

**CONWAY PLANNING BOARD**

**MINUTES**

**FEBRUARY 10, 2011**

**PAGES**

- |   |   |
|---|---|
| 1 | Review and Acceptance of Minutes <ul style="list-style-type: none"><li>• January 27, 2011 – Adopted as Written</li></ul>  |
| 1 | Other Business <ul style="list-style-type: none"><li>• C &amp; C Thibodeau Properties, LLC (PID 277-136, 137 &amp; 138) – Conceptual Review for 71 Hobbs Street</li><li>• Brenda Einstein (PID 277-134) – Conceptual Review for 57 West Main Street</li><li>• Michael Kent (PID 231-97) – Request to extend conditional approval (File #FR10-06 &amp; S10-09)</li><li>• David Smith (PID 252-50) – §123-4.A.5 (File #NA11-02)</li><li>• CMR Properties, LLC (PID 214-84) – §123-4.A.5 (File #NA11-03)</li><li>• Site Lighting Amendment – §123-26</li><li>• MWV Coalition Housing</li><li>• Committee Reports</li></ul> |

**Adopted: February 24, 2011 – As Written**

**CONWAY PLANNING BOARD**

**MINUTES**

**FEBRUARY 10, 2011**

A meeting of the Conway Planning Board was held on Thursday, February 10, 2011 beginning at 7:04 pm at the Conway Town Office in Center Conway, NH. Those present were: Chair, Steven Porter; Selectmen's Representative, Robert Drinkhall; Vice Chair, Martha Tobin; Steven Hartmann; Scott Lees; Planning Director, Thomas Irving; and Recording Secretary, Holly Meserve.

**REVIEW AND ACCEPTANCE OF MINUTES**

**Mr. Drinkhall made a motion, seconded by Ms. Tobin, to approve the Minutes of January 27, 2011 as written. Motion carried with Mr. Hartmann and Mr. Lees abstaining from voting.**

**OTHER BUSINESS**

**C & C Thibodeau Properties, LLC (PID 277-136, 137 & 138) – Conceptual Review for 71 Hobbs Street:** Burr Phillips of Civil Solutions and Barry Keith, Wetland Scientist, appeared before the Board. Ron Briggs, Land Surveyor for this project, was in attendance. Mr. Phillips stated that the site is the former Carroll Reed/Yield house site located behind the Ham Arena. Mr. Phillips stated that the site houses several businesses; Tee Enterprises, County Picker, New Hampshire Department of Human Services and the VA Clinic.

Mr. Phillips stated there is a need for more parking. Mr. Phillips stated to have the least impact they are looking at add parking around the edge of the parking lot. Mr. Phillips stated that a wetlands permit and a zoning permit are necessary as the site is located in the Wetland and Watershed Protection Overlay District and the Floodplain District.

Mr. Phillips stated 2,900 square feet of fill is necessary in the wetland and a portion of that square footage is within the floodplain. Mr. Phillips stated that it was discovered along the way that fill was deposited by previous owners, so they are putting together a mitigation plan to restore the wetlands for the new fill as well as the fill that was placed in the past. Mr. Phillips discussed the drainage and stated they are proposing a rain garden in the parking lot, which will provide additional wetland storage.

Mr. Phillips stated they are looking for feedback from the Board and whether or not this is a responsible project. Mr. Irving stated he has had discussions regarding this project with Mr. Phillips and there are a number of other approvals necessary. Mr. Irving stated there are a significant number of items that do not conform to the regulations and there will be a number of waivers for this project. Mr. Irving stated that this is a conceptual review and the discussion tonight is non-binding to both the Board and the applicant.

Mr. Phillips stated they are proposing to add 9,000 square feet of pavement with improvements to include planting trees around the perimeter of the parking lot and street trees, as they were along there at one time, but PSNH cut down. Mr. Phillips stated that the owner may look at planting lower shrubs along the road as to not interfere with the utility wires. Mr. Porter suggested looking at moving the telephone poles. Mr. Porter asked if more parking is necessary. Mr. Phillips stated the site requires 180 parking spaces; 126 exist and they are proposing 30 new spaces for a total of 156 parking spaces.

