

**Town of Plainfield**  
**Development Review Board (DRB) Site Visit, Public Hearing, and Meeting**  
**Site Visit:**  
**3134 Country Club Road, Plainfield, VT**  
**Public Hearing and Meeting:**  
**Municipal Offices at 149 Main St., Plainfield, VT**  
**September 13, 2023**  
**Minutes – Approved**

**Agenda:**

- **Call meeting to order**
- **Review Agenda - make any adjustments**
- **Alexa Gabriel and Amanda Andrews 2023-18 CU 2011 Plainfield Zoning Regulation: Section 2.8 Conditional Uses for a licensed childcare center. The Change of Use is conversion of a portion of an existing single family dwelling to childcare center and Section 3.5.2 Cottage Industry**
- **Review and Approve June 14, 2023 Meeting Minutes**
- **October 11, 2023 Meeting and Hearing Referral of ZPA 2023-20 Variance for setback in Forest and Agricultural District for an addition. Set a time for a site visit if desired**
- **Adjourn**

**Present:** Development Review Board members Janice Walrafen (Chair), Mary Niebling, Jim Volz. Also in attendance were Zoning Administrator Karen Storey, Sam Lee, Julia Wilk, Acorn Swiggum, Amanda Andrews, Grahan Driavgst Refeuarht, Alexa Gabriel, and Netta Mae Walsh.

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

Walrafen asked attendees who wished to speak to sign in and to affirm that the evidence given is truthful under penalty of perjury. Attendees wishing to speak complied.

**Review Agenda - make any adjustments:**

The agenda was not reviewed.

**Alexa Gabriel and Amanda Andrews 2023-18 CU 2011 Plainfield Zoning Regulation: Section 2.8 Conditional Uses for a licensed childcare center. The Change of Use is conversion of a portion of an existing single family dwelling to childcare center and Section 3.5.2 Cottage Industry:**

Alexa Gabriel provided an overview of the request, stating that they have a ten year history of running childcare programs and have been offered the opportunity to continue that work at the home of Amanda Andrews in the two rooms off the kitchen of that home with some shared use of other areas of the home, such as the mudroom. They stated that State regulations require zoning approval from the Town prior to registering as a licensed childcare program.

Walrafen shared that a site visit had been completed earlier in the day. Volz stated that during the site visit they were told that the program expected to serve approximately eight children, that approximately six cars were expected to be parked in the driveway and parking area during business hours, and stated the set-up looked like it would work well. Niebling added that the fencing was also discussed at the site visit. Walrafen noted that licensing requirements for fencing will need to be met, Gabriel agreed.

Walrafen cited Plainfield Zoning Regulations Section 2.8 Conditional Uses for a licensed childcare center. She affirmed that the existing facility has capacity, that the character of the area as defined by the purposes of the district of its proposed location is not affected, and that traffic flow will not be negatively impacted. Zoning Administrator Karen Storey stated that no bylaws or ordinances were expected to prohibit this conditional use. Walrafen noted that there will be no undue adverse effect on utilization of renewable energy sources. DRB members agreed that, due to there being no neighbors close to the property, possible outdoor lighting does not appear to pose a problem and agreed that there does not appear to be any other nuisance. Walrafen stated there is no concern regarding extent of open spaces between the proposed use and surrounding properties and neighborhoods. She noted that fencing and parking had already been discussed. Walrafen noted there is no nonconformance with the Town Plan and it appeared as though all the conditional use requirements are met.

Storey notes that she will address the Change of Use following of the hearing.

Walrafen cited Zoning Regulation 3.5.2 Cottage Industry: Conditional Use Required in All Districts, noting this regulation is in effect due to Gabriel not residing at the proposed location. Walrafen read aloud the Length of Validity of Permit language and Gabriel expressed their understanding. Walrafen ascertained that the proposed licensed childcare center meets the general standards for conditional uses. Gabriel affirmed that the cottage industry will not occupy greater than 3000 square feet and will have two employees. Walrafen stated that a sign 4' x 4' or smaller and a fence 4' tall or under may be erected without a permit. Storey stated that specific standard (e), the Cottage Industry must be easily convertible to a barn or permitted use or be removable (a bond may be set by DRB to guarantee removal), does not apply because the proposed facility will be in a house. Gabriel stated that hours of operation will be between 7:30 am and 4:30 pm and the plan is for eight parking spaces. Walrafen stated that the days of

operation will be listed as Monday through Friday. Walrafen stated that it appears that all Cottage Industry conditions have been met or do not apply.

**Volz moved to approve the permit application with the conditions of eight parking spaces, fencing for the play yard, and hours of operation being Monday through Friday 7:30 am to 4:30pm. Niebling seconded. The motion carried unanimously.** There was hearty applause and cheering from attendees.

Storey stated that the DRB will write the decision which will be approved at next month's DRB meeting following which there will be a 30 day appeal period at the end of which the permit will go into effect.

Niebling encouraged attendees to consider joining the DRB. Volz added that there is also an open seat on the Plainfield Select Board.

**Review and Approve June 14, 2023 Meeting Minutes:**

Walrafen requested that in the future the Town Administrative Assistant provide draft minutes to all members of the DRB and Zoning Administrator via email. **Volz moved to approve the minutes for the June 14, 2023 DRB meeting. Niebling seconded. The motion carried unanimously.**

**October 11, 2023 Meeting and Hearing Referral of ZPA 2023-20 Variance for setback in Forest and Agricultural District for an addition. Set a time for a site visit if desired:**

Storey stated that the property requesting a variance for setback in Forest and Agricultural District for an addition is on Drake Rd., off of Country Club Rd., and owned by Rueben Stone. She recommended that the DRB plan a site visit to the 4.5 acre property as the addition will be only 15 feet from the property line due to there being no other suitable location once well and septic location are considered. Niebling noted that the addition is close in size to the existing house and questioned why the addition couldn't be added to the front of the house. Walrafen added that the existing house is two stories and the pitch of the roof is a factor. Walrafen stated she would like to hear the opinion of the neighbors of the property and encouraged neighbors with concerns to attend the site visit and hearing. Walrafen announced a site visit for 335 Drake Rd. will be held on Wednesday, October 11, 2023 at 5:30 pm followed by a hearing at the Plainfield Town Hall Opera House at 7 pm. Storey stated she will reserve the Town Hall Opera House for the hearing.

**Adjourn: Niebling moved to adjourn at 7:38 pm. Volz seconded. The motion carried unanimously.**

Minutes respectfully submitted by Kristin Brosky, Town Administrative Assistant.