

**Final Minutes  
Town of Pawlet  
Planning Commission Meeting  
Monday, October 26, 2020 7:30pm  
Meeting via Zoom platform**

**Members present:**

Jessica Van Oort, Chairperson  
John Sabotka, Vice Chairperson  
Rik Sassa, Clerk/Secretary  
Frank Nelson  
Gary Baierlein  
Mark Frost  
Wayne Clark (alternate member)  
Jonas Rosenthal, Pawlet Zoning Administrator

**Members absent:**

Tom Collard

**Item 1. Call to Order:** Jessica Van Oort called the meeting to order at 7:35pm.

**Item 2. Approval of Agenda Items- Review/Add/Delete:**

Frank Nelson wanted to add a discussion about the OML (open meeting law). Jessica also wanted to add a discussion about the digital files. Jessica thought that it would fit best under the New Business section. Gary Baierlein made a motion to approve the agenda. Rik Sassa seconded the motion. All approved.

**Item 3. Approval of minutes of previous meeting:** Frank made a motion to approve the previous agenda, Mark Frost seconded all approved.

**Item 4. Zoning Administrator's Report- Jonas Rosenthal:**

Jonas emailed a copy of the report to all commissioners regarding recent permits in process, etc.. Frank had some comments about the digital coordinator that will be hired in future. Jessica felt that the Selectboard would be making the decisions regarding the hiring of that individual. Jessica also felt that this issue of digitizing the town's files is bigger than the scope of the PPC. Frank contacted the state to see if there was a standardized system of digitizing for the various towns to use. He had not heard back from the state yet. Jonas thought that the town clerk should take the lead on this issue. Jessica decided to set this conversation aside for the time being.

Jessica asked Jonas about the status of the new zoning permit. Jonas said the selectboard already approved it and it will be going into effect.

**Item 5. Rutland Regional Commission Report- Tom Collard:** Tom Collard was not present for the report.

#### **Item 6. Discussion of Topics and On-going Business:**

Jessica got hold of two boxes of documents and thumb drive from past Chairperson. She emailed a compilation of some of that information to commissioners. To summarize, she felt the commission has been working on determining which conditional uses are appropriate or need to be added/changed or removed from the various districts. Wayne Clarke and Rik Sassa noted that some of what have been seen as definitions were guidelines for the conditional uses noted to help the zoning administrator and DRB make decisions.

Jonas brought up the issue of definitions and how it is important in the issuing of permits. Jessica noted that the board had arrived upon a definition of "school" but it had not made it into the by-laws yet. Jessica read (and showed on screen) some of Leicester's by-laws. She wondered if this was what the commissioners wanted in the Pawlet by-laws. Rik, Wayne and Gary all agreed that the sense of what was written gave guidance without rigidity and that that was a good thing. Jessica proposed that the commission should focus on what each district was trying to accomplish first, then to discuss conditional uses after that overview was established.

Jessica read from Calias's purpose statement preceding their by-laws. The commissioners compared the different preambles and discussed what might be the most appropriate for Pawlet to include.

**Item 7. Public Comments:** No public was present

#### **Item 8. Old Business:**

Frank wondered what the end date was for the commission to complete the conditional use assessment project. Jonas thought that the previous Chairperson didn't have an actual due date. Frank thought that John Thrasher (former town's attorney) should be contacted regarding the 1 acre vs. 10 acre town and Jonas thought that Ed Bove would be helpful to be contacted as well. Jonas thought that the commissioners should highlight the areas that need changing and then pursue a municipal planning grant and have the help of a professional to help us rewrite our by-laws.

Gary spoke to an assignment he chose regarding a possible definition of a contractor's yard. The Industrial district is the only section that it is a permitted use. In other areas contractor's yard is under conditional use guidelines.

#### **Item 9. New Business:**

Based upon the summation of old business, Jessica felt that if the commissioners could review the by-laws and pick a couple of sections that each commissioner might want to work on. Jonas thought that the town plan should be looked at first, then to see if it fit with the zoning ordinance. Jessica agreed and included looking at the town plan as well in helping to determine areas for the commissioners to focus on.

Frank spoke about digital files. Frank thought that all the information in the dropbox would have to be available to the public based upon what he understood from the state. Jessica thought that it would be very easy to add a link to the dropbox in the meeting warning.

**Item 10. Set Agenda for next meeting:**

Call to Order 7:30 2. Approval of Agenda Items - Review/Add/Delete 7:31 3. Approval of minutes of previous meeting 7:33 4. Zoning Administrator's Report – Jonas Rosenthal 7:45 6. Rutland Regional Planning Commission Report – Tom Collard 8:00 7. Discussion of Topics & On-going Business 8:05 8. Public Comments 8:25 9. Old Business 8:35 10. New business 8: 45 11. Set Agenda for the next meeting 8:55 12. Adjournment 9:00

**Item 11. Adjournment:**

John Sabotka made a motion to adjourn the meeting, Frank seconded, all approved. Meeting adjourned at 9:04pm

**Respectfully submitted, Rik Sassa, secretary.**