



OLD VALUES - NEW HORIZONS
COMMUNITY DEVELOPMENT

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Planning Board Minutes
April 3, 2013

Board Members:

Kristi St. Laurent, Chairman – Present
Margaret Crisler, Vice Chair – Present
Pam Skinner, Member – Excused
Jonathan Sycamore, Member – Excused
Sy Wrenn, Member – Present

Carolyn Webber, Member – Excused
Ross McLeod, Selectman – Excused
Kathleen DiFruscia, Selectman Alternate, Excused
Lee Maloney, Alternate Member – Excused
Vanessa Nysten, Alternate Member – Present
Alan Carpenter, Alternate Member – Present

Staff:

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

Call to Order/Attendance/Pledge of Allegiance

Chair St. Laurent called the meeting to order at 7:02 pm, followed by the Pledge of Allegiance, attendance and gave a brief synopsis of the agenda.

Mr. Carpenter was appointed to sit for Mr. Sycamore and Ms. Nysten was appointed to sit for Ms. Webber.

Presentation of the 2013 Zoning Map for Review and Approval

Mr. Eric DeLong, IT/GIS Director gave a presentation of the updated Zoning map which was on the TV screen. The Board clarified that he had input from other people on the final version. Mr. DeLong stated yes. He stated there is a link on the Windham web page. There is a link on the Community Development Department page, the Assessing Department page and the IT Department page.

Questions/ comments from the Board

Is the conservation land on the zoning map? Ms. Scott stated they are working on a new map that will have town conservation land on it. Open space would not be on that map as it's not town owned. They are also working on open space coded land that is privately owned to identify properly.

The Chair opened the hearing to the public at 7:12 pm

Mr. Tom Case spoke about the corner of Raulston and Lamson Roads. He stated the description for that specific lot is not accurate with how many feet it is from the road on the map. Ms. Scott stated that was

the description that was in the warrant and the only way to change the status is by warrant, she will make a note for next year's town warrant to change the description.

The Board was asked to look at the PDF map that was sent to them via email by Ms. Wood and get back to her by noon on Friday if there are any corrections or edits, otherwise Mr. DeLong will print the map.

2013 Proactive Work List

Ms. Scott stated her memo of March 22, 2013 details a list of items the Planning Board has said they wanted to work on this coming year. She provided a schedule and a tentative list. Ms. Nysten stated she was looking for an impact fee for Recreation. She stated she had contacted Roger Hohenberger and he would look into it and get back to the Board. Ms. Scott stated the reason the Board has not looked at that before was the Recreation Committee wasn't interested in it at the time but that can be added to the July 31st agenda. The Board and Ms. Scott discussed impact fees.

Suggestions/comments for the work list from the Board

The Town managing workforce housing: Ms. Scott stated the application is in the Board's binders and in the property deeds; there is also third-party management. Ms. Scott stated the Community Development Office and the Assessor's Office have these properties flagged. A Board member had concerns that on the workforce housing forms that the form says to notify the Town of Windham and there was concern that the Community Development Department wouldn't get the notification. Ms. Scott stated it is recorded at the Registry of Deeds and Attorney Campbell recommended notification to the Town of Windham. The Community Development office would get the form if it was misrouted to another department. Ms. Scott will look at the form.

There was consultant work on the WWPDP ordinance as well as Board input, workshops and hearings a few years ago but Planning chose not to put that on the warrant. Ms. Scott stated after they met with Conservation the Planning Board decided it was as good as it was. The Board stated they could revisit that and meet with Conservation.

Subdivision regulations and regional planning impact: Ms. Scott stated she has a note on that and State law covers the Town. The Board consensus was to schedule a Development of Regional Impact public hearing on June 19th. The Chair asked for an updated schedule which Ms. Scott will provide for June 5th.

Workshop Planning– Topics and Schedule

Meetings with other Boards/Committees

Ms. Scott addressed joint meetings with other Boards which are scheduled in her March 22nd memo. The Board discussed what they would like to meet with each committee about. The Board is open to meet with any other committees if they have any issues they would like the Planning Board to work on. Ms. Scott will send a memo to the other committees not on her list.

