

**CONWAY PLANNING BOARD**

**MINUTES**

**AUGUST 25, 2016**

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CONWAY PLANNING BOARD

MINUTES

AUGUST 25, 2016

A meeting of the Conway Planning Board was held on Thursday, August 25, 2016 beginning at 7:00 pm at the Conway Town Office in Center Conway, NH. Those present were: Chair, Robert Drinkhall; Selectmen's Representative, Steven Porter; Vice Chair, Steven Hartmann; Secretary, Kevin Flanagan; Michael Fougere; Sarah Verney; Raymond Shakir; Planning Director, Thomas Irving; and Recording Secretary, Holly Meserve.

**REVIEW AND ACCEPTANCE OF MINUTES**

**Mr. Flanagan made a motion, seconded by Mr. Porter, to approve the Minutes of August 11, 2016 as written. Motion carried with Mr. Fougere abstaining from voting.**

**NORTH CONWAY FAIRWAYS, LLC (FILE #FR16-07) – FULL SITE PLAN REVIEW (PID 246-51)**

Josh McAllister of HEB Engineers appeared before the Board. This is an application to construct 40,690 square feet of mixed-use space consisting of retail, personal service and a 50-seat restaurant in two buildings and associated infrastructure. **Mr. Porter made a motion, seconded by Ms. Verney, to accept the application of North Conway Fairways, LLC for a Full Site Plan review as complete. Motion unanimously carried.**

Mr. Drinkhall asked for Board comment; Mr. Porter asked how the traffic from this new development would affect the two roundabouts. Mr. Irving stated when the first roundabout was originally designed it was done so with this project in mind and designed for up to 100,000 square feet of retail space. Mr. McAllister stated both roundabouts were designed for greater capacity than what is being proposed.

Mr. McAllister stated the site is fully wooded at the moment; we are proposing two buildings with a central artery access. Mr. Porter asked about the waiver for landscaping; a lot of trees are being removed, and it is a windy area. Mr. Porter asked how much is that going to impact the site. Mr. McAllister stated there are two parts to the landscaping waiver request; first, the street trees cannot be located within 15-feet of the pavement and be on the applicant's property; and second, it is asking for tree credits without counting all of the trees. Mr. McAllister stated the site meets the tree requirement for the trees to be located around the parking lot and within the islands. Mr. McAllister stated the intent of the design is to meet the ordinance.

Mr. Shakir stated if the site is only proposing 40,000 square feet where would the additional 60,000 square feet be constructed. Mr. Irving stated the applicant is not requesting 100,000 square feet of retail, the roundabout was designed to accommodate up to 100,000 square feet of retail. Mr. Shakir thanked Mr. Irving for the clarification. Mr. Drinkhall asked for public comment; there was none.

**Adopted: September 22, 2016 – As Written  
CONWAY PLANNING BOARD – AUGUST 25, 2016**

Mr. McAllister read the waiver requests for §123-6.B.2; §123-20.G; and §123-29.D. **Mr. Porter made a motion, seconded by Mr. Shakir, to grant the waivers for §123-6.B.2; §123-20.G; and §123-29.D.** Mr. Drinkhall asked for Board comment; Mr. Irving stated that the Town Engineer does not want connecting drives as he does not want additional curb cuts on Hemlock Lane or to disturb the existing traffic pattern. **Motion unanimously carried.**

Mr. Porter asked about the architectural design of the buildings. Mr. McAllister reviewed the building elevations with the Board. Mr. Porter asked if there are known tenants for these buildings. Frank Dougherty of KGI Development was in the audience and stated that Michael's has signed a lease with us. Mr. Porter asked what about the other building. Mr. Dougherty stated they have a number of tenants they are in discussions with now, but nothing is signed. Mr. Irving stated this is a phased project; Building B will be the first building to be built.

**Mr. Porter made a motion, seconded by Mr. Fougere, to conditionally approve the Full Site Plan for North Conway Fairways, LLC conditionally upon Town Engineer approval; North Conway Fire Chief approval; NHDES Alteration of Terrain permit and indicate approval number on plan; revising tree requirement computation on plan; adding a note to the site plan that "The project shall be deemed vested upon completion of Phase I"; revising Waivers Granted Table as necessary; payment of any supplemental and engineering review fees; a performance guarantee for all site improvements; submitting four copies [three to remain with the Town] of revised plan sets with original stamps and signatures; when the conditions have been met, the plans can be signed out-of-session; and this conditional approval will expire on February 23, 2017. Motion unanimously carried.**

**1657 NORTH CONWAY LLC/FRIENDLY'S RESTAURANT (FILE #FR16-06) – FULL SITE PLAN REVIEW CONTINUED (PID 235-87)**

David Fenstermacher of Vanasse Hangen Brustlin Inc. appeared before the Board. This is an application to install an interactive menu-board with speakers, construct a drive-up window and associated uses, and associated infrastructure at 1657 White Mountain Highway, North Conway (PID 235-87). This application was accepted as complete on July 28, 2016.

