

Windham Economic Development Committee
Design Review Regulations Sub-Committee
Meeting Minutes Wednesday February 1, 2012

DRAFT

PRESENT: Ralph Valentine, Paul Gosselin, Jay Yennaco

Meeting called to order at the offices of Windham Planning Dept. by Ralph at 8:05 AM.
Ralph was designated to take notes.

Review and approval of Jan. 27, 2012 minutes, motion by Paul second by Jay to approve as submitted. Motion passed, 3-0.

The reconciliation of the colors section was reviewed. The sub-committee feels it is a good section to discuss in detail. Jay saw another conflict: where the proposed guidelines discourage vibrant colors, but encourage the "...complementing of Windham's natural landscape ...". The conflict is with the Windham Town Seal, which exhibits an animated view of Windham's natural landscape while vibrant colors, including burnt orange, a color the proposed regulations call out as to be discouraged.

The sub-committee realizes the proposed breakdown of color percentages is a rough guide. There is concern that the lack of measurement specifications can make it difficult for both the approval and enforcement processes.

The reconciled color section should be presented to the full EDC, but reformatted.

Paul reported his findings after reviewing the proposed guidelines with respect to the verbs shall, should and may. The subcommittee looked at Sections 502 and 503 in detail. The sub-committee supports 100 % the intent of the 502 and 503 standards. But given the topography and configuration of the remaining developable parcels, and given the conflicts within the provisions, many of the "shalls" should be "shoulds" so that both the developers AND the PB have the flexibility to deal with these inherent constraints.

The sub-committee questioned whether or not the police chief and fire chief have weighed in on the proposed regulations, specifically the requirement that parking lots be on the side and rear and that they are screened from the street.

The sub-committee agreed that definitions (See Andover) of "shall, should and may" must be included as part of the guidelines. The definitions can help guide the PB in the application of each of the three. The sub-committee also determined that wherever "shall" is used, that the mandatory action be clearly defined in the guidelines.

At the next sub-committee meeting, on Tuesday Feb. 7, 2012 at 8 AM at Delahunty Nursery the group would decide what will be presented at the Friday Feb 10, 2012 EDC meeting.

Motion to adjourn by Jay second by Paul, motion passed 3-0