



TOWN PLAN REVIEW COMMITTEE

August 27, 2019 at 5:00pm

Central VT Chamber of Commerce Conference Room,
963 Paine Turnpike North, Berlin, Vermont.

PAGE

AGENDA

1. **CALL TO ORDER**

The meeting will be called to order and may include introductions.

2. **CHANGES TO THE AGENDA**

The Committee may identify and discuss any changes to the agenda.

3. **PUBLIC COMMENTS**

Time will be provided for members of the public to speak about items not on the agenda.

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4. **PUBLIC HEARING: APPROVAL OF THE WARREN TOWN PLAN AND CONFIRMATION OF THE LOCAL PLANNING PROCESS**

As requested by the Town of Warren, the Town Plan Review Committee will open a public hearing to receive public comments on the *2019 Warren Town Plan* and confirmation of the local planning process.

5. **RECOMMENDATIONS TO THE CVRPC BOARD OF COMMISSIONERS:**

a. CONFIRMATION OF THE TOWN OF WARREN MUNICIPAL PLANNING PROCESS

b. APPROVAL OF THE TOWN OF THE WARREN TOWN PLAN

At the close of the public hearing, the Town Plan Review Committee will consider a two recommendations to the Board of Commissioners: a) confirmation of the planning process under 24 VSA §4350(a); and b) approval of the *2019 Warren Town Plan* per 24 V.S.A. § 4350(b)

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7. **APPROVAL OF MINUTES**

Draft minutes from the July 9, 2019 Town Plan Review Committee are included for consideration of approval.

8. **ADJOURNMENT**

If there is no additional business the Committee should consider a motion to adjourn.



MEMO

Date: August 19, 2019
 To: Town Plan Review Committee
 CC: Ruth Robbins, Zoning Administrator/Planning Coordinator
 From: Zachary Maia, Assistant Planner
 Re: Warren Town Plan Review

✉ **ACTION REQUESTED:** At the meeting the Committee will hold a public hearing on the *2019 Warren Town Plan*. Following the hearing the Committee will be tasked with making two recommendations to the Board of Commissioners:

- a) confirmation of the planning process under 24 VSA §4350(a); and
- b) approval of the municipal plan per 24 V.S.A. § 4350(b)

CVRPC Board of Commissioners meeting will take place on September 10, 2019.

Meeting Location and Directions

Date: August 27, 2019
 Time: 5:00pm
 Location: Central VT Chamber of Commerce Conference Room, 963 Paine Turnpike North, Berlin, Vermont

Background

April 29, 2011	The Warren Town Plan was approved by the municipality and subsequently submitted to and approved by the RPC (in September 2011). The plan was a readoption of the previous plan approved in 2005 and amended in 2007.
May 14, 2012	CVRPC meets with Warren Planning Commission for an Enhanced Consultation, and CVRPC confirms their planning process.
April 29, 2016	Warren's 2011 Town Plan expires.
October 2016	Warren begins process of applying for a Municipal Planning Grant for Town Plan Update.
February 14, 2017	Warren releases a Request for Proposals following the award of the Municipal Planning Grant.
April 10, 2017	Warren selects PlaceSense as the consultant and begins plan update process.
October 15, 2018	Warren Planning Commission holds public hearing on the Town Plan and approves and sends Plan to CVRPC for comments and passes first draft to the Selectboard.
November 8, 2018	CVRPC sends Warren comments on the draft plan to be incorporated.

- April 23, 2019 Selectboard holds public hearing on the *2019 Warren Town Plan* and adopts the Plan.
- July 15, 2019 Warren requests approval by the RPC and submits final plan adopted by Selectboard.
- August 9, 2019 CVRPC issues a public notice of the August 27 TPRC hearing.

Warren Town Plan

To view the plan, please visit: <http://www.warrenvt.org/wp-content/uploads/2019/06/Warren-2019-Town-Plan-adopted-2019-04-23.pdf>. If you would prefer hard copies of the Plan, please contact Nancy Chartrand or Zachary Maia at 229-0389.

