

Town of Plainfield, Vermont
Development Review Board Meeting
March 10, 2021
Approved Minutes

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

NOTE: Due to the ongoing COVID-19 pandemic, the DRB convened its meeting remotely via Zoom.

Janice Walrafen called the meeting to order at 7:00pm.

AGENDA

- Call Meeting to Order
- Review Agenda; Make any Adjustments
- Review and Adopt Meeting Minutes of February 10, 2021
- Other Business
- Adjourn

REVIEW AGENDA; MAKE ANY ADJUSTMENTS

- Walrafen noted that there were three housekeeping matters that the administrative assistant wished to raise, discussion of which will take place under Other Business.
- Sarah Albert noted that she would like to ask a question during Other Business.

REVIEW AND ADOPT MEETING MINUTES FROM FEBRUARY 10, 2021

- **Alice Sky made a motion to approve the minutes from the 2/10/21 meeting as written. Albert seconded the motion. The motion was approved unanimously.**

OTHER BUSINESS

- Noting Elaine Parker's recent correspondence resigning from the Development Review Board, Walrafen noted the personal notes of appreciation that had been sent out to Parker and formally acknowledged Parker's thoughtful service to the community during her tenure on the DRB.
- Albert announced that she will be leaving the DRB in May. Walrafen noted the loss of Albert's knowledge and experience in the areas of Planning and Zoning along with her decades of service to the Town of Plainfield in various other capacities.
- Regarding the expiration of the DRB terms of Jim Volz and Alice Sky in 2021, Walrafen explained that the Town Clerk generally reaches out to Town officers asking if they wish to continue serving and that the process does not originate with the individual committees. Sky stated that she had received such a notice from the Town Clerk. Walrafen noted that she would reach out to Volz about being reappointed while letting the Select Board know about the need to fill one or more of the seats being vacated by Parker and Albert. Sky noted that recruiting new members might be easier given that meetings are being held virtually.

- After noting that a number of the DRB Decision documents currently posted to the Town website lack signatures and/or dates, discussion centered on potentially remediating the problem by adding a sentence to the introductory section of the Decisions page stating that the official signed and dated copies of all the Decisions are archived at the Town Clerk's office and that the documents posted here are to merely to provide the text of the rendered decisions. Zoning Administrator Karen Storey noted that going forward, she will be attaching the signed and dated Decisions to the Permits, which will be posted to the Zoning page of the website. It was decided that Storey will continue to send Permits for posting to the Zoning page to Sasha Thayer. The administrative assistant will send out for review a draft of the sentence to be added to the introductory section of the DRB Decisions page.
- Albert asked Storey for an update on where the DRB stands in terms of the Plainfield Health Center and whether it had submitted an updated site plan, adding that before she leaves the DRB, she would like to see the Health Center come into compliance. Storey noted the difficulty in getting the Health Center to comply. Albert stated that she has heard that the Health Center is building another retention pond. Discussion followed on the need for an attorney representing the Town who might provide more incentive for compliance. Storey agreed to reach out to Gerry Tarrant, the Health Center's attorney, to inform him that the Health Center has not done what it had promised to do. Regarding a new retention pond, Albert stated that the Health Center has a conditional use permit with the Town and that anything that is done on the property needs to be reported to the Zoning Administrator. Albert noted that the chair of Plainfield's Planning Commission also sits on the board of the Health Center. Storey stated that she will speak with Tarrant before sending out a violation letter to the Health Center, further noting that unless the Town is committed to spending the money necessary to follow up with legal action, the violation letter will likely have little effect. It was decided that Storey will first see what happens after talking with Tarrant and then take it from there in terms of the DRB approaching the Select Board regarding funding for legal action.
- Discussion turned to the letter from Melanie Sargent on 79 Bean Road, who is appealing Zoning Administrator Storey's violation notice. The DRB has 60 days to respond. For a hearing to take place at the April DRB meeting, someone other than Storey needs to send out the public hearing warning materials to Sargent, which Sargent then needs to send to the abutters of her property. It was decided that Storey will gather the materials in electronic form (i.e., the public hearing notice letter, the names and addresses of the abutters, a Town map, and a cover letter detailing what actions Sargent needs to take and by when) and email them to Walrafen and the administrative assistant to review, print out, and send out to Sargent by certified mail, return receipt. Storey asked that the language in the hearing notice letter be checked to ensure that it is the same as that in the notice she will be submitting to the *Times Argus*. It was agreed that information regarding the public hearing should be posted to the DRB page of the Town's website in advance of the hearing, including evidence that Storey would like to present pertaining to the violation. A brief discussion ensued regarding the fact that the DRB cannot offer suggestions to Sargent prior to the outcome of the public hearing, where at which time the DRB will make its decision as to whether Storey was incorrect in issuing the violation or if her decision should be upheld.
- Storey asked Albert, who was the previous Zoning Administrator, for background on a house and greenhouses on the property behind the brick house at 3171 Brook Road, which someone has expressed interest in purchasing. Discussion followed on the history of the property back to the

early 2000s, including if an easement might have been granted. Albert offered to look back in her files for more information.

ADJOURN

- **Albert made a motion to adjourn at 8:14pm. Sky seconded the motion. The motion was approved unanimously.**

Respectfully submitted by Cindy Wyckoff