

**TOWN OF MIDDLEFIELD  
PLANNING BOARD  
September 10, 2014  
MIDDLEFIELD TOWN HALL  
MINUTES**

**Board Members Present:**

Chairman Alan Vint, Michael Hale, Cam McNeill, Maureen Sullivan and Jay Swift.  
Meeting was called to order at 6:09 P.M.

**Minutes:** The minutes of August 27, 2014 were reviewed. Jay made the motion to accept the minutes as written. Maureen seconded the motion. All were in favor. 0 opposed.

**Home Based Business Bylaw:**

4.7.4 Additional Standards for Home Occupations

b. Floor Area

Discussion of the use allowance for the gross floor area of the dwelling ensued. It was suggested to add bullet point criteria to 4.7.4 b. showing the guidelines that should be met in order to get a Special Permit under 4.7.4 b. Bullet points were brainstormed.

- Distance from neighbors
- Noise impact
- Traffic Level
- Visual impact on surrounding neighbors

The Board will think about these criteria and discuss them at the next meeting.

It was agreed to add language to the sentences: A home occupation may not use more than 25% of the gross floor area of the dwelling *up to a maximum of 2000 sq.ft*; and The Planning Board may issue a Special Permit allowing the use of a greater percentage and/or *sq. footage* and/or the use of accessory structures.

It was agreed to change the title of the Home-Based Business Bylaw to the *Residence- Based Business Bylaw*. This will apply to each mention of Home Based Business on this page.

It was agreed to change the language and location of 4.7.4 d. Certificate of Occupancy to:  
4.7.3. o. Certificate of Business Occupancy

The Residence-based business owner shall apply for a certificate of occupancy prior to initiating any business activity on the premises. The Building Commissioner will inspect the property to ensure that all of the applicable sections of this bylaw, building codes and state laws and regulations have been met. The Building Commissioner is authorized to revoke such Certificate of Business Occupancy if it is determined that any requirement and/or condition of this bylaw is no longer being met.

Jay made a motion that we adopt the new language that we have been working on the Certificate of Occupancy and also moving 4.7.4 d. to 4.7.3 o. as amended. Alan seconded the motion. All were in favor. 0 opposed.

**Next Meeting:** September 18, 2014 at 6:00 P.M.

**Adjournment:**

Cam made a motion to adjourn the meeting at 8:10 P.M. Maureen seconded the motion. All were in favor. 0 opposed.

Respectfully submitted,

Suzanne C. Lemieux  
Recording Secretary

