

**MEETING MINUTES
NEWPORT CITY DEVELOPMENT REVIEW BOARD
APRIL 3, 2024
6:30 PM**

DRAFT

DRB Members Present: Agathe, Melissa, Dennis, Patrick. (Jay was absent)

Zoning Administrator Present: Frank

Members of the Public Present: Jay Walsh, Laurie Grimm, Bill Hansen, Andrew Touchette, Tina Emerson (Galvion), Frank (Heritage Memorials)

1. Call to order.
 - a. Meeting called to order at 6:37PM
2. Approve the minutes of the Development Review Board meeting held on December 13, 2023.
 - a. Melissa moved to accept; Dennis seconded
 - b. All were in favor
3. Add item to the agenda under new business:
 - a. Executive Session will be utilized to evaluate proposed candidates and letters of interest
 - b. Melissa asked if VSA rules apply to DRB as they do to Council Meetings
 - c. Melissa said 3 apparent reasons for executive:
 - i. Contracts, negotiations, personnel
 - d. Patrick moved to add topic of executive session for new members to the agenda
 - i. Dennis seconded,
 - ii. Motion was passed three votes to none with Melissa abstaining.
4. Consider Application #24029 submitted for Waiver of Setback Requirements by Heritage Memorials, Inc. to construct a 30'x 60' storage garage at 515 Union Street, Newport, Vermont 05855.
 - a. Scott Bianchi described that the setback adjustment (from 25' to 10') is requested to allow maneuverability of equipment and access to the building. Spoke to Fred's (abutter most immediately affected) and they do not see an issue with the setback from their property line being set at 10'
 - b. Board estimated distance to existing shed at 52'
 - c. Patrick asked about potential ROW from Canadian Pacific RR property
 - d. Agathe read the conditional use waiver rules:
 - i. Affect general setting of the area - comment
 - ii. Capacity to affect existing facilities – no comment, not using water/sewer
 - iii. Does it conflict with the municipal plan? – no, meets industrial zoning criteria
 - iv. Affect traffic – no changes in use or traffic
 - v. Bylaws affected – other than setbacks, in would be in conformance with

bylaws

- vi. Renewable energy resources – nothing planned, but no restrictions of permits or specific parameters based on proposed pitch of roof
- e. Dennis requested that the letter from Fred's P&H specify that the setback not be “within 15 feet”, but rather it is permissible for 15 feet or greater from the property boundary
- f. Dennis made a motion to approve the waiver for reduce the setback by 10 feet, shifting the setback to 15’ from the property boundary
- g. Patrick seconded the motion
- h. Unanimously approved by the present Board Members

5) Consider Application #24035 submitted for Local Act 250 Review by 30 Industrial Drive LLC. (Galvion) to install a Dust Management System on a newly constructed concrete pad adjacent to their manufacturing operation located at 30 Industrial Drive, Newport, Vermont 05855

- i. Jenna Nemeth, Coordinator at Galvion.
 - i. Adding a laser to the production line, must apply for an air permit. Shifting from water jet to laser cutting – triggers a dust collection requirement and air pollution permit
- j. Frank elaborated: particles from cutting must be collected and removed from the work area air sources, triggering an Act250 air quality permit. Testing of safety of device is going to
 - i. DRB will review 3 categories of local Act 250 requirements, then forward to Kirsten Sultan to review at State level Act 250 – will consider DRB findings
- k. Agathe – reviewed three criteria associated with the approval, and asked Schedule B, Criteria 6, 7 & 10
 - i. No concerns were raised
- l. Terry Payton – Director of Operations stated no increase in demand on municipal services
- m. Dennis asked:
 - i. How long between filter cleaning vs. filter replacement
 - 1. Jenna - Uncertain at this time, depends on usage/production rate
 - ii. What size unit is being installed?
 - 1. Jenna – the 6-cartridge unit
- n. Patrick asked:
 - i. Is the facility on City water?
 - 1. Jenna – yes
- o. Dennis made a motion to approve application #24035 regarding parcel #117022013
 - i. Agathe add that the motion was pursuant to ANR approval of State Act 250 review & separate Air Quality Permit
- p. Patrick seconded the motion
- q. Unanimously approved

- 5.
6. Election of Officers
 - a. Melissa moved to elect a slate of officers: Agathe Coburn as Board Chair, Dennis Chenette as Vice Chair, Patrick Hurley as Secretary
 - b. Agathe seconded;
 - c. Unanimously approved
7. Yearly Review of Developmental Review Board Rules of Procedure
 - a. Frank:
 - i. Bylaw says 5-9 regular members;
 - ii. Asked to aim for an odd number of members, not adopted by the Planning Commission; DRB can, however, ask for an odd number of members from the City Council.
 - b. Melissa:
 - i. Recommends interviewing, making a recommendation to the Board, then making formal changes to policy
 - ii. Made a motion to table the Yearly Review of DRB Rules of Procedure until first meeting after council appoints new members
 - iii. Agathe seconded the motion
 - iv. Unanimously approved
8. New Business
 - a. Patrick made motion to move into executive session to discuss personnel matters related to new board members
 - i. Dennis seconded
 - ii. All unanimously approved
 - b. Board moved to executive session
 - c. Board returned from executive session
 - d. Patrick made a motion that the Newport City Development Review Board express its support of the appointment of any and or all of the three qualified candidates interviewed in executive session and formally recommend to the Newport City Council that in an effort to obtain a complete odd numbers board that two of the three candidates be appointed for a total of seven active members.
 - e. Dennis seconded the motion
 - f. Unanimously approved
9. Old Business.
 - a. N/A
10. Adjourn
 - a. Patrick made a motion to adjourn
 - b. unanimously approved