

Approved \_\_\_\_\_, 2024

*DRAFT*

*DRAFT*

*DRAFT*

**CORNWALL PLANNING COMMISSION (CPC)**

Regular Meeting  
Cornwall Town Hall and via Teleconference  
March 20, 2024

**MEMBERS PRESENT:** Don Burns, Mickey Heinecken, Katherine Branch (meeting Chair),  
Conor Stinson, Lauren Ringey, Caroline Mellish

**ALSO PRESENT:** Robert Gill, Laura Fetteroff, Sue Johnson, Todd Kincaid

Recording announced.

**FIRST MEETING ORGANIZATION**

Call to order - the meeting was called to order at 7:02 pm by the Town Clerk.

Quorum - established

Elect Chair - Katherine B. MOVED / Mickey H. SECONDED a motion to elect Conor Stinson as the Chair of the CPC. **Motion passed** - 5 in favor, 0 opposed, 1 abstained (Conor S.)

Set Regular Meeting Schedule - Katherine B. MOVED / Mickey H. SECONDED a motion to set the meeting schedule as every third Wednesday of each month at 7 pm. **Motion passed** - 6 in favor, 0 opposed.

Meeting Rules - Katherine B. MOVED / Mickey H. SECONDED a motion use Robert's Rules as the meeting rules. **Motion passed** - 6 in favor, 0 opposed.

Paper of Record - Katherine B. MOVED / Mickey H. SECONDED a motion use the Addison Independent as the paper of record. **Motion passed** - 6 in favor, 0 opposed.

Elect Vice-Chair - Katherine B. MOVED / Caroline M. SECONDED a motion to elect Don Burns as Vice-Chair of the CPC. **Motion passed** - 5 in favor, 0 opposed, 1 abstained (Don B.)

**AGENDA** - Conor S. MOVED / Don B. SECONDED a motion to approve the agenda as distributed. **Motion passed** - 6 in favor, 0 opposed.

**MINUTES**

**February 21, 2024** - Mickey H. MOVED / Conor S. SECONDED a motion to approve the minutes as distributed. **Motion passed** - 6 in favor, 0 opposed.

**ANNOUNCEMENTS** - none

**CORRESPONDENCE REVIEW**

Email from Mary Dodge regarding the update to the Vermont Conservation Design (VCD) now available on the BioFinder website. There are webinars schedule for this spring to help users

understand more about the updated design and how to use the website. Mary says that the updated VDC depicts Cornwall's landscape connectivity very differently than the former version. Katherine B. added that she and Mary D. plan to attend the webinars and will discuss at the May meeting. Katherine will forward Mary's email to all members of the CPC.

**INTRODUCTIONS** - Caroline Mellish was welcomed as a newly elected member of the CPC and everyone introduced themselves.

**PUBLIC COMMENTS** - none

## **OLD BUSINESS**

### **• Discussion with Cornwall Town Lister concerning areas of common interest**

Todd Kincaid gave an overview of the work of the Cornwall Listers, their responsibilities, tools, training and support, and challenges. The Listers are responsible for maintaining the Grand List of 650-670 properties and their values in Cornwall. He emphasized that the Listers are not responsible for setting the tax rate.

The Listers record property transfers as they happen, track the HS122 forms and make sure they are filed, and make sure the 80 properties currently in Current Use are correctly valued. The Listers are also responsible for assuring that the Common Level of Appraisal is accurate. The Listers are currently appealing the most recent CLA determination. As data managers of the Grand List, it is the job of the Listers to maintain the Grand List as accurately and consistently as possible.

Cornwall's property reappraisal is underway, with data collection and entry through April of 2025, and field review scheduled for April and May of 2025, with an appeal process after that. The Town is paying a vendor to do the reappraisal.

The Listers use Google Earth extensively. They use a computer program to enter all property data to make sure that evaluations are fair and consistent, and compare each property to the properties around it and similar properties in town.

There is a listserv for Listers that they utilize daily, and extensive training for Listers available from the State. There is also a Property Evaluation Review Team, whose regional representative is in Bristol.

