

000178

**Town of Warren
Planning Commission
Minutes of Meeting
January 17, 2005**

MEMBERS PRESENT: John Donaldson, Laura Crandall, Lisa Miserendino
Jim Sanford, John Goss, Don LaHaye

OTHERS PRESENT: Miron Malbocuf, Jeff Lindhelm

AGENDA:

- 1.) 7:30 p.m. Call to Order
- 2.) Review Minutes 1/3/05
- 3.) Town Plan
 - a) Review and approve final proposed version
 - b) Plan logistics for adoption of Town Plan
- 4.) Zoning Revision
 - a) Discuss initial plans and RFP for consultant
- 5.) Other Business

I. CALL TO ORDER

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

II. REVIEW MINUTES

The minutes for January 3, 2004, were approved with an amendment and signed.

III. TOWN PLAN

Kevin Russell reviewed the latest version of the document, including color printouts of the cover, which he distributed. The Commission suggested several changes to the cover photos, to include 4th of July parade and the Fire Department. Mr. Russell will solicit pictures from the Valley Reporter and will make the changes. He will also include a more detailed Table of Contents. Mr. Russell submitted an index of photos, photo credits and photo sources, to run in the appendix. He has added some new photos to inside chapters but no text changes. Mr. Donaldson requested that Commission members review the photo index and return any needed changes to Mr. Russell immediately.

Mr. Russell will make final changes as noted above and he will make up a high-quality PDF file(s) and a camera ready copy by January 21, 2005 for printing and website uses.

The Commission reviewed the legal process that has to be followed in order to finalize the Plan. Some of the steps include scheduling a public hearing to solicit comments with 30 days notice, and then the Commission deliberating on any needed changes. Then the Commission must send a copy of the Plan to the Select Board, which must have its own public meeting within 30 to 120 days of receiving the Plan.

TOWN OF WARREN, VT

Received for Record Feb. 15 20 05

at 10:30 o'clock A M and Received in

Vol. 172 Page 178-179

Clairne P. Feeley
Assistant TOWN CLERK

DELIBERATION/DECISION

MOTION by Mr. LaHaye, seconded by Ms. Crandall, to accept Town Plan as written, with changes to be made on cover, table of contents and photo index. VOTE: unanimous; motion carried.

IV. ZONING REVISION

The Commission received an invitation for the Planning Commission, Development Review Board and Select Board to meet with representatives from the Regional Planning Commission regarding changes to Chapter 117 that will require changes to our zoning regulations. An attempt will be made to schedule such a meeting on January 31 or at one of the regular February meetings.

The Commission had preliminary discussions regarding developing an RFP to hire a consultant for assistance on changing the zoning regulations, utilizing the Municipal Grant monies received for this purpose. Discussion will continue on this at the next available meeting. Minutes and notes from the joint PC/DRB meeting held July 19, 2004 will be re-distributed and Mr. Malboeuf will also attempt to obtain a copy of any RFP that may have been issued recently by Waitsfield for their zoning update.

V. OTHER BUSINESS

Mr. Donaldson noted that the Select Board has two new projects for the Planning Commission that it wants to discuss at its meeting on February 8, 2005 at 7:10.

- Upgrading the Town Garage
- Renovations to Municipal Building.

The Commission discussed projected plans and goals for coming year. The preliminary list includes:

- Finish the Town Plan
- Update the zoning regulations
- Two Select Board projects noted above
- Future planning projects identified in the Town Plan
- A design/planning session on potential long-term options for the town buildings and town green.

At a future meeting the Commission will finalize and prioritize its 2005 projects.

Mr. Donaldson and Mr. Malboeuf will prepare a draft of the 2004 Planning Commission Report for the town's Annual Report and will it to the members for comment..

The Commission had short discussion about recruitment of a replacement for Clayton Cormier. There was a notice in the paper on Thursday, January 13, but no responses have come in as yet.

