

**CONWAY PLANNING BOARD**

**MINUTES**

**APRIL 28, 2016**

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**CONWAY PLANNING BOARD**

**MINUTES**

**APRIL 28, 2016**

A meeting of the Conway Planning Board was held on Thursday, April 28, 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; Sarah Verney; Michael Fougere; Planning Director, Thomas Irving; and Recording Secretary, Holly Meserve.

**REVIEW AND ACCEPTANCE OF MINUTES**

**Mr. Porter made a motion, seconded by Mr. Flanagan, to approve the Minutes of April 14, 2016 as written. Motion carried with Ms. Verney and Mr. Fougere abstaining from voting.**

**ELECTION OF OFFICERS**

**Mr. Porter made a motion, seconded by Mr. Hartmann, to nominate Mr. Drinkhall as Chair. Motion carried with Mr. Drinkhall abstaining from voting.**

**Mr. Drinkhall made a motion, seconded by Mr. Flanagan, to nominate Mr. Hartmann as Vice Chair. Motion carried with Mr. Hartmann abstaining from voting.**

**Mr. Hartmann made a motion, seconded by Mr. Drinkhall, to nominate Mr. Flanagan as Secretary. Motion carried with Mr. Flanagan abstaining from voting.**

**JOURNEY CHURCH OF THE CHRISTIAN AND MISSIONARY ALLIANCE (FILE #FR16-03) – FULL SITE PLAN REVIEW (PID 261-46)**

Josh McAllister of HEB Engineers appeared before the Board. This is an application to construct a 28,702 square foot/559-seat Church and associated infrastructure on East Main Street and Hutchins Drive, Conway (PID 261-46). Mr. McAllister gave an overview of the project.

**Mr. Porter made a motion, seconded by Mr. Flanagan, to accept the application of Journey Church of the Christian and Missionary Alliance for a Full Site Plan Review as complete. Motion unanimously carried.**

Mr. Drinkhall asked for Board comment; Mr. Porter asked Mr. McAllister to explain where the property is located. Mr. McAllister stated it is on Route 113 west of the Route 113/302 traffic light. Mr. McAllister stated the access is on Hutchins Drive which is the emergency access to the Saco Woods Condominiums. Mr. McAllister stated this is an undeveloped, vacant lot; they have applied for a NHDOT Driveway Permit; a NHDES Alteration of Terrain Permit; a NHDES Septic Permit; and a NHDES Non-Transient Non-Community Well Permit. Mr. McAllister stated the concept and the well location has been approved, but final approval is still pending.

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Mr. Drinkhall asked for public comment; Tom Eastman of the Conway Daily Sun asked what is the distance between the back of the church and the closest Saco Woods Condominium building. Mr. McAllister answered 100-feet. Mr. Eastman asked if there would be a tree buffer between the two buildings. Mr. McAllister stated the grading work that needs to be done on the church property will require the trees to be removed; however, there is a tree buffer on the condominium property.

Rob McCarthy asked if there would be any other access to Route 302 other than Hutchins Drive. Mr. McAllister answered in the negative; and stated that the church will not be accessed off what is a logging road to the Morrill property. Tracy McCarthy asked about infiltration for drainage; and stated there is currently a culvert that passes under Route 302 to their property. Mr. McAllister stated the drainage is designed to be directed to an underground system under the parking lot; all storm events have reduced flow rates off this site.

Mr. Flanagan asked if the discharge would go down through the ground or in a direction. Mr. McAllister answered through the ground. Mr. Porter asked if Hutchins Drive will require improvements. Mr. McAllister stated it will be likely that they will be required to reconstruct Hutchins Drive for our access. Mr. Drinkhall asked if the entire road would have to be reconstructed. Mr. McAllister stated at this time he is not sure; and if they are required to reconstruct the entire road they might ask to phase the construction, but not sure where those phase lines are at this time. Mr. Irving stated during the NHDOT review they might require improvements to Route 302/Hutchins Drive.

Mr. Hartmann asked about the waivers for the parking lot pavement and street trees. Mr. McAllister stated they are proposing the rear parking lot to be gravel; they are proposing to pave the front parking lot. Mr. McAllister stated the back parking lot will likely be underused, but available for overflow for larger events. Mr. McAllister stated they have the required number of street trees along both Route 302 and Hutchins Drive, but to plant them on the property they have to be greater than the required 15-feet from pavement. Mr. McAllister stated the tree waiver is for distance only.

**Mr. Flanagan made a motion, seconded by Mr. Porter, to continue the Full Site Plan Review for Journey Church of the Christian and Missionary Alliance until June 23, 2016. Motion unanimously carried.**

## **OTHER BUSINESS**

**Residences at Saco River, LLC (PID 246-23) – Request for Extension of Conditional Approval (File #FR12-09):** Roger Williams, Project Manager for OVP Management, appeared before the Board. Mr. Irving stated this project has been in Court and they need time to update State permits. **Mr. Flanagan made a motion, seconded by Mr. Fougere, to extend the conditional approval for Residences at Saco River, LLC until October 27, 2016. Motion unanimously carried.**

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**Jay and Rebecca Pingree (PID 202-75 & 76) – Lot Merger:** Mr. Porter made a motion, seconded by Mr. Fougere, to approve the lot merger for Jay and Rebecca Pingree. Motion unanimously carried.

**Alternate Member:** Mr. Irving stated that the Board has received an email from Ray Shakir expressing interest in being an alternate member on the Planning Board. **Mr. Flanagan made a motion, seconded by Mr. Porter, to appoint Raymond Shakir as an alternate until 2017. Motion unanimously carried.**

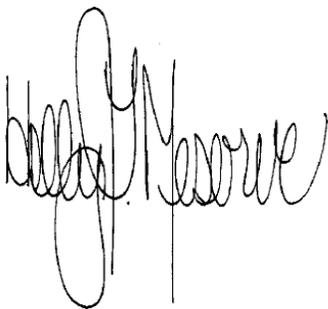
**Historic District:** Mr. Irving stated at the April 26, 2016 Board of Selectmen (BOS) meeting, the BOS heard the same presentation from concerned citizens that the Planning Board heard at their last meeting. Mr. Irving stated the BOS has recommended that he and the Town Manager look into what alternatives and opportunities are available to the Town. Mr. Irving stated he spoke with the Division of Historic Resources and there are a number of different avenues. Mr. Irving stated they have offered to meet with the Town and explain those different avenues to the BOS.

Mr. Irving stated they indicated one of the first steps for historic preservation and conservation is an inventory. Mr. Irving stated during the Bypass study the Division of Historic Resources conducted an extensive study; so they have a good starting point. Mr. Irving stated a Heritage Commission is advisory in nature; and something the Town may want to start with. Mr. Flanagan asked if the inventory available. Mr. Irving stated he has a .pdf of the inventory.

**May 12, 2016 Planning Board meeting:** Mr. Irving stated there are no applications for the next meeting, but the Board should address the supplement Trails Plan Chapter to the Master Plan and be revised based on comments. Mr. Irving gave the Board copies of the Trails Plan. Mr. Irving stated he also has amendments to the subdivision and site plan regulations. Mr. Irving stated he would provide background information for those amendments in the next package. The Board agreed to hold a meeting for a work session to address Master Plan, Site Plan and Subdivision Regulations.

Meeting adjourned at 7:35 pm.

Respectfully submitted,



Holly L. Meserve  
Recording Secretary