October 1, 2026
Planning Board Meeting Minutes

Location: Strafford Town Hall Conference Room
Date & Time: October 1, 2026, 6:30PM **Members**
Present:
Phil Auger – Chair
Terry Hyland
Don Clifford
Lynn Sweet, Selectmen's Rep

Alternate Members Present:
Donald Coker
Sue Higgins Susan
Arnold **Others**
Present:
Lisa Wise, Strafford Regional Planning Commission (SPRC), Regional Planner
Todd Crabtree, Recorder
The Chair, Phil Auger, called the meeting to order at 6:30 pm and reviewed meeting procedures. The November Planning Board meeting will be held on Thursday, November 5, 2026. The closing date for new applications to appear on the agenda for the regular November meeting will be 5:00 PM, Thursday, October 15, 2026. Revised applications for projects already under review must be submitted by Tuesday, October 27 for the November meeting. He recognized Board members Don Clifford, Sue Higgins, Donald Coker, Susan Arnold, Terry Hyland, Lynn Sweet. The Chair asked alternate Sue Higgins to serve as a voting member.

General Public Comment: The Chair asked the public attendees if there were any comments or questions that were unrelated to the items on the agenda. There were NONE.

Continuing Business: NONE

New Business:
PB Case 26-009 Lot Line Adjustment: New Style Homes, Inc. (Tax Map 16, Lot 19), Strafford Road, and Richard Turner (Tax Map 16, Lot 4-7).
Mr. Robert Stowell of Tri-Tech engineering of Dover NH presented the application as follows: that a portion of an abutting lot owned by Richard Turner Tax map 16, Lot 4-7 would be added to the tax map 16, lot 19. Approximate area 0.687ac.

Lynn Sweet made a motion to accept the application as complete. The motion was seconded by Sue Higgins. The motion was voted upon verbally in the affirmative by all voting Board members. The application was accepted as complete.

The Board then discussed potential regional impact and determined that no regional impact review was required. Don Clifford made a motion finding the application does not pose a

regional impact. Sue Higgins seconded, and there was no further discussion. The motion was voted upon verbally in the affirmative by all voting Board members. The motion passed.

Discussion on the application:

Lynn Sweet mentioned section 2.5.5 Page 67 of the Strafford Zoning and Land Use Ordinances Subdivision Regulations Non-Residential Site Plan Regulations and Building Regulations.

Any application accepted by the Board for consideration for a minor subdivision; or that involves minor lot line adjustments; or boundary changes which do not create buildable lots; or proposals which do not involve creation of lots for building development purposes may be approved at the same meeting. All other applications require acceptance at one meeting and a public hearing at another meeting, prior to approval.

Seeing as the applicant was going to be presenting another application, if this lot line adjustment were to be accepted would be used to possibly create another building lot. Lisa Wise shared that her view was that the lot line adjustment itself does not change the number of lots; it would result in the subdivision of the lot being potentially feasible without the need for a variance.

Don Clifford discussed the new lot line configuration, and asked why it could not be a straight line in order to make the lot line cleaner vs. the proposed conjuration.
Mr. Stowell, commented that he had the lines come of perpendicular to the road (202A) and that Mr. Turner was happy with the configuration and most likely would not agree to the request.

The board further discussed that this was a straight forward lot line adjustment and no further discussion was had.

The Chair opened the public hearing. There was no discussion. The public hearing was closed.

Lynn Sweet made a motion to approve the Lot Line adjustment as presented with conditions.
Motion was seconded by Terry Hyland a Vote was taken 1 opposed (Don Clifford). 3 in the affirmative, Sue Higgins, Terry Highland, Lynn Sweet.

Lisa Wise reiterated the need to identify findings of fact and conditions.

Lynn Sweet revised the motion to include the following findings of facts and conditions on page 3 of the lot line adjustment staff report:

Finding of Fact:

1. Tax Map 16 Lots 19 and 4-7 are adjacent parcels, and the respective owners have agreed to transfer the acreage from Lot 4-7 to Lot 19.
2. The proposed lot line adjustment would alleviate the need for variances to subdivide lot 19.

Conditions of approval prior to the signing of plans:

1. Provide a three plan copies with all the professional seals and signatures and electronic submissions per regulation.
2. All fees paid, and escrow maintained if required.
3. Submit a certificate of monumentation ensuring all monumentation referenced on the plan have been accurately installed.

Motion was seconded by Sue Higgins. A vote was taken, Don Clifford, Sue Higgins, Terry Highland, Lynn Sweet all affirmative. The lot line adjustment was passed.

The following to be added to the Notice of Decision:
1. This approval in and of itself does not effectuate a change in lot line locations. Such approval merely constitutes recognition by the municipality that the lot configurations, as proposed, are in conformance with local land use regulations or are otherwise accepted with non-conformances. 2. The Planning Board requests that the applicant, upon recording the documents reflecting the conveyance with the registry of deeds, submit a copy of the transaction to the Planning Department, as well as advises the applicant to obtain consent from any lienholders on the properties, if applicable.

