

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

**MEMBERS PRESENT:** Clayton Cormier, Chair; John Donaldson, Donald La Haye, Lisa Miserendino.

**OTHERS PRESENT:** Margo Wade, DRB/PC Assistant.

**AGENDA:**

- 1) 7:00 p.m. Call to Order
- 2) Zoning Amendments
  - Discussion with Michael Kroposki
- 3) Affordable Housing
  - general update with Karen Winchell
- 4) PC Rules of Procedure and Code of Ethics
  - review first draft
- 5) DRB/PC 2003 Budget
  - discussion
- 6) Other Business:
  - a) Signing of minutes
  - b) LandWorks and Design Group invoices
  - c) PC Vacancy

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**I. CALL TO ORDER**

Mr. Cormier called the meeting to order at 7:05 p.m.

**II. ZONING AMENDMENTS**

Ms. Wade reported that Mr. Kroposki would be unable to attend the meeting as scheduled. She will reschedule the discussion in January.

**III. AFFORDABLE HOUSING**

Ms. Wade shared Ms. Winchell's email that highlighted the following items:

- identification of another potential site
- 26-acre parcel on the corner of Behn Road and Brook Road
- an interior woods road already cut and stumped
- initial soils report is excellent
- three level "pods" that appear to be good areas for development of cluster
- asking price is \$159,000
- appears site development costs would be quite low
- downside – not in the village 1 mile up Brook Road

A meeting still needs to be set up to discuss the Coates gravel pit site with Mary Gow.  
A meeting still needs to be set up to discuss access to the Cemetery site with the Grattons.

The PC questioned whether both the Behn Road site and the Cemetery site could be explored simultaneously. The general consensus was that the PC still wanted to continue exploration of the Cemetery site.

**IV. PC RULES OF PROCEDURE AND CODE OF ETHICS**

The commission discussed the draft Rules of Procedure and made minor amendments. The updated draft will be distributed to the members for adoption at the next PC meeting.

**V. DRB/PC 2003 BUDGET**

The board discussed the draft 2003 budget.

**Planning Commission & Development Review Board 2003 Budget**

	1998	1999	2000	2001	2002	2002	2003 % Budget	
<b>PC &amp; DRB</b>	Actual	Actual	Actual	Actual	Budget	Actual	Budget	Increase
PC / DRB Misc. Costs	2,479	1,354	502	288	250	178	250	<b>0%</b>
Affordable Housing Study	-	-	-	4,500	9,500	8,500	-	<b>n/a</b>
Village Sidewalk & Pedestrian Project	-	-	-	-	7,000	6,275	15,100	<b>54%</b>
Municipal Facilities Space Planning	-	-	-	-	-	-	15,000	<b>n/a</b>
Town Plan / Zoning Updates	8,891	8,048	7,777	6,774	-	-	-	<b>-</b>
Planning Computer	2,502	-	-	-	-	-	500	<b>n/a</b>
Planning / Zoning Assistant	5,055	20,000	21,000	25,124	25,000	23,182	25,750	<b>3%</b>
Benefits	295	2,810	7,211	7,600	8,000	7,831	8,000	<b>0%</b>
Mad River Valley Planning District	16,000	16,000	16,500	17,500	19,100	19,100	19,100	<b>0%</b>
Central VT Regional Planning	879	1,119	1,119	1,119	1,429	1,429	1,429	<b>0%</b>
Meetings / Courses	174	171	289	15	250	169	250	<b>0%</b>
Legal Contingencies	120	4,481	2,756	4,000	2,000	75	2,000	<b>0%</b>
<b>Total</b>	<b>36,395</b>	<b>53,983</b>	<b>57,154</b>	<b>66,920</b>	<b>72,529</b>	<b>66,739</b>	<b>87,379</b>	<b>17%</b>
Grant Money & Fees Collected	6,975	2,966	9,838	14,325	11,200	14,715	26,100	<b>n/a</b>
<b>Net PC &amp; DRB</b>	<b>29,420</b>	<b>51,017</b>	<b>47,316</b>	<b>52,595</b>	<b>61,329</b>	<b>52,024</b>	<b>61,279</b>	<b>0%</b>

Probable Town Share of the Valley Transit Funding 6,250

Mr. Cormier requested that the \$10,000 expense approved and allocated by the Selectboard for the Municipal Space planning project be reflected in the 2002 PC budget.

**MOTION by Mr. Cormier, seconded by Mr. La Haye to approve the 2003 PC/DRB Budget as amended. VOTE: unanimous; motion carried.**

**VI. OTHER BUSINESS**

a) Signing of minutes

**MOTION by Mr. Donaldson, seconded by Ms. Miserendino to approve the November 25, 2002 meeting minutes with corrections. VOTE: unanimous; motion carried.**

b) LandWorks and Schoellkopf Design invoices

**MOTION by Mr. Donaldson, seconded by Mr. Cormier to approve the Schoellkopf Design invoice (#1002WMB) totaling \$4,461.25 and the LandWorks invoice (#97941) totaling \$1,913.30. VOTE: unanimous; motion carried.**

c) PC Vacancy

The vacancy will be advertised in January.

d) Blair House

Mr. Donaldson briefly reported the results of the discussion with Selectboard, who support the proposed method to approach Ruby Blair regarding the municipal space planning project.

Items for the next PC meeting:

- affordable housing
- appoint a vice chair

**V. ADJOURNMENT**

**MOTION by Mr. Donaldson, seconded by Ms. Miserendino to adjourn the meeting.**

**VOTE: unanimous; motion carried.**

The meeting adjourned at 8:50 p.m.

Respectfully submitted,

Margo B. Wade

DRB/PC Assistant

PLANNING COMMISSION

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Clayton Cormier, Chair (date)

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John Donaldson (date)

\_\_\_\_\_  
Donald La Haye (date)

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Lisa Miserendino (date)