

NEWPORT CITY PLANNING COMMISSION MINUTES

May 2nd, 2017

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

MEMBERS ABSENT: Ruth Sproull.

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

7:00 p.m. Chair Clark Curtis officially called the Planning Commission meeting to order. Minutes of April 18th, 2017 were reviewed. Vice Chair Robert Currier then moved to approve the minutes of April 18th, 2017. This was seconded by Dan Ross. **APPROVED BY UNANIMOUS DECISION.**

7:04 p.m. Review Section 8 and 9 of the Bylaws: Chair Curtis requested commissioner comment for any suggested changes to Section 8 of the Bylaws. Since there were none put forward Chair Curtis asked for changes to Section 9 of the Bylaws. Dan Ross suggested that the definition for the term Personal Services was too lengthy and were previously covered in the zoning districts. No further recommendation was provided on how to pair down the items under Personal Services so the definition remains as is. Pam Ladds suggested that the definition for Bed and Breakfast be changed with the replacement for the word "transients" to "guests". Dan Ross made a motion to make the change and this was seconded by Vice Chair Currier. **APPROVED BY UNANIMOUS DECISION.** Chair Curtis inquired with ZA Elliott on whether the last page consisting of the Index could be repaginated to include the listing of attachments. ZA Elliott claimed that they did not exist. Dan Ross pointed out that the final bullet in Section 205 Streetscape Requirements mentions Tree Chart (appendix B). Dan Ross stated that he had a copy and would bring it in for inclusion. Chair Curtis also asked if the new office manager (Rebecca Therrien) had begun updating the changes to the Bylaws. ZA Elliott stated that the office manager was still becoming familiar with other issues, but the updates to the Bylaw needed to be done and that the office manager would eventually get to it.

7:30 p.m. Other Business: Chair Curtis asked how the posting of minutes was coming along for the Newport City Website. ZA Elliott stated that Ms Therrien was awaiting training in this area. Chair Curtis reminded the ZA that it was a State of Vermont law requiring that all public meetings be posted within five days. The ZA stated that the training would eventually be accomplished and that the minutes would be posted.

Pam Ladds had a couple of issues to raise with the commission. The first one concerned an article in the April 2017 Home & Landscape Improvement supplement to the Newport Daily Express. The article in question was "Got a Home Project in Mind? Check With Your Zoning Administrator." Pam Ladds suggested that there should be a list for homeowners to use rather than having to just call the Zoning Administrator. The other

issue of concern was related to the recently approved Certificate of Occupancy. Pam Ladds presented to the Commission a Certificate of Occupancy that had been discussed, warned, and approved by the Planning Commission and then forwarded to the City Council for action. The City Council had approved the original Certificate of Occupancy that the Planning Commission had acted upon. Pam Ladds stated that she recently received a copy of the Certificate of Occupancy from ZA Elliott and noticed that there were differences from the original one. Chair Curtis stated that if there had been changes to the form by the City Council then it should have come back to the Commission for further updates and that the process should start all over again. Pam Ladds was concerned that this new Certificate of Occupancy might not be legal since the content had been changed without a hearing. This also raised other questions on who had made the changes and what other public documents might not be following proper public procedures. ZA Elliott stated there was only one addition that states individuals must request a permit for any building demolition. Chair Curtis requested that ZA Elliott look into this and report to the Commission at the next meeting. ZA Elliott agreed to do so.

Chair Curtis informed the Commission that he had been in contact with Derby's ZA Bob Kelley to coordinate a Joint Commission meeting. No date has yet to be determined.

Ruth Sproull has been away from the area and will be present at the next Commission meeting.

Chair Curtis forwarded information on an upcoming Spring Planning And Zoning Forum to be held on June 14, 2017 at Lake Morey Resort, in Fairlee, Vermont. No one on the Commission is able to attend.

8:02 p.m. Next Meeting: There will be a Planning Commission meeting scheduled for May 16th, 2017, at 7 p.m. The Planning Commission agenda will consist of: 1. Call to Order, 2. Approve Minutes of May 2nd, 2017, 3. Progress on Update of Changes to the City Bylaws, 4. Update on Certificate of Occupancy, 5. Set Date and Agenda for Next Meeting, 6. Adjourn.

Chair Curtis also stated that there would be a Historical Preservation Commission meeting following the Planning Commission meeting on May 16th, 2017

8:06 p.m. Dan Ross made a motion to adjourn. This was seconded by Vice Chair Currier. **APPROVED BY UNANIMOUS DECISION.**

Minutes taken and transcribed by Woodman Page

Approved: _____



Date: 5-16-17