

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**Town Plan Review Committee**  
**Draft Minutes**

August 27, 2019 at 5:00pm  
Central VT Chamber of Commerce Conference Room,  
963 Paine Turnpike North, Berlin, Vermont.

**Committee Members:**

x	Bill Arrand, Worcester
x	Lee Cattaneo, Orange Commissioner
	Ron Krauth, Middlesex Commissioner
x	Joyce Manchester, Moretown Alternate Commissioner
	Jan Ohlsson, Calais Alternate Commissioner

Municipal Representative: Ruth Robbins, Warren Zoning/Planning Administrator, Jim Sanford, Warren  
Planning Commission Member  
Public: None Present  
Staff: Zach Maia, Clare Rock

**CALL TO ORDER**

The meeting was called to order by Chair B. Arrand at 5:04 pm. Introductions were made.

**CHANGES TO THE AGENDA**

*L. Cattaneo proposed moving approval of minutes ahead of public hearing; seconded by J. Manchester.  
All in favor.*

C. Rock suggested the Town Plan Review Committee hold elections for Chair and Vice Chair of the  
Committee at their next scheduled meeting, and that the next plan before them will be Northfield's. B.  
Arrand questioned the process of when Northfield's plan will come before committee, and if it will go to  
a town vote first. C. Rock explained that Northfield's plan may be adopted by the Selectboard before  
coming to the committee.

**PUBLIC COMMENTS**

None.

**PUBLIC HEARING: APPROVAL OF THE TOWN OF WARREN MUNICIPAL PLAN AND CONFIRMATION OF  
THE LOCAL PLANNING PROCESS**

*L. Cattaneo moved to open the hearing; seconded by J. Manchester. Motion carried.*

Z. Maia introduced the Warren Town Plan and explained the plan update is a concise and easy-to-read  
update to the previous plan, which was very data-intensive. He said this update makes good use of  
maps, and has a logical flow from vision to implementation. He noted that items like the community  
profile and the integration of the Natural Resources Inventory provided the reader with good context for  
the Municipality's recent history.

1  
2 J. Manchester questioned the housing chapter of the plan. 35% occupied by residents was interesting  
3 and asked about the impact of Airbnb on the community generally. R. Robbins and J. Sanford responded  
4 that Airbnb has been a major part of Warren's recent history, and J. Sanford discussed anecdotal  
5 experience of rental market catering more towards temporary rentals (airbnbs) rather than affordable  
6 housing. R. Robbins emphasized the struggle of housing temporary employees at the resort. J.  
7 Manchester questioned if Town Plans were the avenue to address this. C. Rock affirmed that they may  
8 be. J. Manchester asked about current housing for employees. J. Sanford discussed Warren's revisions to  
9 the zoning, which amends the definition of a "boarding house" and concentrates density in the village.  
10 He continued to note that while many condos are rented, most sit vacant for most of the year due to the  
11 relative inexpensive price to own.

12  
13 J. Sanford continued to address statewide problems with housing, including the Accessory Dwelling Unit  
14 conflict with current use. R. Robbins added that she is a renter, and that it is hard to discuss the problem  
15 of housing with Airbnb. C. Rock asked if housing had been a large part of the plan update, and J. Sanford  
16 affirmed this. L. Cattaneo said that it may be outside of the scope of the Town Plan. He said that due to  
17 Airbnbs not having a "standard" and the lack of meals and rooms tax, it is a State-level problem and  
18 requires a state-level solution.

19  
20 J. Manchester asked if the Town had family child care present. J. Sanford responded that none currently  
21 exist in Warren, and many children go to Waitsfield. R. Robbins discussed that they previously had a few  
22 private child care providers, and figures may be under reported. J. Manchester asked if this had been a  
23 problem for attracting young families, and J. Sanford responded that the school is a draw for the young  
24 families. J. Manchester said it was a statewide issue. C. Rock agreed and noted that CVRPC will be  
25 working to provide municipalities with assistance in addressing this goal.

26  
27 J. Sanford explained that Roxbury – Warren line with access road is a possible conflict. Road is closed in  
28 the winter due to Roxbury side being dirt road. R. Robbins and J. Sanford agreed that it may not be a  
29 terrible thing to close the road.

30  
31 J. Sanford explained that Brandy Saxton assisted with the plan. She was able to change the language to  
32 be more concise and better integrate the figures, tables, and maps.

33  
34 J. Manchester asked if Warren had considered a determination of energy compliance. R. Robbins  
35 explained that the Town had previously pursued planning, but had chosen not to adopt the plan. C. Rock  
36 explained that in past years, CVRPC had provided Warren with the data and maps, and possibly draft  
37 text. R. Robbins discussed the role of the energy committee and how the committee has experienced  
38 turnover. C. Rock discussed how CVRPC may be able to bring Warren back in to review the Plan for a  
39 Determination of Energy Compliance, and the benefits of receiving that designation.

40  
41 R. Robbins discussed that they are already working on land use regulations. C. Rock explained that the  
42 plan will be considered for regional approval at the September 10<sup>th</sup> Board of Commissioner's meeting.

#### 43 44 **RECOMMENDATIONS TO THE CVRPC BOARD OF COMMISSIONERS:**

##### 45 **a. CONFIRMATION OF THE TOWN OF WARREN MUNICIPAL PLANNING PROCESS**

##### 46 **b. APPROVAL OF THE TOWN OF WARREN MUNICIPAL PLAN**

47  
48 *L. Cattaneo moved to recommend to the CVRPC Board confirmation of the local planning process;*

1 *seconded by J. Manchester. Motion carried.*

2  
3 *J. Manchester moved to recommend to the CVRPC Board approval of the Warren Town Plan; seconded*  
4 *by L. Cattaneo. Motion carried.*

5  
6 *L. Cattaneo moved to close the hearing; seconded by J. Manchester. Motion carried.*

7  
8 **APPROVAL OF MINUTES**

9  
10 *L. Cattaneo moved to approve the July 9, 2019 minutes; seconded by J. Manchester. Motion carried.*

11  
12 **ADJOURNMENT**

13  
14 *L. Cattaneo moved to adjourn at 5:40 pm; seconded by J. Manchester. Motion carried.*