TOWN OF WARREN
PLANNING COMMISSION
MINUTES OF MEETING
FEBRUARY 25, 2002

MEMBERS PRESENT: Clayton Cormier, John Goss; Tara Hamilton, Vice Chair; Donald La Haye, Claudia Woods.

OTHERS PRESENT: Karen Winchell & Martin Hahn from Central Vermont Community Land Trust; Patricia Floyd, Margo Wade, DRB/PC Assistant.

AGENDA:

1) 7:30 p.m. Call to Order
2) Affordable Housing
   Discussion and update with Karen Winchell from Central Vermont Community Land Trust
3) Town Facilities Growth & Space Planning
   General planning discussion with Patricia Floyd
4) Other Business:
   a) Signing of minutes

I. CALL TO ORDER

Ms. Hamilton called the meeting to order at 7:30 p.m.

II. AFFORDABLE HOUSING

Karen Winchell & Martin Hahn from Central Vermont Community Land Trust (CVCLT) came before the commission to update the group on the progress made by the Warren Affordable Housing Committee and to present a written proposal and draft letter of intent. The letter of intent, if approved, will be presented to the Selectboard on Tuesday night (2/26).

CVCLT and the Warren Affordable Housing Committee consisting of Warren Planning Commission members and interested citizens have been working together to identify a suitable site and establish parameters for a development of affordable housing units in the Town of Warren. The Committee considered several sites throughout the Town including sites that are or might be available from private owners. The asking prices for available sites are prohibitively high. The Committee also considered parcels owned by the Town of Warren including the former Eaton property adjacent to Brooks Field and the site behind the existing cemetery.

At this time, Town donation of a portion of one of the larger Town properties within the Village appears to offer the most promising, and perhaps the only, feasible opportunity for creation of a small mixed income affordable housing development in Warren. In order to proceed, however, a feasibility analysis must be conducted to identify the location and parameters of possible developable sites within the larger parcels, consider appropriate and efficient routes of access, determine site capacity for on-site septic and water, and produce preliminary schematic alternatives for site layout including structures, parking, and associated amenities.

In order to obtain sufficient financing to complete the feasibility analysis, CVCLT must show its funding sources evidence of site control throughout the feasibility phase. In furtherance of this goal, the Affordable Housing Committee and CVCLT request that the Town of Warren consider

execution of a Letter of Intent to donate a site from one of the Town owned parcels. Initially, CVCLT and the Affordable Housing Committee request permission to explore sties located on the Eaton Property and on the cemetery parcel. At the completion of initial engineering studies to determine access and development capacity, CVCLT and the Affordable Housing Committee will report back its findings and present recommendations for a specific site for further consideration. At this time, we will provide information on the development capacity of the site, size of the proposed development, access to the site, and preliminary schematic site plan alternatives.

The Town of Warren has $4000 to contribute to the feasibility analysis. This money was received from the Department of Housing & Community Affair through the 2001 Municipal Planning Grants Program to study affordable housing needs and to identify potentially developable sites. This grant money must be spent by April 15, 2002.

Claudia Woods, Karen Winchell, Martin Hahn and Margo Wade will present the proposal and letter of intent to the Selectboard tomorrow night.

MOTION by Mr. Cormier, seconded by Claudia Woods to accept the Warren Affordable Housing Committee and CVCLT's February 20, 2002 affordable housing proposal and letter of intent with recommendation to forwarding both to the Warren Selectboard for consideration. VOTE: unanimous; motion carried.

(The proposal and letter of intent are attached to these minutes.)

II. MUNICIPAL FACILITIES GROWTH & SPACE PLANNING

Patricia Floyd, Warren resident and Strategic Planner, has volunteered to assist the PC with the Municipal Facilities Space planning project. Ms. Floyd led the group through an exercise refining and prioritizing the criteria identified at the last meeting.

Ms. Floyd will compile the results and email them to commission members (see attachments to these minutes). For the next meeting commission members will form the options identified into options that can be compared with the criteria.

III. OTHER BUSINESS

a) Signing of minutes

MOTION by Mr. La Haye, seconded by Mr. Goss to approve the February 11, 2002 meeting minutes. VOTE: unanimous; motion carried.

Items for the next PC meeting:
Scenic Roads

IV. ADJOURNMENT

MOTION by Mr. La Haye, seconded by Mr. Goss to adjourn the meeting. VOTE: unanimous; motion carried.

The meeting adjourned at 10:15 p.m.

Respectfully submitted,
Margo B. Wade
DRB/PC Assistant

PLANNING COMMISSION

Clayton Cormier (date)

John Goss (date)

Tara Hamilton, Vice Chair (date)

Donald La Haye (date)

Claudia Woods (date)