

**TOWN OF WARREN
PLANNING COMMISSION
MINUTES OF MEETING
NOVEMBER 25, 2002**

MEMBERS PRESENT: Clayton Cormier, Chair; John Donaldson, John Goss, Lisa Miserendino, Matt Sargent.

OTHERS PRESENT: Karen Winchell, CVCLT; Patricia Floyd, Consultant; Jeff Schoellkopf, Consultant; Margo Wade, DRB/PC Assistant.

AGENDA:

- 1) 7:00 p.m. Call to Order
- 2) Affordable Housing
 - update from Karen Winchell
- 3) Municipal Space Planning
 - update from Jeff Schoellkopf
 - continue prep for public forum with Patricia Floyd
- 4) Other Business:
 - a) signing of minutes
 - b) Village Sidewalk & Pedestrian Project - update

I. CALL TO ORDER

Mr. Cormier called the meeting to order at 7:06 p.m.

II. AFFORDABLE HOUSING

Karen Winchell came before the board to review the project to date. She and Mark Bannon have revisited the Fuller Hill Road access to the cemetery site, specifically via access the Colwell property. Mr. Bannon believes expensive site work would need to be performed to make the access from Fuller Hill feasible. He also thinks the access would be very visible due to the extensive earthwork it would require. Purchasing an easement from a property owner lower on Fuller Hill would be a less expensive option than crossing the Colwell property. Ms. Winchell would like to continue investigation of the cemetery site, specifically talking to the Grattons about the existing easement and other property owners lower down on Fuller Hill.

It was determined that Ms. Winchell, Mr. Goss and Ken Blair would be the best team to approach the Grattons about the Brook Road access. Ms. Winchell will orchestrate the meeting.

Another option would be to approach Ruth Greenslit and/or Mike and Kristy Ketchel about access via Fuller Hill. Ms. Winchell, Ms. Wade, and Reta Goss would be the best team to make those contacts.

CVCLT and Housing Vermont attorneys have reviewed the stipulated agreement held between the Town and the Gow/Hewitts and both attorneys feel that if the Gow/Hewitts were in support and in agreed they could release or modify the restriction. Mr. Sargent will approach Mary Gow with this information.

Architect interviews have been scheduled for Monday, December 2. Ms. Miserendino and Mr. Sargent will represent the Town on the selection committee. Ms. Winchell will continue to follow-up on alternative sites and access to the cemetery site and will meeting with the commission on 12/9.

III. MUNICIPAL SPACE PLANNING

Ms. Floyd recapped the 11/13 staff meeting, which she and Jeff Schoellkopf attended. The municipal employees seemed to generally support the project; the discussion was thoughtful and thorough; Mr. Schoellkopf analyzed the department needs a bit differently than the PC but had come up with similar employee projections. The vault and Library space issues seemed to be of the highest priority.

She reviewed the action plan for the public forum. Some modifications were made to the dates. Ms. Floyd will email the updated action plan to everyone. The meeting with abutting properties, other users, and Ruby Blair still needed to take place. Ms. Wade will work on scheduling the abutting property and other user meeting. How to best approach Ruby Blair was discussed. Mr. Sargent, Kinny Connell, and Ken Blair potentially would be a good team to approach Ruby Blair. This meeting should take place before the other meetings.

Mr. Donaldson and Ms. Wade will be meeting with the Selectboard 11/26 to touch base with them on the municipal space planning project, presenting Mr. Donaldson's research and interpretation of the Blair deed, public meeting schedule, and general update of the project.

Mr. Schoellkopf updated the commission on his findings to date and presented municipal complex master concept plans and building design possibilities. The board was receptive to the long-range planning concept, but felt we needed to concentrate on the space needs project for now. The board gave feedback on the building drawings and Mr. Schoellkopf will update and present more detailed drawings on 12/16.

IV. OTHER BUSINESS

a) Signing of minutes

MOTION by Mr. Cormier, seconded by Mr. Sargent to approve the November 11, 2002 meeting minutes with corrections. VOTE: unanimous; motion carried.

b) Village Sidewalk & Pedestrian Project - update

Ms. Wade has been in contact with LandWorks and David Raphael about the PC's feedback in the village sidewalk project. Mr. Raphael will be attending the 12/16 PC meeting with updated information and material. Ms. Wade presented Ms. Bells responses to questions posed by the PC about the Vtrans cooperative agreement. The board had two clarifying questions.

Specifically –

1) Can LandWorks continue onto what we are calling the second phase of the project (essentially the work included on the Vtrans grant app.) or do we need to re-advertise for the second phase of the project?

2) How much do we need to comply with State and Federal design standards in the planning phase? 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 threshold?

Items for the next PC meeting:

- Affordable housing
- Zoning amendment (Michael Kroposki)
- 2003DRB/PC budget
- PC Rules of Procedure

V. ADJOURNMENT

MOTION by Mr. Cormier, seconded by Mr. Sargent to adjourn the meeting.

VOTE: unanimous; motion carried.

The meeting adjourned at 10:20 p.m.
Respectfully submitted,
Margo B. Wade
DRB/PC Assistant

PLANNING COMMISSION

Clayton Cormier, Chair (date)

John Donaldson (date)

John Goss (date)

Lisa Miserendino (date)

Matt Sargent (date)