

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

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

Other Attendees: Brian Johnson, John Freitag

Meeting started at 7:05pm

Approval of minutes: From December 20, 2023, meeting, Sean noted that the minutes should be changed to note the board went into Deliberative Session not executive session. Martha made the motion to make the suggested change and Terry seconded, all approved.

Zoning Application needs to have further discussion to incorporate more details on proposed project by applicant, and how the ZA will give a Compliance Certificate based off submitted information:

Bonnie explained that the zoning application form that were currently using needs more information regarding finished square footage and maybe house plans to help determine what is being built to issue a compliance certificate. Brian noted we need to have a definition of living space for basements. Martha made proposed changes to the zoning application to include asking for proposed number of stories and building height above grade. Finish square footage is on the application so the ZA may need to ask more questions and take notes to get a better idea of what is being built. It was discussed to include in every application that is approved to also hand out the definition of Finish Square footage and a copy of a blank Compliance Certificate so they know it has to be completed. Bonnie noted that we don't currently have a Compliance Certificate but she will research what one will look like and bring to our next meeting for review.

Aside from procedure questions regarding a DRB matter that the Clerk could answer, whom should applicants be talking with from the board to answer questions? Bonnie was asking because she wanted to make sure she has the authority to answer questions for people or did it need to be someone else from the board. Martha asked Bonnie since she is the clerk if she minded answering questions for the board and she agreed it was fine to answer questions as long as she has authority to do so.

Bonnie received a voice mail from John Anderson, Rachel Kendall's attorney, he is filing an appeal with the environmental court and is requesting the board review her site plan and review any objections to it or what he needs to do to get it in front of the board? Bonnie played the voice mail for the board from John Anderson and the board discussed the process of procedures and if we made a mistake we are unaware of what it is, but questioning why we would review a site plan if the CU permit was denied. Dan asked if the town has E&O insurance and would the town be covered. Martha thinks that Bonnie should not talk to the attorney and that the towns attorney should be talking with him. Bonnie will ask Lisa tomorrow the process for getting approval to use the town attorney. Our question is if we denied the CU permit why would we go through the process of reviewing a site plan for Rachel Kendall.

Martha made the motion to adjourn at 8:25pm, Sean seconded, all in favor.