



OLD VALUES - NEW HORIZONS
COMMUNITY DEVELOPMENT

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Planning Board Minutes

April 25, 2012

Board Members:

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

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

Staff:

Laura Scott, Community Development Director
Cathy Pinette – Planning Board Minute Taker

Public:

Mr. Bob Young, Chairman of the EDC

Call to Order/Attendance/Pledge of Allegiance:

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

Ms. Post will be chairing the meeting for the Chairwoman who was excused. Mr. Wrenn will be seated for Chairwoman Crisler, and Ms. Nysten will be seated for Ms. Webber.

Meeting Minutes Review and Approval

- Motion to accept the amended minutes of March 7, 2012 by Mr. Sycamore, seconded by Mr. McLeod. Motion passed 6 – 0 with Ms. Skinner abstaining.
- Motion to amend the minutes of April 4, 2012 and see new amended minutes by Ms. Nysten, seconded by Mr. Sycamore. Motion passed 7 – 0.

2012 Proactive Work List/Schedule – Review/Revise

- Ms. Scott spoke about the revised work list. She provided the Board with the list in a chart form and memo form. Volunteers are needed to work on each item.

Board Discussion/Comments:

- Ms. Post stated there are 16 town meeting items on the list. She urged the Board to narrow the list to a more manageable one.
- The following were removed from the 2012 Proactive Work List/Schedule: WWPD, Elderly Housing Ordinance, Parking of Commercial Vehicles in Residential Districts, and Morrison

Road. The following items were moved to 2014: Residential B District, Neighborhood Business District, and Residential Purpose Sections.

- Ms. Nysten stated regarding the review of “Review Where Multi-Family Is Allowed”, Chairwoman Crisler wanted to ask town counsel what uses were allowed in Res. B & C.
- Mr. Wrenn asked why the list hadn’t been updated and questioned why the Board is going through this again. Ms. Scott stated it is a working list and there has been change of staff. Mr. Wrenn asked if any of the “definitions” were enforcement issues. Ms. Scott stated that the definitions came from the Board during various discussions. Mr. Wrenn stated that some definitions need to be addressed. Ms. Scott stated that the words for the definitions are something the Board can look at.
- Ms. Post stated that the Board needs to count on staff to make sure that we don’t repeat the same efforts as the Board has already done some of these before.
- Ms. Post also stated that the Board could focus on two or three definitions that have caused problems. Some definitions may be defined by other sections.

Volunteers for sub-committees for the 2012 Proactive Work List:

<u>Project</u>	<u>Board Member</u>
Appendix A-1	Ms. Maloney
Creation of Conservation Zoning District	Ms. Skinner
Open Space Subdivision Ordinance	Ms. Skinner
Multi-Zoned Property	Mr. Wrenn & Ms. Nysten
Non Residential Allowed Uses	Mr. Sycamore, Ms. Post & Ms. Nysten
Review Where Multi Family Is Allowed	Chairwoman Crisler with Town Counsel
Rewrite of Site Plan Regulations	Ms. St. Laurent
Village Center Project	Mr. Sycamore

- Ms. Scott stated the Design Review will hopefully be done in May.
- Ms. Nysten stated that the Board had discussed it is too much to tackle rewriting all the Site Plan Regulations.
- Ms. St. Laurent stated that the Board needs to work on the first three sections of the Site Plan regulations. There is a conflict in some of the language. Ms. Scott stated that we have funding for Keach on storm water, traffic and parking.
- Ms. Nysten stated that a lot of times the Board is not given a red lined version and it is an enormous amount of work to follow all the changes and keep track of what changes were made. She stated the Board should just look at a few sections. Ms. Scott stated everything is going to be redlined. Keach is starting May 1st. There is outdated and conflicting language that needs to be changed. Mr. Wrenn agreed that redlining was important to track changes. Ms. Scott stated that Keach is working till the end of the year. The discussion will be at the May 30th meeting on what is recommended.

- Ms. Post stated that Keach is going to handle the storm water, traffic and parking. The Board will look at the Purpose section for a total of four sections of the Site Plan Regulations.
- Mr. Bob Young, Chairman of the EDC, stated that the EDC would like to be involved in the site plan review. Ms. Post asked Mr. Young how he envisions the EDC participating. Mr. Young stated that the charge of the EDC is to work with the PB and ZBA regarding economic development. They are willing to work on sub-committees and/or provide public comment. They meet one time per month and if the Planning Board would like more input as a Committee they could meet two times per month. They offered to work on the Design Review to create a sub-committee. They would need to know ahead of time the Planning Board schedule so they can comment. Mr. Wrenn asked if the EDC would be part of the sub-committees. Ms. Scott stated yes and they would need to know when the sub-committees are meeting. Staff will set up scheduling for some but other members might go to the EDC, it would be a different scenario for each committee.
- Ms. Nysten stated that she attended a course at the LGC and they stated that sub committee meeting minutes need to be taken if there are two or more members. Ms. Post agreed that is a good practice whether legally required or not. Ms. Scott stated that all staff keeps records of meetings and are public. Ms. Scott asked Ms. Nysten for the LGC contact person. Ms. Nysten did not remember the persons name but suggested Ms. Scott calls the LGC for requirements for minutes.
- Site Plans - Ms. Scott has made a list of items she has seen in the regulations that need attention. She will give the Board the list for their information.
- Ms. Post stated that the meetings would be public and she would like someone from the EDC to attend.

Other Board/Committee Meeting Invitations

Ms. Scott stated that the CIP will be on the agenda soon, the Master Plan Implementation is ongoing and the Village Center Project kick-off is May 2nd.

