



**Townsend Planning Commission
Minutes from
June 14, 2017
Townsend Town Hall, 141 Main Street**

7:00 pm – Planning Commission Meeting

I. Call to Order:

The meeting was called to order by Chairman Troy Geiger.

II. Opening Ceremonies

Roll Call & Pledge of Allegiance

In attendance are Commissioners Troy Geiger, Regina Albert and Sheryl Rojas.

III. Planning Commission Minutes

Discussion and review of the minutes from the May 10, 2017. Regina Albert stated that the minutes required a change to state that the presentation was not scheduled, formal or official. Regina motioned that the minutes be approved with the stated changes. Minutes were approved with change.

IV. Discussion on attending the Town Fair 9/23/17

Sheryl brought Troy and Regina up to speed regarding the current ideas for the fair. T-shirts will be available for us in a different color. Regina suggested maroon would be nice. Sheryl will confirm that sizes are available in the maroon color. Designing a flyer announcing our Planning Commission and hanging in the Post Office. Dawson Green said he could set up a general mailbox. Sheryl suggested that we don't need to reply or auto forward to any commissioner email. Auto reply to messages received would be good.

Regina said the timing is perfect as Lorraine Gorman is having the website updated so the planning commission will have their own site. Meeting agenda, schedule, general mailbox, etc. listed on the site. Troy would like to have the ability to update our planning agenda on our own site without needing Cathy to update. Troy said again he's like to have access to the backend of our page.

Regina suggested that any emails received in the general mailbox be printed out so that we can address and include in the minutes. We will have no responding back and forth but an auto reply response giving the next meeting date. Town Office also has a drop box that residents can use. We should stick with a flyer for the Post Office.

The town seal is the only type of branding that is used on anything official. We are approved to design any materials as we see fit. Sheryl has requested a table near the Town's table and will also request the DJ make announcements for residents to come visit their Planning Commission. Regina volunteered to work the table.

Other commissioner's will walk around and ask residents what they want in town, but we may need to suggest some ideas: playground, library, museum, coffee shop, etc. We will have forms at the table and we walk around asking residents for basic contact information in completing the form.

Sheryl suggest that we need to discuss the web site as an agenda item for the next meeting. Having some basic ideas of how we want it to look would be great.

Troy suggested that maybe we can have an activity for kids. Sheryl said she has a canopy. We need to see if we have a budget to purchase. Regina said it would be nice for kids to do something while residents complete questionnaire. Sheryl suggested that maybe Oriental Trading has some type of building task. Again, we need to see if we have a budget. Regina suggested empty boxed covered with paper to kids to build. Troy suggested bigger Jenga game but it would cost some money. Sheryl left the meeting to ask about a budget because the town was having a budget meeting downstairs.

Troy stated to submit for the record Cindy Cook or Lorraine Gorman will allow money from their budget. Also name tags need to be ordered through Cathy Beaver. Another agenda item for next meeting is questions for our survey. Sheryl will handle the t-shirts, nametags and getting the blocks ordered

Discussion surrounded about having our next meeting on the 12th of July, the 16th of August and possibly the 13th of September. The fair is the 23rd of September.

Regina said that the current town saying is “Small town community”. Suggested we ask Lorraine if this is set or if something that can be changed. Discussion about possible contest.

V. Map Importance

Regina also wanted maps on the July agenda. Maps are important to how the planning commission and how we move forward. Appears that there is only enough sewer for 100 more housing units. This is useful when reviewing current zoning, annexation and future use. Discussion of the farm has no access to Hwy71. South Street and Commerce is the only access roads to where the old town hall was located. This was property is possible for development but the commission must understand how important the map review.

Regina questioned why we received a resume of Wilbur Abbott that Gary handed out when he reviewed Smyrna. Sheryl explained in Gary’s absence, that he was willing to assist us in developing our plan.

Regina also asked if Sheryl had any success in getting Mr. Green to attend a Planning Commission meeting. There was no success in getting him to confirm attending a meeting. Troy suggested that we work on developing a list of items that we can then present to Dawson to research. Regina also stated that there are some links we can utilize to gather data.

VI. Comprehensive Plan review

We’re pushing the discussion to after the fair but all decided is fine. Regina suggested that we possibly look at the current plan and what was suggested in the previous plan as a starting point. Regina suggested that we have a master plan and place on edits on the single copy. We need to be aware of discussions that are occurring in Council or with Dawson. For example, the building behind the Fire Station, assisted living center on Hwy 71 rumor.

VII. Adjournment

Motion to adjourn was made and a second approved the motion to adjourn.