

Brentwood Planning Board Meeting Minutes 6.1.23

Present: Kristin Aldred- Chairperson

Bruce Stevens

Mark Kennedy

~~Doug Finan~~

Paul Kleinman-SB rep

~~Stefanie Kizza-Vice Chair~~

Ned Matson

Brian West

Kate Locke-Parks

Town Planner: Glenn Greenwood

Meeting held at Brentwood Town Office

Aldred opened the public meeting.

Stevens motions to bring West to the table as a voting member, Matson seconds, all in favor, motion carries.

Expedited Site Plan Review: Applicant/Owner: Briggs Family Holdings, LLC, Jennifer Leger, A Place to Grow, 436 Route 125, referenced by tax map 201.005. Leger attended the meeting via Zoom, she is seeking an amendment to a previously approved site plan to change capacity from 40 children to 52 children. Leger recently submitted the State zoning form for sign off by Benedix. The form had changed since it was last filled out and now requires that the Town note if there is a limit on the number of children and if so, how many. The current affidavit states that there is a limit of 40 children, Leger states that her State license allows her to have up to 52 children and states that they have always (for the last 7-8 years) operated at a license capacity of 52. The site has never had any issues with their septic or parking. The State sets the occupancy limit according to square footage, there have been no changes to the site other than expanding the fenced in area. This is an expedited site plan which does not require abutter notification. **Stevens motions to approve the expedited site plan, Kennedy seconds, all in favor, motion carries.**

Stevens motions to have Locke-Parks join the table as a voting member, Matson seconds, all in favor, motion carries.

Taryn Merrill from Fresh AF Bakery was present to read and discuss her letter to the Planning Board regarding moving her business from Kingston to 304 South Road in Brentwood. Merrill is familiar with the process of changing office space to a commercial kitchen, and already has the equipment. Merrill is hoping to use the existing site plan on file where her business does not require any structural changes inside or outside of the building. At her current location Merrill has 4 employees, they are open Thursday-Sunday, have no seating, and do approximately 100 transactions per day. The Board discussed parking, there was a concern about parking along South Road, Merrill understood the Board's concern. The Board discussed the location of the dumpster, well, septic and leach field. The owner of the property, Sarah Curry was present to discuss some of these things, states they had water testing done, the property was surveyed within the last 18 months, test pits are being dug next week, states that at a minimum she expects to replace the septic tank and they will have to have a contingency design because the design 35 years ago was not recorded. Merrill and Curry are here this evening to see what degree of site plan is going to be required. Merrill states that there is currently no handicap parking at 304 South Road, the handicap ramp to the building is not up to code and the bathroom is not handicap accessible, she would want to make the appropriate changes to make the location accessible to all. This is a legally existing non-conforming lot of record, any changes/upgrades that are not within the original footprint will need ZBA approval. Merrill also states that while it would be ideal to have some seating, she is not looking to become a full service restaurant; she would like to continue her paper service and using compostable to go type containers. The Board would like to see a revised/modified site plan, it does not have to be surveyed but should show the location of the parking out back that was not part of the original site plan, the location of the utilities and well, and if a

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new septic is required it should also reflect that. The greatest expense associated with Brentwood's site plan review regulations is that we require a surveyed plan, the Board can waive that requirement but that would mean that the plan cannot be recorded with the State, the Town would attach an affidavit. The Board would like to see notes on the plan regarding the parking and the paper service.

Aldred motions to approve the minutes of April 6th with an amendment regarding the property at 223.069 stating to please see the minutes of April 20th as this property was readdressed due to new information, Locke-Parks seconds, all in favor.

Benedix will edit the first paragraph of the minutes of April 20th to reflect that the affidavit states no inspections. Kennedy motions to accept the minutes of April 20th as written, Matson seconds, all in favor, motion carries.

Kleinman motions to accept the minutes of May 18th as written, Stevens seconds, all in favor, motion carries.

The Board is reviewing the rules and procedures, Finan emailed some suggestions, the Board reviewed them. The Board would like to discuss public comment, changing the term "Chairman" to "Chair," and the meeting cancellation process as well as the process of appointing alternates. Aldred asked the Board to review the rules and procedures before the next meeting.

Matson motions to adjourn, West seconds, all in favor, meeting adjourned.