

**TOWN OF NORTHWOOD
PLANNING BOARD
Work Session Minutes
September 9, 2026
DRAFT**

No cases were heard at this meeting.

Chair Dan Breault called the meeting to order at 6:30 p.m.

Present: Chair Dan Breault, Vice-Chair Hal Kreider, Members, Jacques Phaneuf, Mike Magoon, Sean Kuczewski, and Alternate Bob Strobel.

Voting Designation: All seated members were designated voting members.

Town Staff Present: Land Use Supervisor Lisa Fellows-Weaver

MINUTES

August 26, 2026

Mr. Kreider made a motion, seconded by Mr. Kuczewski, to approve the minutes for August 26, 2026, as amended. Vote: 3/0/3. Mr. Breault, Mr. Phaneuf, and Mr. Strobel, abstained, as they were not in attendance.

August 31, 2026

On a motion made by Mr. Kreider, and seconded by Mr. Phaneuf, the Board voted unanimously to approve the minutes of August 31, 2026, as written.

Meeting Business

Consultants Liz Durfee & Tom Morgan – Conditional Use Permit - Public Hearing

Chair Breault opened the public hearing at 6:38 pm. No members of the public were present.

Liz Durfee, of EF Design and Planning, LLC, was present along with Tom Morgan, of TZM Planning, to continue with Conditional Use Permits. Ms. Durfee presented an overview of the work done by the Planning Board to develop a Conditional Use Permit (CUP). She explained Innovative Land Controls and the flexibility provided with a CUP. The proposed CUP process is being developed specifically for open space uses. The discussion focused on the Conditional Use Permit (CUP) process, including similarities to a special exception process which is submitted to the ZBA. The Board discussed the advantages of placing the process under the Planning Board, noting that the Planning Board is the entity having the control of the CUP process.

The proposed ordinance would:

- Establish basic language and intent for uses allowed by right.
- Allow use-specific criteria to be added to a CUP.
- Apply base criteria to all CUP applications.
- Require all applicable criteria to be met.
- Consider site suitability, external impacts, site character, and whether the proposed development blends appropriately with surrounding properties.
- Generally establish a one-year expiration for an approval, with the applicant able to return to the Planning Board to request an extension.

The Board reviewed a letter from Mr. Jandebour regarding the CUP provisions and appeal rights. A lengthy discussion ensued whether the proposed process would affect an applicant's right to appeal. It was noted that the CUP is pertinent to the Planning Board. Other sections of the Development Ordinances remain subject to variances

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where applicants may still have the ability to go to the ZBA. The Board also discussed the process of appealing a denied provision and the role of the Superior Court.

The Board agreed that the proposed changes, at this time, apply only to open space.

Ms. Durfee spoke about scheduling the public hearing at the next Planning Board meeting.

With no public comment, Chair Breault closed the public hearing.

On a motion made by Mr. Kreider, and second by Mr. Strobel, the Board voted unanimously to accept the proposed Conditional Use Permit ordinance, as amended, and to incorporate the revisions discussed.

It was confirmed that a CUP cannot be used under the new provisions until the ordinance has been formally adopted.

Mr. Morgan suggested one warrant article including both open space and CUP; a vote would be approving both.

Open Space Design and Mixed Use

Liz Durfee, of EF Design and Planning, LLC, was present along with Tom Morgan, of TZM Planning, to continue discussions of the draft mixed-use ordinance. Mr. Morgan reviewed the Assessment. It was noted that the open space portion of the ordinance was considered complete and ready to proceed.

Ms. Durfee stated that the mixed-use development is a part of the HOP grant proposal. She provided an overview of the draft ordinance and its sections.

Discussion included:

- Ground-floor commercial and residential uses.
- Permitted locations for a mixed-use development.
- Whether mixed-use developments should be concentrated in specific areas.
- Route 4 corridors and village centers.
- Potential overlay districts.
- The relationship between currently permitted uses and incentives for walkable mixed-use development.
- Potential creation of village areas where mixed-use development is not currently permitted.

A discussion was held on what portions of Northwood would be appropriate for mixed-use development and whether mixed-use development should be concentrated in two primary locations. The Board discussed the concept of encouraging or incentivizing walkable mixed-use development in village areas. However, a separate ordinance may be needed because the proposed village areas do not currently exist as zoning districts.

