



**Roxann Wedegartner**  
Mayor

# City of **GREENFIELD, MASSACHUSETTS**

## **PLANNING BOARD**

City Hall • 14 Court Square • Greenfield, MA 01301  
Phone 413-772-1549 • Fax 413-772-1309  
eric.twarog@greenfield-ma.gov • www.greenfield-ma.gov

*Members:*  
Twarog, Eric  
Director, Planning & Dev.

Allen, Jim (2022)  
McMahan, Amy (2021)  
Pottern, Jamie (2021)  
Roberts, Charles (2020)  
Touloumtzis, George (2021)

## **GREENFIELD PLANNING BOARD** **Minutes of May 15, 2020** **4:30 p.m.**

### **Webex Meeting**

Chairman Charles Roberts called the Planning Board meeting open at 4:35 p.m.

**CHAIRS STATEMENT:** This meeting is being recorded. If any other persons present are doing the same you must notify the chairperson at this time. No one responded.

**PB MEMBERS PRESENT:** Charles Roberts, Chair; George Touloumtzis; and Jim Allen

**PB MEMBERS ABSENT:** Jamie Pottern, Clerk and Amy McMahan

**ALSO PRESENT:** Councilor Tim Dolan

- a. Planning Board Deliberation and Recommendation on the Proposed Zoning Amendments Submitted by Councilors Dolan and Wheeler.

Chairman Roberts opened up the meeting to public comment on the proposed zoning amendments at 4:40 p.m.

#### Public Input

#### Councilor Tim Dolan, 77 Hope Street, Greenfield

Councilor Dolan stated that his views on the proposed zoning amendments are known and that he would just like to thank the Planning Board for its review of the proposed amendments.

Chairman Roberts kept the public input portion of the meeting open so that the Board could get clarification directly from Councilor Dolan open the proposed zoning initiatives.

Chairman Roberts read the May 12, 2020 memo from the Department of Planning and Development relative to definitions of “family”; “dwelling, three family”; and “dwelling, multi-family” into the record, which is hereby made a part of these meeting minutes. Allen stated that he believes that there should be more flexibility in allowing people to live together. The current definition of family seems antiquated. Touloumtzis stated that he wanted to clarify his statements from the last meeting relative to this proposed amendment which are in the draft meeting minutes. He wanted to clarify that based on public input, he believes that the current definition of family is outdated and supports eliminating the definition of family from the Zoning Ordinance. However, he is having difficulty coming up with



# City of GREENFIELD, MASSACHUSETTS

**Roxann Wedegartner**  
Mayor

## PLANNING BOARD

City Hall • 14 Court Square • Greenfield, MA 01301  
Phone 413-772-1549 • Fax 413-772-1309  
eric.twarog@greenfield-ma.gov • www.greenfield-ma.gov

*Members:*  
Twarog, Eric  
Director, Planning & Dev.

Allen, Jim (2022)  
McMahan, Amy (2021)  
Pottern, Jamie (2021)  
Roberts, Charles (2020)  
Touloumtzis, George (2021)

an alternative. The previously proposed definition of “single housekeeping unit” doesn’t talk about the space itself but how people are living in this space. He questioned how enforceable is this and acknowledged that enforcing whether people are related by blood would also be difficult to enforce. The Board discussed the proposed definition of “single housekeeping unit”. Chairman Roberts asked Councilor Dolan if he could respond. Councilor Dolan stated that initially, they came up with a new definition of “single housekeeping unit” to replace the current definition of family but through the public hearing process decided to just eliminate the definition of “family” with no new definition. He stated that there are many state laws that deal with this issue to include regulations of lodging/boarding houses. Chairman Roberts read from the statement submitted by Councilor Wheeler dated May 6, 2020 relative to this proposed zoning amendment. The Board discussed the issue of which version of the proposed zoning amendments to reference for the recommendation. Councilor Dolan stated that the EDC voted to eliminate the December 8, 2019 version and replace it with the March 4, 2020 version. Touloumtzis stated that based on the last Planning Board meeting, Director Twarog indicated that in his opinion, it is okay to reference the March 4, 2020 version of the proposed zoning amendments. The Board discussed the proposed new definition of “three-family” and the amended definition of “multi-family”. Chairman Roberts mentioned the proposed amendments to Footnote #1 of the Table of Dimensional Requirements and how that would interrelate to the new definition of three-family. Touloumtzis stated that he believes that these are separate things.

