

Town of Windham

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**TOWN OF WINDHAM
PLANNING BOARD AGENDA
Town Hall-Council Chambers – 7:00 pm
August 9, 2010**

1. Call to Order.
2. Roll Call and Declaration of Quorum.
3. [Approval of Minutes: July 26, 2010](#)

Other Business:

4. [Design Guidelines/Standards](#). Planning Board consideration of Town Council request to utilize existing design guidelines for the development and implementation of design standards.
5. Adjournment.

Contents: Design Guidelines

The meeting was called to order by Chair, Dave Nadeau. Other Board members present were: Jon Earle, Jim Hanscom, Mike Manning, Keith Williams, and John Carlberg. Assistant Planner, Ben Smith, was also present.

Minutes of July 26, 2010

Keith Williams had not been present at the July 26th meeting. He stated he had reviewed the minutes and the video record and felt competent to consider any future applications.

Jim Hanscom made a motion to accept the minutes of July 26, 2010 as written.

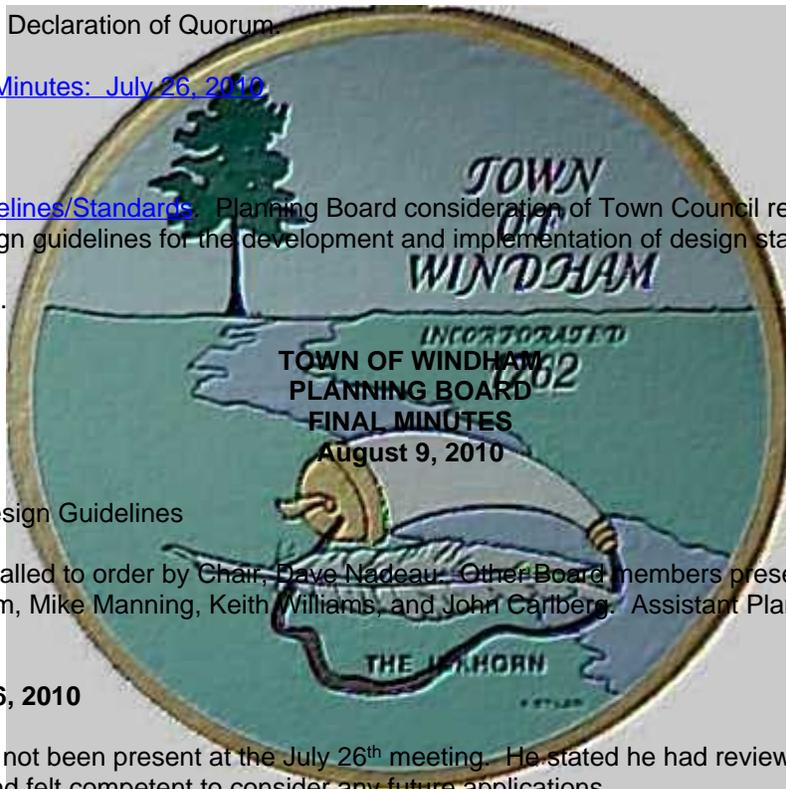
Seconded by Jon Earle.

Vote: Four in favor. No one opposed. Keith Williams abstained.

Continuing Business:

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

At a previous meeting, the Board had selected the existing design guidelines into those which should be standards in the ordinance, those which should remain guidelines, and those which should be eliminated.



These could be separated into categories and subsets and further divided by zoning district.

It was suggested that:

- Board members could take photos of buildings and properties that they thought would be appropriate examples of desirable design standards. The photos could then be used as a basis for future discussion.
- Putting the same standards in place for all three zones would have to be very lax because of the differing nature of each zone. People needed to be allowed to be creative in their own business while still creating a favorable appearance.
- Different architectural styles should be defined.
- There may need to be more than one set of standards because of the wide variety of different types and sizes of businesses. It was important to establish a minimum and not to be cost prohibitive because the local businesses were usually smaller. Those should not be so restricted that they could not operate.
- Mixed commercial uses in one building should be considered.
- The requirement for interconnectivity should be flexible so that creating or changing it was not burdensome.
- The minimum requirement for the proposed point system should not be so high that exceeding it was not beneficial. The method of obtaining the minimum should be flexible and vary according to the needs of each zoning district.
- The system should be such that someone unfamiliar with Windham could develop a good plan without the need to first attend multiple Planning Board meetings.

Adjournment

Mike Manning made a motion to adjourn.

Seconded by Keith Williams.

Vote: All in favor.