

## Minutes

### Town of Strafford Development Review Board February 17, 2016 7 P.M.

**Call to order:** Terry opened the meeting at 7:02 P.M.

**Member Attendance:** Terry Garrison, Chair, Martha Walke, Bonnie Bergeron, Dan Ruml, Steve Campbell

**Other Attendees:** Emme Doyle

**Approval of minutes:** Minutes approved as written

**Report of Zoning Administrator:** N/A

#### **New business:**

1. Continue informal discussion with Emme Doyle about plan for upcoming Subdivision and Lot Line Adjustments

Emme returned to discuss the effect of deeded right of way on potential lot line adjustments as the Doyle's plan is to give some property to the Gramling Trust and then subdivide the Gramling Trust property into two lots. Their intention is that one lot with the existing house be sold, and the remaining property kept in the family. DRB members examined the maps and deeded right of way against the configuration of the property, considering both frontage requirements and access. Steve pointed out that the suggested lot line adjustment met the intention of a lot line adjustment by establishing an 'add' to one lot and a 'surrender' from the other.

2. Discussion of Standard Zoning Permit Application

Steve brought to the DRB a consideration of the fact that there is no provision in current regulations to address the situation that occurs when an owner Subdivides with no plan to develop; sells the property; and then the new owner develops the property on the basis of a building permit without having gone before the DRB. The concern is that the development may not comply with the regulations.

Dan examined the possibility of enforcing the conditions specified in the subdivision approval. Bonnie pointed out that the Town would need to be prepared to hire administrative help to review, regulate and enforce. Continued discussion noted that the Zoning Administrator is the person to review and approve a building permit, so perhaps a fuller checklist or 'mini-manual' would be useful for the Zoning Administrator in assuring compliance with Town Regulations. Dan asked whether there are Town requirements that are in addition to (above and beyond) State requirements? The consensus was that there are no Town requirements that go beyond State requirements.

Steve proposed to the DRB that we give serious thought to drafting a Building Permit Procedures Manual to guide the Zoning Administrator in approving a building permit. No vote was taken, but there was general agreement to continue considering a manual.

The DRB does not recommend a separate Subdivision process for 'no development' as a condition of subdivision.

3. Discussion of Subdivision Process

**Old business:**

1. Follow up for whether Gary Kendall needs a Subdivision to donate property to the cemetery. The consensus is that Gary will need an approved Subdivision to donate the property in question. He needs to go to the Select Board to ask if they want to accept the property and then ask if they will waive the subdivision fee so Gary does not incur cost for his generosity to the Town.
2. Discussion of Plat signing process.  
Two signatures are needed.

**Adjournment:**

Martha moved/Bonnie seconded: Terry adjourned the meeting at 8:25 p.m. The next meeting is scheduled for 7 p.m. Wednesday, March 23, 2016 at the Town Office.

**Respectfully submitted**



Elizabeth Clarke, Clerk  
Development Review Board,  
Town of Strafford, VT.