

DRAFT

City of Newport
Planning Commission Meeting Minutes
May 7, 2024

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

Members Absent: Kevin Mead

Others Present: Zoning Administrator Frank Cheney, Paul Dreher and Adam Ortiz

- **Call to Order:** The meeting was called to order by Chair Monette at 6:33 p.m.
- **Approval of Minutes:** Carole O' Connell made a motion to approve the minutes of April 16, 2024, Jay Walsh seconded the motion, and the minutes were approved.
- **Public Comment:** none
- **Planning Commission candidate interviews:**
 - 1) Jay Walsh made a motion that the commission enter an executive session to address personnel related matters, specifically interviews of candidates for membership on the Planning Commission, Gina Cirelli seconded the motion and the members entered executive session at 6.40 p.m. and returned to open session at 8:25 p.m.
 - 2) Denis Chenette presented a motion that the Newport City Planning Commission make the following written recommendations to the Newport City Council.
 - A) No new members are recommended for appointment to the commission at this time.
 - B) The number of Planning Commission Members remains at 6.
 - C) Institute a city-wide policy formalizing the procedure outlining the recruitment/appointment process for all appointed public boards in Newport City which will ensure equal public access to membership and provide the appropriate level of transparency throughout.
 - D) If the council exercises its prerogative to disregard the above-mentioned recommendations and increased the number of authorized members of the Planning Commission, the Planning Commission strongly advises that membership be increased so that total membership is an odd number, and further recommends a total membership of 7 members. Further, if membership is to be increased, the Planning Commission strongly recommends, in the interest of transparency, that the new position(s) be advertised as available, thus giving all members of the Newport community notice and an opportunity to apply. Applications received to date would be considered further at that time.

Carole O' Connell seconded the motion, and it was approved unanimously.

- **Bylaw Modernization-** Tabled to the May 21, 2024, regularly scheduled meeting.
- **Old Business:** Frank Cheney Zoning Administrator provided updated information regarding the status of FEMA Base flood Maps, production of the fundamentally complete regulations and upcoming bylaw modernization project task schedule.
- **New Business:**
 - A) The commission reviewed proposed Derby, Vermont Zoning Regulation Amendments and took no action.
 - B) Carole O' Connell introduced the commission to resource materials outlining strategies involved in promoting a development ready community.

- **Agenda:** The next scheduled Planning Commission Meeting will be held on May 21, 2024, at 6:30 p.m. in the Newport City Council Room. The agenda will be like tonight's meeting minus candidate interviews and with a concentration on zoning district boundaries.
- **Adjourn:** Gina Cirelli made a motion to adjourn, Jay Walsh seconded, the meeting adjourned at 9:05 p.m.

Approved this ___ day of _____, 2024.

_____ Chair, Newport City Planning Commission