

**Town of Northwood  
Planning Board Meeting  
February 11, 2021**

1 *Cases heard during this meeting:*  
2 *Case 19-6 Fatherland Family Trust-Major Site Plan*  
3 *Case 21-1 Stephen Soucy-Minor Subdivision*  
4 *Case 21-2 Joe and Judy King-Boundary Line Adjustment*  
5 *Case 21-3- Camp Yavneh-Minor Site Plan Review*  
6

7 Chair Strobel called the meeting to order at 7:00 PM.  
8

9 Chair Strobel stated: As Chair of the Northwood Planning Board, I find that due to the  
10 State of Emergency declared by the Governor as a result of the COVID-19 pandemic  
11 and in accordance with the Governor’s Emergency Order #12 pursuant to Executive  
12 Order 2020-04, this public body is authorized to meet electronically.  
13

14 **PRESENT:** Chair Bob Strobel, Selectmen’s Representative Hal Krieder Betty Smith,  
15 Joe McCaffrey and Tim Jandebeur. (all members listed participated electronically)  
16

17 **TOWN STAFF PRESENT:** Linda Smith and Susan Austin, Land Use Department.  
18 James Burdin, Town Planner.  
19

20 **VOTING DESIGNATION:** Chair Bob Strobel, Selectmen’s Representative Hal Krieder  
21 Betty Smith and Tim Jandebeur.  
22

23 **MINUTES**  
24

25 **Ms. B. Smith made a motion to approve the minutes of January 28, 2020 as**  
26 **amended. Selectman Kreider seconded. Motion carried by roll call vote 4/0.**  
27

28 ***Joe McCaffrey joined the meeting at 7:10 PM***  
29

30 **VOTING DESIGNATION:** Chair Bob Strobel, Selectmen’s Representative Hal Krieder  
31 Betty Smith, Joe McCaffrey, and Tim Jandebeur.  
32  
33

34 **CONTINUED CASES**

35 **CASE 19-6:**

36 **Joseph Carter/Fatherland Family Trust.** First NH Turnpike and Harmony Hill Road.  
37 Map 222 Lot 54. Applicant proposes a minor site plan review to build a miniature golf  
38 course and refreshment service.  
39

40 Joe Carter was present to speak for his application. Mr. Carter stated that he has  
41 spoken with DOT and the engineer, He stated that DOT was going to write up a  
42 covenant for the easement. He did point out that there was a drop shot near the pipe  
43 and they were a bit concerned, so he’s going to have to do some work. Mr. Carter  
44 stated that he should have everything for the next meeting though. Mr. Burdin stated  
45 that that it was his understanding from CMA that there wasn’t much left that they

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1 need, but he would like to see the answers from Mr. Carter's team to come back. That  
2 would be the one milestone that he is looking for. He stated that he spoke to Mr.  
3 Appleton today and it sounds like part of the issue is the overlap of DOT's drainage  
4 easement on the property and a pipe that is within it is in the vicinity of the golf  
5 course. Mr. Appleton said he wasn't overly concerned about pavement on top of the  
6 pipe, but the issue is if in the future they needed to repair that pipe, they may need to  
7 impact a hole. They are discussing a few options with Mr. Carter about how to resolve  
8 that. If there are any changes to the plan as a result of that, they would need those to  
9 be finished before approval.

10  
11 Chair Strobel opened the public comment. There was no public comment. Chair  
12 Strobel closed public comment.

13  
14 Mr. Carter stated that he would like to request to continue.

15  
16 **Mr. McCaffrey made a motion to continue Case 19-6 until March 25, 2021. Ms.**  
17 **B. Smith seconded. Motion carried by roll call vote 5/0.**

18  
19 **Case 21-1**

20 Stephen Soucy, Range Road and Sherburne Hill Road, Map 218 Lot 35. Applicant  
21 proposes a minor subdivision of Map 218/35, creating two residential lots of 7 acres  
22 and 5 acres.

23  
24 Chair Strobel stated that they had opened this case at the last meeting, and that the  
25 board had received a revised plan set.