Meeting with Legal

Ms. Scott stated the meeting with Attorney Campbell is scheduled for May 29th and she will need a list of questions from the Board in advance by April 10th. The Board would like a list of New Hampshire bills that would affect the Planning Board. Ms. Scott will email a link to the Board members for New Hampshire bill updates. Ms. Nysten stated there is a Bill regarding building on private roads with no frontage and the New Hampshire's Planning Association opposes that and she will send it to the Board. Ms. Scott will send the legislation to the Board.

Public Safety Impact Fee Project

Ms. Scott stated in her memo of March 27, 2013 that the Police Chief, Fire Chief, and herself along with a consultant will be working on this project and anticipate bringing a draft document to the Board at the end of July for adoption at a public hearing. Ms. Scott asked for a volunteer to work on this from the Board. Vice Chair Crisler volunteered.

Meeting Minutes – Review and Approve

February 20, 2013

Ms. Crisler motioned to adopt the February 20, 2013 draft minutes with edits, seconded by Mr. Wrenn. Motion passed 4 – 0 -1 with Mr. Carpenter abstaining.

March 6, 2013 – postponed

March 16, 2013 Site Walk

Ms. Crisler motioned to adopt the March 16, 2013 draft minutes as amended, seconded by Mr. Wrenn. Motion passed 3- 0-2 with Mr. Carpenter and Ms. Nysten abstaining.

March 20, 2013 (public and non-public)

Ms. Crisler motioned to adopt the March 20, 2013 draft minutes as amended, seconded by Mr. Wrenn. Motion passed 3 – 0 -2 with Mr. Carpenter and Ms. Nysten abstaining.

Ms. Crisler motioned to adopt the March 20, 2013 nonpublic minutes as written, seconded by Mr. Wrenn. Motion passed 4 – 0 – 1 with Mr. Carpenter abstaining.

Liaison Reports

WEDC

Mr. Wrenn stated the March 8 meeting was rescheduled and the next meeting is April 12th. The Marketing Subcommittee did a slideshow presentation for deliberative session and the Infrastructure Subcommittee is meeting with Pennichuck about getting water to the exit 3 area. He stated the WEDC has some open positions, two vacant and two up for reappointment. Ms. Scott stated there will be a presentation at the EDC meeting on the Certified Sites Program by the SNPC.

April 3, 2013 Approved Planning Board Minutes

Conservation Commission

Ms. Scott stated the Conservation Commission is doing a lot of reviews on Planning Board and Zoning Board applications. They are also looking at potential conservation properties.

Southern NH Planning Commission

Ms. Scott sent an e-mail to the three commissioners to get an update. She also sits on the Transportation Committee for the Town and they have submitted an application and it is in the scoring process. She sits on the Broadband Committee which is working on mapping the broadband infrastructure. She sits on the Granite State Futures Committee which is doing data collection and mapping and looking for ways to do outreach. She is also looking for what other ways to do outreach to our community.

Other Business

Ms. Nysten stated there was an article in the paper about DES and grant money for drinking water. Ms. Scott stated that the Conservation Commission, Cobbett's Pond, and Canobie Lake are aware.

Ms. Scott stated the WEDC assisted the Community Development Office with March Madness open houses and they have four coming up this month.

Ms. Scott stated ODP is having a conference May 11th and Board members should sign up if they would like to attend and invoice the Town. Please notify Ms. Scott.

Ms. Crisler motioned to congratulate Ms. Wood on passing her exam on becoming a Certified Planner, seconded by Mr. Wrenn. Motion passed 5 – 0.

Ms. Nysten asked staff to double check and proof read the ordinances. Ms. Scott stated staff will double check and the Board will be given a new page 7 and 8.

The Chair stated she had a question from Mr. Case about the way the Board handles open space subdivisions in Windham and whether we can require a site plan review. She stated innovative land use appears to be consistent with what Mr. Case is saying. Ms. Scott stated for an open space subdivision in Windham it is always a site plan. It would require a zoning ordinance change which would require a warrant article. Ms. Scott stated what the Board is doing currently is legal but can be discussed at our open space discussion meeting. The Chair requested clarification that we are okay by RSA and this was confirmed by staff.

Adjournment

Ms. Crisler motioned to adjourn, seconded by Mr. Carpenter. Motion passed 5 – 0. Meeting adjourned at 8:55 pm.

These minutes are respectfully submitted by Cathy Pinette, Planning Board Minute Taker