

**City of Newport**  
**Planning Commission Meeting Minutes**  
**May 2, 2023**

DRAFT

**Members Present:** Chair John Monette, Denis Chenette, Carole O' Connell, and Kevin Mead

**Members Absent:** none

**Others Present:** Zoning Administrator Frank Cheney, Gina Cirelli and Jay Walsh

- **Call to Order:** Meeting called to order by Chair Monette at 6:30p.m.
- **Approval of Minutes:** Denis Chenette made a motion to approve the minutes of April 18, 2023, Carole O' Connell seconded the motion, and the minutes were approved.
- **Public Comment:** none
- **Agenda Item: Candidate #1 Interview for consideration of appointment to the Planning Commission.**  
Kevin Mead made a motion to enter executive session to discuss a personnel matter, Carole O' Connell seconded the motion and the commission moved into executive session at 6:35 p.m. The public meeting was resumed at 7:05 p.m.
- **Agenda Item: Bylaw Modernization Project.**
  1. Details of the upcoming community forum designed to update and solicit input from the public on the progress made to date on the Bylaw Modernization Project were reviewed by the commission. The commission finalized plans for the event which will be held on May 30, 2023, at 6:30 p.m. in the Gateway Center. Brandy Saxton will provide a formal event presentation content and materials outline at the next Planning Commission Meeting. Frank Cheney informed the commission that Ms. Saxton is unable to attend the regularly scheduled Planning Commission Meeting of May 16, 2023, but had provided alternate dates for their consideration. Denis Chenette made a motion to cancel the meeting of May 16, 2023, and reschedule it for May 22, 2023, at 6:30 p.m. Kevin Mead seconded the motion, and the motion was passed.
- **Agenda Item: Candidate #2 Interview for consideration of appointment to the Planning Commission.**  
Denis Chenette made a motion to enter executive session to discuss a personnel matter, Carole O'Connell seconded the motion, and the commission moved into executive session at 7:20 p.m. The public meeting was resumed at 8:05 p.m.
- **Old Business:** Denis Chenette identified some inconsistencies in the content of the proposed draft bylaws. The commission will clarify these concerns with Ms. Saxton prior to the Bylaw Community Forum.
- **New Business:** Carole O' Connell made a motion to approve Gina Cirelli as a new member of the Newport City Planning Commission and that her nomination be forwarded to Newport City Council for potential appointment with the recommendation of the PC, Kevin Mead seconded the motion and the motion passed unanimously.

- **Draft Agenda:** The next regularly scheduled Planning Commission Meeting will be held on May 22, 2023, at 6:30p.m. The Agenda will be like tonight's Agenda with work to continue on the Bylaw Modernization Project and Bylaw Community Forum.
- **Adjourn:** Carole O' Connell made a motion to adjourn, Kevin Mead seconded the motion and the meeting adjourned at 8:20 p.m.

Approved this \_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_ Chair, Newport City Planning Commission