

**TOWN OF WESTMINSTER  
PLANNING COMMISSION MEETING (PC)  
October 15, 2019**

Members Present: Kathy Kingston (Chair), Michelle Chmelar and Seroya Crouch

Members Absent: 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 6:45 pm.

**2. ADJUSTMENTS TO AGENDA:** None

**3. ACCEPTANCE OF MINUTES:** Michelle Chmelar made a motion to accept the September 9, 2019 minutes, Kathy Kingston seconded and the motion passed.

**4. COMMUNICATIONS AND PUBLIC COMMENT:** None

**5. UNFINISHED BUSINESS (Discussion / Action):** Kathy Kingston was able to reach out to John Bennett. John will be joining the next Planning Commission Meeting on Tuesday, November 12, 2019 for Q & A and to let the commission know what the State is looking for with the new updated Town Plan 2023.

**6. NEW BUSINESS (Discussion / Action):** The following is an outline of what was discussed by the Planning Commission for the new improvements or changes to the Town Plan for 2023.

**A. Updating the New Town Plan**

- **Introduction:** Needs updating, should describe the why/how. Should be about the vision, where we want things to go in the future. This section should possibly be held off and written at the end.
- **Mission Statement:** The Commission discussed also writing this at the end. Each member is going to look at another Towns Mission Statement to compare. The Commission felt this should be about the Town coming together to develop change.
- **Contributors to Updated Town Plan 2023:** Possibly remove from Town Plan 2023 or use a pictorial graph.
- **Projects & Programs:** Possibly make this section part of the Introduction. May not be necessary to make this a separate section. Cross-Reference this with the last Town Plan & the accomplishments since. The Commission asked Russ to compile the accomplishments that were met from the last Town Plan or the inability to accomplish.

- **Community Profile:** The commission would like to change the order of this section to:
  - 1) Geography & Soils
  - 2) Climate
  - 3) Biome
  - 4) History
  - 5) Population
  - 6) Economy
  
- **Statement of Objectives, Policies, and Programs**
  - a) **Goals for the Town of Westminster:**
    - 1) The Commission would like to try and accomplish the consolidation of the multiple Post Offices within the Town.
    - 2) The Commission would like to have welcome packets made for new Residents that come into Town, providing them with important information that would be useful for them. (Emergency numbers, helpful Agencies, etc.)

**7. OTHER BUSINESS:** Reorganization of the Board for the next PC Meeting in November

**8. DATE OF NEXT MEETING:** **Tuesday**, November 12, 2019 at 6:30pm at the Town Hall (Upstairs)

**9. ADJOURNMENT:** Seroya Crouch motioned to adjourn the meeting @ 8:46 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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