

Town of Plainfield
Development Review Board Meeting
October 9, 2019
Approved Minutes

PRESENT: Janice Walrafen (DRB Chair), James Volz (DRB Member), Alice Dworkin (DRB Member), Sarah Albert (DRB Clerk), Elaine Parker (DRB Member), and Cindy Wyckoff (Minutes Recorder).

Janice Walrafen called the meeting to order at 7:08pm.

AGENDA

7:00pm	Call Meeting to Order
	Review Agenda, Make any Adjustments
7:05pm	Review and Adopt Meeting Minutes from September 11, 2019
7:10pm	Review and Approve Decision for Keith Swann and Cindy Wyckoff ZPA 2019-14 CU for Section 2.8 Conditional Use and Section 3.7 Fence; Fence over 4 feet within Setback
7:15pm	Other Business
9:00pm	Adjourn

REVIEW AGENDA, MAKE ANY ADJUSTMENTS

- Walrafen added to the agenda discussion of Cindy Wyckoff's job description as the new Administrative Assistant and discussion of any new business.

REVIEW AND ADOPT MINUTES OF SEPTEMBER 11, 2019

- After a brief review of the draft minutes from 9/11/19, **James Volz made a motion to adopt the minutes from the 9/11/19 Development Review Board meeting as written. Alice Dworkin seconded the motion. The motion was approved unanimously.**

REVIEW AND APPROVE DECISION FOR KEITH SWANN AND CINDY WYCKOFF ZPA 2019-14 CU FOR SECTION 2.8 CONDITIONAL USE AND SECTION 3.7 FENCE; FENCE OVER 4 FEET WITHIN SETBACK

- **Dworkin made a motion to approve the written decision for Keith Swann and Cindy Wyckoff ZPA 2019-14 CU for Section 2.8 Conditional Use and Section 3.7 Fence; Fence over 4 feet within Setback. Sarah Albert seconded the motion. The motion was approved unanimously.**

CINDY WYCKOFF'S JOB DESCRIPTION AS THE NEW ADMINISTRATIVE ASSISTANT

- Walrafen welcomed Cindy Wyckoff back as Administrative Assistant to the Development Review Board. Discussion followed, including the pay scale of \$12.50 per hour for six (6) hours per meeting totaling \$75 per meeting. Brief meetings would be paid at \$12.50 per hour for four (4) hours totaling \$50 per meeting. It was agreed that, going forward, Wyckoff would post agendas, draft minutes, adopted minutes, and decisions to the Town website as well as liaison with Town Webmaster Kathy Bizzoco to bring the DRB webpage up to date. Dworkin has already forwarded

meeting minutes for July, August, and September 2019 for Bizzoco to post; Albert will forward the minutes from February to June 2019 and any decisions that are not currently posted. Wyckoff will update the names of current DRB members and add in their respective terms. It was agreed that Wyckoff will send out each meeting's draft and approved minutes to DRB members, Zoning Administrator Karen Storey, and Town Clerk/Treasurer Linda Wells.

OTHER BUSINESS

- Elaine Parker noted that she was having major surgery on her foot this week. While she will not be able to put any weight on it for three months, she intends to do as much as she can to participate in DRB meetings.
- Noting that Storey had stated there was not much business coming up for November, Walrafen said there may not be the need for a meeting next month. Walrafen noted that the DRB needs to submit its budget and annual report in December and therefore a meeting will be necessary in December.
- Albert mentioned that regarding laws enacted in the previous State legislative session having to do with Planning and Zoning, one in particular was that plat surveys will be required for all subdivisions and boundary adjustments. Albert will further explore the legislative changes.

ADJOURN

- **The meeting adjourned at 7:35pm on a motion by Albert. Dworkin seconded the motion. The motion was approved unanimously.**

Respectfully submitted by Cindy Wyckoff