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## Technical Review Committee Summary

**To:** Planning Board  
**CC:** David Sullivan, Town Administrator; Chris Sullivan, Assistant Director / Planner  
Applicants: Karl Dubay, The Dubay Group; Joe Maynard, Benchmark LLC; Lundquist Family  
**From:** Alexander Mello, Director  
**Re:** TRC Meeting Agenda – March 24, 2022 @ 10:00 AM

1. **Case 2022-07 – 19 Armstrong Road (Parcel 17-M-32); WPOD Major Land Development Application; Zone – Residence A and Watershed Protection Overlay District (WPOD).**  
The applicant, Benchmark LLC, and property owners, David and Erin Rogers, seek a Major WPOD land development application, pursuant to WZO Section 616.6.1.2, to replace an existing asphalt driveway with permeable material, construct a farmer’s porch on the home, and to add a new deck on the lakeside of the structure. The total approximate impervious area will decrease from 27.8% to 26.6%.

The TRC had no comment on this proposal.

The **Conservation Commission** met on March 10, 2022 to discuss this proposal and had no comment.

2. **Case 2022-08 – 20 First Street (Parcel 16-Q-179); WPOD Major Land Development Application; Zone – Residence A and Watershed Protection Overlay District (WPOD).**  
The applicant, Benchmark LLC, and property owner, Henry C. Forde Heirs c/o Richard Forde, seek a Major WPOD land development application, pursuant to WZO Section 616.6.1.2, to construct a new single-family home. Post-development impervious coverage will be approximately 28.7%.

**Carol Pynn, HDC/HC:** concerned about fill going into the pond and well/septic near the pond. Joe Maynard, Benchmark, explained that the proposal meets code for well and septic location, as well as DES shoreland requirements. Alex Mello, Community Development, mentioned that the Town Engineer, Steve Keach, recommended increased erosion control and stabilization measures.

The **Conservation Commission** met on March 10, 2022 to discuss this proposal and had no comment.

**Chris Sullivan, Community Development:** recommends irrigation be installed, especially to ensure that the proposed geo-grid material leads to healthy turf growth. Lots of car traffic on the geo-grid could affect strong turf growth. See technical comments below:

1. Details are scattered across the two pages. Please make a detail sheet. Having the plans layout this way is making them confusing.
2. What is the yellow triangle?
3. Why does the little section along the street not have GeoGrid? What is going to prevent a plow from tearing it up? Why does the GeoGrid overlap the walkway?
4. The mulch berm detail is overlapping another drawing.
5. Trench drain detail should show a metal edge to keep the grass from infiltrating the stone.
6. Why the different color text?

7. What is the blue line?
8. Where is the propane line?
9. Is there going to be holes in the GeoGrid to clean out the tank?
10. Are there stairs coming off the back deck?
11. Are all disturbed areas to be seeded? If they are, please add a seeding detail.
12. Is the temp road at the leach field being removed and restored?
13. Please add a trench detail for the different utilities.
14. Please add a patch detail for fixing the road.
15. How is power getting to the residence?
16. Is the dotted line going from the well to the house the water line? Not in the legend.
17. Is the heavy black line on each end of the house walls? If they are, how high are they and what is the material being use? Please add a detail.
18. Is the proposed dock permanent or removable?
19. Please add note that the silt fence will be removed when turf is established.
20. The to remain unaltered is the same building and I do not see anything with that hatch.
21. Please make this the approval signature block. **Sub and Site plans**

**TOWN OF WINDHAM PLANNING BOARD APPROVAL**

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
DATE

APPROVAL IS GRANTED SUBJECT TO ALL CONDTIONS AND REQUIRMENTS  
OF THE REGULATIONS OF THE TOWN OF WINDAM AND FURTHER  
SUBJECT TO ALL SPECIFIC CONDTIONS AND REQUIREMENTS.

3. **[Case 2022-09](#) – 2 Winter Street (Parcel 19-B-912); Minor Site Plan Application; Zone – Rural**  
The applicants and owners, Robert and Pamela Lundquist, are submitting a Minor Site Plan application, pursuant to Site Plan Regulations Sections 303 and 602 to establish a new parking area on the premises to accommodate overnight parking of motor homes/recreational vehicles associated with agritourism activities per RSA 674:32-b(II).

**Chief Gerry Lewis, Windham PD:** Inquired on the average number of visitors and their location. Pam Lundquist indicated that they have about 2-3 visiting recreational vehicles at a time. The busiest they get is 5 on peak weekends. Often, there are none. The RVs park off the road in a parking area that was previously approved for visitors. The visiting season is generally the end of April to the beginning of November. She gets notice ahead of time.

**Deputy Chief Jim Saulnier, Windham FD:** Wants to make sure there is enough space for the campers and fire trucks. Wendy Lundquist indicated that they spread out pretty well because of their expanders need room.

**Carol Pynn, HDC/HC:** No comment.

**Captain Mike Caron, Windham PD.** PD has received a traffic inquiry, but not observed to be serious safety issue. Wendy Lundquist indicated that she keeps names and a log of the visitors.

The **Conservation Commission** met on March 24, 2022 to discuss this proposal and inquired if the proposed surface for the parking area would be gravel or the existing condition.

