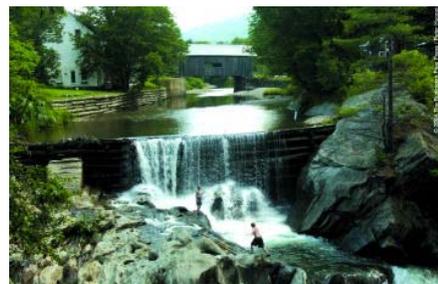


TOWN OF WARREN
PLANNING CHARRETTE

NOVEMBER 4, 2006

FULL REPORT ON THE PROCEEDINGS AND
RECOMMENDATIONS FROM THE
PLANNING COMMISSION



TOWN OF WARREN

MUNICIPAL BUILDING

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Warren, Vermont

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Planning Commission

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April 23, 2007

Selectboard

Warren, VT 05674

Re: Warren Municipal Facilities Master Plan

We are pleased to submit the report of the Charrette proceedings and the Planning Commission's recommendations for establishing a master plan for the Warren municipal facilities. Back in 2005 the Selectboard requested the Planning Commission to work on creating such a plan. Our objective was to establish a general road map that describes how the municipal facilities should be used, where they should be located and how they can grow. Therefore what has been developed is not a detailed plan, with building specifications, cost estimates, etc., but rather a recommend general plan and direction.

Our recommendations are based on our detailed review, discussion and analysis of the recommendations and materials presented by each of the 5 teams at the November 4, 2006 Charrette. Following this work by the Planning Commission, a public forum was held on April 9, 2007 to share the Charrette results with interested members of the community (see page 31 for a summary of comments received at the forum). Based on the feedback received at that meeting we made some very modest revisions.

This report is organized into four parts: (1) background material on how the Charrette was run, (2) a summary of each Charrette team's recommendations, (3) an analysis of each team's recommendations, and (4) the Planning Commission's detailed recommendations. A brief summary of the Planning Commission's recommended master plan follows below.

This plan is a combination of the best portions of the various recommendations presented at the Charrette. The overall vision for a Municipal Complex in the Village includes the major municipal facilities – town offices, Library, Town Hall, possibly a Post Office – all adjacent to and opening onto a Town Green and all adjacent to parking that is on the east side of the Municipal Complex, away from Main Street. The Master Plan drawing, inserted after page 21 in the report, has been created to illustrate this vision.

After the Blair property is available for the Town's use, the house will be removed and possibly some or all of it moved to another location. This property then can be fully utilized for a combination of new building, parking and a Town Green. The major

municipal functions will then all be adjacent to and face the Town Green. A new Library will be built as a separate structure or as an addition to the Municipal Building on the Blair property. Town Hall would continue to be available with its current configuration for public functions (with necessary improvements, like handicap accessibility). The Municipal Building can expand into the old Library space. The Fire Station stays in the same location, with any necessary improvements. The primary source of expansion for additional parking is the lower portion of the Hanke property. Parking can be built in phases. At some point, once there is enough additional parking, much of the current municipal lot can be reclaimed for use as an additional part of the Town Green. Space will be available for a potential new Post Office (if needed) in the Municipal Complex as an addition or stand alone building. The Town Garage is not part of this Municipal Complex and an independent decision can be made whether to improve it on its current site or build a new garage somewhere else. The Planning Commission favors moving it to another location and will independently be reporting to the Selectboard on the study it has been conducting for the Town Garage improvements.

In the shorter term, before the Blair property is available, necessary improvements can be made to the Town Hall and then the Library can move into the Town Hall temporarily. The Municipal Building can begin to expand into that vacated Library space. Additional parking can also be expanded when needed, independent of the Long Term plan. Other actions, detailed later in the report, can also be undertaken before the Blair property is available.

We would be pleased to discuss these recommendations with you at your convenience. We encourage you to formally adopt them as a general framework for a master plan for Warren and amend the 2005 Warren Town Plan to include this plan. This would eliminate any uncertainty that might interfere with future decisions that need to be made. The Planning Commission remains available to assist the Selectboard in the implementation of this plan.

Warren Planning Commission

John Donaldson
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I. CHARRETTE BACKGROUND

On November 4, 2006 the Warren Planning commission hosted a Planning Charrette that brought together over 50 interested Warren residents, community leaders, design and planning experts, Town officials and others. The goal of the Charrette was to help develop a Master Plan for the municipal facilities for the Town of Warren that might be implemented over the next 20 years, considering current and future requirements and potential community growth. The focus was on how to best use the space in the Village Center, how to provide for growth and how to do it in an economical way.

The French word, "Charrette" means "cart" and is often used to describe the final, intense work effort expended by art and architecture students to meet a project deadline. This use of the term is said to originate from the École des Beaux Arts in Paris during the 19th century, where proctors circulated a cart, or "charrette", to collect final drawings while students frantically put finishing touches on their work. The term is now used to mean an intensive, structured workshop that brings together a group of individuals to solve a particular planning problem and to capture a wide range of creative design solutions. This is normally a 2 or 3 day process that was compressed into one day.

Five teams were created from the over 50 participants at the Charrette (see Team Roster, page 30). To the extent possible, participants representing architectural and other professional talent, town boards, and other groups were spread out evenly among the teams. Each team was provided with background materials which included information on each Town facility or property, future requirements, and assumptions and groundrules (see pages 23 thru 29). Each team was given the same Assignments and was asked for their output to be created in the same format. (see pages 22 and 28). After about 7 hours of individual work sessions, all the participants re-assembled and each Team presented its recommendations. The presentations were all taped by the Mad River Valley TV.

Various surveys conducted at Town meeting Day in 2000, 2004 and 2006 all support maintaining key municipal functions and facilities in the Village Center and utilizing existing structures if possible. This principle is a cornerstone of the 2005 Town Plan (see excerpts in Key Items From 2005 Town Plan, page 27). A very recent report conducted for the Mad River Rural Resource Commission by Lyssa Papazian, entitled Evaluation of Public Historic Resources in Warren, VT is included in the Appendices. Key parts of the Conclusion of the report read: "In general, the future of the municipal complex and the locations of the various municipal functions are in play and this is a critical juncture and opportunity for creative planning. Warren has a rare opportunity to shuffle the deck and re-think past decisions while planning the disposition of its several public buildings and spaces. The complex of buildings – the School #3/Municipal Building & Library, The Town Hall, Fire Station, Church, and Ruby Blair House – along with the cemetery and parking lot offer a large variety of building types (school, auditorium, church, residential, and utility) and landscapes from which to create a workable future civic center. . . . To be able to continue to concentrate the modern municipal and public functions of the town in the village center is a rare opportunity in Vermont and should be carefully explored. The

parking issue will be a challenge that requires some creative thinking about other possible locations and solutions. The Town of Warren has taken the important first steps to control and plan for this future possibility by acquiring the Ruby Blair House, by starting to develop the Millstone lot on Main Street, by exploring and studying the space needs and expansion potential of existing municipal buildings and by continuing to search out grants and planning assistance. It is time to involve the public in steering the development of a truly comprehensive long range plan of the municipal complex.” (see page 46 of the Evaluation)

So the Charrette focused on the principle of a municipal complex in the center of the Village. However, in the interest of broadening this perspective and soliciting creative, practical alternatives, there was the opportunity for the Teams to challenge the base assumptions and provide alternative solutions.

II. Summary of each team's recommendation

Team 1 Recommendation Summary

General summary –

Without regard to costs or feasibility, Team 1 envisioned a Municipal Center (See Drawing 1.1) that includes the following functions:

- 1) Municipal Offices in current building are expanded into Library (vault, offices, meeting space);
- 2) the Library should stay in town center, but move into Town Hall (short term) and into a new building (long term) attached to the Municipal Building;
- 3) a Town Green to be created on the site of Ruby Blair House;
- 4) a Post Office; and
- 5) the existing Town Hall with some improvement.

The current design work on the Town Garage to provide for necessary improvements should be continued. Alternative locations that could be considered are opposite side of School Road, the Coates parcel, or the Bobbin Mill. The Fire Station should move out of Village Center to be near the Town Garage on School Street (opposite side, either east or west), the Coates parcel, or Bobbin Mill.

