

Minutes of April 12, 2010

There were two typographical errors noted. On page 6, "third part" review should be "third party" review. On page 8 "Dane Nadeau" should be "Dave Nadeau".

Keith Williams made a motion to accept the minutes as amended.

Seconded by Jon Earle.

Vote: Six in Favor. None Opposed. John Carlberg abstained.

Public Hearings

Official Town of Windham Zoning Map. Review of the digitized Town of Windham Zoning Map which has been updated to reflect previously approved amendments to zoning districts.

Town Assessor, David Sawyer was present. He explained that a digital map of existing zoning, including shoreland zoning, had been developed over a period of years. It was better than paper maps for record keeping, updating, and transferring of data. If there are any transitional errors that may occur, they would refer back to the original intent of the zoning that has existed.

There was no public comment. The public hearing was closed.

New & Continuing Business:

Official Town of Windham Zoning Map. Review of the digitized Town of Windham Zoning Map which has been updated to reflect previously approved amendments to zoning districts.

Mr. Sawyer explained the maps were developed in an Auto CAD format and could be converted into different types of files for use and dissemination.

Keith Williams made a motion to send the digital map to Town Council, with a recommendation to approve.

Seconded by Ryan McDonald.

Vote: All in Favor.

10-10 Jeff Hayman Professional Office Building. Amendment to a commercial site plan. Jeff Hayman to request the addition of 36' X 36' accessory structure for equipment storage. Property is located at 48 Tandberg Trail. Tax Map: 67, Lot: 34, Zone: Commercial I (C-1).

Ben Smith stated that sidewalks were a requirement of the ordinance on any new or amended site plan. It could not be waived. A condition of approval would allow future installation of the sidewalk. He said an amendment to a site plan did not require a public hearing for approval.

Jeff Hayman was present. He stated he needed the garage for storage of equipment and some of his vehicles. They would cut the pavement to install a slab. Drainage would follow the existing flow.

Consensus of the Board was that a public hearing was not needed.

John Carlberg made a motion to accept the plan as written with a condition that if sidewalks go in within next year Mr. Hayman have to put his portion in out front.

Keith Williams suggested an amendment to "approve" instead of "accept" and if sidewalks go into the adjoining properties within the next year.

Ben Smith suggested condition of approval #2 should read, "If sidewalks are installed on abutting property within one year of the date of approval of this project the applicant shall coordinate the location, and construction materials of sidewalks on this construction site."

John Carlberg accepted Ben's suggested wording.

Seconded by Ryan McDonald.

Vote: All in Favor.

Design Guidelines/Standards. Planning Board consideration of Town Council request to utilize existing design guidelines for the development and implementation of design standards.

Ben Smith had reviewed the meeting tape of the March 16th Town Council workshop at which the Council had reinforced that they wanted some number of guidelines to become standards that applied to all projects in the commercial zones and that would provide black and white requirements for what would need to happen on an individual project basis. The first goal was a set of guidelines that would become standards. The suggested point based system could be the second tier.

The Board discussed their process and concerns.

- What were the things they wanted to effect: safety, aesthetics, criteria?
- Concern had been voiced by several Councilors that design standards should not cause extraordinary cost during the development phases of projects.
- Standards should be things that apply to every project in every zone.
- The intensity of a use should be considered rather than the size of the use.
- What result did they want?

The Board considered the list of design guidelines and categorized items on the list as those that should be discussed as standards, as guidelines, or were to be removed from consideration.

General Site Planning Principles - standard

- Proximity of Buildings to Roadways - standard
 - at front setback - standard
 - parking at side or rear – standard
- Relationship to Residential Properties - standard
 - screening – standard
 - service area - standard
 - parking – standard
- Village Center Development – guideline
 - development on internal connector roads – guideline
- Visibility – standard
- Buildings in Existing Parking Lots – remove
- Corner Locations – guideline
 - pedestrian interests like landscaping - guideline
 - not to be used exclusively for parking – guideline
- Pedestrian Use Areas - guideline
 - area between building and street, street furniture – guideline
- Existing Trees and Shrubs – remove, discuss under landscaping
- Impervious Surfaces – paved surfaces scaled to building size, green space maximized – if above minimum parking requirements offer points for pervious pavers – guideline
- Quality of construction – remove

Pedestrian Spaces – guideline

- Outdoor activity areas – guideline

- buildings over 10,000 square feet need outdoor room where people can sit, relax and socialize – guideline
- Location and design of pedestrian spaces – guideline
 - must be highly visible – guideline
- Existing Vegetation – remove, discuss under landscaping
- Links to the Community – guideline

Pedestrian and Bicyclist – guideline

- sidewalks – standard
 - esplanade – guideline
 - links to abutting land uses–guideline
- Coordination with Site Plan – guideline
- Crosswalks – standard
- Pedestrian Refuge Zones – standard
 - when crossing greater than 32 feet – standard
- Internal Walkways – guideline
- Location of Walkways – guideline
- Walkways adjacent to Buildings – guideline
- Walkways in Parking Lots, buildings over 15, 000 square feet – remove
- Interior Connections for bike and pedestrian– guideline
- Width of Sidewalks – remove
- Material Selection – guideline
- High Use Areas – guideline
- Lighting-remove
- Drainage – standard

Parking Areas – guideline

- Location of – guideline
- Scale of Parking – guideline
- Design of Circulation Patterns, lots over 40 spaces – remove
- Internal Flow – remove, look at site plan
- Shared Parking – remove
- Reserved Landscape Area – remove, look at during site plan
- Side Lot Parking – remove
- Safety in Parking – marking crosswalks, selection of shrubs and grasses – guideline
- Snow Storage – standard

Other Business

Adjournment

Ryan McDonald made a motion to adjourn.
Seconded by Mike Manning.
Vote: All in Favor.