

## Planning Board Meeting/Work Session Minutes

**Location:** Strafford Town Hall Conference Room

**Date & Time:** June 6, 2024 6:30PM

**Voting Members Present:**

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

**Alternate Members Present:**

Donald Coker – Alternate  
Susan Arnold – Alternate  
Sue Higgins - Alternate

**Others Present:**

Robert Fletcher, Minutes Recorder

The Chairman, Phil Auger, called the meeting to order at 6:35PM, and recognized Board members Charlie Moreno, Terry Hyland, Don Clifford, Lynn Sweet, Susan Arnold, Donald Coker, and Sue Higgins as present. He also recognized as present Robert Fletcher.

### **Other Business**

The Board reviewed the minutes of the May 9, 2024 Planning Board Meeting. Charlie Moreno made a motion to accept the minutes as written, which was seconded by Don Clifford and voted upon verbally in the affirmative by all voting Board members present who attended the May 9<sup>th</sup> Planning Board Meeting.

### **Work Session**

**Minor and Major Subdivision Regulation Review.** The Board is addressing a separation and update of the Town's definition of Major and Minor Subdivisions. The Chairman provided examples from other towns as a starting point for discussion. He noted that Strafford's regulation does not specifically indicate when a subsequent subdivision of a prior subdivision should be considered a major subdivision. The Town attorney has recommended establishing a "look-back" period to determine when to consider further subdivision of a prior subdivision to be a major subdivision, which would require two meetings for Board review instead of one meeting prior to approval in addition to a design review required for a major subdivision.

The Board briefly reviewed the minor and major subdivision definitions for Pembroke, Bennington, Canaan, Eaton, Candia, and Sugar Hill. They agreed that Sugar Hill, although quite lengthy, would be a good example to pare down, and that a firm look-back period needed to be established. The Board discussed use of the following to define a firm date for a look-back period:

- Town Tax Map creation date in 1979.
- Deed registration date for the prior subdivision.
- Date of zoning change for two-acre minimum lot.

The Board also discussed the definition of minor and major subdivisions.

- Minor subdivision – less than four lots including the original lot, unless a new street is needed, which would require a major subdivision application.
- Major subdivision – four or more lots including the original lot, and/or prior subdivision lots established within the look-back period.

The Chairman indicated he would draft minor and major subdivision definitions and forward them to Board members for review and editing in preparation for further discussion at the July meeting.

### **Other Discussion**

East Overlay Cell Tower Construction. A non-abutter to the property used for the cell tower lodged a complaint with the Town regarding lack of notification about the cell tower construction. The Board discussed the need to cast a wider net to notify residents of major projects. There were concerns about how to define reasonable notification parameters beyond legal abutter and Board meeting/public hearing notice, and use of Town publications and social media.

New Business – Electric Bike Sales. Business appears to be up and running but has not obtained Board approval to operate. Blair Haney will need to send a notice to the business to appear before the Board.

KOA Campground. Owner needs to appear before the Board to address any changes to operation since initial approval to operate.

KRJ Subdivision – Webber Rd. Applicant received a wetland permit, and the Chairman will be reviewing conservation deed restriction.

Zoning and Subdivision Regulations Edits. The Chairman continues to separate and reformat the Zoning and Subdivision Regulations, and will need help developing an index.

Natural Resource Inventory. An interactive “story book” inventory needs to be developed. The Stoddard inventory is an excellent example of the type of story book to use.

Class VI and Private Road Building Policy. The Chairman will send the draft of this policy to all Board members in preparation for review at the next meeting.

Meg Herndon, a member of the Master Plan Design Standards Sub-Committee, attended the meeting, expressed an interest in the functions of the Planning Board, and possibly becoming an alternate Board member.

There being no further business before the Board, Charlie Moreno made a motion to adjourn the meeting, which was seconded by Lynn Sweet. The Board voted unanimously in favor, and the meeting/work session adjourned at 7:42PM.