



**TOWN OF
BROOKLINE, NEW HAMPSHIRE**

PLANNING DEPARTMENT

**P.O. BOX 360 – 1 Main Street
BROOKLINE, NH 03033-0360**

Telephone (603) 673-8855
Fax (603) 673-8136

kristen@brookline.nh.us valerie@brookline.nh.us
<http://www.brookline.nh.us>

PLANNING BOARD MEETING

Minutes

December 20, 2018

**Present: Eric Bernstein, Co-Chair
Chris Duncan, Member
Ron Pelletier, Member
Peter Keenan, Alternate, (voting for Alan Rosenberg)
Tom Humphreys, Selectboard Representative Alternate**

Absent: Alan Rosenberg, Co-Chair, Jill Adams, Alternate, Valérie Rearick, Town Planner

Eric asked Peter to vote for Alan. Peter agreed.

Minutes

Chris made a motion to approve the minutes of November 15, 2018 as amended. Ron seconded. Voted yes 4-0.

Road Bond, Countryside Drive (bond reduction)

After reading a letter from the Town engineer the Board agreed to make a recommendation to the Selectboard to reduce the road bond.

Ron made a motion to recommend to the Selectboard to reduce the Countryside Drive Road Bond down to \$70,000 as recommended by the town Engineer (Dennis LaBombard Engineering). Chris seconded. Voted yes 5-0.

NRSP#2018-E: F-27. Dawn Elliott, Massage Therapy Home Business

In attendance for this hearing is Dawn Elliott (applicant).

Eric said the applicant is proposing to operate a home business “Elliott Bodyworks” massage Therapy. The property is located in the residential/agricultural District. Eric said it looks like all the paperwork is complete, the fees have been paid and the abutters have been notified.

Chris made a motion to accept Case NRSP#2018-E: F-27. Dawn Elliott, Massage Therapy Home Business. Ron seconded. Voted yes 5-0.

Dawn said she moved to town in May and has a job outside her home but would like to start an in home message business. This will be by appointment only. Eric read from the staff report which states that she is proposing no employees, hours of operation: no earlier than 8:00 am, no later than 8:00 pm by appointments only, only a few hours per day (not operating all day long) as the applicant already has another occupation, a small sign will be installed, and there is an existing second driveway for customers to park. Dawn said this will be by

appointment only not open for walk-ins. **Eric** asked how many cars she would be able to park in the second driveway. **Dawn** said she could fit between 3 to 4 cars in the second driveway.

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 her 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.

Ron made a motion to approve Case NRSP#2018-E: F-27 Dawn Elliott, Massage Therapy Home Business with the conditional of approval listed on the staff report as read by Eric. Chris seconded. Voted yes 5-0.

NRSP#2018-F: F-2. Priscilla Wilson, Rise Fitness Studio

In attendance for this hearing: Pricilla Wilson (applicant) Kaitlin Quinn-Stearns (co-applicant) **Eric** said this application is proposing to operate a Fitness Studio in Unit G/H at Stoney Ledge Plaza located at 181 Route 13.

Pricilla said she and Kaitlin would like to open a fitness center at Stoney Ledge. They will offer yoga classes and nutrition and wellness counseling. They are co-owners, and both are instructors. They will be open during the class times only and not open all day. They will have morning classes and some late in the evening. **Eric** said it looks like all the paperwork is complete, the fees have been paid and the abutters have been notified.

Ron made a motion to accept Case NRSP#2018-F: F-2. Chris seconded. Voted yes 5-0.

Eric said it looks like to Fire Department had some items that needed to be completed.

Pricilla said she had met with them and they have completed the list of things they had given her, and their concerns have been satisfied. **Tom** asked if they would hold classes only or allow people to go anytime to work out. As previously stated, **Pricilla** said classes only and they will be closed unless there is a class. **Eric** asked about the hours of operation. **Pricilla** said they will hold a few 5:15 am classes a week and the later classes will be held 7:30 to 10:00 pm. **Corey Dickerson** (abutter) said he is in favor of this application. The Board agreed they should add a condition of approval that states they would need to speak with the Building Inspector if they would like to put up a sign.

Eric read the conditions of approval:

- All fees for case review, Staff meeting attendance and inspections shall be paid by the applicant within 15 days of receiving the invoice.
- If the applicant intends to have a sign on the building, a sign permit shall be applied for with the Building Inspector.
- Any changes to the business / use shall be reviewed and approved by the Planning Board.

Ron made a motion to approve Case NRSP#2018-F: F-2 with the condition of approval listed on the staff report and read by Eric. Chris seconded. Voted yes 5-0.

NRSP#2018-G: G-53-2. Michelle Dickerson, Childcare Center

In attendance for this hearing Michelle Dickerson (applicant), Corey Dickerson.

Eric said the applicant is proposing to establish a childcare center at 108 Route 13 (behind Big Bear). **Michelle** said she is looking to expand and get the daycare out of her home. **Tom** asked if NH licensing must be approved before the Planning board approves this. **Michelle** said the Planning Board approval is needed before she can get licensed from the state.

