

**Town of Plainfield
Development Review Board Meeting
November 13, 2019
Approved Minutes**

PRESENT: Janice Walrafen (DRB Chair), Sarah Albert (DRB Clerk), James Volz (DRB Member), Elaine Parker (DRB Member), Karen Storey (Zoning Administrator), Cindy Wyckoff (Minutes Recorder), and Charles Cogbill (Resident).

Janice Walrafen called the meeting to order at 7:09pm.

AGENDA

7:00pm	Call Meeting to Order Review Agenda; Make any Adjustments
7:05pm	Review and Adopt Meeting Minutes from October 9, 2019
7:10pm	Discussion of Budget and Town Report
7:30pm	Other Business
9:00pm	Adjourn

REVIEW AGENDA, MAKE ANY ADJUSTMENTS

- Walrafen added to the agenda discussion of the Plainfield Health Center and an update from Sarah Albert regarding laws enacted in the previous State legislative session requiring plat surveys for all subdivisions and boundary adjustments.

REVIEW AND ADOPT MINUTES OF OCTOBER 9, 2019

- **James Volz made a motion to approve the minutes from the 10/9/19 Development Review Board meeting as written. Sarah Albert seconded the motion. The motion was approved unanimously.**

PLAINFIELD HEALTH CENTER

- Zoning Administrator Karen Storey stated that she received an email from Jessica Clark Louisos from Milone and MacBroom, who is working with the Central Vermont Regional Planning Commission on a project to mitigate storm water runoff into the Winooski River behind the Plainfield Health Center. Louisos was asking whether any permits were needed for the project. Storey noted that the Health Center has not yet provided an updated comprehensive site plan indicating the location of new plantings and other movement changes, therefore the requirements for a conditional use permit from two years ago have not been fulfilled. The Development Review Board had also requested at that time that the updated site plan be in a larger format. Storey added that the updated site plan would first need to be submitted, then amended to include the proposed storm water mitigation work. Storey stated that she has contacted the Health Center's attorney, Gerry Tarrant, regarding the issue, noting that she considers it to be an amendment to both the site plan and the conditional use permit. She also provided this information in an email response to Louisos. Volz stated that if

there is any objection to providing what is needed to move forward, reasons for that objection need to be submitted to the Development Review Board in writing. Charles Cogbill, whose property is adjacent to the Health Center, stated that he was present to listen only and could not speak on the issue due to an agreement in place. There was a question regarding whether time limits apply to conditional use permits, which needs to be determined.

SURVEY REQUIREMENTS FOR SUBDIVISIONS AND BOUNDARY ADJUSTMENTS

- Albert reviewed a new State law going into effect next year, either on January 1 or June 1, that will require the filing of a plat survey with the State for any subdivision or boundary line adjustment. Albert noted that the State is creating a state-wide GIS database of parcel boundaries of every town in Vermont to provide accurate online data. A brief discussion followed regarding the cost of this new requirement to property owners and how it might affect Zoning Administrator and Development Review Board processes. On another issue, Albert noted that the Plainfield Town Plan is getting close to completion.

DISCUSSION OF BUDGET AND TOWN REPORT

- Walrafen reported that she will be meeting with the Select Board in December regarding next year's Development Review Board budget, noting that it is typically level funded if there are no significant changes from the previous year. Discussion followed regarding existing funds from the current year's budget for training and workshop opportunities, and where to learn about what trainings are available.
- Walrafen stated that she will write up the Development Review Board's section for the upcoming Town Report, but asked DRB members provide input. It was agreed that the addition of Alice Dworkin to the DRB would be included in the narrative, and Storey agreed to send Walrafen information regarding the number of permits that were issued and public hearings that were held. Ongoing work with the Health Center will also be included along with some of the verbiage from last year's DRB report. Walrafen will send around a draft once written.
- Albert noted that there was a suggestion to include in the housing map houses that have been built within the past few years to show how housing growth has progressed. Albert asked Storey to share the permit database, which Albert will then edit down to parcel numbers or dates so that the information of when houses were built is available.

OTHER BUSINESS

- There was no other business.

ADJOURN

- **The meeting adjourned at 7:54pm on a motion by Volz. Albert seconded the motion. The motion was approved unanimously.**

Respectfully submitted by Cindy Wyckoff