

Minutes

**Town of Strafford
Development Review Board
January 20, 2016
7 P.M.**

Call to order: 7:16P.M. Steve Campbell called the meeting to ord

Member Attendance: Bonnie Bergeron, Martha Walke, Steve Campbell, Liz Clarke

Other Attendees: Emme Doyle

Approval of minutes: Draft Meeting Minutes for the last DRB meeting 9/23/2015 were approved as written.

Report of Zoning Administrator: N/A

New business:

1. Informal discussion with Emme Doyle about plan for upcoming Subdivision

Emme Doyle talked about her family's intention to sell the family house and some property while keeping some of the property and a shed. Emme shared a drawing of the entire property and shared their thinking about how the family would like to redefine the boundaries for both the Doyle and Gramling Trust properties. DRB members discussed the possibility of doing both a Lot Line Adjustment and a Subdivision and pointed out the need to consider road frontage and septic systems in both Lot Line Adjustment and a Subdivision. The suggestion was to consider the requirements for both in parallel. The subject of rights of way was also addressed and the Board urged Emme to research the deeds to verify the language and actual rights of way which will need to be brought forward in any new deeds. Emme will share the information with her siblings, and clarify what they want to do and what is needed to proceed. The Board invited her to come back with questions before she formalized and paid for the appropriate applications.

2. Discussion of Standard Zoning Permit Application

Steve Campbell pointed out that the current regulation calls for a certificate of compliance meets the terms of the building permit application; however, the Town of Strafford does not have a Certificate of Compliance, and this is not done, although it is required by FEMA to get flood insurance and may be required by banks to process a loan.

There was a short discussion of the difference between a Certificate of Compliance and a Certificate of Occupancy; in which one focuses on compliance with the building permit and the other focuses on compliance with building codes. The Board questioned whether the Town has the resources to enforce building code requirements, but might be

able to assess whether a new building complies with the approved permit. The discussion considered the Town's potential liability exposure if there were a dispute about enforcing compliance. However, since FEMA requires a Certificate of Compliance there may be a requirement for the Zoning Administrator to add that requirement to the Building Permit application, and then sign-off that the building corresponds with the approved permit relative to the applicable Zoning regulations. Steve will take this suggestion back to the Planning and Select Boards.

3. Discussion of Subdivision Process Deferred until there full attendance.

4. Discuss whether Gary Kendall needs a lot line adjustment or Subdivision to donate property to the cemetery.

The Board recommends that Gary first ask the Town Select Board whether they want to receive the property, and then, providing that the Town does want the donated property, go through the subdivision process to deed the property to the Town. Bonnie will talk with Gary to share the recommendation, and help him with the process.

Old business:

1. Discussion of Plat signing process. Not discussed.

Adjournment:

Meeting adjourned at 8:10 P.M.

Respectfully submitted



Elizabeth Clarke, Clerk
Town of Strafford DRB