

Planning Board

Draft 7/7/10 Meeting Minutes

Roll Call:

Phil LoChiatto, Chairman – Excused

Rick Okerman, Vice Chairman – Excused

Nancy Prendergast– Excused

Pam Skinner, Member – Excused

Ruth-Ellen Post, Member– Excused

Sy Wrenn, Alternate – Present

Kristi St. Laurent– Present

Louis Hersch, Alternate – Excused

Bruce Breton, Selectman Member – Present

Ross McLeod, Selectmen Alternate – Excused

Lee Maloney, Alternate – Present

Bruce Richardson, Alternate – Present

Staff:

Laura Scott, Community Development Director – Present

Elizabeth Wood, Community Planner – Present

Tracey Mulder, Planning Assistant - Excused

Call to Order/Attendance/Pledge of Allegiance

Ms. Laurent was acting Chair for the meeting.

The meeting was called to order by Ms. St. Laurent at **7:03 pm**, followed by the Pledge of Allegiance.

Mr. Wrenn was seated for Ms. Post, Mr. Richardson was seated for Mr. LoChiatto, Ms. Maloney was seated for Ms. Prendergast

Case#2010-17 Minor Site Plan Application.

An application has been submitted for a Minor Site Plan for Lot 11-A-200 (3 Lexington Road), which is located in the Limited Industrial District. The applicant Michael Comeau, on behalf of himself and the other co-owners Comeau Realty Trust, and The Special Five LLC, is proposing to locate a free-standing complex sign, sized 4' X 8' and 32 sq. in area on the existing 6' high wood retaining wall, on the property to advertise (4) four businesses located on the property.

Ms. Wood stated that the proposal met all requirements of the sign ordinance.

Mr. Comeau was present to answer questions for the Board and from the Public. He clarified that the retaining wall is made from wood.

Mr. Breton motioned to approve the proposal as presented. Ms. Maloney Seconded. The motion passed 5-0.

2010 Benchmark Review 2005 Master Plan Workshop

The first workshop of a series of workshops was held to start a benchmark review of the Master Plan. The Plan was adopted in 2005 and has a 10-year life. We are at roughly the half-way point of the Plan's lifespan and an inventory is being conducted of: goals that have been accomplished; goals that have been accomplished but are ongoing; goals that were not accomplished and are outstanding; and goals that were not accomplished but that are not relevant for the Planning Board to work on within the next 5 years.

The discussion of this workshop included public input and focused on reviewing the list of goals that were accomplished and on reviewing the list of goals that have not been accomplished but that are not relevant for the Board to work on within the next 5 years.

Bob Young, a resident, said that he would like to see All Master Plan information posted online and available on the TV screen during the workshop.

Ms. Wood said that the Master Plan is available on the website and that the materials for the Benchmark Review would be posted to the website also.

The Board reviewed the list of Goals that were Accomplished Item by item.

ED-1.2 Establish an Economic Development Committee charged with identifying and attracting businesses that will help move the Town toward its economic development benchmarks, consistent with the Town's land use plan and desired community character.

The Board agreed that this had been accomplished.

ED-6.1 Review zoning ordinance provisions for home-based businesses and provide additional flexibility where possible without impacting on neighborhood residential character.

The Board agreed that this had been accomplished.

CF-1.1 Consider community needs (e.g. recreation facilities, meeting space, relationship with public library, potential for adult education) during design process for the new high school, and complete construction.

The Board agreed that this had been accomplished.

CF-1.4 Consider town-wide needs when planning school recreational facilities, and promote shared resources and programs, especially field scheduling and use

The Board decided to move this item to the list Goals that have been accomplished but are ongoing.

U-1.1 Maintain the aquifer protection district and augment it with provision to limit commercial extraction of groundwater supplies.

The Board agreed that this had been accomplished.

TC-3.3 Undertake a study of the Town's intersections and pursue operational improvements at key intersections specifically the intersections of North Lowell Road and Route 111 and Route 111 and Route 111A.

The Board agreed that this had been accomplished.

TC-5.5 Continue to seek state and private funding for bicycle and pedestrian projects.

- *Pursue federal funding through the reauthorized TEA-21 and Clean Air Act Amendments.*

The Board decided to move this item to the list Goals that have been accomplished but are ongoing.

TC-5.7 Work with the New Hampshire Department of Transportation to preserve the utility of existing rail rights of way.

The Board agreed that this had been accomplished.

TC-5.8 Establish a local advisory committee to evaluate the potential use of rail beds.

The Board agreed that this had been accomplished.

TC-5.10 Continue to support the development of the Lowell Road bike lanes and work to establish connections to and from Lowell Road to build a network of bicycle lanes.

The Board decided to move this item to the list goals that have been accomplished but are ongoing.

The Board reviewed the list of goals that were not accomplished but that were not a priority to be accomplished within the next 5 years.

