

## PLANNING BOARD MINUTES

April 15, 2009

*Amended  
5/6/09*

### ROLL CALL:

Phil LoChiatto, Chairman – Present	Rick Okerman, Vice Chairman – Excused
Nancy Prendergast, Secretary – Excused	Walter Kolodziej, Regular Member – Present
Ruth-Ellen Post, Regular Member – Present	Pam Skinner, Regular Member – Present
Louis Hersch, Alternate Member – Excused	Kristi St. Laurent, Alt Member – Present
Sy Wrenn, Alternate Member – Excused	Bruce Breton, Selectmen Member – Present
Galen Stearns, Selectmen Alternate – Excused	

### STAFF:

Laura Scott, Town Planner – Present

Mr. LoChiatto opened the meeting at 7:05 pm. The Board stood and recited the Pledge of Allegiance. Ms. St. Laurent replaced Ms. Prendergast.

### MINUTES:

- Ms. Skinner motioned to approve the April 1 minutes as amended. Mr. Breton seconded. Passed 5-0-1. Mr. Kolodziej abstained.

### FINANCIAL GUARANTEE:

- Whispering Winds, final release of \$5000. Mr. Kolodziej motioned to recommend to the Selectmen to release the financial guarantee of \$5000 which was held for grass. Ms. Post seconded. Passed 5-0-1. Mr. LoChiatto abstained;
- Windham Cooperative Kindergarten, final release of \$3500. Mr. Kolodziej motioned to recommend to the Selectmen to release the financial guarantee of \$3500 which was held for landscaping. Ms. Post seconded. Passed 6-0. Mr. Breton stated that he has requested the list of outstanding bonds be sent to the Chairman each month. Ms. Scott will be meeting with Mrs. Charland, Mrs. Call, and Mr. McCartney regarding the status of the financial guarantees that are being held.

### PUBLIC HEARING:

#### Brannon Special Permit

#### 17 Sheffield Street, lot 11-C-2561

Mr. LoChiatto read the legal notice. Ms. Scott stated that there are no outstanding concerns, she has not heard back from the Conservation Commission, and the plan is ready for public hearing. Mr. Breton motioned to accept for public hearing. Ms. Skinner seconded. Passed 6-0.

Peter Zohdi, Herbert Associates, presented the plan and showed photos of the property, the applicant would like to construct a pool and patio at an existing house, also wants to construct a retaining wall which will be partially in the WWPD, the area has been disturbed for the drilling of wells, the Conservation Commission does not have a problem with the plan, they will comply with WWPD crossing requirements, the applicant needs a Special Permit but does not need a variance, a portion of the driveway and stonewall is on the neighbor's property, and there is an easement waiting to be recorded.

Board discussion with Mr. Zohdi regarding the retaining wall minimizes the impact to the WWPD, the wall will be about 90-95' long and the turns are 35' and 60', the wall tapers down from 4' to 0', and should there be a lot line change rather than an easement. Ms. Scott stated there is already a driveway easement, and this is just extending the easement. Mr. Zohdi showed the driveway on the plan.

Discussion continued regarding stormwater control measures. No public comment. Mr. Kolodziej motioned to grant the Special Permit for lot 11-C-2561, 17 Sheffield Street, for the retaining wall and associated grading because the wall helps minimize impact on the WWPD to prevent runoff and erosion and is consistent with the intent and purposes of Section 601. Mr. Breton seconded. Passed 6-0.

#### **PLANNER'S REPORT:**

Board discussion of work session list. Mr. LoChiatto discussed comments that Ms. Prendergast sent to him which included: 1) CIP process; 2) The overnight parking of commercial vehicles; 3) Should we have Section 503 in the zoning ordinance; and 4) Working on the WWPD definition. Board discussion regarding the Trail Subcommittee which is a subcommittee of the Planning Board.

