

TOWN OF NEWPORT, NH
Minutes of the Planning Board Meeting
November 10, 2015 - 6:00 P.M.
Board of Selectmen's Room
15 Sunapee Street
Regular Meeting

MEMBERS PRESENT: Howard Dunn, Chairman; David Burnham, Vice Chairman; Ken Merrow, Bill Walsh, Jeff North, Todd Fratzel, BOS Representative Alternate

MEMBERS ABSENT: Erna McCormick, Alternate; David Kibbey, Alternate; Gary Nichols, BOS Representative

PRESENT FROM THE COMMUNITY: none

VIDEOGRAPHER: Louis Cassorla, NCTV

STAFF PRESENT: Julie M. Magnuson, Planning and Zoning Administrator

CALL TO ORDER: Chairman Dunn called the meeting to order at 6:00 p.m. followed by a roll call. Chairman Dunn appointed Mr. Fratzel to sit for Mr. Nichols.

AGENDA REVIEW: none

MINUTES:

October 13, 2015.

On a motion by Mr. Burnham, seconded by Mr. Merrow; *the Board approved the minutes of the October 13, 2015 meeting. The motion passed 4-0-1 (Fratzel abstained).*

October 20, 2015.

On a motion by Mr. Burnham, seconded by Mr. Walsh; *the Board approved the minutes of the October 20, 2015 meeting. The motion passed 4-0-1(Fratzel abstained).*

ADMINISTRATION:

Planning Board Member Resignation

Ms. Magnuson addressed the Planning Board and explained that Mrs. Christina O'Brien had resigned from her position as a full member of the Newport Planning Board effective immediately. She read Mrs. O'Brien's letter of resignation to the Board members and stated that her expertise would be sorely missed in future Planning Board hearings. Chairman Dunn expressed his and the Board's gratitude for her service. Ms. Magnuson was asked to draft a letter of appreciation to Mrs. O'Brien for the Planning Board members to sign.

Mr. Jeff North addressed the Chair and Ms. Magnuson and stated that due to travel commitments Ms. Magnuson could change his status from full member to an alternate. There was a discussion concerning the logistics of having a quorum of the Planning Board members at every meeting. It was agreed that Mr. North would remain a full member with the understanding that his travel commitments might keep him

from attending some Planning Board meetings. Ms. Magnuson suggested that the Planning Board members reach out into the community for additional interested individuals to serve on the Board.

Chairman Dunn addressed the Planning Board and stated that since there was no continued or new business the members would proceed with the meeting and review the "Town of Newport, NH Site Plan Review Regulations" document with the proposed changes and a possible future Public Hearing to readopt the document with the changes approved by the Planning Board. The original document had been adopted on October 29, 1986; amended on July 11, 2006 and amended again on April 10, 2012.

The process for the changes would be: in a meeting the changes the Planning Board would discuss whether they would readopt a version of the Site Plan Review Regulations in a future Public Hearing. It had to be done in a public hearing.

There was an extensive discussion among the Planning Board members as to what needed to be changed in the document, who would be appointed to draft the changes and how the new amendment to the current regulations would be made: i.e. public meetings, public hearings as well as a vote on a warrant article at Town Meeting.

Chairman Dunn addressed Ms. Magnuson and asked her to give an explanation (for clarification of all) about the differences between public meetings and public hearings.

The Planning Board then debated the logistics of holding a public hearing to readopt and amend the Newport, NH Site Plan Review document. Chairman Dunn directed Ms. Magnuson to consult with Town Counsel concerning the steps to correctly and legally alter the document.

There was an extensive discussion among the Board members on individual changes that were necessary to the current Newport, NH Site Plan Review Regulation document to bring it up to date.

The proposed changes included:

- Redrafting Article I: Authority
- Correcting typographical errors
- If it was necessary to have #7 on page 6, Roman Numeral V, under letter A
- Updating the names of state organizations (from 1986 to 2015 terminology)
- Updating in writing the requirements for installing driveways and egress.
- Checking with Mr. Wiggins (Public Works Department) on his suggested requirements for page 8, Article VI, G.
- Updating wording of building codes (page 8, letter P.)

Ms. Magnuson was directed to make the changes as proposed by the Newport Planning Board on November 10, 2015. She would present the revised document to the Planning Board members before the December 8, 2015 meeting. She was also directed to notify a Public Hearing on December 8, 2015 to readopt the "Town of Newport, NH Site Plan Review Regulations".

On a motion by Mr. Walsh, seconded by Mr. Merrow; ***the Board voted to conform the document to the discussion the Planning Board held on November 10, 2015 and to hold a Public Hearing to readopt the site plan regulations as modified to bring them into conformance with the original grant of power and make other housekeeping changes as indicated. The motion passed 5-0-0.***

The Board was asked where in the meeting they would hold the Public Hearing. Ms. Magnuson stated that there were two (2) cases to be heard at the December 8, 2015 meeting. Chairman Dunn stated that the applicants would be heard first and the Public Hearing would be held after them. The Planning Board

members concurred. Ms. Magnuson stated that she would draft the agenda and public notices to reflect their decision.

There being no further business, on a motion by Mr. Fratzel, seconded by Mr. Burnham; *the Board voted to adjourn at 7:09 pm. The motion passed 5-0-0.*

Respectfully submitted,

Maura Stetson
Scribe