

**CONWAY PLANNING BOARD**

**MINUTES – WORK SESSION**

**OCTOBER 27, 2022**

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**CONWAY PLANNING BOARD**

**MINUTES – WORK SESSION**

**OCTOBER 27, 2022**

A work session of the Conway Planning Board was held on Thursday, October 27, 2022 beginning at 6:00 pm at the Conway Village Fire Station, 97 Main Street, Conway, NH. Those present were: Chair, Ben Colbath; Selectmen’s Representative, Steve Porter; Vice Chair, Ailie Byers [via video]; Secretary, Erik Corbett; Bill Barbin; Alternate, Ted Phillips; Alternate, Steven Hartmann; Planning Director, Jamel Torres; and Planning Assistant, Holly Whitelaw.

**APPOINTMENT OF ALTERNATE MEMBER**

Mr. Colbath appointed Mr. Phillips as a voting member.

**ZONING DEFINITION DISCUSSION**

**Manufactured Home:** Mr. Torres read the proposed definition of Manufactured Home. **Mr. Corbett made a motion, seconded by Mr. Phillips, to post the definition of Manufactured Home to a public hearing on January 26, 2023. Motion carried unanimously.**

**Modular Housing or Structure (or Presite Built Housing):** Mr. Torres read the proposed definition of Modular Housing or Structure (or Presite Built Housing). **Mr. Porter made a motion, seconded by Mr. Corbett, to post the definition of Modular Housing or Structure (or Presite Built Housing) to a public hearing on January 26, 2023. Motion carried unanimously.**

Mr. Hartmann joined the Board at this time. Mr. Colbath appointed Mr. Hartmann as a voting member.

**Townhouse:** Mr. Torres read the definition of Townhouse. After a brief discussion, the Board would like a definition of townhouse and condominium.

**Boarding House/Rooming House:** Mr. Torres read the definition of Boarding House/Rooming House. **Mr. Porter made a motion, seconded by Ms. Byers, to post the definition of Boarding House/Rooming House to a public hearing on January 26, 2023. Motion carried unanimously.**

**Duplex:** Mr. Torres read the definition of Duplex. **Mr. Porter made a motion, seconded by Mr. Phillips, to post the definition of Duplex to a public hearing on January 26, 2023. Motion carried unanimously.**

Adopted: December 8, 2022 – As Written

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**Residential Dwelling Unit – Multi-family:** Mr. Torres read the proposed definition of Residential Dwelling Unit – Multi-family. **Mr. Porter made a motion, seconded by Mr. Corbett, to post the definition of Residential Dwelling Unit – Multi-family to a public hearing on January 26, 2023. Motion carried unanimously.**

**Residential Dwelling Unit:** Mr. Torres read the proposed definition of Residential Dwelling Unit. **Mr. Porter made a motion, seconded by Mr. Phillips, to post the definition of Residential Dwelling Unit to a public hearing on January 26, 2023. Motion carried unanimously.**

**Moratorium Discussion:** It was determined that this discussion would be on the November 17, 2022 work session.

Meeting adjourned at 6:49 pm.

Respectfully Submitted,

Holly L. Whitelaw  
Planning Assistant

## **Planning Staff Report for Planning Board Work Session**

**To:** Planning Board  
**Prepared By:** Jamel Torres, Planning Director  
**Date:** 10/20/22

Staff has prepared this report to assist the Planning Board during their work session on October 27, 2022. This report includes information related to the requested modified, or new, definitions set forth in Section 190-31. in the Zoning Ordinance.

### **Proposed Zoning Definitions**

#### **Manufactured Home:**

Any structure, meeting the federal Manufactured Home Construction and Safety Standards Act, commonly known as the HUD Code, transportable in one or more sections, which, in the traveling mode, is eight body feet or more in width and 40 body feet or more in length, or when erected on site has at least 320 square feet of habitable space, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to required utilities, which include plumbing, heating and electrical systems contained therein. Manufactured housing as defined here does not include presite built housing as defined in RSA 674:31-a.

#### **Modular Housing or Structure (or Presite Built Housing)**

Any structure designed primarily for residential occupancy which is wholly or in substantial part made, fabricated, formed or assembled in off-site manufacturing facilities in conformance with the United States Department of Housing and Urban Development minimum property standards and local building codes, for installation, or assembly and installation, on the building lot. A modular home is separated and distinct from a manufactured housing unit.

#### **Townhouse**

A one-family dwelling unit which is part of a group of two or more such units separated by a common party wall, having no doors, windows, or other provisions for human passage or visibility. Each unit shall have individual outside entrances at ground level (which may face in different directions) and may have more than one level.

**Boarding Housing/Rooming House**

A dwelling operated as a business or on a not-for-profit basis providing rooms for rent on a daily, weekly, or other basis. The rooms do not include cooking facilities and thus are not individual dwelling units. Meals may or may not be provided by the owner/operator. Such rooms generally serve as the primary residence (of whatever duration) for the occupants though they may be available also as lodging for visitors.

**Duplex**

A structure containing two separate residential dwelling units.

**Residential Dwelling Unit – Multifamily**

A building or portion thereof containing three or more residential units with separate cooking and toilet facilities for each dwelling on one individual lot

**Residential Dwelling Unit**

A single unit providing a room or group of rooms located within a structure and forming a single habitable unit with facilities which are used, or are intended to be used, for living, sleeping, cooking and eating for the exclusive use of a single family maintaining a household.

The Planning Board should be prepared to discuss the definitions above. If the Board is comfortable with the proposed language, then a public hearing should be set for the January 26, 2023 meeting.