

**Town of Northwood
Planning Board Meeting
July 23, 2020**

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
4 State of Emergency declared by the Governor as a result of the COVID-19 pandemic
5 and in accordance with the Governor’s Emergency Order #12 pursuant to Executive
6 Order 2020-04, this public body is authorized to meet electronically.

7
8 **PRESENT:** Chair Bob Strobel, Selectmen’s Representative Hal Kreider, Lee Baldwin,
9 Betty Smith and Victoria Parmele. (all members listed participated electronically)

10
11 **TOWN STAFF PRESENT:** Linda Smith and Susan Austin, Land Use Department.
12 James Burdin, Town Planner.

13
14 **VOTING DESIGNATION:** Chair Bob Strobel, Selectmen’s Representative Hal Kreider,
15 Lee Baldwin, Betty Smith and Victoria Parmele.

16
17
18 **CONTINUED CASES:**

19 **CASE: 18-20**

20 **68 Granite Street Properties, LLC.** First NH Turnpike, and Old Turnpike Road, Map
21 108 Lot 102. Applicant seeks to create a Major Subdivision of 16 lots with a looped
22 roadway of 2353’ in length.

23 Mark Sargent was present along with Naomi Praul, Mark Hodgdon, and Jeff and
24 Rachel Eames.

25 Mr. Sargent stated that the subdivision that they are proposing originally stated with
26 16 lots, but they reduced it to 15 lots at the request of the board by providing a
27 secondary access point to Old Turnpike Road.

28 When they were last before the board, they were looking for a peer review. They have
29 since received that. Most of the comments pertained to the engineering of the road
30 way. Ms. Praul can address those. They also had a traffic review. The traffic engineers
31 made a suggestion of providing a gated entrance at Route 4, which is a nonstarter for
32 them. They have met with representatives from DOT District 6. On their proposed road
33 access to Route 4, they had no issues there. The sight distance greatly exceeds the
34 minimum requirements. Looking to the west, it is over 900 feet. Looking to the east it
35 is 1,400 feet.

36 Naomi Praul was present to respond to the peer review. She stated that she would go
37 through each comment for the board. She stated that the bulk of the comments were
38 fairly straightforward.

39

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1 3.02 ROADS

2 D.1. The detail for the roadway cross section should conform with the ordinance
3 including indicating that the excavated depth of native materials should be a
4 minimum of 2', maximum lifts of 6" and 95% compacted density for fill. The roadway
5 cross section has been updated to include the requested information.

6 D.2. The detail for the roadway cross section should specify the bank run and crushed
7 gravel mix in accordance with the "Standard Specifications for Road and Bridge
8 Construction" NH Department of Transportation Section 304 as specified in the
9 Ordinance. The roadway cross section has been updated to reference the NHDOT
10 Specifications for materials and methods.

11 D.3. Are speed limit signs prudent at both entrances to the subdivision? There is one
12 indicated at the First NH Turnpike entrance but not the Old Turnpike entrance. The
13 applicant should provide a detail for all proposed signs. Speed limit signs are proposed
14 at both entrances to the subdivision. The sign at Old Turnpike Road is shown at
15 station 5+15 (approx.). Sign details have been added to Sheet C-8 of the plan set.

16 3.03 DRIVEWAYS AND ACCESS POINTS 5 a.b. & B.

17 A shared driveway may be a preferred access to Lots 10 and 11 on Old Turnpike. Has
18 the applicant explored this possibility? The applicant would prefer to have
19 independent driveway access to Lots 10 and 11.

20 3.04 DRAINAGE

21 The question has arisen with respect to the effects of the proposed development on
22 Flat Meadow Brook. We note that flows to Flat Meadow Brook are reduced post
23 construction by 17%, 20% and 16% for the 10, 25 and 50-year storms. We note that
24 the brook is part of a larger drainage area (with a total larger flow) that was not
25 evaluated in this design. The applicant could evaluate this larger drainage area if to
26 put the reductions in runoff in context, and to confirm that it is satisfactory. Flat
27 Meadow Brook has a total contributing watershed of approximately 2.25 square miles
28 (1,440 acres) at the point where it flows across/off the western property boundary of
29 the proposed subdivision. The portion of this watershed directly impacted by the
30 subdivision development is 21.5 acres: 1-1/2% of the total watershed. In a
31 conservative approach to pinpoint the effects of development, and to design
32 appropriate controls, the stormwater model evaluated only the area impacted by the
33 subdivision. Evaluation of this area in the context of the overall watershed would show
34 no noticeable impact from the development, resulting in potentially insufficient
35 stormwater controls. As part of the plan set, the applicant should provide details and

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1 notes for each of the detention basins. Detention basin details are on Sheet C-8 of the
2 plan set and have been expanded.

