

CORNWALL DEVELOPMENT REVIEW BOARD (DRB)
SPECIAL MEETING MINUTES • January 8, 2025 • 7:00–8:30
In Person (Town Hall) & Virtually (via ZOOM)

MEMBERS: Barbara Greenwood, Douglas Black, Shari Johnson, Kymberly Breckenridge

ALTERNATES: Joan Lynch, Adam Eckhardt

ATTENDEES: Katherine Branch (PC zoning subcommittee), Lynn Coale (ZA)

1. **CALL TO ORDER:** 7:00 pm Barbara Greenwood, Chair
2. **QUORUM:** Established. Barbara appointed Joan to fill Molly’s vacant seat ensuring a full Board.
3. **AGENDA APPROVAL:** Shari MOVED, Kymberly SECONDED, to approve the Agenda as presented. *Motion passed.*

Recording begun

4. APPROVAL OF MINUTES:

- Douglas MOVED, Joan SECONDED, to approve the **Minutes of October 4, November 6, and December 4, 2024** as amended *Motion passed.*

5. PARTIAL ZONING DRAFT REVISIONS—Review of the revisions emailed by Katherine and Board’s questions about them:

a. Revision to §340

- Revision of §340 mentions requirement for DRB decisions to include a “detailed statement” of “all the supporting evidence relied upon” in making the decision. **Board:** The decisions are made based on *Findings of Fact* and *Conclusions of Law* which are required. Explanation of anything beyond that is not needed and can be found in the Minutes of the hearing if wanted. **Katherine:** *Will be removed.*

b. DRB’s *Rules of Procedure*

- i. Extent to which Statutes be linked and explained. **Katherine:** *PC feels that explanations not needed and would make the document too long and unwieldy. Links to relevant Statutes will be included.* **Board:** Agrees that explanations are unnecessary, but links can be helpful.
- ii. Proposed revisions to §332. The functions of the ZBA and those of the PC are combined under the DRB. Board read down the list of 11 items and questioned those that might present issues:
 1. Variances and 6. Waivers. It is often very unclear to applicants what the difference is and when one would be sought rather than the other. Clarification/definitions would be helpful.
 5. Activity in the Flood Plain. Board felt this needed clarification and was not sure of its relevance. **Katherine:** *PC will look into it further and re-evaluate.*
 9. AMP to hear, grant, or deny modification of district requirements under the to PUD provisions. This needs clarification. May already be sufficiently covered under the Waiver provisions. What changes to provisions or requirements could be needed that are not covered by Variances or Waivers?
 10. AMP to hear, deny, or condition approval for Site Plans unless included as part of a

Conditional Use application.

11. AMP to review requests for ROWs or changes to Plats of Record. Not clear to the Board what this means.

c. Lynn feels that ROW issues are more a Warranty Deed issue than a zoning issue.

6. DRB TOWN WARNING DRAFT REPORT—Shari asked for any questions or changes that members might have for the Town Warning Report. Several minor changes were noted.

7. OTHER BUSINESS

- **Old**—none

- **New**

- **Member Renewals**—Douglas announced that he will not be renewing his DRB membership for 2025. As he has moved to Middlebury this was not unexpected though all were sad that the time has come. The Board expressed appreciation and many thanks for his efforts on behalf of Cornwall and the DRB.
 - Kymberly's term is up, and she has elected to renew for another term.
 - Adam has confirmed he will up his membership from Alternate to Regular Member.
- **Recruiting**—Adam noted he has 2 or 3 people in mind to pursue for DRB membership. Barbara reminded all that we will be needing a second Alternate and more Regular Members, so continue to look for possible candidates.
- **2025 Budget**—The DRB has a budget of \$500. In the past year very little has been spent and that, primarily, for hearing ads in the *Addison Independent*. Barbara asked for suggestions members might have for VLCT (or other) trainings. A training on the Open Meeting Law was held a few years ago and deemed very useful. It could be requested again with updates since the last one. Other suggestions were: ACT 250 and how it applies to Cornwall subdivisions, and Short-Term Rentals. Cornwall has a significant number of STRs, not all of which are owned by people living here. Lynn noted that, in other towns, they typically require permits.
- **Waivers vs Variances**—Barbara gave short definitions of waivers and variances, noting that the DRB has not reviewed any Variance applications. Waivers have come before the group several times.
 - *Variances*— can be used for various land development issues, but are narrowly defined, designed to be difficult to get, and require a 15-day pre-hearing notice in the paper.
 - *Waivers*—designed by the Legislature to be easier for applicants to obtain, but are applicable, unlike variances, only to dimension issues. They require notices posted in town 7 days prior to the hearing date, but do not require newspaper notice ads.

8. MEETING AVAILABILITY

- **February 5**—All expected to be available. Lynn will be away.
- **March 5**—All but Joan will be available.

Recording ended: 8:30

9. ADJOURNMENT: At 8:30^{PM} Kymberly MOVED, Shari SECONDED, that the meeting be adjourned. **Motion passed.**

Respectfully Submitted,
Robin Conway, DRB Secretary