



Townsend Planning Commission

Meeting @ 7:00 pm
January 10, 2018

Townsend Town Hall, 141 Main Street

7:00 pm – Planning Commission Meeting

- I. Call to Order:
- II. Opening Ceremonies
 - a. Roll Call
Troy Geiger, Gary Rittereiser, Regina Albert, Sheryl Rojas
 - b. Pledge of Allegiance
- III. Additions/Deletions to Published Agenda

Agenda was accepted as published with the exception that Survey Monkey was moved into the 5th item spot.

- IV. LUP Intro (Land Use & Develop) Planning Review Confirmations – 2.
Review / Discussion / Plan

Commissioner Albert stated that the information needed to be provided by the owners and not John Tracy, Rob Allen and Mark Handler.

- a. Property Owner - Herminio Cisneros
Property Location – 6078 Summit Bridge Road, Townsend
Parcel - New Castle County Tax Parcel No. 14-016.00-051
Request - Annexation, Zoning Classification & Variance

Acquired 3 years ago from the bank. Did a little bit of work and then spoke with Handler who was interested in purchasing the property. This is currently used as a rental property. Mr. Cisneros has been in the area for quite a while. Commissioner Albert reiterated that they were aware it was zoned in New Castle County ½ commercial ½ residential. It is one parcel per Mr. Cisneros's secretary. Not aware of any issues on the property. Does know that part of the property is wetland but never started the evaluation process.

Ms. Albert explained that a variance and annexation will require some additional paperwork, but it will not happen until the State decides if it will allow the annexation. Basically, on the Cisneros property, we're gathering information but requires a State decision. There were some studies done when annexation was requested before. We will pull some of this information so that this board has

additional information available for review to make an informed decision. New Castle County and the State will review before Townsend can start moving forward on considering the property zoning.

There is a tax ditch agreement on the property and there is an Association but it's not being cleaned by the Association. Mr. Piser stated he's been handling the cleaning.

- b. 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
Request - Rezoning from current classification, R-1A to R-2, & Variance

Mr. Piser has Power of Attorney for the family. Again, the request contains a zoning and variance. When the property was annexed in 1999/2000 development has not occurred. Ms. Albert asked about any environmental issues or town issues. Mr. Piser states he is not aware of any issues. The property has been rented and farmed. Ms. Albert asked if the zoning request from R1A to R2 is still going to happen if Mr. Cisneros's property is not annexed into Town. Mr. Piser does want to move forward with the zoning. The farm was not sold nor developed because the housing market crashed. The property owner is not aware of any issues. The wetland study has been done but the owner did not have a copy present.

Ms. Albert explained the processes that needs to occur, State forms, report from the Planning Commission, plan of services needs to be completed and a public hearing will need to be held. The public hearing will be held at 7:00 on February 14th with the regular planning meeting to follow at 7:30. The hearing needs to be advertised in the paper 15 days prior to our meeting. After our public hearing a report will be sent to the Town Council and the State for annexation. Then regarding Carter Farms, we will need to hold a public hearing on the same night, so this meeting will occur at 7:30.

Discussion occurred about the public hearing and that the new developer will not be heard as they are not the owners. Being under contract is not consider owning the property. Each will be held separately and not discussed together. Meetings will be held back to back.

Cisneros public hearing for the annexation will be scheduled for the 14th of February at 7pm. Then Piser-Carter Farms will be scheduled at 7:30pm for the rezoning. The regular planning meeting will occur at 8pm. When the annexation decision comes back, we'll need to have another public hearing, make a report to the Town Council and then the Council may be required to hold another public

hearing. The Board of Adjustment will need to be contacted regarding the variance which cannot be done until rezoning is complete.

V. Review / Discussion Survey Questionnaire on Survey Monkey

Ms. Rojas has asked everyone to review the current survey. We are limited to 10 questions and we can't do a ranking question. Responses should come to the planning commission email. Also requested that people test to see if they can use different devices on the same IP address. Ms. Albert provided the password to the planning commission email. Adjusts to questions 2 & 3 need to be left blank with no options to select. The options were answers received on our Town Fair survey collection. The last answer is limited in characters so only requesting last name, street address and email address.

