

**DRAFT**

**Draft**

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**CORNWALL PLANNING COMMISSION (CPC)**

Regular Meeting

Cornwall Town Hall and via Teleconference

November 16, 2022

**MEMBERS PRESENT:** Conor Stinson (late arrival), Don Burns, Drew Kervick, Katherine Branch, Marge Drexler, Lauren Ringey

**ALSO PRESENT:**

Recording of the meeting announced.

**CALL TO ORDER**—the meeting was called to order at 7:04 pm by Don Burns.

**QUORUM**—established

**AGENDA**—Marge MOVED / Drew SECONDED to approve the agenda as posted. **Motion passed**—5 in favor, 0 opposed, 1 absent

**MINUTES**

- **October 19, 2022**—Katherine MOVED / Lauren SECONDED to approve the minutes as amended (1 typo correction). **Motion passed**—5 in favor, 0 opposed, 1 absent

**ANNOUNCEMENTS**—Don recapped a discussion from the Selectboard meeting on November 15 about the covered bridge replacement. He noted that Paul Vaczy and Brian Kemp had approached the State project engineer regarding the towns' choice of a covered bridge to replace the old one that had burned. The engineer presented the option of a faux covered bridge (steel frame and deck, with metal roof and sides). The SB would like cost estimates and sufficient information for an A/B comparison. The primary concern is fire prevention, which would be limited with a wooden structure. The concept of the steel replica is being investigated, no decision has been made. The public will be given drawings and information and invited to comment on the proposal.

**CORRESPONDENCE REVIEW**—none

**PUBLIC COMMENTS**—none

**OLD BUSINESS**

**1. Town Plan Update**

- Drew and Marge had reviewed the draft, making a list of items needing review for which Conor had been enlisted.
- Don reviewed the summary of hearing requirements sent by Ben Marks.
  - 30 days prior to hearing—Warnings to be sent to the PC chairs of adjacent towns, ACRPC, and the VT Housing and Community Development Agency. Dates need to be set and names/addresses of recipients collected.
  - 15 days prior to hearing—warning to be published in local newspaper.
- **Discussion** on date selection and assemblage of packets for USPS mail or by email.
  - Hearing set for January 18; 30-day warnings out mid-December, 15-day newspaper date beginning of January. Newspaper date may be changed if

*Addison Independent* changes print schedule due to holidays, needs to be checked.

- Group agreed that all should be ready to go out the first week of December. Proof of receipt needed for USPS mailing, but email should work.
- Friday, December 9 selected as mailing date for packets to adjacent PCs, ACRPC, and Housing & Community Development Agency.
- Drew and Marge will handle the assembly and mailing, will consult with Sue J. on procedures.
- Don will find names/addresses for PC chairs, Housing Agency recipient.
- **Discussion regarding other groups to which the packets might go: SB, CCC, DRB, Recreation Committee.**
- Copies of draft Town Plan to be available at the Town Hall, and on the web, for the public to review prior to the hearing. Marge and Drew will consult with Sue on this as well.
- **Packet contents**
  - Full text of Draft Town Plan
  - Full set of maps
  - Warning as will be published in the *Addison Independent*.
  - PC's Report on the proposed Plan—needs dates added, plus the date of PC's vote to present at the hearing.
- **Full set of Maps**—Should this be the maps as incorporated into the draft or be made available as a separate stand-alone packet? The map requirement is not statutory, but was in the summary Ben had sent.
- The warning template Katie Raycroft-Meyer had sent could be used to put the warning together. Katherine volunteered to draft it.
- Katherine noted that the Planning Manual indicated that the mail receipts should be recorded somewhere: "... documented in records that it was done." 24 VSA 4384(e).

**Don recapped the meeting** to this point for Conor on his arrival at approximately 7:50pm

- Conor noted that the maps in the hard-copies could be as PDFs, but those on the web could be digital and in a higher resolution. He then indicated the following regarding his review of Marge and Drew's draft of the plan:
  - references were updated;
  - he confirmed that there were no airstrips in Cornwall other than Peet's, the one proposed for Robbins Road had never been permitted;
  - the URL for the Hazard Mitigation Plan needs to be updated;
  - he removed the income portion of the Population section
  - Forest Integration Blocks, map: There was a misunderstanding with the ACRPC when they re-did the map. Rather than being tonal changes for the green inks, the map was done as a black & white version. The result is more difficult to determine the blocks as the gray tones are so similar. This will be corrected for the final version, but what should be done regarding the draft?
- the PC decided to include the B&W map of the Forest Integration Blocks and replace it with the color-corrected version in the final version after the hearing. Conor inserted the map into the Town Plan draft, it became page 81 and the document updated its other pages and Table of Contents to reflect the new pagination.

- Decision made to save this draft as a PDF to prevent any further alterations.
- Katherine MOVED, Drew SECONDED, that the Planning Commission approve the November 16, 2022 Cornwall Town Plan Draft for the purpose of the public hearing, posting, publishing, and mailing. **Motion passed.** 6 in favor, 0 opposed.

## 2. Preparation for Public Hearing—Tabled to the December meeting.

### NEW BUSINESS

#### 1. Membership and the Role of the Chairing

- Conor noted he had spoken with someone who was interested in joining the PC, but on further consideration declined due to concern that as a real estate agent there might be a perception of conflict of interest. More discussion is needed regarding enlistment of members, but first he wanted to bring up the chairmanship role and issues.
  - Conor's term is up in March. At this time, he is wanting to step back from his role as chair to that of being just a member of the PC.
  - He would like to find a way to share the chair's role as there are a number of behind-the-scene duties which are becoming somewhat difficult time-wise. These include creating and posting the Agenda each month and being the primary point of contact for the majority of issues. Sharing the administrative and communication responsibilities would be a significant help.
  - Don noted that all local groups share this problem, not just Cornwall. It may become necessary to make changes to the structure of groups based on available resources. The possibility exists of a resulting raise in staffing expenses as well.
  - There is a need to redefine the Planning Commission so it can be sustainable.
- Discussion ensued regarding how to go about encouraging membership.
  - Front Porch Forum, the town newsletter have both been successful in generating interest and a bit of membership. Drew commented that he believes it was the newsletter that brought him in and feels it is worth keeping notices in both.
  - Other suggestions:
    - Is it possible to have a variable size group, 7 to 9 members, if one or two were to drop out they would still be within the minimum size?
    - Perhaps a well-worded article on the value and need for people to be involved in civic duties, noting the challenges and risks to local government if participation falls off to the point where we can no longer govern ourselves.
    - Tying pride in our town, resources, governing ability to involvement with the local governance opportunities could be helpful.
  - Conor volunteered to do a first draft, feeling it would be a good way for him to consolidate his own positive feelings, along with what he sees as challenges, in one place. He might reach out to other town groups as well (DRB, SB, CCC) as the issues faced are not specific to the PC but are encountered by all such groups.

#### 2. Storage for PC Accumulated Materials

- Over time, the PC has accumulated much material that needs to be organized and properly stored. Typically one person has the bulk of the storage responsibilities,

but a broader-based role is needed so that the loss of one member does not risk leaving the group in limbo regarding access to collected information.

- Resources for this bear looking into as the need for data storage is common to all groups involved in local issues and there should be resources noted somewhere.
- The PC's concerns should be shared with the Selectboard.
- Perhaps the ACRPC has information on resources.

## **ADJOURNMENT**

Katherine B. MOVED / Marge D. SECONDED to adjourn the meeting. ***Motion passed***—6 in favor, 0 opposed.

The meeting was adjourned at 9:16 pm.

Submitted by Robin Conway, Substitute Minute-Taker