

Minutes

Planning Board Work Session & Meeting

Location: Strafford Town Hall Conference Room

Date & Time: November 4, 2021 6:30PM

Board Members Present:

Charlie Moreno – Chairman
Phil Auger – Vice Chairman
Terry Hyland
Lynn Sweet
Don Clifford – Alternate
Susan Arnold – Alternate

Others Present:

Jen Czysz, Strafford Regional Planning Commission,

The Chairman, Charlie Moreno, called the work session to order at 6:55PM and recognized the board members, Phil Auger, Terry Hyland and Lynn Sweet, as present. He also recognized as present Jen Czysz, Strafford Regional Planning Commission, Executive Director.

Proposed Amendments to Strafford Subdivision Regulations:

The Chairman indicated the first order of business to be discussion with the Board to finalize the Proposed Amendments to Strafford Subdivision Regulations; Section 2.5.5 Approvals, Section 2.8.2 Other Data and Assurances, Section 2.8.3 Surveying/Boundary Line Monumentation, and Section 2.8.4 Recording of Final Plat. The Board proceeded with discussion of the proposed amendments which, for the record, are:

2.5.5 Approvals. The Board shall begin formal consideration for an accepted application within (30) days after acceptance and shall act within sixty-five (65) days after acceptance.

2.8.2 Other Data and Assurances. The subdivider shall submit: a) in triplicate all drawings and specifications required for the construction of all required improvements; and b) such assurances and bonds as the Board may require.

2.8.3 Surveying/Boundary Line Monumentation. On newly created lots, monuments shall be set at all lot corners and angle points by a licensed surveyor. On adjusted lot lines, a licensed surveyor shall set monuments to demarcate the corners and angle points of the newly configured property lines. Acceptable monuments include, but are not limited to, deeply-set metal stakes or iron rods marked with the license number or name of the surveyor, 4" x 4" concrete or granite monuments with drill hole, and drill holes or minimum 2-inch diameter brass or aluminum discs set in exposed ledge or boulders (greater than 2 feet round).

Boundary lines that exceed 500 feet in length and with conditions where sighting from one corner to the other along the boundary line is obstructed by trees, vegetation, or other obstacles will require additional definition provided by either face blazing and painting of trees along the

boundary line or installing intermediate monumentation, according to the Planning Board's discretion.

2.8.4 Recording of Final Plat. To correct a numbering error in zoning/planning ordinances. Same wording as before - just will now be known as 2.8.4 not 2.8.2.

The Board reviewed and discussed each proposal and agreed to proposed amendments 2.8.2 and 2.8.3, the re-numbering of a portion of Section 2.8.2 to Section 2.8.4, and the following change to the Section 2.5.5 proposal above:

The board shall schedule its completeness determination within 30 days following delivery of the application or the next meeting of the board for which legal notice can be given. When a completed application has been accepted, the planning board shall have 65 days for which to approve, conditionally approve, or disapprove the application.

The Chairman opened the work session for public hearing at 7:12PM. There being no public comments, Lynn Sweet moved to accept the proposed amendments as noted above which was seconded by Phil Auger. All Board members voted in the affirmative, and the motion carried.

The Chairman closed the public hearing at 7:15PM, so moved by Lynn Sweet, seconded by Terry Hyland, and voted upon in the affirmative by all Board members.

After a short break, the Chairman called the Planning Board meeting to order early at 7:17PM, which was determined to be appropriate due to the public meeting notice indicating the meeting to be conducted following the public hearing at 6:30PM. The Chairman again recognized the board members, Phil Auger, Terry Hyland and Lynn Sweet, as present along with Jen Czysz.

The Chairman announced that the closing date for new applications to be filed for the agenda for the regular December 2nd meeting will be 5:00PM Tuesday, November 9th, and revised applications for projects already under review must be submitted by Tuesday, November 23rd.

The Chairman asked if the Board members had a chance to review the minutes of the previous meetings. Not all members had completed their review, and it was determined that September meetings had been finalized and forwarded to Board members, but the October 7th meeting was still in draft. All agreed to be prepared to accept September and October minutes at the next scheduled meeting.

Design Review, Calverly Hill Farm LLC, proposed 6-lot conservation development subdivision, Leonard Caverly Road, (Tax Map 8, Lot 69)

The applicant requested continuance to the next meeting. The Chairman recused himself, and Phil Auger, acting Chair, requested a motion to accept a continuance to the December 2, 2021 meeting, which was so moved by Lynn Sweet, seconded by Terry Hyland, and voted on in the affirmative by all Board members. The motion passed.

Planning Board alternate members, Don Clifford and Susan Arnold arrived at 7:29PM. They were recognized by the Chairman, and he appointed Susan Arnold as a voting member.

