

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

Thursday, January 7, 2016

- I. Chairman Rick Surette called the meeting to order at 6:32 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, Geary Ciccarone, Ed Comeau, David Champy II and Selectman Rich Zacher.
 - B. Alternates present: Dianne Smith.
 - C. Members and Alternates absent: 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 Jim Freeman.
- IV. Public Comments.**
(None).
- V. Announcements/Correspondence/Mail.**
Chairman Rick Surette announced that a document from the DOT was received granting a driveway permit to Andrew McKenzle of Tax Map 17 Lot 29C. Chairman Rick Surette requested that the administrative assistant forward the document to the town CEO.
- VI. New Business-**
(No new business was considered.)
- VII. Old Business-**
- A. Driveways
 - 1. The driveway working document as amended per the December Planning Board meeting was distributed to Planning Board members (attached).
 - 2. Chairman Rick Surette read the driveway working document to those in attendance.
 - 3. Planning Board members reviewed the driveway working document.
 - 4. After some discussion there was a general consensus that no additional changes were necessary.
 - B. Proposed Parameters for Approved Private Roads.
 - 1. The private roads working document was distributed to Planning Board members (attached).
 - 2. Chairman Rick Surette read the private road working document to those in attendance.

3. The following changes to the private road working document were proposed;
 - a. Incorporate points 1, 2, and 3 as part of item 1 of the document accordingly;
Road, Private: a highway, street, road, avenue or way with the following characteristics:
 - (1.) not open to public use as a matter of right for vehicular travel,
 - (2.) the maintenance and repair of which shall be borne by the subdivider, abutting landowners or an association of abutting landowners.
 - (3.) serves three or more lots.
 - b. Add a new item “2” accordingly;
Road, Approved Private: a private road that was approved by the Subdivision Regulation process.
 - c. Entitle the document to designate that all items will be inserted in Article X of the Zoning Ordinance when approved.
 4. **Motion: Chairman Rick Surette made a motion to accept the proposed amendments to the Driveway Working Document.** Second: Vice-chairman Rob Collins. The motion passed unanimously.
 5. Chairman Rick Surette requested that the administrative assistant make the appropriate changes to the private road working document.
- C. Zoning Ordinance Working Document.
1. The Zoning Ordinance working document, entitled “ZO, p5 & p42 Working Doc” was distributed to Planning Board members (attached).
 2. After some discussion the following motion was made;
Motion: Vice-chairman Rob Collins made a motion to make the following changes to the Zoning Ordinance Working Document;
 - a. **Remove all changes that were proposed for page 5 of the Zoning Ordinance.**
 - b. **To definition “Y” of the proposed changes to page 42 of the Zoning Ordinance, delete “class V or private” and add “body of water” after “road or” and delete all remaining words after “water”.** Second: Chairman Rick Surette. The motion passed unanimously.
 3. Chairman Rick Surette requested that the administrative assistant make all changes to the working documents immediately after the meeting, to submit emails of the copies to Planning Board members, and display hard copies in the common area of the Town Office Building.

VIII. Public Comments.

(None).

IX. Member Comments

- A. Geary Ciccarone reminded Planning Board members that it is the obligation of the Board to monitor gravel pits and how they are mined. Additionally, Mr. Ciccarone suggested that a delegate of the Planning Board must contact the owners of record, Ed Nason and Longmeadow / Smith to make an appointment to do so. Chairman Rick Surette requested that the administrative assistant place “Gravel Pits” under New Business of the agenda for the next regularly scheduled Planning Board meeting.

- B. Chairman Rick Surette read an email from the Chairman of the Board of Selectmen requesting that any proposed wording for warrant articles be sent to him as early as possible.
- C. Representative Ed Comeau announced the arrival of the new Planning and Land Use Regulation books and distributed them to Planning Board members. Mr. Comeau stated that he continues to work on the document listing changes to the Planning and Land Use Regulation books.

X. Adjournment

At 7:44 PM the Planning Board meeting was adjourned.

Respectfully submitted by
George Nick, Administrative Assistant.

_____ Date 1/13/16

1. 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.
2. Add the following to the definitions as listed in Article X of the Zoning Ordinance;
“**Driveway:** a private way that serves not more than two (2) lots and provides vehicular access to any street or approved private road.”

