

**CONWAY PLANNING BOARD**

**MINUTES**

**JULY 9, 2015**

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CONWAY PLANNING BOARD

MINUTES

JULY 9, 2015

A meeting of the Conway Planning Board was held on Thursday, July 9, 2015 beginning at 7:03 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; Martha Tobin; Ray Shakir; Planning Director, Thomas Irving and Recording Secretary, Holly Meserve.

**REVIEW AND ACCEPTANCE OF MINUTES**

**Mr. Porter made a motion, seconded by Ms. Tobin, to approve the Minutes of June 11, 2015 as written. Motion unanimously carried.**

**OTHER BUSINESS**

**Rockhouse Mountain Property Owner's Association - §123-4.A.5 (File #NA15-03):** This is an application to construct a 400 square foot building with two (2), 7,500 gallon underground water storage tanks at 3 Highlands Drive. Mr. Irving stated the applicant has withdrawn this request and the Board will be reviewing a site plan application at the next meeting.

**Sut Marshall – Request for Concurrent Site Plan and Subdivision Review (PID 252-48 & 49):** Ms. Tobin made a motion, seconded by Mr. Porter, to allow a concurrent site plan and subdivision review on PID 252-48 & 49. Motion unanimously carried.

**Andrew Kirk and Amanda Gagnon – Lot Merger (PID 283-21, 21.001 & 21.002):** Mr. Porter made a motion, seconded by Mr. Drinkhall, to sign the lot merger for Andrew Kirk and Amanda Gagnon. Motion unanimously carried.

**JAMES AND LINDA DIGIANDOMENICO (FILE #S15-07) – BOUNDARY LINE ADJUSTMENT AND UNIT SUBDIVISION (PID 262-64 & 64.01)**

Wes Smith of Thaddeus Thorne Surveys appeared before the Board. This is an application to convey 0.20 of an acre from PID 262-64 to PID 262-64.01; to convey 0.06 of an acre from PID 262-64.01 to PID 262-64; and create four additional units resulting in a 6-unit subdivision at 600 White Mountain Highway. **Mr. Porter made a motion, seconded by Mr. Hartmann, to accept the application of James and Linda Digiandomenico for a Boundary Line Adjustment and Unit Subdivision review as complete. Motion unanimously carried.**

Mr. Irving stated that the Board has seen this application before; this proposal is what the developer was considering all along. Mr. Irving stated there will be 6-units with a road to be constructed to Town standards, underground utilities and will be in conformance with Conway Village Water District regulations. Ms. Tobin stated that she is glad to see this come forward in a finished fashion.

**Adopted: July 23, 2015 – As Written**  
**CONWAY PLANNING BOARD – JULY 9, 2015**

Mr. Drinkhall read a waiver request for §123-37.1.A. **Mr. Shakir made a motion, seconded by Mr. Porter, to grant the waiver for §123-37.1.A.** Mr. Drinkhall asked for Board comment; Mr. Irving stated that we don't want them to cut trees down to plant new trees. Mr. Porter asked if any of the trees fall or die they will be replaced. Mr. Smith answered in the affirmative and stated they would be replaced with hardwoods.

Mr. Hartmann stated there are a large group of trees on the southern lot and a big open space on the northern lot. Mr. Smith stated they are 60-feet apart. Mr. Hartmann stated it meets the requirement so he is good. Mr. Drinkhall asked for public comment; there was none. **Motion unanimously carried.**

Mr. Drinkhall asked for Board comment; there was none. Mr. Drinkhall asked for public comment; there was none.

**Mr. Porter made a motion, seconded by Mr. Shakir, to conditionally approve the Boundary Line Adjustment and Unit Subdivision for James and Linda Digiandomenico conditionally upon Town Engineer approval; Conway Village Fire Chief Approval; Conway Village Fire District Water and Sewer Approval; NHDOT Driveway Permit and indicate permit number on plan; submitting a Mylar; a performance guarantee for all site-improvements; when the conditions have been met, the plans can be signed out of session; and this conditional approval will expire on October 8, 2015. Motion unanimously carried.**

**OTHER BUSINESS CONTINUED**

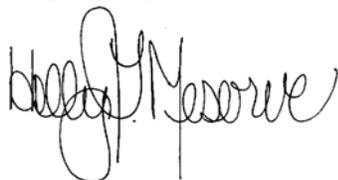
**Committee Reports:**

**Sign Advisory Committee:** Mr. Porter stated the Committee met last week; and Mr. Irving has handouts (attached) for proposed internally lit signs to be discussed at another meeting.

Mr. Porter stated the next meeting is in September and will be looking at roof mounted signage. Mr. Irving asked if the Committee would like to discuss internally lit signs with the Board at the July 23, 2015 meeting. **Mr. Porter made a motion, seconded by Mr. Hartmann, to invite the Sign Committee to present the proposed amendments to the July 23, 2015 meeting. Motion unanimously carried.**

The meeting adjourned at 7:25 pm.

Respectfully submitted,



Holly L. Meserve, Recording Secretary

Propose new language for sign lighting...

~~147.13.8.6.10.1 Illumination. Signs shall not be illuminated from within; signs may be illuminated only by external light. Lighting shall be affixed to and, for dimensional purposes, considered part of the sign structure. Lighting shall be located, directed and/or shielded such that it only sheds light downward and is limited to the message display area. The lighting sources shall be of white light and be energy efficient fixtures when possible. Fixtures shall be located, directed and/or shielded such that no direct light emissions are visible at any point along the property boundary, nor shall they be distracting to vehicular traffic.~~

147.13.8.6.10.1.1 External Illumination. Signs may be illuminated by external light. For free standing signs, lighting shall be affixed to and, for dimensional purposes, considered part of the sign structure. External sign lighting shall be located, directed and/or shielded such that it only sheds light downward and is limited to the message display area. The external lighting sources shall be of white light. Fixtures shall be located, directed and/or shielded such that no direct light emissions are visible at any point along the property boundary, nor shall they be distracting to vehicular traffic. Back-lit "Halo" type opaque sign lettering is permitted.