There may be a problem with the survey response not going through to the planning commission email. Appears there may be an Outlook problem because he's receiving a delivery failed message. The planning commission email should only go to the single mailbox and not to everybody. This was discussed with the Town Manager to only send emails to the PC box and not to everyone. Another follow-up regarding the email responses in the February meeting.

Update- Troy did sign into the Planning Commission email account and did see the messages. It appears messages came through the .delaware email address. Sheryl will review both Survey Monkey and outlook web site that email address is correct.

VI. Update IPA contract & meeting

Mr. Geiger spoke with Dawson and there is no current contract. We need to speak with IPA and tell them what we request assistance with and then they will write the contract. There appears there was a contract in place for the 5year review that we pushed through, but the contract was never used. IPA accepted the fee which was about \$4,000-\$5,000.

IPA should provide assistance but not make recommendations. Ms. Albert feels the IPA should do the final review for the 5year and the 10year reviews. We can review the IPA worksheet to see where we need assistance. Dawson will handle the Annual Review so the rezoning and the map errors that were identified would need to be in the Annual Review.

The concept of a budget was discussed at the town council meeting, but the Town Manager said it currently not necessary as we fall under the office budget and there is \$5,000 or \$7,000 in the budget allocated to the IPA. We can use this money for a 6month contract. Appears that most of this contract was phone calls only but if we want an IPA rep to come for a workshop or to come to meetings we can write this in our 6month contract. The planning commission will be a separate line item in the new FY19 budget.

VII. Comprehensive Plan review process for 2018

Continued with having the IPA come to assist with getting us started on the update as some of us are uncertain of where/how to start and can't attend the classes. Suggestion was made to start with Chapter 2 regarding the community profile. Ms. Albert stated that the IPA can provide most of the data calculations or work would surround the verbiage of the document.

Mr. Geiger would like to obtain a word doc version of the 2010 Comprehensive Plan so that we can actively update as we review. Ms. Albert said IPA should have a copy, but Troy believes some should have a copy or we can convert the PDF to a word doc for us to edit.

It was also discussed to assign sections but concerns about how quickly we can update sections in our meetings. We also need to review the amendments that were done into our updated plan. In 2016 when we first met, we reviewed pages 57-64 (Land Use, Annexation, and Areas of Concern) and appears the past president may have written things up and writing recommendations as to how things should be worded.

Decided to work on Chapter, pages 2-5 while Troy looks for a word doc that we can do updates. Our calendar does have land use discussions set for the 1st Wednesday of every quarter so we can control any interruptions on our review of the plan. The introduction could be updated using an existing history project, but Ms. Albert didn't think it was completed. The "Historic District" is not recognized on a map from State recommendations.

Public participation process (Section 1-3) was discussed about offering Saturday gathering for plan participation meetings, Survey Monkey kickoff, water ice offering to gather the public input of plan updates. Maybe start committees to get more public participation to map out convenience services surrounding our town: gas stations, medical services, grocery, doughnut shops, etc. Create a bullseye target identifying these conveniences and collect input from the community for more/less of these conveniences.

Discussion surrounding Railroad Road versus Wiggins Mill Road and how it's marked on the maps. Map6 shows the name change occurs at the bridge, Ms. Albert stated that the current zoning map was updated in 2016 and it still says Railroad Road, the bridge, and then Wiggins Mill Road. Troy stated that his address is Railroad Road, but his neighbor has Wiggins Mill address and this is before the bridge. This needs to be corrected on the maps and IPA needs to identify and correct with the State. Our maps address the Railroad/Wiggins Mill roads are different of several maps and there are no constituency.

A decision was made to work on Chapter 1 for the next meeting and to get an IPA update for the February meeting.

VIII. Citizens Comments & Participation

No comments

IX. Adjournment