



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

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**Planning Board Minutes**  
**July 20, 2011**

**Roll Call:**

Ruth-Ellen Post, Chairwoman – Present	Ross McLeod, Selectman Member - Present
Margaret Crisler, Vice-chair – Present	Lee Maloney, Alternate – Excused
Pam Skinner, Member – Present	Sy Wrenn, Alternate – Arrived 7:15 p.m.
Kristi St. Laurent, Member – Present	Kathleen DiFruscia, Selectman Alternate – Present
Carolyn Webber, Member – Present	Vanessa Nysten, Alternate - Excused
Jonathan Sycamore, Member – Excused	Rob Folan, Alternate - Present

**Staff:**

Elizabeth Wood, Community Planner – Present  
Mimi Kolodziej, Planning Assistant – Present

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

Chairwoman Post called the meeting to order at 7:05 p.m. followed by roll call, attendance, and the Pledge of Allegiance.

Chairwoman Post appointed Mr. Folan to be seated for Mr. Sycamore.

**Public Hearing: Case#2011-20/Minor Site Plan**

A Minor Site Plan Application has been submitted for 33 Rockingham Road (13-A-31) located in the Business Commercial District A. The applicant, Howard Shafman, on behalf of the property owner DJR Realty, is proposing to increase the amount of employee parking spaces in the rear of the property from 2 spaces to 6 spaces and to increase the number of cars for sale in the front of the property by 3 cars. This would increase the total number of cars parked on the site from 49 to 56. The applicant is also proposing to change the configuration of the cars parked in the rear of the property.

Vice-chair Crisler read the hearing notice into the record.

Ms. Wood explained that this proposal was presented at the TRC meeting, and the Fire Department confirmed that a contractor will be working on the property next week and bringing the facility up to all NFPA 1 standards. This includes the installation of 2 Knox boxes after which a final inspection by the Fire Department will occur. The Town has no other concerns regarding the applicant's proposal and there are no other outstanding comments from Town Departments or committees that need to be addressed at this time. Included in the Board's packet is the applicant's Letter of Intent, Minor Site Plan Criteria, and the Proposed Site Plan. Ms. Wood explained that it is up to the Board to decide what paved area is. The rear of the building is currently crushed stone.

Mr. Howard Shafman, on behalf of DJR Realty, is looking to improve the esthetics and efficiency of the current site. He would like to reconfigure the cars parked in the rear of the property for ease of access by emergency vehicles and to add four extra lots in the rear for employee parking. He proposes 3 more spaces in front on existing asphalt; this change will allow him to stay within Windham Town guidelines while improving the visual usage of space.

Mr. Wrenn was seated at 7:15 p.m.

Mr. McLeod questioned the number of spaces in total on the property. Ms. Wood explained that there are 2 handicapped spaces difficult to see on the map, but considered in the count. Mr. McLeod confirmed that there are also 2 customer parking spaces. Ms. St. Laurent asked if this change would require moving the handicapped spots. Mr. Shafman said that it would not. He reviewed the space measurements and explained that this map is more to scale than the previous map he presented. Ms. DiFruscia confirmed that the black section on the map represented asphalt, and that is where all the display cars would be parked; also, the only white-lined spaces would be for the 2 customer spots.

The Chair asked Mr. Shafman to address the paved and unpaved sections. Mr. Shafman explained that the rear parking area is all gravel; with the pavement being in the front. He is simply asking to be allowed to move the cars for better display which would open up the back area for emergency vehicle access. The increase in the rear is for 4 daytime employees' parking on gravel and 3 spaces on the paved front area.

Chairwoman Post opened the hearing to the public. Hearing no response, she closed the public hearing.

