

**Town of Plainfield  
Development Review Board Meeting  
December 14, 2016  
Approved Minutes**

**PRESENT:** Neil Hogan (Development Review Board Member), Janice Walrafen (Development Review Board Chair), Rob Bridges (Development Review Board Member), Sarah Albert (Development Review Board Clerk), Karen Storey (Zoning Administrator), Cindy Wyckoff (Minutes Recorder), Ginger Basa (Resident), William Basa (Resident), and Christine Pettersen (Resident).

**Janice Walrafen called the meeting to order at 7:05pm.**

**AGENDA**

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| 6:45pm | Call meeting to order<br>Review Agenda; make any adjustments  |
| 7:00pm | Continuance of November 9, 2016 Hearing: Dan Dolan and Rebecca Armell Zoning Permit Application 2016-36 Conditional Use for Cottage Industry for Plainfield Zoning Regulations Section 2.8 Conditional Use and Section 3.5.2 Cottage Industry for short term rental two types. (1) Vacations and Retreats and (2) Weddings and Events at 375 Bartlett Road  |
| 8:15pm | Review and Approve Minutes of November 9, 2016<br>Review and Adopt Decision: Patrick Tibbetts Conditional Use Permit Application 2016-28 CU for Plainfield Zoning Regulation Section 2.8 Conditional Use and 3.5.2 Cottage Industry Reception Barn: All Occasion barn rental for weddings, birthday, graduation, anniversary, family parties, reunion, corporate functions, farm stand at 865 Maxfield Road |
| 8:30pm | Zoning Administrator<br>53 Main Street Bee Hive Change of Use from Commercial Retail to One Residence Apartment. Parking ?  |
| 9:00pm | Adjourn   |

Walrafen added to the agenda discussion of the Development Review Board budget narrative to submit to the Town.

**CONTINUANCE OF NOVEMBER 9, 2016 HEARING: DAN DOLAN AND REBECCA ARMELL ZONING PERMIT APPLICATION 2016-36 CONDITIONAL USE FOR COTTAGE INDUSTRY FOR PLAINFIELD ZONING REGULATIONS SECTION 2.8 CONDITIONAL USE AND SECTION 3.5.2 COTTAGE INDUSTRY FOR SHORT TERM RENTAL TWO TYPES. (1) VACATIONS AND RETREATS AND (2) WEDDINGS AND EVENTS AT 375 BARTLETT ROAD**

- Walrafen announced the cancellation of the scheduled public hearing for Dan Dolan and Rebecca Armell Zoning Permit Application 2016-36. The cancellation follows an email received earlier in the day from the applicants withdrawing the permit application.

- Neighbors Ginger Basa, William Basa, and Christine Pettersen were present to attend the public hearing. There was a request from one of the interested parties present that the Zoning Administrator respond to the email received from the applicants withdrawing the application with an official response from the Development Review Board stating that the applicants' property cannot be used for events or Airbnb bookings until a conditional use permit is granted. There was also a request for the Planning Commission to consider stronger language for the definition of a cottage industry in the Zoning Regulations.

#### MINUTES

- Albert noted an incorrect address listed in the Robert Tibbetts Public Hearing section in the minutes from the 11/9/16 meeting. **Rob Bridges made a motion to adopt the minutes from the 11/9/16 meeting as amended. Neil Hogan seconded the motion. The motion was approved unanimously.**

#### REVIEW AND ADOPT DECISION: PATRICK TIBBETTS CONDITIONAL USE PERMIT APPLICATION 2016-28 CU FOR PLAINFIELD ZONING REGULATION SECTION 2.8 CONDITIONAL USE AND 3.5.2 COTTAGE INDUSTRY RECEPTION BARN: ALL OCCASION BARN RENTAL FOR WEDDINGS, BIRTHDAY, GRADUATION, ANNIVERSARY, FAMILY PARTIES, REUNION, CORPORATE FUNCTIONS, FARM STAND AT 865 MAXFIELD ROAD

- Storey and Bridges noted a few revisions needed to the draft Decision, including date changes and that the applicant will submit a letter from the Fire Marshal verifying that deficiencies have been corrected and required standards for an event barn have been met. **Bridges made a motion to adopt the edited Decision for Patrick Tibbetts' Conditional Use Permit Application 2016-28 CU for Plainfield Zoning Regulation Section 2.8 Conditional Use and 3.5.2 Cottage Industry Reception Barn. Neil Hogan seconded the motion. The motion was approved unanimously.**

#### ZONING ADMINISTRATOR: 53 MAIN STREET BEE HIVE CHANGE OF USE FROM COMMERCIAL RETAIL TO ONE RESIDENCE APARTMENT. PARKING?

- Storey noted that the property formerly housing the Bee Hive commercial retail establishment at 53 Main Street in the Village is now being rented out as an apartment. The original conditional use permit for the commercial retail establishment required that employees park at the Recreation Field with customers being allowed to park in public parking areas. With this use change from commercial retail to an apartment rental, Storey inquired if she should refer the issue to the Development Review Board to obtain a variance for parking. Discussion followed with the decision that a public hearing be held for a variance of the parking regulations that currently require one parking space per rental unit.

#### UPCOMING PUBLIC HEARINGS

- Storey provided an update on the 5/14/14 Decision request for an amended site plan for the Health Center. She will schedule a public hearing for the 2/8/17 Development Review Board meeting to consider the request. Storey proposed to accept the sign location; the installed drainage; the current landscaping, including the post landscaping and the trees that have been removed; the unchanged lighting plan; and the retaining wall that was built.
- The public hearing for the parking question at the 53 Main Street former Bee Hive location will be scheduled prior to the Health Center's public hearing on 2/8/17 as well.

#### **JANUARY 2017 DEVELOPMENT REVIEW BOARD MEETING**

- After a brief discussion regarding the fact that no business was scheduled for the 1/11/17 Development Review Board meeting, **Bridges made a motion to not meet on 1/11/17 unless some pressing business presents itself before then and reconvene at the scheduled 2/8/17 meeting. Walrafen seconded the motion. The motion was approved unanimously.**

#### **DISCUSSION OF THE DEVELOPMENT REVIEW BOARD NARRATIVE**

- Walrafen noted the need to develop the Development Review Board's budget narrative of decisions and hearings to submit to the Town. Sarah Albert agreed to draft the narrative, which is due to Town Clerk Linda Wells by 1/1/17. A brief discussion ensued on the increased amount of business dealt with by both the Development Review Board and the Zoning Administrator over the past year.

**The meeting adjourned at 8:10pm on a motion by Bridges. Hogan seconded the motion. The motion was approved unanimously.**

Respectfully submitted by Cindy Wyckoff