The Board agreed that additional time should be spent reviewing maps, determining appropriate overlay areas, and identifying which uses should be allowed within those areas. A perimeter for a potential village district will need to be defined and Ms. Durfee noted that the Board should refer to the Future Land Use Master Plan Chapter.

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The Board continued discussion regarding the creation and location of village areas.

It was noted that a use that is not currently permitted would remain prohibited unless specifically addressed through the ordinance.

Revisions were made.

On a motion made by Mr. Strobel, and second by Mr. Kreider, the Board voted unanimously to accept the mixed-use draft ordinance and send it to legal for review, and to request a final draft as soon as possible.

Ms. Durfee will develop maps for members. Continued to 6 p.m. September 23, 2026.

A recess was taken at 8:55 pm and reconvened at 9:05 pm.

Other Business

Site Plan Regulations

Final Draft completed by September 23rd. Presentation rescheduled to October 14th.

Capital Improvements Plan (CIP)

CIP presentation by the CIP Committee scheduled for October 14 at 7:45 pm. with a public hearing set for October 28 at 6:00 pm.

Completeness Policy

Revised policy received from CMA; distributed. Continued to September 23.

Camping Permit Ordinance

Discussions were held as the draft ordinance proposal was reviewed. Mr. Jandebeur's comments, specific to this matter, were read. Revisions were made.

On a motion made by Mr. Kuczewski, and second by Mr. Strobel, the Board voted unanimously to adopt the camping ordinance, as amended, and to incorporate the revisions discussed.

On a motion made by Mr. Strobel, and second by Mr. Kreider, the Board voted unanimously to send the camping draft ordinance, as adopted, to legal for review.

A public hearing was scheduled for October 22, 2026, at 6:30 pm.

Short Term Rental

Discussions were held and revisions were made.

On a motion made by Mr. Kreider, and second by Mr. Kuczewski, the Board voted unanimously to adopt the Short Term Rental ordinance, as amended, and to incorporate the revisions discussed.

On a motion made by Mr. Kreider, and second by Mr. Strobel, the Board voted unanimously to send the Short Term Rental ordinance as adopted to legal for review.

A public hearing was scheduled for October 22, 2026, at 6:30 pm.

Definitions

Continued to October 22

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Remote Policy

Continued to October 22

Staff Items

Holiday Meeting Date Changes

- *November 11 changed to November 9*
- *November 25 changed to November 23*
- *December 23 changed to December 30*

Upcoming Meeting Schedule

September 23

- Public Hearing Open Space and Mixed-Use Ordinance @ 6:00
- SRPC - Child Care Assessment
- Completeness Policy at the end of the meeting, if time allows

October 14

- Non-Meeting with Counsel @ 6:00
- CIP Presentation by CIP Committee @ 7:45
- Site Plan Review Final Presentation

October 22

- Public Hearing - Short Term Rental @ 6:30
- Public Hearing - Camping @ 6:30
- Definitions
- Remote Policy

October 28

- Public Hearing - CIP @ 6:00 followed by regularly scheduled meeting

Child Care Development Ordinance

Ms. Fellows-Weaver updated the Board on the progress of the legislative changes regarding Child Care, with the proposed verbiage being developed by SRPC. Ms. Moles will draft the verbiage for the warrant article and conduct an overall assessment of the Northwood Development Ordinances, including sections pertaining to day care and related facilities.

Board members should receive the assessment for review, prior to the September 23 meeting. Ms. Murphy will provide a brief overview of the assessment at that meeting. Prior to the October 14 meeting, the proposed verbiage for the warrant article will be provided. Ms. Murphy will then give a presentation on the suggested amendments, followed by Board discussion.

Data Center – SRPC

No update.

Correspondence

Development of Regional Impact (DRI) Letter – Town of Pittsfield

Members reviewed a DRI submittal received from the Town of Pittsfield for 95 Concord Hill Road, proposing a 43-unit age-restricted project. Members determined that the project would have no regional impact on Northwood. The Board expressed

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160 appreciation for the opportunity to review the request. Staff will send a letter
161 conveying the Board's determination.

162 **ADJOURNMENT**

163 **On a motion made by Mr. Kreider, seconded by Mr. Magoon, the Board voted**
164 **unanimously to adjourn at 11:18 pm.**

165 A TRUE RECORD ATTEST:

166 

167 Lisa Fellows-Weaver,
168 Land Use Supervisor

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