



Townsend Planning Commission Minutes

March 13, 2019

Meeting @7:00 PM

7:00 pm – Planning Commission Meeting

- I. Call to Order
- II. Opening Ceremonies
 - a. Roll Call – Troy Geiger, James Reyes, Emily Seldomridge, Tom McDonald, Sheryl Rojas (late 15 minutes)
 - b. Pledge of Allegiance
 - c. Visitor Acknowledgement
 - Mr. Karins
 - Townsend Acres developer Ray Petkevis
 - d. Announcements - none
- III. Additions/Deletions to Published Agenda – motion by Troy G – second by James R. vote Troy-aye, James-aye, Emily-aye, Tom-aye, Sheryl-aye
 - a. Reorder agenda to move discussion of VI, VII, and VIII to prior to Meeting approvals for guests
 - b. Addition of February Meeting minutes
- IV. Approval of following Meeting Minutes
 - a. October 10, 2018 - approval by Troy-aye, Emily-aye, James-aye
 - b. November 14, 2018 - approval by Troy-aye, Emily-aye, James-aye
 - c. December 12, 2018 - approval by Troy-aye, Emily-aye, James-aye
 - d. Added February minutes for approval by James-aye, Sheryl-aye, Tom-aye
- V. Follow up on survey implementation for 2019 (Sheryl R.)
 - a. Sheryl R. explained the results from the survey and long with the likes and dislikes of the populace. Walking distance, people, speeding, several differing opinions of the same things.
- VI. Discussion of “Lifehouse Church” project – this item was added due to plans being given to PC for review- project was already approved. Tom M. had questions about the runoff from the parking lot on the SE side. Mr. Kairns showed where the drains and grades were in the plans. – no actions needed. Discussion about street lighting and traffic flow through Town due to Lifehouse Church, Townsend Acres, Corner light, and the Woods.
- VII. Discussion of “The Woods” project sediment and erosion plans
 - a. Discussion of the plans coming to PC and along with possible reasons. Tom M. questions about what was previous annexed. Mr. Karins explained. Discussion of wetlands drainage. Emily S. brought up the wetlands as critical area by the State and question if State had signed off on. As the drainage from the tax ditch and the homes in the construction area would load the downstream

wetlands. Mr. Karins said the state had reviewed each stage of the project and was okay with it. More discussion about the states versus the overall effects of the plan. Discussion of lighting in The Woods project. Question as to why the PC is now looking at the sets of plans on Lifehouse church and The Woods as being that we were just given a single set of plans for “The Woods” and “Lifehouse Church” at this time. Projects were previously approved by this was the first time the Planning Commission was able to review as a group and discuss.

- VIII.** Discussion of annexation of “Townsend Acres” project – discussion of annexation with the current obsolete plans and those that would meet current planning and zoning of parcel. Tom M. asked for clarification about # of lots 49, 10,000 sqft lots, wetlands etc. Mr. Kairns explained the reduction of lots to 38 and lot size reduction due to wet lands and other factors. All the changes will reflect the current Town codes. Troy G. motioned for approval for annexation – Sheryl R. seconded and passed by Troy-aye, James-aye, Sheryl-aye, Emily-aye, Tom-aye.
- IX.** Further Discussion of liaison between Council and Planning Commission – considered to be irrelevant at this time until further need arises
- X.** Discussion and review of flowcharts and responsibilities
- a. Tom M. explained the draft flow chart presented by Edwin O. and that the updated draft would be available on Friday this week.
 - b. Question arose of when is a application for development outdated and considered obsolete.
- XI.** Update of State Planning Coordination assistance
- a. Troy G. explained the timeline for us to get assistance from state to get started on comprehensive plan. This is where they would review previous comp. plans and report out on what we can do and where we need to work on. He will gather possible dates and schedule.
- XII.** Discussion of year-end report to State – not sure who was to get this started but it seems to be that the Town Manager was to created and it was to be added to the Comprehensive plan. Tom M. is to email Lorraine to see if who is going to prep the year-end-report.
- XIII.** Discussion of Comprehensive Plan and possible scheduling for meetings
- a. Troy G. gave explanation of what Traci Arndt can help us with chart that he had emailed to all. Most of this was covered under the topic XI., conversation with Traci Arndt.
- XIV.** Citizens Comments & Participation - none available
- XV.** Adjournment – motion by Sheryl R., James R second, passed by Troy-aye, James-aye, Sheryl-aye, Emily-aye, Tom-aye.
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