

**City of Newport**  
**Planning Commission Meeting Minutes**  
**April 16, 2024**

**Members Present:** John Monette Chair, Denis Chenette, Carole O'Connell, Gina Cirelli and Jay Walsh

**Members Absent:** Kevin Mead

**Others Present:** Adam Ortiz, Beth Barnes

- 1.) **Call to Order:** The meeting was called to order at 6:35 p.m. by Chair Monette at 6:35 p.m.
- 2.) **Approval of Minutes:** Carole O'Connell made a motion to approve the minutes of April 2, 2024. This was seconded by Gina Cirelli and the motion passed unanimously.
- 3.) **Public Comment:** None.

4.) **Bylaw Modernization Project:** Gina Cirelli mentioned that ZA Cheney wished that we review Section 2305.H (Waterfront Area), in particular, parking. Discussion ensued regarding handicap parking and ADA regulations. Jay Walsh wondered about parking setbacks from the waterfront. The committee then reviewed Section 5305 (Conditional Use Review) but found that this section did not address pertinent parking information. Section 2305.H (1) was reviewed by the committee. Areas in question were the marina, city dock, Newport Village Market parking lot, the area in front of the state office building and Built By Newport to name a few. General discussion followed and Section 2305.E (2) was also addressed.

Mr. Adam Ortiz mentioned that Saint Albans, VT has a parking area where vehicle parking is validated by local businesses for a specific amount of time.

Chairman Monette felt that Portsmouth, NH would be a good case study regarding parking as they are also land poor. It was decided that we should make sure that we are compliant with any and all state laws that might apply to our situations.

Jay Walsh brought up electric charging stations and how they should be addressed regarding amount and placement around the city. Chairman Monette added that the infrastructure will need to be addressed as well. Mr. Ortiz mentioned that a New York company, called Plug, deals with hydrogen powered vehicles as this type of fuel is not as weather dependent as electric battery operated vehicles which tend to lose their charge in colder climates.

Gina Cirelli directed the committee to Section 4200 (PUD Standards). Certificates of Occupancy were discussed, as well as, Act 250, wastewater and potable water concerns. 1 and 2-family buildings are exempt from building codes with the exception of Burlington, VT which conducts building inspections for all buildings. Gina Cirelli mentioned that ZA Cheney wanted us to list any concerns that we may have regarding Certificates of Compliance and Occupancy. The committee felt that this was something that we would like to address with Mr. Cheney as he would be the person who would initially have to deal with this issue with clients. It was suggested that we look at the Derby, VT guidelines and go accordingly. Chairman Monette mentioned that provisional certificates could be issued for winter construction projects with a formal certificate being issued in the spring or whenever weather permitted.

Jay Walsh directed the committee to Section 4201.C (2) Housing Affordability. Chairman Monette felt that the only available piece of land that could accommodate this section would be the so-call Poulin Property that includes the water reservoir. PUDs will be addressed in greater depth when Mr. Cheney returns from vacation as it is a very extensive section.

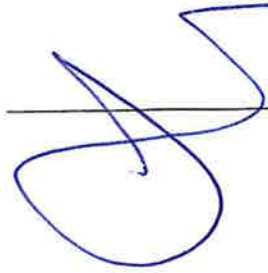
5.) **Old Business:** None.

6.) **New Business:** Chairman Monette suggested that we should have the City Manager advertise for Planning Commission vacancies and go through the proper process of getting candidates. This has traditionally been a letter of intent from the candidate, an interview before the Planning Commission, a letter of recommendation to the City Council from the Planning Commission and then an action by the City Council based upon our recommendation.

**7.) Next Agenda:** The next scheduled Planning Commission meeting is set to be held on Tuesday, May 7, 2024, at 6:30p.m. in the Newport City Council Room. The agenda will be similar to tonight's meeting.

**8.) Adjournment:** Carole O'Connell made a motion to adjourn and this was seconded by Jay Walsh. The meeting was adjourned at 8:29 p.m.

Approved this 7th day of May, 2024.



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Chair, Newport City Planning Commission