



*OLD VALUES - NEW HORIZONS*  
**PLANNING AND DEVELOPMENT**

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**Planning Board Minutes 4/7/10**

**This meeting was not taped for Cable**

**Roll Call:**

Phil LoChiatto, Chairman - Present	Rick Okerman, Vice Chairman - Arrived at 7:50PM
Nancy Prendergast - Member- Excused	Ruth-Ellen Post, Member - Present
Kristi St. Laurent, Member - Arrived at 8:45PM	Sy Wrenn, Alternate - Present
Louis Hersch, Alternate - Excused	Breton, Selectman Member - Present
Pam Skinner, Member - Excused	Ross McLeod, Selectmen Alternate Member - Excused

**Staff:**

Laura Scott, Community Development Director - Present  
Elizabeth Wood, Town Planner - Present  
Tracey Mulder, Planning Assistant - Present

**Call to Order/Attendance/Pledge of Allegiance**

Chairman LoChiatto opened the meeting at 7:05PM, followed by the Pledge of Allegiance.

Mr. Wrenn is seated for Ms. Prendergast.

**2010 Planning Board Work List-Revised II**

Chairman LoChiatto opened the meeting outlining the topics for discussion on the agenda.

Discussion ensued to prioritize the proactive work items that were originally discussed at the 2/3/10 Planning Board meeting. Highlights of the discussion included a review of the list for additions and deletions. The Board decided to remove Impact Fees Ordinance review (11 (b)) from the list and added the Cobbett's Pond Watershed Protection Ordinance in its place as some sections need clarification for the 2011 Town Meeting. All other items will remain on the list and the entire list will be prioritized at another meeting.

Chairman LoChiatto noted that item number one on the list regarding maps is a top priority, particularly the zoning map. He believes the zoning map needs to be finalized soon and waiting for next March is not acceptable. Ms. Scott said that aquifer and flood plain maps will be discussed at a meeting with the Town's IT Director on 4/8/10. Ms. Wood stated that she understands that the GIS maps need to be completed soon and since she is familiar with GIS mapping she understands that for someone who is not familiar with GIS mapping it may be a burdensome task and she is willing to assist the IT Director to facilitate and expedite the process.

Ms. Scott said she was meeting with the Director of IT and the Town's Assessor on 4/8/10 to discuss the status of the zoning maps.

Chairman LoChiatto offered to meet with the IT Director, or other staff members, if this would expedite the completion of these maps, as the maps are a critical tool for the Town. They are needed by staff for the processing of applications and they are also needed to assist the public. Ms. Scott said she will try and work through the issues with the IT Director and have a resolution by close of business on 4/8/10 and will advise the Board what the next steps will be for the maps at the next Planning Board meeting.

The Board continued discussing the items on the list and noted the following items: The need for more public education with regard the Town's Ordinances

1. Provide a definition for 'building lot coverage'
2. Excavation regulations (stormwater) to be revised by Keach Nordstrom
3. Review 2005 Master Plan
4. Provide the public with information regarding the CIP process
5. Review of Site Plan and subdivision regulations

In addition, Ms. Scott would like to reach out to other Land Use Boards for input and feedback to the Planning Board and to hold joint meetings where topics of mutual interest exist.

In conclusion, the Board decided to further discuss these topics in a workshop and that the prioritization of the items listed would come about naturally as the topics were discussed and the importance of each was brought to light. The Board also believes that they are being much more proactive with the list this year than last year as they are receiving it much earlier in the year. Ms. Scott asked if there are any items that she should add to the proactive list and if the Board thought of any additional items to let her know and the Board and Staff would work towards a June workshop.

It was noted by Ms. Scott that the Board is required to review the impact fees every year. It was discussed by the Board that an Impact Fee workshop should be held to assist the members of the School Board and Fire Department to determine their budget projection is for the next 6 years.

The Board discussed that the Planning Board, specifically, is the mechanism for the impact fees and that the Community Development Department collects the impact fees and the treasurer disburses the funds.

The Board discussed Workforce Housing and the consensus from the last Board meeting was that since there were no impending applications, the ordinance revision was not an emergency situation and does not see a need for a special town meeting.

Mr. Okerman arrived at 7:50PM.

