

**DRAFT – NO LEGAL VALUE**

**Planning Board Meeting Minutes**

**Location:** Strafford Town Hall Conference Room

**Date & Time:** October 3, 2024 6:30PM

**Members Present:**

Phil Auger – Chairman  
Charlie Moreno – Vice Chairman  
Terry Hyland  
Lynn Sweet – Selectman Representative

**Alternate Members Present:**

Donald Coker  
Susan Arnold  
Sue Higgins

**Others Present:**

Owen Corcoran, Strafford Regional Planning Commission, Regional Planner  
Robert Fletcher, Minutes Recorder

The Chairman, Phil Auger, called the meeting to order at 6:30PM, recognized Board members Charlie Moreno, Terry Hyland, Lynn Sweet, Donald Coker, and Sue Higgins as present. He also recognized as present Owen Corcoran and Robert Fletcher. Susan Arnold arrived just after the Board introductions.

**Continuing Business**

**Case 24-002, Subdivision Application – Trademark Homes LLC, 2-lot subdivision, 174 Tasker Hill Road and Water Street (Tax Map 3, Lot 14-1)**

The Chairman recused himself and appointed Vice Chairman, Charlie Moreno, as Chairman to preside. Mr. Moreno appointed Susan Arnold as a voting Board member. He indicated that the applicant requested a continuation prior to the meeting; however, before addressing a continuation, he suggested that the Board consider a site visit to provide a better understanding of the property features. The Chairman called for a motion to schedule a site visit, which was so moved by Susan Arnold, seconded by Terry Hyland, and voted upon verbally in the affirmative by all voting Board members. The motion passed. The Board scheduled the site visit for October 16, 2024 at 5:00PM at the Water Street property frontage. Lynn Sweet made a motion for the continuance of the application to the November 7, 2024 meeting, which was seconded by Terry Hyland, and voted upon verbally in the affirmative by all voting Board members. The motion passed.

Phil Auger resumed Chairman duties, and Susan Arnold returned to alternate member status. The Chairman appointed Donald Coker as a voting member.

**New Business**

**Case 24-003, Lot Line Adjustment – Clairwood Family Trust, 533 & 517 First Crown Point Road (Tax Map 19, Lots 55 & 55-2)**

Daniel O’Lone of Berry Surveying and Engineering, representative for the applicant, presented the lot line adjustment proposal. The Lot 55 owner of record, Patricia Fabian, passed away, and her son,

Steven Fabian, is handling her estate. Lot 55-2 is owned by the Clairwood Family Trust. Prior subdivisions in 2006 and 2016 to create these lots were approved by the Planning Board. Both parties wish to revise the boundary lines between the two properties to create two more regularly shaped lots; reducing Lot 55 from 11.58 acres to 9.13 acres and increasing Lot 55-2 from 2.86 acres to 5.31 acres.

The applicant is requesting several waivers to the Subdivision Plan Checklist as follows:

- Natural Features (exposed ledge, floodplain statement, and perc test data). The location and delineation of these features would not produce any pertinent data beyond that provided during the prior subdivisions.
- Physical Features (topographic contours and elevations). Both lots are currently developed, and each will be over five acres in size.
- Setback Lines (building and septic). Both lots are currently developed, and the location and delineation of these features would not produce any pertinent data. Current setbacks are indicated in Note #5 on the proposed plan.

Charlie Moreno noted that the lot line adjustment results in Lot 55-2 size increase to over five acres and the proposed Lot 55 is over-sized anyway, so the waiver requests are reasonable. Lynn Sweet made a motion to accept the waivers, which was seconded by Donald Coker and voted upon verbally in the affirmative by all voting Board members. The motion passed.

The Board confirmed with Owen Corcoran that the Plan Checklist was complete. Lynn Sweet requested the Plan include a note that no cemeteries were located on the lots, and the Chairman asked for the new lot line to be delineated on the property with boundary markers or blazing, as appropriate. Mr. O'Lone indicated that he would comply with each of the requests. Lynn Sweet made a motion to accept the Plan as presented, which was seconded by Terry Hyland and voted upon verbally in the affirmative by all voting Board members. The motion passed.

Lynn Sweet made a motion to approve the Plan as presented with the cemetery note and lot line blazing, which was seconded by Donald Coker and voted upon verbally in the affirmative by all voting Board members. The motion passed.

### **Other Business**

Class VI Road Policy. The Chairman asked Lynn Sweet if the Selectmen had previously accepted the Class VI Road Policy that had been developed by the planning board in 2021. Lynn did not recall if there was an updated policy on record, but would check with Ellen White. The Board possessed two versions of a proposed policy; one revised July 19, 2021 and another indicated as "Draft". The Board was in favor of reviewing and editing the July 19, 2021 version. Susan Arnold suggested modifying the Statement of Purpose to include land conservation and/or maintaining open-space, which reflects a Master Plan priority. Review of the document indicated it was not the latest version, and the Chairman tabled further review until the proper version is available.

KOA Campground. Owen Corcoran drafted a letter outlining a list of concerns regarding operation of the campground for the Selectmen to review and send to the KOA Campground attorney. Lynn Sweet indicated that Mr. Corcoran, the Selectmen, and building inspectors are scheduled to meet this month to finalize the letter which will be reviewed by the Town Attorney. Susan Arnold suggested beginning

the letter with the purpose or need for the letter, and Sue Higgins noted the need for language that does not limit further Town inquiries. The Chairman stated that the Board's role in this process was complete as it was now up to the Selectmen to proceed.

Natural Resources. The Chairman stated that the Master Plan committee is looking into obtaining cost estimates for developing a natural resource inventory, which is a Planning Board project. The cost will need to be submitted for inclusion in the Town budget.

The Board briefly discussed the financial support of the committees formed to assist with actions to achieve Master Plan goals. Lynn Sweet stated that the committees were not sub-committees of the Planning Board, and as such, could not request funds through the Town budget. They would have to submit a warrant article by petition to the Selectmen for funds to be appropriated by Town vote. Committees could apply for grants, but may need tax-exempt status to qualify. The Green Committee has been granted a different status, because they can operate under authority of the Town "Energy Committee" previously created by Town meeting vote. The remaining committees do have the option of submitting a warrant article by petition for Town vote to obtain authority as an official Town committee. Planning Board members working with the Master Plan committees will provide them with this information at their next meetings.

The Board reviewed the minutes of the September 5, 2024 Planning Board Meeting. Charlie Moreno had two corrections to who made specific statements during the Searing home-based business inquiry. Lynn Sweet made a motion to accept the minutes as written and corrected, which was seconded by Charlie Moreno and voted upon verbally in the affirmative by all voting Board members present who attended the September 5<sup>th</sup> Planning Board Meeting. The motion passed.

There being no further business before the Board, Donald Coker made a motion to adjourn the meeting, which was seconded by Charlie Moreno. The Board voted unanimously in favor, and the meeting adjourned at 8:45PM.