



TOWN OF
BROOKLINE, NEW HAMPSHIRE

Planning Department

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Short Term Rental Advisory Committee

Sept 26, 2023 - 6:00 PM

Selectboard Meeting Room, 1 Main Street, Brookline NH

Meeting Minutes

Present: Chris Duncan, Planning Board Representative and Chair
Tom Solon, Melendy Pond Management Committee Representative
Gail Chaddock, Member
Jennifer Dolloff, Member
Gohar Azarian, Member
Jason Bazemore, attendee

Staff: Michele Decoteau, Town Planner

I. Call to Order

C. Duncan called the meeting to order at 6:00 PM.

2. Minutes from 09.05.2023

Line 80 ... Solon

G. Chaddock MOVED to approve the minutes of September 5, 2023, as amended.

T. Solon SECONDED.

Discussion: None

All in favor (5 – ayes, 0 – nays, 0 abstain). Motion carried.

3. Review items on Hot List

The Committee discussed Permitting and decided by consensus that the permit should not be transferable. The permit should be a Conditional Use Permit granted by the Planning Board to a specific owner.

Safety was discussed and how to outreach to Emergency Services in Brookline. They need to maintain a list of STR properties. "Noise cameras" were discussed and that information could be provided to applicants as a way of measuring when noise levels gets excessive. Performance standards were discussed and considered. The Committee liked the idea of performance

standards for STR but noted that this may be difficult to enforce beyond the basics of quiet hours similar to what is in the Home Business Ordinance and Regulations.

The number of days per year that a STR can be rented was discussed and 180 days per year, being just slightly less than half, was agreed upon by consensus. If you have a home business, you can operate approximately 12 out of 24 hours per day – essentially half the time. Since STR is a 24 day operation, half a year’s worth of days (or approximately 180) made sense to the Committee. The Committee decided that 30 or fewer consecutive days rental to a single person or group made the most sense.

Parking spaces were discussed, and it was decided, by consensus, that there should be one parking space per bedroom and a guest space.

The enforcement/complaint process was discussed, and the Committee thought that the initial complaint should be resolved by the owner or their representative. The rest of the process would be as discussed previously and responded to by the Zoning Enforcement Officer.

M. Decoteau shared a draft STR Ordinance and the Committee added and clarified a few points. M. Decoteau will share a draft after a reorganization and updating per comments.

The Committee had a short list of items to be included in the application and the regulations. These will be drafted after the Ordinance is completed.

4. Timeline for Ordinance Public Hearings

M. Decoteau shared a calendar of potential Public Hearing dates and Planning Board meetings. The Committee discussed the process of how the Planning Board puts potential Zoning Ordinance changes on the ballot at Town Meeting.

5. Adjourn

J. Dolloff MOVED to adjourn at 8:07 PM. G. Chaddock SECONDED.

Discussion: None

All in Favor

Respectfully submitted by M. Decoteau

Approved on XX.XX.2023