Additional specifics by building or function –

The Blair House should be properly assessed as to whether it should be dismantled or whether part of all of it is worth salvaging and moving to another location. Expanded parking can come from some or all of the following sources: a) acquire part of the Hanke property to the east of the Municipal Building, b) increase on street parking by widening Main Street, c) part of Blair property, or d) creating an underground garage below the current parking lot. Parking efficiency should be maximized by having spaces delineated with lines.

Additional ideas not part of the assignment - Pedestrian orientation should be increased and reliance on cars reduced by implementing the existing sidewalk plan. An additional “Village Square” could be created by reconfiguring the Roth Complex buildings to create green and parking (see Drawing 1.2).

Key actions and prerequisites - Acquiring several parcels of land by lease, purchase or eminent domain. The Hanke property is very necessary for parking. Perhaps part of the Lobel property, Coates property, or Bobbin Mill would be useful for expansion.

Team 2 Recommendation Summary

General summary –

Team 2 envisioned a Municipal complex (See Drawing 2.1) that includes:

- 1) an expanded Municipal Building;
- 2) the existing Town Hall with some improvements;
- 3) a Library that is either expanded in its current location or a newly built structure;
- 4) provides room for a new Post Office; and
- 5) a Fire Station that is expanded or improved in its current location, as necessary.

The Ruby Blair house would be either moved to another location, or dismantled. A Town Green would be created from the Blair property. Additional parking could be provided: 1) on the flat land adjacent to the east of the current Library (currently private property), 2) on Main Street in front of the Municipal complex, 3) next to Town Hall (north side) 4) on Flat Iron Road (which would be made one way going from Main Street to Brook Road), and 5) on the Town lot across from the Town Hall. The Town Garage would be improved as necessary in its current location.

Additionally, driving access would be provided up from Main Street and across in front of the Town Hall, then into the parking lot, similar to what existed in the past (See Drawing 2.2). Any new or expanded buildings would be on an east-west axis to provide maximum exposure to the sun. The style of any new buildings or additions would compliment existing structures and have similar prominent gables. A series of green spaces was envisioned that would flow from the cemetery and church grounds, through the new Town Green and across the street on down to the river (through the small Town owned lot across from the Town Hall).

Team 2 felt it was important that adequate provision be made to replace of any affordable housing lost due to the dismantling or moving of the Ruby Blair house. For example, if the Post Office is moved, affordable housing could be built on that site.

Additional specifics by building or function –

Long term - The following recommendations all generally assume the Ruby Blair house and property are available to the Town. Town Hall should be kept essentially as it is, with the same uses and functions. Necessary improvements, such as elevator access to all floors and improving the secondary egress from the basement and second floors should be done. As more space is needed for the Municipal Building (i.e. Municipal office functions) expansion could be one or more of the following: 1) to the rear (south) or to the west, 2) into Library space, or 3) into a new 2nd floor over library space. The Library could be expanded to the rear or into a new building west of the Municipal Building. The Ruby Blair house should be either moved to another site (at least the original main part of the structure) or be dismantled. The current affordable housing units in the house need to be replaced.

Space for a new, expanded Post Office could be available either: a) in the existing Library space if the Library moves permanently, b) on land between the road and the Ruby Blair house in a new structure, or c) in an addition or new structure the west of the Municipal Building. If moved, the existing Post Office site could become housing. It is assumed the Fire Station would remain in its current location and be expanded or improved as needed.

Expanded parking was considered key for the long term viability of the Municipal complex. Room for expansion is as described above.

Short term - Until the Ruby Blair property is available to the Town, certain improvements may still be required. The following actions could be considered that would not adversely impact the ultimate long termed plan described above. Some of the additional parking options, like: 1) on Flat Iron Road, 2) into the land east of the Municipal Building, or 3) onto the Town owned lot across from the Town Hall, can be pursued. If the Municipal Building must be expanded in the short term for vault storage or other reasons, additional space could be provided by one or more of the following: 1) move the Library temporarily to the Town Hall and use the vacated space, 2) utilize a trailer or other rental space, or 3) build space over the Library, and add a lift if necessary. Necessary improvements that were cited for the Fire Station can be implemented.

Additional ideas not part of the assignment - Team 2 also addressed desirability for more residential housing, including affordable housing, in the Village. Once more septic capacity is available, there appears to be room for in-fill housing along Main Street and Flat Iron Road, including the land where the Post Office sits if the Post Office is moved. Additionally there appears to be an opportunity for housing on Town land above the cemetery. A one way loop road could be created on the existing cemetery road up from the parking lot and back down to Brook Road via the existing access road to the Weir property next to the cemetery.

Key actions and prerequisites - Blair property must become available. Rights to the necessary part of Hanke property must be acquired to provide expanded parking (and also potentially building expansion).

Team 3 Recommendation Summary

General summary –

Team 3 envisioned a Municipal complex (See Drawing 3) that includes:

- 1) an expanded Municipal Building with the Municipal offices using space from the Library;
- 2) the existing Town Hall with some improvements;
- 3) a Library that is in a newly built structure that connects the Municipal Building and Town Hall;
- 4) a new Post Office; and
- 5) a Fire Station that is expanded or improved in its current location, as necessary.

The Ruby Blair house would be either moved to another location, or dismantled. Possibly part of this structure could be used to create a new library linking the Municipal Building and Town Hall. A Town Green would be created from the Blair property. Additional parking could be provided:

- 1) on some of the Blair property, 2) using part of the Hanke property, 3) on the Town lot across from the Town Hall, 4) on existing Post Office property if a new Post Office is built, and 5) by creating underground parking under the current parking lot and expanding beyond there. The underground parking would also facilitate providing an underground walking connection linking all the buildings around the Town Green.

Additional specifics by building or function –

Long term - Town Hall should be kept essentially as it is, with the same uses and functions, including necessary improvements. By having a new building connecting the Municipal Building and Town hall it may be possible to utilize one elevator that could service all the buildings. The Library space should also include a Historical Museum.

Team 5 felt that in order to keep the Post Office in Town, the Town should own the building and lease it back to the Post Office. A new Post Office could be built underground under the new Town Green.

Consideration should be given to utilizing the space in the basement of the Municipal Building and the Blair house structure, rather than building new space.

Additional ideas not part of the assignment - Consideration should be given to providing mixed residential space in the buildings around the Town Green if possible. Possibly add a third floor to the Fire Station.

Key actions and prerequisites - Blair property must become available. Rights to the necessary part of Hanke property must be acquired to provide expanded parking.

Team 4 Recommendation Summary

General summary –

Team 4 developed a phased plan for upgrading the Municipal complex (See Drawing 4) that included:

- 1) an expanded space for Municipal facilities;
- 2) the existing Town Hall, stabilized and eventually restored;
- 3) an expanded Library;
- 4) a town green and enhanced parking;
- 5) a combined Town Garage and Firehouse complex located just outside of the Village center; and
- 6) several lots dedicated for affordable community housing located within the Village.

The initial piece of the plan involves building a facility to house the Town Garage and Fire Station at a location just outside of the Village center. Some lots that were referenced included the old Town Gravel Pit/ Coates parcel, the Kingsbury Bridge parcel, and the parcel on the south corner of the intersection of Route 100 and the Sugarbush Access road. Once that facility is built those two town functions can be moved to the new facility. It is important to point out that these functions will be able to operate at full capacity during this transition.

Once the Town Garage has moved to the new facility, the land it currently occupies could be developed for Housing. The sale of those lots could provide a fair amount of operating capital with which some of the further improvements can be carried on.

The Firehouse could easily be converted to hold the Municipal facilities. It has more than enough square footage to provide for excellent office space, vault space, and meeting room space.

With the Municipal facilities moved to the current Firehouse, the Library could expand throughout the remainder of the current Municipal building. In addition, the upstairs of the building could be renovated as rental office or housing space.

Most importantly, all of this allows the Town to retain the current Town Hall for its intended purposes as a meeting place open to the public. Team 4 recommends preserving and improving the building for this function. If immediate needs dictate the relocation of the Library to this space, some measures must be taken to mandate that the relocation remain temporary.

When the Ruby Blair house comes into Town management our proposal is to remove the building and use the space for either green space or additional parking. Green space might be a bit more appropriate, perhaps even relocating the gazebo to that space and freeing up some parking space at the current location of the gazebo.