**Mr. McLeod motioned to accept Case #2011-20 as a Minor Site Plan. Ms. Webber seconded. Motion passed: 7-0.**

**Vice-chair Crisler motioned to approve Case #2011-20 as presented with the following conditions: That the applicant complete the installation of 2 Knox boxes and receive a final fire inspection approval. Mr. McLeod seconded. Motion passed: 7-0.**

#### **Case#2011-21/Major CWPD**

A Major Cobbetts Pond Watershed Protection Development Application has been submitted for 117 Indian Rock Road (12-A-537), located in Gateway Commercial District, Wetland and Watershed Protection District, and Cobbetts Pond Watershed Protection Overlay District. The applicant, Joseph Maynard of Benchmark Engineering, Inc., on behalf of the owners Estelle and Stephen Savage is proposing to raze the existing house and construct a new home that is sized 3,400 sq. ft. On 6/14/11 the Zoning Board of Adjustment granted variances from Sections 601, 601.3, 616.8, 605.3.2, and 702/Appendix A-1 of the Zoning and Land Use Ordinance.

Ms. Wood explained that the applicant was presented to the TRC on 7/28 and that staff has no outstanding concerns. The Sedimentation Control Plan and Erosion Control Plan were reviewed by the Town's consultant engineer, and all recommendations have been addressed by the applicant. The Board's packet includes the 6/14 ZBA Notice of Decision and the proposed site plan.

**Ms. Skinner made a motion to accept Case #2011-21 as a Major CWPD application. Ms. Webber seconded. Motion passed 7-0.**

Mr. Joe Maynard of Benchmark Engineering, Inc. is representing the Savage family. The property at 117 Indian Rock Road is located behind the Searles Castle wall near Citizens' Bank on route 111 in the Gateway Commercial District. The applicant would like to construct a new home in a new location on the property after razing the existing single family home damaged by fire in October of 2010. The applicant has sought and received relief on 6/14 from Zoning Board of Adjustment from the requirements of the Wetland and Watershed Protection District to allow the new home to encroach 75 ft. into the WWPD; to permit the home to have an accessory apartment; and to permit construction on a lot having no frontage on a public street where a minimum frontage of 175 ft. is required. Mr. Maynard explained that total amount of impervious surface of the property is 8000 sq. ft., including the existing driveway and garage. After the new construction, the impervious surface will be 14.6%, which is well under the 20% limit in the CWPD. The applicant would like to construct the new home in alignment with the existing garage. In which case, it would get pushed back a bit, yet still be placed in relatively same yard as before.

Ms. DiFruscia asked if the 2 sheds on the property were pre-existing. Mr. Maynard confirmed that they are; and are from the 1970's.

Mr. McLeod asked who would monitor erosion as indicated on note #6 on the plan. Mr. Maynard explained that the contractor would do the monitoring until the new lawn is growing and stabilized. Mr. McLeod asked that the note be amended to say that it would be monitored on a daily basis by the contractor until the area is stabilized. Mr. Maynard agreed to make that amendment. Ms. St. Laurent asked if there are any other changes to the paved area or driveway. Mr. Maynard said it will stay in the same configuration. Vice-chair Crisler asked if there were any other homes in the area. Mr. Maynard explained that the property has a 117 Indian Rock Road address, but it technically does not abut IRR. It does have a right-of-way across it. Chairwoman Post asked about parcel #2 on the plan. Mr. Maynard explained that this land came from 2 separate parcels on the deed. It is, however, 1 parcel by the tax map. Ms. DiFruscia asked what the size of the previous home was. Mr. Maynard said it was 2,700 sq. ft. and now, with a porch and bump-out, will be 3,200 sq. ft.

The Chair opened the hearing to the public. Hearing no comment, she closed the Public Hearing.

**Mr. McLeod motioned to approve the application with the amendment to Note #6 on the plan. Vice-chair Crisler seconded. Motion passed: 7-0.**

Mr. Maynard submitted the amended plan to staff.

**Presentations by Eric DeLong, IT/GIS Director**

- New GIS Website
- Corrected 2011 Zoning Map Presentation

Mr. Delong introduced the Town's new GIS website and corrected 2011 Zoning map. He has recently made the new GIS tool available to the Town's website. It includes the most recent data available on subdivisions, streets, and property ownership. The site also allows you to view photographs of most properties and see the topography of each lot. Mr. Delong demonstrated how to use the tool and answered questions.

Vice-chair Crisler asked how often the Town is re-photographed. Mr. Delong explained that it depends on how much money the Town has to spend on a flyover. Optimally, he thinks pictures should be taken every 5 years. He mentioned that the GIS tool is now available on-line, and he currently updates it on a regular basis. He is currently updating monthly, but will probably do it quarterly.

