



**Townsend Council Board of Adjustment & Workshop
Meeting Minutes
April 17, 2019
Townsend Town Hall, 141 Main Street**

6:30 pm – Board of Adjustment

I. Call to Order: 6:30 PM

II. Opening Ceremonies:

- a. Roll Call: TA Fred Townsend, TE Ed Van-Otoo, TM Anthony Mangeri, Heritage Concrete representative Mike Zeccola, Mayor Sutton & Admin Assist. Ivonne Romero.
- b. Pledge of Allegiance: Pledge was said
- c. Recognition of Visitors. No visitor.

III. Review/Discussion a request from Heritage Concrete, the applicant, for relief from the codes that prohibit roof lines being more than 35' high.

- TE Ed Van-Otoo - Application of Heritage Concrete has a variance on industrial zone as high of 35' maximum just looking over the application and some of the plans from previously not seen any hesitance's for closure to the concrete plans, the code said 35' for the building high but it is more enclosure of the system so TE did not see any commerce's on the code.
- Heritage Concrete representative Mike Zeccola said that the purpose of this enclosure:

Helps preserve the plant and helps to control dust, keep noise down. The roof line can't be dropped any lower. Mayor said that this has been proposed as a temporary structure, Mr. Zeccola said that they all are. Just to clarify when the terminology temporarily it is use it is the footer still require to support the structure. Mr. Zeccola said that they are probably using 75% of the existing footage that is currently there.
- TM ask what is the ultimate height that they are looking at. Mr. Zeccola said 55'. What is the set back from the street or public view? Off the street it is probably 300' from the railroad tracks.
- Discussion and question from BOA to Mr. Ziccola regarding the temporary structures.
- As a conclusion the Town granted the variance to Heritage Concrete. TA Fred Townsend motioned, TE Ed Van-Otoo seconded with unanimous vote.

IV. Adjournment: TA Fred Townsend motioned, TE Ed Van-Otoo seconded with unanimous vote.

7:00 pm - Council Meeting

I. Call to Order: 7:05PM

II. Opening Ceremonies

- a. Roll Call: Mayor Sutton, CW Gorman, CM High, CM Dugan, CM Leigh, TA Fred Townsend, TE Ed Van-Otoo, TM Anthony Mangeri and Admin Assistant Ivonne Romero
- b. Pledge of Allegiance: Pledge was said
- c. Recognition of Visitors:
- d. Announcements:
 - **Town Elections** – Saturday, May 4, 2019 – Vote at Town Hall 8:00 am – 6:00 pm

III. Additions/Deletions to Published Agenda: VII-c, VII-d and VII e deleted, CW Gorman motioned, CM Leigh seconded with unanimous vote.

IV. Council Minutes

- a. Approval of 03/06/19 Council minutes- approved

- b. Approval of 03/20/19 Council minutes- approved
 - CM Leight motioned, CM Dugan seconded with unanimous vote.

V. Mayors Report:

- a. Discussion/Possible vote for Townsend Acres zoning classification of R-2.
 - Present are the Land Owner Mr. Ray Petcovich and Jim Curran from Karins & Associates.
 - Mr. Curran stated back in March we requested to annex that parcel in but we did not address R-2 zoning designation - you voted to annex this in but we did not discuss the zoning. It is 7000 sq. ft. lots our layout that we are proposing is 7440 sq. ft. Requirements there 62 ft. wide by 120 ft. deep.
 - R-2 zoning granted to Townsend Acres, CW Gorman motioned, CM Dugan seconded with unanimous vote.
- b. Notice of resignation Dawn Loboazzo- Financial Clerk
 - Last day will be tomorrow 04-18-2019, we will have temporary help until we find a permanent person to fill that position.

VI. Reports

- a. Town Attorney Fred Townsend III:
 - Not audible recording for TA Fred Townsend
- b. Town Engineer Ed Van-Otoo:
 - Updates regarding storm water attach to the sewer.
 - Discussion regarding HOA and Town responsibilities maintaining ponds.

VII. Committee Reports

- a. Finance: Chair – Mayor Rudy Sutton
 - Discussion / possible vote to approve a spending threshold for the Town Manager.
 - Spending threshold for the Town Manager approved by council will be \$1,000.00 up to \$2,500.00 single purchase per week without council approval. CW Gorman motioned, CM Leight seconded with unanimous vote.
 - Following discussion from CM High. If a purchase goes over a \$2,500.00 will be approved by Finance Chair.
- b. Public Works: Chair – CM Ed Dugan
 - Plan to meeting with Waste Industries, including Town Manager possibly another council member trying to look at the driveway, also contact DeIDOT to verify if a permit was obtained for that driveway.
 - Zoning inspections for the street scape current face that is not in town and possibly adding some street lighting.
 - Municipal Street Aid has been file by Mayor Sutton two months ago.
 - Update from Town manager regarding the growing of residents and streets base in the last census.
- c. Land Use & Development: Chair – CW Lorraine Gorman
 - Nothing to report
- d. Veterans Committee: Chair – CM Steve High
 - Nothing to report
- e. Public Safety: Chair – CM Steve High
 - Nothing to report
- f. Community Events: Chair – CM Rob Leight
 - Autism Awareness block party at Townsend Park April 27 10 AM to 12 PM
- g. Parks & Recreation: Chair – CW Lorraine Gorman
 - Movie Night Under the Stars – Friday, 6/14/19, 7/12/19 and 8/9/19 @ dusk
 - 14th annual Town Parade and Fair – Saturday, 9/28/19 – parade @ 10:00 am, fair 11:00 – 3:00
 - Christmas Caroling/Tree Lighting – Sunday, 12/8/19 @ 4:30 pm

VIII. Discussion / Vote to accept resignation of Councilman Rob Leight

- Vote to accept resignation and present a plaque and resolution to CM Leight thanking him for his services to the Town. CW Gorman motioned, CM Dugan seconded with unanimous vote.

IX. Installation of Patrick Miller as Council Member

- CM Patrick Miller sworn in and appointed as a new council member effective today 04-17-2019.

X. Citizens Comments & Participation:

- No comments or participation from visitors.

XI. Adjournment:

- CW Gorman motioned, CM Miller seconded with a unanimous vote