



TOWN OF
BROOKLINE, NEW HAMPSHIRE

PLANNING DEPARTMENT

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PLANNING BOARD MEETING

Minutes

November 17, 2016

Present: Alan Rosenberg, Co-Chair
Eric Bernstein, Co-Chair
Ron Pelletier, Member (arrived at 7:30pm)
Richard Randlett, Member
Brendan Denehy, Selectboard Representative
Valérie Rearick, Town Planner

Absent: Jill Adams, Alternate

Minutes

Brendan moved to approve the minutes of the October 20, 2016 Planning Board Meeting Minutes as amended. Eric seconded. Voted yes 4-0.

2016-3 J-16, Chandler Rev Trust, Eastman Development: 12 lot subdivision

In attendance for this case Randy Haight (Meridian Land Services LLC), Bennet Chandler, (applicant).

Randy said since they last met he has updated the plan he will still need to add the phase line but since the last meeting he has added road names, street light note #18, easement reservation note, conditions of approval, updated note #14 to state waivers were granted, updated all the bullets that they discussed at the last meeting, added note #20 about the phases of construction, and added a detail to the sheet for lot nine.

Dennis said in his last letter he just wanted the Board to be aware of a few things. The proposed retaining wall design still has to be submitted. **Randy** asked if the Board wanted to be part of the review process for the retaining wall. **Alan** said as long as the Town Engineer and the Road Agent are okay with the design, he would leave it to them to inspect the work. A copy should be added to the file.

Dennis read through his letter:

1. The required retaining walls are to be designed and submitted to the Town for review at a later date. Does the Board want to be involved in that process or is the review of the Town road inspector sufficient?

2. Town Counsel needs to be aware of and review the easement wording for the retaining wall maintenance and/or future replacement.
3. It is my understanding (from John Heavisides' letter) that the Planning Board approved a raised block in lieu of a guardrail at the October 2016 meeting for the areas adjacent to the retaining wall. I was not in attendance at that meeting.
4. Town Counsel needs to be aware of and review the easement wording for the future road construction to lot G-52.
5. I still recommend that the access drive to basin 402 (at the end of Eastman Drive) go directly to the road rather than off a private driveway.
6. Drawings now indicate that the Board granted waivers to the required sight distances at the intersections of Wildwood & Marjorie Drive as well as Marjorie & Eastman Drives. I still disagree with the way the indicated sight distances were calculated. When the line of sight goes outside the right of way and there is no easement to maintain a clear path then I do not believe one can use that line for sight distance. If the owner of the lot where the sight line passes through decides to plant trees or shrubs along the right of way line then the submitted sight distance is lost.

Randy said he agrees the site distance requirements of 400 feet is excessive.

Alan said they are waiting for the Conservation Commission to review the easement wording with the Chandlers. Town Counsel will need to review them as well.

Planning Board Policies

The Board discussed the Planning Board Policy. **Brendan made a motion to re-adopt the Planning Board Meeting Policies as modified and dated November 2016. Eric seconded. Voted yes 5-0.**

Planning Board policy:

- The Board meets on the third Thursday of the month. Meetings start at 7:00 p.m. and the Planning Board reserves the right to continue its hearings until a later date should the proceedings go beyond 10:00 p.m., with the first two hours reserved for applications' review and the last hour for planning board business. Agendas are posted 8 to 10 days prior to the scheduled meetings.
- Applications must be submitted **at least 30 calendar days** before the meeting at which you wish to appear. Applications will be reviewed within 10 days and the applicant will be notified if additional information is required. If so, the requested information shall be provided or a written request to the Board for a waiver of any requirement at **least 15 days** before the scheduled meeting date must be made; otherwise the application **will not** be placed on that agenda.
- Applicants who have submitted all required information or requests for waivers in lieu thereof will be scheduled for the requested meeting date in order of submission. If insufficient time is available at the requested meeting, applicants will be scheduled for the next available meeting.
- Any revised plans and/or additional information related to an accepted application submitted **less than 10 days** prior to a scheduled meeting will **NOT** be discussed. Any

late submission will be reviewed and discussed at the next available meeting following the scheduled meeting. **No** revised documents will be accepted during a meeting.

- If all the required information has been submitted and the board has granted any requested waivers, an application will be accepted at the first scheduled meeting. The acceptance hearing is primarily procedural, and, as such, substantive discussions are kept to a minimum. An application will then be scheduled for an approval hearing at the next available meeting, at which time the application will be reviewed in depth and testimony from the public will be heard. Applications will not be accepted and approved at the same meeting, except for minor subdivisions at the discretion of the Planning Board.
- All applications are subject to review by the Fire, Police and Emergency Management Departments, the Building Inspector and the Conservation Commission, if applicable and/or required by the Board.
- Any documents related to a conceptual discussion with the Board must be submitted at least 10 days before a scheduled meeting. Otherwise, the discussion will not be placed on that agenda.
- It is highly recommended that the applicant meets with the Town Planner who is available to answer questions or provide guidance before application submittal.

The Board also approved the 2017 Planning Board meeting schedule that includes application submission deadline and revision submission deadline.

ADU update Section 2000

The Board discussed the amendments to the Accessory Dwelling Unit sections. They also agreed to remove the section about illegal ADU. They agreed with all the amendments to this section. (Attached to these minutes).

Zoning Ordinance Updates

The Board discussed the amendments to the Zoning ordinance and agreed with this document is ready to be posted for and schedule the public hearing. (Attached to these minutes).

Sidewalk and Trails Committee

Alan said they are in the process of making the final draft of the sidewalks and trail plan. The next meeting will be held on Monday 12/12/2016.

Economic Development Committee

Ron said they have discussed Welcome to Brookline signs using the proceeds from the Bridal Show. They are hoping to have sign designs by January 2017.

Selectboard

Brendan said a resident from Sawtelle Road brought the Town to court and the judge ruled that the waiver the Planning Board put in place was not acceptable and a new plan will be needed to come before the Planning Board.

Nashua Regional Planning Commission – Master Plan and Zoning Ordinance review

Brendan said NRPC will review the Master Plan and the Zoning Ordinance to make sure they coincide with each other. The Selectboard has asked for a scope of work and the cost of \$5,500. The Selectboard thought they should ask the Planning board if they thought the town should pursue this. The Board agreed this is a great idea to have them look into both documents.

Brendan said this will either come out of the Town Budget or a warrant article at Town Meeting.

Future Planning

Brendan asked if they had a plan for things that they approve on a plan that in the future would need to be maintained by the town for example the retaining wall on the Eastman Development that they had approved earlier. What will something like this cost us in the future for repairs or a rebuild? The Board agreed they should look into the future cost and where or who should be responsible for it.

Richard made a motion to adjourn at 8:15pm. Brendan seconded. Voted yes 5-0.

Alan Rosenberg, Co-Chair _____

Eric Bernstein, Co-Chair, _____

Brendan Denehy, Selectboard Representative _____

Ron Pelletier, Member, _____

Richard Randlett, Member, _____

**The next Regular Planning Board meeting will be December 15, 2016.
Minutes submitted by Kristen Austin.**