

**TOWN OF WARREN
PLANNING COMMISSION
MINUTES OF MEETING
NOVEMBER 11, 2002**

- MEMBERS PRESENT:** Clayton Cormier, Chair; John Donaldson, Tara Hamilton, Donald La Haye, Lisa Miserendino.
- OTHERS PRESENT:** Terry Reilly, Jeff Schoellkopf, the Design Group; Kim Reynolds, Vermont Journal; Margo Wade, DRB/PC Assistant.
- AGENDA:**
- 1) 7:00 p.m. Call to Order
 - 2) Planning Commission Rules of Procedure
 - 3) Village Sidewalk & Pedestrian Project
 - 4) Affordable Housing
 - 5) Municipal Space Planning
 - 6) Other Business
 - a) signing of minutes
 - b) 2003 PC/DRB budget
 - c) March 2003 zoning amendments

I. CALL TO ORDER

Mr. Cormier called the meeting to order at 7:10 p.m.

II. PLANNING COMMISSION RULES OF PROCEDURE

The commission briefly discussed rules of procedure and the material handed out prior to the meeting. Mr. Cormier and Mr. Donaldson will draft rules of procedure, and meeting ground rules, which will be appended to the rules. The issue will be discussed once the draft rules have been distributed to commissioners for review.

III. VILLAGE SIDEWALK & PEDESTRIAN PROJECT

The Planning Commission has been working with LandWorks to develop sidewalk and pedestrian plans for the village. LandWorks presented the plans to the PC and public back in September. The group generally discussed the basic and enhanced plans and identified that following issues, concerns and comments.

Ms. Wade will touch base with LandWorks about the items, ask to have changes incorporated, address identified questions, and set up a time for David Raphael come speak with the PC.

Ms. Hamilton suggested the PC identify and support one plan, which would be presented to the Selectboard and public.

The following items/issues were identified to be incorporated/researched/expanded upon:

- better pedestrian access is needed to the municipal lot with improved lighting
- need lighting of walkway from municipal parking lot to Town Hall
- improve overall village lighting, remove cobra lights and replace with something more appropriate with the small-scale historic village setting
- improve steps leading to the church

- identify width of sidewalks
- identify sidewalk material
- identify who will be responsible for maintaining the sidewalks, especially in winter
- tall granite curbs do not seem in keeping with our small village feel, what are our options
- extend sidewalks north to the intersection of Rt. 100 with appropriate crosswalks (at Rt. 100 and north of bridge)
- what are the alternative materials to concrete sidewalks

The intersections at the north end of Main Street and Rt. 100, Main Street and Brook Road, and Brook Road and Flat Iron Road were identified as needing work. Improvements would include reducing the expanse of pavement, slowing traffic entering and departing intersections, and possible re-alignment.

Ms. Miserendino suggested holding focus group meetings and working more closely with Village residents to work through the plan and identify best solutions for pedestrian access within the Village.

Mr. Reilly raised the following concerns/questions:

- Why does the proposed plan end the sidewalk on the south side of the mill stone parking lot? He supports running the sidewalk to the intersection of Rt. 100, though acknowledged the issue of taking front lawns. He has spoken to Deb Johannesen who felt her side of the road (east) was not an appropriate location for the sidewalk and Ian Douglas who would not be adverse to having the side walk running along his side of the road (west).
- Traffic speed is a significant concern in the north end of the village and developing methods to slow traffic down coming and going from Rt. 100 along with the sidewalk project is preferable.

Mr. Cormier assured Mr. Reilly that the PC and LandWorks are employing all necessary measures to stay within the Town highway right-of-way to avoid any encroachment onto private property.

After discussion of the Vtrans cooperative agreement the commission had the following questions for Amy Bell of the Vtrans Bike and Pedestrian Program:

- How flexible is the timeline? Due to their current workload, the PC feels more time may be necessary to complete the project.
- Can LandWorks continue onto the second phase of the project (the work included in the Vtrans grant app.) or do we need to re-advertise for the second phase?
- How much do we need to comply with State and Federal regulations in the planning phase? Are the design standards different from the regulations? What if we design portions of the project that do not comply with the standards? Is there a percentage of compliance that is an acceptable/unacceptable level?
- Page 7, 1. g. of the cooperative agreement – what constitutes “canceled...during any phase of work” does this include implementation? What are “proper federal guidelines” does this mean design standards or the way we hire consultants and allocate funding? Is there a distinction between planning funds and implementation funds with regard to the town’s liability if the plug is pulled on the project (e.g. if voter support significantly wanes mid

way through the planning process and the Selectboard feels it is prudent to discontinue planning, or implementation of the plan does not take place)?

- Page 7, 1. h. of the agreement – “expenditures incurred” by *whom* are they incurred?

IV. AFFORDABLE HOUSING

Ms. Wade reported that Karen Winchell is continuing investigation of the Fuller Hill site, including making contact with the abutting property owner to acquire access, and revisit the site with Mark Bannon to determine appropriateness of the Fuller Hill access. Ms. Winchell will attend the next PC meeting to discuss the results of her investigation.

Architect interviews have been scheduled for December 2nd. The interview committee includes Matt Sargent, Lisa Miserendino, Karen Winchell, Nancy Owens, Martin Hahn, and Paul Hartmann.

V. MUNICIPAL SPACE PLANNING

Jeff Schoellkopf came before the PC to discuss information identified to date on the Municipal Building feasibility study project. He has inspected the building, and the asbestos consultants have also inspected the building and are analyzing the samples. The following information has been identified:

- the two existing bathrooms are acceptable for a building housing up to 100 employees/users, one of the existing bathrooms is handicap accessible
- if the bathrooms were to be moved both bathrooms would have to meet current ADA standards
- a 50-person meeting room would not trigger egress issues, if the meeting room accommodated more than 50 people than multiple egress routes, panic bars, etc. would have to be provided (we do not anticipate need for a room that would accommodate more than 50 people since the Town Hall and/or Elementary School are available for larger meetings)
- Adding on to the third floor would require a sprinkler system for the whole building, a cost that could be avoided if we stay with two stories

There was discussion about vault space and how many years of growth to accommodate. More research is needed to assist in answering this question. VLCT or the Secretary of States Office may have ideas, feedback, or general input.

Other items to be identified are the property boundary between the Town and Hanke and Lobel. Is the municipality exempt from setback requirements?

Mr. Schoellkopf shared a few concept diagrams showing areas that could be expanded.

Mr. Schoellkopf will attend the next PC meeting to keep the PC updated on project developments.

IV. OTHER BUSINESS

- a) Signing of minutes

MOTION by Mr. Donaldson, seconded by Mr. Cormier to approve the October 28, 2002 meeting minutes. VOTE: unanimous; motion carried.

b) 2003 PC/DRB Budget

Ms. Wade relayed that she would begin work on the 2003 PC/DRB budget for discussion in December.

c) March zoning amendments

The group discussed the possibility of submitting zoning amendments to the Selectboard for consideration at March 2003 Town Meeting and decided that there was insufficient time to allocate to the project. The DRB will be consulted to determine need.

Items for the next PC meeting:

- Municipal Space Planning
- Affordable Housing
- Village Sidewalk & Pedestrian Project

V. ADJOURNMENT

MOTION by Mr. Donaldson, seconded by Mr. Cormier 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)

Tara Hamilton (date)

Donald La Haye (date)

Lisa Miserendino (date)