H-1.1 Monitor and evaluate the limit on the production of units under the Elderly Housing Overlay District.

The Board decided to move this item to the list of goals that have been accomplished.

H-2.2 Investigate public financing (e.g. NH Housing Finance Authority) opportunities to support development of affordable housing in the village center.

Betty Dunn, a resident, said there is no affordable housing in the Village Center District, so therefore it has not been done. Perhaps this could be done in the form of apartments above stores. Thinks it should continue as a goal.

The Board decided to move this item to the list goals that have been accomplished but are ongoing.

CF-1.2 Begin a planning process to consider the need for a new elementary school.

Bev Donovan said that although there is no State money, as a School Board Member, building an Elementary School is still a priority every single year.

Selectman McMahon said that the Town now has a kindergarten. This was never addressed by definition in the Master Plan. The word “Kindergarten” needs to play a role in our future planning. Planning wise we should use word “Kindergarten”, not the word Elementary school. Currently the kindergarten is housed in portables units, which do not equate to a building. The Master Plan intent of creating a new elementary school means that there is a need to construct permanent edifices. Selectman McMahon said that he would like the Board to “not separate this from the CIP”. Planning for a permanent facility should be part of the Master Plan.

Ms. Dunn said that terminology may be our confusion here. Maybe this is too specific a goal. She suggested that this goal be listed as accomplished, but as still relevant to be accomplished within the next 5 years.

Ms. Donovan clarified the confusion in terminology. She said that the term “Elementary” was used in the past because it would cover any children in grades K-8. It would cover elementary and middle school. She suggested that we leave the term worded as Elementary in the Master Plan.

The Board decided to move this to the list of items that have not been accomplished but that are still relevant to accomplish within the next 5 years.

CF-5.3 Enhance the connection between Fellows Road facilities and Town Hall complex by providing a safe, attractive pedestrian crossing.

Sally D'Angelo, a resident, said that she thinks was a goal that was intended be implemented in the process of redesigning roads. This issue has been examined and it was determined that it is impractical create a safe pedestrian crossing without going over the road. This type of crossing would be very expensive to create. If the opportunity to implement this goal arises (as part of the redesigning of the roads) we should take advantage of it, but if it doesn't arise, then accomplishing the goal is cost prohibitive”

Mr. Young said that this goal is part of the R 111 Corridor Study. He feels it should stay in the Master Plan as a goal to and in the Wall Street Corridor study.

Ms. Dunn said that this has been a long term goal. It's not that unreasonable. The congestion on R 111 is growing, so perhaps this goal is becoming more realistic.

Selectmen McMahan said that there is consideration to move the Town Hall Complex to Fellows Road. Windham is the crossroads of Southern NH and Route 111 is projected to have 40,000 cars per day. Planning needs to be done in Village Center District, not in providing a pedestrian crossing of Route 111. A Pedestrian Crossing at Fellows Road is not relevant because it is unsafe. It is not a rational since cars drive by at speeds of over 50 mph.

Mr. Richardson said that he agrees with Mr. McMahan. While creating a pedestrian crossing sounds like a good idea, the reality is that no one will use the crossing because it doesn't suit folks' lifestyles. If it is built, it probably will not be used.

Ms. Donovan says that there is a currently a crossing at Center School that is used by people to cross Route 111.

Mr. Wrenn says that the Wall Street committee is considering Pedestrian Crossings on Route 111. Roundabouts seem to be the most feasible approach. An overpass would be a good idea, but he is not sure that it is feasible.

Betty Dunn thinks it is highly relevant and desirable to have a crossing there. There have been discussions about relocating Town hall to Fellows road; however, the existing buildings will still be utilized. As a community ages and matures, it is more likely to be putting in sidewalks and crosswalks. Since we know that we will do this in the long run, we need to keep it in the plan.

The Board agreed that this had not been accomplished and that is was not a priority to be accomplished within the next 5 years.

RC-2.4 Upgrade and enhance parks, playgrounds, athletic fields, trails and other recreational facilities, including compliance with Americans with Disabilities Act (ADA) standards. When choosing trail material options, consider users of all abilities.

The Board decided to move this item to the list goals that have been accomplished but are ongoing.

TC-5.2 *Consider requiring sidewalks along public streets and add sidewalks along existing streets where possible.*

The Board decided to move this to the list of items that have not been accomplished but that are still relevant to accomplish within the next 5 years.

TC-5.6 *Develop and distribute informational materials throughout the Town to educate and motivate residents about transportation alternatives to the automobile.*

The Board decided to move this item to the list goals that have been accomplished but are ongoing.

TC-5.11 *Establish pathway connections from neighborhoods to all school sites.*

Ms. Donovan said that there is some connectivity from the neighborhoods to the school. With the creation of London Bridge Road, some neighborhoods are connected to the High School. Also, there is a path from Center School that leads to the HS.

