

Approved July 20, 2022

**CORNWALL PLANNING COMMISSION (CPC)**

Regular Meeting

Cornwall Town Hall and via Teleconference

June 15, 2022

**MEMBERS PRESENT:** Don Burns, Drew Kervick, Katherine Branch, Lauren Ringey

**ALSO PRESENT:** Ben Marks, Katie Raycraft-Meyer

Recording of the meeting announced.

**CALL TO ORDER** - the meeting was called to order at 7:05 pm.

**QUORUM** - established

**AGENDA** - Lauren R. MOVED / Drew K. SECONDED a motion to approve the agenda as amended, moving Katie R-M's training to the top of the agenda. **Motion passed** - 4 in favor, 0 opposed.

**NEW BUSINESS**

**Training #3 - from Katie Raycraft-Meyer**

Katie R-M. presented a short training on the 5 step process for implementing a Town Plan.

Highlights:

- The implementation section of the Town Plan includes goals, policies, and priority actions.
- The regulatory implementation process reviews/updates Town zoning and subdivision regulations, flood hazard by-laws, and local ordinances to ensure that the Town's regulatory documents support the goals of the Town Plan.
- The non-regulatory implementation process involves capital budget planning, informing and engaging citizens, and supplemental plans.
- The Town Plan should be tied to the Capital Plan and Budget and reviewed annually.
- Step 5 in the implementation process is to identify priority items for action. Ideally the Town Plan should be reviewed annually and should be updated and edited as implementation occurs.

**MINUTES**

**May 18, 2022** - Lauren R. MOVED / Katherine B. SECONDED a motion to approve the minutes as amended with typos corrected and Don B. as the person who offered to help with the summary ledger. **Motion passed** - 4 in favor, 0 opposed.

**ANNOUNCEMENTS** - Ben M. announced that the Vermont Department of Transportation is holding a public hearing tomorrow night at the Cornwall Town Hall and on Zoom regarding the dangerous section of VT Route 125 in the area of the Cornwall/Middlebury town line. This section has been the location of numerous accidents and fatalities. The towns of Cornwall, Weybridge, Middlebury, as well as Middlebury College have petitioned the Vermont DOT to do something to make the section safer and prevent additional injuries and fatalities.

**CORRESPONDENCE REVIEW** - none

**PUBLIC COMMENTS**

- **Ben Marks Select Board update** - the Select Board will meet on June 20 for the final vote on the proposed Cornwall Solar Project. This project includes solar panels installed on the roof of the Town Hall and on adjacent ground to the south of the building. The project is being

financed by Ian Phair, with terms specified under contract. The Town will not have to take out any loans and the tax rate is not affected. Cornwall will be the first town in Vermont to “go solar” using this financing model. Ben M. thanked Don Burns for his research on solar options and his persistence in advocating for the action steps to realize an important goal that the Town has discussed for years.

- **Appreciation for the Planning Commission** - Ben Marks said that the close contact between the Planning Commission and the Select Board benefits the Town. He praised the Planning Commission as a “great team with a broad skill set,” that the recent work on the Town Plan was well done and “the Town is lucky to have you.”

## **OLD BUSINESS**

- **Municipal Planning Grant Debrief** - the CPC discussed parts of the process that went well and what might be improved going forward. It was agreed that the Addison County Regional Planning Commission (ADRPC) proved to be a valuable resource, with helpful expertise, especially in updating the data. Communication between the CPC and the ADRPC was not always clear and is an area for improvement. Everyone agreed that the work groups were very effective, allowing multiple pieces to move forward at the same time. It was suggested that a mechanism to allow for the timely review of updated content by all members, not just those in that particular work group, would be an improvement in the process. Don B. said he would like training in project management, and to find a tried and true system for document management and organization.
- **Town Plan Update - Next Steps**
  1. **Incorporate plan implementation** - Don B. said that the final draft of plan implementation was not included in materials sent to the State. That final draft of the Plan Implementation section needs to be incorporated into the updated Plan.
  2. **Public information meeting planning** - the tentative date is July 27, to present the updated Education, Economy, and Plan Implementation sections to the public. The authors of these sections will be the presenters and will create the Power Point slides for each topic. Don B. will work on the cover sheet describing the purpose of the meeting.

## **ACTION ITEMS**

1. Incorporate Plan Implementation - Don B.
2. Don B. will prepare Plan Implementation section Power Point slides and cover sheet by July 13.
3. Drew K. will prepare Education section Power Point slides by July 13.
4. Conor S. will prepare Economy section Power Point slides by July 13.
5. Public Information meeting tentatively scheduled for July 27.
6. CPC Hearing on the updated Plan - tentative date September 28
7. Next regular meeting - July 20

## **ADJOURNMENT**

Katherine B MOVED / Drew K. 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