Town of Plainfield Development Review Board Meeting

Date: August 12, 2026

Time: 7:00 PM EDT

Location: In-person (149 Main Street, Town Municipal Building, 2nd Floor) and via Zoom Video Conferencing

1. Attendance & Board Record

Board Members Present (In-Person): Janice Walrafen (Chair), Jesse Cooper, Seth Mullendore

Board Members Present (Via Zoom): Mary Niebling

Town Staff Present: Kayle Hope (Zoning Administrator)

Public & Applicant Attendance (In-Person & Zoom): Applicants: Rick Burroughs and Arion Thiboumery (Plainfield Community Development Corporation)

Attendees: Philip Parisi, Alicia Weiss, Genese Grill, Kirstie Grant, Charles Cogbill, John Hosford, George Springston, Tammy Farnham, Dan Dunbar, Rose Paul, Karen Hatcher, Dale Bartlett, Jon Hosford, Jeanette Hosford, Laura Ceraso, Dennis Wilber.

Vermont Open Meeting Law Disclosure & Conflict Statement:

Prior to opening the sketch plan hearing, Board Member Jesse Cooper disclosed on the record that he is an abutter to the property under review at 68 East Hill Road and 266 Main Street. Cooper stated that after researching Vermont League of Cities and Towns (VLCT) standards, he determined there is no pecuniary, financial, or fiduciary conflict of interest, and thus participates fully as a DRB member.

2. Agenda Adjustments & Administrative Items

- **Agenda Adjustments:** The Board agreed to adjust the agenda to reschedule the September regular meeting due to a conflict with the scheduled Brook Road discussion and board availability.
- **Rescheduled Meeting Date:** The DRB September meeting is rescheduled to **Wednesday,**

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September 16, 2026.

3. Motions at a Glance

Item / Subject Matter	Action Taken / Decision	Vote Result
Review and Approval of DRB Meeting Minutes (2026-07-08)	Approved past meeting minutes from July 8, 2026, subject to noted clerical/clarity corrections (correcting an entry regarding member abstention and fixing a typographical error referencing "right-of-way").	Passed Unanimously (4-0)

4. Hearing: Plainfield Community Development Corporation (PCDC) Sketch Plan Review

Project Location: 68 East Hill Road and 266 Main Street (Major Subdivision)

Project Overview: Sketch plan review for a proposed major subdivision for the East Village Expansion Project. Proposal includes an access drive intended to be converted to a town road, municipal sewer and water infrastructure, stormwater treatment systems, utility/data infrastructure, three 4-unit single-family buildings (Habitat for Humanity), two 6-unit multi-family buildings (Downstreet/PCDC), and ten new lots for single-family homes.

Applicable Regulations Reviewed: Plainfield Zoning Regulations (Adopted March 4, 2025, amended July 29, 2025, and proposed amendments warned August 4, 2026) including Article V (Subdivision Review Procedures, Sections 5.3 & 5.7) and Article VI (Planning and Design Standards for Subdivisions).

Public Testimony & Key Discussions:

- **Procedural & Statutory Notice Concerns:** Members of the public (including Charles Cogbill, John Hosford, and Kirstie Grant) raised questions regarding abutter notification timelines under 24 V.S.A. § 4449 / § 4464 and whether review proceeds under current or warned regulations. The Board and Zoning Administrator noted that this review is required to

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be under the Warned regulations, it is a public hearing and notices were mailed 7 days in advance according to Section 8.9D, clarifying that this sketch plan session is an informational, non-binding review step prior to formal subdivision application. Applicants submitted certificates of mailing as evidence of required notice.

- **Property Ownership & Authorization:** Public comment (George Springston) questioned the lack of a purchase and sale agreement. The DRB noted that while representatives can present sketch plans, formal submittal of the final plat permit application will require written authorization/co-signature from the landowner.
- **Road Design, Slope, & Emergency Access:** Concerns were raised regarding the proposed 10% road grade, emergency vehicle turnarounds, and road stubs near lot lines. Applicant Rick Burroughs explained that road grades comply with town standards (10% or less) and that road stubs serve parking access and agricultural/field maintenance access. Formal road access permits from the Road Commissioner will be required.
- **Stormwater Management & Environmental Constraints:** Abutters (including Philip Parisi and Alicia Weiss) and public participants expressed concerns over hill slope runoff, potential erosion, and stormwater retention. PCDC confirmed that a complete engineered stormwater plan and State Stormwater Permit will be submitted with the formal plat application. Wetland delineations (showing 50-foot buffers) and UVM archaeological assessment results were presented.
- **Landscaping & Tree Preservation:** Discussions were held under Section 6.2 regarding street tree requirements versus natural buffer preservation to prevent hillside erosion and provide screening for neighboring properties.
- **Site Layout Adjustment Request:** PCDC requested consideration to adjust parking placement for the six-plex buildings to the downhill/rear open space side to allow for green common space between buildings. The Board noted the conceptual feasibility for formal plat design.
- Letter from abutters Alicia Weiss and Philip Parisi was entered as evidence.

5. Next Steps for PCDC Project

The DRB will issue written recommendations/feedback within 30 days of the sketch plan review.. The applicant will prepare a formal subdivision plan application, engineered site drawings, wetland studies, stormwater permits, road access approvals, and landowner authorization for subdivision application.

6. Sketch Plan Next Steps: Dunbar Subdivision

- **Property Review:** Dan Dunbar discussed sketch plan next steps for subdividing his property at the end of Cerutti Road.
- **Key Requirements Noted:** The final application/plat must clearly define the building

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envelope (replacing conceptual circular drawings with measured dimensions and boundary setbacks), document right-of-ways (ROW), and outline deed restrictions. Applicant should submit zoning permit application for Approval of a Subdivision Plan and ROW.

- **Waivers & Conditions:** The Board confirmed that standard waivers (e.g., sequence of construction, private septic/well placement details) will be evaluated and conditioned during the formal permit application step.
- **Site Visit Scheduled:** The DRB agreed to conduct a site visit on the day of the formal hearing prior to the regular meeting.

7. Administrative & Planning Updates

Zoning Administrator Kayle Hope provided updates on upcoming and recently processed municipal land use permits:

- **Michael & Kim Nolan:** Approved permit for a 24x14 open-sided sawmill structure.
- **Eli Jager:** Home daycare application on Country Club Road (marked incomplete pending State daycare license).
- **Matt Paquin:** Application for a 30x35 garage and breezeway on Gonyeau Road (pending updated site plan and wastewater details).
- **Nathan DeForge:** New home construction application received (Upper Road / Middle Road area).
- **Dan Dunbar:** Application for zoning permit for primary residential construction.

8. Administrative Assistance

DRB members discussed Acorn Swiggum's role in offering administrative assistance. It was clarified that their responsibilities are to produce and post meeting minutes. Kayle Hope will continue to post meeting agendas, but can ask Acorn for support if needed. Kayle Hope will also oversee any tasks given to Acorn related to posting for hearings.

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