

**Town of Northwood  
Planning Board Meeting  
January 7, 2021**

**DRAFT MINUTES**

1 Chair Strobel called the meeting to order at 7:00 PM.

2  
3 Chair Strobel stated: As Chair of the Northwood Planning Board, I find that due to the State of  
4 Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance  
5 with the Governor’s Emergency Order #12 pursuant to Executive Order 2020-04, this public  
6 body is authorized to meet electronically.

7  
8 **PRESENT:** Chair Bob Strobel, Duane Curry, Selectmen’s Representative Hal Krieder and Lee  
9 Baldwin, Betty Smith Victoria Parmele, Tim Jandebuer, and Joe McCaffrey (all members listed  
10 participated electronically)

11  
12 **TOWN STAFF PRESENT:** Linda Smith and Susan Austin, Land Use Department. James  
13 Burdin, Town Planner.

14  
15 **VOTING DESIGNATION:** Chair Bob Strobel, Selectmen’s Representative Hal Krieder and Lee  
16 Baldwin, Betty Smith Victoria Parmele, Tim Jandebuer, and Joe McCaffrey

17  
18 **PUBLIC HEARING: 2021 ZONING AMENDMENTS**

19  
20 Mr. Burdin presented the draft 2021 zoning amendment by sharing his screen with the board  
21 (see below) He stated that his comments at the end of the document summarize, primarily for  
22 the benefit of the public, why they are making these changes. Everything in this document has  
23 been reviewed by town legal, and the only request was a minor change to the ballot that has  
24 already been made. If the board is agreeable to the document as it stands now, they can vote to  
25 send it to the ballot, or have if they prefer to have a second public hearing, they can choose to  
26 do that. To reiterate why they are making the change to the wetland overlay district, it’s a bit  
27 confusing and conflicting, and they have had a couple of cases in recent years where they have  
28 had to tease out some of the language and the board had to make some decision about how to  
29 resolve some things that were confusing. They are trying to make this more user friendly, while  
30 keeping the same level of regulations. Mr. Burdin went through the changes in the document.

31  
32 Amend Section VI.A Wetlands Conservation Overlay District to update those uses permitted by  
33 right and by Special Exception within the Wetlands Conservation Overlay and its required  
34 setback areas; to clarify the process and required application materials for granting a special  
35 exception; and to clarify the standards regulating Prime Wetlands and wetlands within the  
36 Conservation Area Overlay District by introducing a new term, “High-Priority Wetlands”, and  
37 creating a new Section VI.A(6) regarding their regulation.

38 **Full Amendment**

39 For the purposes of this document, items that are proposed to be deleted are depicted in ~~red~~  
40 ~~strikethrough~~. Items that are proposed to be added are depicted in blue underline. Items that  
41 are being relocated are shown as ~~deleted~~ from their current location and added in their new  
42 location

43  
44 Mr. Burdin stated that the purpose statement of this section hasn’t changed.

45  
46 **VI. OVERLAY DISTRICTS.**

47  
48 **VI.A.Wetlands Conservation Overlay District**

49

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1        VI.A.(1)PURPOSE In the interest of public health, convenience, safety and general  
2        welfare, the regulations of this District are intended to guide the use of areas of  
3        land that have soils that are saturated or inundated for extended periods of time  
4        during the growing season, and:

- 5
- 6        (a)     To allow those uses that can be located appropriately and safely in  
7        wetland areas and ensure their proper design.
- 8
- 9        (b)     To protect naturally-occurring wetlands from pollution of surface and  
10       ground water by sewage or other contaminants.
- 11
- 12       (c)     To protect potential water supplies, existing aquifers, and aquifer  
13       recharge areas.(Rev. 3/03)
- 14
- 15       (d)     To prevent the destruction of wetlands which provide flood protection,  
16       recharge of ground water supply, retention of sediments, attenuation of  
17       nutrients, augmentation of stream flow during dry periods and  
18       continuing existence of important wildlife areas.
- 19
- 20       (e)     To protect the Town from unnecessary or excessive expenses in providing  
21       or maintaining essential services and/or utilities which might be  
22       required as a result of misuse or abuse of wetlands.
- 23