Mr. Delong handed out amended zoning maps, and the Board discussed the multi-zoned areas and various ways to label them on the map. Mr. Delong asked how often the Board would like to see the map with its updates. Vice-chair Crisler mentioned that changes are really only done at Town Meeting time. Eric demonstrated the ability of the GIS to do focal maps for particular areas that are being discussed. He offered to do a group of 11X17 focus maps for the multi-zoned areas in purple; especially the SE and NE portions of Town. He will provide explanatory text and numbering corresponding to area and make an effort to have it done as soon as possible.

Mr. Tom Case expressed frustration with why the Town doesn't draw a line down middle of the multi-zoned areas like they did years ago. Mr. Delong explained that he would have to create another layer and draw lines; it would be an artist's rendering, not truly accurate and very time consuming. Mr. Case recommended the Board look at the multi-zoned lots and determine if it is important to have them. Mr. Case thinks the GIS system is very helpful for people at home. Chairwoman Post would like to make use of the GIS as standard practice for applications.

Chairwoman Post called a recess at 8:15 p.m. The meeting reconvened at 8:28 p.m.

Mr. McLeod was excused at 8:28 p.m. Chairwoman Post appointed Ms. DiFruscia to be seated for Mr. McLeod.

### **Master Plan Benchmark Review-Items that Require Planning Board Action**

Ms. Wood explained that based on the 7/6 Planning Board Meeting discussion, the list of 4-year goals had been regrouped by topic and then ranked according to which one received the most votes for priority action based on the Planning Board's homework assignment results. Some of the goals have already been started. Goals that had been completed were removed from the spreadsheet. Also, included on the spreadsheet for each goal were the other parties that would be interested in working with the Board in accomplishing each goal Ms. Wood hopes to have a final list of goals to take action on by the end of the meeting.

Chairwoman Post offered that it would be a major accomplishment if the Board could identify 3-4 significant goals.

After thorough discussion, the Board made the following decisions:

- The **Storm water** goal would be tackled- Items U-2.1; U-2.2; and U-2.3 (Ms. Wood to send the Board the link)
- The Land Use and Zoning Ordinances are already being worked on.
- The **Village Center District** would be tackled – Items LU-3.2; ED-2.2; ED-2.1; and LU-3.3. Ms. St. Laurent mentioned that the Board is already addressing some of these issues as they work their way through defining the purpose section of the Zoning Districts.
- **Historic Preservation** – Vice-chair Crisler and Ms. Webber will research other towns and get back to the Board with their recommendations. Ms. St. Laurent suggested that there may be some allowances or incentives the Town could offer to those homeowners who re-use/restore historical buildings. Tax breaks may not appeal to the Town; but relaxing some standards; such as, setbacks or parking requirements might be possible.

The Board decided to wait to address the 2013 goals until next year after an opportunity to assess the accomplishment of the current goals.

The Board agreed with Ms. Wood’s assessment to remove LU 1.4 and LU 1.5 as completed goals.

**Meeting Minutes-Review and Approve**-July 6, 2011

Ms. Nysten, who was not in attendance, had requested the Board to hold the minutes of July 6, 2011 until she could be present. The Board agreed.

**Old/New Business**

Ms. Wood handed out a memo from Mr. Sullivan regarding a possible land sale of lot 16-R-740 located at 47 First Street which had been acquired by the Town through a tax deed in 2008. After viewing it on the GIS system and discussion about its size, taxes, existing buildings, and the abutting estate, the Board decided it would not be in the Town’s interest to purchase it; it is not a buildable lot at .07 acres, and its presently assessed value is \$56,800.

**Vice-chair Crisler made a motion to recommend to the Board of Selectman to proceed with the sale of lot 16-R-740 located at 47 First Street. Ms. Webber seconded. Motion passed: 6-0-1. Ms. DiFruscia abstained.**

**Adjournment**

**Vice-chair Crisler made a motion to adjourn. Ms. Webber seconded. Motion passed: 7-0.**

Meeting adjourned at 9:12 p.m.

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