147.13.8.6.10.1.2 Internal Illumination. Internally illuminated signs shall be constructed with an opaque background. Translucent letters and symbols shall not exceed 65% of the permitted message area; the translucent area shall be measured by a single rectangle encompassing all translucent elements of the sign. Any new sign that uses internal illumination must conform fully with all other provisions of this ordinance. Any existing externally illuminated sign that is converted to internal illumination must be brought into full conformity with respect to all sign requirements including, but not limited to: total number of signs, message area, height, width, sign structure dimensions and sign setbacks.

Propose new language for non-conforming signage...

147.14.3 NON-CONFORMING SIGNS. Signs lawfully in existence before the adoption of regulations, which made them non-conforming shall be permitted to continue in existence and be maintained.

147.14.3.1 No change in type, size of message area and/or support structure, height, location, message, illumination, number, or material shall be permitted without application to and approval from the Town.

147.14.3.2 Non-conforming aspects of the sign may continue, but no additional types of non-conformity shall be created by any change.

147.14.3.3 Permitted changes, except conversion to internal illumination, may allow reduction in any one or more non-conforming aspects, but shall not allow any nonconforming aspect of the sign to become increasingly non-conforming.

147.14.3.4 Any existing externally illuminated nonconforming sign that is converted to internal illumination must be brought into full conformity with respect to all sign requirements including, but not limited to: total number of signs, message area, height, width, sign structure dimensions and sign setbacks.

147.14.3.45 If a nonconforming sign is abandoned, the grandfathered rights shall terminate and any replacement shall comply with the requirements of this chapter.

Proposed new definitions...

Opaque: as referred to herein opaque material does not transmit light from the internal illumination sources.

Translucent: as referred to herein translucent material does transmit light from the internal illumination sources.

Proposed amendment to signs exempt from property line and permitting...

**147.13.8.6.7 SIGNS EXEMPT FROM PROPERTY LINE SETBACKS AND NO PERMIT REQUIRED:**

**Signs allowed under this section shall not be illuminated either internally or externally.**

147.13.8.6.7.1 Signs with a message area of one square foot or less, which bear only property numbers, post office numbers, names of occupants of the premises, other noncommercial identification, or with one of the following messages: "open"; "closed"; "vacancy"; or "no vacancy".

147.13.8.6.7.2 Directional signs with a message area of four square feet or less, to indicate entrance and/or exit driveways.

147.13.8.6.7.3 Legal notices, such as "no trespassing" signs, with a message area of 12 square feet or less.

147.13.8.6.7.4 Business name and directional signs with a message area of three square feet or less which are located over doorways. Such signs may project from the wall surface.

147.13.8.6.7.5 Flags.

147.13.8.6.7.6 One (1) portable a-frame sign per lot of record is permitted in the district, it may be displayed during business hours only, it shall have a message area of six square feet or less, no illumination of the sign is permitted and no appendages to the sign are permitted.

147.13.8.6.7.7 Window signs which are affixed to the interior of the window, not to cover more than 50% of any window.

147.13.8.6.7.8 One (1) sign identifying lawn, garage or barn sales, with a message area of 12 square feet or less, and to be erected not more than two days prior to the event and removed within one day of the end of the event.

147.13.8.6.7.9 Sign for a government election, with time limits as specified in State law, or if no State law applies, then erected no more than 12 weeks prior to the election and removed within two weeks following the election.

147.13.8.6.7.10 Non-illuminated sign advertising the sale or lease of the premises upon which the sign is located, with a message area of 16 square feet or less in all Districts.

147.13.8.6.7.11 Special promotional signs for public or institutional events, with a message area of 40 square feet or less.

147.13.8.6.7.12 Directional signs to help locate facilities for disabled persons, with message area not to exceed four square feet, as required for compliance with the Americans with Disabilities Act of 1999.

147.13.8.6.7.13 A home occupation may display a non-illuminated outdoor sign not exceeding three (3) square feet in size.

147.13.8.6.7.14 One (1) real estate sign to identify lots for sale at each entrance to the subdivision in which the subject lots are located, not to exceed twelve (12) square feet, and not to exceed eight (8) feet in height nor six (6) feet in width.

147.13.8.6.8 SIGNS SUBJECT TO PROPERTY LINE SETBACKS AND NO PERMIT REQUIRED:

**Signs allowed under this section shall not be illuminated either internally or externally.**

147.13.8.6.8.1 For a religious institution, nonprofit organization, public service agency, public school or municipal building, one announcement board, with a message area of 12 square feet or less.

147.13.8.6.8.2 For fraternal or social clubs, local service and philanthropic organizations to identify meeting locations, one sign with a message area of three square feet or less.

147.13.8.6.8.3 Signs in parking lots to identify aisles, handicapped spaces, and reserved spaces.

147.13.8.6.8.4 For construction in progress, one sign identifying the owner, architect, contractor and/or developer, to be removed within one month of completion of the project, with a message area of 12 square feet or less.

147.13.8.6.8.5 Signs, which convey only a non-commercial message, including but not limited to ideological, political, social, cultural, or religious message, with a message area of 12 square feet or less.