



**Townsend Planning Commission Meeting Minutes**  
**June 12, 2024 @ 7:00 pm**  
**Town Hall and via Conference Call**

**7:00 pm – PC Meeting**

**I. Call to Order** – Meeting was called to order by James Reyes at 7:08 pm

**II. Opening Ceremonies**

**A. Roll Call**

**Present:**

Troy Geiger

James Reyes

Lisa Brooks

Eschalla Clarke

Town Clerk: Mariaelena Rivera

**Absent:**

JJ Asongu

**B. Pledge of Allegiance** – All stood for the Pledge of Allegiance

**C. Visitor Acknowledgement:**

1. John Holmes (on Zoom)

2. Ellen Wolfe – 580 Railroad Ave

3. Al Harrington – 627 Commerce Rd

4. Scott Lobdell

Ellen Wolfe brought up an issue water pressure on 580 Railroad Avenue. She was advised to keep calling Artesian. Scott also said that the Town could check with Artesian as well.

Al Harrington was concerned about subsidized housing and a halfway house. He was advised that these items were not brought to the Planning Commission.

**D. Additions/Changes to the Agenda**

IV. Remove – not ready to be discussed yet

**E. Announcements** - 2 open Planning Commission seats (3 years); 1 Board of Adjustment seat (2 years); 1 Board of Election seat (no specific length of time); Town Manager position open

**III. Minutes from the May 16<sup>th</sup> Planning Commission meeting to review and approve.** James moved to approve the May 16<sup>th</sup> Planning Commission meeting; Lisa seconded.

**IV. ~~Discussion regarding Minor Subdivision request for \*\*Taylor Street\*\*~~ Not Ready to be discussed**



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V. **Discussion regarding Chapter 24 Zoning and Unified Development Code.**

- Section 24.24.020 A. *“The area of a sign shall mean the area of the entire structure all lettering, wording, and accompanying designs, logos and symbols, together with the background on which they are displayed (whether such background is open or enclosed), but excluding including any supporting framework and bracing which are solely incidental to display itself providing the same do not contain any letters, designs or symbols.”*

– Section 24.24.060 D. (reviewed with Scott) Need to increase the size issue; currently 15 square feet; change to state *“not to exceed 6 feet in height and ten feet in length for residential signs”*.

-R3 Townhouses – Scott noticed that with the Townhouses – minimum side yard is currently showing 15 feet; but should be minimum side yard should be 6 feet individually and 15 feet between buildings; normally shown as 6 feet/15 feet. Scott will check other codes, including percentages to see how compare and send it the Planning Commission.

– 24.24.050 General Sign Regulations Applicable In All Districts

A. Prohibited Signs.

*Animated signs.*

Beacon lighting.

*Flashing, moving or reflective signs.*

*Illuminated temporary signs signs.*

Revolving or rotating signs.

Roof signs.

Trailer signs.

Vehicular signs

Billboards.

F. *Property owners The owner of the sign shall assume the cost of relocating any sign within the ultimate right-of-way of a street that is widened.*

VI. **Discussion regarding Chapter 24 items to recommend to Council.**

Troy asked Scott how to recommend changes. Troy said to submit one document with the changes to Chapter 24.

VII. **Review of PLUS (Preliminary Land Use Service) comment letter for Comprehensive (Comp) Plan Maps Amendment.** The Planning Commission will send a list of questions to Mariaelena by July 10<sup>th</sup>.

VIII. **Adjourn** – Next meeting is scheduled for Wednesday August 14, 2024 at 7 pm. James moved to adjourn the meeting and Eschalla seconded. The meeting was adjourned at 9:09 pm.