



**Townsend Planning Commission  
Minutes from  
February 8, 2017  
Townsend Town Hall, 141 Main Street**

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## **Planning Commission Minutes**

### **I. Call to Order:**

The meeting was called to order by Chairman Troy Geiger.

### **II. Opening Ceremonies**

#### Roll Call & Pledge

In attendance are Commissioners Gary Rittereiser, Sheryl Rojas and Regina Albert.

Commissioner Reyes is in transit and will arrive shortly.

### **III. Review/discussion of Commission By-Laws**

By-Laws were not signed and changes from the first meeting were discussed. New commissioners, Gary Rittereiser and James Reyes) were given two weeks to review by-laws. Commissioner Albert reviewed the changes on page 3, Section I- Wednesday of meeting day, Section II- number of 4 members to be present to hear motions and 3 affirmative votes required to pass. Also, Title 22 had to be listed on page 1.

Troy Geiger asked if we needed to reappoint positions. Regina Albert wanted to resign as secretary but Sheryl Rojas offered to type the minutes for the planning commission. Regina Albert will remain as secretary. Troy Geiger stated that the remaining nominations will be on hold until James arrives.

### **IV. Review/discussion of 5-year Comprehensive Plan update**

Sheryl Rojas suggested that we approve the current 5-year plan and then focus on the 10-year plan. Troy Geiger feels the same based on the IPA recommendation. Gary Rittereiser asked if the current amendments were in the 5-year plan and was informed they are included. Troy Geiger stated that the amendments were done but not part of the 5-year plan.

Regina Albert handed out materials from the IPA training meeting she and James Reyes attended. Commissioner Albert discussed the Pre-Plus Review and checklist that can be used to review to confirm that the 5-year plan is ready to submit to the state for approval. (James Reyes has arrived)

Troy Geiger reviewed earlier meeting discussion to James Reyes who confirmed he had reviewed the by-laws and did not have any concerns or questions. Gary Rittereiser asked if the planning commission was going to grow to nine. Regina Albert confirmed that we could grow to 9 but currently no need and the Town Council would need to appoint and vote on adding the additional members.

Gary Rittereiser asked about filling the empty leadership positions of the Planning Commission. Sheryl Rojas nominated Gary Rittereiser as Vice-Chairman and Regina Albert seconded the nomination. Gary Rittereiser accepted and received 4 affirmative votes to assume the position. Chairman Geiger signed the by-laws.

Troy Geiger reviewed the discussion that Regina Albert lead regarding the training received from the IPA class. James Reyes also attended the meeting stating it was valuable training. Regina and James will both be attending the training meeting in February. Regina Albert has signed up for all the meetings along with James Reyes. The April 28<sup>th</sup> IPA training session is Developing Your Strategy for Economic Development, which Regina feels would be very useful. Gary Rittereiser will contact Cathy Beaver to sign up and attend meetings. Troy Geiger will try to attend the meetings in March and April. The IPA meetings run from 9:00am-12:pm in Dover.

Regina Albert went back to discussing the Comprehensive Plan Checklist. It was discussed that our 10-year plan will need to include the requirements for towns over 2000 in populations. Regina suggested that we request the IPA to come in with ideas of how we can get more town people involved in our hearings and providing what the people want for Townsend. Regina discussed the importance of the maps and that we need to focus on the area within the current town boundaries. Regina also stated that amendments not be done as one offs, but that we send in a complete package with full review. Language should not be specific but vague and not remove any zoning that is currently included.

Troy suggested that James and Gary be allowed to review the current 5-year plan. James questioned if we should approve the plan as it is now for the 5-year or make changes. Gary Rittereiser suggested the plan be accepted as it is currently provided. James Reyes also agreed that we accept the 5-year and then move onto the 10-year focus. Troy Geiger and Sheryl Rojas also agree. The process is for us to approve but there first needs to be a public hearing. Troy will tell Cathy to announce the public hearing. Sheryl Rojas motioned that we send the current 5-year plan to public hearing. Regina Albert suggested that we do the Comprehensive Pre-Review Request form and fill this out with our current comprehensive plan. Troy asked if it was required even for the 5-year review, Regina stated the IPA suggests it will help aid in sending the plan to final review.

Regina suggested that we review the current ordinances and maps for accuracy first. We need to review ordinances 13.02, 13.03, 16-07, 16-08. These ordinances were done in 2013 and 2016 and would have to be included in this 5-year review. Errors were found on various maps with adoption dates and signature dates. Regina stated that Mr. Dawson Green is required to complete an annual report. The new ordinances are supposed to be included in the annual report. Regina believes there was no report completed for 2016 so the 2016 ordinances would need to be included with our 5-year review. Troy will follow-up with Dawson Green if completed a 2016 report. There was a letter received from the state planning committee dated July 14,2016 stating the plans were approved but was not attached to any of the ordinances. Troy will ask for a copy of that approval letter so we can include with our pre-planning checklist.

Troy will check with Dawson to see if he completes the paperwork. Troy will check to see if Dawson can attend the next meeting to assist in completing the paperwork with the commission so that we can handle moving forward. Sheryl Rojas discussed the errors with Troy Geiger map 7b should be dated 9/4/2013, official zoning map from ordinance 16-08 needs to be corrected to 8/24/2016. Ordinance 16-08 official zoning map has been corrected but we need a copy to include in our plan.

Regina Albert asked the single person in attendance to sign in. He was appreciative of the notice being posted but did not have any current questions.

**V. Adjournment:**

Sheryl Rojas motioned to adjourn and was seconded by Troy Geiger.

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