26  
27 Roscoe Blaisdell, engineer for the applicant was present. He stated that at the last  
28 meeting, the board had requested that the lines be clearer on the plans, so he made  
29 the wetland lines thicker and darker. He made the setback lines more obvious. He also  
30 added the amount of wetland on the lot. He stated that the 7-acre lot, has 5.32 acres  
31 of upland soil, and 1.68 acres of wetland. The 5-acre lot has no wetland. He stated  
32 that those were the only issues that the board had at the last meeting. Mr. Burdin  
33 stated that both of the changes look good to him, so he would remove that condition of  
34 approval and renumber the subsequent conditions accordingly. Selectman Kreider  
35 asked if there was documentation showing the sight distance. Chair Strobel stated  
36 that there was a note on the plan that says that the driveway will meet the town  
37 standards for sight distance.

38  
39 Chair Strobel opened public comment. There was no public comment. Chair Strobel  
40 closed public comment.

41

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1 **Mr. Jandebaur made a motion to approve Case 21-1 with the following**  
2 **conditions:**

3  
4 **Prior to the signing of plans:**

- 5 **1. Provide certification of monument installation as required by Section 3.06**
- 6 **2. Deliver three signed and stamped copies of the plan and one signed and**  
7 **stamped mylar to the Town for signature.**

8  
9 **Prior to the issuance of a building permit:**

- 10 **3. Record the plat with the Rockingham County Registry of Deeds within 1 year**  
11 **of this decision.**
- 12 **4. The applicant will acquire and provide copies of all necessary federal, state,**  
13 **and local permits to the town including, but not limited to Town of Northwood**  
14 **driveway permits and provide a state-approved septic design for each lot prior to**  
15 **issuance of a building permit for that lot.**

16  
17 **Selectman Kreider seconded. Motion carried by roll call vote 5/0**

18  
19 **Case 21-2**

20 Joe and Judy King, 22 McClarren Drive, Map 105, Lots 9&14. Applicant proposes a  
21 Boundary Line Adjustment between lots 9&14, to correct an encroachment from lot 14  
22 onto lot 9.

23  
24 John Newman from NH Land Consultants was present to speak for the applicant.  
25 Chair Strobel opened public comment. There was no public present for this  
26 application. Chair Strobel closed public comment.

27  
28 Mr. Burdin stated that he noted in his staff report that some of the parcels are existing  
29 nonconforming based on the current code. He interprets these as either not making  
30 those situations worse, or improving the state of the nonconforming situation and  
31 therefore permitted by the zoning ordinance that deals with nonconformities. This is a  
32 transfer of 110 square feet in two tracks that is just being traded. He doesn't believe  
33 that a state subdivision permit is going to be necessary. Ultimately, NHDES  
34 subsurface is the one that would make that decision. For de minimis things like this  
35 this before, he would not keep this as a condition of approval for the applicant, but  
36 they should be aware that if they want to be thorough, they may want to reach out to  
37 NHDES. He has only three conditions of approval recommended for this application.  
38 Prior to the signing of plans: 1. Provide certification of monument installation as  
39 required by Section 3.06 2. Deliver three signed and stamped copies of the plan and

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1 one signed and stamped mylar to the Town for signature. Condition Subsequent: 3.  
2 Record the plat with the Rockingham County Registry of Deeds within 1 year of this  
3 decision.

4  
5 **Ms. B. Smith made a motion to approve Case 21-2 with the following conditions:**  
6 **Prior to the signing of plans:**

7 **1. Provide certification of monument installation as required by Section 3.06**

8 **2. Deliver three signed and stamped copies of the plan and one signed and**  
9 **stamped mylar to the Town for signature.**

10 **Condition Subsequent:**

11 **3. Record the plat with the Rockingham County Registry of Deeds within 1 year**  
12 **of this decision.**

13 **Selectman Kreider seconded. Motion carried by roll call vote 5/0**  
14

15  
16 **Case 21-3**

17 Russell Bassett (Camp Yavneh) 18 Lucas Pond Road Map 124 Lot 15. Applicant  
18 proposes a Minor Site Plan Review in order to build additional bunkhouse and an  
19 infirmary.

