



Townsend Planning Commission Minutes

November 14, 2018

Meeting @7:00 PM

7:00 pm – Planning Commission Meeting

- I. Call to Order
- II. Opening Ceremonies
 - a. Roll Call
Troy Geiger, Regina Albert, Sheryl Rojas
 - b. Pledge of Allegiance
No flag in the room
 - c. Visitor Acknowledgement
Tom McDonald
 - d. Announcements
None
- III. Additions/Deletions to Published Agenda
Recommendation to add discussion/review of the plans of LifeHouse Church
- IV. Approval of Planning Commission Minutes
 - a. August 8, 2018 – Minutes are approved
 - b. September 12, 2018- Minutes are approved
 - c. October 10, 2018- There is no file on the recorder. Sheryl will review her hand-written notes to produce some type of minutes for October. All commissioners will provide their notes to Sheryl to complete. Will be reviewed at December meeting.
- V. Review / Discussion / Updates
 - a. Survey Monkey
New survey questions adjusted to release in January. Sheryl did not have time to compile all the responses on graphs and will get to Regina after Thanksgiving. Regina will reduce the survey for a single page to release to residents to pick up in the town office. Town web site will advertise new survey available for residents.

Troy will email a request to Town Council requesting permission to put on Facebook and place in town hall. We will show council the results from the 2018 initial survey.

b. Comprehensive Plan

Troy has been speaking with Trish Arnett and willing to help us with our plan. Troy also spoke with Emily who had some initial information from IPA and have obtained some information of services that are available for us. Main discussion is about using IPA to do the maps and make corrections to the old maps. They'll even compile the information in the charts. Emily would like to also hold some workshops and have Trish attend so we can focus on the comp plan. This would have to be a special meeting at Town Hall, still open to the public, and possibly on a weekend. Our demands being placed upon us with other issues has made it difficult to review the plan in our normal meeting time.

Tom McDonald asked about layering of our maps which should be able to be modified if we have a digital copy. Regina said we do own the maps and should be able to obtain a digital copy but there will be lots of changes to those maps because of all the zoning changes that have been done and never updated. IPA money would need to be spent by December 31st and we would need town approval to go this way. We should be okay because town works on fiscal year. Troy will put a proposal together after IPA discussions.

IPA liked the survey monkey public responses, fair and other public activities and input we've received as this information needs to be included in the plan. After Troy meets with Trish and we hold the workshops we can start getting the remaining information completed. Regina stated that we should definitely look at the goals section.

Troy discussed with Cathy about how the PC is always having something placed before us. We have a schedule established but it is not being acknowledged and followed. Per discussion with town attorney the flow chart and our schedule are not through enough. James and Regina also spoke with town council that we need more than a week to review plans. New flow chart was to be produced by the town attorney but not sure it has been completed.

Troy will survey with other PC members and Trish for available dates.

VI. Review/Discussion- LifeHouse Church

Late plan revisions were received so information/discussion/vote was cancelled per Troy's request. The town charter doesn't reference any time requirements regarding public hearings. Per Regina's research, a PC commission can request a hearing anytime they feel the resident's input is necessary. Town Council is also having public hearing for transparency prior to a vote after the PC commission made recommendations. Tom McDonald was asking about process and procedures in place for us to review plans. Things have been changed mid-stream with procedures not being followed per the PC schedule. PC does not want the constant rush and push that New Castle County allows; we are demanding more time to review the materials. The town attorney has been telling Troy that PC does not need to have public hearings.

PC wants to hold a public hearing regarding the church because there will be a lot of opinion about the increase in traffic and no light. Regina sent the traffic study from 2009 and the wetlands report was also an old report. The State made recommendations regarding the traffic and land if this was commercial property. The town engineer also said he could not supply another letter until after meeting with the PC. Previous plan was to put in something commercial (aka: Wawa) and the residents went crazy. The discussion about commercial was dropped and that was when discussions started with the church buying the property. No plans have been accepted regarding the church. The only plans reviewed were the concept plans in November 2016.

New plans were available for pickup on October 12. Emily sent an email on November 6th about the plans coming late and not timely for us to review. Tom McDonald asked about action items and Regina stated that we did use it when we were reviewing the comp plan but, on these proposal reviews we have not used action items. Tom said the use of action items helped his groups stay more efficient. Troy said we were using action items on our agenda but its been difficult with the town slamming us with proposals, zoning requests, etc. Tom also suggested a PC sub commission for just reviewing the comprehensive plan.

This will be a December meeting on the plan. The PC wants to hold a public hearing. Discussion regarding the traffic that is going to be increased at Hwy 71 and Karins Blvd is something that the resident's show be aware of. Motion made to have a public hearing prior to our PC meeting on December 12th at 7pm. Karins will need to complete a presentation. Resident notification may not be required but hearing notice should be in the paper, posted at the Post Office. The neighborhood has a HOA page and Sheryl will have the HOA president post the meeting notice to the residents. Troy is wondering why town doesn't use the phone notification system to announce these meetings.

Bulleted comments:

- Traffic flow
- Traffic increase
- Center median- stated no trees to landscape this area, concern of looking weedy
- No letter from town engineer stating he is okay with the plan
- Old reports from 2009 and now it's 2018
- Previous maps identified wetlands but now the wetlands are gone
- Parking along curb
- Clear who is responsible for maintenance
- Open space requirements are met
- Storm water runoff

Townsend Acres wants an annexation and an R2 zoning with Lamar as the developer but using the same engineers, Karins. Regina passed out information from 2005

comprehensive plan addendum with change to future land use changes. Number 8 is the project and appendix B is the tax parcels (49 lots). Proposal to use town water and sewer, State's recommendation makes reference to concerns about there being forested wetlands. State recommends that most of the trees are maintained. First will be an annexation hearing and decision if the town should go forward with requesting services. This was a November submission and town has 60 days to process so may be able to push to a January meeting. Regina is not sure about the exact timeframe that the town has to respond regarding annexation procedures.

VII. Citizens Comments & Participation

VIII. Adjournment

Planning Commission