**Adopted: February 24, 2011 – As Written**

**CONWAY PLANNING BOARD – FEBRUARY 10, 2011**

Mr. Keith stated that the improvements to the existing drainage will help restore the wetlands that have been fairly degraded. Mr. Keith stated part of the focus is to do some restoration work, which will have an environmental benefit. Ms. Tobin stated that she likes the intention; thinks it is well thought out and is an even call as far as benefit. Ms. Tobin stated that she is interested in the rain garden.

**Brenda Einstein (PID 277-134) – Conceptual Review for 57 West Main Street:** Burr Phillips of Civil Solutions and Brenda Einstein appeared before the Board. Bob Tafuto, Land Surveyor for this project, was in attendance. Mr. Phillips stated that the site has had compliance issues in the past and the owner as taken care of life safety issues and now would like to resolve site plan issues.

Mr. Phillips stated that Ms. Einstein is proposing to convert the existing two-unit building to a three-unit building with a fourth unit to be built in the future. Mr. Phillips stated that the neighbors, The Ferry's, would not grant an easement for a shared access, therefore, they cannot access the back of the property for parking.

Mr. Phillips asked if the approach to leave the parking spaces in the buffer was a reasonable request. Mr. Porter stated that he doesn't have an issue if it remains for a three-unit building, but he has an issue with the fourth unit as the site is struggling already with what exists. Mr. Porter stated that he thinks the request for a fourth unit is unreasonable.

Mr. Hartmann asked if the fourth unit would be within the existing structure. Mr. Phillips stated that there would be no changes to the exterior of the structure. Mr. Irving asked how many bedrooms would there be in each unit. Ms. Einstein answered there are one, one-bedroom; two, two-bedrooms and one, three-bedroom. Mr. Irving stated that the particular part of the building that is preventing access to the back of the lot is fairly recent. Ms. Einstein stated it was constructed approximately five years ago. Mr. Irving stated if they came before they constructed they could have planned the site for a fourth unit.

Mr. Drinkhall asked where the snow would be stored. Mr. Phillips stated in the buffer; but in a big year they would have to have a loader come in and remove it. There was a discussion regarding removing pavement that is part of the neighbor's driveway out of the buffer; and it was determined that the applicant would have to submit a cross-easement for a shared driveway and request a waiver to have the pavement remain in the buffer.

**Michael Kent (PID 231-97) – Request to extend conditional approval (File #FR10-06 & #S10-09):** Ron Briggs of Briggs Land Surveying appeared before the Board. Mr. Briggs stated a couple items on the conditional approval are still in the process of being resolved. Mr. Briggs stated that they have obtained the utility easement from NH-COOP, it just needs to be signed and recorded; the water line easement is in the process; and we have the cost estimate that will be submitted to the Town. Mr. Briggs stated if the Board would grant them a 90-day extension; the monuments would be able to be set prior to recording the plan as well.

**Mr. Drinkhall made a motion, seconded by Ms. Tobin, to extend the conditional approval for Michael Kent until June 9, 2011. Motion unanimously carried.**

**David Smith – §123-4.A.5 (File #NA11-02) – PID 252-50:** David Smith appeared before the Board. This is an application to change 3,800 square feet of auto body space to used car sales and display up to 10 cars for sale outside at 159 East Conway Road. Mr. Hartmann asked how practical will it be to just have 10 vehicles for sale. Mr. Irving stated if the Board approves what he has

Adopted: February 24, 2011 – As Written

**CONWAY PLANNING BOARD – FEBRUARY 10, 2011**

requested, that is his limitation. Mr. Lees asked if this would be changing the use from industrial. Mr. Irving stated it would become a retail use.

