



Townsend Planning Commission (PC) Meeting Minutes
January 18, 2024 @ 7:00 pm
Town Hall and via Conference Call

7:00 pm – PC Meeting

- I. Call to Order – Meeting called to order at 7:16pm**
- II. Opening Ceremonies**
 - A. Roll Call**
 - Present:** Troy Geiger, James Reyes, Lisa Brooks, Eschalla Clarke, and Town Manager (Antonina Tantillo)
 - Absent:** Januarius Asongu and Town Clerk (Mariaelena Rivera)
 - B. Pledge of Allegiance** – All said the Pledge of Allegiance
 - C. Visitor Acknowledgement** – Scott Lobdell, Jaime Winfield, and Randy Becker – all of First State Engineering (FSE)
 - D. Additions/Changes to the Agenda** – No changes to the agenda
 - E. Announcements** – No announcements
- III. Minutes from the December 13th Planning Commission meeting to review and approve.** James moved to approve the minutes; Lisa seconded. All approved.
- IV. Discussion and possible vote regarding Major Subdivision with possible rezoning request at Parcel #: 25-008.00-002, 100 Karins Blvd.** Scott Lobdell presented the concept plan for major subdivisions with rezoning from commercial to R3 on behalf of (FSE). Troy will draft a letter to Council and send it to Antonina by January 25th. Some preliminary concerns were parking and emergency vehicles. Eschalla asked if there was anything that could be done about affordability. Antonina will send the letter to members of PC before sending it to Council.
- V. Update on PLUS (Preliminary Land Use Service) application for updates to Comprehensive (Comp) Plan Maps.** Antonina is reviewing the updated maps and has met with New Castle County to go over deed restricted areas.
- VI. Discussion regarding Chapter 24 – Appendix B of the Town’s Municipal Code.**
 - A. Scott sent comments regarding the Flow Chart.**
 - 1. Add the following to Phase 1 title – “Sketch Plan and Application Submittal”
 - 2. Change “Conceptual” in Phase 1 #1 to “Sketch”
 - 3. Remove 3rd bullet point under Phase 1 #1.
 - 4. Add the following to Phase 2 title – “Preliminary Plans Review & Recommendation”
 - 5. Add the following to Phase 3 title - “Record Final Plan or Deny.”

B. Antonina suggested adding a timeline to the new flowchart and add a At A Glance version in addition to the regular version.

C. Troy will add timelines at the bottom.

VII. Discussion regarding Chapter 24 Zoning and Unified Development Code. Will review at the next meeting.

VIII. Discussion regarding February meeting date. Next meeting date is Thursday, February 15th.

IX. Adjourn - James moved to adjourn the meeting and Lisa seconded. All approved. Meeting adjourned at 9:13pm.