

**Town of Warren  
Planning Commission  
Minutes of Meeting  
Monday, March 25, 2024**

---

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

Agenda:

1. Public Comment
2. PC/SB LUDR Subcommittee
3. PC Priorities Subcommittees
4. STR Draft Ordinance
5. New and Other Business

The meeting was called to order by Dan at 7:06 pm.

**Public Comment**

Nobody present offered comments to the PC.

**PC/SB LUDR Subcommittee**

Jim reported that there has not been a recent meeting of the subcommittee, and that the only issue scheduled to be addressed at the most recently scheduled (but cancelled) meeting was river setbacks, for which it was decided to follow State guidelines. Ruth noted that the group is meeting again this week, and will be asking Sharon Murray, the consultant, to propose a schedule for reviewing the rest of the document.

**PC Priorities Subcommittees**

Public Forum – Adam reported that he and Jim had meet with Ruth to work out the logistics of the event and what steps need to be taken leading up to the gathering once a date is scheduled; the group is leaning toward setting a date of June 1. Jim and Adam are working on an invitation to be distributed, as well as a strategy to accept RSVPs to be better able to plan the day. Ruth has suggested referring to this as a public forum rather than charette, as the PC is looking for visions of residents to incorporate going forward in PC projects to be taken on. There was some discussion of the topics to be covered and the setup of those discussions during the forum.

Jenny noted that she is in a group through the CVEDC, which has met with Amy Tomasso regarding a housing development toolkit that is available. Ruth pointed out that Sam at MRVPD may have this information as well. Jenny and Macon arranged to go to a related Yestermorrow presentation. Jenny also attended a recent CVRPC meeting regarding Energy Plans, and will follow up with Ruth regarding having the presentation brought to the Warren PC.

Macon reported on some of the communication topics he will be focusing on – the upcoming forum being the primary focus at this point. He also noted that the Selectboard will be working on an RFP for website design.

It was agreed that Kaylee Whitehouse, the new Selectboard member, should be invited to a PC meeting to meet the members and get a sense of the work that the Committee takes on.

**STR Draft Ordinance**

Dan had provided an updated draft of the proposed ordinance earlier in the day, and members reviewed the new iteration. It was agreed that this should be a registration process, not a permit process. Dan will be asking Sam at the PD to run this by Granicus for legal review by their team. Dan asked that members send him any comments on the new draft by Wednesday in advance of that conversation. It was discussed that the registrations will flow

through the Granicus software to the Town (ZA), although the full logistics of this are not clear, and Dan will ask for an outline of how this will work in detail. Dan will also have the Town’s attorney review the ordinance.

There was further discussion of the mechanisms provided by the software tool and how they will interact with Warren staff members. There was also further discussion regarding whether the draft ordinance relates to a registration or the issuance of a permit, and how to best identify those who live in the residence being rented as their home for at least half of the year. Dan will bring the questions that were raised to his discussion with Granicus.

**New and Other Business**

Dan reported that the MRVPD cancelled its March meeting.

Minutes were signed.

The meeting adjourned at 8:06 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