

Approved JULY 19, 2023

**CORNWALL PLANNING COMMISSION (CPC)**

Regular Meeting

Cornwall Town Hall and via Teleconference

June 21, 2023

**MEMBERS PRESENT:** Conor Stinson, Lauren Ringey, Don Burns, Mickey Heinecken, Drew Kervick

**ALSO PRESENT:** Chet Van Dellen, Marge Drexler, Meg Harris, Richard Amore

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

**QUORUM** - established

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

**MINUTES**

**May 17, 2023** - Conor S. MOVED / Don B. SECONDED a motion to approve the minutes as posted. ***Motion passed*** - 5 in favor, 0 opposed.

**ANNOUNCEMENTS** - none

**CORRESPONDENCE REVIEW** - no new correspondence

**PUBLIC COMMENTS** - none

**OLD BUSINESS**

• **Village Center Designation Program and CORA discussion**

Richard Amore of the Vermont Village Center Designation Program, a program of the Department of Housing and Community Development, presented information and discussed the program with the CPC. The program was created by the legislature in 2002, as a revitalization tool for Vermont towns with an existing traditional village with at least one commercial or civic building. By Statute, a village center is defined as “the core of a traditional settlement, typically comprised of a cohesive mix of residential, civic, religious, commercial, and mixed use buildings, arranged along a main street and intersecting streets that are within walking distance for residents who live within and surrounding the core.” (24 V.S.A. §2793a).

Mr. Amore explained the process of applying for a village center designation, and emphasized that the designation is only worth something if the Town pursues the benefits. Benefits include technical assistance, priority for State grants, and village center tax credits for income producing buildings or non-profits. The designation is good for 8 years, and is renewable. If a Town has two or more villages that meet the criteria, it can apply for multiple village center designations.

Mr. Amore suggested that the boundaries of the Cornwall village center core for this designation would be along Route 30 on both sides of the road as far north as the Cornwall School and as far south as the old schoolhouse on Peet Road.

The Cornwall Outdoor Recreation Area (CORA) committee intends to apply for a State grant, once Cornwall receives a Village Center Designation. Meg Harris and Marge Drexler, members of the CORA Committee, discussed progress on the plan for an outdoor recreation center on the piece of land next to the school that is owned by the Town. Meg H. presented the latest draft of the sketch plan and discussed parking and associated safety issues with the CPC. Don B. asked that the CORA committee give a monthly update report to the Select Board and provide a point person from CORA for the Village Center Designation application process.

- **Housing Study**

- Housing Study Resource Document - Don Burns reported that Katherine Branch drafted a housing study resource document. Next steps may include forming a housing committee, doing a thorough review of the zoning by-laws, having a housing services professional come to speak with the CPC about the current hurdles to developing affordable housing in Addison County, and finding out what actions a planning commission might take to alleviate the hurdles.
- List of State Agencies - is incorporated into the housing study resource document prepared by Katherine Branch.

- **Planning and Zoning Training** - Mickey H. will invite Elise Shanbacker from Addison County Community Trust to meet with the CPC.

- **Recruitment and appointment of Chet Van Dellen**

Conor S. MOVED / Drew K. SECONDED a motion to recommend to the Select Board that Chet Van Dellen be appointed to the Planning Commission to fill the vacant seat, until Town Meeting in March of 2024. **Motion passed** - 5 in favor, 0 opposed.

**NEW BUSINESS** - none

**OTHER BUSINESS**

- **Town Plan** - Conor S. reported that the Town Plan, approved by the CPC and Select Board, is now in the hands of the Addison County Regional Planning Commission (ACRPC). That body must hold a hearing before it can approve the Plan. The ACRPC hearing has been scheduled on July 19, at the Cornwall Town Office and via Zoom, just prior to the regular CPC meeting.

**ACTION ITEMS**

1. Mickey H. will contact Elise Schanbacker, Executive Director of Addison County Community Trust and invite her to come to a CPC meeting to discuss affordable housing.
2. Conor S. will continue to work out a joint meeting with the DRB.
3. Meeting Chair for the July 19 meeting is Katherine B.
4. Consider having a Google Docs / Google Drive tutorial for CPC members who find using it challenging.
5. Conor S. advised new members to use a separate email address for all CPC business. CPC communications are part of the public record and the public may request them at any time. Having a separate email address makes complying with public records requests so much easier.

**ADJOURNMENT**

Drew K. MOVED / Mickey H. SECONDED a motion to adjourn the meeting. **Motion passed** - 5 in favor, 0 opposed.

The meeting was adjourned at 9:06 pm.

Submitted by Sharon Tierra, Secretary of the CPC