

**Newport City Planning Commission  
Minutes**

**Tuesday October 19, 2021 at 6:00 PM**

Commission Members:                    John Monette  
    Kevin Mead  
    Carole O'Connell  
    Denis Chenette  
    Amanda Chaput

Zoning Administrator:                    Erik Voegtlin

A duly warned meeting of the Newport City Planning Commission was held on Tuesday, October 19 2021, in the Council Room in the Newport City Municipal Building. Present were: Chair John Monette, Planning Commission Members Denis Chenette, Carole O'Connell, Kevin Mead, and Amanda Chaput who appeared remotely. NVDA's Alison Low appeared remotely. City Manager Laura Dolgin was present.

1. **Call to order:** Chair Monette called the meeting to order at 6:01
2. **Approve the minutes of the planning commission meeting held on October 5, 2021:**  
Motion made by Denis Chenette and seconded by Carole O'Connell; unanimously approved.
3. **Bylaw Modernization Grant; Vote:** John Monette read the Bylaw Modernization grant purpose and procedure to the planning commission. Motion to recommend applying for said grant to the city council was made by Carole O'Connell and seconded by Kevin Mead. Motion passed unanimously. The next step is for the City Council to review and approve the resolution at their November 1 meeting. The grant has a deadline of November 15, and Mike Welch from NCIC, through the RCDI grant, has offered to write the grant proposal.
4. **City plan development:** Alison Low and Tracy McIntyre, both from NVDA, held a productive conversation with Public Works Director Tom Bernier regarding the ability to map out present and future utilities and sidewalks. This will take a bit of work and coordination but we are optimistic that the final version of the Municipal Plan will contain a nice visual of these important infrastructures.

Kelly Stoddard-Poor informed us via email the AARP Newport City Age Friendly Community Action Plan has not actually expired but rather it has been dormant due to a lack of committee involvement. For purposes of the municipal plan, the PC could support the revitalization of the committee(s), and recognize that a possible entity to assist in the revitalization would be the NCDD, if they have the capacity to do so. The Age Friendly Plan has 8 Domains that include town information, outdoor spaces, job opportunities, transportation, health, caregiving, and socialization. This makes good sense.

Alison suggested the PC might want to have a guest contributor at every work session meeting so that The Plan can be informed by current and best practices by subject matter

experts. While Kelly was not able to attend in person tonight, it is hoped that she and/or another AARP representative can come to a future meeting. Joe Kasprzak is scheduled for the next PC to discuss the landlord registry program in St. J. Additional ideas include Patrick Shattuck from Rural Edge, an NCDD representative, Tyler Moss and Mike Miller from the Montpelier PC to discuss a loan program for accessory apartments, Julie Laforce and Jen Carlo to discuss the Vt. Refugee Resettlement Program. The PC members are enthusiastic to approach The Plan development in this way.

After housing is completed, the next topic will be land use and vibrancy/economic development.

5. **Old Business:** None

6. **New Business:** it was announced that Erik Voegtlin has resigned from the zoning administrator position and harbormaster. John Monette thanked Erik for his attention to the violations. Denis Chenette welcomed Kevin Mead to the commission.

7. **Set draft agenda for next regularly scheduled meeting:**

Agenda:

1. Call to order
2. Approve the minutes of the Planning Commission meeting held on October 19, 2021
3. Guest Speaker: Joe Kasprzak, St. Johnsbury Assistant Town Manager
4. City Plan Development
5. Old Business
6. New business.
7. Set draft agenda

8. Next meeting scheduled for November 2, 2021 at 6:00 p.m.

9. **Adjourn:** Motion made by Carole O' Connell and seconded by Kevin Mead, at 7:25 p.m.

Respectfully submitted by Laura Dolgin, City Manager  
Unofficial Until Approved

Approved this 15<sup>th</sup> day of Feb., 2022

  
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Planning Commission Chair