

**Town of Warren
Planning Commission
Minutes of Meeting
Monday, December 11, 2023**

Members Present: Macon Phillips, Dan Raddock, Jim Sanford, Adam Zawistowski
Staff Present: Ruth Robbins, Zoning Administrator, Carol Chamberlin (Recording Secretary)
Others Present: None

Agenda:

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

The meeting was called to order by Dan Raddock at 7:04 pm.

Public Comment

Nobody offered comments at this time.

Agenda Changes

No changes were made to the agenda.

Selectboard Updates

LUDRs – Camilla had provided an update via email as she was not able to attend the meeting. The email indicated that Sharon Murray is reviewing the draft LUDRs and the Selectboard comments/questions in order to determine if this is work she would like to take on. Bob Ackland is also checking with Joshua Schwartz regarding engaging a consultant for this work.

Budget – Budget items discussed included an estimate for Short Term Rental (STR) software of \$14K per year, breakfast and lunch for the charette to be held in the spring, and the potential for reusing the LUDR web pages (potentially sharing with the Conservation Commission, as was the case with the LUDR page setup) for community outreach purposes.

PC Priorities discussion

The upcoming charette was discussed and the following points made:

- All residents will be welcome
- Early spring is a likely time to schedule
- Childcare may be helpful
- A series of presentations prior to the event will likely be organized, in order to allow people to familiarize themselves with relevant background material
- The agenda/locations of the spring charette will likely replicate prior such events
- Topics to be covered
 - Example of affordable housing and other topics for pre-charette presentations, as issues are interconnected
 - Let the charette be a space to generate organic, innovative ideas
 - Adam will be meeting with Mac Rood and Misha Golfman regarding Warren’s involvement in the Route 100 multi use path
- Visuals
 - Adam is researching past items that have been created

Macon reported that a meeting with Joshua Schwartz is scheduled, for the purpose of learning more about prior work in the Valley related to housing.

Dan reported that the MRVPD has recommended that the Granicus STR software be implemented, for a cost of approximately \$14K/year. Relevant data back to 2015 is available through the system. Dan noted that a \$100 registration fee from each STR owner would cover the cost of the software, and likely administrative costs as well. The cost of the software will be reduced if Waitsfield and Fayston also sign up, as the amount is based on the number of units in each town. Dan noted that written agreement should be put in place regarding administrative tasks, report preparation, etc. He also explained that an ordinance would be needed in order to require registration of STRs and associated registration fees.

New and Other Business

MRPD Update – No MRVPD meeting has taken place since the prior PC meeting; Dan noted he will provide PC members with the draft PD bylaws when they are ready.

Minutes were approved and signed.

The meeting adjourned at 8:21 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