

CONWAY PLANNING BOARD

MINUTES – WORK SESSION

APRIL 14, 2022

PAGES

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Work Session

- §110-22.F. Percentage of Parking Lots to be Landscaped
- §110-29.A.(2). Street Trees
- §110-30.A. Architectural Design
- Housing Flyer

CONWAY PLANNING BOARD

MINUTES – WORK SESSION

APRIL 14, 2022

A work session of the Conway Planning Board was held on Thursday, April 14, 2022 beginning at 7:00 pm at the Conway Town Office, Conway, NH. Those present were: Chair, Benjamin Colbath; Selectmen's Representative, Steven Porter; Secretary, Sarah Frechette; Bill Barbin; Eliza Grant; Erik Corbett; Planning Director, Jamel Torres; and Planning Assistant, Holly Whitelaw. Alternates Ted Phillips and Steven Hartmann were in attendance.

WORK SESSION

110-22.F. Percentage of Parking Lots to be Landscaped: Mr. Colbath indicated that the Board had received a letter from Kit Hickey [attached].

Mr. Torres read the proposed amendment to §110-22.F. [attached]. Mr. Colbath asked for Board comment; Ms. Grant stated this is not specifically for the buffer; this is meant to be the whole site. Mr. Torres stated it is areas adjacent to parking lots; within and next to, to help break it up.

Ms. Grant asked how is the 10% and 15% measured. Ms. Grant stated there is a clear area of the parking lot and there is 10 to 15% of that, but does a tree take up the space of its bulb or its canopy or is it areas that are landscaped that are not grassed. Mr. Torres stated he was thinking like a planter bed square footage; it could be more of an intent ordinance without an actual measurement. Mr. Torres stated we can be more specific if you think it would be helpful. Ms. Grant stated most applicants want us to tell them exactly what we want, so if the ordinance is more specific it is more helpful.

There was a discussion regarding the tree size requirement and landscaping in parking lot islands.

Steve Johnson on behalf of Valley Originals stated mulch is the only thing that works in islands unless you have irrigation. Mr. Johnson stated for the independent small businesses, the more you add into this the more nonconforming we will be. Mr. Porter stated he would prefer to see green then dead trees. Mr. Johnson stated you are going to see a lot of dead grass; he is a straight salt property because he cannot be open during a snow storm and throw sand because it doesn't keep it from turning to ice.

Mr. Colbath asked the way this is written it does not prohibit mulch. Mr. Torres stated that it does not. Ms. Frechette suggested consulting a licensed landscape architect.

Ms. Grant made a motion, seconded by Mr. Barbin, to post the amendment to §110-22.F. to a public hearing on May 12, 2022. Motion carried unanimously.

The Board agreed to discuss the greenspace percentage requirement at another work session.

Adopted: May 12, 2022 – As Written

CONWAY PLANNING BOARD WORK SESSION – APRIL 14, 2022

§110-29.A.(2) – Mr. Colbath stated this is a regular waiver request. **Ms. Frechette made a motion, seconded by Mr. Colbath, to hold a public hearing on the proposed amendment to §110-29.A.(2) on May 12, 2022. Motion carried unanimously.**

§110-30.A. Architectural Design: Ms. Grant submitted a flyer regarding New England Architectural Styles to the Board [attached]. It was discussed that there be no more than 50 feet without an architectural design feature. The Board agreed that that this would need to be discussed at another work session.

Housing Flyer: The Board reviewed a mailer regarding *Understanding Housing* from Harrison Kanzler.

Meeting adjourned at 6:55 pm.

Respectfully Submitted,

Holly L. Whitelaw
Planning Assistant

My name is Kit Hickey and I am a resident of North Conway, New Hampshire.

Like most of you, I love living here for the beautiful landscape, rural feel, gorgeous trees and kind community. The natural elements of our community are our natural resource. It is what makes us a vibrant community and is what makes us a unique part of this world.