The 2019 Warren Town Plan is an extensive update to the previous 2011 Warren Town Plan. Much of the data has been updated to reflect current trends in the area, and new, detailed maps have been included to compliment the descriptive and concise text.

Staff Review

CVRPC staff reviewed the Municipal Plan for following items:

a) confirmation of the planning process under 24 VSA §4350(a);

- ☒ is engaged in a continuing planning process that, within a reasonable time, will result in a plan which is consistent with the goals contained in section 4302 of this title; and
 - ☒ is maintaining its efforts to provide local funds for municipal and regional planning purposes.
- Staff findings and recommendations: staff finds the Town of Warren to be engaged in a continuing planning process and is maintaining its efforts to provided funds for planning purposes.

b) approval of the municipal plan per 24 V.S.A. § 4350(b);

☒ **consistency with the State goals established in section §4302**

Staff findings and recommendations: staff finds the plan to be consistent with the State Goals, and provides the following recommendations for the next update:

- *State Goal 3: To broaden access to educational and vocational training opportunities sufficient to ensure the full realization of the abilities of all Vermonters.*
 - Staff recommends that education section of Plan include discussion about uses for the school (after school events, community gatherings, use as a shelter in Local Emergency Management Plan, etc.) and prospective uses if the school were to be consolidated. Further, while vocational opportunities are mentioned, they should be given a similar amount of breadth compared to the elementary/high school sections. For example, identifying prospective needs for vocational opportunities and where those training facilities may be found inside or outside of the community may further this goal.
- *State Goal 11: To ensure the availability of safe and affordable housing for all Vermonters.*
 - (D) *Accessory apartments within or attached to single family residences which provide affordable housing in close proximity to cost-effective care and supervision for relatives or disabled or elderly persons should be allowed.*

- Staff recommends the inclusion of more discussion on Accessory Dwelling Units (ADUs). The Plan does not mention these at all, but does discuss varieties of housing that would meet the needs of all residents. Staff recognizes that the amount of condos and multi-family units may not allow for ADUs to be the most adequate form of housing for a majority of residents.

As ADUs are permitted in Warren's 2008 zoning regulations, Staff finds that the municipality is allowing them but recommends a more explicit recognition that these types of units can provide housing for diverse populations such as elderly relatives and/or young professionals. If towns want to increase the amount of ADUs, the Town may consider ways to streamline the permitting process, or offering information to residents on how to build these units on the Municipal Website.

- *State Goal 13: To ensure the availability of safe and affordable child care and to integrate child care issues into the planning process, including child care financing, infrastructure, business assistance for child care providers, and child care work force development.*

- Staff recommends that in the next plan, Warren address the need for child care more thoroughly. Plan recognizes that child care is a major need for the community due to many parents both being employed. However, plan does not identify clear action items that the Town may implement to address the need.

Examples to address this need include: Maintaining a listing of providers in or near Warren on the municipal website, encouraging local businesses to offer assistance to childcare businesses, and developing partnerships with large employers to identify workforce childcare needs and develop strategies to meet those needs. More information on meeting the State's Child Care goal may be found in [this document published by the Windham Regional Commission](#).

☒ **compatibly with its regional plan**

Staff findings: staff finds the plan to be compatible with the regional plan.

☒ **compatibly with approved plans of other municipalities in the region**

Staff findings and recommendation: staff finds the plan to be compatible with approved plans of other municipalities.

☒ **containing all the elements included in section § 4382**

Staff findings and recommendation: staff finds the plan to contain all of the required elements.

References:

To view the Central Vermont Regional Plan visit: <http://centralvtplanning.org/wp-content/uploads/2012/03/2016-Central-Vermont-Regional-Plan-ADOPTED-06.12.2018-Reduced.pdf>

To view Title 24 Chapter 117: Municipal and Regional Planning and Development statutory requirements in their entirety check out: <https://legislature.vermont.gov/statutes/title/24>

For a copy of the completed Municipal Plan Review Tool (checklist), completed 7/25/2019, please contact Nancy Chartrand or Zachary Maia.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Town Plan Review Committee
Draft Minutes

July 9, 2019 at 5:00pm

Central VT Chamber of Commerce Conference Room,
963 Paine Turnpike North, Berlin, Vermont.

