



TOWN OF SWANZEY

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Swanzeey Planning Board Meeting Agenda

May 14, 2020

6:00 p.m.

Due to the COVID-19 State of Emergency and pursuant to the Governor's Emergency Order #12 Pursuant to Executive Order 2020-04, the Swanzeey Planning Board will be holding its May 14, 2020 meeting remotely using the web-based program Zoom. Board members and applicants will be participating in the meeting remotely.

The public may access the meeting online by visiting www.zoom.us, using the Zoom App on a cell phone or tablet, or using a landline by calling (929) 205-6099 and entering Meeting ID number 892-7148-7801. Please try to log in 5 minutes before the meeting's scheduled start time in case you run into any technical difficulties. If you have any difficulty accessing the meeting, please call (603) 352-7411 ext. 108 or email mbachler@swanzeynh.gov. More information on public access to the meeting is available on the following pages and on the Town's website at: www.swanzeynh.gov.

1. Call to Order
2. Approval of Minutes
 - A. Regular Meeting, April 23, 2020
3. Applications.
 - A. Site Plan Review Application – Green2Green Energy, LLC requests a Site Plan Review for the construction of a gas station, convenience store with fast food drive-through, and car wash at 163-165 Monadnock Highway (Map 19, Lot 68). Upon a finding that the application meets the submission requirements of the Site Plan Review regulations, the Board will vote to accept the application as complete. A public hearing on the merits of the proposal may follow immediately; if not, a public hearing will be scheduled for a time and date certain.
4. Discussions/Other Business
 - A. Discussion on Emergency Order regarding Outdoor Seating at Restaurants
 - B. Appointment of Planning Board representative to CIP Committee for 1-year term (term to end at Town Meeting 2021)
 - C. Other business as may be required
5. Adjournment

Town of Swanzev Public Participation Guidelines Planning Board and Zoning Board of Adjustment

Due to the COVID-2019 State of Emergency, the Swanzev Planning Board and Zoning Board of Adjustment will be holding their meetings remotely using the web-based program Zoom until further notice. Board members and applicants will be participating in meetings remotely. A physical location will not be provided for the meetings.

Members of the public will be able to access these meetings through a variety of options further described below. If you have questions about these meetings or how to participate, please contact Matthew Bachler, Director of Planning & Economic Development at (603) 352-7411, ext. 108 or by email at mbachler@swanzeynh.gov.

1. How do I view and listen to the meeting online?

- Go to the weblink: www.zoom.com and click on the “Join a Meeting” link at the top of the screen.
- You will be prompted to enter a Meeting ID number. Enter the 9-digit Meeting ID advertised for the meeting. The Meeting ID will be on the top of the agenda for the meeting. Meeting agendas are posted on the Town’s website on the “Agendas and Minutes” page under the “Government” header.
- You will have the option to listen to the meeting using your computer audio or to call into the meeting. If you call into the meeting, you will need to use the phone number listed below and then enter the Meeting ID, which will be on the top of the meeting agenda.

2. How do I access the meeting if I do not have a computer or smartphone?

- Call the following phone number: (929) 205-6099. Please note this is not a toll-free number.
- You will be prompted to enter a Meeting ID number on your phone keypad. The Meeting ID will be on the top of the agenda for the meeting. Meeting agendas are posted on the Town’s website on the “Agendas and Minutes” page under the “Government” header.
- You will only be able to listen. You will not be able to see any visuals or graphics that are displayed during the meeting unless you access the meeting through www.zoom.com.
- Note: As an attendee of the meeting, your microphone and/or phone will be muted. To provide public comment during a public hearing, please see #3 below.

3. How do I provide public comments during a public hearing?

If you are a member of the public and would like to speak or provide comment during a public hearing, please review the following guidance for how to participate in this meeting:

- To see the order of public hearings at the meeting view the agenda, which can be found on the Town’s website on the “Agendas and Minutes” page under the “Government” header.
- You may send written comments or questions on the application to Town staff in advance of the meeting by emailing: mbachler@swanzeynh.gov. Written comments will only be accepted until 3:00 p.m. on the day of the meeting. Please include your name and address

with your written comments. Written comments and questions will be read aloud by Town staff during the public hearing.

- The Board Chair will specify when the public comment period is open for an application. It will also appear on the screen for those participating online. Town staff will be in attendance at the meetings to manage the public comment process and ensure that all attendees who wish to speak have an opportunity.
- You may speak during the public hearing by one of the following methods:
 - If you are participating online with the Zoom program, **click on the blue hand icon at the bottom of the screen**. This will “Raise Your Hand” so that the moderator knows that you wish to speak. When it is your turn, the moderator will unmute you and let you know that you can share your comments.
 - If you are participating by phone, **press *9**. This will indicate to the moderator that you wish to speak. When it is your turn, the moderator will unmute you and let you know that you can share your comments.
- You will need to provide your name and address before making any comments.
- The Boards will only accept public comments or questions related to the application for which the public hearing is being held.
- Public comment will only be accepted for a specified period of time. The Board Chair will inform the public when the public comment period of the public hearing is closed.

4. What if I have issues accessing the meeting?

- If you encounter any issues accessing this meeting, please call (603) 352-7411, ext. 108 during the meeting.