

**TOWN OF WESTMINSTER  
PLANNING COMMISSION MEETING  
April 13, 2015**

Members Present: John Medeiros (Chair), Chris Vincent, Vice Chair, John Barnett (Clerk), Matt Conklin, Randy Major, Kathy Kingston

Others Present: Russell Hodgkins (Town Manager / Planning & Zoning Administrator), Karen Astley (Recording Clerk)

**1. CALL TO ORDER:** John Medeiros called the meeting to order at 7:00 p.m.

**2. ADJUSTMENTS TO AGENDA:** John Medeiros announced that he will not be Chair next term. Chris Vincent will be facilitating the meetings.

**3. ACCEPTANCE OF MINUTES:** Two minor revisions to minutes from March 9, 2015.

Page two, paragraph 1, second sentence, change word “when” to “in” the town.

Page 2, paragraph nine, last sentence not complete. Should read as follows: Cottage Industries that were created because of I91 access project are not mentioned in the business section.

Page 4, second paragraph there is a typo. Perusing should read “pursuing”.

**John Barnett made a motion to accept the minutes as amended. Chris Vincent seconded the motion.  
VOTE 6-0-0.**

**4. COMMUNICATIONS AND PUBLIC COMMENT:** No public present for communication or comment.

**5. UNFINISHED BUSINESS (Discussion / Action):**

**5 (a):** Discussion regarding composing dialect for the combined commercial/industrial zoning districts ensured with some confusion on what was being asked. Russ stated legal counsel needed an in depth explanation describing the Planning Commissions objective by combining the two districts. There will have to be a concise description for public hearing as well. Page 9 “Land Use Plan” paragraph to be sent to legal counsel for review along with paragraph from Page 46 both are clear concise description that explains combining the commercial and industrial districts: “The purpose of the combined district is to provide a centralized and accessible location for employment opportunities in manufacturing, warehousing, commercial and light industrial development. Combining these Districts enhance our “Development Growth Centers” without limiting business opportunities and needs of the Town. This District will encourage orderly growth, judicious placement of parking, and avoid potential conflicts in land use”. This description should suffice legal counsel and the public.

**5(b): Town Plan Revisions:** The Planning Commission along with Russ went through the entire Town Plan and made minor revisions relative to formatting and typographical errors. “town” was changed to “Town” and “ordinance” was changed to “Bylaw”.

Page 4: Mission Statement Paragraph was revised a little. PC added a sentence to recognize the benefit of adopting a Town Plan was to be eligible for certain grant funding opportunities and that the Town Plan is reviewed every five years.

Kathy Kingston made a point that there is some repetition (Page 11, 12, and 14) throughout the Town Plan but this will be addressed at the next re-adoption stage as it is too late at this point to readdress this.

Page 16, Statement of Objectives, Policies and Programs to begin on a new page as this is a good transition into a new section.

The Town Plan has to be reviewed by the Select Board, legal counsel and Windham Regional Commission and presented through three Public Hearings to the residents for further comment. The proposed date for approval and adoption is May 15, 2015. Based on review July is more realistic for approval and adoption of the Town Plan.

**Chris Vincent made a motion to approve Draft 6 as amended. John Medeiros seconded the motion. Approved by 6-0-0 vote.**

**6. NEW BUSINESS (Discussion / Action):**

a.) Act 250 Business, If Any: None

b.) PSB Business, If Any: None

**8. OTHER BUSINESS:**

Russ handed out the SeVEDS grant application for the feasibility study relative to the water/sewer extension line.

**9. DATE OF NEXT REGULAR MEETING:** May 11, 2015 at 7:00 PM

**10. ADJOURNMENT: John Medeiros moved to adjourn meeting at 9:46 pm. The motion was seconded by Kathy Kingston and approved by a 6-0-0 vote.**

\_\_\_\_\_  
Signature of Clerk

\_\_\_\_\_  
Date

Prepared by: Karen M. Astley, Recording Secretary

(Note: These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the June 8, 2015, Planning Commission meeting).