

*Approved by ZBA 11-15-18*

## **Plainfield Zoning Board of Appeals**

Minutes

September 20, 2018

**Members Present:** Peg Keller, Chair, Ann Irvine, Joan Wattman and Bill Latimer. Howard Bronstein, Chair of the Selectboard and liaison to the Zoning Board was also in attendance.

**Call To Order:** Chair Keller called the meeting to order at 6:05 p.m. The minutes of the prior meeting were approved as submitted.

### **Update on Joint Work with the Planning Board**

Peg reported that she and Brian Hawthorne of the Planning Board met on September 12th. They discussed general areas of the by-law to be worked on and possible time lines to get revisions to town meeting for consideration. She and he also compared notes on their research regarding which boards conduct which permit reviews in other communities. She suggested that Brian get access to the massplanners listserv to pose questions such as how do rural towns measure front yard setbacks. It was noted that the site plan review section, currently located as the Rules and Regulations section of the by-law will be merged into the relevant use sections. The intensity of use schedule and business uses are also being examined. The next joint meeting will be held November 14<sup>th</sup> to continue the work.

**Information Fact Sheet/** Peg had also updated Brian on the possibility of utilizing the Zoning Determination Form as a way to organize the permitting process. The form was reviewed. She also talked about the technical assistance needed for the Town Clerk and has been in touch with Pioneer Valley Planning Commission to schedule that session. He asked that any applicant information fact sheet also articulate Planning Board processes.

### **Technical Assistance Session:**

The Zoning Board meeting then concluded and the Board reassembled at the Town Offices to meet with Larry Smith (formerly of PVPC), Brian Hawthorne, Howard Bronstein, Gerry Garner and Ruth Osgood in order to solidify applicant protocols and processes.

Adjourn/ This meeting concluded at 6:45 p.m. Respectfully submitted, Peg Keller