

Town of Strafford Development Review Board
April 17, 2024, 7 P.M.
Minutes

Attendance: Terry Garrison, Martha Walke, Dan Ruml, Sean Lewis and Bonnie Bergeron

Other Attendees: Kaitlyn Norton, Kate Daniels, Jim Schley, Jody Lowes, Kaitlin Christie, John Frietag and Lisa Bragg

Meeting started at 7:05pm

Approval of minutes: From February 21, 2024, meeting. Martha made the motion to accept the minutes as written and Sean seconded. All approved.

1. Annual meeting to elect officers. The Chair position was expiring so Martha nominated Terry Garrison to continue as Chair. All approved.
2. David Paganelli and Eleanor and Charles Anderson have requested an extension to July 15, 2024, to submit their required survey needed for the lot line adjustments. Martha made the motion to grant an extension to on or before July 15, 2024. Sean seconded it and all approved.
3. The United Church of Strafford has submitted a Site Plan Application and Conditional Use application proposing to add a childcare program for infants and toddlers to be called Strafford Creative Nursery. The Site Plan Hearing opened at 7:10pm. Jim Schley noted that the Strafford Creative Nursery would be under the umbrella of the Strafford Preschool and they would oversee the program. Kate Daniels will be the director for the Creative Nursery. She noted that currently 4 infants and 5 toddlers are enrolled. Their goal is for no more than 12 attendees. There is much needed care for toddlers and infants within Strafford. Proposed hours are 7:45am to 3:30pm. Drop off would be from 7:45 -8:15am and pick up would be between 3:00-3:30pm. Parking is a concern but Jim noted that street parking will only be used for drop off and pick up. Staff will be parking on site. Martha noted her concern for the safety of the parents and children with plow trucks and the commuter traffic that often drive too fast. The applicant has submitted a comprehensive safety plan to help with the short term and long-term safety of parents and children titled Parking and Traffic Mitigation Plan, April 2024 Creative Preschool. Parents will be advised to only let children out of their car on the yard side, not the road side, of their car. There will be two staff parking spots off street which will still allow for emergency vehicle access. Parents will have 8 spots along the road (see 2012 Strafford Parking Designation Map) to use for a maximum of 15 min. parking limit. They will place orange cones for drop-off and pick-up times to help slow traffic and keep all cars to heading North. The nursery would also follow the school delays and calendar for being open.

Martha noted that the parking map that is available for the town use was created for the Town House but the town is in the process of addressing parking for all businesses moving forward.

Jody noted that Ed Eastman could also be hired periodically, especially in the first few weeks to let drivers know to slow down.

Terry went through 6.2.6 Standards for Approval of a Site Plan:

- a. Adequacy and safety of parking and loading facilities has been addressed with the submission of the Parking and Traffic Mitigation Plan.
- b. Access for fire department has been reviewed and addressed by the State fire marshal.
- c. Does not apply since it's an already established property and structure.
- d. Lighting: the driveway is lit for safety and on a timer.
- e. Surface drainage facilities: the drainage is adequate but Jim plans to make improvements this summer.
- f. Does not apply
- g. Provision of municipal services: as noted in the Parking and Traffic Mitigation Plan the applicant will communicate with Ed Eastman, the town Constable, the start date of the Nursery opening to help slow traffic and then periodically monitor.
- h. Maximum safety of vehicular and pedestrian circulation between the site and street network and adjacent traffic generators: also addressed with Parking and Traffic Mitigation Plan.

Jim noted that the State wastewater permit has also been reviewed and recorded in the town land records.

Hearing is closed at 7:50pm

Martha made the motion that the site plan application be approved as submitted and Sean seconded, all approved.

Conditional Use Permit hearing opened at 7:54pm

Terry noted that he received an email from John Echeverria and Carin Pratt saying they are ok with the project and so is Kaitlyn Norton who is also a neighbor.

Terry proceeded to review Strafford Unified Bylaws dated November 26, 2023, 6.1.4

1. Character of the land is not affected due to existing structure and neighbors are in support of the project.
2. Traffic: the Parking and Traffic Mitigation Plan submitted and dated April 24th by Jody Lowes addresses traffic concerns.
3. Does not apply
4. Compliance with Regulations and Town Plan: existing structure complies and proposed permit follows within the Town Plan.
5. Exterior storage: the yard for children will be fenced in and also keep animals out.
6. Growth: the State of Vermont licensing department will limit the number of children that can be in the space, which currently is no more than 12 total children total, 4 infants and 8 toddlers is the maximum. The nursery is only planning on a total of 9 at this time and in the foreseeable future.
7. Scenic resources: does not apply
8. Lighting: the driveway has lighting for safety on a timer so that it will shut off after all children have departed.
9. Historic resources: does not apply
10. Forestry and agricultural resources: does not apply

11. Wildlife Habitat: does not apply
12. Mass and Scale: staff would show up at 7:30am and leave by 4pm. The structure and surrounding area is not affected due to existing structure.
13. Community facilities: does not hurt the church or community.
14. Landscaping: all existing and in place.
15. Storm water: drainage is currently considered adequate however there is some water that is being addressed this summer to improve drainage.
16. Noise: minimum noise only when children are playing outside.
17. Dust smoke and odor: does not apply
18. Vibration: does not apply

Terry closed the hearing at 8:07pm

Terry made the motion to approve the Conditional Use permit with the submitted Parking and Traffic Mitigation Plan dated April 2024 and being in compliance with the Vermont State Licensing guidelines. Martha seconded, all approved.

Greg Collins wants to be on the DRB board but not at this time due to a project. Bonnie noted that we could post something on the list serve and the web site to try and find someone to take up the vacant seat. Martha would like any applicants to come to the board to ask questions etc. and then the board would write to the Selectboard to have them appointed.

Martha made the motion to adjourn at 8:20pm and Sean seconded, all approved.

Respectfully submitted,

Bonnie Bergeron, Clerk