



Townsend Planning Commission Meeting Agenda
December 13th, 2023 @ 7:00 pm
Town Hall and via Conference Call

7:00 pm – PC Meeting

- I. **Call to Order** – Meeting called to order at 7:41 pm.
- II. **Opening Ceremonies**
 - A. **Roll Call**

Present: Troy Geiger, James Reyes, Lisa Brooks, Town Manager (Antonina Tantillo), Town Clerk (Mariaelena Rivera). Januarius Asongu and Eschalla Clarke Absent.
 - B. **Pledge of Allegiance** – Skipped due to meeting starting late.
 - C. **Visitor Acknowledgement** – No visitors present.
 - D. **Additions/Changes to the Agenda** - Move VI. to the January meeting.
 - E. **Announcements** – No announcements.
- III. **Minutes from the November 8th Planning Commission meeting to review and approve.** – James moved to approve the minutes from the November 8th Planning Commission minutes. Lisa seconded. All voted to approve the minutes.
- IV. **Update on PLUS (Preliminary Land Use Service) application for updates to Future Annexation Map.** Antonina submitted an application and advised it was held with the need for the Town to clarify the map and to meet with New Castle County (NCC). NCC expressed concerns that the Planning Commission (PC) is changing the future annexation. NCC wants the PC to investigate Area A deed restrictions and Part B greenbelt areas before moving forward; these areas are not annexed yet. Antonina asked Troy and James if anything was mentioned on this before. James recalled that Part B greenbelt could not be annexed. Neither Troy nor James could remember anything regarding Area A deed restrictions. Antonina will continue to talk with NCC concerning Area A to get more information and clarity. Troy's not sure why Area A would be an issue because there are homeowners looking to

potentially be annexed into Townsend. Antonina will send an email if she has an update before the next meeting.

- V. **Discussion regarding Chapter 24 – Appendix B of the Town’s Municipal Code.** – The PC will review “Townsend_Planning_Process_Update” from the Town Engineer to see if anything should be incorporated into the draft flowchart as well as other towns. The PC will review and send Antonina updates for January.
- VI. **Discussion regarding Chapter 24 Zoning and Unified Development Code.** – Moved to January meeting.
- VII. **Discussion regarding January meeting date.** Mariaelena presented the drafted January agenda, PC approved. Next meeting is tentatively scheduled for Thursday, January 18, 2024, at 7 pm.
- VIII. **Adjourn** – James moved to adjourn the meeting and Lisa seconded. The meeting was adjourned at 8:40 pm.