

# Planning Board Meeting Minutes

**Location:** Strafford Town Hall Conference Room

**Date & Time:** July 11, 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  
Susan Arnold  
Sue Higgins

**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, Lynn Sweet, Susan Arnold, Donald Coker, and Sue Higgins as present. He also recognized as present Blair Haney and Robert Fletcher.

**Preliminary Consultations**

Ted and Elaine White, Whitehouse Early Learning Center, 352 Province Rd, Map 8, Lot 75. The Chairman recognized Elaine White as present and asked her to address the plan for her business. She stated that they planned to add a 12-foot by 17-foot room on the back of the residence to allow more space to accommodate up to 36 children currently approved by the Town for their daycare business established in 2009. In advance of the meeting, she had provided a copy of the State of New Hampshire Child Care Program License (dated 1-1-2024 to 12-31-2026) and a hand-drawn schematic of the existing residence which included the proposed location of the addition. They are not asking to expand the business beyond 36 children, but just adding more floor space.

The Chairman noted two concerns regarding this proposal:

- The owner’s belief that the Town authorized the business to operate with a maximum of 36 children at a Planning Board meeting in 2019.
- The lack of an engineered plan to delineate the location of the existing structure/addition and all the other features normally depicted on a site plan. He asked Elaine if she remembered when previously addressing the parking lot expansion with the Board that any further business changes or improvements would require an engineered site plan. She indicated that she remembered that requirement.

The Board referred to the minutes of the 2019 meeting which indicated Planning Board approval for a maximum of 34 children, and a 2019 Fire Department Compliance Report signed by Chief Whitehouse which also indicated a maximum of 34 children. The Board also noted that the State of New Hampshire Child Care Program License indicated a maximum of 34 children. Mrs. White indicated that

with the added square footage of the addition, she expected the State would approve a maximum of 36 children. The Chairman stated that any motion for approval of an addition which would result in an increase in the maximum number of children would require submission of a site plan. Elaine stated that she would not be able to pay for a site plan just to increase the maximum number of children to 36. The Board determined that with no change to the business as currently approved, the addition would not require Planning Board approval.

Blair Haney suggested the Board consider a motion to issue a Determination of Process letter to the Whites indicating the actions necessary for future changes to the business. Lynn Sweet made a motion to send the letter, drawn up by Blair Haney, to Ted and Elaine White outlining the need for engineered site plans to make changes to their business, such as an increase in the Town approved number of children, but may move forward with the addition upon receipt of a building permit if the business continues to operate with a maximum of 34 children. Don Clifford seconded the motion, which was voted upon verbally in the affirmative by all voting Board members. The motion passed.

Jamie Clavet, Home-based business for Massage Therapy, 45 Barberry Lane, Map 36, Lot 20.

Jamie Clavet stated that she is currently employed as a massage therapist but wants to establish a massage therapy business in her home to supplement her income. She plans to see one client at a time, will not need to expand the residence, and has adequate off-street parking space. She is licensed and insured.

Donald Coker asked if the driveway was wide enough to handle vehicles entering and exiting at the same time. Jamie indicated the initial entry to the driveway from the street was only one car wide, but there was area near the house to turn around with four spaces to park. A bathroom near the kitchen will be available for customers, and she is only accepting clients when her children are not present. Her letter to the Planning Board adequately addressed the business operation; however, the Chairman noted that there are Town limitations on visible business signage. He indicated that he will send her a letter of approval to allow operation of an in-home business.

### **Other Discussion**

Major and Minor Subdivision Definitions. The Board discussed and modified draft definitions to the following:

- A. Subdivision Definition:** The cumulative division of a lot of record into two (2) or more lots beginning January 1, 1979 to the present based on records at the Strafford County Registry of Deeds.
  - 1. Major Subdivision** - The cumulative division of a lot of record into four (4) or more lots.
  - 2. Minor Subdivision** – The cumulative division of a lot of record into no more than three (3) lots which do not require the creation of new streets.

Ordinance and Land Use Table of Contents Format. Blair Haney provided an example of three format options. The Board reviewed and discussed each of the options and determined the Nottingham example to be the best option to be expanded into a functional Table of Contents. It was suggested that it should include reference to an index and regulatory enforcement.

Accessory Dwelling Units (ADU). The Board discussed if an ADU should only be allowed as an accessory to a current primary residence, and not in advance of primary residence construction. Ownership of the residence and ADU is also an important consideration. The Board did not reach a consensus.

Town Department Meeting. Lynn Sweet will coordinate efforts to schedule a meeting in September.

Electric Bike Sales. A notice to appear before the Board was sent. The sign by the road has been removed.

KOA Campground. Blair Haney spoke to the former owner of the property who now manages the property and requested their appearance before the Board to discuss current operations.

State of New Hampshire Regulation Changes. Blair Haney outlined some of the recent State legislation presented to the Governor for signature.

- Accessory Dwelling Units.
- Multi-family unit sprinkler requirements.
- Residential driveway approval timing.
- Town legislative body empowered by the Town to make zoning changes.

Class VI and Private Road Building Policy. Tabled until the next meeting.

### **Other Business**

The Board reviewed the minutes of the June 6, 2024 Planning Board Meeting. Lynn Sweet made a motion to accept the minutes as written, which was seconded by Donald Coker and voted upon verbally in the affirmative by all voting Board members present who attended the June 6<sup>th</sup> Planning Board Meeting.

There being no further business before the Board, Lynn Sweet made a motion to adjourn the meeting, which was seconded by Donald Coker. The Board voted unanimously in favor, and the meeting adjourned at 8:24PM.