



*OLD VALUES - NEW HORIZONS*  
**COMMUNITY DEVELOPMENT**

PO Box 120, Windham, New Hampshire 03087  
(603) 432-3806 / Fax (603) 432-7362  
[www.WindhamNewHampshire.com](http://www.WindhamNewHampshire.com)

**Planning Board Minutes**  
**March 21, 2012**

**Board Members:**

Margaret Crisler, Chairwoman - Present  
Ruth-Ellen Post, Vice-Chair- Present  
Pam Skinner, Member, Member – Present  
Kristi St. Laurent, Member – Present  
Jonathan Sycamore, Member – Present  
Lee Maloney, Alternate Member – Seated at 9:05

Carolyn Webber, Member - Present  
Ross McLeod, Selectman Member – Present  
Kathleen DiFruscia, Selectman Alternate - Excused  
Sy Wrennn, Alternate Member – Present  
Vanessa Nysten, Alternate Member - Present

**Staff:**

Elizabeth Wood – Community Planner  
Mimi Kolodziej – Planning Assistant

Two newly re-elected Planning Board members were sworn in by the Town Clerk, Nicole Merrill: Pam Skinner (3-year term) and Carolyn Webber (3-year term).

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

Chairwoman Post called the meeting to order at 7:05 pm followed by attendance and the Pledge of Allegiance.

The Chairwoman congratulated Planning Board members Ms. Skinner and Ms. Webber on their re-election to the Board and commended them and their two opponents, Mr. Therrien and Mr. Foster, on their commitment of time, energy, and interest in running for the Planning Board. She commended all four candidates for running a clean, cordial and respectful campaign.

**Election of Officers – Chair and Vice-Chair:**

**Mr. McLeod motioned to nominated Margaret Crisler for Chairman. She comes consistently prepared to the meetings, is knowledgeable about the RSA's, she understands the process and is a very capable leader. Seconded by Ms. Skinner. Motion passed: 5-1-1. Ms. Webber opposed and Ms. Crisler abstained.**

**Ms. Skinner motioned to nominate Ruth-Ellen. Post for Vice-Chair. Mr. McLeod seconded. Motion passed: 6-0-1. Ms. Post abstained.**

**Public Hearings:**

**Site Plan Regulations**

A public hearing is to be held in accordance with NH RSA 675:6 (Method of Adoption), to adopt amendments to the existing Site Plan Regulations, as allowed under NH RSA 674:43 (Power to Review Site Plans) and NH RSA 674:44 (Site Plan Review Regulations). The amendments include the calculation and design of off-street parking and loading areas.

The Vice-Chair read the Hearing Notice into the record.

Ms. Wood reminded the Board that as a result of the recent elections, the Public had voted to remove the Parking Regulations from the Zoning Ordinance, and now the Board may choose to place them, as they are written, into the Site Plan Regulations.

The Chairwoman opened the Hearing to the Public.

Joseph Maynard of Benchmark Engineering voiced his approval of the move of the Parking Regulations into the Site Plan Regulations and further into the hands of the Planning Board, where they will provide more flexibility for engineers to request waivers instead of variances.

The Chairwoman closed the Hearing to the Public.

The Vice-Chair noted for the record that this change had been posted several weeks ago pending passing of the Parking Regulations at Town Meeting. It was posted in January within the statutory requirement.

**Mr. McLeod motioned to amend the Town's Site Plan Regulations to incorporate proposed Section 1300. Seconded by Vice-Chair Post. Motion passed: 7-0.**

Case#2011-31/CWPD-Major (Continued from 1/18/12)

A Major Cobbetts Pond Watershed Development Application has been submitted for 10 Rocky Ridge Rd (17-J-106) located in the Residence A District. The applicant, Joseph Maynard of Benchmark Engineering, Inc. on behalf of Shawn D. Thrasher is proposing to excavate the foundation under the home & to construct a 8' X 28.3' addition, install a new deck, & a septic system. This will render 66 percent of the lot impervious.

The Vice-Chair read the Hearing Notice into the record.

