



OLD VALUES - NEW HORIZONS

## COMMUNITY DEVELOPMENT

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### **Planning Board Approved Minutes Wednesday, September 10<sup>th</sup>, 2014 7pm @ the Community Development Department**

#### **Board Members:**

Kristi St. Laurent, Chair – Present, arr. 7:08pm

Alan Carpenter, Vice Chair – Present

Paul Gosselin, Member – Present

Pam Skinner, Member – Present

Margaret Crisler, Member – Present, excused 9:05pm

Vanessa Nysten, Member – Excused

Bruce Breton, Selectman – Excused

Joel Desilets, Selectman Alternate – Present

Steve Bookless, Alternate – Excused

Jim Fricchione, Alternate – Excused

David Oliver, Alternate – Present, excused 8:30pm

Kathleen DiFruscia, Alternate, Present

#### **Staff:**

Elizabeth Wood, Community Planner

Laura Accaputo, Planning Board Minute Taker, Excused

#### **In Attendance:**

David Preece, Executive Director

Southern New Hampshire Planning Commission

Vice Chair Carpenter called the meeting to order at 7:00pm, followed by the Pledge of Allegiance, member attendance and a brief synopsis of the agenda.

Ms. DiFruscia was seated for Ms. Nysten.

#### **2015 Master Plan Workshop with SNHPC**

Review, edit and revise three Master Plan Chapters:

- Land Use Draft Chapter
- Regional Concerns Draft Chapter
- Demographic and Socio-Economic Characteristics Draft Chapter

Content, layout and presentation of the chapters was discussed.

Land Use Draft Chapter addressed first. Village Center District Zoning vs. our Historic Town Center was discussed to prevent confusion in reading the document.

Discussed and decided to remove bullet 2 of Objectives on pg. 2 – Develop a future land use map for the community to target existing and future growth areas for economic development as this was felt to 1) be premature and 2) covered by our zoning map and zoning changes as needed.

Tables were discussed as being useful information but interrupting the flow of the chapter. Suggestion made to add tables 2, 3, 4 and 7 in an appendix and summarize the data in the text.

Approved 9-10-14 minutes

Ms. Wood stated there are still some corrections to be made to the tables – she and SNHPC will work on the corrections.

The figures in the Existing Land Use section were felt to be helpful. The Tables – Board consensus was to move them to the appendix as well, but to add the acreage (rounded to whole number) to the accompanying Figure.

Discussion of adding a note to Table 10: Zoning Districts (acres) that 260 of the 448 acres of PBT district is occupied by an educational use with forest and trails and is not open to further development as PBT.

Discussion back to page 3, and language surrounding ‘Big Box’. SNHPC recommended changing the wording to something like ‘encourage appropriately scaled retail development with in the community’. He will include the wording in the new revision.

In the Zoning Districts section, the WWPD portion was felt to be confusing even though language was taken from the ordinance. Taken in part, the Board felt it did not accurately reflect the district. Suggestion to remove ‘guide the use of’ and ‘prevent unnecessary or excessive expense to the Town in providing essential services and utilities, such as sewage collection and treatment and public water supply, which may arise because of inappropriate use of land within the WWPD’, this was agreed to by the Board.

Comment to add acreage to each residential district as is done with the commercial districts.

Commercial Districts – the introductory sentence was felt to have a negative feel to it, the concerns of the Board were discussed and Mr. Preece, having taken notes, would provide updated language in the next draft.

Build Out Estimates – the Board agreed that the 1998 Build Out estimate information did not need to be included. The Board also requested that SNHP add additional information from the 2010 Build Out Analysis.

Discussion of Impact Fees section – noted that there may be a Recreation Fee in place by the time the Master Plan is completed next year, and the Library may be closer to proposing a project to meet anticipated growth needs. Conclusion was to edit the Impact Fee section if an additional fee is instituted, or nearly complete, and to include the information in the chapters that include Library and Recreation.

Discussion around the Growth Management section in that the last paragraph makes it seem easy to establish a Growth Moratorium, implying the Board just needs to recommend it. Since this is not the case, it is to be used only in dire, unforeseen circumstances, the Board asked for revisions to the wording to include the RSA number for the moratorium and the wording it includes about how its use is determined. If that threshold was to be met, then the RSA could be used to determine the procedure.

Regional Concerns Chapter –

Generally, the Board was concerned to continue to keep the focus on regional concerns, not concerns originating within our borders.

Suggestion made not to include names of stores when suggesting types of businesses desired in future.

Discussion of the round-a-bouts and the Selectmen’s endorsement of the plan. Wording suggested to be changed to the Selectmen endorsing an engineering study of the round-a-bout plan, as the town is seeking state funds to do that study now. The results of the study will help the town decide if the round-a-bouts and divided highway along the main part of 111 through town is the right option.

The Groundwater shaded box on page 15 includes the wrong percentage of respondents finding groundwater a regional concern – should be 55%.

Discussion surrounding the Groundwater section included suggesting edits to keep the information to regional vs Windham concerns and keeping the tone of the presentation less negative. Along that line, paragraph three on page 10 was struck.

The Board asked for the numbers to be confirmed and the ‘area around Exit 3’ to be at least loosely defined. Also, the quote provided above the photo on page 11 does not clarify if ‘any new use’ means a new single family home or if it is referring to a significant commercial use. Mr. Preece said he would get back to the Board.

Under the photo on page 11, at the end of the paragraph, wording was suggested to clarify that the reports that were written are for watersheds along the 93 widening corridor.

The Board thanked Mr. Preece and SNHPC for the work thus far and felt that the chapters are shaping up well. These three chapters will be discussed again along with the Goals and Vision Chapter on October 1.

### **Old and New Business**

Chair St. Laurent raised the subject of the Impact Fee administration. One point of clarification raised is that the Planning Board does have a clear definition of ‘dwelling unit’, and many other terms, in the Definitions section of our Zoning Ordinance. There was some confusion on that issue at a recent Board of Selectmen meeting.

After an error was detected by the Planning Board when the new process was presented to the Board by the Administrator, and after considering a reasonable and appropriate fix to the problem, Chair St. Laurent decided to suggest to the Board of Selectmen that the Community Development Director be the department member to double-check the Building Inspector assessments. This suggestion was presented to the Planning Board.

**Motion made by Ms. DiFruscia to add the consensus of the Planning Board to the letter drafted by the Chair. Second by Mr. Carpenter. Motion passed: 5-0-1, Mr. Desilets abstaining.**

Mr. Desilets thanked voters who made it to the polls on Tuesday. He also wanted to make mention of the Robotics team. They were present in the foyer by the gym entrance with an impressive robot on display.

**Motion to adjourn the September 10<sup>th</sup> Windham Planning Board meeting at 9:25pm by Mr. Gosselin, second by Ms. Skinner. Motion passed: 6-0.**

These minutes are respectfully submitted by Kristi St. Laurent, Chair.