

**Town of Northwood  
Planning Board Meeting  
August 20, 2020**

**DRAFT MINUTES**

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

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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.

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8 **PRESENT:** Chair Bob Strobel, Joe McCaffrey, Betty Smith and Lee Baldwin. (all  
9 members listed participated electronically)

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

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14 **VOTING DESIGNATION:** Chair Bob Strobel, Joe McCaffrey, Betty Smith and Lee  
15 Baldwin.

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17 **CONTINUED CASES:**

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19 **Case 19-12**

20 **Michael Sullivan (Aroma Joes)** 8 Bow Lake Road Map 222 Lot 61. Applicant is  
21 proposing to build a drive thru and walk up coffee shop on a lot that has an existing  
22 seasonal green house and single-family home that will have an office.

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24 Chair Strobel stated that they had received a request to continue this case.

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26 **Ms. B. Smith made a motion to continue Case 19-12 until September 24, 2020.**  
27 **Mr. McCaffrey seconded. Motion carried by roll call vote 4/0.**

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29 **CIP**

30 Chair Strobel presented the board with the completed CIP. The board discussed the  
31 CIP and how to proceed.

32 **Zoning Ordinances**

33 The board discussed what possible ordinances they might like to put on the warrant  
34 for 2021. They also discussed what would be the best use of Mr. Burdin’s time in the  
35 coming months because of the default budget.

36 **Ms. B. Smith made a motion to adjourn at 8:30 PM. Ms. Baldwin seconded.**  
37 **Motion carried by roll call vote 4/0.**