

**Town of Northwood  
Planning Board Work Session  
July 27, 2017**

**MINUTES**

Vice-Chair Lee Baldwin called the meeting to order at 6:45 p.m.

**PRESENT:** Hal Kreider, Joe McCaffrey and Vice-Chair Lee Baldwin, Selectmen's Representative Rick Wolf, and Justin Mikolyski.

**TOWN STAFF PRESENT:** Board Administrator Linda Smith, Land Use Secretary Susan Austin, and Town Planner James Burdin

**VOTING DESIGNATION:** Hal Kreider, Justin Mikolyski, Joe McCaffrey Selectmen's Representative Rick Wolf, and Vice-Chair Lee Baldwin.

**Minutes**

**June 22, 2017 (tabled at the July 13<sup>th</sup> meeting) and July 13, 2017**

**Mr. Mikolyski made a motion to accept the minutes of June 22, 2017. Mr. McCaffrey seconded. Vote 4/0/1 Mr. Kreider abstained.**

*Note\* Comments made on the subdivision discussed on June 22 were based on information known at the time, not on information that has come forward since.*

**Mr. Mikolyski made a motion to accept the minutes of July 13, 2017. Mr. McCaffrey seconded. Vote 3/0/2 Mr. Wolf and Mr. Kreider abstained.**

**CASE: 17-07: Thomas and Cindy DeMerritt. 41 Upper Deerfield Road, Map 230/16 and Map 235/1. Applicant seeks a lot line adjustment where 4.37 acres is added to Map 230/16 from Map 235/1.**

Bill Wormell was present to speak for the applicant. He stated that this was a lot line adjustment that is located on Upper Deerfield Road. The DeMerritts own 23.08 acres shown as lot 235-1. Richard Emond, the abutter, who they are doing the line adjustment with is 6.55 acres currently. Lot 230-16. The lot that is going to be adjusted and added to Richard Emond's parcel is parcel "A" shown on the plan which is 4.73 acres. The DeMerritt's property after the adjustment will go from 23.08 acres to 18.35 acres. There will be no frontage change. Mr. Emond's will go from 6.55 to 11.28 acres with no frontage change. This is actually an undo of a line adjustment that was done in 2010.

Vice Chair Baldwin read the list of abutters:  
Thomas and Cindy DeMerritt -Northwood, NH  
Martson Family Trust-Northwood NH  
Town of Northwood, Northwood, NH  
Richard Emond -Northwood, NH  
Michael and Amanda Mayo- Northwood, NH  
Jean Tatem-Northwood, NH  
Robin and Scott Drouin – Northwood, NH  
The Marston Family Trust was present.

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Vice Chair Baldwin closed the public comment.

Mr. Kreider stated that he felt this was pretty straightforward, and didn't see the need for much discussion.

**Mr. Kreider made a motion to accept the application as complete. Mr. Mikolyski seconded. Motion carried 5/0.**

**Mr. Kreider made a motion to approve the application with the condition that the mylar be recorded within a year. Mr. Mikolyski seconded. Motion carried 5/0.**

**CASE 17-09: William Fahey. 11 Strafford Road, Map 231/43. Applicant seeks to restore a previously approved subdivision of 6.015 acres into three lots.**

Mr. Burdin stated that they had requested additional information to be noted on the plan or a response from the applicant as well as they recommended that the applicant request a waiver regarding the portion of Lot 43 that tapers to a point to cover the requirement that the lot be at least 100 feet in width at all parts. Earlier this week they received the waiver request and a response from Peter Landry who is the surveyor, in regards to the request for more information. Her also submitted two updated plan sets that incorporated the information that we requested. He submitted additional deed information related to the spring or well that's noted on the plan in reference to rights to draw water from that source.

