

## **Planning Board Work Session Minutes**

**Location:** Strafford Town Hall Conference Room

**Date & Time:** December 16, 2025 6:30PM

**Members Present:**

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

**Alternate Members Present:**

Donald Coker  
Susan Arnold

**Others Present:**

Jen Czysz, Strafford Regional Planning Commission, Executive Director

The Chair, Phil Auger, called the Work Session to order at 6:30PM and recognized Board members Charlie Moreno, Terry Hyland, Don Clifford, Donald Coker, and Susan Arnold as present. He also recognized as present Jen Czysz and asked her to address the ordinance, subdivision regulations, and non-residential site plan regulations amendments to be discussed.

### **Statutorily Mandated Zoning Amendments**

Article 1.4.1D, Minimum Land Area. The Board had no changes to the proposed wording.

Article 1.4.1K, Accessory Dwelling Unit (ADU). This article is most easily addressed by a “repeal and replace” method to incorporate the mandated changes. The Board reviewed and discussed the proposed wording and agreed to modify the wording of Section 3, Criteria for Approval, paragraph a.

Definitions: Article 1.14.25, Accessory Dwelling Unit; Article 1.14.2, Accessory Dwelling Unit, Attached; and Article 1.14.27, Accessory Dwelling Unit, Detached. The Board had no changes to the proposed wording.

Article 1.6, In Home Child Care Facilities. This is a new zoning article and will require all subsequent articles to be renumbered. The Board agreed that a definition of In Home Child Care needs to be added to the ordinance and should include both family and group childcare programs. They also agreed to including “not subject to a site plan review” under the requirement for a conditional use permit and the applicant providing information to confirm compliance including a narrative description, photos and/or map of the site. They also revised the parking requirements in paragraph D to include non-family parking.

### **Non-Mandated Zoning Amendments**

Article 1.7.1, Non-Conforming Use, Lot or Structure. The Board reorganized paragraph 1 into two paragraphs, renumbered the remaining paragraphs, and had no additional changes.

Definitions: Article 1.14.7, Non-Conforming Use. The Board corrected the misuse of a word in the definition.

### **Subdivision Regulation Amendments, Chapter 2.0**

Section 2.6.17, Active and Substantial Completion. The Board had no changes to the proposed wording.

### **Non-Residential Site Plan Amendments, Chapter 3.0**

Section 3.2.2I, Telecommunications Facilities. The Board had no changes to the proposed wording.

Section 3.2.3C, Active and Substantial Completion. The Board had no changes to the proposed wording.

### **Other Discussion**

January Planning Board Meeting Date. The Board noted that the next planning board meeting would fall on Thursday January 1<sup>st</sup>. Charlie Moreno made a motion to hold the January Planning Board meeting on January 8, 2026 at 6:30PM which was seconded by Don Clifford and voted upon verbally in the affirmative by all voting Board members. The motion passed.

Public Hearing. The Board agreed to hold a public hearing on the proposed zoning and subdivision regulations, pending facility availability, on January 6, 2026 at 6:30PM with an alternate date of January 13, 2026.

Conservation Design. The Chair raised the issue of whether or not the board should also consider the economic viability of a yield plan used to determine the number of lots permitted under the Strafford Conservation Design ordinance. This would require additional wording and clarification. The board discussed it briefly and the consensus was that it would be indefensible.

Per the request of Jen Czysz, Charlie Moreno made a motion to send the edited versions of the zoning amendments, subdivision regulation amendments, and the non-residential site plan regulation amendments for legal review which was seconded by Terry Hyland and voted upon verbally in the affirmative by all voting Board members. The motion passed.

Per the request of Jen Czysz, Charlie Moreno made a motion to schedule a public hearing for either January 6 or January 13, 2026 to address the legally reviewed zoning amendments which was seconded by Terry Hyland and voted upon verbally in the affirmative by all voting Board members. The motion passed.

There being no further business before the Board, Charlie Moreno made a motion to adjourn the work session which was seconded by Terry Hyland. The Board voted unanimously in favor, and the meeting adjourned at 8:18PM.

Minutes prepared by Robert Fletcher.