



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

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

**Planning Board Meeting Minutes**  
**January 13, 2010**

**Roll Call:**

Phil LoChiatto, Chairman – Excused	Rick Okerman, Vice Chairman – Present
Nancy Prendergast, Member – Present	Walter Kolodziej – Excused
Ruth-Ellen Post, Member – Present	Pam Skinner, Member – Present
Louis Hersch, Alternate – Excused	Kristi St. Laurent, Alternate – Present
Sy Wrenn, Alternate – Excused	Bruce Breton, Selectmen Member – Present
Ross McLeod, Selectman Alternate – Excused	

Mr. Rick Okerman is acting Chair and Ms. Kristi St. Laurent sitting for Mr. LoChiatto.

**Staff:**

Elizabeth Wood, Community Planner - Present  
Paula Wrenn, Planning Board Assistant - Present

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

Mr. Okerman opened the meeting at 7:00PM, followed by the Pledge of Allegiance.

**Public Hearing – Final Site Plan Review Application**

A Final Site Plan Application has been submitted for Lot 13-A-196 at 5 Industrial Drive, which is located in the Limited Industrial District. The applicant, Peter Zohdi of Edward Herbert Associates, Inc., on behalf of Abaco Real Estate Enterprises LLC, is proposing a building with 18,900 sq. ft. office & 3,000 sq. ft. warehouse space, 92 parking spaces, and all associate drainage and landscaping improvements.

Mr. Okerman read into the record the Final Site Plan Review Application for Lot 13-A-196.

Mr. Breton made a motion to open the item for public hearing. Seconded by Mr. Okerman.  
**Motion passed 6-0.**

Mr. Christopher Nickerson, of Edward N. Herbert Associates, presented a plan and drawings to the Board. Mr. Nickerson said that this plan had been in front of the Board September 2009 for conceptual discussion, they have met with TRC, met with staff numerous times, and the plan has been reviewed by Mr. Steve Keach, Town engineer, for all the drainage which he has signed off on.

Mr. Nickerson said the building is being proposed on the corner of Lampson Road and Industrial Drive. The site is located just to the north of Lampson Road and Rt 111. There are a number of other commercial buildings in that area. The site has been designed to have a circular flow for traffic off of Industrial Drive. There are 92 parking spaces proposed. Previously the Board wanted to know what the basement was going to be used for. He said it will be used for

mechanical equipment and storage. All the drainage on site is collected in two areas on the property. Mr. Nickerson identified the three entrances to the building and the public walkways. Mr. Nickerson said the building will be used for office use. There is employee parking on the north side of the building.

Ms. Kristi St. Laurent said that the pedestrian walkway enters directly into traffic flow. She requested that parking space #57 be lined and striped for pedestrian crossing.

Mr. Nickerson reviewed the architectural design of the building as Ms. Ruth-Ellen Post has concerns with the back of the building. Mr. Nickerson said they have added windows and shutters to break up the facade of the back of the building. Mr. Nickerson said they have also dressed up the north side of the building with landscaping. Ms. Post has concerns with the appearance of the west side of the building. Mr. Nickerson said that they have changed the landscaping on the west side as Ms. Elizabeth Wood, Community Planner, had suggested. They have changed the plantings from Arborvitae to Norway Spruce which is a fuller and taller tree. These trees will shield the view of the back of the building. Ms. Prendergast said the tree plantings are level with the building. Ms. Post is disappointed with the lack of improvements to the west side of the building (rear).

Ms. Post asked about the traffic design with concern of tractor trailers entering the site. Mr. Nickerson explained that the parking lot is not designed to accommodate tractor trailers. He also said that the wording they used “warehouse space” means mechanical space and storage space. There are no entrances to the building to accommodate tractor trailers. Box trucks are the more likely type of trucks to enter the site with deliveries.

Mr. Peter Zohdi said this building has been designed in accordance with Industrial Zoned area. Ms. Post would like a sign posted stating “No Tractor Trailers”. She explained this is a safety issue. Mr. Zohdi has no objection to the sign.

Ms. Nancy Prendergast asked about the lighting. Mr. Nickerson reviewed the lighting of the property which was shown on Sheet 12 of 16. Mr. Keach, the Town’s engineer, has signed off on the lighting.

Stand-in Chair Rick Okerman asked for review of the signage. Mr. Nickerson reviewed the signage which is shown on Sheet 14 of 16. There are three types of signage proposed for the site, free standing signage, directional signage and wall mounted signage.

Ms. Post asked about the Community Water System. Mr. Nickerson said the State requires a non-community water system once you reach certain occupancy. That is what they proposed to the State of NHDES and has received the permit.

Ms. Prendergast questioned the color of the roof being green. Mr. Zohdi said if the Board has any suggestions for another color, he would be happy to work with them.

Ms. St. Laurent asked about the subdividing of condo units in the future. Mr. Zohdi explained that in the State of NH that is beyond the Planning Board’s control. She is questioning the back entrances being used as private entrances. Mr. Zohdi said the back of the building is common

area. The purpose of the back entrances is for emergency use and for people who park in the back of the building. Ms. St. Laurent is asking if any other considerations need to be taken in case some of these units are subdivided. Mr. Zohdi explained that if any changes are made to the condos at a later date, the change(s) will have to come back to the Board for approval.

Mr. Breton made motion to approve the Site Plan for Lot 13-A-196 at 5 Industrial Drive with the following conditions:

- That parking space #57 be lined and striped for no parking and
- That a sign “No Tractor Trailers” be placed on the property for safety reasons

**Seconded by Ms. Skinner. Motion passed 6-0.**

#### **Partial Bond Release-90 Indian Rock Road**

Ms. Wood reviewed her letter of December 23, 2009 for the release of bond amount for 90 Indian Rock Road. She recommended to the Board that they approve a partial release of the bond totaling \$16,900 of the \$38,677 with the remainder being held due to a stop sign and street name sign that has not been fulfilled; and due to current snow coverage she was unable to complete her inspection including the filter strip and front ditch. She will complete a second inspection in the spring after the snow melt to determine if more of the bond is to be released.

Ms. Skinner made motion to approve the partial release of the bond of \$16,900 of the \$38,677 with the remainder being held. Seconded by Mr. Breton. **Motion passed 6-0.**

#### **Meeting Minutes Review and Approve 12/16/09**

Ms. Post motioned to approve the minutes of 12/16/09 as amended (changing Ms. Breton to Mr. Breton on page 17). Seconded by Ms. Skinner. **Motion approved 5-0-1.** Ms. Prendergast abstained.

#### **Meeting Minutes Review and Approve 12/30/09**

Ms. Skinner motioned to approve the minutes of 12/30/09 as presented. Seconded by Ms. Prendergast. **Motion approved 5-0-1.** Mr. Okerman abstained.

#### **Planner’s Report**

Ms. Wood said she attended a Soil Survey Workshop in Manchester and has all the materials available for the Board.

#### **Adjournment**

Mr. Breton made motion to adjourn. Seconded by Ms. Prendergast. Meeting adjourned at 8:01 PM. **Motion approved 6-0.**

Ms. Paula Wrenn has respectfully submitted these minutes in DRAFT.