

**TOWN OF WESTMINSTER
PLANNING COMMISSION MEETING (PC)
September 9, 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 6:37 pm.
2. **ADJUSTMENTS TO AGENDA:** None
3. **ACCEPTANCE OF MINUTES:** Michelle Chmelar made a correction to the minutes changing except to accept. Doug Oftedahl made a motion to except the July 8, 2019 minutes, Michelle Chmelar 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):** None
6. **NEW BUSINESS (Discussion / Action):**
 - A. **Discuss Town Plan and moving ahead with revisions for the next draft; Members share their preferences for which sections they would like to focus on for this process:**

Michelle Chmelar started out the discussion by stating that the Town Plan may need updating but the contents are all there. Michelle felt that it would be more beneficial for the PC to work on the Town Plan together instead of selecting different categories to work on separately. Michelle thought it would be a good idea to start at the beginning and weed out the contents that did not need to be changed and work on what does and research from there. Russell Hodgkins stated that the Town Plan is leaps & bounds above what it was previously. At the end of this discussion, the PC agreed to start at the beginning of the Town Plan and work through each section together and go from there. Doug Oftedahl went through the Town Plan and documented possible changes for the PC to look at when they come across that section.
 - B. **Discussion of what materials are available to help with specific sections of the Plan:**

Discussion took place on all aspects of the Town Plan
 - C. **Visit by John Bennett; when & what we would like to hear:** Kathy Kingston will be reaching out to John Bennett to ask what the regulations are for the upcoming Town Plan revision, before making any changes to specific sections. Kathy Kingston would like to hold a Table Top Forum to get public opinion after regulations have been completed on individual items.
 - D. **Act 250 Business, if any:** None
 - E. **PSB Business, if any:** None
7. **OTHER BUSINESS:** Seroya Crouch is going through the process of becoming a member of the PC

8. DATE OF NEXT MEETING: **Tuesday**, October 15, 2019 at 6:30pm at the Town Hall (Upstairs)

9. ADJOURNMENT: Michelle Chmelar motioned to adjourn the meeting @ 8:13 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)

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