**Brookfield Planning Board**

Draft Meeting Minutes

October 14, 2019

APPROVED

**I. Call to order**

Chairman Champy called the Planning Board meeting to order at 7:05.

**II. Roll Call**

Members Present: Chairman Dave Champy, Ed Comeau, Terry Ward, Tim Straz and Rick Surette

Public: None

**III. Appointment of Alternates**

None present

**IV. Public Comments**

None

**V. Finalizing the Moose Mountain road** **Subdivision** Jeff Greenhalgh subdivision by review and signatures on the Mylar.

The Board signed the Mylar. Mr. Comeau will deliver it to the Registry of Deeds office.

**Correspondence** Mr. Champy opened a bill from Seacoast Meeting Group for the amount of $103.86. Mr. Champy would like to look at the costs of advertising when they go over the Rules of Procedure.

**VI. Approval of Minutes**

Review and Approval of the September 16th, 2019 meeting minutes and approval of October 7, 2019 working session notation. Mr. Comeau provided the name of Sara H. Rigg for the minutes. Mr. Champy asked to make a notation that the Bridge was classified as E2 not A2. Mr. Surette’s name will be added to the signature lines.

**Mr. Ward made a motion, seconded by Mr. Comeau, to approve the minutes of September 16, 2019 as amended. (Vote 3-0-2)**

The Board had a discussion about whether they were following the Rules of Procedure concerning the people who should serve on the Master Plan Committee. 17.2 of the Master Plan specifies the requirements for participants. It was decided that having four members of the public sit on this committee has not come to fruition. The Board is using the survey, the public’s responses, to create the revisions to the Master Plan. The Board, on March 21st, voted to have a minimum of two members of the Planning Board sit on the committee. 17.2 also states “should” be comprised of; and therefore the Planning Board, in order to proceed, decided to keep the committee as is with the public being welcome to attend all meetings. Meetings are posted on the website. Mr. Surette feels the Board should proceed with their plan. Mr. Straz asked to make sure that the meetings were posted on the webpage every month. He suggested a notice on the front page stating; please attend our monthly meeting where we will be working to update the Master Plan. These meetings will be held on the first Monday of the month.

The Board reviewed the October 7, 2019 working session minutes. “A minimum of two seated members were present” was added.

**Mr. Ward made a motion, seconded by Mr. Straz to accept the minutes of the October 7th Master Plan Working Session as amended. (Vote 3-0-2)** Mr. Champy said, we are not required to keep minutes of a working session but we are doing so to keep transparent. Mr. Comeau said if a main Board creates a subcommittee the sub-committee is required to post the meeting and take minutes.

**VII. New Business**

Review and proposal for 2020 Planning Board budget for the Selectmen

The Board reviewed the budget and there was no change from 2019. **Mr. Straz made a motion, seconded by Mr. Straz to have the budget remain the same as last year with the same distribution as we currently have. (Vote 5-0)**

**VIII. Old Business**

A. Discussion whether to put articles on the Warrant pertaining to minimum buildable lot size.

Also discussion pertaining to ADU’s state RSA and Town zoning regulation.

Mr. Champy believes the ADU in their zoning compared to the RSA’s is a worthwhile discussion. An ADU cannot be limited to a single bedroom but can be limited to two bedrooms. The minimum size is 750 sq. ft. The ADU cannot be larger than the living space of the house. The owner has to live on the premises and can reside in the ADU. The town voted for attached ADU’s and did not vote on detached units at all. There is no RSA requiring a detached ADU. The Selectmen wanted the Planning Board to have this discussion to try and define the zoning for ADU’s because it’s presently vague. Page 3 of 55 #D - Accessory Dwelling Units is the section the Board will review. Mr. Straz said an interior door is required by the RSA. No single ownership of the family dwelling and ADU. There are several items that would be good to add to the Brookfield Zoning Ordinance to strengthen it. Brookfield’s ordinance doesn’t include all the requirements. The Board went through the list on the ordinance from Albany supplied by Mr. Straz. They discussed each item to see which ones they would like to include in their ordinance. They felt including the RSA’s that pertains to items should be in their ordinance. They discussed the fact that the law does not mandate detached Dwelling Units. They wondered if the ordinance should say detached units not allowed. Mr. Comeau said the discussion right now is about attached units. They also discussed what the minimum size of the ADU should be. RSA 674:71 and 674:72 need to be included in the ordinance. They discussed what items should be included in the ordinance and these additions and changes will have to go before the voters in a warrant article. Mr. Champy said as chair he’s going to make a decision that he does agree that we need to specify in D that Accessory Dwelling Units should be per RSA 674:71 and 674:72. He also agrees with Mr. Straz that there needs to be some clarification. He likes the idea of adding the RSA’s and believes that other items should be added such as D from the Albany sheet. He said they could limit the maximum size of an ADU to 800 sq. ft. and he asked if they wanted to add a minimum size amount. They are considering the feedback from the survey when considering the addition of these rules. Mr. Comeau said the proper course of action would be to put a warrant article on the ballot and have the townspeople vote. Mr. Straz agrees with Mr. Champy that the maximum should be 800 sq. ft. Mr. Comeau asked if the size of the lot governs the ADU. Mr. Surette said that would be discriminatory. The minimum house lot size in Brookfield is 800 sq. ft. so the Board decided that the maximum size of an ADU should be 750 sq. ft. This discussion will be continued at the next meeting. Mr. Straz recommended reading Accessory Dwelling Units in NH. A guide for municipalities, NH Housing.

B. This item, Review Rules of Procedure and mark any corrections, Appendix J and K of the Rules of Procedure need modifying to update the names of the people running the newspapers, the day of the meeting, Pit Inspection procedure also needs to be updated will be on the next agenda.

The Board will meet on November 4th for the Master Plan working session and on November 11th for their regular Planning Board meeting.

**IX. Public Comments** None

**X. Member Comments** Mr. Comeau said he had the pit inspection envelope that includes the report. One report goes to the Code Enforcement Officer and one goes to the owner. He will send the reports to the owner and the Code Enforcement Officer. Mr. Champy thanked Mr. Straz for filling in for him when he was unable to attend the meetings.

**Xl. Adjournment**

The meeting was adjourned at 9:00 pm.

Respectfully submitted for approval at the next Planning Board meeting,

Priscilla Colbath Administrative Assistant Pro Temp

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David Champy Ed Comeau

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Tim Straz Terry Ward

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