

**Town of Warren  
Planning Commission  
Minutes of Meeting  
Monday September 23, 2019**

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Members Present: Dan Raddock, Mike Ketchel, Jim Sanford and Camilla Behn

Others Present: Brandy Saxton and Ruth Robbins.

Agenda: Call the meeting to order, 7:30 pm.

Regular Meeting:

1. Brandy Saxton, Continue review of Part 1 General, start Part 4 [?]
2. Approve final draft of procedure for requests for memorials/gifts to the town – [DR]
3. Review and sign minutes
4. New/other business

Mr. Sanford called the meeting to order 7:32.

Ms. Saxton and the PC members picked up where they had left off in Part 1 of the LUDR with section 120 Prior Applications, Approvals and Uses. Some of the new and/or better clarified items were a section on “Abandoned Development” and “Damaged or Destroyed Structures”. The section on Non-Conforming Structures garnered some discussion with the members wanting some change to the current regulation. One of the biggest changes comes from a change from the State as to how non-conforming lots in common ownership that are contiguous may or may not be merged, How lot frontage is handled was also a changed item. The Pc then moved on to Part 4 which covers Administration and Enforcement. They went through Roles and Responsibilities, Fees and Filing Requirements, Impact Fees, Technical or Legal Review Costs, Performance Bonds or Sureties, Monitoring or Inspection Costs, As-built Drawings and Other Permits, Approvals and Certifications. The next section was 420 Zoning Permits. They got partway through this section stopping at item 4206 Obtaining a Certificate of Compliance.

The members then reviewed the Town of Warren memorial Donation & gift Program Policy which had been researched and drafted by Mr. Raddock. After a brief discussion Mr. Ketchel made the motion to accept the draft [with one edit] and submit it to the Select Board for their approval. Ms. Behn seconded the motion and the vote was unanimously in favor. Minutes were reviewed and signed. In other business Mr. Raddock brought up some thoughts about the Housing Study the members had looked at last meeting. It was also discussed that the bike racks the PC would like to procure for in front of the Warren Store and by the gazebo should be brought up to the Select Board. Ms. Robbins said she would ask to be on the Select Board’s agenda for the October 8<sup>th</sup> meeting for both the bike racks and the memorial/gift policy.

With no other business the meeting was adjourned at 9:17 pm.

Ruth V. Robbins  
PC Coordinator  
**Planning Commission**

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Camilla Behn                      date

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Jim Sanford                      date

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Mike Ketchel                      date

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Dan Raddock                      date