Ms. Wood reminded the Board about the applicant's previous request for a waiver from the engineering review of the soil erosion plan which the Zoning Board Administrator at the time decided needed to be a variance. The applicant suspended the request while he worked on Citizen's Petition #1 which would make the need for a variance unnecessary. The Petition did not pass at Town Meeting; and now, the applicant has returned to the Board to submit his engineering review of the soil erosion plan completed by Keach-Nordstrom Engineering.

Mr. Joe Maynard of Benchmark Engineering on behalf of the applicant Shaw D. Thrasher explained that this application has 2 parts: The septic system which has been approved and installed and to jack up the house to remove the old foundation and install a new one. The project has received ZBA approval, Shoreline Protection approval and Keach-Nordstrom has performed a review of the soil erosion plan.

The Chairwoman opened the Hearing to the Public. Hearing none, she closed the Public Hearing.

Board comments/concerns included:

- Ms. St. Laurent asked what percentage of impervious surface increase is there; Mr. Maynard said there is none;
- Is the new walkway closer to the property line; Mr. Maynard explained that the new walkway is slightly on the property line with abutter's approval;
- Chairwoman Crisler asked if Rocky Ridge Rd is a Town or private road; Mr. Maynard said it is Private;
- Has Fire or anyone else expressed concern about construction material blocking the road; Mr. Maynard said the materials will be stored on one of the properties; The neighbors are very cooperative;

**In light of the fact that the Board has Steven Keach's review of the soil erosion control plan, and it meets engineering approval, Vice-Chair Post motioned to approve the Cobbett's Pond Watershed Development application for 10 Rocky Ridge Road as presented. Mr. McLeod seconded the motion with two conditions:**

- **To maintain through access on Rocky Ridge Rd suitable for emergency services; and**
- **There will be no storage of construction materials on Rocky Ridge Road.**

**Motion passed: 7-0.**

## **Modifications to Previously Approved Plans:**

### **1) Move Lot 3-B-829 from Phase VI to Phase III**

Ms. Wood explained there is a buyer for lot 3-B-829 which is part of Phase VI of the Spruce Pond Development. Lot 3-B-829 is close to Phase II which is currently under construction. The applicant is requesting that lot 3-B-829 be moved under the Phase II construction so that he may move forward with the sale.

Mr. Maynard of Benchmark Engineering explained that the lot in question is next to Lot 828 which is Part of Phase II and offers about 30 ft. of frontage to Lot 829. Under the Open Space Ordinance, 60 feet of frontage is needed for it to be a valid lot. There is ample bond money in place for the additional pavement that would be needed, and he will not be asking for a bond reduction. The intent is to build it this fall.

Board comments/concerns included:

- Mr. McLeod asked if there were any concerns about emergency service access due to the shorter frontage; Mr. Maynard said that after blasting is soon completed the ground should be level and is a short distance before it meets the Jacob Road hammerhead.
- Is the adjacent lot already developed with a house; Mr. Maynard said yes, and there is a foundation on the lot across the street;
- Mallard is the road that goes under the Rail Trail;
- Ms. Nysten asked if this development on Public Water; No, individual wells;
- Will the blasting affect the new homeowners; Mr. Maynard said the blasting will be done before the house is built;
- Will the blasting affect the current wells; Mr. Maynard does not expect there to be an effect.

**Mr. McLeod motioned to move Lot 3-B-829 from Phase VI to Phase II. Seconded by Ms. St. Laurent. Motion passed: 7-0.**

The Chairwoman will sign the plans to be recorded.

### **2.) Addition of Directional Signage – Dunkin Donuts (Lot 16-L-1)**

Mr. Shane Gendron of Herbert Associates is representing the owner of Dunkin Donuts who is requesting an after-the-fact approval from the Board to add additional signage for the drive-thru. He provided the Board with a draft of the new signage which differs from what was approved in 2010. The four new signs are there to queue traffic.