20  
21 *Tim Jandebaur recused himself.*  
22

23 **VOTING DESIGNATION:** Chair Bob Strobel, Selectmen's Representative Hal Kreider  
24 Betty Smith and Joe McCaffrey.  
25

26  
27 Justin Macek, TF Moran, Russell Bassett and Bill Zarch from Camp Yavneh and Corey  
28 Fawell, TF Moran were present to discuss the application. Mr. Macek stated that the  
29 plans submitted to the Planning Board at the last meeting showed four proposed  
30 bunkhouses and an addition to the existing MARP building. To avoid a possible delay  
31 in receiving plan approval, they have opted to remove three of the proposed  
32 bunkhouses from the scope of this project. Subsequently, during the last presentation,  
33 they only focused on bunkhouse B11 and the MARP addition. They have submitted  
34 revised plans that reflect the new scope of work, which the board has received. Mr.  
35 Macek shared his screen with the board. By the end of this month, they plan to  
36 submit separate site plans for the bunkhouses that have been removed from the initial  
37 application.  
38

39 Mr. Macek stated that Camp Yavneh is located at 18 Lucas Pond Road on a 55.69-acre  
40 parcel, Map 124 Lot 15. The land is owned by Camp Yavneh and is currently used as a  
41 Jewish overnight summer camp. The parcel is located in the General District, as well

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1 as the Wetland Conservation and Steep Slope overlay district. The parcel is situated to  
2 the south of Route 43, to the north shoreline of Lucas Pond. This project does not  
3 propose impacts to any of Northwood's Conservation or Overlay Districts, and it is  
4 their understanding that no zoning relief is required.

5  
6 This proposed project is the construction of one new bunkhouse, B11 and an addition  
7 to the existing MARP infirmary building. Associated improvements include gravel  
8 access pathways to the proposed bunkhouse, ADA accessible ramp to the infirmary,  
9 utility installation and associated grading. The primary intent of this project is to  
10 provide improved campground facilities that create better separation between campers  
11 and counselors throughout the property to help accommodate social distancing during  
12 the COVID-19 pandemic, as requested by the state regulations. It is important to note  
13 that Camp Yavneh has no intent to increase the total occupancy of the campground.  
14 Instead, campers and counselors will be displaced from existing bunkhouses, into the  
15 proposed bunkhouse, resulting in an equal number of occupants in existing and  
16 proposed conditions. As a result, there will be no net increase on onsite water or sewer  
17 systems. Proposed bunkhouse B11 is 1,152 square feet, and will contain sleeping  
18 spaces, showers, toilets and sinks. The bunkhouse will be located adjacent to  
19 bunkhouse B10, and the boy's showers building. The MARP addition is a 992 square  
20 foot addition that will provide additional care, space and enhanced ADA patient care.  
21 The addition abuts a wetland setback; however, no structures will be placed in the  
22 setback.

23  
24 Chair Strobel stated that Linda Smith did some research into how many campers were  
25 allowed on site at a time, Mr. Macek had stated that there were 375 campers and 175  
26 staff. Russell Bassett stated that the previous Planning Board notes that he received  
27 from Ms. L. Smith indicate the following. In 2005, there were 335 campers and 125  
28 staff. IN 2007, there were 300 campers, and in 2009 there were 300 campers. In 2013  
29 and 2014, a new boy's bunk was built holding 30 campers. In 2017 and 2018, a new  
30 boy's bunk was built holding 20 campers, and a new girl's bunk was built holding an  
31 additional 20 campers, for a total of 76 new campers, bringing the overall total to 76  
32 campers. The new buildings were built after a review of the existing leach filed  
33 capacity, and were okayed by the Planning Board. The new site plan does not increase  
34 the number of campers, or impact the existing leach field, as they are spreading out  
35 the campers and reducing the number of campers in each bunk. He stated that it's  
36 crunch time for them for meeting COVID 19 requirements in order to have a 2021  
37 season. The state is consistently changing requirements for them and they would like  
38 to move forward as soon as possible.

