



*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)

**APPROVED PLANNING BOARD MINUTES**  
**April 27, 2011**

**ROLL CALL:**

Ruth-Ellen Post , Chairwoman - Present  
Kristie St. Laurent, Member – Present  
Pam Skinner, Member – Present  
Margaret Crisler, Vice-chair – Present  
Carolyn Webber, Member – Present  
Kathleen DiFruscia, Member - Present

Ross McLeod, Selectman Member - Excused  
Jonathan Sycamore, Member - Excused  
Lee Maloney, Alternate Member - Present  
Sy Wrenn , Alternate Member - Excused

**STAFF:**

Laura Scott, Community Development Director – Present

Chairwoman Post opened the meeting at 7:00 p.m.

**Design Review Guidelines Workshop**

**Neighborhood Business District, Gateway District, and Professional, Business & Technology.**

Review of Consultant Contract: Ms. Scott state that public input from the 2010 Town Meeting process was the reason for Design Review Guidelines to be looked at. . FitzDesign Inc.of Frankestown, NH a landscape architect consultant selected by the Town to assist in establishing design review guidelines, presented a design proposal. A copy the Consultant proposal was provided to Planning Board members. The Board discussed consultant tasks, total contracted hours (44) included in the proposal, if travel time was included, and the number and purpose of meetings allowed for services. Ms. Scott advised the Board that work on the contract has not begun, and the scope of services was limited to researching the PPT, Gateway, and Neighborhood Business Districts, not the Village Center District which another consultant working on the Route 111 / Wall Street project was addressing. Vice-chair Crisler questioned the enforceability of the proposed guidelines. Ms. Scott explained that the process would be to incorporate the architectural elements and language into the site plan regulations.

The following are suggestions and comments from the Planning Board that may be addressed and included in the resulting design review guidelines:

- Vice-chair Crisler expressed her desire to have a vision in the resulting guidelines that will incorporate architectural style, landscape, and visual appearance;
- Ms. Webber suggested compatibility with contiguous neighborhoods;
- Ms. DiFruscia addressed the Gateway/Range Road area suggesting that the transition between commercial buildings and neighborhood districts should somehow blend smoothly;
- Ms. St.Laurent suggested zoning changes be strong, specific, and enforceable. She also wanted the purpose of the businesses and the community's perception of them be considered;

- Vice-chair Crisler expressed concern with the preservation of good water quality in Canobie Lake and Cobbetts Pond; and
- Ms. DiFruscia expressed concern for responsible development in the watershed.

The following are suggestions and comments from the Public:

- Debbie Livingstone – architecture and business should have a small town feel, and the interiors of businesses be welcoming;
- Jerry Parson - architecture is important and that colonial or federal style would fit with the character of the town. Build on a small town feel. Landscape should be well though out, all natural, if possible, with ease of maintenance;
- Patrick Nyston - suggested enacting regulations to foster growth, that architectural focus should consider roof lines, materials such as clapboards and stone, and suggested a narrative introduction for each district similar to Town of Meredith NH Village Center guidelines. Mr. Nyston provided the Board with a copy of Meredith VC Guidelines. In addition, he suggested imposing an overlay/transition zone for the PB&T District;
- Carol Pynn – requested clarity on Village Center District boundaries and suggested a focus on historic preservation;
- Karl Dubay – wanted the feeling one gets from the town to be a focus and referenced the town of Bedford, NH suggesting Windham “raise the bar” by promoting good development, good landscaping and good architecture;
- Betty Dunn – suggested a focus on architecture, business compatibility with New England architectural styles, focus on design review and referenced the McDonalds in Freeport, ME;
- Vanessa Nyston – supported Mr. Dubay’s comments;
- Pat Nyston – would like to see well defined ordinances such as those in Andover, MA;
- Ralph Valentine – suggested considering developer economies and providing ranges of materials; and
- Mike Mazalewski – suggested focusing on street scapes, walkable areas, and was in favor of zoning amendment to support sidewalks.

Vice-chair Crisler suggested providing an incentive for developers to preserve historic buildings.

Ms. Scott summarized comments as: having a focus on specific features; identifying what the community wants to achieve; and what elements/areas should be concentrated on.

Discussion of logistics to move forward via forming a sub-committee. Mr. Dubay suggested a meeting with the consultant to obtain guidance and identify next steps. The next meeting was scheduled for May 25<sup>th</sup>.

### **2012 Zoning Amendments Workshop – Non Residential Zoning Districts.**

There was a presentation overview by the Windham Economic Development Committee of the Windham Community Survey results. More than 50% of respondents preferred business growth. The southend of Rt. 28 received the highest response for business development. Andover and Bedford are the towns to be emulated. The results of the survey are on the Town’s website on the CTAP page.

RE: Zoning Proposals for 2010.

Vice-chair Crisler expressed the need to identify problems that need Planning Board attention.

Ms. Webber would like to have a matrix of the purposes in each district.

Ms. Scott explained that she has developed a similarly requested matrix last year. Ms. Maloney suggested that copies of matrices should be obtained from Andover and Bedford for detail comparison.

Ms. Webber suggested that the Board focus on cleaning up the language of existing ordinances and the Board be more specific.

Mr. Dubay suggested that people be shown a map of areas where zoning changes will take place to enable the public to have more informative input.

Ms. Post indicated she would like to focus on more consistency in terminology.

Ms. Webber suggested work on drive-through regulation, provide a map of zones and clearly define golf courses.

Ms. St. Laurent would like the Board to focus on zoning language and then map changes. In addition, she suggested working on overlay districts with map changes for 2013.

Ms. Scott indicated that existing maps identify multi-zoned parcels in purple; consistency in terminology is advisable and suggested no use changes until after the design review is in place.

Comments from the Public include the following:

Betty Dunn – acknowledged that terminology clean up is needed before map changes occur; that the Town should observe the present uses and look at the overall intent of the ordinance or zones;

Pat Nyston – suggested getting objectives in place;

Karl Dubay – wanted to consider a chart by use and zone and rely more on federal guidelines; and

Vanessa Nyston – would like to see more sidewalks and pedestrian friendly zoning.

**Ms Scott summarized: a chart of allowed uses by Zone would be provide to the PB for their use; at the next workshop she would provide the board will proposed changes that are “clean-up” in nature and why the changes are suggested, no major changes to zoning until the Design Guidelines are in place.**

**The next workshop on this is scheduled for May 25th**

**Member Binder Updates:**

In Board Member packets.

**Old/New Business:**

None discussed.

**Adjournment:**

**Carolyn Webber motioned to Adjourn. Seconded by Kathleen DiFruscia. Motion passed: 7-0.**

Meeting adjourned @ 10:20 p.m.

Minutes respectfully submitted by Lee Maloney.