

## NEWPORT CITY PLANNING COMMISSION MINUTES

**\*March 21<sup>st</sup>, 2017\***

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

**MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Mayor Paul Monette, Zoning Administrator (ZA) Charles Elliott, Pam Ladds, and Anne Page.

**7:00 p.m.** Prior to the beginning of the Planning Commission meeting, Chair Curtis asked Mayor Monette on the status of the Transportation Grant that the Planning Commission had previously endorsed for an application of \$100,000 to replace traffic lights and street lighting along the Causeway. Mayor Monette stated that the City of Newport had recently applied for a number of grants but had decided not to move forward with that particular grant. Chair Clark Curtis then officially called the Planning Commission meeting to order. Vice Chair Robert Currier moved to approve the minutes of the February 21<sup>st</sup>, 2017 Planning Commission meeting. This was seconded by Dan Ross. **APPROVED BY UNANIMOUS DECISION.**

**7:06 p.m. Review Section, Article 6, of the City Zoning & Subdivision Bylaw:** Woodman Page began the review by asking if all of the State regulations that are referred to are still accurate. Chair Curtis looked up the ones listed and confirmed that they were. Throughout the beginning of Article 6, it discusses meetings to be held with the DRB and applicants. Chair Curtis questioned whether the term meeting was appropriate rather than a hearing. Dan Ross and ZA Elliott stated that at the initial planning process that the term meeting is correct, but once the plans become more fixed then the process becomes more formal and then hearings would be established. At the top of page four of Article 6, Section 605 item 2-F mentions Sections "506" and "507" which should be changed to Sections "606" and "607". Chair Curtis inquired if all of the updated changes by the Planning Commission were being passed along to Ms Laurel Wilson for updates. ZA Elliott confirmed that this was the case. On page 4 of Section 605 item 2-K; reference is made to filing an approved subdivision "~~(along with a DXF diskette)~~." It was recommended that item K should read within the parenthesis as "(as well as an electronic format)". After much discussion, it was determined that item K would remain as is since there are several notes that state one must consult with the City Clerk on proper documentation and filing requirements. Dan Ross then guided the discussion to Section 604 Boundary Line Adjustments. Dan Ross stated that the section does not adequately address combining different lots into larger properties. Examples were made to include properties on Long Avenue, Glen Road as well as Maple Fields. The ZA stated that the properties must conform to city regulations. Chair Curtis asked that Dan Ross obtain additional information and perhaps draft language that might be incorporated into the Bylaws. CC

**7:34 p.m. Review List of Candidates for Vacancy:** Chair Clark had received a letter from Ms Ruth Sproull which he opened in the meeting. ZA Elliott had also received a copy of the letter which he distributed to the commission. Other letters that were distributed were from Ms Diane Peel along with Mr. Richard F. D. Stibolt. Each letter stated the applicants desire to serve on the Planning as well as the Historic Preservation Commissions. It was noted that Mr. Stibolt lives just outside the boundary of Newport in Derby. Chair Curtis stated that he had performed some research on whether there were any restrictions on Mr. Stibolt serving on the Commission and reported that since the majority of members of the Commission were Newport residents then this would be acceptable. ZA Elliott stated that he would set up the individual interviews for the next meeting. The only exception will be a telephonic interview with Ms Sproull since she will be out of town at that time. Questions were then raised on whether the Planning Commission could go into Executive Session during the interview process for the applicants. Mayor Monette stated that the only time a meeting can be conducted behind closed doors is when there is an issue related to a city employee. Ms Pam Ladds voiced her concerns over executive sessions. Chair Curtis requested that the ZA provide guidance to the Commission prior to the next meeting.

**7:53 p.m. Other Business:** Chair Curtis stated that he had been in touch with the Derby Planning Commission's Bob Kelly and they are interested in meeting with the Newport Planning Commission. The meeting will probably take place at Derby's Municipal Building and that it would occur on a Monday evening. Chair Curtis will coordinate the meeting for some time in April. It was noted that the Historic Preservation Commission would need to meet again soon. It was suggested that the Planning Commission and the Historical Preservation Commission conduct a joint meeting for the interview of candidates. The ZA was asked to provide guidance on whether such a meeting would be acceptable. Chair Curtis raised the issue of the election of officers. Woodman Page moved that the following individuals be approved for the Planning Commission's positions. They are Clark Curtis as Chair, Robert Currier as Vice Chair and Woodman Page as note keeper. This was seconded by Robert Currier. **APPROVED BY UNANIMOUS DECISION.**

**8:05 p.m Next Meeting:** The next meeting will be scheduled for April 4<sup>th</sup>. 2017, at 7p.m. The agenda will consist of: 1. Call to Order, 2. Approve Minutes of 21 March, 3. Interview candidates with possible Executive Session, 5. Other Business, 6. Set Date and Agenda for Next Meeting, 7. Adjourn.

**8:17 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: 4-4-17