

Town of Greenfield  
Planning Board  
Preliminary Meeting Minutes  
Recorded by Michelle Hall  
December 9, 2019

**Members Attending:** Mason Parker, Neal Brown, Robert Marshall, George Rainier, Ben Hale, Rob Walling arrived at 6:42 pm.

**6:30 pm MParker** called meeting to order and went over tonight's agenda.

**RMarshall** read the meeting minutes from the last meeting. Amendments are as follows.

Line # 19 change to 'PCC', 'converting a Duplex'

Line # 30 change to read 'a blown-up version of a real 26-acre parcel in town'

**RMarshall motioned** to approve minutes as amended. **Seconded by GRainier. Motion passed 5-0-0.**

**Mail:**

- o November 2019 - SWRPC Highlights

**6:35 pm Announcements:**

**MParker** suggested that, after the beginning of the year, the planning board could work on a packet for homebased businesses similar to the Lot Line Adjustment Packet. The consensus of the planning board was to move forward with this. There will be two more PCC's coming at the next meeting- one for a yoga studio and one for a meat processing shop; both being home-based businesses. **MParker** asked for the planning board to do some research prior to the next meeting and be prepared for discussion.

**7:00 pm PCC - 10 Knotwood Drive Conversion to Condominium – James Callahan presenting**

**MParker** opened the floor for James Callahan, an attorney for the applicant, to explain what the applicant would like to do. JCallahan explained that the applicant would like to convert a current 2-family home to a condominium. JCallahan went on to explain that he is here on a consultative basis as the town has no current zoning ordinances or procedures for this type of conversion. He would like to know what the planning board and the town would require for documentation to move forward. JCallahan explained that the structure is an established 2-unit building with a shared septic and shared driveway, however, there is no decision as to who will be responsible for the building maintenance currently. He explained that a Condominium Site Plan will need to be completed in order to have two deeds and two tax cards created.

The planning board requested that a minor subdivision application be completed before a public hearing is scheduled. The planning board would also like to be provided with a draft plan showing the property with the common area and limited common area. The planning board thanked JCallahan for his explanation and his time.

**Action Item:**

**MParker** will contact Catherine Shaw to inquire about what she will need from the applicants.

**7:24 pm PCC – R7 – Lot 2 – Major Subdivision – Carl Foley presenting**

MParker opened the floor for Carl Foley from Fieldstone Land Consultants to give an explanation of their clients proposed plans. CFoley stated their client owns a 37.5-acre lot on East Road which they would like to make into 6 individual lots. CFoley explained that there is a fire pond with dry hydrant to one side of the Allrose Farm lot. The planning board stated that they will need to complete a subdivision application and meet with CShaw regarding lot numbering. The planning board will schedule a public hearing for a site plan review. The planning board thanked CFoley for his explanation and his time.

**7:38 pm Old Business – Open Space, Continued Work Session**

SPennoyer laid out the Conventional Subdivision and Open Space plans which he, the planning board and Angelique Moon had discussed at the last meeting. SPennoyer will make both plans in color showing the differences with green space for either subdivision. The planning board will prepare for a public hearing on Jan. 13 at 7pm for the Proposed Amendments to Open Space Ordinance. The planning board went over the updated Open Space language draft, making some minor adjustments. The Open Space Language is now in the final draft. AMoon will send the final draft of the Open Space Language to the planning board prior to the next meeting.

**Action Item:**

- **MParker** will contact the town clerk to see when she will need the language by for the ballot for town meeting.

**9:35 pm MParker motioned to adjourn. Seconded by RMarshall. Motion passed 6-0-0.**