**PLANNING BOARD**

**TOWN OF GREENFIELD NH**

**MEETING MINUTES**

**RECORDED BY SHARON ROSSI**

**December 14, 2015**

**Amended: December 28, 2015**

Members attending: KO’Connell, PRenaud, KPaulsen, AWood, SFox, RMarshall (sitting in for JFletcher)

JPack, (new recording secretary), MBorden, KDay, DRobertson

7**:13 P.M. Meeting Opened**

PRenaud began reading November 9th’s meeting minutes. After minor changes, PRenaud motioned to accept the minutes as amended. It was noted that the 4th criteria for ZBA approval of change in non-conforming use that has been grandfathered. PRenaud will e-mail it to SRossi for inclusion in the minutes. AWood seconded the motion. Vote was unanimous in favor.

**7:26 P.M. Mail Received:**

Notice of Allrose B&B Public Hearing notice in the Monadnock Transcript

Invoice for ad notice

Letter from MPerron advising of payment.

**7:28 P.M. Hearing Procedures**

KO’Connell advised the audience of the procedures for the hearing. He pointed out the exits, advised no smoking in the building, and to set cell phones to silent notification mode. KO’Connell also advised MPerron about the outstanding balance due of $225.00 plus tonight’s fees. He received check #182 for the outstanding balance.

**7:30 p.m. Allrose B&B Public Hearing**

KO’Connell advised MPerron that the costs for the site plan review application and public hearing notice is $192.57. He accepted check #183 as payment. RMarshall asked if this application had been reviewed by an outside consultant. KO’Connell responded that it hasn’t.

KO’Connell asked MPerron to present her application. MPerron stated, “The application is for a 4 bedroom B&B at my residence on East Rd, Greenfield. This application was put together by Fieldstone Land Consultants. They have done everything to complete the application for me. This application hasn’t changed since I tried to get the wedding venue application approved. I plan to be open 24/7- 12 months a year. I have 4 bedrooms available individually for rental. As quite a few of you were on the site plan review, you will note there has been no change in the footprint of the building. The parking area is less in size and this plan also includes the snow removal.” RMarshall asked, “Are you offering meals?” MPerron said, “On Saturday and Sunday, there will be a continental breakfast offered to the guests. There has to be 24 hour coverage and a second person will be taking over for me. They will be called a ‘concierge.’ That person will be the contact for catered meals and I plan on using other resources available in town. I will not have a website, but will have marketing on Facebook and Craigslist. I’ve had MBorden over to the house to address the fire safety issues. There are some minor changes needed such as automatic door hinges which allows an automatic soft closing. Railings have to be changed to meet fire regulations. I will have a fire system through ADP which is hardwired to fire station. I have commercial insurance that will cover additional people in the house. There will be no use of the barn or special events held. No group dinners held. This will be strictly a B&B where guests come and go for a day or up to a week. My marketing plan isn’t quite complete yet. There will be minimal promotion through flyers. I didn’t do a campaign to get many people here to support me as many of the neighbors were in support of the previous wedding venue. Everyone is for it. Since all this started, concerning property not selling, there have been 4 houses sold on my street and those new neighbors are in favor of this. KPaulsen asked, “Are you going to cater to equestrian groups?” MPerron responded, “Yes, but I won’t be using the barn” RMarshall asked if copies could be made so that the Board can go through the checklist. KO’Connell made copies of the application and passed them to the Board.

RMarshall noted that there has to be 3 site plans attached. KO’Connell said, “We have a copy of the site plan but without the changed parking area.”

MPerron said with MBorden’s approval, I do have an approved septic for the wedding venue, but our current septic system is all right to use.

PRenaud said we would need the flood plain line, boundary and frontage lines on the plat. (Items were found on the plat under Note 4.)

RMarshall moved sufficient information exists in this application to invoke jurisdiction on accepting this application. SFox seconded this motion. Vote unanimous in favor. (RMarshall, PRenaud, AWood, SFox, and KPaulsen)

RMarshall asked the following:

“People might use catering at the property, do you plan on doing the catering at the property?” MPerron said, “Not for a large group, only for one or two people who would be looking for a meal and then an outside catering person would come in to use the kitchen.”

RMarshall asked of MBorden, “If there are any health requirements by the board of health?” MBorden responded, “Yes, any food preparation on site would require the kitchen be inspected and meet state codes.”

RMarshall asked, “Is the gravel area new?” MPerron responded she isn’t sure about this. He also asked, “Is there a change in elevation in those locations?” MPerron isn’t sure and will get an answer for the Board.

RMarshall said, “On the original plat, it showed lighting on the corner of the barn and is it going to be used for the B&B?” MPerron said, “Yes.”

RMarshall asked, “Have you checked with code enforcement and are the modifications for fire safety in compliance?” MPerron responded, “Yes, after the small changes are done.”