Board comments/concerns included:

- Ms. St. Laurent noted that the 2 lower signs were of a different background, where the Board had previously approved a dark background. Why did the applicant not adhere to the Board's previous approval: Mr. Gendron sees no problem with changing the signs to a dark background;
- Mr. Gendron explained that the high signs are standard DOT signs that help direct traffic to the drive-thru;
- How are these signs different than what was approved in 2010; The traffic concerns caused the applicant to consider additional signage for safety issues
- Mr. Sycamore noted that there seems to be an abundance of signage and is it all necessary; it seems redundant; Mr. Gendron says that it is a Board decision; Signs are often ignored, so additional signage is not a bad thing; If the Board wants the applicant to remove a sign, they will;
- Ms. Webber is concerned about sign pollution. She thinks 2 of the signs are redundant; Also, she noted that there have been quite a few after-the-fact approval requests for this site and there should be a penalty; There were 3 last year of which 2 were major requests.
- Mr. McLeod noted that the signs at the drive-thru were not part of the original site plan approval; now it is after-the-fact; He also thinks there is redundancy and that the 2 lower signs with dark background would be fine;
- Ms. Maloney agrees with the previous Board speakers that there is sign clutter; a Manchester Dunkin Donuts traffic works fine with 2 low signs;

- Vice-Chair Post voiced concern about the number of signs and found the after-the-fact permits objectionable;
- Mr. Gendron thinks the taller signs are a better match than what was approved in the site plan;
- The Vice-Chair asked why they are requesting additional signage; Mr. Gendron did not know;
- Ms. St. Laurent expressed concern about patrons with poor eyesight having difficulty reading signs on a white background; She also asked if the applicant was going to address the striping and lettering on the parking lot; Mr. Gendron said that this will be done on May 15;
- Ms. Nysten clarified that there is a single lane of drive-thru traffic; If that is true, then there is a redundancy of signs;

**Mr. McLeod moved to approve the requested signage subject to the condition of removing the pair of taller signs and placing the two shorter signs on a dark background. Ms. Webber seconded.**

**Motion passed: 7-0.**

Chairwoman Crisler asked Staff to make sure that the striping and drive-thru markings are done correctly.

**Meeting Minutes Review and Approval:**

- Reconsideration of January 11, 2012

**Vice-Chair Post motioned and Ms. Webber seconded to approve the minutes as previously amended and further amended tonight. Motion passed: 7-0.**

- January 18, 2012

**Ms. Webber motioned and Mr. McLeod seconded to approve the minutes as amended. Motion passed: 7-0.**

- February 1, 2012

These minutes were postponed to the next meeting.

- February 29, 2012

**Ms. Skinner motioned and Vice-Chair Post seconded to approve the minutes as amended. Motion passed: 7-0.**

- March 7, 2012

**Mr. McLeod and Vice-Chair Post approved the minutes as amended. Motion passed: 6-0-1. Ms. Skinner abstained.**

Ms. Maloney was seated for Ms. Skinner at 9:05 pm.

**2012 Planning Board Proactive Work List:**

The Board carefully walked through the Proactive Work List of projects that had been discussed during the 2011 business year prioritizing for importance for 2012. Ms. Maloney will update the list with the Board's recommendations.

**Old/New Business:**

- The Rockingham Planning Commission yearly dues are due. The Board discussed the possibility of changing affiliations to another Planning Commission. Ms. Maloney recommended to have a presentation by the three commissions.
- Bob Young of the WEDC had previously requested joint quarterly meetings beginning around the end of April. The Planning Board will schedule 30 minutes on the agenda for the WEDC to share their Mission Statement, Strategic Plan, or any future agenda items. The Board asks the WEDC to suggest topics.
- The Board acknowledged there is one vacant alternate seat created by Rob Folan's resignation. Mr. McLeod suggested not filling the seat as the Board already has 3 dedicated alternates and another alternate would dilute their opportunity to participate. The Planning Board consensus was not to fill this alternate seat at this time.

**Adjournment:**

**Mr. McLeod motioned and Ms. Webber seconded to adjourn the meeting. Motion passed: 7-0.**

The meeting adjourned at 9:46 pm.

These minutes are respectfully submitted for your approval by Mimi Kolodziej.