Challenges in the last few years include understanding the ADU and Air B&B "worlds." Todd K. said that being consistent with the Grand List is an ongoing challenge that the Listers take seriously.

Mickey H. asked if the CPC could get a list of ADUs in Cornwall from the Listers. Todd K. said yes he could provide such a list. Conor S. thanked Todd K. for coming and sharing information about the important work of the Listers with the CPC and let him know the CPC may ask to meet with the Listers again when updating the Zoning Regulations.

### **• Discussion of current Zoning Regulations through Section 385 (ends on page 26)**

Each member shared their thoughts after reading the document through page 26.

Katherine B. - looked for places where implementation actions intersected with the need for zoning updates. She also found outdated language, and words that needed definitions, such as “waivers.”

Don B. - was curious about uses in various zoning districts. Felt we should ask, “do decisions made in 2008 make sense today?” Suggested it may be helpful to have a streamlined guide for uses, like a flow sheet, to make the document more user friendly. Referenced the major effort to update the Zoning Regulations in 2019, that was not approved by the Select Board. Katherine B. said she would be willing to review the 2019 document to see what might be retained.

Mickey H. - focused on permitted uses in the various districts, was left with some confusion.

Conor S. - emphasized that this update is not intended to be a complete re-write and that zoning is informed by the Town Plan. If we want to make changes to the Zoning Regulations, we need to be able to point to the relevant language in the Town Plan as the guide. In terms of a timeline, suggested that the CPC assess the scope of work before the fall, when a municipal planning grant can be applied for. Said that the usability of the document is important and added that the DRB has made guidance guides.

Caroline - said that she used Zoning Regulations when she modified the use of her home from a single family home to a multi-family home and found it easy to use.

- **Traffic update** - Mickey H. - tabled until the April meeting
- **Review of Town Plan action items** - Don B. reported that Gary Barnett was unable to come to Town Meeting to provide information and recruit people for an Energy Committee. The Energy Committee in the Town of Weybridge would be interested in mentoring Cornwall in starting an Energy Committee. Don will try to reach Gary B. to follow up.

## **NEW BUSINESS**

**Plan Implementation Review**- childcare point person - Lauren R. will bring information about prior work done by Tanya Byker on childcare issues to the April meeting.

## **OTHER BUSINESS**

Conor S. said he spoke with the Fire Department about traffic concerns at the intersection of Sperry Road and Route 30 where the fire station is located, and about the Fire Department closing public access through their parking lot to prevent drivers using it as a shortcut from Sperry Road to Route 30. Conor clarified that the Fire Department is not a Town department. As a private property owner, they have the right to close public access to their parking lot. If people are concerned about traffic safety issues at the intersection of Sperry Road and Route 30, they can bring the issue to the Select Board, who can then bring the issue to the Vermont Agency of Transportation.

## **ACTION ITEMS**

Meeting Chair for the April 17, 2024 meeting is Chet Van Dellen. Meeting Chair for May is Lauren Ringey.

The meeting Chair should add “review of Town Plan action items” to the meeting agenda.

Send the agenda out 7 days before each meeting.

4. Add traffic update based on conversation with Ben Marks regarding speed limit/traffic calming (Mickey) to the April meeting agenda.
5. All CPC members read the remaining current Zoning Regulations, pages 26-65, for discussion at the April meeting. Check the glossary if there is a word or phrase you are not familiar with.
6. Add "Prior work on childcare issues" to the April meeting agenda. Lauren R. will present.
7. Add "Discuss Subdivision Regulations" to the May meeting agenda.
8. Add "Discuss updated Vermont Conservation Design" to the May meeting agenda.
9. Conor S. will reach out to the Recreation Committee and James Cryan about the possibility of the creation of a recreational trail in Cornwall.
10. Katherine B. offered to review the 2019 draft update to zoning and subdivision regulations (not approved by the Select Board) to see what might be retained for the this update.

#### **ADJOURNMENT**

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

The meeting was adjourned at 8:32 pm.

Submitted by Sharon Tierra, Secretary of the CPC