



**Townsend Planning Commission Meeting Minutes  
July 19<sup>th</sup>, 2023 @ 7:00 pm  
Town Hall and via Conference Call**

**7:00 pm – PC Meeting**

- I. Call to Order The meeting was called to order at 7:07pm.**
- II. Opening Ceremonies**
- III. Roll Call**

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 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>

**Present: Troy Geiger, James Reyes, JJ Asongu, Lisa Brooks**

- A. Pledge of Allegiance**
- B. Visitor Acknowledgement – Dwain Haines, Josh Mertz, Scott Lobdell**
- C. Additions/Changes to the Agenda – No changes to agenda**
- D. Announcements – No announcements**
- IV. Minutes from June 22<sup>nd</sup> Planning Commission meetings to review and approve. James moved to accept the minutes, Lisa seconded. All approved.**
- V. Discussion regarding Ordinance 2023-001 regarding light pollution – (with the exception of Section 3, C, A. – handle on a case by case basis). Troy recommended that we write a letter to Town Counsel. James moved to move a letter with discussion of Section 3, C, A. Lisa seconded. All voted to move on to Town Counsel. Troy will write the letter and send to Antonina for letterhead and circulation.**
  - Question on whether street lighting is covered in the ordinance. It’s covered in Section 24.20.090 and it will be covered**
- VI. Discussion regarding Chapter 24.12 of the Town’s Municipal Code.**
  - Section 24.12.010 – discussion on whether to update the code to refer to it on another part of the Town website.**

**-Section 24.12.060 – 2. B. (9) Permitted Uses and Regulations - #9 change Maximum lot coverage – change from N/A to 50%**

**-Section 24.12.060 – B. (7) Change minimum side yard setback 15 ft., keep (20 ft for corner lot) and corresponding changes to the chart in the Appendix A. Need to figure out why the asterisks are in R3.**

**-Section 24.12.060 – B.5.h. Change wording from “Ref to Section C guidelines below”**

**-Section 24.12.060 – C.4. Change wording to “In regard to parking requirement for apartments the following shall mandate available space: 1.5 per 1 bedroom dwelling unit, 2 per 2 or 3 bedroom dwelling unit, and an additional 0.25 spaces per bedroom above 3. A requirement of 0.25 additional guest parking space per dwellings shall also be provided”**

**-Section 24.12.060 – B. 1. “Add W. Mini storage facilities”**

**VII. Discussion regarding Chapter 24.36.160 of the Town’s Municipal Code.**

**Add recommended Tree Replacement to #3 under 24.36.170, listed in Table 11-16**

**VIII. Discussion regarding Chapter 24 – Appendix B of the Town’s Municipal Code. Troy proposed that we move this topic to the August meeting. Antonina will see if there is more information to send.**

**IX. Discussion regarding August meeting date. Continue Chapter 24 and Appendix B – Next meeting is tentative for August 16, 2023, 7pm**

**X. Adjourn – Meeting adjourned at James moved to adjourned the meeting, Lisa seconded. All voted to adjourn the meeting.**