

CORNWALL PLANNING COMMISSION (CPC)

Regular Meeting, Cornwall Town Office

March 20, 2019

MEMBERS PRESENT: Conor Stinson, Jim Duclos, Al Thalen Jr., Joshua Stearns

ALSO PRESENT: Sue Johnson, Bob Burton, Mary Burton

The meeting was called to order at 7:08 pm by Town Clerk Sue Johnson.

Quorum - established.

First Meeting Organization

- **Administration of Oath of Office** - The Town Clerk administered the Oath of Office to Joshua Stearns and Al Thalen Jr.
- **Election of Chair** - Al T. MOVED / Josh S. SECONDED a motion to elect Conor Stinson as Chair of the CPC. Motion passed - 3 in favor, 0 opposed, 1 abstained (Conor S.).
- **Election of Vice-Chair** - Conor S. MOVED / Al T. SECONDED a motion to elect Jim Duclos as Vice-Chair of the CPC. Motion passed - 3 in favor, 0 opposed, 1 abstained (Jim D.)
- **Election of Secretary** - Al T. MOVED / Jim D. SECONDED a motion to elect Sharon Tierra as Secretary of the CPC. Motion passed - 4 in favor, 0 opposed.
- **Meeting Schedule** - Jim D. MOVED / Josh S. SECONDED a motion to set the regular meeting schedule as the 3rd Wednesday of each month at 7 pm at the Town Hall. Motion passed - 4 in favor, 0 opposed.
- **Meeting Rules** - Jim D. MOVED / Al T. SECONDED a motion to use Roberts Rules for Planning Commission meetings. Motion passed - 4 in favor, 0 opposed.
- **Paper of Record** - Al T. MOVED / Jim D. SECONDED a motion to designate The Addison Independent as newspaper of record. Motion passed - 4 in favor, 0 opposed.

AGENDA - Conor S. MOVED / Jim D. SECONDED a motion to approve the agenda as posted. Motion passed - 4 in favor, 0 opposed.

MINUTES

- March 4, 2019 Special Meeting - Tabled until question about quorum is resolved.
- February 20, 2019 - Tabled until question about quorum is resolved.

NEW BUSINESS

- **Drive for new membership** - Four seats on the seven member board are currently filled, leaving three vacancies. Process for filling vacancies: recommendation by the CPC followed by appointment by the Select Board.

Bob Burton is here tonight to express his support and interest in filling one of the vacant seats. Members suggested he read the CPC minutes for the past two years, as

one way to “get up to speed.” Conor S. also spoke with the Select Board on March 19 about the vacancies and they are also putting out the word. The hearing in January was well attended, with many expressing their opinions on planning issues. The CPC will look at the list of those who demonstrated support and concern by attending, to see if they would like to be more involved.

- **Newsletter update** - Conor S. will write an article for the newsletter to continue member recruitment efforts and inform the public about the most recent work of the Planning Commission and priorities for the coming year.

OLD BUSINESS

- **Update on Land Use and Development Regulations (LUDR) Report to Select Board** - Conor S. attended the Select Board meeting on March 19. The LUDR draft and report is now in the hands of the Select Board, who will continue their Statutory process, including holding a hearing, within the next year. As they review the document, they will seek support from the members of the CPC who worked on it, to better understand the process of how and why changes were made. At their April 2 meeting, the Select Board will be discussing the LUDR report.
- **Town Plan update** - In 2017 the Town Plan was re-adopted as is, for up to 8 years. However, in its' current form, it is not in compliance with the Addison County Regional Plan, making the Town ineligible for certain grants, such as municipal planning grants. To come into compliance, two sections need to be added: Flood Resiliency and Forest Fragmentation. Al T. offered to call Andrew L'Roe, Emergency Planner at Addison County Regional Planning (ACRPC) to learn more about Flood Resiliency to report back at the next meeting. Josh S. offered to call Monica Przyperhart and perhaps someone from Cornwall's Conservation Commission, to learn more about Forest Fragmentation and to report back at the next meeting. Conor will review the process of how the CPC needs to update the Town Plan, what is required and when and will also report back at the next meeting.
- **Working Group on Housing** - Issues of affordable housing and short term rentals expressed at the January hearing of the LUDR draft highlighted the need for a working group on housing, to gather data and present to the public. This would be a subcommittee of the CPC, consisting of at least one member of the CPC and interested Cornwall citizens. Jim D. would like to be part of this group. Conor S. mentioned that there is a wealth of information of interest to towns at vermonthousingdata.org.

OTHER BUSINESS

Training Opportunities - Vermont League of Cities and Towns (VLCT) and ACRPC offer training for municipal leaders, including planning commissioners. VLCT training conferences for municipalities are offered twice a year. A trainer from VLCT could come to Cornwall to do a group training, perhaps together with the planning commission from a neighboring town. It was agreed to wait until the CPC has more members for such a training. The Town covers the costs of attending trainings.

Josh S. MOVED / AI T. SECONDED a motion to adjourn the meeting. Motion passed - 4 in favor, 0 opposed.

The meeting was adjourned at 8:31 pm.

Submitted by Sharon Tierra, Secretary of the CPC