



**Townsend Planning Commission Minutes  
October 11<sup>th</sup>, 2023 @ 7:00 pm  
Town Hall and via Conference Call**

**7:00 pm – PC Meeting**

- I. Call to Order - meeting called to order at 7:24 pm**
- II. Opening Ceremonies**
  - A. Roll Call -**

**Present: Troy Geiger, Lisa Brooks, JJ Asongu; Town Manager – Antonina Tantillo, Town Clerk – Mariaelena Rivera**

**Absent: James Reyes and Eschalla Clarke**
  - B. Pledge of Allegiance - All present said the pledge of allegiance.**
  - C. Visitor Acknowledgement - Councilman Joseph Bangura and John Holmes (on Zoom)**
  - D. Additions/Changes to the Agenda - Delete VI for this meeting.**
  - E. Announcements - No announcements**
- III. Minutes from the September 13<sup>th</sup> Planning Commission meeting to review and approve. -**

**Lisa moved to approve, and JJ seconded. All approved.**
- IV. Review of finalized recommendations for Future Land Use Type of parcels and map proposed to be added to the Future Land Use & Growth & Annexation Areas map. - Lisa moved to approve, and JJ seconded. All approved.**
- V. Discussion regarding Chapter 24 – Appendix B of the Town’s Municipal Code. - Antonina wanted to add a step for the Public Hearing before the Planning Commission meeting. Troy wanted to highlight the numbers on the Flowchart. Troy wanted to move the text box information under 2, 3, 4 and 5 into the number boxes. Mariaelena making live updates. Antonina wanted to add “Land Use and Development Committee for Review”. Antonina wanted to add “Step 1 and 2 can be combined, per your request, but please note that Town Council may deny this request.” Troy wanted to add an italic to the line to help it stand out. Antonina – Make number 9 “Planning Commission Public Hearing and Meeting”. Troy “add Town Police to #16”. Antonina said to add an asterisk to 10 and 11 and add in the instruction box 4a and 4b from the Subdivision & Land**

**Development Process under Phase 2. On #14 Combine Hearing and Town Council Meeting. Last update – change the font to black.**

- VI. Discussion regarding Chapter 24 Zoning and Unified Development Code. - SAVE FOR THE NEXT MEETING**
  
- VII. Discussion regarding November meeting date. - Wednesday November 8th.**
  
- VIII. Adjourn - Meeting adjourned at 8:42 pm. Lisa moved to adjourn, and JJ seconded. All approved.**