



## Master Plan Process Committee Meeting Minutes

### A subcommittee of the Windham Planning Board

Friday, May 20, 2022 @ 10:00 AM

Community Development Meeting Room

3 North Lowell Road, Windham, New Hampshire 03087

To access via Zoom: <https://us02web.zoom.us/j/84209424955?pwd=MTR6TWWhLSmEwTnVxQkRnRFd3L0tKZz09>

Meeting number/access code: 842 0942 4955 Password: 688721 To join by phone: +1-646-876-9923

**Present:** Chris Sullivan, Assistant Director / Planner – Community Development; Roger Hohenberger, Board of Selectmen; Matt Rounds, Planning Board; Shannon Ulery, School Board; and, Alex Mello, Director – Community Development

1) **Call to Order** - Mr. Rounds called the meeting to order at 10:04 am.

2) **Review and Approval of the Minutes of:**

a) May 6, 2022 – Mr. Hohenberger made a motion to approve the minutes of May 6, 2022 as revised this morning. Ms. Ulery seconded the motion. The subcommittee voted unanimously 4-0 to approve the minutes.

3) **Discuss the MPPC's review of the 2005 Master Plan**

Mr. Rounds stated that he liked a lot of sections from the 2005 plan; however, there was a lot of redundancy, which should be removed. He recommends moving all of the data to an appendix. Ms. Ulery noticed that Mr. Hohenberger made the same comment. She noted the importance of keep some key data in the body to help tell the story. When it comes to writing, contributors need to be given guidelines so it reads better. Mr. Hohenberger agrees with Ms. Ulery. Mr. Rounds thinks that the 2005 Plan needs structural work to remove redundancies. He noted that there was no, or very minimal, land use section and that the RSA allows a separate housing chapter. He noted that the 2005 Plan stated that commercial development lowers tax rates. Mr. Hohenberger stated that he suspects there is a large contingency of people in Town that think commercial development is appropriate on Rt. 28 and Rt. 111. Ms. Ulery stated that she believed the survey results were very specific, but the main points indicated that people only want single family homes and no business. She questioned if the survey questions were too specific. Mr. Rounds stated that he was not involved in crafting the survey, but believed it was close replica of the 2014 survey. He believed that the responses about commercial development were mixed 50/50 and there was a main desire for future commercial development to serve the local population. He believes the Town is a bedroom community and thinks people live here for that setting. Mr. Hohenberger stated that Windham is an affluent community and people don't expect Section 8 housing next to their \$1 million homes. He thinks that people in town would want a grocery store, which is big box. Mr. Rounds stated that he avoids Rt. 111 and uses Range Rd. and other roads as cut throughs. Needs to look at traffic impacts of big box stores. Roger Hohenberger thinks that people will accept commercial development in designated areas. Mr. Rounds asked the subcommittee what their thoughts were on the structure of using the 2005 content? Mr. Hohenberger thinks that there was good material in the 2015-2017 sections that can slide into the 2005 framework. He thinks there needs to be a strong focus on updating the data. Ms. Ulery stated that there framework and



45 content that is good from 2005. Mr. Rounds asked if we should figure out the balance of conservation  
46 and economic development? Where is the centerline? How do we put this together to make sure it  
47 doesn't sit on a shelf. Ms. Ulery stated that it needs to be something solid that people could reference  
48 and was more clear on what the goal of the community is. Mr. Rounds believes a clearer master plan  
49 would help the boards. He thinks we should continue to use the 2005 plan as the frame and locate a  
50 bulk of data in the back as an appendix. Ms. Ulery added that the main content should include salient  
51 important data facts within the narrative using footnotes and references. Mr. Rounds thinks that a  
52 smaller plan is more readable. Ms. Ulery agrees and added that a digestible plan will be more useable  
53 and make people want to pick it up. Mr. Sullivan stated that the 2005 plan has no land use chapter. Mr.  
54 Rounds noted that a lot of plans he has read leaves that section out. The subcommittee as a whole  
55 listed example of plans they thought were done well including: Portsmouth, Amherst, Hollis, Claremont,  
56 Goffstown. They believed Bedford's plan was to graphic heavy and lengthy. Mr. Rounds identified  
57 action items for the next two weeks. Each member to pick a few master plans they like to see how they  
58 can mesh with the 2005 plan framework. Ms. Ulery stated that the heavy lifting will be the content.  
59 Community Development Staff can help by removing the redundancies from 2005, updating the data,  
60 and adding other Master Plans to the OneDrive.

61  
62 **4) Groups/organizations to involve in the development of the Master Plan**

63 Mr. Rounds proposed a flat organizational model to involve groups/organizations in the design stage of  
64 the process. The subcommittee concurred with that approach. Mr. Rounds went over his proposed  
65 groups.

