Planning Board Meeting Minutes

Location: Strafford Town Hall Conference Room

Date & Time: June 4, 2026 6:30PM

Members Present:
Phil Auger – Chair
Charlie Moreno – Vice-Chair
Terry Hyland
Don Clifford
Lynn Sweet – Selectman Representative

Alternate Members Present:
Susan Arnold
Sue Higgins

Others Present:
Jen Czysz, Strafford Regional Planning Commission, Executive Director
Lisa Wise, Strafford Regional Planning Commission, Senior Regional Planner
Robert Fletcher, Minutes Recorder

The Chair, Phil Auger, called the meeting to order at 6:30PM and recognized Board members Charlie Moreno, Terry Hyland, Don Clifford, Lynn Sweet, Susan Arnold, and Sue Higgins as present. He also recognized as present Jen Czysz, Lisa Wise, and Robert Fletcher.

General Public Comment
The Chair noted that no public attendees were present.

Continuing or New Business

The Chair indicated that no continuing or new business was to be presented to the Board.

Other Business

Rules of Procedure: The Board discussed the latest draft of the proposed Planning Board Rules of Procedure as follows:

- Board members questioned the need for Findings of Fact Planning Board application decision requirement to be mentioned in the Rules of Procedure. It was noted that, in the draft, paragraph 3 of Section J, Decisions contained sufficient reference to Findings of Fact.
- Section B, Members and Alternates, Paragraph 4. Lisa Wise noted the need to add RAS 673:1.3 to the end of paragraph 4.
- Section C, Officers, replace reference to Chairperson and Vice-Chairperson with Chair and Vice-Chair.
- Section I, Public Hearings, paragraphs 4 and 8 capitalize chair.
- Section M, Joint Meetings and Hearings, paragraph 2 replace chairmen with Chairs.
- Lynn Sweet questioned the need to include reference to address escrow accounts. The Board agreed that it should be included in the Application Checklist and added as Paragraph 6 in Section F, Applications for Subdivision and Site Plan Review, of the Rules of Procedure.

There being no further suggestions or changes to the draft, the Chair called for a motion to approve the draft Rules of Procedure as amended which was so moved by Lynn Sweet, seconded by Charlie Moreno, and voted upon verbally in the affirmative by all voting Board members. The motion passed.

The Chair addressed items for the Board to consider as follows:

- Definition of buildable area. The majority of Board members did not see a need to change the current regulation.
- Move the Conservation Zoning Ordinance into the Subdivision Regulation. Jen Czysz noted that Conservation Subdivisions are enabled in RSA 674:21 which is within the zoning statutes and the Planning Board is given authority to implement a conservation development through the subdivision application process. Moving this to the subdivision regulation would remove the Planning Board authority granted by zoning regulation to modify stated zoning ordinance requirements for a conservation development. The majority of Board members did not see a need to make this change.
- Data Center Development. The Board agreed that this needed to be addressed based on the recent issue in Nottingham. Currently, a commercial development such as this could be approved by Special Exception. Susan Arnold suggested developing limitations of scale as opposed to function which would address excessive use of energy and water, potential environmental impact, facility size, etc. The Chair suggested contacting other municipalities that have dealt with this issue to obtain samples of their regulations regarding data centers.
- Reformat Subdivision Regulation. Lisa Wise volunteered to help the Chair with this project.

The Board reviewed the minutes of the May 7, 2026 Planning Board Meeting. Lynn Sweet 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. The motion passed.

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

Minutes Prepared by Robert Fletcher