4. **[Case 2022-10](#) – 70-72 Range Road (Parcel 17-H-30 and 17-H-31); Major Final Site Plan, WWPD Special Permit, WPOD Site Plan / Subdivision Land Development Application, and Final Subdivision; Zone – Gateway Commercial District, WWPd, and WPOD**

The applicant, Karl Dubay of the Dubay Group, Inc., representing property owner Crystal Ball Enterprise, LLC, is submitting a Major Final Site Plan (pursuant to Site Plan Regulations Sections 304 and 603), WWPD Special Permit (pursuant to WZO Section 601.4.8), WPOD Site Plan / Subdivision Land Development Application (pursuant to WZO Section 616.6.1.1), and Final Subdivision (pursuant to Subdivision Regulations Sections 202, 404, and 600) to construct a new 7,068 SF multi-tenant commercial building (proposed deli and office space), parking, access, and site improvements.

**Chief Gerry Lewis, Windham PD:** Do you have actual visitor or traffic calculations? Any perspective/ideas of the number of hourly visits? (Karl Dubay, no traffic study, the parking design was designed to meet parking requirements. Hourly trips will be determined who the tenants become, but not believed to have high traffic in/out.) Gerry, any idea what the adjacent property owner has for future interconnectivity with adjacent parcels? (Karl Dubay was unsure but the property owner is willing to work with them).

**Captain Mike Caron, Windham PD:** Inquired if there is room on the parcel for possible parking expansion if required by the eventual tenants of the bay-style units.

**Carol Pynn, HDC/HC:** Scope of improvements on Range Road (Karl Dubay, proposed relocation of a curb cut to be safer than existing.) The parking at the animal hospital is tight (Karl Dubay, the previously approved parking lot expansion will be implemented soon.)

**Deputy Chief Jim Saulnier, Windham FD:** Inquired on the distance to EOP? (Dubay, approximately 50-60'). Redoing the parking lot behind the pet hospital? (Dubay, yes, changing the dumpster angle and improving the pavement.) FD would like to see the stub deeper and wider and a turning radius for the new building. Plan for water? (Dubay, within the Salem franchise area and could do a private well). Uses will dictate what is needed for water suppression.

**Alex Mello, Community Development:** Improve pedestrian access to the animal hospital from the parking lot. Inquired on the proposed uses and if the proposed bay areas were part of the proposed deli and office spaces. (Dubay, the garage bays are separate tenants, more for design than actual use. Prospective purchaser stated that there is possible interest from a karate studio). Health and Fitness clubs are not allowed in the Gateway Commercial District. Potential zoning compliant uses should be proposed for the two "bays" to account for their parking requirements for the purposes of seeing if such could be accommodated on-site. Staff is aware that as the property is marketed the uses may change; however, we need to ensure that enough parking spaces are proposed for future tenants.

The **Conservation Commission** met on March 24, 2022 to discuss this proposal. They appreciate the reduced impervious area from the preliminary plans and the porous pavement. Please Consider placing the dumpster further from the WWPD

**Chris Sullivan, Community Development:**

1. Add the following to the existing conditions & subdivision plan legend:
  - a. TP-11 and LF1.
  - b. EDP.
  - c. I.C.
  - d. RCP.
  - e. SWL.
  - f. WF.
  - g. WWPD
2. Is there a subdivision plan without the NH water Division on it over the legend?

3. On the survey, on the opposite side of the street, is there supposed to be two overhead wires in the same location?
4. No purpose of plan on the site layout.
5. Add seeding detail.
6. What kind of curb is being proposed for this site? Should be granite in the Gateway district. Need a curb detail.
7. There is a wall shown on the plan without a label. A wall detail is needed.
8. The proposed plan needs a legend with the following:
  - a. Drainage line
  - b. Septic line
  - c. Proposed utility structures
  - d. Catch basins
  - e. Lights
  - f. Curbing
  - g. Wetlands
  - h. Underground electrical
  - i. Existing and proposed contour lines
  - j. Spot elevations
  - k. Guard rail
  - l. Signage
  - m. Gas line
  - n. Concrete
  - o. EOP
  - p. EOG
  - q. Water line
  - r. Water gate valve
9. Silt sock should be installed around small wetland in front of the property.
10. The relocated dumpster needs to be screened.
11. Is a new catch basin proposed at the front of the property going into the small wetland? If it is new, a detail is needed, and a hood should be added.
12. Building elevations?
13. What is the square by the dumpster?
14. Lighting plan shows too much light coming off the property. The lights should be shielded. Any existing street lighting should be included in the lighting plan.
15. There is a guard rail shown on the plan, a detail is needed.
16. Label propane tanks.
17. Number the parking spaces.
18. Parking space near the relocated dumpster seem like it is hard to get out of.
19. Concrete detail for patio and walkway needed.
20. Tree planting detail should show "locate the trees root flare."
21. Tree that is in the island at the rear of the property will be an issue blocking light in the future.
22. Light bases should be 2' from edge of asphalt or curb. Easy for snowplows to take them out.
23. What is the dashed line around the building on the grading and utility plan?
24. How do pedestrians who use the cross-access use of parking get from one site to other safely?
25. To get more pervious area all walkway and patio could be pervious pavers.

- 26. On the existing conditions plan, there is a culvert crossing Rockingham Rd. that is not on the proposed plans.
- 27. The shed on the vet property is not shown on the site plan. Is the Shed getting relocated?
- 28. Please make this the approval signature block. **Sub and Site plans**

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