1. **Road, Private:** Shall mean a highway, street, road, avenue or way not open to public use as a matter of right for vehicular travel, the maintenance and repair of which shall be borne by the subdivider, abutting landowners or an association of abutting landowners.
2. An approved private road is a road that was approved by the Subdivision Regulation process.
3. a private way that serves three or more lots.

and to any lot, tract or parcel of land with frontage on a lake or pond shall be granted for purposes of access to the water body or its shoreline unless said lot, tract or parcel has a minimum of fifty (50') feet of shoreline, measured according to the standards of Article II, A. 3 (Building Lot Requirements), for each person to whom such permanent or temporary rights are conveyed.

e. Any other use not consistent with A. 1.

3. **Building Lot Requirements**

- a. The minimum lot size permitted shall be 87,120 square feet (two acres), and which shall include a minimum buildable area of :
- 31,750 sq. ft. with slopes less than 8%
 - 35,250 sq. ft. with slopes 8 - 15%
 - 40,000 sq. ft. with slopes 15 – 25%
- of contiguous non-hydric soil, exclusive of slopes greater than 25% and poorly and very-poorly drained soils, sufficient in size and configuration to accommodate all proposed structures, improvements, and facilities.
- b. Dwellings: No more than one dwelling shall be allowed on any existing or newly subdivided lot regardless of the size of the lot.
- c. All lots shall have not less than 250 feet of frontage on a Class V or private road, and the lot depth shall not be less than 200 feet. Lots fronting on Kingswood Lake shall have not less than 250 feet of frontage on said lake. Lots with less frontage and depth, which is recorded and taxed as a lot of record at the time of passage of this ordinance on March 14, 1961, shall be deemed a nonconforming lot and subject to the conditions indicated under Article IV.
- d. Setback: No structure or part thereof shall be placed within 40 feet of the side and rear lot lines or within 50 feet of the edge of any right-of-way or within 75 feet of any pond, lake, stream, brook, watercourse, marsh, or seasonally wet area.
- e. Farm Stand Structures (as defined in Article X):
- i. Farm Stand structures up to 200 sq. ft. shall be setback at least 10' from the traveled way and, if there is a stone wall along the right of way, no closer than the stone wall.

- S. **Fall Zone:** the area on the ground from the base of a ground mounted personal wireless service facility that forms a circle with a radius equal to twice the height of the facility, including any antennas or other appurtenances. The fall zone is the area within which there is a potential hazard from falling debris (such as ice) or collapsing material.
- T. **Farms, farming and agriculture:** as defined in RSA 21:34-a.
- U. **Farmers' Markets:** as define in RSA 21:34-a.
- V. **Farming:** as define in RSA 21:34-a.
- W. **Farm Stand:** as define in RSA 21:34-a.
- X. **Floor Area:** heated habitable area.
- Y. **Frontage:** that part of the lot or lot line abutting a *class V or private road* not interrupted by a lot of other ownership or by a street.
- Z. **Governing Body:** a board of selectmen in a town.
- AA. **Guyed Mount:** a mount that is secured to the ground or other surface by diagonal cables for lateral support.
- BB. **Height:** the height above ground level (AGL) from the natural grade of a site to the highest point of a structure.
- CC. **Hydric soils:** as defined by the Field Indicators for Identifying Hydric Soils in New England, New England Interstate Water Pollution Control Commission (as amended) and the Corps of Engineers Wetlands Delineation Manual, Technical Report Y-87-1, Environmental Laboratory, Department of the Army, 1987.
- DD. **Improvements:** any permanent structure or other development such as a street, walkways, sewers, utilities, etc.
- EE. **Junk Yard:** defined under RSA 236:112, I, as well as **Junk** defined as any old bottles, old paper products, old rubber products, two or more unregistered motor vehicles, two or more unregistered boats, used parts and material of motor vehicles or boats, and other second-hand articles the accumulation of which is detrimental or injurious to the neighborhood.
- FF. **Lattice Mount:** a type of mount with multiple legs and structural cross bracing between the legs and which may be guyed.