

Approved February 21, 2023

CORNWALL PLANNING COMMISSION (CPC)

Regular Meeting
Cornwall Town Hall and via Teleconference
January 17, 2024

MEMBERS PRESENT: Don Burns, Mickey Heinecken, Katherine Branch, Chet Van Dellen, Conor Stinson

Recording announced.

CALL TO ORDER - the meeting was called to order at 7:01 pm by the Meeting Chair, Don Burns

QUORUM - established

AGENDA - Mickey H. MOVED / Katherine B. SECONDED a motion to approve the agenda as modified, by adding two items: review the action items from the December minutes, and discuss the CPC report for the Town Meeting report, drafted by Conor S. **Motion passed** - 4 in favor, 0 opposed.

MINUTES

November 15, 2023 - Katherine B. MOVED / Mickey H. SECONDED a motion to approve the minutes as amended, with typos corrected and clarification that the motion about the letter of support for CORA was to approve the letter, not to approve the signing of the letter. **Motion passed** - 4 in favor, 0 opposed.

ANNOUNCEMENTS - none

CORRESPONDENCE REVIEW

- CORA meeting notes from Gail Isenberg - from the January 12 meeting of the CORA Committee. Looks like the CORA Committee will need an easement through the school parking lot to access the planned outdoor recreation area.
- CORA survey items from Marge Drexler - results from the April 2023 survey of Cornwall residents.
- Chet received an email from Beth Karnes Keefe, after the housing working group meeting regarding the Beaver Brook development. Chet will forward the email to the CPC.
- Chet received several positive follow up emails from people who attended the housing working group meeting.

PUBLIC COMMENTS - After Chet and Mickey's report on the housing working group meeting, Sharon Tierra suggested that they contact NeighborWorks of Western Vermont, regarding the VHIP grants.

OLD BUSINESS

Working Group on Cornwall Housing (WGoCH) update - Chet/ Mickey

The kick-off meeting for the housing working group was held on January 11 and was attended by 21 people (9 in person and 12 on Zoom). The meeting was recorded. Chet said that minutes of the meetings will be posted on the Town website. The group agreed to meet monthly, on the 2nd Tuesday of the month. It is to be a community driven working group for generating ideas to

implement the goals of the Town Plan regarding increasing affordable housing in Cornwall - affordable housing being defined as costing no more than 30% of median income in Vermont. 12 people who attended this first meeting said they want to continue to be involved.

Many topics were introduced, including Tiny Homes, Accessory Unit Dwellings (ADUs), home-sharing through HomeShare Vermont, duplexes, density and zoning issues, the tax structure, incentives, the Town center, the realtor network as a resource, and data collection and analysis.

Mickey said that going forward, the group might break out into smaller subgroups to focus on data, ADUs, Air B&B regulations, and the issues in constructing affordable housing. Chet said that the CPC should identify what they would like back from this working group. He added that the Town website could be a resource hub for information about affordable housing, and he will meet with Sue to talk about this. Meanwhile, Chet will send the housing document drafted by Katherine and the housing section of the Town Plan to all the people who said they want to be involved.

NEW BUSINESS

- **Plan Implementation Review for next steps** - the CPC considered each action item, its' status (open, in progress, or completed) and who the contact person should be. Out of 18 action items in the Town Plan, 2 are completed, 7 are in progress, 5 are pending zoning regs update, and 4 are scheduled for work in 2024 and 2025.
- **DRB February meeting** - scheduled for February 7. All CPC members should attend, if possible. Discussion will include a brief from the Town Attorney about Act 47 and how the Planning Commission should approach a review and revision of the Zoning Regulations.
- **Look ahead to March - guest?** - after discussion, it was agreed to invite the Listers.

OTHER BUSINESS

Conor sent out the report he drafted for the Town Meeting report. Katherine has already commented on it. If anyone else wants to comment, they should do immediately, as the deadline for submission is this Friday.

ACTION ITEMS

1. Meeting Chair for the February 21, 2024 meeting is Conor Stinson
2. The meeting Chair should add "review of Town Plan action items" to February meeting agenda.
3. Send the agenda out 7 days before each meeting.
4. DRB meeting to discuss Act 47 was postponed to February 7. All CPC members should plan on attending, as this is also the meet and greet with the DRB that the CPC has been working on arranging.
5. At the February meeting, assign a contact person for the Town Plan action item regarding childcare.
6. Conor will reach out to his contact at MALT regarding trail development
7. Conor will gather information on what has been discussed and done to date regarding speed limits and traffic calming measures in Cornwall.

8. Conor will reach out the the Listers to invite them to the February meeting.
9. Chet will forward the email from Beth Karnes Keefe to the CPC.
10. Chet will send the housing document drafted by Katherine and the housing section of the Town Plan to all the people who said they want to be involved.

ADJOURNMENT

Katherine B. MOVED / Mickey H. SECONDED a motion to adjourn the meeting. ***Motion passed*** - 4 in favor, 0 opposed.

The meeting was adjourned at 8:44 pm.

Submitted by Sharon Tierra, Secretary of the CPC