

**City of Newport**  
**Planning Commission Meeting Minutes**  
**September 3, 2024**

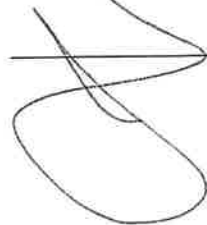
**Members Present:** John Monette Chair, Denis Chenette, Carole O' Connell, Gina Cirelli and Jay Walsh

**Members Absent:** Kevin Mead,

**Others Present:** Zoning Administrator Frank Cheney

- **Call to Order:** The meeting was called to order by Chair Monette at 6:31 p.m.
- **Approval of Minutes:** Carole O' Connell made a motion to approve the minutes of August 27, 2024, Jay Walsh seconded the motion, and the minutes were approved.
- **Public Comment:** none
- **Bylaw Modernization-**
  1. Frank Cheney, Zoning Administrator presented a draft memo detailing the Planning Commissions recommended updates of the Newport City Public Works Standards and Specifications Policy. The commission, following a lengthy discussion and notwithstanding a few minor language adjustments, accepted the outline as presented.
  2. The Planning Commission initiated its review of the draft unified regulations relating to Planned Unit Development Standards
- **Old Business:** Frank Cheney offered the commission documentation of the statutory requirements of Zoning Bylaw Approval and Amendment in Vermont.
- **New Business:**
  - 1) Chair Monette introduced a recently received report by VHFA detailing results from a housing study they produced.
  - 2) Carole O' Connell brought a concern of a local citizen to the commission for consultation involving potential real estate interest of a local non-profit group.
- **Agenda:** The next scheduled Planning Commission Meeting will be held on September 17, 2024, at 6:30p.m. in the Newport City Council Room. The agenda will be like tonight's meeting.
- **Adjourn:** Denis Chenette made a motion to adjourn, Gina Cirelli seconded, the meeting adjourned at 8:45 p.m.

Approved this 17 day of Sept, 2024.



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Chair, Newport City Planning Commission

**DRAFT**

**City of Newport**  
**Planning Commission Meeting Minutes**  
**September 17, 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

- **Call to Order:** The meeting was called to order by Chair Monette at 7:09 p.m.
- **Approval of Minutes:** Carole O' Connell made a motion to approve the minutes of September 3, 2024, Denis Chenette seconded the motion, and the minutes were approved.
- **Public Comment:** none
- **Bylaw Modernization-**
  1. Report from Frank Cheney Zoning Administrator regarding bylaw approval logistics and projected scheduling.
  2. Zoning Administrator provided an update on progress of the Municipal Planning Grant closeout.
  3. The Planning Commission, after examining applicable State of Vermont statutory requirements completed its review of the draft unified regulations relating to Planned Unit Development Standards and finalized language within the regulation.
- **Old Business:** None
- **New Business:**
  - 1) Denis Chenette inquired into the possible obtaining a finished hard copy of the Newport Municipal Plan
  - 2) Frank Cheney confirmed his upcoming meeting with a member of the Newport Downtown Development Group's Housing Commission to explore potential development of senior housing units in Newport.
- **Agenda:** The next scheduled Planning Commission Meeting will be held on October 1, 2024, at 6:30p.m. in the Newport City Council Room. The agenda will be like tonight's meeting.
- **Adjourn:** Denis Chenette made a motion to adjourn, Gina Cirelli seconded, the meeting adjourned at 9:30 p.m.

Approved this \_\_\_ day of \_\_\_\_\_, 2024.

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

**City of Newport**  
**Historic Preservation Meeting Minutes**  
**June 18, 2024**

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

**Members Absent:** Kevin Mead

**Others Present:** Zoning Administrator Frank Cheney

- **Call to Order:** The meeting was called to order by Chair Monette at 6:45 p.m.
- **Approval of Minutes:** Denis Chenette made a motion to approve the minutes of March 19, 2024, Carole O'Connell seconded the motion, and the minutes were approved.
- **Public Comment:** none
- **Role and Responsibility:** Members continued their discussion on the future role and responsibilities of the Historic Preservation Committee with the consensus being that the committee should explore options to play a more proactive role in the protection of resources in the city with historical significance. Jay Walsh made a motion that Gina Cirelli and Carole O'Connell be assigned a "liaison" role to pursue a potential relationship/partnership with the Newport Historical Society, Denis Chenette seconded, and the motion was passed.
- **Old Business:** None
- **New Business:** None
- **Agenda:** The next regularly scheduled Historic Preservation Committee Meeting will be held on September 17, 2024, at 6:30 p.m. in the Newport City Council Room. The agenda will be like tonight's meeting.
- **Adjourn:** Denis Chenette made a motion to adjourn, Jay Walsh seconded, the meeting adjourned at 6:55p.m.

Approved this 17 day of Sept, 2024.

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Chair, Newport City Historic Preservation Committee

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**City of Newport  
Historic Preservation Meeting Minutes  
September 17, 2024**

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

**Members Absent:** Kevin Mead

**Others Present:** Zoning Administrator Frank Cheney

- **Call to Order:** The meeting was called to order by Chair Monette at 6:37 p.m.
- **Approval of Minutes:** Carole O' Connell made a motion to approve the minutes of June 18, 2024, Denis Chenette seconded the motion, and the minutes were approved.
- **Public Comment:** none
- **Agenda Item:** none
- **Old Business:** none
- **New Business:**
  - 1) Gina Cirelli and Carole O' Connell presented a status report on the results of their recent efforts to establish a closer working relationship between the Newport Historical Society and the Newport Historic Preservation Committee. Gina and Carole recently met with Historical Society organizer Rick Ufford Chase to open discussions on where possible collaborative efforts would be beneficial. The upcoming revision of the Newport City Downtown Master Plan was identified as an opportunity to affect future planning and consideration of historical preservation issues in our community.
  - 2) Gina Cirelli requested that the committee recommend that the historical marker that was removed from the parklet area adjacent to the Newport City Municipal Offices be replaced. Following some discussion Carole O' Connell made a motion to recommend replacement of the marker, Gina Cirelli seconded, and the motion was passed.
- **Agenda:** The next regularly scheduled Historic Preservation Committee Meeting will be held on December 17, 2024, at 6:30 p.m. in the Newport City Council Room. The agenda will be like tonight's meeting.
- **Adjourn:** Denis Chenette made a motion to adjourn, Jay Walsh seconded, the meeting adjourned at 7:08p.m.

Approved this \_\_\_ day of \_\_\_\_\_, 2024.

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Chair, Newport City Historic Preservation Committee