



**Townsend Planning Commission  
Minutes from  
July 12, 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 James Reyes, Gary Rittereiser, and Sheryl Rojas, Regina Albert, Troy Geiger.

**III. Planning Commission Minutes**

No minutes yet from June due to issue with pulling from the recorder. Also need minutes from November meeting typed

No minutes approved for this meeting.

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

Sheryl Rojas stated that new shirts received, name tags will be order by town, the saying “Small Town Community” is not official. Councilwoman Gorman liked the idea of naming the town contest. Regina Albert suggested the cardboard boxes for kids to use at our booth. Budget money would come from Councilwoman Gorman and/or Councilwoman Cook. The cost is minimal so Sheryl will send copy of cardboard box to us to review and obtain approval. Then Sheryl will follow-up with Councilwoman Gorman to purchase 2 sets.

Council is receptive to anything we want to gather from residents to build a database. Town will provide all materials for us to use at the fair: clipboards, pens, notepads etc. We will need to build a sheet to gather the data. Gary Rittereiser will build a basic sheet.

Troy Geiger will check with his church for a carpet to use for the block play area.

James asked about how we are going to gather the responses of the town residents of what they would like to see in their town. We can have a suggestion box at our booth. Troy suggested we have a slip of paper with a few suggestions and then a blank area for the resident to write in their area.

For the name our town contest, commissioners should each come up with an idea to help guide town residents in their thoughts.

Sheryl will bring a canopy, town will provide a table. Troy suggested a simple poster that explains what the Planning Commission does. Troy said he would work on some posters for the table with zoning maps and photos, web site, historical information.

James had a naming suggestion of “Paving The Way To The New Townsend”. Troy asked about flyers to advertise us at the fair, but we decided that it would not be necessary. Regina suggested the flyer for the post office advertising us in attendance at the Town Fair. Troy will work on this flyer.

Discussion of a prize for the contest. Free trash was an idea suggested and we’ll ask. Gift cards from local businesses was suggested by Gary as prizes too. Restaurant, Paint It Lady, Robin’s Nest, Walgreen’s, etc. Regina will work the table, Troy and Sheryl said they will walk around. Gary will pull together some baseline questions. Regina suggested balloons for our area and Sheryl said she’ll ask about balloons (dozen) and weights.

Discussion of the general mailbox for the planning commission. We’ve decided that we want just a mailbox with everyone having access. We’ll decide later how to handle the inquiries.

**V. Town Manager Dawson Green regarding census data**

Email from Dawson was forwarded to the other commissioners. Basically, not much help was provided. Regina stated that the census data will come from the latest reports.

**VI. Renaming of “Old Town”**

Regina Albert informed the commission regarding the term “Old Town” no longer being used and we should call this area the “The Heart of Town”. This came up from the last town meeting that a resident in the area found the term offensive.

**VII. Town Web Site**

Regina passed out information regarding the new website and what the planning commission does. This should be on the agenda for discussion next month. Because we asked, the planning commission will have input on building our portion of the site. There currently is no set deadline of when our input is due. Troy asked about pictures and Sheryl relayed that Councilwoman Gorman said we have creative freedom on our page. Regina had a wonderful layout for the commissioners to review further. Regina addressed the general mailbox with suggestions being read and becoming part of the minutes.

Regina had some census information that we reviewed that could be used in our posters to show the population growth in Townsend.

**VIII. Comprehensive Plan Update**

Regina asked if Dawson took care of the 2010 ordinance recommendation update being submitted to the State after council approved the ordinance. Council approved the planning but we need confirmation from Dawson that he has submitted the update to the State. There will be discussion of our maps and how common open space will be discussed by Town Council. Regina said that this is something that we need to keep in mind when talking with people, such as how to handle trees, retention ponds, HOA.

Discussion regarding the Town's meeting of the electric charges for the town has not been decided and is still up to further discussion. No determination of increased taxes, including the cost on the trash bill has not been decided. Regina also brought up that sewer capacity is about at maximum for development. She also mentioned that the developer for the Royal Farms asked the Town Council to contribute funds to complete a traffic count. The developer of the Royal Farms, with an idea of a self-storage behind has made inquiries to purchasing properties and he is not aware that any zoning changes haven't been made. Regina explained that there are deed restrictions that include wetlands area at that location.

Regina distributed the checklist and the importance of the maps and definitions of the maps. She suggested that the maps should be on the next agenda. In the November meeting, Regina passed out information regarding mixed-use guidelines. Regina discussed that our historical heart could fall into a grant program- Downtown Development Districts Act of 2014. Sheryl requested clarification that the Town would identify an area and then private investors can apply for this grant program. The planning commission can use the mixed-use zoning when assisting in recommending areas for the Town to name. The commission would place limitations as what mixed use would be allowed. Regina showed the commission the historical district map from 1986 and that she has more research she would like to complete through archives.

Regina has also created a master checklist for the comprehensive plan. Regina will notate our discussion on the master. Troy suggested that we should take a trip and drive around town and review our current zoning maps.

## **IX. Adjournment**

Troy said we will review the final fair materials and look at the maps. Motion was made to adjourn and was seconded. Meeting was adjourned.