The Town parking situation could easily be remedied by clearly delineating the parking available on the streets in the Village, providing over 100 spaces while also calming traffic in the Village center. Additional signage and delineation at the Millstone lot could actually prompt parking in that currently underutilized space. Team 5 also calculated that expansion of the current municipal lot by a few feet could provide for a full three rows of parking with 20 foot travel lanes between rows.

The small lot across Main Street from the Town Hall could sustain a row or two of defined parking spaces while also providing public access to the river. Again, signage is important to indicate this use.

The Hanke property behind the Town Hall and Municipal Building was discussed as a perfect site for additional municipal parking and green space. The Town should immediately make efforts to secure access to that lot at some future date.

Team 5 discussed the Eaton property and felt that perhaps its strongest asset may turn out to be the additional septic capacity that it might provide for the Town septic system. Expansion of that system could allow significant infill of additional housing and businesses in the Village.

If the Coates Parcel does not work out for the relocation of the Town Garage facility, then additional parking in that location is envisioned, ostensibly for the recreational use of the trails on that parcel. That lot could be an excellent overflow parking lot for the Town, provided adequate crosswalks are provided across Route 100.

Conclusion:

Overall the phased planning of this proposal allows for all of the municipal functions to continue during all phases of the transition.

By moving the functions of the Town which do not need to be located in the Village center to parcels just outside of the Village additional room is created for expansion as well as significant additional housing opportunities. This housing would be centrally located in the Village close to all municipal services. Moving the Town Garage outside of the Village also eliminates a dangerous situation with plow trucks entering the traveled lanes of Brook Road with no visibility.

Moving the Municipal functions to the old Firehouse and expanding the Library in the current building more than adequately meets the space requirements for these functions while maintaining the core Town functions centrally located in the Village. Maintaining the Town Hall for the use of the Town as a gathering space completes the picture of a strong, vital Vermont Town.

Team 5 Recommendation Summary

General summary –

Team 5 based all of its work on engendering an improved sense of community as a guiding vision. More specifically, Team 5 desired to create a more vital town that is a place to meet, live, celebrate, carry on the community traditions, use on a daily basis, and that has a more diverse population that feels real ownership of its center.

The municipal complex (see Drawing 5) would include:

- 1) A Municipal Building that expands into the Library space;
- 2) the existing Town Hall with any necessary improvements;
- 3) a new Library that is built to the rear (south) of the Municipal Building;
- 4) room for a new Post Office; and
- 5) a Fire Station that is expanded and improved in its current location, as necessary.

Additional specifics by building or functions –

Long term - The various town functions and properties were evaluated against the vision.

1) Town Garage. The Town Garage does not need to stay in the center of town. None of the aspects of community are served by this function and the site could be made available for housing which would help to repopulate the downtown. The Bobbin Mill was suggested as an alternative site for the Town Garage. This site provides easy access to 100, gravel, etc. and is already in an industrial zone with very few, if any, residential neighbors.

2) Post Office. The location of the post office should be in the same place or very close. Meeting, daily use, and our collective connection to the rest of the world are here. This function actively supports the sense of community.

3) The Fire Station. The Team strongly felt that this function should remain in the Village. The fire department is made up of members of the community, it is open and active on both the 4th of July and Halloween, two of our celebrations, and it symbolizes the protective role of a town that is taking care of itself by volunteer effort.

4) The Blair House. The Blair House should be taken down and that area turned into a town green.

5) Parking. Everyone seemed to agree that the existing parking lot should be part of the green as well and the parking be moved to the Hanke property, an adjacent area almost perfectly suited for an out of site parking area that would have access to the Municipal Building, the Town Hall and the Library.

6) The Town Hall. Team 5 did not support either a temporary or permanent move of the Library into the Town Hall. The Town Hall should be retained as is, with any necessary improvements.

7) The Library. A new Library should be built to the rear (south) of the Municipal Building in a style similar to the Town Hall. It would be well served from a new parking lot on the Hanke property. While Team 5 considered moving the Library across the street from the Town Hall on the piece overlooking the river, it concluded that keeping more functions closer together made for a more active, vibrant center.

7) The Town Green. A Town Green should be built on both the Blair property and the existing parking lot as shown in Drawing 5. The Green would have a drive around it to access the Church and Fire Station and for handicapped parking. This could be the venue for all kinds of community events and the heart of the village.

Short term – It would accomplish two things at once if an addition to the Fire Station was built now (using local materials and volunteer labor) to use as a temporary Library, and then be occupied by the Fire Department when a new Library was built, or possibly the post office could occupy that structure.

Additional ideas not part of the assignment - Infill housing would create a more dense population in the downtown, as many of the current houses are being occupied only occasionally by second home owners. Apartments and extra structures may open the town up for those who can't afford a house. Affordable Housing should be as close to the downtown as possible. Access to the cemetery location, as well as other key parcels in the town, should be watched and, as they come up for sale, considered by the town as venues for such housing. This could be done as well by acquiring rights of first refusal or options. Warren should build its own buildings. There are many architects and builders here that can be tapped for the various parts of the construction process. Another look should be taken at the traffic calming/sidewalk study to see if there is a way to enhance the downtown as a destination for the Warren community.

Key actions and prerequisites - Blair property must become available. Rights to the necessary part of Hanke property must be acquired to provide expanded parking.

III. Analysis of Team Recommendations

The various team recommendations were analyzed according to the following process. The written materials and video tape of each team's presentation were reviewed and summarized (see Team Recommendation Summaries beginning on page 7). A summary spreadsheet for analysis was then created (see Summary Analysis of Team Recommendations Chart on the preceding page). The Planning Commission then studied each team's recommendation looking for common approaches and differences. These are detailed below.

Summary of Long Term solutions by facility.

The following is a summary of the various approaches recommended for each municipal facility by the 5 Charrette Teams showing the significant amount of common agreement on the long term solutions for several of the municipal facilities.

A. Common approaches –

- Town Hall:** All 5 teams want to keep the Town Hall as it is, with necessary improvements. Three of the teams indicated that it was acceptable for the Library to move into part of the facility temporarily, but that it had to be restored to its original uses at the end of the temporary period. However, two of the teams did not support temporary use by the Library.
- Town Green:** All 5 Teams agreed that a Town Green needed to be created. Every team thought at least part of the Blair property should be used for the Town Green and some teams also thought it should be expanded it into the current Municipal Parking area as well.
- Post Office:** All 5 teams felt the Post Office should remain in the Village. Most teams also offered a solution for where a new PO could be accommodated in the Municipal Complex, if the PO requires a larger facility at some time in the future.
- Blair Property:** At the appropriate time, all 5 Teams suggested removing completely or relocating at least part of the Blair House and using the property for a Town Green. Many teams felt that it was very important to replace the affordable housing that would be lost if the Blair house were removed.
- Parking:** All the teams suggested alternatives for expanding the available parking in the Village. One team advocated widening the existing lot towards the cemetery to provide adequate room for 3 rows of cars. Two teams suggested creating underground parking. Most teams suggested better utilization of on street parking and all teams recommended the acquisition of additional land (specifically the lower part of the Hanke property) for improving the parking capacity. Some teams suggested using the small lot across the street from Town Hall for parking. Many teams advocated

better use of the Millstone lot. (Note: The Town has received a grant to pave the Millstone lot and provide necessary signage.)

B. Different approaches -

- Municipal Building:** Four teams advocated that any additional space needed for municipal offices be acquired by expanding into the current Library space. One team suggested moving the municipal office functions into the Village Fire Station building (obviously necessitating a new Fire Station).
- Library:** Four teams would build a new Library (possibly after a temporary stay in the Town Hall or somewhere else). Some teams suggested having this new structure bridge between the Municipal Building and Town Hall so that one elevator could be used for all three structures. One team suggested moving the municipal office functions into the Village Fire station building and this allowed the Library to gain additional space by expanding it into the current Municipal office space.
- Fire Station:** Three teams advocated leaving the Fire Station in its current location and two teams wanted to move the Village station to a new location. One team also suggested building an addition on the Fire station that could house the Library temporarily and then be used by the Fire Dept.
- Town Garage:** Two teams did not address the Town Garage. One team suggested either improving it in its current location or moving it. The other two teams advocated moving the garage. Suggested locations for a move included the Coates property, Bobbin Mill, Kingsbury Bridge, bottom of the Sugarbush Access Road, or East Warren. The suggestions for moving the garage were based on feelings that it was not crucial to keep this function in Town and the property could be better used for something like affordable housing.
- Other suggestions:** Additional ideas suggested by various teams not addressed above include: implementing the sidewalk and traffic calming plans; reconfiguring the Roth properties to create parking and green space; adding mixed residential uses to additions built onto the Municipal complex; providing room for a Historical Museum; allowing more commercial in the Village; increasing density for in-fill housing; and creating affordable housing close to the Town center on Coates property, above the cemetery, or elsewhere.

