

**Town of Pawlet Planning Commission  
Pawlet Town Hall  
Pawlet, VT**

**Minutes of Meeting  
For Monday, November 25, 2019**

**Members Attending:**

Harry Van Meter, Chairman  
Eric Mach, Vice Chairman  
Gary Baierlain  
Melissa LaCount  
Tom Collard  
Wayne Clarke, alternate

**Members Absent:**

Mark Frost  
Rik Sassa

**Others in Attendance:**

Frank Nelson

**From**

West Pawlet

Chairman, Harry Van Meter called the meeting to order at 7:31 p.m.

**Item 1: Call to Order**

**Item 2: Approval of Meeting Agenda**

Gary Baierlain made a motion to approve the agenda with no exceptions, the motion was seconded by Melissa LaCount and unanimously approved.

**Item 3: Approval of Minutes of October 28, 2019 Meeting**

Harry Van Meter noted changes to be made to the minutes and asked for a motion to approve as amended. Tom Collard moved that the minutes be approved as amended, Gary Baierlain seconded the motion and the minutes were approved by unanimous vote of the commissioners.

**Item 4: Interim Zoning Administrator's Report**

- There was discussion suggesting that the ZA include a site visit as a requirement for permit approval where the ZA can view the property owner's physical site conditions and proposal. It was unanimously agreed that the ZA needs to familiarize him/herself with the physical site conditions and that a proper and acceptable sketch plan must be included by the property owner with the permit application. It should be the discretion of the ZA if the property owner needs to mark off the construction site with pins at the corners of the proposed structure.
- Discussion of revisions to existing permit applications ensued with the agreement that application file number should appear at the top right-hand corner of the first sheet and that the property ID number as noted on Town property documents on the "Property description" line. There was a suggestion that the abutting property owners' names be included on the application and it was agreed that this information should be included. Harry suggested that the

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fee schedule be eliminated from all of the individual application forms and exist only on the fee schedule sheet. This was unanimously agreed to.

- Harry noted that the Town property maps available online are difficult to use and to find the information on properties.
- Discussion ensued on the requirement of a sketch plan to accompany a permit application that as required in the By-laws. There was general agreement that the applicant provide proposed project sketch on a copy of the Town cartographic map of the applicant property. It was agreed that Jonas will work out the details.
- Jonas reported that Hal Wilkins' computer with his zoning files is in Massachusetts. Jonas will contact Hal's mother-in-law to try to recover the files.

**Item 5: RRPC Report – Eric & Tom**

- Eric said that there was a presentation of Rutland Regional GSI maps. He said that there was also a presentation of two town plans.
- Tom reported that the Transportation Committee discussed the VT Public Transportation Policy Plan.

**Item 6: Topics of Discussion**

- **By-Laws Updates:** changes to permitted and conditional uses that were discussed last week were reviewed with the following agreements:
  - Major Development projects should be reviewed by the DRB;
  - Leave one-family dwelling on a five-acre lot in Conditional Use in the Industrial Zone;
  - Leave parking in Permitted Use in Industrial Zone;
  - More clarification needs to be stated in terms of specified conditions controlling Conditional Uses,
    - Screening for certain proposed uses,
    - Jonas suggested drafting language for various conditions the PPC would like to include for certain Conditional Uses, then indicate that the DRB can impose other conditions on top of those specified that the DRB feels is appropriate. He agreed to bring examples for review at the next meeting.

**Item 7: Public Comments**

Frank Nelson suggested either appointing a Design Review Board to review new major development or incorporate the powers of design review in the responsibilities of the DRB. Harry suggested Frank bring the suggestion to the Select Board, which is the body that has the power to make that change to the DRB's current authority. Jonas said he believes that the establishment of a Design Review District would be required.

Frank Nelson suggested a new category of Bed and Breakfast be established.

Frank Nelson reminded the Commission that there was previous discussion of drafting a definition of a Contractor's Yard.

**Item 8: Old Business**

Harry handed out copies of Monica Przyperhart's final report on the Community Values Mapping Project and will also send PDF copy to all Commissioners by email.

Since there was no time to review the Nature Conservancy wildlife habitat connectors film, Harry will send commissioners a link to the website.

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**Item 9: New Business**

Harry submitted a draft of the Town of Pawlet Enhanced Energy Plan and asked that the Commissioners approve submission to the Select Board for approval to submit it to the RRPC. Eric made a motion that the draft report be submitted to the Select Board and the RRPC. Gary seconded the motion. It was unanimously agreed.

**Item 10: Next Meeting Date and Agenda**

The next regular meeting of the Pawlet Planning Commission will be held on December 16, 2019 at 7:30 pm at the Pawlet Town Hall.

The agenda for the next meeting will generally follow the usual format with noted additional speakers:

- 1) Call to Order;
- 2) Additions to/deletions/approval of the agenda;
- 3) Approval of minutes of previous meeting;
- 4) Zoning Administrator's report;
- 5) RRPC Reps' Report;
- 6) Topic for discussion by the Commissioners or presenter;
- 7) Public Comments;
- 8) Old Business;
- 9) New business;
- 10) Set Agenda for the next meeting;
- 11) Adjournment.

**Item 11: Adjournment**

Eric Mach made a motion to adjourn the meeting at 9:14 pm and the meeting was adjourned.

Respectfully submitted: Harry Van Meter