Mr. Fenstermacher stated that he has made necessary revisions to the plans. Mr. Drinkhall asked for Board comment; there was none. Mr. Drinkhall asked for public comment; there was none.

Mr. Irving read the waiver requests for §123-29.A.2; §123-29.A.3; §123-29.D.6; and §123-30. **Mr. Porter made a motion, seconded by Mr. Fougere, to grant the waivers for §123-29.A.2; §123-29.A.3; §123-29.D.6; and §123-30.** Mr. Drinkhall asked for Board comment; there was none. **Motion unanimously carried.**

Adopted: September 22, 2016 – As Written  
CONWAY PLANNING BOARD – AUGUST 25, 2016

**Mr. Porter made a motion, seconded by Mr. Fougere, to conditionally approve the Full Site Plan for 1657 North Conway, LLC conditionally upon North Conway Fire Chief approval; North Conway Water Precinct approval; payment of any supplemental and engineering review fees; a performance guarantee for all on-site and off-site improvements; submitting four copies [three to remain with the Town] of revised plan sets with original stamps and signatures; when the conditions have been met, the plans can be signed out-of-session; and this conditional approval will expire on February 23, 2017. Motion unanimously carried.**

**OTHER BUSINESS**

**Conway Hospitality, LLC (fka Fandangle's LTD) File #FR14-06 – Conditional approval expiring (PID 246-42):** Burr Phillips of Civil Solutions appeared before the Board. Mr. Irving stated that he instigated this request as their conditional approval expires on September 8<sup>th</sup> and the Board happens to not have any new applications for September 8<sup>th</sup>. Mr. Irving stated he will be requesting later in the meeting that the Board cancel the meeting of September 8<sup>th</sup>.

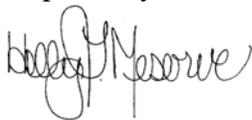
Mr. Phillips stated they are confident they will meet the conditions by September 8<sup>th</sup>. Mr. Porter stated that the hanging factors were easements; have those been resolved. Mr. Phillips answered in the affirmative; all parties have agreed and should be signed by the end of next week. Mr. Phillips stated once signed they will just need to be recorded.

Mr. Irving stated staff is requesting that the Board extend the conditional approval for one month, until September 22, 2016 to give staff time to review the material submitted to meet the conditions of approval. **Mr. Porter made a motion, seconded by Mr. Hartmann, to extend the conditional approval for Conway Hospitality, LLC until September 22, 2016. Motion unanimously carried.**

**September 8, 2016 Planning Board Meeting:** Mr. Irving stated since there is no business for the September 8<sup>th</sup> Planning Board meeting, he asked that the meeting be canceled. **Ms. Verney made a motion, seconded by Mr. Shakir, to cancel the September 8, 2016 Planning Board meeting. Motion unanimously carried.**

**Resignation of Alternate Member:** Mr. Irving read the attached email from Martha Tobin. **Mr. Porter made a motion, seconded by Mr. Hartmann, to regretfully accept the resignation of Martha Tobin. Motion unanimously carried.** Mr. Porter stated that he had the pleasure of working with Ms. Tobin for many years and he will miss her on the Board. Mr. Irving thanked Ms. Tobin for her time on the Board.

Meeting adjourned at 7:33 pm.  
Respectfully submitted,



Holly L. Meserve  
Recording Secretary

## Holly L. Meserve

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**From:** Martha Tobin <marthat96@hotmail.com>  
**Sent:** Thursday, August 18, 2016 5:11 PM  
**To:** Tom Irving; holly meserve  
**Subject:** moving/all done now - both PB & ZBA

Dear Tom & Holly - you can share this to the-members but I just can't make it to a meeting to make any announcement - these days I am crying all the time, I don't need to do it on camera. I am going to be moving to Texas in mid-September. I have learned a lot - especially from Holly's organizational focus. I will miss all of you and hope that I will be able to get involved with Planning in Fort Worth!! My mom is actively on her way out so I'll be sitting w/her as she leaves this world. I know you'll understand.

See ya on the highways  
Martha