



**Townsend Planning Commission
Minutes from
August 16, 2017
Townsend Town Hall, 141 Main Street**

7:00 pm – Planning Commission Meeting

I. Call to Order:

II. Opening Ceremonies

- a. Roll Call- Troy Geiger, Sheryl Rojas, James Reyes
- b. Pledge of Allegiance
- c. Visitor Acknowledgement- no visitors

III. Additions/Deletions to Published Agenda

Comprehensive Plan Information will not be discussed tonight due to late start. The Town Fair and website will be discussed.

IV. Approval of Planning Commission Minutes

- a. June 14, 2017 and July 12, 2017- minutes were approved by Commissioners in attendance

V. Discussion/review – Town Fair Plans – September 23, 2017

Blocks arrived and will be available for our September meeting to put together. Sheryl Rojas will also contact Mr. Green to set-up Planning Commission email with an auto reply: “Thank you for your input, your idea will be addressed at an upcoming meeting.” Regina Albert will see that they are printed and read at the meeting to be included in the minutes. The table, canopy, carpet, blocks are set to arrive. A box is needed for the contest slips. Gary has designed a spreadsheet to be placed on letterhead for us to use for collecting information from town residents. We need 2 boxes; one for the contest and one for the resident info collection. Sheryl spoke with Lorraine Gorman regarding a prize and she suggested gift cards. Lorraine said she would be willing to get a \$50 gift card for the winner. Troy will design 100 slips for the contest. Troy will also work on a flyer for the fair just announcing the Planning Commission. Discussion about having the contest added to the town scroll about renaming the town motto. Lorraine Gorman may also be able to add the contest when she announces the town fair. Troy suggested of maybe having the Planning Commission contest announced on the phone calls announcements. Sheryl will look for boxes to use. We need to follow-up with Regina on the maps for the table. Maybe the current zoning in 2002 and how it looks now in 2010. This could be the talking point of asking residents for help on what they want to see in town. James was asking about coverage at table and how we will walk around the crowd. It was suggested we walk around in pairs and we can switch the coverage at the table. James reminded us that Regina said she would be the main coverage at the table.

VI. Discussion/review – Website Information

Troy said he liked the layout that Regina presented to us last month. Sheryl agreed that it was a basic layout and liked the flow. We will discuss this more at the next meeting.

DELETED FROM AGENDA:

VII. Discussion/review – Updating Comprehensive Plan Information

a. June 30,2017 Municipal Comprehensive Land Use Plan Annual Report

emailed from Dawson Green, Town Manager

b. Maps – Current & 2003

c. CH066 Definitions – Chapter 66 Zoning and Unified Development Code

VIII. Citizens Comments & Participation

No comments

IX. Adjournment:

Troy Geiger motioned to adjourn and second received. Meeting was adjourned.