



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
PLANNING DEPARTMENT**

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**Planning Board Minutes
August 20, 2020**

Present: Eric Bernstein, Co-chair (voting)
Alan Rosenberg, Co-chair (voting)
Chris Duncan, Member (voting)
Ron Pelletier, Member (voting)
Brendan Denehy, Selectboard Representative (voting)
Valérie Rearick, Town Planner

Eric called the meeting to order at 7:05pm. **Tad** noted we are meeting electronically and remotely under the governor's Executive Order 2020-04 and Executive Orders #12 and #23. In following with these orders, **Tad** asked each Board member, beginning with **Alan**, to state where they are, why they are there and who, if anyone, is in the room with them. All members responded.

Minutes

Brendan made a motion to approve the July 16, 2020 as amended. Seconded by Alan. Roll call vote: Alan, Brendan, Chris, Eric, and Ron all voted yes.

Dennis LaBombard, Town Engineer & Michael Wenrich DPW Director: Work along Scabbard Mill Brook (Prime Wetland) on Hood Road

Dennis reviewed the plans for the Hood road upgrade project. He said they have about ½ mile of Hood Road that is still gravel. They are here tonight because they are going to be doing work along the prime wetlands #3 and anything within 100 feet of prime wetlands requires us to jump through a few more hoops. They will be replacing the two culverts that are there now and adding a retaining wall with a guardrail. He showed the Board on the plan where the affected areas will be. He explained that they will be applying for a wetland permit with the Wetlands Bureau. They are pushing us to install an open bottom culvert. They have also checked with the Natural Heritage Bureau and they said there are three endangered species in this area: two types of turtles and an Eastern Hog Nose Snake. FEMA indicates that it is not a flood area. **Dennis** said he is presenting this to the Board and to the Conservation Commission because the Wetlands Bureau will be looking to the town when they get the permit application. **Dennis** said if the Board has questions now is the time to have them answered. **Chris** asked what the height of the retaining wall will be. **Dennis** said four to six feet with the guard rail at on top of it. **Dennis** said they are trying to get this road to be 20 feet wide with 3 feet on each side so a total of 26 feet wide. The Board had no issues with this plan.

Drew Kellner: BCC/DPW/FD Project: Kecy Road Dead End Improvement

Drew shared with the Board the Plan to add a parking area at the end of Kecy Road. The first phase would be to add the parking area and the second phase would be to discontinue the road before the

driveway located after the parking lot and there will be a turnaround for the DPW and the Fire Department. Key Road ends about 30 feet from the homeowner's garage at Lot H-76. There is no turnaround available. **Drew** said he has spoken with the homeowners, the Fire Department, and DPW. Everyone agrees with the plan to add the parking area for access to the Conservation land and to provide a turnaround for this area. This will be funded by the Conservation Commission, DPW and the Fire Department. The Board agreed this is a great idea. **Chris** said he appreciated that all three departments were able to find the funding in this year's budget.

SP#2020-B: J-53 Commercial Development. Announce Case Continued September 17th, 2020.

Eric said they have a written request to continue Case SP 2020-B: J-53 to the September Planning Board Meeting.

Alan made a motion to continue case SP#2020-B: J-53 Commercial Development to the next scheduled Planning Board meeting on September 17, 2020. Brendan seconded. Roll call vote Alan, Brendan, Chris, Eric, and Ron all voted yes.

SP#2020-E E-3-5 Matt Goodwin Home Business, Website Development

In attendance for this hearing for Matt Goodwin, applicant.

Eric said the fees have been paid, the abutters have been noticed and the Board has received all paperwork regarding this case.

Chris made a motion to accept case # SP2020-E E-3-5 Matt Goodwin Home Business, Website Development. Ron seconded. Roll call vote Alan, Brendan, Chris, Eric, and Ron all voted yes.

Matt is proposing to operate a home Business "Modern Concepts" web design, and "Simplification" storage space organizing at his home located at 244 Route 13. He said he will not have clients at his home he will meet them at a Dunkin Donuts, and he would also like to use the existing signpost that was left there by the previous homeowner who had a landscaping business. The Board explained that he would need to get a sign permit for the use of the signpost. **Matt** said he will be lighting it and know he need to follow the regulations which states it will need to be down lit. He will use a solar light so it will not light it up all night.

Eric read the conditions of approval:

- Fees for Staff application review and meeting(s) attendance shall be paid within a month of approval.
- If the applicant intends to have a sign on the property, a sign permit shall be applied for with the Building Inspector.
- The applicant shall discuss any changes to his activities with town Staff to ensure compliance with the regulations.
- There will be a compliance hearing one year after the date of approval of this application.

Chris made a motion to approve application # SP2020-E E-3-5 Matt Goodwin Home Business, Modern Concepts" Website Development and "Simplification" Storage Space Organizing with the conditions of approval read previously by Eric and issue the Special Permit. Ron seconded. Roll call vote Alan, Brendan, Chris, Eric, and Ron all voted yes.

Case#2020-5:G-51 G-51-2 Chandler/Chanagan, Lot Line Adjustment

In attendance for this hearing for Randy Haigh, Meridian Land Services and Bennet Chandler, applicant.

