

**Town of Plainfield
Development Review Board Meeting
December 13, 2017
Approved Minutes**

PRESENT: Janice Walrafen (Development Review Board Chair), Sarah Albert (Development Review Board Clerk), Elaine Parker (Development Review Board Member), Karen Storey (Zoning Administrator), Cindy Wyckoff (Minutes Recorder), Robert A. Bridges (Decision and Conditions for Inda Loso Appeal Hearing), and Deborah Gibson (Decision and Conditions for Inda Loso Appeal Hearing).

Janice Walrafen called the meeting to order at 6:50pm.

AGENDA

- 6:45pm Call Meeting to Order
 Review Agenda, Make any Adjustments
- 6:50pm Review and Approve Minutes of November 8, 2017
 Review and Approve Development Review Board Decision and Conditions for Appeal Hearing of Zoning Administrator’s Issuance of Zoning Permit 2017-24 (Construction of Single-Family Home on Property of Robert Bridges) by Inda Loso
- 7:00pm Discussion regarding the Development Review Board Narrative for the Town Report
- 7:15pm Other Business
- 9:00pm Adjourn

REVIEW AGENDA, MAKE ANY ADJUSTMENTS

- Walrafen added to the agenda discussion regarding recruitment of new members for the Development Review Board and whether a meeting in January 2018 will be necessary.

REVIEW AND ADOPT MINUTES OF NOVEMBER 8, 2017

- After noting several changes to the draft minutes, **Elaine Parker made a motion to approve the minutes of the 11/8/17 Development Review Board meeting as amended. Sarah Albert seconded the motion. The motion was approved unanimously.**

REVIEW AND APPROVE DEVELOPMENT REVIEW BOARD DECISION AND CONDITIONS FOR APPEAL HEARING OF ZONING ADMINISTRATOR’S ISSUANCE OF ZONING PERMIT 2017-24 (CONSTRUCTION OF SINGLE-FAMILY HOME ON PROPERTY OF ROBERT BRIDGES) BY INDA LOSO

- After a brief discussion, it was decided that Zoning Administrator Karen Storey would send out the above written decision to all the interested parties, rather than Clerk Sarah Albert. If there is an appeal to the Decision, Albert will be responsible for any further correspondence with interested parties.

- After reviewing the written Decision and Conditions, **Parker made a motion to adopt the Development Review Board's Decision and Conditions for the Appeal Hearing of Zoning Administrator's Issuance of Zoning Permit 2017-24. Albert seconded the motion. The motion was approved unanimously.**

OTHER BUSINESS: GODDARD COLLEGE

- Storey noted that construction of the Woodchip Plant at Goddard College had begun in August of 2015, which means that, according to its permit, Goddard College has until August of 2018 to complete construction.

DISCUSSION REGARDING THE DEVELOPMENT REVIEW BOARD NARRATIVE FOR THE TOWN REPORT

- Discussion centered on what information to include in the narrative portion of the Development Review Board's submission to the Town Report. It was agreed that the narrative should include a summary of: 1) cases that were considered during the year; 2) written decisions that were handed down; and 3) the need for new members to serve on the Development Review Board. Walrafen and Parker will be stepping down after the March 2018 meeting, resulting in only one member, Albert, remaining. A full Development Review Board consists of five members, with three members constituting a quorum. Without the addition of at least two new members when Walrafen and Parker step down, the DRB will not be able to convene and carry out the business with which it has been charged.

OTHER BUSINESS

- With no pending business slated for the next meeting, **Walrafen made a motion that the DRB will not meet for its January 2018 meeting. Albert seconded the motion. The motion was approved unanimously.**

ADJOURN

- **The meeting adjourned at 7:45pm on a motion by Albert. Parker seconded the motion. The motion was approved unanimously.**

Respectfully submitted by Cindy Wyckoff