

**TOWN OF WARREN  
PLANNING COMMISSION  
MINUTES OF MEETING  
MONDAY FEBRUARY 27, 2006**

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Members Present: Jim Sanford, Laura Crandall, Don LaHaye and Mike Ketchel

Others Present: Tim Piper, April Smith, Katrina VanTyne, Miron Malboeuf and Ruth Robbins.

Agenda:

Call meeting to order, 7:30pm

- 1) Madriver Valley Chamber Presentation (Valley Weddings)
- 2) Guest April Smith – Conducting a “Charette”
- 3) Review draft of RFP for “Master Plan” of Municipal Service Buildings
- 4) Review final draft of survey – decide on distribution
- 5) Warren Land Use Regulations Update – Phase II:
  - i. Sharon Murray, Drafts:
    1. PC Memo #1 Steep Slopes
    2. Draft Edits/Language for Section .4 re Steep Slopes
  - ii. PC Check List beginning with Article 2
- 6) Scenic By-Ways proposal
- 7) Other Business:
  - i. Review and Approve Minutes 02/13/06

Mrs. Crandall called the meeting to order at 7:34 pm.

Mr. Piper was introduced representing the Mad River Valley Association of Wedding Professionals (MRVAWP), an off shoot of the Mad River Valley Chamber that was established two and a half years ago. His reason in coming before the Planning Commission was purely for informational purposes. Mr. Piper shared various statistics that illustrated the depth of the business, how it has grown and its growth potential.

Commission member Mr. Ketchel asked Ms. Smith to come to the Commission meeting to share her knowledge about what was involved in putting on a Design Charette. Ms. Smith explained that a Design Charette was an intense, structured workshop – an event that should involve those in those in the community – “stakeholders” in the proposed project. She went on to say that careful thought should go into the list of invited participants and in making up the teams. The teams could number anywhere from two to five, with no more than seven or eight people per team. It was also suggested that the Charette could be opened up to the public at the end with the teams presenting their results. Ms. Smith emphasized that there was a significant amount of preparation that went into a charette as well as making sure the results were captured in a way that was usable going forward. The Commission asked if Ms. Smith might be willing to come back again once they had had a chance to discuss in further detail the possibility of conducting a Design Charette and the commitment of the Select Board in going forward. Ms. Smith was agreeable.

The Commission reviewed the RFP (Request for Proposal) that Mr. Donaldson had drafted. The RFP is requesting proposals from architect and/or engineers (i.e. “Consultant”) to create alternative designs and a phased implementation plan for improvements to the Town Garage. Discussion amongst the members ensued resulting a couple of minor changes.