Board discussion with Ms. Scott's regarding her work session list: 1) Zoning map changes. The changes should be done by the next meeting, and Mr. Norman and Mr. DeLong will be at the May 6 meeting; 2) Planning Board applications and fees. They should be reviewed and made less cumbersome. Ms. Scott hopes to roll recording fees and escrow money together; 3) RFP for engineering services. A group of people should come up with an RFP, and Ms. Scott is looking for the CLD contract; 4) Impact fees review. Ms. Scott has questions regarding the fees including why and when we collect them, which subdivisions are exempt, impact fees are collected at the time of the issuance of the building permit, have the auditors looked at the collection of the fees?, and there has been problems with impact fees/exactions; 5) Financial guarantees. Want to make sure of what we're exactly holding and why, and Ms. Scott would like to proactively release the guarantees; 6) Review the conditionally approved plans. Ms. Scott would like to proactively go through the conditional approvals; 7) Website. Have user friendly information on the town website; 8) Workforce housing. Need to make sure that Windham is in compliance with the new RSA, Ms. Bev Donovan is a graduate student and would like to work on this. Ms. Scott will follow up with RPC, she is attending a conference on May 2, and there is a vote pending to extend the deadline; 9) Site plan and subdivision regulations. The zoning ordinance has information that should be in the site plan and subdivision regulations, the ZBA gets to grant variances which takes the control away from the Planning Board, some of the language needs to be moved out of the zoning ordinance, and the zoning format is hard to read; 10) Elderly housing issues include the percentage of elderly units and the applicants have seven levels of requirements. Review the elderly housing requirements should be reviewed; 11) Stump burial has been handled; 12) Road standards and requirements. 28' roads are contrary to environmental standards, 28' roads are for safety reasons, the Town requires 28' because we don't have sidewalks, road standards should be in subdivision regulations, and the Board should review drainage regulations.

Board discussion regarding we may be seeing more multi-family housing, Residence B District should be looked at, also look at mixed-use development which is up and coming, need to look at Rt 111 development, we don't want strip malling, look at the whole picture, workforce housing is like an overlay district and it needs to be near services, and customary home occupations also needs to be added to next year's zoning changes.

Ms. Scott discussed the Technical Review Committee and the process, Planning Board members do not generally attend the TRC because an opinion can be made, the PB members can listen in but not participate, and the meetings are the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month.

Ms. Scott stated that someone from CTAP is coming to the next meeting, she discussed the year 1 and the year 2 projects, and the Planning Board needs to discuss a 3<sup>rd</sup> scenario for the buildouts. Board discussion regarding liking to hear from the RPC regarding the scenarios, the Master Plan can be viewed in different perspectives, the 3<sup>rd</sup> scenario may be easier to decide once the zoning maps are completed.

Ms. Scott discussed the pre-open space plan, 2 members of the committee will be from the Planning Board including alternates, there will be 5 meetings, can get more information at the next meeting from RPC, the road map planning process to be completed by September, there are two options available, do this in two to three meetings, there are targeted funds we can use for year 2, the assessment report will be in the Board's packet for the next meeting, and they could look at workforce housing or elderly housing.

Board discussion regarding having a locking mailbox outside the Planning Board office to get the packets out to the Board, it could be a drop off also, and Mr. Breton will look for information on this.

Ms. Scott reviewed the next meeting agenda. Board discussion regarding the Meadowcroft Development suit, there are interveners, an accurate record is being pulled together, Ms. Scott is on the panel for economic development for next week's expo, and the fire department is taking over the blasting permit process as of May 1.

**MISC ITEMS:**

Board discussion regarding the Planning Board getting a copy of the ZBA notice of decisions, Chairman should get the ZBA notices of decision, Salem lists the permits in the newspapers, and Planning Board minutes and notices of decision will be posted.

Mr. Kolodziej motioned to adjourn. Mr. Breton seconded. Passed 6-0. Meeting adjourned at 8:45 pm.

These minutes are in draft form and have not yet been reviewed and approved.

Respectfully submitted, Nancy Charland