

**CORNWALL PLANNING COMMISSION**  
**REGULAR MEETING MINUTES**  
February 16, 2011  
Cornwall Town Hall

Present were: Jim Duclos, Jean Terwilliger, Geoff Demong, Annie Wilson, Mike Brinkman, Holly Noordsy, Tracy Himmel Isham

Also present were: Claire Tebbs

Meeting was called to order at 7:06pm. Quorum was established

**Minutes**

Geoff MOVED/Mike SECONDED a motion to approve the minutes of January 19, 2011 as distributed. The motion carried on voice vote. During discussion of the minutes those who were present on January 19 stated that, during the Habitat for Humanity hearing, when Jim Bolton asked if there were any further questions or comments, he then allowed for a period of silence. Hearing none, he closed the hearing.

**Formal Hearing: Estate of Margaret Payne Robbins, West Street**

Classified as a minor subdivision on October 20, 2010. This hearing is postponed until the March meeting, because it was not properly warned for tonight's meeting.

**Town Plan Update Work Plan and Budget**

Claire Tebbs, Land Use Planner with ACRPC, met with the board to discuss the work plan, budget, and timeline for the Town Plan update. Sue Johnson will be the administrator of the planning grant of \$6,525. The contract for the grant starts today, February 16. May 15, 2012 is the project deadline for funding. On September 15, 2011 a mid-project report is due to the State.

Tracy H. I. confirmed that the entire planning commission will be involved with the update process. The CPC would like to look at surveys other towns have done and would like information concerning hot topics that other towns are facing so Cornwall can be more proactive about addressing them.

**Next steps:**

1. Claire will send the contract to Sue to sign.
2. Claire will rework the timeline based on tonight's discussion and get back to the CPC by next week.
3. Claire will make a large poster for Town Meeting to inform citizens of the Town Plan update process and invite their participation.
4. Next planning meeting with the CPC and Claire scheduled for March 9 at 7pm. Focus is the survey. Survey questions should cover all the elements of the Plan. Before that meeting, Claire will send out resources, topics, and guidance to the board by email. Claire will also do research on the most effective ways to get out the survey.

### **Representatives for Regional Planning**

It was decided to wait until after the March elections to make recommendations for Cornwall representatives to the Addison County Regional Planning Commission.

At 8:37 pm the CPC went into **executive session** for continued deliberation on the preliminary decision on the Habitat for Humanity subdivision request.

The meeting was adjourned at 9:15 pm.

Respectfully submitted, Sharon Tierra, CPC Secretary