

Planning Board Meeting Minutes

Location: Strafford Town Hall Conference Room

Date & Time: May 9, 2024 6:30PM

Voting Members Present:

Phil Auger – Chairman
Charlie Moreno – Vice Chairman
Terry Hyland
Don Clifford

Non-Voting Members Present:

Susan Arnold – Alternate
Sue Higgins - 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 6:32PM, recognized Board members Charlie Moreno, Terry Hyland, Don Clifford, and Susan Arnold as present. He also recognized as present Blair Haney and Robert Fletcher.

The Chairman indicated that the Board needed to elect officers and appoint alternate members. Charlie Moreno made a motion to elect Phil Auger as Chairman, which was seconded by Don Clifford and voted upon verbally in the affirmative. The motion passed. Don Clifford made a motion to elect Charlie Moreno as Vice-Chairman, which was seconded by Terry Hyland and voted upon verbally in the affirmative. The motion passed.

Sue Higgins expressed a desire to be an alternate member. She is an insurance fraud investigator, president of the grange, trustee of the church, and a member of the Bow Lake Camp Owners Association. She has a master's in criminal justice and chairs the Master Plan Bow Lake subcommittee. Don Clifford made a motion to appoint Susan Arnold and Sue Higgins as Alternate Board members, which was seconded by Charlie Moreno and voted upon verbally in the affirmative. The motion passed.

Continuing Business

The Board previously identified the need to establish third-party review consultants who are available to advise the Board on environmental, wetland, and engineering issues. The Chairman noted receipt of two Scope of Service contracts; 1) Marc Jacobs, wetland/soil scientist, and 2) Altus Engineering, site monitoring and engineering services. These consultants will be available on an "as needed" basis for complex projects with fees only billed for each project and paid by the applicant. Charlie Moreno made a motion to accept Marc Jacobs' Letter of Agreement for Professional Services, dated April 26, 2024, which was seconded by Don Clifford and voted upon verbally in the affirmative by all voting Board members. The motion passed. Don Clifford made a motion to accept Altus Engineering Letter of Agreement for Professional Services, dated May 3, 2024, which was seconded by Charlie Moreno and voted upon verbally in the affirmative by all voting Board members. The motion passed.

Other Business

Master Plan Sub-Committees. The Chairman stated that Sub-Committee members and chairs have been contacting the Board of Selectmen with questions and comments. The Sub-Committees need to address issues and concerns with the Planning Board. All the subcommittees will meet on May 21st. Charlie Moreno stated that the Natural Resources & Land Use subcommittee is not addressing land conservation nor identifying buildable areas. The Chairman indicated that the subcommittee is in fact engaged on this issue and is working on an interactive Natural Resources Inventory (NRI). He will forward NRI examples to the Board members for review. Terry Hyland suggested that population projections in the Master Plan would be useful in determining future land use. Charlie Moreno mentioned the need to address the option of single dwellings on large blocks of land or residential clusters to allow land conservation. Landowner compensation for Transfer Development Rights associated with direct land conservation complicates any efforts in this regard.

KOA Campground, 2nd Crown Point Road. The Chairman asked if any Board member recalled discussion about the campground. Terry Hyland remembered addressing the need for an updated site plan due to the growth of the campground. No one remembered the presentation of a complaint, and there is no record of a letter from the Town to the campground to address this. The Chairman will work with Blair Haney to draft an invitation to the campground to meet with the Board.

Prior meeting minutes. The Board reviewed the minutes of the April 11, 2024 Planning Board Meeting. Charlie Moreno made a motion to accept the minutes as written, which were seconded by Don Clifford and voted upon verbally in the affirmative by all voting Board members present who attended the April 11th Meeting.

Zoning and Subdivision Regulations. The Chairman indicated that he forwarded to each Board member separated sections of the regulations, which will allow a less complicated review and update. Compiling a separate section for definitions will require definition “headers” for some definitions that only apply to a specific regulation. Blair Haney suggested a reorganization that eliminates the numbering system, which is very cumbersome and confusing. The Chairman recommended Gilmanton, Andover, or Moultonborough publications as examples for the Board to review. An accurate and complete table of contents and index are critical for quick regulation reference. Any version or update of the regulations must be marked as a draft. The initial task is to reorganize the document without any changes to content.

Definition of Major Subdivision. The Chairman indicated the need to establish when a subsequent subdivision of a previously approved subdivision must be considered a major subdivision. According to the Town attorney, there is no RSA addresses this, and the Board can determine what “look back” time frame to use. Liz Evans suggested the date in 1979 when the Town tax maps were developed. The Board agreed that whatever date was selected, they would need to be consistent in its use when warranted.

Accessory Dwelling Unit (ADU). The Master Plan indicates the need for review of the maximum square footage of an ADU to facilitate an opportunity for additional affordable housing in Strafford. This is a

zoning regulation that would require a Town vote to change. There was also concern regarding the approval of an adequate septic system or installation of such a system for ADU approval. Sue Higgins noted a State RSA that requires installation; however, the zoning regulation only requires an approved system for ADU approval. System installation is a function of code enforcement.

Class VI and Private Road Building Policy. Blair Haney received a inquiry regarding this policy, and was only in possession of a draft from the Selectman. The Chairman indicated that the Selectman recently approved a new policy which he will forward to Blair and the Board members.

There being no further business before the Board, Charlie Moreno made a motion to adjourn the meeting, which was seconded by Terry Hyland. The Board voted unanimously in favor, and the meeting adjourned at 7:41PM.