

**DRAFT – NO LEGAL VALUE**

**Planning Board Meeting Minutes**

**Location:** Strafford Town Hall Conference Room

**Date & Time:** April 11, 2024 6:30PM

**Voting Members Present:**

Phi Auger – Chairman  
Charlie Moreno  
Terry Hyland  
Don Clifford  
Lynn Sweet – Selectman Representative

**Non-Voting Members Present:**

Donald Coker – Alternate  
Susan Arnold – Alternate

**Others Present:**

Blair Haney, Strafford Regional Planning Commission, Regional Planner  
Robert Fletcher, Minutes Recorder

The Chairman, Phil Auger, called the meeting to order at 6:30PM and recognized Board members Charlie Moreno, Terry Hyland, Don Clifford, Donald Coker, and Susan Arnold as present.

**New Business**

**Case #24-001: Voluntary Merger (NH RSA 674: 39a) Kevin J. & Janet M. LeTarte, 91 Parshley Lane (Tax Map 12, Lot 44-4 and 44-5)**

Kevin LeTarte presented the merger request. Donald Coker asked if there was a current mortgage on either lot. Mr. LeTarte stated there was no lien on either lot and provided a mortgage discharge document which addressed both lots 44-4 and 44-5.

The Board had no further questions or comments, and the Chairmen asked for a motion to approve the lot merger, which was moved by Charlie Moreno, seconded by Don Clifford, and voted upon verbally in the affirmative by all voting Board members. The motion passed.

**Other Business**

The Chairman confirmed that Don Clifford had been sworn in as an elected Board member and welcomed him as an official voting member. The election of Board officers was tabled until the May meeting when Lynn Sweet, Selectman Representative, was expected to be present.

The Chairman noted the passage of one of the Ordinance definitions at the March 2024 Town Meeting, and the need for the Board to address several issues this year. The Board agreed that Bow Lake pollution and over development along the lake shoreline and in the immediate watershed should be a top priority, and included, as a minimum, fertilization reduction, septic system status/inventory, and enforcement of the Shoreland Water Quality Protection Act. Terry Hyland suggested addressing the

septic system inventory separately in 2025. Both Terry and Don Clifford emphasized the need to use social media to inform the community about taking action to protect Bow Lake before the ability to use the lake recreationally and property values are negatively impacted. The Master Plan Bow Lake subcommittee should lead efforts to draft procedures and policies and promote community involvement.

The Board reviewed the minutes for the March 7, 2024, Planning Board Meeting. Don Clifford made a motion to accept the minutes as written, which was seconded by Terry Hyland and voted upon verbally in the affirmative by all voting Board members present who attended the March 7<sup>th</sup> Planning Board Meeting. The motion passed.

The Chairman addressed the need to reformat the Town's single document for Zoning and Land Use Ordinances, Subdivision Regulations, Non-Residential Site Plan Regulations, and Building Regulations. Consideration was given to separating the document into individual Zoning and Subdivision Regulation documents to facilitate quick reference and reduce confusion. Reformatting and reorganizing the document should not require public hearing or town vote if the content is not modified. Additional suggestions were made to:

- Combine all definitions and place in either the front or back of the documents.
- Expand the Table of Contents.
- Improve and expand Indexing.
- Simplify Section numbering.
- Enhance understanding with visual descriptions/drawings.
- Incorporate process or steps to follow for specific applications.
- Enhance digital version with index and subject links.

The Chairman noted several Sections in the current document that needed to be addressed.

Non-Residential Site Plan Regulations:

3.2.2 Requirements. Include the need for professionally drawn plans unless waived.

3.2.2-I Telecommunications Facilities. Should be removed as this predates the current cell tower ordinance and is addressed elsewhere in the document.

Building Regulations:

4.1.4 Sewerage. Require installation of only year-round septic systems.

4.2 and 4.3. Both sections are motions which need to be confirmed as regulatory or removed.

4.4.7-2c 100 Year Flood Elevation Determination. Reference to recreational vehicles could be included in an Ordinance addressing RVs.

4.4.8 Definition of Terms. Review and determine proper location in document.

General comment: Is this Chapter necessary, or are all requirements covered in Building Codes?

Stormwater Management Regulations:

Should this apply to all lots of record, not just new lots?

5.2 Applicability. Change to 10,000 square feet of disturbed ground versus 20,000 square feet?

5.4 Stormwater Management Requirements. Include non-conforming lots?

Scenic Roads Ordinance:

Should road agent be authorized to carry out the review of tree removal and trimming by utility or homeowner verses the Planning Board?

Related Planning and Zoning Statues:

Update or remove?

The Board asked Blair Haney to confirm notice, hearing and/or voting requirements for any reformatting, additions, or deletions to current Chapters addressed above.

The Chairman addressed the need to establish third-party review consultants who are available to advise the Board on environmental, wetland, and engineering issues.

Terry Hyland suggested providing social media updates regarding approved projects, such as the cell tower construction, to better inform the community.

There being no further business before the Board, Charlie Moreno made a motion to adjourn, which was seconded by Terry Hyland. The Board voted unanimously in favor, and the meeting adjourned at 8:00PM.

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