

## Village of Newport Planning Board

### Monthly Meeting Minutes

January 2013

The monthly meeting of the Village of Newport Planning Board was held on January 22, 2013 at the Newport Fire Station. The meeting was called to order at 6:00 p.m. by Planning Board Chair Person, Kimberly Farrell.

Members Present: Kimberly Farrell, Margaret Garlock, Dan Capron, and Tammy Gorinshek

Members Excused: Dusty Dodge

Guests Present: Newport Mayor, Tom Roberts

Previous Meeting Minutes: Previous Draft Meeting Minutes from July 2, 2012 and July 3, 2012 were presented by Kimberly Farrell. There were additions or corrections to be made. Motion to accept minutes as written made by Dan Capron, seconded by Margaret Garlock. Tammy Gorinshek abstained from voting as she was not a member of the Newport Planning Board at that time. All other members present were in favor. Kimberley Farrell presented a final copy of the meeting minutes to Newport Mayor Tom Roberts.

Old Business:

- There were no outstanding issues to discuss

New Business:

- Newport Mayor Tom Roberts addressed the Newport Planning Board in regards to the following topics:
  - Reviewed training requirements that all members of the Planning Board must follow. Mayor Roberts suggested that attempts are made to take advantage of the training opportunities that take place locally. He mentioned that the Village of Newport will reimburse planning board members the cost to attend trainings. Kimberly Farrell has information to useful online training opportunities for planning board members to utilize. She will e-mail all planning board members that information. A question arose as to how the annual training for planning board members needs to be tracked. Mayor Roberts will get clarification if the annual training year is a calendar year or the date of a member joining the planning board.
  - Christine Sheehan Woods is the newly appointed chairperson for the Village of Newport Zoning Board of Appeals. Mayor Roberts stated that Ms. Sheehan Woods is looking to work on updating

the Village Zoning Rules. Planning Board members should begin to review the current Zoning Rules as both groups should collaborate on this effort.

- Per the request of the village board, Mayor Roberts requested the village planning board look to schedule regular monthly meetings.

- Village of Newport Planning Board members all agreed to set the 2<sup>nd</sup> Monday of every month as the regular meeting. All meetings to begin at 7:00 pm and will be held at the Newport Library.
- Some discussion occurred in regards to a Site Plan Review that has been requested for 7454 Main Street. Current property owners are planning to open a Coffee Bar/ Snack Bar at that location. Site Plan Review tabled until additional information can be obtained.
- Kimberly Farrell offered some suggestions on changing the Site Plan Review format/form to better suite property owners needs and to better assist Planning Board Members on being consistent with the information obtained. Kimberly to as Zoning Board of Appeals (ZBA) and Codes Officer for suggestions on developing a new form.
- All members of the Planning Board to review Article I & II of the village zoning law book for discussion at the next monthly meeting. Next meeting scheduled for February 11, 2013.

Motion to adjourn meeting made by Dan Capron, seconded by Margaret Garlock. All in favor- Meeting Adjourn at 6:32 p.m.

Respectfully Submitted,

Tammy Gorinshek

Village of Newport Planning Board Member