

Approved September 18, 2024

CORNWALL PLANNING COMMISSION (CPC)

Regular Meeting

Cornwall Town Hall and via Teleconference

August 21, 2024

MEMBERS PRESENT: Katherine Branch (meeting Chair), Mickey Heinecken, Don Burns, Chet Van Dellen, Conor Stinson

ALSO PRESENT: Rob Gill

Recording announced.

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

QUORUM - established

AGENDA - Mickey H. MOVED / Conor S. SECONDED a motion to approve the agenda as amended, by tabling the status report on the CORA meeting: trail concept. **Motion passed** - 4 in favor, 0 opposed.

MINUTES

July 14, 2024 - Mickey H. MOVED / Don B. SECONDED a motion to approve the minutes as presented. **Motion passed** - 4 in favor, 0 opposed.

ANNOUNCEMENTS

- Town Clerk needs CPC agendas to be sent to her in PDF format, for posting on the website.
- Katie Raycroft- Meyer notified the CPC that the guidelines for the municipal planning grants will be released in December. Katherine B. will follow up.
- Katherine reached out to Mary Dodge and learned that the September meeting would be the best time for members of the Conservation Commission to meet with the CPC.
- The Select Board is requesting that someone from the CPC participate in monthly meetings to update the Local Emergency Management Plan. Don B. will get more information and bring it to the next meeting.
- Conor S. is stepping down as the Chair of the CPC, effective in September. All members should consider this opportunity to serve in the role of Chair or Co-chair.

PUBLIC COMMENTS - none

OLD BUSINESS

Review of zoning regulations

- Page assignments - Katherine, Don, and Mickey spoke about areas of concern in the pages that they each reviewed. Katherine said she also referenced Jim Carroll's brief on Act 47 and advised that the CPC use the same language as the State law relevant to the zoning regs update. Don, during his review, also looked at the Cornwall Land Use and Development Regulations draft document. Don said that there was considerable time, thought and deliberation put into this draft by a previous CPC and can serve as an important reference and resource for the CPC at this time. Mickey wondered how much detail there should be in the description of the duties of a zoning administrator. Rob said that it seems to him that the most important part of the zoning regulations is information on what is allowed and not allowed in each district.
- Assessment of page assignment process - all agreed that the page approach was useful, as a way to get started, and that work groups or small teams may be planned when it is time to do a deeper dive into issues.
- Liaison with DRB and Select Board - Don B. agreed to update the Select Board at every meeting regarding progress on the zoning regulations update. When the CPC is further along in the process, feedback from the DRB will be solicited.

• Town Plan action items

- Child care - Lauren R. reached out to Chet V.D. and he is helping her make a survey.
- Status on CORA meeting:trail concept - Conor S. said that James did reach each to CORA to start a conversation and is waiting to hear from them.
- Housing update - Chet, Mickey - the housing working group met earlier this month, and heard reports from all the subgroups. The final draft of the feasibility assessment report is due in early October and will be presented at the CPC meeting in October. The traditional housing subgroup is changing their focus to exploring general financing options for affordable housing in the Village district in the future, as no land is available in the Village at this time.

NEW BUSINESS - none

ACTION ITEMS

1. The meeting Chair should add "review of Town Plan action items" to the meeting agenda.
2. Send the agenda out 7 days before each meeting.

3. Don B. will get more information from Tanya B about the monthly LEMP update meetings and bring to the next meeting.

4. Katherine B. will call the State contact person for the municipal planning grant.

5. Members will review the following pages before the next meeting:

33-36 and 61-65 Katherine B.

37-40 Don B.

41-44 Mickey H.

45-48 Caroline M.

49-52 Lauren R.

53-56 Conor S.

57-60 Chet V.D.

6. Rob G. will do a general review of pages 33-60

7. Everyone should make comments and read the comments of others in the current Zoning Regulations document in Google Docs.

Remaining 2024 Meeting Chair Rotation

- September - Lauren Ringey

- October - Conor Stinson

- November - Chet Van Dellen

- December - Caroline Mellish

ADJOURNMENT

Don B. MOVED / Chet V.D. SECONDED a motion to adjourn the meeting. **Motion passed** - 4 in favor, 0 opposed.

The meeting was adjourned at 8:30 pm.

Submitted by Sharon Tierra, Secretary of the CPC

