Town of Plainfield

Development Review Board

Sketch Plan Review & Meeting Minutes

Date: July 8, 2026
Time: 7:13 PM
Location: Town Municipal Building, 2nd Floor (149 Main Street) & Zoom

Board Members & Attendees

- **Board Members Present:** Janice Walrafen (Chair), Jesse Cooper, Seth Mulledore
- **Board Members Present via Zoom:** Mary Niebling
- **Staff/Others Present:** Kayle Hope (Zoning Administrator), Dan Dunbar (Applicant), Matt Laggner (Abutter), Inda Loso (Abutter), Elizabeth Bicknell (Abutter)

Meeting Proceedings

1. Call to Order & Agenda Adjustments

The meeting was called to order by Chair Janice Walrafen at **7:13 PM**.

- **Agenda Adjustment:** Janice Walrafen requested to add a discussion under "Other Business" regarding the transition of minute-taking and administrative postings to Acorn Swiggum (the town's new administrative assistant). The board accepted the adjustment without objection.

2. Dan Dunbar Sketch Plan Review (255 Cerutti Road)

The board reviewed a proposal by Dan Dunbar to divide an existing 44 (plus or minus) acre parcel into two distinct plots. The subdivision would create a new 20 (plus or minus) acre parcel deeded for a single-family dwelling, utilizing a 20-foot right-of-way easement over an existing driveway.

- **Zoning Regulations Referenced:** Article V: Subdivision Review Procedures (Section 5.3 Sketch Plans 1.a–i, 2, 3, 4) and Section 3.4 (Required Frontage On or Access to Public Roads).
- **Board Discussion & Questions:**
  - **Contours & Wetlands:** The board examined the contour and wetland maps. It was noted that the proposed easement does not appear to cross any active wetlands or conflicting

terrain features.
    - **Water Runoff Concerns:** Neighbor Inda Loso raised concerns regarding seasonal spring runoff originating from the upper field, which historically causes heavy drainage and minor flooding near the town turnaround. The applicant noted that the driveway angle would be engineered to redirect runoff away from neighboring properties.
    - **Property Access & Headlights:** Neighbor Elizabeth Bicknell asked for clarification on the access path and potential privacy impacts. The board noted that the home must sit within a designated building envelope and recommended angling the driveway to prevent vehicle headlights from shining directly into neighboring windows at night.
    - **Road Frontage Requirement:** The board evaluated the 300-foot minimum road frontage requirement in the Forest and Agricultural district. Because the property utilizes an established right-of-way connecting to a public road, it satisfies accessibility requirements. Staff will pull historical legal records from the original parcel split to verify the framework of the current right-of-way. The applicant will need to apply for an additional right-of-way for the new lot.
    - **Deed restrictions:** Dan Dunbar noted that the new lot would include deed restrictions specifying that only a single-family dwelling and possibly a garage and barn may be built on the lot and barring additional subdivision of the lot.
- **Determination:** The board determined by consensus that the project qualifies as a **Minor Subdivision** because the subdivision results in no more than three lots within a 10-year period. A formal site visit will be scheduled concurrently with the submission of the final plat application.

3. Review and Approval of Past Minutes

The board reviewed the minutes from the June 10, 2026 meeting.

- **Amendment:** Walrafen requested an amendment to clarify the previous traffic safety discussion regarding the intersection near the Opera House. The amendment notes that the DRB recommends the Select Board request a formal VTRANS traffic study to evaluate pedestrian safety and walkability impacts given the 17 new proposed housing units.
- **Motion:** Moved by Seth Mullendore, seconded by Janice Walrafen, to adopt the June 10, 2026 minutes as amended.
- **Vote:** Motion passed.

4. Other Business: Administrative Assistant Transition

The board discussed leveraging Acorn Swiggum, the new town administrative assistant, to optimize workflow.

- Acorn Swiggum will utilize meeting audio recordings to draft minutes, which will then be verified by the board.
- Acorn Swiggum will handle clerical tasks including the physical posting of final minutes, decisions, and agendas at the town office and the three designated public spaces.

- The Zoning Administrator will retain ownership over generating, setting, and mailing out agendas and formal notices.

5. Adjournment

- **Motion:** Moved by Jesse Cooper, seconded by Mary Niebling, to adjourn the meeting.
- **Vote:** Passed unanimously.

The meeting adjourned at **8:24 PM**.