**Ms. Tobin made a motion, seconded by Mr. Drinkhall, that the Planning Board determined that based on the provisions of §123-4. A. 5., regarding applicability, that the changing of 3,800 square feet of auto body space to used car sales and displaying 10 cars for sale outside is not subject to a Minor or Full Site Plan Review because it has been demonstrated that the change of use and/or physical changes to the site are insignificant relative to the existing development. Motion unanimously carried.**

**CMR Properties, LLC – §123-4.A.5 (File #NA11-03) – PID 214-84:** Ben Wilcox, General Manager, appeared before the Board. This is an application to install a giant swing at Cranmore Mountain at 239 Skimobile Road. Mr. Wilcox stated it would 40-feet tall with two seats in the front and two seats in the back operated by a winch mechanism. Mr. Wilcox stated it would be located between the mountain coaster and the tubing park. Mr. Wilcox stated that it fits in line with the adventure park.

Mr. Porter asked if there are any other parts of the mountain that are 40-feet in height. Mr. Wilcox answered the ski lift poles are and they are about 100 yards from the swing. Mr. Irving asked how it is released. Mr. Wilcox stated it is magnetic.

**Mr. Drinkhall made a motion, seconded by Mr. Lees, that the Planning Board determined that based on the provisions of §123-4. A. 5., regarding applicability, that the installation of a giant swing at Cranmore Mountain is not subject to a Minor or Full Site Plan Review because it has been demonstrated that the change of use and/or physical changes to the site are insignificant relative to the existing development. Motion carried with Ms. Tobin and Mr. Porter voting in the negative.**

**Site Lighting Amendment Discussion - §123-26:** Mr. Irving submitted the proposed changes to §123-26 to the Board. **Mr. Drinkhall made motion, seconded by Ms. Tobin, to hold a public hearing on the proposed amendments to §123-26, Site Lighting, on February 24, 2011. Motion unanimously carried.**

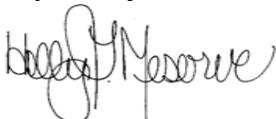
**MWV Coalition Housing:** Mr. Irving stated that the Board approved a project for workforce housing across from Shurefine and they are requesting a letter of endorsement from the Planning Board in regards to funding. The Board was not opposed to the project, but agreed they could not sign the letter as they did not feel it was affordable housing for this area.

**Mr. Drinkhall made a motion, seconded by Ms. Tobin, to send a letter of support for the Conway Pines Project to the New Hampshire Housing Finance Authority. Motion unanimously defeated.**

**Committee Reports:** There were none.

Meeting Adjourned at 8:21 pm.

Respectfully Submitted,



Holly L. Meserve, Planning Assistant

02/10/11

**Civil Solutions, LLC**  
INTEGRATING PEOPLE WITH THE ENVIRONMENT

January 12, 2011

Thomas Irving, Planning Director  
Town of Conway, New Hampshire  
1634 East Main Street  
Center Conway, NH 03813-0070

Re: C & C Thibodeau Properties, LLC – PID 277-136-138  
Hobbs Street Parking Expansion  
Request for Conceptual Consultation

Dear Tom,

On behalf of C & C Thibodeau Properties, LLC, Civil Solutions, LLC requests a "conceptual consultation" with the planning board during their February 10, 2011 meeting.

Should you have any questions or comments, I would be pleased to discuss them at your convenience.

Sincerely,  
Civil Solutions, LLC



Burr H. D. Phillips, PE, CPESC

e-copy: Carl Thibodeau, C & C Thibodeau Properties, Inc.  
Barry Keith, B. H. Keith Associates  
Ron Briggs, Briggs Land Surveying