IV. Planning Commission's Recommended Master Plan

A. Long Term Plan – (See the drawing of this vision inserted after page 21 below.)

1) Town Green and parking: It is probably best to describe the master plan by first discussing how parking requirements will be satisfied and how a Town Green can best be implemented. The best solution for long term parking requirements is to create a lot to the east of the Library on portion of the Hanke property. There is a very large area, approximately 145 feet by 225 feet by 95 feet by 270 feet, that is very level and lies below the bluff on which the Hanke house is located. This land extends back in a southerly direction behind the Library, the Blair property and the Lobel property and could accommodate approximately 75 automobiles. (To put this in perspective, the current municipal lot is approximately 160 feet by 85 feet and can accommodate about 39 vehicles.) Given the topography, a parking lot here should be a minimal intrusion on the Hanke's privacy. Also, it would be the best place for parking to access the various municipal facilities, it would be adjacent to a new Town Green (see below) and it is away from Main Street and fairly well hidden. Care should be taken to provide screening, shrubbery, etc. to provide as much privacy as possible to adjoining land owners. The town could create parking here in a phased approach, extending it further back in two or three stages depending how much parking is needed at the time and cost considerations. Every Charrette Team suggested using this land for future parking. It is recognized that it may be necessary to make some minor modifications to the corner of the current Library to facilitate vehicular traffic up Cemetery Road into the new parking area.

More than one Charrette Team suggested creating underground parking under the existing municipal lot and even under the complex of municipal buildings. This approach was deemed by the Planning Commission to be too expensive and disruptive to be considered, especially when there are other viable, less costly alternatives. There are several other good alternatives for modest incremental parking and they will be discussed below.

Warren needs a Town Green for the community to enjoy that is logically and physically connected to as many of the municipal facilities as possible, including parking. A Town Green could be used for picnics, meetings, art shows, farmers' markets, social gatherings, and many other uses. The best place for the Town Green is the Blair property. This way there will be connected green space from Main Street up and into the area between the major municipal facilities. These facilities would be adjacent to and connected to the Town Green. In addition, it would be adjacent to future parking to be created on the Hanke property. Once the Town Green is created, the gazebo, currently on Main Street, could be relocated there.

The current municipal parking lot was created on land that had been a Town Green. At some point, once there is enough additional parking on the Hanke property and elsewhere, much of the current municipal lot can be reclaimed for use as an additional part of and extension to the Town Green. Vehicle access to the Church and Fire Station and handicap parking and perhaps some other parking would need to be retained, but much of the lot could become green space. The precise configuration of the right amount of parking and access would need to be worked out. This additional green space would flow from Main Street up and into the cemetery green space and over to the other Town Green.

2) Town Hall: Town Hall needs some improvements and maintenance, especially handicap accessibility. These improvements should be made, but the Town Hall should remain largely as

it is today, with the same configuration and facilities so it can be used and enjoyed by the most people. There was unanimous agreement on this point at the Charrette.

3) Library: Once the Blair property is available, this will provide more than adequate space for a new Library facility to be built. The Library could either be an addition to the west or to the south of the Municipal Building, or in a new stand alone structure built between the Municipal Building and the Town Hall. Building new space will facilitate a Library that can be designed in an optimum way for efficient operation, rather than retrofitting it into an existing building. The location shown on Mater Plan Drawing is not necessarily the final or optimal place but one of several alternatives.

Specific decisions about what goes exactly where do not need to be made at this point. The Blair property will provide more than adequate space for future expansion for a new Library and even Post Office, if required, as stand alone structures or as additions to the existing Municipal Building. The new Library should be built in an architectural style that is in keeping with the Municipal Building and the Town Hall. The future Library design should also allocate some space for a Historical Museum. It is not clear now how much space might be desirable for a Historical Museum, but such a facility would be a valuable addition to the Town.

Some Charrette Teams suggested building a “linking” structure to connect Town Hall and the Municipal Building which could facilitate using one elevator to service three major buildings. While this approach has merit and it should be considered at the appropriate time, it is not clear that it can be done effectively. To bridge the space between the Municipal Building and Town Hall would require a structure much larger than what may be needed.

4) Municipal Building: The best solution to provide for future needs in the town offices is to keep those facilities in the Municipal Building and expand them into the Library space. This should easily provide enough space for the foreseeable future. However, before any expansion can occur, the Library needs to either move to temporary facilities, or a new Library must be built.

5) Blair Property: It is a unanimous opinion of all the Charrette participants (and the Planning Commission) that once the Blair property is available to the Town that the building should be removed from that site. This will facilitate using the property for a Town Green and provide space for building expansion for a new Library and a new Post Office, if required.

While the building is very old, it does not appear to be architecturally significant and probably needs significant repairs. Once it is possible to evaluate the building, it may turn out that some or all of the structure could be moved and reused – either for affordable housing or possibly as a structure to house a new Library or Post Office. But in either event the building would need to be moved from its current location in order to optimize the use of the Blair property for a Town Green and future building expansion. Before the Blair building is removed, it is important that the Town facilitate the replacement of the affordable housing units that are currently in that building.

6) Fire Station: The best solution is to keep the Village Fire Station in its present location. If and when more “people” space is needed, additional space can be added to the current second story to the north fairly easily since the first floor and foundation is already there. One Charrette Team suggested that the Townspeople could build this space themselves when necessary. This may be a viable option and would certainly be the least costly option. While no one has currently defined such a need, at some point in the future, the Fire Department may need to acquire equipment that is taller and/or longer than the present equipment. It is most likely in that case that the best place to keep that equipment would be up at the Sugarbush Fire Station, which

would then have to be expanded or replaced. Such equipment would more likely be needed up at Sugarbush Village given the height and density of the buildings. However, if such larger equipment were needed in the Warren Village Fire Station, the least cost alternative would be to lower the level of the equipment bays to accommodate larger equipment in the existing building, rather than abandoning the Warren Village Fire Station for a new facility.

There are differences of opinion as to whether having the Fire Station in the Village is required and necessary. While it is perhaps not as important as some other Municipal facilities, the Fire Station has become an integral and vital part of the fabric of the Village and would be missed by many if it were no longer there. It appears the Fire Department also favors keeping it in the Village. It is certainly the least costly alternative to keep the Fire Station where it is.

7) Post Office – The Post Office has recently added a trailer to provide extra office space. This may satisfy their needs for some time, but will do nothing to fix the parking problems. It seems vital to keep the Post Office in the Village. In the long term, if the present location is deemed inadequate and no other space can be found in the Village, there will be adequate room on the Blair property for a new Post Office – either as a stand alone building or as an addition to the Municipal Building or the new Library.

8) Other parking alternatives - There were many ideas discussed at the Charrette for modest incremental parking locations and most of them have merit. They can be implemented when needed and built for very low cost. The more of these alternative spaces that are created the easier it will be to reclaim the current municipal lot for additional Town Green space. The small .3 acre lot across from Town Hall has approximately 50 feet of frontage on Main St. This could accommodate 6 or 8 off street parking spaces at street level. The remainder of this lot should be cleared for green space and access to the river.

While the Millstone lot is currently available for parking, it is greatly under utilized. A grant has been received by the Town that will be used to provide appropriate signage, paving and defined parking areas. This should increase utilization. Having lighting and a sidewalk from the Millstone lot into the center of the Village would also greatly increase the utilization of this lot.

It would be possible to allow parallel parking on one side of Flat Iron Road. There is enough room to accommodate up to 15 cars. To make this workable Flat Iron Road would have to be made a one way street, going from Main Street to Brook Road. There is also room to accommodate parking for 3 or 4 cars on the edge of the .25 acre Nightengale/Goodwin parcel adjacent to the covered bridge.