PRenaud asked, “Are the parking spaces marked as such. “ “With the area being graveled, the parking area has a fence and I am going to number the spaces, showing the numbers on the fence,” responded, MPerron. KPaulsen asked, “Will there be wide parking are spaces?” PRenaud said this is a wide spot and doesn’t see any reason not to waive the dimensional requirements. AWood asked, “Is the handicapped parking marked?” MPerron answered, “Yes, it is and it is next to the house.” KO’Connell asked, “How are you going to clear the snow off of the walkway?” MPerron said, “I have a plowing service and I will be clearing it using a snow blower. “

**8:30 Public Hearing Portion Opened.**

MBorden said, “This is a great use of the property and very well set up for it. I’ve been through the property with Michele and the life safety requirements will be met. KDay said, “I echo everything MBorden said and this is very good for the town.”

KO’Connell asked if there are any more questions from Board members. There being none, he closed the public hearing at 8:32 p.m.

**8:33 p.m. Deliberations began:**

Waivers: AWood said we are being asked to waive storm water drainage. There could be an existing drainage issue now, but we could waive based on the knowledge Board has now. PRenaud said the only change is the traffic flow in the circular drive. There is no change in the slopes or anything and the parking area is part gravel and grass. The added gravel is to meet the square footage of the area. PRenaud said, “The gravel parking area has to be maintained.” A question or concern about aprons came up and MBorden said, “If there is a new residence and coming onto a paved road, an apron is required for new driveway and there is no new driveway at this location.”

**Drainage Plan:** RMarshall moved to grant the waiver on Section VII (G) pertaining to drainage requirements. PRenaud seconded the motion. Vote unanimous in favor of granting.

**Landscape Plan:** RMarshall said there is no change in the landscaping. He moved to grant the waiver on Section VII (I) pertaining to general standing for landscape plan requirements. PRenaud seconded the motion. Vote unanimous in favor of granting the waiver.

**Lighting plan:** PRenaud commented when we did the site walk, lights were added to the side of the barn, so lighting of the parking area and walk way is already existing. PRenaud moved to waive Section VII (J) pertaining to the lighting plan requirements. RMarshall seconded. Vote unanimous in favor of granting the waiver.

KO’Connell confirmed all three motions carried in the affirmative.

A possible list of items to be met if this application is approved this evening: AWood asked if we find some egregious error, then the error would have to be corrected and the approval would be contingent. All agreed that is what would occur.

PRenaud said he was looking for the 100 year flood line. KPaulsen said it is located in the lower left hand insert.

AWood asked MBorden if she is serving a continental breakfast, and the kitchen isn’t up to spec, what steps would be needed to make it compliant? MBorden said, “If there is a commercial cooking operation happening at the B&B, there are specific equipment required and it would have to pass state health inspection. Also a business is subject to a yearly health inspection that says it is cleaned properly and maintained. This is the same for fire inspections. The public has the expectation to have a safe clean environment.”

AWood asked. “Is she required to give a water sample to the board of health to make sure the water is clean? MBorden said, “Yes.”

AWood asked. “Do service vehicles have adequate parking and turning area?” MPerron and RMarshall said the paved driveway is sizeable to have parking ability, and the kitchen is located there.”

PRenaud said, “As a safety point concerning the lighting, it would be in her best interest to have the current lighting maintained. AWood asked, “Do we have a standard noise ordinance and is a waiver required. RMarshall said we have a clearly defined noise ordinance. Also, he stated, the only condition that the Board has is to have three full size copies of the plat to go with the application.

RMarshall moved to approve the Allrose B&B application upon condition of receiving three full size plats. PRenaud seconded the motion. Vote unanimous in favor. (RMarshall, PRenaud, AWood, SFox, and KPaulsen)

MPerron thanked the Board.

**8:58 P.M. Reading of November 23 Meeting Minutes**

PRenaud began reading the November 23 meeting minutes. Several spelling changes were made and one substantial change was made to Line 44. The sentence will read: PRenaud feels that we need a separate cluster development for the Village District. At 9:26 p.m. PRenaud motioned to accept the minutes as amended. SFox seconded the motion. Vote unanimous in favor.

**9:30 P.M. Other Business**

RMarshall read a brief report on the Dec 7 work session and he will e-mail a copy of the report to KO’Connell.

KPaulsen asked about the upcoming agenda. KO’Connell listed the following:

***December 28, 2015***

7:30 p.m. Public Hearing to consider Traffic and Transportation Analysis Chapter of the Master Plan and proposed Changes to the Greenfield Zoning Ordinances.

After a short discussion, it was agreed to 5 separate zoning changes for presentation. PRenaud will finalize the drafts and e-mail to the Board.

***Jan 11, 2016***

7:30 p.m. Public hearing to consider proposed Zoning Ordinance changes.

PRenaud will e-mail to KO’Connell the proposed zoning changes by 12/15 so that he can get these to legal which have to be returned by 12/28 in time for the public hearing.

RMarshall commented we need to vote on accepting Traffic and Transportation Analysis Chapter of the Master Plan as soon as possible. Once the vote has happened, LMurphy has to invoice for both chapters and then CShaw will pay the invoice.

**9:58 p.m. Adjournment**

AWood motioned to adjourn. KPaulsen seconded. Vote unanimous in favor**.**