

Planning Board Work Session & Meeting

Location: Strafford Town Hall Conference Room

Date & Time: December 2, 2021 6:30PM

Board Members Present:

Charlie Moreno – Chairman
Phil Auger – Vice Chairman
Terry Hyland
Donald Coker - Alternate
Don Clifford – Alternate
Susan Arnold – Alternate

Others Present:

Natalie Moles, Strafford Regional Planning Commission
Dave Copeland, Town Building Inspector
Scott Whitehouse, Strafford Fire Chief
Robert Fletcher, Minutes Recording

The Chairman, Charlie Moreno, called the work session to order at 6:30PM and recognized the board members, Phil Auger, Tim Reed, Terry Hyland, Donald Coker, Don Clifford and Susan Arnold as present with a verbal roll call. He also recognized as present Natalie Moles, Strafford Regional Planning Commission. The Chairman indicated there were only a few items to be addressed in the work session which would then be followed by the Planning Board meeting at 7:30PM. The Chairman also announced that the work session would be continued immediately after the conclusion of the Planning Board meeting, if necessary.

WORK SESSION, 12/2/2021

Class A Trails Warrant Proposal:

The Chairman indicated that the separate warrants for five proposed Class A Trails had been finalized by the Board. Prior to this meeting, Liz Evans pointed out to the Chairman that the Selectmen are responsible for town roads, not the Planning Board. This was confirmed by town attorney, Keriann Roman. The Chairman spoke with Selectman, Lynn Sweet, who agreed to address the Class A Trail warrants at the next Selectman's meeting (December 14) and either plan to submit them as warrant articles for the March 2022 town meeting or have a private citizen petition to submit the warrants. As a result, the Planning Board no longer needs to address these warrants.

Zoning Ordinance Edits and Changes:

The Chairman indicated the Board edits and changes were complete and have been sent to Keriann Roman for final review. She indicated her review would be complete by Tuesday prior to the scheduled presentation at the 7:00PM public hearing on Wednesday, December 15, 2021.

Cell Tower Ordinance:

The Chairman stated that Board members had previously been given sections of a sample cell tower ordinance to review and modify language to address specific Town of Strafford cell tower

requirements. He indicated this process was complete and that the Board needed to collectively review each section. The Board conducted a thorough review of the entire proposed ordinance, indicated a number of edits, modifications and deletions, and the need to reorganize and reformat the entire ordinance. This process was lengthy and not complete when it was time to begin the 7:30PM meeting. The Chairman closed the work session at 7:25PM.

PLANNING BOARD MEETING, 12/2/2021

The Chairman opened the Planning Board meeting at 7:30PM and recognized by verbal response all the Board members and others present as indicated for the work session. He also recognized as present Dave Copeland, Town Building Inspector, and Scott Whitehouse, Strafford Fire Chief. The Chairman announced that the next Planning Board meeting would be held on January 6, 2022, at 7:00PM. He indicated the closing date for new applications to appear on the agenda for the regular January 6, 2022 meeting will be 5:00 PM, December 14, 2021, and revised applications for projects already under review must be submitted by Tuesday, December 28, 2021, for the January meeting.

The Chairman indicated the need to approve the Planning Board minutes for the September 2, 2021 meeting, the September 23, 2021 work session, the October 7, 2021 work session and meeting, and the November 4, 2021 work session and meeting. He addressed each of the minutes separately with the Board and asked for a separate motion to approve each. Phil Auger so moved separately for each with Terry Hyland seconding each motion separately. The Board voted separately and unanimously in favor to approve each of the minutes indicated above.

Continuing Business:

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

The applicant requested continuance to the next meeting. The Chairman recused himself and asked Phil Auger to preside. Phil appointed Susan Arnold as a voting member and asked the board for a motion to accept a continuance, which was so moved by Terry Hyland, seconded by Susan Arnold, and voted on in the affirmative by all Board members. The motion passed.

New Business:

Boundary Adjustment - Gary and Michael Knight (Tax Map 16, Lot 27-3) and Michael Knight (Tax Map 16, Lots 27B and 27-2), 24 Knight's Lane and Knight's Lane off Strafford Road.

The Chairman stated the first step was to be acceptance of the applicant's application for lot line revision, and the second step to be consideration of requested waivers. He asked and received confirmation from Natalie Moles that the application was complete with respect to compliance with checklist requirements and waiver request submission. After asking the Board members if they had any questions or concerns regarding the application and receiving none, he asked for a motion to accept the application. Tim Reed moved to accept the application which was seconded by Terry Hyland. The Chairman asked the Board members for discussion, and there was none, so the Chair called for a vote on the motion. All Board members voted in the affirmative and the motion carried. The Chairman noted there was no public attendance for the meeting and, as a result, there were no public comments presented.

The Chairman asked Joe Berry, Berry Surveying & Engineering, to provide an overview of the lot line revisions the applicant is proposing. Mr. Berry outlined the applicant's desire to make Lot 27B a buildable lot by transferring to it a small portion of Lot 27-3, to revise the lot line between a current house lot and property owned jointly, and to widen the non-conforming portion of Lot 27-3 to 80 feet.

