

## **Planning Board Meeting Minutes**

**Location:** Strafford Town Hall Conference Room

**Date & Time:** June 5, 2025 6:30PM

**Members Present:**

Phil Auger – Chair  
Charlie Moreno – Vice Chair  
Don Clifford  
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 Chair, Phil Auger, called the meeting to order at 6:30PM and recognized Board members Charlie Moreno, Don Clifford, Lynn Sweet, Donald Coker, Susan Arnold, and Sue Higgins as present. He also recognized as present Owen Corcoran and Robert Fletcher.

The Chair indicated that no new or continuing business needed to be addressed by the Board.

**Other Business**

The Chair appointed Sue Higgins as a voting Board member to replace Terry Hyland.

The Board reviewed the minutes of the May 1, 2025 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 1<sup>st</sup> Planning Board Meeting. The motion passed.

**Election of Board Officers**

Charlie Moreno made a motion to elect Phil Auger as Chair, which was seconded by Lynn Sweet and voted upon verbally in the affirmative by all voting Board members. The motion passed.

Don Clifford made a motion to elect Charlie Moreno as Vice-Chair, which was seconded by Lynn Sweet and voted upon verbally in the affirmative by all voting Board members. The motion passed.

**Rules and Procedures Revision**

The Chair stated that both he and Owen Corcoran reviewed the current Planning Board Rules and Procedures. The Board discussed the update or revision of the following rules:

- Update the election of Board members by Town vote rather than appointment by the Selectmen.
- Clarify the maximum number of alternates, who will appoint them, and when they are allowed to participate in discussions or deliberations.

- Clarify member residency requirement and membership removal for missed meetings/public hearings.
- Remove Secretary as an officer and replace all reference to a Board Secretary with an appropriate designee.
- Modify typical meeting order of business.
- Clarify member voting on motions.
- Clarify the application checklist completion process and when the Board will allow an application to be addressed.
- Revise time for new business to be heard and latest time for adjournment.
- Develop Preliminary Consultation and Design Review procedures to replace the Preliminary Review section.
- Clarify Applications for Subdivision and Site Plan Review section.
- Add posting to Town Website in the Notice section.
- Clarify Board alternate participation during public hearings.
- Modify reference to Chairman/Vice-Chairman to Chair/Vice-Chair.
- Clarify who may make a motion for reconsideration of approval or disapproval of an application.

#### Calculation of Buildable Area

Owen Corcoran provided examples from other New Hampshire towns. After a brief discussion, the Chair recommended tabling discussion until a later meeting, which will allow time for Board members review.

#### Non-Conforming Uses

Owen Corcoran indicated that there was a difference of opinion on interpretation of the regulation regarding an applicant before the Zoning Board of Adjustment which resulted in a request for a variance when a special exception was warranted. As a result, the applicant, due to the denial of a variance, needed to reapply for a special exception. A modification of the regulation may prevent this problem in the future. The board was provided copies of suggested changes from four years ago that did not get approved by the town.

#### Joint Board Meeting

Each Board needs to determine possible dates to have a meeting. The planning board expressed interest in exploring this more and suggested that the planner offer that as a suggestion to applicants and the boards.

#### State Zoning Legislative Update

Owen Corcoran provided a list indicating updates under consideration or ready for Governor review.

#### July Meeting Date

The July Planning Board meeting will be on July 10<sup>th</sup> at 6:30PM.

There being no further business before the Board, Don Clifford made a motion to adjourn the meeting, which was seconded by Lynn Sweet. The Board voted unanimously in favor, and the meeting adjourned at 8:30PM.