39  
40 Ms. L. Smith added that going back, what precipitated the issue relative to the actual  
41 number of campers was that there were a number of complaints regarding drop off  
42 and pick-up times, and that's what the original basis was, as well as the septic fields  
43 that are on site. Those issues were addressed, and there is an entirely different traffic  
44 pattern now that what was in place when the concerns about traffic were occurring.

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1 Mr. Bassett stated that in the upcoming season, it will be even less traffic, as they are  
2 not allowing parents to drop campers off. They will be coming in by bus because of  
3 COVID restrictions.

4  
5 Mr. Burdin stated that a number of issues in his staff report were resolved by  
6 removing the three other buildings from this proposal. The big item they need to  
7 address is the requested waiver. His interpretation of that request is that it's a request  
8 to consideration of any aspect of stormwater as part of this review. They have in the  
9 past issued waivers to entire sections, but they do that very seldom. He would agree  
10 that it certainly isn't necessary to have a full storm water manual for two buildings on  
11 a very large site, but in consideration of that waiver he would like a bit of feedback  
12 from the applicant, since they are adding impervious surfaces, how far from the  
13 bunkhouses would conditions on the ground take to absorb the stormwater. The only  
14 other point he'd like to note is that he'd like to state it on the record that his  
15 interpretation of the 550-person capacity is that that is what is suggested as the  
16 normal operating capacity under normal conditions, i.e.; what was analogous to when  
17 it was operating in 2019, and how it would operate again post COVID. If there are  
18 people who are wondering if this number will change once COVID restrictions ease.  
19 Mr. Bassett stated that 550 is the normal site capacity. For COVID 19, it will be less  
20 than that. Ms. L. Smith stated that it was her understanding that there has been an  
21 effort over many years to address the storm water issues on the site. Chair Strobel  
22 stated that if the Board was amenable to it, the applicant could show some kind of  
23 stormwater remediation, that would have that capacity, for himself he would tend to  
24 suggest to the Board that they approve the waiver with a note saying that the  
25 expectation is on future applications a more complete stormwater analysis would be  
26 shown.

27  
28 Corey Caldwell stated that he had a few points to help the Board feel better about the  
29 drainage. First, in Northwood's Site Plan Regulations, Section IX, 9c, Streets and  
30 Access, it states "A drainage analysis and Storm Water Management Plan prepared by  
31 an engineer licensed in the state of New Hampshire including a comparison between  
32 pre-development and expected post development conditions shall be submitted for any  
33 site development that involves cumulatively disturbing 20,000 square feet or more,  
34 construction of a street or road and/or disturbing environmentally critically areas." All  
35 five of these buildings, the two they are reviewing tonight and the 3 they will be  
36 submitting next month, are less than 20,000 square feet. Secondly, and more  
37 importantly, these two buildings you're considering tonight, the cumulative  
38 disturbance is less than 5,000 square feet, and the increase in impervious area, to this  
39 56-acre parcel is less than 500<sup>th</sup> of an acre. It's a 0.08 increase in impervious area.  
40 That, coupled with the fact that the closet point of any new structure is about 275 feet  
41 from Lucas Pond, what's happening to these buildings is that any storm water is being  
42 infiltrated into the ground, there is no cumulative impact to any off site and it  
43 eventually goes into Lucas Pond. It is a nominal amount of water that eventually goes  
44 into Lucas Pond. For those reasons, the regs speak to more than 20,000 square feet,  
45 and the math that they have done shows such an insignificant increase in impervious

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1 area, they are confident that any drainage analysis would show no change, and that is  
2 why they requested the waiver.

3  
4 Chair Strobel opened public comment. There was no public comment. Chair Strobel  
5 closed public comment.

