

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

Thursday, September 15, 2016

- I. Chairman Rick Surette called the meeting to order at 6:33 PM.**
- II. Roll Call: Members, Alternates, Appointment of Alternates per RSA 673:11,673:12**
 - A. Members present: Chairman Rick Surette, Rob Collins, Ed Comeau, and Selectman Rich Zacher.
 - B. Alternates present: Dianne Smith.
 - C. Members and Alternates absent: Vice-chairman David Champy II, Jim Freeman, and Geary Ciccarone.
- III. Appointment of Alternates per RSA 673:11, 673:12.**

Chairman Rick Surette appointed Dianne Smith as an alternate for one of the absent members of the Planning Board.
- IV. Public Comments.**

Rob Collins reported via a conversation with his wife, that Geary Ciccarone expressed he would not be able to attend the Planning Board meeting.
- V. Announcements/Correspondence/Mail.**
 - A. A letter from FEMA inviting leaders, specialists and planners to their Risk Mapping discovery meeting on September 27, 2016 at the Gilford Town Hall, 10:30 AM.
 - B. A letter from LandTech informing the Planning Board that the latest revision to the Zip Tie LLC lot line adjustment (as presented to the Planning Board at the August 18, 2016 meeting) was recorded at the Registry of Deeds. A copy of the amended plat was included with the letter.
 - C. A copy of the plat for land purchased by the Town of Brookfield from Marsha B. Hunter was received. Chairman Rick Surette announced that according to Selectman Rich Zacher the land officially belongs to the town.
 - D. Chairman Rick Surette announced that the Selectmen's administrative assistant has requested that all departments submit proposed 2017 budgets.
- VI. Review and Possible Approval of the August 18, 2016 Meeting Minutes.**
 - A. A hard copy of the August 18, 2016 Planning Board minutes was distributed to Planning Board members.**
 1. After members reviewed the minutes the following motion was made;

2. **Motion: Ed Comeau made a motion to accept the August 18, 2016 as presented.**
Second: Rob Collins. The motion passed unanimously.

VII. New Business-

- A. Proposed Changes to Article IV, A 1a and b of the Zoning Ordinance.
 1. A copy of a document entitled, “Brookfield Zoning Article IV – Nonconforming Use” was provided by Rick Zacher (attached) and was distributed to Planning Board members.
 2. Rich Zacher explained that the distributed document contained a copy of the Zoning Ordinance but with some suggested changes in Article IVA1b.
 3. There was some discussion of other structures that could limit the building of accessory buildings.
 4. Dianne Smith suggested the following changes to the proposed document, Article IVA1b-
 - a. add “or” after “egress of the lot”
 - b. reinstate “and” after “septic system”
 - c. replace “of the lot of any abutter” with “of any abutting lot.”
 5. Rich Zacher said that he would amend the document entitled, “Brookfield Zoning Article IV – Nonconforming Use” to include the suggested changes and resubmit the document to the Planning Board at the October meeting.

VIII. Old Business-

- A. Review of Volunteer Invitation Letter.

A copy of a proposed letter inviting the public to attend and participate at Planning Board meetings. Various changes were suggested including;

 1. Replace “has operated” with “operates” in the first sentence of the document.
 2. Move the second sentence of the second paragraph to the first sentence of the first paragraph and add “or perhaps to run as an elected Planning Board member” at the end of the sentence.
 3. Delete the last sentence of the second paragraph.
 4. Delete the last sentence of the third paragraph.
 5. Delete the last sentence of the document.
- B. Distribution of Amended Rules of Procedure.

(Postponed until the October Planning Board meeting).
- C. ADU Discussion.

Dianne Smith reported that some changes to the Brookfield Zoning Ordinance will be necessary to conform with state law which will be implemented on June 1, 2017. After some discussion Chairman Rick Surette requested that Dianne Smith provide a draft of proposed changes to ADU regulations.
- D. Review Compiling of Changes to the New Hampshire Planning And Land Use Regulation Book.
 1. Copies of the 2015-2016 legislative changes to the New Hampshire Planning And Land Use Regulation book was distributed to Planning Board members.

2. Ed Comeau explained the legislative changes as documented. The following topics were discussed;
 - a. Assessment districts.
 - b. Energy Efficiency and Clean Energy Districts.
 - c. Nonpublic Sessions- sealed minutes.
 - d. 674:1 Duties of the Planning Board.
3. Chairman Rick Surette suggested that the review of legislative changes should be added to the Planning Board calendar and to be completed annually in spring.

IX. Public Comments.

(None).

X. Member Comments

(None).

XI. Adjournment

At 8:59 PM the Planning Board meeting was adjourned.

Respectfully submitted by
George Nick, Administrative Assistant.

_____ Date 9/21/16

Brookfield Zoning ARTICLE IV - NONCONFORMING USE

Proposed Changes

A. Non-conforming lots.

Nothing in this ordinance shall prevent the continued use of lawfully developed nonconforming lots. More specific provisions regarding changes to existing structures on nonconforming lots, or the initial development of nonconforming lots, are found below.

1. The zoning ordinance shall apply to any changes, alterations, additions and new accessory buildings that may be added to these existing structures. The Zoning Board of Adjustment is authorized to grant Special Exceptions to allow certain changes, alterations, additions and new accessory buildings not in conformance with the zoning ordinance provided the following criteria are met and the construction complies with the spirit of the zoning ordinance:

a. Frontage setback of the existing structure, if less than 50 feet, will be the limit of any additional structures, alterations, or structures of any kind.

b. Additional structures shall have setbacks as restrictive as possible. However, in no event may additional structures or additions to existing structures, jeopardize the ingress and egress of the lot, the septic system ~~and or~~ well of the lot ~~or the lot~~ of any abutter.

9/15/2016