

**TOWN OF WARREN
PLANNING COMMISSION
MINUTES OF MEETING
SEPTEMBER 9, 2002**

MEMBERS PRESENT: Clayton Cormier, Chair; John Donaldson, John Goss, Tara Hamilton, Vice Chair; Donald La Haye, Lisa Miserendino, Matt Sargent.

OTHERS PRESENT: Patricia Floyd, Strategic Planner; Margo Wade, DRB/PC Assistant.

- AGENDA:**
- 1) 7:30 p.m. Call to Order
 - 2) Municipal Space Planning
 - update from the Library regarding Compton House
 - continue preparation for public forum
 - 3) Affordable Housing
 - prepare for public informational meeting
 - prepare for November vote
 - general update
 - 4) Scenic Roads
 - update and next steps for formal designation
 - 5) Other Business:
 - a) Signing of minutes
 - b) Municipal Planning Grant Application
 - c) Village Pedestrian & Sidewalk - postcard
 - d) Personnel – Margo Wade

I. CALL TO ORDER

Mr. Cormier called the meeting to order at 7:35 p.m.

II. MUNICIPAL SPACE PLANNING

Ms. Wade presented a letter submitted by Jill Markolf, librarian, and Dayna Lisaius on behalf of the Warren Public Library. Ms. Markolf and Ms. Lisaius were looking into the Compton house as a possible home for the library. The Friends of the Warren Library and librarian met with Jeff Schoellkopf for an inspection of the Compton house. Mr. Schoellkopf's preliminary findings of the overall structure yielded mixed results. As such, the Friends of the Library have decided to withdraw consideration of the Compton house, as it currently stands, as a future site for the Warren Library. The Friends are still interested in addressing library space needs and working with the PC on this issue in the future.

Ms. Floyd reviewed the Draft Action Plan, which will assist the PC in preparation for going before Warren residents with recommended municipal offices/facilities expansion option(s) and assigned tasks for further information and work to be done prior to a public forum. Ms. Floyd will update the plan and redistribute to the PC.

This issue will be discussed further on October 14.

The Selectboard has approved allocation of \$10K to perform a feasibility analysis for renovation/expansion of the Municipal Building. Ms. Wade will draft an RFP to send to local architects ASAP and distribute via email to the PC. Since the targeted time line for the feasibility study is short PC feedback will be submitted within a few days. Target mail date for the RFP is September 16 with an October 4 proposal submission date.

Ms. Hamilton recommended contacting the Division of Historic Preservation to get additional names of firm who have done similar projects.

Mr. Donaldson will contact the Town's attorney to discuss the legal issues regarding the R. Blair house and performing renovations/expansion of the Municipal Building.

III. AFFORDABLE HOUSING

The group generally discussed the feedback that has been heard in response to the article in last week's Valley Reporter. The feedback includes:

- who is going to manage the property
- why should the town give away the land
- concerns with the access
- the low income housing stigma
- increase in crime
- too much density for the project and adding to the village
- poor location next to the recreation fields
- NIMBY
- how marketable will the owner occupied units be so close to rental units

The PC feels town participation throughout the project is critical.

The PC, CVCLT, and Housing Vermont will meet at 7:00 p.m. at the Town Hall to prep and set-up for the meeting on the 17th.

IV. SCENIC ROADS

Ms. Wade reported that she and Kim Crosby are working on the public hearing schedule and will confer with the PC and Selectboard once they have determined appropriate timing.

V. OTHER BUSINESS

a) Signing of minutes

MOTION by Ms. Hamilton, seconded by Mr. Donaldson to approve the August 26, 2002 meeting minutes. VOTE: unanimous; motion carried.

b) Municipal Planning Grant Application

There was general discussion about projects appropriate for the DHCA municipal planning grant program for 2003.

Ms. Hamilton shared an idea for a consortium application between Warren, Waitsfield and Fayston to develop an historic preservation resource guide. The guide would assist the towns during the permitting process when dealing with historic structures. Though the

guide would initially be used as a guide the goal would be for towns to adopt the guiding language as formal standards for historic structure preservation.

Ms Wade suggested applying for a grant to perform a feasibility analysis on construction of a new municipal building. The analysis would research location, size, and cost.

The PC decided that the Historic resource guide was a valid idea, but felt it was more pressing the town to address the current municipal space needs and decided to allocate the grant application for the new municipal building feasibility analysis.

c) Village Pedestrian & Sidewalk – postcard

The group reviewed the draft post card for the sidewalk presentation on Sept 23. The post cards would be sent to all of the people who attended the July 1 workshop and the people who were mailed the “Village Voice” flier announcing the workshop. The mailing list essentially includes village residents and property owners. Fliers will also be posted around town.

The PC will provide refreshments for the village sidewalk presentation on Sept 23 as follows:

Matt – ice tea (or hot beverage, depending on the weather)

Margo – baked good, paper products

Tara – baked good

Lisa – baked good

John – baked good

Don – beverage

Clayton – ice

John – a surprise

d) Personnel – Margo Wade

Ms. Wade requested support from the PC to decrease her hours worked for the town. Her contract currently requires “30 to 35 hours per week.” She wishes to decrease her hours to 30 hours per week to take advantage of an opportunity to work with Burnt Rock Inc. She feels confident in her ability to complete her workload in 30 hours.

The board generally supported her request.

Items for the next PC meeting:

- Municipal Space Planning
- Affordable Housing

V. ADJOURNMENT

MOTION by Ms. Hamilton, seconded by Mr. Donaldson 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, Chair (date)

John Donaldson (date)

John Goss (date)

Tara Hamilton, Vice Chair (date)

Donald La Haye (date)

Lisa Miserendino (date)

Matt Sargent (date)