6  
7 **Mr. McCaffrey made a motion to approve the waiver to Section IX-D Storm Water**  
8 **Drainage to waive the submission of stormwater analysis**

- 9  
10 **a. Approval of the waiver is conditioned upon adding a note to the plan set**  
11 **identifying the requested waiver and the date of approval by the board.**

12  
13 **Ms. B. Smith seconded. Motion carried by roll call vote 4/0**

14  
15  
16 Mr. Burdin stated that since they are dealing with a situation where they aren't  
17 expecting any change to the impact on the septic, or any change of impact on the  
18 driveway, those are permits that they can feel fairly safe that they aren't going to be  
19 relevant here. Similarly, since they removed from consideration the one structure that  
20 was going to need zoning relief for the slopes, and the one that would potentially need  
21 a shoreland permit, the only condition that he has for this is to deliver three signed  
22 and stamped copies of the plan for signature.

23  
24  
25 **Mr. McCaffrey made a motion to approve Case 21-3 with the following condition:**

26  
27 **Prior to the signing of plans:**

28 **1. Deliver three signed and stamped paper copies of the plan to the Town for**  
29 **signature.**

30  
31 **Ms. B. Smith seconded. Motion carried by roll call vote 4/0**

32  
33 *Tim Jandebaur joined the meeting*

34  
35 **VOTING DESIGNATION:** Chair Bob Strobel, Selectmen's Representative Hal Krieder  
36 Betty Smith and Tim Jandebaur.

37  
38 **INTERNAL BUSINESS**

39  
40 Changes to Board Procedure, 1<sup>st</sup> Reading

41  
42 Mr. Burdin stated that they discussed at the last meeting how it was a bit time  
43 consuming to have to read all the proposed changes into the record at two meetings,  
44 so the first change is rather than "read", the changes are "presented for discussion" at

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1 two consecutive meetings prior to when the vote is taken. It doesn't change the  
2 timeline, rather makes the meeting a little faster.

3  
4 The other change that they are making is under the technical review process. This was  
5 something where most of what they were doing was to accommodate the Select  
6 Board's proposed process for allowing TRC to approve certain dominus 674:41  
7 proposals. He also made some minor changes to the composition of TRC, not to  
8 change who was part of it, but to refer to departments instead of people. For example,  
9 for most of the 674:41, they were not contemplating that he would participate, it  
10 would more likely be Linda representing the Land Use Department, so they wanted to  
11 refer to the Land Use Department so they would have more flexibility of who attends.  
12 So many of these other steps refer to the Town Planner or the Board Administrator.  
13 The Board Administrator is no longer Linda's job title, and some of these actions may  
14 be things that Linda or Susan might do, Or James might do. If there was a situation in  
15 the future where the town did not have a contract planner, the internal Land Use  
16 Department staff would still need to fill those functions. They felt that it made sense to  
17 go back through all of the Technical Review process and refer to the Land Use  
18 Department instead of an individual within it. Number 8 is all new language. There is  
19 a complication as the last time this was discussed as a group, they discussed that the  
20 people who would be part of the TRC would be meeting to process the backlog of the  
21 permits that they had, while they worked through these changes, and the group met,  
22 and spent more time discussing the rules and procedures for how they envisioned  
23 acting on these, rather than discussing the permits themselves. The short version is  
24 that the other departments that are part of TRC, are a little uncomfortable with the  
25 details of the project as they are currently proposed. They don't want to have to  
26 necessarily meet regularly for all of these applications and have approval authority for  
27 another set of meetings that would be subject to 91: A. His understanding it that they  
28 would prefer rather than setting up a new TRC access group who is meeting and  
29 acting as a board, they would rather prefer that departments forward comments to the  
30 Planning Board, as they have been. They would be contemplating 674:41 applications,  
31 just like everything else would need to be filed no later than 10 AM on the first  
32 business day of the month, everything that they get that month would still need to go  
33 to the Planning Board. The Building Inspector would still be able to approve them, as  
34 he has been authorized by the Select Board, immediately upon getting those  
35 comments from the Planning Board, but they would at least be keeping that portion of  
36 the process closer to how it is laid out in statute. They would need to also make some  
37 changes tonight. He would defer to the Board as to how as to how they would want to  
38 go about doing this. If they don't want to wordsmith this on the fly as a group, he can  
39 go back and prepare these for two weeks from now with those line item changes. Mr.  
40 Jandebaur stated that he was I favor of having them rewritten and sent to them, so  
41 they can look at them. He asked how many times the TRC Committee met in 2020.  
42 Mr. Burdin stated that they didn't meet in 2020, they don't meet regularly, it is  
43 something that is normally thought of as a group that they would pull together when  
44 they had a project that was unusually large or complicated. There hasn't been  
45 anything that they have felt the need to pull all of the departments into one room to