Mr. Fahey was present to speak about his application. Mr. Fahey stated that this was a restoration of a 2006 subdivision that he merged when he bought the property under foreclosure from Fannie Mae in Texas. Nothing has changed as far as the subdivision on the property, everything meets all the requirements. The spring water well in the deed says that there is spring 75 feet from the building and the owner of the property has the right to repair the pipe. In fact, another deed that Mr. Landry found stated that it's not 75 feet, but 75 rods, which is 1,100 feet. So that spring is not on the property, it's on another lot. In addition to that, the house has its own well, so there has never been a need for a spring. The other issue was a piece of property on the subdivision. There were three lots, one with a house and a barn on it and one to the left with two acres, and one to the right with two acres. The one to the right, had a garden area that was put there by the previous owner. That has been taken out.

**Mr. Mikolyski made a motion to accept the application as complete. Selectman Wolf seconded. Motion carried 5/0.**

Mr. Burdin stated that in the letter from Mr. Landry he stated that they reviewed the location of the wetland prior to submitting the application, and he stated that they did not see a noticeable change from 2006. Mr. Fahey stated that there was a U-shaped driveway that goes around the house. One of those is supposed to be blocked, but it never was because the previous subdivision was never acted on. But that will be blocked. Mr. Kreider stated that there was an additional curb cut shown on the plans.

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He stated that he was concerned about the number of curb cuts because it is a pretty busy road and if they could minimize the number of places that people might pull in, it might be a good idea to remove that. Mr. Fahey stated that he wasn't sure what the purpose of that curb cut was, and it's all overgrown now. He is not planning on requesting a permit for that. Mr. McCaffrey stated that it's shown on the plans, so it's considered a potential driveway. Mr. Fahey stated that he hired the surveyor to restore the old subdivision, so he just left the curb cut there, but the driveway permits are all expired now. Mr. Kreider stated for clarification that technically it's only active if he reapplies for a driveway permit. Mr. Burdin stated that he was correct. Mr. Kreider stated that he'd like it removed from the current plan as a condition.

Vice Chair Baldwin read the abutters list:

William Fahey-Northwood, NH -Present  
Scoot and Jane Martin, Northwood, NH -Present  
Brenda Berry-Northwood, NH  
Holly Nash and Elmer Palmer-Northwood, NH  
Henderson Revocable Trust-Northwood, NH Judith Lounsbury, Present  
Paul Beluveau-Northwood NH

Bill Lounsbury, an abutter, stated that he lived on the opposite side of the road. He stated that their driveway and his driveway are almost together. Their greatest concern is the speed that people come past the properties in order to carry the hill, and from a safety standpoint, having a three-way access at the same place is an issue.

Scott Martin, an abutter, stated that he had issued a written statement and was also present to speak. He stated that he just wanted to see the new plans to make sure it was the same thing he had. He stated that he stopped by the office before and the plan he saw was different than what he had. He stated that he submitted a note expressing his concern about the traffic, and he hoped that they would push the driveway as far as possible, which he can see they are doing. He would also like to see the wetland protected.

**Vice Chair Baldwin closed public discussion.**

**Mr. McCaffrey made a motion to approve the application with the following conditions:**

- 1. That the following changes be made to the subdivision plat:**
  - a. Remove the "proposed new curb cut" identified on lot 43-2**
  - b. Update note #2 regarding the wetlands delineation to indicate that the delineation was confirmed in 2017**
  - c. Remove the note and hatching indicating the removal of a portion of the existing driveway on lot 43**
  - d. Add language to the final plan regarding an easement for a shared driveway to access lot 43 and 43-2, including assigning responsibility**

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**for driveway installation and maintenance to one or both property owners**

- 2. The applicant will acquire and provide copies of all necessary federal, state, and local permits to the town including, but not be limited to, updated driveway permits from DOT District 6 and an updated subdivision permit from NHDES or written confirmation that the existing permit is still active**
- 3. Record the plat with the Rockingham County Recorder of Deeds within 1 year of the date of approval**

**Mr. Mikolyski seconded. Motion carried 5/0.**

**CASE 17-10: J&M Plunkett Real Estate/Cooper Hill Property Rentals, LLC. 261 First NH Turnpike. Map 231/78 & 79 Applicant seeks re-configuration of parking, driveways and stormwater management for existing multi-family property and restaurant.**

Chris Berry and Daniel O'Lone, from Berry Engineers were present to discuss the application.

