

Planning Board Minutes 08/11/11

Contributed by Lisa Fellows-Weaver
Wednesday, 21 September 2011

Planning Board

Minutes

August 11, 2011

official as of August 25, 2011

Chairman Robert Strobel calls the meeting to order at 7:04 p.m.

PRESENT: Chairman Robert Strobel, Vice Chairman Tim Jandebour, Selectmen's Representative Scott Bryer, Joe McCaffrey, Herb Johnson, Babette Morrill, Alternates Victoria Parmele and Adam Sprague, and Town Planner Elaine Planchet.

ABSENT: Rick Wolf and Alternate Pat Bell.

VOTING DESIGNATION: Chairman Robert Strobel, Vice Chairman Tim Jandebour, Selectmen's Representative Scott Bryer, Joe McCaffrey, Herb Johnson, Babette Morrill, and Alternate Victoria Parmele.

MINUTES

Mr. Jandebour makes a motion, second by Mr. Strobel, to approve the July 28, 2011 minutes, as amended.

Page 1: Delete: Members did not reply.

Page 2: Delete: …that…;

Page 3: Change: …cannot…; to …should not…;; Add: …also that…;

Page 6: Delete: …it...; Change: …it…; to …were…;

Page 7: Add: …the board…;

Motion passes; 4/0/3. Mr. Bryer, Mr. Johnson, and Ms. Morrill abstain.

CASE 11-07: Stephen Rowland Revocable Trust, 783 First NH Tpke. Map 222; Lot 47. Applicant seeks to subdivide 2.381 acres from existing 10.671 acre lot. Approved with conditions on 7/14/11.

Jason Hill of Holden Engineering is present representing the applicant.

Mr. Strobel reads the public notice for the rehearing.

Mr. Strobel reads the abutters list. None are present.

Mr. Hill states that he is present to request the board remove two of the conditions. Ms. Planchet explains that a new hearing is required to remove two (open space) conditions of the 7/14/11 conditional approval because of information that had not been available when the decision was made.

Mr. McCaffrey makes a motion to remove conditions #2 & #3 from the conditional approval. Mr. Jandebour seconds the motion. Mr. Strobel opens the public portion. With no comments, he closes the public comment.

VOTING DESIGNATION: Chairman Robert Strobel, Vice Chairman Tim Jandebour, Selectmen's Representative Scott Bryer, Joe McCaffrey, Herb Johnson, Babette Morrill, and Alternate Adam Sprague.

Motion passes; 6/0/1. Mr. Bryer states that he abstains as he was not at this meeting and does not feel up to date on the case.

NEW CASE:

CASE 11-10: Paula Labelle and Sharon Barrett, 504 First NH Tpke. Map 221; Lot 35. Applicants seek minimal impact site plan approval for studio/retail/gallery. (Property currently owned by Paula Labelle and Sharon Barrett and Michelle and Andrew Carter).

Mr. Strobel states that this is not a public hearing; it is a work session, so all members may provide comments relative to this case, but public comment is not accepted.

Ms. Planchet reads the process for a work session and explains that this meeting is for information purposes. She states that the applicants are present, and the procedures state that only questions of clarification may be asked.

The board reviews materials provided in the packets relative to this case. Mr. Jandebeur notes that there are different plans provided with the application and asks the applicants which plan they intend the board to use. Ms. Labelle states that the preferred plan would be the plan with the scale and parking in the front of the property.

Ms. Morrill asks if there is any street lighting close to this house. Ms. Labelle replies that there is lighting across the street, between the elementary school and fire station.

Mr. Jandebeur asks what exactly wood turning is. Ms. Barrett explains that they are high end artists; wood turners. She states that they are both juried with the League of New Hampshire Craftsmen.

Mr. McCaffrey asks the applicants if there are any requirements that they think would be difficult to meet. Ms. Labelle mentions that she is not sure about whether or not there is a need for an additional door for egress. Mr. Strobel states that this issue would be an item for the fire department.

Mr. Jandebeur asks the applicants to comment on the process as they had met with the economic development committee. Ms. Barrett states that the process has been tedious and challenging. Mr. Jandebeur states that the board will discuss how to make the process easier and smoother. Ms. Labelle states that she wants to find out about the difference in taxes for residential and business uses. She states that she is not able to judge what the increase will be in her taxes and if they will be able to make enough product to offset the cost of doing business. Ms. Labelle states that they had questions about the grandfathering of the property and the requirements for code such as a handicapped bathroom. Mr. McCaffrey asks if there is any discretion in the RSA for this requirement. Ms. Planchet states that this is in the International Building Code and there used to be discretion granted by the legislature but the leniency has been eliminated. Mr. Strobel states that he believes a handicapped accessible portable unit may be acceptable.

Ms. Planchet states that she has provided the applicants with a copy of her review notes and requests that any new information be provided to town hall by Monday prior to the meeting for review.