24     Mr. Burdin stated they restructured this section a bit. They have not changed anything about  
25     what goes into the overlay, but the existing overlay has two different subsets of wetlands that  
26     are regulated more strictly. Those are 1.) wetlands that have been designated as prime  
27     wetlands, and 2.) wetlands that overlap with the conservation overlay district. Both of those  
28     higher priority wetlands are regulated the same way. What they have done in this description of  
29     the boundary areas is they have pulled the descriptors, the maps and the mention of the  
30     overlap area and given it its own section with it's own name. It's easier to refer to those two  
31     categories of wetlands by one name. They have the entire descriptor of where to find them in  
32     one place.

33

34       VI.A.(2) OVERLAY DISTRICT BOUNDARIES the Wetlands Conservation Overlay District  
35       shall include all areas that meet the criteria, as outlined in Section 1 below, and  
36       may be defined by the National Cooperative Soil Survey conducted by the US  
37       Department of Agriculture in their Soil Survey of Rockingham County, New  
38       Hampshire, dated October 1994. ~~Nineteen wetland areas, as listed on page 9 of~~  
39       ~~the "Northwood Wetlands Inventory and Prime Wetland Designation Project~~  
40       ~~Final Report, April 1999" and as identified on the map titled "Prime Wetlands of~~  
41       ~~Northwood, December 1999" are designated prime wetlands within the scope of~~  
42       ~~RSA 482 A:15 and the NH Code of Administrative Rules WT700 and are~~  
43       ~~included in the district. (Rev. 3/00 & 3/02))~~

44

- 45       (a)     The location of a wetland boundary in any particular case must be  
46       determined by on-site inspection of all three characteristics of wetlands,  
47       namely, hydrology, hydric soils, and hydrophytic plants, as recognized by  
48       the Army Corps of Engineers in Technical Report Y-87-1, The Corps of  
49       Engineers Wetland Delineation Manual, and as cited in the New  
50       Hampshire Wetland Rules WT 101.82. This boundary shall be delineated  
51       and identified as a jurisdictional boundary by a licensed wetland  
52       scientist using the above Army Corps delineation method, the Site-

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1 Specific Soil Mapping Standards for New Hampshire or other appropriate  
2 standards as listed in the New Hampshire Wetland Rules Env-Wt 100  
3 through 800 or its successor rules. When such information is submitted,  
4 it shall supersede more generalized information, such as that obtained  
5 from the county soil survey. *(Rev. 3/09)*  
6

7 (b) If there is question or dispute as to the boundary of this overlay district,  
8 the owner of the property or any abutter may petition the town to hire a  
9 licensed wetland scientist to examine the area and report all findings to  
10 the town. The cost of such action shall be paid by the petitioner.  
11 *(Rev. 3/03)*  
12

13 (c) High-Priority Wetlands. Nineteen wetland areas, as listed on page 9 of  
14 the “Northwood Wetlands Inventory and Prime Wetland Designation  
15 Project Final Report, April 1999” and as identified on the map titled  
16 “Prime Wetlands of Northwood, December 1999” are designated prime  
17 wetlands within the scope of RSA 482-A:15 and the NH Code of  
18 Administrative Rules WT700 and are included in the district. These  
19 Prime Wetlands, as well as areas where the Wetland Conservation  
20 Overlay District as described above overlaps with the Conservation Area  
21 Overlay District shall constitute High-Priority Wetlands, with further  
22 limitations as described in Section VI.A.(6) of this overlay.  
23  
24

