

**Town of Northwood
Planning Board Work Session
October 13, 2016**

MINUTES

Vice Chair Rich Bojko called the meeting to order at 6:30 PM

PRESENT: Selectmen Representative Rick Wolf, Vice-Chair Rich Bojko, Betty Smith, Hal Kreider, Lee Baldwin, Town Planner Matthew Sullivan, and Board Administrator Linda Smith.

VOTING DESIGNATION: Selectmen Representative Rick Wolf, Vice-Chair Rich Bojko, Hal Kreider, Betty Smith, and Lee Baldwin.

MINUTES:

September 22, 2016

P. 1 line 16 remove forward slash.

P. 1 line 27-36 double check percentages.

Ms. B. Smith makes a motion to accept the minutes as amended. Mr. Kreider seconds. Motion carries; 5/0.

NEW CASES:

Case: 16-11: Applicant Jeffrey L. Green; Owners Chester and Sarah Boyce; 19 Pierce Drive; Map 117/ Lots 44 & 45.

Applicant seeks the following Boundary Line Adjustment:

Adjust existing property line between Map 117/Lot 45 (7.928 Acres) and Map 117/Lot 44 (2.617 Acres) to create proposed Map 117/Lot 45 (7.330 Acres) and Map 117/Lot 44 (3.215 Acres), a change of 0.598 Acres.

Mr. Sullivan states that this is a very straight forward boundary line adjustment. He references an overhead view that was included in the packets. He states that on Lot Map 117 Lot 44 that some of the building to the rear are over the generalized parcel line. So really what the BLA seeks to accomplish is move the line backwards a bit, so that those buildings are out of the setback. It's a very simple adjustment with the reasons for it being clear. There are only a few things outstanding. There is a waiver request, and that is for item 410-F2, which are proposed contours at 2 foot intervals. The applicant has asked for relief on this because the topography is not changing. In this case we will need a certificate of monumentation if this is approved. If the waiver is granted and any other waivers are requested later on in the process, those would be added as notes to the plan. He stated that he did have a question about the extent of the NH Co-Op easement. He did ask for that to be indicated on the plan, but the surveyor stated that they weren't aware of the extent and therefore could not show it. But they did say that they would be able to show the easement for Pierce Drive. Pierce Drive runs on the northwest side of Map 117 Lot 44. Mr. Kreider asks about note number 9, which states that "the intention of this plan is to annex a portion of Map 117 Lot 44; Lot 45 is not to be considered a separate building lot." He asks that if it's not a separate building lot, is this even necessary. Mr. Sullivan stated that it's not a buildable lot, so that's what the note is there for. They are not creating a new buildable lot by adding to this existing area. Mr. Kreider asks if Lot 45 would be a buildable lot. Mr. Sullivan states that it depends on road frontage and several other

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issues. Mr. Sullivan states that it's a land locked lot so it wouldn't be buildable. Ms. L. Smith states that they are identifying that, however that is an easement only. They would not be able to get road frontage off of Pierce Drive. The applicants own both of these lots. The surveyor is comfortable with all the changes and will be dropping off new copies.

Internal Business

Accessory Dwelling Unit Ordinance (ADU)

Mr. Sullivan states that he has completed the first draft of the modification to the Accessory Dwelling Unit Ordinance (ADU), as well as some changes to the sign regulations. In the end all of the ordinance changes will be in the format of page one and two of the packets that he handed to the board. Pages 1 and 2 are how they will be changing the ADU ordinance. Pages 3-5 is the new is the new sign ordinance but he will have to make other changes to the ordinance but it will end up looking a lot like pages 1 and 2 where he has to go through and track all the changes. He would like to board to look through the packets and consider it. He also had an opportunity to sit down with Ms. L. Smith to review the sign regulations and he feels that they have come up with a strong consensus product that incorporates not only the content based deregulations as a result of the case that he reviewed at the last meeting, but it also puts some new language such as a substitution clause and a severability clause. He also points out that the purpose has been completely rewritten. He states that he adapted language from other ordinances that are going around the state right now and modified that and inserted it into this but he feels it's still pretty relevant to Northwood. Mr. Sullivan will request legal review as well.

Selectman Wolf asks what the sign limit is for a business. He has noticed that some businesses in town that have 3 signs. Ms. L. Smith states that it is two per commercial signs. Two off building signs per business.

November and December Meetings

Because of the holidays, the November and December meetings will be as follows:

November 10, Work Session

November 17, Regular Meeting

December 8, Work Session

December 15, Regular Meeting

Pending Files

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SIGNATURE & PENDING FILES:

CASE: 16-01: Robert Graves, III, 284 First NH Turnpike. Map 231/Lot 6.

Applicant seeks to amend the existing site plan to add food service with seating and relocate retail space. Mr. Sullivan States that this has been signed.

CASE: 16-02: Millstone Realty Trust (Docko), 1090 First NH Turnpike.

Map 217/Lot 35. Applicant seeks an amendment to an existing major site plan that would extend operations through 2020. Mr. Sullivan states that they are in process of getting the surety numbers and the plans finalized.

VOLUNTARY MERGER: Knightly Revocable Trust, Brown Rd. Map 119; Lot 22 & Map 118 Lot 4. Mr. Sullivan states that the merger was signed by the Planning Board Chair. They have not received a revised plan yet from the applicant's agent.

CASE: 16-07: Jennifer Gardner, dba Beautiful Reflections 1455 First New Hampshire Turnpike, Map 109/Lot 99.

Applicant seeks minor site plan approval to convert existing residential apartment to a hair salon. Mr. Sullivan states that he has made numerous efforts to contact her about small revisions to her plan, and she has been unresponsive. Mr. Bojko asks at what point the board takes a different course. Mr. Sullivan states that very soon they need to inform Ms. Gardner that if she doesn't produce a revised plan there may be some consequences. From what Mr. Sullivan understands, her business is operational at this time, which is problematic and we certainly will be forced to take action should we not receive a revised plan.

Ms. L. Smith welcomes Lee Baldwin back to the Planning Board.

Ms. B Smith makes a motion to adjourn at 6:52 PM. Ms. Baldwin seconds. Motion carries; 5/0.

Respectfully submitted,

**Susan Jastremski-Austin
Land Use Secretary**