I am begging you to reign in commercial development in a way that further protects our natural resource. The Planning Board has this capability, and should be good stewards of our natural resources.

Every day I drive from the south of the Strip, to Intervale and it is depressing! There are lots that are cutting down hundreds of mature trees. There is pavement everywhere. Lots are getting clear cut. The depressing nature of this situation arises in almost every conversation I have with other residents. People are upset.

Excessive cutting of mature trees causes barren and ugly conditions and deteriorates the aesthetic value of community. Further, it affects the health, environment and storm water absorption of our town. Lastly once mature trees are clear cut, they are gone forever.

I am thankful that you put on the ballot lowering building heights. These passed by 6x in almost all instances! People in town are looking for you to reign in commercial development. They are looking for you to preserve our natural resources. They are looking for you to save what makes Conway special.

I urge you to

- Increase the green space requirement for commercial development
- Impose limitations on clear cutting for commercial development

We are a community which is dependent upon our natural resources. It brings in tourist money, attracts families to live here and is what makes us Conway. Please hold commercial developers to higher standards in protecting our town.

Kit Hickey, North Conway

Planning Staff Report for Planning Board Work Session

To: Planning Board
Prepared By: Jamel Torres, Planning Director
Date: 4/7/22

Staff has prepared this report to assist the Planning Board during their work session on April 14, 2022. This report includes proposed amendments to the following sections in the Site Plan Review Ordinance:

- §110-22.F. – Percentage of Parking Lots to be Landscaped
- §110-29.A.(2). – Types of Vegetation within the Required Buffer
- §110-30.A. – Architectural Design

Proposed Amendments –

➤ **§110-22.F. - Percentage of Parking Lots to be Landscaped**

During the March work session, the Planning Board requested that staff develop a provision requiring a certain percentage of a parking lot (i.e., paved square footage) to be landscaped. Staff has completed some research into this topic and is suggesting the following language be added to this section of the Site Plan Review Ordinance –

- At a minimum, between 10% and 15% of the total square footage of the parking lot shall be landscaped. The higher percentage (15%) shall be used for larger parking lots consisting of 50 or more spaces. The lower percentage (10%) shall be used for smaller parking lots consisting of fewer than 50 parking spaces. Traffic control islands shall be a minimum of 12 feet in width. All parking lot landscaping shall be tolerant and appropriate for parking lot conditions. Existing natural groupings or clusters of trees/plantings shall also be preserved.

➤ **§110-29.A.(2). – Types of Vegetation within the Required Buffer**

During the March work session, the Planning Board requested that staff add language to the buffering standards requiring a mixture of deciduous and coniferous trees within the required buffer areas on a site. Staff is suggesting the following revision to this section of the Site Plan Review Ordinance –

- The buffer area shall be vegetated with a mixture of deciduous and coniferous plantings, except for driveways and other features approved by the Board. The plantings shall be placed to shield structures and uses from the view of abutting properties, where the abutting properties would otherwise be adversely impacted.

➤ **§110-30.A. –Architectural Design**

Over the past few months, the Planning Board requested that staff investigate architectural design standards for buildings in other mountain/resort towns in northern New England. To this end, staff reviewed ordinances in the following municipalities –

- Manchester, VT
- Waitsfield, VT
- Stowe, VT
- Plymouth, NH
- Lincoln, NH
- Bethel, ME

A recurring theme within these ordinances was the requirement for new or expanded buildings to be compatible with surrounding buildings (so long as the surrounding buildings meet other applicable standards). Staff has included some sample language from these respective ordinances below --

➤ **Manchester, VT –**

- “Applicants must demonstrate that new or renovated buildings incorporate architectural features such as cornices, entablatures, doors, windows, shutters, and fanlights that are compatible with the architectural features of existing buildings in the area or is in keeping with the purposes and dimensional requirements of the underlying zoning district. It is not intended that the details of the existing buildings be duplicated precisely, but those features should be regarded as suggestive of the extent, nature, and scale of details that would be appropriate on new buildings or alterations.”

