

**CONWAY PLANNING BOARD**

**MINUTES**

**APRIL 25, 2002**

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| 1 | Election of Officers <ul style="list-style-type: none"><li>• Robert Drinkhall – Vice Chair</li><li>• Conrad Briggs – Secretary</li></ul>                                                                                                                                                                                    |
| 1 | Public Hearing – Articles 131-7 and 131-19 <ul style="list-style-type: none"><li>• Adopted</li></ul>                                                                                                                                                                                                                        |
| 1 | Other Business <ul style="list-style-type: none"><li>• Copper Tops (PID 246-35)</li><li>• River Run – Architectural Changes</li><li>• Site Walk – Proposed Car Wash</li><li>• Conway Historical Society – Plan Signing</li><li>• Housing Discussion – May 16, 2002</li><li>• Draft Letter to BOS regarding bypass</li></ul> |

## CONWAY PLANNING BOARD

### MINUTES

**APRIL 25, 2002**

A meeting of the Conway Planning Board was held on Thursday, April 25, 2002 beginning at 7:06 p.m. at the Conway Town Office in Center Conway, NH. Those present were: Chair, Sheila Duane; Conrad Briggs; Robert Drinkhall; David Robinson; Planning Director, Thomas Irving; and Recording Secretary, Holly Meserve.

#### REVIEW AND ACCEPTANCE OF MINUTES

The Minutes of April 11, 2002 should be amended as follows: page 2, between Shawn Bergeron and Phyllis Wagstaff, the following should be added: Articles 131-7 and 131-19 – Post to a Public Hearing: Mr. Briggs made a motion, seconded by Ms. Duane, to post Articles 131-7 and 131-19 to a public hearing on April 25, 2002. Motion unanimously carried.

**Mr. Briggs made a motion, seconded by Mr. Drinkhall, to approve the Minutes of April 11, 2002 as amended. Motion unanimously carried.**

#### ELECTION OF OFFICERS

**Mr. Briggs nominated Mr. Drinkhall for Vice Chair. Ms. Duane seconded the nomination. Motion carried with Mr. Drinkhall abstaining from voting.**

**Mr. Drinkhall nominated Mr. Briggs for Secretary. Ms. Duane seconded the nomination. Motion carried with Mr. Briggs abstaining from voting.**

#### PUBLIC HEARING – ARTICLES 131-7 AND 131-19

A public hearing was opened at 7:14 p.m. Ms. Duane read the proposed changes to Articles 131-7 and 131-19. Ms. Duane stated that the changes will make the time frames the same as all other applications. Ms. Duane asked for public comment; there was none. **Mr. Briggs made a motion, seconded by Mr. Robinson, to amend Articles 131-7 and 131-19 as proposed. Motion unanimously carried.**

#### OTHER BUSINESS

Copper Tops (PID 246-35): Mr. Irving stated that they are proposing a retail activity at this site. Mr. Irving asked if the change from restaurant to personal service could be considered for a small undertaking. Ms. Duane asked if there would be any outdoor display. Mr. Irving stated that there is none proposed. Ms. Duane asked if this is the same business in Albany. Merle Lowe answered in the affirmative. Ms. Duane asked if there would be any outdoor display. Mr. Lowe stated that they have outdoor display in

**Adopted: May 9, 2002 – As Written  
CONWAY PLANNING BOARD – MAY 25, 2002**

Albany and they are keeping the store in Albany open. Mr. Lowe stated that this is just a temporary situation to test the waters. Mr. Irving read the requirements for a small undertaking and stated that there is sufficient parking, there is no impact on the infrastructure, there will be more traffic, but not sure if it is enough to make the driveway fail, there is no decrease in greenspace and there is no increase in floor space. Mr. Irving stated that this would be the second small undertaking for this site.

