

**TOWN OF WESTMINSTER
PLANNING COMMISSION MEETING (PC)
June 10, 2019**

Members Present: Kathy Kingston (Chair), Michelle Chmelar and Doug Oftedahl

Others Present: Russell Hodgkins (Town Manager / Zoning Administrator),
Kelley Thayer (Recording Clerk)

1. **CALL TO ORDER:** Kathy Kingston (Chair) called the meeting to order at 6:35pm.
2. **ADJUSTMENTS TO AGENDA:** None
3. **ACCEPTANCE OF MINUTES:** Michelle Chmelar made a motion to except the April 8, 2019 minutes, Doug Oftedahl seconded and the motion passed.
4. **COMMUNICATIONS AND PUBLIC COMMENT:** None
5. **UNFINISHED BUSINESS (Discussion / Action):** “Next steps for Town Plan”. The Commission moved this topic to New Business to be discussed with “Planning for the next 6 months”.
6. **NEW BUSINESS (Discussion / Action):**
 - A. **Planning for the next 6 Months:** The Commission brainstormed some ideas to be discussed over the next 6 months. Kathy Kingston would like the Commission to work on finding additional members. Also they discussed the upcoming changes to the Town Plan that they will need to focus on which include: Energy Plan; LEMP (Local Emergency Management Plan) and the possible ways to implement this plan into the Town Plan; Education; Climate Change (all views); Matching the Town Plan in accordance with the Zoning Bylaws, (adoption date July 12, 2017); Flood Resiliency (huge efforts needing to be focused on this category). The Commission discussed possibly delegating particular subjects each of them were passionate about and working to complete the tasks and then bringing the work back in front of the Commission to discuss and execute into the Town Plan. The members made a commitment to study the Zoning Bylaws before their next meeting in July.
 - B. **LEMP PLAN:** The Commission agreed that they would discuss this topic at their next meeting in July. They all felt that it would be beneficial to study the LEMP plan before the discussion took place.
 - C. **Act 250 Business,** if any: None
 - D. **PSB Business,** if any: None
7. **OTHER BUSINESS:** Michelle Chmelar asked Russell Hodgkins if there was a confirmation for the PC on what would consist of a quorum which had been previously questioned in the April 8, 2019 PC meeting. Russell confirmed that because they only had 3 members, then 2 members would make a Quorum. If there are 4 members than 3 members would make a quorum.

8. DATE OF NEXT MEETING: July 8, 2019 at 6:30pm at the Westminster Town Hall - Upstairs. The PC agreed that they would skip the meeting in August. Michelle made a motion to skip the August meeting, Doug seconded and the motion passed. 3-0

9. ADJOURNMENT: Michelle Chmelar motioned to adjourn the meeting @ 7:58 pm. Doug Oftedahl seconded the motion. Motion 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)

S:\Zoning\2018 PC\MINUTES\5.14.2018 PC Minutes.docx