

## NEWPORT CITY PLANNING COMMISSION MINUTES

**\*February 16<sup>th</sup> 2016\***

**MEMBERS PRESENT:** Chair Charles Elliott, Robert Currier, Clark Curtis, Woodman Page, and Dan Ross

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Pam Ladds

**7:00 p.m.** Chair Charles Elliott called the meeting to order. Clark Curtis moved to approve the minutes of the February 2<sup>nd</sup>, 2016 meeting. This was seconded by Robert Currier. **APPROVED BY UNANIMOUS DECISION.**

**7:06 p.m. Editorial Changes to City's Zoning Bylaw Article 4 (Note: Line 401 to Line 421):** Chair Elliott distributed copies of the latest changes to the City's Zoning Bylaw to members of the Planning Commission. There were almost zero edits since Dan Ross had previously corrected a number of the grammatical and spelling errors that had existed. Referencing Section 411 B on Waterfront Lots, Clark Curtis requested clarification on whether the section required state permission and Charles Elliott agreed to gather additional details on state requirements related to waterfront lots. Dan Ross voiced some concerns on the latest City Zoning Map and whether all of the changes had undergone a formal process for approval which Charles Elliott confirmed that they had. Woodman Page requested that previous legal guidance from city attorney Bill Davies be incorporated into the sections related to residential care homes. Charles Elliott stated that more substantive changes and updates to the City's Zoning Bylaw would follow the commission's initial review.

**7:45 p.m. Other Business:** Charles Elliott informed the commission that an issue which continues to be raised with city officials is building codes for certificates of occupancy. It was explained that there are instances where a permit for a certificate of occupancy has been granted and yet water and sewer bills are not being properly issued. Charles Elliott also stated that some businesses applying for loans must obtain a certificate of occupancy showing that the business meets the zoning criteria to occupy the space they currently reside in. Clark Curtis added that he had previously raised the issue. Charles Elliott stated that the city manager had asked him and the commission to look into the issue and to see if a solution could be found. Clark Curtis added that Derby has a simple form on their website related to certificate of occupancy guidelines. Charles Elliott would look into it.

**8:08 p.m Next Meeting:** The next meeting will be scheduled for March 8<sup>th</sup>, 2016 at 7p.m.

**8:09 p.m.** Woodman Page made a motion to adjourn. This was seconded by Dan Ross. **APPROVED BY UNANIMOUS DECISION.**

*Minutes taken and transcribed by Woodman Page*

Approved:  Date: 03/08/2016