

CONWAY PLANNING BOARD

MINUTES

JUNE 9, 2011

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CONWAY PLANNING BOARD

MINUTES

JUNE 9, 2011

A meeting of the Conway Planning Board was held on Thursday, June 9, 2011 beginning at 7:00 pm at the Conway Town Office in Center Conway, NH. Those present were: Acting Chair, Patricia Sell; Selectmen's Representative, Mary Carey Seavey; Steven Hartmann; Scott Lees; Kevin Flanagan; Alternate, Ray Shakir; Planning Director, Thomas Irving; and Recording Secretary, Holly Meserve

APPOINTMENT OF ALTERNATE MEMBER

Ms. Sell appointed Mr. Shakir as a voting member.

REVIEW AND ACCEPTANCE OF MINUTES

Ms. Seavey made a motion, seconded by Mr. Flanagan, to approve the Minutes of May 26, 2011 as written. Motion carried with Ms. Seavey, Mr. Hartmann, Mr. Lees and Mr. Flanagan abstaining from voting.

RUSSELL KENNETT – MINOR SITE PLAN REVIEW CONTINUED (PID 265-38) FILE #MR11-04

Dimitri Savchick and Russell Kennett appeared before the Board. This is a request to convert the existing industrial building to 2,500 square feet of industrial space, 1,600 square feet of office space and a 1,600 square foot, 20-child daycare. This application was accepted as complete on May 26, 2011. There were no public in attendance.

Mr. Irving stated there were a few outstanding items; lighting, window requirements and NHDOT driveway permit. Mr. Irving stated that the applicant has submitted documents that show compliance with the lighting requirements, they have submitted waiver requests for windows on a few walls, and the NHDOT driveway permit is still pending. Mr. Irving read the waiver requests for §123-30.A.3. **Mr. Lees made a motion, seconded by Mr. Shakir, to grant the three waiver requests for §123-30.A.3. Motion unanimously carried.**

Mr. Lees made a motion, seconded by Mr. Flanagan, to conditionally approve the minor site plan for Russell Kennett conditionally upon submitting revised NHDOT driveway permit and indicating permit number on plan; four copies of revised plan sets; a performance guarantee for all site plan improvements; when the conditions have been met, the plans can be signed out-of-session; and this conditional approval will expire on September 8, 2011. Motion unanimously carried.

SECOND READING OF PLANNING BOARD BYLAWS REGARDING ALTERNATE MEMBERS

Ms. Sell read the attached amendments to the Bylaws under Article III. There was no public in attendance. **Mr. Flanagan made a motion, seconded by Mr. Lees, to adopt the amendment as proposed. Motion unanimously carried.**

OTHER BUSINESS

Michael Kent (PID 231-97) – Conditional approval expiring (File #FR10-06 & #S10-09):

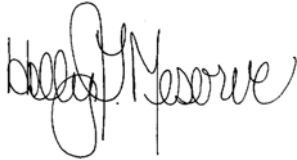
Mr. Irving stated the conditions of the conditional approval have been satisfied and the plans are in the process of being signed.

Committee Reports: There were none.

June 23, 2011 Planning Board Meeting: Mr. Irving stated that there are no items on the June 23rd agenda. **Ms. Sell made a motion, seconded by Mr. Lees, to cancel the Planning Board meeting of June 23, 2011. Motion unanimously carried.**

Meeting adjourned at 7:16 pm.