Randy was having technical difficulties with the virtual meeting.

Valérie said they received these revised lot line adjustment plan and all her comments have been answered. This application is to revise the lot line between Lot G-51 and G-51-2 because the house was built in the set back on lot G-51-2. This will make this lot a legal lot and the building will no longer be in the setback. This is a very straight forward application and there were no comments from

any other departments. **Bennet Chandler** said Val has summarized this very well and they are just trying to make this a legal lot. There is a driveway easement that they will need to modify to note that they are moving lot lines and will need to add a piece of the driveway to this Driveway Easement. He will make sure the town receives a copy before it is recorded.

Eric said the fees have been paid, the abutters have been noticed and the Board has received all paperwork regarding this case.

Alan made a motion to accept application #2020-5 G-51 G-51-2 Chandler/Chanagan, Lot Line Adjustment. Ron Seconded. Roll call vote Alan, Brendan, Chris, Eric, and Ron all voted yes.

Eric read the conditions of approval:

- All fees associated with the case review and meeting attendance shall be paid prior to the recording of the final plan.
- The applicant shall submit 8 paper copies of the final plan and a permanent, reproducible Mylar.
- The applicant / representative shall provide a labeled and pre-paid mailing tube to send the final Mylar to the Registry of Deeds.
- All conditions of approval shall be noted on the final plan.

Chris made a motion to approve application #2020-5 G-51 G-51-2 Chandler/Chanagan, Lot Line Adjustment with the condition of approval previously read. Ron Seconded. Roll call vote Alan, Brendan, Chris, Eric, and Ron all voted yes.

Case#2020-6:J-1 J-3-3 Thibeault, Lot Line Adjustment

In attendance for this hearing for Randy Haigh, Meridian Land Services.

Eric said the fees have been paid, the abutters have been noticed and the Board has received all paperwork regarding this case.

Alan made a motion to accept application 2020-6 J-1 J-3-3 Thibeault, Lot Line Adjustment. Ron Seconded. Roll call vote Alan, Brendan, Chris, Eric, and Ron all voted yes.

Randy said this is straight forward lot line adjustment they are looking to revise the lot line between there lots J-3-3 and Lot J-1. The owner would like to add a garage to his lot, and they were able to add a leg to Lot J-1 so lot J-1 can gain 30-foot road frontage off West Hill Road. Both lots would conform to zoning. **Valérie** said there was a comment from the Conservation Commission, and they had asked “Does the 30’ of frontage on West Hill Road, which coincides with the Conservation Easement, constitute frontage?” **Randy** said all the lots take access off West Hill Road, but they have a common Driveway (Lost Valley Road). They are not allowed to gain access through the Conservation Easement. **Valérie** said there is a mutual access agreement and she assumes that with the added lot this wording will need to be updated. **Randy** said there is no agreement in place now; it was stated as such on the original plan, but an agreement was never created and recoded. **Randy** agreed to add a note to the plan that before a building permit can be issues for Lot J-1 there will need to be a formal easement put in place. The Board agreed. **Chris** said the fire department has made mentioned that the house for Lot J-1 may need to be sprinkled. **Randy** said he has also added that note to the plan that states “Fire Protection for the lots is from an existing drafting site on West Hill Road. If future development on Lot J-1 occurs, a sprinkler system may be required, depending on the location and its distance to the nearest fire protection site.” This is note number 6 on the plan. The Board agreed.

Eric read the conditions of Approval:

- All fees associated with the case review and meeting attendance shall be paid prior to the recording of the final plan.
- Lot J-1 is subject to an impact fee per the Brookline Zoning Section 2100, in four separate amounts. The impact fees of \$222.14 (for ambulance facility), \$1,304.24 (for Brookline school

system), \$1,843.47 (for Hollis/Brookline Coop Middle School), and 345.83 (for the new Police Station) are payable to the Town of Brookline at the time the Certificate of Occupancy is issued.

- The applicant shall submit 8 paper copies of the final plan and a permanent, reproducible Mylar.
- The applicant / representative shall provide a labeled and pre-paid mailing tube to send the final Mylar to the Registry of Deeds.
- All conditions of approval shall be noted on the final plan.

Alan made a motion to approve application 2020-6 J-1 J-3-3 Thibeault, Lot Line Adjustment with the conditions of approval read by Eric. Brendan Seconded. Roll call vote Alan, Brendan, Chris, Eric, and Ron all voted yes.

Well Water Committee

Chris said they are moving forward and will have a submission to the Planning Board for the September meeting.

Selectboard

Brendan said they are getting ready for the Budget process.

Capital Improvement Committee

Alan said he received all the submissions and will compile the information this weekend. He will then send it out to the committee to review and they should be able to schedule their first meeting very shortly.

Eric Bernstein, Co-chair _____

Alan Rosenberg, Co-chair _____

Chris Duncan, Member _____

Ron Pelletier, Member _____

Brendan Denehy, Selectboard Representative _____

Minutes submitted by Kristen Austin

Next Scheduled Planning Board Meeting is September 17, 2020