

**Townsend Planning Commission**  
**Minutes from**  
**October 11, 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, Regina Albert, James Reyes. Absent Gary Rittreiser and Sheryl Rojas.

b. Pledge of Allegiance

c. Visitor Acknowledgement- Kelvin Craig

III. Additions/Deletions to Published Agenda

Addition: Email from Councilwoman Lorraine Gorman to discuss Delaware Resilient and Sustainability Summit

IV. Approval of Planning Commission Minutes- No minutes to approve.

V. Review/discussion- Rezoning request from Kelvin & Melvin Craig, property owners

Property located on Main Street, Parcel #2500300-002 and #2500300-003

Rezone from RAA to R2, discussion of the process and intent of what owners want to complete on the property.

Historical Zoning- Original plan was RAA for adult retirement home but never developed. Both lots were needed and both zoned differently so thought to zone from commercial to RAA would be easy. Now new buyer wants zoned to R2. New buyer is hoping to have determination by December for new zoning. Current owner is not aware of what the new buyer's intention is for the property.

R2 Zoning- Concerns are the buffer between commercial and residential. Also, only 3 RAA lots are left and State suggests diversity in zoning that is appropriate for the town.

Public meeting is required before the commission can vote. Town attorney provided suggestions for scheduling the required meetings to speed up the process regarding the zoning.

VI. Review/discussion- Troy- Update Census Bureau LUCA Invitation- On hold for next meeting

## VII. Review/discussion

A & B) Town Fair discussed with the Town Council- Commission was satisfied with the first public appearance. Discussion around the sign up, contest, survey on social media

C) Surveys- discussion of a dozen received, changes of current survey and publish onto social media; suggestion of using survey provider (Survey Monkey), covert survey to a fillable PDF, discussion regarding confidentiality. Will try a fillable PDF.

D) Resident data & processing- question Cathy Beaver what their current database creation, protocol and security of the information; comments also need to remain confidential. Discuss with Gary/Sheryl about maintaining and possibly collecting through Survey Monkey. Discussion on replying to comments received from residents.

## VIII. Discussion/review- Planning Commissioner's deadline for webpage information

A) Add procedures/requirement:

Current information that has been laid out is good. First two pages look good. This is an evolving document. List commissioners by position, then alpha. Minutes available for review online- current decision to leave off until further interest from the public is received. Public can request from Cathy to print. Links back to maps, comprehensive plan ordinance, new 2020 plan coming soon.

Can we modify our own webpage- need to confirm with Lorraine if we can handle website updates

Confirm meeting schedule, plan review meetings, zoning hearings, special meetings, etc. Also reviewed Delaware City form and fees with discussion that we need to have similar information. Decision was to add this information into our policy. Fee schedules changes would have to be recommended to council.

## IX. Discussion/review- Continue updating processes for Comprehensive Plan information

A) Review of June 30, 2017 Municipal Comprehensive Land Use Plan Annual email from Dawson Green, Town Manager

Regina reviewed/highlighted information in the email and pulled the actual PLUS application and State comments including all supporting documentation regarding items that were not approved/recommended by the State. Wants to have this information readily available prior to her meeting with Mr. Green. These State comments will be insightful to our commission in making recommendations and zoning decisions.

B) Regina- IPA services/contract

Per Mr. Green, IPA was to complete the 5-year review per the contractual scope of work. Currently there is no contract as all hours have been used. Regina will get IPA to come and complete a presentation and then possibly pull together a contract with them beginning in January to help us with developing our 10-year plan.

X. Review/discussion- Regina/Troy- email addresses

New passwords would need to be obtained either by coming into the office or have Dawson come to a meeting and let us select new passwords

XI. Citizens Comments & Participation

XII. Adjournment

Motion to adjourn, approved.