If the Post Office is ultimately relocated, that property could be acquired and used for parking (or housing).

9) Town Garage: At the request of the Selectboard, the Planning Commission has studied necessary improvements and enhancements to the Town Garage. An architectural firm was hired, using grant funds, to assist the Planning Commission in considering various options and doing life cycle cost analysis to help determine the best alternative. This work was started before and independent from the Charrette work. The Town Garage is not part of the integrated Municipal Complex and an independent decision can be made whether to improve it on its current site or build a new garage somewhere else. The Planning Commission will be reporting separately to the Selectboard on the Town Garage alternatives.

Many of the Charrette Teams felt the Town Garage should be relocated. This alternative was initially rejected by the Planning Commission in the independent study undertaken. The results of the study have yielded a good design, but on further reflection, the Planning Commission now also agrees that a better location can be found. The cost differences between making improvements in place, and building a new structure are not significantly different. This approach would also facilitate keep the operations going without disruption while the new facility is being built. An added benefit of a new location is that it would remove the difficulty for the Road Crew of navigating the School Road / Brook Road intersection with large equipment every time they leave the Garage.

The Planning Commission believes better locations for the Town Garage would be either on the Bobbin Mill property, or the Summit Ventures (i.e. Sugarbush) property adjacent to the town owned Aldeborgh / Roe parcel by the Kingsbury Bridge. After the Town Garage is relocated the property could be used to accommodate affordable housing – as an extension of the Luce Pierce Road neighborhood. It may also be possible to put some limited housing across School Road from the Town Garage site. Sales of the house sites could help offset the cost of relocating the Town Garage.

The Bobbin Mill property would be a good location for the Town Garage. It is away from residential areas, zoned commercial, and has immediate access to Route 100. Due to wetlands issues, the Aldeborgh / Roe parcel itself may not be useable for a Town Garage. The Town is currently studying using this property in conjunction with facilitating an affordable housing site on adjacent land to be donated by Summit Ventures. The homes would be built on the Summit Ventures land and the septic fields would be located on the Aldeborgh / Roe parcel. Summit Ventures is interested in promoting and facilitating affordable housing. However, there are several obstacles yet to be overcome before this affordable housing project will be feasible. If it is determined the site cannot effectively be used for housing, then locating the Town Garage on this Summit Venture parcel could be considered. It is a good location. There is only one house even remotely close. It would be hidden from Route 100, but very accessible to the highway. Summit Ventures might consider donating this land to the Town for use for the Garage, since it would then facilitate creating affordable housing on vacated Town Garage property. This is actually a better site for affordable housing than the Summit Venture parcel.

10) Other recommendations:

Several of the Charrette Teams made recommendations that were outside the original scope of the Charrette assignment. A couple of these are especially noteworthy and the Planning Commission recommends the Selectboard consider the following.

a) Implement the traffic calming / sidewalk studies. An objective should be to make the Village safer and more pedestrian friendly. This would help reduce the reliance on automobiles in the Village. The traffic calming study submitted several years ago to the Selectboard should be implemented. This does not have to wait until the long term master plan for municipal facilities is implemented.

b) Facilitate affordable housing close to the Town center. Zoning changes should be implemented to increase the permitted density in the Village. There are areas in the Village that are good locations for in-fill housing, especially if the zoning density is increased. The area above the cemetery could also accommodate a significant amount of housing. Some access issues would have to be resolved, but these are not insurmountable. As described above, the Town Garage parcel (and perhaps some land across from it on School Road) would make an excellent location for housing as an extension of the Luce Pierce neighborhood. Rather than using

the lot across from Town Hall for parking and green space, another use could be for a house. Since the lot is only approximately 50 feet wide, such use would require a variance on setbacks and the house would have to be oriented sideways to Main Street.

B. Short term plan -

Before the Blair property is available, many actions can still move forward in the short term. Most importantly, the Town should move ahead to secure rights to a portion of the Hanke property. Necessary improvements can be made to the Town Hall and the Library can move into the Town Hall temporarily. Then the Municipal Building can begin to expand into that vacated Library space. Additional parking can also be expanded when needed, independent of the Long Term plan for the Municipal Complex. The lot across from Town Hall could be enhanced for parking and green space as recommended above. Other incremental parking solutions outlined above could be implemented. A decision can be made and implemented for the Town Garage – either improving it in place or moving it to the preferred locations recommended above. Whenever the Fire Station needs more space, addition second story space can be built to the north over the existing first floor. Traffic calming enhancements and affordable housing initiatives outlined above can be implemented. Finally, the Town should plan for the best way to replace the affordable housing that could be lost when the Blair house is removed.

C. Conclusion

The master plan outlined above satisfies the needs for Warren’s municipal facilities for the foreseeable future in the most cost effective and flexible manner. It provides several alternatives for improving the amount and location of parking. The plan keeps the core municipal functions in the Village and respects the aesthetics of buildings and the National Historic District. It optimizes the utilization of existing spaces and minimizes the amount of necessary additional land purchases. The plan creates an opportunity for affordable housing as a by-product. Expansion and improvements can be planned, financed and implemented in phases without severely impacting on-going operations. Implementation can begin now, without waiting for the Blair property to be available.

D. Recommended follow-on actions by the Selectboard

The Planning Commission encourages the Selectboard to formally adopt this plan a general framework to guide future planning and decision making for the Warren municipal facilities. The 2005 Warren Town Plan should then be amended to include this additional detail. This would help establish priorities for decision-making future town expenditures within an established framework. The most critical action that should be taken now is to secure rights for the Town to acquire the portion of the Hanke property – either with a purchase option or an outright purchase. The Town should begin to accrue funds for this purpose.

The Town should develop an implementation priority, a phasing plan and a budget that supports the short term and long aspects of this plan. The Town should start accruing necessary funds. The Planning Commission remains available to assist the Selectboard in any of these actions.

CHARRETTE ASSIGNMENTS

Each Team is being given the same assignments in order to obtain the advantage of receiving the broadest range of ideas as possible. If multiple Teams develop the same ideas this may add additional credibility and viability to the solution.

NOTE: Assignment # 1 is the primary assignment and each Team should devote enough time to thoroughly complete this master plan. Only if time permits, Teams should also then work on Assignment #2.

Assignment #1: Using the list of Future Requirements, and Assumptions & Groundrules, each Team should master plan the Town municipal complex, including the following municipal buildings, functions and facilities:

- 1) Municipal Building / Municipal offices
- 2) Library
- 3) Town Hall
- 4) Fire Station
- 5) Ruby Blair property - .6 acres and house adjacent to Municipal Building
- 6) Two Village parking lots – main and millstone
- 7) Post Office
- 8) A Town Green – (this is desirable, but does not currently exist)
- 9) Town Garage

NOTE: The Planning Commission has been working for several months with an architectural firm to create alternative plans for the Town Garage to solve some short term and long term deficiencies. The project is not yet completed. The Teams should put major focus on all the other parts of the municipal complex in the Village center.

Assignment #2: If time allows, for the following Town owned parcels each Team should suggest appropriate uses (such as: 1) recreation, 2) wildlife/ natural area, 3) forestry, 4) agriculture, 5) alternate energy generation, 6) replacement for current town municipal facilities, 7) housing, 8) any others and/or combinations of all 8):

Village Parcels –

- 1) Coates parcel – 78 acres, currently containing a gravel pit & fire pond
- 2) Eaton parcel – 121 acres adjacent to the school
- 3) Village cemetery (excess land only)
- 4) Other land around the school – 20+ acres
- 5) Old Town Dump – 7+ acres
- 6) Lot across from Town Hall - .3 acres

ASSUMPTIONS AND GROUNDRULES

1) Key services, functions and meeting spaces will continue to be provided in facilities in the Village center. (See Town Plan, Objective 8.2 – “To preserve the small town quality of Warren Village by maintaining and strengthening the Village as the center for town government and services.”)

2) Population projections for Warren –

2000 - 1,681 (actual)
2010 - 1,966
2020 - 2,250

Percent Growth 2000 – 2020 = 34%

2) Anticipated Growth in municipal employees over next 20 years –

Road crew - + 1

Office staff - 2 to 3

3) Guiding design principles:

Maintain or enhance the historic character of the facilities.

Facilities must be handicap accessible and safe.