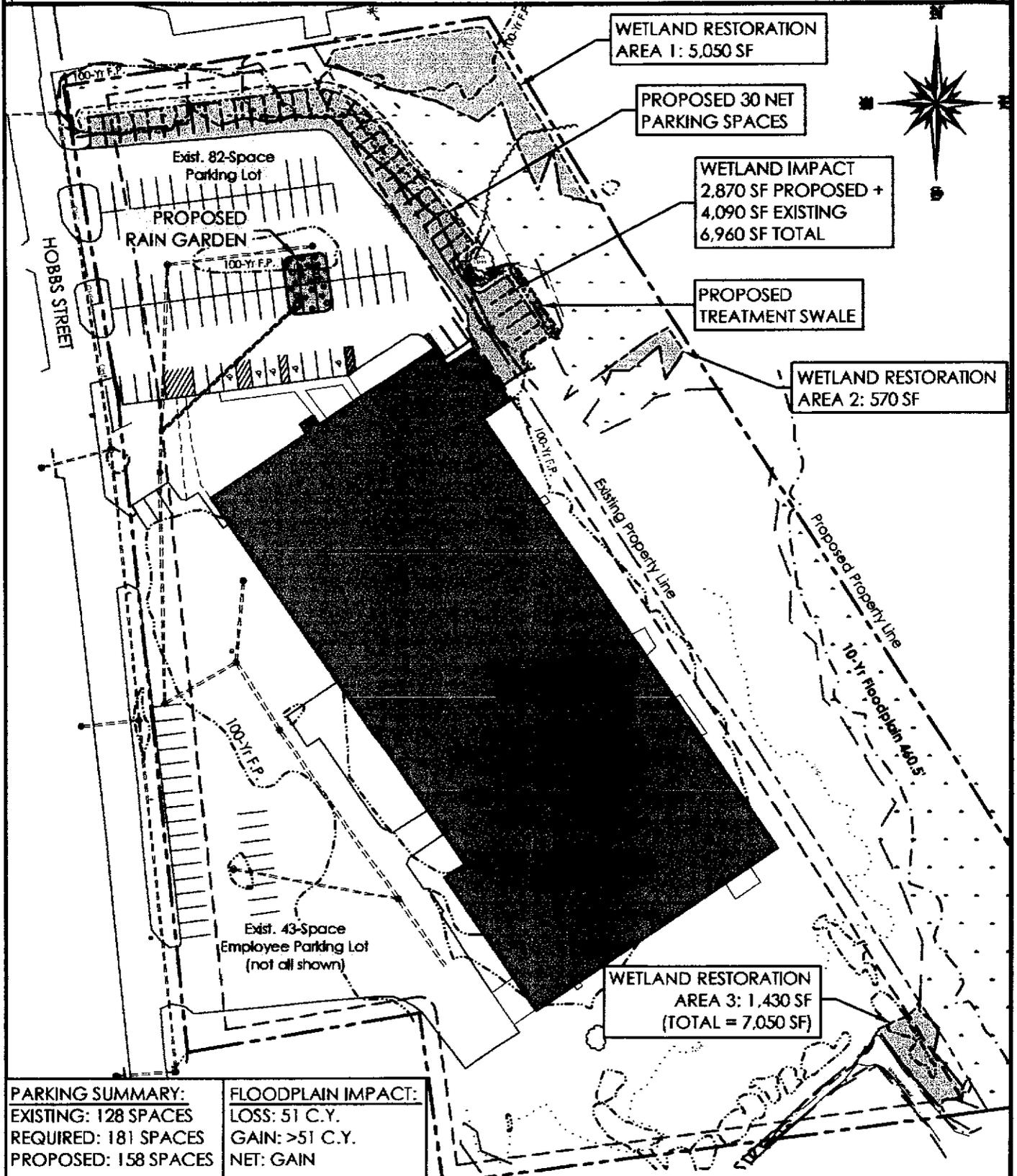
INCLUDES PART OF HAM ARENA PROP.  
PROPOSED BLA

**Civil Solutions, LLC**

BARTLETT, NH 03812  
(603) 374-1899

CLIENT: C & C THIBODEAU PROPERTIES, LLC  
PROJECT: HOBBS STREET PARKING EXPANSION  
TOPIC: CONCEPTUAL PLAN  
SCALE: 1" = 80' (@8 1/2" x 11")

SHEET #: 1 / 1  
DRAWN: BHDP  
DESIGN: BHDP  
DATE: 2-9-11



02/10/11

**Civil Solutions, LLC**  
INTEGRATING PEOPLE WITH THE ENVIRONMENT

January 12, 2011

Thomas Irving, Planning Director  
Town of Conway, New Hampshire  
1634 East Main Street  
Center Conway, NH 03813-0070

Re: Brenda Einstein – PID 277-135  
West Main Street Apartments  
Request for Conceptual Consultation

Dear Tom,

Attached is a conceptual layout plan illustrating the general layout of the proposed site plan for the above-referenced project. On behalf of Brenda Einstein, Civil Solutions, LLC (CS) requests a "conceptual consultation" with the planning board during their February 10, 2011 meeting.