3 3.07 WATER SUPPLY

4 It is assumed that the subdivision will be served by individual wells for each lot. The
5 proposed locations should be shown on the plans. Wells and associated protective
6 radii have been shown for each lot.

7 3.08 SEWAGE DISPOSAL

8 It is assumed that the subdivision will be served by individual septic disposal systems
9 for each lot. Pertinent information including test pits, leach field and reserve locations,
10 etc. should be shown on the plans. Test pits and 4K boxes have been shown for each
11 lot. 3.09 UTILITIES Proposed utility locations should be shown on the plans.
12 Underground electric lines are shown along the proposed roadway, 13-feet off the
13 centerline under the gravel shoulder. Overhead electric service lines have been added
14 for lots 10 and 11 on Old Turnpike Road. Natural gas service is not available, so
15 proposed residences will be served by individual propane tanks.

16 3.11 EMERGENCY SERVICES

17 The applicant should indicate the proposed source of water for fire protection. A
18 30,000-gallon cistern has been added to the plans for fire protection.

19 Other:

20 1. The legend should be updated to reflect the plans. The legend has been updated
21 appropriately.

22 2. The applicant should provide details for each of the detention basins. A typical
23 detail for the detention basins is provided on Sheet C-8 of the plan set. Specific
24 information for each basin is tabulated within this detail.

25 3. We agree with the statement on the typical retaining wall detail that retaining walls
26 should be designed by a licensed structural engineer. No response required.

27 4. The applicant should provide an O&M manual for the stormwater features. An
28 Inspection & Maintenance Plan for the proposed stormwater controls is included with
29 this correspondence.

30 Selectman Kreider asked if on the maintenance plan, who is responsible for actually
31 doing the maintenance? Chair Strobel stated that he would expect the cost for the
32 inspection would come from the applicant or the designee to be turned into the town.
33 Ms. L. Smith stated that it would be the town if it's part of the roadway. Chair Strobel

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1 asked if with the addition to the access point on Old Turnpike Road, is there any
2 concern about if during a flood stage, increased velocity of water flowing from Flat
3 Meadow Brook around that curve that is now in Lot 8, for increased erosion on that
4 access road. It looks like the embankment on the rear access goes almost right down
5 to the water. Was that considered? Ms. Praul stated that the swale was designed for a
6 50-year storm event, so obviously any event that exceeds that storm event, it's not
7 something that they necessarily design for. They normally check detention basins for
8 peak elevations, but in terms of treatment swales it's more based on velocity and
9 depth of flow during a lower storm event. Chair Strobel stated that its not the water
10 coming off the site, but water that is coming on the site, underneath the culvert. Mr.
11 Sargent stated that the roadway itself sits considerably higher than the river. Chair
12 Strobel stated that he wasn't concerned about it over topping the road, but a 100-year
13 storm may start taking out the embankment. Ms. Praul stated that it was hard to
14 determine without actually knowing what the elevation of Flat Meadow Brook would
15 actually get up to during the high storm events. In terms of a safety issue, the
16 proposed home would be higher as well. Discussion continued about the possibility of
17 flooding on lots 102 and 105. Chair Strobel stated that he feels that the applicant
18 understands their concerns, and will be addressing them.

19 Mr. Sargent stated that at this point, they have had both peer reviews, the traffic
20 review suggested closing off the access from Route 4, but that doesn't work for them.
21 He will provide sight line distances for site1, but as he pointed out before, the sight
22 line distances greatly exceed the minimum requirements. At this point, they would like
23 to proceed with the state applications in for AOT, DOT and wetlands. If there are any
24 other concerns, they would like to hear them now. Mr. Burdin stated that he hasn't
25 had a chance to look through the new plan set in great detail; he did get a chance to
26 skim through the letter. He stated that nothing stood out as a concern as far as he
27 could see. He would like some time to look through everything, especially because he
28 hasn't yet written conditions of approval for a town road.

29 Chair Strobel stated that he would request some pictures and videos the Pam
30 Sanderson had taken during flood events in that area. If they can get those from Ms.
31 Sanderson, they would like to send copies to the board and the applicant.

32 **Ms. B. Smith made a motion to continue Case 18-20 until August 13, 2020.**
33 **Selectman Kreider seconded. Motion carried by roll call vote 5/0**

34 **NEW CASES**

35 Meeting Procedures for new cases:

36 Chair Strobel stated that the procedures for new applications while they ae using
37 electronic meeting formats. There will be two meetings. The first one will include an

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1 overview of the application from the applicant, a reading of the abutters list, accepting
2 of the application and then opening the public hearing. They will include any
3 testimony from abutters and any response from the applicant. The second meeting will
4 allow the time for the board to receive public input. The board will accept information
5 in the following manner: any board requested information is due to the town by 4PM
6 10 days before the next hearing. Public comment, preferably in written format, is due
7 by 4PM on the Tuesday before the hearing.