- Mr. Sycamore stated he would like to be on the Village Center Project. Ms. Scott stated it is on the agenda for May 2nd. Ms. Post suggested that the sub-committee have continuity with the people who were on the old study. Ms. Scott stated at the kick off meeting Glenn Greenwood would explain the project, what they hope to accomplish and will ask for volunteers for the sub-committee. Ms. Post asked what the composition of the sub-committee would be; Ms. Scott stated there are usually seven people, two from the Planning Board, one from Historical, one from EDC, one business owner and two citizens. Mr. Wrenn asked if there has been any effort in asking current landowners in the District. Ms. Scott stated that most were aware as she had spoken to them. No formal letter has been sent out. Ms. Scott stated that once the Board selects a sub-committee then letters could be sent out. Ms. Post stated it was crucial for landowners to be part of the process. Mr. Sycamore suggested placing a notice in the Windham Independent.
- There is a meeting with the EDC on May 30th.

- Ms. Post stated she thought they were not going to pursue the Morrison Road item. Ms. Skinner stated we should reclassify it. Ms. St Laurent stated she thought the Board had decided not to.

Additional Planning Board Meetings

- Ms. Scott asked the Board if they would like to schedule any additional meetings at this time. Ms. Post, Ms. Nysten and Mr. Wrenn stated that they do not think so at this time. Ms. Post stated that at the end of each month they can see if they need an additional meeting.

Board of Selectmen Request for Comments – NHDOT Land Sale

- Ms. Scott stated that the Town has the first right of refusal on the old Delahunty property and it is on the BOS agenda for 4/30.
- Mr. Wrenn stated he believes it should stay commercial and isn't sure what the town would use it for. Ms. St. Laurent agreed with Mr. Wrenn.
- The Board recommended not purchasing the property by consensus.

Motion by Ms. St. Laurent to not recommend, seconded by Mr. Wrenn. Motioned passed 6 – 0 with Mr. McLeod abstaining.

Liaison Reports

Board of Selectmen

- Mr. McLeod stated that the Rockingham Planning Commission has asked the Town to participate in the Sustainable Community Initiative. It would allow all towns to use the same systems. He will provide the Board with a date for the 2nd hearing.
- Ms. St Laurent stated that they are asking for a letter of commitment but no money, perhaps volunteers. They would take the master plan and make a regional plan. They have a grant for this. Ms. St. Laurent stated she thinks it would give Windham a chance to see what other towns are forecasting for our region. Mr. McLeod advised the Board that this is a key planning item.

Windham Economic Development Committee

- Mr. Wrenn attended the WEDC meeting on April 19th. The WEDC recommended support for the sidewalks and did not recommend to purchase the State owned land. A letter was sent to the School Board and BOS regarding selling non-used school buildings. The next meeting is scheduled for May 11th

Conservation Committee

- Ms. Skinner attended the Conservation Committee meeting on 4/19. It was a public hearing to purchase 3 lots and a portion of one at Moekel Pond, the island, and its access lot. The Board approved and the money will be coming from the conservation land fund. Mr. McLeod stated the BOS had looked at the purchase and sale before it went to the Conservation

Committee. Ms. Skinner stated that The Friends of Moekel Pond is a group that will restore the dam.

- Ms. Nysten asked if there will be water in the pond. Ms. Skinner stated yes, at some point but the dam was unsafe now. Ms. Nysten asked if town residents could use the pond. Ms. Skinner stated not for swimming but as passive recreation.

Meetings With Other Boards

- Ms. Post asked the Board if they would like to have a joint meeting with the ZBA. Ms. Nysten stated that if they had concerns based on variances they are being asked for, or if they want to make suggestions. Mr. Sycamore stated it was a good idea if there were things the Board could help with to make the ZBA Board's job easier. Mr. Wrenn stated we just recently had a joint meeting with them. Mr. McLeod asked what parts of the ordinances they are having a lot of cases for. Ms. Scott stated there could be sections they are struggling with. Mr. Sycamore stated the Board could send a letter. Ms. Post asked that a letter be sent to the ZBA asking if they wanted to meet with the Planning Board and if so, what would they like to discuss. Ms. Scott will send a letter asking if they want to have a meeting with the Board to please notify her.
- Ms. St. Laurent stated that once the work list is done it could be given to the TRC to disseminate to their groups. Ms. Scott stated she could do that and also to different committees and departments.
- Ms. Post asked the Board if they would like to have a joint meeting with the Conservation Committee. Ms. Skinner asked that when issues affect the Committee it would be good to be involved. Ms. Post asked that a letter be sent to the Conservation Committee asking if they wanted to meet with the Planning Board and if so, what would they like to discuss. Ms. Scott will send a letter asking if they want to have a meeting with the Board to please notify her.
- Ms. Post asked the Board if they would like to have a joint meeting with the Energy Committee. Ms. Post asked that a letter be sent to the Energy Committee asking if they wanted to meet with the Planning Board and if so, what would they like to discuss. Ms. Scott will send a letter asking if they want to have a meeting with the Board to please notify her.

Member Binder Updates

- 2012 Zoning Ordinance (Tab #6)
- WFH Final Application and Flow Chart (Tab #10)
- 2012 Zoning Map (Tab #17)
- Canobie Lake Watershed Map (Tab #17)

Adjournment

Ms. Skinner motioned to adjourn the meeting. Seconded by Mr. Wrenn. Motioned passed 7 – 0. Meeting adjourned at 9:25 pm

These minutes were approved 6/6/12 and respectfully submitted by Cathy Pinette, Planning Board Minute Taker.