

**Town of Northwood  
Planning Board Meeting  
June 9, 2022**

**Draft**

1 Topics covered

2 *Case 22-3 Coe-Brown Northwood Academy*

3 *Case 22-4 Boy Scout Camp*

4 *CIP Subcommittee*

5 *Master Plan Subcommittee*

6

7 Chair Jandebeur called the meeting to order at 6:30 PM

8

9 **Present:** Chair Tim Jandebeur, Selectmen’s Rep Hal Kreider, Betty Smith, Lee  
10 Baldwin, and Bob Strobel (alternate)

11

12 **Voting Designation:** Chair Tim Jandebeur, Selectmen’s Rep Hal Kreider, Betty Smith,  
13 Judi Anthony, Lee Baldwin, and Bob Strobel (alternate)

14

15 **Town Staff Present:**

16 **Linda Smith, Land Use Specialist, Susan Austin, Land Use Assistant, and James  
17 Burdin, Town Planner**

18

19 **Minutes**

20 **May 26, 2022**

21

22 **Motion is made by Ms. B. Smith, seconded by Ms. Baldwin, to approve the  
23 minutes of May 26, 2022.**

24

25 **Continued Cases:**

26

27 **Case 22-3:** Coe Brown Northwood Academy, Map 217 Lot 1. Minor Site Plan Review.  
28 Applicant is proposing an addition of an enclosed stair tower/elevator and unenclosed  
29 egress stair to Wiggin Hall.

30

31 Carl Olsen and Matt Angell were present to discuss this application.

32

33 Chair Jandebeur stated that they had received a letter from the fire chief. The letter  
34 states that although the regulation doesn’t require sprinklers, he highly advises that  
35 they have them.

36 Chair Jandebeur stated that the Board cannot deny the application over a sprinkler  
37 system that technically they aren’t required to have. Selectman Kreider suggested that  
38 it should be noted on the record that the Board would feel more comfortable if they  
39 had sprinklers, but it is up to the applicant to install them.

40 Mr. Burdin read his suggested conditions of approval.

41

42 Conditions of approval:

43

44 Prior to the signing of plans:

- 45 1. Amend the plan set to address the above comments and any other issues raised  
46 by the Board

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2. The applicant will acquire and provide copies of all necessary federal, state, and local permits including but not limited to: an NH DES shoreland permit and an updated NHDOT driveway permit or written confirmation that no such permits are necessary.
3. The applicant has acquired a variance for the height of the stairway. The variance and date of its issuance by the ZBA should be noted on the plan.
4. Deliver three signed and stamped copies of the plan for signature.

Prior to issuance of a building permit:

5. The chair will sign the plans indicating final approval of the planning board.
6. The applicant will conduct all fire inspections recommended by the Fire Chief per the letter from the Fire Chief dated 6/9/22

**Ms. B. Smith made a motion, seconded by Selectman Kreider, to approve the applications with the above conditions. Motion carried 6/0.**

**Case 22-4:** Boy Scouts of America/Dan Farrell 292 Blakes Hill Road Map 224 Lot 9. Minimal Impact Review. Applicant is proposing to replace seven tent platforms with cabins.

Brian Labeyo, CEO for Lantern Light Camps, and Dan Farrell, representative for the applicant, were present to speak for the application.

Chair Jandebour stated that the Board did a site walk of this camp. The site walk was very informative. Chair Jandebour stated Camp Yavneh, in a summer, gets about 525 people that stay for 8 weeks. Those 500 people are there the entire time. This camp only gets 125 people at a time. When they talk about how many people come in, the 300 aren't there at the same time. It's a lot less wear and tear on the septic.

Mr. Burdin stated that he would recommend this waiver request be interpreted as "A waiver to Section IV.C., Minimal Impact Application, to allow the minimal impact application to apply to a proposed site plan that meets all 14 criteria, but which proposes changes to structures on the exterior of the site. Mr. Burdin stated that in 2018, the plan was to provide an overall site plan in the future. Nothing was noted on the Notice of Decision, however. He stated that he would suggest that the Board and the applicant consider whether a suitable compromise might be to grant the waiver in this case, but to place an expiration date on any approval of the application to add an incentive for a more detailed site plan to be provided in the future, while providing sufficient time to procure and budget for the cost of a design professional.

Ms. L. Smith stated that they could do this in phases, approving what they want to build now, do a survey for just that area. Then, as they are adding to it, they are adding to a stamped plan that will eventually become their site plan.

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1 Mr. Burdin stated that subsequent applications need to be minor site plans that  
2 depict survey grade interpretations of the area that eventually be added to the entire  
3 site plan.

4  
5 Discussion ensued about how to approve this while also working out a plan for a site  
6 plan that would spread the cost out over five years.

7  
8 Mr. Burdin read his recommended conditions of approval.

9  
10 In the notice of decision, he will note the maximum total capacity of the site is 225  
11 beds, including all campers, staff, and personnel on site at a given time.

12  
13 Prior to the signing of plans:

- 14 1. The applicant will acquire and provide copies of all necessary federal, state, and  
15 local permits including but not limited to an NH DES shoreland permit or  
16 written confirmation that no such permit is necessary.
- 17 2. Provision of an operation calendar describing the type of programming to occur  
18 on the site at a given time throughout the year. For example, weeklong  
19 overnight camps, day campers, weekend camps, etc. To provide an estimate of  
20 traffic for the site at any given time.
- 21  
22 3. Deliver three signed copies of the plan for signature.

23  
24 Prior to issuance of a building permit:

- 25  
26 4. The chair will sign the plans indicating final approval of the planning board.

27  
28 Conditions Subsequent:

- 29  
30 5. The applicants will submit an overall site plan for this site, meeting the  
31 standards of a Minor site plan by December 31, 2027, according to the following  
32 procedures:
  - 33 a. This timeline may be extended by the Planning Board for good cause.
  - 34 b. Specific waivers to the requirements of a minor site plan may be  
35 granted by the Planning Board for good cause.
  - 36 c. The overall site plan will prioritize the relative locations of buildings  
37 and septic systems within each campsite, or other self-contained area  
38 of development, i.e., dining hall or rec area.
  - 39 d. Any intervening applications before this date shall meet the standards  
40 of a minor site plan for the specific campsite or self-contained area of  
41 development.
  - 42 e. This approval shall expire immediately following the deadline above or  
43 is extended for good cause, or if before mentioned site plan has not  
44 been provided.

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1 **Ms. B. Smith made a motion, seconded by Ms. Baldwin, to approve Case 22-4**  
2 **with the above-mentioned conditions. Motion carried 6/0.**

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4  
5 **INTERNAL BUSINESS**

6  
7 Rules of Procedure

8 **Mr. Strobel made a motion, seconded by Selectman Kreider, to accept the rules**  
9 **of procedure. Motion carried 6/0.**

10 CIP Subcommittee

11 Ms. L. Smith stated that they still need three members of the public to participate.

12 **Ms. B. Smith made a motion, seconded by Ms. Baldwin, to appoint Hal Kreider,**  
13 **Brian Winslow, Ginger Dole, Tim Jandebaur and Bob Strobel to the CIP**  
14 **subcommittee, leaving two empty seats.**

15 Master Plan Subcommittee

16 Chair Jandebaur stated that the subcommittee has met, and it's moving along. There  
17 are more meetings scheduled.

18  
19 *Motion to adjourn is accepted at 8:35 PM*

20  
21  
22 ***Respectfully Submitted,***

23 

24  
25 ***Susan Austin, Land Use Assistant***

**DRAFT**