- 66 a) Land Use chapter: Mr. Hohenberger thinks the survey is a good general representation of town  
67 residents. He also thinks individual groups should have their own charrette. Ms. Ulery believes  
68 there are a lot of broad statements in the adopted Vision section, such as " a thriving commercial  
69 district", which is open to interpretation. A member of the public, Betty Dunn, was present and  
70 stated that the Master Plan should be more useful for the ZBA in protecting waterbodies. Mr.  
71 Rounds stated that he was okay for groups in charge of certain chapters to reach out to other  
72 groups as needed for public input. They should make sure to include groups that may have  
73 opposing viewpoints. Mr. Hohenberger stated that whichever group is in charge of each section can  
74 do whatever outreach they want but within a time period.
- 75 b) Land Use (statistics and demographics): Mr. Hohenberger: Community Development Staff can  
76 produce the data utilizing assistance from SNHPC.
- 77 c) Facilities, Mr. Hohenberger suggested to delegate to administrative staff. Ms. Ulery: Agreed, it  
78 should also mirror the CIP structure.
- 79 d) School chapter: Mr. Rounds, this should be a high-level view and involve the school board. Mr.  
80 Hohenberger, this section should look at demographics of the school population, current facilities,  
81 need for new programs and improved/expanded facilities. Mr. Mello asked if the school board/SAU  
82 was doing their own planning. Ms. Ulery stated that they are always planning and their building and  
83 grounds subcommittee is also looking at expansion possibilities and future programming for  
84 technical education. Mr. Mello cautioned about redundancy and conflict with two planning efforts.  
85 Mr. Rounds, need to make sure that the school impacts are reflective of development impacts.
- 86 e) Economic Development, no opposition to proposed groups.
- 87 f) Natural Resources: Ms. Ulery suggested to add the Forestry Committee. Mr. Hohenberger  
88 suggested to include data on dams.
- 89 g) Natural Hazards: The subcommittee suggested that Administration and Public Safety handle this  
90 and include stormwater.



- 91 h) Historic/Cultural Chapter: no opposition. Ms. Ulery recommended they bring in other groups as  
92 necessary.
- 93 i) Recreation: The subcommittee recommended to include the Beautification Committee.
- 94 j) Regional Concerns: Mr. Sullivan noted that this section should touch on what is happening in other  
95 communities and how it could impact Windham. For example, Amazon was planning a massive  
96 distribution facility in Hudson, which could have had traffic impacts. It is no longer proposing to  
97 locate in Hudson. The subcommittee discussed removing this section, but direct groups to consider  
98 regional perspectives in their chapters.
- 99 k) Utilities and Public Services, Mr. Hohenberger noted that this chapter typically covers water,  
100 electric, cell towers, etc. The subcommittee discussed an infrastructure chapter that focuses on  
101 water and utilities infrastructure.
- 102 l) Community Design: The subcommittee discussed removing this section.
- 103 m) Transportation: Mr. Hohenberger recommended removing the Board of Selectmen. He noted that  
104 the groups could look at the I-93 Environmental Impact Statement, the Rt. 111 study, and the Wall  
105 Street study.
- 106 n) Housing: Mr. Rounds suggested including the New Hampshire Housing Finance Agency. Mr.  
107 Hohenberger suggested we use them for published data.
- 108 o) Energy: The subcommittee suggested the Local Energy Committee handle this.
- 109 p) Implementation: Ms. Ulery noted the importance of specifying a format because having multiple  
110 contributors can be problematic. Mr. Sullivan recommended following the format from other well  
111 done Master Plans. Mr. Hohenberger suggested taking the framework from 2005 Master Plan and  
112 give groups the format and have them fill in the blanks. Ms. Ulery agreed to use the format and  
113 modify content for Windham.
- 114

115 The Subcommittee will meet again on Friday, June 3<sup>rd</sup>, at 10 am. The action items for the subcommittee  
116 in the meantime are:

- 117 - Review six master plans to look at for format and content
- 118 - Give supporting Boards/Committees a notice on progress and request their participation
- 119 - Direct the support Board/Committee to involve whoever they want and encourage  
120 participation from potential opposing viewpoints.
  - 121 • Mr. Sullivan recommended to involve civil engineers with land use chapter
- 122 - Consider future schedule and deadlines for the support Boards/Committees
- 123 - Consider how to acquire another member for the public-at-large vacancy.
- 124

125 **5) Adjournment** - Mr. Hohenberger made a motion to adjourn. Ms. Ulery seconded the motion. The  
126 subcommittee voted unanimously 4-0 to adjourn at 11:46 am.