V. ADJOURNMENT

24

Town of Warren
Planning Commission
Minutes of Meeting
January 17, 2005

MEMBERS PRESENT: John Donaldson, Laura Crandall, Lisa Miserendino
Jim Sanford, John Goss, Don LaHaye

OTHERS PRESENT: Miron Malboeuf, Jeff Lindholm

- AGENDA:
- 1.) 7:30 p.m. Call to Order
 - 2.) Review Minutes 1/3/05
 - 3.) Town Plan
 - a) Review and approve final proposed version
 - b) Plan logistics for adoption of Town Plan
 - 4.) Zoning Revision
 - a) Discuss initial plans and RFP for consultant
 - 5.) Other Business

I. CALL TO ORDER

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

II. REVIEW MINUTES

The minutes for January 3, 2004, were approved with an amendment and signed.

III. TOWN PLAN

Kevin Russell reviewed the latest version of the document, including color printouts of the cover, which he distributed. The Commission suggested several changes to the cover photos, to include 4th of July parade and the Fire Department. Mr. Russell will solicit pictures from the Valley Reporter and will make the changes. He will also include a more detailed Table of Contents. Mr. Russell submitted an index of photos, photo credits and photo sources, to run in the appendix. He has added some new photos to inside chapters but no text changes. Mr. Donaldson requested that Commission members review the photo index and return any needed changes to Mr. Russell immediately.

Mr. Russell will make final changes as noted above and he will make up a high-quality PDF file(s) and a camera ready copy by January 21, 2005 for printing and website uses.

The Commission reviewed the legal process that has to be followed in order to finalize the Plan. Some of the steps include scheduling a public hearing to solicit comments with 30 days notice, and then the Commission deliberating on any needed changes. Then the Commission must send a copy of the Plan to the Select Board, which must have its own public meeting within 30 to 120 days of receiving the Plan.

TOWN OF WARREN, VT
 Received for Record Feb 15 20 05
 at 10:30 o'clock A.M. and Resolved in
 - W. M. D. Page 178-179
 [Signature]
 TOWN CLERK

DELIBERATION/DECISION

MOTION by Mr. LaHaye, seconded by Ms. Crandall, to accept Town Plan as written, with changes to be made on cover, table of contents and photo index. VOTE: unanimous; motion carried.

IV. ZONING REVISION

The Commission received an invitation for the Planning Commission, Development Review Board and Select Board to meet with representatives from the Regional Planning Commission regarding changes to Chapter 117 that will require changes to our zoning regulations. An attempt will be made to schedule such a meeting on January 31 or at one of the regular February meetings.

The Commission had preliminary discussions regarding developing an RFP to hire a consultant for assistance on changing the zoning regulations, utilizing the Municipal Grant monies received for this purpose. Discussion will continue on this at the next available meeting. Minutes and notes from the joint PC/DRB meeting held July 19, 2004 will be re-distributed and Mr. Malboeuf will also attempt to obtain a copy of any RFP that may have been issued recently by Waisfield for their zoning update.

V. OTHER BUSINESS

Mr. Donaldson noted that the Select Board has two new projects for the Planning Commission that it wants to discuss at its meeting on February 8, 2005 at 7:10.

- Upgrading the Town Garage
- Renovations to Municipal Building

The Commission discussed projected plans and goals for coming year. The preliminary list includes:

- Finish the Town Plan
- Update the zoning regulations
- Two Select Board projects noted above
- Future planning projects identified in the Town Plan
- A design/planning session on potential long-term options for the town buildings and town green.

At a future meeting the Commission will finalize and prioritize its 2005 projects.

Mr. Donaldson and Mr. Malboeuf will prepare a draft of the 2004 Planning Commission Report for the town's Annual Report and will it to the members for comment.

The Commission had short discussion about recruitment of a replacement for Clayton Cormier. There was a notice in the paper on Thursday, January 13, but no responses have come in as yet.

V. ADJOURNMENT

The Meeting adjourned at 9:05 p.m.

Respectfully submitted

Jeff Lindhlem
Acting Secretary

PLANNING COMMISSION

Laura Crandall 2/14/05
Laura Crandall (date)
Vice Chair

Don LaHaye (date)

John Donaldson 2/14/05
John Donaldson (date)
Chair

Lisa Misereadino 2/14/05
Lisa Misereadino (date)

John Goss 2/14/05
John Goss (date)

Jim Sanford 2/14/05
Jim Sanford (date)

