



Townsend Special Planning Commission Agenda

September 15, 2019

Meeting @9:00 AM

9:00 am – Special Planning Commission Meeting

- I. Call to Order
- II. Opening Ceremonies
 - a. Roll Call- Troy Geiger, Sheryl Rojas, Emily Whiting, Gerald Dove
 - b. Pledge of Allegiance
 - c. Visitor Acknowledgement- Councilman Scott Lobdell, Mayor McDonald
 - d. Announcements
- III. Special Commission meeting to move the comprehensive forward to IPA for publishing

Review to move comprehensive plan forward to IPA. Today is to finalize any new items today and to make sure our current discussed changes are in the plan. State advised changes to the plan are available for us to review and add into our plan. State is going to complete the maps. Troy is just coordinating through Trisha. Question: Should we have the maps updated before it goes to IPA. Mayor has updated the current plan based on what the state recommended. Emily asked if we should review the zoning maps as those are big changes that could affect the town. Feels that is the critical piece besides just a parcel touching the town boundary.

Councilman Lobdell stated now is the opportunity to update the zoning codes while reviewing the comp plan. Middletown's comp plan has targeted annexation properties down to Green Giant Road. We need to target areas for annexation for our plus reviews. State did present to council and they stated that the comp plan is well written, and it just requires some new items due to population increase. Gerry confirmed that previous changes that covered the introduction and chapter one was updated into the current document.

PC is reviewing maps 7A and 7B. Our maps are showing the same area as future growth that Middletown is showing. Possibly we can also look at Money Road but first we should review some of the ordinances. We don't have a copy of the most recent changes that were done at the last meeting. We need to do more changes to Chapter 66 regarding stormwater management, open space usage, etc. in section 66-698. Mayor is looking on his pc for the copy that we were working on at the last meeting. We needed to import all New Castle County sunseting policy.

In today's folder are some items that Councilman Lobdell brought to our attention that we should review today then we'll move to future maps.

66-10 line 38: Wetland delineation should be done during the seasonal high ground water table should be the water table measurement. Also, we need to add requirement of letter of nonexistence from the developer. (Now remove letter as will be required under 66-10 C.)

66-477 Cul-de-sac streets- Middletown added to include a 100 ft landscape center island. This is allowing fire access for the larger trucks. We need to add and item D) regarding the landscaping the circle.

66-478 Right of way

Adding a C) adding a trip count chart that will list the width of the roads and protect the side streets. Councilman Lobdell can get us a chart.

Section 66-482 addresses driveways that can be reviewed to handle all fire access issues on the roadways. Maybe another way to address the cars in the road but the length of the driveways or wider driveways.

66-480 Street grades typo should be .5%

66-482 may need to address driveway length that can be addressed in the setbacks under the zoning districts on Appendix A. Rear, side setbacks changed all to 10ft. for all R's and commercial changed to 20ft on rear. Minimum front setback for commercial changed to 25ft and minimum side yard changed to 10ft for R-2 & Commercial. Minimum rear yard R2 & Commercial changed to 20ft. All R's both lines need to total 25ft between buildings. R2 & commercial minimum rear should change to 20ft.

66-486 Street names

State keeps a database to stop duplication of names. Add as a requirement of receiving a letter stating the street names have been approved. Add a new section C under 66-10 under submission requirements that lists all the letters of final approval that are needed (ex: Letter of Nonexistence) and Scott will provide the list.

66-583 (4 &5) Grading Design

Swale is currently listed at 2%. Change to 1-2% on the swales have to put in underdrains and require engineer approval. Less than 2% will let the water will drain down but yet not sit on top because the underdrains will stimulate the infiltration. New Castle County is now requiring 8" over 10ft. elevation slope away from the house. Builder should submit a line & grades plan to stop homes from mounding up to put in a basement. We should make the lines & grades plan as part of the permit package approval.

66-630 Shade trees

State has a new list that Scott can get for us to update the list.

66-8(a) Preservation of natural features

Change to no lot shall be built and change 50ft to 100ft landward and then 50 ft off wetlands.

66-10 add a Section C that is for letters of prior to final approval from all required agencies (Submission Requirements) Councilman Lobdell will provide a checklist of required final letters.

66-698 Open Space Requirements

a) Increase percentage, ten percent is really low, changes by zone. Need to include a chart that Scott will provide. Compare Middletown/NNC and see what benefits the town the best.

MS4 coverage is coming. Possibly consider adding green space ex: common area in TVII replant with trees to reforest and receive the benefit. Uncertain where we would add but make this the standard for town. Developers like to use wet ponds, unsure if we can limit using this option. Maybe discuss with IPA for options and weave into our comp plan.

66-698 (c) Developer is labeling passive strips and labeling as walkways but no path is being installed. Scott will send language. Scott suggests that we increase the minimum ten percentage. Also, developers start boxing in the wetlands and then they are destroyed anyway. Scott will pull up some code requirements that Middletown has in place. Write into code that RIP tack review is required when building in a water recharge area, NNC does this review and we can ask that it is done.

66-826 Water resources protection- this section needs to be revisited

66-827 Wells at the park, well head on Railroad Road is reduced to 150ft if no draw, well at Wiggins Mill Frontage and 300ft is not clear.

We should have :

1. Basic application checklist should be online for the engineer to review.
2. Escrow fees are going away; developers have to pay the fees upfront such as an application fee. Engineer reviews are paid by the developer.
3. Establish an overlay, Scott suggests we include Anthony. This will also be part of the maps review.
4. Consider mix-use zoning along Main Street.
5. Need a sunset provision of 5 years. No work started within 5 years then you need to file a new plan and start over.
6. Parking issues should be handled with the new setbacks.
7. No parking signs established when developments built. Problem is enforcement.

66-790 Sunsetting Provision section is reserved, and we need to put NNC provision in place. Be specific as to what counts as 20% if part of the provision. We need to define what construction is to be considered part of the 20%. Definitely have 5 years provision minimum. Maybe 30% and the town takes over ownership of the property. This needs additional review.

- IV.** Assign tracking for review of published comprehensive plan for corrections/changes and submission of final product

Next steps: Maps, definitions on the agenda for the next meeting before scheduling another special session. Annexation needs to be discussed and indicated on the maps.

- V.** Citizens Comments & Participation
- VI.** Adjournment

GLD

Planning Commission