

Approved May 21, 2025

CORNWALL PLANNING COMMISSION (CPC)
Regular Meeting
Cornwall Town Hall and via Teleconference
April 16, 2025

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

1. OPENING BUSINESS

a. **Call to Order** - The meeting was called to order by the Chair Chet Van Dellen at 7:00 pm.

b. **Quorum** - established

c. **Approve Agenda** - Steve M. MOVED / Katherine B. SECONDED a motion to approve the agenda as distributed. **Motion passed** - 7 in favor, 0 opposed.

d. **Approve Minutes** - March 19, 2025 - Katherine B. MOVED / Anna B. SECONDED a motion to approve the minutes as distributed. **Motion passed** - 7 in favor, 0 opposed.

e. Announcements

i. Correspondence

- Received an email from T. Tall expressing his concern about protecting historic buildings and asking if the Planning Commission can address this issue. He also has a question related to subdivision regulations. After discussion about Mr. Tall's concern about historic preservation, all agreed that is not within the scope of the Planning Commission. Preservation laws and regulations are within the scope of the State. Regarding the subdivision question, the commission will be starting to update those regulations once the zoning update is done.
- Barbara Greenwood asked to be added to the list to receive agendas. Chet will do that.

ii. Other

- The above discussions raised the issue of how the Town enforces its regulations. Chet will invite the Zoning Administrator Lynn Coale to a meeting.
- The Housing Group did not meet since the last meeting. Chet has not yet asked the Town Clerk to post the housing study to the website, but he will.
- Chet said he needs to step down from the Housing Group. Jim said he is interested in joining the Housing Group. It was agreed that Chet, Mickey,

Anna and Jim will meet to discuss what the Group has done so far and next steps. The Housing Group plans on scheduling a meeting in early May.

f. **Public Comments** - none

2. NEW BUSINESS

a. Town Plan Implementation

- i. Review Action Items - Chet shared his screen so the CPC could review the spreadsheet that lists action items in each section (A-H) of the Town Plan. Proposed completion dates and contact persons are also listed in the spreadsheet, which is available in the Google Drive Town Plan folder. Chet asked members to look again at the spreadsheet before the next meeting to identify items they are interested in working on.
- ii. New Member Assignments - Jim R. said he is interested in working on actions related to energy.
- iii. Other - Anna advised that as the CPC proceeds with its work, it should keep in mind how Act 181 has an impact on local planning.

b. **Special Features Overlay Map** - Don B. said that the map that is currently in the Town Plan, is based on data from 1985. The Cornwall Conservation Commission has been working on a special features resource map, that is based on the most recent detailed data from the use of new technologies. Unfortunately, there was not enough time for this new map to be ready for inclusion in the updated Town Plan. The next step is for the CPC to formally ask the Addison County Regional Planning Commission to partner with the Conservation Commission (ACRPC) to complete the map. Don added that this map is not to be a regulatory document, but rather a guide and a resource for development in Cornwall. After discussion Katherine B. MOVED / Steve M. SECONDED a motion to formally request that the ACRPC create a new special features map for Habitat Blocks and Wildlife Connectors in partnership with the Cornwall Conservation Commission. **Motion passed** - 7 in favor, 0 opposed.

c. Zoning and Regulation Updates

- i. ACRPC FEMA flood Mapping Update - FEMA has drafted new flood risk maps that will go into effect in the fall of 2027. If a towns regulations are not in compliance with FEMA standards, properties will not be able to obtain or renew insurance through the National Flood Insurance Program. The deadline for feedback from municipalities is April 16, 2025. Don and Katherine met with Andrew L'Roe, Emergency Management Planner at ACRPC and asked him for advice. Andrew responded by making a working map for the Planning Commission to look at and assess. Katherine and Don now satisfied that Cornwall is already in compliance with the proposed new FEMA standards.

- ii. Review Proposed Revisions and Feedback (Articles 6-8) - Katherine presented the changes proposed by the working group to Article 6 Transportation Access, Safety, and Parking, Article 7 Signs, and Article 8 Performance Standards. No questions or comments to these changes were received by the working group before this meeting. All agreed tonight that there are no open items in these sections.
- iii. **Next Steps** - Katherine passed out the draft of the anticipated project timeline for the entire regulations update, including the zoning and subdivision regulations. The timeline is subject to change due to unforeseen circumstances. The working group plans on working on changes to Article 9 and Definitions to discuss at the next meeting in May.

4. UNFINISHED BUSINESS

- a. Action Items from Previous Meeting
 - Steve said there is a new flag at the Fire Station to replace the one that was torn.
 - Chet has added a new member folder at the top of the list of folders in the Planning Commission folder in Google Drive. Katherine's list of resources for new members is in there, as well as other useful documents.
- b. Town Plan Action Items Update - discussed under Town Plan Implementation above.
- c. Parking Lot Items - none to discuss today.

5. ACTION ITEMS

- Chet will work to resolve the CPC email issue.
- New members will make a separate email address for CPC business.
- A member of the Housing work group will bring an ADU definition to the next CPC meeting.
- Chet will contact Rebecca Elder.
- Chet will ask Laura F. to post the report from the Housing work group.
- CPC members review the Town Plan action items spreadsheet to identify which items they would like to work on.
- Chet will add Barbara Greenwood to the list to receive the agendas.
- Formal request to ACRPC as above.

6. ADJOURNMENT

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

The meeting was adjourned at 8:30 pm.
Submitted by Sharon Tierra, Secretary of the CPC