➤ **Waitsfield, VT –**

- “The exterior design of buildings, including the arrangement, orientation, texture and materials, shall be compatible and harmonious with surrounding historic structures (traditional Vermont villages are also noted).”
- “Particular consideration shall be given to the compatibility of the proposed development with existing and approved structures and uses, and the scenic characteristics of the road. Buildings shall be blended into, and visually compatible with, the surrounding area by appropriate landscaping, and the use of topographic features, or may be required to be screened from view.”

➤ **Stowe, VT –**

- “Buildings should reflect an overall diversity in size and style, with no single building being out of scale or incompatible with neighboring properties.”

➤ **Plymouth, NH –**

- “It is recommended that the exterior design of new development be coordinated with existing buildings. All new designs, while respecting this collective effect will also be reviewed for providing sufficient variety in exterior design so as to avoid monotony in appearance. Attention shall be given to: exterior materials, colors and textures of walls, roofs and exposed structural members, openings for doors and windows, the ratio of window to wall area, and window size, proportion, rhythmical grouping and frames.”

➤ **Bethel, ME –**

- “New structures, additions to existing structures and/or the exterior alteration of a structure shall be visually compatible with surrounding structures in terms of the following:
 - Height
 - Relationship of the width to the height of the front elevation
 - Relationship of the width and height of windows
 - Relationship of entrances and other projections to sidewalks
 - Relationship of the materials, texture and color of the façade
 - Roof shape of the structure
 - Size and mass of the structure in relation to open spaces, windows, door openings, porches, and balconies

Staff reviewed the architectural standards in these specific towns because they can all be considered “mountain towns” located in Northern New England, much like Conway. The recurring theme of requiring new buildings to be compatible, or coordinated, with surrounding buildings in the community is something that was of interest to staff, and perhaps could be a beneficial addition to the Town’s architectural standards. Another addition that could benefit the Town is the addition of “Mountain Town” architecture in the standards to help compliment the existing “New England” architecture requirements. These new requirements could allow for applicants to be a little more creative when designing new or expanded buildings in the community.

To this end, staff offers the following new language that could be placed in Section 110-30.A. of the Site Plan Review Ordinance (for discussion purposes only) –

- The purpose of these regulations is to provide design standards for developments or renovations of commercial properties that complement the overall New England or Mountain Town ambiance of the community. Applicants must demonstrate that new or renovated buildings incorporate architectural features such as cornices, entablatures, doors, windows, shutters, and fanlights that are compatible with the architectural features of existing buildings in the area or is in keeping with the purposes and dimensional requirements of the underlying zoning district. It is not intended that the details of the existing buildings be duplicated precisely, but those features should be regarded as suggestive of the extent, nature, and scale of details that would be appropriate on new buildings or alterations.

Potential Future Topic of Discussion

Another potential topic of discussion for a future work session is related to the idea of adopting separate building design standards for the Highway Commercial District and the Village Commercial & Residential Districts. Such language could look something like this –

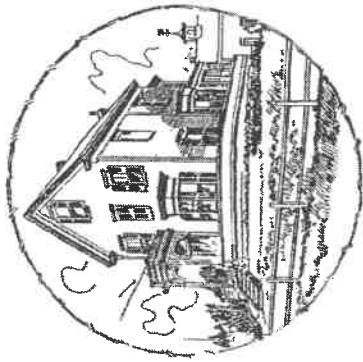
➤ Highway Commercial District

Buildings shall be compatible with surrounding buildings demonstrating New England or Mountain Town architecture.

➤ Village Districts (Commercial & Residential)

Buildings shall reinforce a traditional, compact village development pattern characterized by pedestrian scale and orientation, traditional densities and setbacks, a well-defined streetscape, sidewalks to facilitate pedestrian circulation, and a well-defined edge to the built environment.

