



**Townsend Planning Commission
Meeting @ 7:00 pm
November 8, 2017**

Townsend Town Hall, 141 Main Street

7:00 pm – Planning Commission Meeting

- I.** Call to Order:
- II.** Opening Ceremonies
 - a. Roll Call
Gary Rittereiser, Sheryl Rojas, Regina Albert, James Reyes
 - b. Pledge of Allegiance
 - c. Visitor Acknowledgement
3 visitors Henry Glanding, Kelvin Craig, Henry Swarnhouse
- III.** Additions/Deletions to Published Agenda
Addition: Documented Procedures
Deletion: Review of Census Bureau Invitation
- IV.** Approval of Planning Commission Minutes
 - a. September 2017- minutes approved
 - b. October 2017- minutes approved
- V.** Deleted Item: Review/Discussion Update Census Bureau LUCA Invitation
- VI.** Review/Discussion/Possible Vote – Public Outreach - Survey Questionnaire
 - a. Survey Monkey- Sheryl can further review and load current planning commission survey as a sample; Regina to email survey to Sheryl. Will also discuss with Lorraine Gorman about a survey hosting service they currently use, or if there is a budget available. Survey is IP address identified by computer, phone, readers, etc. Suggestion that we ask for some type of identifying information so that duplications can be removed or controlled.
 - b. Town method of data source processing- Excel spreadsheet with email addresses of residents that have currently provided. Regina with merge our gathered data with the Town's excel. PDF program is too cumbersome to use.
 - c. Connecting data source residents with survey questionnaire- We have collected email addresses from the Town Fair and will email survey to the residents.
- VII.** Review/Discussion – Slogan Contest to change from “Small Town Community”
Notice on the website has been placed on hold. We only have 2 current suggestions. Using Survey Monkey could be used to collect more suggestions.
- VIII.** Review/Discussion/Possible Vote – Finalize page info for posting to Town site
Web site for the Planning Commission site has been reviewed by commissioners and approved to be submitted along with Land Use application and fees, including a Rezoning Fee (\$500 example), for any new projects. This was approved and recommended to Town Council
- IX.** Review/Discussion – Clarifications received on Municipal Comprehensive Land Use Plan Annual Report
Meeting held with Town Manager and he made a recommendation of using the Annual Report as a guide of the Comprehensive Plan update. Town Manager said we can also handle completing the Annual Report for upcoming years. Also, clarification of Waste Management using 3 parcels with 2 different landlords. This was placed on the agenda for December to start working on January 1st.

X. Documented Procedures

There are no written procedures since we are a new zoning committee. Ordinance 1603 doesn't include everything, By Laws are needing more work, Fred Townsend (town attorney) said that Planning Commission (PC) is new and that PC does not have communication with Town Council to coordinate the process. Partial list of procedures will be turned over to the attorney. Motion made that the Town Attorney has Town Council or Town Manager establish written procedures so that we have them by January.

XI. Discussion/Public Hearing - Rezoning Request – Kelvin & Melvin Craig

From RAA to R2

Property location – 600 & 602 Main Street

Parcels – 2500300-002 & 2500300-003

Status of rezoning and request of a special meeting. Nothing has transpired since the last meeting in October regarding the rezoning as misinformation was provided to Mr. Craig. Public Hearing and Special Meeting will be scheduled with the Town for Nov. 29th so that Town can schedule for their meeting on Dec 6th.

XII. Introduction/ Discussion - Annexation Request – Herminio Cisneros

Property location – 6078 Summit Bridge Road, Townsend

Parcel - New Castle County Tax Parcel No. 14-016.00-051

There will not be a discussion of this tonight, but the paperwork is being provided for commissioners to review. Town will do the annexation process in house. PC will not have to deal with any variances. This will be placed on the agenda for December 13th.

XIII. Citizens Comments & Participation

a. Resident wanting to obtain a handicap parking spot in front of his home. Neighbors are parking and blocking him access to his home. Resident has handicap sticker in his vehicle. Commission will check with Town Manager to coordinate with resident to get the parking spot created.

Henry Glanding 378-2071 is resident's home number, 573 Fulton Street

b. Suggestion of a freeze period so there is not public work done especially during the holiday.

We are developing on a schedule of when zoning changes are accepted, etc.

XIV. Adjournment

Motion made and meeting was adjourned.