

**TOWN OF WARREN
PLANNING COMMISSION
MINUTES OF MEETING
JULY 12, 2004**

MEMBERS PRESENT: Clayton Cormier, Chair, John Donaldson, John Goss, Laura Crandall, Lisa Miserendino, Jim Sanford & Don LaHaye

OTHERS PRESENT: Karen Van Gilder, DRB/PC Assistant

AGENDA:

- 1) 7:30 PM Call to Order
- 2) Sign Minutes from June 14 and May 19
- 3) Russell-Tremper Access across DeFreest Farm
- 4) Review Draft Pedestrian Plan
- 5) Town Plan Update To-Do List and Scheduling
- 6) Town Plan Update, Chapter 10 & 11
- 7) Other Business
 - a) Extend LandWorks Contract
 - b) Set Joint Meeting with DRB July 19

I. CALL TO ORDER

Mr. Cormier called the meeting to order at 7:40PM.

II. SIGNING OF MINUTES

MOTION by John Donaldson, seconded by John Goss, to approve the June 14, 2004 meeting minutes, as ammended. VOTE: unanimous; motion carried.

III. RUSSELL-TREMPER ACCESS ACROSS DEFREEST FARM

The Planning Commission reviewed the memo directed to the Selectboard regarding their concerns about granting access through the DeFreest Farm to the Russell-Tremper Property in Waitsfield. Mr. Cormier directed Ms. Van Gilder to submit the memo without changes to the Selectboard.

IV. DRAFT PEDESTRIAN PLAN

The Planning Commission reviewed the final draft of The Warren Village Pedestrian Enhancement Plan. Mr. Donaldson stated that he felt the plan was very thorough but that the commission should submit it with a memo regarding its recommendations regarding the different cost options. The commission directed Ms. Van Gilder to draft a cover memo stating its recommendations and the adjusted total cost and offering to meet with the Selectboard to discuss. The memo should also include a reminder that although some of the options include sidewalks, the focus is really traffic calming and that the plan had been drafted with extensive consultation with neighborhood groups. The commission discussed the necessity for 33 new traffic signs. Ms. Miserendino asked whether the town must comply with VAOT sign standards if it does not receive funding for the improvements through the agency. She stated that she would like to investigate who to ask about the

necessity for compliance. Jim Sanford agreed to ask TAC whether any other towns had dealt with this issue. The commission directed Ms. Van Gilder to ask LandWorks to change the 3 Textured/streetprint crosswalks to 4 in the cost estimate on page 26.

V. TOWN PLAN TO DO LIST AND SCHEDULING

Ms. Van Gilder distributed a memo outlining the time constraints for completion of the Town Plan update. The memo stated that the procedure for adopting a town plan require at least 60 days from the time that the Planning Commission has a finalized draft to when the Selectboard can act on the plan. The Warren Town Plan expires on October 4, 2004. In order, to have a plan adopted on that date, the commission must put a draft in the mail to neighboring towns, the CVRPD, and the Agency of Commerce and Community Development by July 30, 2004. The commission discussed the memo and directed Ms. Van Gilder to begin the process of re-adoption of the existing plan with an addendum and continue the revisions to the new plan draft to be completed in mid-October. The commission directed Ms. Van Gilder to forward the memo with a cover memo to the Selectboard stating the commission's intention to submit the old plan with an addendum for re-adoption. The commission also directed Ms. Van Gilder to prepare an RFP for contracting for formatting and light editing.

VI. TOWN PLAN UPDATE CHAPTER 10 & 11

Due to a power outage in the Municipal Building, the commission agreed to write their comments on the drafts of these chapters and forward them to Ms. Van Gilder for inclusion in the main draft. Mr. Cormier directed Ms. Van Gilder to find out whether a new chapter needs to be written to provide for the new state specific goal of encouraging the provision of day care or if the topic can be covered in other areas in the document.

VI. OTHER BUSINESS

- a) Extend LandWorks Contract

Mr. Cormier signed the contract extension and Ms. Van Gilder witnessed.

- b) Set Joint Meeting with DRB July 19

The commission agreed schedule a joint meeting with the Development Review Board for July 19, 2004 at 7:00 pm. The purpose will be to get their input on what in the current zoning bylaws needs to be changed and/or updated so that that information can be written into the new Town Plan.

VII. ADJOURNMENT

MOTION by Mr. Sanford, seconded by Mr. Donaldson to adjourn the meeting.

VOTE: unanimous; motion carried.

The meeting adjourned at 9:15 PM.

Respectfully submitted,
Shannon M. Hill
DRB/PC Assistant

PLANNING COMMISSION

Clayton Cormier, Chair (date)

John Donaldson (date)

Lisa Miserendino (date)

Jim Sanford (date)