



Townsend Planning Commission Meeting Agenda
May 16, 2024 @ 7:00 pm
Town Hall and via Conference Call

7:00 pm – PC Meeting

- I. Call to Order** – Meeting called to order at 7:04pm.
- II. Opening Ceremonies**
 - A. Roll Call**

Present: Troy Geiger, James Reyes, Lisa Brooks, Eschalla Clarke

Absent: JJ Asongu
 - B. Pledge of Allegiance:** All stood and said the Pledge of Allegiance.
 - C. Visitor Acknowledgement:** James Winfield, Randy Becker, Craig Lynch, Bob Taylor, TuJuana Pierce, Scott Lobell
 - D. Additions/Changes to the Agenda**
 - E. Announcements:** Veteran Resource Expo at Firehouse from 6-8pm on May 17th, Town Fair – June 1st, Parade at 10, Fair at 11 at Townsend Municipal Park
- III. Minutes from the April 10th Planning Commission meeting to review and approve.** – James moved and Lisa seconded. The minutes were approved.
- IV. Minutes from the April 12th Planning Commission Public Hearing to review and approve.** - James moved and Lisa seconded. The minutes were approved.
- V. Minutes from the April 12th Planning Commission meeting to review and approve.** - James moved and Lisa seconded. The minutes were approved.
- VI. Update on PLUS (Preliminary Land Use Service) application for updates to Comprehensive (Comp) Plan Maps.** – This will move to the June agenda.
- VII. Discussion regarding Minor Subdivision request for Parcel #: 25-001.00-049, 0 Walnut Street.** - Interfaith Community Housing of Delaware presented plans to build two single family detached houses on Walnut Street. Troy will need to write a letter of recommendation.
- VIII. Discussion regarding Major Subdivision with re-zoning request for Parcel #: 25-008.00-002, 100 Karins Boulevard.** Townsend Crossings - 54 units, will prevent additional; 11.67 acres; will build on 4.67

acres, stay out of the wood lines, won't be able to turn into Townsend Village 2 development; 2 roads – Thatcher Lane and Jessie? Lane. There is an overflow parking lot – 15 parking lots. No street parking. All fee simple, HOA, will need to change from Commercial to R3. 3-4 bedrooms in the \$400k range. There will be a park area. Troy will need to write a letter of recommendation.

IX. Discussion regarding Chapter 24 – Appendix B of the Town's Municipal Code. No discussion on this line item. Will put in to reference the document in the code, but not actually in the code.

X. Discussion regarding Chapter 24 Zoning and Unified Development Code.

– **Section 24.24** – will need to review with Scott. Mariaelena will invite Scott to the next meeting.

Changes:

-Section 24.08.030 – c. *Public Hearing Required.* No proposed change, amendment, modification or repeal of any zoning regulation, restriction or boundary shall become effective until after a public hearing in relation hereto shall have been held by the council, at which interested parties and citizens shall have an opportunity to be heard. At least 15 days' notice of the time and place of such hearing shall be published ~~in a newspaper of general circulation~~ *on the Town's social media and website. – add on*

- 24.08.020 Board Of Adjustment, D. Appeals., 3. *The board of adjustment shall fix a reasonable time from the hearing of the application or appeal, giving public notice thereof as well as due notice to the parties in interest. Upon the hearing any party may appear in person, by agent or attorney. Public notice of the hearing shall consist of publication of legal notice at least 15 days prior to the hearing ~~in a newspaper of general circulation in the town~~ on the Town's social media and website. – add on. Such notice shall specify the time, place, and nature of the hearing. The hearing shall be held not less than five days nor more than ten days after final publication. Personal notice of such hearing shall be given to all property owners within 200 feet of the property affected by said appeal. The board shall provide written notification of the decision of said appeal within 60 days of the hearing.*

XI. Adjourn – The next meeting date is Wednesday June 12th at 7pm. James moved to adjourn the meeting and Lisa seconded. Meeting adjourned at 8:49pm.