

**SBVD PLANNING BOARD  
MEETING MINUTES  
April 2, 2018**

**PRESENT:** Members: Ted Xavier, Joel Spiller, Robert Gossett, Don Hawkins. Alternates: Bill Howley. Building Inspector Steve Keaney;

**ABSENT:** Larry Deshler, Robert Weisner, SBVD Planner Tom Morgan.

**MEETING OPENED:** The meeting was called to order at 6:00 PM. Ted Xavier led the meeting in the Pledge of Allegiance.

**MEETING MINUTES:** Minutes from the 2/5/2018 were distributed and reviewed.

**Motion to approve minutes:**  
**Motion seconded:**  
**Motion passed by voice vote.**

**Joel Spiller**  
**Bob Weisner**

**PUBLIC HEARING:** None

**INFORMAL MEETING :**

Mike Paugh, owner of Zapstix Surf Shop requested an informal meeting with the PB to discuss a proposal to add a juice bar in his surf shop.

- Mike said he wanted to sell juice, smoothies and energy bars as a way to generate incremental income. He does not intend to sell other kinds of food.
- He wants to build a 6-8 foot counter with a sink and drain, add tables and chairs to the existing outside deck and use an existing window as a service window for the deck.
- There will be no new construction but he may reface the front of the building.
- This will be supplemental business from his existing clients so no increase in parking will be required. Most of his parking is in the back of the building with overflow using the Preston parking lot.
- He is working with the Seabrook Health Department on the design of the sinks and other health requirements.
- Mike said he thought the PB application fee for such a small project was very high exceeding \$700 and asked the PB to waive jurisdiction to the Building inspector. Steve Keaney said he had no problem with the PB waiving jurisdiction. Bob Gossett asked if the board would be setting a president by doing so. Don Hawkins said it is common for the PB to waive jurisdiction on very small projects both for the benefit of the applicant and so the PB does not waste

time reviewing a lot of very small projects, especially if there will be no impact on abutters. If the applicant wants to do more than he has described to the PB, the board has the right to ask him to come back with a formal application.

- The applicant will still have to get a building permit from the Building Inspector and meet all the requirements of the Health Department.

**Motion to waive jurisdiction to review the addition of a juice bar to the Zapstix Surf Shop:**  
**Motion seconded:**  
**Motion passed by voice vote.**

**Joel Spiller**  
**Bob Weisner**

### **OLD BUSINESS:**

#### **A. Update on SBVD web page**

Don Hawkins provided Brian Murphy and Amy Davis a revised layout for the SBVD web page on the Seabrook Town system on February 8, 2018. The new format included the list of PB members, the new Sub Division and Site plan Regulations and links to PB minutes and agendas. Brian said he would make the changes in the near future and post the minutes and new PB documents provided at the meeting. On March 20, 2018 Amy Davis requested a second copy of the files needed to update the page which was supplied. As of 4/30/2018 the web page remains incomplete. The structure is nearly complete but many of the links to supplemental pages are not working. Hawkins sent a second follow up email on 5/1/2018 requesting a status report and completion of the project.

#### **B. SBVD Web Page Update**

Don Hawkins talked to Brian Murphy, Computer System Administrator for the town of Seabrook about providing email addresses for the SBVD and the SBVD PB on February 8, 2018. Brian said he could provide a limited number of email addresses for the Beach District personnel. He had some questions on how best to format Beach addresses to provide access for those that needed the information. As of 4/30/2018 no new information is available regarding email addresses.

**NEW BUSINESS:** None

### **OTHER:**

- Don Hawkins said he thought the application fee for Low Impact Projects was very high and should be looked at again. The project discussed at the meeting tonight would have cost the applicant \$684. (Application fee \$300; Abutter notices \$234; Application Admin fee \$150).
- Hawkins also thought there should be an instruction page that is part of the application form to make sure applicants know how to complete the form correctly.

The meeting was adjourned at 7:00 PM.

Submitted by,

Don Hawkins

**Next PB Meeting: May 7, 2018; 7 PM**