

**The Northwood Planning Board will hold a public hearing on changes to subdivision and site plan regulations on Thursday, June 23 at 6:30 pm at the town hall as follows:**

Proposed Amendments to the Northwood Subdivision Regulations and  
Northwood Site Plan Regulations

The Board's discussion focused on the fact that, since the closure of the Suncook Valley Sun in 2019, the benefits to the public in terms of added notice have not outweighed the cost to applicants for posting the newspaper notice. Whereas the Sun circulated for free to Northwood residents and provided news coverage specific to Northwood and the surrounding communities, available newspapers in Concord and the Seacoast require paid subscriptions. Northwood's location halfway between Concord and the Seacoast has made it difficult to determine which region's papers are more appropriate for Northwood notices, and placing notice in both papers would be cost-prohibitive for applicants. Elimination of notice in a newspaper would significantly decrease the cost of filing planning board applications, reduce the amount of work required for staff to process applications, and would eliminate the additional lead time necessary for the newspaper to process the notice to run on time.

This change is permitted by state statute, which stipulates posting of the agenda in public places and mailed notice to abutters but does not stipulate notice in a newspaper for site plan or subdivision applications. Staff has already proposed amendments to the Planning Board's Rules of Procedure that would accommodate this change.

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Proposed Amendments to the Northwood Subdivision Regulations:

Make additions as underlined in blue and ~~deletions as stricken through in red~~ to Section 2.10 Public Notice as follows:

**2.10 Public Notice.** Pursuant to RSA 676:4,(d), public notice shall be required for all applications. The public notice shall identify the property owner, the location, and a general description of the proposal.

- (A) Public notice shall be required for the following:
  - (1) Design review meetings;
  - (2) Meetings at which an application is considered for acceptance; and
  - (3) Meetings at which a public hearing is conducted.
- (B) Public notice shall be mailed to the applicant, the applicant's authorized representative, and each abutter at least 10 days prior to the meeting for which the notice is required. Such notification shall be mailed by certified mail.
  - (1) Using the Abutters List form provided in §6.00 of this regulation, the applicant shall prepare a list of abutters using town records no sooner than 5 days prior to the submittal of the application; and
  - (2) The applicant shall provide an adhesive mailing label for each party on the abutters list, including the applicant and authorized representative.
- (C) Public notice shall be posted ~~at the Town Offices~~ in at least two public places, one of which may be the official Town website, at least 10 days prior to the meeting.

~~(D) — Public notice for Minor Subdivision and Major Subdivision applications, but not for Boundary Line Adjustment applications, shall be published in a newspaper of general circulation. This notice shall be sent to the newspaper at least 10 days prior to the meeting.~~

(E) Continuation of a meeting or public hearing shall not require new public notice provided that, at the prior meeting or hearing, the board shall state the location, date, and time at which the continued session shall resume per RSA 676:4, I(d). Deadlines should be set for the applicant's submittal of new or updated materials.

## Proposed Amendments to the Northwood Site Plan Regulations:

### Section VI – Public Notice Requirements

No Site Plan Review, Minimal Impact, or Home Business application shall be accepted or acted on by the planning board without giving due notice to the public. Such notice will be given in the following manner:

- A. The applicant and all abutters shall be notified by certified mail of the date upon which the application will be formally submitted to the planning board. The applicant and all abutters shall also be notified in the same manner concerning the date of the public hearing. If notice of the public hearing has been included in the notice of submission or any prior notice, additional public notice of the public hearing is not required. Nor shall additional notice be required of a recessed public hearing if notice is provided at the public hearing (including date, time, and place) when the hearing is resumed.
- B. Notice shall be mailed at least then (10) days prior to the date of submission.
- C. Notice to the general public shall be given at the same time by ~~advertising in a newspaper of general circulation or~~ posting in two public places, one of which may be the official Town website.
- D. The notice shall include a general description of the proposal, which is the subject of the application and shall identify the applicant and the location of the proposal.
- E. All costs of notice, including but not limited to costs of mailing, ~~or~~ posting, ~~or publishing~~, shall be paid by the applicant. Failure to pay such costs shall constitute valid grounds for the planning board to terminate further consideration and to disapprove the application without a public hearing.