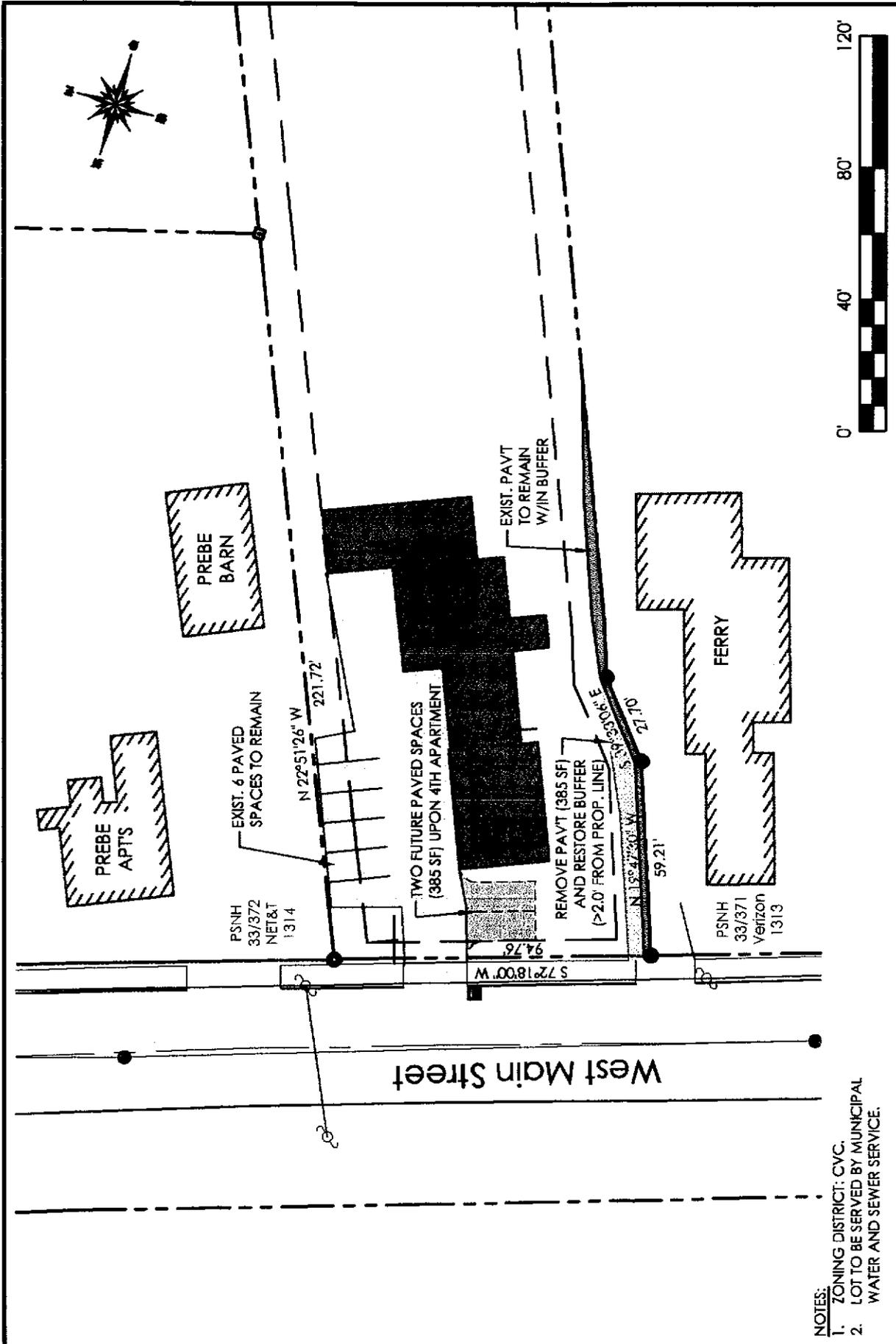
Should you have any questions or comments, I would be pleased to discuss them at your convenience.

