

**Townsend Planning Commission**  
**Minutes from**  
**September 13, 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, Gary Rittereiser, Sheryl Rojas all present

b. Pledge of Allegiance

c. Visitor Acknowledgement

none present

III. Additions/Deletions to Published Agenda

Addition: Annual election for new chairman and secretary of the Planning Commission

IV. Election of Planning Commission Chair and Secretary

Motion to approve keeping current positions, second received, vote unanimous.

Troy Geiger remains Chair, Gary Rittereiser Vice-Chair and Regina Albert Secretary

V. Approval of Planning Commission Minutes

August minutes reviewed. Change from week to month. Motion received and second received, vote to approve minutes.

VI. Review/discussion- Main Street & Cannery Lane

Guests did not show for meeting. Discussion of current zoning of parcel and what zone is being requested. Informed that this should be provided by the petitioner requesting the change to the commission. Need to review maps and current codes prior to suggesting any zoning change to Town Council.

Action is to invite them to meet again and request that they provide the commission with more information regarding the exiting industrial area and the proposed housing. We need to know how they planning to work with the current zoning code. Councilmen Hatton will be contacted to request email of the property owners so that we can collect additional information.

VII. Census Bureau LUCA Invitation

Rudy Sutton and Dawson Green were invited to attend. Need follow up regarding who is attending and if we are participating.

### VIII. Review/discussion- Finalize Town Fair Plans- to be held September 23, 2017

Blocks have arrived, balloons will be at the table, boxes for drawing. Flyer hanging in Post Office. Scroll on website advertising the contest. Contest will run until October 31<sup>st</sup>. Regina will print drawing slips and spreadsheets. Arrive around 9:30-9:45 for setup. Displays will be developed by Regina.

### IX. Webpage Information for Planning Commission

The planning commission email needs to be on the website. Need to not have individual commission emails active but have them link to the general mailbox. Emails will be forwarded from the planning commission to the individual commissioner emails.

### X. Discussion/review- For updating Comprehensive Plan information

Guests did not show for meeting. We used this proposal as a case study.

#### a. Land Use Plan Annual Report

State recommendations regarding the 2003 Comprehensive Plan was to include diverse housing options while keeping in line with maps, codes requirements. This is something we need to consider along with the town maps and CH066 Definitions.

#### b. Maps- Current & 2003

Discussion of the maps and rezoning history was reviewed. Reminder that once a zone is removed, it is hard to bring back that zoning area. State recommendations are indicated on the maps, Town was not following recommendations and annexing areas on their own. State focus was downtown area since 2002. Development has occurred but not a lot of changes from 2002 to 2010 maps. Town no longer does things by resolution but by ordinances.

#### c. CH066 Definitions- Chapter 66 Zoning and Unified Development Code

Discussion of definitions, Section 66.6, some need to be updated. This was taken from county which has since done an update. The definitions are adopted and not universal. We can change according to our community. We need to review and be comfortable with all the definitions that surround property.

Zoning districts, Article 3, 66.182, was reviewed in regard to the Main Street & Cannery Lane properties. Discussion about buffers and parking that doesn't appear meets current zoning. This is information that should be provided to us by the property owner. This is a good case study for us to review the variances and obtain guidance from the town attorney.

### XI. Citizens Comments & Participation

No attendance

### XII. Adjournment

Motion to adjourn, approved.