25 Over the next two sections, they have made a few changes. Where they were previously  
26 described as permitted uses, and uses that were permitted with a special exception, they  
27 changed it to refer to them as impacts to the wetlands, instead of uses more generally. There  
28 were some uses that were described that may not impact the wetlands. The important thing is  
29 whether there is a structure being built or disturbing the wetland. It's a little less important  
30 than if you were disturbing it for the purpose of putting a single-family home versus a duplex  
31 versus a corner store, etc. In this case, they made minor changes generally throughout the  
32 section replacing the term use with impact. They strengthened the language a little bit to say  
33 that even though some of these impacts are permitted by right, you need no permission from  
34 ZBA or anyone else, separate from review from NHDES. It makes it clear that if someone is  
35 going to impact the wetland in one of these ways, the expectation is that it would not be  
36 impacted any more than necessary. In consultation with the Conservation Commission, they  
37 wanted to allow for the cutting of vegetation or other activities that would be necessary for  
38 removal of invasive or noxious species in particular. They previously had a blanket exception to  
39 allow by right driveway crossings to a single family or two-family residential structure. The  
40 reason this exception was put in was that the ZBA did not want to hear cases regarding a  
41 culvert crossing or a driveway crossing over a drainage swale along the road. The ZBA didn't  
42 want to have to issue a ditch variance every time someone needed a driveway culvert. It was  
43 not originally intended to allow for a single-family home several hundred feet towards the back  
44 of the property and have a significant impact on a jurisdictional wetland. They have tried to put  
45 in a few limitations to keep this limitation in some common sense of form, so that they aren't  
46 putting extra work on the ZBA. But they want to make sure its limited only to what it was  
47 originally intended. The impact must be less that 200 square feet of wetland area, and it must  
48 be located within 100 feet of the road that's providing access.  
49

50 VI.A. (3)PERMITTED USES IMPACTS Permitted ~~uses~~ impacts within the Wetland  
51 Conservation Overlay District are those that will not require the erection or  
52 construction of any permanent road, structure or building, will not alter the

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1 natural surface configuration by the addition of fill or by dredging (not including  
2 the limited activity described in section (8)), or will not compromise the purpose  
3 of this overlay district, and that are otherwise permitted by the Development  
4 Ordinance. ~~Such uses may include the following or similar uses:~~ Such impacts  
5 will be limited to the minimum impact necessary to achieve the intended  
6 purpose, and the wetland area shall be restored to a suitable natural condition  
7 to the greatest extent possible following the impact and shall utilize best-  
8 management practices to prevent erosion, sedimentation, and/or pollution of the  
9 Wetland Conservation Overlay District. Such impacts may include the following  
10 or similar impacts:

11 (Rev. 3/02)

- 12
- 13 (a) Forestry activities It is recommended that these activities be conducted  
14 in accordance with Best Management Practices for Erosion Control on  
15 Timber Harvesting Operations in New Hampshire, as published by the  
16 NH ~~Department of Resources and Economic Development,~~ Division of  
17 Natural and Cultural Resources, and with suitable notification to the  
18 New Hampshire Wetlands Bureau, when required;
- 19
- 20 (b) Agriculture activities It is recommended that ~~the~~ these activities be  
21 conducted in accordance with the manual of Best Management Practices  
22 for Agriculture in New Hampshire, published by the NH Department of  
23 Agriculture;
- 24
- 25 (c) Ponds and well recharge sources conducted in accordance with any  
26 dredge and fill permitting requirements of the State of New Hampshire;
- 27
- 28 ~~(d) — Wildlife refuges;~~
- 29
- 30 ~~(e)~~ (d) Parks and such recreational uses as are consistent with the purpose and  
31 intent of the Ordinance;
- 32
- 33 ~~(f)~~ (e) Conservation areas, wildlife refuges, nature trails, and other educational  
34 or scientific purposes. ~~;~~ and
- 35
- 36 ~~(g)~~ (f) Open spaces as permitted or required by the Subdivision Regulations,  
37 the Development Ordinance, or in conjunction with a use which may be  
38 permitted in an adjacent district where an adequate open space area is  
39 not available within the adjacent district.
- 40
- 41 (g) Cutting of vegetation, disturbance, and placement or construction of  
42 temporary structures or materials as necessary for the removal of  
43 invasive or noxious species, in accordance with best management  
44 practices.
- 45
- 46 (h) ~~Driveways~~ De minimis driveway crossings and culverts for a single-family  
47 or two-family residential structure and their accessory uses, provided all  
48 state permits are obtained. ~~(Rev. 3/09)~~ Such crossings must impact less  
49 than 200 square feet of wetland area and be located within 100 feet of  
50 the road providing access to the property, otherwise a special exception  
51 for “impacts essential to the productive use of land not within the  
52 Wetland Conservation Overlay District” shall be required (Rev. 3/21)

