



TOWN OF SWANZEY

620 OLD HOMESTEAD HIGHWAY

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Swanzy Planning Board Meeting Agenda

September 24, 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 Swanzy Planning Board will be holding its 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, or by calling (929) 205-6099 and entering Meeting ID number 814-7737-5653. 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 Town's website at: www.swanzeynh.gov.

- 1) Call to Order
- 2) Approval of Minutes
 - A) September 10, 2020
- 3) Applications and Public Hearings
 - A) Site Plan Review Application #20-006 – Asher Construction, LLC has submitted a Site Plan Review Application and an Excavation Permit Application to complete earth excavation activities at 1415 Old Homestead Highway pursuant to NH RSA 155-E. The subject property is located in the Rural/Agricultural District and is shown at Tax Map 27, Lot 5-2. Upon a finding by the Board that the application meets the submission requirements, 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) Zoning Ordinance Amendment Discussion – Drive-Through Facilities
 - B) 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.