

**NEWPORT CITY PLANNING COMMISSION MINUTES**  
**\*January 3<sup>rd</sup>, 2017\***

**MEMBERS PRESENT:** Vice Chair Clark Curtis, Robert Currier, Woodman Page and Dan Ross.

**MEMBERS ABSENT:** None.

**OTHERS PRESENT:** ZA Charles Elliott and Pam Ladds.

**7:06 p.m.** Vice Chair Clark Curtis called the meeting to order. Prior to approving the minutes, Vice Chair Curtis took a moment to recognize and commend the more than 25 years of dedicated service of Charles Elliott for his work with the Planning Commission. Charles Elliott has stepped down as Chair of the Planning Commission, but will remain as the City's Zoning Administrator. Robert Currier moved to approve the minutes of the December 6<sup>th</sup>, 2016 meeting. This was seconded by Dan Ross. **APPROVED BY UNANIMOUS DECISION.**

**7:08 p.m. Review the Report for Bylaw Amendment for the Changing the Zone From Industrial to Commercial-B For Properties Fronting on East Main Street Between the City Center Industrial Park and Existing Commercial-B Zone on Western Side of North Country Credit Union:** Vice Chair Curtis went over the procedures for which a bylaw amendment can be approved. There must be a warning for a public hearing for public input prior to the bylaw being submitted to the City Council. Once the City Council approves the bylaw then it also must be submitted to the Vermont State Natural Resources, Northeastern Vermont Development Association (NVDA) and bordering towns. The report was reviewed by the Planning Commission with Dan Ross moving to approve the report for bylaw amendment. This was seconded by Robert Currier. **APPROVED BY UNANIMOUS DECISION.**

**7:15 p.m. Review the Report for Bylaw Amendment for the Certificate of Occupancy For All New Construction, Change of Property Ownership, and Change of Tenant For All Non-residential Properties:** Zoning Administrator Elliott provided a copy of the Vermont State Statute from which the Bylaw Amendment for the Certificate of Occupancy follows the state guidelines. A fee for obtaining a certificate of occupancy will be determined by the City Council. It was pointed out by Pam Ladds that the City of Newport is requiring an additional fee for home buyers in an already depressed real estate market. Clark Curtis stated that it is a way for the City of Newport to maintain a record of when a property has changed hands so that water and sewer connections can be properly billed to new property owners. It was also emphasized that commercial banks and insurance companies are requiring home owners to have this document and that the state requires this document for new housing construction meeting current energy requirements. The report was reviewed by the Planning Commission with Dan Ross moving to approve the report for bylaw amendment. This was seconded by Robert Currier. **APPROVED BY UNANIMOUS DECISION.**

**7:37 p.m. Review the Report for Bylaw Amendment for Shore Land Control**

**District:** Zoning Administrator Elliott explained that the City Bylaw is now in synch with the State Statute and requires that individuals or developers must first obtain all state permits prior to obtaining a city permit. Failure to obtain these state permits will automatically void any Newport City permit. Dan Ross stated that the bylaw would affect only private roads not public ones such as Bay Street which would not be affected by the 250 foot requirement. The report was reviewed by the Planning Commission with Woodman Page moving to approve the report for bylaw amendment. This was seconded by Robert Currier. **APPROVED BY UNANIMOUS DECISION.**

**7:45 p.m. Review the Report for Bylaw Amendment , Section 427-B Animals, to Include All Animals Kept Within the City:** Zoning Administrator Elliott explained that the bylaw now includes language that requires all animals must be confined to the property owner's property. Zoning Administrator Elliott stated that he tried to take into consideration every conceivable type of animal that a resident would want as a pet and not just confine the bylaw to chickens. Robert Currier pointed out a typo relating to the word leased rather than leashed. Dan Ross wondered whether an ordinance would be more effective then a bylaw. The enforcement action is still awaiting a response from the city attorneys. Vice Chair Curtis moved that the Animal Bylaw Amendment be tabled for the time being. This was seconded by Dan Ross. **APPROVED BY UNANIMOUS DECISION.**

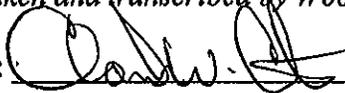
**8:20 p.m. Other Business:** Vice Chair Curtis stated that he would like to have a set agenda prior to the next meeting. It was agreed that the Planning Commission Agenda would consist of: Call to Order; Approve Minutes from 3 Jan Review of the Animal Bylaw Amendment; Continued Review of Bylaws (specifically zoning review for East Main to Sias Avenue); and Election of Officers. Vice Chair Curtis then proposed that the next meeting date also include a Historic Preservation Commission (HPC) meeting. The HPC's agenda will be: Call to Order; Approve Minutes from 22 Nov; Presentation from Karen Geraghty of the NVDA; and election of officers. Zoning Administrator Elliott also went over the vacancy notice for the Planning Commission and the HPC that will be submitted to The Newport Daily Express. Due to the NVDA presentation, the HPC meeting will meet first with the Planning Commission meeting to follow.

**8:34 p.m Next Meeting:** The next meeting will be scheduled for January 17<sup>th</sup>, 2017, at 7p.m.

**8:45 p.m.** Robert Currier made a motion to adjourn. This was seconded by Dan Ross. **APPROVED BY UNANIMOUS DECISION.**

*Minutes taken and transcribed by Woodman Page*

Approved: \_\_\_\_\_



Date: \_\_\_\_\_

1-17-17