



Townsend Planning Commission Meeting Agenda
November 8th, 2023 @ 7:00 pm
Town Hall and via Conference Call

7:00 pm – PC Meeting

- I. Call to Order** – Meeting called to order at 7:05 pm
- II. Opening Ceremonies**
 - A. Roll Call**

Present: Troy Geiger, James Reyes, Lisa Brooks, Eschalla Clark, JJ Asongu, Town Manager (Antonina Tantillo), Town Clerk (Mariaelena Rivera), Town Engineer (Edwin Van-Otoo)
 - B. Pledge of Allegiance** – All present said the pledge of allegiance.
 - C. Visitor Acknowledgement** – No visitors present.
 - D. Additions/Changes to the Agenda** – No changes to the agenda.
 - E. Announcements** – No announcements.
- III. Minutes from the October 11th Planning Commission meeting to review and approve.** – Lisa moved to approve the October 11th minutes and James seconded. All approved.
- IV. Update on PLUS (Preliminary Land Use Service) application for updates to Future Annexation Map.** Needed to relabel; PLUS wants us to identify all the Future Annexation areas in green and questioned the amount of future annexation. Antonina will reach out to New Castle County to discuss and see if there is any feedback before submitting to PLUS. Antonina will cancel November’s Plus meeting and reapply in December. The parcels labelled as suburban reserve (according to New Castle County) will need to be residential, farmland or institutional/community. Antonina will pull up the map to look at each property to determine the designation. The Planning Commission will use the designation that New Castle County property class. Mariaelena Rivera performed a live update of the parcel sheet. There will not another meeting before Antonina submits the map to PLUS. The shading of the Future Land Use & Growth & Annexation areas map may get updated. The two properties that

expressed interest in annexation as commercial, but the Planning Commission will use the designation that New Castle County use.

V. Discussion regarding Chapter 24 – Appendix B of the Town’s Municipal Code. – Reviewed the content of the updated Appendix B The shading of Appendix B will be updated. Edwin submitted the document that he was working on with Anthony Mangeri, previous Town Manager. The PC will look at it along with the updated Appendix B to come up with a final document. The PC will add the review on the December agenda.

VI. Discussion regarding Chapter 24 Zoning and Unified Development Code. – Started reviewing at 24.12.100 Suburban Reserve (SR). (1) Outstanding item – what is Suburban Reserve (SR) and how define? NCC Carter is being asked to identify special provisions. The PC will come back to 24.12.100 Suburban Reserve (SR).

24.16.030 Authorization – C – Strike out “council” - should read “When exterior improvements have been authorized by the town,”

Antonina will have Edwin review measurements in 24.20.010 Streets and Rights-if-Way B. Cul-De-Sac Streets #3 to ensure that they are accurate.

C. Right-Of-Way And Cartway Widths. #1 Add wording “from pavement edge to pavement edge”

C. Right-Of-Way And Cartway Widths #2 c. (1) change width from 30 feet to 32 feet. Strike out gutter line to gutter line and replace with “payment edge to payment edge”

F. Intersections #5 change 15 to 25 and strike out “only” and strike out “and 25 feet”

Will start up 24.20.020 Parking Requirements.

Antonina will have Edwin review section 24.20.010 Streets and Rights-Of-Way.

VII. Discussion regarding December meeting date. – Wednesday December 13, 2023. PC reviewed and approved agenda presented by Antonina.

VIII. Adjourn – James Reyes moved that we adjourn the meeting and Lisa seconded. The meeting was adjourned at 9pm.