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1  
2 Mr. Burdin stated that they did a bit of reordering in this section. He felt that it was important  
3 to have the setbacks come before the special exception section. Because the special exception  
4 is how they are granting relief to those two prior areas. In this case, most of this language was  
5 already existing. B is an added section. There was also in the existing subsection 5, a provision  
6 that allowed preexisting non-conforming lots to automatically reduce the distance of the  
7 setback, and in discussion with the board they decided to eliminate that provision. It was felt  
8 that under those circumstances the landowner could make the case that they needed this  
9 impact to use their property, and that is justification for the ZBA to grant relief.

10  
11 VI.A (4) SETBACKS

- 12  
13 (a) Structures shall not be placed within 20 feet of the edge of a wetland  
14 unless they are deemed necessary for a permitted impact as described in  
15 §VI(A)(4) or unless a Special Exception has been obtained in accordance  
16 with §VI(A)(5).  
17  
18 (b) Any construction, alteration of terrain, or other disturbance within the  
19 20-foot setback shall utilize best-management practices to prevent  
20 erosion, sedimentation, and/or pollution of the Wetland Conservation  
21 Overlay District. (Rev. 3/21)  
22

23 Mr. Burdin stated that what is now Section VI, impacts allowed by special exceptions, similarly  
24 to the impacts allowed by right, they are changing a lot of uses to impacts. Two more are  
25 highlighted that he would like to amend to impacts before the board sends this to the ballot.  
26 Within this section are the criteria that the ZBA must consider against a special exception  
27 request. For impacts to the wetlands that are essential to the use of land elsewhere on the  
28 property, there were 5 criteria, now they are proposing 6. Some of it is just rephrasing, but they  
29 also wanted to stipulate that the Conservation Commission provide their comments in writing.  
30 The second item is new, and it's that the applicant needs to submit sufficient information  
31 necessary to demonstrate that the proposed impacts are essential for what they want to do.  
32 The second set of special exception criteria to undertake a use that is permitted by the  
33 ordinance but requires an impact directly to the wetland or it's setback. In this case, the use is  
34 permitted but it occurs outside of the wetland and you have to cross through the wetland to get  
35 there. For the second set of special exception criteria, Mr. Burdin suggests that the language of  
36 number 1 be the same as the language of the other number one, to have the benefits of the  
37 written comments, findings and meeting with the Conservation Commission first. Number 2 is  
38 the same language regarding sufficient information for the ZBA to make its decision. 3,4, &5  
39 remain unchanged only renumbered.

