



**Townsend Planning Commission Meeting Agenda
February 15, 2024 @ 7:00 pm
Town Hall and via Conference Call**

7:00 pm – PC Meeting

- I. Call to Order:** Troy called the meeting to order at 7:17pm
- II. Opening Ceremonies**
 - A. Roll Call:**

Present: Troy Geiger, Lisa Brooks, Eschalla Clark, Januarius Asongu, Antonina Tantillo (Town Manager), Mariaelena Rivera (Town Clerk)

Absent: James Reyes
 - B. Pledge of Allegiance:** All said the Pledge of Allegiance
 - C. Visitor Acknowledgement:** Scott Lobell (First State Engineering), Brian Bree (DSM Commercial)
 - D. Additions/Changes to the Agenda:** No changes to the agenda
 - E. Announcements:** No announcements
- III. Minutes from the January 18th Planning Commission meeting to review and approve.** Eschalla moved to approve the minutes. Lisa seconded. All approved.
- IV. Discussion and possible vote regarding Minor Subdivision request for Parcel #: 25-002.00-095, 6001 Summit Bridge Road.** Scott discussed an application to establish two lots (subdivide) where Colonial Motors is. Lisa moved to move this along to the Town Council; Eschalla seconded. Everyone approved of moving it forward.
- V. Discussion regarding Major Subdivision with possible rezoning request at Parcel #: 25-008.00-002, 100 Karins Blvd.** This went to the Public Works and Land Use Development Committee and to

Council last week. This can move to a formal application. Also, the builder will add more parking spaces for a total of 14 parking spaces.

- VI. **Update on PLUS (Preliminary Land Use Service) application for updates to Comprehensive (Comp) Plan Maps.** Antonina wants to move forward with a PLUS hearing. PLUS will give a date for the hearing; the hearing will be held online and in person.
- VII. **Discussion regarding Chapter 24 – Appendix B of the Town’s Municipal Code.** Troy added title, length of time at the bottom, added the signature for the PC Chairperson and Town Manager/Clerk based on the old copy from the Town Engineer and suggestions from Scott Lobell. Antonina will work on updating the narrative to go with the flow chart.
- VIII. **Discussion regarding Chapter 24 Zoning and Unified Development Code –** There were two updates to the Town’s proposed ordinances from the Code Review Committee. One ordinance is regarding the Board of Adjustments appeal process which must be revised to add the language to go to the State Superior Court and the other is to provide a definition for commercial vehicle. Antonina will look into having RVE review the proposed changes for Chapter 24 by the PC and determine what the cost is. The PC also requested a meeting with RVE to further discuss definitions. Antonina will seek insight from New Castle County (NCC) regarding Suburban Reserve. The PC started reviewing 24.16 Vacant, Deteriorated Structures. The PC will pick up at reviewing 24.20.020 Parking requirements.
- IX. **Discussion regarding March meeting date.** Next meeting will be Wednesday March 13, 2024, at 7pm.
- X. **Adjourn –** Lisa moved to adjourn the meeting and Eschalla seconded. The meeting was adjourned at 8:59pm.