

**CONWAY PLANNING BOARD**

**MINUTES**

**MAY 12, 2016**

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**CONWAY PLANNING BOARD**

**MINUTES**

**MAY 12, 2016**

A meeting of the Conway Planning Board was held on Thursday, May 12, 2016 beginning at 7:08 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; Alternate, Raymond Shakir; Planning Director, Thomas Irving; and Recording Secretary, Jackie White.

**APPOINTMENT OF ALTERNATE MEMBER**

**Mr. Drinkhall made a motion, seconded by Mr. Flanagan, to appoint Ray Shakir as a voting member. Motion unanimously carried.**

**PLANNING BOARD MEMBER RESIGNATION**

Mr. Irving stated he has received a letter (attached) from Martha Tobin resigning as a Board member.

**PLANNING BOARD VACANCY**

**Mr. Flannigan made a motion, seconded by Mr. Drinkhall, to appoint Ray Shakir to fill the vacant spot for 1 year [ending 2017]. Motion carried with Mr. Shakir abstaining from voting.**

**REVIEW AND ACCEPTANCE OF MINUTES**

**Mr. Flannigan made a motion, seconded by Mr. Hartmann, to approve the Minutes of April 28, 2016 as written. Motion unanimously carried.**

**WORK SESSION**

**Master Plan- Trails Plan:** Mr. Irving discussed changes made to Master Plan. Mr. Irving thanked Mr. Shakir for his work done editing the plan. The Planning Board will discuss the Master Plan on the next agenda.

**Site Plan Review Regulation Amendments**

**Fees:** Mr. Irving stated the fee schedules were intended to cover the administrative costs so that the builder receives the cost rather than the tax payers. Mr. Irving stated there is a new fee added for site inspections as the Town was not being compensated for site inspections. Mr. Irving stated the added fee will cover the costs of site visits and may deter developers from requesting numerous site visits for the same item.

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Mr. Hartman inquired about adding a fee for when a party files for an extension, which could possibly deter numerous files for extension.

**Lighting Requirements:** The Planning Board Members discussed IDA approved lighting fixtures. Mr. Shakir inquired about making Town specific standards and regulations for lighting fixtures. Mr. Irving stated that going by industry standards would be the simplest way to regulate lighting. The Planning Board Members feel it is worth further discussion, and will be put on a public hearing agenda.

**Subdivision Review Regulation Amendments**

**Fees:** There were no comments regarding the changes to the fee schedule. The Planning Board Members feel this should go to a Public Hearing.

**Involuntary Merger of Non-Conforming Lots:** Mr. Irving discussed Involuntary Merger of Non-Conforming Lots being removed from the ordinance. Mr. Irving stated that the State Legislature has passed a State Statute that says residents whom would like to unmerge their lots can go to their town office and request lots to be unmerged, all they have to do is demonstrate that they were merged unwillingly. The Planning Board Members would like to send this to a Public Hearing.

**Road Standards:** Mr. Irving stated that over the past 10 years the Town has seen substantial delays in road construction on private roads; specifically, there has been a delay in putting the final wearing course of pavement on roads in subdivisions. Mr. Irving stated developers will wait years to add the wearing course on top. Mr. Irving stated the Town Engineer's recommendation is to require the final wearing course of pavement to be done within two calendar years of the installation of the base course of pavement.

Mr. Porter shared that there are several situations facing the town where 7+ years have passed and the final wearing course of pavement has not been completed, which was discussed at the last Selectmen's Meeting.

**OTHER BUSINESS**

Mr. Hartman inquired about putting plans up on a screen so that the Planning Board Members can view the plans easier. Another, idea was a flat screen TV, which engineers could hook their USBs into. Mr. Porter said he would bring this up to Earl Sires and the Board of Selectmen.

Mr. Fougere inquired about holding the Planning Board meetings at the Media Center at the Middle School. Mr. Irving stated the logistics of this meeting room are next to Planning Board offices, which is necessary for the meetings to run smoothly.

Mr. Porter inquired about regulations on residential homes in subdivisions and stated that doing site inspections could alleviate problems down the road. Mr. Irving stated that the Town does not have the authority to mandate residential inspections and that the Building Inspector will go

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out to the lot at the request of contractor or developer. Mr. Porter inquired about what they would need to present to voters next year to approve or disapprove this matter. Mr. Irving stated that there would have to be an amendment to Chapter 88, Building Construction, to initiate foundation inspections.

Mr. Shakir feels that we should not add another layer of bureaucracy because there are not enough occurrences of these issues. Mr. Shakir would like to go on the record that he feels it is another layer of bureaucracy, foot in the door, and more fees. Mr. Porter thanked the Planning Board Members for their opinions and honesty and will bring this matter up to the Board of Selectmen.

Meeting adjourned at 8:15 pm.

Respectfully submitted,

Jackie White  
Recording Secretary

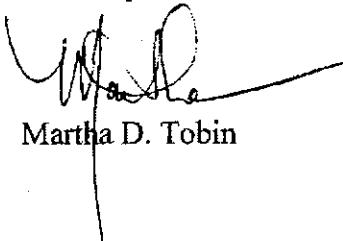
1964 Eaton Road  
Center Conway, NH 03813  
May 4, 2016

Tom Irving, Planner  
Town Hall  
1634 East Main Street  
Center Conway, NH

Dear Tom;

After much consideration I have decided to resign my seat on the Planning Board. I would be happy to continue as an Alternate but after missing the last two meetings I realize I have too much going on with my family to continue to be able to serve as a regular member.

Sincerely,



A handwritten signature in black ink, appearing to read "Martha". Below the signature, the name "Martha D. Tobin" is printed in a standard font.

Martha D. Tobin