

**SBVD PLANNING BOARD
MEETING MINUTES
August 28, 2017**

PRESENT Members: Ted Xavier, Joel Spiller, Robert Weisner, Robert Gossett, Donald Hawkins. Alternates: Bill Howley

ABSENT Larry Deshler

MEETING OPENED The meeting was called to order at 7:00 PM. Ted Xavier led the meeting in the Pledge of Allegiance.

MEETING MINUTES Minutes from the July 31, 2017 were distributed and reviewed.

Motion to approve minutes from 7/31/2017:

Don Hawkins

Motion Seconded:

Joel Spiller

Motion Passed by voice vote.

OLD BUSINESS

A. Site Plan Review Regulations

- Proposed Site Plan Review Regulations were distributed and discussed. Don Hawkins explained the requirement to Public Notice and to hold a Public Hearing any time land use regulations are adopted or revised. The board agreed to hold a public hearing on the Site Plan Review Regulations and the Sub Division Regulations at the next meeting on October 2, 2017. Don Hawkins will prepare the public notice and post it in the SBVD Precinct Building, at the Seabrook Post Office and in the Newburyport News. Public notices need to be posted 10 days before the meeting date.
- The board continued the review of site plan regulations from the 7/31/17 meeting. Tom Morgan had recommended to Don Hawkins that the title and text of **4.200 Home Offices** should be changed to “**Professional Home Offices**” to differentiate between a property owner’s personal office in his house and a Professional Home Office used to conduct business with the public. The group understood the distinctions and agreed to the change.
- The board had a long discussion about the need to include **Sec 10, Off-Site Impacts of Development** in the regulations. No exaction formula has been developed for RT 1A and no one on the board anticipates the need for exaction fees given the very limited amount of commercial land available for development. Also, improvements to RT 1A would most likely be needed to improve access to Hampton Beach than to support commercial development in SBVD. The board agreed to remove Section 10

from the regulations to avoid confusion by retaining Section 10 and not using it. The board did want keep Section 10 on file if a need arises to implement exaction fees in the future.

- The board reviewed **Section 11 Parking Requirements** and agreed to leave it as presented. The board acknowledges it will be difficult for new businesses to meet the minimum number of spaces but would rather use a waiver after the applicant has exhausted all other options to meet the requirements.
- The board agreed **Section 12 Condominium Conversion** should remain as is.
- The board decided **Section 13 Landscaping** should remain as part of the regulations because even in its reduced form it still requires the developer to present a landscape plan as part of the site plan review. The PB will have the opportunity to ask for improvements if warranted.

B. Vote to adopt Site Plan Review Regulations: Don Hawkins will make the changes and email the revised Site Plan Review Regulations to the board members for review before the next meeting. The goal is to hold a public hearing on October 2, 2017 and adopt the regulations.

NEW BUSINESS

A. Review Sub Division Regulations

- The board agreed to review the Seabrook Sub Division Regulations at home and to email any recommended changes to Don Hawkins. Hawkins will include any changes in the first draft of the SBVD Sub Division Regulations and email the draft to the board members. Changes will be reviewed by the board at the next meeting and if appropriate adopted after a public hearing.
- Ted Xavier requested the Abutter Notices Fee be changed from \$100 to \$170 to bring the fee in line with actual costs and to make it consistent with the ZBA Abutter Notice Fee. Hawkins will include the change in the initial draft.

OTHER

- Mike Rurak has agreed he will be responsible for SBVD PB accounts payable, billing and collection. He has the software necessary to do these tasks.

The meeting was adjourned at 8:28 PM.

Submitted by,

Don Hawkins