

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

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

Other In-person Attendees: Richard Moses, Ellen Langtree, Keith Billian, Lori Billian, Gary Kendall, Beverly & Gardner Moses

Other Zoom Attendees: None attended

Meeting started at 7:05pm

Approval of minutes: From August 7, 2024, meeting. Martha made the motion to accept the minutes with two grammatical corrections on page 2, to remove the word “there” in paragraph 7 and ad “of a” farm in paragraph 8. Sean seconded. All approved.

1. Keith Billion has submitted a lot line adjustment application to reduce the size of an existing lot from 5.1 acres to 3.1 acres, with the remaining 2 acres to be merged with other lands owned by Keith. Keith noted that he did not want to just move a line but to actually create a new lot by taking 2 acres from the 5.1 acre lot. It was noted that a 2 acre lot could not be created since it’s against our zoning bylaws and that he would then end up doing a subdivision. Keith left the meeting.
2. Gardner and Beverly Moses Jr. are requesting their mylar be reviewed, signed and recorded into the land records even tho it’s over 180 day requirement. Due to her not receiving their subdivision confirmation letter in the mail. The board discussed with the applicant that due to a mistake the board made and that she did not receive her approval letter stating what the conditions were for approval that they agreed the mylar should be signed and recorded. Martha made the motion to sign and record the deed, Sean seconded, all approved.
3. Gary Kendall has submitted an application for a two lot subdivision. He would like to create two new lots, a 5acre lot and a 5.8 acres lot off his 123.1 acre parcel, located off Justin Morrill Hwy. Hearing opened at 7:22pm, Gary explained that he would like to subdivide two lots across the street and sell the 5.8 acre lot, Gary will keep the remaining 5 acre lot to hay. Sections of the land are in a flood zone but there is still room to build near the road. Hearing closed at 7:35pm Sean moved that the subdivision be approved as submitted, all approved. Bonnie noted to Gary he has 180 days to submit his Mylar to be recorded and that I would also be mailing him a confirmation letter. Gary noted that he paid for a major subdivision of \$500 and the \$15 recording fee and he should have paid \$150 plus the \$15 recording fee, he asked about a refund. Martha made the motion to give Gary a refund and Sean seconded, all approved. Bonnie will let Lisa know to write him a refund check.
4. Bonnie the Zoning Administrator would like to formally make it a policy that any “On Farm Business” requests to be heard by the Development Review Board. Martha made the motion that it be a formal policy that an “On Farm Business” application be reviewed by the DRB, Dan seconded, all approved.
5. DRB discussion on Rules of Procedure. Kyle Katz gave us Norwich Rules of Procedures for the board to review and get started on creating our own. Martha offered to help write the Rules of Procedure for the town with some help and Bonnie offered to start the process and get it typed up for review.

Martha made the motion to adjourn at 8:24pm and Dan seconded, all approved.

Respectfully submitted,

Bonnie Bergeron, Clerk