

**Town of Warren  
Planning Commission  
Minutes of Meeting  
Monday, January 13, 2025**

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Members Present: Michelle Bennett, Jim Crafts, Macon Phillips, Dan Raddock, Jim Sanford, Adam Zawistowski  
Staff Present: Ruth Robbins, Zoning Administrator; Carol Chamberlin, Recording Secretary  
Others Present:

The meeting was called to order by Dan at 7:03 pm.

**Approve Agenda**

Some items for Other Business were mentioned.

**Approval of the Minutes**

The Minutes of December 9, 2024 were approved.

**Public Comment**

No members of public were present.

**LUDRs Report**

Ruth reported that she spoke with Sharon Murray and that Sharon is willing to assist with getting the Report created to accompany warning the public hearing for the LUDR updates. Sharon had noted some required additions to the report template, and indicated that she will complete the report as soon as possible. Ruth will work with her and Dan will help if necessary to narrow the timeline.

**STR Ordinance**

Michelle and Jim C attended the recent Selectboard review of the STR Ordinance. They reported on the aspects of the document which had been addressed by the Board, and Ruth noted it is currently with VLCT for legal review. Michelle indicated that the Board is likely to adopt the most recently edited version after VLCT's review.

It was noted later in the meeting that a contract has been signed with Granicus and that an initial meeting with the software team is being scheduled.

**PC Annual Report**

A draft report was not yet available for review; Ruth will compose an initial draft of the report and email it to PC members for review. There was some discussion of what should be included, although Ruth pointed out that the contents generally follow the same format each year.

**Subcommittee Updates**

Town Garage – Jim S reported that the architects are working on simple yet functional plans for the project, which is planned to be sited in a sheltered portion of the property in order to minimize impacts to neighbors. It is anticipated that an estimate will be provided in time for Town Meeting presentation.

Visioning – Adam indicated that he will be working on the mapping effort associated with the input received at the charette held several months ago. The January 27 discussion with Joshua Schwartz and Sam Robinson regarding potential housing opportunities falls within the scope of the Visioning work as well as the Housing subcommittee work. Dan asked about Village area visioning, and if there are matters that should be presented to the Selectboard regarding Village improvements. Jim S noted that a report of the visioning results has been provided to the Board; it was agreed that the first-quarter meeting with the two groups could include this in the discussion. Dan raised the possibility of initiating a reserve fund for this type of work.

Communications – Ruth reported that the GIS system accessed through the Town website is being updated, and that the interface provided by the new vendor is a significant improvement. Macon continues to work on putting together a requirements document for the overall site; he will be attending a kick off meeting with Granicus in order to learn how their site is configured to best outline the interactions between the two interfaces. Michelle indicated that she will continue with posting to FPF following meetings; it was suggested that she include the Zoom link for the upcoming meeting in her posts.

Affordable Housing Fund – No update was available.

### **Other Business**

Sam Robinson will be present at the February 10 meeting and will present the MRVPD Data Report.

Carol Chamberlin offered her assistance in upcoming Town Plan revision work; she will provide a proposal for the PC to consider.

MRVPD – Dan reported that the FY 26 budget has been finalized, and the upcoming year's Work Plan is in place. Joshua Schwartz will continue to help with the Waitsfield Wastewater Project, and he and Sam Robinson will be assisting Warren with STR data analysis, as well as affordable housing efforts.

### **Adjournment**

The meeting adjourned at 8:21 pm.

Respectfully Submitted,  
Carol Chamberlin, Recording Secretary