

TOWN OF NEWPORT, NH
Minutes of the Newport Planning Board Meeting
June 14, 2016 – 6:00 P.M.
Board of Selectmen's Room
15 Sunapee Street
Regular Meeting and Public Hearing

MEMBERS PRESENT: Howard Dunn, Chairman; David Burnham, Vice Chairman; Ken Merrow, Bill Walsh, Karen Dewey, David Hoyt, BOS Representative

MEMBERS ABSENT: Erna McCormick, Alternate

VIDEOGRAPHER: Louis Cassorla, NCTV

STAFF PRESENT: Julie M. Magnuson, Planning and Zoning Administrator; Shane P. O'Keefe, Town Manager

CALL TO ORDER: Chairman Dunn called the meeting to order at 6:00 p.m. followed by a roll call.

MINUTES: May 3, 2016

On a motion by Mr. Walsh, seconded by Mr. Burnham; *the Board approved the minutes of the May 3, 2016 meeting as presented. The motion passed 6-0-0.*

Chairman Dunn acknowledged Ms. Magnuson. Ms. Magnuson addressed the Planning Board and stated she had a letter of resignation from Mr. Jeff North, full member. She read the resignation letter aloud to the Board and stated that Mr. North was willing to be an Alternate as his work schedule allowed. She requested a vote to this effect from the Planning Board. Ms. Magnuson was asked if the Planning Board appointed members. She stated no, that the Board of Selectmen (BOS) did. She was looking for a vote of confidence from the Board members on his being reappointed by the BOS. The Chair and fellow members voiced a vote of confidence of Mr. Jeff North's appointment to the Planning Board as an Alternate member.

ADMINISTRATION:

Discussion of work/projects over the next 12 months

Ms. Magnuson addressed the Planning Board members and stated she had been directed by Town Manager O'Keefe to create an outline of projects for the Planning Board to work on over the upcoming year. She had come up with a rough outline and timeframe for the Planning Board to consider. She presented the following as a proposed list of projects:

- 1) Site Plan Review *has been completed*
- 2) Rules of Procedure *are up-to-date*
- 3) Review and update Subdivision Regulations (from 1988) *tentative timeline July-September*
- 4) Discuss Capital Improvement Plan (CIP) Process-*September* (coordinated with Town Manager and BOS)
- 5) Zoning Amendment Discussions *tentative timeline October-December*
 - a) Accessory Dwelling Units
 - b) Tiny Houses
 - c) Uses in the Professional Business District
 - i) Parking

- d) Solar/Wind Power Regulations on the local level
- e) Heritage Commission districts defined
- 6. Finalize Zoning Changes and Master Plan concepts (every five (5) years) ***Tentative timeline January-March***
 - f) Joint Meetings with other Boards and Commissions done periodically
 - i) Heritage Commission
 - ii) Conservation Commission

Chairman Dunn asked Ms. Magnuson to email the proposed list to the members of the Planning Board to review and give their input. Ms. Magnuson agreed to his request.

Mr. Walsh addressed Ms. Magnuson and stated she had covered the list of projects well.

Chairman Dunn addressed Ms. Magnuson and stated that concerning the CIP the procedure was that the BOS decided who would do it. There was a discussion between Selectman Hoyt, Chairman Dunn and Ms. Magnuson concerning the group responsible for the completion of the CIP.

Ms. Magnuson stated she would clarify whose responsibility the CIP was and bring the answer to the next Planning Board meeting. There was further discussion as to the group who was responsible for the CIP. Ms. Magnuson stated she would inquire who had been given authority to do the CIP in the past.

There being no continued or new business to come before the Board, on a motion by Mr. Burnham, seconded by Mr. Walsh; ***the Board voted to adjourn at 6:13 p.m. The motion passed 6-0-0.***

Respectfully submitted,

Maura Stetson
Scribe

Approved on: July 12, 2016