



Townsend Planning Commission Minutes

January 9, 2019

Meeting @7:00 PM

7:00 pm – Planning Commission Meeting

- I. Call to Order – James Reyes – 1 min.
- II. Opening Ceremonies – 2 min.
 - a. Roll Call
 - James Reyes (Co-Chair), Emily Seldomridge, Sheryl Rojas, Tom McDonald
 - b. Pledge of Allegiance
 - c. Visitor Acknowledgement – no visitors present
 - d. Announcements – none at this time
- III. Additions/Deletions to Published Agenda – 5 minutes

Sheryl R motioned to move approval of meeting minutes for October, November, and December to February meeting

James R. seconded, motion passed by all (Tom M recuse)

- a. Discussion to delete approval of minutes due to email glitches to be moved to the February meeting.
 - October 10, 2018
 - November 14, 2018
 - December 12, 2018
- b. Further discussion of reasons thereof

Sheryl R. –will resend October, November and December to Tom along with the MP3 files – exception will be October audio file

- IV. Approval of Meetings moved to February meeting
- V. Discussion of new survey for 2019 (need Council approval for Facebook) – 8 minutes

James R – I make the motion to forward to counsel to review and implement.

Emily R. – seconded – motion passed by all

- Question - who needs to do
- Decision - Sheryl R can do by sending to Cathy

VI. Discussion of liaison between Council and Planning Commission

- Tom M available to pick up projects during work hours

Discussion of feasibility and protocol

- Question of protocol – if plausible
- Open discussion of flowchart, communication between PC group, liaison, availability of direct communication to engineer
 - Flowchart integral to PC only
 - Communication issue with Council,
 - Parameters of communication with Engineer
 - Question of Contract parameters with Engineer – cost, open ended contract, min hours
 - Point of contact and who and how
 - Point of incomplete information can delay actions by PC

Troy arrived 7:25

- Tom willing to become liaison to pick up project – agreed

James R – motion for Tom to pick up information papers for rest of Commission

Sheryl R – second – vote passed

35 minutes

- Liaison about information packets settled but more discussion about email problems and contact parameters
 - Open discussion about emails disappearing and Outlook limitation
 - Open discussion about needing flowchart and having council onboard with flowing protocols
 - Possibility of inviting Lorraine to clear up process
 - Need of internal flowchart for PC group only
 - Point – need minimum time limit for PC to review projects
 - Need letter from Engineer about project code satisfactions as well as checklist for annexation and development checklist if he has it
- Tom will prep a flowchart and checklist if possible

VII. Discussion of Comprehensive Plan and possible scheduling for meetings

- Troy explained conversation with Tricia Arndt.
 - **Will have phone conversation tomorrow and she can meet with us.** More info to follow
 - She can give us a little more guidance on some of these things and what IPA could do.
 - Date and times to be discussed of her availability
- Discussion of IPA, monies available, and new sections for plan
- Discussion from all of their time schedules and availability

55 Minutes

Troy G – I will see what dates she has available, couple of different ones

Emily S – left at 8 pm

Sheryl R – the minutes, October, November, December and January, discussion of meeting with Arndt, follow up on completion of Survey, discussion of our flowchart,

Troy G – email questions to ask Lorriane if she the contact and how do we communicate with Ed.

What is the status of the flow chart

Tom will clean up checklist and send to all.

VIII. Citizens Comments & Participation - no audience

IX. Adjournment

Sheryl R – motion to adjourn

Tom M – seconded – all passed