Provide a welcoming and clear public access.

Design for minimum energy and resource use.

Be economical, if not frugal, but consider life cycle costs.

Repair, renovate and reuse existing buildings if possible.

Recognize our limited ability to predict the future. Plan for possible expansion.

Plan multiple uses of buildings and spaces, if possible.

5) The Town owns the Ruby Blair property (building and land), but when the property will be available to the Town is uncertain as Ruby Blair has a life estate to continue to occupy the property.

6) The school will stay where it is and be used as a school. This space will satisfy the Town’s school needs for at least the next 20 years.

FUTURE REQUIREMENTS

The following descriptions for future requirements are designated as either 1) Mandatory within 5 years, 2) Desirable – within 5 years, 3) Mandatory – within 20 years, 4) Desirable – within 20 years.

Municipal Offices

A. Mandatory – within 5 years

- 1) Additional Vault storage – 150 sq. feet
- 2) Handicapped accessibility – elevator or lift
- 3) General building improvements – upgrade to heating, venting and electrical systems, proper weatherization of leaky windows, improved air sealing, insulation and lighting
- 4) Remediate lead paint
- 5) Staff office space to accommodate 1 additional staff - 20 sq. feet
- 6) Additional workspace for visitors – 20 sq. feet;
- 7) Sprinklers
- 8) Additional 20 sq. feet of fireproof file storage (needs appropriate structural support)

B. Desirable – within 5 years

- 1) Staff meeting / work space - 120 square feet
- 2) Separate electrical service
- 3) New HVAC system to include central air conditioning,
- 4) More general storage space - 25 sq. feet
- 5) Additional space for Listers - 100 sq. feet
- 6) Upgraded bathroom facilities

C. Mandatory – within 20 years

- 1) Staff office space to accommodate 1 to 2 additional staff

D. Desirable – within 20 years

Library

A. Mandatory – within 5 years

At least an additional 750 square feet (preferably 1500). (There is a current proposal being studied to move the Library to the main floor of the Town Hall which would provide approximately 800 sq.ft.)

B. Desirable – within 5 years

Replace HVAC system, and add central air conditioning
Upgraded bathroom facilities

C. Mandatory – within 20 years

Additional space as population grows.

D. Desirable – within 20 years

Additional space as population grows.

Town Hall

A. Mandatory – within 5 years

- Handicap accessibility
- Determine appropriate uses going forward and make necessary improvements or changes.

B. Desirable – within 5 years

Additional parking

C. Mandatory – within 20 years

Same

D. Desirable – within 20 years

Same

Village Fire Station

A. Mandatory – within 5 years

- Solve moisture problem in garage part of station
- Install stairs for safer access from 2nd floor to garage area (currently uses a ladder)
- Install exhaust ventilation system to take fumes out of building

B. Desirable – within 5 years

Additional space to accommodate the possible addition of more part-time or fulltime firefighters.

C. Mandatory – within 20 years

D. Desirable – within 20 years

- Fulltime firefighters working at station
- Garage section may need renovations depending on size of new equipment

Village parking lots

A. Mandatory – within 5 years

B. Desirable – within 5 years

- More capacity now. Amount is uncertain.
- Use appropriate signage and lines to delineate spaces

C. Mandatory – within 20 years

Minimum 30% more capacity just based on population growth.

D. Desirable – within 20 years

Post Office

A. Mandatory – within 5 years

At least another 400+ sq. ft.
Loading Dock
10 parking spaces

B. Desirable – within 5 years

C. Mandatory – within 20 years

P.O. may need additional space depending on the growth of the Town

D. Desirable – within 20 years

Town Garage

A. Mandatory – within 5 years

- 1) Larger and separate vehicle maintenance area (with separate drainage holding tank)
- 2) Larger heated storage facility for vehicles and equipment
- 3) Employee break room, office area, and updated bathroom with shower
- 4) New covered storage area for salt
- 5) Fix operational issues – wiring, ventilation, insulation, etc.

B. Desirable – within 5 years

- 1) Improve energy efficiency of heated buildings;
- 2) Covered storage facility for sand;
- 3) Ability to fence and gate part of or all of the property;
- 4) Improved layout of facilities and parking area;
- 5) Provide room for other town functions and facilities ???

C. Mandatory – within 20 years

Additional vehicle and other storage space as needed.

Desirable – within 20 years

Ruby Blair property

This should be part of any long term plan for the municipal complex.

KEY ITEMS FROM 2005 TOWN PLAN

The following were excerpted from the 2005 Warren Town Plan --

Implementation Strategy 3.1 e) Through the Town's capital program, ensure that capital improvements and public facilities are planned in a manner that prevents the development and fragmentation of fragile features and natural resources.

Implementation Strategy 4.1 a) The Town shall plan for projected population growth in order to accommodate the accompanying demand for housing, community services and facilities and economic opportunity. Consider phasing or delaying development, if necessary, to avoid adverse impacts of unanticipated growth.

Goal 8.A The provision of an environmentally sound and cost efficient system of community services, facilities and utilities to meet present and future demands of Warren citizens and visitors.

Goal 8.B The expansion of community facilities and services in a manner consistent with the goals and policies of this Plan.

Objective 8.1 To ensure that adequate facilities and services are in place to accommodate future demands, so that those demands do not create an unreasonable burden on the Town's ability to provide one or more facility or service.

Implementation Strategy 8.1 n) Continue efforts to expand and enhance the Municipal Building or other alternatives to the Municipal Building.

Objective 8.2 To preserve the small town quality of Warren Village by maintaining and strengthening the Village as the center for town government and services.

Implementation Strategy 8.2 a) Acquire property, where appropriate, to enable necessary growth in town government facilities.

Implementation Strategy 8.2 b) Investigate the possibilities for a Town Green.

Implementation Strategy 8.2 c) Investigate the possibilities for additional public parking and public facilities to support a diversity of uses.

Implementation Strategy 8.2 d) Identify and, where possible, provide services and facilities necessary to enable Warren Village to continue to function as the town center, including an expanded post office.

Implementation Strategy 8.2 g) Provide permanent, accessible public restrooms in Warren Village.

Implementation Strategy 8.2 I) Study the feasibility of relocating the library to a new location in Warren Village or other means of providing enhanced facilities.

REQUESTED WORK PRODUCT FROM EACH TEAM

For Assignment #1 – Provide an overall Master Plan that includes:

- a) General summary of the plan
- b) Description of what functions are in what buildings / property
- c) Detailed uses of all buildings
- d) Clearly indicate parking areas – (should be adequate)
- e) Suitable drawings to explain your ideas
- f) Descriptions of key actions or prerequisites that will be necessary to fulfill the Master Plan (for example, obtain certain easements or purchase options for other parcels, etc.)
- g) Assume you could change the Assumptions and Groundrules and describe: what you would change and how it would affect your Master Plan? (For example, acquire other parcels of land, move certain functions out of town, etc.)

For Assignment #2 – Provide a description of alternative uses of the Town owned
Parcels and any other information deemed relevant

MASTER LIST OF WARREN PROPERTY / FACILITIES

Municipal Building – municipal offices and Library
Town Hall
Fire Station
Ruby Blair house - .6 acres
Two Village parking lots – main and millstone
Town Garage
Coates parcel – 78 acres - currently gravel pit / fire pond
Eaton parcel – 121.2 acres
Aldeborgh / Roe parcel - 17 acres
Village cemetery and land – 22.4 acres
Elementary School, Brooks Field and other land around the school - 29 acres
Old Town Dump - 7.2 acres
Lot across from Town Hall - .3 acres
Riverside Park – 5 acres
Church land - .4 acres
Nightengale/Goodwin parcel - .25 acres
East Warren schoolhouse – 1 acre
Sugarbush Village fire station
Park and Bandstand - .1 acre
East Warren Cemetery
Blueberry Lake Dam

Team Rosters

Team 1 – Municipal Bldg

Valerie Capels – Facilitator

Ken Blair
Bob Messner
Dave Sellers
Jim Groom
Don LaHaye
Mary Gow
Kinny Perot
Priscilla Robinson
Jim Hilton
Dave Ellison
Chris Behn

Team 2 – Fire Station

John Donaldson – Facilitator

Jeff Schoellkopf
Ellen Strauss
Margo Wade
Dorothy Tod
Richard Robinson
Helen Gow
Nick Morehouse
John Goss

