

**TOWN OF WESTMINSTER
PLANNING COMMISSION MEETING (PC)
AND
CONSERVATION COMMITTEE (CC)**

July 09, 2018

Members Present: Kathy Kingston, Doug Oftedahl, and Kevin Hughes (SB Alternate)

Member(s) Absent: 3 vacant spots

Others Present: Russell Hodgkins (Town Manager / Zoning Administrator),
Kelley Thayer (Recording Clerk), Tatiana Schreiber (CC), Rachael Shaw (CC),
and Stephen Major (CC)

1. **CALL TO ORDER:** Kathy Kingston (Chair) called the meeting to order at 7:00 pm.
2. **ADJUSTMENTS TO AGENDA:** None
3. **ACCEPTANCE OF MINUTES:** Doug Oftedahl made a motion to accept the minutes from February 12, 2018, Kevin Hughes seconded and the motion passed. Kathy Kingston made a motion to except the minutes from May 14, 2018, Doug Oftedahl seconded and the motion passed.
4. **COMMUNICATIONS AND PUBLIC COMMENT:** The Westminster Conservation Commission joined the Planning Commission meeting. Kathy asked the CC to join them in hopes to gather their ideas and opinions toward the Westminster Town Plan. The CC stated that they would be willing to share ideas between the two commissions. Stephen Major (CC) stated he would like to see the CC decisions run by the PC for a second opinion so that the CC ideas may be written into the Town Plan. Tatiana Schreiber stated that it may be possible for a CC member to be present at an occasional PC meeting as a representative from the CC. Tatiana Schreiber thought it would be a great idea to write an article to the Gazette about each commission and the goals they are trying to reach, and the members of the PC thought this would be a great idea.
5. **UNFINISHED BUSINESS (Discussion / Action):**
 - A. **New Member Search:** The PC is still looking for members to join the Commission. There are still 3 vacant spots. There is the possibility a new member may be starting with the PC. This will leave 2 vacant spots to fill.
 - B. **Census Mail Out Sample #2 (Commissions Input):** Russell Hodgkins (ZA) presented a second sample copy of the upcoming mail out for the Towns 2020 Census and Town Plan Development for the PC members to view. Kathy made a motion to except the #2 Sample 2020 Census mail out as written, Doug seconded and the motion passed to be forwarded to the Selectboard for approval.

6. NEW BUSINESS (Discussion / Action):

- A. New Commission activities:** Russell Hodgkins discussed briefly with the PC possible new activities for them to explore. Russell provided the PC with a DRAFT of the Town of Putney's Flood and Fluvial Plan to view and go over.
- B. Act 250 Business:** Russell Hodgkins informed the PC that a new Permit had been issued for a Bed and Breakfast/Museum on Pine Banks Road to Claudia Williams. (Daughter to Ted Williams)
- C. PSB Business, if any:** None

7. OTHER BUSINESS: Doug Oftedahl proposed to the Commission that the Town of Westminster develop an ordinance for Solar Panels that residents wanting to install these would have some restrictions as to not obstruct a neighbor's view.

8. DATE OF NEXT MEETING: Tuesday, August 7, 2018, at 6:30 PM. Kathy Kingston (Chair) will not be available for their regularly scheduled meeting on the 13th (second Monday of each month)

9. ADJOURNMENT: Kevin Hughes motioned to adjourn the meeting @ 8:30 pm. Doug Oftedahl seconded the motion and the motioned passed.

Signature of Clerk

Date

Prepared by: Kelley Thayer, Recording Secretary

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