

Village of Newport Planning Board

Monthly Meeting Minutes

June 2013

The monthly meeting of the Village of Newport Planning Board was held on June 10, 2013 at the Newport Library. The meeting was called to order at 7:00 by Chair Person, John Flanagan.

Members Present: John Flanagan, Margaret Garlock, Dan Capron

Members Excused: Dusty Dodge, Tammy Gorinshek

Guests Present: Heidi Wordon (do I have the right name?)

Previous Meeting Minutes:

Meeting Minutes from May 2013 were presented and reviewed by the Planning Board. Since there were not enough members to form a quorum a motion was made by Margaret Garlock to submit a tentative version of the minutes to the Newport Village Board, seconded by Dan Capron. All were in favor. It was noted that this copy was not a formal adoption.

Organizational Training:

John Flanagan attended a Planning/Zoning Board training on May 20, 2013 at the Russia Town Hall. John shared the information he learned at this training including several points that the Planning Board should consider when reviewing future site plans. These topics included:

-Being mindful of the including the wording “or similar use”. This language is too vague and creates problems regarding specified use of a property in question. If a particular use is not listed specifically in the site plan, it is considered prohibited.

-It is wise to remember that a variance is granted to a property, not to a person. It must be understood that a variance stays with a property even when it changes hands. For this reason, variances should be granted as seldom as possible.

-John shared several recommendations to address when granting a “use variance” or an “area variance”. In both cases, stress was placed on avoiding the alteration of the “character of the neighborhood”.

-If a quorum of Planning Board Members wishes to visit a site together, the rules of the Open Meeting Law would be in effect.

-Should a site fall within 500 feet of a municipality or State Land, special procedures and must be followed. Municipalities must be notified. In cases of sites within 500 ft. of State Land, the county must be notified.

Village of Newport Zoning Book:

Due to time restraints, a motion was made to table the ongoing review of the zoning book. The Planning Board agreed to review the pages up to and including Article V, Section 24 (signage) for the July meeting.

Site Plan Review Form:

John suggested that the Planning Board consider adding some of the wording from the training he attended to the Site Plan Review Form that is currently in draft stages. He felt the granting of a variance needed to be spelled out more clearly in this document. He recommended that the Planning Board add the 4 considerations for granting a “use variance” and the 5 considerations for granting an “area variance”.

Other Business:

-There was discussion about the location of the Village Planning Board Meetings. Due to limited parking and a lack of accessibility for all residents, a change in meeting venue is forthcoming.

- Next meeting was slated for July 8th, the location to be determined.

-A guest inquired about when the proposed changes to the Village Zoning Book would be made public. It was stated that the Planning Board’s intentions were to make this draft available to the public once the review process was complete. There was some discussion regarding making this information online accessible.

Motion to adjourn the meeting was made by Margaret Garlock, seconded by Dan Capron. All were in favor. Meeting adjourned at 8:03 PM.

Respectfully Submitted,

Daniel Capron

Village of Newport Planning Board Member