I. Call to Order
The Chair called the meeting to order at 6:34 pm.

II. Roll Call & Determination of Quorum
The Secretary called the roll and determined a quorum of board members present.
Members Present:
Chair Kim Salerno
Vice-Chair Jeff Brooks
Secretary Liam Barry
Stephen Berlucchi
Elizabeth Fuerte
Richard Haggis
Paul Marshall
John Oliveira
Melissa Pattavina

Members Absent:
None

Staff Present:
Patricia Reynolds, Director of Planning and Economic Development
Peter Friedrichs, City Planner

III. Review, Discussion, and/or Action of Minutes of Preceding Meetings

- February 3, 2020
  The amended minutes were approved unanimously.

- March 2, 2020
  Ms. Pattavina noted she recused from items V.A. and B. The amended minutes were approved unanimously.

IV. Communications

- Communication from Newport Health Equity zone regarding their gas crisis report
  - Report in English
  - Report in Spanish
  - Flyer in English
  - Flyer in Spanish

  Received.

V. Business

- Demolition Public Hearing and Possible Action:
1. (to be continued to the next regular meeting at applicant’s request) Petition of Harbour Realty LLC, Tomorl LLC, 20 West Extension LLC, and Thomas B. Abruzese, applicants and owners, regarding demolition of a nightclub and restaurant, warehouse, warehouse, and a single-family home, respectively, at 25 and 1 Waites Wharf, 16 Waites Wharf, 20 W Extension Street, and 23 Coddington Wharf, respectively, Assessor’s Plat 32 Lots 155 and 268, 248, 267, and 293, respectively.

Ms. Pattavina recused herself from this item. Citing the contentious nature of this petition and the inability to hold a physical public hearing, petition was continued to the June 1 meeting by a vote of 7-1, with Mr. Berlucchi voting against.

Minor Subdivision combined Preliminary and Final Approval:

1. (to be continued to the next regular meeting) Petition of Schoolyard Properties, LLC, applicant and property owner, regarding subdivision of former school property at 90 Harrison Avenue, Assessor’s Plat 41 Lot 14, into five (5) residential properties, ranging from 40,463 square feet to 82,685 square feet in size.

Ms. Pattavina recused herself from this item. The petition was continued unanimously to the June 1 meeting at the applicant’s request.

Special Use Permit Conformance to Comprehensive Plan Opinion to Zoning Board of Review:

1. Petition of Patrick & Deborah Donovan, applicants and owners; for a special use permit and a variance to the off-street parking requirements for permission to convert the 2nd dwelling unit into a 3-bedroom guesthouse and provide 0 additional off-street parking spaces, (3 additional non-stacked parking spaces required), applying to the property located at 30 Harrison Ave., TAP 41, Lot 66, (R-10 zone).

- Staff Report

Deborah and Patrick Donovan, applicants and property owners, presented the petition. She noted the description was deficient and that she and her husband are moving from the third floor to the first two floors. The short-term rental will be in the third floor unit. The Board voted unanimously to adopt the application as a finding of fact with a concern that the narrative does not explicitly state the guest house will be the third floor unit. The Board reviewed the staff report and voted unanimously to find the petition in conformance with the Comprehensive Plan, citing Goals LU-1, ED-1, and H-1, conditioned upon the property being owner-occupied, the guest house limited to the third floor, guest house parking restricted to the driveway, and the permit limited to a period of two years, at which time the applicant would need to return to the Zoning Board of Review (with a Planning Board recommendation) to have the permit extended.

Consideration and Possible Action Regarding

1. Transportation Master Plan

This item was not considered.

VI. Presentation and Discussion of Reports

Chair’s Report

1. Zoning Working Group
The Chair shared that ongoing zoning work for the North End is going well and she is pleased with the results. The zoning developed by the working group will be coming to the Planning Board for review and comment. Concurrently, the Council has asked NBBJ to develop a form-based code for the North End.

Short-Term Rental Investigatory Group
There was nothing to report.

Liaison’s Reports
1. Resiliency
   There was nothing to report.

2. Transportation
   The Newport Transportation Planning Committee reviewed the RFP for the Transportation Master Plan and shared their comments with staff. Statewide Planning is reviewing the comments and will send an updated draft to staff soon.

Staff Report
1. Administrative Subdivision (merger) at the request of Newport Housing Authority, applicant and owner, 375 Spring Street, AP 5 Lots 3 and 133
2. Administrative Subdivision (lot line) at the request of Forest E. Patten, applicant and owner, 294 Ocean Ave., AP 43 Lot 41 and Jane Carey, owner, 282 Ocean Ave., AP 43, Lot 39.
3. Coronavirus Pandemic Response
   The Council has been getting weekly updates from the City Manager. City Hall is closed and everyone who can work from home is, including the Planning Department. Boards and Commissions are meeting digitally. The City is working with Connect Greater Newport on recovery and the State’s Office of Housing and Community Development on microgrants for businesses with less than 5 employees.

4. Technical Review Committee
   The Technical Review Committee will be meeting May 13 to review four projects undergoing Development Plan Review and drafts of Committee procedures and other technical documents, which will eventually be brought to the Board.

5. North End Urban Plan
   The project website for the North End Urban Plan is https://courbanize.com/projects/northend. The survey will be available to the public until May 18.

VII. Adjournment
The Board voted unanimously to adjourn the meeting at 8:05 pm.