

Approved _____, 2023

DRAFT

DRAFT

DRAFT

CORNWALL PLANNING COMMISSION (CPC)

Public Hearing and Regular Meeting
Cornwall Town Hall and via Teleconference
July 19, 2023

MEMBERS PRESENT: Conor Stinson, Lauren Ringey, Don Burns, Mickey Heinecken, Drew Kervick, Katherine Branch, Chet Van Dellen

ALSO PRESENT: Katie Raycroft Mayer, Shannon Haggett, Adam Federman

PUBLIC HEARING - the duly warned Public Hearing regarding the Town Plan to be held tonight was postponed to August 16, 2023, due to the failure of the Local Government Committee of Addison County Regional Planning Commission to bring a quorum of committee members to the hearing.

CALL TO ORDER - the regular meeting was called to order at 7:02 pm by the Meeting Chair, Katherine Branch.

QUORUM - established

AGENDA - Conor S. MOVED / Don B. SECONDED a motion to approve the agenda as modified, by the addition of the proposed rotation for chairing the meetings, under New Business. *Motion passed* - 7 in favor, 0 opposed.

MINUTES

June 21, 2023 - Conor S. MOVED / Drew K. SECONDED a motion to approve the minutes as posted. *Motion passed* - 7 in favor, 0 opposed.

ANNOUNCEMENTS

- Drew K. announced that this is his last meeting as a member of the CPC. Don B. thanked Drew for his steadfast participation in the Town Plan update during his term on the Commission. Katherine B. praised his excellent writing skills. Everyone agreed he will be missed.
- Conor mentioned that he will not be at the August meeting.

CORRESPONDENCE REVIEW - none

PUBLIC COMMENTS - Adam Federman introduced himself, and shared some information about his background. He said he is interested in the Town and its future and came to observe a CPC meeting.

OLD BUSINESS

• **Village Center Designation**

Conor S. clarified that it is the Cornwall Outdoor Recreation Activities (CORA) committee is responsible for completing the Village Center Designation application, and that Marge Drexler is taking the lead on it. The role of the CPC will be to write a letter of support and to officially state that the Town Plan includes applying for a Village Center Designation as a goal. Conor S. added that the Select Board also supports the goal of applying for a Village Center Designation.

- **Housing Study** - the housing study document drafted by Katherine B. includes several different options (including ADUs, tiny homes, the missing middle, and HomeShare Vermont) for developing affordable and workforce housing in Cornwall. It was developed as a resource and guidance document and completes a goal in the Town Plan, in terms of the scope of the CPC. If there is sufficient interest among Cornwall citizens, a housing subcommittee of the Planning Commission may be formed to explore these options. Drew K. added that it would be a good idea, during the Zoning by-laws review and update, to reach out to housing experts in the community to gather information about how zoning can hinder affordable housing development. All agreed that the CPC's work on housing goals and the housing resource document needs to be shared with the citizens, through the Cornwall newsletter, on the website, and on Front Porch Forum, along with an open invitation for anyone who is interested in affordable and workforce housing in Cornwall. Chet pointed out that Front Porch Forum gives people the chance to respond quickly by email, which is very useful when gauging interest. Conor S. said he recently came across a resource on how to form a housing committee that he will share with all the members.
- **Joint Meeting with DRB** - Conor reported that he was not able to arrange a joint meeting with the DRB at this time. Katherine B. and Don B. suggested the Conservation Commission would be very interested in meeting with the CPC, perhaps as early as the August meeting.
- **Google docs/Google Drive tutorial for new members** - after discussion, it was agreed to schedule 30 minutes at the end of the September meeting and 30 minutes at the end of the October meeting, for members who need this training. Chet and Conor will develop the training.

NEW BUSINESS

All agreed on the proposed schedule for chairing the meeting:

June 2023 - L Ringey

July 2023 - K Branch

Aug 2023 - D Burns

Sept 2023 - C Stinson

Oct 2023 - K Branch

Nov 2023 - D Burns

Dec 2023 - M Heinecken

Jan 2024 - L Ringey

Feb 2024 - C Stinson

Mar 2024 - C Van Dellen

From April 2024 on, use same alphabetical rotation as shown from Oct 2023 to Mar 2024

OTHER BUSINESS - none

ACTION ITEMS

1. Meeting Chair for the August 16 meeting is Don Burns
2. Chet and Conor will develop the Google docs/Google Drive training
3. Katherine will talk with the Conservation Commission about a joint meeting with the CPC.
4. Communicate with the Cornwall citizens about CPC's work on affordable and workforce housing goals, the affordable housing resource document, and to assess interest in forming a housing committee

ADJOURNMENT

Conor S. MOVED / Drew K. SECONDED a motion to adjourn the meeting. **Motion passed** - 7 in favor, 0 opposed.

The meeting was adjourned at 8:35 pm.

Submitted by Sharon Tierra, Secretary of the CPC