**MOTION:**     **Moved by Touloumtzis, seconded by Allen, and voted 3:0:0 to forward a positive recommendation to the City Council on the proposed zoning amendments to eliminate the definition of “family” from the Zoning Ordinance; to amend the exiting definition of multi-family from 3 or more dwelling units to 4 or more dwelling units; and to add a new definition of “dwelling, three family” as proposed in the March 4, 2020 version of the proposed zoning amendments submitted Councilors Tim Dolan and Otis Wheeler.**

Chairman Roberts read the May 12, 2020 memo from the Department of Planning and Development relative to the proposed amendments to the dimensional requirements of the Urban Residential (RA) and Semi-residential (SR) Zoning Districts. He stated that the RA District comprises a large land area with 3-4 distinctive neighborhoods. He is concerned about applying the proposed zoning amendments uniformly over such a large area without further analysis. Chairman Roberts reviewed Section 200-5.3, Subsections C, D, and E of the Zoning Ordinance. Allen stated that there are parts of the RA District that have the full gamut of housing types while there are areas that do not and have particularly large lots with large homes. He is concerned about the potential of these large lots/homes being used as lodging/boarding houses. Touloumtzis stated that the Board has heard from the public about the large extent of the RA District and that a deeper analysis of the RA District should be done to see if it could be broken up into smaller districts that take into account the distinctive nature of specific neighborhoods. Touloumtzis stated that when the Board met 15 days ago, Director Twarog stated that he thought such a study/analysis could be done in-house which makes a big difference in terms of time and cost involved. Councilor Dolan stated that these proposed amendments were the



**Roxann Wedegartner  
Mayor**

# City of **GREENFIELD, MASSACHUSETTS**

## **PLANNING BOARD**

City Hall • 14 Court Square • Greenfield, MA 01301  
Phone 413-772-1549 • Fax 413-772-1309  
eric.twarog@greenfield-ma.gov • www.greenfield-ma.gov

*Members:*  
Twarog, Eric  
Director, Planning & Dev.

Allen, Jim (2022)  
McMahan, Amy (2021)  
Potters, Jamie (2021)  
Roberts, Charles (2020)  
Touloumtzis, George (2021)

most difficult to deal with given the large area of the RA District with distinctive neighborhoods. He stated that their proposed dimensions are arbitrary, but that Director Twarog’s proposed dimensions are also arbitrary even though he references M.G.L. Ch. 40A, Sec. 6. Chairman Roberts stated that Section 200-5.3(E) allows for a 20% reduction of dimensional requirements by special permit from the Zoning Board of Appeals. If the proposed amendments to the dimensional requirements of the RA and SR Districts are adopted, then how would this section apply? Touloumtzis stated that it was the Chairman who suggested that these specific amendments be withdrawn as a strategic approach so that some form of them could come back before two years. His inclination is to go this route. Chairman Roberts concurred with Touloumtzis that a committee could be set up in-house consisting of representatives from the Planning Board, Zoning Board of Appeals, City Council, and citizens to review the RA and SR Districts in terms of amended or new zoning districts. He stated that he sees this as a process that could happen fairly quickly, months as opposed to years. The Board discussed potential motions on the proposed dimensional requirements. Councilor Dolan suggested that the Board vote to forward a positive recommendation to the City Council on those amendments relative to three-family dwellings for the new definition of dwelling, three-family. The Board could then recommend that the City Council withdraw the remaining portions of these specific amendments. The Board discussed potential frontage and area requirements for a three-family home. Councilor Dolan recommended that the Board forward a motion to withdraw the proposed zoning amendments relative to the dimensional requirements of the RA and SR Districts. Roberts made a motion to withdraw the proposed zoning amendments relative to the dimensional requirements of the RA and SR Districts with the recommendation that a focus group be formed to potentially include a member or members of the Planning Board, the Zoning Board of Appeal, the Mayor’s Office, the City Council, and the Department of Planning and Development, and interested citizens to study these districts further. The motion was seconded by Allen. Under further discussion, Touloumtzis stated that Councilor Dolan’s original thought on adding three-family to Note #1 of the Table of Dimensional Requirements. Without adding three-family to this note, the Zoning Ordinance would have no dimensional regulations for three-family homes. The Board discussed potential frontage and area requirements for three-family homes. Roberts amended his motion to include adding three-family to Footnote #1 in the Table of Dimensional Requirements.

**MOTION:** Moved by Roberts, seconded by Allen, and voted 3:0:0 to request that the City Council withdraw the proposed zoning amendments relative to the dimensional requirements of the RA and SR Districts with the recommendation that a focus group be formed to potentially include a member or members of the Planning Board, the Zoning Board of Appeals, the Mayor’s Office, the City Council, the Department of Planning and Development, and interested citizens to study the Urban Residential and Semi-Residential Zoning Districts relative to dimensional requirements and modified or new zoning district(s); and to add “three-family” to the third sentence of Footnote #1 in the Table of Dimensional Requirements as well as the sentence on lot frontage in Footnote #1.



**Roxann Wedegartner**  
Mayor

## City of **GREENFIELD, MASSACHUSETTS**

### **PLANNING BOARD**

City Hall • 14 Court Square • Greenfield, MA 01301  
Phone 413-772-1549 • Fax 413-772-1309  
eric.twarog@greenfield-ma.gov • www.greenfield-ma.gov

*Members:*  
Twarog, Eric  
Director, Planning & Dev.

