

## Planning Board Work Session & Meeting

**Location:** Strafford Town Hall Conference Room

**Date & Time:** April 7, 2022 6:00PM

**Voting Members Present:**

Charlie Moreno – Chairman  
Phil Auger – Vice Chairman  
Terry Hyland  
Tim Reed  
Lynn Sweet – Selectman Representative

**Non-Voting Members Present:**

Donald Coker – Alternate  
Don Clifford – Alternate  
Susan Arnold – Alternate

**Others Present:**

James Burdin, Strafford Regional Planning Commission, Senior Regional Planner  
Robert Fletcher, Minutes Recorder

The Chairman, Charlie Moreno, called the work session to order at 6:05PM, recognized Board members Phil Auger, Terry Hyland, Tim Reed, Lynn Sweet, Donald Coker and Susan Arnold as present. He also recognized as present James Burdin and Robert Fletcher. The Chairman indicated the Planning Board would conduct a work session until the regular 7:00PM meeting.

**Planning Board Work Session**

The Chairman indicated the need for a recap and discussion regarding the Planning Board 2022 ballot and Town meeting Warrants. Of all the Warrants presented, only the Cell Tower Warrant passed, and the Board needed to decide whether or not to prepare the non-approved Warrants and additional items for the 2023 ballot or Town meeting. The Board also needed to address ways to improve communication with Town residents and enhance community outreach.

The Board engaged in an in-depth discussion which resulted in the following conclusions:

1. The Board is beginning the process to update the Town Master Plan which will provide community visions and goals addressing Town economic development, land use, public services, roads, and use of natural resources. The Board believed the Master Plan would identify the need for updated or additional Ordinances to achieve stated goals. Therefore, it would not be necessary to readdress prior Warrants for the 2023 ballot or Town meeting, other than the unwritten policy for not allowing subdivisions on Class VI roads.
2. Regarding ways to improve communication and enhance community outreach, the Board suggested the following:
  - Increase the use of the Town office social media platform to more fully inform the community.
  - Enhance the Town website for ease of access and use of “landing page” to point to important information effecting the community.
  - Include Board work session and/or meeting agenda in legal notices.
  - Make better use of Community Calendar to inform Town residents.
  - Reach out earlier to Town residents affected by a proposed change to current policy.

- Use community events at the library or school to promote community participation in Board procedures and the planning process.
- Use Town residents to form separate committees to research and develop policies to achieve stated Town goals.
- Consider use of QR codes to provide access to important Town information.
- Consider use of a Town public relations representative to respond to community feedback.
- Consider recording Board work sessions, meetings and public hearings for YouTube presentation.

At 6:54PM, the Chairman noted it was nearly time to start the regular meeting and asked for a motion to temporarily adjourn the Work Session, which was so moved by Lynn Sweet, seconded by Phil Auger, and voted upon verbally in the affirmative by all voting Board members.

### **Planning Board Meeting**

The Chairman opened the Planning Board meeting at 7:00PM and recognized arriving Alternate Board member, Don Clifford and departing Alternate Board member Susan Arnold. He announced the closing date for new applications to be filed for the regular May 5, 2022 meeting agenda will be 5:00PM April 12, 2022. Revised applications for projects already under review must be submitted by April 26, 2022 for the May meeting.

The Chairman indicated the need for the Board to elect or appoint officials for the year. The Board addressed each as follows:

- Lynn Sweet asked Charlie Moreno if he was interested in continuing to serve as Planning Board Chairman. Having indicated his desire to continue, Lynn made a motion to elect Mr. Moreno as Chairman, which was seconded by Terry Hyland, and voted upon verbally in the affirmative by all voting Board members.
- Phil Auger indicated his desire to serve as Planning Board Vice Chairman upon inquiry by Lynn Sweet, who then made a motion to elect Phil Auger as Vice Chairman, which was seconded by Tim Reed, and voted upon verbally in the affirmative by all voting Board members.
- Donald Coker, whose term as Alternate Board member had expired, when asked, indicated his desire to continue to serve. Tim Reed made a motion to extend the appointment of Donald Coker as Alternate Board member, which was seconded by Phil Auger, and voted upon verbally in the affirmative by all voting Board members.

### **Continuing Business**

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

The Chairman indicated no new information was received for this item, and the applicant has requested to continue forward to May, recused himself from addressing this item, and asked Phil Auger to preside. The Vice Chairman appointed Donald Coker as a voting member and requested a

motion to allow continuance of the Design Review to the May meeting, which was so moved by Lynn Sweet, seconded by Donald Coker, and voted upon verbally in the affirmative by all voting Board members.

