**Planning Board**

Town of Greenfield

 Preliminary Meeting Minutes

Recorded by Janice Pack

July 24, 2017

**Members Attending**: Paul Renaud, Ken Paulsen, Bob Marshall, Andre Wood, Angelique Moon, Kathy Carpenter

**Meeting Opened:** The meeting was called to order by PRenaud at 6:03 PM.

**Minutes**: The Minutes from the meeting of July 10, 2017 were read by PRenaud. Several changes were made:

Line 13: Put a period (.) after “SWRPC”. Move “Summer Newsletter from NH DES” to the next line.

Line 24: delete “denied” and replace with “withdrawn after a lengthy discussion”

Line 27: correct spelling of “Whitmen” to “Whitman”

Line 32: insert “the Hall subdivision,” after “ordinance”

Line 45: insert “that” after “said”

Delete Lines 91 and 92

KPaulsen motioned to accept the minutes as amended. AMoon seconded and all were in favor. Motion passed.

**Mail**

The unpaid invoice for $2500 for the Master Plan updates from SWRPC

Southwest Region Planning Commission flyer for June 2017

Planning Board Budget Y.T.D as of 6/15/17

Invoice from Upton & Hatfield, LLP in the amount of $82 (legal advice on the sign regulation)

Invoice from Steve Whitman of Resilience Planning and Design LLC for $570

Updated Town Directory

**Old Business**

PRenaud spoke to Lisa Murphy from SWRPC, and he is approving $2300 of the invoice at this time. He will remind Catherine Shaw that this is coming out of encumbered funds.

We will be going forward with the Public Hearing on August 14th.

PRenaud mentioned the presentation by Revision Solar to be held at the Library on August 16th. Bev Pietlicki, the Library Director, has invited us to attend. This will begin at 6:30 pm.

**Allrose Farm – final approval & event tracking procedure**

KPaulsen recused himself from this discussion.

PRenaud said that Michelle Perron had held an event last Saturday, which she confirmed. He asked if she was ready to move forward with the final approval. She said that the Lighting Plan is done and the light tower is in place. She does not have the signed permit to operate yet.

The 4 items needed for approval were:

1. The signed driveway permit to construct the apron, which was done. The apron has been paved.
2. Agreement that port-a-potties will be used until the septic is upgraded. MBorden will ascertain that they will be used for each event.
3. Permit to operate. MBorden said that he did not sign the Permit of Assembly as there were some things that had not been completed. He said she needs fire extinguishers, and the rear entry needs to be fixed. MBorden said that per the orders of the Fire Marshal Allrose Farm does not need fire suppression to hold an event for under 100 people; however, for more than 100 people she does need fire suppression. MBorden said that for each event, he will make an inspection beforehand. He said that assembly permits are based on square footage. Allrose Farm has enough footage to hold an event for up to 168 people, but the space does not currently meet the fire safety requirements for that many people. The ordinance also only allows for up to 125 people. We will be accepting the permit from the Fire Chief or his agent.
4. The Lighting Plan is in place, and this was confirmed by MBorden.

PRenaud asked MBorden if he would sign the permit and send copies to the Planning Board for our files, and he said that he would. MBorden asked exactly who the permit is to be made out to: MPerron or Allrose Farm or Map and Lot. It was determined that the approval would go to the property. For the records, the approval should state the address and map and lot.

PRenaud wants to make it perfectly clear that the approval is just for the event facility, not for lodging at the property.

MBorden stated that MPerron was only allowed to operate without a sprinkler system for this year. Without a sprinkler system, this permit will expire December 31, 2017.

RMarshall moved to approve the permit to operate a commercial event facility subject to the final language put together in the document that will contain the four points detailed above. KCarpenter seconded. Discussion took place to be sure that MPerron had met the requirements to the satisfaction of the Planning Board. All were in favor of giving final approval. The vote was 5-0-1; motion passed.

This is the **approved document** created by AMoon:

*At a meeting on July 24, 2017, the Greenfield Planning Board voted to approve a permit to operate a Special Event Facility for Allrose Farm County Weddings located at 121 East Road, Tax Map R5, Lot 34-1.*

*On review of the conditions established when the Greenfield Planning Board issued Conditional Approval at the Planning Board meeting of July 11, 2016, four conditions were established.  At the July 24, 2017 Greenfield Planning Board meeting it was determined that these conditions were met to the satisfaction of the Greenfield Planning Board as described below:*

1. *The paved apron was installed and has been verified by the Greenfield Code Enforcement Officer.*
2. *The port-a-potties will be visually verified to be present before each event by the Greenfield Code Enforcement Officer.*
3. *We have testimony from the Greenfield Fire Inspector that a permit to operate a place of assembly will be issued prior to any events on verification that the mandated fire suppression and egress requirements are met for the event size. This permit will be revisited by the Greenfield Fire Chief or Designee as fire suppression improvements are made to the property. No event will be held without a valid permit for the event size (number of guests) after inspection of the event by the Greenfield Code Enforcement Officer.*
4. *The lighting plan was enacted as approved and the new light pole has been verified as installed and functional by the Greenfield Code Enforcement Officer.*

*This approval is exclusively for the use of this property as a Special Event Facility and in no way constitutes approval of the property as a lodging facility or B&B.  Consideration of such use would require a new Site Plan Review and consideration for approval.*

*As per the Greenfield Zoning Ordinance Section XIV**Special Event Facility Ordinance, this permit is valid for a period of three years from approval date July 24, 2017 through July 23, 2020.  Continuing with this business use post-July 23, 2020 will require renewal acquired via the regular Greenfield Planning Board process.*

After the vote, KPaulsen was unrecused. The Board discussed the Event Facility Tracking Form and their expectations on how the form would assist in managing the event and aid the business owner. The form will provide feedback for the Planning Board to learn from the ordinance, and to review and track the effectiveness of the process.

**Regulations: Waiver Request Forms**

After MPerron left the meeting, PRenaud broached the subject of Driveway Permits with MBorden. If there is a possibility of a waiver request for a regular driveway, does the Code Enforcement Officer have the authority to waive a driveway permit? MBorden said he did not. For a subdivision and site plan review, there is a process to request a waiver, but for a driveway permit the process is a little different. The driveway permit form does not have a place to request a waiver. MBorden said that our driveway regulation is the minimum standard. If the building inspector denies something, it would go before the Zoning Board. After discussion, it was decided that there was no reason to have a driveway waiver form.

**CIP: Review of proposed capital projects**

KPaulsen said that he will provide an update on the CIPs 5-7 days before our next meeting, and asked the Board to review and reply back with and proposed changes.

KCarpenter left the meeting at 8:15 PM as she had an early morning obligation.

**Master Plan: Implementation Draft Update**

PRenaud summarized his meeting with Aaron Patt and some of the key points of their discussion on implementation of the Master Plan. Some changes were made to more accurately reflect departments and positions who would be in charge of monitoring and facilitating the different steps of implementation.

**“Alternative Subdivision” Ordinance: Discuss Memo from Steve Whitman and our next steps**

Steve Whitman of Resilience Planning and Design LLC emailed a letter with an Ordinance Outline and links to references and websites the Board could view, as well as several municipal contacts. PRenaud would like the Board to take some time and look through these.

PRenaud reviewed the agenda for the upcoming meetings. AWood moved to adjourn this meeting, and RMarshall seconded. All were in favor. Motion passed.

**The meeting adjourned at 9:30 PM.**