

**TOWN OF WARREN  
PLANNING COMMISSION  
MINUTES OF MEETING  
JULY 26, 2004**

**MEMBERS PRESENT:** Clayton Cormier, Chair, John Donaldson, 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 May 19, 2004
- 3) Sign Minutes from June 14, 2004
- 4) Sign Minutes from July 12, 2004
- 4) Sign Minutes from July 19, 2004
- 5) Review Draft Addendum for Town Plan Re-adoption
- 6) Town Plan Update, Chapter 11 - Implementation
- 7) Other Business
  - a) Discuss LandWorks Invoice dated July 15, 2004
  - b) Review Change of Grant Administrator Form
  - c) Review RFP for services for Town Plan Update

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**I. CALL TO ORDER**

Mr. Cormier called the meeting to order at 7:50PM.

**II. SIGNING OF MINUTES**

**MOTION by Donaldson, seconded by LaHaye, to approve the May 19, 2004 meeting minutes. VOTE: unanimous; motion carried.**

**MOTION by Donaldson, seconded by LaHaye, to approve the June 14, 2004 meeting minutes. VOTE: unanimous; motion carried.**

**MOTION by Cormier, seconded by LaHaye, to approve the July 12, 2004 meeting minutes. VOTE: unanimous; motion carried.**

**MOTION by Cormier, seconded by LaHaye, to defer the July 19, 2004 meeting minutes to August 9, 2004 meeting. VOTE: unanimous; motion carried.**

**III. DRAFT ADDENDUM FOR TOWN PLAN RE -ADOPTION**

The Planning Commission reviewed the draft addendum to the current Town Plan. Van Gilder informed the Planning Commission that to meet the deadlines for re-adoption, the current plan with addendum would have to be mailed on July 28, 2004. The Planning Commission discussed the contents of the addendum. Miserendino questioned the utility of the Housing Affordability Index provided by the National Association of Realtors. After a

discussion, it was decided that the index should be removed because it was confusing and easily misinterpreted. Donaldson suggested that a comparison of the percent of residents paying more than 30% for their housing in both 1990 and 2000 might illustrate the point better. The Planning Commission directed Van Gilder to submit the addendum with the suggested changes to the housing affordability section to the required parties.

**IV. TOWN PLAN UPDATE – CHAPTER 11 - IMPLEMENTATION**

The Planning Commission reviewed Chapter 11 of the current Town Plan. They made changes which will be incorporated into the draft of the new plan. Donaldson presented proposed additions to Section 6.3 regarding affordable housing. The Planning Commission also discussed the need for more time to discuss this chapter and decided to continue the editing at the August 9, 2004 meeting. The group discontinued editing at Section 9, Making Ends Meet and decided to start the discussion with Donaldson's proposed additions.

**V. OTHER BUSINESS**

a) Landworks Invoice dated July 15, 2004

**MOTION by Donaldson, seconded by LaHaye, to payment of the Landworks Invoice dated July 15, 2004. VOTE: unanimous; motion carried.**

b) Change of Grant Administrator Form

Cormier signed the Change of Grant Administrator Form for the Agency of Transportation Grant.

c) Review RFP for services for Town Plan Update

The Planning Commission reviewed the Request for Proposals (RFP) for the design of the new Town Plan. There was a brief discussion about the nature of the services, and it was agreed that the draft RFP described them adequately. The group then discussed the timeline and suggested an expanded version that would allow the document to be formatted before the public process begins and changed subsequently. The group also discussed the desirability of future use and the use of Microsoft software. Van Gilder will incorporate the changes and send the RFP out to potential bidders on July 28, 2004.

d) Plans for Public Forum on August 5, 2004

*This item was not on the agenda.* The group discussed the public forum and decided that they would frame the discussion with a statement that they are not planning to make any radical changes to the Land Use and Development Regulations. They would like to ask the public what is or is not working.

**VI. ADJOURNMENT**

**MOTION by Cormier, seconded by LaHaye to adjourn the meeting.  
VOTE: unanimous; motion carried.**

The meeting adjourned at 11:00 PM.

Respectfully submitted,  
Karen Van Gilder  
DRB/PC Assistant

**PLANNING COMMISSION**

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Clayton Cormier, Chair (date)

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John Donaldson (date)

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Lisa Miserendino (date)

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Jim Sanford (date)

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Donald La Haye (date)