Eric said it looks like all the paperwork is complete, the fees have been paid and the abutters have been notified.

Chris made a motion to accept Case NRSP#2018-G: G-53-2. Michelle Dickerson, Childcare Center. Ron seconded. Voted yes 5-0.

Peter said this is a great idea as it is hard to find reliable daycare. **Eric** asked what the ages would be. **Michelle** said from infants to Pre-K. **Tom** said there is a state requirement of how many employees you would need. **Michelle** said the amount and ages of the children will determine how many employees she would need. **Ron** said the water will need to be tested if you are going to have a daycare. **Corey** said they had the water tested already. **Eric** read the letter from the Fire Department dated 11/27/2018: "The Fire Department met with the applicant and as a result of the walk-through the following requirements need to be met:

1. *Emergency lights will need to be added on the proposed wall to illuminate the means of egress*
2. *Exit signs need to be mounted above the doors on the proposed new wall*
3. *Horn Strobes will need to be added in areas where they can't be heard or seen*
4. *If the door locks are changed, we will need to be notified so we can put a key in the Knox Box*
5. *The fire alarm needs to be monitored by an alarm company*
6. *Prior to the business opening, a life safety inspection will need to be conducted to ensure compliance with all applicable codes and town ordinances*
7. *In accordance with town ordinances, annual business inspection shall be conducted.*

Eric asked about parking. **Michelle** said there are about 15 parking spots. **Corey** said there is also a dirt parking area that is about 60 x80 that would be plenty of parking. **Eric** asked about an outdoor play area. **Michelle** said there will be an outside play area that will be fenced in.

Ron said he feels this will be a good addition to the town. **Corey** said they are just going to reface the signs that are already in existence that currently say Neil Stone Studio. **Eric** suggested he contacts the Building Inspector about the signs.

Eric read the conditions of approval as stated in the Staff Report:

- 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.
- Satisfactory reports from the Building and Fire Departments shall be provided prior to the opening of the childcare facility.
- Inspection by the Health Officer shall be conducted, and report provided to the Planning Board prior to the opening of the childcare facility.
- A copy NH State permit / licensing shall be provided to the Planning Department.
- Any changes to the business shall be reviewed and approved by the Planning Board.

Ron made a motion to approve Case NRSP#2018-G: G-53-2. Michelle Dickerson, Childcare Center with the conditions listed on the staff report and read by Eric. Chris seconded. Voted yes 5-0.

Zoning Amendments: Petition Warrant Article

Eric read the petition Warrant Article submitted by Margaret Monachelli of 49 South Main Street and also the location of the Brookline Animal Hospital.

"Shall the town approve an amendment to the zoning ordinance to include town of Brookline lot K-26 (Brookline Animal Hospital) in the town's commercial / industrial zone, which already abuts the town's commercial / industrial district along route 13."

Tom made a motion to schedule a public hearing to discuss this petition warrant article on January 17, 2019. Ron seconded. Voted yes 5-0.

Public Hearing –Zoning Ordinance Amendment to section 1100 Wetland Conservation District

Eric opened the Public hearing. The Board reviewed the amendments. There were no comments from the public.

Chris made a motion to close the public hearing. Ron seconded. Voted yes 5-0.

Chris made a motion to accept the Zoning amendments to section 1100 of the Zoning Ordinance and to place the proposed amendments on the ballot for March voting day. Ron seconded. Voted yes 5-0.

Capital Improvements Committee

Eric said they have a final copy of the CIP and he believes they will need a motion to adopt this tonight. The Board agreed. **Ron made a motion to adopt the 2019 – 2024 Capital Improvement Plan as submitted. Chris seconded. Voted yes 5-0.**

Economic Development Committee

Eric said they haven't had a meeting since the last time the Planning Board met. They are still talking about the Welcome to Brookline signs. **Tom** has commented on the Welcome to Milford signs that were just installed. **Eric** said he believed that Tad Putney (Town Administrator) was going to contact the company that designed the signs.

Melendy Pond Planning Committee

Chris said they have completed three warrant articles that they have presented to the Selectboard to be placed on the Ballot this year for town meeting. One is to propose extending the lease dates to a specific date. The second one was to abolish the Melendy Pond Authority and the Third one is to create a fund that will collect money to cover the cost of any costs to tear down buildings. These warrant articles have been created to limit or lessen the cost to the town. **Eric** thanked **Chris** for participating in this Committee as the Planning Board representative. **Chris** said he enjoyed being a part of it and would do it again.

Adjourn

Ron made a motion to adjourn at 8:10 pm. Chris seconded. Voted yes 5-0.

Eric Bernstein, Co-Chair, _____

Chris Duncan, Member, _____

Ron Pelletier, Member, _____

Peter Keenan, Alternate, (voting for Alan Rosenberg), _____

Tom Humphreys, Selectboard Representative, _____

**The next Regular Planning Board meeting will be January 17, 2018.
Minutes submitted by Kristen Austin.**