

Approved May 17, 2023

**CORNWALL PLANNING COMMISSION (CPC)**

Regular Meeting

Cornwall Town Hall and via Teleconference

April 19, 2023

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

**ALSO PRESENT:** Mickey Heineken

**CALL TO ORDER** - the meeting was called to order at 7:02 pm by the Meeting Chair, Drew K.

**QUORUM** - established

**AGENDA** - Conor S. MOVED / Lauren R. SECONDED a motion to approve the agenda as presented. **Motion passed** - 5 in favor, 0 opposed.

**MINUTES**

**March 16, 2023** - Don B. MOVED / Conor S. SECONDED a motion to approve the minutes as posted. **Motion passed** - 5 in favor, 0 opposed.

**ANNOUNCEMENTS**

Conor S. said that he attended the Vermont League of Cities and Towns (VLCT) training today on the Vermont Open Meeting Law. He will forward some helpful links from the VLCT website and there also is a recording of this useful training.

**CORRESPONDENCE REVIEW**

Email from Sharon Tierra regarding affordable housing options and efforts underway by a community group to promote them. Sharon T. will share more information later in the meeting.

**PUBLIC COMMENTS** - Mickey Heineken is attending the meeting to listen and learn. He has expressed interest in joining the CPC.

**OLD BUSINESS**

- **Planning Commission Recruitment (All)** - CPC members have continued and will continue recruitment efforts. It was good to have Mickey Heineken at tonight's meeting and the process of being appointed was explained to him.
- **Update on Select Board review of the Town Plan (Conor/Don)** - The Select Board received the Town Plan draft on March 21 and is now responsible for making any changes at least 15 days before their hearing. Their hearing by Statute needs to be by July 19. A document comparing the implementation and goals section of the current Plan with the updated Plan was provided by Conor S., as requested by the Select Board. Conor S. attended the April 18 meeting of the Select Board and answered questions about the updated Plan. The Select Board was pleased to be named as a responsible party for implementing goals. Don B. said that overall, the Select Board is very impressed with the document. A meeting with 2 representatives of the Planning Commission, 2 from the Select Board and 2 from the Conservation Commission is planned for April 26 at 7 pm, to come to agreement on some language, after "tension" was identified between affordable housing goals and conservation goals. See Action Item 10.

- **Review of Town Plan Goals to Identify Near-Term Priorities (All)** - Each member of the CPC has reviewed the Town Plan goals and tonight expressed their top priorities for implementation. Priority goals include promoting of affordable and workforce housing, reviewing relevant zoning regulations regarding housing, investigating the Village Center designation, developing local childcare opportunities, and increasing local recreational opportunities. Conor S. asked everyone to send their full list to him to compile, as this will be a useful reference going forward.

## **NEW BUSINESS**

### **Affordable Housing / Accessory Dwelling Units** - Don B. / Sharon Tierra

Sharon Tierra presented information about a community group that has come together to discuss and take action on the current housing crisis in Addison County. This group, the Interfaith Affordable Housing Alliance, is sponsoring a Affordable Housing Community Conversation on Sunday, June 4, 2023, 4:00 p.m. at The Congregational Church of Middlebury UCC, Unity Hall, 30 North Pleasant Street, Middlebury. Addison County Regional Planning Commission is creating Guide to assist Addison County homeowners who are considering adding an Accessory Dwelling Unit (ADU).

At the June 4 meeting, The ADU Guide will be presented, information shared about grants and other financing available for adding ADUs, and local folks will speak about their experiences with three different affordable housing solutions - ADUs, HomeShare Vermont and Tiny Homes. The format includes time for everyone in the room to share their questions, interests, and knowledge about affordable housing solutions in small groups.

Conor S. said that the CPC could help spread the word about the Affordable Housing Community Conversation. Sharon T. will follow up with him when the marketing materials are finalized.

## **OTHER BUSINESS**

- Meeting Chairs for future meetings:
  - May - Don B.
  - June - Lauren R.
  - July - Katherine B.

## **ACTION ITEMS**

1. Drew K. will begin to investigate the process of obtaining a Village Center designation, and look into the benefits and any potential drawbacks.
2. Don B. and Katherine B. will meet to outline a path forward regarding affordable and workforce housing challenges and opportunities and will send a draft document to all before the next meeting,
3. Drew K. will make a list of State agencies that assist small towns with housing issues.
4. Information about Council on Rural Development will be on the agenda of the next meeting.
5. Conor S. will contact Elise Schanbacher, Executive Director of Addison County Community Trust.
6. Conor S. will continue to work out a joint meeting with the DRB.
7. Sharon T. will send her handout and the ADU checklist in electronic format.
8. Drew K. will follow up with the person who previously expressed interest in joining the CPC.
9. CPC members have been invited to attend the Development Review Board (DRB) hearing on May 3
10. Drew K. and Lauren R. will represent the Planning Commission at the joint meeting on April 26.

## **ADJOURNMENT**

Katherine B. MOVED / Conor S. SECONDED a motion to adjourn the meeting. ***Motion passed***  
- 5 in favor, 0 opposed.

The meeting was adjourned at 8:45 pm.

Submitted by Sharon Tierra, Secretary of the CPC