

Approved February 15, 2017

CORNWALL PLANNING COMMISSION (CPC)

Regular Meeting

January 18, 2017

Location: Cornwall Fire Department, Route 30

MEMBERS PRESENT: Holly Noordsy, Jim Duclos, David Anderson, Jamie McKenna, Jean Terwilliger

ALSO PRESENT: Bruce Byers, Matt Bonner

The meeting was called to order at 7:05 pm.
Quorum – established.

AGENDA

Jean T. MOVED / Holly N. SECONDED a motion to approve the agenda with addition of “Public Comments/Concerns”

Motion passed – 5 in favor, 0 opposed.

MINUTES – December 21, 2016

Holly N. MOVED / Jim D. SECONDED a motion to approve the minutes with the following changes:

- Correct any typos, delete duplicate words
- After “Report on Act 250 review/Harper” – next phrase should read “Holly N. updated the CPC”.
- In Report on Act 250 review: add clarifying phrase in last sentence “as CPC has role to play in Act 250 hearings that affect the Town.”
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Motion passed – 4 in favor, 0 opposed, 1 abstained (Jamie M. was not at the December 21 meeting).

ANNOUNCEMENTS

Holly N. reminded the CPC members that Addison Regional Planning Commission is holding another training on Act 174 in February. Information on this training can be found in their newsletter and may also be on their website.

PUBLIC COMMENTS/CONCERNS

The CPC has heard concerns from citizens regarding two home-based businesses in Cornwall and whether either one of these enterprises is in violation of zoning laws or any law in Cornwall. Since it is the role of the Zoning Administrator to investigate and enforce zoning regulations in Cornwall, Jim D. will follow up.

OLD BUSINESS

- **Discussion of Fees:** The CPC discussed the process of updating the Subdivision and Zoning Regulations with Matt Bonner and Bruce Byers of the Development Review Board (DRB), informed them about the Municipal Planning Grant (MPG) the Town has received to update and consolidate the regulations. and solicited their feedback about proposed fees for permits and applications. Holly N. will forward a copy of the MPG application to Matt B. and Bruce B.

Bruce B. suggested that the subdivision process should be described in plain language to an applicant, the process should be made as easy as possible, there should be a clear checklist of what constitutes a complete application, and that fees should be fair. Matt B. said that when a fee is required, there should be a brief explanation of what costs to the Town the fee covers. Another suggestion was a discount for building permits based on the Home Energy Rating System (HERS) scores.

Matt B. suggested a fee for an incomplete application. When an applicant has to come back for another hearing because of an incomplete application, it is discouraging for the applicant, and makes more work for the DRB.

- **Municipal Planning Grant Update** – Holly N. wrote articles about the grant for the Town newsletter and Town Report. One condition of the grant is that the Town get at least two bids for assistance in updating the regulations. The CPC has authorized the subcommittee of Holly N., David A. and Jamie M. to decide which of the bids to select. A third potential bidder has approached the CPC, who will also be given an opportunity to make a bid.
- **Status of Cornwall/Salisbury Bridge Rebuild** – Temporary bridge is operational. It is anticipated that discussion about the bridge will occur at Town Meeting under Other Business at the end of the general meeting. Holly N. suggested that members forward names of possible bridge replacement funding sources to Ben Marks.
- **ACT 174 (Energy Planning) – Update.** The power point presentation from the first training is available. Include Gary Barnett in list of people to send to.
- **CPC Master Calendar (Google Calendar) Discussion** – table this item until next month.

- **Selection of a date for CCC/CPC Meeting with Jens Hilke to Discuss the Results of the Community Values Mapping Project.** Everyone agreed they would like to look at the power point presentation before a meeting with Jens and then at a later date hold a public meeting. It was suggested to start the regular February CPC meeting at 6:00 pm with presentation by Jens.

NEW BUSINESS

- **Procedures to Create a CPC Specific E-mail Account** – Jamie M. explained how to set up a separate g mail account for Town business. In settings, one can specify that all messages from that account can be automatically forwarded to your personal account, so that only one account has to be checked.

Jean T. MOVED/ Jim D. SECONDED a motion to adjourn the meeting. Motion passed – 5 in favor, 0 opposed.

The meeting was adjourned at 9:02 pm.
Submitted by Sharon Tierra, Secretary of the CPC