

**Town of Strafford Development Review Board**  
**February 21, 2024, 7 P.M.**  
**Minutes**

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

**Other Attendees:** Curt Albee, Rocky Fuller, Shelby Coburn

Meeting started at 7:05pm

**Approval of minutes:** From January 17, 2024, meeting, Martha made the motion to accept the minutes as written and Sean seconded, all approved.

1. Strafford Town Office Committee discussion and questions with Curt Albee.  
Curt explained that the Flood Hazard evaluation is currently 9.18 and, as drawn, one corner of the new town office structure is located in this zone. The committee has narrowed their search to two different architectural firms and have contacted them and set up interviews for next Tuesday and requested an (RSP) request for proposal for Architectural and engineering plans. They will not have them start the plans until the town has voted to move forward with the budget. Tom Otterman, the surveyor, is working on getting an FEMA evaluation certificate and it is the committee's understanding that the base of the building has to be a minimum of 2' above the flood hazard zone. The new structure would be on a concrete slab and level with the existing structure. The committee would be submitting a Conditional Use request to the DRB which would allow them to build in the flood hazard area. -Martha asked if the committee plans on hiring the firm to design the new building before or after they submit a CU permit? Rocky noted that they are just looking for some guidance in the process. Bonnie noted to review section E. Development Standards within the Flood Hazard area and that the criteria and questions are what the board would be asking at a CU hearing. It was determined that the key question to the committee is if the new building would be 2' above the flood hazard zone and this information is needed to move forward.
2. Certificate of Compliance was reviewed and small grammatical errors corrected and then approved for use.
3. A new fee schedule was presented to the board since the new zoning went into place in November of 2023 the fees did not match the work load of the ZA or the DRB. The board discussed all applications, the work load and determined appropriate fees for the different applications. They are as follows:

a. Accessory Buildings	\$150.00
b. Additions to Existing Structures	\$150.00
c. Decks and Unenclosed Porches (includes lean-tos)	\$75.00
d. Mobil Homes / Tiny Houses / Yurt	\$150.00
e. Residences (new construction)	\$250.00
f. Permitted change of use only	\$150.00
g. Temporary Permit	\$75.00
h. Boundary Line Adjustment	\$150.00

i. Minor Subdivision	\$150.00
(2 lots, no other subdivision within 5 years)	
j. Variance	\$300.00
(additional \$150.00 fee for more than 2 meetings)	
k. Conditional Use	\$300.00
Additional \$150.00 fee for more than 2 meetings)	
l. Major Subdivision	\$300.00
\$100.00 additional fee per lot over 3 lots	
m. Site Plan Review	\$150.00
n. Planned Unit Developments (PUD)	\$700.00

This fee schedule will be presented to the Selectboard for review and approval.

4. Bonnie brought up the idea of making Zoom part of our regular monthly meeting procedures and felt it would help the town with keeping a record of the recorded meetings should the need ever arise. She explained that in her current capacity as clerk and a voting member that also running the zoom is a bit more than she can handle so Martha offered to run the zoom portion of the meeting. All agreed it was a good idea moving forward. Bonnie handed out revised application forms to the board for review that match up better with the new zoning and she will also work on a new application for a Site Plan Review and submit to the board prior to March 20, 2024 meeting.

Martha made the motion to adjourn at 8:50pm, Sean seconded, all in favor.