



**Townsend Planning Commission Meeting Minutes  
September 18<sup>th</sup>, 2024 @ 7:00 pm  
Town Hall and via Conference Call**

**7:00 pm – PC Meeting**

- I.** Call to Order: The meeting was called to order by Troy Geiger at 7:09 PM.
- II.** Opening Ceremonies
  - A. Roll Call

**Present:**  
Troy Geiger  
James Reyes  
Lisa Brooks  
JJ Asongu  
Eschalla Clarke  
Town Manager: Julie Goodyear
  - B. Pledge of Allegiance – All stood for the Pledge of Allegiance.
  - C. Visitor Acknowledgement – There were no visitors.
  - D. Additions/Changes to the Agenda – Troy moved to Move VII. Review of PLUS to Agenda item IV.
  - E. Announcements – Julie stated that there is an additional request for annexation into the Town. Troy moved to discuss this meeting during the review of the two annexation letters. James seconded and all approved.
- III.** Minutes from the August 14<sup>th</sup>, 2024, Planning Commission meeting to review and approve. James moved to accept the August 14th Planning Commission minutes as written, and Lisa seconded. All approved.
- IV.** Discussion and review of cover letter for Chapter 24 revisions for council – The Planning Commission will need to address the protections around the wetland, farmland and forested areas for Chapter 24. The Planning Commission need clarity around whether the details need to be in Chapter 24 or can just be referenced to the Comp Plan.
- V.** Discussion and review of Annexation Request letter- 6147 Summit Bridge Road – this property is not identified in the Town’s future annexation plan
- VI.** Discussion and review of Annexation Request Letter- 6201 Summit Bridge Road – this property is not identified in the Town’s future annexation plan

-Discussion and review of unwritten Annexation Request Letter – 6122 Summit Bridge Road – This property currently have trailers that people live in, which is not allowed according to the Town code and has no intentions of changing the dynamics of his property. Julie was asked to draft a letter to this request that it was brought up in the Planning Commission meeting and it was stated that trailers are not allowed in the current code

- VII.** Review of PLUS (Preliminary Land Use Service) comment letter for Comprehensive (Comp) Plan Maps Amendment. (Moved to Item IV.) - According to Troy, Townsend doesn't have the same things in place for protections for farmland, wetlands and forested areas and New Castle County. New Castle County wants to make sure that there are ordinances in place for this. The suggestion was to meet with New Castle County and Middletown to discuss boundary differences. One suggestion is to send a courtesy letter to Middletown with the map to see if there are any concerns and have a separate discussion with New Castle County on boundaries and include Dave Carter in the discussion with New Castle County. Julie will reach out to Dave Carter. We will delay a meeting with the Department of Agriculture to consider the removal of the parcel in the active Agricultural Land Preservation, so that Troy can review the links in the document. Townsend will need to add protections for these areas to Chapter 24 and to the Comprehensive Plan. The next step will be to meet with the New Castle County. Julie will get copies of the Comprehensive Plan of Middletown, Smyrna, Milford and the New Castle County Development code. Eschalla suggested that the Planning Commission get interns on the high school or college level to help do research. Julie said to let her know if she has someone in mind. Julie will see if Samantha from PLUS, Beth from DNREC and Milton from the Department of Agriculture can zoom to our next Planning Commission meeting for further clarity on the letter, examples from other municipal ordinances, and can our code default to DNREC recommendations.
- VIII.** Discussion of October meeting date and agenda. The next meeting is scheduled for Wednesday October 16<sup>th</sup> tentatively at 7pm.
- IX.** Adjourn - James moved to adjourn the meeting and Lisa seconded. The meeting was adjourned at 9:11pm.