

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

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**CORNWALL PLANNING COMMISSION (CPC)**

Regular Meeting

Cornwall Town Hall and via Teleconference

December 18, 2024

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

**ALSO PRESENT:** Rob Gill, Steve Mahoney, Anna Burns, Jim Ross

**OPENING BUSINESS**

- a. Recording announced and meeting called to order at 7:02 pm by the Chair, Chet Van Dellen
- b. Quorum established
- c. Agenda approved - Conor MOVED / Don SECONDED a motion to approve the agenda. ***Motion passed*** - 4 in favor, 0 opposed.
- d. Minutes of November 2024 - Don MOVED / Conor SECONDED a motion to approve the minutes as presented. ***Motion passed*** - 4 in favor, 0 opposed.
- e. Announcements
  - i. Anna Burns, Cornwall's representative to the Addison County Regional Planning Commission (ACRPC), announced that ACRPC is planning to hold a training on Act 181 for all the towns in Addison County, tentatively in February. She asked that PC current members and those interested in becoming PC members email her with their ideas for what should be included in this Act 181 workshop.
  - ii. Katherine announced that the Municipal Planning Grant online application opens January 27. The deadline for submitting the application is March 31 and grants will be announced on April 30.
  - iii. Conor said that there is a training in January for Vermont's Grant Application and Reporting System (GEARS). Two new users from Cornwall will be engaging with GEARS, one person from the Planning Commission (for filling out the application and doing the grant reporting) and one from the Select Board for submitting the application on behalf of the Town.
  - iv. Reminder that submitting a petition with signatures of registered voters is required to get on the ballot.
  - v. Reminder that the PC needs to submit a report for the Town Meeting Report. Deadline is January 17. Chet said he is working on it.

- vi. Condolences were expressed to Mickey and his family for their recent loss.
- f. Public Comments - Conor is stepping down from the CPC at the end of this month. On behalf of the Town, Don thanked Conor for serving on the Planning Commission and being a civic compass for the Commission and the Town for over 7 years. His guidance and leadership as well as his sense of humor has been greatly appreciated.

## **NEW BUSINESS**

### **a. Zoning and Regulation Updates**

- i. Work Group Process and Progress - the work group met 3 times in November and December, reviewing through Section 240. The work group corrected outdated language, drafted proposed revisions and flagged definitions that need to be worked on at a later date. At the January meeting, the group plans to present their recommendations for changes in the next 3 districts.
- ii. Review proposed Revisions -A major guiding principal for revisions in the village districts (V1 Cornwall Village and V2 West Cornwall Village) is to allow for increased density and to encourage development of affordable housing. The PC reviewed and made many helpful comments regarding proposed changes to Section 230 (Cornwall Village - V1) and Section 240 (West Cornwall Village - V2), including terminology (using the term “allowed uses” instead of “by right uses”), naming additional specific conditional uses instead of the vague “other uses,” and changes in dimensional standards. Anna suggested that if West Cornwall Village were to be designated as a village center as Cornwall Village is, it would be beneficial for the development of affordable housing.
- iii. Next Steps - Don reported that the Select Board plans to be engaged in the update process by John Roberts attending some PC meetings as a liaison, by all Select Board members having read-only access to the draft document on Google Docs, and have requested a quarterly progress report from the PC. The feedback from the PC will now be discussed and incorporated into the draft document by the working group and the draft will be presented again for the another review by the PC. It was noted that as changes are made, the sources and good reasons for the changes should be documented, in preparation for questions from citizens that may arise at public meetings.

b. CORA Letter of Support - After discussion, Katherine MOVED / Chet SECONDED a motion to authorize Chet to write a brief letter of support for the CORA project. ***Motion passed*** - 4 in favor, 0 opposed.

## **UNFINISHED BUSINESS**

- a. Housing Work Group Update - the Housing Work Group will be meeting tomorrow night.
- b. Action Items from Last Meeting Updates
  - i. Katherine sent an email to Barbara Greenwood regarding citing Statutes.
  - ii. Don said he did not contact Adam Lougee regarding the need for tools to understand recent legislative changes as a training on Act 181 is being organized by ACRPC for the towns.
- c. Town Plan Action Items Update- none tonight
- d. Parking Lot Items- none tonight

## **ACTION ITEMS**

- 1. Chet will add report from the housing workgroup to the agenda of the January meeting.
- 2. Chet will ask Laura to fix the links to the last two PC meetings on the website.
- 3. Chet will add the Municipal Planning Grant to the agenda of the January meeting.
- 4. Robin Conway will be taking the minutes of the next meeting PC on January 15.
- 5. Include Robin Conway in the list of people to send the January 15 agenda to.
- 6. Read-only access to the draft document in Google Docs will be provided to all members of the Select Board

## **MEETING CHAIR NOTES :**

- 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. Remember to add Public Comments to the agenda of all meetings.

## **ADJOURNMENT**

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

The meeting was adjourned at 8:38 pm.  
Submitted by Sharon Tierra, Secretary of the CPC