8 **Case 20-1: Fred Belanger applicant, Genevieve Rogers, property owner, 131**
9 **Winding Hill Road. Map 228/12 & 13** Boundary line adjustments. Applicant seeks to
10 adjust 2 lots as follows: Map 228/12 to 4.55 acres, and Map 228/13 to 5.14 acres.

11 **Ms. B. Smith made a motion to find the application as complete. Ms. Baldwin**
12 **seconded. Motion carried by roll call vote 5/0.**

13 Chair Strobel read the abutter list: none present

14 **Ms. B. Smith made a motion to find that this application had no regional impact.**
15 **Ms. Baldwin seconded. Motion carried by roll call vote 5/0.**

16 Scott Frankiewicz was present to discuss this application. He stated that the applicant
17 wishes to adjust his lots lines in order to create two buildable lots. Lot 13 included a
18 house that burnt down a few years ago, so there was a septic installed and a well
19 installed at some point, but they couldn't find the approvals through the town or DES,
20 so they reapplied and got a new septic design approved. They received subdivision
21 approval for the lot under 5 acres. He did address the few things that Mr. Burdin had
22 requested on his review.

23 **Ms. B. Smith made a motion to continue Case 20-1 until August 13, 2020. Ms.**
24 **Baldwin seconded. Motion carried by roll call vote 5/0.**

25
26 **Case 20-2: Property Entrepreneurs, LLC 99 Lakeshore Drive. Map 109/40** Minor
27 Subdivision. Applicant seeks to convert three existing residential structures into three
28 condominium style units.

29 *Ms. Parmele recused herself*

30
31 **VOTING DESIGNATION:** Chair Bob Strobel, Selectmen's Representative Hal Kreider,
32 Lee Baldwin, and Betty Smith

33
34 **Ms. B. Smith made a motion to find the application complete. Selectman Kreider**
35 **seconded. Motion carried by roll call vote 4/0.**

36
37 Nick Turmel, Dan Mullen and Simon Leeman were present to discuss the application.

38
39 Mr. Turmel stated that they don't plan on building anything new on this location, they
40 just want to change the use from a multi-family unit on the same land lot, what they

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1 are proposing to change going from one deed owning all three units to three separate
2 owners on a shared lot. There were tenants there up until December of 2019. They
3 have renovated the places inside. They will have pictures to share publicly next week.
4 The next best investment if this wasn't approved would be doing weekly rentals for all
5 three units in the summer to capitalize that, and then get someone in there off peak.
6 That's usually not going to be as pleasing to the abutters, having new people in every
7 week. Abutters would see more of their values increased having owner occupied over
8 weekly rentals. They propose making a stipulation in place that if someone bought it
9 as an investment, they couldn't rent it out weekly, they would have to do it monthly.
10 The existing driveway will not change at all. The proposed waiver is for extra septic
11 and well locations for abutters within 100 yards. There is nothing changing with this
12 property, so the well location is a moot point.

13

14 *Chair Strobel read the abutters list: Wendy and Tom Ciffelli were present.*

15

16 Mr. Leeming stated that this is a condominium that is being proposed. Under RSA
17 356-b, a condominium consists of multiple units with a common area. Unit owners
18 own the units, and together own the common area. The condominium is named
19 Northwood Lakefront Condominium. Even though the units are of different square
20 footage, under the condominium documents that he has submitted, each unit will
21 have a 1/3 interest in the common area. The units are single family units, the units
22 are the responsibility of the owner. Initially, the developer will own the units until all
23 the units are sold. The owners of the units will form an association, and the common
24 expenses will be determined by the associations, and will determine such things as
25 what the rules are pets and the use of other areas within the common areas, they will
26 produce a budget, determine the assessments and provide the insurance, and the
27 condominium can only be amended with a 67% vote of the members. The condo
28 documents will be submitted for legal review by the town attorney.

29

30 Selectman Kreider questioned the restrictions on how long the units can rent or how
31 long they have to rent. Mr. Turmel stated that if they are not owner occupied, the
32 minimum the units can be rented out would be a month. Ms., L. Smith stated that it
33 didn't say anywhere in the documents that there was a restriction on how long
34 someone could rent the property, nor did it seem as though it could be prevented if it
35 was to be rented out online. Mr. Leeming stated that they would address it with the
36 initial bylaws. He assumes that she meant some sort of AirBNB situation, and that
37 would be a town decision if they wanted to prevent that. Selectman Kreider stated that
38 the way Mr. Turmel had just presented it was to show that this wouldn't affect
39 property values by limiting the term of the rental to a month or more. If it's not in
40 there, it's fine as well, because it's not a requirement. Mr. Leeming stated that an
41 amendment would be 67% by the association.