NEW ENGLAND ARCHITECTURAL STYLES



This guide is meant to reflect homes of the New England region, but in no way can reflect all the vernacular adaptations to a particular design. Examples represent the typical designs of the era.

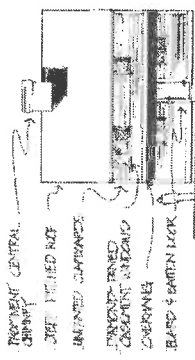


Pamphlet created by:

Ryan D. Hayward, Preservation Consultant

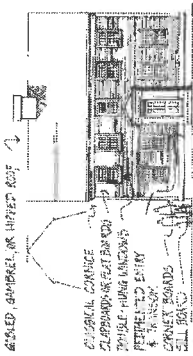
Colonial Period - 1630 - 1780

First Period



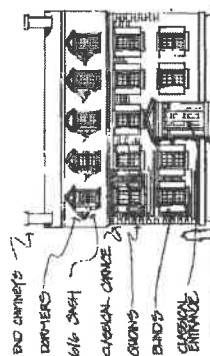
First period homes were the product of necessity. Most common in Massachusetts, these buildings were heavy timbered, wood buildings with diamond pane windows, and often an overhang at the second level used as defense.

Colonial



Colonial homes were similar to those in the first period. Glass became more common during this time, refining the windows to individual panes. Focus on ornament was around the entrance surround. This style has multiple variations found across New England.

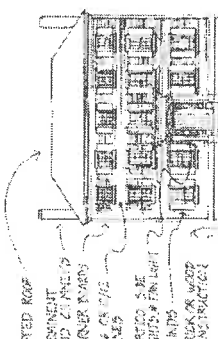
Georgian



Georgian homes were an expansion of the Colonial style, with imported English tastes. Quoining, and end chimneys are symbolic. Focus is on a central axis and repetition and symmetry.

New Republic - 1780 - 1820

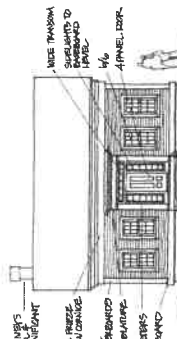
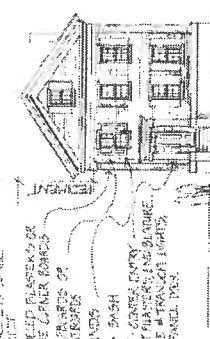
Federal



Federal style homes are often very box like, but maintain symmetry, and include a low pitch roof and end chimneys.

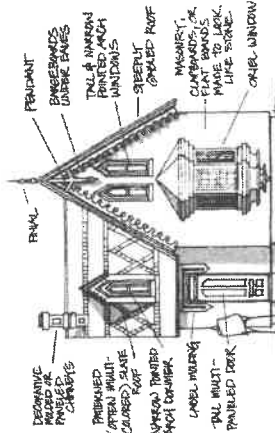
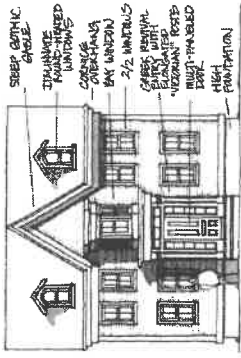
The Revivals - 1820 - 1860

Greek Revival



Greek Revival is the first American Style, returning to the roots of architecture. Designers utilized classical proportions and elements scaled down to a residential level. Character defining features include columns and friezes, and sometimes street facing gables, acting as pediments.