Team 3 – Town Hall Basement

Linda Lloyd - Facilitator

Barry Simpson
Scott Baker
Lisa Miserendino
Robin Bennett
Jito Coleman
Virginia Roth
Deborah Kahn
Roni Donnefeld
Doug Bergstein
Butch Hartshorn
Jim Edgcomb

Team 4 – Town Hall 2nd Floor

Don Swain – Facilitator

Mac Rood
Mike Ketchel
Susan Hemmeter
Kirsten Reilly
Melissa Roberts
Reta Goss
Susan Lee
Kyle Bergman
Adam Greshin
Carl Lobel

Team 5 – Town Hall Main Floor

Andreas Lehner – Facilitator

Burt Bauchner
John Connell
Jim Sanford
Tara Hamilton
John (Sucosh) Norton
Carol Groom
Ari Sadri
Deb Wetmore
Lenord Robinson
Katharine Hartshorn
Susan McKnight

Summary of comments received at April 9, 2007 Public Forum

- Allow for vehicular passage under the trees along the front of the cemetery to aid in traffic flow during funerals.
- Is the proposed parking really big enough to handle church parking during services?
- In order to connect the two green spaces, place a tunnel underneath Cemetery Road.
- If Blair property becomes available sooner versus later, consider “skipping” the Library move to the Town Hall.
- Purpose of road in front of Town Hall? Purpose of two separate entrances to municipal complex? [handicapped access and Cemetery Road serves more than just the municipal buildings and cemetery]
- Charrette was a great idea and PC has done a good job distilling the ideas presented.
- Charrette provided the logic behind moving Library to the Town Hall and thus utilize available funding to do renovations.
- Should re-look at using the ground beneath – underground parking that could possibility be used for a disaster shelter and acquire funds from Homeland Security.
- Using existing parking area for green space creates a huge awkwardness for the Church and Fire Department.
- Brooks Field provides a “green” space for various activities/events.
- The green space around the municipal buildings is important for a sense of community that is currently lacking.
- Close the current entrance to Cemetery Road and redirect vehicles by the Town Hall – then that area next to the Fire House could be used for parking.

Team 1 – Municipal Bldg – Gold Star

Valerie Capels - Facilitator

Ken Blair, Bob Messner, Dave Sellers, Jim Groom, Don LaHaye, Mary Gow, Kinny Perot, Priscilla Robinson, Jim Hilton, Chris Behn, Dave Ellison.

I. The Plan

- 1- Relocate Library to temporary space
 - Hanke property
 - Town Hall
 - 183 Main Street
- 2- Improve Municipal Building to meet short & maybe long term needs (interior)
 - Expand vault
 - Expand office & meeting space
- 3- Acquire Land (lease or purchase) for future building(s) & parking
 - Hanke
 - Lobel
 - Blair
- 4- Design & funding for Town Garage with consideration for future Fire House relocation
 - School Road (east or west)
 - Bobbin Mill
- 5- On Street parking, including widening road & use of acquired land.

- II.
 1. Blair Property master plan
 - Assess house/structure
 - Move/remove
 2. Develop the Town Green
 3. Design & Build new Library building
 4. Reconfigure & expand parking
 5. Possible expansion of Municipal Building

- III.
 - 1) Future of Fire House if moved
 - 2) Post Office

- Length of lease?

- IV. 1- Additional Village Square
- Reconfigure Roth complex of buildings to create green & parking
- V. 1. Possible municipal water source

Other “notes” from Team #1

Town doesn't own Post Office property – what controls/options available?

Lack of parking; back out onto road

1-story

Relocate function to another site & building?

How long is their lease?

Jones property?

Ruby Blair House

Not architecturally significant

Not configured well for location

Relocate...may lose it's NR historic designation

Warren Village is a National Register Historic District

Buy Paul Hanke house? Instruments available

Parking

Underground garage under parking lot?

Parking on village streets – impact on trees, plowing?

Parking demand higher in summer

15 – 18 spaces might be gained on right hand side (east)

Which services are essential to keep/move out of Village center?

Move Town Garage to gravel pit?

Need to maintain its look & feel

Keep PO, Library, Clerk/Planning in Village

Pedestrian orientation (reduce reliance on car to get to services)

Reactivate E. Warren village (store, 2 cemeteries) & relocate some services there

Need to encourage & provide means (paths, side walks) walking, e.g. to school

Move Fire Station out of Village

Land Acquisition

All or part of Paul Hanke property (1.88 ac) to provide more connectivity & expansion potential for parking, other uses.

Carl Lobel's property

Leasing land back from Ruby's property for Town office

Fire station relocation/redistribution

- Satellite fire service e.g. Sugarbush, E. Warren
- Build new facility near Town Garage off School Road

Town Green

Library occupy Town Hall on temporary basis until longer-term plan can be achieved? (cheap in & cheap out)

Timing

- Address temp library space
- Rent/buy land from Hanke for temp. Library trailer?

Town Office

- Records storage
- ADA access

Consensus:

Ruby Blair house moved.

The Town Garage plan should proceed & incorporate with the possibility that the Fire Station is relocated there.

Post Office to stay in center of Village

-
- Expand vault space into library aisles/ramp space
 - Trailer behind library for temp. additional space.
 - Housing along School Road
 - Buy Jones property

Team 2 – Fire Station – Red Star

John Donaldson - Facilitator

Jeff Schoellkopf, Ellen Strauss, Margo Wade, Dorothy Tod, Richard Robinson, Helen Gow, Nick Morehouse , john Goss

Long Term Plan

Expanded Parking (key for vitality of village complex)

- Additional lot East of Library – 40+/-
- Lot across from Town Hall
- On Street – parallel parking
 1. Flat Iron- make one-way
 2. Main Street: in front of municipal complex

Town Hall

- Keep current uses w/ improvements [elevator, egress basement/2nd floor]

Municipal Building

- Expand to rear or into Library space [1st and/or 2nd floor]

Library

- Expand to rear or new building West of Municipal building

R. Blair House

- Remove or move off site
- Provide for replacement housing
- Reconfigure drive

Post Office

- Provide room for expansion west of Municipal Building or in Library Space

Fire House

- Expand on site as needed
- If move, turn basement into parking

Future Housing Opportunities

- Access roads around cemetery
- East Warren – Four Corners

Short Term Plan

Pursue expanded parking

Town Hall

- Use of some space temporarily

Municipal Building [Vault space is key]

- Do nothing, or
- Build over Library, add lift, expand vault, or
- Trailer / Rental space, or
- Move Library temporarily to Town Hall

Library

- Do nothing, or
- Temporarily in Town Hall

R. Blair House

- As is

Post Office

- As is

Fire House

- Make required improvements

Team 3 – Town Hall Basement – Green Star

Linda Lloyd - Facilitator

Barry Simpson, Scott Baker, Lisa Miserendino, Robin Bennett, Jito Coleman, Virginia Roth,
Deborah Kahn, Roni Donnefeld, Butch Hartshorn, Jim Edgcomb, Doug Bergstein

Critical Issues

Open Space Green [small, cozy, sit places, gather, picnics, overflow from functions]
Social Streetscape
Post Office location
Parking
Mixed Use housing, small business
Deal with Library

+++++

Library Town Hall
Fire Code & Access Issues

Connect Town Hall and Municipal Bldg.
 1 Elevator
parking – Blair yard

Think 20 – 50 years ahead
 Focus on Big Picture
Town Hall Heart of Community

Housing in Municipal Bldgs

Restore Town Green

Building Connecting Town Hall & MUNB for Library & Main Access & Housing
Underground Connections & Parking
BET FH TH MB & RB

Density in Village
Zoning uses flexibility
Lighting from Parking to Town Hall

+++++

Municipal Functions

- Town Hall
- Church
- Library
- Green
- Post Office
- MVN Offices
- Historical Museum [room/area]
- Police
- Fire
- Mixed Residential
- Convenient parking
- Public restrooms

- Open spaces
- Social interactions
- Streetscapes

Place to push snow

+++++

Possible acquisitions:

- Lower section Hanke property
- Part of land south of Millstone
- Roth green space along river north of Bradley House
- Property north of Post Office
- Existing PO site

+++++

Parking

- 39 current lot
 - 5- Pitcher Inn
 - 8- Fire House
- 5 Post Office

Need 10-12 Post Office + truck

- 12 Millstone
- 10-12 across from Town Hall
- 8-10 Ruby's barn
- Hanke?
- Street?

