

Planning Board Meeting Minutes  
Town of Brookfield, NH  
267 Wentworth Road  
Brookfield, NH 03872

**Thursday, January 8, 2015**

- I. Chairman Rick Surette called the meeting to order at 6:30 PM.**
- II. Roll Call: Members, Alternates, Appointment of Alternates per RSA 673:11,673:12**
  - A. Members present: Chairman Rick Surette, Vice-chairman Rob Collins, Ed Comeau, David Champy II and Selectman Rich Zacher.
  - B. Tardy: (none).
  - C. Alternates present: Dick Peckham.
  - D. Members and Alternates absent: Geary Ciccarone, Jim Freeman, and John Merrigan.
- III. Appointment of Alternates per RSA 673:11, 673:12.**

Chairman Rick Surette appointed Dick Peckham as an alternate for Geary Ciccarone.
- IV. Public Comments.**
  - A. Anne Martin expressed concern that the publication notice did not designate a place where the proposed amendments to the Zoning Ordinance could be examined.
  - B. Craig Evans stated that because the previous minutes contained some proposed warrant articles (attached), he was not sure whether the publication was for a public hearing or an announcement of a workshop to receive public input.
  - C. Chairman Rick Surette announced that the public hearing was cancelled due to an improper notice.
  - D. Vice-chairman Rob Collins gave a brief history about how the proposed changes to the Zoning Ordinance were originally discovered. He added that the primary reasons for the proposed amendments were to conform to state law and to fix some typographical errors.
  - E. Dick Peckham suggested that the lack of attendance of some members and alternates should be addressed at the next Planning Board meeting. Chairman Rick Surette stated that Planning Board attendance would be reflected on the agenda of the next Planning Board meeting.

**V. Comments Announcements / Correspondence / Mail.**

(None).

**VI. Discussion Regarding the Publication and Posting of Public Hearings.**

- A. After some discussion about the earliest that a public hearing could be scheduled, Planning Board members mutually agreed that January 26, 2015 at 6:30 PM would be acceptable.
- B. Anne Martin and Craig Evans, members of the public, offered the following suggestions for posting and displaying proposed changes:
  - 1. Provide portions of the document to be amended with before and after examples of the proposed amendments. Ed Comeau and Vice-chairman Rob Collins replied that Planning Board members already possessed such documents with before and after examples of the proposed amendments and that the documents could be displayed on the bulletin boards and in the public area.
  - 2. Use bold or italicized print to emphasize the changes.
  - 3. Use the wording from the Zoning Amendment Warrant Article Working Document Dec 18, 2014 for the publication.
  - 4. Display a copy of the presently active Zoning Ordinance in a binder in the public area. Chairman Rick Surette requested that the administrative assistant proceed with providing a copy of the Zoning Ordinance accordingly.
  - 5. Anne Martin commended the Planning Board for their effort.
- C. The following discussion points were addressed by Planning Board members;
  - 1. Post a copy of the Zoning Ordinance containing the tracked changes of the proposed amendments.
  - 2. The publication notice should contain wording to state that the details of all proposals will be on display in the public area of the Town Office building.
  - 3. Item “(2)” of the publication notice should contain wording to state that both typographical and grammatical errors necessitate the amending of the Zoning Ordinance.
  - 4. In item “(3)” of the publication notice, replace “public road” with “private road”.
  - 5. Display examples of changes to the Zoning Ordinance in the public area of the Town Office building.
  - 6. Place titles on all posted documents.
- D. There was some discussion as to whether “typographical errors” should be included as a proposed change to the Zoning Ordinance.
- E. At 8:12 PM Dick Peckham excused himself from the Planning Board meeting.
- F. Chairman Rick Surette scheduled the public hearing to review the amending of the Zoning Ordinance on January 26, 2015 and designated February 2, 2015 for the second hearing.
- G. Chairman Rick Surette requested that the administrative assistant proceed with the publication notice and postings as discussed by Planning Board members.
- H. Chairman Rick Surette thanked members of the public for their input and participation.

**VII. Member Comments**

- A. Selectman Rich Zacher announced that reports from all committees / boards are due by February 1, 2015.
- B. Ed Comeau announced that a full county delegation meeting would commence on January 9, 2015 in Ossipee, NH.

**VIII. Adjournment**

At 8:26 PM the Planning Board meeting was adjourned.  
Respectfully submitted by  
George Nick, Administrative Assistant.

\_\_\_\_\_ Date 1/13/15

Notice of Public Hearing:

**Brookfield Town Office Building, 267 Wentworth Road, Brookfield, NH 03872, on January 8, 2015, at 6:30 PM the Planning Board will conduct a public hearing to amend the Zoning Ordinance for the purpose of clarification and to conform to state law in regard to the following proposals: (1) home based businesses, (2) typographical errors (3) remove the requirement for an increased lot size in certain circumstances, (4) require frontage on a Class V or approved private road, (5) require lots fronting on Kingswood Lake to have 250 feet of shore frontage, (6) require farm stand structures up to 200 square feet to be setback at least 10 feet from the traveled way but no closer than a stone wall, (7) specify that conditional use permits are obtained from the planning board and eliminate the renewal process, which is contrary to state law, (8) conform the definition of multi-family dwellings to state law, (9) change the permitted density of workforce housing to 1 unit per 1/2 acre, (10) require the town to obtain a court order prior to removing dilapidated buildings, (11) clarify the obtaining of special exceptions to alter or construct buildings on non-conforming lots, (12) amend definitions of non-conforming building/structure, nonconforming lot, and non-conforming use as legally created but no longer conforming to the zoning ordinance, (13) clarify that neither manufactured housing parks nor recreational campgrounds or camping parks are permitted and that camping or travel type house trailers or recreational vehicles may be occupied on a seasonal basis, (14) define tent camping to be irrespective of whether compensation is made, (15) eliminate co-location requirements regarding Personal Wireless Service Facilities that do not comply with state law and to insert that co-location applications shall be governed by RSA 12-K, (16) amend Article VIII--Small Wind Energy Systems-- to comply with state law and remove references to meteorological towers, which are required to comply with all normal zoning requirements, (17) amend the definitions of hydric soils, poorly drained soils and very poorly drained soils, (18) delete definitions of "owner" and "owner of record.", (19) amend the definition of structure to be anything permanently affixed to the ground, (20) to amend the restriction of funnel development to provide that no rights in any lot with frontage on a water body shall be granted for purposes of access to the water body unless that lot has at least 50 feet of shoreline for each person to whom rights are conveyed.**

