

**Town of Northwood  
Planning Board Meeting  
June 23, 2022**

OTopics covered

Case 22-5 Mooso

Case 22-6 Millstone/Docko

Case 22-7 Millstone/Docko

Case 22-8 Burgess

CIP Subcommittee

Chair Jandebaur called the meeting to order at 6:30 PM

**Present:** Chair Tim Jandebaur, Selectmen's Rep Hal Kreider, Betty Smith, Judi Anthony and Dave Copeland

**Voting Designation:** Chair Tim Jandebaur, Selectmen's Rep Hal Kreider, Betty Smith, Judi Anthony, and Dave Copeland

**Town Staff Present:**

**Susan Austin, Land Use Assistant, and James Burdin, Town Planner**

**Minutes**

**June 6, 2022**

**Motion is made by Ms. B. Smith, seconded by Selectman Kreider, to approve the minutes of June 6, 2022. Motion carried 5/0.**

**Public Hearing: Subdivision Regulations/Site Plan Regulations**

Chair Jandebaur opened the public hearing. There were no public comments. Chair Jandebaur closed the public hearing.

**Ms. B. Smith made a motion, seconded by Selectman Kreider, to adopt the amendments to the Subdivision Regulations. Motion carried 5/0.**

**Ms. B. Smith made a motion, seconded by Selectman Kreider, to adopt the amendments to the Site Plan Regulations. Motion carried 5/0.**

**NEW CASES:**

**Case 22-5:** Robb and Kristine Mooso (applicants) Cheryl Barnes (Owner), 172 Lynn Grove Road, Map 115/8. 109 Oakwood Drive. A minor subdivision to divide this property into two parcels. One parcel will have the existing house with frontage on Oakwood Drive with 6.12 acres. The second parcel will have 2.0 acres and frontage on Lynn Grove Road.

Mr. Burdin stated that he would recommend against finding this application complete. The Town of Deerfield is entitled to notice as an abutter per RSA 674:53 but does not appear to have been notified. Acting on this application when proper notice had

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not been given would violate the Board's Rules of Procedure and state law. Instead, he would recommend the Board pursue one of the following options to correct this notice deficiency. The board may approve a motion to continue the issue of completeness and opening of the public hearing to a date and time certain to allow time for an official notice to be sent to Deerfield. Or the board may approve a motion to find the application incomplete, citing the lack of notice to Deerfield. This would require the applicant to notify all abutters again instead of only those that did not receive a notice.

**Ms. B. Smith made a motion, seconded by Selectman Kreider, to continue Case 22-5 until July 14, 2022. Motion carried 5/0.**

**Case 22-6** Millstone Realty Trust, 1090 First NH Turnpike, Map 217/35. Applicant is requesting an extension of approval date for operation of a minor site plan for an existing gravel pit/quarry operation; original approval was granted on April 8, 2021.

**Case 22-7** Millstone Realty Trust, 1090 First NH Turnpike Map 217/35. Applicant is requesting an extension of approval date for an excavation permit for a gravel pit/quarry operation; original approval was granted on April 8, 2021.

*Dave Copeland recused himself.*

**Voting Designation:** Chair Tim Jandebour, Selectmen's Rep Hal Kreider, Betty Smith, and Judi Anthony.

Mr. Burdin stated that the Board should consider the materials that have been submitted and the amount of time for their review when determining whether both applications are complete. When these applications were originally filed, the only materials that had been provided were an excavation permit application form, abutter's list and one letter each requesting extensions of the prior approvals. reviewed the initial submittals and requested materials more in line with a new application by June 13 per the Board's 10-day policy on resubmissions. Her stated that he and Ms. L. Smith discussed these applications on June 14, 2022, before each of them planned to be out of the office. The requested materials had not been received and they planned to recommend that the Board find the application incomplete, or at most grant a 1-month continuance of completeness review for materials to be submitted.

He stated that his recommendation was that the materials provided are clearly inadequate for a brand-new application; some leeway is fair in this case due to the prior approvals, but his expectation is that the Board would need detailed enough plans to demonstrate the following:

Continued compliance with the Town of Northwood Site Plan Regulations and RSA 155-E, including but not limited to requirements for site operation, excavations, erosion control, and reclamation; and continued compliance with the previously approved site plans and excavation permits such that the applicant can resubmit the previously approved plan to be reaffirmed as the "proposed" conditions.

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Or if any changes are proposed to those previously approved plans, a new “proposed” site plan, excavation plan, and/or reclamation plan indicating proposed site conditions.

Procedurally the Board’s options are as follows: They can find the application complete to begin discussion – in the past this has led to prolonged review timelines when the Board has had to request additional information or revisions. The board can only discuss the merits of the application if it has found the application complete.

Continue the issue of completeness before opening the hearing. This requires the applicant’s written consent, but no new notice is required. The July work session would give Mr. Burdin enough time to review and prepare an updated staff report.

Find the application incomplete. The board would be required to identify the deficiencies that need to be corrected, and new notice would be required.

**Ms. B. Smith made a motion, seconded by Selectman Kreider to continue Case 22-6 and Case 22-7 for completeness until July 28, 2022. Motion carried 4/0.**

*Dave Copeland returned to the table.*

**Voting Designation:** Chair Tim Jandebour, Selectmen’s Rep Hal Kreider, Betty Smith, Judi Anthony, and Dave Copeland

**Case 22-8** Paul and Stacy Burgess, 363 Bow Lake Road Map 106/4. A minor subdivision to divide this property into two parcels, one will be 2.15 acres, the other will be 4.06 acres.

The applicant has provided a subdivision plan and completed application along with several waiver requests. Mr. Burdin stated that he feels that the application will require additional waiver requests and/or plan revisions, most notably submission of an existing conditions plan, but he is not opposed to finding the application substantially complete for the purpose of the board beginning its review. At a minimum, he recommends that the Board ask the applicant to clarify the items noted as “pending state subdivision” to determine whether the applicant is seeking waivers or merely intends to provide these at a later stage.

**Ms. B. Smith made a motion, seconded by Selectman Kreider, to find the application complete. Motion carried 5/0.**

**Ms. B. Smith made a motion, seconded by Selectman Kreider, to find that the application has no regional impact.**

**Ms. Anthony made a motion, seconded by Selectman Kreider, to continue Case 22-8 until July 14, 2022. Motion carried 5/0.**

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**Internal Business**

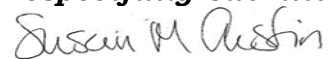
CIP Subcommittee

**Selectman Kreider made a motion, seconded by Ms. Anthony, to appoint Robin Guzofski to the CIP subcommittee. Motion carried 5/0.**

**Selectman Kreider made a motion, seconded by Ms. Anthony, to appoint Dave Copeland to the CIP subcommittee. Motion carried 5/0.**

*Motion to adjourn is accepted at 8:02 PM*

***Respectfully Submitted,***



***Susan Austin, Land Use Assistant***

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