

**Town of Northwood  
Planning Board  
August 8, 2013**

Chairman Robert Strobel calls the meeting to order at 6:35 p.m.

**PRESENT:** Chairman Robert Strobel, Vice-Chairman Timothy Jandebour, Lucy Edwards, Lee Baldwin, Joseph McCaffrey, Rick Wolf, Town Planner Elaine Planchet, and Board Administrator Linda Smith. Selectmen's Representative Scott Bryer arrives at 6:40 p.m.

**VOTING DESIGNATION:** Bob Strobel, Tim Jandebour, Lucy Edwards, Lee Baldwin, Joe McCaffrey, and Rick Wolf. Selectmen's Representative Scott Bryer arrives at 6:40.

**ABSENT:** Alternates Victoria Parmele and Adam Sprague.

**MINUTES**

**July 25, 2013**

**Mr. Jandebour makes a motion, second by Ms. Edwards, to approve the minutes of July 25, 2013, as written. Motion passes; 3/0/3.** Mr. Wolf, Mr. McCaffrey, and Mr. Jandebour abstain, as they were not at the meeting.

*Scott Bryer arrives at 6:40 p.m.*

**NEW CASES:**

***Technical Review of New Cases***

Ms. Planchet reviews the process for the technical review of the board. She states that an in house technical review meeting with staff has not been held. Ms. Planchet explains the waiver request form that had been developed months ago and that blank copies of the site plan and subdivision waiver request forms are provided in the member packets. She states that according to state law and local regulations, the board may grant waivers; however, there are specific scenarios for the waivers and the reasons must be stated and defined for the board to grant the waivers. She states that since the board has not used this form when completed for previous cases, she asks whether or not she should take the time to complete it for these cases. She adds that should the board choose not to utilize the waiver forms, the regulations still must be followed.

**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.*)

Ms. Planchet explains the Kingston Karts site plan proposal. She states that the business had been at another location on Rte 4 near the dental center and

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that a new location was necessary and thus moved to the current location. She further explains that this property had an approved 1988 site plan for the Lumbertown business with subsequent additional uses allowed by the planning board in 1995 and 1996. She states that the current proposal is for an outdoor merchandise display area to be added. She states that it is staff's opinion that this could be considered as an addendum to the existing site plan approval.

Mr. Wolf asks about the sign and states that there was a sign approved previously and it is noted on the plan provided as a temporary sign. Ms. Planchet states that the former business had signs approved at the current location. Ms. Smith states that two signs are permitted on the property. Mr. McCaffrey asks about the new location. Ms. Planchet states that all approvals go with the property. Discussion ensues.

Ms. Planchet explains that she has sent a letter to the applicant in mid-July with some requests as this application came in early and allowed time for her to review; however, there are additional comments to send out. **Mr. Jandebour makes a motion, second by Mr. McCaffrey, to have Ms. Planchet send the review notes to the applicant.**

Mr. Jandebour states that Mr. Strobel will not be at the next meeting and suggests the board present any questions to the applicant prior to the meeting, such as sign issues, hours of operation, etc.

A discussion is held regarding the waiver requests and the form provided by Ms. Planchet. Ms. Planchet states that the board should review each waiver and comment. She explains that if there is a different manner in which the board would like to address the waiver then she will not continue to provide the waiver sheet completed with applicant requests. She states that it is important for the board to look at the waivers, discuss, and make a decision to grant or not based on the regulations. Lengthy discussions and questions ensue. Ms. Planchet explains the history of this particular application and that it is a proposed addendum to the original site plan. She states that the waiver process should be followed for each application; it was not developed for this application. More discussion on waivers is held.

Ms. Planchet states that she, Dave Hickey, and Linda Smith felt that adding the outdoor merchandise display area would be an addendum to the approved site plan.

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Additional discussion is held regarding the hours of operation for this case. Mr. Jandebeur states that there is a waiver request for the hours of operation. He asks if the waiver is granted is that actually granting an approval for no specific hours. Further discussion is held regarding the purpose and how this applies to outdoor merchandise display. Ms. Planchet reiterates that this request is for a leased space; not from the owner and is for outdoor merchandise display. She states that she believes that hours of operation would not apply to this request. Ms. Smith states that the original plan is from 1988 and there may not be specific hours of operation as they were not required at the time. She adds that there is nothing in the regulations stating what the hours of operation must be; it is only when the site plan application is in front of the board when the hours are determined.

Ms. Edwards asks what an applicant would do if they felt something was not applicable. Ms. Planchet replies it should be listed as a “NO”, that it is not provided. She further explains that when discussing the application process with potential applicants, she directs them to check off the item in the “NO” column if not provided and explain why; if they believe it is not applicable, to note that and then the staff and board will review that information. She explains that it has been that the board wanted to make the decision as to whether an item was applicable or not. Mr. Jandebeur states that he would like staff to identify items that are “not applicable” beginning with these new cases. The consensus of the board is in agreement.