Proposed Amendment to Rules of Procedure

Mr. Strobel reads the proposed amendment to the Rules of Procedure relative to the designation of alternate members. He states that this is the first of two readings of the proposed amendment.

A discussion is held about whether an alternate who is not designated as a voting member is to be able to participate in discussions within the motions. Mr. Strobel stated that he has researched this item and found that generally motions are made after deliberations.

Further discussion ensues relative to the process of making motions and the deliberations. Ms. Planchet explains that deliberations are typically referred to when the chair closes the public portion and the board discusses how to proceed and process the case information. Mr. Strobel states that the deliberations are held after the public hearing is closed and this is when the alternate member is not able to participate in the discussion.

Signing Plans

Case 11-08: Gary and Sandra Barnes, 398 Jenness Pond Road. Map 102; Lot 29. Applicants seek to subdivide 36.79 acres into three lots; 2.05 acs.; 12.01 acs.; 22.72 acs. Approved with conditions on 6/23/11.

Ms. Planchet states that all conditions have been met. She adds that at the last meeting a member mentioned that work had begun two days after the conditional approval was received. She states that code enforcement has viewed the area and found that no work was done as had been stated and the applicant is following the process appropriately. Mr. Strobel signs the plans.

Case 11-01: Michele Young, 221 Rochester Rd, Map 232/Lot 17. Applicant seeks site plan review for change of use to add seating for a grill and pub restaurant and to remove the store and gasoline pumps. (Property currently owned by Robert Garland.) Approved with conditions on 3/24/11.

Ms. Planchet states that all conditions have been met. Mr. Strobel signs the plans.

OTHER:

15 Day Requirement

Mr. Jandebeur leads discussion on this matter and provides a synopsis of the topic and reviews the RSA which provides for a 15 day requirement for new information for new applications. Mr. Jandebeur asks members if this 15 day time element should be included in the board's regulations for new information once an application has been accepted.

A discussion is held regarding if this should be a procedure and the option to waive, if necessary. Ms. Planchet explains

that it has been practice for the board, for successive requests for new information, to require the information be provided within the office within 15 days prior to the next meeting to allow abutters, staff, board members, etc. to review the information. She notes that there is a requirement already adopted in the board's subdivision regulations for time for new information. Discussion ensues. Mr. McCaffrey and Mr. Johnson state they prefer to retain the ability to waive the 15 day requirement. Mr. Strobel states that the planning board or chair has the ability to set the time limit on when new information for an application can be provided if a case is continued. He states that he will begin to clarify when information is due at the meeting.

Ms. Morrill asks whether there is an issue of concern with pressure to vote at a certain time. Mr. Jandebour states that he relies on staff to review the information and he feels that the staff should have ample time to review the material and to provide him with the best information possible. Ms. Planchet states that the information is being requested from the applicant and there are lengthy requirements and it is up to the board to follow through and make sure that the application meets the regulations. She adds that if the board asks for additional information and continues the public hearing, in part because there is a need for additional information, then it appears that the more information is required for the board to determine if the application meets the regulations. Ms. Planchet states that the board should determine a timeframe when the information is necessary and the chair should be consistent with the 15 day requirement. She asks for the consensus of the board. Mr. Strobel states that it is his intention that the board will stick to the 15 day requirement, subject to the board over-ride. The board agrees.

Strafford Regional Planning Commission (SRPC)

A discussion is held regarding the dues for SRPC and the services received. Mr. Strobel refers to a letter received from Cynthia Copland, Director of SRPC explaining the services. He adds that according to the letter there are many services that SRPC offers that the planning board does not utilize.

Ms. Parmele notes that the Capital Improvement services are a separate contract item. She adds that she would be interested as being a commissioner to SRPC. Mr. Johnson makes a motion to recommend that the selectmen appoint Ms. Parmele to the SRPC. Mr. Jandebour seconds the motion. Motion passes unanimously; 7/0.

Capital Improvements Program Subcommittee

Mr. Jandebour states that a CIP meeting has been scheduled for August 30, 2011, at the Northwood Town Hall at 7:00 p.m. He states that he will contact the CIP members. Ms. Planchet states that Mr. Boucher needs to be sworn in by the town clerk. She suggests that the CIP Sub-committee contact the facilities committee.

Master Plan Update

A discussion is held regarding the best approach to updating the Master Plan. Mr. Strobel states that updating the demographics should be the first item addressed. Ms. Planchet states that she will update the demographic data to with recent US Census data for the September work session.

FYI

Ms. Planchet states that the town has received the Energy Audit Report from the SRPC which is available for review. She states that the report noted that Northwood is below average in energy costs.

Correspondence

The board reviews all correspondence.

Adjournment

Motion to adjourn is made by Mr. Johnson Mr. Bryer seconds and the motion passes unanimously at 9:11 p.m.

Respectfully submitted,
Lisa Fellows-Weaver
Board Secretary