

**TOWN OF PLAINFIELD**  
**Zoning Board of Appeals**  
**Minutes**  
**Thursday, April 19, 2018**

Members Present: Peg Keller, Chair, Ann Irvine and potential member Bill Latimer. Joan Wattman was absent.

Call to Order: Chair Keller called the meeting to order at 6:10 p.m. Minutes from the March meeting were approved as submitted.

Board Background: Chair Keller and Member Irvine described the duties of the board and provided context on past projects to orient Mr. Latimer. We updated him on the work with the Planning Board to revise the Zoning By-laws.

**Applicant Informational Sheet**

Members reviewed the status of the information sheet. Discussion followed regarding the possible utilization of a Zoning Determination Form as a way to streamline the process and improve communication flow. Once the potential is analyzed, discussions will need to occur with the Selectboard and Building Inspector/Zoning Enforcement Officer. The draft form was reviewed to identify additional work needed.

**Work with Planning Board** Ann said she has not heard since her initial work with Peter Lapoint on the home occupation/business use revisions. Peg will check in with Brian.

**Next Steps for ZB Tasks:**

- Review Zoning Determination Form for applicability
- Re-do the Sample Legal Ad
- Examine the Fee Schedule
- Check in with the Planning Board
- Update the Selectboard

**Adjourn/** the meeting concluded at 7:00 p.m. Respectfully submitted, Peg Keller