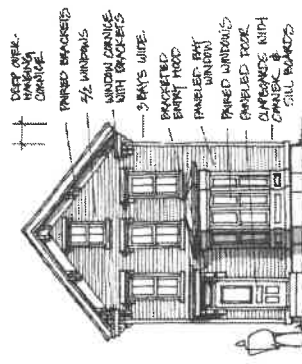
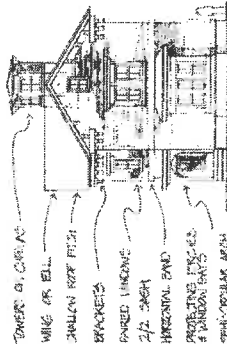
Gothic Revival



Gothic Revival buildings were the product of Andrew Jackson Downing and Alexander Davis. Made popular through their cottage residence's book, these were the first pre-designed buildings. Their inspiration originates from the buildings of Europe. Typical details include pointed arched windows, steep roofs, ornate chimneys, decorative materials, like slate or wood, and gable trim. This style is the first to move away from traditional proportion and the symmetrical plan.

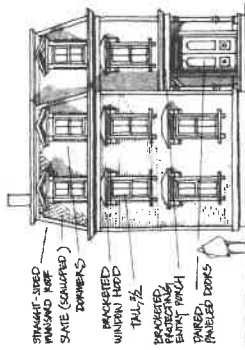
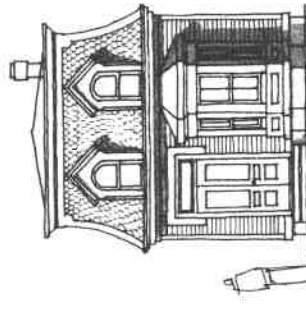
Victorian Era - 1860-1910

Italianate



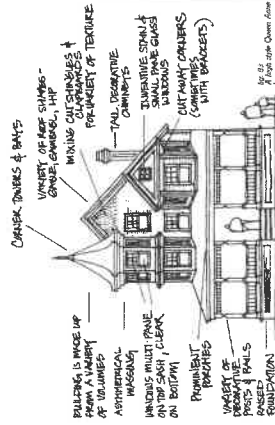
Italianate style is so named for the inspiration back to Italian villas. During this period, homes were often simply updated by adding the character defining brackets. Typical of Italianate homes were a tower and or a cupola.

Second Empire

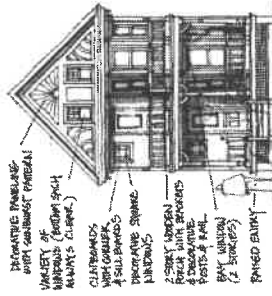
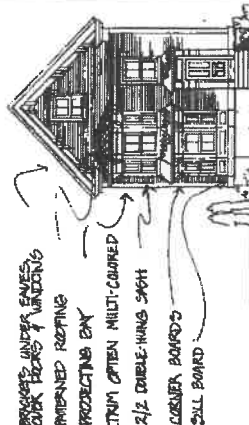


Named for the reign of Napoleon III, the style is a glance back towards French architecture. Typically containing a mansard roof, these buildings were constructed of masonry and wood.

Queen Anne

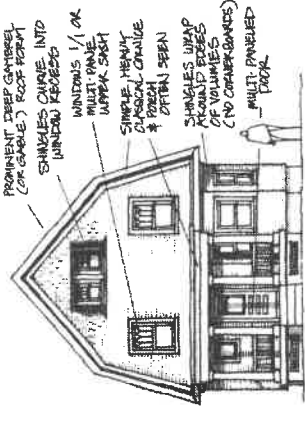


Representing a mesh mash of styles, the Queen Anne design is an explosion of form and plan. Often the most elaborate, this style utilized materials and the mass production of products to its advantage. The style often utilized wood and brick, and had decorative shingling, half timbering, and contained round octagonal or three sided bay.

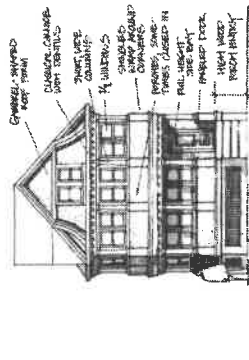


The style was also the most widely adapted. The new middle class could afford luxurious homes. Their wealth was powered by the fact that many communities were streetcar suburb.

Shingle



Shingle Style is a more refined and simplistic version of the Queen Anne Style. Often, a focus is on the material, being natural wood.