**Mr. McCaffrey made a motion to accept the application as complete. Mr. Mikolyski seconded. Motion carried 5/0.**

Mr. Burdin stated that he was still waiting for the traffic study that was prepared for this application. He stated that the application appears to require an additional waiver, related to required screening. They have received that waiver request.

Mr. Berry stated that the major change is access to Rt 4. He referenced the plan set that he provided to the board stating the page 2 of 31 and 3 of 31 show all of the existing features to the site. There are wetlands that transverse the apartment site. The project doesn't actually touch those areas. The only wetlands that are on site that are any consequence to the project are small fingers that come up into the DOT's drainage system that discharges onto the property. Topography slopes generally away from Route 4 to the rear of the site. What they are looking to do is rework the site to allow for additional parking, allow for better access management on to Route 4, and allow for better delivery vehicles and some land scaping and sewage disposal and storm water management system, which currently don't exist there now. Page 4 of the 31 pages show the overall plan in context with all of the land that is associated with the project. Mr. Kreider asked about a property line on Sheet 5 of 31. Mr. Berry stated that they have an easement over the existing driveway that's there now, so they are going to redevelop their portion of that driveway. Mr. Berry stated that they can't block that easement in anyway, so they designed it to be open all the way through. The actual line of the easement is the edge of the gravel way that exists now. Selectman Wolf asked if it's been determined what the right of way was. Mr. Berry stated that it was a driveway that access the property in the back. Mr. Kreider stated he was trying to determine the traffic pattern. Mr. Berry referenced the plans to explain the access issues and traffic flow. Mr. Berry then referenced page 6 of 31 in order to discuss the drainage plan. Mr. Berry stated that right now the site grades down and sheets off on

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to Mr. Plunkett's property and Mr. Marston's property. In the existing conditions, all this water on the existing paved area comes down and enters the wetland and at the rear of the site it comes down and enters Mr. Marston's property. There is an existing culvert that drains on to Mr. Marston's property also. What they are proposing to do is to improve on the DOT's storm water system and realign it and discharge it to the same functional area that it was before, the rest of the impervious surface is captured through curbing and through the use of a diversion and pretreatment swale, and the all of the site's storm water ends up in a raingarden. That is a system that treats rain water pollutants at the source and filters it through a bio media, there is a lot of plant uptake that happens in those systems and then transmitted to an under-drain system to the discharge point and through a culvert towards the rear of the site. They have included a comprehensive storm water analysis with the application.

Public hearing:

Abutter list:

Elliot Revocable Living Trust-Northwood, NH  
Ryan Chadbourn-Northwood, NH  
Marston Family Revocable Trust-Northwood NH-Present  
Bank Of New Hampshire-Ontario, Canada  
Robert and Donna Paquette- Northwood, NH  
Piper Cove Properties, Northwood-NH

Abutters present:

Arthur and Pauline Marston. Mr. Marston stated that his only question was where does the water being collected ultimately ends up? Mr. Berry stated that currently there is a drainage problem, in that there is a catch basin that has been buried for a number of years so it obviously isn't working. There was another culvert installed, and water that was to go to the catch basin might get to the culvert, but what likely happens is that it goes further down to the shared access point. They plan to clean and reconstruct the catch basin. By having the basin there, it will capture a lot of the flow and alleviate some of the drainage problems. Mr. Berry also stated that he was willing to walk the project site with Mr. Marston. Mr. Marston explained his issues with flooding due to the drainage using the plans. Mr. Berry used the plan set to explain the drainage plans to Mr. Marston.

Vice Chair Baldwin tabled the public comment portion.

Mr. Burdin asked what the estimate was for the traffic study to be completed was. Mr. Berry stated it should be the middle of the following week. Mr. Burdin stated that the board might want a site walk. He stated that they could arrange so the abutter could walk at the same time. He also stated that he would ask the board if they would like to send the storm water analysis out for a peer review. Ms. L. Smith stated that once the board receives the traffic study, they can review it and decide if they want a peer review on that study. Mr. McCaffrey stated that he felt a state review of the traffic would be sufficient for him. Mr. Kreider concurred.

