

**TOWN OF WESTMINSTER
PLANNING COMMISSION MEETING (PC)
June 8, 2020**

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

Others Present: Russell Hodgkins (Town Manager / Zoning Administrator), & Kelley Thayer (Recording Clerk) and Bari Shamas

1. **CALL TO ORDER:** Kathy Kingston (Chair) called the meeting to order at 6:40 pm.
2. **COMMUNICATIONS AND PUBLIC COMMENT:** Bari Shamas joined the PC meeting with the possibility of joining. Bari told the group a little bit about herself before the meeting began.
3. **ADJUSTMENTS TO AGENDA:** The Commission needed to elect a new clerk due to the resignation of Doug Oftedahl (the previous Clerk). Michelle made a motion to nominate Seroya Crouch as the new Clerk and Kathy Kingston seconded and the motion passed.
4. **ACCEPTANCE OF MINUTES:** Michelle Chmelar made a motion to accept the March 9, 2020 minutes, Seroya Crouch seconded and the motion passed.

5. **UNFINISHED BUSINESS (Discussion / Action):**

A. ***Westminster Town Plan Proposed Outline Review and Discussion:***

The Commission discussed in detail the proposed Town Plan Outline. Kathy Kingston suggested that they keep the outline as a working point and start focusing on areas of interest. The Town Plan draft will need to be completed by October of 2022. The Commission chose areas of interest that they each wanted to work on, and that is as follows:

Seroya – Will create reverse calendar to know when each subject needs to be done. She will be working on the Health category. She will call John Bennett to get an absolute date for when the drafts are due.

Kathy – Will be working on Natural Resources

Michelle – Will be working on Education and Housing

Bari – Will be working on Recreation

Russ – Will be working on Transportation, Utilities & Facilities.

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

A. ***Where do we go from here? Brief Brain Storm / Suggestions:***

Seroya shared with the commission some information that she obtained through research and a seminar. She gave the group some hand-outs that would be helpful in the creation of the Town Plan. Corridor Connectors (Wildlife Corridor) is a group that looks at policies within towns and picks some examples to gather information to help with Act 171.

7. **OTHER BUSINESS:** None

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

9. ADJOURNMENT: Seroya Crouch motioned to adjourn the meeting @ 8:10 pm. Michelle Chmelar 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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