40  
41 VI.A. ~~(4)~~ (5) USES IMPACTS ALLOWED BY SPECIAL EXCEPTIONS Special exceptions  
42 may be granted by the Zoning Board of Adjustment, upon notice and hearing as  
43 prescribed in RSA Chapter 676, for the following ~~uses~~ impacts within the  
44 Wetlands Conservation Overlay District and its setbacks:

- 45  
46 (a) Those ~~uses~~ impacts to the Wetlands Conservation Overlay District or its  
47 setbacks that are essential to the productive use of land not within the  
48 Wetlands Conservation Overlay District shall be allowed by Special  
49 Exception. Those uses include, but are not limited to: the construction of  
50 roads, driveways, or other access ways, utility rights-of-way and  
51 easements, including power lines and pipelines, with adequate provisions

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1 where called for, for the continued, uninterrupted flow of surface run-off  
2 water. The ZBA shall grant a Special Exception, provided the following  
3 are met:  
4

5 [1] ~~after~~ the applicant ~~meets~~ shall first meet with the Conservation  
6 Commission, and written findings by the Northwood Conservation  
7 Commission regarding the proposal, including but not limited to  
8 minutes of the meeting at which the proposal was discussed, are  
9 submitted with the Special Exception application, are reviewed by  
10 the ZBA, and are made part of the record of the case; and  
11

12 [2] the applicant shall submit sufficient information necessary to  
13 demonstrate that the proposed impacts are essential for the  
14 productive use of land not within the Wetland Conservation  
15 Overlay; and (Rev. 3/21)  
16

17 ~~[2]~~ [3] dredging, filling or other alteration shall be designed to minimize  
18 adverse impact on the wetland and its setbacks, even if this  
19 requires adjustments in design outside of this overlay district;  
20 and  
21

22 ~~[3]~~ [4] there shall be provisions made to restore the site as nearly as  
23 possible to its original grade and condition; and  
24 *(Rev. 3/01)*  
25

26 ~~[4]~~ [5] a state wetlands permit shall be obtained when required.  
27

28 ~~[5]~~ [6] a Special Exception is not required when the use  
29 meets the criteria for a permit by notification as defined by the  
30 NH Wetlands Bureau Code of Administrative Rules. *(Rev. 3/00)*  
31 *(Rev. 3/05)*  
32

33 (b) The undertaking of a use permitted by this Ordinance but which requires  
34 an impact not otherwise permitted in the Wetlands Conservation Overlay  
35 District or its setback shall be allowed by Special Exception. The ZBA  
36 shall grant a Special Exception, provided the following conditions are  
37 met:  
38

39 [1] ~~after~~ the applicant ~~meets~~ with the Conservation Commission,  
40 findings by the Northwood Conservation Commission regarding  
41 the proposal are submitted with the Special Exception  
42 application, are reviewed by the ZBA, and are made part of the  
43 record of the case; and  
44

45 [2] the applicant shall submit sufficient information necessary to  
46 demonstrate that the proposed use of the property cannot feasibly  
47 be implemented without the proposed impacts; and  
48

49 ~~[2]~~ [3] dredging, filling or other alteration shall be designed to minimize  
50 adverse impact on the wetland and its setbacks, even if this  
51 requires adjustments in design outside of this overlay district;  
52 and

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- ~~{3}~~ [4] there shall be provisions made to restore the site as nearly as possible to its original grade and condition; and
- ~~{4}~~ [5] state wetlands permit shall be obtained when required.

Mr. Burdin stated that this section was being deleted because it was relocated.

VI.A (5) SETBACKS

- ~~(a) — Where the Wetland Conservation Overlay District and the Conservation Area Overlay District overlap, or where there exists a prime wetland, a 100 foot setback area shall be maintained. No structures shall be constructed within this setback. Vegetation within this buffer area shall remain in its natural state. (Rev. 3/00)~~
- ~~(b) — Structures shall not be placed within 20 feet of the edge of a wetland unless a Special Exception for the structure and use have been obtained in accordance with §VI(A)(4)(b). The 20 foot setback may be reduced on pre-existing non-conforming lots in accordance with § VII(C)(4). If the setback is reduced in accordance with § VII(C)(4), structures shall not be closer to the wetland than the reduced setback allows unless a Special Exception for the structure and use have been obtained in accordance with § VI(A)(4)(b).~~

Mr. Burdin stated that all of these requirements already existed, previously they had been tucked under the setbacks. They are proposing to keep that setback, but they felt they needed to pull out a description of the high priority wetlands and organize that requirement better. There is a separate purpose statement specific to this higher regulated portion of the wetland. The section B regarding setbacks says it is 100 feet. Section C is where the rules are listed for this specific wetland.