PB Case 26-010 Minor Subdivision (3 lots or fewer): New Style Homes, Inc, Strafford Road, 2-lot subdivision (Tax Map 16, Lot 19, if reconfigured by the proposed lot line adjustment)

Mr. Robert Stowell of Tri-Tech engineering presented the application as follows: upon the acceptance of the lot line adjustment PB Case 26-009, the applicant would like to propose the following Minor Subdivision.
The applicant is proposing a two-lot subdivision contingent on the approval of the lot line adjustment between Tax Map 16 Lot 19, owned by New Style Homes, Inc., and Tax Map 16, Lot 4-7, owned by Richard Turner (PB Case 2026-009). Pending the lot line adjustment, Map 16 Lot 19 will be 8.697 acres. A single- family home is under construction on the western side of the lot, with construction expected to be completed by end of September. This home is proposed to remain on Lot 19, with 19-1 being a new buildable lot on the eastern side of the parcel.

The application proposes to create two lots – Lot 19: 5.291 acres, with 2.102 acres net suitable area, 2.068 of which is contiguous buildable; Lot 19-1: 3.406 acres, with 2.020 acres net suitable area, 1.631 acres of which is contiguous buildable. Both lots will have adequate frontage.
Lynn Sweet made a motion to accept the application as complete. The motion was seconded by Sue Higgins. The motion was voted upon verbally in the affirmative by all voting Board members. The application was accepted as complete.

The Board then discussed potential regional impact and determined that no regional impact review was required. Don Clifford made a motion finding the application does not pose a regional impact. Lynn Sweet seconded, and there was no further discussion. The motion was voted upon verbally in the affirmative by all voting Board members. The motion passed.

Discussion on the application:

The Board discussed the Steep slopes and the calculation of the contiguous uplands. Mr. Stowell outlined the areas used in the 60% calculations.
Also discussed was the application to NHDOT for the driveway cut off 202A. Mr. Stowell shared the future driveway configuration for Lot 19-1 that was submitted to NHDOT.

Lynn Sweet suggested that we have our wetland scientist review the applicant's wetland delineation. It was agreed to move forward with the third party review and that the escrow be set up with the applicant. Lisa Wise provide the escrow sheet and Phil Auger was going to get the information on how much to be placed in escrow.

Don Clifford requested to set time aside to do a site walk. It was discussed and agreed that the board wanted to wait to hear from the third party review before setting up the site walk.
Don Clifford made a motion to have the wet land scientist contracted by Strafford review the wetland delineations. Sue Higgins seconded the motion. All voting members affirmed. The motion passed.

Continued discussion on the topic of the steep driveway. A large amount of fill will be required. The driveway to be paved following Strafford standards for construction and slope grades with 15%. It was also requested that the Strafford Fire Chief Steve Johnson and or the Assistant Chief Erik Aucella evaluate the driveway and utilities plan.

Lynn Sweet made a motion to continue PB Case 26-010 to the Planning Boards next meeting on November 5, 2026 at 6:30pm at the Strafford Town Hall in Strafford NH. Sue Higgins seconded the motion. The motion was voted upon verbally in the affirmative by all voting Board members. The motion passed.
Preliminary Conceptual Consultations/Informal Discussions: NONE

Other Board Discussion:

- Recording/Video of the meetings, this discussion is ongoing in trying to solve communication issues and recording the meeting and producing minutes. Possibilities of readjusting the room seating a different recording system, videotaping the meetings with the possibility of streaming the meeting live, or the use of Zoom Webinar as the tool might provide transcripts. Fees and details for Zoom to be looked into.
- Phil Auger/Lynn Sweet discussed a plan moving forward with Road Bonding and Escrow requirements and how we can make sure we cover these areas when needed. Having them in the Staff notes as reminders, and not signing the final plans until the check list is met.
- Lisa Wise discussed the update on the work on cleaning up the towns regulations. There are two new RSA's that have been added or adjusted this year that need to be incorporated into the Strafford Zoning Regulations – Home-Based Child Care and Flood Plain development regulation. Lisa Wise discussed the flood plain adjustments and new FEMA maps that would be coming into effect next year. Phil Auger added the new Dead End Street law that eliminated limitations on length. A work session was set up for clarifying these to be held on Thursday October 22, 2026 at 6:30pm at the Strafford Town Hall. Notification will be posted in appropriate areas.
- Sue Higgins/Phil Auger spoke on the Bow Lake Watershed. The final report on the Watershed has been received which came along with a map which "purple" coloring blend in and makes it difficult to see. Some changes are needed. Discussions to be held with the road agent with the

Master Plan Committee. Phil Auger suggested that the Bow Lake Watershed report goes on to the town website. Susan Arnold suggested that an executive summary be what is available vs. the entire report. Possible boat launch changes should be presented to the Select board.

- Susan Arnold/Lisa Wise discussed language for posting the Data Center information on the town Web Page within the Planning Board section in order to share resources for educational purposes.

September 10, 2026 – Approval of Minutes A motion was made by Sue Higgins to accept. the minutes as presented.
Donald Coker seconded the motion. The motion was voted upon verbally in the affirmative by all voting Board members. The motion passed.

Lynn Sweet made a motion to adjourn. Sue Higgins seconded the motion. The motion was voted upon verbally in the affirmative by all voting Board members. The motion passed. The meeting adjourned at approximately 7:55 p.m.