



**Planning Board Design Review Subcommittee  
Meeting Minutes**

**Wednesday, February 9, 2022 @ 1:00 PM**

Community Development Meeting Room

3 North Lowell Road, Windham, NH

Present: David Demers, Chair; Peter Griffin; Renee Mallett; Alexandra Tokanel (alt.); and Aaron Maynard (alt.)

Christopher McCarthy and Randy Knowles, The Dubai Group

Alex Mello, Community Development Director; and Chris Sullivan, Assistant Community Development Director / Planner

**1. Call to Order – 1:07pm**

**2. Approval of Minutes**

- a. December 15, 2021 – Aaron Maynard made a motion to approve the minutes of December 15, 2021. Peter Griffin seconded the motion. The DRC voted 5-0 to approve the minutes.

**3. Case 2022-02 – 1 & 7 Indian Rock Road (Parcels 11-A-450 & 11-A-500); Major Final Site Plan; Final Subdivision, and WWPD Special Permit; Zone – Village Center District**

*The applicant, Karl Dubay of the Dubai Group, Inc., and property owner, Village Center Properties LLC, Chris McCarthy, Mgr, are seeking a Major Final Site Plan, Final Subdivision, and Wetland and Watershed Protection District (WWPD) Special Permit for a proposed development that includes 8 single-family detached dwellings, two commercial buildings of 5,400 gross square feet and 29,570 gross square feet, and associated site improvements.*

*Per Section 708.2.2 of the Site Plan Regulations, the Design Review Regulations are applicable.*

Randy Knowles, The Dubai Group, and Chris McCarthy, owner and developer, provided an overview of the site plan, landscape design, and architecture.

Peter Griffin: possibility for tenants to combine units? Chris McCarthy: yes, options for tenants to have ground floor retail and upstairs office, but limited by zoning. Peter Griffin: targeting specific tenants? Chris McCarthy: we have an operator interested in the main restaurant and a financial services firm and a couple of medical office users showing interest in the larger building. More space is available and we are seeking uses allowed by zoning such as boutique and small scale food service, but we need to keep septic demand in mind. Peter Griffin: doing anything out of the ordinary for landscaping? Randy Knowles: looking at adding more plantings than usual in the parking lot islands and landscaped slopes. Including 35-40% flowering plants. Peter Griffin: anything to attract birds or butterfly bushes. Randy Knowles: a lot of the native plantings proposed will serve that function.

Alexandra Tokanel: appreciates the landscape buffer along Hardwood.

Renee Mallett: Consider a vibrant tenant mix that includes more retail compared to professional services. Consider coffee shops, cafes, boutique shops that could all play off each other. The park feels small, how big is it and what about it welcomes the public? Chris McCarthy: wants to encourage public

46 use and will look at adding welcoming signage. Randy Knowles: Could add some wayfinding aspects and  
47 educational aspects in the walkways.

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49 Peter Griffin: Inquired on if the site plan includes bicycle racks. (It does).

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51 Aaron Maynard: what is the plan for signage? Chris McCarthy: one pylon for the larger building.  
52 Restaurant may only need signage on the building since it has good visibility from Rt. 111.

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54 Renee Mallett: likes the residential buildings but half of them have their backs facing the street.  
55 Consider incorporating the materials used on the front on the back as well. Consider stonework on the  
56 rear to avoid lots of vinyl facing the street. Restaurant building on the corner looks great but may not  
57 transition well, feels incompatible with the larger building.

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59 David Demers: thinks the restaurant building looks great – the modern industrial style works well here.  
60 Would like to see awnings on both buildings.

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62 Aaron Maynard: Will need to add snow storage.

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64 Renee Mallett: Consider breaking up the parking field to add more landscape islands. Sea of pavement  
65 does not do any justice for the nice design. Chris McCarthy: we are already seeking relief for 12 fewer  
66 parking spaces and also want to make sure that there are enough parking spaces available for patrons  
67 of the businesses.

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69 Peter Griffin: What is the plan for the lighting on the driveway, parking area, and building? Randy: LED,  
70 carry over style from the bank and eye doctor. Agrees with the idea that the backs of buildings  
71 shouldn't face the street.

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73 Aaron Maynard: fence type around the patio and park? Randy Knowles: powder coated wrought iron.

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75 David Demers: Overall, the DRC is satisfied and there is no need to come back. Hope comments are  
76 incorporated. Chris McCarthy: out of a courtesy, he will send the DRC a copy of the revised plan set  
77 when their suggestions are incorporated.

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79 **4. Old/New Business**

80 Alex Mello informed the subcommittee about the Community Development Department's effort to  
81 minimize paper. He will make electronic documents available for all members and provide hard copies  
82 only for those members that explicitly request them. David Demers and Peter Griffin noted their  
83 preference for paper copies and Alexandra Tokanel noted that on certain occasions she may request  
84 paper copies.

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86 **5. Adjournment – 1:56 pm.**