

**TOWN OF WARREN
PLANNING COMMISSION
MINUTES OF MEETING
SEPTEMBER 22, 2003**

MEMBERS PRESENT: John Donaldson, Donald La Haye, Lisa Miserendino, Jim Sanford.

OTHERS PRESENT: Amy Bell, VT AOT; Natalie Steen, LandWorks; Margo Wade & Glenn Thomas, Conservation Committee; Shannon M. Hill, DRB/PC Assistant.

AGENDA:

- 1) 7:30 p.m. Call to Order
- 2) Approve Minutes – September 8, 2003
- 3) 7:35 Sidewalk Planning – Amy Bell from AOT and Natalie Steen from LandWorks will discuss how to proceed with the Traffic Calming/Sidewalk Planning.
- 4) 8:30 Conservation Committee – Margo Wade will discuss the CC project list with the PC to avoid duplicating efforts.
- 5) 9:00 Review Updated Census Data - Begin Town Plan Update.
- 6) Other Business:
 - a) 2004 MPG Application

I. CALL TO ORDER

Mr. Donaldson called the meeting to order at 7:30 PM.

II. SIDEWALK PLANNING

Ms. Bell from AOT and Ms. Steen from LandWorks came before the board to discuss how to proceed with the Traffic Calming/Sidewalk Planning.

Ms. Hill distributed the updated budget she received from LandWorks for the remainder of the project. In order to comply with the AOT Bicycle and Pedestrian Grant the PC must complete an archaeology study, get a cost estimate and a produce a final report on the project. LandWorks has prepared an updated estimate for the remainder of the work which includes these steps plus some time allocated for traffic calming planning.

The PC was disappointed that most of the funds need to be used for completing the sidewalk planning and very little remaining funds are allocated for traffic calming planning. Ms. Steen explained that there is not enough money available in the AOT Bicycle and Pedestrian Grant to produce construction documents, as the Selectboard had requested.

Once the conceptual alignment study is completed, the next step is to apply for an AOT Enhancement Grant. This grant would fund the majority of the cost for the construction documents and installation of the traffic calming measures. Ms. Bell explained that in order to make the grant application competitive for the Enhancement Grant the town would need to include some other aspect of the sidewalk plan such as lighting, signage, sidewalks or streetscape along with the traffic calming.

Ms. Bell stated that the sidewalk planning must be a priority and the remaining funds could be used for traffic calming planning. She feels that although the Selectboard has not

endorsed the sidewalk plan, that down the line opinions may change and the sidewalk plan may be implemented.

III. CONSERVATION COMMITTEE

Ms. Wade and Mr. Thomas came before the board to discuss the Conservation Committee's project list (see attached). Ms. Wade stated that they would be offering assistance to the DRB for reviewing conservation resources during the development review process. They will also be researching the existing transfer of development rights "bank". They explained that there is currently no tracking system for the TDR's. The PC advised that the deed from the TDR sending parcels should note the sale of the development rights.

The conservation committee will be updating the PC periodically about their projects.

IV. REVIEW UPDATED CENSUS DATA – START TOWN PLAN UPDATE

The PC briefly reviewed the updated census data that Ms. Hill distributed at a prior meeting. This data will be used to update multiple chapters of the Town Plan.

The PC discussed establishing a timeline for the Town Plan update. Ms. Hill will put together a DRAFT schedule to be reviewed at the next PC meeting. It was decided that the PC would approach the Town Plan Update in the following order:

- PC will make necessary changes to the Town Plan
- once PC has incorporated changes the document (with edits noted) it will be available for public review at both the Municipal Building and the website
- hold multiple public hearings to get feedback relating to the Town Plan
- incorporate changes to Plan based on public input
- seek input from the Selectboard, Development Review Board and Municipal Staff

V. OTHER BUSINESS

a) 2004 MPG Application

Ms. Hill noted that at the last meeting when the 2004 Municipal Planning Grant application was approved no formal motion was made.

MOTION by Mr. Sanford, seconded by Mr. LaHaye, to approve the 2004 MPG Application. VOTE: unanimous; motion carried.

b) Request approval for training

Ms. Hill requested approval to attend the following seminars:

- Municipal Officers Management Seminar, October 9, 2003
- Keeping Stormwater Where it Falls, Novemebr 6, 2003

Motion by Mr. LaHaye, seconded by Mr. Sanford, to approve Ms. Hill's request to attend the two seminars. VOTE: unanimous; motion carried.

c) Update on Survey work

Ms. Hill informed the PC that she had received approval form the Selectboard to retain the town attorney to clear up the boundary line discrepancies on the Town Hall and Municipal Parking Lot parcels. However, the town attorney advised that the discrepancy is irrelevant

because the intent was for all of the property owned by Ms. Blair to be transferred to the town.

The PC requested Ms. Hill describe the situation to the Selectboard and request guidance on how to proceed. If the Selectboard agrees not to proceed to clear up the discrepancy than they will need to decide which property boundaries they would like recorded in the land records on the mylar that will be filed by South Mountain Survey and Mapping.

d) Update on Affordable Housing

Ms. Hill informed the PC that the Selectboard has agreed to apply for a Community Development Block Grant. If the town receives the grant the money will be applied toward the construction cost of the Behn Road proposed affordable housing project. A public hearing is scheduled for October 14, 2003 at 7PM to get public input on the grant.

Ms. Hill copied the sign in sheets from the affordable housing hearings held during September and October of 2002.

Items for the next PC meeting:

Town Plan Update

Prepare for joint meeting with the Selectboard

VI. ADJOURNMENT

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

VOTE: unanimous; motion carried.

The meeting adjourned at 9:55 PM.

Respectfully submitted,
Shannon M. Hill
DRB/PC Assistant

PLANNING COMMISSION

John Donaldson (date)

Donald La Haye (date)

Lisa Miserendino (date)

Jim Sanford (date)