



**Townsend Planning Commission Meeting Agenda
August 11, 2021 @ 7:00 pm
Town Hall and via Conference Call**

7:00 pm – PC Meeting

I. Call to Order

II. Opening Ceremonies

a. Roll Call

Troy Geiger, Sheryl Rojas, Patrick Miller, James Reyes (V), Louis Krause (V)

b. Pledge of Allegiance

c. Visitor Acknowledgement

d. Additions/Changes to the Agenda

e. Announcements

III. Minutes July 14th Planning Commission meetings to review and approve

Minutes approved unanimously by members.

IV. Discuss Townsend Acres subdivision application and supporting documentation

Plans reviewed tonight did not include the center median to divide the entrance as discussed with the developer on March 11, 2021. This was also documented in a letter sent to Town Council and Town Manager on March 14th, 2021, for the Board of Adjustment (BOA) meeting. The original letter sent included a list of variances that were being requested and the recommendations from the Planning Commission. The BOA recommendation letter approved the variances but included no specific information regarding the front entrance. A new letter will be drafted for approval and emailed to Town Council requesting a discussion of with Townsend Acres developer regarding the previous letter referencing the distinct separate in/out entrance.

Suggestion was made that we review open space ordinances to stop the small connection areas. Having a .25 acre as active open space at the entrance of a subdivision doesn't seem safe. Townsend Acres meets the current guidelines, but it appears it could have been designed better and safer.

V. Discuss Hidden Creek club house and parking lot omission

Planning Commission reviewed the design of the clubhouse and parking lot for Hidden Creek that was omitted from the original plan. An email was sent to Mr. Van Otto asking if the developer

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If you choose to access the meeting online join the online meeting:

<https://us02web.zoom.us/j/4077026733?pwd=TjJ6NmhzMHdOT1dDa3h0Ty8wY0pUQT09>

omitted the parking lot shouldn't they have to file a new plan and follow new ordinances. Mr. Van Otto sent an additional email stating the parking lot would take some of the open space by the clubhouse, but they would still be above the required minimum open space. While it appears that the parking lot will not reduce the amount of open space that is required in the subdivision the small map that was presented only reflected the clubhouse area and the commissioners would like to see it implemented into the plot plan so that a well-informed decision can be made. A letter will be drafted to Town Council and Town Mayor requesting the full plot plan that reflects the clubhouse and parking lot with all the homes in the community.

VI. Review edits to Comp Plan and possible review of PLUS review recommendations

Edits to the plan were reviewed and accepted by the Planning Commission members. Maps added into the table of contents and into the document, page numbers, acknowledgements, removed highway references and added road names per recommendations. Not everything from the state's recommendation letter was implemented but the required items were updated to the plan. Mayor Miller will review the plan and finalize the edits so that it may have a final review for the September meeting. Mayor Miller will take the working document and review the goals and rate them as importance. We can then implement those goal ratings into the final plan. The Planning Commission will review the Comprehensive plan at the September meeting to hopefully approve a final plan to submit to the Town Council and recommend it move forward for final State review.

VI. Review working document of town goals from Comprehensive Plan and rank goals by priority

Mayor Miller is reviewing the goals to rank into immediate, short term, and future goals so that this may also be updated in the final plan. Mayor is considering doing a Gantt chart.

VII. Adjourn