

**Newport City Development Review Board
January 27, 2026 – 6:30PM**

Attendees: Agathe Coburn, Denis Chenette, Patrick Hurley, Melissa Pettersen, Laurie Grimm, Jay Walsh, Frank Cheney (Zoning Administrator)

Absent: David Kerr

Public Present: Derek Green

1. Agathe called the meeting to Order at 6:31 PM.
 2. Agathe asked if there were any additions or deletions to the agenda
 - a. No additions or deletions made
 3. Agathe asked if there were any edits or changes to the November 19, 2025 minutes.
 - a. Patrick made a revision to the date, correcting the September 3, 2025 date listed to November 19, 2025. Denis made a motion to approve the minutes from 11/19/25 with changes to date listed
 - i. Jay W seconded; all in favor. Motion passed unanimously.
 4. Agathe review application #25074 by Melissa Deppisch on behalf of Northeast Kingdom Human Services, Inc.
 5. Agathe invited Derek Green to present on the project; following, the Board and Zoning Administrator had the following discussions.
 - i. The building would be retrofitted to accommodate up to 12 staff and 12 clients.
 - ii. There are 25 parking spaces currently; urban residential zoning with use listed as office space requires 1 parking space per 200 sq ft of building.
 - iii. Denis brought up that perhaps the business would be listed as "personal services". Frank & Agathe reviewed definitions for office space versus personal services:
 1. Personal services establishments include laundry cleaning, coin operated laundry, dry cleaning, photo studio, beauty shops, barber shops, shoe repair, health clubs, etc.
 - iv. It was determined that the use will be, in fact, office space
 - v. Denis asked if there would be any changes to exterior lighting; Derek said that the lighting was adequate and that there were no intentions to change lighting
 - vi. Jay asked if there were any city owned improvements on the property based on sightings of recent work performed in the back parking lot area. There were no known city improvements on site.
 - b. Denis made a motion to approve the request for a conditional use permit application #25074 as presented, with the following conditions:
 - i. 15 day public comment period
 - ii. All State permits shall be obtained as applicable
 - iii. Obtain a City of Newport certificate of occupancy prior to utilizing for intended use
 - c. Laurie seconded; unanimously approved.
6. Denis made a motion to accept the Newport City DRB Rules of Procedure and Conflict of Interest Policy
 - a. Melissa seconded. Unanimously approved.

7. Agathe requested discussion of any Old Business
 - a. Zoning Administrator brought up the annual review of Kingdom GO sand & gravel extraction permit to be expected this Spring.
 - b. Patrick will review & digitize into GIS format the final proposed contours plan included in the ACT 250 permit application from initial permitting process
 - c. ZA will research gravel pit closure & reclamation standards from other comparable sites in the region for discussions around the permit conditions and bond
8. Agathe requested discussion of New Business
 - a. Frank brought up the potential for DRB to be charged with reviewing ACT 250 permits with new changes based on Future Land Use maps, development Tiers
 - b. City and/or DRB may need to have on-demand consultants to assist DRB and Zoning Administrator with decisions related to new or revised ACT 250
 - c. Board supports Agathe and Patrick attending individual Planning Commission meetings to represent the DRB and to stay informed of bylaws and repercussions of changes to ACT 250 review process
9. Denis made a motion to adjourn; Laurie seconded the motion.
10. Meeting was adjourned at 8:22 PM.

*DRB Appendix 4/1/26
For Agathe Colburn
Frank Perry 4/2/26*