

Approved April 16, 2025

CORNWALL PLANNING COMMISSION (CPC)  
Regular Meeting  
Cornwall Town Hall and via Teleconference  
March 19, 2025

MEMBERS PRESENT: Chet Van Dellen, Don Burns, Mickey Heinecken, Katherine Branch, Steve Mahoney, Anna Burns, Jim Ross

ALSO PRESENT: Laura Fetterolf, Rob Gill

**1. FIRST MEETING BUSINESS**

- a. **Recording Announced / Call to Order:** The meeting was called to order by Town Clerk Laura Fetterolf at 7:00 pm.
- b. **Quorum** - established.
- c. **Elect Chair** - Don B. MOVED / Steve M. SECONDED a motion to nominate Chet Van Dellen as Chair. No other nominations were put forth. **Motion** to elect Chet V.D. as Chair was **passed** - 6 in favor, 0 opposed, 1 abstained (Chet).
- d. **Set Regular Meeting Schedule** - Steve M. MOVED / Anna B. SECONDED a motion to set the meeting schedule as the 3rd Wednesday of each month. **Motion passed** - 7 in favor, 0 opposed.
- e. **Meeting Rules** - Don B. MOVED / Katherine B. SECONDED a motion to use Robert's Rules for Planning Commission meetings. **Motion passed** - 7 in favor, 0 opposed.
- f. **Establish Newspaper of Record** - Steve M. MOVED / Don B. SECONDED a motion to designate the Addison Independent as the newspaper of record. **Motion passed** - 7 in favor, 0 opposed.

**2. OPENING BUSINESS**

- a. **Agenda** - vote on agenda was inadvertently omitted. No objections to the distributed agenda were voiced.
- b. **Minutes** - February 19, 2025 - Katherine B. MOVED / Don B. SECONDED a motion to approve the minutes as distributed. **Motion passed** - 7 in favor, 0 opposed.
- c. **Announcements** - Chet said he is still working to resolve issues with the CPC gmail account.

d. **Correspondence** - letter from David Hamilton from Addison Housing Works has been passed on to the Housing work group.

e. **Public Comments** - Steve M. said that he noticed that the flag at the Route 30 Fire Station has ripped in half. Chet responded by saying that he will reach out to Conor Stinson about it.

### **3. NEW BUSINESS**

a. **New Commissioners Welcome** - Chet welcomed the 3 new commissioners Steve Mahoney, Anna Burns and Jim Ross.

- i. Gmail and Google Drive - Chet advised the new members create a separate email address to use for all Planning Commission communications from now on. According to Vermont's Open Meeting Law, emails relevant to Town business must be provided by Town Officials to any citizen who requests them. Having a separate Planning Commission email facilitates this requirement. Chet also described how the CPC uses Google Drive for document storage and collaboration. Katherine added that she is putting together a new member welcome packet that includes a resource list.

#### **b. Zoning and Regulation Updates**

- i. Review Proposed Revisions and Feedback - On behalf of the working group, Steve presented the proposed revisions in Article V: General Regulations. Steve pointed out specific changes in the various sections, including the following;
  - Section 509: Personal Landing Areas
  - Section 526: Extraction of Soil, Sand, Gravel or Stone
  - Section 530: Planned Unit Development
  - Section 543: Projection in Yards
  - Section 572: Solar and Wind Energy Systems. It was pointed out that Cornwall has existing Solar By-laws, and a reference to those could be inserted here.

Feedback from Chet and Mickey was discussed and changes made accordingly.

The working group has created a table to inventory open items in the update process, that can be accessed in Google Drive. Steve said he plans to reorganize the items to correspond to the order in which they appear in the regulations document. The working group has permission to edit the inventory. Other members have read-only permission. Steve asked all members to look at this inventory and send the working group any additional items that should be in the open item inventory.

- ii. Review Updated Process - the update process is now that the working group will provide all members with a simple Word document with proposed changes highlighted, about 10 days before the next meeting. Members are to review the proposed changes and provide their feedback to the working group by the Sunday prior to the meeting. If members want to dig deeper, they can view the

“scratch” document, which includes all the comments received. Other resources for a deeper dig into issues, are comparable regulations in neighboring towns, and the 2019 Land Use and Development Regulations (LUDR), a document that was developed by the Planning Commission at the time, but not approved by the Select Board. A lot of work was put into the LUDR that may inform the current update process.

- iii. Next Steps - Katherine outlined the next steps for the working group
  - Resolve most issues in Articles 1-4 before the next meeting.
  - Review Articles 6,7,8, and possibly 9. Send proposed changes to the members as described above.
  - Requests a clear definition of ADUs from the Housing work group. Chad promised to bring this to the next CPC meeting. Anna added that the Addison County Regional Planning Commission (ACRPC) has an extensive ADU Guide on their website and it would be good to insert a link to this Guide in the Cornwall regulations.

#### **4. UNFINISHED BUSINESS**

- a. Town Meeting Action Items for Planning Commission - voters at Town Meeting this year passed an Article to appoint (instead of elect) Planning Commissioners for 3 year terms, effective at Town Meeting in March of 2026.
- b. Housing Work Group Report Distribution - the report has already been given to the CPC, Select Board and ADRPC. All agreed that it should also be available on the Town website. Chet will ask Laura to post it.
- c. Action Items from Previous Meeting - none today.
- d. Town Plan Action Items Update - Chad will give an overview at the next meeting for new members.
- e. Parking Lot Items - none to discuss today.
- f. Other - Anna B. suggested reaching out to Rebecca Elder regarding scheduling a meeting with her as part of the Act 181 rollout process. Anna advised that this meeting include all the CPC members as well as John Roberts.

#### **5. ACTION ITEMS**

- Chet will work to resolve the CPC email issue.
- Chet will contact Conor S. about the flag at the Fire Station.
- New members will make a separate email address for CPC business.
- Katherine will make a new member welcome packet.
- All members look at inventory of open items and send any additional items to the working group.
- Chet will provide an overview of Town Plan action items at the next meeting

- Chet will bring an ADU definition from the Housing work group to the next CPC meeting.
- Chet will contact Rebecca Elder.
- Chet will ask Laura F. to post the report from the Housing work group.

## 6. **ADJOURNMENT**

Mickey H. MOVED / Steve M. SECONDED a motion to adjourn the meeting. ***Motion passed*** - 7 in favor, 0 opposed.

The meeting was adjourned at 8:20 pm.

Submitted by Sharon Tierra, Secretary of the CPC