**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.

A discussion is held regarding the minor site plan application applicability for this proposal. Ms. Planchet explains that this proposal falls under the definition of retail sales on site for land use purposes; as money will change hands and products will be received. She states that it was explained to her that the federal licensing requires that this business have hours where it is open to the public. Discussion ensues.

The packet information is reviewed and further discussion is held regarding the waiver process. The consensus of the board is for the staff notes to be sent to the applicant.

**Case 13-07: NeXtGeN Northwood, Pastor Kimo and Kristin Baker; 166 First NH Turnpike; Map 234; Lot 3.** Applicants seek minimal impact site plan

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review to add a child care facility. (*Property currently owned by First Baptist Church.*)

Ms. Planchet explains that the original application was submitted with a minor site plan application, but upon consideration, she suggested that the applicant provide a minimal impact application. She explains that given that this existing use is a church, and now with recent street fair added, that the addition of a child care facility would likely be considered a minimal impact based on the regulations.

The board reviews the application materials. Mr. Bryer recommends that the review notes be sent to the applicant. The consensus of the board is for staff review notes to be sent to the applicant.

**OLD BUSINESS**

***Master Plan Update Discussion***

Discussion ensues. Ms. Planchet directs the board to the draft outline dated April 16, 2013 that the board asked to be provided for this evening's discussion. She explains the outline includes the statutory requirements for what should be included in each section, both the required and optional sections. Material is reviewed. Discussion ensues.

Mr. Jandebaur suggests that agriculture should have its own chapter within the master plan rather than having it included within an existing topic.

Ms. Planchet suggests that members consider which specific sections that they are interested in that they could possibly write a draft for the board's consideration. Mr. Strobel recommends that the board finish the vision statement first and then take the information with existing conditions that has been compiled. He agrees that each member should take a section of interest. Further discussion ensues as to how this process will be completed. Mr. Strobel states that the implementation section would involve taking the existing conditions, look at the vision and goals and then recommend ways to accomplish getting there.

**Mr. Jandebaur makes a motion, second by Ms. Edwards, to request that the Water Resources Subcommittee prepare section "D" from the April 16 outline, dealing with current conditions and challenges for the Natural Resources section. Motion passes unanimously; 7/0.**

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Ms. Edwards offers to work on the Agriculture section. Mr. Jandebaur states that that he will bring this up to the economic development committee for them to work on this section.

Ms. Planchet gives an overview of how the different sections will come together at the end. She states that land use should be a section on its own and should have its own study of conditions, analysis, and goals. She states that the community survey information could be included in this section. Discussion ensues.

Lengthy discussion is held on the master plan update outline by sections and planning board member assignments. The consensus of the board is for the following framework with member assignments as follows:

- A. Land Use
  - 1. Economic Development-Mr. Jandebaur who will confer with the Economic Development Committee
  - 2. Natural Resources-Ms. Baldwin
  - 3. Agriculture-Ms. Edwards
  - 4. Housing-Mr. Strobel
- B. Transportation
- C. Implementation

Mr. Strobel suggests having drafts and a list of goals completed by the September 12 meeting.

**OTHER:**  
***Staff Items***

Ms. Planchet refers to a letter received from the facilities committee regarding budget requests and the capital improvements plan (CIP). A discussion is held regarding the CIP and whether the board should send out letters at this time. Ms. Planchet states that the requests usually go out by staff at the request from the planning board. Further discussion is held. Mr. McCaffrey asks when this was done last and Mr. Strobel replies he believes in 2012. **Mr. Jandebaur makes a motion, second by Mr. Bryer, for staff to send out CIP surveys and have returns available for the September 26 meeting.**

Ms. Planchet explains that the planning board can gather information from the department heads but the capital improvements program process does require oversight and policy level direction from the selectmen. Mr. Bryer states that the department heads do not necessarily have the staff to do a budget analysis that really should be done. **Motion passes unanimously; 7/0.**

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Additional discussion ensues regarding the CIP Sub-committee. Ms. Planchet explains that the Subcommittee should be appointed each year. Mr. Jandebeur states he will contact Mr. Kreider and see if he is still interested. Mr. Strobel requests that this item be added to the August 22 agenda.

***Budget***

Ms. Smith provides a handout of the proposed 2014 budget. She gives an overview and explanation of each line.

**Mr. Jandebeur makes a motion, second by Mr. McCaffrey, to level fund the 2014 planning board budget; all line items except for salaries. Motion passes; 6/0/1.** Mr. Bryer abstains.

**OLD BUSINESS**

Mr. McCaffrey comments on the previous minutes regarding the loon estates case and states that the issues have now been clarified.

**ADJOURNMENT**

**Mr. Bryer makes a motion, second by Mr. McCaffrey, to adjourn. Motion passes at 9:35 p.m.**

Respectfully submitted

Lisa Fellows-Weaver  
Board Secretary