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**CORNWALL PLANNING COMMISSION (CPC)**

Regular Meeting  
Cornwall Town Hall and via Teleconference  
February 21, 2024

**MEMBERS PRESENT:** Don Burns, Mickey Heinecken, Katherine Branch, Chet Van Dellen, Conor Stinson, Lauren Ringey (for some of the meeting)

**ALSO PRESENT:** Robert Gill

Recording announced.

**CALL TO ORDER** - the meeting was called to order at 7:05 pm by the Chair, Conor Stinson

**QUORUM** - established

**AGENDA** - Mickey H. MOVED / Chet V.D. SECONDED a motion to approve the agenda as distributed. *Motion passed* - 5 in favor, 0 opposed.

**MINUTES**

**January 17, 2024** - Don B. MOVED / Mickey H. SECONDED a motion to approve the minutes as distributed. *Motion passed* - 5 in favor, 0 opposed.

**ANNOUNCEMENTS**

- Conor S. announced that Caroline Mellish is running for the open position on the CPC and Don B. added that Caroline has also just been appointed by the Select Board as an Auditor for the Town.
- Robert Gill introduced himself, described his background and interest in planning issues, and said he is attending tonight to listen and learn.

**CORRESPONDENCE REVIEW** - none tonight

**PUBLIC COMMENTS** - none

**OLD BUSINESS**

**• DRB meeting February 7 on Act 47, future collaboration**

Conor S., Don B. and Mickey H. attended the February 7 meeting of the Development Review Board. The focus of the meeting was a discussion of Act 47, the Town Attorney's response, and the upcoming update of Town regulations (zoning and subdivision). Attorney Jim Carroll provided a checklist of items the CPC needs to consider relating to Act 47. He has encouraged the DRB to be involved and attend CPC meetings during which updates to Town regulations are being discussed.

Conor said this meeting was a good start to what promises to be a lengthy collaboration with the DRB, Select Board, and Conservation Commission in the Town regulations update process. Conor added that he sees the process as similar to the process of updating the Town Plan - targeted, rather than comprehensive. Next steps: see Zoning and Subdivision Reading Group, below.

- **Working Group on Cornwall Housing - Chet V.D./ Mickey H.**

The working group met on February 8 with 9 people in attendance. 3 sub working groups were identified, with 3-4 people in each group. One group will explore what are the big questions - economic, political, etc. Another group will look into practical options such as ADUs, tiny homes, and shared housing. The third group will focus on how to provide traditional housing. The next meeting is set for March 14th to formalize the sub groups. These sub groups will work for the next 2 months in these areas of focus. The housing working group will then meet again to look at the feasibility of options. The role of the housing working group is to make recommendations to those who want to take action toward increasing affordable housing options in Cornwall.

- **Recreation possibility update**

Conor reported that he spoke with James Cryan, who is on the Middlebury Area Land Trust Board, regarding the possible creation of a recreational trail in Cornwall. Katherine suggested contacting the Recreation Committee and Mickey added that John Derrick would be a good person to contact, who spent years exploring the idea of a trail in Cornwall.

- **Traffic update - Conor S.**

The Google Drive Transportation folder holds a collection of documents pertaining to efforts to make the town center and other specific areas of town as safe as possible for pedestrians. Brian Kemp represents Cornwall on the Transportation Advisory Council at the Agency of Transportation. Mike Winslow, Transportation Planner at the Addison County Regional Planning Commission is an important contact person as well. Ben Marks was on the front line in communication with the State when traffic studies were done. Katherine shared a document - "Setting Speed Limits - a Guide for Vermont Towns." It was suggested that Brian Kemp and/or Mike Winslow could be invited to a future meeting.

## **NEW BUSINESS**

- **Zoning and Subdivision Reading Group**

The Board discussed how to best begin the Town regulations update/improvement process. The first step is to read the current regulations with the intention of becoming familiar with how they are organized and written (including the definition of terms). The reading will be done in sections, book club style, with an hour set aside for discussion during the March, April and May meetings. Conor and Don will lead those discussions.

- **Plan Implementation Review-** childcare point person - tabled

**OTHER BUSINESS** - Conor said he contacted the Listers about attending the March meeting. Bill Johnson said he thought at least one of them could attend.

## **ACTION ITEMS**

1. Meeting Chair for the March 20, 2024 meeting is Katherine Branch. Chet will be the Meeting Chair in April.
2. The meeting Chair should add "review of Town Plan action items" to the meeting agenda.
3. Send the agenda out 7 days before each meeting.
4. All CPC members read the current Zoning Regulations through Section 385 which ends on page 26. Also refer to Article 10 definitions as you read. Prepare to discuss at the March meeting.

5. Conor will ask Sue J. to print out more copies of the Zoning and Subdivision regulations.
6. Chet will put the Regional Plan housing section on the Google Drive and will share the Housing folder on Google Drive and the Regional Plan housing section with the housing working group.
7. Conor will reach out to the Recreation Committee in the next few months and James Cryan again regarding the idea of a recreational trail.
8. All CPC members should review the documents in the Transportation folder on the Google Drive to learn what has been done in the past few years regarding speed limit and traffic issues in Cornwall.
9. Mickey H. will talk with Ben Marks about Ben's dealings with the Agency of Transportation regarding speed limit and traffic calming issues.
10. At the March meeting, assign a contact person for the Town Plan action item regarding childcare.

#### **ADJOURNMENT**

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

The meeting was adjourned at 8:20 pm.

Submitted by Sharon Tierra, Secretary of the CPC