**Mr. Briggs made a motion, seconded by Mr. Drinkhall, to accept this as a small undertaking.** Ms. Duane stated that she has no problem with the small undertaking, but can we get a couple of street trees. Mr. stated that he would have to check with the owner. Ms. Duane stated we should look at how we can make it more affordable for small businesses and not put in huge amounts of money into a site plan review. **Motion unanimously carried.**

River Run – Whitaker House Suites – Architectural Change (PID 218-51.01): Joe Berry appeared before the Board. Mr. Irving stated that there was a significant change to the East Elevation of the Whitaker House Suites. Mr. Irving stated it needs to be determined by the Board if this is an acceptable field change. Ms. Duane asked if the changes meet the standards. Mr. Irving answered in the affirmative. **Mr. Briggs made a motion, seconded by Mr. Robinson, to accept the architectural changes to the Whitaker House Suites as a field change. Motion unanimously carried.**

Site Walk – Proposed Car Wash (PID 277-287): Mr. Irving stated that H.E. Bergeron Civil Engineers have requested a site walk of the proposed car wash. The Board agreed to meet at the site on May 9, 2002 at 6:00 p.m.

Conway Historical Society – Plan Signing: The Board agreed that the conditions for the Conway Historical Society had been met and the plans were signed.

Housing Information/Discussion: Ms. Duane asked the Board if they could have a discussion regarding housing. The Board agreed to discuss it on May 16, 2002 after the Master Plan workshop.

Draft Letter to BOS regarding Bypass: Ms. Duane stated that she spoke to the Chair of the Board of Selectmen and she said they do not have jurisdiction. Ms. Duane stated that she spoke to the Chair of the Citizen Design Review Committee and he thought it wasn't necessary. Ms. Duane stated that she would send it to Earl Sires and discuss it with him. Mr. Briggs stated that the CDRC hasn't reviewed because they wanted the DOT to take as little land as possible and they may not be taking enough to do any landscaping. Ms. Duane read the letter.

Meeting adjourned at 7:49 p.m.  
Respectfully Submitted,

Holly L. Meserve, Recording Secretary

**H. E. Bergeron Engineers**  
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HEB

April 25, 2002

Mr. Tom Irving, Planning Director  
Town of Conway  
Town Hall, P.O. Box 70  
Conway, NH 03818

Re: **Request for Site Walk**  
**Proposed Car Wash**

Dear Mr. Irving,

On behalf of our client, H.E. Bergeron Engineers (HEB) is submitting a request for a scheduled Site Walk by the Planning Board for the above referenced project. We appeared before the Board on March 28, 2002, for a Preliminary Conceptual Review of the project. At that time, the Board suggested a Site Walk to review the project and see the extent of proposed work.

Based on our conversation yesterday afternoon, HEB requests the Site Walk be scheduled for 6:00 PM on May 9, 2002, prior to the next regularly held public hearing of the Planning Board. Due to the relatively small size of the project site, we anticipate 20 to 30 minutes will be more than enough time to walk through the project.

If you have any questions or would like to discuss the proposed development, please feel free to contact me at 356-6936. Thank you for your time in attending to this request.

Sincerely,  
H. E. Bergeron Engineers, P.A.



Andrew Manning, P.E.  
Project Engineer

Cc: L. Smolinsky  
K. and D. Grout  
BHDP, HEB

# DRAFT

April 25, 2002

Teresa Kennett, Chair  
Conway Board of Selectmen

RE: Streetscape Enhancements Related to the Route 16 Widening

Mrs. Kennett,

Please be advised that it is the Planning Board's position that the proposed enhancements to Rte. 16 will have a significant influence on streetscape designs throughout the town. Moreover, the proposed enhancements will affect the community for decades to come. Considering that this may be the Town's only opportunity make such a substantial difference for a very long time, it is imperative that we get it right.

To this end, the Conway Planning Board hereby recommends that the Board of Selectmen formally request that the NH DOT provide funding for the Town to hire a qualified independent consultant to assist the Citizen Design Review Committee (CDRC) in evaluating the streetscape and landscape designs relative to the proposed enhancements to Route 16.

Please note that the Planning Board has the utmost confidence and respect for the CDRC and their valuable contributions. This extra professional support is intended as a complement to their good work. This initiative will help the Town assure that the improvements to Rte.16 will complement the aesthetic character of the community. As a bonus to the Town, the Consultant's assessment of proposed streetscape enhancements can supplement the current Master Planning Process.

Respectfully,

# DRAFT

Sheila Duane, Chair  
Conway Planning Board

cc: PB, BOS, ES, TI