

**Town of Warren
Planning Commission
Minutes of Meeting
Monday, September 28, 2026**

Members Present: Michelle Bennett, Jim Crafts, Roberta Elliot, Sam Robinson
Staff Present: Ruth Robbins, Zoning Administrator
Others Present:

The meeting was called to order by Michelle at 7:12 pm.

Agenda Changes

No changes were made to the agenda.

Approval of the Minutes

The minutes of September 14, 2026 were approved.

Public Comment

No members of the public were present.

Tier 1B Resolution for Selectboard

One final change, to include the Village Area as well as the Village proper, will be made before this is ready to present to the Selectboard.

STR Update

Jim reported that he met with NEMRC about including a property's STR status in that database, which also houses the Grand List. He learned that such a field can be added to the database, and that letters/reminders can be handled through the sewer/water functionality of the NEMRC system. It would likely be a few thousand dollars to have this added and have the technical support provided that would be necessary to get started.

Using NEMRC to track this information would necessitate that staff provides identification information, and there would be some reliance on self-reporting by property owners. However, the existing known STRs could be imported once the database was adjusted to allow for this information to be included. It was noted that this is a decision to be made by the Selectboard, and the PC is researching options for presentation to the Board.

There was also some discussion of Tolemi's product, another software option for STR registration and monitoring. Jim indicated that they provide a similar identification package to Granicus, but that their analytics options are more sophisticated. He did note, however, that he was not sure how much use would be made of this data analysis, and explained that it was not likely that data would be provided through the software regarding the loss of housing and long-term rental options. It was also discussed that this would be a more expensive solution than Granicus, if the analytics piece was included.

Jim explained that Stowe had recently completed an STR analysis which is available online, and which he intends to replicate for Warren. He asked the other PC members to look at Stowe's report and let him know if they agree this type of information would be helpful.

Sam reminded Jim that he would like access to the data; Jim will follow up to either have permissions granted to the Granicus database for Sam or to send him a file of the data.

It was discussed that it would be helpful to get STR revenue information from the VT Department of Taxes, but that this level of personal information is not made available to towns.

Brownfields/Garage Site Update

The CVRPC meeting regarding Brownfields application should be scheduled shortly. Ruth noted that she has the information necessary to obtain engineering quotes for the garage site.

Town Plan - CVRPC

Ruth explained that she and Rebecca Campbell had reached out to CVRPC staff for assistance with completing an application for a Municipal Planning Grant, to be used for consultant assistance with the Town Plan update. Rebecca suggested asking for less than the full amount that would be needed, with the additional funds to come from the Planning Capital Account, as a strategy for having more potential of a grant's being awarded.

There was some discussion of preparing the Town Plan survey, and having it available for Election Day if possible, and definitely for Town Meeting.

Other Business

CVRPC – Jim reported that he is working with RPC staff regarding the map updates agreed upon at the previous PC meeting; the hamlet will be added back in to the appropriate layer, and Brian Voigt is looking into the parcels the PC proposed being added to the Village.

MRVPD – Jim Reported that the Conservation Recreation Visioning (CRV) group is seeking assistance from the PD for upkeep of the trail kiosks located throughout the MRV.

Adjournment

The meeting adjourned at 8:25 pm.

Respectfully Submitted,
Carol Chamberlin, Recording Secretary