



OLD VALUES - NEW HORIZONS

COMMUNITY DEVELOPMENT

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Planning Board Draft Minutes

November 9, 2016

7:00 pm at Community Development meeting room

3 No. Lowell Road

Attendance:

Chairman Paul Gosselin, present

Margaret Crisler, present

Dan Guttman, arrived at 7:21pm

Kathleen DiFrusia (alternate), arrived at 7:09pm, seated for Mr. Carpenter from 7:10-7:51pm

Matt Rounds (alternate), excused

Gabe Toubia (alternate), present (seated for Ms. Post)

Ross McLeod, Board of Selectmen representative, arrived at 7:30pm

Jennifer Simmons, Board of Selectmen (alternate), present at the beginning of the meeting, recused herself at 7:51pm

Vice Chair Kristi St. Laurent, present

Alan Carpenter, present

Ruth-Ellen Post, present

Dick Gregory- Planning Director

Anitra Brodeur- Minute taker

Public Hearing

Case 2016-31: Major Final Site Plan, Final Subdivision, Major Cobbett's Pond & Canobie Lake Watershed Permit (Lots 13-A-90 & 13-A-196A) 22 Roulston Road & 12 Industrial Drive

An application has been submitted by The Dubai Group on behalf of 22 Roulston Rd., LLC & Windham Cooperative Kindergarten. This is a 7.495-acre parcel located in the Limited Industrial District, Wetland & Watershed Protection District, Cobbett's Pond and Canobie Lake Protection District. The applicant is proposing a lot line adjustment and enlarging the parking lot.

A motion was made by Ms. Crisler to open the public hearing for Case 2016-31 at 7:09pm. Seconded by Ms. Simmons. Vote 5-0-1. Motion passes. Mr. Carpenter abstained and then recused himself as an abutter.

Ms. DiFrusia was seated for Mr. Carpenter at 7:09pm upon her arrival.

Ms. Carl Dubay addressed the Board. He reviewed the plan contained in the public packet. Chairman Gosselin stated that a variance was granted by ZBA for parking in the WWPD without a 50-foot buffer. Ms. DiFrusia asked about the roof calculation and why it was calculated into the overall impervious surface. Mr. Dubay stated that they did take credit

for the roofs because under the current ordinance they are in compliance. Mr. Dubay stated that they needed to do a full accounting of the lot as a whole.

Mr. Guttman arrived at 7:21pm.

Mr. Dubay reviewed the waivers listed in the October 26th memo from the Dubay Group to the Planning Board.

Ms. DiFruscia asked Mr. Dubay if anything could be done to reduce chlorides. Mr. Dubay does have maintenance plan listed on the overall plan. There are no chloride reduction procedures on the project. The flow of water actually goes away from the pond. Ms. DiFruscia does think it is a good idea to try to reduce chlorides. The Board discussed porous pavement. Mr. Dubay is not doing porous pavement on this section of development; the recommendation of the Conservation Commission for porous pavement was for the larger parking lot expansion across the street.

Public comment was opened at 7:40pm.

Mr. Alan Carpenter, 8 Glenwood Road addressed the Board. He asked about the catch basins. The catch basins drain down near the Carrier Funeral Home across the street. The applicant needed to mitigate the water at the end of their property, and not beyond. The water that comes off the curve goes into a basin on sight before the parking lot. Mr. Carpenter asked about the vegetative buffer. There will be a rock wall and deciduous street trees. Mr. Carpenter asked about making some of trees evergreen instead of deciduous to allow cover in a residential neighborhood. Ms. Crisler suggested shrubs like rosa rugosa, holly or other native species as well as the trees that may be allowed.

Mr. Ross McLeod, Board of Selectmen member addressed the Board. He stated that maples do have some degree of drought tolerance.

Public comment was closed at 7:45pm.

A motion was made by Ms. Crisler to grant a waiver for Section 603.2.4.12, 703.1.2, 703.1.2.1 and 704.2.1 because the applicant has outlined a functional equivalent of the landscape design of the trees and shrubs and reconstructed stonewall. Seconded by Mr. Guttman. Vote 7-0. Motion passes.

A motion was made by Ms. Crisler to grant a waiver for 603.2.4.3 and Subdivision Regulation 601.2.1 which requires a HIS plan for the reason that the site plans are already available for this location. Ms. DiFruscia seconded. Vote 7-0. Motion passes.

A motion was made by Ms. Crisler to grant a waiver for Section 603 as a preliminary hearing since the plan has been discussed at length previously. Seconded by Mr. Guttman. Vote 7-0. Motion passes.

