this applicant. Mr. Holden states he has concerns with setting limits on businesses.

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More discussion is held regarding the display areas and proposed items within them. Ms. Smith states that the board should consider whether or not to define the display area space on the sketch. She suggests defining the display areas rather than counting objects. She states that the applicant has applied for outdoor merchandise display areas.

Ms. Planchet suggests that the areas be specifically defined on the site plan with dimensions.

A discussion is held regarding solar lighting and whether there would be any lights on the sign. Mr. Kingston states that this is the owner's issue. He states that he has decided against adding the solar lighting at this time.

A discussion is held regarding the need for specific dimensions for the proposed display areas. Mr. Wolf states that he has some concerns with the fact that there is nothing specific noted for *some of the display areas for future use*.

**Mr. Holden makes a motion, second by Mr. McCaffrey, to recess this case to Sept. 12, to allow the applicant to provide a scale showing specific dimensions of the outdoor display areas. Motion passes unanimously; 7/0.**

**Case 13-06: Richard & Dianna Smith, 9 Ginger Snap Ln. Map 230; Lot 63-1.** Applicants seek minor site plan review to add retail sales of guns and gun parts.

Richard and Dianna Smith are present.

Ms. Planchet states that everything has been received that was requested in the staff review notes including copies of the letter of authorization from the plan preparer and NH DOT District 6.

**Mr. McCaffrey makes a motion, second by Mr. Wolf, to accept the application, as complete. Motion passes unanimously; 7/0.**

Mr. Jandebour opens the public hearing at 7:55 p.m. and reads the abutters list. No abutters are present.

Ms. Dianna Smith states that Mr. Smith is in the process of obtaining his firearm license for the purpose of selling used guns and parts on line. She states that the only activity that would occur at the house would be done by appointment only and would be ownership transfers.

Ms. Planchet states that she has prepared notes relative to the waiver requests vs. not applicable requests at the board's request. Discussion ensues.

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The consensus of the board is that an existing conditions plan and a site plan prepared by a professional engineer are not necessary. Discussion ensues regarding the location plan requirements. Ms. Planchet states that a location plan has not been provided. The consensus of the board is that a location plan is not applicable as this is a minor proposal.

Ms. Planchet states that the “sketch” provided is a portion of a plan for the property. She states that some information may have changed. She notes that a pedestrian walk area is shown on the plan. A brief discussion is held regarding lighting. Ms. Dianna Smith states that there is no lighting proposed.

Ms. Planchet states that the plan provided shows an area for parking spaces along with the driveway and in her opinion; she believes that it is sufficient for the proposed use. The consensus of the board is in agreement.

Ms. Planchet asks if the area is designated as a flood zone. Dianna Smith replies that the property is not in a flood zone. Ms. Planchet states that this waiver request then would not apply.

Ms. Planchet states that the only overlay district area is steep slopes along the Bow Street side of the property. Regarding the requirement for the date and permit numbers, Ms. Planchet states that a copy of a NHDOT letter has been provided and the federal licensing information will be provided and could be a condition of approval.

Ms. Planchet states that the planning board should make sure that the requirements are met regarding the retail uses. Parking is discussed. Ms. Dianna Smith states that there is ample room for four vehicles: two personal and two additional. Ms. Planchet states that the requirement for one space per 250 sq. ft. of retail space has been met.

Discussion ensues regarding landscaping requirements for buffer zone and street trees. Ms. Baldwin states that the area is already all trees and she believes that this is not applicable. The consensus of the board is that the requirement has been met.

Ms. Planchet refers to the requirement for conformance with the Noise Ordinance and asks if there will be any outdoor shooting or testing of firearms. Mr. Smith replies no.

Ms. Planchet states that the only item of the list of requested waivers that the board discussion indicated that would require a waiver rather than deemed not applicable is for sidewalks. She suggests that the board take a vote to consider the items that were deemed not applicable. **Mr. McCaffrey makes a motion,**

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**second by Mr. Holden, that items 1, 2, 4, 5, 6, i, ii, c, and 8, on the August 22, 2013, “Waiver Requests vs. Not Applicable” document for Case 13-06 are not applicable to the Smith’s proposal. Motion passes unanimously; 7/0.**

Ms. Planchet reads the Smith’s rationale requesting a waiver for sidewalks. **Mr. Holden makes a motion, second by Mr. McCaffrey, to grant the waiver for sidewalks.** Mr. Jandebour reads Site Plan Review Regulations section X.A. (1) into the record and asks for approval. **Motion passes unanimously; 7/0.**

**Mr. McCaffrey makes a motion, second by Mr. Holden, that the applicant will provide the federal permit number and will be added to the plan. Motion passes unanimously; 7/0.**

**Case 13-07: NeXtGeN Northwood, Pastor Kimo and Kristin Baker; 166 First NH Turnpike; Map 234; Lot 3.** Applicants seek minimal impact site plan review to add a child care facility. *(Property currently owned by First Baptist Church.)*

Pastor Kemo Baker and Kristin Baker are present along with Reverend Dale Edwards who is the Executive Pastor of the American Baptist Churches of Vermont and NH. Also in attendance is CarrieJaye Scott, the NextGen Childcare Program Director.