42

43 Mr. Burdin stated that the issue of short-term rental is different than the issue of
44 ownership. That is something that they would realistically address the same way
45 regardless of whether it was owned in common between all three units, or condedexed.

46

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1 There is an abutter that is putting a few things into the chat, and since this is the first
2 time they are doing a public hearing through Zoom, he would also suggest that the
3 Zoom chat is hard to get into the public record, so he would suggest reopening the
4 public hearing to get some verbal comments in. Mr. Burdin stated that he wouldn't
5 want someone to make a comment in the chat and assume that the board can see it.

6
7 Zoom Chat:

8
9 02:23:05 tommy: weekly would not be a good thing
10 02:23:46 tommy: we are 104 lake shore
11 02:26:21 tommy: Wendy and Tom
12 02:28:05 tommy: NO
13 02:28:22 tommy: no they don't
14 02:29:20 Susan Austin: it would be easier for our comments to be recorded
15 on the record if you would speak
16 02:29:25 Susan Austin: your
17 02:29:46 tommy: don't currently have a mic, but NO nobody rents around
18 here weekly
19 02:30:40 Susan Austin: okay. You can submit comments in writing to me.
20 Spastor@northwoodnh.org
21 02:31:15 tommy: thankyou but his facts are wrong
22 02:32:27 tommy: Next meeting we will log in with my laptop which has a mic
23 02:32:41 lsmith: Tommy & Wendy-if you dial the number in the agenda and
24 go on your cell phone you will be able to speak
25 02:34:17 tommy: don't see the number to call
26 02:38:55 Nick Turmel: it is currently zoned in that area that there are no rental
27 restrictions, meaning anyone on that road can rent out weekly if they wanted to. my
28 point is keeping it as its current status a 1 owner 3 unit Multifamily will have an
29 investor wanting to get the most revenue which would most likely have them renting
30 weekly during summer which is allowed for that neighborhood. approving the condex
31 has 3 owners instead of tenants unless they decide to rent it out.
32 02:40:24 Susan Austin: 1929-205-6099 passcode 492852
33 02:40:34 lsmith: call in number is 1-929-205-6099. Pass code 492852
34 02:42:28 tommy: did not work, said invalid pass code
35 02:43:07 Bob Strobel:
36 <https://zoom.us/j/91589761837?pwd=TUZNFVOWjN6Rm42SGNhazRNdGRKdz09> that is the code to get in directly .Just copy that into a web browser
37
38 02:43:59 Bob Strobel: 9292056099
39 02:44:40 Bob Strobel: 91589761837 is the meeting code
40 02:44:59 Bob Strobel: the 929 is the number to dial
41 02:45:03 Bob Strobel: dial
42 02:45:17 tommy: we are here

43
44 Dan Mullen, the applicants engineer was also present to discuss the waivers, but the
45 board was unable to understand him clearly because of a faulty microphone.

46

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1 Mr. Leeming stated that he would discuss the waivers, since Mr. Mullen wasn't able to
2 be heard clearly. Mr. Leeming stated that they were asking for two waivers, Section
3 4.10(B)(4) to not show all buildings, wells, and septic systems within 100 feet of the
4 subject site. and Section 4.10(E) to show an approximate elevation of the 100-year
5 flood plain utilizing GIS data in lieu of a precise elevation because FEMA has not
6 determined a base flood elevation for this portion of the flood plain.
7

8 Tom Ciffelli, the abutter who was speaking in the chat, called in to comment. Mr.
9 Ciffelli stated that they lived at 104 Lake Shore Drive. He stated that no one rents
10 weekly in that area. Wendy Ciffelli stated that the only thing they were concerned
11 about was the week to week rentals would not be something they would want to see
12 happening. She understands that the way it is set up he is allowed to do that, but that
13 is the only concern. They would not want an AirBNB situation with people in and out
14 of there constantly. Mr. Turmel stated that it wasn't the plan.
15

16 **Ms. B. Smith made a motion to send the declaration of condominium documents**
17 **to the town attorney for review at the applicant's expense. Ms. Baldwin**
18 **seconded. Motion carried by roll call vote 4/0.**
19

20
21 **Ms. B. Smith made a motion to continue Case 20-2 until August 13, 2020. All**
22 **board requested materials should be submitted no later than August 3, at 4PM.**
23 **All public comment to be submitted by August 11, at 4PM. Selectman Kreider**
24 **seconded. Motion carried by roll call vote 4/0.**
25

26 **ADJOURNMENT**
27

28 **Ms. B. Smith made a motion to adjourn at 9:54 PM. Ms. Baldwin seconded.**
29 **Motion carried by roll call vote 4/0.**
30

31 *Respectfully submitted,*
32 *Susan Austin, Land Use Assistant*