

**Town of Warren
Planning Commission
Minutes of Meeting
Monday, November 27, 2023**

Members Present: Camilla Behn, Michael Bridgewater, Jenny Faillace, Macon Phillips, Dan Raddock, Jim Sanford.
Staff Present: Ruth Robbins, Zoning Administrator, Carol Chamberlin (Recording Secretary)
Others Present: Tracy Brannstrom (Valley Reporter)

Agenda:

1. Public Comment
2. SB Updates – LUDRs, Open Seat, Budget
3. PC Priorities Subcommittees
4. New and Other Business

The meeting was called to order by Dan Raddock at 7:00 pm.

Public Comment

Nobody offered comments at this time.

Agenda Changes

No changes were made to the agenda.

Selectboard Updates

LUDRs – Camilla reported that the Selectboard has concluded their initial review of the draft LUDRs, and are ready to engage with a consultant to have some areas clarified and for assistance with drafting language appropriate to the intentions they have outlined for certain sections of the regulations. She provided some detail on recent discussions related to home occupations, accessory dwelling and STR allowances, subdivision intersections, and density bonuses in PUDs. There was some discussion regarding whether the Selectboard should provide the PC with a ready-to-review redlined draft rather than simply providing their notes for further PC editing work. It was agreed that the former would be preferable, and to look for opportunities for collaboration between the two groups as a new consultant is engaged to work on the draft.

Ruth and Camilla will follow up on reaching out to potential consultants. They will also confirm that the PC will be on the schedule for the January 9 meeting in order to provide an update on the PC priorities work.

Open Seat – Ruth offered a reminder to help spread the word that a seat on the Selectboard will be open in March

Budget – Ruth reminded the group that any requests for funding for projects coming out of the priorities work should be outlined and presented to the Selectboard soon for consideration during the budget process.

PC Priorities discussion

Dan provided an update on STR software; Sam and Joshua (MRVPD) have now seen demonstrations of three different platforms, and will be recommending one. A demonstration can be arranged for Warren board members; pricing information should be available by December 8. Dan noted that the implementation of a registration fee for STRs would likely pay for the software and then some, possibly supporting staff and potentially helping to fund some work related to attainable housing. He also explained that it will need to be outlined who has access to the software, data, etc.

Macon indicated that he would like to meet with Ruth regarding communications strategies. Camilla would also like further conversation; she noted that VLCT had advised that a policy be adopted should the PC decide to proceed with publishing summaries of meetings in addition to the required minutes of the meetings. It was suggested that it might be beneficial to let people know what discussions are on the upcoming agenda, using FPF and other means of communication.

New and Other Business

Ruth noted that, thanks to efforts on the part of her new assistant, additional historical information will be available in a more organized manner, and some will be posted online; this access will be helpful as the PC works through their priorities.

MRPD Update – Dan reported that the MRVPD continues to work on outlining their priorities, which they have narrowed down to housing, transportation, and climate. The next discussions at the PD will be focusing on the ‘how,’ and Dan encouraged everybody to pass along any strategy ideas they thought might be helpful. Drafting of bylaws for the PD is still in progress, and Dan’s suggestion that the amount of staff time dedicated to each individual town be tracked so that towns might be billed accordingly was not endorsed for inclusion in that document. He also noted that Joshua Schwartz’s request for a sabbatical had been approved, and that a related policy will be developed.

Presentation to Selectboard – Macon shared the slide deck to be used for the January 9 meeting so that members would be able to edit their sections of the presentation.

Minutes were approved and signed.

The meeting adjourned at 8:16 pm.

Respectfully Submitted,
Carol Chamberlin, Recording Secretary

Planning Commission

Jim Sanford date

Camilla Behn date

Jenny Faillace date

Dan Raddock date

Michael Bridgewater date

Macon Phillips date

Adam Zawistowski date