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CORNWALL PLANNING COMMISSION (CPC)

Regular Meeting, via Teleconference

October 21, 2020

Note: All Cornwall Planning Commission meetings will be via teleconference until further notice.

MEMBERS PRESENT: Conor Stinson, Don Burns, Marge Drexler, Chris Hodges, Lauren Ringey

ALSO PRESENT: Sue Johnson, Bastiaan Phair, Ben Marks

Recording of the meeting announced.

The meeting was called to order at 7:01 pm.

Quorum - established

OATH OF OFFICE: Town Clerk Sue Johnson administered the oath of office to Marge Drexler, Chris Hodges and Lauren Ringey, congratulated them on their appointment to the Planning Commission, and thanked them for their service to the Town.

AGENDA - Marge D. MOVED / Don B. SECONDED a motion to approve the agenda as posted. Motion passed - 5 in favor, 0 opposed.

MINUTES

- **September 16, 2020-** Marge D. MOVED /Chris H. SECONDED a motion to approve the minutes as amended with the spelling of Jake Chapline's last name corrected. Motion passed - 5 in favor, 0 opposed

ANNOUNCEMENTS - Conor S. welcomed new members Chris Hodges and Lauren Ringey to the Planning Commission.

CORRESPONDENCE REVIEW - none

PUBLIC COMMENTS - none

OLD BUSINESS

- **Zoning update** - Don B., Conor S. and Ben M. provided background information to the new members, on the zoning update process to date. Conor S. and Don B. have a quick follow-up meeting scheduled with Ben Marks, and then will be bringing more information back to the full Board. The CPC will be discussing some policy related elements and beginning to plan the work ahead. Don B. said he and Conor S. will

collate and organize the information the new members will need to be brought up to speed about the work of the Planning Commission in updating Cornwall's regulations.

- **Municipal Planning Grant** - The CPC worked with staff from Addison County Regional Planning Commission (ACRPC) to write the application, which was submitted to the State at the end of September, along with letters of support from the Cornwall Select Board, Development Review Board, Conservation Commission, and Middlebury College. The grant, if received, will support a focused update to the Town Plan and a focused training session (a boot camp, so to speak) for all CPC members. At minimum, the current Cornwall Town Plan needs to be updated by adding sections on Flood Resilience and Forest Fragmentation, so that it can be regionally approved, and eligible for a wider range of grants. The Town expects to hear in December, on the outcome of the application. If the grant is awarded to Cornwall, the Town will provide a 10% match to the fund the project. ACRPC staff will provide the focused training and will work with the CPC on the Town Plan update.
- **Transportation Planning in Cornwall** - Ben Marks described how the Select Board has heard citizens' concerns, especially during the past two years, about traffic speeds on certain sections of roads in Cornwall, hazardous intersections, and other traffic related concerns. Traffic studies on Route 74 in West Cornwall done recently by Addison County Sheriff Department and ACRPC did not provide sufficient data to cause the Vermont Agency of Transportation to initiate any change process. However, the Town is in conversation with Mike Winslow, transportation planner at ACRPC, regarding an integrated approach to transportation planning that would include short term and long terms methods for "traffic calming" in identified problem areas, such as Route 125 near the Middlebury town line, Route 30 between the Town Hall and Cider Mill Road, the West Village area (especially the intersection of Route 74 and South and North Bingham) and the intersection of Morse Road and Route 30. West Cornwall resident Sarah Pelkey, and Planning Commissioners Don B. and Conor S. are involved in discussions with Mike Winslow about funding options to develop an integrated approach for traffic calming measures in Cornwall.

NEW BUSINESS

- **Review of Documents** - Welcome Packet for new municipal planners from the Vermont Planning Information Center and Power Point presentation on Vermont's Open Meeting Law Compliance Amid Covid - 19 from the Vermont League of Cities and Towns Municipal Assistance Center. The CPC discussed with Ben Marks some ways to maintain compliance with Vermont's Open Meeting Law. Ben M. stressed the importance of each member having a separate email address for all CPC communications. All CPC email communications are official Town business and therefore included in the documents that members of the public have a right to request be provided to them, under the Open Meeting Law. Ben M. also said that the requirements of the Open Meeting Law applies to the CPC as a whole, but also to its committees or subcommittees. By way of reassurance, Ben M. said that, if someone makes a mistake and violates the Open Meeting Law, there are curative steps that can be taken, to come back into compliance.
- **Outreach Options** - Options such as Front Porch Forum, Sue Johnson's email list, how to reach people who don't use computers, targeted outreach, having more of a

social media presence, engaging the Addison Independent in general civics education, and having a calendar of Cornwall events, were all suggested. Bast Phair, a new volunteer for the Planning Commission, has started to research options for the Cornwall Planning Commission in how to have a presence on social media. Bast P. said he will see how other small towns may be using social media. If appropriate, the CPC could invite someone from one of those towns to a meeting. All agreed it would be beneficial to have a more consistent ways for the Planning Commission to reach out to Cornwall citizens. Conor S. asked the members to forward their comments and any other ideas to him and he will forward to Bast P.

OTHER BUSINESS

- **Preparation for Next Meeting** - Conor S. asked all members to review the first 20 pages of the State Planning Manual, and the first 29 pages of the Cornwall Town Plan.
- **Agenda Item for Next Meeting:** Report on Child Care Conference

ADJOURNMENT

Don B. MOVED / Marge D. SECONDED a motion to adjourn the meeting. Motion passed - 5 in favor, 0 opposed

The meeting was adjourned at 8:53 pm.
Submitted by Sharon Tierra, Secretary of the CPC