Respectfully Submitted,



Holly L. Meserve
Planning Assistant

TOWN OF CONWAY, NH
PLANNING BOARD BY LAWS

- ARTICLE I** **NAME:** The name shall be “Town of Conway, New Hampshire Planning Board” as adopted at the Town Meeting on March 10, 1970. Hereafter, the term “Board” shall be used to simplify the text.
- ARTICLE II** **PURPOSE:** The purpose of the Board is to plan for the orderly short and long term development of the Town, and to adopt and administer such regulations that fall within its jurisdiction.
- ARTICLE III** **MEMBERSHIP:** The Board shall consist of seven members. Six members shall be elected, and one ex-officio member shall be appointed by the Board of Selectmen. All seven members have the power to vote. The Board may also appoint up to three alternates to serve in the absence of regular members. Alternates shall be appointed for one (1) year terms. Alternates are expected to regularly attend meetings so that, if they are called upon to sit in place of absent members, they are familiar with the applications and agenda items being considered by the Board. -Alternates may ask questions during public hearings however they are not permitted to otherwise participate in discussions, deliberations, motions, seconds or votes unless they are appointed to replace an absent Board Member. Selection, qualifications, terms, removal of members and filling of vacancies shall conform with RSA 673:5-14.
- ARTICLE IV** **OFFICERS:** The Board shall annually elect three officers at the first meeting after Town Meeting. The officers are Chair, Vice Chair and Secretary.
- ARTICLE V** **DUTIES OF OFFICERS:**
- A. Chair: The Acting Chair shall call the meeting to order, preside over the deliberations, ensure that all proceedings are held in accordance with Town and State law (spell out), appoint committees, prepare an annual report, and perform other duties customary to the office.
- B. Vice Chair: In the absence of the Chair, the Vice Chair shall perform all duties of the Chair. If neither the Chair or Vice Chair are available for a scheduled meeting a quorum of the remaining members shall appoint an Acting Chair to fulfill the aforementioned duties.
- C. Secretary: The Secretary shall sign plans and document conditions pursuant to conditional approvals and summarize such conditions for motions related to conditional approvals.
- ARTICLE VI** **EMPLOYEES:** The Board, may utilize the services of Town Employees such as the Recording Secretary and Town Planner and other consultants as necessary per **RSA 673:16.** Specific requests shall be made in motion format by the Board.
- ARTICLE VII** **COMMITTEES:**
- A. The Board may establish advisory committees by a majority vote. Such committees shall report directly to the Planning Board.
 - B. Committee members shall be Conway residents, and at least one member shall be a member of the Planning Board appointed by the Chair.
 - C. Upon creation of a committee, the Board shall establish by majority vote the following:
 1. number of committee members;
 2. clear statement of assignment;
 3. time frame for fulfilling assigned duties; and
 4. progress reports and final work product expected.
- ARTICLE VIII** **MEETINGS:**
- A. Regular meetings shall be held at least monthly. The date, time and place of regular meetings shall be selected by majority vote of the Board at the first meeting following Town Meeting, or at another regular or

Adopted on ~~March 15, 2001~~ **DRAFT**

Previous Revision: ~~March 15, 2001~~ ~~by 13, 2000~~

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TOWN OF CONWAY, NH
PLANNING BOARD BY LAWS

special meeting.

B. A regular meeting may be postponed by the Chair upon ~~written~~ request by four members of the Board, and provided that all members are so notified. However, the Board shall hold at least one meeting each month as required by RSA 673:10, II.

C. The order of business at regular meetings shall be as follows:

1. call to order by Chair
2. appointment of alternates by the Acting Chair, as necessary
3. review of minutes
4. meeting business
5. other business
6. adjournment

D. Special meetings such as workshops and site walks may be called by the Chair or in his/her absence by the Vice Chair, upon request by four members of the Board. The date, time and place of special meetings shall be selected by the vote of the Board. No business shall be acted upon unless a quorum is present. Public notice shall be provided as specified in RSA 91-A:2.II.

ARTICLE IX

PUBLIC HEARING: The conduct of public hearings shall be governed by the following:

- A. The Chair shall open the public hearing and report on the matter for which notice was given.
- B. The applicant shall be called to present the proposal.
- C. The Chair shall allow all those in attendance to have an opportunity to speak regarding the proposal. The Chair shall allow each individual an opportunity to speak before allowing anyone to speak a second time, and may take action to avoid repetition of discussion.
- D. All discussion shall be directed through the Chair.
- E. After all comments have been received, the Chair shall either close or continue the hearing. The date, time and place of every continuance shall be specified.

ARTICLE X

RULES OF PROCEDURE:

The Board may adopt such Rules of Procedure as it deems necessary to conduct business, provided that such rules comply with the following provisions:

- A. Four members of the Board shall constitute a quorum. No business may be transacted without a quorum, but a lesser number may meet and adjourn.
- B. A motion, duly seconded, shall be carried when a majority of members present and voting vote in the affirmative.

ARTICLE XI

SUSPENSION OF RULES: These by-laws may be temporarily suspended by an affirmative vote of at least five Board members.

ARTICLE XII

AMENDING THE RULES: These By-laws may be amended by a vote of the Board, provided that such amendment is read at two successive, regular meetings immediately preceding the meeting at which the vote is to be taken.