VI.A (6) HIGH-PRIORITY WETLANDS

- (a) The purpose of this section shall be to further protect wetland areas which are, by their quality, importance, or location, prioritized for conservation. These wetland areas shall be identified as described in Section VI.A.(2)(c).
- (b) Setbacks. High-Priority Wetlands shall be protected by a 100-foot setback.
- (c) No disturbance, dredging, filling, or construction of structures, driveways, or roads shall be permitted in High-Priority Wetlands or within the 100-foot setback. Vegetation within High-Priority Wetlands and within the 100-foot setback shall remain in its natural state. The sole exceptions shall be the following, which are permitted by right:

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1 [1] Cutting of vegetation, disturbance, and placement or construction  
2 of temporary structures or materials as necessary for the removal  
3 of invasive species. Such impacts shall be limited to the minimum  
4 necessary for removal or management of the invasive species, and  
5 impacted area shall be restored to a suitable natural condition as  
6 soon as possible following the impacts. Such impacts shall follow  
7 best-management practices for removal of invasive or noxious  
8 species.

9  
10 [2] Disturbance, alteration of terrain, cutting of vegetation, and  
11 placement or construction of temporary structures or materials  
12 as necessary for the implementation of a forest, habitat, or  
13 wildlife management plan. Such impacts shall be limited to the  
14 minimum necessary for the implementation of the plan, and all  
15 impacted areas shall be restored to a suitable natural condition  
16 as soon as possible following the impacts. A copy of any forest,  
17 wildlife, or habitat management plan or any other relevant  
18 documentation shall be provided to the Town for reference.

19  
20 [3] Any party proposing to undertake impacts permitted by this  
21 section are encouraged, but not required, to consult with the  
22 Northwood Conservation Commission concerning their proposal.

23  
24 (d) Relief. Any special exception or other mechanism which may otherwise  
25 provide relief to Section VI.A Wetland Conservation Overlay District shall  
26 not be construed to apply to Section VI.A.(6) High-Priority Wetlands.  
27 Relief to any provision of this section may only be granted via the  
28 issuance of a variance by the ZBA.  
29

30 **Staff Comments**

31 The intended purpose of these changes is to resolve numerous points of confusion in the  
32 existing overlay to make the entire section more user-friendly and explicit in its requirements.  
33 Minor regulatory changes are proposed in some sections. Staff has the following comments  
34 regarding proposed changes:

35 Section A(1): No changes are proposed

36 Section A(2): No regulatory changes are proposed. Both prime wetlands and locations where  
37 the Wetland Conservation Overlay District and Conservation Area Overlay District overlap are  
38 already regulated more strictly than other wetlands. Staff proposes the use of the term High-  
39 Priority Wetlands to provide a single term to refer to these areas of stricter regulation, and  
40 descriptions of how these areas are delineated have been moved from their current locations to  
41 appear under this term.

42 Section A(3): Several changes for clarity and organization, as well as minor regulatory changes.  
43 Changes to the introduction paragraph acknowledge that the spirit and intent of this overlay is  
44 to limit impacts to wetlands, so while some impacts are permitted by right, they should be

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1 minimized and mitigated wherever possible. New paragraph (g) adds impacts permitted by right  
2 at the encouragement of the Conservation Commission.

3 New Section A(4): The section regarding Setbacks has been relocated to appear before the  
4 section regarding Special Exceptions. Since Special Exceptions may grant relief to the  
5 regulations for the overlay proper and the setback areas, Staff preferred to establish the normal  
6 regulations in those areas first in the flow of the overlay. Paragraph (a) is existing and has  
7 merely been located (though a portion is proposed to be deleted as described below). Paragraph  
8 (b) is new and stipulates that any permitted activities within the setback must be done in a way  
9 that does not negatively impact the overlay area.

