

**TOWN OF WESTMINSTER  
PLANNING COMMISSION MEETING (PC)  
July 8, 2019**

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

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

1. **CALL TO ORDER:** Kathy Kingston (Chair) called the meeting to order at 6:40pm.
2. **ADJUSTMENTS TO AGENDA:** None
3. **ACCEPTANCE OF MINUTES:** Doug Oftedahl made a motion to except the June 10, 2019 minutes, Kathy Kingston seconded and the motion passed.
4. **COMMUNICATIONS AND PUBLIC COMMENT:** Seroya Crouch attended the Planning Commission meeting to observe. Seroya is contemplating joining the PC.
5. **UNFINISHED BUSINESS (Discussion / Action):** Kathy wanted to remind the Members to prepare for September's meeting in which they will be choosing topics to work on for the Town Plan Revision Process. The PC briefly discussed the LEMP (Local Emergency Management Plan) Plan. The purpose for bringing this to the PC's attention was so that they were aware of the LEMP Plan's contents in case they needed to make an environmental decision in the event of an emergency. Michelle Chmelar made a possible suggestion of a sticker of some sort for the homes, to help keep track of the number of people and animals that reside in the home to help the EMT's in the event of an emergency. A suggestion was made for a possible pamphlet to be sent to each home, with helpful information for residents in case of an emergency. Russell Hodgkins also made the PC aware that VTALERT is also available for all to sign up and receive emergency alerts.
6. **NEW BUSINESS (Discussion / Action):**
  - A. **Basics of Land Use Planning and Regulation Handouts:** Kathy Kingston gave each member a handout that she inquired from John Bennett (Windham Regional) which included helpful information on Community Planning/ Roles & Responsibilities/ Implementing the Town Plan/ and Meetings, Hearings and Due process. The PC thought it would be essential later down the road as they dig into the Town Plan to have John Bennett come and discuss the pertinent points for the completion of the Town Plan.
  - B. **Act 171 Guidance Discussion:** Kathy Kingston supplied the Commission with an Act 171 handout. Act 171 is a Planning Guide for "A Key Step Towards Protecting Forest and Wildlife Resources". Kathy thought this would be a great handout out to share with the Conservation Commission, to provide them with some key points to help with the input of various areas needed in the updating of the Town Plan.
  - C. **Energy Committee:** The possibility of creating an Energy Committee was briefly discussed among the PC Members. This would help delegate the energy portion of the Town Plan. This could be a possible discussion down the road.

**D. Act 250 Business**, if any: None

**E. PSB Business**, if any: None

**7. OTHER BUSINESS:** None

**8. DATE OF NEXT MEETING:** Monday, September 9, 2019 at 6:30pm at the Town Hall (Upstairs)  
**NO AUGUST MEETING**

**9. ADJOURNMENT:** Doug Oftedahl motioned to adjourn the meeting @ 8:08 pm. Michelle Chmelar seconded the motion. Motion Passed.

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Signature of Clerk

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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)

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