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**Mr. McCaffrey made a motion to send the storm water analysis out for a peer review from CMA. Mr. Kreider seconded. Motion carried 5/0.**

The board agreed to conduct a site walk on August 10 at 5:00 PM, before the next meeting.

Mr. Burdin read Chair Strobel's comments sent via email are as follows:

*Very nice set of plans. Good concept, shows the benefits of design review beforehand.*

*Sheet 2:*

*Verify Route 4 is Class 5 road. I thought 3/4 but I can't look up definitions. Also 4 rods wide? Could be historical definition.*

*Missing CWS stamp.*

*Below apartment building footprint, "existing well radius easement". Which well is referenced? Seems misplaced or historic. Clarify this is proper placement. Is on sheet 5 also. Guessing is correct and historical.*

*Sheet 4. Misspells in legend, utility utilities*

*-Notes numbers are not consistent with sheet 2/3. Look at note 1 n 2 on each page.*

*-Perhaps include parking requirement section reference, or at least the proposed use.*

*Sheet 5: does apartment parking shown meet requirements?*

*-Signs are shown on back wall of addition, unlabeled or part of tip down.... unclear.*

*-Suggest that the no parking signs include a "turn around" if available in MUTCD standards. Took me a bit to figure out that layout (used to turn around if no spaces are open). I Also think they might be ignored on a busy night but we can't cover all possibilities.*

*Sheet 6: inset should have match line*

*-Notes don't match other sheets; check for consistency on all for notes that exist on all sheets. Looks like owner 1 and 2 are mismatched. Also, consistency in owner first or purpose first.*

*-Add detail match line or box for inset.*

*Sheet 8: loam n seed symbol (diagonal paired lines) for the back berm is used elsewhere. If proper add it to legend or perhaps type D1 in perennials and ground over, or label consistently. Might be addressed by note 14. Maybe this could be clarified?*

*Sheet 9: inset match line*

*Sheet 10: what is expected height of shrubs? Dogwoods by entrance might impact sight distance when exiting. Consider lower height options. Or overlay landscaping plan with sight distance for coordination.*

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*Sheet 11: no lighting for spaces along Brady lane aside from by entrances? Could be a security risk for exiting employees. Spillover light from TD bank might mitigate.*

*Sheet 12: notes 10-13, perhaps include "or designee" in case other utility is available and selected.*

*Sheet 13 septic design. Difficult to coordinate details on sheet 14 with locations on overview.*

*-No sheet purpose in notes (other sheets as well)*

*Sheet 16: construction note 5: any impacts on approved site plan? How to resolve with town?*

*-Consistent spelling of pizzeria or pizzeria. Both are used in plans n both are common.*

*-Legend misspell*

*Sheet 17: I'd like to see location of TD Bank exit indicated on sight distance profiles 101, 103, 105. Although this is offsite, it will be a big hazard in this area.*

*Sheet 30: assuming truck deliveries during off hours. Add to a note if so. If during open hours, it blocks exit.*

*-Left turns out of Brady lane?*

*Sheet 31: left westbound turns out of Brady lane? That is back toward station. Or indicate where turnaround is expected? Hannaford?*

Mr. Burdin stated that the board could address the waivers now, or waivers continue them until August. The board decided to continue the waivers until after the site walk and discuss them at the work session.

**Vice Chair Baldwin made a motion to continue the waivers until the August 10 work session. Mr. Kreider seconded. Motion carried 5/0.**

**Master Plan/CIP Update**

Mr. Kreider stated that they made progress at the last meeting, they have something of a framework to work off of for the Vision and the Northwood today. He encourages everyone who is a part of the committee to show up next Tuesday. As far as the CIP, he saw James Valliencourt there, so he feels they are making progress there too.

**Mr. Mikolyski made a motion to adjourn at 9:55 PM. Mr. Kreider seconded. Motion carried 5/0.**

***Respectfully Submitted,***

***Susan Austin, Land Use Secretary.***