



**Townsend Planning Commission Agenda
February 14, 2018**

Meeting @7:30 PM

Townsend Town Hall, 141 Main Street

7:00 pm – Planning Commission Meeting

I. Call to Order:

II. Additions/Deletions to Published Agenda

Removal of approval of planning commission minutes item IV

Removal of survey monkey item VI

Removal of IPA contract discussion VII

Motion requested for agenda changes, 2nd received, voted and approved

III. Discussion / Possible Vote – Public Hearing

a. Annexation Request & Municipal Plan of Services

Property Owner - Herminio Cisneros

Property Location – 6078 Summit Bridge Road, Townsend

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

No further discussion is needed on the Annexation request required by the Planning Commission.

b. Rezoning Request

Property Owner – George R. Piser, P/O/A for Betty R. Piser, Frances E.

Patterson, Barbara A. Carter, Howard B. Carter, George R. Piser, Anne Marie Kaiser, and Suzanna Carter

Property Location – 0 South Street, Townsend

Parcel – Townsend, New Castle County, Tax Parcel No. 25-004.00-121

Current Zoning – R-1A requesting to change to – R-2

Zoning change to R2 needs discussion among planning commission. If a recommendation is going to be made to council any concerns need to be notated. Ms. Albert repressed concern about storm water management because of the impact surrounding the other properties. Last meeting suggested that the property does retain a lot of water and previous statements in other comprehensive plans from the State regarding the environment concerns. Concerned was expressed to the Town regarding future development on Carter Farms. Mr. Rittereiser stated there are procedures in place that require studies be completed. Mr. Geiger also

mentioned the Tax Ditch and how it affects the area and storm water management. Mr. Reyes would like to side with the State regarding previous suggestions by the State in prior comprehensive plans.

Mr. Townsend stated that the storm water concern can be mentioned as a concern to Town Council, but an engineer was not requested to be present at the public hearing. It's not inappropriate to voice an opinion to Council regarding strict adherence to the management of storm water.

Motion to recommend the zoning change from R1 to R2 with the mention of a storm water concern, 2nd received and vote approved the recommendation. Letter will be sent to Mr. Dawson regarding the recommendation to Council.

IV. Review / Discussion – Comprehensive Plan

a. Editing – Word doc vs. hard copy

Troy did attempt to obtain a copy of the Comprehensive Plan that we can edit on a word doc. Mrs. Beaver will look further but to her knowledge there is not a copy available. Councilman Hatton stated that a PDF editor can be used to convert to a word doc. Mr. Hatton will also contact the IPA to see if they have a word doc copy available for us to edit.

b. Edit – Chapter 1

Mr. Townsend was questioning what the charge was on the Comprehensive Plan. Mr. Geiger explained that we're working on the 2020 update. Mr. Townsend thought that had been completed but said that we are not the only municipality that struggles with the process. Currently we will need to still work off a hard copy.

Mr. Geiger has reviewed Chapter 1 but did not make notations. His goal was to obtain an electronic copy to edit. Ms. Albert noted the following changes from 2003, 2010 Comprehensive Plan referencing section 1-1. The only change in the first 3 paragraphs is the population size.

Paragraph 4 needs to be re-worked and she suggests we review this for the next meeting.

Paragraph 5 may be eliminated. Questions about an IPA contract was going to be requested. This needs to be reviewed further.

Section 1-2a, remains the same but the map needs to be updated. The maps are produced by IPA. This should be added to our request list.

Section 1-2b, additional maps and information may be added to this section (1865 map) and the last sentence needs to be updated to reflect current changes just recommended.

Section 1-2c, there is not a designated Townsend Historic District, there is a Townsend Redevelopment area. The district needs to be identified in the last sentence. Map 7b from the 2010 plan references the redevelopment area. The historic district needs to be identified and follow the State recommendation for this area. Regina Albert will work on locating the maps and updating this information.

Section 1-3, this portion has lots of updates to add such as the website, Town Fair, post office posting, etc. A list of items needs to be added and changes made. Regina wants to know what the process was for the workshop that was held in January 2008 at the Townsend Fire Station. This section needs to be refreshed. Use the checklist to help in updating this section.

Section 1-4, needs to be refreshed a lot. Some of the items being addressed in the survey can provide input. We can keep refining the survey questions and can keep this section as a final update.

Review of Chapter 2 is suggested that IPA help with this chapter. The State makes recommendations of where we can get the information.

The next meeting will include the deleted items from this meeting- minutes, Survey Monkey, IPA contract items. Possibly review Chapter 1 for final updates. Hard copies of the 2010 Comprehensive Plan. Chapter 2 will begin the review. Regina wants to discuss the zoning classifications in April. The formal recommendation letter needs to be sent to Mr. Green for Council.

V. Citizens Comments & Participation

No additional comments

VI. Adjournment

Motion to adjourn, 2nd received, vote approved, meeting adjourned.