



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

Meeting @7:00 PM

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, Sheryl Rojas
 - b. Pledge of Allegiance
 - c. Visitor Acknowledgement
Keith Johnson with Radio Middletown.com
- III.** Additions/Deletions to Published Agenda
Removed agenda items IV e
- IV.** Approval of Planning Commission Minutes
 - a. February 14, 2018 – Public Hearing
 - b. February 14, 2018 – Meeting
 - c. January 10, 2018
 - d. December 13, 2017
Motion passed to accept December 13 meeting minutes
January 10th minutes will be held until the April to review a name on the tape
Motion passed to accept February 14th Public Hearing minutes
Motion passed to accept February 14th meeting minutes
- V.** Review / Discussion – Commissioners Test Survey Monkey
Changes were made to the questions. New concern is that all the text boxes may be limited to 130 characters. Requested commissioners take the survey again with longer answers beyond the 130-character limit. Commissioner Rojas may need to add language “limited to 130 characters”.
- VI.** Review / Discussion – Comprehensive Plan
 - a. Computer document vs. Hard copy
Word version was received and can be edited. Discussion of making the word doc into a Google doc so that we can collaborate live and retain the edits made by everyone. Pros of using a Google Doc you can also comment on the document regarding other people’s edits. Concern is if this would be a violation of the by laws regarding our meetings. Sheryl said she would ask Fred Townsend about the use of Google Docs to work on the comprehensive plan.

Any changes we make to the Comprehensive Plan need to be reviewed and approved by Town Council. We decided that we will provide sections of the plan to review and not the entire document. Regina suggested that we collect some input from the Town Council regarding the community vision and/or goals of the community. Goals previously placed need to remain with an update status but they cannot be removed.

We will also split sections so that everyone will not be working on the same section. Hard copies will still be requested from Cathy for everyone. Troy will request 3 copies.

b. Chapter 1

Section 1.1 will be the introduction and the code need to be changed for over 2000 population. The Annual letter included the amendments and need to remain as a living history of the document. Paragraph 5 will be eliminated. The history of town doesn't change much except with the addition of the 1885 historic map. The guidelines list what maps need to be included in our plan. We questioned whether IPA will redo the maps, but Regina found some information regarding the maps and there are some other resources available to obtain the information and create the maps. Map in Section 1-2a will need to have the inlay which is Map2 will need to be adjusted. Maps will be the last thing to update as we annex properties, but the town boundary does need to be updated (Section 1-2a).

Section 1-3 Regina will get with Cathy to locate the workshop information that is currently in storage. We will add the Town Fair, Survey Monkey, General Mailbox and other things that we're doing. This Section will need to be reworked.

Section 1-4 Town Goals discussion surrounded that we should request Town Council to share their community vision. The Annual Report supposedly includes an update of the goals of the town. The most recent Annual Report was completed in June. Regina will send the report again to everyone.

For our April meeting, our goal should be to have Chapter 1 edited and then use the Annual Report to review and update the goals. We will produce something for Town Council to review. We will also ask about new goals or updates to the goals that are currently listed.

c. Chapter 2

The Chapter is huge with lots of changes. Regina stated that some sections will be removed and a lot of the charts that were provided for 2010 population numbers are way off. We can review the guidelines and see how many years need to be reflected and drop off the old years. TAZ numbers have already been surpassed. We do have the sources for 2010 numbers to update so the charts

would be done. The verbiage would need to be updated and Troy believes someone in the Town should have a 2010 Census report. Regina feels we probably can find the information on the Internet. Cathy Beaver would be the person to ask about the census numbers from 2010 and certificates of occupation. The WILMAPCO resource should allow us access to the numbers we need to update charts. We may be able to get the numbers for the Chapter 2 charts quicker than some sections of Chapter 1. Troy will check into gathering the information from Town. If not successful, then we will divide up the tables to gather the information.

Troy said we can try iCloud but we're not sure if you can collaborate like you can on Google Doc. Sheryl will check with Fred regarding the use of Google.

April meeting: Chapter 1, Test Survey Monkey, Zoning Classifications- mixed use, status of census and certificates from Town.

VII. Citizens Comments & Participation

No visitor present

VIII. Adjournment