Committee Members:

<input checked="" type="checkbox"/>	Bill Arrand, Worcester
<input checked="" type="checkbox"/>	Lee Cattaneo, Orange Commissioner
<input checked="" type="checkbox"/>	Ron Krauth, Middlesex Commissioner
	Joyce Manchester, Moretown Alternate Commissioner
<input checked="" type="checkbox"/>	Jan Ohlsson, Calais Alternate Commissioner

Municipal Representative: Sandra Levine, Middlesex PC Chair

Staff: Clare Rock

CALL TO ORDER

The meeting was called to order by Bill Arrand, Chair at 5:05 pm. Introductions were made.

CHANGES TO THE AGENDA

None.

PUBLIC COMMENTS

None.

PUBLIC HEARING: APPROVAL OF THE TOWN OF MIDDLESEX MUNICIPAL PLAN AND CONFIRMATION OF THE LOCAL PLANNING PROCESS

----- made a motion to open the hearing, seconded by R Krauth, all in favor. Motion carried.

Sandra Levine provided an overview of the process, which included the motivation to apply for an MPG. Middlesex worked with a consultant, and conferred with the RPC, the plan referenced *What's Next Middlesex* vision forum, and the focus on the Village and discussion of the Putnamville area.

Discussion followed about the work being done at the old Railroad Depot, and how the town is divided in half by a ridge. Question about industrial development in the floodplain area and whether the town is considering adoption of river corridor. The Village hasn't sustained any significant flood damage as the Village sits on higher ground above the gorge. The flood hazard regulations prohibit any new development in the floodplain so this suppresses any future significant development in this area. But there is an allowance to allow existing development to continue and make some improvements.

Area north of the interstate is an area for new mixed-used development but this will be different from the Village area - one has been developed (Kingsbury Construction) and a marijuana grow facility. Krauth mentioned possible changes to Act 250 regarding interstate interchanges. Levine referenced the State

1 Interstate Management Guide.

2
3 PC had their hearing; the SB public hearing is scheduled for the end of the month. And then the town
4 wide vote would take place in August. The PC has kept the SB informed along the way and have address
5 their comments. Some SB members attended the PC. Levine appreciates the CVRPC accommodation.

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7 Inquiry about public participation, Middlesex had a core group of people who planned the *What's Next*
8 *Middlesex* and had resident volunteer Susan Clark who is a professional facilitator guide the process.
9 One of the successful outcomes of the event was the creation of 4 work meetings.
10 The town was a little divided over the school merger situation which did create some initiative to bring
11 people together.

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13 **RECOMMENDATIONS TO THE CVRPC BOARD OF COMMISSIONERS:**

14 **a. CONFIRMATION OF THE TOWN OF MIDDLESEX MUNICIPAL PLANNING PROCESS**

15 **b. APPROVAL OF THE TOWN OF MIDDLESEX MUNICIPAL PLAN**

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17 Motion by J Ohlsson to recommend to the CVRPC Board confirmation of the local planning process,
18 seconded by R Krauth, all in favor. Motion carried.

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20 Motion by R Krauth to recommend to the CVRPC Board provisional approval of the Middlesex town plan
21 with the recommendation seconded by J Ohlsson all in favor. Motion carried.

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23 J Ohlsson made a motion to close the hearing, seconded by L Cattaneo, all in favor. Motion carried.

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25 **APPROVAL OF MINUTES**

26 J Ohlsson made a motion to approve the June 13, 2019 minutes, seconded by R Krauth

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28 **ADJOURNMENT**

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30 L Cattaneo made a motion to adjourn at 5:42 pm, seconded by , all in favor. Motion carried.