Mr. Wrenn asked a question regarding the Village Center District and wondered what the goals were with the District. Ms. Scott answered that the Historic District Committee/Heritage Commission would like to see stricter signage and architectural design guidelines.

Ms. Post said regarding priorities with respect other master plan and a good starting point. She thought the master plan was a good indication and reference point to start. Chairman LoChiatto agreed it was a valid point to start the discussion.

### **Meeting Minutes and Formatting**

Chairman LoChiatto noted that the minutes have increased in detail to such a degree that they have become almost a transcript of the meetings. The Board would like to see the minutes streamlined and be an overview of the meeting rather than intricate details of conversation. He went on to say that if there is an issue or a topic of extreme importance that the minutes should reflect this information but in general they need to be more concise. Ms. Post offered to work with Ms. Mulder to reduce the length of the minutes and provide direction. It was also suggested by the Board to include Ms. Prendergast in this discussion and input for the meeting minutes.

### **Discussion on process for RPC Representative Appointment**

Ms. Scott referenced a letter in the Boards packet that indicated the appointment status of the Town's RPC Representative. Previously the Board had directed Ms. Scott to advertise for this position in the local newspaper. Ms. Scott is asking the Board for direction and if they would like her to proceed with an advertisement to solicit public interest. Ms. Wood said that Ms. Annette Stoller, the current RPC representative is interested in maintaining her position and will be submitting the appropriate documentation to be reappointed. Chairman LoChiatto asked Ms. Scott to advertise for the position on behalf of the Board in the interest of fairness.

Chairman LoChiatto thought the May 5<sup>th</sup> meeting would work best for the appointment of this position.

### **Meeting Minute-Review and Approve**

3/17/10 - Postponed meeting until April 21 meeting.

### **Miscellaneous**

Workshop Summary Memo, "How to Establish a Local Agricultural Commission"

Ms. Wood updated the Board about her attendance at the agricultural workshop and stated that NH Towns are enabled to establish Agricultural commissions as local land use boards under RSA 674:44-e for the purpose of promoting and enhancing local agriculture and protecting agricultural resources. Ms. Wood met with representatives from various towns on how they created an Agricultural Commission. The main topics of the meeting were how to start community gardens and farmer's markets and the obstacles towns and farmers have faced when trying to implement these directives. Ms. Wood noted that Julie LaBranche from the Rockingham Planning Commission would be willing to brief the Board regarding this topic.

Laurie Demaine, a Windham resident, attended the workshop and provided the Board with organizations who are offering grant money for Towns who would like to start an agricultural commission and provided the Board with information on the advisory role of the commission.

Ms. Scott mentioned to the Board that she is meeting with Ms. Demaine and a RPC staff person next week regarding how to garner the interest of the Windham community and the next steps to establish and implement the gardens and markets.

Ms. Wood asked Ms. Demaine if Windham would qualify for other grants offered by the state. Ms. Demaine said she has not looked into other grants and but thought this was a possibility and she also noted this does not impact the Town budget. It was discussed by the Planning Board members that this is subject is more of a Select Board matter and Ms. Scott will discuss with the Select Board.

**Ms. St. Laurent was seated at 8:45**

Ms. Scott asked the Planning Board if they wished to hold an extra meeting on May 12<sup>th</sup> to discuss the Open Space Report. The Board decided to add an extra meeting for this purpose.

Ms. Scott asked the Board regarding the ambiguity in Section 706.2.2.3 of the Sign Ordinance with regard to how the word 'review' should be interpreted. Ms. Scott asked the Board if the word 'review' means the sign needs to be reviewed as a public hearing or a minor review before the Board without a public hearing. Mr. LoChiatto answered that new freestanding signs need to have Planning Board review and it should be reviewed as a site plan but not a public hearing. The Board decided that all new freestanding signs need to come to the Planning Board as a minor site plan review application, which requires a public hearing and abutter notification.

Motion by Mr. Okerman to hear new freestanding signs as a minor site plan change. Second by Ms. Post. **Motion passed 6-0.**

**Adjournment**

**Motion by Mr. Okerman to adjourn at 9:05. Second by Mr. Wrenn. Motion passed 6-0.**

These minutes are submitted in draft by Tracey Mulder.