Allen, Jim (2022)  
McMahan, Amy (2021)  
Pottern, Jamie (2021)  
Roberts, Charles (2020)  
Touloumtzis, George (2021)

Chairman Roberts read the May 12, 2020 memo from the Department of Planning and Development relative to the proposed amendments to the Accessory Dwelling Unit Ordinance (Section 200-7.18 of the Zoning Ordinance). The Board discussed the original proposed amendments that eliminated the three different definitions of ADUs into one definition versus the current proposal which maintains the three different definitions of ADUs. The Board discussed allowing ADUs by right for all existing single family homes. Councilor Dolan clarified that their intent was to allow ADUs by right for all existing single family homes. The Board discussed the pros and cons of allowing detached ADUs by right versus by special permit. Chairman Roberts read the letter submitted by Councilor Dolan relative to ADUs. The Board discussed the idea of crafting a set of design criteria for detached ADUs allowing them by right with site plan approval to include the following considerations: height, landscaping, access, lighting, whether to allow attached garages, etc. Touloumtzis stated that he could see allowing attached ADUs by right with either site plan review from the Planning board or the Inspector of Buildings. Chairman Roberts asked Councilor Dolan to clarify the differences between the December 8, 2019 and the March 4, 2020 version of the proposed amendments relative to ADUs. Councilor Dolan stated that the original proposal is not valid without the proposed amendments to the dimensional requirements being adopted. He reviewed the major differences between the two versions. The Board discussed ways to allow public input during a site plan review and approval process as opposed to the legal notice requirements for a special permit. The Board reviewed Director Twarog's memo relative to keeping detached ADUs by special permit. The Board reached consensus to use this version for a motion. The Board further discussed potential design criteria for detached ADUs.

**MOTION:** Moved by Roberts, seconded by Touloumtzis, and voted 3:0:0 to forward a positive recommendation to the City Council on amendments to Section 200.7.18 – Accessory Dwelling Units of the Zoning Ordinance keeping detached ADUs by special permit from the Zoning Board of Appeals as written on pages 9-14 of the memo dated May 12, 2020 from the Department of Planning and Development with the recommendation that further consideration be given to crafting specific design criteria for detached ADUs to allow them by site plan review in the future.

Action Items:

- a. Approval Not Required (ANR) Plan Approval for 741-743 Bernardston Road.

The Board reviewed the ANR Plan.

**MOTION:** Moved by Roberts, seconded by Touloumtzis, and voted 3:0:0 to approve the Approval Not Required (ANR) Plan for 741-743 Bernardston Road as submitted.

**MOTION:** Moved by Touloumtzis, seconded by Allen, and voted 3:0:0 to authorize Chairman Roberts to sign the Approval Not Required (ANR) Plan for 741-743 Bernardston Road on behalf of the full Board.



**Roxann Wedegartner**  
Mayor

City of  
**GREENFIELD, MASSACHUSETTS**

**PLANNING BOARD**

City Hall • 14 Court Square • Greenfield, MA 01301  
Phone 413-772-1549 • Fax 413-772-1309  
eric.twarog@greenfield-ma.gov • www.greenfield-ma.gov

*Members:*  
Twarog, Eric  
Director, Planning & Dev.

Allen, Jim (2022)  
McMahan, Amy (2021)  
Pottern, Jamie (2021)  
Roberts, Charles (2020)  
Touloumtzis, George (2021)

b. Approval Not Required (ANR) Plan Approval for 205-209 Barton Road.

The Board reviewed the ANR Plan.

**MOTION:** Moved by Roberts, seconded by Touloumtzis, and voted 3:0:0 to approve the Approval Not Required (ANR) Plan for 205-209 Barton Road as submitted.

**MOTION:** Moved by Touloumtzis, seconded by Allen, and voted 3:0:0 to authorize Chairman Roberts to sign the Approval Not Required (ANR) Plan for 205-209 Barton Road on behalf of the full Board.

c. Approval Not Required (ANR) Plan Approval for 12 Summer Street.

The Board reviewed the ANR Plan.

**MOTION:** Moved by Touloumtzis, seconded by Allen, and voted 3:0:0 to approve the Approval Not Required (ANR) Plan for 12 Summer Street as submitted.

**MOTION:** Moved by Touloumtzis, seconded by Allen, and voted 3:0:0 to authorize Chairman Roberts to sign the Approval Not Required (ANR) Plan for 12 Summer Street on behalf of the full Board.

Adjournment:

**MOTION:** Moved by Touloumtzis, seconded by Allen, and voted 3:0 to adjourn the Planning Board meeting at 6:35 p.m.

Respectfully Submitted,

Eric Twarog, AICP  
Director of Planning and Development