

**TOWN OF WESTMINSTER
PLANNING COMMISSION MEETING (PC)
December 9, 2019**

Members Present: Kathy Kingston (Chair); Michelle Chmelar; Seroya Crouch & 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 6:35 pm.

2. **ADJUSTMENTS TO AGENDA:** None

3. **ACCEPTANCE OF MINUTES:** Seroya Crouch made a motion to accept the November 12, 2019 minutes, Doug Oftedahl seconded and the motion passed.

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

5. **UNFINISHED BUSINESS (Discussion / Action):** The following is a summary of what was discussed by the Planning Commission for the new improvements or changes to the Town Plan for 2023.
 - ***Discussion on Town Plan Draft 7.0:*** Kathy Kingston began the meeting with the “Resource section”. The commission would like this to be a new section in the revised Town Plan. The Commission asked Russ to create this section, which should give a brief description of what Westminster offers to new & existing residents. The PC would like to reference the “Town Plan Zoning Maps” in this section as they felt this could be very useful for new and existing residents. Next, the Commission discussed various Town Plans from nearby Towns, in which they could “borrow” ideas to enhance the new Westminster Town Plan. Seroya suggested that everyone look at Springfield’s Town Plan, she felt it was very well written and the Table of Contents was very intriguing. The commission will read this Town Plan from Springfield before next meeting. The Commission then discussed the placement of the Town Plan goals. The PC felt this should be removed from the “Statement of Objectives, Policies, and Programs” header and be placed elsewhere as its own heading (to be determined later on in the planning stages). The PC would like to add to the Town Plan a section about the encouragement of small businesses and to what extent can the Town take on to help establish and encourage trades among our youth and young adults.

 - ***Projects & Programs Since 2015:*** Tabled

 - ***Community Profile:*** Tabled

 - ***Statement of Objectives, Policies & Programs:*** Tabled

6. NEW BUSINESS (Discussion / Action):

A. Information from John Bennett (WRC) – discussion: Tabled

B. New Items for New Town Plan - Tabled

- **Utility & Facility Plan**
 1. **Communication** – Tabled
 2. **Public Health & Safety Services** – Tabled
 3. **Fire Prevention** - Tabled

7. OTHER BUSINESS: None

8. DATE OF NEXT MEETING: Monday, January 13, 2020, @ 6:30 pm

9. ADJOURNMENT: Doug Oftedahl motioned to adjourn the meeting @ 8:30 pm. Seroya Crouch 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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