



**Townsend Planning Commission Meeting Agenda
August 10, 2022 @ 7:00 pm
Town Hall and via Conference Call**

7:00 pm – PC Meeting

I. Call to Order

II. Opening Ceremonies

a. Roll Call

James Reyes, Troy Geiger, Louis Krause

b. Pledge of Allegiance- skipped due to zoom call

c. Visitor Acknowledgement

Sheryl Rojas

d. Additions/Changes to the Agenda- no changes

e. Announcements

1. Announce openings for the Planning Commission to the community to look for interested members.

Two members have been found and will be sworn into the position at the next Town Council meeting.

III. Minutes from June 16th and July 13th Planning Commission meetings to review and approve

Minutes for June 16th and July 13th were approved

IV. Discussion regarding possible Town of Townsend Comprehensive Plan Revision due to interest in annexation into the Town of Townsend and possible referral to Council and PLUS for review.

Ms. Tantillo announced 3 properties that have approached Town for annexation. To pursue the annexation, the comp plan annexation map would need to include the parcels. Suggestion made by Ms. Tantillo to update the annexation map to go 1 level deep down both sides of Summit Bridge Road from the Valero gas station up to Diamond State Auto. Also update the map to include lots on Money Road. Then it was suggested to also go one level deep on the backside of Town. Ms. Tantillo will work with the engineer to develop a new map and have it ready for the next meeting.

Town Meetings will be returning to in person format. Residents may choose to attend meetings in person or via electronic means. Townsend Town Hall will be available to the Town Council and those of the public wishing to attend in person. All personnel and visitors entering Town Hall must wear masks and comply with all CDC guidelines, including social distancing guidelines. Those that are sick or who have been exposed to the COVID-19 virus are asked to not enter Town Hall and may attend the meeting virtually. Those wishing to attend virtually may dial dial 1(301)715-8592. When directed, provide following meeting ID 407 702 6733# and then the following password 332763# to enter the meeting. If you choose to access the meeting online

If you choose to access the meeting online join the online

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

V. Review of Townsend Chapter 24 Ordinances for updates

Ms. Tantillo sent the enter Chapter 24 as a word document for the planning commission to review. Ms. Tantillo said it is their duty to review some or all of the code. She mentioned that the light code section was missed from the revision and Ms. Tantillo will send it back for the Planning Commission to review to add back into the code. James was looking at accessory buildings (shed) that was brought up for review. Definitions encompass 6 pages, and it is recommended to review a section per each meeting to review the entire document.

The section regarding sheds and light pollution will be reviewed for the next meeting.

VI. Review Townsend Acres development for any updates

The developer is working the engineer. The Council was alerted to a retention pond that was close to a sidewalk and the engineer advised having a fence installed as this seems as a safety concern. Is the developer looking for a variance to not have the required distance from the pond and sidewalk, but nothing has been heard of this to date.

VII. Review of 2020 Comp Plan for 5-year plan update

Ms. Tantillo said that this plan update is technically due by 2027. Louis suggested they start 18 months out from the due date. Ms. Tantillo stated that the 2020 Census data will need to be updated in the plan. Sheryl Rojas provided the census link to update the numbers.

VIII. Adjourn

Next meeting with be September 14- Townsend Acres, Ordinances (shed/light pollution review), map update for annexation.