

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

Thursday, December 17, 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. Alternates present: Dianne Smith.
 - C. 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 Dianne Smith as an alternate to Geary Ciccarone.
- IV. Public Comments.**

Rich Cook from the Department of Fish and Game informed the Planning Board of the intention to voluntarily merge property that includes Map 29 Lot 7 and Map 28 Lot 7. Selectman Rich Zacher suggested that Mr. Cook contact the assessor clerk to receive the voluntary merger form.
- V. Announcements/Correspondence/Mail.**

Chairman Rick Surette announced that no mail was received.
- VI. Review and Possible Approval of the November 19, 2015 Meeting Minutes.**

A draft of the November 19, 2015 meeting minutes was distributed to Planning Board members. After reviewing the minutes the following took place;

Motion: Chairman Rick Surette made a motion to accept the November 19, 2015 minutes as written. Second: Vice-chairman Rob Collins. The motion passed unanimously excepting one abstention.
- VII. New Business-**

(No new business was considered.)
- VIII. Old Business-**
 - A. Driveways
 1. The driveway working document was distributed to Planning Board members (attached).

2. Chairman Rick Surette requested that Selectman Rich Zacher provide a historical summary as to the rationale for amending the Zoning Ordinance in regard to driveways. Selectman Rich Zacher explained the following;
 - a. that according to current zoning, building permits can be issued for property located on approved private roads, however, the Zoning Ordinance doesn't define an approved private road.
 - b. the Board of Selectmen were concerned that without a clear definition to guide the Selectmen, any decision may be regarded as arbitrary.
 - c. that without the guidance of a definition, a driveway could be constructed and used as a road.
 3. Chairman Rick Surette acknowledged that Code Enforcement Officer Ed Nason was present and welcomed his participation in the discussion of driveways and private roads. During the meeting CEO Ed Nason provided the following input;
 - a. A driveway should provide access to no more than two residences.
 - b. A private road should provide access to three or more residences.
 - c. Some discussion of the possible need for liability waivers was introduced.
 - d. Private roads must have an approval process that protects the town from assuming responsibility of non-conforming roads in the event of a town vote that requires town funded maintenance.
 - e. Specifications for meeting the requirements of an approved private road and the approval process needs to be defined.
 - f. Conformity to the specifications of the approved private road process should not guarantee approval but should provide a standard for gaining approval. Approval can only be acquired through the Board of Selectmen or by town vote at the March Town Meeting.
 4. The following points were discussed by the Planning Board members;
 - a. The cost of paving driveways and roads.
 - b. Whether or not a driveway is required at a dwelling.
 - c. Discussion of waivers of town liability concerning access of emergency vehicles for dwellings located on Class VI roads.
 - d. There are definitions for private roads and driveways in the Subdivision Regulations. Chairman Rick Surette suggested that the definitions in the Subdivision Regulations should be added to the Zoning Ordinance.
 - e. The following were proposed for a motion-
 - i. Add "h. A driveway is required for each dwelling" under Article II, A, 3, g on page 6 of the Zoning Ordinance as part of the Driveway Working Document.
 - ii. Add the definition of driveway as stated in the Subdivision Regulations to the Zoning Ordinance document with the insertion of "approved" before "private road" as part of the Driveway Working Document.
 - iii. Delete all other portions of the Driveway Working Document.
 - iv. **Motion: Vice-chairman Rob Collins made a motion to accept the proposed amendments to the Driveway Working Document.** Second: Chairman Rick Surette. The motion passed unanimously.
- B. Proposed Parameters for Approved Private Roads.
1. The private roads working document was distributed to Planning Board members (attached).

2. The following were proposed for a motion-
 - a. Delete all wording in the Private Roads Working Document.
 - b. Add the definition of the private road as stated in the Subdivision Regulations to the Private Road Working Document.
 - c. Add the following under the new definition in the Private Road Working Document –
 - i. “An approved private road is a road that was approved by the Subdivision Regulation process.”
 - ii. “a private way that serves three or more lots.”
 - iii. **Motion: Vice-chairman Rob Collins made a motion to accept the proposed amendments to the Private Road Working Document. Second: Chairman Rick Surette. The motion passed unanimously.**
3. Chairman Rick Surette announced that an unscheduled Planning Board meeting will take place on January 7, 2016 to discuss proposed amendments to the Driveway Working Document, Private Road Working Document, and any other amendments to the Zoning Ordinance as part of Old Business.

IX. Public Comments.

(None).

X. Member Comments

- A. State Representative Ed Comeau commented on the necessity of being informed of legislation (a total of seven hundred sixty-six legislative submissions) that are being proposed at the state level in advance of a vote. State Representative Ed Comeau volunteered to compose a list of the proposed legislation and listed some topics that will directly affect planning and zoning.
- B. Vice-chairman Rob Collins and State Representative Ed Comeau commended the administrative assistant for his submission of minutes that have not required amending in spite of some intricate Planning Board discussions.

XI. Adjournment

At 8:55 PM the Planning Board meeting was adjourned.

Respectfully submitted by
George Nick, Administrative Assistant.

_____ Date 12/22/15

Driveway: A private way that serves not more than two (2) lots or greater than 500 feet in length and provides vehicular access to any street or private road and must meet the following specification

1. Minimum width of travel portion of driveway of 8' with 2' shoulders.
2. The travel portion and shoulders of the driveway shall have an all weather road surface and base capable of supporting 43,500 pound GVW vehicles with 27,000 pound rear axle load.
3. Minimum overhead clearance of all obstructions (eg. branches, limbs, wires): fourteen feet (14').
4. Minimum horizontal road curve centerline radius of 40'.
5. Turnoffs every 500' or less if sight lines require.
6. Driveways shall allow fire apparatus to park within a maximum of 100' of any dwelling.
7. Driveways that exceed 500 feet shall have a turn around within 250 feet of any dwelling.

Sub-Division Regulations Article XII page 17 and under building lot requirements

MINIMUMS FOR PRIVATE ROADS

Private Road: a private way that provides vehicular access to 3 or more lots and links to any street or private road.

A private road shall meet the following minimum standards:

1. Width of traveled way: sixteen (16) feet, minimum;
2. Road shoulders: three (3) feet, minimum;
3. The travel portions and shoulders of private roads shall have an all weather road surface and base capable of supporting 43,500 pound GVW vehicles with 27,000 pound rear axle load;
4. Minimum overhead clearance (branches, limbs, wires): fourteen feet (14').
5. Provide turnaround area at dead end roads to accommodate vehicles that are thirty-five (35) feet in length;
6. Grade roads to eliminate crown over six (6) inches;
7. Provide adequate culverts where required (culverts minimum twelve inch in diameter);
8. Provide that all grades and changes in grades can accommodate a thirty-five (35) foot long vehicle;
9. Provide that all sharp turns, curves and blind areas to ensure a thirty-five (35) foot long vehicle can safely negotiate the roadway.
10. Private roads must meet life safety codes, DES, and shore land protection regulations.