

**TOWN OF WARREN
PLANNING COMMISSION
MINUTES OF MEETING
NOVEMBER 8, 2004**

MEMBERS PRESENT: Clayton Cormier, Chair, John Donaldson, Laura Crandall, John Goss, Lisa Miserendino.

OTHERS PRESENT: Carol Hosford, State Representative; Priscilla Robinson, Town Lister; Karen Van Gilder, DRB/PC Assistant

AGENDA:

- 1) 7:30 pm Call to Order
- 2) Review Minutes
 - a. Sign Amended September 27,2004 Minutes
 - b. Review October 25, 2004 Minutes
- 3) Town Lister Mapping Project Discussion
- 4) Discuss Info Requests for Russell-Tremper Access
- 5) 2005 Budget Discussion
- 6) Town Plan Update
 - a. Chapters 8 and 10 and Appendix A
 - b. Photo List
- 7) Other Business
 - a. Review Stark Mountain Productions Invoice
 - b. Winter Holiday Scheduling
 - c. GMNF Plan Update
 - d. Historic Preservation Grant
 - e. Personnel Discussion

I. CALL TO ORDER

Mr. Cormier called the meeting to order at 7:35 PM.

II. REVIEW MINUTES

The minutes from September 27, 2004 were signed because they had been approved at the October 25, 2004 meeting.

MOTION by Donaldson, seconded by Cormier, to approve the minutes from October 25, 2004, as amended. VOTE: unanimous; motion carried.

III. TOWN LISTER MAPPING PROJECT DISCUSSION

Priscilla Robinson, Town Lister, came before the commission to give an introduction to the mapping project the Town Lister's office is planning. She stated that there would be a zoning map component and estimated that the zoning portion of the project would cost approximately \$1000. She suggested that the Planning Commission put a line item in their 2005 budget if it is interested in participating. She also asked that the Planning Commission think about the areas and topographical elements essential to their and the DRBs work. The Town has completed the first phase of the project, which was taking the aerial photos. The photos will be developed at a scale of 1 inch to 100 feet in most places and 1 inch to 40 feet in places that are identified as needing such attention, such as the village centers.

Robinson stated that she would be asking the other Town departments, such as the Fire Department and DRB what they thought was important and asked the commission to think about what it would like to see detailed on the maps. The Planning Commission requested more information, such as budget and process, on getting layers made with information about soils, stormwater runoff data, wetlands, and contour lines.

Donaldson asked if the mapping could be phased. Robinson stated that the high resolution developing should ideally be done at one time but that the other layers of information could be completed in phases. Robinson stated that the Planning Commission would supervise any changes to the zoning map. The maps would be accessible through ESRI software (ArcView and ArcGIS), which the town owns and can upgrade.

Robinson stated that she would try to arrange to have the mapmaker come talk to the Planning Commission some time in December and that she would be available for questions.

IV. DISCUSS INFORMATION REQUESTS FOR RUSSELL-TREMPER ACCESS

At the October 25, 2004 meeting, the Planning Commission decided to require the following items from the Russell-Tremper's in the event they continued to pursue the request for access through the DeFreest Farm:

1. a letter from DeFreest or the owner of record and any other abutters whose property would be impacted by the road;
2. a clear plan with topographical and zoning information up to the DRBs standards of review showing the proposed road and the alternative route through Waitsfield and the lands that would be conserved;
3. a professional cost estimate for the alternate route through Waitsfield; and,
4. a copy of the definition of "development rights" from the 1982 ordinance.

At this meeting, the Planning Commission agreed to add the following requests:

5. a professional cost estimate of the proposed access through the Farm;
6. the involvement of Waitsfield and some indication about whether subdivision and development would be allowed;
7. information about the deeded access when the property was purchased;

The Planning Commission once again agreed that they felt the proposal did not meet the objectives of the Warren Town Plan on face value and that all committees and boards that review the proposal should be looking at the same information.

V. 2005 BUDGET DISCUSSION

The Planning Commission looked over the 2004 budget as it appeared in the Town Report and the current year-to-date budget update. They decided to submit essentially the same budget with the following comments:

- update the amount requested for the Municipal Planning Grant for 2005;
- add a line item of \$1000 - \$2000 for the mapping work discussed with the Lister and find out if there is any more expense associated with the project;

- Add a comment to this effect : “This proposed budget excludes the alternative of combining the Zoning Administrator and DRB/PC Assistant positions. If the Selectboard would like the Planning Commission to budget for that alternative, please let the Commission know, and an alternate budget will be prepared.”

Because the deadline for submitting the budget is November, 29, 2005, the commission will discuss any new information and prepare the final budget at the November 22, 2004 meeting.

VI. TOWN PLAN UPDATE

Van Gilder distributed the latest version of Chapter 8 and the photo list submitted by Kevin Russell. She also reported that Russell had requested an extension of his contract for up to \$650 for the purpose of procuring suitable images for the Town Plan. Russell feels that not all the images provided by the Town were appropriate. She reported that there were sufficient funds in the Municipal Planning Grant for the Town Plan update to fulfill this request. The Planning Commission discussed the photo list and added and eliminated some image topics.

MOTION by Cormier, seconded by Donaldson, to budget up to \$650 for Kevin Russell to procure additional images for the Town Plan. The Planning Commission will have final say on all images. Russell will complete the work at the hourly rate stated in the original contract for design (\$25/hour) and will provide the Town with a CD-ROM containing the originals of images for this project. VOTE: unanimous; motion carried.

The commission also discussed the report of the results from the 2004 Questionnaire. Concerns were expressed regarding the publication of some of the unedited responses. Hosford noted that when she was working with a similar survey, she summarized the responses and used a few representative quotes. It was decided that Van Gilder would edit the written responses to the survey in this manner.

IV. OTHER BUSINESS

a. Invoice – Stark Mountain Designs

MOTION by Donaldson, seconded by Cormier, to pay the invoice for \$1090.00. VOTE: unanimous; motion carried.

b. Winter Holiday Scheduling

The group decided that the December 27, 2004 meeting will only be held if necessary. All other regularly scheduled meetings will be held.

c. GMNF Management Plan

The group decided to request an Executive Summary and a CD-ROM version of the plan for review.

d. Historic Preservation Grant

Miserendino stated that she would like to encourage the Selectboard to apply for the State Historic Preservation Grant for any maintenance work that might be needed on the Town Hall building. Members of the commission stated that they had heard that one wall may be suffering from rot and that the building needed accessibility upgrades. Van Gilder will pass the information about the grant to the Selectboard for consideration.

e. Personnel Discussion

Van Gilder reported that she had submitted her resignation to the Selectboard and that her last day would be November 19, 2004 and that she would make every effort to attend the November 22, 2004 meeting.

VII. ADJOURNMENT

MOTION by Donaldson seconded by Goss, to adjourn the meeting. VOTE: unanimous; motion carried.

The meeting adjourned at 9:30 PM.

Respectfully submitted,
Karen Van Gilder
DRB/PC Assistant

PLANNING COMMISSION

Clayton Cormier (date)

Jim Sanford (date)

John Donaldson (date)

Laura Crandall (date)

John Goss (date)

Lisa Miserendino (date)