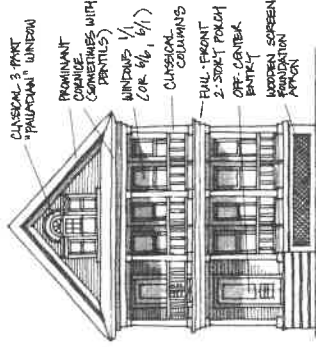


Eclectic - 1895-1930

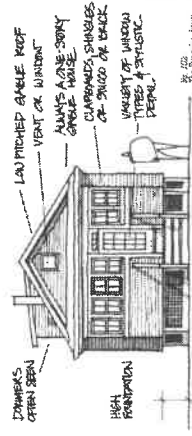
Colonial Revival

Named for the movement back towards the colonial style, homes often resembled those of the 18th century, with modern decors. Buildings often neglected the proportions to meet current needs.

A rise in two family homes made this style extremely popular with all classes and appears in every New England metropolis areas.



Arts & Crafts



Houses of the early 19th century tended to be smaller and focused on interior simplistic details. These were post the large movement of creation of suburban two family homes.

Acknowledgements:

All images from this pamphlet originate from Cynthia Howard's Your Houses in the Streetcar Suburb and are used for information purposes only.

Pamphlet by:

The Preservation Collaborative, Inc.

www.preservationcollaborative.com

Understanding Housing

Affordable Housing

- Affordability is a sliding scale based on a homeowner's or renter's income.
- If your housing is "affordable" you are not spending more than 30% of your monthly income on housing related expenses.¹
- Anyone paying more than 30% of their gross income on housing is considered "burdened".²

Subsidized/Public Housing

- Housing where all, or a portion, of the renter's monthly housing costs are paid for directly by the government.
- This is frequently done through Housing Choice, or Section 8, Vouchers.
- The portion of rent paid by the renter is based on 30% of their monthly income.
- Any landlord may opt to accept Housing Choice Vouchers.³

Workforce Housing

- A variety of housing types designed to be affordable based on percentages of the Area Median Income.⁴
- By New Hampshire Law,⁵ Workforce Housing is any rental unit that is affordable to a family of three making 60% AMI, or a house affordable to a family of four making 100% AMI.⁶
- Workforce income levels are typically not eligible for Subsidized Housing.

Notes

1. Affordability is based on your gross income. Your housing expenses must come in at, or under, 30% of your gross monthly income in order to be considered affordable. Housing expenses include: rent, heat, water, electricity, mortgage principle and interest, and insurance.
2. Housing and Urban Development (HUD) deems anyone spending over 30% of their gross monthly income on housing related expenses to be economically burdened by their housing. In 2020 it was estimated that 46% of renters in the US were cost burdened as were 21% of home owners.
3. Housing Choice Vouchers are tied to people, not to properties. Any landlord may choose to accept a renter with a Section 8 Voucher. There is no specific type, style, or location of building required to accept Housing Choice Vouchers, though all state standards of livability must be met in all cases.
4. AMI, or Area Median Income, is a calculated median income for a given area. This figure is provided by HUD and is typically generated on a County wide level. As of 2021, the AMI for a family of four in Carroll County is \$75,000.
5. NH Workforce Housing Law is RSA 674:58-61

6. As of April 14, 2021 60% AMI for a family of three in Carroll County is \$40,500/yr. for a gross rental figure of \$1,010/mo. The 100% AMI for a family of four in Carroll County is \$75,000/yr., for a home purchase figure of \$334,000.



This mailer was produced through the joint efforts of the Town of Conway and the Mount Washington Valley Housing Coalition. Funding for this mailer was provided through a grant by the New Hampshire Housing Finance Authority. Data, and definitions provided by New Hampshire Housing Finance Authority. For more information on housing in New Hampshire, and more information on Housing Choice Vouchers, visit nhhfa.org. For more information on housing in the Mount Washington Valley visit mmwhc.org

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