

# Planning Board Minutes 11/14/05

Contributed by Lisa Fellows-Weaver  
Thursday, 09 February 2006

## Planning Board

### Minutes

November 14, 2005

Eric Reitter calls the work session to order at 7:05 p.m.

PRESENT: Chairman Eric Reitter, Selectmen's Representative Lucy Edwards, Joann Bailey, Alternate Nikki Roy, Board Administrator Linda Smith, and Board Secretary Lisa Fellows-Weaver. Vice Chairman Robert Jozokos arrives at 8:20 p.m.

VOTING DESIGNATION: Eric Reitter, Lucy Edwards, Joann Bailey, and Nikki Roy.

ABSENT: Russell Eldridge, Ken Rick, Alden Dill, Alternates Scott Martin, and Gretchen Colpritt.

### Heritage Committee:

Mary Tebo is present along with other members of the Master Plan Committee. Ms. Tebo explains that they have been working on historic resources in Northwood and establishing a heritage commission. She explains that there are some big issues to address in Northwood, which are to maintain the rural character of the town and to manage growth. She states that the town currently has a historical society, which is a private organization partially supported by the town, in which they protect resources and buildings in town. She further explains that in 1995 the State of NH established heritage commissions per RSA: 673. Recommendations from the committee are provided and reviewed and discussions are held. Colleen Pingree states that the state researched houses, business, and all other buildings along Rte. 4 for their expansion. She states that this is all documented with the history and pictures.

Mr. Reitter asks if there is any intention to have the Master Plan Committee update the Master Plan with the recommendations. Mary Tebo replies yes and further discussion continues regarding funding. She states that this could be a goal for the heritage commission but it is not a top priority, where the strengthening of the ordinance is. Mr. Reitter comments that the planning board is currently updating the ordinances and is planning to be finished within the next 2 weeks. Public hearings will be scheduled by the end of December for January. Ms. Robbins-Monteith states that an ordinance can be created now and then put on the ballot. The committee could then be organized, set up, goals set, and get established. Discussion ensues regarding whose responsibility it is for putting the warrant on the ballot; planning board or selectmen. Additional discussion is held regarding who appoints and who funds the committee. Ms. Edwards states that she thinks it is very important for the town to preserve what the town has or things will disappear. She would like to see the commission established and go forward. The board will further discuss this at the next work session, November 21, 2005.

### Capital Improvements Plan (CIP):

Town Administrator Tammie Beaulieu is present to discuss the progress of the CIP. A discussion is held regarding what a CIP is and how it gets put in place. Ms. Beaulieu provides an Excel sheet listing suggestions of what each department has requested for over the next 7 years. Departments that provided information are as follows: town hall departments, police department, fire department, facilities committee, library, and parks and recreation. After review and explanations, the planning board feels that additional information is needed from the parks and recreation department, the police department, and the fire department. The highway department and the transfer station have not submitted any information.

Discussion is held regarding impact fees being set. Mr. Reitter states that impact fees are not applicable to be assessed per building permits; they are assessed by lot development and placed onto the developer. Mr. Reitter states that he is looking into the conversion process and impact fees that can be assessed for a three season cottage renovated into a full time residence.

Technical Review Committee (TRC):

General review is held of the status of the Newbury North Development subdivision. Ms. Roy suggests that a three-way stop sign be placed at the intersection of Sherburne Hill Road and Bow Lake Road. This matter will be discussed at the regular meeting, November 17, 2005.

CASE: 05-25: David Pettigrew, 1557 First NH Tpke. Map 108; Lot 93. Applicant is seeking site plan to expand existing retail business with a 12 x 60 retail or office space.

The TRC comments are reviewed as follows:

- \* parking flow needs to be clarified,
- \* scale of drawing needs improvement,
- \* relationship and distances to Route 4 need to be specified,
- \* setbacks need to be shown,
- \* impact statement for new business needs to be provided
- \* Since a new business is being added to the site, a complete site plan review (and accompanying application) is in order.

Motion to adjourn is made by Eric Reitter, second by Bob Jozokos. Motion passes unanimously.

Respectfully submitted,

Lisa Fellows-Weaver  
Board Secretary

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Planning Board  
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