

# **NEWPORT CITY PLANNING COMMISSION MINUTES**

**May 16, 2017**

**MEMBERS PRESENT:** Chair Clark Curtis, Vice Chair Robert Currier, Woodman Page, Dan Ross, Ruth Sproull

**MEMBERS ABSENT:** None

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

**7:05 p.m.** Chair Clark Curtis officially called the Planning Commission meeting to order. Minutes of May 2, 2017 were reviewed. Vice Chair (VC) Bob Currier made a motion to approve the minutes for the meeting. Seconded by Dan Ross. Approved by all except Ruth Sproull who abstained.

**7:07 p.m.** Discussion regarding updates to the bylaw and where the file is stored in the office. The updates haven't been done yet according to ZA due to staff changes in the office.

Discussion regarding certificate of occupancy (COC) and process of approval as it regards the relationship of planning commission (PC) and city council (CC). Adding COC verbiage to the bylaw was approved by the PC after a public hearing. However, the COC verbiage was changed after CC had reviewed it. According to the ZA, the new COC verbiage is based on the Vermont Statute 4449 (2).

Chair Curtis wanted to know who made the changes to the COC and ZA said he was not going to answer because it went through several different departments. Ross said that his problem is that no one had the opportunity to review the wording changes before they were made. Somebody took this oversight away, he added.

ZA said that the COC "form" verbiage could be changed administratively. The public hearing was to add a COC itself to the bylaw. It was noted that CC has the ultimate authority to change and they did. ZA said that wording in the bylaw was purposely vague to cover all situations. The motivation for the COC was for assessor, water, sewer to be aware of what is happening on a property said ZA.

**In Other Business** Ross revisited the part of the bylaw where it refers to trees and streetscape requirements (final bullet in Section 205-appendix B) and no one remembers adopting this section formally. It was decided that when we redo the bylaw this should be reviewed and possibly omitted.

Woodman Page resigned as clerk and made a motion that Ruth Sproull become the clerk. VC Currier seconded. Unanimously approved.

Chair Curtis suggested that in future meetings we start to go through the bylaw and make updates and changes to content, a few pages at a time. Table of Contents through the introduction for the next meeting (pg. 8) was suggested by Page.

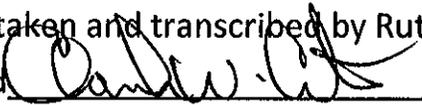
**Set date and agenda for next meeting**

June 6, 2017 at 7 p.m.

1. Call to order
2. Approve minutes of the May 16, 2017 meeting
3. Review Bylaw
4. Other business
5. Set date and agenda for next meeting
6. Adjourn

**8:24** VC Currier made motion, Ross seconded to end the meeting.

Minutes taken and transcribed by Ruth Sproull

Approved  Date 6-6-17