10 Section A(5): Renumbered from Section A(4). This section describes impacts that require a  
11 Special Exception and stipulates the requirements for issuing a Special Exception. Most  
12 changes are to clarify current requirements by explicitly stating aspects of how the ordinance is  
13 currently interpreted. Both sets of Special Exception criteria have a new paragraph [2] which  
14 explains that the burden of proof is on the applicant to submit materials that demonstrate why  
15 the impacts are necessary. The ZBA already operates with this understanding, but it has been  
16 added to be explicit.

17 Old Section A(5): The old Setbacks section has been relocated as described above. A portion of  
18 old section A(5)(b) regarding setbacks on pre-existing non-conforming lots is proposed to be  
19 deleted entirely. The Board felt that automatically reducing setbacks on pre-existing non-  
20 conforming lots was contrary to the spirit and intent of this overlay, and that new development  
21 under such circumstances should be subject to a Special Exception if it cannot comply with  
22 the full 20-foot setback. Non-conforming rights for pre-existing structures on these lots will not  
23 be affected by this change.

24 Section A(6): This is a new section dealing with the regulation of High-Priority Wetlands as  
25 delineated in Section A(2). The required 100-foot setback and stricter limitations on activities  
26 within that setback already exist in old Section A(5)(b), but have been reorganized in this  
27 section for clarity. Provisions that could previously be interpreted to apply only to the setback  
28 areas have been clarified to apply to both the setback area and overlay district itself. Two  
29 exceptions to the restrictions of this section have been added at the request of the Conservation  
30 Commission to allow certain environmental activities to occur by right. These activities are  
31 described in paragraphs A(6)(c) 1-3. These paragraphs make the proposed section less strict  
32 than the existing overlay regarding these issues. Paragraph A.(6)(d) explicitly clarifies the  
33 Town's current interpretation that relief in these high-priority areas cannot be granted using  
34 the Special Exception criteria for other sections of this overlay, meaning relief can only be  
35 granted by a variance.

36 *Chair Strobel opened Public Comment*

37  
38

39 **Pam Sanderson**

40

41 Ms. Sanderson stated that she wanted to say kudos to Mr. Burdin for clarity, again the ZBA's  
42 roll is application of these zoning regulation. This looks very good.

43

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1 *Chair Strobel closed public comment.*

2  
3 Mr. Burdin stated that once the board finishes discussion tonight they had two options. They  
4 could schedule a second public hearing, or they could vote to send these proposed changes to  
5 the ballot. In either case, he would suggest that the motion be for the document “as amended”.  
6 Discussion ensued as to if they needed a second public hearing or not.

7  
8  
9 **Ms. B. Smith made a motion to send the amended zoning amendments as presented to**  
10 **the ballot. Mr. Kreider seconded.**

11  
12 Discussion continued about a second public hearing.

13  
14 **Ms. B. Smith withdrew her motion.**  
15 **Mr. Kreider withdrew his second.**

16  
17 **Mr. McCaffrey made a motion to send the proposed amendments as posted to the ballot.**  
18 **Mr. Kreider seconded. Motion carried by roll call vote 7/0**

19  
20 **Mr. Jandebuer made a motion to schedule a second public hearing for minor changes on**  
21 **January 21, 2021 at 7 PM. Motion carried by roll call vote 7/0.**

22  
23 **INTERNAL BUSINESS**

24 Ms. L. Smith stated that Betty Smith and Bob Strobel’s positions were up for election this year.

25  
26 **ADJOURNMENT**

27  
28 **Ms. Baldwin made a motion to adjourn at 8:51 PM. Selectman Kreider seconded. Motion**  
29 **carried by roll call vote 7/0**

30  
31 *Respectfully submitted*

32  
33 *Susan Austin, Land Use Assistant*