Ms. Planchet explains that originally this application was filed as a minor site plan application and looking at the proposed use and existing use, it was her recommendation that the application be amended to a minimal impact.

**Mr. McCaffrey makes a motion, second by Mr. Wolf, to accept the application, as complete. Motion passes unanimously; 7/0.**

Mr. Jandebour opens the public hearing and reads the abutters list. No abutters are present.

Ms. Baker explains that the proposal is to expand the children’s ministry to include a daycare center for children. She states that the children’s center is for school age children and they are proposing to be open from 7 a.m. to 6 p.m., Monday through Thursday, and Friday 7 a.m. to 5:30 p.m. She states that they will also offer an after school program that will include ½ day for Kindergarten. She states that they will have transportation through the Northwood bus company. Mr. Baker states that the children’s center is a ministry of the church with specific hours.

Ms. Planchet states that the applicants have provided a sketch just this evening in response to the Staff Review notes that were sent to the applicant. She states

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that this sketch has some of the information they were looking for but that more information to scale is provided on the Street Fair addition sketch that was approved recently. She states that it would be preferable to have all activities designated on one plan or sketch. Further discussion is held regarding the different hours for the various activities on the property.

Mr. Wolf asks how many children will be in attendance. Ms. Scott explains that the hours are different on the impact statement as those are the hours that the traffic will be slightly increased. She adds that, pending licensure, they are could anticipate about 40 children at capacity. She adds that this will be a slow process. She states that the state inspection is scheduled for Monday and the approval time is up to 120 days. She states that the state will determine the number and ages of children.

Mr. Holden asks if an approval has been received from the fire department. Ms. Scott states that they have submitted a waiver request for a sprinkler system and a bit more time. She states that this is probable and is usually approved as they are pushing to open as soon as the opening of school and have not received a confirmation to date. She explains that they were given a list of items that needed to be done and they have complied with them.

Ms. Parmele asks whether consolidating the plans would be acceptable. Ms. Planchet states that there are many activities on the site and she believes that the former approved sketch has more information on it but it doesn't have the play area designated. Ms. Scott offers to add information to the previous sketch.

Discussion ensues regarding information provided on the sketches, information requirements, what the board prefers for final approval and the possibility of continuing the case to next month. Mr. Jandebour suggests an addendum be considered to the plan had have both plans stapled together. Ms. Parmele states that she would prefer to have separate plans with more details added due to the fact that there are so many uses for the site and many activities.

Rev. Edwards provides a history of how his organization received the property from the Northwood Baptist Church through the state's reversionary statutes. He states that they have invested heavily in the building and would like to make it a vibrant community church in town. He requests that the board grant an approval with conditions.

Ms. Smith states that the board could consider adding "up to" with a setback of 10' and add the dimensions, with a setback of actual lot lines to address the concern of the play area dimensions. Ms. Scott states that they were given these dimensions when granted the fence permit. Ms. Smith states that the permit

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obtained preceded this discussion. Discussion ensues. Ms. Parmele states that it is in the applicant's best interest to have a better plan provided.

**Mr. McCaffrey makes a motion, second by Mr. Holden, to approve the application with the following conditions:**

**Plan pages stapled; title block information provided, and all local, state, and federal permits be obtained.**

Rev. Edwards states that he will voluntarily provide additional information for the file regarding the site.

**Motion passes unanimously; 7/0.**

*Capital Improvements Program (CIP) Subcommittee*

Ms. Planchet states that the CIP information requests went out with the requested date of September 26.

Mr. Jandebour states that there is a workshop on September 17 regarding budgets and CIP, as well as the Law Lecture Series in October. He states that members should contact staff for more information and for registration if interested.

A discussion is held regarding re-instituting the CIP Sub-committee. Mr. Jandebour states that he would be interested in being on the Subcommittee. Ms. Planchet indicates that Mr. Strobel informed her that Hal Kreider is interested. Ms. Planchet explains the board is the entity authorized by Town Meeting to the CIP. She asks if the board is turning over its authority to a subcommittee. She provides a history of how the process has happened in the past. She states that the SB2 approach has a different timeframe than previous budget deadlines and there really needs to be an effort to coordinate these matters. Discussion ensues.

**Ms. Parmele makes a motion, second by Mr. Wolf, to appoint a Subcommittee to assist the board in the creation of an updated CIP plan under the direction of the planning board.** Mr. Holden states that once again the interest is the same people. He expresses concern with the fact that the same people could become burned out. **Motion passes unanimously; 7/0.**

The notice is to be added to the town's website and cable bulletin board. The item will be added to the September 26 meeting.

**Mr. McCaffrey makes a motion, second by Mr. Wolf, to adjourn at 9:25 p.m. Motion passes unanimously; 7/0.**

Respectfully submitted,  
Lisa Fellows-Weaver Planning Board Secretary

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