The Chairman indicated the need to determine if the lot line revision plan presented any regional impact. Following a brief discussion, Phil Auger made a motion that the plan did not have a regional impact which was seconded by Tim Reed and voted upon in the affirmative by all Board members.

The Chairman asked Joe Berry to present the waiver requests associated with the application. Mr. Berry indicated the need for waivers to:

1. General (Lot Lines – Metes, bounds and corners, All corner monuments identified).
2. Reference Information (Tract boundaries).
3. Natural Features (Water courses, Wetland delineation, Exposed ledge).
4. Physical Features (Topographic contours, Elevations).
5. Setback Lines (Building, Septic).

The Chairman asked the Board if there was any questions or discussion regarding the waivers. There being none, he asked for a motion to approve the waiver requests as presented which was so moved by Phil Auger and seconded by Tim Reed. All Board members voted in favor of the waiver requests, as one package since they were all related to the oversize area of the property, and the motion carried.

The Chairman indicated the need for the Board to discuss the non-conforming lots associated with this lot revision. At a prior meeting during a preliminary conceptual consult for a proposed lot line revision, the Board expressed concern regarding corridors of land connecting portions of the large property. The Board felt the current lot line revision did not adequately address nor correct the irregular, non-conforming lots to meet current standards. Since the lot line revision directly relates to the major subdivision also proposed by the applicant, Natalie Moles suggested placing this on hold and for the Board to address the major subdivision. The Board agreed to table the lot line revision and move on to the major subdivision.

Major Subdivision (cumulative impact) - Gary and Michael Knight, 2-lot subdivision, Knight's Lane off Strafford Road (Tax Map 16, Lot 27-3).

The Chairman confirmed with Natalie Moles that the application was complete with respect to compliance with checklist requirements and waiver request submission. He asked for a motion to accept the major subdivision plan application as complete which Phil Auger so moved. The motion was seconded by Tim Reed, voted on in the affirmative by all Board members, and the motion carried. The Board considered whether or not the subdivision plan presented a regional impact and determined that it did due to the property abutting neighboring town property. As a result, Phil Auger made a motion that the Board recognized the subdivision as having a regional impact which was seconded by Tim Reed, and voted on in the affirmative by all Board members. The motion carried.

The Board had a lengthy discussion regarding the subdivision lots as presented and expressed concern once again about the irregularity and non-conformity even though the original lots were approved in

1985 before current standards were established. All the Board members felt there was a better way to subdivide the properties with lot mergers to eliminate the narrow corridors and to establish conforming lots. Mr. Berry indicated he would address possible mergers with the applicant, and the Board indicated they would look on favorably suggested changes to the subdivision plan.

Natalie reminded the Board to address the request for waivers associated with the application. Mr. Berry indicated the need for waivers to:

1. Reference Information (Tract boundaries).
2. Natural Features (Water courses, Wetland delineation, Exposed ledge).
3. Physical Features (Topographic contours, Elevations).
4. Setback Lines (Building, Septic).

The Chairman moved to approve the waiver requests as presented which was seconded by Tim Reed and voted on in the affirmative by all Board members. The motion carried.

With both new applications being accepted but not approved, a motion for a continuance was required. Phil Auger moved to continue the boundary adjustment and the major subdivision to the January 6, 2022 Planning Board meeting. The motion was seconded by Terry Hyland, voted on in favor by all Board members, and the motion carried.

Other Business:

Don Clifford questioned the status of a request for a permit to operate a business – PuroClean – out of a property on Garland Road which was presented to the Planning Board over a year ago. The Board remembered delaying a request for full site plan review because it was understood that the individual was about to acquire more suitable property and move the business to a neighboring town. Natalie indicated that Liz Evans sent another letter to the individual requesting a status update, but had not heard back. The Board briefly discussed the need to track non-approved applications and placing a time limit to finalize the application process.

Additionally, Don Clifford asked about a site plan application submitted for a property on Province Road where an apartment was to be situated above a machine shop, but the applicant had not returned to the Planning Board with a completed site plan. There was discussion that the property may have been sold. The Board asked Dave Copeland to check into this and report back to the Board at the next meeting.

The Chairman requested a motion to close the Planning Board meeting which was so moved by Phil Auger, seconded by Terry Hyland, and voted upon in the affirmative by all Board members at 9:06PM.

WORK SESSION, 12/2/2021, CONTINUED

The Chairman reopened the Planning Board work session at 9:07PM to continue the cell tower ordinance discussion regarding the explanation and depiction of overlay districts. The Board also reviewed the current Town cell tower ordinance and agreed to incorporate it into the new cell tower ordinance. The Board also agreed it would be appropriate and helpful to notify the affected land owners and suggested Liz Evans might be able to help make the notifications. The Board asked Natalie to merge the separate sections into a single document, reorganize and clean up the sections, reformat the document, and send the final version to the Board members for review.

There being no further discussion, the Chairman made a motion to adjourn which was seconded by Don Clifford. All Board members voted in favor, and the work session adjourned at 9:44PM.