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1 discuss. They certainly wouldn't pull it together for every minor boundary line  
2 adjustment that they have in front of them. The big point of discussion with this  
3 particular proposal was that they were contemplating in order to speed some of those  
4 dominus building permits along, they would meet potentially as frequently as weekly.  
5

6 Mr. Jandebaur stated that it appears to him that they are putting a lot more emphasis  
7 in the TRC and having meetings, and he always worries that they do something or  
8 make a new rule that is generally ignored. He stated that he isn't aware of this TRC  
9 group ever meeting. That's why he is wondering why they can't wait another two  
10 weeks. Mr. Burdin stated that his understanding coming into this based on what was  
11 approved by the Select Board, was that they were writing policies under the  
12 assumption that they would meet more regularly for this purpose. After the initial  
13 meeting with this group and talking through it, they would prefer to not handle it that  
14 way.  
15

16 Ms. L. Smith stated that a former Building Inspector, out of concern for the amount of  
17 time that was deemed to take place relative to these small projects, plus the threshold  
18 of the smaller building permits requiring an engineer plan. He brought his concern to  
19 the Select Board; in response they made some changes. The Building Inspector had  
20 the idea of this 674:41 group solely for these particular residential building permits.  
21 When James got involved and brought up the fact that the subcommittee would need  
22 to meet under 91: A. The former Building Inspector thought that he would just send  
23 an email out to the Fire Chief, Police Chief, and Highway, and they would send their  
24 findings back, he would pool that and it would constitute this TRC group. They held  
25 the first meeting after several glitches and such, and the three important departments  
26 that were there, were obviously Fire, Police and Highway. To take an hour of time from  
27 those three to come to this meeting seemed like a waste of people's time. It really  
28 seemed inefficient to do it this way. The Town Administrator also sat in on the  
29 meeting. The two take always that she had were 1. It definitely was not going to work  
30 the way it was initially proposed, and 2. The participants in the meeting stated that  
31 they would like to see the bigger projects, the actual reason that TRC was put in place,  
32 so the group could meet and discuss their thoughts and ideas, about the bigger  
33 projects. All of the comments would go to the planner and he would include it in his  
34 staff report. The basic outcome was that it wasn't going to work, they need to go back  
35 to the drawing board and start looking at the potential for having these TRC meetings.  
36 They could be very valuable, but in the sense of these small proposals, they are not.  
37 They ultimately decided it would be best to go back to how they were handling these  
38 applications, where they would put them in front of the Planning Board, with the  
39 comments from each department.  
40

41 Mr. Burdin stated to Mr. Jandebaur's point about what the rush was, when he was  
42 writing this draft, they did feel they were under a time crunch because they wanted  
43 the policy in place as soon as possible, so they could clear out some of the back log  
44 permits. The impression that he is getting is that, it's no longer the case, and if they  
45 want to proceed with fixing up the rules for a normal TRC, they have more time.

*DRAFT*

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1 Ms. L. Smith stated that the only issue that is up in the air that they should look into,  
2 is whether or not they could go back to the practice that they had before of the first of  
3 the month and having them at the meeting should one of the cases come in. The  
4 Board handles Voluntary Mergers that way.

5  
6 Mr. Burdin stated that he can refine the procedures for TRC and get them back to the  
7 Board.

8  
9 **ADJOURNMENT**

10  
11 **Ms. B. Smith made a motion to adjourn at 8:58 PM. Selectman Kreider seconded.**  
12 **Motion carried by roll call vote 5/0**

13  
14 *Respectfully submitted*

15  
16 ***Susan Austin, Land Use Assistant***

DRAFT