

## Planning Board Work Session

**Location:** Strafford Town Hall Conference Room

**Date & Time:** June 2, 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

**Others Present:**

James Burdin, Strafford Regional Planning Commission, Senior Regional Planner  
Autumn Scott, Strafford Regional Planning Commission, Regional Planner

The Chairman called the work session to order at 6:00PM, recognized Board members Phil Auger, Terry Hyland, Tim Reed, Lynn Sweet, Donald Coker and Don Clifford as present. He also recognized as present James Burdin and Autumn Scott. The Chairman indicated the Board would conduct the work session until the regular 7:00PM Planning Board meeting.

James Burdin, through the use Power Point presentation, provided an overview of the 2022 Master Plan update, including a review of the Town's 2002 Master Plan and a proposed timeline with action items. Below are highlights from the presentation slides.

### **The Master Plan**

- Tells a story about how a community became what it is today, and lays out a vision for what it would like to be in the future.
- Guide for the overall character, physical form, growth, and development of a community.
- Describes how, why, when and where the community should build, rebuild and preserve.
- Displays information and research related to the Vision and Land Use (required) or other themes (optional) through text, images, maps, etc.
- Illustrates the land use and development principles that guide public decisions.
- Identifies implementable actions the Town can take to achieve the goals and vision of the Master Plan.
- Gives legitimacy to projects and regulations that implement the Master Plan's vision.
  - E.g. regulations that support the type of development the Town has prioritized, or that protect features the Town values.
  - Does NOT alter the normal process for approving capital projects or regulation.

### **The Master Plan and Regulations**

Adoption of a Master Plan is a prerequisite to almost all subsequent regulations.

- Zoning ordinance, Site Plan Regulations, Subdivision Regulations.

- Master Plan is not applied directly to individual projects.
- Instead, the Planning Board is tasked with developing a set of regulations that reflects the values laid out in the Master Plan.

Do think of the Plan as:

- The Town's vision.
- A living dynamic document.
- A guide for community growth.
- A guide for capital investment.

Don't Think of the Plan As:

- Regulations.
- A static document.
- Funding.
- A burden.

### **Updating the Master Plan**

- Data collection and analysis.
- Community vision, goals and objectives.
- Implementation.
- Monitoring.
- Amendments.

### **2002 Master Plan**

- Vision Statement and Policy Goals.
- Community Character.
  - Historic Resources.
  - Landscape and Scenic Areas.
  - Safety and Mobility.
  - Conservation.
- Natural Resources.
  - Land Conservation.
  - Water Quality.
  - Town Governance of Natural Resources.
- Town and Community Services.
  - Economic Development.
  - Delivery of Municipal Services.
  - Sense of Community/Recreation.
  - Roads.
  - Pedestrian Safety.
  - Schools.
  - Waste Disposal.
  - Communications.
  - Housing.
- Future Land Uses.

## **2022 Master Plan Timeline**

- June-July 2022: Review current Master Plan and outline updated Master Plan.
- August-December 2022: Outreach – Online engagement.
- July-December 2022: Outreach – Online survey.
- September 2022-January 2023: Outreach – Community charrette.
- December 2022-May 2023: Plan writing.
- May-June 2023: Final deliverables production and adoption.

## **Action Items**

- Report of 2002 implementation progress due in July.
  - SRPC will set up a Google form for Board members to provide status updates.
- Plan Outline.
  - Our scoping discussions indicated the goal is a short plan focused on goals and recommendations similar to 2002.
    - Goffstown is a more recent example.
    - Possibility of a storymap format?
  - Is there any content from 2002 (e.g. particular goals or sections) that you want to keep or build upon in this update?
- Any other local plans/studies/documents that need to be reviewed?
- Public notice and engagement – agenda development, master plan landing page? Sharing to social media?
- Other outreach ideas? SRPC doesn't have many picture of Strafford. Photo contest/submissions? Photo/map archives?
- Next meeting – July 7th? Work session a different week due to July 4 travel?

During the presentation, Charlie pointed out that a few people had reached out to him and expressed interest in being involved with the Master Plan preparation process. Charlie said that he forwarded the emails to James and asked if they were informed about this presentation. James indicated that they were not contacted. Charlie indicated that he would reach back out to them and would like to include some or all of the slides from the presentation with the email. James said that he would send the presentation to Charlie.

Following the presentation, the Board brainstormed ways to get the public involved in the master planning process. Terry suggested posting something on Facebook. Lynn indicated that it could be done by Terri Marsh in a way that doesn't allow comments. One method discussed included the members of the Board reaching out to people they know and asking them to pass the word on to their friends.

There was discussion about posting information regarding the Master Plan on the Town's website. Lynn indicated that she would talk with Terri Marsh about creating a landing on the website that users could be directed to. Charlie suggested putting the presentaton up there.

According to the master planning schedule, there are meetings planned for July and August. The dates and times for those meetings were scheduled to be held at the Town Hall.

- July 13, 2022 – Review items 13 (Report of implementation progress) and 14 (Outline new master plan with content to be retained).
- August 16, 2022 – Review draft survey.

There was discussion about mentioning the master planning process in the Community Calendar. Don Coker indicated that he would mention the upcoming dates in the next article.

There being no further discussion, the Board closed the Work Session in preparation for the 7:00PM regular meeting.