Sincerely,  
Civil Solutions, LLC



Burr H. D. Phillips, PE, CPESC

e-copy: Brenda Einstein, applicant  
Bon Tafuto, Ammonoosuc Survey Company, Inc.



NOTES:  
 1. ZONING DISTRICT: CVC.  
 2. LOT TO BE SERVED BY MUNICIPAL WATER AND SEWER SERVICE.

**Civil Solutions, LLC**  
 INTEGRATING PEOPLE WITH THE ENVIRONMENT  
 PO BOX 476 BARTLETT, NH 03812 (603) 374-1899

CLIENT: BRENDA EINSTEIN  
 PROJECT: WEST MAIN STREET SITE PLAN  
 TOPIC: CONCEPTUAL LAYOUT 3

PROJ. #: 2010-008-1 SHEET #: 1 OF 1  
 DRAWN: BHDP SCALE: 1" = 40'  
 DESIGN: BHDP DATE: 12-16-2010

**123-26. Lighting.** Lighting of sites shall be designed to prevent off-site disturbance, nuisance or hazard. All outdoor light sources shall be designed, directed and/or shielded such that the nighttime lighting is primarily contained on the site, shielding to the extent necessary abutting properties and roads. No light source shall be permitted if that light causes glare or other safety problems on an adjacent street.

1. Outdoor lighting fixtures shall not be mounted higher than ~~30~~ twenty-five (25) feet in the Highway Commercial and Recreational Resort Districts, nor higher than 20 feet in all other districts;
2. Individual light fixtures (or the sum for clusters of fixtures supported on a single pole) shall not exceed 40,000 lumens. As an incentive to promote the use of energy efficient Light Emitting Diode (LED) fixtures, if site lighting is comprised entirely of energy efficient LED fixtures the maximum illuminance of individual light fixtures (or the sum for clusters of fixtures supported on a single pole) may be increased by twenty-five percent (25%) and shall not exceed 50,000 lumens;
3. The total initial site lumens of all site lighting systems shall not exceed four (4) lumens per square foot of disturbed area. As an incentive to promote the use of energy efficient LED fixtures, if site lighting is comprised entirely of energy efficient LED fixtures the total initial site lumens of all site lighting systems may be increased by ten percent (10%) and shall not exceed 4.4 lumens per square foot of disturbed area;
4. Site lighting shall not trespass beyond property lines; Luminance along property lines shall be measured within six (6) feet of finish grade along the property line.
5. All lighting fixtures shall be listed as approved by the International Dark Sky Association (IDA) and fully shielded;
6. The Board may reduce the permitted heights to reduce or eliminate undue adverse impacts.



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**MWV HOUSING COALITION**

53 Technology Lane, Suite 100, Conway, NH 03818  
Tel: 603-387-2524 \* Email: [tkennett@mwvhc-nh.org](mailto:tkennett@mwvhc-nh.org)  
[www.mwvhc-nh.org](http://www.mwvhc-nh.org)

February 8, 2011

Conway Planning Board  
1634 East Main St.  
Center Conway, NH 03813-0070

Dear Conway Planning Board:

Great Bridge Properties, the developer of the proposed Conway Pines Project, which received zoning and planning approvals from the town of Conway this past year, will be submitting a grant application to New Hampshire Housing Finance Authority on March 4, 2011. The funding process is very competitive, with one of the major considerations being the evidence of local support.

The Mt. Washington Valley Housing Coalition is very much in support of this project because it will increase the number of quality, affordable rental units to house our workers, the backbone of the regional economy. Whereas many other areas of the state have received allocations of funding for this type of housing, our area has not. Conway Pines will be the first such development.

On behalf of the Coalition, I am asking the Conway Planning Board to consider writing a letter of support, which will be included in Great Bridge's application. For your convenience and information, I am attaching a sample support letter. Once signed the letter can be sent to Chris Davies, of Great Bridge Properties, at 814 Elm St., Suite 90B, Manchester, NH 03101.

Thank you very much for considering this request.

Respectfully,

Theresa Kennett  
Program Director  
MWV Housing Coalition