

**TOWN OF WESTMINSTER  
PLANNING COMMISSION MEETING (PC)  
March 9, 2020**

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 6:37 pm.
2. **COMMUNICATIONS AND PUBLIC COMMENT:** None
3. **ADJUSTMENTS TO AGENDA:** None
4. **ACCEPTANCE OF MINUTES:** Michelle Chmelar made a motion to accept the February 10, 2020 minutes, Seroya Crouch seconded and the motion passed.
5. **UNFINISHED BUSINESS (Discussion / Action):**

*A. Review of last meeting decisions:*

Kathy Kingston briefly went through the tabled items from the previous Planning Commission meeting to make sure everyone was on the same page. Each member was to make a Table of Contents for the new version of the Town Plan for discussion so that the Commission could decide and agree on its potential order.

**6. NEW BUSINESS (Discussion / Action):**

*A. Table of Contents for the Next Town Plan; Discussion of ideas for the new Table of Contents:*

Kathy began the meeting by handing each member a copy of her projected ideas for the new Table of Contents. Seroya produced a copy of her ideas as well as Michelle. The Commission began discussion with the section heading "Projects & Programs", and all were in agreement that this heading would be removed from the new Table of Contents but portions of its contents may be placed in different sections when relevant. The Commission also agreed that they would put "Goals" in each individual section. These were just a couple ideas the Commission discussed and they continued discussion on the order of the new Table of Contents. Seroya was updating her proposed Table of Contents as the Commission discussed ideas and will send each member a new copy of the updated items agreed upon.

*B. Kathy – Act 171 Report:*

Kathy briefly told the Commission that she had met with John Bennett to discuss Act 171. She stated that Act 171 mainly consists of mapping. Kathy thought this would be a good project for the Conservation Commission to take on. Each member was in agreement and Kathy said she would reach out to the Conservation Commission to see if they would be willing to take on the Act 171 mapping project needed for the new Town Plan.

*C. Presentation of Forum idea by Seroya Crouch; Focus on Resilience: Tabled*

**7. OTHER BUSINESS:** None

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

**9. ADJOURNMENT:** Michelle Chmelar motioned to adjourn the meeting @ 8:35 pm. Seroya Crouch 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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