Major Subdivision, Proposed 2-Lot Subdivision, Patricia Fabian, Cross Road (Tax Map 19, Lot 55-4 and Lot 55-5)

The Chairman asked the Board to consider and determine whether or not this application presented any regional impact. The Board indicated there to be none, and Phil Auger moved to acknowledge this determination, which was seconded by Terry Hyland, with all Board members voting in the affirmative. The Chairman recognized Dave Vincent, Land Surveying Services, who presented an update regarding changes to the proposed subdivision as requested by the board, which had been addressed and included:

- NW lot line of proposed parcel 55-5 missing on Sheet 2 of plan set.
- No building or septic setback lines for lot 55-4.
- Soils classification should be delineated.
- Note added to indicate no presence of ledge or cemeteries or very poorly drained wetlands, surface waters, vernal pools, or designated rivers identified on the site.
- Missing 75 ft well location and radius.
- Recommend suitable and buildable area table be added.
- Remove “minor” subdivision from plan name.

The Board considered three separate waivers for a wetland survey due to the area of the proposed lot.

1. Completing the remaining tract boundaries and setbacks of the entire 56 acres of Lot 55-4.
2. Identifying the natural features of the remaining 41.8 acres outside the buildable area depicted on the revised site plan of Lot 55-4 including water courses, wetland delineation, exposed ledge, soil classifications, test pit logs and locations, and perk test data.
3. Identifying the physical features of the remaining acreage of Lot 55-4 outside the buildable area depicted on the revised site plan; including topographic contours, elevations and stone walls.

Following the discussion of each waiver, the Chairman asked for a motion to grant all three (as all three waivers were related), which was so moved by Phil Auger, seconded by Lynn Sweet, and voted upon in the affirmative by all Board members, thus granting the waivers.

The Chairman opened the meeting for public hearing at 7:42PM. There being no comments, he closed the meeting to public hearing at 7:44PM and asked if there was need for discussion regarding the proposed subdivision. The Chairman, Phil Auger and Jen Czysz indicated the need for specific conditions of approval to be addressed. These conditions are:

1. Add plan note indicating the three granted waivers.
2. Add Wetland Scientist seal to final plans.

Additionally, the applicant’s surveyor shall set monumentation and has agreed to show this monumentation on the final plans. Upon the Chairman’s request, Phil Auger moved to approve the

subdivision plans with conditions as specified, which was seconded by Terry Hyland. All Board members voted in the affirmative and the motion carried.

Knights Major Subdivision, Route 202A, Knights Lane (Tax Map 16, Lot 27B & 27-3)

Joe Berry, Berry Surveying & Engineering, presented, for preliminary conceptual consult by the Board, regarding plans for dividing co-owned property in an attempt to create three lots suitable for building. The Board expressed concerns regarding the need to deed a portion of one lot to another lot and the inappropriate lot lines of two proposed lots with narrow lanes connecting significant portions of lot acreage to accommodate an existing residential lot. Some Board members concluded they would have difficulty approving a plan with this lot configuration, while other Board members recognized that the narrow lane configuration had been approved in the past and that lot configuration following stone walls may take precedence. The Board reiterated to Mr. Berry that all discussion and suggestions were preliminary and non-binding. Mr. Berry indicated he would consult with the land owners to determine if alternate lot delineations were possible.

Having concluded consideration of all agenda business, the Board began informal discussion of several items.

Review of Class A Trail Proposal

An update of proposed trails from a prior meeting was presented, reviewed, and considered complete for presentation to the Board of Selectmen at the joint Town Board meeting on November 16, 2021. There are now five proposed Class A Trails; Snackety Road, Willey Pond Road, Pig Lane, 1st Crown Point, and Barn Door Gap.

Planning Board Meeting Time Change

Many members of the Board felt the current 7:30PM meeting start time was too late and proposed a start time of 7:00PM with an adjustment to acceptance of no new business after 10:00PM and of meeting adjournment NLT 10:30PM (adjusted from NLT 11:00PM). Lynn Sweet made a motion to approve these changes, which was seconded by Phil Auger, voted upon in the affirmative by all members, and passed.

Subdivision Application Modification

The Board had brief discussion on adding a note to the Subdivision Checklist that a Preliminary Conceptual Consultation is required (by Zoning Ordinance approved in March 2021) for all major subdivision applications. This note provides a reminder to applicants with major subdivisions that a PCC must first be scheduled with the Board. Lynn Sweet made a motion to add this note to the checklist, which was seconded by Phil Auger, voted on in the affirmative by all members, and passed.

The Board also agreed to conduct a work session on November 22, 2021, at 7:00PM.

There being no further business before the Board, Terry Hyland made a motion to adjourn which was seconded by Phil Auger. All members voted in favor, and the meeting adjourned at 8:43PM.