Combined Muni functions 39 + 10 + ? = 50+
 Current – 39
 Henke – 10-20
 Across TH – 10-12

+++++

Why a Town Green?

Concerts
 Gather
 Picnics
 Farmers market
 Art Shows
 Sitting

+++++

Underground parking
 Expand FH parking
 Interconnecting buildings
 Town owned PO Site/lease

+++++

BIG IDEAS

1. Post office town-owned
2. Underground parking
3. 2nd & 3rd floor Fire Station
4. Interconnecting buildings

+++++

Space Summary

Sq footage needs

5year		10 yr +
500	Muni Bldg	500
750	Library	750
0	Town Hall	0
0	Fire House	500
400	Post Office	1500
0	Historical/museum	1000
<hr/>		
1650		4250
	Public RR	+ 200

Resources:

1100 sq ft basement under Muni Bldg
 4200 sq ft Ruby Blair House

Team 4 – Town Hall 2nd Floor – Blue Star

Don Swain - Facilitator

Mac Rood, Mike Ketchel, Susan Hemmeter, Kirsten Reilly, Melissa Roberts, Reta Goss, Susan Lee, Kyle Bergman, Adam Greshin, Carl Lobel

NOTES

- Rte 89 to ski area without going through village (from Roxbury). Traffic issues. Not purpose of charrette but keep in background.
- Budget/cost of Master Plan. Planning process do not have \$\$ limits but must be realistic. Guiding principals. What should Village look like in 50 years.
- Not Village Master Plan. Entire Town included.
- New Town Center. 4 corners. Move center.
- Realistic cost
- Historic continuity
- Space needs
- Time Line
- Vitality
- Practicality
- Space needs
- What defines the Village
- School/Garage included
- The Whole Town
- Town meeting. Stay is school. Most efficient location. Why move it?
- We will not talk about moving the Village. But the idea should stay alive.
- The Coates property. Place to start thinking about relocating Municipal Buildings. Are Municipal Buildings necessary to a village center. Village center could be residential & business center.
- Town Plan. Legal Document. Section 10 Land Use. Reinforce Town Center. Making it a vibrant center. What needs to be included: Fire Station – No? Post Office – Yes.
- Fire Department is integral to fabric of community. May not need to have Fire Station but it does add to the feel of a village.
- Town Meeting was moved. How did this effect village. Mac thinks we lost something. What is it that was lost? Historic feeling?

- What happens when you move something vital? How long before you know it?
- Focus on making improvements to Village rather than moving Village.
- Parking always a big problem. Limited space in Municipal lot. Space is over allocated. Only 20 spaces but there are at least 40 spaces allocated. Millstone lot under used. ??? walking from lot to business center.
- Different parking solutions. Prioritize.
- Cannot expand or grow without more parking. Sidewalk & lights from Millstone to store.
- Concrete solutions then pick it apart. Let's start with Don's proposal for Master Plan.
- Town Garage moves to Coates property (gravel pit)
- Fire Dept. moves into current Town Garage.
- Fire Dept. becomes Post Office/Library
- Municipal Building entirely Town Office
- Ruby Blair property be torn down or moved to Post Office location – becomes Green.
- Gazebo moved to Ruby Blair Village Green
- Old Post Office?
- Town Hall – leave it alone.

Town Garage moves to Coates property – Act 250 Restriction. New building needed now. Does it make sense to have Fire Dept. & Town Garage in same location? Current Town Garage can be affordable housing. We agree that the Town Garage should be relocated. Kingsbury parcel and Coates are 2 options. Should Fire Dept. be moved? Where to? Along School Road?

Decision: Move Town garage & Fire Dept. to new location. Location? Shared facilities make for a more affordable solution.

Decision: Town Garage property very desirable for housing.

- Could the Fire Dept be used as a Library?
- Back to Post Office. Where will it be? Is it important to have Post Office in Village? Is it inevitable that PO will yank our location and move to Waitsfield?
- Could Fire Station be used for Municipal Offices? Some offices stay. Maybe old Municipal Bldg can be Library? Upstairs of Fire House can be Town meeting space.
- “Petting Zoo” parcel at foot of Access Road should be considered as Fire/Town Garage.
- Fire Dept/Garage go together – to Coates property or elsewhere
- Municipal bldg goes to Fire Dept
- Library goes to Municipal Bldg
- Post Office “status quo”
- Town Hall remains historic

- Blair property “status quo” until future determination – [remove bldg-becomes Town Green]
- Housing for Town Garage property
- Radical option – close Main Street? Convert 2-way street to 1-way street create a circular pattern
- Rezone residential area to commercial. Increase density.
- Study traffic. New Study. Sidewalk study. Increase parking along 1-way street.

Interim Solution

Library to Town Hall

2nd Floor Municipal offices move into Library

When Fire Station/Garage move, Municipal offices into Fire House & Library back to Municipal Bldg

- Town owned lot across from Town Hall 1/3 acre : river access, open green, parking
- Recommendation to PC that zoning be relaxed in Village – allow more commercial infill.
- Parking:
 1. Millstone parking lot – walkway towards Store & Village center
 2. Parking around the Triangle
 3. Recreation related parking on Coates property
 4. Widen Municipal lot so that it is a legitimate 40 spaces
- Question? Rumble strips on Brook Road? Ever approved? Will it happen?
- Town Dump: stay away
- Cemetery: path to school – acquire easement

Team 5 – Town Hall Main Floor – Silver Star

Andreas Lehner – Facilitator

Burt Bauchner, John Connell, Jim Sanford, Tara Hamilton, John (Sucosh) Norton, Carol Groom, Ari Sadri, Deb Wetmore, Lenord Robinson, Katharine Hartshorn, Susan McKnight

Town Vision

1. Place where people meet
2. Place where people live
3. Pedestrian friendly
4. Place to celebrate
5. Engender sense of community
6. Non-built community traditions
 - July 4th
 - Halloween
 - Many Others
7. Maximized daily use of Municipal bldgs for community
8. Place where people play
9. Maintain & preserve green space
 - a. create village green space
 - b. create peripheral green attributes
10. Create a socially economical and generational diverse community

General Notes

- 1) Move Town Garage out of village
- 2) Affordable housing on nearby (privately owned) property
- ~~3) Move post office to former town garage location~~
- 4) Permanent (ownership based) affordable housing right in the village
 - ~~• Post office site~~
 - ~~• Ruby Blair site~~
 - Coates property
 - Cemetery extension
 - “in town” estate 7 others
 - present town garage site
 - across from current town garage
- 5) Explore right-of-firs-refusal with appropriate land owners
- 6) Revisit sidewalk system
- 6a) allow bar stools
- 7) address traffic calming
- 8) Warren bypass – Peter Streit (?)
- 9) Find a new gravel pit
- 10) Complete & expand trail system – specifically the Rec Path
- 11) Explore Town Green opportunity
- 12) Move Town Garage to Bobbin Mill or Coates site
- ~~13) Move Fire house to current Town garage site~~
- 14) Add second (third) floor to fire house

15) Keep Post Office central in village

Municipal Building Complex

- Raze R. Blair property to create Town green
- Add Blair & parking lot to become green
- Build new Library/PO to South of current Municipal bldg.
- Move parking to _____ prop. Keep Fire crew & handicap parking close to green (north end)
- Expand current Municipal functions into old (and new) Library spaces

Blair House

- Town Green
- ~~Affordable Housing~~
- ~~Parking~~

Library

- ~~Move to Town Hall~~
- Build new:
 - a) Across street
 - b) South of Muni Bldg
 - c) Community Build
- ~~Double height on existing (Schoellkopf plan)~~
- Above Fire house (temp)
- To South of Muni bldg (eventual)

Post Office

- Current site
- River site
- Combine with new library

Infill Housing

- State Leg. #117
- “in law” apt. = use by right
- current septic use is but 1/10th of capacity
- still several properties eligible for subdivision

Town Garage

- Move to Dirt Road site (Carol objects!!)
- Move to Coates property
- Across Brook School Road
- Move it out of Village
- Find a location in East Warren