



WESTMINSTER

CITY OF WESTMINSTER
PLANNING COMMISSION
Meeting Minutes
September 23, 2025

1. ROLL CALL

The meeting was called to order at 7:00 pm by Chair James Boschert. Present were Commissioners Timothy Pegg, Kevin Kinnear, David Carpenter, Chennou Xiong, David Tomecek, and Lawrence Dunn. Excused from attendance were Richard Mayo and Tracy Colling. Also present: Staff members Associate Planner/Secretary Jennifer Baden, Planning Aide Veronica Garcia, Principal Planner Andrew Spurgin, Planning Manager John McConnell, and Deputy City Attorney Greg Graham.

2. CONSIDERATION OF MINUTES

The previous meeting minutes from September 9, 2025, were not available for approval during this meeting.

3. CONSIDERATION OF NEW BUSINESS AND PUBLIC HEARINGS

3a) Public Hearing and Recommendation: childcare amendments to the 2040 Comprehensive Plan

Chair Boschert opened the public hearing at 7:01 pm.

Andrew Spurgin, Principal Planner, entered into the record the agenda memorandum, attachments, PowerPoint presentation, and public notice affidavit of publication from the Westminster Window. Notices were provided by the required deadline. Mr. Spurgin narrated a PowerPoint presentation for the proposal to:

- a. Hold a public hearing.
- b. Recommend that City Council approve an ordinance amending the 2040 Comprehensive Plan.

Chair Boschert asked if this would affect residential daycare in any way. Mr. Spurgin responded no.

Commissioner Tomecek stated that some businesses have childcare as part of their business models and asked Staff to clarify how occupancy calculations would be applied for third party childcare centers who seek to operate within occupied buildings. Staff noted that major employers who offer childcare services tend to be inclusive campuses for their employees, so childcare is considered an accessory use. The proposed amendment provides opportunities for third party childcare facilities to operate within nonaffiliated buildings.

Commissioner Tomecek asked if third parties were to move into buildings with corporate run childcare facilities, if that would that effect the allowable occupied area. Staff responded yes, and that they would be looked at as a group.

Vice Chair Carpenter asked staff to clarify if the thirty percent gross floor area change is independent of the childcare use. Staff responded yes and the greater allowance allows accommodations for any Support Commercial uses.

Vice Chair Carpenter asked Staff to clarify if the percent increase would allow for more area to operate non-affiliated support commercial uses. Staff responded yes.

Commissioner Kinnear asked staff if there were any state licensure issues that would be relevant to this. Mr. Spurgin stated in previous meetings with applicants, there does seem to be issues in terms of land and how they could use it such as the outdoor space. Staff added there would be other applicable rules and regulations applicants would have to follow.

Commissioner Kinnear asked Staff if preference would be given to applications who configure their sites to include outdoor spaces while still meeting parking requirements, or if applications would be reviewed and approved as they are submitted. Staff responded they would be reviewed case by case and require regulations to be met. When it comes to outdoor spaces, parking could be affected based on the future layouts.

Chair Boschert opened the public testimony at 7:14 pm.

Seeing there was no public testimony, Chair Boschert closed the public testimony at 7:15 pm.

Commissioner Pegg stated his concern with applicants refusing to configure building arrangements to include outdoor playgrounds and parking requirements would need to be relaxed. He also stated he would be supporting the proposal.

Commissioner Carpenter made a motion to recommend City Council approve an ordinance amending the 2040 Comprehensive Plan.
Commissioner Xiong seconded the motion.

Chair Boschert stated he agreed with the proposal and as the workforce grows, childcare should be taken into consideration.

The motion passed unanimously (7-0).

4. ADJOURNMENT

The meeting was adjourned at 7:17 p.m.

THE WESTMINSTER PLANNING COMMISSION


James Boschert, Chairperson

A full recording of the meeting has been posted on The City of Westminster website.
www.cityofwestminster.us/pc