**Preliminary Conceptual Consultation**, 840 1<sup>st</sup> Crown Point Road, Amanda Chantasiri, potential subdivision of property (Tax Map 18, Lot 29-1)

The Chairman indicated this was a non-binding, informal discussion and asked for a presentation by Amanda Chantasiri. She indicated the desire to build four separate additional homes on their thirty acre lot currently containing one residential structure without subdividing the property, effectively making it a communal property. The Chairman indicated that current Town Ordinances does not allow compound or communal developments and the lot would need to be subdivided into separate buildable lots. Informal discussion on how to achieve this resulted in the following:

- There was inadequate lot frontage to support a five lot subdivision without upgrading a portion of the existing driveway to a Class V private road.
- A conservation subdivision with current lot frontage might support a five lot subdivision; however, several conditions and restrictions would need to be addressed to meet the conservation requirements.
- Lot frontage would allow a three lot subdivision with lot access from the current Class V road or with lot access from the existing driveway. The two additional lots contain adequate acreage to support a duplex structure on each lot with all lots deeded separately.
- In response to a question about the next step, the Board indicated a professional lot survey and subdivision plot plan would be required for application and approval before the Planning Board.

There being no further discussion, the Chairman thanked the owners for consulting with the Board.

### **Other Business**

The Chairman indicated the need to review, edit and accept previous Work Session, Public Hearing and Meeting minutes, which the Board addressed as follows:

- January 5, 2022 Work Session and Public Hearing minutes. Lynn Sweet made a motion to accept the minutes as amended, which was seconded by Phil Auger and voted upon verbally in the affirmative by all voting Board members.
- January 6, 2022 Meeting minutes. Phil Auger made a motion to accept the minutes as amended, which was seconded by Lynn Sweet and voted upon verbally in the affirmative by all voting Board members.
- February 3, 2022 Meeting minutes. Phil Auger made a motion to accept the minutes as amended, which was seconded by Tim Reed and voted upon verbally in the affirmative by all voting Board members, except Terry Hyland who abstained.
- February 15, 2022 Work Session minutes. Phil Auger made a motion to accept the minutes as amended, which was seconded by Lynn Sweet and voted upon verbally in the affirmative by all voting Board members, except Terry Hyland who abstained.
- March 3, 2022 Meeting minutes. Phil Auger made a motion to accept the minutes as amended, which was seconded by Tim Reed and voted upon verbally in the affirmative by all voting Board members.

There being no further business before the Board, Phil Auger made a motion to adjourn the meeting, which was seconded by Tim Reed. The Board voted unanimously in favor, and the meeting adjourned at 8:36PM.

### **Work Session – Continuation**

The Chairman reopened the Work Session at 8:36PM in order to discuss the Master Plan update process. James Burdin, Strafford Regional Planning Commission, addressed each of the proposed 2022-2023 Master Plan Scope of Work Tasks as follows:

- Review Current Master Plan and Outline Updated Master Plan. The Chairman stated the Board had previously decided to use the Goffstown Master Plan template as the format for the Strafford Master Plan. He requested a copy of the Goffstown Master Plan.
- Outreach – Online Engagement. Terry Hyland indicated his son volunteered to record the information videos. The Board will determine the appropriate video content.
- Outreach – Online Survey. The Commission will prepare and host the online survey based on Board requested content. The Board requested survey samples to help determine content.
- Outreach – Community Charrette. The Board indicated a preference for a longer one-day event rather than shorter events held on two separate days. The Board also expressed concern over when to conduct a charrette due to possible conflict with the election year campaign and voting process. The Board discussed the charrette regarding location, food, childcare, and community notification. The Board also believed providing Town demographics, development and progress since the current Master Plan was developed would be helpful information for the community.
- Plan Writing. The Board will determine appropriate chapters/sections of the Plan and the Commission will assist the Board with content development and prepare a rough draft.
- Final Deliverables Production and Adoption. The Board questioned the need for a community vote or Public Hearing before Master Plan adoption. Mr. Burdin did not believe a vote or Public Hearing was required for adoption. However, a presentation at the March 2023 Town Meeting would provide the community with Master Plan information.
- Project Administration.

James Burdin also reviewed the Proposed 2022-2023 Master Plan Update Project Timeline. The Board expressed concern regarding timing of online survey and community charrette. SRPC didn't think there was enough time to analyze survey response data before conducting the charrette.

There being no further business before the board, Lynn Sweet made a motion to adjourn the Work Session, which was seconded by Phil Auger. The board voted unanimously in favor, and the meeting adjourned at 9:30PM.