A motion was made by Ms. Crisler to grant approval 2016-31 with the following conditions:

Concerns outline in Keach/Nordstrom memo of November 3rd, 2016 be addressed if they are not already addressed.

Seconded by Ms. DiFruscia. Vote 7-0. Motion passes.

Mr. Gregory stated that the Ledge Road project has been withdrawn pending ZBA approval of the project.

Ms. Simmons recused herself at 7:51 pm.

Mr. Carpenter returned to the Board at 7:51pm. Ms. DiFruscia remained as an alternate

Ms. McLeod is now seated for Ms. Simmons at 7:51 pm.

Workshop

Village Center signs

After discussion, the Board does think the ballot signage could go on the ballot in a timely fashion if they so choose.

Mr. Chris McCarthy, 17 Nottingham Road and owner of Village Center Properties addressed the Board. Mr. McCarthy also introduced Dr. Chevette to the Board. The signage maximum height is currently 5 feet in town. On Route 111, where speeds are higher, he would like businesses to be able to maximize exposure. He then polled local communities to see what the maximum heights are for signage in comparable communities. The current regulation in Windham is 5 feet high and 8 feet wide.

He reviewed the input of local business owners and their suggestions around signage. Mr. McCarthy would like to propose a larger sign size with the caveat that signs must go through Design Review. Mr. McCarthy mentioned the height of other signs along Route 111. Ms. DiFruscia asked how many businesses, if more than one, would the signs identify. Mr. Carpenter stated that he sees the signs as identifying more than one business. In all likelihood, all business owners will want signage for their own parcel. Currently, they are talking to one property owner of many in the VCD. Mr. Carpenter stated that sign ordinances are a collaborative effort, which also involves signage for the buildings. The Board discussed other examples of signage along Route 111. They also discussed justification for signage such as multi-tenant properties. The Board stated that they must be very careful about approving the signage since property owners in the VCD may feel justification for larger signage as well.

Chairman Gosselin stated that height does have an advantage depending on speed. Additionally, the Board can also select zoning that will support the look and feel of signage in the VCD. Ms. MacLeod would also like the Board to consider lighting. Mr. Toubia suggested a matrix depending

on the number of tenants on a property. Mr. Carpenter suggested composing language that will give final approval to the Planning Board but allow a slightly larger sign than is currently allowable. Mr. Crisler suggested having Mr. McLeod sit down with the tenants to suggest language. The Board then discussed the amount of items listed on the sign; the lettering would become quite small. The Board also discussed internal vs. external lighting. The Board does believe all signs should go through the design review committee. The Board also discussed aesthetic criteria.

Mr. Kevin Chevette addressed the Board. He currently has three locations in other towns. He stated the reasons why proper signage is important to himself as a business owner. He also stated that the smaller signage would not be appealing to him as a business owner especially as his clientele has vision issues. Members of the Board are concerned about the number of signs and the size of the signs.

Chairman Gosselin and Mr. McLeod will sit down to set up language around signage. The Board has until January to decide if items should end up on the ballot for residents.

Procedures

Mr. Gregory reviewed the emails he had sent back and forth between himself, the Board and Attorney Campbell around applications for Site Plans and Subdivisions. Site Plans do not require a Design Review. Ms. Crisler reviewed what the process of the Board has been in previous years. She thinks the Board needs to decide what they would like to see before an application is heard.

Chairman Gosselin state that Mr. Gregory's goal has been to make sure that each packet is legally complete. Additionally, the Board may have other things they need or would like before an application is heard. Ms. DiFruscia suggested that Ms. Crisler write down the list of items staff has historically given to the Board.

The Board then discussed the best way to allow staff to be effective in their positions.

Review and Approval of the minutes of 9-21, 10-19, 10-26

Chairman Gosselin reviewed the details of the Financial Guarantee. To DHB Homes

A motion was made by Mr. Carpenter to recommend to the Selectmen that they release \$929,918.75 to DHB Homes. Vote 6-0-1. Mr. McLeod abstained.

Vice Chair St. Laurent reviewed the information she has been given by NHSPC. Mr. Gregory stated that Mr. Keach has designed projects larger than this. He would like to know what projects Mr. Keach has designed in the last 5 years. He would also like to know how much the NHSPC would charge.

Per the Board of Selectmen, Castle Hill Bridge is closed indefinitely. Selectmen will be looking for input from the Planning Board regarding the value of a bridge repair.

Ms. Crisler stated that one of the conditions of approval for Ryan Farm Road was that this road be functional for increased traffic in the area. A traffic study has been done previously.

A motion was made by Mr. Carpenter to adjourn at 9:31pm. Seconded by Mr. McLeod. Vote 7-0. Motion passes.

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