Anyone needing assistance to attend this meeting or further information should contact the Planning Board Administrative Assistant at 522-3688.

The Town Offices are open Monday, 11am-6pm; Tuesday, 8:30am-1pm; Wednesday, 8:30am-12:30pm; Thursday, 8:30am-12:30pm; 2<sup>nd</sup> and 4<sup>th</sup> Fridays 10-2 pm; 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Fridays 8am-12 noon. For additional available times, please contact the Planning Board Chair or Administrative Assistant by calling 522-3688.

December 26, 2014

Brookfield Planning Board  
George Nick, Administrative Assistant

**Zoning Amendment Warrant Article  
Working Document Dec 18, 2014**

Are you in favor of Amendment #1 to the Brookfield Zoning Ordinance as proposed by the planning board as follows: to add a definition of home occupation and home based business as businesses located and operated on the property where the owner resides or on an adjacent property used as part of the owner's residential property.

Are you in favor of Amendment #2 to the Brookfield Zoning Ordinance as proposed by the planning board as follows: to make various minor typographical changes which have no impact on the substance of the zoning ordinance.

Are you in favor of Amendment #3 to the Brookfield Zoning Ordinance as proposed by the planning board as follows: amend the building lot requirements and definitions to remove the requirement for an increased lot size in certain circumstances, to require frontage on a Class V or approved public road, and to require lots fronting on Kingswood Lake to have 250 feet of shore frontage.

Are you in favor of Amendment #4 to the Brookfield Zoning Ordinance as proposed by the planning board as follows: to require farm stand structures up to 200 square feet to be setback at least 10 feet from the traveled way and, if there is a stone wall along the right of way, to be no closer than the stone wall.

Are you in favor of Amendment #5 to the Brookfield Zoning Ordinance as proposed by the planning board as follows: to require that all uses permitted by conditional use obtain a permit from the planning board and to eliminate the renewal process, which is contrary to state law.

Are you in favor of Amendment #6 to the Brookfield Zoning Ordinance as proposed by the planning board as follows: to change the definition of multi-family dwelling in the workforce housing overlay district to be as defined in state law, and to change the permitted density of workforce house to 1 unit per 1/2 acre from 1 unit per lot.

Are you in favor of Amendment #7 to the Brookfield Zoning Ordinance as proposed by the planning board as follows: to require the town to obtain a court order prior to removing dilapidated buildings from properties.

Are you in favor of Amendment #8 to the Brookfield Zoning Ordinance as proposed by the planning board as follows: to clarify the process for obtaining special exceptions to alter or construct buildings on non-conforming lots, and to amend the definitions of non-conforming building/structure, nonconforming lot, and non-conforming use such that they are a building/structure, lot or use which was legally created but which no longer conforms to the zoning ordinance.

Are you in favor of Amendment #9 to the Brookfield Zoning Ordinance as proposed by the planning board as follows: to clarify that neither manufactured housing parks nor recreational campgrounds or camping parks are permitted in Brookfield and to provide that camping or travel type house trailers or recreational vehicles may be occupied on a seasonal basis. Further, to change the definition of tent camping to no longer be dependent on whether compensation is made for such use.

Are you in favor of Amendment #10 to the Brookfield Zoning Ordinance as proposed by the planning board as follows: to amend Article VII--Personal Wireless Service Facilities-- K by eliminating any co-location requirements that do not comply with state law and providing that co-location applications shall be governed by RSA 12-K.

Are you in favor of Amendment #11 to the Brookfield Zoning Ordinance as proposed by the planning board as follows: amend Article VIII--Small Wind Energy Systems--to comply with state law by designating the Board of Selectmen/Building Inspector as the body to review applications rather than the planning board, to eliminate the need for site plan approval, to establish the minimum setback requirement as 1 1/2 times the system height, and to allow 12 months of discontinuance of use before a system is deemed abandoned. Further, to remove references to meteorological towers, which are required to comply with all normal zoning requirements.

Are you in favor of Amendment #12 to the Brookfield Zoning Ordinance as proposed by the planning board as follows: to amend the definition of hydric soils to be as defined in the *Field Indicators for Identifying Hydric Soils in New England* and to amend the definitions of poorly drained soils and very poorly drained soils to be as defined in the *Site Specific Soil Mapping Standards for New Hampshire and Vermont*.

Are you in favor of Amendment #13 to the Brookfield Zoning Ordinance as proposed by the planning board as follows: to delete the definitions of "owner" and "owner of record."

Are you in favor of Amendment #14 to the Brookfield Zoning Ordinance as proposed by the planning board as follows: to amend the definition of structure to be "anything permanently affixed to the ground, including but not limited to, dwellings, accessory buildings, and accessory items.

Are you in favor of Amendment #15 to the Brookfield Zoning Ordinance as proposed by the planning board as follows: to amend the restriction of funnel development to provide that no rights in any lot with frontage on a water body shall be granted for purposes of access to the water body unless that lot has at least 50 feet of shoreline for each person to whom rights are conveyed.