

**TOWN OF CAPE ELIZABETH
MINUTES OF THE
PLANNING BOARD WORKSHOP
October 3, 2023**

(Minutes of a Planning Board workshop is prepared for an item when the Planning Board takes a vote. Votes are restricted to holding an executive session, scheduling a public hearing, or deciding a potential conflict of interest.)

October 3, 2023

7:00 p.m.

Town Hall

Present: Jonathan Sahrbeck, Chair Andrew Gilbert
 Derek Lavallee Jim Huebener

Also present was Maureen O'Meara, Town Planner

Chair Sahrbeck called the meeting to order at 7:00 p.m.

2. **Project Submission Amendments.** At the June 12, 2023 meeting, the Town Council referred to the Planning Board amendments to update submission deadlines and digital submission of materials.

The Planning Board reviewed the September 26, 2023 draft of the Project Submission amendments. The review included edits provided by Mr. Caton in advance of the workshop. A new Digital plan definition has been added to both the Zoning and Subdivision Ordinance. The Board agreed to add a reference for abbreviated terms, such as PDF and DPI.

Under submission deadlines, the Board agreed to explicitly state that project submission on the Tuesday after a Monday holiday would still be considered on time. The Board also made edits to more consistently refer to the "Town Planner."

At the close of discussion, Chair Sahrbeck made a motion to hold a public hearing on the amendments at the October 17, 2023 Planning Board meeting, which was seconded by Mr. Gilbert and the motion passed 4-0.

3. **Home Business Amendments.** At the September 11, 2023 meeting, the Town Council referred to the Planning Board Home Business Amendments.

The Planning Board reviewed the August 15, 2023 draft of the Home Business Amendments. Ms. O'Meara provided a summary of the initial request by Mr. Rurak and the development of the amendments by the Ordinance Committee.

Board members discussed the difference between the Home Occupation and Home Business definitions, noting that the Home Business requires Zoning Board review as a Conditional Use.

Mr. LaVallee noted the new requirement that the home business owner must reside in the home. Board members discussed where “Full-time” employee should be further defined as a 40-hour week, but decided not to add more specificity. Under Home Business, the Planning Board recommended that “discharge of fluids” should be added to #3.

Chair Sahrbeck made a motion to hold a public hearing on the amendments at the October 17, 2023 Planning Board meeting, which was seconded by Mr. Gilbert, and the motion passed 4-0.

The Planning Board agreed to move the November workshop to Wednesday, November 8th and the workshop adjourned at 8:28 p.m.