

**SBVD PLANNING BOARD
MEETING MINUTES
June 4, 2018**

PRESENT: Members: Ted Xavier, Joel Spiller, Robert Gossett, Don Hawkins, Robert Weisner. Alternates: Larry Deshler. Building Inspector Steve Keaney;

ABSENT: Alternate Bill Howley, SBVD Planner Tom Morgan.

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 4/2/2018 meeting were distributed and reviewed.

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

**Joel Spiller
Bob Weisner**

PUBLIC HEARING: None

OLD BUSINESS:

A. Update on SBVD web page

Don Hawkins provided an update on the SBVD web page which included:

- The SBVD web page is nearly complete but some formatting changes are needed.
- The SBVD Commissioner meeting minutes are in wrong spot as are the SBVD PB minutes.
- The SBVD PB Application needs to be added.
- There is no link for Commissioner meeting agendas or PB meeting agendas

B. SBVD Email Update

There has been no progress establishing new SBVD email addresses.

NEW BUSINESS:

A. Proposal to change PB Application Fee Schedule

Don Hawkins made a proposal to change the application fee schedule to reduce the fees for low impact proposals to bring them more in line with the actual cost of reviewing a low impact case. The changes include:

- Lower the Application fee on Low Impact Proposals from \$300 to \$100.

- Eliminate the \$150 Public Notice Fee for Low Impact Proposals.
- Eliminate the \$150 Application Administration Fee on Low Impact Proposals.

Motion to approve changes to the Application Fee Schedule: **Joel Spiller**
Motion seconded: **Bob Weisner**
Motion passed by voice vote.

Hawkins noted an update to Section 3 of the Site Plan Review Regulations was necessary to update the fee changes.

B. Review of instruction page for PB Application

The board reviewed the new instruction page for the PB Application but made no changes.

OTHER: None

The meeting was adjourned at 7:45 PM.

Submitted by,

Don Hawkins

Next PB Meeting:

The next regular meeting schedule is Monday September 3rd which is Labor Day. The board agreed to meet on **Wednesday, September 5th at 7PM.**