The Board agreed that this had not been accomplished and that it was not a priority to be accomplished within the next 5 years.

There was some additional discussion about the Master Plan goals in general.

Selectman McMahon said that many goals of the Master Plan are never achieved because the goals are never defined. Perhaps we should define goals to be more specific so that they are reasonable and obtainable.

Mr. Breton says that he agrees with Selectman McMahon, that the Master Plan is generic.

Ms. Scott said that if the goals were more specific it would be an extremely lengthy document. Additionally it would make it more difficult for the Town to agree on goals. The Master Plan is meant to be a guidance document.

Ms. Wood said that the discussion of the relevancy of the goals of Master Plan will be continued at the **July 21st** Planning Board Hearing. At the **August 4th** Planning Board Meeting a workshop will be held to prioritize outstanding goals for the next 5 years.

2011 Town Meeting Zoning Ordinance Amendments

A memo was included in the packet from Ms. Scott listing the proposed 2011 Town Meeting items for the Board to work on. Ms. Scott stated that this list was compiled from previous Board discussions and suggestions from Department Staff. What Ms. Scott has done is to list the 14 items and assign Department staff to each and she is looking for Board members to pick items from the list to work with staff on and to be the presenters of the items at future Board workshops and public hearings. The following is the list compiled at the meeting.

<u>Section/Topic</u>	<u>Staff</u>	<u>PB Member</u>
Workforce Housing	Laura	Nancy
Cobbetts Pond	Elizabeth	Ruth Ellen & Bruce R

WWPD	Elizabeth	Phil
Excavation Regulations	KNA	Staff
Signs	Elizabeth	Lee
How calculate/define “building lot coverage”	Laura	Louie
New development on Pre-existing non-conforming lots	Laura	Bruce B
Junkyards	Elizabeth	Lee
Fences	Elizabeth	Rick
Child Care	Laura	Pam
Agriculture/Chickens	Laura	Kristi
Village Center District	Laura	Phil
Non-residential Zoning Districts	Laura	Bruce R & Sy
Reorganize Zoning Document	Tracey/Laura	Phil

This list is not exhaustive and more items may be suggested at future Town Meeting workshops from the public. This is just the first step in the process for March 2011 Town Meeting.

Betty Dunn commented that she would like to see incentives for the preservation of historic structures included in the Zoning Ordinance.

State Surplus of Land for Sale 13-A-100 (16 Roulston Road)

The Town has right of first refusal when NHDOT is planning to sell land they have in Town. NHDOT is going to sell 13-A-100 (13 Roulston Road) and the Board of Selectmen are asking for the Planning Boards input on whether or not the Town should purchase this. Material was provided in the meeting packet on the parcel and the asking price.

Bruce Richardson stated that a use that could be beneficial to the Town would be a parking lot for the Rail Trail. However, Bruce Breton felt that this parcel was too far from the trail and too costly to purchase for that use to be viable.

A motion was made by Sy Wrenn to recommend to the Board of Selectmen that they not pursue purchasing this parcel and instead let NHDOT sell it on the open market and return it to the tax rolls. This was seconded by Lee Maloney. Vote was 4-0-1 with Bruce Breton abstaining.

Highway Safety Committee Concerns

At the last meeting, the Board questioned how to provide feedback to the Committee. Ms. Wood said that she would follow-up and reported back that there is no formal process but if the Board wanted to provide input tonight that it would be sent to the Committee. The Board voiced the following concerns for the Highway Safety Committee to look into/address:

1. Posting no parking on Horseshoe Road because of residents complaints and force all the parking for Griffin Park onto Range Road, which has more traffic at higher speeds seems to make a congested situation worse.
2. Stop signs should be placed on Harvest Road, on both ends, where it intersects with Armstrong Road.
3. There is limited sight distance from Armstrong Road onto Range Road when looking left.
4. There should only be allowed parking on one side of Roulston Road for the Rail Trail and signage indicating "Pedestrians Crossing" should be installed.
5. A web based comment form should be developed for the public to submit comments to the Committee and all questions and responses should be posted.
6. Meeting agendas and minutes should be posted in the Town web site, at Town Hall, and another posting location in compliance with NH RSA 91-A (Right to Know Law)

Ms. Scott offered to draft a memo to the Committee outlining the Boards concerns.

Community Development Director's June Report

Laura Scott highlighted some work accomplishments in June for the Board.

Member Binder Updates

I new member list was provided to update you binder with.

Miscellaneous

The Board was reminded that there is a 5pm site walk scheduled for July 21st for the Aeed Austin Place (17-L-42). Food will be provided to Board members after the site walk at the Department.

Adjournment

A motion was made by Lee Maloney to adjourn and seconded by Bruce Breton. Vote was 5-0 at 9:45pm.

Respectfully Submitted,

Elizabeth Wood, Community Planner & Laura Scott, Community Development Director